



TPO Board Meeting

Marion County Commission Auditorium
601 SE 25th Avenue, Ocala, FL 34471
April 25, 2023
4:00 PM

MINUTES

Members Present:

Councilmember Ire Bethea
Commissioner Kathy Bryant
Councilmember Kristen Dryer
Councilmember James Hilty
Councilman Tim Inskeep
Councilmember Barry Mansfield
Commissioner Michelle Stone
Commissioner Carl Zalak

Members Not Present:

Commissioner Craig Curry
Commissioner Ray Dwyer
Commissioner Jeff Gold
Mayor Kent Guinn

Others Present:

Rob Balmes, TPO
Shakayla Irby, TPO
Liz Mitchell, TPO
Rakinya Hinson, FDOT
Yessenia Encarnacion, FDOT
Tracy Straub, Marion County
Elton Holland, Marion County
Oscar Tovar, City of Ocala
Ben Marciano
Other members of the public not signed in.

Item 1. Call to Order and Pledge of Allegiance

Vice-Chairwoman Kristen Dreyer called the meeting to order at 4:00pm and led the board in the Pledge of Allegiance.

Item 2. Roll Call

Shakayla Irby, Administrative Assistant called the roll and a quorum was present.

Item 3. Proof of Publication

Shakayla Irby, Administrative Assistant stated the meeting was published online at the TPO website and the City of Ocala, Belleview, Dunnellon, and Marion County meeting calendars on April 18, 2023. The meeting was also published to the TPO's Facebook and Twitter pages.

Item 4. Consent Agenda

Mr. Hilty made a motion to approve the Consent Agenda. Mr. Bethea seconded, and the motion passed unanimously.

Item 5a. Congestion Management Process, State of System Update

Mr. Balmes presented and said in November 2021, the TPO Board adopted a revised Congestion Management Plan (CMP). One major element of the CMP was the State of the System. The element contained information related to level of service and congestion for the major federal-aid roadways in Marion County.

The TPO had planned to conduct an update to the State of the System element, including level of service information, a comprehensive database table and associated map series. The update had been requested by local government partner agencies in support of ongoing traffic study and impact analysis work performed in the community. The project would also involve the development of context classifications for the state-only roadways in Marion County based on the release of the new Florida Department of Transportation (FDOT) Quality/Level of Service Handbook in January 2023.

The project was anticipated to begin in early May and be completed by August 31, 2023. The draft Scope was discussed at the Citizens Advisory Committee (CAC) and Technical Advisory Committee (TAC) meetings on April 11, 2023.

Tasks in the Scope of Services included:

1. Project Management and Agency Coordination
2. CMP Database and Congestion Map Series

Mr. Zalak asked if the update was due because the TPO would like to or if it was a requirement.

Mr. Balmes answered it was because the TPO would like to.

Mr. Zalak asked if the TPO had received more than one price quote.

Mr. Balmes answered that Kimley-Horn had developed the plan and with the General Planning Consultants (GPC) everything was done on call.

Vice-Chairwoman Dreyer asked if there was a list of consultants that the TPO draws from.

Mr. Balmes said that the TPO had three GPC's that were under contract through August 31, 2023 (Kittelson, Kimley-Horn, and Benesch). The TPO spreads the work among the GPC's according to their areas of expertise.

Ms. Stone asked if the scope had enough flexibility that it could be modified due to Marion County Commissioners looking at the possibility of changing levels of service.

Mr. Balmes said the project would not start until early May and will last through August.

Ms. Stone mentioned that Ms. Amber Gartner with Kimley-Horn was present in the audience with a "thumbs up".

Mr. Zalak said he did not think the TPO needed to move forward with an update at the time due to several studies and projects that were taking place and mentioned conducting an update within the next year or two.

Ms. Stone said the Marion County Board of County Commissioners would meet again in May and look at the level of service on the roadways and may decide to take the level of services down which would have a big impact on traffic studies going forward. Ms. Stone said the board had not made a final decision on what the County would look at for future visioning of the local roadways.

Mr. Zalak said the State had a standard of what they believed was congestion and the County's standard was different. In the community, there had been a lot of talk about the roadways being congested.

Ms. Stone asked if the CMP was a requirement by law.

Mr. Balmes said the CMP was a requirement for MPO/TPO's and there were no specifications on how often the plan needed to be update there just needed to be a good viable plan.

Ms. Stone and Mr. Zalak asked why spend the money on the update at this time.

Vice-Chairwoman Dreyer said from the standpoint of City of Ocala they may not agree with the level of service set by Marion County and wanted to go on record saying that the City was not necessarily adopting the County's standards.

Mr. Bethea said that in the entirety of Marion County there were some areas that had a lot of traffic congestion issues in the City or the County and a plan is needed sooner than later.

Mr. Balmes said that local partners wanted to see an update because updated information helps them to review the information needed when conducting traffic studies.

Ms. Bryant asked what year would the numbers come from.

Mr. Balmes said the update would involve projected 2023 volumes as the base and then a 2023 five-year projection.

Mr. Bryant asked if it would be better to make it a 2024 and 2029 project and then wait until the numbers were done for 2023.

Mr. Mansfield asked if the studies were encompassing Ocala and main corridors through Ocala or just the County roads.

Mr. Zalak said the County evaluated their roads but were not able to change the level of service on the City of Ocala or State roads.

Ms. Gartner with Kimley-Horn addressed the board to answer Ms. Bryant's question and said that it would be a board decision rather they wanted to move forward with a 2024 and 2029 visioning look and said the timing is always dependent on when the data becomes available with a one-year lag. Ms. Gartner also said she had discussions with Mr. Balmes and Mr. Holland and offered to do some alternate map series to help with the County discussions.

Ms. Bryant said she was not sure that she agreed to not do the update with the information from Ms. Gartner because it would look at the entire County and could be helpful for everyone.

Ms. Bryant said there would need to be consideration for the 2022 traffic counts.

Ms. Gartner said they would use the most readily available data that they have.

Ms. Stone said should Marion County change their analysis for the level of service on various roads provided the information is received by June that it could be taken into consideration for the report.

Ms. Gartner said if the input was given within the June timeframe it could be incorporated and they would provide alternatives.

Ms. Bryant made a motion to approve the Congestion Management Process, State of System Update. Ms. Stone seconded, and the motion passed unanimously.

Item 5b. Commitment to Zero Tools, Safety Dashboard and Annual Report

Mr. Balmes said that as part of the Commitment to Zero Safety Action Plan, the TPO identified the development of a safety dashboard and annual crash reporting, as a future resource to the public and partnering governments. The concept was shared with the TPO Board and Committees in January, as part of a presentation related to upcoming 2023 planning activities.

The purpose of the project involved the development of an online, interactive safety dashboard mapping tool and annual safety report. Both resources would be developed in a format that would be public-friendly for ease of use and navigation. Part of the project was tied to the TPO's

past work involving an annual Trends and Conditions report. The timeframe of the project development would be from May to August 2023, with a formal release of both the online dashboard and annual report in late August.

Mr. Balmes provided the committee with some examples of neighboring TPO/MPO peers who had developed similar tools and reports (Lake~Sumter MPO, MetroPlan Orlando, Space Coast TPO).

Mr. Zalak asked if the TPO already had crash data.

Mr. Balmes said the TPO received crash data from the University of Florida Signal 4 Database. The TPO dashboard would take data provided from Signal 4 and package it in a way that is user friendly to the community.

Mr. Zalak asked how would the TPO dashboard get the community to zero.

Vice-Chairwoman Dreyer said the dashboard could help to come up with a plan to mediate the amount of crashes.

Mr. Balmes said there are no TPO roads so the TPO could be of service by providing information and resources and be a partner with the local jurisdictions.

Ms. Stone asked if the TPO dashboard would be on the TPO website and accessible to the public and who would update the dashboard.

Mr. Balmes said the dashboard would be housed on the TPO website and updated by staff.

Mr. Hilty made a motion to approve the Commitment to Zero Tools, Safety Dashboard and Annual Report. Mr. Bethea seconded, and the motion passed with Mr. Zalak opposing.

Item 5c. Fiscal Years (FY) 2022/23 to 2023/24 Unified Planning Work Program (UPWP) Amendment

Mr. Balmes said TPO staff proposed to amend the Fiscal Years (FY) 2022/2023 to FY 2023/24 UPWP to modify and add activities related to consultant services support in Task 3 Long-Range Planning and Task 7 Special Projects.

The activities were derived from the task order scope of services detailed in agenda items 5A and 5B. The proposed UPWP changes were as follows:

Task 3: Long Range-Planning

Task: Perform an update to the Board-adopted Congestion Management Process (CMP), State of System.

Funding: Currently \$15,000 in budget for Congestion Management Report, Year Two (fiscal year 2024)

Move \$12,350 from Task 7 Consultants to Task 3 Long-Range Planning, Congestion Management Report, Year One (fiscal year 2023)

Total: \$27,350.00

Funding Source: Federal Highway Administration (FHWA), Consolidated Planning Grant (CPG)

Task 7: Special Projects

Task: Develop an online, interactive safety dashboard and annual safety report.

Funding: Move \$40,406.52 from Task 7 Consultants to Task 7 Safety Dashboard and Report, Year One (fiscal year 2023)

Total: \$40,406.52

Funding Source: Federal Highway Administration (FHJWA), Consolidated Planning Grant (CPG)

Ms. Stone made a motion to approve the FY 2022/23 to 2023/24 UPWP Amendment.

Mr. Mansfield seconded, and the motion passed unanimously.

Item 6a. TPO Budget Status Report

Ms. Liz Mitchell presented the TPO Budget Status Report. On a quarterly basis the TPO updated the TPO Board to ensure they were informed of funding status and the financial outlook throughout the year.

The budget status report is attached to page 10 of this set of minutes for reference.

Item 6b. Draft 2023 List of Priority Projects (LOPP)

Mr. Balmes presented the Draft 2023 LOPP. On an annual basis, per State Statute, the TPO worked in collaboration with the cities of Belleview, Dunnellon, Ocala, Marion County and the Florida Department of Transportation (FDOT) to develop and submit a 2023 List of Priority Projects (LOPP). The process was undertaken to identify the highest priority projects to receive consideration for federal and state funding through the FDOT Work Program over the next five years.

The LOPP process serves as the key connection between projects identified in the 2045 Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP).

Therefore, for a project to receive federal and state funding, the project would have to be in the LRTP Cost Feasible or Needs Plan and Boxed Funds Lists.

The initial draft 2023 LOPP project lists were provided for the board to review.

The lists reflected the format and revised procedures adopted by the TPO Board in 2022.

Based upon submissions by local partners along with follow up discussions, the following provided a breakdown of the individual lists and total number of projects.

- Top 20 Priorities – 20 of 81 total projects
- Strategic Intermodal System (SIS) – 15 projects
- Non-SIS Capacity – 39 projects
- Safety and Operations – 12 projects

- Trails – 10 projects
- Bicycle/Pedestrian – 6 projects
- Planning Studies – 15 projects

A draft LOPP was presented to the Citizens Advisory Committee (CAC) and Technical Advisory Committee (TAC) meetings on April 11. The second round of final review and adoption was planned to take place on May 9th and 23rd at the CAC, TAC and Board meetings.

Mr. Balmes mentioned comments given by the CAC and TAC members:

CAC

1. Note projects in multiple lists
2. Research how long projects had been on the LOPP

TAC

1. SR 40 from End of 4 lanes to CR 314
 - a. Major priority, multiple deferrals
 - b. TAC voted to move up the rankings

Mr. Balmes opened the discussion up for comments by committee members.

Ms. Stone asked if a project is on the priority list and the long-range plan did it matter the order in which the project was listed when funding is sought.

Mr. Balmes said he heard a few key things to look for from the State that included: the project being ready for construction from a local standpoint, the project having an application, and depending on funding sources for the cycle it could meet the threshold to get funded.

Ms. Rakinya Hinson, FDOT District 5 Liaison addressed the board and said at the end of the day it did not matter where project fell on the list. She gave the example that in perfect world the number one project on the priority list would be selected for funding, however a project could be number twenty on the list and if there is a pot of money perfect for the project it would be funded if it is on the list and ready to go.

Ms. Hinson said that the list could be amended however FDOT was looking for projects that were ready to go when the list is approved. Ms. Hinson expounded that ready to go meant: the project has gone through the appropriate mechanisms and has funding that will push it to construction ready. FDOT looks for project consistency meaning the project is on both the priority project list and long-range list and the next question is how will the project be funded. A project would have to be on the list and it was not a matter of where the project fell on the list.

Ms. Tracy Straub, Marion County Assistant Administrator addressed the board and told mentioned to Ms. Hinson that her understanding was a project could be for any phases not just construction ready.

Ms. Hinson said for Federal funds and some State funding FDOT was looking for construction ready.

Ms. Straub asked if the priority list needed to stop at 20.

Ms. Hinson said the number of projects on the list was not the discretion of FDOT and that would be up to the board.

Mr. Zalak asked if the position still mattered because if money was available FDOT would still fund the top priorities.

Ms. Hinson created a fictitious scenario to help explain the process.

“A number one priority on the list that has a price tag of \$40 million, the chances of FDOT having a pot of money that’s going to be able to support at \$40 million project is very slim for that to happen in the fiscal year that starts July 1. The number one project might not ever be a viable option but the numbers 5, 8, and 12 are viable options based on the monies given to the department.”

Ms. Hinson said the answer to Mr. Zalak was yes and no, it does matter but contingent on the funding that is able to be put towards projects.

Ms. Stone said she had a conversation with Secretary Tyler that said they would be looking to see if a project is moving.

Ms. Hinson said sometimes a project has been on the list a very long time but it was a testament to the commitment to the project. The liaisons were at the committee and board meetings to give a testament to some of the conversations at the meetings and based on what was on the priority lists as well.

Mr. Balmes asked that changes to the priority lists be provided at the Technical Advisory Committee (TAC).

Ms. Hinson addressed the board again, and said it had been brought to her attention that the comment made about being “construction ready” is no longer necessary. Any project could be included on the list.

Mr. Balmes asked if that was for State and Federal funding.

Ms. Hinson said she was not sure and would get back to Mr. Balmes with an answer.

Mr. Balmes mentioned to the board that he would be having discussions with all jurisdictions regarding opportunities to take advantage of the SUN Trail funding.

Vice-Chairwoman Dreyer said each respective jurisdiction would need to discuss the priority projects with their engineers and get any changes to Mr. Balmes within a week.

Item 7. Comments by FDOT

Ms. Rakinya Hinson provided the most current construction report and encouraged the board to visit cflroads.com as a resource for specific information on FDOT projects.

Ms. Hinson gave information that April was distracted driving awareness month.

Ms. Hinson also told the board that in conjunction with Mobility Week a Bike Lane Design contest was hosted and two Oakcrest Elementary student designs were selected to be installed on May 5th.

Item 8. Comments by TPO Staff

Mr. Balmes said that he and Councilman Bethea attended the April 7 Central Florida MPO Alliance and one discussion was the Regional Priority Projects. The Regional Priorities would be reviewed by the TPO board.

Mr. Balmes and Vice-Chairwoman Dreyer would be attending the upcoming MPOAC meeting and expecting good updates from FHWA and DOT. Secretary Purdue was on the schedule tentatively to attend the meeting also.

Item 9. Comments by TPO Members

There were no comments by the TPO Members.

Item 10. Public Comment

There was no public comment.

Item 11. Adjournment

Vice-Chairwoman Kristen Dreyer adjourned the meeting at 5:05pm.

Respectfully Submitted By:

Shakayla Irby, Administrative Assistant



FINANCIAL SNAPSHOT

FISCAL YEAR 2023

July 1, 2022 to June 30, 2023

Grant(s)	Total Funds	Funds Expended July 1, 2022 to March 31, 2023	Next Quarter Carryover Funds	Percent Carryover Funds
Fed. Hwy. Admin - PL-CPG	\$898,984.00	\$251,704.28	\$647,279.72	72%
Fed. Transit Admin - 5305d	\$138,852.46	\$85,521.43	\$53,331.03	38%
Fed. Transport. Disadvantaged	\$27,551.00	\$18,275.55	\$9,275.45	34%
Non-Eligible Funds*	\$2,000.00	\$1,219.24	\$780.76	39%
TOTALS	\$1,067,387.46	\$356,720.50	\$710,666.96	67%

* Funds not eligible to be paid with Federal Funds (membership dues, nameplates). These funds are currently provided by Marion County.

EXPENDED FUNDS BREAKDOWN	
Salaries & Benefits	\$221,840.30
Insurance Premiums	\$1,868.71
Travel	\$3,177.32
Training & Education	\$1,736.12
Copier Rental	\$1,698.74
Advertising	\$1,385.24
Printing & Binding	\$443.05
Office Supplies	\$955.70
Postage	\$5.92
Computer Software	\$3,426.43
Website	\$4,728.19
Comp. Equip./Plotter	\$0.00
County Cost Allocation	\$43,646.00
Other Services**	\$5,000.00
Professional Services*	\$65,589.54
Non-eligible Funds	\$1,219.24
Total	\$356,720.50
*Prof. Services for the Long-Range Trans. Plan, Congestion Mgmt. Plan, Safety Plan, & Others	
**Other Services for the Sheriff's Security at Board meetings, and CFMPO Alliance.	

BUDGET SUMMARY	
Total Revenue	\$1,067,387.46
Funds Expended thru March 31, 2023	\$356,720.50
Total Carryover Revenue	\$710,666.96