



FLORIDA DEPARTMENT OF TRANSPORTATION
EXECUTIVE WORKSHOP MINUTES

April 14, 2015

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

1. Opening Remarks

Assistant Secretary Brian Blanchard opened the meeting and welcomed attendees.

2. Review and Approval of Workshop Minutes

The March 2015 Workshop minutes were approved as submitted.

3. Policies and Procedures

Sara Cattau, Procedures and Forms Administrator

Violence-Free Workplace Environment

001-250-011/ Owner: Jan Russo, Human Resources

Cooperation with Official Agency Investigations

001-450-002/ Owner: DeGreta Corbin, Inspector General

Right of Way Property Leases (Section 10.6)

575-000-000 – Tonja Clemons, Right of Way

Design-Build Procurement and Administration

625-020-010 – Alan Autry, Construction

4. Florida Bicycle Association

Becky Alfonso, Executive Director

Ms. Alfonso presented awards to Ms. Trenda McPherson, 2014 Supporting Agency Award, and Mr. Dewayne Carver, 2014 Bicycle Professional Award. Ms. McPherson and Mr. Carver were recognized for their hard work and dedication in promoting bicycle/pedestrian safety in the State of Florida.

5. Program Planning Workshop Overview

Dan Cashin, Work Program

Dan Cashin provided a draft schedule for the 2015 Program Planning Workshops. The Workshops are the first steps in the development of the Tentative Work Program for FY 2016-17 through FY 2020-21. Since the 2016 Legislative Session will begin two months earlier than normal (in January), the Department's process for establishing fund allocations and developing the work program will be compressed. For the upcoming cycle, the Department will have two Program Planning Workshops. The May 19 workshop will be in Tallahassee and the June 16 workshop will be in Tampa.

During these workshops the goals and objectives stated in the Florida Transportation Plan are translated into the allocation of resources for the Department's various program areas. Legislation from the 2015 Session, which will have a financial impact on the Department, is assessed and the needs based programs are examined.

The purpose of the workshops is to consider policy issues which will have an impact on the Department's finances. The policy and funding decisions lead to a determination of how much funding will be allocated for the needs based programs (resurfacing, bridge, maintenance, safety), and understanding what is available for discretionary (capacity) projects. Dan indicated that preliminary engineering, planning, truck parking, weigh stations, arterial management, and signal maintenance will also be addressed. During a brief discussion, there is a desire to have a discussion on how transit fits into the Department's investments in the Strategic Intermodal System. Also, Transportation Systems Management and Operations (TSM&O) was mentioned as a topic the Executive Team would like to have addressed during the workshops. It was noted that this will be part of the arterial management presentation.

Participation of the Executive Team is essential as policy issues which have an impact on the Department's finances need to be resolved prior to fund allocations being issued and the subsequent development of the Tentative Work Program. Please contact Dan Cashin at 850-414-4428 with any policy or funding items that need to be addressed.

6. Safety Update

Lora Hollingsworth, Safety

a. Industrial Safety

- Audit by Division of Risk Management
 - Workers Compensation
- Handled by Human Resources
 - Loss Prevention
- Facilitated by Safety Office; District Safety Managers are assisting
- Defensive Driving
 - > 93% compliant (fluctuation attributed to new employees)
 - Corresponds to continued drop in automobile liability costs
 - Risk Management now makes our course available to 47 insured entities!
 - July 1 update to the course
 - Will not allow module skipping
 - Will eliminate non-relative questions

b. National Highway Traffic Safety Administration (NHTSA)

- Have only received about half of our anticipated 402 funding in the current year
 - CTSTs have not received funding
- National Distracted Driving Awareness Month
- Occupant Protection
 - Last year's seatbelt usage rate was at an all-time high of 88.8%
 - This year we're aiming for 90+
 - Pre-wave surveys are taking place now
 - CIOT Campaign May 4 – June 11
 - Post-wave surveys in June
 - Results released in the fall
 - Buckle up; every trip, every time
- May 18 – Boarder to Boarder
 - Maine to Florida, Click-It-Or-Ticket unified campaign

c. FHWA – HSIP Safety Funds

- The dialogue continues

7. Bicycle/Pedestrian Focused Initiative

Trenda McPherson, Safety

Trenda McPherson gave an update on Florida's Bicycle Pedestrian Focused Initiative. The presentation was a reminder of our commitment to delivering a fatality and congestion free transportation system. GIS maps of key intersections and corridors representing pedestrian and bicycle crashes in the top 10 priority counties were overlaid with engineering treatments, high visibility enforcement efforts, and paid media/outreach and education activities were shown to emphasize our commitment to problem resolution. This was followed by a summary of how we are effectively evaluating efforts; lessons learned over the first three years; and next steps for the program.

8. Complete Streets / Roundabout Evaluation Tools
Michael Shepard, Roadway Design

Michael Shepard, State Roadway Design Engineer, presented a Roadway Design Update on Florida's Bicycle Pedestrian Focused Initiative. The presentation included updates on the Complete Streets Implementation, including team members, executed MOU with Smart Growth America, schedule of statewide workshops and deliverables. Michael also provided updates on the efforts in advancing roundabouts. He announced the release of new evaluation tools for intersections to satisfy the roundabout evaluation requirements.

9. Return on Investments
Jim Wood, State Transportation Development

For this presentation, Jim Wood summarized the work of the Return on Investment (ROI) Task Team. The Task Team has met in the past year to review the variety of tools developed for ROI/Economic analysis of prospective and planned FDOT capital projects. Three documents from the Task Team were highlighted:

- a) The Guidance to Transportation Partners;
- b) Executive Summary Matrix, which covers 8 ROI models used within FDOT; and
- c) Draft Summary Policy Recommendations

Policy recommendations call for continuing the efforts of the Project Finance Office with respect to financial analysis, and of the Systems Planning Office within the Office of Policy Planning (OPP). OPP will work with the Districts and the Environmental Management Office to further test the inclusion of ROI analysis within major PD&Es. The Task Team will be expanded to include representatives of all Districts, as well as continuing to cover all SIS modes. It will move toward a standardized and consistent process that will guide the use of ROI analysis within the Department. District Secretaries requested some clarification of the Guidance to Transportation Partners, specifically:

- a) Further guidance on distributing the Guidance to partners before specific projects comes up.
- b) If the Guidance would be appropriate for projects not in the Cost Feasible Plan, but which are requested for the new 5th year of the next Work Program
- c) How it will apply to proposals for P3 highway projects.

Appropriate recommendations will be presented to the May Executive Workshop for formal concurrence.

11. District Readiness (Status for Upcoming Hurricane Season)
Tom Byron, Chief Engineer

Mr. Byron outlined the pre-event contracts that the Districts currently have in place. He encouraged each District to review their Emergency Management procedures and ensure that all contracts and plans are updated and in place. He requested that the Districts compare their emergency plans to other Districts and look for improvement opportunities.

12. Enterprise Information Management Update (Big Data)
April Blackburn, Information Systems

April Blackburn provided a quick update on the Information Technology Strategic Plan – Enterprise Information Management - ROADS (Reliable, Organized and Accurate Data Sharing) project. OIS had over 250 responses to the survey that was sent statewide and in-depth interviews in Central Office, North, Central and South Florida regions are being scheduled. Details of the project are included in the notes section of the presentation and further details are available from the project SharePoint site.

The meeting adjourned at 3:05 pm.