



FLORIDA DEPARTMENT OF TRANSPORTATION
EXECUTIVE WORKSHOP MINUTES
Tallahassee, FL

February 20, 2013

The Workshop began at 1:05 p.m.

1. Opening Remarks

Assistant Secretary Brian Blanchard opened the meeting and welcomed attendees.

2. Review and Approval of Workshop Minutes

The January 2013 Workshop minutes were approved as submitted.

3. Procedures

Tana Ashbaker, Forms and Procedures

The following procedures were reviewed and approved:

050-020-026_Distribution of Exempt Documents Concerning Department Structures and Confidential and Exempt Security System Plans
Owner: Marianne Trussell

250-000-050_Telework Program
Owner: Jan Russo

525-020-310_General Interest Roadway Data
Owner: Judy Lenczyk

625-010-021_Median Opening & Access Management Decision Process
Owner: Gary Sokolow

630-020-001_Transportation Product Evaluation
Owner: Karen Byram

4. Performance Measures

Jim Spalla, Right of Way

At the request of the District Transportation Development Directors, Jim Spalla, Director, Office of Right of Way, proposed a reduction in the number of performance measures to be presented at the monthly Performance Review meeting and recommended reporting only on Right of Way Certifications, Right of Way Expenditures, and Excess/Surplus Property activities. He indicated the remaining eight measures would be maintained on a Share Point site for use in program management. After lengthy discussion regarding Right of Way roll forward and the current disparity between the Right of Way Adopted Work Program and Adopted Planned Expenditures, the Secretary decided to make no changes to the current reporting.

5. Business Plan: Maintenance

Tim Lattner, Maintenance

Tim Lattner presented the Maintenance Business Plan. He explained the logic used to link the plans objectives back to the Department's Tier I Business Plan and explained the activities and performance targets. The plan was accepted and is now posted on Performance Management's website.

6. Business Plan: General Counsel

Marianne Trussell, General Counsel

Ms. Trussell gave a presentation on the Business Plan of the Office of the General Counsel (OGC). She explained the process the OGC used to develop the plan and the makeup of the four member development team. She also explained how information was shared with and input received from attorneys statewide. Having recently completed the development of specific objective and measurable performance measures for all attorneys, which also appear in their Employee Evaluation System, made the development of performance measures and targets in the Business Plan much easier.

Ms. Trussell thanked her team for their efforts, especially Linda Nelson whose experience with business plan development and leadership helped guide the team to success. She also explained that the OGC has now established two teams to begin developing unit plans; one team for the District Legal Offices; and one team for Central Office. In order to ensure the plans are consistent, predictable, and repeatable, one member is on both teams. Ms. Trussell answered a few questions from the Executive Team regarding the attorney performance measures and how the information is recorded and tracked.

7. 2013 Internet Redesign Project

Christine McDonald, State Materials

On Tuesday, November 6, 2012, a six-member team was assembled by Secretary Ananth Prasad and Communications Director Dick Kane to manage an Internet Redesign Project. The primary goals of the project include the simplification of the existing internet website and the reinforcement of the *Consistent, Predictable, and Repeatable* (CPR) Principle. Five web page templates, that include various repeating elements, will be utilized by the Department's web authors to modify the existing website. Each template clearly defines the new format for the FDOT, Office, Construction Project and Agency Topic Home Pages and all supporting pages. The timeline for the Internet Redesign Project is November 2012 to July 2013.

On February 20, 2013, the project received final approval from the Executive Team. The Workshop attendees, however, requested the following additional changes: (1) include the SunPass Logo on the FDOT Home Page; (2) incorporate organizational charts for each FDOT Office; and (3) include the Performance Dashboard.

8. Autodesk Civil 3D CADD Software Implementation

Bruce Dana, CADD Systems

The FDOT Executive Board approved moving the Department's Autodesk Civil 3D CADD platform diversification effort from development into the implementation phase. This includes accepting future projects designed in Civil 3D, meeting FDOT CADD standards and all other Department deliverable standards. In addition, the Executive Team requests that the Districts identify one project each, where 3D Design is advantageous, to be designed with in-house staff using Civil 3D. The Districts may also choose projects for consultant design. The candidate project for in-house design will be identified and submitted at the March 2013 Executive Workshop.

9. Future Corridors Initiative Status Report

Bob Romig, State Transportation Development

Mr. Romig gave an update on the Future Corridors initiative. At this point, initial "Concept Reports" have been drafted for two of the study areas (Tampa Bay-Central Florida and Tampa Bay-Northeast Florida). Following this briefing to the Executive Team, the plan will be to distribute these draft reports for public review and comment for a 60-day period. The draft Concept Reports contain information about the projected growth and development expected in the study areas, environmental information about managed lands and conservation areas, and potential transportation investments that will be anticipated over the next 50 years. The reports also contain recommendations for long-term improvements in these study areas including two pilot studies that will be launched in 2013. Mr. Romig also discussed several guiding principles that have been developed that will also be shared during the public review and comment period. A website and brochure have also been developed for the process and several suggestions for improvement were suggested by Executive Team members.