

Florida Metropolitan Planning Organization Advisory Council



Orientation and Reference Manual

2000 - 2001 Edition

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Purpose of Manual

Over several decades, Metropolitan Planning Organizations (MPOs) have been serving urbanized areas throughout the nation, providing valuable transportation planning services to the locally elected officials. MPOs decide on funding allocations for planned transportation projects within their geographical area. Those of us who serve on MPO boards must receive the necessary information and training to effectively carry out these important tasks.

The urban transportation network is extremely complex. Inefficiency within this network can be compounded when our decision makers lack the necessary resources to more adequately understand a problem. Problems can be resolved when the necessary resources are provided to decision-makers. This Orientation and Reference Manual can serve as an important resource in the decision-making process.

The purpose of this manual is to serve as a tool and resource to both the newly appointed MPO members, as well as the experienced MPO decision makers, to better help address transportation problems in their communities. This manual is designed so that each separate MPO Board can customize it to reflect local needs.

Chapter 1

History and the MPO Process

The Evolution and Representational Structure of
Metropolitan Planning Organizations..... 1-1

The Evolution and Representational Structure of Metropolitan Planning Organizations

In most federal programs of intergovernmental assistance, national funds are allocated to states or to local governments- - counties, municipalities, and special districts. Transportation is a partial exception to this familiar pattern. After World War II, as more and more observers began to perceive “urban problems” (particularly in transportation and housing) as issues of region-wide scope, federal legislators began to target a modest level of aid to the regional level. Regional councils of governments began to emerge as metropolitan planning agencies. Even though states and localities frequently resisted strengthening the authority of regional bodies, the regional role has reemerged under ISTEA and TEA-21, and the representation on MPO governing boards has assumed new importance.

Origin of MPOs and Their Responsibilities Under Federal Legislation

The earliest cooperative regional planning arose through local actions. Such efforts typically were ad hoc and examined individual issues of regional interest. The ancestors of today’s MPOs originated in the 1950s in major areas such as Chicago, Detroit, New York, and Philadelphia. Their purpose was to prepare special metropolitan transportation studies for state highway agencies. However, the federal government, beginning in the early 1960s provided several regulations and incentives that accelerated the formation of regional councils. Over the next thirty years, additional pieces of legislation more explicitly designated MPOs as the representative body for the local level in the transportation planning process and expanded MPO responsibilities.

The federal government created a role for metropolitan transportation planning with the passage of the Federal-Aid Highway Act of 1962. This law stipulated that, in areas with populations exceeding 50,000, a highway project could receive federal funding only if it was planned as part of a comprehensive, continuing, cooperative regional process, and was implemented in order to ensure that major road projects did not disrupt local communities and community values. This rule is the root of today’s MPO requirements. Although the 1962 act introduced a role for local governments in the transportation process, the legislation neither specified which entity should represent the local level nor spelled out exactly what the local role in the process should be. The legislation simply prohibited the Federal Highway Administration from approving any federal-aid transportation projects for urban areas unless the projects were based on a transportation planning process “carried on cooperatively by states and local communities.”

The federal program of aid to urban mass transit systems, which began in 1964, also emphasized metropolitan planning. This began a comprehensive metropolitan transportation and land-use planning and coordination of transportation policy-making and implementation on a regional basis for urban mass transit.

The Federal-Aid Highway Act of 1970 was more specific than previous transportation laws about the appropriate regional representative body in the transportation process and its role. With regard to highway projects in metropolitan areas under this legislation, the requirement for local representation evolved from “local communities” to “responsible public officials.” The law stated that no highway project could be constructed in an urban area with a population of 50,000 or more

unless “the responsible public officials of such urban area in which the project is located have been consulted and their views considered with respect to the corridor, the location and the design of the project.”

The term “metropolitan planning organization” did not appear in federal statutes until the Federal-Aid Highway Act of 1973. This law was also the first to earmark funds for metropolitan transportation planning. States were to allocate a portion of federal-aid transportation funding out to “the metropolitan planning organizations designated by the State” as being responsible for carrying metropolitan planning responsibilities established by the earlier transportation legislation. The 1973 law specified that the MPOs were to receive for planning purposes an amount not to exceed one-half of one percent of the federal-aid transportation appropriations remaining after administrative expenses were deducted.

The Federal-Aid Highway Act of 1978 elaborated on how MPOs were to be designated. It stated that designations of MPOs were to be made “by agreement among the units of general purpose local government and the Governor.” For areas in which an MPO existed before the 1978 legislation, any representative organization could be re-designated as the MPO under certain conditions within one year after the 1978 law was enacted.

The legislation also mandated local involvement in the creation of comprehensive transportation plans. The plans were to be formulated on the basis of transportation needs, with consideration given as well to comprehensive long-range land-use plans; overall social, economic, environmental, and energy conservation goals; and the probable effect of transportation projects on the future development of urban areas with a population of more than 50,000. The planning process was to include an analysis of alternative transportation system management and investment strategies for increased efficiency.

In 1991, ISTEA empowered MPOs to directly choose how a significant share of the available federal funds would be spent; including those funds that can be used most flexibly. As part of this new mandate, the MPOs evolved into the primary organization that engages in transportation planning for an urbanized area, with a governing body selected by the local governments within that area. The governing board appoints a staff director to manage the day-to-day activities of the MPO. A staff, composed largely of professional planners, engineers, and related technical disciplines are hired to perform the MPO’s work.

States can influence MPOs in a technical advisory capacity, through the “3-C” planning process, and via authorizing legislation that determines the composition or other attributes or responsibilities of the MPO.

ISTEA expired on October 1, 1997, and was replaced in June of 1998 by TEA-21; the Transportation Equity Act for the 21st Century. TEA-21 reaffirms the role of the MPO in the transportation planning process and contained improvements across a broad front from a planning and funding perspective. TEA-21 retains most of ISTEA’s old transportation programs, simplifies others, and adds a sizeable increase in funding for selected programs. Formulas that previously penalized sun-belt states in the funding distribution were now remedied; money that had been diverted to deficit reduction was now returned to transportation. There are also some new programs

for emerging priorities, added in part as a response to local government's increasing role in identifying their own needs, including transportation for welfare-to-work transitions, enhancement to transit facilities, and consideration of traffic calming as a safety measure. TEA-21 also enhanced the role of freight interests in both the state and MPO transportation planning process.

Chapter 2

Glossary of Transportation Acronyms

Glossary of Transportation Acronyms..... 2-1

Glossary of Florida Transportation Acronyms

- ADA** **Americans with Disabilities Act of 1990:** A Federal law that requires public facilities (including transportation services) to be accessible to persons with disabilities, including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.
- ADT** **Average Daily Traffic:** The number of vehicles passing a fixed point in a day, averaged over a number of days. The number of count days included in the average varies with the intended use of data.
- AMPO** **Association of Metropolitan Planning Organizations:** A national nonprofit membership organization serving the interests of metropolitan planning organizations nationwide.
- AVO** **Average Vehicle Occupancy:** The ratio of person trips to vehicle trips; often used as a criteria in judging the success of trip reduction programs.
- AVR** **Average Vehicle Ridership:** The number of employees scheduled to start work during specified hours divided by the number of vehicles arriving at the site during those same hours.
- BMS** **Bridges Management Systems:** Process for analyzing existing conditions and identifying future needs with respect to bridges; required for the National Highway System (NHS) as a part of ISTEA; and the extent to which the remaining public bridges are included in the process is left to the discretion of state and local officials.
- CAAA** **Clean Air Act Amendments:** 1990 amendments to the federal Clean Air Act which classify nonattainment areas and provide for rules dealing with air pollution in such areas; specifically brought transportation decisions into the context of air quality control.
- CAC** **Citizen Advisory Committee:** Advisory committee utilized by most metropolitan planning organizations (MPOs) for citizen input into the transportation planning process.
- CIE** **Capital Improvements Element:** A required element of local comprehensive plans which evaluates the need for public facilities, their cost and funding/schedule for construction; specific content for the CIE is found in Rule 9J-5.016 of the Florida Administrative Code and Chapter 163.3177(3), Florida Statutes.
- CMAQ** **Congestion Mitigation and Air Quality Improvement Program:** A categorical funding program created under ISTEA, which directs funding to projects that

contribute to meeting national air quality standards in non-attainment areas for ozone and carbon monoxide.

- CMS** **Congestion Management System:** A systemic process required under ISTEA to provide information on transportation system performance and identify alternative strategies to alleviate congestion and enhance mobility of persons and goods; process must be developed in Transportation Management Areas (TMAs), the use of CMS in non-TMAs is left to the discretion of state and local officials; in Florida, MPOs will take the lead for the CMS in urbanized areas and FDOT will take the lead elsewhere.
- CMS** **Concurrency Management System:** A systematic process utilized by local governments to ensure that new development does not occur unless adequate infrastructure (such as public facilities) is in place to support growth; requirements for the CMS are found in Rule 9J-5.0055, Florida Administrative Code.
- CTCs** **Community Transportation Coordinators:** People contracted by the Transportation Disadvantaged Commission to provide complete, cost-effective and efficient transportation services to transportation disadvantaged (TD) persons.
- CUTR** **Center for Urban Transportation Research:** A legislatively created research center, located at the University of South Florida, whose purpose is to conduct and facilitate research and serve as an information exchange on issues related to urban transportation problems in Florida.
- DCA** **Department of Community Affairs:** State and land planning agency responsible for a number of local and regional planning of programs, established in Chapter 163 and 380 of the Florida Statutes.
- DOT** **Department of Transportation:** Agency responsible for transportation at the local, state, or federal level.
- DRI** **Development of Regional Impact:** A large-scale development which is required to undergo an extra-local review process; the appropriate regional planning council coordinates the review; the appropriate local government makes the approval decision, with the Florida Department of Community Affairs (DCA) retaining appeal authority; Rule 28-24, F.A.C. identified types of development subject to DRI review.
- EAR** **Evaluation and Appraisal Report:** Periodic review and evaluation of a local government comprehensive plan; generally due every five years; requirements for contents are identified in Rule 9J-5.0053, Florida Administrative Code and Chapter 163.3191, Florida Statutes.
- EIS** **Environmental Impact Statement:** A document that explains the purpose and need for a project, presents project alternatives, analyzes the likely impact of each, explains the choice of a preferred alternative, and finally details measures to be taken in order to mitigate the impacts of the preferred alternative.

FDOT	Florida Department of Transportation: State agency responsible for transportation issues in Florida.
FHPP	Federal High Priority Projects: Projects earmarked by Congress in TEA-21 as high priorities at the federal level. These amount to roughly 5% of the total transportation budget.
FHWA	Federal Highway Administration: Division of the U.S. Department of Transportation responsible for administering federal highway transportation programs.
F.S.	Florida Statutes: Documents in which Florida's laws are found.
FSUTMS	Florida Standard Urban Transportation Modeling Structure: Computer model used in Florida for transportation planning to simulate existing and future travel patterns; developed by FDOT for long-range urban area transportation modeling.
FTA	Federal Transit Administration: Federal entity responsible for transit planning and programs.
FTP	Florida Transportation Plan: A statewide, comprehensive transportation plan, which establishes long-range goals to be accomplished over a 20-25 year time frame; developed by Florida Department of Transportation; updated on an annual basis.
FY	Fiscal Year: A budget year; runs from July 1 through June 30 for the State of Florida; and from October 1 through September 30 for the federal governments.
HOV	High Occupancy Vehicle: In Florida, vehicles carrying two (2) or more people; freeways, expressways and other large volume roads may have lanes designated for HOV use by carpoolers, vanpools, and buses.
ICE	Intergovernment Coordination Element: Required element of a local government comprehensive plan addressing coordination between adjacent local governments, and regional and state agencies; requirements for content are found in rule 9J-5.015, F.A.C. and 163.3177(b)(h), F.S.
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991: Federal law which restructured transportation planning and funding by requiring consideration of multimodal solutions, emphasis on the movement of people and goods as opposed to traditional highway investments, flexibility in the use of transportation funds, a greater role of MPOs, and a greater emphasis on public participation.

ITE	Institute of Transportation Engineers: An international society of professionals in transportation and traffic engineering; publishes Trip Generation (a manual of trip generation rates by land use type).
ITS	Intelligent Transportation System: Use of computer and communications technology to facilitate the flow of information between travelers and system operators to improve mobility and transportation productivity, enhance safety, maximize the use of existing transportation facilities, conserve energy resources and reduce adverse environmental effects; includes concepts such as “freeway management systems,” “automated fare collection” and “transit information kiosks.”
JPA	Joint Participation Agreement: Legal instrument describing intergovernmental tasks to be accomplished and/or funds to be paid between government agencies.
LOS	Level of Service: A qualitative assessment of a road’s operating condition, generally described using a scale of A (little congestion) to E/F (severe congestion).
LGCP	Local Government Comprehensive Plan: As required by Chapter 163, Florida Statutes, requires local governments to develop local comprehensive plans; also contains capital improvements, consistency and concurrency requirements, and provides for Rule Chapter 9J-5, F.A.C.
LRTP	Long Range Transportation Plan: A 20-year forecast plan required of state planning agencies and MPOs; must consider a wide range of social, environmental, energy and economic factors in determining overall regional goals and consider how transportation can best meet these goals.
MG	Minimum Guarantee: A funding category created in TEA-21 that guarantees a 90% return of contributions on formula funds to every state.
MPO	Metropolitan Planning Organization: The forum for cooperative transportation decision-making; required for urbanized areas with populations over 50,000.
MPOAC	Metropolitan Planning Organization Advisory Council: A statewide advisory council (consisting of one member from each MPO) that serves Florida’s 25 MPOs as the principal forum for collective policy discussion; created by law to assist the MPOs in carrying out the urbanized area transportation planning process.
NHS	National Highway System: Specific major roads to be designated by September 30, 1995; the NHS will consist of 155,000 (plus or minus 15%) miles of road and represents one category of roads eligible for federal funds under ISTEA.
PMS	Pavement Management System: A systematic process utilized by state agencies and MPOs to analyze and summarize pavement information for use in selecting and implementing cost-effective pavement construction, rehabilitation, and maintenance programs; required for roads in the National Highway System as a part of ISTEA;

the extent to which the remaining public roads are included in the process is left to the discretion of state and local officials; criteria found in 23 CFR 500.021-209.

- PTMS** **Public Transportation Facilities and Equipment Management System:** A systematic process (required under ISTEA) utilized by state agencies and MPOs to collect and analyze information on the condition and cost of transit assets on a continual basis; data is to be used to help people choose cost effective strategies for providing and keeping transit facilities and equipment in good condition; process must be developed in Transportation Management Areas (TMAs); the use of CMS in non-TMAs is left to the discretion of state and local officials.
- ROW** **Right-of-Way:** Real property that is used for transportation purposes; defines the extent of the corridor that can be used for the road and associated drainage.
- RPC** **Regional Planning Council:** A multipurpose organization composed of representatives of local governments and appointed representatives from the geographic area covered by the council, and designated as the primary organization to address problems and plan solutions that are of greater than local concern or scope; currently there are 11 regional planning councils in Florida. In some area of Florida the Regional Planning Council is under contract to provide staff services to MPOs.
- SIB** **State Infrastructure Bank:** Method of financing large capital projects by taking advantage of borrowing against future state revenues.
- SRPP** **Strategic Regional Policy Plan:** A plan, developed by each regional planning council (RPC), which contains goals and policies addressing affordable housing, economic development, emergency preparedness, natural resources of regional significance, and regional transportation issues; must be consistent with the state comprehensive plan.
- STIP** **State Transportation Improvement Program:** The FDOT five-year work program as prescribed by federal law.
- TAC** **Technical Advisory Committee:** A standing committee of most metropolitan organizations (MPOs); function is to provide advise on plans or actions of the MPO from planners, engineers and other staff members (not general citizens).
- TSCP** **Transportation and Community and Systems Preservation Pilot Program:** A federal discretionary grant program created in TEA-21 that is designed to provide funding for revitalizing and rehabilitating transportation corridors.
- TD** **Transportation Disadvantaged:** People who are unable to transport themselves or to purchase transportation due to disability, income status or age.

- TE** **Transportation Enhancements:** Specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, acquisition of scenic easements and scenic historic sites, scenic or historic highway programs, scenic beautification, historic preservation, rehabilitation/operation of historic transportation structures, railway corridor preservation, control/removal of outdoor advertising, archeological planning/research and mitigation of highway runoff water pollution.
- TEA-21** **Transportation Equity Act for the 21st Century:** Federal Legislation authorizing funds for all modes of transportation and guidelines on the use of those funds. Successor to ISTEA, the landmark legislation that clarified the role of the MPOs in the local priority-setting process, TEA-21 emphasizes simplicity, fairness, and higher funding levels for transportation.
- TIP** **Transportation Improvement Program:** A priority list of transportation projects developed by a metropolitan planning organization that is to be carried out within the five (5) year period following its adoption; must include documentation of federal and state funding sources for each project and be consistent with adopted MPO long range transportation plans and local government comprehensive plans.
- TMA** **Transportation Management Association:** A membership organization designed to help a group of businesses, companies, and other interested parties implement a commute management program; some funding for these groups is available through the state Commuter Assistance Program (CAP).
- TMA** **Transportation Management Area:** An area designated by the U.S. Department of Transportation given to all urbanized areas with a population over 200,000 (or other area when requested by the Governor and MPO); these areas must comply with special transportation planning requirements regarding congestion management systems, project selection and certification; requirements identified in 23 CFR 450.300-33.6.
- TSM** **Transportation Systems Management:** Strategies to improve the efficiency of the transportation system through operational improvements such as the use of bus priority or reserved lanes, signalization, access management, turn restrictions, etc.
- UPWP** **Unified Planning Work Program:** Developed by Metropolitan Planning Organization (MPOs); identifies all transportation and transportation air quality tasks and activities anticipated within the next one to two years, including a schedule for the completion of the identified tasks and activities.
- WAGES** **Work and Gain Economic Self Sufficiency:** Florida's welfare to work program.

*Note: Some of these acronyms have been taken from the "Dictionary of Florida Transportation Acronyms," prepared by the 1000 Friends of Florida.

Chapter 3
Florida Metropolitan Planning Organization Advisory Council

Statutory Authority of the Florida MPOAC 3-1

Administrative Code Rule Chapter 35-1
Metropolitan Planning Organization Advisory Council..... 3-2

Administrative Code Chapter 35-2
Agency Strategic Plan..... 3-9

2003 Membership List 3-10

Statutory Authority for the Florida MPOAC

By statute the Florida Legislature established the Florida Metropolitan Planning Organization Advisory Council.

Section 339.175 (10) Metropolitan Planning Organization Advisory Council

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

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

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

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

Rule Chapter 35-1

Metropolitan Planning Organization Advisory Council

35-1.001 Definitions. As used in this chapter, the following terms shall be defined as follows:

(1) "MPO" shall mean and refer to a metropolitan planning organization as provide for in 23 U.S.C. Section 134 and Section 339.175, Florida Statutes.

(2) "MPOAC" shall mean the State of Florida, Metropolitan Planning Organization Advisory Council as provided for in Section 339.175, Florida Statutes.

(3) "Record" shall include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, or other material, regardless of physical form or characteristic, made or received pursuant to law or ordinance or in connection with the transaction of official business by the MPOAC. A record shall be as specified in Section 119.011, Florida Statutes, or as determined pursuant to judicial interpretation of Chapter 119, Florida Statutes.

35-1.002 Agency Functions and Responsibilities.

(1) The MPOAC Governing Board shall consist of one representative from each of the following metropolitan planning organizations:

Brevard MPO
Charlotte County-Punta Gorda MPO
Broward County MPO
Gainesville Urbanized Area MPO
Hernando County MPO
Hillsborough County MPO
Indian River county MPO
Jacksonville Urbanized Area MPO
Polk MTPO
Lee County MPO
Martin County MPO
Miami Urbanized Area MPO
MPO of Palm Beach County

Naples Urbanized Area MPO
Ocala-Marion County MPO
METROPLAN Orlando
Panama City Urbanized Area MP
Pasco County MPO
Pensacola Urbanized Area MPO
Pinellas County MPO
Sarasota/Manatee MPO
St. Lucie MPO
Tallahassee-Leon County MPO
Volusia County MPO

(2) Each metropolitan planning organization shall appoint one (1) representative and one (1) alternate representative to serve on the MPOAC. The term for a representative and an alternate representative shall be from January 1st to December 31st of each calendar year. By no later than December 31st of each calendar year, each metropolitan planning organization shall appoint its representative to the MPOAC to serve for the succeeding calendar year. No individual shall be eligible to vote on the MPOAC until the individual appointing metropolitan planning organization certifies in writing to the MPOAC that such individual is authorized to act as the representative or alternate representative of the certifying metropolitan planning organization. Each representative and each alternate representative of a metropolitan planning organization shall serve at the pleasure of the appointing metropolitan planning organization; provided, that a representative or an alternate representative on the MPOAC governing board must at all times be a representative sitting on the governing board of the appointing metropolitan planning organization.

(3) The MPOAC is created to work in cooperation with the Florida Department of Transportation and each individual metropolitan planning organization created pursuant to Section

339.175, Florida Statutes, to assist the State and the MPO's in carrying out the continuing, cooperative, and comprehensive urbanized area transportation planning process.

(4) The powers of the agency and the governing board include:

(a) Entering into contracts with individuals, private corporations, and public agencies;

(b) Acquiring, owning, operating, maintaining, selling, or leasing personal property essential for the conduct of business;

(c) Accepting funds, grants, assistance, gifts, or bequests from private, local, state, or federal sources;

(d) Establishing bylaws and making rules to effectuate its powers, responsibilities, and obligations;

(e) Assisting metropolitan planning organizations in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law; and

(f) Serving as a clearinghouse for review and comment by metropolitan planning organizations on the Florida Transportation Plan and on other issues required to comply with federal or state law in carrying out the urbanized area transportation and systematic planning instituted pursuant to statute.

Specific Authority 120.53(1)(a), 339.175(10) FS. Law Implemented 120.53(1)(a), 339.155(5), 339.175(10), FS. History-NEW 7-6-94.

35-1.003 Description of the Agency Organization and Operational Procedures.

(1) The governing board of the MPOAC is composed of a twenty-five (25) member governing board. Each individual metropolitan planning organization selects one representative and one alternate representative to serve on the governing board. Alternate representatives shall vote, participate for the purpose of forming a quorum, make or second motions, and otherwise act as a member of the MPOAC governing board, only in the absence of the representative that the alternate has been appointed to serve in place of; provided, however, that alternate representatives may always attend governing board meeting and participate in debate.

(2) Advisory Committees; Executive Director; General Counsel; Agency Clerk. In addition to the governing board the MPOAC will be composed of one (1) advisory committee, and its subcommittees, to the governing board of the MPOAC and staffed by the MPOAC executive director, agency clerk, and general counsel.

(a) Advisory Committee. The advisory committee is the staff directors' advisory committee. The staff directors' advisory committee is responsible for providing guidance to the MPOAC regarding transportation issues and may assist in the preparation of the MPOAC agenda. In addition, the staff directors' advisory committee may serve as a forum for the discussion and formulation of recommendations to the governing board, which will later be forwarded, to appropriate governmental bodies or other individuals. Recommendations shall relate to statewide concerns regarding all transportation-related issues.

(b) Executive Director. The MPOAC Governing Board may appoint an executive director. The executive director shall be responsible for carrying out policy determinations and directives of the MPOAC governing board. The executive director shall serve as an ex officio member of the staff directors' advisory committee and its subcommittees and shall assist and participate in their functions.

(c) Agency Clerk. The Executive Director shall also serve as the agency clerk. The address and telephone number of the agency clerk shall be the same as for the principal office of the

MPOAC. The duties and responsibilities of the agency clerk shall be to: index and file orders and rules in a manner not inconsistent with applicable provision of Chapter 120, Florida Statutes, and the Florida Rules of Appellate Procedure; send notices of workshops and meetings; transcribe minutes of the governing board, committee, and subcommittee meetings and workshops; maintain all agency files and records; make certifications of true copies and actions; attest to the signature of MPOAC officers; and perform such other duties as determined by the MPOAC.

(d) General Counsel. The MPOAC governing board may employ a general counsel. The general counsel shall be responsible for assisting the MPOAC in legal matters and representation of the MPOAC in legal proceedings. The governing board shall also retain special legal counsel from time to time as necessary for the handling of specialized legal matters.

(3) Open Meetings. All meeting of the governing board, its advisory committee, and any subcommittee, will be open to the public, except as provided by Section 286.011 and 447.605, Florida Statutes, and applicable Federal law, if any.

(4) Records. All MPOAC records shall be open to the general public, unless such records are subject to an exemption from Chapter 119, Florida Statutes, or are confidential as required by law. The general public can review, or obtain copies of records (provided said public records are not non-reproducible pursuant to 17 U.S.C. Section 101 et seq.), unless said records are exempt or confidential pursuant to Section 119.07, Florida Statutes, or other provisions of Federal or Florida law. Charges for copies may be made pursuant to Section 119.07(1)(a) and 119.08, Florida Statutes. Public records shall be made available to the public for inspection at the principal office of the MPOAC.

(5) Principal office of the MPOAC. The principal office of the MPOAC is located at 605 Suwannee Street, Tallahassee, Florida. The office is open between the hours of 8:00 a.m. and 5:00 p.m. during regular business days. The official mailing address of the agency is 605 Suwannee Street - Mail Station 28B, Tallahassee, Florida, 32399-0450. The MPOAC executive director and agency clerk are located at the principal office. MPOAC official records shall be maintained in the principal office of the MPOAC. Interested parties may receive copies of agency records from the agency clerk at the principal office of the MPOAC.

Specific Authority 120.53(1)(a), 339.175(10) FS. Law Implemented 119.07, 119.08, 120.53(1)(a), 339.175(10) FS. History -New 7-6-94, Amended 7-2-95.

35-1.004 Organization of the Governing Board

(1) The MPOAC governing board shall at its first meeting of the calendar year elect a chairperson and vice-chairperson, as its officers. The chairperson and vice-chairperson shall take office as of the time and date set for the MPOAC governing board meeting in July and shall serve until the time and date set for the beginning of the MPOAC governing board meeting in July of the next succeeding year, or until a successor is thereafter elected. The chairperson and vice-chairperson must at all times during their term of office be members of the MPOAC governing board. If a vacancy occurs in any office, the MPOAC governing board shall fill the vacancy, and the individual filling the vacancy shall serve until time set for the beginning of the July MPOAC governing board meeting, or until a successor is thereafter elected.

(2) Chairperson; Vice-Chairperson. The chairperson of the MPOAC shall call and preside at all meetings of the MPOAC governing board. The chairperson is authorized to execute on behalf of the MPOAC all documents, which have been approved by the MPOAC governing board. The vice-chairperson shall serve as chairperson in the absence of the chairperson.

(3) Quorum. At least seven (7) of the voting members of the MPOAC governing board must be present for the MPOAC governing board to conduct business. All votes must pass by a vote of a majority of those members present or by five (5) votes, whichever number shall be greater.

(4) Procedures. Roberts Rules of Order as revised shall be used to govern proceedings of the MPOAC board.

(5) Meetings. The MPOAC shall meet no less often than on the fourth Thursday in the months of January, April, July, and October of each year, unless said meeting is cancelled by the chairperson. The chairperson shall be empowered to cancel any of the foregoing regular meetings, as necessary. Special meetings shall be called by the governing board chairperson or through a letter of petition from at least four (4) members; provided, that the notice requirements of Rule 35-1.006 are satisfied. This letter shall state the purpose of the special meeting.

Specific Authority 120.53(1)(a), 339.175(10) FS. Law Implemented 120.53(1)(a), 339.175(10) FS. History - New 7-6-94.

35-1.005 Staff Directors' Advisory Committee and Subcommittees.

(1) The MPOAC staff directors' advisory committee shall be comprised of one staff member from each of the metropolitan planning organizations listed in Rule 35-1.001. The staff directors' advisory committee consists of twenty-five (25) voting members. One (1) member to serve on the staff directors' advisory committee shall be designated by each metropolitan planning organization. In addition, each metropolitan planning organization that designates a representative to the staff directors' advisory committee shall also designate one (1) alternate representative. Alternate representatives shall vote, participate for the purpose of forming a quorum, make or second motions, and otherwise act as a member of the staff directors' advisory committee only in the absence of the representative that the alternate has appointed to serve in place of; provided, however, that alternate representatives may also attend committee meeting and participate in debate.

(2) The term of service on the staff directors' advisory committee shall be for a period of time beginning on January 1st and ending on December 31st of each year. Members and alternate members are eligible for reappointment. By no later than December 31st of each calendar year, each metropolitan planning organization shall designate its representatives and an alternate representative to the MPOAC.

(3) No individual shall be eligible to vote on the staff directors' advisory committee until the individual appointing metropolitan planning organization certifies in writing to the MPOAC that such individual is authorized to vote as the representative, or alternate, of the certifying entity. Each member and alternate member of the committee shall serve at the pleasure of the appointing metropolitan planning organization.

(4) Officers. The officers of the staff directors' advisory committee shall be the chairperson and the vice-chairperson. The chairperson and vice-chairperson shall be selected by a majority vote of the membership of the staff directors' advisory committee present and voting. The term of the chairperson and vice-chairperson shall coincide with the term of the chairperson and vice-chairperson of the MPOAC governing board. The chairperson and vice-chairperson shall be members of the staff directors' advisory committee.

(5) Chairperson; Vice-Chairperson. The chairperson of the staff directors' advisory committee shall call and preside at all meetings of the staff directors' advisory committee. The chairperson is authorized to implement on behalf of the staff directors' advisory committee all decisions, which have been approved by the staff directors' advisory committee, and the chairperson is authorized to execute on behalf of the staff directors' advisory committee all documents, which have been

approved by the staff directors' advisory committee. The vice-chairperson shall serve as chairperson in the absence of the chairperson.

(6) Agenda preparation. The executive director is responsible for the preparation of agendas for future meetings.

(7) Quorum. At least seven (7) of the voting members of the staff directors' advisory committee must be present for the staff directors' advisory committee to conduct business. All votes must pass by a vote of a majority of those members present or by five (5) votes, whichever number shall be greater.

(8) Procedures. Roberts Rules of Order as revised shall be used to govern proceedings of the staff directors' advisory committee and its subcommittees.

(9) Meetings. Regular meetings of the staff directors' advisory committee shall be held at least once each calendar year quarter on the fourth Thursday of January, April, July, and October, unless cancelled by the chairperson. The chairperson may cancel a meeting as a result of a lack of business to bring to the committee. The chairperson shall set the time and location of regular meetings. Special meetings shall be called by the staff directors' advisory committee chairperson or through a letter of petition from at least four (4) members; provided, that the notice requirements of Rule 35-1.006 are satisfied. This letter shall state the purpose of the special meeting.

(10) Subcommittees may be established by the chairperson or by a majority vote of those voting at a staff directors' advisory committee meeting as necessary to assist the staff directors' advisory committee. Sub-committee members shall be appointed by the committee chairperson.

Specific Authority 339.175(10) FS. Law Implemented 339.175(10) FS. History-New 7-6-94, Amended 7-2-95.

35-1.006 Notice of Meetings and Workshops.

(1) MPOAC Governing Board Meetings.

(a) Except in the case of emergency meeting, the MPOAC agency clerk shall give written notice that will ensure receipt of said notice by all members and the general public at least seven (7) days prior to any non-emergency meetings or workshops. In addition, the MPOAC shall prepare and make available said notice: for distribution on request to any interested person who pays the reasonable cost for a copy of said notice; to any person named in said notice; and to any class of individuals to whom action is directed. Meeting notices shall be advertised in the Florida Administrative Weekly at least seven (7) days prior to any non-emergency meeting.

(b) Notices of regular meetings and travel and accommodation information shall be sent to governing board members thirty (30) days prior to the meeting date.

(c) The notice of meetings or workshops shall, at a minimum, provide:

1. The date, time, and place of the meeting or workshop.
2. A brief description of the purpose of the event.
3. The address where interested persons can write to obtain a copy of the agenda.

(d) The MPOAC shall utilize the following form for providing notice of meetings or workshops:
NOTICE OF PUBLIC MEETING OR WORKSHOP

The Metropolitan Planning Organization Advisory Council (MPOAC) announces a public meeting [or workshop] of governing board to which all interested person are invited.

DATE AND TIME: _____

PLACE: _____

GENERAL SUBJECT MATTER TO BE CONSIDERED: _____

A copy of the agenda may be obtained by writing to the Metropolitan Planning Organization Advisory Council, 605 Suwannee Street, MS 28B, Tallahassee, Florida 32399-0450 or appearing in person at the above address. If a person decides to appeal any decision made by the agency with regard to any matter considered at such meeting or hearing, said person will need a record of the proceedings, and that, for such purpose, said person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, s. 286.0105, F.S.

(2) Staff Directors' Advisory Committee. The provisions of sub-sections (1)(a), (c) and (d) above shall apply to the staff directors' advisory committee and its subcommittees. The form of notice for the staff directors' advisory committee and its subcommittees shall be in the same form as that set forth above in sub-section (1)(d), except that the notice shall make reference to a meeting/workshop of the staff directors' advisory committee or one of its subcommittees, as appropriate, rather than the MPOAC governing board.

Specific Authority 339.175(10), FS. Law Implemented 120.53(1)(d), 120.54(1)(a), 286.0105, 339.175(10) FS. History - New 7-6-94, Amended 7-2-95.

35-1.007 Agenda.

(1) At least fifteen (15) days prior to a meeting or workshop, the MPOAC executive director shall prepare, and the agency clerk shall make available an agenda for the MPOAC governing board, an advisory committee meeting, or a subcommittee meeting: for distribution on request by any interested person who pays the reasonable cost for a copy of said agenda; to any person named in said agenda; and to any class of individuals to whom the intended action is directed.

(2) The agenda shall list the items in the order they are to be considered; provided, however, that for good cause stated in the record by the person who is designated to preside at the event, items may be considered out of their listed order.

(3) The agenda shall be specific as to items to be considered. All matters involving the exercise of agency discretion and policymaking shall be listed on the agenda. The agenda shall include a disclaimer as required pursuant to Section 286.0105, Florida Statutes. Any items added to any agenda as "old business," "new business," "other business," "other matters which may come before the agency," or similar terms shall be for consideration of solely ministerial or internal-administrative matters, which do not affect the interests of the public generally.

(4) Any person desiring to have an item placed on the agenda of a meeting of the MPOAC governing board, an advisory committee, or a subcommittee, shall request in writing that the item be considered at the next regularly scheduled meeting of the MPOAC governing board, advisory committee, or a subcommittee, as appropriate; provided, however, that such request must be received thirty (30) days in advance of said regularly scheduled meeting. Written requests for placing an item on the agenda must describe and summarize the item and shall be mailed or hand delivered to the MPOAC executive director.

35-1.008 Emergency Meeting

(1) The MPOAC, an advisory committee, or one of its subcommittees, may hold an emergency meeting, notwithstanding the provisions of Rules 35-1.006 and 35-1.007, for the purpose of acting upon matters affecting the public health, safety, or welfare. The form of notice shall be as set forth in Rule 35-1.006(1)(c) and (d). The form of the agenda shall be as prescribed in Rule 35-1.007(2) and (3).

(2) Whenever an emergency meeting is scheduled to be held, the agency clerk shall notify, as soon as possible prior to the meeting, at least one major newspaper of general circulation in the area where the meeting will take place, stating the time, date, place and purpose of the meeting or workshop.

(3) Following an emergency meeting the agency clerk shall cause to be published in a publication prescribed by Section 120.54(1), Florida Statutes, notice of the time, date, and place of the meeting, a statement setting forth the reasons why an emergency meeting was necessary, and a statement setting forth the action taken at the meeting.

Specific Authority 120.53(1)(d), 339.175(10) FS. Law Implemented 102.53(1)(d) FS. History - New 7-6-94, Amended 7-2-95.

**Florida Metropolitan Planning Organization Advisory Council
Governing Board and Staff Directors' Advisory Committee
2003 Membership
August 13, 2003**

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Broward County MPO

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Charlotte County-Punta Gorda MPO

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Chapter 4

Metropolitan Planning Organizations

Florida Statute Chapter 339.175
Metropolitan Planning Organization 4-1

Metropolitan Planning Organization.

It is the intent of the Legislature to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight within and through urbanized areas of this state while minimizing transportation-related fuel consumption and air pollution. To accomplish these objectives, metropolitan planning organizations, referred to in this section as MPO's, shall develop, in cooperation with the state and public transit operators, transportation plans and programs for metropolitan areas. The plans and programs for each metropolitan area must provide for the development and integrated management and operation of transportation systems and facilities, including pedestrian walkways and bicycle transportation facilities that will function as an intermodal transportation system for the metropolitan area, based upon the prevailing principles in s. 334.046(1). The process for developing such plans and programs shall provide for consideration of all modes of transportation and shall be continuing, cooperative, and comprehensive, to the degree appropriate, based on the complexity of the transportation problems to be addressed.

(1) DESIGNATION.--

(a)1. An MPO shall be designated for each urbanized area of the state. Such designation shall be accomplished by agreement between the Governor and units of general-purpose local government representing at least 75 percent of the population of the urbanized area; however, the unit of general-purpose local government that represents the central city or cities within the MPO jurisdiction, as defined by the United States Bureau of the Census, must be a party to such agreement.

2. More than one MPO may be designated within an existing metropolitan planning area only if the Governor and the existing MPO determine that the size and complexity of the existing metropolitan planning area makes the designation of more than one MPO for the area appropriate.

(b) Each MPO shall be created and operated under the provisions of this section pursuant to an interlocal agreement entered into pursuant to s. 163.01. The signatories to the interlocal agreement shall be the department and the governmental entities designated by the Governor for membership on the MPO. If there is a conflict between this section and s. 163.01, this section prevails.

(c) The jurisdictional boundaries of an MPO shall be determined by agreement between the Governor and the applicable MPO. The boundaries must include at least the metropolitan planning area, which is the existing urbanized area and the contiguous area expected to become urbanized within a 20-year forecast period, and may encompass the entire metropolitan statistical area or the consolidated metropolitan statistical area.

(d) In the case of an urbanized area designated as a nonattainment area for ozone or carbon monoxide under the Clean Air Act, 42 U.S.C. ss. 7401 et seq., the boundaries of the metropolitan planning area in existence as of the date of enactment of this paragraph shall be retained, except that the boundaries may be adjusted by agreement of the Governor and affected metropolitan planning organizations in the manner described in this section. If more than one MPO has authority within a metropolitan area or an area that is designated as a nonattainment area, each MPO shall consult with

other MPO's designated for such area and with the state in the coordination of plans and programs required by this section.

Each MPO required under this section must be fully operative no later than 6 months following its designation.

(2) VOTING MEMBERSHIP.--

(a) The voting membership of an MPO shall consist of not fewer than 5 or more than 19 apportioned members, the exact number to be determined on an equitable geographic-population ratio basis by the Governor, based on an agreement among the affected units of general-purpose local government as required by federal rules and regulations. The Governor, in accordance with 23 U.S.C. s. 134, may also provide for MPO members who represent municipalities to alternate with representatives from other municipalities within the metropolitan planning area that do not have members on the MPO. County commission members shall compose not less than one-third of the MPO membership, except for an MPO with more than 15 members located in a county with a five-member county commission or an MPO with 19 members located in a county with no more than 6 county commissioners, in which case county commission members may compose less than one-third percent of the MPO membership, but all county commissioners must be members. All voting members shall be elected officials of general-purpose governments, except that an MPO may include, as part of its apportioned voting members, a member of a statutorily authorized planning board, an official of an agency that operates or administers a major mode of transportation, or an official of the Spaceport Florida Authority. The county commission shall compose not less than 20 percent of the MPO membership if an official of an agency that operates or administers a major mode of transportation has been appointed to an MPO.

(b) In metropolitan areas in which authorities or other agencies have been or may be created by law to perform transportation functions that are not under the jurisdiction of a general purpose local government represented on the MPO, they shall be provided voting membership on the MPO. In all other MPO's where transportation authorities or agencies are to be represented by elected officials from general purpose local governments, the MPO shall establish a process by which the collective interests of such authorities or other agencies are expressed and conveyed.

(c) Any other provision of this section to the contrary notwithstanding, a chartered county with over 1 million population may elect to reapportion the membership of an MPO whose jurisdiction is wholly within the county. The charter county may exercise the provisions of this paragraph if:

1. The MPO approves the reapportionment plan by a three-fourths vote of its membership;
2. The MPO and the charter county determine that the reapportionment plan is needed to fulfill specific goals and policies applicable to that metropolitan planning area; and
3. The charter county determines the reapportionment plan otherwise complies with all federal requirements pertaining to MPO membership.

Any charter county that elects to exercise the provisions of this paragraph shall notify the Governor in writing.

(d) Any other provision of this section to the contrary notwithstanding, any county chartered under s. 6(e), Art. VIII of the State Constitution may elect to have its county commission serve as the MPO, if the MPO jurisdiction is wholly contained within the county. Any charter county that elects to exercise the provisions of this paragraph shall so notify the Governor in writing. Upon receipt of such notification, the Governor must designate the county commission as the MPO. The Governor must appoint four additional voting members to the MPO, one of whom must be an elected official representing a municipality within the county, one of whom must be an expressway authority member, one of whom must be a person who does not hold elected public office and who resides in the unincorporated portion of the county, and one of whom must be a school board member.

(3) APPORTIONMENT.--

(a) The Governor shall, with the agreement of the affected units of general-purpose local government as required by federal rules and regulations, apportion the membership on the applicable MPO among the various governmental entities within the area and shall prescribe a method for appointing alternate members who may vote at any MPO meeting that an alternate member attends in place of a regular member. An appointed alternate member must be an elected official serving the same governmental entity or a general-purpose local government with jurisdiction within all or part of the area that the regular member serves. The governmental entity so designated shall appoint the appropriate number of members to the MPO from eligible officials.

Representatives of the department shall serve as nonvoting members of the MPO. Nonvoting advisers may be appointed by the MPO as deemed necessary. The Governor shall review the composition of the MPO membership in conjunction with the decennial census as prepared by the United States Department of Commerce, Bureau of the Census, and reapportion it as necessary to comply with subsection (2).

(b) Except for members who represent municipalities on the basis of alternating with representatives from other municipalities that do not have members on the MPO as provided in paragraph (2)(a), the members of an MPO shall serve 4-year terms. Members who represent municipalities on the basis of alternating with representatives from other municipalities that do not have members on the MPO as provided in paragraph (2)(a) may serve terms of up to 4 years as further provided in the interlocal agreement described in paragraph (1)(b). The membership of a member who is a public official automatically terminates upon the member's leaving his or her elective or appointive office for any reason, or may be terminated by a majority vote of the total membership of a county or city governing entity represented by the member. A vacancy shall be filled by the original appointing entity. A member may be reappointed for one or more additional 4-year terms.

(c) If a governmental entity fails to fill an assigned appointment to an MPO within 60 days after notification by the Governor of its duty to appoint, that appointment shall be made by the Governor from the eligible representatives of that governmental entity.

(4) AUTHORITY AND RESPONSIBILITY.--The authority and responsibility of an MPO is to manage a continuing, cooperative, and comprehensive transportation planning process

that, based upon the prevailing principles provided in s. 334.046(1) results in the development of plans and programs which are consistent, to the maximum extent feasible, with the approved local government comprehensive plans of the units of local government the boundaries of which are within the metropolitan area of the MPO. An MPO shall be the forum for cooperative decision-making by officials of the affected governmental entities in the development of the plans and programs required by subsections (5), (6), (7), and (8).

(5) POWERS, DUTIES, AND RESPONSIBILITIES.--The powers, privileges, and authority of an MPO are those specified in this section or incorporated in an interlocal agreement authorized under s. 163.01. Each MPO shall perform all acts required by federal or state laws or rules, now and subsequently applicable, which are necessary to qualify for federal aid. It is the intent of this section that each MPO shall be involved in the planning and programming of transportation facilities, including, but not limited to, airports, intercity and high-speed rail lines, seaports, and intermodal facilities, to the extent permitted by state or federal law.

(a) Each MPO shall, in cooperation with the department, develop:

1. A long-range transportation plan pursuant to the requirements of subsection (6);
2. An annually updated transportation improvement program pursuant to the requirements of subsection (7); and
3. An annual unified planning work program pursuant to the requirements of subsection (8).

(b) In developing the long-range transportation plan and the transportation improvement program required under paragraph (a), each MPO shall provide for consideration of projects and strategies that will:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety and security of the transportation system for motorized and nonmotorized users;
3. Increase the accessibility and mobility options available to people and for freight;
4. Protect and enhance the environment, promote energy conservation, and improve quality of life;
5. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
6. Promote efficient system management and operation; and
7. Emphasize the preservation of the existing transportation system.

(c) In order to provide recommendations to the department and local governmental entities regarding transportation plans and programs, each MPO shall:

1. Prepare a congestion management system for the metropolitan area and cooperate with the department in the development of all other transportation management systems required by state or federal law;
2. Assist the department in mapping transportation planning boundaries required by state or federal law;
3. Assist the department in performing its duties relating to access management, functional classification of roads, and data collection;
4. Execute all agreements or certifications necessary to comply with applicable state or federal law;
5. Represent all the jurisdictional areas within the metropolitan area in the formulation of transportation plans and programs required by this section; and
6. Perform all other duties required by state or federal law.

(d) Each MPO shall appoint a technical advisory committee that includes planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transit departments of municipal or county governments, as applicable; the school superintendent of each county within the jurisdiction of the MPO or the superintendent's designee; and other appropriate representatives of affected local governments. In addition to any other duties assigned to it by the MPO or by state or federal law, the technical advisory committee is responsible for considering safe access to schools in its review of transportation project priorities, long-range transportation plans, and transportation improvement programs, and shall advise the MPO on such matters. In addition, the technical advisory committee shall coordinate its actions with local school boards and other local programs and organizations within the metropolitan area, which participates in school safety activities, such as locally established community traffic safety teams. Local school boards must provide the appropriate MPO with information concerning future school sites and in the coordination of transportation service.

(e)1. Each MPO shall appoint a citizens' advisory committee, the members of which serve at the pleasure of the MPO. The membership on the citizens' advisory committee must reflect a broad cross section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and the handicapped must be adequately represented.

2. Notwithstanding the provisions of subparagraph 1., an MPO may, with the approval of the department and the applicable federal governmental agency, adopt an alternative program or mechanism to ensure citizen involvement in the transportation planning process.

(f) The department shall allocate to each MPO, for the purpose of accomplishing its transportation planning and programming duties, an appropriate amount of federal transportation planning funds.

(g) Each MPO may employ personnel or may enter into contracts with local or state agencies, private planning firms, or private engineering firms to accomplish its transportation planning and programming duties required by state or federal law.

(h) Any group of MPO's which has created a chair's coordinating committee as of the effective date of this act and is located within the same Department of Transportation District which is comprised of four adjacent MPO's must continue such committee as provided for in this section. Such committee must also include one representative from each M.P.O. contiguous to the geographic boundaries of the original committee. The committee must, at a minimum:

1. Coordinate transportation projects deemed to be regionally significant by the committee.
2. Review the impact of regionally significant land use decisions on the region.
3. Review all proposed regionally significant transportation projects in the respective transportation improvement programs, which affect more than one of the MPO's represented on the committee.
4. Institute a conflict resolution process to address any conflict that may arise in the planning and programming of such regionally significant projects.

(6) LONG-RANGE TRANSPORTATION PLAN.--Each MPO must develop a long-range transportation plan that addresses at least a 20-year planning horizon. The plan must include both long-range and short-range strategies and must comply with all other state and federal requirements. The prevailing principles to be considered in the long-range transportation plan are: preserving the existing transportation infrastructure; enhancing Florida's economic competitiveness and improving travel choices to ensure mobility. The long-range transportation plan must be consistent, to the maximum extent feasible, with future land use elements and the goals, objectives, and policies of the approved local government comprehensive plans of the units of local government located within the jurisdiction of the MPO. The approved long-range transportation plan must be considered by local governments in the development of the transportation elements in local government comprehensive plans and any amendments thereto. The long-range transportation plan must, at a minimum:

(a) Identify transportation facilities, including, but not limited to, major roadways, airports, seaports, spaceports, commuter rail systems, transit systems, and intermodal or multimodal terminals that will function as an integrated metropolitan transportation system. The long-range transportation plan must give emphasis to those transportation facilities that serve national, statewide, or regional functions, and must consider the goals and objectives identified in the Florida Transportation Plan as provided in s. 339.155. If a project is located within the boundaries of more than one MPO, the MPO's must coordinate plans regarding the project in the long-range transportation plan.

(b) Include a financial plan that demonstrates how the plan can be implemented, indicating resources from public and private sources which are reasonably expected to be available to carry out the plan, and recommends any additional financing strategies for needed projects and programs. The financial plan may include, for illustrative purposes, additional projects that would be included in the adopted long-range transportation plan if reasonable additional resources beyond those identified in

the financial plan were available. For the purpose of developing the long-range transportation plan, the MPO and the department shall cooperatively develop estimates of funds that will be available to support the plan implementation. Innovative financing techniques may be used to fund needed projects and programs. Such techniques may include the assessment of tolls, the use of value capture financing, or the use of value pricing.

(c) Assess capital investment and other measures necessary to:

1. Ensure the preservation of the existing metropolitan transportation system including requirements for the operation, resurfacing, restoration, and rehabilitation of major roadways and requirements for the operation, maintenance, modernization, and rehabilitation of public transportation facilities; and
2. Make the most efficient use of existing transportation facilities to relieve vehicular congestion and maximize the mobility of people and goods.

(d) Indicate, as appropriate, proposed transportation enhancement activities, including, but not limited to, pedestrian and bicycle facilities, scenic easements, landscaping, historic preservation, mitigation of water pollution due to highway runoff, and control of outdoor advertising.

(e) In addition to the requirements of paragraphs (a)-(d), in metropolitan areas that are classified as nonattainment areas for ozone or carbon monoxide, the MPO must coordinate the development of the long-range transportation plan with the State Implementation Plan developed pursuant to the requirements of the federal Clean Air Act.

In the development of its long-range transportation plan, each MPO must provide the public, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, and other interested parties with a reasonable opportunity to comment on the long-range transportation plan. The long-range transportation plan must be approved by the MPO

(7) TRANSPORTATION IMPROVEMENT PROGRAM.--Each MPO shall, in cooperation with the state and affected public transportation operators, develop a transportation improvement program for the area within the jurisdiction of the MPO. In the development of the transportation improvement program, each MPO must provide the public, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, and other interested parties with a reasonable opportunity to comment on the proposed transportation improvement program.

(a) Each MPO is responsible for developing, annually, a list of project priorities and a transportation improvement program. The prevailing principles to be considered by each MPO when developing a list of projects priorities and a transportation improvement program are: preserving the existing transportation infrastructure; enhancing Florida's economic competitiveness; and improving travel choices to ensure mobility. The transportation improvement program will be used to initiate federally aided transportation facilities and improvements as well as other transportation facilities and improvements including transit, rail, aviation, spaceport, and port facilities to be funded from

the State Transportation Trust Fund within its metropolitan area in accordance with existing and subsequent federal and state laws and rules and regulations related thereto. The transportation improvement program shall be consistent, to the maximum extent feasible, with the approved local government comprehensive plans of the units of local government whose boundaries are within the metropolitan area of the MPO

(b) Each MPO annually shall prepare a list of project priorities and shall submit the list to the appropriate district of the department by October 1 of each year; however, the department and a metropolitan planning organization may, in writing, agree to vary this submittal date. The list of project priorities must be formally reviewed by the technical and citizens' advisory committees, and approved by the MPO, before it is transmitted to the district. The approved list of project priorities must be used by the district in developing the district work program and must be used by the MPO in developing its transportation improvement program. The annual list of project priorities must be based upon project selection criteria that, at a minimum, consider the following:

1. The approved MPO long-range transportation plan;
2. The results of the transportation management systems; and
3. The MPO's public-involvement procedures.

(c) The transportation improvement program must, at a minimum:

1. Include projects and project phases to be funded with state or federal funds within the time period of the transportation improvement program and which are recommended for advancement during the next fiscal year and 4 subsequent fiscal years. Such projects and project phases must be consistent, to the maximum extent feasible, with the approved local government comprehensive plans of the units of local government located within the jurisdiction of the MPO. For informational purposes, the transportation improvement program shall also include a list of projects to be funded from local or private revenues.

2. Include projects within the metropolitan area which are proposed for funding under 23 U.S.C. s. 134 of the Federal Transit Act and which are consistent with the long-range transportation plan developed under subsection (6).

3. Provide a financial plan that demonstrates how the transportation improvement program can be implemented; indicates the resources, both public and private, that are reasonably expected to be available to accomplish the program; identifies any innovative financing techniques that may be used to fund needed projects and programs; and may include, for illustrative purposes, additional projects that would be included in the approved transportation improvement program if reasonable additional resources beyond those identified in the financial plan were available. Innovative financing techniques may include the assessment of tolls, the use of value capture financing, or the use of value pricing. The transportation improvement program may include a project or project phase only if full funding can reasonably be anticipated to be available for the project or project phase within the time period contemplated for completion of the project or project phase.

4. Group projects and project phases of similar urgency and anticipated staging into appropriate staging periods.

5. Indicate how the transportation improvement program relates to the long-range transportation plan developed under subsection (6), including providing examples of specific projects or project phases that further the goals and policies of the long-range transportation plan.

6. Indicate whether any project or project phase is inconsistent with an approved comprehensive plan of a unit of local government located within the jurisdiction of the MPO. If a project is inconsistent with an affected comprehensive plan, the MPO must provide justification for including the project in the transportation improvement program.

7. Indicate how the improvements are consistent, to the maximum extent feasible, with affected seaport, airport, and spaceport master plans and with public transit development plans of the units of local government located within the jurisdiction of the MPO. If a project is located within the boundaries of more than one MPO, the MPO's must coordinate plans regarding the project in the transportation improvement program.

(d) Projects included in the transportation improvement program and that have advanced to the design stage of preliminary engineering may be removed from or rescheduled in a subsequent transportation improvement program only by the joint action of the MPO and the department. Except when recommended in writing by the district secretary for good cause, any project removed from or rescheduled in a subsequent transportation improvement program shall not be rescheduled by the MPO in that subsequent program earlier than the 5th year of such program.

(e) During the development of the transportation improvement program, the MPO shall, in cooperation with the department and any affected public transit operation, provide citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, and other interested parties with reasonable notice of and an opportunity to comment on the proposed program.

(f) The adopted annual transportation improvement program for MPO's in nonattainment or maintenance areas must be submitted to the district secretary and the Department of Community Affairs at least 90 days before the submission of the state transportation improvement program by the department to the appropriate federal agencies. The annual transportation improvement program for MPO's in attainment areas must be submitted to the district secretary and the Department of Community Affairs at least 45 days before the department submits the state transportation improvement program to the appropriate federal agencies; however, the department, the Department of Community Affairs, and a metropolitan planning organization may, in writing, agree to vary this submittal date. The Governor or the Governor's designee shall review and approve each transportation improvement program and any amendments thereto.

(g) The Department of Community Affairs shall review the annual transportation improvement program of each MPO for consistency with the approved local government comprehensive plans of the units of local government whose boundaries are within the metropolitan area of each MPO and shall identify those projects that are inconsistent with such comprehensive plans. The Department of

Community Affairs shall notify an MPO of any transportation projects contained in its transportation improvement program which are inconsistent with the approved local government comprehensive plans of the units of local government whose boundaries are within the metropolitan area of the MPO

(h) The MPO shall annually publish or otherwise make available for public review the annual listing of projects for which federal funds have been obligated in the preceding year. Project monitoring systems must be maintained by those agencies responsible for obligating federal funds and made accessible to the MPO's.

(8) UNIFIED PLANNING WORK PROGRAM.--Each MPO shall develop, in cooperation with the department and public transportation providers, a unified planning work program that lists all planning tasks to be undertaken during the program year. The unified planning work program must provide a complete description of each planning task and an estimated budget therefore and must comply with applicable state and federal law.

(9) AGREEMENTS.--

(a) Each MPO shall execute the following written agreements, which shall be reviewed, and updated as necessary, every 5 years:

1. An agreement with the department clearly establishing the cooperative relationship essential to accomplish the transportation planning requirements of state and federal law.
2. An agreement with the metropolitan and regional intergovernmental coordination and review agencies serving the metropolitan areas, specifying the means by which activities will be coordinated and how transportation planning and programming will be part of the comprehensive planned development of the area.
3. An agreement with operators of public transportation systems, including transit systems, commuter rail systems, airports, seaports, and spaceports, describing the means by which activities will be coordinated and specifying how public transit, commuter rail, aviation, seaport, and aerospace planning and programming will be part of the comprehensive planned development of the metropolitan area.

(b) An MPO may execute other agreements required by state or federal law or as necessary to properly accomplish its functions.

(10) METROPOLITAN PLANNING ORGANIZATION ADVISOR COUNCIL.--

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

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

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

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

(11) APPLICATION OF FEDERAL LAW.--Upon notification by an agency of the Federal Government that any provision of this section conflicts with federal laws or regulations, such federal laws or regulations will take precedence to the extent of the conflict until such conflict is resolved. The department or an MPO may take any necessary action to comply with such federal laws and regulations or to continue to remain eligible to receive federal funds.

Chapter 5

Individual MPO

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Chapter 6

Florida Department of Transportation

Florida Department of Transportation 6-1

Florida Department of Transportation

The Florida Department of Transportation (FDOT) addresses nearly every facet of transportation from highways to railways, airports to seaport. The Department's mission is *“to 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.”*

The Department's history traces back to 1915 when the first Florida State Road Board members had their work cut out for them. Their job was to build hard-surfaced roads through sand hills, swamps and pine forests. The mission was to connect remote cities as far apart as one thousand miles. Their tools were a five-member appointed board, with a staff of six, and a ten thousand dollar annual budget. From those humble beginnings, one of the state's most vital and productive agencies has evolved.

Today, FDOT has more than ten thousand employees statewide and a multi-billion dollar budget. The agency is committed to maintaining the delicate balance between progress and preservation. FDOT is responsible for moving people along quickly and efficiently by using the latest technology-but without disrupting the state's sensitive environment.

FDOT is a decentralized agency. The Central Office in Tallahassee is responsible for policy, procedure and quality assurance. FDOT's eight district offices build and maintain the roads and bridges. This allows local governments and planning organizations direct input into agency operations.

FDOT is a trust funded state agency. That means funds for the department's operations are provided primarily from user fees, such as:

- highway fuel taxes,
- motor vehicle license fees, and
- aviation fuel taxes.

Those monies are deposited into the State Transportation Trust Fund. Most of the funds are spent on the department's work program - the construction of roads and bridges. State law requires the department to develop a five year program.

There are over twelve thousand miles on the state highway system - and more than five thousand bridges. Nearly fifteen percent of the FDOT budget is devoted to public transportation.

District Offices

The Florida Department of Transportation is decentralized in accordance with legislative mandates.

Each of the districts is managed by a District Secretary. The districts vary in organizational structure, but in general each has major divisions for Administration, Planning, Production and Operations. Also, each district has a Public Information Office and General Counsel Office that report to the District Secretary.

DISTRICT ONE

Major cities: Arcadia, Bartow, Bradenton, Fort Myers, Lakeland, Naples, North Port, Sarasota, Sebring, and Venice.

Counties: Charlotte, Collier, De Soto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Okeechobee, Polk, and Sarasota.

State Highway System Summary:

- Centerline miles - 1,854
- Lane miles - 5,460
- Fixed bridges - 907
- Movable bridges - 19

District One Secretary

801 N. Broadway Street
Bartow, Florida 33830-1240
(941) 519-2300

Public Information

(863) 519-2362
Fax: (863) 534-7625

DISTRICT TWO

Major cities: Gainesville, Jacksonville, Lake City, Palatka, Perry, Saint Augustine, and Starke.

Counties: Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Gilchrist, Hamilton, Lafayette, Levy, Madison, Nassau, Putnam, St. Johns, Suwannee, Taylor, and Union.

State Highway System Summary:

- Centerline miles - 2,534
- Lane miles - 7,336
- Fixed bridges - 1,077
- Movable bridges - 12

District Two Secretary

1901 South Marion Street
Lake City, Florida 32056-1089
(904) 752-3300

Public Information

(904) 758-3714
Fax: (904) 758-3707

DISTRICT THREE

Major Cities: Apalachicola, Chipley, Crestview, Fort Walton Beach, Marianna, Panama City, Pensacola, Quincy, and Tallahassee.

Counties: Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, and Washington.

State Highway System Summary

- Centerline miles - 2,368
- Lane miles - 6,243
- Fixed bridges - 783
- Movable bridges - 1

District Three Secretary

Highway 90 East
Chipley, Florida 32428-0607
(850) 638-0250

Public Information

(850) 638-0250
Fax: (850) 638-6159

DISTRICT FOUR

Major cities: Belle Glade, Boca Raton, Fort Lauderdale, Fort Pierce, Hollywood, Pompano Beach, Royal Palm Beach, Stuart, Vero Beach, and West Palm Beach.

Counties: Broward, Indian River, Martin, Palm Beach, and St. Lucie.

State Highway System Summary:

- Centerline miles - 1,382
- Lane miles - 5,728
- Fixed bridges - 663
- Movable bridges - 38

District Four Secretary

3400 West Commercial Boulevard
Fort Lauderdale, Florida 33309
(954) 486-1400

Public Information

(954) 777-4090
Fax: (954) 777-4197

DISTRICT FIVE

Major cities: Daytona Beach, DeLand, Melbourne, Merritt Island, Ocala, Orlando, and Titusville.

Counties: Brevard, Flagler, Lake, Marion, Orange, Osceola, Seminole, Sumter, and Volusia.

State Highway System Summary:

- Centerline miles - 2,056
- Lane miles - 6,865
- Fixed bridges - 605
- Movable bridges - 9

District Five Secretary

719 South Woodland Boulevard
DeLand, Florida 32720
(904) 943-5000

Public Information

(904) 943-5479
Fax: (904) 736-5475

DISTRICT SIX

Major cities: Coral Gables, Hialeah, Key West, and Miami.

Counties: Miami-Dade and Monroe.

State Highway System Summary:

- Centerline miles - 679
- Lane miles - 2,671
- Fixed bridges - 515
- Movable bridges - 14

District Six Secretary

1000 N.W. 111 Avenue
Miami, Florida 33172
(305) 470-5197

Public Information

(305) 470-5349
Fax: (305) 470-5610

DISTRICT SEVEN

Major cities: Brooksville, Clearwater, Dunedin, Largo, New Port Richey, St. Petersburg, and Tampa.

Counties: Citrus, Hernando, Hillsborough, Pasco, and Pinellas.

State Highway System Summary:

- Centerline miles - 1,018
- Lane miles - 3,674
- Fixed bridges - 622
- Movable bridges - 10

District Seven Secretary

11201 N. Malcolm McKinley Drive
Tampa, Florida 33612-6403
(813) 975-6000

Public Information

(813) 975-6060
Fax: (813) 975-6091

TURNPIKE DISTRICT

The Turnpike District is a 401-mile system of limited-access toll highways. Its Turnpike mainline passes through 11 counties from North Miami to a junction with Interstate 75 in north central Florida.

Turnpike System Summary:

- Centerline miles - 381
- Lane miles - 1,626
- Fixed bridges - 613
- Daily Vehicle Miles Traveled - 11,635,900
- Service Plazas - 8

Turnpike District Secretary

7680 Universal Boulevard
Atrium Towers, Ste. 680
Orlando, Florida 32819
(407) 355-5733
Fax: (407) 355-5740

Public Information

(954) 975-4855 x. 1104
Fax: (954) 970-1504

More information on the Florida Department of Transportation can be found by visiting their web

site at www.dot.state.fl.us

Chapter 7

Federal Highway Administration

Federal Highway Administration 7-1

The Federal Highway Administration (FHWA) was established in 1967 as one of the operating administrations of the Department of Transportation (U.S. DOT). The agency has been in existence since 1893, and prior to 1967 was known by other names such as the Office of Road Inquiry and the Bureau of Public Roads. Through the years our name has changed, but our dedication to transportation in America has remained the same.

It is FHWA's Vision to create the best transportation system in the world for the American people through proactive leadership, innovation and excellence in service.

FHWA's Mission is to provide proactive leadership, expertise, resources and information to continually improve the quality of our Nation's highway system and its intermodal connections. We undertake this mission in cooperation with all of our partners to enhance the country's economic vitality, quality of life and the environment.

The organizational structure of the FHWA consists of the Washington Headquarters, 4 Resource Centers, 52 Division Offices, the Federal Lands Highway Offices, and the Office of Motor Carriers. More than half of FHWA's employees are located in Washington, D.C., where legislation and regulations are developed and refined. The next level consists of four "Resource Center" offices that provide technical expertise and act as a link between DC and the "Division" offices located in each State capital, Puerto Rico, and the Virgin Islands. The Division offices are the third level of FHWA, and they work closely with their respective state highway agency or department of transportation. Another part of FHWA is the Federal Lands Highway Division (FLHD), which handles road construction projects on federal and publicly owned lands. There are three FLHD offices and numerous project offices across the nation.

Under the Federal-aid highway program, FHWA does not decide which roads will be improved or who will do the construction work. Instead, the Federal-aid highway program is a federally assisted, State-administered partnership. This program provides for construction and preservation of the National System of Interstate and Defense Highways (90-percent Federal, 10-percent State share) and the improvement of other Federal-aid roads (80-percent Federal to 20-percent State share). As existing sections of Federal-aid highway systems deteriorate, certain repair, reconstruction, and rehabilitation projects become eligible for Federal-aid.

Each year, FHWA makes funds available to the States by legislative formulas to assist in their programs of highway construction and improvement. The States work with local officials, through the metropolitan and statewide planning processes, to establish priorities and to determine which projects will be developed within funding limits. Federal law reserves project selection solely for State and local officials, who are also responsible for project planning, design, and construction. If a State decides to develop a project using Federal funding, FHWA provides technical assistance and approval at key stages to make sure the project satisfactorily meets applicable Federal requirements, such as the National Environmental Policy Act of 1969 (NEPA).

Financial Management

The FHWA administers the Federal-aid highway program of financial assistance to the State for highway construction and improvements. This program provides for construction and preservation of the National System of Interstate and Defense Highways, financed generally on a 90-percent Federal, 10-percent State basis, and the improvement of other Federal-aid roads, with financing generally on a 80-percent Federal to 20-percent State basis. As existing sections of the Federal-aid highway systems deteriorate, certain repair, reconstruction, and rehabilitation projects become eligible for Federal-aid.

The Federal-Aid Highway Program is a reimbursable program; that is, the Federal Government only reimburses States for costs actually incurred. The authorized amounts distributed to the States represent lines of credit upon which States may draw as they advance Federally-assisted projects. This is in contrast to a grant program where the Federal Government issues funds up front for the entire estimated amount of a project. Funding for highway projects are drawn from the Highway Trust Fund, which was created in 1956. Revenue for the Trust Fund is derived from dedicated highway user fees such as taxes on fuel, tire, and truck sales. Trust fund monies are distributed or “apportioned” to the States according to formulas written to “authorizing” legislation by Congress. These formulas are based on various factors including cost to complete the Interstate System, land miles, vehicle miles of travel, population, historic levels of funding, and the State’s share of receipts into the Highway Trust Fund.

Planning

The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 established a requirement for a statewide planning process. Among other things, the economic, energy, environmental, and social effects of transportation decisions must be considered in the planning process. The ISTEA strengthened the metropolitan planning process by giving more emphasis to intermodal planning, coordination with land-use planning and development, and consideration of economic, energy, environmental, and social effects. The integration of the transportation and air quality planning processes was also strengthened. The metropolitan planning organizations (MPO) must develop long-range transportation plans, and in the air quality non-attainment areas, coordinate with the development of the transportation control measures in the State Implementation Plan (SIP) for achieving air quality goals. One of the primary functions of the Florida Division’s planning program is to work closely with Florida’s MPOs in the development of financially constrained long-range transportation plans and the shorter term Transportation Improvement Programs.

Environment

The National Environmental Policy Act (NEPA) requires that all Federal actions, including Federal-aid highway projects be evaluated for their impacts on the natural and human environments. All project impacting wetlands are governed by Section 404 of the Clean Water Act. Those impacting historic or archeological areas are governed by Section 106 of the National Historic Preservation Act. All these statutes require the lead Federal agency to mitigate any negative impacts to these resources to the maximum extent possible.

The vast majority of highway projects in Florida, as well in the rest of the country, can be determined beforehand to have no impact on environmental or cultural resources. Projects such as resurfacing, reconstruction, and the installation of signals, are “categorically excluded” from the full environmental impact analysis process. Projects not categorically excluded must undergo an environmental evaluation. This process can result either in a “Finding of No Significant Impact” or the determination that a full Environmental Impact Statement (EIS) is required. An EIS is a document that explains the purpose and need for a project, presents project alternatives, analyzes the likely impact of each, explains the choice of a preferred alternative, and finally details measures to be taken in order to mitigate the impacts of the preferred alternative. Draft EIS’s are subject to public comment and hearings. After the final EIS is completed FHWA issues a Record of Decision (ROD) detailing the alternative chosen and mitigation measures.

More information on the Federal Highway Administration - Florida Division can be found by visiting their web site at www.fhwa.dot.gov/fldiv