



**FLORIDA MPOAC STAFF DIRECTORS' ADVISORY
COMMITTEE MEETING**

October 28, 2021
Orlando, FL

Don Scott, Presiding



CALL TO ORDER & PLEDGE OF ALLEGIANCE

MPOAC





INTRODUCTIONS



**APPROVAL OF MINUTES:
JULY 29, 2021 MEETING**

MPOAC



**PUBLIC COMMENTS
(NON-AGENDA ITEMS)**



EXECUTIVE DIRECTOR'S REPORT

Legislative Update

Steve Diez

Thank You



MPOAC

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

Remembering Steve Diez



Thank You To FDOT Staff

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



AGENCY REPORTS

**Florida Department of Transportation
and
Federal Highway Administration**



MPOAC

Florida Department of Transportation



Federal Highway Administration



U.S. Department
of Transportation

**Federal Highway
Administration**

MPOAC

Transportation Performance Management (TPM)

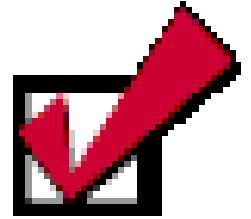
Recent Updates

October 2021



U.S. Department of Transportation
Federal Highway Administration

Recent TPM Activities



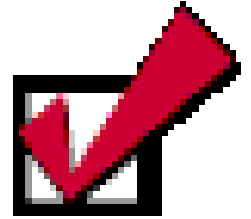
- Thank you!
 - Target Establishment Survey Participation
 - Freight Assessment Survey

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

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



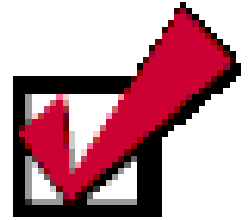
Recent TPM Activities



- 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

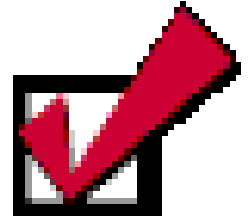


- Sep 14: FHWA determined FL in compliance for National Highway System (NHS) Bridge condition
 - Must be < 10%; FL: 1.4%

- 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

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





MPOAC

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

10/27/2021



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

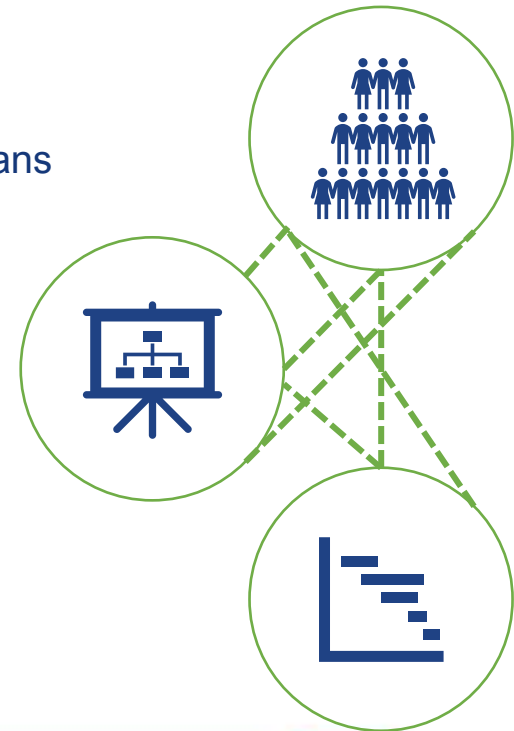
Why Are These Financial Reports Important?

- **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

10/27/2021



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.

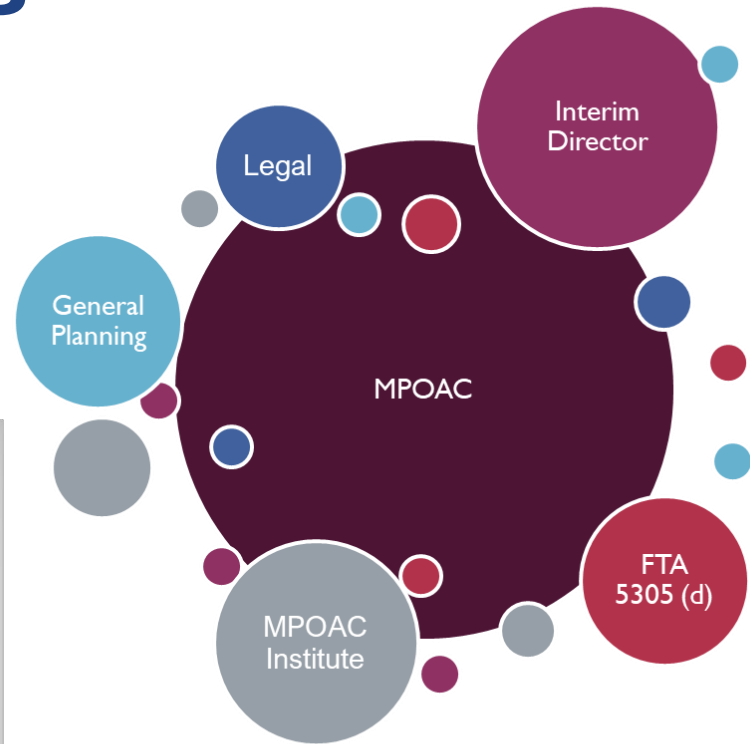
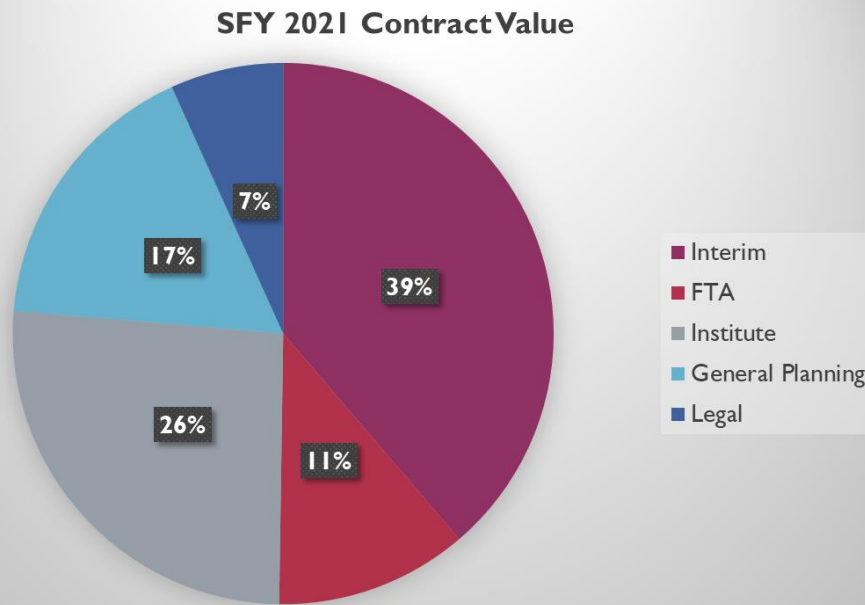
	FY & TOTAL	
Personnel (salary and benefits)	\$	269,603
Consultant	\$	241,787
Travel	\$	-
Direct Expenses	\$	171,879
Indirect Expenses	\$	-
Equipment	\$	-
Total	\$	683,269



EXISTING CONTRACTS AND PURPOSES

10/27/2021

MPOAC Contracts



Where Did We Start and Where Are We Now?

1. Unpaid (2019 through 2021)

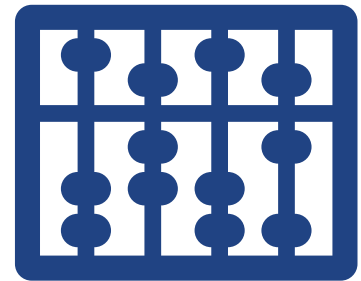
- a) Legal invoices – six (6) invoices, some accrued interest
- b) Planning invoices – five (5) invoices, some accrued interest
- c) Membership dues – varying membership periods

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

10/27/2021



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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Pedestrians account for more than
22% of **traffic fatalities**
in Florida

Nationally, Florida had the
**HIGHEST NUMBER OF
BICYCLIST FATALITIES** in **2018**





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

10/27/2021



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



SUCCESSSES



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

10/27/2021



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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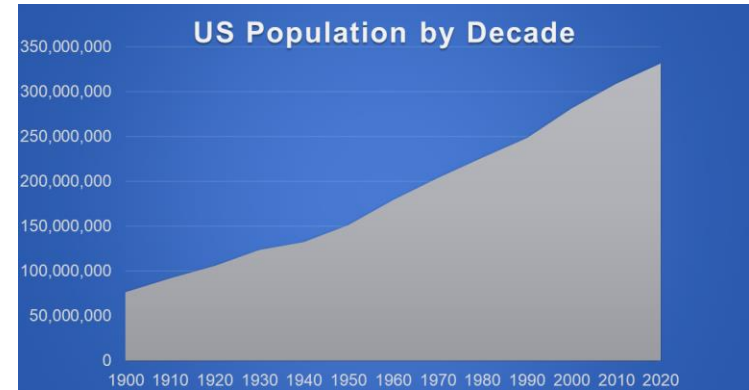
Pedestrians account for more than
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2020 US Census Process Update



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

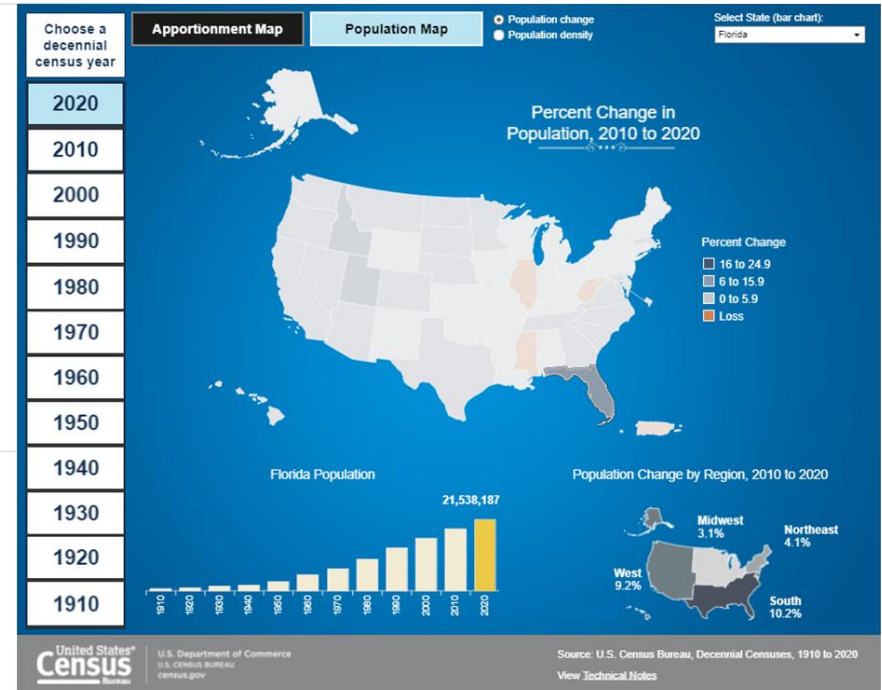
August 2021

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 \(Interactive\) \(census.gov\)](https://www.census.gov/historical-data/interactive)

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>

Sections Browse Search Reader Aids My FR Search D

 **FEDERAL REGISTER**
The Daily Journal of the United States Government 

Urban Areas for the 2020 Census-Proposed Criteria

A Notice by the Census Bureau on 02/19/2021

PUBLISHED DOCUMENT

AGENCY:
Bureau of the Census, Department of Commerce.

ACTION:
Notice of proposed program and request for comments.

SUMMARY:
This notice provides the Bureau of the Census' (hereafter, Census Bureau's) proposed criteria for defining urban areas based on the results of the 2020 Decennial Census. It also provides a description of the changes from the final criteria used for the 2010 Census. The Census Bureau is requesting public comment on these proposed criteria. The Census Bureau delineates urban areas after each decennial census by applying specified criteria to decennial census and other data. Since the 1950 Census, the Census Bureau has reviewed and revised

DOCUMENT DETAILS

Printed version PDF
Publication Date: 02/19/2021
Agencies: Bureau of the Census
Dates: Written comment submitted 2021
Comments Closed: 05/20/2021
Document Type: Notice
Document Code: 86 FR 1023

Highway Administration About Programs Resources Briefing Room Contact Search FHWA

g, Environment, & Realty (HEP)
Environment Real Estate HEP Events Guidance Publications

Issues

FHWA → Planning

Census Issues

Census population data are used in many transportation planning applications including population forecast travel demand modeling and microsimulation, Title VI analysis and land use analysis. The US Census definition of "urbanized areas" is used in the Federal determination of Metropolitan Planning Organizations (MPOs). Planning (PL) and Surface Transportation Program (STP) funds are based upon urbanized area populations. Transportation planning community, through American Association of State Highway and Transportation Officials (AASHTO), contracts for a special tabulation from Census data called the Census Transportation Planning Products (CTPP). The CTPP focuses on the journey-to-work, and other tables helpful for transportation planning (including household size, household income, mode usage, and vehicle availability).

The Census Bureau is in the process of developing new Urban Area Boundaries and other data products as of the 2020 Census. FHWA will update this site as these products become available. See [the transportation-related list of release dates](#).

Standard Decennial Census Products

2010 Census

- Accessing 2010 Census Data
- 2010 TIGER/Line

Census 2010 Demographic Profiles

A profile includes four tables that provide various demographic, social, economic, and housing characteristics for minor civil divisions in selected states, places, metropolitan areas, and congressional districts. It includes 101 tables from the decennial censuses. Some of the variables reported include household income, vehicles available in time, Means of transportation to work.

- Census Bureau website for Demographic Profiles

TIGER/Line 2010

- Census Bureau Geography Division TIGER/Line
- Where to get shape file formats of TIGER/Line 2010

Transportation News Services Meetings About

Participant Questions and Answers

U.S. Census Bureau and Federal Highway Administration Questions/Responses

Density Group Quarters Housing Units Impervious Surface LEHD Evaluating and Commenting on Proposed Criteria

Geographic Units Used in Delineation Undevelopable Territory Merging/Splitting Threshold for Qualifying Urban Areas

Frequency of Update Jumps 2020 Census Metropolitan and Micropolitan Statistical Areas Urban Area Delineation-Geographic Units

MPOs FHWA

Q. The 2010 density criteria was 500 persons/square mile, while the proposed 2020 criteria of 385 Housing Units corresponds roughly to 1000 persons per square mile. Am I understanding that correctly, and if so what is the reasoning behind this doubling of the qualifying density?

A. There were two population density thresholds in 2000 and 2010: 1,000 persons per square mile (ppsm) for the initial core and then 500 ppsm for the remainder of the area. The minimum population density threshold was 1,000 ppsm from 1960 through 1990. The lower threshold of 500 ppsm was used in 2000 because the automated delineation process could not recognize blocks in which the population density was lower due to the presence of residential urban land uses (such blocks were interactively combined with adjacent blocks in 1990 and an overall average density computed), impervious surface data to identify non-residential urban land uses has offset the need for a lower density threshold. Likewise, criteria allowing inclusion of lower density blocks surrounded by higher density blocks (such criteria have always been part of the delineation process) also allow for lower density areas that are part of the urban landscape. The overall effect of lowering the minimum density in 2000 and 2010 was to extend the urban area out into lower density, exurban areas. A density of 500 ppsm translates to approximately 1 person per acre.

Q. The proposed 385 housing units per square mile in essence allows housing with over an acre of land to qualify as an urban area? Does this mean a common perception of urban— shouldn't a threshold that requires a density of one housing unit per a less than acre land area better reflect what is urban?

A. This is a good point and one that ties into the need for a broader discussion about movement away from an urban-rural dichotomy and toward identification of a variety of categories along an urban to rural continuum that better reflect settlement patterns. The proposed 385 housing units per square mile is consistent with the 1,000 persons per square mile threshold that was used in previous decades, from 1960 through 2010.

Q. The 385 housing units multiplied by the 2.2 average household size yields only 846 persons per square mile. Why wasn't a threshold of 450 persons per square mile, which would much more closely approximate 1000 persons per square mile proposed?

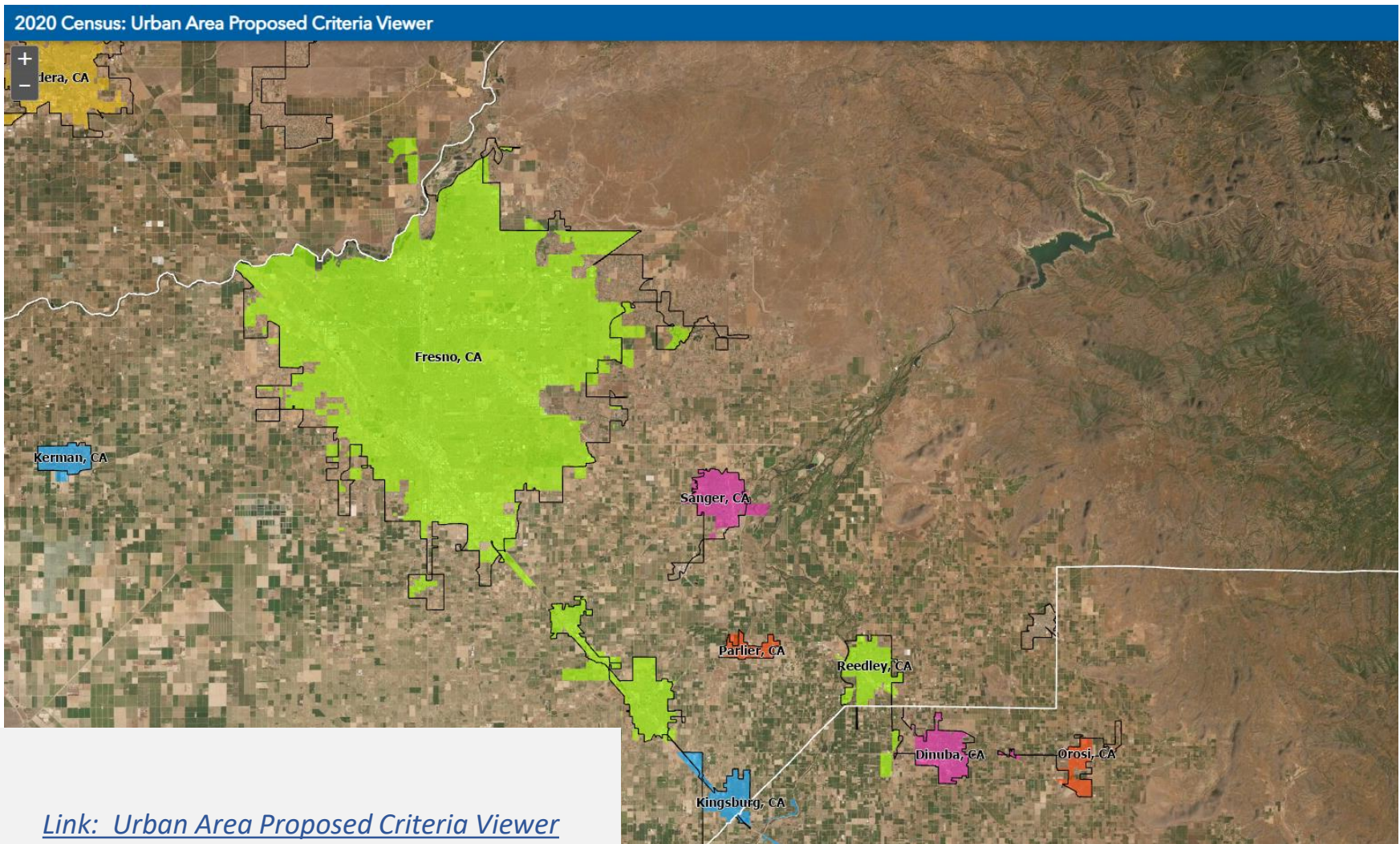
A. As we state in the proposed criteria, the 2019 American Community Survey 1-year data indicated a national average of 2.6 persons per household. The density threshold suggested by urban geographer, Brian J.L. Berry, in his report, "Capturing Evolving Realities: Statistical Areas for the American Century," part of the Metropolitan Concepts and Statistics Project, and included in "Metropolitan and Nonmetropolitan Areas: New Approaches to Geographic Definition," Population Division Working Paper 12, US Bureau of the Census, September 1995.

Q. How was it considered that the 385 housing units per square mile threshold for population could encompass population in areas where it is more

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



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



[Link: 2020 Census Roadway Data Update Process \(fdot.gov\)](#) 8



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

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Transportation Data and Analytics
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Each day

**3 PEOPLE
DIE**

in Florida due to motorists

**DRIVING UNDER
THE INFLUENCE**

of **drugs and/or alcohol**



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



COMMUNICATIONS





MEMBER COMMENTS



ADJOURNMENT

Next Meeting – January 27, 2021



MPOAC