



The Florida Metropolitan Planning Organization Advisory Council

*Commissioner Nick Maddox
Chair*

Staff Director's Committee Meeting

Date: Thursday, November 01, 2018
Time: Noon – 2:30 p.m.
Location: Rosen Plaza Hotel
9700 International Drive, Orlando, FL 32819

Greg Stuart, Presiding

- 1. Call to Order & Pledge of Allegiance**
- 2. Approval of Minutes: August 02, 2018 Meeting**
- 3. Public Comments (non-agenda items)**
- 4. Executive Director's Report**
 - A. UPWP Report**
 - B. 2019 MPOAC Weekend Institute Dates**
- 5. Agency Reports**
 - A. Florida Department of Transportation**
 - B. Federal Highway Administration**
- 6. Business Items & Presentations**
 - A. UPWP Amendment**
 - B. Complete Streets Working Group report**
 - C. Transportation Performance Measures**
 - D. STIC and TRB Resources**
 - E. TSM&O on the I-4 Corridor**
- 7. Communications**
- 8. Member Comments**
- 9. Adjournment**

Any person who desires or decides to appeal any decision made by this Council with respect to any matter considered at this meeting will need a record of the proceedings. For such purposes, such person may need to ensure that a verbatim record of the proceedings is made which record includes testimony and evidence upon which appeal is to be based.

The needs of hearing or visually impaired persons shall be met by contacting the Council sponsoring such meeting at least 48 hours prior to the meeting. Please contact Brigitte Messina at (850) 414-4037 or by email to brigitte.messina@mpoac.org.

Item Number 1

Call to Order & Pledge of Allegiance

DISCUSSION:

The Chair will open the meeting and quorum will be determined. All are asked to rise for the Pledge of Allegiance.

REQUESTED ACTION:

None

ATTACHMENTS:

None

Item Number 2

Approval of Minutes: August 02, 2018

DISCUSSION:

Review and comments from members.

REQUESTED ACTION:

Approval of Meeting Minutes from the August 02, 2018 Meeting of the Staff Directors' Committee.

ATTACHMENT:

August 02, 2018 MPOAC Staff Directors' Committee Meeting Minutes.

**Florida MPO Advisory Council
Meeting of the Staff Directors
August 02, 2018
Orlando, Florida
Draft Meeting Minutes**

STAFF DIRECTORS IN ATTENDANCE:

Greg Stuart, Chair, Broward MPO
Lois Bollenback, Vice Chair, River to Sea TPO
Dawn Schwartz, Bay County TPO
Greg Slay, Capital Region TPA
Gary Harrell, Charlotte County - Punta Gorda MPO
Anne McLaughlin, Collier MPO
Austin Mount, Florida-Alabama TPO
Whit Blanton, Forward Pinellas
Mike Escalante, Gainesville MTPO
Pat Steed, Heartland Regional TPO
Steve Diez, Hernando/Citrus MPO
Phil Matson, Indian River County MPO
Michael Woods, Lake-Sumter MPO
Beth Beltran, Martin MPO
Harold Barley, MetroPlan Orlando
Carlos Roa, Miami-Dade TPO
Mike Daniels, Ocala/Marion County TPO
Mary Beth Washnock, Okaloosa-Walton TPO
Nick Uhren, Palm Beach TPA
John Villeneuve, Pasco County MPO
Tom Deardorff, Polk TPO
Dave Hutchinson, Sarasota/Manatee MPO
Georganna Gillette, Space Coast TPO
Peter Buchwald, St. Lucie TPO

OTHERS IN ATTENDANCE:

Steven Grant, Palm Beach TPA, MPOAC Governing Board member
Carl Mikyska, MPOAC
Brigitte Messina, MPOAC
Paul Gougelman, MPOAC General Counsel
Jeff Kramer, Center for Urban Transportation Research, USF
Stacie Blizzard, Florida Division, Federal Highway Administration
Karen Brunelle, Florida Division, Federal Highway Administration
Alex Gramovot, Florida Department of Transportation, Office of Policy Planning

Mark Reichert, Florida Department of Transportation, Office of Policy Planning
Marybeth Soderstrom, Heartland Regional TPO
Eric Hill, MetroPlan Orlando
Gary Huttman, MetroPlan Orlando
Regan Jones, MetroPlan Orlando
Lisa Smith, MetroPlan Orlando
Virginia L. Whittington, MetroPlan Orlando
Elizabeth Whitton, MetroPlan Orlando
Manny Lajmiri, Pasco County MPO
Steven Bostel, Space Coast TPO
Laura Carter, Space Coast TPO
Jim Martin, Florida Department of Transportation, Florida Turnpike Enterprise
Carol Scott, Florida Department of Transportation, District 5
Kellie Smith, Florida Department of Transportation, District 5
Raj Ponnaluri, Florida Department of Transportation, Traffic Engineering and Operations Office
Wiley Page, Atkins
William Roll, Kimley-Horn
Jim Wood, Kimley-Horn
Steven Gayle, RSG
Stephen Lawe, RSG
Rob Cursey, Tindale Oliver

• **CALL TO ORDER**

Greg Stuart, Chair, Broward MPO, called the meeting to order at 12:20 pm. Chair Stuart welcomed those in attendance. Chair Stuart recognized the passing of Bob Kamm, former Staff Director of the Space Coast TPO. Those in attendance paused for a moment of silence. He also recognized the upcoming retirement of Harry Barley, Executive Director and congratulated Gary Huttman on his appointment to the position of Executive Director of MetroPlan Orlando. He introduced John Villeneuve, new Executive Director of the Pasco County MPO.

Mr. Mikyska led attendees in the Pledge of Allegiance.

• **APPROVAL OF MINUTES: JUNE 07, 2018 MEETING**

Lois Bollenbeck, River to Sea TPO, moved to approve the minutes of the June 07, 2018 Staff Directors' Advisory Committee meeting. Harry Barley, MetroPlan Orlando MPO, seconded. Motion carried unanimously.

• PUBLIC COMMENTS

No public comments were made.

• EXECUTIVE DIRECTOR'S REPORT

A. UPWP REPORT

Mr. Carl Mikyska, MPOAC Executive Director, presented the Unified Planning Work Program (UPWP) Report showing expenditures and budget for the full state fiscal year 2018, as well as a list of activities of the MPOAC from May through June of 2018. Mr. Mikyska stated that the MPOAC finished the state fiscal year 2018 under budget.

B. MPOAC WEEKEND INSTITUTE OVERVIEW

Mr. Carl Mikyska, MPOAC Executive Director, presented an overview and the results of the participant survey from the two 2018 sessions of the MPOAC Weekend Institute. He stated that this year, there were a total of 32 attendees. Mr. Mikyska noted that participant surveys scored this year's Institute very well. He added that since the inception of the Institute, 54% of participants still serve on MPO Boards. He complimented the MPOAC Institute training staff for a job well done, and provided staff contact information for questions or concerns that may arise later.

Chairman Stuart distributed information from Representative Bill Shuster, Chairman of the Transportation and Infrastructure Committee. He explained that the purpose of the information is to provide insight into a proposal that Representative Shuster has introduced on how to fund the Highway Trust Fund, and make it more solvent.

• AGENCY REPORTS

A. FLORIDA DEPARTMENT OF TRANSPORTATION

Mr. Mark Reichert, Transportation Planning Manager, Florida Department of Transportation (FDOT) Office of Policy Planning, updated the members on the activities of FDOT as follows:

- He announced that Jim Wood, Chief Planner, is no longer with FDOT's Office of Policy Planning, and his position has not yet been filled.
- Mr. Reichert stated that Long-Range Transportation Plan (LRTP) Revenue estimates were released at the Policy and Technical Committee Meeting. He addressed some

questions that came about as a result of that meeting. Mr. Reichert addressed some outstanding issues that came up at the most recent Policy and Technical Committee meeting. The first was a question concerning long range estimates and transit funding, and how much of the transit funds were designated for capacity improvements. He stated that an explanation has been received from the transit office which states that approximately 55% of transit funds go towards capacity improvements. Mr. Reichert noted that a more formal explanation is being prepared and will be emailed when complete. Mr. Reichert stated that a question was raised by Lois Bollenback, River to Sea TPO, regarding the Strategic Intermodal System (SIS) cost feasible plan and the five year gap in the adopted work program. Mr. Reichert distributed a document that details the stages of the SIS funding strategy.

- Mr. Reichert stated that there are some internal discussions to discontinue funding for the TRAC-N-Ride program due to lack of interest. He noted that the program funding is currently only being utilized by the Broward MPO.
- He announced the following upcoming meetings:
 - Annual Florida Metropolitan Planning Partnership Meeting, December 11-12, 2019 in Orlando, FL
 - Focus on Community Conference, December 12-13, 2019 at the Rosen Plaza in Orlando FL
 - Florida Automated Vehicle Summit, November 27-28, 2018, Tampa, FL
 - TransPlex Conference , May 7-9, 2019, in Jacksonville, FL
- Mr. Reichert stated that the Statewide Safety Targets are set annually and the submission deadline date is August 31, 2018. He informed the membership that FDOT will be adhering to Vision Zero for its five safety performance measures. Mr. Reichert noted that eight of the State's 27 TPO/MPOs chose to set their own quantifiable targets the previous year while the rest supported the FDOT targets. He pointed out that February 27, 2019 was the deadline date for MPOs to set safety targets.
- Mr. Reichert stated that FDOT prepared for the Statewide Annual Assessment and Planning Findings conducted by the Federal Highway Administration (FHWA). The annual review has been completed with one outstanding issue, the implementation of the transportation performance measures.

B. FEDERAL HIGHWAY ADMINISTRATION

Ms. Stacie Blizzard, Transportation Planning Specialist, Federal Highway Administration (FHWA), Florida Division, Office of Project Development, updated the members on activities of FHWA as follows:

- Ms. Blizzard reminded members of the funding opportunity for the Measuring Multi-Modal Network Connectivity Pilot Program. The application deadline for the pilot program is August 2, 2018.

- Ms. Blizzard announced that FHWA is implementing the fifth round of the Every Day Counts Innovation program. She explained that ten innovations were advanced this year under the name of On-Ramp to Innovation. Ms. Blizzard noted the innovations that would be the most interest to MPO/TPOs: 1) Safe Transportation for Every Pedestrian (STEP program); 2) Use of Crowd Sourcing to Advance Operations; 3) Value Capture – capitalizing on the value created by transportation; and 4) Virtual Public Involvement. She indicated that staff of the MPOAC sent this out to the TPOs/MPOs, including the website information.
- Ms. Blizzard announced that the nomination period for the 2019 Environmental Excellence Awards is open from August 1 through September 14, 2018. She explained that this program recognizes outstanding transportation projects, processes, and partners that use FHWA funding sources to achieve environmental excellence.
- Ms. Blizzard encouraged those present to submit any comments, observations, and feedback concerning the Statewide Annual Assessment and Planning Findings to FHWA staff by the deadline date of August 17th.

Ms. Karen Brunelle, Director, Office of Project Development, Federal Highway Administration (FHWA), Florida Division, continued the update as follows:

- Ms. Brunelle stated that the Planning Team Leader has retired and the position is now advertised. They hope to have the position filled by the next MPOAC meeting (November 1, 2018).
- Ms. Brunelle said that the Federal Planning Rule became effective on May 27, 2018, and that all LRTP & S/TIP Amendments must now address safety performance measures.
- Ms. Brunelle noted that FDOT Highway Performance Monitoring System (HPMS) met the June 15, 2018 submittal deadline for the new system performance measurement (PM3) travel time metrics.
- Ms. Brunelle stated that FHWA is currently reviewing the following: TIP transportation performance measures documentation when new S/TIP amendments are received; the MPO Consensus Document that was adopted in May 2018; the draft TIP Templates for infrastructure condition performance measures (PM2) and PM3; and the draft System Performance Report Framework.
- Ms. Brunelle stated that the implementation of National Highway System (NHS) Bridge Penalty went into effect June 2018. She noted that there is a financial penalty tied to the condition of NHS Bridges if they fall below a certain standard.
- Ms. Brunelle stated that a new guidebook for transportation performance management (TPM) Truck Freight Bottleneck Reporting became available in July 2018. The guidebook can be accessed at: <http://www.fhwa.dot.gov/tpm/guidance/>
- Ms. Brunelle stated that on August 31, 2018 FDOT will set the 2019 safety targets.
- Ms. Brunelle stated that October 1, 2018 is the deadline for S/TIP with safety targets addressed; FDOT has requested to use FDOT/MPO equivalent data sources (PM3);

FDOT will report bridge/pavement/System Performance Targets to FHWA; and baseline reports for bridge/pavement/system performance (Interstate only).

- Ms. Brunelle noted that November 14, 2018, is the deadline for MPOs to set bridge, pavement, and system performance targets.

• BUSINESS ITEMS & PRESENTATIONS

A. LEGISLATIVE POLICY POSITIONS AND OUTREACH

Mr. Mikyska provided an overview of the 2019 proposed legislative priorities and policy positions. He explained that the 2019 Florida legislative session will start on March 5, 2019. He pointed out that the session starts late due to the November elections, and Legislative committees begin meeting in January 2019. Mr. Mikyska explained that in order for the MPOAC to have adopted policy positions available for distribution prior to the start of legislative committee meetings, the MPOAC Governing Board must formally adopt a platform of positions at today's meeting. Mr. Mikyska explained that the positions had been vetted and modified by the MPOAC Policy and Technical Committee at its July meeting. He noted that the underlined bullets are newly proposed language.

1. Implements key recommendations from the revenue study with two added suggestions:
 - Expand the Charter County and Regional Transportation System surtax to allow municipalities over 150,000 in population (or the largest municipality in a county) and all counties located in MPO areas to enact up to a one cent local option surtax by referendum.
 - Index local option fuel taxes to the consumer price index in a manner similar to the current indexing of state fuel taxes.
 - Identify potential revenue sources for the current motor fuels tax which is no longer able to fully support the current or future needs of the transportation system.
 - Charge alternatively fueled vehicles a fee equal to the fuel tax paid by gasoline or diesel fueled vehicles.
 - Ban legislative appropriations for individual transportation projects (commonly referred to as earmarks). As an alternative, create a competitive grant program that benefits local transportation projects.

Mr. Mikyska discussed the newly added fourth bullet under policy position #1, "Charge alternatively fueled vehicles a fee equal to the fuel tax paid by gasoline or diesel fueled vehicles." He explained that this proposed policy position relates to electric and other vehicles that do not pay a motor fuel tax and are using the roadway network for no cost,

subsidized by vehicles that operate on diesel and gasoline fuels. Mr. Mikyska stated that this is an attempt to put alternatively fueled vehicles on equal footing with vehicles that contribute to the highway trust fund both at the state and national levels. Mr. Mikyska added that the word “alternatively” was carefully chosen to capture all vehicles that do not contribute to the highway trust fund through a motor fuel tax.

Mr. Mikyska discussed the proposed fifth bullet under policy position #1 relating to a ban on transportation earmarks. He explained that this position is intended to remove the harmful fiscal impacts that these projects have on the FDOT and MPOs. He explained that it is important for the Legislature to understand the potential ramifications of earmarks. Mr. Mikyska stated that when an earmark is approved in law, the money going to the earmarked project is taken out of the FDOT District budget and creates two potential problems. Problem one is that the earmark still has to go to the Governor for approval, and that if the line item is vetoed the money for that earmark does not come back to the District and that all phases of the vetoed project cannot be advanced in the FDOT Work Program. Problem two is that commonly earmarks do not fully fund transportation projects and that requires additional money to be found elsewhere, often by deferring or eliminating other projects that are MPO priorities. There was no opposition to the addition of these proposed recommendations.

Mr. Mikyska reviewed policy position #2 which “Regulates distracted driving as a primary offense by prohibiting the use of handheld electronic wireless communications devices and other similar distracting devices while operating a moving motor vehicle.” He explained that this policy position relates to distracted driving, specifically texting while driving. He explained that this policy position came very close to passing in the last legislative session, but that there were two issues of concern that contributed to its failure. The first was that the proposed legislation only addressed texting while driving, and did not address other uses of a mobile device. He said that there was a concern that if a driver is pulled over, they would have to hand over their phone to the officer in order to prove their innocence thereby violating their Fourth Amendment rights. This concern prevented the legislation from moving forward in the Senate committee process. Mr. Mikyska said that there was also concern brought up by members of the legislature that the use of a mobile device is sometimes used for more than texting (i.e.: navigation). He explained the burden that could be placed on those drivers that do not have new model vehicles with built-in navigation technology. This policy position, as proposed, would alleviate that concern.

Mr. Mikyska reviewed policy position #3: “Restores funding to 2007 levels for the Transportation Regional Incentive Program (TRIP). The TRIP leverages state documentary stamp tax proceeds to promote regional planning and project development by providing state matching funds for improvements to regionally significant transportation facilities identified and prioritized by regional partners. This proposal seeks to restore trip funding by reducing diversions of documentary stamp proceeds for non-transportation purposes”.

Mr. Mikyska explained that TRIP funding is used by MPO/TPOs to fund projects, and the funding fluctuates due to the funding source of documentary stamp tax. He said that revenue from that tax fluctuates from year to year because of real estate activity. Mr. Mikyska stated that the idea is to restore TRIP funding to the 2007 level of around \$150 million per year. The logic for selecting 2007 was that it represented a moderate historical funding level for the program, while remaining high enough to achieve significant benefit for the state.

A brief discussion ensued. Dave Hutchinson, Sarasota-Manatee TPO, recommended having the first sentence as the explanation statement, and not worry about the remaining explanatory language as the first statement contains sufficient explanation for the request. No opposition was expressed to the proposed recommendation and the policy position was modified accordingly. The membership also agreed that the 2017 TRIP funding level should be added to the graphic when the information became available.

Mr. Mikyska reviewed policy position #4: “Allows Strategic Intermodal Systems (SIS) funds to be used on roads and other transportation facilities not designated on the SIS if the improvement will enhance mobility or support freight transportation on the SIS.”

A brief discussion ensued. Consensus of the Staff Directors was to remove the words “roads and other” from the sentence so that it is not viewed to be at the detriment of transit and that it does not favor one mode over another.

Mr. Mikyska reviewed policy position #5: “Establishes flexible and predictable funding for transit projects (capital and operating) identified through the metropolitan transportation planning process by removing various funding limitations for the State Transportation Trust Fund (STTF).” Mr. Mikyska explained that this policy position would put transit and highway funding on a more equal footing by removing artificial barriers to spending state transportation funding on transit projects. He added that there are no changes to this position from the previous year.

Mr. Mikyska reviewed policy position #6: “Recognizes that federal metropolitan planning funds shall not be regarded as state funds for purposes of expenditure.” Mr. Mikyska explained that this was a policy position from last year that is intended to prevent the state from limiting the allowed uses of federal transportation planning funds by MPOs, and that it is recommended again this year unchanged.

Mr. Mikyska reviewed proposed new policy position #7: “Supports the advancement of innovative transportation mobility solutions and policies (including autonomous vehicle and Hyperloop technologies) that make Florida the national leader in creative approaches to addressing transportation needs, while simultaneously protecting the health and welfare of

Florida's citizens and visitors by making all forms of tampering with such technologies a punishable offense."

Mr. Mikyska explained that the MPOAC Policy and Technical Committee recommended that this new policy position be added this year. He stated that this proposed policy position is supportive of policies that have been brought forward as pieces of legislation by the members of the legislature that are enthusiastic advocates of transportation innovations and that support the idea of the rapid changes happening in transportation (i.e. automated and electric vehicles). Mr. Mikyska noted that another intended purpose of this position is to advocate that Florida be the leader in the field of transportation technology and innovation. A discussion ensued and the Staff Directors agreed to modify the first sentence of the explanatory paragraph following the proposed policy position to read, "It is clear that transportation technologies will undergo, and have undergone, a revolutionary leap forward over the next past several years."

Dave Hutchinson, Sarasota-Manatee MPO, moved to approve the adoption of the policy positions, as amended. Whit Blanton, Forward Pinellas, seconded. Motion carried unanimously.

B. 2019 MEETING SCHEDULE

Mr. Mikyska explained that at the February 01, 2018 MPOAC Governing Board Meeting direction was given to MPOAC staff to conduct a survey of the 27 MPOs and to determine which days of the month the MPOAC could meet without conflicting with individual MPO Board meeting dates, with the understanding that the day before an MPO Board meeting should also be avoided. Mr. Mikyska noted that the results of the survey were presented at the June 07, 2018 meetings of the MPOAC. He said that direction given at that time was to revisit the calendar and to remove from consideration any MPO whose representative had not attended the previous four MPOAC Governing Board meetings. Mr. Mikyska reviewed the results of the survey which was conducted by MPOAC staff and presented calendars for the next two years showing dates available for MPOAC meetings. He said that the objective was to set a standard meeting schedule, and have MPOAC staff set meeting dates at least two years in advance as this is helpful for MPOs that do not have a set methodology for setting their own meeting dates. Mr. Mikyska said that this will allow those MPOs to be able to see the future MPOAC meeting dates, and avoid them when setting their calendars for the coming year. He noted that MPOAC staff also considered the availability of legal counsel to attend and guide both the Staff Directors and Governing Board through the nuances of both federal and state laws affecting the business of the MPOAC, the member MPOs and the Florida DOT.

The member consensus, based on the information provided, was for MPOAC meetings to be held in calendar year 2019 on Wednesday, January 30, 2019; Tuesday, April 30, 2019; Tuesday, June 30, 2019; and Tuesday, October 29, 2019.

Phil Matson, Indian River MPO, moved to accept the 2019 meeting dates. Pat Steed, Heartland Regional TPO, seconded. Motion carried unanimously.

The member consensus was for MPOAC meetings to be held in calendar year 2020 on Thursday, January 30, 2020; Thursday, April 30, 2020; Thursday, July 30, 2020; and Thursday, October 20, 2020.

Phil Matson, Indian River MPO, moved to accept the 2020 meeting dates. Greg Slay, Capital Region TPA, seconded. Motion carried unanimously.

The member consensus was to take no action on the 2021 meeting dates.

C. CONSOLIDATED PLANNING GRANT

Mr. Mikyska and Mr. Reichert brought this forward as an information item, and noted that no action on this item is requested. Mr. Mikyska explained that at the MPOAC Leadership meeting which was held in Tallahassee on April 23 and 24, 2018, the topic of a Consolidated Planning Grant (CPG) was discussed by FDOT and MPOAC leadership. The leadership expressed an interest in pursuing the CPG because it would offer an easing of administrative burdens on both the MPO and FDOT staff. Mr. Reichert stated that it is anticipated that the CPG would not increase the burden on (Federal Highway Administration FHWA), and would ease the administrative burden on the Federal Transit Administration (FTA). He noted that there would be no financial impact to Florida's MPOs. He added that if Florida chooses to pursue the CPG, it would be effective with the next round of MPO UPWPs (State Fiscal Years 2021 and 2022).

Mr. Reichert stated that the prospect of implementing the CPG is planned to be discussed in detail at the Florida Metropolitan Planning Partnership (FMPP) meeting on December 11 and 12, 2018 in Orlando at the Rosen Plaza Hotel. He said that the purpose of presenting this information at this meeting is to give some background information on the program to MPOs so that the implications of a CPG can be considered thoroughly by the membership before being discussed at the FMPP meeting later this year.

D. FUTURE MOBILITY RESEARCH SYNTHESIS

Mr. Mark Reichert stated that this item is brought forward for informational purposes and no action is requested. He introduced Stephen Lawe and Steven Gayle, RSG, and they presented

the results of the Future Mobility Research Synthesis Report. Mr. Lawe explained that the purpose of this research, funded by FDOT, focused on assembling in one document an overview of recent research on and practices around rapidly evolving transportation technology and trends. Mr. Gayle stated that this research will support State Metropolitan Planning Organizations (MPO) staff, prevent duplicative research among the State's 27 MPOs, and provide valuable input as MPOs update their long-range transportation plans (LRTPs). This reflects the growing interest in both the technology and societal impacts of future mobility through Automated/ Connected/ Electrified/Shared (ACES) mobility options. MPOs preparing their next LRTPs, which will have a horizon year of 2045 or beyond, are concerned with how to address these issues and can look to this report for guidance in these areas.

E. FDOT CAV (CONNECTED AND AUTOMATED VEHICLE) STATUS REPORT

Raj Ponnaluri, FDOT, Traffic Engineering and Operations Office, gave a brief presentation about the Florida DOT Connected and Automated Vehicle (CAV) Initiative. Mr. Ponnaluri provided an overview the efforts that are currently underway around the State of Florida in these technology areas. He also discussed the opportunities, challenges and roles that can result in FDOT organizational alignment to expedite the deployment of CAV technology in a manner consistent with the FDOT Mission and Vision. Mr. Mikyska noted that the presentation will be available on the MPOAC website. Mr. Ponnaluri provided the website address to stay abreast of FDOT CAV efforts:

<http://www.fdot.gov/traffic/ITS/projectsdeploy/cv/connectedvehicles>

• COMMUNICATIONS

The following communications were provided in agenda packets for informational purposes:

- Letters sent to tolling agencies requesting free tolls for Florida's Disabled Veterans
- MPOAC Resolution 2018-02 requesting free tolls for Florida's Disabled Veterans

• MEMBER COMMENTS

There were no member comments.

• ADJOURNMENT

The meeting was adjourned at 2:37 pm. The next meeting of the MPOAC Staff Directors' Advisory Committee will be held on November 01, 2018, at the Rosen Plaza Hotel, 9700 International Drive, Orlando, FL 32819. MPOAC has reserved a block of rooms for \$129 per night. The Rosen

Plaza phone number is (800) 627-8258. A meeting notice will be sent out at least one month prior to the meeting date.

Item Number 3

Public Comments (non-agenda items)

DISCUSSION:

Recommendations or comments by the public.

REQUESTED ACTION:

As may be desired.

ATTACHMENTS:

None

Item Number 4A

Executive Director's Report UPWP Report

DISCUSSION:

Mr. Carl Mikyska, MPOAC Executive Director, will be presenting the UPWP Report showing expenditures and budget for the first quarter of state fiscal year 2019 which began on July 01, 2018 and a list of activities and accomplishments of the MPOAC from July through September of 2018.

REQUESTED ACTION:

None requested. For discussion and action as may be desired.

ATTACHMENTS:

1. UPWP Activities Report – July through September 2018
2. MPOAC Budget Report – First Quarter of State Fiscal Year 2019

MPOAC Quarterly UPWP Report

July 2018 – September 2018

Task 1.1 – Administration

- Meet with the new FHWA Planning Team Leader.
- Quarterly reports are on track.
- Coordinating with CUTR, developed November MPOAC meeting content and materials.
- Prepared meeting minutes of the August MPOAC Governing Board and Staff Director's Committee Meetings.
- CUTR represented MPOAC at the August quarterly meeting of the MPOAC Governing Board and Staff Director's Committee Meetings.
- Worked with the Florida DOT Office of Inspector General to inform them about the various types of hosting arrangements MPOs have with their host agencies and to stay abreast of their review of two Florida MPOs.
- Ongoing task, payment of invoices, requisitions, travel vouchers and expenses of MPOAC – occurring quarterly.
- Participated in the Florida Greenways and Trails Foundation Meetings.
- Attended, and presented at, the Association of Metropolitan Planning Organizations annual conference in San Antonio, TX.
- Attended, and reported at, the quarterly meeting of the Florida Public Transportation Association.
- Attended the Floridians for Better Transportation Annual Conference in Tampa.
- Working with Florida DOT, assisted in developing example language for Florida MPOs to use in their LRTPs and TIPs related to Performance Measures.
- Attended, and participated in, the Florida-Alabama TPO Federal Certification Review.
- Attended MPO/TPO Governing Board meetings of the River to Sea TPO, Lake-Sumter MPO, Ocala/Marion TPO, Indian River MPO, Miami-Dade TPO, Capital Regional TPA and Space Coast TPO.
- Hosted the August 02, 2018 meetings of the MPOAC Staff Director's Committee and the MPOAC Governing Board meetings.
- Produced the agenda packages for the November 01, 2018 MPOAC Freight Committee, Noteworthy Practices Working Group, Staff Director's Committee and Governing Board meetings.
- Maintained and updated as necessary the MPOAC.org website.
- Hosted the July meeting of the MPOAC Policy & Technical Committee.
- Produced an amendment to the UPWP for consideration by the MPOAC Governing Board.
- Participated in the Statewide Assessment of Florida DOT by FHWA and FTA.

Task 2.1 – MPOAC Policy Positions

- Finalized the policy positions to be used in the 2019 legislative session by the MPOAC Membership.
- Produced a printable version of the policy positions brochure
- Participated in two AMPO Policy Committee Meetings.

Task 2.2 – MPOAC Institute Training Activities

- Set dates for the 2019 Trainings
- Signed contracts with facilities in both Orlando and Tampa for the 2019 Weekend Institute events.

Task 3.1 – Assessment of Documents, Regulations, Policies and Legislation

- Continued working with FHWA, Florida DOT and MPOs on the “Roles and Responsibilities” document.
- Participated in two AMPO Policy Committee Meetings.
- Have regularly met with, and coordinated with, the Florida DOT Forecasting and Trends Office regarding MPO customized performance measures.
- Coordinated with several offices in FDOT, AMPO, NARC and Florida MPOs on the Federal Register Notice of Agency Information Collection Activities: Request for Comments for a New Information Collection which was noticed in the May 09, 2018 Federal Register.

Task 3.2 – Statewide Plans, Programs, and Performance Measures Implementation

- Attended, and participated in, FTP/SIS Committee Meetings at Florida DOT.
- Met multiple times with Florida DOT staff and contractors to work on transportation mobility measures and transportation performance measures for Florida’s MPOs.

Task 3.3 – Public Transportation, Environment & Community Planning

- Met with Florida Transportation Commission staff multiple times and attended their quarterly meeting in Tallahassee, FL.
- Attended, and participated in, the Florida Greenways and Trails Foundation quarterly meeting and Executive Committee meeting. Met with the Treasurer and Executive Director several times.
- Met with the Deputy Secretary of the Florida Department of Environmental Protection.
- Coordinated with the Florida Association of Regional Planning Councils.

Task 3.4 – Safety, Operations and Management

- Coordinated with Florida DOT to plan and shape the upcoming Florida Metropolitan Planning Partnership meeting.

Task 3.5 – MPOAC Strategic Plan and Implementation

- Produced the agenda and meeting materials for the November 01, 2018 meeting of the Noteworthy Practices Committee.
- Updated the Share Point site for the MPOAC Noteworthy Practices Committee
- Hosted the July meeting of the Complete Streets Committee.

**Florida Metropolitan Planning Organization Advisory Council
FY 2018/2019 Budget
July 1, 2018 to June 30, 2019**

Category	Annual Allocation	1st Qtr Expenditures 7/1/18-9/30/18	2nd Qtr Expenditures 10/1/18-12/31/18	3rd Qtr Expenditures 1/1/19-3/31/19	4th Quarter Expenditures 4/1/19-6/30/19	Expenditures to Date	Remaining Balance
Salaries/Benefits	\$ 173,922	\$ 43,481				\$ 43,481	\$ 130,442
Expense	\$ 50,022						
Travel	\$ 20,000	\$ 4,694				\$ 4,694	\$ 15,306
Meetings	\$ 22,635	\$ 8,251				\$ 8,251	\$ 14,384
Administrative	\$ 5,887	\$ 209				\$ 209	\$ 5,678
Membership Dues *	\$ 1,500	\$ -				\$ -	\$ 1,500
Contracted Services							
General Counsel	\$ 22,000	\$ 3,348				\$ 3,348	\$ 18,652
Transportation Planning							
Univ. South FL (CUTR)	\$ 92,500	\$ 13,750				\$ 13,750	\$ 78,750
MPOAC Institute	\$ 85,000	\$ 12,750				\$ 12,750	\$ 72,250
Strategic Plan							
Florida State University	\$ 5,000	0				0	\$ 5,000
Total Federal Funds	\$ 478,466	\$ 86,483				\$ 86,483	\$ 391,984
Advocacy Activities Local Funds	\$ 10,500	\$ -				0	\$ 10,500
Total Budget	\$ 488,966	\$ 86,483				\$ 86,483	\$ 402,484

* FBT, FPTA

Item Number 4B

Executive Director's Report MPOAC Weekend Institute Dates

DISCUSSION:

Since the last meeting of the MPOAC, dates have been set for the 2019 MPOAC Weekend Institute. Those dates and locations are:

Orlando – March 29 to 31, 2019

Tampa – May 31 to June 02, 2019

REQUESTED ACTION:

None requested. For discussion and action as may be desired.

ATTACHMENT:

Save the date informational piece.

MPOAC Weekend Institute for Elected Officials

March 29 - 31, 2019

**FLC University Training Center
Orlando, Florida**

May 31 - June 2, 2019

**Renaissance Hotel International Plaza
Tampa, Florida**

Workshop will cover:

- Laws and Regulations Affecting MPOs
- MPO Board Responsibilities & Authority
- MPO Product and Processes
- Critical Funding Issues
- Transportation Jargon & Acronyms

**PICK
THE PLACE
and
SAVE THE
DATE**

Please note, space is limited at these events. Three seats at each event will be reserved for board members from each MPO, with an overall limit of 25 participants per Institute. Coordinate with your colleagues and Staff Director to determine which MPO Board members will attend each MPOAC Institute. A waiting list will be formed on a first come, first served basis for all other interested MPO Board members. A registration fee of \$300 will be required to attend the MPOAC Weekend Institute.

Hosted by the Florida Metropolitan Planning Organization Advisory Council (MPOAC) in conjunction with the Center for Urban Transportation Research (CUTR) at the University of South Florida (USF).

MPOAC
institute

**For more information contact Christen Miller
at (727) 916-2599, christen@cutr.usf.edu.**

MPOAC Weekend Institute for Elected Officials

Ever wonder...

- *Why MPOs were created in the first place?*
- *What all that transportation jargon really means?*
- *What MPOs are supposed to be doing?*
- *How transportation projects get funded?*

We've got the answers.

Item Number 5A

Agency Reports – Florida Department of Transportation

DISCUSSION:

Ms. Carmen Monroy, Director, Office of Policy Planning will update the members on the activities of Florida DOT and bring forward information of importance to the membership about Florida DOT efforts.

REQUESTED ACTION:

None requested. For discussion and action as may be desired.

ATTACHMENTS:

None

Item Number 5B

Agency Reports – Florida Division of Federal Highway Administration

DISCUSSION:

Ms. Karen Brunelle, Director, Office of Project Development and Ms. Cathy Kendall, Team Leader of the Planning Team will bring forward information on the following topics:

- General Announcements
- Transportation Performance Measures Updates

REQUESTED ACTION:

None requested. For discussion and action as may be desired.

ATTACHMENTS:

1. 2018 Florida Federal Planning Finding (Statewide Annual Assessment)
2. Transportation Performance Measures Update Power Point Slides



**2018
Florida Federal
Planning Finding
(Statewide Annual
Assessment)**

**Federal Highway Administration
Federal Transit Administration
Region 4**

September 28, 2018

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I. BACKGROUND

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) have joint stewardship responsibilities to ensure that both the statewide and metropolitan transportation planning processes satisfy the requirements of 23 U.S.C. 134, 135, 303 and 315; 49 U.S.C. 5303-5305, 23 CFR Part 450 and 500 (Subparts B, C and Appendix A), and 49 CFR Part 613 (Subparts A and B). From a statewide planning perspective, the State certifies the process through the submittal of the Statewide Transportation Improvement Program (STIP), while Metropolitan Planning Organizations (MPOs) and the State jointly certify the metropolitan transportation planning processes through the submittal of the MPOs' Transportation Improvement Programs (TIPs). Based on our review of the STIP, TIPs, our annual program and risk assessments, and our day-to-day stewardship and oversight activities, FHWA and FTA are responsible for issuing the following types of planning findings and approvals:

- A. *Metropolitan planning findings based on review of MPO TIPs and certification statements.* Pursuant to 23 CFR 450.328(a), the FHWA/FTA must jointly find that each metropolitan TIP is based on a "3-C" (continuing, comprehensive, and cooperative) planning process by the MPO, State Department of Transportation, and transit service provider(s). In Florida, this finding primarily has been based on the annual MPO/Florida Department of Transportation (FDOT) joint certification statements on the respective metropolitan planning processes. Information collected from the quadrennial FHWA/FTA certification reviews of the planning processes in Florida's Transportation Management Areas (TMAs), pursuant to 23 CFR 450.334(b), also has provided substantial input for FHWA/FTA to issue these annual "3-C" planning findings.
- B. *FHWA/FTA review of the statewide planning process and issuance of a related statewide planning finding to support FHWA/FTA approval of the STIP.* As outlined under 23 CFR 450.218, the FHWA/FTA statewide planning finding, made in conjunction with the FHWA/FTA approval of the STIP, ensures, at a minimum, that the process from which the STIP was developed is consistent with the provisions of 23 U.S.C. 134 and 135 and 49 U.S.C. 5303-5305. A joint FHWA/FTA planning finding accompanies the annual FHWA/FTA approval of Florida's STIP. In Florida, this process was formerly known as the "annual assessment" of the statewide planning process. It is now known officially as the "Federal Planning Finding" to better align with the regulatory responsibilities.

The primary objective of this report is to substantiate the issuance of the FHWA/FTA Statewide Planning Finding for supporting FHWA/FTA approval of Florida's Fiscal Year (FY) 2018/19 - 2021/22 STIP.

II. FORMAT

The findings in this report are based in part on the information received during the annual statewide assessment meeting held on July 11, 2018, with the FDOT staff responsible for the topic area activities. The numerous topics discussed are related to FDOT's statewide planning process and are listed in the Meeting Agenda, shown in Appendix A. A summary of the information conveyed during and after the meeting is provided in Appendix B. The list of meeting attendees is provided in Appendix C. Documentation received from FDOT on the topics covered during the Statewide Assessment Review process meeting was used to support the findings and is on file at the FHWA Division Office.

III. TOPICS OF INTEREST

A. Findings and Recommendations From the 2017 Statewide Annual Assessment

Provided below are the overall findings from the 2017 Annual Assessment Report, and the status of the recommendations as provided by FDOT.

1. ADA Transition Plan - Pursuant to the FHWA November 17, 2014 memorandum, FDOT's compliance with the Americans with Disabilities Act (ADA) transition planning regulations (28 CFR 35.150(d)) is a condition of STIP approval by FHWA and FTA. FDOT long maintained that its aggressive focus on ADA improvements in the work program coupled with extensive design specifications resulted in a substantially completed transition plan. However, historically FHWA declined to accept the plan due to a lack of any corroborating evidence of completion.

In 2016, FDOT and FHWA undertook independent reviews of the program that included data collection and verification of pedestrian facilities, with favorable results. Consequently, FHWA accepted the plan in 2016 with the understanding that FDOT would continue its validation and reporting efforts, ultimately integrating transition planning with its Roadway Characteristics Inventory (RCI) in 2019.

FDOT is implementing its ADA transition plan through annual validation of facilities through the integrated roadway and asset identification system, currently the RCI. Though the RCI will not be completed until 2019, FDOT has undertaken annual statewide reviews of its video log system, and validates transition of features in the logs (curb ramps, detectable warnings, condition issues), addressing any features that remain inaccessible or unusable for those with disabilities. FDOT will annually submit an update of those features identified and repaired as part of its Transition Plan Accomplishments & Goals Report. The next report is due to FHWA on October 1, 2017, commensurate with the beginning of the Federal Fiscal Year (FFY). The FFY 2017 report indicated that approximately 95% of features surveyed were transitioned for accessibility since the ADA became effective in 1992.

FHWA/FTA believe FDOT's ADA transition plan is substantially compliant with the regulations. We recommend that FDOT continue to provide annual updates on its transition plan implementation as a condition of plan acceptance by FHWA/FTA each year, and continue to identify effective data collection methods to support the inventory and collection of ADA features by the 2019 deadline.

Status: FDOT continues to review video logs for accessible pedestrian features. District ADA coordinators report their review findings to the Central Office ADA Coordinator quarterly, which is included in the annual ADA Transition Plan / Accomplishments and Goals Report to FHWA. Inclusion of accessible pedestrian features in the updated RCI application is on-track. The Central Office ADA Coordinator is working with the Transportation Data and Analytics Office to ensure these features are appropriately accounted for.

2. Transportation Performance Management (TPM) – Now that final rules have been issued, it is imperative that FDOT and Florida's MPOs coordinate and work closely with each other and FHWA and FTA to implement the planning regulations and performance measure requirements related to MPO products, programs, and processes. Extensive coordination and communication among all parties will be essential to meet the varied timelines for compliance established in the individual rules. FHWA and FTA recommend that FDOT set up a communication process to ensure the required FDOT and MPO coordination occurs to address TPM requirements. Of particular note, updating the underlying planning processes, which includes revising the MPO agreements, will need to be in place prior to any S/TIP amendments submitted for approval beginning May 27, 2018.

Status: Written provisions between FDOT, MPOs, and providers of public transportation on the sharing of performance measure targets, data, reporting, has been developed and approved by the Secretary and Chairman of the Metropolitan Planning Organization Advisory Council (MPOAC). Draft language addressing the Safety, PM2, and PM3 performance measures has also been developed that MPOs have the option to use in their Long Range Transportation Plans (LRTPs) and TIPs. We are also developing a template for MPOs to consider when generating their Systems Performance Reports, which must accompany the LRTP. This will be presented at the July 16, 2018 MPOAC Policy and Technical Committee Meeting for review. Draft language for the STIP addressing Safety, PM2, PM3, and Transit is being developed by the Department. The plan is to have it ready by August 31st for incorporation into the STIP document.

3. STIP Approval Planning Consistency - As part of the STIP approval process, FHWA randomly reviewed 54 projects in the proposed STIP, two from each MPO throughout the state, for general consistency between the TIP, STIP and LRTP documents. The STIP and TIPs must be consistent with the relevant LRTPs, as they are developed. The results of this and previous year reviews indicate that emphasis is still needed in this area to ensure that projects are accurately reflected in both the TIP and STIP and that these projects are flowing from, and are found to be consistent with, the MPO's LRTP.

Consistency between the TIP and STIP was noted in almost 89% of the projects reviewed, which was a clear improvement from last year. However, identifying/locating an LRTP project associated with a TIP/ STIP project continues to be a challenge. The accurate reflection of LRTP page numbers with associated projects in the TIP is critical to help identify segments located within larger segments depicted in the Plan. FHWA will share the list of projects with inconsistencies with FDOT so they can work with the affected MPOs to address and resolve these issues. Projects with inconsistencies between the STIP/TIP and the respective LRTP will be shared with FDOT and will not be approved for use of federal funds or federal action until the issue(s) is addressed {23 CFR 450.330 and 23 CFR 450.218(b)}. We recommend that FDOT districts and their MPO partners work together to explore ways to improve the consistency and transparency of the planning process.

Status: FDOT ensures that the TIP, STIP, and LRTP documents are consistent with the approval of all new National Environmental Policy Act projects and remain consistent prior to the approval of each new project phase. If a STIP amendment is required, we document that the TIP, STIP, and LRTP are all reflecting the same project information. FDOT continues to emphasize the importance of planning consistency and provide training for our MPO Liaisons. The TIP Review Checklist used by the MPO Liaisons when reviewing the MPOs draft TIP includes questions that ensure that the Liaison is reviewing the TIP for consistency with the LRTP and other MPO plans.

4. Federal Lands Projects in TIP/STIPs - As part of the STIP approval process, the STIP is reviewed overall to determine if it meets federal requirements. Per 23 CFR 450.216(e), the Federal Lands Highway Program TIP shall be included in the STIP, directly or by reference.

When the new Eastern Federal Lands (EFL) TIP becomes available or EFL projects are submitted to FDOT, it is FDOT's responsibility to ensure that those projects are included in the appropriate MPOs' TIPs and the STIP. Upon review of the STIP webpages on FDOT's website, text was added that briefly explains the EFL TIP, and a link to the document is provided. However, this information is buried on the STIP Project Detail Listings page and no statement declaring that these projects are considered part of the STIP, either by reference or directly, is provided. In addition, this text incorrectly states that "Projects on this list that are in an MPO area should also be included in the local MPO TIP in which they are geographically located...". Federal Lands Highway projects *shall* be included in the TIP per 23 CFR 450.324 (c).

The FHWA/FTA verification as to whether the EFL TIP projects were included in the appropriate MPO TIPs revealed that all but one MPO had included the project information in their TIP, as required. Once the EFL TIP is published, we recommend that FDOT: 1) notify the MPOs to include the associated EFL projects within their MPO area in their MPO TIP; 2) follow-up with the affected MPOs to ensure that this task has been completed; and 3) provide written notification to FHWA and FTA that the process has been completed. We also strongly recommend that FDOT revise their website to: 1)

expand the Federal Lands TIP discussion to include an affirmation that the STIP includes these projects, either directly in the STIP document or by reference; 2) revise the inaccurate statement on the website as noted above; and 3) move the Federal Lands discussion to the main STIP Information page on the FDOT website.

Status: The STIP website has been updated to comply with this recommendation. Once the EFL TIP is published, FDOT Office of Policy Planning notifies the MPOs, through the MPO Liaisons, to include the appropriate projects in their respective TIPs, and provides written notification to FHWA and FTA that this task has been complete.

5. Work Program Integration Initiative (WP11) - FDOT is currently in the process of completely revamping their Work Program process and updating the underlying programming and associated technologies used to develop and maintain the entire database system that supports this effort. This commendable undertaking is an opportunity for making improvements to the STIP format to accommodate narrative information related to meeting TPM requirements, such target reporting, etc. We recommend that FDOT consider implementing changes to the STIP format to more fully meet the intent of the STIP as a public, user friendly document that promotes transparency and fulfills the planning and TPM requirements in one complete document.

Status: The department has advanced two vendors, Accenture and CGI, into negotiation as part of our competitive procurement process. Once negotiation is complete and a systems integrator is under contract, the department intends to finish design of the future solution within the tools presented by the systems integrator, which will include STIP functionality. FDOT will rely on published documentation by FHWA in developing the solution.

6. Federal Management Information System (FMIS) Project Descriptions – We have noticed that it has often been difficult to review and approve planning projects in FMIS due to unclear descriptions of the actions needed, or inconsistencies in the funding amounts being requested and/or funding types being affected. Thus, delays are encountered and approvals are slowed as we try to decipher the request. We recommend that FDOT work to improve internal coordination between Federal Aid, Work Program, and Planning (central and district offices as appropriate) in the development of consistent and clear planning project descriptions and actions requested as noted in FMIS approval requests.

Status: FDOT reported that they continue to improve internal communications within the various offices noted.

7. Tracking System for STP or Non-PL Planning Funding - As noted in last year's report, more MPOs are beginning to utilize funding sources other than planning (PL) funds to undertake planning activities. The Work Program Office has a spreadsheet which has traditionally been the method used to track PL fund expenditures from the UPWP for the 27 MPOs and the MPOAC. And although STP funds used for planning

activities are now being included in the UPWP, there is no easy method by which FHWA and FTA can determine if these types of funds are indeed available for the MPOs to use. We noted that little progress has been made to resolve this issue to date, although FDOT has stated that internal discussions on this topic have begun. We recognize that FDOT Central Office Planning has undergone significant personnel turnover in the last year, and a lot of the institutional knowledge and experience that had existed previously has been lost. However, new staff members are working diligently to master the learning curve and address the vast and varied array of planning issues at the statewide and metropolitan levels. We strongly recommend that FDOT work internally and with FHWA and FTA to develop a tracking method for STP funds prior to the beginning of the next Unified Planning Work Program (UPWP) cycle (July 2018) that would administer and account for funds being used for planning purposes per 23 CFR 420.119 (e) and readily provide this information to the approving agencies. Without a tracking system(s) in place for other funds used for planning activities, we will not be able to approve the planning projects funded with these other funds in the next UPWP cycle.

Status: FDOT and FHWA staff met in February 2018 and jointly agreed to utilize the on-line STIP Amendment application to track STP funds (or any other eligible federal funds) added to the UPWP. FDOT subsequently issued Federal Aid Technical Bulletin No. 18-01 on February 21, 2018, addressing supplementing MPO UPWPs with funds other than Metro PL funds. This Bulletin was also updated on May 25, 2018, to include supporting MPO documentation requirements when supplementing PL funds with other eligible federal funds.

8. Annual Certification Process – The recommendation was made in last year’s report for FDOT to strengthen their oversight responsibilities in the Annual Certification Process to include more prescriptive guidance to the districts for the Annual Certification Process with their MPO sub recipients, and develop a Quality Assurance/Quality Control (QA/QC) process/plan to ensure a more uniform approach. FDOT recognized the need for consistency in the Annual Certification Process and has developed a plan to create a consistent process statewide. However, this process will not get underway until January of 2018. We recommend that FDOT continue to move forward to strengthen their oversight responsibilities and develop more prescriptive guidance for the districts on the Annual Certification Process.

Status: FDOT updated the Annual Joint Certification Process in 2017, which was first implemented January 2018. The updated process was in response to a need to bring consistency to Florida’s Metropolitan Planning Program, and FHWA’s recommendation in the 2017 Planning Finding.

The updated process was well received by the MPOs and FDOT District Staff. FDOT Central Office is in the process of putting together a task team with representation from all seven FDOT Districts to review and find opportunities to improve the new process. An updated Certification, based on the recommendations of the task team, is anticipated to be available by December 2018.

B. FY 2018 - FY 2021 Statewide Transportation Improvement Program

Title 23 U.S.C. requires the State to develop a STIP. The portion of the Program that is urbanized must be developed in cooperation with the MPOs. The State must also have a process for developing priorities with local officials in the rural areas. The STIP is a list of priority projects for the next four fiscal years. The projects are expected to be consistent with the Florida Transportation Plan (FTP), which serves as the statewide plan, and to incorporate the TIPs as adopted from within each metropolitan area. The STIP document has been submitted in Adobe PDF format and is available on the FDOT website at: http://www.dot.state.fl.us/OWPB/Federal/STIP_ProjectDetailListing.shtm. STIP modifications are also captured daily and displayed in the current STIP document as noted online.

Before the STIP was required under Intermodal Surface Transportation Efficiency Act, the state of Florida had developed a process for having a statewide improvement program. This document is the Five-Year Work Program and essentially serves as the STIP. Section 339.135, Florida Statutes, authorizes and sets the guidelines for the FDOT to develop a State Transportation Five-Year Work Program. It is the State's project-specific list of transportation activities and improvements that meets the goals and objectives of the FTP. Although FDOT's Five-Year Work Program serves as the basis for creating the STIP, it is important to note that FHWA and FTA only recognize the four-year element of the STIP, which is derived from FDOT's Work Program, for the purposes of programming federal funds.

Since the FDOT Work Program serves as the basis for creating the STIP, FHWA, and FTA look to the FDOT's Work Program development process to ensure compliance with Federal law. There are summary documents that are helpful in understanding how the Work Program is developed and financed and more detailed documents and procedures that provide specific instructions for Work Program development. Some of these documents are located on FDOT's website: <http://www.dot.state.fl.us/OWPB/WorkProgramResources.shtm>. Other resources are also available upon request from FDOT's Work Program Office.

Public Participation is also a major component in the development of the STIP. The Work Program is developed by the Districts and Central Office, working with the MPOs and local governments. Input is also included from the Legislature, Governor's office, and public hearings. More detailed information related to the Public Involvement Process, utilized by FDOT to develop the Work Program and the STIP, can be found at: http://www.dot.state.fl.us/OWPB/Federal/STIP_PI_Process.pdf.

As part of FHWA's routine oversight activities for the statewide planning process, and in accordance with the Division's Standard Operating Procedure for the STIP, the planning unit conducts both an overall checklist review of the STIP and a spot check review of a few randomly selected projects from each MPO area to assess the consistency in project information between the STIP, TIP, and LRTP planning documents. FHWA randomly reviewed 54 projects in the proposed STIP, two from each

MPO throughout the State, for general consistency between the TIP, STIP, and LRTP documents. The results of this year's review indicate that emphasis is still needed in this area to ensure that projects are accurately reflected in both the TIP and STIP and that these projects are flowing from and are found to be consistent with the MPO's LRTP. Consistency between the TIP and STIP was noted in 88% of the projects reviewed which was similar to the findings from the previous year. Identifying/locating an LRTP project associated with a particular STIP project continues to be a challenge, and only 72% of the projects reviewed were deemed consistent with the LRTP. FHWA will share the information with the applicable Districts and MPOs.

FTA, responsible for federal review and oversight of transit-related activities, also reviews the STIP to ensure regulatory compliance, in partnership with FHWA. FTA reviewed STIP projects within each FDOT district and identified several inconsistencies regarding the appearance of small and large urban operating assistance and that the outer years of the STIP do not appear to program FTA apportionments in large urban areas.

The FY 2018/19-2021/22 STIP needs to be fiscally constrained by year. In an effort to demonstrate how much funding is available for projects, FDOT has developed a process and summary tables to show the available funds including balance forward, estimated new funds, and the programmed projects. The 2019 STIP Production Accomplishment Report (PAR) is developed annually by FDOT to demonstrate financial constraint for the new STIP. This new STIP is based on the Five-Year Work Program adopted by FDOT on July 1, 2018. Ending balances in each of the major categories are positive in each of the years of the STIP. The summaries are located on the following pages.

Please note the following points regarding these summaries:

1. The FY2019 STIP is based on the Adopted Work Program as of July 1, 2018.
2. Annual funding amounts are presented net of Obligation Authority Constraints.
3. The underlying funds supporting the rollups include funding levels authorized in the FAST Act through FY2020 (FY2021 and FY2022 assume the same levels as FY2020), but do not include Florida's portion (\$366 million) of the \$7.6 billion rescission of Contract Authority authorized in the FAST Act to take place on July 1, 2020. Reasons for excluding this rescission from our projections of federal aid funds are twofold:
 - It cannot reasonable be predicted which categories of funding will be impacted this far in the future, as the rescission will be based on the relative balances of almost all program categories (with some exceptions) on July 1, 2020, and
 - There is a high likelihood that Congress will repeal that provision of the FAST Act prior to its implementation on July 1, 2020, similar to the action Congress

took to reverse the rescission of contract authority, which took place on the last day of the MAP-21 legislation.

If this provision is implemented on July 1, 2020, FDOT will adjust its project programming accordingly, deferring selected planned projects to a later date when funding becomes available. This will ensure fiscal constraint of the STIP is preserved.

4. Included is a breakout, by major fund rollup category, of the estimated Advanced Construction (AC) conversions anticipated to be done each year to fully consume the annual Obligation Authority subject to lapse at each fiscal year end.

Based on the summaries and other documentation received throughout the year, the FY 2018/19 – FY 2021/2022 STIP is shown to be fiscally constrained by year given the funding levels that are reasonably expected to be available over the timeframe of the STIP.

2019 STIP P.A.R. Rollups

	Fiscal Years			
	2019	2020	2021	2022
Congestion Mitigation/Air Quality Program				
Balance Forward from Prior Year	7,246,141	2,053,550	2,027,073	2,027,073
Net Annual Allocations Available	13,260,123	13,526,200	13,571,654	13,571,654
Less: Program of Projects	(18,452,714)	(13,552,677)	(13,571,654)	(13,571,654)
Balance Forward to Next Year	2,053,550	2,027,073	2,027,073	2,027,073
Discretionary and Other Programs				
Balance Forward from Prior Year	45,845,442	1,766,326	1,200,387	500,387
Net Annual Allocations Available	5,668,917	5,668,917	5,668,917	5,668,917
Less: Program of Projects	(49,748,033)	(6,234,856)	(6,368,917)	(6,168,917)
Balance Forward to Next Year	1,766,326	1,200,387	500,387	387
National Freight Program				
Balance Forward from Prior Year	117,836,368	86,093,382	46,942,723	26,942,723
Net Annual Allocations Available	59,620,264	66,228,852	66,451,416	66,451,416
Less: Program of Projects	(71,363,250)	(85,379,511)	(66,451,416)	(66,451,416)
Funds Available before AC conversions	106,093,382	66,942,723	46,942,723	26,942,723
Planned AC Conversions	(20,000,000)	(20,000,000)	(20,000,000)	(20,000,000)
Balance Forward to Next Year	86,093,382	46,942,723	26,942,723	6,942,723
National Highway System Performance Program				
Balance Forward from Prior Year	604,154,512	385,460,570	341,723,069	356,231,299
Net Annual Allocations Available	1,049,730,601	1,116,614,120	1,114,508,230	1,114,508,230
Less: Program of Projects	(68,424,543)	(60,351,621)	-	-
Funds Available before AC conversions	1,585,460,570	1,441,723,069	1,456,231,299	1,470,739,529
Planned AC Conversions	(1,200,000,000)	(1,100,000,000)	(1,100,000,000)	(1,100,000,000)
Balance Forward to Next Year	385,460,570	341,723,069	356,231,299	370,739,529
Planning and Research Programs				
Balance Forward from Prior Year	33,416,698	12,331,996	4,762,275	4,762,275
Net Annual Allocations Available	62,299,903	63,778,074	63,778,075	63,778,075
Less: Program of Projects	(83,384,605)	(71,347,795)	(63,778,075)	(63,778,075)
Balance Forward to Next Year	12,331,996	4,762,275	4,762,275	4,762,275
Safety Programs				
Balance Forward from Prior Year	66,615,024	38,088,095	37,528,970	33,664,505
Net Annual Allocations Available	113,935,001	125,568,891	125,553,891	125,888,891
Less: Program of Projects	(42,461,930)	(16,128,016)	(9,418,356)	(9,418,356)

2019 STIP P.A.R. Rollups

Funds Available before AC conversions
 Planned AC Conversions
 Balance Forward to Next Year

Fiscal Years			
2019	2020	2021	2022
138,088,095	147,528,970	153,664,505	150,135,040
(100,000,000)	(110,000,000)	(120,000,000)	(130,000,000)
38,088,095	37,528,970	33,664,505	20,135,040

Surface Transportation Block Grant Program

Balance Forward from Prior Year
 Net Annual Allocations Available
 Less: Program of Projects
 Funds Available before AC conversions
 Planned AC Conversions
 Balance Forward to Next Year

143,731,535	30,222,831	16,232,982	9,834,575
601,360,401	568,000,214	569,838,082	569,838,083
(644,869,105)	(561,990,063)	(556,236,489)	(548,736,490)
100,222,831	36,232,982	29,834,575	30,936,168
(70,000,000)	(20,000,000)	(20,000,000)	(20,000,000)
30,222,831	16,232,982	9,834,575	10,936,168

Transportation Alternatives Program

Balance Forward from Prior Year
 Net Annual Allocations Available
 Less: Program of Projects
 Funds Available before AC conversions
 Planned AC Conversions
 Balance Forward to Next Year

28,059,491	5,059,280	227,670	980,572
46,271,119	46,260,023	46,415,484	46,415,484
(64,271,330)	(50,091,633)	(44,662,582)	(45,896,486)
10,059,280	1,227,670	1,980,572	1,499,570
(5,000,000)	(1,000,000)	(1,000,000)	(1,000,000)
5,059,280	227,670	980,572	499,570

Grand Totals - All Programs

Balance Forward from Prior Year
 Net Annual Allocations Available
 Less: Program of Projects
 Funds Available before AC conversions
 Less: AC Conversions
 Balance Forward to Next Year

1,046,905,212	561,076,031	450,645,150	434,943,410
1,952,146,329	2,005,645,291	2,005,785,749	2,006,120,750
(1,100,513,580)	(958,948,156)	(871,069,133)	(874,603,038)
1,898,537,961	1,607,773,166	1,585,361,766	1,566,461,122
(1,290,000,000)	(1,140,000,000)	(1,140,000,000)	(1,140,000,000)
608,537,961	467,773,166	445,361,766	426,461,122

C. Summary of the 2018 Annual MPO Certifications by FDOT

Each FDOT District and MPO must jointly certify annually that the transportation planning process is addressing the major issues facing the metropolitan area. The purpose of the MPO certification review is to establish that the MPO's planning process is being conducted in accordance with 23 CFR 450.334. The reviews also provide the opportunity to recognize noteworthy practices, provide recommendations for consideration, and identify corrective actions needing resolution within the timeframe specified in the Certification Report. Many of the joint certification statements listed findings, such as noteworthy achievements and areas for future emphasis. A general compilation of the topic areas from the FDOT/MPO certification reviews conducted this year are noted and do not necessarily apply to every MPO. The following are the FDOT findings from the 2018 Certifications.

Best Practices/Noteworthy Achievements

- Developing Bicycle and Pedestrian Master Plans and Trail Plans
- Regional LRTP and Model Development and SMART Plans
- Safe Routes to School and Bike Rodeo/Walking Events
- Multimodal Corridor Study and Community Health Atlas
- Complete Streets Guidelines and Roundabout Studies
- Community Profile Maps and Online TIP Mapping Tool

- Vision Zero Action Plans
- Coastal Resiliency Assessment Study
- Social Media and New Website Development
- Public Outreach and Engagement and Mentoring Future Generations
- Mobility Performance Measures
- Context Sensitive Design and Autonomous/Connected Vehicle Development

Corrective Actions

A total of two corrective actions were issued during the 2018 joint FDOT/MPO certification process. These corrective actions are outlined below.

- Significant delays in Invoice Submittals- Invoices continued to be submitted more than 90 days after the invoicing period. Staff did not consistently charge to the correct task. An amendment was not submitted in a timely manner to FDOT and FHWA for approval.
Status: The following agreed upon corrective actions are: 1) Invoices are submitted within 90 days from the end of the billing period; 2) The MPO will provide written documentation that the financial management system meets all the requirements listed in the Contract section 8.C.i. – vii., including the methodology used to derive the staff services charges budgeted in the upcoming Unified Planning Work Program FYs 2019-2020; 3) Consistent with the requirements of the Contract section 7.A., the MPO will first submit the proposed amendment to the Unified Planning Work Program to FDOT for preliminary review and a recommendation of approval. Once FHWA has reviewed and recommended approval then the Agreement and supporting documentation must be amended immediately; and 4) Monitoring will occur monthly to review invoices, staff time sheet submittals and staff progress reporting, and then at a minimum quarterly after six months.
- Public Participation Plan Per CFR 450.316 – the Public Participation Plan (PPP) states that a “minimum public comment period of 45 days shall be provided before the initial or revised participation plan is adopted by the MPO” and that the plan should “periodically review the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.” As stated by the MPO in this certification that the MPO could not find documentation that the PPP was made available for public review for at least 45 days. And that the last time the TPO’s PPP was review was when it was amended in August of 2014. The MPO Handbook also states that the Title VI/Nondiscrimination “Coordinator should be listed in the MPO Public Participation Plan (PPP) by name and contact information.”
Status: The MPO has until June 30, 2018 to update their Public Participation Plan.

Recommendations

- Public Participation Plans
- Title VI Training
- Timely Invoices/Progress Reports
- Planning Funds
- Partner Communication
- Prior Approval for Equipment Purchases
- Website Updates

D. Summary of the Fiscal Year 2018 FHWA/FTA Certification Reviews of the Transportation Management Areas

During State FY 2018 (May 2018 – June 2018), FHWA/FTA conducted TMA Certification Reviews for **Lee County MPO** (Cape Coral TMA), and **Space Coast Transportation Planning Organization (TPO)** (Melbourne Florida TMA). The two TMA's along with **Florida-Alabama TPO** (Pensacola TMA) planning processes were still under evaluation and will be summarized at the 2019 Florida Federal Planning Certification (Statewide Annual Assessment) Meeting.

E. Performance Year 2018 Program Accountability Review Results

For Performance Year (PY) 2018, the Florida Division Planning and Civil Rights staff conducted (3) Program Accountability Results (PAR) reviews on three of the State's non-Transportation Management Area (TMA) Metropolitan Planning Organizations (MPOs). The purpose of these reviews was to assess the MPOs' self-certification processes to determine their compliance with 23 CFR 450.334 (a). Based on an analysis of the TMA Certification Reviews' corrective actions and recommendations, this topic was one of the top three issues for TMAs and thus, selected for this non-TMA review. This year's review effort initiates an assessment of all nine non-TMA MPOs in Florida to be conducted over a three-year period. The non-TMA MPOs selected for review this PY were: Ocala/Marion County, Lake- Sumter, and Indian River County.

The three MPOs reviewed were largely consistent with their submittal and documentation of the self-certification process. However, the documentation of specific outreach strategies to improve outreach and needs assessment for traditional underserved communities varied from being included in the UPWP and/or the Public Involvement Plan (PIP). Additionally, the MPOs were consistent with the execution of their Nondiscrimination Assurance and for Title VI/ Nondiscrimination policies. Where the MPOs did not directly facilitate the processes, they utilized the cognitive agency's practices.

All three of the MPOs reviewed submitted certification statements signed by the MPO Board Chair in their UPWPs in 2017 indicating compliance with all federal requirements.

The MPOs reviewed have either UPWP tasks or strategies in their PIPs to improve or support outreach to traditional underserved communities. These MPOs also utilize social media, visualization, and other techniques to encourage public understanding and participation in the planning process. These MPOs also consider demographic and travel information and include projects that support ADA access in their Long Range Plans and TIPs.

Related to civil rights, all three of the MPOs have current Nondiscrimination Assurances, Title VI/Nondiscrimination Coordinators with easy access to the MPO Director, and Community Characteristics Inventories that identify typically underserved populations. One MPO does not have their own Limited English Proficiency Plan but relies on the city's Plan. Only one of the three MPOs reviewed has 50 or more employees, as it is part of the county's Public Works Department. As such, they do have an ADA Transition Plan, as required. All of the MPOs conduct self-evaluations of their programs and activities to identify barriers to accessibility. However, the MPO contracts reviewed revealed that in a few instances, the standard nondiscrimination and/or required DBE assurance language was missing. As a result, the identified MPOs are in the process of reviewing and amending their contracts, as needed, to ensure such language is included in all contracts, and that they are legally sufficient.

The PAR reviews largely indicate that the MPOs reviewed are satisfactorily carrying out the requirements for self-certifications set forth specifically in 23 CFR 450.334(a). The PY19 Planning PARs will continue to focus on the self-certification process, with the review of three more of the remaining six non-TMA MPOs.

F. Training/Technical Assistance Needs

During the certification review site visits this year, the following technical assistance/training needs were identified: ADA classes, innovative funding and financial classes, additional revenue sources and funding for transportation, sharing of MPO administration recommendations/best practices, access to use more complex data sets and data-processing applications for projects, provide follow-up or results from the FHWA bike/ped counting projects, how to get a more well-rounded, accurate collection of data, and the best ways to collect distracted driving data.

IV. 2018 FINDINGS AND RECOMMENDATIONS

FHWA/FTA highlight the following Noteworthy Activity underway by FDOT this year:

Metropolitan Planning Program Training – The Federal Aid Management Office at FDOT, in coordination with Policy Planning, is commended for their development of the MPO Liaison Only Training regarding the Metropolitan Planning Program for the 27 MPO's. FDOT is responsible for the oversight and stewardship for the State of Florida. There are seven Districts and the Turnpike that are responsible for carrying out the program. This also includes the FDOT Liaisons who are responsible for their perspective District's within the 27 MPO's. FDOT is commended for providing this training for consistency/transparency for the State of Florida.

State Planning and Research (SPR) Part A- FDOT CO has worked diligently with the FHWA point of contact and found a way that has streamlined and enhanced the SPR process for review and approval turnaround times and overall program efficiency. The SPR approval and amendment process has also been tremendously improved overall. The Florida's SPR had evolved into a document that now provides more transparency and is easily assessible. The process has been coordinated with all FDOT internal staff and conversations for the process will also be coordinated with the external staff for all seven Districts.

The following Corrective Action requires action for compliance with the federal planning regulations and must be completed within the timeframes noted:

1. Tracking of STP and other Non-PL Funding Used for Planning

Observation: The 2017 Planning Finding included a recommendation to develop a tracking system. In the status update, FDOT indicated that they have a system in place. However, the system referenced addresses UPWP Amendments for non-PL funds used for planning. The Federal Review Team is not aware of a system for tracking funds in the initial UPWP and no information on the status of non-PL funds used in planning was shared with the federal partners during the 2018 UPWP approval cycle. Additionally, during the UPWP review and approval process, it was evident that there is a lack of proper accounting regarding the use of non-PL funds for planning. Further, the amount of non-PL funds identified and programed in the UPWP and subsequently reviewed and recommendation for approval by FDOT could not be relied upon as the accurate source of available non-PL funds for planning to support the federal authorization.

Corrective Action: 23 CFR 420.115(b) requires that appropriate funds be available at the time of authorization. **FDOT needs to develop and implement a tracking system that would administer and account for all non-PL funds being used for planning purposes per 23 CFR 420.119(e). This information must be readily available to the federal approving agencies needs to be developed and implemented prior to June 2019, which aligns with federal approval of year two of the current UPWPs.** Without

suitable accounting and controls, federal authorization for planning activities will need to be restricted to the use of PL funds. The federal agencies have no confidence that the requested non-PL funds programmed in the UPWP, which is the MPOs' discretion to use as allowed by 23 CFR 450.308(a), are actually available to authorize for federal funding.

The following Recommendations are made to continue implementing improvements to the transportation planning process within the State of Florida:

1. Partner Communication

Observation: Since the Federal-aid Program is a federally-assisted, state-administered, locally-driven program, FDOT is responsible for determining the processes used to implement its responsibilities. We understand that processes are evaluated and modified by FDOT to reflect new requirements and to take advantage of opportunities to increase program efficiencies and improve their delivery. In the Stewardship and Oversight Agreement, FHWA and FDOT mutually agreed to a collaborative consultation process for manuals and operating agreements to ensure smooth, timely and efficient project delivery. When FDOT changes their processes without coordination or notification to federal or local partners, this results in unclear expectations on needed actions and impacts the delivery of the Federal-aid Program.

Recommendation: The Federal Review Team strongly recommends that FDOT coordinate with its federal and local partners as processes are changed or updated. Clear communication avoids the federal partners operating in a reactive mode which could delay the authorization of critical federal funding to advance needed transportation solutions.

2. TPM Consensus Planning Document

Observation: In January 2018, FDOT shared a copy of a draft consensus document with the federal agencies. The document was intended to satisfy the provisions outlined in 23 CFR 450.314(h) requiring documentation of TPM coordination. Federal comments were shared with FDOT two weeks later. In May 2018, the federal partners received the final document agreed to by the MPOAC and FDOT. Specific federal comments on the document have been provided to FDOT separately. Based on the Florida Statutes referenced in the document, 339.175 indicates the MPOAC can enter into agreements on behalf of the MPOs. However, 339.175(10)(a)(1) specifically outlines that each MPO is responsible for executing individual agreements with FDOT addressing Federal requirements. Additionally, 339.175(11) states that the MPOAC *"...is created to augment, and not supplant, the role of the individual MPOs in the cooperative planning process."* The statute also specifies that the MPOAC is also a principal forum for collective policy discussion and serves as a clearinghouse for review and comment by the MPOs. Each MPO has a responsibility based on 23 CFR 450.314(h) to develop specific written provisions for cooperatively developing and sharing TPM information. The MPOAC

consensus document should be considered a general policy direction to its member MPOs as a basis to support their individual written provisions.

Recommendation: Federal comments on the Consensus Planning Document were transmitted separately to FDOT and the MPOAC. Critical comments need to be addressed to fully implement the requirements. In particular, as the MPOs develop their FY2019/20 – 2022/23 TIP, each MPO needs to take an action either accepting this consensus document or developing their own documentation. These MPO actions will then satisfy the federal requirements regarding the documentation for sharing performance information which is needed in order for us to approve the STIP on October 1, 2019.

3. TPM Target Setting Coordination

Observation: Based on 23 CFR 450.206(c)(2), FDOT is required to coordinate with the MPOs to the maximum extent practicable when establishing TPM targets. In the course of implementing our stewardship responsibilities over the last year, the Federal Review Team observed that the MPOs were not aware of targets set by FDOT. For instance, the 2017 safety targets were the first ones set and processes for setting targets were still in development. The MPOs weren't officially notified of the safety targets until well into their 180-day timeframe to set the MPOs' targets. Although FDOT distributed the PM2 and PM3 targets soon after they were set, the FDOT coordination regarding the setting of PM2 and PM3 targets is unclear. Further, when we asked FDOT and the MPOAC at the July 2018 Statewide Assessment Meeting if any coordination had occurred regarding the setting of the 2018 safety targets, due six weeks after the meeting, there was a negative reply. While using the MPOAC as a consolidating point for communication is efficient, the documentation FDOT and the MPOAC provided did not clearly indicate how the information reached the MPOs. Similarly, there appeared to be minimal coordination within FDOT which resulted in delays in partner notifications and delays in receiving federal project approvals.

Recommendation: We recommend FDOT modify their coordination processes to ensure that the MPOs are directly coordinated with to the maximum extent practicable throughout the processes when establishing the FDOT targets and are timely notified once the targets are set. We also recommend that FDOT document their coordination and outreach with the MPOs.

4. ADA Transition Plan

Observation: While there has been some delays due to contracting issues for the Roadway Characteristics Inventory (RCI) data base update, the FDOT Office of Transportation Data Analytics (TDA) remains committed to include the four ADA Pedestrian Rights of Way (PROW) compliance features (Sidewalks, Detectable Warnings, Curb Ramps and Ped Signals) in the new system.

For the current RCI data base, they are continuing work with the Roadway Design Office to identify and test methods of new collection methods for these 4 ADA elements. FDOT will not be renewing biennial contracts for statewide video logs. TDA will continue to pull the annual statistical samples for the District ADA Coordinators to review until such time as the updated RCI suggests a more integrated process for reviewing PROW data. The current log (collected between 06/2016 and 06/2017) will remain available and viable for random PROW screening for five years (through 2021/2022).

Recommendation: FHWA's approval of the FDOT STIP is predicated upon an annual statistically significant sampling of the state's inventory of pedestrian facilities to verify compliant transition under the ADA. These commitments were outlined in the FHWA - FDOT 2015 ADA Transition Plan White Paper. While this is the responsibility of the Statewide ADA Coordinator and district counterparts, the Office of Policy Planning (OPP) must ensure that FDOT is meeting its commitment and that any discovered noncompliant facilities are remedied in a timely manner. FHWA will assist, but will not serve as OPP's liaison between FDOT offices. Rather, FDOT must develop a means of ensuring that TDA is proceeding with the addition of PROW to the RCI, and that the Roadway Design Office (ADA Division) is conducting annual checks of the video logs for compliant transition of PROW facilities. As a part of future STIP submittals, FHWA will expect FDOT's report on these matters before approving the STIP.

5. Tracking of STP and Other Non-PL Planning Funding

Observation: The procedures for addressing non-PL funds being amended into the UPWP were verbally agreed to in February 2018 and implemented by FDOT at that time. However, the federal partners were not aware of the implementation nor did the agencies receive a copy of the final procedure until July 2018. After reviewing our files, we found that one amendment which increased non-PL funds was processed after the procedure was implemented in February 2018. However, the amendment was not processed through the STIP tool in accordance with the procedure. Additionally, 4 amendments were received which decreased non-PL funds. These situations are not addressed in the Federal-aid Technical Bulletin 18-01 and these funding changes also need to be accounted for when submitting a UPWP amendment.

Recommendation: The Federal Review Team recommends the procedure to use the STIP tool for tracking non-PL fund amendments to the UPWP be implemented immediately for all UPWP amendments with non-PL funds. Without implementing this mechanism, there remains a potential for more MPOs to have UPWP amendments recommended for approval that are not funded.

6. MPO/MPO or MPO/FDOT UPWP Tasks

Observation: Late in the UPWP development process, questions arose regarding how FDOT and the MPOs document transfers of funding for tasks that cross MPO areas or that FDOT carries out on behalf of several MPOs. As a result of our reviews, we observed that the documentation of these transfers is not consistent throughout the state. We identified that changes will need to be made after the July 1, 2018 approval to the UPWPs. These changes affect the tasks and budget tables detailing the MPO's work program when transferring funds to FDOT or another MPO for such tasks. Our UPWP approval letters indicated that FHWA will work with the MPO and FDOT to provide assistance in order to resolve this issue by October 31, 2018. After additional conversations with FDOT, the SPR Work Program as well as the MPOAC UPWP will also be affected by this documentation change.

Recommendation: The Federal Review Team recommends that FDOT and the MPOs continue to work together with the federal partners placing a high priority on resolving this documentation issue in a timely manner.

7. Consistent Documentation and Tracking of Small and Large Urban Area FTA Apportionments for Capital and Operating Expenses

Observation: Small and large urban operating assistance, as programmed in the STIP, appears to vary by FDOT district. In some districts, operating assistance is a separate activity from capital assistance, while in others, it appears this activity is merged with capital efforts. Similar inconsistencies are noted for small and large urbanized areas, where small urban activities are separated from large urban areas, while in other instances, they appear to be combined.

Recommendation: To address inconsistencies the next STIP (FFY 19/20) should identify and document the policy or policies, either Statewide or by FDOT district to better clarify funding program sources and details. Situations where capital/operating activities will be grouped and those which will not should be clearly described. The "project description" should also sufficiently describe grouped activities, as well as the applicable urbanized area the group activity addresses (i.e. small, large, both).

8. Outer-Year Programming for FTA Annual Apportionments

Observation: Certain large and large urban areas, which typically receive annual FTA apportionments, appear to have \$0 programmed in years 2,3, and 4 of the STIP.

Recommendation: When applicable, we recommend provide additional information describing the rationale for not programming the annual apportionments that are covered by the STIP years.

Conclusions

Based on routine coordination throughout the year with the various statewide planning participants, discussions at the “annual assessment” meeting, the review of statewide summary and planning documents provided by participating and affected offices, and the status of past “annual assessment” recommendations, FDOT continues to demonstrate that they address federal questions/concerns, as such concerns are identified.

Therefore, it is hereby determined that Florida’s Statewide transportation planning process continues to substantially satisfy the requirements of 23 U.S.C. 134, 135, 303, and 315; 49 U.S.C. 5303-5305, and 23 CFR Part 450 (Subparts B, C, and appendix A) and 500; and 49 CFR Part 613 (Subparts B, C, and Appendix A), subject to FDOT satisfactorily addressing the Corrective Action stated in this report. FDOT is encouraged to provide the FHWA and FTA with evidence of satisfactory completion of the Corrective Action, in accordance with the noted deadlines. FHWA and FTA will continue working with Florida’s various planning participants (e.g., FDOT, the 27 MPOs, local /regional transit service providers, local governments, State/local resource agencies, and the public) to further address and complete the activities and commitments contained in this report.



U.S. Department of Transportation
Federal Highway Administration

APPENDIX A



**2018 FLORIDA FEDERAL PLANNING CERTIFICATION
FDOT EXECUTIVE CONFERENCE ROOM
TELECONFERENCE INFORMATION: 850-414-4974, PIN 250995
Wednesday, 8:30 A.M. – 2:30 P.M.**

Start Time	End Time	Topic	Presenter
8:30 am	8:40 am	Introduction	Mark Reichert, Carmen Monroy FHWA
8:40 am	9:10 am	Status of 2017 Annual Certification Overview	Mark Reichert, Alex Gramovot
9:10 am	9:20 am	MPO Liaison Training Update <i>Overview of the Training Plan and accomplishments</i>	Mark Reichert, Alex Gramovot
9:20 am	9:40 am	FDOT Office of Inspector General Audit <i>Results and discussion of the FDOT Office of Inspector General Audit</i>	Tim Crellin, Ashley Clark
9:40 am	10:00 am	Florida Transportation Plan Update	Dana Reiding
10:00 am	10:15 am	Break	
10:15 am	10:35 am	MPO Joint Certification Process Review <i>A discussion of the newly implemented Certification Process</i>	Alex Gramovot
10:35 am	10:55 am	MPOAC Update <i>Update by Florida MPOAC</i>	Carl Mikyska
10:55 am	11:15 pm	Rural Area Consultation Process <i>Overview of coming changes to the Rural Consultation Process</i>	Rusty Ennemoser
11:15 am -	11:35 am	State Planning and Research Report <i>Overview of the new SPR Format and progress</i>	Samantha Parks
11:35 am	12:45 pm	Lunch	
12:45 pm	1:05 pm	Transportation Performance Management <i>Status, FDOT/MPO Coordination, Next Steps</i>	Mark Reichert, Alex Gramovot Regina Colson
1:05 pm	1:25 pm	FDOT UPWP Review Process/Amendment <i>Process Improvement Review</i>	Alex Gramovot
1:25 pm	1:45 pm	FHWA/FTA/FDOT Program Level Coordination	Danielle Blackshear, Teresa Parker, Mark Reichert
1:45 pm	2:15 pm	Best Practices	FDOT
2:15 pm	2:30 pm	Wrap-Up, Next Steps, Preliminary Findings	FHWA

Appendix B - Summary of Discussions that Supported the 2018 Planning Finding

1. Status of 2017 Annual Certification Overview Process

Observation: FDOT updated the existing Annual Certification questions in the MPO Program Management Handbook. The list of certification questions was created for consistency to assist the District MPO Liaisons with questions to ask their MPOs, regardless of whether they are conducting a full or modified Certification. The MPO Risk Assessment for the Certification Process includes a list of mandatory questions for both the full or modified Certification Process and information related to the management of Federal funds. Additionally, a tracking list will be created and managed by the FDOT Central Office to maintain a higher level of involvement and awareness of the Annual Certification Process. The process is geared towards assisting FDOT with their oversight responsibilities in the Annual Certification Process, with more of a prescriptive guidance to the districts for the Annual Certification Process with their MPO sub recipients. FDOT has developed a QA/QC process/plan to ensure a more uniform approach. Consequently, FDOT recognized the need for consistency for the 27 MPO's and this New Annual Certification Process may help shed some insight for FDOT on a statewide level. However, this process did not get underway until January 2018. FHWA/FTA will be looking forward to how this process has evolved during the next 2019 Florida Federal Planning Certification.

2. MPO Liaison Training

Observation: FDOT has been developing Computer Based Training (CBT) modules to be completed by the end of the year (2018). These modules consist of training topics such as the UPWP, TIP, LRTP, Invoicing, and the STIP Amendment process. These modules will assist the FDOT Liaisons/New with an overall planning process of their roles and responsibilities. FDOT developed documents and products such as: Fact Sheets, Desktop Procedures, CBT, MPO Program Management Handbook, Close Out Procedures, Auditing Training, and additional resources (SharePoint Site and MPO Liaison Discussion Board). This training support will provide consistency across the FDOT District Liaison Offices. FDOT also provided a two-day training for the New MPO Liaisons in District 2 held on May 31, 2018, and District 6 was held on July 9, 2018.

3. FDOT Office of Inspector General Audit

Observation: The Office of Inspector General (OIG) provided results and discussions from the FDOT Audit. The purpose of these audits is to look more at the clarification and improvements to access the risk for MPO's at a different level. The auditors have done some pilot audits that will impact some of the MPO's. The focus has been leaning towards the independent MPOs and a total of three MPOs have been selected thus far. The OIG audits will provide some technical assistance to FDOT and assess the effectiveness/efficiency of the overall program. The auditors are also considering evaluating the Human Resources Offices to assist with making improvements to be more decentralized, that The Department of Financial Services (DFS) is mandating. FDOT auditors will also evaluate the Risk Assessment process and the Uniform Grant Guidance

that central office provides to the FDOT Liaisons Office. The auditors will be conducting the risk assessment from an accountability focus because not every person by trade is an accountant within the comptroller's office, however the managing of the federal grant process is great but, the fiscal year is typically an area that is most prone to risk and will be audited/assessed.

4. Florida Transportation Plan (FTP) Update

Observation: The FTP Meeting will be held in October 2018. This meeting will provide FDOT with an opportunity to work with their transit partners. The Transportation Planning Exchange will be held May 7-9, 2019, in Jacksonville, FL and will be devoted to FTP's (visions elements, and steering committee meeting., etc.). The Regional Workshop will be held May 9, 2020, and will focus on social cultural data with the FTP and outreach, a sub-meeting with Automated Evaluations with ACES, conversation on policies, TPM process/targets, and each goal area. FDOT created a two-page fact sheet for the State of Florida on the (Planning Rule Framework, TPM, and Transit). FDOT is aiming to publish the next plan by December 2020.

5. MPO Joint Certification Process

Observation: FDOT developed a 23-page MPO Joint Certification Process Review. The Newly Implemented Certification Process Review will provide consistency throughout the 27 MPOs and FDOT Liaisons. The contents for the New Joint Certification Process consist of: 1) purpose for the MPO Joint Process, 2) the Certification Process, 3) and a Risk Assessment Process. The Joint MPO Certification also includes 12 Sections that included the MPO Overview, LRTP, TIP, UPWP, Finances and Invoicing, Title VI and ADA, DBE, District Specific Questions, Clean Air Act, Noteworthy Practices and Achievements, Recommendations and Corrective Actions, and attachments. FDOT will provide the MPO Joint Certification updates and documentation and review for all 27 MPO's Annually to FHWA.

6. MPOAC Update

Observation: The MPOAC Executive Director appreciated FHWA/FTA/FDOT for the coordination and having everybody on the same page for the same topic. The MPOAC Executive Director attended in NY, the 2018 Transportation Research Board with other experts and provided an overall presentation on what Florida is doing as it relates to TPM, data consistency between the MPO's, and on-going dialogue between the MPOAC and FDOT.

7. Rural Area Consultation Process

Observation: The State of Florida is working on a non-MPO documented process for the rural consultation that will be completed by March 2019. The evaluation for the rural consultation is to look at the districts and assess how best to coordinate and involve the non-MPO areas in the planning process. These conversations were discussed with all

seven Districts and for the rural areas within the MPOs. The content to consider for the rural consultation process includes: what is the definition of a rural area, what are the Federal/State census definitions rules, look at trends and conditions, and social cultural areas for the counties/rural among other factors. FDOT's, SharePoint site will document all this information for use for the rural consultation in 2019. FDOT received FHWA Technology Deployment funding to host a Peer Exchange in Tallahassee that was held, August 29-30, 2018. The Peer Exchange will host several States together, including FL, OH, MI, TX, NC, VA, PA, WA, to find out their processes/challenges for rural consultation.

8. State Planning and research (SPR) Part A

Observation: FHWA and FDOT have diligently worked together since 2017-2018 and found a way to streamline and enhance the process for the review, approval turnaround times, and the overall program efficiency. The SPR Part A has undergone a complete overhaul from FY 17-18 to FY 18-19. The new SPR format was created to reduce confusion by FDOT and FHWA staff when updating or reviewing the SPR and processing amendments. This new process change showed a drastic decrease in amendments for review/approval for FY17 (total of 27) to FY18 (total of seven). The new format now includes useful information that is consistent with the required Federal Regulation and a combined Narrative/Finance Table that now displays one concise condensed document for easily accessibility. The new format also includes an FDOT Acronyms link for understanding FDOT's alphabet-soup.

9. Transportation Performance Management

Observation: A lengthy discussion on TPM was held during the Statewide Assessment Meeting. FDOT provided minimal documentation after the meeting on how they coordinated and communicated with the Florida's 27 MPOs on the TPMs. FDOT is in the process of working on templates for the planning documents that the MPOs can use if they choose to. FDOT will solicit the MPO's input on the planning documents and templates for their review and feedback. FDOT incorporated guidance from FHWA to produce one-page fact sheets for guidance to the MPOs regarding TPM requirements, such as Safety, Transit Asset Management and System Performance, and the development of a template for use by the MPOs in 2019. FDOT emphasized that they will be more proactive and improve their communication for the settings of the targets going forward.

10. FDOT UPWP Review Process/Amendment

Observation: Discussions of the challenges with this year's UPWP submittal process was discussed. FDOT will strive to be more pro-active with the process timelines for the submission of the new UPWP's review, process and amendments. This also includes the coordination and efforts on the process and cut-off or due dates for when de-obligations need to occur. FDOT will also create a schedule for the next UPWP cycle (regulatory), and UPWP Amendment (new template), to assist with pertinent information/communication to FHWA in a timely manner.

11. FHWA/FTA/FDOT Program Level Coordination

Observation: FDOT has addressed the communication with the MPO's sending UPWP/TIP/ LRTP letters to FHWA/FTA Division Administrators. Moving forward, this information will be coordinated with the planner for their respective District. FDOT has coordinated and established quarterly meetings with FHWA/FTA/FDOT that will assist with timely coordination and pertinent information to avoid being re-activate versus pro-active and invited the federal partners to participate in the meetings with the District Liaisons. Going forward, FDOT will also address with the 27 MPOs that the MPO Handbook is an internal process document and used solely as a reference document by FDOT staff to explain how all processes involved with the program are handled on a day-to-day basis.

12. Best Practices

Observations: FDOT is most proud of the Metropolitan Planning Program Training and their coordination with MPOAC Leadership.

13.ADA and Transition

Observation: FDOT Office of Data Analytics went through a re-organization. The Office of Quality Control will be responsible for the ADA Transition Plan data. The Department sent out an RFP for the New RCI, but unfortunately the request for the proposal came back with estimates over the RCI budget of \$1 million. As of the July 2018 Florida Federal Planning (Statewide Annual Assessment) Meeting, the RCI update is pending and FDOT intends to go forward with another procurement attempt and is meeting internally to identify what elements of the update can be performed in house. An additional meeting was held July 30th with TDA and FHWA to follow up on the 2017 recommendation. The TDA and Office of Roadway Design are conducting a study (the test roadway sample is 31 miles in length) in District 2 to try to extract ADA features at predetermined control points. The study will include pulling video records as well as Light Detection And Ranging (LIDAR) information using a van but also fly over.

APPENDIX C

2018 Florida Federal Planning Certification - Attendees Wednesday, July 11, 2018, 8:30 A.M. – 2:30 P.M.

Name	Organization
Mark Reichert	FDOT-CO
Alex Gramovot	FDOT-CO
James Jobe	FDOT-CO
Dana Reiding	FDOT-CO
Karen Brunelle	FHWA
Teresa Parker	FHWA
Stacie Blizzard	FHWA
Danielle Blackshear	FHWA
Carmen Monroy	FDOT-CO
Jorge Puente	FHWA
Cynthia Lorenzo	FDOT -FAMO
Tim Crellin	FDOT-OIG
Jennifer Carver	FDOT-CO
Nancy Shepherd	FDOT-OIG
Ashley Clark	FDOT-OIG
Rusty Ennemoser	FDOT-CO
Erika Thompson	FDOT-CO
Samantha Parks	FDOT-CO
Cark Mikyska	Florida MPOAC
Richelle Gosman	FTA-R4
Holly Liles	GDOT
Robert Sachnin	FTA R-4
John Crocker	FTA R-4
Luis Lopez	FHWA

Transportation Performance Measurement

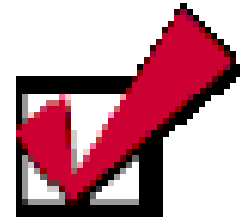
Updates

November 2018



U.S. Department of Transportation
Federal Highway Administration

Recent Milestones



- Aug 31: FDOT Set Safety 2019 Targets
- Oct 1:
 - S/TIP with Safety Targets Addressed
 - FDOT request for Using FDOT/MPO equivalent data sources (PM3)
 - FDOT Reported BR/Pvmt/Sys Perf Targets to FHWA
 - Baseline Reports for BR/Pvmt/Sys Perf (Interstate only)
- After Oct 1: S/TIP Amendments Include TAM (Transit Asset Management) Targets, TAM Plans and Transit Related PBPP metrics



What's New for FL?

- Provided Feedback on MPO Consensus Document (Aug)
- Provided Feedback on FDOT TPM language for STIP (Sept)
- Reviewing draft TIP Templates for PM2 and PM3
- Reviewing draft System Performance Report Framework



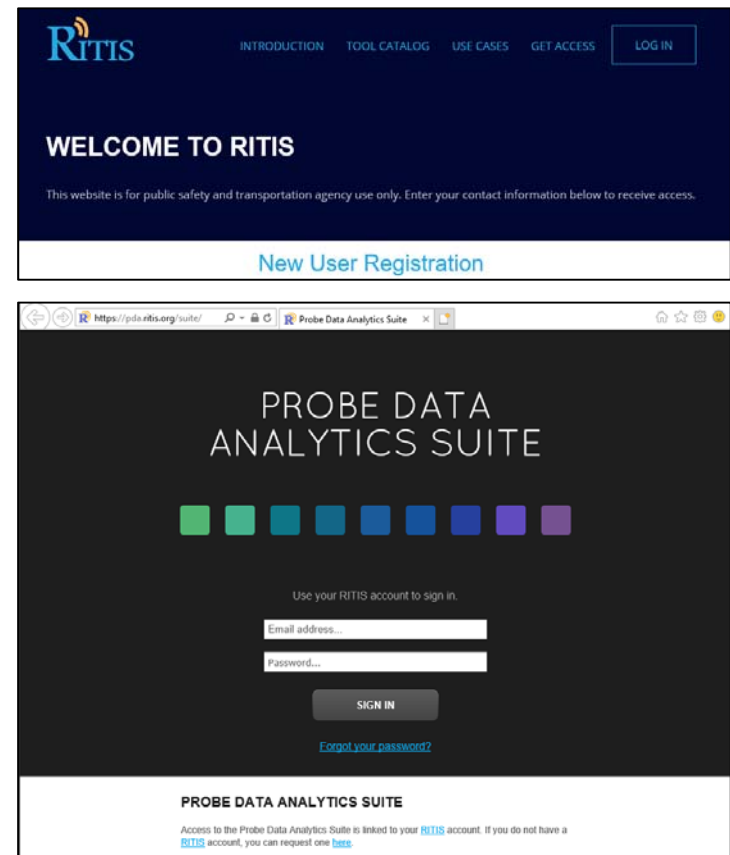
Probe Data Analytics(PDA)/NPMRDS Suite

- NPMRDS: National Performance Management Research Data Set
- Purpose:
 - Help Establishing Baseline Data
 - Help Set Targets
 - Help Determine Performance
- Designed to Simplify and Support PM3 Reporting Requirements for FDOT and MPOs
- Conduct Deep-Dive Analytics for Planning and for Operations



New Analysis Tool for FDOT and MPOs

- Pre-set Geographic Area pull-downs for each Florida MPA, UZA, and Statewide
- Advanced data analytics tool to conduct planning and traffic operational analyses
- FDOT already procured directly through RITIS
 - Access includes FDOT, MPOs, researchers, and consultants working on behalf of FDOT
- Request user account:
<https://www.ritis.org/register>
- Access PDA Suite at <https://pda.ritis.org>



Probe Data Analytics Suite

Data
Downloader

Deep-Dive Data
Analytic Tools

Dashboard
Creator

Tutorials

MAP-21 Tool for
PM3 Monitoring

The screenshot shows the Probe Data Analytics Suite interface. At the top, it says "Probe Data Analytics Suite" and "Welcome | My History | Help | Tutorials | Logout". The main area contains a grid of tool cards:

- REGION EXPLORER**: Explore the relationships between bottlenecks and traffic events in real-time and in the past. (Tutorial Help)
- MASSIVE DATA DOWNLOADER**: Download raw probe data from our archive for offline analysis. (Tutorial Help History)
- CONGESTION SCAN**: Analyze the rise and fall of congested conditions on a stretch of road. (Tutorial Help History)
- TREND MAP**: Create animated maps of roadway conditions. (Tutorial Help History)
- PERFORMANCE CHARTS**: Chart performance metrics over time. (Tutorial Help History)
- PERFORMANCE SUMMARIES**: Report on Buffer Time Index, Planning Time Index, and other performance metrics. (Tutorial Help History)
- BOTTLENECK RANKING**: Rank bottlenecks and discover which ones have the greatest impact. (Tutorial Help History)
- USER DELAY COST ANALYSIS**: Put a dollar amount on how much a road's performance impacts its users. (Tutorial Help History)
- DASHBOARD**: Create your own personal dashboards to monitor corridor performance in regions of interest. (Tutorial Help)
- TUTORIALS**: Learn how to use each of the tools in the suite.
- MAP-21**: Create a dashboard widget to monitor states', MPOs', and Urbanized Areas' performances against the new MAP-21 ruling. (Help)

A red dashed box encloses the first six tool cards. A red arrow points from the "Data Downloader" callout box to the "MASSIVE DATA DOWNLOADER" card. A red arrow points from the "Deep-Dive Data Analytic Tools" callout box to the "CONGESTION SCAN" card. A red arrow points from the "Dashboard Creator" callout box to the "DASHBOARD" card. A red arrow points from the "Tutorials" callout box to the "TUTORIALS" card. A red arrow points from the "MAP-21 Tool for PM3 Monitoring" callout box to the "MAP-21" card. At the bottom, it says "SPONSORED BY" and lists logos for SHa, MDOT, and CATT.



U.S. Department of Transportation
Federal Highway Administration

Prepopulated Areas

MAP-21

Our MAP-21 tools are fully up to date with the final MAP-21 ruling. Learn about them in our [tutorials](#).

1. Select geography:

State

MPAs

UZAs

2. Select measure:

Percent of Person-Miles Traveled on the Interstate That Are Reliable (the Non-Interstate NHS Travel Time Reliability measure)

Percent of Person-Miles Traveled on the Non-Interstate NHS That Are Reliable (the Non-Interstate NHS Travel Time Reliability measure)

Truck Travel Time Reliability Index

Set target to less than

Pre-set Florida Metropolitan Planning Areas

MAP-21

Our MAP-21 tools are fully up to date with the final MAP-21 ruling. Learn about them in our [tutorials](#).

1. Select geography:

State

MPAs

UZAs

2. Select measure:

Percent of Person-Miles Traveled on the Interstate That Are Reliable (the Interstate NHS Travel Time Reliability measure)

Percent of Person-Miles Traveled on the Non-Interstate NHS That Are Reliable (the Non-Interstate NHS Travel Time Reliability measure)

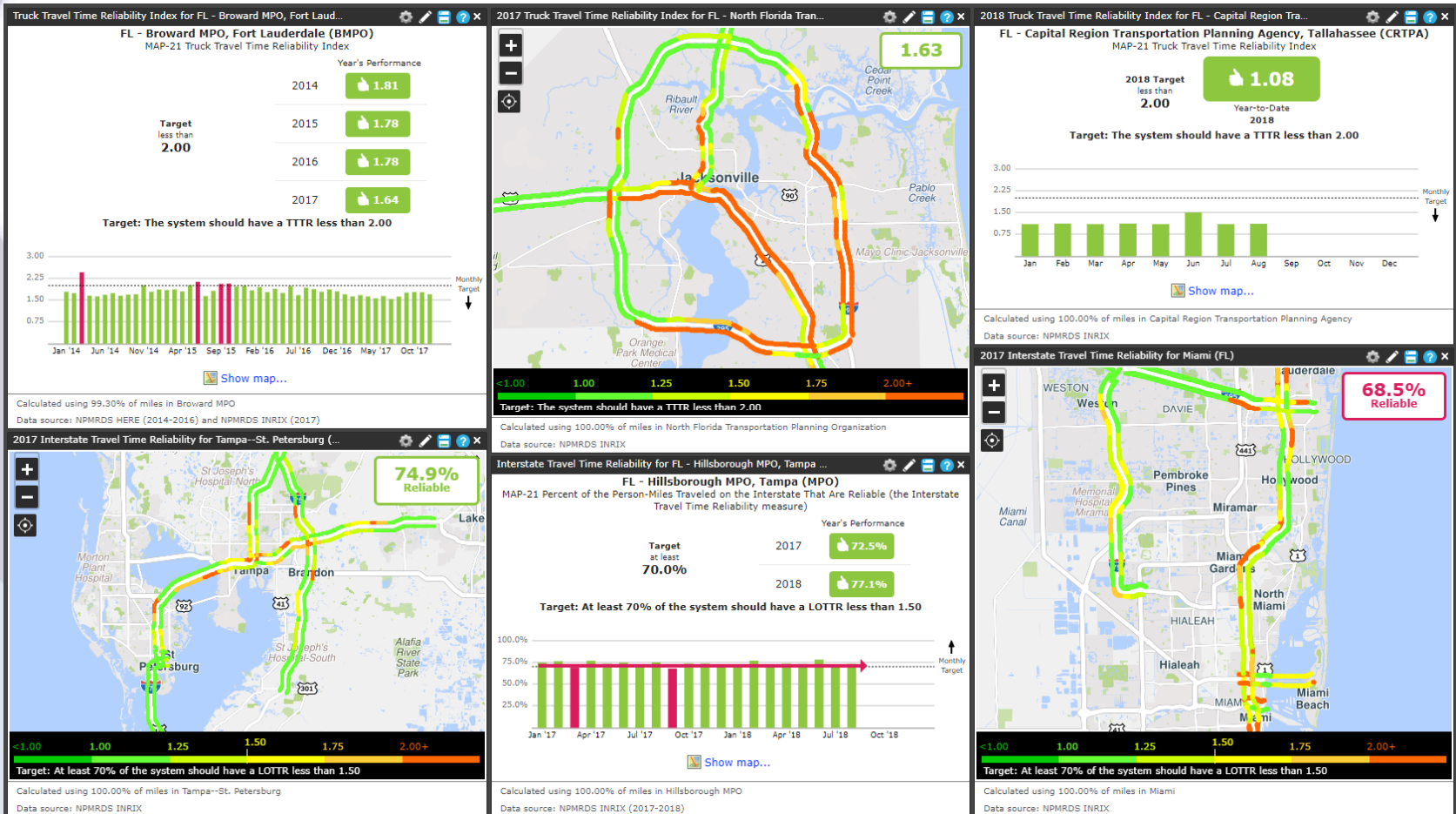
Truck Travel Time Reliability Index

Set target to less than

Pre-set Florida Urbanized Areas

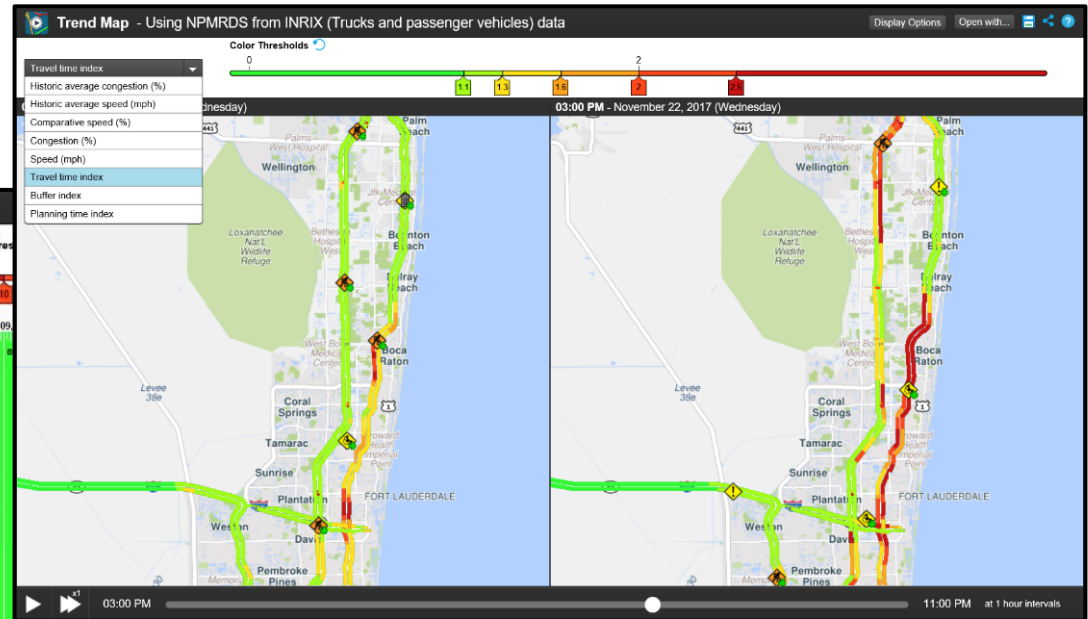


Examples of Tool Outputs



Examples of Deep Dive Analytics

I-75 2017 Hurricane Irma Evacuation (FL Tpke. - GA)

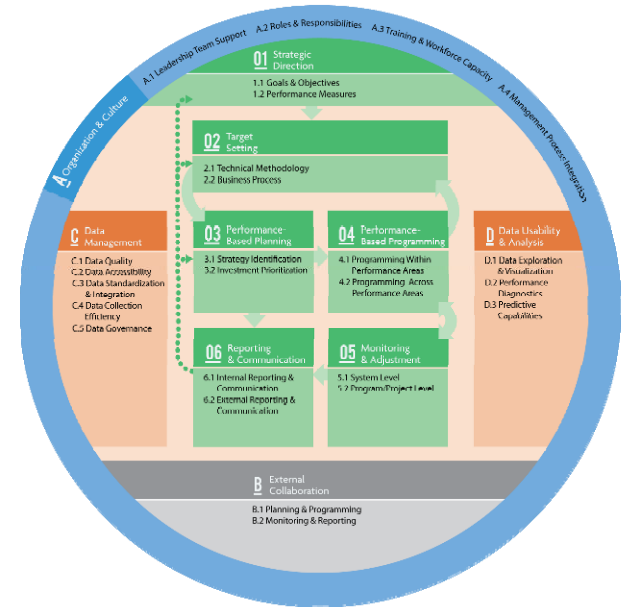


Trend Maps



FHWA Florida Division Support

- Will Host Florida Specific Introductory webinar
- Work through your Division Planner
- Assist in getting started
- Contacts for Tool User Support
- Support to FDOT Planners and TSMO Groups
- Support to MPO Planners



What's New in Guidance?

- TPM Implementation Plan – June 2018
 - To help determine levels of Stewardship needed
 - Identifies broad goals to be achieved through successful TPM implementation and specific activities aimed at achieving those goals

<https://www.fhwa.dot.gov/tpm/plan.pdf>

<https://www.fhwa.dot.gov/tpm/guidance/>



On the Horizon



- ~~Nov 16~~ **Nov 14**: MPO Sets Bridge, Pavement and System Performance Targets
- Feb 27: MPO Sets Safety Target
- May 20, 2019: Any S/TIP Amendments After May 20th Address Bridge, Pavement and System Performance Targets



For Additional Information



- Cathy Kendall – Districts 1, 3 – cathy.kendall@dot.gov
- Teresa Parker – Districts 2, 5, 7 - teresa.parker@dot.gov
- Stacie Blizzard – Districts 4, 6 – stacie.blizzard@dot.gov
- FHWA FL Division Website: www.fhwa.dot.gov/fldiv/tpm.cfm



Item Number 6A

Business Items & Presentations MPOAC UPWP Amendment

DISCUSSION:

The proposed amendment will add to the MPOAC Unified Planning Work Program (UPWP) the statewide membership for both the National Association of Regional Councils (NARC) and the Association of Metropolitan Planning Organizations (AMPO). In prior years the funds used to pay for memberships in both organizations was shown in the Statewide Planning and Research Plan and a reference was made in the MPOAC UPWP. Since these memberships are directly benefitting the Florida MPOs it is more appropriate to display this information in the MPOAC UPWP.

REQUESTED ACTIONS:

Recommendation to the MPOAC Governing Board to amend the MPOAC UPWP to include the annual dues for statewide membership to both NARC and AMPO for State Fiscal Years 2019 and 2020.

ATTACHMENT:

Proposed amended 2019-2020 MPOAC UPWP pages adding the dues for membership in both AMPO and NARC.

1.0 ADMINISTRATION

This section includes those functions required to manage the transportation planning process on a continual basis, including program administration, UPWP development, reporting, legal and planning consulting services and membership dues.

Administration Tasks include:

- Task 1.1 – MPOAC Administration

Task 1.1 – MPOAC Administration

Purpose

Work and products within this task are recurring and predictable by their nature. Those efforts include financing and managing the daily operation of the Metropolitan Planning Organization Advisory Council (MPOAC) in a manner that is necessary to perform its duties. This includes the purchase or leasing of capital equipment, maintaining legal services for MPOAC operations and meetings, arranging for and holding quarterly meetings of the MPOAC Governing Board, the MPOAC Staff Directors Committee, the MPOAC Freight Committee, meetings of the Policy and Technical Committee, maintaining the MPOAC.org website, the payment and processing of invoices and requisitions, the administration of travel funds, conducting personnel actions and evaluations, and all other administrative actions. To maintain memberships with partner organizations nationally and in Florida, namely AMPO, NARC, ITSFL, FPTA and FBT (note: AMPO and NARC dues cover the cost of membership for all MPOs in Florida). To retain legal services and contract for research and support services to the Metropolitan Planning Organization Advisory Council (MPOAC) in order to prepare the necessary work products and services.

MPOAC Policy and Technical Committee - To identify and propose issues for future action by the Staff Directors' Advisory Committee and Governing Board.

MPOAC Freight Committee - To identify and investigate state and MPO freight related planning and policy issues. To also propose actions by the Staff Directors' Advisory Committee and Governing Board to address freight issues of significant relevance to MPO planning and programming activities.

Previous Work Completed

The MPOAC complied with all federal and state standards in the payment and processing of invoices and requisitions and all personnel actions during the past two years. Travel to meetings and conferences were conducted according to all federal and state travel provisions and the purchase of capital equipment followed appropriate procedures. Annual memberships were maintained in AMPO, NARC, ITSFL, FPTA and FBT (note: AMPO and NARC dues cover the cost of membership for all MPOs in Florida) and legal counsel was provided as needed and at meetings of both the MPOAC Staff Directors and Governing Board. Production of the 2016-18 UPWP and tracking of expenditures was accomplished during the past two years. Legal services have been provided by a contractual employee of MPOAC who attends meetings of the MPOAC Governing Board, MPOAC Staff Directors Committee and the MPOAC Policy and Technical Committee. Legal advice is sought on an as-needed basis.

MPOAC Website - This task is for hosting, maintaining, upgrading and owning the MPOAC.org website which includes the annual fee to register the domain. CUTR has maintained the MPOAC.org website by keeping membership information updated, posting updated MPOAC meeting agendas, draft meeting minutes, an annual meeting calendar, MPO employment opportunities and refreshing other website content as necessary. Internet searches have been continuously conducted to identify relevant national and state news articles for posting to the website.

MPOAC Policy and Technical Committee - The Metropolitan Planning Organization Advisory Council (MPOAC) Policy and Technical Committee met multiple times in FY 2016/2017 and FY 2017/2018 in Orlando. The agenda items from the meetings included, but were not limited to, the MPOAC Strategic Directions Plan, proposed federal rules on MPO Coordination and Planning Area Reform, the PL funding and statewide distribution formula, federal infrastructure legislation, performance measurement goals and targets, financial guidelines for MPO long-range transportation plans (LRTPs), automated vehicles in MPO LRTPs, public involvement, MPOAC meeting calendars, and the 2017 and 2018 legislative initiatives and policy positions. In addition to the MPO staff directors who serve on the committee, representatives of the Federal Highway Administration (FHWA), FDOT, NARC, and the Florida Transportation Commission were also in attendance.

MPOAC Freight Committee - The MPOAC Freight Committee meets as needed in association with the Metropolitan Planning Organization Advisory Council (MPOAC) Governing Board meeting. The MPOAC Freight Committee met multiple times during FY 2016/2017 and FY 2017/2018 to discuss items of relevance to freight movement within and through Florida's metropolitan areas.

The MPO Advisory Council (MPOAC) staff has developed and distributed agenda packages and arranged meeting locations during four agreed upon meeting dates and times. The agenda packages contain minutes of the previous meetings, old and new business agenda items, back-up material and other handouts for distribution at the meetings. Agenda packages and other MPOAC meeting information are posted to the MPOAC website to provide easy access to information by MPOAC members and the public.

Since 1994 the MPOAC has had no more than two staff positions, an Executive Director and an Administrative Assistant. The MPOAC provides research and other practical support to Florida's 27 MPOs, monitors legislative and regulatory proposals at both the federal and state level, participates in the policy development activities of various federal and state transportation and related initiatives, and provides its membership continuing education opportunities. In an effort to supplement the existing MPOAC staff effort, the Center for Urban Transportation Research (CUTR) at the University of South Florida (USF) has provided a variety of needed transportation services and expertise to the MPOAC through a transportation planning services agreement that has been in place since Fiscal Year 2001/2002.

Proposed Methodology

Continue to process all invoices and requisitions and expend travel funds in a manner consistent with state and federal provisions relating to the expenditure of federal planning funds (PL) from the Federal Highway Administration (FHWA) and Section 5305(d) funds from the Federal Transit Administration (FTA). Research and support staff (identified in Task 1.3) assists in the development of MPOAC meeting minutes, agenda item materials, PowerPoint presentations and other related activities. Continue annual memberships in AMPO, NARC, ITSFL, FFTA and FBT (note: AMPO and NARC dues cover the cost of membership for all MPOs in Florida). Continue to maintain legal counsel as needed and at meetings of both the MPOAC Staff Directors and Governing Board. Produce a new UPWP for fiscal years 2020-22 and track the expenditures within the 2018-20 UPWP. Advertise meetings in the Florida Administrative Register as required by Florida's Sunshine Law.

MPOAC Website - This task is for hosting, maintaining, upgrading and owning the MPOAC.org website which includes the annual fee to register the domain. CUTR staff will continue to maintain the MPOAC website with information from the Staff Directors' Advisory Committee, Governing Board, Policy and Technical Committee, MPOAC Freight Committee, MPOAC Strategic Directions Plan Working Groups FDOT, FHWA and the FTA. The transportation news sections of the website will continue to be updated with fresh information of national and state significance. Additionally, MPO and Census Urbanized Area boundary maps will continue to be updated for inclusion on the website using an automated GIS based software package. The MPOAC will provide management and oversight responsibilities for website content and functionality and provide CUTR with new and updated information.

MPOAC Policy and Technical Committee - Staff will conduct MPOAC Policy and Technical Committee meetings that will address complex issues for subsequent decisions by the Governing Board and Staff Directors' Advisory Committee. MPOAC staff will develop, prepare and distribute MPOAC Policy and Technical Committee meeting materials. The funding includes travel costs related to the performance of this task.

MPOAC Freight Committee - Staff will participate in MPOAC Freight Committee meetings, which will address complex freight planning, and policy issues for subsequent decisions by the Governing Board and Staff Directors' Advisory Committee. MPOAC staff (with consultant support provided by the Broward MPO) will help develop, prepare and distribute MPOAC Freight Committee meeting materials. The funding includes travel costs related to the performance of this task.

MPOAC Staff Directors and Governing Board Meetings – Staff will develop agendas and meeting materials for four annual meetings at dates and locations recommended by the Staff Directors Committee and approved by the MPOAC Governing Board. The agenda packages will contain minutes of the previous meetings, old and new business agenda items, back-up material and other handouts for distribution at the meetings. Agenda packages and other MPOAC meeting information will be posted to the MPOAC website to provide easy access to information by MPOAC members and the public.

The MPOAC proposes to contract directly with CUTR to receive the services of CUTR employee(s) who would be assigned to work for and be supervised by the MPOAC Executive Director. The employee(s) will be located at the CUTR building on the USF campus in Tampa, but be available to complete agreed upon tasks, including attending meetings and conferences, wherever needed.

Included in the financial tables is the State of Florida provided office space. The rate for state office space has been determined by the State of Florida, Department of Management Services to be \$17.00 per square foot per month. This includes all services such as janitorial, printing (in-house only), security, information technology support, postage, utilities, printer paper, common areas, small meeting rooms, communications and communications technology, etc. MPOAC occupies 342 square feet of office space. Because MPOAC does not pay rent, however the State of Florida does incur an expense by hosting MPOAC, this expense is shown as an in-kind match.

Work Products

Meet federal and state requirements in the processing of invoices, requisitions, travel and capital expenditures, personnel actions and evaluations, and other related activities. No capital equipment purchases over \$5,000 are anticipated during this period. Continue annual memberships in AMPO, NARC, ITSFL, FPTA and FBT (note: AMPO and NARC dues cover the cost of membership for all MPOs in Florida). Produce a new UPWP for fiscal years 2020-22 and track the expenditures within the 2018-20 UPWP. Retain legal counsel for projects and research as needed as well as at meetings of both the MPOAC Staff Directors as well as the MPOAC Governing Board. Advertise meetings in the Florida Administrative Register as required by Florida's Sunshine Law.

Maintain and perform minor updates to the MPOAC website (www.mpoac.org) through Fiscal Years 2018/2019 and 2019/2020. While the tasks described above are performed by the CUTR Principal Investigator, it is done under the direction of the MPOAC Executive Director.

MPOAC Policy and Technical Committee - Conduct MPOAC Policy and Technical Committee meetings, as necessary, in a central location between regularly scheduled full MPOAC meetings in order to identify issues for future action by the MPOAC Staff Directors' Advisory Committee and Governing Board. The MPOAC Policy and Technical Committee meetings will be advertised in the Florida Administrative Weekly and posted on the MPOAC website. This task includes both staff time and travel expenses.

MPOAC Freight Committee - MPOAC Freight Committee meetings will be scheduled, as desired by the committee membership, in concert with regularly scheduled MPOAC meetings in order to identify issues for future action by the MPOAC Staff Directors' Advisory Committee and Governing Board. The Freight Committee meetings will be noticed in the Florida Administrative Weekly and posted on the MPOAC website. The funding includes travel costs related to the performance of this task.

MPOAC Staff Directors and Governing Board Meetings – MPOAC will hold four quarterly meetings at dates and locations recommended by the Staff Directors and selected by the Governing Board. Meeting packages will be distributed at least seven days prior to the meetings.

The MPOAC contract with CUTR to receive the services of CUTR employee(s) who would be assigned to work for and be supervised by the MPOAC Executive Director will allow the completion of developing research reports and studies on subjects of relevance to ongoing and future MPO activities. Preparing best practices reports using examples of excellence

developed and implemented by Florida's MPOs as well as other MPOs nationally and national associations such as the Association of MPOs (AMPO) and the National Association of Regional Councils (NARC). Reviewing, analyzing and developing transportation policy statements, letters and papers. Attending and monitoring transportation related meetings, workshops and public hearings conducted by federal, state and local agencies, the Florida Legislature, as well as statewide and national associations, authorities and commissions on behalf of the Florida MPOAC. Conducting analysis on existing and proposed legislation and other regulatory activities and initiatives related to transportation planning, urban development and land use, the delivery and expansion of transit services, global climate change and air quality, and other issues relevant to MPOs. Particular attention will be paid to federal transportation authorization implementation proposals, including further integrating non-SOV modes (transit, pedestrian and bicycle) as viable options in statewide and metropolitan transportation systems and addressing the unfunded transportation shortfall in the state's metropolitan areas. Advising and assisting the Executive Director in the development of MPOAC meeting content and materials. Assisting the MPOAC Executive Director in the development of the MPOAC Unified Planning Work Program (UPWP). Preparing minutes of MPOAC Staff Directors' Advisory Committee and Governing Board quarterly meetings. Participating in the update and implementation processes of various statewide transportation plans and planning efforts. Participate in the development of State and MPO performance measurement targets in compliance with federal requirements. The specific deliverables and/or services to be provided under this task will be agreed upon by the MPOAC Executive Director and the CUTR Principal Investigator on an as-needed basis depending upon the immediate transportation planning requirements of the MPOAC. While the tasks described above are performed by the CUTR Principal Investigator, it is done in partnership with the MPOAC Executive Director and under the direction of the MPOAC Executive Director.

Milestones

Ongoing – operation of MPOAC.org, operation of MPOAC, processing of invoices, requisitions, travel funds and compliance with various fiscal and operational systems in place at Florida DOT (the host agency). Ongoing – Hold MPOAC Policy and Technical Committee meetings as needed throughout FY 2019 and FY 2020. Produce a draft and final 2020-22 UPWP. Membership in ITSFL, FPTA and FBT. Four quarterly meetings of both the Staff Directors and MPOAC Governing Board.

End Products

Ongoing – operation of the MPOAC.org website, the operation of MPOAC, processing of invoices, requisitions, travel funds and compliance with various fiscal and operational systems in place at Florida DOT (the host agency) and Federal agencies. Track expenditures and accomplishments of MPOAC during each fiscal year and report quarterly, maintain membership in partner organizations such as NARC, AMPO, ITSFL, FPTA and FBT. Production of a final 2020-22 UPWP. Written legal opinions and advice as needed. Research and support services producing reports, comments in response to state or federal announcements, requests for information, or publications as needed. Participation in statewide and national transportation plans and planning efforts, report development, performance measures development and implementation, and involvement in issues impacting transportation. Four quarterly meetings of both the Staff Directors Committee, Freight Committee, and MPOAC Governing Board. MPOAC Policy and Technical Meetings will be held as needed, typically twice a year. MPOAC will also pay to advertise meetings in the Florida Administrative Register as required by Florida's Sunshine Law.

Funding Source

FY 2018/19		FHWA	Federal	State	Local	FTA	FTA
		(PL)	Soft Match	In Kind Match	Funds	5303d	State Match
Task 1.1	MPOAC Administration						
Personnel Services							
	MPOAC Staff Salaries and Fringe Benefits	\$155,258	\$38,815				
Consultant Services							
		\$55,000	\$13,750			\$22,800	\$5,700
Travel							
	Travel Expenses	\$22,000	\$5,500				
Other Direct Expenses							
	Office Supplies	\$516	\$129				
	Memberships	\$172,246	\$43,062				
	Copier Rent	\$1,905	\$476				
	Advertising	\$319	\$80				
	Rent			\$69,768			
	Legal Services	\$22,000	\$5,500				
	Website Hosting Services	\$500	\$125				
Totals		\$429,744	\$107,436	\$69,768		\$22,800	\$5,700

Note: AMPO and NARC dues (\$84,826 for AMPO and \$85,500 for NARC) cover the cost of membership for all MPOs in Florida and are included in the Membership line item in the Other Direct Expenses section of the Task budget.

FY 2019/20		FHWA	Federal	State	Local	FTA	FTA
		(PL)	Soft Match	In Kind Match	Funds	5303d	State Match
Task 1.1	MPOAC Administration						
Personnel Services							
	MPOAC Staff Salaries and Fringe Benefits	\$155,258	\$38,815				
Consultant Services		\$55,000	\$13,750			\$22,800	\$5,700
Travel							
	Travel Expenses	\$22,000	\$5,500				
Other Direct Expenses							
	Office Supplies	\$516	\$129				
	Memberships	\$172,246	\$43,062				
	Copier Rent	\$1,905	\$476				
	Advertising	\$319	\$80				
	Rent			\$69,768			
	Legal Services	\$22,000	\$5,500				
	Website Hosting Services	\$500	\$125				
Totals		\$429,744	\$107,436	\$69,768		\$22,800	\$5,700

Note: AMPO and NARC dues (\$84,826 for AMPO and \$85,500 for NARC) cover the cost of membership for all MPOs in Florida and are included in the Membership line item in the Other Direct Expenses section of the Task budget.

Table 1: FY 2019 Funding Sources

FY 2018/19 Summary Table		FHWA (PL)	Federal Soft Match	State In Kind Match	Local Funds	FTA 5303D	FTA State Match
Task 1.1	MPOAC Administration	\$429,744	\$107,436	\$69,768	\$0	\$22,800	\$5,700
Task 2.1	MPOAC Policy Positions	\$0	\$0	\$0	\$7,500	\$0	\$0
Task 2.2	MPOAC Institute Training Activities	\$95,660	\$23,915	\$0	\$0	\$0	\$0
Task 3.1	Assessment of Documents, Regulations, Policies and Legislation	\$44,774	\$11,194	\$0	\$0	\$0	\$0
Task 3.2	Performance Measures Implementation	\$30,459	\$7,615	\$0	\$0	\$0	\$0
Task 3.3	Public Transportation, Environment & Community Planning	\$18,293	\$4,573	\$0	\$0	\$7,200	\$1,800
Task 3.4	Safety, Operations and Management	\$14,022	\$3,506	\$0	\$0	\$0	\$0
Task 3.5	MPOAC Strategic Plan Implementation	\$35,922	\$8,981	\$0	\$0	\$0	\$0
	Totals	\$668,874	\$124,637	\$69,768	\$7,500	\$30,000	\$7,500
Grand Total of all Columns		\$950,861					

Note: Task 1.1 FHWA PL and Federal Soft Match includes AMPO and NARC dues for all Florida MPOs (\$84,826 for AMPO and \$85,500 for NARC).

Table 2: FY 2020 Funding Sources

FY 2019/20 Summary Table		FHWA (PL)	Federal Soft Match	State In Kind Match	Local Funds	FTA 5303D	FTA State Match
Task 1.1	MPOAC Administration	\$429,744	\$107,436	\$69,768	\$0	\$22,800	\$5,700
Task 2.1	MPOAC Policy Positions	\$0	\$0	\$0	\$7,500	\$0	\$0
Task 2.2	MPOAC Institute Training Activities	\$95,660	\$23,915	\$0	\$0	\$0	\$0
Task 3.1	Assessment of Documents, Regulations, Policies and Legislation	\$44,774	\$11,194	\$0	\$0	\$0	\$0
Task 3.2	Performance Measures Implementation	\$30,459	\$7,615	\$0	\$0	\$0	\$0
Task 3.3	Public Transportation, Environment & Community Planning	\$18,293	\$4,573	\$0	\$0	\$7,200	\$1,800
Task 3.4	Safety, Operations and Management	\$14,022	\$3,506	\$0	\$0	\$0	\$0
Task 3.5	MPOAC Strategic Plan Implementation	\$35,922	\$8,981	\$0	\$0	\$0	\$0
Totals		\$668,874	\$124,637	\$69,768	\$7,500	\$30,000	\$7,500
Grand Total of all Columns		\$950,861					

Note: Task 1.1 FWHA PL and Federal Soft Match includes AMPO and NARC dues for all Florida MPOs (\$84,826 for AMPO and \$85,500 for NARC).

Item Number 6B

Business Items & Presentations Complete Streets Working Group Presentation

DISCUSSION:

The MPOAC Strategic Plan which was adopted by the Governing Board in April of 2016 recommended the formation of a Complete Streets Working Group. This working group convened for their first meeting in March of 2017 and met quarterly until July of this year. The Complete Streets Working Group assembled a summary report of their efforts and will be presenting an overview of the accomplishments of the working group. Valerie Neilson of Palm Beach TPA, who led the working group, will be presenting.

REQUESTED ACTIONS:

None

ATTACHMENT:

2018 MPOAC Complete Streets Best Practices Summary Report.

FLORIDA MPOAC

COMPLETE STREETS

BEST PRACTICES

2017-2018





MPOAC

Florida Metropolitan Planning Organization Advisory Council *A forum for transportation decision-making*

Introduction

The MPOAC Strategic Directions Plan created a Complete Streets Workgroup and established its membership. The Workgroup's purpose was to identify and share with MPOAC Members and Partners a compilation of best practices regarding Complete Streets across Florida. The Workgroup members are listed on the following page. The Workgroup chose to research the following best practices topics:

1. Creating Policies and Building Support
2. Measuring Activity Levels
3. Planning a Connected Network
4. Documenting Performance of Implemented Projects
5. Creating Design Guidelines
6. Prioritizing Projects and Funding
7. Promoting Innovative Projects and Implementation
8. Incorporating Health and Equity

Surveys for each topic were distributed to all Florida MPOs and FDOT Districts, soliciting proposed best practices in each topic area. Each topic was assigned to a member of the Workgroup to review the survey responses and select three to five best practices. These curated responses were then presented to the full Workgroup for ratification. The Workgroup met quarterly between March 2017 and February 2018 to review and approve best practices selected in each topic. This report summarizes the best practices identified by the Workgroup. The Workgroup approved this Complete Streets Best Practices Summary Report in July 2018. Survey responses collected through this effort are available as a standalone Appendix A.

Workgroup Members



Name	Agency
Nick Uhren, Chair	Palm Beach TPA
Valerie Neilson, Chair Alternate	Palm Beach TPA
Carl Mikyska	MPOAC
Peter Gies	Broward MPO
James Cromar	Broward MPO
Bob Harrington	Charlotte County-Punta Gorda MPO
Gary Harrell	Charlotte County-Punta Gorda MPO
D'Juan Harris	FDOT, District 1
Sarah Ward	Forward Pinellas
Steve Diez	Hernando/Citrus MPO
Michelle Ogilvie	Hillsborough MPO
Wade Reynolds	Hillsborough MPO
Michael Woods	Lake-Sumter MPO
Donald Scott	Lee County MPO
Ron Gogoi	Lee County MPO
Troy McDonald	Martin MPO Board Chair, Stuart Commissioner
Mighk Wilson	MetroPlan Orlando
David Henderson	Miami-Dade MPO
Elizabeth DeJesus	North Florida TPO
Ed DeFini	St. Lucie TPO
Anthony Matoni	Tampa Bay Regional Transit Authority

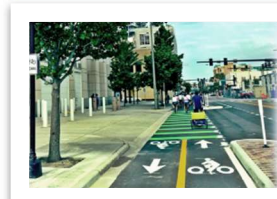
Complete Streets Best Practices



1. Creating Policies and Building Support

The following best practices were selected for inclusion in this report on June 1, 2017.

Best Practices in Policy Creation and Building Support
<p>Forward Pinellas</p> <p>Has an annual competitive funding program and provides technical and funding support to implement Complete Streets projects that include both a transportation and land use component.</p>
<p>FDOT</p> <p>Created a Complete Streets Policy and Handbook to provide guidance and advance the implementation of Complete Streets throughout the state.</p>
<p>Palm Beach TPA</p> <p>Built local support for Complete Streets by bringing together stakeholders for a Smart Growth America Workshop and forming a Complete Streets ad hoc working group to provide input in the creation of a Complete Streets Policy that prioritizes funding for Complete Streets Projects through the TPA's annual competitive funding programs.</p>
<p>Space Coast TPO</p> <p>Uses a Complete Streets Evaluation process to prioritize annual project funding. This motivates municipalities to apply for funding and implement Complete Streets projects. Project municipalities must have a Complete Streets Policy.</p>
<p>Hillsborough MPO</p> <p>Uses their Complete Streets policy and guidelines to review projects and encourage accommodation of all modes. Public engagement and involvement of citizen champions, elected officials, the Vision Zero initiative and the Department of Health have helped build support for Complete Streets.</p>



Complete Streets Best Practices



2. Measuring Activity Levels

The following best practices were selected for inclusion in this report on June 1, 2017.

Best Practices in Measuring Activity Levels
<p>Charlotte County-Punta Gorda MPO & Hillsborough MPO</p> <p>Collects and maintains counts over a period of time to identify trends in usage. Practices collecting data at the same time of year to minimize changes that could be caused by seasonal usage factors or by events taking place.</p>
<p>Collier MPO, Hillsborough MPO, & River to Sea TPO</p> <p>Packages data into concise and graphical displays to help the public, partners and elected officials understand what is occurring in the region.</p>
<p>FDOT</p> <p>Used aggregate data from Strava to quickly identify locations and corridors with high non-motorized activity to study in more detail and focus pedestrian and bicycle safety improvements.</p>
<p>Hillsborough MPO</p> <p>Collects before and after count data to demonstrate the impact and benefit of projects implemented. This is done with manual counts, automated equipment or a combination of both and helps make the case for the funding of future projects.</p>
<p>Palm Beach TPA & River to Sea TPO</p> <p>Engaged local partners to assist in identifying count locations and partnered with County Engineering to deploy count equipment.</p>

Overall, it was found that a number of entities across the state are collecting counts, primarily on select corridors using infrared counters, cameras and manual counts. Manual counts are labor intensive, but allow for the collection of additional data such as gender and approximate age. The need was identified for a statewide central repository of pedestrian and bicycle count data. A GIS database that identifies count locations and is sortable by factors (ex. count methodology, date, weather) would be helpful. Finding a way to correlate Bluetooth data to specific users would also assist in getting data beyond just counts (i.e. origin/destination, route choice, speed, etc.).

Complete Streets Best Practices



3. Planning a Connected Network

The following best practices were selected for inclusion in this report on October 12, 2018.

Best Practices in Network Planning

City of Bonita Springs

Adopted a complete streets policy resolution and began implementation of a Complete Streets improvements plan that resulted in the development of a bicycle, pedestrian and transit friendly corridor that accommodated all transportation modes.

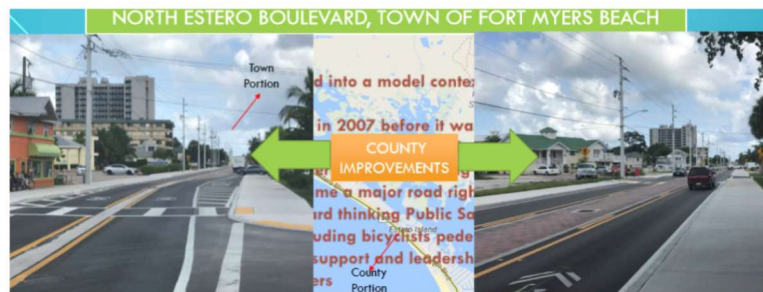
Space Coast TPO

Developed a Complete Streets Evaluation Methodology Development and Project Screening Report to help program funding by identifying high priority Complete Streets projects. This included a three step screening process that looked holistically at the county to identify, develop and prioritize opportunity corridors for project funding:

1. Identify Locally Supported Priority Corridors
2. Feasibility Analysis
3. Cost/Benefit Analysis

Town of Fort Myers Beach

Completed the North Estero Boulevard Drainage Improvement Project, which accommodated all modes of transportation, while taking the context and community character into consideration. This was one of the very first complete streets projects in Florida and led to additional network connectivity projects in the county, followed by the adoption of a Complete Streets Policy by the Lee MPO.



Complete Streets Best Practices



4. Documenting Performance of Implemented Projects

The following best practices were selected for inclusion in this report on October 12, 2018.

Best Practices in Documenting Performance of Implementation Projects

Forward Pinellas

Created a Complete Streets competitive funding program to fund concept planning and construction projects submitted by the local governments. The most competitive projects tie land use to Complete Streets opportunities. The intent is to monitor implemented projects to ensure goals are being achieved.

Hillsborough County Public Works & Center for Urban Transportation, USF

Developed a methodology to document Complete Streets performance along a high pedestrian crash corridor that was converted into a Complete Street. Pedestrians and bicyclists in the corridor are interviewed, surveyed and documented annually. Behavioral changes will be reviewed over a 5 year period.

MetroPlan Orlando

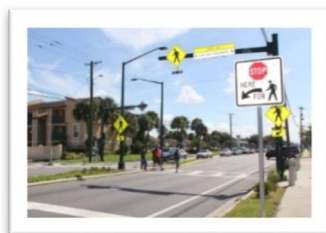
Incorporated data informed decision-making and evaluation into a Complete Streets Study Scope for Corrine Drive. Phase 1 of the study consisted of a comprehensive existing conditions analysis that included, but was not limited to:

- Community Input Survey (1,700+ responses)
- Health data, including Air Quality testing
- Bluetooth sensors for sampling Origin-Destination pairs

Additionally, the existing conditions established baseline metrics for any future evaluation efforts. Due to the cross-jurisdictional conditions of the corridor, the MPO was well suited to lead this effort and provide an objective third-party perspective.

University of Florida Signal 4 Database

Allows for detailed pre- and post-project safety metrics and behavioral analysis of pedestrian and bicyclist crashes with on-going data dating back to 2007. Measuring safety effectiveness of complete streets entails understanding the behavioral contributions to crashes and tying those behaviors logically to countermeasures.



Complete Streets Best Practices



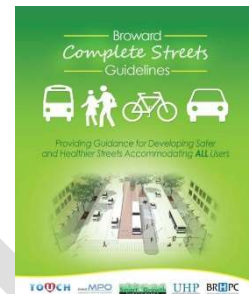
5. Creating Design Guidelines

The following best practices were selected for inclusion in this report on October 12, 2018.

Best Practices in Design Guidelines

Broward MPO

Developed Complete Streets Design Guidelines through a partnership with the Broward Regional Health Planning Council (BRHPC), Smart Growth Partnership and the Broward MPO. A Center for Disease Control and Prevention (CDC) grant, awarded to BRHPC, was utilized to fund the initial development of the Guidelines. A Technical Advisory Committee was formed to assist with the effort, including representatives from Municipal, County and State agencies, as well as non-traditional partners such as non-profit groups, advocacy groups and health industry. The Guidelines include typologies, cross-sections and recommendations based on roadway classifications and the built environment. The Guidelines are meant to serve as a template and can be adopted, modified, customized and expanded.



Miami-Dade County

Developed Complete Streets Design Guidelines through a CDC Grant and local partnerships, including the Florida Department of Health and Miami-Dade County as well as a Local Action Team appointed by the County Mayor and Chairman of Neat Streets Miami Commissioner. The Design Guidelines provide guidance consistent with Federal and State practices and won a U.S. Department of Transportation Safer People, Safer Streets Award.



Palm Beach TPA

Developed Local Complete Streets Design Guidelines with the participation and input of a Complete Streets ad hoc workgroup with representatives of local municipalities, transportation agencies, Department of Health, School District and local Complete Streets advocates. The workgroup reviewed national examples of Design Guidelines and identified best practices to include and tailor to fit local needs within the County's typical sections. Created Land Use context and street type maps with guidance consistent with federal and state practices. Also created Complete Streets Opportunities Maps identifying potential lane elimination candidates and flexible Right of Way corridors.



Complete Streets Best Practices



6. Prioritizing Projects & Funding

The following best practices were selected for inclusion in this report on February 1, 2018.

Best Practices in Project Prioritization and Funding	
Martin MPO Adds walking and bicycling facilities to roadway maintenance and capacity projects. Includes cost estimates for these improvements in roadway capacity projects in the Long Range Transportation Plan (LRTP) Multimodal Cost Feasible Plan.	
Palm Beach TPA Prioritizes annual funding for Complete Streets projects using an objective scoring criteria based on its LRTP Goals & Objectives. Also, proactively evaluates upcoming resurfacing projects to incorporate Complete Streets improvements and works with the County, FDOT and local municipalities to fund and implement.	
Forward Pinellas Provides funding for concept planning and construction projects through an annual, competitive program intended to implement projects that are most likely to bring about transformative redevelopment that is consistent with and advances key objectives established in the agency's adopted Countywide Land Use Plan.	
Polk TPO Sets aside a majority of the federally sub-allocated Transportation Management Area (TMA) Surface Transportation (SU) funds for candidate Complete Streets projects in the Lakeland and Winter Haven TMAs.	
Sarasota/Manatee MPO Uses project prioritization criteria to fund transportation projects that is consistent with guidance from MAP-21 and the FAST Act relating to performance-based planning in the transportation planning process.	
West Florida Regional Planning Council Prioritizes Complete Streets projects based on adopted Multimodal Masterplans.	
MTPo for the Gainesville Urbanized Area Prioritizes Complete Streets projects based on adopted Multimodal Masterplans	

Complete Streets Best Practices



7. Promoting Innovative Projects and Implementation

The following best practices were selected for inclusion in this report on February 1, 2018.

Best Practices in Project Innovation, Partnerships and Implementation	
<p>Forward Pinellas</p> <p>Leverages federal dollars to fund local priorities using a qualitative process to select Complete Streets projects that links land use and transportation. Local governments must demonstrate how their Complete Streets project will serve as a catalyst for private sector redevelopment that is consistent with Countywide Land Use Plans.</p>	
<p>MTPO for the Gainesville Urbanized Area</p> <p>Leveraged a resurfacing project to incorporate multimodal facilities, working with the City, County, and MPO on the project design and implementation, which ultimately led to a Road Diet project with Complete Streets improvements.</p>	
<p>Hillsborough MPO</p> <p>Worked with the Department of Health to conduct a Health Impact Assessment for a roadway Complete Streets Implementation Plan to analyze quality of life metrics that supported the ultimate design and funding of the project.</p>	
<p>Polk TPO</p> <p>Developed a guide for local governments on how to apply for project funding and submit projects that are supportive of the TPO's plans and programs. This encourages local buy-in for projects identified in the TPO's plans and programs.</p>	

Complete Streets Best Practices



8. Incorporating Health and Equity

The following best practices were selected for inclusion in this report on February 1, 2018.

Best Practices in Incorporating Health and Equity	
<p>MetroPlan Orlando</p> <p>Incorporated health data into the Existing Conditions Analysis for the Corrine Dr. Complete Streets Study. This provided a more holistic view of who the project was being planned for and increased stakeholder involvement as well as support for a wider range of transportation improvements that enhance livability. FHWA's <i>Health in Transportation Corridor Planning Framework</i> and ULI's <i>Building Healthy Corridors Audit Tool</i> served as guidance documents.</p>	
<p>Palm Beach TPA</p> <p>Performed a Health Impact Assessment (HIA) and established a HIA Working Group with local health partners to evaluate health and equity impacts and guide proposed improvements for the US-1 Multimodal Corridor Study.</p>	
<p>Polk TPO</p> <p>Performed Neighborhood Mobility Audits (NMAs) in 15 Polk County underserved neighborhoods to evaluate transportation needs to access jobs and essential services. The NMAs focused on Complete Streets features and were a significant component of the TPO's 2040 LRTP and candidate projects were considered in the TPO's annual prioritization of projects and many were programmed for funding.</p>	
<p>Sarasota/Manatee MPO</p> <p>Held a "Transportation for Communities" workshop / training with Transportation for America and developed health and equity performance measures for project prioritization as well as a multimodal accessibility analysis to identify multimodal target areas for Complete Streets investments. The workshop provided a venue for the public and stakeholders from the health and social service sector to engage in the transportation planning process and influence the way MPO projects are prioritized. The transportation performance measures will guide the MPO in investment decisions and set system targets.</p>	

Complete Streets Best Practices



Next Steps

Next Steps will include the following:

1. Present Complete Streets Best Practices Report to MPOAC Governing Board for adoption
2. Distribute Report to all Florida MPOs and FDOT Districts via email and SharePoint
3. Present Report at future conferences and events
4. Develop statewide list of MPOAC endorsed Complete Streets priority corridors to create a Statewide Complete Streets Corridor Plan with a focus on performance measures
5. Encourage FDOT to create a statewide data repository of pedestrian bicycle counts
6. Create a statewide Complete Streets policy template available on the MPOAC SharePoint site for MPOs to share with their local municipalities and encourage them to adopt a Complete Streets Policies

The Complete Streets Workgroup wishes to thank all respondents for their time and contributions to this effort. It is our collective hope that this document will improve the state of transportation planning in Florida. The agency contact information for each Best Practice selected is included on the following pages. All of the survey responses collected through this effort can be viewed in Appendix A.

Complete Streets Best Practices Contacts



1. Creating Policies and Building Support

Agency	Website	Contact
Forward Pinellas	http://forwardpinellas.org/projects/complete-streets/	Chelsea Favero Planning Manager (727) 464-5644 CFavero@forwardpinellas.org
FDOT	www.fdot.gov/roadway/csi/default.shtm	DeWayne Carver State Complete Streets Program Manager (850) 414-4322 DeWayne.Carver@dot.state.fl.us
Palm Beach TPA	www.palmbeachtpa.org/completestreets	Valerie Neilson Deputy Director of Multimodal Development (561) 478-5743 VNeilson@PalmBeachTPA.org
Space Coast TPO	http://spacecoasttpo.com/plan/complete-streets/	Georganna Gillette Executive Director (321) 690-6890 Georganna.Gillette@brevardcounty.us
Hillsborough MPO	www.planhillsborough.org	Michele Ogilvie Executive Planner (813) 273-3774 ext. 317 ogilviem@plancom.org

2. Measuring Activity Levels

Agency	Website	Contact
Charlotte County-Punta Gorda MPO	https://ccmpo.com/wp/	Gary Harrell Director (941) 883-3535 Harrell@ccmpo.com
Hillsborough MPO	www.planhillsborough.org/tag/complete-streets/	Gena Torres Executive Planner (813) 273-3774 ext. 357 torresg@plancom.org
Collier MPO	www.colliermopo.com/index.aspx	Eric Ortman Senior Planner (239) 252-5874 Eric.Ortman@colliercountyfl.gov

River to See TPO	www.r2ctpo.org/planning-studies/bicycle-pedestrian/	Stephan Harris Transportation Planner (386) 226-0422 ext. 20428 SHarris@r2ctpo.org
FDOT	www.fdot.gov/roadway/csi/default.shtm	Kara Schwartz Project Manager (954) 777-4364 Kara.Schwartz@dot.state.fl.us
Palm Beach TPA	www.palmbeachtpa.org/completestreets	Valerie Neilson Deputy Director of Multimodal Development (561) 478-5743 VNeilson@PalmBeachTPA.org

3. Planning a Connected Network

Agency	Website	Contact
City of Bonita Springs	www.cityofbonitasprings.org/	Matt Feeney Director of Public Works (239) 949-6246 matt.feeney@cityofbonitasprings.org
Space Coast TPO	http://spacecoasttpo.com/plan/complete-streets/	Georganna Gillette Executive Director (321) 690-6890 georganna.gillette@brevardcounty.us
Town of Fort Myers Beach	www.cityftmyers.com/171/complete-streets	Scott Baker Director of Public Works (239) 765-0202 SBaker@fortmyersbeachfl.gov

4. Documenting Performance of Implemented Projects

Agency	Website	Contact
Forward Pinellas	http://forwardpinellas.org/projects/complete-streets/	Chelsea Favero Planning Manager (727) 464-5644 CFavero@forwardpinellas.org
Hillsborough County Public Works & Center for Urban Transportation, USF	www.cutr.usf.edu/2016/10/cutr-webcast-pedestrian-and-bicyclist-attitudes-and-behaviors/	Julie Bond Senior Research Associate (813) 974-9799 Bond@cutr.usf.edu
MetroPlan Orlando	https://metroplanorlando.org/programs-resources/complete-streets/	Elizabeth Whitton Transportation Planner (407) 481-5672 ext. 312 EWhitton@metroplanorlando.org

University of Florida Signal 4 Database	https://s4.geoplan.ufl.edu/	Ilir Bejleri Project Director (954) 214-7885 Ilir@ufl.edu
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5. Creating Design Guidelines

Agency	Website	Contact
Broward MPO	www.browardmpo.org/index.php/major-functions/complete-streets-initiative	Ricardo Gutierrez Livability/Mobility Program Manager (954) 876-0044 gutierrezr@browardmpo.org
Miami-Dade County	http://spacecoasttpo.com/plan/complete-streets/	Gaby Lopez Community Image Manage (305) 755-7801 gaby@miamidade.gov
Palm Beach TPA	www.palmbeachtpa.org/completestreets	Valerie Neilson Deputy Director of Multimodal Development (561) 478-5743 VNeilson@PalmBeachTPA.org

6. Prioritizing Projects and Funding

Agency	Website	Contact
Martin MPO	www.martinmpo.com	Bolivar Gomez Senior Planner (772) 288-5412 bgomez@martin.fl.us
Palm Beach TPA	www.palmbeachtpa.org/completestreets	Valerie Neilson Deputy Director of Multimodal Development (561) 478-5743 VNeilson@PalmBeachTPA.org
Forward Pinellas	http://forwardpinellas.org/projects/complete-streets/	Chelsea Favero Planning Manager (727) 464-5644 CFavero@forwardpinellas.org
Polk TPO	http://polktpo.com/what-we-do/current-planning-initiatives/complete-streets	Ryan Kordek Transportation Planning Administrator (863) 534-6558 RyanKordek@Polk-county.net
Sarasota/ Manatee MPO	www.mympo.org/component/ea/syblog/?itemid=101&start=100	Leigh Holt Strategic Planning Manager (941) 359-5772 Leigh@mympo.org

West Florida Regional Planning Council	www.wfrpc.org	David Wood Bicycle Pedestrian and Public Transportation Planner (850) 332-7976 David.Wood@wfrpc.org
MTPO for the Gainesville Urbanized Area	www.ncfrpc.org/mtpo/index.html	Scott R. Koons Executive Director (353) 955-2200 ext. 101 Koons@ncfrpc.org

7. Promoting Innovative Projects and Implementation

Agency	Website	Contact
Forward Pinellas	http://forwardpinellas.org/projects/complete-streets/	Chelsea Favero Planning Manager (727) 464-5644 CFavero@forwardpinellas.org
MTPO for the Gainesville Urbanized Area	www.ncfrpc.org/mtpo/index.html	Scott R. Koons Executive Director (353) 955-2200 ext. 101 Koons@ncfrpc.org
Hillsborough MPO	www.planhillsborough.org	Michele Ogilvie Executive Planner (813) 273-3774 ext. 317 ogilviem@plancom.org
Polk TPO	http://polktpo.com/what-we-do/current-planning-initiatives/complete-streets	Ryan Kordek Transportation Planning Administrator (863) 534-6558 RyanKordek@Polk-county.net

8. Incorporating Health and Equity

Agency	Website	Contact
MetroPlan Orlando	https://metroplanorlando.org/programs-resources/complete-streets/	Elizabeth Whitton Transportation Planner (407) 481-5672 ext. 312 EWhitton@metroplanorlando.org
Palm Beach TPA	www.palmbeachtpa.org/complete-streets	Valerie Neilson Deputy Director of Multimodal Development (561) 478-5743 VNeilson@PalmBeachTPA.org
Polk TPO	http://polktpo.com/what-we-do/current-planning-initiatives/complete-streets	Ryan Kordek Transportation Planning Administrator (863) 534-6558 RyanKordek@Polk-county.net

Sarasota/ Manatee MPO	https://www.mympo.org/component/easyblog/?itemid=101&start=100	Leigh Holt Strategic Planning Manager (941) 359-5772 Leigh@mympo.org
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DRAFT

Item Number 6C

Business Items & Presentations Transportation Performance Measures

DISCUSSION:

Carmen Monroy of the Florida DOT Office Policy Planning will present on past efforts of Florida DOT to coordinate with the twenty-seven MPOs in Florida as we have collectively begun implementation of Transportation Performance Measures. Ms. Monroy will also share with the membership the FDOT planned future coordination efforts as we continue to implement Transportation Performance Measures and performance based planning.

REQUESTED ACTIONS:

None

ATTACHMENT:

Transportation Performance Measures MPO Coordination Spreadsheet

Date	Meeting/Document	Brief Description	Link to Document
1/22/2015	Staff Directors	Karen Brunelle discussed the Planning Process Bundle which includes performance measures and Lee Ann Jacobs discussed performance measures for pavement and bridges.	Meeting Minutes
1/22/2015	MPOAC Governing Board	Karen Brunelle discussed the Planning Process Bundle which includes performance measures and Lee Ann Jacobs discussed performance measures for pavement and bridges.	Meeting Minutes
1/30/2015	FTP Steering Committee meeting	Presentation on FTP update process, including expectation that the FTP is consistent with federal legislation regarding performance-based planning.	Meeting Minutes
2/20/2015	FTP Steering Committee meeting	Update on current performance reporting related to the FTP and SIS	Meeting Minutes
4/2/2015	Joint Meeting of Staff Directors and MPOAC Governing Board	Former Secretary Boxold discussed the status of federal transportation reauthorization legislation and the Department's request that any reauthorization provide more time to focus and complete the performance management goals of MAP-21. Karen Brunelle discussed the comment period for pavement and bridges performance measures.	Meeting Minutes
4/14/2015	2015 FMPP	No meeting minutes exist, however the agenda contained time for a performance measures workshop	Agenda
5/29/2015	FTP Steering Committee meeting	The committee worked on vision and goals and discussed the need to identify performance measures when implementing the FTP	Meeting Minutes
7/21/2015	FTP Steering Committee meeting	The Committee discussed setting goals/objectives and the performance measures. Existing objectives for freight goal have been tracked based on performance measures. Funding should be connected to performance (implementation issues).	Meeting Minutes
7/23/2015	Staff Directors	Cark Mikyska discussed performance target setting for the proposed GROW America Act	Meeting Minutes
7/23/2015	MPOAC Governing Board	Cark Mikyska discussed performance target setting for the proposed GROW America Act	Meeting Minutes
8/1/2015	Transportation Data Symposium	Doug McLeod presented on performance measures and MAP-21 as well as the role of FDOT, the MPOs, and the MPOAC in performance measures.	Data Symposium Presentation
9/30/2015	FTP Steering Committee	Presentation and discussion on performance measures.	Meeting Minutes
10/1/2015	MPM Outreach D1 MPOs	Doug updated the MPOs in District 1 of the progress of MPMs and educated them on what they are.	D1 Presentation
10/1/2015	MPM Outreach D5 MPOs	Doug updated the MPOs in District 5 of the progress of MPMs and educated them on what they are.	D5 Presentation
10/1/2015	MPM Outreach D7 MPOs	Doug updated the MPOs in District 7 of the progress of MPMs and educated them on what they are.	D7 Presentation
10/29/2015	Staff Directors	Karen Brunelle discussed the proposed rulemaking for performance measures will be published soon. Doug McLeod discussed the importance of performance measures.	Meeting Minutes

10/29/2015	MPOAC Governing Board	Karen Brunelle discussed the proposed rulemaking for performance measures will be published soon. Doug McLeod discussed the importance of performance measures.	Meeting Minutes
10/29/2015	Staff Directors	Doug updated the MPOAC staff directors on the progress of performance measures	Staff Directors Presentation
12/11/2015	FTP Steering Committee	Final recommendations on FTP Policy Element including potential performance measures.	Meeting Minutes
1/26/2016	Joint Meeting of Staff Directors and MPOAC Governing Board	Lee Ann Jacobs announced that the performance measures guidebook was released in December 2015. Karen Brunell provided an overview of the planning and performance management provisions in the FAST Acts.	Meeting Minutes
4/28/2016	Staff Directors	Sean Santalla announced a performance summit in May 2016 that will give the MPOs an opportunity to weigh in on the discussion of performance measures. Carl announced that on April 22, 2016 FHWA published the NPRM to propose national performance management measure regulations.	Meeting Minutes
4/28/2016	MPOAC Governing Board	Lee Ann Jacobs discussed funding opportunities related to performance measures. On April 22, 2016 FHWA published the NPRM to propose national performance management measure regulations.	Meeting Minutes
5/10/2016	Performance Summit	The Summit was comprised of several highly interactive topical webinars. The objective was to obtain valued input from our partners on the performance aspects of plans and programs spanning all modes of transportation. Participation from MPOs included Hillsborough MPO, Broward MPO, Lee MPO	Website
7/12/2016	FTP Implementation Committee	First meeting of FTP Implementation Committee; presentation on results of performance summit and status of performance measures for the FTP.	Meeting Minutes
7/18/2016	Staff Directors	Jim Wood discussed new content on the MPO handbook, including performance management. Lee ann Jacobs discussed the NPRM published on June 27 relating to performance measures. Lengthy discussion on performance measures.	Meeting Minutes
7/18/2016	MPOAC Governing Board	Jim Wood discussed new content on the MPO handbook, including performance management. Lee ann Jacobs discussed the NPRM published on June 27 relating to performance measures. Lengthy discussion on performance measures.	Meeting Minutes
9/27/2016	2016 FMPP	No meeting minutes exist, however the agenda contained time for a performance measures workshop	Agenda
11/22/2016	MPM Outreach D4&6	Doug McLeod, Sean Santalla and Anita Vandervalk (Cambridge Systematics) updated the MPOs in D4 and 6 on the progress of performance measures.	D4 & 6 Presentation
11/30/2016	FTP Implementation Committee	Champions reviewing performance measures with staff support. Implementation committee members can assist FDOT in performance measures and reporting success.	Meeting Minutes

12/1/2016	MPM Outreach D7 MPOs	Doug, Sean and Anita updated the MPOs in D7 on the progress of performance measures.	D7 Presentation
12/2/2016	MPM Outreach D5 MPOs	Doug, Sean and Anita updated the MPOs in D5 on the progress of performance measures.	D5 Presentation
2/2/2017	MPM Outreach D3 MPOs	Doug, Sean and Anita updated the MPOs in D3 on the progress of performance measures.	D3 Presentation
2/16/2017	MPM Outreach D2 MPOs	Doug, Sean and Anita updated the MPOs in D2 on the progress of performance measures.	D2 Presentation
2/17/2017	MPM Outreach D1 MPOs	Doug, Sean and Anita updated the MPOs in D1 on the progress of performance measures.	D1 Presentation
5/12/2017	FTP Implementation Committee	Performance measures were not discussed	
6/6/2017	MPO Handbook	Update to the Florida DOT Program Management Handbook. The Handbook documents all details and requirements of the MPO administration process and development of planning products. The update revised the handbook to incorporate current surface transportation legislation and rulemakings and new content. Revisions and new content were added for the following topics: MPO Formation and Modification; Unified Planning Work Program; Long-range Transportation Plan; Transportation Improvement Program; MPO Audit; Certification; Title VI and Nondiscrimination Programs; freight planning; transportation performance management; and public involvement. FDOT engaged the MPOs throughout the update process. Several MPO directors were interviewed in spring of 2016 prior to beginning the updates to gather input on how they use the Handbook and to seek suggested improvements. FDOT held webinars for the MPOs to review draft revisions of several chapters in fall of 2016 before finalizing them.	Document
7/1/2017	MPOAC	MPM Outreach to all 27 MPOs. Presented to MPOAC.	MPOAC Presentation
9/28/2017	MPOAC Executive Leadership	A brief discussion on performance targets and ties to funding and available budget to create targets.	Document
10/12/2017	MPOAC	Doug and Jessica Van den Bogaert updated the MPOAC on the progress of performance measures	MPOAC Presentation
11/6/2017	FTP Implementation Committee	Performance measures were not discussed	
11/30/2017	FMPP	Updates on status of TPM implementation	Meeting folder
1/22/2018	Template for TIP	Mark sent draft language to the MPOs to include in their upcoming TIPs to address the Safety Performance Measures, including an optional paragraph for those MPOs which choose to develop their own performance targets	Document

2/1/2018	MPOAC Governing Board	Mark Reichert provided an update on FDOT TPM activities. Karen Brunelle presented on setting and documenting performance targets for Safety, Bridge, Pavement and System Performance Measures.	Meeting Minutes
2/1/2018	Staff Directors	Carl discussed TPM language in the TIP.	Meeting Minutes
3/9/2018	Template for TIP	for MPOs to include in upcoming TIPs to address the Safety	Document
4/18/2018	Document	document how we jointly agree upon cooperatively developing	Document
4/18/2018	Transmittal Letter	This letter complements the TPM Consensus Document	Document
4/23/2018	MPOAC Executive Leadership	Regina Colson and Jessica Van Den Bogaert discussed performance targets for PM2 and PM3.	Document
5/1/2018	FTP Implementation Committee	Performance measures were not discussed	
5/9/2018	TPM Consensus Document	This is an updated version of the TPM Consensus Document which was distributed to the MPOs.	Document
5/18/2018	Statewide Performance Targets	This email contains the statewide performance targets for Pavement, Bridge and System condition sent to the MPOs.	Email
6/7/2018	MPOAC Governing Board	Mark discussed language provided to the MPOs for performance setting. Karen provided an update include helpful documents for MPOs	Meeting Minutes
6/7/2018	Staff Directors	Mark discussed language provided to the MPOs for performance setting. Karen provided an update include helpful documents for MPOs	Meeting Minutes
6/8/2018	Initial PM2 and PM3 Targets	This is a one page summary on PM2 and PM3 targets set by FDOT. This was emailed to the MPOs.	Document
7/6/2018	Bridge and Pavement Data	This document contains methods to obtain raw bridge data which is exempt from public record for sensitive data.	Document
7/19/2018	MAP-21 Performance Management MPO Requirements	This document was included in the meeting packet at the MPOAC Policy and Technical Committee meeting on July 16, 2018.	Document
7/19/2018	PM1 MAP 21	This document was included in the meeting packet at the MPOAC Policy and Technical Committee meeting on July 16, 2018.	Document
7/19/2018	PM2 MAP 21	This document was included in the meeting packet at the MPOAC Policy and Technical Committee meeting on July 16, 2018.	Document
7/19/2018	PM3 MAP 21	This document was included in the meeting packet at the MPOAC Policy and Technical Committee meeting on July 16, 2018.	Document
7/19/2018	Transit MAP 21	This document was included in the meeting packet at the MPOAC Policy and Technical Committee meeting on July 16, 2018.	Document

7/19/2018 MAP 21 Deadlines	This document was included in the meeting packet at the MPOAC Policy and Technical Committee meeting on July 16, 2018.	Document
7/19/2018 TIP Language Template	This document was included in the meeting packet at the MPOAC Policy and Technical Committee meeting on July 16, 2018.	Document
7/19/2018 System Performance Report Template	This document was included in the meeting packet at the MPOAC Policy and Technical Committee meeting on July 16, 2018.	Document
8/2/2018 Staff Directors	Mark discussed statewide safety targets, which are set annually. Karen discussed that safety performance measures must be addressed in all LRTP and STIP/TIP amendments.	Meeting Minutes
8/2/2018 MPOAC Governing Board	Mark discussed statewide safety targets, which are set annually. Karen discussed that safety performance measures must be addressed in all LRTP and STIP/TIP amendments.	Meeting Minutes
8/28/2018 Data Memo	This document contains the schedule for supplying TPM data.	Document
9/5/2018 Safety Targets for 2019	This document contains the FDOT safety performance measures. The MPOs have until 2/27/19 to chose to adopted FDOT's targets or set their own.	Document
9/7/2018 TAM Language	This is language for incorporating TAM into TIPs	Document
9/7/2018 TAM Language	This is language for incorporating TAM into LRTPs	Document

Item Number 6D

Business Items & Presentations STIC and TRB Resources

DISCUSSION:

Khoa Nguyen and Kevin Burgess will present information related to the Florida State Transportation Innovation Council (STIC). The purpose of STIC is to demonstrate and share information about technologies so that they can be implemented across all of the state. STIC is a way to share information and a forum to advance innovations. The focus of this presentation will be on the safety aspects of STIC.

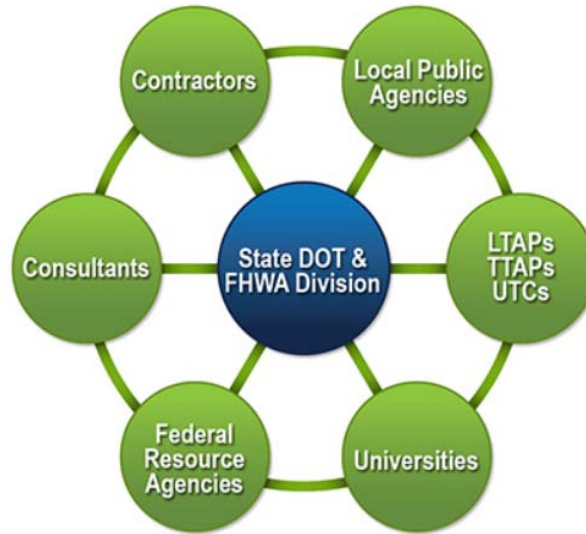
Carmen Monroy will present on resources that are available to MPOs through the Transportation Research Board.

REQUESTED ACTIONS:

None

ATTACHMENT:

Power Point Presentation on STIC.



FLORIDA STATE TRANSPORTATION INNOVATION COUNCIL

November 1st 2018



Florida State Transportation Innovation Council (STIC)

Intent:

“... taking effective, proven and market-ready technologies and getting them into widespread use.”

- State DOT CEO
- FHWA Division Administrator
- FDOT & FHWA Personnel
- FTTTC
- MPO
- FACERS
- Florida Trans. Builders Assn.
- Florida Institute of Consulting Engineers
- APWA





FATALITY DATA

2017 - 37,133/ 3,112

75
23
200
41
37
50
184
21
201
109
87
25
274
38

62
226
30
71
64
106
100
34
56
115
153
66
61

**Data is based on 2012-2016 five year rolling average



ROADWAY DEPARTURE

COUNTERMEASURES



**HIGH FRICTION
SURFACE TREATMENT**



**SAFETY
EDGE**



HIGH FRICTION SURFACE TREATMENT

Installed at 67 locations in Florida

- Ramp @ SR 60 ~ Tampa
 - Crashes from 25 to 4
 - B/C: 15

- I275 - Ramp @ SR 93 ~ Tampa
 - 1st Installation: Crashes from 56 to 26
 - B/C: 48
 - 2nd Installation: Crashes from 26 to 8
 - B/C: 22





SAFETY EDGE

SR 674 @ Wimauma

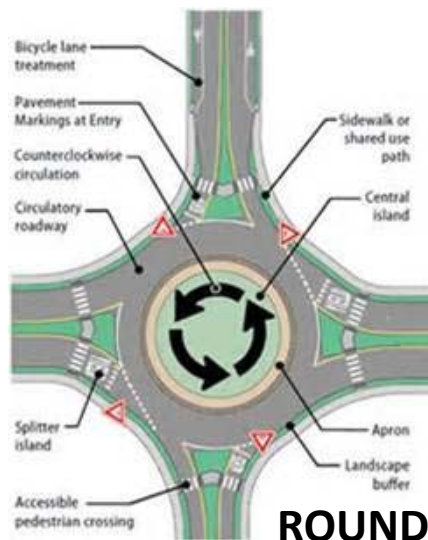
- 3 Runoff Fatalities
- 6 Runoff Injuries/Damage
- Treatment: B/C = 6
 - ✓ Super-elevation
 - ✓ Rumble Strip
 - ✓ Safety Edge



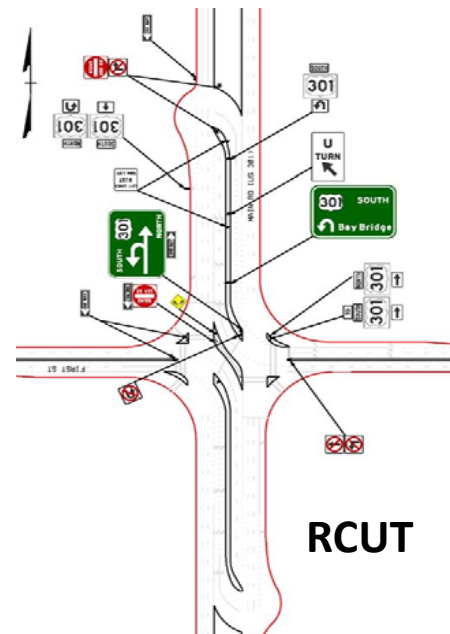
INTERSECTION CONTROL EVALUATION (ICE)

FDOT is Fully Implemented:

- Consider all available Intersection Controls beyond Traditional Controls
- Select an optimal control for a specific site and problem.

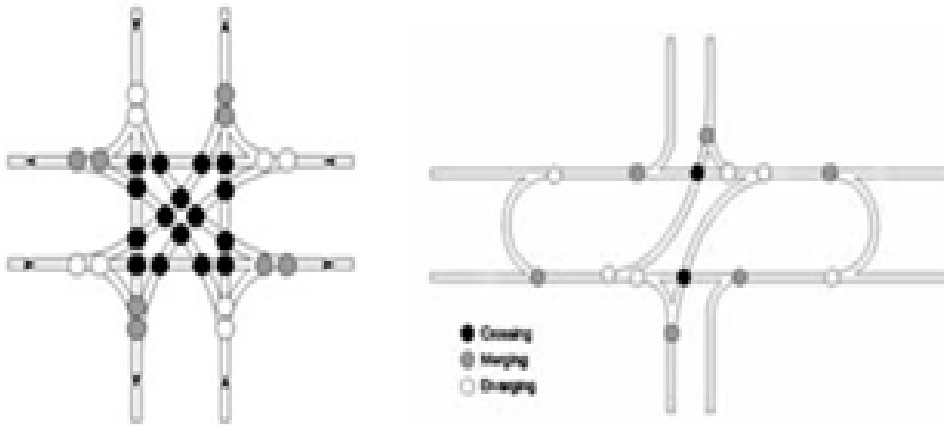


ROUNDABOUT



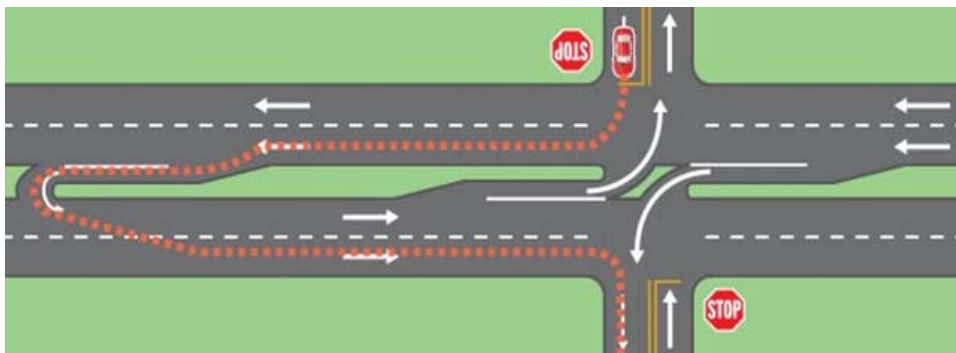


RESTRICTED CROSSING U-TURN INTERSECTION (RCUT)



Florida:

- Early Phase of the implementation
- 1 signalized RCUT in Port St. Lucie
- 8 signalized RCUTs currently in development throughout Florida



Benefits

- Reduce conflict points : 32 to 18
- Reduce Serious Injuries crashes by 42% to 70%
- 30% increase in throughput and 40% reduction travel time



ROUNDABOUT

Constructed 25 on the State System with 20 at various stages

Gaines St. ~ Tallahassee



Yukon Ave. ~ Tampa



Location	Before Construction Crashes	After Construction Crashes	Yearly Crash Reduction
	Yearly Average (2005-2009)	Yearly Average (2012-2014)	
40th St at Hanna Ave	26.6	11.3	57%
40th St at Yukon St	6.2	3.3	47%
40th St at E. River Hills Dr	12.2	3.3	73%
Total	15	6	59%



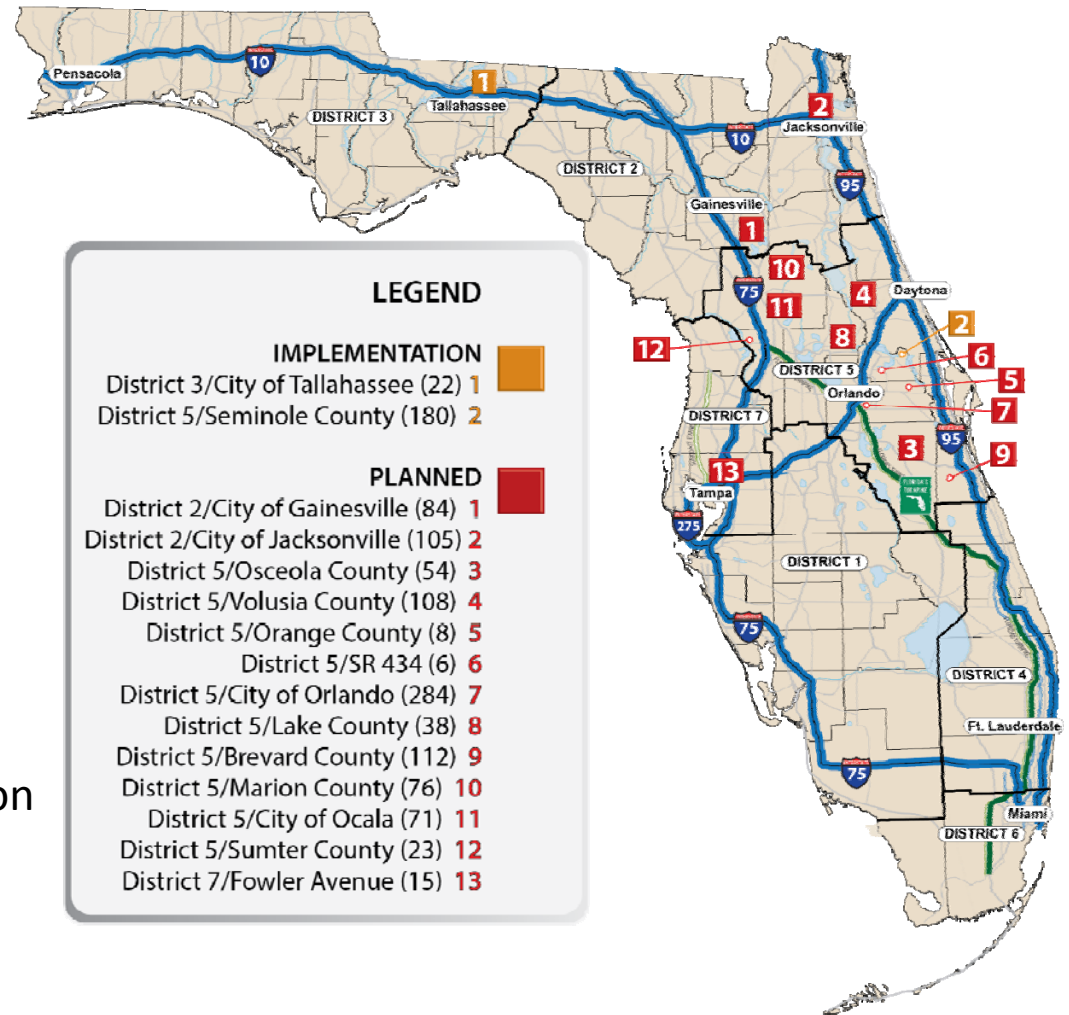
AUTOMATED TRAFFIC SIGNAL PERFORMANCE MEASURES (ATSPM)

Florida:

- Early Phase of the implementation
- 15 Locations

Benefits

- Timely Signal Retiming: $B/C = 40$
- Reduce intersection crashes
- Increase in throughput and reduction travel time
- Data for Planning





SAFETY FOR EVERY PEDESTRIAN (STEP)

Pedestrian Hybrid Beacons **69%**↓



Provide positive stop control for higher-speed, multilane roadways with high vehicular volumes.

Crosswalk Visibility Enhancements **23-48%**↓



Includes crosswalk lighting and enhanced signage and markings to help drivers detect pedestrians—particularly at night.

Leading Pedestrian Interval **60%**↓



Gives pedestrians a 3+ second head start to enter the crosswalk at an intersection.

Pedestrian Refuge Islands **56%**↓



Allow pedestrians a safer place to stop at the midpoint of the roadway.

Road Diets **19-47%**↓



Can reduce vehicle speeds and the number of lanes pedestrians cross, and create space to add new facilities such as crossings & refuge islands.

Raised Crosswalks **45%**↓



Can serve as a traffic calming measure and reduce vehicle speeds.

Rectangular Rapid Flashing Beacon **47%**↓



RRFBs are active or passive amber LEDs that use an irregular flash pattern at mid-block or uncontrolled crossing locations.



ROAD DIET

Constructed 9 on the State System with 15 at various stages
 Constructed 3 on the Local System with 4 at various stages

Crash Type	Before (January 2004 thru December 2006)		After (January 2009 thru December 2011)		% Reduction
	Total	Crashes/Year	Total	Crashes/Year	
Total Crashes	523	174.33	169	56.33	68%
Fatal/Incapacitating Injury Crashes	38	12.67	21	7.00	45%
Pedestrian Crashes	21	7.00	8	2.67	62%
Bicycle Crashes	15	5.00	8	2.67	47%
Sideswipe Crashes	47	15.67	4	1.33	91%
Angle & Left Turn Crashes	215	71.67	64	21.33	70%
Head-On Crashes	14	4.67	7	2.33	50%
Rear-End Crashes	73	24.33	44	14.67	40%



Nebraska Ave. Before



Nebraska Ave. After



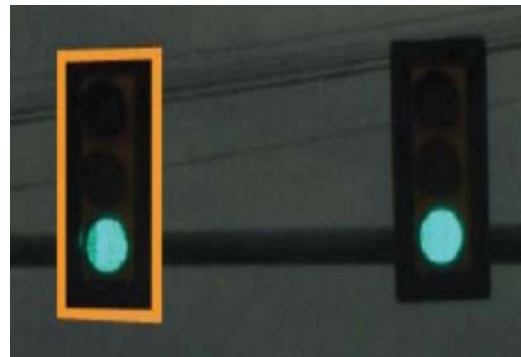
Nebraska Ave. After



SYSTEMIC APPROACH

Systemic analysis:

- Severe crash locations are random
- High-risk features remain consistent
- Identify high-risk features across a network
- Low-cost treatment across network.



Florida Projects

- Pedestrian Lighting
- Bright Stick
- Backplates with Retroreflective Borders
- Wrong-way Driver
- RRFBs in School Zones

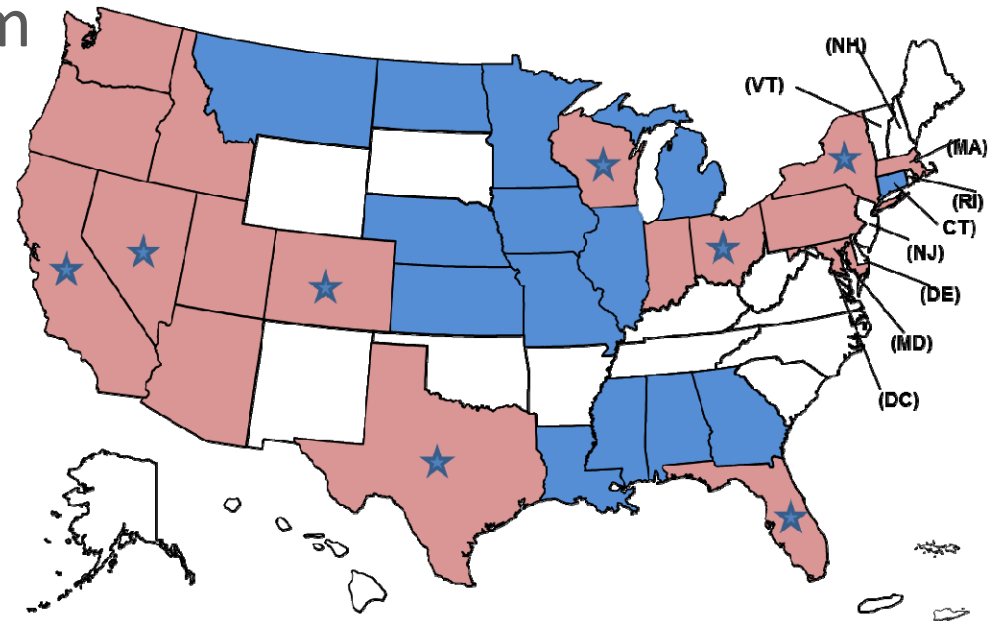




LOCAL ROAD SAFETY PLANS

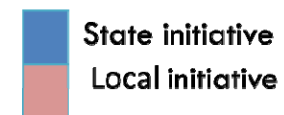
- ✓ Developing an LRSP is an effective strategy to improve local road safety
- ✓ Local roads experience 3X the fatality rate of the Interstate Highway System

In 2015 there were 1127 fatalities off the state system in Florida or approximately 38% of all fatalities



Source: FHWA Division

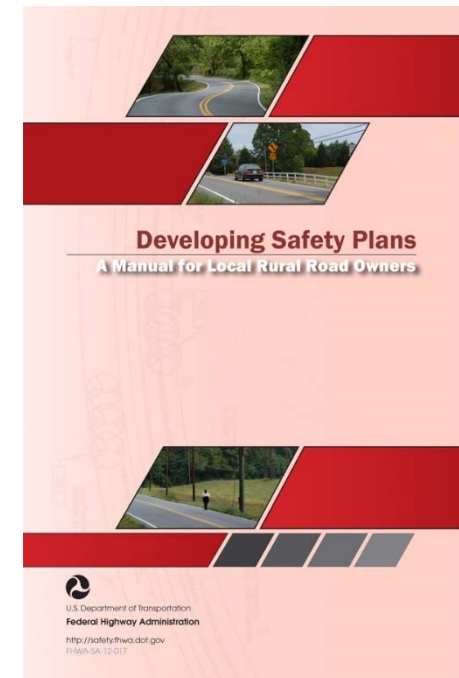
Preliminary Status of LRSP





LOCAL ROAD SAFETY PLANS

- An LRSP is a coordinated plan that provides a comprehensive framework for reducing highway fatalities and serious injuries on local roads within a specific jurisdiction.
- An LRSP is flexible and utilizes the 4 E's as appropriate to establish and gain support for an agency's local safety goals, objectives, and key emphasis areas.
- Complements the State's Strategic Highway Safety Plan (SHSP)
- An SHSP can assist local practitioners but a locally-focused plan (LRSP) is often needed to address the unique conditions on local and rural roads.





LOCAL ROAD SAFETY PLANS

Why develop a LRSP?

Benefits from developing an LRSP:

- Safety Awareness
- Establish partnerships
- Collaboration
- Leverage Safety Funds
- Informed Safety Priorities

✓ FHWA Initiatives:

- Developing LRSPs for 7 Counties with Contractor Assistance

Palm Beach County

- Joint initiative with NACE – LRSP Pilot

- 25 Counties in 6 States including *Lake & Alachua* counties
- Develop LRSP
- Webinars, Technical Assistance and Hands-on Workshop – Blended Learning





POLL RESULTS



Item Number 6E

Business Items & Presentations TSM&O on the I-4 Corridor

DISCUSSION:

Mr. Eric Hill with the MetroPlan Orlando staff will present an overview of the regional benefits that can be realized through the implementation of a coordinated and cooperative Transportation Systems Management and Operations (TSMO) arrangement. The vision is to create a partnership among the MPOs and FDOT District offices along the I-4 corridor with MetroPlan Orlando serving as the lead agency to address integration of multi-jurisdictional coordination and planning of TSMO strategies into agency practices and procedures. By enhancing the role and presence of TSMO in the corridor, TSMO will become a strategic consideration in meeting mobility demands and safety concerns; and cultivate a culture at the MPOs to enable a methodology for implementing TSMO projects. A future presentation to the MPOAC will go into detail about the effort along the I-4 corridor. The presentation today will give members an understanding of what TSMO encompasses.

Residents, daily commuters and visitors traveling in the I-4 corridor are directly impacted by both daily congestion and incident-related congestion on I-4 and surface roadways in the corridor. When incidents occur on I-4 blocking lanes, arterial roadways are flooded with cars and trucks trying to find a way around the delay. This by-passing traffic causes congestion, delay, safety and environmental problems within the corridor on parallel roads impacting local communities. TSMO addresses operational issues, safety issues and economic issues.

Transportation Systems Management and Operations has become a vital discipline in transportation planning, and an effective alternative for mitigating the adverse effects of traffic congestion caused by crashes, special events, theme park events and weather. This is a result of the application of information and communication technologies (ICT) to manage and operate transportation systems. With the rise of connected and autonomous vehicles, ICT applications will expand and evolve as more innovative solutions and strategies appear in transportation operations and planning. Moreover, for transportation systems in the 21st Century, MPOs will need to further their capacity in this area through staff's learned knowledge and understanding of its applications to improve the safety, efficiency and performance of a transportation system.

REQUESTED ACTIONS:

None

ATTACHMENTS:

None

Item Number 7
Communications

DISCUSSION:

For information only.

REQUESTED ACTION:

As may be desired.

ATTACHMENTS:

None

Item Number 8
Member Comments

DISCUSSION:

Comments or recommendations by MPOAC members.

REQUESTED ACTION:

As may be desired.

ATTACHMENTS:

None

Item Number 9

Adjournment

The next meeting of the MPOAC Staff Director's Advisory Committee will be held on January 30, 2019 at the Orlando Airport Marriott Lakeside Hotel, 7499 Augusta National Drive, Orlando, FL 32822. MPOAC has arranged for a room block at a rate of \$199 per night. A meeting notice will be sent out at least one month prior to the meeting date.