



FLORIDA DEPARTMENT OF TRANSPORTATION
EXECUTIVE WORKSHOP MINUTES
Tallahassee, FL

April 19, 2013

The Workshop began at 1:00 p.m.

1. Opening Remarks

Assistant Secretary Brian Blanchard opened the meeting and welcomed attendees.

2. Review and Approval of Workshop Minutes

A revision was made to the March 2013 Workshop minutes. The revision was made to the presentation given by *Jennifer Fortunas (Express Lanes Policy Guide)*. This statement was added to her summarization concerning express bus service:

The majority of the route will be operating in the express lanes but the route can terminate off of the express lanes.

The remaining minutes were approved as submitted.

3. Procedures

Tana Ashbaker, Forms and Procedures

The following procedure was reviewed and approved:

700-000-025 – Innovative Contracting Techniques
Owner: Alan Autry

4. Cash Forecast Update

Jason Adank, Comptroller's Office

The year-end processing timelines are being set and now is an excellent time for District's to monitor encumbrance balances, including unexecuted supplemental agreements. As a review, Financial Management has two reports that are distributed to districts for review. The semi-annual, 5 Year/24 Month Report was distributed in December 2012, and contained approximately \$211.6M of projects that will certify forward unless they are closed by July 15, 2013. The next report will be sent out the first week of June with District certification letters to be returned to OOC by July 15, 2013. The Unexecuted Supplemental Agreement report is distributed quarterly with the most recent version containing approximately \$162M of unexecuted agreements as of March 31, 2013. The Districts must execute these agreements prior to June 30th to be considered for certification forward. District staff has until July 15, 2013, to change the status in the Contract Funds Management System to prevent the funds from rolling forward.

A cash balance variance chart was presented for the time period of July 2011, through March 2013. Variances in cash balance actual results to projections were noticeably reduced by ROW changes and FLP rate changes beginning in October 2012. The challenge of forecasting cash balances is to take approximately \$7.5B of commitment and predict how much will pay out in one month. A one percent variance on \$7.5B results in a \$75M difference in the cash balance. For the month of March, our actual

cash balance was above our projection by approximately \$95M. This variance was attributed to both revenue and expenditure projection variances. Regarding revenue, the Department received several months of local fund reimbursements regarding the Sunrail project that was previously predicted to be received over a longer period of time. This resulted in an increase to cash by approximately \$20M. Regarding payouts, the Sunrail and CSX S-Line projects continue to lag behind projections by a total of \$21.8M. Financial Management is continuing to work with Sunrail project managers and the Rail Office to revise projected payouts for these contracts. Monthly variances within construction, consultant, and FLP categories are within reason, but will continue to be monitored monthly. The Cash Forecast Section is now conferring with maintenance staff regarding routine variances for O&M contracts. This month's variance was approximately \$12M below projections. It is anticipated to incorporate changes for maintenance into next month's forecast.

5. Program Planning Workshops

Dan Cashin, Work Program & Budget

Dan Cashin provided a draft schedule for the 2013 Program Allocation Process. It was noted that each year, in a series of workshops in May, June and July, the Department assesses where it is, how it is performing as an agency, and considers issues on the horizon. During these workshops, the goals and objectives stated in the Florida Transportation Plan are translated into the allocation of resources for the Department's various program areas. Legislation which will have a financial impact on the Department is assessed and the needs based programs are examined.

The purpose of the workshops is to consider policy issues which will have an impact on the Department's finances. The policy and funding decisions lead to a determination of how much funding will be allocated for the needs based programs (resurfacing, bridge, maintenance, safety) and understanding what is available for discretionary (capacity) projects. The decisions affect the development of the next Tentative Work Program.

Mr. Cashin briefly addressed the workshop schedule. Participation of the Executive Team is essential as policy issues, which have an impact on the Department's finances, need to be resolved prior to fund allocations being issued and the subsequent development of the Tentative Work Program. Please contact Dan Cashin at 850-414-4428 with any policy or funding items that need to be addressed.

6. Professional Engineer Training Program Review Team

Bob Crim, Production Support

The Secretary charged District Secretary Wolfe (District 4) to form a team to review and make recommendations on the Professional Engineer Training (PET) Program. The team was charged with reviewing the PET Program and making recommendations on the need and objectives of a PET Program, and make recommendations on the structure and duration of the Program.

The Executive Team approved the following recommendations from the team:

- Continue the PET Program for graduate engineers;
- Implement some minor adjustments to the Program phases and content; and
- Maintain flexibility in PET Program hiring levels, but no less than current staffing level. This will allow Districts the ability to hire 2 to 6 trainees per year.

The Executive Team approved proceeding with making revisions to the PET Program Procedure. This includes reducing the rotational phase of the Engineer in Training from 18 to 15 months and including an additional six month specialty phase. The recommendation to discontinue the rotational area phase examinations was not approved. Direction was provided to review, update and ensure the phase examinations are relevant. Additional direction was provided to evaluate the Engineering Degree requirements in the procedure and to develop a Turnpike phase to expose trainees to the unique issues related to toll operations.

7. TSM&O Policy (Ramp Metering/Hard Shoulder Running Policy Review)
Elizabeth Birriel, Traffic Engineering and Operations

A proposal was made to the Executive Team to create a TSM&O policy that would be inclusive of all TSM&O strategies, i.e., ramp metering, hard shoulder running, express lanes. This proposed policy and all of its subject matters would be thoroughly vetted through the policy and procedure process. The Executive Team approved this recommendation and Ms. Birriel will return at a later date to present the policy at the Executive Workshop.

The meeting was adjourned at 2:35 p.m.