



FLORIDA DEPARTMENT OF TRANSPORTATION  
**EXECUTIVE WORKSHOP MINUTES**

February 18, 2015

The Workshop began at 1:00 p.m. EDT, and was held in District Four.

1. Opening Remarks

Assistant Secretary Brian Blanchard opened the meeting and welcomed attendees.

2. Review and Approval of Workshop Minutes

The January 2015 Workshop minutes were approved as submitted.

3. Policies and Procedures

*Sara Cattau, Procedure and Forms Administrator*

The following policies/procedures were approved.

375-030-001 Professional Services Consultant Qualification  
Owner: Angela Matiyow, Procurement Office

275-010-001 Employment Discrimination Complaints  
Owner: Kathy Martin, Equal Opportunity Office

001-375-005 Confidential Information in MyFloridaMarketPlace  
Owner: David Callaway, Procurement Office

625-030-002 Value Engineering Program  
Owner: Kurt Lieblong, Project Review Office

375-020-002 Maintenance Contract Administration Inspection and Reporting – New Section 5.10 of the Materials Manual  
Owner: Tim Ruelke, Materials Office

4. McKinsey Consulting

*Tyler Duval, McKinsey and Company*

McKinsey and Company made a presentation on Transforming the State Pre-Construction Process. This phase concentrated on the implementation and streamlining of the state-only processes. To date, there has been a 57% time savings as compared to the federal process for 8 of the 11 selected projects in this FY. Statewide Acceleration and Transformation (SWAT) Teams have been set up in each District and the Central Office to continue implementation and lead the effort going forward. A Quick Guide has been developed to assist the Districts in implementation.

5. Using Value Engineering (VE) to Improve Processes

*Tim Brock, D4 District Utilities Admin/Value Engineering*  
*Steve Braun, D4 District Planning & Environmental Engineer*  
*Susan Day, D4 Deputy R/W Manager*

The presentation demonstrated how District 4 has applied VE techniques to evaluate Departmental processes over the last 10+ years. Most recently, VE studies were performed for the PD&E and Right of Way processes in an effort to make them more efficient. There were a resulting 15 recommendations for the PD&E process and 18 for the R/W process; these are currently in various stages of implementation. District 4 will evaluate the effectiveness of the recommendations and share those that are successful with Central Office and the other Districts.

6. Premium Transit – Making the Connections  
*Amie Goddeau, D4 District Modal Dev. Administrator*

The presentation on “Premium Transit – Making the Connections” highlighted a number of transit projects and innovations that District 4 is working on with their transportation partners. Regional transit connections are being made via the future Tri-Rail Coastal Link (TRCL) project, which is an 85 mile commuter service on the FEC (Florida Eastcoast) railway requiring extensive coordination with both the existing freight service managed by FECR (Florida Eastcoast Railroad) and the proposed intercity All Aboard Florida service managed by FECI (Florida Eastcoast Industries). The Express Bus service currently running on I-95 and I-595 already provides regional connections which are intrinsically linked to the availability of safe and secure park n’ ride facilities. In Broward County, District 4 is also studying another premium transit project, Central Broward Transit, which is focused on improving the east to west mobility from the western suburbs into downtown. This 22 mile project is being phased to compliment and support the WAVE streetcar in downtown Fort Lauderdale, which is currently under design. District 4 has embarked on a series of Corridor Studies which are focused on the transformation of our State Roadway infrastructure to a more reliable, accessible and convenient facility for all modes. These studies have resulted in the development of a number of key innovative strategies related to both operational and geometric improvements. The operational improvements are focused on the implementation of Transit Signal Priority (TSP) and Bus Queue Jumps, both which would provide a more reliable transit travel time. These strategies require extensive coordination with FDOT Traffic Operations, the Transit Agency, and the respective Signal Maintaining Agency to address the complex technical, software and equipment issues for implementation. The Bus Islands offer a geometric improvement that brings the bus stop closer to the intersection for better use of the crosswalk especially at high transfer movements. These islands promote more visibility for the bus at the intersection and more importantly for the mass transit user. Success of these projects and innovations is dependent upon building and maintaining strong relationships with our transportation partners.

7. Express Lanes Network  
*Robert Bostian, D4 Special Projects Manager*  
*Dan Smith, D4 Freeway Management System Specialist*

The presentation gave details on the present and future express lanes network. The first section of the South Florida Express Lanes Network is an 11 mile segment along I-95 in Miami-Dade County and was placed into operation in 2010. Currently, there are 19 centerline miles of Express Lanes in the Network, which includes the I-595 reversible lanes segment which opened in March 2014. During the next four years, the South Florida Express Lanes Network will grow to 98 centerline miles which includes I-95, I-595, I-75, SR-826/Palmetto Expressway, and the HEFT. By 2023, South Florida will have 151 centerline miles of Express Lanes in operation from southern Miami-Dade County to the southern section of Palm Beach County.

8. Flagler Memorial Bridge Traffic Management System  
*Melissa Ackert, D4 Arterial Management System Engineer*  
*Jonathan Overton, D4 Traffic Services Program Engineer*

This presentation demonstrated what traffic rerouting mitigation activities took place during the closure of the Flagler Memorial Bridge due to its reconstruction. This bridge is one of only 3 bridges that connect the Town of Palm Beach (an island) with West Palm Beach (the mainland). The traffic management strategy of working closely with sister municipalities and agencies, deploying special traffic control with traditional traffic control devices at key intersections, and using Active Arterial Management techniques proved to be successful. The success was demonstrated by our measured decrease in travel delay on the nearby road network and the positive feedback received from public officials and citizens.

9. SASHTO Scholarships  
*Kylene Johnson, Fixed Capital Outlay and Building Administration*

The Florida Department of Transportation, through the Southeastern Association of State Highway and Transportation Officials (SASHTO), is pleased to announce the kick-off of our 2015 SASHTO Scholarship Program. This year, we are awarding \$17,000 divided into 26 Scholarships. Applicants will compete for the following two scholarships:

1. Secretary's Scholarship for \$1,000 each  
(8 Scholarships will be awarded statewide, Top 4 High School & College Students)
2. District Secretary's Scholarship for \$500 each  
(18 Scholarships will be awarded, 2 per district) as follows:
  - Eligible high school seniors graduating this school year, who will be entering a 2 or 4 year college by the fall
  - Eligible college or vocational student who is currently pursuing a degree or certification.

As a reminder--to be considered eligible, applicants must be a student-dependent of an FDOT employee.

Our initiative this year is to implement an entirely paper-less application process. The applications will be submitted using our SharePoint 365 site where students can also upload a current transcript and submit their video essay. The student application period will run from February 20th through March 31st, 2015. Scholarship recipients will be announced in May 2015. To nominate your student or learn about our program, please [click this link](#).

10. Innovators! Expert Task Team – Cut All Audit Functions in Half Related to Plans Review #32 / Part 1 – Final Recommendation  
*Nadir Rodrigues, D4 District Final Plans Engineer*

A study of plans review comments in Districts 1 and 4 resulted in a few recommendations for improvements:

- Updates to ERC
- Training of Plans Reviewers
- Streamline of Plans Reviews
- Review and make recommendations on the use of Consultants for plans review – cost, duplication, etc.

Brian Blanchard has approved a Task Team to review and implement the improvements suggested by the latest study. Trey Tillander is to lead the Task Team and work with the Districts to identify members for this team.

11. Complete Streets & Lane Elimination  
*Betsy Jeffers, D4 Roadway Engineer Supervisor III*  
*Steve Braun, D4 District Planning & Environmental Engineer*  
*Jennifer Fierman, D4 Complete Streets Coordinator*

This presentation included how District 4 has been developing relationships within the district and other agencies, as they implement complete streets. Experts have been brought in to train staff in best practices on the subject. Details were shared on the process of programming complete

streets projects in Broward County and the on-going coordination with the Broward MPO to deliver the program. In addition, this included the lane elimination process in the District and how some projects have successfully been through the process.

12. Joint Use Development Update  
*John Portera, D4 Right of Way Support Administrator*

The presentation included an answer to what is the Joint Use Program? From 337.251 Florida Statutes: allows 99-year joint use leases of Department-owned property, to further economic development and to generate revenue for transportation. There have been two projects in District 4, as outlined below:

Cypress Creek Park & Ride Lot

- History: first joint use ground lease executed in 1999 and still active
- Negotiations continue with lessee for future Transit Oriented Development (TOD); many conceptual development plans have been reviewed by D4 team

Sheridan Street Park & Ride Lot

- History: second joint use ground lease executed in 2005, but terminated in 2012 due to development market decline
- Maximum Development Rights have been approved for this site including Intermodal Transportation Facilities, 550 residential units, 300,000 square feet of commercial retail/restaurant, 245,000 square feet of office and 150 room hotel
- Planning new RFP for TOD in 2015; RFP will have 2 stage proposal submittal process and ground lease will have condition that lessee must break ground within 12 months of lease execution

13. Innovative Approaches to Wetland Mitigation  
*Ann Broadwell, D4 Environmental Manager*

This presentation highlighted the many approaches that District 4 Planning and Environmental Management uses in securing wetland mitigation credits for transportation improvement projects. Examples included advance purchase of credits using ITB method and partnerships with local agencies. These approaches have allowed District 4 to save time and money and meet production.

14. Rail Safety Initiatives  
*Birgit Olkuch, D4 Rail Administration Manager*  
*Maurice Borrows, D4 Rail Administration Specialist IV*

This presentation highlighted the uniqueness of District 4's rail operations by owning and managing a rail corridor with approximately 217 track miles. It also featured the diversity of the work associated with owning a rail corridor and highlighted several capital improvement projects and safety initiatives.

15. Safety Project Approval Process  
*Leslie Wetherell, D4 District Program Administrative Engineer*  
*Tracey Xie, D4 Traffic Safety Program Engineer*

The presentation documented the process that District 4 uses to evaluate/vet/program potential safety projects. This process includes representation from Traffic Operations, Maintenance, Design, and Program Management Offices to ensure viable, constructible projects in an agreed

upon timeframe. They also discussed the importance of performance targets, i.e., business plan linkage and continuous opportunity for improvements.

16. Online Vehicle Reservation System  
*Angel Birriel, Maintenance*

A pilot project was conducted in the Central Office Motor Pool Fleet from April 2014 to present. The pilot project was conducted at the Rhyne and Burns Buildings. The goals and objectives are as follows:

1. Create an on-line user training
2. Create an on-line user vehicle reservation
3. Automate the process of reserving and tracking use of pool vehicles
4. Add unattended vehicle pick-up and drop off
5. Ease the collection of odometer information from drivers
6. Manage utilization reports to drive up utilization across a smaller fleet of vehicles
7. Manage all vehicle and user data in one system
8. Have fleet information available to users (e.g. policies and procedures)
9. Automate preventive maintenance reminders by tracking vehicle miles and schedule service before it is past due on preventive maintenance

The results from the pilot project as of January 2015.

- 31 pool vehicles in Central Office with a reduction of one vehicle
- 2 Locations with individual vehicle pools
- 1 method of sharing vehicles
- 75.6% average utilization in December 2015 for the last 12 months with a 19.3% increase in vehicle utilization in 9 months

The next steps are to engage in a FDOT Procurement and establish a statewide contract that could be used by Districts. Identify locations to implement the solution. Identify interface points with internal FDOT and State systems. Create detailed implementation plan.

Estimates:

- 3,000 light-duty vehicles
- 750 vehicles available for sharing
- 16 additional locations for shared vehicles
- 30 - 50 shared vehicles per site
- Equipment initial cost of \$33,626 per site with a \$5,595 recurring cost after the first year for tech support, hosting, software updates, and warranty.

Savings: Modest fleet reduction, increased employee productivity (receptionist, reserving vehicles, picking up and returning keys, elimination of daily vehicle log and reduction of rental costs).

The meeting adjourned at 4:45 pm.