



**2011  
Certification  
Report**

***Miami Urbanized  
Area***

***Palm Beach,  
Broward, and Miami-  
Dade  
Metropolitan Planning  
Organizations***

Prepared by:

**Federal Highway Administration**

**Florida Division**

**Federal Transit Administration  
Region 4**

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## **Preface**

The Intermodal Surface Transportation Efficiency Act (ISTEA) established a requirement in 23 U.S.C. 134 and 49 U.S.C. 1607 for the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to jointly certify the transportation planning processes in metropolitan areas with over 200,000 population (i.e., Transportation Management Areas (TMAs)) at least every three years. The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) of 2005 continued this requirement, but extended the timeframe to at least every four years.

Prior to 2000, Palm Beach County, Broward County and Miami-Dade County, along with their respective Metropolitan Planning Organizations (MPOs), each comprised a Transportation Management Area (TMA). As a result of the 2000 Census, the Miami Urbanized Area now encompasses Miami-Dade, Palm Beach and Broward Counties and their respective MPOs within one TMA. As such, each MPO's certification review information is included in this one, unified report that represents the Miami TMA.

The site visit portion of the certification review process is conducted by a federal review team comprised of representatives from FHWA and FTA. The participants in each federal review team for the Palm Beach, Broward County and Miami-Dade MPO site visits are included in each MPO's individual section of this report.

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## Executive Summary

Federal Law requires the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to jointly certify the transportation planning processes of Transportation Management Areas (TMAs) at least every four years (a TMA is an urbanized area, as defined by the US Census, with a population over 200,000). A certification review generally consists of four primary activities: a site visit, a review of planning documents (in advance of the site visit), a FHWA/FTA certification report and a certification review closeout presentation.

A joint FHWA/FTA Federal Review Team conducted a review of the Miami Urbanized Area Transportation Management Area (TMA) March 15-16, April 26-27 and May 10-11, 2011. The Miami Urbanized Area Transportation Management Area consists of the Palm Beach Metropolitan Planning Organization (MPO), Miami-Dade Metropolitan Planning Organization (MPO) and Broward Metropolitan Planning Organization (MPO). Since the last certification review in May 2007, this TMA has made significant improvements to its transportation planning processes as indicated by the noteworthy practices highlighted in this report. Despite these improvements this review identified **nine** corrective actions and **twenty-two** recommendations that these MPOs need to consider for improving their planning process.

Based on the overall findings, the FHWA and FTA jointly certify that the transportation planning process of the Miami Urbanized Area Transportation Management Area, substantially meets the federal planning requirements in 23 CFR 450 Subpart C, subject to the MPO satisfactorily addressing the Corrective Actions and Recommendation associated with a deadline in this report. This certification will remain in effect until August 2015. The MPOs are encouraged to provide FHWA and FTA with evidence of satisfactory completion of the corrective actions and recommendation associated with a deadline as it occurs and prior to the noted deadline. The MPO's progress in meeting the corrective action will be monitored and evaluated during the coming year.

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# TABLE OF CONTENTS

|                        |   |
|------------------------|---|
| Preface.....           | 3 |
| Executive Summary..... | 5 |

## **PALM BEACH METROPOLITAN PLANNING ORGANIZATION**

|  |    |
|--|----|
| Section I. Overview of the Certification Process.....    | 9  |
| Section II. Palm Beach MPO Previous Findings/Update..... | 9  |
| Section III. Boundaries and Organization.....            | 14 |
| A. Description of Planning Area.....                     | 14 |
| B. Metropolitan Planning Organization Structure.....     | 15 |
| C. Agreements.....                                       | 15 |
| Section IV. Scope of the Planning Process.....           | 16 |
| A. Transportation Planning Factors.....                  | 16 |
| B. Air Quality.....                                      | 16 |
| C. Bike and Pedestrian Activities.....                   | 16 |
| D. Transit.....  | 17 |
| E. Intelligent Transportation Systems (ITS).....         | 17 |
| F. Freight Planning.....                                 | 18 |
| G. Security Consideration in the Planning Process.....   | 18 |
| H. Safety Consideration in the Planning Process.....     | 19 |
| Section V. Unified Planning Work Program (UPWP).....     | 19 |
| Section VI. Interested Parties.....                      | 19 |
| A. Outreach and Public Participation.....                | 19 |
| B. Tribal Coordination.....                              | 20 |
| C. Title VI and Related Requirements.....                | 20 |
| Section VII. Linking Planning and Environment.....       | 21 |
| Section VIII. Long Range Transportation Plan.....        | 21 |
| A. Travel Demand Modeling/Data.....                      | 21 |
| B. Financial Plan/Fiscal Constraint.....                 | 22 |
| Section IX. Congestion Management Process (CMP).....     | 22 |
| Section X. Transportation Improvement Program (TIP)..... | 22 |
| Section XI. Regional Coordination.....                   | 23 |
| Section XII. Findings/Conclusions.....                   | 23 |
| A. Noteworthy.....                                       | 24 |
| B. Corrective Actions.....                               | 25 |
| C. Recommendations.....                                  | 26 |

## **MIAMI-DADE METROPOLITAN PLANNING ORGANIZATION**

|  |    |
|--|----|
| Section I. Overview of the Certification Process.....    | 32 |
| Section II. Miami-Dade MPO Previous Findings/Update..... | 32 |

|  |    |
|--|----|
| Section III. Boundaries and Organization.....            | 36 |
| A. Description of Planning Area.....                     | 36 |
| B. Metropolitan Planning Organization Structure.....     | 36 |
| C. Agreements.....                                       | 37 |
| Section IV. Scope of the Planning Process.....           | 37 |
| A. Transportation Planning Factors.....                  | 37 |
| B. Air Quality.....                                      | 38 |
| C. Bike and Pedestrian Activities.....                   | 38 |
| D. Transit.....  | 39 |
| E. Intelligent Transportation Systems (ITS).....         | 39 |
| F. Freight Planning.....                                 | 40 |
| G. Security Consideration in the Planning Process.....   | 40 |
| H. Safety Consideration in the Planning Process.....     | 41 |
| Section V. Unified Planning Work Program (UPWP).....     | 41 |
| Section VI. Interested Parties.....                      | 41 |
| A. Outreach and Public Participation.....                | 41 |
| B. Tribal Coordination.....                              | 42 |
| C. Title VI and Related Requirements.....                | 43 |
| Section VII. Linking Planning and Environment.....       | 43 |
| Section VIII. Long Range Transportation Plan.....        | 44 |
| A. Travel Demand Modeling/Data.....                      | 44 |
| B. Financial Plan/Fiscal Constraint.....                 | 45 |
| Section IX. Congestion Management Process (CMP).....     | 45 |
| Section X. Transportation Improvement Program (TIP)..... | 46 |
| Section XI. Regional Coordination.....                   | 46 |
| Section XII. Findings/Conclusions.....                   | 47 |
| A. Noteworthy.....                                       | 47 |
| B. Corrective Actions.....                               | 49 |
| C. Recommendations.....                                  | 50 |

## **BROWARD METROPOLITAN PLANNING ORGANIZATION**

|   |    |
|---|----|
| Section I. Overview of the Certification Process..... | 55 |
| Section II. Broward MPO Previous Findings/Update..... | 56 |
| Section III. Boundaries and Organization.....         | 59 |
| A. Description of Planning Area.....                  | 59 |
| B. Metropolitan Planning Organization Structure.....  | 60 |
| C. Agreements.....                                    | 60 |
| Section IV. Scope of the Planning Process.....        | 61 |
| A. Transportation Planning Factors.....               | 61 |
| B. Air Quality.....                                   | 61 |
| C. Bike and Pedestrian Activities.....                | 61 |
| D. Transit.....                                       | 62 |
| E. Intelligent Transportation Systems (ITS).....      | 62 |

|  |    |
|--|----|
| F. Freight Planning.....                                 | 63 |
| G. Security Consideration in the Planning Process.....   | 64 |
| H. Safety Consideration in the Planning Process.....     | 64 |
| Section V. Unified Planning Work Program (UPWP).....     | 65 |
| Section VI. Interested Parties.....                      | 65 |
| A. Outreach and Public Participation.....                | 65 |
| B. Tribal Coordination.....                              | 66 |
| C. Title VI and Related Requirements.....                | 66 |
| Section VII. Linking Planning and Environment.....       | 66 |
| Section VIII. Long Range Transportation Plan.....        | 67 |
| A. Travel Demand Modeling/Data.....                      | 67 |
| B. Financial Plan/Fiscal Constraint.....                 | 68 |
| Section IX. Congestion Management Process (CMP).....     | 68 |
| Section X. Transportation Improvement Program (TIP)..... | 69 |
| Section XI. Regional Coordination.....                   | 69 |
| Section XII. Findings/Conclusions.....                   | 70 |
| A. Noteworthy.....                                       | 70 |
| B. Corrective Actions.....                               | 72 |
| C. Recommendations.....                                  | 72 |

## APPENDICES

|   |    |
|---|----|
| A. Palm Beach MPO Site Visit Participants.....            | 78 |
| B. Palm Beach MPO Site Visit Agenda.....                  | 79 |
| C. Palm Beach MPO Public Meeting Announcement.....        | 81 |
| D. Palm Beach MPO Correct Action # 4 Contract clause..... | 82 |
| E. Miami –Dade MPO Site Visit Participants.....           | 84 |
| F. Miami-Dade MPO Site Visit Agenda.....                  | 85 |
| G. Miami Dade MPO Public Meeting Summary.....             | 87 |
| H. Broward MPO Site Visit Participants.....               | 91 |
| I. Broward MPO Site Visit Agenda.....                     | 92 |
| J. Broward MPO Public Meeting Announcement.....           | 94 |
| K. Broward MPO Public Meeting Summary.....                | 95 |

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**Section I:  
Palm Beach Metropolitan Planning Organization  
(MPO)**

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# **Palm Beach Metropolitan Planning Organization (MPO)**

## **Section I. Overview of the Certification Process**

Under provisions of 23 CFR 450.334 (a) and 49 CFR 613.334 (a), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) must jointly certify the planning process of Transportation Management Areas (TMAs) “not less often than once every four years”. This four-year cycle runs from the date of the previous jointly issued Certification report. The primary purpose of a Certification Review is to formalize the continuing oversight and evaluation of the planning process.

A certification review generally consists of four primary activities. These activities include: a “desk audit” which is a review of the TMA’s main planning process documents (e.g. Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP)); a “site visit” with staffs from the TMA’s various transportation planning partners (e.g. the Metropolitan Planning Organization (MPO), Florida Department of Transportation (FDOT), local/regional transit service provider, and other participating State/local agencies), including opportunities for local elected officials and the general public to provide comments on the TMA planning process; the preparation of a “FHWA/FTA TMA Certification Review Report” that documents the certification review’s findings; and a formal FHWA Florida Division presentation of the review’s findings at a future MPO Board Policy meeting.

The review for the Palm Beach MPO was held March 15-16, 2011, in West Palm Beach, Florida. During this site visit the Federal Review Team met with the staff of the Palm Beach MPO, the FDOT, Palm Tran, committee representatives, other partnering agencies, and the public. (See **Appendix A** for a list of review team members and site visit participants and **Appendix B** for the Site Visit Agenda).

The public meeting for this certification review was held on Thursday, March 17, 2011. The purpose of the public meeting is to inform the public about Federal transportation planning requirements and allow the public the opportunity to provide input about the transportation planning process, more specifically how the process is meeting the needs of the area. The Palm Beach MPO did not receive any attendees for their public meeting, however contact information for the Federal Review Team is provided on the MPO’s website. Members of the public are given at least 15 days from the date of the public meeting to mail, fax or email their comments; they may also request a copy of the certification review report via these methods. A copy of public meeting announcement is provided in **Appendix C**.

## **Section II. Palm Beach MPO Previous Certification Findings Status/Update**

The following is a summary of the previous recommendations made by the Federal Review Team to the Palm Beach MPO. The report for the MPO’s last certification review was published in August 24, 2007. There was one corrective action and eleven recommendations.

## A. Corrective Actions:

1. **Public Involvement:** Public involvement activity evaluations and assessments made against the measures of effectiveness as defined in the PIP should be well documented. The MPO needs to create a formal evaluation process of their public involvement program and establish a baseline to implement and evaluate their measures of effectiveness as a follow-up to the procedures and methodologies for their adopted Public Involvement Plan. These measures of effectiveness should also include an assessment of the environmental justice issues within the urbanized area. This item was included as a recommendation in the last certification review in 2004, and has yet to be accomplished. **The MPO needs to present FHWA/FTA with a scheduled timeline within 30 days of the issuance of this report** that identifies when activities will occur to ensure that a baseline is established for effectiveness measures by **May 1, 2008**. FHWA/FTA can assist with providing assistance/examples if desired.

**Update:** The MPO staff developed a plan to evaluate the public involvement program and documented the results. A baseline was established using the plan. The baseline involved distribution of newsletters, public contacts, meeting notifications and similar activities. The results were submitted to FDOT and FHWA/FTA. On January 14, 2008, a letter was issued removing the certification with conditions and fully certifying the MPO.

## B. Recommendations:

1. **Public Involvement:** While the public involvement program of the MPO has made some improvements, the MPO should continue to review, evaluate and improve the public involvement process through the assessment and evaluation of current techniques and activities. It is recommended that the MPO also add meeting minutes to the website. Presently only meeting agendas are available. The MPO should use the results of the surveys, public comments from meetings and school activities to enhance the current process. The MPO should also consider integrating Palm Beach into the Community Characteristics Inventory process begun by Miami-Dade MPO to help identify and reach the various populations that comprise the area.

**Update:** Since the last certification review, the MPO has begun posting meeting minutes for the Board on the website. The staff also prepares and posts a summary of the MPO meetings on the site for those interested only in the Board's actions. The information will be expanded in 2011 to include the TAC and CAC minutes. The MPO entered into a contract with Florida International University (FIU) in May 2008, to expand the Integrated Transportation Information System (ITIS) (formerly Community Characteristics) into Palm Beach County. This program will provide information for committees and municipalities on population and socioeconomic characteristics. The program will also aggregate information for user defined areas. Outreach methodologies for an area will also be suggested.

2. **Public Involvement/SAFETEA-LU:** The passage of SAFETEA-LU changed the emphasis of the public involvement plan to more of a public participation plan, increasing the expected level of participation by the public in the development of the plan through the opportunity to participate in the actual creation of the plan, as opposed to just having the opportunity to comment on an already existing draft of the plan. As the PIP is being updated, these considerations should be included.

**Update:** The MPO's PIP was updated in 2008. During the preparation of the 2035 Long Range Transportation Plan (LRTP), the MPO held a series of public meetings throughout the county. At those meetings, the consultant and staff presented maps and data for use by participants in preparing their own transportation alternatives for the areas. The participants were also given material on the goals and objectives and asked to review and comment on these materials. This information was compiled by the consultant and used to develop the draft alternatives for the long-range plan. At later meetings, the participants were asked to rank various components of the long-range plan alternatives.

The MPO also conducted a series of charettes with the regional planning Council for transportation and land use plans around existing and future rail transit stations. The charette process started with a project overview and an opportunity for the public to develop land-use alternatives for each of the sites. Aerial photography and drawing materials were provided to smaller groups of participants, who marked up alternatives for land use and station sites. Each group presented their plan to all the other groups. Following the workshop, the regional planning council collected all of the alternatives and used those to develop the plans. The plans were presented at the end of the charette process for each site.

3. **Title VI:** The MPO should continue to work with FDOT and FHWA on addressing Title VI and Disadvantaged Business Enterprise (DBE) requirements for the MPO's processes as they are determined. The MPO needs to create formal documentation of its public involvement efforts, which will assist it with demonstrating compliance with Title VI of the Civil Rights Act of 1964. It is recommended that MPO staff continue to participate in Title VI training as provided by FDOT and FHWA to become more familiar with Title VI issues and comfortable in their efforts to address them with regards to the transportation planning process.

**Update:** The MPO staff attended various workshops and training sessions conducted by federal and state agencies for Title VI and DBE requirements. The MPO adopted the FDOT DBE process and developed Title VI procedures in line with those set forth by FDOT. The staff has been working with FDOT to report DBE participation. The staff will continue to attend training as it becomes available and to participate in the processes with FDOT.

4. **SAFETEA-LU:** The MPO should continue to review all of its planning processes and plans as they are updated to consider and include the provisions of SAFETEA-LU. FTA encourages Palm Tran and the Palm Beach MPO to develop and implement a public outreach plan for their Transportation Disadvantaged Service Plan, also known as the Human Service Transportation Plan, mandated under SAFETEA-LU. FTA encourages Miami Dade Transit (MDT) to work closely with the MPO, as well as Human Service Transportation providers within the urbanized area, on this initiative.

**Update:** The MPO continues to work with FHWA and FDOT to ensure its planning processes and plans meet the requirements of SAFETEA-LU. The 2030 LRTP was updated to reflect those requirements, and the 2035 Plan was developed using those requirements. The MPO and Palm Tran conducted a public workshop to develop the Human Service Transportation Plan for Palm Beach County. The workshop included local social service agencies, transportation service providers, users of the system and the general public. The results were used to expand the Transportation Disadvantaged Service Plan and meet federal requirements of the Human Service Transportation Plan (HSTP). A workshop will be held every three years for a major update of the HSTP. During the interim years, the MPO and Palm Tran staffs will provide an update and present it in public meetings for review and comment prior to adoption by the board.

5. **New Starts/Small Starts:** FTA encourages the use of New Starts/Small Starts guidance materials to help ensure cost estimates, and operation/maintenance figures reflect actual year-of-expenditure amounts. *Regulatory References: 23 CFR 450.316 (a) (12)*

**Update:** The MPO recently adopted 2035 LRTP developed cost estimates in present-day dollars and adjusted those to reflect year of expenditure and compared those with similar figures for revenues using the New Starts/Small Starts guidance. The results were used to develop the LRTP and interim years for roadways and mass transit services. These estimates included capital expenditures and costs for operations and maintenance.

6. **Congestion Management System (CMS):** With the passage of SAFETEA-LU in 2005, the CMS is now referred to as the Congestion Management Process (CMP), with emphasis on the process used to identify and prioritize congested corridors, the participants in the process, the development and implementation of strategies, how this information is utilized in the planning process, etc. Congestion management systems or plans can be viewed as an output of the process itself. The CMP is intended to be integrated into the overall transportation planning process, and not a stand-alone process. The MPO should review their congestion management system to determine what changes need to be made to incorporate the requirements of SAFETEA-LU, and update the CMP for integration into the 2035 LRTP.

**Update:** The CMP is primarily based on analysis of existing traffic volume in comparison with the capacity of the roadway facility. This information is compared with the adopted level of service standards for Palm Beach County and the MPO. This approach allows the MPO to identify congested corridors and intersections. These same standards were applied during the development of the 2035 LRTP on the Existing Plus Committed network and subsequent alternatives for the transportation system. The plan considered the level of service analysis in determining what facilities should be included for consideration in the LRTP. The CMP is undergoing an update at this time to expand the factors considered in developing alternatives and to compile information on current best practices and strategies for addressing congestion.

7. **Coordinated Human Service Transportation Plan:** The MPO should continue to work with and coordinate activities with Palm Tran, as well as other local Human Service Transportation providers within Palm Beach County, to ensure full compliance with the SAFETEA-LU requirement for Coordinated Planning amongst Human Service Transportation providers, as well as the Florida Commission for the Transportation Disadvantaged (CTD) required Transportation Disadvantaged Service Plan. The MPO should support coordination of the FTA and CTD requirements to ensure efforts are not duplicated and the planning process is streamlined to meet the public needs in a timely and efficient manner.

**Update:** The MPO has continued to work with and coordinate activities with Palm Tran and other human services transportation providers within the county. The requirements for the Transportation Disadvantaged Plan and Human Services Transportation Plan were reviewed to determine common elements and differences to be addressed by the MPO and Palm Tran. This coordination process allows both agencies to develop a single plan to address both federal and state requirements.

8. **Planning/ITS/Safety:** The MPO is encouraged to continue efforts to strengthen the relationship and coordination between safety and the planning process through work with local Community Traffic Safety Teams (CTSTs), Intelligent Transportation System (ITS) coalition, Safe Routes to School, and other entities with safety responsibilities. The 2035 LRTP should be consistent with and promote the implementation of the Strategic Highway Safety Plan per SAFETEA-LU.

**Update:** The MPO continues to monitor the activities of the Traffic Incident Management team for Palm Beach County. The staff attends the meetings as time and resources allow. The MPO has provided assistance to FDOT in identifying projects for the Safe Routes to School program. The MPO has also taken a strong role in promoting safety for the bicycling community through education and outreach activities with particular emphasis on immigrant communities who rely on bicycles for travel. The Strategic Highway Safety Plan was considered in the development of the 2035 LRTP.

9. **MPO Products:** In an effort to continually improve the quality of the plans and programs developed by the MPO, the comments provided by FHWA and FTA to last year's TIP and the 2030 LRTP should be considered during the development of the next TIP and 2035 LRTP.

**Update:** Comments provided by FHWA and FTA for the TIP and the 2030 LRTP were considered during the development of the 2035 LRTP and the annual TIP.

10. **Security:** The MPO is encouraged to continue their efforts to emphasize security and work to incorporate security measures and the consideration of security issues in the planning process.

**Update:** The MPO will continue to work with its transportation partners involved in the Port and airports in the provision of security for passengers and goods. These activities are limited by the need to keep security plans secure and out of the public view.

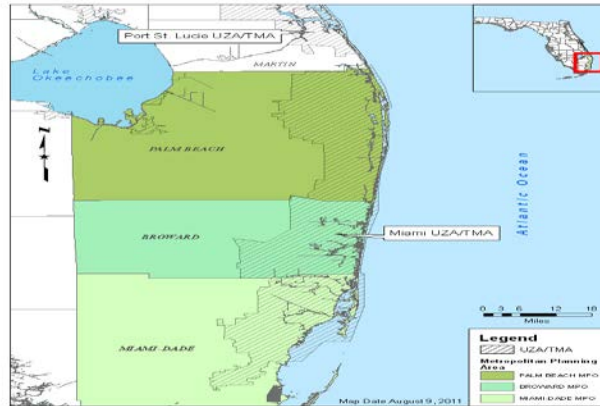
11. **Citizen Advisory Committee (CAC) Membership/Involvement:** The MPO is encouraged to continue working toward a representative composition of Palm Beach County residents on the CAC. This membership should be expanded and outreach should be conducted to draw in new CAC members in an effort to: keep vacancies filled; make participation meaningful; and have inclusive representation of all income levels and population types (including minority populations) that reside within the MPO area.

**Update:** The MPO has expanded its CAC membership and increased its efforts to attract new members to the committee. These efforts have met with limited success. However, the staff is continuing to work with the MPO board members to identify and attract new members with an emphasis on minority populations.

### **Section III. Boundaries and Organization (23CFR 450.310, 312, 314)**

#### **A. Description of Planning Area**

The Miami Urbanized Area encompasses all of Palm Beach, Broward and Miami-Dade counties. The Palm Beach portion is located in the eastern coastal portion of the county as shown on the map below in darkest shading. The Palm Beach MPO planning area encompasses the entire Palm Beach County.



## B. Metropolitan Planning Organization Structure

The Palm Beach MPO Board is comprised of 19 elected officials representing the Board of County Commissioners, the 12 largest cities, Transit agencies and the Port of Palm Beach district.

The primary responsibility of the MPO is to develop plans, policies and priorities that guide local decision making on transportation issues. The Palm Beach MPO staff includes: one MPO Staff Director, one Principal Planner, three Senior Planners and one Planner II, one Public Information Officer and an Administrative Team. The MPO staff provides day-to-day transportation planning expertise to the MPO and executes the direction of the MPO Board and its advisory committees. The Palm Beach MPO currently has the following advisory committees: the Technical Advisory Committee (TAC); Citizens Advisory Committee (CAC); and Bicycle Greenways and Pedestrian Advisory Committee (BGPAC).

For a detailed description of the Palm Beach MPO Board and Advisory Committees, please visit their website <http://www.pbcgov.com/mpo/committees/>.

## C. Agreements

The Palm Beach MPO's current agreements largely address the necessary federal and state requirements. These agreements define the roles and provide the linkages with the various partners in the transportation planning process while retaining the flexibility needed to address the concerns specific to the area. However, the MPO's staff services agreement has not been updated since 1985. Future updates to the following agreements are noted:

- The Palm Beach MPO will consider using the new model Staff Services agreement supported by the Metropolitan Planning Organization Advisory Committee (MPOAC) when preparing future revisions to their October 22, 1985 Staff Services agreement this year.
- The Southeast Florida Transportation Council (SEFTC) Interlocal Agreement calls for review every five years. The MPOs' staffs are preparing revisions for

consideration by the SEFTC Board by summer 2011. Following SEFTC review and recommendation, the agreement will be considered for adoption by the three represented MPOs (Palm Beach, Broward and Miami-Dade).

**Corrective Action:** *The Federal Review Team has provided a corrective action related to the MPO's Staff Service agreement. For more details on the corrective action related to MPO's agreements, please see Section XII.*

#### **Section IV. Scope of the Planning Process (23 CFR 450.306)**

##### **A. Transportation Planning Factors**

23 CFR 450.306 requires that the metropolitan transportation planning process explicitly consider and analyze a number of specific planning factors that reflect sound planning principles. The Palm Beach MPO addresses the required planning factors throughout the planning process and in the development of transportation planning products such as the LRTP, TIP and UPWP. The planning factors are also incorporated into the Goals, Objectives and Policies (GOPs) of the LRTP.

##### **B. Air Quality**

The Palm Beach MPO is currently in attainment for the Air Quality ozone standard. Although an attainment area, the MPO has been monitoring the changes proposed by Environmental Protection Agency (EPA) that may potentially change that status. In addition, the MPO has been working on performance measures and processes that will advance from the travel model and Congestion Management Process, in order to track air quality levels and strategies for reducing greenhouse gases.

##### **C. Bike and Pedestrian Planning Activities**

The MPO considers bicycle and pedestrian facilities to be a standard part of any roadway project approved by the Board. The MPO has created a dedicated Bicycle, Greenways and Pedestrian Advisory Committee (BPAC) to provide advice on non-motorized transportation modes. The committee is composed of representatives from county and state agencies responsible for providing transportation facilities, health and safety, planning, and users of the systems. Duties of the committee include enhancement project review, advice on specific projects for inclusion of amenities for non-motorized transportation, and guidance for inclusion of non-motorized travel in the MPO's transportation plans and programs.

The MPO compiles information on bicycle and pedestrian injury accidents and fatalities which is used to develop maps for locations with a significant number of incidents. The data is analyzed to determine the causes of the accidents and identify any contributing factors which can be addressed through design or construction to alleviate these factors. This analysis can also be used to determine if there is a need for education of bicyclists or pedestrians in the area.

The MPO works with the Palm Beach County School District to provide information on bicycle and pedestrian safety. The MPO has also conducted safety seminars with municipalities and nonprofit agencies to assist underserved populations and immigrant groups. The MPO, in conjunction with Palm Beach County Environmental Resource Management, is in the process of developing county-wide greenways and trails master plan. This plan will include multi-use paths, bicycle lanes, sidewalks, and a linked open space network. The Bicycle Greenway Plan was adopted March 2011.

***Noteworthy Practice and Recommendation:*** *The Federal Review Team has provided a noteworthy practice and recommendation to the MPO's bicycle/pedestrians efforts. For more details on the noteworthy practice and recommendation related to bike/pedestrian, please see Section XII.*

#### **D. Transit**

Transit service in Palm Beach County is primarily provided by Palm Tran, a non-profit corporation owned by Palm Beach County. Palm Tran provides fixed route bus transit service on 35 routes. Palm Tran also provides deviated route and demand response transit service. Palm Tran reports its weekday ridership has increased by more than 50% since 2005 to more than 40,000 riders per day (2011).

Palm Tran also serves Tri Rail commuter rail stations with feeder bus service. Tri Rail is operated by the South Florida Regional Transit Authority (SFRTA). Tri Rail reports an average weekday ridership of 14,000 riders per day on commuter rail with an average rail trip length of 30 miles. Other smaller operators include a trolley service in downtown West Palm Beach and a transit operator in DelRay Beach, along with several smaller community van pools. Palm Tran also operates a multi-modal center (MMC) at the local West Palm Beach Tri Rail station. The MMC provides a rail and bus station interface for AMTRAK, Greyhound, taxi and community vanpool services.

Palm Tran participates in regional transportation planning, TIP and STIP updates and by law participates in the creation of Transit Development Plans with a 10 year horizon, with annual and five year update cycles.

***Noteworthy Practices and Recommendation:*** *The Federal Review Team has provided two noteworthy practices and one recommendation to the MPO's Transit initiatives. For more details on the noteworthy practices and recommendation, related to Transit, please see Section XII.*

#### **E. Intelligent Transportation Systems (ITS)**

FDOT is responsible for the overall ITS plan for the Southeast Florida region. ITS activities are coordinated by the operating agencies responsible for the implementation and maintenance of the particular application. The MPO monitors the various plans and programs and includes these activities in the LRTP and the TIP for funding. The Congestion Management Process (CMP) and UPWP include the implementation of ITS strategies as solutions to congestion problems and measures in the transportation planning process.

The MPO has a policy for the inclusion of ITS and its components in prioritizing transportation projects. Palm Beach County has numerous projects in the implementation stages and others are currently being planned. The MPO and other local agencies participated in the planning and implementation of the Consumer Information System for transit services. This system is a part of the Advanced Traveler Information System for Palm Beach, Broward, and Miami-Dade County.

## **F. Freight Planning**

A number of freight movers and providers operate in the Palm Beach County area. These operators include local depots for national trucking firms and distribution centers for international shipping firms. There are also distribution centers for wholesale and retail companies, automobile manufacturers, food store chains, and general goods and services providers. A study of freight movement within and through Palm Beach County was completed in 2006. The recommendations from the study included changes and enhancements to the goals and objectives and measures of effectiveness for the update of the 2035 LRTP.

FDOT recently completed a regional freight study for Southeast Florida that was coordinated with the MPOs and presented to South East Florida Transportation Council (SEFTC). The regional freight study issues identified in the report were considered during preparation of the Regional LRTP.

***Recommendation:*** *The Federal Review Team has provided a recommendation for the MPO's to include the freight stakeholders in the planning process. For more details on the recommendation related to freight, please see Section XII.*

## **G. Security Considerations in the Planning Process**

The MPO requests certification from the Port of Palm Beach, County Department of Airports and the transit operator that the appropriate security measures required by federal and state agencies are being met. The MPO does not get involved in the specifics of how the security issues are addressed for security and public disclosures reasons.

The MPO maintains its Continuity of Operations Plan (COOP) and coordinates its plan with the overall Palm Beach County COOP. The MPO is an office within Palm Beach County government. As such, the MPO is included in the County's Continuity of Operations Plan. The MPO computer system is part of the County network which is backed up on a regular basis. The staff works with the County Information System Services (ISS) Department to ensure MPO information is included. Each year prior to hurricane season, the county conducts training exercises to test and evaluate the plan. Additional exercises are performed each year to test various scenarios. Following these exercises, adjustments are made to the plans as needed.

## **H. Safety Considerations in the Planning Process**

The MPO goals and policies include safety considerations as a component of the planning process. The recently adopted LRTP includes safety goals, objectives, and performance measures for the MPO area. These items were developed during the plan update process which involved the MPO advisory committees.

The safety goal in the LRTP calls for improvement to the safety of the transportation system for people and freight traffic. Objectives under this goal call for ensuring that evacuation plans are in place and up to date and that safety improvements will be provided for the highway system, transit services, seaports, rail transportation, and public airport facilities.

The MPO ensured that their safety goals were consistent with the Strategic Highway Safety Plan (SHSP). For example, the SHSP was reviewed during the preparation of the 2035 LRTP for compatibility of goals and objectives and considered during development of the Plan. The CMP also considers the emphasis areas identified in the SHSP. The intersections with high numbers of crashes are being identified in the CMP to be prioritized for improvements. Currently, the MPO is working with the FDOT District 4 to identify the major safety efforts to report for the SHSP dashboard. The SHSP emphasis on bicycle accidents is being addressed through the new Master Plan and the Staffs outreach efforts to populations with higher accident rates such as the presentation at the El Sol center for migrant laborers. The MPO has also prioritized a Transportation Enhancement project with the University of Miami Medical Center for Pediatric Head Trauma to provide instruction in elementary schools for safe travel to schools walking or bicycling.

## **Section V. Unified Planning Work Program (23 CFR 450.308)**

The Palm Beach MPO adopted their most recent Unified Planning Work Program (UPWP) on May 20, 2010. The Palm Beach MPO FY 2010/11 – 2011/12 UPWP covers transportation planning activities/products for two fiscal years and contains sufficient description of the costs and activities the MPO plans to complete. The entire document may be found at <http://www.pbcgov.com/mpo/pdf/UPWP11-12-5-26-10.pdf>.

## **Section VI. Interested Parties (23 CFR 450.316)**

### **A. Outreach and Public Participation**

(Please note: for purposes of this report the terms Public Participation Plan and Public Involvement Plan are used interchangeably)

The MPO's advisory boards include the Technical Advisory Committee, the Citizens Advisory Committee, and the Bicycle, Greenway and Pedestrian Advisory Committee. The MPO has an adopted public involvement program for Palm Beach County that outlines the program for the MPO's local outreach efforts. The MPO also works with the MPOs in Broward and Miami-Dade counties on regional transportation outreach efforts related to regional transportation projects and plans.

The MPO documents Public Involvement activities, efforts and outreach by keeping a public involvement notebook of various activities, copies of newsletters, public meeting announcements, public hearing notices, emails, correspondence, and similar items. These items are compiled into an annual volume of material. Opportunities are provided for public participation by various agencies involved in transportation services, construction, safety and enforcement, and operations. Individuals are also given an opportunity to speak during agenda items and at a specific point on the agenda at all MPO meetings.

The MPO has several activities designed to provide information to the general public on the transportation planning process. Newsletters are prepared to describe specific projects or processes used by the MPO and to highlight specific points of interest. The MPO also entered into a contract with the Florida International University in May 2008 to prepare the Integrated Transportation Information System for Palm Beach County. This is an expansion of the Community Characteristics program used by Miami-Dade County to provide information on communities and their makeup. Once completed (March 2011), this program will provide information for the MPO about population and socioeconomic characteristics. The program is also designed to recommend outreach methodologies that can be used by the MPO staff to engage the public in various settings.

***Corrective Action and Recommendations:*** *The Federal Review Team has provided one corrective action and three recommendations related to the PIP, Committee Representation and Measures of Effectiveness. For more details on the corrective actions and recommendations related to Public Involvement, please see Section XII.*

## **B. Tribal Coordination**

There are no federally recognized tribes located in this area that require formal coordination with the MPO. However, Tribal lands in Palm Beach County are located in the extreme southwest corner of the county and have no occupants or access to the transportation systems. The area is conservation/preservation and has no associated planning activities. As a result, consultation with the Tribal area is not required.

## **C. Title VI and Related Requirements**

The MPO has recently designated a staff person for Title VI and related nondiscrimination initiatives. The MPO has also adopted a policy and complaint processing procedure design to ensure that its planning process is carried out in a non-discriminatory manner. However, the MPO must list its Title VI Coordinator in publications and on the website to fully comply with federal guidance.

While MPO staff is aware of the critical role public involvement plays in Title VI compliance and has examples of innovative and targeted outreach, the MPO may not be adequately collecting evidence of or evaluating its public involvement efforts. Moreover, while the MPO's CAC includes disabled representation, it is unclear to what extent the MPO is reaching out to disabled communities and disability service groups to ensure input, especially with regard to bicycle pedestrian plans. Further, though the

MPO regularly translates vital information and provides interpretation for Spanish and Haitian-Creole, the MPO has no written LEP plan for providing language services using the required four factor analysis.

The MPO is amenable to civil rights training and participated in the 2011 FHWA/FDOT roundtable event. The MPO also took the initiative to correct minor deficiencies in its program documents immediately upon identification by the Review Team.

***Corrective Actions and Recommendations:*** *The Federal Review Team has provided three corrective actions and two recommendations in regards to the Title VI and LEP initiatives. For more details about the corrective actions and recommendations related to Title VI, please see Section XII.*

## **Section VII. Linking Planning and Environment (23 CFR 450.318)**

The MPO's Goals and Objectives provide guidance calling for maintaining/improving the environment. In determining the estimated cost for transportation projects, the cost of environmental mitigation activities has been included. These mitigation activities were identified through the consultation process with the responsible agencies for implementing the projects and the permitting agencies where appropriate

The Palm Beach MPO utilizes the ETDM screening was a part of the overall LRTP process. The process also continues through the TIP and PD&E phases for projects. Future consultation activities will address programs and measures concerning the reduction of greenhouse gases and climate impacts. Further updates to the LRTP, TIP and other programs will involve consultation with the appropriate agencies.

## **Section VIII. Long Range Transportation Plan (23 CFR 450.322)**

The Palm Beach MPO adopted their 2035 Plan October 15, 2010. The MPO's 2035 LRTP Project involved the development of a public involvement plan and the use of the Southeast Florida Regional Planning Model for the Palm Beach MPO. Major transportation projects are identified in the Cost Feasible plan. Additionally, the LRTP demonstrates its multi-modal approach by integrating highway, bicycle and pedestrian facilities, public transportation and intermodal facilities into the plan. Also, high occupancy vehicle (HOV) lanes, interchanges, and Intelligent Transportation System (ITS), and freight mobility are considered in the plan. The LRTP will serve as the primary tool for transportation planning in Palm Beach County.

The LRTP may be found at <http://www.pbcgov.com/mpo/library/2030lrtp.htm>

### **A. Travel Demand Modeling/Data**

The travel demand forecast model used by the Palm Beach MPO is the traditional four-step travel demand-forecasting model which is based on the Florida Standard Urban Transportation Model System (FSUTMS). This model was developed, and is maintained by FDOT District 4. The model uses existing and future land use to project traffic volumes on the existing and planned transportation network.

For the 2035 LRTP, the MPO used the Southeast Regional Planning Model (SERPM 6.5) that models Miami-Dade, Broward and Palm Beach counties. It is an enhanced 4-step travel demand gravity model which has added various characteristics such as time-of-day and dynamic toll modeling. The model runs on the CUBE Voyager Platform.

## **B. Financial Plan/Fiscal Constraint**

FDOT provides the Palm Beach MPO with anticipated revenues from federal and state funding programs based on the results of the Statewide Revenue Estimating Conference. The transit operator also indicates the amount of upcoming funding grants from federal and state sources. The costs and revenue estimates are used in preparing the TIP. Cost estimates for projects included in the TIP are provided by the implementing agency responsible for the project. These costs are based on current estimates and adjusted for inflation for future years. The revenue estimates are also based on current funding program estimates and adjusted for anticipated increases in the near term. There have been no significant changes to this process since the 2007 TMA certification.

## **Section IX. Congestion Management Process (CMP) (23 CFR 450.320)**

The Palm Beach MPO in cooperation with State, County and local government agencies participates in a countywide level of service analysis monitoring program which is the basis for the current roadway Congestion Management Program (CMP) for Palm Beach County. Traffic counts are taken throughout the county. These traffic volumes are compared with the standards and performance measures contained in the CMP and used to identify and map over capacity links based on Level of Service (LOS) standards. This analysis serves as Tier 1 in the two tier Congestion Management Program performance standards and provides primary guidance in the prioritization of major capacity addition projects included within the TIP.

Each year, the MPO reviews the results of the CMP process to determine if the results are logical and have identified congestion problems. Depending upon the level of concern, the CMP may undergo greater depth of review, resulting in changes to the system. However, the MPO generally conducts a major review of the CMP in conjunction with the LRTP update every five years. At the beginning of each LRTP update, the MPO evaluates the existing transportation system. This evaluation uses existing travel data and level of service standards adopted by the MPO. The results of this evaluation indicate how much of the transportation network is overcapacity, and serve as the beginning of the process to develop a long-range plan to address the shortfalls.

## **Section X. Transportation Improvement Program (TIP) (23 CFR 450.324, 326, 328, 330, 332)**

The Palm Beach MPO TIP serves as a five-year financially feasible program of improvements for all modes of travel within Palm Beach County including sidewalks,

transit improvements, bicycle facilities, and transportation enhancement activities to be funded by Title 23 USC and the Federal Transit Act, including all regionally significant transportation projects for which federal action is required. The County's Five-Year Road Program is also included in the TIP for information purposes. A current copy of the TIP may be found at <http://www.pbcgov.com/mpo/tip.htm>.

Currently, the MPO is moving toward the Interactive TIP. The MPOs within FDOT District 4 staff are in negotiations for the contract by DTSGIS Consultants.

***Corrective Action:*** *The Federal Review Team has provided a corrective action related to the TIP. For more details on the corrective action related to the TIP, please see Section XII.*

## **Section XI. Regional Coordination**

The Palm Beach MPO has entered into an interlocal agreement with the Broward and Miami-Dade MPO's to create the Southeast Florida Regional Transportation Council (SEFTC). The purpose of the council is to coordinate transportation planning on a regional basis with the South Florida MPOs, the South Florida Regional Transportation Authority, regional planning councils, the Florida Department of Transportation and the transit operators. The council's objectives include a regional long-range transportation plan, regional performance measures, a regional public involvement process and a regional project prioritization process.

The agreement also creates the Regional Transportation Technical Advisory Committee with representatives from the three MPOs, the two FDOT districts, the two Regional Planning Councils, and the four transit operators in the region. The Palm Beach MPO Executive Director serves as the chair of the Regional Transportation Technical Advisory Committee. The Palm Beach MPO staff also coordinates on an informal basis with the Martin MPO to the north. Joint meetings of the MPO chairs or boards are held on an as-desired basis. The respective staffs work together on coordination of projects related to roadways, transit services and greenways.

The MPO is involved in several projects with the South Florida Regional Transportation Authority (SFRTA). These projects include extension of commuter rail services to the northern county area and Bus Rapid Transit studies in Central Palm Beach County and along State Road 7 in the three-county area.

***Noteworthy Practice:*** *The Federal Review team commends the Palm Beach MPOs for their regional coordination initiatives. For more details on the noteworthy practice related to regional coordination, please see Section XII.*

## **Section XII. Findings/Conclusions**

The following items represent a compilation of the findings that are included in this 2011 certification review report. These findings, which are identified as noteworthy practices, corrective actions and recommendations, are intended to not only ensure continuing regulatory compliance of the Palm Beach MPO transportation planning process with federal planning requirements, but to also foster high-quality planning practices and

improve the transportation planning program in this TMA. Recommendations reflect national trends and best practices, and are intended to provide assistance to the TMA to improve the planning process. The Corrective Actions reflect required actions for compliance with the Federal Planning Regulations and must be completed within the timeframes noted.

## A. Noteworthy Practices

1. **Bicycle/Pedestrian:** The MPO has retained a consultant to prepare a Bicycle Master Plan that covers the county. The master plan will include guidelines for consideration of bicycles in developing future transportation corridor plans and reconstruction of existing roadway facilities. Crash data was also reviewed during the development of this plan to identify any high crash locations for bicycle users. The Plan will produce a list of projects by category for use in future project development. During the site visit the MPO staff also discussed with the team the desire to create a bicycle suitability map which will enable bicycle users to determine the safest route to take, based on their desired destination. Subsequently after the site visit, the Master Plan was approved by the board.
2. **Transit:** PalmTran is commended for their participation in the Transportation Coordination Board which develops a human service transportation plan. This involvement clearly results in a high level of interaction to better serve the elderly and the disabled populations. In this way, Palm Tran is “enabling” persons who might otherwise request a much more expensive American Disability Act (ADA) para transit demand response trip to ride fixed route service; while increasing the self sufficiency of the rider in a time of declining revenues for Palm Tran.
3. **Transit:** While ridership has greatly increased since 2005, available funds from property tax levies have fallen due to the recession. It is notable that the use of 70% of the available local option gas tax revenues amounting to approximately \$8.0 million per annum are used to help Palm Tran with operating costs.
4. **Regional Coordination:** The MPO is commended for their leadership in the regional coordination efforts and active participation on the Southeast Florida Transportation Council (SEFTC). SEFTC covers an area served by the three Miami Urbanized Area MPOs, two FDOT districts, two regional planning councils, a regional transportation authority, three county transit operators, three deep water ports, and three international airports. During the site visit, the Federal Review team was able to hear several examples of how the Palm Beach staff, under the leadership of the Executive Director, has played a major role in the regional coordination success of planning partners located in South Florida. Members from both the Regional Transit Agency, partnering MPOs as well as FDOT commended the efforts of the Executive Director for his leadership in

coordinating the efforts of the Palm Beach, Miami-Dade and Broward County MPOs; which has resulted in several projects such as Regional Freight Study, South Florida East Coast Corridor Transit Study (SFECC) and SunGuide Program to be implemented.

## **B. Corrective Actions**

1. **Agreements:** MPO Structure- Pursuant to 23 CFR 450.314 (a) the MPO, the State(s), and the public transportation operator(s) shall cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process. These responsibilities shall be clearly identified in written agreements among the MPO, the State(s), and the public transportation operator(s) serving the Metropolitan Plan Area. The Palm Beach MPO Staff Services agreement was last updated in 1985. Many of the provisions provided in the agreement are no longer reflective of the current practices of the MPO staff and needs to be updated so that the principles of the agreement more closely define the mutual responsibilities in carrying out the metropolitan transportation planning process. **The MPO staff needs to update, revise and sign this staff services agreement by March 15, 2012.**
2. **Public Involvement:** In accordance with 23 CFR 450.316 (A)(1) “(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for: (i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP; (ii) Providing timely notice and reasonable access to information about transportation issues and processes”. In reviewing the Public Participation Plan (PPP), the Federal Review team noted that there is not enough information included about how the public can get engaged in the planning process. For example, the plan does not outline when, where and what time the MPO’s advisory committee meets nor is there information about how a member of the public can join the committee. Therefore while this information is clearly available on the MPO’s website the regulations call for this information to be included in the PPP and be available for those that either do not have access or are limited in their ability to access this information via the web. **The MPO needs to update their Public Participation Plan to reflect the public involvement opportunities by March 15, 2012.**
3. **Title VI:** The MPO Title VI Coordinator information is not shared with the public in the MPO’s policies or complaint filing procedures. 23 CFR 200.9(b) requires State Highway Agencies and their recipients to name the Title VI Coordinator as well as to broadly post and disseminate the information. **This information is required to be posted on the MPO’s website by November 1, 2011.**

4. **Title VI:** Palm Beach MPO has chosen to use the FDOT nondiscrimination assurance as its Title VI policy statement. This assurance requires the insertion of a contract clause known as Appendix A (see **Appendix D** for example), which is neither included as part of the policy nor available to the public. If the MPO chooses the assurance as its policy statement, it must include the entire document as part of the policy and ensure that the information is broadly posted and disseminated. As an alternative, the MPO could develop a Title VI policy statement separate from the assurance it provides to FDOT and FHWA. **The MPO needs to begin utilizing the full contract clause or develop a policy statement by November 1, 2011.**
5. **Title VI:** Palm Beach MPO has no Limited English Proficiency (LEP) Plan as required by Executive Order 13166 and related U.S. Department of Justice guidance. Like all federal-aid recipients, the MPO must conduct an analysis of programs, services and activities using the four factor test and generate a written plan for providing LEP services when necessary. **This LEP plan needs to be completed by November 1, 2011.**
6. **Total Project Cost in Transportation Improvement Plan (TIP):** In the past, a broader interpretation for federal regulations provided flexibility such that total project cost could be interpreted as total cost per project phase within the TIP/STIP. However, recent clarification requested by FDOT and provided by FHWA distinctly states that total project cost is defined as the total cost for all phases of a project. The TIP must include for each project the estimated total project cost(s), which may extend beyond the timeframe of the TIP in accordance with 23 CFR 450.324(e)(2). In reviewing the TIP, it was observed that the projects shown in the document display only the expenditures during the five year timeframe. The TIP does not display the total project costs which may extend beyond the timeframe of the TIP. FHWA will work with FDOT and Florida MPO's to sufficiently address this requirement during the coming year. **The MPO staff needs to update, revise and obtain MPO Board approval of a new TIP which displays total project cost(s) by June 30, 2012.**

### C. Recommendations

1. **Bicycle/Pedestrian:** The Bicycle Pedestrian Committee appears to have no representation by the disabled community and the Bike Master Plan was developed without specific outreach to or input by the disabled or disability service groups. The Review Team understands that the CAC approved the plan and that this committee has at least one disabled member. However, as accessible pedestrian features are of critical importance to the disabled, the MPO should work towards disabled membership on the BPAC. Failing this, it should develop strong and documented partnerships with disability service groups and ensure they have the opportunity to participate in and comment on programs, services and activities likely to affect their service population.

2. **Transit:** The universal “smart” card project has been an ongoing effort in the region among Broward and Miami-Dade Transit agencies. The Federal Review team recommends that the MPO work with the two MPOs and four other Transit agencies to develop a strategy for a universal fare card for the Miami Urbanized area.
3. **Freight:** Pursuant to SAFETEA-LU’s emphasis on the importance of incorporating providers of freight and freight stakeholders in the planning process, the Federal Review Team recommends the creation of a process to continue to incorporate the freight perspective in the MPO’s planning process. Recognizing that while this engagement may be limited due to circumstances beyond staff’s control, the Review team recommends that the MPO staff make a concerted effort to incorporate freight providers’ perspectives into their planning process and products through a variety of approaches.
4. **Public Involvement:** While the MPO has begun scrapbooking public involvement activities, it could expand these efforts to better demonstrate measures of effectiveness. An excellent but lone example of this type of documentation was provided by the MPO in the form of its bicycle safety outreach to a migrant community.
5. **Public Involvement/CAC Membership:** In the previous certification report, the team recommended that the staff continue their efforts to achieve citizen representation on the MPO’s advisory committees that reflects the composition of Palm Beach County. Recognizing that this effort may not be the easiest task, the Federal Review team recommends and strongly encourages MPO staff focus their efforts and develop a strategy to achieve this goal.
6. **Public Involvement:** Public Involvement: According to the MPO’s Public Participation Plan “A report describing and evaluating public involvement efforts and strategies will be developed by Public Involvement staff and the CAC by October 1 each year. The Report will be provided to the Palm Beach MPO and all committee members, made available on MPO’s website and publicized in Palm Beach MPO “Transportation Matters.” During the desk audit and site visit the Federal Review Team did not find this information readily available on the MPO’s website nor was information provided comprehensively to the review team during the site visit. Since that time, the MPO provided the Federal Review Team the documentation dated back to 2007. This information was reviewed and is satisfactory. However, the document should be on the website per the MPO’s PPP. It is also recommended that MPO staff develop a process which more adequately documents the measures the effectiveness of the strategies contained in their Public Participation Plan. This document can either be a standalone plan or a part of the MPO’s Public Participation Plan. In either instance, the process for which this plan is produced must follow the detail outlined in the Public Participation Plan document.

7. **Title VI**: At a minimum the MPO should include a brief nondiscrimination statement as part of its public meeting announcements and other documents soliciting the involvement of the public. Ideally, the MPO might include this statement on any document intended for the public. This is a strong practice that emphasizes the MPO's commitment to nondiscrimination.
  
8. **Title VI**: The MPO should consider translating its Title VI policy and complaint procedures into Spanish at a minimum, as well as into any other languages identified as having significant LEP presence. As with all nondiscrimination documentation, the translated versions should be broadly posted and easily accessible to the public.

Based on the overall findings, the FHWA and FTA jointly certify that the transportation planning process of the Palm Beach Metropolitan Planning Organization, substantially meets the federal planning requirements in 23 CFR 450 Subpart C, subject to the MPO satisfactorily addressing the Corrective Actions stated in this report. The MPO is encouraged to provide FHWA and FTA with evidence of satisfactory completion of the corrective actions on or before the dates stated with each corrective action. This FHWA/FTA certification will remain in effect until **August 2015**.

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## **SECTION II**

### **Miami-Dade Metropolitan Planning Organization (MPO)**

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## **Miami-Dade Metropolitan Planning Organization (MPO)**

### **Section I. Overview of the Certification Process**

Under provisions of 23 CFR 450.334 (a) and 49 CFR 613.334 (a), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) must jointly certify the planning process of Transportation Management Areas (TMAs) “not less often than once every four years”. This four-year cycle runs from the date of the previous jointly issued Certification report. The primary purpose of a Certification Review is to formalize the continuing oversight and evaluation of the planning process.

A certification review generally consists of four primary activities. These activities include: a “desk audit” which is a review of the TMA’s main planning process documents (e.g. Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP)); a “site visit” with staffs from the TMA’s various transportation planning partners (e.g. the Metropolitan Planning Organization (MPO), Florida Department of Transportation (FDOT), local/regional transit service provider, and other participating State/local agencies), including opportunities for local elected officials and the general public to provide comments on the TMA planning process; the preparation of a “FHWA/FTA TMA Certification Review Report” that documents the certification review’s findings; and a formal FHWA Florida Division presentation of the review’s findings at a future MPO Board Policy meeting.

The review for the Miami-Dade MPO was held April 26-27, 2011, in Miami, Florida. During this site visit the Federal Review Team met with the staff of the Miami-Dade MPO, the FDOT, Transit Agency, committee representatives, other partnering agencies, and the public. (See **Appendix E** for a list of review team members and site visit participants and **Appendix F** for the Site Visit Agenda)

The public hearing for this certification review was held on Wednesday, April 27, 2011. The purpose of the public meeting is to inform the public about Federal transportation planning requirements and allow the public the opportunity to provide input about the transportation planning process, more specifically how the process is meeting the needs of the area. Several members of the public attended the public meeting. For those that could not attend the public meeting or who did not want to speak at the public meeting, contact information for the Federal Review Team was provided. Members of the public are given at least 15 days from the date of the public meeting to mail, fax or email their comments; they may also request a copy of the certification review report via these methods. A summary of the public meeting is provided in **Appendix G**.

### **Section II. Miami-Dade MPO Previous Certification Findings Status/Update**

The following is a summary of the previous recommendations made by the Federal Review Team to the Miami-Dade MPO. The report for the MPO’s last certification

review was published in August 24, 2007. There were no corrective action and eight recommendations.

### **C. Corrective Actions:**

No Corrective Actions

### **D. Recommendations:**

**1. Agreements:** The MPO is strongly encouraged to update and/or initiate agreements between Miami- Dade MPO and Miami-Dade Transit, as well as other transportation entities within the region, such as the South Florida Regional Transportation Authority. Regulatory references: 23 CFR 450.310 (b) and 23 CFR 450.318 (a).

**Update:** Agreements are in place with Miami Dade Transit (MDT), the South Florida Regional Transportation Authority (SFRTA), the Broward MPO, The Palm Beach MPO, and the South Florida Regional Planning Council (SFRPC). Regional Coordination has consistently occurred since early 1990s with air quality conformity determinations in the Southeast Florida airshed comprised of Broward, Miami-Dade and Palm Beach Counties. All listed agencies are part of the Transportation Improvement Plan (TIP) and Long Range Transportation Plan (LRTP) Steering Committees in Miami-Dade County.

**2. Congestion Management System (CMS):** The next update of the CMS is scheduled for 2009. With the passage of SAFETEA-LU in 2005, the CMS is now referred to as the Congestion Management Process (CMP), with emphasis on the process used to identify and prioritize congested corridors, the participants in the process, the development and implementation of strategies, how this information is utilized in the planning process, etc. Congestion management systems or plans can be viewed as an output of the process itself. The CMP is intended to be integrated into the overall transportation planning process, and not a stand-alone process. The MPO should review their congestion management system to determine what changes need to be made to incorporate the requirements of SAFETEA-LU, and update the CMP for integration into the 2035 LRTP. The MPO should look to further improve their CMP as a planning tool by establishing performance measures. Striving for these measures could then guide project selection at the corridor level, and the selection of specific congestion mitigation solutions at the project level. The MPO should include documentation of proven successes of implemented congestion management strategies in their CMP/CMS.

**Update:** The 2009 CMP Update was completed in October 2009. This study was fully coordinated with the 2035 Long Range Transportation Plan (LRTP) adopted on the same date. Both studies were conducted parallel to provide consistency through the process. As a result, the CMP congested corridors were included in the 2035 LRTP. The 2009 CMP Update also listed a set of goals and objectives consistent with the 2035 LRTP and a tool box of strategies that will be used during the future

evaluation of those congested corridors. The performance measures for the CMP are also tied to the 2035 LRTP. This new approach will allow the integration and integrity of the process. As a result of this approach, the 2035 LRTP includes an interactive application that illustrates the CMP corridors and examples of the strategies that could be considered in future developments. Also, one of the recommendations of the 2035 LRTP is to set aside funds fully dedicated to CMP projects. More detailed information is provided in Section “R” of the LRTP regarding the CMP. Regarding proven successes of the Miami-Dade CMP, in the past, the Federal Highway Administration (FHWA) listed on their website the Resourceful Use of Streets and Highways (RUSH) Program implemented in Miami-Dade as one of the best practices nationwide.

**3. SAFETEA-LU:** The MPO should continue to review all of its planning processes and plans as they are updated to consider and include the provisions of SAFETEA-LU. As the 2035 LRTP gets underway, consistency with the Strategic Highway Safety Plan should be demonstrated. The passage of SAFETEA-LU changed the emphasis of the Public Involvement Plan (PIP) to more of a public participation plan, increasing the expected level of participation by the public in the development of the plan through the opportunity to participate in the actual creation of the plan, as opposed to just having the opportunity to comment on an already existing draft of the plan. As the PIP is being updated, these considerations should be included.

**Update:** The Strategic Highway Safety Plan was considered in the development of the Goals and Objectives for the 2035 LRTP (see page 2-3). The public involvement plan was very focused on engaging the public, rather than simply informing the public. The 2035 LRTP development process included 12 public meetings (not including public hearings) relative to the 6 held in the 2030 LRTP update. The public involvement program for the 2035 LRTP update included several interactive tools:

- Blocks and ribbons
- Option finder surveys
- Interactive website (see page 4-7 to 4-13 of the LRTP).

**4. MPO products:** In an effort to continually improve the quality of the plans and programs developed by the MPO, the comments provided by FHWA and FTA to last TIP and the 2030 LRTP should be considered during the development of the next TIP and 2035 LRTP.

**Update:** FHWA comments from the 2030 LRTP update and TIP were considered and addressed in the respective parts of the 2035 LRTP and the current TIP.

**5. ICAR agreement:** The MPO should continue to pursue the finalization of the Intergovernmental Coordination and Review (ICAR) and Operators of Public Transportation Coordination Joint Participation Agreement with the Florida Department of Transportation, South Florida Regional Planning Council, and Miami-

Dade County. Currently, the agreement is in its final stages of review by the participating parties and will subsequently be scheduled for MPO Board approval.

**Update:** There is overall consensus among the parties regarding the Intergovernmental Coordination and Review (ICAR) agreement. The only issue delaying the joint approval has been the conflict resolution by third party which has raised concerns still in the works by FDOT and Miami-Dade. The MPOs' staffs are preparing revisions for consideration by the SEFTC Board by summer 2011.

**6. Transit:** FTA encourages the use of New Starts/Small Starts guidance materials to help ensure cost estimates, and operation/maintenance figures reflect actual year of expenditure amounts. Regulatory References: 23 CFR 450.316 (a) (12)

**Update:** Miami Dade County does not currently have any projects in the New Starts or Small Starts process.

**7. Transit / SAFETEA-LU:** The MPO should work with and coordinate activities with Miami-Dade Transit (MDT), as well as other local Human Service Transportation providers within Miami Dade, to ensure full compliance with the SAFETEA-LU requirement for Coordinated Planning amongst Human Service Transportation providers. There's a significant amount of work which should be done to make the existing Transportation Disadvantaged plan compliant with the SAFETEA-LU mandated Human Service Transportation plan.

**Update:** The Transportation Disadvantaged Service Plan (TDSP) is compliant with the state and the Human Service Transportation Plan is compliant with SAFETEA-LU. MDT is also in compliance with Coordinated Planning with the Human Service Transportation providers, agencies and programs through their coordination of transportation services for the disadvantaged. The MPO and MDT conduct public outreach for the disadvantaged transportation programs and services to providers, agencies and programs.

**8. Transportation Disadvantaged:** Miami-Dade Transit is encouraged to develop and implement a public outreach plan for their Transportation Disadvantaged Service Plan, also known as the Human Service Transportation Plan, mandated under SAFETEA-LU. FTA encourages MDT to work closely with the MPO, as well as Human Service Transportation providers within the urbanized area, on this initiative.

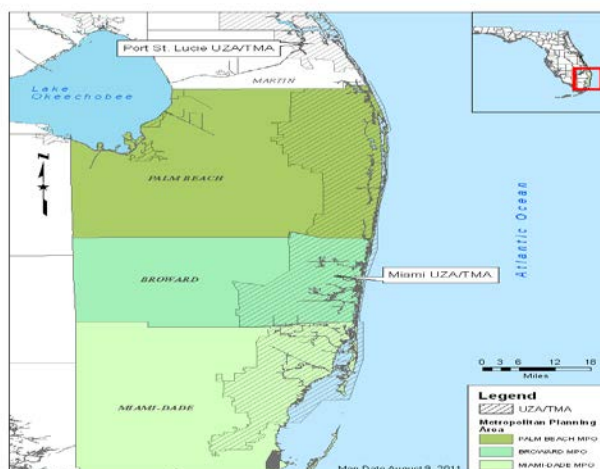
**Update:** The MPO generates major planning documents that require public input and community consensus. As a result, they are made available by applying various outreach strategies for the public to review and respond to. The TDSP is an annually updated plan jointly developed by the Miami-Dade MPO and Miami-Dade Transit, which is also the agency that serves as the Community Transportation Coordinator (CTC) for Miami-Dade County. As per Florida State Statute 427 and Chapter 41-2, the TDSP contains a development, service and quality assurance component for both sponsored and non-sponsored trips for the poor, disabled, seniors, unemployed, homeless and children and adults at-risk. The TDSP is included as a major document

in the MPO's Public Involvement Plan whereby it is developed through a process that includes representatives of public, private and non-profit transportation and human services providers and participation by the public. The Miami-Dade County Local Coordinating Board (LCB) reviews and approves the Plan, which is then submitted to the Florida Commission for the Transportation Disadvantaged (CTD) for final approval.

### Section III. Boundaries and Organization (23CFR 450.310, 312, 314)

#### A. Description of Planning Area

The Miami Urbanized Area encompasses all portions of Palm Beach, Broward and Miami-Dade counties. The Miami-Dade portion is located at the southeastern tip of the State of Florida. Only Monroe County stretches further south. The total land area of the County is 1,944 square miles, making it the third largest among Florida's 67 counties. The MPO planning area encompasses the entire Miami-Dade County. Also, The County has sole responsibility for land use planning in the unincorporated area.



#### B. Metropolitan Planning Organization Structure

The Miami-Dade MPO Board is comprised of 23 voting members which includes elected officials representing the Board of County Commissioners, two appointees by the Governor of Florida (which include an elected official to represent municipal interests and a citizen who does not hold an elective office and resides in the unincorporated area of Miami-Dade County), a member of the Miami-Dade Expressway Authority (MDX), a member of the Miami-Dade County Public School Board, and an elected official from each city with over fifty-thousand (50,000) residents in Miami-Dade County.

The primary responsibility of the MPO is to develop plans, policies and priorities that guide local decision making on transportation issues. The Miami-Dade MPO staff

includes: Acting Director, Administrative coordinator, Office Specialist, Financial/Grant Manager, Bicycle/Pedestrian Specialist and Officer, Public Involvement Specialist and Officer, Transportation System Analyst, four Transportation System Managers, Systems Analyst Programmer and a Clerk of the Board. The MPO also have the following advisory committees: Bicycle Pedestrian Committee (BPAC), Citizens Transportation Advisory Committee (CTAC), Freight Transportation Advisory Committee (FTAC), and Local Coordinating Board (LCB),

### **C. Agreements**

The Miami Dade MPO current agreements meet the necessary federal and state requirements. These agreements define the roles and provide the linkages with the various partners in the transportation planning process while retaining the flexibility needed to address the concerns specific to the area. However, the MPO has noted future updates to the following:

- The MPO is in the final process of executing an Intergovernmental Coordination Review and Operators of Public Transportation Coordination Joint Participation Agreement with the FDOT, Southeast Florida Transportation Council (SEFTC) and Miami Dade County. However, the MPO currently has a transportation planning process to develop transportation plans and programs for the metropolitan planning area.
- The Southeast Florida Transportation Council (SEFTC) Interlocal Agreement calls for review every five years. The MPOs' staffs are preparing revisions for consideration by the SEFTC Board by summer 2011. Following SEFTC review and recommendation, the agreement will be considered for adoption by the three represented MPOs (Palm Beach, Broward and Miami-Dade).

***Recommendation:*** *The Federal Review Team provided one recommendation related to MPO's Agreement in the planning process. For more details about this recommendation please see Section XII.*

## **Section IV. Scope of the Planning Process (23 CFR 450.306)**

### **A. Transportation Planning Factors**

23 CFR 450.306 requires that the metropolitan transportation planning process explicitly consider and analyze a number of specific planning factors that reflect sound planning principles. The Miami-Dade MPO addresses the required planning factors throughout the planning process and in the development of transportation planning products such as the LRTP, TIP and UPWP. The planning factors are also incorporated into the Goals, Objectives and Policies (GOPs) of the LRTP.

## **B. Air Quality**

The Miami-Dade MPO is currently an attainment area for Air Quality. Although an attainment area, the MPO has been monitoring the changes proposed by the Environmental Protection Agency (EPA). The MPO has been working on performance measures and processes that will advance from the travel model and Congestion Management Process in order to track air quality levels and strategies for reducing greenhouse gases.

In addition, the MPO has been working with other partners in developing the first Miami-Dade County Sustainability Plan (branded Green Print).

## **C. Bike and Pedestrian Planning Activities**

The MPO has a full-time Bicycle/Pedestrian Coordinator that is responsible for providing staff support to the Bicycle/Pedestrian Advisory Committee, managing the Transportation Enhancements Program, managing non-motorized transportation studies funded through the UPWP, preparing the non-motorized sections of the Long Range Transportation Plan and Transportation Improvement Program, coordinating with local governments and other organizations on safe routes to school, managing the Bike & Ride program, promoting health and providing safety education.

The MPO's Bicycle/Pedestrian Advisory Committee (BPAC) is made up of citizens appointed by the MPO Governing Board to review plans and projects and raise issues relevant to non-motorized transportation. The committee is involved in reviewing bicycle and pedestrian plans and relevant planning studies, which included the recent update to the MPO's Bicycle/Pedestrian plan.

The MPO participates in the Public Schools Community Traffic Safety Team (CTST) which is chaired by the Miami-Dade County Public Schools. The CTST coordinates the Safe Routes to School infrastructure program with the FDOT Safety Engineer and reviews other school transportation safety issues. An MPO representative is also on the task forces of the WalkSafe and BikeSafe safety education programs, through the University of Miami's Miller School of Medicine. The MPO also participates in the Miami-Dade County Injury Prevention/Safe Kids Coalition, which is chaired by representatives of Jackson Memorial Hospital and Miami Children's Hospital.

The MPO's Bicycle/Pedestrian Program distributes a large amount of information. According to staff, maps are available on biking and walking facilities, brochures on safety, bike/transit integration and law enforcement. Most material is sent out in response to requests from the public. However, maps and brochures are also picked up from the Bike/Pedestrian Kiosk at the Government Center Metrorail Station, and material is distributed in bulk to other agencies for distribution including Miami-Dade Public Schools, local police departments and elderly centers. Additional information regarding the MPO's Bike and Pedestrian efforts may be found at

[http://www.miamidade.gov/mpo/docs/MPO\\_bikeped\\_mobility\\_plan\\_miami\\_dda\\_201103.pdf](http://www.miamidade.gov/mpo/docs/MPO_bikeped_mobility_plan_miami_dda_201103.pdf).

## D. Transit

Transit service in Miami-Dade County is primarily provided by Miami-Dade Transit (MDT), a unit of county government in Miami-Dade County. Miami-Dade Transit provides fixed route bus transit service on 95 routes, as well as American Disabilities Act (ADA) para-transit service, heavy rail transit for approximately 22 miles; and people mover service. MDT is the largest transit agency in Florida. Miami-Dade Transit also provides trolley services, and enhanced and express bus service in select corridors with and several routes extending into Broward and Monroe Counties. Miami-Dade Transit reports its average weekday ridership has increased since 2005.

Miami-Dade Transit (MDT) currently serves as the Community Transportation Coordinator (CTC) for Miami-Dade County. MDT is committed to the coordinated delivery of Transportation Disadvantaged (TD) services in Miami-Dade County and to maintaining service standards. By MPO resolution, the MPO Governing Board designated MDT as the CTC of the TD for Miami-Dade County in February 2006 for a five year period.

Miami-Dade Transit participates in regional transportation planning, TIP and STIP updates with the MPO and FDOT; and by law, participates in Transit Development Plans with a 10 year horizon, with annual and five year update cycles.

***Noteworthy Practices and Recommendation:*** *The Federal Review Team commends the MPO's Transit initiatives with three noteworthy practices and provides one recommendation. For more details on the noteworthy practices and recommendation, related to Transit, please see Section XII.*

## E. Intelligent Transportation Systems (ITS)

FDOT is responsible for the overall ITS plan for the Southeast Florida region. ITS investments are identified in both the LRTP and the TIP, which have successfully competed with other transportation investments in the LRTP and have been recommended for funding in previous years in the TIP. The CMP and UPWP also include the implementation of ITS strategies as solutions to congestion problems and measures in the transportation planning process.

The MPO has adopted a policy in its priority list that calls for the inclusion of ITS and its components in transportation projects. The MPO developed the first Miami-Dade ITS Countywide Plan in 1997, followed by a Fiber-Optics Network Plan. As time went by, ITS moved on from planning to system operations, and day-to-day ITS management moved to the SUNGUIDE Team in 2007.

The MPO and other local agencies participated in the planning and implementation of the Consumer Information System for transit services. This system is a part of the Advanced Traveler Information System for Palm Beach, Broward, and Miami-Dade Counties.

## **F. Freight Planning**

The MPO created a Freight Transportation Advisory Committee (FTAC) that meets monthly. Its purpose is to advise the MPO Board on freight issues in the County. The FTAC is composed of individuals appointed by the MPO Board that are active in or knowledgeable of the freight industry. There are no public agency members of the committee, although the Airport, Seaport, FDOT, MDX and the Department of Public Works regularly volunteer to participate in the FTAC meetings.

Recognizing the importance of freight and freight movement, this committee has supplied input to the UPWP, recommending such studies as the Freight Master Plan, Rail Access to the Port of Miami, Truck Route Study, Central Miami Freight Zone Study and Freight Movement Studies for Doral and Medley. The MPO developed a Freight Plan on a parallel track to the LRTP. As such, the performance measures included in the Freight Plan are the same measures included in the 2035 LRTP. In addition, the Miami-Dade Freight Plan was incorporated into the Regional Freight Plan prepared by FDOT District 4. Recently the MPO staff submitted a Freight/ITS project idea in one of the area's heaviest freight districts for consideration by the FHWA as a potential demonstration project. Although award winners have not been announced, staff noted that the HQ staff was quite impressed by the Freight/ITS considerations included in the project.

***Noteworthy Practice:*** *The Federal Review Team commends the MPO staff for their efforts related to Freight in the planning process. For more details about this Noteworthy Practice please see Section XII.*

## **G. Security Considerations in the Planning Process**

The Strategic Highway Network (STRAHNET) facilities are given special emphasis due to their relevance in the national defense forefront. The MPO locally coordinated and recommended approval that SW 288th Street, from US 1 to the Homestead Air Reserve Base be designated as a STRAHNET Connector due to its function of connecting the base to both the Homestead Extension of the Florida Turnpike and to US 1.

The Miami-Dade Transit, per the mandate of FTA, maintains a system safety program plan and system security emergency preparedness plan. These plans explain how Miami-Dade transit addresses any kind of hazards and procedures for a secure environment.

The MPO maintains its Continuity of Operations Plan (COOP) which has been tested twice. A COOP is a requirement of every agency in the County. The MPO's COOP includes contingency plans in the event of a major disaster which includes plans for: off-site backups of the MPO's computer system, alternate office facilities for use if the MPO offices are unavailable, emergency contact plans for MPO employees, and a downtown meeting place in the case of an event during working hours.

## **H. Safety Considerations in the Planning Process**

The MPO's goals and policies include safety considerations as a component of the planning process. The recently adopted LRTP includes safety goals, objectives, and performance measures for the MPO area which are also consistent with the Strategic Highway Safety Plan (SHSP). For example, the MPO in coordination with Public Works funded a traffic crash data management system (safety database). This database has allowed the MPO to develop several bicycle and pedestrian projects that address safety, including the National Highway Safety Traffic Administration (NHTSA) Pedestrian Safety Demonstration and Evaluation project, multiple Safe Routes to School plans, the Bike Safety Program Plan and the Bicycle Safety Education Program. The MPO's traffic crash data is also reviewed by FDOT for the implementation of safety projects.

The safety goal in the LRTP calls for an increase for the safety of the transportation system for motorized and non-motorized users. Objectives under this goal are to ensure that the data is in place and up to date and that safety improvements will be provided for the highway system, transit services, seaports, rail transportation, and public airport facilities.

## **Section V. Unified Planning Work Program (23 CFR 450.308)**

The Miami-Dade MPO adopted their most recent Unified Planning Work Program (UPWP) on June 17, 2010. The Miami-Dade MPO FY 2010/11 – 2011/12 UPWP covers transportation planning activities/products for two fiscal years and contains sufficient description of the costs and activities the MPO plans to complete. The entire document may be found on their website: [http://www.miamidade.gov/mpo/docs/MPO\\_upwp\\_2011\\_2012.pdf](http://www.miamidade.gov/mpo/docs/MPO_upwp_2011_2012.pdf)

## **Section VI. Interested Parties (23 CFR 450.316)**

### **A. Outreach and Public Participation**

(Please note: for purposes of this report the terms Public Participation Plan and Public Involvement Plan are used interchangeably)

The MPO's advisory boards include the Citizens Transportation Advisory Committee (CTAC), the Bicycle Pedestrian Advisory Committee (BPAC), the Transportation Aesthetics Review Committee (TARC) and the Freight Transportation Advisory Committee (FTAC). The MPO also has the following steering committees: the TIP Development Committee, the LRTP Steering Committee and the UPWP Development Committee.

The MPO documents Public Involvement activities, efforts and outreach by keeping a public involvement database and portfolio. During the site visit the MPO staff provided the Federal Review team a binder which highlighted the efforts of staff for the past four years, a welcomed addition to the site visit. The binder included pictures of outreach efforts, copy of media advisories, annual surveys and MPO brochures and newsletters. Each year the MPO holds a televised meeting for its Transportation Improvement Program (TIP). This interactive meeting is co-hosted by the Chairs of the four MPO citizen committees. Representatives from each transportation agency presents highlights of their planned projects and receives questions and comments from the public in attendance and from those that are phoned, faxed or e-mailed in before and during the meeting. This meeting is advertised on the web, the radio and through media advisories to all local newspapers.

Each year the Annual MPO Newsletter is mass distributed, which is an effective educational tool containing a "year in transportation activities" snapshot. Each year the newsletter is distributed to 700,000 Miami-Dade County residents in English, Spanish and Creole as an insert in numerous community newspapers. The newsletter is also posted on the MPO website where it is made available in three languages.

The MPO, in coordination with Miami-Dade County's Communications Department, coordinates the Public Service Announcement (PSA) Contest among all applicable college and high schools in Miami-Dade County. The purpose of the contest is to both educate students about the role of the MPO and to utilize their creativity to promote a specified transportation topic in Miami-Dade County in 30-second spots. Students have a chance to compete against one another in order to showcase their talent and TV production ability in this very competitive contest.

***Noteworthy Practices and Recommendation:*** *The Federal Review Team commends the MPO staff for their efforts related to Public Involvement/Participation in the planning process with three noteworthy practices and provides one recommendation related to public involvement. For more details about these items, please see Section XII.*

## **B. Tribal Coordination**

The Miccosukee Tribe of Indians of Florida is a federally recognized Indian Tribe. The Tribal lands in Miami-Dade County are located in the southwest corner of the county and are not accessible to the general public by general transportation modes. As such, no consultation regarding access by transportation facilities is necessary. However, the MPO continues providing information to the Miccosukee Tribal Government regarding

the Transportation Planning Process for the Miami Urbanized Area. The MPO effort provides an avenue for tribal participation in the process. Their participation is limited to projects that impact their boundaries.

### **C. Title VI and Related Requirements**

The Miami MPO has substantially compliant Title VI and related civil rights documentation, including a nondiscrimination policy, complaint filing procedure and Limited English Proficiency Plan (LEP). The LEP document in particular represents careful thought and analysis, and its commitments reflect sensible use of MPO partnerships and other resources. However, while all of these documents are available on the MPO's website, they are not readily accessible, making it difficult to determine how the public is made aware of them. Similarly, the MPO recognizes that Floridians are increasingly obtaining information through electronic means, including via social networking. Again, the MPO is commended for its proactive and aggressive use of new technology. FHWA reminds the MPO that nondiscrimination policies, forms and other similar data must also be posted/available in non-electronic formats and locations. The MPO might consider expanding its use of nondiscrimination statements and contact information to all of its publications and post these materials in public libraries or in other government buildings frequented by the public.

***Recommendation:*** *The Federal Review Team provided one recommendation related to Title VI in the planning process. For more details about this recommendation please see Section XII.*

### **Section VII. Linking Planning and Environment (23 CFR 450.318)**

The FDOT's Efficient Transportation Decision Making (ETDM) process is designed to provide disseminated environmental data to participating agencies to facilitate a comprehensive review of the potential environmental impacts of proposed projects. The MPO, along with FDOT, are the two coordinating agencies of the ETDM process. The MPO's ETDM review role is to maintain consistency of project purpose and need with the locally adopted Transportation Plans and facilitate the project review process by others. During the ETDM project process, the MPO consults with its partners through their LRTP Steering committee. A variety of environmental strategies are considered in the development of the LRTP. This ETDM program allows agencies to comment earlier in the planning process so that environmental mitigations activities can be built upon the existing consultation process.

Currently, the MPO uses a range of strategies to ensure that projects are defined consistently with their respective contexts. The MPO has employed Context Sensitive Solutions (CSS) to consider alternate transportation modes in project development through the Bicycle and Pedestrian Advisory Committee (BPAC) as well as the Freight

Transportation Advisory Committee (FTAC) and the Transportation Aesthetics Review Committee (TARC).

## **Section VIII. Long Range Transportation Plan (LRTP) (23 CFR 450.322)**

The Miami Dade MPO 2035 LRTP was approved by MPO Governing Board in October 2009. The LRTP process includes coordination with Miami-Dade counties, FDOT, FHWA, and Transit Operators. These meetings were held monthly with the FDOT District VI liaisons.

The MPO's LRTP heavily emphasized increasing the effectiveness of their current infrastructure by incorporating projects that will improve the operation of the existing system. This plan includes the short range TIP as Priority One in the cost feasible plan and also set-aside reserved for intermodal consideration such as Freight, Congestion Management Process and transportation demand management projects and strategies to be implemented on designated facilities. These considerations are embodied in the Congestion Management Plan and Freight Element, which were adopted concurrently and incorporated in the LRTP. The Freight element is very critical because it will support the economic growth of the County.

The LRTP also discussed other non-motorized modes such as sidewalk improvements, and pedestrian and bicycle trail improvements which contributes to improving the quality of life for the residents of Miami Dade county. The LRTP may be found at <http://www.miamidade2035transportationplan.com/lrtpdocs.htm>.

### **A. Travel Demand Modeling/Data**

The travel demand forecast model used by the Miami Dade MPO is the traditional four-step travel demand-forecasting model which is based on the Florida Standard Urban Transportation Model System (FSUTMS). This model was developed, and is maintained by FDOT District 4. The model uses existing and future land use to project traffic volumes on the existing and planned transportation network. This arrangement is formalized through an Memorandum of Understanding (MOU) between the five parties, which delineates the roles and responsibilities including funding commitments. The Regional Transportation Technical Advisory Committee (RTTAC) Model Subcommittee, which falls under the SEFTC organization structure, provides the formal forum for coordinating model related activities and group decision making. Both committees have been working closely in the development of this regional model.

For the 2035 LRTP, the MPO used the Southeast Regional Planning Model (SERPM 6.5) that models Miami-Dade, Broward and Palm Beach counties. It is an enhanced 4-step travel demand gravity model with added various characteristics such as time-of-day and dynamic toll modeling. The model runs on the CUBE Voyager Platform.

## **B. Financial Plan/Fiscal Constraint**

FDOT provides the Miami-Dade MPO with anticipated revenues from federal and state funding programs based on the results of the Statewide Revenue Estimating Conference. The transit operator also indicates the amount of upcoming funding grants from federal and state sources. Fiscal constraint is maintained from LRTP to TIP by reassessing project costs and verifying funding allocations made available in the Work Program and local budgets. The costs and revenue estimates are used in preparing the TIP. Cost estimates are usually done using latest unit costs obtained from agency representatives for their respective modal or jurisdictional improvements. In cases where agencies do not have cost information, cost estimates are developed using FDOT's Office of Policy Planning transportation unit costs. Cost estimates include Operation & Maintenance (O&M) costs for non-state facilities and transit facilities.

***Recommendation:*** *The Federal Review Team provided one recommendation with a deadline related to fiscal constraint in the planning process. For more details about this recommendation please see Section XII.*

## **Section IX. Congestion Management Process (CMP) (23 CFR 450.320)**

The CMP covers the entire urbanized area of the county, as well as the networks and facilities that are eligible for federal funding. In an effort to provide structure for identifying and addressing roadway congestion in the region, the Miami-Dade MPO developed the CMP parallel to the development of the LRTP and incorporated the process to the LRTP as a component of the LRTP. The CMP plan was updated October 2009. The updated plan usually reflects any revisions to the federal or state requirements, which is closely implemented by the CMP Steering committee.

The CMP development was a collaborative effort among the MPO, FDOT, Miami-Dade Public Works Department and Miami-Dade Transit. However, the Bicycle Pedestrian Advisory Committee (BPAC), Citizens Transportation Advisory Committee, Freight Advisory Committee and Transportation Aesthetics Review Committee are all standing committees that review the CMP improvements on an as-needed-basis.

During the review, the MPO highlighted other efforts that underway through FHWA by including Management and Operational (M&O) goals in the plan. The performance of M&O goals and objectives is measured by the adopted CMP performance measure Relative Congestion Ratio (RCR). Finally, this year for the first time, the 2035 LRTP has set aside funding for the CMP that shows the commitment of the plan to implement CMP strategies within the fiscally constrained plan.

***Recommendation:*** *The Federal Review Team provides a recommendation to Congestion Management Process in the planning process. For more details about this recommendation please see Section XII.*

## **Section X. Transportation Improvement Program (TIP) (23 CFR 450.324, 326, 328, 330, 332)**

The Miami-Dade MPO TIP serves as a five-year financially feasible program of improvements for all modes of travel within Miami-Dade County including sidewalks, transit improvements, bicycle facilities, and transportation enhancement activities to be funded by Title 23 USC and the Federal Transit Act, including all regionally significant transportation projects for which federal action is required. The TIP is developed in consultation with a coordination process of transportation partners at local, county (including transit), regional and FDOT.

The MPO has a very unique way of displaying federally and non federally funds for projects. In the TIP all projects funded with federal dollars are listed in the “green pages” and all non-federally funded are listed in “white pages”. These projects are also cross referenced in the TIP so that federal funds can be easily located as they get in to the funding mix of projects. Also, the MPO’s TIP has a section called “next-in-line” projects which is also known as the “unfunded priority needs”, which serves as a staging area for projects as they progress from the Cost Feasible LRTP to the TIP.

A current copy of the Program may be found at <http://www.miamidade.gov/mpo/m12-downloads.htm#tip2011>.

***Corrective Action:*** *The Federal Review Team has provided a corrective action related to the TIP. For more details on the corrective action related to the TIP, please see Section XII*

## **Section XI. Regional Coordination**

The Miami-Dade MPO has entered into an interlocal agreement with the Broward and Palm Beach MPO's to create the Southeast Florida Regional Transportation Council (SEFTC). The purpose of the council is to coordinate transportation planning on a regional basis with the South Florida MPOs, the South Florida Regional Transportation Authority, regional planning councils, the Florida Department of Transportation and the transit operators. The council's objectives include a regional long-range transportation plan, regional performance measures, a regional public involvement process and a regional project prioritization process.

The interlocal agreement also created the Regional Transportation Technical Advisory Committee (RTTAC) to provide the SEFTC valuable input in the process. The RTTAC usually meets on a monthly basis and is comprised of staff from the various transportation agencies in the region including the MPOs, RPCs, FDOT, MDX, SFRTA and major transit providers. The interlocal agreement has been amended only once, to include the creation of the Regional Modeling Subcommittee to address issues regarding the Southeast Regional Planning Model (SERPM).

The MPOs have further coordinated to jointly fund regional efforts and to incorporate regional elements into local plans and projects. The 2035 RL RTP was jointly funded and was prepared concurrent with the local LRTP efforts with the assistance of a separate and independent consultant. The RL RTP consultant also provides administrative support for the SEFTC and its committees, including maintenance of the SEFTC website [www.SEFTC.org](http://www.SEFTC.org).

The regional public involvement process is handled by the three MPO public information officers (PIO). The three PIOs confer on a regular basis as the Regional Public Involvement Management Team (RPIMT) to compare procedures, share best practices and review regional projects that can be incorporated into local informational distribution efforts. They also coordinate and hold the annual Regional Citizens Advisory Committee (RCAC) meeting every year. A Regional Public Involvement Plan (RPIP) was prepared by the RPIMT and endorsed by the SEFTC in 2008.

Major regional initiatives in which the MPO has been involved include, but are not limited to, the following: South Florida East Coast Corridor Transit Study (SFECC), 2035 Regional Long Range Transportation Plan (RL RTP), the 95 Express project, SunGuide Program, I-75 Master Plan, Regional Vanpool Program, Regional Freight Study, and Universal Smart Card project.

***Noteworthy Practice:*** *The Federal Review Team commends the MPO staff for their efforts related to Regional Coordination in the planning process. For more details about this Noteworthy Practice please see Section XII.*

## **Section XII. Findings/Conclusions**

The following items represent a compilation of the findings that are included in this 2011 certification review report. These findings, which are identified as noteworthy practices, corrective actions and recommendations, are intended to not only ensure continuing regulatory compliance of the Miami-Dade MPO transportation planning process with federal planning requirements, but to also foster high-quality planning practices and improve the transportation planning program in this TMA. Recommendations reflect national trends and best practices, and are intended to provide assistance to the TMA to improve the planning process. The Corrective Actions reflect required actions for compliance with the Federal Planning Regulations and must be completed within the timeframes noted.

### **A. Noteworthy Practices**

1. **Transit:** The coordination between the MPO and MDT in the development of the Short and Near Terms Improvements Study is recognized as exemplary. As a result, these studies have improved transit operations, maximized existing resources and transit facilities and recommended operational savings in the amount of over \$14 million. As part of the on-going LRTP updates and corridor analyses, the MPO develops alternatives analyses (AA) required by FTA for fixed

guideway investment; while MDT prepares environmental documents for any corridor project Local Agency Projects (LAP) selected by the MPO. This coordinated effort contributes to the development of the LRTP based on common needs, enhances coordination across county and city lines, and promotes teamwork among the counties and works well for the future implementation of regional projects.

2. **Transit:** The Federal Review Team commends the MPO for the development of the I-95 Express buses with Broward County, operating in I-95 managed or High Occupancy Toll (HOT) lanes. Ridership is above 1,000 riders per day and MDT reports speeds of 55 MPH in the managed lane while congestion in other lanes is lessening which results in a more free flow travel.
3. **Transit:** The Federal Review Team commends the MPO's practice on the use of the 5 cent (3 cents currently levied) Capital Improvement Local Option Gas Tax (CILOGT) revenues amounting to approximately \$17.4 million per annum to help with Miami-Dade Transit operating costs. FTA funds may not be used for operating expenses in urban areas with populations above 200,000 persons; sometimes creating a challenge for transit agencies that do not have a dedicated source of funding.
4. **Freight:** The MPO is commended for its continued level of engagement of providers of Freight into the planning process. In addition to playing a major role in the creation of a Freight Plan, developed in parallel to the LRTP, the FTAC is also actively involved in recommending new projects and making recommendations to minimize impacts on freight movement in Miami-Dade County.
5. **Public Involvement:** The MPO is commended for creating the Integrated Transportation Information System (ITIS), formally known as the Community Characteristics Program (CCP) which is a web-based interactive tool located at <http://itis.fiu.edu/itisportal> that enables Transportation Planners and Public Involvement Officers (PIO) to create an effective PI program and accomplish stated Title VI goals that will ultimately allow the identification of the attitudes and issues facing a particular community. The ITIS is currently composed of three (3) segments: Web-based GIS system, Community Background Reports and Public Involvement Strategies. The program utilizes Sociocultural Effect principles to evaluate and incorporate community considerations into the planning and development of transportation plans, programs and projects. Public Involvement strategies are modified according to community characteristics, such as, but not limited to, literacy rates, income levels, cultural composition and religious affiliation. The use of this database has also been extended to include neighboring MPOs.
6. **Public Involvement:** The MPO is commended for their public involvement engagement techniques. In accordance with 23 CFR 450.316(a)(1)(iii), which

emphasizes the importance of utilizing visualization techniques, the federal review team believes that the MPO has gone above and beyond in developing techniques in a clear and easily accessible format such as maps, pictures, and/or displays, to promote improved understanding of existing or proposed transportation planning processes and projects. During the site visit the MPO staff presented the federal review team with a video which highlighted some of the efforts of the MPO, including segments from past Public Service Announcement (PSA) contest winners and interviews by staff on local television stations. The Federal Review team feels that the MPO staff goes above and beyond to not only engage the public in the planning process but to also capture this engagement through the use of pictures and scrapbooking.

7. **Public Involvement:** The MPO is commended for their increased outreach to traditionally underserved and minority populations. The MPO staff has formed new relationships with various Community Action Agency (CAA) centers throughout the county. These centers are mainly located in minority neighborhoods and are the lifelines to the poor and persons with disabilities. Recently, staff has been given permission by these centers to attend their meetings on a regular basis, and to speak directly with these individuals regarding their transportation needs and concerns. Each comment, concern or question is inputted into the PI database and submitted directly to the applicable agency where appropriate action is taken.
8. **Regional Coordination:** The Miami Dade MPO staff is commended for their leadership in regional coordination efforts. During the site visit, the Federal Review team was able to hear several exemplary examples of how the Miami-Dade MPO staff and Miami Dade Transit have played a major role in the regional coordination success. The MPO staff operates in a spirit of collaboration not only with the Palm Beach and Broward MPOs but also with regional transit agencies, planning councils and other transportation entities responsible for regional transportation efforts in South Florida.

## **B. Corrective Actions**

1. **Total Project Cost in Transportation Improvement Plan (TIP):** In the past, a broader interpretation for federal regulations provided flexibility such that total project cost could be interpreted as total cost per project phase within the TIP/STIP. However, recent clarification requested by FDOT and provided by FHWA distinctly states that total project cost is defined as the total cost for all phases of a project. The TIP must include for each project the estimated total project cost(s), which may extend beyond the timeframe of the TIP in accordance with 23 CFR 450.324(e)(2). In reviewing the TIP, it was observed that the projects shown in the document display only the expenditures during the five year timeframe. The TIP does not display the total project costs which may extend beyond the timeframe of the TIP. FHWA will work with FDOT and Florida MPO's to sufficiently address this requirement during the coming year. **The MPO**

**staff needs to update, revise and obtain MPO Board approval of a new TIP which displays total project cost(s) by June 30, 2012.**

### **C. Recommendations**

1. **Fiscal Constraint Documentation:** In reviewing the current LRTP and financial plan, fiscal constraint is not clearly documented through the text or tables in the LRTP financial plan in accordance with 23 CFR 450.322(f)(10). During the review and subsequent discussions, the MPO verbally explained their process and how the tools that they use ensure their plan's fiscal constraint. The financial plan does contain several tables, yet there is no correlation between revenues and costs. We strongly recommend that the MPO update their current LRTP financial information with tables and/or text to demonstrate how the year of expenditure (YOE) costs of the adopted transportation plan can be implemented given the YOE revenues identified throughout their financial plan. The fiscal constraint needs to be clear and transparent to facilitate the understanding of the LRTP's implementation. **The MPO needs to modify their current financial information to reflect this summary information, upload and include the revised documents as part of the link on the financial portion of the website (i.e. tied to the Financial Resources Review and Update Report), and present it to the MPO Board as an informational agenda item. This recommendation must be met by January 31, 2012.**
2. **Agreements:** The MPO should continue to pursue the finalization of the Intergovernmental Coordination and Review (ICAR) and Operators of Public Transportation Coordination Joint Participation Agreement with the Florida Department of Transportation, South Florida Regional Planning Council, and Miami-Dade County as recommended in the 2007 TMA Certification report.
3. **Transit:** The universal "smart" card project has been an ongoing effort in the region among Broward and Palm Beach Transit agencies. The Federal Review team recommends that the MPO continues to work with the other two MPOs to develop a strategy for a universal fare card for the Miami Urbanized area.
4. **Public Involvement:** In reviewing the Public Participation Plan (PPP), the Federal Review team noted that there is not enough information included about how the public can get engaged in the planning process, specifically with the advisory committees. For example, the plan does not outline the roles of the advisory committees, general meeting information, or how to become a part of the advisory committees. The PPP is for the citizens to understand how to be engaged in the planning process. We recommend that the MPO update their PPP to reflect the public involvement opportunities.
5. **Title VI-** While the Federal Review Team commends the MPO for placing these critical documents on the website, it recommends making them more

visible/easier to access. The nondiscrimination policies, forms and other similar data must also be posted/available in non-electronic formats and locations. The MPO might consider expanding its use of nondiscrimination statements and contact information to all of its publications and post these materials in public libraries or in other government buildings frequented by the public.

6. **Congestion Management Process-** The Federal Review team recognized that the Miami Dade MPO does not have a documented measure of effectiveness in place, but updates the plan every five years in conjunction with the LRTP. The review team strongly recommended that the MPO develop methods to monitor and evaluate the performance of the multimodal transportation system to identify the causes of recurring and non-recurring congestion.

Based on the overall findings, the FHWA and FTA jointly certify that the transportation planning process of the Miami Urbanized Transportation Management Area, which is one-third comprised of the Miami-Dade Metropolitan Planning Organization, substantially meets the federal planning requirements in 23 CFR 450 Subpart C, subject to the MPO satisfactorily addressing the Corrective Action and Recommendation associated with a deadline stated in this report. The MPO is encouraged to provide FHWA and FTA with evidence of satisfactory completion of the corrective actions on or before the dates stated with each corrective action. This FHWA/FTA certification will remain in effect until **August 2015**.

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## **SECTION III**

### **Broward Metropolitan Planning Organization (MPO)**

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## **Broward Metropolitan Planning Organization (MPO)**

### **Section I. Overview of the Certification Process**

Under provisions of 23 CFR 450.334 (a) and 49 CFR 613.334 (a), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) must jointly certify the planning process of Transportation Management Areas (TMAs) “not less often than once every four years”. This four-year cycle runs from the date of the previous jointly issued Certification report. The primary purpose of a Certification Review is to formalize the continuing oversight and evaluation of the planning process.

A certification review generally consists of four primary activities. These activities include: a “desk audit” which is a review of the TMA’s main planning process documents (e.g. Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP)); a “site visit” with staffs from the TMA’s various transportation planning partners (e.g. the Metropolitan Planning Organization (MPO), Florida Department of Transportation (FDOT), local/regional transit service provider, and other participating State/local agencies), including opportunities for local elected officials and the general public to provide comments on the TMA planning process; the preparation of a “FHWA/FTA TMA Certification Review Report” that documents the certification review’s findings; and a formal FHWA Florida Division presentation of the review’s findings at a future MPO Board Policy meeting.

The review for the Broward MPO (MPO) was held on May 10-11, 2011, in Fort Lauderdale, Florida. The Federal Review Team met with the staff of the Broward MPO, the FDOT, Transit Agency, committee representatives, other partnering agencies, and the public. (See **Appendix H** for a list of review team members and site visit participants and **Appendix I** for the Site Visit Agenda). During the site visit, the Broward MPO staff used a power point presentation to orient the federal review team through a portion of the review. This power point presentation provided an overview of the MPO’s current initiatives. Topics discussed included: demographics, MPO boundaries, and current and proposed planning activities including best practices.

The public hearing for this certification review was held on Tuesday, May 10, 2011. The purpose of the public meeting is to inform the public about Federal transportation planning requirements and allow the public the opportunity to provide input about the transportation planning process, more specifically how the process is meeting the needs of the area. Several members of the public attended the public meeting. For those that could not attend the public meeting or who did not want to speak at the public meeting, contact information for the Federal Review Team was provided. Members of the public are given at least 30 days from the date of the public meeting to mail, fax or email their comments; they may also request a copy of the certification review report via these methods. A copy of public meeting announcement is provided in **Appendix J**. The minutes from the public meeting and summary of comments are provided in **Appendix K**.

## Section II. Broward MPO Previous Certification Findings Status/Update

The following is a summary of the previous recommendations made by the Federal Review Team to the Broward MPO. The report for the MPO's last certification review was published in August 24, 2007. There were no corrective action and nine recommendations.

### A. Corrective Actions:

No corrective actions were reported during the last certification review.

### B. Recommendations:

1. **Community Involvement Roundtable (CIR):** The MPO is encouraged to continue working to get and maintain a representative composition of Broward County residents on the CIR. The MPO should continue to work toward obtaining greater involvement of all populations within the MPO boundary, and ensure their adequate representation on the various MPO policy and technical committees.

**Update:** By the end of December 2006, the Broward MPO Community Involvement Roundtable (CIR) Participation Record showed sixteen (16) vacant positions out of forty-one (41) total positions. Of the sixteen (16) vacant positions, seven (7) were MPO Members appointments, one (1) was a CIR nominated vacant position, and eight (8) were nominated by service, civic or other organizations. Since the August 2007 Federal Certification review, an aggressive effort was undertaken to increase CIR participation and fill vacant positions. As a result, vacant positions on the CIR have dropped to eight (8) while the total number of positions has increased to forty-three (43). Further, meeting participation has increased in 2010. Active participation at each meeting was about fifteen (15) at last certification and is now about twenty (20). Membership on the CIR consists of representatives from AARP, NAACP, Memorial Healthcare, the Florida Trucking Association, Educational Institutions, League of Women Voters, City Residents throughout Broward County and other diverse agencies.

2. **SAFETEA-LU:** The MPO should continue to review all of its planning processes and plans as they are updated to consider and include the provisions of SAFETEA-LU. The MPO should also work with and coordinate activities with Broward County Transit, as well as other local Human Service Transportation providers, to ensure full compliance with the SAFETEA-LU requirement for Coordinated Planning amongst Human Service Transportation providers.

**Update:** The Broward MPO continues to include provisions of SAFETEA-LU in the planning process and plan development; most notably the 2035 LRTP and Transportation Improvement Program (TIP) are consistent with the planning and

program standards of SAFETEA-LU. The MPO coordinates with the local transit service providers when developing and funding transit focused projects as well as with the Human Service Transportation providers through active involvement with the Broward County Coordinating Board (BCCB).

3. **Transit:** Agreements should be updated and/or initiated between Broward County Transit, and the South Florida Regional Transportation Authority. *Regulatory References: 23 CFR 450.310 (b) and 23 CFR 450.318 (a).*

**Update:** The Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement between the Broward MPO, the Florida Department of Transportation, the Broward County Board of County Commissioners and the South Florida Regional Transportation Authority was signed by all parties on November 20th, 2007. MPO staff anticipates a Memorandum of Understanding with the local and regional transit agencies and FDOT regarding the Central Broward East-West Transit Initiative.

4. **Transit:** FTA encourages the use of New Starts/Small Starts guidance materials to help ensure cost estimates, and operation/maintenance figures reflect actual year-of-expenditure amounts. *Regulatory References: 23 CFR 450.316 (a) (12).*

**Update:** New Starts/Small Stars guidance was utilized to develop cost estimates for the Year 2035 Cost Feasible Long Range Transportation Plan. Cost estimates and operational/maintenance figures in the Year 2035 Long Range Transportation Plan reflect actual year-of-expenditure dollars.

5. **Public Involvement:** Continue to review, evaluate and improve the public involvement process through the assessment and evaluation of current techniques and activities. Use the results of the surveys, public comments from meetings and school activities to enhance the current process. Consider integrating Broward into the Community Characteristics Inventory process begun by Miami-Dade MPO to help identify and reach the various populations that comprise the area.

**Update:** The Broward MPO continues to review and improve the public involvement process. MPO staff members participate in community events throughout each year, informing attendees about the Broward MPO's activities and surveying these individuals. The Public Information Officer and staff review the feedback received, attendance at the event, receptiveness of the audience, etc. as a guide for planning future public outreach materials and activities. On a less formal basis, effectiveness is monitored continuously through reviewing public comment at monthly meetings of the Broward MPO Board, Technical Coordinating Committee (TCC), Community Involvement Roundtable (CIR), and when scheduled the Broward County Coordinating Board for the Transportation Disadvantaged (BCCB) meetings as well as through communications received from the public via mail, the internet and telephone calls. Further, the MPO has

started to analyze data related to utilization of the organization's website. This data allows the Public Information Officer and staff responsible for updating the website to make changes based on the monthly analysis report. Further, the Broward MPO has contracted with the Florida International University to integrate Broward County into the Community Characteristics Inventory. Completion of the Integrated Transportation Information System (ITIS) is expected in December 2011.

6. **Title VI / Disadvantaged Business Enterprise (DBE)**: The MPO has recently adopted the FDOT DBE procedures and should continue to work with FDOT and FHWA on addressing Title VI and DBE requirements for the MPO processes as they are determined, and take advantage of training offered by FDOT and FHWA, when available.

**Update:** Broward MPO staff participated in the November 2008 Title VI/DBE workshop hosted by the Florida Department of Transportation. The Broward MPO has adopted the FDOT Title VI/DBE procedures and has taken steps to adhere to those procedures in development of the Year 2035 Long Range Transportation Plan and other planning studies.

7. **Security:** The MPO should continue their efforts to emphasize security and work to incorporate security measures and the consideration of security issues in the planning process.

**Update:** SAFETEA-LU Safety and Security considerations were used in the development of the Year 2035 Long Range Transportation Plan approved by the Broward MPO Board in December 2009. Security consideration includes hurricane preparedness through a Continuity of Operations Plan (COOP) that includes crisis management protocol, regional security for commuter rail and staff training.

8. **Safety:** The MPO is encouraged to continue efforts to strengthen the relationship between safety and the planning process through work with the Community Traffic Safety Team (CTST), Intelligent Transportation System (ITS) coalition, Safe Routes to School, and other entities with safety responsibilities. The 2035 LRTP should be consistent with and promote the implementation of the Strategic Highway Safety Plan per SAFETEA-LU.

**Update:** The Broward MPO has worked with the FDOT District office and accepted the regional ITS architecture, meeting the requirements of 23 CFR 950. The 2035 LRTP acknowledges the regional ITS architecture and includes funding for implementation of ITS projects. The Broward MPO staff has attended meetings of the Community Traffic Safety Team and meets regularly with Broward County and School Board staff in an on-going effort to review and

implement improvements as part of the Safe Routes to School program. Safety considerations include the provision of pedestrian and bicycle facilities and Premium Transit facilities that are well-lit, patrolled by cameras and personnel, and utilize Crime Prevention through Environmental Design principles.

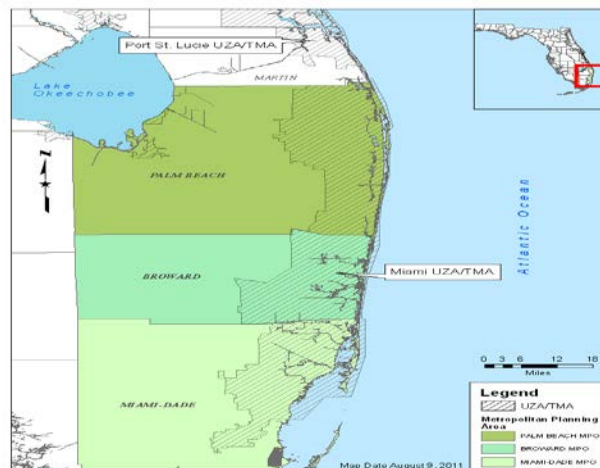
- 9. MPO Products:** In an effort to continually improve the quality of the plans and programs developed by the MPO, the comments provided by FHWA and FTA to last year's TIP and the 2030 LRTP should be considered during the development of the next TIP and 2035 LRTP.

**Update:** Comments provided by FHWA and FTA below were considered in the FY 2010/11 – FY 2014/15 TIP and the 2035 LRTP.

### Section III. Boundaries and Organization (23CFR 450.310, 312, 314)

#### A. Description of Planning Area

The Miami Urbanized Area encompasses portions of Palm Beach, Broward and Miami-Dade counties. The Broward MPO portion is nestled between Palm Beach and Miami-Dade counties in the southeastern tip of the State of Florida. Broward County is located in the southeastern quadrant of the State of Florida and has a total land area of 1,196.9 square miles. There are 31 municipalities within the Broward MPO Planning Area encompassing 409.8 square miles. The remaining 787.1 square miles is located to the west of the urbanized area and is part of the Everglades Conservation Area.



## **B. Metropolitan Planning Organization Structure**

The Broward MPO has successfully transitioned to an independent agency, separate from the administrative support of the County. On March 11, 2010, the Broward MPO Board approved the forming of an independent organization and terminated the 1977 Staff Services Agreement with Broward County effective August 6, 2010.

The Broward MPO Board is comprised of 19 Regular MPO members and 18 Alternates. Regular members consist of 14 municipal elected officials, 3 Broward County Commissioners, 1 South Florida Transportation Authority (SFRTA) member, and 1 Broward School Board Member. The Florida Department of Transportation is a non-voting member.

The primary responsibility of the MPO is to develop plans, policies and priorities that guide local decision making on transportation issues. The Broward MPO staff includes: one MPO Executive Director, one Deputy Director, three Planner I positions, five Planner II positions, two Planner III positions, and one Lead Administration position and a total of three Admin I and II positions. The MPO staff provides day-to-day transportation planning expertise to the MPO and executes the direction of the MPO Board and its advisory committees. The Broward MPO currently has the following advisory committees: the Technical Coordinating Committee (TCC); Community Involvement Roundtable (CIR); and Broward County Coordinating Board for Transportation Disadvantaged Services (BCCB).

For a detailed description of the Broward MPO Board and Advisory Committees, please visit their website at <http://www.browardmpo.org/mpo/committees.htm>.

## **C. Agreements**

The Broward MPO's current agreements largely address the necessary federal and state requirements. These agreements define the roles and provide the linkages with the various partners in the transportation planning process while retaining the flexibility needed to address the concerns specific to the area. However, future updates to the following agreement are noted:

- The Southeast Florida Transportation Council (SEFTC) Interlocal Agreement calls for review every five years. The MPOs' staffs are preparing revisions for consideration by the SEFTC Board by summer 2011. Following SEFTC review and recommendation, the agreement will be considered for adoption by the three represented MPOs (Palm Beach, Broward and Miami-Dade).

## **Section IV. Scope of the Planning Process (23 CFR 450.306)**

### **A. Transportation Planning Factors**

23 CFR 450.306 requires that the metropolitan transportation planning process explicitly consider and analyze a number of specific planning factors that reflect sound planning principles. The Broward MPO addresses the required planning factors throughout the planning process and in the development of transportation planning products such as the LRTP, TIP and UPWP. The planning factors are also incorporated into the Goals, Objectives and Policies (GOPs) of the LRTP.

### **B. Air Quality**

The Broward MPO is currently in an attainment area for Air Quality. Although an attainment area, the MPO has been monitoring the changes proposed by the Environmental Protection Agency (EPA). In addition, the MPO has several Livability Studies underway that will address efforts to reduce Vehicle Miles Travel (VMT), and lower emissions. The intent of these studies is to increase access to multi-modal transportation choices.

### **C. Bike and Pedestrian Planning Activities**

The last Bicycle Plan was updated in 2002. The MPO is currently developing a Bicycle and Pedestrian Plan and using the FHWA Institute of Transportation Engineers (ITE) *Guide for Recommendations for Bicycle and Pedestrian Plans and the Complete Streets*. To show their support and to encourage biking to work, they added bike racks to the building where the MPO is housed for cyclists to use. The MPO does not have a Bicycle and Pedestrian Advisory Committee; however they do rely on the TCC and CIR Committees to give input and support bicycle and pedestrian projects.

The MPO has dedicated funding for some bike/pedestrians activities. These funded activities have included the production of over 100,000 bicycle suitability maps, bike racks for the County buses, and bicycle parking countywide. Also, during the review, the Federal Review Team reviewed the MPO's interactive bike route planner <http://bike.browardmpo.org>.

Currently the MPO's 2035 LRTP fully integrates bicycle and pedestrian projects.

***Noteworthy Practice and Recommendation:*** *The Federal Review Team has provided a noteworthy practice and recommendation related to the MPO's bicycle/pedestrians efforts. For more details on this noteworthy practice and recommendation please see Section XII.*

## **D. Transit**

Transit service in Broward is primarily provided by Broward County Transit (BCT), a part of Broward County government. BCT provides fixed route bus service on 34 fixed routes in Broward County plus two limited stop and two express routes.

Broward County has more than 31 municipalities and the MPO and BCT do an excellent job balancing the various interests among so many governments. Indeed, the MPO and BCT enjoy a close working relationship with FDOT District Four on numerous premium transit and corridor studies and related National Environmental Policy Act (NEPA) documents. FDOT's involvement in several of these premium transit studies and use of Flexible (FLEX) funds to support such studies is effective. Also, the MPO is considering premium transit and land use options within the context of congestion management, access management and safety to arrive at transit supportive development patterns on key arterials. The issue of Livability/Sustainability appears to be growing in importance. The MPO, BCT and FDOT work closely together to support transit supportive land planning. Indeed, the MPO's LRTP is called "Transformation" which seeks to prepare the way for transit supportive development. With FLEX funds from FDOT, we understand the majority of funds/projects now programmed in the TIP/STIP for Broward County now appear to be for transit projects. Also worthy of mention is the designation of Mobility Hubs at numerous locales, which may support transit. Much of Broward County is relatively high density (reportedly third/fourth highest density in the US with the Everglades deleted from the County maps). Premium transit appears to have a bright future in Broward County and appears to be well supported conceptually by many stakeholders.

The MPO and BCT report that 200,000 to 300,000 persons each day move across the three counties (Palm Beach, Broward and Miami Dade) borders in both directions. FDOT, the MPO and others are also considering extending managed lanes north into Broward along I-95 to I-595. Transit in managed lanes on I-95 (especially with articulated 60 foot buses with Wi-Fi) appears to be a success story for north/south movements. However, even greater regional planning, strategic cooperation and seamless transit service is one of the keys to supporting a truly regional, seamless system. With robust transit ridership and so many providers (several of whom cross county borders), a regional Smart Card should be considered.

***Noteworthy and Recommendation:*** *The Federal Review Team has provided two noteworthy practices and two recommendations regarding the MPO's Transit initiatives. For more details on the noteworthy practices and recommendations related to Transit, please see Section XII.*

## **E. Intelligent Transportation Systems (ITS)**

FDOT is responsible for the overall ITS plan for the Southeast Florida region. ITS activities are coordinated by the operating agencies responsible for the implementation and maintenance of the particular application. The ITS activities are included in the

Congestion Management Process (CMP) Task of the UPWP, Long Range Transportation Plan (LRTP) and Transportation Improvement Plan (TIP). During the past few years, Broward County has implemented the Open Road Tolling on the Florida Turnpike and Sawgrass Expressway. This allows free flow traffic to register tolls from transponders. The State and the transit operators provide the MPO with estimates of the funds available for the metropolitan areas which is as shown in their adopted TIP.

All ITS activities in the Transportation Management Area, including the Advanced Public Transportation Plan (APTS), are coordinated through the South Florida Regional ITS Coalition. The Broward MPO is a member of the Coalition and actively participates in all Coalition activities. Also, the MPO and other local agencies participated in the planning and implementation of the Consumer Information System for transit services. This system is a part of the Advanced Traveler Information System for Palm Beach, Broward, and Miami-Dade County

## **F. Freight Planning**

The Broward MPO informed the Federal Review team of its commitment to the safe and efficient movement of freight and goods for the past several years, as supported by its current plans and programs. The MPO's UPWP, TIP, and 2035 LRTP each have freight specific elements identified in the perspective plans. Following the production of these Plans, the MPO developed a freight overlay as a component of the Broward MPO's Congestion Management Process (CMP).

The last Freight and Goods (F&G) Movement Study was completed in July 2002. The MPO has identified major freight corridors and truck routes through the F&G Movement study process. The Florida Statewide Intermodal Freight Model was used to illustrate heavy truck trips operating on the highway network in Broward County. There was no discussion at the site visit to when the MPO will update the July 2002 plan to incorporate the current freight activities. The most current freight study was completed in 2008. The Broward MPO Urban Freight/Intermodal Mobility Study can be viewed on the following webpage:[http://www.browardmpo.org/mpo/BROWARD%20URBAN%20FREIGH\\_INTE\\_RMODAL%20MOBILITY%20STUDY.pdf](http://www.browardmpo.org/mpo/BROWARD%20URBAN%20FREIGH_INTE_RMODAL%20MOBILITY%20STUDY.pdf)

Although the MPO has conducted its own freight and goods movement study, the Broward MPO, in partnership with the Miami-Dade MPO, Palm Beach MPO and the FDOT, has completed a regional Freight Plan. FDOT recently completed a regional freight study for Southeast Florida that was coordinated with the MPOs and presented to Southeast Florida Transportation Committee (SEFTC). The regional freight study issues identified in the report were considered during preparation of the Regional LRTP.

Currently, the MPO does not have a freight committee, but have representatives from the seaport and airport on the MPO's Technical Coordinating Committee which provides input and projects for the TIP. However, the creation of a freight advisory committee would aid in a broader vision for the region activities.

**Recommendation:** *The Federal Review Team has provided a recommendation regarding the MPO's Freight initiatives. For more details on the recommendation related to Freight, please see Section XII.*

## **G. Security Considerations in the Planning Process**

During the review, the MPO mentioned that their security initiatives are project specific. The MPO does not participate in security related activities with their transportation partners but is very involved with the planning and project implementation for the specific projects. Security is incorporated through specific projects in the LRTP. For example, the installation of Automated Traffic Management System (ATMS) throughout Broward County will be used to disseminate information to passengers in an emergency situation in real time.

Since the separation from Broward County, the MPO has been working on updating their Continuation of Operations Plan (COOP). While the MPO has not yet finalized the COOP, consideration has been given to data management and accessing the data post disaster as well as for alternate locations should the MPO's offices is inoperable. During the review, the MPO indicated they planned to have the COOP adopted by the Board and operating before the beginning of Hurricane season, which started June 1. Comments have already been gathered by the CIR Committee. When the COOP reached the final draft phase, the MPO tested the plan to make any revision necessary before the MPO's Board approval in May 2011.

**Recommendation:** *The Federal Review Team has provided a recommendation regarding the MPO's security initiatives. For more details on the recommendation related to security, please see Section XII*

## **H. Safety Considerations in the Planning Process**

The MPO's goals and policies include safety considerations as a component of the planning process. The recently adopted LRTP includes safety goals, objectives, and performance measures for the MPO area which are also consistent with the Strategic Highway Safety Plan (SHSP). For example, during the development of the 2035 LRTP, emphasis was placed on providing safety improvements, including ramp signaling on I-95 and I-595, Dynamic Message Signs (DMS) along principal arterials, arterial Travel Time System, and Weather Information System. Over \$3.2 million was dedicated to safety projects from programs such as the Highway Safety Improvement Program, the Traffic Safety Grant Program, the Industrial Safety Program, and the FDOT system-wide Bicycle/Pedestrian Safety Program.

Currently, the MPO is working with the FDOT District 4 to identify the major safety efforts to report for the SHSP dashboard. The 2035 LRTP utilized historical crash data in the evaluation of project needs, particularly for roadways, pedestrian, and bike facilities and resulted in improvements to reduce incidents. For roadways, geometric

and capacity improvements were programmed in select locations. For pedestrians and bicyclists, additional facilities with adequate buffers from other types of transportation have been programmed.

## **Section V. Unified Planning Work Program (23 CFR 450.308)**

The Broward MPO adopted their most recent Unified Planning Work Program (UPWP) on May 13, 2010. The Broward MPO FY 2010/11 – 2011/12 UPWP covers transportation planning activities/products for two fiscal years and contains sufficient description of the costs and activities the MPO plans to complete.

## **Section VI. Interested Parties (23 CFR 450.316)**

### **A. Outreach and Public Participation**

(Please note: for purposes of this report the terms Public Participation Plan and Public Involvement Plan are used interchangeably)

The Broward MPO recently updated their Public Involvement Plan (PIP). The plan was adopted May 11, 2011. The MPO reviews the plan on an annual basis to ensure that the planning process provides a full and open access to the Broward County population.

The MPO has a citizen advisory group known as the Community Involvement Roundtable (CIR). This 43-member citizen advisory group's main goals are to shape the urban environment, recommend public information programs, provide an effective review of transportation plans and make recommendations to the MPO. The MPO appoints members to the CIR on an at-large basis and monitors the diversity and composition of the committees as vacancies appear. The MPO has contracted with the Florida International University to integrate Broward County into the Community Characteristics Inventory. This effort is an expansion of the Community Characteristics program used by Miami-Dade County to provide information on communities and their makeup. Once completed, this program will provide information to the MPO about population and socioeconomic characteristics of communities in the MPO area. The program is also designed to recommend outreach methodologies that can be used by the MPO staff to engage the public in various settings. Completion of the Integrated Transportation Information System (ITIS) is expected in December 2011.

During the site visit, the Review Team was unclear about whether the level of disabled representation on the MPO's CIR and TCC boards is adequate. This is a particular concern as the MPO begins to focus its efforts on complete streets planning. The MPO's Public Involvement Plan (PIP) is available on the Broward MPO website at <http://www.browardmpo.org/mpo/involvement.htm>. The MPO Website is an extremely comprehensive site for all information on the MPO. It includes all major documents: the TIP, the PPP, the LRTP, the UPWP, and newsletters/reports, which may be downloaded directly from the site. Agendas and minutes of the MPO and its Committees meetings may be accessed through this site.

**Noteworthy Practice and Recommendations:** *The Federal Review Team has one noteworthy practice and two recommendations in regards to the public involvement representation. For more details about these Recommendations please see Section XII.*

## **B. Tribal Coordination**

Every year, the MPO makes an attempt to involve the Federal, State, Tribal, and local agencies in the planning process. The Seminole Indian Tribe of Florida is a sitting member of the TCC and is fully aware of all MPO actions. However, the Tribal representative is not an active member. In 2009 MPO staff provided assistance to the Tribe in developing the Road Inventory Update and 20 Year Long Range Transportation Plan for the Seminole Tribe.

**Recommendations:** *The Federal Review Team has a recommendation in regards to Tribal representation. For more details about this recommendation please see Section XII.*

## **C. Title VI and Related Requirements**

Broward MPO believes that ‘plain speech’ should be the goal of all of its programs, services and activities. The Review Team found that its newer documents admirably reflect this goal. Even documents with complicated analyses such as the Limited English Proficiency (LEP) plan are straight forward and easy to comprehend. Moreover, the MPO uses short, clear introductory statements and multi-language fact sheets for its PIP, LRTP, TIP and other documents, providing synopses of salient information that are both reader friendly and a smart use of resources. These efforts reflect meaningful public involvement and enhance the MPO’s outreach to the traditionally underserved.

Broward MPO recognizes that Floridians are increasingly obtaining information through electronic means and many of its programs, services and activities are available on a well organized and easily navigable website. The MPO is already expanding its use of nondiscrimination statements on material meant for public distribution, but it should also post this material in public libraries or in other government buildings frequented by the public.

**Corrective Action and Recommendations:** *The Federal Review Team has provided one corrective action and one recommendation action related to Title VI. For more details about this corrective action and recommendation, please see Section XII.*

## **Section VII. Linking Planning and Environment (23CFR 450.318)**

The current update of the LRTP to 2035 includes the environmental screening of the Needs Plan projects, the processing of the Cost Feasible projects through the Environmental Transportation Decision Making (ETDM) process and the review of the projects with environmental partners so the MPO can address mitigation strategies. The

purpose and need statements are written for all ETDM (Environmental Transportation Decision Making) projects that are entering the planning or programming screening within the Environmental Transportation Advisory Team (ETAT) screening.

The LRTP takes into consideration the context of environmental needs, transit dependent population, sustainable transportation, and additional funding to achieve identified needs that do not fit within the context of the Cost Feasible Plan. The current transportation planning process for Broward County analyzes, evaluates and recommends mitigations solutions to the county's transportation network (roadway and transit).

The Broward 2035 LRTP is also part of a Regional LRTP which encompasses the tri-county area of Miami-Dade, Palm Beach, and Broward counties. The MPO also ensure that their environmental mitigations activities are consistent with their local partner's activities and plans.

### **Section VIII. Long Range Transportation Plan (23 CFR 450.322)**

The Broward MPO 2035 LRTP also known as the "Transformation" was approved in November 2009. The Plan is primarily focused on the non-automobile modes of transportation. It is designed to guide the development of multimodal transportation systems throughout Broward County and is based on planning assumptions and forecasts from 2005 data collected from the MPO's travel demand model. The MPO integrated land use and transportation planning in this process by creating a "mobility hub" concept. This concept was developed exclusively to integrate existing and future land use elements of the urban planning practice with transportation.

Before the LRTP update began, a number of workshops were held to give the public an opportunity to express concerns and provide input as to what they would like to see included in the new plan. The MPO participated in public outreach events throughout Broward County where the public is asked for feedback on transportation issues of importance to them. The comments from the citizens were incorporated into the development of the LRTP.

The 2035 LRTP is consistent with the 2025 Florida Transportation Plan (FTP). A current copy of the 2035 Plan may be found on the MPO's website <http://www.browardmpo.org/mpo/2035lrtp/index.html>.

#### **A. Travel Demand Modeling/Data**

The travel demand forecast model used by the Broward MPO is the traditional four-step travel demand-forecasting model which is based on the Florida Standard Urban Transportation Model System (FSUTMS). This model was developed, and is maintained by FDOT District 4. The model uses existing and future land use to project traffic volumes on the existing and planned transportation network. This arrangement is formalized through a Memorandum of Understanding (MOU) between the five parties,

which delineates the roles and responsibilities including funding commitments. The Regional Transportation Technical Advisory Committee (RTTAC) Model Subcommittee, which falls under the SEFTC organization structure, provides the formal forum for coordinating model-related activities and group decision making. Both committees have been working closely in the development of this regional model.

For the 2035 LRTP, the MPO used the Southeast Regional Planning Model (SERPM 6.5) that models Miami-Dade, Broward and Palm Beach counties. It is an enhanced 4-step travel demand gravity model with added various characteristics such as time-of-day and dynamic toll modeling. The model runs on the CUBE Voyager Platform.

## **B. Financial Plan/Fiscal Constraint**

The Broward MPO provides the financially feasible plan component of the MPO's long range plan. The LRTP cost and revenue information is developed through in-depth coordination with FDOT, local governments, and local and regional transportation authorities. In the MPO's financial planning for the LRTP, several assumptions are outlined. The current revenue projections that have been developed for this Plan Update include assumptions of lower projections for numerous sources based on the current economic situation. These revenues include existing toll revenue projections, bond payments, sales tax revenue, gas tax revenue and impact fees.

## **Section IX. Congestion Management Process (CMP) (23 CFR 450.320)**

In an effort to provide structure for identifying and addressing roadway congestion in the region, the Broward MPO CMP was updated in 2010. The CMP is not a standalone element in the LRTP, but rather a key component of the transportation planning process. The CMP development was a collaborative effort among the FDOT, TCC, BCT, Tri-Rail, MPO Board and the public. The MPO reviews the CMP annually as a two tier system to evaluate the roadway and transit networks. Annual updates of the plan in the form of GIS analysis and maps assist in determining the positive or negative effects of projects implemented from the CMP. Based on the analysis, solutions are recommended in the form of roadway and transit improvement. For example, through this evaluation, the freight network has been added to the process.

During the certification review, the federal team highlighted the efforts of the MPO incorporating the Livability Planning Initiatives into the CMP process. Currently, the CMP is being updated to integrate livability initiative efforts. This integration will assist the MPO in determining study area prioritization, performance evaluation/measures and project ranking. The staff is forward thinking as it relates to seeking alternative modes of transportation so that everyone has a "choice" in their transportation and lifestyle options. This concept is an effort that we expect to see in emerging transportation legislation.

**Noteworthy Practice:** *The Federal Review Team commends the MPO for its efforts as it relate to integrating Livability efforts into the Congestion Management Plan. For more details about this noteworthy practice please see Section XII*

**Section X. Transportation Improvement Program (TIP)** (23 CFR 450.324, 326, 328, 330, 332)

The Broward MPO TIP serves as a five-year financially feasible program of improvements for all modes of travel within Broward County including sidewalks, transit improvements, bicycle facilities, and transportation enhancement activities to be funded by Title 23 USC and the Federal Transit Act, including all regionally significant transportation projects for which federal action is required. The TIP is developed in consultation with a coordination process of transportation partners at the local, county (including transit), and regional, as well as FDOT. The MPO has partnered with the FDOT District 4 and MPOs to contract for the development of an Interactive TIP.

Using established criteria; the MPO creates a prioritized list of these projects and assembles a TIP from this list. The MPO contacts all local entities to ensure that all non-federal projects are captured in the TIP. For programming in the TIP, the Priority Ranking Subcommittee used a weighting factor which gives priority to transit projects, which results in 30.7% for highways, 51.6% for transit and 17.7% for Bike/Pedestrian activities. In the Broward MPO's prioritization process, transit and bike/pedestrians needs have higher priorities against other modes of transportation.

**Corrective Action:** *The Federal Review Team has provided one corrective action related to Transportation Improvement Program. For more details about the corrective action, please see Section XII.*

**Section XI. Regional Coordination**

The Broward MPO has entered into an interlocal agreement with the Miami Dade MPO and Palm Beach MPO to create the Southeast Florida Regional Transportation Council (SEFTC). The purpose of the council is to coordinate transportation planning on a regional basis with the South Florida MPOs, the South Florida Regional Transportation Authority, regional planning councils, the FDOT and the transit operators. The council's objectives include a regional long-range transportation plan, regional performance measures, a regional public involvement process and a regional project prioritization process.

The interlocal agreement also created the Regional Transportation Technical Advisory Committee (RTTAC) to provide the SEFTC valuable input in the process. The RTTAC usually meets on a monthly basis and is comprised of staff from the various agencies in the region including the MPOs, Regional Planning Councils (RPC), FDOT, Miami-Dade Expressway Authority (MDX), South Florida Regional Transit Authority (SFRTA) and major transit providers. The interlocal agreement has been amended only once and that

change included the creation of the Regional Modeling Subcommittee to address issues regarding the Southeast Regional Planning Model (SERPM). The Palm Beach MPO Executive Director serves as the chair of the Regional Transportation Technical Advisory Committee. However, during the certification review, the Broward MPO Director stated that if the chair of the RTTAC becomes available, he is willing to continue the coordination amongst the three MPOs.

Major regional initiatives in which the MPO has been involved include, but are not limited to, the following: South Florida East Coast Corridor Transit Study (SFECC), 2035 Regional Long Range Transportation Plan (RLRTP), the 95 Express project, SunGuide Program, I-75 Master Plan, Regional Vanpool Program, Regional Freight Study, and Universal Smart Card project.

The MPOs have further coordinated to jointly fund regional efforts and to incorporate regional elements into local plans and projects. The 2035 RLRTP was jointly funded and was prepared concurrent with the local LRTP efforts with the assistance of a separate and independent consultant. The RLRTP consultant also provides administrative support for the SEFTC and its committees, including maintenance of the SEFTC website [www.SEFTC.org](http://www.SEFTC.org).

***Noteworthy Practice:*** *The Federal Review Team commends the MPO staff for their efforts related to Regional Coordination in the planning process. For more details about this noteworthy practice, please see Section XII.*

## **Section XII. Findings/Conclusions**

The following items represent a compilation of the findings that are included in this 2011 certification review report. These findings, which are identified as noteworthy practices, corrective actions and recommendations, are intended to not only ensure continuing regulatory compliance of the Broward MPO transportation planning process with federal planning requirements, but to also foster high-quality planning practices and improve the transportation planning program in this TMA. Recommendations reflect national trends and best practices, and are intended to provide assistance to the TMA to improve the planning process. The Corrective Actions reflect required actions for compliance with the Federal Planning Regulations and must be completed within the timeframes noted.

### **A. Noteworthy Practices**

1. **Overview of the Certification Process/Site Visit:** During the site visit, the Broward MPO staff used a power point presentation to orient the federal review team through a portion of the review. This power point presentation provided an overview of the MPO's current initiatives. Topics discussed included: demographics, MPO boundaries, and current and proposed planning activities including best practices. This was the first time that the federal review team had

a power point offered by the Broward MPO as a mechanism for navigating through a portion of the site visit and found it to be very insightful.

2. **Bicycle-** The MPO staff is commended for their interactive bike route planner <http://bike.browardmpo.org>. This easy to use planner allows citizens to plan their bike travels throughout the county. The use of this bike route planner has been used in other counties as well as Broward County.
3. **Transit-** The MPO is commended for their coordination with FDOT District 4 in several of their premium transit studies and use of FLEX funds to support such studies. In addition, the MPO is setting aside a significant sum of local gas tax revenues for bus shelter construction on routes with high ridership which help with transit operating costs.
4. **Transit:** The MPO is commended for its coordination efforts with Broward County Transit (BCT) and having an active representative on the MPO's advisory committees. This allows the BCT representative to effectively address the transit needs of the MPO.
5. **Public Involvement:** The MPO Website is an extremely comprehensive site for all information on the MPO. It includes all major documents: the TIP, the PPP, the LRTP, the UPWP, and newsletters/reports, which may be downloaded directly from the site. Agendas and minutes of the MPO and its Committees meetings may be accessed through this site. The MPO receives many of its public inquiries from visitors to these sites. As a result of outreach events, comments are reviewed by the Public Involvement Officer for their direct response back to the citizen.
6. **Congestion Management Plan/Livability:** The MPO staff is commended for its efforts related to Livable and Sustainable Communities and the integration with Congestion Management Plan. From the MPO PowerPoint presentation, to the update of the plan, the staff is forward thinking as it relates to seeking alternative modes of transportation so that everyone has a "choice" in their transportation and lifestyle options. This concept is an effort that we expect to see in emerging transportation legislation. The MPO is encouraged to share these best practices moving forward with other transportation planning organizations.
7. **Regional Coordination:** The MPO is commended for their leadership in the regional coordination efforts and active participation on the Southeast Florida Transportation Council (SEFTC). During the site visit, the Federal Review team was able to hear several exemplary examples of how the Broward MPO and the Broward County Transit have played a major role in the regional coordination success. The MPO staff operates in a spirit of collaboration not only with the Palm Beach and Miami-Dade MPOs but also with regional transit agencies, planning councils and other transportation entities responsible for regional transportation efforts in South Florida.

## B. Corrective Actions

1. **Title VI:** 23 CFR 200.9(b)(12) requires federal-aid recipients to develop Title VI information for dissemination in other languages, as appropriate. Further, as with all nondiscrimination documentation, the translated versions need to be broadly posted and easily accessible to the public. Broward MPO has an English/Spanish Title VI complaint form that is easily accessible on its website. However, the MPO does not have its Title VI policy or complaint procedures in other languages. **The MPO needs to translate its Title VI policy and complaint procedures into Spanish at a minimum, as well as into any other languages identified as having significant LEP presence by November 1, 2011.**
2. **Total Project Cost in Transportation Improvement Plan (TIP):** In the past, a broader interpretation for federal regulations provided flexibility such that total project cost could be interpreted as total cost per project phase within the TIP/STIP. However, recent clarification requested by FDOT and provided by FHWA distinctly states that total project cost is defined as the total cost for all phases of a project. The TIP must include for each project the estimated total project cost(s), which may extend beyond the timeframe of the TIP in accordance with 23 CFR 450.324(e)(2). In reviewing the TIP, it was observed that the projects shown in the document display only the expenditures during the five year timeframe. The TIP does not display the total project costs which may extend beyond the timeframe of the TIP. FHWA will work with FDOT and Florida MPO's to sufficiently address this requirement during the coming year. **The MPO staff needs to update, revise and obtain MPO Board approval of a new TIP which displays total project cost(s) by June 30, 2012.**

## C. Recommendations

1. **Bicycle/Pedestrian Committee:** The MPO recently became independent and the starting of committees is essential to the progress of the agency. The Federal Review Team recommends that the MPO establish their own Bicycle/Pedestrian committee to represent and help address the bike/pedestrian needs of the MPO.
2. **Transit:** The universal "smart" card project has been an ongoing effort in the region among Palm Beach and Miami-Dade Transit agencies. The Federal Review team recommends that the MPO continue to work with the other two MPOs to develop and support the implementation of a strategy for a universal fare card for the Miami Urbanized area.
3. **Transit:** The Federal Review Team recommend that the MPO, BCT and FDOT continue to plan for special transit supportive districts for possible premium levels of transit service. The MPO, BCT and FDOT appear to be well-positioned to advance these proposals for a more multi-modal approach to local and regional needs. For example, proposals like the Broward Boulevard retrofit (recently

awarded a \$ 8.0 million plus Bus Livability grant from FTA); Oakland Park Boulevard improvements, the WAVE Streetcar proposal; the East/West Central Broward Study and Florida East Coast Railway Corridor study (85 miles of commuter rail/intercity rail service through the heart of population centers in Palm Beach, Broward and Miami/Dade Counties) present unique opportunities to serve urban/suburban centers with premium transit.

4. **Freight**: With the planning regulation's emphasis on the importance of incorporating providers of freight and freight stakeholders in the planning process, the creation of a freight committee might be extremely beneficial to the MPO's planning process. At a minimum, the Federal Review Team recommend that the MPO put forth a stronger effort in inviting providers of freight to become a part of the process through participation in already established MPO subcommittees.
5. **Security**: The Federal Review Team recommends the Broward MPO complete their COOP and perform a COOP exercise in order to identify any emergency processes that may need strengthening.
6. **Public Participation**: The Broward MPO staff has made tremendous progress in the update of their PIP, since the hiring of the new Public Involvement Officer. The federal review team noted this effort during the site visit. However, the review team recommends that the MPO staff begin to use the "measures of effectiveness" portion of the plan. The measures have been established, they just have not been put in to practice as it relates to documenting how effective the current public involvement efforts are.
7. **Tribal**: The Federal Review Team recommends that the MPO find a mechanism to enhance the Tribal participation in the planning process as well as active participation on the MPO's committees
8. **Title VI**: The MPO is commended for its proactive and aggressive use of new technology. However, the MPO should be reminded that nondiscrimination policies, forms and other similar data be posted/available in non-electronic formats and locations. The MPO should also work towards representative disabled membership and obtaining minority citizen representations on its advisory boards. Failing this, it should develop strong and documented partnerships with disability service groups and ensure they have the opportunity to participate in and comment on programs, services and activities likely to affect their service population. Accessible pedestrian features are of critical importance to the disabled community and are required by federal and state law. As such, the MPO should work towards having a representative disabled membership on its advisory boards.

Based on the overall findings, the FHWA and FTA jointly certify that the transportation planning process of the Miami Urbanized Transportation Management Area, which is

one-third comprised of the Broward Metropolitan Planning Organization, substantially meets the federal planning requirements in 23 CFR 450 Subpart C, subject to the MPO satisfactorily addressing the Corrective Actions stated in this report. The MPO is encouraged to provide FHWA and FTA with evidence of satisfactory completion of the corrective actions on or before the dates stated with each corrective action. This FHWA/FTA certification will remain in effect until **August 2015**.

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# APPENDIX

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## **APPENDIX A: Palm Beach MPO Site Visit Participants**

### **Federal Highway Administration (FHWA)**

Tamara N. Christion  
Shakira T. Crandol  
Carey Shepherd

### **Federal Transit Administration (FTA)**

Keith Melton

### **Florida Department of Transportation (FDOT)**

Lois Bush  
Jeremy Mullings  
Huiwei Shen  
Jeff Weidner

### **Palm Beach MPO**

Randy Whitfield, Executive Director  
Malissa Booth  
Angela Morlok  
Bob Friedman

### **Palm Tran**

Claudia Salazar  
Fred Stubbs

### **South Florida Regional Transit Agency**

Bill Cross  
Joe Quinty

## APPENDIX B: Palm Beach MPO Site Visit Agenda

**Palm Beach Metropolitan Planning Organization  
TMA Certification Meeting  
March 15-17, 2011**

### AGENDA

| Tuesday                                   | March 15, 2011   | Day One                        |
|---|--|--------------------------------|
| <b>Federal Certification Team Members</b> | <ul style="list-style-type: none"> <li>➤ Tamara Christion (FHWA)</li> <li>➤ Shakira Crandol (FHWA)</li> <li>➤ Carey Shepherd (FHWA)</li> <li>➤ Keith Melton (FTA)</li> <li>➤ Huiwei Shen (FDOT)</li> </ul>   |                                |
|   |  |                                |
| Time                                      | Item   | Lead                           |
| 8:30 a.m.                                 | <p style="text-align: center;"><b>Begin Site Visit</b></p> Welcome / Introductions <ul style="list-style-type: none"> <li>➤ Purpose of the Certification Process</li> <li>➤ Review schedule and close-out process</li> </ul>   | Federal Review Team            |
| 9:00 a.m.                                 | Discussion of Previous Review Findings <ul style="list-style-type: none"> <li>➤ Federal TMA Certification</li> <li>➤ State/MPO Annual</li> </ul>   | Federal Review Team, MPO, FDOT |
| 9:30 a.m.                                 | Share Best Practices, Lessons Learned and Future Needs   | MPO                            |
| 10:00 a.m.                                | MPO Overview including changes within MPO since Last TMA Certification <ul style="list-style-type: none"> <li>➤ Demographics</li> <li>➤ Boundaries</li> <li>➤ Political</li> <li>➤ MPO Structure</li> <li>➤ Process Changes</li> <li>➤ Agreements</li> </ul> Planning Priorities | Federal Review Team, MPO, FDOT |
| 10:30 a.m.                                | <b>Break</b>   |                                |
| 10:45 a.m.                                | MPO Plans: <ul style="list-style-type: none"> <li>➤ Long Range Transportation Plan               <ul style="list-style-type: none"> <li>▪ Travel Demand Forecasting</li> <li>▪ Financial Planning</li> </ul> </li> </ul> Transportation Improvement Program                      | Federal Review Team, MPO, FDOT |
| 11:30 a.m.                                | MPO Plans Continue: <ul style="list-style-type: none"> <li>➤ Unified Planning Work Program</li> <li>➤ Congestion Management Process</li> </ul> Other   | Federal Review Team, MPO, FDOT |
| 11:45 a.m.                                | <b>Break for Lunch</b>   |                                |

|           |   |                                |
|-----------|---|--------------------------------|
| 1:00 p.m. | MPO Plans Continue:<br><ul style="list-style-type: none"> <li>➤ Unified Planning Work Program</li> <li>➤ Congestion Management Process</li> </ul> Other | Federal Review Team, MPO, FDOT |
| 1:30 p.m. | Bicycle/ Pedestrian   | Federal Review Team, MPO, FDOT |
| 1:45 p.m. | Safety Considerations<br>Security Considerations  | Federal Review Team, MPO, FDOT |
| 2:15 p.m. | Freight and Intelligent Transportation Systems (ITS) Information  |                                |
| 2:45 p.m. | <b>Break</b>  |                                |
| 3:00 p.m. | Environment   | Federal Review Team, MPO, FDOT |
| 3:15 p.m. | Livability Initiatives  | Federal Review Team            |
| 3:30 p.m. | Regional Coordination   | Federal Review Team, MPO, FDOT |
| 4:00 p.m. | <b>Wrap Up</b>  | Federal Review Team            |
| 4:30 p.m. | <b>Adjourn</b>  |                                |

| Wednesday  | March 16, 2010   | Day Two                        |
|------------|--|--------------------------------|
|            |  |                                |
| 8:30 a.m.  | Questions and follow up discussion from Day One        | Federal Review Team, MPO, FDOT |
| 9:00a.m.   | Public Transportation and Transportation Disadvantaged | MPO                            |
| 10:00 a.m. | Title VI   | Federal Review Team,           |
| 11:30 a.m. | <b>Break for Lunch</b>                                 |                                |
| 1:00 p.m.  | Public Involvement/Participation                       | Federal Team, MPO, FDOT        |
| 2:00 p.m.  | <b>Public Meeting</b>                                  | Federal Team, MPO, FDOT        |
| 3:30 p.m.  | <b>Break</b>   | Federal Team, MPO, FDOT        |
| 4:00 p.m.  | Preliminary Findings Discussion with Federal Team      | Federal Team,                  |
| 4:15p.m    | Preliminary Findings with MPO                          | Federal Team, MPO, FDOT        |
| 4:45p.m.   | <b>Adjourn for the Day</b>                             |                                |

## APPENDIX C: Palm Beach TMA Certification Public Meeting Announcement

Print This Ad | Palm Beach Classifieds | Palm Beach Post

Page 1 of 1

*Published Sunday, Feb. 27 and Sunday, March*

### Palm Beach Classifieds

Print <sup>201</sup>

#### No. 5866429 a Public Meeting

NO. 5866429 A Public Meeting as part of the US Dept. of Transportation's (USDOT) Certification review of the Palm Beach Metropolitan Planning Organization (MPO) is scheduled for Wednesday, March 16, 2011, at 2:00 PM in Hearing Rooms VC-1W-47 and VC-1W-50 at the Vista Center, 2300 N. Jog Road, West Palm Beach, FL 33411. This meeting is part of the USDOT process to periodically review the Palm Beach MPO planning process in light of federal requirements. Public comments related to the planning process are welcomed, while specific projects in the area will not be addressed. The Certification Meeting agenda and additional information is available on the MPO website at [www.pbcgov.com/mpo](http://www.pbcgov.com/mpo). PUB: The Palm Beach Post February 27, & March 13, 2011

Printed in the Spanish Newsletter El Latino Semanal for March 4-10 and 11-17, 2011.

**DE VIAJES LATINA** [www.pbcgov.com](http://www.pbcgov.com)

El Departamento de Transporte (USDOT) realizará una reunión pública como parte de su revisión para certificar a la Organización de Planificación Metropolitana de Palm Beach (MPO) el miércoles 16 de marzo de 2011, a las 2:00 p.m. en las salas de audiencia VC-1W-47 y VC-1W-50 del Vista Center, 2300 N. Jog Road, West Palm Beach, FL 33411.

Esta reunión es parte del procedimiento del USDOT para revisar periódicamente el proceso de planificación de la MPO Palm Beach a la luz de los requisitos federales. Los comentarios públicos relacionados con el proceso de planificación son bienvenidos, si bien no se abordarán proyectos específicos en el área.

El programa de la reunión de certificación e información adicional está disponible en el sitio Web de MPO: [www.pbcgov.com/mpo](http://www.pbcgov.com/mpo)

## APPENDIX D: Palm Beach MPO Corrective Action #4 Contract Clause

### APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of*

*Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:

- a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
- b. cancellation, termination or suspension of the contract, in whole or in part.

**(6.)Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

## **APPENDIX E: Miami-Dade MPO Site Visit Participants**

### **Federal Highway Administration (FHWA)**

Tamara N. Christion  
Shakira Crandol  
Keith Melton (via phone)  
Carey Shepherd

### **Florida Department of Transportation (FDOT)**

Yvonne Arens  
Ed Carson  
Alejandro Martinez  
Phil Steinmiller  
Curlene Thomas

### **Miami Dade MPO**

Irma San Roman, interim Director  
Oscar Camejo  
Paul Chance  
Wilson Fernandez  
Larry Foutz  
Jesus Guerra  
David Henderson  
Carlos Roa  
Elizabeth Rockwell  
Zainab Salim

Susan Schreiber

### **Miami Dade MPO Board**

Maritza Gutierrez, Vice Chairwoman  
Dennis Moss, Commissioner

### **Miami Dade Transit**

Allison Aristotle  
Maria Batista  
Monica Cejas  
Martha Cox  
Derrick Gordon  
Cathy Lewis  
Ed Meneses  
Eric Muntan  
Harry Rackard  
Rebecca Schwartz

### **Miami Dade County Public Works**

Javier Heredia

### **Miami Dade County**

Ysela Llort, Assistant County Manager

Mike Hatcher

## APPENDIX F: Miami Dade MPO Site Visit Agenda

**Miami Metropolitan Planning Organization  
TMA Certification Meeting  
April 26-28, 2011**

### AGENDA

| Tuesday                                   | April 26, 2011  | Day One   |
|---|---|---|
| <b>Federal Certification Team Members</b> | <ul style="list-style-type: none"> <li>➤ Tamara Christion (FHWA)</li> <li>➤ Shakira Crandol (FHWA)</li> <li>➤ Carey Shepherd (FHWA)</li> <li>➤ Keith Melton (FTA)</li> </ul>  |   |
| Time                                      | Item  | Lead  |
| <b>1:00 p.m.</b>                          | <b>Begin Site Visit</b><br>Welcome / Introductions <ul style="list-style-type: none"> <li>➤ Purpose of the Certification Process</li> <li>➤ Review schedule and close-out process</li> </ul>  | Federal Review Team   |
| <b>1:15 p.m.</b>                          | Discussion of Previous Review Findings <ul style="list-style-type: none"> <li>➤ Federal TMA Certification</li> <li>➤ State/MPO Annual Joint Certification</li> </ul>  | Federal Review Team, MPO, FDOT  |
| <b>2:00 p.m.</b>                          | Share Best Practices, Lessons Learned and Future Needs  | Federal Review Team, MPO, FDOT  |
| <b>2:30 p.m.</b>                          | MPO Overview including changes within MPO since Last TMA Certification <ul style="list-style-type: none"> <li>➤ Demographics</li> <li>➤ Boundaries</li> <li>➤ Political</li> <li>➤ MPO Structure</li> <li>➤ Process Changes</li> <li>➤ Agreements</li> <li>➤ Planning Priorities</li> </ul> | Federal Review Team, MPO, FDOT  |
| <b>3:00 p.m.</b>                          | MPO Plans: <ul style="list-style-type: none"> <li>➤ Long Range Transportation Plan               <ul style="list-style-type: none"> <li>▪ Travel Demand Forecasting</li> <li>▪ Financial Planning</li> </ul> </li> <li>➤ Transportation Improvement Program</li> </ul>                      | Federal Review Team, MPO, FDOT MDT, PW, MDX, Planning Department, SFRTA |
| <b>3:30 p.m.</b>                          | <b>Break</b>  |   |
| <b>3:45 p.m.</b>                          | MPO Plans Continue: <ul style="list-style-type: none"> <li>➤ Unified Planning Work Program</li> <li>➤ Congestion Management Process</li> </ul>  | Federal Review Team, MPO, FDOT  |
| <b>4:30 p.m.</b>                          | <b>Adjourn for the Day 1 of site Visit</b>  |   |

| Wednesday  | April 27, 2011   | Day Two  |
|------------|--|--|
| Time       | Item   | Lead   |
| 8:30 a.m.  | Questions and follow up discussion from Day One  | Federal Review Team, MPO, FDOT                         |
| 9:00a.m.   | Freight<br>Intelligent Transportation Systems (ITS)  | Federal Review Team, MPO, FDOT, MDX, PW, MDT           |
| 9:15 a.m.  | Environment/Air Quality  | Federal Review Team, MPO, FDOT                         |
| 9:30 a.m.  | Bicycle/ Pedestrian  | Federal Review Team, MPO, FDOT Public Works            |
| 9:45 a.m.  | Regional Coordination  | Federal Review Team, MPO, FDOT, SFRTA, SFRPC, TURNPIKE |
| 10:00 a.m. | Safety<br>Security Considerations  | Federal Review Team, MPO, FDOT, MDT                    |
| 10:15 a.m. | Public Transportation and Transportation Disadvantaged   | Federal Review Team, MPO, FDOT MDT                     |
| 11:30 a.m. | <b>Break for Lunch</b>   |  |
| 1:00 p.m.  | Public Involvement/Participation   | Federal Review Team, MPO, FDOT                         |
| 2:00 p.m.  | Title VI/ DBE  | Federal Review Team, MPO, FDOT, MDT                    |
| 3:00 p.m.  | <b>Break</b>   | Federal Review Team, MPO, FDOT                         |
| 5:30 p.m.  | <b>Public Meeting</b><br>Stephen P. Clark Center<br>County Commission Chambers<br>111 NW 1 <sup>st</sup> Street<br>2nd Floor<br>Miami, Florida 33128 | Federal Review Team, MPO, FDOT, CTAC, FTAC, BPACTA RC  |
| 7:00 p.m.  | <b>Adjourn for the Day</b>   | Federal Review Team                                    |

## **APPENDIX G: Miami Dade MPO Public Meeting Summary**

### ***Summary of the Federal Review Team response to ALL public meeting comments:***

FHWA/FTA would like to thank you for the compliments regarding the Miami Dade MPO. Comments like yours, informs the review team that the MPO is going beyond measures to ensure they are reaching out to their partners and the public. We welcome the continued involvement of Miami Dade Transit, Miami Dade Express, FDOT and other transit providers in the Miami Urbanized Area – including the MPO's and their respective committees. The commitment to transit and multi-modal transportation planning in key corridors and throughout the region is evident among the parties. Funding decisions, however, are complicated by local, state, regional and national economic conditions, policies and priorities and public transit often must compete with other modes of transport and other priorities for scarce dollars. Likewise, the public is often more involved in the process when projects move toward implementation and in the case of transit, when energy prices and mobility constraints affect mode choice.

### **Federal Review Attendees:**

Tamara N. Christion, FHWA Florida Division  
Shakira Crandol, FHWA Florida Division  
Carey Shepherd, FHWA Florida Division

### **Call to Order**

Ms. Tamara N. Christion, Federal Highway Administration (FHWA) Transportation Planner (Districts 4 & 6), called the meeting to order at approximately 5:30 p.m. and introduced herself and the Federal Review Team members, Mr. Carey Shepherd, FHWA Civil Rights Specialist and Ms. Shakira Crandol, FHWA Transportation Planner.

The Miami Dade MPO public hearing was held on Wednesday, April 27, 2011 at the Stephen P. Clark Center. The purpose of the public meeting was to inform the public about Federal transportation planning requirements and allow the public the opportunity to provide input about the transportation planning process, more specifically how the process is meeting the needs of the area.

Ms. Christion presented an overview Transportation Management Area (TMA) Federal Certification Process and reported on the following using a PowerPoint presentation:

- Federal Review Team;

- Why FHWA and Federal Transit Administration (FTA) jointly review the metropolitan transportation planning process for those areas with a population of over 200,000 at least every four years;
- Overview of the certification process;
- Public input to get the community's opinion of the metropolitan area's transportation planning process and to ask questions;
- What happens to the public comments;
- The outcome of the federal review;
- Metropolitan transportation planning process;
- Opportunities for public comment; and
- Additional opportunities for public comment.

Ms. Christion opened the floor for public comments. Ms. Crandol called the names for public comments.

**Norman Wartman – President of the Citizen Transportation Advisory Committee (CTAC)**

Welcome to the Federal Review Team. I have a few comments to make and a couple of questions. First, I saw in the presentation that you are meeting with FDOT, Transit and the MPO to see how the new projects and planning process work and make sure that everything is working. Conspicuously absent was MDX and they have more new projects than the others. Some are with FDOT, and some with other entities. I would advise that in the future if you look to see who their public involvement is and if it is working and take a look at their PD&E. They are part of the MPO and they have so many projects and big projects. You should be looking at their processes and see how /if that works.

Second comment. I've been involved for many years here and on the boards and one thing I've found interesting is the mixture of the complexion of the CTAC. It has gone to a good mixture and the thing that is most interesting is that the 13 county commissioners that appoint to CTAC are appointing different races, sexes than their own. There seems to be a better mixture and more diversity but it is mostly those who are interested in transportation and it is a good mix of those people who want to see transportation improved.

Third thing. People who show up for public hearing. I've seen some improvement over the past 30 years but unless people are against something they don't show up. Usually

those who shows up are against – those within 300 feet of the Right Of Way (ROW). The others don't get noticed, they believe we will do the right thing here. So we need to get a good view of those who are not there. There are huge needs and they are disenfranchised and that is a problem. How do you get them in? It is very hard. Unless there is a personal or business interest they do not come. Lastly, funding equals the 'flavor of the day'. To be ready to get projects done you have to have a bunch of them through the planning process and there is no guarantee that this will be funded at all in the end. This planning is expensive but the projects must be ready when funding is available. I don't have the answer but I am bringing it forward because it is important. We have to plan or we can't even apply for the funds. We need help with funding these planning studies.

### **Gabrielle Redfern - Private citizen but is running for public office**

I had the privilege of 5 years as a private citizen to engage MPO staff and am impressed by their professionalism and their good ideas. We'd be a better community if we could carry forward their ideas. We need to grow up and accept short term losses to benefit the entire community.

The MPO staff is always available to me when I have ideas. They make reports available to me so I can come up with ideas. I am grateful to the MPO staff and indebted to them for outreach and for being able to be part of the BPAC. They do an amazing job of multitasking and reaching out. They go out of their way to make us feel a part of this process. Rockwell, Henderson, Wilson – wish we could all live in the worlds that they envision. We spend too much money because we don't have enough of a public option choice. I thank the MPO for making big and complicated issues accessible to moms from Miami Beach like me.

### **Lee Swardlin**

There is just not enough emphasis placed on mass transit and we can't build our way out of this problem but we keep trying to do so, more lanes, etc. I'd like to see MDX stop building so much miles of road and place the funding in transit. We are not progressing and citizens are not progressing. Those who know I'm on the CTAC ask me why we are not moving ahead at a pace that will keep our community vibrant. We can't build ourselves out of this because there is just so much space. We must spend money, time and effort on a truly viable transit system. Unless transit can offer a real alternative to cars, then people will stay in their cars. The politicians don't have the courage or leadership to make tough choices and decisions. We flounder around and in some cases we move backwards. We should move more in that direction for the future of the entire south Florida region.

**Ms. Christion** concluded by thanking everyone for coming out and that the findings of the TMA Federal Certification Report will be presented at the September 2011 MPO Board meeting. Ms. Christion opens the public comment segment of the meeting. She also informed, that for those that could not attend the public meeting or who did not

want to speak at the public meeting, may contact her. The members of the public are given until May 1, 2011 to mail, fax or email their comments; they may also request a copy of the certification review report via these methods.

*\*Public Comments were recorded by Carey Shepherd, FHWA.*

## **APPENDIX H: Broward MPO Site Visit Participants**

### **Federal Highway Administration (FHWA)**

Tamara N. Christion  
Tameka Macon  
Carey Shepherd

### **Federal Transit Administration (FTA)**

Keith Melton

### **Florida Department of Transportation (FDOT)**

Lois Bush  
Jeremy Mullings  
Jeff Weidner  
Nancy Zeigler

### **Elected Officials**

Commissioner Richard Blattner,  
Broward MPO Chair  
Major Joy Cooper, MPO Board member

### **Broward MPO**

Gregory Stuart, Executive Director  
Mike Ronskavitz, Deputy Director  
Debbie Byrnes  
Priscila Clawges  
James Cromar  
Roger Del Rio  
Roxana Ene  
Paul Flavien  
Alan Gabriel  
Ricardo Gutierrez  
Mark Horowitz  
Gladys Leeks  
Tracy Mitchell  
Christopher Ryan  
Buffy Sanders II

### **Broward County Transit (BCT)**

Rebecca Blitman  
Patrick Cavanaugh

Tim Garling  
Jonathan Roberson  
Paul Strobis

### **Broward County Highway Construction & Engineering Division**

Mario Aispuro

### **Broward County Planning & Redevelopment Division**

Enrique Zelaye

### **Broward County Port Everglades Department**

Arlene Davis

### **City of Fort Lauderdale**

Kevin Walford

### **Broward Chamber**

Mike Sherman

### **Broward County Coordinating Board**

Karen Caputo  
Bob Siedlecki

### **Consultants**

Paul Cherry  
Dana Pollitt  
Dawn Sonneborn

### **Community Involvement Roundtable (CIR)**

Jeff Brodeur  
Robert Dillon  
Marion Henderson  
Michael Smith

### **Citizens**

Dan Glickman  
Rick Labinsky  
Teneshia Taylor

## APPENDIX I: Broward MPO Site Visit Agenda

### Broward Metropolitan Planning Organization TMA Certification Meeting May 10-11, 2011

#### AGENDA

| <b>Tuesday</b>                            | <b>May 10, 2011</b>  | <b>Day One</b>                             |
|---|--|--|
| <b>Federal Certification Team Members</b> | <ul style="list-style-type: none"> <li>➤ Tamara Christion (FHWA)</li> <li>➤ Stacie Blizzard (FHWA)</li> <li>➤ Tameka Macon (FHWA-HQ)</li> <li>➤ Carey Shepherd (FHWA)</li> <li>➤ Keith Melton (FTA)</li> </ul>   |  |
|   |  |  |
| <b>Time</b>                               | <b>Item</b>  | <b>Lead</b>                                |
| <b>8:30 a.m.</b>                          | <p style="text-align: center;"><b>Begin Site Visit</b></p> Welcome / Introductions <ul style="list-style-type: none"> <li>➤ Purpose of the Certification Process</li> <li>➤ Review schedule and close-out process</li> </ul>   | Federal Review Team                        |
| <b>9:00 a.m.</b>                          | Discussion of Previous Review Findings <ul style="list-style-type: none"> <li>➤ Federal TMA Certification</li> <li>➤ State/MPO Annual</li> </ul>   | Federal Review Team, MPO, FDOT             |
| <b>9:30 a.m.</b>                          | Share Best Practices, Lessons Learned and Future Needs   | MPO  |
| <b>10:00 a.m.</b>                         | MPO Overview including changes within MPO since Last TMA Certification <ul style="list-style-type: none"> <li>➤ Demographics</li> <li>➤ Boundaries</li> <li>➤ Political</li> <li>➤ MPO Structure</li> <li>➤ Process Changes</li> <li>➤ Agreements</li> </ul> Planning Priorities | Federal Review Team, MPO, FDOT             |
| <b>10:30 a.m.</b>                         | <b>Break</b>   |  |
| <b>10:45 a.m.</b>                         | MPO Plans: <ul style="list-style-type: none"> <li>➤ Long Range Transportation Plan               <ul style="list-style-type: none"> <li>▪ Travel Demand Forecasting</li> <li>▪ Financial Planning</li> </ul> </li> </ul> Transportation Improvement Program                      | Federal Review Team, MPO, BCT, SFRTA, FDOT |
| <b>11:30 a.m.</b>                         | MPO Plans Continue: <ul style="list-style-type: none"> <li>➤ Unified Planning Work Program</li> <li>➤ Congestion Management Process</li> </ul> Other   | Federal Review Team, MPO, FDOT             |

|                   |  |                                |
|-------------------|--|--------------------------------|
| <b>11:45 a.m.</b> | <b>Break for Lunch</b>   |                                |
| <b>1:00 p.m.</b>  | MPO Plans Continue: <ul style="list-style-type: none"> <li>➤ Unified Planning Work Program</li> <li>➤ Congestion Management Process</li> </ul> Other | Federal Review Team, MPO, FDOT |
| <b>1:30 p.m.</b>  | Bicycle/ Pedestrian  | Federal Review Team, MPO, FDOT |
| <b>1:45 p.m.</b>  | Safety Considerations<br>Security Considerations   | Federal Review Team, MPO, FDOT |
| <b>2:00 p.m.</b>  | Freight and Intelligent Transportation Systems (ITS) Information   | Federal Review Team            |
| <b>2:15 p.m.</b>  | Environment  | Federal Review Team            |
| <b>2:30 p.m.</b>  | Regional Coordination  | Federal Review Team            |
| <b>2:45 p.m.</b>  | Livability Efforts   | MPO                            |
| <b>3:00 p.m.</b>  | <b>BREAK</b>   |                                |
| <b>3:15 p.m.</b>  | Title VI   | Federal Review Team, MPO, FDOT |
| <b>3:45 p.m.</b>  | Public Involvement/Participation   | Federal Review Team, MPO, FDOT |
| <b>4:15 p.m.</b>  | <b>Wrap Up</b>   | Federal Review Team            |
| <b>6:00 p.m.</b>  | <b>Public Meeting</b>  |                                |
| <b>7:30 p.m.</b>  | <b>Adjourn for the Day/Adjourn Site Visit</b>  |                                |

| <b>Wednesday</b>  | <b>May 11, 2011</b>                                    | <b>Day Two</b>                             |
|-------------------|--|--|
|                   |  |  |
| <b>8:30 a.m.</b>  | Questions and follow up discussion from Day One        | Federal Review Team, MPO, BCT, SFRTA, FDOT |
| <b>9:00a.m.</b>   | Public Transportation and Transportation Disadvantaged |  |
| <b>10:00 a.m.</b> | Preliminary Findings Discussion with Federal Team      | Federal Review Team                        |
| <b>10:30 a.m.</b> | Preliminary Findings with MPO                          | Federal Review Team, MPO, BCT, SFRTA FDOT  |
| <b>11:00 a.m.</b> | <b>Adjourn Site Visit</b>                              |  |

## **APPENDIX J: Broward MPO Public Meeting Announcements**

### **NOTICE OF PUBLIC MEETING**

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) will hold a public meeting in coordination with the Broward Metropolitan Planning Organization (MPO) regarding the MPO's Federal Certification Review. Representatives from the FHWA and the FTA will be present and are interested in hearing from the public. The primary purpose of the certification is to certify that the MPO is satisfactorily meeting the planning requirements as defined in Federal laws and regulations. The certification also provides FHWA and FTA the opportunity to add value to the MPO's planning processes through the sharing of best or innovative planning practices, techniques, and/or technology. This is an opportunity for the public to express their thoughts and comments about the transportation planning process; to allow the Federal Review Team to obtain a better understanding of the community's issues; and to inform the public about the Federal transportation planning requirements.

**WHEN:** Tuesday, May 10, 2011

**TIME:** 6:00 P.M. to 7:30 P.M.

**WHERE:** Broward Metropolitan Planning Organization

Trade Centre South building

100 West Cypress Creek Road, 8th Floor, Suite 850

Fort Lauderdale, FL 33309

For further information, directions and to obtain a Comment Card please call 954-876-0033 or visit [www.BrowardMPO.org](http://www.BrowardMPO.org). Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Christopher Ryan at 954-876-0036 or [ryanc@browardmpo.org](mailto:ryanc@browardmpo.org) at least seven days prior to the meeting. If hearing impaired, telephone 1-800-273-7545 (TDD).

### **AVISO DE REUNIÓN PÚBLICA**

La Administración Federal de Autopistas (Federal Highway Administration - FHWA) y la Administración Federal de Tránsito (Federal Transit Administration - FTA) llevarán a cabo una reunión pública en coordinación con la Organización de Planeación Metropolitana de Broward (Broward Metropolitan Planning Organization - MPO) con respecto a la Revisión de la Certificación Federal de la MPO. Representantes de la FHWA y de la FTA estarán presentes y están interesados en escuchar al público.

El objetivo principal de la certificación es certificar que la MPO cumple a satisfacción los requisitos de planeación tal como los definen las leyes y regulaciones Federales. La certificación también le ofrece la oportunidad a la FHWA y a la FTA de aportar a los procesos de planeación de la MPO compartiendo las prácticas, técnicas y/o tecnologías mejores o innovadoras. Esta es una oportunidad para que el público exprese lo que piensa y comente sobre el procesode planeación del transporte; para permitir que el Equipo de Revisión Federal obtenga una mayor comprensión de los problemas de la comunidad y para informar al público sobre los requisitos Federales de planeación del transporte.

**CUÁNDO:** Martes, 10 de mayo de 2011

**HORA:** De 6:00 P.M. a 7:30 P.M.

**DÓNDE:** Broward Metropolitan Planning Organization

Edificio Trade Centre South

100 West Cypress Creek Road, 8o piso, Suite 850

Fort Lauderdale, FL 33309

Para mayor información, para indicaciones de cómo llegar y para obtener una tarjeta de comentariospor favor llame al 954-876-0033 o visite [www.BrowardMPO.org](http://www.BrowardMPO.org). Se solicita la participación del público sin importar la raza, color, nacionalidad, edad, sexo, religión, discapacidad o condición familiar. Las personas que requieran acomodaciones especiales conforme a la Ley de Americanoscon Discapacidades o las personas que requieran servicios de traducción (gratuitos) deben comunicarse con Christopher Ryan al 954-876-0036 o [ryanc@browardmpo.org](mailto:ryanc@browardmpo.org) al menos siete días antes de la reunión. Las personas con deficiencias auditivas deben llamar al 1-800-273-7545 (TDD).

**A news article was advertised in the South Florida Times may 5-11, 2011.**

## **APPENDIX K: Broward MPO Public Meeting Summary**

### ***Summary of the Federal Review Team response to ALL public comments:***

FHWA/FTA would like to thank everyone that contributed comments for the Broward MPO Certification Review. The public comments are a vital element of the certification review because the citizens are providing input about the transportation planning process, and specifically how the process is meeting the needs of the area. We have reviewed all responses and have taken them into consideration throughout the writing of this report and direct contact with the MPO Directors. Specific comments have been distributed and forward to the appropriate staff for clarification.

The commitment to transit and multi-modal transportation planning in key corridors and throughout the region is evident among the parties. Funding decisions, however, are complicated by local, state, regional and national economic conditions, policies and priorities and public transit often must compete with other modes of transport and other priorities for scarce dollars. Likewise, the public is often more involved in the process when projects move toward implementation and in the case of transit, when energy prices and mobility constraints affect mode choice.

### **Federal Review Attendees:**

Tamara Christion, FHWA Florida Division  
Carey Shepherd, FHWA Florida Division  
Keith Melton, FTA Region IV

### **Staff**

A. Lebofsky, Recording Secretary, Prototype, Inc.

Ms. Christion, District Liaison for the Federal Highway Administration (FHWA), explained that the FHWA and Federal Transit Administration (FTA) jointly review the metropolitan planning process every four years in areas with populations greater than 200,000. She stated that there are three parts to the certification review: a site visit, which includes tonight's public meeting; a report submitted to the Broward MPO; and a closeout presentation of the findings at a future Broward MPO meeting. Ms. Christion described the planning process, and said public comments received would be considered and possibly incorporated into the report.

Mr. Dan Glickman, private citizen, asked Mr. Melton what would be included in the short-term planning process. He explained this was of greater interest to him than the long-term process. Mr. Melton described the Transportation Improvement Program (TIP) process, which includes community providers.

Ms. Marion Henderson, private citizen and member of the Community Involvement Roundtable (CIR), suggested improvements to existing safety notices with regard to pavement markings in school zones.

Mr. Michael Smith, private citizen and member of the CIR, expressed concern with the effect of high fuel prices have on local transportation services, and suggested consideration of fuel alternatives. He provided copies of recent newspaper articles on fuel prices and road rebuilding.

Mr. Robert Dillon, Vice Chair of the (CIR), stated he fully supported the certification process for the Broward MPO. He explained the function of the CIR as subcommittee of the MPO. Mr. Dillon urged development of transit alternatives such as rail.

Mr. Jeff Brodeur, member of the CIR, suggested that when future projects are funded, cooperation between counties should be considered. He cited areas of concern that would encourage residents to use transit services, including hubs and signage.

Mr. Glickman addressed the FHWA team regarding the regional planning process. He expressed concern that citizens' groups advising planning authorities were not effective. He suggested changes to existing transportation systems and encouraged the development of a regional mass transit to increase ridership.

Ms. Christion concluded if any members of the public had additional comments or suggestions, they could be submitted to the Broward MPO by June 10, 2011. Comments could also be emailed directly to her at Tamara.Christion@fhwa.dot.gov or the Executive Director of the MPO Mr. Greg Stuart at stuartg@browardmpo.org. She thanked all present for their attendance.

There being no further business, the meeting was adjourned at 6:40 p.m.

### **Comments sent to FHWA after the MPO's Public Involvement meeting:**

*Addressed from an Anonymous citizen to FHWA Tamara N. Christion on May 4, 2011*

"As a resident of Broward County I have seen with dismay that our transportation system may be in jeopardy. I get this feeling by looking at the attached document and based on the fact that there is so much corruption in the entire area. Many elected officials are now in jail and others under investigation. The transportation funds and the processes to expend them impact our quality of life with the final product. I just want to ask you to conduct the certification in a professional manner. Be aware of wolfs disguised as cheeps. It seems the MPO management and some elected officials are willing participant in a symphony of sophistry to further their hidden agendas. Please

conduct the Broward MPO certification by the book in an honest, efficient and technically sound manner. Thank you and Good luck.”

The citizen attached the web article “Whistleblower probes expose bad blood behind county, MPO Split” dated 4/27/2011 <http://www.browardbulldog.org/2010/09/whistleblower-probes-expose-bad-blood-behind-...>

\*\*\*\*\*

*Addressed from a Concerned Citizen/Interested Party to FHWA Tamara N. Christion on May 10.2011. This letter was also forwarded to the U S DOT Secretary and FTA.*

**We understand the Broward MPO is under investigation by law enforcement agencies.**

**Some local elected officials represented by the MPO Board, in addition to top management have manipulated information and misappropriated federal funding through pre-arranged contracts and other administrative dealings.**

**The agency’s procurement process must be transparent and closely supervised and monitored by federal authorities. These issues should be reflected in the Federal Certification Review.**

**Not paying attention to such important public issues will result in shared liability for the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).**

**Failure to take action as part of the final Certification Report will result in inquires by local and regional media.**

**cc. USDOT, FHWA, FTA.**

Attachment included May 20, 2010 Sun Sentinel article entitled “ Amid budget cutbacks, one agency gets pay raises.

\*\*\*\*\*

*Addressed from Karen Caputo ([Darlingclan@aol.com](mailto:Darlingclan@aol.com)) on May 18, 2011*

“This memo responds to your Meeting Notice (see Attachment SaveTheDate) and request for input from Broward County Coordinating Board (BCCB) members about public participation, over the past four years, in transportation planning processes. At your request, I attended the meeting on May 11, 2011, and will confine my comments to how I feel public participation has been absent in the planning of projects, over the past four years, in my area of expertise, paratransit.

The BCCB, also called the Local Coordinating Board (LCB), is an asset of the MPO (please refer to Broward MPO website for details). FS 427 requires that the LCB seat "an experienced representative of a local for-profit transportation provider". I have filled that position for fifteen years.

For thirty years I owned AAA Transportation, a company that contracted with BCT to provide paratransit transportation services. I sold that company in full, on December 28, 2007. My remaining transportation company has not ever contracted with Broward County. It did not bid on the current paratransit contract in 2009. I write this to clear the air because there are ongoing public comments to the contrary that are designed to imply that I have a personal motive for my observations.

Because of my history of providing special needs transportation in Broward County, what I bring to the LCB is an intimate knowledge of how government's acts or inactions impact directly on transportation operators and how this affects users of BCT's paratransit program referred to as TOPS. My role is to advocate for the transportation operators and the users of the service.

The Local Coordinating Board meets about six times per year. The agenda always includes an item entitled Paratransit Update. For fifty-five months, almost five years (2006 to 2011) neither a BCT transit manager nor a paratransit manager presented any information to the LCB. At each meeting, a transit employee handed out a spread sheet of statistics for the months since the previous meeting, read from the report, and asked for questions. The answer to any question not related to the statistics was "I am not in the loop for that".

In a Transit workshop on October 14, 2008, BCT staff requested to be given permission to change the paratransit model. The (then) Mayor requested BCT staff to do some research along those lines and come to another workshop with ideas. No additional workshops took place.

In 2009, BCT's Paratransit Manager made plans to make sweeping changes to the paratransit service model, including the new concept of contracting with a third-party call center to take reservations and route trips. The first public knowledge of the planned changes came after the plan was formulated and was on the county commission agenda for approval.

At that meeting, on January 27, 2009, in commission agenda item #46, the paratransit manager quoted 49 CFR 37.137 (b) and (c) about public opportunity for comment, a public hearing, continued participation of persons with disabilities, etc..... She was fully knowledgeable of the federal requirements for public input "early and often".

She then wrote that "...the issue was presented at meetings or events attended by Paratransit staff including the following:" She went on to list eleven dates and nine locations such as Goodwill, Hispanic Unity, and United Way. Because two of the dates were supposedly presentations to the LCB, we questioned all of the rest of the dates and found that there were no paratransit-related presentations at any of the meetings. BCT confirmed our findings in a letter to the county commission as last minute "Additional Material" on the item. This was explained away as an "oversight"; however

no public meetings took place before January 26, 2009, after January 26, 2009, or at any time prior to contract award notices eight months later, on August 6, 2009.

The paratransit manager also asserted that her staff had presented the already-planned new program to client focus groups, users of the service and transportation operators. We asked for dates and times of the focus group meetings. The paratransit manager admitted that the focus group meetings consisted only of one of her staff having a "lengthy phone conversation" with one sight-impaired client.

The paratransit manager also said that she had researched similar models in six similarly sized areas around the country, but admitted, at a much later date (too late for consideration), that she only looked to see if they had a call center. She didn't research the scope of service assigned to the call centers, such as trip routing, or whether or not a call center was manned by the transportation operators, county employees, or a third party. Her model was of her own design, experimental, with no precedent anywhere in the nation; however, that is not what she wrote to the county commissioners.

On the basis of all of the paratransit manager's assertions, without any focus group meetings or public hearings, the county commission approved the new model that would bring in a call center to take reservations and route trips, approved the draft IFB for transportation operators that would remove reservations and routing from their scope of service, advertised the IFB to potential transportation contractors with a bid due date of July 15, 2009 and posted award notices on August 6, 2009. On August 5, 2009, an IFB was posted for a call center contract.

On August 25, 2009, after all decisions were cast in stone, the county commission held one public hearing. Less than a week before the hearing, post cards with minimal information were sent to clients.

Even though many clients did not get the cards at all, and some got the cards after the meeting date, the meeting was more than well-attended. The hearing took place at a regular Tuesday afternoon county commission public hearing. It was the last of about 17 items. Every seat was taken. There were about a hundred clients in the hall outside the meeting and down in the lobby. Wheelchair clients could not get to the fourth floor because the elevators were packed and there was no room for them. The Mayor advised all attendees that if they wished to speak they had to sign up before 2:15 PM. The meeting began at 2:09 PM and no more requests from speakers were accepted.

There was no presentation of the impending major changes, only a brief commentary about ending Rider's Choice. Clients were not sure what was going to happen to the program, so when they had an opportunity to speak, all they could say is "please don't change the service". Changes in the model were not explained, and input about changes was not asked of the speakers.. And then it was over. The hearing was closed.

The county has saved a lot of money this past year but it has been at the expense of the disabled citizens of our community. Due to very little and very poor planning, no

research, and inconsistencies in the operators' contracts and the call center's contract, the program is not manageable and the contracts are not enforceable. Please read one of the attached APTA reviews dated January, 2011, and March, 2011. They are basically identical.

After the April, 2011, negotiations meetings with the contractors, BCT has decided to waive \$1,198,212.00 in operator disincentives for thousands of late trips in 2010, and will continue to waive them going forward well into 2012, because it concedes that the operators are running late as a result of the call center's inability to route properly. The call center asserts that it is in compliance because their contract does not define "sufficient", or "trips per hour".

BCT has hired a new transit director. He attended his first LCB meeting in March, 2011. He briefly touched on the Peer Review evaluation by the American Passenger Transportation Association (APTA) but did not advise the LCB of the several findings and recommendations in the January, 2011, power point summary of the APTA Review.

Since the Review there have been several negotiations meetings between the contractors and the county in an attempt to try to enforce the contracts and rein in the number of late pickups. Right now the county is working on a fourth contract amendment for that purpose. The meetings are sunshined. There is no reason why the LCB should not have been updated in the March meeting.

Conclusion: BCT does not view the LCB as an asset. There are many new LCB members and three new county commissioners. Some may not be fully cognizant of the recent planning deficiencies or the role of the LCB. The county commissioners as decision makers, have not been accurately and fully informed by BCT staff. The requirements of 49 CFR have not been respected and included in the planning process.

#### Recommendations:

1. MPO staff should address the LCB members and BCT's staff in person and in writing not only as to the LCB's functions and duties, but also on the methods of carrying out those duties, such as how to advise BCT and the MPO in a way that is meaningful.
2. The MPO should advise BCT staff of the importance of the "early and often" requirements of 49 CFR 37.137, so this never happens again.
3. County commissioners should be notified that the FTA Procurement guidelines for ADA transportation require that focus groups of stakeholders be included in the planning process and that meetings should take place "early and often", in locations and at times that are accessible to everyone, not just persons who don't work or go to school..

4. The "cone of silence" formerly began on the date the bids were due. Recently this was changed so that the cone of silence now begins when a procurement process begins. The county commission should be cautioned that, in the case of contracts that must comply with 49 CFR, where the county reserves the right to make major changes to a procurement document by addenda, *after the IFB/RFP/RLI is posted*, the cone of silence should not begin until after each and every modification in the scope of service has been made public and every stakeholder has been given notice, in the sunshine, of a public opportunity to weigh in. And after public meetings, no changes or modifications affecting the scope of service should be permissible.

Recommendation #4 also addresses FTA guidelines for "fair and open competition". Modifying the scope of service after bids are opened, as was done to the current contract in 2009, 2010 and 2011 (and ongoing), not only removes integrity from the bid process, it defeats the purpose of the public input required by 49CFR. And, recommendation #4 also addresses the first finding and recommendation of the APTA Peers., "BCT needs to determine how they want to operate the service and define that in the scope of service and contracts", presumably with public input."

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