



FLORIDA DEPARTMENT OF TRANSPORTATION  
**EXECUTIVE WORKSHOP MINUTES**  
Tallahassee, FL

July 17, 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**

The June 2013 Workshop minutes were approved as submitted.

**3. Strategic Intermodal System (SIS) 2040 Cost Feasible Plan**

Chris Edmonston, Systems Planning

Chris Edmonston, Manager, SIS Implementation Section in the Systems Planning Office presented for approval, the updated SIS Long Range Cost Feasible Plan 2024-2040. This plan commonly referred to as the CFP, identifies recommended transportation capacity improvements to the Strategic Intermodal System (SIS) for the years beyond the adopted work program, and for the second 5 years. The plan satisfies the statutory requirement for a 20 year SIS cost feasible plan. In addition, this plan will be provided to the MPOs along with the official FDOT revenue forecast for their use in building the next update of their respective long range transportation plans (LRTPs). Future capacity improvements detailed in the CFP will be incorporated into the regional models and will assist in determining trip distribution, and future level of service on the regional highway networks. Working closely with the District planning offices, this plan was created and coordinated with our local and regional transportation partners. It is an update of the 2009 CFP (2020-2035), and includes for the first time, a set aside reserve for the SIS modal components. Following a brief discussion, District 3 Secretary, Tommy Barfield requested time to consult with his district staff prior to approval.

**4. Innovators! Electronic Payment of Utility Invoices**

Jim Lane, Comptroller's Office

The findings of the Innovators Task Team – Electronic Payment of Invoices was presented by team member Jim Lane. The team examined several areas including reinstating the FLAIR Invoice Tracking module and development of an in-house invoice approval system, before focusing on extending the use of the purchasing card to achieve the most cost effective and immediate impact for paying utility invoices. Over 350 invoices were converted to purchasing card payments and numerous utility accounts were combined to reduce the number of invoices required to be approved and paid. The team will continue to pursue information from the Department of Financial Services (DFS) concerning the payment of service fees charged for the use of the purchasing card to pay utility accounts. The elimination of the services fees or the acceptance of the fees as a cost of doing business would allow the department to place all utility invoices on the purchasing card resulting in additional savings and efficiencies. The team also identified a travel approval/payment system being utilized by the Legislature and Department of Agriculture as another electronic payment system which provides

processing efficiencies. Jim Lane is on the DFS task team evaluating the product for enterprise utilization.

**5. *Innovators! Submitting all Construction Documents Online***

Doug Martin, Construction Office

Mr. Doug Martin, team leader, submitted information gathered as a result of researching the potential savings for submitting all construction documents online. For approximately 88 projects in the 4th and 6th Districts, there was an indication for a savings expectation of approximately \$343,490.00 (these costs savings are for the QA/QC Plan and certification documents). At present, FDOT has between 490 and 500 active construction projects totaling over \$9.9 billion dollars. If prorated, these savings, in a general sense, could be \$1,951,645 on 500 projects. There is also a possible 15% in additional savings for miscellaneous documents which could increase the speculated number to about \$2.2 million in annual savings. These costs savings could be shared by DOT, CEI Firms and Contractors. Also note that this study does not include all documents from these projects. There are many more that can be rolled into a ball park estimate of savings. Additionally, with the implementation of electronic submission of payrolls, a projected 60,000 man hours can be saved. There are other costs associated with this process and is still being analyzed, but the potential for savings is significant. This research will be continued and will update the Executive Team at later Workshops.

**6. *Perimeter Walls***

Mariano Berrios, State Structures

Per request from upper management, a team was formed to develop criteria and parameters for providing perimeter walls in special cases when requested. The team consisted of representatives from all districts, Central Structures Office, and Central Environmental Management Office. The purpose of perimeter walls is to provide a separation between a highway and adjacent land uses to maintain the quality of life that existed prior to the construction of a highway project. Benefits of perimeter walls include, among others, minimizing visual impacts, providing visual screening when vegetation is removed, providing separation between the highway and existing land owners, and maintenance of access control restrictions. The team's recommendations are to consider perimeter walls only for capacity expansion projects, projects where the vertical or horizontal alignment is significantly altered, projects on new alignment, and where a project's existing vegetation or other visual barriers are removed. Perimeter walls are not to be considered for resurfacing projects, projects for operational improvements, safety projects, emergency projects. Perimeter walls are also not intended for retrofit situations where no highway improvements are being made.

The following factors should be taken into account when considering perimeter walls: traffic volumes, truck percentages, functional classification, adjacent land uses (residential, schools, recreational areas), and the view of traffic. In order to keep the cost of perimeters low, the team recommends limiting the cost per beneficiary property to \$25,000. Only lands adjacent to the wall location should be considered. Final factors to consider during final design are: constructability, safety, cost, access, drainage, utility conflicts, etc.

Maintenance of the perimeter walls located inside the FDOT's right-of-way should be the responsibility of the local government, with the Department retaining responsibility of the structural maintenance. For perimeter wall outside the FDOT's right-of-way, the local governments or landowners should assume all the maintenance responsibility.

The maximum recommended height of the walls is 8'. Design standards will show two available options: hand laid block or precast concrete panels. Textures should be limited to those available in standard block.

The team is looking for input and recommendations from the Executive Team on the following issues:

- General comments on the criteria
- Whether to consider the residential density existing at the PD&E or design phases
- Any proposed flexibility on the recommended maximum cost per beneficiary
- Maximum distance from the right-of-way line to the private structure
- Maintenance responsibilities
- Traffic and trucks percentages thresholds
- Textures limitations
- Should the 75 year design service life be reduced?

Members of the Executive Board will provide comments within 30 days.

**7. *Final Review of the Implementation of the Florida Transportation Plan***  
Gus Pego, District Six Secretary

District Six Secretary, Gus Pego, gave an overview for the implementation of the Florida Transportation Plan at the June 2013 Executive Workshop and returned for final recommendation from the Executive Team. The Executive Team uniformly approved the plan for implementation.

**8. *Office 365***  
Nelson Hill, Office of Information Systems

Nelson Hill briefed the Executive Team on the Department's recent acquisition of licensing for Microsoft's Office 365 solution set. He indicated that DOT was one of 5 state agencies that recently acquired the solution which makes up about 45,000 licensed customers. He expects other agencies to consider Office 365 as well. Mr. Hill indicated that Office 365 provides the Department the most recent versions of our core Microsoft products like Outlook, Office, and SharePoint. It also makes all these products available as cloud-based services which provide extensive support for mobile computing and improved collaboration with our external business partners. There will be a full communication plan rolled out over the next few weeks comprised of broadcast e-mails, tutorials, and SharePoint sites to let our customers know the FDOT plans for Office 365. Mr. Hill went over the tentative schedule for rolling out Office 365 and stated that he expects full migration to Office 2013 and Outlook 2013 before the Thanksgiving holidays. It is also expected that FDOT will launch its first cloud-based SharePoint site for the Construction Office in September 2013.