



Florida Metropolitan Planning Organization Advisory Council  
*A forum for transportation decision-making*

## **BICYCLE-PEDESTRIAN WORKGROUP ORGANIZATIONAL MEETING**

**March 3, 2017**

Fort Myers Regional Library, Room A  
1651 Lee Street  
Fort Myers, Florida 33901

### **Meeting Objectives**

- To review the MPOAC Strategic Directions Plan Charge to the Workgroup
- To review and agree on Work Plan tasks through April 2018
- To clarify next steps and assignments

### **Meeting Agenda**

- 10:00 a.m. Welcome & Introductions**
- 10:15 Strategic Directions Charge to the Workgroup**
- Select a Name
  - Review Composition of Workgroup
  - Approve Purpose Statement
  - Agree on Process
- 10:30 Work Plan Tasks through April 2018**
- Establish best practice categories
  - Develop a process to identify best practices for each category
  - Compile recommended best practices in a summary document
- 12:00 Review Assignments and Answer Questions**
- 12:15 Adjourn**

## MPOAC Bike Ped Workgroup Charge

### Name

The MPOAC created a Bike Ped Workgroup and established its membership and purpose to include the broader concept of complete streets. Does the group want to rename itself to capture the broader, more-encompassing idea of complete streets or retain the bike/ped focus?

### Composition

The MPOAC Bike Ped Workgroup includes the following members with the MPOAC Executive Director serving as ex-officio on the Workgroup:

1. **Nick Uhren, Committee Host - Palm Beach MPO**
2. Valerie Neilson - Palm Beach MPO
3. Whit Blanton - Forward Pinellas
4. Ed DeFini - St. Lucie TPO
5. Elizabeth DeJesus - North Florida TPO
6. Steve Diez - Hernando/Citrus TPO
7. Michelle Ogilvie - Hillsborough MPO
8. Greg Stuart - Broward MPO
9. Mighk Wilson - MetroPlan Orlando
10. Mike Wood – Lake-Sumter MPO
11. Carl Mikyska – MPOAC, Ex Officio
12. Troy McDonald – Martin MPO Governing Board

### Purpose

The purpose of the Work Group is to identify and share best practices in Florida related to complete streets.

### Process

The Work Group will meet in person and by conference call between March 2017 and June 2019. In its discussions and deliberations of these topics the Workgroup will be guided by and work to develop recommendations in the context of the following:

- The adopted MPOAC vision, mission statement and principles;
- The guidance contained in the adopted MPOAC Strategic Directions 5 year plan.

As the process develops, the Workgroup will provide quarterly updates to the Staff Directors and the MPOAC Governing Board and receive input and guidance on their work.

It is anticipated that the Work Group will meet face to face at MPOAC quarterly meetings and by conference call/web meeting. The Executive Director in consultation with the Workgroup Host and workgroup members will establish a meeting schedule. The Workgroup should expect to present quarterly updates or reports to the MPOAC Governing Board as needed.

The Workgroup will be guided by the consensus guidelines and its members should strive for agreement on possible draft recommendations to bring to the MPOAC Governing Board. The Workgroup will receive feedback and guidance from the Governing Board and the Staff Directors on early draft recommendations.

### **Work Plan Tasks**

1. Establish categories for which best practices related to Bike Ped/Complete Streets will be identified and assign a work group member to each category and schedule presentation of candidate best practices for specific work group meeting dates (June 2017, October 2017, or January 2018). A draft list follows:

<b>Category</b>	<b>Assigned Member</b>	<b>Presentation Date</b>
Policy creation		JUN / OCT / JAN
Design Guidelines		JUN / OCT / JAN
Network Planning		JUN / OCT / JAN
Project Innovation and Implementation		JUN / OCT / JAN
Measuring Activity Levels		JUN / OCT / JAN
Documenting Benefit of Implemented Projects		JUN / OCT / JAN
Incorporating Health and Equity		JUN / OCT / JAN

2. Develop a process to identify a list of potential best practices for each category
  - a. Committee Host creates a survey to identify activities for each best practice category within each MPO planning area and FDOT district; distributes to MPO directors and FDOT secretaries
  - b. Committee Host shares survey responses with assigned committee member for each category
  - c. Committee member assigned to category reviews responses, creates a summary report for the committee, and identifies 3-5 potential best practice candidates; schedules a presentation of these items at the established committee meeting
  - d. Committee hears presentations and votes to include/exclude candidate as a best practice
  - e. Assigned committee member populates a one-page at a glance summary for each selected best practice
3. Committee Host compiles all approved best practices in a final summary document for review and approval by the committee in March 2018.

### Potential Future Tasks:

- Review the results of the first MPOAC Best Practices Workshop and recommend how to conduct future workshops.
- Review and make recommendations on whether the MPOAC should establish, support and share with MPOAC members an online repository of best practices and successful strategies related to bicycle and pedestrian issues in Florida and nationally.
- Recommend whether the MPOAC should establish a best practices award and recognition program associated with the Best Practices Workshops for work by Florida MPO/TPOs related to bicycle and pedestrian issues.

# MPOAC STRATEGIC DIRECTIONS PLAN EXCERPTS

*Adopted April 2016*

## MPOAC MISSION STATEMENT

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

*\* Members includes MPO elected officials and staff*

## GUIDING PRINCIPLES IN DEVELOPING THE MPOAC STRATEGIC PLAN

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

**GOAL A: THE MPOAC WILL SUPPORT THE SHARING OF BEST PRACTICES, AND HELP COORDINATE AND COMMUNICATE WITH MEMBERS AND OTHER ORGANIZATIONS.**

### OBJECTIVES:

- 1. THE MPOAC WILL CONVENE WORKING GROUPS TO DETERMINE HOW BEST TO SHARE INFORMATION ON BEST PRACTICES AND INNOVATIONS WITH MEMBERS AND OTHER INTERESTED PARTIES.**

*Strategic Actions*

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

## MPOAC BIKE PED WORKGROUP SCHEDULE

### January 2017

- MPOAC adopts charge and appoints Best Practices Workgroup

### March 2017

- Best Practices Workgroup Organizational meeting (#1), March 2, 10:00 am- 12:15 pm  
Review the roles, work plan/schedule, best practice topics and clarify next steps.
- Staff Directors Advisory Committee, March 2, 1:30-4:30 pm
- **Bike Ped Workgroup Organizational meeting (#1) March 3, 10:00 am- 12:15 pm.**  
Review the roles, work plan/schedule, topics and clarify next steps.

### April 6, 2017

- Freight Committee, April 6, 10:00 am-12:15 pm
- MPOAC Quarterly Meeting- April 6 2017, Space Coast Florida

### June 1, 2017

- **Bike Ped Workgroup meeting (#2), June 1, 2017, 10:00 am- 12:15 pm.**
- Best Practices Workgroup meeting (#2), June, 10:00 am- 12:15 pm
- Staff Directors Advisory Committee, June, 1:30-4:00 pm

### July 19, 2017

- Freight Committee, July 20, 10:00 am-12:15 pm
- MPOAC Quarterly Meeting- July 19, Boca Raton

### October 12, 2017

- **Bike Ped Workgroup meeting (#3) October 12, 2017 10:00 am- 12:00 pm.**
- Best Practices Workgroup meeting, October 2017, 10:00 am- 12:00 pm
- Staff Directors Advisory Committee, October 2017, 1:30-4:30 pm

### November 6 & 7, 2017 Panama City

- MPOAC Quarterly Meeting- November 6-7, Panama City - in conjunction with the Emerald Coast Symposium- Staff Directors on the 6th – afternoon; Governing Board on the 7th - morning

### January 2018

- **Bike Ped Workgroup meeting (#4) Early January (TBD), 2018 10:00 am- 12:00 pm.**
- Best Practices Workgroup meeting, Early January, 2018 10:00 am- 12:00 pm
- Staff Directors Advisory Committee, Early January 2018, 1:30-4:30 pm

### January 2018

- MPOAC Quarterly Meeting, January 25, 2018
- Safe Streets Regional Summit, January 26, 2018 in West Palm Beach

### **March 2018**

- **Bike Ped Workgroup meeting (#5) March (TBD), 2018 10:00 am- 12:00 pm.**
- Best Practices Workgroup meeting, March 2018, 9:00 am- 12:00 pm
- Staff Directors Advisory Committee, March 2018 1:30-4:30 pm

### **April 2018**

- MPOAC Quarterly Meeting, April (TBD), 2018

### **Spring/Summer 2018**

- First MPOAC Best Practices Workshop

### **June 2018**

- **Bike Ped Workgroup meeting (#6) June (TBD), 2018 10:00 am- 12:00 pm.**
- Best Practices Workgroup meeting, June 2018 10:00 am- 12:00 pm
- Staff Directors Advisory Committee, October 2018 1:30-4:30 pm

### **July 2018**

- MPOAC Quarterly Meeting- July (TBD), 2018

### **September 2018**

- **Bike Ped Workgroup meeting (#7) October (TBD), 2018 10:00 am- 12:00 pm.**
- Best Practices Workgroup Organizational meeting, June 2018, 10:00 am- 12:00 pm
- Staff Directors Advisory Committee, October 2018 1:30-4:30 pm

### **October 2018**

- MPOAC Quarterly Meeting- October (TBD), 2018