Florida MPOAC Governing Board Committee Meeting

October 28, 2021

Orlando, FL

Commissioner Maddox, Presiding

Call to Order & Pledge of Allegiance

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INTRODUCTIONS

Approval of Minutes: July 29, 2021 Meeting

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Public Comments
(non-agenda items)

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Executive Director's Report

Legislative Update

Steve Diez

Thank You

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Legislative Update

- State
  - 2022 FL Leg Session (Jan. 11 – March 11)
  - Legislative committee meetings are underway
  - MPOAC Leg Priorities/2021 MPOAC Leg Summary
  - FDOT Leg Budget request of $10.454B
- Federal
  - FAST Act extended until Oct. 31, 2021
  - Bipartisan Infrastructure Bill ($1.2T over 8 years for transp/water)
    - Approved by Senate/under consideration in the House
  - Debt ceiling increased and extended through Dec. 3, 2021

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Remembering Steve Diez

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Thank You To FDOT Staff

- Alison Stettner
- Abra Horne
- Paula San Gregorio
- Romero Dill

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Agency Reports

Florida Department of Transportation
and
Federal Highway Administration

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Florida Department of Transportation

FDOT

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Federal Highway Administration

U.S. Department
of Transportation

**Federal Highway
Administration**

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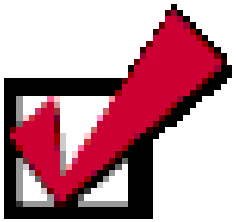
Transportation Performance Management (TPM)

Recent Updates

October 2021

U.S. Department of Transportation
Federal Highway Administration

Recent TPM Activities

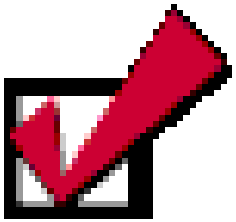


- Thank you!
  - Target Establishment Survey Participation
  - Freight Assessment Survey

- May 27: FHWA published updated TPM Performance Data to the TPM Dashboard

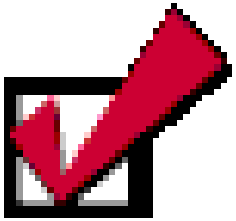
https://www.fhwa.dot.gov/tpm/reporting/state/

Recent TPM Activities



- July 27: FHWA TAMP Consistency Determination
  - » Determined to be consistent
- Aug 15: FDOT confirmed use of NPMRDS data
- Aug 31: FDOT Set 2021 Safety Targets
  - » All were “0”

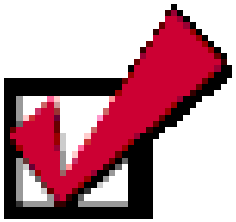
Recent TPM Activities



- Sep 14: FHWA determined FL in compliance for National Highway System (NHS) Bridge condition
  - Must be < 10%; FL: 1.4%

- Oct 4: FHWA determined FL in compliance for Interstate System Pavement Condition
  - Must be < 5%; FL 0.6%

Recent FL TPM Training



- Oct 19, 21, and 27: Advancing TPM and Decision Making Seminar - How to Use Data to Tell the TPM Story and Establish Targets

- Oct 26 - 28: South Region Asset Management Peer Exchange

Upcoming FL TPM Training

- Nov 2 and 3: Unmanned Aircraft System (UAS) Interactive Workshop (See Jeff's 10/14/21 email for registration)
- Nov 30-Dec 3 and Jan 25-27: MPO TAMP Training with Representation from FDOT, MPO, and FHWA
- Dec 2021: MPO Target Setting Study Peer Exchanges

Upcoming TPM Activities

- Dec 31: End of PM2 and PM3 data collection period

- Feb 27: MPOs set 2021 Safety Targets

Whether you are a driver, passenger, or pedestrian…

highway safety depends on YOU.

Be observant and be adaptable to be safe.

MPOAC Governing Board Business Items & Presentations

MPOAC Executive Director

- MPOAC Governing Board directed the MPOAC Executive Committee to (July 29):
  - Prepare a timeline for recruitment of an Executive Director
  - Prepare a shortlist of candidates
  - Conduct interviews
  - Recommend a finalist to the Governing Board

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Actions Taken

- Advertisement posted on state and national websites
  - Closed October 5
- October 11 MPOAC EC Meeting:
  - A short list of candidates were selected to interview
  - Interview details were determined (interview questions, interview length, date, time, location, etc.)
- October 28 MPOAC EC Meeting:
  - Top 2 candidates were interviewed (1 candidate withdrew)
  - A finalist was selected for recommendation to the MPOAC Governing Board

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FINANCIAL UPDATE

MPOAC Governing Board Meeting and

MPOAC Staff Directors' Advisory Committee Meeting

October 28, 2021

Strategic development

Agenda

- Overview
- UPWP and Budget Summary
- Financial Status Reports
- Procurement Process
- Wrap-Up + Questions

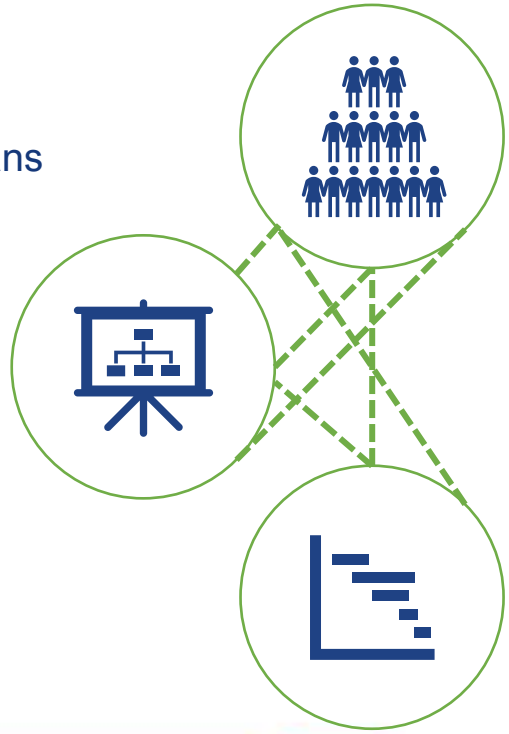
OVERVIEW

Metropolitan Planning Advisory Committee
- Financial Oversight

- **The MPOAC Governing Board is the decision-making body**
- **The MPOAC Board Members**
  - Each representative considers action items thoughtfully
  - Advice is considered but decisions are individual votes
  - Every item is open to discussion and questions

Why Are These Financial Reports Important?

- **Financial responsibilities**
  - Responsibility to act in the best interest of the MPOAC
  - Carrying out duties with skill, prudence and diligence
  - Fiduciary responsibilities apply to virtually all governmental plans
- **Adherence to State Statutes and Federal Regulations**
- **Expectation of transparency**



UPWP/ BUDGET UPDATE

What is the Unified Planning Work Program (UPWP)?

- **The UPWP is the budget covering two years**
  - Describes the tasks or activities to be accomplished
  - Identifies the anticipated FHWA, FTA, and FDOT funding needs
  - Reflects any other funding sources and uses

- **Review and approval of the UPWP**
  - Approved by the Federal Review Team – FHWA and FTA
  - Requires a Public Hearing
  - Reviewed by the advisory board and the MPOAC Governing Board

UPWP Annual Budget – Using New Template

Task 1 MPOAC UPWP Budget																	
0																	
Funding Source	FTA 5305(d)			FHWA		FHWA		FHWA		FHWA		FHWA		FHWA		FY Total
Contract Type	BDV25 -CUTR CS			BE821 - MPOAC Ins.		PR11800334 - CUTR GS		BEB99 - Legal		BEB31 - Int. Director		439339-3-11-01 - MPOAC Exp.		439339-3-12-02 - MPOAC Dues		
Source Level	Federal	State	*Total*	PL	*Total*	PL	*Total*	PL	*Total*	PL	*Total*	PL	*Total*	PL	*Total*	
Personnel (salary and benefits)			$ -		$ -		$ -		$ -		$ -	$ 269,603	$ 269,603		$ -	$ 269,603
Consultant	$ 30,000	$ 7,500	$ 37,500	$ 85,000	$ 85,000	$ 55,000	$ 55,000	$ 17,370	$ 17,370	$ 46,916	$ 46,916		$ -		$ -	$ 241,787
Travel			$ -		$ -		$ -		$ -		$ -		$ -		$ -	$ -
Direct Expenses			$ -		$ -		$ -		$ -		$ -		$ -	$ 171,879	$ 171,879	$ 171,879
Indirect Expenses			$ -		$ -		$ -		$ -		$ -		$ -		$ -	$ -
Equipment			$ -		$ -		$ -		$ -		$ -		$ -		$ -	$ -
Total	$ 30,000	$ 7,500	$ 37,500	$ 85,000	$ 85,000	$ 55,000	$ 55,000	$ 17,370	$ 17,370	$ 46,916	$ 46,916	$ 269,603	$ 269,603	$ 171,879	$ 171,879	$ 683,269

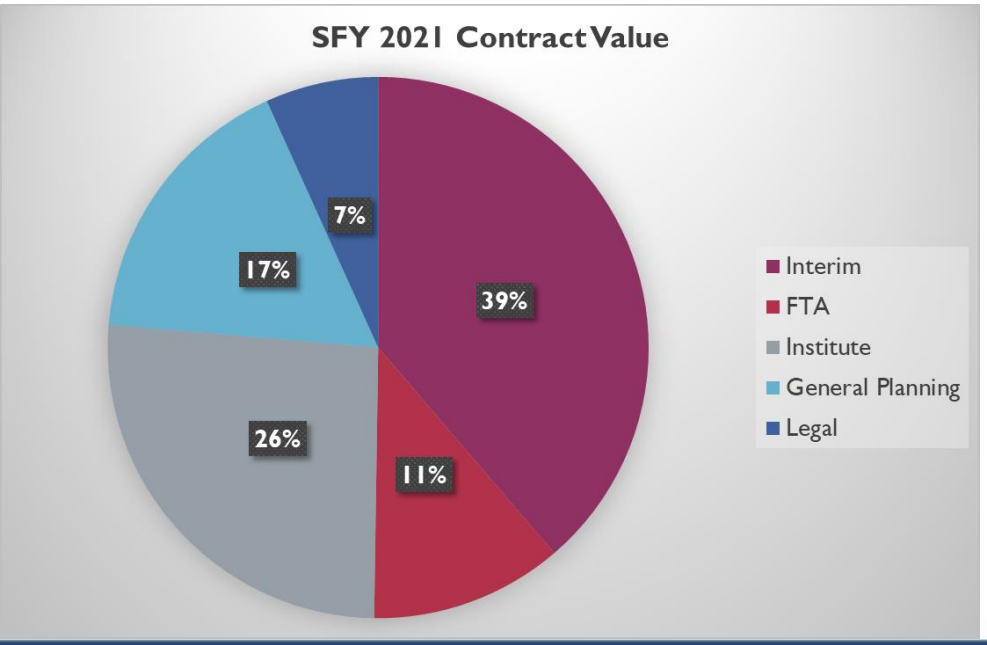
In a typical year, $332,626 is allocated for salaries/benefits, travel, administration, general expenses and contracted legal services.

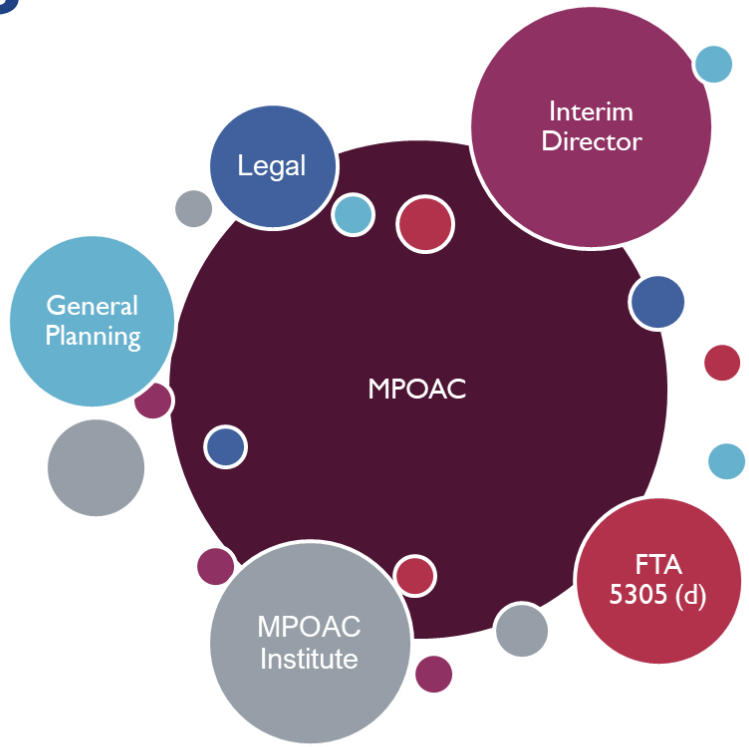
The MPOAC transferred $63,025 for the CUTR Executive Director contract. This leaves $269,603.00 for the FY2022 expenditures on this line item.

	FY & TOTAL
Personnel (salary and benefits)	$ 269,603
Consultant	$ 241,787
Travel	$ -
Direct Expenses	$ 171,879
Indirect Expenses	$ -
Equipment	$ -
Total	$ 683,269

EXISTING CONTRACTS AND PURPOSES

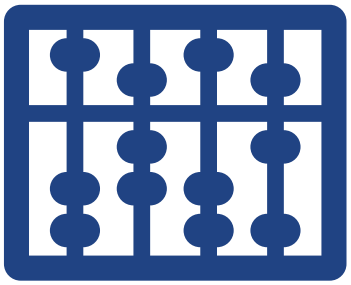
MPOAC Contracts





Where Did We Start and Where Are We Now?

1. **Unpaid (2019 through 2021)**
   a) Legal invoices – six (6) invoices, some accrued interest
   b) Planning invoices – five (5) invoices, some accrued interest
   c) Membership dues – varying membership periods



2. **Planning and Legal Contracts (FY 2021/22)**
   a) Paid up-to-date as of 10/20/2021
   b) Consultants waived interest charges
3. **Planning and Legal Contracts (FY 2022/23)**
   a) Progress reports are submitted and reviewed first
   b) After progress reports are approved, invoices are reviewed

MEMBERSHIPS

MPOAC Membership Summary

Organization	Membership Amount
Association of Metropolitan Planning Organizations (AMPO) (paid February 14, 2021)	$88,772.16
Floridians for Better Transportation (FBT) (paid October 2021)	$1,000.00
Florida Public Transportation Association (FPTA) (invoice due 11/3/2021)	$500.00
Intelligent Transportation Systems of Florida (ITS-FL) (invoice due January 2022 – no membership last year)	$420.00
National Association of Regional Councils (NARC) (paid October 2021)	$80,000.00
Total:	**$170,692.16/ $171,879.00**

Note: Information as of 9/29/2021.

- With memberships listed in the UPWP, the Executive Director does not have to request approval from the Governing Board.

PROCUREMENT

Procurement Types

Exempt

Exempt Multiple -

Universities + Regional Planning Councils

Requests

For

Proposals

Contract Values

State FY 2021-2022 Contract Summary

Contract	End Date	Contract Value	Balance Remaining	Contract History
Interim Director	12/31/2021	$126,050.00	$109,941.36	Discussed in 2021
FTA Gen. Plan.	08/31/2022	$37,500.00	$37,500.00	2008
Institute (1 year)	06/30/2022	$85,000.00	$85,000.00	At least 4/2011
Gen. Planning	06/30/2022	$55,000.00	$55,000.00	2007
Legal	06/30/2022	$22,000.00	$17,370.18	At least 2011

Note: Contract information as of 10/1/2021. These contracts were procured via an exempt procurement process.

In a typical year, $332,626 is allocated by FHWA for salaries, benefits, administration, travel, general expenses and legal services. The MPOAC directed FDOT to include $63,025 for the CUTR Executive Director contract.

Procurement Renewals

Contract	Renewal Anticipated	End Date	Exempt Schedule	RFP Schedule
Interim Director	No	12/31/2021	3 Months	7 Months
FTA Gen. Plan.	Yes	08/31/2022	3 Months	7 Months
Institute (3 years)	Yes	06/30/2022	3 Months	7 Months
Gen. Planning	Yes	06/30/2022	3 Months	7 Months
Legal	Yes	06/30/2022	3 Months	7 Months

Note: CUTR could help with scope for exempt contracts but not for competitive RFP
Start RFP process in November 2021

Wrap-Up and Conclusions

1. **Determine Procurement Type**
   a) Exempt – Single Vendor
   b) Exempt – Multiple Vendors
   c) Request for Professional Services (RFP)
2. **Membership Dues**
   a) Maintaining Same Memberships?
   b) Setting Up a Payment Schedule
3. **Establish Financial Procedures**
4. **Continuity of Operations**

Courses of Action

Questions

Alison Stettner, AICP

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Strategic development

Federal Planning Findings

Draft Summary 2021 Statewide Assessment by FHWA and FTA

MPOAC Governing Board Meeting and

MPOAC Staff Directors' Advisory Committee Meeting

October 28, 2021

Strategic development

Agenda

- ✓ 2021 Findings & Recommendations
- ✓ Corrective Action – Resolved
- + Recommendations
- + Noteworthy Practices
- + Wrap-Up + Questions

CORRECTIVE ACTION

Public Transportation Agency Safety Plan (PTASP)
– 2020 Statewide Planning Finding

- PTASP Final Rule, deadline July 20, 2021
  - Transit safety measures & targets must be included in LRTPs & TIPs updated or amended moving forward

Corrective Action Resolved

RECOMMENDATIONS

Recommendations for FDOT this year

1. UPWP

a) UPWP Template – Regional tasks partnership

- ✓ On-target to complete this calendar year

b) UPWP Thresholds – Streamline planning

- ✓ On-target to complete this calendar year

c) Tracking PL and non-PL funds – process

- ✓ Continue to provide monthly tracking sheet

Recommendations for FDOT this year

2. STIP Documentation

a) Federal Review Team recommends recurring communication between Central Office and Districts to ensure processes and associated requirements are understood

- Monthly messages and on-line training

Recommendations for FDOT this year

2. STIP Documentation

b) Federal Review Team requests earlier submittal of STIP documentation

- Developing a new mutually agreeable schedule so there is more time for federal review

Recommendations for FDOT this year

3. Partner Communication

Federal Review Team requests continued improvements in FDOT, Federal partners, & MPOs communication

- Development of new strategies to enhance collaborative communication

SUCCESSES

Noteworthy Activities by FDOT this year

1. **Partnerships**
   a) Process improvement – proactively addressing FHWA & FTA concerns
   b) Sharing innovation – work with others to provide training and peer exchanges
2. **Public Involvement and Outreach**
   a) FDOT proactively coordinated with Federal Partners to develop a successful hybrid meeting approach
3. **Transit**
   a) Innovation – **TBEST**, or Transit Boardings Estimation and Simulation Tool
   b) FDOT has **updated** TBEST – a GIS-based scenario planning tool
   c) Integrates socio-economic, land use, and transit network data

WRAP UP

Conclusions

- Therefore, it is hereby determined that Florida's statewide and metropolitan transportation *planning processes continues to substantially satisfy the requirements of* 23 U.S.C. 134 and 135, 49 U.S.C. 5303-5305, 23 CFR Part 450 and 500, and 49 CFR Part 613.
- FHWA and FTA will continue working with Florida's various planning partners (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.

Balance Sheet

Corrective Action Resolved

3 noteworthy activities

3 recommendations

Questions

Abra Horne

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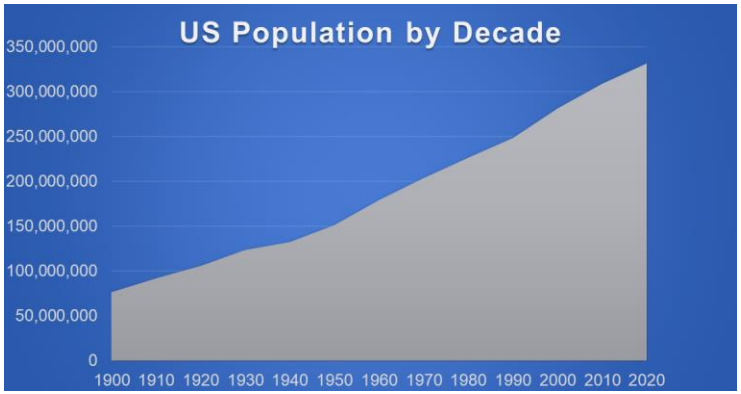
strategic development

2020 US Census Process Update



MPOAC Governing Board Meeting and

MPOAC Staff Directors' Advisory Committee Meeting

October 28, 2021

Strategic development

Agenda

- Overview
- Proposed Changes for the 2020 Urban Areas
- Census Implementation Timeline
- Census Resources
- Wrap-Up + Questions

2020 Census and Urban Boundary Update

United States® Census 2020

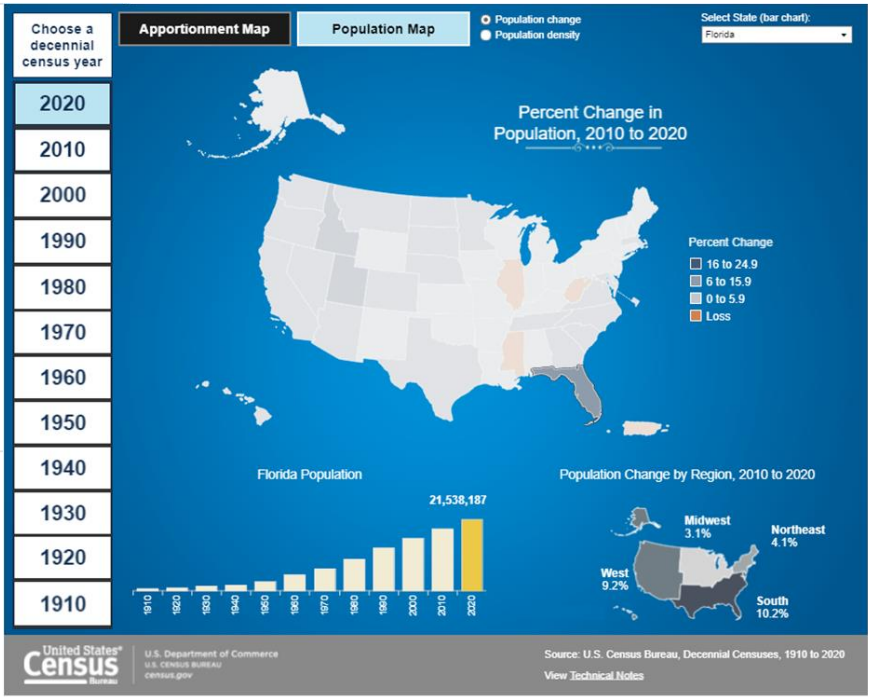
May 2021
First Release of apportionment results

August 2021
Second Release of Census data products.

Urban Areas are revised every 10 years based on population counts from decennial census.

Urban Boundaries are adjusted to be consistent with transportation needs.

Functional classification reviewed and updated in conjunction with adjusted urban boundaries.



Historical Apportionment Data Map (Interactive) (census.gov)

Proposed Changes for the 2020 Urban Areas

Federal Register Highlights
Adoption of housing unit density threshold instead of population density with new minimum thresholds
Increase minimum threshold to qualify as an urban area from 2,500 people to 10,000 people or 4,000 housing units.
Cease distinguishing between different types of urban areas.
Refined urban area delineation for jumps, hops, and low-density areas.
Use worker flow data from the LEHD program to split and adjust boundaries of adjacent urban areas.

Source: Federal Notice of Urban Areas for the 2020 Census Proposed Criteria

Estimated Census Implementation Timeline

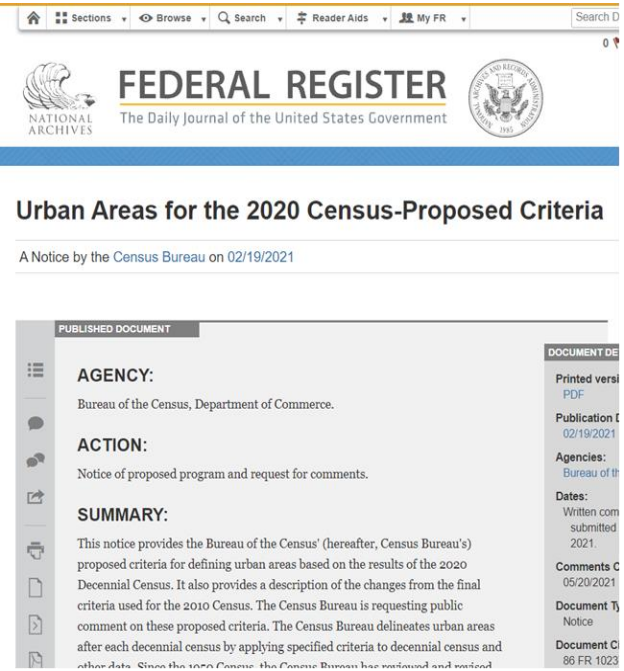
✓ February 2021	Census Bureau publishes proposed criteria for urban areas
Fall/Winter 2021	Census Bureau publishes final criteria for urban areas
Spring/Summer 2022	Census Bureau releases list of qualifying urban areas
Spring/Summer 2022	USDOT provides urban area boundaries
Fall 2022	USDOT designates TMAs
Before October 2022	FDOT revisits PL distribution formula

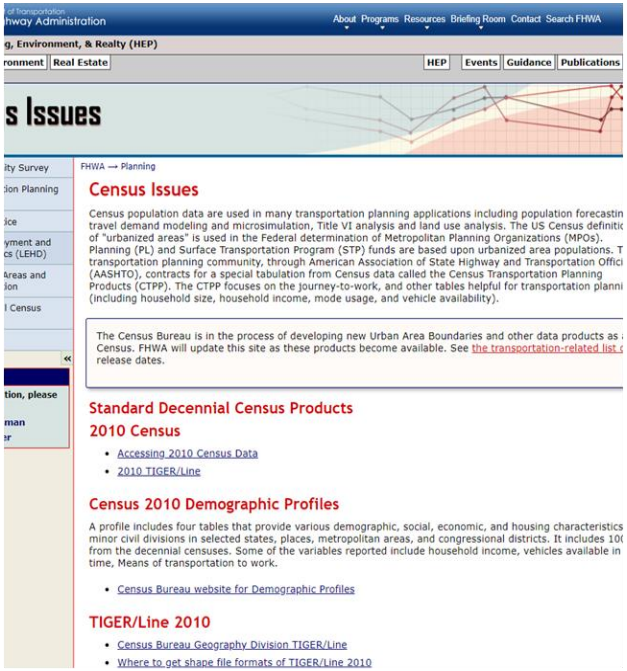
Source: https://ctpp.transportation.org/wp-content/uploads/sites/57/2021/03/FHWA-Adjusted-Urban-Area-Boundaries-AUAB.pdf

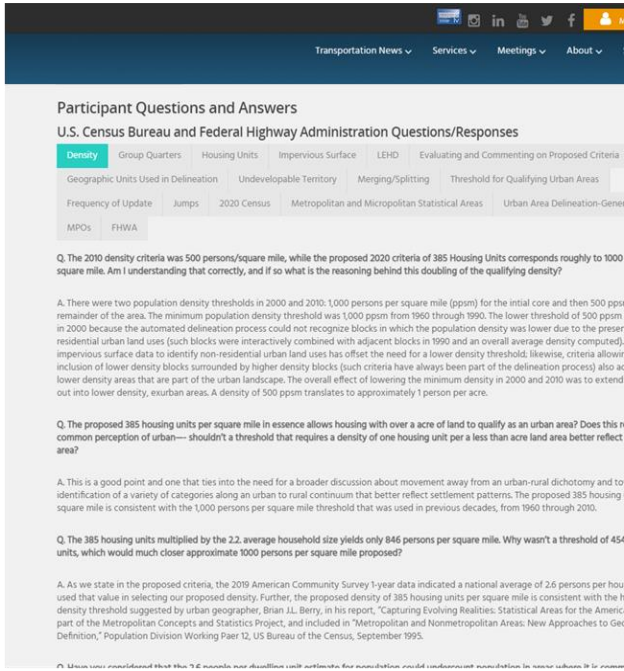
Estimated Census Implementation Timeline

Before next MTP update, after October 1, 2022, or within 4 years of new urban area boundary designation	MPOs adjust MPAs to include new urban area boundaries
Spring/Summer 2023	New MPOs must be designated by Governor
Spring 2024	New TMAs must have a Congestion Management Plan (CMP)
Spring 2024	Governor approves adjusted urban area boundaries
Spring/Summer 2026	New MPOs must have adopted MTPs and TIPs

Source: https://ctpp.transportation.org/wp-content/uploads/sites/57/2021/03/FHWA-Adjusted-Urban-Area-Boundaries-AUAB.pdf



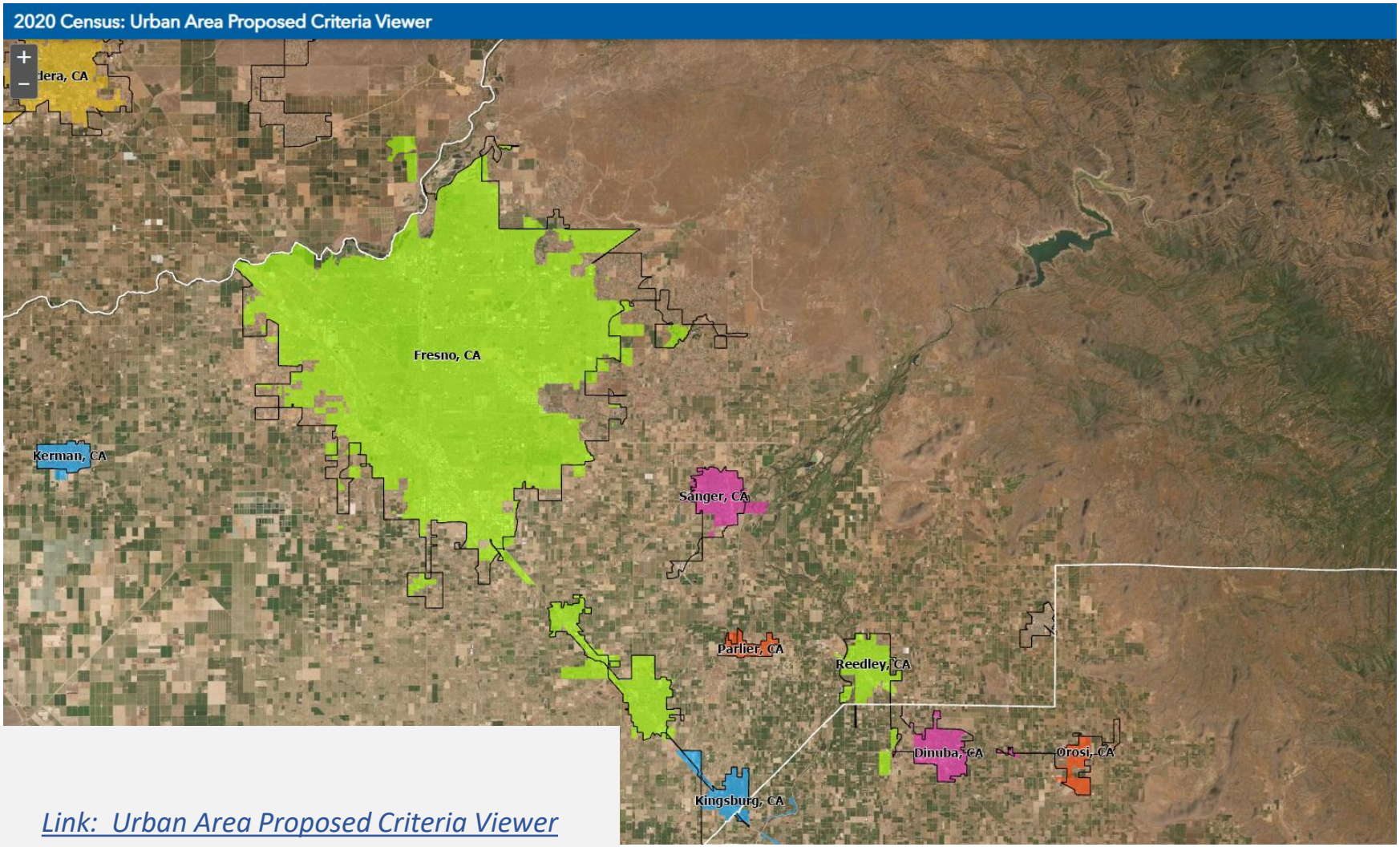




US Census/FHWA Resources

- Federal Notice of Urban Areas for the 2020 Census Proposed Criteria
- FHWA Census Issues Resource Page
- AASHTO Urban Areas for 2020 Census Webinar

2020 US Census Urban Area Proposed Criteria Viewer



Link: Urban Area Proposed Criteria Viewer

FDOT Website Resources

Resource Information

Spring 2022 is the estimated start date for State DOTs and MPOs to start smoothing these boundaries and to update functional classifications. FHWA is currently working on updating the 2013 Functional Classification guidebook and providing webinar instructions for the 2020 process. The Census is updating their issues FAQs.

- 2010 Census Maps
- 2013 Functional Classification Guidance
- 2013 FHWA Edition - Highway Functional Classification Concepts, Criteria and Procedures
- Census Frequently Asked Questions
- Metropolitan Planning Program Staff (District MPO Liaisons) – PDF
- Urban Areas for the 2020 Census
- Urban Boundary and Functional Classification Handbook
- Urban Boundary and Functional Classification Procedure

FDOT Interactive FunClass Map

Functional Classification

This application contains real-time functional classification designations.

Explore

Timeline

Pre-Planning
2021
Districts should plan for sufficient resources to complete the update process on time.

U.S. Census
Summer 2022
Tentative date the U.S. Census would publish the Urban and Urbanized Area Boundaries.

Districts & Locals
Spring 2022 - Spring 2024
Districts receive conflated Urban Boundaries from TDA's Spatial Data & Analytics section and coordinate it's changes and any Functional Classification changes with locals.

FDOT & FHWA
Spring 2024
Review District/Local agreed upon Urban Boundary and Functional Classification changes.

Central Office Publishes Urban Boundary and Functional Class Changes
2024
FHWA will consider all urban area boundaries final as of April 15, 2024.

Link: 2020 Census Roadway Data Update Process (fdot.gov) 8

FDOT TDA
TRANSPORTATION DATA & ANALYTICS

The SAFE way is the RIGHT way

Be seen: Always wear safety vests and ensure vehicles are equipped with high intensity amber or white strobe warning lights that rotate, flash, oscillate.

Be prepared: Make sure vehicles and equipment are inspected before every trip.

Be alert: Pay attention to traffic when doing work in the road.

Questions

Joel Worrell

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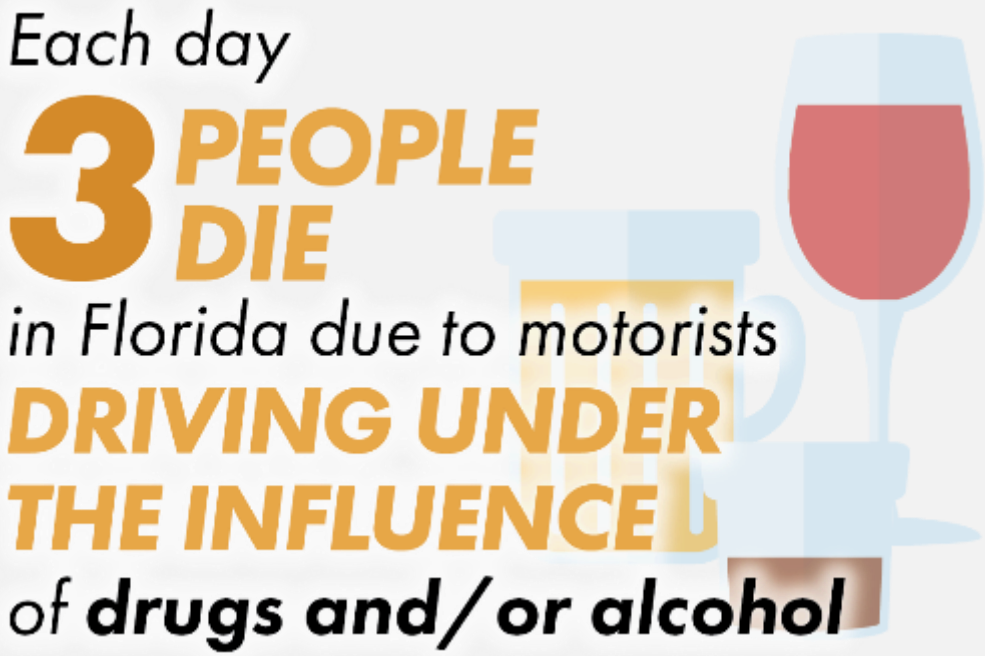

Strategic development

Future Meeting Location and Hybrid Meeting Discussion

- Is the location of today's meeting satisfactory for Calendar Year 2022?
  - Renaissance cost today is $5,348 (with FDOT support for hybrid elements)
- Should Calendar Year 2022 meetings be hybrid?
  - Does this impact quorum?
  - Staff to support hybrid format?
    - Estimated to add $2000 if arranged through hotel

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COMMUNICATIONS

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Member Comments

ADJOURNMENT

Next Meeting – January 27, 2021