



**MEETING MINUTES
BROWARD METROPOLITAN PLANNING ORGANIZATION
BOARD FUNDING WORKSHOP
THURSDAY, OCTOBER 8, 2020, 1:00 P.M.
VIRTUAL WORKSHOP**

The video recording of this meeting can be found at:
https://www.youtube.com/watch?v=5ovrB8a_tsQ&t=4084s

Any reference documents can be found at:
<https://www.browardmpo.org/index.php/agendas-minutes>

MPO Board Members

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Lighthouse Point Commissioner Sandy Johnson
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Davie Mayor Judy Paul

MPO Staff

Gregory Stuart, Broward MPO Executive Director
Michael Ronskavitz, Broward MPO Chief of Staff
Bryan Caletka, Broward MPO Director of Transportation Policy
Chadwick Blue, Hannah Bourgeois, Paul Calvaresi, Conor Campobasso, James Cromar, Renee Cross, William Cross, Carl Ema, Khyra Everette, Paul Flavien, Stephanie Garcia, Peter Gies, Ricardo Gutierrez, Carol Henderson, Fazal Qureshi, Christopher Restrepo, Buffy Sanders, Rebecca Schultz, Anthea Thomas, Jihong Chen

A copy of the virtual sign-in sheet identifying members of the public who were present is filed with the supplemental papers to the minutes of this meeting.

Federal Process Overview

The workshop was called to order at 1:01 p.m. Bryan Caletka, Director of Transportation Policy for the Broward MPO, explained that the workshop is intended to provide attendees with a better understanding of the MPO’s funding process. It will help them to identify new opportunities for local project funding and share this information with their peers and staffs.

Mr. Caletka reviewed the MPO's core products, which include:

- Metropolitan Transportation Plan (MTP): the MPO's long-range plan
- Multimodal Priorities List (MMPL): a set of projects to be funded in the five-year Transportation Improvement Program (TIP), which is also a core product
- Unified Planning Work Program (UPWP): the MPO's operating budget, which also funds the Strategic Business Plan
- Public Participation Plan (PPP): outline for the MPO's public outreach and participation

The goal of today's workshop is to show how these products fit together.

1. 2045 Metropolitan Transportation Plan (MTP) Funding Programs and Amendment Process

Peter Gies of MPO Staff showed a PowerPoint presentation on the MTP, stating that any project that will receive federal or state funds must first be included in this document. The MTP has a 25-year planning horizon and considers long-range planning. It is updated every five years in order to incorporate new demographic and transportation information as well as new projects to meet future needs.

The following revenues are available in the 2045 MTP:

- \$7.41 billion in state/federal funding, typically spent on roadway capacity projects
- \$540 million in MPO-attributable funds, which may be spent on any type of project and are often used to leverage other funding
- \$12.75 billion total funding

For the 2045 MTP, the MPO identified six funding programs:

- Complete Streets and Other Localized Initiatives Program (CSLIP)
- Complete Streets Master Plan (CSMP)
- Roadway
- Transit
- Transportation Systems, Management, and Operations (TSM&O) and Safety
- Mobility hubs

The CSLIP and CSMP programs are developed in-house by the Broward MPO to identify bicycle/pedestrian projects on both a regional and local scale. Roadway and transit programs typically consume a great deal of available funding. TSM&O and Safety, as well as mobility hubs, are relatively new programs. TSM&O seeks to meet Vision Zero goals and is allocated to projects that address safety and use smart technology.

Mr. Gies advised that the roadway program funds road and highway capacity projects on the state, county, and local networks. The transit program funds transit capital projects only, as the MTP cannot be used to fund operations and maintenance costs. All projects within the MTP are subject to the project prioritization process as well as financial feasibility assessments. The type of funding affects how much money is available for each program: for example, Florida Department of Transportation (FDOT) funding is largely reserved for capacity projects within the roadway program.

The MPO has developed an annual MTP amendment process through which projects can be amended in the current 2045 MTP without waiting for the next five-year cycle update. The annual process allows amendments to be submitted on November 10 of each year, after which time the MPO will go through all federally required steps to amend MTP projects. Most MTP amendments will be for capacity and infrastructure projects in the roadway and transit funding programs, which require significant federal oversight.

The TSM&O/Safety program includes projects related to the existing signal network and related safety projects, while the CSMP program provides funding to fill in regional bicycle/pedestrian gaps in infrastructure. CSLIP is an annual program through which local agencies may apply for funding. The mobility hub program is currently being re-worked to develop an annual or bi-annual competitive application process. MTP amendments are not typically required for these projects, as they are brought before the Board for approval each year.

Mr. Gies reviewed the differences between MTP and Broward County surtax funding, emphasizing that the MTP's \$540 million in MPO-attributable funding offers an equal or larger funding amount than the surtax. If a surtax-funded project is not getting done in the time frame a municipality wishes, they have the option of working within one of the MPO's funding programs instead to get their project funded sooner. This is not a guarantee, as the projects will go through the prioritization and financial feasibility processes.

2. Multimodal Priorities List (MMPL) and Transportation Improvement Program (TIP) Process & Annual Schedule

Dr. Jihong Chen and Christopher Restrepo of MPO Staff showed a PowerPoint presentation on how projects are moved from the MTP to the MMPL and TIP for implementation. The MMPL is a series of projects listed in numerical order which will receive funding in that order.

Once projects are moved into the MMPL and approved by the MPO Board, FDOT uses this list to program projects into its Draft Tentative Work Program, based upon available revenues. FDOT releases this Work Program each fall, at which time it is reviewed by

the MPO. The Work Program is used as a database from which the TIP is prepared on an annual basis.

Steps for developing the MMPL include:

- MPO Staff collects project information, producing the first draft of the MMPL
- First draft is sent to FDOT for review
- Draft MMPL is discussed with FDOT Staff
- Final draft MMPL is submitted to the Technical Advisory Committee (TAC) and Citizens' Advisory Committee (CAC) for review
- MMPL is sent to the MPO Board for approval
- MPO Board sends the MMPL to FDOT prior to August 1 of each year

The MMPL serves as a bridge between the MTP and TIP. It is organized according to the MTP's funding programs and tracks funds by both phase and funding source. The MMPL is also used to monitor projects' progress and readiness, which means they have a clear scope of work, resolution(s) of support, cost estimates, and partner collaboration. MPO Staff works with municipalities and the County to ensure projects in the MMPL are program-ready.

Dr. Chen next addressed the TIP, which is a five-year document that prioritizes the funding of transportation improvement projects. These projects will be built over the next five years. The TIP includes highway, transit, rail, aviation, seaport, and bicycle/pedestrian projects, as well as operations and maintenance projects. The TIP is presented to the TAC, CAC, and MPO Board for approval each June and July.

Projects in the TIP are subject to the following process:

- The TIP is received from FDOT in mid-April of each year
- Broward MPO prepares the draft TIP, which is advertised in local newspapers for public notice
- Draft TIP is made available to the public for review and comment
- Draft TIP is reviewed and sent to the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and FDOT

The MPO Board typically approves the TIP in July, and the new document takes effect on October 1 of each year. The most recently approved TIP covers fiscal years (FY) 2021 through 2025 and is currently available on the MPO website.

Once the TIP is approved, it may be revised if there are changes in project status, costs, or available revenue. Change can be realized either through an amendment or modification. Major changes, such as significant changes in scope or cost or the deletion/addition of projects, require amendments. The MPO must follow state and federal regulations in the processing of these amendments. All other changes that do not rise to the level of an amendment may be achieved through modification.

Mr. Restrepo showed samples of the TIP, pointing out that the MPO has curated municipal reports to reflect all projects that fall within a given jurisdictional boundary. Individuals may locate their specific municipality on the MPO's website and download the appropriate report, which includes:

- Project identification number
- Project description
- Project characteristics
- Lead agencies working on the project
- Length and limits of the project
- Project location in relation to the MTP

As projects move from one year to the next in the TIP, approaching their construction date, phases correspond with the years of funding: for example, the project development and environmental (PD&E) and design phases precede the construction phase.

Mr. Restrepo reviewed how TIP and municipal report information may be accessed on the MPO's website using interactive tools. The MMPL is also accessible on the website and includes a section explaining how to read the document.

3. Complete Streets and Other Localized Initiatives Program (CSLIP) Process & Annual Schedule

Conor Campobasso of MPO Staff showed a PowerPoint presentation on the CSLIP process, which begins at the local level. Local agencies apply for funding for projects through the MPO and are awarded funds based on a priority list.

CSLIP funds a variety of project types, including Complete Streets improvements, mobility hubs, technology upgrades, traffic calming, and other aspects of the transportation network. It was derived from the Transportation Enhancement Program, which ended in 2013 with the advent of the Moving Ahead for Progress in the 21st Century (MAP 21) program and then transitioned into the Transportation Alternatives Program (TAP). This program still exists and is used by other MPOs as a funding mechanism; however, CSLIP builds on this program by combining TAP funds with MPO dollars and additional funding.

CSLIP operates on an annual cycle and begins with partner agencies working with the MPO to develop an application. Once it is developed and submitted, the MPO evaluates and ranks projects and sends these rankings to the TAC, CAC, and MPO Board for approval. Projects are then vetted with the assistance of FDOT to ensure they are feasible before they are programmed.

The application process requires one-on-one meetings between municipal governments and MPO Staff so feedback can be provided. Staff typically hosts a workshop at which they review aspects of the CSLIP application, including a checklist. They provide deadline reminders and update the MPO website with new information.

Once a CSLIP application is submitted, it is ranked according to objective criteria, including both geocoding and an evaluation tool developed by MPO Staff. These provide very general rankings, which must be refined before the final CSLIP Priority List is completed. Staff works directly with FDOT to vet these projects, including pre-review, site visits, review of findings, coordination with agencies, and closeout, which transitions directly into programming. CSLIP receives approximately 20% of the available funding allocation in the MTP.

The final stage in the CSLIP cycle is project delivery. In the past, the MPO used two separate delivery mechanisms: Local Agency Program (LAP) and the FDOT process. Due to a change in direction from FDOT, LAP is now the only available option for project delivery. The MPO is currently working with FDOT on the Metro Transportation Engineering and Construction Cooperative (M-TECC) process, which will be addressed later in the workshop.

4. Q & A

The attendees took a brief recess from 1:50 to 1:57 p.m.

FDOT Update on Local Project Delivery Process

1. FDOT Update on Local Project Delivery Process

Steve Braun and John Krane, representing FDOT District 4, showed a PowerPoint presentation on the local project delivery process. Mr. Braun explained that FDOT anticipates significant revenue losses of up to \$1.3 billion, which will extend beyond the five-year Work Program. This equals roughly \$760 million in reduced allocations in the current year. The new approach FDOT is taking to the programming of projects is intended to help mitigate this revenue shortfall.

Mr. Braun advised that in recent years, there has been an emphasis on off-system projects, including Complete Streets improvements. FDOT has been able to offer both resources and expertise to manage and deliver these projects in the past, resulting in approximately \$60 million in completed off-system projects on local streets. Over the last year or so, however, FDOT has worked with MPO Staff to determine a different approach for delivery of these projects.

Mr. Krane stated that the change in delivery is due primarily to availability of resources. In recent years, FDOT's resurfacing, restoration, and rehabilitation projects have tripled,

while at the same time, the Department has experienced significant turnover of experienced staff. This has led to less experienced staff managing more projects, which creates a gap in the Department's ability to address local projects as well. They have determined that the best way to address this is through the Local Agency Program (LAP).

LAP is a method used for agencies to deliver federally funded projects by providing sub-recipient municipalities with federal funds to construct transportation facilities. FDOT acts on behalf of FHWA to manage these federal funds. Local agencies fund their projects and are then eligible for reimbursement for services through compliance with federal regulations, for which FDOT provides oversight.

In an FDOT-administered project, FDOT would manage all phases of the process, placing projects from the MMPL into the fifth year of its Work Program. This begins with the design phase, with the construction phase slated to follow three years later. This means projects would be completed in eight years. LAP provides for faster completion of projects.

FDOT-administered design and civil engineering/inspection (CEI) requirements include hiring pre-qualified consultants who will design projects to FDOT's specifications and standards. This typically results in higher contract rates. Local agencies may use their general contracted design consultants or library of services who will design projects to local specifications and standards, reducing contract rates and the costs of construction methods.

Mr. Krane noted that Broward projects administered through the LAP process between 2010 and 2019 cost \$71 million in construction costs for 69 projects. Most of these were sidewalk/bike lane projects. By comparison, 22 FDOT-administered off-system Broward projects came to \$62 million. This shows that the LAP process permits more projects to be constructed due to lower contract costs.

Mr. Krane added that FDOT is better suited to complete major projects such as widening, PD&E studies, right-of-way acquisition, bridges, and similar aspects, while local agencies are better at smaller projects such as local roadways, sidewalks, bike lanes, and Complete Streets improvements. Furthermore, there are often properties and residences that extend into rights-of-way on local projects, and local agencies are better suited to obtain a local easement or right-of-way agreement.

Local agencies entering into the LAP process must commit to the delivery process before the project can be programmed. This is done via Resolution and delivery commitment. They must also become certified for each project, including both construction and administration, to ensure the local agencies' financial and staffing abilities to comply with federal regulations. Projects with multiple jurisdictions must identify one lead agency to administer the LAP project.

In FDOT District 4, local agencies are asked to fund the design and CEI costs. This ensures that maximum funding is available for the construction phases of the project. Local agencies can typically manage one to two projects per fiscal year, based upon their workload.

2. Q & A

Salvador Zuniga, representing the city of Miramar, expressed concern for projects that are already in FDOT's five-year Work Program, for which the municipalities will be responsible for delivery through LAP after FY 2022. These cities were already under the impression that design and CEI costs would be covered by FDOT when their governing bodies provided Resolutions of support. Mr. Krane replied that projects in FY 2021-2022 were intended to be designed by FDOT, but will revert to the LAP process, although FDOT will reimburse the cities for these costs if the municipalities become LAP-certified. From 2023 on, all projects must be programmed with LAP funds.

Mr. Zuniga asked if one-on-one meetings with municipalities will continue to review projects in order to determine whether there is any overlap in later years. Mr. Krane replied that this is part of FDOT's standard LAP certification process. Each project will be addressed on a case-by-case basis.

Mr. Zuniga asked if Miramar's Resolution of support for projects after FY 2023 will need to be amended to reflect the change in process. Bill Cross of MPO Staff advised that the MPO is currently working with FDOT to develop a list of all affected projects. The mobility team will reach out to these municipalities. Staff will also coordinate with FDOT regarding Resolutions.

Metro Transportation Engineering & Construction Cooperative (M-TECC)

1. Metro Transportation Engineering & Construction Cooperative (M-TECC)

MPO Executive Director Greg Stuart provided an overview of this Item, explaining that before the 2018 surtax referendum, the MPO had discussions with local governments regarding the possible availability of significant funding for future construction. The M-TECC concept was discussed as a potential delivery model for surtax-funded or federal projects. Although Broward County ultimately objected to this process for surtax projects, it is still under consideration for delivery of federal projects.

Mr. Stuart continued that this discussion led to the creation of a steering committee in 2018, which met regularly through early 2020 before approaching FDOT with the M-TECC concept. All parties recognized that this effort would come from a cooperative of cities rather than from the MPO. Municipalities, particularly smaller ones, bear a greater burden for the delivery of transportation projects, as these projects are not developed

with enough frequency to justify creating a permanent resource for the LAP process on an annual basis.

In many other Florida counties, county governments provide these services to local governments through a certified organization. M-TECC is intended to give Broward the ability to provide these resources in a consistent manner that will make the required state and federal reporting easy on FDOT, FHWA, and municipal partners.

The officials serving on the steering committee considered the 163 process, known as the Florida Inter-Local Cooperations Act. This agreement allows local governments to pool the resources and contracts necessary to deliver transportation projects. They can use these resources efficiently by cooperating with other localities based on mutual advantages.

As 163 is a known legal process for each city, inter-local agreements can establish terms and cooperative structures. The MPO will work with FDOT and multiple cities to establish the program. There will be some flexibility for local governments, as the same team can deliver projects in multiple municipalities from one year to the next.

Benefits of M-TECC would include:

- Centralized engineering and experience
- Large packaging preparation
- Construction oversight
- Inspection

Additional items, such as procurement, public involvement, and timely delivery, would also be centralized. Cities would receive a percentage of these services based upon their needs for any given year. The collaborative group would be able to move between local governments for the completion of projects, providing consistency and transparency for the delivery of projects.

Mr. Stuart advised that an information sheet on M-TECC is available to be shared with the members' elected officials. The 163 agreement is permitted through the LAP process: member cities would enter into an administrative services agreement, which would cover insurance, legal, and administrative costs. Funding from the federal government through the MPO would continue. The MPO will work with FDOT and the cities to ensure that projects in FY 2023 of the Work Program can begin their delivery process using the M-TECC program.

Mr. Stuart advised that the steering committee would begin meeting once more to determine what the cities will need to do to establish the M-TECC program for a unified delivery process. Partners from FDOT and Broward County will be invited to participate as well.

2. Q & A

There being no further business to come before the Board at this time, the workshop was concluded at 2:39 p.m.