



**Technical Advisory Committee (TAC) Meeting**  
Marion County Library Headquarters – Meeting Room C  
2710 E. Silver Springs Blvd., Ocala, FL 34470  
September 14, 2021  
10:30 AM

**MINUTES**

**Members Present:**

Ji Li  
Anna Taylor (*Tyler Burgett*)  
Kenneth Odom  
Nancy Smith  
Eric Smith (*Gary Anson*)  
Loretta Shaffer (*Jessica Heller*)  
Elton Holland (*Chris Zeigler*)

**Members Not Present:**

Dave Herlihy  
Bob Titterington  
Mickey Thomason

**Others Present:**

Rob Balmes  
Liz Mitchell  
Shakayla Irby

### **Item 1. Call to Order and Roll Call**

Vice-Chairwoman Nancy Smith called the meeting to order at 10:30am and Secretary Shakayla Irby called the roll, there was a quorum present.

### **Item 2. Proof of Publication**

Secretary Shakayla Irby stated the meeting had been published online to the TPO's website, as well as the City of Ocala, Belleview, Marion County, and Dunnellon's websites on September 7, 2021. The meeting had also been published to the Star Banner news calendar, and the TPOs Facebook and Twitter pages.

### **3A. Draft Safety Action Plan Scope of Services**

Rob Balmes presented and provided the committee a summary of the Safety Action Plan.

The TPO planned to invest in the development of a Safety Action Plan to serve as a resource to improving transportation safety throughout Marion County. The Action Plan was envisioned as a collaborative process involving citizens and stakeholders, private and public partners, and state agencies.

The proposed title of the Action Plan is **Commitment to Zero: An Action Plan for Safer Streets in Ocala Marion.**

The purpose of **Commitment to Zero** was to bring together the Ocala Marion community and collaborate in the development of an Action Plan to improve the safety of our transportation system. The Action Plan would be focused on four key areas:

- Education and Awareness
- Public and Partner Engagement
- Safety Analysis
- Action Planning

The timeframe of Plan Development was fall 2021 to summer 2022.

The outline for the scope of services included a total of six tasks.

**Task 1.0** Consultant to complete detailed schedule and timeline

**Task 2.0** Crash Analysis

- Recent Five-year history
- High Injury Network and Locations
- Major crash causes and types
- Crash Analysis Tech Memo

**Task 3.0** Public and Stakeholder Engagement

- Communications Plan
- Online Survey and interactive comment map
- Public Workshop
- Stakeholder meetings

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**Task 4.0** Commitment to Zero Working Group

- CTST and partners
- TAC, CAC feedback throughout the project
- Meetings and reviews
- Working Group Summary Memo

**Task 5.0** Action Plan Strategies

- Best practices
- Commitment to Actions – What actions we will take to improve safety in the community
- Action Plan Strategies Memo

**Task 6.0** Action Plan

- Draft Action Plan
  - TAC and CAC review, comment
- Final Action Plan
  - TAC and CAC endorsement

Ms. Smith asked when the committee should expect to see the timeline for the Safety Action Plan.

Mr. Balmes said that the timeline would be the first task of the consultant that would start November 1<sup>st</sup> if the scope of services was approved by the TPO board.

Mr. Anson asked about a list of partners for the Safety Action Plan.

Mr. Balmes shared the most current list of partners (attached to this set of minutes on Page 8). The list of partners was still being added to.

Mr. Balmes mentioned that FDOT had created an Office of Safety with Loren Bobo as the Administrator and he had a meeting scheduled with her to talk about safety work in the project. The scope of services had also been submitted to FDOT for review.

*Mr. Odom made a motion to accept the Draft Safety Action Plan Scope of Services. Mr. Li seconded, and the motion passed unanimously.*

**Item 4A. Draft Disadvantaged Business Enterprise (DBE) Program**

Ms. Liz Mitchell presented and explained DBE: A for-profit small business that is at least 51% owned, controlled and managed by person(s) who are socially and economically disadvantaged, such as women, minorities or any other group classified by the US Small Business Administration (SBA).

For transportation purposes there were three major administrations involved in the DBE program:

1. Federal Highway Administration (FHWA)
2. Federal Aviation Administration (FAA)
3. Federal Transit Administration (FTA)

The program was carried out by the state and local transportation agencies under the rules and

guidelines in the Code of Federal Regulations, (49 CFR Part 26). Congress enacted the first DBE statutory provision requiring at least 10% of the funds authorized for the highway and transit financial assistance program be expended with DBE's.

The TPO was committed to expend 10.65% of its funds on DBE's and other small businesses. The DBE plan was updated to have a continuing, cooperative and comprehensive DBE process that is in alignment with FDOT's DBE Program Plan. As recipients of federal funds through FDOT the TPO must follow their process.

A synopsis of the DBE program was provided to the committee.

1. Non-discrimination policy and practices
  - a. Ensuring that through contractual or other arrangements, we do not use criteria or methods of administration that have the effect of defeating or impairing the objectives of the DBE program
2. Record keeping and reporting
  - a. semi-annual reports to FDOT
3. Monitoring the DBE directory
  - a. Continual vigilance to maintain knowledge of registered small businesses on the DBE list within our area
4. Contract monitoring to make DBE's inclusive
  - a. Ensure that contractors/consultants also follow DBE Program requirements and include DBE's in contracts and programs
5. Maintaining program updates
  - a. Watch for any changes in rules and regulations of the DBE program in order to stay up to date
6. Having a Liaison Officer:
  - a. Program required: Our TPO Director, Rob Balmes
7. Assessing sanctions, progress payments, disqualifying a contractor, if necessary, in order to maintain adherence to program requirements
8. Good faith efforts to ensure contracting opportunities with continual measures to be taken to increase small business participation
  - a. Requires monitoring, reporting and follow through on all of the listed items ensuring that we are making the best possible attempt at a fair and equitable program
9. Outreach to DBE's and community organizations
  - a. Maintaining communications with area DBE's and keeping them aware of possible opportunities to help improve/assist in their success
10. Public participation-include the public

- a. Make the public aware and get their input

In conclusion to the presentation, Ms. Mitchell provided an excerpt from the DBE plan

The TPO, and its consultants, shall take all necessary and reasonable steps to ensure that all DBE's have an opportunity to compete for and perform the contract work of the TPO in a non-discriminatory manner.

“The TPO shall require its consultants to not discriminate on the basis of race, color, national origin, sex, age, disability, religion, income or familial status in the award and performance of its contracts. The TPO does not tolerate discrimination in any of its programs, services, or activities. This is in accordance with applicable federal regulations and statutory references contained in the Disadvantaged Business Enterprise Program, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.”

Mr. Balmes mentioned that the current DBE had sections that referenced the SunTran and that since the SunTran was under the City of Ocala those sections had to be removed. Also, all MPO's had to adhere to the FDOT program.

Ms. Smith asked if the DBE document was new.

Ms. Mitchell responded that it was a new drafted document and that once the TPO board approved the DBE would be added to the TPO website.

#### **Item 5A. Mobility Week 2021**

Mr. Balmes shared with the committee that August 26, the Florida Department of Transportation (FDOT) Secretary Kevin Thibault announced Mobility Week 2021 would be from October 29 to November 5, 2021.

The previous year Mobility Week had been hosted virtually and with pandemic conditions a virtual option was possible again. The TPO would be seeking ideas and potential partnership opportunities in the community.

The Mobility Week 2021 flyer was shared with the committee.

#### **Item 5B. East Central Florida Regional Planning Council “How Did We Grow?”**

Since May 2021, the East Central Florida Regional Planning Council (ECFRPC) had been conducting an online public survey called “How Did We Grow?” The survey was focused on gathering public opinions about the values and priorities for our region in east-central Florida. It had been an opportunity to let elected officials know your thoughts about the direction Marion County and the greater region are growing.

ECFRPC was making a final push for residents of Marion County to complete the survey. The survey deadline was September 30, 2021. Information about how to take the survey is provided to the committee.

Mr. Odom mentioned that Marion County had not been included in the “How Shall We Grow” survey. Marion County had been under two different Planning Councils at the time and was not a part of the East Central Florida Regional Planning Council.

Ms. Smith said that the committee could take the survey to their staff members and ask them to participate.

### **Item 5C. 2022 TAC Meeting Schedule**

Mr. Balmes inquired with the committee about the 2022 TAC meeting schedule. Due to meeting conflicts, Belleview had not been able to participate in the TAC meetings.

Mr. Balmes asked committee members their thoughts on a different meeting day or time to better accommodate all members.

Committee members decided on having Mr. Balmes conduct a survey to find out the consensus of the members for a new proposed schedule.

Mr. Balmes said that he would send the survey out to the committee members and have a summary of the results at the next meeting in October along with a proposed meeting schedule.

### **Item 6. Consent Agenda**

*Mr. Odom made a motion to approve the Consent Agenda. Mr. Li seconded, and the motion passed unanimously.*

### **Item 7. Comments by FDOT**

Mr. Tyler Burgett introduced himself to the committee. He was one of the newer members in the liaison office and had been with FDOT for four years in project management previously. He managed some lighting projects in the Ocala Marion area.

Mr. Burgett said he lived in the Sanford area for sixteen years and had a family member to move to Marion County and had been able to view and see the area more often.

Mr. Burgett gave some information to the committee:

- International Walk to School month would be in November and would be advertised through FDOT social media and the Public Information Office.
- FDOT Public Hearing would be held October 25-29 and public comments would be open for two weeks after the Public Hearing for anyone to give comments and feedback.
- September 20-26 would be Rail Safety Week- Operation STRIDE

### **Item 8. Comments by TPO Staff**

Mr. Balmes said that the Congestion Management Plan would be brought to the committee in October and that the consultant had been working on publishing the document incorporating comments and feedback that had been received.

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**Item 9. Comments by TAC Members**

*There were no comments by TAC members.*

**Item 10. Public Comment**

*There was no public comment.*

**Item 11. Adjournment**

Vice-Chairwoman Smith adjourned the meeting at 11:16am.

Respectfully Submitted By:

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Shakayla Irby, TPO Administrative Assistant

