



# The Florida Metropolitan Planning Organization Advisory Council

*Commissioner Nick Maddox  
Chair*

## **MPOAC Governing Board Meeting**

**Date:** Thursday, April 28, 2022

**Time:** 3:00 p.m. – 5:30 p.m.

**Location:** Florida's Turnpike Enterprise  
Turkey Lake Service Plaza  
Mile Post 263 – Building 5315  
Auditorium A & B  
Ocoee, FL 34761  
(407) 264-3998

### **Meeting Links (Join from your computer, tablet or smartphone):**

GoTo Meeting:

<https://meet.goto.com/MPOAC-Lisa/2022-april27-28>

You can also dial in using your phone:

United States: [+1 \(872\) 240-3311](tel:+18722403311)

Access Code: 865-227-621

Join from a video-conferencing room or system.

Dial in or type: 67.217.95.2 or [inroomlink.goto.com](https://inroomlink.goto.com)

Meeting ID: 865 227 621

Or dial directly: [865227621@67.217.95.2](tel:+1865227621) or 67.217.95.2##865227621

### **Commissioner Nick Maddox, Presiding**

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- 1. Call to Order & Pledge of Allegiance**
- 2. Approval of Minutes: January 27, 2022 Meeting**
- 3. Public Comments (non-agenda items)**
- 4. Executive Director's Report**
  - a. Executive Director Activities**
  - b. OIG Investigation/Budget Report**
  - c. Legislative Update**
  - d. Meeting Calendar for 2023**

**5. Agency Reports**

- A. Florida Department of Transportation**
- B. Federal Highway Administration**
- C. Federal Transit Administration**

**6. Business Items & Presentations**

- a. Vision Zero - Melissa Wandall/Kim Smith**
- b. Safe Mobility for Life Coalition – Gail Holley/Stefanie Hartsfield**
- c. Florida Greenways and Trails Foundation – Dale Allen**
- d. MPOAC Document Reviews – Executive Director lead discussion**
  - a. Draft MPOAC UPWP**
  - b. MPOAC Bylaws Review**
- e. MPOAC Future Direction - Executive Director lead discussion (time permitting)**

**7. Communications****8. Member Comments****9. Adjournment**

**Any person who desires or decides to appeal any decision made by this Council with respect to any matter considered at this meeting will need a record of the proceedings. For such purposes, such person may need to ensure that a verbatim record of the proceedings is made which record includes testimony and evidence upon which appeal is to be based.**

**The needs of hearing or visually impaired persons shall be met by contacting the Council sponsoring such meeting at least 48 hours prior to the meeting. Please contact Mark Reichert at (850) 414-4062 or by email to [mark.reichert@dot.state.fl.us](mailto:mark.reichert@dot.state.fl.us).**

## **Item Number 1**

### **Call to Order & Pledge of Allegiance**

#### **DISCUSSION:**

The Chair will open the meeting and a quorum will be determined. All are asked to rise for the Pledge of Allegiance.

#### **REQUESTED ACTION:**

None requested.

#### **ATTACHMENT:**

None.

## **Item Number 2**

### **Approval of Minutes: January 27, 2022**

#### **DISCUSSION:**

Review and comments from members.

#### **REQUESTED ACTION:**

Approval of Meeting Minutes from the January 27, 2022 meeting of the MPOAC Governing Board Meeting.

#### **ATTACHMENT:**

January 27, 2022 MPOAC Governing Board Meeting Minutes.

**Florida MPO Advisory Council  
Meeting of the Governing Board  
January 27, 2022  
Orlando, Florida  
Draft Meeting Minutes**

**GOVERNING BOARD MEMBERS IN ATTENDANCE:**

IN-PERSON (GOVERNING BOARD – A TOTAL OF 12 WITH 9 MAKING AN IN-PERSON QUORUM):

Commissioner Nick Maddox, Capital Region TPA, Chair  
Commissioner Bill Dozier, Bay County TPO  
Commissioner Sandy Johnson, Broward MPO  
Commissioner James Herston, Charlotte County-Punta Gorda MPO  
Commissioner Robert Bender, Florida-Alabama TPO  
Commissioner Craig Estep, Lake-Sumter MPO  
Commissioner Mayra Uribe, MetroPlan Orlando  
Vice Mayor Chelsea Reed, Palm Beach TPA  
Mayor Pro Tem Nat Birdsong, Polk TPO  
Commissioner Chris Cloudman, River to Sea TPO  
Commissioner Vanessa Baugh, Sarasota/Manatee MPO  
Councilmember Andrea Young, Space Coast TPO

IN-PERSON (OTHERS):

Mark Reichert, MPOAC Executive Director  
Paul Gougelman, MPOAC General Counsel  
Lisa Stone, MPOAC Executive Assistant  
Tia Boyd, CUTR  
Jeff Kramer, CUTR  
Jamie Christian, Federal Highway Administration  
Karen Brunelle, Federal Highway Administration  
Cathy Kendall, Federal Highway Administration  
Jennifer Fortunas, Florida Department of Transportation  
Wayne Gaither, Florida Department of Transportation  
Alison Stettner, Florida Department of Transportation  
Secretary Kevin Thibault, Florida Department of Transportation  
Erika Thompson, Florida Department of Transportation  
Greg Stuart, Broward MPO  
Greg Slay, Capital Region TPA  
Scott Philips, Collier MPO  
Austin Mount, Florida-Alabama TPO  
Donald Scott, Lee County MPO  
Gary Huttman, MetroPlan Orlando

Rob Balmes, Ocala/Marion TPO  
Valerie Neilson, Palm Beach TPA  
Colleen Nicoulin, River to Sea MPO  
Dave Hutchinson, Sarasota/Manatee MPO  
Georganna Gillette, Space Coast TPO  
Peter Buchwald, St. Lucie TPO  
Noel Comeaux, Healthy Communities, LLC.

**VIRTUAL (STAFF DIRECTORS – A TOTAL OF 1 THAT CANNOT CONTRIBUTE TO A QUORUM):**  
Councilmember Stephanie Morgan, St. Lucie TPO

**VIRTUAL (OTHERS):**  
Abra Horne, Florida Department of Transportation  
Sarah McNamara, Florida Department of Transportation  
Dana Reiding, Florida Department of Transportation  
Mary Beth Washnock, Bay County TPO  
Laura Carter, Brevard  
Gary Kramer, Florida-Alabama TPO  
Scott Koons, Gainesville MTPO  
Robert Esposito, Hernando/Citrus County MPO  
Michael Woods, Lake Sumter MPO  
John Kaliski, Cambridge Systematics  
Laura Herrscher, Stantec

**1 CALL TO ORDER**

Chair, Commissioner Nick Maddox, Capital Region TPA, called the meeting to order at 3:14 pm and a quorum was determined. All were asked to rise for the Pledge of Allegiance. All in attendance introduced themselves. Those attending online were then given an opportunity to introduce themselves.

A motion to allow online members to participate in the meeting due to the extraordinary circumstances of COVID-19 was made by Commissioner Mayra Uribe, MetroPlan Orlando, and seconded by Commissioner Vanessa Baugh, Sarasota/Manatee MPO. The motion was approved unanimously.

Housekeeping items were shared with the meeting attendees.

**2 REMARKS FROM SECRETARY KEVIN THIBAUT**

Secretary Thibault addressed the Governing Board on key issues, including but not limited to, the 2022 Florida Legislative Session, Federal Transportation reauthorization, partnership building, and other issues of importance.

Secretary Thibault updated the meeting attendees on the Florida Transportation Plan (FTP) update. He states that the state’s vision of transportation is to meet the changing needs of the state while focusing on the 7 interrelated goals for Florida’s transportation future. The seven goals are:

- Safety and security
- Infrastructure
- Mobility
- Accessibility and equity
- Economy
- Communities
- Environment

The seven goals focus on the mission to improve safety, enhance mobility, inspire innovation, and harness talent within the organization to accomplish this mission.

There is a shift in mobility and the future of transportation is in Automated, Connected, Electric, and Shared (ACES) vehicles. The Infrastructure Investment and Jobs Act (IIJA)/Bipartisan Infrastructure Law (BIL) includes funding for electrification, but interstate projects are not eligible for this funding. Therefore, the Florida Department of Transportation (FDOT) will need to work closely with its local partners to provide infrastructure to support ACES vehicles.

### 3 APPROVAL OF MINUTES: OCTOBER 28, 2021 MEETING

Commissioner Bill Dozier, Bay County TPO, moved to approve the minutes of the October 28, 2021 meeting of the MPOAC Governing Board. Commissioner Robert Bender, Florida-Alabama TPO, seconded. The motion carried unanimously.

### 4 PUBLIC COMMENTS

No public comments were made.

### 5 EXECUTIVE DIRECTOR’S REPORT

#### A. THE FIRST 47 DAYS

Mr. Mark Reichert, MPOAC Executive Director, provided an update of his first 47 days as the MPOAC Executive Director. He shared that in the first 47 days he was able to:

- Hire an Executive Assistant, Lisa Stone
- Reestablish contact with partners (FAC, FLC, FBT, FPTA, AMPO, NARC, etc.)
- Fill the MPOAC seat on numerous committees/working groups
- Attend several webinars
- Attend the Suncoast Transportation Planning Alliance meeting and numerous other meetings

- Get familiar with the filing system
- Work with the FDOT Office of Inspector General's (OIG) on their current investigation
- Attend several legislative meetings and started tracking legislation of interest to the MPOAC membership
- Start updating the MPOAC Unified Planning Work Program (UPWP)
- Start the process of restructuring and updating the bylaws
- Finish the MPOAC general counsel contract
- Research options for the university contract
- Prepare for the January 27, 2022 MPOAC Meeting

Mr. Reichert also shared that in the 47 day timeframe he was not able to:

- Establish the MPOAC Financial Policies and Procedures Committee
- Develop a continuation of operations plan (COOP) for the MPOAC (this document may be incorporated in a Policies and Procedures Manual)
- Update the MPOAC Strategic Directions Plan
- Visit MPOs across the state

## B. OIG INVESTIGATIVE REPORT/BUDGET REPORT

Mr. Reichert presented the current status of the FDOT Office of Inspector General's (OIG) investigation. A draft copy of the investigation report was shared with FDOT and Mr. Reichert. OIG asked Mr. Reichert to hold back the release of the findings and recommendations until further notice. It was recommended that the Financial Policy and Procedures Committee, once established, provide the necessary financial oversight for the MPOAC.

Mr. Reichert provided an update on the MPOAC budget. He shared that, because of several limitations, he was not able to recreate the budget spreadsheet that the MPOAC membership is accustomed to receiving. He is in the process of reaching out to appropriate parties to identify where the information in the previous budgets can be retrieved. Romero Dill, FDOT Transportation Policy Analyst, is now the liaison between the MPOAC and the Florida Department of Transportation (FDOT) and has been working with Mr. Reichert and Lisa Stone, MPOAC Executive Assistant, to retrieve information and update the budget. An updated budget will be available by the MPOAC meeting on April 28, 2022.

In lieu of a budget, Mr. Reichert was able to download a Florida Accounting Information Resource (FLAIR) report. Mr. Reichert showed an example of the FLAIR report and explained that there may be potential discrepancies with the reporting software. For example, the report may not capture Federal Transit Administration (FTA) funds.

Several budget highlights were discussed. These highlights included the following:

- The PGI account balance for the MPOAC Institute is \$3,623.24.
- The Local Funds account balance is \$7,500.00.

- Association of Metropolitan Organizations (AMPO) dues, which were \$88,772.16 during the current fiscal year, are increasing by \$17,874.00 in FY 23.
- National Association of Regional Councils (NARC) dues are \$80,000.00.
- Floridians for Better Transportation dues are \$1,000.00.
- Florida Public Transportation Association dues are \$500.00.
- ITS Florida dues are \$420.00.
- The MPOAC is losing \$7,500.00 in hard match funds (previously provided to match the federal 5305(d) transit planning funds) with the consolidated planning grant (CPG).

#### C. LEGISLATIVE UPDATE

Mr. Reichert shared state legislative activity of interest to the MPOAC membership. In his presentation, Mr. Reichert provided the following updates:

- 255 bills of interest are being tracked, 35 are related to MPOs or MPOAC policy issues. Key bills of interest include:
  - HB 1005/SB 728 creates Advanced Air Mobility Task Force. Includes an MPO representative.
  - HB 6083 by Rep. Learned (D-Hillsborough) would end the indexing of the state fuel tax.
  - HB 157/SB 398 places a cap of 25% of State Transportation Trust Fund (STTF) allocations for public transportation projects and services. These bills are moving through both chambers.
  - HB 1365/SB 1784 creates the Rural Roads Initiative Pilot Program.
  - SB 620/HB 569 allows local business to claim damages when local governments amend certain ordinances or charter provisions. The bill is on the Senate Floor but has 2 more House committees to go through.
  - Numerous bills addressing resiliency and safety.
- As of January 20th, 2022, 92 member projects were being considered by the Senate (\$237,950,682) and 148 member projects by the House (\$381,921,303).

Mr. Reichert asked the meeting attendees to let him know if there are any bills that they want him to focus on.

#### D. MPOAC Meeting Survey Results

Mr. Reichert presented the results of the MPOAC Meeting Survey. This survey was sent to members of the MPOAC Staff Directors' Advisory Committee, members of the MPOAC Governing Board, and MPOAC partners. A total of twenty-four Staff Directors, eighteen Governing Board Members, and four partners completed the survey. The poll results demonstrated no clear direction forward for future MPOAC meetings.

Based on a review of the survey results it was recommended to keep the Staff Directors' and Governing Board meetings on the same day, allowing space between the meetings. The Staff Directors' meeting can start at 9:00am and end by 12:00pm. This will allow a break for lunch. The Governing Board meeting can start at 1:30pm and end by 5pm. The Freight and

Rail Committee and Noteworthy Practices meetings can be held the afternoon before the Staff Directors' and Governing Board meetings.

Mr. Reichert proposed hosting a meeting at the State Materials Office in Gainesville during the next year. A request was made for recommendations for other locations.

Chair Maddox requested a modification to keep the Governing Board meeting start time at 3pm to allow time for same-day travel.

The meeting attendees discussed the suggested changes and modifications.

Commissioner Bill Dozier, Bay County TPO, made a motion to approve the morning meetings for the Staff Directors' Advisory Committee and keep the 3pm start time for the Governing Board meeting. The Governing Board will return in 6 months to assess these changes. Vice Mayor Chelsea Reed, Palm Beach TPA, seconded. The motion passed unanimously.

Discussion:

- The start time for the Staff Directors' Advisory Committee meeting will be left up to the Staff Directors.
- The members are open to occasionally holding meetings in locations other than Orlando.
- It was suggested that the MPOAC hosts one retreat-style meeting each year. The other three meetings would maintain the regular meeting structure.
  - A central location would be ideal for the regular meetings, while the annual retreat could be held at different locations.
  - The retreat would be structured as an innovation day or strategic planning day.
  - The retreat will include an area or facility tour, community service, the meeting, and dinner.
  - The MPOAC Executive Director can identify different locations across the state for the Staff Directors and Governing Board members to consider.
  - An annual report will be developed and shared at the retreat to explain why the Staff Director's and Governing Board members met and what was accomplished in the past fiscal year.
  - The retreat will allow members to get to know one another, build comradery, and learn from one another.
  - The retreat may encourage more attendance.
- The first retreat will be held in July 2022

Commissioner Maddox directed MPOAC staff to hold four meetings a year, with one meeting allocated for the retreat/innovation day. The retreat will include one to two days of meeting, innovation, education, idea sharing, and community service. The retreat will include an annual report that reflects what the MPOAC has accomplished over the fiscal year. The annual report for FY2021 - FY2022 will be developed and available for the July 2022 meeting. There was no objection from the MPOAC Governing Board members present.

Commissioner Mayra Uribe, MetroPlan Orlando, made a motion to hold the inaugural MPOAC Innovation Day in July 2022, a presentation of the annual report will be included and made available statewide. Commissioner Bill Dozier, Bay County TPO, seconded.

Discussion:

- The first retreat will be held in Gainesville.
- Each MPO should make an effort to have their Governing Board member and alternate present.
- Innovation Day may present an opportunity to have the press present to promote the MPOAC and its efforts.
- There are potential issues with sunshine laws for tours.
- The membership may want to use caution when going to alternate locations, ensuring that there is a quorum present for the meetings.

The motion passed unanimously.

Mr. Reichert shared that the membership of the Freight and Rail Committee has changed to include permanent members, alternate members, and friends of the committee.

Mayor Chelsea Reed, Palm Beach TPA, made a motion to approve the change in membership for the MPOAC Freight and Rail Committee. Commissioner Bill Dozier, Bay County TPO, seconded. The motion passed unanimously.

## 6 AGENCY REPORTS

### A. FLORIDA DEPARTMENT OF TRANSPORTATION

Ms. Abra Horne, Metropolitan Planning Administrator, presented the FDOT Agency Report and reviewed recent FDOT activities of note for the MPOs and their partners. Ms. Horne shared some staffing changes. Romero Dill is now the statewide MPO analyst and Samantha Parks is leaving the team to pursue her graduate studies. Ms. Horne recognized their Federal partners and those attending the meeting.

Ms. Horne's presentation included the following updates:

- UPWP template and development timeline
  - The joint certification development planning process is being carried out according to its requirements. The revised schedule was shared in the PowerPoint presentation. In late 2022, FDOT will add interoperability with the invoice tracking tool and discuss Phase 2 improvements.
  - Key dates in the UPWP development approval timeline include the following: on March 15th, 2022 the draft is due to District and Federal partners and on June 1st, 2022 the Districts recommend the UPWPs for approval.
- Transportation Performance Measures (TPMs)

- MPOs must establish annual safety targets by February 27, 2022; the deadline cannot be waived.
- The Consolidated Planning Grant (CPG) timeline is the same for year 1 and year 2. The CPG transit funds will be available starting July 1st of both years.
- The Census Bureau is delayed in publishing the final criteria for urban areas. The criteria will be available in the spring of 2022. In the fall of 2022, the U.S. Department of Transportation (USDOT) will designate Transportation Management Areas (TMAs; urban areas with a population over 200,000).
- The revenue estimation working group and FDOT are developing a methodology for the statewide long range transportation plan (LRTP) revenue forecast.
- There were no changes to the FDOT Planning Emphasis Areas (PEAs). There is additional focus on resiliency and equity at the federal level. Ms. Horne also highlighted the Federal PEAs.

## B. FLORIDA DIVISION OF FEDERAL HIGHWAY ADMINISTRATION

Ms. Cathy Kendall, Planning Team Leader and Ms. Karen Brunelle, Director of Project Development, updated the members on the activities of the Florida Division Office of FHWA and brought forward information of importance to the membership.

Ms. Kendall shared the following updates with the group:

- The new PEAs were issued on December 30, 2021. The PEAs were last updated in 2015.
- There will be a webinar on February 8, 2022 on virtual public involvement during the pandemic. Miami-Dade TPO will be one of the presenters.

Ms. Brunelle shared additional updates with the meeting attendees. These updates included the following:

- A discussion of the continuing resolution for the federal budget and what it means for federal transportation funding. Because the continuing resolution doesn't include new funding programs created under the BIL, they cannot be started until there is an approved budget for the current fiscal year.
- On November 1, 2021, USDOT announced nearly \$1 Billion in Rebuilding American Infrastructure with Sustainability & Equity (RAISE) grant awards. Florida received a total of 4 RAISE grants, which include 2 planning grants and 2 capital grants.
  - Under the planning grants, Jacksonville Transit Authority (JTA) received funding for the Ultimate Urban Circulator UTC Neighborhood Extension project and the City of Orlando received funding for the Orlando Connecting Residents on Safe Streets (CROSS) project.
  - Under the capital grants, FDOT received funding for the Tampa Heights Mobility Corridor and the City of Palatka A. Philip Randolph Regional Multimodal Transportation Hub and Complete Streets Connectivity.

- The LRTP Fiscal Constraint Guidance technical memo was included in the agenda packet. There will be discussions at future Florida Metropolitan Planning Partners (FMPP) meetings.
- Proven Safety Countermeasures
  - In 2008, there were 9 countermeasures. The countermeasures were updated in 2012, 2017, and 2021. There are 28 current countermeasures.
  - The Proven Safety Countermeasures Tool is available online at <https://safety.fhwa.dot.gov/provencountermeasures/index.cfm>
  - A request was made to send the webinar on countermeasures to the group.
  - FHWA safe systems approach pilot program application deadline is February 11, 2022.
- Transportation Performance Measures (TPM) updates
  - November 2021
    - FDOT satisfied the 2021 Planning Finding Corrective Action on Transit TPM in the Statewide Transportation Improvement Program (STIP).
    - The Unmanned Aircraft System (UAS) Interactive Workshop was held November 2021.
    - The MPO Target Setting Study Peer Exchange was held in November 2021.
  - December 2021
    - Transit Asset Management Plan (TAMP) training for MPOs was conducted with representation from FDOT, MPO, and FHWA (also held in January 2022).
    - Pavement Management Peer Exchange was held in December 2021.
  - The TPM timeline has been updated and posted, it covers all TPM activities from 2021 through 2026 <https://www.fhwa.dot.gov/tpm/rule/timeline.pdf>.
- Upcoming TPM activities
  - As noted previously, MPOs are required to set annual safety performance targets by February 27, 2022.
  - When updating Transportation Improvement Programs (TIPs), remember to address the Highway Safety Improvement Program (HSIP) Safety Target Implementation Plan.
  - The Timber Bridge Inspection Training is under development.
  - Federal Congestion mitigation and air quality (CMAQ) performance measures (related to air quality) still do not apply to Florida.
  - On October 1, 2022, the baseline report for the full performance cycle for PM2 and PM3 is due. Targets are due to be set by FDOT for the next 4 years and Coordination is needed with the MPOs to set targets.

Information on RAISE grants will be shared with the MPOAC membership.

Commissioner Maddox requested that the agency partners make their reports available to the membership before the meetings. Members will identify if they have questions on specific items, which can then be pulled for presentation and/or discussion during the meeting on an as need basis. There were no objections.

## C. FEDERAL TRANSIT ADMINISTRATION

Ms. Holly Liles, Community Planner, Federal Transit Administration, sent a reminder that the MPOs do not need to update transit performance targets annually. Transportation Improvement Program (TIP), Statewide Transportation Improvement Program (STIP), and Long Range Transportation Plan (LRTP) updates trigger a revisit of targets. Coordination with transit providers regarding targets and any adjustments should be done to the maximum extent practicable and integrated into the planning process.

Commissioner Maddox requested an agenda modification to move items 7B(a), 7C, and 7E before 7A. There were no objections.

## 7 BUSINESS ITEMS & PRESENTATIONS

### A. MPOAC DOCUMENT REVIEWS (A. MPOAC GENERAL COUNSEL CONTRACT)

Mark Reichert, Executive Director of the MPOAC, presented the new MPOAC General Counsel Contract.

Mr. Reichert presented the proposed Legal Services Agreement to the membership. Paul Gougelman serves as the legal counsel to MPOAC and his one-year contract is renewed annually. The contract, if approved, would be effective July 1, 2022. Mr. Gougelman's rate has increased, which does not affect the limits of the contract. The upper limits of the contract remain the same.

Commissioner Mayra Uribe, MetroPlan Orlando, made a motion to accept the recommendation by the MPOAC Staff Directors' Advisory Council to approve the contract for legal services provided by Mr. Paul Gougelman for the coming state fiscal year (FY 2022/2023). Commissioner Robert Bender, Florida-Alabama TPO, seconded. The motion passed unanimously.

### B. MILEAGE BASED USER FEE ALLIANCE DISCUSSION

Mr. Mark Reichert, MPOAC Executive Director, led the meeting attendees in a discussion on the cost/benefits of joining the Mileage-Based User Fee Alliance (MBUFA) based out of Washington, D.C.

Mr. Reichert explained that MBUFA is described as the leader in addressing the transportation revenue shortfall. Mr. Reichert has attended meetings and feels that membership can elevate the MPOAC. Even though MBUFs may not be supported by everyone at this time, it would still be impactful to have a seat at the table. The dues are \$5,000 per annum.

Commissioner Vanessa Baugh, Sarasota/Manatee MPO, made a motion to accept the recommendation by the MPOAC Staff Directors' Advisory Council to include MBUFA Membership in the UPWP development process to be voted on as a part of the UPWP

adoption process. Mayor Pro Tem Nat Birdsong, Polk TPO, seconded. The motion passed unanimously.

### C. ELECTION OF OFFICERS

The MPOAC bylaws require that the MPOAC Governing Board conduct an election of officers (Chair, Vice-Chair, and at large member of the MPOAC Executive Committee) at the first meeting of each calendar year. All three elected positions serve a term of one year. The MPOAC Staff Directors' Committee Chair and Vice-Chair serve on the MPOAC Executive Committee along with the three members of the MPOAC Governing Board. MPOAC staff asked for nominations of members to serve in each of these roles for 2022.

Commissioner Vanessa Baugh, Sarasota/Manatee MPO, nominated Commissioner Nick Maddox to serve as Chair. Commissioner Maddox accepted the nomination. No additional nominations were made. Councilmember Andrea Young, Space Coast TPO, made a motion to close the nominations. Commissioner Bill Dozier, Bay County TPO, seconded and the motion was carried by unanimous acclimation.

Vice Mayor Chelsea Reed, Palm Beach TPA, nominated Commissioner Robert Weinroth, Palm Beach TPA, to serve as Vice-Chair. Commissioner Nick Maddox, Capital Region TPA, nominated Commissioner Vanessa Baugh, Sarasota/Manatee MPO, to serve as Vice-Chair.

Mr. Paul Gougelman, MPOAC General Counsel, called for a roll call vote as required for a contested election.

Commissioner Bill Dozier, Bay County TPO – Commissioner Vanessa Baugh  
Commissioner Sandy Johnson, Broward MPO – Commissioner Vanessa Baugh  
Commissioner Nick Maddox, Capital Region TPA – Commissioner Vanessa Baugh  
Commissioner James Herston, Charlotte County-Punta Gorda MPO – Commissioner Vanessa Baugh  
Commissioner Robert Bender, Florida-Alabama TPO – Commissioner Vanessa Baugh  
Commissioner Craig Estep, Lake-Sumter MPO – Commissioner Vanessa Baugh  
Commissioner Mayra Uribe, MetroPlan Orlando – Commissioner Vanessa Baugh  
Vice Mayor Chelsea Reed, Palm Beach TPA – Commissioner Robert Weinroth  
Mayor Pro Tem Nat Birdsong, Polk TPO – Commissioner Vanessa Baugh  
Commissioner Chris Cloudman, River to Sea TPO – Commissioner Vanessa Baugh  
Commissioner Vanessa Baugh, Sarasota/Manatee MPO – Commissioner Vanessa Baugh  
Councilmember Andrea Young, Space Coast TPO – Commissioner Vanessa Baugh

The following attendee was recorded as absent online during the election: Councilmember Stephanie Morgan, St. Lucie TPO.

Commissioner Vanessa Baugh, Sarasota/Manatee MPO, was elected as the MPOAC Governing Board Vice-Chair.

Vice Mayor Chelsea Reed, Palm Beach TPA, nominated Commissioner Mayra Uribe, MetroPlan Orlando, to serve as the At-Large MPOAC Executive Committee member.

Commissioner Uribe accepted the nomination. No additional nominations were made. Commissioner Vanessa Baugh, Sarasota/Manatee MPO, made a motion to close the nominations. Councilmember Andrea Young, Space Coast TPO, seconded and the motion was carried by unanimous acclimation.

#### D. JOINT PRESENTATION OF THE FEDERAL INFRASTRUCTURE BILL

Ms. Allison Stettner, Director, FDOT Office of Policy Planning, and Ms. Karen Brunelle, Director, Office of Project Development, the Federal Highway Administration, gave a joint presentation on the new Federal Infrastructure Investment and Jobs Act (IIJA)/Bipartisan Infrastructure Law (BIL).

The law was signed on November 15, 2021. Fact sheets and other information are available online at the USDOT (<https://www.transportation.gov/bipartisan-infrastructure-law>), FTA (<https://www.transit.dot.gov/BIL>), FHWA (<https://www.fhwa.dot.gov/bipartisan-infrastructure-law/>), and FDOT (<https://www.fdot.gov/planning/policy/legislation>) websites. Additional information shared with the meeting attendees include the following:

- There is \$500 Billion for new investments.
- \$350 Billion is for the highway trust fund and general fund.
- Florida is estimated to receive approximately \$13.5 Billion of formula funding.

Ms. Stettner and Ms. Brunelle shared information on formula funding, including those changes specific to planning, and competitive funding. The presentation included an overview of policy implications as they relate to FDOT's PEAs and national funding by mode. The presentation concluded with a discussion about implementation and implementation issues.

The meeting attendees discussed the continuing resolution and the impact it will have on budgeting and funding moving forward. Because the continuing resolution doesn't include new funding programs created under the BIL, they cannot be started until there is an approved federal budget for the current fiscal year.

#### E. MPOAC DOCUMENT REVIEWS (B. DRAFT MPOAC UPWP, C. MPOAC BYLAWS REVIEW)

Mark Reichert, Executive Director of the MPOAC, presented several documents and action items to the MPOAC Membership. These items included the draft MPOAC FY 22/23 and 23/24 Unified Planning Work Program (UPWP) and the revised MPOAC Bylaws.

Mark Reichert, MPOAC Executive Director shared that the Draft MPOAC FY 22/23 and 23/24 UPWP is currently being drafted and requested comments from the MPOAC membership.

The revised MPOAC Bylaws were shared with the members for review. Minor revisions were made including improving the organization of the bylaws, removing references to the agenda, and changing the name of the 'Freight Committee' to the 'Freight and Rail Committee'. Mr. Reichert requested comments on the revised Bylaws.

## F. MPOAC FUTURE DIRECTION

Mark Reichert, Executive Director of the MPOAC, led the meeting attendees in a discussion about the future direction of the MPOAC. Mr. Reichert shared that he is looking for feedback on how he can serve the MPOAC membership in his role as MPOAC Executive Director.

Discussion:

- The membership shared that they appreciate the information that they are receiving. A request was made to ensure that staff also gets pertinent information relevant to the MPOs so that it is not overlooked.
- The MPOAC should be at the forefront of transportation in the state.

## 8 COMMUNICATIONS

No communications.

## 9 MEMBER COMMENTS

The 2022 members of the MPOAC Executive Committee were congratulated.

## 10 ADJOURNMENT

The next meeting of the MPOAC Governing Board will be April 28, 2022. A meeting notice will be sent out at least one month prior to the meeting date.

Adjournment 5:26 pm

### **Item Number 3**

#### **Public Comments (non-agenda items)**

**DISCUSSION:**

Recommendations or comments by the public.

**REQUESTED ACTION:**

As may be desired.

**ATTACHMENT:**

None.

## **Item Number 4**

### **Executive Director's Report**

#### **DISCUSSION:**

Mark Reichert, MPOAC Executive Director, will be providing an update of his first six months on the job, status of the OIG investigation and budget report, Legislative Summary, and the proposed MPOAC Meeting dates for 2023.

#### **REQUESTED ACTION:**

As may be desired.

#### **ATTACHMENTS:**

MPOAC Budget Sheet  
Legislative Summary  
MPOAC Meeting Date Methodology/Calendar



## Methodology for setting MPOAC meetings

**Current Approach:** MPOAC has typically held quarterly meetings of the Staff Directors' Advisory Committee and the MPOAC Governing Board in the months of January, April, July and October. For quite some time MPOAC was meeting on the third Thursday of each month. MPOAC experimented with some alternate dates and found that attempting to hold a meeting on the fifth Tuesday, Wednesday or Thursday of the month worked best for members. This largely avoided MPO meetings as well as Municipal or County meetings. MPO Executive Directors had requested to avoid Governing Board meetings as well as the day before as that is typically a busy day for Executive Directors and their staff.

MPOAC had traditionally met in Orlando. For a little more than a one-year period MPOAC experimented with moving meetings around the state and met in a variety of locations. The MPOAC Governing Board directed staff to resume holding meetings in Orlando.

For the purposes of setting meeting dates MPOAC would like to establish a methodology that can be used year after year.

### **The MPOAC Staff Directors' Advisory Committee Suggests:**

MPOAC would set meeting dates as follows:

1. Set meeting dates to fall on the 5<sup>th</sup> Tuesday, Wednesday or Thursday in the months of January, April, July and October.
2. If the months of January, April, July or October do not have a 5<sup>th</sup> Tuesday, Wednesday or Thursday then staff will use the 4<sup>th</sup> Tuesday, Wednesday or Thursday in those months.
3. MPOAC will announce the meeting dates for the upcoming year at the July MPOAC quarterly meetings or earlier.
4. Meetings will be held in Orlando unless otherwise directed by the MPOAC Governing Board.

# 2023

JANUARY 2023

Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30	31				

FEBRUARY 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023

Su	Mo	Tu	We	Th	Fr
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30					

MAY 2023

Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
29	30	31			

JUNE 2023

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY 2023

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2023

Su	Mo	Tu	We	Th	Fr
		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30	31	

SEPTEMBER 2023

Mo	Tu	We	Th	Fr	Sa
				1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

OCTOBER 2023

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023

Su	Mo	Tu	We	Th	Fr
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
31					

## **Item Number 5A**

### **Agency Reports – Florida Department of Transportation**

#### **DISCUSSION:**

The FDOT Agency Report will review recent FDOT activities of note for the MPOs and their partners. Ms. Alison Stettner, OPP Director, will present on Florida Transportation Trends.

#### **REQUESTED ACTION:**

None requested. For discussion and action as may be desired.

#### **ATTACHMENT:**

Florida Transportation Trends Presentation.



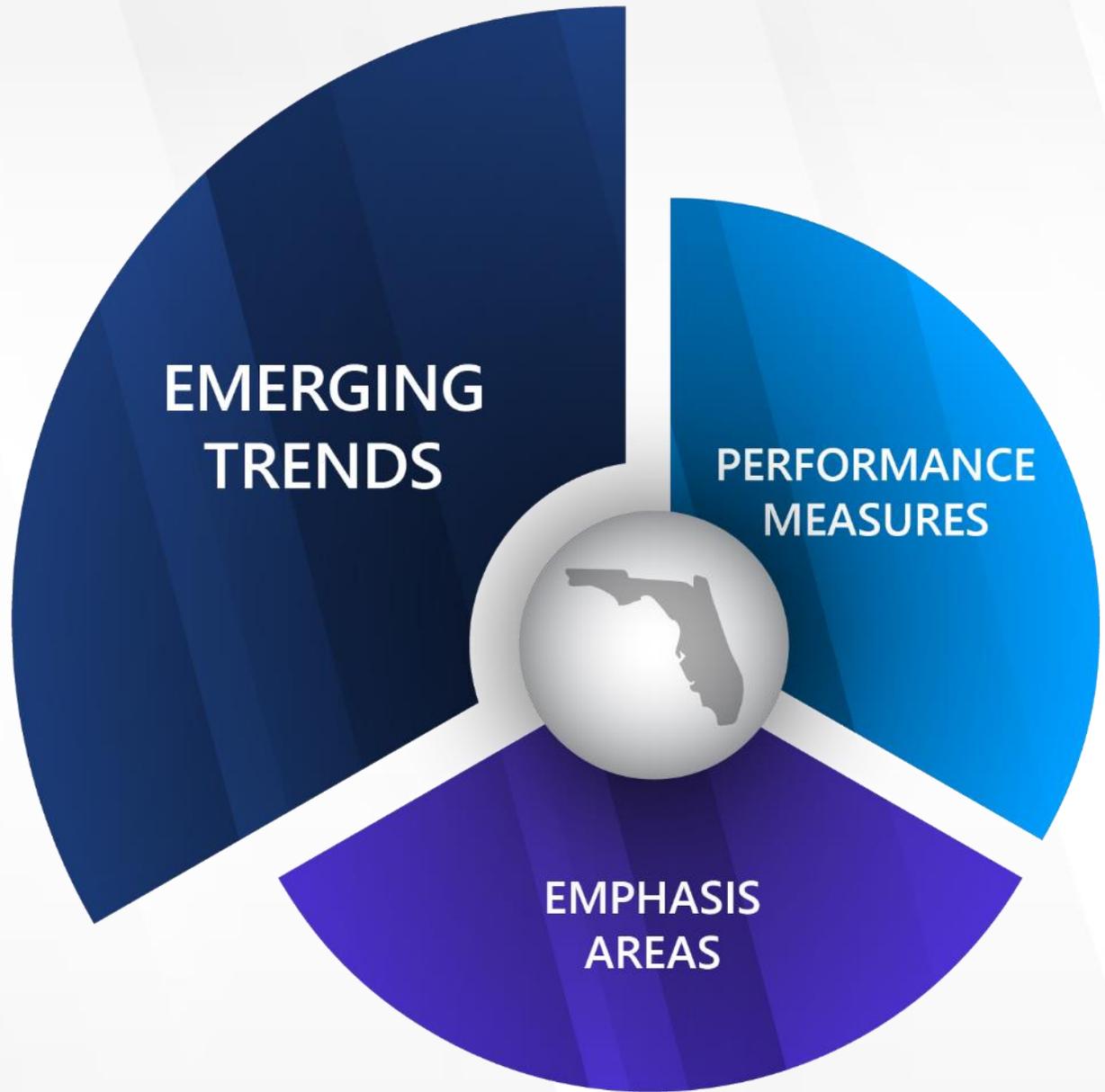
# FLORIDA TRANSPORTATION TRENDS

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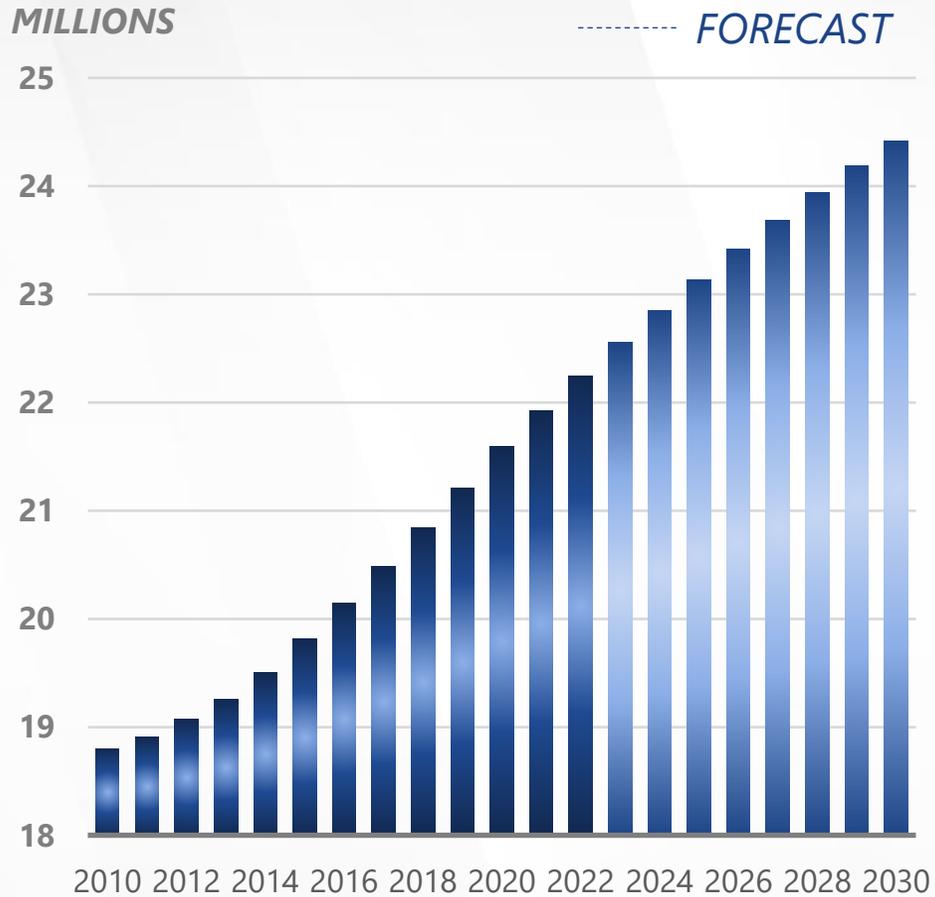
*ALISON STETTNER*  
*OFFICE OF POLICY PLANNING*







## FLORIDA POPULATION GROWTH



Source: Florida Economic Estimating Conference

## FLORIDA'S FASTEST GROWING COUNTIES

**59%**

OF FLORIDA'S  
**POPULATION GROWTH**  
IS CONCENTRATED IN  
**10 COUNTIES...**



Source: Bureau of Economic and Business Research (BEBR)

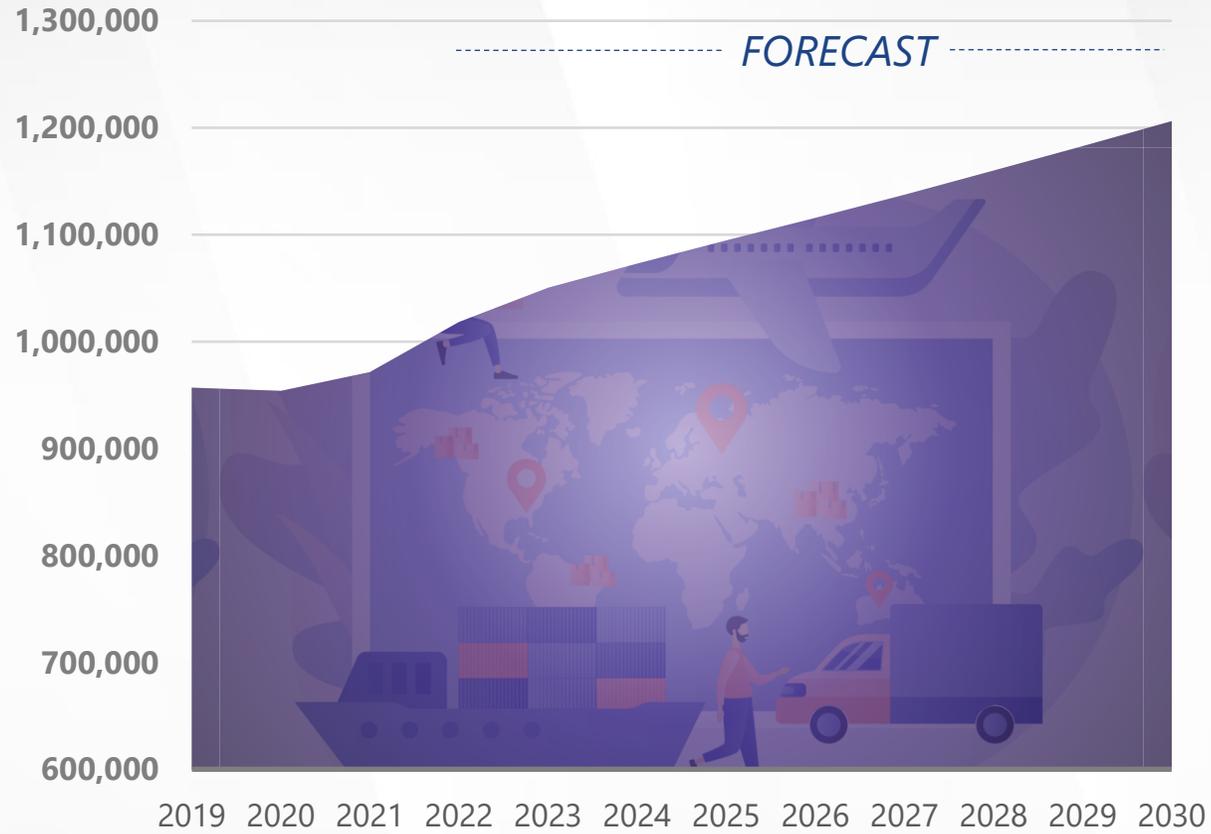
Powered by Bing  
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# Population

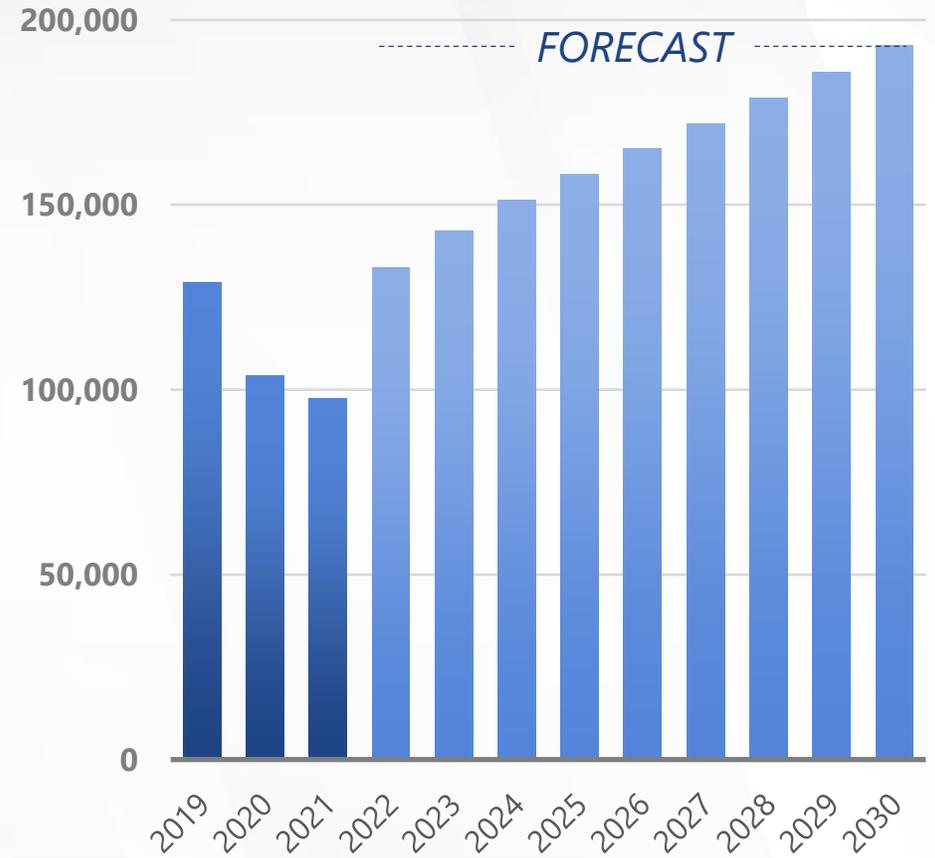


## FLORIDA'S GROSS DOMESTIC PRODUCT (GDP)

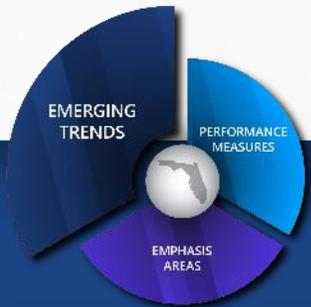


Source: Florida Economic Estimating Conference; \$2012

## VISITORS



Source: Florida Economic Estimating Conference;



# Economy



# 48 MILLION AMERICANS QUIT THEIR JOBS IN 2021



Source: U.S. Bureau of Labor Statistics.

## JOB ACCESSIBILITY BY MODE



**383,000 JOBS**

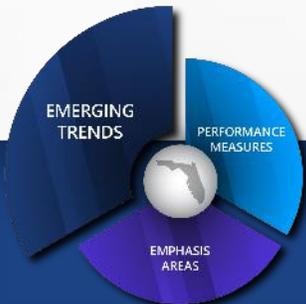
WITHIN A 30-MINUTE AUTOMOBILE TRIP

**7,400 JOBS**  
WITHIN A 30-MINUTE TRANSIT TRIP

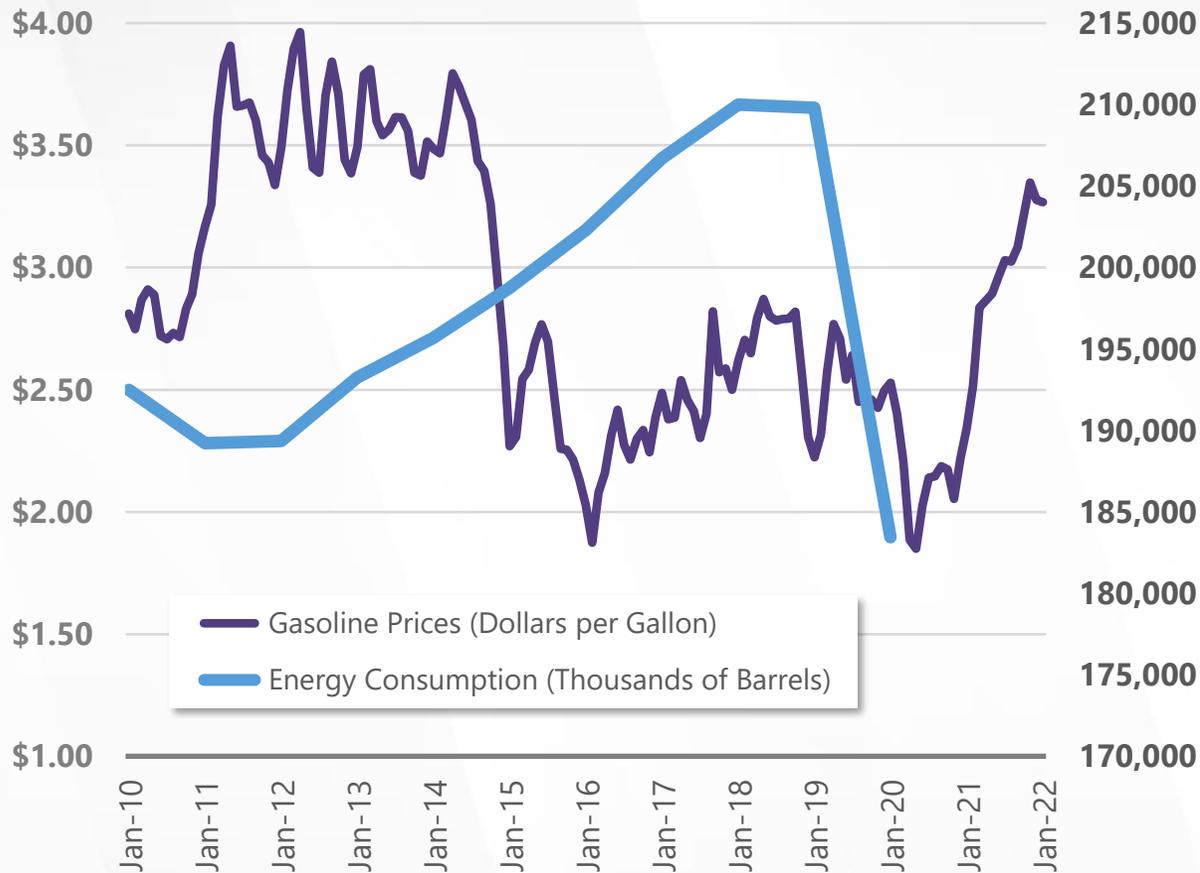


Source: FDOT Sourcebook.

Economy

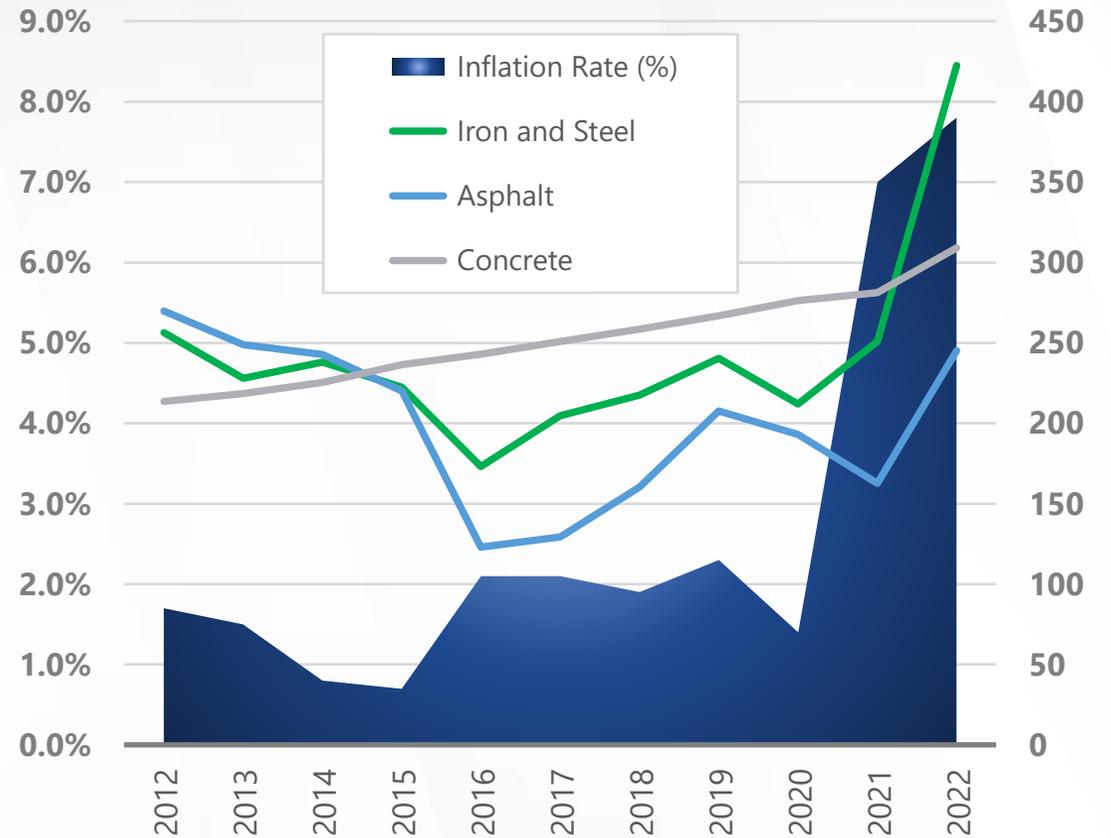


## FLORIDA FUEL PRICES INCREASE AS FUEL CONSUMPTION DECREASES



Source: U.S. Energy Information Administration.

## U.S. INFLATION RATES AND CONSTRUCTION MATERIAL PRICES ARE SPIKING



Source: U.S. Bureau of Labor Statistics.

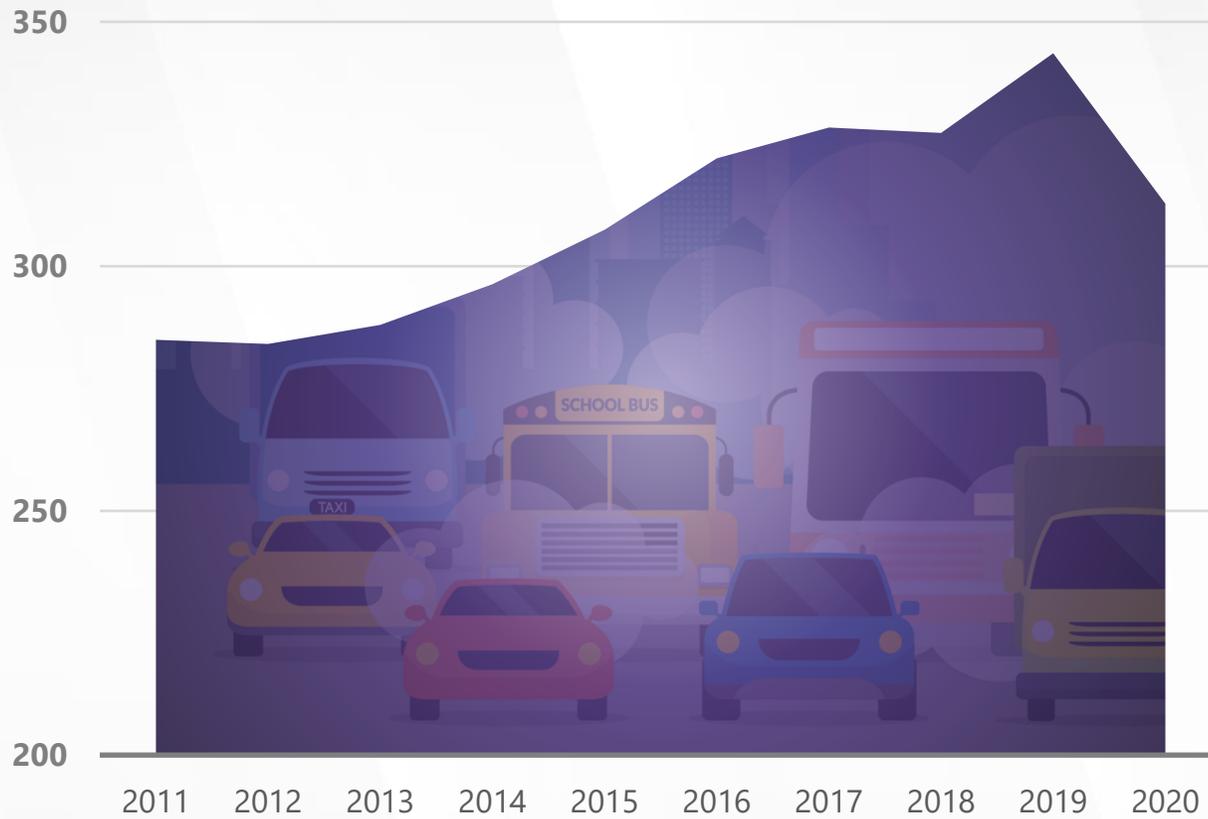


# Economy



## DAILY VEHICLE MILES TRAVELED (MILLIONS)

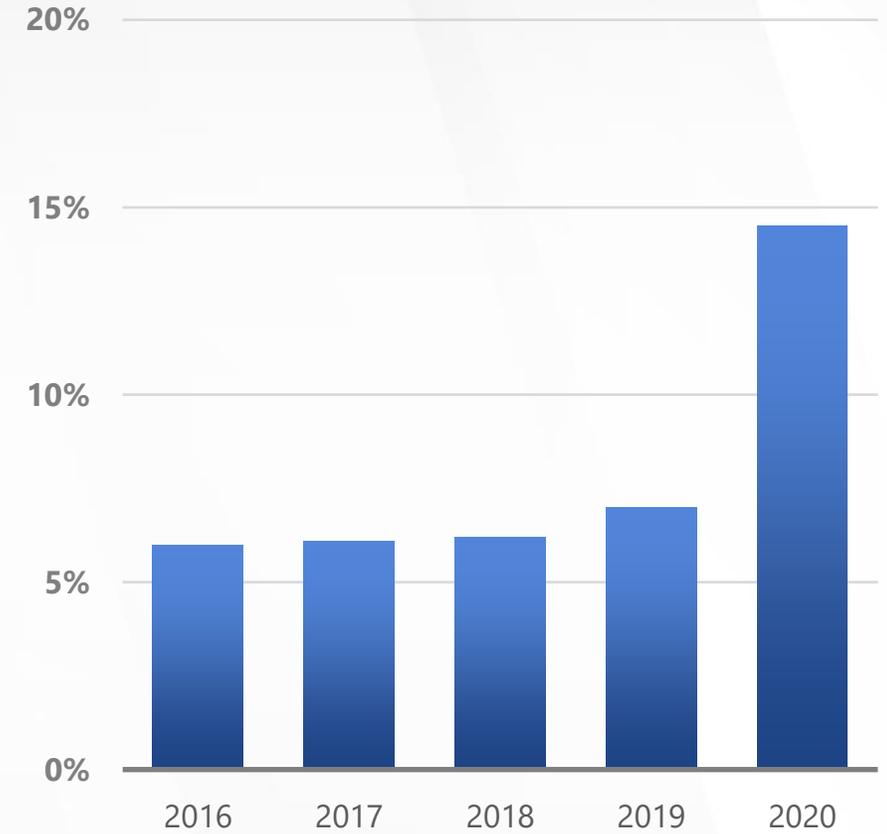
2011 through 2020



Source: FDOT Sourcebook

## PERCENT WORKING FROM HOME

2016 THROUGH 2020



Source: U.S. Census Bureau Survey, American Community Survey



# Mobility



**TRUCK ACTIVITY**  
UP  
**7%**

Source: FDOT Current Conditions Mobility Report



**TRANSIT RIDERSHIP**  
DOWN  
**40%**

Source: FDOT Current Conditions Mobility Report



**AIR TRAVEL**  
RETURNED TO  
**PRE-PANDEMIC**  
**LEVELS**

Source: FDOT Current Conditions Mobility Report



Mobility

# 99% OF U.S. COUNTIES WERE IMPACTED BY A FLOODING EVENT FROM 1996-2019

Source: FEMA.



FLORIDA CAN EXPECT BETWEEN  
**2.2 TO 2.5**  
INCHES OF  
SEA LEVEL RISE  
BETWEEN 2020 AND 2030\*

*\*Depending on location;  
NOAA Low Projection*

Source: NOAA

## WEATHER-RELATED DAMAGES FOR FLORIDA IN 2020 WERE \$451.33 MILLION

Source: NOAA.



# Environment





FEDERAL PERFORMANCE MEASURE (FIVE-YEAR ROLLING AVERAGE)	2016	2017	2018	2019	2020	TREND	CALENDAR YEAR 2022 TARGET	TARGET MET?
<i>FATALITIES</i>	2,690.0	2,827.0	2,973.4	3,110.6	3,189.8		0	No
<i>FATALITY RATE (PER 100 MILLION VMT)</i>	1.33	1.36	1.40	1.43	1.47		0	No
<i>SERIOUS INJURIES</i>	20,877.2	20,943.0	20,737.0	20,166.4	18,975		0	No
<i>SERIOUS INJURY RATE (PER 100 MILLION VMT)</i>	10.37	10.14	9.77	9.29	8.71		0	No
<i>NON-MOTORIZED FATALITIES AND SERIOUS INJURIES</i>	3,361.6	3,371.4	3,410.4	3,401.8	3,282.2		0	No



# Safety

BRIDGE CONDITION PERFORMANCE MEASURES	2017 (BASELINE)	2018	2019	2020	TREND	2019 TARGET	2021 TARGET
% OF NHS BRIDGES IN GOOD CONDITION	67.7%	66.2%	65.6%	N/A		≥50%	≥50%
% OF NHS BRIDGES IN POOR CONDITION	1.2%	1.2%	0.5%	N/A		≤10%	≤10%

PAVEMENT CONDITION PERFORMANCE MEASURES	2017 (BASELINE)	2018	2019	2020	TREND	2019 TARGET	2021 TARGET
% OF PAVEMENT ON THE INTERSTATE SYSTEM IN GOOD CONDITION	66.1%	54.2%	68.0%	68.8%		N/A	≥60%
% OF PAVEMENT ON THE INTERSTATE SYSTEM IN POOR CONDITION	0.0%	0.6%	0.5%	0.6%		N/A	≤5%
% OF PAVEMENT ON NON-INTERSTATE NHS IN GOOD CONDITION	44.0%	39.9%	41.0%	N/A		≥40%	≥40%
% OF PAVEMENT ON NON-INTERSTATE NHS IN POOR CONDITION	0.4%	0.4%	0.3%	N/A		≤5%	≤5%

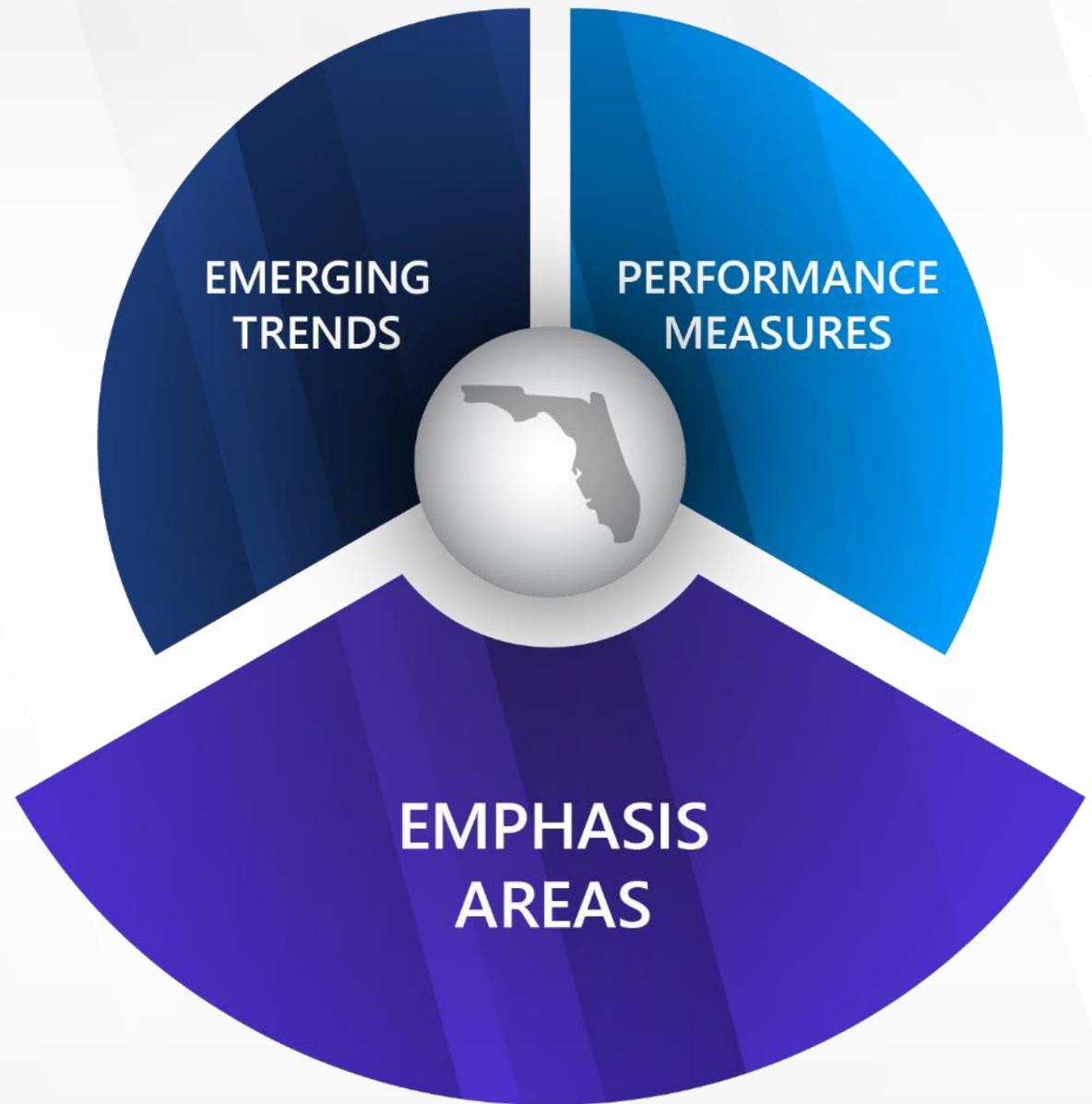


# Infrastructure Condition

ADDITIONAL MEASURES	2017 (BASELINE)	2018	2019	2020	TREND	2019 TARGET	2021 TARGET
<i>PERSON-MILES ON THE INTERSTATE HIGHWAY SYSTEM THAT ARE RELIABLE</i>	82%	84%	83%	N/A		≥75%	≥70%
<i>PERSON-MILES ON THE NON-INTERSTATE NATIONAL HIGHWAY SYSTEM THAT ARE RELIABLE</i>	84%	86%	87%	N/A		≥50%	≥50%
<i>TRUCK TRAVEL TIME RELIABILITY INDEX ON THE INTERSTATE HIGHWAY SYSTEM</i>	1.43	1.43	1.45	N/A		≤1.75	≤2.00



# System Performance





U.S. Department  
of Transportation

## National Roadway Safety Strategy

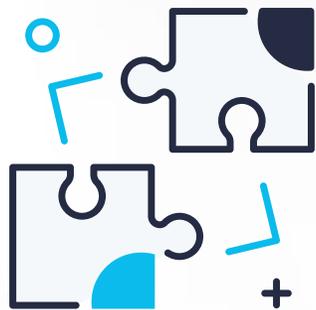
United States Department of Transportation | January 2022



# Safety



## NEW LAWS & REGULATIONS



## NEW PLAN REQUIREMENTS



## NEW FUNDING OPPORTUNITIES



## REGIONAL & LOCAL EFFORTS



# Resilience

BY 2030,  
**MINORITIES**  
WILL ACCOUNT FOR  
**23%**  
OF FLORIDA'S  
**POPULATION**

Source: Bureau of Economic and Business Research.



NEARLY  
**1 IN 4**  
FLORIDIANS  
WILL BE  
**65**  
OR OLDER  
BY 2030

Source: Bureau of Economic and Business Research.



**16M** TRIPS  
FOR  
**TRANSPORTATION**  
**DISADVANTAGED**  
**PASSENGERS** IN 2020



**12%**  
OF FLORIDIANS ARE LIVING  
**BELOW THE POVERTY LINE**



Equity





# Innovation



# Implications for Planning

*SAFETY, RESILIENCE, EQUITY, & INNOVATION*

*PLANNING AND ENVIRONMENTAL LINKAGES*

*FUNDING OPPORTUNITIES*

*IMPLEMENTATION*



# Actions for Programming Cycle

*SAFETY, RESILIENCE,  
EQUITY, & INNOVATION*

*A NETWORK APPROACH*

*FEDERAL FUNDS*

*PARTNERSHIPS*

*FEDERAL DISCRETIONARY GRANTS*

# DO NOT DISTURB

'Do Not Disturb While Driving' features are increasingly common on cell phones and are often only disabled manually. Disabling this feature for access to your texts, emails, and voicemails while driving leaves you vulnerable to temptation that results in 1.6 million crashes each year\*.

**Put Your Phone Down.**



# THANK YOU!

Alison Stettner  
Office of Policy Planning  
[Alison.Stettner@state.dot.fl.us](mailto:Alison.Stettner@state.dot.fl.us)  
850-414-4814

## Item Number 5B

### Agency Reports – Florida Division of Federal Highway Administration

#### DISCUSSION:

Ms. Cathy Kendall, Planning Team Leader, will update the members on the activities of the Florida Division Office of FHWA and bring forward information of importance to the membership including:

1. General Announcements
  - a. FY22 Omnibus funding – provides a full year of funding for FY22
  - b. INFRA/MEGA/RURAL NOFO – Issued March 23<sup>rd</sup> –The application deadline for the MPDG grant opportunity is May 23, 2022. More info at: [www.transportation.gov/grants](http://www.transportation.gov/grants)
  - c. Urban Area Criteria for 2020 Census – Published in *Federal Register* March 24<sup>th</sup>
  - d. Voting Access Executive Order – see ***Discussion Points with Local Governments***
  - e. FY22 PAR Summary Report –fiscal constraint findings. **See the report** for additional details.
  - f. (STAFF ONLY) FHWA FLDIV Planning Team changes
  
2. Legislation and Regulations
  - a. TPM Updates (**attached ppt**)
  - b. BIL Discretionary Grants for which MPOs are Eligible (**attached ppt**).
    - i. FHWA website: <https://www.fhwa.dot.gov/bipartisan-infrastructure-law/>
    - ii. Discretionary Grant NOFO Schedule: <https://www.transportation.gov/bipartisan-infrastructure-law/upcoming-notice-funding-opportunity-announcements-2022>

#### REQUESTED ACTION:

None requested. For discussion and action as may be desired.

#### ATTACHMENTS:

## **FHWA Voting Access Discussion with Local Governments via Florida MPOAC**

- Executive Order (EO) 14019 entitled *Access to Voting* was issued on March 7, 2021 and establishes a policy to promote and defend the right to vote for all Americans who are legally entitled to participate in elections without obstacles. Obstacles include potential barriers to access at polling places that impede voting, particularly among traditionally underserved communities.
- Each Federal agency has been charged to submit a plan outlining the ways the agency can promote voter registration and voter participation.
- One aspect of voting access is the ability for voters to reach their polling places without significant or unexpected traffic delays. There are two key actions that States and local agencies can do to support this EO: 1) address potential traffic and parking impacts around polling places; and 2) anticipate and mitigate traffic impacts and construction activity on routes to polls resulting in improved trip reliability.
- For the 2018 General Election, Florida had over 4,400 polling places and nearly 400 places for early voting which indicates that there are several opportunities to consider the traffic impacts.
- USDOT interested in having a follow up conversation with your member agencies regarding actions they might take to previous potential traffic interruptions. Some of the concepts to start thinking about include:
  - If there were any traffic related problems (bottlenecks, work zones, weather, incidents) that have happened on election days in the past.
  - Has your agency ever done anything special or made any plans for traffic management on election days or other special events?
  - Consider conducting traffic analysis to specifically identify and mitigate traffic impacts on routes and the area's circulation including parking lots.
  - Review whether construction projects have provisions for addressing restrictions of activities during special events and consider activating them during the times polling places are open.
  - Finally, we urge you to consider reviewing demographic information to identify potentially impacted communities - either traditionally underserved or with special needs (i.e. low income, transit dependent, etc.).
- Planning to manage traffic should be scoped to the specific needs and context of the polling place and agency responsible for the surrounding traffic operations.
- We encourage local agencies and FDOT Districts to work together to prevent potential traffic disruptions around polling places.
- Please reach out to your Planner if you'd like to discuss this further and we'll be glad to coordinate internally and meet with you.

## **Resources and Support**

FHWA resources to help agencies plan for managing traffic during special events and are available here:

<https://ops.fhwa.dot.gov/tim/about/pse.htm>

<https://ops.fhwa.dot.gov/publications/publications.htm#pse>

[https://ops.fhwa.dot.gov/plan4ops/trans\\_demand.htm](https://ops.fhwa.dot.gov/plan4ops/trans_demand.htm)

<https://ops.fhwa.dot.gov/trafficanalysisitools/index.htm>

<https://floridaltap.org/>

Florida version of the Probe Data Analytics Tool is useful for accessing very detailed traffic performance data, such as comparing traffic congestion in a particular area on 2020 election day versus a typical Tuesday. Information on access and use of the tool is available [HERE](#) and by contacting [Jessica.VanDenBogaert@dot.state.fl.us](mailto:Jessica.VanDenBogaert@dot.state.fl.us) of the FDOT Forecasting & Trends Office.

For assistance or additional information, please contact Frank Corrado, Technical Services, FHWA Florida Division at [frank.corrado@dot.gov](mailto:frank.corrado@dot.gov)

# FY22 Program Accountability Results (PAR) Review

Florida Non-TMA MPOs

Fiscal Constraint of the Long-Range Transportation Plans

April 2022

## PAR Overview

For Fiscal Year (FY) 2022, the Florida Division Planning staff conducted (3) Program Accountability Results (PAR) reviews on three of the State's non-Transportation Management Area (TMA) Metropolitan Planning Organizations (MPOs). The purpose of these reviews was to assess fiscal constraint of the Long-Range Transportation Plans (LRTPs) to determine their compliance with 23 CFR 450.324. This review was conducted as a risk response mitigation strategy to address the Division's 6<sup>th</sup> risk statement for FY21, namely that if MPOs do not include all regionally significant projects within an LRTP, then LRTPs will not be fiscally constrained, and projects may be advanced that do not come from the MPO planning process. This year's review effort continues the assessment of all nine non-TMA MPOs in Florida conducted over a three-year period. The non-TMA MPOs selected for review this FY were: Indian River; Lake-Sumter; and Ocala Marion. The review of these MPOs began in FY21 and is being repeated for FY22 in order to assess the new LRTPs that were just adopted for these MPOs.

To initiate the PARs, the Division utilized the fiscal constraint-related questions from the internally developed "2019 LRTP Checklist with 2018 Expectations Letter" to create the PAR LRTP Fiscal Constraint Checklist questions. The Planners reviewed the subject MPO's current LRTPs to answer each of the questions. The checklist questions will then be modified as needed and used to assess the remaining non-TMA MPOs.

All answers in the current review were documented and evaluated for trend analysis. This document summarizes the FY22 PAR reviews with respect to seventeen (17) Division specific planning questions on LRTP fiscal constraint. The responses provided below are kept with the PAR data in the Division files [..\LRTP Checklist Completions](#).

## **PAR Questions and Observations**

In partnership with FDOT and the MPOs, the FHWA Florida Division and Federal Transit Administration developed a set of strategies to provide clarification of some of the requirements to be addressed in the next cycle of LRTP updates. The regulations describe the basic requirements that need to be met for the LRTPs and metropolitan transportation planning process. However, federal stewardship observations noted misunderstanding of the regulations and the strategies were presented to help clarify some of those requirements. These strategies are referred to as the “Expectations Letter”. FHWA and FTA sent a Planning Expectations Letter to FDOT and the MPOs in 2008, 2012, and most recently in 2018 to focus attention on specific regulatory planning requirements and increase compliance. In 2019, the FHWA Division Planning Team updated our LRTP review checklist, to include the 2018 Expectations Letter clarifications to the standard regulatory requirements. Division Planners use this LRTP Checklist during TMA certification reviews to assess MPO compliance with LRTP regulatory requirements. The 2022 PAR checklist questions are the fiscal constraint-related questions from the 2019 LRTP Checklist. The fiscal constraint questions address topics such as the timeframe of the LRTP, whether all projects and funding for the planning timeframe are identified, and whether a cost estimate and funding source for each project phase is identified.

### **A. Areas of Compliance Found in the 2022 PAR Review**

One of the MPOs reviewed (Ocala/Marion) was consistent with all fiscal constraint requirements. The other two MPOs reviewed were largely consistent in meeting the fiscal constraint requirements in that 59-75% of the seventeen questions were met. Examples of these requirements in which all MPOs were compliant include the following:

- PL1 - Does the LRTP have a planning horizon of at least 20 years as of the effective date? 23 CFR 450.324(a)
- PL3 - Are projects described in sufficient detail to develop a cost estimate? 23 CFR 450.324(f)(9)
- PL13 - Are the revenues and expenses in Year-Of-Expenditure dollars, reflecting inflationary rates? Were these rates developed cooperatively among the MPO, the State and the Public Transportation Operators? 23 CFR 450.324(f)(11)(iv)

### **B. Areas of Frequent Non-Compliance Found in the 2022 PAR Review**

There were no fiscal constraint requirements missed by all three MPOs, however, there were three (24%) of the questions that two of the three MPOs were found to be noncompliant.

These frequently missed requirements are as follows:

- PL2 - Did the MPO show all the projects and project funding for the entire time period covered by the LRTP, from the adoption date to the horizon year? 23 CFR 450.324(a)
- PL10 - Are projects within the first ten years of the Plan notated or flagged to identify which projects are planned to be implemented with federal funds? 23 CFR 450.324(f)(11)(iii)
- PL11 - For projects beyond the first ten years of the Plan, are the projects clearly labeled as a combined Federal/State funding source? 23 CFR 450.324(f)(11)(iii)

PL2 above was missed because the Cost Feasible LRTP's did not include the non-capacity projects and the funding for those projects for the planning timeframe. PL10 above was missed because the LRTP does not identify which projects in the first ten years have federal funds. The third item, PL11, calling for the labelling of combined Federal/State funding sources for projects beyond the first ten years of the plan, was missed because the funding notations on the projects were not defined to address the use of Federal and State funds.

#### C. Areas of Occasional Non-Compliance Found in the 2022 PAR Review

There were four requirements missed by one of the three MPOs as follows:

- PL4 – For projects included in the cost feasible plan, is an estimate of the cost and source of funding for each phase of the project being funded shown? (including the Project Development and Environment (PD&E) phase) 23 CFR 450.324(f)(9)
- PL6 – A financial plan that demonstrates how the adopted transportation plan can be implemented. 23 CFR 450.324(f)(11)
- PL7 - Does the financial analysis/fiscal constraint documentation demonstrate a clear separation of costs for operations and maintenance activities from other grouped and/or regionally significant projects? 23 CFR 450.324(f)(11)(i)
- PL9 - The financial plan shall include recommendations on any additional financing strategies to fund projects and programs included in the metropolitan transportation plan. In the case of new funding sources, strategies for ensuring their availability shall be identified. The financial plan may include an assessment of the appropriateness of innovative finance techniques (for example, tolling, pricing, bonding, public private partnerships, or other strategies) as revenue sources for projects in the plan. 23 CFR 450.324(f)(11)(iii)
- PL12 – Does the financial plan take into account all projects and strategies proposed for funding with other federal funds, state, local and private sources? 23 CFR 450.324(f)(11)(iv)

The missed requirements identified above relate to not including the non-capacity projects and funding for those projects (including those from the first five years in the Cost Feasible LRTP; not having a clear financial plan that demonstrates fiscal constraint; not clearly demonstrating how the Operations and Maintenance (O&M) costs relate to the financial constraint analysis and funding; not including recommendations on additional financing strategies to fund projects and programs; recommendations.

#### D. Florida Division Recommendations Based on Compliance Observations

Based on the findings of this 2022 PAR Review, FHWA recommends the following areas for additional emphasis as LRTPs are being developed or amended. FHWA requests FDOT provide a status report of these recommendations before July 1, 2022:

Recommendation 1: The LRTPs need to have a financial plan that provides a clear comparison of all anticipated revenues to all project costs demonstrating that the plan,

which includes non-capacity projects, can be implemented. Lake-Sumter MPO needs to revise their LRTP financial plan documentation to clearly show the fiscal constraint determination. The FDOT Fiscal Constraint Technical Memorandum includes several examples the MPOs may find helpful. (23 CFR 450.324(a) and 23 CFR 450.324(f)(11))

Recommendation 2: The Indian River MPO needs to revise their LRTP financial plan documentation to clearly show how the first five years fits into the fiscal constraint determination with the inclusion of non-capacity projects. (23 CFR 450.324(a))

Recommendation 3: The Indian River MPO needs to revise their LRTP to identify the funding source for each project and phase. (23 CFR 450.324(f)(9))

Recommendation 4: The LRTPs need to be clear in how operations and maintenance costs are funded, and how these costs relate to the tables in the financial plan. The Lake-Sumter MPO needs to revise their LRTP financial plan documentation to clearly show the operations and maintenance costs within the fiscal constraint determination (LRTP Appendix E). Please see the FDOT Fiscal Constraint Technical Memorandum for examples.

Recommendation 5: The Lake-Sumter LRTP needs to be revised so that the financial plan includes recommendations on any additional financing strategies to fund projects and programs included in the LRTP. (23 CFR 450.324(f)(11)(iii))

Recommendation 6: The Indian River and Lake-Sumter MPOs need to revise their LRTP financial plans to clearly identify projects in the first ten years of the planning timeframe, and projects outside the first ten years that are anticipated to use a combination of state and federal funds. If an MPO or FDOT has not established which projects are anticipated to have federal funding, the MPO must coordinate with FDOT to make these determinations, and then revise their LRTPs to reflect the funding decisions. If funding notations are used, they must be clearly described so that the presence of federal funding can be determined. Please see the FDOT Fiscal Constraint Technical Memorandum for examples. (23 CFR 450.324(f)(11)(iii))

## **PAR Checklists**

The focus of the targeted review this performance year was on the non-TMA MPO fiscal constraint of LRTPs. There were eighteen Division specific planning questions used to conduct the reviews. One of the questions was determined not to be mandatory and was therefore excluded from the compliance analysis. Use of the comment section by the Planning Team during the review process was emphasized and encouraged to help explain the specific reasons

for compliance and noncompliance. The quality control/quality assurance step relied heavily on the comment section to understand the reason for the determination, and in some situations, adjust responses for consistency. Any changes were also justified in the comment section to provide consistency in the review, and to explain reasons for compliance and noncompliance determinations. This effort ensures that the Team Leader reviews the checklists for recording errors, working with the appropriate Planner to revise and/or clarify the recorded entries as needed, prior to the responses being collated for this report.

The checklist was an effective tool for capturing key information and documenting results of the review. For FY23, we recommend no changes to this assessment strategy.

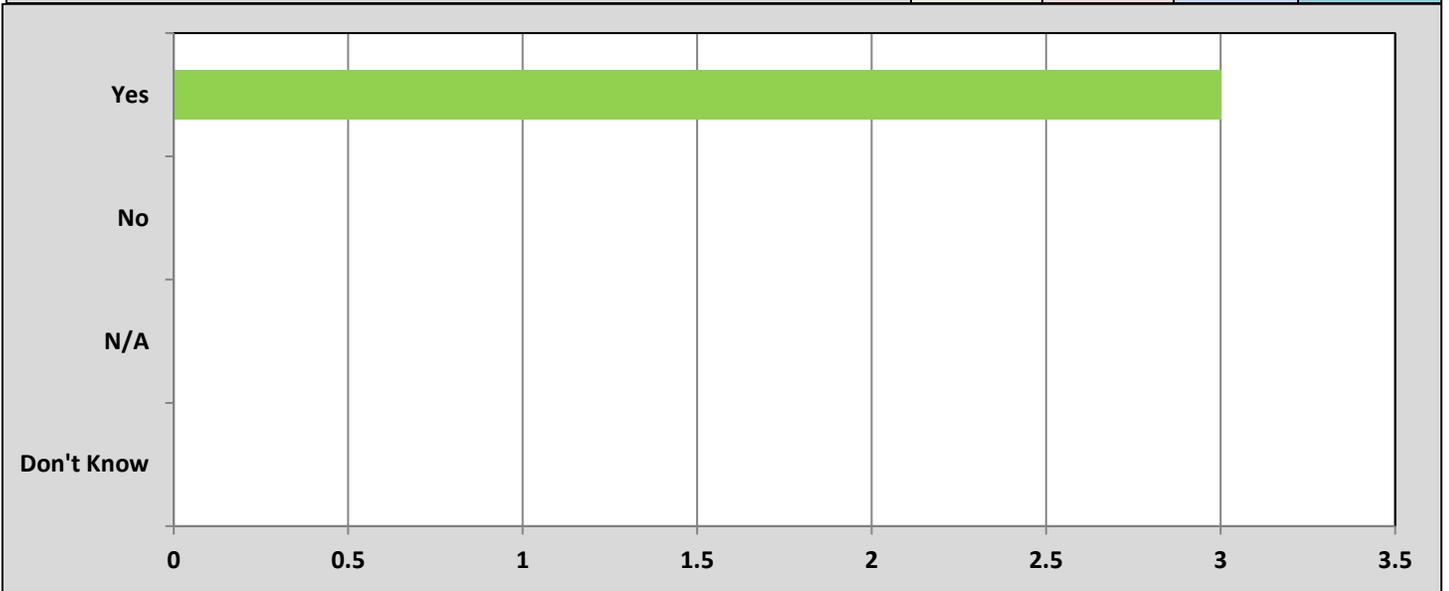
### **Conclusion**

FY21 was the first year of a three-year effort to focus on the fiscal constraint of LRTPs for the nine non-TMA MPOs, however, the first three MPOs were reassessed for FY22 to complete the review on their newly adopted LRTPs. The review was based on LRTP fiscal constraint being a top risk area during the Florida Division's Program and Risk Assessment processes. The PAR reviews largely indicate that the three MPOs reviewed meet most of the fiscal constraint requirements. For the requirements in which we found noncompliance, six recommendations have been provided. The Planning Team will work with the FTA, FDOT Central office, District Liaisons and MPOs to implement these recommendations during LRTP updates and amendments. The Planning Team will also take advantage of other outreach opportunities to discuss these requirements and provide examples to MPOs of how these requirements can be implemented. FHWA will provide this report to FTA, FDOT and the MPOs to make them aware of common non-compliance areas and to encourage use of the recommendations provided herein.

PAR reviews are an effective tool to complete a quick and focused review of various program elements. Three additional non-TMA MPOs will be reviewed as part of this focus as part of the FY23 PARs, and the last of the three non-TMA MPOs will be reviewed as part of the FY24 PARs. Results from each of the reviews will be incorporated in the Division's subsequent Program and Risk Assessment processes and the annual Statewide Planning Finding.

# PLANNING PAR QUESTIONS/RESPONSE

<b>PL1.</b> Does the LRTP have a planning horizon of at least 20 years as of the effective date? 23 CFR 450.324(a)	Yes	No	N/A	Don't Know
	3	0	0	0
	100%	0%	0%	0%



## Examples of Remarks for 'Yes' Response to Question PL1:

- *It was adopted December 2020 and has 25 years identified. It was published in February 2021.*

## Examples of Remarks for 'No' Response to Question PL1:

There is not a "No" response.

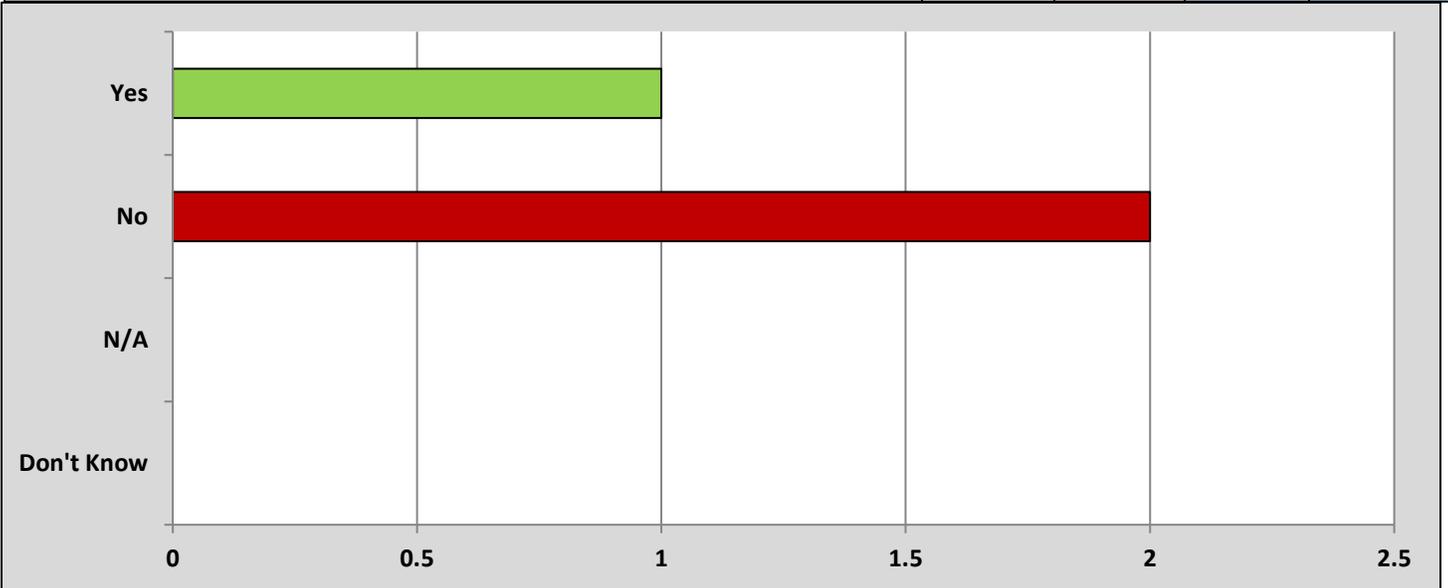
## Examples of Remarks for 'N/A' Response to Question PL1:

There is not an "N/A" response for this question.

## Examples of Remarks for 'Don't Know' Response to Question PL1:

There is not a "Don't Know" response for this question.

<b>PL2. Did the MPO show all the projects and project funding for the entire time period covered by the LRTP, from the adoption date to the horizon year? 23 CFR 450.324(a)</b>	Yes	No	N/A	Don't Know
	1	2	0	0
	33%	67%	0%	0%



**Examples of Remarks for ‘Yes’ Response to Question PL2:**

- No remarks provided.

**Examples of Remarks for ‘No’ Response to Question PL2:**

- *Only capacity is included. pedestrian projects only show for 2036-2045 in Chapter 4 (PDE not YOE). There does appear to be multimodal projects in the Cost Feasible Plan – only TIP capacity. There is discussion in Chapter 4 about the E+C network and projects in 21-25. But in the Appendix C and D for Capacity projects there are only projects listed from 2026-45. TIP capacity projects are in Appendix B (YOE)*
- *CFP -LRTP included only capacity projects but did on include projects or funding for non-capacity projects.*

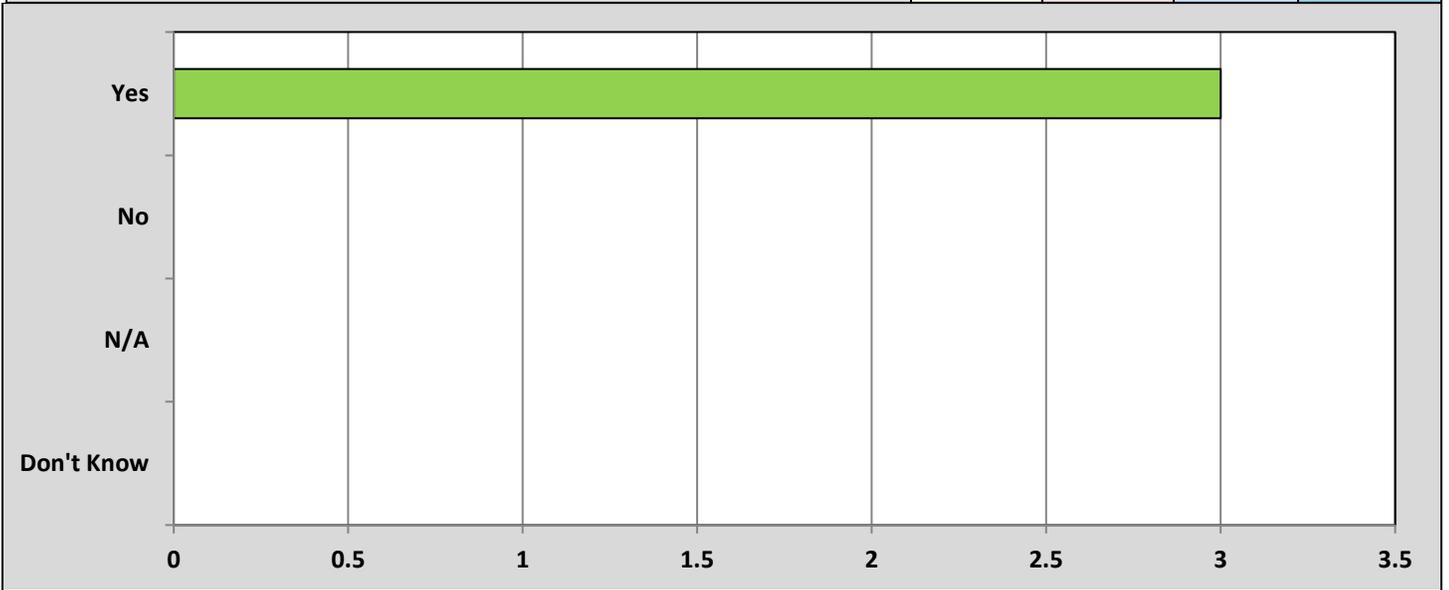
**Examples of Remarks for ‘N/A’ Response to Question PL2:**

There is not a “N/A” response for this question.

**Examples of Remarks for ‘Don’t Know’ Response to Question PL2:**

There is not a “Don’t Know” response for this question.

<b>PL3.</b> Are projects described in sufficient detail to develop a cost estimate? 23 CFR 450.324(f)(9)	Yes	No	N/A	Don't Know
	3	0	0	0
	100%	0%	0%	0%



**Examples of Remarks for 'Yes' Response to Question PL3:**

- No remarks provided.

**Examples of Remarks for 'No' Response to Question PL3:**

There is not a "No" response for this question.

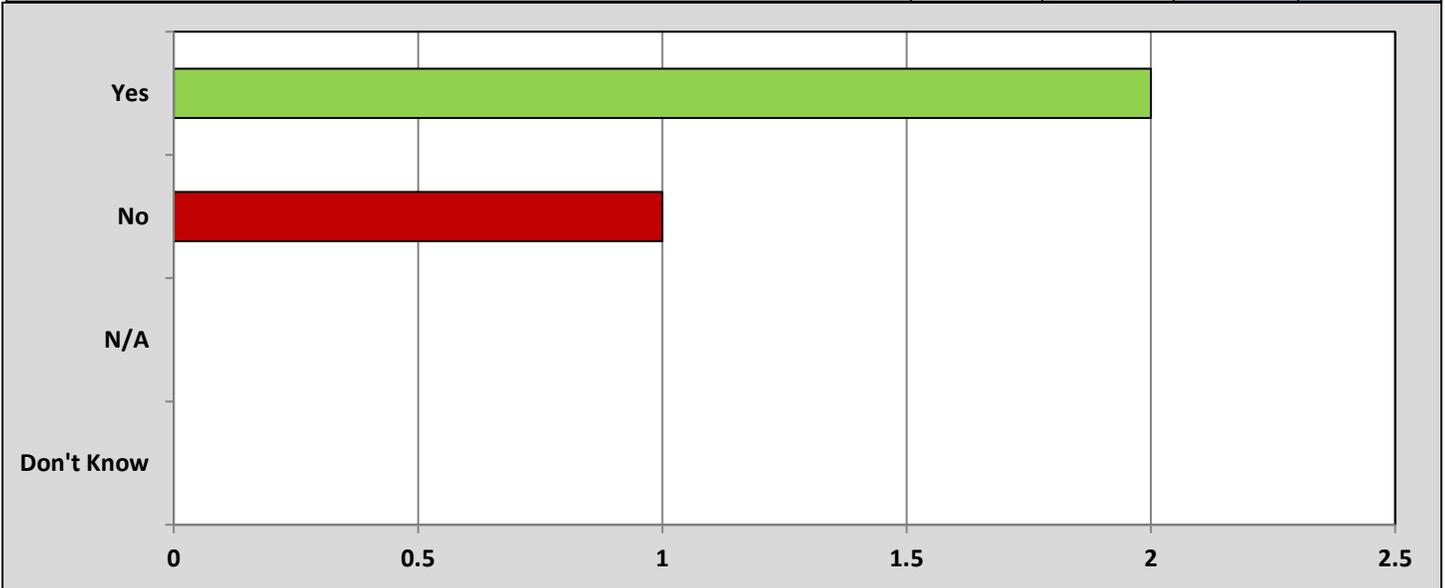
**Examples of Remarks for 'N/A' Response to Question PL3:**

There is not a "N/A" response for this question.

**Examples of Remarks for 'Don't Know' Response to Question PL3:**

There is not a "Don't Know" response for this question.

<b>PL4.</b> For projects included in the cost feasible plan, is an estimate of the cost and source of funding for each phase of the project being funded shown? (including the Project Development and Environment (PD&E) phase) 23 CFR 450.324(f)(9)	Yes	No	N/A	Don't Know
	2	1	0	0
	67%	33%	0%	0%



**Examples of Remarks for ‘Yes’ Response to Question PL4:**

- No remarks provided.

**Examples of Remarks for ‘No’ Response to Question PL4:**

- *Costs are identified, phasing, years for phases - but not the funding source.*

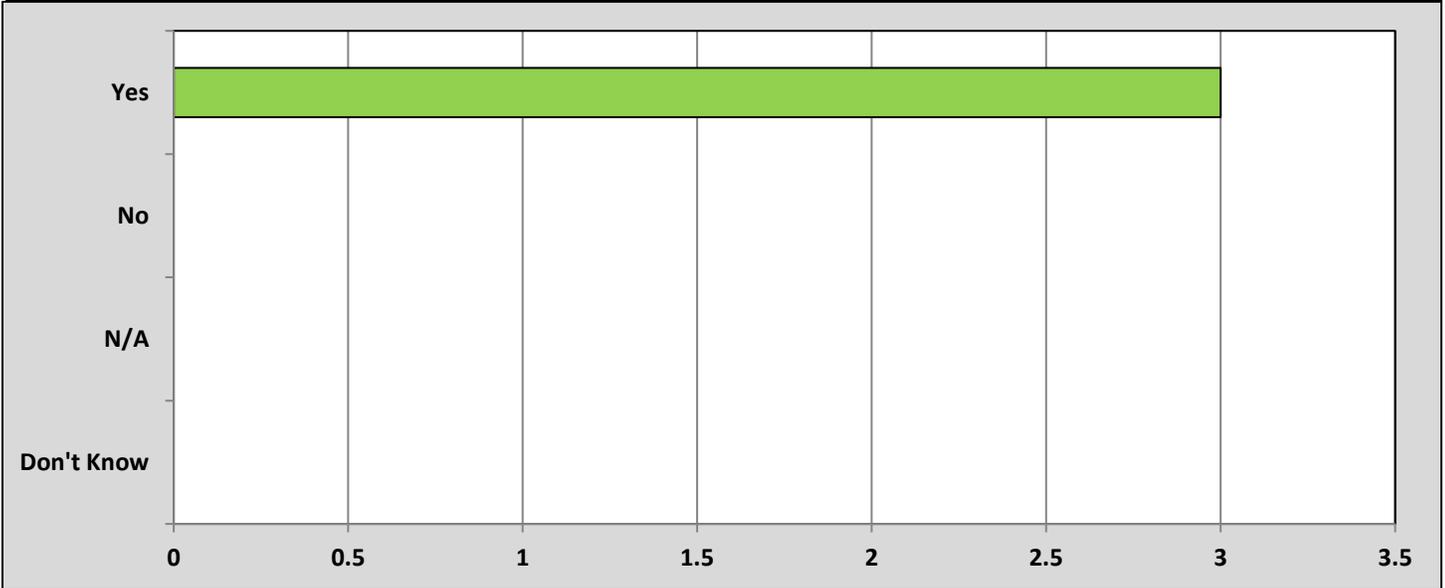
**Examples of Remarks for ‘N/A’ Response to Question PL4:**

There is not a “N/A” response for this question.

**Examples of Remarks for ‘Don’t Know’ Response to Question PL4:**

There is not a “Don’t Know” response for this question.

<b>PL5.</b> Do the project phases include Preliminary Engineering, ROW and Construction in the CFP if fully funded or in the Needs/Illustrative list (or other informational part of the LRTP) if not fully funded. 23 CFR 450.324(f)(9)	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Don't Know</b>
	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>



**Examples of Remarks for 'Yes' Response to Question PL5:**

- No remarks provided.

**Examples of Remarks for 'No' Response to Question PL5:**

There is not a "No" response for this question.

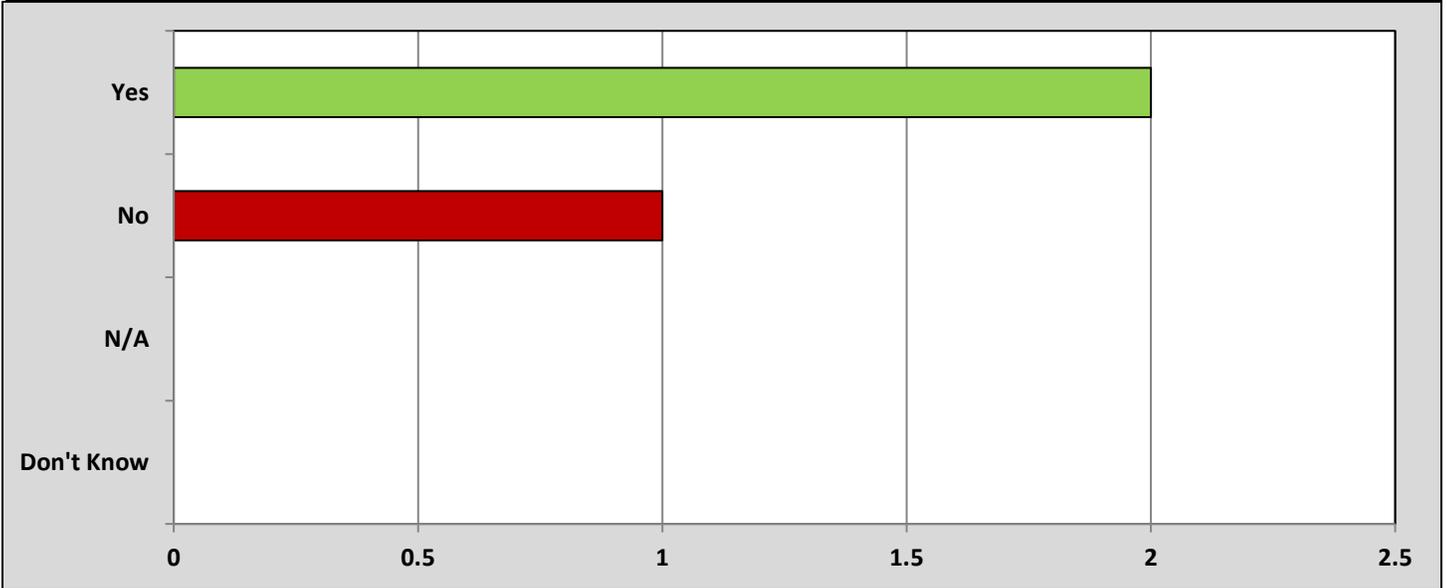
**Examples of Remarks for 'N/A' Response to Question PL5:**

There is not a "N/A" response for this question.

**Examples of Remarks for 'Don't Know' Response to Question PL5:**

There is not a "Don't Know" response for this question.

<b>PL6.</b> A financial plan that demonstrates how the adopted transportation plan can be implemented. 23 CFR 450.324(f)(11)	Yes	No	N/A	Don't Know
	2	1	0	0
	67%	33%	0%	0%



**Examples of Remarks for 'Yes' Response to Question PL6:**

- No remarks provided

**Examples of Remarks for 'No' Response to Question PL6:**

- *There is insufficient detail in Appendix E: Cost Feasible Plan/Financial Summary/Demonstration of Fiscal Constraint.*

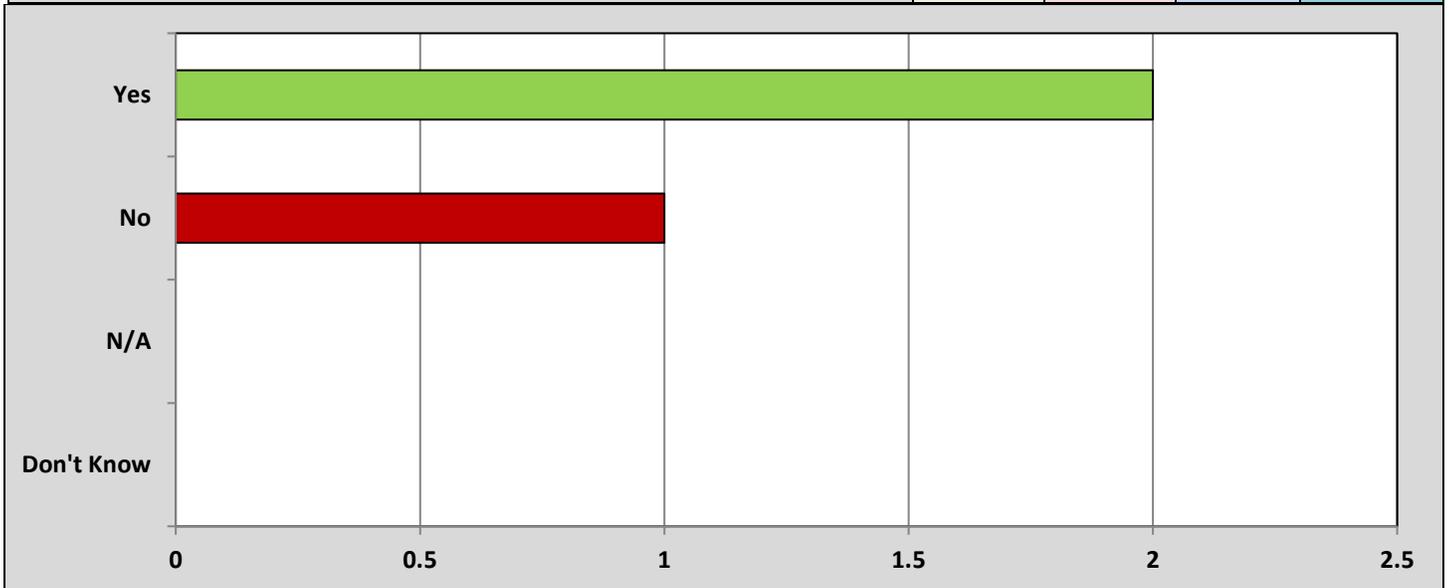
**Examples of Remarks for 'N/A' Response to Question PL6:**

There is not an "N/A" response for this question.

**Examples of Remarks for 'Don't Know' Response to Question PL6:**

There is not a "Don't Know" response for this question.

<b>PL7.</b> Does the financial analysis/fiscal constraint documentation demonstrate a clear separation of costs for operations and maintenance activities from other grouped and/or regionally significant projects? 23 CFR 450.324(f)(11)(i)	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Don't Know</b>
	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>
	<b>67%</b>	<b>33%</b>	<b>0%</b>	<b>0%</b>



**Examples of Remarks for ‘Yes’ Response to Question PL7:**

- No remarks provided.

**Examples of Remarks for ‘No’ Response to Question PL7:**

- *The O&M Cost are identified on Table 4-2 but are not included in Appendix C: Cost Feasible Projects YOE, or in Appendix E: Coast Feasible Plan Financial Summary/Demonstration of Fiscal Constraint.*

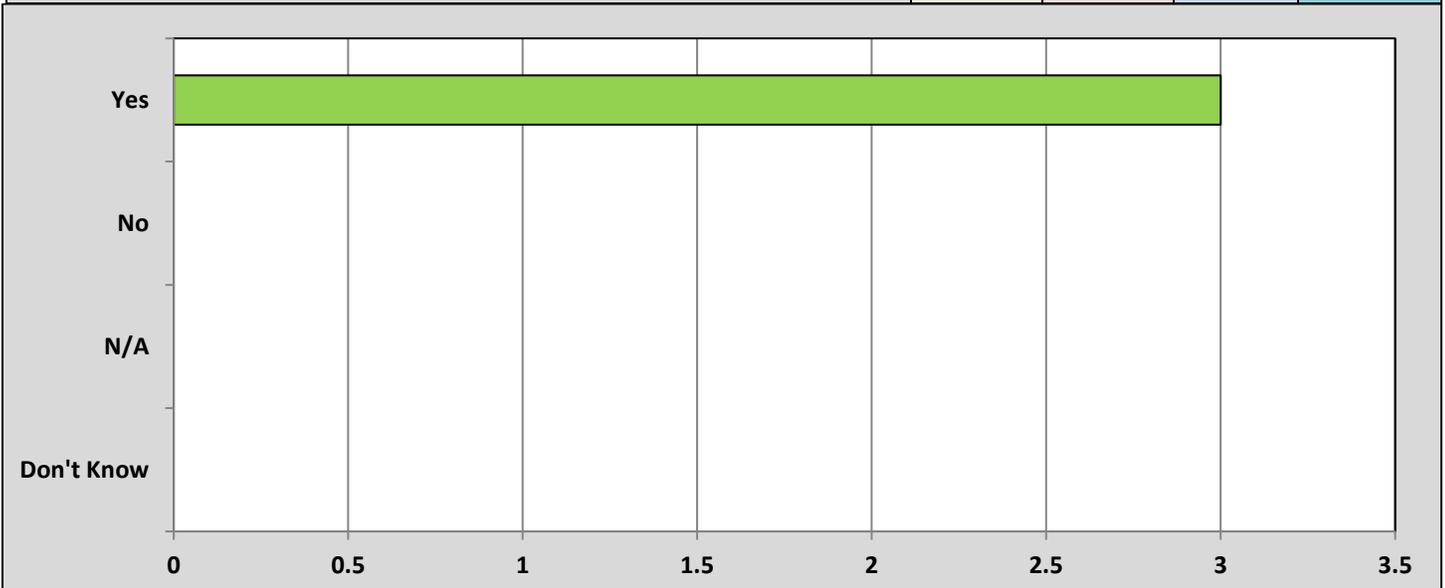
**Examples of Remarks for ‘N/A’ Response to Question PL7:**

There is not an “N/A” response for this question.

**Examples of Remarks for ‘Don’t Know’ Response to Question PL7:**

There is not a “Don’t Know” response for this question.

<b>PL8.</b> Were the estimates of available revenues developed cooperatively by the MPO, the State and Public Transportation Operators? Do the estimates include all reasonably expected resources from both public and private sources? 23 CFR 450.324(f)(11)(ii)	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Don't Know</b>
	3	0	0	0
	100%	0%	0%	0%



**Examples of Remarks for ‘Yes’ Response to Question PL8:**

- No remarks provided.

**Examples of Remarks for ‘No’ Response to Question PL8:**

*There is not a “No” response for this question.*

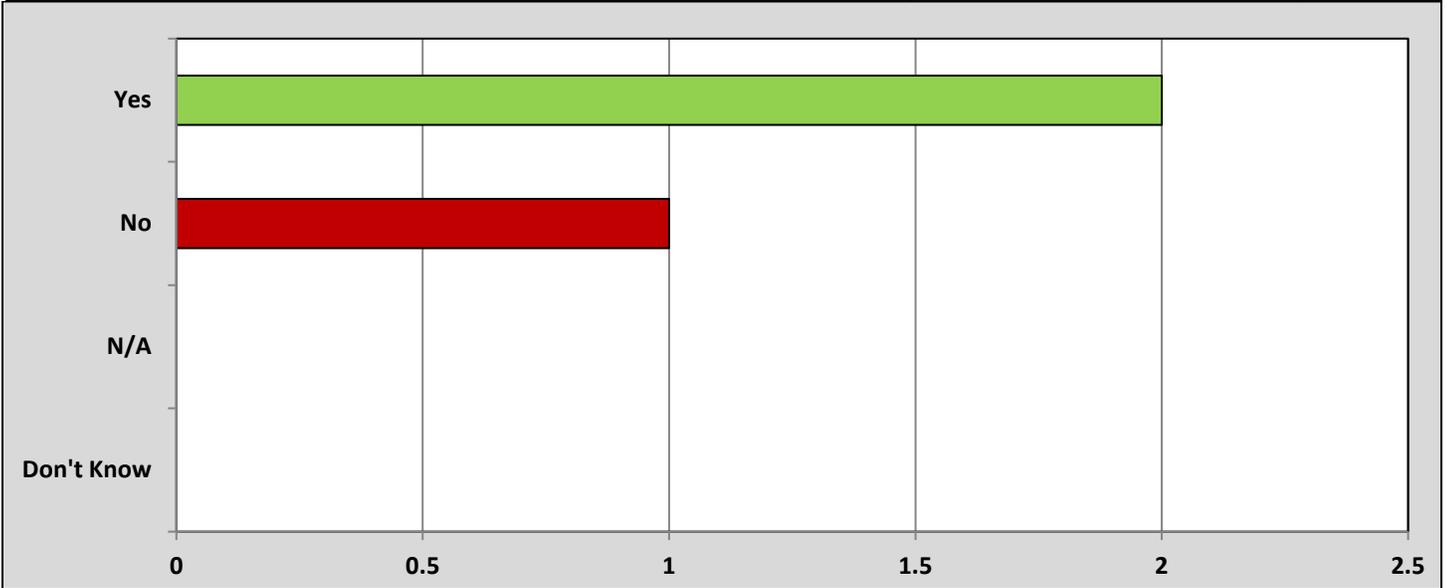
**Examples of Remarks for ‘N/A’ Response to Question PL8:**

There is not an “N/A” response for this question.

**Examples of Remarks for ‘Don’t Know’ Response to Question PL8:**

There is not a “Don’t Know” response for this question.

<b>PL9.</b> The financial plan shall include recommendations on any additional financing strategies to fund projects and programs included in the metropolitan transportation plan. In the case of new funding sources, strategies for ensuring their availability shall be identified. The financial plan may include an assessment of the appropriateness of innovative finance techniques (for example, tolling, pricing, bonding, public private partnerships, or other strategies) as revenue sources for projects in the plan. 23 CFR 450.324(f)(11)(iii)	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Don't Know</b>
	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>
	<b>67%</b>	<b>33%</b>	<b>0%</b>	<b>0%</b>



**Examples of Remarks for ‘Yes’ Response to Question PL9:**

- No remarks provided.

**Examples of Remarks for ‘No’ Response to Question PL9:**

- *Chapter 4 includes the statement, "Potential new revenues were discussed during the development of the plan, however during the process it was decided to not include any alternative revenues." However, Appendix C does include a list of unfunded needs.*

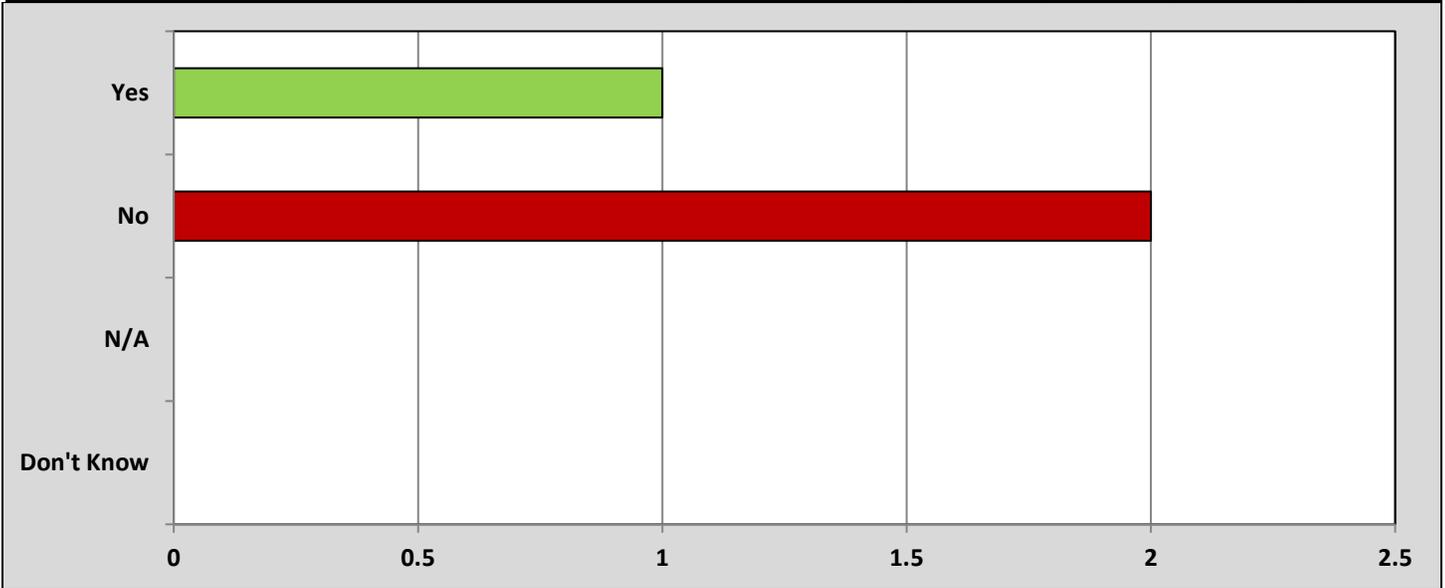
**Examples of Remarks for ‘N/A’ Response to Question PL9:**

There is not a “N/A” response for this question.

**Examples of Remarks for ‘Don’t Know’ Response to Question PL9:**

There is not a “Don’t Know” response for this question.

<b>PL10.</b> Are projects within the first ten years of the Plan notated or flagged to identify which projects are planned to be implemented with federal funds? 23 CFR 450.324(f)(11)(iii)	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Don't Know</b>
	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>
	<b>33%</b>	<b>67%</b>	<b>0%</b>	<b>0%</b>



**Examples of Remarks for ‘Yes’ Response to Question PL10:**

- No comment provided.

**Examples of Remarks for ‘No’ Response to Question PL10:**

- *Federal funds vs state funds are still not identified.*
- *The implementation of the plan does not include the identification of federal funding on projects in Appendix C: Cost Feasible Projects YOE, or in Appendix E: Coast Feasible Plan Financial Summary/Demonstration of Fiscal Constraint.*

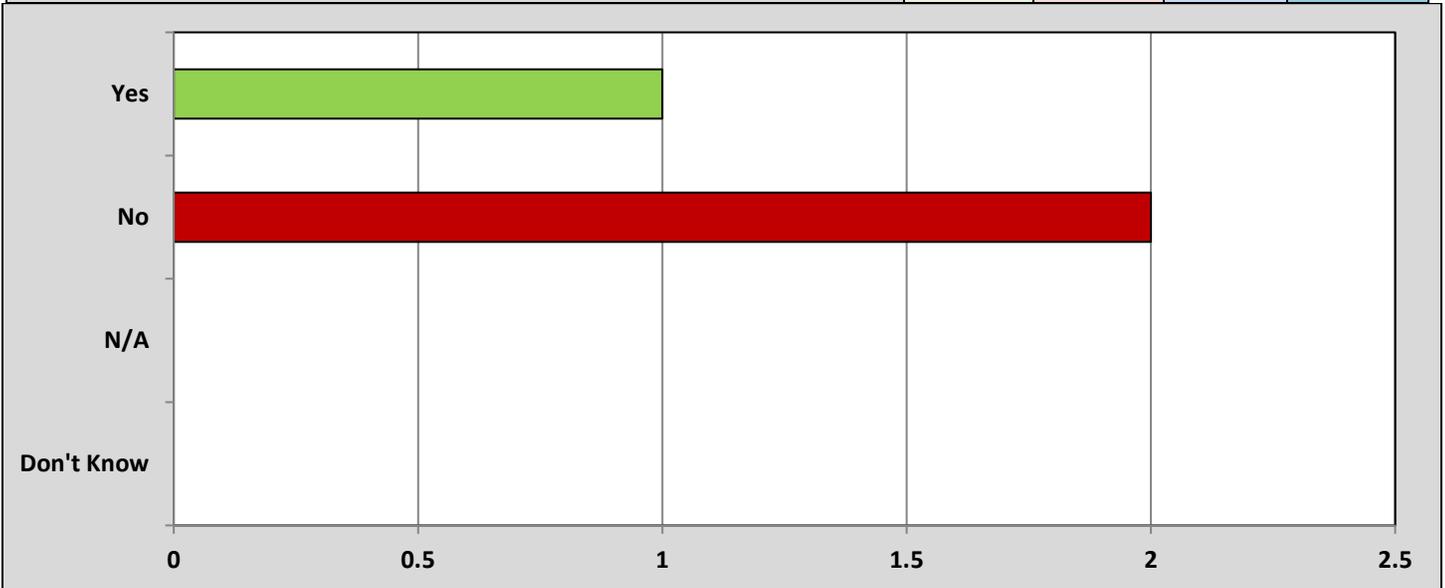
**Examples of Remarks for ‘N/A’ Response to Question PL10:**

There is not an “N/A” response for this question.

**Examples of Remarks for ‘Don’t Know’ Response to Question PL10:**

There is not a “Don’t Know” response for this question.

<b>PL11.</b> For projects beyond the first ten years of the Plan, are the projects clearly labeled as a combined Federal/State funding source? 23 CFR 450.324(f)(11)(iii)	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Don't Know</b>
	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>
	<b>33%</b>	<b>67%</b>	<b>0%</b>	<b>0%</b>



**Examples of Remarks for ‘Yes’ Response to Question PL11:**

- No remarks provided.

**Examples of Remarks for ‘No’ Response to Question PL11:**

- *In Appendix C, projects are identified with funding source - but it is not clear by those notations really what the funding source is. I do not see clear identification of Federal and state funds for projects.*
- *The implementation of the plan does not include the identification of federal funding on projects in Appendix C: Cost Feasible Projects YOE, or in Appendix E: Cost Feasible Plan Financial Summary/Demonstration of Fiscal Constrain. The Plans show a funding source labelled "OA", meaning other Arterial (non-SIS), or "Prod.Sup". The full explanation of what "OA" is has not been included. Prod.Sup. is defined in the Cost Feasible Plan as, "Product Support is provided at the FDOT District level and MPOs are directed to not exceed a given amount based on a percentage of Construction and ROW funding. Product Support includes non-capacity programs that are prioritized and programmed annually for inclusion in the FDOT Work Program."*

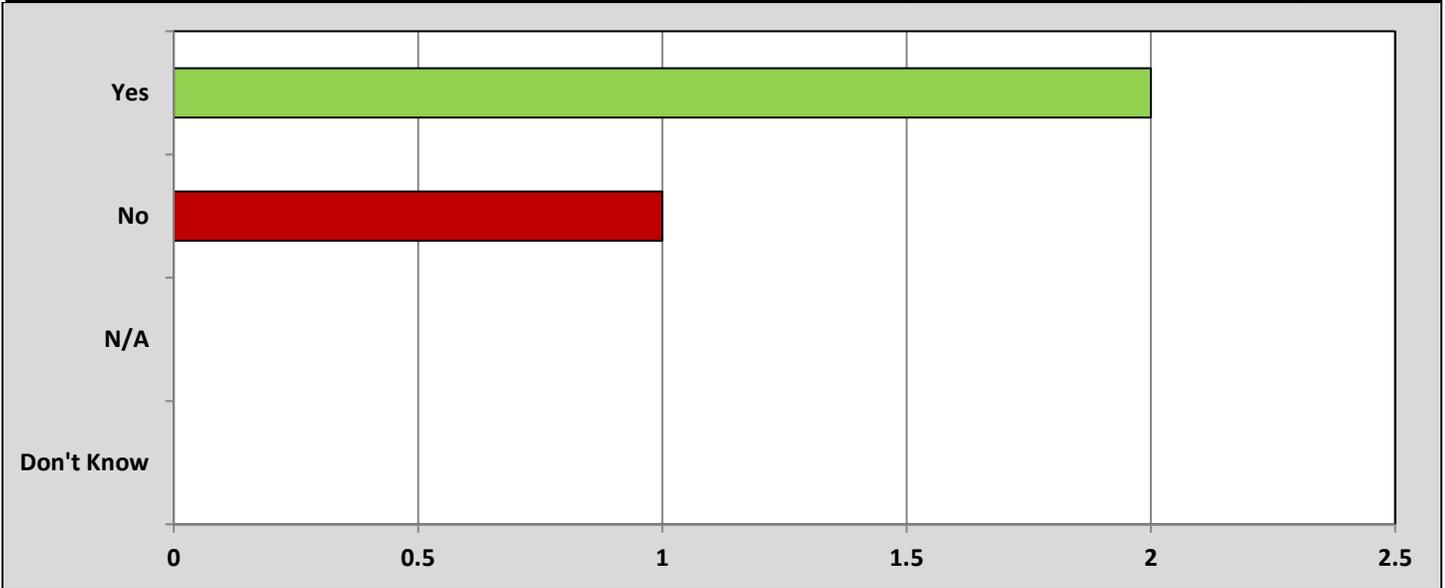
**Examples of Remarks for ‘N/A’ Response to Question PL11:**

There is not an “N/A” response for this question.

**Examples of Remarks for ‘Don’t Know’ Response to Question PL11:**

There is not a “Don’t Know” response for this question.

<b>PL12.</b> Does the financial plan take into account all projects and strategies proposed for funding with other federal funds, state, local and private sources? 23 CFR 450.324(f)(11)(iv)	Yes	No	N/A	Don't Know
	2	1	0	0
	67%	33%	0%	0%



**Examples of Remarks for ‘Yes’ Response to Question PL12:**

- No remarks provided.

**Examples of Remarks for ‘No’ Response to Question PL12:**

- *This Cost Feasible sections of this plan appear to only include capacity projects.*

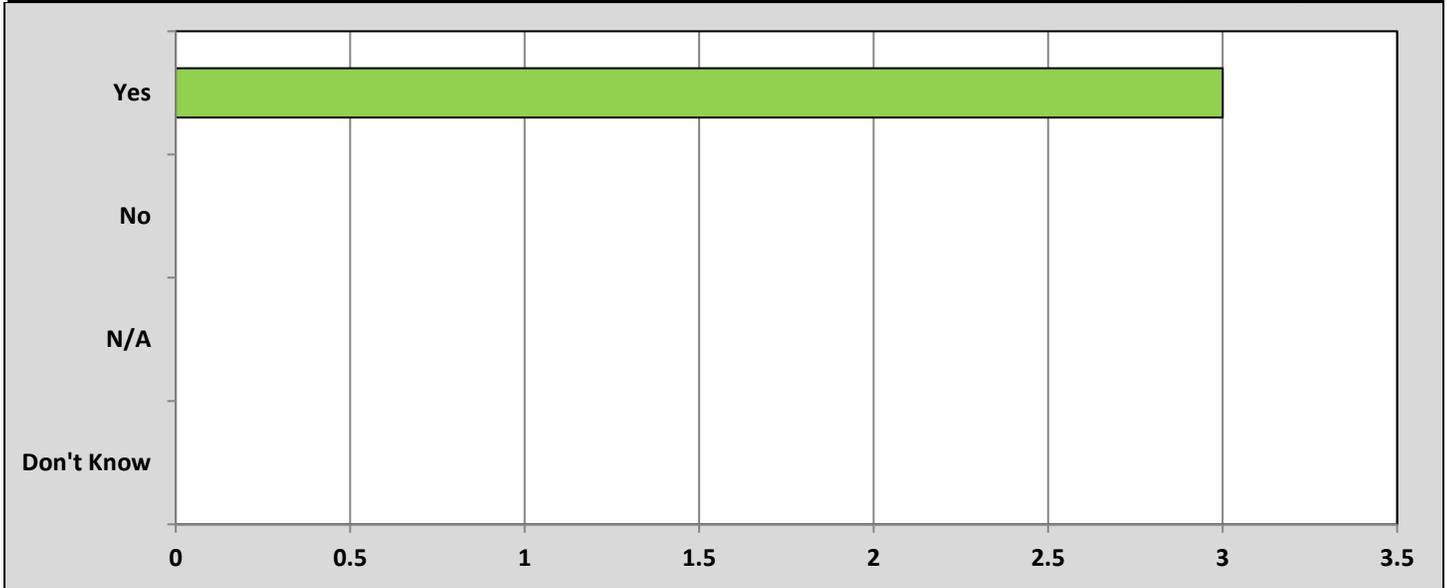
**Examples of Remarks for ‘N/A’ Response to Question PL12:**

There is not an “N/A” response for this question.

**Examples of Remarks for ‘Don’t Know’ Response to Question PL12:**

There is not a “Don’t Know” response for this question.

<b>PL13.</b> Are the revenues and expenses in Year-Of-Expenditure dollars, reflecting inflationary rates? Were these rates developed cooperatively among the MPO, the State and the Public Transportation Operators? 23 CFR 450.324(f)(11)(iv)	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Don't Know</b>
	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>



**Examples of Remarks for ‘Yes’ Response to Question PL13:**

- No remarks provided.

**Examples of Remarks for ‘No’ Response to Question PL13:**

There is not a “No” response for this question.

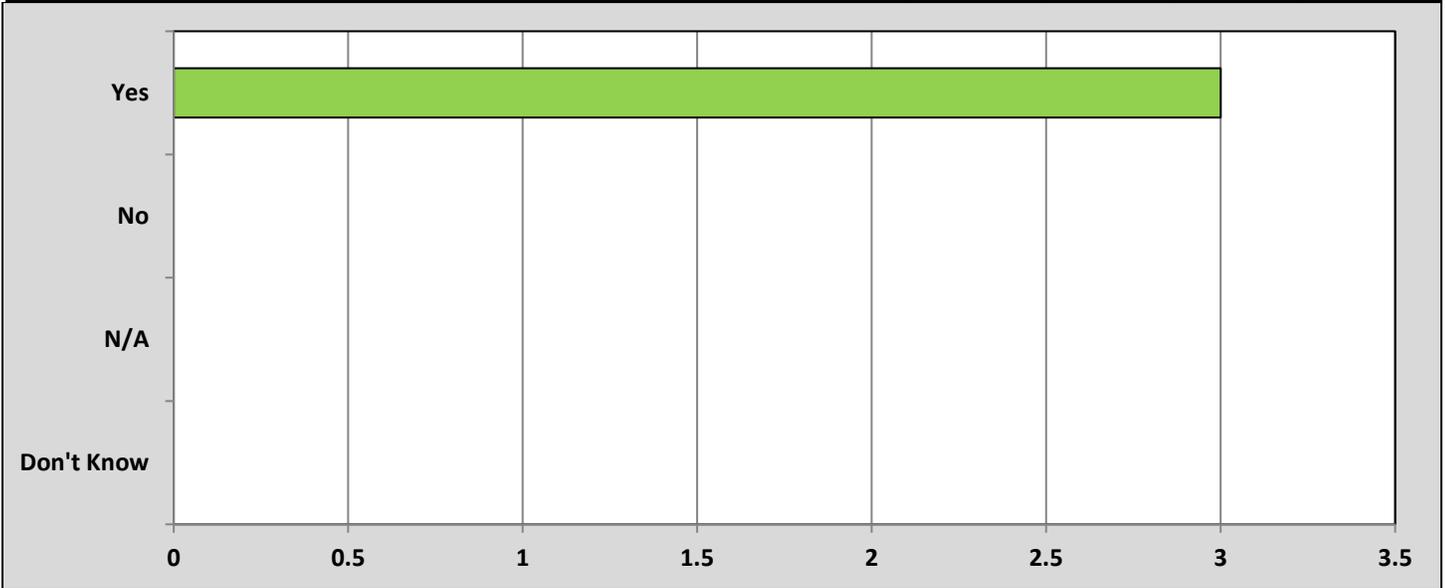
**Examples of Remarks for ‘N/A’ Response to Question PL13:**

There is not an “N/A” response for this question.

**Examples of Remarks for ‘Don’t Know’ Response to Question PL13:**

There is not a “Don’t Know” response for this question.

<b>PL14.</b> If the MPO uses cost ranges/bands beyond the first 10 years of the plan, are future funding sources reasonably expected to be available to support the projected cost ranges/band? 23 CFR 450.324(f)(11)(v)	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Don't Know</b>
	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>



**Examples of Remarks for 'Yes' Response to Question PL14:**

- No remarks provided.

**Examples of Remarks for 'No' Response to Question PL14:**

There is not a "No" response for this question.

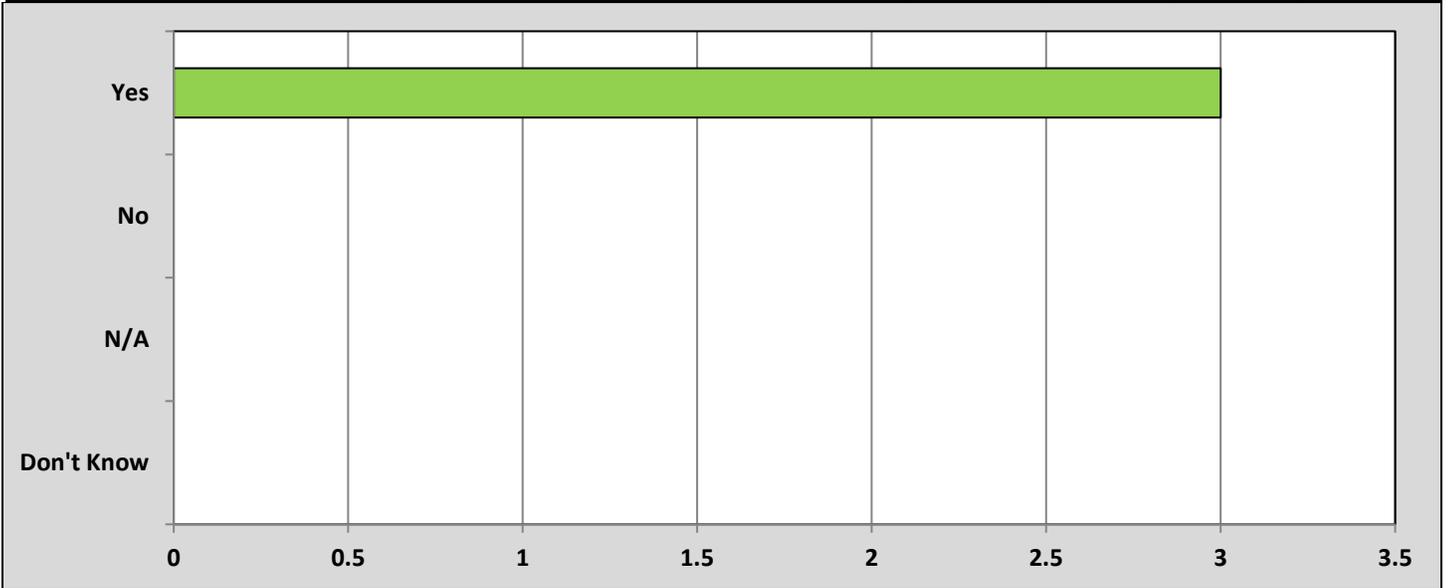
**Examples of Remarks for 'N/A' Response to Question PL14:**

There is not an "N/A" response for this question.

**Examples of Remarks for 'Don't Know' Response to Question PL14:**

There is not a "Don't Know" response for this question.

<b>PL15.</b> For illustrative purposes, the financial plan may include additional projects that would be included in the adopted transportation plan if additional resources beyond those identified in the financial plan were to become available. 23 CFR 450.324(f)(11)(vii)	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Don't Know</b>
	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>



**Examples of Remarks for 'Yes' Response to Question PL15:**

- No remarks provided.

**Examples of Remarks for 'No' Response to Question PL15:**

There is not a "No" response for this question.

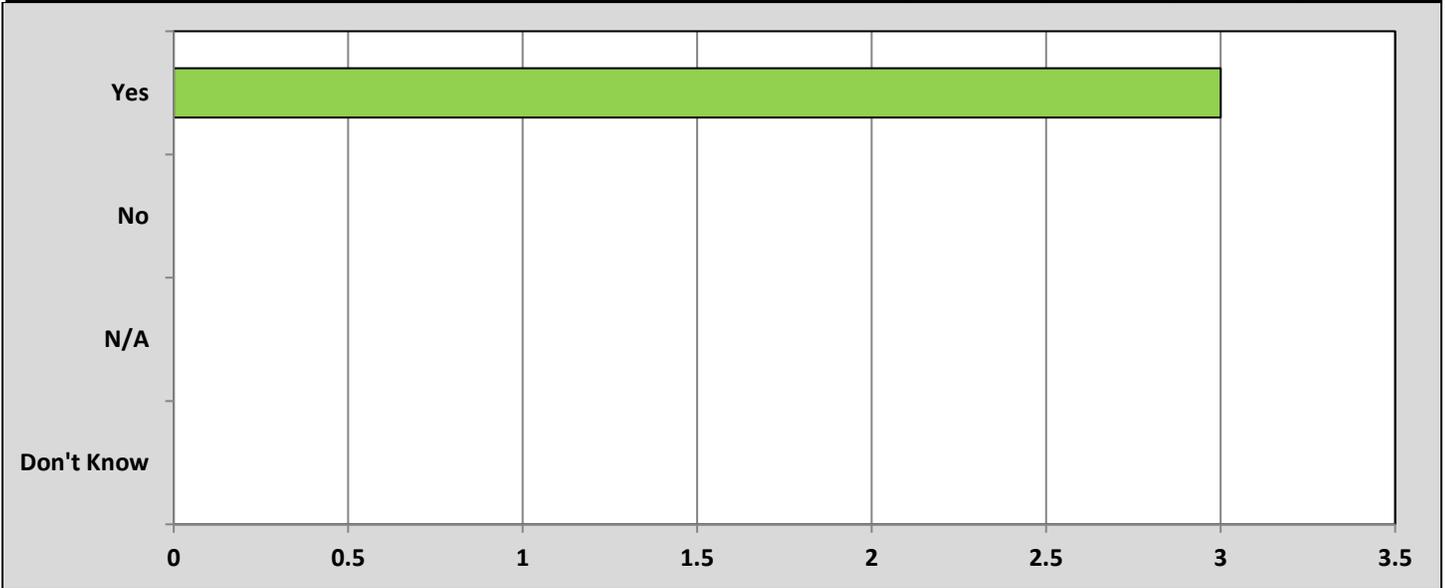
**Examples of Remarks for 'N/A' Response to Question PL15:**

There is not an "N/A" response for this question.

**Examples of Remarks for 'Don't Know' Response to Question PL15:**

There is not a "Don't know" response for this question.

<b>PL16.</b> Does the plan include pedestrian walkway and bicycle transportation facilities in accordance with 23 USC 217(g)? 23 CFR 450.324(f)(12)	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Don't Know</b>
	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>



**Examples of Remarks for 'Yes' Response to Question PL16:**

- No remarks provided.

**Examples of Remarks for 'No' Response to Question PL16:**

There is not a "No" response for this question.

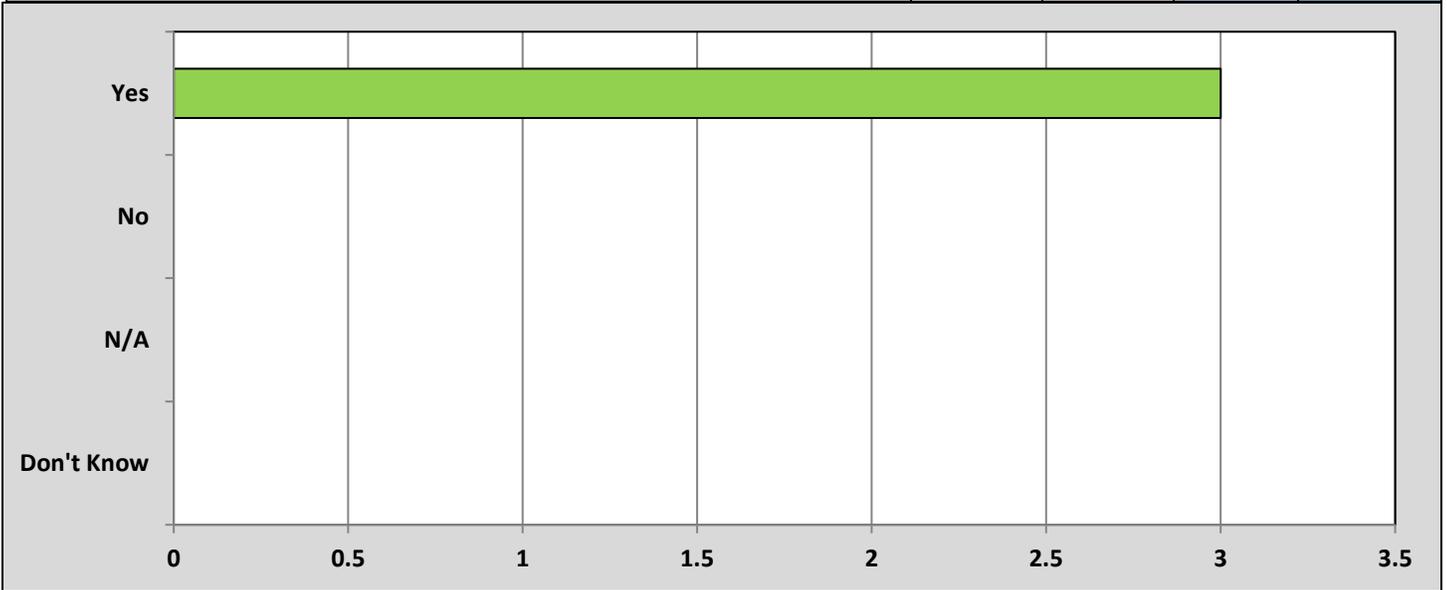
**Examples of Remarks for 'N/A' Response to Question PL16:**

There is not an "N/A" response for this question.

**Examples of Remarks for 'Don't Know' Response to Question PL16:**

There is not a "Don't Know" for this question.

<b>PL17.</b> If Boxed funds are utilized, are the individual projects utilizing the box listed? (or at a minimum, described in bulk in the LRTP i.e. PD&E for projects in Years 2016-2020). 23 CFR 450.326(h)	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Don't Know</b>
	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>



**Examples of Remarks for 'Yes' Response to Question PL17:**

- No remarks provided.

**Examples of Remarks for 'No' Response to Question PL17:**

There is not a "No" response for this question.

**Examples of Remarks for 'N/A' Response to Question PL17:**

There is not a "N/A" response for this question.

**Examples of Remarks for 'Don't Know' Response to Question PL17:**

There is not a "Don't Know" for this question.

# Transportation Performance Management (TPM)

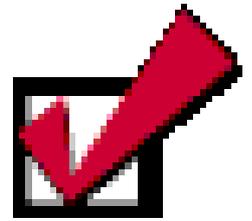
## *Recent Updates*

**April 2022**



U.S. Department of Transportation  
**Federal Highway Administration**

## Recent TPM Activities



- Completed 1<sup>st</sup> TPM 4-yr Performance Period in 2021
- Began 2<sup>nd</sup> Performance Period in 2022
- Feb 27: MPOs set 2022 Safety Targets
- Apr 4: FMPP Discussion of TPM and Coordination of Target Setting
- FDOT shared data with MPOs for target setting



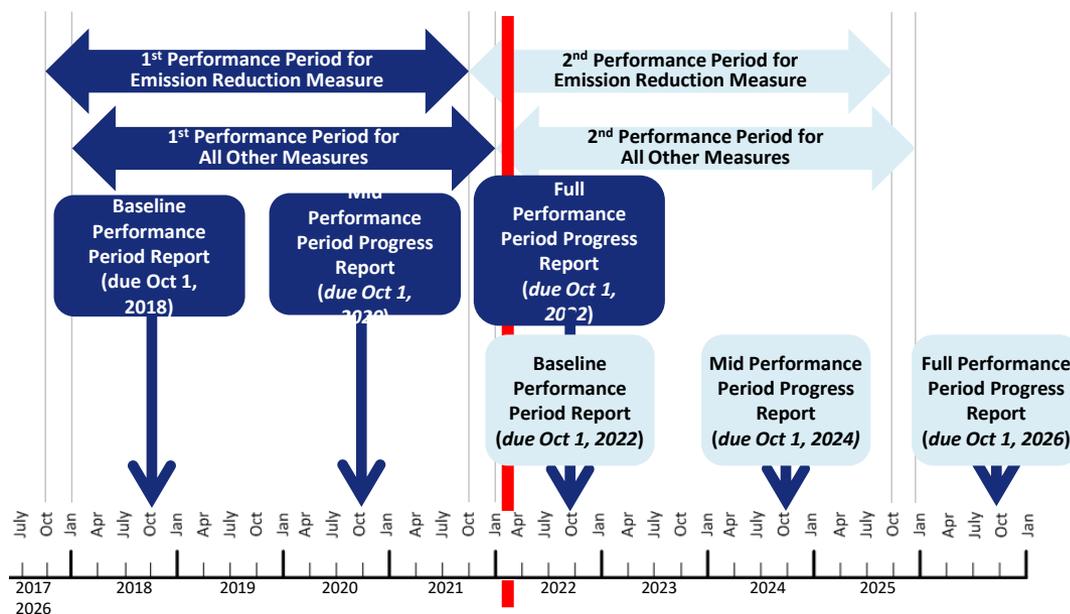
# Upcoming FL TPM Training



- None



# Performance Period and State DOT Biennial Performance Reporting



# Upcoming TPM Activities



- PM2 and PM3 targets will be reported to us October 2022
- Full performance report and baseline due to division October 2022



***Whether you are a driver, passenger, or  
pedestrian...***

***highway safety depends on YOU.***

***Be observant and be adaptable to be safe.***





Florida Division Office

Space Shuttle Endeavor at Kennedy Space Center

# Bipartisan Infrastructure Law (BIL): Funding Programs for MPOs

## Infrastructure Investment and Jobs Act (IIJA)

FHWA FL Division Office

April 2022



U.S. Department of Transportation  
Federal Highway Administration

# Funding Programs

Florida Division Office

Space Shuttle Endeavor at Kennedy Space Center

- Funding Source
  - Highway Trust Fund (HTF)
    - Obligation Limitation
    - Period of Availability Varies (Typically 4 years)
  - General Fund (GF)
    - No Obligation Limitation
    - Obligation Deadline
    - Expenditure Deadline



# Changes to Transportation Alternatives (TA) Set-aside from STBG

Florida Division Office

Space Shuttle Endeavor at Kennedy Space Center

Topic	Changes
Funding	<ul style="list-style-type: none"> <li>Increases funding, setting it at 10% of total STBG funds each FY</li> <li>Increases from 50% to 59% the portion of TA funds that must be suballocated to areas of the State based on population</li> <li>Continues to permit States to transfer up to 50% of TA funds to any other apportioned program but establishes new conditions</li> <li>Allows States to use up to 5% of available funds (after suballocation) to fund staff to administer the TA program and assist applicants</li> </ul>
Eligible projects	<ul style="list-style-type: none"> <li>Reaffirms eligibility for safe routes to school projects and activities</li> <li>Adds activities relating to vulnerable road user safety assessments</li> </ul>
Eligible entities	<ul style="list-style-type: none"> <li>Adds as eligible entities MPOs representing a pop. <math>\leq 200,000</math>, any nonprofit entities, and States at the request of another eligible entity</li> </ul>
Federal share	<p>Subject to certain requirements:</p> <ul style="list-style-type: none"> <li>provides for a Federal share up to 100%</li> <li>allows HSIP funds to be used toward the non-Federal share</li> <li>allows non-Federal share requirements to be met on an aggregate basis instead of by project</li> </ul>

# Funding Available to a Range of Recipients



Florida Division Office

Space Shuttle Endeavor at Kennedy Space Center

Program Examples	State	MPO	Local	Tribe	PA*	Territory	FLMA*
Apportioned programs (formula)	✓						
Bridge Program (formula)	✓			✓			
National Electric Vehicle Formula Program	✓		✓				
INFRA**	✓	✓	✓	✓	✓		✓
Local and Regional Project Assistance	✓	✓	✓	✓	✓	✓	
National Infrastructure Project Assistance**	✓	✓	✓	✓	✓		
Rural Surface Transportation Grants**	✓		✓	✓			

**Note:** This table does not include all BIL programs or eligible entities, and there are additional nuances not represented in this table. Additional programmatic information is provided in later slides. FHWA will administer most, but not all, programs listed.

\* "PA" means a special purpose district or public authority with a transportation function; FLMA means Federal Land Management Agency

\*\* Notice of Funding Opportunity (NOFO) Issued March 23, 2022. Applications due May 23, 2022.



# Funding Available to a Range of Recipients



Florida Division Office

Space Shuttle Endeavor at Kennedy Space Center

Program Examples	State	MPO	Local	Tribe	PA*	Territory	FLMA*
Bridge Investment Program (discretionary)	✓	✓ (TMAs)	✓	✓	✓		✓
Charging and Fueling Infrastructure Program	✓	✓	✓	✓	✓	✓	
Congestion Relief Program	✓	✓	✓				
Prioritization Process Pilot Program (discretionary)	✓	✓ (TMAs)					
PROTECT Grants (discretionary)	✓	✓	✓	✓	✓		✓
Reconnecting Communities Pilot Program	✓	✓	✓	✓			
Safe Streets and Roads for All program		✓	✓	✓			
Transportation Access Pilot Program	✓	✓		✓			
Wildlife Crossings Pilot Program (discretionary)	✓	✓	✓	✓	✓		✓

**Note:** This table does not include all BIL programs or eligible entities, and there are additional nuances not represented in this table. Additional programmatic information is provided in later slides. FHWA will administer most, but not all, programs listed.

\* "PA" means a special purpose district or public authority with a transportation function; FLMA means Federal Land Management Agency

# [NEW] Local and Regional Project Assistance Program\* (discretionary)

Florida Division Office

Space Shuttle Endeavor at Kennedy Space Center

Purpose	Projects with a significant local or regional impact that improve transportation infrastructure
Funding	\$7.5 B (FY 22-26) in advance appropriations from the GF
Eligible entities	<ul style="list-style-type: none"> <li>• State (and DC)</li> <li>• Territory</li> <li>• Local government</li> <li>• Public agency or publicly chartered authorities established by one or more States</li> <li>• Special purpose district or public authority with transportation function</li> <li>• Federally-recognized Indian Tribe</li> <li>• Transit agency</li> </ul>
Eligible projects	<ul style="list-style-type: none"> <li>• Highway/bridge projects eligible under title 23</li> <li>• Public transportation projects</li> <li>• Passenger or freight rail projects</li> <li>• Port infrastructure investments</li> <li>• Surface transportation components of an airport</li> <li>• Projects for investment in surface transportation facilities on Tribal land</li> <li>• Projects to replace or rehabilitate a culvert or certain projects to prevent stormwater runoff</li> <li>• Any other surface transportation projects considered necessary to advance program goals</li> </ul>

\* Codifies the existing Rebuilding American Infrastructure with Sustainability and Equity (RAISE) program previously established through appropriations acts (and formerly known as TIGER and BUILD).

# [NEW] National Infrastructure Project Assistance Program (“Mega-projects”) (discretionary)

Florida Division Office

Space Shuttle Endeavor at Kennedy Space Center

Purpose	Provide funding through single-year or multiyear grant agreements for eligible surface transportation projects
Funding	\$5 B (FY 22-26) in advance appropriations from the GF
Eligible entities	<ul style="list-style-type: none"> <li>• State</li> <li>• MPO</li> <li>• Local government</li> <li>• Special purpose district or public authority with transportation function</li> <li>• Tribal governments</li> <li>• Partnership between Amtrak and one or more other eligible entities</li> </ul>
Eligible projects	<ul style="list-style-type: none"> <li>• Highway/bridge projects on National Multimodal Freight Network, NHFN, or NHS</li> <li>• Freight intermodal or freight rail projects that provide a public benefit</li> <li>• Railway-highway grade separation or elimination projects</li> <li>• Intercity passenger rail projects</li> <li>• Certain public transportation projects</li> </ul>
Other key provisions	<ul style="list-style-type: none"> <li>• Sets aside 50% of grant funding for projects costing more than \$100 M but less than \$500 M, and 50% for projects costing \$500 M or more</li> </ul>



**[NEW]**

# Rural Surface Transportation Grants (discretionary)



Space Shuttle Endeavor at Kennedy Space Center

## Florida Division Office

Purpose	Improve and expand the surface transportation infrastructure in rural areas to increase connectivity, improve the safety and reliability of the movement of people and freight, and generate regional economic growth and improve quality of life.
Funding	\$2 B (FY 22-26) in Contract Authority from the HTF
Eligible entities	<ul style="list-style-type: none"> <li>• State</li> <li>• Regional transportation planning organization (RTPO)</li> <li>• Local government</li> <li>• Tribal government</li> </ul>
Eligible projects	<ul style="list-style-type: none"> <li>• Highway, bridge, or tunnel projects eligible under NHPP, STBG or the Tribal Transportation Program</li> <li>• Highway freight project eligible under NHFP</li> <li>• Highway safety improvement project</li> <li>• Project on a publicly-owned highway or bridge improving access to certain facilities that support the economy of a rural area</li> <li>• Integrated mobility management system, transportation demand management system, or on-demand mobility services</li> </ul>
Other key provisions	<ul style="list-style-type: none"> <li>• Sets aside each FY: ≤10% for grants to small projects (&lt;\$25M); 25% for designated routes of the ADHS; and 15% for projects in States with higher than average rural roadway lane departure fatalities</li> </ul>

# [NEW] Bridge Investment Program (discretionary)

Space Shuttle Endeavor at Kennedy Space Center

Florida Division Office

Purpose	Improve bridge (and culvert) condition, safety, efficiency, and reliability
Funding	<p>\$12.5 B (FY 22-26), including—</p> <ul style="list-style-type: none"> <li>• \$3.3 B (FY 22-26) in Contract Authority from the HTF; and</li> <li>• \$9.2 B (FY 22-26) in advance appropriations from the GF</li> </ul>
Eligible entities	<ul style="list-style-type: none"> <li>• State</li> <li>• MPO (w/ pop. &gt;200K)</li> <li>• Local government</li> <li>• Special purpose district or public authority with a transportation function</li> <li>• Federal land management agency</li> <li>• Tribal government</li> </ul>
Eligible projects	<ul style="list-style-type: none"> <li>• Project to replace, rehabilitate, preserve or protect one or more bridges on the National Bridge Inventory</li> <li>• Project to replace or rehabilitate culverts to improve flood control and improve habitat connectivity for aquatic species</li> </ul>
Other key provisions	<ul style="list-style-type: none"> <li>• At least 50% of funding reserved for certain large projects; option for multi-year funding agreements</li> <li>• Different process for funding projects ≤\$100 M cost</li> <li>• Sets aside average of \$40M per FY for Tribal transportation bridges</li> </ul>



# [NEW] Charging and Fueling Infrastructure (discretionary)

Space Shuttle Endeavor at Kennedy Space Center

## Florida Division Office

Purpose	Deploy electric vehicle (EV) charging and hydrogen/propane/natural gas fueling infrastructure along designated alternative fuel corridors and in communities
Funding	\$2.5 B (FY 22-26) in Contract Authority from the HTF
Eligible entities	<ul style="list-style-type: none"> <li>• State or political subdivision of a State</li> <li>• MPO</li> <li>• Local government</li> <li>• Special purpose district or public authority with a transportation function</li> <li>• Indian Tribe</li> <li>• Territory</li> </ul>
Eligible projects	<ul style="list-style-type: none"> <li>• Acquisition and installation of publicly accessible EV charging or alternative fueling infrastructure</li> <li>• Operating assistance (for the first 5 years after installation)</li> <li>• Acquisition and installation of traffic control devices</li> </ul>
Other key provisions	<ul style="list-style-type: none"> <li>• Requirement to redesignate alternative fuel corridors and establish a process to regularly redesignate these corridors</li> <li>• Set-aside (50%) to install EV charging and alternative fueling infrastructure on public roads or in other publicly accessible locations, such as parking facilities at public buildings, schools, and parks</li> </ul>



# [NEW] Congestion Relief Program (discretionary)



Florida Division Office

Space Shuttle Endeavor at Kennedy Space Center

Purpose	Advance innovative, integrated, and multimodal solutions to reduce congestion and the related economic and environmental costs in the most congested metropolitan areas with an urbanized area population of 1M+.
Funding	\$250 M (FY 22-26) in Contract Authority from the HTF
Eligible entities	<ul style="list-style-type: none"> <li>• State</li> <li>• MPO</li> <li>• City or municipality</li> </ul>
Eligible projects	<ul style="list-style-type: none"> <li>• Planning, design, implementation, and construction activities to achieve the program goals, including:             <ul style="list-style-type: none"> <li>○ deployment and operation of integrated congestion management systems, systems that implement or enforce HOV toll lanes or pricing strategies, or mobility services; and</li> <li>○ incentive programs that encourage carpooling, nonhighway travel during peak periods, or travel during nonpeak periods.</li> </ul> </li> <li>• Subject to certain requirements and approval by the Secretary, provides for tolling on the Interstate System as part of a project carried out with a grant under the program</li> </ul>



# [NEW] Prioritization Process Pilot Program (discretionary)

Florida Division Office

Space Shuttle Endeavor at Kennedy Space Center

Purpose	Pilot program to support data-driven approaches to planning that can be evaluated for public benefit.
Funding	\$50 M (FY 22-26) in Contract Authority from the HTF
Eligible entities	<ul style="list-style-type: none"> <li>• State</li> <li>• MPO serving an urbanized area with a population of &gt;200,000</li> </ul>
Other key provisions	<ul style="list-style-type: none"> <li>• Grants of up to \$2M to develop and implement a publicly accessible, transparent prioritization process for the selection of projects for inclusion in the Statewide or metropolitan transportation plan</li> <li>• Recipients that have met funding requirements may use remaining funds for any transportation planning purpose</li> </ul>



# [NEW] PROTECT Grants (discretionary)

Purpose	Planning, resilience improvements, community resilience and evacuation routes, and at-risk coastal infrastructure
Funding	\$1.4 B (FY 22-26) in Contract Authority from the HTF
Eligible entities	<ul style="list-style-type: none"> <li>• State (or political subdivision of a State)</li> <li>• MPO</li> <li>• Local government</li> <li>• Special purpose district or public authority with a transportation function</li> <li>• Indian Tribe</li> <li>• Federal land management agency (applying jointly with State(s))</li> <li>• <i>Different eligibilities apply for at-risk coastal infrastructure grants</i></li> </ul>
Eligible projects	<ul style="list-style-type: none"> <li>• Highway, transit, intercity passenger rail, and port facilities</li> <li>• Resilience planning activities, including resilience improvement plans, evacuation planning and preparation, and capacity-building</li> <li>• Construction activities (oriented toward resilience)</li> <li>• Construction of (or improvement to) evacuation routes</li> </ul>
Other key provisions	<ul style="list-style-type: none"> <li>• Higher Federal share if the eligible entity develops a resilience improvement plan (or is in a State or area served by MPO that does) and the State or MPO incorporates it into its long-range transportation plan</li> <li>• May only use up to 40% of the grant for construction of new capacity</li> </ul>



# [NEW] Reconnecting Communities Pilot Program (discretionary)

Florida Division Office

Space Shuttle Endeavor at Kennedy Space Center

<p>Purpose</p>	<p>Restore community connectivity by removing, retrofitting, or mitigating highways or other transportation facilities that create barriers to community connectivity, including to mobility, access, or economic development</p>
<p>Funding</p>	<p>\$1 B (FY 22-26), including—</p> <ul style="list-style-type: none"> <li>• \$500 M (FY 22-26) in Contract Authority from the HTF; and</li> <li>• \$500 M (FY 22-26) in advance appropriations from the GF</li> </ul>
<p>Eligible entities</p>	<p><u>Planning grants:</u></p> <ul style="list-style-type: none"> <li>• State</li> <li>• MPO</li> <li>• Local government</li> <li>• Tribal government</li> <li>• Nonprofit organization</li> </ul> <p><u>Capital construction grants:</u> Owner of an eligible facility (may partner with any of the eligible entities for a planning grant)</p>
<p>Eligible activities</p>	<ul style="list-style-type: none"> <li>• Planning grants (<math>\leq</math>\$2M)</li> <li>• Grants (<math>\geq</math>\$5M) for capital construction projects, including the removal and replacement of eligible facilities</li> </ul>



# [NEW] Safe Streets and Roads for All (discretionary)

Florida Division Office

Space Shuttle Endeavor at Kennedy Space Center

Purpose	Support local initiatives to prevent transportation-related death and serious injury on roads and streets (commonly referred to as “Vision Zero” or “Toward Zero Deaths” initiatives).
Funding	\$5.0B (FY 22-26) in advance appropriations from the GF
Eligible entities	<ul style="list-style-type: none"> <li>• MPO</li> <li>• Political subdivision of a State (e.g., local governments)</li> <li>• Tribal government</li> </ul>
Eligible projects	<ul style="list-style-type: none"> <li>• Comprehensive safety action plan (planning grant)</li> <li>• Planning, design, and development activities for infrastructure projects and other strategies identified in a comprehensive safety action plan</li> </ul>
Other key provisions	<ul style="list-style-type: none"> <li>• Sets aside not less than 40% of total funding each FY for planning grants.</li> <li>• Requires considering, among other factors, the likelihood of a project significantly reducing or eliminating fatalities and serious injuries involving various road users, including pedestrians, bicyclists, public transportation users, motorists, and commercial operators.</li> </ul>



**[NEW]**

# Transportation Access Pilot Program

Florida Division Office

Space Shuttle Endeavor at Kennedy Space Center

Purpose	<p>Pilot program to:</p> <ul style="list-style-type: none"> <li>• develop or acquire an open-source accessibility data set with measures of the level of access by multiple transportation modes to jobs, education, various services, and other important destinations;</li> <li>• provide the data to participating States, MPOs, and rural transportation planning organizations; and</li> <li>• use the data to help those entities improve their transportation planning by measuring the level of access to important destinations for different demographic groups or freight commodities, then assessing the change in accessibility that would result from new transportation investments.</li> </ul>
Funding	<ul style="list-style-type: none"> <li>• Requires DOT to fund the pilot program from amounts made available for DOT administrative expenses</li> </ul>
Eligible entities	<ul style="list-style-type: none"> <li>• State (including DC and Puerto Rico)</li> <li>• MPO</li> <li>• Regional transportation planning organization (RTPO)</li> </ul>
Other key provisions	<ul style="list-style-type: none"> <li>• Requires FHWA to report to Congress on the results of the program, including the feasibility of periodically providing accessibility data sets for all States, regions, and localities</li> </ul>



# [NEW] Wildlife Crossings Pilot Program (discretionary)



Space Shuttle Endeavor at Kennedy Space Center

Florida Division Office

Purpose	Support projects that seek to reduce the number of wildlife-vehicle collisions, and in carrying out that purpose, improve habitat connectivity
Funding	<ul style="list-style-type: none"> <li>• \$350 M (FY 22-26) in Contract Authority from the HTF</li> </ul>
Eligible entities	<ul style="list-style-type: none"> <li>• State highway agency (or equivalent)</li> <li>• MPO</li> <li>• Local government</li> <li>• Regional transportation authority</li> <li>• Special purpose district or public authority with a transportation function</li> <li>• Indian Tribe</li> <li>• Federal land management agency</li> </ul>
Eligible projects	<ul style="list-style-type: none"> <li>• Projects to reduce wildlife-vehicle collisions</li> </ul>
Other key provisions	<ul style="list-style-type: none"> <li>• Sets aside not less than 60% of grant funds for projects in rural areas</li> <li>• Provision related to pilot program requires:             <ul style="list-style-type: none"> <li>○ study of methods to reduce wildlife-vehicle collisions;</li> <li>○ workforce development and technical training courses;</li> <li>○ standardized methodology for collecting and reporting spatially accurate wildlife collision and carcass data for the NHS; and</li> <li>○ guidance on evaluating highways for potential mitigation measures to reduce wildlife-vehicle collisions and increase habitat connectivity.</li> </ul> </li> </ul>

# FHWA FL BIL Point of Contacts



Florida Division Office

Space Shuttle Endeavor at Kennedy Space Center

Program	Florida Division Contact
INFRA	Jorge Rivera
Local and Regional Project Assistance	Nahir DeTizio
National Infrastructure Project Assistance	Jorge Rivera
Rural Surface Transportation Grants	Greg Hall
Bridge Investment Program (discretionary)	Rafiq Darji/Hector Laureano
Charging and Fueling Infrastructure Program	Joe Sullivan
Congestion Relief Program	Carlos Gonzalez
Prioritization Process Pilot Program (discretionary)	Cathy Kendall
PROTECT Grants (discretionary)	Joe Sullivan
Reconnecting Communities Pilot Program	Carlos Gonzalez
Safe Streets and Roads for All program	Kevin Burgess
Transportation Access Pilot Program	Stacie Blizzard
Wildlife Crossings Pilot Program (discretionary)	Joe Sullivan

# More Information



Florida Division Office

Space Shuttle Endeavor at Kennedy Space Center

## ***U.S. DOT***

[www.transportation.gov/bipartisan-infrastructure-law](http://www.transportation.gov/bipartisan-infrastructure-law)

## ***FHWA***

[www.fhwa.dot.gov/bipartisan-infrastructure-law](http://www.fhwa.dot.gov/bipartisan-infrastructure-law)

## ***FL Division Point of Contacts (Expertise Directory)\****

[www.fhwa.dot.gov/fldiv](http://www.fhwa.dot.gov/fldiv)

**\*New! FLDIV BIL POCs listed for all discretionary programs**



## **Item Number 5C**

### **Agency Reports –Federal Transit Administration**

#### **DISCUSSION:**

Ms. Holly Liles, Community Planner, with FTA, will update the members on the activities of the Region 4 Office of FTA and bring forward information of importance to the membership including:

- Transit Safety Performance Targets

#### **REQUESTED ACTION:**

None requested. For discussion and action as may be desired.

#### **ATTACHMENTS:**

None.

## **Item Number 6A**

### **Business Items & Presentations Vision Zero**

#### **DISCUSSION:**

Ms. Melissa Wandall and Ms. Kim Smith will present on what it means to reach the Vision Zero goal.

#### **REQUESTED ACTIONS:**

None. For Informational purposes only. Feedback may be sought from the members.

#### **ATTACHMENTS:**

Building Florida's Vision Zero Network presentation.

# Building Florida's Vision Zero Network



Melissa Wandall, President NCSR  
Alert Today Florida Ambassador

MARCH 2021



# What is the difference between Vision Zero & Target Zero?

- ***Vision Zero starts with the ethical belief that everyone has the right to move safely in their communities and that system designers and policy makers share the responsibility to ensure safe systems for travel. Vision Zero acknowledges that many factors contribute to safe mobility, including roadway design, speeds, behaviors, technology, and policy. Vision Zero is different because it recognizes that people make mistakes. It is a multidisciplinary approach that brings together stakeholders to address the complex problem. Vision Zero is a goal of zero serious injuries and fatalities on the roadways.***

# What is the difference between Vision Zero & Target Zero?

- ***Target Zero builds upon Vision Zero by focusing on influencing dangerous driver behavior before serious injury or fatalities occur. Target Zero establishes actions for all safety partners to improve how Florida connects, interacts, plans, designs, operates, and maintains the transportation system.***

***"Preventing Serious Injury and Fatal Crashes is Everyone's Responsibility."***

# Safe System

***A Safe System approach is how we achieve zero. Safe System has been adopted by USDOT, FDOT and has six main principles.***

- **Death and Serious Injuries are unacceptable**
- **Humans Make Mistakes**
- **Humans are**
- **Vulnerable**
- **Responsibility is Shared**
- **Safety is Proactive**
- **Redundancy is Crucial**



# Safer Roads - Automated Enforcement Myths

## MYTH-BUSTING THE CONSTITUTIONALITY OF RED-LIGHT SAFETY CAMERAS

**MYTH:** Cameras wrongly ticket the vehicle owner, not the driver.

**FACT:** The 7th U.S. Circuit Court of Appeals held in 2009 that issuing a citation to **vehicle owners (or lessees)** instead of the driver is constitutionally permissible. <sup>1</sup>

**MYTH:** Cameras invade drivers' privacy and violate the Fourth Amendment.

**FACT:** **Driving is not a private activity.** It is voluntarily done in plain sight, on public roads by licensed individuals who agree to abide by traffic laws.

**FACT:** The U.S. Supreme Court describes driving as a **regulated activity on public roads**, where there is no personal expectation of privacy.

**MYTH:** Cameras wrongly ticket the vehicle owner, not the driver.

**FACT:** The 7th U.S. Circuit Court of Appeals held in 2009 that issuing a citation to **vehicle owners (or lessees)** instead of the driver is constitutionally permissible. <sup>1</sup>

# Safer Roads- Automated Enforcement



## Safety Cameras Save Lives by Changing Dangerous Driver Behavior.



Driver behavior is changing.

**92%** OF DRIVERS  
who received and paid a ticket in  
2019 did not receive a second. <sup>2</sup>



The average number of  
citations issued per camera

**DECREASED 21%**  
from active Florida red-light  
safety cameras in 2019-2020. <sup>2</sup>

## Red-Light Safety Cameras in Florida



Florida ranked the  
**3rd DEADLIEST STATE**  
in the U.S. for red-light  
running fatalities. <sup>1</sup>



with  
**84 FATALITIES**  
IN 2019 <sup>1</sup>

The Mark Wandall Traffic Safety Act 316.0083

## Safety Cameras Help Injured People and Their Loved Ones.

In Florida, Red-Light Safety Camera Notice of Violations are **\$158.00**.  
Portions of paid violations help fund the following community needs:



**\$70**

per paid citation  
goes to the state <sup>3</sup>



**\$75**

per paid citation goes  
to the Municipality <sup>3</sup>



The Miami Project to  
Cure Paralysis received:

**\$3**

per paid citation <sup>4</sup>

— and —



**\$10**

per paid violation goes to  
Local Trauma Centers <sup>3</sup>



**~\$19 MILLION**

went to 36 trauma centers  
from 2018 FY - 2020 FY <sup>4</sup>

**~\$20 MILLION**

from 2011 FY - 2021 FY <sup>4</sup>

# Safer Speeds- Speed Enforcement Cameras



## Safety Benefits:

Fixed units can reduce crashes on urban principal arterials up to:

**54%** for all crashes.<sup>4</sup>

**47%** for injury crashes.<sup>4</sup>



P2P units can reduce crashes on urban expressways, freeways, and principal arterials up to:

**37%**

for fatal and injury crashes.<sup>2</sup>

Mobile units can reduce crashes on urban principal arterials up to:

**20%**

for fatal and injury crashes.<sup>5</sup>

In New York City, fixed units reduced speeding in school zones up to 63% during school hours.<sup>6</sup>

Source: FHWA/Proven Countermeasures



# Traffic Fatalities are Preventable



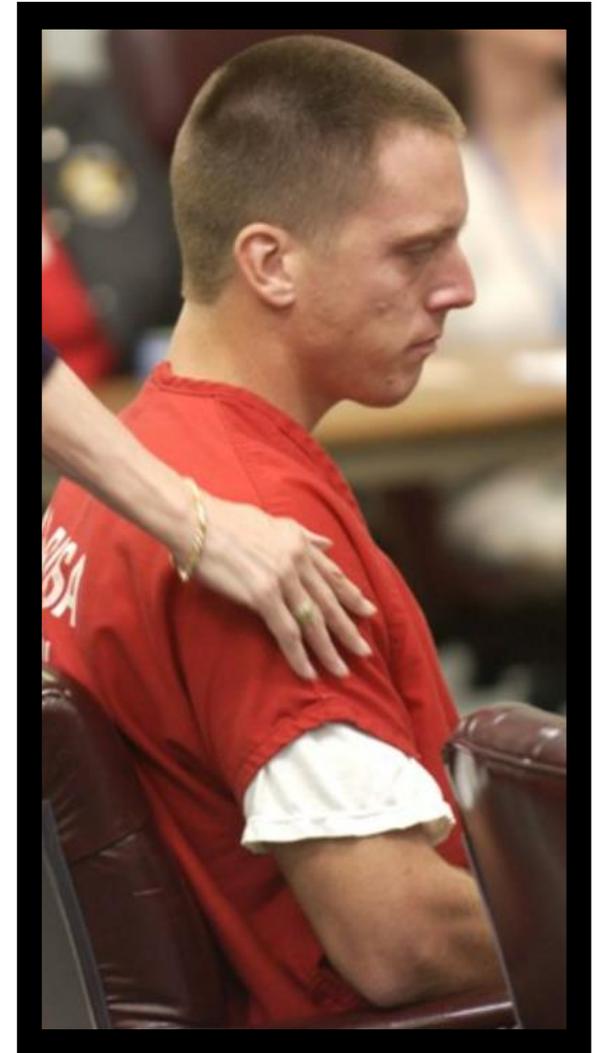
1. **Identify the main components of the system.**  
2. **Define the objectives and scope of the project.**  
3. **Conduct a thorough literature review.**  
4. **Develop a detailed project plan.**  
5. **Implement the system and monitor its performance.**

# Good People Make Bad Choices

"Everyday I wish that I had taken DUI more seriously and heeded the advice not to drink and drive. I had a great life full of opportunity and promise, a wonderful family, lots of friends....."

Eric Smallridge

Images from the megannapierfoundation.org





## Equality



## Equity



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# Building a Successful Plan

- **Leadership**
- **Plan for Safer Roads, Safer  
Speeds**
- **Equity Based Education &  
Community Engagement**
- **Data Driven & Transparent**

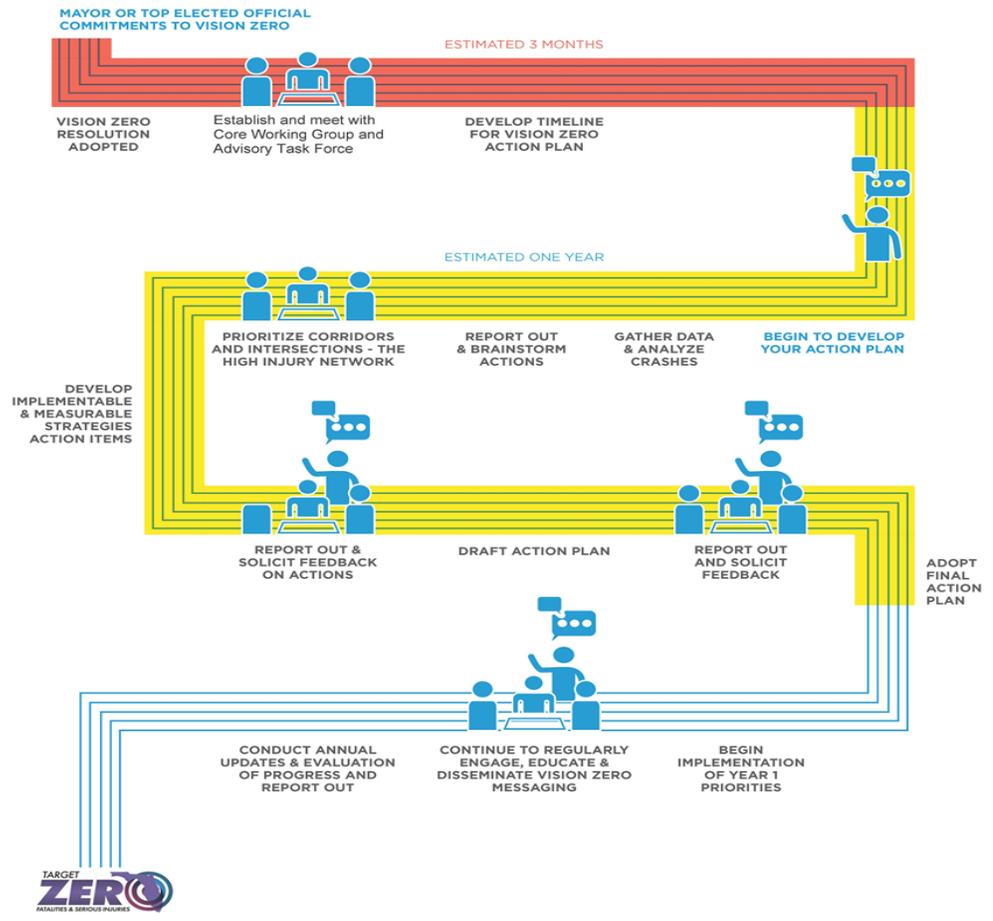
# Action Plan Advisory Task Force

- **Businesses**
- **General Public**
- **Social Services Agencies**
- **People who Walk or Bike**
- **Homeowner Associations or Neighborhood Groups**
- **Developers**
- **Hospitals**
- **Public Health**
- **Senior Centers**
- **Emergency Services**
- **Marketing/Communication**
- **Homeless Coalitions**
- **Tourism**
- **Schools**
- **Developments of Regional Impact (DRI)**



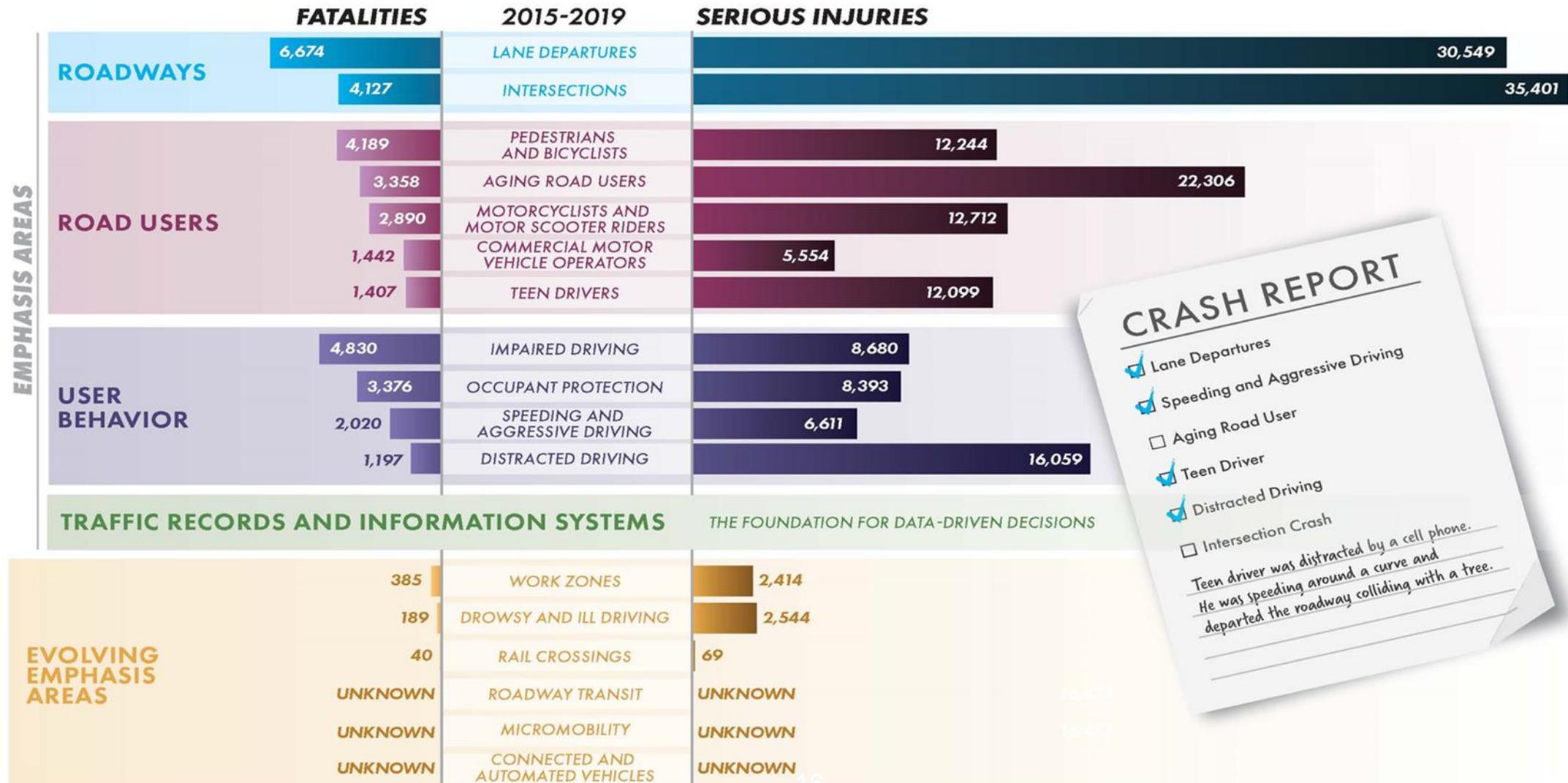
# Toolkit

## THE ROAD TO ZERO MOVING FROM VISION TO RESULTS

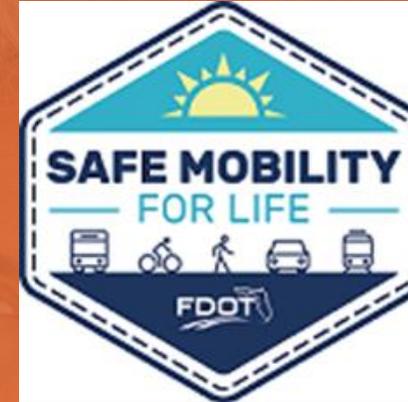


# SHSP Emphasis Areas

(Florida Strategic Highway Safety Plan-March 2021)



# Resources



## Additional Coalitions:

- Florida Lane Departure and Intersection Coalition
- Distracted Driving
- Work Zone Safety Coalition



# Why Not Vision Zero?

REMEMBER  
THAT BEHIND  
EVERY CRASH  
STATISTIC IS A  
REAL PERSON.



For more information about lives lost, visit [DrivingDownHeartache.org](http://DrivingDownHeartache.org)

*Roadway tragedies effect real people and leave behind nothing less than devastation. The social, emotional and economic impact to our communities is vast. Increasing safety, healthy and equitable mobility for all positively impacts our communities by saving human lives.*

**Melissa Wandall**

2020 Florida Crashes	
Serious Injury	Fatal
15,614	3,332
Average: approximately 43 people a day	Average: Approximately 9 people a day

# Why is Achieving Zero Fatalities Important?



# Questions

# THANK YOU!

## Resources:

**FDOT Target Zero Page - <https://www.fdot.gov/agencyresources/target-zero>**

**Alert Today Florida - <https://www.alerttodayflorida.com/>**

**National Coalition for Safer Roads - <https://ncsrsafety.org/>**

**Driving Down Heartache - <https://www.drivingdownheartache.org/>**

**Space Coast TPO Vision Zero Toolkit - <https://www.spacecoasttpo.com/what-we-do/planning/vision-zero/vision-zero-toolkit>**





# Contact Info

- [melissa@melissawandall.com](mailto:melissa@melissawandall.com)
- 941-545-3359
- <https://alertytodayflorida.com/>



## **Item Number 6B**

### **Business Items & Presentations Safe Mobility for Life Coalition Presentation**

#### **DISCUSSION:**

Ms. Stefanie Hartsfield and Ms. Gail Holley will present on the activities of the Safe Mobility for Life Coalition.

#### **REQUESTED ACTIONS:**

None. For informational purposes only.

#### **ATTACHMENTS:**

Working Together to Improve the Safety, Access, and Mobility of Florida's Aging Population Presentation



April 28, 2022

# Working Together to Improve the Safety, Access, and Mobility of Florida's Aging Population

## MPOAC Meeting

Gail M. Holley, Safe Mobility for Life Program Manager  
Stefanie K. Hartsfield, Safe Mobility for Life Program Coordinator

# Agenda



**Background**

**Strategic Approach**

**Positive Messaging**

**Opportunities to Collaborate**

**Call to Action**

**Questions**

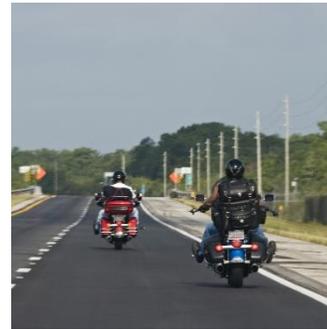


# Who is an Aging Road User?

- » Driver
- » Passenger
- » Pedestrian
- » Bicyclist
- » Transit-rider
- » Motorcyclist
- » Operator of a non-motorized vehicle

**50** years of age or older

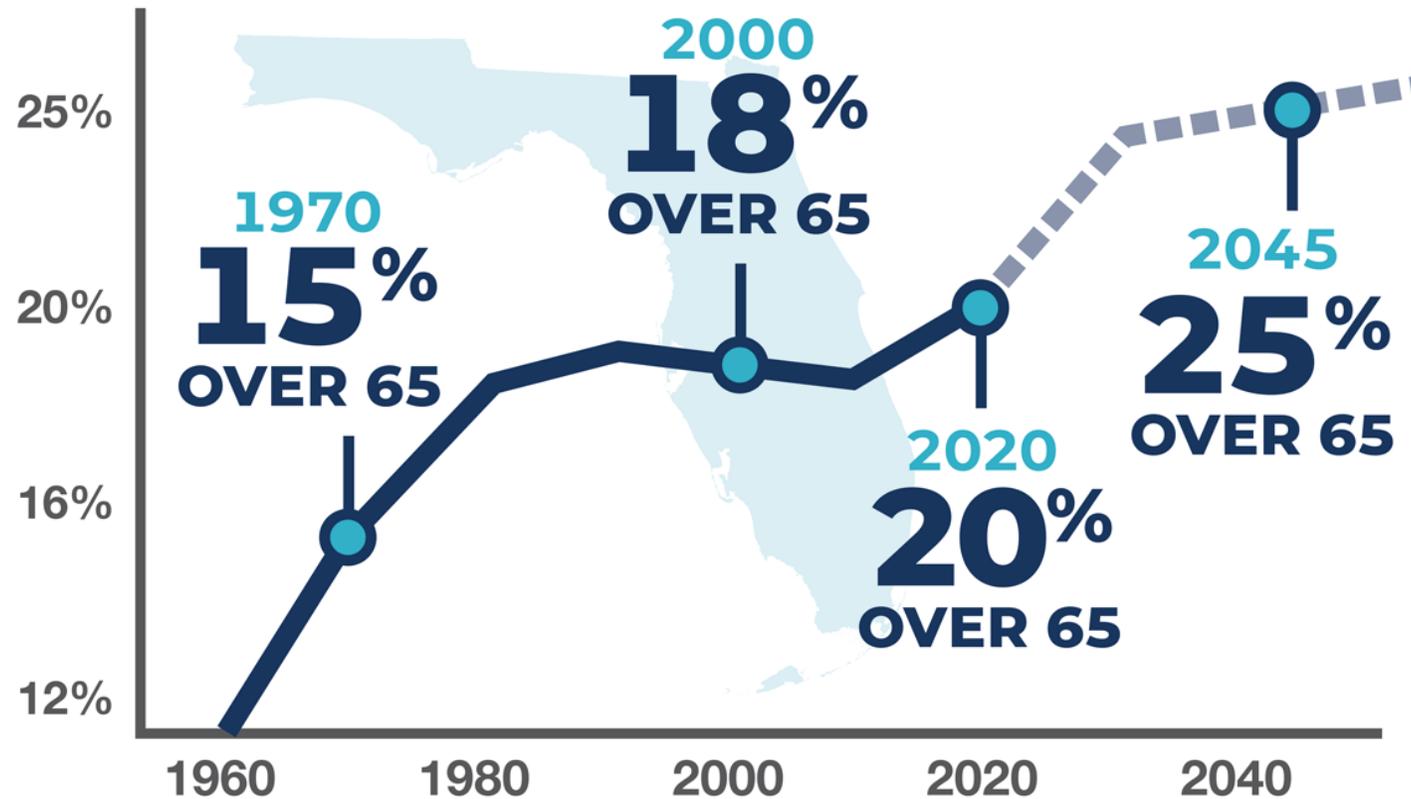
*\*with a special focus on the **65** year and older age group*



# Population Projections



## Florida Population: 65 & Older



Sources: U.S. Census Bureau / Bureau of Economic Business Research at University of Florida

# Working Together – One Statewide Goal

To improve aging road user safety and mobility in Florida by achieving a reduction in their fatalities and serious injuries while maintaining their safe mobility and connection to the community.

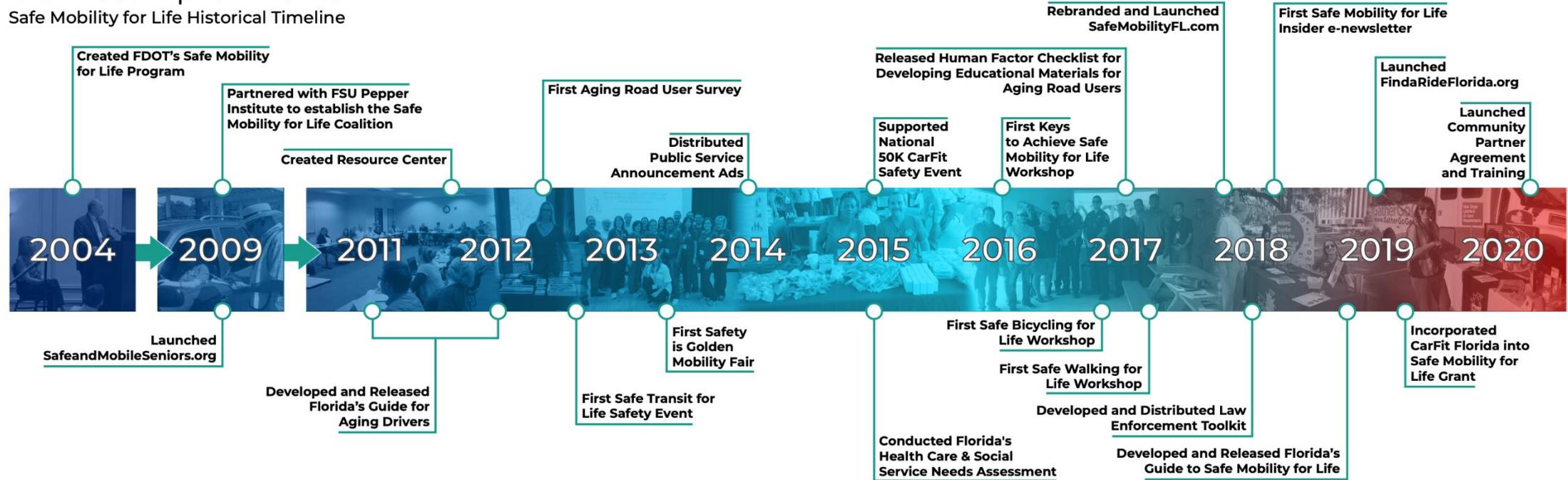


# Milestones

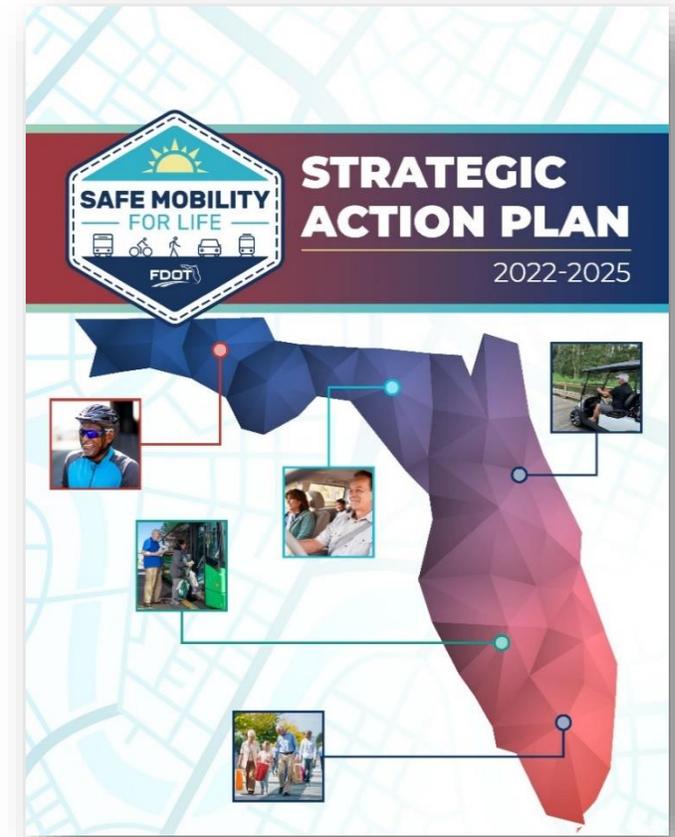


## Our Accomplishments

Safe Mobility for Life Historical Timeline



# Integration with State Plans & Initiatives



# Safe Mobility for Life Dashboard



**District**  
All

**County**  
All

**Person Type**  
All

**Age Group**  
All

**Level of Injury**  
Fatal

**Vehicle Type**  
All

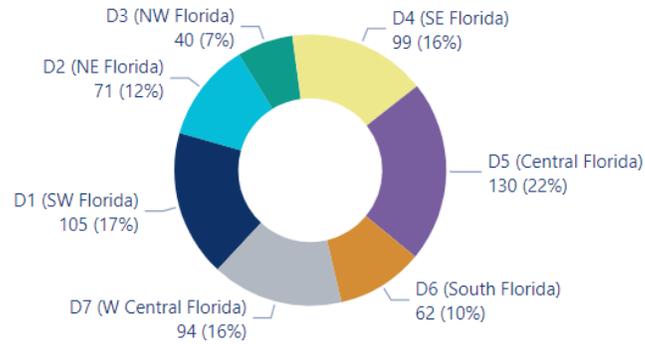
**Gender**  
All

**Source:** FLHSMV 2016-2020 Closeout Data. Data reflects records with known ages only.

## Safe Mobility for Life Dashboard

Florida's aging road users (65+) crash data

**Total Fatalities in 2020 by District**

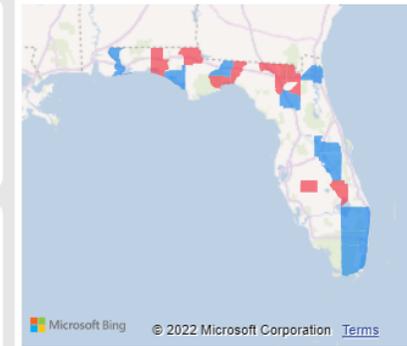


**Total Fatalities in 2020**

601

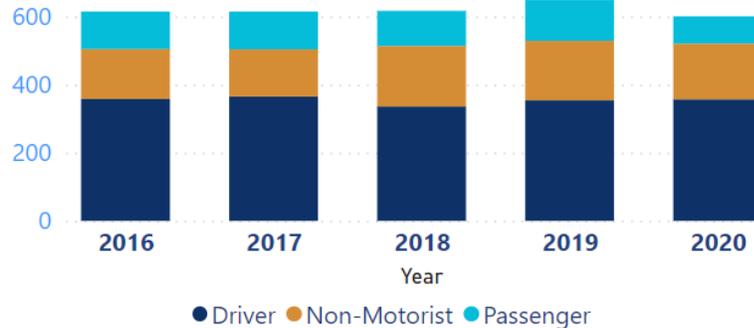
**Total Fatal Crashes in 2020**

583



Priority County Type : ● Rural ● Urban

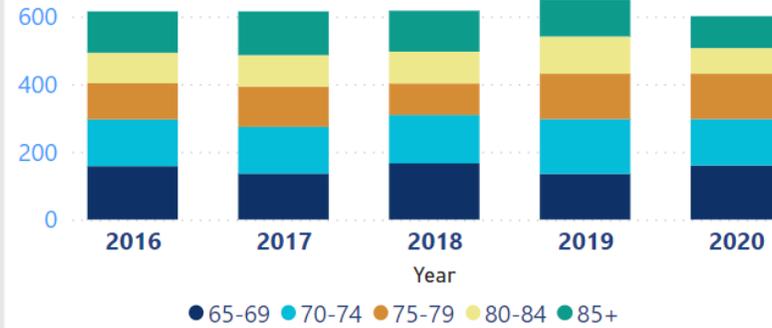
**Five Year Trend by Person Type**



Number of People

Number of Crashes

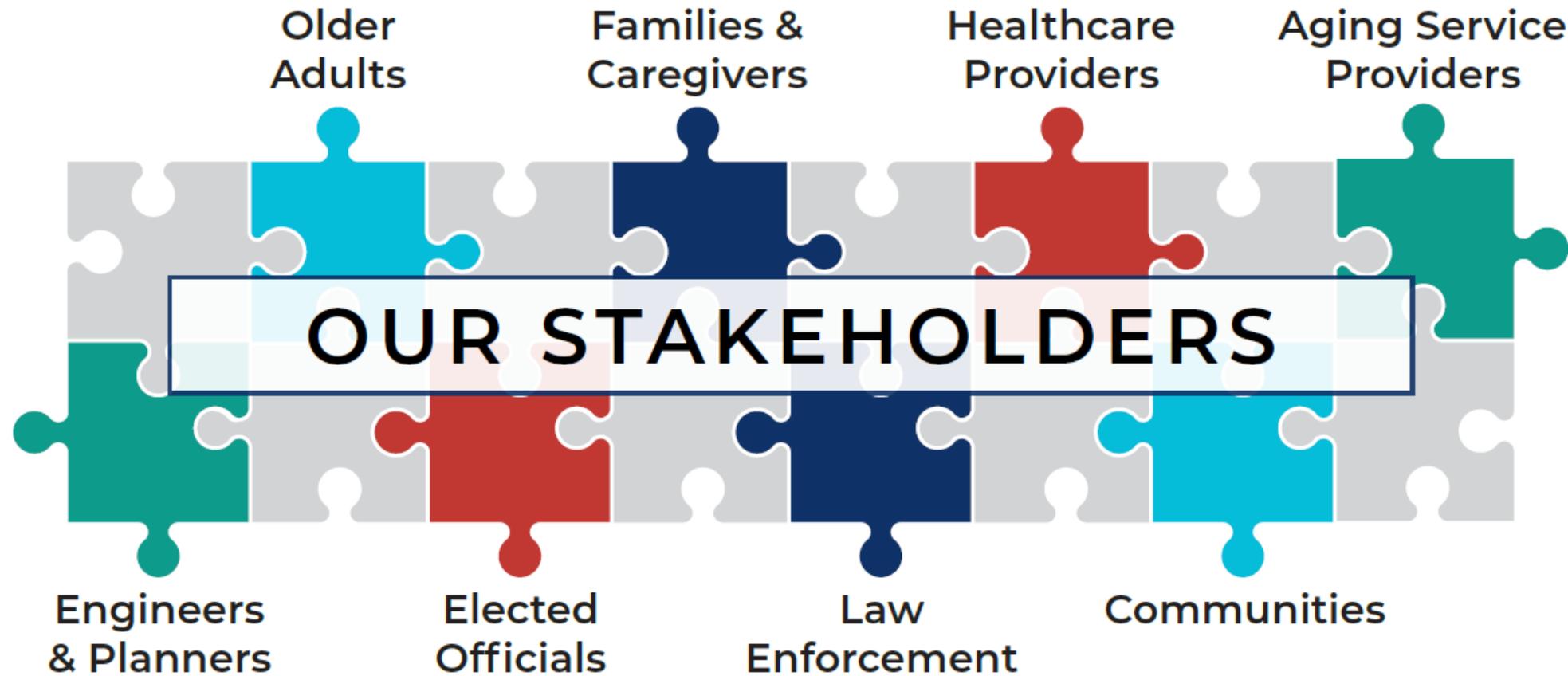
**Five Year Trend by Age**



Number of People

Number of Crashes

# Key Stakeholders



# Focus Areas & Goals



## Program Management & Evaluation



Lead, implement, and evaluate Safe Mobility for Life Coalition resources and activities using a proactive data-driven approach.

## Community Outreach & Education



Directly engage with Floridians to raise awareness of the materials and resources developed by the Coalition to support its goal and objectives.

## Licensing & Enforcement



Educate and promote resources for law enforcement and licensing personnel.

# Focus Areas & Goals



## Livable Communities



Create safer and more livable communities through the use of context-based design and by providing access to features and services that meet the mobility needs of an aging population.

## Mobility Independence



Educate Floridians on how to access and use transportation options to keep them safe, mobile, and independent in their communities.

## Prevention & Assessment



Promote driver fitness, recognition of at-risk drivers, and aging road user mobility through prevention and intervention resources.

# Positive Messaging



- › Empower Florida's aging road users through positive messaging.

# Positive Messaging



Compassionate

Empowering

Encouraging

Personal

# Proactive and Collaborative Approach

**The Three Keys to Achieve Safe Mobility for Life are:**



**UNDERSTAND**  
the impact aging  
has on driving



**BE PROACTIVE**  
about safe  
driving skills



**PLAN**  
for a safe transition  
from driving

# Maintaining Mobility

Helping Floridians achieve

**mobility  
independence**

so they can stay safe, mobile and connected to their communities using all modes.

- » **Transportation options** beyond a personal vehicle
- » **Safe access** to the places people need and want to go





# Opportunities to Collaborate

Livable Communities + Community Outreach & Education

# Livable Communities



## Objective 4.1:

- › Increase the number of communities that incorporate Safe Mobility for Life strategies, materials, and/or resources into their transportation plans

**Strategy 4.1.2:** Collaborate with AARP's Age-Friendly Community Network, Department of Elder Affairs Livable Florida, and Vision Zero communities.



# Livable Communities



## Objective 4.2:

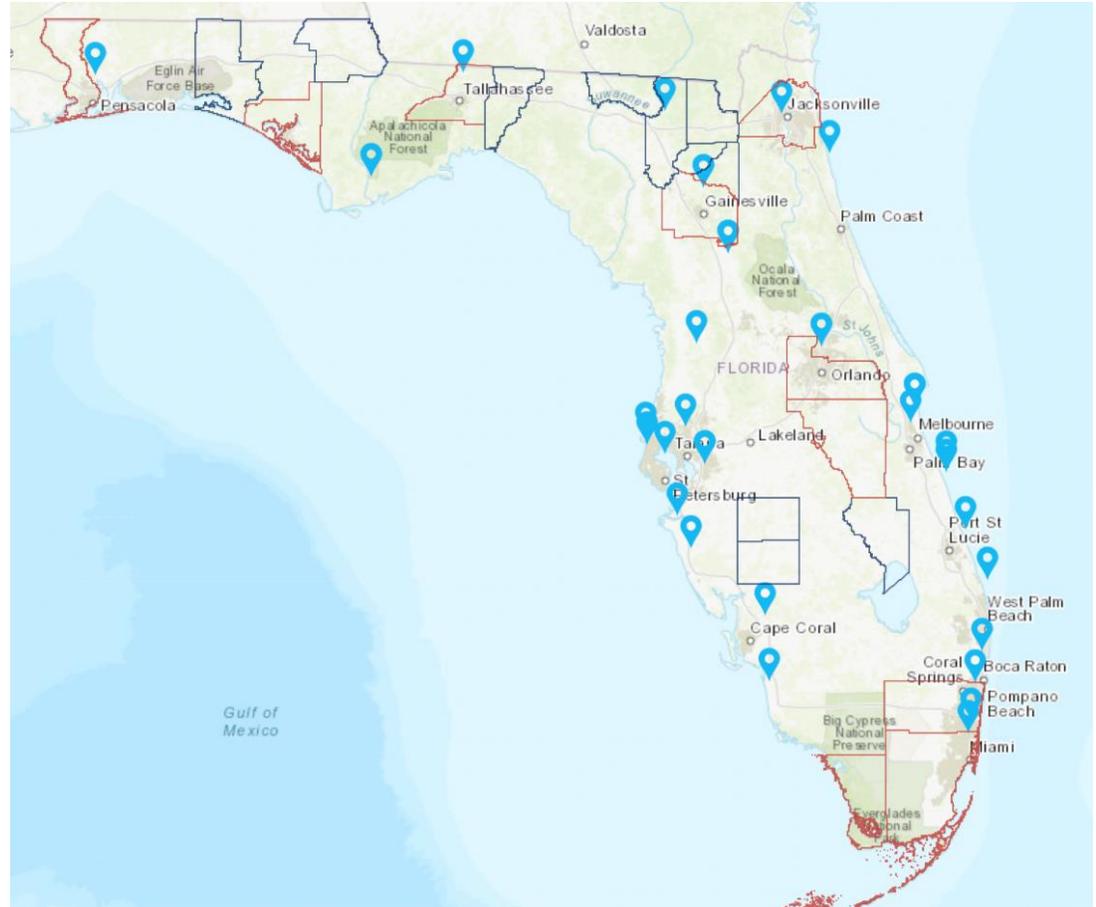
- › Increase the use of effective context-based design practices and safety countermeasures that support aging road users on state and local roads

**Strategy 4.2.1:** Form partnerships with metropolitan planning organizations, regional planning councils to address needs of aging population.

**Strategy 4.2.2:** Promote the interconnectivity of the transportation system as it relates to walking, biking, and access to transit.



# Community Partners – Stronger Together



# Call to Action



**Become a**  
Community Partner



**Order & distribute**  
materials from the  
Resource Center



**Connect** our  
strategic plans or  
align resources



**Sign-up** for our  
newsletter and  
Listserv



**Spread** the word  
and engage with us  
on social media



**Challenge** yourself  
to explore other  
options

# Questions?



[fdot.tips/stayconnected](https://fdot.tips/stayconnected)



## Gail M. Holley

Safe Mobility for Life Program Manager

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📍 Florida Department of Transportation  
State Traffic Engineering and Operations Office  
605 Suwannee Street, M.S. 36  
Tallahassee, FL 32399-0450



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Safe Mobility for Life Program Coordinator

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📍 Florida State University  
Claude Pepper Center  
636 West Call Street  
Tallahassee, FL 32306-1121



## **Item Number 6C**

### **Business Items & Presentations Florida Greenways and Trails Foundation**

#### **DISCUSSION:**

Mr. Dale Allen, President of the Florida Greenways and Trails Foundation will present on connecting local paved trails into a regional transportation network, connecting area greenways into regional greenway corridors, and enhancing Florida's economy by creating safe, scenic, and popular regional trails and greenways.

#### **REQUESTED ACTIONS:**

None. For Informational purposes only. Feedback may be sought from the members.

#### **ATTACHMENTS:**

Close the Gaps presentation

Creating a **World-Class** Regional  
Trail and Greenway System  
For **Florida's Ecological** and **Economic Future**

# Close the Gaps

Connecting Local Paved Trails into a Regional Transportation Network  
Connecting Area Greenways into Regional Greenway Corridors  
Enhancing Florida's Economy by Creating Safe, Scenic and Popular  
Regional Trails and Greenways



Florida Greenways  
& Trails Foundation

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- ▶ Florida Greenways & Trails Foundation, Inc.

# FGTF MISSION

The mission of the Florida Greenways and Trails Foundation is to advocate for, and create a state-wide system of regionally connected trails and greenways.



[www.FGTF.org](http://www.FGTF.org)



# ABOUT THE FOUNDATION

The Florida Greenways & Trails Foundation (FGTF) is Florida's leading advocacy organization for regionally connected trails & greenways.

The Foundation supports the SUN Trails system of regionally connected paved trails as the backbone of the statewide system.

The Foundation also supports connecting Florida's public lands into regional greenways:

- to establish viable wildlife corridors and connected greenways across Florida
- to promote economic development by expanding public access via paved and natural surface trails to Florida's outdoors for residents and visitors

WITHLACOOCHEE STATE TRAIL



FLORIDA KEYS OVERSEAS HERITAGE TRAIL



PALATKA-ST. AUGUSTINE STATE TRAIL



JACKSONVILLE-BALDWIN STATE TRAIL



GAINESVILLE-HAWTHORNE STATE TRAIL

BLACKWATER HERITAGE STATE TRAIL



CROSS FLORIDA GREENWAY





# GREENWAYS & TRAILS

- ❑ **Greenways** — the land corridors that allow safe, non-motorized passage of people and wildlife
- ❑ **Trails** — the actual footpath or paved surface through the greenway





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& Trails Foundation**

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# A UNIQUE REGIONAL TRAIL ACROSS FLORIDA

**Coast to Coast Trail (Central Florida)** — 250 Miles

Connecting the Atlantic Ocean to the Gulf of Mexico



WINTER GARDEN



TITUSVILLE



DUNEDIN



ST. PETERSBURG



CLERMONT



# BASIC ECONOMICS OF PAVED TRAILS

- ❑ **Trail Length 5-25 miles.** Mostly local and day use. High community value. Low economic impact
- ❑ **Trail length 30-100 miles.** Day and weekend use. Trail becomes regional destination with occasional overnight stays. Improved economic benefits.
- ❑ **Trail length 150-200+ miles.** Trail becomes national & international destination with greatly increased overnight stays and economic benefits.
- ❑ **Trail hubs--where several trails intersect.** Many combinations of trail length and destinations plus loops become possible. Repeat visits likely.



# WHY SPEND ALL THIS MONEY FOR TRAILS?

- ❑ Keeping these rail corridors intact for future public uses such as fiber optics and transportation is good policy.
- ❑ Regional paved trails are extremely popular, attracting visitors nationwide and from around the world.

## People who use Great Allegheny Passage pump about \$120M into economy, study finds



RENATTA SIGNORINI | Thursday, Dec. 2, 2021 9:00 a.m.

SUPPORT LOCAL JOURNALISM



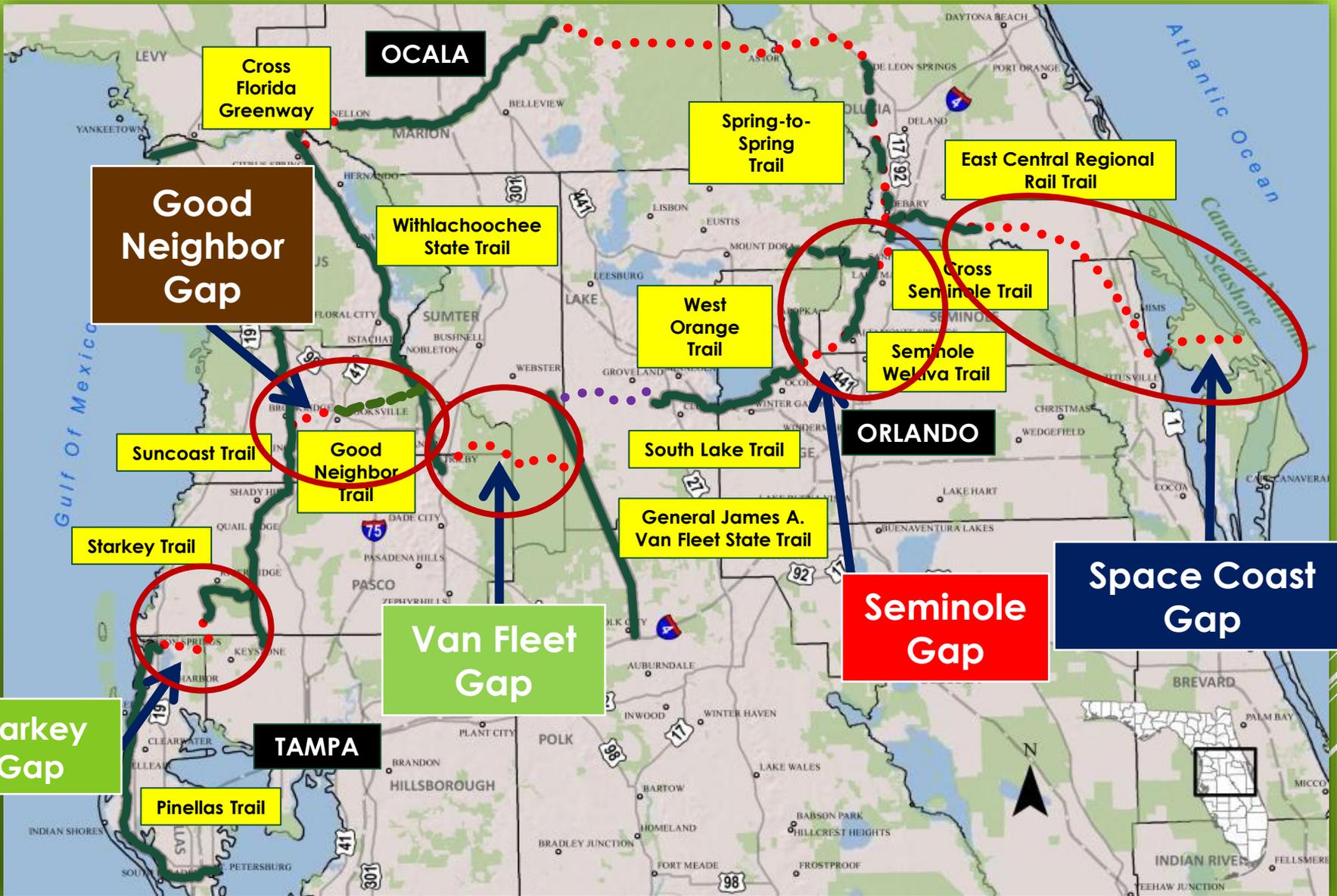
KRISTINA SERAFINI | TRIBUNE-REVIEW

Local residents Jim and Jill Johnson walk along the Great Allegheny Passage trail in front of a restored rail car at the West Newton Visitor Center on Wednesday.

# REGIONAL TRAILS CONNECTING FLORIDA



Florida's unique SUN (Shared Use Non-Motorized) Trails could someday connect communities to state parks and conservation lands statewide.





**Florida Greenways  
& Trails Foundation**

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# FLORIDA'S FIRST LONG DISTANCE LOOP TRAIL

**St. Johns River to Sea Loop (Northeast Florida)**—  
250 Miles Connecting St. Augustine to Palatka to Titusville

PALATKA TO ST. AUGUSTINE STATE TRAIL



SPRING TO SPRING



EAST COAST GREENWAY



EAST CENTRAL REGIONAL RAIL TRAIL



BLUE SPRINGS STATE PARK



# FLORIDA

- Florida has a unique opportunity to enhance its regional paved trail system by Closing the Gaps on Florida's regional greenway system.
- Regional greenways already exist in Florida. The two best examples are:
  - The Everglades to Lake Okeechobee Ecological Corridor
  - The Cross Florida Greenway Corridor



Florida Greenways  
& Trails Foundation

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# REGIONAL GREENWAYS IN FLORIDA

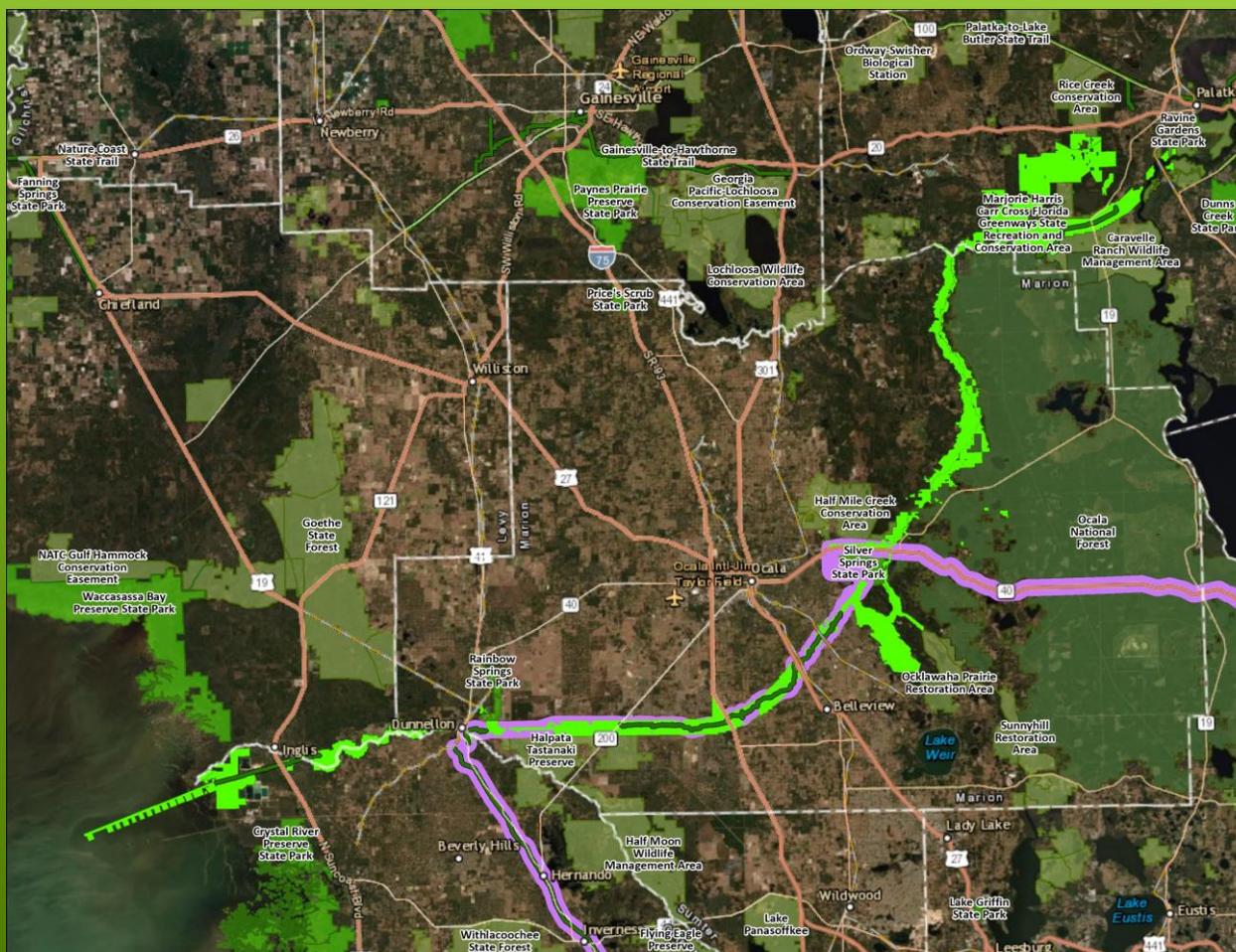
Everglades to Lake Okeechobee — 100 miles





# REGIONAL GREENWAY CASE STUDY

**Cross Florida Greenway** — 110 mile trail connecting St. Johns River to Gulf of Mexico.





**Florida Greenways  
& Trails Foundation**

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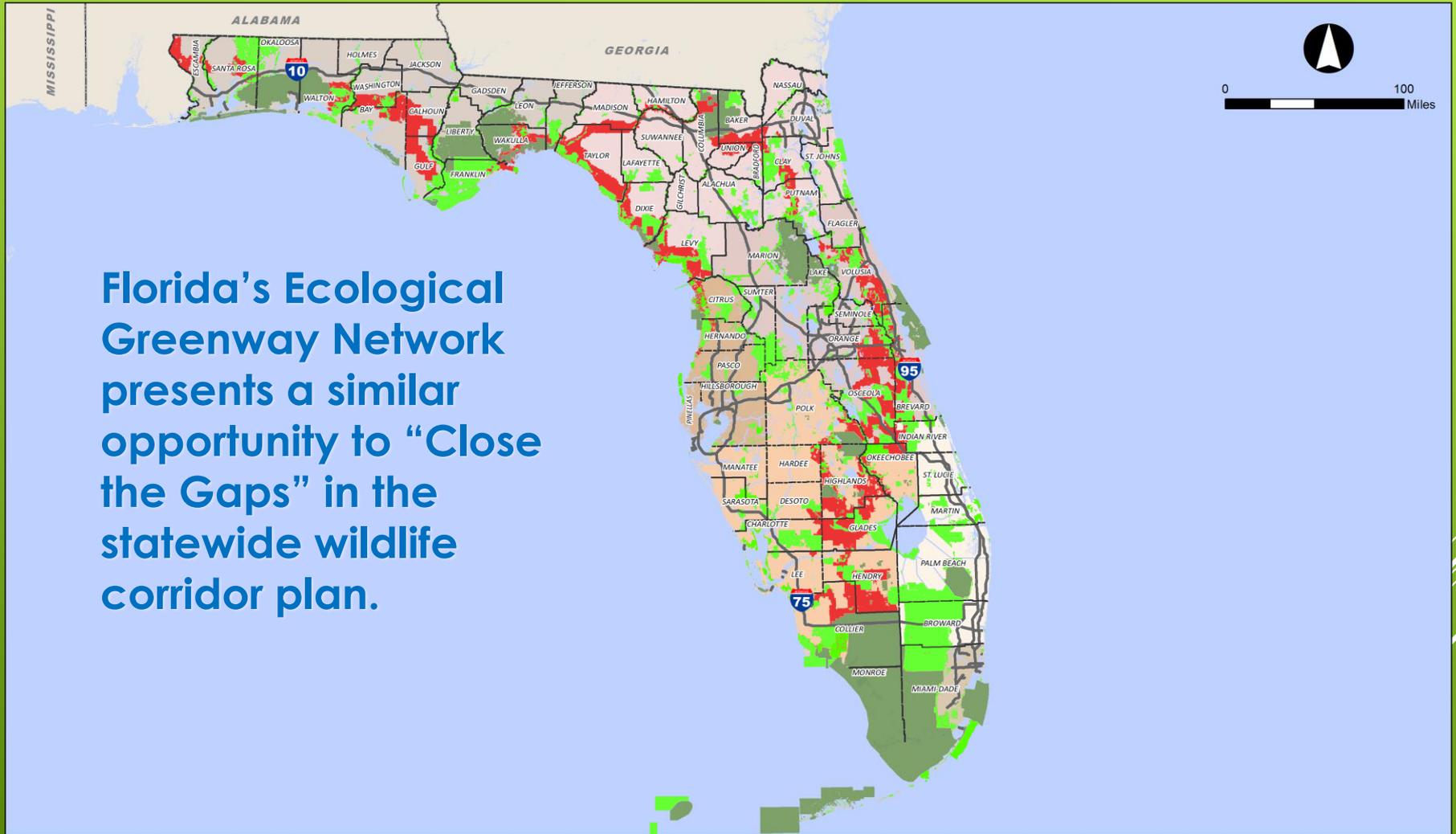


# REGIONAL GREENWAY CASE STUDY

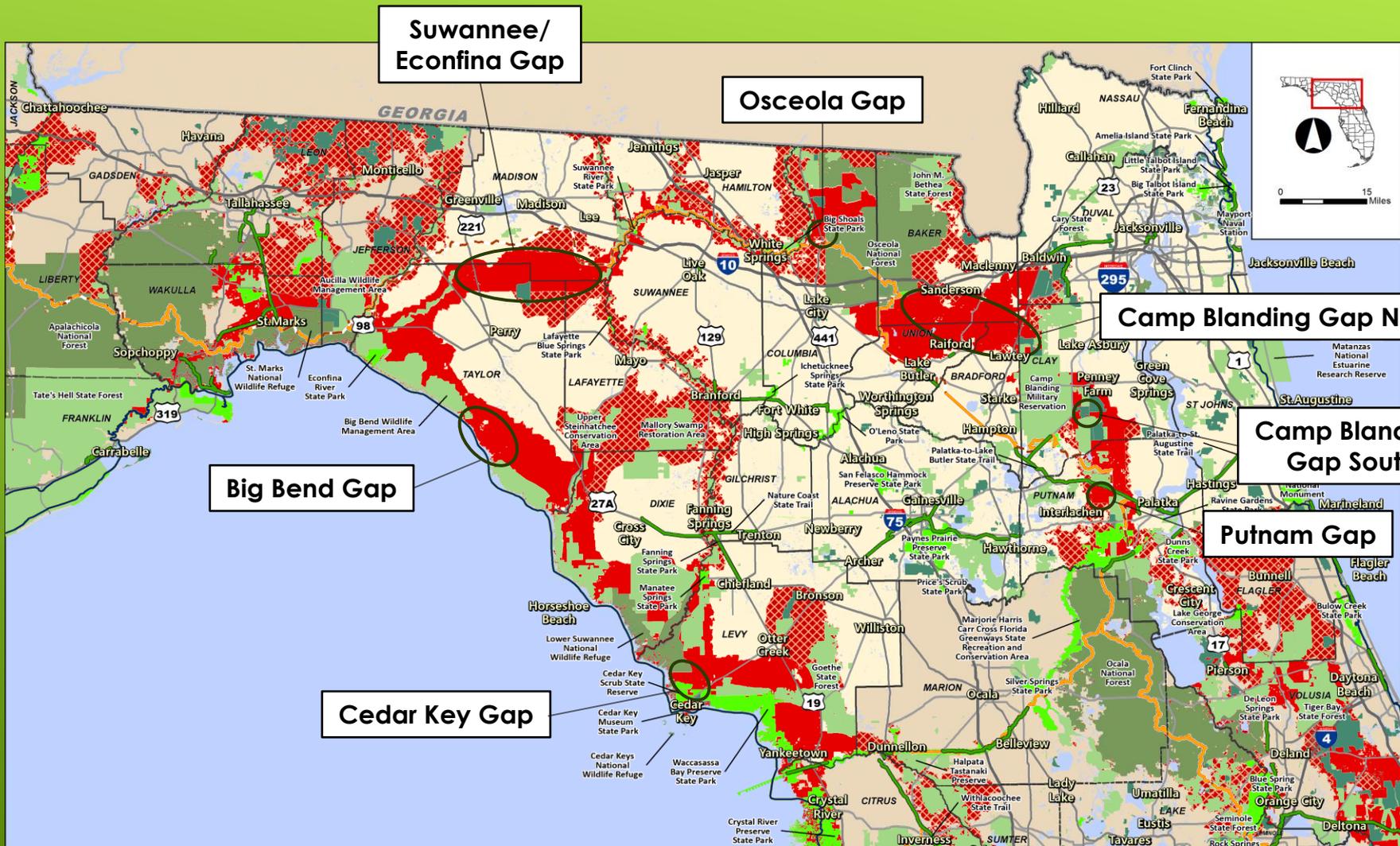
## Cross Florida Greenway –

110 mile trail connecting St. Johns River to Gulf of Mexico.





Florida's Ecological Greenway Network presents a similar opportunity to “Close the Gaps” in the statewide wildlife corridor plan.



**Suwannee/  
Econfina Gap**

**Osceola Gap**

**Camp Blanding Gap North**

**Camp Blanding Gap South**

**Big Bend Gap**

**Putnam Gap**

**Cedar Key Gap**



# REGIONAL TRAILS AND GREENWAYS IN FLORIDA ARE UNIQUELY COMPATIBLE

- ❑ Trails can be built on existing disturbed corridors such as old logging roads, fire breaks or utility line corridors.
- ❑ Trails and greenways must cross major roads and expressways and require wildlife tunnels or “underpasses” or overpasses called “land bridges” for people and wildlife for safe passage.



Florida Greenways & Trails Foundation

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# WILDLIFE UNDERPASSES



84 F

JE1880B

01/24/2018 06:08PM



2018-02-04 6:32:51 PM M 1/5

76°F

FWC4749



2018-06-26 10:44:23 PM M 1/5

80°F

PANTHER POSSE



2018-08-27 12:53:44 PM 100°F M

ULTRAFIRE XR6





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# WILDLIFE OVERPASSES





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& Trails Foundation**

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# CROSS FLORIDA GREENWAY I-75 LAND BRIDGE





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& Trails Foundation**

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# TRANS-FLORIDA CENTRAL RAIL TRAIL GREENWAY PEDESTRIAN OVERPASS OVER I-95





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& Trails Foundation**

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# SAN ANTONIO, TEXAS LAND BRIDGE AT HARDBERGER PARK





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& Trails Foundation**

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# BANFF TRANS-CANADA HIGHWAY LAND BRIDGE





# CONCLUSION

- ❑ Long-distance paved trails are happening in Florida, thanks to SUN Trails program in FDOT and to the enthusiasm of local governments, MPOs and citizens from around the Sunshine State.
- ❑ Strong support exists for paved trails in the Florida Legislature and the business community.
- ❑ Closing the Gaps in Florida's Ecological Greenway Network strengthens both trails and transportation by providing Land Bridge crossings over major roads and expressways.
- ❑ FDOT and the Florida Greenways and Trails Foundation are collaborating to improve and accelerate both trails and greenways.



## ▶ **FGT Foundation Funders and Sponsors**

- ▶ **The Felburn Foundation**
- ▶ **Winter Park Health Foundation**
- ▶ **Space Coast Health Foundation**
- ▶ **Florida Blue Foundation**
- ▶ **Halff**
- ▶ **VHB**
- ▶ **Travel Country  
Outfitters/Patagonia**
- ▶ **Kitson & Associates**
- ▶ **Florida Bicycle Association**
- ▶ **Florida Chapter: American  
Society of Landscape  
Architects**
- ▶ **Florida Chapter: Rails to Trails  
Conservancy**
- ▶ **The Board of Directors of the  
Florida Greenways & Trails  
Foundation**

## **Item Number 6D**

### **Business Items & Presentations MPOAC Document Reviews**

#### **DISCUSSION:**

Mark Reichert, Executive Director of the MPOAC, will present the Draft MPOAC FY 23/24 UPWP. The MPOAC Bylaws have been revised and shared with the members for review. He will request comments on the revised Bylaws.

#### **REQUESTED ACTIONS:**

Ask for approval of the new FY 23/24 UPWP and comments on the proposed Bylaws.

#### **ATTACHMENTS:**

Draft MPOAC UPWP for FY 2023 and 2024  
Revised MPOAC Bylaws

# Fiscal Years 22/23 – 23/24 Unified Planning Work Program

## Florida Metropolitan Planning Organization Advisory Council

Prepared By:  
Florida Metropolitan Planning  
Organization Advisory Council  
Adopted: April 28, 2022

605 Suwannee Street, MS 28B  
Tallahassee, FL 32399-0450  
Telephone: (850) 414-4037  
[www.mpoac.org](http://www.mpoac.org)



**Federal Aid Project Number: 00AC-060-M**  
**FM Numbers: 439339-4-11-01, 439339-4-12-01, 439339-4-12-02,**  
**439339-4-12-03 (Funds provided by FHWA)**

Prepared By:  
Florida Metropolitan Planning  
Organization Advisory Council

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, income, or family status.

# Table of Contents

Resolution of Adoption	1
Debarment and Suspension Certification	2
Lobby Certification for Grants, Loans, and Cooperative Agreements	3
Disadvantage Business Enterprise Utilization	4
Title VI/Nondiscrimination Assurance	5
UPWP Statements and Assurances	6
Introduction	7
Organization and Management	8
1.0 ADMINISTRATION	12
Task 1.1 – MPOAC Administration	13
2.0 REGIONAL COOPERATION AND INFORMATION DISSEMINATION	20
Task 2.1 – MPOAC Policy Positions	21
Task 2.2 – MPOAC Institute Training Activities	24
3.0 PROJECT PLANNING AND REPORTS	27
Task 3.1 – Assessment of Documents, Regulations, Policies and Legislation	28
Task 3.2 – Statewide Plans, Programs, and Performance Measures Implementation	30
Task 3.3 – Public Transportation, Environment & Community Planning	33
Task 3.4 – Safety, Operations and Management	36
Task 3.5 – MPOAC Strategic Plan Implementation and Working Groups	38
MPOAC Responses to Comments Received	48

## LIST OF TABLES

Table 1: SFY 2023 Funding Sources .....	41
Table 2: SFY 2024 Funding Sources .....	42
Table 3: SFY 2023 Summary Budget Table.....	43
Table 4: SFY 2024 Summary Budget Table.....	44
Table 3: Relationship of UPWP Tasks to Federal Planning Factors.....	45
Table 4: Relationship of UPWP Tasks to State Planning Emphasis Areas .....	46
Table 5: Relationship of UPWP Tasks to Federal Planning Emphasis Areas.....	47

# Resolution of Adoption

# Debarment and Suspension Certification

Lobby Certification for Grants, Loans, and Cooperative Agreements

# Disadvantage Business Enterprise Utilization

## Title VI/Nondiscrimination Assurance

# UPWP Statements and Assurances

## Introduction

The Unified Planning Work Program (UPWP) has been prepared to define the tasks to be undertaken and the anticipated funding requirements of the Florida Metropolitan Planning Organization Advisory Council (MPOAC) for fiscal years 2022/2023 – 2023/2024 covering the period from July 1, 2022, through June 30, 2024.

The UPWP provides the basis for funding of the transportation planning activities to be undertaken with Federal funds. The Florida Department of Transportation (FDOT) and the MPOAC participate in the Consolidated Grant Program (CPG). The CPG enables FDOT, in cooperation with the Metropolitan Planning Organizations (MPOs), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA), to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49 U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(j) and FTA C 8100.1D.

The MPOAC utilizes a soft match for its federal funding sources. These soft matches include toll revenues as a credit toward the non-federal matching share of all programs authorized by Title 23 and for transit programs authorized by Chapter 53 of Title 49, U.S.C. The soft match provision allows the federal share to be increased to 100% to the extent credits are available. The soft match to federal dollars is calculated to an 81.93%/18.07% ratio as required and as allowed using the sliding scale provision. For both Fiscal Years 2022/2023 and 2023/2024, there are \$672,952 of federal PL dollars and these funds are soft matched by \$148,422 of toll credits.

Following this introduction is a discussion of the organization and management of the MPOAC. The specific transportation planning activities to be undertaken these two fiscal years by the MPOAC staff are organized into four major sections, each of which are comprised by several individual tasks:

- 1) Administration: This section includes those functions required to manage the transportation planning process on a continual basis, including program administration, development, review, and reporting, as well as such activities as intergovernmental coordination, public information and notice, and training.
- 2) Forum for Cooperative Decision-Making: This section includes those functions necessary to establish a forum for cooperative decision-making among Florida's MPOs, and with other public and private partners who participate in the cooperative, comprehensive, and continuing (3-C) transportation planning process.
- 3) Dissemination of MPOAC Information: This section includes those functions necessary to develop, reach consensus on, and distribute MPOAC information that can both educate and assist policy makers at the various levels of government. Also included in this section are those tasks of the MPOAC which are used to cross organizational lines to involve the many diverse participants of the transportation planning process.
- 4) Project Planning and Reports: This section includes those functions which are necessary to prepare certain project studies, reports, and correspondence. These activities often result in specific work products that are initiated and endorsed by the MPOAC.

## Public Involvement

Development of the UPWP included various public involvement opportunities. The FDOT, FHWA, FTA and each MPO were provided a copy of the draft UPWP via electronic format with a request to submit comments over a two-week period. The draft UPWP was also displayed on the MPOAC website for a similar time frame and was

included in the January and April 2022 MPOAC meeting agenda packages. The MPOAC website is updated and maintained by the MPOAC staff and is accessed by the public and MPOAC partner organizations on a regular basis.

## Organization and Management

The MPOAC was created by the 1984 Florida Legislature pursuant to Section 339.175(11), Florida Statutes. The MPOAC was created with the primary purpose and duty to:

*“Assist MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law” and*

*“To serve as a clearinghouse for review and comment by MPOs on the Florida Transportation Plan and on other issues required to comply with federal or state law in carrying out the urbanized transportation planning processes.”*

The 1993 Florida Legislature expanded the authority of the MPOAC and allowed the Council to “employ an executive director and such other staff as necessary to perform adequately the functions of the council, within budgetary limitations.” The legislation assigned the MPOAC to the Florida Department of Transportation (FDOT), Office of the Secretary for fiscal and accountability purposes, but specified that the MPOAC “shall otherwise function independently of the control and direction of the Department.”

The MPOAC bylaws were updated and adopted at the October 2020 meeting of the MPOAC. The MPOAC bylaws define the roles and responsibilities of the Governing Board, the Staff Directors’ Advisory Committee, and the Executive Committee and outline the operational procedures of the MPOAC. The currently approved bylaws are available on the MPOAC website.

The organization of the MPOAC consists of a 27-member Governing Board and a 27-member Staff Directors’ Advisory Committee.

## Governing Board

The MPOAC Governing Board consists of one representative and one or two alternate representatives from each of Florida's MPOs, sometimes doing business as Transportation Planning Organizations (TPOs), Metropolitan Transportation Planning Organizations (MTPOs) and Transportation Planning Agencies (TPAs), or a unique name:

Bay County TPO	Martin MPO
Broward MPO	MetroPlan Orlando
Capital Region TPA	Miami-Dade TPO
Charlotte County-Punta Gorda MPO	North Florida TPO
Collier MPO	Ocala/Marion County TPO
Florida-Alabama TPO	Okaloosa-Walton TPO
Forward Pinellas	Palm Beach TPA
Gainesville MTPO	Pasco County MPO
Heartland Regional TPO	Polk TPO
Hernando/Citrus MPO	River to Sea TPO
Hillsborough TPO	Sarasota/Manatee MPO
Indian River County MPO	Space Coast TPO
Lake-Sumter MPO	St. Lucie TPO
Lee County MPO	

The powers and duties of the Governing Board include: entering into contracts with individuals, private corporations, and public agencies; acquiring, owning, operating, maintaining, selling, or leasing personal property essential for the conduct of business; accepting funds, grants, assistance, gifts, or bequests from private, local, state, or federal sources; establishing bylaws and making rules to effectuate its powers, responsibilities, and obligations; assisting metropolitan planning organizations in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law; and serving as a clearinghouse for review and comment by metropolitan planning organizations on the Florida Transportation Plan (FTP) and on other issues required to comply with federal or state law in carrying out the urbanized area transportation and systematic planning instituted pursuant to statute.

## Staff Directors' Advisory Committee

The MPOAC Staff Directors' Advisory Committee consists of one representative and one or two alternate representatives from each organization represented on the MPOAC Governing Board.

The Staff Directors' Advisory Committee is responsible for providing guidance to the MPOAC regarding transportation issues that may come before the MPOAC Governing Board for action. The Staff Directors' Advisory Committee serves as a forum for the discussion and formulation of recommendations to the Governing Board, which will later be forwarded to appropriate governmental bodies or other individuals. Recommendations are related to statewide concerns regarding all transportation-related issues.

## Executive Committee

The Executive Committee consists of the MPOAC Governing Board Chair and Vice-Chair, a member of the Governing Board serving at-large, and the Staff Directors' Advisory Committee Chair and Vice-Chair. The Executive Committee provides policy direction for the MPOAC between Governing Board meetings and provides an annual evaluation of the MPOAC Executive Director. Additionally, the MPOAC Executive Committee may act to approve

any action that would otherwise be taken by the MPOAC Governing Board if the Governing Board is unable to meet due to an emergency brought on by various causes. Any action taken by the Executive Committee during a time that the MPOAC Governing Board is unable to meet shall be brought to the next meeting of the Governing Board for ratification. The Executive Committee also acts as the Bylaws Committee for the purpose of revising and reviewing the MPOAC bylaws.

### Policy and Technical Committee

The Policy and Technical Committee consists of 11 members selected by the MPOAC Governing Board Chair and represent the diversity of Florida's MPOs in terms of geography and population size. However, any individuals or designees who serve on the MPOAC Governing Board or Staff Directors' Advisory Committee and wish to participate are encouraged to do so. Representatives from the FDOT, FHWA, and FTA are also invited to participate as advisors to the Committee. The Chair and Vice-Chair of the Staff Directors' Advisory Committee serve in those same positions for this Committee. The Committee meets to identify and discuss issues in depth for future action by the MPOAC Governing Board and Staff Directors' Advisory Committee.

### Freight and Rail Committee

The MPOAC created the Freight Advisory Committee in April 2013 to serve as a clearinghouse of actionable ideas that allow Florida's MPOs to foster and support sound freight planning and freight initiatives. The members of the Freight Advisory Committee seek to understand the economic effects of proposed freight-supportive projects; foster relationships between public agencies with responsibilities for freight movement and private freight interests; and reduce policy barriers to goods movement to, from, and within Florida. In April 2021, the MPOAC expanded the scope of the Committee to include rail movement, both freight and passenger, as a recognition of the importance of rail to freight movement and the overlapping issues between passenger and freight rail. The Freight Committee meets as necessary throughout the year in concert with the statewide meetings of the MPOAC.

### Strategic Plan Working Groups

The MPOAC adopted the MPOAC Strategic Directions Plan in April 2016. The Strategic Directions Plan provides the agency with a mission and guiding principles and a set of goals. To achieve those goals, the Strategic Directions Plan envisioned the establishment of several working groups. In 2016, the MPOAC established the Best Practices Working Group (now called the Noteworthy Practices Working Group) and the Bicycle and Pedestrian Working Group (now called the Complete Streets Working Group). In 2019, the MPOAC Governing Board endorsed the formation of a Training Working Group to focus on MPO member and staff training and education strategies. The work of the Training Working Group was expected to begin during the 2020 calendar year but was interrupted by the COVID-19 pandemic. It is anticipated that the Training Working Group will begin anew during the 2022/2023 fiscal year. The Working Groups meet as necessary throughout the year in concert with the statewide meetings of the MPOAC.

### Financial Policies and Procedures Committee

The MPOAC Governing Board created the Financial Policies and Procedures Committee in October 2021 to develop a financial policies and procedures handbook for the MPOAC. The membership of the Financial Policies and Procedures Committee includes volunteers from the MPOAC Staff Directors' Advisory Committee and the Governing Board. The Committee is staffed by the MPOAC Executive Director, with support from the Director of the FDOT Office of Policy Planning (OPP).

## MPOAC Staff

The staff of the MPOAC consists of an Executive Director and an Executive Assistant. The MPOAC also employs a General Counsel under a legal services contract and contracts for research and staff. FDOT assists in the operation of the MPOAC by providing office space and other related services.

## 1.0 ADMINISTRATION

This section includes those functions required to manage the transportation planning process on a continual basis, including program administration, UPWP development, reporting, legal and planning consulting services, and membership dues.

Administration Tasks include:

- Task 1.1 – MPOAC Administration

## Task 1.1 – MPOAC Administration

### Purpose

Work and products within this task are recurring and predictable by their nature. Those efforts include financing and managing the daily operation of the MPOAC in a manner that is necessary to perform its duties. This includes the purchase or leasing of capital equipment, maintaining legal services for MPOAC operations and meetings, arranging for and holding quarterly meetings of the MPOAC Governing Board, the MPOAC Staff Directors' Advisory Committee, the MPOAC Freight and Rail Committee, meetings of the Policy and Technical Committee and Executive Committee, maintaining the [MPOAC.org](http://MPOAC.org) website, the payment and processing of invoices and requisitions, the administration of travel funds, conducting personnel actions and evaluations, and all other administrative actions. This Task also includes maintaining memberships with partner organizations nationally and in Florida, namely the Association of Metropolitan Planning Organizations (AMPO), the National Association of Regional Councils (NARC), the Mileage-Based User Fee Alliance (MBUFA), the Intelligent Transportation Society of Florida (ITSFL), the Florida Public Transportation Association (FPTA) and the Floridians for Better Transportation (FBT) (note: AMPO and NARC dues cover the cost of membership for all MPOs in Florida). This task also provides for legal services and contracts for research and support services for the MPOAC.

### Previous Work Completed

The MPOAC complied with all federal and state standards in the payment and processing of invoices, requisitions, and all personnel actions during the past two years. Travel to meetings and conferences were conducted according to all federal and state travel provisions and the purchase of capital equipment followed appropriate procedures. Annual memberships were maintained in AMPO, NARC, ITSFL, FPTA and FBT and legal counsel was provided as needed and at meetings of both the MPOAC Staff Directors' Advisory Committee and Governing Board. Production of the FY 2022/2023-2023/2024 UPWP and expenditure tracking was accomplished during the past two years. Legal services have been provided by a contractual employee of MPOAC who attends meetings of the MPOAC Governing Board, MPOAC Staff Directors' Advisory Committee, MPOAC Executive Committee, and the MPOAC Policy and Technical Committee. Legal advice is sought on an as-needed basis.

MPOAC Website - This task is for hosting, maintaining, upgrading, and owning the [MPOAC.org](http://MPOAC.org) website which includes the annual fee to register the domain. The Center for Transportation Research (CUTR) has maintained the [MPOAC.org](http://MPOAC.org) website by keeping membership information updated, posting updated MPOAC meeting agendas, draft meeting minutes, an annual meeting calendar, MPO employment opportunities, and refreshing other website content as necessary. Periodically, significant rework of the website format, including the addition of new pages, is performed. Internet searches have been continuously conducted to identify relevant national and state news articles for posting to the website.

MPOAC Policy and Technical Committee - This Committee met multiple times in FY 2020/2021 and FY 2021/2022 as needed. The agenda items from the meetings included, but were not limited to, the PL funding and statewide distribution formula, 2021 and 2022 legislative initiatives and policy positions, and to develop the search criteria for the Executive Director position. In addition to the MPO staff directors who serve on the committee, representatives of the Federal Highway Administration (FHWA), and FDOT were also in attendance.

MPOAC Freight Committee (now the Freight and Rail Committee) - The MPOAC Freight Committee meets as needed in association with the MPOAC Governing Board and Staff Directors' Advisory Committee meetings. The MPOAC Freight Committee met multiple times during FY 2020/2021 and FY 2021/2022 to discuss items of relevance to freight movement within and through Florida's metropolitan areas.

The MPOAC staff has developed and distributed agenda packages and arranged meeting locations during four agreed upon meeting dates and times every year. The agenda packages contain minutes of the previous meetings, old and new business agenda items, back-up material and other handouts for distribution at the meetings. Agenda packages and other MPOAC meeting information are posted to the MPOAC website to provide easy access to information by MPOAC members and the public.

Since 1994, the MPOAC has had no more than two staff positions, an Executive Director and an Administrative Assistant. The MPOAC provides research and other practical support to Florida's 27 MPOs, monitors legislative and regulatory proposals at both the federal and state level, participates in the policy development activities of various federal and state transportation and related initiatives, and provides its membership continuing education opportunities. To supplement work conducted by the existing MPOAC staff, CUTR has provided a variety of needed transportation services and expertise to the MPOAC through a transportation planning services agreement that has been in place since Fiscal Year 2001/2002.

### Proposed Methodology

Continue to process all invoices and requisitions and expend travel funds in a manner consistent with state and federal provisions relating to the expenditure of federal planning funds (PL) from FHWA and Section 5305(d) funds from FTA, which will be combined under this UPWP as a single grant referred to as a CPG. Consultant research and support staff assist in the development of MPOAC meeting minutes, agenda item materials, PowerPoint presentations, and other related activities. Annual memberships in AMPO, NARC, ITSFL, FPTA and FBT will continue to be maintained and the MPOAC will be joining MBUFA starting in FY 22/23. Legal counsel will be maintained and available as needed, including at meetings of both the MPOAC Staff Directors' Advisory Committee and Governing Board. A new UPWP will be produced for state fiscal years 2022/23 and 2023/24 and expenditures will be tracked. MPOAC meetings will be advertised in the Florida Administrative Register as required by Florida's Sunshine Law and posted to the MPOAC website.

MPOAC Website – This task is for hosting, maintaining, upgrading, and owning the [MPOAC.org](http://MPOAC.org) website which includes the annual fee to register the domain. Consultant staff will continue to maintain the MPOAC website with information from the Staff Directors' Advisory Committee, Governing Board, Executive Committee, Policy and Technical Committee, MPOAC Freight and Rail Committee, MPOAC Strategic Directions Plan Working Groups, FDOT, FHWA, and the FTA. The transportation news sections of the website will continue to be updated with fresh information of national and state significance. Additionally, MPO and Census Urbanized Area boundary maps will continue to be updated for inclusion on the website using an automated GIS based software package. The MPOAC will provide management and oversight responsibilities for website content and functionality and provide the consultant with new and updated information.

MPOAC Staff Directors' Advisory Committee and Governing Board Meetings – Staff will develop agendas and meeting materials for four annual meetings at dates and locations recommended by the Staff Directors' Advisory Committee and approved by the MPOAC Governing Board. The agenda packages will contain minutes of the previous meetings, old and new business agenda items, back-up material, and other handouts for distribution at the meetings. Agenda packages and other MPOAC meeting information will be posted to the MPOAC website to provide easy access to information by MPOAC members and the public.

MPOAC Executive Committee – Staff will conduct MPOAC Executive Committee meetings as needed. The meetings will address organizational issues for subsequent decisions by the Governing Board and the Staff Directors' Advisory Committee. MPOAC staff will develop, prepare, and distribute MPOAC Executive Committee meeting materials. The funding includes travel costs related to the performance of this task.

MPOAC Policy and Technical Committee – Staff will conduct MPOAC Policy and Technical Committee meetings that will address complex issues for subsequent decisions by the Governing Board and Staff Directors’ Advisory Committee. MPOAC staff will develop, prepare, and distribute MPOAC Policy and Technical Committee meeting materials. The funding includes travel costs related to the performance of this task.

MPOAC Freight and Rail Committee – Staff will participate in Committee meetings, which will address complex freight and rail planning and policy issues for subsequent decisions by the Governing Board and Staff Directors’ Advisory Committee. MPOAC staff (with consultant support provided by the Broward MPO) will help develop, prepare, and distribute MPOAC Freight and Rail Committee meeting materials. The funding includes travel costs related to the performance of this task.

Noteworthy Practices Working Group – Staff will participate in Noteworthy Practices Working Group meetings, which will focus on identifying and documenting MPO noteworthy practices in a variety of planning, programming, and organizational areas. The Noteworthy Practices Working Group will seek to share MPO noteworthy practices with planners and other affiliated professionals to advance MPO-related practices in Florida and the nation. MPOAC staff will develop, prepare, and distribute Noteworthy Practices Working Group meeting materials. The funding includes travel costs related to the performance of this task.

The MPOAC proposes to contract directly with a consultant to work for and be supervised by the MPOAC Executive Director. The employee(s) will be available to complete agreed upon tasks, including attending meetings and conferences, wherever needed.

Included in the financial tables is the FDOT provided office space. The rate for state office space has been determined by the State of Florida, Department of Management Services to be \$17.00 per square foot per month. This includes all services such as janitorial, printing (in-house only), security, information technology support, postage, utilities, printer paper, common areas, small meeting rooms, communications, and communications technology, etc. The MPOAC occupies 342 square feet of office space. Because the MPOAC does not pay rent the Department does incur an expense by hosting the MPOAC, this expense is shown as an in-kind match of \$69,768.

## Work Products

The MPOAC will meet federal and state requirements in the processing of invoices, requisitions, travel and capital expenditures, personnel actions and evaluations, and other related activities. No capital equipment purchases over \$5,000 are anticipated during this period. The MPOAC will maintain annual memberships in AMPO, NARC, ITSFL, FPTA and FBT and join MBUFA. The MPOAC will produce a new UPWP for state fiscal years 2024/2025 and 2025/2026 and track the expenditures within the state fiscal years 2022/2023-and 2023/2024 UPWP. The MPOAC will retain legal counsel for projects and research as needed as well as at meetings of the MPOAC Staff Directors’ Advisory Committee, MPOAC Executive Committee, and the MPOAC Governing Board. The MPOAC will advertise meetings in the Florida Administrative Register as required by Florida’s Sunshine Law and post meeting notices to the MPOAC website.

The MPOAC will maintain and perform updates to the MPOAC website ([www.mpoac.org](http://www.mpoac.org)) through Fiscal Years 2022/2023 and 2023/2024. While these tasks are performed by the consultant staff, it is done under the direction of the MPOAC Executive Director.

MPOAC Staff Directors’ Advisory Committee and Governing Board Meetings – MPOAC will hold four quarterly meetings annually at dates and locations recommended by the Staff Directors and selected by the Governing Board. Meeting packages will be distributed at least seven days prior to the meetings. The MPOAC Staff Directors’

Advisory Committee and Governing Board meetings will be advertised in the Florida Administrative Weekly and posted on the MPOAC website. The funding includes both staff time and travel expenses.

MPOAC Executive Committee – Staff will conduct MPOAC Executive Committee meetings as needed. The meetings will address organizational issues for subsequent decisions by the Governing Board and the Staff Directors’ Advisory Committee. MPOAC staff will develop, prepare, and distribute MPOAC Executive Committee meeting materials. MPOAC Executive Committee meetings will be advertised in the Florida Administrative Weekly and posted on the MPOAC website. The funding includes travel costs related to the performance of this task.

MPOAC Policy and Technical Committee – Staff will conduct Committee meetings, as necessary, in a central location between regularly scheduled MPOAC meetings to identify issues for future action by the MPOAC Staff Directors’ Advisory Committee and Governing Board. MPOAC Policy and Technical Committee meetings will be advertised in the Florida Administrative Weekly and posted on the MPOAC website. The funding includes both staff time and travel expenses.

MPOAC Freight and Rail Committee – Staff will participate in Committee meetings which will be scheduled, as desired by the committee membership, in concert with regularly scheduled MPOAC meetings. Freight and Rail Committee meetings will be noticed in the Florida Administrative Weekly and posted on the MPOAC website. The funding includes both staff time and travel expenses.

Noteworthy Practices Working Group – Staff will participate in Working Group meetings which will be scheduled, as desired by the Working Group membership. MPOAC Noteworthy Practices Working Group meetings will be advertised in the Florida Administrative Weekly and posted on the MPOAC website. The funding includes both staff time and travel expenses.

The MPOAC contract with a consultant would be assigned to work for and be supervised by the MPOAC Executive Director, will allow the completion of developing research reports and studies on subjects of relevance to ongoing and future MPO activities. Consultant staff will prepare best practices reports using examples of excellence developed and implemented by Florida’s MPOs as well as other MPOs nationally, and national associations such as AMPO and NARC, as requested by the Executive Director. Consultant staff will review, analyze, and develop transportation policy statements, letters, and papers. Consultant staff will attend and monitor transportation related meetings, workshops and public hearings conducted by federal, state, and local agencies, the Florida Legislature, as well as statewide and national associations, authorities, and commissions on behalf of the Florida MPOAC at the direction of the Executive Director. Consultant staff will conduct analysis on existing and proposed legislation and other regulatory activities and initiatives related to transportation planning, urban development and land use, the delivery and expansion of transit services, global climate change and air quality, and other issues relevant to MPOs as requested by the Executive Director. Particular attention will be paid to federal transportation authorization implementation proposals, including further integrating non-Single Occupancy Vehicle modes (transit, pedestrian, and bicycle) as viable options in statewide and metropolitan transportation systems and addressing funding sustainability issues in the state’s metropolitan areas. Consultant staff will advise and assist the Executive Director in the development of MPOAC meeting content and materials, and the UPWP, as requested. Consultant staff will prepare minutes of MPOAC Staff Directors’ Advisory Committee and Governing Board quarterly meetings. Consultant staff will participate in the update and implementation processes of various statewide transportation plans and planning efforts and in the development of State and MPO performance measurement targets in compliance with federal requirements as requested by the Executive Director. The specific deliverables and/or services to be provided under this task will be agreed upon by the Executive Director and the Consultant project manager on an as-needed basis depending upon the immediate transportation

planning requirements of the MPOAC. While the tasks described above are performed by the consultant, it is done under the direction and supervision of the Executive Director.

### Milestones

Ongoing – Operation of [MPOAC.org](https://www.mpoac.org), operation of MPOAC, processing of invoices, requisitions, travel funds and compliance with various fiscal and operational systems in place at FDOT (the host agency) and Federal agencies. Ongoing – Hold MPOAC Policy and Technical Committee meetings as needed throughout FY 2022/2023 and FY 2023/2024. Produce a draft and final 2024-25 UPWP. Maintain memberships in AMPO, NARC, MBUFA, ITSFL, FPTA and FBT. Four quarterly meetings of both the Staff Directors’ Advisory Committee and MPOAC Governing Board, and meetings of the Executive Committee, Policy and Technical Committee, the Freight and Rail Committee, and the Noteworthy Practices Working Group as needed.

### End Products

This task will continue the operation of the [MPOAC.org](https://www.mpoac.org) website, the operation of MPOAC, processing of invoices, requisitions, travel funds and compliance with various fiscal and operational systems in place at FDOT (the host agency) and Federal agencies. MPOAC will track expenditures and accomplishments of the organization during each fiscal year and report quarterly to the Staff Directors’ Advisory Committee and Governing Board. MPOAC will maintain membership in partner organizations such as NARC, AMPO, MBUFA, ITSFL, FPTA and FBT. Under this task, MPOAC will produce a final state fiscal year 2023/2024 and 2024/2025 UPWP. As needed, MPOAC will obtain written legal opinions and advice from legal counsel. The consultant will provide research and support services by producing reports, comments in response to state or federal announcements, requests for information, or publications as needed. Staff will participate in statewide and national transportation plans and planning efforts, report development, performance measures development and implementation, and involvement in issues impacting transportation. Four quarterly meetings of both the Staff Directors Advisory Committee and MPOAC Governing Board will be held annually. MPOAC Policy and Technical Committee Meetings, Executive Committee, and Freight and Rail Committee Meetings will be held as needed. MPOAC will also pay to advertise meetings in the Florida Administrative Weekly as required by Florida’s Sunshine Law.

Funding Source

<b>FY 2022/23</b>		<b>FHWA</b>	<b>Federal</b>	<b>State</b>
		<b>(PL)</b>	<b>Soft Match</b>	<b>In Kind Match</b>
Task 1.1	MPOAC Administration			
<b>Personnel Services</b>				
	MPOAC Staff Salaries and Fringe Benefits	\$155,258	\$34,243	
<b>Consultant Services</b>				
		\$30,000	\$6,617	
<b>Travel</b>				
	Travel Expenses	\$22,000	\$4,852	
<b>Other Direct Expenses</b>				
	Office Supplies	\$516	\$114	
	Memberships	\$170,326	\$37,566	
	Copier Rent	\$0	\$0	
	Advertising	\$319	\$70	
	Rent			\$69,768
	Legal Services	\$22,000	\$4,852	
	Website Hosting Services	\$500	\$110	
<b>Totals</b>		<b>\$400,919</b>	<b>\$88,424</b>	<b>\$69,768</b>

Note: AMPO and NARC dues (\$106,646 for AMPO and \$80,000 for NARC) cover the cost of membership for all MPOs in Florida and are included in the Membership line item in the Other Direct Expenses section of the Task budget. Funds De-obligated from the current UPWP will be used to cover expected increases in the Personnel Services, Travel and Membership line items.

<b>FY 2023/24</b>		<b>FHWA (PL)</b>	<b>Federal Soft Match</b>	<b>State In Kind Match</b>
Task 1.1	MPOAC Administration			
<b>Personnel Services</b>				
	MPOAC Staff Salaries and Fringe Benefits	\$155,258	\$34,243	
<b>Consultant Services</b>				
		\$30,000	\$6,617	
<b>Travel</b>				
	Travel Expenses	\$22,000	\$4,852	
<b>Other Direct Expenses</b>				
	Office Supplies	\$516	\$114	
	Memberships	\$170,326	\$37,566	
	Copier Rent	\$0	\$0	
	Advertising	\$319	\$70	
	Rent			\$69,768
	Legal Services	\$22,000	\$4,852	
	Website Hosting Services	\$500	\$110	
<b>Totals</b>		<b>\$400,919</b>	<b>\$88,424</b>	<b>\$69,768</b>

Note: AMPO and NARC dues (\$106,646 for AMPO and \$80,000 for NARC) cover the cost of membership for all MPOs in Florida and are included in the Membership line item in the Other Direct Expenses section of the Task budget. Funds De-obligated from the current UPWP will be used to cover expected increases in the Personnel Services, Travel and Membership line items.

## 2.0 REGIONAL COOPERATION AND INFORMATION DISSEMINATION

This section includes those functions necessary to develop, reach consensus, and distribute MPOAC information that can both educate and assist policy makers at various levels of government. Also included in this section are those tasks of the MPOAC that are used to cross organizational lines to involve the many diverse participants of the transportation planning process.

Dissemination of MPOAC Information Tasks include:

- Task 2.1 – MPOAC Policy Positions
- Task 2.2 – MPOAC Institute Training Activities

## Task 2.1 – MPOAC Policy Positions

### Purpose

One of the duties of the MPOAC is to assist MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law. To this end, the MPOAC will disseminate information to elected officials regarding issues of importance to MPOs, including recommendations on how best to coordinate and integrate federal and state transportation planning requirements.

### Previous Work Completed

The MPOAC Policy and Technical Committee met multiple times in 2020 and 2021 to discuss legislative policy positions and a variety of other statewide policy issues. Upon adoption, the MPOAC distributed a printed brochure of its adopted policy positions to affected parties accordingly. A digital version of the brochure was posted to the MPOAC website.

On October 16, 2003, the MPOAC Governing Board approved a motion to annually request that each MPO in the state contribute \$500 or more of non-federal local funds to the MPOAC to support and fund legislative advocacy and other related activities. The Governing Board had adopted a budget of \$7,500 in non-federal local funds for this activity in each subsequent fiscal year. The MPOAC has used non-federal local funds for advocacy activities such as legislative initiatives that the MPOAC wished to have advanced during Florida's legislative sessions. The MPOAC also distributed a weekly legislative newsletter during the Session. The newsletter was distributed to the MPOAC membership and to several partner organizations. Additionally, a year-end summary of legislation relevant to transportation planning and MPOs was developed and distributed to the MPOAC membership and stakeholders. A digital version of the year-end legislative summary was posted to the MPOAC website. The MPOAC will no longer collect local funds for this effort going forward.

### Proposed Methodology

The MPOAC staff will develop and distribute MPOAC resolutions, policy positions, legislative recommendations, legislative summaries, and correspondence that are endorsed by the MPOAC Governing Board and presented to other policy and decision-makers with the state and federal government. The MPOAC Policy and Technical Committee will seek the participation of the Florida Department of Transportation, the Florida League of Cities, the Florida Association of Counties, the Florida Public Transportation Association, and other stakeholders to establish policies that enhance the cooperative, comprehensive, and continuing transportation planning process. The MPOAC will also produce and distribute a weekly legislative bill tracking spreadsheet and a legislative summary at the conclusion of Session.

### Work Products

The MPOAC staff will adopt and distribute before the annual Session of the Florida Legislature, the MPOAC's Legislative Priorities and Policy Positions to the Governor, the Florida Legislature, MPOAC members, Florida Department of Transportation, Florida Division of the Federal Highway Administration, Region 4 of the Federal Transit Administration, Florida Association of Counties, Florida League of Cities, Florida Transportation Commission, Florida Public Transportation Association and other stakeholders. The MPOAC will also distribute a weekly legislative bill tracking spreadsheet at the conclusion of each week the legislature meets and a year-end

summary of legislation relevant to transportation planning and MPOs. The MPOAC Legislative Priorities and Policy Positions and the MPOAC Year-End Legislative Summary will both be posted to the MPOAC website.

### Milestones

Development of MPOAC policy positions for use during the 2023 and 2024 Florida Legislative Sessions. Production of a legislative bill tracking spreadsheet each week the Florida Legislature meets and a year-end legislative summary.

### End Products

Florida MPOAC Policy Positions, weekly legislative bill tracking spreadsheet, and a year-end legislative summary.

Funding Source

<b>FY 2022/23</b>		<b>FHWA (PL)</b>	<b>Federal Soft Match</b>	<b>State In Kind Match</b>
Task 2.1	MPOAC Policy Positions			
Personnel Services				
MPOAC Staff Salaries and Fringe Benefits				
		\$6,900	\$1,522	
Printing				
		\$600	\$132	
<b>Totals</b>		<b>\$7,500</b>	<b>\$1,654</b>	<b>\$0</b>

<b>FY 2023/24</b>		<b>FHWA (PL)</b>	<b>Federal Soft Match</b>	<b>State In Kind Match</b>
Task 2.1	MPOAC Policy Positions			
Personnel Services				
MPOAC Staff Salaries and Fringe Benefits				
		\$6,900	\$1,522	
Printing				
		\$600	\$132	
<b>Totals</b>		<b>\$7,500</b>	<b>\$1,654</b>	<b>\$0</b>

## Task 2.2 – MPOAC Institute Training Activities

### Purpose

To provide on-going training for MPO Governing Board Members in the many activities that encompass the MPO planning process.

### Previous Work Completed

During fiscal years 2003 through 2006, the MPOAC funded a training feasibility study and the development of MPOAC Institute training materials. In fiscal year 2006/2007, the MPOAC launched the MPOAC Institute, providing training at workshops and at the Weekend Institute for Elected Officials. In fiscal year 2008/2009, the MPOAC added an extra Weekend Institute for Elected Officials (raising the number to two a year) due to high demand and agreed to provide the transportation module as part of the Florida Association of Counties (FAC) County Commissioner Voluntary Certification program. Throughout the years, the MPOAC Institute training materials have been updated on an annual basis to reflect changes in transportation policy, laws and practices and have been made available to MPOs across the state for their use.

As of January 2022, the MPOAC Weekend Institute has been held 28 times (twice by special request; and missing 2 Institutes in 2020 due to the COVID-19 pandemic) since 2007, with a total attendance of 409 MPO Governing Board members coming from all of Florida's 27 MPOs. In 2021, the full MPOAC Institute was offered twice using remote meeting technology. Additionally, MPOAC Institute workshops have been held many times during the past several fiscal years, providing MPO-related training to local elected officials, county, and municipal officials and MPO staff and committee members across Florida.

### Proposed Methodology

The MPOAC will actively manage the delivery of MPO-related training opportunities through the MPOAC Institute initiative. The primary training will be two weekend training institutes. The training will be delivered in a retreat environment where MPO elected officials can concentrate on learning the basics of MPO practices and processes away from the normal interruptions and demands placed on local elected officials. Training will also be delivered as part of the FAC County Commissioner Certification (CCC) program, subject to the needs of the FAC. Training dates are anticipated to be in the spring of 2023 and 2024. All training materials will be continuously updated to reflect any changes in federal or state laws, regulations, and guidance and be made available to Florida MPOs for their use on the MPOAC website.

### Work Products

The MPOAC Institute will provide MPO-related training in a variety of venues including two weekend training institutes and a training workshop held as part of the FAC CCC program, subject to the needs of the FAC. All training materials will be made available to Florida MPOs, the FDOT, FHWA, and the FTA for their use. All training materials will be updated to reflect current federal and state laws, regulations, and guidance. The MPOAC Executive Director and Executive Assistant will supervise the activities of the MPOAC Institute and review and approve MPOAC Institute related materials, invoices, and progress reports to ensure that the project continues as anticipated.

While the tasks described above are performed by the consultant, it is done in partnership with and under the direction of the MPOAC Executive Director. A portion of the budget is set-aside for the time of the MPOAC

Executive Director and Executive Assistant to participate in the work products and overall direction of this task.

### Milestones

The MPOAC updates the training materials used in the Weekend Institute each year and in preparation for the training, arranges for printing of training materials and for training facilities, manages a registration process, and conducts two training sessions per year. Additionally, training is provided as part of the FAC CCC program, subject to the needs of the FAC.

### End Products

Four total training sessions. MPOAC Weekend Institutes will be held twice between March and June in 2023 and in 2024. Training as part of the FAC CCC program, subject to the needs of the FAC.

Funding Source

<b>FY 2022/23</b>		<b>FHWA</b>	<b>Federal</b>	<b>State</b>
		<b>(PL)</b>	<b>Soft</b>	<b>In Kind</b>
			<b>Match</b>	<b>Match</b>
Task 2.2	MPOAC Institute Training Activities			
<b>Personnel Services</b>				
	MPOAC Staff Salaries and Fringe Benefits	\$10,660	\$2,351	
<b>Consultant Services</b>				
		\$85,000	\$18,747	
<b>Totals</b>		<b>\$95,660</b>	<b>\$21,098</b>	<b>\$0</b>

<b>FY 2023/24</b>		<b>FHWA</b>	<b>Federal</b>	<b>State</b>
		<b>(PL)</b>	<b>Soft</b>	<b>In Kind</b>
			<b>Match</b>	<b>Match</b>
Task 2.2	MPOAC Institute Training Activities			
<b>Personnel Services</b>				
	MPOAC Staff Salaries and Fringe Benefits	\$10,660	\$2,351	
<b>Consultant Services</b>				
		\$85,000	\$18,747	
<b>Totals</b>		<b>\$95,660</b>	<b>\$21,098</b>	<b>\$0</b>

## 3.0 PROJECT PLANNING AND REPORTS

This section includes those functions that are necessary to prepare certain project studies, reports, and correspondence. These actions often result in specific work products that are initiated and endorsed by the MPOAC.

Project Planning and Reports Tasks include:

- Task 3.1 – Assessment of Documents, Regulations, Policies and Legislation
- Task 3.2 – Performance Measures Implementation
- Task 3.3 – Public Transportation, Environment & Community Planning
- Task 3.4 – Safety, Operations and Management
- Task 3.5 – MPOAC Strategic Plan Implementation

## Task 3.1 – Assessment of Documents, Regulations, Policies and Legislation

### Purpose

The MPOAC will review proposed documents, regulations, policies, and legislation (federal and state) to provide substantive and technical comments that represent the collective interest of Florida's MPOs. In addition, the MPOAC staff will conduct statewide and national research, as needed, to provide Florida MPOs with information regarding industry practices and standards.

### Previous Work Completed

The MPOAC distributed to its members periodic updates as well as an overview of legislation enacted during the prior Legislative sessions that pertains to metropolitan planning organizations.

The MPOAC during the previous two fiscal years reviewed and provided detailed comments as they relate to MPOs on various state and federal documents and reports. For example, detailed summaries of state legislation are prepared annually following the close of Florida legislative sessions. Additionally, the MPOAC submitted comments to appropriate officials on various proposed rules and guidance documents including, but not limited to, Statewide and Nonmetropolitan Transportation Planning and Metropolitan Transportation Planning, and MPO Coordination and Planning Area Reform.

### Proposed Methodology

MPOAC and consultant staff will compile and review proposed and adopted documents, regulations, policies, and legislation in a format that is clearly presented and useful to each MPO. The funds associated with this task are for MPOAC staff time. In addition, MPOAC staff will conduct national and statewide research to collect data pertaining to industry practices and standards. Unique to this UPWP cycle will be rules associated with a new Federal Transportation Authorization law (the Infrastructure Investment and Jobs Act or IIJA, also known as the Bipartisan Infrastructure Law or BIL) and the release of US Census data. New federal rules associated with the BIL and new urban areas will be publicly noticed in the federal register and the public has an opportunity to provide feedback about the methodology. MPOAC expects to review the notice(s) carefully and provide information to the membership about the potential impacts of the methodology suggested. The MPOAC will submit formal comments to proposed rules as desired by the membership.

### Work Products

Following the 2023 and 2024 Florida legislative sessions, the MPOAC will distribute to its membership a summary of approved state legislation of interest to metropolitan planning organizations. The MPOAC will provide review comments on documents, regulations policies and legislation relating to issues of interest to metropolitan planning organizations, including any federal notices of federal rule making associated with the BIL.

### Milestones

This is an ongoing activity that is performed on an as-needed basis.

### End Products

MPOAC submittal of comments on proposed federal rules, participation in efforts to craft new policies, and to educate MPOs in Florida about proposed legislation, policies, regulations, or documents when they are produced.

Funding Source

<b>FY 2022/23</b>		<b>FHWA (PL)</b>	<b>Federal Soft Match</b>	<b>State In Kind Match</b>
Task 3.1	Assessment of Documents, Regulations, Policies and Legislation			
Personnel Services				
	MPOAC Staff Salaries and Fringe Benefits	\$37,977	\$8,376	
Consultant Services		\$10,000	\$2,206	
<b>Totals</b>		<b>\$47,977</b>	<b>\$10,582</b>	<b>\$0</b>

<b>FY 2023/24</b>		<b>FHWA (PL)</b>	<b>Federal Soft Match</b>	<b>State In Kind Match</b>
Task 3.1	Assessment of Documents, Regulations, Policies and Legislation			
Personnel Services				
	MPOAC Staff Salaries and Fringe Benefits	\$37,977	\$8,376	
Consultant Services		\$10,000	\$2,206	
<b>Totals</b>		<b>\$47,977</b>	<b>\$10,582</b>	<b>\$0</b>

## Task 3.2 – Statewide Plans, Programs, and Performance Measures Implementation

### Purpose

The MPOAC will participate and assist in the implementation of statewide plans and programs such as the Florida Transportation Plan (FTP), the Florida Strategic Highway Safety Plan (SHSP), the Florida Highway Safety Implementation Plan (HSIP), the Florida Freight Mobility and Trade Plan, the Strategic Intermodal System (SIS) Plan, etc. The MPOAC will promote coordination between statewide planning and programming with MPO planning activities. The MPOAC will also participate and assist Florida's 27 MPOs, in partnership with the Florida DOT, to implement the Federal Transportation Performance Management Measures while maintaining consistency in the data sets used and information shared with the public.

### Previous Work Completed

The MPOAC participated in the policy and technical committees organized by the FDOT to develop the FTP and SIS Plan updates carried out over the past 2 years. Also, the MPOAC worked closely with Florida DOT staff to implement the federal transportation performance measure rules, including publishing an updated summary of MPO performance targets across Florida. The partnership with FDOT has been recognized as one of the best, if not the best, model of cooperation in the nation, resulting in numerous presentations by the MPOAC and FDOT, including to New York AMPO, Minnesota DOT, USDOT, SASHTO, AASHTO, AMPO, NARC, TRB and Florida APA. MPOAC also coordinated with the Florida DOT to assemble a full set of transportation performance measure reporting data sets for use by the individual MPOs in multiple formats for consistency and ease of use across the state.

### Proposed Methodology

MPOAC staff will participate in the review of the SIS facility eligibility requirements and serve as a member of appropriate working groups or steering committees. The MPOAC will facilitate coordination between the implementation efforts for statewide plans/programs and MPO planning activities by providing a forum for education and discussion between the MPOAC membership, the FDOT, and representatives of MPOAC partner organizations.

MPOAC staff will coordinate and collaborate with the FDOT and the Florida MPOs so that the federal transportation performance management measures continue to be presented using an identical data set, format and manner which is expected to reduce confusion and increase credibility among the public, elected officials, and the press. The MPOAC will continue to publish an up-to-date summary of MPO performance targets across Florida.

### Work Products

Develop the necessary reports, documents, and guidance to coordinate the implementation of statewide plans/programs and MPO planning activities. Work with the 27 MPOs, through the MPOAC, to incorporate the performance management measures into MPO plans and programs. This task will consist of staff time and may involve travel, as needed.

## Milestones

This is an ongoing activity as the FDOT implements statewide plans/programs and performance management measurement. It is expected that during the timeframe of this UPWP, the USDOT may update, or issue new guidance related to performance management measurement and further define how information is to be displayed and used by MPOs. Should this occur, the MPOAC will provide written comments if the opportunity is made available.

## End Products

Ongoing planning and programming activity.

Funding Source

<b>FY 2022/23</b>		<b>FHWA (PL)</b>	<b>Federal Soft Match</b>	<b>State In Kind Match</b>
Task 3.2	Performance Measures Implementation			
Personnel Services				
	MPOAC Staff Salaries and Fringe Benefits	\$30,459	\$6,718	
<b>Totals</b>		<b>\$30,459</b>	<b>\$6,718</b>	<b>\$0</b>

<b>FY 2023/24</b>		<b>FHWA (PL)</b>	<b>Federal Soft Match</b>	<b>State In Kind Match</b>
Task 3.2	Performance Measures Implementation			
Personnel Services				
	MPOAC Staff Salaries and Fringe Benefits	\$30,459	\$6,718	
<b>Totals</b>		<b>\$30,459</b>	<b>\$6,718</b>	<b>\$0</b>

## Task 3.3 – Public Transportation, Environment & Community Planning

### Purpose

The MPOAC will integrate and promote public transportation, environmental, climate change, sea-level rise, air quality and community planning issues into the metropolitan transportation planning process. This task will expand the role of the MPOAC in working with state, regional and local organizations that provide public transportation options and promote environmental streamlining, livable communities, and sound community planning practices to enhance the overall MPO planning process. In particular, the MPOAC will work with FDOT to ensure that Florida MPOs consider mechanisms for addressing the federal planning emphasis areas issued in 2021.

### Previous Work Completed

The MPOAC worked with the FDOT Transit Office to incorporate transit issues into the MPO planning process, the FDOT Systems Implementation Office to implement the SUNTrail program, and the FDOT Office of Environmental Management (OEM) to implement state assumption of federal environmental review responsibilities. The MPOAC also worked with the Florida Department of Economic Opportunity (DEO), the Florida Department of Environmental Protection (DEP), Florida Commission for the Transportation Disadvantaged, and other local, regional, and state organizations that promote environmental, community planning and sustainable development objectives and transportation options.

### Proposed Methodology

MPOAC and consultant staff will continue to work with FDOT, DEO, the Florida Transportation Commission (FTC), Florida Commission for the Transportation Disadvantaged, Florida Public Transportation Association (FPTA), Florida Greenways and Trails Foundation, and the Florida Regional Councils Association to expand the participation of the MPOAC in working with other partners and stakeholders to advance public transportation, efficient transportation decision-making and community planning objectives. Additionally, the MPOAC will work with 1,000 Friends of Florida, the Governor's staff, DEP, and other partner organizations to advance transportation system resiliency, sea-level rise, sustainable development, equity, and air quality considerations in state, metropolitan and local planning activities, and processes, with particular attention to the current federal planning emphasis area. The MPOAC Executive Director will serve as an ex-officio nonvoting member of the FPTA.

### Work Products

The MPOAC will provide a forum for public and private organizations to present programs and issues that lead to better integration of public transportation, environmental, climate change, sea-level rise, air quality and community planning issues within the MPO planning process. As a follow-up, the MPOAC will continue to work with such organizations to update planning guidelines, manuals and other related reports and documents that are used to implement these activities.

## Milestones

This is an ongoing activity. Presentations at quarterly meetings of the MPOAC and at Technical and Policy Committee meetings will take place as needed or requested by MPOAC membership.

## End Products

This is an ongoing activity. Presentations at quarterly meetings of the MPOAC and at Technical and Policy Committee meetings will take place as needed or requested by MPOAC membership.

Funding Source

<b>FY 2022/23</b>		<b>FHWA</b>	<b>Federal</b>	<b>State</b>
		<b>(PL)</b>	<b>Soft</b>	<b>In Kind</b>
			<b>Match</b>	<b>Match</b>
Task 3.3	Public Transportation, Environment & Community Planning			
	Personnel Services			
	MPOAC Staff Salaries and Fringe Benefits	\$18,293	\$4,035	
	Consultant Services	\$7,200	\$1,588	
<b>Totals</b>		<b>\$25,493</b>	<b>\$5,623</b>	<b>\$0</b>

<b>FY 2023/24</b>		<b>FHWA</b>	<b>Federal</b>	<b>State</b>
		<b>(PL)</b>	<b>Soft</b>	<b>In Kind</b>
			<b>Match</b>	<b>Match</b>
Task 3.3	Public Transportation, Environment & Community Planning			
	Personnel Services			
	MPOAC Staff Salaries and Fringe Benefits	\$18,293	\$4,035	
	Consultant Services	\$7,200	\$1,588	
<b>Totals</b>		<b>\$25,493</b>	<b>\$5,623</b>	<b>\$0</b>

## Task 3.4 – Safety, Operations and Management

### Purpose

The MPOAC will identify and present information related to transportation operations, management and safety that will assist individual MPOs in their development of long-range transportation plans, transportation improvement programs, and other planning work products.

### Previous Work Completed

Previous work under this task includes transmitting Intelligent Transportation System (ITS), autonomous vehicle, and safety information to MPOs and participating on the FDOT Strategic Highway Safety Plan Steering and Executive Committees, the Transportation Asset Management Plan Steering Committee, the Bicycle and Pedestrian Partnership Council, and the FDOT's Safe Mobility for Life Coalition and initiatives. The MPOAC Executive Director is a member of the Intelligent Transportation Society of Florida and was a participant in the Safe Streets Summit, the Annual Florida Automated Vehicles Summit, the Florida Metropolitan Planning Partnership, the MPO Leadership meetings, and the FDOT Freight Leadership Forum. The Executive Director is also an active of the Safe Mobility for Live Coalition.

### Proposed Methodology

Given the implementation of the federal safety performance management measures which has brought focus to this topic, MPOAC staff expects to work with MPOs, the Florida DOT Safety Office, and the Office of Policy Planning in this area. MPOAC staff will work with FDOT, FHWA, FTA, and other partners to bring before the MPOAC the latest information regarding transportation safety, automated/connected vehicles, operations, and management that can be used by MPOs in support of the urbanized transportation planning process. The MPOAC will work with the FDOT Safety Office to amend the Strategic Highway Safety Plan, as needed, and integrate the goals of the plan into the MPO planning process. Additionally, the MPOAC will work with the Transportation Research Board (TRB), FHWA, the FTA, and other partner organizations to address the issues facing older road users and other mobility concerns facing a growing senior population.

### Work Products

Presentations, workshops, and the dissemination of information regarding transportation operations, management, automated/connected vehicles, and safety. Participation on various committees supporting improved safety, operations, and maintenance on Florida's multi-modal transportation system, including the Strategic Highway Safety Plan Steering Committee, the Safe Mobility for Life Coalition, and other committees and boards as requested. This task consists of staff time and may include travel expenses as necessary.

### Milestones

This is an ongoing activity. Presentations at quarterly meetings of the MPOAC and at Technical and Policy Committee meetings will take place as needed or requested by MPOAC membership.

### End Products

This is an ongoing activity. Presentations at quarterly meetings of the MPOAC and at Technical and Policy Committee meetings will take place as needed or requested by MPOAC membership.

Funding Source

<b>FY 2022/23</b>		<b>FHWA</b>	<b>Federal</b>	<b>State</b>
		<b>(PL)</b>	<b>Soft</b>	<b>In Kind</b>
			<b>Match</b>	<b>Match</b>
Task 3.4	Safety, Operations and Management			
Personnel Services				
	MPOAC Staff Salaries and Fringe Benefits	\$14,022	\$3,093	
<b>Totals</b>				
		<b>\$14,022</b>	<b>\$3,093</b>	<b>\$0</b>

<b>FY 2023/24</b>		<b>FHWA</b>	<b>Federal</b>	<b>State</b>
		<b>(PL)</b>	<b>Soft</b>	<b>In Kind</b>
			<b>Match</b>	<b>Match</b>
Task 3.4	Safety, Operations and Management			
Personnel Services				
	MPOAC Staff Salaries and Fringe Benefits	\$14,022	\$3,093	
<b>Totals</b>				
		<b>\$14,022</b>	<b>\$3,093</b>	<b>\$0</b>

## Task 3.5 – MPOAC Strategic Plan Implementation and Working Groups

### Purpose

The MPOAC will carry out the action items contained in the MPOAC Strategic Directions Plan and update the adopted vision statement, guiding principles and goals if needed. The MPOAC Strategic Directions Plan identified several working groups which will increase the value of MPOAC to FDOT, the MPOs, and the citizens of Florida. These working groups are topic area specific and are intended to address areas which can benefit from the statewide collective forum provided by the MPOAC.

### Previous Work Completed

During FY 2015/16, the MPOAC conducted a strategic planning process to ensure organizational effectiveness in meeting member needs and expectations. The process, guided by the Strategic Directions Advisory Committee (SDAC) and mediated by the Florida CRC Consensus Center, concluded in 2016 and resulted in the completion of the MPOAC Strategic Directions Plan and an associated Implementation Action Plan. The MPOAC identified four working groups to implement over the following four years. The Complete Streets Working Group completed the “Complete Streets Best Practices” report in 2018 and the final report is posted to the MPOAC website. The Noteworthy Practices Working Group has been formed and is meeting regularly to achieve the goals and objectives in the Strategic Directions Plan.

### Proposed Methodology

MPOAC staff anticipates launching the Training and Communications working groups during the timeframe of this UPWP. The Noteworthy Practices Working Group is expected to continue to meet. The Strategic Directions Plan is due for an update which will be undertaken during this UPWP cycle. Based on the results of the Plan update, along with potential changes in federal or state laws and rules, the purpose and products of the working groups may require adjustment. Additionally, the deliberations of the working groups may result in the development of new work products (reports, brochures, etc.). Much of the staffing work associated with an update of the Strategic Directions Plan will be provided by member organizations.

### Work Product

An update of the Strategic Directions Plan will be undertaken by MPOAC and consultant staff during this UPWP cycle. The working groups will be engaged in the update and the results of the update may necessitate revisions to the purpose and products of each working group. The Working Group will continue to produce a product or products depending on the nature of their work with the intention of making these products available for others to learn from and to improve the state of transportation planning among the Florida MPOs.

### Milestones

Quarterly meetings during Fiscal Years 2022/2023 and 2023/2024 or as needed, including meeting agendas sent out in advance of meetings and the hosting of quarterly meetings.

The Working Groups will periodically report out to the Staff Directors’ Advisory Committee and produce reports, websites, and products that may be used by MPOs and require financial expenditure by the MPOAC. Amendments and modifications to the existing MPOAC Strategic Directions Plan will be required during Fiscal Years 2022/2023 and/or FY 2023/2024.

## End Products

An update of the Strategic Directions Plan will be undertaken during this UPWP cycle and may result in changes to the Working Groups. Quarterly meetings during Fiscal Years 2022/2023 and 2023/2024 or as needed, included meetings of the MPOAC Strategic Plan working groups. The deliberations of the Working Groups may result in work products requiring financial expenditure by the MPOAC. Amendments and modifications to the existing MPOAC Strategic Directions Plan will be required during Fiscal Years 2022/2023 and/or FY 2023/2024.

Funding Source

<b>FY 2022/23</b>		<b>FHWA (PL)</b>	<b>Federal Soft Match</b>	<b>State In Kind Match</b>
Task 3.5	MPOAC Strategic Plan Implementation			
Personnel Services				
	MPOAC Staff Salaries and Fringe Benefits	\$35,922	\$7,923	
Consultant Services				
		\$15,000	\$3,308	
<b>Totals</b>		<b>\$50,922</b>	<b>\$11,231</b>	<b>\$0</b>

<b>FY 2023/24</b>		<b>FHWA (PL)</b>	<b>Federal Soft Match</b>	<b>State In Kind Match</b>
Task 3.5	MPOAC Strategic Plan Implementation			
Personnel Services				
	MPOAC Staff Salaries and Fringe Benefits	\$35,922	\$7,923	
Consultant Services				
		\$15,000	\$3,308	
<b>Totals</b>		<b>\$50,922</b>	<b>\$11,231</b>	<b>\$0</b>

**Table 1: SFY 2023 Funding Sources**

<b>FY 2022/23 Summary Table</b>		<b>FHWA (PL)</b>	<b>Federal Soft Match</b>	<b>State In Kind Match</b>
Task 1.1	MPOAC Administration	\$400,919	\$88,424	\$69,768
Task 2.1	MPOAC Policy Positions	\$7,500	\$1,654	\$0
Task 2.2	MPOAC Institute Training Activities	\$95,660	\$21,098	\$0
Task 3.1	Assessment of Documents, Regulations, Policies and Legislation	\$47,977	\$10,582	\$0
Task 3.2	Performance Measures Implementation	\$30,459	\$6,718	\$0
Task 3.3	Public Transportation, Environment & Community Planning	\$25,493	\$5,623	\$0
Task 3.4	Safety, Operations and Management	\$14,022	\$3,093	\$0
Task 3.5	MPOAC Strategic Plan Implementation	\$50,922	\$11,231	\$0
<b>Totals</b>		<b>\$672,952</b>	<b>\$148,422</b>	<b>\$69,768</b>
<b>Grand Total of all Columns</b>		<b>\$891,355</b>		

Note: Task 1.1 FHWA PL and Federal Soft Match includes AMPO and NARC dues for all Florida MPOs (\$106,646 for AMPO and \$80,000 for NARC).

**Table 2: SFY 2024 Funding Sources**

<b>FY 2023/24 Summary Table</b>		<b>FHWA (PL)</b>	<b>Federal Soft Match</b>	<b>State In Kind Match</b>
Task 1.1	MPOAC Administration	\$400,919	\$88,424	\$69,768
Task 2.1	MPOAC Policy Positions	\$7,500	\$1,654	\$0
Task 2.2	MPOAC Institute Training Activities	\$95,660	\$21,098	\$0
Task 3.1	Assessment of Documents, Regulations, Policies and Legislation	\$47,977	\$10,582	\$0
Task 3.2	Performance Measures Implementation	\$30,459	\$6,718	\$0
Task 3.3	Public Transportation, Environment & Community Planning	\$25,493	\$5,623	\$0
Task 3.4	Safety, Operations and Management	\$14,022	\$3,093	\$0
Task 3.5	MPOAC Strategic Plan Implementation	\$50,922	\$11,231	\$0
<b>Totals</b>		<b>\$672,952</b>	<b>\$148,422</b>	<b>\$69,768</b>
<b>Grand Total of all Columns</b>		<b>\$891,355</b>		

Note: Task 1.1 FHWA PL and Federal Soft Match includes AMPO and NARC dues for all Florida MPOs (\$106,646 for AMPO and \$80,000 for NARC).

**Table 3: SFY 2023 Summary Budget Table**

<b>FY 2022/23 Summary Budget Table</b>		<b>FHWA (PL)</b>	<b>Federal Soft Match</b>	<b>State In Kind Match</b>
<b>Task 1.0</b>	<b>MPOAC Administration</b>			
Personnel Services		\$155,258	\$34,243	
Consultant Services		\$30,000	\$6,617	
Travel		\$22,000	\$4,852	
Other Direct Expenses		\$193,661	\$42,712	\$69,768
<b>Task Total</b>		<b>\$400,919</b>	<b>\$88,424</b>	<b>\$69,768</b>
<b>Task 2.0</b>	<b>Regional Cooperation and Information Dissemination</b>			
Personnel Services		\$17,560	\$3,873	
Consultant Services		\$85,000	\$18,747	
Printing		\$600	\$132	
<b>Task Total</b>		<b>\$103,160</b>	<b>\$22,752</b>	<b>\$0</b>
<b>Task 3.0</b>	<b>Project Planning and Reports</b>			
Personnel Services		\$136,373	\$30,145	
Consultant Services		\$32,200	\$7,102	
<b>Task Total</b>		<b>\$168,873</b>	<b>\$37,246</b>	<b>\$0</b>
	<b>Budget Total</b>	<b>\$672,952</b>	<b>\$148,422</b>	<b>\$69,768</b>
	<b>Grand Total of all Columns</b>	<b>\$891,355</b>		

**Table 4: SFY 2024 Summary Budget Table**

<b>FY 2023/24 Summary Budget Table</b>		<b>FHWA (PL)</b>	<b>Federal Soft Match</b>	<b>State In Kind Match</b>
<b>Task 1.0</b>	<b>MPOAC Administration</b>			
Personnel Services		\$155,258	\$34,243	
Consultant Services		\$30,000	\$6,617	
Travel		\$22,000	\$4,852	
Other Direct Expenses		\$193,661	\$42,712	\$69,768
<b>Task Total</b>		<b>\$400,919</b>	<b>\$88,424</b>	<b>\$69,768</b>
<b>Task 2.0</b>	<b>Regional Cooperation and Information Dissemination</b>			
Personnel Services		\$17,560	\$3,873	
Consultant Services		\$85,000	\$18,747	
Printing		\$600	\$132	
<b>Task Total</b>		<b>\$103,160</b>	<b>\$22,752</b>	<b>\$0</b>
<b>Task 3.0</b>	<b>Project Planning and Reports</b>			
Personnel Services		\$136,373	\$30,145	
Consultant Services		\$32,200	\$7,102	
<b>Task Total</b>		<b>\$168,873</b>	<b>\$37,246</b>	<b>\$0</b>
	<b>Budget Total</b>	<b>\$672,952</b>	<b>\$148,422</b>	<b>\$69,768</b>
	<b>Grand Total of all Columns</b>	<b>\$891,355</b>		

**Table 5: Relationship of UPWP Tasks to Federal Planning Factors**

FEDERAL PLANNING FACTORS	Task 1.1	Task 2.1	Task 2.2	Task 3.1	Task 3.2	Task 3.3	Task 3.4	Task 3.5
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.	X	X	X		X			X
Increase the safety of transportation system for motorized and non-motorized users.	X	X	X		X		X	X
Increase the security of transportation system for motorized and non-motorized users.	X	X	X		X		X	X
Increase the accessibility and mobility of people and for freight.	X	X	X		X			X
Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.	X	X	X	X	X	X		X
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.	X	X	X	X	X	X		X
Promote efficient system management and operation.	X	X	X		X		X	X
Emphasize the preservation of the existing transportation system.	X	X	X		X		X	X
Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.	X	X	X		X	X		X
Enhance travel and tourism.	X	X			X	X		X

**Table 6: Relationship of UPWP Tasks to State Planning Emphasis Areas**

STATE PLANNING EMPHASIS AREAS	Task 1.1	Task 2.1	Task 2.2	Task 3.1	Task 3.2	Task 3.3	Task 3.4	Task 3.5
SAFETY	X	X	X		X	X	X	X
Equity	X	X	X		X	X		X
RESILIENCE	X	X	X		X	X		X
Emerging Mobility	X	X	X		X	X	X	X

**Table 7: Relationship of UPWP Tasks to Federal Planning Emphasis Areas**

FEDERAL PLANNING EMPHASIS AREAS	Task 1.1	Task 2.1	Task 2.2	Task 3.1	Task 3.2	Task 3.3	Task 3.4	Task 3.5
Tackling the Climate Crisis	X	X	X		X	X		X
Equity and Justice40	X	X	X		X	X		X
Complete Streets	X	X	X	X	X	X		X
Public Involvement								
Strategic Highway Network/US DOD Coordination								
FLMA Coordination								
Planning and Environmental Linkages	X	X	X	X	X	X		X
Data in Transportation Planning								

## MPOAC Responses to Comments Received

The Draft UPWP was available for public comment for 18 days, beginning on March 8, 2022. To solicit comments, the Draft UPWP was published on the MPOAC website, and was presented at the January 27, 2022 quarterly meetings of the MPOAC Staff Directors' Advisory Committee and the MPOAC Governing Board. An email containing a weblink leading to the MPOAC website where the draft UPWP was located was sent to the MPOAC membership and partners. The following comments were received:

**Florida Department of Transportation:** Please see the Checklist provided to MPOAC by the Florida DOT and FHWA.

**MPOAC response:** Comments were addressed in the Checklist.

**Florida Division of Federal Highway Administration:** Please see the Checklist provided to MPOAC by the Florida DOT and FHWA.

**MPOAC response:** Comments were addressed in the Checklist.

RESOLUTION NO. 2022-~~0102~~

**A RESOLUTION OF THE FLORIDA METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL; REVISING AGENCY BY-LAWS; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Section 339.175(11)(c)4., Florida Statutes, provides that the MPOAC may from time to time adopt by-laws or revision thereto;

WHEREAS, *The MPOAC is not subject to Florida's Administrative Procedure Act. §120.52(1), F.S. Consequently, these rules of by-laws are not subject to a rule adoption proceeding pursuant to Section 120.54, F.S.; and*

WHEREAS, these by-laws were adopted by Resolution No. 15-1, effective January 22, 2015; and

WHEREAS, these by-laws were amended by Resolution No. 17-1, effective January 26, 2017; and

WHEREAS, these by-laws were further amended by Resolution No. 2020-02, effective October 29, 2020; and

WHEREAS, it is the desire of the MPOAC Governing Board to streamline and further amend these by-laws pursuant to this Resolution No. 2022-1, effective January 27, 2022,

NOW, THEREFORE, BE IT ENACTED BY THE GOVERNING BOARD OF THE FLORIDA METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL:

SECTION A. Recitals. Each and all of the foregoing recitals ("WHEREAS" clauses) are hereby declared to be true and correct and are incorporated herein by this reference.

SECTION B. That the By-Laws of the MPOAC are hereby amended to read as follows:

**Section 1. Definitions.** As used in these bylaws, the following terms shall be defined as follows:

(a) "MPO" means and refers to a metropolitan planning organization as provided for in 23 U.S.C. Section 134, 49 U.S.C. Section 5303, and Section 339.175, Florida Statutes. MPO may also mean a transportation planning organization ("TPO"), transportation planning agency ("TPA") or another name used by an MPO in Florida.

(b) "MPOAC" shall mean the State of Florida, Metropolitan Planning Organization Advisory Council as provided for in Section 339.175, Florida Statutes.

(c) "Record" shall include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by the MPOAC. A record shall be as specified in Section 119.011, Florida Statutes, or as determined pursuant to judicial interpretation of Chapter 119, Florida Statutes.

## **Section 2. MPOAC Organizational Structure.**

(a) The Governing Board

(i) The MPOAC Governing Board consists of one representative from each of the duly designated MPOs in Florida. Pursuant to Section 2(a)(ii)(5), if a new MPO is created, the number of Governing Board members will increase. As of January 2022, the MPOs are:

- (1) Bay County Transportation Planning Organization;
- (2) Broward Metropolitan Planning Organization;
- (3) Capital Region Transportation Planning Agency;
- (4) Charlotte County-Punta Gorda Metropolitan Planning Organization;
- (5) Collier Metropolitan Planning Organization;
- (6) Florida-Alabama Transportation Planning Organization;
- (7) Forward Pinellas;
- (8) Heartland Regional Transportation Planning Organization;
- (9) Hernando/Citrus Metropolitan Planning Organization;
- (10) Hillsborough County Metropolitan Planning Organization;
- (11) Indian River County Metropolitan Planning Organization;
- (12) Lake-Sumter Metropolitan Planning Organization;
- (13) Lee County Metropolitan Planning Organization;
- (14) Martin Metropolitan Planning Organization;
- (15) MetroPlan Orlando;
- (16) Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area;
- (17) Miami-Dade Transportation Planning Organization;
- (18) North Florida Transportation Planning Organization;
- (19) Ocala-Marion County Transportation Planning Organization;
- (20) Okaloosa-Walton Transportation Planning Organization;
- (21) Pasco County Metropolitan Planning Organization;
- (22) Palm Beach Transportation Planning Agency;

- (23) Polk Transportation Planning Organization;
- (24) River to Sea Transportation Planning Organization;
- (25) Sarasota/Manatee Metropolitan Planning Organization;
- (26) Space Coast Transportation Planning Organization; and
- (27) St. Lucie Transportation Planning Organization.

(ii) Appointment of Governing Board representatives.

(1) Each individual MPO selects one representative, and may select at least one alternate representative, to serve on the Governing Board. An MPO may select a primary alternate representative and, at its option, a secondary alternate representative. Alternate representatives shall vote, participate for the purpose of forming a quorum, make or second motions, and otherwise act as a member of the MPOAC Governing Board, only in the absence of the representative that the alternate has been appointed to serve in place of; provided, however, that alternate representatives may always attend Governing Board meetings and participate in debate. A secondary alternate representative shall vote, participate for the purpose of forming a quorum, make or second motions, and otherwise act as a member of the MPOAC Governing Board, only in the absence of the Governing Board member, and the primary alternate representative, of the MPO that the secondary alternate represents. Regular Governing Board members or alternate members may be reappointed from time to time by their appointing MPO.

(2) The term for a representative and an alternate representative shall be from January 1st to December 31st of each calendar year. By no later than December 31st of each calendar year, each MPO should appoint its representative to the MPOAC to serve for the succeeding calendar year.

(3) No individual shall be eligible to vote on the MPOAC until the appointing MPO certifies in writing or electronically by e-mail to the MPOAC that such individual is authorized to act as the representative or alternate representative of the certifying MPO.

(4) Each representative and each alternate representative of a MPO shall serve at the pleasure of the appointing MPO; provided, that a representative or an alternate representative on the MPOAC Governing Board must at all times be a representative sitting on the Governing Board of the appointing MPO. Vacancies shall be filled only by an appointment by the original appointing MPO.

(5) Upon the creation of a new MPO pursuant to Section 339.175, Florida Statutes, said MPO is entitled to the appointment of one representative and, at its option, one (1) primary alternate representative, and one (1) secondary alternate representative, to serve as a member of the MPOAC Governing Board in the absence of the regular voting delegate to the Governing Board.

(iii) Governing Board Governance.

(1) The MPOAC Governing Board shall at its first meeting of the calendar year elect a Chair and Vice-Chair as its officers. The Chair and Vice-Chair shall be selected by a majority vote of the membership of the Governing Board voting. The Chair and Vice-Chair shall take office upon election and shall serve until the completion of the next regular election which shall be held at the first meeting in the first quarter of the calendar year (or as soon thereafter as possible if a meeting is not held in the first quarter), or until a successor is elected, whichever event shall first occur. The Chair and Vice-Chair must at all times during their term of office be members of the MPOAC Governing Board.

(2) If a vacancy occurs in any MPOAC Governing Board office, the MPOAC Governing Board shall fill the vacancy, and the individual filling the vacancy shall serve until the completion of the next regular election which shall be held at the first meeting in the first quarter of the calendar year (or as soon thereafter as possible if a meeting is not held in the first quarter), or until a successor is elected, whichever event shall first occur.

(3) Chair; Vice-Chair. The Chair of the MPOAC shall call and preside at all meetings of the MPOAC Governing Board. The Chair is authorized to execute on behalf of the MPOAC all documents which have been approved by the MPOAC Governing Board. The Vice-Chair shall act as Chair in the absence of the Chair.

~~(4) Agenda preparation. After consultation with the Chair of the Governing Board, the Executive Director is responsible for the preparation of agendas for future meetings.~~

**Commented [RM1]:** This is covered in the agenda section of the Bylaws.

~~(54)~~– Quorum. At least nine (9) of the voting members of the MPOAC Governing Board must be present for the MPOAC Governing Board to conduct business. All votes must pass by a vote of a majority of those members present and voting or by seven (7) votes, whichever number shall be greater.

~~(65)~~ Meetings. The MPOAC Governing Board shall meet no less often than once each calendar quarter during the year based on an annual schedule established by the Governing Board which schedule may be amended from time to time by the Governing Board, unless said meeting is cancelled or rescheduled by the Chair. The Chair shall be empowered to cancel any of the foregoing regular meetings, as necessary. Regular meetings may be held at a location, date, and time, to be determined annually by a majority of the Governing Board members voting.

~~(76)~~ Special meetings may be called by the Governing Board Chair at a date, location, and time in the Chair's call for the special meeting or through a letter of petition from at least four (4) members of the Governing Board; provided, that all public notice requirements are satisfied. The letter shall state the purpose

of the special meeting and may propose a time, location, and date for the special meeting. In the event of any petition which does not set a time, location, and date for a special meeting, the Chair, after coordinating with the Executive Director, shall set the time, location, and date of the meeting.

(87) Emergency meetings may be called as provided in Section 6.

(98) Joint meetings of the Governing Board and the Staff Directors' Advisory Committee. At the call of the Governing Board Chair or after consultation between the Governing Board Chair and the Staff Directors' Advisory Committee Chair at the call of the Staff Directors' Advisory Committee Chair, meetings of the Staff Directors' Advisory Committee may be held simultaneous with a Governing Board meeting.

(b) Staff Directors' Advisory Committee.

(i) The Staff Directors' Advisory Committee is responsible for providing guidance to the MPOAC Governing Board regarding transportation issues and agency operation. It may assist in the preparation of the MPOAC agenda. In addition, the Staff Directors' Advisory Committee may serve as a forum for the discussion and formulation of recommendations to the Governing Board which will later be forwarded to appropriate governmental bodies or other individuals. Recommendations shall relate to statewide concerns regarding all transportation-related issues.

(ii) Appointment of Staff Directors' Advisory Committee representatives.

(1) The MPOAC Staff Directors' Advisory Committee is comprised of one staff person from each MPO. One (1) member representative to serve on the Staff Directors' Advisory Committee shall be designated by each MPO. In addition, each MPO that designates a member representative to the Staff Directors' Advisory Committee may also designate at least one (1) alternate member representative. Each MPO may appoint a primary alternate representative and, at its option, a secondary alternate representative to the Staff Directors' Advisory Committee. Alternate member representatives shall vote, participate for the purpose of forming a quorum, make or second motions, and otherwise act as a member representative of the Staff Directors' Advisory Committee only in the absence of the member representative that the alternate has been appointed to serve in place of; provided, however, that alternate member representatives may always attend committee meetings and participate in debate. A secondary alternate representative shall vote, participate for the purpose of forming a quorum, make or second motions, and otherwise act as a member of the Staff Directors' Advisory Committee, only in the absence of the Staff Directors' Advisory Committee member, and primary alternate representative, of the MPO that the secondary alternate represents.

(2) Each Staff Directors' Advisory Committee Member representative and each alternate member representative of a MPO shall serve at the pleasure of the appointing MPO. Vacancies shall be filled only by an appointment by the original appointing MPO.

(3) Upon the creation of a new MPO pursuant to Section 339.175, Florida Statutes, said MPO is entitled to the appointment of one member representative and one (1) primary and one (1) secondary alternate member representative to serve on the Staff Directors' Advisory Committee.

(4) The term of service for a member representative on the Staff Directors' Advisory Committee shall be for a period of time beginning on January 1st and ending on December 31st of each year. Members and alternate members are eligible for reappointment. By no later than December 31st of each calendar year, each MPO should designate for the forthcoming year its representative and any alternate representatives to the MPOAC.

(5) No individual shall be eligible to vote on the Staff Directors' Advisory Committee until the appointing MPO certifies in writing or electronically by e-mail to the MPOAC that such individual is authorized to vote as the representative, or alternate, of the certifying entity. Each member and alternate member of the committee shall serve at the pleasure of the appointing MPO. Each individual appointed to serve, as a regular member or an alternate member of the Staff Directors' Advisory Committee, as a representative of a MPO must be an employee of the MPO represented or the agency staffing a MPO.

(iii) Staff Directors' Advisory Committee Governance

(1) The MPOAC Staff Directors' Advisory Committee shall at its first meeting of the calendar year elect a Chair and Vice-Chair as its officers. The Chair and Vice-Chair shall be selected by a majority vote of the membership of the Staff Directors' Advisory Committee voting. The Chair and Vice-Chair shall take office upon election at the first Staff Directors' Advisory Committee in the first quarter (or as soon thereafter as possible if a meeting is not held in the first quarter) and shall serve until the completion of the next regularly scheduled election, which shall be held at the first meeting in the first quarter of the calendar year, or until a successor is thereafter elected, whichever event shall first occur. The Chair and Vice-Chair must be members of the Staff Directors' Advisory Committee.

(2) Chair; Vice-Chair. The Chair of the Staff Directors' Advisory Committee shall call and preside at all meetings of the Staff Directors' Advisory Committee. The Chair is authorized to implement on behalf of the Staff Directors' Advisory Committee all decisions which have been approved by the Staff Directors' Advisory Committee, and the Chair is authorized to execute on behalf of the Staff Directors' Advisory Committee all documents which have been approved by the Staff Directors' Advisory Committee. The Vice-Chair shall act as Chair in the

absence of the Chair.

~~(3) — Agenda preparation. After consultation with the Chair of the Staff Directors' Advisory Committee, the Executive Director is responsible for the preparation of agendas for future meetings.~~

**Commented [RM2]:** This is covered in the Agenda section of the Bylaws.

(43) Quorum. At least nine (9) of the voting members of the Staff Directors' Advisory Committee must be present for the Staff Directors' Advisory Committee to conduct business. All votes must pass by a vote of a majority of those members voting or by seven (7) votes, whichever number shall be greater.

~~(54) Meetings. Regular meetings of the Staff Directors' Advisory Committee shall be held at least once each calendar year quarter based on an annual schedule established by the MPOAC Governing Board, unless cancelled or rescheduled by the Staff Directors' Advisory Committee Chair. A regular meeting schedule shall be set by the Staff Directors' Advisory Committee annually by a majority of those members voting at a meeting.~~ The Chair may cancel a meeting as a result of a lack of business to bring to the committee. Regular meetings shall usually be held immediately prior to, ~~or at the option of the Chair, simultaneous with the meetings of~~ the Governing Board. Joint meetings of the Staff Directors' Advisory Committee and Governing Board may be conducted, and those meetings may be called as provided in Section 4.(f)(4). Joint meetings of the Governing Board and the Staff Directors' Advisory Committee shall be held in the same location as the Governing Board meeting.

(5) Special meetings, which are not joint meetings, may be held at a date, time, and location to be determined by the Chair or a majority of the committee members voting. A vote of a majority of the members voting shall take precedence over a decision of the Chair. In addition, special meetings may be called through a letter of petition from at least four (4) members; provided, that applicable public notice requirements are satisfied. This letter shall state the purpose of the special meeting and may propose a time, location, and date for the special meeting. In the event of any petition which does set a time, location, or date for a special meeting, the Chair, after coordinating with Executive Director, shall set the time, location, or date of the meeting.

~~(66)~~ Subcommittees may be established by the Chair or by a majority vote of those voting at a Staff Directors' Advisory Committee meeting as necessary to assist the Staff Directors' Advisory Committee. Sub-committee members, including a Chair and Vice-Chair, shall be appointed by the Staff Directors' Advisory Committee Chair, or a majority of those voting at a meeting. A vote of the Staff Directors' Advisory Committee shall take precedence over an appointment by the Chair.

(c) The Executive Committee.

(i) The Executive Committee consists of the MPOAC Governing Board Chair and Vice-Chair, a member of the Governing Board serving at-large, the Staff Directors' Advisory Committee Chair and Vice-Chair. Service on the Executive Committee is considered an appointment to a position and not an office and is an *ex officio* part of the duties of the selected Governing Board Member or selected member of the Staff Director's Advisory Committee.

(1) The at-large Governing Board member of the Executive Committee will be selected at the same time that the Governing Board Chair and Vice-Chair are selected. If the at-large member position shall become vacant, the Governing Board shall select an at-large member to complete the term of the individual being replaced. Said replacement member shall serve until such time as election is held for the Governing Board Chair, Vice-Chair, and the Executive Committee at-large member.

(2) The Executive Committee shall provide policy direction for the MPOAC between Governing Board meetings and provide an annual evaluation of the MPOAC Executive Director. In the event that the Governing Board is unable to meet due to civil unrest emergency; weather related emergency (such as hurricane, tropical storm, or flooding); pandemic or other disease, environmental, or health related emergency; or declared state of emergency by the Governor, the Executive Committee may take action with regard to approving any action that would otherwise be taken by the Governing Board, including but not limited to approval of the Unified Planning Work Program; appointment of staff; approval of documents or proposals requiring MPOAC approval to satisfy the Federal Highway Administration, Federal Transit Administration, or other agency of the U.S. Department of Transportation, or Florida Department of Transportation requirements; approval of contracts or amendments thereto; or approval of other fiscal or policy-related decisions. Amendments to these by-laws, other than a recommendation to the Governing Board, shall not be permitted to be approved by the Executive Committee. In the event that the Executive Committee is unable to meet due to civil unrest emergency; weather related emergency (such as hurricane, tropical storm, or flooding); pandemic or other disease, environmental, or health related emergency; or declared state of emergency by the Governor, the MPOAC Governing Board Chair or Vice-Chair may take action with regard to approving any action that would otherwise be taken by the Governing Board, including but not limited to approval of the Unified Planning Work Program, approval of documents or proposals requiring MPOAC approval to satisfy Federal Highway Administration, Federal Transit Administration, or other agency of the U.S. Department of Transportation, or Florida Department of Transportation requirements; approval of contracts or amendments thereto, or other fiscal or policy-related decisions. Any action taken by the Executive Committee, the Chair or Vice-Chair on behalf of the MPOAC Governing Board during a time that the MPOAC Governing Board is unable to meet shall be brought to the next meeting of the MPOAC Governing Board for ratification. Amendments to these by-laws, other than a recommendation to the Governing Board, shall not be permitted to be

approved by the Chair or Vice-Chair.

(3) Meetings of the Executive Committee shall occur at the call of the Chair, setting the date, time, and location of said meeting. Alternatively, a vote of a majority of the Executive Committee may set a meeting time, date, and location for an Executive Committee meeting. A vote of the Executive Committee shall take precedence over a determination to call a meeting by the Chair. In addition, upon petition of three (3) of the members of the Executive Committee, a special meeting may be called. In the event that the petition does not include the date, time or location of the meeting, the Chair, after consultation with the Executive Director, may determine the time, date, or location of the meeting.

(4) The Chair may cancel an Executive Committee meeting if the reasons for the meeting to be held no longer exist, or if there is a lack of business to be considered.

(d) Other MPOAC Committees.

(i) In addition to the Governing Board, the Staff Directors' Advisory Committee, and the Executive Committee, the MPOAC will be composed of at least two (2) other committees, the Freight and Rail Committee, and the Policy and Technical Committee, which are advisory to the Governing Board and the Staff Directors' Advisory Committee.

(1) Committees, as necessary to assist the Governing Board may be established by the [Governing Board](#) Chair, or by a majority vote of those voting at a Governing Board meeting. A vote of the Governing Board shall take precedence over an appointment by the [Governing Board](#) Chair.

(2) Other committees established by the MPOAC Governing Board (other than the Executive Committee), including but not limited to the Freight and Rail Committee and the Policy and Technical Committee, shall consist of the number of members and alternate members appointed to the committee by the [MPOAC-Governing Board](#) Chair or the [MPOAC-Governing Board](#) as provided in Section 2(d)(i)(3) below.

(3) Committee members and alternate members shall be appointed by the Governing Board Chair, or a majority of the Governing Board voting at a duly called meeting. The vote of a majority of the Governing Board members shall take precedence over an appointment by the Chair. ~~Additionally, in the event that two or more individuals are appointed as alternate members for a specific member, the alternate members must be designated as first alternate, second alternate, or otherwise, to designate the order in which alternates may serve in place of a regular member.~~

(4) The Governing Board Chair, or a majority of the Governing

Board membership voting at a duly called meeting, may select the committee Chair and Vice-Chair. The vote of a majority of the Governing Board members shall take precedence over an appointment by the Chair. If the [MPOAC Governing Board](#) Chair or Governing Board membership does not appoint a committee Chair and a Vice-Chair, the selection of the committee chair shall be left to the committee membership. The term of the Chair and Vice-Chair shall run commensurate with the regular term of the Governing Board Chair.

(5) A committee may be composed of members and alternate members of the Governing Board and of the Staff Directors' Advisory Committee, as Committee members or alternate members, and may have non-member advisers to serve the Committee. Appointment to a committee is considered an appointment to a position and not an office and is an *ex officio* part of the duties of a Governing Board Member or the Staff Director's Advisory Committee, or alternate members.

~~(6) In the event that two or more individuals are appointed as alternate members for a specific member, the alternate members must be designated as first alternate, second alternate, or otherwise, to designate the order in which alternates may serve in place of a regular member.~~

~~(7) The quorum of other committees established by the MPOAC Governing Board (other than the Executive Committee), including but not limited to the Freight and Rail Committee and the Policy and Technical Committee, shall consist of one-third of the Committee's membership, or in the case of a committee made up of less than fifteen members, the quorum shall be five. In such cases, any action taken by said committee shall require the affirmative vote of all five members.~~

**Commented [RM3]:** Peter Buchwald suggested that a committee should have a minimum quorum requirement (maybe no less than 5).

~~(8) Meetings of the committee established (other than the Executive Committee or the Staff Directors' Advisory Committee) shall occur at the call of the Chair, setting the date, time, and location of said meeting. Alternatively, a vote of a majority of the committee may set a meeting time, date, and location for an Executive Committee meeting. A vote of the committee shall take precedence over a determination to call a meeting by the Chair. In addition, upon petition of the three (3) of the members of the committee, a special meeting may be called. In the event that the petition does not include the date, time or location of the meeting, the Chair, after consultation with the Executive Director, may determine the time, date, or location of the meeting.~~

~~(9) The Chair may cancel a committee meeting if the reasons for the meeting to be held no longer exist, or if there is a lack of business to be considered.~~

(e) Executive Director, Agency Clerk, General Counsel.

(i) The MPOAC will be staffed by an ~~executive~~ executive director ~~director who hires, supervises, and may terminate or suspend MPOAC staff or consultants.~~ The executive director serves as the agency clerk. The MPOAC may retain a general counsel and other staff as necessary to perform adequately the functions of the MPOAC within budgetary limitations.

(1) Executive Director. The MPOAC Governing Board shall appoint an executive director. The executive director shall be responsible for carrying out policy determinations and directives of the MPOAC Governing Board. The executive director shall have authority to hire, supervise, and terminate other subordinate employees of the MPOAC or consultants. The executive director reports for day-to-day supervision to the Chair of the Governing Board. All timesheets and travel authorizations of the Executive Director will be retroactively reviewed by the Chair of the Governing Board or the Executive Committee at least on a quarterly basis to ensure proper oversight.

**Commented [RM4]:** This matches the minimum requirements set for the MPO Staff Directors.

(2) Agency Clerk. As a part of the duties of the position of Executive Director, the executive director shall serve *ex officio* as the agency clerk. The duties and responsibilities of the agency clerk shall be to: index and file agency resolutions, orders, and bylaws in a manner not inconsistent with applicable provisions of the Florida Rules of Appellate Procedure; send notices of workshops and meetings; transcribe minutes of the Governing Board, committee, and subcommittee meetings and workshops; maintain all agency files and records; make certifications of true copies and actions; attest to the signatures of MPOAC officers; and perform such other duties as determined by the MPOAC Governing Board.

(3) General Counsel. The MPOAC Governing Board may also appoint and retain a general counsel. The general counsel shall be responsible for assisting the MPOAC in legal matters and representation of the MPOAC in legal proceedings. The MPOAC general counsel shall at all times be a member of the Florida Bar and shall have been a practicing attorney for at least five (5) years prior to assuming the position of general counsel. The Governing Board may also retain special legal counsel from time to time as necessary for the handling of specialized legal matters.

**Section 3. Open Meetings; Public Records; ~~and~~ Principal Office of the MPOAC, and Financial Accountability.**

(a) Open Meetings.

(i) All meetings of the Governing Board and any committees will be open to the public, except as provided by applicable federal or Florida law, if any.

(b) Public Records.

(i) All MPOAC records shall be open to the general public, unless such records are subject to an exemption from Chapter 119, Florida Statutes, or are confidential as required by law. The general public can review or obtain copies of records (provided said public records are not non-reproducible pursuant to 17 U.S.C. §101 *et seq.*), unless said records are exempt or confidential pursuant to Section 119.071, Florida Statutes, or other provisions of federal or Florida law. Charges for copies may be made pursuant to Chapter 119, Florida Statutes. Public records shall be made available to the public for inspection at the principal office of the MPOAC.

(c) Principal Office of the MPOAC.

(i) The principal office of the MPOAC is located at such location as designated from time to time by the Governing Board. The address, e-mail address, and telephone number of the principal office shall be displayed on the MPOAC Internet website. The MPOAC executive director and staff are located at the principal office. MPOAC official records, other than records of the general counsel, shall be maintained in the principal office of the MPOAC. Interested parties may receive copies of agency records from the agency clerk at the principal office of the MPOAC.

(d) Financial Accountability of the MPOAC

(i) As a State agency, the MPOAC is required to follow all procurement, purchasing, and invoicing practices established in federal and state law and procedures. All purchasing, contracts and invoices will be processed consistent with all Federal and State procedures, including CFO Memorandum 5, Federal Acquisition Regulation 31.201-2(d), Disbursement Handbook for Employees and Managers, DOOFSO Internal Processing Handbook, CFO Reference Guide to State Expenditures, Contractual Services and Commodities Manual, and all procedures necessary for the procurement of Professional Services.

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**Section 4. Setting the Agenda.**

(a) Governing Board meeting.

(i) At least ten (10) calendar days prior to a meeting or workshop, the MPOAC executive director, in consultation with the Governing Board Chair, shall prepare the agenda for the Governing Board meeting or workshop.

(b) Staff Directors' Advisory Committee.

(i) At least ten (10) calendar days prior to a meeting or workshop the MPOAC executive director, in consultation with the Staff Directors' Advisory

Committee Chair, shall prepare the agenda for the Staff Directors' Advisory Committee meeting or workshop.

(c) Other Committees.

(i) At least ten (10) days prior to a meeting or workshop of any MPOAC committee, the MPOAC executive director, in consultation with the committee Chair, shall prepare the agenda for the committee meeting.

(d) Agenda Procedures.

(i) Upon completion of the preparation of an agenda for the Governing Board or any committee, the agency clerk shall make available the agenda for the meeting for distribution on request by any interested person who pays the reasonable cost for a copy of said agenda; to any person named in said agenda; and to any class of individuals to whom intended action is directed.

(ii) Any person desiring to have an item placed on the agenda of a meeting of the MPOAC Governing Board, an advisory committee, or a Staff Directors' Advisory Committee or any subcommittee, shall request in writing that the item be considered at the next regularly scheduled meeting of the Governing Board, [Staff Directors' Advisory Committee](#), or subcommittee, as appropriate; provided, however, such request must be received thirty (30) days in advance of said regularly scheduled meeting. Written requests for placing an item on the agenda must describe and summarize the item and shall be mailed, e-mailed, or hand delivered to the MPOAC executive director.

(iii) The agenda shall be specific as to items to be considered. All matters involving the exercise of agency discretion and policy making shall be listed on the agenda. [Every agenda for the Governing Board and Staff Directors' Advisory Committee meetings shall include a detailed Budget Report covering all MPOAC expenditures to date, current balance, and proposed expenditures for the remainder of the fiscal year.](#) The agenda shall include a disclaimer as required pursuant to Sections 286.0105 and 286.26, Florida Statutes. Any items added to an agenda after its publication should be for information or reporting and not for action, unless the item is added as an emergency business item, an item that must be acted on because of a time deadline and which item was not known or available at the time that the agenda was prepared, or for consideration of solely ministerial or internal-administrative matters, which do not affect the interests of the public generally.

(iv) The agenda shall list the items in the order they are to be considered; provided, however, that for good cause stated in the record by the person who is designated to preside at the event, items may be considered out of their listed order.

## Section 5. Notice of Meetings and Workshops.

### (a) Governing Board Meetings.

(i) Except in the case of an emergency meeting, the MPOAC agency clerk shall give written notice that will ensure receipt of said notice by all members and the general public at least seven (7) days prior to any non-emergency meeting or workshop of the Governing Board or the Executive Committee. In addition, the agency clerk shall prepare and make available a copy of said notice: for distribution on request to any interested person who pays the reasonable cost for a copy of said notice; to any person named in said notice; and to any class of individuals to whom action is directed. Meeting notices shall be advertised on the MPOAC website and in the Florida Administrative Register at least seven (7) days prior to any non-emergency meeting. Meeting notices given pursuant to this paragraph shall include a copy of the meeting agenda. All notices to members and alternate members shall be sent to the official address of the member or alternate member's MPO or such other current address on file with the agency clerk.

(ii) Notices of regular meetings and travel and accommodation information shall be sent to Governing Board members at least thirty (30) days prior to the meeting date.

(iii) The notice of meetings or workshops shall, at a minimum, provide:

A. The date, time, and place of the meeting or workshop.

B. Advise the general public that at the meeting or workshop the agency will accept written or oral comment from the public with regard to agenda items; that agenda items may be reviewed by the public; the location, days, and time during which the agenda items may be examined by the public; that anyone who wishes to appeal any action of the MPOAC with regard to a decision made at the meeting may need a record of the hearing and that said person shall be responsible for furnishing said recording, as well as the cost of furnishing the recording; and that at least 48 hours prior to the meeting, a written request by a physically handicapped person to attend the meeting, directed to the Chair of such board or committee or the MPOAC Executive Director, such Chair or the Executive Director shall provide a manner by which such person may attend the meeting at its scheduled site or reschedule the meeting to a site which would be accessible to such person.

(iv) Except as otherwise provided herein, notice may be given by regular U.S. mail, postage paid, by nationally recognized overnight courier (delivery prepaid), or by e-mail. Governing Board agenda packages, including backup information for all agenda items, shall be provided by regular U.S. mail, postage

**Commented [RM5]:** Peter Buchwald asked if we still have to use the FAR?

**Commented [RM6R5]:** I confirmed that we still have to use the FAR.

**Commented [RM7]:** Peter Buchwald suggested that we don't need to specify how we send them out or what we send out. Should just need to provide notice and agenda.

**Commented [RM8R7]:** May want to delete this section.

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paid or nationally recognized overnight courier (delivery prepaid), or unless otherwise requested by a member or alternate member, by e-mail.

(b) The provisions of sub-section (a) above shall apply to the Staff Directors' Advisory Committee, any other MPOAC committee, and any Staff Directors' Advisory Committee subcommittees.

### **Section 6. Emergency Meetings.**

(a) The MPOAC Governing Board, the Executive Committee, an advisory committee, or the Staff Directors' Advisory Committee or its subcommittees, may hold an emergency meeting, notwithstanding the provisions of any other section of these bylaws for the purpose of acting upon matters affecting the public health, safety, aesthetics, economic order, or welfare. The form of notice shall be as set forth in Section 5. The form of the agenda shall be as prescribed in Section 4.

(b) Whenever an emergency meeting is scheduled to be held, the agency clerk shall notice said meeting, as soon as possible prior to the meeting, in the Florida Administrative Register and the MPOAC website stating where the meeting will take place and the time, date, place and general purpose of the meeting or workshop.

(c) Following an emergency meeting the agency clerk shall cause to be published on the MPOAC website, notice as set forth in Section 8(a)(3), a statement setting forth the reasons why an emergency meeting was necessary, and a statement setting forth the action taken at the meeting.

### **Section 7. Rules of Procedure; Action by Consent.**

(a) Rules of Procedure.

(i) All meetings of the Governing Board, any advisory committee, or the Staff Directors' Advisory Committee sub-committee, shall be governed by Robert's Rules of Order as most recently revised.

(b) Action by Consent.

(i) By general, unanimous, or silent consent, the Governing Board, Staff Directors' Advisory Committee, or any committee of the MPOAC, can do business with little regard for the rules of procedure, as they are made for the protection of the minority, and when there is no minority to protect, there is little need for the restraint of the rules, except such as to protect the rights of absent members. In the former case the consent of the absentees cannot be given. A single objection defeats a request for general consent. By the legitimate use of the principle that

**Commented [RM9]:** Do we still need to do this. MPOAC is not subject to it.

**Commented [RM10R9]:** Using the FAR is still a requirement.

the rules are designed for the protection of the minority, and generally need not be strictly enforced when there is no minority to protect, business may be greatly expedited. When there is evidently no opposition, except in the case of state law requiring a recorded vote or when a written resolution is being adopted in final form, the formality of voting can be avoided by the Chair asking if there is any objection to the proposed action, and if there is none, announcing the result. The action thus taken is said to be done by general consent, or unanimous or silent consent. Thus, after an order has been adopted limiting the speeches to three minutes each, if a speaker is so interesting that when said speaker's time has expired, there is a general demand for the speaker to be permitted to continue making remarks, the Chair as the presiding officer, instead of waiting for a motion and taking a vote, could accept it as the will of the assembly that the speaker's time be extended, and would direct the speaker to proceed. Or the speaker's time might say that if there is no objection, the member's time will be extended two minutes, or some other time. (Excerpted from Robert's Rules of Order).

**Commented [RM11]:** Peter Buchwald asked if we need all of this when we mention Roberts Rules of Order.

**Commented [RM12R11]:** This seems like a question to be answered by Paul Gougelman.

**Commented [RM13R11]:** Paul recommends we keep the language.

## Section 8. Public Comment.

### (a) Public Comment with regard to Non-Agenda Items.

(i) In the early stages of a Governing Board, Staff Directors' Advisory Committee, the Executive Committee, or other MPOAC advisory committee, meeting, time will be reserved for comment by members of the general public and other non-agency individuals. Individuals speaking during "Public Comment" will limit their comments to items not on the agenda. Members of the public and non-agency personnel comments are limited to not more than three (3) minutes per person, although the speaker is permitted to submit commentary in writing of any length provided that copies are made for all members of the board or committee being addressed by the speaker and the board secretary. No members of the public or non-agency personnel may lend speaking time to another speaker. The "Public Comment" period is limited to not more than 15 minutes duration. The Chair of the Governing Board, Staff Directors' Advisory Committee, the Executive Committee, or other MPOAC advisory committee, as applicable, may extend the time for an individual person speaking, or the overall "Public Comment" period, for limited periods and for good cause shown.

(ii) During a presentation by a member of the public or other non-agency personnel, other members of the public, non-agency personnel, Governing Board Members, Members of the Staff Directors' Advisory Committee, or agency staff members (other than the meeting Chair in said individual's role as the presiding officer) shall avoid interrupting the speaker. After all speakers have completed comments or a presentation, the Chair, Governing Board Members, members of the Staff Directors' Advisory Committee, and agency staff may question the speakers. Time for question and answer of a speaker will not be deducted from the speaker's three (3) minute speaking limitation.

**Commented [RM14]:** Peter Buchwald asked if we need this? It seems logical that members may want to question speakers.

**Commented [RM15R14]:** Paul recommends we keep this language.

(b) Public Comment with regard to Agenda Items.

(i) With regard to an agenda item, time will be reserved for comment by members of the public and other non-agency personnel. Members of the public and non-agency individuals will limit their comments to the specific agenda item under consideration or the individual's comments will be considered to be out of order. Comments by members of the public and non-agency personnel are limited to not more than three (3) minutes per person, although the speaker is permitted to submit commentary in writing of any length provided that copies are made for all members of the board or committee being addressed by the speaker and the board secretary. No members of the public or non-agency individuals may lend speaking time to another speaker making comment. The Chair of the Governing Board, the Staff Directors' Advisory Committee, the Executive Committee, or other MPOAC advisory committee, as applicable, may extend the time for an individual making comment for limited periods for good cause shown.

(ii) During a presentation by a member of the public or other non-agency personnel, other members of the public, non-agency personnel, Governing Board Members, members of the Staff Directors' Advisory Committee, or agency staff members (other than the Chair in said individual's role as the presiding officer) shall avoid interrupting the speaker. After all speakers have completed comments or a presentation, the Chair, Governing Board Members, and agency staff may question the speakers. Time for question and answer of a speaker will not be deducted from the speaker's three (3) minute speaking limitation.

(c) Addressing the Governing Board; Decorum.

(i) Members of the public or non-agency personnel seeking to address the Governing Board, the Executive Committee, the Staff Directors' Advisory Committee, or another MPOAC committee, should prepare their remarks before addressing the Governing Board, the Executive Committee, the Staff Directors' Advisory Committee, or another MPOAC committee, in an effort to be concise and to the point. Speakers must come to the lectern to speak, but they may come to the lectern only after they have been recognized by the presiding Chair. Members of the public shall not address individual members of the Governing Board, the Executive Committee, individual members of the Staff Directors' Advisory Committee, or another MPOAC committee, but shall address the board or committee being addressed as a whole through the presiding Chair.

(ii) Any speaker, or member of the audience at a meeting, who becomes unruly, screams, uses profanity, or shows poor conduct, may be asked to leave the lectern and return to the speaker's seat, or to refrain from further outbursts, by the presiding Chair. Should the speaker, or member of the audience, refuse to leave the lectern and return to speaker's seat, or to refrain from further outbursts, the Chair, as the presiding officer, may rule the speaker "out of order." Should the

speaker, or member of the audience, still refuse to leave the lectern and return to the speaker's seat, or to refrain from further outbursts, the Chair may ask a law enforcement officer to remove the speaker from the meeting.

(iii) Sign-up Sheets to be used. Sign-up sheets will be provided for each member of the public or non-agency personnel addressing the Governing Board, the Executive Committee, the Staff Directors' Advisory Committee, or another MPOAC committee, as applicable, during public comment on non-agenda items or during public comment on an individual agenda item. For public comment on non-agenda items, the person seeking to speak must present a sign-up sheet to the board or committee secretary not later than the beginning of the public comment on non-agenda items. For public comment on an agenda item, the person seeking to speak must present a sign-up sheet to the board or committee secretary not later than the beginning of the agenda item. Sign up sheets shall provide that the speaker identifies the speaker's name, address, who the speaker is representing (if anyone), the agenda item that the speaker wishes to address, and the sign-up sheet must include the signature of the person seeking to comment. If a speaker wishes to speak with regard to more than one agenda item, individual sign-up sheets must be submitted for each agenda item. The street address for individuals under the age of eighteen (18) may be omitted from being completed on a sign-up sheet.

**Section 9. Amendment of Bylaws.**

(a) These policies and procedures may be adopted, amended, suspended, or repealed by amending-revising the adopting resolution by a two-thirds vote of the Governing Board members voting or a minimum of seven of nine members voting in the affirmative, whichever is greater. These policies and procedures shall supplement and supervene Robert's Rules of Order to the extent of a conflict.

~~(b) These policies and procedures may be adopted, amended, suspended, or repealed by a two-thirds vote of the Governing Board members voting.~~

SECTION C. Effective Date. These by-laws amendments are effective immediately upon adoption.

FLORIDA METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL

By: \_\_\_\_\_  
Commissioner Nick Maddox, Chair

ATTEST:

(AGENCY SEAL)

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Mark Reichert, Agency Clerk

## **Item Number 6E**

### **Business Items & Presentations MPOAC Future Direction Discussion (Time Permitting)**

#### **DISCUSSION:**

Chairman Nick Maddox will moderate this discussion item.

#### **REQUESTED ACTIONS:**

None. For discussion and feedback purposes.

#### **ATTACHMENTS:**

None.

**Item Number 7**  
**Communications**

**DISCUSSION:**

For information only.

**REQUESTED ACTION:**

As may be desired.

**ATTACHMENT:**

Response letter to FDOT on Specific Conditions  
Status letter to FDOT on Specific Conditions



# The Florida Metropolitan Planning Organization Advisory Council

Commissioner Nick Maddox  
*Chair*

March 3, 2022

Alison Stettner, AICP  
Director, Office of Policy Planning  
605 Suwannee Street, MS 28  
Tallahassee, Florida 32399-0450

Robin Naitove, CPA  
Comptroller, Florida Department of Transportation  
605 Suwannee Street, MS  
Tallahassee, Florida 32399-0450

RE: MPOAC Specific Conditions

Dear Ms. Stettner and Ms. Naitove:

In response to the Specific Conditions Requirements placed on the MPOAC through the letter dated February 18, 2022, the following actions have occurred or will be implemented timely.

On February 24, 2022, all records associated with the FDOT Credit Union, Program Generating Income (PGI) and PayPal accounts have been requested from the Center for Urban Transportation Research (CUTR) at the University of South Florida. The FDOT Credit Union and PayPal accounts have been closed. There were no remaining funds in either account. CUTR has been requested to close the PGI account and transfer the remaining funds to the MPOAC.

We will not be able to “establish new financial procedures and controls within 30 days of the issuance of this letter” simply because the process to do so and get the Executive Committee and Governing Board to approve them within 30 days is not possible. However, we are currently revising the Bylaws in which a framework for financial controls can be established. During our October 28, 2021 Governing Board meeting, Chair Maddox called for the creation of a Financial Policies and Procedures Committee to address the anticipated findings from the FDOT Office of Inspector General investigation. We received the final investigation memo on February 18, 2022. We were awaiting the investigation results before formally creating the Committee.

This letter will serve as the kickoff for the detailed analysis of the MPOAC financial practices with a report to follow within the 90 days provided in the Specific Conditions letter. Both the MPOAC Executive Director and Executive Assistant will be taking the required Certified Contract Manager training as soon as their schedules permit. The proper certification documents will be provided to you upon completion.

Ms. Alison Stettner and Ms. Robin Naitove

March 3, 2022

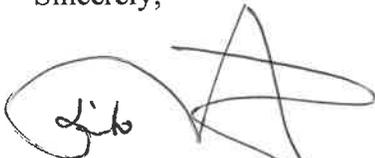
Page 2

All future contracts being procured by the MPOAC will be provided to the proper FDOT reviewers. The three current contracts between the MPOAC and CUTR (MPOAC Institute and two General Support contracts) will be consolidated into one future General Support contract acquired through a request for proposals.

Furthermore, though not addressed in the Specific Conditions letter, the MPOAC will no longer be collecting local funds from the MPOs to be used to cover costs associated with the lobbying efforts of the Executive Director. The Executive Committee made the decision to forego this practice believing that advocating for the MPOs to the State Legislature is part and parcel to the duties of the Executive Director. Funds already collected for this purpose will be returned to the respective MPO.

I hope this letter meets your expectations that the MPOAC will be conducting future business according to all federal and state requirements.

Sincerely,

A handwritten signature in black ink, appearing to read "Nick Maddox", written over a large, stylized, scribbled-out mark.

Nick Maddox, Chair

Florida Metropolitan Planning Organization Advisory Council



# The Florida Metropolitan Planning Organization Advisory Council

Commissioner Nick Maddox  
*Chair*

March 18, 2022

Alison Stettner, AICP  
Director, Office of Policy Planning  
605 Suwannee Street, MS 28  
Tallahassee, Florida 32399-0450

Robin Naitove, CPA  
Comptroller, Florida Department of Transportation  
605 Suwannee Street, MS 24  
Tallahassee, Florida 32399-0450

RE: MPOAC Specific Conditions

Dear Ms. Stettner and Ms. Naitove:

One of the specific conditions placed on the MPOAC February 18, 2022, was to establish new financial practices and controls within 30 days of the issuance of the Specific Considerations letter. In the response from Chair Maddox, it was noted that formal procedures could not be established in that timeframe since any new procedures must be approved by the Governing Board, which doesn't meet again until April 28, 2022. However, we have taken the following actions to date which should assure you of our due diligence:

All activity on Contract # BE 821, Financial Project I.D. # 439339-2-12-01 (the MPOAC Weekend Institute contract) has ceased. The planned April 22-24 and May 20-22 Weekend Institutes have been cancelled as well as the associated hotel contracts. Files associated with the Weekend Institute have been provided to the Executive Director of the MPOAC.

The MPOAC account at the FDOT Credit Union, account number 436-016, has been closed. There were no remaining funds in the account.

The associated PayPal account has been closed. No funds were remaining in the account. All associated files were downloaded and saved prior to closing the account.

The Program Generating Income (PGI) account hosted by the University of South Florida is in the process of being closed out. All registration fees for the April and May 2022 Weekend Institutes have been returned to the proper registrant. The remaining balance is in the process of being returned to the FDOT Comptroller. Once those funds are withdrawn, that account will be closed as well.

Two other contracts remain between the MPOAC and CUTR: PR 11800334 and BDV 25. The first expires June 30, 2022, and the second on August 31, 2022. Neither of these

contracts, as well as Contract BE 831, will be renewed with CUTR. All three contracts will be combined into a single Request for Proposals which is underway.

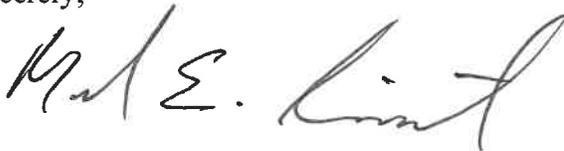
The MPOAC Executive Assistant has been working with our assigned Department Liaison to assure all invoices have been paid to date and all documentation is available for review. Additionally, the Executive Director, who's FCCM status recently expired, and the Executive Assistant will be taking the required Florida Certified Contract Managers training. All future contracts and invoices will be processed consistent with all Federal and State procedures, including CFO Memorandum 5, Federal Acquisition Regulation 31.201-2(d), Disbursement Handbook for Employees and Managers, DOOFSO Internal Processing Handbook, CFO Reference Guide to State Expenditures, Contractual Services and Commodities Manual, and all procedures necessary for the procurement of Professional Services.

The MPOAC Bylaws were already in the process of being revised and language has been added to ensure proper oversight of the MPOAC staff activities by the Governing Board, including but not limited to the travel records and timesheets of the Executive Director and regular presentations to the Governing Board of all MPOAC budget activities. The final revised Bylaws will seek to provide full transparency of the activities of the MPOAC. We will share the revised version for your review and comments prior to Governing Board approval.

Finally, though not addressed in the Office of Inspector General Memorandum 152-21101, the MPOAC is dissolving its "local funds" account being held within the Department. All funds will be returned to the respective MPO to the best of our ability. These funds were being collected annually to support the lobbying efforts of the MPOAC Executive Director. We believe the federal prohibition of using federal funds for lobbying efforts does not apply to the activities of the MPOAC Executive Director as described in 2 CFR 200.450.

I hope this update demonstrates that the MPOAC is in full control of its financial transactions. With the addition of Lisa Stone (a seasoned professional) to the MPOAC staff to manage our invoices and help oversee our budget, there will not be a repeat of the issues that have recently come to light.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark E. Reichert". The signature is fluid and cursive, with a large initial "M" and "R".

Mark E. Reichert, Executive Director  
Metropolitan Planning Organization Advisory Council

**Item Number 8**  
**Member Comments**

**DISCUSSION:**

Comments or recommendations by MPOAC members.

**REQUESTED ACTION:**

As may be desired.

**ATTACHMENT:**

None.

## **Item Number 9**

### **Adjournment**

The next meeting of the MPOAC Governing Board will be a joint meeting with the Staff Directors' Advisory Committee in a Retreat format in Gainesville on July 28, 2022. A meeting notice will be sent approximately one month prior to the meeting date.