



Public Involvement Plan

December 3, 2012

Metropolitan Transportation Planning
Organization
for the Gainesville Urbanized Area



Public Involvement Plan

“To involve the community in making transportation decisions.”

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Prepared for the

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Introduction

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Introduction

A. Public Involvement Plan Update Changes

1. Format

This edition of the Public Involvement Plan shows transition to a full color document.. As previously, the strategy numbers from previous editions are shown in brackets [#] in this edition.

2. Content

Content changes to the Plan included updates of the:

- Independent Florida Alligator, The Gainesville Sun and Gainesville Guardian display ads for the Bicycle/Pedestrian Advisory Board, Citizen Advisory Committee and Transportation Disadvantage Coordinating Board appointments; and Transportation Improvement Program;
- Chamber of Hispanic Affairs Mission Statement page;
- Appendix B- Calendar;
- Community profile data for the 2010 Census;
- Year 2011 Annual Report for transportation planning; and
- Meeting Sign-In Log.

Content changes to the Plan also included additions of the:

- Webpage with Spanish translation;
- Title VI posters in English and Spanish;
- Public notice location map; and
- Religious facilities location map.

B. Public Involvement Process

At the direction of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Executive Director, its staff:

- Incorporated revisions based on its 2012 Joint modified Certification Review Metropolitan Transportation Planning Process Certification Checklist dated march 21, 2012; and
- Will continue to investigate, in the coming year, the ability, and costs related, to translating its planning documents from English to Spanish.

C. Purpose

The purpose of this document describes the public involvement process of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The Public Involvement Plan consists of strategies that encourage and facilitate citizen participation in the transportation planning process. These strategies are grouped in the following categories:

- Why have public involvement;
- How do we reach the public;
- How do we respond to citizen comments; and
- Why do we review and update the Public Involvement Plan?

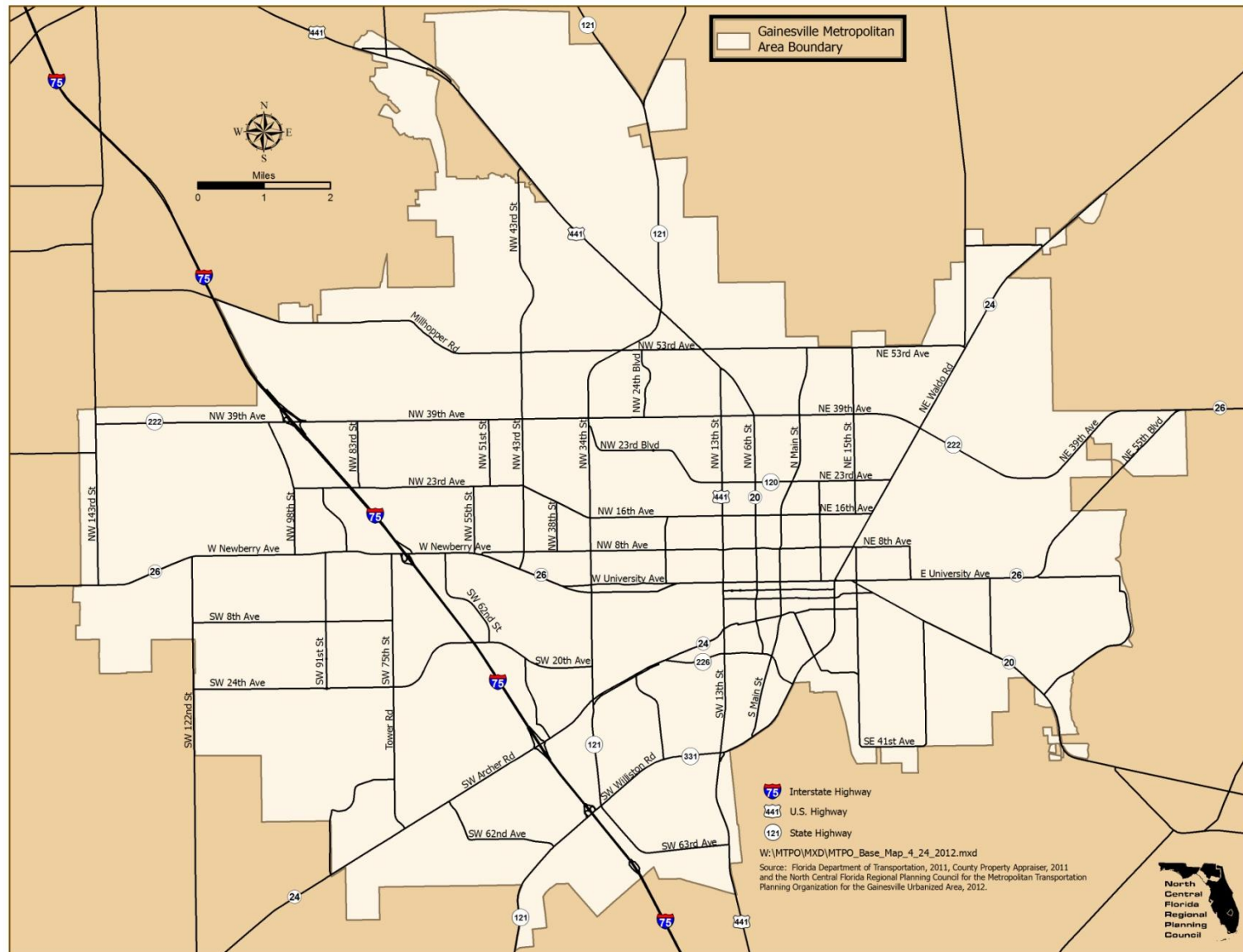
D. Responsible Organization

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area was established April 1, 1978 pursuant to Chapter 163.01, Florida Statutes. It is responsible for transportation system planning within the Gainesville Metropolitan Area as specified in Chapter 339.175, Florida Statutes. Illustration 1 shows the Gainesville Metropolitan Area. Its planning process includes the development of:

- A 20-year long range transportation plan produced on a five-year cycle;
- A five-year short range Transportation Improvement Program to implement the long range transportation plans updated annually;
- An annual List of Priority Projects for prioritizing projects in the Transportation Improvement Program; and
- An annual Unified Planning Work Program which describes the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area planning activities.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is comprised of twelve voting members and three ex-officio members. The voting members include the Mayor and six City of Gainesville Commissioners and the five Alachua County Commissioners. The University of Florida President (or his designee), a Rural Advisor designated by the Alachua County League of Cities and the Florida Department of Transportation District 2 Secretary (or his designee) are ex-officio members. Hereinafter, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is referred to as the Organization.

Illustration 1
Gainesville Metropolitan Area



E. Planning Process Overview

Before the public is invited to become involved in transportation development, there are activities performed by staff in federal, state, and local government agencies to prepare viable options for the public to examine, discuss, amend, and eventually approve for implementation. The general process has iterations from the initial recognition of a problem or growth issue to the final solution implementation. All meetings of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and its advisory committees are open to the public.

This is a general outline of how the planning process proceeds:

- GOALS / VISION- The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area determines the goals and vision for transportation planning that are consistent with the local comprehensive plans;
- (INITIAL) DOCUMENT DEVELOPMENT- Staff prepares draft documents for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and its advisory committees to consider. Staff may consult with federal, state and/or local staffs for input into the draft documents;
- ADVISORY COMMITTEE REVIEW AND RECOMMENDATION MEETING- Staff presents the draft documents to the advisory committees, comprised of the Bicycle/Pedestrian Advisory Board, Citizens Advisory Committee and Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. In accordance with *Urban Design Guidelines*, design plans are reviewed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area prior to review by the Bicycle/Pedestrian Advisory Board, and Citizens Advisory Committee;
- REVIEW AND APPROVAL MEETING- Staff presents the draft documents for Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area review and approval. These draft documents incorporate its advisory committees' and staff's comments and recommendations;
- DOCUMENT IMPLEMENTATION- Approved documents and recommendations are transmitted to appropriate agencies for processing and implementation; and
- DOCUMENT REVIEW AND EVALUATION- Approved documents and recommendations are reviewed and evaluated for possible updates to subsequent editions.

The planning process, which is cyclical, is shown in Illustration 2. There is opportunity of public involvement throughout the process. As needed, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area designates subcommittees and working/focus groups to conduct meetings and/or workshops for special planning efforts such as charrettes. In addition, the long range plan update process includes several workshops. Each year, the Public Involvement Plan is evaluated, reviewed and revised as necessary to:

- Increase public involvement; and
- Account for changes in public involvement requirements, communications technologies and new public involvement strategies

**Illustration 2
Planning Process**



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Chapter I

Why Have Public Involvement?

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Chapter I: Why Have Public Involvement?

In 1991, Congress passed the ***Intermodal Surface Transportation Efficiency Act (Act) of 1991*** to increase the amount of public involvement in transportation planning. This ***Act*** required the metropolitan transportation planning process to include:

"a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and TIPs [Transportation Improvement Programs]."

The emphasis for greater public involvement in transportation planning was continued with the passage of the ***Transportation Equity Act for the 21st Century, the Safe, Accountable, Feasible, Efficient Transportation Equity Act- A Legacy for Users and Moving Ahead for Progress in the 21st Century***. This Public Involvement Plan is designed to establish a process to provide:

- Timely information to the public;
- Timely public notice of meetings, workshops and advisory committee appointments;
- Full public access to key decisions; and
- Support early and continuing involvement of the public in developing transportation plans and transportation improvement programs.

Note: See Appendix A for the following requirements that govern public involvement in the transportation development and improvement process:

- Federal Requirements:
 - General Public Involvement [CFR 450.316(b)(1)];
 -
 - Long Range Transportation Plan [CFR 450.322]; and
 -
 - Transportation Improvement Program [CFR 45016(b)(1)].
- State Requirements:
 - Technical Advisory Committee [Chapter 339.175(5)(e), Florida Statutes];
 - Citizens Advisory Committee [Chapter 339.175(5)(e), Florida Statutes];
 - Transportation Disadvantaged Coordinating Board [Chapter 427.175(5)(e), Florida Statutes];
 - Long Range Transportation Plan [Chapter 339.175(5)(e), Florida Statutes];
 - Transportation Improvement Program [Chapter 339.175(5)(e), Florida Statutes];
 - Jessica Lunsford Act [Chapter 1012.465, Florida Statutes]; and
 - Plain Language Initiative [Executive order 07-01].

- Title VI and Related Statute Requirements:
 - Civil Rights Act of 1964 Title VI [42 USC 2000(d)];
 - Uniform Relocation Assistance and Real Property Acquisition policies Act of 1970 [42 USC 4601];
 - Section 504 of the Rehabilitation Act of 1973 29 USC 790];
 - Section 162(a) of the Federal Aid Highway Act of 1973 [23 USC Section 324];
 - Age Discrimination Act of 1975 [42 USC 6101];
 - Civil Rights Restoration Act of 1987 [Public Law No. 100-259, 102 Statute 28 (1988)];
 - Americans with Disabilities Act [42 USC Chapter 126, Section 12132];
 - Environmental Justice [Executive Order 12898]; and
 - Limited English Proficiency [Executive Order 13166].
- Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's Title VI/Nondiscrimination Policy Statement.

See Appendix B for the Calendar of Major Transportation Planning Products.

This Public Involvement Plan incorporates Safe, Accountable, Feasible, Efficient Transportation Equity Act- A Legacy for Users requirements for:

- A public involvement process to be developed with public participation and some new participants;
- Use visualization;
- Public meeting at convenient times and accessible locations; and
- Electronic information.

Chapter II

Who is "the Public?"

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Chapter II: Who is "the Public?"

The public is comprised of all of the diverse communities living in and around the Gainesville Metropolitan Area. The public includes those who like to get involved, people who are interested and want their views heard but for many reasons can't be more involved than expressing their opinions, and people who are not comfortable with either of those roles but are nonetheless affected by transportation decisions. Appendix C shows poverty and race demographic data for the Gainesville Metropolitan Area from the United States Census 2010 and includes the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's Nondiscrimination Notice.

A. Advisory Committees [6, 7, 19, 30, 17, 18]¹

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area utilizes advisory committees in its transportation planning decision processes. It has these established committees for people to get involved in:

- Citizens Advisory Committee;
- Technical Advisory Committee;
- Transportation Disadvantaged Coordinating Board;
- Bicycle/Pedestrian Advisory Board; and
- Alachua County Traffic Safety Team.

1. Citizens Advisory Committee

Section 1.024 of the adopted Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Rules entitled "*Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Responsibilities and Functions*" states:

"The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall establish a Citizens Advisory Committee and shall guide and assist such Citizens Advisory Committee in its activities and public involvement programs."

"The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall provide the opportunity at each of its meetings for citizens to comment or be heard on any matter pertinent to the urban transportation planning process. Comments on specific items as shown on its agenda may be in writing and, if so, shall be read by the Chairman or his designee at the appropriate time, or copies distributed by the Chairman or his designee to the members of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area."

The bylaws for the Citizens Advisory Committee are included in Appendix D.

¹ Numbers in brackets [#] indicate the Strategy Numbers from pre-2006 Public Involvement Plans that have been revised and/or consolidated and grouped for a more effective and efficient document.

a. Responsibilities and Functions

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area must have a citizens advisory committee that reflects a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and the handicapped must be adequately represented on this committee.

Section 1.044 of the adopted Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Rules entitled "Citizens Advisory Committee Responsibilities and Functions" states:

1. "The Citizens Advisory Committee shall be composed of citizens from the Gainesville Metropolitan Area and Alachua County selected to provide a broad cross-section of citizens with an interest in development of an efficient, safe and cost-effective transportation system;"
2. "The Citizens Advisory Committee will be responsible for functions within the community involvement program as adopted by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area;" and
3. "The Citizens Advisory Committee shall transmit to the Technical Advisory Committee and Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area the findings of all public information programs, citizen comments on study recommendations, and other representative concern expressed by the general public regarding the transportation planning process."

The Citizens Advisory Committee is comprised of 15 citizens appointed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The regular term of appointment for Citizens Advisory Committee members is three years. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staggers appointments to the Citizens Advisory Committee by making five regular appointments per year in December. It also makes Citizens Advisory Committee appointments during the year to replace people that resign or do not adhere to the Citizens Advisory Committee attendance policy.

2. Technical Advisory Committee

In accordance with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Technical Advisory Committee bylaws, the technical advisory committee must include planners, engineers, representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transit departments of municipal or county governments, as applicable.

3. Alachua County Transportation Disadvantage Coordinating Board

The State of Florida conducts a program to facilitate transportation for disadvantaged citizens, which includes people with physical incapacity or age and/or economic status that meet eligibility criteria established for the transportation disadvantaged program. In accordance with Florida Administrative Code Rule 41-2, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area serves as the designated official planning agency for transportation disadvantaged planning in Alachua County. Tasks required of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area include:

1. Alachua County Transportation Disadvantaged Coordinating Board member appointments;
2. Alachua County Transportation Disadvantaged Coordinating Board staff support;
3. Alachua County Transportation Disadvantaged Program monitoring; and
4. Alachua County Community Transportation Coordinator recommendations to the State of Florida Commission for the Transportation Disadvantaged.

4. Bicycle/Pedestrian Advisory Board

Gainesville is very involved in providing safe, alternative pathways for people who prefer to walk or ride bicycles as an alternative to driving cars or riding public transportation. In 1982, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area adopted a resolution to create the Urban Area Bicycle Advisory Board. In 1995, this board was renamed the Bicycle/Pedestrian Advisory Board. The twelve voting members on this board make recommendations to the City Commission, County Commission and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area regarding planning, implementation, and maintenance of policies, programs, and facilities for the safe and efficient integration of bicycle and pedestrian transportation into the Gainesville Metropolitan Area transportation system and also into the transportation system of the remaining unincorporated portions of Alachua County. The bylaws adopted by the Bicycle/Pedestrian Advisory Board in 1997 are attached to this plan as Appendix D.

Twelve citizens are appointed to the Bicycle/Pedestrian Advisory Board for a regular term of three years. Four members each are appointed by the Alachua County Commission, Gainesville City Commission and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. In addition, there is one University of Florida student seat (non-voting) member appointed annually. Appointments to the Bicycle/Pedestrian Advisory Board are staggered so that there are always experienced people on the board to help those who are new.

5. Alachua County Traffic Safety Team

The Alachua County Traffic Safety Team consists of state and local transportation and public safety professionals. The Alachua County Traffic Safety Team, a part of the Florida Department of Transportation's Community Traffic Safety Program, recommends safety-funded projects to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The Alachua County Traffic Safety Team also makes recommendations to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for Safe Routes to School-funded projects in Alachua County.

B. Advisory Committee Recruitment[30]

When there are vacant positions on either the Citizens Advisory Committee or the Bicycle/ Pedestrian Advisory Board, a two-column display ad is run in the Thursday editions of the Independent Florida Alligator and The Gainesville Sun and also in the Thursday-only edition of the Gainesville Guardian. The deadline for applying for a vacant advisory committee position shall be not less than four work weeks after the advertisement is published. Sample display ads are shown in Appendix E.

C. Transportation Information Network [7]

To further increase citizen participation in the transportation planning process, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has established the Transportation Information Network to provide a forum to educate and inform the public about Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area plans and strategies. This network consists of individuals and stakeholders representing:

- Community;
- Environmental;
- Business;
- Neighborhoods;
- Professional; and
- Low-income, elderly and disabled.

From time to time, Transportation Information Network workshops are held in Gainesville to discuss proposed transportation plans and programs. These meetings are conducted as interactive workshops and are held both during the day and in the evening.

Transportation Information Network workshops are publicly noticed as are other Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and advisory committee meetings in the **Gainesville Sun** "*List of Meetings for the Week.*" A notice of the meeting is sent to the local news media and to each member of the Transportation Information Network.

D. Special Populations

In addition to the public-at-large, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area provides outreach to special populations listed in the following categories.

1. Transportation Disadvantaged

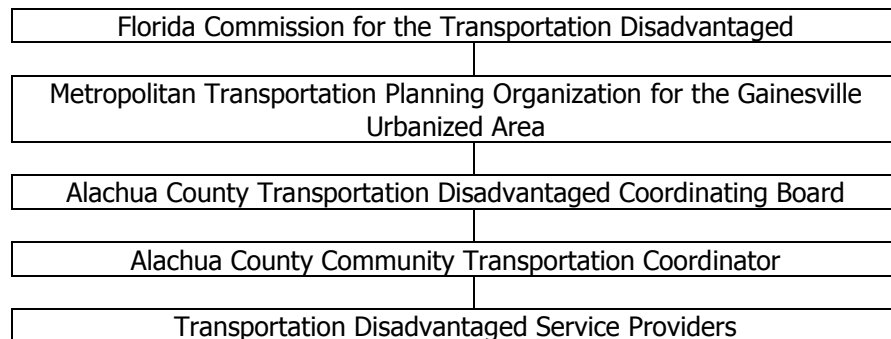
In 1989, the Florida Legislature enacted Chapter 427, Florida Statutes which established the Transportation Disadvantaged Program. The purpose of this program is to improve transportation services to low-income individuals, elderly individuals, persons with disabilities and children at risk. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is the designated official planning agency for this program in Alachua County. It appointed a Transportation Disadvantaged Coordinating Board in Alachua County to identify the needs of the transportation disadvantaged. The transportation planning program must seek out and consider the needs of people who are underserved by existing transportation systems, including, but not limited to low-income and minority households.

This Coordinating Board has been established to develop local service needs and to provide information, advice, and direction to the Community Transportation Coordinator to coordinate services for people who are transportation disadvantaged. The Coordinating Board is composed of agencies who serve the disadvantaged. For example, the Community Action Agency represents low-income individuals. In addition, citizen advocates in the community serve as representatives of the disabled and elderly. Minorities are represented on the Board and staff continues to encourage minority participation.

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff informs the Coordinating Board of transportation plans and programs that affect the disadvantaged. The Board gives recommendations to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area on provisioning transportation services to the disadvantaged. Annually, the Coordinating Board is required to hold a public hearing on transportation needs and services for the transportation disadvantaged in order to give the general public an opportunity to inform the Board about their concerns about transportation services. As for all public hearings, a display ad notice is run in the Independent Florida Alligator, Gainesville Guardian and Gainesville Sun two weeks before the hearing.

Currently, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area notifies the Coordinating Board when there are vacancies on the Citizen's Advisory Committee in order to better seek representation of the transportation disadvantaged community. Copies of the Citizens Advisory Committee vacancy ad are placed in the Transportation Disadvantaged Coordinating Board's meeting packets. In addition, Citizens Advisory Committee vacancy flyers are provided on request to the Coordinating Board member for distribution to their respective clientele. It encourages representatives of the low-income, minority and disabled communities to seek appointment to the Citizens Advisory Committee. Illustration 3 is an organization chart that shows the relationship of the state and local agencies and businesses involved in providing transportation disadvantaged services.

**Illustration 3
Transportation Disadvantaged Services Organization Chart**



2. Underinvolved or Underserved Communities [12, 25]

For the purpose of implementation and evaluation of this public involvement plan, underinvolved (out of the mainstream) or underserved communities may include: economically distressed (low-income); ethnic; racial; persons with disabilities - such as visual impairment; special cultural; under-educated; and elderly that for reasons like a lack of information, mobility, and/or time constraints have not participated in the transportation planning process or have not used the transportation system, including public transit, to the extent of the mainstream community.

To facilitate outreach to underinvolved or underserved communities for membership on the advisory committees and to inform the communities of public hearings and community workshops on the Long Range Transportation Plan and Transportation Improvement Program, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area distributes flyers and/or posters for display on Regional Transit System buses, information kiosks and paratransit vans.

Meetings notices, flyers and/or posters may be provided for placement on community service bulletin boards and information kiosks at:

- Community centers, recreation facilities and other public buildings located in lower income and minority neighborhoods, such as the:
 - Alachua County Administration Building;
 - Alachua County Public Health Department;
 - Alachua County Sheriff's Office;
 - Alachua County/Gainesville Senior Recreation Center;
 - Gainesville City Hall;
 - Gainesville Housing Authority;
 - Gainesville Police Department;

- Gainesville Regional Utilities;
- Martin Luther King, Jr. Center;
- Rosa Williams Center; and
- Wilhemina Johnson Center.
- Houses of worship and other private buildings that serve the public located in lower income and minority neighborhoods;
- Public and private places serving special needs populations located within the Gainesville Metropolitan Area, such as the:
 - Center for Independent Living;
 - Division of Blind Services; and
 - Eldercare of Alachua County.
- The University of Florida in places such as the:
 - Housing Administrative Office;
 - Parking Services Administration; and
 - Reitz Union Office of Student Activities.

Illustration 4 shows the locations of public notices with regard to concentrations of special populations

3. Visually- Impaired [25]

To facilitate outreach to visually impaired persons, Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area meeting agendas are provided to the Center for Independent Living and the Division of Blind Services. When there are requests to provide visually-impaired persons with agendas and/or meeting materials, Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff coordinates with the appropriate agencies, such as the Braille and Talking Library, to provide readings, Braille, audio recordings (such as NaturalReader), and/or large-print copies of Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area agendas and/or meeting materials.

Note: Requests for alternative format materials should be made in advance to accommodate the development and provision of these materials. Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area meeting notices include its staff contact phone number and deadline date for persons requiring special accommodations to participate in a meeting.

4. Community Youth Involvement [29]

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff coordinates with high school principals within the Gainesville Metropolitan Area to give presentations on the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's transportation planning process. Its "Citizen's Guide to Transportation Planning" is the primary source of information for these presentations. Copies are provided to students, faculty, and staff who attend the presentations.

5. Communities Where English is not the Primary Language [24]

U.S. Department of Commerce, Bureau of the Census Year 2005-2009 American Community Survey for Alachua County data was evaluated for language as a barrier to public involvement in the transportation process. Table 1 represents the American Community Survey Table B16004 which identifies the language characteristics for Alachua County.

As host to the University of Florida, Alachua County attracts faculty and students from around the world. English is the language used for research and instruction at the University, Santa Fe Community College, and the Alachua County school system. There are readily available instruction programs to teach English to non-English-speaking persons. Because of the relatively small percentage 0.3 percent of the population five years old or older who are non-English-speaking and the fact that there are facilities to learn to speak English, Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area documents are currently offered only in English. However, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area:

- Utilizes Google Translate feature to convert English to Spanish on the its webpages (see Illustration 5);
- Will investigate the ability and costs related to translating its planning documents from English to Spanish and post them on its website; and
- Will coordinate with the Chamber of Hispanic Affairs to provide documentation (plans, reports, agendas, etc.) in Spanish as needed or requested.

As part of its Limited English Proficiency strategy, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area displays a Title VI compliance statement in English and Spanish on its regular public meeting sign-in sheets (see Appendix J). In addition, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area displays a large poster with a Title VI compliance statement in English and Spanish at public hearings, charrettes and public workshops on the long range transportation plan (see Illustrations 6 and 7)

Illustration 4
Public Notice Locations

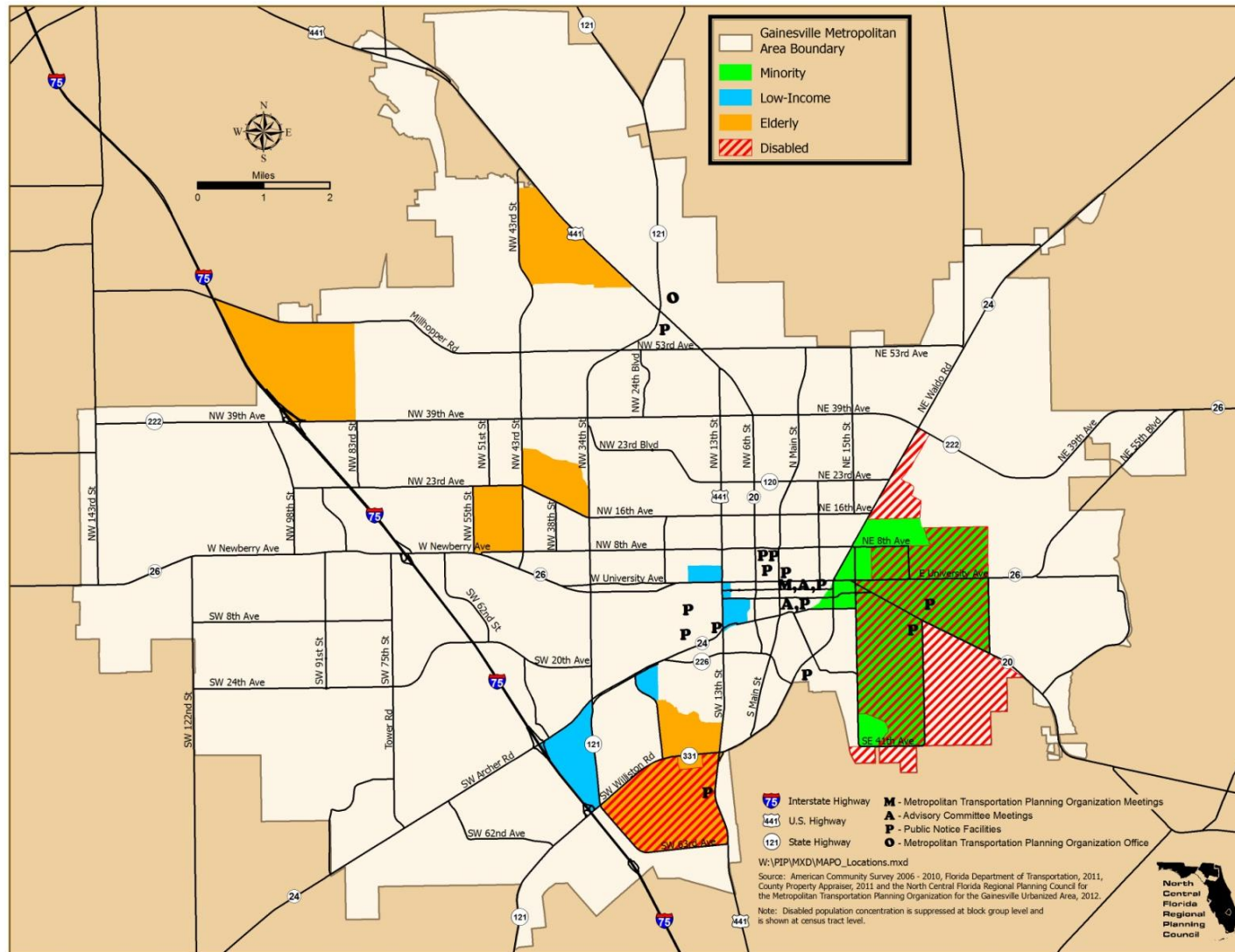


Table 1
Alachua County Foreign Language Speakers

Persons in Households Speaking a Foreign Language Persons Five Years Old Or Older Alachua County		
Foreign Language Group	Number	Percent
Spanish-Speaking Persons	14,776	6.38
Spanish-Speaking Persons That Do Not Speak English "Very Well"	1,450	0.63
Spanish-Speaking Persons Linguistically Isolated	467	0.20
Other Indo-European Language-Speaking Persons	6,625	2.86
Other Indo-European Language-Speaking Persons That Do Not Speak English "Very Well"	501	0.22
Other Indo-European Language-Speaking Persons Linguistically Isolated	0	0.00
Asian & Pacific Island Language-Speaking Persons	4,884	2.11
Asian & Pacific Island Language-Speaking Persons That Do Not Speak English "Very Well"	975	0.42
Asian & Pacific Island Language-Speaking Persons Linguistically Isolated	182	0.08
Other Language-Speaking Persons	1,265	0.55
Other Language-Speaking Persons That Do Not Speak English "Very Well"	95	0.04
Other Language-Speaking Persons Linguistically Isolated	16	0.01
Total Persons Linguistically Isolated	665	0.29
Total Persons Five Years Old or Older	231,481	100.00

Source: US Census Bureau, 2006 - 2010 American Community Survey Table B16004

Illustration 5 Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Homepage - Spanish Translation

MTPO



Transporte Metropolitano de Planificación de la Organización para el área de Gainesville urbanizada

La Organización de Planificación de Transporte Metropolitano del Área de Gainesville urbanizada es responsable de la continua, integral y de cooperación del programa de planificación urbana de transporte para el [área metropolitana de Gainesville](#). Este programa de planificación se requiere para poder recibir fondos federales y estatales para proyectos de transporte.

[Comités Asesores y Consejos](#)

[Financiación](#)

[Miembros](#)

[No discriminación / Aviso de Discriminación No-
Planes y Programas](#)

[del Personal](#)

[Enlaces](#)

[Agendas y Actas](#)

[Plan de Transporte a Largo Plazo](#)

[de la reunión Fechas para el 2012](#)

[Publicaciones](#)

[Transporte desfavorecidos](#)

[Formas de Participar / Proporcionar Comentarios](#)

[De Recuperación y Reinversión de Estado del Proyecto Ley](#)

Próximas reuniones

Los paquetes Próximas reuniones *(paquetes próximas reuniones se publicarán a continuación si está disponible)*

[Plan de Medio Gainesville Subcomisión - 15 de febrero 2012 a las 3:30 pm](#)

[Comité Técnico Asesor y el Comité Consultivo de Ciudadanos - 21 de marzo 2012](#)

[De Transporte Metropolitano de Planificación Organización - 02 de abril 2012 a las 3:00 pm](#)

Los paquetes de reuniones anteriores



Varios archivos en este sitio se encuentran en Adobe *P* redes portátiles *D* OCUMENTO *F* Ormat. Ver con Adobe Acrobat Reader, disponible gratuitamente en [Adobe](#).



[Volver a la página principal NCFRPC](#)

Última actualización: 08 de febrero 2012

<http://ncfrpc.org/mtpo/index.html>[2/9/2012 11:31:11 AM]

Illustration 6
Metropolitan Transportation Planning Organization for the
Gainesville Urbanized Area Title VI Nondiscrimination Notice - English

**The Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area complies with various
Non-discrimination laws and regulations including
Title VI of the Civil Rights Act of 1964**

Public participation is solicited without regard to race, color, national
origin, sex, age, disability, famial status, religious status,
sexual orientation or gender identity.

Persons may express their concerns about Title VI by contacting:

Marlie Sanderson; Title VI Coordinator
Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
2009 NNW 67th Place
Gainesville, FL 32653
sanderson@ncfrpc.org.

Illustration 7
Metropolitan Transportation Planning Organization for the
Gainesville Urbanized Area Title VI Nondiscrimination Notice - Spanish Translation

**La Organización de Planificación Metropolitana de Transporte
para el Área Urbanizada de Gainesville cumple con diversas
leyes de no discriminación y regulaciones incluyendo
Título VI de la ley de Derechos Civiles de 1964**

La participación pública es solicitadas sin distinción de raza, color, origen
nacional, sexo, edad, discapacidad, estado famial, estatus religioso,
orientación sexual o identidad de género.

Las personas pueden expresar sus preocupaciones sobre el Título VI poniéndose:

Marlie Sanderson; Título VI Coordinador
Organización de Planificación Metropolitana de Transporte para el Área Urbanizada de
Gainesville 2009 NNO 67 lugar Gainesville, FL 32653
352.955.2200, extensión 103
Sanderson@ncfrpc.org

Chamber of Hispanic Affairs Mission Statement

A Community Based Organization Serving the Needs of a Growing Hispanic Community

The Chamber of Hispanic Affairs (CHA) (Oficina de Asuntos Hispanos) is a 501(c) non-for-profit community based organization that has been serving the Gainesville community for more than 7 years. The Chamber seeks to address issues and causes of importance to the Hispanic-Latino community through collaborative partnerships with other community based organizations, civic groups, government bodies and charitable organizations. The Chamber has expanded its scope of service to not only the North Central Florida area but to surrounding counties as well. The organization now has expanded to the Live Oak, Ocala, and Lake City area.

Most notably the Chamber of Hispanic Affairs is known for its annual Downtown Latino Festival, which takes place in the Gainesville Downtown Community Plaza every September during National Hispanic Heritage Month. The family friendly celebration attracts vendors and community members from all over north Florida and out of state. The purpose of the festival is to celebrate the positive contributions and achievements of the Latino community. We also strive to connect the Hispanic population and greater community to resources such as health awareness, screenings, etc. The event consists of food vendors, informational booths, cultural performances, live music, etc. This year, we are planning the 10th Annual Downtown Latino Festival for September 24, 2011 and September 25, 2011 from 12:00 pm to 5:00 pm. As always, the festival is open to the entire community! For more information visit <http://www.downtownlatino.org>.



The Chamber also hosts a program titled "Espirito Latino" which brings together the community of faith for worship and praise. The Chamber also hosts a weekly (Saturday mornings) Spanish broadcast on a local radio station in the Gainesville area devoted to Spanish faith community. The mission of the radio station component is outreach to the surrounding Hispanic communities on issues of faith, health, HIV/AIDS, etc. This component of the organization is under the Hispanic Christian Leadership Alliance. The Chamber of Hispanic Affairs also promotes migrant worker outreach through supporting teaching English classes, health fairs, etc.

The Chamber has established a working relationship with the Alachua County Health Department, Rural Women's Health Care, City of Gainesville, Florida Immigrant Coalition, etc. The primary mission of the Chamber of Hispanic Affairs is to connect individuals seeking to get involved with opportunities to serve.

The Chamber is always looking for interested individuals to get involved with the organization. The organization also seeks donations from the community to continue to serve and empower others into meaningful action.

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Chapter III

How Do We Reach the Public?

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Chapter III: How Do We Reach the Public?

The public is mostly involved in transportation planning through public meetings and workshops. These public forums are created to inform people about transportation projects and provide an opportunity for each citizen to be heard on topics that affect where we live and how we move about the city. Through these public forums, people can become knowledgeable and appraised of what the future holds in terms of transportation planning for our city. For more involvement, we invite people to participate on committees that work directly with the processes that create a more beautiful and efficient city.

The transportation planning program must provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, freight shippers, bicycle and pedestrian facility users, disabled persons, other interested parties, and segments of the community affected by transportation plans, programs, and projects. [1]

Federal laws and rules require the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area planning program to hold open public meetings on matters related to the Federal-aid highway and transit programs. Florida's "Sunshine Law" also requires open public meetings. All meetings of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the Citizens Advisory Committee, the Technical Advisory, the Transportation Disadvantaged Coordinating Board, and the Bicycle/Pedestrian Advisory Board are open public meetings conducted at convenient times and accessible locations. [5]

The Citizens Advisory Committee, Technical Advisory Committee, Transportation Disadvantaged Coordinating Board, and Bicycle/Pedestrian Advisory Board are regularly notified and provided information throughout the planning process to facilitate their involvement. These committees are the primary forums for citizen participation. In addition, other citizens can contact staff or access the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area website for timely information about transportation plans and programs. Also, information about transportation issues and process is currently sent to the main library from time to time, especially as part of the long range plan update process.

A. Public Notice [4, 5]

To facilitate public involvement in the transportation planning program, notice of local meetings where transportation planning recommendations and decisions are being made have to be given in a regular and timely fashion. The date, time and place for all meetings of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, including its subcommittees, Citizens Advisory Committee, Technical Advisory Committee, Transportation Disadvantaged Coordinating Board, and Bicycle/Pedestrian Advisory Board are listed in the **Sunday edition of the Gainesville Sun "List of Meetings for the Week" on page 2 of the Local Section.** Meeting notices are also submitted for inclusion in the Gainesville Sun's Gainesville.com website (see Internet Access section for sample screen) and on television Channel 12 Carousel.

Except for emergency meetings or workshops, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area gives at least eleven (11) days public notice of any meeting or workshop by publishing a legal notice (or display ad) in the Independent Florida Alligator, Gainesville Guardian and Gainesville Sun two Thursdays in advance of the Monday Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area meeting that includes the date, time, and place of the event as well as a brief description of the purpose of the event.

A copy of the agenda may be obtained by calling 352- 955-2200, visiting our website at www.ncfrpc.org (click on **Metropolitan Transportation Planning**), or by coming in person during regular business hours to 2009 NW 67th Place, Gainesville, FL. For accommodations for person with disabilities, please contact Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Staff at 352-955-2200.

Full meeting packets are electronically displayed on the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area website and sent to the:

- Gainesville City Clerk;
- Alachua County Clerk;
- Independent Florida Alligator and Gainesville Sun;
- Alachua County Library District's main library in downtown Gainesville; and
- Branch libraries on Tower Road and Millhopper Road.

In instances where a meeting or workshop is not noticed in the Independent Florida Alligator, Gainesville Guardian and Gainesville Sun or an emergency meeting is scheduled, the event is publicized by placement of a meeting notice on the North Central Florida Regional Planning Council bulletin board, the City of Gainesville City Hall bulletin board (adjacent to the City Clerk's office) and the Alachua County Administration Building bulletin board (2nd floor).

Note: Independent Florida Alligator, Gainesville Sun and Gainesville Guardian display ads are written in a "reader friendly" fashion using clear, concise, and interesting language as free of technical jargon as possible. See Appendix E for an example of a display ad.

B. Key Decision Points and Public Involvement [2]

There must be adequate public notice for public involvement activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and **Transportation Improvement Programs**. Currently, public notice is given when the long range transportation plan is being considered for adoption and/or amendment. Notice includes advertising for public meetings, public workshops, and public hearings.

In the development of the long range plan, when the point is reached that alternative plans under consideration have been identified and technical information analyzing the alternatives has been assembled, a Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area public meeting is held to receive comments on the alternatives.

At least 21 days prior to the meeting, a description of the alternatives (including maps if appropriate) and the location of the related technical information available for public review is published in the Independent Florida Alligator, Gainesville Sun and Gainesville Guardian.

At least 10 days prior to public hearings on the long range transportation plan, a description of the alternatives (including maps if appropriate) and the location of related technical information available for public review is published in the Independent Florida Alligator, Gainesville Sun and Gainesville Guardian and sent to the Transportation Information Network members.

Prior to the annual adoption, or substantial amendment, of Transportation Improvement Program, information is published in the Independent Florida Alligator Gainesville Sun and Gainesville Guardian and includes a summary of the proposed Transportation Improvement Program (with maps) along with a summary of the long range transportation plan.

C. Meetings and Workshops [4]

When meetings and workshops are planned for public involvement, Section 3.01 of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Rules describes when and how public notice is provided. Section 3.01 states.

1. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall give at least four (4) days' public notice for any meeting or workshop that the public may participate in, except in the case of an emergency.
2. Proper notice includes:
 - A. The date, time, and place of the event;
 - B. A brief description of the purpose of the event; and
 - C. A copy of the agenda may be obtained by calling 352-955-2200, visiting our website at www.ncfrpc.org (click on **Metropolitan Transportation Planning**), or by coming in person during regular business hours to 2009 NW 67th Place, Gainesville, FL. For accommodations for person with disabilities, please contact Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Staff at 352-955-2200.

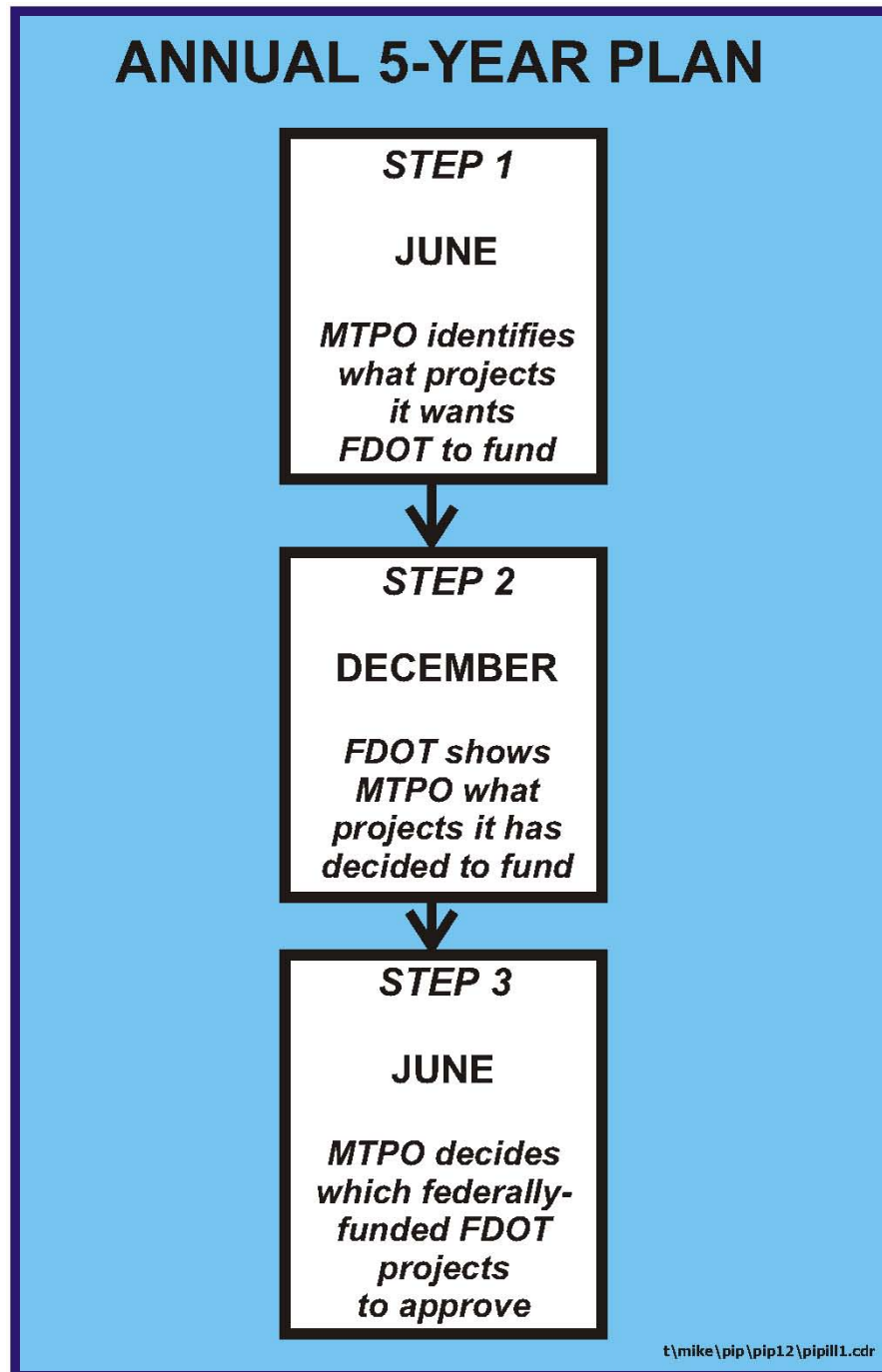
Note- Appendix F shows a matrix of the meeting notice publication requirements.

1. Meetings at 5:00 P.M. or Later [17]

It is Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area policy to schedule meetings at 5:00 p.m. or later during the year when the following three items (see Illustration 8) are on the agenda:

1. List of Priority Projects (usually in June);
2. Transportation Improvement Program (usually in June); and
3. Florida Department of Transportation Tentative Work Program (usually in December).

Illustration 8
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area (MTPO)
Night Meetings



Note: FDOT = Florida Department of Transportation

D. Television Broadcasts [21]

Even when people do not have the ability or time to get to a public meeting in person, they can participate remotely by watching the live broadcasts of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area meetings. Through the City of Gainesville's franchise agreement with Cox Communications, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area conducts live broadcasts of all of its meetings. The electronic information broadcasts are replayed the following week on both the local public access channel and the rural television stations. The on-screen marquee encourages citizens to call with questions or comments about the meeting's agenda items or discussion. During the initial broadcasts, the public can call-in live and make comments or leave questions to be asked.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Chairperson announces at each televised meeting that citizens may call into the meeting to speak on particular agenda items. Its staff takes the calls and records the comments. During the citizen comment portion of the meeting, the staff forwards the comments directly to members and those in attendance. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area retains a copy of the meeting videotape, which can be copied for a nominal charge or viewed at its office at no charge. In addition, meeting videos may be viewed at the following Alachua County "Video On Demand" website -

http://alachua.granicus.com/ViewPublisher.php?view_id=8

E. Charrettes [18]

A charrette is defined as "a series of meetings that include both interested citizens and public agencies to work intensively on a particular problem or issue to develop a resolution or recommendation within a specified time limit." According to page 103 of a document entitled, *"Public Involvement Techniques for Transportation Decision-making,"*

"a charrette enlarges the degree of public involvement in transportation, reducing feelings of alienation from government. It offers people interaction with public agencies and allows questions to be asked before decisions are made."

Over the last few years, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has conducted charrettes for the SW 20th Avenue/Hull Road project and the Tower Road/SW 24th Avenue projects. In October 2001, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area allocated charrette-designated funding for the West 6th Street Project and the Plan East Gainesville project.

Note: The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area may provide refreshments at charrettes, special meetings, and workshops.

F. Plans, Documents and Processes [3, 20, 21, 11, 10, 8, 9, 23]

The transportation planning program strives to provide reasonable public access to technical and policy information used to develop transportation plans and Transportation Improvement Programs.

- All technical and policy information is available to the public at the North Central Florida Regional Planning Council office, Monday through Friday, from 8:00 a.m. to 5:00 p.m;
- As needed, visualization techniques, such as charts, maps and slideshows, are used to communicate to the interested and/or affected public participants;
- As appropriate, technical and policy information is placed in the Main Library and the branch libraries on Tower Road and Millhopper Road; and
- To revise this Public Involvement Plan, there must be a minimum public comment period of 45 days before it can be adopted or revised. The proposed draft of the Public Involvement Plan may be viewed at the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area website and the Alachua County Library District branch libraries within the Gainesville Metropolitan Area. (15)

Note: On request, this information can be provided in larger print or Braille.

1. Internet Access [20]

General and detailed information in electronic format regarding transportation planning and projects in the Gainesville Metropolitan Area, including plans and documents, as well as information about the membership of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and its advisory committees may be seen on its Internet website: <http://www.ncfrpc.org/MTPO>.

To improve understanding of the transportation planning process, the web site has links to several associated agency websites, such as:

- City of Gainesville <http://www.cityofgainesville.org/>;
- Alachua County <http://www.co.alachua.fl.us/CONTENT/GUIDE/government.asp>;
- Florida Department of Transportation <http://www.dot.state.fl.us/>; and
- Federal Highway Administration <http://www.fhwa.dot.gov/>.

In addition, information on Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area activities is published in the Alachua County's Community Update newsletter website and the City's Municipal Minutes newsletter website. Interested citizens can request materials through the website and are encouraged to attend meetings. Simple point and click forms are being added to the website to make it easy to request information, participate in discussions, and provide feedback directly to elected officials and staff. To access the website:

1. On the Internet, go to: <http://www.ncfrpc.org>;
2. Click on **Metropolitan Transportation Planning**; and
3. Click on the link to information on meetings, documents, etc.

Illustration 9 is a sample homepage of the North Central Regional Planning Council, which hosts the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. Illustration 10 is a sample homepage of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

Illustration 9
North Central Florida Regional Planning Council Homepage

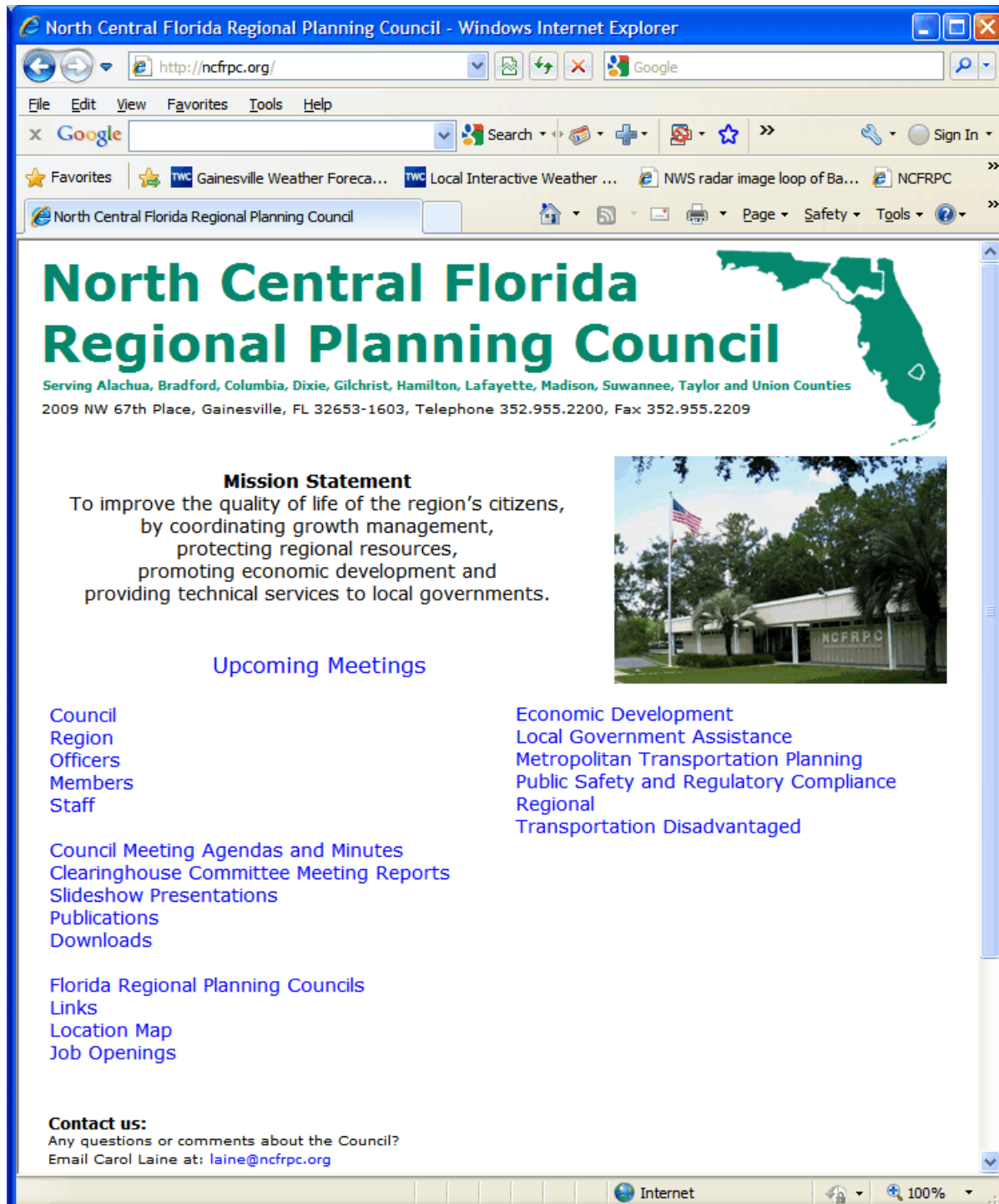
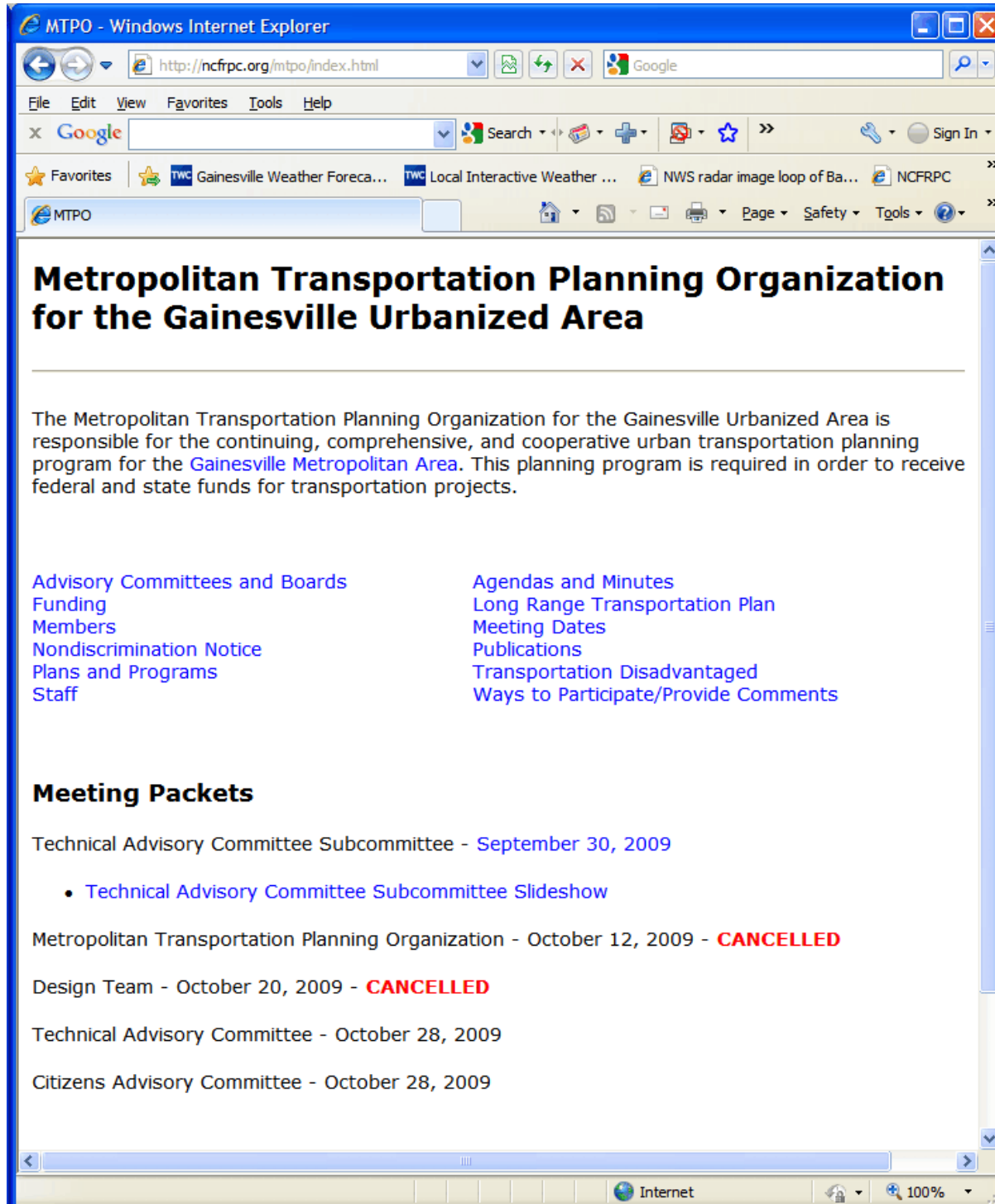


Illustration 10
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area Homepage



Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area planning documents such as current meeting packets, the Year 2035 Livable Community Reinvestment Plan, Transportation Improvement Program, Unified Planning Work Program and Public Involvement Plan are available in electronic format for downloading on the ncfrpc.org website.

2. Citizens' Guide To Transportation Planning [11]

As part of the Year 2035 transportation plan update process, Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff prepared a document entitled, ***"Citizen's Guide to Transportation Planning"*** to:

1. Help citizens gain a better understanding of the transportation planning process;
2. Help them get involved and participate in the decision-making process about how transportation funds are spent;
3. Explain technical terms and acronyms used in transportation planning; and
4. Provide a contact list of who to call for more information.

Note: The guide, updated regularly, is available at Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area meetings and from its website.

3. Long Range Transportation Plan [8, 26]

The Long Range Transportation Plan is produced on a five-year cycle, but may be amended anytime within the five-year period. [26] In the process of developing the long range transportation plan, there must be adequate opportunity for public official (including elected officials) and citizen involvement before it is approved by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. Procedures must include opportunities for interested parties (including citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, freight shippers, bicycle and pedestrian facility users, disabled persons and other interested parties) to be involved in even the earliest stages of the plan development/update process. Additionally:

- The procedures must include publication of the proposed plan or other methods to make it readily available for public review and comment;
- The Long Range Transportation Plan process shall utilize visualization techniques that are understandable to the interested and affected public;
- The procedures also shall include publication of the approved plan or other methods to make it readily available for information purposes;
- Proposed planning documents are prepared and made available to the public for review and comment. The approved plan is made available for the public to read at no charge in the North Central Florida Regional Planning Council library and is available for purchase at a nominal cost;

- If the final transportation plan differs significantly from the one made available for public comment by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area or raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity must be made available for public comment on the revised plan;
- When the Long Range Transportation Plan is adopted, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area schedules two public hearings. One is held prior to the Needs Plan adoption and the second is held prior to the Cost Feasible Plan adoption. If the long range transportation plan is amended, it schedules one public hearing to concurrently change the Cost Feasible Plan and Needs Plan;
- Amendments to this plan vary with the magnitude and complexity of the project being considered. At a minimum, public notice and a public hearing are conducted by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. At a regularly scheduled meeting, it considers any comments gathered from the public and its advisory committees' recommendations on the amendment. For more complex projects, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area may conduct charrettes, field trips, and workshops to gain appropriate public involvement [22, 25]; and
- Administrative modifications to this plan are made without public involvement. These revisions consist of minor changes such as project/phase costs, funding sources, project/phase initiation dates or re-demonstrating fiscal constraint.

Note: There are no specific written policies addressing these issues, so the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area schedules public workshops, public meetings, and public hearings as the transportation plan is being developed. As part of the long range transportation planning process, display ads are published in the Independent Florida Alligator, Gainesville Sun and Gainesville Guardian to inform the public about the scheduled workshops and public hearings. Appendix F includes a public notification matrix. In addition, postcard announcements may be sent to its maillists.

4. Transportation Improvement Program [9]

There must be reasonable opportunity for public comment on the Transportation Improvement Program before it is approved by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The Transportation Improvement Program process shall utilize visualization techniques that are understandable to the interested and affected public. The proposed Transportation Improvement Program must be published or otherwise made available for review and comment. Similarly, the approved Transportation Improvement Program must be published or otherwise made readily available for information purposes. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area must provide affected public transit agencies, representatives of transportation agency employees, private providers of transportation, freight shippers, bicycle and pedestrian facility users, disabled persons, other interested parties, and members of the general public with a reasonable opportunity to comment on the Transportation Improvement Program.

If the final Transportation Improvement Program differs significantly from the one which was made available for public comment by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised Transportation Improvement Program must be made available.

a. Transportation Improvement Program Revisions

i. Administrative Modification

Administrative modifications to the Transportation Improvement Program are made without public involvement. These revisions consist of minor changes such as project/phase costs, funding sources project/phase initiation dates or re-demonstrating fiscal constraint.

ii. Amendments [9, 22, 25, 26]

The Transportation Improvement Program may be amended any time within the annual planning period. [26] For Transportation Improvement Program amendments, there must be adequate public involvement procedures consistent with Code of Federal Regulations Section 450.316(b)(1) except that these procedures are not required for Transportation Improvement Program amendments that only involve projects of the type covered in Code of Federal Regulations Section 450.324(I). The Transportation Improvement Program includes an amendment log that tracks changes made to the document. Otherwise, there are not specific written policies addressing these issues. The regular meeting schedule for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and the advisory committees is used to gather public input to adopt or amend the Transportation Improvement Program. As with other documents:

- The proposed Transportation Improvement Program is prepared and made available to the public for review and comment and it made available for the public to read at no charge in the North Central Florida Regional Planning Council library and is available for purchase at a nominal cost;
- Prior to the annual adoption of, or substantial amendment of the Transportation Improvement Program, information is published in the Independent Florida Alligator, Gainesville Sun and Gainesville Guardian which includes a summary of the proposed Transportation Improvement Program (with maps) along with a summary of the long range transportation plan; and
- Should the final Transportation Improvement Program differ significantly from the one which has been made available for public comment by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, an additional opportunity for public comment on the revised Transportation Improvement Program is made available.

5. Urban Design Policy Manual [23, 31]

Urban design and planning policies adopted by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area are consolidated into a single document, ***"The Urban Design Policy Manual,"*** which is updated as the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area approves and/or amends its urban design and planning policies. These policies apply to construction and reconstruction to state-maintained, county-maintained, and city-maintained transportation facilities. The City of Gainesville and Alachua County have incorporated these policies into their respective comprehensive planning processes to the maximum extent feasible. These policies are in regard to things like:

- Roadways;
- Transit facilities and service;

- Transportation enhancement projects;
- Intermodal and multimodal facilities;
- Joint bicycle, pedestrian, inter-modal and multimodal planning;
- Bicycle facilities;
- Pedestrian facilities;
- Landscaping; and
- Planning-transportation language and Metropolitan Planning Organization Advisory Council.

The **Urban Design Policy Manual** includes criteria to:

- Refer projects in the Transportation Improvement Program to its advisory committees; and
- Review project design plans according to Table 2, Project Design Plan Review Stages.

Table 2
Project Design Plan Review Stages

Type	Scoping	30 Percent	60 Percent
Construction	✓	✓	✓
Reconstruction	✓	✓	✓
Enhancement	✓	-	✓

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff and Florida Department of Transportation staff review the draft *Tentative Work Program* to identify projects to be initially reviewed by the Technical Advisory Committee. Subsequently, the projects are reviewed by the Citizens Advisory Committee, Bicycle/Pedestrian Advisory Board, and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area as noted for each project design plan review stage. For federal and state funded projects and for local funded projects that have been referred to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and/or its advisory committees for review, Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff reports on the schedule and opportunities for public involvement in the project design review process as an information item in Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area meeting packets and on its website. This report enables the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, the advisory committees, government agencies, and the public to be aware of the schedule and status of projects being implemented within the Gainesville Metropolitan Area. Appendix G shows sample public involvement process reports based on the project design plan review process policy.

6. Annual Report [10]

One means of providing information to the public on a regular basis is through the publication of an annual report. The North Central Florida Regional Planning Council prepares an annual report each year to describe Council activities during the year. Council annual reports include several pages devoted to describing transportation planning and Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area activities.

- Notes:
1. Council annual reports usually cost about \$1,200 per year to publish approximately 750 copies. This does not include the staff time involved in preparing the materials to be printed. A copy of the latest annual report material describing transportation planning activities is included in Appendix H.
 2. Before the annual adoption of the Transportation Improvement Program, information is published in the Independent Florida Alligator, Gainesville Sun and Gainesville Guardian which includes a summary of the proposed Transportation Improvement Program (with maps).
 3. Section 1.024 of the adopted Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Rules entitled ***"MTPO Responsibilities and Functions"*** states: "The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall prepare and publish an annual report of study activities for the purpose of disseminating information to the public."

Chapter IV

How Do We Respond to Citizens Comments?

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Chapter IV: How Do We Respond to Citizen Comments? [13, 28]

The transportation planning process must demonstrate explicit consideration and response to public input received during the planning and program development processes. When written and oral comments are received on the draft transportation plan or Transportation Improvement Program (including the financial plan) as a result of the public involvement process; summary, analysis, and report on the disposition of comments shall be made part of the final plan and Transportation Improvement Program.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area makes comment forms available at its public hearings, regular business meetings, charrettes, workshops, or you can download the form from its website or stop in at the office and pick one up. Comment forms are provided for anyone not able to speak at a meeting about a project they are interested in but where the person would like to be heard on the topic and for those who prefer to comment in writing rather than speaking.

Note: Appendix I includes a sample comment form.

Some examples of response to public input are the SW 20th Avenue Design Charrette and Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Internet access. All of these items have been initiated to increase the level of public participation on transportation improvements.

Note: The North Central Florida Regional Planning Council maintains Internet access and information regarding transportation planning activities in the Gainesville Metropolitan Area. General information can be viewed via its homepage at <http://www.ncfrpc.org>.

Correspondence can be forwarded to Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff via the North Central Florida Regional Planning Council homepage or directly by addressing email to sanderson@ncfrpc.org.

A. Response To Comments Or Questions Raised at Meetings

Comments or questions raised by any member of the public that cannot be answered at the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area meeting are responded to in writing, provided the person provides their name and address. A post card is sent to acknowledge that the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff is researching the question or comment. Then, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff sends a follow-up letter with a response or a referral to a more appropriate agency to respond to the person's question or comment.

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Chapter V

When Do We Review and Update the Public Involvement Plan?

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Chapter V: When Do We Review and Update the Public Involvement Plan? [15, 16, 27]

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area must periodically review the public involvement processes for effectiveness to assure that the process continues to provide full and open access to all. To ensure sufficient outreach to all transportation system-affected communities, it shall monitor its public involvement process in an effort to evaluate the performance and effectiveness of its strategies during the year. Each year, this Public Involvement Plan is reviewed, revised, and approved by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. Its staff prepares an annual public involvement monitoring report to provide major input to the annual Public Involvement Plan evaluation.

This Public Involvement Plan must have a minimum public comment period of 45 days before it can be adopted or revised. If it becomes necessary to revise this plan, a minimum public comment period of 45 days will be provided. The draft Public Involvement Plan may be viewed at the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area website and the Alachua County Library District branch libraries within the Gainesville Metropolitan Area.

Note: See Appendix J for the instruments used to evaluate the performance and effectiveness of the Public Involvement Plan strategies. Information collected from this monitoring process is used for Public Involvement Plan updates.

See Appendix K for the Public Involvement Plan update log.

A. Coordinate Statewide Process [14]

Besides periodic review for effectiveness, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's public involvement processes are expected to be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's public involvement processes also include its participation in the Florida Metropolitan Planning Organization Advisory Council, which facilitates the coordination of transportation planning efforts among Metropolitan Planning Organizations statewide and with the Florida Department of Transportation.

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff:

- Participates in the Florida Department of Transportation statewide Level of Service and Mobility Management Task Teams to provide planning organization input into statewide transportation planning efforts;
- Participated in the former Florida Department of Community Affairs statewide Transportation Concurrency Management Technical Task Team; and
- Works with Florida Department of Transportation District 2 staff to identify, and coordinate with, statewide public involvement processes.

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Chapter VI

Glossary

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Chapter VI: Glossary

Alachua County Transportation Disadvantaged Coordinating Board (ACTDCB)- consists of 16 members, including State agency and citizen advocates that are appointed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to provide advice and direction to the Community Transportation Coordinator concerning the coordination of transportation services for transportation disadvantaged persons. In addition, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area appoints an elected official, to serve as the official chairperson for all local coordinating board meetings. The Alachua County Transportation Disadvantaged Coordinating Board is responsible, in part, for approving the Alachua County Transportation Disadvantaged Service Plan.

Annual Average Daily Traffic (AADT)- the volume passing a point or segment of a roadway in both directions for one year divided by the number of days in the year.

Bicycle/Pedestrian Advisory Board (B/PAB)- consists of citizens-at-large that advise the Alachua County Commission, City of Gainesville Commission and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area on bicycle and pedestrian transportation-related issues. It includes 12 voting members and one non-voting adjunct member representing the University of Florida students.

Citizens Advisory Committee (CAC)- consists of 15 citizens-at-large that advise the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area regarding transportation-related issues.

Code of Federal Regulations (CFR)- the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. It is divided into 50 titles that represent broad areas subject to Federal regulation. Each volume of the Code of Federal Regulations is updated once each calendar year and is issued on a quarterly basis.

Community Transportation Coordinator (CTC)- transportation entity recommended by the metropolitan planning organization to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designed service area. It is responsible for development and implementation of the Transportation Disadvantaged Service Plan, which describes how transportation service will be provided to eligible persons within its service area.

Cost Feasible Plan (CFP)- description of transportation system modifications in the adopted Needs Plans which are anticipated to be funded over the planning period, usually 20 years.

Federal Aviation Administration (FAA)- United States agency responsible for aviation funding and monitoring.

Federal Highway Administration (FHWA)- United States agency responsible for roadway funding and monitoring.

Federal Transit Administration (FTA)- United States agency responsible for transit funding and monitoring.

Florida Department of Transportation (FDOT)- State of Florida transportation agency responsible for allocation of Federal and State transportation funding and monitoring.

Florida Department of Transportation Work Program- List of Federal and State-funded transportation projects developed by the Florida Department of Transportation.

Florida Intrastate Highway System (FIHS)- an interconnected statewide system of limited access facilities and controlled access facilities developed and managed by the Florida Department of Transportation to meet standards and criteria established for the Florida Intrastate Highway System. It is part of the State Highway System, and is developed for high-speed and high-volume traffic movements. It also accommodates high occupancy vehicles (HOVs), express bus transit and in some corridors, interregional, and high-speed intercity passenger rail service. Access to abutting land is subordinate to movement of traffic and such access must be prohibited or highly regulated.

Gainesville Metropolitan Area (GMA)- jurisdiction of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The existing urbanized area plus the area projected to become urbanized over the next 20 years. This is in contrast to "Gainesville Urbanized Area". (See next definition.)

Gainesville Urbanized Area (GUA)- is used in the legal name of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. (See the last definition.) This phrase refers to the area around Gainesville that is currently "urbanized" at a population density of 1,000 people per square mile, as defined by the United States Census Bureau.

Level of Service (LOS)- a quantitative of the quality of service of a service or a facility into six letter grade levels with "A" describing the highest quality of service and "F" describing the lowest quality; a discrete stratification of a quality of service continuum.

List of Priority Projects (LOPP)- document produced by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area that describes transportation system modification recommendations to the Florida Department of Transportation for inclusion in its Work Program.

Livable Community Reinvestment Plan- title of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's long range transportation plan.

Long Range Transportation Plan (LRTP)- document produced by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area that describes transportation system modifications to be implemented over a long period of time, usually 20 years.

Metropolitan Planning Organization (MPO)- the organization responsible for carrying out transportation planning and programming in accordance with the provisions with 23 USC s134, as provided in 23 USC s107(f)(3).

Metropolitan Planning Organization Advisory Council (MPOAC)- statewide organization of Metropolitan Planning Organizations that facilitates coordination and exchange of information on transportation issues.

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area- official title of the Metropolitan Planning Organization that provides recommendations to the Florida Department of Transportation on the expenditures of federal funds in the Gainesville Metropolitan Area. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area consists of the five Alachua County Commissioners, the Mayor and six City of Gainesville Commissioners as voting members, with the Florida Department of Transportation District 2 Secretary, the University of Florida President and a Rural Advisor (selected by the Alachua County League of Cities) as nonvoting members.

Needs Plan- document produced by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area that describes transportation system modifications required to sustain a transportation system that would function at an acceptable level of service that is implemented over a long period of time, usually 20 years.

Public Involvement Plan (PIP)- document produced by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area that describes strategies to facilitate and promote citizen participation in the its transportation planning process.

State Transportation Improvement Program (STIP)- statewide listing of federal and state-funded transportation projects.

Technical Advisory Committee (TAC)- consists of professional staff from Alachua County Departments of Environmental Protection, Growth Management and Public Works; Alachua County/Gainesville Regional Airport Authority; Bicycle/Pedestrian Advisory Board staff; City of Gainesville Departments of Community Development, Gainesville Regional Utilities, Regional Transit System and Public Works; and State of Florida Departments of Environmental Protection and Transportation that advise the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area transportation-related issues.

Transportation Disadvantaged- those persons who because of physical or mental disability, income status, or age are unable to transport themselves or purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social services or other life-sustaining activities, or children who are handicapped or high-risk or at-risk.

Transportation Disadvantaged Commission- State agency responsible for the implementation and monitoring of state-funded transportation disadvantaged services. The Commission is also responsible for approving all county Transportation Disadvantaged Service Plans.

Transportation Improvement Program (TIP)- document produced by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area that describes transportation system modifications to be implemented within the Gainesville Metropolitan Area over a five-year period that implements projects designated in the Cost Feasible Plan and transportation system maintenance projects.

Transportation Management Area (TMA)- an urbanized area with a population over 200,000, as defined by the United States Bureau of the Census and designated by the United States Secretary of Transportation, or any additional area where Transportation Management Area designation is requested by the Governor and the metropolitan planning organization and designated by the United States Secretary of Transportation.

Unified Planning Work Program (UPWP)- document produced annually by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area that describes its transportation planning activities to be accomplished during the program year.

United States Code (USC)- the codification of the general and permanent laws of the United States.

United States Department of Transportation (USDOT)- Federal government department responsible for funding and monitoring all modes of transportation.

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Appendix A

Federal and State

Public Involvement Mandates

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Appendix A: Federal and State Public Involvement Mandates

A. Federal Public Involvement Mandates

These are the Federal rules and guidelines for public involvement in the process of metropolitan transportation planning. There are:

1. General requirements;
2. Rules for the long range transportation plan; and
3. Rules for the transportation improvement program.

1. General Requirements

According to the Federal metropolitan planning rules contained in the Federal Register dated October 28, 1993 section 450.316(b) (1) (i) through (xi), these are the requirements and criteria for the public involvement process:

1. **Public Notice:** provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to central city and other local jurisdiction concerns); and require adequate public notice of public involvement activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and Transportation Improvement Programs;
2. **Public Access to Information:** provide reasonable public access to technical and policy information used in the development of plans and Transportation Improvement Programs and open public meetings where matters related to the Federal-aid highway and transit programs are being considered;
3. **Proactive Involvement of Communities:** seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households;
4. **Time for Consideration:** require a minimum public comment period of 45 days before the public involvement process is initially adopted or revised;
5. **Make Responsive Changes:** demonstrate explicit consideration and response to public input received during the planning and program development processes;

6. **Report on What Changes Came from Public Involvement:** when significant written and oral comments are received on the draft transportation plan or Transportation Improvement Program (including the financial plan) as a result of the public involvement process or the interagency consultation process required under the U.S. Environmental Protection Agency's conformity regulations, summary, analysis, and report on the disposition of comments shall be made part of the final plan and Transportation Improvement Program;
7. **Repeat Public Notice and Comment Time for Finalized Plan:** if the final transportation plan or Transportation Improvement Program differs significantly from the one which was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan or Transportation Improvement Program shall be made available;
8. **Assess the Process:** public involvement processes shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all; and
9. **Coordinate with the State:** metropolitan public involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs.

Note: See page A-9: Federal Register dated October 28, 1993 section 450.316(b)(1) for actual text.

2. Long Range Transportation Plan

The requirements and criteria for the public involvement process for the long range transportation plan reflect the general requirements.

1. **Public Notice:** There must be adequate opportunity for public official (including elected officials) and citizen involvement in the development of the transportation plan before it is approved by the MPO, in accordance with the requirements of § 450.316(b)(1); including opportunities for interested parties (including citizens, affected public agencies, representatives of transportation agency employees, and private providers of transportation freight shippers, bicycle and pedestrian facility users, disabled persons and other interested parties) to be involved in the early stages of the plan development/update process.
2. **Public Access to Information:**
 - a. The procedures shall include publication of the proposed plan or other methods to make it readily available for public review and comment; and
 - b. The procedures also shall include publication of the approved plan or other methods to make it readily available for information purposes.

3. Transportation Improvement Program - Federal

The requirements and criteria for the public involvement process for the Transportation Improvement Program also reflect the general requirements. There must be reasonable opportunity for public comment. The proposed Transportation Improvement Program and then the approved Transportation Improvement Program shall be published or otherwise made readily available for review and comment.

However amendments are treated a bit differently. Public involvement procedures for developing amendments are consistent with the general procedures, except for Transportation Improvement Program amendments that only involve the type of projects covered in Code of Federal Regulations Section 450.324(i).

Section 450.324(i) states: "Projects proposed for Federal Highway Administration and/ or Federal Transit Administration funding that are not considered by the State and MPO to be of appropriate scale for individual identification in a given program year may be grouped by function, geographic area, and work type using applicable classification under 23 United States Code of Federal Regulations 771.117 (c) and (d)."

23 Code of Federal Regulations
Highways
Chapter I
Federal Highway Administration, Department of Transportation
Subchapter E -- Planning and Research
Part 450 -- Planning Assistance and Standards
Subpart B -- Statewide Transportation Planning

§450.210 Coordination.[Excerpt]

- A. In addition to the coordination required under §450.208(a)(21), in carrying out the requirements of this subpart, each State, in cooperation with participating organizations (such as MPOs, Indian tribal governments, environmental, resource and permit agencies, public transit operators) shall, to the extent appropriate, provide for a fully coordinated process including coordination of the following:
1. Public involvement carried out for the statewide planning process with public involvement carried out for the metropolitan planning process; and
 2. Public involvement carried out for planning with public involvement carried out for project development.

§450.212 Public Involvement.

- A. Public involvement processes shall be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement. The processes shall provide for:
1. Early and continuing public involvement opportunities throughout the transportation planning and programming process;

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
Public Involvement Plan

2. Timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs, and projects;
 3. Reasonable public access to technical and policy information used in the development of the plan and STIP;
 4. Adequate public notice of public involvement activities and time for public review and comment at key decision points, including but not limited to action on the plan and STIP;
 5. A process for demonstrating explicit consideration and response to public input during the planning and program development process;
 6. A process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households which may face challenges accessing employment and other amenities; and
 7. Periodic review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all and revision of the process as necessary.
- B. Public involvement activities carried out in a metropolitan area in response to metropolitan planning requirements in §450.322(c) or §450.324(c) may by agreement of the State and the MPO satisfy the requirements of this section.
- C. During initial development and major revisions of the statewide transportation plan required under §450.214, the State shall provide citizens, affected public agencies and jurisdictions, employee representatives of transportation and other affected agencies, private and public providers of transportation, and other interested parties a reasonable opportunity to comment on the proposed plan. The proposed plan shall be published, with reasonable notification of its availability, or otherwise made readily available for public review and comment. Likewise, the official statewide transportation plan (see §450.214(d)) shall be published, with reasonable notification of its availability, or otherwise made readily available for public information.
- D. During development and major revision of the statewide transportation improvement program required under §450.216, the Governor shall provide citizens, affected public agencies and jurisdictions, employee representatives of transportation or other affected agencies, private providers of transportation, and other interested parties, a reasonable opportunity for review and comment on the proposed program. The proposed program shall be published, with reasonable notification of its availability, or otherwise made readily available for public review and comment. The approved program (see §450.220(c)) if it differs significantly from the proposed program, shall be published, with reasonable notification of its availability, or otherwise made readily available for public information.
- E. The time provided for public review and comment for minor revisions to the statewide transportation plan or statewide transportation improvement program will be determined by the State and local officials based on the complexity of the revisions.

- F. The State shall, as appropriate, provide for public comment on existing and proposed procedures for public involvement throughout the statewide transportation planning and programming process. As a minimum, the State shall publish procedures and allow 45 days for public review and written comment before the procedures and any major revisions to existing procedures are adopted.
- G. The public involvement processes will be considered by the FHWA and the FTA as they make the planning finding required in §450.220(b) to assure that full and open access is provided to the decision making process.

Subpart C -- Metropolitan Transportation Planning and Programming

§450.316 Metropolitan Transportation Planning Process: Elements.

- B. In addition, the metropolitan transportation planning process shall:
 - 1. Include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and TIPs and meets the requirements and criteria specified as follows:
 - i. Require a minimum public comment period of 45 days before the public involvement process is initially adopted or revised;
 - ii. Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to central city and other local jurisdiction concerns);
 - iii. Provide reasonable public access to technical and policy information used in the development of plans and TIPs and open public meetings where matters related to the Federal-aid highway and transit programs are being considered;
 - iv. Require adequate public notice of public involvement activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and TIPs (in nonattainment areas, classified as serious and above, the comment period shall be at least 30 days for the plan, TIP and major amendment(s));
 - v. Demonstrate explicit consideration and response to public input received during the planning and program development processes;
 - vi. Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households;
 - vii. When significant written and oral comments are received on the draft transportation plan or TIP (including the financial plan) as a result of the public involvement process or the interagency consultation process required under the U.S. EPA's conformity regulations, a summary, analysis, and report on the disposition of comments shall be made part of the final plan and TIP;

- viii. If the final transportation plan or TIP differs significantly from the one which was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan or TIP shall be made available;
 - ix. Public involvement processes shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all;
 - x. These procedures will be reviewed by the FHWA and the FTA during certification reviews for TMAs, and as otherwise necessary for all MPOs, to assure that full and open access is provided to MPO decisionmaking processes; and
 - xi. Metropolitan public involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs.
 - 2. Be consistent with Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794, which ensure that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving Federal assistance from the United States Department of Transportation;
 - 3. Identify actions necessary to comply with the Americans With Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and U.S. DOT regulations "Transportation for Individuals With Disabilities" (49 CFR parts 27, 37, and 38);
 - 4. Provide for the involvement of traffic, ridesharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport and port authorities; toll authorities; appropriate private transportation providers, and where appropriate city officials; and
 - 5. Provide for the involvement of local, State, and Federal environment resource and permit agencies as appropriate.
- C. In attainment areas not designated as TMAs simplified procedures for the development of plans and programs, if considered appropriate, shall be proposed by the MPO in cooperation with the State and transit operator, and submitted by the State for approval by the FHWA and the FTA. In developing proposed simplified planning procedures, consideration shall be given to the transportation problems in the area and their complexity, the growth rate of the area (e.g., fast, moderate or slow), the appropriateness of the factors specified for consideration in this subpart including air quality, and the desirability of continuing any planning process that has already been established. Areas experiencing fast growth should give consideration to a planning process that addresses all of the general requirements specified in this subpart. As a minimum, all areas employing a simplified planning process will need to develop a transportation plan to be approved by the MPO and a TIP to be approved by the MPO and the Governor.
- D. The metropolitan transportation planning process shall include preparation of technical and other reports to assure documentation of the development, refinement, and update of the transportation plan. The reports shall be reasonably available to interested parties, consistent with §450.316(b)(1).

Exhibit A-1

Federal Register, Thursday, October 28, 1993, Section 450.316(b)(1)

Federal Register / Vol. 58, No. 207 / Thursday, October 28, 1993 / Rules and Regulations 58073

(6) The effects of all transportation projects to be undertaken within the metropolitan planning area, without regard to the source of funding (the analysis shall consider the effectiveness, cost effectiveness, and financing of alternative investments in meeting transportation demand and supporting the overall efficiency and effectiveness of transportation system performance and related impacts on community/central city goals regarding social and economic development, housing, and employment);

(7) International border crossings and access to ports, airports, intermodal transportation facilities, major freight distribution routes, national parks, recreation areas, monuments and historic sites, and military installations (supporting technical efforts should provide an analysis of goods and services movement problem areas, as determined in cooperation with appropriate private sector involvement, including, but not limited to, addressing interconnected transportation access and service needs of intermodal facilities);

(8) Connectivity of roads within metropolitan planning areas with roads outside of those areas;

(9) Transportation needs identified through the use of the management systems required under 23 U.S.C. 303 (strategies identified under each management system will be analyzed during the development of the transportation plan, including its financial component, for possible inclusion in the metropolitan plan and TIP);

(10) Preservation of rights-of-way for construction of future transportation projects, including future transportation corridors;

(11) Enhancement of the efficient movement of freight;

(12) The use of life-cycle costs in the design and engineering of bridges, tunnels, or pavement (operating and maintenance costs must be considered in analyzing transportation alternatives);

(13) The overall social, economic, energy, and environmental effects of transportation decisions (including consideration of the effects and impacts of the plan on the human, natural and man-made environment such as housing, employment and community development, consultation with appropriate resource and permit agencies to ensure early and continued coordination with environmental resource protection and management plans, and appropriate emphasis on transportation-related air quality problems in support of the requirements of 23 U.S.C. 109(h), and section 14 of

the Federal Transit Act (49 U.S.C. 1610), section 4(f) of the DOT Act (49 U.S.C. 303) and section 174(b) of the Clean Air Act (42 U.S.C. 7504(b));

(14) Expansion, enhancement, and increased use of transit services; and
(15) Capital investments that would result in increased security in transit systems.

(b) In addition, the metropolitan transportation planning process shall:

(1) Include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and TIPs and meets the requirements and criteria specified as follows:

(i) Require a minimum public comment period of 45 days before the public involvement process is initially adopted or revised;

(ii) Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to central city and other local jurisdiction concerns);

(iii) Provide reasonable public access to technical and policy information used in the development of plans and TIPs and open public meetings where matters related to the Federal-aid highway and transit programs are being considered;

(iv) Require adequate public notice of public involvement activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and TIPs (in nonattainment areas, classified as serious and above, the comment period shall be at least 30 days for the plan, TIP and major amendment(s));

(v) Demonstrate explicit consideration and response to public input received during the planning and program development processes;

(vi) Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households;

(vii) When significant written and oral comments are received on the draft transportation plan or TIP (including the financial plan) as a result of the public involvement process or the interagency consultation process required under the U.S. EPA's conformity regulations, a summary, analysis, and report on the disposition

of comments shall be made part of the final plan and TIP;

(viii) If the final transportation plan or TIP differs significantly from the one which was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan or TIP shall be made available;

(ix) Public involvement processes shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all;

(x) These procedures will be reviewed by the FHWA and the FTA during certification reviews for TMAs, and as otherwise necessary for all MPOs, to assure that full and open access is provided to MPO decisionmaking processes;

(xi) Metropolitan public involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs;

(2) Be consistent with Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794, which ensure that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving Federal assistance from the United States Department of Transportation;

(3) Identify actions necessary to comply with the Americans With Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and U.S. DOT regulations "Transportation for Individuals With Disabilities" (49 CFR parts 27, 37, and 38);

(4) Provide for the involvement of traffic, ridesharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport and port authorities; toll authorities; appropriate private transportation providers, and where appropriate city officials; and

(5) Provide for the involvement of local, State, and Federal environment resource and permit agencies as appropriate.

(c) In attainment areas not designated as TMAs simplified procedures for the development of plans and programs, if considered appropriate, shall be proposed by the MPO in cooperation with the State and transit operator, and

B. State Public Involvement Mandates

These are the State rules concerning the public involvement process for the metropolitan transportation planning process. The rules include:

1. General requirements;
2. Rules concerning the long range transportation plan; and
3. Rules concerning the transportation improvement program.

1. General State Requirements

Technical Advisory Committee

According to Chapter 339.175(5)(d), Florida Statutes,

"Each M.P.O. shall appoint a technical advisory committee that includes planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transit departments of municipal or county governments, as applicable"

Citizens Advisory Committee

According to Chapter 339.175(5)(e), Florida Statutes;

1. Each M.P.O. shall appoint a citizens advisory committee, the members of which serve at the pleasure of the M.P.O.,
2. The membership of the citizens' advisory committee must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system,
3. Minorities, the elderly, and the handicapped must be adequately represented, and
4. Notwithstanding the provisions of subparagraph 1., an M.P.O. may, with the approval of the department [Florida Department Of Transportation] and the applicable federal government agency, adopt an alternative program or mechanism to ensure citizen involvement in the transportation planning process.

Alachua County Transportation Disadvantaged Coordinating Board

According to Chapter 427.0157, Florida Statutes,

"The members of each Board shall be appointed by the metropolitan planning organization or designated official planning agency. The appointing authority shall provide each board with sufficient staff support and resources to enable the board to fulfill its responsibilities..."

State Long-Range Transportation Plan

According to Chapter 339.175(6)(e), Florida Statutes,

"In the development of its long-range plan, each M.P.O. must provide affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties, and members of the general public with a reasonable opportunity to comment on the long-range plan."

State Transportation Improvement Program (STIP)

According to Chapter 339.175(7), Florida Statutes,

"In the development of the transportation improvement program, each M.P.O. must provide affected public transit agencies, representatives of transportation agency employees, private providers of transportation, other interested parties, and members of the general public with a reasonable opportunity to comment on the transportation improvement program."

Jessica Lunsford Act

Chapter 1012.465, Florida Statutes, requires background screenings for certain noninstructional school district employees and contractors (vendors, individuals or entity under contract with the school or school board) who access school grounds when students are present. The impact of this law has resulted in not using public schools while students are present.

Plain Language Initiative

Executive Order 07-01 requires the use of:

- Clear language containing only necessary information presented in a logical sequence; and
- Short sentences written in active voice that makes it clear who is responsible for what.

C. Title VI and Related Statutes

Civil Rights Act of 1964 [42 USC 2000(d)]

Title VI of this act is the original uniform nondiscrimination policy for programs and activities receiving federal funds. Title VI states that "No person in the United States shall on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Discrimination, at that time was limited to an action or inaction, whether intentional or unintentional, through which a person in the United States solely because of their race, color, or national origin is subjected to disparate (unequal) treatment or impact.

Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 [42 USC 4601]

This act prohibits unfair and inequitable treatment of persons displaced or whose property will be acquired as a result of federal and federal-aid program and projects.

Section 504 of the Rehabilitation Act of 1973 [29 USC 790]

This act provides that “no qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.”

Section 162(a) of the Federal Aid Highway Act of 1973 [23 USC Section 324]

This act provides that “no person shall on the grounds of sex be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance under this title or carried under this title.”

Age Discrimination Act of 1975 [42 USC 6101]

This act provides that “no person shall on the basis of age, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.”

Civil Rights Restoration Act of 1987 [Public Law No. 100-259, 102 Statute 28 (1988)]

This act restored the original intent and scope of Title VI. (A Supreme Court ruling in *Grove City v. Bell* had limited the impact of Title VI.) Title VI was extended to include all programs and activities of federal aid recipients and contractors whether those program and activities are federally funded or not.

Americans with Disabilities Act of 1990 as amended in 2008[42 USC Chapter 126, Section 12132]

This act provides that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.”

Environmental Justice [Executive Order 12898], 1994

This order provides that “each federal agency shall make achieving Environmental Justice part of its mission by identifying, and addressing, as appropriate, disproportionately high and adverse human health and environmental effects of its programs, policies and activities on minority populations and low income populations in the United States, District of Columbia, Puerto Rico and Mariana islands.” This order calls for improved methods in research, data collection and analysis and encourages participation if impacted citizens in all phases of decision making.

Limited English Proficiency [Executive Order 13166], 2000

This order provides that “as described in the Limited English Proficiency (LEP) Guidance, recipients must take reasonable steps to ensure meaningful access to their programs and activities by limited English proficiency persons.” The U.S. Department of Justice has issued a general guidance document (Limited English Proficiency Guidance), which sets forth the compliance standards that recipients must follow to ensure that the programs and activities they normally provide in English are accessible to limited English proficiency persons and thus do not discriminate on the basis of national origin in violation of Title VI of the Civil Rights Act of 1964, as amended, and its implementing regulations.

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Title VI / Nondiscrimination Policy Statement

To address Title VI assurance, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area maintains a Title VI / Nondiscrimination Policy Statement. A copy of this policy statement is on the succeeding pages of this appendix.

TITLE VI/ NONDISCRIMINATION POLICY STATEMENT

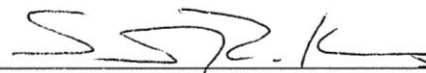
The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area assures the Florida Department of Transportation that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area program or activity.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer;
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English;
3. Insert the clauses of *Appendix A* of this agreement in every contract subject to the Acts and the Regulations;
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the Florida Department of Transportation District Title VI Coordinator;
5. Participate in training offered on Title VI and other nondiscrimination requirements;
6. If reviewed by Florida Department of Transportation or U.S. Department of Transportation, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days; and
7. Have a process to collect racial and ethnic data on persons impacted by Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

Dated 6/15/2011

by 
Scott R. Koons AICP, Chief Staff Official
Metropolitan Transportation Planning Organization for the
Gainesville Urbanized Area

T:\MARLIE\MS08\TITLE VI\TITLE VI POLICY STATEMENT.DOCX

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.

- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
- a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

Appendix B

Calendar of Major Transportation Planning Products

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Appendix B: Calendar of Major Transportation Planning Products

Exhibit B-1
Calendar of Major Transportation Planning Products

	Required Action
July	-
August	-
September	-
October	Transmit the Multimodal Level of Service Report to the Florida Department of Transportation Transmit the Mobility Plan Status Report to the Florida Department of Transportation
November	-
December	Provide comments to the Florida Department of Transportation regarding its draft 5-Year Review the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Public Involvement Plan and modify as needed
January	-
February	-
March	Transmit the Certification Response Report to the Florida Department of Transportation
April	Approve the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Unified Planning Work Program (Annual Budget)
May	-
June	Approve the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area 5-Year Transportation Improvement Program [Step 3- Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area decides which federally-funded projects in the Florida Department of Transportation 5-Year Work Program to approve] Approve the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area List of Priority Projects [(Step 1- Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area identifies what unfunded projects it wants the Florida Department of Transportation to fund]

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Note: The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is also responsible for updating its long range transportation plan every five years. Updating this plan is usually a three-year process.

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Appendix C

Community Profile

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Appendix C: Community Profile

According to the 2010 United States Census, Alachua County consisted of 247,336 persons. The majority of these people resided within the Gainesville Metropolitan Area, with the City of Gainesville having 124,3545 persons. Gainesville, the county seat, is the host of the University of Florida. The university draws faculty and student from across the country and from numerous foreign countries. Therefore, the county includes a diverse population. The racial proportions of the county included: 70.9 percent White; 20.0 percent Black; and 9.2 percent other races. In addition, 8.0 percent of the population was identified as Hispanic. Illustration C-1 and Table C-1 show the areas of concentration, by census tract and block group, of white and minority persons residing within the county.

The census data shows that the majority of the persons living below the poverty level reside in the east and southeast portions of the Gainesville Metropolitan Area. There is also a significant proportion of the population in eastern Alachua County living below the poverty level. The census data also shows that the northwest quadrant of the GMA is the most affluent. Illustration C-2 and Exhibit C-2 show the areas of concentration, by census tract and block group, of persons living below the poverty level.

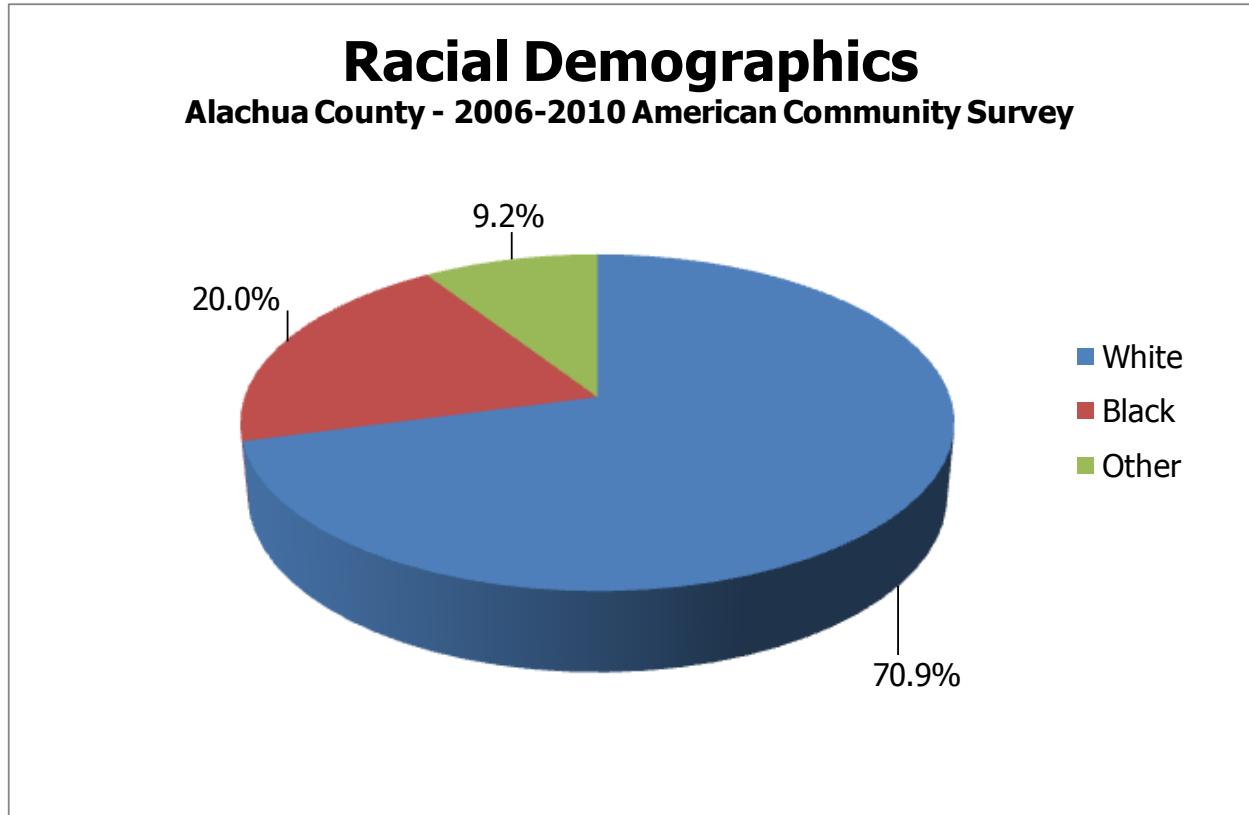
Table C-1 shows the ratio of persons by race that live below the poverty level according to the 2006 1020 American Community Survey Five-Year Estimates, Table S1701.

Table C-1
Alachua County Poverty Status- By Race

Race	Population	Persons Below Poverty Level	Percent Below Poverty Level
White	161,663	33,423	20.7
Black	46,032	14,047	30.5
Other	20,746	6,522	31.4

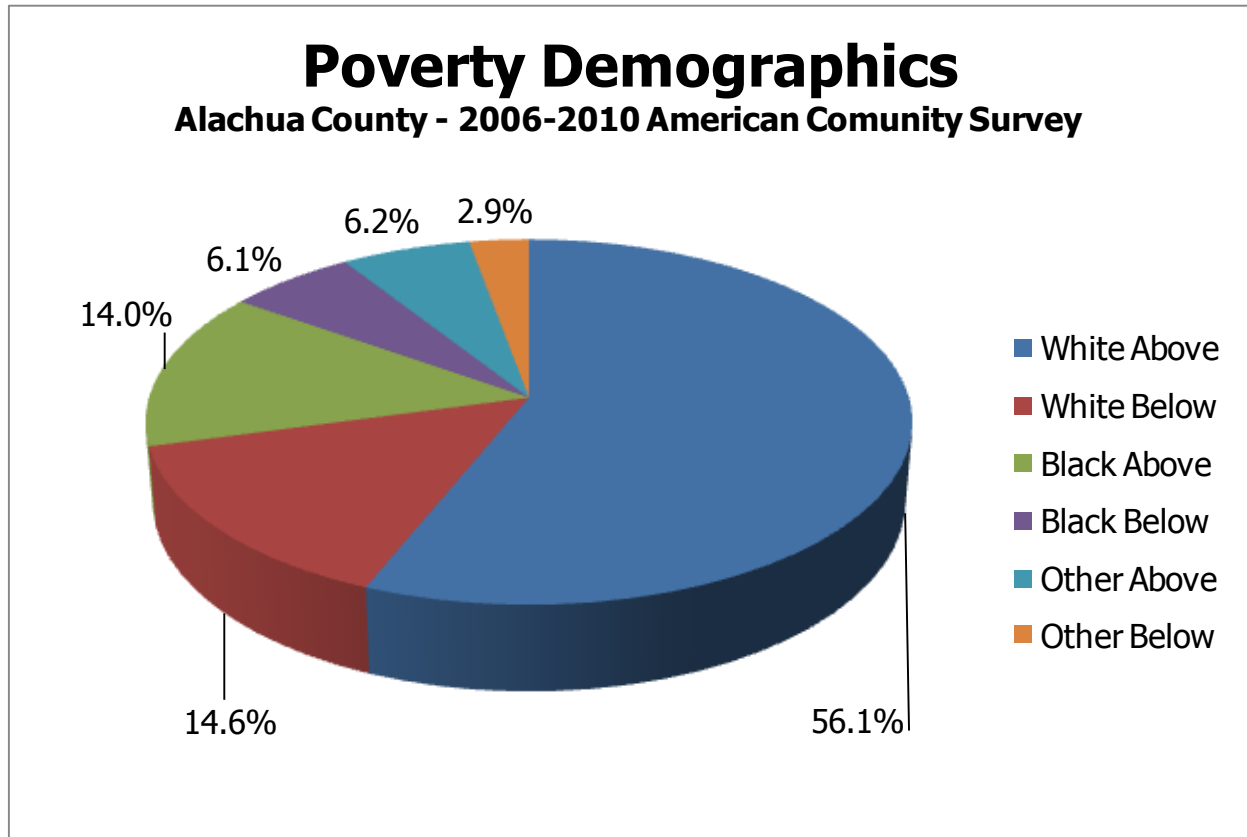
Source: 2010 American Community Survey

Illustration C-1
Alachua County Racial Demographics



Source: 2010 Census

Illustration C-2
Alachua County Poverty Demographics



Source: 2006-2010 American Community Survey 5-Year Estimates

Illustration C-3

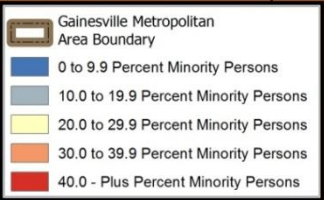


Illustration C-4

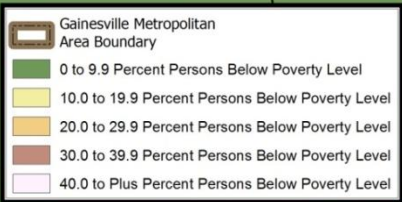


Illustration C-5 Religious Facilities



**Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area**

Nondiscrimination Notice

It is the policy of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area that no person shall on the basis of race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation, or gender identity, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area program or activity.

It is the policy of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area that minority business enterprises (MBE) as defined in 49 CFR Part 23, as amended, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area funds.

For further information about these laws, regulations and discrimination complaint procedures for resolution of complaints of discrimination, contact Mr. Marlie Sanderson, Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Title VI Liaison, at 2009 NW 67th Place, Gainesville, Florida 32653-1603, telephone number 352-955-2200, extension 103.

**Organización Metropolitana de Planificación del Transporte
Para el Área Urbana de Gainesville**

Aviso de No Discriminación

Es la política de la Organización Metropolitana de Planificación del Transporte del Área Urbana de Gainesville, que ninguna persona sea excluida de poder participar, negársele beneficios, o de alguna manera ser sujeto a discriminación o represalias en cualquiera de los programas o actividades de la Organización Metropolitana de Planificación del Transporte del Área Urbana de Gainesville por razón de raza, color, origen nacional, sexo, edad, impedimento físico, estatus familiar, preferencia religiosa, estado civil, orientación sexual, identidad de género, según previsto por el Título VI del Acta de Derechos Civiles de 1964, el Acta de Restauración de Derechos Civiles de 1987 y el Acta de Derechos Civiles del Estado de la Florida de 1992.

Es la política de la Organización Metropolitana de Planificación del Transporte del Área Urbana de Gainesville que las empresas de negocio de minorías (MBE por sus siglas en inglés) según definida en el Código de Regulaciones Federales 49 (CFR por sus siglas en inglés) Parte 23, según enmendada, debe tener la máxima oportunidad de participar en el desempeño de contratos financiados parcial o totalmente con fondos de la Organización Metropolitana de Planificación del Transporte del Área Urbana de Gainesville.

Para información adicional sobre estas leyes, regulaciones y procedimiento para presentar querellas /quejas por discriminación, puede contactar al Sr. Marlie Sanderson, del Título VI de la Organización Metropolitana de Planificación del Transporte del Área Urbana de Gainesville, al 2009 NW 67 Place, Gainesville, Florida 32653-1603, teléfono 352-955-2200, extensión 103.

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Appendix D

Advisory Committee Bylaws

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Appendix D: Advisory Committee Bylaws

A. Bicycle/Pedestrian Advisory Board

Exhibit D - 1 shows the Bicycle/Pedestrian Advisory Board bylaws.

Exhibit D-1 Bicycle/Pedestrian Advisory Board Bylaws

I – Name

The name of the advisory board shall be the Bicycle/Pedestrian Advisory Board, hereinafter referred to as the "Board."

II – Purpose

The purpose of the Board is to make recommendations to local transportation agencies regarding bicycle and pedestrian issues as further defined in Item III Duties.

III – Duties

As stated in the City of Gainesville Resolution No. R-94-74, Alachua County Resolution R82 52, and the Metropolitan Transportation Planning Organization for the Urbanized Area Resolution 95-3. The duties of the board are to:

1. Make recommendations to the City Commission, County Commission, and the Metropolitan Transportation Planning Organization on all matters concerning planning, implementation, and maintenance policies, programs and facilities for the safe and efficient integration of bicycle and pedestrian transportation in the Gainesville Metropolitan Area and the Alachua County transportation systems. This shall include, but not be limited to, the design of roadway bicycle facilities, bicycle paths, sidewalks, jogging paths, hiking trails, bicycle parking, and the enforcement of motor vehicle, pedestrian and bicycle safety regulations.
2. Make recommendations to the Commissions and the Metropolitan Transportation Planning Organization regarding budgetary matters in connections with its duties.

IV – Membership

The board shall consist of twelve (12) voting members, four (4) being appointed by the Board of County Commissioners of Alachua County, four (4) being appointed by the Gainesville City Commission, four (4) being appointed by the Metropolitan Transportation Planning Organization for the Gainesville Metropolitan Area, and one (1) student seat member being appointed by the City Commission. Appointments shall be made from a common pool of applicants who reside in Alachua County. The applicants shall be kept on file by staff. All voting members shall be appointed for a three (3) year term, except for a person who is appointed to fill a vacated Board membership term. Alachua County appointment terms shall expire August 31st, MTPO appointment terms shall expire October 31st, and City appointment terms shall expire December 31st (with the exception of the student seat member).

Any voting member appointed to the board is automatically removed from the board upon filing with the Clerk of the appointing Commission or Organization, the official roster indicating failure to comply with the attendance policy for advisory boards established by the appointing Commission or Organization. The Board shall include three (3) ex-officio non-voting members who shall be appointed as follows: One (1) shall be appointed by the County Commission from the Office of the Alachua County Engineer Growth Management, one (1) shall be appointed by the City Commission from the City Public Works Department and one (1) shall be appointed by the Florida Department of Transportation from its District II office.

V – Notice of Meetings

Notices and tentative agendas shall be sent to all board members, other interested parties, and the news media at least 4 days prior to the Board meeting. Such notice shall state the date time, and place of the meeting.

VI – Meetings

The Board shall meet as often as necessary in order to meet its responsibilities. The Board shall hold regular meetings at least once every two (2) months. Special meetings may be called by the Chairman or a majority of the Board with seven (7) days advance written notice to members, if possible. At all meetings of the Board, the presence in person of seven (7) members of the Board shall constitute a quorum for the transaction of business. The student adjunct member shall vote, but does not count as part of the quorum. In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting any business may be transacted which might have been transacted at the meeting as originally called.

At all meetings of the Board at which a quorum is present, all matters, except as otherwise expressly required by law or these By-laws, shall be decided by the vote of a majority of the members of the Board present. As required by Florida Statute Chapter 286.012, all Board members, including the Chair of the Board, must vote on all official actions taken by the Board unless when there appears to be a possible conflict of interest with a member or members of the Board. Prior to the vote being taken, member(s) must publicly state to the Board the nature of his or her interest in the matter on which the vote is taken. Within fifteen days of the vote, the member(s) shall disclose the nature of his or her interest as public record. A Board member is considered in attendance at a regular Board meeting when said member is present for at least two-thirds of the total length of the meeting. The quorum requirement is 50% + 1 of members presently appointed.

VII – Officers

Officers of the Board shall consist of a Chairperson, a vice-chairperson and a Secretary. The term of office shall be one year beginning at the October meeting. The Chairperson shall lead the meetings and is responsible for developing the Board agendas, minutes and notices. The Chairperson is also responsible for developing the Bicycle/Pedestrian Advisory Board Annual Workplan and special budget request presentation to the City Commission. Staff to the Board shall assist the Chairperson in the development of the Board's Annual Workplan, budgeting, meeting, agenda and notices. The Vice-chair shall assist the Chair in leading the meetings. If the Chair cannot attend a meeting, the Vice-chair shall lead the meeting. The Secretary shall take attendance at all meetings.

VIII – Staff

The Board will rely on staff provided by the City Commission. Staff shall assist the Officers of the Board and Board-designated subcommittees in fulfilling their duties and responsibilities.

IX – Subcommittees

Subcommittees shall be designated by the Chairperson as necessary to investigate and report on specific subject areas of interest to the Board.

X – Conduct of Business

The Board and committees serving the Board shall conduct business in accordance with Robert’s Rules of Order, latest revised edition except when in conflict with these By-laws.

XI – Adoption and Amendment

These By-laws shall be adopted by a majority vote of the Board members present at a regular meeting provided they have been distributed to each member at least seven (7) days prior to the date of the meeting. These By-laws may be amended by a majority vote of the Board members at a regular meeting provided that the proposed amendments have been distributed to each member at least seven (7) days prior to the day of the meeting.

XII – Certification

The undersigned hereby certifies that he/she is the Chair of the Bicycle/Pedestrian Advisory Board (B/PAB) to the City of Gainesville Commission, Alachua county Commission and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and that the foregoing is a full, true, and correct copy of the By-laws of this Board as adopted by the Bicycle/Pedestrian Advisory Board the 27th day of August, 1997.

B. Citizens Advisory Committee

Exhibit D - 2 shows the Citizens Advisory Committee bylaws.

Exhibit D-2 **Citizens Advisory Committee Bylaws**

A. Preamble

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area’s Citizens Advisory Committee is hereby established in accordance with federal and state requirements to provide a forum for citizens’ review and comment to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area on the performance of the transportation planning process in the Gainesville Urbanized Area. The following sets forth the bylaws, policies and procedures of the Citizens Advisory Committee.

B. Purpose and Functions

- (1) The purposes of the Citizens Advisory Committee shall be the following:
 - (a) To seek public comment on planning proposals and to provide comment to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area with respect to the concerns of various segments of the population in regard to their transportation needs;
 - (b) To provide citizens' review of Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area plans, programs and projects to determine the need, feasibility and desirability from the citizens' perspective;
 - (c) To assist and make recommendations to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in carrying out its transportation planning functions;
 - (d) To ensure adequate citizen involvement in the transportation planning process; and
 - (e) To maintain a broad perspective covering the range of all modes of transportation and associated facilities in all recommended planning work programs so that proper study and evaluation of transportation needs will result in a multi-modal transportation system, balanced with respect to area-wide needs and properly related to area-wide comprehensive plan goals and objectives.
- (2) The functions of the Citizens Advisory Committee shall include, but not be limited to, the following:
 - (a) Carry out the processes described in the adopted Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Public Involvement Plan;
 - (b) Conduct public information programs related to transportation planning;
 - (c) Assist the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in the formulation of goals and objectives for shaping the metropolitan planning area environment;
 - (d) Recommend updated transportation goals and objectives for Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area approval, which guide the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's planning efforts, including the development of the Long Range Transportation Plan;
 - (e) Evaluate the effects of Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area transportation plans, programs and projects on various segments and interest groups of the community and provide recommendations to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area based on such evaluation;
 - (f) Transmit to the Technical Advisory Committee and Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area the findings of all public information programs, citizen comments on study recommendations and other representative concerns expressed by the general public regarding the transportation planning process; and

- (g) Assist in any other functions as deemed desirable by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

C. Membership

- (1) The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall invite individuals in the Gainesville Urbanized Area and Alachua County representing a broad cross-section of citizens with an interest in development of an efficient, safe and cost-effective transportation system to submit letters of interest and applications to serve on the Citizens Advisory Committee. Citizens Advisory Committee members serve at the pleasure of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.
- (2) The Citizens Advisory Committee shall be composed of fifteen (15) members. No more than twenty percent (20) of the membership of the Citizens Advisory Committee shall be composed of individuals residing outside the Gainesville Urbanized Area.
- (3) Citizens Advisory Committee members shall not be elected officials or technical personnel directly involved in transportation planning.
- (4) Citizens Advisory Committee members shall serve three-year terms of office, staggered so that one-third (1/3) of the total membership shall be appointed in any one (1) year. A person appointed to fill a vacant position on the Citizens Advisory Committee shall serve out the remainder of the term of the position being filled.
- (5) Any Citizens Advisory Committee member shall be automatically removed from the Citizens Advisory Committee upon filing with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Chair proof that such person has had three (3) or more consecutive absences.
- (6) Citizens Advisory Committee Designate Selection Procedure

Once each year, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall appoint members to its Citizens Advisory Committee to fill any vacancies on the Citizens Advisory Committee from a pool of applicants. From the pool of applicants that were not appointed to the Citizens Advisory Committee, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall appoint up to three (3) persons to be Citizens Advisory Committee Designate Members. The procedure for Citizens Advisory Committee Designate Members to automatically fill vacant Citizens Advisory Committee positions during the succeeding year is, as follows:

- (a) Vacancies will be filled during the succeeding year from the remaining pool of applicants not appointed to the Citizens Advisory Committee based upon the total number of Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area member votes each applicant received; and
- (b) In the case of a tie, vacancies will be filled alphabetically.

D. Officers and Elections

- (1) The Citizens Advisory Committee shall hold an organizational meeting each year for the purpose of electing the following officers:
 - (a) Chair; and
 - (b) Vice-Chair.
- (2) Officers shall be elected by a majority of a quorum of the Citizens Advisory Committee members present at the annual organizational meeting and shall serve a term of one (1) year starting with the next meeting.
- (3) The Chair shall preside at all meetings, and upon the absence or at the discretion of the Chair, the Vice-Chair shall assume the powers and duties of the Chair, including but not limited to, the following:
 - (a) To open the meeting at the appointed time by calling the meeting to order, having ascertained that a quorum is present;
 - (b) To announce in proper sequence the business that comes before the Citizens Advisory Committee;
 - (c) To recognize persons who are entitled to the floor;
 - (d) To state and put to vote all questions that legitimately come before the Citizens Advisory Committee as motions or that otherwise arise, and to announce the result of each vote; or if a motion is not in order, to rule it out of order;
 - (e) To protect the Citizens Advisory Committee from obvious frivolous or dilatory motions by refusing to recognize them;
 - (f) To expedite business in every way compatible with the rights of members;
 - (g) To decide all questions of order, subject to appeal, unless, when in doubt, the Chair submits a question to the Citizens Advisory Committee for decision;
 - (h) To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the Citizens Advisory Committee;
 - (i) To sign approved meeting minutes;
 - (j) To authenticate by signature, when necessary, all acts and proceedings of the Citizens Advisory Committee;
 - (k) To appoint members to standing and ad-hoc committees as needed; and
 - (l) To declare the meetings of the Citizens Advisory Committee adjourned, at the time prescribed on the agenda, or at any time in the event of an emergency.

E. Administration

- (1) The Executive Director shall be responsible for the provision of staff services to the Citizens Advisory Committee as specified in the Agreement for Professional Staff Services by and between the North Central Florida Regional Planning Council and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area dated June 24, 2010.
- (2) The Executive Director shall be responsible for producing all notices, agendas and minutes of Citizens Advisory Committee meetings.
- (3) The Executive Director shall be responsible for preparing, duplicating and distributing all materials necessary for Citizens Advisory Committee meetings.
- (4) The Executive Director shall be responsible for preparing meeting minutes recording all official actions of the Citizens Advisory Committee and the safe keeping of all approved minutes in permanent minute files. These files shall be open for public inspection during regular office hours at the North Central Florida Regional Planning Council office, located at 2009 NW 67th Place, Gainesville, FL 32653-1603. Persons may obtain forms, publications or documents by contacting the North Central Florida Regional Planning Council at this location, or by telephone at 352.955.2200 or facsimile at 352.955.2209. These files shall be open for public inspection during regular business hours from 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays, at the North Central Florida Regional Planning Council office.

F. Regular and Special Meetings

- (1) Regular meetings of the Citizens Advisory Committee shall be held in accordance with an annual regular meeting schedule adopted by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.
- (2) Special meetings of the Citizens Advisory Committee may be called by the Chair or by the initiative of four (4) or more members of the Citizens Advisory Committee petitioning the Chair.
- (3) Notice of regular and special meetings and agendas shall be sent to members at least seven (7) days prior to Citizens Advisory Committee meetings.
- (4) Regular meetings and special meetings shall be publicly noticed at least seven (7) calendar days prior to such meeting. The notice shall provide the date, time and place, a brief description of the purpose of the meeting and the address where interested persons may obtain a copy of the agenda.
- (5) All Citizens Advisory Committee meetings shall be open to the public and news media.

G. Emergency Meetings

- (1) The Chair may call an emergency meeting of the Citizens Advisory Committee when in the Chair's opinion an emergency exists that requires immediate action. When such meeting is called, each Citizens Advisory Committee member shall be notified of the date, time and place of the emergency meeting and purpose of such emergency meeting, and no other business other than the action necessitating the emergency meeting shall be transacted at such emergency meeting. Emergency meetings may be held, when practicable, upon the most reasonable notice allowable

under the circumstances. At least twenty-four (24) hours notice shall be provided for emergency meetings.

- (2) If after reasonable diligence, it becomes impossible to give notice to each Citizens Advisory Committee 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, or shall show a waiver of notice.

H. Meeting Agenda

- (1) There shall be an agenda for every regular meeting and special meeting of the Citizens Advisory Committee, which shall be specific as to the items to be considered.
- (2) At least seven (7) calendar days prior to a regular meeting or special meeting, the Citizens Advisory Committee shall prepare and make available an agenda for distribution or request by an interested person.
- (3) The agenda shall determine the order of business conducted at the meeting. Items may be considered out of their listed order with the approval of the presiding officer at the Citizens Advisory Committee regular or special meeting.
- (4) The provisions of Section 3.08 are not applicable to emergency meetings.

I. Conduct of Meetings

- (1) All Citizens Advisory Committee meetings shall be consistent with the Florida Sunshine Law and open to the public and news media.
- (2) A majority of members on the Citizens Advisory Committee shall constitute a quorum for the transaction of business. An affirmative vote of at least a majority of the members present and voting shall be necessary to adopt a measure or decide a question.
- (3) Roberts Rules of Order shall govern parliamentary procedure at Citizens Advisory Committee meetings, except as provided otherwise in these Bylaws.
- (4) The Chair shall preside at all meetings at which he or she is present, and the Vice-Chair shall preside in the absence of the Chair.
- (5) In the absence of the Chair or the Vice-Chair, the Citizens Advisory Committee shall elect a temporary Chair. Upon the arrival of the Chair, or Vice-Chair, the Temporary Chair shall relinquish the role of presiding officer upon conclusion of the business before the Citizens Advisory Committee at that time.
- (6) The Chair shall state every question coming before the Citizens Advisory Committee and announce the decision on all matters.
- (7) Any Citizens Advisory Committee member who intends to be absent from a meeting shall notify the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area of the intended absence as soon as reasonably possible.

- (8) When a conflict of interest exists, it shall be declared by the member with a conflict upon opening of discussion of a matter by the Citizens Advisory Committee. Such member is required to complete Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers 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.
- (9) No member may abstain from voting on any matter unless a conflict of interest is declared.
- (10) Verbatim minutes of meetings are not required, but minutes of meetings shall include an accurate record of official actions taken. The minutes of prior meetings shall be approved by a majority vote, and upon approval, shall become the official minutes. Unless a reading of the minutes is requested by the necessary majority vote, the minutes shall not be read for approval provided each member of the Citizens Advisory Committee receives a copy of the minutes at least seven (7) calendar days prior to the meeting.

J. Citizen Participation

- (1) The Citizens Advisory Committee shall provide the opportunity at each of its meetings for citizens to comment or be heard on any matter pertinent to the metropolitan transportation planning process. Comments on specific agenda items may be in writing and, if so, shall be read by the Chair or designee at the appropriate time, or copies shall be distributed to the members.
- (2) The Citizens Advisory Committee shall, when feasible and desirable to do so, utilize any reasonable means that may be suggested or devised to provide for citizen participation in the transportation planning process.

K. Official Actions

All official actions of the Citizens Advisory Committee shall be by adoption of a motion. All official actions shall be recorded in the meeting minutes and kept in the Citizens Advisory Committee's permanent files.

L. Reports and Materials

- (1) The adoption of reports, studies, plans and programs must be by motion and vote of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.
- (2) All data and reports of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and its committees shall be released either to individuals or agencies upon the payment of the costs of reproduction; however, only such data and reports adopted or approved by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall be released as official materials of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. All other materials shall be released as unpublished data or reports with the word "DRAFT" on the front page.

M. Standing and Ad-Hoc Committees

Standing and ad-hoc committees may be established by the Citizens Advisory Committee as necessary to investigate and report on specific subject areas of interest to the Citizens Advisory Committee. Standing and ad-hoc committee meetings shall have the same meeting requirements as regular Citizens Advisory Committee meetings.

N. Amendments

These Bylaws may be amended by the required majority vote of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, provided they have been distributed to each member at least seven (7) calendar days prior to the meeting.

C. Technical Advisory Committee

Exhibit D - 3 shows the Technical Advisory Committee bylaws.

Exhibit D-3 **Technical Advisory Committee Bylaws**

A. Preamble

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's Technical Advisory Committee is hereby established in accordance with federal and state requirements to provide technical assistance to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in the performance of the transportation planning process for the Gainesville Urbanized Area. The following sets forth the bylaws, policies and procedures of the Technical Advisory Committee.

B. Purpose and Functions

- (1) The purposes of the Technical Advisory Committee shall be the following:
 - (a) To ensure coordination and consistency with local, state and regional plans, programs and projects;
 - (b) To provide technical review of Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area plans, programs and projects to determine the need, feasibility and technical accuracy;
 - (c) To assist and make recommendations to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in carrying out the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's transportation planning function; and
 - (d) To maintain a broad perspective covering the range of all modes of transportation and associated facilities in all recommended planning work programs so that proper study and evaluation of transportation needs will result in a multi-modal transportation system, balanced with respect to area-wide needs and properly related to area-wide comprehensive plan goals and objectives.
- (2) The functions of the Technical Advisory Committee shall include, but not be limited to, the following:
 - (a) Provide technical resources and review transportation studies, reports, plans and programs, upon Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area request;

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- (b) Provide recommendations to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area based upon the technical sufficiency, accuracy and completeness of studies, reports, plans and programs;
- (c) Make priority recommendations to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for plan and program implementation based upon the needs as determined by technical studies;
- (d) Serve as an advisory committee for the completion of all required transportation studies, reports, plans and programs pertaining to all modes of transportation and transportation support facilities;
- (e) Consider safe access to schools in the review of transportation project priorities, long-range transportation plans and transportation improvement programs, and advise the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area on such matters; and coordinate with the School Board of Alachua County and other local programs and organizations within the metropolitan planning area which participate in school safety activities, such as locally established community traffic safety teams; and
- (f) Conduct any other functions as assigned by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

C. Membership

- (1) There is no limit on the number of members who may serve on the Technical Advisory Committee. The membership of the Technical Advisory Committee shall at a minimum include representatives from the following organizations. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area may also appoint additional Technical Advisory Committee members as needed.
 - (a) Alachua County Department of Growth Management;
 - (b) Alachua County Public Works Department;
 - (c) Bicycle/Pedestrian Advisory Board;
 - (d) City of Gainesville Department of Community Development;
 - (e) City of Gainesville Public Works Department;
 - (f) City of Gainesville Regional Transit System;
 - (g) Florida Department of Transportation District 2;
 - (h) Gainesville/Alachua County Regional Airport Authority;
 - (i) Gainesville Regional Utilities;

- (j) University of Florida Facilities Planning and Construction Division; and
 - (k) University of Florida Transportation and Parking Services.
- (2) All members of the Technical Advisory Committee shall be appointed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area based upon nominations from the organizations listed in Section 2.03 (1) above and serve terms of indefinite length at the pleasure of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.
- (3) Each member of the Technical Advisory Committee may name one (1) or more alternates who may vote only in the absence of that member on a one-vote-per-member basis.
- (4) Each member of the Technical Advisory Committee is expected to demonstrate interest in the Technical Advisory Committee's activities through attendance at scheduled meetings, except for reasons of an unavoidable nature. In each instance of an absence, the member should ensure that one of his or her alternates attends. Any Technical Advisory Committee member shall be automatically removed from the Technical Advisory Committee upon filing with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Chair proof that such person has had three (3) or more consecutive absences.

D. Officers and Elections

- (1) The Technical Advisory Committee shall hold an organizational meeting each year for the purpose of electing the following officers:
- (a) Chair; and
 - (b) Vice-Chair.
- (2) Officers shall be elected by a majority of a quorum of the Technical Advisory Committee voting members present at the annual organizational meeting and shall serve a term of one (1) year starting with the next meeting.
- (3) The Chair shall preside at all meetings, and upon the absence or at the discretion of the Chair, the Vice-Chair shall assume the powers and duties of the Chair, including but not limited to, the following:
- (a) To open the meeting at the appointed time by calling the meeting to order, having ascertained that a quorum is present;
 - (b) To announce in proper sequence the business that comes before the Technical Advisory Committee;
 - (c) To recognize persons who are entitled to the floor;
 - (d) To state and put to vote all questions that legitimately come before the Technical Advisory Committee as motions or that otherwise arise, and to announce the result of each vote; or if a motion is not in order, to rule it out of order;

- (e) To protect the Technical Advisory Committee from obvious frivolous or dilatory motions by refusing to recognize them;
- (f) To expedite business in every way compatible with the rights of members;
- (g) To decide all questions of order, subject to appeal, unless, when in doubt, the Chair submits a question to the Technical Advisory Committee for decision;
- (h) To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the Technical Advisory Committee;
- (i) To sign approved minutes of the Technical Advisory Committee;
- (j) To authenticate by signature, when necessary, all acts and proceedings of the Technical Advisory Committee;
- (k) To appoint members to standing and ad-hoc committees as needed; and
- (l) To declare the meetings of the Technical Advisory Committee adjourned at the time prescribed on the agenda, or at any time in the event of an emergency.

E. Administration

- (1) The Executive Director shall be responsible for the provision of staff services to the Technical Advisory Committee as specified in the Agreement for Professional Staff Services by and between the North Central Florida Regional Planning Council and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area dated June 24, 2010.
- (2) The Executive Director shall be responsible for producing all notices, agendas and minutes of Technical Advisory Committee meetings.
- (3) The Executive Director shall be responsible for preparing, duplicating and distributing all materials necessary for Technical Advisory Committee meetings.
- (4) The Executive Director shall be responsible for preparing meeting minutes recording all official actions of the Technical Advisory Committee and the safe keeping of all approved minutes in permanent minute files. These files shall be open for public inspection during regular office hours at the North Central Florida Regional Planning Council office, located at 2009 NW 67th Place, Gainesville, FL 32653-1603. Persons may obtain forms, publications or documents by contacting the North Central Florida Regional Planning Council at this location, or by telephone at 352.955.2200 or facsimile at 352.955.2209. These files shall be open for public inspection during regular business hours from 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays, at the North Central Florida Regional Planning Council office.

F. Regular and Special Meetings

- (1) Regular meetings of the Technical Advisory Committee shall be held in accordance with an annual regular meeting schedule adopted by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

- (2) Special meetings of the Technical Advisory Committee may be called by the Chair or by the initiative of four (4) or more members of the Technical Advisory Committee petitioning the Chair.
- (3) Notice of regular and special meetings and agendas shall be sent to members at least seven (7) calendar days prior to Technical Advisory Committee meetings.
- (4) Regular meetings and special meetings shall be publicly noticed at least seven (7) calendar days prior to such meeting. The notice shall provide the date, time and place, a brief description of the purpose of the meeting and the address where interested persons may obtain a copy of the agenda.
- (5) All Technical Advisory Committee meetings shall be open to the public and news media.

G. Emergency Meetings

- (1) The Chair may call an emergency meeting of the Technical Advisory Committee when in the Chair's opinion an emergency exists that requires immediate action. When such meeting is called, each Technical Advisory Committee member shall be notified of the date, time and place of the emergency meeting and purpose of such emergency meeting, and no other business other than the action necessitating the emergency meeting shall be transacted at such emergency meeting. Emergency meetings may be held, when practicable, upon the most reasonable notice allowable under the circumstances. At least twenty-four (24) hours notice shall be provided for emergency meetings.
- (2) If after reasonable diligence, it becomes impossible to give notice to each Technical Advisory Committee 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, or shall show a waiver of notice.

H. Meeting Agenda

- (1) There shall be an agenda for every regular meeting and special meeting of the Technical Advisory Committee, which shall be specific as to the items to be considered.
- (2) At least seven (7) calendar days prior to a regular meeting or special meeting, the Technical Advisory Committee shall prepare and make available an agenda for distribution or request by an interested person.
- (3) The agenda shall determine the order of business conducted at the meeting. Items may be considered out of their listed order with the approval of the presiding officer at the Technical Advisory Committee regular or special meeting.
- (4) The provisions of Section 2.08 are not applicable to emergency meetings.

I. Conduct of Meetings

- (1) All Technical Advisory Committee meetings shall be consistent with the Florida Sunshine Law and open to the public and news media.

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- (2) A majority of voting members on the Technical Advisory Committee shall constitute a quorum for the transaction of business. An affirmative vote of at least a majority of the voting members present and voting shall be necessary to adopt a measure or decide a question.
- (3) Roberts Rules of Order shall govern parliamentary procedure at Technical Advisory Committee meetings, except as provided otherwise in these Bylaws.
- (4) The Chair shall preside at all meetings at which he or she is present, and the Vice-Chair shall preside in the absence of the Chair.
- (5) In the absence of the Chair or the Vice-Chair, the Technical Advisory Committee shall elect a temporary Chair. Upon the arrival of the Chair, or Vice-Chair, the Temporary Chair shall relinquish the role of presiding officer upon conclusion of the business before the Technical Advisory Committee at that time.
- (6) The Chair shall state every question coming before the Technical Advisory Committee and announce the decision on all matters.
- (7) Any Technical Advisory Committee member who intends to be absent from a meeting shall notify the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area of the intended absence as soon as reasonably possible.
- (8) When a conflict of interest exists, it shall be declared by the member with a conflict upon opening of discussion of a matter by the Technical Advisory Committee. Such member is required to complete Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers 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.
- (9) No member may abstain from voting on any matter unless a conflict of interest is declared.
- (10) Verbatim minutes of meetings are not required, but minutes of meetings shall include an accurate record of official actions taken. The minutes of prior meetings shall be approved by a majority vote, and upon approval, shall become the official minutes. Unless a reading of the minutes is requested by the necessary majority vote, the minutes shall not be read for approval provided each member of the Technical Advisory Committee receives a copy of the minutes at least seven (7) calendar days prior to the meeting.

J. Citizen Participation

- (1) The Technical Advisory Committee shall provide the opportunity at each of its meetings for citizens to comment or be heard on any matter pertinent to the metropolitan transportation planning process. Comments on specific agenda items may be in writing and, if so, shall be read by the Chair or designee at the appropriate time, or copies shall be distributed to the members.
- (2) The Technical Advisory Committee shall, when feasible and desirable to do so, utilize any means that may be suggested or devised to provide for citizen participation in the transportation planning process.

K. Official Actions

All official actions of the Technical Advisory Committee shall be by adoption of a motion. All official actions shall be recorded in the meeting minutes and kept in the Technical Advisory Committee's permanent files.

L. Reports and Materials

- (1) The adoption of reports, studies, plans and programs must be by motion and vote of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.
- (2) All data and reports of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and its committees shall be released either to individuals or agencies upon the payment of the costs of reproduction; however, only such data and reports adopted or approved by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall be released as official materials of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. All other materials shall be released as unpublished data or reports with the word "DRAFT" on the front page.

M. Standing and Ad-Hoc Committees

Standing and ad-hoc committees may be established by the Technical Advisory Committee as necessary to investigate and report on specific subject areas of interest to the Technical Advisory Committee. Standing and ad-hoc committee meetings shall have the same meeting requirements as regular Technical Advisory Committee meetings.

N. Amendments

These Bylaws may be amended by the required majority vote of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, provided they have been distributed to each member at least seven (7) calendar days prior to the meeting.

Appendix E

Sample Display Ads

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Appendix E: Sample Display Ads

This appendix includes sample display ads for publication in the Gainesville Sun, Gainesville Guardian and The Independent Florida Alligator. Exhibit E-1 is a copy of the ad for the Year 2035 Livable Community Reinvestment Plan update. Exhibit E-2 is a copy of an ad for Bicycle/Pedestrian Advisory Board vacancies. Exhibit E-3 is a copy of an ad for Citizens Advisory Committee vacancies. Exhibit E-4 is a copy of an ad for the Alachua County Transportation Disadvantaged Coordinating Board.

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Exhibit E-1
Year 2035 Livable Community Reinvestment Plan Ad

YEAR 2035
LONG RANGE TRANSPORTATION
COST FEASIBLE PLAN
GAINESVILLE METROPOLITAN AREA

PUBLIC HEARING NOTICE

Wednesday, October 27, 2010
6:00 p.m.
Jack Durrance Auditorium
Alachua County Administration Building
12 SE 1st Street
Gainesville, Florida

**We want your opinion and your
involvement. Please come to
share your ideas.**

The Gainesville City Commission and the Alachua County Commission [sitting together as the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (MTPO)] are developing the Year 2035 Livable Community Reinvestment Plan Update for the Gainesville Metropolitan Area. The Cost Feasible Plan Public Hearing is the second of two public hearings in this two-year study. This public hearing is your final opportunity to provide input concerning the future transportation system projects to be included in the Year 2035 Long Range Transportation Cost Feasible Plan before it is approved by the MTPO. The MTPO encourages your participation in its long range transportation planning process. Get involved in deciding future multimodal [bicycle, pedestrian, roadway and transit] transportation projects. Come to this public hearing and share your ideas.

Please visit our Year 2035 Livable Community Reinvestment Plan update website at
www.livabletransportation.org

More detailed information concerning this public hearing can be obtained in several ways: by visiting the website at www.ncfrpc.org (click Metropolitan Transportation Planning); by writing to the MTPO, 2009 NW 67th Place Gainesville, Florida 32653; by appearing in person at the above address 8:00 a.m. to 5:00 p.m., Monday through Friday; or by calling (352) 955-2200. Public participation is solicited without regard to race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation or gender identity. Any person requiring special assistance or accommodations, under the Americans with Disabilities Act (ADA) or persons who require translation services (free of charge), to participate in this workshop should contact Mr. Marlie Sanderson at (352) 955-2200, extension 103, at least five (5) days before the public hearing.

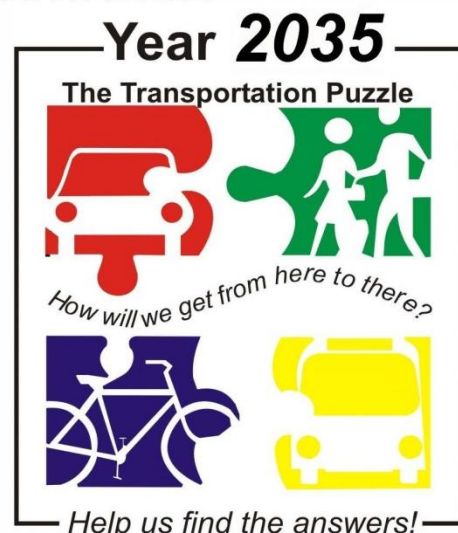


Exhibit E-2
Bicycle/Pedestrian Advisory Board Ad

NOTICE
APPLICATION FOR
BICYCLE / PEDESTRIAN ADVISORY
BOARD

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area invites interested persons to apply for its Bicycle/Pedestrian Advisory Board. The Bicycle/ Pedestrian Advisory Board provides advice to the Gainesville City Commission, Alachua County Commission and Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area on bicycle and pedestrian related matters.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, composed of the Mayor and six City of Gainesville Commissioners and the five Alachua County Commissioners, is responsible for the continuing, cooperative and comprehensive transportation planning program for the Gainesville Metropolitan Area.

Applications and additional information may be obtained by writing or calling: North Central Florida Regional Planning Council, 2009 NW 67th Place Gainesville, Florida 32653; telephone 352.955.2200; or from the following website at www.ncfrpc.org/mtpo. Applications must be received no later than Thursday, September 20, 2012.

**Exhibit E-3
Citizens Advisory Committee Ad**

NOTICE

APPLICATION FOR CITIZENS ADVISORY COMMITTEE TO THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area invites interested persons to apply for its Citizens Advisory Committee. The Citizens Advisory Committee reacts to planning proposals and provides comments with respect to the concerns of various segments of the population in regard to their transportation needs. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has also outlined additional functions of the Citizens Advisory Committee as defined in its rules. Citizens Advisory Committee members usually serve a three-year term.

At its December 3, 2012 meeting, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will also appoint three Citizens Advisory Committee Designate Members for the year 2012. These members will fill any Citizens Advisory Committee vacant positions that may occur during the year.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, composed of the Mayor and six City of Gainesville Commissioners and the five Alachua County Commissioners, is responsible for the continuing, cooperative and comprehensive transportation planning program for the Gainesville Metropolitan Area.

Applications and/or additional information may be obtained by writing or calling: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, 2009 NW 67 Place, Gainesville, Florida 32653; telephone 352.955.2200; or from its website at www.ncfrpc.org/mtpo. Applications must be received no later than Wednesday, November 21, 2012.

Exhibit E-4

Alachua County Transportation Disadvantaged Coordination Board Ad

NOTICE

APPLICATION FOR ALACHUA COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area invites interested qualified persons to apply for the Alachua County Transportation Disadvantaged Coordinating Board. Current vacant positions consist of the:

1. Elderly representative (at least 60 years old resident of Alachua County);
2. Citizen Advocate representative (a person who is concerned about the needs of disadvantaged individuals); and
3. Citizen Advocate-User representative (Alachua County resident who uses paratransit services).

The Alachua County Transportation Disadvantaged Coordinating Board provides local oversight for paratransit service within Alachua County and advises the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area concerning paratransit related matters.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, composed of the Mayor and six City of Gainesville Commissioners and the five Alachua County Commissioners, is responsible for the continuing, cooperative and comprehensive transportation planning program for the Gainesville Urbanized Area.

Applications and additional information may be obtained by writing or calling: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, 2009 NW 67 Place Gainesville, Florida 32653; telephone 352.955.2200; or from its website at www.ncfrpc.org/mtpo. Applications must be received no later than Wednesday, November 21, 2012.

Appendix F

Public Involvement Notice Matrix

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Appendix F: Public Involvement Notice Matrix

This appendix includes Exhibit F-1 Public Involvement Notice Matrix, which is a matrix for public noticing of:

- Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area meetings, workshops, charrettes and public hearings;
- Advisory Committee meetings and vacancies; and
- Planning document review and approval.

The matrix includes the location of the notices, in such places as:

- Local newspapers of general circulation;
- Alachua County Administration Building;
- Alachua County Library District branches;
- City of Gainesville City Hall; and
- North Central Florida Regional Planning Council.

Exhibit F-1 Public Involvement Notice Matrix

Activity	Notice				
	NCFRPC City Hall County Administration Bulletin Board*	Gainesville Sun Local Section Page 2	Independent Florida Alligator Gainesville Guardian Gainesville Sun Display Ad	Independent Florida Alligator Gainesville Guardian Gainesville Sun Legal Ad	Public Library
MTPO Regular Meeting	Wednesday prior to meeting	Sunday prior to meeting	-	2 Thursdays prior to meeting	Wednesday prior to meeting a meeting packet is sent
LRTP Public Hearing	Wednesday prior to meeting	Sunday prior to meeting	2 Thursdays prior to meeting	-	2 Thursdays prior to meeting a hearing notice is sent
Workshop	Wednesday prior to meeting	Sunday prior to meeting	2 Thursdays prior to meeting	-	2 Thursdays prior to meeting s workshop notice is sent
PIP Review	Wednesday prior to meeting	-	-	45 day notice #	45 days prior to meeting a PIP is sent #
TIP Public Hearing	Wednesday prior to meeting	Sunday prior to meeting	21 day notice ^	-	21 days prior to meeting a TIP and notice is sent ^
Charrette	Wednesday prior to meeting	Sunday prior to meeting	2 Thursdays prior to meeting	-	-
Advisory Committees	Wednesday prior to meeting	Sunday prior to meeting	-	-	Thursday prior to meeting an agenda is sent
CAC & B/PAB vacancy	30 days prior to meeting	-	5 Thursdays prior to meeting	-	5 Thursdays prior to meeting a notice is sent

Note: B/PAB = Bicycle/Pedestrian Advisory Board, CAC = Citizens Advisory Committee, LRTP = Long-Range Transportation Plan, MTPO = Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, NCFRPC = North Central Florida Regional Planning Council, TIP = Transportation Improvement Program

Outreach to underserved and/or underinvolved populations and advisory committee recruitment includes posting of notices at sites noted within appropriate strategies in the Public Involvement Plan.

Ad placement in the Independent Florida Alligator is subject to available publication dates (exam week, semester breaks, etc.).

^ Ad appears in the Thursday edition prior to 21 days preceding the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Public Hearing; document is delivered to library

Ad appears in the Thursday edition prior to 45 days preceding the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area meeting; document is delivered to library

***Emergency Notice**

As soon as the date and time of a Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and/or its advisory committees' meeting(s) not identified in the Calendar is determined, a Notice of the meeting(s) on North Central Florida Regional Planning Council letterhead and is placed on meeting bulletin boards at the North Central Florida Regional Planning Council office, Gainesville City Hall and the Alachua County Administration Building in cases when meetings are arranged on short notice.

Appendix G

Sample Public Involvement Process Timeline and Status Reports

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Appendix G: Sample Public Involvement Process Timeline and Status Reports

Exhibit G-1
NW 39th Avenue Resurfacing Project
Interstate 75 to NW 43rd Street
[FIN 2075452]
Public Involvement Timeline and Status Report

Date	Task	Action/Comment
Project Development		
TBA	Project Scope	FDOT/MTPO staff draft
TBA	B/PAB review	-
TBA	TAC review	-
TBA	CAC review	-
TBA	MTPO review/final approval	-
60 Percent Design Plans		
TBA	60 Percent Design Plans	FDOT/MTPO staff draft
TBA	B/PAB review	-
TBA	TAC review	-
TBA	CAC review	-
TBA	MTPO review/final approval	-
Project Implementation		
2004/2005	Preliminary Engineering	-
2005/2006	Preliminary Engineering	-
2006/2007	Construction	-

B/PAB- Bicycle/Pedestrian Advisory Board
CAC- Citizens Advisory Committee
FDOT- Florida Department of Transportation
MTPO- Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
TAC- Technical Advisory Committee
TBA- To be announced

Exhibit G-2
NW 39th Avenue Traffic Signal Update Project
at NW 13th Street
[FIN 2077964]
Public Involvement Timeline and Status Report

Date	Task	Action/Comment
Project Development		
TBA	Project Scope	FDOT/MTPO staff draft
TBA	B/PAB review	-
TBA	TAC review	-
TBA	CAC review	-
TBA	MTPO review/final approval	-
TBA	60 Percent Design Plans	FDOT/MTPO staff draft
TBA	B/PAB review	-
TBA	TAC review	-
TBA	CAC review	-
TBA	MTPO review/final approval	-
Project Implementation		
2004/2005	Preliminary Engineering	-
2007/2008	Construction	-

B/PAB- Bicycle/Pedestrian Advisory Board
 CAC- Citizens Advisory Committee
 FDOT- Florida Department of Transportation
 MTPO- Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
 TAC- Technical Advisory Committee
 TBA- To be announced

Appendix H North Central Florida Regional Planning Council Annual Report

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Appendix H: North Central Florida Regional Planning Council Annual Report

This appendix includes excerpts from the North Central Florida Regional Planning Council Annual Report for 2011 regarding its Transportation Division activities as Exhibit H-1.

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Exhibit H-1
Transportation Division Annual Report Excerpts



2011 Annual Report

North Central Florida
Regional Planning Council



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Exhibit H-1 (Continued)
Transportation Division Annual Report Excerpts

TRANSPORTATION

Through an interlocal agreement entered into by the Florida Department of Transportation, Alachua County and the City of Gainesville, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area was formed to conduct continuing, cooperative and comprehensive transportation planning activities in the Gainesville metropolitan area. This planning program is required in order for the area to receive federal funds for transportation projects.

The Council serves as staff for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, providing technical and administrative assistance in developing transportation plans and programs. Another major transportation planning activity is the Transportation Disadvantaged Program. This program is required in order for counties to receive state funds for transportation services for low-income individuals, elderly individuals, persons with disabilities and children-at-risk.

Metropolitan Transportation Planning

In 2011, a number of transportation planning activities were conducted, which included the following.

Regional Transit System Bus Fleet Maintenance and Operations Facility

In 2011, the Regional Transit System, owned and operated by the City of Gainesville, set a new ridership record with over 10.0 million passengers. The previous record was set during 2010 with

9.4 million passengers. The Regional Transit System needs a larger and more up-to-date facility to house and maintain its growing fleet.

During 2011, the U.S. Department of Transportation awarded the City of Gainesville a \$9.0 million grant to partially fund the building of its new bus maintenance and operations facility. The current facility, built in the 1970s, is inadequate. The facility was designed to accommodate 80 buses, with enough maintenance bays for work on eight buses at a time. However, the current fleet totals 114 buses.

In addition, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area adopted long range transportation plan calls for the implementation of a bus rapid transit system in the Gainesville metropolitan area. The new above described bus maintenance and operations facility will allow the bus system to expand to handle the additional bus rapid

transit system vehicles.

The \$9.0 million grant, coupled with more than \$14 million of federal money already awarded for the project, will allow the City of Gainesville to move forward with designing and building the facility. The building is being designed to obtain the Leadership in Energy and Environmental Design's Silver Certification. Construction is set to begin in mid-2012.

Interstate 75 at State Road 26 Interchange Safety Modifications

Safety at the Interstate 75 interchange with State Road 26 (Newberry Road) is being improved with a reconstruction project to widen the northbound exit ramp. Currently, about 9,000 vehicles exit Interstate 75 each day at this location. This traffic then merges with approximately 50,000 other vehicles already traveling on State Road 26 (Newberry Road).



The Regional Transit System provides unlimited access to all of its fixed route bus service to University of Florida faculty, students and staff through a prepaid transportation fee system.

Exhibit H-1 (Continued) Transportation Division Annual Report Excerpts

The completed project will provide two left-turn lanes for traffic going west on State Road 26 (Newberry Road) and two right-turn lanes for traffic going east on State Road 26 (Newberry Road). This project will provide additional storage space for vehicles leaving Interstate 75. Construction is scheduled to be completed in Summer 2012.

Transportation Disadvantaged

The Florida Transportation Disadvantaged Program provides access to employment, health care, education and other life-sustaining activities for residents in the region who are elderly, disabled and/or low-income. In 2011, the Transportation Disadvantaged Program coordinated over 728,000 trips in the north central Florida region. Approximately 54 percent of these trips were provided for medical purposes. These trips were provided through Community Transportation Coordinators designated by the Florida Commission for the Transportation Disadvantaged.

There are five Community Transportation Coordinators operating in the north central Florida region. The Community Transportation Coordinators are responsible for the arrangement and/or delivery of transportation services for disadvantaged individuals.

Local coordinating boards are appointed in each county to oversee the provision of these services at the local level. The local coordinating boards are advisory bodies to the Community Transportation Coordinators. Membership of the local Coordinating Boards includes a local elected official, citizens and State agency representatives. Members of the

local coordinating boards also represent elderly, disabled and low-income residents.

The Florida Commission for the Transportation Disadvantaged designates an Official Planning Agency in each county. The designated Official Planning Agencies are responsible for Transportation Disadvantaged Program planning. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is the designated Official Planning Agency for Alachua County. The Council is the designated Official Planning Agency for Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Madison and Suwannee Counties.

The Council was nominated to receive the 2011 Planning Agency of the Year Award. This award recognizes a planning agency that went beyond the scope of their work to implement coordinated transportation. MV Transportation, Inc., the Community Transportation Coordinator

for Alachua County, received the 2011 Safety Award. MV Transportation, Inc. was also nominated to receive the 2011 Urban Community Transportation Coordinator of the Year Award. A & A Transport, the Community Transportation Coordinator for Union County, was nominated to receive the 2011 Rural Community Transportation Coordinator of the Year Award. The Urban and Rural Community Transportation Coordinator of the Year Awards recognize coordinators who have performed in an outstanding manner for the community and the transportation disadvantaged population.

Every five years, a community transportation coordinator is designated for each county by the Florida Commission for the Transportation Disadvantaged. In 2011, the Council issued requests for proposals for the Dixie and Gilchrist County Community Transportation Coordinator designations.



Community transportation coordinators provide public transportation services to residents in the region who are unable to transport themselves.

Exhibit H-1 (Continued)
Transportation Division Annual Report Excerpts

COMMUNICATIONS

In addition to the planning and other technical studies prepared under contract with local governments throughout the region, the Council prepared the following materials in the year 2011.

Regional

- Evaluation Reports on Local Comprehensive Plan Amendments and other Council review items

Public Safety and Regulatory Compliance

- Local Emergency Planning Committee Hazardous Materials Emergency Response Plan Update
- Hazards Analysis Updates for Columbia, Dixie, Gilchrist, Hamilton, Lafayette and Taylor Counties
- Hazardous Waste Management Summary Reports for Bradford, Columbia, Dixie, Gilchrist, Lafayette, Madison, Suwannee and Union Counties
- Exercise Evaluation Plan and After Action Report for the Florida National Guard Interoperable Communications Exercise "Operation Omega" Communications Exercise "Operation Communicating Across Regions and States"

Transportation

- Fiscal Years 2012-2016 Transportation Improvement Program

- Fiscal Years 2013-2017 Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area List of Priority Projects

- Annual Report for Regional Transit System Ridership
- Annual Multimodal Level of Service Report for the Gainesville Metropolitan Area
- Transportation Disadvantaged Coordinated Transportation Development Plans

General

- North Central Florida Regional Planning Council Annual Report
- North Central Florida Regional Planning Council Overall Program Design

The Council also provided general planning assistance and referral services to the public along with the following maps and information resources.

- Existing and Future Land Use Maps
- Census Information



In 2011, the Council prepared planning and technical studies concerning regional, public safety and regulatory compliance, transportation and general program activities.

Exhibit H-1 (Continued) Transportation Division Annual Report Excerpts

UPCOMING ACTIVITIES

In 2012, the Council will continue programs started in 2011 or earlier, and initiate new projects and activities, as follows.

Regional

The Council will review federal grant and loan applications for consistency with area-wide plans.

Public Safety and Regulatory Compliance

Emergency Management

The Council will assist with tabletop and full-scale exercises both to be conducted in north central Florida and assist other regional planning councils with exercises as requested. The Council will teach classes on the Homeland Security Exercise Evaluation Program. The Multi-year Training and Exercise plans will be updated.

Hazardous Materials

The Local Emergency Planning Committee will continue to promote increasing public safety from chemical releases through planning, training, reviewing, exercising, offering How-to-Comply assistance and educating the public. Hazards analyses will be updated for facilities that handle extremely hazardous substances. The Regional Emergency Response Plan will be updated. The Council will continue to provide staff support to the North Central Florida Regional Hazardous Materials Response Team. Council staff will help plan and conduct a full-scale hazardous materials exercise for the Local Emergency Planning Committee.

Hazardous Waste

The Council will continue to provide compliance assistance to facilities that generate hazardous waste while inspecting small quantity generators each year. The Council will notify businesses when a hazardous waste collection event is scheduled for their county.

Hurricane Evacuation

The Council will update the Statewide Regional Evacuation Study by adding a Depth Analysis Study to depict how deep flooding would be along the coast for various categories of hurricanes. Council staff will help evaluate the Statewide Hurricane Exercise.

Economic Development

Council staff will continue to provide assistance to local governments and development authorities in securing grant funds to accommodate industrial and business growth. Council staff will also prepare economic impact analyses identifying the multiplier effect on employment, income and ad valorem revenue of economic development projects.

Economic Development Planning

The Council will complete a five-year update of the Comprehensive Economic Development Strategy.

The Original Florida Tourism Task Force

The Council will continue to staff *The Original Florida Tourism Task Force* in the implementation of its tourism marketing plan.

Local Government Assistance

Community Development

Community Development Block Grant applications will be prepared for local governments. Other community development assistance, including administrative services, will be provided as requested.

Local Planning Assistance

The Council will continue assisting counties and cities in complying with the requirements of the Community Planning Act.

Transportation

Fiscal Years 2013 to 2017 Transportation Improvement Program

Working in cooperation with the Florida Department of Transportation, Council staff will assist the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area with updating the five-year funding program of transportation projects for the Gainesville metropolitan area.

Level of Service Study

Council staff will update level of service information concerning the amount of traffic congestion on arterial and collector roads in the Gainesville metropolitan area.

Transportation Disadvantaged

The Council will continue to provide staff support to the local coordinating boards and technical support to the Community Transportation Coordinators in 2012.

Appendix I

Sample Major Program/Project Written Comment Form

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Appendix I: Sample Major Program/Project Written Comment Form

This appendix includes Exhibit I-1, which is a sample copy of the Major Program/Project Written Comment Form.

**Exhibit I-1
Sample Project Comment Form**

**PROJECT COMMENT FORM
YEAR 2035 LONG RANGE TRANSPORTATION PLAN
PUBLIC HEARING
OCTOBER 27, 2010
6:00 P.M.**

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area thanks you for attending this public hearing to review the proposed Year 2035 Long Range Transportation Plan update. We seek your comments and concerns regarding this planning document. Please take a few minutes to complete this form before leaving this meeting.

1. Please share your concerns concerning the Year 2035 Long Range Transportation Plan update.

If additional space is needed for your comments, please use the back of this form.

2. Please provide your name and address below if you would like to receive future information regarding this project.

Name:

Organization:

Address:

Phone:

Email:

For further information or comment, please contact the:
Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
Attention: Marlie Sanderson
2009 NW 67 Place
Gainesville, FL 32653
Phone: 352-955-2200 Fax: 352-955-2209

Appendix J

Public Involvement Plan

Evaluation Criteria

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Appendix J: Public Involvement Plan Evaluation Criteria

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, in order to assure that the community is involved in making transportation decisions, shall establish criteria for the evaluation of the public involvement process. These criteria are to be a means to measure the magnitude and effectiveness of public participation.

Measurement 1

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, its subcommittee and advisory committee meeting checklist- this instrument is to be used to monitor and provide assurance that the public notification strategies of the Public Involvement Plan are executed for any regular or special meeting, public hearing, workshop or transportation fair. See Exhibit J-1.

Measurement 2

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, its subcommittee and advisory committee meeting sign-in/attendance log- this instrument is to be used to monitor attendance for any regular or special meeting, public hearing, workshop or transportation fair. See Exhibit J-2.

Measurement 3

Public Involvement Evaluation Form- this instrument is to be distributed at any regular or special meeting, public hearing, workshop or transportation fair. It entails a short questionnaire (see Exhibit J-3) to ascertain from respondents:

1. how they were informed about the meeting;
2. whether they had adequate understanding of the presentation of meeting topic(s);
3. whether they had adequate opportunity to discuss topic(s) on the meeting agenda; and
4. whether they had any comments and/or suggestions regarding the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's public involvement process.

Measurement 4

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Public Involvement Map- this instrument is to be used to monitor attendant residency for any special meeting, public hearing, workshop or transportation fair. See Exhibit J-4.

Exhibit J-1
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area
Public Involvement Checklist

✓	Meetings	Public Involvement Activity
	All	Independent Florida Alligator and Gainesville Sun Newspaper Meetings of the Week Notice
	MTPO	Gainesville Sun Newspaper Legal Ad
	Public Hearing	Independent Florida Alligator & Gainesville Guardian/Sun Newspaper Display Ad (LRTP, TIP)
	All	Sign-In Log
	All	Public Involvement Evaluation Form
	MTPO	Public Involvement Residency Map
	All	Flyers- MTPO & Advisory Committee Calendar
	MTPO	Flyers- Public Hearings and Workshops (Strategy #25 & #26 locations)
	MTPO	Flyers- Charrettes and Special Planning Study Areas
	MTPO	Television Broadcast
	MTPO	Television Videotape Recording
	CAC, TAC	Audio Tape Recording
	MTPO	Subcommittee Newsletter
	MTPO	Planning Product Newsletter (LRTP, LOPP, TIP)
	All	Citizens Guide (updated for membership and activity changes)
	All	Website (updated for MTPO calendar, member & planning product changes)
	MTPO	Quarterly Public Involvement Monitoring Report
	MTPO	Annual Public Involvement Monitoring Report
	MTPO	Annual Report

GROUP

CAC- Citizens Advisory Committee
TAC- Technical Advisory Committee
MTPO- Metropolitan Transportation Planning
Organization for the Gainesville Urbanized Area

DOCUMENT

LOPP- List of Priority Projects
LRTP- Long Range Transportation Plan
TIP- Transportation Improvement Program

**Exhibit J-2
Meeting Sign-In Log**

**METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
FOR THE GAINESVILLE URBANIZED AREA**

Title VI Nondiscrimination Notice

It is the policy of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area that no person shall on the basis of race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation, or gender identity, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area program or activity.

MEETING SIGN-IN LOG

MEETING:	
DATE:	
NAME	ADDRESS/AFFILIATION
1.	
2.	
3.	
4.	
5.	
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9.	
10.	
11.	
12.	
13.	
14.	

Exhibit J-2
Meeting Sign-in Log, Continued

**METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
FOR THE GAINESVILLE URBANIZED AREA**

Aviso de No Discriminación de Título VI

Es la política de la Organización Metropolitana de Planificación del Transporte del Área Urbana de Gainesville, que ninguna persona sea excluida de poder participar, negársele beneficios, o de alguna manera ser sujeto a discriminación o represalias en cualquiera de los programas o actividades de la Organización Metropolitana de Planificación del Transporte del Área Urbana de Gainesville por razón de raza, color, origen nacional, sexo, edad, impedimento físico, estatus familiar, preferencia religiosa, estado civil, orientación sexual, identidad de genero, según previsto por el Título VI del Acta de Derechos Civiles de 1964, el Acta de Restauración de Derechos Civiles de 1987 y el Acta de Derechos Civiles del Estado de la Florida de 1992.

MEETING SIGN-IN LOG

MEETING:	
DATE:	
NAME	ADDRESS/AFFILIATION
1.	
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Exhibit J-3 Public Involvement Evaluation Form

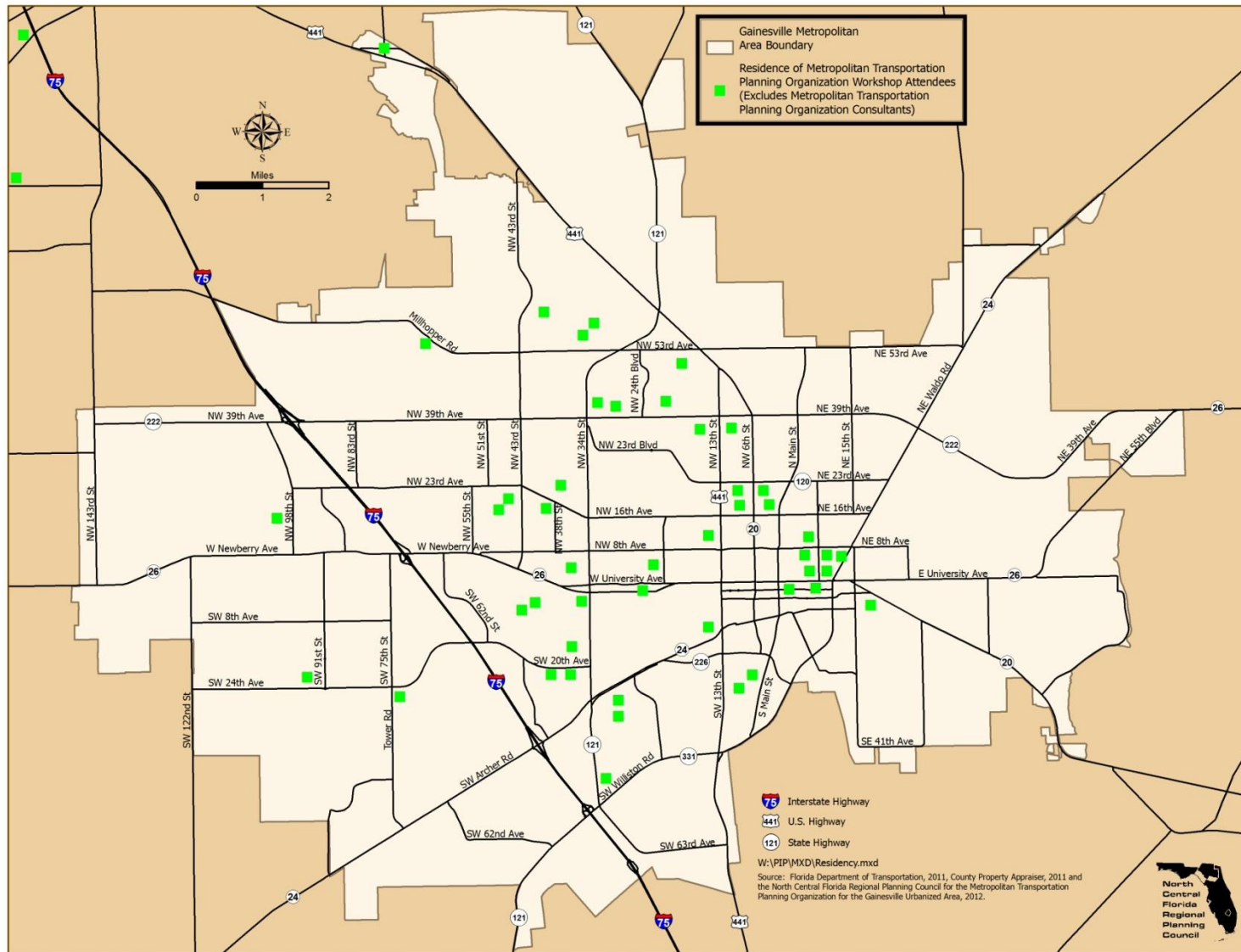
SIDE 1

MTPO PUBLIC INVOLVEMENT EVALUATION FORM -Date: _____		
NAME	ADDRESS	PHONE
1. How were you informed about the meeting?		Flyer (location)_____
Newspaper Ad_____	Radio Ad_____	Television Story_____
Newspaper Story_____	Radio Story_____	Other_____
2. Did you have adequate understanding of the presentation of the meeting topic(s)?		
YES_____ NO_____ [comment on back of card]		
3. Did you have adequate opportunity to discuss topic(s) on the meeting agenda?		
YES_____ NO_____ [comment on back of card]		

SIDE 2

4. Comments and/or suggestions on the MTPO's public involvement process.

Exhibit J-4
Public Involvement Map- Sample



Appendix K Public Involvement Plan Revision Log

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Appendix K: Public Involvement Plan Revision Log

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area approved the initial Public Involvement Plan on December 15, 1994. The Public Involvement Plan has been revised and/or reviewed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area as indicated in Table K-1.

Table K-1
Public Involvement Plan Revision Log

Revision / Review* Dates
June 13, 1996
March 6, 1997
January 15, 1998
October 15, 1998*
November 4, 1999
November 1, 2000
December 13, 2001
February 13, 2003
January 28, 2004
December 9, 2004
November 3, 2005
December 14, 2006
December 13, 2007
December 11, 2008
December 14, 2009
December 13, 2010
October 3, 2011
December 3, 2012

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Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

Public Involvement Plan Team

Scott R. Koons, AICP, Executive Director

Marlie Sanderson, AICP, Director of Transportation Planning

** Steven Dopp, Senior Planner

* Michael Escalante, AICP, Senior Planner

** Michael DePalma, Associate Planner

* Primary Responsibility
** Secondary Responsibility



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on your smart phone to
visit our website!

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