



# The Florida Metropolitan Planning Organization Advisory Council

*Mayor Richard J. Kaplan*  
*Chairman*

## Joint Meeting of the Governing Board and Staff Directors' Advisory Committee

**Date:** Thursday, April 24, 2014

**Time:** 12:00 p.m. – 3:30 p.m.

**Location:** FDOT Burns Building Auditorium, 605 Suwannee Street, Tallahassee, Florida 32301

Mayor Richard J. Kaplan and Mary Bo Robinson, Presiding

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1. Call to Order
2. Approval of Minutes: January 23, 2014
3. Public Comments
4. Executive Director's Report
5. Agency Reports
  - A. Florida Department of Transportation
  - B. Federal Highway Administration
  - C. Federal Transit Administration
6. National Association of Regional Councils
7. FDOT Freight Mobility and Trade Plan Investment Element and State Freight Network
8. Pedestrian Safety Through Environmental Design
9. Florida Greenways and Trails Priority System
10. TRAC & Rides Program Update
11. Communications
12. Member Comments
13. Adjourn

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 Brigitte Messina at (850) 414-4037 or by email to [brigitte.messina@mpoac.org](mailto:brigitte.messina@mpoac.org).

**Draft Minutes of the Florida MPO Advisory Council  
Staff Directors' Advisory Committee Meeting  
January 23, 2014**

**Staff Directors' Advisory Committee Members in Attendance:**

Mary Bo Robinson, Chair, Florida-Alabama, Okaloosa-Walton and Bay County TPOs  
Peter Buchwald, Vice-Chair, St. Lucie TPO  
Lucie Ayer, Collier MPO  
Harold Barley, MetroPlan Orlando  
Ronnie Blackshear, Polk TPO  
Lois Bollenback, Volusia TPO  
Denise Bunnewith, North Florida TPO  
Ray Chiaramonte, Hillsborough County MPO  
T.J. Fish, Lake-Sumter MPO  
Bob Herrington, Charlotte County-Punta Gorda MPO  
Michael Howe, Sarasota/Manatee MPO  
Bob Kamm, Space Coast TPO  
Bonnie Landry, Martin MPO  
Phil Matson, Indian River County MPO  
Harry Reed, Capital Region TPA  
Carlos Roa, Miami-Dade MPO  
Marlie Sanderson, Gainesville MTPO  
Don Scott, Lee County MPO  
Greg Slay, Ocala-Marion County TPO  
Greg Stuart, Broward MPO  
Nick Uhren, Palm Beach MPO  
Sarah Ward, Pinellas County MPO

**Others in Attendance:**

Howard Glassman, MPOAC Executive Director  
Brigitte Messina, MPOAC Assistant  
Paul Gougelman, MPOAC General Counsel  
Jeff Kramer, USF/CUTR  
Karen Seggerman, USF/CUTR  
Karen Brunelle, FHWA  
Lee Ann Jacobs, FHWA  
Jim Wood, FDOT  
Yvonne Arens, FDOT  
Thomas Hill, FDOT  
Lorena Valencia, FDOT District 5  
Vickie Wyche, FDOT District 5  
Kellie Smith, FDOT  
Laura Carter, Space Coast TPO  
Paul Flavien, Broward MPO  
Gary Huttman, MetroPlan Orlando  
Pamela Richmond, Lake-Sumter MPO

**Others in Attendance continued:**

Mark Bontrager, Space Florida  
David Bredahl, American Consulting  
Mike Neidhart, Gannett Fleming  
Howard Newman, The Corradino Group  
Wiley Page, Atkins  
Bob Wallace, Tindale-Oliver and Associates  
Michael Woods, The Corradino Group

**1. Call to Order**

Mary Bo Robinson, Chair, Florida-Alabama, Okaloosa-Walton and Bay County TPOs, called the meeting to order at 12:02 p.m. The Chair welcomed all in attendance.

**2. Approval of Minutes**

Mr. Greg Stuart, Broward MPO, made a motion to approve the minutes of the October 30, 2014 meeting of the Staff Director's Advisory Committee. Mr. Harry Reed, Capital Region TPA, seconded the motion. The motion was approved unanimously.

**3. Public Comments**

No public comments were made.

**4. Executive Director's Report**

Mr. Howard Glassman, MPOAC Executive Director, provided a status report on the MPOAC budget referring to Attachment 1 of the MPOAC agenda package under the Executive Director's Report. He noted that the MPOAC has spent 41% of the FY 2013/2014 budget. He then presented a summary of currently proposed state legislation of interest to MPOs, referring to a handout describing 21 currently proposed bills. Mr. Glassman reviewed in detail the draft MPOAC legislation regarding MPO Governing Board membership (see Attachment 2 in the Agenda Packet under the Executive Director's Report).

In response to a question regarding the status of the transportation revenue study recommendations, Mr. Glassman responded by detailing the current status of the key recommendations from that study.

Mr. Glassman then introduced Mr. Paul Gougelman, MPOAC General Counsel, who provided the membership with a summary of his letter to Mr. Greg Stuart, Broward MPO Executive Director, regarding *School Board Voting membership on a MPO Governing Board* (included in the MPOAC agenda package as Attachment 4 under the Executive Director's Report). In Mr. Gougelman's informed opinion, school board membership on an MPO Governing Board appears to be permitted as "an official of an agency that operates or administers a major mode of transportation" per Section 339.175(3)(a) Florida Statutes, noting that school boards routinely operate large bus transportation systems. He also noted that five MPOs in Florida currently include school board members as voting members of their governing board (Miami-Dade MPO, Broward MPO, Capital Region TPA, St. Lucie TPO, and Indian River County MPO).

Mr. Glassman reminded staff directors of the upcoming MPOAC Weekend Institute (attachment 5), encouraging them to register interested Governing Board members.

Finally, Mr. Glassman introduced a discussion on the Statewide Federal Planning (PL) Funds Formula (Attachment 6). He began the discussion by reviewing the current off-the-top allocation of funds for statewide purposes (previously discussed at the October 2013 meeting of the MPOAC) and then continued the discussion by reviewing the remaining portions of the formula pertaining to the distribution of PL funds to individual MPOs.

Mr. Mike Neidhart, Gannet Fleming, then provided a brief presentation on PL fund distribution practices from other states as documented in the report entitled, "Review of State DOT Approaches to Distribute Federal Metropolitan Planning (PL) Funds to MPOs" (prepared by the Federal Highway Administration and the Volpe Center, 2012). A handout with a report summary, as well as report findings and opportunities, was provided.

Discussion ensued regarding the statewide PL funding formula. In response to a question regarding the regional set-aside provision in the current formula, Mr. Glassman explained that it was put in place several years ago to demonstrate that MPOs support regionalism and engage in regional coordination activities. Ms. Arens, Florida Department of Transportation (FDOT), pointed out that the amount would typically appear as a task supporting a regional project or regional coordination activities in the MPO Unified Planning Work Program (UPWP). She also confirmed that FDOT does not use PL funds for their own planning activities. Members pointed out that regular work with cities, counties, and other MPOs support regionalism and also that not all MPOs perform regional work in the same manner or to the same extent as other MPOs. A few members also suggested that PL funds be distributed to MPOs based on the population within the entire MPO study area, not just for the population within the urbanized area boundaries. Some members also suggested that if a tiered system is considered (as is the case in other states), it should be incentive-based. Members also asked FDOT to report if the process to reduce large PL carry-forward balances by individual MPOs was working. Finally, Mr. Glassman noted that funding for CUTR services may need to be increased as part of the statewide funding formula. It was agreed that the statewide PL funding formula will be discussed further at the Policy and Technical Subcommittee meeting in April.

Mr. Greg Stuart, Broward MPO and Chairman of the MPOAC Freight Subcommittee, reported on the freight subcommittee meeting that was held earlier in the day. Presentations included *Freight Resources – Data, Tools, Information and Technical Support Available to Florida MPOs* by Ms. LeeAnn Jacobs and Mr. Vidya Misore with the FHWA and *Update on SHRP 2 Freight Improvement Program* by Mr. David Plazak with the Transportation Research Board (TRB). Mr. Juan Flores, FDOT also provided an update on statewide freight efforts.

The following vision and mission statements for the subcommittee were adopted:

Vision: Foster the development through the MPOAC of a comprehensive integrated, coordinated multimodal freight network for Florida.

Mission: To be the collective forum for the development and promotion of actionable ideas that foster and support sound goods movement planning and initiatives for all Florida MPOs.

Mr. Stuart noted that having a statewide freight committee to work with the US Department of Transportation creates a much larger voice for Florida's MPOs in the freight arena.

## 5. Election of Officers

Ms. Robinson relinquished the Chair position to Mr. Paul Gougelman, MPOAC General Counsel, who introduced the election of officers - a Chairperson and Vice-Chairperson - for the MPOAC Staff Directors' Advisory Committee. It was noted that the newly elected officers would begin their terms of service on July 24, 2014.

Mr. Greg Stuart nominated Peter Buchwald, Vice-Chair, St. Lucie TPO, as Chair. Mary Bo Robinson, Florida-Alabama, Okaloosa-Walton and Bay County TPOs, moved to close the nominations. Ms. Lucy Ayer, Collier MPO, seconded. Mr. Gougelman closed the nominations and called the question by unanimous acclamation. The motion passed.

Mr. T.J. Fish, Lake-Sumter MPO, nominated Greg Stuart, who declined the nomination, as Vice-Chair. Mr. Harold Barley, MetroPlan Orlando, nominated Mr. Harry Reed, Capital Region TPA, as Vice-Chair. Mr. Michael Howe, Sarasota/Manatee MPO, moved to close the nominations. Mr. Bob Kamm, Space Coast TPO, seconded. Mr. Gougelman closed the nominations and called the question by unanimous acclamation. The motion passed.

Chair Robinson stated that the role of Chair has been both a pleasure and a challenge and she is looking forward to next year.

## 6. Agency Reports

### a. FDOT Agency Report

Mr. Jim Wood, FDOT, Director of Policy Planning, provided an update of Department efforts.

**Future Corridors:** FDOT is continuing to look at the corridor connecting the Tampa area northeast to the Jacksonville area and has met with local interest groups in both areas. In an action related to a different corridor, the Governor issued Executive Order 13-319 on November 1, 2013 establishing the East Central Florida Corridor Task Force for the purpose of evaluating and developing consensus recommendation on future transportation corridors serving established and emerging economic activity centers in portions of Brevard, Orange, and Osceola counties. There are thirteen Task Force members and the first meeting is anticipated to be held in March 2014. A final report will be prepared for the Governor by December 1, 2014 and local governments are expected to adopt Task Force recommendations into their comprehensive plans by September 30, 2015.

**Legislation:** FDOT has proposed legislation for this upcoming legislative session that mirrors last year's proposal that did not become law in the 2013 legislative session (SB 696 and HB 7005). Proposed toll by plate legislation (SB 616 and HB 7007) would set a more broad exemption to the current process in an effort to further protect privacy. The Governor has recommended an \$8.8 billion transportation work program request from the legislature which is significantly higher than his request last year. Mr. Wood stated that while \$35 million in projects are funded in the FDOT Work Program to close the gaps in the Coast-to-Coast Connector Project, FDOT has not requested funding for multiuse trails from the State Transportation Trust Fund (STTF) in their legislative proposal. He also briefly mentioned the ballot petition for a Constitutional Amendment that would set aside a portion of the state's documentary stamp tax revenues for land conservation. FDOT is seeking more information in order to develop a report on the potential impact of the proposed constitutional amendment should it pass.

MPO Census Update: 16 MPO apportionment plans have been approved to date. A number are still under review at FDOT awaiting transmittal to the Governor for approval and Mr. Wood apologized for the delay in the review process which he attributed to workload issues. He also mentioned that the Sebring/Avon Park MPO apportionment plan, which would create a brand new MPO, is still under development.

Bike/Ped Council: Mr. Wood noted that a new State Safety Emphasis Area focuses on pedestrians. MPOs are encouraged to develop Pedestrian Safety Action Plans for their metropolitan areas and that FDOT can offer MPOs resources and technical support in such an effort.

Mr. Wood then announced that dates and locations of two important meetings for MPOs:

- Statewide FDOT/FHWA/FTA/MPO Video Conference, February 18 (9:30 am – 12:00 pm)
- Statewide FDOT/FHWA/FTA/MPO Meeting, April 2 & 3 in Jacksonville

Finally, Mr. Wood provided information regarding two recent publications available on the FDOT website: *Making Tracks: Primer for Transit Fixed Guideway Projects* ([www.dot.state.fl.us/transit](http://www.dot.state.fl.us/transit)) and the revised Efficient Transportation Decision Making (ETDM) Manual ([www.dot.state.fl.us/emo](http://www.dot.state.fl.us/emo)). Discussion ensued as members expressed concern regarding Florida's Water and Land Legacy Inc.'s ballot petition for a Constitutional Amendment that would set aside a portion of the state's documentary stamp tax revenues for land conservation. The major concern expressed by members is that doc stamps are the source of funding for the popular Transportation Regional Incentive Program (TRIP). Members asked that the MPOAC work with the FDOT to identify possible funding alternatives for the program. Mr. Glassman noted that beginning July 1, 2014, the first \$60 million of the doc stamp revenue goes to the Florida Rail Enterprise. Members asked for information regarding the potential impact of the ballot measure on programs that depend on doc stamp revenue.

A member expressed concern regarding the timing of FDOT Work Program development. In the past, the Tentative Work Program was made available to MPOs for review and comment by late October/early November. However, in recent years the Tentative Work Program has not been available to MPO staff until mid-December, at least in part as result of delays in the transmittal of financial information from FDOT Central Office staff to FDOT District Office staff. The result is increased pressure on FDOT District Office staff to develop the District components of the Tentative Work Program and a lack of time for MPOs to respond to the Tentative Work Program and the treatment of their project priorities. Additionally, there was concern expressed that this delay is having a negative impact on the MPOs ability to conduct a complete public involvement process associated with the development of the FDOT Tentative Work Program and the MPO's Transportation Improvement Program (TIP). Mr. Wood indicated that he would check into the matter and report back to the MPOAC.

In response to a question regarding action on the mileage-based user fee, Mr. Wood responded that the Florida Transportation Commission has been investigating that option. He also noted that he would get back to a member regarding the apportionment of FTA 5339 funds (bus and bus facilities).

b. FHWA Agency Report

Ms. Karen Brunelle, Director, Federal Highway Administration (FHWA) Florida Division Office of Project Development, provided updates regarding FHWA activities. She thanked the MPOs for completing their freight assessments. Mr. Brunelle announced that initial rulemaking to implement MAP-21

requirements for performance measurement are expected to be released by April 2014. She also mentioned that the new rule on categorical exclusions had been published in the Federal Register and that the rule would be effective Feb 12, 2014. A member inquired as to whether there had been any action on EPA Clean Air Act standards and Ms. Brunelle stated that she would check on the status and report back to the MPOAC.

#### 7. Florida Space Transportation Infrastructure Planning

Mr. Mark Bontrager, Vice President, Spaceport Operations gave a presentation on *Florida Space Transportation Infrastructure Planning*. He introduced the Statewide Spaceport System Plan and Cape Canaveral Spaceport Complex (CCS) Master Plan, discussed how it relates to the Florida Transportation Plan, and reviewed plan goals. Maps illustrated the location of Federal Aviation Authority (FAA) licensed spaceports in Florida as well as Florida investments in CCS infrastructure. He discussed the potential for growth in both orbital and suborbital launches, both globally and in Florida. Ongoing and completed infrastructure projects were also reviewed. He closed by discussing the future of space travel and the impact that could have in Florida. Discussion ensued regarding various aspects of space travel, particularly as it relates to surface transportation in Florida. Mr. Kamm, Space Coast TPO, made a point to thank Mr. Bontrager for his presentation and to describe how space, as a mode of transportation was addressed as a component of the Space Coast TPO long range transportation plan (LRTP).

#### 8. Florida Survey Data

Mr. Thomas Hill, State Model Manager with the FDOT, gave a presentation regarding travel survey data information. Mr. Hill reviewed the purpose of survey data, including how survey data is used and noted that data enhances both the Statewide and MPO transportation planning efforts. He reviewed the state's 2009 data effort as part of the National Household Travel Survey (NHTS), which was funded in part by the MPOAC using PL funds (\$3 million). He noted that NHTS data results were less than ideal and that a Florida driven survey would provide better results for modeling purposes in Florida.

Mr. Hill outlined what might be included in a Florida specific survey, including what data would need to be collected. He emphasized the efficiency and effectiveness of collecting data in this manner, emphasizing how the state would have control over the survey approach, unlike during the 2009 effort where Florida piggy-backed with a larger, national survey collection effort. The data would be applicable to the statewide model, traditional four step models, and activity based models (ABM). Mr. Hill concluded by stating that the MPOs may want to consider investing in a Florida specific survey conducted by the state, focusing increased resources in Florida's metropolitan areas.

Members expressed concerned that this presentation appeared to be a request for the MPOs to invest in a data collection effort. This presents, at a minimum, a timing issue because the MPOs are in the process of developing their Unified Planning Work Programs (UPWPs) in which they will be committing their available funds to a variety of other planning activities for the next two years. Discussion continued regarding the fact that past expenditures on data collection efforts of the kind discussed by Mr. Hill did not produce very good results for the MPOs. Members requested more information regarding what collection efforts were going to be used, what data would be collected, and how it would be an improvement over existing sources. Members also expressed interest in the approach FDOT intends to take with the statewide model, how FDOT intends to use the model, and why additional data is needed for the model beyond what is already anticipated being available. Other questions focused on why individual MPO models are failing to validate, whether there are particular areas that are of

concern with the existing data/model, whether there are one or two things that could be done differently to improve model results, and where and what other methods of data collection have been implemented successfully.

#### 9. Communications

Attendees were directed to the agenda packet to review a variety of communications that were provided, including:

- A letter to Secretary Ananth Presad, FDOT, from James Christian, FHWA Division Administrator approving a portion of statewide planning funds (PL) formula, dated December 18, 2013.
- A letter to Howard Glassman, MPOAC, from Jesse Panuccio, Florida Department of Economic Opportunity, regarding the Florida Strategic Plan for Economic Development, dated November 25, 2013.
- A letter to Howard Glassman, MPOAC, from Fred Abousleman, National Association of Regional Councils (NARC), regarding the NARC Executive Directors Conference, dated October 11, 2013.
- Resolution #2013-01 from the Central Florida MPO Alliance and the West Central Florida MPO Chairs Coordinating Committee regarding Florida's Coast-to-Coast Connector Project, dated, July 12, 2013.

#### 10. Member Comments

Mr. Barley told the members about a recent Lake-Sumter MPO awards dinner he attended to celebrate the work of the MPO, noting that about 170 people were in attendance. He also conveyed greetings from Mr. Jose Mesa (former Executive Director of the Miami-Dade MPO) with whom he had recently spoken.

Mr. Stuart and others thanked Ms. Robinson for her leadership as the Chair of the Staff Directors' Advisory Committee.

The meeting was adjourned at 2:48 pm.

**Draft Minutes of the Florida MPO Advisory Council  
Governing Board Meeting  
January 23, 2014**

**Governing Board Members in Attendance:**

Mayor Richard J. Kaplan, Broward MPO, Chair  
Deputy Mayor Susan Haynie, Palm Beach MPO, Vice-Chair  
Mayor Susan Adams, Indian River County MPO  
Commissioner Tom Bausch, Martin MPO  
Councilman Jim Bennett, Sarasota/Manatee MPO  
Commissioner Nat Birdsong, Polk TPO  
Councilmember Lara Bradburn, Hernando County MPO  
Councilman Jim Burch, Lee County MPO  
Commissioner Frannie Hutchinson, St. Lucie TPO  
Mayor Walter T. Kelley, Bay County TPO  
Councilmember Delores Madison, Capital Region TPA  
Mayor Kathy Meehan, Space Coast TPO  
Commissioner Leigh Matusick, Volusia TPO  
Mayor Rocky Randels, Space Coast TPO  
Councilman Sam J. Saad, III, Collier MPO  
Commissioner Gene Valentino, Florida-Alabama TPO  
Councilmember James Wood, Okaloosa-Walton TPO

**Others in Attendance:**

Howard Glassman, MPOAC Executive Director  
Paul Gougelman, MPOAC General Counsel  
Brigitte Messina, MPOAC Assistant  
Jeff Kramer, USF/CUTR  
Karen Seggerman, USF/CUTR  
Karen Brunelle, FHWA  
James Christian, FHWA  
Lee Ann Jacobs, FHWA  
Jim Wood, FDOT  
Thomas Hill, FDOT  
Lucie Ayer, Collier MPO  
Harold Barley, MetroPlan Orlando  
Ronnie Blackshear, Polk TPO  
Peter Buchwald, Vice-Chair, St. Lucie TPO  
Bob Herrington, Charlotte County-Punta Gorda MPO  
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Bob Kamm, Space Coast TPO  
Harry Reed, Capital Region TPA  
Mary Bo Robinson, Florida-Alabama, Okaloosa-Walton and Bay County TPOs  
Nick Uhren, Palm Beach MPO  
Mark Bontrager, Space Florida

**Others in Attendance continued:**

David Bottomley, METROPLAN Orlando

Phil Matson, Indian River County MPO

Mike Neidhart, Gannett Fleming

Sean M. Parks, Lake-Sumter MPO

**1. Call to Order**

Mayor Richard J. Kaplan, Broward MPO, Chair, called the meeting to order at 3:30 p.m. The Chair welcomed all in attendance. All stood for the Pledge of Allegiance and self-introductions were made.

**2. Approval of Minutes**

Commissioner Gene Valentino, Florida-Alabama TPO, made a motion to approve the minutes of the October 30, 2014 meeting of the Governing Board. Deputy Mayor Susan Haynie, Palm Beach MPO, Vice-Chair, seconded the motion. The motion was approved unanimously.

**3. Public Comments**

No public comments were made.

**4. Executive Director's Report**

Mr. Howard Glassman, MPOAC Executive Director, provided a status report on the MPOAC budget referring to Attachment 1 of the MPOAC agenda package under the Executive Director's Report. He noted that the MPOAC has spent 41% of the FY 2013/2014 budget. He then presented a summary of currently proposed state legislation of interest to MPOs, referring to a handout describing 21 currently proposed bills. Highlights included SB156 which will reduce the service charge imposed on motor vehicle licenses rather than returning the money collected to the State Transportation Trust Fund (STTF) as desired by the MPOAC. He also mentioned the Florida Water and Land Legacy Inc.'s approved ballot petition for a Constitutional Amendment that would set aside a portion of the state's documentary stamp tax revenues for land conservation. The major concern is what impact this set aside would have on funding for the popular Transportation Regional Incentive Program (TRIP) and other programs that rely on this revenue source.

Mr. Glassman also reviewed in detail the draft MPOAC legislation regarding MPO Governing Board membership (see Attachment 2 in the Agenda Packet under the Executive Director's Report and the handout). He specifically thanked Representative Hooper and Senator Brandes for their assistance in supporting the MPOAC legislation.

A member pointed out the importance of water and the need for funding from doc stamps. Another member expressed concern regarding the proposed legislation regarding red light cameras and a lengthy discussion ensued on the topic regarding the potential loss of funds as well as the implications for safety.

Councilmember Lara Bradburn, Hernando County MPO, moved that the MPOAC send a letter to the Florida legislature to refrain from acting on legislation amending Florida's red light camera law until

additional study can be performed and generally expressing concern with regard to the legislature limiting the ability of local governments to enact policies that reflect local priorities, in this case on the ability to install red light cameras in an effort to reduce fatalities and serious injury accidents at local intersections. The motion was seconded by Councilman Jim Burch, Lee County MPO, and passed unanimously.

In response to a question regarding the status of the transportation revenue study recommendations, Mr. Glassman, responded explaining the status of the key recommendations. He expressed his opinion that the call to redirect revenue generated from tag and title fees currently directed to the General Revenue Fund back to the State Transportation Trust Fund (STTF) is unlikely to happen. He also felt that although legislation that would expand the eligibility of large municipalities and some counties to enact the Charter County and Regional Transportation System Surtax through local referendum made some headway during the legislative session last year, it was unlikely to be heard during the session this year. It was also his opinion that the idea of indexing local option fuel taxes was a non-starter during this legislative session as it is viewed as a silent tax. Mr. Glassman thought that although the concept of the Mileage Based User Fee appears to be dormant at this time as a legislative issue, that more activity on this concept may occur through the actions of the Florida Transportation Commission following the elections in November 2014. He noted that a group called the Mileage Based User Fee Alliance is attempting to have the topic addressed at the national level and to, perhaps, implement some pilot programs and test site locations as part of the reauthorization of federal surface transportation legislation.

Mr. Glassman then introduced Mr. Paul Gougelman, MPOAC General Counsel, who provided the membership with a summary of his letter to Mr. Gregory Stuart, Broward MPO Executive Director, regarding School Board Voting membership on a MPO Governing Board (included in the MPOAC agenda package as Attachment 4 under the Executive Director's Report). In Mr. Gougelman's informed opinion, school board membership on an MPO Governing Board appears to be permitted as "an official of an agency that operates or administers a major mode of transportation" per Section 339.175(3)(a) Florida Statutes, noting that school boards routinely operate large bus transportation systems. He also noted that five MPOs in Florida currently include school board members as voting members of their governing board (Miami-Dade MPO, Broward MPO, Capital Region TPA, St. Lucie TPO, and Indian River County MPO).

Mr. Glassman reminded Board members of the upcoming MPOAC Weekend Institute (attachment 5). Discussion ensued as a number of members spoke regarding the benefit of the training to themselves and their colleagues. The Lake-Sumter MPO noted that their bylaws now require training attendance for officers of their MPO Board. The dates and locations of the 2014 MPOAC Institutes were provided (March 28 – 30<sup>th</sup> at the Rosen Centre Hotel in Orlando and May 30-June 1 at the Renaissance Hotel International Plaza in Tampa) as part of the discussion.

Finally, Mr. Glassman introduced a discussion of the Statewide Federal Planning (PL) Funds Formula (Attachment 6), noting that the formula had not been updated for eight years. The statewide PL formula is what FDOT uses to allocate the approximately \$19 million a year of federal planning funds to

MPOs across the state, to the MPOAC for its operations and for a limited number of statewide activities including the MPOAC Institute. The staff directors discussed the formula at their meeting and will meet again on the topic during their Policy and Technical Committee meeting in April to be brought before the MPOAC Governing Board for further discussion and action at their April or July 2014 meeting.

#### 5. Election of Officers

Mayor Kaplan relinquished the Chair position to Mr. Paul Gougelman, MPOAC General Counsel, who introduced the election of officers - a Chairperson and Vice-Chairperson - for the MPOAC Governing Board. It was noted that the newly elected officers would begin their terms of service on July 24, 2014.

He inquired of Chair Mayor Richard J. Kaplan, Broward MPO, whether he would be willing to serve again as Chair if so nominated. Mayor Kaplan indicated that he would be willing. With that, Mr. Gougelman opened the floor for nominations.

Councilman Sam Saad, III, Collier MPO, nominated Deputy Mayor Susan Haynie, Palm Beach MPO for the position of Chair. Commissioner Nat Birdsong, Polk TPO, then nominated Mayor Richard J. Kaplan, Broward MPO, for the position of Chair. Nominations were closed and the nominees left the room for the vote. A hand vote was taken and Deputy Mayor Haynie was elected Chair.

Commissioner Gene Valentino, Florida-Alabama TPO, nominated Councilmember James Wood, Okaloosa-Walton TPO, for the position of Vice-Chair. Nominations were closed and Councilmember James Wood was declared the winner by unanimous acclamation.

#### 6. Agency Reports

##### a. FDOT Agency Report

Mr. Jim Wood, FDOT, Director of Policy Planning provided an update of Department efforts.

Future Corridors: FDOT is continuing to look at the corridor connecting the Tampa area northeast to the Jacksonville area and has met with local interest groups in both areas. In an action related to a different corridor, the Governor issued Executive Order 13-319 on November 1, 2013 establishing the East Central Florida Corridor Task Force for the purpose of evaluating and developing consensus recommendation on future transportation corridors serving established and emerging economic activity centers in portions of Brevard, Orange, and Osceola counties. There are thirteen Task Force members and the first meeting is anticipated to be held in March 2014. A final report will be prepared for the Governor by December 1, 2014 and local governments are expected to adopt Task Force recommendations into their comprehensive plans by September 30, 2015.

Legislation: FDOT has proposed legislation for this upcoming legislative session that mirrors last year's proposal that did not become law in the 2013 legislative session (SB 696 and HB 7005). Proposed toll by plate legislation (SB 616 and HB 7007) would set a more broad exemption to the current process in an effort to further protect privacy. The Governor has recommended an \$8.8 billion transportation work program request from the legislature which is significantly higher than his request last year. Mr. Wood stated that while \$35 million in projects are funded in the FDOT Work Program to close the gaps in the Coast-to-Coast Connector Project, FDOT has not requested funding for multiuse trails from the State

Transportation Trust Fund (STTF) in their legislative proposal. He also briefly mentioned the ballot petition for a Constitutional Amendment that would set aside a portion of the state's documentary stamp tax revenues for land conservation. FDOT is seeking more information in order to develop a report on the potential impact of the proposed constitutional amendment should it pass and will provide that information to the MPOAC.

MPO Census Update: 16 MPO apportionment plans have been approved to date. A number are still under review at FDOT awaiting transmittal to the Governor for approval and Mr. Wood apologized for the delay in the review process which he attributed to workload issues. He also mentioned that the Sebring/Avon Park MPO apportionment plan, which would create a brand new MPO, is still under development.

Bike/Ped Council: Mr. Wood noted that a new State Safety Emphasis Area focuses on pedestrians. MPOs are encouraged to develop Pedestrian Safety Action Plans for their metropolitan areas and that FDOT can offer MPOs resources and technical support in such an effort.

Mr. Wood then announced that dates and locations of two important meetings for MPOs:

- Statewide FDOT/FHWA/FTA/MPO Video Conference, February 18 (9:30 am – 12:00 pm)
- Statewide FDOT/FHWA/FTA/MPO Meeting, April 2 & 3 in Jacksonville

Mr. Wood then provided information regarding two recent publications available on the FDOT website: Making Tracks: Primer for Transit Fixed Guideway Projects ([www.dot.state.fl.us/transit](http://www.dot.state.fl.us/transit)) and the revised Efficient Transportation Decision Making (ETDM) Manual ([www.dot.state.fl.us/emo](http://www.dot.state.fl.us/emo)).

Mayor Kaplan informed the Board of a project he is developing called *Pedestrian Safety through Environmental Design (PedSted)*. The concept, which he will be presenting the concept to his city commission and to the Broward MPO, focuses on how the environment can be changed to prevent poor pedestrian behavior. He also hopes to present the concept at some point to the MPOAC.

b. FHWA Agency Report

Mr. James Christian, the new FHWA Florida Division Administrator, introduced himself to the Governing Board. He noted that a lot of work will go into developing the new federal transportation authorization bill and that funding will be the key point of discussion. He also stated that he felt that performance measurement will remain a point of emphasis as part of the authorization. He also noted that there is an expected \$15 billion shortfall in the Highway Trust Fund by the beginning of federal fiscal year 2015 that will have to be addressed.

Ms. Karen Brunelle, Director, Federal Highway Administration (FHWA) Florida Division Office of Project Development, provided updates regarding FHWA activities. Mr. Brunelle announced that initial rulemaking to implement MAP-21 requirements for performance measurement are expected to be released by April 2014. She also noted that Congress had approved a budget for the rest of the current fiscal year and that the FHWA is, therefore, fully funded through September 2014. In response to a

question regarding the lack of funding for future phases of SunRail, Ms. Brunelle stated that she would investigate the issue and report back to the MPOAC.

#### 7. Florida Space Transportation Infrastructure Planning

Mr. Mark Bontrager, Vice President, Spaceport Operations gave a presentation on Florida Space Transportation Infrastructure Planning. He introduced the Statewide Spaceport System Plan and Cape Canaveral Spaceport Complex (CCS) Master Plan, discussed how it relates to the Florida Transportation Plan, and reviewed plan goals. Maps illustrated the location of Federal Aviation Authority (FAA) licensed spaceports in Florida as well as Florida investments in CCS infrastructure. He discussed the potential for growth in both orbital and suborbital launches, both globally and in Florida. Ongoing and completed infrastructure projects were also reviewed. He closed by discussing the future of space travel and the impact that could have in Florida. Discussion ensued regarding various aspects of space travel, particularly as it relates to surface transportation in Florida. Mr. Bob Kamm, Space Coast TPO, made a point to thank Mr. Bontrager for his presentation and to describe how space, as a mode of transportation was addressed as a component of the Space Coast TPO long range transportation plan (LRTP).

Members expressed concern regarding the investigation of the north end of the Merritt Island Wildlife Refuge for a commercial launch site. Mr. Bontrager noted that some companies are seeking a launch site away from the federal mission.

#### 8. Florida Survey Data

Mr. Thomas Hill, State Modeling Manager, FDOT, discussed travel survey data. FDOT wants to continue a dialogue regarding data collection to supplement model information both for the state and MPOs. The state is interested in a data collection effort that it can control independently to avoid problems such as those experienced when they purchased extra Florida samples as part of a national data collection effort that resulted in the National Household Travel Survey (NHTS) database. Mr. Hill argued that a collective approach would take advantage of economies of scale and result in data that would be of greater data for Florida models. He noted that he is aware that there are a number of questions posed by the staff directors that need to be addressed through further discussion between FDOT and the MPOs.

Members questioned the purpose of the data. Mr. Hill responded that without local data, nationwide data is used to run the transportation models. A Florida specific survey would provide local data and therefore, allow for more accurate modeling. In addition, the data will help you see how your plans are working to achieve policy priorities.

In response to a member request, Mr. Glassman and Mr. Hill provided a summary of the discussion from the staff director's meeting which focused on the cost to gather Florida specific data of a higher quality with more samples. The FDOT and MPOAC's 2009 data effort - the National Household Travel Survey (NHTS) – was funded, in part, by the MPOs using federal PL funds (\$3 million). They noted that NHTS data results were less than ideal and that a Florida driven survey would provide better results. Mr. Glassman stated that this will be a topic of further discussion by the MPOAC and that the staff directors

will work with FDOT to establish a position on the proposed data collection effort. Members asked questions regarding the proposed methodology and potential surveillance to which Mr. Hill responded that it is a voluntary process and that rural counties would be included. Members expressed the need to ensure that another \$3 million would not be spent to acquire data that is not useful for MPO purposes. Additional discussion ensued.

#### 9. Communications

Attendees were directed to the agenda packet to review a variety of communications that were provided, including:

- A letter to Secretary Ananth Presad, FDOT, from James Christian, FHWA Division Administrator approving a portion of statewide planning funds (PL) formula, dated December 18, 2013.
- A letter to Howard Glassman, MPOAC, from Jesse Panuccio, Florida Department of Economic Opportunity, regarding the Florida Strategic Plan for Economic Development, dated November 25, 2013.
- A letter to Howard Glassman, MPOAC, from Fred Abousleman, National Association of Regional Councils (NARC), regarding the NARC Executive Directors Conference, dated October 11, 2013.
- Resolution #2013-01 from the Central Florida MPO Alliance and the West Central Florida MPO Chairs Coordinating Committee regarding Florida's Coast-to-Coast Connector Project, dated, July 12, 2013.

#### 10. Member Comments

Mr. Glassman noted that Mr. Peter Buchwald, St. Lucie TPO, and Mr. Harry Reed, Capital Region TPA, were elected as Chair and Vice-Chair of the Staff Director's Advisory Committee beginning July 24, 2014.

Deputy Mayor Haynie noted that TriRail celebrated its 25th anniversary.

Councilman Jim Burch, Councilman Sam Saad, III, and Mayor Kelley thanked Mayor Kaplan for his service as Chair of the MPOAC Governing Board.

The meeting was adjourned at 5:58 pm.

**Item Number 3  
Public Comments**

**DISCUSSION:**

Comments or recommendations by the public.

**REQUESTED ACTION:**

As may be desired

**ATTACHMENTS:**

None

**Item Number 4**  
**Executive Director's Report**

**DISCUSSION:**

Mr. Howard Glassman, MPOAC Executive Director will be presenting the following items:

1. 3<sup>rd</sup> Quarter Budget Report (January – March, 2014)
2. MPOAC Unified Planning Work Program (FY 2014/15 – 2015/16)
3. Legal Services Agreement for General Counsel Paul R. Gougelman (FY 2014 - 2015)
4. Revised Metropolitan Planning (PL) Funds Distribution Formula
5. State Legislative Status Report
6. Repeal of MPOAC Administrative Rules – Paul Gougelman, MPOAC General Counsel
7. Freight Committee Meeting Report – Greg Stuart, Broward MPO

**REQUESTED ACTION:**

1. Approve MPOAC Unified Planning Work Program for FY 2014/15 – 2015/16
2. Approve General Counsel Agreement with Mr. Paul R. Gougelman for FY 2014 – 2015
3. Approve Revised Metropolitan Planning (PL) Funds Distribution Formula

**ATTACHMENTS:**

1. 3<sup>rd</sup> Quarter Budget Report
2. MPOAC Unified Planning Work Program & Summary
3. General Counsel Legal Services Agreement
4. State Legislative Status Report (to be distributed)
5. Revised Metropolitan Planning (PL) Funds Distribution Formula (To be distributed)

**Florida Metropolitan Planning Organization Advisory Council**  
**FY 2013/2014 Budget**  
**July 1, 2013 to June 30, 2014**

Category	Annual Allocation	1st Qtr Expenditures 7/1/13-9/30/13	2nd Qtr Expenditures 10/1/13-12/31/13	3rd Qtr Expenditures 1/1/14-3/31/14	4th Quarter Expenditures 4/1/14-6/30/14	Expenditures to Date	Remaining Balance
Salaries/Benefits	\$ 200,000	\$ 45,727	\$ 51,447	\$ 52,806		\$ 149,980	\$ 50,020
<b>Expense</b>	<b>\$ 85,000</b>						
Travel	\$ 45,000	\$ 5,501	\$ 6,700	\$ 4,906		\$ 17,107	\$ 27,893
Meetings	\$ 27,000	\$ 5,979	\$ 5,749	\$ 6,062		\$ 17,790	\$ 9,210
Administrative	\$ 15,080	\$ 622	\$ 5,199	\$ 3,421		\$ 9,242	\$ 5,838
Membership Dues *	\$ 1,920	\$ -				\$ -	\$ 1,920
<b>Contracted Services</b>	<b>\$ 18,000</b>						
General Counsel	\$ 18,000	\$ 4,826	\$ 3,572	\$ 3,114		\$ 11,512	\$ 6,488
<b>Transp.Planning</b>	<b>\$ 165,000</b>						
Univ. South FL (CUTR)	\$ 80,000	\$ 20,000	\$ 20,000	\$ 20,000		\$ 60,000	\$ 20,000
MPOAC Institute	\$ 85,000	\$ 5,950	\$ 11,050	\$ 38,250		\$ 55,250	\$ 29,750
<b>Total Federal Funds</b>	<b>\$ 468,000</b>	<b>\$ 88,605</b>	<b>\$ 103,717</b>	<b>\$ 128,559</b>		<b>\$ 320,881</b>	<b>\$ 147,119</b>
<b>Advocacy Activities Local Funds</b>	<b>\$ 7,500</b>	<b>\$ 850</b>	<b>\$ 1,600</b>	<b>\$ 2,700</b>		<b>\$ 5,150</b>	<b>\$ 2,350</b>
<b>Total Budget</b>	<b>\$ 475,500</b>	<b>\$ 89,455</b>	<b>\$ 105,317</b>	<b>\$ 131,259</b>		<b>\$ 326,031</b>	<b>\$ 149,469</b>

\* FBT, FPTA, ITSFL



# The Florida Metropolitan Planning Organization Advisory Council

*Mayor Richard J. Kaplan*  
*Chairman*

April 24, 2014

To: Governing Board and Staff Directors' Advisory Committee

From: Howard Glassman, Executive Director 

Re: MPOAC UPWP Summary FY 2014/2015 - 2015/2016

This memo summarizes the key components of the MPOAC Unified Planning Work Program (UPWP) for fiscal years 2014/2015 and 2015/2016.

- There are a total of \$480,123 allocated in the UPWP for each respective fiscal year (\$435,123 in federal urban area planning funds (PL) and \$37,500 in federal transit planning funds (FTA 5305(d)), representing a reduction from the previous fiscal year of \$137,503 (22%). The bulk of the reduction in funds is attributable to a shift in AMPO and NARC membership dues (\$99,691) which had been paid by the MPOAC UPWP (Task 1.5), but which will now be paid by the Florida Department of Transportation (FDOT). The remaining budget reduction results from a change in the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21), a methodology that resulted in the reduction of PL funds for 13 states across the country.
- The UPWP tasks are organized under 4 major headings:
  - Administration – functions required to manage the transportation planning process on a continual basis,
  - Forum for Cooperative Decision Making – functions necessary to establish a forum for cooperative decision-making among Florida's metropolitan planning organizations (MPOs) and with other public and private partners,
  - Dissemination of MPOAC Information – functions necessary to develop, reach consensus and distribute MPOAC information that can both educate and assist policy makers at the various levels of government and
  - Project Planning and Reports – functions which are necessary in order to prepare certain project studies, reports and correspondence.
- Significant changes from previous fiscal years in numeric order of the tasks include:
  - Items summarized under "Previous Work Completed" under Task 1.3 (covering

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*Howard Glassman, Executive Director*  
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research support provided by the Center for Urban Transportation Research at the University of South Florida) have been updated to include a variety of activities performed and research efforts completed during the previous two fiscal years, including an MPOAC Revenue Study support and brochure, a map series detailing changes in Florida's Census Defined Urbanized Areas (UZAs) between 2000 and 2010, revised MPOAC Long Range Transportation Plan Financial Guidelines, legislative policy positions and legislative summaries, MPOAC meeting minutes and review comments on a variety of regulatory proposals at the federal and state level.

- As previously described, there is a substantial reduction of membership dues allocated through Task 1.5. Instead dues for membership in the National Association of Regional Councils (NARC) and the Association of Metropolitan Planning Organizations (AMPO) will be paid directly by FDOT using PL funds. All 26 MPOs in Florida are provided membership in both organizations through the payment of statewide dues.
  - A new task (Task 2.4) was added to cover the work of the newly created MPOAC Freight Committee. Sufficient funds have been set aside to cover the cost of meeting space and materials and the staff services associated with committee activities.
  - Task 4.1 reflects anticipated effort related to the review of rules being promulgated to implement the federal Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) and legislative proposals to reauthorize MAP-21, as well as legislative and regulatory proposals at the state level.
  - Task 4.2 has been updated to reflect anticipated costs associated with MPOAC involvement with the updates of the Florida Transportation Plan (FTP) and the Strategic Intermodal System (SIS) Plan and the subsequent statewide coordination between those plans and MPO planning activities.
- Tables 1 and 2 (p.43 and 44) have been updated to reflect the anticipated work balance between the various Tasks includes in the UPWP, including an estimated increase in travel expenses based on actual travel costs during the previous two fiscal years.
  - Table 3 has been updated to reflect the inclusion of Task 2.4 (MPOAC Freight Committee and the relationship between activities covered by that task and the federal planning factors.

Attachment

**Fiscal Years 2014/2015– 2015/2016  
Draft Unified Planning Work Program**



**Florida Metropolitan Planning  
Organization Advisory Council**

*Prepared By:*

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## 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 2014/2015 – 2015/2016 covering the period from July 1, 2014 through June 30, 2016.

The UPWP provides the basis for funding of the transportation planning activities to be undertaken with Federal Highway Administration (FHWA) planning funds (PL) and Federal Transit Administration (FTA) Section 5305(d) metropolitan planning funds to support the activities of the MPOAC.

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 comprises a number of 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 transportation planning process.
3. **Dissemination of MPOAC Information:** This section includes those functions necessary to develop, reach consensus, 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 in order 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:**

Public Involvement for development of the UPWP included various public involvement opportunities. The Florida Department of Transportation (FDOT), FHWA, FTA and each MPO were provided a copy of the draft UPWP via the internet with a request to submit comments over a two week period. The draft UPWP was also displayed on the MPOAC website for a similar amount of time, included in the April 2014 MPOAC meeting agenda package, and discussed at the April 4 MPOAC Policy and Technical Subcommittee meeting. 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 MANGEMENT

The Metropolitan Planning Organization Advisory Council (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 organization of the MPOAC consists of a 26 member Governing Board and a 26 member Staff Directors’ Advisory Committee.

The MPOAC Governing Board consists of one representative and one alternate representative from each of the following metropolitan planning organizations (sometimes known by other acronyms such as TPOs, MTPOs and TPAs):

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

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.

The MPOAC Staff Directors' Advisory Committee consists of one representative and one alternate representative from each of the following metropolitan planning organizations:

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

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.

The bylaws of both the Governing Board and the Staff Directors' Advisory Committee are contained in Rule Chapter 35-1, Florida Administrative Code.

The MPOAC has also established a Policy and Technical Subcommittee. The Subcommittee meets in a central location between regularly scheduled MPOAC meetings in order to identify issues for future action by the MPOAC's Staff Directors and Governing Board. All members of the MPOAC are invited to participate on the subcommittee as are representatives from FDOT, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The Policy and Technical Subcommittee Members are individuals or designees who serve on the Staff Directors Advisory Committee and wish to participate.

In April 2013, the MPOAC created the Freight Committee 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 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. The Freight Committee meets as necessary throughout the year in concert with the statewide meetings of the MPOAC.

The staff of the MPOAC consists of an Executive Director and an Administrative Assistant. The MPOAC also employs a General Counsel under a legal services contract and contracts for

general consultant services with the Center for Urban Transportation Research at the University of South Florida. FDOT assists in the operation of the MPOAC by providing office space and other related services. There are no agreements in place between the MPOAC and other parties. Pursuant to Florida law, the MPOAC is assigned to the Office of the Secretary of FDOT for fiscal and accountability purposes, but otherwise functions independently of the control and direction of FDOT.

## 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:

- Development of UPWP
- Quarterly Reports
- Planning Consultant Services
- Legal Services
- Membership Dues
- MPOAC Administration

## Task 1.1 – Development of UPWP

---

### Purpose:

To comply with the requirements of 23 CFR 420 Subpart A – Administration of FHWA Planning and Research Funds, 23 CFR 450.308 and Section 339.175 (9) Florida Statutes.

### Previous Work Completed:

The Metropolitan Planning Organization Advisory Council (MPOAC) 2014/2015 through 2015/2016 Unified Planning Work Program (UPWP) was developed by staff and reviewed by the MPOAC Staff Directors' Advisory Committee, the MPOAC Governing Board, the Florida Department of Transportation (FDOT), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The MPOAC Governing Board at its April 24, 2014 meeting authorized the MPOAC Chair to formally adopt the fiscal year 2014/2015 through 2015/2016 UPWP prior to July 1, 2014.

### Proposed Methodology:

MPOAC staff will prepare a fiscal year 2016/2017 through 2017/2018 Two Year UPWP and prepare amendments to the 2014/2015 through 2015/2016 UPWP in accordance with the FDOT MPO Program Management Handbook and coordinate review by the Staff Directors' Advisory Committee, Governing Board, FDOT, FHWA and FTA.

### Work Product:

Develop and adopt Fiscal Year 2016/2017 through 2017/2018 UPWP and submit the Two Year UPWP to the FDOT, the FHWA and the FTA prior to July 1, 2016. The MPOAC will distribute copies of the adopted UPWP to the Staff Directors' Advisory Committee and Governing Board.

Amendments to the UPWP will also be developed and processed in accordance with the MPO Program Management Handbook in order to maintain and update the document over the two year period.

### Funding Source:

Funding Source	FY 14/15	FY 15/16	2-Year Total
Federal (PL)	\$13,260	\$13,260	\$26,520
<b>Total</b>	<b>\$13,260</b>	<b>\$13,260</b>	<b>\$26,520</b>

## Task 1.2 – Quarterly Reports

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### Purpose:

To inform the Metropolitan Planning Organization Advisory Council (MPOAC) of the status of expenditures of Federal and local funds during each quarter to comply with the requirements of 23 CFR Part 420, 49 CFR Part 18 and 2 CFR Part 225 – Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87).

### Previous Work Completed:

The MPOAC Governing Board adopted its fiscal year 2012/2013 through 2013/2014 budget in April 2012. The MPOAC was provided quarterly budget reports that reflected expenditures by the MPOAC at its quarterly meetings.

### Proposed Methodology:

MPOAC staff will work closely with the Florida Department of Transportation (FDOT) Program Development Office and the Statewide MPO Coordinator to ensure funds are programmed into the FDOT Work Program. MPOAC staff will maintain records for management of charges, performance of grant requirements, financial audits and budgets. Staff will track expenditures and maintain a contract with MPOAC General Counsel as per State of Florida, Office of Attorney General Scope of Service. Staff will monitor and track travel and meeting room costs associated with activities of the MPOAC, the Policy and Technical Subcommittee, the MPOAC Freight Committee and attendance at MPOAC related educational seminars and conferences.

MPOAC staff will prepare and develop a Quarterly Report as part of the Executive Director's Report in the MPOAC agenda package. Information contained in the Executive Director's Report is presented to FDOT, the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and the MPOAC membership.

### Work Product:

The MPOAC will present quarterly reports to the Staff Directors' Advisory Committee and Governing Board at its meetings in July, October, January and April during FY 2014/2015 and FY 2015/2016.

Within 90 days after the end of the second fiscal year the MPOAC will send a final PL close-out report to the FDOT, Office of Policy Planning for transmittal to the FHWA and FTA.

### Funding Source:

Funding Source	FY 14/15	FY 15/16	2-Year Total
Federal (PL)	\$17,123	\$17,576	\$34,699
<b>Total</b>	<b>\$17,123</b>	<b>\$17,576</b>	<b>\$34,699</b>

## Task 1.3 – Planning Consultant Services

---

### **Purpose:**

To provide Planning Consultant Services to the Metropolitan Planning Organization Advisory Council (MPOAC) in order to prepare the necessary work products and services of the ever increasing and ongoing activities/tasks of the MPOAC.

### **Previous Work Completed:**

Since 1994 the MPOAC has had no more than two staff positions, an Executive Director and an Administrative Assistant. The MPOAC assists in carrying out the urbanized area transportation planning process as the principal forum for collective policy discussion. The MPOAC is a conduit between individual MPOs and state/federal transportation agencies on issues of statewide concern and provides organizational, administrative and policy guidance to individual member MPOs as requested. The workload of the MPOAC has steadily increased in its effort to assist all MPOs in the state with fulfilling their collective federal, state, regional and local responsibilities in maintaining the urbanized area transportation planning process. The MPOAC provides research and other practical support to Florida's 26 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 on a variety of relevant subjects. The need for additional staff support reflects the ever-increasing work assignments and activities of the MPOAC.

In an effort to supplement the existing MPOAC staff effort, the Center for Urban Transportation Research (CUTR) at the University of South Florida (USF) 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 2002. Some of the work products and services that CUTR has provided include:

- Participating in the MPOAC Revenue Study project including overseeing study activities, reviewing project materials (reports and presentations), and attending meetings of the Revenue Study Advisory Committee (RSAC). Additionally, a four-page glossy brochure was prepared summarizing the MPOAC revenue study project process and recommendations for use by the MPOAC membership in discussing transportation revenue issues with their legislative delegation and other key stakeholders. One thousand five hundred copies of the brochure were printed and distributed to Florida MPOs, members of the legislature, members of the revenue study advisory committee, FDOT and other transportation stakeholders.
- Completing a series of maps in report form detailing the boundaries of the 2000 and 2010 Census Defined Urbanized Areas (UZA). The maps series was developed to help MPOs and the public visualize the changes in Florida's urbanized areas over the decade between 2000 and 2010 and to assist MPOs as they considered potential changes in their individual MPO boundaries as part of the federally required apportionment process.
- Analyzing proposed and existing legislation and other regulatory activities and initiatives related to transportation planning, transportation finance, growth management and other issues relevant to MPOs. This includes, but is not limited to, proposals that reauthorize

federal and state surface transportation programs. Preparing MPOAC legislative positions prior to the state legislative session and summaries of approved legislative proposals following the state legislative session.

- Fully revising the MPOAC LRTP Financial Guidelines in coordination with FDOT staff and consultants. The revised guidelines were discussed at meetings of the MPOAC Policy & Technical Subcommittee and comments from the subcommittee meeting were incorporated into the final draft copy which was approved by the MPOAC in January 2013.
- Preparing a report identifying all transportation agencies formed in Florida since 1990. The report included MPOs, MPO Associations, FDOT Enterprises and a variety of modal authorities.
- Assisting in the coordination of a workshop on MPO regional coordination issues (scheduled to be held in Orlando on October 24, 2012) including attending a meeting in Tallahassee to define the objectives of the workshop and reviewing and commenting on a workshop agenda and a survey of MPOs and FDOT representatives.
- Developing and delivering a summary of the 2013 Review of MPO Long Range Transportation Plans completed in April 2013. The presentation covered observations on the state of the practice; an estimate of the 20-year statewide shortfall between transportation needs and reasonably available revenue; and suggestions for improving Florida's planning practices for the next cycle of metropolitan long range transportation plans.
- Preparing enhanced marketing concepts for the MPOAC Weekend Institute for Elected Officials, presenting those concepts to the MPOAC Policy and Technical Subcommittee, the Staff Directors' Advisory Committee and the MPOAC and implementing the final marketing concepts. The enhanced marketing concept (moving beyond the strategy of working through MPO Staff Directors) resulted in direct outreach to individual MPO Board members through promotional materials that included a description of Institute content, Institute dates and locations, and endorsements of the Institute from MPO Board members who have attended the Institute in the past. The promotional materials were delivered electronically to all MPO Board members in the state using Constant Contact software.
- Participating on the steering committee for the 2003, 2005, 2007 and 2011 TRANSPLEX conference on behalf of the MPOAC.
- Preparing individual tasks and budget tables as part of the FY 2014/2015 through 2015/2016 MPOAC Unified Planning Work Program (UPWP) drafting process.
- Developing transportation statements, correspondence, articles and papers on various transportation and related issues of particular relevance and consequence to the MPOAC, including preparing formal comments to the Strategic Intermodal System (SIS) Strategic Plan, SIS designation criteria and thresholds, the Florida Rail System Plan, the Statewide Managed Lanes Policy, the Strategic Highway Safety Plan, the Florida Freight Mobility and Trade Plan (Policy Element), and the FDOT financial forecast methodology.
- Preparing MPOAC meeting and subcommittee meeting agenda items, materials and minutes.
- Attending numerous meetings around the state and nation representing the MPOAC at the request of the MPOAC Executive Director.
- Preparing and implementing a new scope of services for research support for Fiscal Year 2013/2014 through 2015/16 to replace the existing contract which expired on June 30, 2013.

**Proposed Methodology:**

The MPOAC proposes to contract directly with CUTR to receive the services of CUTR employee(s) who would be assigned to work for and be supervised by the MPOAC Executive Director. The employee(s) will be located at the CUTR building on the USF campus in Tampa, but be available to complete agreed upon tasks, including meeting and conference attendance, wherever needed.

**Work Product:**

Services to be provided under this task may include, but not be limited to, the following:

- Developing research reports and studies on subjects of relevance to ongoing and future MPO activities.
- Preparing 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 the Association of MPOs (AMPO) and the National Association of Regional Councils (NARC).
- Reviewing, analyzing and developing transportation policy statements, letters and papers.
- Attending and monitoring transportation related meetings, workshops and public hearings conducted by federal, state and local agencies, the Florida Legislature, as well as statewide associations, authorities and commissions on behalf of the Florida MPOAC.
- Conducting analysis and providing advice on proposed and existing legislation and other regulatory activities and initiatives related to transportation planning, growth management, the delivery and expansion of transit services, global climate change and air quality, and other issues relevant to MPOs. Particular attention will be paid to federal transportation reauthorization proposals, including further integrating non-SOV modes (transit, pedestrian and bicycle) as viable options in statewide and metropolitan transportation systems and addressing the unfunded transportation shortfall in the states metropolitan areas.
- Advising and assisting the Executive Director in the development of MPOAC meeting content and materials.
- Preparing draft task items for the MPOAC Unified Planning Work Program.
- Preparing minutes of MPOAC Staff Director and Governing Board quarterly meetings.
- Monitoring the potential impacts to MPO practices in Florida as a result of adopted changes in national air quality standards and providing technical support to Florida's MPOs in meeting those new requirements.
- Participating in the update process of the Florida Transportation Plan, the Strategic Intermodal System Plan and the Strategic Highway Safety Plan.
- Participate in the development of State and MPO performance measurement targets in compliance with MAP-21 requirements.

The specific deliverables and/or services to be provided under this task will be agreed upon by the MPOAC Executive Director and the CUTR Principle Investigator on an as needed basis depending upon the immediate transportation planning requirements of the MPOAC.

**Funding Source:**

<b>Funding Source</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>2-Year Total</b>
Federal (PL)	\$72,125	\$72,125	\$144,250
FTA 5305(d)	\$17,500	\$17,500	\$35,000
<b>Total</b>	<b>\$89,625</b>	<b>\$89,625</b>	<b>\$179,250</b>
<i>Amount to Consultant</i>	\$67,500	\$67,500	\$135,000

## **Task 1.4 – Legal Services**

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### **Purpose:**

To provide legal services for the Metropolitan Planning Organization Advisory Council (MPOAC), and to assure that the MPOAC is compliant with all Federal and State laws and administrative rules. Legal Services are provided to the MPOAC by and through an attorney with expertise in procedures under the Florida Administrative Procedure Act, Chapter 120, Florida Statutes; has a working knowledge in local government law; has knowledge with regard to provisions of Federal transportation-related law under the U.S. Code and Code of Federal Regulations; has a working knowledge in Florida planning, zoning, and transportation law; and is knowledgeable with regard to Federal-State-Local transportation funding, planning, and general requirements of law.

### **Previous Work Completed:**

During the previous two year period, the MPOAC's General Counsel prepared a variety of legal opinions and analyzed various state and federal legislative proposals. Among them was a legal opinion on what constitutes a redesignation of an MPO and the applicability of a Senate bill on employee severance provisions. Legal service was also provided during MPOAC quarterly meetings and meetings of the Policy & Technical Subcommittee.

### **Proposed Methodology:**

Work through the MPOAC Executive Director and MPOAC Governing Board Chairman; undertake work assignments as directed by the MPOAC Governing Board and Staff Directors, Executive Director, or MPOAC Policy and Technical Subcommittee.

### **Work Product:**

The MPOAC General Counsel performs certain professional legal services as follows: Drafts proposed rules and rule amendments, resolutions, contracts, and correspondence; reviews and analyzes MPOAC legal files, data, documents and other materials concerning the above matter and advise on a recommended legal course of action; prepares and files pleadings, motions, or briefs which may be required and represents the MPOAC in any related litigation; represents the "agency" at trial or on appeal; attends and participates in Governing Board, Staff Director Advisory Committee meetings, Policy and Technical Subcommittee meetings, conference calls, meetings with other agencies such the Florida Department of Transportation (FDOT) and reports on the status of the legal matters; performs legal research and renders legal advice; reviews and analyzes MPOAC legal files, data, documents and other materials and advises on a recommended legal course of action; acts as an intermediary between the MPOAC and counsel for other agencies or legal entities; and performs other legal services as directed by the MPOAC Governing Board.

**Funding Source:**

<b>Funding Source</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>2-Year Total</b>
Federal (PL)	\$18,000	\$18,000	\$36,000
<b>Total</b>	<b>\$18,000</b>	<b>\$18,000</b>	<b>\$36,000</b>
<i>Amount to Attorney</i>	\$18,000	\$18,000	\$36,000

## Task 1.5 – Membership Dues

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### Purpose:

To provide Florida Chapter of the Intelligent Transportation Society (ITSFL), Florida Public Transportation Association (FPTA) and Floridians for Better Transportation (FBT) membership to the Florida Metropolitan Planning Organization Advisory Council (MPOAC) using Federal Highway Administration (FHWA) planning funds (PL).

### Previous Work Completed:

The State's PL distribution formula was updated in Fiscal Year 2013/14 to clarify that Association of Metropolitan Planning Organizations (AMPO) and the National Association of Regional Committees (NARC) membership dues for all of Florida's MPOs and the MPOAC would be paid as an off-the top item. The updated PL distribution formula was developed by FDOT, endorsed by the MPOAC, and approved by the FHWA.

### Proposed Methodology:

Allocate a combined \$1,920 in PL funds to ITSFL, FPTA and FBT for FY 2014/15 and FY 2015/16 membership.

### Work Product:

Membership in ITSFL, FPTA, and FBT will provide the MPOAC (and Florida's MPOs by extension) with access to information and guidance relative to public transportation, new technologies and private sector initiatives in transportation. Enhanced partnerships between the MPOAC and these groups will strengthen the metropolitan transportation planning process and related policy development across the state.

### Funding Source:

Funding Source	FY 14/15	FY 15/16	2-Year Total
Federal (PL)	\$1,920	\$1,920	\$3,840
<b>Total</b>	<b>\$1,920</b>	<b>\$1,920</b>	<b>\$3,840</b>

## Task 1.6 – MPOAC Administration

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### Purpose:

To finance and manage the daily operation of the Metropolitan Planning Organization Advisory Council (MPOAC) in a manner that is necessary to perform its duties. This includes the purchase of capital equipment, the payment and processing of invoices and requisitions, the administration of travel funds, conducting personnel actions and evaluations, and all other administrative actions.

### Previous Work Completed:

The MPOAC met department standards in the payment and processing of invoices and requisitions and all personnel actions during the past two years. Travel to meetings and conferences were conducted according to the department travel provisions and the purchase of capital equipment followed appropriate procedures.

### 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 the Federal Highway Administration (FHWA) and Section 5305(d) funds from the Federal Transit Administration (FTA).

### Work Product:

Meet federal and state requirements in the processing of invoices, requisitions, travel and capital expenditures, personnel actions and evaluations, and other related activities.

### Funding Source:

Funding Source	FY 14/15	FY 15/16	2-Year Total
Federal (PL)	\$25,836	\$25,836	\$51,672
FTA 5305(d)	\$4,500	\$4,500	\$9,000
<b>Total</b>	<b>\$30,336</b>	<b>\$30,336</b>	<b>\$60,672</b>
<i>Amount to Consultant</i>	\$4,500	\$4,500	\$9,000

## FORUM FOR COOPERATIVE DECISION MAKING

This section includes those functions necessary to establish a forum for cooperative decision-making among Florida's metropolitan planning organizations (MPOs) and with other public and private partners who participate in the cooperative, comprehensive and continuing transportation planning process.

Cooperative Decision Making Tasks include:

- Intergovernmental and Regional Coordination
- MPOAC Agenda Packages & Meetings
- MPOAC Policy & Technical Subcommittee
- MPOAC Freight Committee

## **Task 2.1 – Intergovernmental and Regional Coordination**

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### **Purpose:**

To participate and incorporate metropolitan planning organization (MPO) related issues into the activities of federal, state, regional and local agencies and organizations.

### **Previous Work Completed:**

The Metropolitan Planning Organization Advisory Council (MPOAC) has been an active partner in working with a host of federal, state and local agencies and organizations, many of whom are identified and listed under the proposed methodology. The MPOAC served on the Strategic Intermodal System (SIS) Strategic Plan Update Leadership Committee, served on the 2060 Florida Transportation Plan Steering Committee and serves on various Committees of the national Transportation Research Board. The MPOAC Executive Director also serves on the Florida Public Transportation Association (FPTA) Board of Directors. The MPOAC regularly makes presentations on MPO activities at the Florida Association of Counties Annual Conference, The Florida League of Cities Annual Conference, Florida Transportation Commission meetings, the Floridians for Better Transportation Leadership Retreat, the Association of Metropolitan Planning Associations (AMPO) Annual Conference and meetings of the National Association of Regional Councils (NARC).

### **Proposed Methodology:**

MPOAC Staff will coordinate its actions and make presentations on an overview of the MPO process, important issues that are before the MPOAC, regional planning and inter-MPO coordination, the project priority process and long-range transportation planning. Presentations are made before and at the request of state legislative committees, the Florida Transportation Commission, Floridians for Better Transportation, Intelligent Transportation Society of America, the Florida Public Transportation Association, the Florida Regional Councils Association, the Florida League of Cities, the Florida Association of Counties, the Florida Commission for the Transportation Disadvantaged, the Florida Safe Life for Mobility Coalition, AMPO, NARC and various national committees. The MPOAC participates as an active member of the Transportation Research Board Committee on Metropolitan Policy, Planning and Processes, the NARC transportation committee and various FDOT working groups, task forces and steering committees. The MPOAC Executive Director also serves on the Florida Public Transportation Association (FPTA) Board of Directors. Additionally, the MPOAC invites representatives of these groups and others to come before the MPOAC to discuss their ongoing activities and current initiatives in an effort to coordinate activities and advance common goals.

MPOAC staff will attend meetings of formal MPO alliances (the West Central Florida MPO Chairs Coordinating Committee, the Central Florida MPO Alliance, the Southeast Florida Transportation Council, Florida's Urban Transportation Coalition and other similar alliances) to participate in their inter-MPO planning and coordination activities.

**Work Product:**

Improved coordination and decision-making between the MPOAC and its partners in the transportation planning process. This will result in organizational actions, procedures and guidelines that take into account MPO related activities and requirements and working with other organizations to address transportation planning issues. To accomplish this task, MPOAC staff will be required to attend and monitor transportation related meetings, workshops and public hearings conducted by federal, state and local agencies, the Florida Legislature, as well as statewide associations, authorities and commissions on behalf of the Florida MPOAC.

**Funding Source:**

<b>Funding Source</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>2-Year Total</b>
Federal (PL)	\$34,044	\$34,044	\$68,088
<b>Total</b>	<b>\$34,044</b>	<b>\$34,044</b>	<b>\$68,088</b>

## Task 2.2 – MPOAC Agenda Packages & Meetings

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### **Purpose:**

To assist metropolitan planning organizations (MPOs) in carrying out the urbanized area transportation planning process by serving as a forum for collective policy discussions.

### **Previous Work Completed:**

The MPO Advisory Council (MPOAC) has developed and distributed agenda packages and arranged meeting locations during four agreed upon meeting dates and times. 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 is posted to the MPOAC website to provide easy access to information by MPOAC members and the public.

### **Proposed Methodology:**

MPOAC Staff will develop, prepare and distribute (by mail and by posting on the MPOAC website) the MPOAC Meeting Agenda Packages including the development of associated materials and programs that support the agenda packages. The MPOAC staff will coordinate with public and private speakers and presenters, the Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), who are to appear before the MPOAC with issues related to the cooperative, comprehensive and continuing transportation planning process. The MPOAC will advertise all meetings in the Florida Administrative Weekly at least seven (7) days prior to any non-emergency meeting announcing the date, time, location and purpose of such meetings. The MPOAC will plan and arrange meeting space with a centrally located hotel/facility for the MPOAC quarterly meetings that is accessible by transit and compliant with the provisions of the Americans with Disabilities Act.

### **Work Product:**

MPOAC staff will prepare and distribute MPOAC Governing Board Agenda Packages and Staff Directors' Advisory Committee Agenda Packages to the MPOAC Governing Board, Staff Directors' Advisory Committee, FDOT Central and District Offices, FHWA, FTA, other State and Federal Agencies, Regional Planning Councils, local officials and other public and private organizations and citizens prior to the regularly scheduled quarterly meetings of the MPOAC during fiscal years 2014/2015 and 2015/2016. In addition, the MPOAC will enter into agreements or contract to secure meeting space at a central location during the fiscal years and continue to advertise MPOAC meetings in the Florida Administrative Weekly and by written notice to those individuals and organizations contained in our mailing lists as well as through web site announcements.

**Funding Source:**

<b>Funding Source</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>2-Year Total</b>
Federal (PL)	\$21,031	\$21,031	\$42,062
<b>Total</b>	<b>\$21,031</b>	<b>\$21,031</b>	<b>\$42,062</b>

## Task 2.3 – MPOAC Policy & Technical Subcommittee

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### Purpose:

To identify and propose issues for future action by the Staff Directors’ Advisory Committee and Governing Board.

### Previous Work Completed:

The Metropolitan Planning Organization Advisory Council (MPOAC) Policy and Technical Subcommittee met multiple times in FY 2012/2013 and FY 2013/2014 in Jacksonville and Tampa. The agenda items from the meetings included, but were not limited to, the formation of a transportation improvement program (TIP) users group, FDOT long range transportation plan (LRTP) best practices study, LRTP needs study, travel surveys, MPOAC Institute, FHWA Florida Division LRTP expectations letter, LRTP financial guidelines and forecast methodology, PL funding and statewide distribution formula, MPOAC revenue study implementation, federal reauthorization legislation, performance measurement goals and targets, MPOAC Unified Planning Work Program (UPWP), and 2013 and 2014 legislative initiatives and policy positions

In addition to the MPO staff directors who serve on the subcommittee, representatives of the Federal Highway Administration (FHWA), FDOT, and the Florida Transportation Commission were also in attendance.

### Proposed Methodology:

MPOAC staff will conduct Policy and Technical Subcommittee meetings which 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 Subcommittee meeting materials.

### Work Product:

Conduct MPOAC Policy and Technical Subcommittee meetings, as necessary, in a central location between regularly scheduled full MPOAC meetings in order to identify issues for future action by the MPOAC Staff Directors’ Advisory Committee and Governing Board. The Policy and Technical Subcommittee meetings will be noticed in the Florida Administrative Weekly and posted on the MPOAC web site.

### Funding Source:

Funding Source	FY 14/15	FY 15/16	2-Year Total
Federal (PL)	\$13,876	\$13,876	\$27,752
<b>Total</b>	<b>\$13,876</b>	<b>\$13,876</b>	<b>\$27,752</b>

## Task 2.4 – MPOAC Freight Committee

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### Purpose:

To identify and investigate state and MPO freight related planning and policy issues. To also propose actions by the Staff Directors' Advisory Committee and Governing Board to address freight issues of significant relevance to MPO planning and programming activities.

### Previous Work Completed:

The Metropolitan Planning Organization Advisory Council (MPOAC) Governing Board approved the formation of an MPOAC Freight Committee at the April 25, 2013 MPOAC Quarterly meeting in Tallahassee, FL. The newly formed MPOAC Freight Committee met again on July 24, 2013 in Ft. Lauderdale, in Orlando on October 29, 2013 and January 23, 2014 and in Tallahassee on April 24, 2014.

In addition to the MPO staff directors who serve on the committee, representatives of the Federal Highway Administration (FHWA), FDOT, The Transportation Research Board, the Miami-Dade MPO Freight Committee, Port Everglades and PortMiami have been among those in attendance at committee meetings. Agenda items have included an election of officers, adoption of a vision and mission statement, the role of freight in Florida's economy, and freight activities around the state.

### Proposed Methodology:

MPOAC staff will participate in Freight Committee meetings which will address complex freight planning and policy issues for subsequent decisions by the Governing Board and Staff Directors' Advisory Committee. MPOAC staff (with consultant support provided by the Southeast Florida Transportation Council) will help develop, prepare and distribute MPOAC Freight Committee meeting materials.

### Work Product:

MPOAC Freight Committee meetings will be scheduled, as desired by the committee membership, in concert with regularly scheduled MPOAC meetings in order to identify issues for future action by the MPOAC Staff Directors' Advisory Committee and Governing Board. The Freight Committee meetings will be noticed in the Florida Administrative Weekly and posted on the MPOAC web site.

### Funding Source:

Funding Source	FY 14/15	FY 15/16	2-Year Total
Federal (PL)	\$17,007	\$17,007	\$34,014
<b>Total</b>	<b>\$17,007</b>	<b>\$17,007</b>	<b>\$34,014</b>

## DISSEMINATION OF MPOAC INFORMATION

This section includes those functions necessary to develop, reach consensus and distribute Metropolitan Planning Organization Advisory Council (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.

Dissemination of MPOAC Information Tasks include:

- MPOAC Policy Positions
  
- MPOAC Website
  
- MPOAC Institute Training Activities

## **Task 3.1 – MPOAC Policy Positions**

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### **Purpose:**

To disseminate information to elected officials regarding issues of importance to metropolitan planning organizations including recommendations on how best to coordinate and integrate federal and state transportation planning requirements.

### **Previous Work Completed:**

The Metropolitan Planning Organization Advisory Council (MPOAC) Policy and Technical Subcommittee met multiple times in 2012 and 2013 to discuss legislative policy positions and a variety of other statewide policy issues. Upon adoption, the MPOAC distributed its adopted policy positions to affected parties in March 2013 and January 2014.

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 has adopted a budget of \$7,500 in non-federal local funds for this activity in each subsequent fiscal year.

### **Proposed Methodology:**

The MPOAC will develop and distribute MPOAC resolutions, policy positions, legislative recommendations and correspondence that are endorsed by the MPOAC Governing Board and presented to other policy and decision-makers at the state and federal government. The Policy and Technical Subcommittee will seek the participation of the Florida Department of Transportation, the Florida League of Cities and the Florida Association of Counties and other stakeholders to establish policies which are intended to enhance the cooperative, comprehensive, and continuing transportation planning process.

### **Work Product:**

Adopt and distribute on or before February 28, 2015 and 2016, the MPOAC's Legislative Priorities and Policy Positions to the Governor, the Florida Legislature, MPOAC members, Florida Department of Transportation, the Florida Division of the Federal Highway Administration, Florida Association of Counties, the Florida League of Cities, the Florida Transportation Commission, and other stakeholders.

The MPOAC will use non-federal local funds for advocacy activities such as legislative initiatives to be advanced during Florida's legislative session.

**Funding Source:**

<b>Funding Source</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>2-Year Total</b>
Local	\$7,500	\$7,500	\$15,000
<b>Total</b>	<b>\$7,500</b>	<b>\$7,500</b>	<b>\$15,000</b>

## Task 3.2 – MPOAC Website

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### **Purpose:**

The Metropolitan Planning Organization Advisory Council (MPOAC) website provides a means of sharing information among the Florida MPOs, the Florida Department of Transportation (FDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and other stakeholders. The website is also intended to provide information to the public on the meetings, activities and members of the MPOAC.

### **Previous Work Completed:**

Responsibility for the website was transferred to the Center for Urban Transportation Research (CUTR) during the 2006/2007 fiscal year. At that time, CUTR updated and modernized the look and functionality of the MPOAC website. While maintaining the same information as previously available on the MPOAC website, the updated website contains additional features such as continuously updated national and state transportation news and updated training materials from the MPOAC Institute. CUTR has continued to make upgrades to the website during subsequent fiscal years including improving the MPO drop-down bar on the home page, adding an on-line payment link for the MPOAC Institute, improving the search function, creating and populating a news archive, and reorganizing several web pages including the Documents and Meetings pages. An additional page was added to the website reflecting the activities and posting the products resulting from the MPOAC revenue study. In 2013, a new page was added dedicated to the activities and products of the MPOAC Freight Committee. CUTR continued to maintain the 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. Internet searches have been continuously conducted to identify relevant national and state news articles for posting to the website. Additionally, CUTR implemented a new automated GIS mapping strategy to reduce the time required to make update maps on the website.

### **Proposed Methodology:**

CUTR staff will continue to update and maintain the MPOAC website with information from the Staff Directors' Advisory Committee, Governing Board, Policy and Technical Subcommittee, MPOAC Freight Committee, FDOT, FHWA and the FTA. The transportation news sections of the website will continue 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 CUTR with new and updated information.

### **Work Product:**

Maintain and update the MPOAC website ([www.mpoac.org](http://www.mpoac.org)) through Fiscal Years 2014/2015 and 2015/2016 ensuring that information contained on the site is appropriate and timely.

**Funding Source:**

<b>Funding Source</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>2-Year Total</b>
Federal (PL)	\$11,936	\$11,936	\$23,872
FTA 5305(d)	\$6,500	\$6,500	\$13,000
<b>Total</b>	<b>\$18,436</b>	<b>\$18,436</b>	<b>\$36,872</b>
<i>Amount to Consultant</i>	\$11,500	\$11,500	\$23,000

### **Task 3.3 – MPOAC Institute Training Activities**

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#### **Purpose:**

To provide on-going training to metropolitan planning organization (MPO) officials in the many activities that encompasses the MPO planning process through the MPOAC Institute.

#### **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. The MPOAC Institute training materials have also been made available to MPOs across the state for their use on the MPOAC web site. The on-line training materials are refreshed as training materials are updated or new materials are developed. 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.

As of May 2013, the MPOAC Weekend Institute has been held fourteen times (twice by special request) since 2007, with a total attendance of 186 MPO Governing Board members coming from 25 of Florida's 26 MPOs, approximately 55% of whom remain members of their MPO Governing Board (the MPOAC Institute was held in March and May of 2014 as well, but the attendance for those Institutes were not available at the time that this Task was written). Additionally, MPOAC Institute workshops have been held many times during the past several fiscal years, providing MPO-related training to several hundred local elected officials, county and municipal officials and MPO staff and committee members.

#### **Proposed Methodology:**

The MPOAC will actively manage the delivery of MPO-related training opportunities through the MPOAC Institute initiative. The primary training venue will be at 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 Voluntary Certification program. Training dates are anticipated to be in the spring of 2015 and 2016. 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 Product:**

The MPOAC Institute will provide MPO-related training in a variety of venues including two weekend training institutes and a training workshop. All training materials will be made available to Florida MPOs, the Florida Department of Transportation (FDOT), the Federal highway Administration (FHWA) and the Federal Transit Administration (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 Administrative 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.

**Funding Source:**

Federal (PL)	\$95,660	\$95,660	\$191,320
<b>Total</b>	<b>\$95,660</b>	<b>\$95,660</b>	<b>\$191,320</b>
<i>Amount to Consultant</i>	\$85,000	\$85,000	\$170,000

Note: in-house funds reflected in the budget fund the activities of the MPOAC Executive Director and Administrative Assistant as specified in the Work Product description

## PROJECT PLANNING AND REPORTS

This section includes those functions which are necessary in order to prepare certain project studies, reports and correspondence. These actions often result in specific work products that are initiated and endorsed by the Metropolitan Planning Organization Advisory Council (MPOAC).

Project Planning and Reports Tasks include:

- Assessment of Documents, Reports and Legislation
  
- Florida Transportation Plan and Strategic Intermodal System Plan Participation
  
- Public Transportation, Environment and Community Planning
  
- Safety, Operations and Management

## Task 4.1 – Assessment of Documents, Reports and Legislation

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### Purpose:

To review and comment on proposed documents, reports and legislation (federal and state) in order to provide substantive and technical comments that represent the collective interest of Florida’s metropolitan planning organizations.

### Previous Work Completed:

The Metropolitan Planning Organization Advisory Council (MPOAC) distributed to its members periodic updates as well as an overview of legislation enacted during the prior Legislative session 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 have been submitted to the members in May 2013 and May 2014. Additionally, the MPOAC submitted comments to appropriate federal officials on various draft reauthorization legislative proposals, such as federal policy relating to transit representation on MPOs and population thresholds for new MPOs.

### Proposed Methodology:

Compile and review proposed and adopted documents, reports 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.

### Work Product:

Prior to July 1, 2015 and July 1, 2016 the MPOAC will distribute to the MPOAC membership an overview of state legislation that is of interest to metropolitan planning organizations, which will have been enacted by the Florida Legislature. Also, the MPOAC will provide review comments on state and metropolitan planning related documents and reports as prepared by state and federal agencies, including federal legislation and regulations.

### Funding Source:

Funding Source	FY 14/15	FY 15/16	2-Year Total
Federal (PL)	\$31,271	\$31,271	\$62,542
<b>Total</b>	<b>\$31,271</b>	<b>\$31,271</b>	<b>\$62,542</b>

## Task 4.2 – Florida Transportation Plan and Strategic Intermodal System Plan Participation

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### Purpose:

To participate and assist in the development of the Florida Transportation Plan (FTP) and the Strategic Intermodal System (SIS) Plan process and promote coordination between the FTP, the SIS Plan and metropolitan planning organization (MPO) planning activities.

### Previous Work Completed:

The MPOAC participated in the policy and technical committees organized by the FDOT to develop the 2060 FTP and the current adopted SIS Plan.

### Proposed Methodology:

The MPOAC will be participate in the update of the FTP and SIS Plan and will serve as a member of appropriate working groups or steering committees. Once adopted, the MPOAC will facilitate coordination between the FTP, the SIS Plan and MPO planning activities by providing a forum for education on the FTP and SIS Plan and for discussion between the MPOAC membership, the FDOT and representatives of MPOAC partner organizations.

### Work Product:

Develop the necessary reports, documents and guidance to coordinate the FTP, the SIS Plan and MPO planning activities. Work with individual MPOs, through the MPOAC, to incorporate the actions into MPO plans and programs.

### Funding Source:

Funding Source	FY 14/15	FY 15/16	2-Year Total
Federal (PL)	\$29,719	\$29,719	\$59,438
<b>Total</b>	<b>\$29,719</b>	<b>\$29,719</b>	<b>\$59,438</b>

## Task 4.3 – Public Transportation, Environment & Community Planning

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### Purpose:

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 Metropolitan Planning Organization Advisory Committee (MPOAC) in working with state, regional and local organizations that provide public transportation options, promote environmental streamlining, livable communities and sound community planning practices in order to enhance the overall MPO planning process.

### Previous Work Completed:

The MPOAC worked with the Florida Department of Transportation (FDOT) Transit Office to incorporate transit issues into the MPO planning process and the FDOT Environmental Management Office (EMO) to implement the efficient transportation decision-making process. The MPOAC also works with the Florida Department of Economic Opportunity (DEO), the Florida Department of Environmental Protection (DEP), and other local, regional, and state organizations that promote environmental, community planning and sustainable development objectives.

### Proposed Methodology:

Continue to work with FDOT, DEO, the Florida Transportation Commission (FTC), 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 climate change, sea-level rise and air quality considerations in state, metropolitan and local planning activities and processes.

### Work Product:

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.

### Funding Source:

Funding Source	FY 14/15	FY 15/16	2-Year Total
Federal (PL)	\$18,293	\$18,293	\$36,586
FTA 5305(d)	\$9,000	\$9,000	\$18,000
<b>Total</b>	<b>\$27,293</b>	<b>\$27,293</b>	<b>\$54,586</b>
<i>Amount to Consultant</i>	\$9,000	\$9,000	\$18,000

## Task 4.4 – Safety, Operations and Management

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### Purpose:

To identify and present information related to transportation operations, management & safety that will assist individual metropolitan planning organizations (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) and safety information to MPOs, participating on the Florida Department of Transportation (FDOT) Strategic Highway Safety Plan Steering and Executive Committees and the FDOT's Safe Mobility for Life Coalition and initiatives. The MPOAC served on the Florida Chapter ITS Board of Directors. The MPOAC reviewed and provided comments related to the FDOT Managed Lanes Action Plan and Policy.

### Proposed Methodology:

MPOAC staff will work with FDOT, Federal Highway Administration (FHWA) and other partners to bring before the MPOAC the latest information regarding transportation safety, 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 update the Strategic Highway Safety Plan 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 Federal Transit Administration (FTA), and other partner organizations to address the issues facing older road users and other mobility concerns facing a growing senior population.

### Work Product:

Presentations, workshops and the dissemination of information regarding transportation operations, management and safety. Participation on various committees supporting improved safety, operations and maintenance on Florida's multi-modal transportation system, including the ITS Florida, the Strategic Highway Safety Plan Steering Committee, the TRB and the Safe Mobility for Life Coalition.

### Funding Source:

Funding Source	FY 14/15	FY 15/16	2-Year Total
Federal (PL)	\$14,022	\$14,022	\$28,044
<b>Total</b>	<b>\$14,022</b>	<b>\$14,022</b>	<b>\$28,044</b>

**Table 1  
FY 2014/2015 Funding Sources**

<b>Task #</b>	<b>Description</b>	<b>FHWA PL</b>	<b>FTA 5305(d)</b>	<b>Local</b>
<b>Administration</b>				
1.1	Development of UPWP	\$13,260		
1.2	Quarterly Reports	\$17,123		
1.3	Planning Consultant Services	\$72,125	\$17,500	
1.4	Legal Services	\$18,000		
1.5	Membership Dues	\$1,920		
1.6	MPOAC Administration	\$25,836	\$4,500	
<b>Forum for Cooperative Decision-Making</b>				
2.1	Intergovernmental and Regional Coordination	\$34,044		
2.2	MPOAC Agenda Packages and Meetings	\$21,031		
2.3	MPOAC Policy & Technical Subcommittee	\$13,876		
2.4	MPOAC Freight Committee	\$17,007		
<b>Dissemination of MPOAC Information</b>				
3.1	MPOAC Policy Positions			\$7,500
3.2	MPOAC Website	\$11,936	\$6,500	
3.3	MPOAC Institute Training Activities	\$95,660		
<b>Project Planning and Reports</b>				
4.1	Assessment of Documents, Reports & Legislation	\$31,271		
4.2	FTP Participation and Implementation	\$29,719		
4.3	Public Transportation, Environment and Community Planning	\$18,293	\$9,000	
4.4	Safety, Operations and Management	\$14,022		
Total Federal Funds		\$435,123	\$37,500	
Total Local Funds				\$7,500
<b>TOTAL UPWP</b>			<b>\$480,123</b>	

- Notes: 1) Task 3.1 indicates non-federal local funds received from MPOs for legislative advocacy and other related activities.  
 2) Task 3.3 does not include registration fees.  
 3) The FDOT PL soft-match for FY 2014/2015 is \$124,158.  
 4) Amount to consultant (CUTR) in FY 2014/2015 is \$177,500 in Tasks 1.3, 1.6, 3.2, 3.3 and 4.3.  
 5) \$45,000 for travel in FY 2010/2011 is incorporated in Tasks 2.1, 2.2, 2.3, 2.4, 4.2, 4.3 and 4.4.

**Table 2  
FY 2015/2016 Funding Sources**

<b>Task #</b>	<b>Description</b>	<b>PL</b>	<b>FTA 5305(d)</b>	<b>Local</b>
<b>Administration</b>				
1.1	Development of UPWP	\$13,260		
1.2	Quarterly Reports	\$17,123		
1.3	Planning Consultant Services	\$72,125	\$17,500	
1.4	Legal Services	\$18,000		
1.5	Membership Dues	\$1,920		
1.6	MPOAC Administration	\$25,836	\$4,500	
<b>Forum for Cooperative Decision-Making</b>				
2.1	Intergovernmental and Regional Coordination	\$34,044		
2.2	MPOAC Agenda Packages and Meetings	\$21,031		
2.3	MPOAC Policy & Technical Subcommittee	\$13,876		
2.4	MPOAC Freight Committee	\$17,007		
<b>Dissemination of MPOAC Information</b>				
3.1	MPOAC Policy Positions			\$7,500
3.2	MPOAC Website	\$11,936	\$6,500	
3.3	MPOAC Institute Training Activities	\$95,660		
<b>Project Planning and Reports</b>				
4.1	Assessment of Documents, Reports & Legislation	\$31,271		
4.2	FTP Participation and Implementation	\$29,719		
4.3	Public Transportation, Environment and Community Planning	\$18,293	\$9,000	
4.4	Safety, Operations and Management	\$14,022		
Total Federal Funds		\$435,123	\$37,500	
Total Local Funds				\$7,500
<b>TOTAL UPWP</b>			<b>\$480,123</b>	

- Notes: 1) Task 3.1 indicates non-federal local funds received from MPOs for legislative advocacy and other related activities.  
2) Task 3.3 does not include registration fees.  
3) The FDOT PL soft-match for FY 2015/2016 is \$126,295.  
4) Amount to consultant (CUTR) in FY 2014/2015 is \$177,500 in Tasks 1.3, 1.6, 3.2, 3.3 and 4.3.  
5) \$45,000 for travel in FY 2013/2014 is incorporated in Tasks 2.1, 2.2, 2.3, 2.4, 4.2, 4.3 and 4.4.

**Table 3  
Relationship of UPWP Tasks to MAP-21 Planning Factors**

MAP-21 PLANNING FACTORS	Task 1.1	Task 1.2	Task 1.3	Task 1.4	Task 1.5	Task 1.6	Task 2.1	Task 2.2	Task 2.3	Task 2.4	Task 3.1	Task 3.2	Task 3.3	Task 4.1	Task 4.2	Task 4.3	Task 4.4
Support economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency.			X	X	X				X	X	X		X		X		
Increase safety of transportation system for motorized and non-motorized users.			X	X	X				X	X	X				X		X
Increase security of transportation system for motorized and non-motorized users.			X	X					X	X	X				X		X
Increase accessibility and mobility options for people and for freight.	X		X	X					X	X	X	X			X		
Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements; state and local planned growth and economic development patterns.	X		X	X	X		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	X			X	X	X	
Promote efficient system management and operation.	X	X	X	X	X	X			X	X	X	X	X		X		X
Emphasize the preservation of the existing transportation system.			X	X					X	X	X		X		X		X

**AGREEMENT FOR LEGAL SERVICES**

THIS AGREEMENT FOR LEGAL SERVICES is entered into this \_\_\_\_ day of \_\_\_\_\_, 2014, in the City of Tallahassee, Leon County, Florida, by an between the State of Florida, Florida Metropolitan Planning Organization Advisory Council, a Council of the State of Florida organized and existing pursuant to Section 339.175(11), Florida Statutes (hereinafter alternatively: the "MPOAC" or "AGENCY"), 605 Suwannee Street - MS-28B, Tallahassee, Florida 32399-0450; and Paul R. Gougelman, III (hereinafter: the "CONTRACTOR"), 2220 Front Street - Suite 204, Melbourne, Florida 32901. This Agreement shall bind the parties upon its execution by their representatives.

**RECITALS:**

WHEREAS, this Agreement is entered into pursuant to Section 287.059, Florida Statutes, and Chapter 2-37, Florida Administrative Code, and for the purposes of setting forth the duties and responsibilities of the CONTRACTOR and compensation to be paid for performance of said duties;

WHEREAS, appended hereto is ATTACHMENT A FOR PRIVATE ATTORNEY SERVICES, which is hereby incorporated herein by this reference;

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WHEREAS, this Agreement is brought about, because the MPOAC needs an attorney who understands procedures under the Florida Administrative Procedure, Chapter 120, Florida Statutes; has a working knowledge in local government/municipal law; has knowledge with regard to provisions of Federal transportation-related law under the U.S. Code and Code of Federal Regulations; has a working knowledge in Florida planning, zoning, and transportation law; and is knowledgeable with regard to Federal-State-Local transportation funding, planning, and general requirements of law; and

WHEREAS, the CONTRACTOR has the expertise necessary to perform the duties and responsibilities outlined in this Agreement and has competently represented the MPOAC for over twenty (20) years.

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein, the parties agree as follows:

ARTICLE 1. ENGAGEMENT OF THE CONTRACTOR. The MPOAC hereby agrees to engage the CONTRACTOR, and the CONTRACTOR agrees to perform the services set forth below. The CONTRACTOR understands and agrees that all services contracted for are to be performed solely by the CONTRACTOR and may not be

subcontracted for or assigned without the *prior* written consent of the MPOAC Governing Board or the MPOAC Executive Director.

ARTICLE 2. SCOPE OF SERVICES.

A. The CONTRACTOR agrees under the direction of the MPOAC Chairman or MPOAC Executive Director to perform certain professional legal services as follows:

1. Draft proposed rules and rule amendments, resolutions, contracts, and correspondence;
2. Review and analyze AGENCY legal files, data, documents and other materials concerning the above matter and advise on a recommended legal course of action;
3. Prepare and file pleadings, motions, or briefs which may be required and represent the AGENCY in any related litigation;
4. Initiate and conduct discovery including depositions on behalf of the AGENCY and represent the AGENCY in discovery initiated by opposing parties;
5. Represent the AGENCY at trial or on appeal;
6. Attend and participate in meetings, conference calls, field trips or the like and report on the status of the legal matters;
7. Perform legal research and render legal advice;

8. Review and analyze MPOAC legal files, data, documents and other materials concerning the matters referenced in this paragraph A. and advise on a recommended legal course of action;

9. Act as an intermediary between the MPOAC and counsel for other agencies or legal entities; and

10. Perform other legal services as directed by the MPOAC Governing Board.

B. As CONTRACTOR deems appropriate and in specialized matters, the CONTRACTOR may recommend to the MPOAC use of special legal counsel for defined purposes.

C. The CONTRACTOR shall be bound by the requirements of Section 287.059, Florida Statutes, and Chapter 2-37, Florida Administrative Code. The CONTRACTOR shall represent no private individual or legal entity before the MPOAC in any proceeding or matter.

ARTICLE 3. TIME OF PERFORMANCE. This Agreement shall begin on July 1, 2014, and shall continue until June 30, 2015.

ARTICLE 4. CONSIDERATION.

A. Compensation - Fees and Expenses. Fees and expenses shall be paid in accordance with the provisions of ATTACHMENT A FOR PRIVATE ATTORNEY SERVICES, including Exhibit 1.

B. Travel. Justified and reasonable travel expenses which are directly and exclusively related to the professional services rendered under this contract will be reimbursed in accordance with Section 112.061, Florida Statutes. For the purpose of computing travel expenses, the CONTRACTOR's place of business shall be that listed in the preamble to this Agreement and all travel expenses shall be computed on that basis. Pursuant to Section 112.061, Florida Statutes, attorneys of the Contractor's firm, are named in this Agreement as approved counsel, are designated as authorized travelers during the life of this Agreement.

C. Sales Tax. The MPOAC is exempted from payment of Florida state sales and use taxes and Federal Excise tax. The CONTRACTOR, however, shall not be exempted from paying Florida state sales and use taxes to the appropriate governmental agencies or for payment by the CONTRACTOR to suppliers for taxes on materials used to fulfill its contractual obligations with the MPOAC. The CONTRACTOR shall not use the MPOAC's exemption number in securing such materials or services. The CONTRACTOR shall be responsible and liable for the payment of all its FICA/Social Security and other taxes resulting from this Agreement.

D. The CONTRACTOR shall not pledge the MPOAC's credit or make the MPOAC a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness.

E. Payment for services shall be issued in accordance with Section 215.422, Florida Statutes. Pursuant to Section 215.422(5), Florida Statutes (2014), the Department of Banking and Finance has established a Vendor Ombudsman to act as an advocate for vendors. The Vendor Ombudsman may be reached at (850) 410-9724 or by calling the State Comptroller Hotline, 1-800-848-3792. In accordance with the provisions of Section 287.0582, Florida Statutes, the State of Florida, MPOAC's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature, if the terms of this Agreement extend beyond the current fiscal year.

#### ARTICLE 5. DOCUMENTATION.

A. The CONTRACTOR shall submit monthly written invoices, in accordance with the requirements of Attachment A for Private Attorney Services, paragraph D, Format for Invoices, for all fees or other compensation for services or expenses in detail sufficient for a proper pre-audit and post-audit. All

invoices shall be submitted to the Executive Director at the MPOAC office as set forth in the preamble to this Agreement.

B. The CONTRACTOR shall maintain a file(s), available for inspection by the MPOAC, containing documentation of all costs and fees incurred in connection with this Agreement. The file(s) shall be maintained for a period of two years after the cost or fee is incurred by the CONTRACTOR, unless otherwise notified in writing by the MPOAC specifying the document which may be exempted from being maintained.

ARTICLE 6. PUBLIC RECORDS. All documents prepared pursuant to this Agreement are subject to Florida's Public Record Law. Refusal of the Contractor to allow public access to such records as required by such law shall constitute ground for unilateral cancellation of this Agreement by the MPOAC; provided, however that this Agreement shall not be terminated if the Contractor, pursuant to direction of the MPOAC governing board or the MPOAC Executive Director, withholds access to said public record, because it is confidential or exempt from disclosure pursuant to Federal or Florida law.

ARTICLE 7. TERMINATION OF AGREEMENT. The MPOAC governing board may terminate this Agreement for its convenience or cause by giving five (5) days written notice by registered mail to the

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Contractor, specifying the effective date of termination. If this Agreement is terminated, the Contractor shall be reimbursed for services satisfactorily performed subject to any damages sustained by the MPOAC. All finished or unfinished documents, data, studies, correspondence, reports and other products prepared by or for the CONTRACTOR under this Agreement shall be made available to and for the exclusive use of the MPOAC. Notwithstanding the above, the Contractor shall not be relieved of liability to the MPOAC for damages sustained by the MPOAC by virtue of any termination or breach of this Agreement by the Contractor. The CONTRACTOR may terminate this Agreement upon thirty (30) days written notice.

ARTICLE 8. AMENDMENTS. Either party may, from time to time request changes to this Agreement, but this shall not bind the other party to agree to said amendment. Any changes must be mutually agreed upon and shall be incorporated in written amendments to this Agreement.

ARTICLE 9. INDEPENDENT CONTRACTOR. Consistent with the Code of Professional Responsibility, the CONTRACTOR, and any of its employees, agents, or assigns, are independent contractors and not employees or agents of the MPOAC. Nothing in this Agreement shall be interpreted to establish any relationship

other than that of an independent contractor, between the MPOAC and the CONTRACTOR, its employees, agents, subcontractors, or assigns, during or after the performance of this Agreement.

ARTICLE 10. LIABILITY. To maintain the low rates of compensation charged by the Contractor and because of the nature of the Contractor's work with the MPOAC, the MPOAC acknowledges that the CONTRACTOR is not covered pursuant to a professional liability insurance policy or policies affording professional liability coverage for the professional services to be rendered under this Agreement.

ARTICLE 11. NONDISCRIMINATION AND COMPLIANCE. The Contractor shall comply with all Federal, state and local laws and ordinances applicable to the work and shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work.

ARTICLE 12. ADMINISTRATION OF AGREEMENT.

A. The MPOAC contract administration is Howard Glassman, MPOAC Executive Director. The Contractor contract administrator is Paul R. Gougelman. All written and verbal approvals referenced in this Agreement (unless otherwise specified as being required to be obtained from the MPOAC) must be obtained from the parties' contract administrators or their

designees. All notices must be given to the parties' contract administrator. From time to time either party may notify the other, making a unilateral change in the person named by said party as the contract administrator for said party. This contract shall be governed by and construed under the laws of the State of Florida.

B. Any attorney of the firm with whom the CONTRACTOR is affiliated may provide legal representation under this Agreement to the MPOAC, its officers and employees. The CONTRACTOR may refer work under this contract to attorneys in the CONTRACTOR's law firm.

C. The names of the addresses of the parties or their Contract Administrators may be unilaterally changed from time to time by giving notice to the other party to this Agreement.

ARTICLE 13. AGREEMENT AS INCLUDING ENTIRE AGREEMENT. This instrument, including any attachments, embodies the entire Agreement of the parties. There are no other provisions, terms, conditions, or obligations. This Agreement supersedes all previous oral or written communications, representations, or agreements on this subject.

ARTICLE 14. SPECIAL CONDITIONS. The Contractor agrees to permanently refrain from using or mentioning its association

with the MPOAC in advertisements, letterhead, business cards, etc. The MPOAC's services to the MPOAC may be generally described in the Contractor's professional resume. The Contractor may not give the impression in any manner, that the MPOAC recommends or endorses the MPOAC. All contracts with the news media pertaining to the subject of this Agreement shall be referred to the MPOAC contract administrator. Anything, by whatsoever designation it may be known, that is produced by or developed in connection with this Agreement shall remain the exclusive property of the MPOAC and may not be copyrighted, patented, or otherwise restricted as provided by law. Neither the CONTRACTOR nor any other individual employed under this Agreement shall have any proprietary interest in any product(s) developed or delivered under this Agreement.

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IN WITNESS WHEREOF, the undersigned parties have executed  
this Agreement on the date set forth below.

MPOAC:

FLORIDA METROPOLITAN PLANNING  
ORGANIZATION ADVISORY  
COUNCIL, a Council of the  
State of Florida organized  
and existing pursuant to  
Section 339.175(10), Florida  
Statutes

By: \_\_\_\_\_  
Richard Kaplan, its  
Chairman  
Address: \_\_\_\_\_  
\_\_\_\_\_, Florida 3\_\_\_\_\_

ATTEST: \_\_\_\_\_  
Howard M. Glassman,  
Agency Clerk

CONTRACTOR:

By: \_\_\_\_\_  
Paul R. Gougelman, III

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OFFICE OF THE ATTORNEY GENERAL  
ATTACHMENT A FOR  
PRIVATE ATTORNEY SERVICES

A. SCOPE OF SERVICES.

The CONTRACTOR shall:

1. Draft proposed rules and rule amendments, resolutions, contracts, and correspondence;

2. Review and analyze AGENCY legal files, data, documents and other materials concerning the above matter and advise on a recommended legal course of action;

3. Prepare and file pleadings, motions, or briefs which may be required and represent the AGENCY in any related litigation;

4. Initiate and conduct discovery including depositions on behalf of the AGENCY and represent the AGENCY in discovery initiated by opposing parties;

5. Represent the AGENCY at trial or on appeal;

6. Attend and participate in meetings, conference calls, field trips or the like and report on the status of the legal matters;

7. Perform legal research and render legal advice;

8. Review and analyze MPOAC legal files, data, documents and other materials concerning the matters referenced in this paragraph A. and advise on a recommended legal course of action;

9. Act as an intermediary between the MPOAC and counsel for other agencies or legal entities; and

10. Perform other legal services as directed by the MPOAC Governing Board.

B. COMPENSATION-FEES.

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1. The AGENCY shall be billed in accordance with the rate set forth in Exhibit 1. Fees shall not exceed \$199.00 per hour for work by the Contractor or attorneys named in this Agreement, and fees in excess of such amount shall not be compensable. The CONTRACTOR shall notify the AGENCY, in writing, when fees for billable services reach \$18,000.00, including costs. Said notification shall be made as soon as is practical and prior to the next monthly invoice. Failure to comply with these provisions will result in non-payment.

2. Billable hours shall be measured in one-tenth hour increments. For example, a telephone conversation lasting 6 minutes shall be recorded on billings to the AGENCY as .1 hours. All time shall be rounded up to the next highest one-tenth hour increment. For example, a telephone call lasting 8 minutes would be rounded up to .2 hours, and the billings to the AGENCY would depict the telephone call as being billed for .2 hours. Except as provided above, compensation of attorney hours will be for actual time spent providing attorney services to the AGENCY.

3. Premium rates will not be paid for overtime work.

4. Attorney time while traveling will be compensated at 75 percent of the hourly rates reflected in Exhibit 1.

5. Telephone conversations will be billed as follows. For a telephone call made by the CONTRACTOR but not reaching the person called or leaving a message to call back, no charge shall be made. For a short telephone conversation, a minimum charge of .2 hours or two-tenths of an hour time will be made. For a long telephone conversation, a minimum charge of .3 hours or three-tenths of an hour time will be made. For telephone conversations lasting in excess of .3 hours or 18 minutes, the call will be charged based on the actual time spent on the telephone conversation, expressed in tenths of an hour as provided in paragraph B.2. above.

#### C. COMPENSATION-COSTS.

1. Reimbursement of costs for such items as exhibits, transcripts and witness fees requires prior oral authorization by the MPOAC and shall be reimbursed based upon documented third party vendor charges. The MPOAC shall not pay for firm surcharges added to third party vendor charges.

2. Routine expenses such as local phone calls, local facsimile transmissions, routine postage, copy work, local travel expenses, printed library materials and local courier, word processing, clerical or secretarial services are overhead and will not be separately compensated.

3. Non-routine office overhead expenses such as long distance phone calls, long distance facsimile transmissions, long distance courier services, bulk mailings, bulk third party copying, blueprints, x-rays, photographs and computer-assisted legal research services must be justified to the MPOAC and shall be reimbursed based on documented third party vendor charges. If these charges exceed \$ 1,000.00, prior written approval from the MPOAC's contract administrator must be obtained. In-house bulk mailings and bulk copying expenses must be supported by usage logs or similar documentation. Firm surcharges are not reimbursable.

3. The CONTRACTOR shall only bill the MPOAC for a proportionate share of the cost of legal research, attending hearings or engaging in client representation of any type, which is applicable to other clients.

4. The Contractor shall only bill the MPOAC for a proportionate share of the cost of legal research, attending hearings or engaging in client representation of any type, which is applicable to other clients.

5. Reimbursable costs shall not exceed \$3,000.00 under this AGREEMENT. The CONTRACTOR shall notify the AGENCY contract administrator when costs reach \$2,500.00. Said notification shall be made as soon as is practicable and prior to the next monthly invoice.

D. FORMAT FOR INVOICES.

1. Each statement for fees and costs shall be submitted in one copy, after the services have been rendered, in a format that includes, at a minimum, the following information:

a. Case name and number, if applicable, or other legal matter reference;

- b. Invoice number for the particular bill;
- c. CONTRACTOR taxpayer identification number;
- d. CONTRACTOR and MPOAC contract administrators' names;
- e. Inclusive dates of the month covered by the invoice;
- f. Itemization of the date; hours billed (if hourly); a concise, meaningful description of the services rendered, with sufficient detail to enable the AGENCY to evaluate the services rendered and costs; the person(s) who performed the services for each day during which the CONTRACTOR performed work; their hourly rate (if hourly) as specified in Exhibit 1, and any billing rate that is for some reason different from the one furnished in Exhibit 1, e.g., travel at a reduced hourly rate.
- g. A listing of all invoiced costs to be accompanied by copies of actual receipts.
- h. The total of only the current bill. Prior balances or payment history should be shown separately, if at all.
- i. Any other information as may be requested by the AGENCY's contract administrator.

E. ADMINISTRATION OF AGREEMENT.

- 1. The AGENCY contract administrator is the AGENCY Executive Director.
- 2. The CONTRACTOR contract administrator is Paul Gougelman.
- 3. All oral approvals referenced in this AGREEMENT must be obtained from the parties' contract administrators or their designees. All notices must be given to the parties' contract administrators.

4. This contract shall be governed by and construed under the laws of the State of Florida.

F. OTHER AVAILABLE SERVICES.

Upon receiving approval from the MPOAC, the Contractor shall use existing MPOAC agreements, when available and cost effective, to acquire services (e.g., computer assisted legal research) and the assistance of professionals (e.g., court reporters, expert witnesses) at reduced rates.

G. PUBLIC RECORDS.

All documents prepared pursuant to the Agreement are subject to Florida's Public Record Law. Refusal of the Contractor to allow public access to such records as required by such law shall constitute ground for unilateral cancellation of this Agreement by the MPOAC; provided, however that this Agreement shall not be terminated if the Contractor, pursuant to direction of the MPOAC governing board or the MPOAC Executive Director, withholds access to said public record, because it is confidential or exempt from disclosure pursuant to Federal or Florida law.

H. SPECIAL CONDITIONS.

1. The Contractor will make affirmative efforts to achieve cost effectiveness by consolidating court hearings, limiting travel, streamlining case processing, using printed forms, using the appropriate level of attorney or staff experience required by task, and taking other actions to improve efficiency.

2. Multiple staffing at meetings, hearings, depositions, trials, etc., by the Contractor will not be compensated unless prior written approval from the MPOAC has been obtained.

3. The Contractor agrees that all documents shall be promptly returned at the termination of the Contractor's involvement in the case or matter at hand.

4. MPOAC in-house staff shall be used in the legal matter to the maximum extent possible.

5. The Contractor will provide immediate notice by facsimile transmission or telephone regarding significant case developments which will likely result in media inquiries.

6. The Contractor shall provide the MPOAC immediate notice of any representation undertaken by the Contractor in matters where the client is suing or being sued by the state or state entities in any civil or adversarial administrative action.

#### EXHIBIT 1 - Fee Schedule

##### I. HOURLY BILLING SCHEDULE:

A. The CONTRACTOR's attorney and paralegal staff to be used under this contract include the following individuals at the hourly rates indicated:

NAME	Hourly Rate
1. Paul Gougelman	\$190.00
2. Andrew Hament	\$199.00
3. Paralegal Rate	\$ 55.00

The above rates may be adjusted if both parties agree, and shall be documented in writing by amendment to this Agreement.

III. ALTERNATE BILLING SCHEDULE: NONE.