# Board of County Commissioners
## Leon County, Florida

**Policy No. 03-_____**

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| Title: | Transportation Corridor Study Public Participation (p2) Program |
| Date Adopted: | April 22, 2003 |
| Effective Date: | April 22, 2003 |
| Reference: | Board of County Commissioners Policies:<br>• No. 00-5, "Volunteer Boards and Committees"<br>• No. 97-9, "Voting Conflicts on Boards, Committees, Councils, and Authorities"<br>• No. 96-4, "Policy on Public Records Law and E-Mail"<br><br>Florida Statutes (2002)<br>• Chapter 119, "Florida's Public Records Law"<br>• Section 286.011, "Florida Government in the Sunshine Law"<br>• Section 112.3143, "Voting Conflicts"<br>• Section 112.313, "Standards of Conduct" |
| Policy Superseded: | None |

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It shall be the policy of the Board of County Commissioners of Leon County, Florida (the Board), that a new policy entitled "Transportation Corridor Study Public Participation (p2) Program" (the Policy) is hereby adopted, to wit:

1. Approved Name of Program

   The Leon County Transportation Corridor Study Public Participation Program may hereafter be referred to as the p2 (pronounced "p-squared") Program.

2. Authority, Purpose, Intent, and Scope

   a. The authority set forth herein is delegated to the County Administrator.

   b. The purpose of this Policy is to ratify and reaffirm the public participation program first approved by the Board in November 1993 for use by Leon County (the County) in its transportation corridor planning process.

c. The intent of this Policy is to augment the traditional transportation corridor public meeting/hearing process by including citizens, appointed by the Board, in the transportation corridor study consensus building process. This inclusion is intended to include those communities impacted by the County's transportation projects as part of the evolution of the projects, thereby lessening any tensions about how their community might be impacted by the project. During the course of the corridor study conducted in accordance with this Policy, the intent is to reach a consensus about the type of improvements the corridor should receive. This Policy is also intended to clarify the roles of the citizens, consultants, and County staff in the implementation of the corridor study process.

d. The policies and process contained herein shall govern all County transportation corridor studies and shall apply retroactively to any transportation corridors being studied or in the design and construction stage on the date of the adoption of this Policy.

3. Responsible Departments and Individuals

a. Unless specifically directed otherwise by the County Administrator, the Public Works Department (the Department) is charged with the responsibility of assuring that the County's transportation corridor study process is implemented in accordance with the procedures set forth in this Policy.

b. The Department Director shall appoint a Project Manager and an Engineer of Record to be responsible for the implementation of each corridor study. Unless otherwise directed by the County Administrator, the Transportation Coordinator shall be appointed as the Project Manager.

c. An engineering consultant, retained in accordance with this Policy, shall also assist with the implementation of the corridor study under the direction of the Project Manager and the Engineer of Record.

d. The County Attorney's Office and the Tallahassee-Leon County Planning Department shall be invited to attend each meeting in the corridor study process.

4. Citizen's Advisory Committee

a. Each of the seven Board members shall appoint a citizen to a seven-member Citizen's Advisory Committee (the CAC) that shall participate in the corridor study process. The CAC shall operate in accordance with Board Policy No. 00-5, "Volunteer Boards and Committees".

b. In addition to the requirements of the Board Policy No. 00-5, the CAC By-laws shall contain the following provisions:

(1) The CAC shall report to the Board through its Department of Public Works Director. The County's Transportation Coordinator shall be responsible for assisting the CAC with its reporting responsibilities.

(2) The CAC shall provide a Corridor Study Final Report to the Director summarizing the CAC's recommendations for improvements to the corridor being studied (the "Final Report"). The Final Report, in conjunction with the Director's final set of recommendations, shall be presented to the Board in workshop format for its use and consideration in making decisions regarding the project.

(3) Members of the CAC shall serve until completion of the corridor being studied, except as otherwise provided in the By-laws.

(4) No member of the CAC, nor a relative of any member of the CAC, shall be the owner, tenant, or occupant of a property adjoining the corridor being studied, nor shall any member or member's relative be employed by an owner, tenant, or occupant of a property adjoining the corridor being studied. For purposes of this Article, the term "relative" includes any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

5. <u>p2 Program Process</u>

The p2 Program shall be implemented in the following general format:

a. A need for the study of a County owned transportation facility is identified in either the Tallahassee-Leon County Long Range Transportation Plan or the Leon County Capital Improvement Plan, and/or under the direction of the Director of the Department of Public Works (the Director).

b. The Director presents such need to the County Administrator, and upon the Administrator's approval, the matter is presented to the Board for its review and approval.

c. Upon Board approval of the corridor study, staff proceeds with the hiring of an engineering consultant (the Consultant) by preparing an Request for Proposals (RFP) and Scope of Services (Scope) in accordance with the Board Policies regarding the consultant selection process.

d. The RFP and Scope are presented to the Board for its approval before moving forward with the advertisement in accordance with Board Policy.

e. Upon completion of the consultant selection process, staff presents its findings and recommendations to the Board for approval and requests permission to enter into the fee negotiation phase. Staff also requests the Board to prepare for its appointment of the CAC.

f. Upon completion of the fee negotiation phase, staff presents its findings to the Board for approval and the Consultant is subsequently retained. Staff also requests at that time that the CAC be appointed.

g. Upon issuance of the Notice to Proceed, a "kickoff" meeting is held with the consultants to discuss the p2 Program and the specifics of the corridor study.

h. Within two weeks of the "kickoff" meeting, the Consultant presents to staff its detailed description and analysis of the public participation needed to conduct a successful corridor study. The description and analysis contains a detailed schedule showing:

(1) The proposed number of required CAC meetings and general public meetings, and the purpose of each meeting;

(2) The proposed schedule of the presentation of specific data and analysis;

(3) The multi-media sources that will be used during Board, CAC, and public meetings;

(4) The proposed schedule for the Board workshops that will be conducted; and

(5) The proposed number of corridor design alternatives that will be analyzed.

i. Prior to participating in any part of the corridor study, each member of the CAC shall complete an orientation regarding their legal responsibilities and their role in the p2 Program.

j. At the first meeting of the CAC, the Consultant, and staff the project justification, goals, and purpose will be presented along with the roles and responsibilities of each individual participating in the corridor study process.

k. During the corridor study process, staff shall update the Board of its findings at no fewer than two Board workshops.

(1) The first Board workshop shall present to the Board the corridor design alternatives recommended by staff and the Consultant based on the input of the CAC. Staff shall request approval by the Board to proceed with the corridor study using the recommended corridor design alternatives.

(2) The last Board workshop shall present to the Board the final corridor design alternative recommended by staff and the Consultant based on the CAC's Final Report.

(3) There may be additional Board workshops scheduled as deemed necessary by the County Administrator.

l. Upon final Board approval of the final corridor design, the CAC will be dissolved in accordance with Board Policy.

6. CAC Corridor Study Final Report

a. The CAC's Corridor Study Final Report (the Final Report) shall contain general summary information about the type of transportation improvements the CAC would prefer to see implemented on the corridor.

b. The Final Report is be intended to be used by staff and the Consultant to create the Department's final list of recommendations to the Board for typical sections and cost estimates for the transportation project.

c. In the event that the Final Report reflects differences with the final corridor design alternative recommended by staff and the Consultant, staff will include in its workshop presentation to the Board a comparison of the Final Report with the staff recommendation, and highlight where the differences exist.

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