



TPO Board Meeting

Marion County Commission Auditorium
601 SE 25th Avenue, Ocala, FL 34471
June 27, 2023
4:00 PM

MINUTES

Members Present:

Councilman Ire Bethea
Commissioner Craig Curry
Councilmember Kristen Dreyer
Commissioner Ray Dwyer
Councilmember James Hilty
Councilman Tim Inskeep
Councilmember Barry Mansfield

Members Not Present:

Commissioner Kathy Bryant
Mayor Kent Guinn
Commissioner Michelle Stone
Commissioner Carl Zalak

Others Present:

Rob Balmes, TPO
Shakayla Irby, TPO
Liz Mitchell, TPO
Rakinya Hinson, FDOT
Jim Wood, Kimley-Horn and Associates
Ji Li, City of Ocala
Tye Chighizola, City of Ocala
Chris Zeigler, Marion County
Sara Shepherd, Quest
Sean Lanier, City of Ocala
Doug Hinton, Marion County
Darren Park, City of Ocala
Other members of the public not signed in.

Item 1. Call to Order and Pledge of Allegiance

Chairman Craig Curry 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 June 20, 2023. The meeting was also published to the TPO's Facebook and Twitter pages.

Item 4. Consent Agenda

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

Item 5a. Functional Classification Map Approval, Marion County

Mr. Jason Learned, FDOT presented and said that every 10 years following the Census, the Florida Department of Transportation (FDOT) coordinated with Federal Highway Administration (FHWA) and local governments to conduct an update to the Functional Classification of roadways. Part of the process involved adjustments, as deemed necessary, prior to being finalized and approved by FHWA.

Functional Classification is a formal method by which roadways are grouped into classes or systems according to the character of traffic service they are intended to provide in relation to the total network. A hierarchy of roadways had been developed and ranges from neighborhood collector streets to principal arterials to the interstate.

At the August of 2022 TPO Board meeting the board was informed about the upcoming process between the FDOT, TPO and local governments to update/review the Functional Classification of roadways in Marion County.

At the April 11 Technical Advisory Committee (TAC) meeting, FDOT District Five presented an overview presentation regarding the Functional Classification process and discussed the schedule for completion. The process included a review period of an online draft comment map from April 13 to May 26.

The TAC and Citizens Advisory Committee were requested at the June 13 meetings to provide a final review of the Functional Classification Map for Marion County.

Committee Recommendation(s)

- On June 13, 2023, the Citizens Advisory Committee (CAC) approved the Functional Classification Map for Marion County.
- On June 13, 2023, the Technical Advisory Committee (TAC) approved the Functional Classification Map for Marion County, subject to a future amendment to include the following four projects:
 - Southwest 49th Avenue from CR 484 to Marion Oaks Trail
 - Southwest 44th Avenue from SR 200 to Southwest 20th Street
 - Southwest 44th Avenue from Southwest 20th Street to SR 40
 - Northwest 44th Avenue from SR 40 to Northwest 11th Street

TPO staff recommended approval of the Functional Classification Map for Marion County, subject to a future amendment to include the four recommended projects by the Technical Advisory Committee.

- Southwest 49th Avenue from CR 484 to Marion Oaks Trail
- Southwest 44th Avenue from SR 200 to Southwest 20th Street
- Southwest 44th Avenue from Southwest 20th Street to SR 40
- Northwest 44th Avenue from SR 40 to Northwest 11th Street

Mr. Hilty made a motion to approve the Marion County Functional Classification Map.
Ms. Dreyer seconded, and the motion passed unanimously.

Item 5b. Fiscal Years (FY) 2023 to 2027 Transportation Improvement Program (TIP), Amendment #6

Mr. Balmes presented and said per the request of the Florida Department of Transportation (FDOT), two projects were proposed to be amended to the FY 2023 to 2027 TIP.

FM# 450948-1: SR 40 from NE 64th Avenue to Lake County Line

- Resurfacing of SR 40 (25.7 miles)
- Preliminary Engineering (PE) and Construction (CST) phases
- Funds to be added to FY 2024, 2026
- Total: \$24,831,080

FM# 450951-1: SR 40 from NE 25th Avenue to NE 64th Avenue

- Resurfacing of SR 40 (4.2 miles)
- Preliminary Engineering (PE) and Construction (CST) phases
- Funds to be added to FY 2024, 2026
- Total: \$11,953,924

Ms. Dreyer made a motion to approve the FY 2023 to 2027 TIP, Amendment #6.
Mr. Bethea seconded, and the motion passed unanimously.

Item 5c. Draft Fiscal Years (FY) 2024 to 2028 Transportation Improvement Program (TIP) Adoption

Mr. Balmes said that the draft Fiscal Years 2024 to 2028 Transportation Improvement Program (TIP) was made available for public and partner agency review on May 2, 2023.

The TPO had received feedback from the Florida Department of Transportation (FDOT) and two comments from the public.

The following provides comments and updates made to the draft the FY 2024 to FY 2028 TIP since presented to the committees on May 9, 2023.

- **Public Comments:**
 - “In the draft TIP document for public review, the draft 2023 List of Priority Projects (Top 20 Priorities) is missing (Figure 12, page 26). Is there some reason that was omitted? It would be nice to see what's being proposed as the most important projects for 2023.”
 - **TPO Response:** Noted for public record. The citizen was provided a link to the current draft Top 20 list, and the process for adoption through the TPO Board. The citizen was thanked for the comment and action will be taken to add the most current draft Top 20 list in the draft TIP document.
 - “I live on SE 175th St. 34491. We frequently have overflow traffic in our neighborhood as the interstate backs up and drivers come on to 475, then onto SE 175th. I have emailed the sheriff, county commissioner, Marion County traffic dept. Several neighbors and I have come up with changes to our roads that we believe would help. Motorists are often speeding, not paying attention, littering, and disregarding pedestrians and their children and pets. We are concerned for our safety.”
 - **TPO Response:** Noted for public record. The citizen was thanked for the comment and asked to contact the TPO to share further details and recommendations.
- **FDOT Comments:**
 - Please add LRTP CFP page # for applicable projects. Page # for goals/objectives consistency is fine for projects not in CFP.

Ms. Dreyer made a motion to approve the Draft FY 2024 to 2028 TIP Adoption.
Mr. Mansfield seconded, and the motion passed unanimously.

Item 5d. Commitment to Zero Safety Action Plan Update

Mr. Balmes said that on November 29, 2022, the TPO Board adopted the Commitment to Zero Safety Action Plan. The Action Plan outlines a visionary framework and strategies for achieving the long-term goal of zero fatalities and serious injuries to the transportation system of Marion County.

Upon further guidance made available by the U.S. Department of Transportation (US DOT), along with an interest by local governments to pursue the federal discretionary Safe

Streets and Roads for All (SS4A) grant program, the TPO proposed to update the Action Plan.

In the **Strategies for Getting to Zero** section of the Action Plan, one of the TPO's commitments outlined on page 39 (Safe Roads, Engineering/Planning) is to: ***“Review and update safety projects annually for the TPO’s List of Priority Projects (LOPP) process. Reference LOPP safety projects to the Commitment to Zero Safety Action Plan.”***

The TPO proposed to accomplish this strategy by updating the Action Plan to include safety and operations projects tied to both the LOPP, safety emphasis areas, and local government partner input. This project list will help support an annual review of safety project needs, along with local government SS4A applications to USDOT.

Additionally, as part of having a “compliant” Safety Action Plan, USDOT calls for a specific aspirational goal to achieve zero fatalities and serious injuries. Therefore, the TPO proposes a community-wide goal of achieving zero by 2045, which reflects the TPO’s current Long-Range Transportation Plan (LRTP) horizon year.

On June 13, 2023, the Citizens Advisory Committee (CAC) and the Technical Advisory Committee (TAC) approved the proposed changes to the Safety Action Plan, including a listing of projects based on four primary criteria:

- Location on the Commitment to Zero High Injury Network (HIN)
- Five-year history of fatalities and serious injuries (2018-2022)
- Location in a 2045 LRTP Equity Area
- 2023 List of Priority Projects (LOPP) Ranking

Mr. Bethea made a motion to approve the Commitment to Zero Safety Action Plan Update. Mr. Hilty seconded, and the motion passed unanimously.

Item 5e. General Planning Consultant (GPC) Recommendations

Mr. Balmes presented and said since March 2023, the TPO had been coordinating with Marion County Procurement Services Department regarding a Request for Qualifications (RFQ) process for general planning consultant (GPC) contract(s). The TPO has managed GPC contracts over the past three years with three firms (Benesch, Kimley-Horn and Associates, Kittelson and Associates) for assistance in various planning project tasks. The tasks performed by the consultants are based on activities outlined in the TPO’s two-year Unified Planning Work Program (UPWP).

The timeline for the GPC process was from March 7 to May 17, 2023.

The TPO received four responses from the following firms:

1. Benesch
2. HDR Inc.
3. Kimley-Horn and Associates
4. Kittelson and Associates

The selection committee reviewed the four proposals and recommended the TPO contracts with:

1. Kimley-Horn and Associates
2. Kittelson and Associates
3. Benesch

TPO staff requested board approval of the selection committee recommendations and for the TPO Director to work with Marion County Procurement Services Department to begin contract negotiations with the three firms. The TPO Board will be asked to approve the contracts in September.

Mr. Mansfield made a motion to approve the GPC recommendations. Mr. Hilty seconded, and the motion passed unanimously.

Item 5f. 2050 Long Range Transportation Plan (LRTP) Request for Qualifications (RFQ) and Scope of Services

Mr. Balmes presented and said that the TPO is required by both federal law (23 CFR 450, 49 CFR 613) and Florida Statute (339.175) to develop a Long-Range Transportation Plan (LRTP) every five years with at least a 20-year planning horizon. The current LRTP was adopted on November 24, 2020 and is valid through November 24, 2025.

Since March 2023, the TPO had been developing a Scope of Services with the intent on working with a Consultant for the 2050 LRTP. The plan development process was anticipated to be from late 2023 to the end of 2025. The adoption of the 2050 LRTP must be no later than November 24, 2025.

The Scope of Services outlined the tasks that would be issued by the TPO to the Consultant. A draft of the Scope was circulated to local government partners and the TPO's Citizen Advisory Committee (CAC) and Technical Advisory Committee (TAC).

A five-person selection committee had been identified and included planning and engineering professionals from Marion County, the City of Ocala and the TPO. The Selection Committee's Consultant recommendation would be presented to the TPO Board for approval. Additionally, when contract negotiations take place with the approved Consultant, a final Scope and Budget would be presented to the TPO Board for approval. The dates of these approvals were anticipated at the September and October or November 2023 Board meetings.

A Request for Qualifications (RFQ) document had been developed by the Marion County Procurement Services Department, in coordination with the TPO, and modified to ensure all appropriate clauses and documentation are in full compliance with federal requirements. This includes Title VI Assurances and Disadvantaged Business Enterprise (DBE) language. The Florida Department of Transportation (FDOT) provided a review of the draft RFQ and Scope and confirmed all required documentation.

Scope Highlights

The Scope of Services in the RFQ included a total of 17 tasks to be performed by the

Consultant, in coordination and collaboration with the TPO. Some of the highlights included:

- The LRTP will reflect a required horizon year of 2050. The 2045 LRTP will be used as a foundation to build upon the 2050 LRTP.
- The Consultant will integrate the major emphasis areas of safety, equity, resilience, carbon reduction, housing, technology and emerging mobility.
- The Consultant will integrate the ten (10) Federal Planning Factors and apply a performance-based planning process.
- A LRTP Steering Committee will be formed and include professionals from all four local jurisdictions, along with federal, state and other regional partners.
- Due to the projected growth of Ocala/Marion County, the TPO is including a Scenario Planning task in the 2050 LRTP. Scenario Planning will be used as a tool to consider plausible growth build-out alternatives and their potential future impacts to the transportation system.

This task would be an additional expense beyond a standard LRTP update.

Mr. Bethea asked how often did the TPO have to do a LRTP.

Mr. Balmes responded that the LRTP occurred every 5 years.

Mr. Bethea asked what happens 5 years from now if the TPO is fully staffed, and mentioned that between now and then the TPO would require more money in the budget for the LRTP since there was additional funds now due to the lack of TPO staff.

Mr. Balmes said that part of the budget was tied to relying on Consultant support due to the lack of staff. He said with smaller agencies it is always a challenge making sure the funds were there. If the TPO had a larger staff the LRTP consultant budget would be less.

Proposed 2050 LRTP Budget

Consultant: \$435,000

Proposed Procurement Timeframe

July to October 2023 (including TPO Board action)

TPO staff requested board approval of the RFQ package, and for the TPO Director to work with Marion County Procurement Services Department to begin the advertisement and procurement process.

Mr. Bethea made a motion to approve the 2050 LRTP Request for RFQ and Scope of Services.
Mr. Mansfield seconded, and the motion passed unanimously.

Item 5g. Alternate Member, Metropolitan Planning Organization Advisory Council (MPOAC)

Per the request of Chairman Curry, the TPO needed to fill the vacant Alternate Member seat to the Metropolitan Planning Organization Advisory Council (MPOAC) Governing Board. The seat had previously been filled by former Commissioner Jeff Gold.

The MPOAC met quarterly in the Orlando area. The TPO's current 2023 Governing Board Member was Councilmember Kristen Dreyer, City of Ocala.

The Alternate Member would attend the MPOAC Governing meetings when the Member is not available.

Mr. Balmes said that Commissioner Stone had expressed interest in being the alternate member.

Mr. Hilty made a motion to appoint Commissioner Stone as the Alternate Member to the MPOAC. Mr. Dwyer seconded, and the motion passed unanimously.

Item 6a. SunTran 2022/23 Annual Report

Mr. Tye Chighizola, City Projects Director presented to the TPO board and said that the Interlocal Agreement between the City of Ocala, Marion County, and the Ocala/Marion County TPO called for SunTran to provide an annual report to the TPO Board. The 2022/2023 Annual Report highlighted major activities, including potential grants, design/construction projects, and key performance indicators.

Mr. Chighizola presented a slideshow presentation to the board that highlighted the following topics:

- Transit Development Plan (TDP) adopted in 2022
- Active Purification Technology
- Downtown Transfer Station New Restroom Facility & Kiosk
- Salary upgrades for the bus drivers and maintenance staff
- FTA Low or No Emission and Grants for Buses and Facilities Competitive Programs FY 2023
- Bus Stop Shelter Improvements
- What is Next?
- FTA Triennial Review
- SunTran Building Renovation
- Key Performance Indicators

The presentation is provided for reference on pages of this set of minutes.

Item 7a. Update on the Interlocal Agreement with SunTran

Mr. Chighizola presented and said the Interlocal Agreement between the City of Ocala, Marion County, and the Ocala/Marion County TPO approved in 2019 will expire on September 20, 2023. Since July 1, 2019, the City Council has served as the policy board for SunTran, and the City's Growth Management Department as the administrative agency.

The city was requesting to extend the interlocal agreement for another four years until September 30, 2027. The most significant change in the draft agreement concerns the funding method for the local matches provided by the city and county. In 2019, the city and county agreed to modify the split from 60% city and 40% county to 75% city and 25% county based on service levels.

Staff proposed to eliminate the percentages in the agreement and establish a process to determine the split each year during the budget process for the city and county based on the current service levels.

As indicated in the annual report presentation, SunTran may be providing additional services in the next year, both in the city and county. The proposed process would allow for more involvement by the city and county concerning funding future services. The proposed agreement also included language that would allow for an amendment to the agreement to include other local governments participating in future funding based on service levels.

The fiscal year 2024 budget would continue with the 75/25% split (city \$414,000 and county 138,000) under the current agreement. If approved, the city and county would adopt budget resolutions in March of 2024 that would set the percentages for fiscal year 2025. Staff was proposing public hearings with the city, county, and TPO in July and August to finalize the interlocal agreement.

Item 7b. Apportionment Plan Process

Mr. Balmes said that on May 16, 2023, the Florida Department of Transportation (FDOT) sent a notice to all MPO/TPO's in Florida beginning the decennial Apportionment Plan and Urban Area Boundary/Functional Classification process. All MPO/TPO's are required to submit an Apportionment Plan to FDOT by November 14, 2023 (180 days).

Apportionment Plan

Every MPO/TPO reviews the composition of its membership in conjunction with the decennial census. MPO/TPO's must then submit a Membership Apportionment Plan that meets the requirements of both federal law and state statute.

Apportionment Plans are required at a minimum to contain a profile of the MPO/TPO, including the following:

- Census population (2020, 2010) of MPO planning area
- Current and proposed membership
- Planning area boundary map
- Board resolution for plan adoption

Proposed 2023 TPO Apportionment Plan Schedule

Draft Apportionment Plan for Review (with proposed planning area)

- TAC/CAC: September 12
- TPO Board: September 26

Final Apportionment Plan for Approval (with Board resolution)

- TAC/CAC: October 10
- TPO Board: October 24

Submission of approved Apportionment Plan to FDOT

- By November 14, 2023

Item 8. 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 also mentioned that the district was wrapping up the end of the fiscal year June 30th.

Mr. Dwyer inquired about crosswalks that were recently installed in Belleview that did not have flashing lights.

Ms. Hinson said that Mike McCammon with FDOT, Ocala Operations had reached out to obtain information and she would get that information to Mr. Balmes to share.

Item 8. Comments by TPO Staff

Mr. Balmes gave the following comments:

- The 2023 Traffic Counts Report was included in the packet for board members to view along with a link to the online map.
- PROTECT Grant opportunity that involved transportation resilience (ex: flooding, sinkholes, wildfires, breakdowns in the transportation network). There was notice of funding opportunity that would be due on August 18th. There was an opportunity for the TPO to apply for the 100% Federal share grant for a Resilience Improvement Plan. The reason for the plan would be to identify the vulnerabilities and different projects that could be implemented. The Technical Advisory suggested a follow-up meeting with local partners to see if there was a need for the plan in our community.

The board discussed the different types of situations the PROTECT grant would be able to support such as flooding and traffic diversions that created heavy traffic backups.

Ms. Dreyer asked if traffic apps provided data with the roadways and how often they are being used when traffic diversions occur.

Mr. Balmes said he would reach out to the Traffic Incident Management Team at FDOT to see about how to obtain that information.

Ms. Hinson said a gentleman by the name of Jeremy Dillmore at the district office that gave a presentation about the ability to collect additional traffic information and she would reach out to find out where the information was housed.

Item 10. Comments by TPO Members

Chairman Curry congratulated the SunTran and City of Ocala on being awarded the FY23 Low- and No-Emission and Grants for Buses and Bus Facilities in the amount of \$16 million. Chairman Curry said that having the funding would certainly be a “game changer”.

Item 11. Public Comment

There was no public comment.

Item 12. Adjournment

Chairman Craig Curry adjourned the meeting at 5:07pm.

TPO Board Meeting Minutes – June 27, 2023
Approved – August 22, 2023

Respectfully Submitted By:

Shakayla Irby, Administrative Assistant