



Pamn Henderson
Chair

Robert Carroll
Vice Chair

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MEETING OF THE TRANSPORTATION PLANNING ORGANIZATION
Wednesday April 24 - 3:30 p.m.
Bay County Transit Office, 1010 Cone Ave Panama City, FL 32401

Technical Coordinating Committee (TCC) - 11:00 a.m.
Citizens' Advisory Committee (CAC) - 1:30 p.m.

CALL TO ORDER / INVOCATION / PLEDGE – Chair Pamn Henderson

APPROVAL OF AGENDA

Any new action items to be added to the agenda must be approved by a vote of two-thirds (2/3) of the TPO members present.

PUBLIC FORUM

Please obtain a speaker request form from ECRC staff. Speakers are asked to limit their remarks to three minutes.

FDOT UPDATE:

1. **FDOT Update** - *Mr. Bryant Paulk, AICP, Florida Department of Transportation (FDOT) Urban Liaison*

PLANNING AND TRANSIT CONSENT AGENDA:

1. **ALL COMMITTEES** - Approval of January 31, 2024 Meeting Minutes
2. **ENCLOSURE A – TPO ONLY** - Consideration of Resolution BAY 24-10 Amending the Fiscal Year (FY) 2023 – FY 2024 Bay County Transportation Planning Organization (TPO) Unified Planning Work Program (UPWP) to De-obligate PL Funds
3. **ENCLOSURE B - ALL COMMITTEES** – Consideration of Resolution BAY 24-09 Adopting the Fiscal Year (FY) 2025 – FY 2026 Bay County Transportation Planning Organization (TPO) Unified Planning Work Program (UPWP)
4. **ENCLOSURE C – ALL COMMITTEES**- Consideration of Resolution Bay 24-13 Issuing a

Letter of Support for the Federal Highway Administration (FHWA) Prioritization Process Pilot Program (PPPP) Discretionary Grant Application

PLANNING ACTION ITEMS:

- 1. ENCLOSURE D - ALL COMMITTEES - ROLL CALL VOTE** - Consideration of Resolution Bay 24-08 Amending the FY 2024-2028 Transportation Improvement Program to Add the Planning Study for Panama City Rails with Trails from 23rd Street to Frankford Avenue for Financial Project Identification (FPID) Number 4536011 in FY 2024/2025 at a Total Cost of \$406,000 – *Bryant Paulk, AICP, FDOT*
- 2. ENCLOSURE E - ALL COMMITTEES** – Consideration of Resolution Bay-24-07 Adopting the 2024 Transportation Alternatives (TA) Set-Aside Ranked Projects for FDOT District 3 Fiscal Year 2026 – 2030 Tentative Work Program- *Angela Bradley, ECRC Staff*
- 3. ENCLOSURE F - ALL COMMITTEES** – Consideration of Resolution Bay 24-11 Amending the Bay County Transportation Planning Organization and Advisory Committee Bylaws – *Austin Mount, ECRC Staff*
- 4. ENCLOSURE G - ALL COMMITTEES** – Consideration of Resolution BAY 24-06 Adopting the Scope of Services for the Bay County TPO 2050 Long Range Transportation Plan Update – *Gary Kramer, ECRC Staff*
- 5. ENCLOSURE H - ALL COMMITTEES** – Appointment of Bay County TPO 2050 Long Range Transportation Plan Steering Committee Members- *Gary Kramer, ECRC Staff*

PLANNING PRESENTATIONS ITEMS:

- 1. ENCLOSURE I - ALL COMMITTEES** – Introductory Presentation for the Smart Regions Master Plan- *Terry Shaw, P.E., Kimley-Horn*
- 2. ENCLOSURE J - ALL COMMITTEES** – Florida Greenways and Trails (FGT) Presentation- *Angela Bradley, ECRC Staff*
- 3. ENCLOSURE K - ALL COMMITTEES** – Review of Draft Bay County TPO FY 2025-2029 Transportation Improvement Program (TIP)- *Gary Kramer, ECRC Staff*
- 4. ENCLOSURE L - ALL COMMITTEES** – Draft Bay County TPO FY 2026-2030 Project Priorities – *Gary Kramer, ECRC Staff*

PLANNING INFORMATION ITEMS (no presentation necessary):

1. TCC and CAC January 2024 Meeting Minutes
2. Bay TPO Actions Report – January 2024
3. Joint TPO Meeting Summary – February 2, 2004
4. Project Request Letter from the City of Callaway
5. 2024 Bay TPO Meeting Schedule

TRANSIT AGENDA

TRANSIT ACTION ITEMS:

1. **ENCLOSURE M - ALL COMMITTEES** – Consideration of Resolution Bay 24-12 Authorizing the Surplus of the Commercial Land Site Located on Douglas Road

TRANSIT UPDATE

LEGAL UPDATE – Burke, Blue, Hutchison, Walters & Smith, P.A.

OTHER BUSINESS – The next Bay TPO meeting will be held on **June 26, 2024**, at 3:30 p.m. The TCC will meet at 11:00 a.m. and the CAC will meet at 1:30 p.m. All meetings will be held at the Bayway Public Transit System, Administration and Meeting Facility, 1010 Cone Ave, Panama City, Florida 32401.

ADJOURNMENT: Stay up to date with TPO events and activities by subscribing to the Bay County TPO Interested Parties list by clicking here: [Bay County TPO Interested Parties](#)

Public participation is solicited without regard to race, color, national origin, sex, age, religion, disability, or family status. Reasonable accommodations for access will be made in accordance with the American with Disabilities Act and for languages other than English. Please notify ECRC Public Involvement of any special requirements or requests at publicinvolvement@ecrc.org or email Leandra Meredith at Leandra.Meredith@ecrc.org. You may also call 1800-226-8914 or 1-800-955-8771 for TTY-Florida. All requests should be made at least 48 hours in advance.

Introduzca la participación del público se solicita, sin distinción de raza, color, origen nacional, sexo, edad, religión, discapacidad o estado familiar. La OPC hará arreglos razonables para el acceso a esta reunión de acuerdo con el Americans with Disabilities Act, y para los requisitos de idioma que no sea inglés. Notifique a la Ada Clark (ada.clark@ecrc.org) de los requisitos de acceso o el idioma en el 850-332-7976 ext. 227 o 1-800-955-8771 para TTY-Florida al menos 48 horas de antelación.

FDOT UPDATES

CONSENT AGENDA

BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION MEETING MINUTES
EMERALD COAST REGIONAL COUNCIL (Designated staff)
Bay County Transit Office
1010 Cone Ave, Panama City, FL 32401
January 31, 2024

MEMBERS IN ATTENDANCE:

Pamn Henderson, CHAIR	City of Callaway
Robert Carroll, VICE CHAIR	Bay County Commission
William Dozier	Bay County Commission
David Griggs	City of Callaway
Judy Vandergrift	City of Lynn Haven
Pat Perno	City of Lynn Haven
Mary Coburn	City of Panama City Beach
Cindy Hamre	City of Springfield
Brian Grainger	City of Panama City
Janice Lucas	City of Panama City
Josh Street	City of Panama City
<u>Virtual Attendance:</u>	
Jenna Flint Haligas	City of Panama City

MEMBERS NOT IN ATTENDANCE:

Tommy Hamm	Bay County Commission
Doug Moore	Bay County Commission
Clair Pease	Bay County Commission
Jerry Smith	City of Mexico Beach
Michael Jarman	City of Panama City Beach
Stacie Galbreath	City of Parker
Michael Rohan, Sr.	City of Panama City

OTHERS IN ATTENDANCE:

Bryant Paulk	FDOT
Sandy Culbreath	BayWay
Lamar Hobbs	BayWay
Nicole Austin	BayWay
Harrison Neilly	Transdev
Brandon Curtis	Transdev
Trey Kolmetz	Bay County
Tyrone Scorsone	Kittleson
W.C. Henry	Burke, Blue, Hutchison, Walters & Smith, P.A.

Virtual Attendance:

Cory Wilkinson	HDR
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Tanya Branton

FDOT

EMERALD COAST REGIONAL COUNCIL STAFF:

Austin Mount

Gary Kramer

Leandra Meridith

Tiffany Bates

Howard Vanselow

Angela Bradley

Jill Nobles

Virtual Attendance:

Gabrielle McVoy

Katie Fults

Mary Beth Washnock

CALL TO ORDER / INVOCATION / PLEDGE – Chair Pamn Henderson

The meeting was called to order. Commissioner Dozier led the invocation and Commissioner Carroll led the pledge of allegiance.

Chair Henderson announced that Sandy Culbreath was retiring. Lamar Hobbs and the TPO thanked Sandy Culbreath for her years of service.

Commissioner Lucas moved to approve the agenda with an additional action item to include a request for a lane reduction study on MLK Blvd. from 15th Street to 6th Street. The motion was seconded by Commissioner Street, and it was unanimously approved.

APPROVAL OF AGENDA

Angela Bradley stated that a request has been made for an add-on item. The request was for a lane reduction study on MLK Blvd. from 15 Street to 6th Street.

PUBLIC FORUM: There were no speakers.

FDOT UPDATE:

1. **FDOT Update - *Bryant Paulk, AICP Florida Department of Transportation (FDOT) Urban Liaisons***

Bryant Paulk stated that the Gulf Coast Parkway project continues to advance, and improvements will begin at the Star Avenue intersection in February and the project should be completed by the fall of 2025.

Bryant Paulk said he was just provided a completion date of April of this year for the Tyndall Flyover project.

Chair Henderson said she sent a letter to Secretary Gainer requesting incremental funding for right-of-way purchase along SR (State Road) 22 project and asked if there is an update on that project. Bryant Paulk said Secretary Gainer has been in touch with his office to coordinate this effort once funding is identified.

There was general discussion about the Gulf Coast Parkway project; however, Bryant Paulk clarified that he did not have any information on the construction schedule beyond the next three months.

PLANNING AND TRANSIT CONSENT AGENDA:

1. ALL COMMITTEES - Approval of November 1, 2023 Meeting Minutes

Commissioner Carroll moved to approve the November 1, 2023 TPO meeting minutes. Commissioner Dozier seconded the motion, and it was unanimously approved.

PLANNING ACTION ITEMS:

1. ENCLOSURE A - ALL COMMITTEES –Consideration of Resolution BAY 24-01 Approving the Evaluation Criteria for Emerald Coast Regional Council (ECRC) Staff Ranking of Transportation Systems Management (TSM) Projects – *Jill Nobles, ECRC Staff*

Jill Nobles stated that one of the criteria for ranking the TSM criteria, level-of-service, has changed, due to how it is evaluated. The methodology has changed the ten-year estimate to the LRTP-year estimate. Jill Nobles explained how the TSM projects are gathered, ranked, and presented for approval each cycle.

Angela Bradley stated that both advisory committees recommended TPO approval of this item.

Commissioner Dozier moved to authorize the TPO chair to sign Resolution Bay 24-01 approving the evaluation criteria for Emerald Coast Regional Council (ECRC) staff ranking of Transportation System Management (TSM) Projects. The motion was seconded by Commissioner Grainger and was passed unanimously.

2. ADD-ON ITEM: –Request for FDOT to Conduct a Lane Elimination Study on Martin Luther King Jr. Blvd. from 15th Street to 6th Street –

Commissioner Lucas stated that this request is being brought forth because the section of MLK Blvd. between 6th and 15th Streets, as it exists today, inhibits economic growth. It is difficult to get in and out of businesses. Commissioner Lucas explained the access challenges with the raised median that currently exists there. It was clarified that the request was for elimination of the raised median that restricts turns. There was discussion among the board about the corridor and in support of this project.

Austin Mount asked Bryant Paulk if a lane-elimination study was the correct terminology for this request. Bryant Paulk said that the request should instead be for an access-management study, which takes less time than a lane-elimination study, which typically involves removal of a through lane and can take much longer to study. Bryant Paulk noted that FDOT does not construct typical five-lane sections with a center turn lane anymore due to safety concerns, but that individual access points can be addressed to fill the need and agreed to discuss the issue with the City of Panama City.

Commissioner Lucas moved to request FDOT conduct an access-management study for the section of Martin Luther King, Jr. Blvd. between 6th and 15th Streets and provide the results to the TPO. The motion was seconded by Commissioner Dozier, and it was unanimously approved.

PLANNING PRESENTATIONS ITEMS:

1. **ENCLOSURE B - ALL COMMITTEES – Schedule for Development of the Bay County TPO FY 2026-2030 Project Priorities – *Gary Kramer, ECRC Staff***

Gary Kramer presented the schedule for development of the upcoming Project Priorities cycle, as included in the agenda package. The item will be on the June agenda for consideration of adoption.

PLANNING INFORMATION ITEMS (no presentation necessary):

1. TCC and CAC November 2023 Meeting Minutes
2. Bay TPO Actions Report – November 2023
3. Signed Florida Commerce TIP Letter
4. Transportation Alternatives (TA) Set-Aside Application Review Workshop Meeting
5. 2024 Bay County TPO Meeting Schedule

LEGISLATIVE UPDATES – *Tiffany Bates, ECRC Community Liaison*

Tiffany Bates provided a list of specific legislative bills that are of interest to the TPO as well as FDOT's legislative priorities. Tiffany Bates highlighted bills that, if passed, would impact

the MPOAC and development of the TPOs' Long Range Transportation Plans. ECRC CEO Austin Mount and Tiffany Bates are in communication with Representative Alex Andrade's office about these bills, as he is among the committee members that will hear them. Staff will keep the TPO updated on developments.

Commissioner Dozier said there was much discussion about these bills at the MPOAC meetings, which he just attended, and MPOAC Executive Director, Mark Reichert, was planning to meet with officials in Tallahassee to discuss the issues further. Commissioner Dozier said the MPOAC Governing Board discussed requesting each TPO to draft a letter stating their position, but decided it was better to wait to see what develops in the coming days during the committee meetings.

TRANSIT AGENDA

TRANSIT ACTION ITEMS:

1. **ENCLOSURE C – ALL COMMITTEES- Consideration of Resolution Bay 24-02 Authorizing the TPO Chair to Sign a Memorandum of Understanding for Funding Implementation of a FY2024 Sunday Schedule for the Fixed Route System - Lamar Hobbs, Bay County Transit**

Angela Bradley stated that the TCC and the CAC both recommended the TPO approve this resolution.

Lamar Hobbs stated that Sunday service was provided last year, and it had good ridership; he provided the ridership data, and associated cost. Today's request of the TPO is to enter a new memorandum of understanding to do the same in FY 2024. Lamar Hobbs then explained the funding amounts.

Commissioner Dozier asked where the route covers. Lamar Hobbs said the service would cover all of Bay County but on a reduced service schedule, meaning headways of every two hours rather than every hour.

Commissioner Carroll moved to authorize the TPO chair to sign Resolution Bay 24-02 authorizing the TPO chair to sign a memorandum of understanding for funding implementation of a FY2024 Sunday schedule for the fixed route system. Commissioner Dozier seconded the motion, and it was unanimously approved.

2. **ENCLOSURE D – ALL COMMITTEES- Consideration of Resolution Bay 24-03 Amending the Agreement for Management and Operations Services of the Fixed Route System - Lamar Hobbs, Bay County Transit**

Angela Bradley said the TCC and the CAC recommended approval of this item as well.

Lamar Hobbs explained that legal and staff review of the new operator RFP submissions found that all qualifications were not met, and some data presented were skewed. It was determined that it would be best to re-issue the RFP with clarification of requirements, and to extend the contract with First Transit in the meantime, for up to twelve months.

There was general discussion about the cost of the service. Lamar Hobbs said that some costs have increased but the cost of the twelve-month extension is less than the original proposal was.

Commissioner Dozier moved to authorize the TPO chair to sign Resolution Bay 24-03 amending the agreement for management and services of the fixed route system. Commissioner Lucas seconded the motion, and it was unanimously approved.

3. **ENCLOSURE E – ALL COMMITTEES- Consideration of Resolution Bay 24-04 Authorizing the TPO Chair to Sign an Agreement with the Panama City Beaches Convention and Visitors’ Bureau to Produce, Install, and Display Beach Safety Flag Advertisement on Transit Buses - Lamar Hobbs, Bay County Transit**

Angela Bradley stated the TCC and CAC’s recommended approval.

Lamar Hobbs explained that part of the agreement with the Convention and Visitors’ Bureau was an arrangement to promote the beach safety flag system on two of the transit buses. This request is to recommend the TPO chair sign an agreement to that effect. Lamar Hobbs noted that there would be a small loss associated with the production costs and advertising revenue loss associated with this request, but the Bureau has provided much more funding to cover the expenses of providing the Sunday service.

Chair Henderson said having the flag system displayed on the buses is more of a public service than advertising, and wholeheartedly agreed with the request. There was general agreement among the board members.

Lamar Hobbs mentioned that the CAC also supported the public service nature of the request and asked if this could be displayed on all buses rather than just the two as agreed to in the request. Lamar Hobbs noted that putting those same displays on all the buses would generate a significant loss of advertising revenue, but that he had agreed to ask the TPO board about the idea of putting a small display on all the buses in the spirit of public safety.

Commissioner Perno supported the request and asked if the system could be

promoted on the message boards. Lamar Hobbs said he would need to research that possibility and bring options back to the board.

Commissioner Dozier moved to authorize the TPO chairman to sign Resolution Bay 24-04 authorizing the TPO chair to sign an agreement with the Panama City Beaches Convention and Visitors' Bureau to produce, install, and display beach safety flag advertisement on transit buses, with the direction to transit staff to explore options to place the safety flag system on all buses in a way that will not reduce revenue. Commissioner Street seconded the motion, and it was unanimously approved.

4. **ENCLOSURE F – ALL COMMITTEES- Consideration of Resolution Bay 24-05 Approving a Request for Proposals (RFP) for an Operator for Deviated Fixed Route, Demand Response, and Micro-Transit Services - Lamar Hobbs, Bay County Transit**

Angela Bradley said the TCC and the CAC also recommended approval of this item.

Lamar Hobbs said this item is a request for the TPO board to authorize staff to proceed with a new RFQ for a permanent operator due to the last RFQ being unsuccessful.

Commissioner Dozier asked if anything is different in this version. Lamar Hobbs stated that the RFQ is the same, but the Bay County Purchasing Department will be managing the process this time.

Chair Henderson asked that the Purchasing Department be aware of the issues that caused problems with the previous proposals and Lamar Hobbs said that they have been made aware.

Commissioner Dozier moved to authorize the TPO chair to sign Resolution Bay 24-05 approving a request for proposals for an operator for deviated fixed route, demand response, and micro-transit services. Commissioner Street seconded the motion, and it was unanimously approved.

TRANSIT UPDATE

Lamar Hobbs said House Bill 1091 pertains to the proposed transit authority for Bay County. Representative Griffiths is sponsoring the bill, but movement is not expected until March.

GOVERNANCE TRANSIT COMMITTEE UPDATE - Chris Cochran, AICP, Madrid CPWG - None

None

LEGAL UPDATE – Burke, Blue, Hutchison, Walters & Smith, P.A. - None

OTHER BUSINESS –

Commissioner Dozier said he spoke to the TPO recently about a bus that was not pulling over completely at a particular location and causing traffic to back up. Commissioner Dozier stated that this has been rectified and he thanked the TPO and Bay County staff for their assistance.

The next Bay County TPO meeting will be held on April 24, 2024, at 3:30 p.m. The TCC will meet at 11:00 a.m. and the CAC will meet at 1:30 p.m. All meetings will be held at the Bayway Public Transit System Administration and Meeting Facility, 1010 Cone Ave., Panama City, Florida 32401.

ADJOURNMENT: The meeting was adjourned.

ENCLOSURE A

ENCLOSURE A

ALL COMMITTEES-CONSENT

SUBJECT: Consideration of Resolution BAY 24-10 Amending the Fiscal Year (FY) 2023 – FY 2024 Bay County Transportation Planning Organization (TPO) Unified Planning Work Program (UPWP) to De-obligate PL Funds

ORIGIN OF SUBJECT: FDOT MPO Program Handbook

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The UPWP is a statement of work identifying the planning priorities and activities to be carried out within a Metropolitan Planning Area (MPA). At a minimum, a UPWP includes a description of the planning work and resulting products and identifies who will perform the work, timeframes for completing the work, the cost of the work and sources of funds. (23 C.F.R. 450.104).

If a TPO has projected unexpended funds that can be programmed in the following two-year UPWP, the TPO must take action to inform the Florida Department of Transportation District so that the funds are available for the new UPWP budget beginning July 1. If the funds are not identified for de-obligation, they will not be available until the following fiscal year (July 2025).

The Bay County TPO has identified the following funds for de-obligation:

- PL (Planning) \$60,000

Total De-obligation amount: \$60,000

Attached is the following:

- Resolution BAY 24-10

RECOMMENDED ACTION: Approval of a motion authorizing the TPO chair to sign Resolution BAY 24-10 amending the FY 2023 – FY 2024 Unified Planning Work Program to de-obligate PL Funds. This action is recommended to ensure the work is in place with a supporting budget. Please contact Austin Mount, ECRC Staff, at austin.mount@ecrc.org if additional information is needed.

RESOLUTION BAY 24-10

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION AMENDING THE FY 2023-FY 2024 UNIFIED PLANNING WORK PROGRAM (UPWP) TO DE-OBLIGATE PL FUNDS

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the organization designated by the governor of Florida as being responsible, together with the state of Florida, for carrying out the continuing, cooperative and comprehensive transportation decision making process for the Bay County TPO Area; and

WHEREAS, the Federal Government, under the authority of 23 United States Code and any subsequent applicable amendments requires each metropolitan area, as a condition to the receipt of federal capital or operating assistance, to have a continuing, cooperative, and comprehensive transportation planning process in designated metropolitan areas to develop and implement plans and programs consistent with the comprehensively planned development of the metropolitan area; which includes the Unified Planning Work Program (UPWP) that contains a work plan and budget; and

WHEREAS, if a TPO has projected unexpended funds that can be programmed in the following two-year UPWP, the TPO must take action to inform the Florida Department of Transportation District so that the funds are available for the new UPWP budget beginning July 1; and

WHEREAS, if these funds are not identified for de-obligation, they will not be available until the following fiscal year (July 2025); and

WHEREAS, the BAY County TPO has identified \$60,000 in PL funds for de-obligation;

NOW, THEREFORE, BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION THAT:

The TPO affirms that a de-obligation of the above referenced funds has been submitted to FDOT to consider in the development of the Five-Year Work Program.

Passed and duly adopted by the Bay County Transportation Planning Organization on this 24th day of April 2024.

**BAY COUNTY TRANSPORTATION
PLANNING ORGANIZATION**

BY: _____
Pamn Henderson, Chair

ATTEST: _____

ENCLOSURE B

ENCLOSURE B

ALL COMMITTEES-CONSENT

SUBJECT: Consideration of Resolution BAY 24-09 Adopting the Fiscal Year (FY) 2025 – FY 2026 Bay County Transportation Planning Organization (TPO) Unified Planning Work Program (UPWP)

ORIGIN OF SUBJECT: Required by Florida Statute

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The UPWP is a statement of work identifying the planning priorities and activities to be carried out within a Metropolitan Planning Area (MPA). At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, timeframes for completing the work, the cost of the work and sources of funds. (23 C.F.R. 450.104).

The Bay County TPO UPWP defines the tasks, activities, responsible parties, and anticipated budget for planning activities to be undertaken in the MPA served by the TPO for FY 2025 – FY 2026.

TPO work elements were consolidated into fewer tasks to include, but are not limited to the following:

- Program Development
- Long Range Transportation Planning
- Data Development and Management
- Short Range Transportation Planning
- Plans and Studies
- Marketing Outreach and Engagement

Additional work elements related to short range planning and other efforts are included when applicable.

- The draft FY 2025 – FY 2026 UPWP can be viewed by clicking the following link:
https://www.ecrc.org/programs/transportation_planning/bay_county_tpo/index.php#outer-557

Attached is the following:

- Resolution BAY 24-09

RECOMMENDED ACTION: Approval of a motion authorizing the TPO chair to sign Resolution BAY 24-09, adopting the FY 2025 – FY 2026 Unified Planning Work Program, pending comments from review agencies. This action is recommended to ensure the work is in place with a supporting budget. Please contact Austin Mount, ECRC Staff, at austin.mount@ecrc.org if additional information is needed.

RESOLUTION BAY 24-09

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE FISCAL YEAR 2025 – FISCAL YEAR 2026 UNIFIED PLANNING WORK PROGRAM

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the organization designated by the governor of Florida as being responsible, together with the State of Florida, for carrying out the continuing, cooperative and comprehensive transportation planning process for the Bay County TPO planning area; and

WHEREAS, the Unified Planning Work Program (UPWP) shall be adopted by the TPO and submitted to the governor of the state of Florida and to the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA), as provided in Title 23 Code of Federal Regulations (CFR) Section 450; Florida Statutes; and

WHEREAS, the UPWP serves as the Scope of Services for the Metropolitan Planning Organization Agreement, an agreement between the Bay County Transportation Planning Organization and the Florida Department of Transportation; and

WHEREAS, the adopted UPWP shall provide the framework for the transportation policy of the TPO; and

WHEREAS, the Emerald Coast Regional Council (ECRC) chief executive officer or his/her designee is authorized to sign the annual state certification statement and provide a copy to the TPO for review; and

WHEREAS, the TPO shall review and approve the Federal Certification Statement and the TPO chair and the ECRC chief executive officer and his/her designee are authorized to sign agreements for state funds and the federal Section 5305 funds and to approve and sign invoices of the TPO; and

WHEREAS, the FY 2025 – FY 2026 UPWP draft was reviewed by the FHWA, FTA, and Florida Department of Transportation (FDOT); and

WHEREAS, the FY 2025 – FY 2026 UPWP tasks are as follows:

- Program Development
- Long Range Transportation Planning
- Data Development and Management
- Short Range Transportation Planning
- Plans and Studies
- Marketing Outreach and Engagement

With additional work elements related to short-range planning and other efforts included when applicable.

NOW, THEREFORE, BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION THAT:

The Fiscal Year 2025 – Fiscal Year 2026 Unified Planning Work Program is hereby adopted, pending comments from review agencies.

Passed and duly adopted by the Bay County Transportation Planning Organization on this 24th day of April 2024.

**BAY COUNTY TRANSPORTATION
PLANNING ORGANIZATION**

BY: _____
Pamn Henderson, Chair

ATTEST: _____

ENCLOSURE C

ENCLOSURE C

ALL COMMITTEES - CONSENT

SUBJECT: Consideration of Resolution Bay 24-13 Issuing a Letter of Support for the Federal Highway Administration (FHWA) Prioritization Process Pilot Program (PPPP) Discretionary Grant Application

ORIGIN OF SUBJECT: FHWA Grants.gov

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The Federal Highway Administration (FHWA) intends to award federal grant funding to Metropolitan Planning Organizations (MPOs) with a population over 200,000 to develop and implement a publicly accessible and transparent, prioritization process for the ranking and selection of projects for inclusion in short-range and long-range transportation plans.

The Florida-Alabama TPO meets the eligibility requirements to be the lead applicant on behalf of the Okaloosa-Walton TPO and the Bay County TPO, as staffed by the Emerald Coast Regional Council (ECRC). Staff requests the Bay County TPO join the other TPOs in issuing letters of support for the Federal Highway Administration (FHWA) Prioritization Process Pilot Program (PPPP) Discretionary Grant Application, with any changes presented.

Attached are the following:

- Resolution Bay 24-13
- Letter of Support for the Federal Highway Administration (FHWA) Prioritization Process Pilot Program (PPPP) Discretionary Grant Application

RECOMMENDED ACTION: Approval of a motion authorizing the TPO chair to sign Resolution Bay 24-13, and to sign the letter of support for the Federal Highway Administration (FHWA) Prioritization Process Pilot Program (PPPP) Discretionary Grant Application. Please contact Austin Mount, ECRC, at austin.mount@ecrc.org if additional information is needed.

RESOLUTION BAY 24-13

**A RESOLUTION OF THE BAY COUNTY
TRANSPORTATION PLANNING ORGANIZATION
ISSUING A LETTER OF SUPPORT FOR THE FEDERAL
HIGHWAY ADMINISTRATION (FHWA)
PRIORITIZATION PROCESS PILOT PROGRAM (PPPP)
DISCRETIONARY GRANT APPLICATION**

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the organization designated by the governor of Florida as being responsible, together with the State of Florida, for carrying out the continuing, cooperative and comprehensive transportation planning process for the Bay County Planning Area; and

WHEREAS, the Federal Highway Administration (FHWA) intends to award federal grant funding to Metropolitan Planning Organizations (MPOs) with a population over 200,000 to develop and implement a publicly accessible and transparent, prioritization process for the ranking and selection of projects for inclusion in short-range and long-range transportation plans; and

WHEREAS, the Florida-Alabama TPO meets the eligibility requirements to be the lead applicant on behalf of the Okaloosa-Walton TPO and the Bay County TPO, as staffed by the Emerald Coast Regional Council (ECRC);

NOW, THEREFORE, BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION THAT:

The Bay County TPO issues a letter of support for the Federal Highway Administration (FHWA) Prioritization Process Pilot Program (PPPP) Discretionary Grant Application.

Passed and duly adopted by the Bay County Transportation Planning Organization on this 24th day of April 2024.

**BAY COUNTY TRANSPORTATION
PLANNING ORGANIZATION**

BY: _____
Pamn Henderson, Chair

ATTEST: _____



Pamn Henderson
Chair

Robert Carroll
Vice Chair

P.O. Box 11399 Pensacola, FL 32524-1399
P: 850.332.7976 • 1.800.226.8914 • F: 850.637.1923 • www.ecrc.org

April 24, 2024

Mishel McCants
Agreement Specialist
Office of Acquisition and Grants Management
Federal Highway Administration
U.S. Department of Transportation
1200 New Jersey Avenue, SE. Washington, DC20590
PPPP@dot.gov

RE: Letter of Support for the Federal Highway Administration (FHWA) Prioritization Process Pilot Program (PPPP) Discretionary Grant Application [Funding Opportunity Number 693JJ324NF00010]

Dear Ms. McCants,

On April 24, 2024, the Bay County Transportation Planning Organization (TPO) approved a motion to express support for the Federal Highway Administration (FHWA) Prioritization Process Pilot Program (PPPP) Discretionary Grant Application. The Florida-Alabama TPO will be the lead applicant on behalf of the Emerald Coast Regional Council and the three TPOs it staffs: FL-AL TPO, Okaloosa-Walton (O-W) TPO, and the Bay County TPO.

ECRC is eager to work in partnership with the Florida Department of Transportation (FDOT) District 3 to develop and implement a data-driven, publicly accessible, and transparent prioritization process for the ranking and selection of projects for inclusion in short-range and long-range transportation plans through this grant program.

If you have any questions concerning this request, please contact Austin Mount, ECRC Chief Executive Officer, at austin.mount@ecrc.org.

Sincerely,

Pamn Henderson
Bay County TPO Chair/City of Callaway Mayor

CC:

Bryant Paulk, Urban Liaison, FDOT District 3
Austin Mount, Chief Executive Officer, ECRC

ACTION ITEMS

ENCLOSURE D

ENCLOSURE D ALL COMMITTEES

SUBJECT: Consideration of Resolution Bay 24-08 Amending the FY 2024-2028 Transportation Improvement Program to Add the Planning Study for Panama City Rails with Trails from 23rd Street to Frankford Avenue for Financial Project Identification (FPID) Number 4536011 in FY 2024/2025 at a Total Cost of \$406,000 (**ROLL CALL VOTE REQUIRED**)

ORIGIN OF SUBJECT: FDOT

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: Annually, the TPO adopts a Transportation Improvement Program (TIP), which lists the projects scheduled throughout the five years of the FDOT Work Program for various phases such as project development and environmental study, design, right-of-way acquisition and construction. To receive federal funding, the projects must be in the TPO's adopted TIP. This TIP amendment amends Project ID 4536011 to add the planning study for Panama City Rails with Trails from 23rd Street to Frankford Avenue in FY 2024/2025 at a total cost of \$406,000.

Attached are the following:

- Resolution BAY 24-08
- Request for Amendment
- Page of the FY 2024 – FY 2028 TIP as Amended

RECOMMENDED ACTION: **Approval of a motion authorizing the TPO chair to sign Resolution Bay 24-08 amending the FY 2024-2028 TIP.** This action is recommended to ensure FDOT can authorize funding for this project. Please contact Gary Kramer, ECRC staff, at (800) 226-8914, Ext. 219 or gary.kramer@ecrc.org if additional information is needed.

RESOLUTION BAY 24-08

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION AMENDING THE FY2024-2028 TRANSPORTATION IMPROVEMENT PROGRAM

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the metropolitan planning organization designated by the governor of Florida as being responsible for carrying out a continuing, cooperative, and comprehensive transportation planning process for the Bay County Metropolitan Planning Area; and

WHEREAS, the Transportation Improvement Program (TIP) is adopted annually by the TPO and submitted to the governor of State of Florida, the Federal Transit Administration, and through the State of Florida to the Federal Highway Administration; and

WHEREAS, the TIP is periodically amended to maintain consistency with the Florida Department of Transportation Work Program; and

WHEREAS, authorization for federal funding of projects within an urbanized area cannot be obtained unless the projects are included in the TPO's TIP; and

WHEREAS, the Bay County Transportation Planning Organization (TPO) believes that the amendment listed below will support the performance targets established by the state and supported by the TPO;

NOW, THEREFORE, BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION THAT:

The TPO amends the FY 2024-2028 Transportation Improvement Program for cost increase to add the planning study for Panama City Rails with Trails from 23rd Street to Frankford Avenue in FY 2024/2025 at a total cost of \$406,000.

Passed and duly adopted by the Bay County Transportation Planning Organization on this 24th day of April 2024.

**BAY COUNTY TRANSPORTATION
PLANNING ORGANIZATION**

BY: _____
Pamn Henderson, Chair

ATTEST: _____

FDOT Request
BAY TPO FY 24-28 TIP Amendment Request

ID # **Project Name/Location**
453601-1 **Panama City Rails with Trails from 23rd Street to Frankford Avenue**
Work Mix: 0106 Bike Path/Trail
Project Length: 2.149 Miles

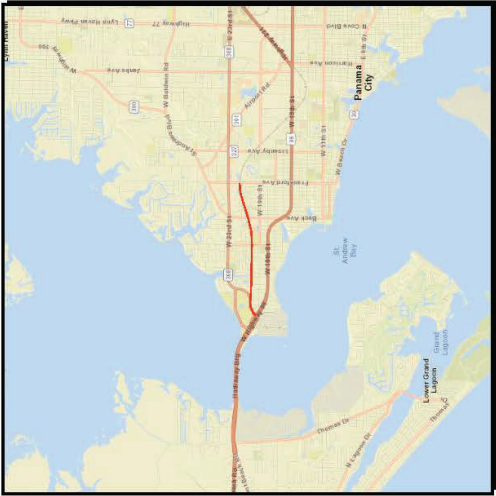
Phase Code	<2024	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	TOTAL	Fund Code
PL 11			\$1,000				\$1,000	TALL
PL 18			\$202,500				\$202,500	LF
PL 18			\$202,500				\$202,500	TALU
	\$0	\$0	\$406,000	\$0	\$0	\$0	\$406,000	

FY TA STUDY FOR MULTI-USE PATH CLOSELY ALIGNED W/BAYLINE R/R TRACKS IN PANAMA CITY; LAP WITH CITY OF PANAMA CITY

4536011

PANAMA CITY RAILS WITH TRAILS

Non-SIS



Work Summary: BIKE PATH/TRAIL

From: 23RD STREET

To: FRANKFORD AVENUE

Lead Agency: FDOT

Length: 2.149 MI

L RTP #: Final Report p. F-9

Phase	Fund Source	2023/24	2024/25	2025/26	2026/27	2027/28	Total
PLN	LF	0	202,500	0	0	0	202,500
PLN	TALU	0	202,500	0	0	0	202,500
PLN	TALL	0	1,000	0	0	0	1,000
Total		0	406,000	0	0	0	406,000

Prior Cost < 2023/24: 0
Future Cost > 2027/28: 0
Total Project Cost: 406,000

Project Description:
On April 24, 2024 TPO Agenda for Approval.
TPO Transportation Alternatives Project Priority #1 in FY 2024-2028.
Bike Path/Trail along Bayline Railroad from 23rd Street to Frankford Avenue.
LAP with the City of Panama City.

ENCLOSURE E

ENCLOSURE E

ALL COMMITTEES

SUBJECT: Consideration of Resolution Bay-24-07 Adopting the 2024 Transportation Alternatives (TA) Set-Aside Ranked Projects for FDOT District 3 Fiscal Year 2026 – 2030 Tentative Work Program

ORIGIN OF SUBJECT: Fixing America's Surface Transportation (FAST) Act § 1109; 23 U.S.C. 133(h); FDOT; and Task 5 Plans and Studies of the Unified Planning Work Program (UPWP)

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The Transportation Alternatives (TA) Set-Aside provides funding for programs and projects consistent with Fixing America's Surface Transportation (FAST) Act under 23 U.S.C. 133(h). These set-aside funds include all projects and activities defined as TA: on - and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation, community improvement activities, environmental mitigation, and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of formerly divided highways.

Education Workshop: The Bay TPO sponsored a TA Education Workshop on Wednesday, February 21, 2024. The purpose of this workshop was to review the previously approved TPO criteria and submittal deadlines and to receive FDOT guidance on the application documents.

FDOT Guidance: FDOT District 3 issued guidance on the 2024 TA Set-Aside cycle for the Fiscal Year 2026 – 2030 Tentative Work Program on November 1, 2023. The guidance specified each TPO may submit up to three (3) prioritized projects from each TPO area.

The following three projects were submitted to be ranked and submitted to FDOT:

- Bay County-Ormand Ave. Multi-Use Path Project (SR 75-US 231 northward along Ormand Ave. to Bay County Line)
- City of Panama City-Frankford Ave. Multi-Use Path Project (Frankford & Pacifica Ave. south along Frankford Ave to West Beach Drive Multi-Use Trail)
- City of Panama City-SR77 Sidewalk and Stormwater Project (23rd St. to along the west side to Baldwin Ave.)

ECRC Review and Workshop: Applications eligible for submittal to ECRC were due January 19, 2024. An application review workshop was held on Wednesday, February 21, 2024.

Final 2024 TA applications and project evaluation worksheets may be found under the Transportation Alternatives dropdown menu at:

[Welcome to Emerald Coast Regional Council, FL \(ecrc.org\)](https://www.ecrc.org)

ECRC Submittal: Following action by the TPO, the final priority ranking is due to FDOT on April 26, 2024. ECRC staff will submit the final ranking from the TPO to FDOT.

Attached are the following:

- Resolution Bay-24-07

- Project Scores and Ranking
- Project Locations Maps

RECOMMENDED ACTION: Approval of a motion authorizing the TPO chair to sign Resolution Bay-24-07 adopting the 2024 Transportation Alternatives (TA) Set-aside ranked projects. This action is recommended because all the requirements of the competitive process have been met. If additional information is needed, please contact Angela Bradley, ECRC staff, at 850-281-4090, or angela.bradley@ecrc.org

RESOLUTION BAY 24-07

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE 2024 TRANSPORTATION ALTERNATIVES SET ASIDE PROJECT RANKING FOR THE FY 26-30 FDOT TENTATIVE WORK PROGRAM

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the organization designated by the governor of the State of Florida as being responsible, together with the State of Florida, for carrying out the continuing, cooperative and comprehensive transportation planning process for the Bay County TPO Planning Area; and

WHEREAS, the Transportation Alternatives (TA) Program is consistent with Fixing America's Surface Transportation (FAST) Act under 23 U.S.C. 133(h); and

WHEREAS, the TA Program provides funding for projects in the following areas: on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation, community improvement activities, environmental mitigation and projects for planning, designing or constructing boulevards and other roadways largely in the right-of-way of formerly divided highways; and

WHEREAS, according to 23 U.S.C. 213(c)(5), each TPO area is required to select TA Set-aside projects through a competitive process in consultation with the state; and

WHEREAS, the TPO has established and accepted scoring criteria to rank projects in a competitive process; and

WHEREAS, each local jurisdiction with representation on the TPO board was limited to three project submittals;

NOW, THEREFORE, BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION THAT:

The 2024 Transportation Alternatives Set-Aside project ranking is hereby adopted.

Passed and duly adopted by the Bay County Transportation Planning Organization held on this 24th day of April 2024.

**BAY COUNTY TRANSPORTATION PLANNING
ORGANIZATION**

BY: _____

Pamn Henderson, Chair

ATTEST: _____

ENCLOSURE F

ENCLOSURE F

ALL COMMITTEES

SUBJECT: Consideration of Resolution Bay 24-11 Amending the Bay County Transportation Planning Organization and Advisory Committee Bylaws

ORIGIN OF SUBJECT: TPO/ECRC Staff

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The Bay County TPO and advisory committee bylaws are routinely reviewed by staff and recommendations are made to the board. Changes recommended during this staff review relate to:

- Overall verbiage
- Nomination and election of board/committee officers
- Virtual attendance at TPO meetings,
- Joint TPO meetings

Attached are the following:

- Resolution Bay 24-11
- Recommended Bylaw Changes

RECOMMENDED ACTION: Approval of a motion authorizing the TPO chair to sign Resolution Bay 24-11 amending the Bay County TPO, TCC, and CAC Bylaws. Please contact Austin Mount, ECRC staff, at austin.mount@ecrc.org or (850) 332-7976 Ext. 201 if additional information is needed.

RESOLUTION BAY 24-11

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION UPDATING THE TPO AND ADVISORY COMMITTEE BYLAWS

WHEREAS, the Bay County Transportation Planning Organization (TPO) serves as the Metropolitan Planning Organization (MPO) for the Census Defined Panama City, FL-AL Urbanized Area and has been designated as the local agency responsible for carrying out the provisions of Part 23, Section 450.306, Code of Federal Regulations and Chapter 339.175 (2) and (3), Florida Statutes; and

WHEREAS, the Interlocal Agreement for Creation of the Bay County TPO sets forth the powers, privileges and authority of the TPO under Federal and State Regulations; and

WHEREAS, the Bylaws, Policies and Procedures of the Bay County TPO prescribe the operating rules and procedures of the TPO in compliance with the Interlocal Agreement for Creation of the Bay County TPO; and

WHEREAS, the Bylaws, Policies and Procedures of the Bay County TPO contains the requirements for TPO meeting agendas and voting requirements consistent with Section 339.175 Florida Statutes;

**NOW, THEREFORE, BE IT RESOLVED BY THE FLORIDA-ALABAMA
TRANSPORTATION PLANNING ORGANIZATION THAT:**

The Bay County TPO adopts the updated Bylaws of the Bay County TPO and advisory committees.

Passed and duly adopted by the Bay County Transportation Planning Organization on this 24th day of April 2024.

**FLORIDA- ALABAMA TRANSPORTATION
PLANNING ORGANIZATION**

BY: _____
Pamn Henderson, Chair

ATTEST: _____

**BAY COUNTY
TRANSPORTATION PLANNING ORGANIZATION
AND
ADVISORY COMMITTEE
BYLAWS, ~~POLICIES AND PROCEDURES~~**

DATE APPROVED: August 25, 2004

AMENDED:

April 23, 2008

July 28, 2010

January 25, 2012

December 4, 2013

February 5, 2019

BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION
(TPO)BOARD OF DIRECTORS
BYLAWS, POLICIES AND PROCEDURES

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**BAY COUNTY TPO TECHNICAL COORDINATING COMMITTEE
(TCC)**

BYLAWS, ~~POLICIES AND PROCEDURES~~

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**BAY COUNTY TPO CITIZENS' ADVISORY COMMITTEE
(CAC)**

BYLAWS, ~~POLICIES AND PROCEDURES~~

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BAY COUNTY TPO ~~BOARD~~ **BYLAWS, ~~POLICIES AND PROCEDURES~~**

1.01 TPO ~~BOARD~~ PREAMBLE

The Bay County Transportation Planning Organization (TPO) is created in accordance with federal and state requirements to perform the area-wide transportation planning process in the Bay County TPO Study Area. The TPO ~~Study~~ Area includes all of Bay County. The powers, privileges, and authority of the TPO are contained in the Interlocal Agreement for Creation of the Bay County TPO. In compliance with the Interlocal Agreement, the following sets forth the operating rules and procedures of the TPO.

1.02 TPO ~~BOARD~~ PURPOSE AND FUNCTIONS

(1) The purposes of the TPO shall be the following:

- (a) To carryout a continuing, cooperative, and comprehensive transportation planning process in Bay County consistent with applicable federal, state and local laws in cooperation with the Florida Department of Transportation;
- (b) To develop transportation systems embracing various modes of transportation to maximize the mobility of people and goods within and through Bay County and minimize, to the maximum extent feasible, transportation-related fuel consumption and air pollution;
- (c) To develop transportation plans and programs, in cooperation with the Florida Department of Transportation, which provide for the development of transportation facilities that will function as a multi-modal and intermodal transportation system for Bay County; and
- (d) To assure the continued eligibility for the receipt of federal and state capital and operating assistance for transportation projects in Bay County.

(2) The ~~functions of the~~ TPO shall ~~include, but are not limited to the following:~~

- (a) ~~Update, adoption, and maintenance of~~Generate and maintain a Long-Range Transportation Plan;
- (b) ~~Development and annual adoption of~~Generate and maintain a Unified Planning Work Program (UPWP);

- (c) ~~Preparation and annual adoption of~~Generate and maintain a Transportation Improvement Program (TIP);
- (d) ~~Development and annual adoption of~~Generate and maintain a Congestion Management ~~Process System~~ (CMPS) Plan;
- (e) Assist the Florida Department of Transportation in mapping transportation planning boundaries required by federal and state law;
- (f) Ensure the compatibility of TPO plans and projects with state, and local county and city transportation plans and projects;
- (g) Ensure that all jurisdictional areas within Bay County are included in the transportation planning process;
- (h) Ensure that all transportation modes are considered in the transportation planning process;
- (i) Ensure that the transportation needs of all persons, including the elderly and persons with disabilities ~~handicapped~~, are considered in the transportation planning process;
- (j) Ensure meaningful citizens participation in the transportation planning process and establish/maintain a Citizens' Advisory Committee (CAC) ~~to the TPO~~;
- (k) Ensure local technical review and coordination with state and local plans in the transportation planning process and establish/maintain a Technical Coordinating Committee (TCC) ~~to the TPO~~;
- ~~(l) Ensure local technical review and coordination of bicycle/pedestrian projects to improve safety and encourage these modes by establishing/maintaining a Bicycle/Pedestrian Advisory Committee (BPAC) to the TPO;~~
- (l) Ensure collaboration with neighboring TPOs by participating in regional transportation planning and coordination events by the ECRC (the designated Regional Transportation Area). Events to coordinate the region's three (3) contiguous MPOs shall take place annually and the coordination of the event shall include the region's three (3) TPO chairs as well as the ECRC chair.

- (m) The TPO may also have other standing or ad-hoc advisory committees as necessary or specified in state statutes, such as the Local Coordinating Board for the Transportation Disadvantaged Program Bay County, corridor management teams; or freight advisory committees; and
- (n) Perform other duties delegated by federal and state laws or rules and regulations.

1.03 TPO BOARD MEMBERSHIP

- (1) The Voting Membership of the TPO is apportioned among the local governmental entities, which constitute the TPO. ~~Local TPO governments~~ sal within the TPO must appoint the allocated entities appoint the appropriate number of members to the TPO Board from elected eligible officials, based on the Governor approved TPO Apportionment Plan.
- (2) A TPO ~~vVoting mM~~Member's term of office shall be held for the duration of their elected office. The membership of a member who is a public official automatically terminates upon said official leaving the elective or appointive office for any reason or may be terminated by a majority vote of the total membership of the governmental entity represented by the member. A vacancy shall be filled by the original appointing entity.
- (3) The local government appointing body ~~original appointing body~~ shall appoint members to fill any TPO Board membership vacancies.
- (4) The local government ~~original~~ appointing body may ~~shall~~ appoint Alternate Voting Members from eligible officials to vote at TPO meetings in place of ~~vVoting mM~~Members who cannot attend.
- (5) Alternate ~~vVoting mM~~Members sit with the same rights and privileges as ~~vVoting mM~~Members.
- (6) Non-~~vVoting aA~~Advisory ~~mM~~Members may be appointed by the TPO as deemed necessary.
- (7) ~~All NN~~Non-~~vVoting aA~~Advisory ~~mM~~Members shall not have ~~sit with the same rights and privileges as TPO Voting Members, except that Non-Voting Members shall not have~~ the right to present resolutions, motions or second same, or to vote upon any motions or resolutions of the TPO.

- (8) Elected officials cannot serve on an advisory committee as either a voting member or an alternate.

1.04 TPO BOARD OFFICERS AND ELECTIONS

- (1) The officers of the TPO shall be the Chair~~man~~ and Vice-Chair~~man~~. The officers shall be ~~V~~Voting ~~M~~Members elected by the TPO membership.
- (2) The Chair~~man~~ shall preside at TPO meetings and be responsible for the preparation of agendas and minutes (with staff assistance), ~~and appoint subcommittees as needed.~~
- (3) In the absence or incapacity of the TPO Chair~~man~~, the Vice-Chair~~man~~ shall assume the duties of the Chair~~man~~.

~~(3)~~ ~~(4) Nominations and e~~Election of TPO officers shall be part of the regular TPO meeting in June (or in the event there is not a meeting in June, the election shall take place at the next TPO meeting). In the event of multiple nominations for an officer position, the staff will ask for a roll call vote, the majority winner shall be the new officer. Newly elected officers shall assume their duties at the next meeting following the election.

~~(4)~~ ~~Officer positions~~They shall serve a term of hold office for one year, or until their successors are elected, and they shall be eligible for reelection. Officers may serve multiple terms.

~~(5) The TPO chairman shall appoint a nominating committee at the regular TPO meeting in April. The nominating committee shall report its recommended candidates for officers at the June TPO meeting. In the event that a nominating committee is not formed or is formed and does not meet for any reason the TPO can make nominations from the floor at the scheduled June meeting and elect a chairman and vice-chairman directly.~~

- (6) Election of officers shall be by a majority vote of the TPO Voting Members present.
- (7) In the event that either the Chair~~man~~ or Vice-Chair~~man~~ position becomes vacant, a replacement shall be elected at the next scheduled TPO meeting.
- (8) The TPO shall elect a Member and Alternate to the Florida Metropolitan Planning Organization Advisory Council (MPOAC). The TPO shall annually at the end of each calendar year, elect a voting member and alternate to serve on the MPOAC Governing Board. ~~They shall be Voting Members of the TPO. They shall be elected annually prior~~

~~to the January MPOAC meeting.~~ They shall hold office for one year, or until their successors are elected, and they shall be eligible for reelection.

1.05 TPO BOARD REGULAR MEETINGS

- (1) Regular meetings of the TPO shall be held as needed, at a time and place designated by the TPO Chair~~man~~; normally scheduled on the fourth Wednesday of the month.
- (2) In the event that the TPO Chair~~man~~ wishes to cancel or change the meeting time of a regular TPO meeting, advance notice of such cancellation or change shall be made as soon as practicable or at least twenty-four (24) hours prior to when such meeting was to have taken place.
- (3) At least seven (7) days prior to a regular TPO meeting, public notice and tentative agendas shall be sent to the members of the TPO and local media services.
- (4) ~~TPO Subcommittee meetings shall have the same meeting requirements as regular TPO meetings.~~

1.06 TPO BOARD SPECIAL MEETINGS

- (1) A special meeting of the TPO may be called by the TPO Chair~~man~~ or a majority of the ~~Voting m~~Members at a regular TPO meeting. Each member of the TPO shall receive a notification of such special meeting stating the date, hour and place of the meeting and the purpose for which such meeting is called, and no other business shall be transacted at that meeting.
- (2) In the event that the TPO Chair~~man~~ wishes to cancel or change the meeting time of a special TPO meeting, advance notice of such cancellation or change shall be made as soon as practicable or at least twenty-four (24) hours prior to when such meeting was to have taken place.
- (3) At least seven (7) days prior to a special TPO meeting, public notice and tentative agendas shall be sent to the members of the TPO and local media services stating the date, hour and place of the special meeting including a statement of the general subject matter to be considered.

1.07 TPO BOARD EMERGENCY MEETINGS

- (1) The TPO Chair~~man~~ may call an emergency meeting of the TPO when in his or her

opinion an emergency exists which requires immediate action by the TPO. When such meeting is called, each TPO member shall be notified, stating the date, hour and place of the meeting and the purpose for which it is called, and no other business shall be transacted at that meeting. At least a twenty-four (24) hour advance public notice of such emergency meeting shall be given to local media services before the time the meeting is held.

- (2) If after reasonable diligence, it becomes impossible to give notice to each TPO member, such failure shall not affect the legality of the emergency meeting if a quorum is present. The minutes of each emergency meeting shall show the manner and method by which notice of such meeting was given to each member of the TPO or shall show a waiver of notice.

1.08 TPO BOARD PUBLIC HEARINGS AND WORKSHOPS

- (1) A public hearing or workshop may be called by the TPO and may be scheduled before, during or after a regular meeting at the same meeting place or may be scheduled at another time and place.
- (2) Public notice shall be given to local media services and each TPO member stating the date, hour and place of a public hearing or workshop including a statement of the general subject matter to be considered at least seven (7) days (or as required by federal and state regulations) prior the event.
- (3) No formal business, for which notice has not been given, shall be transacted at a public hearing or workshop.

1.09 TPO BOARD MEETING AGENDA

- (1) There shall be an official agenda for every meeting of the TPO, which shall determine the order of business conducted at the meeting.
- (2) Requests for agenda changes to any TPO meeting must be received by the Chair~~man~~ (or TPO staff) at least one (1) working day prior to the meeting date.
- (3) The TPO shall not take action upon any matter, proposal or item of business not listed on the official agenda; however following call to order, the TPO Chair~~man~~ may authorize addition of new business to the agenda with the approval of two thirds (2/3) of the Voting Members present.
- (4) No agenda item listed on the TPO agenda for public hearing or vote thereon may be

deferred until a later time unless two-thirds (2/3) of the ~~v~~Voting ~~m~~Members present shall vote in favor of such deferral.

- (5) ~~A TPO or advisory committee member, County Administrator, City Manager or the TPO staff may place an item on the TPO agenda. Any citizen may also place matters within the scope of jurisdiction of the TPO on the agenda. Action on the following agenda items shall require a recorded roll call vote and approval by two-thirds (2/3) majority of voting members present constituting a quorum:~~
 - ~~(a) Long Range Transportation Plan,~~
 - ~~(b) Transportation Improvement Program (TIP,~~
 - ~~(c) Project Priorities, and~~
 - ~~(d) Each Amendment to Such Plans and Programs.~~
- (6) ~~All agenda item requests shall be reviewed by the TPO staff and approved by the TPO Chair. This rule is not applicable to special or emergency meetings.~~

1.10 TPO BOARD OFFICIAL ACTIONS

- (1) All official actions of the TPO shall be by adoption of resolutions or motions as follows:
 - (a) Action by adoption of a resolution shall occur for all matters where adoption of a resolution is required by federal or state regulations and any other matters deemed by the TPO to be of sufficient importance to warrant adoption by a formal resolution.
 - (b) All other actions of the TPO shall be by adoption of a motion.
- (2) All official actions of the TPO shall be recorded in the TPO Actions Report and meeting minutes and kept in the TPO's permanent files. Verbatim minutes are not required but minutes shall include an accurate summary of discussions and actions taken.

1.11 TPO BOARD CONDUCT OF MEETINGS

- (1) All TPO meetings shall be consistent with the Florida Sunshine Law and open to the public and press.
- (2) Roberts Rules of Order shall be followed at all TPO meetings.
- (3) The attendance of 5 TPO ~~v~~Voting ~~m~~Members shall constitute a quorum. Virtual attendees do not count towards a quorum but shall be allowed to vote if an in-person

~~quorum is determined.~~ No official action shall be taken without a quorum. ~~No resolution or motion shall be adopted by the TPO except upon the affirmative vote of a majority of the members present.~~

- (4) The TPO Chair~~man~~ may adjourn the meeting if he or she determines that no quorum is in attendance fifteen (15) minutes after the hour appointed for the meeting. In that event, those members present may, by unanimous agreement, select another hour or day to meet. Those members present may also, by unanimous agreement, select to continue the meeting as a workshop to discuss items on the agenda. The names of the members present and their action at such meeting shall be recorded in summary minutes.

- (5) All meetings of the TPO shall be conducted in accordance with the following:

(a) ~~The Chairman shall preside at all TPO meetings at which he or she is present;~~

~~(b) The Chairman shall take the chair at the hour appointed for the meeting, and shall call the TPO to order immediately;~~

~~(c) In the absence of the Chairman, the Vice-Chairman shall preside. In the absence of the Chairman or the Vice-Chairman, the TPO staff representative shall determine whether a quorum is present and, in that event, shall call for election of a temporary Chairman. Upon the arrival of the Chairman, or Vice-Chairman, the temporary Chairman shall relinquish the Chair upon conclusion of the business immediately before the TPO.~~

~~(d) The Chairman shall state every question coming before the TPO and announce the decision of the TPO on all matters;~~

~~(e) A majority vote of the members present shall govern and conclusively determine all questions of order not otherwise covered;~~

~~(f) Any TPO member who intends to be absent from any TPO meeting shall notify the TPO staff of the intended absence as soon as he or she conveniently can;~~

~~(g) In the event that a TPO member will be absent from any TPO meeting, an officially designated Alternate member may attend the TPO meeting and exercise full membership powers in the absence of the TPO member;~~

(h) When a conflict of interest exists, it shall be declared by the member(s) with a

conflict upon opening of discussion of a matter by the TPO. Any member of the TPO who has a conflict of interest on a matter is required to fill out the necessary Conflict of Interest Form that will be attached to the minutes for the meeting and shall be deemed absent for the purpose of constituting a quorum, voting or for any other purpose for that particular matter only;

- (i) No member may abstain from voting on any matter unless a conflict of interest is declared.
- (j) The TPO vote upon any resolution or motion may be by a voice vote, unless the Chairman or any member requests that a show of hands or a roll call vote be taken;
- (k) Upon every TPO roll call vote the TPO staff representative shall call the roll, tabulate the votes, and announce the results;
- (l) The minutes of prior TPO meetings shall be approved by a majority of the members present and upon approval shall become the official minutes;
- (m) Unless a reading of the minutes of a TPO meeting is requested by a majority of the TPO, the minutes shall not be read for approval provided the TPO staff delivers a copy thereof to each TPO member at least two (2) full working days prior to the meeting;
- (n) Each person, other than TPO staff members, who addresses the TPO shall give the following information for the minutes:
 - (1) name;
 - (2) address;
 - (3) party being represented;
 - ~~(4) whether or not he or she is being compensated by the person or persons for whom he or she speaks; and~~
 - ~~(5) whether he or she or any member of his or her immediate family has a personal financial interest in the pending matter, other than that set forth in (4) above;~~
- (o) Unless further time is granted by the TPO, each person shall limit his or her address to threefive ~~(35)~~ minutes; and
- (p) All remarks shall be addressed to the TPO as a body and not to any member thereof. No person, other than TPO members, and the persons having the floor,

shall be permitted to enter into any discussion, either directly or through a member, without permission of the Chair~~man~~. No question shall be asked a governing board member except through the Chair~~man~~.

1.12 TPO BOARD PUBLICCITIZENS' PARTICIPATION

- (1) ~~PublicCitizens'~~ participation in the TPO transportation planning process is strongly encouraged and any citizen shall be entitled to be placed on the official agenda of a regular meeting of the TPO and be heard concerning any matter within the scope of the jurisdiction of the TPO.
- (2) The regular TPO meeting agenda shall include a "Public Forum" agenda item to provide an opportunity for citizens to address the TPO at each TPO meeting for any item including agenda action items. ~~In addition, the Chairman may recognize citizens to speak on agenda items immediately following discussion by the TPO and prior to a vote on the matter by the TPO.~~

1.13 TPO BOARD SUBCOMMITTEES

- (1) TPO Subcommittees may be designated by the TPO as necessary to investigate and report on specific subject areas of interest to the TPO.

1.14 TPO BOARD CORRESPONDENCE AND POSITIONS OF COMMITTEE MEMBERS

- (1) TPO stationery or stationery which resembles the official TPO stationery, is only to be used in correspondence by the TPO ~~cChairperson, his or her designee,~~ and the TPO staff. Any and all correspondence on ~~TPO stationery shall represent the Bay County TPO's policy or position.~~ TPO stationery or any stationery resembling TPO stationery shall never be used to present any position that contradicts the official policy or position of the Bay County TPO.
- (2) Any correspondence conducted by individual TPO Board (including TCC or CAC members) concerning TPO matters shall be represented as individual comments and opinions. Only when a position has been adopted by the TPO as a whole shall it be represented as ~~being~~ the opinion of the TPO.
- (3) Notwithstanding the provisions of this rule, any member of the TPO has the inalienable right under the First Amendment to the United States Constitution to make public his or her opinion on any matter related to TPO actions and policies, whether negative or positive.

1.15 TPO ADMINISTRATION

- (1) The West Florida Regional Planning Council (WFRPC) [doing business as Emerald Coast Regional Council \(ECRC\)](#) Transportation staff shall serve as the planning staff of the TPO.
- (2) The [ECRCWFRPC](#) Transportation staff is responsible for producing all notices and agendas for TPO meetings and recording the minutes of all meetings.
- (3) The [ECRCWFRPC](#) staff shall furnish a recording secretary for all TPO meetings.
- (4) The [ECRCWFRPC](#) staff shall prepare, duplicate, and distribute all materials necessary for TPO meetings.
- (5) All official actions of the TPO are to be recorded and kept in permanent minute files by the [ECRCWFRPC](#). These files shall be open for public inspection during regular office hours at the [ECRCWFRPC](#)/TPO office.
- (6) The TPO is responsible for the supervision and review of all financial matters concerning it. In order to best execute this, the [ECRCWFRPC](#) will keep, maintain, and manage all accounts, records, and documents, both of the technical and financial nature, for the TPO as specified in the Memorandum of Agreement between the TPO and the [ECRCWFRPC](#).

BAY COUNTY TPO
TECHNICAL COORDINATING COMMITTEE (TCC)
BYLAWS, ~~POLICIES AND PROCEDURES~~

2.01 TCC PREAMBLE

The TPO's Technical Coordinating Committee (TCC) has been created in accordance with federal and state requirements to provide technical assistance to the TPO in the performance of the transportation planning process in Bay County. The following sets forth the operating rules and procedures of the TCC.

2.02 TCC PURPOSE AND FUNCTIONS

- (1) The purposes of the TCC shall be the following:
 - (a) To ensure coordination and consistency with local, state and regional plans, programs and projects; and
 - (b) To provide technical review of TPO plans, programs, and projects to determine the need, feasibility, and technical accuracy.
- (2) The TCC shall assist the TPO in carrying out the TPO's planning function through recommendations to the TPO on various transportation issues.
- (3) As an advisory committee to the TPO, all TCC recommendations shall be in the form of recommendations to the TPO and not to other governmental entities, [Florida Department of Transportation](#), private organizations, or individuals.
- (4) The functions of the TCC shall include, but not be limited to the following:
 - (a) ~~Identify~~[Nominate](#) studies and projects to be ~~considered~~[undertaken](#) by the TPO and/or the Florida Department of Transportation;
 - (b) Provide data to the TPO to assist the TPO with achieving coordination and consistency with local comprehensive plans, programs, and projects and TPO plans, programs, and projects. For example: accident data, parcel data, GIS files, local transportation revenue resources, capital improvement programs, existing and future land use, and other data;
 - (c) Identify projects with school safety concerns in the TPO's Long Range Plan

and Transportation Improvement Program (TIP); and

- (d) Conduct any other functions assigned to the TCC by the TPO.

2.03 TCC MEMBERSHIP

- (1) The TCC includes technically qualified persons representing the various local and state governmental entities, including local government representatives, local aviation, port, and public transit agency representatives, local utility and transportation authority representatives, school board representatives, and other appropriate representatives with some level of expertise in the area of transportation planning.
- (2) TCC Voting Memberships are attained through the appointment of members by the local governments represented on the TPO and other agencies to fill TPO approved standing TCC positions.
- (3) TCC Voting Members who fill the standing TCC positions serve at the pleasure of the appointing agency and the TPO.
- (4) In the event that the appointed member is unable to attend a TCC meeting, an alternate from their department or agency may serve as their representative at the meeting.
- (5) TCC Voting Members shall retain their membership so long as the local government or agency employs them in the position approved by the TPO.
- (6) If a Voting Member chooses to no longer serve on the TCC, or is removed from the committee, the local government or agency they represent shall appoint a replacement who holds a similar position in that organization.
- (7) There is no limit on number of Voting Members who may serve on the TCC.
- (8) No county commissioner, city council member, or mayor shall serve on the TCC either as a member or alternate. The TCC shall have additional Non-Voting Advisory Members as necessary and desirable, however, they must be approved by the TPO.
- (9) Non-Voting Members shall sit with the same rights and privileges as other members, except that Non-Voting Members shall not have the right to present motions or second same, or to vote upon any motions of the TCC.
- (10) An elected official cannot serve on the TCC as either a voting or a non-voting member.

2.04 TCC OFFICERS AND ELECTIONS

- (1) The officers of the TCC shall be the Chair~~man~~ and Vice-Chair~~man~~. The officers shall be Voting Members elected by the TCC membership.
- (2) The Chair~~man~~ shall preside at TCC meetings and be responsible for the preparation of agendas and minutes (with staff assistance), and appoint subcommittees as needed.
- (3) In the absence or incapacity of the TCC Chair~~man~~, the Vice-Chair~~man~~ shall assume the duties of the Chair~~man~~.
- (4) ~~(4) Nominations and e~~Election of officers shall be part of the regular monthly meeting in June (or in the event there is not a meeting in June, the election shall take place at the next TCC meeting). Newly elected officers shall assume their duties at the next meeting following the election.
- (5) ~~Officers~~They shall hold office for a term of one year, or until their successors are elected, and they shall be eligible for reelection. Officers may serve multiple terms.
- (5) ~~The TCC chairman shall appoint a nominating committee at the regular TCC meeting in April. The nominating committee shall report its recommended candidates for officers at the June TCC meeting. In the event that a nominating committee is not formed or is formed and does not meet for any reason the TCC can make nominations from the floor at the scheduled June meeting and elect a chairman and vice-chairman directly.~~
- (6) ~~Election of officers shall be by a majority vote of the TCC Voting Members present.~~
- (7) In the event that ~~either~~ the Chair~~man~~ ~~or~~ Vice-Chair~~man~~ position becomes vacant, a replacement shall be elected at the next scheduled TCC meeting.

2.05 TCC REGULAR MEETINGS

- (1) Regular meetings of the TCC shall be held as needed, at a time and place designated by the TCC Chair~~man~~; normally the day before the TPO meeting is scheduled.
- (2) In the event that the TCC Chair~~man~~ wishes to cancel or change the meeting time of a

regular TCC meeting, advance notice of such cancellation or change shall be made as soon as practicable or at least twenty-four (24) hours prior to when such meeting was to have taken place.

- (3) At least seven (7) days prior to a regular TCC meeting, public notice and tentative agendas shall be sent to the members of the TCC and local media services.
- ~~(4) TCC Subcommittee meetings shall have the same meeting requirements as regular TCC meetings.~~

2.06 TCC SPECIAL MEETINGS

- (1) A special meeting of the TCC may be called by the TCC Chair~~man~~ or a majority of the Voting Members at a regular TCC meeting. Each member of the TCC shall receive a notification of such special meeting stating the date, hour and place of the meeting and the purpose for which such meeting is called, and no other business shall be transacted at that meeting.
- (2) In the event that the TCC Chair~~man~~ wishes to cancel or change the meeting time of a special TCC meeting, advance notice of such cancellation or change shall be made as soon as practicable or at least twenty-four (24) hours prior to when such meeting was to have taken place.
- (3) Seven (7) days before such special meeting, public notice shall be given of the date, hour and place of the special meeting including a statement of the general subject matter to be considered.

2.07 TCC EMERGENCY MEETINGS

- (1) The TCC Chair~~man~~ may call an emergency meeting of the TCC when in his or her opinion an emergency exists which requires immediate action by the TCC. When such a meeting is called, each TCC member shall be notified, stating the date, hour and place of the meeting and the purpose for which it is called, and no other business shall be transacted at that meeting. At least a twenty-four (24) hour advance notice of such emergency meeting shall be given before the time the meeting is held.
- (2) If after reasonable diligence, it becomes impossible to give notice to each TCC member, such failure shall not affect the legality of the emergency meeting if the Chair~~man~~ deems a quorum is present. The minutes of each emergency meeting shall show the manner and method by which notice of such

meeting was given to each member of the TCC or shall show a waiver of notice.

2.08 TCC WORKSHOPS

- (1) A workshop may be called by the TCC and may be scheduled before, during or after a regular meeting at the same meeting place or may be scheduled at another time and place.
- (2) Public notice shall be given to local media services and each TCC member stating the date, hour and place of the workshop including a statement of the general subject matter to be considered at least seven (7) days before the event.
- (3) Only agenda items that are included in the meeting advertisement shall be discussed at a workshop. No formal business, for which notice has not been given, shall be transacted at such workshops.

2.09 TCC MEETING AGENDA

- (1) There shall be an official agenda for every meeting of the TCC, which shall determine the order of business conducted at the meeting.
- (2) Requests for agenda changes to any TCC meeting must be received by the Chairman (or TPO staff) at least one (1) working day prior to the meeting date.
- (3) The TCC shall not take action upon any matter, proposal or item of business not listed on the official agenda; however following call to order, the TCC Chairman may authorize addition of new business to the agenda with the approval of two thirds (2/3) of the Voting Members present.
- (4) No agenda item listed on the TCC agenda for a vote thereon may be deferred until a later time unless two-thirds (2/3) of the vVoting mMembers present shall vote in favor of such deferral.
- ~~(5) A TCC member, the TPO or the TPO staff may place matters on the TCC agenda.~~
- ~~(6) This rule is not applicable to special or emergency meetings.~~

2.10 TCC OFFICIAL ACTIONS

- (1) As an advisory committee to the TPO, all TCC ~~actions~~recommendations shall be in the form of recommendations to the TPO and not to other governmental entities, including FDOT, private organizations, or individuals. The TCC shall have the authority, however, to adopt motions to request information ~~and studies~~ to assist in formulating a recommendation to the TPO.
- (2) All official actions of the TCC shall be by adoption of motions as follows:
 - (a) Action by adoption of a motion to recommend the TPO Board approve a resolution shall occur for all matters where adoption of a resolution is required by federal or state regulations and any other matters deemed by the TPO to be of sufficient importance to warrant adoption by a formal resolution
 - (b) All other actions of the TCC shall be by adoption of a motion.
- (3) All official actions of the TCC shall be recorded in the meeting minutes and kept in the TPO's permanent files. Verbatim minutes are not required but minutes shall include an accurate summary of discussions and actions taken.

2.11 TCC CONDUCT OF MEETINGS

- (1) All TCC meetings shall be consistent with the Florida Sunshine Law and open to the public and press.
- (2) Roberts Rules of Order shall be followed at all TCC meetings.
- (3) The TCC Chair~~man~~ shall have the authority to determine when a representative number of members are present to declare a quorum and conduct committee business. Virtual attendees do not count towards a quorum but shall be allowed to vote if an in-person quorum is determined. No official action shall be taken unless the TCC Chair~~man~~ declares there is a quorum present. ~~No resolution or motion shall be adopted by the TCC except upon the affirmative vote of the majority of the members present.~~
- (4) The TCC Chair~~man~~ may adjourn the meeting if he or she determines that no quorum is in attendance fifteen (15) minutes after the hour appointed for the meeting. In that event, those members present may, by unanimous agreement, select another hour or day to meet. Those members present may, by unanimous agreement, select to continue the meeting as a workshop to discuss items on the agenda as per paragraph 2.08. The names of the members present and their action at such meeting shall be

recorded in summary minutes.

(5) All meetings of the TCC shall be conducted in accordance with the following:

~~(a) The Chairman shall preside at all TCC meetings at which he or she is present;~~

~~(b) The Chairman shall take the chair at the hour appointed for the meeting, and shall call the TCC to order immediately;~~

~~(c) In the absence of the Chairman, the Vice-Chairman shall preside;~~

~~(d) The Chairman shall state every question coming before the TCC and announce the decision of the TCC on all matters;~~

~~(e) A majority vote of the members present shall govern and conclusively determine all questions of order not otherwise covered;~~

~~(f) In the absence of the TCC Chairman and Vice-Chairman, the TCC staff representative shall determine whether a quorum is present and, in that event, shall call for election of a temporary Chairman. Upon the arrival of the Chairman, or Vice-Chairman, the temporary Chairman shall relinquish the Chair upon conclusion of the business immediately before the TCC;~~

~~(g) Any TCC member who intends to be absent from any TCC meeting shall, send a representative to the meeting from their department or agency as their representative, or notify the TPO staff of the intended absence as soon as he or she conveniently can;~~

(h) When a conflict of interest exists, it shall be declared by the member(s) with a conflict upon opening of discussion of a matter by the TCC. Any member of the TCC who has a conflict of interest on a matter is required to fill out the necessary Conflict of Interest Form that will be attached to the minutes for the meeting and shall be deemed absent for the purpose of constituting a quorum, voting or for any other purpose for that particular matter only;

(i) No member may abstain from voting on any matter unless a conflict of interest is declared.

(j) The TCC vote upon any resolution or motion may be by a voice vote, unless the

Chairman or any member requests that a show of hands or a roll call vote be taken;

- (k) Upon every TCC roll call vote the TPO staff representative shall call the roll, tabulate the votes, and announce the results;
- (l) The minutes of prior TCC meetings shall be approved by a majority of the members present and upon approval shall become the official minutes;
- (m) Unless a reading of the minutes of a TCC meeting is requested by a majority of the TCC members present, the minutes shall not be read for approval provided the TPO staff delivers a copy thereof to each TCC member at least two (2) full working days prior to the meeting;
- (n) Each person, other than TPO staff members, who addresses the TCC shall give the following information for the minutes;
 - (1) name;
 - (2) address;
 - (3) party being represented;
 - ~~(4) whether or not he or she is being compensated by the person or persons for whom he or she speaks; and~~
 - ~~(5) whether he or she or any member of his or her immediate family has a personal financial interest in the pending matter, other than that set forth in (4) above;~~
- (o) Unless further time is granted by the TCC Chairman, each person shall limit his or her address to ~~threefive~~ (35) minutes; and
- (p) All remarks shall be addressed to the TCC as a body and not to any member thereof. No person, other than TCC members, and the persons having the floor, shall be permitted to enter ~~into~~ any discussion, either directly or through a member, without permission of the Chairman. No question shall be asked a TCC member except through the Chairman.

2.12 TCC SUBCOMMITTEES

TCC Subcommittees may be designated by the TCC as necessary to investigate and report on specific subject areas of interest to the TCC.

2.13 TCC CORRESPONDENCE AND POSITIONS OF COMMITTEE MEMBERS

- (1) TPO stationery or stationery which resembles the official TPO stationery, is only to be used in correspondence by the TPO ~~cChairperson, his or her designee,~~ and the TPO staff. Any and all correspondence on TPO stationery ~~shall represent the Bay County TPO's policy or position. TPO stationery~~ or any stationery resembling TPO stationery shall never be used to present any position that contradicts the official policy or position of the Bay County TPO.
- (2) Any correspondence conducted by individual TCC members concerning TPO matters shall be represented as individual comments and opinions. Only when a position has been adopted by the ~~TPO as a whole~~~~TCC as a whole~~ shall it be represented as being the opinion of the TCC.
- (3) The TCC is an advisory committee to the Bay County TPO and serves at the pleasure of the TPO. Unless otherwise authorized by the TPO, all actions of the TCC shall be recommendations to the TPO.
- (4) TCC members may discuss issues with TPO members and the organizations which they represent to affect and effect the transportation policy decision-making process.
- (5) Notwithstanding the provisions of this rule, any member of the TCC has the inalienable right under the First Amendment to the United States Constitution to make public his or her opinion on any matter related to TPO actions and policies, whether negative or positive.

2.14 TCC ADMINISTRATION

- (1) The ~~Emerald Coast Regional Council~~~~West Florida Regional Planning Council~~ (~~ECRCWFRPC~~) Transportation staff shall serve as the planning staff of the TCC.
- (2) The ~~ECRCWFRPC~~ Transportation staff is responsible for producing all notices and agendas for TCC meetings and recording the minutes of all meetings.
- (3) The ~~ECRCWFRPC~~ staff shall furnish a recording secretary for all TCC meetings.
- (4) The ~~ECRCWFRPC~~ staff shall prepare, duplicate, and distribute of all materials necessary for TCC meetings.
- (5) All official actions of the TCC are to be recorded and kept in permanent minute files by

the [ECRCWERPC](#). These files shall be open to public inspection during regular office hours at the [ECRCWERPC](#)/TPO office.

**BAY COUNTY TPO
CITIZENS' ADVISORY COMMITTEE (CAC)
BYLAWS, ~~POLICIES AND PROCEDURES~~**

3.01 CAC PREAMBLE

The TPO's Citizens' Advisory Committee (CAC) has been created in accordance with federal and state requirements to provide a forum for citizens' review and input to the TPO on the performance of the transportation planning process in Bay County. The following sets forth the operating rules and procedures of the CAC.

3.02 CAC PURPOSE AND FUNCTIONS

(1) The purposes of the CAC shall be the following:

- (a) To ~~seek public reaction to~~provide citizen review of planning proposals and to provide comment to the TPO with respect to the concerns of various segments of the population in regard to their transportation needs; and
- (b) To provide citizens' review of TPO plans, programs, and projects to determine the need, feasibility, and desirability from the citizens' perspective.

(2) The CAC shall assist the TPO in carrying out the TPO's planning function through recommendations to the TPO on various transportation issues.

(3) As an advisory committee to the TPO, all CAC recommendations shall be in the form of recommendations to the TPO and not to other governmental entities, private organizations, or individuals.

(4) The functions of the CAC shall include, but not be limited to the following:

- (a) ~~Assist in carrying out~~Assist in the processes described in the ~~TPO's~~TPO's adopted "~~TPO Public Participation Plan~~Involvement Procedures," which includes the establishment of a CAC.
- (b) ~~Recommend~~Assist in ~~updating~~ing transportation goals and objectives for TPO approval, which guide the TPO's planning efforts, including the development of the Long-Range Transportation Plan;
- (c) ~~Evaluate~~Assist in the evaluation of the effects of TPO transportation plans,

programs, and projects on various segments/interest groups of the community and provide recommendations to the TPO based on this evaluation; and

- (d) Assist in any other functions as deemed desirable by the TPO [Board](#).

3.03 CAC MEMBERSHIP

- (1) CAC Voting Memberships are approved by the TPO [Board](#) and CAC members serve at the pleasure of the TPO. CAC members shall serve terms of indefinite length unless otherwise specified by the TPO [Board](#).
- (2) A CAC Voting Membership may be attained in one of the following ways:
 - (a) A citizen of Bay County may be nominated for CAC membership by a TPO [board](#) member, local government, the CAC, or other organizations and be approved by the TPO [Board](#); or
 - (b) A citizen of Bay County may directly petition the CAC for nomination for CAC membership and be approved by the TPO [Board](#).
- (3) There is no limit on the number of ~~v~~Voting ~~m~~M members who may serve on the CAC.
- ~~(4) Voting Members shall not be elected officials or employees of public agencies directly involved in transportation or land-use planning.~~
- ~~(5) Non-Voting members represent the West Florida Regional Planning Council (WFRPC), and the Florida Department of Transportation District Three Planning Office.~~
- (6) The CAC may have other ~~Non-Voting~~non-voting advisory members as deemed necessary; however, they must be approved by the TPO [Board](#).
- ~~(7) Non-Voting members shall not have the right to present or second motions, or to vote on motions before the CAC. They are entitled to participate in all other functions to the same extent as other members.~~
- (8) The TPO ~~Board~~ strives to maintain an equitable balance in CAC membership to represent all segments of the Bay County population, the varied interests' groups in the community, and all geographic areas of the community.
- (9) The CAC shall advise the TPO [Board](#) when additional members are needed to achieve that goal and shall actively seek nominations of qualified citizens as needed.

- (10) Each CAC member is expected to demonstrate his or her interest in TPO planning activities by regular attendance of CAC meetings, except for unavoidable reasons.
- (11) Any member who expects to be absent from a meeting shall inform the TPO staff as soon as practicable to receive an excused absence. If a member is consistently absent without an excused absence, the CAC may recommend to the TPO [Board](#) that the member be removed from the CAC. Members who have four (4) or more unexcused absences during the fiscal year may be replaced by the TPO [Board](#).
- (12) Prospective new members must complete and submit an application along with a resume or Background Form for TPO [Board](#) consideration. Existing members must complete and sign an application in June of each year stating their desire to continue to serve on the committee along with an updated resume or Background Form. The purpose is to maintain updated information on the members. Members do not have to be re-approved annually for membership. Information on CAC and BPAC members will be presented annually to the TPO [Board](#).
- 13) Prospective new members must have read and understood all provisions in the application form.
- 14) Prospective new members will be available for questions, if possible, from the appropriate committee and the TPO [Board](#).

3.04 CAC OFFICERS AND ELECTIONS

- (1) The officers of the CAC shall be the Chair~~man~~ and Vice-Chair~~man~~. The officers shall be Voting Members elected by the CAC membership.
 - (2) The Chair~~man~~ shall preside at CAC meetings, be responsible for the preparation of agendas and minutes (with staff assistance), appoint subcommittees as needed and communicate CAC actions to the TPO [Board](#) (with staff assistance),
 - (3) In the absence or incapacity of the CAC Chair~~man~~, the Vice-Chair~~man~~ shall assume the duties of the Chair~~man~~.
- ~~(3) (4)~~—[Nominations and e](#)Election of officers shall be part of the regular monthly meeting in June (or in the event there is not a meeting in June, the election shall take place at the next CAC meeting). [In the event of multiple nominations for an officer](#)

~~position, the staff will ask for a roll call vote, the majority winner shall be the new officer.~~
Newly elected officers shall assume their duties at the next meeting following the election.

~~(4) Officer positions~~They shall hold office for one year, or until their successors are elected, and they shall be eligible for reelection.

~~(5) The CAC chairman shall appoint a nominating committee at the regular TPO meeting in April. The nominating committee shall report its recommended candidates for officers at the June CAC meeting. In the event that a nominating committee is not formed or is formed and does not meet for any reason the CAC can make nominations from the floor at the scheduled June meeting and elect a chairman and vice-chairman directly.~~

~~(6) Election of officers shall be by a majority vote of the CAC Voting Members present.~~

(7) In the event that ~~either~~ the Chair~~man~~ or~~f~~ Vice-Chair~~man~~ position becomes vacant, a replacement shall be elected at the next scheduled CAC meeting.

3.05 CAC REGULAR MEETINGS

(1) Regular meetings of the CAC shall be held as needed, at a time and place designated by the CAC Chair~~man~~; normally the day before the TPO meeting is scheduled.

(2) In the event that the CAC Chair~~man~~ wishes to cancel or change the meeting time of a regular CAC meeting, advance notice of such cancellation or change shall be made as soon as practicable or at least twenty-four (24) hours prior to when such meeting was to have taken place.

(3) Seven (7) days prior to a regular CAC meeting, public notice and tentative agendas shall be sent to the members of the CAC and local media services.

~~(4) CAC Subcommittee meetings shall have the same meeting requirements as regular CAC meetings.~~

3.06 CAC SPECIAL MEETINGS

(1) A special meeting of the CAC may be called by the CAC Chair~~man~~ or a majority of the Voting Members at a regular CAC meeting. Each member of the CAC shall receive a notification of such special meeting stating the date, hour and place of the meeting and the purpose for which such meeting is called, and no other business shall be transacted at that meeting.

- (2) In the event that the CAC Chair~~man~~ wishes to cancel or change the meeting time of a special CAC meeting, advance notice of such cancellation or change shall be made as soon as practicable or at least twenty-four (24) hours prior to when such meeting was to have taken place.
- (3) Seven (7) days before such special meeting, public notice shall be given of the date, hour and place of the special meeting including a statement of the general subject matter to be considered.

3.07 CAC EMERGENCY MEETINGS

- (1) An emergency meeting of the CAC may be called by the Chair~~man~~ when in his or her opinion, an emergency exists which requires immediate action by the CAC. When such a meeting is called, each CAC member shall be notified, stating the date, hour and place of the meeting and the purpose for which it is called, and no other business shall be transacted at that meeting. At least a twenty-four (24) hour advance notice of such emergency meeting shall be given before the time the meeting is held.
- (2) If after reasonable diligence, it becomes impossible to give notice to each CAC member, such failure shall not affect the legality of the emergency meeting if the Chair~~man~~ deems a quorum is present. The minutes of each emergency meeting shall show the manner and method by which notice of such meeting was given to each member of the CAC or shall show a waiver of notice.

3.08 CAC PUBLIC HEARINGS AND WORKSHOPS

- (1) A public hearing or workshop may be called by the CAC and may be scheduled before, during or after a regular meeting at the same meeting place or may be scheduled at another time and place.
- (2) Public notice shall be given to local media services and each CAC member stating the date, hour and place of the hearing or workshop including a statement of the general subject matter to be considered at least seven (7) days (or as required by federal and state regulations) before the event.
- (3) No formal business, for which notice has not been given, shall be transacted at such public hearings or workshops.

3.09 CAC MEETING AGENDA

- (1) There shall be an official agenda set by the TPO staff and approved by the TPO Board Chair for every meeting of the CAC, which shall determine the order of business conducted at the meeting.
- (2) Requests for agenda changes to any CAC meeting must be received by TPO staff and approved by the TPO Board Chair ~~the Chairman (or TPO staff)~~ at least one (1) working day prior to the meeting date.
- (3) The CAC shall not take action upon any matter, proposal or item of business not listed on the official agenda; ~~however following call to order, the CAC Chairman may authorize addition of new business to the agenda with the approval of two thirds (2/3) of the Voting Members present.~~
- (4) No agenda item listed on the CAC agenda for public hearing or vote thereon may be deferred until a later time unless two-thirds (2/3) of the Voting Members present shall vote in favor of such deferral.
- ~~(5) A CAC member, the TPO or the TPO staff may place matters on the CAC agenda. Any citizen may also place matters within the scope of jurisdiction of the TPO on the agenda.~~
- ~~(6) This rule is not applicable to special or emergency meetings.~~

3.10 CAC OFFICIAL ACTIONS

- (1) As an advisory committee to the TPO, all CAC recommendations shall be in the form of recommendations to the TPO Board and not to other governmental entities, including FDOT, private organizations, or individuals. The CAC shall have the authority, however, to adopt motions to request information ~~and studies~~ to assist in formulating a recommendation to the TPO.
- (2) All official actions of the CAC shall be by adoption of motions as follows:
 - (a) Action by adoption of a motion to recommend the TPO Board approve a resolution shall occur for all matters where adoption of a resolution is required by federal or state regulations and any other matters deemed by the TPO to be of sufficient importance to warrant adoption by a formal resolution; and
 - (b) All other actions of the CAC shall be by adoption of a motion.

- (3) All official actions of the CAC shall be recorded in the minutes and kept in the TPO's permanent files. Verbatim minutes are not required but minutes shall include an accurate summary of discussions and actions taken.

3.11 CAC CONDUCT OF MEETINGS

- (1) All CAC meetings shall be consistent with the Florida Sunshine Law and open to the public and press.
- (2) Roberts Rules of Order shall be followed at all CAC meetings.
- (3) The CAC Chair shall have the authority to determine when a representative number of members are present to declare a quorum and conduct committee business. Virtual attendees do not count towards a quorum but shall be allowed to vote if an in-person quorum is determined. No official action shall be taken unless the CAC Chair declares there is a quorum present. ~~No recommendation or motion shall be adopted by the CAC except upon the affirmative vote of the majority of the members present.~~
- (4) All meetings of the CAC shall be conducted in accordance with the following:
 - ~~(a) The Chairman shall preside at all CAC meetings at which he or she is present;~~
 - ~~(b) The Chairman shall take the chair at the hour appointed for the meeting, and shall call the CAC to order immediately;~~
 - ~~(c) In the absence of the Chairman, the Vice-Chairman shall preside;~~
 - ~~(d) The Chairman shall state every question coming before the CAC and announce the decision of the CAC on all matters;~~
 - ~~(e) A majority vote of the members present shall govern and conclusively determine all questions~~
 - ~~(e) of order not otherwise covered;~~
 - (f) In the absence of the CAC Chairman and Vice Chairman, the CAC shall select a temporary Chairman. Upon the arrival of the Chairman or Vice-Chairman, the temporary Chairman shall relinquish the Chair upon conclusion of the business immediately before the CAC;

- (g) Any CAC member who intends to be absent from any CAC meeting shall notify the TPO staff of the intended absence as soon as he or she conveniently can;
- (h) When a conflict of interest exists, it shall be declared by the member(s) with a conflict upon opening of discussion of a matter by the CAC. Any member of the CAC who has a conflict of interest on a matter is required to fill out the necessary Conflict of Interest Form that will be attached to the minutes for the meeting and shall be deemed absent for the purpose of constituting a quorum, voting or for any other purpose for that particular matter only;
- (i) No member may abstain from voting on any matter unless a conflict of interest is declared.
- (j) The CAC vote upon any resolution or motion may be by a voice vote, unless the Chair~~man~~ or any member requests that a show of hands or a roll call vote be taken;
- (k) Upon every CAC roll call vote the TPO staff representative shall call the roll, tabulate the votes, and announce the results;
- (l) The minutes of prior CAC meetings shall be approved by a majority of the members present and upon approval shall become the official minutes;
- (m) Unless a reading of the minutes of a CAC meeting is requested by a majority of the CAC members present, the minutes shall not be read for approval provided the TPO staff delivers a copy thereof to each CAC member at least two (2) full working days prior to the meeting;
- (n) Each person, other than TPO staff members, who addresses the CAC shall give the following information for the minutes;
 - (1) name;
 - (2) address;
 - (3) party being representeding;
 - (4) whether or not he or she is being compensated by the person or persons for whom he or she speaks; and
 - (5) whether he or she or any member of his or her immediate family has a personal financial interest in the pending matter, other than that set forth in (4) above;

- (o) Unless further time is granted by the CAC Chair~~man~~, each person shall limit his or her address to ~~threefive~~ (35) minutes; and
- (p) All remarks shall be addressed to the CAC as a body and not to any member thereof. No person, other than CAC members, and the persons having the floor, shall be permitted to enter into any discussion, either directly or through a member, without permission of the Chair~~man~~.
No question shall be asked a CAC member except through the Chair~~man~~.

3.12 CAC ~~CITIZENS'PUBLIC PARTICIPATION~~

- (1) ~~Citizens' involvement~~Public participation in the TPO transportation planning process is encouraged and any ~~member of the public~~citizen shall be entitled to ~~be placed on the official agendaspeak during public forum~~ of a regular meeting of the CAC ~~on agenda itemsand be heard concerning~~
~~any matter within the scope of the jurisdiction of the TPO.~~
- (2) The regular CAC meeting agenda shall include a "Public Forum" agenda item to provide an opportunity for citizens to address the CAC at each CAC meeting ~~for any item including agenda action items. In addition, the CAC Chairman may recognize citizens to speak on agenda items immediately following discussion by the CAC and prior to a vote on the matter by the CAC.~~

3.13 CAC SUBCOMMITTEES

~~CAC Subcommittees may be designated by the CAC as necessary to investigate and report on specific subject areas of interest to the CAC.~~

3.14 CAC CORRESPONDENCE AND POSITIONS OF COMMITTEE MEMBERS

- (1) TPO stationery or stationery which resembles the official TPO stationery, is only to be used in correspondence by the TPO Chairperson, his or her designee, and the TPO staff. Any and all correspondence on TPO stationery shall represent the Bay County TPO's policy or position. TPO stationery or any stationery resembling TPO stationery shall never be used to present any position that contradicts the official policy or position of the Bay County TPO.
- (2) Any correspondence conducted by individual CAC members concerning TPO matters shall be represented as individual comments and opinions. Only when a position has been adopted by the TCC as a whole shall it be represented as being the opinion of the

TCC.

- (3) The CAC is an advisory committee to the Bay County TPO and serves at the pleasure of the TPO. Unless otherwise authorized by the TPO, all actions of the CAC shall be recommendations to the TPO.
- (4) CAC members may discuss issues with TPO members and the organizations which they represent to affect and effect the transportation policy decision-making process.
- (5) Notwithstanding the provisions of this rule, any member of the CAC has the inalienable right under the First Amendment to the United States Constitution to make public his or her opinion on any matter related to TPO actions and policies, whether negative or positive.

3.15 CAC ADMINISTRATION

- (1) The ~~Emerald Coast Regional~~[West Florida Regional Planning](#) Council (~~ECRC~~[WFRPC](#)) Transportation staff shall serve as the planning staff of the CAC.
- (2) The ~~ECRC~~[WFRPC](#) Transportation staff is responsible for producing all notices and agendas for CAC meetings and recording the minutes of all meetings.
- (3) The ~~ECRC~~[WFRPC](#) staff shall furnish a recording secretary for all CAC meetings.
- (4) The ~~ECRC~~[WFRPC](#) staff shall prepare, duplicate, and distribute of all materials necessary for CAC meetings.
- (5) All official actions of the CAC are to be recorded and kept in permanent minute files by the ~~ECRC~~[WFRPC](#). These files shall be open to public inspection during regular office hours at the ~~ECRC~~[WFRPC](#)/TPO office

ENCLOSURE G

ENCLOSURE G ALL COMMITTEES

SUBJECT: Consideration of Resolution BAY 24-06 Adopting the Scope of Services for the Bay County TPO 2050 Long Range Transportation Plan Update

ORIGIN OF SUBJECT: 23 Code of Federal Regulations Section 134(i)(2), Chapter 339.175 (6) Florida Statutes, Bay County TPO Unified Planning Work Program (UPWP) Task 2

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: A Long Range Transportation Plan is a basic requirement of the TPO's continuing, cooperative and comprehensive transportation planning process. Federal regulations require a Long Range Plan to be updated at least every five years in air quality attainment areas. The 2045 Long Range Transportation Plan was adopted on June 16, 2021. Therefore, the 2050 Long Range Transportation Plan needs to be adopted by June 16, 2026. The purpose of the 2050 Long Range Transportation Plan is to confirm the plan's validity and its consistency with current and forecast transportation and land use conditions and trends. A 20-year planning horizon at plan adoption is a requirement of Long Range Transportation Plans. There are three important elements for a Long Range Transportation Plan: Goals and Objectives, Needs Plan, and Cost Feasible Plan.

As identified in the FY 2022/23 – FY 2023/24 Unified Planning Work Program, consultant services are part of the 2050 Long Range Plan development. Tasks for DOT, the consultant, and staff are listed in the draft Bay County TPO 2050 Long Range Plan Scope of Services.

The draft Bay County TPO 2050 Long Range Transportation Scope of Services was sent to the Florida Department of Transportation (FDOT) for review and comment and FDOT indicated they were satisfied with the document as written. The draft Bay County TPO 2050 Long Range Transportation Scope of Services can be downloaded by clicking on the following link:

https://files.ecrc.org/programs/transportation_planning/bay_county_tpo/plans_and_documents/long_range_transportation_plan/index.php

Attached is the following:

- Resolution Bay 24-06

RECOMMENDED ACTION: Approval of a motion authorizing the TPO chair to sign Resolution Bay 24-06 to approve the Bay County TPO 2050 Long Range Transportation Plan Update Scope of Services. This action is recommended to begin the Long Range Plan update as soon as possible in order meet the June 16, 2026 adoption date. Please contact Gary Kramer, ECRC staff, at (800) 226-8914, Ext. 219 or gary.kramer@ecrc.org if additional information is needed.

RESOLUTION BAY 24-06

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE 2050 LONG RANGE TRANSPORTATION PLAN SCOPE OF SERVICES

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the organization designated by the Governor of Florida and Alabama as being responsible for carrying out the continuing, cooperative and comprehensive transportation planning process for the Bay County TPO Planning Area; and

WHEREAS, the Bay County TPO 2050 Long Range Transportation Plan is developed pursuant to Part 23 Section 450.216 Code of Federal Regulations and Section 339.175, Florida Statutes and is the transportation plan that contains needed and financially feasible projects for at least a 20 year planning horizon; and

WHEREAS, the Long Range Transportation Plan is updated every 4 years in air quality non-attainment areas and 5 years in air quality attainment areas; and

WHEREAS, the Bay County TPO 2050 Long Range Transportation Plan Scope of Services was reviewed by the Florida Department of Transportation; and

WHEREAS, the Bay County TPO 2045 Long Range Transportation Plan was adopted on June 16, 2021; and

WHEREAS, the Bay County TPO 2050 Long Range Transportation Plan must be adopted by June 16, 2026;

NOW, THEREFORE, BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION THAT:

The TPO approves the 2050 Long Range Transportation Plan Scope of Services.

Passed and duly adopted by the Bay County Transportation Planning Organization on this 24th day of April 2024.

**BAY COUNTY TRANSPORTATION
PLANNING ORGANIZATION**

BY: _____
Pamn Henderson, Chair

ATTEST: _____

ENCLOSURE H

ENCLOSURE H

ALL COMMITTEES

SUBJECT: Appointment of Bay County TPO 2050 Long Range Transportation Plan Steering Committee Members

ORIGIN OF SUBJECT: 23 Code of Federal Regulations Section 134(i)(2), Chapter 339.175 (6) Florida Statutes, Bay County TPO Unified Planning Work Program (UPWP) Task 2

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: A Long-Range Transportation Plan is a basic requirement of the TPO's continuing, cooperative and comprehensive transportation planning process. Federal regulations require a Long-Range Plan to be updated at least every five years in air quality attainment areas. The 2045 Long Range Transportation Plan was adopted on June 16, 2021. Therefore, the 2050 Long Range Transportation Plan needs to be adopted by June 16, 2026. The purpose of the 2050 Long Range Transportation Plan is to confirm the plan's validity and its consistency with current and forecasted transportation and land use conditions and trends. A 20-year planning horizon at plan adoption is a requirement of Long-Range Transportation Plans. There are three important elements for a Long-Range Transportation Plan: Goals and Objectives, Needs Plan, and Cost Feasible Plan.

A Steering Committee will be meeting periodically to review and comment on various draft products of the 2050 Long Range Transportation Plan. It is recommended that a maximum of four members from both the TCC and CAC be members of the Steering Committee. Other agencies will also be requested to be members of the Steering Committee including but not limited to FDOT, Tyndall Air Force Base, Naval Support Activity Panama City, Northwest Florida Beaches International Airport, Port of Panama City, BayWay Transportation, and the freight industry. Representation for bicyclists, pedestrians, and trail users will also be requested.

Attached are the following:

- TCC Membership Roster
- CAC Membership Roster

RECOMMENDED ACTION: Appointment of a maximum of four members from the TCC and a maximum of four members from the CAC to be members of the 2050 Long Range Transportation Plan Steering Committee. This action is recommended to provide oversight, review, and comment on the 2050 Long Range Transportation Plan products prior to being presented to the full TPO, TCC, and CAC. Please contact Gary Kramer, ECRC staff at gary.kramer@ecrc.org or (850) 332-7976 Ext, 219 if additional information is needed.

Technical Coordinating Committee Membership

NAME	ORGANIZATION	DEPARTMENT	EMAIL	PHONE
Eddie Cook, CHAIR	City of Callaway	City Manager's Office	citymanager@cityofcallaway.com	(850) 215-6691
Keith Bryant, VICE-CHAIR	Bay County	Engineering Department	kbryant@baycountyfl.gov	(850) 248-8740
Ian Crelling	Bay County	Planning Department	icrelling@baycountyfl.gov	(850) 784-4025
Cliff Johnson	Bay County	Traffic Engineering Department	cjohnson@baycountyfl.gov	(850) 248-8741
Doug Lee	Bay County School District	Administration	leedo@bay.k12.fl.us	(850) 767-5378
Trey Kolmetz	Bay Way	First Transit Manager's Office	Timothy.Kolmetz@transdev.com	(850) 215-7083
Amanda Richard	City of Lynn Haven	Planning Department	arichard@cityoflynnhaven.com	(850) 265-2121
Douglas Baber	City of Mexico Beach	Administration	d.baber@mexicobeachgov.com	(850) 247-7875
Johathan Hayes	City of Panama City	Public Works Department	jhayes@pcgov.org	(850) 872-3029
Clint Murphy	City of Panama City	Capital Projects Engineer	cmurphy@panamacity.gov	(850) 872-3029
Matt DeVito	City of Panama City	Deputy City Engineer	mdevito@panamacity.gov	(850) 872-3029
Kathryn Younce	City of Panama City Beach	Planning Department	kyounce@pcbgov.com	(850) 233-5100 Ext. 2407
Susan Goebel-Canning	City of Panama City Beach	Public Works Department	Susan.Goebel-Canning@pcbfl.gov	(850) 233-5100 Ext. 2414
Tony Summerlin	City of Parker	Public Works Department		(850) 871-5599

Technical Coordinating Committee Membership

NAME	ORGANIZATION	DEPARTMENT	EMAIL	PHONE
John Skaggs	Naval Coastal Systems Station	Public Works Department	john.skaggs1@navy.mil	(850) 234-4154
Richard McConnell	Northwest Florida Beaches International Airport	Administration	mcconnell@pcairport.com	
Parker McClellan, Jr.	Northwest Florida Beaches International Airport	Administration	pmcclellan@pcairport.com	(850) 636-8965
Alex King	Port of Panama City	Director's Office	Aking@portpanamacityusa.com	(850) 767-3280
Jonathan McFarlane-Weinstein	Tyndall Air Force Base	Planning Department	jonathan.mcfarlane-weinstein@us.af.mil	(850) 283-2754

Citizens' Advisory Committee Membership

NAME	EMAIL	PHONE
Ali C. Frohlic, CHAIR	aliandserra@knology.net	(850) 230-5868
James Pretlow, VICE-CHAIR	jpretlow@comcast.net	(850) 832-0294
Walter R. Akins	wakins@qal.us	(850) 252-3351
Paul Bohac	p_bohac@yahoo.com	(850) 871-0027
Wilda Hodge	wwwhodge@aol.com	(850) 819-5171
Marty Kirkland	makruns@yahoo.com	(850) 784-4090
Brandy Mankin	Brandy.Mankin@flhealth.gov	(850) 252-9632
Larry Messinger	larryallenm@outlook.com	(314) 330-8621
Stanley Parron	Sparron123@yahoo.com	(614) 935-9701
Thomas Robinson, MD	ttksrobinson@hotmail.com	(850) 708-1278
Jo Ann M. Stone	jmc_32405@yahoo.com	(850) 235-3225
Patty J. Strohmenger	patstroh1@aol.com	(850) 769-5998
Robert Waddell	Rjw0113@comcast.net	(850) 559-2379
Robert Wood	boater24@aol.com	(334) 202-2272
Guy York	ggyork@comcast.net	

PRESENTATION ITEMS

ENCLOSURE I ALL COMMITTEES

SUBJECT: Introductory Presentation for the Smart Regions Master Plan

ORIGIN OF SUBJECT: Bay County TPO Unified Planning Work Program (UPWP) Task 5: Plans and Studies

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The Florida-Alabama TPO approved the Smart Regions Master Plan Scope of Services and authorized the ECRC CEO to issue a Notice to Proceed to Kimley-Horn at the February 2024 TPO meeting. The Florida-Alabama TPO, in partnership with ECRC, will develop an implementation plan to further ECRC and the three TPOs in the region's efforts in advancing technological infrastructure needed to achieve Vision Zero and develop a Smart Regions Master Plan based on existing infrastructure and opportunities to understand and/or solve problems using technology.

Kimley-Horn will provide an introductory presentation at the April Bay County TPO meeting.

RECOMMENDED ACTION: **This item is for information only.** Please contact Jill Nobles, ECRC staff, at (850) 332-7976, Ext. 212 or jill.nobles@ecrc.org if additional information is needed.

ENCLOSURE J

ENCLOSURE J

TPO ONLY

SUBJECT: Florida Greenways and Trails (FGT) Presentation

ORIGIN OF SUBJECT: Florida Greenways and Trails Council

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: With the passing of SB 106 in 2023, Chapter 260.0142(4)(c), Florida Statutes (F.S.), was amended to include the following language:

Recommend priorities for regionally significant trails within the Florida Greenways and Trails System for inclusion by the Department of Transportation in the Florida Shared-Use Nonmotorized Trail Network as defined by s. 339.81. For purposes of this section, the term “regionally significant trails” means trails that cross multiple counties, attract national and international visitors, and serve as an opportunity for economic and ecotourism development; showcase the natural value of this state’s wildlife areas, ecology, and natural resources; and serve as main corridors for critical links and trail connectedness across this state.

Reprioritization of Regional Trails

The original prioritization of regional trails was completed by the Council and provided to the Department of Transportation in March 2016. At the time, only seven regional trails were identified within the Florida Greenways and Trails System (FGTS). Currently, there are 14 regional trails identified within the FGTS.

Because of the additional statutory language, the Council will be developing a prioritized/reprioritized list of the current regional trails.

Emerald Coast Regional Council presented two proposed trail projects to be ranked by the Florida Greenways and Trails Council on March 27, 2024. The Great Northwest Coast Connector and the US 90 Trail Corridor.

Staff will present a shortened version of the Great Northwest Coast Connector presentation at the April TPO meeting.

RECOMMENDED ACTION: This item is for presentation only. For more information, please contact Angela Bradley, angela.bradley@ecrc.org ECRC staff.

ENCLOSURE K

ENCLOSURE K

SUBJECT: Review of Draft Bay County TPO FY 2025-2029 Transportation Improvement Program (TIP)

ORIGIN OF SUBJECT: 23 Code of Federal Regulations 450.326, Chapter 339.175 (8) Florida Statutes, Bay County TPO Unified Planning Work Program (UPWP) Task 4

LOCAL GOVERNMENT ACTION NEEDED: Provide regionally significant projects that have dedicated local funds between July 1, 2024 and June 30, 2029.

BACKGROUND: The TPO updates and adopts the TIP each year for submittal to FDOT, Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). Projects within the urbanized area must appear in the TIP in order to receive state and federal funding.

The FY 2025-2029 TIP process began in August 2023, when Project Priorities were adopted by the TPO and then submitted to FDOT. The Project Priorities are then used to develop FDOT FY 2025-2029 Tentative Five-Year Work Program. The Tentative Five-Year Work Program is the primary source of information for the TIP. The FDOT Work Program and the TIP are consistent with the TPO's adopted priorities to the extent feasible. Projects are based on FDOT maintenance requirements, the TPO Long Range Transportation Plan (LRTP), Transportation Systems Management (TSM) studies, Transportation Alternatives Project (TAP) Priorities, and aviation, port, and transit master plans. Projects listed in the TIP are subject to amendment as necessary by the TPO at any time during the year. The TIP has been developed through coordination with FDOT and local governments.

The draft Bay County TPO FY 2025-2029 TIP will be posted online prior to the April 2024 TPO and advisory committee meetings. An e-mail with the draft TIP link on the TPO website will be sent to the TPO and advisory committee members. The draft Bay County TPO FY 2025-2029 Transportation Improvement Program will be accessible by clicking on the following link https://www.ecrc.org/programs/transportation_planning/bay_county_tpo/plans_and_documents/index.php#outer-56

The following is the Public Involvement element for the Transportation Improvement Program.

- Provide reasonable public access to technical and policy information used.
- Provide adequate public notice of public involvement activities and time for public review and comment at key decisions, such as but not limited to the approval of the TIP.
- Demonstrate explicit consideration and response to public input received during plan development process.
- Make the TIP drafts and final documents available on the TPO website at , www.ecrc.org, a print copy of the current plan is available upon request.
- Hold public meetings at convenient times and accessible locations.
- Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to, low-income and minority households.
- Coordinate with the statewide transportation planning public involvement and consultation processes under 23 C.F.R. Subpart B, as described in the FDOT MPO Program Handbook.
- Periodically review the effectiveness of the procedures and strategies contained in the participation plan.

- When significant written and oral comments are received on a draft TIP as a result of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final documents.
- If the final TIP differs significantly from the one made available for public comment or raises new material issues, an additional opportunity for public comment must be made available.
- When the Metropolitan Planning Area (MPA) includes Indian Tribal Lands, the TPO shall appropriately involve the Indian Tribal Government(s).
- When the MPA includes federal public lands, the TPO shall appropriately involve the federal government.

RECOMMENDED ACTION: This item is for review this month and adoption in June. Please review and provide comments to Gary Kramer, ECRC staff at gary.kramer@ecrc.org (850) 332-7976 Ext. 219 by May 17, 2024.

ENCLOSURE L

ENCLOSURE L

ALL COMMITTEES

SUBJECT: Draft Bay County TPO FY 2026-2030 Project Priorities

ORIGIN OF SUBJECT: 23 Code of Federal Regulations Section 134(j), Chapter 339.175 (8)(b) Florida Statutes, Bay County TPO Unified Planning Work Program (UPWP) Short Range Planning Task

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: Annually, the TPO reviews and adopts transportation project priorities in August for submittal to FDOT by October 1st. This document is part of the Transportation Improvement Program (TIP) development process. Its purpose is to ensure that transportation projects programmed by FDOT in the Five-Year Work Program are consistent with local needs and plans for the TPO planning area.

As stated in the TPO Public Participation Process Plan, the Project Priorities result from the Long Range Transportation Plan's Cost Feasible Plan and are reviewed with the public and the TPO board and the advisory committees annually. Once approved by the TPO board, the Project Priorities are given to FDOT to develop the Five-Year Work Program. From the Five-Year Work Program, the TPO develops the TIP which contains all transportation programs and projects scheduled during the next five year cycle. The TIP is revised annually and is available in interactive format on the TPO's website.

The Project Priorities and TIP must be developed by the TPO in consultation with all interested parties and, at a minimum, describe explicit procedures, strategies, and desired outcomes for the following, as outlined by the Code of Federal Regulation (CFR 450.316) and the MPO Handbook:

- Provide reasonable public access to technical and policy information used.
- Provide adequate public notice of public involvement activities and time for public review and comment at key decisions, such as but not limited to the approval of the TIP/Project Priorities.
- Demonstrate explicit consideration and response to public input received during plan development process.
- Make the TIP and Project Priorities drafts and final documents available on the TPO website at www.ecrc.org, a print copy of the current plan is available upon request.
- Hold public meetings at convenient times and accessible locations.
- Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to, low-income and minority households.
- Coordinate with the statewide transportation planning public involvement and consultation processes under 23 C.F.R. Subpart B, as described in the FDOT MPO Program Management Handbook.
- Periodically review the effectiveness of the procedures and strategies contained in the participation plan.
- When significant written and oral comments are received on a draft TIP or Project Priorities because of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final documents.

- If the final Project Priorities/TIP differ significantly from the one made available for public comment or raises new material issues, an additional opportunity for public comment must be made available.
- When the Metropolitan Planning Area (MPA) includes Indian Tribal Lands, the TPO shall appropriately involve the Indian Tribal Government(s).
- When the MPA includes federal public lands, the TPO shall appropriately involve the federal government.

General techniques proven effective include:

- Provide a 30-day public review and comment period for the draft Project Priorities documents.
- Promote development of the Project Priorities and TIP through news releases and social media, and eblast to TPO board and advisory committees, partners, stakeholders, community groups, and interested parties. (subscribe online at www.ecrc.org).
- Hold public workshop(s) and implement additional project-specific outreach, as needed, to special populations during the Project Priorities process.
- Coordinate public outreach to community groups (with emphasis on the underserved).
- Include public input collected at workshops in the draft Project Priorities and TIP.
- Include in the public notice of the TPO board meeting when the draft Project Priorities and TIP are to be presented for review and adoption.
- Provide the public with an opportunity to comment during public forum when the draft Project Priorities and TIP are presented for review and adoption to the TPO board and advisory committee meetings.
- Publish adopted Project Priorities and TIP interactive site (provided by FDOT) on website at www.ecrc.org, a print copy of the current plan is available upon request.

TPO responsibilities require that all modes of transportation be addressed in the Project Priorities. The following categories of projects are included in the Priorities:

1. Long Range Transportation Plan Capacity Projects
2. Transportation Systems Management Projects
3. Transportation Alternative Projects
4. SUN Trail Projects
5. Public Transportation Projects
6. Aviation Projects
7. Seaport Projects

The draft Project Priorities schedule for FY 2026-2030 is listed below:

- March 20, 2024 - TPO/TCC/CAC Workshop 11:00 a.m. Bay County Transit Office. **(Completed)**
- April 24, 2024 - TPO/TCC/CAC meetings to present draft FY 2026-2030 Project Priorities.
- Public Outreach.
- May 1, 2024 - Public Workshop 11:00 a.m. Bay County Transit Office.
- May 1, 2024 - TPO/TCC/CAC Workshop 2:30 p.m. Bay County Transit Office.
- June 26, 2024 - TPO/TCC/CAC meetings for approval of FY 2026-2030 Project Priorities.

The draft Bay County TPO FY 2026-2030 Project Priorities document that will be presented at the April 2024 TPO and advisory committees is accessible at the following link:

https://www.ecrc.org/programs/transportation_planning/bay_county_tpo/plans_and_documents/index.php#outer-1707. In addition, the interactive map in the following link, shows the location and the street view by category for the projects identified in the draft FY 2026-2030 Project Priorities

<https://storymaps.arcgis.com/stories/ce367b8f88fa4b0596b84cfdadd9a231>.

Attached is the following:

- March 20, 2024 TPO/TCC/CAC Workshop Comments

RECOMMENDED ACTION: This item is for review this month and adoption in June. Please contact Gary Kramer, ECRC staff, if additional information is needed at gary.kramer@ecrc.org or (850) 332-7976 Ext. 219.

March 20, 2024 TPO, TCC, CAC Workshop Comments and Responses

1. **Table 1 – Non-SIS Priority 2, SR 22 (Wewa Highway) from SR 30A (US 98) Tyndall Parkway to Star Avenue. A question was asked regarding the status of funding the Right-of-Way phase.**
FDOT is considering shorter segments along this corridor to see if it can be funded in stages.
2. **Table 1 – Non-SIS Priority 7. CR 389 (East Avenue) from Baldwin Road to SR 390. The status of the Feasibility Study was requested.**
The Feasibility Study has been completed. The PD&E is the next phase to be funded as was recommended in the Feasibility Study.
3. **Table 1 – Non-SIS Priority 8. Star Avenue from SR 22 (Wewa Highway) to US 231 (SR 75). The growth along US 231/Titus Corridor and the increased traffic and development on the SR 22 Corridor justify the need for this project was stated and it was mentioned the project should be moved up on the priority list.**
Comment noted.
4. **Table 1 – Non-SIS Priority 9. Elevated US 98 Pedestrian Structure at US 98 and Frank Brown Park. It was expressed that this project should be linear.**
Comment noted.
5. **Table 2 – SIS Priorities 7 and 8. East Avenue from Port Entrance to SR 30 (US 98B) 15th Street and East Avenue from SR 30 (US 98B) 15th Street to Sherman Avenue. It was indicated that the Port of Panama City continues to support improvements to East Avenue.**
Comment noted.
6. **Table 7 – Port of Panama City Project Priorities. It was iterated that an updated version of the Port of Panama City Project Priorities will replacing the existing version.**
Comment noted.
7. **Table 8 – SUN Trail Project Priorities. It was cited that Florida Senate Bill 1638 contains language for a Local Trail Management Grant Program to assist local governments with costs associated with the operation and maintenance of trails within the Florida Greenways and Trails System.**
Comment noted.

INFORMATION ITEMS

BAY COUNTY TECHNICAL COORDINATING COMMITTEE MEETING MINUTES
EMERALD COAST REGIONAL COUNCIL (Designated staff)
Bay County Transit Office
1010 Cone Ave, Panama City, FL 32401
January 31, 2024

MEMBERS IN ATTENDANCE:

Eddie Cook, CHAIR	City of Callaway
Keith Bryant, VICE-CHAIR	Bay County
Cliff Johnson	Bay County
Jonathan Hayes	City of Panama City
Clint Murphy	City of Panama City
Matt DeVito	City of Panama City

MEMBERS NOT IN ATTENDANCE:

Ian Crelling	Bay County
Doug Lee	Bay County School District
Amanda Richard	City of Lynn Haven
Douglas Baber	City of Mexico Beach
John Skaggs	Naval Coastal Systems Station
Kathryn Younce	City of Panama City Beach
Richard McConnell	Northwest Florida Beaches International Airport
Alex King	Port of Panama City
Parker McClellan, Jr.	Northwest Florida Beaches International Airport
Tony Summerlin	City of Parker
Jonathan McFarlane-Weinstein	Tyndall Air Force Base
Susan Goebel-Canning	City of Panama City

OTHERS IN ATTENDANCE:

Bryant Paulk	FDOT
Lamar Hobbs	BayWay
Sandy Culbreath	BayWay
Harrison Neilly	Transdev
Brandon Curtis	Transdev
<u>Virtual Attendance:</u>	
Cory Wilkinson	HDR
Mel Scott	Atkins
Janice Lucas	Panama City Commission

EMERALD COAST REGIONAL COUNCIL STAFF:

Austin Mount
Angela Bradley
Gary Kramer

Leandra Meridith

Tiffany Bates

Howard Vanselow

Jill Nobles

Virtual Attendance

Mary Beth Washnock

Gabrielle McVoy

Katie Fults

CALL TO ORDER

Chair Cook called the meeting to order.

APPROVAL OF AGENDA

PUBLIC FORUM: There were no speakers.

FDOT UPDATE:

1. **FDOT Update - *Bryant Paulk, AICP Florida Department of Transportation (FDOT) Urban Liaisons***

Bryant Paulk stated that the Gulf Coast Parkway project continues to advance, and improvements will begin at the Star Avenue intersection in February. Chair Cook asked when the completion date is expected for the Gulf Coast Parkway project. Bryant Paulk said it should be completed by the fall of 2025.

PLANNING AND TRANSIT CONSENT AGENDA:

1. **ALL COMMITTEES - Approval of November 1, 2023 Meeting Minutes**

Jonathan Hayes noted that his name was spelled wrong in these minutes. Staff apologized and agreed to make the change.

Keith Bryant moved to approve the November 1, 2023 TCC meeting minutes as amended. Jonathan Hayes seconded the motion, and it was unanimously approved.

PLANNING ACTION ITEMS:

1. **ENCLOSURE A - ALL COMMITTEES –Consideration of Resolution BAY 24-01 Approving the Evaluation Criteria for Emerald Coast Regional Council (ECRC) Staff Ranking of Transportation Systems Management (TSM) Projects – *Jill Nobles, ECRC Staff***

Jill Nobles noted that the criteria were presented at the last meeting for review. One change has taken place since that time concerning how level of service is evaluated. The methodology has changed the ten-year estimate to the LRTP-year estimate. Jill

Nobles explained how the TSM projects are gathered, ranked, and presented for approval each cycle.

Keith Bryant moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 24-01 approving the evaluation criteria for Emerald Coast Regional Council (ECRC) staff ranking of Transportation System Management (TSM) Projects. The motion was seconded by Jonathan Hayes and was passed unanimously.

PLANNING PRESENTATIONS ITEMS:

1. ENCLOSURE B - ALL COMMITTEES – Schedule for Development of the Bay County TPO FY 2026-2030 Project Priorities – *Gary Kramer, ECRC Staff*

Gary Kramer presented the schedule for development of the upcoming Project Priorities cycle, as included in the agenda package. The item will be on the June agenda for consideration of adoption.

PLANNING INFORMATION ITEMS (no presentation necessary):

1. TCC and CAC November 2023 Meeting Minutes
2. Bay TPO Actions Report – November 2023
3. Signed Florida Commerce TIP Letter
4. Transportation Alternatives (TA) Set-Aside Application Review Workshop Meeting
5. 2024 Bay County TPO Meeting Schedule

LEGISLATIVE UPDATES - *Tiffany Bates, ECRC Community Liaison*

Tiffany Bates said staff are tracking a couple of major bills being considered and will be presenting more at the TPO meeting.

TRANSIT AGENDA

TRANSIT ACTION ITEMS:

1. ENCLOSURE C – ALL COMMITTEES- Consideration of Resolution Bay 24-02 Authorizing the TPO Chair to Sign a Memorandum of Understanding for Funding Implementation of a FY2024 Sunday Schedule for the Fixed Route System - *Lamar Hobbs, Bay County Transit*

Lamar Hobbs stated that Sunday service was provided last year and had good ridership. Today's request of the TPO is to enter a new memorandum of understanding to do the same in FY 2024. Lamar Hobbs then explained the funding amounts.

Keith Bryant moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 24-02 authorizing the TPO chair to sign a memorandum of understanding for funding implementation of a FY2024 Sunday schedule for the fixed route system. Jonathan Hayes seconded the motion, and it was unanimously approved.

2. ENCLOSURE D – ALL COMMITTEES- Consideration of Resolution Bay 24-03 Amending the Agreement for Management and Operations Services of the Fixed Route System - *Lamar Hobbs, Bay County Transit*

Lamar Hobbs explained that legal and staff review of the new operator RFP submissions found that some qualifications were not met, and some data presented were skewed. It was determined that it would be best to re-issue the RFP with clarification of requirements, and to extend the contract with First Transit in the meantime, for up to twelve months.

Keith Bryant moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 24-03 amending the agreement for management and services of the fixed route system. Jonathan Hayes seconded the motion, and it was unanimously approved.

3. ENCLOSURE E – ALL COMMITTEES- Consideration of Resolution Bay 24-04 Authorizing the TPO Chair to Sign an Agreement with the Panama City Beaches Convention and Visitors' Bureau to Produce, Install, and Display Beach Safety Flag Advertisement on Transit Buses - *Lamar Hobbs, Bay County Transit*

Lamar Hobbs explained that part of the agreement with the Convention and Visitors' Bureau was an arrangement to promote the beach safety flag system on two of the transit buses. This request is to recommend the TPO chair sign an agreement to that effect. Lamar Hobbs noted that there would be a small loss associated with the production costs and advertising revenue loss associated with this request, but the Bureau has provided much more funding to cover the expenses of providing the Sunday service.

Keith Bryant moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 24-04 authorizing the TPO chair to sign an agreement with the Panama City Beaches Convention and Visitors' Bureau to produce, install, and display beach safety flag advertisement on transit buses. Jonathan Hayes seconded the motion, and it was unanimously approved.

4. ENCLOSURE F – ALL COMMITTEES- Consideration of Resolution Bay 24-05 Approving a Request for Proposals (RFP) for an Operator for Deviated Fixed Route, Demand

Response, and Micro-Transit Services - *Lamar Hobbs, Bay County Transit*

Lamar Hobbs said this request is for permission to reject the bids submitted in association with Enclosure E and issue a new RFP.

Keith Bryant moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 24-05 approving a request for proposals for an operator for deviated fixed route, demand response, and micro-transit services. Jonathan Hayes seconded the motion, and it was unanimously approved.

TRANSIT UPDATE

Lamar Hobbs said House Bill 1091 includes consideration of the request for a transit authority. More will be known around March. Lamar Hobbs stated that Sandy Culbreath is retiring and will be missed. The TCC members thanked her for her service.

GOVERNANCE TRANSIT COMMITTEE UPDATE - *Chris Cochran, AICP, Madrid CPWG*
None

LEGAL UPDATE – Burke, Blue, Hutchison, Walters & Smith, P.A.

It was noted that WC Henry is retiring, and a new legal representative will be taking over his position as legal counsel.

OTHER BUSINESS – The next Bay County TPO meeting will be held on April 24, 2024, at 3:30 p.m. The TCC will meet at 11:00 a.m. and the CAC will meet at 1:30 p.m. All meetings will be held at the Bayway Public Transit System Administration and Meeting Facility, 1010 Cone Ave., Panama City, Florida 32401.

ADJOURNMENT: The meeting was adjourned.

BAY COUNTY CITIZENS' ADVISORY COMMITTEE MEETING MINUTES
EMERALD COAST REGIONAL COUNCIL (Designated staff)
Bay County Transit Office
1010 Cone Ave, Panama City, FL 32401
January 31, 2024

MEMBERS IN ATTENDANCE:

Ali Frohlic, CHAIR	Panama City Beach
James Pretlow, VICE-CHAIR	Panama City Beach
Walter R. Akins	Panama City
Paul Bohac	Callaway
Stanley Parron	Lynn Haven
Jo Ann Stone	Panama City Beach
Robert Waddell	Lynn Haven
Robert Wood	Panama City Beach

MEMBERS NOT IN ATTENDANCE:

Wilda Hodge	Panama City
Marty Kirkland	Panama City
Larry Messinger	Panama City Beach
Thomas Robinson, MD	Panama City Beach
Patty Strohmenger	Panama City
Guy York	Panama City
Brandy Mankin	Panama City

OTHERS IN ATTENDANCE:

Bryant Paulk	FDOT
Lamar Hobbs	BayWay
Sandy Culbreath	BayWay
Harrison Neilly	Transdev
Brandon Curtis	Transdev
<u>Virtual Attendance:</u>	
Cory Wilkinson	HDR
Mel Scott	Atkins
Janice Lucas	Panama City Commission

EMERALD COAST REGIONAL COUNCIL STAFF:

Austin Mount
Angela Bradley
Gary Kramer
Leandra Meridith
Tiffany Bates
Howard Vanselow

Jill Nobles

Virtual Attendance

Gabrielle McVoy

Katie Fults

Mary Beth Washnock

CALL TO ORDER / INVOCATION / PLEDGE

Chair Frohlic called the meeting to order. Mr. Akins led the prayer. The pledge was recited.

APPROVAL OF AGENDA

PUBLIC FORUM: There were no speakers.

FDOT UPDATE:

1. **FDOT Update - *Bryant Paulk, AICP Florida Department of Transportation (FDOT) Urban Liaison***

Bryant Paulk stated that the Gulf Coast Parkway project continues to advance, and improvements will begin at the Star Avenue intersection in February and the project should be completed by the fall of 2025.

The Hutchison Blvd. resurfacing project is currently underway. Sidewalks and drainage improvements are soon to begin, and the project should be completed in late fall of this year.

The Panama City Beach widening projects are under contract to be completed late summer 2026. The segment from SR 79 to the Hathaway Bridge is broken up into three segments, the first two of which are funded and the third of which is in the governor's Moving Florida Forward program, funded for 2027.

Chair Frohlic asked for an update on the Tyndall Flyover project. Bryant Paulk said he was just provided a completion date of April of this year. There was discussion about the traffic issues taking place during the construction. Bryant Paulk said once the contract was awarded, traffic management during the construction was up to the contractor.

Jim Pretlow asked if the Thomas Drive flyover is included in the Panama City Beach widening project. Bryant Paulk said that it is not included at this time, but the flyover project will be coordinated with completion of the Panama City Beach widening

project. Right-of-way has already been acquired, but the TPO will need to elevate the project.

There was a brief discussion about the parameters of the project.

Chair Frohlic asked for the status of the traffic light installation at Allison Avenue. Bryant Paulk said the backordered computer chips are still backordered, but some are coming in.

Bryant Paulk also informed the committee, because the FDOT offices have been receiving inquiries, that paving operations must be suspended anytime the temperature falls below 45 degrees.

Jo Ann Stone asked about a paving project on the west side. Bryant Paulk stated that the contractor is Anderson Columbia and that this company is not showing much progress on any of the projects they are working on. The company will have to pay liquidated damages for unqualifying delays; material and labor shortages sometimes cause delays. There was a brief discussion of the project.

There was discussion of several other project locations in Panama City and areas needing attention.

PLANNING AND TRANSIT CONSENT AGENDA:

1. **ALL COMMITTEES - Approval of November 1, 2023 Meeting Minutes**

Jim Pretlow moved to approve the November 1, 2023 TCC meeting minutes. Robert Wood seconded the motion, and it was unanimously approved.

PLANNING ACTION ITEMS:

1. **ENCLOSURE A - ALL COMMITTEES –Consideration of Resolution BAY 24-01 Approving the Evaluation Criteria for Emerald Coast Regional Council (ECRC) Staff Ranking of Transportation Systems Management (TSM) Projects – *Jill Nobles, ECRC Staff***

Jill Nobles noted that the criteria were presented at the last meeting for review. One change has taken place since that time concerning how level of service is evaluated. The methodology has changed the ten-year estimate to the LRTP-year estimate. Jill Nobles explained how the TSM projects are gathered, ranked, and presented for approval each cycle.

Paul Bohac moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 24-01 approving the evaluation criteria for Emerald Coast Regional

Council (ECRC) staff ranking of Transportation System Management (TSM) Projects.
The motion was seconded by Jo Ann Stone and was passed unanimously.

PLANNING PRESENTATIONS ITEMS:

1. ENCLOSURE B - ALL COMMITTEES – Schedule for Development of the Bay County TPO FY (Fiscal Years) 2026-2030 Project Priorities – *Gary Kramer, ECRC Staff*

Gary Kramer presented the schedule for development of the upcoming Project Priorities cycle, as included in the agenda package. The item will be on the June agenda for consideration of adoption.

PLANNING INFORMATION ITEMS (no presentation necessary):

1. TCC and CAC November 2023 Meeting Minutes
2. Bay TPO Actions Report – November 2023
3. Signed Florida Commerce TIP Letter
4. Transportation Alternatives (TA) Set-Aside Application Review Workshop Meeting
5. 2024 Bay County TPO Meeting Schedule

LEGISLATIVE UPDATES – TPO Only *Tiffany Bates, ECRC Community Liaison*

TRANSIT AGENDA

TRANSIT ACTION ITEMS:

1. ENCLOSURE C – ALL COMMITTEES- Consideration of Resolution Bay 24-02 Authorizing the TPO Chair to Sign a Memorandum of Understanding for Funding Implementation of a FY2024 Sunday Schedule for the Fixed Route System - *Lamar Hobbs, Bay County Transit*

Lamar Hobbs stated that Sunday service was provided last year and had good ridership. Today's request of the TPO is to enter a new memorandum of understanding to do the same in FY 2024. Lamar Hobbs then explained the funding amounts.

Paul Bohac moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 24-02 authorizing the TPO chair to sign a memorandum of understanding for funding implementation of a FY2024 Sunday schedule for the fixed route system. Robert Waddell seconded the motion, and it was unanimously approved.

2. ENCLOSURE D – ALL COMMITTEES- Consideration of Resolution Bay 24-03 Amending

**the Agreement for Management and Operations Services of the Fixed Route System
- Lamar Hobbs, Bay County Transit**

Lamar Hobbs explained that legal and staff review of the new operator RFP submissions found that some qualifications were not met, and some data presented were skewed. It was determined that it would be best to re-issue the RFP with clarification of requirements, and to extend the contract with First Transit in the meantime, for up to twelve months.

Jim Pretlow moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 24-03 amending the agreement for management and services of the fixed route system. Robert Waddell seconded the motion, and it was unanimously approved.

3. **ENCLOSURE E – ALL COMMITTEES- Consideration of Resolution Bay 24-04 Authorizing the TPO Chair to Sign an Agreement with the Panama City Beaches Convention and Visitors’ Bureau to Produce, Install, and Display Beach Safety Flag Advertisement on Transit Buses - Lamar Hobbs, Bay County Transit**

Lamar Hobbs explained that part of the agreement with the Convention and Visitors’ Bureau was an arrangement to promote the beach safety flag system on two of the transit buses. This request is to recommend the TPO chair sign an agreement to that effect. Lamar Hobbs noted that there would be a small loss associated with the production costs and advertising revenue loss associated with this request, but the Bureau has provided much more funding to cover the expenses of providing the Sunday service.

Stanley Parron moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 24-04 authorizing the TPO chair to sign an agreement with the Panama City Beaches Convention and Visitors’ Bureau to produce, install, and display beach safety flag advertisement on transit buses. Jim Pretlow seconded the motion, and it was unanimously approved.

4. **ENCLOSURE F – ALL COMMITTEES- Consideration of Resolution Bay 24-05 Approving a Request for Proposals (RFP) for an Operator for Deviated Fixed Route, Demand Response, and Micro-Transit Services - Lamar Hobbs, Bay County Transit**

Lamar Hobbs said this request is for permission to reject the bids submitted in association with Enclosure E and issue a new RFP.

Stanley Parron moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 24-05 approving a request for proposals for an operator for deviated fixed route, demand response, and micro-transit services. Jim Pretlow seconded the

motion, and it was unanimously approved.

TRANSIT UPDATE

GOVERNANCE TRANSIT COMMITTEE UPDATE - *Chris Cochran, AICP, Madrid CPWG*

LEGAL UPDATE – TPO Only Burke, Blue, Hutchison, Walters & Smith, P.A.

OTHER BUSINESS – The next Bay County TPO meeting will be held on April 24, 2024 at 3:30 p.m. The TCC will meet at 11:00 a.m. and the CAC will meet at 1:30 p.m. All meetings will be held at the Bayway Public Transit System Administration and Meeting Facility, 1010 Cone Ave., Panama City, Florida 32401.

ADJOURNMENT: There being no further business, the meeting was adjourned.

Stay up to date with TPO events and activities by subscribing to the Bay County TPO Interested Parties list by clicking here: [Bay County TPO Interested Parties](#)

Public participation is solicited without regard to race, color, national origin, sex, age, religion, disability, or family status. Reasonable accommodations for access will be made in accordance with the American with Disabilities Act and for languages other than English. Please notify ECRC Public Involvement of any special requirements or requests at publicinvolvement@ecrc.org or email Leandra Meredith at Leandra.Meredith@ecrc.org. You may also call 1800-226-8914 or 1-800-955-8771 for TTY-Florida. All requests should be made at least 48 hours in advance.

Introduzca la participación del público se solicita, sin distinción de raza, color, origen nacional, sexo, edad, religión, discapacidad o estado familiar. La OPC hará arreglos razonables para el acceso a esta reunión de acuerdo con el Americans with Disabilities Act, y para los requisitos de idioma que no sea Inglés. Notifique a la Ada Clark (ada.clark@ecrc.org) de los requisitos de acceso o el idioma en el 850-332-7976 ext. 227 o 1-800-955-8771 para TTY-Florida al menos 48 horas de antelación.

MEMORANDUM

Pamn Henderson | Chairperson

Robert Carroll | Vice Chairman



DATE: February 14, 2024
TO: Mr. Bryant Paulk, AICP, FDOT Urban Liaison
CC: TPO, TCC, and CAC Members
FROM: Jill Nobles, Transportation Planner
RE: TPO Actions Report – January 31, 2024

The following items were discussed and acted upon by the Bay County Transportation Planning Organization (TPO) at the January 31, 2024, meeting. The Florida Department of Transportation (FDOT) has requested a copy of this report so the appropriate FDOT department directors can take appropriate action as requested by the TPO. Copies are sent to local government representatives for coordination with local plans.

PLANNING ACTION ITEMS:

Transportation System Management (TSM)

The TPO approved Resolution BAY 24-01 approving the evaluation criteria for ECRC staff ranking of TSM projects. This action keeps the TSM evaluation criteria current for the next priorities cycle.

Add-on Item

The TPO approved a request to FDOT for an access management study on Martin Luther King Jr. Boulevard from 6th Street to US 231.

TRANSIT ACTION ITEMS: The TPO approved Resolution BAY 24-02 authorizing the TPO chair to sign a Memorandum of Understanding with the Panama City Beach Convention and Visitors' Bureau for the provision of funding to implement fixed route transit service on Sunday during FY 2024.

The TPO approved Resolution BAY 24-03 amending the agreement with First Transit for the management and operations services for the fixed route system.

The TPO approved Resolution BAY 24-04 executing an agreement with the Panama City Beaches Convention and Visitors' Bureau to produce, install, and display beach safety flag advertisement on transit buses. The TPO also added a request for transit staff to investigate smaller advertisements for beach safety flags that could be added that would not cut into revenues.

The TPO approved Resolution BAY 24-05 rejecting all proposals received in response to RFP 23-02 based on their not meeting requirements, and authorizing staff to re-advertise the RFP for a vendor to manage and operate the deviated fixed route, demand response, and micro-transit services.

The next regular Bay County TPO meeting will be held on April 24, 2024. The TCC will meet at 11:00 a.m., the CAC at 1:30 p.m., and the TPO at 3:30 p.m. All meetings will be held at the Bay County Transit Office, 1010 Cone Ave Panama City, FL 32401.

MEETING SUMMARY

Regional Transportation Planning Organization Workshop

Pamn Henderson, Chair, Bay County TPO
Nathan Boyles, Chair, Okaloosa-Walton TPO
Colten Wright, Chair, Florida-Alabama TPO

TPO MEMBERS IN ATTENDANCE

FLORIDA – ALABAMA

Colten Wright, Chair, Santa Rosa County Commission
Jerry Johnson, Vice-Chair, City of Orange Beach, Alabama City Council
Charles Bare, City of Pensacola City Council
Steven Barry, Escambia County Commission
Jeff Bergosh, Escambia County Commission
James Calkins, Santa Rosa County Commission
Ray Eddington, Santa Rosa County Commission
Mike Kohler, Escambia County Commission
Sam Parker, Santa Rosa County Commission
Allison Patton, City of Pensacola City Council

OKALOOSA – WALTON

Nathan Boyles, Chair, Okaloosa County Commission
Anthony Vallee, Vice-Chair, City of DeFuniak Springs City Council
Tracey Dickey, City of Freeport City Council
Torey Geile, City of Destin City Council
Donna Johns, Walton County Commission
William McCormick, Walton County Commission
Paul Mixon, Okaloosa County Commission
Mel Ponder, Okaloosa County Commission
Andrew Rencich, City of Crestview City Council
Dick Ryneanson, City of Ft. Walton Beach Mayor
Bill Schaetzle, City of Niceville City Council
April Sutton, City of Mary Esther City Council
Christine Wasdin, City of Valparaiso City Council

BAY COUNTY

Pamn Henderson, Chair, City of Callaway Mayor
Robert Carroll, Vice-Chair, Bay County Commission
Mary Coburn, Panama City Beach City Council
William Dozier, Bay County Commission
Brian Grainger, Panama City
David Griggs, City of Callaway City Council
Michael Jarman, Panama City Beach City Council
Janice Lucas, Panama City Council
Clair Pease, Bay County Commission

TPO MEMBERS NOT IN ATTENDANCE

FLORIDA – ALABAMA

Cherry Fitch, City of Gulf
Breeze Mayor
Charles Gruber, Baldwin
County Commission
Casey Jones, City of Pensacola
City Council
Lumon May, Escambia County
Commission
Roxanne Meiss, City of Milton
City Council
Jared Moore, City of Pensacola
City Council
Kerry Smith, Santa Rosa
County Commission
Delarian Wiggins, City of
Pensacola City Council

OKALOOSA – WALTON

Joe Blocker, City of Crestview
City Council
Danny Glidewell, Walton County
Commission
Carolyn Ketchel, Okaloosa
County Commission
Travis Smith, City of Fort Walton
Beach City Council
Bobby Wagner, City of Destin,
Mayor
Jim Wood, MidBay Bridge
Authority

BAY COUNTY

Jenna Flint-Haligas, City of
Panama City, City Council
Tommy Hamm, Bay County
Commission
Cindy Hamre, City of
Springfield City Council
Doug Moore, Bay County
Commission
Pat Perno, City of Lynn Haven,
City Council
Michael Rohan, City of Panama
City Mayor
Jerry Smith, City of Mexico
Beach City Council
Josh Street, Panama City City
Council
Judy Vandergrift, City of Lynn
Haven City Council

ECRC MEMBERS IN ATTENDANCE

Kasey Cuchens, Chair, Governor Appointee
Kurvin Qualls, Vice-Chair, Governor Appointee
Tracy Andrews, City of Chipley Mayor
Jim Bagby, City of Destin City Council
Darryl Boudreau, Northwest Florida Water Management
Marilynn Farrow, City of Milton City Council
JD Smith, Governor Appointee

OTHERS IN ATTENDANCE

Richard Barr, Kimley-Horn
Sierra Eades, WGI, Inc.
Macy Falcon, Kimley-Horn
David Farrow
Ben Faust, DRMP
Frank Kalpakis, Renaissance Planning
Eric Lutteman, WGI, Inc.
Gabriel McAfee, Baskerville Donovan, Inc.
Jeff Peterman, Baskerville Donovan, Inc.
Chris Phillips, City of DeFuniak Springs
Nicki Qualls
Mark Reichert, MPOAC

Jared Schneider, Kimley-Horn
Terry Shaw, Kimley-Horn
Lindsay Slautterback, Kimley-Horn
Sally Smith
Deston Taylor, DRMP
Cory Wilkinson, HDR
Mark Wood, Kimley-Horn
Austin Mount, ECRC
Dawn Schwartz, ECRC
Ada Clark, ECRC
Mary Beth Washnock, ECRC (Virtual)
Tiffany Bates, ECRC
Gary Kramer, ECRC (Virtual)
Jill Nobles, ECRC
Tammy Neal, ECRC
Jessica Walton, ECRC

WELCOME AND INTRODUCTIONS

AUSTIN MOUNT, CEO, ECRC

Austin Mount welcomed those in attendance and explained that the purpose of the Joint TPO Workshop was to discuss common regional transportation challenges and solutions and to collaborate amongst the three (3) contiguous transportation planning organizations in Northwest Florida.

1. ENCLOSURE A - The Legislative Perspective

Austin Mount stated the State of Florida recently signed HB 425 into law and explained that the bill addresses how contiguous MPOs are to collaborate and work together on large-scale regional issues.

2. ENCLOSURE B- Regional Trails

Austin Mount explained that recently, the SUN trail program appropriations had increased and that the ECRC was hoping to position the region to take full advantage of the program in order to develop regional trails throughout Northwest Florida.

Austin Mount stated during the last funding cycle for Florida Department of Transportation (FDOT), a round of applications, to include application solicitations from the three (3) TPOs, were received, followed by a ranking process. Those applications ranking the highest were provided to FDOT.

Austin Mount further stated this year's processes for SUN trail program applications would be included in the TPOs' Project Priorities as a separate page or line item for approval. More specifically, the SUN trail requires that if a TPO is applying for SUN trail funding, the project has to be included on the SUN trail priority network map with a deviation of approximately five (5) miles to allow local governments the option to deploy based on cost feasible options.

Austin Mount stated if the local governments wanted to apply for funding, applications would need to be directly submitted through FDOT's GAP Program and further explained that if a project were selected, the Department would typically construct those projects.

Bryant Paulk, FDOT, further explained, stating that if the project was located on the state highway system, the Department would take responsibility in constructing the project; however, if the local government pursues a project that deviated from the state highway system, the Department offered the opportunity to pursue the project through the Local Agency Program (LAP).

3. ENCLOSURE C – Long Range Transportation Plan (LRTP) Goals

Austin Mount stated that each of the three TPOs in the ECRC region would begin to update their LRTPs within the next two years. During this discussion, those in attendance were invited to participate in an interactive polling process to determine common themes in long range transportation needs.

Austin Mount introduced Frank Kalpakis, of Renaissance Planning led a discussion on the benefits of regional coordination and strengthening an alignment among the different areas of the TPOs.

Frank Kalpakis stated that with tremendous growth occurring throughout the Panhandle, the urban areas were becoming increasingly connected, increasing the importance of developing long-range transportation plans, goals, and objectives on a regional level.

With long range transportation plans and goals currently being determined within the region, an interactive poll, to include items of importance, was administered to attendees.

Discussion ensued on the interactive polling results.

A summary of goals for the FL-AL, O-W, and Bay County TPO Long Range Transportation Plans was discussed to include the following:

The current Long Range Transportation Plans' goals support a transportation system that is:

- Safe and Secure for residents, visitors, and commerce.
- Integrated for the movement of people and goods.
- Operated and maintained efficiently.
- Protects, preserves, and enhances a high quality of life.
- Is consistent, continuing, cooperative, and comprehensive in the planning process.
- Maintains acceptable roadway levels of service on all major facilities.
- Meets user needs.
- Is multimodal and innovative.
- Respectful of the environment, public, health, and vulnerable users.
- Maximizes mobility.

4. CARBON REDUCTION PROGRAM

Austin Mount stated the Federal Highway Administration (FHWA) had issued guidance for the MPOs to establish greenhouse reduction performance measures; however, the State of Florida has countersued this ruling. Although still in litigation, all MPOs and TPOs would be required to submit a new set of performance measures by the original September deadline.

Mark Reichert, MPOAC Executive Director, added that FHWA had extended the timeline for State Department of Transportation (DOTs) to submit their targets, but they had not answered the

question of whether the MPOs/TPOs deadlines had been extended and advised to adhere to the July 30th deadline until further guidance.

Austin Mount stated in addition to the already established set of performance measures, a newly required target, a carbon reduction plan, would be developed and added once approved by all three contiguous (3) TPOs as required by FHWA.

Austin Mount further stated the most positive and effective way to achieve carbon reduction in the communities within the region would be through ATMS/ITS technology. The Carbon Reduction Plan will focus heavily on technology elements to include establishing goals and objectives and public involvement strategies.

Austin Mount stated the Carbon Reduction Plan would be up for approval and adoption at the next FL-AL TPO meeting on February 7th, 2024.

Commissioner William Dozier, Bay County, commented and agreed that the Carbon Reduction Plan directly correlates with the traffic management system being built and the concept of using technology to move traffic more efficiently.

Commissioner James Calkins, Santa Rosa County, asked if there would be ramifications from FHWA or the State of Florida if the Carbon Reduction Plan failed to be approved and adopted.

Austin Mount explained that if the item failed to be approved and adopted, the TPO would be considered out of compliance which could affect its certification by FHWA.

Macy Falcon, Kimley-Horn confirmed there was no penalty for not meeting a target that was set but there may be a potential recommendation finding in a TMA Certification.

Commissioner Calkins stated for the record that he did not agree with the science behind carbon reduction and stated that humans exhale carbon dioxide. Commissioner Calkins stated that there were a lot of flaws in the science associated with it and felt that there was an effort coming down from the federal government to absolutely destroy the economy and business. Commissioner Calkins said that being a County Commissioner from Santa Rosa County, he did not want anything to do with the Carbon Reduction Program. Commissioner Calkins was of the opinion that the TPOs should not adopt a Carbon Reduction Program if there is no penalty associated with it.

Austin Mount reiterated that the Carbon Reduction Plan would be discussed at the February 7th FL-AL TPO meeting and board members would have the opportunity to discuss and make an informed decision.

Further discussion ensued.

Public Comments

None

ADJOURN

With no further comments or discussion, the workshop was adjourned at 3:17pm.

RECEIVED

APR 03 2024

March 19, 2024

Chair, Bay County TPO
Chair, Citizens Action Committee
Chair, Technical Coordinating Committee
P.O. Box 11399
Pensacola, FL 32524-1399

On behalf of the Callaway Planning Board, request the addresses advocates to the Florida Department of Transportation (FDOT) in giving great considerations in extending the widening project of Highway 22 approximately 1.3 miles from Star Avenue to Park Place Road.

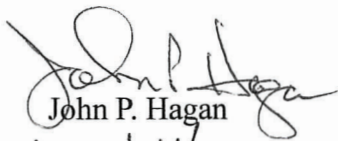
Currently over 460 homes, four (4) commercial businesses, one (1) Church and the Callaway Sports Complex exist within this area that requires the primary use of this stretch of roadway. Park Place is being developed to house over 200 new homes when completed; and zoning has been approved for the additional developments of 272 multifamily units and 340 single family homes. All along this short stretch of roadway.

We realize the current 1.5 miles between Tyndall Parkway and Star Avenue is currently approved and funded. This request is for future funding and scheduling as part of the 2045 Bay County Transportation Planning Organization (TPO) Long Range Transportation Plan. The benefits gained by the citizens of Bay County using this roadway will allow a much safer and smoother means of travel.

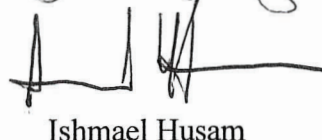
This extension would also be a great start to tying into the Gulf Coast Parkway from US 98 (SR 30) to US 231 (SR 75), listed in the 2045 Bay County Transportation Planning Organization Long Range Transportation Plan. It would serve well as an additional evacuation route once that project is approved and funded.

Respectfully,

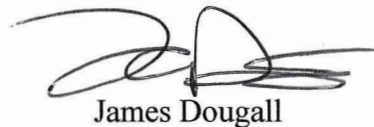
The following undersigned members of the Callaway Planning Board



John P. Hagan



Ishmael Husam



James Dougall



Theodore Conte



Jeffrey Carnahan



Spring Overway

Antonio Reeves





The Bay County TPO is staffed by the Emerald Coast Regional Council (ECRC), a regional entity providing professional planning, coordinating, and advisory services to local governments, state and federal agencies, and the public to preserve and enhance quality of life in northwest Florida.

ECRC is working to ensure transportation planning is successfully advanced through an open, transparent process that offers in-person, and virtual attendee meetings that encourages productive discussion among board members, committee members and the public.

Meeting details are emailed out to board and committee members prior to meeting dates, and are subject to change. For updates and agendas, please visit ecrc.org/BAYTPO

If you are in need of special accommodations for meeting access in accordance with the Americans with Disabilities Act*, please contact Leandra Meredith at Leandra.Meredith@ecrc.org

For more information please contact PublicInvolvement@ecrc.org.

2024

TRANSPORTATION PLANNING ORGANIZATION MEETING SCHEDULE

MEETING DATES

WEDNESDAYS

JANUARY 31ST

APRIL 24TH

JUNE 26TH

AUGUST 7TH (*TENTATIVE*)

NOVEMBER 6TH

MEETING TIMES

CITIZENS ADVISORY COMMITTEE
CAC 11:00 A.M.

TECHNICAL COORDINATING COMMITTEE
TCC 1:30 P.M.

TRANSPORTATION PLANNING BOARD
TPO 3:30 P.M.

MEETING LOCATION

BAYWAY PUBLIC TRANSIT SYSTEM
ADMINISTRATION AND MEETING FACILITY
1010 CONE AVE, PANAMA CITY, FLORIDA 32401



**SCAN QR CODE
FOR AGENDAS**



*Public participation is solicited without regard to race, color, national origin, sex, age, religion, disability, or family status. Reasonable accommodation will be made for access in accordance with the Americans with Disabilities Act. Contact Leandra Meredith at Leandra.Meredith@ecrc.org or call 850-332-7976 or TTY 711, at least 48 hours in advance. Para informacion en espanol, puede llamar a Ada Clark at 850-332-7976, ext. 278 o TTY 711. Necesita acomodaciones especiales, por favor llame 48 horas de antemano.

TRANSIT ACTION ITEMS

ENCLOSURE M

ENCLOSURE M

TPO ONLY

SUBJECT: Consideration of Resolution Bay 24-12 Authorizing the Surplus of the Commercial Land Site Located on Douglas Road

ORIGIN OF SUBJECT: Bay County Staff on Behalf of TPO

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: On May 23, 2008, the Bay County Transportation Planning Organization (TPO) procured an approximate 13.8-acre parcel of vacant zoned commercial land for \$400,000.00. The property was procured using federal grant funds (FL-04-0043-00) provided by the Federal Transit Administration (FTA) to build a transit and administrative fleet/maintenance facility. After procuring the property, the TPO chose to consider other locations for the transit facility and made the decision to purchase the property where the current transit facilities are located.

Pursuant to requirements set forth by FTA, all federally funded excess/unused real property purchased under an award made before December 26, 2014, requires the grantee to complete an excess property inventory and utilization plan. On December 20, 2016, the TPO provided FTA with a utilization plan for the property stating it was to be used for an off-site dispatch, training, and vehicle staging area. The utilization plan further indicated that the project would begin in 2022; however, since that time the property has continued to remain unused.

On March 28, 2024, a new property appraisal was ordered at the request of FTA to determine the fair market value. The property appraisal valued the property at \$450,000.00. As the parcel of land has remained unused and will not be used for project purposes in the foreseeable future, the TPO must determine a disposition alternative.

In discussions with FTA, it is recommended that the property be competitively marketed and sold to repay FTA the greater of its share of the fair market value.

Copies of the Douglas Road property description and the appraisal can be viewed at the following link: https://www.ecrc.org/agenda_details_T8_R609.php

Attached is the following:

- Resolution Bay 24-12

RECOMMENDED ACTION: Approval of a motion authorizing the TPO chair to sign Resolution 24-12 authorizing the surplus of the commercial land site located on Douglas Road. Please contact Lamar Hobbs, Bay County Board of County Commissioners, at 850-248-8161 or lhobbs@baycountyfl.gov, if additional information is needed.

RESOLUTION BAY 24-12

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION AUTHORIZING THE SURPLUS OF AN APPROXIMATE 13.8 ACRE PARCEL OF VACANT LAND LOCATED ON DOUGLAS ROAD

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the designated recipient for all transit grant funds including and not limited to Federal Transit Administration (FTA) and Florida Department of Transportation (FDOT); and

WHEREAS, on May 23, 2008, the TPO applied for and was awarded federal grant FL-04-0043-00 by the Federal Transit Administration (FTA) for the purposes of purchasing land on which to construct a transit facility; and

WHEREAS, FTA requires grantees to complete an excess property inventory and utilization plan for all federally funded excess/unused real property purchased under an award made before December 26, 2014, to; and

WHEREAS, on December 20, 2016, the TPO provided FTA with a utilization plan for the property in which it was to be used for an off-site dispatch, training, and vehicle staging area by the year 2022; and

WHEREAS, said property has continued to remain unused and is not expected to be used for public transportation purposes now or in the future; and

WHEREAS, the TPO as a recipient of federal funds is required to utilize the property for its intended purpose or competitively market the property and repay FTA the greater of its share of the fair market value; and

WHEREAS, on March 28, 2024, the TPO ordered a current property appraisal of the property in which it was valued at \$450,000.00;

NOW, THEREFORE BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION (TPO) THAT:

The TPO authorizes the surplus of an approximate 13.8-acre parcel of vacant land located on Douglas Road.

Passed and duly adopted by the Bay County Transportation Planning Organization this 24 day of April 2024.

**BAY COUNTY TRANSPORTATION
PLANNING ORGANIZATION**

BY: _____
Pamn Henderson, Chair

ATTEST: _____