



The Florida Metropolitan Planning Organization Advisory Council

*Commissioner Nick Maddox
Chair*

MPOAC Joint Governing Board and Staff Directors' Advisory Committee Meeting

Date: Thursday, July 28, 2022

Time: 9:30 p.m. – 5:00 p.m.

Location: Florida Department of Transportation State Materials Lab
5007 N.E. 39th Avenue
Building C Conference Rooms
Gainesville, Florida 32609

Meeting Links: (there will be no virtual option for this Retreat)

Dress Code: Casual

**Chairman Nick Maddox, Presiding
Chairman Don Scott, Presiding**

9:30 a.m. Start the tour of the State Materials Lab (The tour starts promptly at 9:30, so please plan to arrive early.)

11:45 a.m. Lunch will be served in Building C Conference Rooms

1:00 p.m. Retreat will begin

- 1. Call to Order & Pledge of Allegiance**
- 2. Approval of Minutes: April 28, 2022 Governing Board and Staff Directors' Advisory Committee Meetings**
- 3. Public Comments (non-agenda items)**
- 4. LRTP Revenue Forecast – Mike Neidhart**
- 5. Executive Director's Business Items**
 - a. UPWP Amendment**
 - b. MPOAC Annual Report**
 - c. MPOAC Policies and Procedures Manual**
 - d. Proposal to move forward with RFP**
 - e. NCHRP 20-44 Project**

f. Option to move October 27, 2022 MPOAC Meeting/October 31, 2023 MPOAC Meeting

6. What is the MPOAC?

a. Legislative Intent

7. What do we want the MPOAC to be?

a. MPOAC Strategic Directions Plan

b. How can the MPOAC best serve your needs?

8. Member Comments

9. Adjournment

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

The needs of hearing or visually impaired persons shall be met by contacting the Council sponsoring such meeting at least 48 hours prior to the meeting. Please contact Lisa Stone at (850) 414-4037 or by email to lisa.o.stone@dot.state.fl.us.

Item Number 1

Call to Order & Pledge of Allegiance

DISCUSSION:

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

REQUESTED ACTION:

None requested.

ATTACHMENT:

None.

Item Number 2

Approval of Minutes: April 28, 2022

DISCUSSION:

Review and comments from members.

REQUESTED ACTION:

Approval of Meeting Minutes from the April 28, 2022 meeting of the MPOAC Governing Board and Staff Directors' Advisory Committee Meetings.

ATTACHMENT:

Draft April 28, 2022 MPOAC Governing Board Meeting Minutes.
Draft April 28, 2022 MPOAC Staff Directors' Advisory Committee Minutes.

**Florida MPO Advisory Council
Meeting of the Governing Board
April 28, 2022
Orlando, Florida
Draft Meeting Minutes**

Governing Board Members in Attendance:

IN-PERSON (GOVERNING BOARD – A TOTAL OF 17 WITH 9 MAKING AN IN-PERSON QUORUM):

Commissioner Vanessa Baugh, Sarasota/Manatee MPO, Vice-Chair
Commissioner Bill Dozier, Bay County TPO
Commissioner Sandy Johnson, Broward MPO
Commissioner James Herston, Charlotte County-Punta Gorda MPO
Commissioner William McDaniel, Collier MPO
Commissioner Robert Bender, Florida-Alabama TPO
Commissioner David Eggers, Forward Pinellas
Commissioner Terry Burroughs, Heartland TPO
Commissioner Jeff Kinnard, Hernando/Citrus MPO
Councilmember Fred Forbes, Lee County MPO
Commissioner Troy McDonald, Martin MPO
Commissioner Mayra Uribe, MetroPlan Orlando
Commissioner Craig Curry, Ocala/Marion County TPO
Mayor Dick Rynearson, Okaloosa-Walton TPO
Mayor Fred Pinto, Palm Beach TPA
Mayor Pro Tem Nat Birdsong, Polk TPO
Commissioner Chris Cloudman, River to Sea TPO

IN-PERSON (OTHERS):

Mark Reichert, MPOAC Executive Director
Paul Gougelman, MPOAC General Counsel
Lisa Stone, MPOAC Executive Assistant
Mike Neidhart, Florida Department of Transportation
Alison Stettner, Florida Department of Transportation
Erika Thompson, Florida Department of Transportation
Cathy Kendall, Federal Highway Administration
Melissa Wandall, Alert Today Florida
Dale Allen, the Florida Greenways and Trails Foundation
Karen Klena, the Florida Greenways and Trails Foundation
Paul Calvaresi, Broward MPO
D’Juan Harris, Charlotte County - Punta Gorda MPO

Marybeth Soderstrom, Heartland Regional TPO
Beth Beltran, Martin MPO
Gary Huttman, MetroPlan Orlando
Rob Balmes, Ocala/Marion TPO
Valerie Neilson, Palm Beach TPA
Parag Agrawal, Polk TPO
Ryan Brown, Sarasota/Manatee MPO
David Hutchinson, Sarasota/Manatee MPO
Georganna Gillette, Space Coast TPO
Kim Smith, Space Coast TPO
Don Willis, Space Coast TPO
Peter Buchwald, St. Lucie TPO
Wade Carroll, Metro Analytics
Ned Baier, Volkert, Inc.

VIRTUAL (GOVERNING BOARD – A TOTAL OF 2 THAT CANNOT CONTRIBUTE TO A QUORUM):
Commissioner Nick Maddox, Capital Region TPA, Chair
Commissioner Mary Alford, Gainesville MTPO

VIRTUAL (OTHERS):

Tia Boyd, CUTR/USF
Siaosi Fine, Florida Department of Transportation
Britney Moore, Florida Department of Environmental Protection
Gail Holley, Safe Mobility for Life Coalition
Stephanie Hartsfield, Safe Mobility for Life Coalition
Paul Flavien, Broward MPO
Greg Slay, Capital Region TPA
Scott Koons, Gainesville MPO
Ron Gogoi, Lee County MPO
Gary Kramer, Okaloosa-Walton TPO
Steven Bostel, Space Coast TPO
Steve Moore, SEPI
Todd Brauer, Whitehouse Group

1 CALL TO ORDER

Vice-Chair, Commissioner Vanessa Baugh, Sarasota/Manatee MPO, called the meeting to order at 3:04 p.m. and a quorum was determined. All were asked to rise for the Pledge of Allegiance. All in attendance introduced themselves. Those attending online were then given an opportunity to introduce themselves.

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

2 APPROVAL OF MINUTES: JANUARY 27, 2022 MEETING

The minutes of the January 27, 2022 Meeting of the MPOAC Governing Board were approved as written by unanimous consent.

3 PUBLIC COMMENTS

No public comments were made.

4 EXECUTIVE DIRECTOR'S REPORT

A. EXECUTIVE DIRECTOR ACTIVITIES

Mr. Mark Reichert, MPOAC Executive Director, provided an update of his first six months as the MPOAC Executive Director. Mr. Reichert's update included the following items:

- Attended numerous meetings, webinars, and conferences
 - Legislative meetings
 - The Safe Mobility for Life annual meeting
 - The Florida Transportation Plan (FTP) Implementation Committee meeting
 - Greg Slay, Capital Region TPA, has stepped down as the MPOAC representative. Georganna Gillette, Space Coast TPO, will now serve as the MPOAC representative.
 - Met with Peter Polakovic from SkyToll
 - Attended and moderated a session at the Trails for Transportation Summit
 - Met with CDM Smith on Road-Usage Charging (RUC)
- Worked on the MPOAC bylaws
- Defended a research project to the Florida Department of Transportation (FDOT). The proposed project will study the list of priority project (LOPP) methodologies used by the Florida MPOs. The proposal was selected and will be moving forward in the new fiscal year.

- Completed the MPOAC Unified Planning Work Program (UPWP)
 - Federal Highway Administration (FHWA) and FDOT commented on the UPWP and a response to comments has been submitted
- Prepared for the upcoming MPOAC meetings

B. OIG INVESTIGATION/BUDGET REPORT

Mr. Reichert presented the status of the FDOT Office of Inspector General's (OIG) investigation and budget report.

The OIG investigation report was released. Mr. Reichert discussed the following items:

- The FDOT Credit Union account and the PGI account
 - The Credit Union and PayPal accounts related to the MPOAC Institute are closed, the PGI account is in the process of being closed.
- The MPOAC institute registration fees, their purpose, and how they were used
- The 2022 MPOAC Weekend Institutes were cancelled. The MPOAC Institute contract has been halted. There will be an opportunity to discuss how the MPOAC would like to proceed with the MPOAC Weekend Institute at the July 2022 meeting.
- The MPOAC support services contract ends June 30th, 2022 and the MPOAC FTA contract ends August 2022. There will be further discussion in the July 2022 MPOAC meeting. In the interim, the MPOAC will make use of the consultant contracts with FDOT.

Budget

- The state uses 4 accounting systems.
- All bills are paid and invoices are being paid as they are received.
- There are plans to de-obligate \$80,000.
- The MPOAC has a liaison with FDOT Central Office, Romero Dill, who is working with Lisa Stone, MPOAC Executive Assistant.
- Mr. Reichert has returned \$7,500 in local funds to MPOs and instead used the previously collected funds in the account reserved for legislative activities during the 2022 legislative session. Moving forward, there is no plan to collect local funds for legislative activities.
- Chairm Maddox decided the MPOAC Executive Committee will act as the Financial Policies and Procedures Committee.
- There will be funds left over in the budget because there was no Executive Director or Executive Assistant in 2021.
- Dues are as follows:
 - Association of Metropolitan Planning Organizations (AMPO) \$106,646
 - National Association of Regional Commissions (NARC) \$80,000
 - Floridians for Better Transportation (FBT) \$1,000

- Florida Public Transit Association (FPTA) \$500
- ITS Florida \$420
- Mileage-Based User Fee Alliance (MBUFA) \$5,000

Mr. Reichert made a request to modify the MPOAC’s MBUFA membership to allow all 27 Florida MPOs to receive membership. This modification will increase the dues to \$7,500.

Commissioner Troy McDonald, Martin MPO, made a motion to approve the modified MBUFA membership and dues in the amount of \$7,500. Commissioner Mayra Uribe, MetroPlan Orlando, seconded. The motion carried unanimously.

C. LEGISLATIVE UPDATE

Mr. Reichert shared federal and state legislative activity of interest to the MPOAC membership. The Florida Department of Transportation (FDOT) tracked 269 bills of interest, 35 were somewhat related to MPOs or MPOAC policy issues. If the appropriations bill is signed by the Governor, the FDOT budget will be \$12.7 billion, which is approximately 11 percent of the total state budget.

D. MEETING CALENDAR FOR 2023

Mr. Reichert presented the proposed MPOAC meeting dates for 2023. These dates were January 31st, April 27th, July 27th, and October 31st. The meeting attendees were reminded of the meeting methodology approved on October 29, 2020, which was to:

- Set meeting dates to fall on the 5th Tuesday, Wednesday or Thursday in the months of January, April, July and October.
- If the months of January, April, July or October do not have a 5th Tuesday, Wednesday or Thursday then staff will use the 4th Tuesday, Wednesday or Thursday in those months.

Commissioner Mayra Uribe, MetroPlan Orlando, made a motion to approve the 2023 meeting calendar, and to look into the October 2023 date to determine if it conflicts with the Association of Metropolitan Planning Organizations (AMPO) and National Association of Regional Councils (NARC) conferences. Commissioner William McDaniel, Collier MPO, seconded. The motion carried unanimously.

Discussion:

- The July 2022 MPOAC Staff Directors’ Advisory Committee and Governing Board meetings will be held as a joint retreat in Gainesville at the FDOT State Materials Lab. More information will be provided soon.
- The MPOAC Executive committee voted to develop a Policy and Procedures manual as requested by FDOT to accompany the bylaws. Both documents will be brought to the MPOAC Governing Board in October.

ADDITIONAL ACTION ITEMS

Commissioner Mayra Uribe, MetroPlan Orlando, made a motion to support the freight priority list. Mayor Dick Ryneerson, Okaloosa-Walton TPO, seconded. The motion passed unanimously.

Mayor Pro Tem Nat Birdsong, Polk TPO, made a motion to approve the slate of members for the Noteworthy Practices Working Group and recommendations for reviewing, selecting, and recognizing noteworthy practices. Commissioner William McDaniel, Collier MPO, seconded. The motion passed unanimously.

5 AGENCY REPORTS

A. FLORIDA DEPARTMENT OF TRANSPORTATION

Ms. Alison Stettner, Office of Policy Planning Director, presented the Florida transportation trends that may affect the Work Program and FDOT projects. Ms. Stettner's presentation included emerging trends, performance measures, and emphasis areas.

B. FLORIDA DIVISION OF FEDERAL HIGHWAY ADMINISTRATION

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

- General Announcements
 - The FY22 Omnibus funding bill provides a full year of funding for FY22.
 - The Multimodal Projects Discretionary Grant (MPDG) - INFRA/MEGA/RURAL NOFO was issued on March 23rd, 2022. The application deadline for the MPDG opportunity is May 23, 2022. More information can be found at: www.transportation.gov/grants
 - Urban Area Criteria for the 2020 Census was published in the Federal Register on March 24th, 2022.
 - The federal Voting Access Executive Order requires agencies to develop an action plan to encourage voter registration and increase voter access. FHWA's actions are to address congestion at polling places and construction on polling day. MPOs are encouraged to discuss historical and potential future problems for voting access with local governments.
 - The FY22 Program Accountability Results (PAR) Summary Report outlines fiscal constraint findings for non-TMA MPOs.
 - There were several changes to the FHWA Florida Division Planning Team
- TPM Updates
 - The 2nd TPM performance period began in 2022.
 - On February 27th, 2022 MPOs set their 2022 safety targets.

- The FMPP discussion of TPM and coordination of target setting was on April 4th, 2022.
- FDOT has shared data with the MPOs for target setting.
- PM2 and PM3 targets will be reported to FHWA in October 2022.
- The full performance report and baseline are due to FHWA in October 2022.
- Information about the Bipartisan Infrastructure Law (BIL) funding programs for MPOs is available at the following links:
 - FHWA website: <https://www.fhwa.dot.gov/bipartisan-infrastructure-law/>
 - Discretionary Grant NOFO Schedule: <https://www.transportation.gov/bipartisan-infrastructure-law/upcomingnotice-funding-opportunity-announcements-2022>

C. FEDERAL TRANSIT ADMINISTRATION

No presentation was provided for this agenda item.

6 BUSINESS ITEMS & PRESENTATIONS

A. VISION ZERO

Ms. Melissa Wandall and Ms. Kim Smith presented on what it means to reach the Vision Zero goal. The presentation provided an explanation of the difference between Vision Zero and Target Zero, a description of the Safe System approach, myths and facts related to automated enforcement, and the Mark Wandall Traffic Safety Act (s. 316.0083, F.S.). The presenters shared strategies to building a successful Vision Zero Action Plan, a list of potential members of the action plan advisory task force, and a roadmap to adopting Vision Zero to developing and implementing the Vision Zero action plan. The following resources were shared during the presentation:

- FDOT Target Zero Page: <https://www.fdot.gov/agencyresources/target-zero/>
- Alert Today Florida: <https://www.alerttodayflorida.com/>
- National Coalition for Safer Roads: <https://ncsrsafety.org/>
- Driving Down Heartache: <https://www.drivingdownheartache.org/>
- Space Coast TPO Vision Zero Toolkit: <https://www.spacecoasttpo.com/what-we-do/planning/vision-zero/vision-zero-toolkit>

B. SAFE MOBILITY FOR LIFE COALITION

Ms. Stefanie Hartsfield and Ms. Gail Holley presented on the activities of the Safe Mobility for Life Coalition. The presentation provided information on the focus area, goals, strategies and milestones of the coalition. Ms. Hartsfield and Ms. Holley also shared opportunities for collaboration and the call to action. The link for the Safe Mobility for Life dashboard is being developed and will be shared with meeting attendees at a later date. More information is available at <http://safemobilityfl.com/> and <http://safemobilityfl.com/contact.htm>

C. FLORIDA GREENWAYS AND TRAILS FOUNDATION

Mr. Dale Allen, President of the Florida Greenways and Trails Foundation, discussed themes and opportunities for connecting local paved trails into a statewide transportation system. Mr. Allen suggested the MPOAC consider forming a committee or identifying forums that would allow them to consider how trails and greenways affect transportation planning at the regional level. Wildlife corridors were recognized as a legislative priority and funding is available for connecting conservation land into a comprehensive system. Meeting attendees were urged to consider how the trails system can support these efforts.

D. MPOAC DOCUMENT REVIEW

Mark Reichert, Executive Director of the MPOAC, presented the Draft MPOAC FY 23/24 UPWP.

Mayor Pro Tem Nat Birdsong, Polk TPO, made a motion to approve the MPOAC FY 23/24 UPWP. Mayor Fred Pinto, Palm Beach TPA, seconded the motion. The motion passed unanimously.

The MPOAC Bylaws have been revised and shared with the members for review. No comments on the revised bylaws were received from the MPOAC membership, but FHWA sent comments. No action was pursued on the bylaws at this time. Governing Board members were encouraged to review the bylaws before the July, 2022 MPOAC meeting and share comments at that time.

E. MPOAC FUTURE DIRECTION

There was no discussion for this agenda item.

7. COMMUNICATIONS

The response letter to FDOT on Specific Conditions and the status letter to FDOT on Specific Conditions were included in the agenda packet.

8. MEMBER COMMENTS

The AMPO Technical Symposium will be hosted by the Broward MPO in May 2022 in Ft. Lauderdale. The MPO Staff Directors have information about the symposium and Mark Reichert, MPOAC Executive Director, will also share the information with the MPOAC Governing Board members.

MPOAC Governing Board members thanked the speakers for their presentations.

9. ADJOURNMENT

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

Adjournment 5:08 pm

**Florida MPO Advisory Council
Meeting of the Staff Directors
April 28, 2022
Orlando, Florida
Draft Meeting Minutes**

Staff Directors Members in Attendance:

IN-PERSON (STAFF DIRECTORS – A TOTAL OF 20 WITH 9 MAKING AN IN-PERSON QUORUM):

Donald Scott, Chair, Lee County MPO
Dave Hutchinson, Vice-Chair, Sarasota/Manatee MPO
Greg Stuart, Broward MPO
D’Juan Harris, Charlotte County - Punta Gorda MPO
Brandy Otero, Collier MPO
Austin Mount, Florida-Alabama TPO
Marybeth Soderstrom, Heartland Regional TPO
Robert Esposito, Hernando/Citrus County MPO
Beth Alden, Hillsborough TPO
Brian Freeman, Indian River County MPO
Beth Beltran, Martin MPO
Gary Huttman, MetroPlan Orlando
Aileen Boucle, Miami-Dade TPO
Jeff Sheffield, North Florida TPO
Rob Balmes, Ocala/Marion TPO
Valerie Neilson, Palm Beach TPA
Parag Agrawal, Polk TPO
Coleen Nicoulin, River to Sea MPO
Georganna Gillette, Space Coast TPO
Peter Buchwald, St. Lucie TPO

IN-PERSON (OTHERS):

William McDaniel, Collier MPO
Mark Reichert, MPOAC Executive Director
Paul Gougelman, MPOAC General Counsel
Lisa Stone, MPOAC Executive Assistant
April Combs, Florida Department of Transportation
Siaosi Fine, Florida Department of Transportation
Jennifer Fortunas, Florida Department of Transportation
Wayne Gaither, Florida Department of Transportation
Mike Neidhart, Florida Department of Transportation
Alison Stettner, Florida Department of Transportation
Erika Thompson, Florida Department of Transportation

Cathy Kendall, Federal Highway Administration
Melissa Wandall, Alert Today Florida
Dale Allen, the Florida Greenways and Trails Foundation
Karen Klena, the Florida Greenways and Trails Foundation
Paul Calvaresi, Broward MPO
Nick Lepp, Metroplan Orlando
Ryan Brown, Sarasota/Manatee MPO
Kim Smith, Space Coast TPO
William Roll, Kimley-Horn
Wade Carroll, Metro Analytics
Angelo Rao, S&ME, Inc.
Ned Baier, Volkert, Inc.

VIRTUAL (STAFF DIRECTORS – A TOTAL OF 4 THAT CANNOT CONTRIBUTE TO A QUORUM):

Mary Beth Washnock, Bay County TPO
Greg Slay, Capital Region TPA
Scott Koons, Gainesville MPO
Ron Gogoi, Lee MPO
Carl Mikyska, Pasco County MPO

VIRTUAL (OTHERS):

Tia Boyd, CUTR/USF
Romero Dill, Florida Department of Transportation
Rakiya Hinson, Florida Department of Transportation
Dana Reiding, Florida Department of Transportation
Stacie Blizzard, Federal Highway Administration
Gail Holley, Safe Mobility for Life Coalition
Stephanie Hartsfield, Safe Mobility for Life Coalition
Paul Flavien, Broward MPO
Gary Kramer, Okaloosa-Walton TPO
Steven Bostel, Space Coast TPO
Laura Carter, Space Coast TPO
Sarah Kraum, Space Coast TPO
Erin Emmons, Kimley-Horn
Macy Falcon, Kimley-Horn
Daniel Crotty, SEPI, Inc.
Tom Brandenstein, Whitehouse Group
Todd Brauer, Whitehouse Group
Luis Reyes

1. CALL TO ORDER

Don Scott, Chair, Lee County MPO, called the meeting to order at 9:04 am and a quorum was determined. All in attendance introduced themselves. Those attending online were then given an opportunity to introduce themselves.

A motion to allow online members to participate in the meeting due to the extraordinary circumstances of COVID-19 was made by Dave Hutchinson, Sarasota/Manatee MPO, and seconded by Beth Alden, Hillsborough TPO. The motion was approved unanimously.

All are asked to rise for the Pledge of Allegiance.

2. APPROVAL OF MINUTES: JANUARY 27, 2022 MEETING

Gary Huttman, MetroPlan Orlando, moved to approve the minutes of the January 27, 2022 meeting of the MPOAC Staff Directors' Advisory Committee. Beth Alden, Hillsborough TPO, seconded. The motion carried unanimously.

3. PUBLIC COMMENTS

No public comments were made.

4. EXECUTIVE DIRECTOR'S REPORT

A. EXECUTIVE DIRECTOR ACTIVITIES

Mr. Mark Reichert, MPOAC Executive Director, provided an update of his first six months as the MPOAC Executive Director. Mr. Reichert's update included the following items:

- Attended numerous meetings, webinars, and conferences
 - Legislative meetings
 - The Safe Mobility for Life annual meeting
 - The Florida Transportation Plan (FTP) Implementation Committee meeting
 - Greg Slay, Capital Region TPA, has stepped down as the MPOAC representative. Georganna Gillette, Space Coast TPO, will now serve as the MPOAC representative.
 - Met with Peter Polakovic from SkyToll
 - Attended and moderated a session at the Trails for Transportation Summit
 - Met with CDM Smith on Road-Usage Charging (RUC)
- Worked on the MPOAC bylaws
- Defended a research project to the Florida Department of Transportation (FDOT). The proposed project will study the list of priority project (LOPP) methodologies used by the Florida MPOs. The proposal was selected and will be moving forward in the new fiscal year.

- Completed the MPOAC Unified Planning Work Program (UPWP)
 - Federal Highway Administration (FHWA) and FDOT commented on the UPWP and a response to comments has been submitted
- Prepared for the upcoming MPOAC meetings

B. OIG INVESTIGATION/BUDGET REPORT

Mr. Reichert presented the status of the FDOT Office of Inspector General's (OIG) investigation and budget report.

The OIG investigation report was released. Mr. Reichert discussed the following items:

- The FDOT Credit Union account and the PGI account
 - The FDOT Credit Union and PayPal accounts related to the MPOAC Institute are closed, the PGI account is in the process of being closed.
- The MPOAC institute registration fees, their purpose, and how they were used
- The 2022 MPOAC Weekend Institutes were cancelled. The MPOAC Institute contract has been halted. There will be an opportunity to discuss how the MPOAC would like to proceed with the MPOAC Weekend Institute at the July 2022 meeting.
- The MPOAC support services contract ends June 30th, 2022 and the MPOAC FTA contract ends August 2022. There will be further discussion in the July 2022 MPOAC meeting. In the interim, the MPOAC will make use of the consultant contracts with FDOT.

Discussion:

Alison Stettner, Florida Department of Transportation, discussed the specific conditions letter from FDOT to the MPOAC. The Department is requesting the following:

- A detailed response on the timeline for the extension to meet the conditions of the letter,
- Refinement of the extension letter that spells out a path to corrective actions, and
- Proactive action to be moved off of the specific conditions.

Budget

- The state uses 4 accounting systems.
- All bills are paid and invoices are being paid as they are received.
- There are plans to de-obligate \$80,000.
- The MPOAC has a liaison with FDOT Central Office, Romero Dill, who is working with Lisa Stone, MPOAC Executive Assistant.
- Mr. Reichert has returned \$7,500 in local funds to MPOs and instead used the previously collected funds in the account reserved for legislative activities during the 2022 legislative session. Moving forward, there is no plan to collect local funds for legislative activities.

- Chair Maddox named the MPOAC Executive Committee as the Financial Policies and Procedures Committee.
- There will be funds left over in the budget because there was no Executive Director or Executive Assistant in 2021.
- Dues are as follows:
 - Association of Metropolitan Planning Organizations (AMPO) \$106,646
 - National Association of Regional Commissions (NARC) \$80,000
 - Floridians for Better Transportation (FBT) \$1,000
 - Florida Public Transit Association (FPTA) \$500
 - ITS Florida \$420
 - Mileage-Based User Fee Alliance (MBUFA) \$5,000

Mr. Reichert made a request to modify the MPOAC’s MBUFA membership to allow all 27 Florida MPOs to receive membership. This modification will increase the dues to \$7,500.

Dave Hutchinson, Vice-Chair, Sarasota/Manatee MPO, made a motion to recommend approval of the modified MBUFA membership and dues in the amount of \$7,500. Peter Buchwald, St. Lucie TPO, seconded. The motion carried unanimously.

- The MPOAC is losing \$7,500 in hard match funds with CPG
- There weren’t many significant changes to the UPWP, the total dollar amount is \$672,952.

C. LEGISLATIVE UPDATE

Mr. Reichert shared federal and state legislative activity of interest to the MPOAC membership. The Florida Department of Transportation (FDOT) tracked 269 bills of interest, 35 were somewhat related to MPOs or MPOAC policy issues. Thirty-five of the 269 bills passed. If the appropriations bill is signed by the Governor, the FDOT budget will be \$12.7 billion, which is approximately 11 percent of the total state budget.

D. MEETING CALENDAR FOR 2023

Mr. Reichert presented the proposed MPOAC meeting dates for 2023. These dates were January 31st, April 27th, July 27th, and October 31st. The meeting attendees were reminded of the meeting methodology approved on October 29, 2020, which was to:

- Set meeting dates to fall on the 5th Tuesday, Wednesday or Thursday in the months of January, April, July and October.
- If the months of January, April, July or October do not have a 5th Tuesday, Wednesday or Thursday then staff will use the 4th Tuesday, Wednesday or Thursday in those months.

Discussion:

- There are potential conflicts with the NARC and AMPO conferences in October 2022 and 2023. A tentative quorum has been identified for the October 2022 meeting.

Georganna Gillette, Space Coast TPO, made a motion to recommend approval of the meeting calendar to the MPOAC Governing Board, and to look into the October 2023 date to determine if it conflicts with the Association of Metropolitan Planning Organizations (AMPO) and National Association of Regional Councils (NARC) conferences. Gary Huttman, MetroPlan Orlando, seconded. The motion carried unanimously.

Discussion:

- Meeting attendees discussed the pros and cons of providing the MPOAC Weekend Institute as an opt-in program. The following points were included in the discussion:
 - The in-person training should still be offered twice a year, but the MPOs should have access to the materials to present to the Board on their own cycles.
 - The registration fee would be paid by the members who are attending the in-person session.
 - The in-person MPOAC Weekend Institute provides opportunities for questions and answers and facilitates networking between Board members.
- The July 2022 MPOAC Staff Directors' Advisory Committee and Governing Board meetings will be held as a joint retreat in Gainesville at the FDOT State Materials Lab. More information will be provided soon.

5. COMMITTEE REPORTS

A. FREIGHT AND RAIL COMMITTEE

Beth Alden, Vice-Chair, Freight and Rail Committee, provided an update of activities of the Freight and Rail Committee meeting and Passenger Rail Workshop from the previous day. Updates addressed the freight priority list and freight priority projects, including the transition to an online application process, the expanded eligibility requirements for the freight program, the locations and types of projects submitted in 2022, and the total funding request for 2022.

Aileen Boucle, Miami-Dade TPO, made a motion to support the freight priorities program project list and advance it to the MPOAC Governing Board. Austin Mount, Florida-Alabama TPO, seconded. The motion carried unanimously.

B. NOTEWORTHY PRACTICES WORKING GROUP

Beth Alden, Chair of the Noteworthy Practices Working Group, provided an update of activities of the Working Group meeting from the previous day. Updates included the following:

- The Noteworthy Practices Working Group discussed presenting one noteworthy practice at the Staff Directors' Advisory Committees quarterly meetings. It was proposed that agencies being recognized will receive a plaque, which will be presented at the meeting.
- A request was made for support in confirming the slate of members so that the Working Group can establish quorum and vote.
- The Working Group plans to acknowledge and present the practices selected before the COVID-19 pandemic using a lighting round style presentation at the July 2022 MPOAC Staff Directors' Advisory Committee meeting. The noteworthy practice for October 2022 will be selected at the July 2022 Working Group meeting.
- The Working Group is looking for a new chair by the end of 2022.
- Noteworthy practice applications are submitted on a rolling basis, there is no limit on the number of applications that an MPO can submit. The applications are reviewed every quarter. Mark Reichert, MPOAC Executive Director, will send out prompts to the MPOAC Staff Directors' Advisory Committee, encouraging members to submit an application at least once a year.
- The Working Group members will discuss how to streamline the application process at the July 2022 meeting.

Gary Huttman, MetroPlan Orlando, made a motion to approve the slate of members for the Noteworthy Practices Working Group and recommendations for reviewing, selecting, and recognizing noteworthy practices. Aileen Boucle, Miami-Dade TPO, seconded. The motion passed unanimously.

6. AGENCY REPORTS

A. FLORIDA DEPARTMENT OF TRANSPORTATION

Ms. Erika Thompson, Statewide Metropolitan Planning Coordinator, and Ms. Alison Stettner, Office of Policy Planning Director, presented the FDOT Agency Report and reviewed recent FDOT activities of note for the MPOs and their partners.

Ms. Thompson shared the following updates with the meeting attendees:

- Consolidated Planning Grants (CPG)
 - FDOT received the 5305(d) apportionment notice and were able to verify allocations. The updated allocations were sent to the MPOs and the fund transfer letter was sent to the Federal Transit Administration (FTA).

- In July, 2022, 25% of the FHWA PL funds will be available and 100% of the FTA 5305(d) funds will be available. The remaining 75% of the FHWA PL funds will be available in October, 2022.
- For the current approach, the CPG in 2022 will use the 2020 Bureau of Economic and Business Research (BEBR) population estimates and the CPG in 2023 will use the 2021 estimates.
- Public Transportation Grant Agreement (PTGA) Funds
 - There are 72 PTGAs and half are ending on either June 30, 2022 or December 31, 2022
 - A description of options for current PTGA funds was provided
 - Match requirements for Federal Fiscal Year 20 or older and Federal Fiscal Year 21 PTGA and CPG were described
- Census Updates
 - The estimated Census implementation timeline was shared. Information is available at the following website: <https://ctpp.transportation.org/wp-content/uploads/sites/57/2021/03/FHWA-Adjusted-Urban-Area-Boundaries-AUAB.pdf>
 - Additional updates included the final U.S. Census Urban Area criteria and the Urban Area definition
- Florida Metropolitan Planning Partnership (FMPP)
 - Meetings will be held quarterly
 - There was a webinar in April, 2022.
 - An in person meeting is being planned for August 18, 2022.
 - Another webinar will be held in the fall of 2022.

Discussion:

- Changes were made to the FDOT MPO handbook.
 - It was clarified that the handbook is an internal FDOT document. Changes are communicated with MPO staff, but more time can be provided for comments. A request was made for a strikethrough underline and clean version of the document.
- Updated Automated, Connected, Electric, and Shared (ACES) scenarios was suggested as a topic for future FMPP meetings.
 - FDOT is developing guidance and identifying national noteworthy practices related to this topic and plans to share information in the summer of 2022 to inform the LRTP updates. Scenarios can be discussed at the upcoming Policy and Technical Committee meeting and more scenarios can be developed, ensuring that they receive input on specific items that would be helpful for the MPOs.
- The meeting attendees discussed the timing for deobligating PL funds and SU funds.
 - It was determined that it would be helpful to have a meeting to discuss these issues.

- Consensus planning document
 - The document outlines the minimum roles of FDOT, MPOs, and public transportation authorities
 - Contact information on the consensus planning document will be updated
- Transportation Performance Measures
 - The proposed target for safety performance measures is zero
 - Agencies are given 60 days to comment on the proposed targets
 - The statewide targets are due August 31, 2022. MPOs will have 180 days to adopt the statewide targets or their own targets.

Ms. Stettner presented the Florida transportation trends that may affect the Work Program and FDOT projects. Ms. Stettner’s presentation included emerging trends, performance measures, and emphasis areas.

B. FLORIDA DIVISION OF FEDERAL HIGHWAY ADMINISTRATION

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

- General Announcements
 - The FY22 Omnibus funding bill provides a full year of funding for FY22.
 - The Multimodal Projects Discretionary Grant (MPDG) - INFRA/MEGA/RURAL NOFO was issued on March 23rd, 2022. The application deadline for the MPDG opportunity is May 23, 2022. More information can be found at: www.transportation.gov/grants
 - Urban Area Criteria for the 2020 Census was published in the Federal Register on March 24th, 2022.
 - The federal Voting Access Executive Order requires agencies to develop an action plan to encourage voter registration and increase voter access. FHWA’s actions are to address congestion at polling places and construction on polling day. MPOs are encouraged to discuss historical and potential future problems for voting access with local governments.
 - The FY22 Program Accountability Results (PAR) Summary Report outlines fiscal constraint findings for non-TMA MPOs.
 - There were several changes to the FHWA Florida Division Planning Team
- TPM Updates
 - The 2nd TPM performance period began in 2022.
 - On February 27th, 2022 MPOs set their 2022 safety targets.
 - The FMPP discussion of TPM and coordination of target setting was on April 4th, 2022.
 - FDOT has shared data with the MPOs for target setting.
 - PM2 and PM3 targets will be reported to FHWA in October 2022.
 - The full performance report and baselines are due to FHWA in October 2022.

- Information about the Bipartisan Infrastructure Law (BIL) funding programs for MPOs is available at the following links:
 - FHWA website: <https://www.fhwa.dot.gov/bipartisan-infrastructure-law/>
 - Discretionary Grant NOFO Schedule: <https://www.transportation.gov/bipartisan-infrastructure-law/upcomingnotice-funding-opportunity-announcements-2022>

C. FEDERAL TRANSIT ADMINISTRATION

No presentation was provided for this agenda item.

7. BUSINESS ITEMS & PRESENTATIONS

A. SAFE MOBILITY FOR LIFE COALITION

Ms. Stefanie Hartsfield and Ms. Gail Holley presented on the activities of the Safe Mobility for Life Coalition. The presentation provided information on the focus area, goals, strategies and milestones of the coalition. Ms. Hartsfield and Ms. Holley also shared opportunities for collaboration and the call to action. The link for the Safe Mobility for Life dashboard is being developed and will be shared with meeting attendees at a later date. More information is available at <http://safemobilityfl.com/> and <http://safemobilityfl.com/contact.htm>

B. VISION ZERO

Ms. Melissa Wandall and Ms. Kim Smith presented on what it means to reach the Vision Zero goal. The presentation provided an explanation of the difference between Vision Zero and Target Zero, a description of the Safe System approach, myths and facts related to automated enforcement, and the Mark Wandall Traffic Safety Act (s. 316.0083, F.S.). The presenters shared strategies to building a successful Vision Zero Action Plan, a list of potential members of the action plan advisory task force, and a roadmap to adopting Vision Zero to developing and implementing the Vision Zero action plan. The following resources were shared during the presentation:

- FDOT Target Zero Page: <https://www.fdot.gov/agencyresources/target-zero/>
- Alert Today Florida: <https://www.alerttodayflorida.com/>
- National Coalition for Safer Roads: <https://ncsrsafety.org/>
- Driving Down Heartache: <https://www.drivingdownheartache.org/>
- Space Coast TPO Vision Zero Toolkit: <https://www.spacecoasttpo.com/what-we-do/planning/vision-zero/vision-zero-toolkit>

Discussion:

- Florida’s Pedestrian and Bicycle Safety Coalition Legislative Policy Subcommittee includes automated speed enforcement as a priority.

- Members discussed the 2009 U.S. Supreme Court case ruling regarding personal expectations of privacy on public roadways.

C. FLORIDA GREENWAYS AND TRAILS FOUNDATION

Mr. Dale Allen, President of the Florida Greenways and Trails Foundation, discussed themes and opportunities for connecting local paved trails into a statewide transportation system. Mr. Allen suggested the MPOAC consider forming a committee or identifying forums that would allow them to consider how trails and greenways affect transportation planning at the regional level. Wildlife corridors were recognized as a legislative priority and funding is available for connecting conservation land into a comprehensive system. Meeting attendees were urged to consider how the trails system can support these efforts.

Discussion:

- Specific actions that agencies can take include taking a closer look at the priority trails map for the SunCoast Trails System. This can be done by examining how trails are added and how they connect between counties to address regional gaps.
- Some MPOs are working to provide an updated SunTrail Network GIS map to FDOT. The updated maps corrected alignments, the locations of the trails, etc.
- A suggestion was made to add an item to the July MPOAC meeting agenda to discuss role of the MPOAC as it relates to the Florida Greenways and Trails.

D. NATIONAL ELECTRIC VEHICLE INFRASTRUCTURE FORMULA PROGRAM

Ms. April Combs, with the Office of Policy Planning, FDOT, presented information on the National Electric Vehicle Infrastructure (NEVI) Program which is estimated to provide the Department with \$198 million over five years to address electric vehicle charging needs for passenger vehicles and light duty trucks. Electric Vehicle planning needs to be done at the state- and national-level. Funding is not available at the MPO-level, but coordination between the state and the MPOs is necessary to avoid duplication of efforts.

State DOTs must submit an Electric Vehicle Charging Investment Plan to USDOT by August 1, 2022. The Department is using all available resources to gather the required information, including the Electric Vehicle Master Plan (EVMP) prepared in accordance with s. 339.287, F.S., as well as working with a variety of partners to develop the investment plan.

E. LRTP REVENUE FORECAST

Ms. Jennifer Fortunas, Manager, FDOT Forecasting and Trends Office, and Mike Nidehart provided an update on the Revenue Forecast used by MPOs for developing their Long-Range Transportation Plans (LRTPs). The official revenue forecast will now be released in April 2023. The financial guidelines document and table templates for estimates will be emailed to the MPOs.

F. MPOAC DOCUMENT REVIEW

Mark Reichert, Executive Director of the MPOAC, presented the Draft MPOAC FY 23/24 Unified Planning Work Program (UPWP).

Beth Alden, Hillsborough TPO, made a motion to recommend approval of the UPWP to the MPOAC Governing Board. Brian Freeman, Indian River County MPO, seconded the motion. The motion passed unanimously.

The MPOAC Bylaws have been revised and shared with the members for review. No comments on the revised bylaws were received from the MPOAC membership, but FHWA sent some comments. No action was pursued on the bylaws at this time.

G. MPOAC FUTURE DIRECTION

There was no discussion for this agenda item.

7. COMMUNICATIONS

The response letter to FDOT on Specific Conditions and the status letter to FDOT on Specific Conditions were included in the agenda packet.

8. MEMBER COMMENTS

Members discussed the length of the MPOAC Staff Directors' Advisory Committee quarterly meetings stating that adequate time is needed for agenda items and discussion. It was clarified that more detailed items can be discussed at the MPOAC Policy and Technical Committee meetings to help accommodate the time needed for the committee meetings.

9. ADJOURNMENT

Robert Esposito, Hernando/Citrus County MPO, made a motion to adjourn the meeting. Valerie Neilson, Palm Beach TPA, seconded. The motion passed unanimously.

The next meeting of the MPOAC Staff Directors' Advisory Committee will be July 28, 2022. A meeting notice will be sent out at least one month prior to the meeting date.

Adjournment 12:36 pm

Item Number 3

Public Comments (non-agenda items)

DISCUSSION:

Recommendations or comments by the public.

REQUESTED ACTION:

As may be desired.

ATTACHMENT:

None.

Item Number 4

Agency Reports – Florida Department of Transportation

DISCUSSION:

Mike Neidhart, Administrator for Metropolitan Planning, FDOT will present an update to the MPO LRTP Revenue Forecast.

REQUESTED ACTION:

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

ATTACHMENT:

LRTP Revenue Forecast Presentation.



2050 Statewide Revenue Forecast



MPOAC Meeting

July 28, 2022



Strategic
development

Agenda

Goals / Coordination / Outreach

Schedule

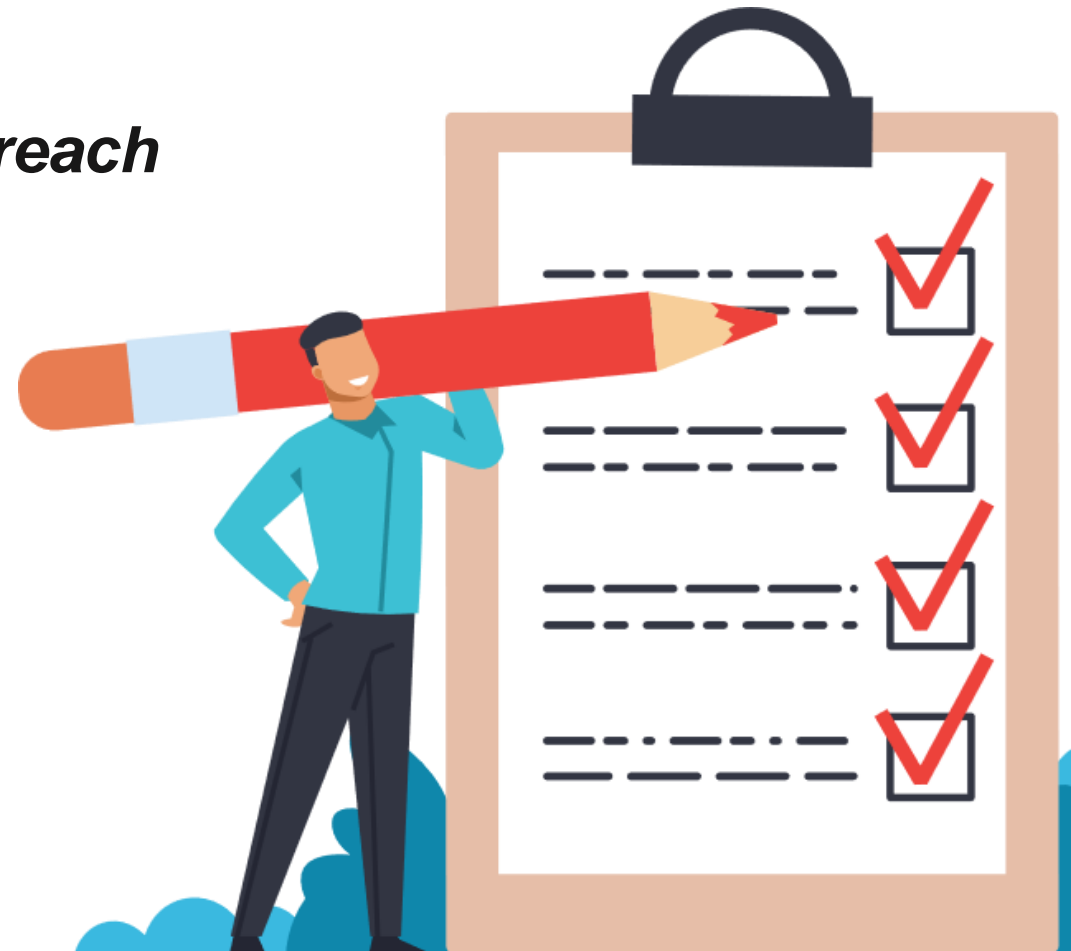
Assumptions

Revenue Forecast Guidelines

Table Template Examples

Progress

Next Steps



Goals

Transparency of process and methodology

Consistency between plans

Coordination & Outreach

Working Groups

- *MPO*
- *FDOT*

MPOAC Briefings

Florida Metropolitan Planning Partnership Meetings

SIS Coordinators

Schedule

2021

2022

2023

Initiate Working Groups

Present draft conceptual framework for reporting estimates to MPOAC

Present financial guidelines and table templates for estimates to MPOAC

Provide update on revenue forecast to MPOAC

Provide update on revenue forecast to MPOAC

Provide update on revenue forecast to MPOAC

Receive March 2023 financial snapshot

Present Revenue Forecast to MPOAC and Distribute Final Revenue Forecasts to MPOs

Ongoing coordination with Districts and MPOs

NOVEMBER

JANUARY

APRIL

JULY

OCTOBER

JANUARY

MARCH

APRIL

MAY-JULY



Develop and test the processes and procedures for district and MPO level forecasts

Prepare final revenue forecast using tested process and procedures

Follow up, as needed, with Districts & MPOs (i.e., clarifications, follow up information, questions, and/or other assistance)

Anticipated receipt of 2020 Census Urban Areas

Revenue Forecast Assumptions

January 2023 State Revenue Estimating Conference

Tentative Work Program For State FYs 2024–2028

Program and Resource Plan (PRP) [March 2023 Snapshot]

Boundary Assumptions

Census Urban Area boundaries and files ready **BY** December 2022

Official revenue forecast will use 2020 Census geography and population

OR

Census Urban Area boundaries and files ready **AFTER** December 2022

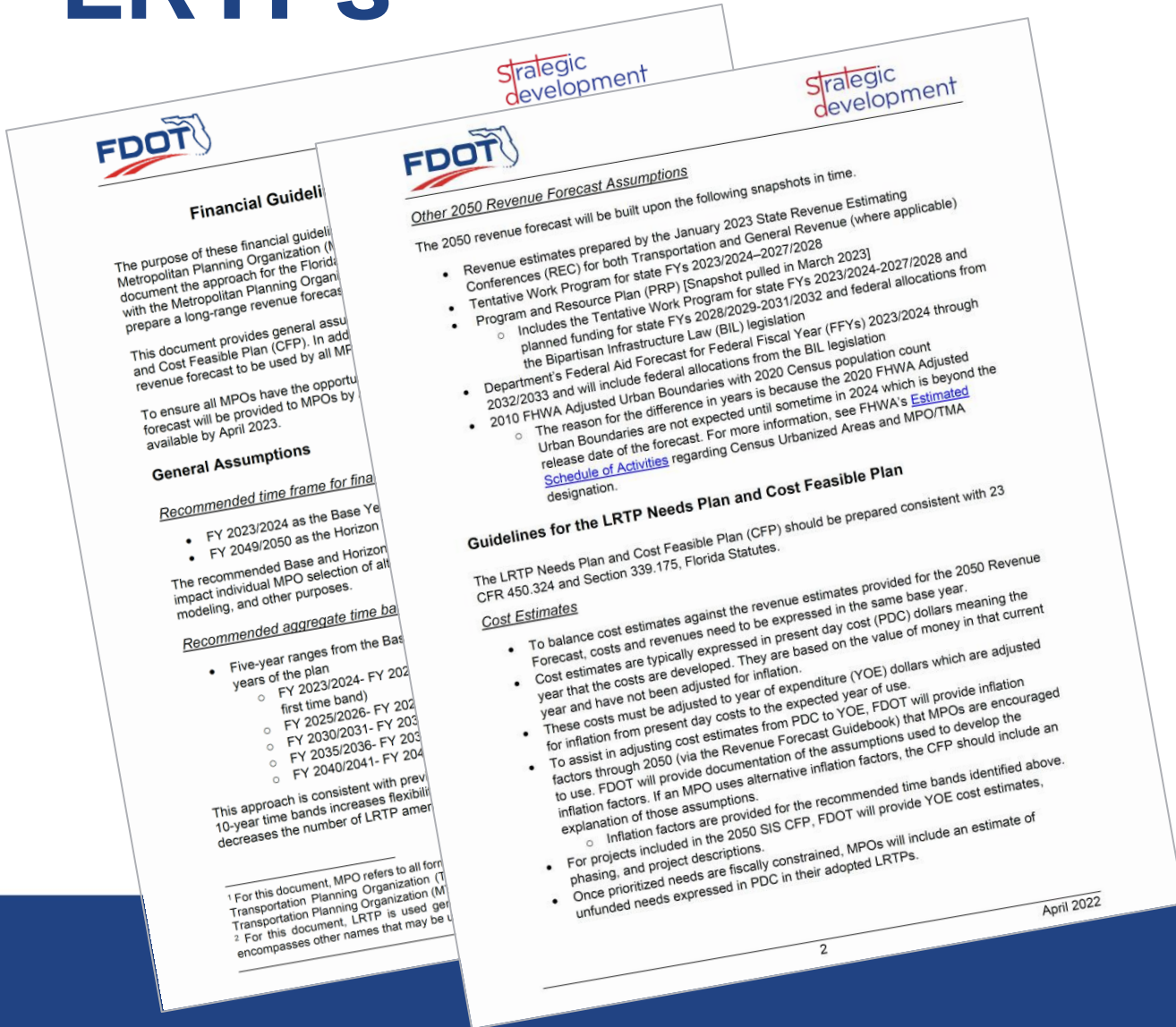
Official revenue forecast will use 2010 Census geography and 2020 population hybrid approach

Financial Guidelines for Florida MPO 2050 L RTPs



- General Assumptions
 - FY 2023/2024 as Base Year
 - FY 2049/2050 as Horizon Year
 - Five-year ranges from the Base Year to the year 2040 and 10 years for the remaining years of the plan
- Cost Estimates
 - FDOT to provide factors to adjust from present day costs to year of expenditure

Financial Guidelines for Florida MPO 2050 L RTPs



• Time Bands

- FY 2023/24 – FY 2024/25 (2 years to cover time between current budget and 1st time band)
- FY 2025/26 – FY 2029/30 (5 years)
- FY 2030/31 – FY 2034/35 (5 years)
- FY 2035/36 – FY 2039/40 (5 years)
- FY 2040/41 – FY 2049/50 (10 years)

Financial Guidelines for Florida MPO 2050 L RTPs



- Guidelines for Revenue Forecast
 - Estimates provided at 3 levels
 - Statewide
 - Districtwide
 - MPO
- Statewide Estimates
 - SIS (all modes)
 - Non-SIS, Non-Highway Modes
 - Non-SIS Transit
 - Non-Capacity Programs

Financial Guidelines for Florida MPO 2050 L RTPs



- Guidelines for Revenue Forecast
 - Districtwide Estimates
 - TRIP
 - SHS (non-SIS) – not in TMA
 - STBG (SA, SN, SM, SL)
 - TA (TALT, TALN, TALM, TALL)
 - Non-Capacity (HSIP, O&M)
 - MPO Estimates
 - SHS (non-SIS) – in a TMA
 - STBG (SU) – in a TMA
 - TA (TALU)
 - Other Roads (non-SIS, non-SHS)
 - Transit Formula

Table Template Examples - Statewide

Statewide Revenue Estimate (millions of dollars)						
Major Revenue Sources	Time Periods (Fiscal Years)					27-Year Total 2024- 2050
	2024- 2025	2026-2030	2031-2035	2036-2040	2041-2050	
Federal						
Amount						
Percent of Total						
State						
Amount						
Percent of Total						
TOTAL						

Statewide Revenue Estimates for Non-SIS Non-Highway Modes (millions of dollars)							
Programs	Funding Source	Time Periods (Fiscal Years)					27-Year Total 2024-2050
		2024- 2025	2026-2030	2031-2035	2036-2040	2041-2050	
Aviation	Federal/State						
Rail	Federal/State						
Intermodal Access	Federal/State						
Seaport Development	Federal/State						
SUN Trail	State						

Table Template Examples - Districtwide

Districtwide Transportation Regional Incentive Program (TRIP) Estimates (millions of dollars)							
FDOT District	Time Periods (Fiscal Years)						
	Funding Source	2024 - 2025	2026-2030	2031-2035	2036-2040	2041-2050	27-year Total 2024 - 2050
District 1	State						
District 2	State						
District 3	State						
District 4	State						
District 5	State						
District 6	State						
District 7	State						
Statewide Total Forecast							

Districtwide SHS (non-SIS) - not in TMA Estimates (millions of dollars)							
FDOT District	Time Periods (Fiscal Years)						
	Funding Source	2024 - 2025	2026-2030	2031-2035	2036-2040	2041-2050	27-Year Total 2024 - 2050
District 1	State						
District 2	State						
District 3	State						
District 4	State						
District 5	State						
District 6	State						
District 7	State						
Statewide Total Forecast							

Table Template – MPO

Program Estimates for <i>[insert name of MPO]</i> (millions of dollars)							
Programs	Funding Source	Time Periods (Fiscal Years)					27-Year Total 2024 - 2050
		2024 - 2025	2026-2030	2031-2035	2036-2040	2041-2050	
SHS (non-SIS, in TMA)	State						
SU (TMA)	Federal						
TALU (TMA)	Federal						
Other Roads (non-SIS/non-SHS)	Federal						
Transit Formula	Federal/State						

Progress

Forecast Test Tables (Using Existing Information)

- ***Statewide Tables (Initial Draft Complete)***
- ***Districtwide Tables (Initial Draft Complete)***
- ***MPO Tables (In Progress)***

Revenue Forecast Handbook (In Progress)

Next Steps

Complete Test Forecast Tables
(With Existing Information)

Draft Revenue Forecast Handbook
(Ready For Review Late Fall 2022)

Check-in with Working Groups (Prior To October MPOAC Meeting)



SAFETY IS IN YOUR HANDS



*Sourced from National Highway Traffic Safety Administration

Mike Neidhart, PhD, AICP

Office of Policy Planning

Phone: 850-414-4905

Mike.Neidhart@dot.state.fl.us

Strategic
development

Item Number 5

Executive Director's Business Items

DISCUSSION:

Mark Reichert, MPOAC Executive Director, will be asking for approval of a UPWP Amendment and presenting on several items including the MPOAC Annual Report and proposed Policies and Procedures Manual as well as discussing the plan for soliciting staff support through an RFP and the proposed NCHRP 20-44 project.

REQUESTED ACTION:

As may be desired.

ATTACHMENTS:

UPWP Amendment
MPOAC Annual Report
Draft MPOAC Policies and Procedures Manual
Meeting Calendar for 2023



UPWP REVISION FORM

FLORIDA DEPARTMENT OF TRANSPORTATION

Version 2.0

MPO: MPOAC Revision Number: 1
 Reason: Funds for FY 23/24 exceed what is currently available. I had inadvertently included the amount I expect to rollover after closeout.

Fiscal Year: 23/24 Contract #: 439339-4-11 Fund: FHWA - PL Form: 1 of: 1

FUNDING CHANGES

Part of a De-Ob: No Revision Type: Amendment

Task #	Task Name	Current \$	Proposed \$	difference
1.1	MPOAC Administration	\$ 505,301.00	\$ 408,419.00	-\$ 96,882.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
TOTAL FUNDING CHANGE		\$ 505,301.00	\$ 408,419.00	-\$ 96,882.00
FHWA - PL Total Budget Amount for FY 23/24		\$ 1,009,393.00	\$ 891,142.00	-\$ 118,251.00

Modification Required Documentation

- Task Pages (including task budget tables) - Current & Proposed
- Agency Participation Budget Table - Current & Proposed
- Signed Cost Certification
- Fund Summary Budget Table - Current & Proposed

Amendment Required Documentation

- Task Pages (including task budget tables) - Current & Proposed
- Agency Participation Budget Table - Current & Proposed
- Fund Summary Budget Table - Current & Proposed
- Signed Cost Certification
- MPO Meeting Agenda
- TIP Modification
- Amended Agreement

REVISION REVIEW

FDOT	Reviewer: _____	Comments: _____
	Action: _____	
FHWA	Reviewer: _____	Comments: _____
	Action: _____	
FTA	Reviewer: _____	Comments: _____
	Action: _____	

FY 2023/24

FHWA Federal State
(PL) Soft In Kind
Match Match

Task 1.1	MPOAC Administration				
Personnel Services					
	MPOAC Staff Salaries and Fringe Benefits	\$191,976	\$42,342		
Consultant Services		\$30,000	\$6,617		
Travel	Travel Expenses	\$63,324	\$13,966		
Other Direct Expenses					
	Office Supplies	\$516	\$114		
	Memberships	\$196,066	\$43,243		
	Copier Rent	\$0	\$0		
	Advertising	\$319	\$70		
	Rent				\$69,768
	Legal Services	\$22,000	\$4,852		
	Website Hosting Services	\$500	\$110		
	Printing	\$600	\$132		
Totals		\$505,301	\$111,446		\$69,768

Note: AMPO and NARC dues (\$106,646 for AMPO and \$80,000 for NARC) cover the cost of membership for all MPOs in Florida and are included in the Membership line item in the Other Direct Expenses section of the Task budget.

FY 2023/24

FHWA
(PL)
Federal
Soft
Match
State
In Kind
Match

Task 1.1	MPOAC Administration				
Personnel Services					
	MPOAC Staff Salaries and Fringe Benefits	\$162,158	\$35,765		
Consultant Services					
		\$30,000	\$6,617		
Travel					
	Travel Expenses	\$22,000	\$4,852		
Other Direct Expenses					
	Office Supplies	\$516	\$114		
	Memberships	\$170,326	\$37,566		
	Copier Rent	\$0	\$0		
	Advertising	\$319	\$70		
	Rent				\$69,768
	Legal Services	\$22,000	\$4,852		
	Website Hosting Services	\$500	\$110		
	Printing	\$600	\$132		
Totals		\$408,419	\$90,078		\$69,768

Note: AMPO and NARC dues (\$106,646 for AMPO and \$80,000 for NARC) cover the cost of membership for all MPOs in Florida and are included in the Membership line item in the Other Direct Expenses section of the Task budget.

Table 2: SFY 2024 Funding Sources

FY 2023/24 Summary Table		FHWA (PL)	Federal Soft Match	State In Kind Match
Task 1.1	MPOAC Administration	\$505,301	\$111,446	\$69,768
Task 2.2	MPOAC Institute Training Activities	\$95,660	\$21,098	\$0
Task 3.1	Assessment of Documents, Regulations, Policies and Legislation	\$47,977	\$10,582	\$0
Task 3.2	Performance Measures Implementation	\$30,459	\$6,718	\$0
Task 3.3	Public Transportation, Environment & Community Planning	\$25,493	\$5,623	\$0
Task 3.4	Safety, Operations and Management	\$14,022	\$3,093	\$0
Task 3.5	MPOAC Strategic Plan Implementation	\$50,922	\$11,231	\$0
Totals		\$769,834	\$169,791	\$69,768
Grand Total of all Columns		\$1,009,393		

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

Table 2: SFY 2024 Funding Sources

FY 2023/24 Summary Table		FHWA (PL)	Federal Soft Match	State In Kind Match
Task 1.1	MPOAC Administration	\$408,419	\$90,078	\$69,768
Task 2.1	MPOAC Institute Training Activities	\$95,660	\$21,098	\$0
Task 3.1	Assessment of Documents, Regulations, Policies and Legislation	\$47,977	\$10,582	\$0
Task 3.2	Performance Measures Implementation	\$30,459	\$6,718	\$0
Task 3.3	Public Transportation, Environment & Community Planning	\$25,493	\$5,623	\$0
Task 3.4	Safety, Operations and Management	\$14,022	\$3,093	\$0
Task 3.5	MPOAC Strategic Plan Implementation	\$50,922	\$11,231	\$0
Totals		\$672,952	\$148,422	\$69,768
Grand Total of all Columns		\$891,142		

Note: Task 1.1 FWHA PL and Federal Soft Match includes AMPO and NARC dues for all Florida MPOs (\$105,646 for AMPO and \$80,000 for NARC).

Table 4: SFY 2024 Summary Budget Table

FY 2023/24 Summary Budget Table		FHWA (PL)	Federal Soft Match	State In Kind Match
Task 1.0	MPOAC Administration			
Personnel Services		\$191,976	\$42,341	
Consultant Services		\$30,000	\$6,617	
Travel		\$63,324	\$13,966	
Other Direct Expenses		\$220,001	\$48,521	\$69,768
Task Total		\$505,301	\$111,446	\$69,768
Task 2.0	Regional Cooperation and Information Dissemination			
Personnel Services		\$10,660	\$2,351	
Consultant Services		\$85,000	\$18,747	
Task Total		\$95,660	\$21,098	\$0
Task 3.0	Project Planning and Reports			
Personnel Services		\$136,673	\$30,145	
Consultant Services		\$32,200	\$7,102	
Task Total		\$168,873	\$37,247	\$0
Budget Total		\$769,834	\$169,791	\$69,768
Grand Total of all Columns		\$1,009,393		

Table 4: SFY 2024 Summary Budget Table

FY 2023/24 Summary Budget Table		FHWA (PL)	Federal Soft Match	State In Kind Match
Task 1.0	MPOAC Administration			
Personnel Services		\$162,158	\$35,765	
Consultant Services		\$30,000	\$6,617	
Travel		\$22,000	\$4,852	
Other Direct Expenses		\$194,261	\$42,844	\$69,768
Task Total		\$408,419	\$90,078	\$69,768
Task 2.0	Regional Cooperation and Information Dissemination			
Personnel Services		\$10,660	\$2,351	
Consultant Services		\$85,000	\$18,747	
Task Total		\$95,660	\$21,098	\$0
Task 3.0	Project Planning and Reports			
Personnel Services		\$136,673	\$30,145	
Consultant Services		\$32,200	\$7,102	
Task Total		\$168,873	\$37,247	\$0
Budget Total		\$672,952	\$148,422	\$69,768
Grand Total of all Columns		\$891,142		



2021-2022

MPOAC

**ANNUAL
REPORT**

Florida Metropolitan Planning Organization Advisory Council (MPOAC)

605 Suwannee Street, MS 28B

Tallahassee, FL 32399-0450

www.mpoac.org

850-414-4037

MESSAGE FROM THE CHAIR

“The past fiscal year, as was true for all of us, was a complex year for the MPOAC. Not only did we have to be creative to work through the issues presented by the global pandemic, we saw a complete turnover in staff. But we continued to represent the needs and interests of Florida’s 27 metropolitan planning organizations (MPOs) and are thrilled to have a new and dynamic staff led by Mark Reichert as MPOAC Executive Director. This Annual Report summarizes some of the key activities of the MPOAC in the past fiscal year. But these are just the tip of the iceberg. Every day, in every way, the MPOAC works to improve the lives of Florida’s communities through improved mobility and access across and between our metropolitan regions. Through policy initiatives, research projects, and advocacy, the MPOAC truly is the state’s preeminent forum for transportation planning.”



Commissioner Nick Maddox
Governing Board Chair, MPOAC

ABOUT THE MPOAC

The Florida Metropolitan Planning Organization Advisory Council (MPOAC) represents the collective interests of Florida’s 27 MPOs, and assists the MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion. The MPOAC was created by the Florida Legislature pursuant to Section 339.175, Florida Statutes, to augment and not supplant the role of the individual MPOs in the cooperative transportation planning process. The organization is made up of a 27 member Governing Board consisting of local elected officials from each of the MPOs and a Staff Directors’ Advisory Committee consisting of the staff directors from each of the MPOs. The MPOAC works with national organizations and other stakeholder groups to help shape state and national policy regarding metropolitan transportation issues.



MPOAC MISSION STATEMENT

The MPOAC improves transportation planning and education by engaging and equipping its members to deliver results through shared innovations, best practices, enhanced coordination, communication and advocacy.

NATIONAL POLICY DEVELOPMENT AND EDUCATION

Fiscal Year 2021/2022 was a big year for policy development and education on the national stage. The Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL), was signed into law in November 2021. The law reauthorizes the federal transportation program, including sections pertaining to MPOs, and provides over \$350 billion for new transportation investments nationwide over the five-year life of the law. The MPOAC worked closely with its national partners, the Association of Metropolitan Planning Organizations (AMPO) and the National Association of Regional Councils (NARC), to ensure the best result for MPOs across Florida and the nation. Since approval, the MPOAC has remained engaged in the regulatory process, tracking guidance documents as they are released and notifying the MPOAC membership of opportunities and issues as they arise.



STATE POLICY DEVELOPMENT AND EDUCATION

The MPOAC remained engaged in the policy development and education process at the state level during Fiscal Year 2021/2022. A summary of legislation signed into law following the 2021 Florida legislative session was developed and made available to MPOAC members and partners. The MPOAC Governing Board approved the MPOAC Legislative Priorities and Policy Positions for 2022 and sent them to members of the Florida Legislature, the Governor, and partners across the state. The MPOAC Executive Director tracked legislation during the 2022 legislative session and sent a weekly update on legislative activities to inform the membership.



RESEARCH

The MPOAC undertook a variety of activities to support Florida's MPOs through research. MPOAC staff developed a summary of federal transportation performance measurement targets in Florida, tracked changes in the US Census Urban Area criteria, and conducted research on statewide associations of MPOs and their use of Unified Planning Work Programs (UPWPs). MPOAC staff secured funding from the FDOT Research Center to conduct a research project identifying the various practices and methodologies used by Florida's 27 MPOs to develop their List of Project Priorities (LOPP).



MEMBER SERVICES

The MPOAC supported its members in a variety of ways, including through direct engagement. In fact, the MPOAC Executive Director spent much of his time attending meetings of MPO alliances like the Sun Coast Transportation Planning Alliance (SCTPA), the Central Florida MPO Alliance (CFMPOA), and the Coordinated Urban Transportation Studies (CUTS) in Southwest Florida.

MPOAC staff also attended federal certification reviews for the Sarasota/Manatee MPO, the Lee County MPO and the Space Coast TPO. The MPOAC developed a resiliency contact list so that MPO staff members with resiliency responsibilities can easily connect with each other on this important subject area.

OPERATIONS

Fiscal Year 2021/2022 was a topsy-turvy year for the MPOAC. The MPOAC hired a new Executive Director and Executive Assistant. We were very fortunate to bring aboard two experienced professionals in Mark Reichert and Lisa Stone and the future looks bright with these two on board. The MPOAC also unveiled a new website with a modern design and improved functionality. The MPOAC adopted a new Unified Planning Work Program (UPWP) for Fiscal Year 2022/2023, began an update of the agency's Bylaws, and put the pieces in place to begin an update of the Strategic Directions Plan during the next fiscal year. The Freight Committee expanded its mission to include Rail (becoming the Freight and Rail Committee) and the Noteworthy Practices Working Group regrouped after a pandemic hiatus and will move forward with renewed energy.

During the time the MPOAC was without staff, the Office of Policy Planning within FDOT was assisting with the daily operations of the MPOAC. During this time, FDOT Credit Union account bank statements were discovered in the name of the MPOAC. Account activity occurred during the time when no MPOAC staff were employed thus raising the suspicion of the department. The Office of Inspector General (OIG) was notified of the issue resulting in an investigation. Fortunately, no wrongdoing was discovered. The OIG determined the funds directed to or from the FDOT Credit Union account were business related. However, several internal control concerns were identified by the OIG. As a result, the MPOAC is working to revise its internal control structure to ensure full transparency to the Governing Board and Staff Directors Advisory Committee. This includes revising its Bylaws and the development of a Policy and Procedures Manual. Both of which will be adopted in Fiscal Year 2022/2023.



STATEWIDE PLANNING

It was a busy year for statewide planning. The MPOAC participated in updates of the Strategic Intermodal System (SIS) plan, the Florida Transportation Plan (FTP), and the State Passenger and Freight Rail Plan. The MPOAC also worked with the FDOT on a variety of statewide policy planning efforts including the update of the MPO Long-Range Transportation Plan (LRTP) financial guidelines, the implementation of a Consolidated Planning Grant (CPG) program in Florida, and the advancement of transportation safety through its participation on the Safe Mobility for Life Coalition. The MPOAC managed to secure funding for several freight projects around the state using the Freight Priorities Program (FPP) Project List developed by the MPOAC Freight and Rail Committee. The MPOAC also worked with the Federal Highway Administration to coordinate the delivery of the Florida Advancing Transportation Performance Management and Decision-Making Seminar, an important training program focusing on transportation performance management (TPM).

PARTNER ENGAGEMENT

The MPOAC engaged with its planning partners to advance the state of transportation in Florida and the nation. The MPOAC Executive Director is an ex officio member of the Florida Public Transit Association (FPTA) and has a standing presentation slot on their policy board agenda. The Executive Director met with national colleagues to discuss issues related to metropolitan planning at AMPO and NARC annual meetings. The MPOAC became a member of the Mileage-Based User Fee Alliance (MBUFA) to work with colleagues at the national level to advocate for a sustainable funding source for transportation infrastructure. The Executive Director presented at the Miami Road User Charging (RUC) Conference. At the state level, the MPOAC Executive Director attended the Florida Metropolitan Planning Partnership meetings, FDOT/FHWA/FTA/MPOAC Quarterly meetings, and presented at the Florida League of Cities Annual Conference.





FLORIDA METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL

Mark Reichert

MPOAC Executive Director

GOVERNING BOARD

Commissioner Nick Maddox, Chair
Capital Region TPA

Commissioner Vanessa Baugh, Vice-Chair
Sarasota/Manatee MPO

Commissioner William Dozier
Bay County TPO

Commissioner Jeff Kinnard
Hernando/Citrus MPO

Commissioner Craig Curry
Ocala/Marion County TPO

Commissioner Sandy Johnson
Broward MPO

Commissioner Harry Cohen
Hillsborough TPO

Mayor Dick Ryneerson
Okaloosa-Walton TPO

Commissioner James W. Herston
Charlotte County-Punta Gorda MPO

Commissioner Susan Adams
Indian River County MPO

Councilmember Lance Smith
Pasco County MPO

Commissioner William McDaniel Jr.
Collier MPO

Commissioner Dan Robuck
Lake-Sumter MPO

Mayor Fred Pinto
Palm Beach TPA

Commissioner Robert Bender
Florida-Alabama TPO

Councilmember Fred Forbes
Lee County MPO

Mayor Pro-Tem Nat Birdsong
Polk TPO

Commissioner David Eggers
Forward Pinellas

Commissioner Troy McDonald
Martin MPO

Commissioner Chris Cloudman
River to Sea TPO

Commissioner Harvey Ward
Gainesville MTPO

Commissioner Mayra Uribe
MetroPlan Orlando

Councilmember Andrea Young
Space Coast TPO

Commissioner Terry Burroughs
Heartland Regional TP

Commissioner Oliver G. Gilbert III
Miami-Dade TPO

Councilmember Stephanie Morgan
St. Lucie TPO

Commissioner Wayne Bolla
North Florida TPO

STAFF DIRECTORS' ADVISORY COMMITTEE

Don Scott, Chair
Lee County MPO

David Hutchinson, Vice-Chair
Sarasota/Manatee MPO

Mary Beth Washnock
Bay County TPO

Patricia Steed
Heartland Regional TPO

Rob Balmes
Ocala/Marion County TPO

Greg Stuart
Broward MPO

Robert Esposito
Hernando/Citrus MPO

Dawn Schwartz
Okaloosa-Walton TPO

Greg Slay
Capital Region TPA

Beth Alden
Hillsborough TPO

Valerie Neilson
Palm Beach TPA

D'Juan Harris
Charlotte County-Punta Gorda MPO

Brian Freeman
Indian River County MPO

Carl Mikyska
Pasco County MPO

Anne McLaughlin
Collier MPO

Michael Woods
Lake-Sumter MPO

Parag Agrawal
Polk TPO

Austin Mount
Florida-Alabama TPO

Beth Beltran
Martin MPO

Colleen Nicoulin
River to Sea TPO

Whit Blanton
Forward Pinellas

Gary Huttman
MetroPlan Orlando

Georganna Gillette
Space Coast TPO

Scott Koons
Gainesville MTPO

Aileen Bouclé
Miami-Dade TPO

Peter Buchwald
St. Lucie TPO

Jeff Sheffield
North Florida TPO

**FLORIDA METROPOLITAN
PLANNING ORGANIZATION ADVISORY
COUNCIL**

POLICIES AND PROCEDURES

Adopted October 27, 2022



MPOAC

Revised as of October 27, 2022

Metropolitan Planning Organization Advisory Council

Policies and Procedures

The Florida Metropolitan Planning Organization Advisory Council (MPOAC), created by s. 339.175(11), F.S. reviews and administers all policies and procedures applicable for State and Federal transportation funding to be received under Florida Statute 339.175. The management of the MPOAC must be administered in such a manner as to accomplish the requirements set forth in F.S. 339.175. The MPOAC has developed these Policies and Procedures to formalize the policies and operations of the agency and to document the procedures followed in its daily operations and production of required work products.

Policies require approval by the MPOAC Governing Board. Policies formalize specific processes and reflect the general goals and directives of the MPOAC. The authority to issue and/or revise Policies is reserved to the MPOAC Governing Board.

Procedures require approval by the MPOAC Executive Director. Procedures document the activities necessary to accomplish the goals and directives of policies and to formally document how specific work products are to be produced. Procedures are less formal than policies and mainly deal with the administration of the MPOAC. The authority to issue and/or revise Procedures is reserved to the MPOAC Executive Director.

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The following table reflects the record of adoption and amendments or updates that are processed.

POLICY	ADOPTED	AMENDED	RESOLUTION	ACTION

PROCEDURE	ADOPTED	AMENDED	RESOLUTION	ACTION

Policy - 1: Agency Organization and Operation

SECTION 1.0	INTRODUCTORY INFORMATION
SECTION 2.0	MEMBERSHIP; GOVERNING BOARD
SECTION 3.0	COMMITTEES
SECTION 4.0	FISCAL ACCOUNTABILITY
SECTION 5.0	MPOAC EXECUTIVE DIRECTOR AUTHORITY
SECTION 6.0	CONTINUATION OF OPERATIONS PLAN

SECTION 1.0: INTRODUCTORY INFORMATION

1.1 DEFINITIONS. Except as the context shall affirmatively dictate to the contrary, the following terms in all policies in these Policies and Procedures shall be defined to mean:

“FDOT” means the Florida Department of Transportation.

“FHWA” means the Federal Highway Administration.

“F.S.” means Florida Statutes, as amended from time to time. When citing to the Florida statutes, the term “s.” means section.

“FTA” means the Federal Transit Administration.

“Interlocal Agreement” means Restated Interlocal Agreement for the Creation of the Transportation Planning Organization was executed on July 15, 2014 and recorded in Official Records Book 7166, Page 2144 Public Records of Brevard County.

“LEP” means Limited English Proficiency.

“Lobbyist” means any natural person who, for compensation, seeks, or sought during the preceding 12 months, to influence the governmental decision making of any Public Officer required by Florida Law to make a full financial disclosure or a MPOAC Staff Member, or whose agency seeks, or sought during the preceding 12 months, to encourage the passage, defeat, or modification of any proposal or recommendation by the MPOAC required by Florida Law to make a full financial disclosure or an MPOAC Staff Member who is a Procurement Employee or whose agency. See s. 112.3148(2)(b)1., F.S.

“MPO” means Metropolitan Planning Organization

“MPOAC” means the Florida Metropolitan Planning Organization Advisory Council.

“Public Officer” includes, excerpt as otherwise specifically defined in a specific section hereof, includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body.

“Personnel System” means the rules and procedures set forth in PLC-2 of these Policies and Procedures.

“Public Record” is defined as set forth in Section 119.011, Florida Statutes.

“TPA” means Transportation Planning Agency.

“TPO” means Transportation Planning Organization.

“UPWP” means Unified Planning Work Program.

1.2 PURPOSE. The MPOAC was created for the purpose of augmenting and not supplanting the role of the individual MPOs in the cooperative transportation planning process. It assists MPOs in carrying out

the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law. It serves 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 area transportation and systematic planning processes instituted pursuant to s. 339.155. This policy and procedures manual establishes who the MPOAC is, and how it will operate to fulfill the requirements of Section 339.175(11), Florida Statutes.

1.3 METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL MEMBERSHIP. The council consists of one representative from each M.P.O. Each M.P.O. will also elect an alternate representative to vote in the absence of the representative. Members of the council do not receive any compensation for their services but may be reimbursed from funds made available to council members for travel and per diem expenses incurred in the performance of their council duties as provided in s. 112.061.

1.4 AGENCY POWERS. Powers of the MPOAC are set forth in Section 339.175(11) F.S., as amended or replaced, and include but are not limited to:

- Enter into contracts with individuals, private corporations, and public agencies.
- Acquire, own, operate, maintain, sell, or lease personal property essential for the conduct of business.
- Bi-annually develop a UPWP.
- Accept funds, grants, assistance, gifts, or bequests from private, local, state, or federal sources.
- Establish bylaws by action of its governing board providing procedural rules to guide its proceedings and consideration of matters before the council, or, alternatively, adopt rules pursuant to ss. 120.536(1) and 120.54 to implement provisions of law conferring powers or duties upon it.
- Assist M.P.O.'s in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law.
- Serve as a clearinghouse for review and comment by M.P.O.'s on the Florida Transportation Plan and on other issues required to comply with federal or state law in carrying out the urbanized area transportation and systematic planning processes instituted pursuant to s. 339.155.
- Employ an executive director and such other staff as necessary to perform adequately the functions of the council, within budgetary limitations. The executive director and staff are exempt from part II of chapter 110 and serve at the direction and control of the council. The council is assigned to the Office of the Secretary of the Department of Transportation for fiscal and accountability purposes, but it shall otherwise function independently of the control and direction of the department.
- Engaging in intergovernmental coordination.
- Adopt an agency strategic plan that prioritizes steps the agency will take to carry out its mission within the context of the state comprehensive plan and any other statutory mandates and directives.
- Promulgation of policies to effectuate its powers, responsibilities, and obligations.
- Performance of such other powers as provided by Federal law.

SECTION 2.0: MEMBERSHIP; GOVERNING BOARD

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

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

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

Regular Governing Board members or alternate members may be reappointed from time to time by their appointing MPO.

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

2.4 CERTIFICATION OF MEMBERSHIP. No individual is eligible to vote on the MPOAC until the appointing MPO certifies in writing or electronically by e-mail to the MPOAC that such individual is authorized to act as the representative or alternate representative of the certifying MPO. Each representative and each alternate representative of a MPO shall serve at the pleasure of the appointing MPO; provided, that a representative or an alternate representative on the MPOAC Governing Board must at all times be a representative sitting on the Governing Board of the appointing MPO. Vacancies shall be filled only by an appointment by the original appointing MPO.

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

2.6 GOVERNING BOARD OFFICERS. At its first meeting of the calendar year the MPOAC Governing Board elects a Chair and Vice-Chair as its officers. The Chair and Vice-Chair is selected by a majority vote of the membership of the Governing Board voting. The Chair and Vice-Chair will take office upon election and serve until the completion of the next regular election which will be held at the first meeting in the first quarter of the calendar year (or as soon thereafter as possible if a meeting is not held in the first quarter), or until a successor is elected, whichever event occurs first. The Chair and Vice-Chair must at all times during their term of office be members of the MPOAC Governing Board. If a vacancy occurs in any MPOAC Governing Board officer role, the MPOAC Governing Board will fill the vacancy, and the individual filling the vacancy will serve until the completion of the next regular election.

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

2.8 MEETINGS. The MPOAC Governing Board meets no less often than once each calendar quarter during the year. The meeting schedule may be amended by the Governing Board. The Chair is empowered to cancel any of the regular meetings, as necessary. Regular meetings may be held at a location, date, and time, to be determined annually by a majority of the Governing Board members voting. Special meetings may be called by the Governing Board Chair at a date, location, and time in the Chair's call or through a letter of petition from at least four (4) members of the Governing Board. All public notice requirements must be met. The letter of petition must state the purpose of the special meeting and may propose a time, location, and date for the special meeting.

If certain actions are not covered by this procedure, the most recent edition of Roberts Rules of Order as revised shall be used to govern the proceedings of the MPOAC Governing Board.

SECTION 3.0: COMMITTEES

3.1 MPOAC ADVISORY COMMITTEES. The MPOAC Governing Board is supported by five (5) advisory committees. These advisory committees are the Executive Committee, the Staff Directors' Advisory Committee, the Policy and Technical Committee, the Fright and Rail Committee, and the Noteworthy Practices Working Group. Each of these advisory committees fulfills a definable role in the work to be undertaken by the MPOAC.

3.2 EXECUTIVE COMMITTEE. The Executive Committee provides policy direction for the MPOAC between Governing Board meetings and performs the annual evaluation of the MPOAC Executive Director. The Executive Committee is generally advisory in nature, although the Committee may exercise certain authority delegated to it by the Governing Board. The Executive Committee may propose policies, concepts, and procedures for consideration by the MPOAC Governing Board. The Executive Committee may also place items on the agenda of the Governing Board for discussion, consideration, and approval as it determines to be in the interest of the MPOAC.

(A) **Membership.** The Executive Committee consists of the MPOAC Governing Board Chair and Vice-Chair, a member of the Governing Board serving at-large, the Staff Directors' Advisory Committee Chair and Vice-Chair. Service on the Executive Committee is considered an appointment to a position and not an office and is an ex officio part of the duties of the selected Governing Board Member or selected member of the Staff Director's Advisory Committee. The at-large Governing Board member of the Executive Committee will be selected at the same time that the Governing Board Chair and Vice-Chair are selected. If the at-large member position becomes vacant, the Governing Board will select a replacement to complete the term of the individual being replaced. All members of the Executive Committee are voting members.

(B) **Meetings.** Meetings of the Executive Committee occur at the call of the Chair, setting the date, time, and location of the meeting. Alternatively, a vote of a majority of the Executive Committee may set a meeting time, date, and location for an Executive Committee meeting. A vote of the Executive Committee takes precedence over a call for a meeting by the Chair. The Chair may cancel an Executive Committee meeting if the reasons for the meeting to be held no longer exist, or if there is a lack of business to be considered.

(C) **Minutes.** MPOAC staff shall maintain the minutes and other records of the Executive Committee. The minutes must accurately summarize the proceedings of the Executive Committee.

(D) **Quorum.** At least a majority of the voting members of the MPOAC Executive Committee must be present for the Executive Committee to conduct business. Voting on all issues require that a motion be adopted by a majority of those Executive Committee members present and voting.

(E) **Procedures.** Roberts Rules of Order as revised (most recent edition) will be used to govern proceedings of the Executive Committee.

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

(A) **Membership.** Each MPO Staff Director is designated by each MPO to serve on the Staff Directors' Advisory Committee. In addition, each MPO may also designate at least one (1) alternate member representative. Each MPO may appoint a primary alternate representative and, at its option, a secondary alternate representative to the Staff Directors' Advisory Committee. Alternate member

representatives vote, participate for the purpose of forming a quorum, make or second motions, and otherwise act as a member representative of the Staff Directors' Advisory Committee only in the absence of the member representative. However, alternate member representatives may always attend committee meetings and participate in debate.

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

(C) Staff Directors' Advisory Committee Officers. The MPOAC Staff Directors' Advisory Committee will elect a Chair and Vice-Chair as its officers at its first meeting of the calendar year. The Chair and Vice-Chair are selected by a majority vote of the membership of the Staff Directors' Advisory Committee voting. The Chair and Vice-Chair take office upon election at the first Staff Directors' Advisory Committee meeting in the first quarter (or as soon thereafter as possible if a meeting is not held in the first quarter) and serve until the completion of the next regularly scheduled election or until a successor is thereafter elected, whichever event occurs first. The Vice-Chair presides over the meetings in the absence of the Chair.

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

(E) Meetings. Regular meetings of the Staff Directors' Advisory Committee are held at least once each calendar year quarter based on an annual schedule established by the MPOAC Governing Board, unless cancelled or rescheduled by the Staff Directors' Advisory Committee Chair. A regular meeting schedule will be set by the Staff Directors' Advisory Committee annually by a majority of those members voting at a meeting. The Chair may cancel a meeting because of a lack of business to bring to the committee. Regular meetings are usually held immediately prior to, or at the option of the Chair, simultaneous with the meetings of the Governing Board. Joint meetings of the Staff Directors' Advisory Committee and Governing Board may be conducted.

Special meetings may be held at a date, time, and location to be determined by the Chair or a majority of the committee members voting. A vote of a majority of the members voting take precedence over a decision of the Chair. In addition, special meetings may be called through a letter of petition from at least four (4) members; provided.

If certain actions are not covered by this procedure, the most recent edition of Roberts Rules of Order as revised shall be used to govern the proceedings of the MPOAC Governing Board.

(F) Minutes. MPOAC staff will maintain the minutes and other records of the Staff Directors' Advisory Committee. The minutes will accurately summarize the proceedings of the Committee.

3.4 POLICY AND TECHNICAL COMMITTEE. The MPOAC Policy and Technical Subcommittee serves as a forum for initial consideration of statewide policy issues of importance to MPOs and makes recommendations to the MPOAC Staff Directors' Advisory Committee.

(A) Membership. The MPOAC Policy and Technical Subcommittee has an 11-person membership but is open to participation by any member of the MPOAC Governing Board or Staff Directors' Advisory Committee. In addition, each MPO may designate at least one (1) alternate member representative.

(B) Policy and Technical Committee Officers: The Governing Board Chair, or a majority of the Governing Board membership voting at a meeting, may select the committee Chair and Vice-Chair. The

vote of a majority of the Governing Board members takes precedence over an appointment by the Chair. If the MPOAC Governing Board Chair or Governing Board membership does not appoint a committee Chair and a Vice-Chair, the selection of the committee chair is left to the committee membership. The term of the Chair and Vice-Chair runs commensurate with the regular term of the Governing Board Chair.

(C) Quorum. The quorum of the Policy and Technical Committee is five. In any case where only five members of the committee are present, any action taken by the committee will require the affirmative vote of all five members present.

(D) Minutes. MPOAC staff will maintain the minutes and other records of the Policy and Technical Committee. The minutes will accurately summarize the proceedings of the Committee..

3.5 FREIGHT AND RAIL COMMITTEE. The Freight and Rail Committee serves as a clearinghouse of actionable ideas that allow Florida's Metropolitan Planning Organizations (MPOs) to foster and support sound freight planning and freight initiatives. The members of the 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.

(A) Membership. The membership of the Freight and Rail Committee is open to all interested members of the Governing Board and Staff Directors Advisory Committee, nominated by the Staff Directors Advisory Committee and confirmed by the Governing Board. In addition, each MPO may designate at least one (1) alternate member representative. The committee currently consists of fifteen (15) members.

(B) Freight and Rail Committee Officers. The Governing Board Chair, or a majority of the Governing Board membership voting at a meeting, may select the committee Chair and Vice-Chair. The vote of a majority of the Governing Board members takes precedence over an appointment by the Chair. If the MPOAC Governing Board Chair or Governing Board membership does not appoint a committee Chair and a Vice-Chair, the selection of the committee chair is left to the committee membership.

(C) Quorum. The quorum of the Policy and Technical Committee is five. In any case where only five members of the committee are present, any action taken by the committee will require the affirmative vote of all five members present.

(D) Minutes. MPOAC staff will maintain the minutes and other records of the Freight and Rail Committee. The minutes will accurately summarize the proceedings of the Committee..

3.6 NOTEWORTHY PRACTICES WORKING GROUP. The purpose of the Noteworthy Practices Working Group is to highlight the good work of the MPOs in Florida, allow members of the MPOAC to learn from each other, and elevate the state of the practice of metropolitan transportation planning across the state.

(A) Membership. The membership of the Noteworthy Practices Working Group is open to all interested members of the Governing Board and Staff Directors Advisory Committee, nominated by the Staff Directors Advisory Committee and confirmed by the Governing Board. In addition, each MPO may designate at least one (1) alternate member representative. The Working Group currently consists of thirteen (13) members.

(B) Noteworthy Practices Working Group Officers. The Governing Board Chair, or a majority of the Governing Board membership voting at a meeting, may select the Working Group Chair and Vice-Chair. The vote of a majority of the Governing Board members takes precedence over an appointment by the Chair. If the MPOAC Governing Board Chair or Governing Board membership does not appoint a Working Group Chair and a Vice-Chair, the selection of the chair is left to the Working Group membership.

(C) Quorum. The quorum of the Noteworthy Practices Working Group is five. In any case where only five members of the committee are present, any action taken by the committee will require the affirmative vote of all five members present.

(D) Minutes. MPOAC staff will maintain the minutes and other records of the Noteworthy Practices Working Group. The minutes will accurately summarize the proceedings of the Committee..

SECTION 4.0: FISCAL ACCOUNTABILITY

4.1 PURPOSE AND SCOPE. The purpose of the Budget and Financial Accountability section is to provide a financial document for the expenditure of MPOAC grant funds and the establishment of an internal Operating budget to process the handling of the funds and expenditures and to provide for fiscal accountability.

4.2 BUDGET. The MPOAC Governing Board has total review, approval, and adoption authority of the MPOAC's two-year Unified Planning Work Program (UPWP) and operating budgets.

(A) The MPOAC Governing Board has full control over the use, programming, and expenditure of MPOAC funds.

(B) MPOAC staff submits the adopted UPWP into the MPO Document Portal system using established guidelines.

4.3 UNIFIED PLANNING WORK PROGRAM (UPWP). The UPWP will be developed and approved by the MPOAC Governing Board bi-annually. The fiscal year of the UPWP is from July 1st to June 30th. MPOAC staff is tasked with providing a UPWP budget document bi-annually that will detail the expenditure of the MPOAC's grant funds by tasks. A draft UPWP will be submitted to the Staff Directors' Advisory Committee and Governing Board for review normally by March 15th and submit it for approval by the MPOAC Governing Board during the April MPOAC Governing Board meeting. A final UPWP will be approved no later than May 15th as required by the MPO Program Management Handbook. The full UPWP process is documented in the *MPO Program Management Handbook*.

(A) Operating Budget. The MPOAC Operating Budget will be based on and developed according to the detailed spreadsheets provided in the UPWP. It will be approved by the MPOAC Governing Board annually. MPOAC staff will prepare a detailed expenditure and revenue budget (operating budget) report no less than quarterly in preparation for each MPOAC Governing Board meeting. This quarterly report is produced from the Florida Accounting Information Resource (FLAIR) system.

(B) Amendments/Revisions to the UPWP.

(1) Modifications: Modifications to the UPWP do not change the FHWA or FTA approved budget and do not change the scope of the funded work task(s). Modifications do not require MPOAC Governing Board approval and are processed by MPOAC staff with approval by the MPOAC Executive Director. The MPOAC Governing Board, FDOT Central Office Liaison, and FHWA will be advised in writing of any revisions made to the UPWP.

(2) Amendments. Changes to the approved UPWP in which the scope of work task(s) is added to or deleted are considered amendments. Any change in the total grant funding shall also be considered an amendment. All amendments must be approved by the MOAC Governing Board and by FHWA.

(C) Reports and Monitoring.

(1) MPOAC staff will monitor the budget to ensure that funding levels are maintained and will file any necessary paperwork as needed.

(2) MPOAC staff will ensure that purchase orders are prepared and invoicing for payment to the vendors are made according to all state procurement rules.

(3) SCTPO staff will prepare quarterly reports of the MPOAC operating budget summarizing expenditures and revenues. The summary report will be included in the MPOAC Governing Board and Staff Directors' Advisory Committee agenda packages.

(4) MPOAC staff will prepare an end-of-year budget report that summarizes total grant expenditures and revenues showing any remaining balances in preparation for each July Governing Board and Staff Directors' Advisory Committee meetings.

4.4 **PURCHASING.** The purpose of this section is to specify requirements for the establishment, use, accountability, legal liability and control of Procurements and Purchasing Cards. As a State agency, the MPOAC is required to follow all procurement, purchasing, and invoicing practices established in federal and state law and procedures. All purchasing, contracts and invoices will be processed consistent with all Federal and State procedures, including CFO Memorandum 5, Federal Acquisition Regulation 31.201-2(d), Disbursement Handbook for Employees and Managers, DOOFSO Internal Processing Handbook, CFO Reference Guide to State Expenditures, Contractual Services and Commodities Manual, and all procedures necessary for the procurement of Professional Services.

(A) **Micro-Purchases.** The purchase of supplies or services that support day to day operations of the SCTPO shall follow thresholds as set forth in CFR §200.67. Micro-purchase thresholds are set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1. Currently, purchases may be made up to \$3,000, however, this may be adjusted periodically for inflation. Micro purchases are for the acquisition of routine office supplies, office equipment, maintenance, licenses, operations, etc. and may be authorized by the MPOAC Executive Director or designee.

(B) **General Purchases more than Micro Purchase Threshold and less than \$10,000.**

(1) Purchases required for the day-to-day general operating needs of the office such as routine office supplies, minor office equipment and/or office furniture costing more than the Micro Purchase Threshold but less than \$10,000 (per item) may be authorized by the MPOAC Executive Director.

(2) If an item is not considered a micro-purchase, it shall be supported by at least 3 price quotes, except in the case where the item is a sole source.

(3) To qualify as a sole source, vendor documentation must be shown of attempts to locate the item by searching the web, or other reasonable method, and confirming that they are the only vendors meeting the precise description of the item to be purchased.

(4) Once authorization is obtained, and bids have been reviewed, these purchases may be made with the use of the office purchasing card (see procedures for use of the purchasing card).

(C) **General Purchases over \$10,000 and less than \$25,000.**

(1) General operating materials for the office that exceed \$10,000 and are less than \$25,000, must be approved by the MPOAC Governing Board.

(2) Upon receiving authorization, a purchase order will be created and sent to the vendor for the purchase of said item. A vendor must be able to provide a current W-9 form, to establish them as a qualified vendor.

(3) These purchases shall be made based upon the best price found, supported by at least three price quotes, unless the item is a sole source item.

(4) To qualify as a sole source vendor documentation must be shown of attempts to locate the item by searching the web, or other reasonable method, and confirming that they are the only vendors meeting the precise description of the item to be purchased.

(5) Upon receipt of the vendor's invoice, the MPOAC staff will process and submit to the FDOT Comptroller's Office for payment within five workdays from receipt of the invoice.

(D) **Capital Purchases.** A capital purchase is defined as office equipment and/or office furniture in excess of \$5,000 per item. Capital purchases need the review and approval of the MPOAC Governing Board and the FHWA. Capital purchases can be included as part of the UPWP. Once a UPWP

is approved and adopted, no further approval is needed as the item is considered approved as part of the UPWP adoption process.

(1) Following approval by the MPOAC Governing Board, and FHWA, these items will be considered to be authorized for purchase.

(2) Items to be purchased will be researched and selection made based upon the best price found, supported by at least three (3) price quotes, except in the case where the item is considered to be a sole source item.

(3) To qualify as sole source, vendor documentation must be shown of attempts to locate the item by searching the web, or other reasonable method, and confirming that they are the only vendors meeting the precise description of the item to be purchased.

(4) A capital purchase may be made with the office purchasing card up to \$10,000. If the purchase amount is over \$10,000, a "purchase order" must be used. The purchase order will then be sent to the vendor to order the item. A vendor must be able to provide a W-9 form to establish them as a qualified vendor.

(5) Upon receipt of the vendor's invoice, the MPOAC staff will process and submit the invoice to the FDOT Comptroller's Office for payment within five workdays from receipt of the invoice.

(E) Processing of Payments to Vendors. It is the MPOAC's policy to adhere to the Local Government Prompt Payment Act, s. 218.70 et seq. for payment of invoices to vendors either by use of the office purchasing card or by payment of an invoice generated by a purchase order. Payments will always be made in a timely manner.

(F) Purchasing Card.

(1) The MPOAC Executive Director is responsible for determining the need to assign a MPOAC staff member a purchasing card.

(2) MPOAC staff will be authorized a purchase limit of \$1,500 for a single item. The Executive Director will have the authority to adjust this purchase limit up or down based upon need but will not authorize any limit above \$4,999 for a single item unless pre-approval has been obtained as a capital purchase.

SECTION 5.0: MPOAC EXECUTIVE DIRECTOR AUTHORITY

5.1 Purpose and Scope. The executive director is responsible for carrying out policy determinations and directives of the MPOAC Governing Board. The MPOAC is required to execute governmental documents related to administrative operations. In the interest of efficiency this policy is being established to allow the MPOAC to delegate the administrative functions of executing contracts, financial accountability, and general operating functions to the MPOAC Executive Director.

5.2 Types of Documents.

(A) Fiscal. The MPOAC, is funded by Federal grants. The MPOAC Executive Director is authorized to approve all forms and fiscal documents related to the administration of these grants.

(B) Personnel. The MPOAC Executive Director will maintain appropriate staff to support and carryout the work products of the MPOAC. The MPOAC Executive Director is authorized to approve all forms and administrative documents related to maintaining the MPOAC staff.

(C) Contracts.

(a) Operating Contracts. The MPOAC outsources services to both enhance productivity and to provide services that cannot otherwise be performed by staff. These contracts typically include printing services, copier contracts and other contracts necessary to perform the day-to-day operations of the MPOAC office. The MPOAC Executive Director is authorized to approve and execute all of these types of contracts.

(b) **Special Service Contracts.** The MPOAC Governing Board will approve the selection of vendors and contracts for special services that include Legal Services, or other service contracts of significance to the MPOAC. The MPOAC Executive Director is authorized to approve minor changes to these contracts as long as they do not change the scope or intent of the original contract and is authorized to approve minor budget changes and work orders as necessary.

5.3 **Emergency Circumstances.** Emergency situations may arise from time to time that require immediate action and may not be postponed until the next scheduled MPOAC Board meeting. This policy addresses two types of emergency situations:

(A) **Time Deadlines.** Due to unforeseen circumstances, time constraints may dictate action on an item prior to the next MPOAC Governing Board meeting. Under such circumstances, the MPOAC Executive Director will confer with the MPOAC Governing Board Chair, or in the Chair's absence or unavailability, the Vice-Chair on appropriate action to be taken. If the Chair or Vice-Chair are not available, the MPOAC Executive Director, using the Director's best judgment and in keeping with established MPOAC policies, is granted authority to make said decision. The MPOAC Executive Director will report on the item at the next scheduled MPOAC Governing Board meeting. This authority is limited to operational situations only, and under no circumstances is the MPOAC Executive Director authorized to approve any item that is related to establishing a policy or making a statement of position for the MPOAC Governing Board without prior approval from the MPOAC Governing Board.

(B) **Natural/Man-made Disasters.** The MPOAC Executive Director is granted authorization to execute general governmental documents that are in the best interest of the MPOAC in the event of a natural or man-made disaster. The procedures followed under this type of emergency will adhere to the guidelines established in the MPOAC's Continuing of Operations Plan (COOP).

5.4 **Time Sheet/Travel Authorization Approval.** The executive director reports for day-to-day supervision to the Chair of the MPOAC Governing Board. All timesheets and travel authorizations of the Executive Director, at a minimum, will be retroactively reviewed by the Chair of the Governing Board or the Executive Committee on at least a quarterly basis to ensure proper oversight.

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

5.6 **Effective Date; Revocation.** This policy will become effective upon adoption by the MPOAC Governing Board. The MPOAC Governing Board may revoke this policy and the delegation of authority to the MPOAC Executive Director at any time.

SECTION 6.0 CONTINUATION OF OPERATIONS PLAN

6.1 **Purpose.** The purpose of the COOP is to address how the MPOAC would resume functions and operations in the event of a catastrophic natural or man-made disaster event, including operations when both the Executive Director and Executive Assistant positions are vacated at the same time. The COOP also addresses the MPOAC's role in post-disaster recovery efforts. In particular, the COOP provides

guidance on how and where the MPOAC would meet, personnel and chain-of-command issues, records/equipment recovery and storage, and other issues.

6.2 Activation of Policy, Continuation of Operations Plan. The MPOAC Executive Director or the Director's designee and the MPOAC General Counsel will consult with the MPOAC Chair (or Vice-Chair should the Chair be unavailable) to discuss if it is necessary to activate the COOP to perform mission critical functions and activities related to the operations of the MPOAC. Factors to be considered in activating the COOP will be evaluated in respect to the type of event that has occurred. After consultation and reviewing the type of event that has occurred, the MPOAC Chair (or Vice Chair should the Chair be unavailable) will have sole responsibility for activating the COOP. Activation will be documented and signed by the MPOAC Chair (Vice Chair) and MPOAC Executive Director or designee.

6.3 Alerting and Activating Employees. Alerting employees to the status of the event and its impact will be initiated by the MPOAC Executive Director. A staff contact directory listing home phone, cell phone, e-mail address and other contact information will be maintained by the MPOAC Executive Assistant. All employees will be provided a copy of the contact directory.

6.4 Order of Succession. The emergency chain-of-command that will be utilized when this COOP has been activated begins with the MPOAC Executive Director, followed by the MPOAC Staff Directors' Advisory Committee Chair and then Vice-Chair. The essential functions and necessary steps to re-establish agency operations will be the main priority. The chain of command will also be used to delegate authority. Succession is triggered by the absence or incapacitation of the persons holding the previous position. Succession should occur immediately upon notification.

6.5 Delegation of Authority. For staff-related and administrative/internal concerns, the MPOAC Executive Director will take the lead in providing instructions and direction. In the event of the Executive Director's absence or incapacitation, the Chair of the Staff Directors' Advisory Committee will perform the essential functions of the MPOAC. For external concerns, particularly those normally requiring action by the MPOAC Governing Board, the MPOAC Governing Board Chair will serve as the lead person. In the event that the Chair is unavailable or incapacitated, then the MPOAC Governing Board Vice Chair will be given the responsibility of ensuring that external mission-essential functions are performed.

6.6 Re-Location Notification. The MPOAC will work with Florida Department of Transportation to secure temporary re-location space which will include communications support, if the MPOAC offices are not available or unsafe to occupy. Once critical communications have been re-established, the MPOAC Executive Director should notify its transportation partners (primarily other MPOs and FDOT) of the MPOAC's new location and contact information. Notification should occur by every means available, including phone, email, mail, fax, and through the MPOAC's website. The MPOAC's Executive Assistant will maintain electronic and hard copies of complete contact information for the MPOAC's transportation partner agencies for use in post-event communication.

6.7 Remote/Telecommute Notification. There may be emergency situations that require limited to no travel and staff may be authorized to work from home. The Executive Director in consultation with the MPOAC Chair may authorize remote work.

6.8 Identification and Prioritization of Mission-Essential Functions. The following products and activities associated with their development have been identified as essential to the mission of the

MPOAC of providing a continuing, cooperative, and coordinated transportation planning program for the State's 27 MPOs.

(A) Unified Planning Work Program (UPWP). Following the provisions set forth in Federal and State law, the MPOAC is required to bi-annually develop and adopt a UPWP. The UPWP documents the programming of FHWA and the FTA planning and research funds to be used in the upcoming fiscal year(s) by the MPOAC. In the event that this COOP is activated during the time when the draft or final UPWP is due, then approval will be made by the MPOAC Governing Board Chair or Vice Chair in the Chair's absence subject to ratification by the full Governing Board at the next full Governing Board meeting.

(B) Other Essential Functions. If any other document or function is required of the MPOAC in order to be consistent with the provisions of Federal and/or State law, then the MPOAC Chair, in coordination with the MPOAC Executive Director and general counsel, will be authorized to submit information, reports or documents on behalf of the MPOAC that are deemed essential by the FHWA and/or the FDOT. However, if any recommended action is considered of significant importance by either the MPOAC Chair, MPOAC Executive Director or general counsel, then the action will be brought before the full MPOAC Governing Board at the next scheduled meeting for ratification.

(C) Meetings of the MPOAC Governing Board and the Staff Directors' Advisory Committee. It is important to understand that every member of the MPOAC Governing Board represents a local government. For this reason, in a disaster event, their first priority will be to their local government, not to the MPOAC. Accordingly, the MPOAC Governing may not be able to meet for some time after a disaster event, even if the MPOAC staff office is functioning normally. The MPOAC Staff Directors' Advisory Committee may choose to meet regardless of the status of the MPOAC Governing Board.

(D) Virtual Meetings. Meetings of the MPOAC Governing Board and its Committees may also conduct meetings and business virtually when the law permits. Virtual meetings using communication media technologies may be employed. Further details will be provided on a case-by-case basis at the time of such an incident occurring.

6.9 Vacancy of the MPOAC Executive Director Position. The search for a MPOAC Executive Director can extend over a long period of time. In such instances, the MPOAC is without management. In situations where the Executive Director position remains vacant for an extended period of time, the Chair of the MPOAC Staff Directors' Advisory Committee will act as the interim Executive Director. In the rare instance when both the MPOAC Executive Director and Executive Assistant are simultaneously vacant, the Chair of the MPOAC Staff Directors' Advisory Committee will act as the interim Executive Director and the staff of his/her respective MPO will take on the duties that normally would be the responsibility of the Executive Assistant.

Policy - 2: Travel Policy & Procedures

SECTION 1.0 TRAVEL POLICY AND DEFINITIONS

SECTION 2.0 TRANSPORTATIONS REQUIREMENTS AND REIMBURSEMENTS

SECTION 1.0 TRAVEL POLICY AND DEFINITIONS

1.1 TRAVEL POLICY.

(A) Objective. The objective of this policy is to prescribe MPOAC Board policy for the reimbursement of authorized traveler's expenses incurred during the performance of their official duties.

(B) References. Section 112.061, Florida Statutes – Per diem and traveling expenses of Public Officers, employees, and authorized persons.

(C) Directives.

(1) Travel status A & B for the MPOAC Executive Director and MPOAC staff must be retroactively reviewed by the MPOAC Executive Committee on no less than a quarterly basis. In the event travel is of an emergency nature or when travel must be authorized on short notice to the MPOAC, any authorization may be made by the MPOAC Governing Board Chair and/ or Vice- Chair. The MPOAC Executive Director will ensure that all travel is for the business and purposes of the MPOAC.

(2) The MPOAC Executive Director will authorize all class C travel made by MPOAC staff and shall ensure that all travel is for the business and purposes of the MPOAC. The MPOAC Executive Committee will retroactively review all class C travel approved by the MPOAC Executive Director.

(3) Travel reimbursement for the MPOAC will be in accordance with Section 112.061, Florida Statutes.

(4) The MPOAC Executive Director will advise the MPOAC Governing Board of all anticipated travel plans by providing supporting documentation, if available, so costs and arrangements for the travel may be included in the UPWP and budget process.

(5) Adoption by the MPOAC Governing Board of the UPWP and the Annual Operating Budget shall authorize said trips for payment of registration, hotels, and airline costs.

(6) MPOAC staff class C and approved class A & B travel reimbursements will be signed and approved by the MPOAC Executive Director with retroactive review by the MPOAC Executive Committee on no less than a quarterly basis.

(7) MPOAC Executive Director and staff member travel reimbursements will be signed and approved by the MPOAC Governing Board Chair or the Executive Director.

(D) Purpose and Scope. The purpose and scope of this policy is to implement the MPOAC Governing Board Travel Policy and provide instructions for the reimbursement of expenses for authorized travel on MPOAC business.

1.2 DEFINITIONS AND REFERENCES. As used in this Section, the following terms and reference will apply:

“Class A Travel” means continuous travel of twenty-four (24) hours or more away from headquarters.

“Class B Travel” means continuous travel of less than twenty-four (24) hours which requires overnight absence from official headquarters.

“Class C Travel” means short or day trips where the traveler is not away from his official headquarters overnight.

“Common Carrier” means commercial airlines, train, bus, or rental cars of an established rental firm.

“Official Headquarters” means Tallahassee, Florida, which is the city in which the MPOAC office is located. In the event a person is located in the field, the official headquarters is the city or town designated by the agency nearest to the area where the majority of the official business is conducted.

“Section 112.061, Florida Statutes” This provision provides for traveling expenses of Public Officers, employees, and authorized persons of the MPOAC.

“Traveler” is a term that includes the MPOAC Executive Director, staff employee, or MPOAC Governing Board member, authorized to travel on official MPOAC business.

SECTION 2.0 TRANSPORTATION REQUIREMENTS AND REIMBURSEMENTS

2.1 TRANSPORTATION REQUIREMENTS. Travel is required to be accomplished by routes of travel and modes of travel as set forth herein.

(A) Mode Determination. The most economical and efficient mode of travel will be used for each trip. The type of travel (conference, meeting, training, or other type of travel), which will determine the mode, include the nature of business, value of time of the traveler, cost of transportation or subsistence required for the number of travelers, and the amount of equipment or material to be transported.

(B) Routes of Travel. All travel must be by a usually traveled route. Any extra costs incurred by a traveler using an indirect route for the traveler’s own convenience will be the responsibility of the traveler.

2.2 ALLOWABLE METHODS.

(A) Common Carrier. Airplane tickets for authorized travel will be obtained for the traveler following research to determine the lowest cost carrier based on coach class seating. Any traveler insisting on a higher-class seating will be required to pay for the difference in cost. Tickets may be purchased through the use of an authorized office purchasing card.

(B) Travel by Motor Vehicle.

(1) Rental Vehicle.

(a) Request by any traveler for use of a rental vehicle will be authorized for travel ONLY when it is demonstrated that there is a reasonable need for the traveler to have the use of a vehicle.

(b) Rental vehicles will be used when a demonstrated cost savings compared to use of a privately owned vehicle or use of local transportation provider is demonstrated. Demonstrated savings as used in this provision will include the cost of the rental, parking your vehicle at the rental facility, mileage, gas, and rate of pay of the driver/traveler.

(c) When possible, the traveler is encouraged to pick up and return their rental vehicle during their normal work schedule. When a rental vehicle requires the traveler to go beyond their normal work schedule to pick up and return the vehicle, the traveler is encouraged to flex their work schedule to reimburse themselves for their travel time.

(2) Privately Owned Vehicles. Privately owned vehicles may be utilized for official business, if authorized by the MPOAC Executive Director. However if the privately owned vehicle is more expensive to use, including fuel costs than using a rental vehicle, including fuel costs, reimbursement will be at the rental car rate plus estimated fuel costs. It is recommended that privately owned vehicles carry a business travel insurance addendum on their personal vehicle policy.

2.3 SUBSISTENCE APPROVAL.

(A) Class A and B travel approved by the MPOAC Governing Board as part of the UPWP and/or annual operating budget process does not require subsequent MPOAC Governing Board approval. Class A and B travel, for MPOAC staff not approved by the MPOAC Governing Board as part of the UPWP and/or annual operating budget process must be approved by the MPOAC Executive Director prior to travel with subsequent review by the MPOAC Executive Committee. In the event travel is of an emergency nature or due to short notice to the MPOAC, authorization may be made by the MPOAC Chair or Vice- Chair or the Executive Director.

(B) The traveler will advise, in writing or by email, the MPOAC Executive Director of their desire or business need to attend a function so that arrangements for the travel may be made in advance of the travel dates to take advantage of any special rates. A completed Travel Authorization form using the State Travel Management System (STMS), completed by the traveler, will be provided for review and approval.

(C) Class A and B travel approved as part of the UPWP and/or annual operating budget process requires MPOAC Governing Board approval if the travel exceeds the original Board approved amount by 20%.

(D) A summary of Class A, B and C travel expenses may be provided to the MPOAC Governing Board for their review as part of the regular agenda package on an annual or other agreed upon schedule.

2.4 ELIGIBILITY CRITERIA. Class A and B travel will include any assignment on official business away from the traveler's official headquarters when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved. The time, for purposes of reimbursement, is calculated as follows:

(1) The travel day for Class A travel will be a calendar day beginning at midnight and consisting of four 6-hour quarters.

(2) The travel for Class B travel is based on 6-hour cycles beginning at the hour of departure and ending at the hour of return.

2.5 RATES OF REIMBURSEMENT.

(A) Class A and B travelers, when traveling within or outside the State to conduct official business will receive the following reimbursement. Actual expenses for lodging at a single occupancy rate to be substantiated by paid bills and an amount not to exceed the following rates for authorized meals:

(1) Breakfast - \$6.00 is authorized when a traveler is on travel status prior to 6:00 am and extending beyond 8:00 am.

(2) Lunch - \$11.00 is authorized when a traveler is on travel status prior to 12:00 noon and extending beyond 2:00 pm.

(3) Dinner - \$19.00 is authorized when a traveler is on travel status prior to 6:00 pm and extending beyond 8:00 pm.

(B) Class C Traveler Meals.

(1) Meals for Class C travelers may be reimbursable at authorized rates specified when the meal is integrally associated with the Class C travel requirement and is clearly considered to be a public purpose.

(2) Travel Expense Reports, which include Class C meals, must have authorization from the MPOAC Executive Director, and in the case of the MPOAC Executive Director, Class C travel will require authorization by the MPOAC Governing Board Chair.

(3) Class C meals are subject to Federal and employment taxes and will be reported on the employee's W-2 form as taxable income. An individual who claims Class C meals within the scope of their official duties and the travel is not related to a registration does not need to complete a Travel Request.

(C) The MPOAC Executive Director will be responsible for ensuring that all employees comply with this procedure.

2.6 TRAVELERS EXPENSE REIMBURSEMENT REQUIREMENTS.

(A) All requests for reimbursement of traveling expenses must be itemized on the MPOAC Travel Expense form in the STMS. All Class A and B travel must be pre-approved by the MPOAC Executive Director.

(B) All MPOAC Travel expense reimbursement forms must be approved by the MPOAC Executive Director. Travel expense reimbursement forms must be reviewed by the MPOAC Executive Committee no less than quarterly each year. The authorizing signature cannot be a subordinate of the traveler.

(D) Specific instructions for completion of a MPOAC Travel Expense form for reimbursement consideration is provided as follows:

(1) Mileage for Privately-Owned Vehicle - Allowable mileage.

(a) Only the mileage determined to be for official MPOAC business is eligible for reimbursement. Travelers will receive the same rate per mile as established and published by state guidelines for privately owned vehicles.

(b) When an authorized person is required to report to an initial work location other than their official work location, mileage is allowed only in an amount equal to the difference between the distance from residence to initial work site and the distance from residence to the official work location. If the distance to initial work location is less than the official distance traveled to authorized persons' official work location, then no mileage is allowed.

(c) Mileage for travel to a residence from the last work location other than the official work location is allowed only in an amount equal to the difference between the distance from the last work location to residence and the distance from official work location to residence. If the distance from the last work location is less than the distance ordinarily traveled, then no reimbursement for mileage is allowable.

(d) Those employees working on an emergency basis or special work assignment, as defined and approved by the MPOAC Executive Director, will be allowed mileage reimbursement when traveling from their residence to an assigned work location and when returning to their residence after completion of assignment.

(e) An entry will be listed for each point of origin to point of destination. Travelers will indicate the city of origin/destination. Only complete words may be used when listing the city and destination, and the name of the event or conference. Under NO circumstances will abbreviations or acronyms be used. The traveler is to use as many spaces as needed to be able to completely write out the name of the event and destination.

(f) If a traveler decides to use what is considered to be an unreasonable cost for hotel parking (valet), the use of a rental car instead of available ground transportation, or in the event that the hotel nightly fee is higher than \$175, the traveler must provide written justification explaining why they should be reimbursed the additional expense, or they may choose to pay the additional costs at their own expense and not seek reimbursement for the additional costs. Approval of excess expenses is at the discretion of the MPOAC Executive Director based on a justification that the additional expense is in the public interest or otherwise reasonable.

(g) The specific purpose of every entry must be stated.

(h) If reimbursement is claimed for meals or per diem, the time of departure and return must be shown.

(2) In-County Mileage. Mileage must be determined by use of MapQuest or Google and must be the most direct route. Mileage claimed must be shown in the "Map Mileage Claimed"

column. Any mileage traveled in addition to map mileage for an entry must be shown in the "Vicinity Mileage Claimed" column. The Traveler shall include a copy of the method they used to determine their mileage. The traveler must ensure that total individual miles, and the total miles reported for reimbursement, are not rounded up.

(3) Out-of-County Mileage. Mileage must be determined by use of MapQuest or Google and must be the most direct route. Mileage claimed must be shown in the "Map Mileage Claimed" column. Any mileage traveled in the vicinity of the out-of-County destination must be shown in the "Vicinity Mileage Claimed" column. The traveler must include a copy of the method they used to determine their mileage. The traveler must ensure that the individual miles, and the total miles reported for reimbursement, are not rounded up.

(4) Incidental Expenses.

(a) The following expenses must be authorized for reimbursement when incurred while on travel status and are required for the approved travel:

1. Taxi and ferry fares
2. Tolls
3. Storage and parking fees
4. Official communications
5. Convention registration fees
6. Shuttle service

(b) The amount and type of incidental expenses must be listed on the report under "Incidental Expenses." A substantiated paid receipt for each expense must accompany the report for reimbursement.

(E) Class A and B Expenses.

(1) The time of departure and time of return must be shown for all travel.

(2) If the travel is complimentary, the abbreviation "Comp" must be inserted in the "Map Mileage Claimed" column.

(3) The traveler must ensure that the individual miles, the total miles reported, the calculated mileage costs, and the total costs for reimbursement are not rounded up.

(4) If a private vehicle was used, the mileage must be shown on the report as specified for mileage for a privately owned automobile.

(5) If single occupancy lodging and meals are claimed, the amounts claimed must be itemized in the "Meals, Lodging" column. Itemized receipts for lodging (including expenses paid in advance) must accompany each report for any Class A or B travel reimbursement.

(G) Fraudulent Claims.

(1) Any traveler requesting reimbursement for false or fraudulent travel expenses is subject to legal prosecution and/or discipline in accordance with the MPOAC Personnel Policies and Procedures.

(2) All travelers requesting reimbursement must certify that the statement of travel expenses is true and correct and incurred in the conduct of MPOAC business and for a public purpose authorized by law.

(3) Travel and/or reimbursement for the following is not authorized:

- (a) Any meals or lodging included in a convention registration fee.
- (b) Transportation or mileage when gratuitously transported or when transported by another traveler who is entitled to mileage or transportation.
- (c) Expenses incurred using an indirect route for convenience of the traveler.
- (d) Travel for the purpose of job placement activities.
- (e) Hotel Accommodations not authorized by the MPOAC Executive Director.

Policy - 3: Social Media

SECTION 1.0 OBJECTIVE

1.1 OBJECTIVE.

(A) The creation of social media network sites provides an ability to communicate and transmit information in a timely manner. The purpose of this policy is to establish guidelines for MPOAC staff to follow in the use of these sites.

(B) This policy applies to any and all “social media” sites through which communications are made for and about the MPOAC. It does not apply to personal social media accounts held by individual MPOAC staff. Personal communications will at all times be respectful of the communities that the communicator serves and the MPOAC. Information provided on a communicator’s personal social media site may be viewed by the MPOAC Governing Board and depending upon the nature of the communication may be considered to be a Public Record. Communications could also be, depending upon the content of the communication, libelous or defamatory subjecting the communicator to civil liability.

(C) Any MPOAC staff found in violation of this policy may be subject to disciplinary action to include termination of position or appointment.

SECTION 2.0 DEFINITIONS

2.1 DEFINITIONS.

(A) Definitions. The following terms when used in this Policy will be defined to mean as follows, unless the context clearly indicates to the contrary:

(1) “Administrator” means the person appointed or designated by the MPOAC Governing Board or the Executive Director to have custody and control over any MPOAC official Social Media Site.

(2) “Blog” means a type of website usually maintained by an individual who posts regular entries such as social activities, comments on topics, hosting of videos or graphics.

(3) “Social Media Site” means websites that provide exchange of information in digital words, sounds, videos, and pictures to other users of the website through blogs, social networking, or wiki.

(4) “Social Networking Sites” means a website where users can join to interact and connect with other users and organizations.

(5) “Trade Secret” is defined in s. 812.081, F.S.

(B) References. References in support of this policy include but are not limited to:

(1) Chapter 119, Florida Statute.

(2) Attorney General Opinion 2009-19, Records, municipal Facebook page.

(3) Davison v. Loudoun County Board of Supervisors, Case No. 1:16cv932(JCC/ID) (E.D. Va. Memo. Of decision July 25, 2017); and

(4) State v. City of Clearwater, 863 So.2d 149 (Fla. 2003).

SECTION 3.0 DIRECTIVES

3.1 DIRECTIVES.

(A) The MPOAC website www.mpoac.org is the official and predominant internet presence of the MPOAC.

(B) All activities on MPOAC authorized social media sites will restrict MPOAC staff, MPOAC Governing Board members, MPOAC Staff Directors' Advisory Committee members, or any other subcommittee or committee members from engaging in an exchange of information on items that will be brought before them for official action because of possible Government in the Sunshine laws restrictions.

(C) Social media sites, such as Facebook and Twitter, that have been specifically approved by either the MPOAC Executive Director or the MPOAC Governing Board for MPOAC official business, will be considered authorized for the purposes of communicating MPOAC information and/or program updates. Need to expand these sites will be reviewed on an annual basis by the MPOAC Executive Director. It is prohibited for any MPOAC staff, MPOAC Governing Board member, MPOAC Staff Directors' Advisory Committee member, or any other subcommittee or committee members to use a MPOAC authorized media site for personal use.

(D) The MPOAC Executive Director, or the Executive Director's designee, will have the authority to remove or restrict any or all material posted on a MPOAC Social Media Site that is in violation of MPOAC policy. All information removed will be digitally retained, stored and timely disposed of in the manner necessary to meet the requirements of applicable Public Records laws and to comply with Public Record retention schedules set by the Florida Secretary of State, regardless of whether a post is removed from a MPOAC Social Media Site.

(E) Postings on social media sites should not disclose any information that is confidential or exempt from the Public Records laws or federal law, or which is proprietary to the MPOAC or to any third party or that is a Trade Secret pursuant to s. 815.04(3), F.S., that has disclosed information to the MPOAC.

(F) If MPOAC staff, MPOAC Governing Board members, MPOAC Staff Directors' Advisory Committees members, or any other subcommittees or committees comment on any aspect of the organization's business, they must clearly identify themselves as an employee or as an official of the MPOAC (including their position) and include a disclaimer that the views expressed are theirs and theirs alone.

(G) At no time shall MPOAC staff, MPOAC Governing Board members, MPOAC Staff Directors' Advisory Committees members, or any other subcommittees or committees give the impression that they are speaking on the behalf of the MPOAC, any board member, or third-party affiliates.

(H) All postings must adhere to all rules regarding copyright, privacy, fair use, financial disclosure, and any other applicable laws.

(I) The MPOAC reserves the right to limit the subjects to which MPOAC staff, MPOAC Governing Board members, MPOAC Staff Directors' Advisory Committees members, or any other subcommittees or committees may respond.

(J) The MPOAC further reserves the right to block or take down any posting which does not meet proper etiquette such as the use of expletives and defamatory comments.

(K) At no time will the MPOAC's logo or name be used when expressing any commentary or opinions.

SECTION 4.0 ADMINISTRATON

4.1 ADMINISTRATION.

(A) The MPOAC Executive Director, or the Executive Director's designee, will review and forward to the full MPOAC Governing Board a request for authorization to use a MPOAC Social Media Site and assign an Administrator. An Administrator must be assigned for each MPOAC Social Media Site.

(B) The assigned Administrator of the MPOAC Social Media Site is responsible for the administration, updating and monitoring of the site. The Administrator must not reveal an account password or allow another to post content on their site. All materials posted must comply with MPOAC Policy.

- (C) Profile/usernames must clearly identify the name of the agency/office/program.
- (D) E-mail addresses used for the account set up must be a MPOAC issued email address. No personal e-mail address may be registered with an account.
- (E) MPOAC Social Media Sites must also clearly indicate that the content posted or submitted for posting is subject to public disclosure under Florida's Public Records laws.
- (F) Only the MPOAC Executive Director, or the Executive Director's designee, may authorize use of the MPOAC Logo on any MPOAC Social Media Site.
- (G) No copyrighted material will be shared, posted, or uploaded on any MPOAC Social Media Site authorized under this Policy unless the MPOAC has an active, legitimate license for such purpose or consent of the author.

SECTION 5.0 RECORDS

5.1 RECORDS.

- (A) It will be the responsibility of the Administrator to retain, store, and dispose of all content made or received relating to MPOAC business, to ensure compliance with Chapter 119, Florida Statutes AGO 2009-19, and other materials referenced herein. In particular the Administrator will keep a record of all posts, direct messages, tweets, re-tweets, responses, comments made on a Social Media Site, or replies made by the Administrator. The Administrator must configure the account settings or use a service which either delivers the content to a MPOAC email mailbox or to a database (*e.g.* - Tweetback.com), as provided by the procedures established.
- (B) To engage public participation, the Administrator will set any privacy settings on the MPOAC Social Media Site so the content on the site is as open to as many members of the general public as possible. No user will be denied from viewing the site.
- (C) Material posted on the MPOAC Social Media Sites and all responses to a user of those sites shall be factual, accurate, and in compliance with all MPOAC policies and procedures. The Administrator for the site will seek assistance before offering advice, support, or comment on any topic that falls outside the Administrator's duties or responsibilities.

Policy - 4: Conflict of Interest

SECTION 1.0 PURPOSE AND SCOPE

1.1 OBJECTIVES.

(A) The purpose of this policy is to establish the public's trust and confidence in the ability of the MPOAC and its affiliated committees and employees to discharge their public duties without regard to personal and special private gain, personal favoritism, and avoiding even the appearance or perception of impropriety. It is essential that any persons referenced in this policy avoid any and all situations that represent conflicts between their personal interests and public duties. Furthermore, it is incumbent upon them to refrain from taking any official action with reference to such situations, and to inform their appointing authority of any actual, potential, or apparent conflicts of interest or ethical violation.

(B) Perceived or real conflicts of interest may affect a member's or alternate's ability to vote or otherwise take action to move an issue forward when it comes before the MPOAC Governing Board, Executive Committee, Staff Directors' Advisory Committee, or any other subcommittee or committee.

(C) This policy will apply equally to all persons serving as MPOAC staff, the MPOAC Governing Board, Staff Directors' Advisory Committee, or any appointment to a review or study committee or task force or is employed either through a contract or on paid salary with the MPOAC.

(D) At all times, parties referenced in this policy will maintain the highest standards of personal integrity, truthfulness, and fairness in carrying out their duties. Anyone found to be in violation of this policy may be subject to disciplinary action to include termination of appointment or staff position.

1.2 DEFINITIONS AND REFERENCES.

(A) Definitions. As used in this Policy the following terms are defined below, unless the context affirmatively indicates the contrary:

(1) "Alternate Member" means an individual chosen to serve as a backup appointment to the primary MPOAC Governing Board or Staff Directors' Advisory Committee member.

(2) "Conflict" or "Conflict of Interest" as defined in s. 112.312(8), F.S., "means any situation in which regard for a private interest tends to lead to disregard of a public duty or interest."

(3) "Corruptly" means done with a wrongful intent and for the purpose of obtaining, or compensating or receiving compensation for, any benefit resulting from some act or omission of a public servant which is inconsistent with the proper performance of his or her public duties. s. 112.312(9), F.S.

(4) "Gift" means that which is accepted by a donee or by another on the donee's behalf, or that which is paid or given to another for or on behalf of a donee, directly, indirectly, or in trust for the donee's benefit or by any other means, for which equal or greater consideration is not given within 90 days, including:

- i. Real property.
- ii. The use of real property.
- iii. Tangible or intangible personal property as defined in s. 192.001(11)(b), F.S.
- iv. The use of tangible or intangible personal property.
- v. A preferential rate or terms on a debt, loan, goods, or services, which rate is below the customary rate and is not either a government rate available to all other similarly situated government employees or officials or a rate which is available to similarly situated members of the public by virtue of occupation, affiliation, age, religion, sex, or national origin.
- vi. Forgiveness of indebtedness.

- vii. Transportation, other than that provided to a Public Officer or employee by an agency in relation to officially approved government business, lodging, or parking.
- viii. Food or beverage.
- ix. Membership dues.
- x. Entrance fees, admission fees or tickets to events, performances, or facilities.
- xi. Plants, flowers, or floral arrangements.
- xii. Services provided by person pursuant to a professional license or certificate.
- xiii. Other personal services for which a fee is normally charged by the person providing the services; or
- xiv. Any other similar service or thing having an attributable value not already provided for in this section. s. 112.312(12)(a), F.S.

(5) "Indirect" or "indirect interest" means an interest in which legal title is held by another as trustee or other representative capacity, but the equitable or beneficial interest is held by the person required to file under this part. A "representative capacity" means the actual physical attendance on behalf of a client in an agency proceeding, the writing of letters or filing of documents on behalf of a client, and personal communications made with the officers or employees of any agency on behalf of a client. ss. 112.312(13) and (22), F.S.

(6) "Lobbyist" means any natural person who, for compensation, seeks, or sought during the preceding 12 months, to influence the governmental decision making of any Public Officer required by Florida Law to make a full financial disclosure or a MPOAC Staff Member who is a Procurement Employee, or whose agency or seeks, or sought during the preceding 12 months, to encourage the passage, defeat, or modification of any proposal or recommendation by the MPOAC Public Officer required by Florida Law to make a full financial disclosure or an MPOAC Staff Member who is a Procurement Employee of the agency. See s. 112.3148(2)(b)1., F.S.

(7) "Member" means an individual appointed to the MPOAC Governing Board or MPOAC Staff Directors' Advisory Committee.

(8) "Procurement Employee" means any MPOAC Staff member who has participated in the preceding 12 months through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, or auditing or in any other advisory capacity in the procurement of contractual services or commodities as defined in s. 287.012, F.S., if the cost of such services or commodities exceeds or is expected to exceed \$10,000 in any fiscal year. See s. 112.3148(2)(e), F.S.

(9) "Public Officer" includes any person who is a Member or an Alternate Member, elected or appointed to hold a voting delegate's position, or that of an Alternate Member on the MPOAC Governing Board or the MPOAC Staff Directors' Advisory Committee or other body.

(10) "Special Committee Designate" means a person designated by the MPOAC Governing Board or the Executive Director for membership of a request for proposals consultant selection review panel or a study group or review committee designated by the MPOAC for consultant selection, review of project studies, or other specified projects.

(11) "MPOAC Staff Member" means either a contracted or salaried member of the MPOAC hired to perform those duties set forth in their job description to carry out the required functions of the organization.

(B) References. References in support of this policy include but are not limited to:

- (1) The Code of Ethics for Public Officers and Employees, Part III, Chapter 112, Florida Statutes.
- (2) Section 286.011 and 286.0113, Florida Statutes (the Government-in-the-Sunshine Act").

1.3 DIRECTIVES.

(A) Conflicts of Interest. Any conflict of interest between personal interests and official responsibilities are to be resolved by consciously avoiding potential conflicts of interest and when the conflict of interest occurs with regard to any matter on which a Member of any MPOAC board is called upon to vote by publicly disclosing the basis of the voting conflict of interest, decisions can be reviewed or made by others.

(B) Stated conflicts will be incorporated into the minutes and become a Public Record upon filing. See s. 112.3143(3)(a) and (4)(b), F.S. When a conflict of interest exists, it will be declared by the Member with a conflict upon opening of discussion of a matter by the MPOAC. Pursuant to Sections 286.012 and 112.3143, F.S., when the MPOAC Governing Board or MPOAC Staff Directors' Advisory Committee Members or Alternate Members, Special Committee Designates, or MPOAC Staff members serving on a MPOAC committee, have a voting conflict of interest or when the member ascertains that there appears to be a possible voting conflict of interest pursuant to Sections 112.311, 112.313, or 112.3143, F.S., the Member must abstain from voting on the issue with which the member has or there is a possible voting or other conflict of interest. See s. 286.012, F.S.

(C) Such individual will, prior to the vote being taken, publicly state to the assembly the nature of the officer's interest in the matter from which the Member is abstaining from voting. Any member of the MPOAC Governing Board, Staff Directors' Advisory Committee, sub-committee, specially designated committee, or MPOAC Staff Member, who has a voting conflict of interest on a matter is required to file within 15 days after the vote occurs with the Agency Clerk the appropriate Conflict of Interest Form as promulgated by the Florida Commission on Ethics. See s. 112.3143(3)(a) and (4)(b), F.S. The disclosure form must be attached to the minutes of the meeting at which the vote abstained from was taken.

(D) Prohibited Conduct, Misuse of Public Office or Employment. As provided by Section 112.313(6), F.S., a Public Officer or MPOAC Staff Member will not Corruptly use or attempt to use their individual official position or any property or resource of the MPOAC which may be within the individual's trust, or perform official duties to secure a special privilege, benefit, or exemption for themselves or others. In addition, all Public Officers, or MPOAC Staff Members are expected to scrupulously adhere to the Code of Ethics for Public Officers and Employees, Part III, Chapter 112, F.S.

(E) Outside Employment. No outside employment is permitted of MPOAC Staff except as provided under the MPOAC policies. MPOAC Staff must receive written approval from the MPOAC Executive Director prior to engaging in outside employment. Under no circumstances will a MPOAC Staff member accept outside employment or render other than official services to a private interest where MPOAC time, equipment, or material is to be used, or where a real or apparent conflict of interest with one's official or public duties is possible.

(F) Financial Interest. These restrictions are not intended to preclude the opportunity for MPOAC Staff to acquire and maintain private financial interests. However, private financial interests should be examined in terms of potential conflicts of interest. In the event a real or apparent conflict of interest exists, the MPOAC Staff Member will contact the MPOAC Executive Director to resolve the conflict or potential conflict.

(G) Solicitation and Acceptance of Compensation, Payment, or things of value.

(1) As provided in Section 112.313(2), F.S., no MPOAC Staff, Governing Board or Staff Directors' Advisory Committee Member, Alternate Member, or Special Committee Designate will solicit or accept anything of value to the recipient, including a Gift, loan, reward, promise of future employment, favor or service based upon any understanding that their vote, official action or judgment would be influenced thereby.

(2) As provided in Section 112.313(4), F.S., no MPOAC Staff, Governing Board or Staff Directors' Advisory Committee Member, Alternate Member, or Special Committee Designate, or their

spouse or minor child, can accept any compensation, payment, or thing of value that with the exercise of reasonable care, the MPOAC Staff Member, Member, Alternate Member, or Special Committee Designate, should know, that it was given to influence a vote or other action in which the MPOAC Staff Member or Public Officer was expected to participate.

SECTION 2.0 GIFTS AND GRATUITIES

2.1 ACCEPTANCE OF GIFTS.

(A) As used in this Section relating to the acceptance of a Gift, the following terms are defined to mean:

- (1) "Gift". See Policy 4, Section 1.2(4).
- (2) "Immediate family" means any parent, spouse, child or sibling. See s. 112.3148(2)(a), F.S.
- (3) "Lobbyist". See Policy 4, Section 1.2.(6).
- (4) "Procurement Employee". See Policy 4, Section 1.2(8).
- (5) "Reporting individual" means any individual, including a candidate upon qualifying, who is required by law, pursuant to s. 8, Art. II of the State Constitution or s. 112.3145, to file full or limited public disclosure of his or her financial interests or any individual who has been elected to, but has yet to officially assume the responsibilities of, public office. For purposes of implementing this section, the "agency" of a reporting individual who is not an officer or employee in public service is the agency to which the candidate seeks election, or in the case of an individual elected to but yet to formally take office, the agency in which the individual has been elected to serve. s. 112.3148(2)(d), F.S.
- (6) "Vendor" means a business entity doing business directly with an agency, such as renting, leasing, or selling any realty, goods, or services. s. 112.3148(2)(f), F.S.

(B) As provided in Section 112.3148(3), Florida Statutes, a Reporting Individual or MPOAC Procurement Employee, is prohibited from soliciting any Gift from a Vendor doing business with the MPOAC or a Lobbyist (of the partner, firm, employer, or principal of such lobbyist) who lobbies the MPOAC, where such Gift is for the personal benefit of the Reporting individual or Procurement Employee, another Reporting Individual or Procurement Employee, or any member of the immediate family of either of the foregoing.

(C) As provided in Section 112.3148(4), F.S., and except as otherwise specifically permitted by Florida law, a Reporting Individual or a MPOAC procurement employee or any other person on behalf of the aforementioned is prohibited from knowingly accepting, directly or Indirectly, a Gift from a Vendor doing business with the MPOAC, or a Lobbyist who lobbies the MPOAC, directly or Indirectly on behalf of the partner, firm, employer, or principal of a Lobbyist, if he or she knows or reasonably believes that the Gift has a value in excess of \$100; however, such a Gift may be accepted by such person on behalf of a governmental entity or a charitable organization. If the Gift is accepted on behalf of a governmental entity or charitable organization, the person receiving the Gift shall not maintain custody of the Gift for any period of time beyond that reasonably necessary to arrange for the transfer of custody and ownership of the Gift. Notwithstanding the foregoing, a Reporting Individual may accept a Gift having a value in excess of \$100 from an entity of the legislative or judicial branch, a department or commission of the executive branch, a water management district created pursuant to s. 373.069, F.S., the South Florida Regional Transportation Authority, a county, a municipality, an airport authority, or a school board, if a public purpose can be shown for the gift; and the Reporting Individual who is an officer of the MPOAC supported by a direct-support organization specifically authorized by law to support such governmental entity may accept such a Gift from such direct-support organization. s. 112.3148(5)(b), F.S.

(D) A non-monetary Gift, including meals or entertainment, when offered gratuitously and carrying a total value of less than twenty-five dollars (\$25.00) may be accepted if the MPOAC employee

can ensure that it was not offered to influence said employee's judgment, action or vote. It is the employee's responsibility to avoid the appearance of conflict of interest and discretion should be used in accepting Gifts valued under the amount stated above. If there is any doubt about the intent of the person giving the Gift or its value is \$25.00 or greater, then the employee must decline to accept it.

(E) (1) As provided in s. 112.3148(7), F.S., the value of a Gift provided to a Reporting Individual or Procurement Employee shall be determined using actual cost to the donor, less taxes and gratuities, except as otherwise provided in this subsection, and, with respect to personal services provided by the donor, the reasonable and customary charge regularly charged for such service in the community in which the service is provided shall be used. If additional expenses are required as a condition precedent to eligibility of the donor to purchase or provide a gift and such expenses are primarily for the benefit of the donor or are of a charitable nature, such expenses shall not be included in determining the value of the gift.

(2) Compensation provided by the donee to the donor, if provided within 90 days after receipt of the Gift, shall be deducted from the value of the gift in determining the value of the Gift.

(3) If the actual Gift value attributable to individual participants at an event cannot be determined, the total costs shall be prorated among all invited persons, whether or not they are Reporting Individuals or Procurement Employees.

(4) Transportation shall be valued on a round-trip basis unless only one-way transportation is provided. Round-trip transportation expenses shall be considered a single Gift. Transportation provided in a private conveyance shall be given the same value as transportation provided in a comparable commercial conveyance.

(5) Lodging provided on consecutive days shall be considered a single Gift. Lodging in a private residence shall be valued at the per diem rate provided in s. 112.061(6)(a)1., F.S., less the meal allowance rate provided in s. 112.061(6)(b), F.S.

(6) Food and beverages which are not consumed at a single sitting or meal and which are provided on the same calendar day shall be considered a single Gift, and the total value of all food and beverages provided on that date shall be considered the value of the Gift. Food and beverage consumed at a single sitting or meal shall be considered a single Gift, and the value of the food and beverage provided at that sitting or meal shall be considered the value of the Gift.

(7) Membership dues paid to the same organization during any 12-month period shall be considered a single Gift.

(8) Entrance fees, admission fees, or tickets shall be valued on the face value of the ticket or fee, or on a daily or per event basis, whichever is greater.

(9) Except as otherwise specified in this section, a Gift shall be valued on a per occurrence basis.

(10) The value of a Gift provided to several individuals may be attributed on a *pro rata* basis among all of the individuals. If the gift is food, beverage, entertainment, or similar items, provided at a function for more than 10 people, the value of the Gift to each individual shall be the total value of the items provided divided by the number of persons invited to the function, unless the items are purchased on a per person basis, in which case the value of the Gift to each person is the per person cost.

(11) The value of a Gift of an admission ticket will not include that portion of the cost which represents a charitable contribution, if the Gift is provided by the charitable organization.

(F) The MPOAC will make a reasonable effort to communicate sections of this policy relating to Gifts to local, county or state Vendors.

2.2 TIPS AND GRATUITIES. As provided in Section 112.313(4), Florida Statutes, a tip or gratuity can be considered to be unauthorized compensation. Consequently, no MPOAC Governing Board member, Staff Directors' Advisory Committee member, Alternate member, Special Committee Designate, or

MPOAC Staff member, will accept any tip or gratuity. Employee classifications for which the acceptance of tips and gratuities are permitted may be designated by the Executive Director and will only include positions with duties of a personal nature where tipping is traditional.

SECTION 3.0 TRAINING

3.1 ETHICS TRAINING.

(A) Public Officers, and MPOAC Staff members, as public servants, are considered stewards of the public trust and should aspire to the highest level of integrity and character. Public Officers and MPOAC Staff members will be informed of their ethical responsibilities at the start of their public service (or during employee orientation in the case of MPOAC Staff Members) and receive updates and training materials on ethics issues throughout the span of their public service.

(B) MPOAC Staff members will receive periodic ethics training. This will include at a minimum four (4) hours of ethics training annually that addresses, at a minimum, Article II, Section 8 of the Florida Constitution; Part III, Chapter 112, Part III, Florida Statutes (the Code of Ethics for Public Officers and Employees); the Public Records (Chapter 119, Florida Statutes); and Government-in-the-Sunshine public meetings laws (Chapter 286, Florida Statutes) of this state. This requirement may be satisfied by completion of a continuing legal education class or other continuing professional education class, seminar, ongoing Employee Development Program, or other presentation if the required subjects are covered.

SECTION 4.0 ADMINISTRATIVE

4.1 ADMINISTRATION.

(A) As used in this Section, the following terms are defined as follows:

(1) "Agency" means any state, regional, county, local, or municipal government entity of this state, whether executive, judicial, or legislative; any department, division, bureau, commission, authority, or political subdivision of this state therein; any public school, community college, or state university; or any special district as defined in s. 189.012, F.S.

(2) "Principal by Whom Retained" means an individual or entity, other than an Agency, that for compensation, salary, pay, consideration, or similar thing of value, has permitted or directed another to act for the individual or entity, and includes, but is not limited to, one's client, employer, or the parent, subsidiary, or sibling organization of one's client or employer.

(3) "Relative" means any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

(4) "Special Private Gain or Loss". See PLC-1, Section 1.1.

(B) As provided by Section 112.3143(3), Florida Statutes, no MPOAC Governing Board member, Staff Directors' Advisory Committee member, Alternate member, or other appointed Public Officer, will vote in an official capacity upon any measure:

(1) which would inure to his or her Special Private Gain or Loss;

(2) which he or she knows would inure to the Special Private Gain or Loss of any Principal by Whom he or she is Retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained, other than an agency; or

(3) which he or she knows would inure to the Special Private Gain or Loss of a Relative or business associate of the Public Officer.

(C) Appointed Official.

(1) As provided by Section 112.3143(4), Florida Statutes, unless the Member has first disclosed the nature of his or her interest in the matter, no appointed MPOAC Governing Board member,

Staff Directors Advisory Committee member, Alternate member, Special Committee Designate, or MPOAC Staff Member, serving on a board, will participate in any matter which:

(a) would inure to the officer's Special Private Gain or Loss; the officer knows would inure to the Special Private Gain or Loss of any Principal by Whom he or she is Retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained; or

(b) he or she knows would inure to the Special Private Gain or Loss of a Relative or business associate of the Public Officer, without first disclosing the nature of his or her interest in the matter.

(2) The term "participate" means any attempt to influence the decision by oral or written communication, whether made by the MPOAC Governing Board member, Staff Directors Advisory Committee member, Alternate Member, Special Committee Designate, or MPOAC Staff Member. Prior to participating, the appointed MPOAC Governing Board member, Staff Directors' Advisory Committee member, Alternate Member, Special Committee Designate, or MPOAC Staff Member, serving on a board, will file with the person responsible for recording in the minutes of the meeting, a memorandum of a conflict of interest on a form promulgated by the Florida Commission on Ethics. Any such memorandum will become a Public Record upon filing, will immediately be provided to the other individuals serving on the Board, and will be read publicly at the next meeting held subsequent to the filing of this written memorandum.

The undersigned hereby certifies that he is the Chair of the Metropolitan Planning Organization Advisory Council Governing Board and that the foregoing is a full, true, and correct copy of the policies of the Metropolitan Planning Organization Advisory Council, the 27th day of October, 2022.

Nick Maddox, MPOAC Governing Board Chair

2023

JANUARY 2023

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FEBRUARY 2023

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MARCH 2023

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APRIL 2023

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MAY 2023

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JUNE 2023

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JULY 2023

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AUGUST 2023

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SEPTEMBER 2023

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OCTOBER 2023

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NOVEMBER 2023

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DECEMBER 2023

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Item Number 6

Discussion Item: What is the MPOAC?

DISCUSSION:

Mark Reichert will start the discussion on the future of the MPOAC by discussing its legislative enactment language.

REQUESTED ACTION:

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

ATTACHMENT:

Section 339.175(11), Florida Statutes.
Section 20.23(2)(a)1, Florida Statutes.

339.175(11) METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL.—

(a) A Metropolitan Planning Organization Advisory Council is created to augment, and not supplant, the role of the individual M.P.O.'s in the cooperative transportation planning process described in this section.

(b) The council shall consist of one representative from each M.P.O. and shall elect a chairperson annually from its number. Each M.P.O. shall also elect an alternate representative from each M.P.O. to vote in the absence of the representative. Members of the council do not receive any compensation for their services, but may be reimbursed from funds made available to council members for travel and per diem expenses incurred in the performance of their council duties as provided in s. 112.061.

(c) The powers and duties of the Metropolitan Planning Organization Advisory Council are to:

1. Enter into contracts with individuals, private corporations, and public agencies.
2. Acquire, own, operate, maintain, sell, or lease personal property essential for the conduct of business.
3. Accept funds, grants, assistance, gifts, or bequests from private, local, state, or federal sources.
4. Establish bylaws by action of its governing board providing procedural rules to guide its proceedings and consideration of matters before the council, or, alternatively, adopt rules pursuant to ss. 120.536(1) and 120.54 to implement provisions of law conferring powers or duties upon it.
5. Assist M.P.O.'s in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law.
6. Serve as a clearinghouse for review and comment by M.P.O.'s on the Florida Transportation Plan and on other issues required to comply with federal or state law in carrying out the urbanized area transportation and systematic planning processes instituted pursuant to s. 339.155.
7. Employ an executive director and such other staff as necessary to perform adequately the functions of the council, within budgetary limitations. The executive director and staff are exempt from part II of chapter 110 and serve at the direction and control of the council. The council is assigned to the Office of the Secretary of the Department of Transportation for fiscal and accountability purposes, but it shall otherwise function independently of the control and direction of the department.
8. Adopt an agency strategic plan that prioritizes steps the agency will take to carry out its mission within the context of the state comprehensive plan and any other statutory mandates and directives.

20.23(2)(a)1. The Florida Transportation Commission is hereby created and shall consist of nine members appointed by the Governor subject to confirmation by the Senate. Members of the commission shall serve terms of 4 years each.

2. Members shall be appointed in such a manner as to equitably represent all geographic areas of the state. Each member must be a registered voter and a citizen of the state. Each member of the commission must also possess business managerial experience in the private sector.

3. A member of the commission shall represent the transportation needs of the state as a whole and may not subordinate the needs of the state to those of any particular area of the state.

4. The commission is assigned to the Office of the Secretary of the Department of Transportation for administrative and fiscal accountability purposes, but it shall otherwise function independently of the control and direction of the department.

Item Number 7

Discussion Item: What do we want the MPOAC to be?

DISCUSSION:

Mark Reichert will lead the discussion on the future of the MPOAC by discussing the 2016 Strategic Directions Plan.

REQUESTED ACTION:

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

ATTACHMENTS:

2016 MPOAC Strategic Directions Plan.



2016

Adopted April 28, 2016

MPOAC Strategic Directions Plan



MPOAC Mission Statement

The MPOAC improves transportation planning and education by engaging and equipping its members to deliver results through shared innovations, best practices, enhanced coordination, communication and advocacy.*

Guiding Principles in Developing the MPOAC Strategic Plan

- *Maximize the role of the MPOAC in transportation policy, planning and education.*
- *Serve as a state transportation leader and agent of positive change.*
- *Empower and enable individual M/TPOs to do their jobs better.*
- *Provide opportunities for MPOAC members (MPO elected officials and staff) to participate in committee and workgroup efforts to enhance the organization's mission and impact.*
- *Evaluate MPOAC's organizational effectiveness in implementing the strategic goals, objectives & actions.*

GOAL A. The MPOAC will support the sharing of best practices, and help coordinate and communicate with members and other organizations.

Objective 1:

The MPOAC will convene working groups to determine how best to share information on best practices and innovations with members and other interested parties.

Implementation Actions

- a) **Establish an MPOAC best practice working group** to develop a process for:
- Identifying MPOAC best practices & successes. Vetting and establishing a repository of best practices and successful strategies, and consider branding a set of MPOAC best practices and successful strategies.
 - Implementation of new MPOAC operational and topical best practices workshops. The working group will recommend the design, funding/budget, administration and marketing of an MPOAC best practices workshop. These should include:
 - Operational, e.g. Federal certification reviews, member orientation process best practices, budgeting/funding, business and strategic planning, benefit procurement, etc.; and
 - Topical, e.g. automated/connected vehicles, technology/data management, public participation, sunshine/ethics, etc., that can be presented in workshops.
 - Recognition of Innovation. Consider the creation of a recognition or awards program as part of the best practices workshops.

- b) **Establish an MPOAC Bike and Pedestrian working group** to share information and best practices in coordination with the State, including complete streets.

Objective 2:

The MPOAC will implement effective internal and external communication and coordination strategies with members and other organizations.

Implementation Actions

- a) **Create an MPOAC Communications Workgroup** to assess the current internal and external communications strategies and recommend how to improve and provide additional opportunities for communicating among members, serving as a clearinghouse of information and communicating with other organizations. The Workgroup should consider the use of tools such as: an email blast; share point website; quarterly newsletters; and improving/upgrading the MPOAC website as a more interactive site.
- b) **MPOAC Quarterly Meeting Format.** The Workgroup should review the MPOAC quarterly meeting format and consider whether it might be adjusted to better serve as a vehicle for communication and sharing of best practices (e.g. opportunity for video streaming, etc.).
- c) **Opportunity for Member Participation.** The Workgroup should review ways to enhance the opportunity for member participation in and communication about the existing MPOAC committees and workgroups.

GOAL B. The MPOAC will expand leadership training and education to engage members and build competence.

Objective 1:

The MPOAC will increase participation in the MPOAC Institute as the core leadership and educational program.

Implementation Actions

- a) **Continue to support the delivery and update of the MPOAC Institute.** Support the historic funding and support of the MPOAC Institute.
- b) **Expand participation in the MPOAC Institute.** Develop recommendations regarding the cost/benefits of expanding participation in the MPOAC Institute and in developing an advanced MPOAC Institute for graduates of the MPOAC Institute.
 - Require members of the MPOAC Governing Board to participate in an MPOAC Institute program.
 - Recommend members strongly encourage their chairs to participate in the MPOAC Institute as a requirement for serving.
- c) **Exporting MPOAC Institute components.** Explore how to feature and expand components of the Institute in other organizational settings (e.g. best practices workshop, a la FAC certification program, MPOAC quarterly meetings, MPO advisory committees, etc.)

Objective 2:

Develop an MPOAC sponsored training program.

Implementation Actions

- a) **Establish an MPOAC Training Workgroup** to develop recommendations regarding member and staff training and education strategies and topics, the funding and development, and the sharing of member standardized training materials.
- b) **National Training Opportunities.** Explore opportunities, in coordination with FDOT, AMPO and NARC to bring member and staff training programs by national organizations to Florida.
- c) **Online Training.** Explore the applicability and cost effectiveness of delivery vehicles such as online digital web-based distance learning.
- d) **Train the Trainers Approach.** Explore the development of a “train the trainers” workshop to enable member staff to offer training to their staff.

GOAL C. The MPOAC will advocate and collaboratively lead effective local, regional and statewide transportation policy and planning.

Objective 1:

The MPOAC will take steps to develop a stronger relationship with the Florida Transportation Commission

Implementation Actions

- a) **MPOAC Representative on the FTC.** Make it an MPOAC legislative priority to include a MPOAC representative as a member of the FTC.
- b) **MPOAC Presentations to the FTC.** MPOAC should make regular update presentations at each FTC meeting.
- c) **Strengthen MPOAC & FTC Coordination.** Strengthen the coordination between the FTC and MPOAC including offering expertise and advice on matters related to effective local and regional transportation policy and planning.

Objective 2:

Optimize the MPOAC relationship with the FDOT Central Office and the Districts to advance shared goals and member missions and programs.

Implementation Actions

- a) **Document FDOT/MPOAC Relationship.** Document the existing Central office staff relationship in terms of information flow, roles and responsibilities.
- b) **Regular Briefings/Update with FDOT.** Establish regular briefing and update meetings with the MPOAC Executive Director and the FDOT Secretary and the Office of Policy and Planning staff to

provide regular communication on issues impacting the MPOAC and its members and strengthen the relationship.

- c) **Update FDOT/MPOAC Procedures.** Work with FDOT to establish a formal endorsement procedure with the MPOAC for all documents that pertain to the administration of MPOs.
- d) **Enhance the relationship of MPOAC and Districts** on local and regional transportation policy and projects by encouraging the participation of District representatives and liaisons in MPOAC meetings, best practice workshops and other MPOAC activities.

Objective 3:

Strengthen the MPOAC relationship and coordination with USDOT to advance member missions and programs.

Implementation Actions

- a) **Enhance the MPOAC & FHWA Relationship.** Work with USDOT to strengthen FHWA relationship with the MPOAC and members beyond the Four Year Reviews, by participating in the FHWA annual audit process and communicating on a more regular basis to clarify issues and review areas of emphasis.

Objective 4:

Enhance coordination on advocacy for transportation policy and planning with partners and other organizations.

Implementation Actions

- a) **Coordinate Advocacy.** Enhance coordination on advocacy with the Florida League of Cities, Florida Association of Counties, Florida Regional Councils Association as well as other transportation associations through regular meetings with the Executive Director.
- b) **MPOAC/FAC Partnership on Certification.** Continue to provide an MPOAC Institute module for the FAC Certification process.

- c) **FLC/FAC Education Opportunities.** Explore with the FLC and FAC opportunities for the MPOAC to provide education and information on MPOs.
- d) **MPOAC Involvement in AMPO and NARC Committees.** The MPOAC Executive Director should serve on appropriate NARC and AMPO committees where there is not currently Florida representation.

Item Number 8
Member Comments

DISCUSSION:

Comments or recommendations by MPOAC members.

REQUESTED ACTION:

As may be desired.

ATTACHMENT:

None.

Item Number 9

Adjournment

The next meeting of the MPOAC Governing Board and Staff Directors' Advisory Committee will be in Orlando on October 27, 2022. A meeting notice will be sent approximately one month prior to the meeting date.