



FLORIDA DEPARTMENT OF TRANSPORTATION
EXECUTIVE WORKSHOP MINUTES
Tallahassee, FL

March 20, 2013

The Workshop began at 1:05 p.m.

1. Opening Remarks

Secretary Ananth Prasad opened the meeting and welcomed attendees.

2. Review and Approval of Workshop Minutes

The February 2013 Workshop minutes were approved as submitted.

3. Procedures

Tana Ashbaker, Forms and Procedures

The following procedures were reviewed and approved:

375-030-002-k Acquisition of Professional Services
Owner: Carla Perry

525-020-311-b Urban Boundaries and Functional Classification of Roadways
Owner: Doug McLeod

850-045-003-b Rest Area, Welcome Center, and Truck Comfort Station Management
Owner: Mike Sprayberry

**4. 2012 Bicycle Professional of the Year Award
Mr. Timothy Bustos, Florida Bicycle Association**

District Secretary Billy Hattaway was presented with the 2012 Bicycle Professional of the Year Award from Mr. Bustos, Florida Bicycle Association. District Secretary Hattaway was recognized for his efforts and achievements that helped deliver the mission to inspire and support people and communities to enjoy greater freedom and well being through bicycling.

5. Transportation Data Plan – Concept and Recommended Approach

John Taylor/Bob Romig, Transportation Statistics

Bob Romig introduced the item and called on John Taylor to present. Both State and Federal legislation are requiring new levels of planning associated with freight and modal issues. FDOT has a strong history of data collection related to highway facilities and now must focus on freight and modal data needs. A Transportation Data Plan, supported by Executive Management, must be developed to coordinate the acquisition, storage and management of potentially vast quantities of data. The development process must include an advisory team from Planning, Logistics and the Districts, providing guidance for the plan. The goal of the plan is to identify a cost effective data system, providing consistent information to FDOT users and to our partners.

General discussion by the Executive Team was supportive. Several comments reinforced the need to include Operations and Information Systems as a part of the advisory team. A time frame of 6 months was identified for development of the plan. No formal action was requested from the Executive Team.

6. Business Plan – Intermodal Systems Development (ISD)

Bob Romig, Intermodal Systems Development

Mr. Romig discussed the ISD function business plan development process, major highlights, and next steps.

- Mission, Vision, and Values are the same as the Department's business plan
- ISD Plan's objectives are consistent with the Department's business plan's objectives
- ISD Plan is meant to be statewide in scope – useful for both the Districts and the Central Office
- Incorporates the major functions of ISD – five (5) objectives and twenty (20) activities

Mr. Romig emphasized that this is a work in progress. The ISD Business Plan Team will monitor progress and update as needed. Action items for the immediate future will be to develop ISD unit business plans and link the Employee Performance System (EPS) with the FDOT business plan.

7. Construction Technician Qualification Program (CTQP) – Level II

Tim Ruelke, Materials Office

A presentation was given to the Executive Team regarding potential changes to the process of CTQP requalification. The Executive Team was briefed on the history, structure, and current status of CTQP. Subcommittee results on Material's survey regarding testing and inspection qualification were presented. The Executive Team was briefed on the Department's Independent Assurance (IA) Program and its potential application as one of the requalification criteria. Recommendations were presented and the Executive Team provided the following guidance:

- Three (3) qualifications will become "Once and Done" – Quality Control Manager, Asphalt Mix Designer and Concrete Mix Designer
- For all Level I qualifications – Revise the program to base requalification on a high frequency of testing and successful IA evaluations.
- For all Level II qualifications - Revise the program to base requalification on computer based training (CBTs).

The State Materials Office and the State Construction Office will form a team to map out the implementation of these changes.

8. Express Lanes Policy Guidance
Jennifer Fortunas, Systems Planning

Ms. Fortunas gave a briefing to the Executive Team on the status of the Statewide Express Lanes Policy. Ms. Fortunas started with an overview of what the team had accomplished since the last briefing in October of 2012, which included a statewide workshop held January 28-30, 2013. This was followed by an overview of the clarifying issues resolved at the February District Staff meeting.

A discussion on the interpretation of the clarifying issues in regards to express lanes took place. Two issues were tabled until the Secretary was available to comment.

- The amount of state managed funds the District pays back to the State Transportation Trust Fund (STTF) and when, in the order of calls on toll revenue, does this take place before or after O&M of the facility.
- Point in time when the operating expenses for the express bus service in the express lanes may be deducted from toll revenue.

The next steps are to finalize the policy statements and begin the formal policy process through the Forms and Procedures Office. Concurrently an update to the Action Plan to Guide Implementation of Express Toll Lanes will be completed.

At the District Staff meeting the following day, the operating expenses for the express bus service was determined to be part of the FDOT operation and maintenance (O&M) expenses for the facility. The first call on toll revenue is O&M of the facility followed by O&M of the express bus service only for the route operating in the express lanes. It was agreed the accounting for each type of O&M (facility and transit operating within facility) would be kept separate.

1. Annual cost of O&M of express lanes.
2. Annual cost of O&M of express bus route.
3. Pay off construction cost.
4. Improvements to express lanes project or associated transportation system
5. Construction, maintenance or improvements of any road on the SHS within the county or counties in which the toll revenue was collected or to support express bus service on the facility where the toll revenues were collected.

There was no resolution to the payback issue and this will need further evaluation.

9. Strategic Highway Research Program (2)
Neil Pedersen/Daryl Dockstader, Research Center

Neil Pederson, Deputy Director, Implementation and Communication, for the second Strategic Highway Research Program (SHRP2) provided an overview of the SHRP 2 Implementation Program. He covered the activity in the four focus areas: Safety, Reliability, Renewal, and Capacity. Mr. Pederson reviewed the status of the Naturalistic Driving Study, the largest safety study of its kind, for which the Tampa area served as

one of the six (6) field sites nationwide. He also identified the products in the current three-year implementation plan for the other areas, including one Capacity study (C10) done in Florida.

Amy Lucero, Director of Technical Services, Federal Highway Administration (FHWA), via teleconference discussed the relationship between Map 21 and SHRP 2, and FHWA's Implementation Assistance Program, which is providing assistance to states to implement SHRP 2 products. The mechanism for the support is a solicitation process which shall be delivered through two annual solicitations. Ms. Lucero noted both the call for leader states to become actively involved and the need for geographic and agency diversity with respect to participation. The first solicitation closed March 22, 2013, and the second is expected to post in July 2013.

10. Compressed Natural Gas / Liquefied Natural Gas

Doug Callaway, Intermodal Systems Development

Senior Policy Advisor Doug Callaway made a presentation on CNG & LNG (compressed natural gas & liquefied natural gas). This presentation was for discussion and information purposes only and no decision of the Executive Team was needed.

As part of the Freight Mobility and Trade Plan (HB 599), the Department has been charged with encouraging the deployment of natural gas vehicles and facilities. Florida Statute 334.044(33)(a) states that the Freight Mobility and Trade Plan shall include, but need not be limited to, proposed policies and investments that promote the following:

- ✓ Increasing the implementation of compressed natural gas (CNG),
- ✓ liquefied natural gas (LNG); and
- ✓ propane energy policies that reduce transportation costs for businesses and residents located in the state.

According to many experts, U.S. natural-gas production will accelerate over the next three decades and the energy boom remaking America will last for a generation

For FDOT, the bottom line:

If the use of natural gas fueled vehicles is a growing trend, how does the State ensure that these vehicles pay their fair share of motor fuel taxes to support the STTF?

11. Employee Survey Results

Larry Ferguson, Performance Management

Mr. Ferguson presented the results of the 2013 Employee Survey to the Executive Team.

Highlights: 4055 Respondents
 69% Response Rate
 1383 Respondents
 (34%) wrote 4706 comments

OVERALL SCORE: 161.71 (2012 161.15)

District total scores compared to statewide score of 161.71 & (2012)

District 1	159.91	(+1.25)
District 2	160.37	*(+3.86)
District 3	157.73	(+1.41)
District 4	168.70	(-1.29)
District 5	155.20	(+.12)
District 6	169.71	**(+2.37)
District 7	155.11	(+2.39)
Turnpike	162.55	(-1.34)
CO	165.60	(-1.73)

*Largest increase in total score for a district

**Highest total score for a district

Recommendations:

1. The Executive Team should continue and/or enhance their communication efforts in the Department.
 - The webinars and other communications initiated by the Secretary this year have had significant impact. Consideration should be given to ways to expand these efforts within secretariats and districts at the leadership and management level.
 - Efforts to show to employees that leadership is “standing up for them”; improved communication related to issues directly impacting employees (pay, reorganization, etc.); and avoiding “mixed messages” as information flows up and down the organization are critical.
2. The Executive Team should consider studying and leveraging the best practices of High Quartile cost centers and those districts where scores and comments indicate successful practices related to training for advancement and awards/recognition.
 - Issues about funding for training and the “mission critical” request process (particularly for specialized training) need to continue to be addressed.
 - Issues related to the Department’s formal awards program must be addressed as they continue to impact morale and leadership credibility.
3. The Executive Team, managers and supervisors should clearly link any actions they take as a result of the survey to the survey. This lets employees know their voices are heard. This communication should be done throughout the year, not just at survey time. At the same time, all leaders must remember that the survey is a measurement instrument, a snapshot in time, which shows employee

opinions about leadership and management practices in the Department. The survey itself is not an instrument of change. The results shown in the Briefing Book are primarily at the statewide level. Careful study and analysis of the results for each district (begun in the briefing book) and each unit must be done to understand the specific issues for that group of respondents before any actions are planned or implemented.

The results including cost center reports, roll up reports, all charts and tables, the full Briefing Book and the presentation to the Executive Team are available on the Survey SharePoint site: [LINK](#) and also on the Performance Measures Survey site where you can view results in pbviews: [LINK](#)