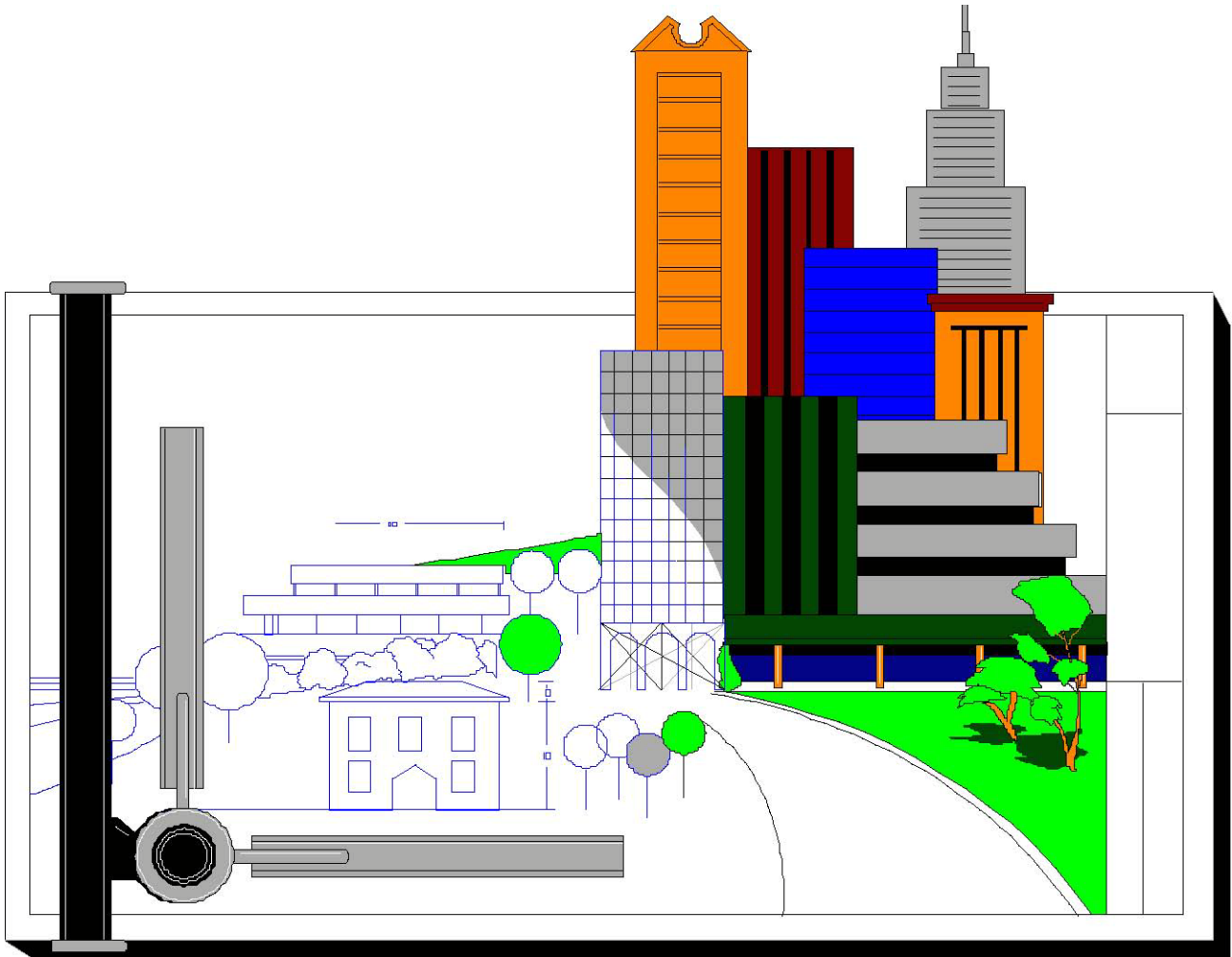


# Florida Department of Transportation State Planning and Research (SPR) Program Part 1

This Program is designed to help the Department fulfill its Mission:

*The Department will provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity and preserves the quality of our environment and communities.*



July 1, 2010 – June 30, 2011, SPR-PL-1 Program Plan

~~September 15, 2010~~ November 17, 2010 Revision

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## Scope of this SPR Part 1 Document

This *State Planning and Research Program Part 1* document identifies planning, environmental management, and work program activities that will be accomplished by the Florida Department of Transportation (FDOT) for the State Fiscal Year (July 1 – June 30), and for which federal reimbursement will or may be requested. It is submitted in compliance with 23 CFR 420.111, and pursuant to the current Florida Federal-Aid Partnership Agreement.

In Florida, federal planning funds are primarily used to pay all eligible in-house costs of staff in the areas of planning, environmental management, and work program, with a small amount used to hire consultants as an extension of staff. Because staff are required or expected to accomplish over 900 planning, environmental management, and work program activities on a regular basis, this *SPR Program Part 1* document does not include details of all work activities. However, FDOT maintains extensive work program, financial and personnel records that can be used to support the eligibility of all work activities undertaken. In addition, FDOT has a document containing links to all federal codes, laws and regulations; state laws and regulations; and department policies, manuals, and procedures for all work activities required or expected to be accomplished.

Planning, Environmental Management, and Work Program include activities and resources required to:

- Establish a transportation policy framework, including coordination and development of the Florida Transportation Plan – Florida’s statewide transportation plan;
- Collect and analyze data to support decision making;
- Evaluate the effectiveness of the state’s transportation system;
- Document transportation needs;
- Set program direction;
- Suggest project priorities;
- Develop concept plans;
- Develop and ensure the implementation of quality environmental policies, procedures and practices in the development of transportation improvements;
- Develop and maintain the Statewide Transportation Improvement Program; and
- Perform Environmental Management and Efficient Transportation Decision Making activities.

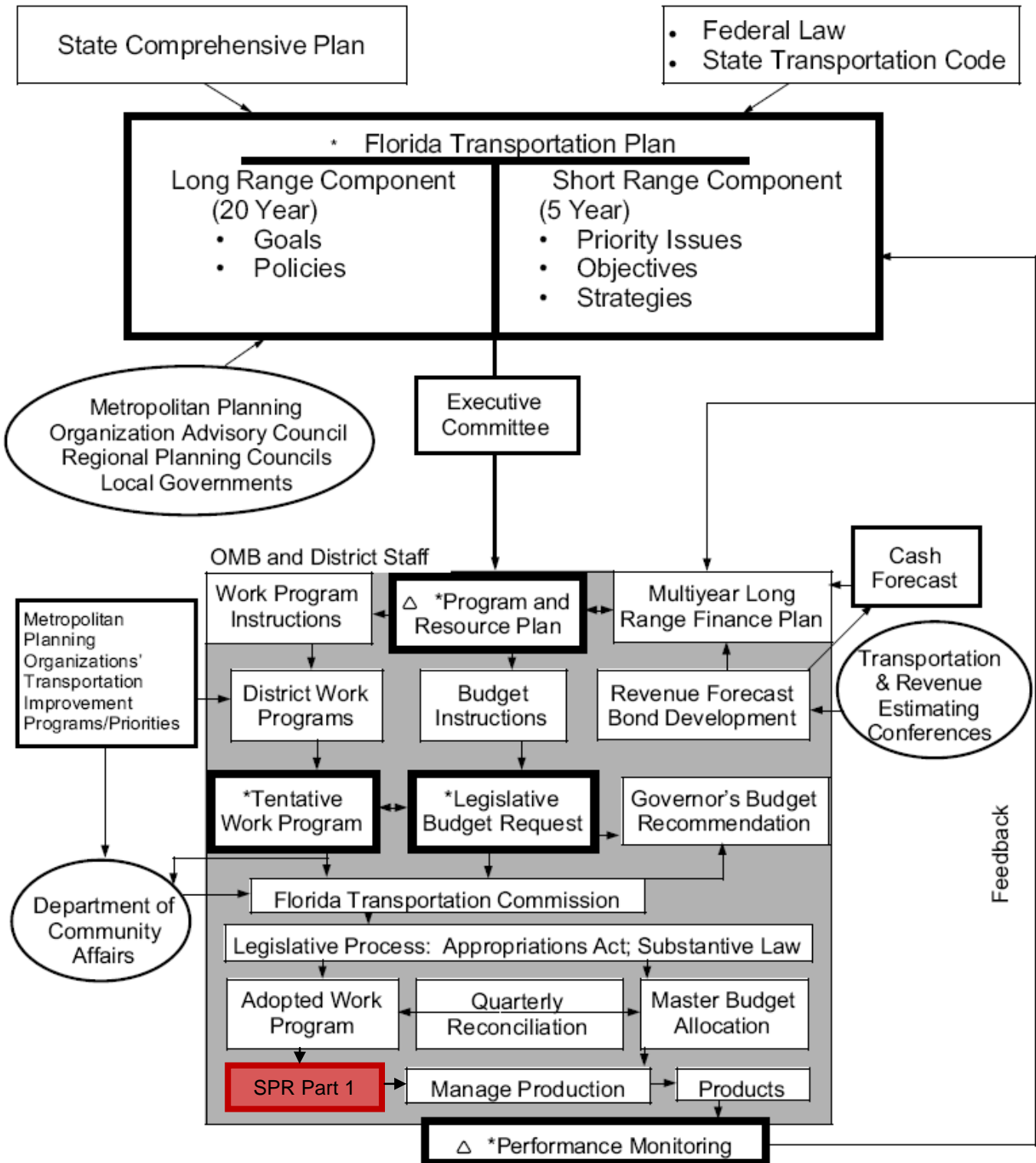
All the above activities are necessary to ensure that programs and projects support the department’s mission and that the department meets all state and federal planning and environment responsibilities, including:

- Serving as Florida’s principal transportation policy advisor;
- Coordinating the planning and environmental stewardship of a safe, viable and balanced transportation system serving all regions of the state and assuring the compatibility of all components, including multi modal facilities;
- Implementing federal mandates; and
- Cooperating and assisting in the development of plans by federal, state and local agencies.

This *SPR Program Part 1* document summarizes the major activities and key milestones to accomplish specific products and services in FDOT’s:

- Office of Policy Planning;
- Systems Planning Office;
- Transportation Statistics Office;
- Central Environmental Management Office;
- Central Office of Work Program; and
- Districts 1 through 7.

## Summary of SPR Part 1 Development in Florida: POLICY, BUDGET, AND WORK PROGRAM DEVELOPMENT



△ Florida Transportation Plan Elements (Section 339.155, F. S.), reviewed by the Metropolitan Planning Organization Advisory Council  
\* Documents Reviewed by the Florida Transportation Commission (Section 20.23, F. S.)

## Summary of SPR Part 1 Development in Florida: SPR Part 1 Calendar for FY<sup>1</sup>09/10 Example

December 2005:	Statewide FTP <sup>2</sup> Long Range Goals, Objectives, Roles and Responsibilities
February 2007:	Department FTP Short Range Priorities, Objectives and Strategies
May 15, 2008:	Executive Board adopted policies to guide FY09/10 budget development
July 15, 2008:	Budget instructions issued by the Governor's Office
<b>July 15, 2008:</b>	<b>In-house and consultant amounts by district/office adopted</b>
July 31, 2008:	Operating budget issues due to Budget Office
<b>July 31, 2008:</b>	<b>Position action requests (adds, deletes, moves) approved for submittal</b>
September 30, 2008:	Long Range Program Plan for FYs 2009-14 posted
<b>September 30, 2008:</b>	<b>2<sup>nd</sup> SPR Status Report for <u>FY07/08</u> year due to FHWA</b>
October 15, 2008:	Proposed budget due to the Governor's Office
<b>October 15, 2008:</b>	<b>Detailed in-house &amp; consultant federal funding levels set</b>
<b>January 31, 2009:</b>	<b>1<sup>st</sup> SPR Status Report for <u>FY08/09</u> year due to FHWA</b>
February 3, 2009:	Governor submitted his recommended budget
May 8, 2009:	Legislature passed budget
<b>May 15, 2009:</b>	<b>Draft SPR Part 1 due to FHWA; reflects Legislative budget</b>
May/June:	Governor adopts budget with line item vetoes, if any
<b>June 15, 2009:</b>	<b>Final SPR Part 1 due to FHWA to address comments on May 15 draft</b>
<b>June 30, 2009:</b>	<b>Deadline to receive authorizations for at least 1<sup>st</sup> state quarter</b>
July 1, 2009:	FDOT adopts work program per budget and any law changes
July/August:	Cost centers adjust to adopted budget/work program
<b>September 30, 2009:</b>	<b>2<sup>nd</sup> SPR Status Report for <u>FY08/09</u> year due to FHWA</b>
<b>October 1, 2009:</b>	<b>FDOT receives new federal appropriation</b>
<b>October 2009:</b>	<b>Remaining in-house authorizations with any adjustments</b>
<b>January 2010:</b>	<b>Reconciliation and adjustments to <u>FY09/10</u> SPR Part 1</b>
<b>January 31, 2009:</b>	<b>1<sup>st</sup> SPR Status Report for <u>FY09/10</u> due to FHWA</b>
<b>April 2010:</b>	<b>Reconciliation and adjustments to <u>FY09/10</u> SPR Part 1</b>

<sup>1</sup> FY = State Fiscal Year, July 1 – June 30

<sup>2</sup> FTP = Florida Transportation Plan

## Summary of SPR Part 1 Program Approval and Authorization Steps

### In-House

- Step 1** – FDOT Office of Policy Planning prepares a draft SPR Program Plan and submits it to FHWA by May 15 each year.
- Step 2** – FHWA reviews and provides comments on the draft SPR Program Plan to the FDOT Office of Policy Planning.
- Step 3** - FDOT Office of Policy Planning prepares a final SPR Program Plan and submits it to FHWA by June 15 each year.
- Step 4** – FHWA performs their final review and approval, including authorization approval, of the final SPR Program Plan within 15 calendar days but no later than June 30, each year.
- Step 5** – FDOT Work Program Office(s) request FDOT Federal Aid Office to process authorizations.
- Step 6** – FDOT Federal Aid Office reviews and submits authorization requests to FHWA.
- Step 7** – FHWA reviews and approves authorizations.
- Step 8** – Individual organization units request amendments to the adopted SPR Program Plan as needed.
- Step 9** – FDOT Office of Policy Planning prepares an amended SPR Program Plan and submits it to FHWA as needed.
- Step 10** – FHWA performs their review of the amended SPR Program Plan, provides comments as needed, and makes a determination within 10 days. Go to In-House Step 5.

### Consultants and Grants (Federally Funded Only)

- Step 1** – Same as In-House Step 1.
- Step 2** – Same as In-House Step 2.
- Step 3** – Same as In-House Step 3.
- Step 4** – FHWA performs their final review and approval, not including authorization approval, of the final Program Plan within 15 calendar days, but no later than June 30, each year.
- Step 5** – Each project manager submits a request for FHWA review and approval of each contract and, if applicable, each task work order.
- Step 6** – FHWA performs their review of the contract and/or task work order, provides comments as needed, and makes a determination within 10 days.
- Step 7** – Project Manager transmits FHWA approval to their Work Program Office.
- Step 8** – Same as In-House Step 5.
- Step 9** – Same as In-House Step 6.
- Step 10** – Same as In-House Step 7.
- Step 11** – Same as In-House Step 8.
- Step 12** – Same as In-House Step 9.
- Step 13** – Same as In-House Step 10. Go to Consultants and Grants Step 5.

## SPR Part 1 Glossary of Terms

**Activity** - Any task and/or action that is performed to provide a *product or service*. Three levels of activities are included in this document: *Routine Activities*, *Major Routine Activities*, and *Initiatives*.

**Central Office** – One of the Florida Department of Transportation’s organizational units in Tallahassee that “...shall establish departmental policies, rules, procedures, and standards and shall monitor the implementation of such policies, rules, procedures, and standards in order to ensure uniform compliance and quality performance by the districts and central office units that implement transportation programs. Major transportation policy initiatives or revisions shall be submitted to the commission for review.” 20.23(3)(a), *Florida Statutes*.

**Contact(s)** – The person responsible for providing input to and approving all contents of a *Section* page, *Product/Service* page or *District* page.

**D Funds** – Unrestricted State Primary funds.

**District** – One of the Florida Department of Transportation’s decentralized geographic units that is responsible for implementation of the Department’s Transportation Programs ensuring District quality of performance and compliance with all laws, rules, policies, and procedures related to the operation of the Department. *See the following internal web site listing functions of every FDOT organizational unit: <http://cosharepoint.dot.state.fl.us/sites/Personnel/Lists/ClassificationOrganization/DispForm.aspx?ID=209>*

**FDOT** – Florida Department of Transportation

**HP Funds** – Federal Highway Planning funds.

**Initiative** – A *Product or Service* with *Key Activities* that are unique and/or cyclical (such as Florida Transportation Plan, which is updated at least every five years). For each initiative in this document, there is a table containing *Key Activities*, *Key Milestones* and semi-annual status reports.

**Key Activity** – A significant work task that must be accomplished to provide and product or service.

**Key Milestone** – A specific action to be accomplished and/or due date to be met that is planned, approved for use of federal funds, and reported on twice a year.

**Major Routine Activity** – Any task and/or action that happens frequently but has specific milestones and a final deadline associated with it in order to provide a specific *product or service*.

**Non-Participating** – Those work activities for which no amount of federal planning fund reimbursement will be requested.

**Office of Policy Planning** – The Florida Department of Transportation organizational unit that has overall responsibility for soliciting, compiling, transmitting and posting this document, any amendments to this document, and semi-annual reports about this document.

**Participating** – Those work activities for which any amount of federal planning fund reimbursement will be requested.

**Policy Planning Activities** – Any task and/or action related to ensuring that federal, state and department laws, rules, policies, procedures, plans, etc., are properly implemented within FDOT and by its partners.

**Product/Service** – Any physical item (a *product* such as a document or traffic counter) or action (a *service* such as technical assistance or traffic data collection) resulting from *routine* and/or *non-routine activity*.

**Routine Activity** – Any self-explanatory task and/or action that is performed on a daily or monthly basis in order to provide a *product or service*.

**Responsible Office** – The *Central Office* or *District* that is responsible for providing the *Office of Policy Planning* requested and/or needed contents of and comments on this document in a timely manner.

**Soft Match** – The use of eligible toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, with the exception of Emergency Relief Programs and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This allows the federal share to be increased up to 100% to the extent credits are available.

**Systems Planning Activities** – Any task and/or action related to planning for transportation facilities, services, corridors, and/or systems that the department owns and/or is responsible for.

**Transportation Statistics Activities** - Any task and/or action related to data collection, analysis, and/or related activities.

## Content Definition of the Following SPR Part 1 Pages

<p><b>General Organizational Unit Page</b> – <i>not specific to the subject fiscal year</i></p>
<ul style="list-style-type: none"> <li>• <b>General Organizational Unit</b> – Each FDOT geographical district and each central office in Tallahassee that make up FDOT’s Planning and Environmental Management Program. Each has: <ul style="list-style-type: none"> <li>○ A Narrative Page;</li> <li>○ One or more Product/Service Narrative Pages and Tables; and</li> <li>○ Financial information in the Detailed Financial Summary Sheet.</li> </ul> </li> <li>• <b>Description</b> – A brief description of the functions of each General Organizational Unit, usually based on official FDOT organizational materials.</li> <li>• <b>Website</b> – The general web site of the General Organizational Unit, if one exists.</li> <li>• <b>Contact</b> – The General Organizational Unit manager/director.</li> </ul>
<p><b>Product/Service Pages</b></p>
<p><b>Narrative Page for each Major FDOT Product and Service</b> – <i>not specific to the subject fiscal year</i></p> <ul style="list-style-type: none"> <li>• <b>Product/Service</b> – Something that is produced, such as a plan, or something FDOT does, internally or for external entities.</li> <li>• <b>Responsible Organizational Unit</b> – The FDOT organizational unit below the General Organizational Unit responsible for the product or service. These units typically are subject based, providing a way to provide more detail on how federal funds will be used.</li> <li>• <b>Routine Activities</b> – A list of all typical activities performed in providing the product or service.</li> <li>• <b>Website</b> – The specific web site with more information about the product or service, if one exists.</li> <li>• <b>Department Policies, Procedures and Manuals</b> – Any documents that provide detailed requirements and processes related to the product or service.</li> <li>• <b>Contact</b> – The person to contact for more information about the product or service.</li> </ul> <p><b>Table for each Major FDOT Product and Service</b> – <i>specific to the subject fiscal year</i></p> <ul style="list-style-type: none"> <li>• <b>Product/Service</b> – From the Narrative Page.</li> <li>• <b>Key Activities</b> – All major steps to be accomplished to provide the product or service.</li> <li>• <b>Key Milestones</b> – Specific dates to be met or accomplishments planned.</li> <li>• <b>Status Report: 7/1-12/31</b> – Brief narrative submitted by January 31 each year of what was actually accomplished in the first half of the fiscal year with any needed explanatory narrative, especially if dates or planned accomplishments were not met.</li> <li>• <b>Status Report: 1/1-6/30</b> – Brief narrative submitted by September 30 each year of what was actually accomplished in the second half of the fiscal year with any needed explanatory narrative, especially if dates or planned accomplishments were not met.</li> </ul>
<p><b>Links to Detailed Financial Summary Spreadsheet</b> – <i>specific to the subject fiscal year</i></p>
<ul style="list-style-type: none"> <li>• <b>General Organizational Unit</b> – same as on the General Organizational Unit Page.</li> <li>• <b>Federal Participation</b> – the amount of federal funds to be used by General Organizational Unit and General Work Type within each.</li> <li>• <b>Responsible Organizational Unit</b> – same as on the Product/Service Pages.</li> <li>• <b>Planned Federal Expenditures</b> – an estimate of the Federal Funds to be used for each Responsible Organizational Unit.</li> <li>• <b>Federal Expenditures</b> <ul style="list-style-type: none"> <li>○ Work Program – actual amounts as recorded in FDOT’s fiscal and work program systems.</li> <li>○ Estimated % – The planned estimated percentage, modified as needed.</li> <li>○ Calculated – The estimated amount of Federal Funds actually used.</li> </ul> </li> </ul>

## Office of Policy Planning

Policy Planning relates to the development of statewide policies and plans such as the Florida Transportation Plan (FTP) and the Strategic Intermodal System Plan (SIS Strategic Plan). The FTP establishes a policy framework to guide future project and resource allocation decisions. The SIS Strategic Plan provides policy direction for implementing a transportation system that integrates statewide and regionally significant facilities and services, all forms of transportation for moving both people and goods, and transportation linkages into a single, integrated transportation network.

### The functions of this office are to:

- Develop, document and monitor a statewide and metropolitan planning process;
- Develop, publish and distribute the Florida Transportation Plan, including necessary support documents;
- Develop transportation policy alternatives and recommendations;
- Provide necessary coordination on transportation policy issues with other agencies and the public;
- Identify, analyze and document long range trends and conditions;
- Perform various economic and demographic analyses; and
- Evaluate and report on transportation system performance.

*Source:* <http://cosharepoint.dot.state.fl.us/sites/Personnel/Lists/ClassificationOrganization/DispForm.aspx?ID=209>

### There are two sections within the Office of Policy Planning:

- **Statewide Planning and Policy Analysis. The functions of this section are to:**
  - Develop, produce, publish, and distribute the Florida Transportation Plan, including the Long Range Component, the Short Range Component and the Long Range Program Plan.
  - Develop, document and manage a statewide transportation planning process.
  - Develop procedures for evaluating characteristics of multimodal/intermodal solutions to transportation service needs and assist Department offices in implementing the evaluation methodologies.
  - Assist other units with the implementation of multimodal and intermodal planning processes that involve state, regional, local and private entities and persons in the development of a comprehensive multimodal transportation system plan for the state.
  - Compile and maintain documentation of transportation needs of the state transportation system.
  - Coordinate the Department's policy making activities with appropriate counterparts in overall planning and the Executive Office of the Governor and other state agencies.
  - Design, conduct, and document a statewide policy development process, including development of rules and procedures.
  - Develop transportation policy alternatives and recommendations for consideration by Department management.
  - Coordinate development of Long Range Funding Forecasts.
  - Coordinate development of the Annual Performance Report.
  - Compile and maintain on the web cost characteristics of transportation modes.
  - Compile and publish "Trends and Conditions" reports on the future trends, conditions, problems and opportunities that are anticipated to influence transportation planning and decision-making.
  - Analyze and report on the economic implications and consequences of policy and program alternatives.
  - Assist other units in the tabulation and application of U.S. Census, Land Use Mapping System and other planning data.

- **Intergovernmental Programs. The functions of this section are to:**
  - Coordinate the development of the Statewide Transportation Improvement Program.
  - Develop and implement a metropolitan planning process consistent with federal and state laws, rules and Department policies.
  - Develop procedures, provide interagency coordination, and provide training and technical assistance for the development of Local Government Comprehensive Plans.
  - Coordinate the Department's Corridor Management activities.
  - Assist the Metropolitan Planning Organization Advisory Council in providing interagency coordination and technical assistance for MPOs.
  - Provide technical analysis, policy development, and interagency coordination for Growth Management policies, rules, procedures, and legislation.
  - Develop procedures, provide interagency coordination, and provide training and technical assistance for the Regional Planning Council involvement with transportation issues.
  - Assist other units in performing air quality activities in compliance with the Clean Air Act. Develop effective public involvement and outreach programs related to transportation planning activities of the agency.
  - Serve as intergovernmental policy liaison with the Governor's office, Legislature, Transportation Commission, and other federal, state and local agencies.
  - Monitor, analyze and develop state-of-the-art and emerging multimodal transportation/land use concepts for application to Florida's urban areas; assist District and local government personnel with implementation.

*Source:* <http://cosharepoint.dot.state.fl.us/sites/Personnel/Lists/ClassificationOrganization/DispForm.aspx?ID=209>

**Website(s):** <http://www.dot.state.fl.us/planning/policy/>

**Contact(s):** Kathleen Neill 850.414.4800; [kathleen.neill@dot.state.fl.us](mailto:kathleen.neill@dot.state.fl.us)

**Product/Service:** Florida's State Planning and Research (SPR) Program Part 1

**Responsible Organizational Unit:** Office of Policy Planning

**Major Routine Activities:**

- Compile and submit a draft Program Plan Part 1 by May 15.
- Address comments and publish by July 1.
- Compile and submit amendments as needed.
- Compile and submit the mid-year Progress Report by January 31.
- Compile and submit the annual Progress Report by September 30.
- Develop, distribute, and monitor the State Planning and Research fund allocations for the entire plan (Program Development Office, with District assistance).
- Provide information for the compilation of the annual SPR Program Plan (entire plan), mid-year and annual Progress Reports.

**Website(s):** <http://www.dot.state.fl.us/planning/policy/plans>

**Department Policies, Procedures and Manuals:** None.

**Contact(s):** Terry Kraft 850.414.4801; [terry.kraft@dot.state.fl.us](mailto:terry.kraft@dot.state.fl.us)

**Florida's State Planning and Research (SPR) Program Part 1**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Compile and submit a draft Program Plan Part 1	Submit draft in new format by May 15 each year		
Address comments and publish	Submit final by July 1 each year		
Compile and submit amendments	As needed		
Compile and submit the mid-year Progress Report	Submit by January 31 each year		
Compile and submit the annual Progress Report	Submit by September 30 each year		

**Product/Service:** Florida's Statewide Transportation Plan (FTP)

**Responsible Organizational Unit:** Office of Policy Planning

**Routine Activities:**

- Develop and publish an update of the Florida Transportation Plan at least each five years.
- Short Range Component and Annual Performance Report Develop and publish the Short Range Component of the Florida Transportation Plan (FTP) and Plan-in-Brief annually.
- Track, analyze and report key trends and conditions and policy issues to support the implementation of the FTP.
- Maintain a process for linking the FTP with the Department's programming, budgeting and performance monitoring process.
- Implement strategies contained in the 2025/2060 Florida Transportation Plan that are not covered by other activities in this SPR
- Develop, update and maintain statewide policy criteria for corridor planning. Develop statewide policy guidance for the SIS, as well as guidance to assist regions and local governments in identifying policies for effective planning of regional and local corridors. Identify potential criteria that could be developed at the statewide level, and develop a process for coordinating with other statewide partners to reach consensus on these criteria.
- Provide information for the development of the Short Range Component of the FTP.
- Develop, update and maintain a statewide corridors process, plan and implementation tools.
- Develop, update and maintain a performance monitoring process, plan and implementation tools.
- Integrate multimodal, intermodal and corridor planning into the various Department and Partner processes.
- Coordinate the development of the Long Range Program Plan, the framework for the development of agency budget requests.
- Provide policy analysis of state and federal legislation.
- Identify potential projects for state and federal discretionary funding and provide information on these projects to the Florida Congressional delegation.

**Website(s):** <http://www.dot.state.fl.us/planning/ftp/>

**Department Policies, Procedures and Manuals:** To be completed in the future.

**Contact(s):**

- 2025 Florida Transportation Plan Implementation: David Lee 850.414.4802; [david.lee@dot.state.fl.us](mailto:david.lee@dot.state.fl.us)
- 2060 Florida Transportation Plan Development: Huiwei Shen 850.414.4911; [huiwei.shen@dot.state.fl.us](mailto:huiwei.shen@dot.state.fl.us) (project manager for the 2030 FTP update)

**Florida Transportation Plan (FTP) Implementation**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Update, publish and implement the Florida Transportation Plan Short Range Component	Annually		
Update and publish the Long Range Program Planning process	Annually		
Develop, update and maintain performance indicators and a Performance Measures Framework	As needed		
Update, publish and maintain the Long Range Revenue Forecast	Periodic Long Range Revenue Forecast for update cycle of FTP and MPO long range transportation plans		
Refine and maintain a Macroeconomic analysis process	Periodic macroanalysis of FDOT Work Programs		
Conduct research and maintain and update trends and conditions information to support statewide policies, plans and programs	Publish the annual Pocket Guide to Florida Transportation Trends & Conditions		
Develop, refine and implement partner coordination activities and process	As needed		
Perform Census data analysis	As needed		
Support the Bicycle Pedestrian Advisory Council	As needed		

**2060 Florida Transportation Plan (FTP) Development**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Coordinate with partners and the public on the development of the 2060 FTP	Development of the 2060 FTP for public comment and adopt of the final plan by December 2010		
Conduct partner briefings, statewide webinars, and regional workshops on the development of the 2060 FTP	Complete public and partner involvement activities by December 2010		
Develop the 2060 FTP and related documents	Complete the 2060 FTP and related documents by December 2010		
Integrate emerging issues such as climate change related adaptation considerations into the 2060 FTP	Continuous		
Evaluate the 2060 FTP public and partner involvement process	Complete evaluation report by June 2011		
Develop quantified objectives for implementing the 2060 FTP	Complete by December 2011		

**Product/Service:** Florida's Strategic Intermodal System

**Responsible Organizational Unit:** Office of Policy Planning

**Routine Activities:**

- Maintain and revise as necessary the designation change process.
- Coordinate and document an annual systemwide data and designation review.
- Process requests for designation changes.
- Coordinate the SIS with Florida's military facilities.
- Coordinate the SIS with regional and local facilities.
- Coordinate the SIS with the Department's modal initiatives.
- Manage policy level public and partner involvement efforts related to the SIS.
- Assist in technical level public and partner involvement efforts related to the SIS.
- Assist in modal planning public and partner involvement efforts related to the SIS.
- Assist in enhancing partners' plans to properly reflect the SIS, as well as provide input to the SIS planning process.
- Assist in enhancing Florida's economic development plans at the state, regional and local levels to properly reflect the SIS, as well as provide input to the SIS planning process.
- Assist in providing revenue forecasts for implementing the SIS and regionally significant facilities.
- Assist in integrating the SIS into Florida's economy, communities and environment.
- Coordinate development and implementation of a framework and plan for SIS performance monitoring, evaluation and reporting.
- Implement public involvement and outreach programs.

**Website(s):** <http://www.dot.state.fl.us/planning/sis/>

**Department Policies, Procedures and Manuals:** To be completed in the future.

**Contact(s):**

- Project Manager: Brian Watts 850.414.4818; [brian.watts@dot.state.fl.us](mailto:brian.watts@dot.state.fl.us)
- Strategic Intermodal System Designation: Terry Kraft 850.414.4801; [terry.kraft@dot.state.fl.us](mailto:terry.kraft@dot.state.fl.us)

**Florida Strategic Intermodal System Designation**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Process Requests for Designation Changes	As received		
Maintain SIS Designation web and SharePoint sites	As needed		
Develop and revise designation criteria	As needed		
Conduct Annual Data and Designation Review	Complete by June 30 each year		

**Florida Strategic Intermodal System**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Plan Implementation	Update supporting documents (e.g. SIS Designation Report, SIS Short-Range Component, implementation guidance)		
	Potential working sessions with Districts and regional/local partners on specific designation changes, etc.		

**Product/Service:** Florida's State Transportation Improvement Plan (STIP)

**Responsible Organizational Unit:** Office of Policy Planning

**Routine Activities:**

- Provide information to compile and update the State Transportation Improvement Plan.
- Coordinate with each district as needed.
- Coordinate with applicable Federal Aid, Work Program and other Department staff as needed.

**Website(s):** <http://www.dot.state.fl.us/planning/policy/metrosupport/tipamendments.shtm>

**Department Policies, Procedures and Manuals:** To be completed in the future.

**Contact(s):** Yvonne Arens 850.414.4816; [yvonne.aren@dot.state.fl.us](mailto:yvonne.aren@dot.state.fl.us)

**Florida's State Transportation Improvement Plan (STIP)**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Transportation Improvement Program Approval by FDOT	September 1		
State Transportation Improvement Program Approval by FHWA	September 30		
Annual FDOT Certification	August		

**Product/Service:** Florida Metropolitan Planning Organization (MPO) Support

**Responsible Organizational Unit:** Office of Policy Planning

**Routine Activities:**

- Provide policy, training and technical assistance for the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), MPO certification and formation, and the Development of Regional Impacts (DRIs).
- Support the MPO Advisory Council (MPOAC) by providing technical assistance in the development of its UPWP, participating on its technical advisory committee, and participating in quarterly meeting agendas.
- Provide revenue forecasts to the MPOs to develop LRTPs.
- Provide support (technical advice and assistance) to MPOs to assure Title VI compliance in the planning process (UPWP, TIP, model validation, etc.) and compliance with other certification requirements.
- Provide supporting information and documentation to support MPO planning.
- Review and take appropriate action on TIPs and TIP amendments.
- Conduct review of all 26 LRTPs and estimate the 20-year MPO financial shortfall.
- Provide administrative and technical liaison to metropolitan planning organizations, regional planning councils, cities, counties and other local agencies.
- Review and comment on numerous policies, plans and programs of local, metropolitan, regional, state and federal entities.

**Website(s):** <http://www.dot.state.fl.us/planning/policy/metrosupport/>

**Department Policies, Procedures and Manuals:** To be completed in the future.

**Contact(s):** Yvonne Arens 850.414.4816; [yvonne.arens@dot.state.fl.us](mailto:yvonne.arens@dot.state.fl.us)

**Florida Metropolitan Planning Organization (MPO) Support**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Annual Certifications	August 1		
Unified Planning Work Program Approval by FHWA	Every two years		
Update Metropolitan Planning Organization Handbook	As Needed		
Update MPO forms	As Needed		
Review Long Range Transportation Plan updates for each of 26 Metropolitan Planning Organizations	Every Five Years		

**Product/Service:** Support for Growth Management in Florida

Support for Growth Management in Florida pertains to activities that ensure required coordination between cities, counties and local agencies as well as FDOT and other state and federal agencies in defining, prioritizing and integrating our transportation infrastructure related to growth management.

**Responsible Organizational Unit:** Office of Policy Planning

**Routine Activities:**

- Review amendments and Evaluation and Appraisal Reports for the Local Government Comprehensive Plans (LGCP) and Strategic Regional Policy Plans (SRPP).
- Provide supporting information and documentation for long range planning and the Project Development and Environment process (PD&E), primarily through the ETDM process.
- Review Intergovernmental Coordination and Review (ICAR) documents.
- Begin implementation of the 2025 FTP, including developing a policy framework and methodology for the transportation element of regional visions/action plans consistent with 2025 FTP, including guidance for a prototype regional effort.
- Participate in regional development planning projects, and in the planning and programming of new regional transportation corridors.
- Conduct Utility Siting Acts reviews.
- Providing administrative and technical liaison to metropolitan planning organizations, regional planning councils, cities, counties and other local agencies.
- Reviewing and commenting on numerous policies, plans and programs of local, metropolitan, regional, state and federal entities.
- Provide technical assistance to Districts and applicable local governments in growth management related issues including proportionate fair share agreements and applications for variance to LOS Rule.
- Review and provide technical assistance regarding potential growth management related legislation that is related to transportation.
- Initiate and support a regional planning emphasis in the development of local transportation programs and plans.

**Website(s):** <http://www.dot.state.fl.us/planning/policy/growthmgt/>

**Department Policies, Procedures and Manuals:** To be completed in the future.

**Contact(s):** Robert Magee 850.414.4803; [robert.magee@dot.state.fl.us](mailto:robert.magee@dot.state.fl.us)

**Support for Growth Management in Florida**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Provide technical assistance regarding level of service variance applications	As needed		
Review large scale development requests in relation to transportation impacts	As needed		
Provide technical assistance in the review of growth management legislation	As requested ( February – May)		
Provide technical assistance to Districts in regards to growth management	Ongoing		

**Product/Service:** Florida Rural and Non-Metropolitan Planning Support

Florida Rural and Non-Metropolitan Planning Support pertains to activities ensuring required coordination between FDOT and cities, counties, and regional agencies as well as other state and federal agencies in defining, planning, prioritizing and integrating our transportation infrastructure related to rural and non-metropolitan planning.

**Responsible Organizational Unit:** Office of Policy Planning

**Routine Activities:**

- Compile FDOT's Annual Rural Economic Development Initiative (REDI) Report.
- Support the various activities of REDI, including implementing a program to assist rural communities by waiving or reducing match requirements for projects within their communities.
- Review and solicit comments from non-metropolitan local officials and other interested parties at least once every five years regarding the effectiveness of the non-metropolitan consultation process and any proposed changes.

**Website(s):** <http://www.dot.state.fl.us/planning/policy/ruralsupport/>

**Department Policies, Procedures and Manuals:**

- Work Program Instructions:  
<http://www.dot.state.fl.us/programdevelopmentoffice/Development/PDFInstructions2009/PARTIIICHAP30.pdf>

**Contact(s):** Melanie Weaver Carr 850.414.4817; [melanie.carr@dot.state.fl.us](mailto:melanie.carr@dot.state.fl.us)

**Florida Rural and Non-Metropolitan Planning Support**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Support Rural Economic Development Initiative (REDI)	Participate in monthly REDI meetings and other related activities		
Compile annual REDI Report	Note major REDI activities and accomplishments throughout year		
Review and solicit comments from non-metropolitan local officials and other interested parties at least once every five years regarding the effectiveness of the non-metropolitan consultation process and any proposed changes	Not due again until 2014		

**Product/Service:** Florida Demographic Data and Census Support

**Responsible Organizational Unit:** Office of Policy Planning

**Routine Activities:**

- Serve as a Census Affiliate Data Center for statewide distribution of U.S. Census Bureau data.
- Produce annual estimates of Florida's current population at the FDOT district, county, Urbanized Area, and Urban cluster geographic summary levels.
- Provide training and assist state, county and local agencies in the use of Census Bureau GIS products and Census 2000 Transportation Planning Package.
- Assist MPOs with boundary and membership issues for merging and emerging MPOs.
- Support the continuing development of the Florida Land Use Mapping System.

**Website(s):** <http://www.dot.state.fl.us/planning/policy/demographic/>

**Department Policies, Procedures and Manuals:** To be completed in the future.

**Contact(s):** Huiwei Shen 850.414.4911; [huiwei.shen@dot.state.fl.us](mailto:huiwei.shen@dot.state.fl.us)

**Florida Demographic Data and Census Support**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Annual Population Estimates	Meet all due dates and requirements		
Land Use Mapping System (LUMS)	Meet all due dates and requirements		
State Data Center Operations	Meet all due dates and requirements		

## Transportation Statistics Office

Transportation Statistics is the Florida Department of Transportation's central clearinghouse and principal source for highway and traffic data. Various offices gather data directly through automated means and by staff for Highway Infrastructure (descriptions and measurements of the State's public roads) and Highway Usage (traffic data, including trends and patterns of vehicle traffic characteristics).

**Transportation statistics** includes:

- Compilation, analysis, quality control/assurance, evaluation and reporting of general interest roadway inventory data collected by the districts, including:
  - Highway Performance Monitoring System (HPMS) data, and traffic data collected at portable traffic monitoring sites;
  - Collection, quality control, editing, processing, analysis, evaluation and reporting of telemetered traffic monitoring of vehicle volumes, types, speeds and weights;
  - Development and maintenance of the traffic monitoring system/highways and public transportation; and
  - Coordination of data collection initiatives required to meet user needs (through the Transportation Data Steering Committee).
- Functional classification, system assignment and jurisdictional transfer of roads;
- Development of traffic projections;
- Development, analysis and production of data for annual reporting of department performance;
- Support of the Planning computer network;
- Geographic information system support; and
- Planning database administration and support.

*Source:* <http://cosharepoint.dot.state.fl.us/sites/Personnel/Lists/ClassificationOrganization/DispForm.aspx?ID=209>

**There are four sections within the Transportation Statistics Office:**

- **Traffic Data. The functions of this section are to:**
  - Collect data on vehicle volumes, types, weights, and speeds through automated, remote telemetry systems. These data are electronically loaded into the Traffic Information System (TIS) database. This database constitutes the backbone of the Traffic Monitoring System for Highways (TMS/H), required by the Intermodal Surface Transportation Efficiency Act (ISTEA), to support six mandated management systems.
  - Install and maintain traffic data collection sites and equipment.
  - Develop required procedures, set standards, and provide technical assistance to district staffs, other agencies, and the public.
  - Process, analyze and evaluate traffic data collected by the districts and others, and distribute Annual Average Daily Traffic (AADT) for the Department's highway planning, programming and production projects.
  - Provide technical guidance in preparing design traffic estimates to support Department production activities.
- **System Support. The functions of this section are to:**
  - Acquire, maintain, and manage information resources assigned to office staff and train staff in the proper use of these resources.
  - Prepare county, district, and statewide maps in support of traffic and roadway characteristics reporting functions, and miscellaneous other maps, as requested.
  - Coordinate the integration and development of new computer systems.

- Develop procedures, set standards, and provide mini-computer related technical assistance to district staffs, other agencies, and the public.
- Procure, operate, and manage the Traffic and Roadway Information System. (TRIS)
- Maintain an interactive environment for users of Planning's mini-computer system. Provide reports (graphic and tabular) on data stored on our mini-computer system, relative to RCI traffic count and other data systems.
- **Highway Data Analysis. The functions of this section are to:**
  - Perform data analysis of data produced by the Transportation Statistics Office as needed for the Office of Policy Planning, the Florida Transportation Plan, and the Systems Planning Office to improve the Florida Intrastate Highway System and the Strategic Intermodal System.
  - Coordinate and support the functional classification, system assignment, and jurisdictional assignment of roads by the districts.
  - Coordinate the numbering of state and U.S. routes with the districts and the American Association of State Highway and Transportation Officials.
  - Create data extracts to facilitate access to databases.
  - Produce periodic reports on road mileage and characteristics for the Federal Highway Administration (FHWA) and other offices in the Department.
  - Provide highway data as requested by personnel in the FHWA, the Department, other agencies, and the public.
- **Highway Data Collection / Quality Control. The functions of this section are to:**
  - Manage the entry and maintenance of highway data in computer-based information management systems.
  - Check accuracy and timeliness of data provided by the districts and others. Provide training to users and providers of highway data.
  - Promulgate procedures, set standards, and provide technical assistance to district staffs, other agencies, and the public.
  - Manage the Statewide Quality Assurance Review (QAR) program for the Transportation Statistics Office.
  - Work with Districts to develop Quality Control plans for highway and traffic data.

*Source:* <http://cosharepoint.dot.state.fl.us/sites/Personnel/Lists/ClassificationOrganization/DispForm.aspx?ID=209>

**Website(s):** <http://www.dot.state.fl.us/planning/statistics/>

**Contact(s):** James Golden 850.414.4848; [jamesw.golden@dot.state.fl.us](mailto:jamesw.golden@dot.state.fl.us)

**Product/Service:** Construct, operate and maintain Telemetered Traffic Monitoring Sites

Florida's traffic monitoring program consists of continuous count and seasonal count components. The continuous count program is operated by the Transportation Statistics Office, and is principally used to develop the seasonal factors used to transform the short-duration seasonal counts into Annual Average Daily Traffic estimates.

**Responsible Organizational Unit:** Transportation Statistics Office, **Traffic Data**

**Routine Activities:**

- Collect data from continuous counters.
- Convert continuous count data into ASCII files, summarize the data by direction and hour of day, and load it into the database tables.
- Perform quality edits on the hourly counts to ensure the data is accurate.
- Process communications and utility invoices for payment.
- Monitor the daily polling logs to ensure all operational continuous counters are downloading data.
- Dispatch service technicians to continuous counters that fail to download, or whose data has been questioned.
- Schedule defective sensors for replacement.
- Monitor the Work Program to ensure any road construction project that will destroy a continuous count site replace that site as part of the road work.
- Maintain the TTMS polling and processing software.
- Evaluate new traffic monitoring equipment and materials for inclusion in the approved products list.
- Maintain the traffic databases.

**Website(s):** <http://www.dot.state.fl.us/planning/statistics/>

**Department Policies, Procedures and Manuals:** [Traffic Monitoring Procedure](#) (525-030-150) and Traffic Monitoring Handbook

**Contact(s):** Rick Reel 850.414.4709; [richard.reel@dot.state.fl.us](mailto:richard.reel@dot.state.fl.us)

<b>Construct, operate and maintain Telemetered Traffic Monitoring Sites</b>			
<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Poll TTMS	Daily		
QC continuous count data	Complete QC of prior month's data by the 20th		
Maintain TTMS equipment	Visit malfunctioning site within 2 weeks of problem notification		
Coordinate road construction and TTMS plans	Modify road construction plans to include replacement of affected site or sensors by 50% stage		
Repairs to TTMSs and PTMSs, and associated equipment, statewide	As needed		

**Product/Service:** Develop Annual Average Daily Traffic

One of the most important statistics used in highway planning is the Annual Average Daily Traffic (AADT). This statistics represents the number of vehicles that pass over a particular point in a road in an average day. An AADT can be calculated directly from a year's data collected at a continuous counter, or estimated from short-duration (seasonal) counts with the use of seasonal adjustment factors developed from continuous count data.

**Responsible Organizational Unit:** Transportation Statistics Office, **Traffic Data**

**Routine Activities:**

- Collect short-duration counts on state-owned and non-state-owned highways.
- Calculate monthly and annual average daily traffic for continuous counters.
- Estimate monthly ADT for missing data at continuous counters.
- Develop seasonal adjustment factors.
- Process vehicle classification data to develop axle adjustment factors.
- Develop AADT estimates for seasonal counts by applying seasonal and axle adjustment factors.
- Review AADT estimates for accuracy.
- Estimate AADT for those stations not counted.
- Develop K, D, and T factors from available data.
- Estimate K, D, and T factors for all traffic count stations.
- Develop section break traffic statistics.
- Update databases with new traffic data.
- Close out count year and open new count year in TCI database.

**Website(s):** <http://www.dot.state.fl.us/planning/statistics/>

**Department Policies, Procedures and Manuals:** [Traffic Monitoring Procedure](#) (525-030-150) and Traffic Monitoring Handbook

**Contact(s):** Rick Reel 850.414.4709; [richard.reel@dot.state.fl.us](mailto:richard.reel@dot.state.fl.us)

**Develop Annual Average Daily Traffic**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Calculate monthly and annual average daily traffic for TTMS	By January 31		
Develop seasonal and axle adjustment factors	By February 21		
Calculate AADT for seasonal count stations	By March 15		
Develop section break traffic statistics	By April 15		
Update traffic databases	By May 1		
Distribute AADT reports	By June 15		

**Product/Service:** Geographic Information Systems (GIS)

The Section is responsible for maintenance of the Department's official GIS basemap, in addition to many other GIS data layers. Other products and services include map production, data analysis, and application development. GIS support is provided to Central Office and District staff in support of Transportation Statistics functions, and technical support is provided in support of efforts related to the Strategic Intermodal System (SIS).

**Responsible Organizational Unit:** Transportation Statistics Office, **System Support**

**Routine Activities:**

- Maintenance of the Department's official highway basemap, a digital route system used primarily for map production, dynamic segmentation, city-to-city mileage generation, and modeling. The basemap is a geographic representation of the Roadway Characteristics Inventory (RCI). The GIS staff works with the Districts to maintain basemap/RCI compatibility on an ongoing basis.
- Development and maintenance of web-based mapping applications, including IView (Intranet); [Florida Traffic Online](#) (Internet); and [City-to-City Mileage](#) (Internet).
- Acquisition and utilization of digital aerial photography for use with basemap maintenance and other tasks.
- Development and support of GIS applications, including mapping applications and custom tools for Office and District use.
- Provision of GIS traffic data for the annual Florida Traffic Information DVD and for Florida Traffic Online.
- Production of high quality maps as required, including: federal aid maps; NHS map; SHS map; FDOT fuel site location map; TTMS for EOC map; maps related to the Strategic Intermodal System (SIS), as needed; and other maps as requested.
- Generation of the official city-to-city mileage information, included on the Florida Transportation Map and used for travel reimbursement. (Data available through the [City-to-City Mileage application](#).)
- GIS technical assistance for Central Office and District staff.
- GIS data distribution via the Internet (<http://www.dot.state.fl.us/planning/statistics/gis/>), including the basemap; shapefiles derived from the basemap; geodatabases; metadata; extensions; and executables.
- Maintain and provide mapping information related to the SIS.
- Assist in developing SIS mapping roles and responsibilities and support mapping needs for the SIS.

**Website(s):** <http://www.dot.state.fl.us/planning/statistics/>

**Department Policies, Procedures and Manuals:** To be completed in the future.

**Contact(s):** Paul O'Rourke 850.414.4732; [paul.orourke@dot.state.fl.us](mailto:paul.orourke@dot.state.fl.us)

**Geographic Information Systems (GIS)**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
City-to-City mileage (distances between Florida cities)	Provided annually to the Surveying & Mapping Office		
Federal Aid Maps	Updated regularly		
NHS, SHS, fuel site locations, and TTMS for EOC maps	Updated as needed		
GIS data refresh and distribution	Refreshed and posted regularly		
GIS basemap maintenance	Ongoing		
Web-based mapping application development and maintenance	Ongoing		
Digital aerial photography acquisition	Ongoing		
Custom GIS application and tool creation and maintenance	Ongoing		
Provide traffic GIS data in support of the Florida Traffic Information DVD	Provided annually		
Provide GIS technical assistance to Central Office and District staff	Ongoing		
Provide technical support for efforts related to the SIS	Ongoing		

**Product/Service:** Computer and Local Area Network (LAN) Support

The Section is responsible for ensuring that the Transportation Statistics Office and other Planning offices are provided with computer and LAN support through OIS personnel. In addition, the Section is currently responsible for managing additional computer and LAN support for the Transportation Statistics Office and other Planning offices through a consultant contract. Consultant staff coordinates with OIS staff to ensure the necessary technical support in order for our office to run smoothly.

**Responsible Organizational Unit:** Transportation Statistics Office, **System Support**

**Routine Activities:**

- PC support
- Printer support
- Network maintenance
- Server maintenance
- Software acquisition and installation.

**Website(s):** <http://www.dot.state.fl.us/planning/statistics/>

**Department Policies, Procedures and Manuals:** To be completed in the future.

**Contact(s):** Paul O'Rourke 850.414.4732; [paul.orourke@dot.state.fl.us](mailto:paul.orourke@dot.state.fl.us)

<b>Computer and Local Area Network (LAN) Support</b>			
<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
PC support	Ongoing		
Printer support	Ongoing		
Network maintenance	Ongoing		
Server maintenance	Ongoing		
Software acquisition/installation	Ongoing		

**Product/Service:** Road Classification, Numbering, and Jurisdiction

**Responsible Organizational Unit:** Transportation Statistics Office, **Highway Data Analysis**

**Routine Activities:**

- Coordinate functional classification of Florida's public roads, in accordance with FHWA requirements, including the designation of federal aid eligibility.
  - 1) Maintain functional classification handbook and procedure, and monitor database changes
  - 2) Coordinate functional classification change requests with Districts and FHWA
  - 3) Create report of federal aid eligible roads, and support creation of corresponding map
- Coordinate designation of roads on the National Highway System.
- Coordinate transfer of road jurisdiction to and from the State Highway System, and coordinate changes to numbering of State, US, and Interstate Routes with the American Association of State Highway and Transportation Officials.
  - 1) Respond to requests for jurisdiction transfer coordination and to requests for changes to State, US, and Interstate Routes numbering
  - 2) Maintain Jurisdiction and Road Numbering handbook and procedure

**Website(s):** <http://www.dot.state.fl.us/planning/statistics>

**Department Policies, Procedures and Manuals:**

- [General Interest Roadway Data Procedure](#): Topic No. 525-020-310
- RCI Features and Characteristics Handbooks: <http://www.dot.state.fl.us/planning/statistics/rci/>
- [Road Jurisdiction and Numbering Procedure](#): Topic No. 525-020-010
- [FHWA Urban Boundary and Federal Functional Classification](#): Topic No. 525-020-311
- FunClass handbook
- Jurisdiction handbook

**Contact(s):** Gordon Morgan 850.414.4730; [gordon.morgan@dot.state.fl.us](mailto:gordon.morgan@dot.state.fl.us)

<b>Road Classification, Numbering, and Jurisdiction</b>			
<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Maintain “Functional Classification and Urban Boundary Handbook”	Produce updated draft handbook by August 1 each year		
Maintain “Functional Classification and Urban Boundary Procedure”	Produce updated draft procedure by August 1 each year		
Monitor functional classification changes in RCI	Monthly		
Produce Federal Aid Report	On line by first of each month, June-December		
Coordinate NHS designation changes	As requested		
Coordinate road jurisdiction changes	As requested		
Coordinate SR, US, and IS route number changes	As requested		
Maintain Road Jurisdiction and Numbering Handbook	Produce updated draft handbook by August 1 each year		
Maintain Road Jurisdiction and Numbering Procedure	Produce updated draft procedure by August 1 each year		

**Product/Service:** Analysis and Production of Data

**Responsible Organizational Unit:** Transportation Statistics Office, Highway Data Analysis

**Routine Activities:**

- Analyze and report data on highway extent and performance as needed for the Office of Policy Planning, Systems Planning Office, and Florida Transportation Plan to support the Florida Intrastate Highway System and Strategic Intermodal System.
- Support Department performance measure reporting.
  - 1) Produce annual Source Book of performance measures and other data
  - 2) Provide data to Department's Performance Management Office
- Analyze and routinely report data on the State Highway System and public road mileage and travel for FHWA, other Department offices, and the public.
- Compile and report data on paved and unpaved public road mileage.
- Extract, analyze, and provide road data to FHWA, the Department, other agencies, and the public.
  - 1) Respond to formal and informal information requests
  - 2) Maintain and use the Transportation Statistics Electronic Document Management System (EDMS)

**Website(s):** <http://www.dot.state.fl.us/planning/statistics>

**Department Policies, Procedures and Manuals:**

- [General Interest Roadway Data Procedure](#): Topic No: 525-020-310
- RCI Features and Characteristics Handbooks: <http://www.dot.state.fl.us/planning/statistics/rci/>

**Contact(s):** Gordon Morgan 850.414.4730; [gordon.morgan@dot.state.fl.us](mailto:gordon.morgan@dot.state.fl.us)

**Analysis and Production of Data**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Provide current performance measure data to the Office of Policy Planning and Systems Planning Office	As requested		
Provide current performance measure data to the Performance Management Office	Provide data files by July 15 each year		
Prepare annual Source Book of performance and other data	Put on line by August 15 each year		
Produce semiannual State Highway System Mileage Reports	Put on line by July 15 each year and January 15 each year		
Produce annual State Highway System, Public Road, and City/County Mileage Reports	Put on line by July 15 each year		
Provide other information to government agencies and the public	As requested		

**Product/Service:** Support for RCI Data Users

**Responsible Organizational Unit:** Transportation Statistics Office, **Highway Data Analysis**

**Routine Activities:**

- Provide edit routines to highlight problems with RCI data quality.
- Create RCI data extracts and reporting tools to facilitate access to RCI data.
  - 1) Support RCI direct data extraction tools, and use them as requested.
  - 2) Develop and produce annual compilation of RCI data with a map interface for distribution in a CD or DVD
- Determine data needs and coordinate RCI data organization (through the Department's Transportation Data Steering Committee).
- Coordinate with Office of Information Systems (OIS) to make needed updates and fixes to RCI.

**Website(s):** <http://www.dot.state.fl.us/planning/statistics>

**Department Policies, Procedures and Manuals:**

- [General Interest Roadway Data Procedure](#): Topic No: 525-020-310
- RCI Features and Characteristics Handbooks: <http://www.dot.state.fl.us/planning/statistics/rci/>

**Contact(s):** Gordon Morgan 850.414.4730; [gordon.morgan@dot.state.fl.us](mailto:gordon.morgan@dot.state.fl.us)

**Support for RCI Data Users**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Maintain and add to RCI mainframe edit routines	As needed		
Maintain and update data extract tools	As needed		
Produce CD or DVD of RCI data with map interface	Complete master disk by June 1		
Coordinate with Transportation Data Steering Committee on RCI needs	As needed		
Coordinate with OIS on RCI maintenance	As needed		

**Product/Service:** Highway Performance Monitoring System (HPMS)

**Responsible Organizational Unit:** Transportation Statistics Office, **Highway Data Analysis**

**Routine Activities:**

- Compile data required by the Federal Highway Administration (FHWA) for national summaries of highway mileage, traffic, pavement condition, and other data.
  - 1) Work with Districts to get relevant data inventoried and entered correctly into the Roadway Characteristics Inventory (RCI)
  - 2) Extract relevant data from RCI into HPMS data file
  - 3) Add updated traffic data from on and off the State Highway System
  - 4) Add pavement condition data from the State Materials Office
  - 5) Add future VMT data from MPOs
  - 6) Obtain mileage data from cities and counties
  - 7) Review HPMS file for errors and inconsistencies, and work with data providers to correct the data
  - 8) Provide report to FHWA certifying the public road mileage in Florida
  - 9) Submit the HPMS data file to FHWA

**Website(s):** <http://www.dot.state.fl.us/planning/statistics>

**Department Policies, Procedures and Manuals:**

- [General Interest Roadway Data Procedure](#): Topic No: 525-020-310
- RCI Features and Characteristics Handbooks: <http://www.dot.state.fl.us/planning/statistics/rci/>

**Contact(s):** Gordon Morgan 850.414.4730; [gordon.morgan@dot.state.fl.us](mailto:gordon.morgan@dot.state.fl.us)

**Highway Performance Monitoring System (HPMS)**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Determine needs for new HPMS samples	Select samples by August 1 each year		
Extract data from RCI	Extract data on December 31 each year		
Add pavement data	Add data by April 15 each year		
Add future VMT data	Add data by April 30 each year		
Obtain public road mileage data	Obtain from all entities by May 15 each year		
Add and edit traffic data	Complete corrections by May 22 each year		
Provide Certification of Public Road Mileage	Deliver to FHWA Florida Division Office by June 1 each year		
Provide HPMS data file to FHWA	Submit electronically by June 15 each year		

**Product/Service:** Florida's Roadway Characteristics Inventory (RCI)

**Responsible Organizational Unit:** Transportation Statistics Office, **Highway Data Collection/Quality Control**

**Routine Activities:**

- Provide Statewide oversight for the Department's roadway data collection program.
- Provide technical support to facilitate District collection and input of descriptive roadway data for maintaining the Department's computer-based RCI.
- Provide roadway ID assignments for all roads classified as Collectors or higher.
- Maintain the RCI Inventory Tracking Application (RITA) to facilitate District inventory management for roads functionally classified as Collectors or higher.
- Maintain the Transportation Statistics RCI Office & Field Handbooks to support the General Interest Roadway Data Collection Program.
- Conducting a research project to explore methodologies for roadway data collection using geographical positioning system (GPS) technology to establish permanent logical termini.

**Website(s):** <http://www.dot.state.fl.us/planning/statistics/rci/>

**Department Policies, Procedures and Manuals:**

- [General Interest Roadway Data Procedure](#): Topic No. 525-020-310
- RCI Features and Characteristics Handbooks:  
<http://www.dot.state.fl.us/planning/statistics/rci/>

**Contact(s):** Rodney Floyd 850.414.4702; [rodney.floyd@dot.state.fl.us](mailto:rodney.floyd@dot.state.fl.us)

<b>Florida's Roadway Characteristics Inventory (RCI)</b>			
<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Provide Statewide oversight for the Department's roadway data collection program	On-going support		
Provide technical support to facilitate District collection and input of descriptive roadway data for maintaining the Department's computer-based RCI	On-going support		
Provide roadway ID assignments for all roads classified as Collectors or higher	When new roads are added to the functionally classified road network		
Maintain the RCI Inventory Tracking Application (RITA) to facilitate District inventory management for roads functionally classified as Collectors or higher	On-going support		
Maintain the Transportation Statistics RCI Office & Field Handbooks to support the General Interest Roadway Data Collection Program	Usually once every year		
Conducting a research project to explore methodologies for roadway data collection using geographical positioning system (GPS) technology to establish permanent logical termini	Final recommendation & report from Survey & Mapping		

**Product/Service:** Straight-line Diagrams (SLDs)/County Section Number Key Sheets

**Responsible Organizational Unit:** Transportation Statistics Office, **Highway Data Collection/Quality Control**

**Routine Activities:**

- Maintain accurate and current SLDs for all roads on the State Highway System.
- Provide technical support, maintain and/or develop automated computer-based application to facilitate SLD production from general interest RCI data.
- Maintain access to all SLDs on FDOT's Infonet.
- Conducting a research project to explore development of a new generation SLD application.
- Provide technical support for the production of current County Section Number Key Sheets.

**Website(s):** N/A

**Department Policies, Procedures and Manuals:**

- [General Interest Roadway Data Procedure](#): Topic No: 525-020-310
- RCI Features and Characteristics Handbooks:  
<http://www.dot.state.fl.us/planning/statistics/rci/>

**Contact(s):** Rodney Floyd 850.414.4702; [rodney.floyd@dot.state.fl.us](mailto:rodney.floyd@dot.state.fl.us)

<b>Straight-line Diagrams (SLDs)/County Section Number Key Sheets</b>			
<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Maintain accurate and current SLDs for all roads on the State Highway System	Inspection upon receipt		
Provide technical support to facilitate SLD production from general interest RCI data using automated computer-based applications	On-going support provided as requested		
Maintain and/or develop automated SLD production application as needed	Improvements made as needed or requested		
Maintain access to all SLDs on FDOT's Infonet	On-going		
Exploring providing SLDs on the Internet	Districts concur; Office of Information Systems (OIS) issues a work order to build web application		
Conducting a research project to explore development of a new generation SLD application	Completion of phase I, beta update of the legacy application		
Continue research development project to complete production version of application	Execute agreement; completion of Phase II production version		
Provide technical support for the production of current County Section Number Key Sheets	On-going or as requested		

**Product/Service:** Maintain a Digital Videolog of the State Highway System

**Responsible Organizational Unit:** Transportation Statistics Office, **Highway Data Collection/Quality Control**

**Routine Activities:**

- Conduct a 2-3 year cyclic Videolog inventory of the State Highway System.
- Complete Videolog data collection for at least 3 (three) of our 7 (seven) Districts and/or the Turnpike Enterprise per year.
- Ensure all SIS connectors are included in the Videolog.
- Conduct quality control for the image library.
- Maintain the most current version of the Videolog on FDOT servers.
- Maintain Global Positioning System (GPS) synchronization between the Videolog and the Planning GIS Basemap.
- Maintain a public internet Videolog access site.
- Maintain an internal FDOT Videolog site.
- Respond to ad hoc requests from the public.

**Website(s):** <http://www3.dot.state.fl.us/videolog/>

**Department Policies, Procedures and Manuals:**

- [General Interest Roadway Data Procedure](#): Topic No: 525-020-310
- RCI Features and Characteristics Handbooks: <http://www.dot.state.fl.us/planning/statistics/rci/>

**Contact(s):** Rodney Floyd 850.414.4702; [rodney.floyd@dot.state.fl.us](mailto:rodney.floyd@dot.state.fl.us)

<b>Maintain a Digital Videolog of the State Highway System</b>			
<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Conduct a 2-3 year cyclic Videolog inventory of the State Highway System	Completion of Videolog for all districts		
Complete Videolog data collection for at least 3 (three) of our 7 (seven) Districts and/or the Turnpike Enterprise per year	Completion of at least 3 Districts at end of fiscal year		
Ensure all SIS connectors are included in the Videolog Conduct quality control for the image library	Index reference between the Videolog and the SIS connectors in RCI		
Maintain the most current version of the Videolog on FDOT servers	No district's Videolog is over 3 years old		
Maintain Global Positioning System (GPS) synchronization between the Videolog and the Planning GIS Basemap	Videolog is collected using GPS equipped vehicles – referenced to our Planning GIS Basemap		
Maintain a public internet Videolog access site	Internet availability monitored		
Respond to ad hoc requests from the public	Upon request		

**Product/Service:** Strategic Intermodal System (SIS) Support

**Responsible Organizational Unit:** Transportation Statistics Office, **Highway Data Collection/Quality Control**

**Routine Activities:**

- Provide technical assistance for roadway data collection requirements for the Strategic Intermodal System (SIS) Connectors.
- Provide supplemental data collection as requested.
- Provide roadway data alignment verification & support to facilitate collection of international roughness index (IRI) and pavement condition data by the State Materials Office.
- Provide technical support to the Systems Planning Office and the Policy Planning Office to facilitate SIS facility designation changes.
- Serve on the SIS Functional Steering and the SIS Functional Expert Committees.

**Website(s):** see **Policy Planning**

**Department Policies, Procedures and Manuals:**

- [General Interest Roadway Data Procedure](#): Topic No: 525-020-310
- RCI Features and Characteristics Handbooks: <http://www.dot.state.fl.us/planning/statistics/rci/>

**Contact(s):** Rodney Floyd 850.414.4702; [rodney.floyd@dot.state.fl.us](mailto:rodney.floyd@dot.state.fl.us)

**Strategic Intermodal System (SIS) Support**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Provide technical assistance for roadway data collection requirements for the Strategic Intermodal System (SIS)Connectors	As requested or upon notification		
Provide supplemental data collection as requested	As requested or upon notification		
Provide roadway data alignment verification & support to facilitate collection of international roughness index (IRI) and pavement condition data by the State Materials Office	Requests by State materials Office or Data Analysis Section or notification from others		
Provide technical support to the Systems Planning Office and the Policy Planning Office to facilitate SIS facility designation changes	As requested or upon notification		
Serve on the SIS Functional Steering and the SIS Functional Expert Committees	On-going participation and support		

**Product/Service:** Quality Assurance Monitoring Program

**Responsible Organizational Unit:** Transportation Statistics Office, **Highway Data Collection/Quality Control**

**Routine Activities:**

- Conduct bi-annual District Quality Evaluation (DQE) assessments to help identify trends in District data quality & quality control processes.
- Conduct Quality Assurance Field Reviews each year for 4 (four) of our 8 (eight) Districts.
- Conduct a comprehensive review and update of TranStat's Quality Assurance (QA) Monitoring Plan.
- Periodic follow-up of recommended corrective actions (if needed) for the RCI, HPMS, SLDs, County Section Key Sheets.
- Periodic follow-up of recommended corrective actions for discrepancies identified between the RCI roadway alignments and the Planning GIS Basemap.

**Website(s):** N/A

**Department Policies, Procedures and Manuals:** To be completed in the future.

**Contact(s):** Rodney Floyd 850.414.4702; [rodney.floyd@dot.state.fl.us](mailto:rodney.floyd@dot.state.fl.us)

<b>Quality Assurance Monitoring Program</b>			
<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Conduct bi-annual District Quality Evaluation (DQE) assessments to help identify trends in District data quality & quality control processes	Final DQE reports are distributed in February and August each year		
Conduct Quality Assurance Field Reviews each year for 4 (four) of our 8 (eight) Districts	Four QAR are conducted and 4 reports are completed each calendar year		
Conduct a comprehensive review and update of TranStat's Quality Assurance (QA) Monitoring Plan	Adoption of QA Monitoring Plan by TranStat and the Districts; new QA plan submitted to Performance Monitoring Office by July 1 each year		
Periodic follow-up of recommended corrective actions (if needed) for the RCI, HPMS, SLDs, County Section Key Sheets	On-going and within 60 days after a QAR or a DQE is conducted		
Periodic follow-up of recommended corrective actions for discrepancies identified between the RCI data alignments and the Planning GIS Basemap	On-going and as needed		

## Systems Planning Office

Systems Planning activities include development and implementation of policies, procedures, training, and technical assistance for statewide programs in Systems Traffic Computer Modeling, Air Quality Modeling, Growth Management, Access Management, Site Impact Analysis, Congestion Management, Interchange Justification, Level of Service, and Performance Measures. Systems Planning also includes development and maintenance of the Florida Intrastate Highway System Plan and information, support, and review in the programming of Florida Intrastate Highway System (FIHS) projects. Systems planning office is responsible for coordinating with all the Districts and modal offices the implementation of the Strategic Intermodal System (SIS) Strategic Plan. This includes long range planning on the SIS.

**Systems planning** includes:

- Coordinating the designation of and plan development for the Florida Strategic Intermodal System (SIS);
- Developing and updating the Florida Intrastate Highway System (FIHS) Status Report;
- Implementation of adopted policies contained in the SIS strategic plan
- Performing project identification analyses and review in the programming of SIS projects;
- Developing guidelines and procedures for the highway component of the SIS; and
- Providing technical assistance and training for statewide programs in:
  - Traffic systems and corridor modeling;
  - Air quality modeling;
  - Highway access management;
  - Growth Management;
  - Congestion management;
  - Development impact analysis;
  - Interchange justification; and
  - Highway level of service.

*Source:* <http://cosharepoint.dot.state.fl.us/sites/Personnel/Lists/ClassificationOrganization/DispForm.aspx?ID=209>

**There are three sections within the Systems Planning Office:**

- **Systems Management. The functions of this section are to:**
  - Develop, maintain and implement the Florida Highway System Access Management Plan; the Interchange Request Development and Review Program; the Statewide Level of Service Program; and Florida's Congestion Management Plan.
  - Coordinate these statewide plans and programs with the Florida Transportation Plan, the development of the Florida Intrastate Highway System Plan and with Federal ISTEA requirements including the other six management system plans.
  - Develop rules, policies, procedures, technical manuals and guidelines to provide district staffs the necessary guidance to implement the statewide plans and programs.
  - Perform special research and studies as needed to assist in the development of rules, policies, procedures and standards.
  - Provide training to district staffs, local governments and other affected groups on rules, policies, procedures and the technical requirements of implementing the subject plans and programs.
  - Provide administrative and technical expertise and assistance to the districts as needed.
  - Review all interchange proposals and provide comments to the submitting district. Process interchange requests for Department or FHWA approval. Perform Quality Assurance Reviews of the districts on the subject plans and programs.

- **FIHS Planning. The functions of this section are to:**
  - Develop and maintain a 20 year Florida Intrastate Highway System (FIHS) Plan and cost estimate.
  - Develop FIHS input into the Program Resource Plan, develop FIHS instructions for the Work Program, and review FIHS projects and work programs.
  - Coordinate FIHS Planning activities with other highways and modes.
  - Review Master Plan and Action Plans scopes developed by Districts and monitor implementation.
  - Coordinate FIHS planning with the Florida Transportation Plan. Assist in developing and reporting a strategic plan for completing this FIHS.
  - Develop and apply the Decision Support System as a tool to analyze the FIHS Program.
  - Provide mapping, graphics support, report preparation and other documentation for the Florida Intrastate Highway System. Coordinate FIHS and Florida Turnpike planning.
  - Develop/maintain FIHS interface with other modes, focusing in particular on joint use of FIHS corridors and modal interface statewide.
  - Develop and maintain procedures for managing the FIHS plan. Annually report status to the legislature.

*Source:* <http://cosharepoint.dot.state.fl.us/sites/Personnel/Lists/ClassificationOrganization/DispForm.aspx?ID=209>

- **SIS Planning:**
  - Develop and maintain a 20 year SIS multi modal Needs Plan
  - Develop and maintain a 20 year Strategic Intermodal System (SIS)/multimodal Cost Feasible Plan and cost estimate.
  - Review SIS projects and work programs.
  - Coordinate SIS highway Planning activities with modal planning activities and bring them together into one SIS plan.
  - Provide example Highway Corridor Master Plan and Action Plans scopes to Districts and monitor implementation for a better linkage of planning and National Environmental Policy Act (NEPA) of 1969 as amended.
  - Coordinate SIS planning with the Florida Transportation Plan. Assist in developing and reporting a SIS strategic plan.
  - Develop and apply the Strategic Intermodal System Investment Tool (SIT) as a tool to analyze the SIS Program.
  - Provide mapping, graphics support, report preparation and other documentation for the SIS. Coordinate SIS and Florida Turnpike planning.
  - Develop prioritization techniques to strategically invest SIS money throughout the state with the greatest emphasis on most mobility benefit for capacity investment cost.
  - Develop and maintain procedures for managing the SIS plan..

*Source:* <http://www.dot.state.fl.us/planning/systems/mspi/default.shtm>

- **Systems Traffic Models. The functions of this section are to:**
  - Develop and upgrade statewide urban, regional, statewide, corridor planning models, HOV and transit and other transportation simulation and analysis models as needed to support system and operational analyses.
  - Provide training and assist Districts, Turnpike Planning staff, MPO's, RPC's and Central Office staff in model application.
  - Develop, maintain and provide training in air quality modeling.
  - Train Districts in IJR travel demand and operational analyses modeling.

- Establish technical modeling methodologies and procedures for use by all Districts, MPO's and RPC's.
- Develop procedures where required, set standards and provide technical and administrative assistance to Districts as required.
- Develop and implement a quality assurance program for air quality modeling. Research planning techniques and methodologies.
- Coordinate computer usage and Computer Security for the Systems Planning Office and interface with IS&S.
- Provide statewide origin/destination surveys to be used as input to statewide, regional and urban models.

**Source:** <http://cosharepoint.dot.state.fl.us/sites/Personnel/Lists/ClassificationOrganization/DispForm.aspx?ID=209>

**Website(s):** <http://www.dot.state.fl.us/planning/systems>

**Contact(s):** Ed Hutchinson 850.414.4926; [ed.hutchinson@dot.state.fl.us](mailto:ed.hutchinson@dot.state.fl.us)

**Product/Service:** Florida Systems Management

Systems Management provides policy advice, procedures, training, review and technical assistance for these statewide programs: Access Management, Growth Management, Congestion Management, Level of Service and Bike/Pedestrian/Transit Support; and Development Impact and Interchange Analyses.

**Responsible Organizational Unit:** Systems Planning

**Routine Activities:**

- Continue the development of Access Management tools (handbooks, procedures, and training) to continue providing guidance for the department.
- Create and maintain a series of Disk and Internet based libraries to assist in Access management, Growth Management, Site Impact, Interchange Review and LOS.
- Help determine the need for the operational and economic feasibility of special use lanes, hurricane and emergency evacuation planning, and incident management planning.
- Plan for a future statewide transportation system through development and execution of feasibility studies, corridor studies, preparation of Conceptual Engineering and Evaluation Studies (CEAE), corridor planning and design reports, corridor management reports, travel forecasting and analysis.
- Conduct interchange design examination studies to determine if the design is satisfactory for forecasted traffic demands.
- Conduct studies to determine if the design of the roadway, bridge and intersection are satisfactory for the expected demand.
- Support the Strategic Intermodal System planning with analysis of variations to access and speed requirements of the Strategic Intermodal System.

**Website(s):** <http://www.dot.state.fl.us/planning/systems/sm/>

**Department Policies, Procedures and Manuals:** To be completed in the future.

**Contact(s):** John Taylor 850.414.4930; [john.taylor@dot.state.fl.us](mailto:john.taylor@dot.state.fl.us)

**Florida Systems Management**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Update Access Management tools (handbooks, procedures, and training)	As needed		
Completion of I-95 Sketch Plan	October 2010		
Completion of I-75 Sketch Plan North & South Segments	October 2010		
I-75 Transportation Alternatives Study	September 2010 – Initiate Study; June 2010 – Complete Study		

**Product/Service:** Florida Access Management

Access management is a practice of improving the design and placement of driveways and medians. The goal of access management is to limit traffic conflicts. By reducing conflict, we increase safety. We also improve traffic flow by reducing conflicts. We developed our access management standards using national standards and research. These standards help provide Florida travelers with safer travel. Below, you will find links to many resources. These sources go into more detail about access management.

**Responsible Organizational Unit:** Systems Planning

**Routine Activities:**

- Monitor and coordinate access management activities on State roadways.
- Assist other departments and local governments in the access management program.
- Assist in corridor access management studies for selected controlled access facilities on the Florida Intermodal Highway System and other Strategic Intermodal System facilities.
- Develop tools and training to advance the practice of access management.
- Develop original research on access management.

**Website(s):** <http://www.dot.state.fl.us/planning/systems/sm/accman/>

**Department Policies, Procedures and Manuals:** All updates to procedures and manuals are found on our website listed above.

**Contact(s):** Gary Sokolow 850.414.4913; [gary.sokolow@dot.state.fl.us](mailto:gary.sokolow@dot.state.fl.us)

**Florida Access Management**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Maintain and assist local govt. on Florida Access Management	As needed		
Florida Access Management Training and tool development	As needed		
Conduct original research on access management	As needed		

**Product/Service:** Florida Growth Management, Congestion Management, Level of Service and Bike/Pedestrian/Transit Support; Support for Growth Management Activities

In Florida, 'Congestion Management' is named "Florida Mobility Management Process (MMP)" to better reflect the intent of federal law and to emphasize the positive aspects of providing transportation mobility. The Systems Planning Office coordinates the Mobility Management Process efforts of Florida's Metropolitan Planning Organizations. The Systems Planning Office also coordinates statewide minimum acceptable LOS standards. These standards are used as 1) prioritization tools for the FDOT and 2) a reasonable set of criteria for use by local governments and the Department of Community Affairs to assist them in their land-use and Growth Management efforts.

**Responsible Organizational Unit:** Systems Planning

**Routine Activities:**

- Coordinate the Level of Service Programs with the Department of Community Affairs on issues of Statewide Growth Management Program.
- Conduct Level-of-Service (LOS) analyses that will determine current and future conditions of the State Highway System in each District.
- Produce tools and guidance for Planning Level Quality and Level of Service analysis.
- Provide technical assistance on issues related to bicycle/pedestrian design standards.

**Website(s):** Congestion Management - <http://www.dot.state.fl.us/planning/systems/sm/conman>  
Level of Service - <http://www.dot.state.fl.us/planning/systems/sm/los/>

**Department Policies, Procedures and Manuals:** To be completed in the future.

**Contact(s):** Doug McLeod 850.414.4932; [Doug.McLeod@dot.state.fl.us](mailto:Doug.McLeod@dot.state.fl.us)

<b>Florida Growth Management, Congestion Management, Level of Service and Bike/Pedestrian/Transit Support; Support for Growth Management</b>			
<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Coordinate the Level of Service Programs	Continuous		
Conduct Level-of-Service (LOS) analyses	As required		
Produce tools and guidance for Planning Level Quality and Level of Service analysis	As required		

**Product/Service:** Florida Site and Development Impact Analysis with Interchange Analyses

Impact Analysis is the work done by the Department to estimate transportation-related impacts of a development proposal, including Interchange Justification Reports (IJR), Interchange Modification Reports (IMR) and Interchange Operational Analysis Reports (IOAR). Our staff then studies these impacts to better plan future improvements. The Florida Department of Transportation's Policy No. 000-525-015 requires that new interchanges or modifications to existing interchanges on Strategic Intermodal System (SIS) limited-access facilities be minimized. Any proposed interchanges must follow the process, and the analysis and documentation requirements established in the Department's Interchange Justification Procedure.

**Responsible Organizational Unit:** Systems Planning

**Routine Activities:**

- Continue developing tools and training in the field of Development Impact Analysis to help in determining needed improvements based on growth.
- Develop freeway interchange tools, training and databases in order to assist in making the best decisions for additions and improvements statewide.
- Participate in the development and approval of Methodology Letters of Understanding (MLOU), leading to interchange improvement and capacity studies to determine if the proposed design of highways, bridges and intersections are commensurate with forecasted traffic demand.
- Provide policies, procedures and technical assistance for determining the need for, and feasibility of, new access points (IJRs) and modifications (IMRs) to existing access points on the Florida Intrastate Highway System and other SIS facilities.
- Conduct interchange design examination studies to determine if the schematic design is commensurate with forecasted traffic demands, such as, average and design hour daily traffic, weaving maneuvers, and possible signalization.

**Websites:**

- Site and Development Impact – <http://www.dot.state.fl.us/planning/systems/sm/siteimp/>
- Interchange Justification - <http://www.dot.state.fl.us/planning/systems/sm/intjus/>

**Department Policies, Procedures and Manuals:** To be completed in the future.

**Contact(s):** John Taylor; 850.414.4930; [John.Taylor@dot.state.fl.us](mailto:John.Taylor@dot.state.fl.us)

**Florida Site and Development Impact Analysis with Interchange Analyses**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Creation of tools and training in the field of Development Impact Analysis	Continuous		
Develop freeway interchange tools, training and databases	Continuous		
Participate in the development and approval of Methodology Letters of Understanding (MLOU),	As required		
Conduct interchange design examination studies	As required		

**Product/Service:** Florida Transportation Modeling

The Systems Traffic Modeling Section develops and maintains transportation computer models to provide state of the practice traffic modeling and forecast support to the state of Florida. The central office modeling section works with the districts, MPOs, cities, counties, and other government agencies in the use of these models and provides technical guidance, training, and assistance.

**Responsible Organizational Unit:** Systems Planning

**Routine Activities:**

- Incorporate the use of Geodatabases and GIS visualization in the use of urban transportation models. After initial implementation, maintain, update and provide support for the use of GIS technology in transportation models.
- Continue enhancements to the statewide passenger and freight travel forecasting model to assist in the implementation and evaluation of the FIHS, the SIS, freight movements, and hurricane evacuation planning. Provide modeling analysis for SIS and corridor planning studies.
- Support regional transportation modeling activities and gather information on how to make improvements through improved policies, procedures and guidelines for transportation demand forecasting for the Florida Standard Model.
- Incorporate modeling methodologies from the Federal Travel Model Improvement Program into the Florida Standard Model.
- Work with the Florida Model Task Force to design the new Florida Standard Model framework. Maintain, update and provide support for the model. .
- Provide Florida Standard Model training to transportation professionals in Florida.
- Provide technical analysis for the multi-modal SIS prioritization tool to rank projects.
- Assist in validation of models and conduct planning studies requested by local governments and Metropolitan Planning Organizations.
- Develop origin-destination data collection methods and conduct a sample survey for selected corridor(s).
- Purchase and process employment database from InfoGroup, and make it available to MPOs and Districts for FSUTMS models development.
- [Incorporate and update existing Florida Standard Model to support MPOs to provide multi-modal travel demand forecasts that are defensible and ultimately acceptable to FTA as part of the New Starts process.](#)

**Website(s):** <http://www.dot.state.fl.us/planning/systems/stm/>

**Department Policies, Procedures and Manuals:** To be completed in the future.

**Contact(s):** Vidya Mysore 850.414.4924; [vidya.mysore@dot.state.fl.us](mailto:vidya.mysore@dot.state.fl.us)

**Florida Transportation Modeling**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Enhancements to the statewide passenger and freight travel forecasting model	As required		
Work with the Florida Model Task Force	As required		
Provide Florida Standard Model training	As required		
Develop origin-destination data collection methods and conduct a sample survey	As required		
Purchase and Process Employment database from InfoGroup	Once a year; Meet all due dates and requirements		
<a href="#">Develop and update FSUTMS multi-modal model framework to support FTA's New Starts, Small Starts program.</a>	<a href="#">As required</a>		

**Product/Service:** Strategic Intermodal System (SIS) Planning, Florida Intrastate Highway System (FIHS) Planning, and Multimodal Systems Planning

The Strategic Intermodal System Section develops and maintains the network of highways that combined make up the SIS Highway component which consists of highway corridors and highway connectors. The Systems Planning Office, along with other FDOT offices, is responsible for implementing the Strategic Intermodal System. The Systems Planning Office is also responsible to develop and maintain. The Florida Intrastate Highway System (FIHS), created in 1990 by the Florida Legislature, is composed of interconnected limited- and controlled-access roadways.

**Responsible Organizational Unit:** Systems Planning

**Routine Activities:**

- Review and develop SIS highway component standards, SIS highway component procedures and methodologies, associated mapping, reports, documentation, and the Strategic Intermodal System Invest Tool (SIT) to assist in determining the relative priority of SIS highway segments.
- Produce the annual FIHS Status Report.
- Provide oversight to the development of SIS corridor planning studies.
- Develop and implement SIS performance measures.
- Conduct Traffic/Travel Demand Assignment Studies to determine if schematic design or alternatives satisfy future travel demand.
- Develop traffic projections updates for state highway corridors and supporting regional roadways.
- Develop and maintain a SIS Multi Modal Needs Plan and planning process.
- Develop and maintain a SIS Multi Modal Cost Feasible Plan and planning process.
- Develop and maintain a SIS project prioritization process.
- Develop and maintain a SIS multimodal corridor planning process.
- Assist in all the modal plan development and planning processes related to SIS facilities.
- Provide input into the policy level public and partner involvement efforts related to the SIS.
- Manage the modal planning public and partner involvement efforts related to the SIS.
- Identify highway needs through DOT program plans, MPOs, local government priorities and policies for the FTP.
- Provide input for SIS modifications and refinements.
- Assist in implementing the ETDM Environmental and Programming Screening Tools in developing and reviewing projects at the Planning Screen Phase (MPO long range plans and SIS multimodal cost-feasible plan).
- Document and analyze transportation impacts on the environment.
- Link planning studies, to the NEPA process so the planning studies, support the PD&E and ETDM processes, leading to location design concept acceptance or State Environmental Impact Report (SEIR) approval.
- Develop forecasts of traffic volumes in the course of developing agency projects.
- Determine and prioritize transportation needs.
- Perform and/or provide support for Environmental Management and Efficient Transportation Decision Making activities as Planning projects.
- Participate in the detailed planning of projects.

**Website(s):** Florida Intrastate Highway System - <http://www.dot.state.fl.us/planning/systems/fihs>  
Strategic Intermodal System - <http://www.dot.state.fl.us/planning/systems/mspi>

**Department Policies, Procedures and Manuals:** To be completed in the future.

**Contact(s):** Jennifer Fortunas 850.414.4909; [Jennifer.Fortunas@dot.state.fl.us](mailto:Jennifer.Fortunas@dot.state.fl.us)

<b>Strategic Intermodal System (SIS) Planning, Florida Intrastate Highway System (FIHS) Planning, and Multimodal Systems Planning</b>			
<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Complete 2 <sup>nd</sup> Five Plan	July 2009		
Complete 1 <sup>st</sup> Five Plan	January 2009		
Update SIT Software	January 2009		
Complete Cost Feasible Plan	Fall 2009		
Completed Multimodal Needs Plan Update	Fall 2010		

## Environmental Management Office

Environmental Management activities are focused on ensuring that quality environmental policies, procedures and practices are utilized by the Department in planning, producing, delivering and maintaining transportation facilities and services; and in carrying out all related programs, activities and initiatives.

**Environmental management** includes:

- Developing quality environmental policies, procedures and practices to ensure that transportation programs, facilities and services are planned, produced, implemented and maintained in accordance with all applicable federal and state policies, statutes and regulations.
- Developing and implementing applicable technical guidance and training throughout the Department and its consultant community to ensure compliance with all applicable requirements and to encourage best practices.
- Providing technical expertise and assistance to District staff and others as needed
- Developing and ensuring implementation of quality assurance and quality control plans
- Providing legislative and intergovernmental coordination in the development, implementation, and resolution of transportation-related environmental issues at the program and project levels.
- Review and comment on Environmental Impact Statements and special transportation projects.
- Manage and support FDOT environmental programs.

*Source:* <http://cosharepoint.dot.state.fl.us/sites/Personnel/Lists/ClassificationOrganization/DispForm.aspx?ID=209>

**There are four sections within the Environmental Management Office:**

- **Environmental Development and Engineering Support. The functions of this section are to:**
  - Develop and maintain procedures, manuals and guidelines that support the NEPA process and efficient transportation decision-making process in the development of transportation projects.
  - Provide technical and engineering expertise in all areas related to project development and physical environmental impacts.
  - Manage environmental development programs including air quality, water quality, noise, contamination, landscape architecture, highway beautification, transportation enhancement and scenic highways and establish associated procedures and guidelines.
  - Ensure quality processes are developed and implemented in these areas by performing quality assurance reviews, providing training and direction, and coordinating with other state and federal agencies.
- **Environmental Process Compliance. The functions of this section are to:**
  - Develop and maintain environmental policy, procedures, manuals, and guidelines to support Project Development and Environment (PD&E) coordination and documentation processes in concert with FDOT's Efficient Transportation Decision Making (ETDM) process.
  - Provide technical and scientific expertise in all areas related to natural environment issues of transportation projects.
  - Ensure quality processes are developed and implemented in these environmental areas by performing quality assurance reviews, providing training and direction, and coordinating with other state and federal agencies and FDOT districts.
  - Coordinate and lead Environmental Impact Statement (EIS) reviews.

- **Community Resources. The functions of this section are to:**
  - Responsible for ensuring the social and cultural effects of transportation actions on the human and natural environment are fully considered in all phases of the project development process, Planning through Maintenance.
  - Develop and maintain policies and procedures, provide training and technical support, and provide quality assurance in the areas of public involvement, sociocultural effects evaluation, historic preservation, and Native American coordination as related to transportation.
  - Develop and provide training in all areas.
  - Provide technical assistance to Districts, other Agencies and consultants in all program areas.
  - Ensure effectiveness of program implementation through the use of performance measures and quality assurance reviews.
- **Environmental Quality Performance. The functions of this section are to:**
  - Responsible for developing, negotiating, and maintaining interagency agreements.
  - Develop and implement FDOT environmental management performance management program.
  - Coordinate FDOT Environmental Management Office federal and state legislative and regulatory review.
  - Responsible for the management of the ETDM consultant contract.
  - Responsible for the management of the ETDM program budget and interagency funding to implement the ETDM program including records and invoice management.
  - Develop and maintain the Quality Assurance/Quality Control process for EMO.

*Source:* <http://cosharepoint.dot.state.fl.us/sites/Personnel/Lists/ClassificationOrganization/DispForm.aspx?ID=209>

**Website(s):** <http://www.dot.state.fl.us/emo/>

**Contact(s):** Marjorie Bixby 850.414.5209; [marjorie.bixby@dot.state.fl.us](mailto:marjorie.bixby@dot.state.fl.us)

**Product/Service:** Florida Efficient Transportation Decision Making (ETDM) Support; Linking Planning and National Environmental Policy Act (NEPA)

**Responsible Organizational Unit:** Environmental Management Office

**Routine Activities:**

- Administer and update policies, procedures and guidance for the ETDM program.
- Provide training and technical assistance for ETDM implementation guidelines.
- Provide support for agency operating agreements, guidance, policies and procedures to direct the ETDM process.
- Provide support for ETDM Environmental Screening Tool (EST) in developing and reviewing projects at the Planning and Programming Screen Phases.
- Provide training and technical assistance using the Environmental Screening Tool (EST).
- Provide guidance and support to District staff to assist on project-specific issues and in working through dispute resolution issues.
- Monitor the performance and implementation of ETDM through the performance monitoring system, surveys and the quality assurance process.
- Coordinate, develop and provide guidance and training for identified issues such as purpose and need development and elimination of alternatives.
- Provide program management support (internally and externally)
- Monitor the Quality Assurance/Quality Control process for ETDM.
- Performance management program development and implementation.

**Website(s):** <http://www.dot.state.fl.us/emo/ETDM.htm>

**Department Policies, Procedures and Manuals:** All updates to procedures and manuals are found on our website listed above.

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**Florida Efficient Transportation Decision Making (ETDM) Support; Linking Planning and NEPA**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Agency Agreement Renewals	All qualifying agency agreements will be renewed by 6/30/11		
Manual, Handbooks and Guidance updates	Manual, Handbooks and Guidance updates will be completed by 6/30/11		
Environmental Screening Tool Training	Provide 20 EST training sessions by 06/30/11		
Performance Management Training	Curriculum will be completed and training delivered by 12/31/11		
ETDM Training	Provide 4 ETDM training sessions by 06/30/11		

**Product/Service:** Florida Project Development and Environmental (PD&E) Support

**Responsible Organizational Unit:** Environmental Management Office

**Routine Activities:**

- Develop and update policies, procedures and guidance for review and compliance for PD&E areas including the following program areas: Wildlife and Ecology, Wetlands Evaluation, and Water Quality/Permitting.
- Provide training on PD&E programs and issues as identified above.
- Review and comment on policies, plans, programs and proposed legislation of state and federal agencies that impact the variety of issues addressed during PD&E.
- Provide technical assistance and support to District staff on specific PD&E project issues or concerns.
- Monitor the performance of PD&E activities and recommend any necessary corrective action implementation through performance monitoring the quality assurance process.

**Website(s):** <http://www.dot.state.fl.us/emo/>

**Department Policies, Procedures and Manuals:** All updates to procedures and manuals are found on our website listed above.

**Contact(s):** Josh Boan 850.414.5266; [Joshua.boan@dot.state.fl.us](mailto:Joshua.boan@dot.state.fl.us)

<b>Florida Project Development and Environmental (PD&amp;E) Support</b>			
<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
PD&E Training	Ongoing activity		
PD&E Chapter revisions	Ongoing activity		

**Product/Service:** Community Resources Support

**Responsible Organizational Unit:** Environmental Management Office

**Routine Activities:**

- Develop and update policies, procedures and guidance for review and compliance for Community Resource areas of PD&E including the following program areas: Public Involvement, Sociocultural Effects Evaluation, Cultural Resource Management, Native American Coordination, and Section 4(f) Evaluation.
- Provide training on Community Resource programs.
- Review and comment on numerous policies, plans, programs and proposed legislation of state and federal agencies that impact Community Resources.
- Provide technical assistance and support to District staff on specific Community Resource project issues or concerns.
- Monitor the performance of Community Resource activities and recommend any necessary corrective action implementation through performance monitoring the quality assurance process.

**Website(s):** <http://www.dot.state.fl.us/emo/>

**Department Policies, Procedures and Manuals:** All updates to procedures and manuals are found on our website listed above.

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**Community Resources Support**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Cumulative Effects Evaluation (CEE) Process	Pilot implementation project completed by 12/31/10		
	CEE implementation process completed by 06/30/11		
Sociocultural Effects (SCE) Practical Application Guides	FDOT district review of SCE guides completed by 12/31/10		
	SCE practical application guides published by 06/30/11		
Sociocultural Effects (SCE) Performance Measures	FDOT district review completed by 12/31/10		
	Pilot SCE performance measures project completed by 06/30/11		
Historic Bridge (HB) Inventory and Maintenance Plan	Complete HB inventory by 12/31/10		
	Prepare HB maintenance plan by 06/30/11		

**Product/Service:** Florida Environmental Programs Support

**Responsible Organizational Unit:** Environmental Management Office

**Routine Activities:**

- Develop and update policies, procedures and guidance for review and compliance for all environmental programs including the Transportation Enhancement and Scenic Byway programs, highway beautification and wildflower programs, context sensitive solution initiatives, and noise wall issues.
- Develop and update policies, procedures and guidance for review and compliance for PD&E areas including the following program areas: Noise, Air Quality and Contamination.
- Provide training on all environmental programs and issues.
- Review and comment on numerous policies, plans, programs and proposed legislation of state and federal agencies that impact environmental programs.
- Provide technical assistance and support to District staff on specific environmental programs and project issues or concerns related to any environmental programs.

**Website(s):** <http://www.dot.state.fl.us/emo/>

**Department Policies, Procedures and Manuals:** All updates to procedures and manuals are found on our website listed above.

**Contact(s):** Fred Noble 850.414.5269; [fred.noble@dot.state.fl.us](mailto:fred.noble@dot.state.fl.us)

<b>Florida Environmental Programs Support</b>			
<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Develop MS4 illicit discharge training	Complete by 6/30/11		
Noise Training	Ongoing Activity		
Develop and pilot agency performance measures for CSS	Pilot evaluation complete by 06/30/11		

## Seaports Office

The Seaports Office is focused on policy formulation, legislative review/liaison at state and federal level, Florida Seaport Transportation and Economic Development and Economic Development Council planning liaison, seaport system planning, seaport mission plan, seaport development program administration, and intermodal studies and access program administration.

**Source:** <http://cosharepoint.dot.state.fl.us/sites/Personnel/Lists/ClassificationOrganization/DispForm.aspx?ID=209>

### **Routine Activities:**

#### **Florida Seaport Transportation and Economic Council:**

- The Manager of the Seaport Office supports the Assistant Secretary, the designee for the Secretary of Transportation, in her role as a statutory Council representative on the FSTED Council along with the 14 public seaport directors, the secretary of Department of Community Affairs or designee, and the director of the Office of Trade, Tourism and Economic Development or designee.
- The Manager and staff are the primary liaisons with the Florida Ports Council (FPC), which serves as a professional association for seaports and their management.

### **Program Planning:**

- Reviews the annual Seaport Mission Plan developed by the FSTED Council;
- Conducts research into various seaport issues, and is currently developing the initial Statewide Seaport System Plan, which will incorporate all the research done over the last three years into one plan that identifies statewide seaport issues and priorities and possible funding scenarios;
- Other planning activities include managing statewide freight and seaport research; and assisting district staff as needed as they implement their Intermodal Access programs;
- Coordinate seaport and freight-related research that Metropolitan Planning Organizations and/or district offices may be undertaking;
- Provide information and technical support to DOT management, the Legislature, federal agencies, state agencies, districts staff, local governments, businesses and citizens as required.

### **Project Management:**

- As a financing and advisory partner with the FSTED Council, the Seaport Office coordinates the review and financing of an annual grant program for seaport security and capacity projects;
- Assists in coordinating and financing oversight to two seaport bond programs; develops policies, procedures, and management system components relative to seaport program functions;
- Assists in the coordination, review and management oversight of the Small County Dredging Programs and any special funding relative to seaport program functions.
- Monitors and reports on project status and Joint Participation Agreement status statewide.
- Develops quality assurance programs as needed; and assists in policy formulation that affects seaports at the state and federal level.
- Manages the statewide federally-funded Ferry Boat Discretionary program.

**SIS Implementation:**

The Seaport Office is a partner with Planning in the implementation of the SIS, working with central office staff, district staff, FPC staff and the eleven SIS seaports in the project identification and selection process as well as the development of the SIS multi-modal and cost-feasible plans.

The Seaport Office will be responsible for collecting, updating and transmitting seaport-related data data to support SIS plans and programming needs.

**Source:** <http://www.dot.state.fl.us/seaport/>

**Website(s):** <http://www.dot.state.fl.us/seaport/>

**Contact(s):** Meredith Dahlrose 850.414. 4551; [Meredith.Dahlrose@dot.state.fl.us](mailto:Meredith.Dahlrose@dot.state.fl.us)

**Product/Service:** Seaport System Plan Implementation Consultant Assistance

**Responsible Organizational Unit:** Seaports Office

As part of the implementation actions required by the planning process outlined in the Seaport System Plan, consultant assistance is needed to develop a statewide seaport project prioritization process, using policy direction from the Plan to develop a system of calculating quantifiable benefits and costs. This process will be coordinated with the work being done by Systems Planning to develop multimodal measure(s) for the System Invest Tool (SIT) tool, and for the development of multimodal reliability measures. This work will also result in the development of seaport system performance measures to assess the impact of state funds on seaport performance and the resulting benefit to the state.

**Website(s):** [http://www.dot.state.fl.us/seaport/seaport\\_system\\_plan\\_development.shtm](http://www.dot.state.fl.us/seaport/seaport_system_plan_development.shtm)

**Department Policies, Procedures and Manuals:** none

**Contact(s):** Meredith Dahlrose 850.414. 4551; [Meredith.Dahlrose@dot.state.fl.us](mailto:Meredith.Dahlrose@dot.state.fl.us)

**Seaport System Plan Update Consultant Assistance**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Develop a statewide seaport project prioritization process	Complete by 6/30/11		
Develop seaport system performance measures	Complete by 6/30/11		

## Rail Office

The Rail Office is focused on rail policy formulation, highway-rail grade crossing safety, legislative review/liaison at state and federal level, system planning, and safety program inspection and administration.

**Source:** <http://cosharepoint.dot.state.fl.us/sites/Personnel/Lists/ClassificationOrganization/DispForm.aspx?ID=209>

### Routine Activities:

### Program Planning:

- Prepares Rail System Plan;
- Maintains list of capacity projects and prioritizes these projects for funding;
- Conducts research into various rail issues;
- Provides information and technical support to DOT management, the Legislature, federal agencies, state agencies, districts staff, local governments, businesses and citizens as required.

### Project Management:

- Manages contract compliance on construction of capacity improvements associated with the development of Central Florida commuter rail (SunRail)
- Assists in the engineering review of Florida's High Speed Rail projects; and
- Develops quality assurance programs as needed; and assists in policy formulation that affects rail at the state and federal level.

### Safety Program:

- Manages the statewide data collection and maintenance for the highway-rail grade crossings;
- Conducts diagnostic field reviews of highway-rail grade crossings;
- Conducts corridor field reviews of highway-rail grade crossings along specific corridors in order to effectively select improvements and evaluate crossing consolidation;
- Coordinates the review and funding of a highway-rail grade crossing safety projects; and
- Manages the crossing consolidation program.

**Source:** <http://www.dot.state.fl.us/rail/>

**Website(s):** <http://www.dot.state.fl.us/rail/>

**Contact(s):** Annette Lapkowski 850-414-4541; [Annette.Lapkowski@dot.state.fl.us](mailto:Annette.Lapkowski@dot.state.fl.us)

**Product/Service:** Automated Rail Contracts Tool

**Responsible Organizational Unit:** Rail Office

Current railroad contract processes require individuals to first select from 53 potential boilerplate agreements and attachments, based on the scope and funding of the proposed rail improvement project. In addition, existing crossing agreements are evaluated to determine all potential parties' level of obligation. Based on project scope, program funds and historic commitments, selected boilerplate documents are updated and agreements, attachments and plans are incorporated by reference to the proposed contract. Proper agreement execution ensures funding and liability obligations remain intact. Because of the large research efforts, rail contractual errors are not uncommon.

This work will provide the Department a better mechanism for developing rail contracts. An automated Rail Contract tool ensures optimal contractual effectiveness when used to produce rail agreements. With minimal data input, the tool would recommend the most efficient standard document. After the user selects a document, the tool would complete an agreement; including project scope, level of funding and referenced documentation. The tool will provide user convenience, ensure contract uniformity, improve effectiveness, and better protect the Department's interests.

**Website(s):** <http://www.dot.state.fl.us/rail/>

**Department Policies, Procedures and Manuals:** none

**Contact(s):** Annette Lapkowski 850-414-4541; [Annette.Lapkowski@dot.state.fl.us](mailto:Annette.Lapkowski@dot.state.fl.us)

**Product/Service:** Corridor Traffic Analysis Support

**Responsible Organizational Unit:** Rail Office

Each year the Department reviews highway-rail grade crossings throughout the state for Signal Safety improvements based on a safety index. The crossings are then eligible for federal funding for improvements that include new cantilevers, flashing lights, and gates. This methodology is effective in identifying areas that need safety upgrades. The Department is also beginning work on another approach to signal safety improvements that involves screening a corridor for system-wide improvements. The review allows the Department to identify upgrades along with locations that can be consolidated on a 30 to 50 mile section of railroad. The chances of consolidation are much greater since a larger network of crossings is evaluated. This work will provide traffic analysis support needed to review the rail corridor consolidation from the highway traffic and roadway user perspective.

**Website(s):** <http://www.dot.state.fl.us/rail/>

**Department Policies, Procedures and Manuals:** none

**Contact(s):** Annette Lapkowski 850-414-4541; [Annette.Lapkowski@dot.state.fl.us](mailto:Annette.Lapkowski@dot.state.fl.us)

**Automated Rail Contracts Tool Proposal**

<b><u>Key Activities</u></b>	<b><u>Key Milestones</u></b>	<b><u>7/1/10-12/31/10 Status Report</u></b>	<b><u>1/1/11-6/30/11 Status Report</u></b>
<u>Develop an automated Rail Contracts tool</u>	<u>Complete by 6/30/11</u>		

**Corridor Traffic Analysis Support**

<b><u>Key Activities</u></b>	<b><u>Key Milestones</u></b>	<b><u>7/1/10-12/31/10 Status Report</u></b>	<b><u>1/1/11-6/30/11 Status Report</u></b>
<u>Corridor review and traffic analysis of crossing consolidation</u>	<u>Complete by 6/30/11</u>		

## Office of the Work Program

### The function of this office is to:

- Develop and manage the Department's Five Year Adopted Work Program

Source: <http://cosharepoint.dot.state.fl.us/sites/Personnel/Lists/ClassificationOrganization/DispForm.aspx?ID=209>

### There are four sections within the Office of the Work Program:

- **Financial Management Support. The functions of this section are to:**
  - Provide support for the generation of automated reports and WEB applications pertinent to the Financial Management System (FM) and other related systems;
  - Provide functional support and training to the users of these systems; and
  - Serve as liaison to the Office of Information Systems (OIS) to define enhancements and maintenance needs for the systems support.
- **Production Management. The functions of this section are to:**
  - Coordinates annually with the Districts in building the Statewide Lockdown Plans-a detail list of all construction projects from all Districts and the Turnpike with monthly letting dates along with scheduling the additional work phases in support of the construction project;
  - Present Performance and Production Reports each month at the Executive Board meetings to track actual production accomplishments against a locked yearly plan; and
  - Process plans from the Districts and coordinate with Federal Aid and FHWA the advertisement of all projects let each month in Tallahassee.
- **Work Program Development & Operations. The functions of this section are to:**
  - Develop the Department's Five Year Work Program consistent with Work Program Instructions, Department policies, Florida Statutes, and federal law;
  - Develop detailed Work Program Instructions;
  - Ensure the work program is balanced to available funding and budget;
  - Initiate, review and process work programs; and
  - Develop the statewide Florida Intrastate System (FIHS) and Bridge Replacement work programs.
- **Federal Aid Management. The functions of this section are to:**
  - Manage the Department's annual Obligation Authority Plan and the federal authorization of individual projects in the current year of the Adopted Five Year Work Program;
  - Promulgate instructions and guidelines pertaining to authorizing projects with FHWA; and
  - Serve as primary liaison with FHWA on matters relating to the financial administration of federally funded projects.

Source: <http://cosharepoint.dot.state.fl.us/sites/Personnel/Lists/ClassificationOrganization/DispForm.aspx?ID=209>

Website(s): <http://www.dot.state.fl.us/programdevelopmentoffice/>

Contact(s): Henry Lewis 850.414.4649; [Henry.Lewis@dot.state.fl.us](mailto:Henry.Lewis@dot.state.fl.us)

**Product/Service:** Data Processing Support

**Responsible Organizational Unit:** Financial Management Support

**Routine Activities:**

- See key activities.

**Website(s):** none

**Department Policies, Procedures and Manuals:** To be completed in the future.

**Contact(s):** Chuck Rohling 850.414.4651; [chuck.rohling@dot.state.fl.us](mailto:chuck.rohling@dot.state.fl.us)

**Data Processing Support**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Data Processing Support for all Offices within the Office of the Work Program	See other Office of the Work Program offices		

**Product/Service:** Manage Production

**Responsible Organizational Unit:** Production Management

**Routine Activities:**

- See key activities.

**Website(s):** none

**Department Policies, Procedures and Manuals:** To be completed in the future.

**Contact(s):** Freddie Simmons 850.414. 4493; [Freddie.Simmons@dot.state.fl.us](mailto:Freddie.Simmons@dot.state.fl.us)

**Manage Production**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Coordinates annually with the Districts in building the Statewide Lockdown Plans-a detail list of all construction projects from all Districts and the Turnpike with monthly letting dates along with scheduling the additional work phases in support of the construction project.	The lockdown process begins typically in April and goes several reviews with the Districts until a final lockdown in July. Performance for the following fiscal year is based on this lockdown plan.		
Prepare, monitor and present Performance Report and Production Report at the monthly Executive Board Meeting, reporting on production progress against the lockdown plan.	Monthly at the Executive Board Meeting on the 3rd Thursday of each month.		
Process all Contract Class One projects to be let in Tallahassee.	Daily monitoring of projects for each monthly letting.		
Establish which projects to advertise for each monthly letting in Tallahassee.	Monthly advise the Contracts Office of which projects to advertise.		

**Product/Service:** Develop and Manage the Work Program

**Responsible Organizational Unit:** Work Program Development & Operations

**Routine Activities:**

- See key activities.

**Website(s):** none

**Department Policies, Procedures and Manuals:** To be completed in the future.

**Contact(s):** Kendra Sheffield 850.414.4627; [Kendra.Sheffield@dot.state.fl.us](mailto:Kendra.Sheffield@dot.state.fl.us)

**Develop and Manage the Work Program**

Key Activities	Key Milestones	7/1/10-12/31/10 Status Report	1/1/11-6/30/11 Status Report
Develop the department's five year work program consistent with work program instructions, department policies, Florida statutes, and federal law.	<p><u>The preliminary tentative work program</u> is submitted two weeks prior to the Legislative session.</p> <p><u>The final tentative work program</u> is submitted two weeks after the beginning of the Legislative session.</p> <p><u>The adopted work program</u> is approved by the Secretary of Transportation on July 1st.</p>		
Modify the five year work program to reflect the most up-to-date factual information. When modifications are necessary, fiscal responsibility and data integrity of the work program must be maintained.	As needed throughout the year.		
Develop detailed work program instructions.	<p><u>Draft work program instructions</u> are completed in August of each year.</p> <p><u>Final work program instructions</u> are published in September of each year.</p>		
Ensure the work program is balanced to available funding and budget. Initiate, review and process work program.	<p>Continuously monitor the programming of all state, federal, and local funds as well as the budget through reports such as the Gene Martin and the Production.</p> <p>Accomplishment reports on a daily basis.</p> <p>Make modifications throughout the year due to RECs (Revenue Estimating Conferences) and LBRs (Legislative Budget Requests).</p>		
Develop the statewide Florida Intrastate system (FIHS) and bridge replacement work program. Ensure funds are programmed in the tentative work program to implement 10 year SIS plan and 5 year bridge replacement plan.	<p>Monitor the programming on a daily basis.</p> <p>Make modifications throughout the year due to RECs (Revenue Estimating Conferences) and LBRs (Legislative Budget Requests).</p>		

**Product/Service:** Manage Federal Funds

**Responsible Organizational Unit:** Federal Aid Management

**Routine Activities:**

- Financially authorize federal funds with Federal Highway Administration (FHWA) for individual project phases
  - By major phase (PE, ROW, Const)
  - Initial authorization
  - Modifications to initial authorization during life of project
  - Final modification to close federal project
  - Quality assurance activities
    - Compliance with prerequisites for obtaining approved federal authorizations
    - Proper coding and phasing in Work Program
    - Correct statistical data included in Federal Authorization Request (FAR)
    - Complete documentation for project closing
  
- Transfer funds from FHWA programs to other federal agencies to administer for individual projects:
  - Federal Transit Administration
  - Federal Rail Administration
  - National Park Service
  - U.S. Fish and Wildlife Service
  - U.S. Army Corps of Engineers
  - Federal Lands Division of FHWA
  
- Inactive Federal Aid Projects
  - FHWA's FIRE Program requires periodic review of financially inactive projects
  - Revisions to 23 CFR Part 630 now allows FHWA to unilaterally de-obligate federal funds on inactive projects without approval of state DOT
  - FHWA must provide notification to FDOT before de-obligation occurs
  
- Monitoring of Congressionally Designated Projects (Earmarks) from award to federal authorization (obligation of funds) to project close-out
  - Earmarks within federal Discretionary Programs
  - Earmarks outside of federal Discretionary Programs
  
- Management of Obligation Authority (i.e. federal budget authority, NOT funds):
  - Obligation Authority (OA) annually received for all core programs (lapses each year)
  - Special OA for Equity Bonus funds which lapse after four years
  - Special OA for Bridge funds which lapse after two years
  
- Management of all types of federal funding categories by year received:
  - Most federal funds must be obligated within four years of receiving funds or they lapse
  - New apportionments and allocations of funds are received annually
  - Monitor to ensure oldest funds are obligated before newer funds
  
- Management of Advance Construction Program
  - Projects authorized in "AC mode" for future federal participation

- Initially financed with state funds but plan to be converted to federal funds at a later date after expenditures are incurred
- Expenditure based conversions used as a cash management tool
- Management of cash deposits into State Transportation Trust Fund
  - Work with OOC and Financial Development Office to support cash needs of Cash Forecast and Finance Plan
  - Cash received from AC conversions of direct expenditures on projects
  - Cash received from AC conversion of indirect charges on projects
- Reconciliation of federal funds by Federal Appropriation Category (FAC)
  - Between FDOT and FHWA financial records
  - Fund withdrawals and reinstatements for discretionary program categories
  - Transfers to/from other federal agencies
  - Congressionally mandated rescissions
  - Over 150 different FACs, some with up to 12 sub-categories
- Management of Federal Lands Highways Program in Florida
  - Primarily Forest Highways in Florida
  - Coordinate annual development of statewide Program of Projects with
    - District Office staff
    - National Park Service staff
    - Eastern Federal Lands Division staff
- Coordination of annual project solicitation of projects for possible earmarking by members of Florida congressional delegation
  - Development of guidance and schedule
  - Annual statewide kick-off teleconference
  - Compilation of projects, review with Executive Board and submission of projects to congressional members
- Coordination of Emergency Relief Program
  - Prepare documentation establishing eligibility to apply for ER Program funding
  - Prepare Detailed Program of Projects and apply for federal ER Funds
  - Associate Detail Damage Inspection Reports (DDIRs) to individual Federal Aid ER projects
  - Monitor and report on obligations, expenditures and project close-outs
- State Transportation Improvement Plan (STIP)
  - Responsible for annual publication of detail project listing by year
  - Responsible for processing STIP amendments each month during the year
  - Developed web-based STIP amendment application for use by MPOs, Districts, FHWA Florida Office and FTA
- Development and distribution of guidance for administering federally funded projects and programs
  - Authorization Procedure (# 350-050-005)
  - Work Program Instructions
  - Federal Aid Technical Bulletins

- Other training materials and presentations
- Quarterly statewide Federal Aid Teleconferences with C/O, District and FHWA Florida staff
- Annual statewide Federal Aid meeting for District Federal Aid Coordinators and Work Program Administrators
- Presentations at other FDOT statewide meetings and conferences
- Presentations to MPOs and County Gov'ts
- Presentations at national and regional transportation finance conferences
- System Maintenance and Enhancements
  - Federal Authorization Management System (FAMS), a component of FDOT's Financial Management (FM) systems
  - Automated system for electronic approvals of Federal Authorization Requests (FARs)
  - Mirrors functionality of, and provides electronic interface with, FHWA's Fiscal Management Information System (FMIS)
  - Functional Owner of FAMS system
  - Voting member of FM User Group
  - Diagnose system errors and suggest fixes, develop enhancements and other updates to increase efficiency and to accommodate changes in federal requirements
  - Work with programmers to define user requirements and participate in system testing
- Member of Technical Review Committee
  - Reviews bid analysis prepared by Central Estimates Office and Central Contracts Administration Office
  - Makes recommendation to Contract Awards Committee to either award or reject bids on construction proposals
- Legislative Review and Analysis
  - Proposed legislation for multi-year federal surface transportation legislation
  - Annual federal appropriations acts and other supplemental emergency and/or transportation related legislation
  - Vetting of congressional requests for information on potential congressional member designated projects
- Review and/or draft various agreements between USDOT, FHWA, FTA, FDOT, other state DOTs and/or local governments
  - Florida Federal-Aid Partnership Agreement
  - Urban Partnership Agreements
  - Tolling Agreements
  - Corridors of the Future Cooperative Agreements
  - Various Discretionary Program Agreements
  - Inter-agency Agreements
- Public – Private Partnerships (P3s)
  - Ensure appropriate federal contractual requirements are included in
  - Instructions to Proposers
  - Concessionaire Agreements
  - Ensure federal planning, environmental and right of way requirements are met
  - Ensure authorization requirements are met

- Draft and execute tolling agreements

**Website(s):**

<http://webapp02.dot.state.fl.us/fmsupportapps/financeadministration/default.aspx?Office=Work%20Program>

**Department Policies, Procedures and Manuals:** To be completed in the future.

**Contact(s):** James Jobe 850.414.4448; [james.jobe@dot.state.fl.us](mailto:james.jobe@dot.state.fl.us)

**Manage Federal Funds**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Manage the obligation of federal fund on individual projects.	Obligate individual projects as needed.		
Manage funds and related obligation authority for all programs administered under the guidance of FHWA.	Reach end of fiscal year with no lapse or funds or obligation authority.		
Publish the annual STIP and coordinate TIP/STIP amendments during the course of the year.	Publish annual report.  Submit STIP Amendments to FHWA for approval as needed.		
Develop and distribute guidance for administering federally funded projects and programs.	Publish and distribute guidance as needed.		
Coordinate enterprise systems maintenance and enhancements.	Implement system fixes and enhancements as needed.		
Legislative review and analysis.	Provide review and analysis results to management as needed.		
Draft and/or review various agreements between governmental entities.	Execute various agreement as needed		
Coordinate development of federally funded Public-Private Partnerships to ensure compliance with federal requirements.	Approval of federal funds, execution of commercial agreements as needed.		
Member of Technical Review Committee	Provide recommendations for awarding projects at monthly meetings.		

## FDOT District 1

Each district office is responsible for implementation of the department's transportation programs, ensuring quality of performance and compliance with all laws, rules, policies, and procedures related to the operation of the department.

### **The functions of District 1 related to planning and environmental management are to:**

- Provide administrative and technical liaison to the Metropolitan Planning Organization (MPO's), Regional Planning Councils (RPC's), cities and counties in the development of multi-modal transportation plans.
- Document and analyze transportation impacts on the environment, including economic analysis as well as evaluation for design traffic volumes and highway capacity analysis.
- Document and analyze transportation impacts related to Developments of Regional Impact (DRIs), and other sub-level developments. Review transportation elements included in Local Governments' Comprehensive Plans.
- Develop and maintain Level of Service handbooks for the District.
- Perform validation of models and conduct planning studies requested by local governments and MPO's
- Conduct public workshops and hearings to disseminate information and receive input from the public and elected officials.
- Monitor, analyze, and provide technical support associated with the development of the District One Florida Intrastate Highway System (FIHS) and the Strategic Intermodal System (SIS).
- Administration and coordination of the Transportation Regional Incentive Program (TRIP), and County Incentive Grant Program for District One.
- Coordinate and administer the implementation of the District One Transportation Enhancement Program, and Scenic Highway Program.
- Develop programs for the collection and maintenance of the Transportation Data Base including extensive and continuous file of traffic counts, vehicle classifications and roadway inventories.
- Direct the cooperative intergovernmental development of the modal systems plan for urbanized, urban and rural areas.
- Review transportation elements included in Local Government Comprehensive Plans.
- Develop and maintain District Mapping and graphics programs.
- Develop modal programs for aviation, highways, transit, rail, bicycles, and pedestrians.
- Direct airport master planning, transit modal analyses, and federal programs for transportation disadvantaged, ridesharing, high occupancy vehicles (HOV), and transit safety inspection.
- Provide technical/liaison support to MPOs associated with Multi-Modal Planning.
- Conduct public hearings to receive and disseminate modal program information to and from the general public and public officials.

**Source:** <http://cosharepoint.dot.state.fl.us/sites/Personnel/Lists/ClassificationOrganization/DispForm.aspx?ID=209>

**Website(s):**

**Contact(s):** Frank Meares 863.519. 2555; [Frank.Meares@dot.state.fl.us](mailto:Frank.Meares@dot.state.fl.us)

## **Transportation Planning Products/Services**

**Responsible Organizational Unit:** District 1 Transportation Planning Responsible Organizational Unit

### **Routine Activities:**

- Implement departmental policies, rules, procedures, and standards established by the central offices responsible for Transportation Planning activities.
- Assist the applicable central office/section in developing specific Transportation Planning products and providing specific Transportation Planning services.
- Coordinate, review, and analyze the Transportation Regional Incentive Program (TRIP) and the Transportation Enhancement Program (TE) projects submitted by Regional Transportation Areas (RTAs), MPO's, BoCC's and local governments.
- Provide technical support to the MPOs in the development of the Transportation Improvement Programs (TIPs), process TIP/STIP amendments as required, provide technical support to MPO's in the update of their Unified Planning Work Programs (UPWPs), and Long Range Transportation Plans (LRTPs).
- Conduct and/or review Intergovernmental Coordination and Reviews (ICARs)
- Coordination and development of the District's annual Rural Economic Development Initiative (REDI) Reports
- Solicit federal discretionary program applications annually for submittal to central office.
- Develop and conduct annual district work program public hearings. Solicit multi-modal transportation priorities each year from BoCC's and MPO's in preparation for development of the Tentative Five Year Work Program.
- Provide technical support to District One's five Scenic Highway CME's.

### **Website(s):**

### **Department Policies, Procedures and Manuals:**

**Contact(s):** Frank Meares 863.519. 2555; [Frank.Meares@dot.state.fl.us](mailto:Frank.Meares@dot.state.fl.us)

**District 1 Transportation Planning Products/Services**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Annual certification of MPOs/TPO	Submit joint certification statement to central office annually		
TIP/STIP /UPWP/LRTP Administration	Review and Approve as needed		
Support REDI	Submit Annual REDI Report to central office		
Conduct Annual District Tentative Work Program Public Hearings	Endorsements from MPO's and BoCC's		
Support Scenic Highway CME's	Submit Annual Reports and monitor implementation of master plans		
General Planning services	Perform technical and planning support services and function as an extension of ISD staff for the purpose of delivering plans and programs as required by FHWA and the Department. Perform other planning/modal functions as described in Exhibit A, Scope of Services, General Planning Consultant.		

## **Data Collection Products/Services**

**Responsible Organizational Unit:** District 1 Maintenance and Traffic Operations

### **Routine Activities:**

- Implement departmental policies, rules, procedures, and standards established by the central offices responsible for Data Collection activities.
- Assist the applicable central office/section in developing specific Transportation Planning products and providing specific Data Collection services.

**Website(s):**

**Department Policies, Procedures and Manuals:**

**Contact(s):** Ron Gruver 863.519.2547 [Ronald.Gruver@dot.state.fl.us](mailto:Ronald.Gruver@dot.state.fl.us)  
L.K. Nandam 863.519.2490 [L.Nandam@dot.state.fl.us](mailto:L.Nandam@dot.state.fl.us)

**District 1 Data Collection Product/Service**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Maintain RCI/produce SLDs	Continuous		
Traffic Counts/Update databases	Info sent for statewide CD		
Conduct HPMS	Annually		
Update base maps	Annually		

## **Systems Planning Products/Services**

**Responsible Organizational Unit:** District 1 Intermodal Systems Development

### **Routine Activities:**

- Implement departmental policies, rules, procedures, and standards established by the central offices responsible for Systems Planning activities.
- Assist the applicable central office/section in developing specific Transportation Planning products and providing specific Systems Planning services.
- Provide modeling analyses for SIS and corridor planning studies, and for LRTP updates.
- Develop and update traffic volume projections for state highway corridors and supporting regional roadways.
- Provide regional transportation modeling analyses for MPOs, Regional Planning Councils, Rural Counties.
- Develop plans, programs, policies, informational databases, and analysis tools for improving the operational efficiency of District One's SIS.
- Develop and evaluate plans and programs for improving rail operations and rail/highway interface, including grade separations, rail re-locations, and new rail corridors.
- Prepare and/or review Interchange Justification Reports or Interchange Modification Reports (IJR/IMR), and IOARs.
- Develop and maintain various District GIS Maps and programs in support of district and statewide planning efforts and the district work program.
- Develop, perform, and/or administer various activities involved in Corridor Planning, Access Management, Systems Planning, and Statistical Data collection and analysis.
- Document and analyze transportation impacts related to Developments of Regional Impact (DRIs), and other sub-level developments. Review transportation elements included in Local Governments' Comprehensive Plans.

### **Website(s):**

### **Department Policies, Procedures and Manuals:**

**Contact(s):** Frank Meares 863.519. 2555; [Frank.Meares@dot.state.fl.us](mailto:Frank.Meares@dot.state.fl.us)

**District 1 Systems Planning Product/Service**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
DRI/Comp Plan/EAR Review	Comments to DCA by deadlines		
Develop and maintain district LOS Table	Submit to Central Office		
Review of SIS CFP & System Plan	Update work program/2 <sup>nd</sup> 5 Year/Cost Feasible Plan & Plan/attend regional workshops and MPO Presentations		
Develop and maintain GIS maps in support of district planning functions	Produce maps/analyses as needed		
Model development supporting MPO's LRTP, BoCC's LRTPs and districtwide planning functions	As required		

## FDOT District 2

Each district office is responsible for implementation of the department's transportation programs, ensuring quality of performance and compliance with all laws, rules, policies, and procedures related to the operation of the department.

### **The functions of District 2 related to planning and environmental management are to:**

- Provide administrative and technical liaisons to the Metropolitan Planning Organizations (MPOs), Regional Planning Councils (RPCs), cities and counties in the development of multi-modal transportation plans.
- Document and analyze transportation impacts related to Developments of Regional Impact (DRIs), and other sub-level developments. Review transportation elements included in Local Governments' Comprehensive Plans. Develop and maintain Level of Service handbooks for the District.
- Collection and maintenance of Transportation Statistics Databases and information related to Traffic Characteristics and Roadway Inventories which includes traffic counts, vehicle classifications, roadway inventories, and Straight line Diagrams (SLDs).
- Coordinate and develop modal programs for aviation, highways transit, rail, bicycles and pedestrians.
- Direct airport master planning, transit modal analysis, and federal programs for transportation disadvantaged and ridesharing.
- Perform validation of models and conduct planning studies requested by local governments and MPO's
- Conduct public workshops and hearings to disseminate information and receive input from the public and elected officials. Develop and maintain district maps. Provides traffic forecasts for design traffic. Oversee the development of the District Two Florida Intrastate Highway System (FIHS) and the Strategic Intermodal System (SIS).
- Conduct Project Development and Environment (PD&E) studies in compliance with the National Environmental Policy Act (NEPA).
- Administer the Local Agency Participation Program.
- Provide sound Transportation Planning support in compliance with State and Federal statutes, procedures and guidelines.

*Source: <http://cosharepoint.dot.state.fl.us/sites/Personnel/Lists/ClassificationOrganization/DispForm.aspx?ID=209> and district staff.*

### **There are two sections in the District 2 Planning Office:**

- **Urban Transportation Development. The functions of this section are to:**
  - Urban Planning - Provides planning, administrative and technical liaisons to the Metropolitan Planning Organizations, Regional Planning Councils, cities and local governments for planning, traffic modeling and other activities related to the execution of the Florida Transportation Plan and other intermodal plans.
  - Growth Management - Document and analyze transportation impacts related to Developments of Regional Impact (DRIs), Planned Unit Developments (PUDs), and other developments. Review transportation elements included in Local Governments' Comprehensive Plans. Develop and maintain Level of Service handbooks for the District.
  - Modal Development - Develop and coordinate programs and projects relating to urban and rural transit, transit service development, transit system safety, seaport development,

commuter assistance, inter-modal access, and park-n-ride development. Prepares and executes agreements to fund capital and operating grants. Monitors project progress and facilitates payment to grantees.

- **Planning & Environmental Management. The functions of this section are to:**
  - Manages District Two activities relating to rural planning including rural county coordination, and the local agency program.
  - Manages all aspects of traffic statistics, traffic counts, mapping and RCI.
  - Manages District activities related to the project development process including preliminary engineering studies, environmental analysis and public involvement efforts.
  - Develops policies and procedures for the development of transportation projects.

*Source:* <http://cosharepoint.dot.state.fl.us/sites/Personnel/Lists/ClassificationOrganization/DispForm.aspx?ID=209> and district staff.

**Website(s):**

**Contact(s):** Bill Henderson 386.961.7873; [bill.henderson@dot.state.fl.us](mailto:bill.henderson@dot.state.fl.us) or James Bennett 904.360.5646; [james.bennett@dot.state.fl.us](mailto:james.bennett@dot.state.fl.us)

## **Transportation Planning Product/Service: Urban Transportation Development**

**Responsible Organizational Unit:** District 2 Urban Transportation Development

### **Routine Activities:**

- Implement departmental policies, rules, procedures, and standards established by the central offices responsible for Transportation Planning activities.
- Provides technical and administrative support to the North Florida Transportation Planning Organization and the Gainesville Metropolitan Transportation Planning Organization.
- Documents and coordinates activities related to Growth Management.
- Coordinates programs and activities relating to seaports, aviation, rail and transit
- Assist the applicable central office/section in developing specific Transportation Planning products and providing specific Transportation Planning services.

### **Website(s):**

### **Department Policies, Procedures and Manuals:**

**Contact(s):** James Bennett 904.360.5646; [james.bennett@dot.state.fl.us](mailto:james.bennett@dot.state.fl.us)  
Jim Green 904.360.5684; [James.Green@dot.state.fl.us](mailto:James.Green@dot.state.fl.us)  
Phil Worth 904.360.5650; [phil.worth@dot.state.fl.us](mailto:phil.worth@dot.state.fl.us)

**District 2 Urban Transportation Development**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
MPO program management Certification of MPO's	Annually		
Long Range Plan Review	November 2009		
TIP approvals	As Needed		
Work Program and TIP Development	Work Program Public Hearings (Nov./Dec.) Transmit to MPOs the Draft (Nov.) and Final (Feb./March) Tentative Work Program		
Review all Local Comprehensive Plans (LGCPs). DRIs and Planned Unit Developments	As Needed		
Multi-Modal Coordination with local officials	Continuous		

**Data Collection Product/Service: Rural Planning and Traffic Statistics**

**Responsible Organizational Unit:** District 2 Data Collection Rural Planning and Traffic Statistics

**Routine Activities:**

- Implement departmental policies, rules, procedures, and standards established by the central offices responsible for Data Collection activities.
- Conduct Rural Coordination and Administer the Local Agency Program
- Conduct activities related to Traffic Statistics
- Assist the applicable central office/section in developing specific Transportation Planning products and providing specific Data Collection services.

**Website(s):**

**Department Policies, Procedures and Manuals:**

**Contact(s):** Bill Henderson 386.961.7873; [bill.henderson@dot.state.fl.us](mailto:bill.henderson@dot.state.fl.us)  
Jordan Green 386.961.7884; [jordan.green@dot.state.fl.us](mailto:jordan.green@dot.state.fl.us)  
Barney Bennette 386.961.7878; [Barney.Bennette@dot.state.fl.us](mailto:Barney.Bennette@dot.state.fl.us)

**District 2 Rural Planning and Traffic Statistics**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Support REDI	Annual REDI Report		
Annual Traffic Count Program	Annually		
Roadway Characteristics Inventory Update	On-going Activity		
Roadway Transfer Process	As needed		
Prepare Joint Participation Agreements	As needed		

**Systems Planning Product/Service: Environmental Management**

**Responsible Organizational Unit:** District 2 Environmental Management

**Routine Activities:**

- Implement departmental policies, rules, procedures, and standards established by the central offices responsible for Environmental Management activities.
- Manage Environmental Permitting Program and District Contamination Program
- Prepare NEPA documentation for FHWA approval
- Conduct Public Meetings and Hearings for transportation activities.

**Website(s):**

**Department Policies, Procedures and Manuals:**

**Contact(s):** Bill Henderson 386.961.7873; [bill.henderson@dot.state.fl.us](mailto:bill.henderson@dot.state.fl.us)  
Pete Southall 386.961.7462; [Peter.Southall@dot.state.fl.us](mailto:Peter.Southall@dot.state.fl.us)  
Jim Knight 386.961.7707; [James.Knight@dot.state.fl.us](mailto:James.Knight@dot.state.fl.us)

**District 2 Environmental Management**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Provide Project Development, preliminary engineering and environmental analysis	As required		
Provide public Involvement	As required		
Coordinate Interchange Justification Reports and Access management Process	As required		
Acquire environmental permits from state and federal agencies	As required		

## **FDOT District 3**

Each district office is responsible for implementation of the department's transportation programs, ensuring quality of performance and compliance with all laws, rules, policies, and procedures related to the operation of the department.

### **The functions of District 3 related to planning and environmental management are to:**

- Provide planning, administrative and technical liaison to the Metropolitan Planning Organization (MPO's), Regional Planning Councils (RPC's), and local governments for planning, traffic modeling and other activities related to the execution of the Florida Transportation Plan and other intermodal plans.
- Document and analyze transportation impacts related to Developments of Regional Impact (DRIs) and other sub-level developments. Review transportation elements included in Local Government Comprehensive Plans.
- Collection and maintenance of Transportation Statistics Databases and information related to Traffic Characteristics and Roadway Inventories which includes traffic counts, vehicle classifications, roadway inventories, and Straight Line Diagrams (SLDs).
- Provide technical support to MPOs in the development of Transportation Improvement Programs (TIPs), Transit Development Plans (TDPs), Unified Planning Work Programs (UPWPs), and Long Range Transportation Plans (LRTPs), the expenditure of PL funds, and the development of various other Intermodal Plans.
- Develop and maintain various District GIS Maps and programs in support of district and statewide planning efforts and the district work program.
- Develop, perform, and/or administer various activities involved in Corridor Planning, Systems Planning, and Statistical Data collection and analysis.
- Provide sound Transportation Planning support in compliance with State and Federal statutes, procedures and guidelines as requested by the District and the Central Office.

### **There are two sections in the District 3 Transportation Planning Office:**

- **Transportation Statistics. The functions of this section are to:**
  - Maintain an active database of traffic count data and information
  - Maintain an active database of physical roadway characteristics
  - Assure data is distributed and available for district usage in a timely manner
  - Maintain an active and effective quality assurance program for all data
  - Provide accurate classifications for access management and functional classifications
  - Provide Project Traffic Reports for all PD&E and Design projects
  - Provide district GIS support
- **Transportation Systems Planning. The functions of this section are to:**
  - Coordinate and review Local Government Comprehensive Plans, Development of Regional Impacts (DRIs), and other transportation analysis for impacts to the state highway system.
  - Coordinate, review, and analyze the Transportation Regional Incentive Program (TRIP) and the Transportation Enhancement Program projects submitted by Regional Transportation Areas (RTAs) and local governments.
  - Provide technical support and funding guidance to the RPCs for the Congestion Management Reports and MPO traffic demand models.

- Coordinate the designation of and plan development for the SIS and FIHS.
- Provide technical support to the MPOs in the development of the Transportation Improvement Programs (TIPs), Unified Planning Work Program (UPWPs), and Long Range Transportation Plans (LRTPs).
- Coordination and project management of the District Three Corridor and Systems Planning Consultant program.

**Contact(s):** Jason Peters 850.415.9525; [jason.peters@dot.state.fl.us](mailto:jason.peters@dot.state.fl.us)

**There are two sections within Transportation Statistics:**

- **Traffic and Highway Data Collection. The functions of this section are to:**
  - Collect traffic data at portable traffic monitoring sites
  - Process district traffic data into the Traffic Characteristics Inventory (TCI) database
  - Collect roadway data and maintain Roadway Characteristics Inventory (RCI) database
  - Produce and maintain timely Straight Line Diagrams (SLDs) and district County-Section Maps
  - Collect and maintain Highway Performance Monitoring System (HPMS) data
  - Prepare, analyze, and/or update Project Traffic Reports
  - Coordinate the District's road numbering system which may include new facilities, realignments, US numbered roads, changes to the state highway system, and provide assistance to locals
  
- **Roadway Classification. The functions of this section are to:**
  - Provide GIS and mapping support for District 3 Planning, Work Programs, and other miscellaneous district-wide requests
  - Coordinate and manage jurisdictional transfers, additions and deletions to the State Highway System and coordinate changes with local governments
  - Functionally classify all roads in the district
  - Determine classifications and maintain maps, files and documentation for Access Management Classifications for the State Highway System and provide assistance to other departmental offices and local governments upon request

**Contact(s):** Craig Gavin 850-415-9536; [Craig.Gavin@dot.state.fl.us](mailto:Craig.Gavin@dot.state.fl.us)

**Source:** <http://cosharepoint.dot.state.fl.us/sites/Personnel/Lists/ClassificationOrganization/DispForm.aspx?ID=209>  
and district staff

**Website(s):**

**Contact(s):** Craig Gavin 850-415-9536; [Craig.Gavin@dot.state.fl.us](mailto:Craig.Gavin@dot.state.fl.us)

**Product/Service:** Traffic Data Collection

One of the main functions in Planning is the collection of raw traffic data that will be factored to produce Annual Average Daily Traffic (AADT) reports.

**Responsible Organizational Unit:** District 3 Statistics Office, Traffic Data

**Routine Activities:**

- The District Traffic Data office will ensure all traffic counting equipment is performing properly.
- Develop a traffic collection schedule and provide to Central Office.
- Collect short-duration counts on District Three highways.
- Process collected data, check data validity and upload data into the Traffic Characteristics Inventory database.

**Website(s):** <http://www.dot.state.fl.us/planning/statistics/>

**Department Policies, Procedures and Manuals:** [Traffic Monitoring Procedure](#) (525-030-150) and Traffic Monitoring Handbook

**Contact(s):** Quint Williams 850.415.9426; [quinton.williams@dot.state.fl.us](mailto:quinton.williams@dot.state.fl.us)

**District 3 Traffic Data Collection Product/Service**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Collect district-wide traffic counts.	Collect approximately 664 traffic counts by November 15, 2010		
	Collect approximately 780 traffic counts by June 30, 2011		
Process traffic counts	Process all 2010 traffic counts using SPS software and load mainframe database by November 15, 2010		
Collect district-wide classification counts	Collect approximately 234 classification counts by November 15, 2010		
	Collect approximately 282 classification counts by June 30, 2011		
Process classification counts	Process all 2010 class counts using SPS software and load mainframe database by November 15, 2010		

**Product/Service:** Geographic Information System (GIS)

This section is responsible for maintaining the District's GIS database including map production and application development.

**Responsible Organizational Unit:** District 3 Statistics Office, Roadway Classifications

**Routine Activities:**

- Develop and maintain district mapping database, Planning's Intranet web site and SharePoint site.
- District Geographic Information System (GIS) support.
- Production of high quality maps as required: including work program, new corridors, maps related to the SIS, Emergency Management, and other maps as requested.

**Website(s):** <http://www.dot.state.fl.us/planning/statistics/>

**Department Policies, Procedures and Manuals:** To be completed in the future.

**Contact(s):** Ray Kirkland 850.415.9590; [ray.kirkland@dot.state.fl.us](mailto:ray.kirkland@dot.state.fl.us)

**District 3 Geographic Information Systems Product/Service**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Maintain Planning's intranet web page and SharePoint site	Ongoing		
Produce high quality maps in support of the department's mission	Meet all due dates and requirements as requested		

## **There are three sections within Transportation Systems Planning:**

- **Growth Management. The functions of this section are:**
  - Reviews and agency responses on Local Government Comprehensive Plans (LGCPs) and Evaluation and Appraisal Reports (EARs) for 16 the Counties and 64 Municipalities of D3
  - Coordination, reviews, and agency responses on Site Impact Reviews including Developments of Regional Impact (DRIs)
  - Review and maintain Level of Service (LOS) databases of Congestion Management Systems (CMS) and LOS Analyses
  - Coordination, reviews, and agency responses on Intergovernmental Coordination and Review (ICAR) documents
  - Coordination, reviews, and agency responses on Economic Development Transportation Fund applications
  - Coordination with MPO staff and Local Governments in the development of FHWA adjusted Urbanized Area Boundaries, Metropolitan Planning Area Boundaries, and Small Urban/Urban Cluster Boundaries
  - Maintain District contact database & handle mass mail outs for Florida Transportation Plan (FTP) meetings and growth management training opportunities
  - Coordination with local governments to obtain local government comprehensive plan compliance letters for the right-of-way department when Trustees of the Internal Improvement Transportation Fund (TIITF) permits are required
  - Coordination and development of the District's annual Rural Economic Development Initiative (REDI) Reports
  
- **Systems Planning. The functions of this section are to:**
  - Coordinate, develop and update the District Three Strategic Intermodal System (SIS) Program.
  - Coordinate, develop and update the District Three portion of the Strategic Intermodal System Strategic Plan. This includes coordination with all stakeholders and facilitation of Regional Workshops and MPO briefing sessions.
  - Developing and updating the Florida Intrastate Highway System (FIHS) Plan
  - Develop and maintain the FSUTMS models for the four MPO's and the District Three Regional Model.
  - Coordination with the four District Three MPO's in the development of their respective Long Range Transportation Plan updates from a modeling perspective.
  - Coordination of the Transportation Regional Incentive Program (TRIP) for District Three.
  - Coordination of the Transportation Enhancement Program for District Three.
  - Management of specialized planning studies such as Action Plans, Access Management Studies, Master Plans, Corridor Management Studies, etc. for District Three.
  - Serve as the FDOT liaison to the Northwest Florida Transportation Corridor Authority Board; including sitting as Ex-Officio member in Board Meetings as the delegate for the District Secretary and providing technical support for planning and project development.
  - Coordination and project management of the District Three Corridor and Systems Planning Consultant program.

- **Metropolitan Planning Organization Support. The functions of this section are to:**
  - Assist the Metropolitan Planning Organizations in the development and review of annual and bi-annual documents.
  - Assist the Metropolitan Planning Organizations in the development and review of their Long Range Transportation Plan Update.
  - Assist the Metropolitan Planning Organizations in the development and review of Corridor Management Studies of regional significance and other studies as identified in their UPWP.
  - Attend Metropolitan Planning Organization and related Subcommittee meetings.
  - Development of District Three's Annual Planning Work Program.

Contacts: James Smith 850-415-9543; [James.Smith1@dot.state.fl.us](mailto:James.Smith1@dot.state.fl.us)

## **Systems Planning Product/Service: Growth Management Reviews**

A Significant function of Growth Management is the coordination and review of local government comprehensive plans (including Evaluation and Appraisal Reports) , Developments of Regional Impact (DRI), and large scale developments and providing the agency responses to the Department of Community Affairs and local agencies.

**Responsible Organizational Unit:** District 3 Transportation Systems Planning, Growth Management

### **Routine Activities:**

- Review local government comprehensive plans, DRIs and large scale developments to assure compliance with policies, procedures, and rules and to assess impacts to state highway system
- Submit Objections, Comments, and Recommendations to the Department of Community Affairs

**Website(s):** <http://www.dot.state.fl.us/planning/systems/sm/default.shtm>

**Department Policies, Procedures and Manuals:** Chapter 163, Part II, Florida Statutes; Rule 9J-5, F.A.C.; Rule 9J-11, F.A.C.; District Review of Local Government Comprehensive Plans Procedure (525-010-101-c); FDOT District 3 Local Government Comprehensive Planning Review Guidelines

**Contact(s):** Glenda Duncan 850. 415.9532; [glenda.duncan@dot.state.fl.us](mailto:glenda.duncan@dot.state.fl.us)

**District 3 Growth Management Product/Service**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Review and provide agency response to the Department of Community Affairs on all Comprehensive Plan Amendments received	As needed		
Coordinate and provide comments and recommendations to Planning Councils, developers, and the Department of Community Affairs on Developments of Regional Impact and other large scale developments	As needed		
Review and provide comments to Planning Councils, consultants, and other agencies on Congestion Management System and Level of Service analyses and maintain databases for all counties	As needed		

**Product/Service:** Strategic Intermodal System (SIS) Program

One of the primary responsibilities of the Systems Planning Section is the coordination of the District's Strategic Intermodal System (SIS) program which includes development/updates to short and long range SIS plans and stakeholder coordination efforts.

**Responsible Organizational Unit:** Transportation Systems Planning, SIS Coordinator

**Routine Activities:**

- Developing and updating Strategic Intermodal Systems (SIS) plans, including; Five Year Work Program, 2<sup>nd</sup> Five Program, Cost Feasible Plan and Needs Plan
- Proactively providing technical advice and seeking input from MPO's and local government officials in regard to the Strategic Intermodal System (SIS).
- Provide technical advice concerning the Strategic Intermodal System (SIS) to internal stakeholders with the Florida Department of Transportation
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**Website(s):**

**Department Policies, Procedures and Manuals:**

**Contact:** Jason Alderman (850) 415-9566; [Jason.alderman@dot.state.fl.us](mailto:Jason.alderman@dot.state.fl.us)

<b>District 3 Strategic Intermodal System (SIS) Program Product/Service</b>			
<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Develop District Three updates to the Strategic Intermodal System (SIS) Work Program including the 2 <sup>nd</sup> Five Plan and Cost Feasible Plan	On as-needed basis		
Provide technical assistance to MPO's and local governments regarding the Strategic Intermodal System (SIS)	On as-needed basis		
Provide technical assistance to internal FDOT stakeholders regarding the Strategic Intermodal System (SIS)	On as-needed basis		

**Product/Service:** MPO LRTP Support

Provide administrative and technical support to the MPOs in the development and review of their LRTP updates. This support ensures coordination between the MPOs, FDOT, FHWA, FTA and other agencies.

**Responsible Organization Unit:** Transportation Systems Planning, MPO LRTP Support

**Routine Activities:**

- Provide policy guidance to MPO staff as it relates to the development of their LRTP.
- Provide updated revenue forecasts in the development of their Cost Feasible Plan.
- Provide latest Work Program information in the development of their Plan update.
- Review of Draft Goals and Objectives.
- Review of Land Use Scenarios and population estimates.
- Review of Draft Technical and Summary Reports

**Website:**

**Contact:** Bryant Paulk (850) 415-9371; [Bryant.paulk@dot.state.fl.us](mailto:Bryant.paulk@dot.state.fl.us)

**District 3 MPO LRTP Support Product/Service**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Provide policy guidance to the MPO staff related to TIP development	On as-needed basis		
Provide copy of District Three's Tentative Work Program and review with MPO staff for TIP development	As scheduled		
Review draft TIP and offer comments, suggestions and guidance	As scheduled		
Review draft Project Priority List and offer comments, suggestions and guidance	As scheduled		

## FDOT District 4

Each district office is responsible for implementation of the department's transportation programs, ensuring quality of performance and compliance with all laws, rules, policies, and procedures related to the operation of the department.

### **The functions of District 4 related to planning and environmental management are to:**

- Provide administrative and technical liaison support to Metropolitan Planning Organization (MPO's) and coordinate with federal partners on MPO-related matters.
- Work with MPO's, Regional Planning Councils (RPC's), local governments, and other partners in the development and implementation of multi-modal transportation and related studies and plans.
- Engage local governments and other partners on transportation-related issues in the growth management arena (e.g. local government comprehensive plans, RPC strategic regional policy plans, developments of regional impact).
- Participate with partners in planning/project initiatives involving varied issues or interests that impact or are impacted by transportation (e.g., transportation-land use integration, regionalism, climate change, [context sensitive solutions](#), [sustainable community initiatives](#), [performance measurement](#), regional freight movement).
- Analyze and prioritize transportation needs relative to the Strategic Intermodal System (SIS) through SIS multi-modal planning studies and analyses; coordinate with local governments [and modal partners](#), to provide data collection and analyses, and to also address minimum level of service standards and development impacts; coordinate with local governments regarding potential joint-funded improvements and fair share requirements; coordinate with Central Office related to the District's SIS Long Range Plans, including the 20-Year Multi-modal Needs Assessment Plan, the Highway Cost Feasible Plan, and the 10-Year SIS Work Program. Address identified SIS multi-modal transportation priority needs through a collaborative, streamlined process, including development of recommendations for implementation plans for priority projects with other FDOT internal offices.
- Responsible for management and development of premium transit projects through development and refinement of project scopes and schedules relative to the Federal Highway Administration/Federal Transit Administration process; continue to promote the development of transit projects through extensive coordination with internal FDOT partners, as well as external stakeholders, including MPOs, local governments, state/federal agencies, and other transportation partners.
- Document and analyze transportation impacts on the environment, including economic analysis, as well as evaluation for design traffic volumes, [interchange operations](#), and highway capacity analysis.
- Develop programs for the collection and maintenance of the Transportation Database, including extensive and continuous file of traffic counts, [transit data](#), [origin-destination data](#), vehicle classifications, and roadway inventories; develop and maintain District mapping and graphics programs.
- Oversee risk management issues, develop and administer the corridor maintenance plan, acquisition of goods and services contracts, and environmental issues.
- Assure funds are being allocated and expended, per statutory obligation, to allow for future growth and program continuance, i.e. work program and budget.
- Manage [multi](#)modal studies, to develop [multi](#)modal programs for aviation, highways, transit, rail bicycles, and pedestrians.

- Coordinate airport master planning, transit modal analysis, and federal programs for transportation disadvantaged, ridesharing, high occupancy vehicles (HOV), and transit facilities environmental studies.
- Conduct public meetings and hearings to receive and disseminate modal program information to and from the general public and public officials.

**Source:** <http://cosharepoint.dot.state.fl.us/sites/Personnel/Lists/ClassificationOrganization/DispForm.aspx?ID=209> and District staff.

**Website(s):**

**Contact(s):**

Gus Schmidt 954.777.4629; [gus.schmidt@dot.state.fl.us](mailto:gus.schmidt@dot.state.fl.us) (PL&EM)  
 Amie Goddeau 954.777.4343; [amie.goddeau@dot.state.fl.us](mailto:amie.goddeau@dot.state.fl.us) (PL&EM)  
 Steve Braun 954.777.4143; [steve.braun@dot.state.fl.us](mailto:steve.braun@dot.state.fl.us) (PL&EM)  
 Tammy Campbell 954.777.4668; [tammy.campbell@dot.state.fl.us](mailto:tammy.campbell@dot.state.fl.us) (PL&EM)  
 Nancy Ziegler 954.777.4492; [nancy.ziegler@dot.state.fl.us](mailto:nancy.ziegler@dot.state.fl.us) (OMD)  
 Lois Bush 954.777.4654; [lois.bush@dot.state.fl.us](mailto:lois.bush@dot.state.fl.us) (OMD)  
 Jeff Weidner 954.777.4670; [jeff.weidner@dot.state.fl.us](mailto:jeff.weidner@dot.state.fl.us) (OMD)

## **Transportation Planning Product/Service: Mobility Planning Projects**

**Responsible Organizational Unit:** District 4 Transportation Planning  
Planning and Environmental Management Office – Mobility Development Section  
Office of Modal Development – Policy Planning Section

### **Routine Activities:**

- Implement departmental policies, rules, procedures, standards, and handbooks, established by the central offices responsible for Transportation Planning activities.
- Assist the applicable central office/section in developing specific Transportation Planning products and providing specific Transportation Planning services.
- Meet recurring responsibilities set out in law, statute, regulation, and rule or by practice integral to performance of functions.

### **Website(s):**

### **Department Policies, Procedures and Manuals:**

### **Contact(s):**

Gus Schmidt 954.777.4629; [gus.schmidt@dot.state.fl.us](mailto:gus.schmidt@dot.state.fl.us) (PL&EM)

Nancy Ziegler 954.777.4492; [nancy.ziegler@dot.state.fl.us](mailto:nancy.ziegler@dot.state.fl.us) (OMD)

**District 4 Mobility Planning Projects**

Key Activities	Key Milestones	7/1/10-12/31/10 Status Report	1/1/11-6/30/11 Status Report
<p><a href="#">Northwestern Broward County/ Southwestern Palm Beach County Mobility Studies (continuation of key activity from FY 2009/10) I-95 Mobility Plan</a></p>	<p><a href="#">Monthly Coordinating Committee Meetings Through December 2010, As Needed Thereafter</a></p> <p><a href="#">SR-7 Multimodal Mobility Strategy Assessment:</a></p> <ul style="list-style-type: none"> <li><a href="#">o Network Needs and Travel Flow Assessment Finalized – October 2010</a></li> <li><a href="#">o Multimodal Strategy Development Completed – October 2010</a></li> <li><a href="#">o Final Multimodal Recommendations – November 2010</a></li> </ul> <p><a href="#">Other Technical Assistance Final documentation by March 2011</a></p> <p><a href="#">Tracking – Implementing Comprehensive Plan Amendments</a></p> <p><a href="#">Finalize the mobility network for I-95 including a system of parallel relievers, and continue refinement of the associated GIS layers for the usage analysis.</a></p> <p><a href="#">Facilitate buy-in from the MPO, County, South Florida Regional Transportation Authority, Broward County Transit, and involved local governments on the defined I-95 mobility network and begin the identification of multi-modal projects from the LRTP along the network. Update the mobility fee approach with these new projects.</a></p> <p><a href="#">Begin prioritizing the identified multi-modal projects on the mobility network</a></p>		

**District 4 Mobility Planning Projects**

Key Activities	Key Milestones	7/1/10-12/31/10 Status Report	1/1/11-6/30/11 Status Report
	<p><del>(both long and short term) through the GIS analysis of the high use nodes and links. Continue refinement of the mobility fee and associated plan with the involved agencies and local governments, noting consideration for the outcome of the DCA/FDOT statewide mobility fee study.</del></p> <p><del>Develop strategies for implementation of the prioritized multi-modal projects on the I-95 mobility network and continue coordination on the mobility fee aspect of the plan.</del></p>		
<p><u>Broward Boulevard Transit Study – The purpose of this project is to increase corridor mobility, access to transit, and transit ridership in the Broward Boulevard Corridor. Northwestern Broward County/Southwestern Palm Beach County Mobility Studies</u></p>	<p><u>The study will identify geometric and other operational improvements, including transit signal priority in the corridor that reduce bus travel times and improve access to bus stops. The most effective improvements will be illustrated at a conceptual-design level, which will form the basis for the preparation of final design documents in subsequent phase activities. During the period July 2010 through October 2010, the consultant contract will be underway, with the actual consultant selection occurring at the beginning of August, and negotiations in September. The expected date of execution for the contract is November 12, 2010. Monthly Coordinating Committee Meetings through June 2010</u></p> <p><u>SR-7 Multimodal Mobility Strategy Assessment:</u></p>		

**District 4 Mobility Planning Projects**

Key Activities	Key Milestones	7/1/10-12/31/10 Status Report	1/1/11-6/30/11 Status Report
	<ul style="list-style-type: none"> <li>○ Existing Multimodal Conditions Assessment – December 2009</li> <li>○ Network Needs and Travel Flow Assessment – January 2010</li> <li>○ Multimodal Strategy Development – March 2010</li> </ul> <p>Other Technical Assistance</p> <ul style="list-style-type: none"> <li>○ Federal Processes Coordination through June 2010</li> <li>○ Charrette Participation – January 2010</li> <li>○ Final documentation – June 2010</li> </ul>		
<p><u>I-95 Mobility Plan (continuation of key activity from FY 2009/10)</u></p>	<p><u>Continue coordination with the Broward MPO, Broward County, South Florida Regional Transportation Authority, Broward County Transit, and involved local governments on the defined I-95 mobility network to rank high transportation usage areas or HAULs (High Asset Use Locations).</u></p> <p><u>Expected reporting items:</u> <u>Meeting dates, ranked HAULs list</u></p> <p><u>Draft list of short-term improvements with a combination of long-term strategies with buy-in from stakeholders, to achieve goals of the mobility plan along the I-95 corridor. List of improvements incorporates identified ‘NEEDS’ from collective stakeholder plans (CIPs, work programs, LRTP).</u></p>		

**District 4 Mobility Planning Projects**

Key Activities	Key Milestones	7/1/10-12/31/10 Status Report	1/1/11-6/30/11 Status Report
	<p><u>Expected reporting items: Draft list of improvements, policies, and other strategies that will be discussed with stakeholders.</u></p> <p><u>Develop a plan of prioritized multi-modal projects, integral policies/ordinances, and other strategies influencing the mobility network (including HAULs and parallel facilities), to implement and fund the agreed upon mobility plan.</u></p> <p><u>Expected reporting items: Final list of improvements, policies/ordinances, and other strategies that will need to be adopted by the County and relevant partners.</u></p>		

## **Data Collection Product/Service: Data Collection - District Traffic Characteristics Inventory Program**

**Responsible Organizational Unit:** District 4 Transportation Statistics Unit

### **Routine Activities:**

- Implement departmental policies, rules, procedures, and standards established by the central offices responsible for Traffic Data Collection activities.
- Assist the applicable central office/section in developing specific Transportation Planning products and providing specific Traffic Data Collection services.
- Collect short-duration counts on state-owned highways.
- Estimate ~~monthly~~ ADT for missing traffic count data.
- Assign/reassign seasonal and axle adjustment factors.
- Review AADT estimates for accuracy.
- Review and assign section traffic breaks.
- Update databases with new traffic data.
- Conduct origin-destination surveys and assist with transit on-board surveys.
- Coordinate with other agencies responsible for the collection of data that supports the development of multimodal projects.
- Collect traffic data for HPMS and SIS Corridors and Connectors.
- Assist the Central Transportation Statistics (TranStat) Office with end-of-year processing.

### **Website(s):**

**Department Policies, Procedures and Manuals:** Traffic Monitoring Procedure (525-030-150) and Traffic Monitoring Handbook

**Contact(s):** Kara Schwartz, 954-777-4364; [kara.schwartz@dot.state.fl.us](mailto:kara.schwartz@dot.state.fl.us)  
Min-Tang Li, 954-777-4652; [min-tang.li@dot.state.fl.us](mailto:min-tang.li@dot.state.fl.us)

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## **Data Collection Products/Services: Data Collection - District Roadway Characteristics Inventory (RCI) Program**

**Responsible Organizational Unit:** District 4 Transportation Statistics Unit

### **Routine Activities:**

- Implement departmental policies, rules, procedures, and standards established by the central offices responsible for Highway Data Collection activities.
- Assist the applicable central office/section in developing specific Transportation Planning products and providing specific Highway Data Collection services.
- Maintain RCI Database to be clean of edits
- Perform annual QA/QC , to ensure the quality and accuracy of on-RCI database
- Collect and enter data for new Highway Performance Management System (HPMS) Samples
- Post District 4 HPMS sample Map-map to the Central Office District 4 SharePoint site

### **Website(s):**

**Department Policies, Procedures and Manuals:** General Interest Roadway Data Procedure (525-020-310-e) and Roadway Characteristics Inventory Office and Field Handbooks

**Contact(s):** Newton Wilson, 954-777-4638; [newton.wilson@dot.state.fl.us](mailto:newton.wilson@dot.state.fl.us)  
Min-Tang Li, 954-777-4652; [min-tang.li@dot.state.fl.us](mailto:min-tang.li@dot.state.fl.us)

**Data Collection Products/Services: Data Collection - Maintain SharePoint Site and Provide Geographical Information System (GIS) Support**

**Responsible Organizational Unit:** District 4 Transportation Statistics Unit

**Routine Activities:**

- Update and maintain GIS data and highway basemap monthly.
- Assist in development and support of GIS mapping applications for office and district use.
- Create high-quality projects-related maps, as required and on an as-needed basis, to every functional unit within the office of District 4 Planning & Environmental Management Office.
- Distribute GIS data via the District 4 SharePoint site and Roadway Atlas DVD.
- Coordinate with the Program Management Office to ensure the data on the districtwide GIS portal is most current.

**Website(s):**

**Department Policies, Procedures and Manuals:** To be completed in the future

**Contact(s):** Jason Learned, 954-777-4664; [jason.learned@dot.state.fl.us](mailto:jason.learned@dot.state.fl.us)  
Min-Tang Li, 954-777-4652; [min-tang.li@dot.state.fl.us](mailto:min-tang.li@dot.state.fl.us)

District 4 Data Collection			
Key Activities	Key Milestones	7/1/10-12/31/10 Status Report	1/1/11-6/30/11 Status Report
Collect all traffic count data	November 15, <del>2009</del> <a href="#">2010</a>		
Upload all traffic data to mainframe	December 31, <del>2009</del> <a href="#">2010</a>		
Assist Central TranStat Office with end-of-year processing	Central TranStat Office sets milestones		
First bi-annual district quality evaluation clean of edits	June 30, <del>2010</del> <a href="#">2011</a>		
Second bi-annual district quality evaluation clean of edits	December 30, <del>2009</del> <a href="#">2010</a>		
QA/QC RCI report submitted to Central Office	June 1, <del>2010</del> <a href="#">2011</a>		
Collect and enter data for new HPMS samples	November 30, <del>2009</del> <a href="#">2010</a>		
Post the District 4 HPMS sample map to the Central TranStat Office SharePoint Web Site	December 30, <del>2009</del> <a href="#">2010</a>		
GIS data review & maintenance	Monthly		
Basemap review & maintenance	Monthly		
GIS technical assistance to Planning & Environmental Management	Ongoing		
Provide map-based GIRD data in the form of Atlas	Provided annually		
Web-based mapping application development and maintenance	Ongoing		

## Systems Planning Product/Service: Systems Planning

**Responsible Organizational Unit:** District 4 Systems Planning Office - activities include developing and implementing procedures, providing technical assistance and training for district-wide and regional-wide demand forecast modeling, project traffic development, growth management, access management and site impact analyses, congestion management, interchange justification, level of service, and performance measures.

### Routine Activities:

- Implement departmental policies, rules, procedures, and standards established by the central offices responsible for Systems Planning activities.
- Assist the applicable central office/section in developing specific Transportation Planning products and providing specific Systems Planning services.
- Collect and analyze travel behavior data.
- Compile and analyze demographic data.
- Develop and update the Southeast Regional Planning Model (SERPM) and the Greater Treasure Coast Regional Planning Model (GTCRPM).
- Oversee and provide training and technical assistance for the applications of SERPM and GTCRPM for the developments of MPOs' Long Range Transportation Plans (LRTP) and the Regional LRTP.
- Perform level of service assessments to assess the sufficiency of mobility for the State Highway System.
- Perform demand forecasts and develop design traffic for Work program projects.
- Review and process interchange proposal approvals.
- Review and update access management classifications.
- Perform Planning and Conceptual Engineering (PACE) studies.
- Review growth management impact submittals, such as Applications of Development Approval (ADA) of Developments of Regional Impact (DRI) and participate in the development of Development Orders (DO).
- Perform special planning studies, as needed, for implementing state rules and policies.
- Review and coordinate MPOs Congestion Management assessments
- Review right of way surplus requests

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### Specific Planned Activities for FY 2009/10:

- ~~Continue to oversee the technical aspects of the development of the Broward and Palm Beach 2035 Long Range Transportation Plans (LRTPs), to be completed by December 2009. Providing technical guidance on project prioritization criteria and performance measures on the development of the Southeast Florida Regional Long Range Transportation Plan. These projects are expected to be completed by December 2009. A Regional Cost Feasible 2035 SERPM Model is expected to be completed by February 2010.~~
- Oversee the development of the Indian River County MPO 2035 LRTP and the Martin/St. Lucie 2035 Regional Long Range Plan, as well as the 2035 Treasure Coast Regional LRTP. Serve as the demand forecast model clearinghouse for version control and ensure the consistency of analyses across jurisdictional boundaries. ~~The Department is currently developing the external trip component of the GTCRPM and is expecting to complete a regional Existing + Committed network by November 2009.~~

- Initiate a series of workshops with MPO staffs, to develop a framework for the next generation of SERPM and GTCRPM. The framework is to be completed in the spring of 2010.
- ~~Initiate a Continue the development of the~~ *Central East Palm Beach Transportation Planning Study*, to develop a set of optimal solutions for freight and passenger traffic in line with local visions. ~~It is expected to have a scope of work developed by November 2009 and the study should be completed in 12 to 18 months, depending on the extent of local input.~~
- Develop new model enhancements to support transit model through an expert working group and peer review.
- Continue to review, guide, and process several interchange proposals, including the I-75 Systems Interchange Modification Report (SIMR), I-75/Royal Palm Boulevard Interchange Modification Report (IMR), ~~I-95/SR 710 System Interchange Justification Report~~, as well as several other smaller scale interchange modifications through the Interchange Operational Analysis Report (IOAR) process.
- Continue to review and comment on the traffic impact submittals of Developments of Regional Impact (DRIs) and ensure that development orders are formulated in line to address development impacts.
- Continue development of the modeling process~~Develop a modeling process~~, integrating the macro models, such as SERPM, to the mesoscopic dynamic traffic assignments such as Cube/Avenue, to allow for analyzing traffic demand management strategies for site impact analyses. ~~The prototype is under development and will be completed in September 2009, to be used for the West Palm Beach Transit Oriented Development.~~ The process will also be used to help assess the need for the operational and economic feasibility of I-95 special use lanes, hurricane and emergency evacuation planning, and incident management planning and other projects.
- Continue to develop project traffic for PD&E and design projects, to support the implementation of the Work Program. Continue to participate in project schedule design, to ensure sufficient time is allotted for addressing land use data reviews and updates.
- Continue to provide technical support to the Strategic Intermodal System planning and transit development of data analysis, model refinements, and technical reviews. Will continue to provide the same aforementioned technical support to the District's Transportation Systems Management and Operation (TSM&O) Program.

**Website(s):**

**Department Policies, Procedures and Manuals:**

**Contact(s):** Shi-Chiang Li 954-777-4655; [shi-chiang.li@dot.state.fl.us](mailto:shi-chiang.li@dot.state.fl.us)

**Source:** <http://d4sharepoint.dot.state.fl.us/sites/d4transdev/PLEM/Systems/default.aspx> (infonet)

**District 4 Systems Planning**

Key Activities	Key Milestones	7/1/10-12/31/10 Status Report	1/1/11-6/30/11 Status Report
<a href="#">Treasure Coast 2035 LRTP (Martin, St. Lucie, and Indian River Counties)</a> <a href="#">Southeast Florida 2035 Long Range Transportation Plans (Broward, Palm Beach, and Regional)</a>	Final E+C Network and Needs Network - finalize E+C Modeling Network evaluation criteria for prioritizing regional projects; complete the 2035 Cost Feasible Plan <a href="#">GTCRPM</a> <del>SERP</del> Model		
<a href="#">West Palm Beach Transit Oriented Development</a>	<del>Turn key macro-meso modeling process—develop a prototype structure and script the process</del>		
<a href="#">Central East Palm Beach Transportation Planning Study</a>	<ul style="list-style-type: none"> <li>• <a href="#">Project kick-off with full local participation</a></li> <li>• <a href="#">Data collection</a></li> <li>• <a href="#">Existing conditions report</a></li> </ul> <del>Scope Development—project kick-off with full local participation</del>		

## FDOT District 5

Each district office is responsible for implementation of the department's transportation programs, ensuring quality of performance and compliance with all laws, rules, policies, and procedures related to the operation of the department.

### **The functions of District 5 related to planning and environmental management are to:**

- Manage Government Operations (including Growth Management and MPO Liaisons units), Environmental Management, and Modal Planning.
- Provide administrative and technical liaisons to the Metropolitan Planning Organizations (MPOs), Regional Planning Councils (RPCs), cities and counties in the development of multi-modal transportation plans.
- Administer technical support to the Multi-Modal Planning liaisons with MPOs.
- Document and analyze transportation impacts on the environment, including economic analysis as well as evaluation for design traffic volumes and highway capacity analysis.
- Review and document transportation impacts related to Development of Regional Impact (DRIs) and other major traffic generators.
- Review transportation-related elements and amendments to Local Government Comprehensive Plans.
- Perform validation of models and conduct planning studies requested by local governments and MPOs.
- Develop and maintain District Mapping and graphics programs.
- Provide planning, environment, project development, and intergovernmental coordination for the execution of the Florida Transportation Plan and related intermodal plans.
- Develop modal programs for aviation, highways, transit, rail, bicycles, and pedestrians.
- Direct airport master planning, transit modal analysis, and federal programs for transportation disadvantaged, ridesharing, high occupancy vehicles (HOV), and transit safety inspection.
- Conduct public hearings to receive and disseminate modal program information to and from the general public and public officials.
- Ensure the implementation of quality environmental policies, procedures and practices in the development of transportation improvements.

*Source:* <http://cosharepoint.dot.state.fl.us/sites/Personnel/Lists/ClassificationOrganization/DispForm.aspx?ID=209>  
and district staff

### **Website(s):**

**Contact(s):** Susan Sadighi, 407.482.7884, [Susan.Sadighi@dot.state.fl.us](mailto:Susan.Sadighi@dot.state.fl.us)

## **Transportation Planning Products/Services**

**Responsible Organizational Unit:** District 5 Intermodal Systems Development

### **Routine Activities (Government Operations – Cost Center 530):**

- Provide administrative support for Intermodal Systems Development
- Provide a Liaison to each of the District 5 MPOs for Work Program development and coordination of Transportation Improvement Plan (TIP), State Transportation Improvement Plan (STIP), MPO Priority list, Long Range Transportation Plan (LRTP), and production status updates
- Conduct review of Evaluation and Appraisal Reports (EARs) and amendments to Local Government Comprehensive Plans (LGCP)
- Conduct and/or review Intergovernmental Coordination and Reviews (ICARs)
- Conduct Public Involvement activities related to Efficient Transportation Decision Making (ETDM), Project Development and Environmental (PD&E) studies, and Work Program Public Hearings
- Facilitate discussions with MPOs, local governments, and various Department staff regarding safety initiatives

### **Routine Activities (Modal Planning - Cost Center 529):**

- Provide administrative support for Intermodal Systems Development
- Support and coordinate the development and updates to the Florida Transportation Plan (FTP) and Strategic Intermodal Systems (SIS) with local stakeholders and partners

### **Website(s):**

### **Department Policies, Procedures and Manuals:**

- FAC Rule 14-94
- Other FDOT Rules (not those under FDCAs authority?)
- 525-010-101 District Review of Local Government Comprehensive Plans
- 525-010-205 Intergovernmental Coordination and Review (ICAR)
- 525-030-115 Minimum Responsibilities for District Development of Regional Impact Review Procedure
- 525-030-120 Project Traffic Forecasting Procedure
- 525-030-150 Traffic Monitoring
- 525-030-155 Assignment of Access Management Classification to the State Highway
- 525-030-160 Interchange Justification
- 525-030-250 Development of the Florida Intrastate Highway System
- FDOT Site Impact Handbook
- FDOT Q/LOS Handbook
- FDOT Project Traffic Forecasting Handbook
- FDOT Interchange Justification Handbook

**Contact(s):** Jon Weiss 407.482.7881; [Jon.Weiss@dot.state.fl.us](mailto:Jon.Weiss@dot.state.fl.us) or Brenda Young 407.482.7800; [Brenda.Young@dot.state.fl.us](mailto:Brenda.Young@dot.state.fl.us)

**District 5 Transportation Planning Products/Services**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Review large scale amendments to local government comprehensive plans in relation to transportation impacts	As needed		
Annual Certifications	August 1		
Unified Planning Work Program Approval by FHWA	Every two years		
Transportation Improvement Program Approval by FDOT	September 1		
Continue implementation of I-75 and I-95 Systems Operational Analysis Reports (SOAR)	On-going		

## **Data Collection Products/Services**

**Responsible Organizational Unit:** District 5 Intermodal Systems Development

### **Routine Activities:**

- Monitor status and performance of the State Highway System (SHS) through preparing Level of Service (LOS) reports
- Prepare updates to and process applications for Federal Functional Classification applications
- Coordinate with local government in requests for jurisdictional roadway transfers
- Support District Planning and Production activities through mapping of Work Program and Transportation Regional Incentive Program projects, environmental layers, trails, municipal boundaries, Roadway Characteristics Inventory attributes, transit services, and LOS

### **Website(s):**

- FAC Rule 14-94
- Other FDOT Rules (not those under FDCAs authority?)
- 525-010-101 District Review of Local Government Comprehensive Plans
- 525-010-205 Intergovernmental Coordination and Review (ICAR)
- 525-030-115 Minimum Responsibilities for District Development of Regional Impact Review Procedure
- 525-030-120 Project Traffic Forecasting Procedure
- 525-030-150 Traffic Monitoring
- 525-030-155 Assignment of Access Management Classification to the State Highway
- 525-030-160 Interchange Justification
- 525-030-250 Development of the Florida Intrastate Highway System
- FDOT Site Impact Handbook
- FDOT Q/LOS Handbook
- FDOT Project Traffic Forecasting Handbook
- FDOT Interchange Justification Handbook

### **Department Policies, Procedures and Manuals:**

**Contact(s):** Jon Weiss 407.482.7881; [Jon.Weiss@dot.state.fl.us](mailto:Jon.Weiss@dot.state.fl.us)

**District 5 Data Collection Products/Services**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Prepare Districtwide LOS Report for State Highway System Facilities	Annually		
Prepare function classification updates for approvals	As needed		

## **Systems Planning Products/Services**

**Responsible Organizational Unit:** District 5 Systems Planning

### **Routine Activities:**

- Assist local governments and Departmental work units in designation and changes to Access Management classification
- Coordinate various types of Site Impact Analysis including Developments of Regional Impact (DRI) and sub-DRI's
- Support various Production units through preparing or reviewing Design Traffic and Equivalent Single Axle Loading (ESAL) Reports
- Prepare and/or review Interchange Justification Reports or Interchange Modification Reports (IJR/IMR)
- Participation in the statewide LOS Task Team and external support of LOS guidance and tools to local governments and consultants.
- Support MPO and local government planning through the development and support of travel demand models, forecasting tools, and socioeconomic datasets.

### **Website(s):**

### **Department Policies, Procedures and Manuals:**

- FAC Rule 14-94
- Other FDOT Rules (not those under FDCAs authority?)
- 525-010-101 District Review of Local Government Comprehensive Plans
- 525-010-205 Intergovernmental Coordination and Review (ICAR)
- 525-030-115 Minimum Responsibilities for District Development of Regional Impact Review Procedure
- 525-030-120 Project Traffic Forecasting Procedure
- 525-030-150 Traffic Monitoring
- 525-030-155 Assignment of Access Management Classification to the State Highway
- 525-030-160 Interchange Justification
- 525-030-250 Development of the Florida Intrastate Highway System
- FDOT Site Impact Handbook
- FDOT Q/LOS Handbook
- FDOT Project Traffic Forecasting Handbook
- FDOT Interchange Justification Handbook

**Contact(s):** Jon Weiss 407.482.7881; [Jon.Weiss@dot.state.fl.us](mailto:Jon.Weiss@dot.state.fl.us)

**District 5 Systems Planning Product/Service**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Conduct Level-of-Service (LOS) analyses	As required		
Review large scale development requests (DRIs and other major development) in relation to transportation impacts	As needed		
Prepare/Review Project Traffic and ESAL reports, including evaluation of how context sensitive solutions and complete streets initiatives integrate into Unit's production responsibilities	As needed		
Support D5 MPO/TPO LRTP Updates with 2035 Future Year Model Development and Application	Run MPO Cost Feasible Model Alternative (Q3 of 2010) Provide complete and final documentation on LRTP alternatives (Q3/Q4 of 2010) Release 2035 Central Florida Regional Planning Model (CFRPM) 5.0 (Q1 of 2011)		

## FDOT District 6

The District office is responsible for implementation of transportation facilities and services, and management of Department programs, ensuring quality performance, compliance with applicable laws, rules, policies, and procedures governing the operation of the Department.

### **The District 6 generalized program management functions for the Planning and Environmental Management Office (PLEMO) and the Public Transportation Office (PTO) are as follows:**

- Provide program management and technical support to the Metropolitan Planning Organization (MPO), the Regional Planning Council (RPC), and cities and counties, in the development of multi-modal transportation plans.
- Analyze and document the socio-cultural impacts, and impacts on the environment, of implementing new transportation facilities and services.
- Provide systems planning data and analysis, level of service analysis, and economic analysis of alternative transportation system improvements.
- Collect traffic and highway system data and maintain the transportation data base, including traffic and vehicle classifications counts, roadway characteristics inventory, straight line diagrams (SLD's), and other data, consistent with Department procedures.
- Maintain, and constantly improve, the PLEMO mapping and geographic information systems (GIS).
- Provide growth management reviews: review the land use, transportation, and capital improvement elements of the Local Government Comprehensive Plans (LGCP's); and review Developments of Regional Impact (DRI's) as requested.
- Maintain continuing, cooperative, and coordinated planning programs for highway, transit, bicycle, and pedestrian modes of travel.
- Conduct Project Development and Environment (PD&E) studies in compliance with the National Environmental Policy Act (NEPA) process and the efficient transportation decision-making process (ETDM) in the development of transportation projects.
- Provide public transportation coordination and support activities, including: airport master planning and grant assistance; port master planning and grant assistance; transit grant assistance, and review of transit development plans (TDP's); modal analysis; transportation disadvantaged; ridesharing; and federal oversight of transit safety.
- Conduct public workshops and hearings, as needed, to disseminate information and receive input from the public and elected officials.

### **The specific functions of the three sections within the D-6 Planning and Environmental Management Office (Planning, Project Development and Environmental Management), and the Public Transportation Office are as follows:**

- **District 6 Planning has the following functions:**
  - MPO Program Management -- Provide program management and technical support to the Metropolitan Planning Organization (MPO), the Regional Planning Council (RPC), and cities and counties, in the development of multi-modal transportation plans. Provide guidance and review in the development of the following MPO products: the Unified Planning Work Program (UPWP); the Transportation Improvement Program (TIP); the Long Range Transportation Plan (LRTP); the Public Involvement Plan (PIP); and various other MPO studies and programs. Administer the inter-local agreements, and joint participation agreements (JPA's), and process invoices for Federal reimbursement of all planning activities.

- Transportation Statistics -- Collect traffic and highway system data and maintain the transportation data base, including traffic and vehicle classifications counts, roadway characteristics inventory, straight line diagrams (SLD's), and other data, consistent with Department procedures. Maintain the PLEMO mapping and geographic information systems (GIS), and provide special maps on request. Provide design traffic forecasts as requested. Manage the annual pavement condition survey review, and participate in the development of the resurfacing, restoration, and rehabilitation (RRR) scoping reports which are prepared as a precursor to final design and construction.
- Corridor and Systems Planning -- Guide the long range and short range planning activities of the District through participation in the development of the MPO's LRTP, and TIP. Provide the District coordination for development of the Florida Transportation Plan (FTP) and the Strategic Intermodal System (SIS) plan. Coordinate the interchange justification and review process. Provide systems planning data and analysis, travel demand forecasting, level of service analysis, and economic analysis of alternative transportation system improvements. Participate in modal systems plan development, and manage the District bicycle / pedestrian program. Prepare corridor plans and traffic operational studies as requested. Participate in, and provide support to, the MPO's congestion management process including developing a congestion management plan for FDOT District 6. Provide growth management reviews for developments of regional impact (DRIs), and local government comprehensive plans (LGCP's). Provide technical assistance to local governments for level of service analysis, and review of growth management legislation and transportation enhancement applications.
- **District 6 Project Development has the following specific functions:**
  - Manages District activities related to the project development process including preliminary engineering studies, environmental analysis and public involvement efforts.
  - Consult with the lead Federal agency, usually, the Federal Highway Administration (FHWA), to make a Class of Action determination as required for all Federal actions and establishes the level of environmental documentation required to comply with the National Environmental Policy Act (NEPA) of 1969 as amended, and the regulations of the Council on Environmental Quality (CEQ), 40 Code of Federal Regulation (CFR) parts 1500 through 1508.
  - Conduct purpose and need evaluation taking into account all issues identified through the public involvement process and the ETDM Planning and/or Programming Screening and review the purpose and need statement in the Final Programming Summary Report to keep those goals forefront while leading the PD&E process.
  - Enters projects into the Environmental Screening Tool (EST), and conduct planning screen and programming screen through the Efficient Transportation Decision Making (ETDM) process.
  - Conduct corridor and alternatives analysis that satisfy the stated purpose and needs and emphasize the preservation and enhancement of the existing landscape, environment and associated ecosystems through the balance of engineering, environmental and economic aspects while adhering to aesthetic design principles taking into account the comments associated with the Socio-cultural Effects Evaluation from the Programming Summary Report.
  - Document and analyze transportation impacts on the environment, including economic analysis as well as evaluation for design traffic volumes and highway capacity analysis.
  - Manage the development of the resurfacing, restoration, and rehabilitation (RRR) scoping reports which are prepared as a precursor to final design and construction.

- Conduct public workshops and hearings, as needed, to disseminate project information, and provide coordination for public involvement activities related to socio-economic impacts. Coordinate the collection of engineering and other data in order to implement an effective public involvement program for District projects. Ensure proper notification of public meetings in accordance with Florida Statutes.
- **District 6 Environmental Management has the following specific functions:**
  - Manages District activities related to the project development process including preliminary engineering studies, environmental analysis and public involvement efforts.
  - Conduct public workshops and hearings, as needed, to disseminate information and receive input from the public and elected officials.
  - Provide intergovernmental coordination in the development and implementation of environmental related issues to assist the District in achieving its mission.
  - Conduct ETDM program in coordination with the Environmental Technical Agency Team and Metropolitan Planning Organization, including Socio-cultural Effects Evaluations.
  - Prepare NEPA documentation for FHWA approval. Prepare Reevaluations of NEPA documentation for FHWA approval.
  - Manage environmental permitting program, including commitment compliance. Manage contamination program. Conduct review of final design plans.
  - Provide technical and scientific expertise in all areas related to natural environment issues of transportation projects.
  - Ensure that quality processes are developed and implemented in these environmental areas by performing quality assurance reviews, and coordinating with other state and federal agencies and the Florida Department of Transportation Central Office.
- **District 6 Public Transportation Office has the following specific functions:**
  - Manage and coordinate programs and projects relating to urban and rural transit, transit service development, transit system safety, seaport development, commuter assistance, intermodal access, van pooling, ridesharing, transportation disadvantaged, and park-n-ride development. Prepares and executes agreements to fund capital and operating grants. Monitors project progress and facilitates payment to grantees.
  - Provide guidance and review in the development of the MPO Unified Planning Work Program, Transportation Improvement Program, and the Long Range Transportation Plan. Provide guidance and review in the development of the Miami-Dade Transit, South Florida Regional Transportation Authority (SFRTA), and City of Key West transit development plans; the Southeast Florida Regional Transportation Plan; and various other studies and programs. Manage joint participation agreements and process invoices for modal planning activities.
  - Coordinate the Department's project plans, construction schedules and property transactions affecting rail signal safety projects and rail crossing projects. Prepare, and execute agreements for construction of highway crossings affecting rail lines. Coordinate the review and approval of plans and projects with Federal, State, County and Municipal authorities.
  - Coordinate plans and administer programs for airports and seaports. Manage joint participation agreements and process invoices to fund airport/seaport operations and capital improvements.
  - Administer the District's Americans with Disabilities Act Transition Plan for the State Highway System.
  - Participate in master planning, analysis, and review of proposed airport, seaport, transit, and rail facilities and services.

**Sources:** <http://cosharepoint.dot.state.fl.us/sites/Personnel/Lists/ClassificationOrganization/DispForm.aspx?ID=209>  
and district staff.

**Website(s):**

**District 6 Contact(s):** Aileen Boucle 305.470.5201; [aileen.boucle@dot.state.fl.us](mailto:aileen.boucle@dot.state.fl.us)  
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## Transportation Planning Products/Services

**Responsible Organizational Unit:** District 6, Planning and Environmental Management Office (PLEMO) and the Public Transportation Office (PTO)

### Routine Activities:

- Provide program management and technical support to the Metropolitan Planning Organization (MPO), the Regional Planning Council (RPC), and cities and counties, in the development of multi-modal transportation plans.
- Provide guidance and review in the development of the following MPO products: the Unified Planning Work Program (UPWP); the Transportation Improvement Program (TIP); the Long Range Transportation Plan (LRTP); the Public Involvement Plan (PIP); MPO Certification; and various other MPO studies and programs.
- Administer the inter-local agreements, and joint participation agreements (JPA's), and process invoices for Federal reimbursement of all planning activities.
- Manage District activities related to the project development process including preliminary engineering studies, environmental analysis and public involvement efforts.
- Document and analyze transportation impacts on the environment, including economic analysis as well as evaluation for design traffic volumes and highway capacity analysis.
- Provide the District coordination for development of the Florida Transportation Plan (FTP) and the Strategic Intermodal System (SIS) plan.
- Provide growth management reviews: review the land use, transportation, and capital improvement elements of the Local Government Comprehensive Plans (LGCP's); and review Developments of Regional Impact (DRI's) as requested.
- Conduct public workshops, hearings, and interagency coordination, as needed, to disseminate information and receive input from the public and elected officials.
- Implement departmental policies, rules, procedures, and standards established by the central offices responsible for Transportation Planning activities.
- Assist the applicable central office/section in developing specific Transportation Planning products and providing specific Transportation Planning services.
- Assist Local Governments and the MPO in regional planning activities such as the Transportation Enhancement Program and the Sustainable Communities Initiative.

### Website(s):

### Department Policies, Procedures and Manuals:

### Contact(s):

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**District 6 Transportation Planning Products/Services**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Unified Planning Work Program (UPWP), MPO Certification, and MPO Program Management	UPWP: May 2011: Certification: Annually in June		
Transportation Improvement Program (TIP)	May 2011		
Long Range Transportation Plan (LRTP)	The 2035 LRTP was adopted on October 29, 2009. Provide LRTP technical assistance as requested by the MPO.		
Florida Transportation Plan (FTP) and Strategic Intermodal System (SIS) plan development	SIS: September 2010 Workshop		
Provide project development, preliminary engineering, and environmental analysis	This is an ongoing activity.		
Provide public involvement activities including public workshops, and interagency coordination	This is an ongoing activity.		
Growth Management Reviews	This is an ongoing activity.		

## **Data Collection Products/Services**

**Responsible Organizational Unit:** District 6, Planning and Environmental Management Office (PLEMO) and the Public Transportation Office (PTO)

### **Routine Activities:**

- Collect traffic and highway system data and maintain the transportation data base, including traffic and vehicle classifications counts, roadway characteristics inventory, straight line diagrams (SLD's), and other data, consistent with Department procedures.
- Maintain the PLEMO mapping and geographic information systems (GIS), and provide special maps on request.
- Manage the development of the resurfacing, restoration, and rehabilitation (RRR) scoping reports which are prepared as a precursor to final design and construction.
- Provide design traffic forecasts as requested.
- Review PTMS installation and acceptance.
- Coordinate the roadway transfer process.
- Implement departmental policies, rules, procedures, and standards established by the central offices responsible for Data Collection activities.
- Assist the applicable central office/section in developing specific Transportation Planning products and providing specific Data Collection services.

### **Website(s):**

### **Department Policies, Procedures and Manuals:**

### **Contact(s):**

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Dat Huynh 305-470-5217; [dat.huynh@dot.state.fl.us](mailto:dat.huynh@dot.state.fl.us)

Phil Steinmiller 305-470-5825; [phil.steinmiller@dot.state.fl.us](mailto:phil.steinmiller@dot.state.fl.us)

**District 6 Data Collection Products/Services**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Annual Traffic Count Program	Annually: due to Central Office in November.		
Annual Roadway Characteristics Inventory update and QA/QC activities, and SLD updates	This is an ongoing activity.		
Annual Pavement Condition Survey Review and Pavement Management Program	Annually beginning with PCS review in March, through Scoping, and Work Program development in September.		
Ongoing Mapping Updates	This is an ongoing activity.		
PTMS installation and acceptance	As requested.		
Roadway transfer process	As requested.		
Design Traffic Projections as requested	As requested.		

## **Systems Planning Products/Services**

**Responsible Organizational Unit:** District 6, Planning and Environmental Management Office (PLEMO) and the Public Transportation Office (PTO)

### **Routine Activities:**

- Maintain continuing, cooperative, and coordinated planning programs for highway, transit, bicycle, and pedestrian modes of travel.
- Guide the long range and short range planning activities of the District through participation in the development of the MPO's LRTP, and TIP.
- Coordinate the interchange justification and review process.
- Provide systems planning data and analysis, travel demand forecasting, level of service analysis, and economic analysis of alternative transportation system improvements.
- Provide technical assistance to local governments for level of service analysis, and review of growth management legislation.
- Analyze and document the socio-cultural impacts, and impacts on the environment, of implementing new transportation facilities and services.
- Conduct ETDM program in coordination with the Environmental Technical Agency Team and Metropolitan Planning Organization, including Socio-cultural Effects Evaluations.
- Prepare NEPA documentation for FHWA approval. Prepare Reevaluations of NEPA documentation for FHWA approval.
- Provide technical and scientific expertise in all areas related to natural environment issues of transportation projects.
- Manage environmental permitting program, including commitment compliance. Manage contamination program. Conduct review of final design plans.
- Manage and coordinate programs and projects relating to urban and rural transit, transit service development, transit system safety, seaport development, commuter assistance, intermodal access, van pooling, ridesharing, transportation disadvantaged, and park-n-ride development.
- Coordinate plans and administer programs for airports and seaports. Manage joint participation agreements and process invoices to fund airport/seaport operations and capital improvements.
- Implement departmental policies, rules, procedures, and standards established by the central offices responsible for Systems Planning activities.
- Assist the applicable central office/section in developing specific Transportation Planning products and providing specific Systems Planning services.

### **Website(s):**

### **Department Policies, Procedures and Manuals:**

### **Contact(s):**

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**District 6 Systems Planning Products/Services**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
LRTP Development and Plan Adoption (tentatively October 2009).	The 2035 LRTP was adopted on October 29, 2009. Provide LRTP technical assistance as requested by the MPO.		
Ongoing preparation of traffic studies and corridor plans as requested by FDOT management, the MPO, elected officials, and local governments.	This is an ongoing activity.		
Ongoing maintenance of GIS, level of service, and travel demand forecasting data; ongoing participation in bike/ped and transit planning activities.	This is an ongoing activity.		
Consult with Federal Highway Administration to make Class of Action determination for all Federal actions and to comply with NEPA.	As needed for each project.		
ETDM program in coordination with the Environmental Technical Agency Team	As needed for each project.		
Coordinate plans and programs for airports and seaports	This is an ongoing activity.		
Ongoing oversight and technical support for the interchange justification process, and the access management process.	As needed for each project.		

## FDOT District 7

Each district office is responsible for implementation of the department's transportation programs, ensuring quality of performance and compliance with all laws, rules, policies, and procedures related to the operation of the department.

### **The functions of District 7 related to planning and environmental management are to:**

- Provide administrative and technical liaison to the Metropolitan Planning Organization (MPOs), Regional Planning Councils (RPCs), cities and counties in the development of multi-modal transportation plans.
- Direct the federal metropolitan transportation planning process and provide oversight of expenditure of federal planning funds (PL) and Federal Transit Administration (FTA) funding allocated to MPOs.
- Document and analyze transportation impacts on the environment (PD&E), including economic analysis as well as evaluation for design traffic volumes and highway capacity analysis.
- Develop and maintain the Tampa Bay Regional Planning Model, the West Central Florida Regional Planning Model, and other transportation planning models and analysis tools.
- Develop public involvement plans for Project Development and Environment (PD&E) Studies.
- Develop and direct programs for the collection and maintenance of the Transportation Data Base including extensive and continuous file of traffic counts, vehicle classifications and roadway inventories, and surveys of travel characteristics and behavior.
- Develop plans, programs, policies, informational databases, and analysis tools for improving the operational efficiency, cost effectiveness, and regional economic benefits of goods movement.
- Direct the cooperative intergovernmental development of the modal systems plan for urbanized, urban, non-metropolitan and rural areas.
- Develop and coordinate strategies and plans for implementing and maintaining the Strategic Intermodal System (SIS)/Florida Intrastate Highway System (FIHS) Plan.
- Review transportation elements included in Local Government Comprehensive Plans, Developments of Regional Impact (DRIs), and other growth management related plans and activities.
- Develop and maintain District mapping and graphics programs and a regional GIS database.
- Maintain continuing, cooperative, and coordinated planning programs for highway, transit, bicycle, and pedestrian modes of travel.
- Provide public transportation coordination and support activities, including: airport master planning and grant assistance; seaport master planning and grant assistance; transit grant assistance and review of transit development plans (TDPs); planning assistance for High Speed Rail, guideway transit and other premium transit modes; coordination with rail safety and operational improvements and maintenance activities, modal analysis; and support and assistance with planning for transportation disadvantaged, ridesharing, and federal oversight of transit safety. Provide for the efficient transfer or assumption of road jurisdiction by the Department and local governments based on mutual agreement.
- Administer the Local Agency Participation program.

**Source:** <http://cosharepoint.dot.state.fl.us/sites/Personnel/Lists/ClassificationOrganization/DispForm.aspx?ID=209>  
and district staff

**Website(s):**

**Contact(s):** Ming Gao 813.975.6454; [Ming.Gao@dot.state.fl.us](mailto:Ming.Gao@dot.state.fl.us)

## Transportation Planning Products/Services

**Responsible Organizational Unit:** District 7 Transportation Planning

### Routine Activities:

- Implement departmental policies, rules, procedures, and standards established by the central offices responsible for Transportation Planning activities.
- Assist the applicable central office/section in developing specific Transportation Planning products and providing specific Transportation Planning services.
- Participate in meetings of the MPO Board and the sub-committees thereof.
- Provide technical advice and assistance to MPOs in the development of major planning products including the Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP).
- Provide support to MPOs to assure Title VI compliance in the planning process (UPWP, TIP, model validation, etc.) and other certification requirements.
- Annual certify the MPOs are following the federal transportation planning process.
- Review quarterly MPO and Transit Agency invoices for expenditure of federal planning funds.
- Complete reporting requirements of the Florida Single Audit Act.
- Review master plans for airports and seaports and Transit Development Plans from local agencies.
- Provide timely responses to modal program inquiries from interested partners in transportation, elected officials, and citizens.
- Review Developments of Regional Impact (DRI), Sub-DRI's, Impact Studies, Economic Development Transportation Fund projects and Access issues.
- Determine how SIS/FIHS facilities and other state and regional corridors may be impacted by implementation of or amendment to Multi-modal Transportation Districts, Transportation Concurrency Exception Areas and Local Government Comprehensive Plans.
- Coordinate SIS public involvement activities including public workshops, and the development and distribution of informational brochures, videos, slide presentations, and reports.
- Identify and prioritize opportunities to add bicycle and pedestrian facilities to roadway projects.
- Coordinate efforts of access management, congestion management, intelligent transportation systems, interchange justification, level of service determination, and site impact analysis.
- Conduct public hearings to receive and disseminate modal program information to and from the general public and public officials.
- Conduct negotiations and document mutual agreement to transfer road jurisdiction.
- Develop and coordinate Joint Participation and Locally Funded Agreements with MPOs and local governments.
- Coordinate the Federal Discretionary and Efficient Transportation Decision Making Programs.

**Website(s):** <http://www.dot.state.fl.us/planning/>

**Department Policies, Procedures and Manuals:** To be completed in the future.

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Lawrence Taylor 813.975.6434; [Lawrence.Taylor@dot.state.fl.us](mailto:Lawrence.Taylor@dot.state.fl.us)

**District 7 Transportation Planning Products/Services**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Annual Joint MPO Certifications	June 16, 2010 FINAL.		
Unified Planning Work Program Review and Approval by District	March through May every two years.		
Long Range Transportation Plan Review and Approval by District	Every five years (Due: Dec. 2009).		
Transportation Improvement Program Review and Approval by District	April through July 15, 2010.		
Review and solicit comments from non-metropolitan local officials	December 1, 2009.		
TCEA and Multi-Modal Coordination with local officials	Continuous		
Review all Local Comprehensive Plans (LGCPs), Development of Regional Impact (DRIs) and Planned Unit Developments	As needed		

## **Data Collection Products/Services**

**Responsible Organizational Unit:** District 7 Intermodal Systems Development, **Multimodal Systems**

### **Routine Activities:**

- Implement departmental policies, rules, procedures, and standards established by the central offices responsible for Data Collection activities.
- Assist the applicable central office/section in developing specific Transportation Planning products and providing specific Data Collection services.
- Collect traffic data for determining AADTs, vehicle classification, and existing highway and arterial operating speeds both daily and by time-of-day.
- Provide technical support for the collection and processing of traffic data in support of systems planning, project traffic, and statewide reporting needs.
- Collect data for Roadway Characteristics Inventory and prepare appropriate related mapping and Straight Line Diagrams (SLDs).
- Conduct surveys of travel characteristics and travel behavior pertaining to permanent and seasonal residents, visitors, employees, business and major trip generators, trucks, and transit passengers.
- Assist in the installation, repair, and maintenance of PTMS sites and other traffic monitoring devices, including planning their locations and assisting in the review and acceptance of installation and repair.

### **Website(s):**

**Department Policies, Procedures and Manuals:** To be completed in the future.

**Contact(s):** George Boyle 813.975.6409; [George.Boyle@dot.state.fl.us](mailto:George.Boyle@dot.state.fl.us)  
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**District 7 Data Collection Products/Services**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Conduct Annual Traffic Counts Program	On-going.		
Prepare design traffic and ESAL forecasts	On-going.		
Conduct surveys of travel characteristics and behavior	On-going.		
Conduct Roadway Characteristics Inventory	On-going five year cycle.		
Maintain accurate SLDs for State roads	On-going.		
Review and acceptance of PTMS installations.	As needed.		

## Systems Planning Products/Services

**Responsible Organizational Unit:** District 7 Intermodal Systems Development, **Multimodal Systems**

### **Routine Activities:**

- Implement departmental policies, rules, procedures, and standards established by the central offices responsible for Systems Planning activities.
- Assist the applicable central office/section in developing specific Transportation Planning products and providing specific Systems Planning services.
- Provide modeling analysis for SIS and corridor planning studies, and for LRTP updates.
- Develop, update, and maintain an effective and reliable set of transportation planning models and analysis tools needed to assess current travel conditions, forecasts future travel volumes and conditions, and assess the effectiveness and impacts of proposed plans, policies, and transportation improvements. This will include the Tampa Bay Regional Planning Model, the West Central Florida Regional Planning Model, the Tampa Bay Regional Transit Model, and other needed models and analysis tools.
- 
- Develop and update traffic volume projections for state highway corridors and supporting regional roadways.
- Provide regional transportation modeling analyses for MPOs, Regional Planning Council, West Central Florida MPO Chairs Coordinating Committee, and Tampa Bay Regional Transportation Authority (TBARTA).
- Assist the MPOs in evaluating the air quality impacts of individual transportation improvements and programs.
- Provide technical support for the MPOs in performing Air Quality Conformity Determination Analysis on their Long Range Transportation Plans and Transportation Improvements Programs.
- Develop plans, programs, policies, informational databases, and analysis tools for improving the operational efficiency, cost effectiveness, and regional economic benefits of goods movement.
- Assist the MPOs and counties in conducting effective county level goods movement coordination processes and in developing effective plans, programs, and policies for improving goods movement.
- Analyze and document the social, economic, and environmental impacts of implementing new transportation facilities and services.
- Conduct the ETDM program in coordination with the Metropolitan Planning Organizations and other local agencies, including Socio-cultural Effects Evaluations.
- Support various production units through the preparation and/or review of Design Traffic Reports and Equivalent Single Axle Loading (ESAL) Reports.
- Monitor the status and performance of the State Highway System through the preparation of Level of Service (LOS) Reports.
- Coordinate the interchange justification and review process.
- Analyze and document the transportation impacts of proposed Development of Regional Impact (DRIs) and sub-DRI developments and of proposed changes to Local Government Comprehensive Plans (LGCPs).
- Conduct Project Development and Environmental (PD&E) Studies in compliance with the National Environmental Policy Act (NEPA).
- Assist the Tampa Bay Area Regional Transportation Authority (TBARTA) in the maintenance and update of the Tampa Bay Regional Transit Master Plan.

- Conduct and/or assist TBARTA, local transit agencies and the MPOs in the conduct of Alternative Analyses, transit corridor evaluations and feasibility studies and other transit related studies for the development and implementation of High Speed Rail, guideway transit, and other premium transit services throughout the Tampa Bay Region.
- Develop plans and programs for improving access to airports, seaports, rail centers, and other intermodal centers.
- Develop and evaluate plans and programs improving rail operations and rail/highway interface, including grade separations, rail re-locations, and new rail corridors.
- Maintain a database of existing socioeconomic and travel characteristics for District MPOs and Citrus County, including information on population, dwelling units, hotel/motel units, employment, current land uses, traffic counts, transit usage, freight movements, and special generators activity.

**Website(s):**

**Department Policies, Procedures and Manuals:** To be completed in the future.

**Contact(s):** George Boyle 813.975.6409; [George.Boyle@dot.state.fl.us](mailto:George.Boyle@dot.state.fl.us)  
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**District 7 Systems Planning Products/Services**

<b>Key Activities</b>	<b>Key Milestones</b>	<b>7/1/10-12/31/10 Status Report</b>	<b>1/1/11-6/30/11 Status Report</b>
Update the Tampa Bay Regional Planning Model, the West Central Florida Regional Planning Model and other transportation modeling and analysis tools	On-going.		
Modeling and other technical support for MPOs and other local and regional agencies	On-going.		
Tampa Bay Regional Goods Movement Study and coordination process	On-going.		
Preparation of traffic studies, corridor and subarea plans, and impact analyses as requested by FDOT management, the MPOs, and local agencies.	On-going.		
Review of all DRIs, Local Governments Comprehensive Plans, and Planned Unit Developments.	On-going.		
Provide Project Development, preliminary engineering, and environmental analysis as needed.	On-going.		
Coordination, oversight, and technical support for the interchange justification process and access management process.	On-going.		
Prepare Districtwide Level of Service (LOS) Report for State facilities.	Annually.		
Participate in and provide technical support and review for the Update of the Strategic Intermodal System (SIS) Plan.	On-going.		
Provide coordination and technical support for the maintenance, update and implementation of the TBARTA Master Plan.	On-going.		

**Table 1 - Financial Summary<sup>1</sup>**  
**State Planning Research Program Part 1, FY July 1, 2010 - June 30, 2011**

**Available Federal Funds:**

Funds Available from Federal Fiscal Year 2009/10 Apportionment	\$4,530,664
Federal Fiscal Year 2010/11 Apportionment	<u>\$26,153,677</u>
Total Available Federal Funds (Equals Total Planned Use of Funds)	<b>\$30,684,341</b>

**Planned Use of Federal Funds:**

Funds Reserved for First 4 Months of State Fiscal Year 2011/12	\$ 9,855,585
Funds Programmed for Fiscal Year 2010/11 (see Detailed Financial Summary Sh	<u>\$ 30,725,292</u>
Total Available Federal Funds (Equals Total Available Funds)	<b>\$40,580,877</b>

**Actual Use of Federal Funds:**

July 1, 2010 – December 31, 2010	To Be Provided
January 1, 2011 – June 30, 2011	<u>To Be Provided</u>
Total Federal Funds Used	<b>\$0</b>

**Remaining Federal Funds:**

As of December 31, 2010	To Be Provided
As of June 30, 2011	<u>To Be Provided</u>
Total Federal Funds Remaining	<b>\$40,580,877</b>

<sup>1</sup> Information is provided by the Production Management Office Lee.Calhoun@dot.state.fl.us).

**TABLE 2  
FY 2010/2011 METROPOLITAN PLANNING (PL) FUNDS**

Federal Aid Project Number	District Number & Urban Area	FDOT Financial Project Number	Federal Participating Amount	Soft Match (calculated)	FY10/11 Approved UPWP	PL Funds Expenditures as of 12/31/10	% PL Funds Expended as of 12/31/10	PL Funds Expenditures as of 6/30/11	% PL Funds Expended as of 6/30/11
0	MPOAC IN-HOUSE	420829-1-11-01	\$ 404,400	\$ 73,075	\$ 412,606		0.00%		#DIV/0!
0	MPOAC CONSULTANT	420829-1-12-01	\$ 140,000	\$ 25,298	\$ 140,000		0.00%		#DIV/0!
0	STATEWIDE RESERVE	192058-1-14-02	\$ 3,555,443	\$ 642,469			0.00%		#DIV/0!
1	LEE COUNTY	420869-1-14-01	\$ 721,804	\$ 130,430	\$ 824,304		0.00%		#DIV/0!
1	POLK COUNTY	420870-1-14-01	\$ 664,163	\$ 120,014	\$ 861,993		0.00%		#DIV/0!
1	COLLIER COUNTY	420871-1-14-01	\$ 534,421	\$ 96,570	\$ 643,421		0.00%		#DIV/0!
1	SARASOTA/MANATEE	420872-1-14-01	\$ 836,865	\$ 151,222	\$ 836,864		0.00%		#DIV/0!
1	CHARLOTTE-PUNTA GORDA	420873-1-14-01	\$ 460,170	\$ 83,153	\$ 540,170		0.00%		#DIV/0!
2	GAINESVILLE	214094-9-14-01	\$ 487,798	\$ 88,145	\$ 485,227		0.00%		#DIV/0!
2	FIRST COAST	214198-6-14-01	\$ 1,179,226	\$ 213,086	\$ 1,634,454		0.00%		#DIV/0!
3	BAY COUNTY	420868-1-14-01	\$ 461,209	\$ 83,340	\$ 606,585		0.00%		#DIV/0!
3	PENSACOLA	420779-1-14-01	\$ 629,858	\$ 113,815	\$ 674,900		0.00%		#DIV/0!
3	TALLAHASSEE	420780-1-14-01	\$ 522,279	\$ 94,376	\$ 689,695		0.00%		#DIV/0!
3	OKALOOSA/WALTON	420781-1-14-01	\$ 462,197	\$ 83,519	\$ 636,305		0.00%		#DIV/0!
4	FT. LAUDERDALE-BROWARD	416349-2-14-01	\$ 1,630,646	\$ 294,658	\$ 2,206,853		0.00%		#DIV/0!
4	PALM BEACH	416350-2-14-01	\$ 1,245,256	\$ 225,018	\$ 1,295,550		0.00%		#DIV/0!
4	ST. LUCIE	416351-2-14-01	\$ 538,471	\$ 97,302	\$ 1,175,000		0.00%		#DIV/0!
4	INDIAN RIVER	416352-2-14-01	\$ 442,262	\$ 79,917	\$ 472,952		0.00%		#DIV/0!
4	MARTIN COUNTY	416353-2-14-01	\$ 439,471	\$ 79,412	\$ 809,713		0.00%		#DIV/0!
5	BREVARD	417958-1-14-02	\$ 739,721	\$ 133,668	\$ 874,656		0.00%		#DIV/0!
5	OCALA-MARION	417960-1-14-02	\$ 474,482	\$ 85,739	\$ 890,657		0.00%		#DIV/0!
5	METROPLAN	417961-1-14-02	\$ 1,578,661	\$ 285,264	\$ 1,588,783		0.00%		#DIV/0!
5	VOLUSIA	417962-1-14-02	\$ 691,837	\$ 125,015	\$ 748,385		0.00%		#DIV/0!
5	LAKE-SUMTER	417957-1-14-02	\$ 482,293	\$ 87,150	\$ 534,883		0.00%		#DIV/0!
6	MIAMI-DADE	420867-1-14-01	\$ 2,142,413	\$ 387,134	\$ 1,897,475		0.00%		#DIV/0!
7	HERNANDO COUNTY	259209-1-14-12	\$ 439,757	\$ 79,464	\$ 519,690		0.00%		#DIV/0!
7	HILLSBOROUGH COUNTY	259284-1-14-12	\$ 1,153,811	\$ 208,494	\$ 1,468,418		0.00%		#DIV/0!
7	PASCO COUNTY	259342-1-14-12	\$ 620,365	\$ 112,100	\$ 620,366		0.00%		#DIV/0!
7	PINELLAS COUNTY	259397-1-14-12	\$ 1,033,565	\$ 186,765	\$ 1,033,565		0.00%		#DIV/0!
<b>TOTAL</b>			<b>\$ 24,712,844</b>	<b>\$ 4,465,611</b>	<b>\$ 25,123,470</b>	<b>\$ 0</b>	<b>0.00%</b>	<b>\$ 0</b>	<b>#DIV/0!</b>

Information in this table is provided by the Work Program Development Office (Lee.Calhoun@dot.state.fl.us).

**Table 3 - Previously Authorized Funds (authorized before July 1, 2010)**  
**State Planning & Research Program Part I, FY July 1, 2010 - June 30, 2011**  
*Federal Funds Authorized before July 1, 2010 but Not All Spent as of 6/30/10 (includes roll forward into FY10/11)*

General Organizational Unit	Specific Organizational Unit	FDOT Project Number	Federal Participation (Soft Match Not Included)			Expended as of xx/xx/xx	Remaining as of xx/xx/xx
			Encumbered Last Year; Not Spent by 6/30/10	Roll Forward (not encumbered or spent by 6/30/10)	Total Authorized before July 1, 2010 but not spent by 6/30/10		
District 1					\$ 0		\$ 0
District 2					\$ 0		\$ 0
District 3					\$ 0		\$ 0
District 4					\$ 0		\$ 0
District 5					\$ 0		\$ 0
District 6					\$ 0		\$ 0
District 7					\$ 0		\$ 0
Budget District 20							
Budget District 21							
Budget District 30					\$ 0		\$ 0
<b>Total Costs:</b>			<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

Information in this table is provided by the Production Management Office (Lee.Calhoun@dot.state.fl.us).