

#### **POLICY BOARD MEETING**

Martin County Administrative Center Board of County Commission Chambers 2401 SE Monterey Road, Stuart, FL 34996

<u>www.martinmpo.com</u> (772) 221-1498

#### Monday, April 8, 2024 @ 9:00 AM

#### **AGENDA**

ITEM **ACTION** 1. CALL TO ORDER 2. PRAYER – Pastor Jim Harp 3. PLEDGE OF ALLEGIANCE 4. ROLL CALL 5. APPROVE AGENDA **APPROVE** 6. APPROVE MINUTES MPO Board Meeting – February 26, 2024 (pg. 3) APPROVE 7. COMMENTS FROM THE PUBLIC (PLEASE LIMIT YOUR COMMENTS TO THREE MINUTES; COMPLETE CARD TO COMMENT) 8. AGENDA ITEMS A. FY23-FY24 UNIFIED PLANNING WORK PROGRAM (UPWP) AMENDMENT #2 - DE-OBLIGATION OF **PL FUNDS** (pg. 13) APPROVE **B. TRANSPORTATION IMPROVEMENT PROGRAM** (TIP) MODIFICATION #2 (pg. 31) APPROVE **C. DRAFT FY25-FY26 UPWP** (pg. 33) **APPROVE** D. TITLE VI AND NONDISCRIMINATION POLICY AND PLAN UPDATE (pg. 142) **APPROVE** 

- E. PUBLIC INVOLVEMENT ANNUAL REPORT- 2023 (pg. 157) APPROVE
- F. TURNPIKE AND I-95 DIRECT CONNECTION PD&E STUDY PRESENTATION (pg. 176)

**INFORMATION** 

G. DEVELOPMENT REVIEW INTERACTIVE MAP UPDATE (pg. 206)

INFORMATION

**H. SR-710 UPDATE** (pg. 208)

**INFORMATION** 

- 9. COMMENTS FROM FDOT
- 10. COMMENTS FROM ADVISORY COMMITTEE MEMBERS
- 11. COMMENTS FROM BOARD MEMBERS
- 12. NOTES
- 13. NEXT MEETING
  - MPO Policy Board Meeting May 6, 2024
- 14. ADJOURN

The Martin MPO solicits public participation 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 language translation services (free of charge) should contact Ricardo Vazquez, Senior Planner (Title VI/Non-discrimination Contact) at (772) 223-7983 or <a href="mailto:rvazquez@martin.fl.us">rvazquez@martin.fl.us</a> in advance of the meeting. Hearing-impaired individuals are requested to telephone the Florida Relay System at #711.



## MARTIN METROPOLITAN PLANNING ORGANIZATION POLICY BOARD MEETING

Martin County Administrative Building Commission Chambers
2401 SE Monterey Road
Stuart, FL 34996
www.martinmpo.com

(772) 221-1498

Monday, February 26, 2024 @ 9:00 am

#### **MINUTES**

- 1. CALL TO ORDER MPO Chair Troy McDonald called the meeting to order at 9:02 a.m.
- 2. PRAYER Pastor Jim Harp, Stuart Alliance Church led the Invocation.
- 3. PLEDGE OF ALLEGIANCE MPO Chair Troy McDonald led the Pledge of Allegiance.
- 4. ROLL CALL Anthony O'Neill-Butler, MPO Administrative Assistant, called roll.

#### PRESENT:

Troy McDonald, Chair
Doug Smith, Vice Chair
Commissioner Sarah Heard
Commissioner Harold Jenkins
Commissioner Christopher Collins
Commissioner James Campo
Mayor Susan Gibbs-Thomas

#### **REPRESENTING:**

City of Stuart Commission
Martin County Board of County Commission
Martin County Board of County Commission
Martin County Board of County Commission
City of Stuart Commission
Town of Sewall's Point Commission
Village of Indiantown Council

#### **EXCUSED ABSENCE:**

Commissioner Stacey Hetherington

Martin County Board of County Commission

#### Staff in Attendance:

Beth Beltran, MPO Administrator Ricardo Vazquez, Senior Planner Lucine Martens, Planner Anthony O'Neill-Butler, Administrative Assistant

#### Others in Attendance:

Jim Harp, Stuart Alliance Church James Brown, FDOT Florida Turnpike Enterprise Ron Kareiva, FDOT District Four Tony Norat, FDOT District Four

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Kelly Budhu, FDOT District Four
Raj Shanmugam, FDOT District Four
Jeff Weidner, Marlin Engineering
Jessica Mackey, Kittelson & Associates
Jeannelia Liu, Caltran Engineering Group
Tom Whittington, Marine Industries Association of the Treasure Coast
Casey Cass, Save Our Salerno
Tiffany Perri, Save Our Salerno
Cheryl Donan
Mary Heiliska

A quorum was present for the meeting.

#### 5. APPROVE AGENDA

A motion to approve the Agenda was made by Commissioner Doug Smith and was seconded by Commissioner Sarah Heard. The motion passed unanimously.

#### 6. APPROVE MINUTES

MPO Policy Board Meeting – December 11, 2023

A motion to approve the MPO Policy Board Minutes of December 11, 2023, was made by Commissioner Sarah Heard and was seconded by Commissioner Doug Smith. The motion passed unanimously.

7. PUBLIC COMMENTS - Tom Whittington, President of the Marine Industries Association of the Treasure Coast, started by thanking the County and the City of Stuart for their support for the Stuart Boat Show. Mr. Whittington continued, speaking about his organization's work with the Treasure Coast Regional Planning Council to develop an economic impact statement for the marine industry on the Treasure Coast, especially concerning the issues regarding the drawbridge and Brightline. Mr. Whittington noted that he had not heard much about the request for the marine industry transportation corridor but wanted to ensure that he and his organization were involved.

Casey Cass, representing Save Our Salerno, commented that there needed to be more involvement with the community to field their input. Mr. Cass did not believe that there was a need to enhance roads through Commerce Avenue and was concerned that attracting bigger businesses would wipe out smaller, local businesses. Mr. Cass stressed that contrary to some public discourse that he had heard, boat builders were not leaving the area and that all the manufacturers and the small businesses that support them were still there.

#### 8. AGENDA ITEMS

#### A. ELECTION OF OFFICERS

Commissioner Sarah Heard moved to appoint Commissioner Troy McDonald as Chair and Commissioner Doug Smith as Vice Chair of the MPO Policy Board. The motion was seconded by Commissioner Christopher Collins. Commissioner Troy McDonald and Commissioner Doug Smith were unanimously voted for as Chair and Vice Chair.

Commissioner Sarah Heard moved to nominate Commissioner Harold Jenkins and Commissioner Stacey Hetherington as alternate representatives for the Treasure Coast Transportation Council. The motion was seconded by Commissioner Doug Smith.

Commissioner Harold Jenkins moved to nominate Mayor Susan Gibbs-Thomas as Chair of the Local Coordinating Board for the Transportation Disadvantaged (LCB-TD) and was seconded by Commissioner Doug Smith. Mayor Susan Gibbs-Thomas was unanimously voted for as Chair of the Local Coordinating Board for the Transportation Disadvantaged (LCB-TD).

## B. PUBLIC HEARING: TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT #3

Beth Beltran, MPO Administrator, presented the Transportation Improvement Program (TIP) Amendment #3. This amendment was requested by the Florida Department of Transportation (FDOT) to add funding for design and right-of-way acquisition for the realignment project at CR-714 and SR-710.

A motion to approve the Transportation Improvement Program (TIP) Amendment #3 was made by Commissioner Sarah Heard and was seconded by Commissioner Harold Jenkins. The motion passed unanimously.

#### C. DRAFT FY26-FY30 LIST OF PROJECT PRIORITIES (LOPP)

Beth Beltran introduced the Draft List of Project Priorities (LOPP) to the Committee which is a list required by FDOT to determine funding opportunities within FDOT's Work Program. Ms. Beltran called special attention to the changes to item #7, SR-710 at SW Allapattah Road, item #8, SE Commerce Avenue, item #9, US-1 at Palm City Road, and item #10, SW Palm City Road. Commissioner Doug Smith wanted to suggest that item #5, the replacement of the bridge, be lowered to item #7, moving item #6 to item #5, and item #12 moved to item #6, as he believes that the rankings make a difference to the people who read and review the lists. Chair Troy McDonald wanted to clarify that item #5 was the replacement of the Bridge Road drawbridge, and that, if we did move it down, it would not affect the prioritization of the bridge. Commissioner Smith stated that, from his understanding, bridges are never not going to receive funding or attention when they need it.

MPO 02/26/2023 MPO Policy Board 04/08/2024 Mayor Susan Gibbs Thomas sought clarification on the three new items, items #8, #9, and #10, and wanted to know which other three projects had dropped off and why the new items were ranked so highly. Ms. Beltran advised that when projects are funded for construction they do fall off the list. Ms. Beltran also advised that she works with the local government staff to review the LOPP and field their input on their priorities. Ms. Beltran continued, stating that any one of these projects is available to receive SU funds, stressing how important timing is for these projects. Commissioner Smith sought clarification on what SU funds are. Ms. Beltran advised that SU funds are federal funds for capital projects on roadways that have a federal functional classification that come directly to the MPO, and these funds are directed by the MPO Board, not the Florida Department of Transportation (FDOT). Mayor Gibbs Thomas also wanted to speak to concerns that had been brought to her attention by residents of Port Salerno concerning item #8, Commerce Avenue. Mayor Gibbs Thomas continued, stating that she believes a plan can be crafted that supports both the objectives of the MPO as well as the Port Salerno Community Redevelopment Agency, however, this needs to happen before PD&E so that residents can provide their input.

Commissioner Sarah Heard spoke to the dire need for improvements to Commerce Avenue, citing her experiences driving it every day and the flooding that regularly occurs when it rains. Commissioner Heard stated that she is not in favor of moving item #8 down the list as this project benefits everyone. Commissioner Heard also noted that she was against moving item #4 down the list as the drawbridge is one of two evacuation routes for Jupiter Island and stated that she was in favor of leaving the priorities as recommended.

Commissioner Smith sought additional information regarding item #8, Commerce Avenue, from George Dzama, Deputy Public Works Director. Mr. Dzama stated that during county staff's review of the 5-10-year Work Program, they identified Commerce Avenue as a corridor that needs a lot more than just resurfacing and roadway improvements, but also needs major drainage improvements, and possibly a raising of the roadway; all of which will require a master plan and a drainage study. Commissioner Smith asked where we were in the timeline of these improvements. Mr. Dzama advised that they are looking to add it to their 5-year Work Program, which would put construction around 2030. Commissioner Smith noted that we were at least three years out from having anything for the MPO Policy Board to approve or adopt and that there would be plenty of time and opportunity for the public to provide their input. Mr. Dzama advised that once the project is included with FDOT's Work Program and design commences, the county staff would look to have a public involvement meeting.

Commissioner Harold Jenkins stated that he agreed with Commissioner Heard's sentiments regarding item #4 but was surprised to see the project ranked so highly considering the large amount of funding that recently went into the bridge. Commissioner Jenkins continued, stating that he also agreed with Commissioner Smith's logic, but that from his understanding, the replacement of the bridge is around 15 years out. Mr. Dzama noted that it is a used bridge that the county acquired from another agency and that it has been experiencing electrical and balancing issues that the county has been maintaining over the years. Mr. Dzama stated that he believed it is in the 5-year Work Program for feasibility studies and that its inclusion in the LOPP was so it may be considered for SU funding.

Commissioner Kaija Mayfield raised concerns about the high ranking of item #4, Monterey Road Grade Separation, as the proposed alternatives that include an overpass or underpass would be a very major change to Martin County whereas other projects that affect drainage and flooding are lower. Ms. Beltran advised that the grade separation has been discussed for nearly 20 years and that when Brightline came to Florida a few years ago, concerns were raised since there were not any grade separations in Martin County, which could impact evacuations and emergency services in the event of a stopped train.

Commissioner Christopher Collins echoed Commissioner Mayfield's sentiments, stating that overpasses and underpasses do not match the character of Martin County, and expressed that he would like to see item #4 moved further down the list. Commissioner Collins continued, stating that he believes that sometimes, the very technical views within the Board do not reflect the general population who would state that this is not New York, Miami, or even West Palm. Commissioner Collins expressed concerns that a project of this scale could potentially move forward without any of the public's input. Commissioner Smith responded, stating that we should receive input from all of the commuters traveling on Monterey, not just from the local neighborhoods. Ms. Beltran wanted to advise that the reason it is on the LOPP at item #4 is because there is a concern about this intersection and at the Board's request, FDOT is here to present the PD&E study for this project. Ms. Beltran emphasized that this would be a long project that is only at the beginning and that part of the PD&E process is to look at all the options from environmental, to social-environmental, to the physical environment.

A motion to approve the Draft FY26-FY30 List of Project Priorities (LOPP) with the adjustment of moving item #6 to item #5, item #12 to item #6, and item #5 to item #7, was made by Commissioner Harold Jenkins and was seconded by Commissioner Doug Smith. Commissioner Christopher Collins dissented.

### D. TRANSPORTATION ALTERNATIVES PROGRAM (TAP) PROJECT APPLICATION

Beth Beltran introduced Keith Baker, Capital Projects Senior Engineer, who presented the Transportation Alternatives Program (TAP) Project application for the SW Bulldog Avenue Sidewalk Project. Mr. Baker called attention to the eight-foot sidewalks to support bicycle traffic which had been suggested by the MPO Advisory Committees and noted that the Martin County School Board has requested this project and has provided a letter of support. Chair Troy McDonald complimented the choice to opt for an 8-foot shared-use path and stated that he liked the project. Commissioner Sarah Heard asked if a bike lane was being proposed to be put on Pratt Whitney Road. Mr. Baker stated that it would not be a bike lane, but a separated, shared-use sidewalk.

A motion to approve the Transportation Alternatives Program (TAP) Project Application was made by Commissioner Sarah Heard and was seconded by Commissioner Harold Jenkins. The motion passed unanimously.

### E. 2050 LONG RANGE TRANSPORTATION PLAN (LRTP) SCOPE OF SERVICES

Beth Beltran presented the 2050 Long Range Transportation Plan (LRTP) Scope of Services and explained that the intent and purpose of the LRTP is to encourage and promote the safe and efficient management, operation, and development of a cost-feasible transportation system that will serve the mobility needs of people and freight; and foster economic growth and development within the Martin County Planning Area. Ms. Beltran introduced Vikas Jain with T.Y. Lin who will be working with the Martin MPO to develop the 2050 LRTP.

Commissioner Doug Smith wanted to know if the Regional Planning Council would be consulted for the public outreach portion of the LRTP as he believed that no one has such success with public outreach as they do. Ms. Beltran stated that the Martin MPO very much stresses its public outreach efforts and is always striving to improve and reach out to the public in new and exciting ways. Ms. Beltran went on to inform Commissioner Smith that the MPO had recently received a phone call from the Regional Planning Council for guidance on public outreach due to the MPO's success with the public outreach portion of the Transit Development Plan (TDP). Mr. Jain added that there would be four public outreach meetings, three public workshops, the production of an informative video, public surveys, one-on-one meetings, and collaborations with other agencies as part of the 2050 LRTP's scope.

A motion to approve the 2050 Long Range Transportation Plan (LRTP) Scope of Services was made by Commissioner Sarah Heard and was seconded by Commissioner Doug Smith. The motion passed unanimously.

#### F. TRANSIT DEVELOPMENT PLAN (TDP) PROGRESS REPORT UPDATE

Jeff Weidner with Marlin Engineering presented the Transit Development Plan (TDP) Progress Report Update. Mr. Weidner noted that as of today, there were 672 surveys completed. Mr. Weidner and Jessica Mackey with Kittelson & Associates presented the TDP update.

Commissioner Smith complimented the presentation and noted that, years ago, it had been stated that MARTY could not turn off of Kanner Highway and proceed down Monterey Road and that the reasoning behind this needs to be investigated, but that Monterey Road would not be a good place for a bus stop. Mr. Weidner stated that smaller busses may allow for a successful Monterey Road stop. Commissioner Smith responded, stating that microtransit should be the focus, and cited the public's acceptance and preference of services like Uber and Lyft. Commissioner Smith went on to state that he likes the different options, but that he is curious as to the cost. Mr. Weidner advised that they were looking for further guidance to narrow down the options before they delve into a detailed cost analysis. Commissioner Smith asked if the \$2 million difference between Indian River County and Martin County's transit system is the key reason contributing to the difference in level of service. Mr. Weidner stated that they have a detailed financial plan with varied investment tiers, but that he thinks microtransit would fit the community better. Commissioner Collins echoed these sentiments, stating that you should tailor your product or service to your customer, instead of trying to imitate another city or county.

Commissioner Kaija Mayfield asked for Mr. Weidner to explain in greater detail the different

types of microtransit offered outside of the well-known Uber and Lyft platforms. Mr. Weidner advised that Freebie and Circuit are two companies that operate similarly to the Downtown Stuart Tram and offer a wide variety of services depending on the market, ranging from small busses to single-use vehicles. Mr. Weidner continued, stating that, unlike Uber and Lyft, of which there are not many drivers here in Martin County, Freebie and Circuit hire W-2 employees to fit the needs of the area they are operating in.

Commissioner Smith asked if cost would be included in the recommended plan when it returns to the MPO Policy Board. Mr. Weidner stated that, yes, it would.

Commissioner Collins wondered if there could be options for each municipality, perhaps Uber for one area and Freebie for another and if this was an option to bring this information back to the Board. Mr. Weidner expressed that they were trying to be vendor agnostic and not to recommend any singular vendor because, after pilot programs, it is common for the prices to go up. Mr. Weidner went on to suggest that Martin County sign a long-term contract once a vendor is chosen instead of a short-term one due to cost.

Commissioner Sarah Heard noted that 77% of the individuals that were surveyed have not used the MARTY system which would lead one to conclude that the system is basically a failure. Commissioner Heard offered that we completely redo the entire model.

Corey Cass sought to provide public input, stating that he would like to understand the Freebie cost better and that he disagrees that we do not need MARTY as a lot of people are reliant on it to get around. Mr. Cass believed that we need to figure out how to get the system to work for people.

A motion to approve the Transit Development Plan (TDP) Progress Report Update was made by Commissioner Sarah Heard and was seconded by Commissioner Doug Smith. The motion passed unanimously.

\*Break at 10:52 a.m.\*
\*Resumed at 11:04 a.m.\*

## G. FLORIDA DEPARTMENT OF TRANSPORTATION'S (FDOT) STATEMENTS AND ASSURANCES

Tony Norat with FDOT District Four presented the Statements and Assurances and wanted to recognize the Martin MPO as a leader in the State of Florida's transportation planning agencies. Mr. Norat stated that the Martin MPO is consistently in the low to no-risk category and that the MPO's participation and partnership with FDOT is unparalleled. Mr. Norat went on to provide accolades to Beth Beltran, the MPO Administrator, for the ability to achieve all of this with a small staff.

Commissioner Sarah Heard commented that the Board was aware of this, but that it was nice to hear the state-wide recognition of the team. Commissioner Heard also recognized the hard work the Martin MPO does with its comparatively smaller staff.

A motion to approve the Florida Department of Transportation's (FDOT) Statements and Assurances was made by Commissioner Sarah Heard and was seconded by Commissioner Doug Smith. The motion passed unanimously.

## H. FEDERAL HIGHWAY ADMINISTRATION (FHWA) ADJUSTED URBAN BOUNDARY UPDATE

Raj Shanmugam, FDOT District Four Planning, presented the 2020 Adjusted Urban Area Boundary presentation. Every ten years following the decennial Census, the Florida Department of Transportation (FDOT), in coordination with the Federal Highway Administration (FHWA) and local partners, is required to update the Urban Boundary and Functional Classification system for the State of Florida. The Transportation Data and Analytics (TDA) Office acquires the U.S. Census population and urban boundary data for 2020 to develop maps with the appropriate projection and content for distribution. TDA compiles the boundaries into a statewide GIS layer, resolving data conflicts such as overlaps and gaps between District boundaries. The FDOT Districts and local partners use this information for coordination purposes and to adjust the 2020 U.S. Census Urban Area boundaries around current land use conditions. These adjustments are reviewed by Central Office before they are submitted for approval by FHWA.

A motion to approve the Federal Highway Administration (FHWA) Adjusted Urban Boundary Update was made by Commissioner Doug Smith and was seconded by Commissioner Sarah Heard. The motion passed unanimously.

## I. FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) MONTEREY ROAD GRADE SEPARATION AT FEC RAILROAD CROSSING PD&E PRESENTATION

Robert Lopes, FDOT District Four, and Tanya Kristoff, Lochner Engineering, presented the Monterey Road Grade Separation at FEC Railroad Crossing PD&E presentation.

Commissioner Kaija Mayfield sought clarification on the contributing factors to the transportation demand shown on slide #5. Ms. Kristoff stated that this is when a delay at one intersection backs up and impacts another intersection.

Commissioner Smith was curious about the project limits and asked if there was a reason the boundary of the project wasn't taken all the way to East Ocean Boulevard, stating that this could be an opportunity to rethink the Kingswood Terrace intersection. Chair Troy McDonald, Commissioner Harold Jenkins, and Mayor Susan Gibbs Thomas echoed his sentiments. Mr. Lopes stated that he believed the original limits were selected based on the threshold delay and that a traffic study had been done to determine which intersections affect each other. Mr. Lopes advised that he would investigate the possibility of extending the limits of the study.

Discussion continued and Commissioner Mayfield noted that her constituency in Sewall's Point uses Monterey Road extensively, but when looking at the underground and overpass alternatives, she cannot wrap her head around such a project being in Martin County, especially in such a residential neighborhood. Commissioner Mayfield offered that

alternative #9 looks promising and would probably be the cheapest and least impactful of all the proposed alternatives. Commissioner Christopher Collins echoed Commissioner Mayfield's sentiments.

#### J. STATE ROAD (SR) - 710 UPDATE

Ron Kareiva, FDOT District Four, provided an update on the status of the SR-710 projects. Currently, construction at Tommy Clements for the westbound left turn lane is underway. Regarding the eastbound right turn lane, the right of way was looked at and FDOT believes that they will be able to add it in, however, it cannot be done by the current contractor. Once the left turn lane project is completed, they can hire another contractor to begin work on the right turn lane. The design phase for the intersection relocation is set to begin, along with a survey for the project, and the right-of-way acquisition is funded and is due to begin in FY 26. Concerning the widening project, the design phase is set to begin by the end of this fiscal year and a survey is currently ongoing. Right-of-way acquisition is also funded for this project; however, construction remains unfunded for both relocation and widening projects.

Mayor Susan Gibbs Thomas stated that it is encouraging to hear that the right turn lane is being considered and will be happening but wanted to clarify when a new contractor will be selected and when they will begin the work. Mr. Kareiva advised that it would not take years as the design for the right turn lane is already completed, they simply need to sign a contractor to begin the construction.

Commissioner Doug Smith asked if construction funding legislative requests had been submitted for SR-710. George Dzama, Deputy Public Works Director, advised that a state appropriation request for the SR-714 realignment was submitted, but not for SR-710.

- 9. COMMENTS FROM ADVISORY COMMITTEE MEMBERS None
- 10. COMMENTS FROM BOARD MEMBERS None
- 11. COMMENTS FROM FDOT None
- 12. NOTES None
- 13. NEXT MEETING

MPO Board Meeting – April 15, 2024

ADJOURNMENT: 12:05 PM

Approved by:	
Troy McDonald, Chair	Date
Prepared by:	
Anthony O'Neill-Butler, Administrative Assistant	Date
Minutes Annroved on Anril 8 2024	

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#### **AGENDA ITEM 8A**



## POLICY BOARD MEETING AGENDA ITEM SUMMARY

MEETING DATE:	DUE DATE:		UPWP#:				
April 8, 2024	April 1, 2024		1				
WORDING:							
FY23-FY24 UNIFIED PLAN	NING WORK PROGR	AM (UP)	VP) AMENDMENT #2 -				
DE-OBLIGATION OF PL FL	JNDS		•				
REQUESTED BY:	PREPARED BY:	DOCU	MENT(S) REQUIRING				
FDOT	Ricardo Vazquez /	ACTIO	N: FY23-FY24 UPWP				
	Beth Beltran	Amend	ment #2				

#### **BACKGROUND**

The MPO is approaching the end of the current FY23-FY24 UPWP and has drafted the new FY25 – FY26 UPWP. De-obligation of Federal Highway Administration (FHWA) Planning (PL) funds is an FDOT process that releases federal funds previously authorized but not expended by the MPO. The de-obligation must be approved by the MPO Board by April 15<sup>th</sup>. Unless a de-obligation process is followed, the remaining project balances of the UPWP on June 30, 2024, will not be available until Year 2 of the next adopted UPWP (beginning July 1, 2025).

#### **ISSUES**

MPO staff estimates approximately \$254,000 for consultant services will not be expended by June 30, 2024. Two projects were started in Year 2 of the FY23-FY24 UPWP that will be completed in the FY25 – FY26 UPWP: the 2050 Long Range Transportation Plan (LRTP) and the US-1 Congestion Management Study. Two additional projects in Task 7 of the FY23-FY24 UPWP (Strategic Plan and Emerging Mobility Readiness Study) will have their funds de-obligated to be used for the 2050 LRTP in FY25 of the next UPWP. Staff requests that \$254,000 in PL funds be unencumbered and de-obligated in the FY23-FY24 UPWP and be made available in Year 1 of the FY25-FY26 UPWP.

Below is a summary of the funds that are being de-obligated:

Task 4	2050 LRTP	\$ 94,000
Task 6	US-1 Congestion Management Study	70,000
Task 7	Strategic Plan	30,000
Task 7	Emerging Mobility Readiness Study	60,000

#### Total De-obligated Amount \$254,000

Staff recommends de-obligating funds from the current UPWP, in order to fund planning projects that span both planning periods.

\_\_\_\_\_\_

#### **RECOMMENDED ACTION**

Approve MPO Resolution #24-05, approving FY23-FY24 UPWP Amendment #2 which de-obligates \$254,000 in PL funds and makes this funding available in Year 1 of the FY25-FY26 UPWP.

#### **FISCAL IMPACT**

\$254,000 would be made available in FY25, the first year of the FY25-FY26 UPWP

#### <u>APPROVAL</u>

MPO

#### **ATTACHMENTS**

- a. FY23 FY24 UPWP Amendment #2 Revision Form Packet
- b. Amendment to the MPO Agreement
- c. Draft Resolution #24-05



FLORIDA DEPARTMENT OF TRANSPORTATION

Last updated: 09/15/2022

MPO: Martin MPO Revision #: 4

Reason: Decreasing funds for from the FY23-FY24 UPWP to de-obligate them for use in the first year of the FY25-FY26 UPWP.

Fiscal	<b>Year:</b> FY 2024	Contract #: G2929		Fund: FHWA - P	. <i>F</i>	orm: 1	of: 2
FUND	ING CHANGES		Part of	a De-Ob: Yes	Re	vision Type: Amendme	nt (Financial)
Ta	ısk #	Task Name			Original \$	Proposed \$	Difference
7	Long Range Transpo Special Project Plans				\$ 156,163.00 \$ 160,000.00	\$ 62,163.00 \$ 70,000.00	-\$ 94,000.00 -\$ 90,000.00 \$ 0.00
							\$ 0.00 \$ 0.00 \$ 0.00
							\$ 0.00 \$ 0.00
							\$ 0.00 \$ 0.00 \$ 0.00
							\$ 0.00 \$ 0.00 \$ 0.00
	FHWA - PL	Total Budget /		NDING CHANGE FY 2024	\$ 316,163.00 \$ 862,484.00	\$ 132,163.00 \$ 678,484.00	-\$ 184,000.00 -\$ 184,000.00
OTHER	R UPWP CHANGES (NON-FIR	IANCIAL)					
Та	sk# Ta	sk Name	1		Amendment Type	10000	
Amend	Task Pages (including task b Agency Participation Budge Iment Required Documenta Task Pages (including task b Agency Participation Budge Fund Summary Budget Tab	ntion (to be appended with UPWP pudget tables)-Current & Proposed et Table-Current & Proposed tion (to be appended with UPWP I pudget tables)-Current & Proposed et Table-Current & Proposed le-Current & Proposed le-Current & Proposed ed Documentation (to be appended)	Revision Signo	Signed Cost Certif Fund Summary Bu nture Form) Signed Cost Certif MPO Meeting Age	idget Table-Current & Fication I	Proposed  I TIP Modification  Amended Agreen	nent
	Task Pages (if a change occ		a with OPWP	kevision Signature	Formj		
Review	ring Action						
FDOT	Reviewer:			Comments:			
	Action:			1		1 3 3 4 7	
FHWA	Reviewer: Action:			Comments:			
FTA	Reviewer:			Comments:			
	Action:						



Last updated: 09/15/2022 MPO: Martin MPO Revision #: 4 Reason: Decreasing funds for from the FY23-FY24 UPWP to de-obligate them for use in the first year of the FY25-FY26 UPWP. Fiscal Year: FY 2023 Contract #: G2929 Fund: FHWA - PL Form: 2 of: 2 **FUNDING CHANGES** Part of a De-Ob: Yes Revision Type: Amendment (Financial) Original \$ Proposed \$ Transportation Systems Planning (FY23) \$ 421,306.00 \$ 351,306.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 **TOTAL FUNDING CHANGE** \$ 421,306.00 \$ 351,306.00 -\$ 70,000.00 FHWA - PL **Total Budget Amount for FY** FY 2023 \$ 871,168.00 \$ 941,168.00 -\$ 70,000.00 OTHER UPWP CHANGES (NON-FINANCIAL) Modification Required Documentation (to be appended with UPWP Revision Signature Form) ☐ Task Pages (including task budget tables)-Current & Proposed Signed Cost Certification ☐ Agency Participation Budget Table-Current & Proposed ☐ Fund Summary Budget Table-Current & Proposed Amendment Required Documentation (to be appended with UPWP Revision Signature Form) ☐ Task Pages (including task budget tables)-Current & Proposed Signed Cost Certification TIP Modification Agency Participation Budget Table-Current & Proposed MPO Meeting Agenda Amended Agreement Fund Summary Budget Table-Current & Proposed Non-Financial Amendment Required Documentation (to be appended with UPWP Revision Signature Form) ☐ Task Pages (if a change occurs) - Current & Proposed Reviewing Action Reviewer: Comments: FDOT Action: Reviewer: Comments: **FHWA** Action: Reviewer: Comments: Action:

Task 4 LONG RANGE TRANSPORTATION PLAN								
2	022/20	23						
Funding Source		FHWA						
Contract Number	G2929		FY 20	22/2023 Total				
Source Level		PL						
MPO Budget Reference								
Lookup Name		2/2023 FHWA 32929 (PL)						
Personnel (salary and benefits)								
MPO staff salaries, fringe benefits,								
and other deductions	\$	17,000	\$	17,000				
			\$	-				
Personnel (salary and benefits)	\$	17,000	\$	17,000				
Consultant								
			\$	-				
Consultant Subtotal	\$	-	\$	-				
Total	\$	17,000	\$	17,000				
2	023/20	24						
Funding Source		FHWA						
Contract Number		G2929	FY 2023/2024 Total					
Source		PL						
MPO Budget Reference								
Lookup Name		3/2024 FHWA 32929 (PL)						
Personnel (salary and benefits)								
MPO staff salaries, fringe benefits,								
and other deductions	\$	20,000	\$	20,000				
			\$	1				
Personnel (salary and benefits)	\$	20,000	\$	20,000				
Consultant								
2050 Long Range Transportation								
Plan	\$	136,163	\$	136,163				
			\$	-				
Consultant Subtotal	\$	136,163	\$	136,163				
Total	\$	156,163	\$	156,163				

Task 4: Budget Category Description Detail						
Consultant/Contract Services						
2050 LRTP	Every five years, the MPO is required to review and update the Long Range Transportation Plan (LRTP). The LRTP sets the vision for transportation for all modes of travel throughout the Planning Area and influences projects included in the 5-year Transportation Improvement Program (TIP). The LRTP will include twenty years of projects and funding and provide a complete picture of revenues and costs for the planning horizon. The first five years of projects will be included in the Cost Feasible Plan and financial plan that compares costs to revenues to demonstrate how the plan can be implemented. The MPO will develop a scope of services and begin this work effort at the end of FY24.					

UNIFIED PLANNING WORK PROGRAM

UPWP FY22/23-FY23/24

PROPOSED

Task 4 LONG RANGE TRANSPORT	ATIO	N PLAN			
2022	2023				
Funding Source		FHWA	FY 2022/2023		
Contract Number		G2929		-	
Source Level	PL			Total	
MPO Budget Reference					
Lookup Name		022/2023			
D	FH	WA G2929			
Personnel (salary and benefits)					
MPO staff salaries, fringe	,	17.000	ے	17.000	
benefits, and other deductions	\$	17,000	\$	17,000	
David and Andrews and branches	\$	17.000	\$	17,000	
Personnel (salary and benefits) Consultant	Ģ	17,000	Ş	17,000	
Consultant			\$		
Consultant Subtotal	\$	_	\$		
Total	Ś	17,000	\$	17,000	
2023/	•	17,000	7	17,000	
Funding Source	2024	FHWA			
Contract Number		G2929	FY 2023/2024		
Source		PL	Total		
MPO Budget Reference					
Lookup Name	2	023/2024			
Lookap Hame		NA G2929			
Personnel (salary and benefits)					
MPO staff salaries, fringe					
benefits, and other deductions	\$	20,000	\$	20,000	
		•	\$	-	
Personnel (salary and benefits)	\$	20,000	\$	20,000	
Consultant					
2050 Long Range Transportation					
Plan	\$	42,163	\$	42,163	
			\$	-	
Consultant Subtotal	\$	42,163	\$	42,163	
Total	\$	62,163	\$	62,163	

Task 4: Budget Category Description Detail						
Consultant/Contract Services						
2050 LRTP	Every five years, the MPO is required to review and update the Long Range Transportation Plan (LRTP). The LRTP sets the vision for transportation for all modes of travel throughout the Planning Area and influences projects included in the 5-year Transportation Improvement Program (TIP). The LRTP will include twenty years of projects and funding and provide a complete picture of revenues and costs for the planning horizon. The first five years of projects will be included in the Cost Feasible Plan and financial plan that compares costs to revenues to demonstrate how the plan can be implemented. The MPO will develop a scope of services and begin this work effort at the end of FY24.					

UNIFIED PLANNING WORK PROGRAM

UPWP FY22/23-FY23/24

#### **CURRENT**

Task 6 TRANSPORTATION SYSTEMS	S PL	ANNING								
			20	22/2023						
Funding Source	FHWA		CTD		FFY 21 FTA 5305(d)		F	FY 21 FTA 5305(d)	FY	2022/2023
Contract Number		G2929		G2965		G1V44		G2174		Total
Source Level		PL		State		Federal		Federal		
MPO Budget Reference										
Lookup Name		022/2023				022/2023 FFY		22/2023 FFY		
	FH'	WA G2929		-	21	FTA 5305(d)	21	FTA 5305(d)		
		(PL)	G2	965 (State)		G1V44		G2174		
Personnel (salary and benefits)										
MPO staff salaries, fringe benefits,										
and other deductions	\$	107,500	\$	23,000	\$	23,000			\$	153,500
									\$	-
Personnel (salary and benefits)	\$	107,500	\$	23,000	\$	23,000	\$	-	\$	153,500
Consultant										
Bicycle and Pedestrian Facility Map										
	\$	2,500							\$	2,500
US-1 Congestion Management										
Strategies: Public Outreach	\$	120,000							\$	120,000
Transit Efficiency Study					\$	12,803	\$	33,197	\$	46,000
Transit Development Plan	\$	68,306					\$	31,000	\$	99,306
									\$	-
Consultant Subtotal	\$	190,806	\$	-	\$	12,803	\$	64,197	\$	267,806
Total	\$	298,306	\$	23,000	\$	35,803	\$	64,197	\$	421,306
			20	23/2024						
Funding Source						FFY 21 FTA				
		FHWA		CTD		5305(d)	FY 2	1 FTA 5305(c	FY	2023/2024
Contract Number		G2929		G2965		G1V44		G2174		Total
Source		PL		State		Federal		Federal		
MPO Budget Reference										
Lookup Name	2	023/2024	202	3/2024 CTD	20	023/2024 FFY	20	23/2024 FFY		
	FH	WA G2929	G2	965 (State)	21	FTA 5305(d)	21	FTA 5305(d)		
Personnel (salary and benefits)										
MPO staff salaries, fringe benefits,										
and other deductions	\$	189,432	\$	23,000					\$	212,432
									\$	-
Personnel (salary and benefits)	\$	189,432	\$	23,000	\$	-	\$	-	\$	212,432
Consultant										
Transit Development Plan	\$	55,306							\$	55,306
Bicycle and Pedestrian Facility Map										
	\$	22,500							\$	22,500
Consultant Subtotal	\$	77,806	\$	-	\$	-	\$	-	\$	77,806
Total	\$	267,238	\$	23,000	\$		\$		\$	290,238

#### **PROPOSED**

Task 6 TRANSPORTATION SYSTEMS	S PI	LANNING								
			20	22/2023						
Funding Source		FHWA		стр	F	FY 21 FTA 5305(d)	FFY 21 FTA 5305(d)		FY 2022/2023	
Contract Number		G2929		G2965		G1V44		G2174		Total
Source Level		PL		State		Federal		Federal		
MPO Budget Reference										
Lookup Name		022/2023 FHWA 2929 (PL)	ст	22/2023 D G2965 (State)		22/2023 FFY FTA 5305(d) G1V44		22/2023 FFY FTA 5305(d) G2174		
Personnel (salary and benefits)										
MPO staff salaries, fringe benefits,										
and other deductions	\$	107,500	\$	23,000	\$	23,000			\$	153,500
									\$	-
Personnel (salary and benefits)	\$	107,500	\$	23,000	\$	23,000	\$	-	\$	153,500
Consultant										
Bicycle and Pedestrian Facility Map	\$	2,500							\$	2,500
US-1 Congestion Management	Ÿ	2,500							~	2,500
Strategies: Public Outreach	\$	50,000							\$	50,000
Transit Efficiency Study	7	30,000			\$	12,803	\$	33,197	\$	46,000
Transit Development Plan	\$	68,306			7	12,003	\$	31,000	\$	99,306
Transit Development Flan	,	00,300					٠	31,000	\$	55,500
Consultant Subtotal	\$	120,806	\$		\$	12,803	\$	64,197	\$	197,806
Total	\$	228,306	\$	23,000	\$	35,803	\$	64,197	\$	351,306
Total	Ť	220,500	_	23/2024	~	33,003	Y	04,137	~	331,300
Francisco Corres			20	123/2024		FY 21 FTA				
Funding Source		FLINAVA		CTD			-v -	1 FTA E20E/	EV	2023/2024
		FHWA		CTD			FY 2	21 FTA 5305(c	FI	-
Contract Number		G2929		G2965		G1V44		G2174		Total
Source		PL		State		Federal		Federal		
MPO Budget Reference	-	000/0004	20	22/2024	201	22 /2024 FFV	20	22/2024 FFV		
Lookup Name	20	023/2024		23/2024	l	23/2024 FFY		23/2024 FFY		
		FHWA	СТ	D G2965	21	FTA 5305(d)	21	FTA 5305(d)		
Personnel (salary and benefits)					I					
MPO staff salaries, fringe benefits,										
and other deductions	\$	189,432	\$	23,000					\$	212,432
	_		_				_		\$	-
Personnel (salary and benefits)	\$	189,432	\$	23,000	\$	•	\$	•	\$	212,432
Consultant	_									
Transit Development Plan	\$	55,306							\$	55,306
Bicycle and Pedestrian Facility Map	\$	22,500							\$	22,500
									\$	-
Consultant Subtotal	\$	77,806	\$	-	\$		\$	-	\$	77,806
Total	\$	267,238		23,000	\$	-	\$	-	\$	290,238

UNIFIED PLANNING WORK PROGRAM

UPWP FY22/23-FY23/24

#### **CURRENT**

Task 7 SPECIAL F	PROJEC	T PI ANNING								
	2022/2023									
Funding Source		FHWA								
Contract Number		G2929	FY 2022/2023							
Source Level		PL		Total						
MPO Budget Reference										
	202	2/2023 FHWA								
Lookup Name	(	62929 (PL)								
Personnel (salary and benefits)										
MPO staff salaries, fringe benefits,										
and other deductions	\$	52,500	\$	52,500						
			\$	-						
Personnel (salary and benefits)	\$	52,500	\$	52,500						
Consultant										
Resiliency Study - Phase 1										
Finalization	\$	20,000	\$	20,000						
US-1/Palm City Road Intersection	\$	65,000	\$	65,000						
			\$	-						
Consultant Subtotal	\$	85,000	\$	85,000						
Total	\$	137,500	\$	137,500						
202	3/2024	1								
Funding Source		FHWA								
Contract Number		G2929	FY	2023/2024						
Source		PL		Total						
MPO Budget Reference										
		3/2024 FHWA								
Lookup Name		62929 (PL)								
Personnel (salary and benefits)										
MPO staff salaries, fringe benefits,										
and other deductions	\$	70,000	\$	70,000						
			\$	-						
Personnel (salary and benefits)	\$	70,000	\$	70,000						
Consultant			.4							
Strategic Plan	\$	30,000	\$	30,000						
Emerging Mobility Readiness Study	\$	60,000	\$	60,000						
Consultant Cultural	<u></u>	00.000	\$	- 00.000						
Consultant Subtotal	\$	90,000	\$	90,000						
Total	\$	160,000	\$	160,000						

#### **PROPOSED**

Task 7 SPECIAL I	PROJEC	T PLANNING							
2022/2023									
Funding Source		FHWA							
Contract Number		G2929	FY 2022/2023						
Source Level		PL		Total					
MPO Budget Reference									
	202	2/2023 FHWA							
Lookup Name		62929 (PL)							
Personnel (salary and benefits)		` '							
MPO staff salaries, fringe benefits,									
and other deductions	\$	52,500	\$	52,500					
			\$	-					
Personnel (salary and benefits)	\$	52,500	\$	52,500					
Consultant									
Resiliency Study - Phase 1									
Finalization	\$	20,000	\$	20,000					
US-1/Palm City Road Intersection	\$	65,000	\$	65,000					
			\$	-					
Consultant Subtotal	\$	85,000	\$	85,000					
Total	\$	137,500	\$	137,500					
202	3/2024	ı							
Funding Source		FHWA							
Contract Number		G2929	FY 2023/2024						
Source		PL		Total					
MPO Budget Reference									
	202	3/2024 FHWA							
Lookup Name	(	62929 (PL)							
Personnel (salary and benefits)									
MPO staff salaries, fringe benefits,									
and other deductions	\$	70,000	\$	70,000					
			\$	-					
Personnel (salary and benefits)	\$	70,000	\$	70,000					
Consultant									
Consultant Subtotal	\$		\$						
Total	\$	70,000	\$	70,000					

#### **CURRENT**

#### **SUMMARY BUDGET TABLES**

#### Table 1A: Agency Participation FY 22/23 & FY 23/24

#### **Agency Participation**

							П				П											
Funding Source		CTD		I	FFY 21 FT	A 5305(d)		FFY 21 FT	TA 530	05(d)		FH	WA			FH	<i>NA</i>			Loca	al	
Contract		G2965			G1V	/44						G2:	929					ĺ				
Fiscal Year	2022/20		023/2024	202	22/2023	2023/2024		2022/2023	202	23/2024	20	022/2023	2023/	/2024	202	22/2023	202	3/2024	20	022/2023	2023/20	024
Total Budget	\$ 23,0	00 \$	23,000	\$	35,803	\$ -		\$ 64,197	\$	-	\$	791,168	\$ 84	2,484	\$	50,000	\$	20,000	\$	143,213	\$ 105,	277
Task 1 UPWP AND ORGANIZATION ADMINISTR	RATION																					
Personnel (salary and benefits)	\$	- \$		\$	-	\$	-     :	\$ -	\$	-	\$	90,562	\$ 9	0,915	\$	-	\$	-	\$	-	\$	-
Consultant	\$	- \$	-	\$	-	\$	- 1	\$ -	\$	-	\$	11,300	\$ 1	1,500	\$	-	\$	-	\$	-	\$	-
Travel	\$	- \$	-	\$	-	\$	- 1	\$ -	\$	-	\$	18,000	\$ 1	8,000	\$	-	\$	-	\$	-	\$	-
Direct Expenses	\$	- \$	-	\$	-	\$	- 1	\$ -	\$	-	\$	20,800	\$ 2	20,800	\$	-	\$	-	\$	-	\$	-
Indirect Expenses	\$	- \$	-	\$	-	\$	- 1	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Supplies	\$	- \$	-	\$	-	\$	-     :	\$ -	\$	-	\$	2,000	\$	2,000	\$	-	\$	-	\$	-	\$	-
Equipment	\$	- \$	-	\$	-	\$	-   !	\$ -	\$	-	\$	6,500	\$	5,000	\$	-	\$	-	\$	-	\$	-
Sub Total	\$	- \$	-	\$	-	\$	- :	\$ -	\$	-	\$	149,162	\$ 14	18,215	\$	-	\$	-	\$	-	\$	-
Task 2 PUBLIC INVOLVEMENT AND OUTREACH																						
Personnel (salary and benefits)	\$	- \$		\$	-	\$	-    :	\$ -	\$	-	\$	46,000	\$ 4	0,168	\$	-		-	\$	-		-
Consultant	\$	- \$	-	\$	-	\$	-    :	\$ -	\$	-	\$	44,000	\$ .	4,000	\$	-	\$	-	\$	-	\$	-
Sub Total	\$	- \$	-	\$	-	\$	- :	\$ -	\$	-	\$	90,000	\$ 4	4,168	\$	-	\$	-	\$	-	\$	-
Task 3 DATA COLLECTION																						
Personnel (salary and benefits)	\$	- \$	-	\$	-	\$	- 1	\$ -	\$	-	\$	33,000	\$ 3	0,500	\$	-	\$	-	\$	103,213	\$ 105,	277
Consultant	\$	- \$	-	\$	-	\$ -	-    :	\$ -	\$	-	\$	34,000	\$ .	4,000	\$	-	\$	-	\$	-	\$	-
Sub Total	\$	- \$	-	\$	-	\$ -	- :	\$ -	\$	-	\$	67,000	\$ 3	34,500	\$	-	\$	-	\$	103,213	\$ 105,	277
Task 4 LONG RANGE TRANSPORTATION PLAN																						
Personnel (salary and benefits)	\$	- \$		\$	-				\$	-	\$	17,000	\$ 2	20,000	\$	-		-	\$	-		-
Consultant	\$	- \$	-	\$	-	\$	- :	\$ -	\$	-	\$	-	\$ 13	6,163	\$	-	\$	-	\$	-	\$	-
Sub Total	\$	- \$	-	\$	-	\$	- :	\$ -	\$	-	\$	17,000	\$ 15	6,163	\$	-	\$	-	\$	-	\$	-
Task 5 TRANSPORTATION IMPROVEMENT PRO	GRAM																					
Personnel (salary and benefits)	\$	- \$	-	\$	-	\$	- 1	\$ -	\$	-	\$	25,000	\$ 2	5,000	\$	-	\$	-	\$	-	\$	-
Consultant	\$	- \$	-	\$	-	\$	-    :	\$ -	\$	-	\$	7,200	\$	7,200	\$	-	\$	-	\$	-	\$	-
Sub Total	\$	- \$	-	\$	-	\$	- :	\$ -	\$	-	\$	32,200	\$ 3	2,200	\$	-	\$	-	\$	-	\$	-
Task 6 TRANSPORTATION SYSTEMS PLANNING																						
Personnel (salary and benefits)	\$ 23,0	00 \$	23,000	\$	23,000	\$ -	-    :	\$ -	\$	-	\$	107,500	\$ 189	9,432	\$	-		-	\$	-		-
Consultant	\$	- \$	-	\$	12,803	\$	-   :	\$ 64,197	\$	-	\$	190,806	\$ 7	7,806	\$	-	\$	-	\$	-	\$	-
Sub Total	\$ 23,0	00 \$	23,000	\$	35,803	\$	- :	\$ 64,197	\$	-	\$	298,306	\$ 26	7,238	\$	-	\$	-	\$	-	\$	-
Task 7 SPECIAL PROJECT PLANNING																						
Personnel (salary and benefits)	\$	- \$	-	\$	-	7	- 1		\$	-	\$	52,500	\$ 70	0,000	\$	-	\$	-	\$	-	\$	-
Consultant	\$	- \$	-	\$	-	\$		\$ -	\$	-	\$	85,000	\$ 9	90,000	\$	-	\$	-	\$	-	\$	-
Sub Total	\$	- \$	-	\$	-	\$	- :	\$ -	\$	-	\$	137,500	\$ 16	50,000	\$	-	\$	-	\$	-	\$	-
8 REGIONAL PLANNING																						
Personnel (salary and benefits)	\$	- \$	-	\$	-	\$	-    :	\$ -	\$	-	\$	-	\$	-	\$	30,000	\$	20,000	\$	-	\$	-
Consultant	\$	- \$	-	\$	-	\$	-     :	\$ -	\$	-	\$	-	\$	-	\$	20,000	\$	-	\$	40,000	\$	-
Sub Total	\$	- \$	-	\$	-	\$	- :	\$ -	\$	-	\$	-	\$	-	\$	50,000	\$	20,000	\$	40,000	\$	-
TOTAL PROGRAMMED	\$ 23,0	00 \$	23,000	\$	35,803	\$	- !	\$ 64,197	\$	-	\$	791,168	\$ 842	2,484	\$	50,000	\$	20,000	\$	143,213 \$	105.2	77

#### **PROPOSED**

#### **SUMMARY BUDGET TABLES**

#### **Agency Participation**

Funding Source					FFY 21 FTA 5305(d) G1V44					FFY 21 FT. G2:		05(d)		FH\ G25				FHW	4		Lo	cal	
Contract				/											_								/
Fiscal Year		22/2023		23/2024	_		2023/2			22/2023		23/2024		022/2023		023/2024	_		2023/2024		022/2023	_	023/2024
Total Budget	Ş	23,000	Ş	23,000	Ş	35,803	\$	-	\$	64,197	Ş	-	\$	721,168	Ş	658,484	Ş	50,000	20,000	Ş	143,213	Ş	105,277
Task 1 UPWP AND ORGANIZATION ADMINIST	RATIO	ON																					
Personnel (salary and benefits)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	90,562	\$	90,915	\$	- \$	-	\$	-	\$	-
Consultant	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	11,300	\$	11,500	\$	- 5	-	\$	-	\$	-
Travel	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	18,000	\$	18,000	\$	- 5	-	\$	-	\$	
Direct Expenses	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	20,800	\$	20,800	\$	- 5	-	\$	-	\$	-
Indirect Expenses	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	- \$	-	\$	-	\$	
Supplies	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	2,000	\$	2,000	\$	- 5	-	\$	-	\$	-
Equipment	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	6,500	\$	5,000	\$	- 5	-	\$	-	\$	
Sub Total	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	149,162	\$	148,215	\$	- 5	-	\$	-	\$	-
Task 2 PUBLIC INVOLVEMENT AND OUTREACH																							
Personnel (salary and benefits)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	46,000	\$	40,168	\$	- 5	-	\$	-	\$	-
Consultant	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	44,000	\$	4,000	\$	- 5	-	\$	-	\$	-
Sub Total	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	90,000	\$	44,168	\$	- 5	-	\$	-	\$	-
Task 3 DATA COLLECTION																							
Personnel (salary and benefits)	\$	-	\$	-	\$	-	\$	-	\$	_	\$	-	\$	33,000	\$	30,500	\$	- 5	-	\$	103,213	\$	105,277
Consultant	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	34,000	\$	4,000	\$	- 5	-	\$	-	\$	-
Sub Total	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	67,000	\$	34,500	\$	- 5	-	\$	103,213	\$	105,277
Task 4 LONG RANGE TRANSPORTATION PLAN																							
Personnel (salary and benefits)	\$	-	\$	-	\$	-	\$	-	\$	_	\$	-	\$	17,000	\$	20,000	\$	- 5	-	\$	-	\$	-
Consultant	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	42,163	\$	- 5	-	\$	-	\$	
Sub Total	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	17,000	\$	62,163	\$	- 5	-	\$	-	\$	-
Task 5 TRANSPORTATION IMPROVEMENT PRO	GRAI	М																					
Personnel (salary and benefits)	\$	-	\$	-	\$	-	\$	-	\$	_	\$	-	\$	25,000	\$	25,000	\$	- 5	-	\$	-	\$	-
Consultant	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	7,200	\$	7,200	\$	- 5	-	\$	-	\$	-
Sub Total	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	32,200	\$	32,200	\$	- 5	-	\$	-	\$	-
Task 6 TRANSPORTATION SYSTEMS PLANNING	ì																						
Personnel (salary and benefits)	\$	23,000	\$	23,000	\$	23,000	\$	-	\$	_	\$	-	\$	107,500	\$	189,432	\$	- 5	-	\$	-	\$	-
Consultant	\$	-	\$	-	\$	12,803	\$	-	\$	64,197	\$	-	\$	120,806	\$	77,806	\$	- 5	-	\$	-	\$	-
Sub Total	\$	23,000	\$	23,000	\$	35,803	\$	-	\$	64,197	\$	-	\$	228,306	\$	267,238	\$	- \$	-	\$	-	\$	-
Task 7 SPECIAL PROJECT PLANNING																							
Personnel (salary and benefits)	\$	-	\$	-	\$	-	\$	-	\$	_	\$	-	\$	52,500	\$	70,000	\$	- 5	-	\$	-	\$	-
Consultant	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	85,000	\$		\$	- 5	-	\$	-	\$	
Sub Total	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	137,500	\$	70,000	\$	- 5	-	\$	-	\$	-
8 REGIONAL PLANNING																							
Personnel (salary and benefits)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	30,000	20,000	\$	-	\$	-
Consultant	\$	-	\$	-	\$	_	\$	-	\$	-	\$	_	\$	-	\$	-	\$	20,000	-	\$	40,000	\$	-
Sub Total	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$		\$		\$	50,000	20,000	\$	40,000	\$	-
TOTAL PROGRAMMED	\$	23,000	\$	23,000	\$	35,803	\$	_	Ś	64,197	Ś	_	Ś	721,168	Ś	658,484	Ś	50,000	20,000	Ś	143,213	Ś	105,277

#### **CURRENT**

Table 2A: Funding Source FY 22/23 & FY 23/24

**Funding Source** 

	Funding South	Sputte Lened																				
Contract	ding	,rele							- 1	FY 2022/2023 F	undi	ing Source					F	Y 2023/2024 F	undir	ng Source		
COL.	FUR	Sour	2	022/2023	2	023/2024	S	oft Match		Federal		State		Local	S	oft Match		Federal		State		Local
		State	\$	23,000	\$	23,000	\$	-	\$	-	\$	23,000.00	\$	-	\$	-	\$	-	\$	23,000.00	\$	-
62965	СТР		\$	-	\$	-	\$		\$	-	\$	-	\$		\$	-	\$		\$		\$	-
62			\$		\$		\$		\$	-	\$	-	\$		\$		\$		\$	-	\$	-
		CTD G2965 TOTAL	\$	23,000	\$	23,000	\$	-	\$	-	\$	23,000	\$	-	\$	-	\$	-	\$	23,000	\$	-
		Federal	\$	35,803	\$		\$	8,950.75	\$	35,803.00	\$	-	\$		\$	-	\$	-	\$	-	\$	-
G1 V44	FFY 21 FTA		\$		\$		\$	-	\$		\$		\$		\$		\$		\$	-	\$	
	5305(d)		\$		\$		\$	-	\$		\$		\$		\$		\$		\$	-	\$	
		FFY 21 FTA 5305(d) G1V44 TOTAL	\$	35,803	\$		\$	8,951	\$	35,803	\$		\$	-	\$		\$		\$		\$	
		Federal	\$	64,197	\$		\$	16,049.25	\$	64,197.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
62174	FFY 21 FTA		\$		\$		\$		\$	-	\$	-	\$		\$		\$		\$	-	\$	-
	5305(d)		\$		\$		\$		\$		\$		\$		\$		\$		\$	-	\$	-
		FFY 21 FTA 5305(d) G2174 TOTAL	\$	64,197	\$	-	\$	16,049	\$	64,197	\$	-	\$	-	\$	-	\$		\$	-	\$	-
		PL	\$	791,168	\$	842,484	\$	174,495.37	\$	791,168.00	\$	-	\$	-	\$	185,813.33	\$	842,484.00	\$	-	\$	
62929			\$		\$		\$		\$	-	\$	-	\$		\$	-	\$	-	\$	-	\$	-
625	FHWA		\$		\$		\$		\$	-	\$	-	\$		\$	-	\$	-	\$	-	\$	-
		FHWA G2929 TOTAL	\$	791,168	\$	842,484	\$	174,495	\$	791,168	\$		\$		\$	185,813	\$	842,484	\$	-	\$	-
		PL	\$	50,000	\$	20,000	\$	11,027.71	\$	50,000.00	\$		\$		\$	4,411.08	\$	20,000.00	\$		\$	
			\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	FHWA		\$		\$		\$		\$	-	\$	-	\$		\$		\$		\$	-	\$	-
		FHWA TOTAL	\$	50,000	\$	20,000	\$	11,028	\$	50,000	\$		\$		\$	4,411	\$	20,000	\$	-	\$	-
		Local Transfers	Ś	40,000	Ś		Ś		Ś		\$		Ś	40,000.00	\$		Ś		\$		\$	
		Source 1	Ś	103,213	Ś	105,277	Ś		Ś		Ś		Ś		Ś	-	Ś		Ś		Ś	105,277.00
	Local	2537602	Ś		Ś		Ś	-	Ś		Ś		Ś	-	Ś		Ś	-	Ś		Ś	-
			\$		\$		\$		\$	-	\$	-	\$	-	\$	-	\$		\$	-	\$	-
		Local TOTAL	\$	143,213	\$	105,277	\$	-	\$	-	\$	-	\$	143,213	\$	-	\$	-	\$	-	\$	105,277
		TOTAL	¢	1.107.381	ė	990.761	٤	210.523	ć	941.168	٤	23.000	4	143.213	ś	190.224	4	862,484	ς.	23.000	Ś	105.277

#### **PROPOSED**

Table 2A: Funding Source FY 22/23 & FY 23/24

**Funding Source** 

	Euraling Spirite	Sparter Expen																				
Contract	ding	,cell								FY 2022/2023 F	undi	ing Source					F	Y 2023/2024 F	undi	ng Source		
COL	Fur	Son	2	2022/2023	2	023/2024	:	Soft Match		Federal		State		Local	S	oft Match		Federal		State		Local
		State	\$	23,000	\$	23,000	\$	-	\$	-	\$	23,000.00	\$	-	\$	-	\$	-	\$	23,000.00	\$	-
62965	СТР		\$	-	\$	-	\$	-	\$	-	\$	-	\$		\$	-	\$		\$	-	\$	
			\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$		\$	-	\$	-
		CTD G2965 TOTAL	\$	23,000	\$	23,000	\$	-	\$	-	\$	23,000	\$	-	\$	-	\$	-	\$	23,000	\$	-
		Federal	\$	35,803	\$		\$	8,950.75	\$	35,803.00	\$		\$	-	\$	-	\$	-	\$	-	\$	-
G1 V44	FFY 21 FTA		\$		\$		\$	-	\$		\$	-	\$		\$		\$		\$	-	\$	-
	5305(d)		\$		\$		\$	-	\$	-	\$		\$	-	\$	-	\$	-	\$	-	\$	-
		FFY 21 FTA 5305(d) G1V44 TOTAL	\$	35,803	\$	-	\$	8,951	\$	35,803	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
		Federal	\$	64,197	\$		\$	16,049.25	\$	64,197.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
62174	FFY 21 FTA		\$		\$		\$	-	\$	-	\$		\$		\$		\$		\$	-	\$	-
	5305(d)		\$		\$		\$	-	\$	-	\$		\$		\$		\$		\$	-	\$	-
		FFY 21 FTA 5305(d) G2174 TOTAL	\$	64,197	\$	-	\$	16,049	\$	64,197	\$		\$		\$		\$		\$		\$	
		PL	\$	721,168	\$	658,484	\$	159,056.58	\$	721,168.00	\$		\$	-	\$	145,231.37	\$	658,484.00	\$	-	\$	
62929			\$		\$	-	\$	-	\$	-	\$		\$	-	\$	-	\$	-	\$	-	\$	
626	FHWA		\$		\$		\$	-	\$	-	\$	-	\$		\$	-	\$	-	\$	-	\$	-
		FHWA G2929 TOTAL	\$	721,168	\$	658,484	\$	159,057	\$	721,168	\$	-	\$		\$	145,231	\$	658,484	\$	-	\$	-
		PL	\$	50,000	\$	20,000	\$	11,027.71	\$	50,000.00	\$		\$		\$	4,411.08	\$	20,000.00	\$	-	\$	-
			\$		\$	-	\$	-	\$	-	\$		\$		\$	-	\$	-	\$	-	\$	
	FHWA		\$		\$		\$	-	\$	-	\$	-	\$		\$	-	\$	-	\$	-	\$	-
		FHWA TOTAL	\$	50,000	\$	20,000	\$	11,028	\$	50,000	\$	-	\$		\$	4,411	\$	20,000	\$	-	\$	-
		Local Transfers	Ś	40,000	Ś		Ś		Ś		\$		Ś	40,000.00	ć		Ś		\$		\$	
		Source 1	Ś	103,213	Ś	105,277	Ś	-	Ś	-	Ś		Ś		\$	-	Ś		Ś		Ś	105,277.00
	Local	Source 1	Ś	100,210	Ś	203,E11	Ś	-	Ś		Ś		Ś	103,213.00	Ś	-	Ś		Ś		Ś	103,277.00
	20001		Ś		Ś		Ś		Ś		\$	-	Ś		Ś		Ś	-	Ś		Ś	-
		Local TOTAL	\$	143,213	\$	105,277	\$	-	\$	-	\$	-	\$	143,213	\$	-	\$	-	\$	-	\$	105,277
			١.						١.				١.									
		TOTAL	L \$	1.037.381	Ś	806.761	Ś	195.084	Ś	871.168	S	23.000	∣Ś.	143.213	S	149.642	S	678,484	\$	23,000	Ś	105.277

#### STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION AMENDMENT TO THE

525-010-02 POLICY PLANNING OGC - 1/18 Page 1 of 2

## METROPOLITAN PLANNING ORGANIZATION AGREEMENT

Financial Project No.: 439328-4-14-01

(item-segment-phase-sequence)

Contract No.: G2929

Fund: PL

Function: 615

Federal Award Project No.: 0413-060-M

MPO SAM No.: DLPGAUQK4LX8

CFDA Number & Title: 20.205 - Highway Planning and Construction

FLAIR Approp.: \_\_\_\_

FLAIR Obj.: 780000 Org. Code: 55042010430

Vendor No.: F596000743036

THIS AMENDMENT TO THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Amendment) is made and entered into on this day of , by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, 3400 West Commercial Boulevard, Fort Lauderdale, FL 33309-3421 and the Martin Metropolitan Planning Organization (MPO), whose address is 3481 SE Willoughby Boulevard, Suite 101, Stuart, FL 34994, and whose System for Award Management (SAM) Number is: DLPGAUQK4LX8 (collectively the "parties").

#### **RECITALS**

WHEREAS, the Department and the MPO on June 20, 2022 entered into a Metropolitan Planning Organization Agreement (Agreement), whereby the Department passed through Federal funds to the MPO to assist the MPO in performing transportation planning activities set forth in its Unified Planning Work Program (UPWP).

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

1. Paragraph 4 of the Agreement is amended to reflect:

Project Cost: The total budgetary ceiling for the Project is \$1,449,652. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 7, Amendments.

The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. No work shall begin before the Agreement is fully executed and a "Letter of Authorization" is issued by the Department. The total of all authorizations shall not exceed the budgetary ceiling established for this agreement and shall be completed within the term of this Agreement:

FINANCIAL PROJECT NO.	AMOUNT	
439328-4-14-01 (PL FY 2022-2023)	\$ 841,168.00	
439328-4-14-01 (PL FY 2023-2024)	\$ 608,484.00	
	TOTAL\$ 1,449,652.00	

Exhibit A (Scope of Work) of the Agreement is amended as follows: The total budgetary ceiling is being decreased from \$1,703,652 to \$1,449,652 under Amendment 2 of the Martin (MPO) UPWP through the de-obligation of \$254,000 of PL funds. This amendment is more fully described in the attached UPWP Revision Form #4.

Except as modified, amended, or changed by this Amendment, all of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the day, month and year set forth above.

MPO	Florida Department of Transportation							
Martin MPO								
MPO Name								
Troy McDonald	John Krane, P.E.							
Signatory (Printed or Typed)	Department of Transportation							
Signature	Signature							
Chairman	Director of Transportation Development – District 4							
Title	Title							
Legal Review	Legal Review							
MPO	Department of Transportation							

#### **RESOLUTION NUMBER #24-05**

A RESOLUTION OF THE MARTIN METROPOLITAN PLANNING ORGANIZATION (MPO) OF MARTIN COUNTY, FLORIDA, AUTHORIZING AMENDMENT #2 TO THE MARTIN MPO AGREEMENT WITH EXHIBIT A - FY23-FY24 UNIFIED PLANNING WORK PROGRAM

WHEREAS, the MPO Agreement was executed on June 20, 2022, between the Florida Department of Transportation (FDOT) and the Martin MPO providing for the administration of all pass-through Federal Highway Administration (FHWA) Planning (PL) funds to the MPO;

**WHEREAS,** the MPO's FY23-FY24 Unified Planning Work Program (UPWP) is Exhibit A of the MPO Agreement;

**WHEREAS,** the FY23-FY24 UPWP identifies the MPO's planning activities budgeted during FY23 and FY24;

WHEREAS, Amendment #1 to the Martin MPO Agreement with Exhibit A – FY23-FY24 UPWP was executed on September 18, 2023; and

WHEREAS, Amendment #2 to the Martin MPO Agreement with Exhibit A – FY23-FY24 UPWP decreases funds in Task 4 – Long Range Transportation Plan, Task 6 – Transportation Systems Planning, and Task 7 – Special Project Planning in the FY23-FY24 UPWP and moves this funding to Year 1 of the FY25-FY26 UPWP to be used in FY25.

## NOW, THEREFORE, BE IT RESOLVED BY THE MARTIN METROPOLITAN PLANNING ORGANIZATION, THAT:

Section 1. The Martin MPO approves Amendment #2 to the Martin MPO Agreement with Exhibit A – FY23-FY24 UPWP that de-obligates funds in Task 4 – Long Range Transportation Plan by \$94,000, in Task 6 – Transportation Systems Planning by \$70,000, and in Task 7 – Special Project Planning by \$90,000, for a total de-obligation of \$254,000 in the FY23-FY24 UPWP and moves these funds to the first year of the FY25-FY26 UPWP.

Section 2. The Chairman or his designee is authorized to execute Amendment #2 to the Martin MPO Agreement with Exhibit A - FY23–FY24 UPWP and other documents FDOT requires for this amendment.

DULY PASSED AND ADOPTED THIS 8th DAY OF April 2024

MARTIN METROPOLITAN PLANNING ORGANIZATION

Troy McDonald, Chairman

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Sarah W. Woods, County Attorney

Anthony O-Neill-Butler, Clerk

ATTEST:



## POLICY BOARD MEETING AGENDA ITEM SUMMARY

**MEETING DATE: DUE DATE: UPWP#:** April 8, 2024 April 1, 2024 5 **WORDING:** FY24-FY28 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) **MODIFICATION #2 REQUESTED BY:** PREPARED BY: **DOCUMENT(S) REQUIRING** MPO **ACTION:** FY24-FY28 TIP Ricardo Vazquez / Beth Beltran

#### **BACKGROUND**

Due to the FY23-FY24 Unified Planning Work Program (UPWP) being amended to deobligate funds in the amount of \$254,000 from the FY23-FY24 UPWP to be moved to the first year of the FY25-FY26 UPWP, the Martin MPO must modify the FY24-FY28 TIP to reflect the decreased amount in FY24 (FM#4393284).

#### **ISSUES**

At the April 8, 2024, MPO Board meeting, MPO staff will present the FY24-FY28 TIP Modification.

#### RECOMMENDED ACTION

Approve FY24-FY28 TIP Modification

#### FISCAL IMPACT

This TIP Modification is part of the process of de-obligating \$254,000 in FHWA PL funds from the FY23-FY24 UPWP to add these funds to the first year of the FY25-FY26 UPWP.

#### **APPROVAL**

**MPO** 

#### **ATTACHMENTS**

**TIP Project Page** 

#### 4393284

#### MARTIN COUNTY FY 2022/2023-2023/2024 UPWP

**Non-SIS** 



Project Description: FHWA PLANNING (PL) FUNDS

Work Summary: TRANSPORTATION From: PLANNING

To: N/A

**Lead Agency:** Martin MPO **Length:** .000

Tota	2027/28	2026/27	2025/26	2024/25	2023/24	Fund Source	Phase
678,484	0	0	0	0	678,484	PL	PLN
678,484	0	0	0	0	678,484	-	Total

 Prior Year Cost:
 841,168

 Future Year Cost:
 678,484

 Total Project Cost:
 1,553,652



## POLICY BOARD MEETING AGENDA ITEM SUMMARY

MEETING DATE:	DUE DATE:	UPWP#:
April 8, 2024	April 1, 2024	1
WORDING:		·
DRAFT FY25 - FY26 UNIF	IED PLANNING WORI	K PROGRAM (UPWP)
REQUESTED BY:	PREPARED BY:	DOCUMENT(S) REQUIRING
MPO	Ricardo Vazquez /	<b>ACTION:</b> Draft FY25-FY26 UPWP
	Beth Beltran	

#### **BACKGROUND**

The MPO is required to develop a Unified Planning Work Program (UPWP) document identifying the planning activities budgeted for the upcoming two-year period. Tasks described in the UPWP may be completed by MPO staff or consultants. All tasks are funded by Federal Highway Administration (FHWA) planning (PL) funds that incorporate Federal Transit Administration (FTA) Section 5305(d) funds through a Consolidated Planning Grant (CPG), Transportation Disadvantaged (TD) planning funds, State match funds, local match funds, and in-kind contributions made by Martin County.

Funding received by each MPO is awarded in accordance with a distribution formula developed by the Florida Department of Transportation (FDOT) and approved by FHWA and may be expended only in accordance with an approved UPWP. The DRAFT UPWP was submitted to FDOT by the established March 15<sup>th</sup> deadline.

The DRAFT UPWP supports the continuity of MPO activities. This work plan includes the development and completion of the 2050 Long Range Transportation Plan, quarterly updates to the Development Review Interactive Map, and US-1 Congestion Management Studies.

#### **ISSUES**

At the April 8, 2024, Policy Board meeting, MPO staff will provide an overview of the Draft FY25-FY26 UPWP. The Final FY25-FY26 UPWP will be presented at the MPO Policy meeting on May 6, 2024.

#### RECOMMENDED ACTION

Approve the Draft FY25-FY26 UPWP

#### **FISCAL IMPACT**

The budget for the Draft FY25-FY26 UPWP does not include the de-obligated funds from the FY23-FY24 UPWP. The de-obligated funds will be added to the FY25-FY26 UPWP

#### **AGENDA ITEM 8C**

after the current FY23-FY24 UPWP has been amended and the amendment to the MPO Agreement is executed by the MPO and FDOT.

#### **APPROVAL**

MPO

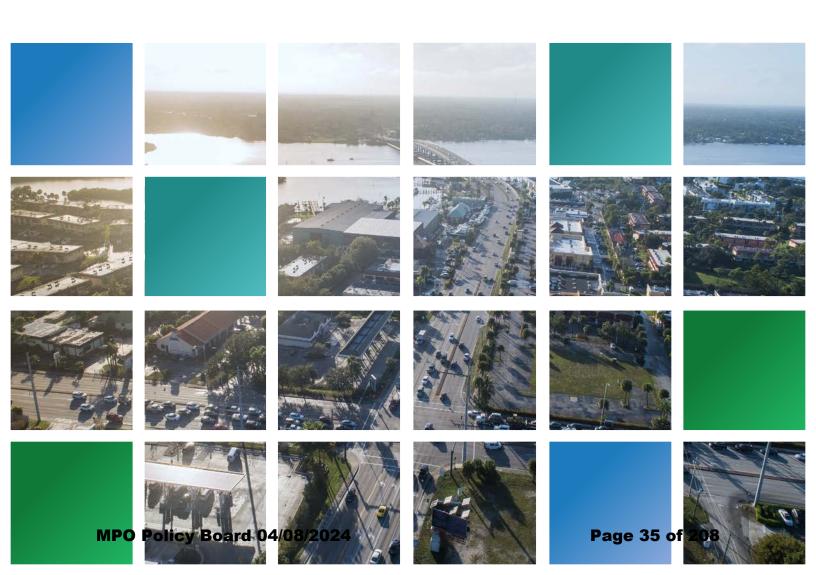
#### **ATTACHMENTS**

Martin MPO Draft FY25-FY26 UPWP



## DRAFT

# Unified Planning Work Program FY25 – FY26



#### MARTIN METROPOLITAN PLANNING ORGANIZATION

FY24/25 - FY25/26

#### UNIFIED PLANNING WORK PROGRAM

**JULY 1, 2024, THROUGH JUNE 30, 2026** 

Martin Metropolitan Planning Organization 3481 SE Willoughby Boulevard, Suite 101 Stuart FL 34994

> www.martinmpo.com 772-221-1498

www.martinmpo.com

#### Funding for this Planning Work Program is Provided by:

Federal Highway Administration
Federal Transit Administration
Florida Department of Transportation
Florida Commission for the Transportation Disadvantaged
Martin County Board of County Commissioners

#### **Catalog of Federal Domestic Assistance Numbers:**

CFDA No. 20.205 – Highway Planning and Construction
CFDA No. 20.505 – Federal Transit Technical Studies Grant (Metropolitan Planning)

Federal Aid Project Number 0413-060-M Financial Project Number 439328-5-14-01

Adopted by the Martin MPO on May 6, 2024

#### **Commissioner Troy McDonald, MPO Chairman**

Public participation is solicited without regard to race, color, national origin, age, gender, religion, disability, or family status. Persons with questions or concerns about nondiscrimination, or who require special accommodations under the Americans with Disabilities Act or language translation services (free of charge) should contact Ricardo Vazquez, Senior Planner (Title VI/Non-discrimination Contact) at (772) 223-7983 or <a href="mailto:rvazquez@martin.fl.us">rvazquez@martin.fl.us</a>. Hearing-impaired individuals are requested to telephone the Florida Relay System at #711.



RON DESANTIS GOVERNOR 605 Suwannee Street Tallahassee, FL 32399-0450 JARED W. PERDUE, P.E. SECRETARY

<b>Cost Analysis</b>	Certification
Martin MPO	

**Unified Planning Work Program - FY25-FY26** 

Select Status 5/6/2018

Revision Number: Select

I hereby certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary, as required by <u>Section 216.3475, F.S.</u> Documentation is on file evidencing the methodology used and the conclusions reached.

Name: MPO Liaison Name	
Select to enter	
	Select Date
Signature	

# MPO ACRONYMS\* - (\*Note: not all acronyms listed here are referred to in this document)

• / .•	Troto: Hotal data dollar hotal distribution
AADT	Annual Average Daily Traffic
AAR	Administrative Approval Request
AARP	American Association of Retired Persons
AASHTO	American Association of State Highway & Transportation Officials
	Annual Average Daily Traffic
	Automated/Connected/Electric/Shared-use
ADA	Americans with Disabilities Act
AOR	Annual Operating Report
	Advocates for the Rights of Challenged
	Business Development Board
	Bureau of Economic and Business Research
BOCC	Board of County Commissioners
BPAC	Bicycle and Pedestrian Advisory Committee
BPSAP	Bicycle and Pedestrian Safety Action Plan
CAC	Citizens Advisory Committee
CDC	Center for Disease Control
CDP	Census-Designated Place
CEI	Construction Engineering and Inspection
CFP	Cost Feasible Plan
CFR	Code of Federal Regulations
CIP	Capital Improvement Program
CMS	Congestion Management System
CMP	Congestion Management Process
CPTHSTP	Coordinated Public Transit-Human Services Transportation Plan
CTC	Community Transportation Coordinator
CTD	Commission for the Transportation Disadvantaged
CTPP	Census Transportation Planning Program
CR	County Road
CRA	Community Redevelopment Area
CUTR	Center for Urban Transportation Research
DOPA	Designated Official Planning Agency
E+C	Existing +Committed
EJ	Environmental Justice
EO	Executive Order
EPA	Environmental Protection Agency
	Environmental Technical Advisory Team
ETDM	Efficient Transportation Decision Making
FAA	Federal Aviation Administration
FAC	Florida Administrative Code
	Fixing America's Surface Transportation
FCTS	Florida Coordinated Transportation System
FDOT	Florida Department of Transportation
FEC	Florida East Coast
FHWA	Federal Highway Administration
FPTA	Florida Public Transportation Association
FS	Florida Statutes

	Florida Standard Urban Transportation Model Structure
	Federal Transit Administration
	Freight Transportation Advisory Committee
	Florida Transportation Plan
FY	
	Geographical Information System
	Geographical Information System - Transportation Modeling
	Goals, Objectives, and Strategies
	Graphic User Interface
	Homeowner's Association
	Highway Performance Monitoring System
	Intracoastal Waterway
	Intermodal Surface Transportation Efficiency Act
	Intelligent Transportation System
	Joint Participation Agreement
	Local Coordinating Board for the Transportation Disadvantaged
	Livable Communities Initiative
	Limited English Proficiency
	Local Government Comprehensive Plan
	Local Option Gas Tax
	List of Project Priorities
	Level of Service
	Long-Range Transportation Plan
	Moving Ahead for Progress in the 21st Century Act
	Martin County Public Transit
	Martin County Television
	Multimodal Unfunded Needs Plan
	Measure of Effectiveness
	Metropolitan Planning Area
	Metropolitan Planning Organization
	MPO Advisory Council
	Metropolitan Transportation Plan (same as LRTP)
_	National Ambient Air Quality Standards
	Neighborhood Advisory Committee
	National Environmental Policy Act
	National Highway Traffic Safety Administration
	Other Arterials
	Office of Modal Development
	Project Development & Environmental (Study)
	Preliminary Engineering
	Planning Emphasis Areas
	Public Involvement Plan
	Program of Projects
	Public Participation Plan
	Request for Proposal
	Request for Service
	Regional Long Range Transportation Plan
RTTAC	Regional Transportation Technical Advisory Committee

SAFETEA-LU Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users SEE	
STIP State Transportation Improvement Program	
STRA-21 Surface Transportation Reauthorization Act of 2021	
SUN Shared-Use Nonmotorized	
TAC Technical Advisory Committee	
TAP Transportation Alternatives Program	
TAZ Traffic Analysis Zone	
TCQSM Transit Capacity and Quality of Service Manual	
TCRPC Treasure Coast Regional Planning Council	
TCRPM Treasure Coast Regional Planning Model	
TCSP Transportation and Community and System Preservation (Grant)	
TCTAC Treasure Coast Technical Advisory Committee	
TCTC Treasure Coast Transportation Council TDM Transportation Demand Management	
TDP Transit Development Plan	
TD Transportation Disadvantaged	
TDSP Transportation Disadvantaged TDSP Transportation Disadvantaged Service Plan	
TEA-21 Transportation Equity Act for the 21st Century	
TIMAS Transportation Inventory Management and Analysis	
TIP Transportation Improvement Program	
Title VI Title VI of the Civil Rights Act of 1964	
TMA Transportation Management Area	
TPA Transportation Planning Agency (same as MPO)	
TPO Transportation Planning Organization (same as MPO)	
TRIP Transportation Regional Incentive Program	
ULAM Urban Land use Allocation Model	
UPWP Unified Planning Work Program	
USC United States Code	
USDOT United States Department of Transportation	
UZA Urbanized Area	

CTION I – INTRODUCTION	8
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# **SECTION I – INTRODUCTION**

# 1.1 Definition, Purpose, and Process of the UPWP

Unified Planning Work Program (UPWP) Definition – "a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds" 23 C.F.R. 450.104.

The Martin Metropolitan Planning Organization (MPO) works with local citizens and agencies to prioritize State and Federal transportation funding for the Martin MPO planning area. This UPWP defines the planning studies and tasks that will be undertaken by the MPO over the next two years, specifically from July 1, 2024, to June 30, 2026. This document outlines the Martin MPO transportation planning tasks and initiatives as well as ongoing regional coordination efforts.

The objective of the UPWP is to ensure that the Martin MPO's continuing, cooperative, and comprehensive (3-C) approach to planning for transportation needs is maintained and coordinated with other parties as appropriate and required. This effort includes the monitoring and evaluation of existing conditions, the development of improvement strategies, the facilitation of meaningful public input, and the implementation of evaluated and funded strategies. The UPWP is a comprehensive document that communicates to the public and stakeholders how Federal and State transportation dollars will be used for transportation planning activities. MPO plans are often the earliest stage of any major transportation project implemented within the planning area. The MPO provides the public with information about these activities with opportunities to comment early in the planning process.

The UPWP is required for the MPO to receive funds from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Florida Commission for the Transportation Disadvantaged (CTD) and the Florida Department of Transportation (FDOT). The major funding category is FHWA Planning (PL) funds. The UPWP is reviewed and endorsed biannually by the MPO Policy Board and is submitted for review and approval by various Federal funding agencies. The indirect cost rate is not applicable.

The MPO Policy Board includes elected officials from the Martin County Board of County Commissioners, the City of Stuart, the Town of Sewall's Point, and the Village of Indiantown. FDOT is not a voting member on the MPO Board and committees but serves in an advisory capacity.

The Martin MPO will continue to promote regional coordination by participating in local, regional, and State organizations. These include but are not limited to FDOT, FHWA, FTA, Martin County,

the City of Stuart, the Towns of Ocean Breeze, Jupiter Island, Sewall's Point, the Village of Indiantown, the St. Lucie Transportation Planning Organization (TPO) and Indian River MPO. Coordination of planning and projects has also occurred with the Palm Beach Transportation Planning Agency (TPA) through MPO staff attendance at meetings, and peer exchanges with the Palm Beach TPA office.

# 1.2 Transportation Planning Activities

The Martin MPO has comprehensive transportation planning activities as follows:

- 2050 Long Range Transportation Plan (LRTP) Every five years, the MPO is required to review and update the Long Range Transportation Plan (LRTP). The LRTP sets the vision for transportation for all modes of travel throughout the Planning Area and influences projects included in the 5-year Transportation Improvement Program (TIP). The update of the Martin LRTP every five years is one of the primary activities of the Martin MPO to meet Federal and State requirements.
- Transportation Disadvantaged Service Plan (TDSP) Major Update In August of 2025, the Martin County Local Coordinating Board for the Transportation Disadvantaged (LCB-TD) is scheduled to approve the Transportation Disadvantaged Service Plan (TDSP). Staff will prepare this Major Update to the TDSP for service years 2025-2029. The TDSP serves as a comprehensive operational plan, defining the framework that governs the Transportation Disadvantaged (TD) services in Martin County. The TDSP includes a needs assessment and demand estimates based on U.S. Census data.
- US-1 Congestion Management Strategies/Public Outreach Studies The Martin MPO will finalize its US-1 Congestion Management Strategies/Public Outreach Study for the northern segment of US-1, from SW Joan Jefferson Way to the Martin/St. Lucie County line. A second US-1 Congestion Management Strategies/Public Outreach Study will be conducted south of SW Joan Jefferson Way to SE Lillian Court. US-1 has been widened as far as feasible, and an Advanced Traffic Management System (ATMS) has been deployed along the corridor in Martin County. The Martin MPO will continue to work with FDOT, the County, and the City of Stuart to identify techniques to manage congestion on US-1 in Martin County. The City of Stuart's Master Plan for US-1, the City of Stuart's Gateway Triangle District, FDOT's Multimodal US-1 Corridor Study, and the Martin MPO's initial US-1 Congestion Management Strategies/Public Outreach Study will be explored for implementation strategies.
- Transit Development Plan The State requires that Martin County Public Transit complete a Major Update of the Transit Development Plan (TDP) every five years. The County has requested the assistance of the Martin MPO to develop the Major Update of

the TDP. The TDP has a ten-year planning horizon and is intended to support the development of an effective multi-modal transportation system in Martin County and surrounding areas. The previous TDP was completed for 2020-2029 with the intent of enhancing the overall quality of life of Martin County residents, workers, and visitors by providing a safe, accessible, reliable, interconnected, and attractive public transportation system to meet the community's growing needs. The Martin MPO began work on the 2024 – 2033 TDP Major Update during the FY23 – FY24 UPWP cycle and will finalize the plan in FY25 of this UPWP. Consultant tasks for a Major Update include the following: Public Involvement Process, Situational Appraisal, Demand Estimation, Assessment of Land Use and Urban Design Patterns, Mission and Goals, Exploration and Alternatives, and Ten-Year Implementation Program.

# 1.3 MPO and Local Priorities

- Congestion Management Process The Congestion Management Process (CMP) is a systematic procedure that provides for safe and effective management and operation of transportation facilities through the use of demand reduction and operational management strategies. Demand reduction may include improving street and land use connectivity so that fewer local trips must use arterial roadways, as well as providing facilities for pedestrian and bicycle travel. Operational management strategies may include intersection and driveway improvements. Both strategies are lower-cost alternatives to traditional roadway widening. The MPO is including the CMP Major Update in the 2050 LRTP.
- Development Review Interactive Map The Development Review Interactive Map was developed in 2022. This GIS web application map was originally updated on a bi-annual basis, but due to its success and popularity, the MPO will now update it every quarter. The map will be used to continue to track all developments in the unincorporated Martin County and within Stuart, Sewall's Point, Ocean Breeze, Indiantown, and Jupiter Island on a single map. The map allows the public and staff to see the spatial relationship between development throughout Martin County and assists the MPO Policy Board in setting transportation project priorities.
- Coordination and Support Coordinating transportation planning activities in the region is important to the Martin MPO. The Treasure Coast Transportation Council (TCTC) was established by the Martin MPO, the St. Lucie TPO, and the Indian River County MPO to formally coordinate transportation planning activities in the region. The Treasure Coast Technical Advisory Committee (TCTAC) serves as the formal technical advisory committee to the TCTC. Support and coordination for the TCTAC and the TCTC will assist in the development of regional plans.

- Equity As part of the transportation planning process, using the "Ladders of Opportunity" example, the Martin MPO is identifying transportation connectivity gaps in accessing essential services such as employment, health care, schools/education and recreation. The Martin MPO updated its Community Characteristics Report in 2023 as a way to identify areas in the county that will need additional outreach opportunities for our public outreach strategies. The MPO continues to reach out to traditionally underserved populations to ensure they are engaged in an equitable planning process.
- Bicycle and Pedestrian Safety The Martin MPO's 2050 Long Range Transportation Plan will include a component for non-motorized transportation projects in the County. These projects can include sidewalks, shared-use paths, and complete street projects. The MPO is dedicated to improving the safety for all road users, including those who walk and bike within the County.

# 1.4 Consolidated Planning Grant Participation

FDOT and the Martin MPO participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49 U.S.C. Chapter 53. FDOT is fulfilling the CPG's required 18.07% non-Federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D.

# 1.5 Soft Match Definition

- Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. FDOT has adopted the policy to use the toll credits for statewide and metropolitan planning funds.
- The "soft match" amount being utilized to match the FHWA Planning (PL) funding in this UPWP is \$143,260 for FY25 and \$126,039 for FY246 for a total soft match amount of \$269,299. Soft match was calculated using the following formula.

Soft Match Formula					
Fiscal Year Total PL (.8193) Soft Match (.180					
FY25	\$792,808	\$649,548	\$143,260		
FY26	\$697,502	\$571,463	\$126,039		

# 1.6 Public Participation Process in Developing the UPWP

The Martin MPO UPWP is developed in accordance with the MPO's Public Participation Plan. The MPO obtains public input on a regular, on-going basis through the involvement of its Advisory Committees, informational meetings, public hearings, and the active involvement of its MPO Policy Board members. The Advisory Committees are the: Citizens' Advisory Committee (CAC); Technical Advisory Committee (TAC); Bicycle & Pedestrian Advisory Committee (BPAC) and the Freight Transportation Advisory Committee (FTAC). The MPO also staffs the Local Coordinating Board for the Transportation Disadvantaged (LCB-TD). These committees provide recommendations regarding projects, activities, and priorities to the MPO Policy Board. The culmination of this input is reflected in this UPWP and other planning documents to be developed through this UPWP.

The MPO has used the principles of environmental justice in the preparation of this document. This includes information contained in the Martin MPO Public Participation Plan, materials posted on the MPO website, circulation of informational newsletters/flyers, use of the Advisory Committees, input from public workshops, communications with other Martin County Advisory Committees [such as the Community Redevelopment Areas' (CRAs') Neighborhood Advisory Committees (NACs)], coordination with other local and regional land and transportation planning agencies and the local government TV broadcast station Martin County Television (MCTV).

All draft documents are made available to the public for comment in reference sections of the County's libraries and Administrative Center and are posted to the MPO's website. Comments received through the website, email, or in writing are responded to via email/phone and then incorporated into the plans and documents.

# 1.7 Federal Planning Factors

The following ten federal planning factors have been incorporated into the MPO Planning process and this UPWP.

- 1. **Economic Vitality**: Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- 2. **Safety**: Increase the safety of the transportation system for motorized and nonmotorized users.
- 3. **Security**: Increase the security of the transportation system for motorized and nonmotorized users.
- 4. Accessibility: Increase the accessibility and mobility of people and for freight.
- 5. **Environment**: Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.

- 6. **Connectivity**: Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- 7. **Efficient Management**: Promote efficient system management and operation.
- 8. **Preservation**: Emphasize the preservation of the existing transportation system.
- 9. **Resilience**: Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
- 10. Travel and Tourism: Enhance travel and tourism.

	Task Numbers						
Federal Planning Factors	1	2	3	4	5	6	7
1. Economic Vitality	Х	Χ	Χ	Χ	Х	Х	X
2. Safety	Χ	X	X	X	X	X	Χ
3. Security	Χ	Χ		Χ	Χ	Χ	Χ
4. Accessibility	Χ	X		X	Х	Χ	Χ
5. Environment	Χ	X	Х	X	Х	Χ	Χ
6. Connectivity	Χ	X	Х	X	Х	Χ	Χ
7. Efficiency Management	Χ	X	Х	X	Х	Χ	Χ
8. Preservation	Χ	X	X	X	X	X	
9. Resilience	Х	X	X	X	X	X	Χ
10. Travel and Tourism	X	X		X	X	X	

In addition to the planning factors noted above, State DOTs and MPOs are required to focus on performance-based planning by tracking performance measures and setting data-driven targets to improve those measures. Performance-based planning ensures the most efficient investment of Federal transportation funds by increasing accountability, transparency, and providing for better investment decisions that focus on key outcomes related to several national goals which include:

- Improving safety.
- Maintaining Infrastructure Condition.
- Reducing Traffic Congestion.
- Improving the Efficiency of the System and Freight Movement.
- Protecting the Environment.
- Reducing Delays in Project Delivery.

State DOTs are required to establish statewide targets and MPOs have the option to support the statewide targets or adopt their own. The Martin MPO has chosen to support the statewide targets. Performance-based planning is ongoing and has been addressed within the tasks identified in this UPWP, specifically within the LRTP and the TIP. The Martin MPO intends to

coordinate with FDOT and member agencies to fully comply with the performance-based planning requirements.

In November 2021 the Infrastructure Investment and Jobs Act (IIJA) was signed into law. This legislation carries forward the policies, programs, and initiatives established by preceding legislation (FAST Act and MAP-21) to maintain and improve the nation's surface transportation system. The IIJA carries forward and expands on these policies and introduces new policies and programs that address new and emerging issues that face the nation's transportation system. These issues include mitigating impacts on existing infrastructure due to climate change, developing and maintaining resiliency, ensuring equity, researching and deploying new technologies, and improving safety for all uses.

# 1.8 State and Federal Planning Emphasis Areas and Task Matrix

# **State Planning Emphasis Areas**

In addition to the Federal Planning Factors identified in Section 1.7 and the Federal Emphasis Areas identified later in this section, the FDOT Office of Policy Planning has identified four planning emphasis areas for Florida MPOs to consider when developing their UPWPs: safety, equity, resilience, and emerging mobility. The emphasis planning areas set planning priorities, support the Florida Transportation Plan, and give importance to topics MPOs are encouraged to address. The State's four emphasis planning areas are described below, followed by the Federal Emphasis Areas and the Matrix table with Martin MPO's tasks that address them.

## Safety

The Florida Transportation Plan and the State's Strategic Highway Safety Plan place top priority on safety, with a State target of zero traffic fatalities and serious injuries. The Martin MPO adopted the State's "Vision Zero" performance measure targets for safety on December 11, 2023. In addition to adopting safety targets, the MPOs must show how their Long Range Transportation Plan (LRTP) and priority projects in their Transportation Improvement Program (TIP) support progress toward those targets. The UPWP considers enhancements to data analyses and community involvement to better inform the identification and prioritization of safety projects.

The Martin MPO prioritizes safety in all our planning efforts. The 2050 Long Range Transportation Plan (LRTP) will address safety through Complete Street projects and ranking projects based on their impact on reducing fatalities and serious injuries. The MPO will also conduct a US-1 Congestion Management/Public Outreach Study that will make recommendations to improve pedestrian and bicyclist safety along one of the busiest corridors in Martin County.

#### **Equity**

Executive Order 14008, Tackling the Climate Crisis at Home and Abroad, created the "Justice40 Initiative" that aims to deliver 40 percent of the overall benefits of relevant Federal investments to disadvantaged communities. This initiative supports Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, outlines Federal policy and defines equity as the consistent and systematic fair, just, and impartial treatment of individuals. The Florida Transportation Plan seeks transportation choices that improve accessibility and equity by including a key strategy to enhance affordable transportation, service, and information access options for all ages and abilities and throughout underserved communities. The MPOs are key to identifying and implementing improvements based on data-driven project prioritization that considers not only the impacts of transportation projects on a community but also the benefits of projects that can enhance opportunities for a community. To this end, the Martin MPO updated its Community Characteristics Report in 2023, which is a document that is used to better understand the socioeconomic and mobility conditions of the County's local communities. This UPWP addresses approaches to furthering transportation equity.

#### Resilience

Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts. MPOs were informed that they can address resilience within their planning processes by leveraging tools such as the FHWA Resilience and Transportation Planning Guide and the FDOT Quick Guide: Incorporating Resilience in the MPO LRTP. It should be noted that while these two guides focus primarily on the development of MPO LRTPs and TIPs, addressing resilience needs to be a consideration within every planning document prepared by an MPO. The Martin MPO places a particular emphasis on the coordination with agency partners responsible for natural disaster risk reduction and the agency partners who are developing local resilience planning initiatives. MPOs have been informed that they should consider the additional costs associated with reducing the vulnerability of the existing transportation infrastructure. Proactive resiliency planning helps the MPO develop planning documents that are ultimately more realistic and cost-effective.

A resilience component will be considered when identifying projects in the Martin MPO 2050 LRTP.

#### **Emerging Mobility**

Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility, to flying cars and space travel. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land use, transportation design, future investment demands, supply chain logistics, economy, and the workforce. Implementation of all seven goals of the Florida Transportation Plan can be furthered through both the transformation of major corridors and hubs and the expansion of transportation infrastructure to embrace and support the adoption of emerging mobility.

The Martin MPO recognizes the important influence of emerging mobility on the multi-modal transportation system and will include a component of emerging mobility/technology in the 2050 LRTP.

# **Federal Planning Emphasis Areas**

The FHWA and FTA has identified eight planning emphasis areas that include:

- Tackling the Climate Crisis Transition to a Clean Energy, Resilient Future
- Equity and Justice 40 in Transportation Planning
- Complete Streets
- Public Involvement
- Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination
- Federal Lands Management Agency (FLMA) Coordination
- Planning and Environment Linkages (PEL)
- Data in Transportation Planning

## **Task Matrix**

State and Federal Planning		Task Numbers						
Emphasis Areas	1	2	3	4	5	6	7	
1. Safety		Χ	Χ	Χ	Χ	Χ	Χ	
2. Equity	Χ	Χ	Χ	Χ	Χ	Χ	Χ	
3. Resilience		Χ	Χ	Χ	Χ	Χ	Χ	
4. Emerging Mobility		Χ		Χ	Χ	Х	Χ	
5. Tackling the Climate Crisis		Χ		Χ	Χ	Х		
6. Equity and Justice 40	Х	Х	Χ	Χ	Х	Х	Х	
7. Complete Streets		Х	Х	Χ	Х	Х		
8. Public Involvement	Х	Χ	Χ	Χ	Χ	Х	Χ	
9. Strategic Highway Network (STRAHNET)			Χ	Χ	Χ			
10. Federal Lands Management Agency			Х	Х	Х			
Coordination			^	^	^			
11. Planning and Environment Linkages (PEL)			Χ	Χ	Χ			
12. Data in the Transportation Planning			Χ	Χ	Χ			

# 1.9 Air Quality Planning Activities

According to the EPA, actions to implement the <u>Clean Air Act</u> have achieved dramatic reductions in air pollution, preventing hundreds of thousands of cases of serious health effects each year. Since 1990 there has been approximately a 50% decline in emissions of key air pollutants. Despite the dramatic progress to date, air pollution continues to threaten Americans' health and welfare.

Multimodal Transportation is an effective way to reduce carbon dioxide (CO2) emissions by reducing fossil fuel consumption. According to the EPA, in 2021, carbon dioxide accounted for the largest percentage of greenhouse gases (79.4%). The 2050 LRTP will be crafted to address all modes of transportation. Providing transportation choices reduces automobile use and increases human-powered transportation. This results in a reduction of greenhouse gases such as CO2.

Even though Martin County is in attainment status the Martin MPO includes transportation choices to assist with the reduction of key air pollutants.

## **RESOLUTION NUMBER #24-06**

A RESOLUTION OF THE MARTIN METROPOLITAN PLANNING
ORGANIZATION (MPO) OF MARTIN COUNTY, FLORIDA,
APPROVING THE FY25 – FY26 UNIFIED PLANNING WORK
PROGRAM AND AUTHORIZING THE EXECUTION OF THE MPO
AGREEMENT WITH THE FLORIDA DEPARTMENT OF
TRANSPORTATION FOR FEDERAL HIGHWAY
ADMINISTRATION FUNDS UNDER THE FEDERAL
TRANSPORTATION ACT

**WHEREAS**, the Martin Metropolitan Planning Organization ("Martin MPO") is the designated and constituted body responsible for the urban transportation planning and programming process of the Martin County, Florida, portion of the Port St. Lucie urbanized area; and

WHEREAS, the United States Department of Transportation Regulations and Florida Statutes require that Martin MPO prepare the FY25 – FY26 Unified Planning Work Program as a prerequisite for certification of the transportation planning process and as a condition of Federal Financial Assistance; and

WHEREAS, the Metropolitan Planning Organization Agreement between the Martin MPO and the Florida Department of Transportation (FDOT) identifies the responsibilities for cooperatively carrying out the Federal Highway Administration portion of the Metropolitan Planning Process and accomplishing the transportation planning requirements of state and federal law; and

**WHEREAS**, the FY25 – FY26 UPWP is Exhibit A of the MPO Agreemen between the Martin MPO and FDOT.

# NOW, THEREFORE, BE IT RESOLVED BY THE MARTIN METROPOLITAN PLANNING ORGANIZATION, THAT:

- Section 1. The Martin MPO approves the FY25 FY26 Unified Planning Work Program.
- Section 2. The Martin MPO Administrator or designee is authorized to make minor changes and to furnish additional information as the Florida Department of Transportation may require in connection with the FY25 FY26 Unified Planning Work Program.
- Section 3. The Chairman or his designee is authorized to execute the Metropolitan Planning Organization Agreement and other documents the Florida Department of Transportation requires to aid in the financing of the Federal Highway Administration funded portions of the Martin MPO FY25 FY26 Unified Planning Work Program.

DULY PASSED AND ADOPTED THIS DAY OF, 202	.4
MARTIN METROPOLITAN PLANNING ORGANIZATION	
Troy McDonald, Chairman	
APPROVED AS TO FORM AND LEGAL SUFFICIENCY:	
Sarah W. Woods, County Attorney	
Caran W. Weeds, County America	
ATTEST:	
Anthony O'Neill-Butler, Clerk	

## SECTION II – ORGANIZATION AND MANAGEMENT

The Martin MPO is a governmental entity that functions independently but is under the umbrella of the Martin County host support system through a staff services agreement and in close coordination with the Martin County Public Works Department. The MPO is the primary agency for coordinating transportation planning activities impacting Martin County. A Policy Board composed of local elected officials directs the activities of the MPO. Citizen and standing committee input is regularly solicited and obtained in the course of developing and carrying out MPO responsibilities. The following is a membership profile of the Policy Board and standing committees active in Martin MPO planning activities implemented through this UPWP.

# 2.1 Participants in the Transportation Planning Process

## **Metropolitan Planning Organization Policy Board**

The Martin Metropolitan Planning Organization Policy Board is an eight-voting member Board responsible for establishing policies to guide MPO planning activities and projects. The following documents govern the characteristics of this Board: Title 23 USC 134(b), 23 CFR 450.306 and 311 (Federal), and Sec.339.175(2) FS (State). The makeup of the Board is as follows:

- Martin County: four Commissioners
- City of Stuart: two Commissioners
- Town of Sewall's Point: one Commissioner
- Village of Indiantown: one Council Member

The recently approved Martin MPO Apportionment plan includes an additional Martin County Commissioner (five total). Local governments are currently moving forward with amending the interlocal agreement to reflect this change.

The Florida Department of Transportation (FDOT) is not a voting member on the MPO Board and committees but serves in an advisory capacity.

## **Technical Advisory Committee (TAC)**

The TAC is comprised of representatives of those agencies responsible for the planning and implementation of the transportation system within the Metropolitan Planning Area (MPA). This Committee provides a vital inter-governmental coordination function in addition to providing technical input to the MPO Policy Board. The 12 members are representatives of:

- Martin County Public Works Department
- Martin County Growth Management Department
- City of Stuart Planning Department

- City of Stuart Public Works Department
- Village of Indiantown
- Town of Sewall's Point
- Town of Ocean Breeze Park
- Town of Jupiter Island
- Witham Airport Management
- Martin County Public Transit
- Treasure Coast Regional Planning Council (TCRPC)
- Transportation Director Martin County School Board
- Martin County Fire/Rescue (non-voting)
- Martin County Sheriff (non-voting)
- Florida DOT District IV Planning and Environmental Management Office (serves as a non-voting advisor)
- Florida DOT District IV Office of Modal Development (serves as a non-voting advisor)

# Citizens' Advisory Committee (CAC)

The purpose of this 12-person committee is to provide input to the MPO Policy Board and the planning process from a diverse geographic and demographic group of citizens. The members represent the following entities:

- Five appointed by each of the five Martin County Commissioners
- One appointed by the Stuart City Commission
- One appointed by the Sewall's Point Town Commission
- One appointed by the Jupiter Island Town Commission
- One appointed by the Village of Indiantown
- Three at large members; at least two of which represent either the disabled or age 65 or older, and a minority population

# **Bicycle and Pedestrian Advisory Committee (BPAC)**

This group is charged with providing public input to the MPO Policy Board on transportation planning needs and issues relating to bicycle routes, sidewalks, and other non-motorized mobility facilities. The 16 voting members and three non-voting members are as follows:

- Five appointed by each of the five County Commissioners
- Two appointed by the City of Stuart City Commission
- One appointed by the Sewall's Point Town Commission
- One appointed by the Village of Indiantown Council
- Seven appointed by the MPO Administrator representing individuals with disabilities, merchants, the County Parks and Recreation Department, the bicycling community, the elderly, neighborhood associations and homeowner associations, and a parent of a school child.

 Three non-voting members representing Martin County Sheriff's Office, the City of Stuart Police Department (PD) and the Town of Sewall's Point PD. FDOT serves as a non-voting advisor

## Freight Transportation Advisory Committee (FTAC)

This group is charged with providing public input to the MPO Policy Board on freight transportation needs and issues relating to shipping, warehousing, trucking, airport or water-based transportation operations, freight forwarding, logistics, rail, industrial real-estate, commercial deliveries, and wholesale activity. The 20 voting members are appointed as follows:

- Martin County Public Works
- Martin County Growth Management
- Martin County Airport/Witham Field
- City of Stuart Representative
- Stuart/Martin County Chamber of Commerce
- Indiantown Chamber of Commerce
- Marine Industries Association of the Treasure Coast
- Port Salerno Commercial Fishing Dock Authority
- Treasure Coast Regional Planning Council (TCRPC)
- Florida Department of Transportation: Policy Planning, Freight Coordinator
- Florida Inland Navigation District (FIND)
- Florida East Coast Railroad
- US Customs and Border Protection
- Florida Trucking Association
- University of Florida/Institute of Food and Agricultural Sciences (UF/IFAS Martin County Extension
- Five at-large members representing the transportation freight industry appointed by the MPO

# **Local Coordinating Board for the Transportation Disadvantaged (LCB-TD)**

The mission of this Board is to guide mobility services through the coordination of transportation services provided to the transportation disadvantaged through the Florida Commission for the Transportation Disadvantaged (CTD) supported through the administration of Transportation Disadvantaged Trust Fund. The LCB is comprised of 18 members representing the following entities:

- MPO Policy Board Member (Chairperson)
- FDOT District IV Office of Modal Development
- Florida Department of Children and Families

- Florida Division of Vocational Rehabilitation or the Division of Blind Services representing the Department of Education
- The public education community (School Board of Martin County)
- The Florida Department of Veterans Affairs
- A representative for the economically disadvantaged, recognized by the Florida Association for Community Action (President)
- A disabled person representing the disabled in the County
- Two citizen advocate representatives in the county; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation
- A person over sixty years of age representing the elderly in the County
- A representative for "children at risk"
- Florida Department of Elder Affairs
- Florida Agency for Health Care Administration (Medicaid)
- A representative of the Private Transportation Industry
- A representative of the Agency for Persons with Disabilities
- A representative of the Regional Work Force Development Board
- A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long-term care facilities, assisted living facilities, hospitals, local health department, or other home and community-based services, etc.

## **Treasure Coast Transportation Council**

The Treasure Coast Transportation Council (TCTC) is an entity created to address regional transportation funding and priorities to meet the growing, cross-county travel demands. Officially established on April 10, 2006, membership is comprised of the Chairs and a second member of the Martin, St. Lucie, and Indian River M/TPOs. The TCTC will meet regularly to address regional projects, including projects eligible for Transportation Regional Incentive Program (TRIP) funding. The meetings of the TCTC and its Treasure Coast Technical Advisory Committee (TCTAC) will be alternately hosted by the three M/TPOs on a rotating basis. The staff of the host M/TPO provides support for the business of the meetings that are held.

# 2.2 MPO Agreements

The MPO has executed agreements with State and local governments and agencies to promote a comprehensive, continuing, and cooperative (3-C) transportation planning process. All MPO agreements will be reviewed and updated for accuracy and applicability. The current agreements are:

#### Treasure Coast Transportation Council Interlocal Agreement - April 10, 2006

This agreement involves the MPOs serving three counties: Martin, St. Lucie, and Indian River, establishing the entity responsible for regional transportation planning activities and goals in the tri-county region referred to as the "Treasure Coast."

## Staff Services Agreement - Executed October 16, 2007

This agreement between the Martin MPO and Martin County for Staff Services provides professional services to carry out the terms of the Interlocal Agreement establishing the MPO and the Urbanized Area Transportation Planning Agreement between the MPO and the FDOT, and to provide personnel for the administration of the MPO.

# Interlocal Agreement for Creation of the Metropolitan Planning Organization – Executed April 7, 2015 and amended on February 7, 2019

This is an agreement involving Martin County, the City of Stuart, the Town of Sewall's Point and the FDOT, establishing the MPO as the entity responsible for conducting transportation planning activities in the MPA. It also sets authorities, responsibilities, membership, and other necessary features of the MPO. The first amendment amends the Interlocal Agreement and includes the Village of Indiantown as a voting member. A second amendment is currently being routed through the local governments for approval to add a fifth Martin County Commissioner as a voting member.

#### Standard Intergovernmental Coordination and Review Agreement (ICAR) - October 25, 2016

This agreement between the MPO, Martin County, the Treasure Coast Regional Planning Council and the FDOT and sets forth mutually agreeable procedures for carrying out applicable Federal and State laws.

#### Transportation Disadvantaged Planning Grant – July 1, 2023

This agreement between the Florida Commission for the Transportation Disadvantaged (CTD) and the MPO provides funding that is allocated for the purpose of completing the planning duties and responsibilities of the Metropolitan Planning Organization, as identified in Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code. The CTD agreement was approved by the Martin MPO on May 15, 2023 and executed by the CTD on June 30, 2023.

MPO Agreement for FHWA Planning (PL) Funds for FY23 and FY24 – Executed June 20, 2022, expires and is replaced every 2 years. The next agreement is anticipated to be executed no later than June 30, 2024.

This agreement between the FDOT and the MPO provides for the administration of all "pass-through" PL funds to the MPO. It identifies the responsibilities and outlines the requirements that

must be met to receive these FHWA program funds, effective July 1, 2022 - June 30, 2024. The FY23-FY24 UPWP is Exhibit "A" of the MPO Agreement.

# 2.3 Operational Procedures and Bylaws

The Martin MPO operates under a duly adopted set of Bylaws and in conformance with all applicable Federal, State, and local, laws, rules, regulations, and procedures. With recommendations from its Advisory Committees, the MPO Policy Board approves operating Bylaws and any revisions to them. The Bylaws describe membership composition, voting status, and procedures of the MPO Policy Board and its Advisory Committees. These groups generally follow Roberts Rules of Order in the conduct of its meetings. To ensure the continued operations of the Martin MPO in the event of an emergency, the MPO must have a plan in place. The Martin Metropolitan Planning Organization (MPO) Continuity of Operations Plan (COOP) serves that function. As structured, the plan guarantees the continuous operations of the MPO in the event of an emergency and ensures that the MPO's resources can be efficiently deployed to supplement wider emergency planning efforts.

Martin County provides support services (legal, financial, purchasing, and others). The MPO staff positions consist of an MPO Administrator, Senior Planner, two Planners, an Administrative Assistant, and a part-time employee to provide financial support. Consultant services are purchased as needed and affordable within budget constraints.

The Official Records of the MPO are maintained in the MPO Administrative Office located at the Willoughby Commons Plaza at 3481 SE Willoughby Boulevard, Suite 101, Stuart, FL 34994. All of the MPO records are available for public inspection during normal business hours.

The Martin MPO's operational procedures fully comply with the Public Records laws and the Sunshine Laws of the State of Florida. The MPO operates under applicable rules and procedures set forth by Martin County, the State of Florida, and the Federal Government.

# 2.4 Forms, Certifications, and Assurances

Annually, the State and the MPO are required to certify to the FHWA and FTA that the planning process is addressing the major issues facing the Metropolitan Planning Area and that it is being conducted in accordance with all applicable requirements of:

- Section 134 of Title 23, United States Code (Metropolitan Planning),
- Section 5305(d) of the Federal Transit Act,
- Section 450.334 of Title 23, Code of Federal Regulations (Certification),
- Sections 174 and 176 (c) & (d) of the Clean Air Act,

- Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by the State,
- Provisions of the American Disabilities Act of 1990 and the United States Department of Transportation (USDOT) regulations ("Transportation for Individuals with Disabilities"),
- All applicable provisions and corresponding regulations identified in current Federal legislation.

FHWA and FTA conduct Federal certification reviews of MPOs designated for census urbanized areas that are also TMAs (i.e., greater than 200,000 in population). The most recent Federal Certification Report for the Martin MPO -- as part of the Port St. Lucie TMA -- was presented to the MPO Policy Board for close-out in December 2021. The Martin MPO received certification from FHWA through September 2025. Federal law and regulation require FDOT and the MPO to jointly certify the transportation planning process for the metropolitan area, on an annual basis. Recommendations identified in the Federal and State certifications are addressed throughout this UPWP in various tasks. The Assurances for the Martin MPO are in the Appendices.

# **SECTION III – UPWP WORK PROGRAM TASKS**

**TASK 1: UPWP AND ORGANIZATION ADMINISTRATION** 

TASK 2: PUBLIC INVOLVEMENT AND OUTREACH

**TASK 3: DATA COLLECTION AND ANALYSIS** 

**TASK 4:** LONG RANGE TRANSPORTATION PLAN

**TASK 5:** TRANSPORTATION IMPROVEMENT PROGRAM

**TASK 6:** TRANSPORTATION SYSTEMS PLANNING

**TASK 7: REGIONAL PLANNING** 

## **Task 1: UPWP and Organization Administration**

#### **Purpose:**

To support, coordinate and administer, a continuing, comprehensive, and cooperative transportation planning process for the Martin Metropolitan Planning Area (MPA). This includes coordinating with the planning, goals, and processes of other transportation planning entities in the Treasure Coast Region. This includes preparing and monitoring, as needed, the two-year, FY24/25 – FY25/26 UPWP, reflecting a program of planning activities and financial support for the activities to be undertaken during this period. The Martin MPO will adhere to all Federal, State, and local, laws, rules, regulations, procedures, and guidelines, as applicable. This includes reviewing and updating all agreements as needed and requested by FDOT, FHWA, the Governor's office, or local municipality.

#### **Previous Work:**

- Provided technical and administrative support towards local and regional planning and public transit efforts.
- Provided technical and administrative support to MPO Board and Advisory Committees including documenting attendance records and minutes of meetings.
- Provided administrative activities for the preparation and coordination of various assessments.
- Reviewed studies to assure legal, regulatory, and procedural compliance with local, State and Federal laws, rules, regulations, procedures, and guidelines applicable to activities supported by transportation funding. In addition, Intergovernmental liaison responsibilities that fall under this area of responsibility were carried out.
- Created quarterly progress reports, financial status reports, and invoices.
- Completed State Certification.
- Attended workshops and training sessions to facilitate the above activities.
- Prepared, adopted, developed, and made revisions to the FY22/23 FY23/24 UPWP.

#### **Required Activities:**

- Provide technical assistance to the MPO Policy Board and appropriate committees.
- Schedule and make arrangements for facilities to accommodate training, inter-agency meetings, CAC, TAC, BPAC, FTAC, LCB-TD, MPO Policy Board, TCTC meetings, and others.
- Create and distribute materials (meeting minutes, notifications, agendas, packets, schedules, documents) for meetings.
- Provide staff support to joint meetings with the St. Lucie, Indian River, and Palm Beach T/MPOs.
- Coordinate with FDOT, TCRPC, St. Lucie TPO, Indian River County MPO, Palm Beach TPA, local governments, CRAs, Chambers of Commerce, and other entities, as appropriate and as needed.
- Participate in the process of achieving annual State Certification of the MPO.
- Review and update agreements.

- Prepare Grant Quarterly Progress Reports and invoices.
- Complete Fiscal accounting and invoicing for MPO FY24/25 FY25/26 UPWP.
- Maintain financial records including an annual audit as required by 23 CFR 420.121; the audit is to be performed in accordance with 49 CR 18.26, OMB Circular A133, and Section 215.97 FS.
- MPO Administrator and Board member to attend quarterly meetings of the MPO Advisory Council (MPOAC) and regional planning and transportation forums.
- Board members to attend the MPOAC Weekend Institute as it becomes available.
- Travel to workshops, conferences, and training sessions to facilitate the planning process and provide staff with the necessary education to maintain and acquire professional certifications, including geographic information systems, transportation planning, congestion management, public involvement, modeling, community livability/sustainability, and other relevant subjects.
- Select (based on qualifications) and contract with one or more consulting firms (General Planning Consultants (GPC)) to provide assistance to staff on a task order basis and assist the MPO with required work products since the current GPC contract ends February 1, 2025.
- Monitor and administer the activities of the General Planning Consultants to provide assistance to staff on a task-order basis and assist the MPO with required work products.
- Purchase office supplies and purchase/lease equipment to ensure efficiency in MPO activities.
- Purchase new and update existing software to maximize staff productivity and allow a multitude of capabilities.
- Purchase and update equipment to provide record and reference storage.
- Review and update agreements.
- Advertise the LRTP, TIP, and required work products in accordance with Federal regulations, State guidelines, and the Public Participation Plan (PPP).
- Implement the FY25 FY26 UPWP.
- Develop the FY27 FY28 UPWP, submit draft documents to reviewing agencies, and incorporate comments into the final UPWP.
- Process revisions (amendments and modifications) to the adopted UPWP as necessary.
- Process budget revisions to the adopted UPWP as necessary.
- Coordinate with neighboring M/TPOs.
- Closeout of FY23-FY24 UPWP.

Product:	Schedule:
Office Supplies & Equipment Purchase/Lease	As Needed
Software Purchase	As Needed
Policy Board Meetings, Packets, Minutes, Agendas	Bi-Monthly & As Needed
Advisory Committee Meetings, Packets, Minutes, Agendas	Bi-Monthly & As Needed
Arrangements for Training & Meeting Rooms	As Needed

Regional Coordination	As Needed
Collaborative Meetings	As Needed
Annual State Certification Review	3 <sup>rd</sup> & 4 <sup>th</sup> Qtr. FY25 & FY26
Annual Audit	2 <sup>nd</sup> Qtr. FY25 & FY26
Financial and Other Record Keeping	Ongoing
GPC Selection Process	2 <sup>nd</sup> Qtr. FY25
Progress Reports and Invoices	Quarterly
Workshops and Training	As Needed
MPOAC/Statewide Meetings	Quarterly & As Needed
Performance Measure Compliance	Ongoing
Conduct Annual Review of COOP	3 <sup>rd</sup> Qtr. FY25 & FY26
Advertise the draft TIP	4 <sup>th</sup> Qtr. FY25 & FY26
Advertise the amendments to the LRTP and TIP	As Needed
UPWP FY25 – FY26 Amendments/Modifications	As Needed
FY27 – FY28 UPWP Kickoff Meeting	2 <sup>nd</sup> Qtr. FY26
FY27 – FY28 Draft UPWP submitted to FDOT	3 <sup>rd</sup> Qtr. FY26
FY27 – FY28 Draft UPWP to Advisory Committees & MPO Board	FY24
Meetings with St. Lucie and Indian River T/MPOs	As Needed
Open Public Comment Period for FY27-FY28 UPWP	2 <sup>nd</sup> & 3 <sup>rd</sup> Qtr. FY26
Final Submittal of FY27-FY28 UPWP to FDOT	4 <sup>th</sup> Qtr. FY26
Closeout of FY23-FY24 UPWP	2 <sup>nd</sup> Qtr. FY25
Responsible Agency: Martin MPO	

Task 1: Budget Category Description Detail FY25 & FY26				
Consultant/Contract Services				
Professional Services Contract	Provide professional assistance to staff and assist the MPO with required work products. Professional assistance support may include, but not be limited to, the following: assisting the MPO with public involvement efforts, outreach initiatives, and safety campaigns; pursue grant funding for non-motorized transportation projects and preparation of grant applications; evaluate projects on the Electronic Review Comments (ERC) System for their impact on bicycle and pedestrian facilities; attend meetings; assist with State Review Certification, perform GIS analysis and mapping for a variety of items; and other professional assistance support tasks described in the MPO's adopted UPWP.			

Task 1 UPWP AND ORGANIZATION ADMINISTRATION				
2024/	2025			
Funding Source	FHWA			
Contract Number	GXX1		FY 2024/2025	
Source Level	PL		Total	
Lookup Name		024/2025 WA GXX1 (PL)		
Personnel (salary and benefits)				
MPO staff salaries, fringe				
benefits, and other deductions	\$	100,684	\$	100,684
Personnel (salary and benefits)				
Subtotal	\$	100,684	\$	100,684
Consultant				
Professional Services Contract	\$	10,000	\$	10,000
Consultant Subtotal	\$	10,000	\$	10,000
Travel				
Travel/Training	\$	6,500	\$	6,500
Travel Subtotal	\$	6,500	\$	6,500
Direct Expenses				
Advertising	\$	2,000	\$	2,000
County Administrative and Event Charges	\$	500	\$	500
Office Furniture	\$ \$	500	\$	500
Postage and Freight		300	\$	300
Printing and Binding Services	\$ \$	3,500	\$	3,500
Vehicle Expenses		10,000	\$	10,000
Direct Expenses Subtotal	\$	16,800	\$	16,800
Supplies				
Office Supplies	\$	2,000	\$	2,000
Supplies Subtotal	\$	2,000	\$	2,000
Equipment				
Computer/Equipment	\$	2,000	\$	2,000
Software Programs	\$	1,500	\$	1,500
Equipment Subtotal	\$	3,500	\$	3,500
Total	\$	139,484	\$	139,484

Task 1 UPWP AND ORGANIZATION ADMINISTRATION				
2025/2	2026			
Funding Source	FHWA			
Contract Number	GXX1		FY 2025/2026	
Source	PL		Total	
Lookup Name		025/2026 WA GXX1 (PL)		
Personnel (salary and benefits)				
MPO staff salaries, fringe				
benefits, and other deductions	\$	95,563	\$	95,563
Personnel (salary and benefits)				
Subtotal	\$	95,563	\$	95,563
Travel				
Travel /Training	\$	5,000	\$	5,000
Travel Subtotal	\$	5,000	\$	5,000
Direct Expenses				
Advertising	\$	2,000	\$	2,000
County Administrative and Event				
Charges	\$	500	\$	500
Office Furniture	\$ \$	500	\$	500
Postage and Freight		300	\$	300
Printing and Binding Services	\$	3,500	\$	3,500
Vehicle Expenses	\$	10,000	\$	10,000
Direct Expenses Subtotal	\$	16,800	\$	16,800
Supplies				
Office Supplies	\$	2,000	\$	2,000
Supplies Subtotal	\$	2,000	\$	2,000
Equipment				
Computer/Equipment	\$ \$	2,000	\$	2,000
Software Programs		1,500	\$	1,500
Equipment Subtotal	\$	3,500	\$	3,500
Total	\$	122,863	\$	122,863

## Task 2: Public Involvement and Outreach

#### **Purpose:**

To ensure citizen participation in the transportation planning process. This involves presenting information to the citizens, soliciting input, and using the input (data) obtained to continually revise and refine proposed programs, plans, and projects. These efforts include ensuring that population groups and geographic areas have opportunities to provide input on transportation planning and have access to and be involved in the MPO decision-making process.

#### **Previous Work:**

In FYs 2023 and 2024, the MPO engaged the public through several avenues supported by the Public Participation Plan, including:

- Developed a new Martin MPO Website.
- Updated the Interactive TIP web-application.
- Reviewed the Public Participation Plan (PPP) as well as annually reviewed the Title VI/Nondiscrimination Policy and Plan to ensure Federal compliance.
- Conducted outreach initiatives and held multiple virtual bicycle and pedestrian Safety Campaigns to target diverse groups of individuals and promote safe walking and bicycling on busy roadway corridors.
- Organized National Walk to School Day Event to promote safe walking and bicycling for over 50 individuals.
- Continued to use techniques to involve/engage the public in decision-making and ensure materials were produced in Spanish.
- Continued to use the MPO's traditional website as a means of providing information to the public (www.martinmpo.com) where all pages are available in more than 75 languages.
- Continued to contract with a translator provider, a nationwide leader in the field of translation and interpretation services. The service provides over-the-phone, face-to-face, and videoconference interpreting, and document translation services. This allows the MPO to communicate with the public in different languages as needed.
- MPO Board meetings continued to be live-streamed on television.
- Continued to contract services for the Martin MPO website.
- Continued to maintain a Facebook page.
- Created and maintained an MPO Instagram account.
- Developed a Development Review Interactive Map to assist with prioritizing transportation priority projects.
- During the development of the 2024-2033 Transit Development Plan (TDP), the MPO, through its social media campaigns and public outreach events, was able to collect 732 completed TDP surveys.

#### **Required Activities:**

- Review PPP and prepare Public Involvement Annual Reports.
- Attend Title VI, ADA, and public involvement training.

- Title VI Plan Review and Update.
- Maintain MPO Website to disseminate information.
- Attend Community Redevelopment Area (CRA) Neighborhood Advisory Committee (NAC) meetings and other community and partner agency meetings.
- Create newsletters and brochures to inform the public of MPO activities.
- Participate in community events and meetings.
- Promote Bicycle and Pedestrian Safety Education.
- Social Media outreach.
- Public Involvement Activities for MPO work products including LRTP & TIP.

Product:	Schedule:
Documentation of public involvement efforts	Ongoing
Attend community/partner agency meetings	Ongoing
Website maintenance	Ongoing
Create newsletters and brochures	FY25 & FY26
Review PPP and develop annual Report	3 <sup>rd</sup> Qtr. FY23 & FY24
Attend Title VI, ADA, and public involvement training	Ongoing
Title VI Plan review and update	3 <sup>rd</sup> Qtr. FY23 & FY24
Bicycle and pedestrian safety education	Ongoing
Social media outreach	Ongoing
Public involvement activities	Ongoing
Responsible Agency: Martin MPO	

Task 2: Budget Category Description Detail FY25 & FY26		
Consultant/Contract Services		
Website Maintenance	Continue to contract services for hosting the Martin MPO Website. Includes monthly web hosting, support, and domain registration.	
	includes monthly web nosting, support, and domain registration.	

Task 2 PUBLIC INVOLVEMENT AND OUTREACH				
2024,	/2025			
Funding Source	FHWA		FY 2024/2025 Total	
Contract Number	GXX1			
Source Level	PL		TOTAL	
Lookup Name		024/2025 WA GXX1 (PL)		
Personnel (salary and benefits)				
MPO staff salaries, fringe				
benefits, and other deductions	\$	45,000	\$	45,000
Personnel (salary and benefits) Subtotal	\$	45,000	\$	45,000
Consultant	Ψ	13,000	<u> </u>	13,000
Website Maintenance	\$	4,000	\$	4,000
Consultant Subtotal	\$	4,000	\$	4,000
Total	\$	49,000	\$	49,000
2025/2026				
Funding Source	FHWA		025 /2026	
Contract Number		GXX1	FY 2025/2026 Total	
Source	PL		Total	
	2025/2026 FHWA GXX1			
Lookup Name	FH'			
-	FH'	WA GXX1 (PL)		
Personnel (salary and benefits)	FH'			
-		(PL)	Ś	41.000
Personnel (salary and benefits)  MPO staff salaries, fringe benefits, and other deductions	\$ \$		\$	41,000
Personnel (salary and benefits)  MPO staff salaries, fringe		(PL)	\$ <b>\$</b>	41,000 <b>41,000</b>
Personnel (salary and benefits)  MPO staff salaries, fringe benefits, and other deductions  Personnel (salary and benefits)	\$	(PL) 41,000		·
Personnel (salary and benefits)  MPO staff salaries, fringe benefits, and other deductions  Personnel (salary and benefits)  Subtotal	\$	(PL) 41,000		·
Personnel (salary and benefits)  MPO staff salaries, fringe benefits, and other deductions  Personnel (salary and benefits)  Subtotal  Consultant	\$	41,000 41,000	\$	41,000

## **Task 3: Data Collection and Analysis**

#### **Purpose:**

To support data collection efforts that address multimodal planning, including land use, roadway, rail, transit, and bicycle/pedestrian. To analyze social and economic factors as well as the use of land during the planning process. To maintain the traffic volume, turning movements and crash databases on the public roadway network impacting the MPA; and to support data collection efforts that address multimodal planning, including land use, roadway, rail, transit, and bicycle/pedestrian. Task is also funded through in-kind contributions made by Martin County.

#### **Previous Work:**

- In FYs 2023 and 2024, the MPO collected, analyzed and shared transportation-related data such as traffic counts and crashes.
- Updated the Martin MPO Community Characteristics Report, which included information on low-income households, minorities, persons with Limited English proficiency (LEP), disabled population, zero-auto households, the elderly population, as well as commuting and traffic accident data.
- Martin County Public Works Department continued to gather traffic count data so that Annual Average Daily Traffic (AADT) counts could be calculated for the collector and arterial roadway system. The data was used to help plan roadway improvements that further the safety and security of the system.
- Worked with FDOT to develop the 2020 FHWA Functional Classification and Adjusted Urban Area.
- Collected and analyzed crash data using the web-based database Signal Four Analytics, managed by the University of Florida. This crash database was used to collect the crash hotspots concerning bicyclists and pedestrians.

#### **Required Activities:**

- Coordinate with local governments, including during the comprehensive plan updates.
- Acquire big data (such as Origin/Destination, travel time, travel speed, and travel volumes) to support the validation and calibration of the regional model to support the metropolitan transportation planning process.
- Identify locations with a high number of traffic crashes (including bike and pedestrian crashes) for safety improvements working with FDOT and Martin County.
- Work with the County's Traffic Division to access and analyze traffic count data including land use, roadway, rail, transit, and bicycle/pedestrian counts.
- Assist in collecting and analyzing and sharing crash data.
- Update Development Review Interactive Map.

Product:	Schedule:
Local government coordination	Ongoing

Plans and development review	Ongoing	
GIS analyses and census data review	Ongoing	
Update Development Review Interactive Map	Quarterly	
Bicycle/Pedestrian data collection	Ongoing	
Level of Service review	Ongoing	
Traffic counts	Ongoing	
Review databases	Ongoing	
Responsible Agency: Martin MPO		

Task 3: Budget Category Description Detail FY25 & FY26				
Consultant/Contract Services				
Development Review Interactive Map	Update the GIS web application quarterly including all the existing residential and commercial developments within unincorporated Martin County and Stuart, Sewall's Point, Ocean Breeze, Indiantown, and Jupiter Island. The web mapping application enables all the public and staff to see the spatial relationship between developments through Martin County and assists the MPO Policy Board in setting project priorities.			

Task 3 DATA COLLECTION AND ANALYSIS						
	20	24/2025				
Funding Source		FHWA Local			-v /	
Contract Number		GXX1			FY 2024/2025 Total	
Source Level		PL	S	ource 1		
	20	024/2025	20	24/2025		
Lookup Name	FH	WA GXX1		Local		
		(PL)	(Sc	ource 1)		
Personnel (salary and benefits)						
MPO staff salaries, fringe						
benefits, and other deductions	\$	39,600			\$	39,600
Personnel (salary and benefits)						
Subtotal	\$	39,600	\$	-	\$	39,600
Consultant						
Development Review Map	\$	8,000			\$	8,000
Consultant Subtotal	\$	8,000	\$	-	\$	8,000
Total	\$	47,600	\$	-	\$	47,600
	20	25/2026				
Funding Source		FHWA		Local	FV 2	025/2026
Contract Number		GXX1				025/2026 Total
Source		PL	S	ource 1		TOLAI
	20	025/2026	20	25/2026		
Lookup Name	FH	WA GXX1		Local		
		(PL)	(Sc	ource 1)		
Personnel (salary and benefits)						
MPO staff salaries, fringe						
benefits, and other deductions	\$	32,000			\$	32,000
Personnel (salary and benefits)						
Subtotal	\$	32,000	\$	-	\$	32,000
Consultant						
Consultant  Development Review Map	\$	8,000			\$	8,000
	\$ <b>\$</b>	8,000 <b>8,000</b>	\$	<u>-</u>	\$	8,000 8,000

#### **Task 4: Long Range Transportation Plan**

#### **Purpose:**

The Long Range Transportation Plan (LRTP) is developed to cover a 20-year planning horizon and is updated and adopted every five years. The intent and purpose of the LRTP is to ensure that a continuous, cooperative, and comprehensive transportation planning process follows all Federal, State, and local rules and regulations. This long-range process encourages and promotes the safe and efficient management, operation, and development of a multimodal transportation system that serves the mobility needs of both people and freight, while simultaneously minimizing fuel consumption and air pollution.

#### **Previous Work:**

- Collected and updated socioeconomic and travel data to be used for the Treasure Coast Regional Planning Model 6 (TCRPM6) update.
- Prepared the 2050 LRTP Scope of Services.
- Began development of the 2050 LRTP.

#### **Required Activities:**

- Finalize the 2050 LRTP.
- Incorporate Resiliency/Climate Change Impact into the 2050 LRTP.
- Incorporate emerging mobility and technology into the 2050 LRTP.
- Implement projects in the adopted LRTP.
- Implementation of FHWA Performance Measures.
- ACES data review and analysis.
- Coordinate with other agencies to implement projects identified in the adopted LRTP.
- Modifications/Amendments to adopted LRTP.

Product:	Schedule:			
Develop 2050 LRTP	October 2025			
Implement LRTP Projects	Ongoing			
Modify/Amend adopted LRTP	As Needed			
Attend Model Task Force Meetings	Ongoing			
Performance Measures Implementation	Ongoing			
Data Sharing among agencies	Ongoing			
Responsible Agency: Martin MPO				

#### Task 4: Budget Category Description Detail FY25 & FY26

#### **Consultant/Contract Services**

#### 2050 LRTP

Every five years, the MPO is required to review and update the Long Range Transportation Plan (LRTP). The LRTP sets the vision for transportation for all modes of travel throughout the Planning Area and influences projects included in the 5-year Transportation Improvement Program (TIP). The LRTP will include twenty years of projects and funding and provide a complete picture of revenues and costs for the planning horizon. The first five years of projects will be included in the Cost Feasible Plan and financial plan that compares costs to revenues to demonstrate how the plan can be implemented. The MPO will develop and complete the 2050 LRTP by October 2025.

Task 4 LONG RANGE TRANSPORTATION PLAN						
2024/	2025					
Funding Source	Funding Source FHWA					
Contract Number		GXX1	FY 2	2024/2025 Total		
Source Level		PL	IOtal			
Lookup Name		024/2025 WA GXX1 (PL)				
Personnel (salary and benefits)						
MPO staff salaries, fringe						
benefits, and other deductions	\$	68,752	\$	68,752		
Personnel (salary and benefits)						
Subtotal	\$	68,752	\$	68,752		
Consultant						
2050 Long Range Transportation						
Plan	\$	58,000 <b>*</b>	\$	58,000 <b>*</b>		
Consultant Subtotal	\$	58,000	\$	58,000		
Total	\$	126,752	\$	126,752		
2025/	2026					
Funding Source	FHWA		FY 2025/2026			
Contract Number	GXX1					
Source		PL		Total		
Lookup Name	2025/2026 FHWA GXX1 (PL)					
_		_				
Personnel (salary and benefits)		_				
•	\$	_	\$	27,000		
Personnel (salary and benefits)  MPO staff salaries, fringe	\$	(PL)	\$ <b>\$</b>	27,000 <b>27,000</b>		
Personnel (salary and benefits)  MPO staff salaries, fringe benefits, and other deductions  Personnel (salary and benefits)		(PL) 27,000	<u> </u>			
Personnel (salary and benefits)  MPO staff salaries, fringe benefits, and other deductions  Personnel (salary and benefits) Subtotal	\$	27,000 <b>27,000</b>	\$	27,000		
Personnel (salary and benefits)  MPO staff salaries, fringe benefits, and other deductions  Personnel (salary and benefits)  Subtotal  Consultant  2050 Long Range Transportation	\$	27,000 27,000 40,837	<b>\$</b>	<b>27,000</b> 40,837		
Personnel (salary and benefits) MPO staff salaries, fringe benefits, and other deductions Personnel (salary and benefits) Subtotal Consultant 2050 Long Range Transportation Plan	\$	27,000 <b>27,000</b>	\$	27,000		

<sup>\* \$184,000</sup> is being de-obligated from the FY23-FY24 UPWP to be used for the 2050 Long Range Transportation Plan (LRTP) in FY25 of this UPWP.

#### **Task 5: Transportation Improvement Program**

#### **Purpose:**

To develop an annual List of Project Priorities (LOPP), serving as the basis of this five-year capital improvement plan. The project priorities will be coordinated and maintained in a single document reflecting Federal, State, and local funding levels for the Martin County Area.

#### **Previous Work:**

- In FYs 2023 and 2024, the MPO prepared an updated Transportation Improvement Program (TIP) including LOPPs.
- The MPO has annually reviewed FDOT's Draft Tentative Five-year Work Program and has coordinated with FDOT. The MPO has also coordinated with local municipalities to include the Capital Improvement Programs. The completed TIPs are submitted to FDOT. Staff worked with FDOT and District Four MPOs to develop the Interactive TIP.

#### **Required Activities:**

- Develop an annual List of Project Priorities.
- Review and endorse FDOT's Draft Tentative Work Program.
- Develop annual TIP.
- Utilize Interactive TIP tool.
- Amendments to TIP/STIP.
- Research and review interactive TIP tool options.
- Coordinate with FDOT to ensure consistency with NEPA and ETDM Program Screening.
- Coordinate with local governments on TIP projects.
- Coordinate with FDOT to update FHWA Performance Measures in the Transportation Improvement Program.
- Adoption of Transit Asset Management (TAM) targets and Safety Performance Targets and inclusion into the TIP.

Product:	Schedule:
Development of LOPPs	3 <sup>rd</sup> & 4 <sup>th</sup> Qtr. FY25 & FY26
Submittal of LOPPs to FDOT	4 <sup>th</sup> Qtr. FY25 & FY26
Review and endorse FDOT's Five-Year Tentative Work Program	2 <sup>nd</sup> Qtr. FY25 & FY26
Develop annual TIP	4 <sup>th</sup> Qtr. FY25 & FY26
Publish notice of public hearing of DRAFT TIP	4 <sup>th</sup> Qtr. FY25 & FY26
Advisory committee reviews	4 <sup>th</sup> Qtr. FY25 & FY26
Annual publication of the federally funded project listing	4 <sup>th</sup> Qtr. FY25 & FY26
MPO approval	4 <sup>th</sup> Qtr. FY25 & FY26
ETDM Training and Study	Ongoing
TIP modifications/ amendments	As needed

Utilize Interactive TIP tool	4 <sup>th</sup> Qtr. FY25 & FY26
Coordination and training for Interactive TIP Tool	As needed
Performance measures implementation	Ongoing
Adoption of TAM targets and inclusion in the TIP	4 <sup>th</sup> Qtr. FY25 & FY26
Adoption of Transit Safety Performance Targets as identified in the Public Transit Agency Safety Plan (PTASP) and inclusion into the TIP	4 <sup>th</sup> Qtr. FY25 & FY26
Responsible Agency: Martin MPO	

Task 5: Budget Category Description Detail FY25 & FY26					
Consultant/Contract Services					
Interactive TIP	Consulting services include database management, hosting of the Interactive TIP, and data transfer from the FDOT's Work Program. The Interactive TIP is an intuitive software application that helps MPOs comply with Federal Transportation Improvement Program (TIP) reporting requirements for Federal and State funds. The software is a tool for all TIP users, especially				
	the general public, to review TIP projects better and more easily.				

Task 5 TRANSPORTATION IMPROVEMENT PROGRAM						
2024/	2025					
Funding Source FHWA						
Contract Number		GXX1	FY 2024/2025 Total			
Source Level		PL	iutai			
Lookup Name		024/2025 WA GXX1 (PL)				
Personnel (salary and benefits)						
MPO staff salaries, fringe benefits, and other deductions	\$	30,000	\$	30,000		
Personnel (salary and benefits) Subtotal	\$	30,000	\$	30,000		
Consultant						
Interactive TIP Tool	\$	7,200	\$	7,200		
Consultant Subtotal	\$	7,200	\$	7,200		
Total	\$	37,200	\$	37,200		
2025/2026						
Funding Source		FHWA		FY 2025/2026		
Contract Number	GXX1		Total			
Source		PL		Total		
Lookup Name		025/2026 WA GXX1 (PL)				
Personnel (salary and benefits)						
MPO staff salaries, fringe benefits, and other deductions	\$	30,000	\$	30,000		
Personnel (salary and benefits)		, -		,		
Subtotal	\$	30,000	\$	30,000		
Consultant		•				
Interactive TIP Tool	\$	7,200	\$	7,200		
	\$	7,200	\$	7,200		

#### **Task 6: Transportation Systems Planning**

#### **Purpose:**

To implement a comprehensive approach to developing and implementing an integrated multimodal system, including sidewalks, bikeways/cycle tracks, bicycle lanes, shared-use pathways, trails, complete streets, transit, and freight into the transportation system throughout Martin County while managing congestion and creating livable communities. To plan for all multimodal connections to the new Treasure Coast Brightline Station. To develop, implement, and maintain the MPO's Congestion Management Process (CMP) including implementation of CMP projects that support all modes of transportation. Collaborating with FDOT's Planning & Environmental Management (PLEMO) staff on their CMP results and recommendations from their Districtwide Congestion Assessment effort.

#### **Previous Work:**

- Conducted outreach initiatives and held multiple virtual bicycle and pedestrian safety campaigns to target diverse groups of individuals and promote safe walking and bicycling on busy roadway corridors. The virtual safety campaigns focused on key components for nighttime visibility safety awareness and mid-block safety and were published in the County Connection Digital Newsletter, Martin MPO's Martin in Motion social media account, and South Florida Commuter Services (SFCS) social media accounts.
- Organized and held Public Meetings for the Hobe Sound North Corridor Shared-Use Nonmotorized (SUN) Trail Feasibility Study.
- Participated in the FDOT Mobility Week during the Artwalk event in Downtown Stuart.
- Organized an annual Walk to School Day and Bike to School Day and provided safety bags to students.
- Obtained bicycle/pedestrian safety resources from FDOT and the University of Florida PedBike Resource Center for distribution to local schools.
- Undertaken numerous planning and implementation activities, including Transportation
   Alternatives Program (TAP) grant applications, stakeholder, and public meetings for the Hobe
   Sound North Corridor SUN Trail Feasibility Study.
- Finalized the Hobe Sound North Corridor SUN Trail Feasibility Study
- Served as the Designated Official Planning Agency (DOPA) for Martin County. The MPO provided staff support to the Community Transportation Coordinator (CTC), and the Local Coordinating Board for the Transportation Disadvantaged (LCB-TD).
- Advertised and held annual Public Workshops for the LCB-TD.
- Submitted TD Planning Grant quarterly reports, as required by State Law, and worked with the CTC to provide quarterly progress reports to the LCB-TD.
- Worked with Martin County staff to update the Transportation Element of the Martin County Comprehensive Plan and to address Transportation Demand Management (TDM) components of Development Review.
- Partnered with Chambers of Commerce through the membership of the Transportation

- Committee of Stuart/Martin County Chamber of Commerce. In addition, the Hobe Sound Chamber of Commerce served as a stakeholder during the development of the Hobe Sound North Corridor SUN Trail Feasibility Study.
- Attended the Business before Breakfast at Stuart/Martin County Chamber of Commerce and Luncheon at Jensen Beach Chamber of Commerce to gain input from local business on the Transit Development Plan.
- During the development of the 2024-2033 Transit Development Plan, the MPO, through its social media campaigns and public outreach events, was able to collect 732 completed TDP surveys.

#### **Required Activities:**

- Work with partner agencies to ensure the needs of non-motorist travelers are being considered.
- Implement recommendations from the 2017 Bicycle, Pedestrian, and Trails Master Plan.
- Pursue grant funding or assist local governments with grant applications such as Transportation Alternatives Program (TAP) and Shared-Use Nonmotorized (SUN) Trail Network Program for non-motorized improvements.
- Collaborate with community partners on Complete Streets implementation.
- Evaluate programmed projects that go through the Electronic Review Comments (ERC)
   System.
- Coordinate with governments, agencies, and organizations on planning, prioritizing, and funding bicycle/pedestrian/greenways facilities, including the Sailfish Capital Trail, part of the East Coast Greenway.
- Work with community groups and local governments to develop bicycle/pedestrian awareness and traffic safety.
- Organize events to promote walking and bicycling as an important mode of transportation.
- Develop a Targeted Public Outreach Campaign to communicate transportation alternatives to the Population in Martin County; including PSAs, safety campaigns, and programs with partner agencies to facilitate equitable access to affordable, safe, carefree, reliable modal choices/options/alternatives.
- Assist in collecting, analyzing, and sharing bicycle and pedestrian counts and crash data over multiple years.
- Staff the Local Coordinating Board for the Transportation Disadvantaged (LCB-TD).
- Select a CTC through a competitive bidding process.
- Develop Transportation Disadvantaged Service Plan (TDSP) Major Update and annual updates.
- Prepare CTC Evaluations.
- Prepare TD Planning Grant Quarterly Progress Reports and invoices.
- Attend conferences, workshops, and training.

- Finalize Transit Development Plan Major Update.
- Coordinate with Martin County Public Transit (MCPT) to analyze data for Transit System Planning projects and to identify connectivity gaps in the bus service.
- Plan for all multimodal connections to the new Treasure Coast Brightline Station in downtown Stuart.
- Meet public participation requirements for the MCPT Program of Projects (POP).
- Adopt MCPT's Public Transportation Agency Safety Plan (PTASP) safety targets and include in TIP and LRTP.
- Adopt the Transit Asset Management (TAM) plan performance targets and include in TIP and LRTP.
- Coordinate with other agencies on planning activities.
- Continue to provide planning services as the DOPA to the Florida Commission for the Transportation Disadvantaged (CTD) for the Transportation Disadvantaged (TD) Program in accordance with Chapter 427, Florida Statutes and Rule 41-2.
- CMP project implementation, including analyzing improvements along US-1 that integrate transit accessibility, walkability, and emerging technologies that support transit.
- Finalize US-1 Congestion Management Strategies/Public Outreach Study.
- Develop US-1 Congestion Management Strategies/Public Outreach Study #2
- Support transit and TSM&O strategies to improve corridor carrying capacity for person trips.
- Identify congestion management and livability planning strategies to reduce congestion, improve mobility and address multimodal transportation options.
- Collaborate with FDOT's Transportation Systems Management and Operations (TSM&O) staff in developing the TSM&O strategies and identifying the investments needed.
- Collaborate with County Public Works Staff and utilize Intelligent Transportation System to assist in data collection for monitoring and improving traffic flows.
- Continue MPO participation in the implementation of the Florida Transportation Plan (FTP) and in planning and implementation efforts for the FDOT 2045 Strategic Intermodal System (SIS) Plan.
- Continue System Connectivity efforts such as coordination with member jurisdictions to identify their connectivity needs and emphasize continuity on facilities that link to other metropolitan and rural areas.

Product:	Schedule:
Attend Advisory Committees Meetings	Bi-monthly
Coordinate Bicycle and Pedestrian Safety and Data Analysis	Ongoing
Agency project review and coordination	Ongoing
Public Safety Awareness	Ongoing
Review Bicycle and Pedestrian Counts	Ongoing
LCB Meetings	Quarterly
LCB Annual Public Workshop	1 <sup>st</sup> Qtr. FY25 & FY26

CTC Selection	3 <sup>rd</sup> Qtr. FY25
CTC Evaluation	4 <sup>th</sup> Qtr. FY26
Annual CTD Conference and Business Meeting	1st/2nd Qtr. FY23 & FY24
TD Progress Reports, invoicing, meeting attendance	Quarterly
TDSP Annual Update	4 <sup>th</sup> Qtr. FY26
TDSP Major Update	3 <sup>rd</sup> Qtr. FY25
Finalize Transit Development Plan	1 <sup>st</sup> Qtr. FY25
MCPT Program of Projects (POP)/Public Involvement	3 <sup>rd</sup> & 4 <sup>th</sup> Qtr. FY25 & FY26
Adopt MCPT's PTASP targets and inclusion into the TIP & LRTP	4 <sup>th</sup> Qtr. FY25 & FY26
Adopt new TAM targets and inclusion into the TIP & LRTP	4 <sup>th</sup> Qtr. FY25
MPO staff-related training	Ongoing
CMP improvements recommended for funding	Ongoing
Finalize US-1 Congestion Management Strategies/Public Outreach	2 <sup>nd</sup> Qtr. FY25
US-1 Congestion Management Strategies/Public Outreach Study #2	4 <sup>th</sup> Qtr. FY26
Meetings of the MPOAC Freight & Rail Committee	Ongoing
Coordinate with Chambers of Commerce	Ongoing
Responsible Agency: Martin MPO, Martin County Public Works	

Task 6: Budget Category Description Detail FY25 & FY26			
Consultant/Contract	Services		
	The consultant will conduct a US-1 Congestion Management Strategies		
<b>US-1 Congestion</b>	and Public Outreach Study for the southern segment of the corridor in		
Management	Martin County (from SE Lillian Court to SW Joan Jefferson Way),		
Strategies/ Public	exploring techniques to relieve congestion. Public outreach will focus on		
Outreach Study #2	addressing safety improvements and congestion concerns raised by		
	adjacent businesses and residents.		
	Consultant will finalize the US-1 Congestion Management		
	Strategies/Public Outreach Study for the northern segment of US-1,		
	from Joan Jefferson Way to Martin/St. Lucie County Line. The purpose of		
Continuation of	this study is to explore the full range of techniques including		
Congestion	investments that encourage the use of non-auto modes, Complete		
Management/Public	Streets and Transportation Demand Management (TDM) and manage		
Outreach Study #1	congestion on the US-1 in Martin County. The City of Stuart's Master		
	Plan for US-1, City of Stuart's Gateway Triangle District, and FDOT's		
	Multimodal US-1 Corridor Study will be explored for implementation		
	strategies. The public outreach will address safety improvements and		

congestion mitigation concerns that adjacent businesses express. This study, which was outlined in the FY23-FY24 UPWP, was initiated in FY24.

#### Continuation of Transit Development Plan Major Update

The Martin MPO began work on the 2024 – 2033 TDP Major update during the previous UPWP cycle and will finalize the plan in FY25 of this UPWP. The State requires that Martin County Public Transit (MCPT) develop a Major Update of the Transit Development Plan (TDP) every five years. The TDP has a ten-year planning horizon and is intended to support the development of an effective multi-modal transportation system in Martin County and surrounding areas. The previous TDP was completed for 2020-2029 with the intent of enhancing the overall quality of life of Martin County residents, workers, and visitors by providing a safe, accessible, reliable, interconnected, and attractive public transportation system to meet the community's growing needs. Consultant tasks for a Major Update include the following: Public Involvement Process, Situational Appraisal, Demand Estimation, Assessment of Land Use and Urban Design Patterns, Mission and Goals, Exploration and Alternatives and Ten-Year Implementation Program.

Task 6 TRANSPORTATION SYSTEMS PLANNING						
	202	24/2025				
Funding Source	FHWA		CTD		FY 2024/2025	
Contract Number	GXX1		GXX2			
Source Level		PL	State			Total
Lookup Name	2024/2025 FHWA GXX1 (PL)		2024/2025 CTD GXX2 (State)			
Personnel (salary and benefits)						
MPO staff salaries, fringe						
benefits, and other deductions	\$	163,912	\$	24,540	\$	188,452
Personnel (salary and benefits)	•	,	•	,		,
Subtotal	\$	163,912	\$	24,540	\$	188,452
Consultant						
Finalize US-1 Congestion  Management Strategies: Public  Outreach Study	\$	1,200*			\$	1,200*
Wrap-up Transit Development	<u> </u>	1,200			<u> </u>	1,200
Plan	\$	3,400			\$	3,400
Consultant Subtotal	\$	4,600	\$	-	\$	4,600
Total	\$	168,512	\$	24,540	\$	193,052
2025/2026						
Funding Source		FHWA		CTD		
Contract Number		GXX1	GXX2		FY 2025/2026 Total	
Source		PL	State			
Lookup Name	2025/2026 2025/2026 FHWA GXX1 CTD GXX2		-			
Personnel (salary and benefits)	'					
MPO staff salaries, fringe						
benefits, and other deductions	\$	158,563	\$	24,540	\$	183,103
Personnel (salary and benefits)						
Subtotal	\$	158,563	\$	24,540	\$	183,103
Consultant						
US-1 Congestion Management Strategies: Public Outreach Study						
South	\$	30,000	_		\$	30,000
Consultant Subtotal	\$	30,000	\$	-	\$	30,000
Total	\$	188,563	\$	24,540	\$	213,103

<sup>\*\$70,000</sup> is being de-obligated from the FY23-FY24 UPWP to be used for the US-1 Congestion Management Strategies-Public Outreach Study in FY25 of this UPWP.

#### **Task 7: Regional Planning**

#### **Purpose:**

To support a regional transportation planning process while considering both local and regional transportation needs and ensuring multi-jurisdictional coordination for the Treasure Coast urbanized area. Assist in future planning and decision-making process for Regional Corridor Planning.

#### **Previous Work:**

- Attended the Treasure Coast Transit Meetings (TCTMs).
- Assisted in the development of the Treasure Coast Regional Planning Model Version 6 (TCRPM6).
- Attended TCRPC, MPOAC, St. Lucie TPO Board/Advisory Committee, Treasure Coast Technical Advisory Committee (TCTAC), and Treasure Coast Transportation Council (TCTC) meetings.
- Attended the St. Lucie TPO TAC and Board meetings.
- Coordinated with the Heartland Regional TPO on the CR-714/SW Martin Highway realignment project.

#### **Required Activities:**

- Attend staff TCTC and TCTAC meetings.
- Attend regional meetings for regional collaboration.
- Work with other agencies and stakeholder groups on regionally significant projects, such as Greenways and Blueways;
- Coordinate with neighboring MPOs and other government agencies.
- Coordinate with neighboring MPOs during the LRTP development.
- Assist in the preparation and submittal of the Transportation Regional Incentive Program (TRIP) Grant Applications.
- Continue contact with neighboring MPOs, including attending meetings of the Southeast Florida Transportation Council (SEFTC) and the Regional Transportation Technical Advisory Committee (RTTAC).
- ➡ Finalize and approve the Treasure Coast Regional Planning Model Version 6 (TCRPM6).

Product:	Schedule:
TCTC Meetings	FY25 & FY26
TCTAC Meetings	FY25 & FY26
Attend other agency and regional meetings	Ongoing
TRIP Grant	3 <sup>rd</sup> Qtr. FY25 & FY26

Responsible Agency: Martin MPO, FDOT, St. Lucie TPO, Indian River MPO, TCRPC

Task 7 REGIONAL PLANNING												
2024/2025												
Funding Source	I	FHWA	EV 2024/2025									
Contract Number		GXX1	FY 2024/2025 Total									
Source Level		PL										
MPO Budget Reference												
Lookup Name		24/2025 NA GXX1 (PL)										
Personnel (salary and benefits)												
MPO staff salaries, fringe benefits, and other deductions	\$	81,000	\$	81,000								
Personnel (salary and benefits) Subtotal	\$	81,000	\$	81,000								
Total	\$	81,000	\$	81,000								
				2025/2026								
2025/	2026											
2025/ Funding Source		FHWA	FV 2	025/2026								
Funding Source Contract Number	I	GXX1		025/2026 Total								
Funding Source Contract Number Source	I			025/2026 Total								
Funding Source Contract Number	I	GXX1		•								
Funding Source Contract Number Source	20	GXX1		•								
Funding Source Contract Number Source MPO Budget Reference	20	GXX1 PL 25/2026 WA GXX1		•								
Funding Source Contract Number Source MPO Budget Reference Lookup Name	20	GXX1 PL 25/2026 WA GXX1		•								
Funding Source Contract Number Source MPO Budget Reference  Lookup Name  Personnel (salary and benefits) MPO staff salaries, fringe	20 FH\	9L PL 25/2026 WA GXX1 (PL)		Total								

#### MARTIN MPO FY25 and FY26 UPWP FHWA PL FUNDING BUDGET

\$232,384

FY25 PL Amount related to CPG +78,005

FY25 PL Budget \$649,548

FHWA FY26 PL Allocation \$493,458

FY26 PL Amount related to CPG +78,005

FY26 PL Budget <u>+571,463</u>

<u>TOTAL FY25/FY26 UPWP PL BUDGET</u> \$1,221,011

FY21/FY22 UPWP Close-out

**Table 1A: Agency Participation FY25 & FY26** 

Funding Source	CTD				FHWA				Local			
Contract	GXX2				GXX1							
Fiscal Year	2024/2025 2025/2026		20	2024/2025 2		025/2026	2024/2025		2025/2026			
Total Budget	\$	24,540	\$	24,540	\$	649,548	\$	571,463	\$	-	\$	-
Task 1 UPWP AND ORGANIZATION ADMINISTR	ON											
Personnel (salary and benefits)	\$	-	\$	-	\$	100,684	\$	95,563	\$	-	\$	-
Consultant	\$	-	\$	-	\$	10,000	\$	-	\$	-	\$	-
Travel	\$	-	\$	-	\$	6,500	\$	5,000	\$	-	\$	-
Direct Expenses	\$	-	\$	-	\$	16,800	\$	16,800	\$	-	\$	-
Indirect Expenses	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Supplies	\$	-	\$	-	\$	2,000	\$	2,000	\$	-	\$	-
Equipment	\$	-	\$	-	\$	3,500	\$	3,500	\$	-	\$	-
Sub Total	\$	-	\$	-	\$	139,484	\$	122,863	\$	-	\$	-
Task 2 PUBLIC INVOLVEMENT AND OUTREACH												
Personnel (salary and benefits)	\$	-	\$	-	\$	45,000	\$	41,000	\$	-	\$	-
Consultant	\$	-	\$	-	\$	4,000	\$	4,000	\$	-	\$	-
Sub Total	\$	-	\$	-	\$	49,000	\$	45,000	\$	-	\$	-
Task 3 DATA COLLECTION AND ANALYSIS												
Personnel (salary and benefits)	\$	-	\$	-	\$	39,600	\$	32,000	\$	-	\$	-
Consultant	\$	-	\$	-	\$	8,000	\$	8,000	\$	-	\$	-
Sub Total	\$	-	\$	-	\$	47,600	\$	40,000	\$	-	\$	-
Task 4 LONG RANGE TRANSPORTATION PLAN												
Personnel (salary and benefits)	\$	-	\$	-	\$	68,752	\$	27,000	\$	-	\$	-
Consultant	\$	-	\$	-	\$	58,000 *	\$	40,837	\$	-	\$	-
Sub Total	\$	-	\$	-	\$	126,752	\$	67,837	\$	-	\$	-
Task 5 TRANSPORTATION IMPROVEMENT PRO	GRA	M										
Personnel (salary and benefits)	\$	-	\$	-	\$	30,000	\$	30,000	\$	-	\$	-
Consultant	\$	-	\$	-	\$	7,200	\$	7,200	\$	-	\$	-
Sub Total	\$	-	\$	-	\$	37,200	\$	37,200	\$	-	\$	-
Task 6 TRANSPORTATION SYSTEMS PLANNING												
Personnel (salary and benefits)	\$	24,540	\$	24,540	\$	163,912	\$	158,563	\$	-	\$	-
Consultant	\$	-	\$	-	\$	4,600 <mark>*</mark>	<b>*</b> \$	30,000	\$	-	\$	-
Sub Total	\$	24,540	\$	24,540	\$	168,512	\$	188,563	\$	-	\$	-
Task 7 REGIONAL PLANNING												
Personnel (salary and benefits)	\$	-	\$	-	\$	81,000	\$	70,000	\$	-	\$	-
Sub Total	\$	-	\$	-	\$	81,000	\$	70,000	\$	-	\$	-
Sub-Total (less the de-obligated funds)	\$			49,080	\$		:	L,221,011	\$			-
Total De-ob. Funds (PL)	\$			-	\$			-	\$			-
Total De-ob. (Other Source)	\$			-	\$			-	\$			-
TOTAL PROGRAMMED	\$	24,540	\$	24,540	\$	649,548	\$	571,463	\$	-	\$	-

<sup>\* \$184,000</sup> is being de-obligated from the FY23-FY24 UPWP to be used for the 2050 Long Range Transportation Plan (LRTP) in FY25 of this UPWP.

<sup>\*\* \$70,000</sup> is being de-obligated from the FY23-FY24 UPWP to be used for the US-1 Congestion Management Strategies-Public Outreach Study in FY25 of this UPWP

Table 2A: Funding Source FY25 & FY26

	Funding Source	Source Level										
Contract	ding	"ce le			FY 2024	1/2025 Fund	ing Source	FY 2025/2026 Funding Source				
COLL	Fully	SOUL	2024/2025	2025/2026	Soft Match	Federal	State	Local	Soft Match	Federal	State	Local
.5		State	\$ 24,540	\$ 24,540	\$ -	\$ -	\$24,540	\$ -	\$ -	\$ -	\$ 24,540	\$-
GXX2	CTD	CTD GXX2 TOTAL	\$ 24,540	\$ 24,540	\$ -	\$ -	\$24,540	\$ -	\$ -	\$ -	\$ 24,540	\$-
Н												
<del></del>		PL	\$ 649,548	\$ 571,463	\$ 143,260.50	\$ 649,548	\$ -	\$ -	\$126,038.53	\$ 571,463	\$ -	\$-
GXX1	FHWA	PL FHWA GXX1 TOTAL		\$ 571,463 <b>\$ 571,463</b>		\$ 649,548 \$ 649,548	\$ - \$ -	\$ - <b>\$</b> -	\$ 126,038.53 <b>\$ 126,039</b>	\$ 571,463 \$ 571,463	\$ - \$ -	\$- <b>\$-</b>
GXX1	FHWA Local	FHWA GXX1	*	, ,			-				-	

TOTAL \$ 674,088 \$ 596,003 \$ 143,260 \$ 649,548 \$24,540 \$ - \$ 126,039 \$ 571,463 \$ 24,540 \$ -

<sup>\* \$184,000</sup> is being de-obligated from the FY23-FY24 UPWP to be used for the 2050 Long Range Transportation Plan (LRTP) in FY25 of this UPWP.

<sup>\* \$70,000</sup> is being de-obligated from the FY23-FY24 UPWP to be used for the US-1 Congestion Management Strategies-Public Outreach Study in FY25 of this UPWP.

# Appendix A

## **Noteworthy Practices**

#### **Martin MPO Noteworthy Practices & Achievements**

#### **Community Characteristics Report 2023**

The Martin MPO Policy Board approved the Community Characteristics Report (CCR) 2023 update on December 11, 2023. The report uses the 2020 Decennial Census data for socioeconomic information and uses the American Community Survey (ACS) 2020 5-Year Estimates when there is no information from the Decennial Census available. The report includes minority, age, poverty, mobility, and Limited English Proficiency data, crash data, as well as additional demographic information that is vital in identifying diverse groups and incorporating their needs into the transportation decision-making process.

#### **New Martin MPO Website**

The Martin MPO developed a new website in 2023. The intent of the project was to modernize the website with several improvements, such as an improved event calendar, document archive, pages addressing planning emphasis areas, and an enhanced resources page.

#### **Development Review Interactive Map**

In cooperation with Martin County and its municipalities, the Martin MPO developed a Martin County Development Review Interactive Map to track County and municipal developments on a single map. This map provides continuously updated data that will enable the Martin MPO to coordinate and prioritize future planning and transportation projects based on future developments.

#### **Transit Efficiency Study**

The Transit Efficiency Study examined how the transit system could become more efficient and determined service integration opportunities for Martin County Public Transit. The Study identified strategies that will effectively improve passenger experience, efficiently expand services through micro-transit to areas not currently served, as well as reduce operating and capital costs. Recommendations from this Study will be included in the Martin County Transit Development Plan (TDP), which is currently under development.

#### US 1 at SW Palm City Road Intersection Feasibility Study

The US 1 at SW Palm City Road Intersection Feasibility Study was developed to improve safety and mobility for all modes of transportation at the intersection of US 1 at SW Palm City Road. The

study included identifying and evaluating conceptual alternatives and gathering input from the public and relevant stakeholders. The public outreach for this project was very successful. The project included two public workshops to discuss the project with community members and receive input. The first public workshop had over 70 participants and the second public workshop had approximately 100 participants. Public outreach also included a presentation to the City of Stuart Commission, where a preferred alternative was selected. The preferred alternative included a recommendation to add complete street components along SW Palm City Road that were proposed in the Martin MPO's Complete Streets: Access to Transit Study. The MPO Policy Board adopted this study on December 11, 2023.

#### Walk to School Day

Staff members met with staff from J.D. Parker Elementary on October 4, 2023, to promote safe walking. The MPO gave out backpacks filled with comic books, reflective shoe laces, stickers, arm bands, trading cards, blinking lights and other items (provided by the University of Florida's Pedestrian and Bicycling Safety Resource Center) that all reinforced the message of how to walk to school safely. The MPO has made it a priority that people of all ages especially young children learn about the dangers of crossing driveways and intersections along roadways, and how to do it in the safest way possible.

#### **Hobe Sound North Corridor SUN Trail Study**

At the September 18, 2023, Policy Board meeting, the Martin MPO approved the Hobe Sound North Corridor SUN Trail Feasibility Study. The study identified the preferred alignment for a segment of the East Coast Greenway along US-1 and developed a conceptual design of the shared-use path. SUN Trail funding is now programmed for the construction phase of this project.

#### **Mobility Week Proclamation**

On October 24, 2023, the MPO Chairman accepted a Martin County Board of County Commissioners Proclamation declaring Mobility Week in Martin County from October 27, 2023, to November 4, 2023. Mobility Week events included the Martin MPO participating in the Art Walk on Friday, November 3, 2023, in downtown Stuart. Staff partnered with Martin County Public Transit and FDOT's South Florida Commuter Services and handed out safety education materials and information about the benefits of using the MARTY bus system.

#### Social Media

The Martin MPO has a strong presence on Social Media, which includes the MPO Facebook Page and Instagram. The Martin MPO shares information regarding safety, as well as advertising our public workshops, open houses, and meetings. In the timeframe covering October through January 22, 2024, the MPO's Facebook and Instagram accounts have seen increases in reachs, post engagements, and visits. The Martin MPO Facebook post reach has increased by 2100% and post engagement increased by 1100%. The Facebook page has also seen a 440% increase in overall visitors. The MPO Instagram post reach increased by 41%; Instagram post engagement has increased by 4100%; and profile visits have seen a 380% increase.

#### 2045 Regional Long Range Transportation Plan (RLRTP)

The Martin MPO worked with the Indian River MPO and the St. Lucie TPO to develop the 2045 RLRTP. The Martin MPO served as the Lead Agency. The RLRTP included Regional Goals, Objectives, and Performance Measures; public involvement; Regional Needs Assessment; components of regional transit, non-motorized transportation and freight; and a prioritized list of regional projects using tiers, with Tier 1 being projects with the highest priority. The Treasure Coast Transportation Council (TCTC) adopted the 2045 RLRTP on November 29, 2023.

#### **PROJECTS UNDERWAY**

#### **Transit Development Plan**

On June 19, 2023, the Martin MPO Policy Board approved the Transit Development Plan (TDP) Scope of Services. A TDP-specific Public Involvement Plan (PIP) has been developed, a stakeholder group was created, and multiple public events have taken place. The Martin MPO has hosted multiple open houses at various locations throughout the County to promote transit, explain the TDP process, and ask the public to complete a survey regarding the transit system. The MPO, through its social media campaigns and public outreach events, was able to collect 732 completed TDP surveys.

#### **CR-714 Realignment Project**

The Martin MPO has worked diligently on the CR-714 Realignment Project. Martin MPO staff coordinated a meeting on August 25, 2023 between the Heartland Regional TPO, FDOT Districts Four and One, as well as Martin County and Okeechobee County staff to discuss the realignment project. All parties agreed on the importance of moving this project forward. District Four is managing the project. The FY25-FY29 Draft Tentative Work Program has funding for the ROW phase programmed in FY25, FY26 and FY27.

## **Appendix B**

# Joint Certification & Statements and Assurances

**Debarment and Suspension** 

Lobbying

**DBE** 

Title VI

Appendix A&E

Pursuant to the requirements of 23 U.S.C. 134(k)(5) and 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the Martin MPO with respect to the requirements of:

- 1. 23 U.S.C. 134 and 49 U.S.C. 5303:
- 2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
- 3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- 4. Section 1101(b) of the FAST Act and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- 5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- 6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
- 7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- 8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
- 9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on 2/13/2023.

Based on a joint review and evaluation, the Florida Department of Transportation and the Martin MPO recommend that the Metropolitan Planning Process for the Martin MPO be certified.

Name: Gery O'Relly, PE

Title: District Secretary (or designee)

Name: Troy McDonald

Title: MPO Chairman (or designee)

Date

Date

#### **DEBARMENT and SUSPENSION CERTIFICATION**

As required by the USDOT regulation on Governmentwide Debarment and Suspension at 49 CFR 29.510

- (1) The Martin MPO hereby certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph
     (b) of this certification; and
  - (d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.
- (2) The Martin MPO also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.

Name:

Title: MPO Chairman (or designee)

#### TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the Martin MPO assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Martin MPO further assures FDOT that it will undertake the following with respect to its programs and activities:

- 1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
- 2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
- 3. Insert the clauses of *Appendices A and E* of this agreement in every contract subject to the Acts and the Regulations
- 4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
- 5. Participate in training offered on Title VI and other nondiscrimination requirements.
- 6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
- 7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

Name: roy McDonald

Title: MPO Chairman

2/29/24

## FLORIDA DEPARTMENT OF TRANSPORTATION UNIFIED PLANNING WORK PROGRAM (UPWP) STATEMENTS AND ASSURANCES

#### **DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

It is the policy of the Martin MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Martin MPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Martin MPO, in a non-discriminatory environment.

The Martin MPO shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code

Name. Troy McDonald

Title: MPO Chairman

#### LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Martin MPO that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Martin MPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Martin MPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Name: Iroy McDonald

Title: MPO Chairman

#### **APPENDICES A and E**

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.

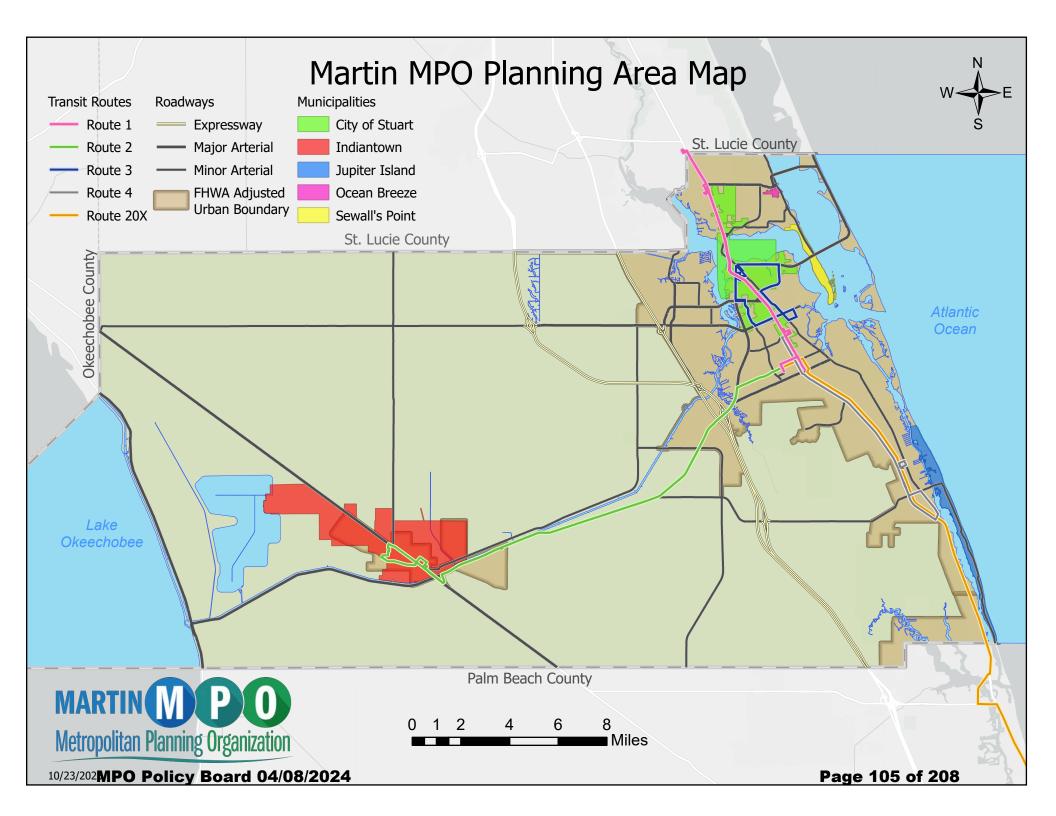
- (6) Incorporation of Provisions: The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action 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 toenter 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.
- Compliance with Nondiscrimination Statutes and Authorities: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)

## Appendix C

# Transportation Disadvantaged Planning Grant Application

# **Appendix D**

## **Planning Area Map**



# **Appendix E**

# FDOT District Four/FHWA Planning Activities

## Appendix F

## **Miscellaneous Exhibits**

Exhibit 1: Staff Service Agreement with Martin County

Exhibit 2: Resolution 22-04 – Travel Policy

Exhibit 3: MPO Bylaws

1		AGREEMENT
3		Between
1 2 3 4 5 6 7 8 9		THE MARTIN  METROPOLITAN PLANNING ORGANIZATION
8		And
10		MARTIN COUNTY, FLORIDA
11 12		For
13 14 15		STAFF SERVICES
16 17 18		THIS AGREEMENT made and entered into this <u>16<sup>th</sup></u> day of <u>OCTOBER</u> , 2007, by and ten THE MARTIN METROPOLITAN PLANNING ORGANIZATION, hereinafter called the ," and MARTIN COUNTY, FLORIDA, hereinafter called the "COUNTY."
19 20 21		WITNESSETH:
22 23 24 25 26	July 1	WHEREAS, the MPO, pursuant to the authority conferred upon it by Article 5 of the local Agreement establishing the Martin County Metropolitan Planning Organization effective 8, 2006, may enter into contracts with local or state agencies to utilize the staff resources of agencies and for the performance of certain services by such agencies; and
27 28 29 30 31 32 33	Septer of each	WHEREAS, pursuant to the aforesaid Interlocal Agreement and the companion Joint pation Agreement between the MPO and the Florida Department of Transportation dated mber 19, 2006, it is contemplated that COUNTY personnel will perform a substantial portion that has necessary to carry out the Transportation Planning and Programming Process ated by Federal Regulations as a condition precedent to the receipt of Federal Funds for the ng, construction or operation of Transportation Programs and Projects; and
34 35 36 37	and obtained	WHEREAS, it is deemed by the parties to be appropriate and necessary that the duties bligations of the COUNTY in providing Staff Services to the MPO be defined and fixed by agreement; NOW, THEREFORE,
38 39 40	parties	IN CONSIDERATION of the mutual covenants, promises and representations herein, the agree as follows:
41 42	1.0	PURPOSE
43 44 45 46 47 48		For the reasons recited in the preamble, which are hereby adopted as part hereof, this Agreement is to provide for professional services to carry out the terms of the Interlocal Agreement establishing the MPO and the Joint Participation Agreement between the MPO and the Florida Department of Transportation, and to provide personnel for the administration of the MPO.
49 50	2.0	<u>DEFINITIONS</u>
51 52	.01	COUNTY ADMINISTRATOR: Shall mean the Martin County Administrator.
53 54	.02	FDOT: shall mean the Florida Department of Transportation.
55 56	.03	FHWA: shall mean the United States Federal Highway Administration.

1 2 2	.04	<u>UPWP:</u> shall mean the annual Unified Planning Work Program required by Federal Regulations. (23 CFR 450 A)
2 3 4 5 6	.05	FTA: shall mean Federal Transit Administration.
6	3.00	SCOPE OF SERVICES
7 8 9 10 11 12 13 14 15 16		It is agreed by the COUNTY that it shall furnish the MPO with the professional, technical, administrative and clerical services, the supplies, the equipment, the office and other space, and such other incidental items as may be required and necessary to manage the business and affairs of the MPO and to carry on the Transportation Planning and Programming Process specified by the Joint Participation Agreement between the MPO and FDOT dated September 19, 2006; provided, it is understood and agreed that unless otherwise provided for, the performance of such service and functions shall be limited to those specified and allocated in the UPWP budget and all approved budgets under Federal or state grant contracts with the MPO. It is further agreed:
17 18	.01	COUNTY ADMINISTRATOR
19 20 21 22 23 24 25		The County Administrator, or his/her designee, shall be responsible to the MPO for the Conduct of the Transportation Planning Process as well as the appointment, assignment, direction and control of all county personnel necessary thereto; the development of appropriate organizational structure to carry out the responsibilities set forth in this Agreement; and the development of procedures to monitor and coordinate the Planning Process.
26 27	.02	COMMITMENT OF PERSONNEL
28 29 30 31 32 33 34		The COUNTY Administrator, or his/her designee, shall annually have prepared a detailed listing of all tasks necessary and incident to carry out the Planning Process, the manhours required to carry out such tasks, and the required skills or qualifications of the personnel assigned to MPO duties. The personnel so assigned shall, when performing such duties, be under the direction of the person in charge of and bearing the responsibility for, producing the required work product.
35 36	.03	TECHNICAL ADVISORS
37 38 39 40 41 42		The head of each COUNTY department or agency participating in the Transportation Planning Process shall be deemed a Technical Advisor in the field of his competency and shall be expected to provide the MPO with expert advice or perform such duties incident thereto as the COUNTY Administrator shall assign.
43	.04	GENERAL COUNSEL
44 45 46 47 48		The COUNTY Attorney shall be the legal advisor to the MPO and shall represent the MPO in all legal matters provided that the MPO may employ special counsel for specific needs.
49 50	.05	MPO STAFF DIRECTOR
51 52 53 54 55 56		An MPO Staff Director to be designated by the COUNTY Administrator and serving at his/her pleasure, shall be considered a county employee with all associated rights and obligations, shall report directly to the MPO Policy Board for all matters regarding the administration and operation of the MPO and, shall have the following duties and functions with relation to the MPO: coordinating the activities of the various structures established by the Interlocal Agreement heretofore mentioned; preparing the agendas of

1 the MPO and MPO Technical Advisory Committee and Citizens Advisory Committee; 2 preparing Resolutions and other appropriate documents; scheduling meetings; giving 3 notice; keeping minutes; preparing an annual report; preparing such interim reports as 4 may be required; developing and implementing operating procedures necessary to carry 5 6 out the functions and duties of the MPO Staff Director, directing the implementation of policies established by the MPO, and performing such other duties as may be assigned 7 by the MPO Board or required by governing local, state or federal regulations or laws. 8 9 .06 ANNUAL BUDGET 10 11 The COUNTY Administrator shall have prepared an Annual Budget on October 1 to 12 September 30 fiscal year basis. The budget shall identify funding sources, participating 13 agencies and the level of participation by the various agencies. The MPO shall prepare 14 its operating Budget to address its use of state, federal and local funds as part of the 15 UPWP on a fiscal year basis of July 1 to June 30. 16 17 .07 FINANCIAL ADMINISTRATION 18 19 Through the MPO Staff Director: 20 21 .07.1 The Records and accounts of the MPO shall be administered by the 22 COUNTY in accordance with accounts and accounting procedures which 23 shall be developed by the COUNTY for the MPO and in accordance with 24 all state and federal regulations and laws applicable to the MPO. 25 26 .07.2 Contracts and bids for the purchase of materials and services shall be in 27 accordance with COUNTY procedures and all state and federal rules, 28 regulations and laws applicable to the MPO. 29 30 .07.3 Purchasing of materials, supplies, equipment and services shall be 31 through the COUNTY Purchasing Division in accordance with COUNTY 32 procedures and practices and all state and federal rules, regulations and 33 laws applicable to the MPO. 34 35 Expenditures of money shall only be made in accordance with .07.4 36 procedures which shall be developed by the COUNTY for the MPO and 37 shall comply with all state and federal rules, regulations and laws 38 applicable to the MPO. 39 40 .07.5 Deposit of Funds. All monies received by the MPO shall be deposited 41 with the COUNTY in a trust account and applied only in accordance with 42 the provisions of the procedures established pursuant to Section 3.07.4 43 of this Agreement. 44 45 4.0 REIMBURSEMENT OF COUNTY 46 47 The MPO hereby agrees that it shall reimburse the COUNTY for all services rendered 48 under this Agreement as specified in the UPWP budget and all approved budgets under 49 Federal or state grant contracts with the MPO and in accordance with the procedures 50 established pursuant to 3.07 of this Agreement. 51

3

It is agreed by the parties that nothing in this Agreement shall limit or preclude the

prerogative of the MPO to enter into contracts for other professional consultant services

to perform such tasks as the MPO may deem appropriate provided the control and

**CONSULTANTS** 

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5.0

direction of such consultants and the administration of such contracts shall be in conformance with all applicable local, state and federal, rules, regulations and laws, related to procuring professional services.

6.0 <u>FEDERAL ASSURANCES</u>

#### .01 SUBCONTRACTING

The MPO may perform or may subcontract with other public agencies, work valued at not more than 50 per cent of the value of the annual Unified Planning Work Program, excluding specialized services. Specialized services are those items not ordinarily furnished in support of the urban transportation planning process. Specialized services and subcontract work should be itemized in the Unified Planning Work Program to the extent that they are determinable, and approved in the process of approval of the Unified Planning Work Program.

.02 SUPPLEMENTAL AGREEMENTS

It is understood and agreed that, in order to permit federal participation, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of the U.S. Department of Transportation, anything to the contrary in the Agreement notwithstanding.

.03 THIRD PARTY CONTRACTS

Except as otherwise authorized in writing by the Florida Department of Transportation, FTA, and FHWA, the COUNTY shall not execute any contract or obligate itself in any other manner with any third party with respect to the Staff Services provided under this Agreement without the prior written concurrence of the Florida Department of Transportation, FTA, and the FHWA. Subletting of consultant contracts and contracts with other public agencies shall be in accordance with the requirements of 23 CFR 172.

.04 TERMINATION OR SUSPENSION

- .04.1 Termination or Suspension Generally. If the COUNTY abandons or, before completion, finally discontinues the Staff Services provided under this Agreement; or if for any other reason, the commencement, prosecution, or timely completion of the Staff Services provided under this Agreement by the COUNTY is rendered improbable, infeasible, impossible, or illegal, the MPO may, by written notice to the COUNTY, suspend any or all of its obligations under this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected, or the MPO may terminate any or all of its obligations under this agreement.
- .04.2 Action Subsequent to Notice of Termination or Suspension. Upon receipt of any final termination notice under this Section, the COUNTY shall proceed promptly to carry out the actions required therein which may include any or all of the following: (1) necessary action to terminate or suspend, as the case may be, Staff Services provided under this Agreement and contracts and such other actions as may be required or desirable to keep to the minimum the costs upon the basis of which the financing is to be computed; (2) furnish a statement of the status of the Staff Services provided under this Agreement and of the Payroll Accounts as well as a proposed schedule, plan, and budget for terminating or suspending and closing out Staff Services provided under this Agreement and contracts, and other undertakings the costs of which are otherwise includable as costs; and (3) remit to the MPO such portion of the financing and any advance

 payment previously received as is determined by the parties to be due under the provisions of the Agreement. The closing out shall be carried out in conformity with the latest schedule, plan, and budget as approved by the MPO or upon the basis of terms and conditions imposed by the MPO upon the failure of the COUNTY to furnish the schedule, plan and budget within a reasonable time. The acceptance of a remittance by the COUNTY or the closing out of Federal financial participation in the Staff Services provided under this Agreement shall not constitute a waiver of any claim which the MPO may otherwise have arising out of this Agreement.

.05 AUDIT AND INSPECTION

The COUNTY shall permit, and shall require its contractors to permit FHWA, FTA, and the Florida Department of Transportation authorized representatives to inspect all work, materials, payrolls, records of personnel, invoices of materials, and other relevant data and records; and to audit the books, records, and accounts of the COUNTY, pertaining to the development of the Staff Services provided under this Agreement. Records of costs incurred under terms of the Agreement shall be maintained and made available upon request of the Florida Department of Transportation, FTA, or FHWA at all times during the period of a specific Unified Planning Work Program and for three years after final payment is made on a specific Unified Planning Work Program. Copies of these documents and records shall be furnished to Florida Department of Transportation, FTA, or FHWA upon request. The COUNTY shall furnish annual audit reports to Florida Department of Transportation in accordance with UPWP procedures, and all applicable local, state and federal, rules, regulations and laws.

.06 **EQUIPMENT** 

Where Federal funds are to be used to provide part or all of the cost of equipment, such Expenditures must have the prior written approval of the Florida Department of Transportation and the FHWA, and must be in accordance with the requirements of 23 CFR 420A.

.07 PUBLICATION, RENTAL OF SPACE OR EQUIPMENT AND INDIRECT COSTS

This Agreement is subject to all applicable requirements of 23 CFR and all other applicable Federal regulations related to approval of travel, report publication provisions, rental of space or equipment, and indirect costs. All reports published by the MPO or COUNTY which were funded wholly or in part by FHWA Planning (PL) funds shall contain the credit "prepared in cooperation with the U.S. Department of Transportation, Federal Highway Administration."

.07.1 Indirect Costs (Reserved)

#### .08 NONDISCRIMINATION

- .08.1 Compliance with Regulations. The COUNTY shall comply with the regulations of Fed. DOT relative to nondiscrimination in federally-assisted programs of the Fed. DOT (Title 49, Code of Federal Regulations, Part 21, and Part 23, hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of the contract.
- .08.2 Nondiscrimination. The COUNTY, with regard to the work performed by it after award and prior to completion of the contract work, will not discriminate on the grounds of race, color, religion, sex, national origin, age, marital status, or disability, in the selection and retention of subcontractors, including

1 2 3 4 5 6 7 8		procurements of material and leases of equipment. The COUNTY will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers the program set forth in Appendix B of the Regulations.
6 7 8 9 10 11 12 13	.08.3	Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations made by the COUNTY for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subcontractor, supplier or lessor shall be notified by the COUNTY of obligations under this contract and the regulations relative to nondiscrimination on the grounds of race, color, religion, sex, national origin, age, marital status, or disability.
14 15 16 17 18 19 20 21 22 23 24	.08.4	Information and Reports. The COUNTY will provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Florida Department of Transportation, FTA, or FHWA to be pertinent to ascertain compliance with such Regulations, orders and instruction. Where any information required of the COUNTY is in the exclusive possession of another who fails or refuses to furnish this information, the COUNTY shall certify to the Florida Department of Transportation, FTA, or FHWA, as appropriate, and shall set forth what efforts it has made to obtain the information.
25 26 27 28 29 30 31	.08.5	Sanctions for Noncompliance. In the event of the COUNTY's noncompliance with the nondiscrimination provisions of this contract, the Florida Department of Transportation shall impose such contract sanctions as it or FTA or FHWA may determine to be appropriate, including, but not limited to, withholding of payments to the COUNTY under the contract until the COUNTY complies; and/or cancellation, termination or suspension of the contract, in whole or in part.
32 33 34 35 36 37 38 39 40 41 42 43 44	.08.6	Incorporation of Provisions. The COUNTY will include the provisions of Paragraphs 6.08.1 through 6.08.6 in every subcontract, including procurement of materials and leases pursuant thereto. The COUNTY will take such action with respect to any subcontract or procurement as the Florida Department of Transportation, FTA, or FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event the COUNTY becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the COUNTY may request the State to enter into such litigation to protect the interests of the State, and, in addition, may request the United States to enter into such litigation to protect the interests of the States to enter into such litigation to protect the interests of the United States to enter into such litigation to protect the interests of the United States.
45 46 47 48 49	.09	TRAINING  The use of federal funds for training of employees of the COUNTY shall be in accordance with the requirements of 23 CFR, and all other applicable Federal Regulations.
50 51 52 53 54 55	.10	PROHIBITED INTERESTS  The COUNTY shall insert in all contracts entered into in connection with the Staff Services provided under this Agreement or any property included or planning to be included in any Staff Services provided under this Agreement, and shall

1 require its contractors to insert in each of their subcontracts, the following 2 3 provision: 4 5 6 7 8 "No member, officer, or employee of the COUNTY or of the locality during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof." This provision shall not be applicable to any agreement between the COUNTY 9 and its fiscal depositories, or to any agreement for utility services the rates for 10 which are fixed or controlled by a Governmental agency. 11 12 7.0 **MISCELLANEOUS PROVISIONS** 13 14 .01 HOW CONTRACT AFFECTED BY PROVISION BEING HELD INVALID 15 16 If any provision of this Agreement is held invalid, the remainder of this Agreement shall 17 not be affected thereby if such remainder would then continue to conform to the terms 18 and requirements of applicable law. 19 20 .02 **EXECUTION OF AGREEMENT** 21 22 This Agreement may be simultaneously executed in several counterparts, each of which 23 so executed shall be deemed t be an original, and such counterparts together shall 24 constitute one and the same instrument. 25 26 .03 **DURATION OF AGREEMENT AND WITHDRAWAL PROCEDURE** 27 28 This Agreement shall remain in effect until terminated by the parties to the Agreement. 29 Any party may withdraw from said Agreement after presenting, in written form, a notice of 30 intent to withdraw, to the other parties, at least sixty (60) days prior to the intended date 31 of withdrawal, provided financial commitments made prior to withdrawal are effective and 32 binding for their full terms and amount regardless of withdrawal. 33 34 .04 AMENDMENT OF AGREEMENT 35 36 The COUNTY and the MPO may upon initiation of either party amend this Agreement to 37 cure any ambiguity, defect, omission or to grant any additional powers, or to confer 38 additional duties which are consistent with the intent and purpose of this Agreement. 39 40 .05 **CONFIRMATION OF AGREEMENT** 41 42 The Agreement shall be reviewed annually by the MPO to confirm the validity of the 43 contents and to recommend the type of amendments, if any, that are required. 44 45 .06 AGREEMENT FORMAT 46 47 All words used herein in the singular form shall extend to and include the plural. All 48 words used in the plural form shall extend to and include the singular. All words used in 49 any gender shall extend to and include all genders. 50 51 52 IN WITNESS WHEREOF, the undersigned parties have caused the Agreement 53 to be duly executed in their behalf on the respective date indicated. 54 55

56

BOARD OF COUNTY COMMISSIONERS 1 2 3 4 5 6 7 8 MARTIN COUNTY, FLORIDA ATTEST: MICHAEL DITERLIZZI CHAIRMAN MARSHA EWING, CLERK 9 10 APPROVED AS TO FORM AND 11 12 CORRECTNESS: 13 14 15 STEPHEN FRY **COUNTY ATTORNEY** 16 17 18 METROPOLITAN PLANNING ORGANIZATION 19 20 21  $\overline{22}$ 23 September 17, 2007 24 MICHAEL DITERLIZZ CHAIRMAN Date 25

# A RESOLUTION OF THE MARTIN METROPOLITAN PLANNING ORGANIZATION (MPO) AMENDING ITS STAFF SERVICES AGREEMENT BETWEEN THE MARTIN MPO AND MARTIN COUNTY RESOLUTION NUMBER 08-03

WHEREAS, the Staff Services Agreement between the Martin Metropolitan Planning Organization (MPO) Policy Board and the Martin County Board of County Commissioners was last executed on January 17, 1995; and,

WHEREAS, Committee names, and references to applicable rules, regulations and laws require updating; and,

WHEREAS, consistent with the recently enacted State of Florida HB 985, the MPO Coordinator shall be called the MPO Staff Director; and,

WHEREAS, all other agreements referenced in the 1995 Staff Services Agreement have been recently updated are now obsolete necessitating the update of this Agreement; and,

WHEREAS, Martin County does not draw indirect costs from the MPO Planning Funds that it provides to the MPO in support of administrative costs but may wish to do so in the future; and,

WHEREAS, the Staff Services Agreement requires updating and is reflective of the MPO's relationship to its host, Martin County;

NOW, THEREFORE, BE IT RESOLVED BY THE MARTIN METROPOLITAN PLANNING ORGANIZATION POLICY BOARD MEMBERS:

- 1) The Martin Metropolitan Planning Organization shall propose that the January 17, 1995, Staff Services Agreement be amended as reflected in the attached, Staff Services Agreement.
- 2) The proposed, amended Agreement shall be submitted to the Martin Board of County Commissioners for consideration and execution at the earliest opportunity.
- 3) The January 17, 1995, Staff Services Agreement between Martin County and the Martin Metropolitan Planning Organization shall remain in full force and effect until replaced by a new Staff Services Agreement duly considered and executed by parties thereto.

DULY PASSED AND ADOPTED THIS 17<sup>TH</sup> DAY OF September, 2007

Attest:

Faith Simpson, Clerk

Martin Metropolitan Planning Organization

Policy Board

Michael DiTerlizzi, Charlina

Approved as to Form:

Stephen Fry County Attorney

#### **RESOLUTION NUMBER #22-04**

A RESOLUTION OF THE MARTIN METROPOLITAN PLANNING ORGANIZATION (MPO) OF MARTIN COUNTY, FLORIDA, TO UTILIZE THE MARTIN COUNTY BOARD OF COUNTY COMMISSIONERS (THE "COUNTY") TRAVEL POLICY FOR REIMBURSEMENT OF TRAVEL EXPENSES.

WHEREAS, the travel policy of the Martin County Board of County Commissioners is governed by Section 112.061, Florida Statutes; and

WHEREAS, Martin County is authorized by state law to reimburse individuals for expenses incurred while traveling on official County business when the expenses directly relate to the purpose of the trip; and

WHEREAS, the County's policies and procedures concerning the reimbursement of travel expenses are explained in the Martin County Travel Policy effective December 30, 2020 (see attached); and

WHEREAS, Section 112.061 (14), Florida Statutes provides that if an MPO has not approved a written travel policy, the Florida State requirement/rules apply; and

WHEREAS, Martin MPO has no approved written travel policy; and

WHEREAS, the duties and obligations of the County in providing Staff Services to the MPO are defined by Agreement dated October 16, 2007 (also attached).

## NOW, THEREFORE, BE IT RESOLVED BY THE MARTIN METROPOLITAN PLANNING ORGANIZATION, THAT:

Section 1. The Martin MPO hereby approves the Martin County Travel Policy as its adopted travel policy for reimbursement of travel expenses.

Section 2. The MPO Administrator or designee is authorized to work with the Martin County Administration/Office of Management and Budget for travel expense and reimbursement.

DULY PASSED AND ADOPTED THIS 9th DAY OF MAY, 2022

MARTIN METROPOLITAN PLANNING ORGANIZATION

Troy McDonald, Chairman

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Sarah W. Woods, County Attorney

ATTEST:

Cheryl White, Clerk

**To:** BCC Employees From: Don D. Donaldson, County

Administrator

**Subject:** Travel Policy – Revised

Effective Date: August 22, 2023 Created by: Administration & Clerk of Court

#### **PURPOSE**

The travel policy of the Martin County Board of County Commissioners (the "County") is regulated by Section 112.061, Florida Statutes. Standard Mileage Rate is published by the Internal Revenue Service.

The purpose of this policy is to establish uniform guidelines that are consistent with the business objectives of Martin County. It is the County's policy to reimburse employees for reasonable expenses incurred when traveling for official county business, including meetings conferences, trainings, workshops, and seminars. Travel may be local, in state, out of state and/or overnight.

Procedures for travel to include the requests, approval, reimbursement, and related documents will be found in the Travel Automation User Training Guides.

Don G. Donaldson, County Administrator

#### **Suppression History:**

219 – June 1, 2023

POL219 - December 30, 2020

POL219 - August 1, 2019

POL219 - June 17, 2019

POL204 - April 30, 2018

POL195 - June 8, 2017

POL193 - June 1, 2017

POL164 - March 16, 2015

POL136 - July 24, 2013

POL101 - June 7, 2011

POL74 - March 10, 2010

POL13 - October 3, 2006

POL5 - December 6, 2005

cwd04o.004 - January 7, 2004

cwd0lo.007 - January 23, 2001

adm00m.023 - October 20, 1999

#### **POLICY**

#### **AUTHORITY TO TRAVEL**

All travel requests to a non-contiguous County require pre-approval whether or not expenses are incurred. The County is authorized by state law to reimburse individuals for expenses incurred while traveling on official County business. The expenses must be directly related to the purpose of the trip, evidenced by receipts and other supporting documentation.

State law and County policy require approval by the County Administrator or designee for all travel by a County employee, prior to the date of travel, when possible. Local travel or day travel within the Treasure Coast does not require a travel authorization unless an expense is incurred other than registration.. Emergencies may preclude the applicability of policy in certain instances.

The reimbursement of travel expenditures must be in compliance with Section 112.061, Florida Statutes. Travel expenditures will be reimbursed only upon submission of the Expense Report, after completion of a trip. The County will not process requests for travel reimbursement not in compliance with this section of the law.

A Purchasing Card (P-Card) shall be used for all travel related expenses where allowed. Travel expenses utilizing grant funds where the granting agency does not allow use of a credit card shall be paid by County check.

#### **DEFINITIONS**

#### **Definitions**

- Department Director Director of a given department with the responsibility to verify that sufficient budgeted funds are available prior to authorizing travel.
- Approver Authorized staff to approve Pre-Approval Report and Expense Reports В.
- Designee An Approval Delegate that has been assigned by an approver in their absence C.
- Delegate Assigned staff with the ability to create and submit Pre-Approval Report and Expense Reports on a traveler's behalf
- E. M & IE - meals and incidental expenses such as laundry room services, tips for services and other fees that may be associated with travel
- Per Diem Daily allowance for M & IE F.
- G. GSA - US General Services Administration, guidelines for meals reimbursement
- Blanket Request Travel Authorization A BTRA may be used when an employee H. performs numerous trips out of the County to the same destination and/or to neighboring counties. This may be set up for a fiscal year or shorter period; however, they all will expire at the end of the fiscal year (September 30)
- I. Pre-Approval Report - Request for travel authorization
- Expense Report Post travel reimbursement J.
- Treasure Coast Martin, St. Lucie, Palm Beach, Indian River and Okeechobee Counties. K.

#### II. Policy

#### A. TRAVEL REQUEST

All requests for travel must be approved in advance by applicable Department Director or their designee. Please refer to the Travel Automation User Training Guides for the procedures related to the travel request submission, expense management and travel reconciliation.

The traveler is responsible for making reservations for airline tickets, hotels, and car rental. It is the traveler's responsibility to provide a tax-exempt certificate to the hotel, car rental agency, etc., and to ensure that sales tax is not charged. If the traveler chooses to use a personal credit card, the County's tax exemption certificate will not be honored by the vendor and the traveler will not be reimbursed for taxes. The County shall not pay any State sales taxes except for extenuating circumstances and out of state travel. Travel time compensation will be consistent with the Fair Labor Standards Act (FLSA).

#### 1. Common Carrier/Air

The County will only reimburse economy class airline, train, or bus travel. Travelers securing upgraded fares must personally pay for the upgraded fare and request reimbursement for the cost of the economy fare. A statement must be attached to the Expense Report showing the economy rate.

#### 2. Cancelled Airline Tickets

The traveler must maintain airline tickets that are not used due to cancellation of the trip. In most cases the airline ticket will remain open up to one (1) year of original purchase date. For an additional fee a transfer can be done to use the open ticket. Notify the Clerk of the Court/Accounting of cancellation and notice of open ticket.

#### 3. County Vehicles

County vehicles shall be used whenever possible. A justification shall be provided when using a personal vehicle for County travel. Indicate County vehicle use in the map mileage section on the Expense Report.

#### 4. Car Rental

The County will only reimburse travelers for the rental of compact cars. An exception to this rule is normally allowed when the automobile is shared with other travelers resulting in a savings to the County. It is recommended that staff use cooperative purchasing agreements when available.

Before driving away from the rental premises, the traveler should examine the car to make sure it is not damaged. If the car is damaged, the traveler should notify the rental company and request either another car or a written statement from a representative of the company acknowledging that the car was damaged when delivered to the traveler.

All accidents are to be reported to the car rental company. Any forms or reports prepared by the police or car rental company shall be turned in to Risk Management.

The traveler must obtain the original copy of the receipt from the car rental company at the time the car is returned. The receipt must be attached to the Expense Report. Car rental companies have "drop off' facilities at most airports. When such facilities are used, the traveler must contact

the rental company to obtain a copy of the receipt. Clerk of the Court/Accounting cannot process the Expense Report until all receipts are available for audit.

#### 5. Mandatory Use of Seat Belts

All occupants of County vehicles and/or rented vehicles are required by law to use seat belts while traveling in such vehicles. Failure to use seat belts may result in disciplinary action or reduced worker's compensation benefits in the event of an accident.

#### 6. Fuel Reimbursement

Travelers shall use a P-Card or will be reimbursed for gasoline purchased while renting a car, or while utilizing a County vehicle on County business. Fuel cost reimbursement will not be allowed when using a personal vehicle. The original gas receipt must be turned in with the Expense Report. In the event of a fuel pump malfunction or inability to obtain a printed receipt, a photograph of the pump with the amount of fuel and the cost of that fuel, plus a matching P-Card charge is adequate. In lieu of utilizing a gas station, vehicle should be fueled at the General Services gas pump prior to leaving the County and/or when returning to the County when possible.

#### 7. Hotel Accommodations/Lodging

The traveler is responsible for making appropriate arrangements with hotels for the rental of rooms. A P-Card shall be used to reserve the hotel room unless P-Card use is not permitted due to grant restrictions.

The County will pay for single occupancy only unless the room is shared with another County authorized traveler. When multiple travelers share a hotel room, and the hotel bill is paid by one of the travelers, the traveler paying the bill shall request reimbursement for the total amount of the bill. When multiple travelers have separate rooms and one traveler pays the hotel bill for all, then the traveler paying the hotel bill shall request reimbursement for the total amount on the Expense Report.

The traveler whose hotel bill is being paid must state on his Expense Report "hotel room compliments of John Doe". If two travelers share a hotel room and split the bill, each traveler may claim one-half of the hotel bill on their Expense Report. In each of the above situations, each traveler shall provide an explanation of the circumstances and submit their Expense Report together or provide copies of the approved Expense Report of the other traveler(s).

The *itemized* hotel receipt must be filed with the Expense Report and must have a zero balance. A copy of the credit card charge slip alone is not acceptable. If payment is made by County P-Card the expense shall be shown as an advance on the Expense Report. Only the cost of the room (including tax when applicable) and allowable parking fees pursuant to this policy per night will be reimbursed. It is your responsibility to supply a Tax-Exempt Certificate to the hotel. Personal calls, meals, or any other charges included in the hotel bill are not reimbursable. Any calls made strictly for business must be clearly marked as such if the traveler is requesting reimbursement.

Hotel parking fees are reimbursable for *self-parking* only unless valet is the only option (statement required on Expense Report). Receipts are required for reimbursement. Parking charges shown on a hotel bill are an acceptable form of receipt for reimbursement. Tax is reimbursable for parking expenses if the tax cannot be forgiven in cases such as parking meters, automated parking lot machines, airport lots, etc.

The traveler is responsible for canceling hotel reservations when a trip is cancelled, or the dates changed. The traveler will be personally liable to the hotel for any charges or penalties resulting from failure to give proper notice of cancellation, except in the case of extenuating circumstances approved by the County Administrator or designee.

A traveler may not claim per diem or reimbursement for lodging for overnight travel within 50 miles of headquarters or residence, unless the circumstances necessitating such overnight travel are fully explained by the traveler and approved by the County Administrator. Criteria for approval may include late night or early morning job responsibilities and excessive travel time because of traffic conditions.

#### 8. Tax Exemption

The County is Tax-Exempt and will not pay any State taxes except for extenuating circumstances, out of state travel and other instances stated herein. When making travel arrangements supply a copy of the tax-exempt form to vendors to waive all and any State taxes. The Tax-Exempt Certificate is available on the website at www.martin.fl.us, type **tax exempt** in the Search field. Tax will not be reimbursed to employees who choose to use their personal credit card for travel.

#### 9. Registration Fees

A registration fee to attend a conference, convention, or any other event is frequently required prior to the date of the event. A P-Card should be used when possible. If agency does not accept the P-Card, a check will be mailed directly to the payee along with a copy of the registration form.

If a check is required, the traveler must submit the following to the Clerk of the Court/Accounting at least ten (10) working days prior to the due date for the registration fee:

- A copy of the 'approved' Pre-Approval Report;
- A vendor invoice OR literature from the organization if one is available (must include name of payee, mailing address, amount of registration fee and actual date of conference or event);
- A copy of the registration form (be sure the form is properly completed as it will be mailed directly to the payee).

Optional entertainment included on the registration form outside of the base cost of the event is a personal expense and will not be reimbursed by the County.

#### III. Expense Report Reimbursement

#### 1. General

The Expense Report is to be used to reimburse travelers for expenses incurred while on travel. Upon completion of the travel, the traveler must submit the Expense Report, with original receipts for hotel room, gas, parking, car rental, airline ticket, screenshot of the official FDOT city to city mileage and google maps for vicinity travel if using a personal vehicle, and other expenses to be approved by their supervisor and the County Administrator where the final/complete travel will be submitted to Clerk of the Court/Accounting and uploaded to Banner/Financial system. If receipts cannot be produced, then a sworn and signed Affidavit must be completed and included with the Expense Report.

#### 2. Non-Reimbursable Expenses

- Tips, except for approved transportation services and tourism marketing expenses as defined in the Tourism Familiarization Travel Policy in the County Purchasing Manual, and Section 125.0104, Florida Statutes.
- Personal travel insurance (travel insurance that benefits the County is acceptable)
- Rental car insurance
- Personal laundry service
- Locksmith services
- Personal telephone calls
- Mileage between home and official place of work
- Fines for traffic violations
- Room service
- Food (except as provided herein)
- Any other personal expense

#### 3. Personal Travel While on County Business

Travelers occasionally extend their visit to a city beyond the period required to complete the official business of the County. The traveler's supervisor, prior to the date of travel, must approve annual leave. A traveler will not be reimbursed for expenses incurred beyond the time required to complete the official business of the County. The Expense Report must show "personal" on the days that the traveler was on personal business.

#### IV. PER DIEM AND MEAL ALLOWANCES

Per Diem is subsistence allowance that a traveler is authorized to receive when traveling on official business. A P-Card shall not be used for meals. The rates for reimbursement will be according to the U.S. General Service Administration (GSA) Per Diem Rates (Meals and Incidental Expense Breakdown) on the website: <a href="https://www.gsa.gov/">https://www.gsa.gov/</a>.

#### A. CLASS OF TRAVEL

**CLASS A:** Continuous travel of 24 hours or more away from official headquarters.

**CLASS B:** Continuous travel of less than 24 hours that requires overnight absence from official headquarters. Cannot exceed four quarters.

**CLASS C:** Travel for short day trips not requiring overnight absence from official headquarters.

Day trip/travel - a period of 24 hours consisting of four quarters of 6 hours each.

Meal allowance reimbursements for Class C travel are included in employee's paycheck. An ACH refund will be processed for other expenses such as mileage and tolls.

#### **B. AUTOMOBILE TRAVEL**

#### 1. Use of Own Automobile

A traveler may use his/her own automobile when it is in the best interest of the County. A justification shall be provided. The County will reimburse the traveler for the official mileage between the cities, or the negotiated airfare, whichever is less. Costs of operation, maintenance and ownership of a vehicle are the responsibility of the traveler. The County is not authorized

to reimburse a traveler for repairs or other related costs incurred while traveling on official business of the County.

#### 2. Mileage Allowance

Travelers using their own automobiles will be eligible for reimbursement a rate regulated by the IRS.

Whenever possible, mileage between cities must be obtained from the FDOT Official Highway Mileage website https://fdotewpl.dot.state.fl.us/CityToCityMileage/viewer.aspx. will not be reimbursed for mileage between home and official place of business. Mileage will be reimbursed for travel between home and travel destination OR official place of work and travel destination, whichever is less.

#### 3. Mileage to Airport

When traveling to the airport, the traveler is authorized to claim mileage from his/her official headquarters, or home, whichever is less.

#### 4. Travel Route

All travel connected with the official business of the County must be by the most direct route. If a person travels by an indirect route for his/her own convenience, the extra costs must be borne by the traveler. The County will only reimburse the traveler for those expenses that would have been incurred had the traveler used the most direct route. If the employee is travelling by air and will not return home immediately following the end of County business due to personal travel, the County will reimburse the employee for the cost of round-trip airfare to and from Florida airport that the employee departed from (with proof of such cost) or the cost of round-trip airfare to the employee's personal destination, whichever is less. If proof of round-trip airfare cost to and from Florida airport is not provided, the traveler will be reimbursed for the cost of one-way airfare only.

#### 5. Treasure Coast Travel

The employee may be reimbursed for in-County mileage traveled for County related business. An employee may attend a seminar that takes place within the Treasure Coast. Submitting a travel request is not required for this type of travel, unless there are expenses that will be incurred other than registration. Use of a personal vehicle for in-County travel must be justified. Mileage will be reimbursed for travel between home and travel destination or official place of work and travel destination, whichever is less. Class C meals will not be paid for in-County travel. A reimbursement voucher for in-County travel can be submitted to the County at any time; however, the Clerk of the Court/Accounting encourages submission once or twice a month.

#### 6. Commissioner Day Travel Mileage/Tolls Monthly Reimbursement Report (Exhibit A)

When using a personal vehicle, County Commissioners may submit a Commissioner Day Travel Mileage/Tolls Monthly Reimbursement Report (Report), which includes mileage, tolls, and a description of the public purpose, for all day travel conducted that does not involve any ancillary reimbursement(s) other than tolls for which a receipt is provided. The Report shall be submitted to the Clerk of the Court/Accounting in a timely manner at the conclusion of each month and shall have attached maps depicting the travel route(s) that also notes the mileage used. As FDOT map sourcing does not provide for detailed mileage within the vicinity of local jurisdictions, a Mapquest or Google Maps product may be used. The Report must be completed in its entirety prior to submission. Mileage reimbursement shall not be allowed for travel between home and the official place of work (headquarters). Mileage will be reimbursed for travel between home and travel destination OR official place of work and travel destination, whichever is less.

#### 7. Fire Rescue Mileage Allowance

Mileage allowance from fire station to fire station for employees covered by the Agreement between Martin County and Martin County Firefighters Association, Local 2959, IAFF shall be in accordance with that Agreement.

#### C. CASH ADVANCE

Cash advances in a form determined by the Martin County Clerk of the Court/Accounting Department will be permitted only when P-Card use is not feasible or allowed.

#### **D. MISCELLANEOUS**

#### 1. Workshops. Seminars, or Other Training

Travel expenses to attend workshops, seminars or other types of training must be incurred only when the subject matter of the training is relevant to the duties required in the employee's current position. The training must be intended to improve the efficiency of a "qualified" employee.

#### 2. Purchasing Card

P-Cards shall be used for the purpose of County authorized travel unless prohibited by grant rules. Absolutely no personal purchases or cash advances are allowed when using a County issued P-Card. In accordance with the P-Card Policy, the card should be used for conference registration (when required) and to charge expenses incurred while traveling on the official business of the County such as hotel rooms, car rental, and airfare. All Vendors must be notified of the County's Tax-Exempt status prior to processing sales transaction.

#### 3. Overpayments

Any overpayment made to an employee must be paid back to the County as soon as they are notified of such overpayment, and/or a date is mutually arranged. Any advance requests or reimbursements submitted for processing will be held until reimbursement to the County has been made.

#### 4. Metropolitan Planning Organization (MPO)

The MPO shall utilize County procedures for travel authorization and reimbursement with the exception of P-Card use. Check advances for hotel, registration and airfare shall be allowed. Reimbursement for mileage, tolls, meals and per diem shall be after the fact. State grant funds may not be used for Class C travel per Section 112.061(15), Florida Statutes. MPO members who are not employees of the Martin County Board of County Commissioners shall be reimbursed for meals and mileage in accordance with the rates outlined in Section 112.061, Florida Statutes.

#### 5. Mutual Aid Deployment

In the event that Fire Rescue or other County employees are deployed outside the County for mutual aid, the employee shall be permitted to use a P-Card to pay for meals or may choose to follow the travel reimbursement guidelines herein to request reimbursement for travel expenses. If using a P-Card, the daily allowance for meals shall not exceed the daily authorized M & IE amount allowed by GSA.

#### 6. State Funded Travel

Travel funded by the State will be reimbursed to the employee in accordance with the County travel policy regardless of State reimbursement rates. Employee must attach proof of State funding to the travel request.

#### 7. Non-Employee Travel for Tourist Development

Travel expense for travel writers/bloggers, tour operators and travel agents shall be in accordance with the Tourism Familiarization Travel Policy in the County Purchasing Manual, and Section 125.0104, Florida Statutes. The Tourism Director is delegated authority to authorize travel and incur expenses. A Tourist Development Travel Expense Voucher shall be completed and submitted Clerk of the Court/Accounting upon completion of travel.

#### 8. Tips for Transportation Services

Reimbursable transportation cost include taxi, bus, shuttle, ride sharing, and other fares required to get to and from the business travel destination. Receipts for transportation cost are to be submitted as back-up for reimbursement or recondition purposes. Traveler will be reimbursed up to 20% for a tip for a taxi, shuttle or ride sharing; Traveler will need to provide a receipt that includes the tip. If the receipt does not include the tip traveler may add the tip amount to the receipt and sign the receipt to attest to the payment.

Example: - Uber Rideshare Total \$20.00.

Tipping will be reimbursable up to 20% of the total or any amount up to \$4.00 (20% of \$20.00). The Clerk's office will request reimbursement from the employee for any amount which exceeds \$1.00 over the 20% allowable tip amount.

#### **EXHIBIT A**

	COMMISSI	BOARD OF CO	ARTIN COUNTY OUNTY COMMISSIONERS LEAGE/TOLLMONTHLY REIMBURSEMENT	TREPC	ORT			
Commissioner:	XXX		Account Number:	0		0	200	
					age rate	\$ 0.575		
Date of Travel	Public Purpose/Meeting	Point of Origin	Destination(s)		Tolls	Mileage*	Reim	bursement
11/3/20	Elections Canvassing Board	Stuart	Stuart	S	TOUS	4.00	5	2.3
11/4/20	Stuart Chamber Monthly Mtg	Stuart	Palm City	\$		11.00	\$	6.3
11/5/20	Tom Lucido Mtg	Stuart	Hobe Sound	5		20.00	S	11.5
11/5/20	Elections Canvassing Board	Stuart	Stuart	\$	1.50	4.00	\$	2.3
11/6/20	IRLC BofD mtg	Stuart	Sebastian	5	287	105.40	5	60.6
11/9/20	Jeff Chamberlain Mtg	Stuart	Stuart	\$	-	7.00	5	4.0
11/10/20	FRD Promotional Ceremony	Stuart	Jensen Beach	5	-	7.20	5	4.1
11/12/20	MCPAL photo shoot w/S heriff	Stuart	Stuart	\$	*	5.00	S	2.8
11/14/20	Elections Canvassing Board	Stuart	Stuart	5	47	4.00	\$	2.3
11/19/20	FRD Promotional Ceremony	Stuart	Jensen Beach	\$		7.20	\$	4.1
11/20/20	Tykes & Teens Event	Stuart	Stuart	5	17		5	2.0
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		Department Director/Designee						
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nandal Analyst:								

# BYLAWS OF THE MARTIN METROPOLITAN PLANNING ORGANIZATION (MPO)

#### **DULY PASSED AND AMENDED THIS 12th DAY OF DECEMBER, 2022**

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons with questions or concerns about nondiscrimination, or who require special accommodations under the American with Disabilities Act or language translation services (free of charge) should contact the MPO Senior Planner (Title VI/Non-discrimination Contact) at (772) 221-1498. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.

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Creation of the MPO is for the purpose of implementing Title 23, United States Code, Section134, and Title 49, United States Code, Sections 1602, 1603, and 1604, and Title 23, Code of Federal Regulations, part 450, and Chapter 339.175, Florida Statutes. The MPO is created to work in cooperation with the Florida Department of Transportation (FDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and local participating governments.

#### 1 DESCRIPTION OF ORGANIZATION

#### 1.01 THE AGENCY

The Martin Metropolitan Planning Organization, hereinafter referred to as MPO, is created pursuant to Florida Statue 339.175, and will operate under an Interlocal Agreement, dated May 6, 2015, and amended on February 7, 2019, authorized under Chapter 163, Florida Statues. The parties to the Interlocal Agreement are the Martin County Board of County Commissioners, City of Stuart, Town of Sewall's Point, Village of Indiantown, and Florida Department of Transportation.

#### 1.02 COMPOSITION OF THE MPO

#### A. Composition

(1) The Martin MPO is the primary agency responsible for transportation planning in Martin County. The MPO consists of eight elected officials who are voting members representing four local governments and one non-voting advisor representing the Florida Department of Transportation (FDOT). The FDOT member serves as a Technical Advisor to the MPO Board. The MPO is a planning and policy-making body with the power to develop and adopt plans and to program improvements to the transportation system for facilities receiving state or federal funds. The MPO voting membership is as shown below.

Martin County Commission	(4)
City of Stuart	(2)
Town of Sewall's Point	(1)
Village of Indiantown	(1)

- (2) Officers A Chairman and Vice Chairman shall be elected at the first meeting of the calendar year. The Chairman and Vice Chairman shall serve for a period of one year or until a successor is elected and shall be voting members.
- (3) Chairman The Chairman and Vice Chairman must have completed the MPOAC Institute training program for elected officials or served on the Martin MPO for at least two (2) years. The Chairman shall call and preside at all meetings. Upon approval of the Martin County Department Director, the MPO Chairman shall review and approve or disapprove the MPO Administrator's timesheets and expense reimbursements, in accordance with FDOT Technical Memorandum 19-05. The Vice Chairman shall serve as Chairman in the absence of the Chairman.

In the absence of both the Chairman and Vice Chairman, the voting members of the MPO that are present, if comprising a quorum, shall elect a voting member to serve as a Chairman for the meeting or until the Chairman or Vice Chairman are present.

- (4) Minutes The staff of the MPO shall maintain the minutes and other records. The minutes shall accurately reflect the proceedings.
- (5) Quorum At least five of the voting members of the MPO must be present for the MPO to conduct business.

#### B. Alternate Membership

- (1) If desired, an MPO member governmental entity may appoint, by action taken at an official meeting of the governmental entity, an alternate for one or more of its appointed MPO members.
- (a) The alternate member must be an elected official and serve the same governmental entity or area that the regular member serves as defined in 339.175(3)(a), Florida Statutes.
- (b) An alternate voting member's term shall be for not longer than the term of the voting member he or she represents as defined in 339.175(3)(b), Florida Statutes.
- (2) The member governmental entity shall notify the MPO Chairman in writing that the appointed individual may act as an alternate member in accordance with 339.175(3)(a), Florida Statutes, if the regular member cannot attend a meeting. A copy of the governmental entity's minutes of the meeting when the alternate member was appointed shall accompany this written notification.

#### C. Conduct of Business

(1) Robert's Rules of Order most recent edition shall govern all MPO meetings and hearings.

#### D. Treasure Coast Transportation Council

(1) The Chairman and Vice Chairman of the MPO shall represent the Martin MPO on the Treasure Coast Transportation Council (TCTC). The MPO Board shall also appoint two alternates to the TCTC.

- (2) The TCTC shall meet for the purposes stated in its governing agreement, as amended, as frequently as needed to approve regional project funding and associated planning activities but no less than twice per year.
- (3) Meetings of the TCTC shall be hosted by the Martin MPO, Indian River MPO, and the St. Lucie Transportation Planning Organization (TPO) on a rotation basis.
- (4) The **Treasure Coast Technical Advisory Committee (TCTAC)** The function of the Treasure Coast Technical Advisory Committee is to provide technical and citizen input on regional transportation planning activities related to regional plan amendment activities and regional project prioritization and funding activities.

The TCTAC consists of representatives from the Martin MPO, the Indian River MPO, and the St. Lucie TPO. The TCTAC is comprised of seven total members; two representatives from each T/MPO, and an FDOT representative.

The TCTAC would be scheduled to meet prior to any Treasure Coast Transportation Council Meetings. These meetings shall be hosted by the three MPOs on a rotation basis.

#### 1.03 COMMITTEES

#### A. Standing Committees

(1) There are hereby created four standing committees, which shall be advisory committees to the governing board of the MPO. These advisory committees are the Technical Advisory Committee (TAC), the Citizens Advisory Committee (CAC), the Bicycle and Pedestrian Advisory Committee (BPAC) and the Freight Transportation Advisory Committee (FTAC).

#### B. Operation

- (1) Committee Members having three consecutive unexcused absences in succession or four unexcused absences in the previous 12 months, will require a replacement or reappointment by the MPO, except as noted below. The active roster shall be comprised of committee members who have not had three consecutive unexcused absences in succession or four unexcused absences in the previous 12 months.
- (a) For the Citizens Advisory Committee and the Bicycle and Pedestrian Advisory Committee, seasonal residents may serve any resident appointment. Seasonal residents, if so declared upon their appointment, shall be required to attend at least three meetings per year between September and May.
- (b) For the Freight Transportation Advisory Committee, due to the semiannual meetings, Committee Members having two consecutive unexcused absences in succession, will require a replacement or reappointment by the MPO.

- (2) Officers A Chairman and Vice Chairman shall be elected at the first meeting of the Calendar year. The Chairman and Vice Chairman shall serve for a period of one year or until a successor is elected and shall be voting members.
- (3) Chairman The Chairman shall call and preside at all meetings. The Vice Chairman shall serve as Chairman in the absence of the Chairman.
- (4) Minutes The staff of the MPO shall maintain the minutes of other records. The minutes shall accurately reflect the proceedings.
- (5) Quorum A majority of the TAC and FTAC voting members on the active roster must be present for the Technical Advisory Committee and Freight Transportation Advisory Committee, proceeding, to conduct business. Due to seasonal membership, a majority of the CAC or BPAC members on the active roster at the time of the respective meeting must be present for the CAC or BPAC to conduct business.

#### C. Composition and Duties:

(1) The **Technical Advisory Committee (TAC)** – The responsibility of the Technical Advisory Committee, hereinafter referred to as the TAC, shall serve the MPO in an advisory capacity on technical matters, including promoting communication among members, promoting coordination of transportation planning and programming, reviewing technical sufficiency, accuracy, and completeness of appropriate studies, making priority recommendations for transportation plans and program implementation, and providing technical responses on other transportation planning issues.

The TAC shall be composed of 12 voting members and an undesignated number of non-voting members. The voting member sponsoring agencies are as listed below.

- 1. Martin County Public Works
- 2. Martin County Growth Management
- 3. City of Stuart Representatives (2)
- 4. Town of Sewall's Point
- 5. Village of Indiantown
- 6. Town of Ocean Breeze Park
- 7. Town of Jupiter Island
- 8. Witham Airport Management
- 9. Public Transit Provider
- 10. Treasure Coast Regional Planning Council
- 11. Transportation Director Martin County School Board
- 12. Martin County Fire Rescue (non-voting)
- 13. Martin County Sheriff's Office (non-voting)

Each TAC voting member may designate in writing an alternate or alternates from the same sponsoring agency to serve as a replacement in his/her absence. The TAC shall meet monthly or as needed to provide review of all technical matters prior to MPO action.

- (2) The Citizens Advisory Committee (CAC) The function of the Citizens Advisory Committee is to provide public involvement and input to the MPO. It is referred to as the CAC and advises the MPO by reviewing, reacting to, and providing comment on transportation planning issues and needs. The CAC shall consist of 12 voting members appointed by the MPO. Membership shall be nine citizens residing in the following areas and three citizens at large.
  - 5 Unincorporated Martin County appointed one by each Martin County Commissioner
  - 1 City of Stuart appointed by the City of Stuart Commission
  - 1 Town of Sewall's Point appointed by the Town of Sewall's Point Commission
  - 1 Town of Jupiter Island appointed by the Jupiter Island Commission
  - 1 Village of Indiantown appointed by the Village of Indiantown Council
  - 3 Citizens at large, including a minimum of one disabled or 65 years or older citizen and one racial minority citizen appointed by the MPO.

All CAC members must reside within Martin County Metropolitan Planning Area boundaries..

The CAC shall meet generally every other month or as needed to provide public input on relevant matters prior to MPO action.

- (3) The **Bicycle and Pedestrian Advisory Committee (BPAC)** The function of the Bicycle and Pedestrian Advisory Committee is to provide public involvement and input to the MPO on all bicycle and pedestrian issues and advise the MPO by reviewing, reacting to, and providing comment on transportation planning issues and needs related to bicycle and pedestrian issues. The BPAC shall consist of 16 voting members appointed as follows.
- 5 Representatives Appointed by their district commissioners
- 2 Representatives Appointed by the City of Stuart Commission
- 1 Representative Appointed by the Town of Sewall's Point Commission
- 1 Representative Appointed by the Village of Indiantown Council
- 7 Representatives Appointed by the MPO Administrator with the intent of representing individuals with disabilities, merchants, the County Parks and Recreation Department, the bicycling community, the elderly, neighborhood and homeowner associations, and a parent of a school child.
- 3 Non-Voting members representing the Martin County Sheriff's Office, the City of Stuart Police Department, the Town of Sewall's Point Police Department. FDOT serves as a non-voting advisor.

BPAC Members must reside within the Martin County Metropolitan Planning Area boundaries.

The BPAC shall meet generally every other month or as needed to provide public input on all pedestrian and bicycle matters prior to MPO action.

(4) The Freight Transportation Advisory Committee (FTAC) – The responsibility of the Freight Transportation Advisory Committee, hereinafter referred to as the FTAC, shall serve the MPO in an advisory capacity on freight transportation matters. The membership of the FTAC shall consist of representatives with expertise in matters related to the various aspects of the freight industry including, but not limited to, shipping, warehousing, trucking, airport or water-based transportation operations, freight forwarding, logistics, rail, industrial real-estate, commercial deliveries and wholesale activity. They shall provide guidance and make recommendations to the MPO Policy Board on topics, such as, safety, infrastructure planning and design, commercial loading and parking, land use management, educational events, traffic and delivery management, noise reduction, truck parking, education and enforcement, marine Industries and waterway initiatives, MPO Priorities, and emerging technologies.

The FTAC shall be composed of 20 voting members and an undesignated number of non-voting members. The voting member sponsoring agencies are as listed below.

- 1. Martin County Public Works
- 2. Martin County Growth Management
- 3. Martin County Airport/Witham Field
- 4. City of Stuart Representative
- 5. Stuart/Martin County Chamber of Commerce
- 6. Indiantown Chamber of Commerce
- 7. Marine Industries Association of the Treasure Coast
- 8. Port Salerno Commercial Fishing Dock Authority
- 9. Treasure Coast Regional Planning Council (TCRPC)
- 10. Florida Department of Transportation: Policy Planning, Freight Coordinator
- 11. Florida Inland Navigation District (FIND)
- 12. Florida East Coast Railroad
- 13. US Customs and Border Protection
- 14. Florida Trucking Association
- 15. University of Florida/Institute of Food and Agricultural Sciences (UF/IFAS Martin County Extension
- 16. Five (5) at-large members representing the transportation freight industry appointed by the MPO

Each FTAC voting member may designate in writing an alternate or alternates from the same sponsoring agency to serve as a replacement in his/her absence. The FTAC shall meet on a semi-annual basis or as needed to provide review of all freight matters prior to MPO action.

#### 1.04 PUBLIC INFORMATION ON THE MPO

All public records of the MPO are open for inspection and examination by appointment at the MPO office, located at 3481 SE Willoughby Boulevard, Suite 101, Stuart, FL 34994, between the hours of 8:30 A.M. to 4:30 P.M.

#### 1.05 PUBLIC ACCESS TO MEETINGS AND WORKSHOPS

All meetings, workshops and proceedings shall be open to the public.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons with questions or concerns about nondiscrimination, or who require special accommodations under the American with Disabilities Act or language translation services (free of charge) should contact the MPO Senior Planner (Title VI/Non-discrimination Contact) at (772) 221-1498. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.

#### 1.06 RIGHTS OF REVIEW

The FDOT, FHWA, and the FTA shall have the rights of technical review and comment on MPO projects.

If any persons decides to appeal any decision made with respect to any matter considered at the meetings of hearings of any board, committee, agency, council or advisory group, that the person will need a record of proceedings and, for such purposes, may need to insure that the verbatim record of the proceedings is made, which record should include the testimony and evidence upon which the appeal is to be based.

#### 2 AGENDA AND SCHEDULING – Meetings and Workshops

#### 2.01 NOTICE OF MEETINGS AND WORKSHOPS

A. Except in the case of emergency meetings or workshops, the MPO shall give at least five (5) days of public notice of any meeting or workshop by posting on the MPO website and through various communication platforms.

The notice of such meeting or workshop shall provide the following information.

- (1) The date, time and place of the event
- (2) A brief description of the purpose of the event.
- (3) The address where interested persons may obtain a copy of the agenda.

B. The Chair may cancel regular meetings should there be insufficient business on the MPO's tentative agenda or a lack of anticipated quorum.

#### 2.02 AGENDA

- A. At least seven days prior to a meeting or workshop, the MPO staff shall prepare and make available an agenda for distribution to members.
- B. The agenda shall list the items in the order they are considered provided, however, that for good cause stated in the record by the Chair, items may be considered out of their listed order.
- C. The agenda shall be specific as to items to be considered. All matters involving the exercise of agency discretion and policy shall be listed on the agenda.
- D. Additional items not included on the meeting agenda may be considered at a meeting if the Chairman or his/her designee feels that the item requires immediate action by the MPO. Such items will be considered as an addition to the agenda and shall be heard in the order adopted by the MPO.
- E. An agenda of items to be considered will be available to the public in the Martin County Administration Building, 2401 SE Monterey Road, Stuart, Florida; the MPO office at 3481 SE Willoughby Boulevard, Suite 101, Stuart, Florida; or through the MPO's website at www.martinmpo.com.

#### 2.03 EMERGENCY MEETINGS AND WORKSHOPS

- A. The MPO may hold an emergency meeting or workshop notwithstanding the provisions of Rules 2.01 and 2.02, for the purpose of acting upon matters affecting the public health, safety, and welfare.
- B. Whenever an emergency meeting or workshop is scheduled to be held, the MPO shall notify, as soon as possible prior to the meeting, at least one major newspaper or major circulation in the Martin County area stating time, date, place, and purpose of the meeting or workshop.

#### 2.04 VIRTUAL PUBLIC MEETINGS.

In some emergency situations, and/or when permitted by an order of the Governor of Florida or Martin County Board of County Commissioners, it may be necessary to conduct public meetings virtually. When this occurs, the MPO shall utilize technology available to provide its Board, committee members, and the public with opportunities for participation in public meetings. Virtual public meetings held by the MPO shall be conducted in accordance to Martin County procedures.

### ADOPTED BY THE MARTIN METROPOLITAN PLANNING ORGANIZATION

This 12 day of December, 2022

Troy McDonald, Chairman

Martin Metropolitan Planning Organization

Attest:\_

Alor Cadorna, Administrative Specialist III

# Appendix G

## **Comments and Responses**

# Appendix H

## **Revisions**

#### **AGENDA ITEM 8D**



## POLICY BOARD MEETING AGENDA ITEM SUMMARY

MEETING DATE:	DUE DATE:		UPWP#:				
April 8, 2024	April 1, 2024		2				
WORDING:							
TITLE VI AND OTHER NONDISCRIMINATION POLICY AND PLAN UPDATE							
REQUESTED BY:	PREPARED BY:	DOCU	MENT(S) REQUIRING				
MPO	Ricardo Vazquez /	<b>ACTION:</b> Title VI Plan					
	Beth Beltran						

#### **BACKGROUND**

Martin MPO must comply with both Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) regulations about Title VI and other Nondiscrimination. FHWA requires the MPO to review the Title VI language regularly to ensure it is current.

The following updates were made to the Title VI and Other Nondiscrimination Policy and Plan:

- Updated the Martin County BOCC ADA webpage link
- Updated Table 1 "Top Languages Spoken at Home in Martin County" with American Community Survey (ACS) 2022 5-year estimates
- Added events to the Title VI activity log

#### **ISSUES**

At the April 8, 2024, Policy Board meeting, MPO Staff will present the Title VI and Other Nondiscrimination Policy and Plan Update.

#### RECOMMENDED ACTION

Recommend approval of Title VI and Other Nondiscrimination Policy and Plan Update

#### <u>APPROVAL</u>

MPO

#### **ATTACHMENTS**

Title VI and Other Nondiscrimination Policy and Plan

#### **Martin MPO**

# Martin County, FL Board of County Commissioners Title VI and Other Nondiscrimination Policy and Plan

#### I. Title VI/Nondiscrimination Protection:

#### **Policy Statement:**

Martin County values diversity and welcomes input from all interested parties, regardless of cultural identity, background, or income level. Moreover, Martin County believes that the best transportation systems and community services result from careful consideration of the needs of all of its communities and when those communities are involved in the decision-making process. Thus, Martin County does not tolerate discrimination in any of its programs, services, or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and related laws and regulations, Martin County will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status.

#### **Complaint Procedures:**

Martin County has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race, color, national origin, sex, religion, age, disability, family or income status in any of Martin County's programs, services or activities may file a complaint with the Martin County Title VI Coordinator:

A complaint must be filed within one hundred eighty (180) days after the date of the alleged discrimination, unless the time for filing is extended by the FTA, FHWA or other federal or state authorities.

If possible, complaints should be in writing, signed by the complainant or his/her representative(s), and must include the complainant(s) name, address and telephone number, along with a description of the alleged discrimination and the date of the occurrence. Allegations of discrimination received via e-mail will be acknowledged and processed. Allegations received by telephone will be documented in writing and provided to the complainant(s) for review before processing. If complainant is hearing or speech impaired, call the Florida Relay Service (FRS) by dialing 711 or 1-800-955-8771 (TTY) or email the Title VI Coordinator for assistance.

#### Complaints should be submitted to:

#### **Board of County Commissioners**

#### Tanyi Grimm

Title VI Coordinator/ADA Officer/ Human Resources Administrator

and/or 2401 SE Monterey Road Stuart, FL 34996

**Martin MPO** 

Ricardo Vazquez

Email: rvazquez@martin.fl.us

Title VI/Nondiscrimination Contact

Phone: 772-223-7983

2401 SE Monterey Road

Stuart, FL 34996

Email: tgrimm@martin.fl.us Phone: 772-419-6968

#### **Organization Structure**

The following chart displays Martin County's organizational structure for the Title VI/Nondiscrimination Program:



#### **Complaint Investigation**

Upon receipt of a signed complaint, the Title VI Coordinator will, within five (5) working days, provide the complainant or his/her representative with a written acknowledgement of the complaint.

The Title VI Coordinator will take reasonable steps to resolve the matter and respond to the complaint within thirty (30) days. The Title VI Coordinator has 'easy access' to the Martin County Administrator and is not required to obtain management or other approval to discuss discrimination with the County Administrator.

Regardless of whether Martin County is able to satisfactorily resolve the complaint, the Title VI Coordinator will provide a copy of the complaint, along with a record of its disposition, to the applicable federal or state agency, or oversight board, for further processing, if required.

#### Retaliation

Retaliation is prohibited under Title VI of the Civil Rights Act of 1964 and related federal and state nondiscrimination authorities. It is the policy of Martin County that persons filing a complaint of discrimination should have the right to do so without interference, intimidation, coercion or fear of reprisal. Anyone who feels he/she has been subjected to retaliation should report such incident to the Title VI Coordinator.

#### II. ADA/504 Statement

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate the disabled and ensure that their needs are equitably represented in transportation programs, services, and activities.

Martin County will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. Martin County will make every effort to ensure that its advisory committees, public involvement activities and all other programs, services and activities include representation by the disabled community and disability service groups.

Martin encourages the public to report any facility, program, service, or activity that appears inaccessible to the disabled. Furthermore, Martin County will provide reasonable accommodation to disabled individuals who wish to participate in public involvement events or who require special assistance to access facilities, programs, services or activities. Because providing reasonable accommodation may require outside assistance, organization or resources, Martin County asks that requests be made at least five (5) calendar days prior to the need for accommodation.

Questions, concerns, comments, or requests for accommodation should be made to the Martin County's ADA Officer:

Tanyi Grimm
Title VI Coordinator/ADA Officer
Human Resources Administrator
2401 SE Monterey Road
Stuart, FL 34990

Email: tgrimm@martin.fl.us Phone: 772-419-6968

Hearing or speech impaired: 711 or 1-800-955-8771

Martin County has an informative ADA webpage (<a href="www.martin.fl.us/ADA">www.martin.fl.us/ADA</a>) that describes the County's accessibility program as well as provides certain resources to the community that is disabled. All website information is available in alternative formats. For more information, contact the ADA Officer.

In addition, Martin County has a Transit ADA plan specific to transit services. That plan can be viewed by visiting <a href="www.martin.fl.us/resources/ada-transit-plan">www.martin.fl.us/resources/ada-transit-plan</a>.

#### III. Limited English Proficiency (LEP) Plan

#### Introduction

Title VI of the Civil Rights Act of 1964 prohibits recipients of federal financial assistance from discriminating against or otherwise excluding individuals on the basis of race, color, or national origin in any of their activities. It has been recognized that one form of discrimination occurs through an inability to communicate due to a limited proficiency in the English language. Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from the US Department of Justice (DOJ) and US Department of Transportation (DOT) require federal aid recipients to take reasonable steps to ensure meaningful access to programs, services and activities by those who do not speak English proficiently.

To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors:

- 1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the County's programs, services, or activities.
- 2. The frequency with which LEP individuals come in contact with these programs, services, or activities.
- 3. The nature and importance of the program, service, or activity to people's lives
- 4. The resources available and the overall cost to the County.

The goal of the *Martin County Limited English Proficiency (LEP) Access Plan* is to ensure that the County recognizes the needs of limited English proficient (LEP) members of the community and implements a plan to communicate effectively and ensure reasonable access to our processes, information and decision-making.

#### **Martin County Four Factor Analysis**

To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors. The following sections address each of these with respect to the Martin County planning area.

#### Factor 1: Review of LEP Populations

Understanding the needs of the community begins with identifying the number of Limited English Proficiency (LEP) persons eligible to be served, likely to be served or likely to be encountered by the County through its programs, services, or activities. In an effort to determine potential LEP needs in the County planning area, staff reviewed data available through the U.S. Census Bureau American Community Survey 2020 5-Year Estimates.

Data collected for Martin County indicated that 4.9% of the total population 5 years and older speak English less than "very well". Further analysis shows that 9.9% of the population speaks Spanish; 3% speaks a Indo-European language; 0.8% speaks an Asian or Pacific Islander language; and 0.1% speaks another language (see Table 1). This information led staff to review the Spanish-speaking LEP group to identify whether this population was concentrated into specific communities.

Table 1: The Top Languages Spoken at Home in Martin County

Population 5 years and older	No. of LEP Persons	% of LEP Persons	% of Persons who speak Spanish	% of Persons who speak Indo-Euro Languages	% of Persons who speak Asian or Pacific Islander Languages	% of Persons who speak Other Languages
153,089	7,432	4.9%	9.9%	3%	0.8%	0.1%

Source: US Census Bureau's 2022 American Community Survey 5-Year Estimates

Spanish (9.9%) was reported to be the second most prevalent language spoken by the population of Martin County. After reviewing the data in GIS, it appears that a high concentration of LEP persons live in the Indiantown and Port Salerno areas.

#### **Factor 2: Assessing Frequency of Contact with LEP Persons**

The results of the census data indicate that Spanish is the most prevalent language spoken by the LEP population in Martin County. To date, the MPO has not received any requests for translation or interpretation of its projects, services, or activities into Spanish or any other language.

#### **Factor 3: Assessing the Importance of County Programs**

All of the County programs are important; however, those related to safety, public transit, right-of-way, the environment, nondiscrimination and public involvement are among the most important. The County must ensure that all segments of the population, including LEP persons, have been involved or have had the opportunity to be involved in the planning processes to be consistent with its nondiscrimination goals.

#### Factor 4: Determining Available Resources

When planning any activity, it is imperative that an organization assess the resources available to conduct the activity in a way that is meaningful and balances those efforts with the overall cost to the organization. To that end, Martin MPO contracted with Language Line in October 2013 to assure speakers of other languages may effectively participate in the transportation planning process. Language Line offers over the phone and face to face translation, 24 hours a day, 7 days a week. This professional translation service also provides translation of written documents to ensure the most accurate translation of all written materials provided to the public. For meetings located in areas with a large percentage of LEP citizens, the Martin MPO has an on-site translator available. The Martin MPO will review and update this plan as needed.

#### Language access implementation plan and procedures

Martin County will:

- Maintain a list of employees who competently speak Spanish and other languages and who are willing to provide translation and/or interpretation services and distribute this list to staff that regularly have contact with the public.
- Provide meeting, program and services availability notifications in English and Spanish, where appropriate, particularly where programs or activities are located in Indiantown, Port Salerno or any other area identified as having higher LEP populations.
- Develop agreements with agencies to provide oral and written LEP services with reasonable notification.
- Identify events and activities that may require a translator to ensure meaningful access by LEP persons.
- State in outreach documents that language services are available free of charge in a language LEP persons can understand.
- Provide Spanish language outreach materials from other organizations including federal, state and local transportation agencies when possible.
- Provide Spanish language format in informational materials that assist in the accessibility of Martin County services.

For questions or concerns regarding Martin County's commitment to nondiscrimination or to request LEP services, contact the Title VI Coordinator.

#### IV. Public Involvement:

In order to plan for efficient, effective, safe, equitable and reliable transportation systems, and other county services, Martin County must have the input of its public. Martin County spends substantial staff and financial resources in furtherance of this goal and strongly encourages the participation of the entire community. The Local Coordinating Board for the Transportation Disadvantaged (LCB-TD) is composed of disabled representatives, persons over the age of 65, Veterans Service Office and the Florida Division of Vocational Rehabilitation or Division of Blind Services. The LCB-TD provides information, advice, direction and support to the Community Transportation Coordinator (CTC) of Martin County for the delivery of transportation disadvantaged services. Representatives of underserved populations will also serve on other MPO advisory committees. Further, Martin County holds a number of meetings, workshops and other events designed to gather public input on project planning and construction. Martin County officials and employees attend and participate in other community events to promote its services to the public.

Martin County is constantly seeking ways of measuring the effectiveness of its public involvement. Persons wishing to request special presentations by Martin County; volunteer in any of its activities or offer suggestions for improvement of Martin County's public involvement should contact the Title VI Coordinator or any other County department or official. For additional information about Martin MPO Public Involvement, please visit our website:

https://martinmpo.com/core-products/public-participation-plan/

Nondiscrimination Program Achievements & Goals:

Identified during the completion of the Public Involvement Plan – Annual Report 2022, the following were accomplished in the Nondiscrimination program: Public involvement activities were geographically dispersed throughout the county, all meeting notices and information were sent at least 7 days prior to the meeting, all meetings were held in ADA accessible locations, and various age groups were targeted. Various programs and planning products such as the TDP, TIP and UPWP went through the advisory committees prior to being adopted to ensure nondiscrimination. The Citizens Advisory Committee (CAC) for instance, is made up of Citizen-At-Large – Racial Minority Person and Citizen-At-Large – Disabled Person or over 65. Two achievable goals for the Nondiscrimination Program are to conduct a survey to evaluate the effectiveness of public outreach techniques and efforts, and to use the updated Community Characteristics Report specified below (V. Data Collection) to assist in future project selection and assist in equity analysis.

#### V. Data Collection:

FHWA regulations require federal-aid recipients to collect and analyze racial, ethnic and other similar demographic data on beneficiaries of or those affected by transportation programs, services and activities. Martin County accomplishes this through the use of census data, American Community Survey reports, Environmental Screening Tools (EST), driver and ridership surveys, its Community Development Department and other methods. From time to time, Martin County may find it necessary to request voluntary identification of certain racial, ethnic or other data from those who participate in its public involvement events. This information assists Martin County with improving its targeted outreach and measures of effectiveness. Self-identification of personal data to Martin County will always be voluntary and anonymous. Moreover, Martin County will not release or otherwise use this data in any manner inconsistent with federal regulations. The Martin MPO updated the Community Characteristics Report using the 2020 decennial census. The report included minority, age, poverty, mobility, and Limited English Proficiency data, as well as additional demographic information that is vital in identifying diverse groups and incorporating their needs into the transportation decisionmaking process.

#### VI. ASSURANCES:

Every three (3) years, or commensurate with a change in Martin County executive leadership, Martin County must certify to US DOT and other applicable federal and state agencies that its programs, services, and activities are being conducted in a nondiscriminatory manner. These certifications are termed 'assurances' and serve two important purposes. First, they document Martin County's commitment to nondiscrimination and equitable service to its community. Second, they serve as a legally enforceable agreement by which Martin County may be held liable for breach. The public may view assurances on Martin County's website or by visiting Martin County offices.

#### NOTICE TO THE PUBLIC

Martin County Board of County Commissioners complies with Title VI of the Civil Rights Act of 1964 and other civil rights authorities.

NO PERSON OR GROUP OF PERSONS SHALL BE EXCLUDED FROM PARTICIPATION IN, DENIED THE BENEFITS OF OR SUBJECTED TO DISCRIMINATION IN ANY COUNTY PROGRAM, SERVICE, OR ACTIVITY BASED ON RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, DISABILITY, RELIGION OR FAMILY STATUS.

For more information on Martin County's commitment to nondiscrimination or to file a discrimination complaint, visit the Martin County Title VI website (<a href="https://www.martin.fl.us/TitleVI">https://www.martin.fl.us/TitleVI</a>) or call the Title VI Coordinator, Tanyi Grimm @ 772-419-6968 (711 Florida Relay).

#### **NOTICIA PARA EL PUBLICO**

El tablero Del condado Martin County cumple y cooperan con Titulo VI regulación y otros actos de derechos civiles autoridades.

NINGUNA PERSONA O GRUPO DE PERSONAS SERÁ EXCLUIDA DE LA PARTICIPACIÓN EN, NEGADA LOS BENEFICIOS O SUJETA A DISCRIMINACIÓN EN CUALQUIER PROGRAMA, SERVICIO O ACTIVIDAD DEL CONDADO BASADO EN RAZA, COLOR, ORIGEN NACIONAL, SEXO, EDAD, DISCAPACIDAD, RELIGIÓN O ESTADO FAMILIAR.

Para obtener más información sobre el compromiso del condado de martin con la no discriminación o para presentar una queja por discriminación, visite el sitio del Título VI del condado de Martin (<a href="https://www.martin.fl.us/titlevi">https://www.martin.fl.us/titlevi</a>) o llame al coordinador del Título VI, Tanyi Grimm @ 772-419-6968 (711 Florida relay).

Martin County Board of Commissioners					
Title VI / Nondiscrimination Program					
Complainant(s) Name:			Complainant(s) Address:		
Complainant(s)	Phone Number:				
				E-mail Address:	
Complainant's F	Complainant's Representative's Name, Address, Phone Number and Relationship (e.g. friend, attorney, parent, etc.):				
Name and Add	ress of Agency, I	nstitution, or l	Department Wh	nom You Allege Discriminated Against You:	
	<b>3</b>	,	•		
Names of the Ir	ndividual(s) Whor	m You Allege	Discriminated	Against You (If Known):	
Discrimination Because of:	□ Race Origin	…□ Color	…□ National	Date of Alleged Discrimination:	
	□Sex name(s) and pho	···□ Age ne number(s)	···□ of any person,	L if known, that the Volusia Transportation Planning	
Organization co	ould contact for a	dditional infor	mation to supp	ort or clarify your allegation(s).	
D		71.	<del></del>		
				where you believe you were discriminated against. he alleged acts of discrimination. Additional pages	
may be attache	d if needed.				
Complainant(s) Signature:	or Complainant(	s) Representa	ative(s)	Date of Signature:	
]					
				ı	

Junta de comisionados del Condado de Martin				
		_	a Antidiscriminatorio	
Querella de Discriminación				
Nombre del que	erellante:		Dirección:	
Número de telé	fono:			
			Dirección de correo electrónico:	
Nombre, direcci	ión, teléfono y relación (ej. ar	nigo, abogado, pariente,	etc.) del Representante del querellante:	
Nombre y direc	ción de la Agencia, Instituciór	n, o Departamento que u	sted alega discrimino en su contra:	
Nombre(s) del I	ndividuo(s) Quien(es) Usted	Allega Discrimino Contra	Usted Si lo(s) Conoce:	
rtembre(s) der i	marriado(o) Quion(oo) ootou	7 moga Bisominio Contra	25.04 CF (0(0) C5.11000.	
	□ Raza □ Color	☐ Origen Nacional	Fecha de la alegada discriminación:	
Razón de la discriminació	☐ Incapacidad/Impedimento Físic☐ Sexo☐ Repres			
n·	□ Otro		persona(s) que del Condado de Martin puede comunicarse	
	n adicional que clarifique o re			
Favor de explica	ar tan claro como sea posible	e. como. porque. cuando	by donde usted cree que fue discriminado. Incluya suficiente	
información ace	erca de los antecedentes seg		alegados actos de discrimen. Puede añadir paginas	
adicionales, si e	es necesario.			
Firma del Quere	ellante(s) o su Representante	):	Fecha:	

Martin MPO  Title VI/Nondiscrimination Activity					
Log Date Activity Additional Comment(s)					
July 14, 2022	Equity Forum: Upending Cultural Displacement	Webinar			
October 25, 2022	ITS4US for Underserved Communities – Improving Mobility for Vulnerable Communities	2022 AMPO Annual Conference			
October 25, 2022	The Vulnerable Populations Index and Efforts to Incorporate Equity into Planning Activities	2022 AMPO Annual Conference			
February 3, 2023	Leveraging Big Data to Plan Safe, Equitable Streets	2023 Safe Streets Summit			
September 20, 2023	Equity in Roadway Safety Workshop: Strategies for Meaningful Public Involvement in Roadway Safety Planning				
September 27, 2023	Equity Indices and Regional Priorities	2023 AMPO Annual Conference			
November 29, 2023	Office Hours at FDOT - ADA in Design, construction, and Maintenance	Webinar			
February 29, 2024	Cities for Everyone	Safe Streets Summit Presentation			

**AGENDA ITEM 8E** 



### POLICY BOARD MEETING AGENDA ITEM SUMMARY

MEETING DATE:	DUE DATE:		UPWP#:	
April 8, 2024	April 1, 2024		2	
WORDING:				
PUBLIC INVOLVEMENT ANNUAL REPORT - 2023				
REQUESTED BY:	PREPARED BY:	DOCUI	MENT(S) REQUIRING	
MPO	Ricardo Vazquez /	ACTIO	<b>N:</b> Public Involvement Plan	
	Beth Beltran	Annual	Report - 2023	

#### **BACKGROUND**

The MPO Public Participation Plan (PPP) is a guiding document to help ensure public input is considered during the transportation planning process. To this end, the Martin MPO Public Involvement Annual Report evaluates the MPO's success in meeting the objectives and strategies outlined in the PPP.

#### **ISSUES**

MPO Staff has reviewed the PPP and has no recommended changes at this time. At the April 8, 2024, Policy Board meeting, MPO staff will present the 2023 Public Involvement Annual Report for discussion and approval.

#### RECOMMENDED ACTION

- Approve the Public Involvement Annual Report 2023 as presented.
- Approve the Public Involvement Annual Report 2023 with comments.

#### **APPROVAL**

MPO

#### **ATTACHMENTS**

Public Involvement Annual Report - 2023





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# PUBLIC INVOLVEMENT ANNUAL REPORT 2023

#### Introduction

Each year, the Martin Metropolitan Planning Organization (MPO) assesses the effectiveness of its public outreach techniques and strategies to ensure that funds and time are invested efficiently and only after consultation with the public on a regular and as-needed basis. The MPO measures its overall performance by conducting a Public Involvement Annual Report. In doing so, the MPO evaluates the Objectives and Strategies detailed in the MPO's Public Participation Plan (PPP), adopted on February 21, 2022.

This Annual Report aims to showcase the MPO's public involvement efforts in 2023 and review the objectives and strategies listed in the PPP to assess if/when they were met during the 2023 calendar year. To access the previously approved 2022 Public Involvement Annual Report, visit <a href="https://www.martinmpo.com">www.martinmpo.com</a>.



### Hobe Sound North Corridor SUN Trail Feasibility Study Open House at Hobe Sound Civic Center – 1/11/23



US-1 at SW Palm City Road Intersection Feasibility Study Open House at Stuart City Hall – 3/8/23





MPO Policy Board 04/08/2024

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### Transit Efficiency Study Open House Robert Morgade Library – 3/29/23









Bike to School Day at Crystal Lake Elementary - 5/17/23







MPO Policy Board 04/08/2024

### US-1 at SW Palm City Road Intersection Feasibility Study Open House at Flagler Place – 8/8/23









Walk to School Day at J.D. Parker Elementary - 10/4/23









## Florida Department of Transportation (FDOT) Mobility Week Art Walk Event in Downtown Stuart - 11/3/23









Transit Development Plan (TDP) Open House in Golden Gate – 12/6/23









### TDP Open House in Downtown Jensen – 12/7/23









### **Public Participation Plan Objectives**

#### **OBJECTIVE 1**



#### **Advisory Committee Meetings**

Hold regular public meetings with MPO advisory committees to obtain feedback on all documents, projects, and funding determinations before consideration by the MPO Board.

#### **OBJECTIVE 2**



#### **Equitable Access**

Provide equitable access to information regarding transportation decision-making.

#### **OBJECTIVE 3**



#### **Engage the Public**

Engage the public early, often, and with clarity so that opportunities exist for public feedback in the transportation decision-making process.

#### **OBJECTIVE 4**



#### **Public Involvement Methods**

Use a variety of methods to involve and engage the public.

#### **OBJECTIVE 5**



#### **Transit Feedback**

Gather public feedback on the Program of Projects for Martin County Public Transit.

#### **OBJECTIVE 6**



#### **Strive to Improve**

Strive to continuously improve the public participation process.

#### **OBJECTIVE 1**

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#### **Advisory Committee Meetings**

Hold regular public meetings with MPO advisory committees to obtain feedback on all documents, projects, and funding determinations before consideration by the MPO Board.

#### **STRATEGY 1A**

#### Advisory committee positions are filled

- Technical Advisory Committee (TAC): 100% filled
- > Citizens' Advisory Committee (CAC): 83% filled
- Bicycle and Pedestrian Advisory Committee (BPAC): 75% filled
- Freight Transportation Advisory Committee (FTAC): 100% filled
- Local Coordinating Board for the Transportation Disadvantaged (LCB-TD): 88% filled
- Overall Percentage of Committee Positions filled in 2023: 90%
- **❖** Evaluation: Strategy Achieved (Satisfaction 90%; Measure: ≥ 80%)

#### STRATEGY 1B

## Advisory committees receive meeting notices, agenda items, and information at least 5 days before meetings

- ➤ 100% of Advisory Committee meeting notices and information were sent at least five days before the meeting.
- Evaluation: Strategy Achieved (Satisfaction 100%; Measure: ≥ 80%)

#### **STRATEGY 1C**

## Advisory committee recommendations/actions are presented to the MPO Board

- In 2023, committee members had opportunities to provide comments and recommendations to the MPO Board for planning studies and products such as:
  - FY24 FY28 Transportation Improvement Program (TIP)
  - FY25 FY29 List of Project Priorities (LOPP)
  - Hobe Sound SUN Trail Feasibility Study
  - Community Characteristics Report 2023
  - US-1 at SW Palm City Road Feasibility Study
  - Transit Efficiency Study
  - Transit Development Plan (TDP) Scope of Services
  - US-1 Congestion Management/Public Outreach Scope of Services
- Evaluation: Strategy Achieved (Satisfaction 100%; Measure: 100%)

#### **OBJECTIVE 2**



#### **Equitable Access**

Provide equitable access to information regarding transportation decision-making.

#### **STRATEGY 2A**

### Meetings and events are held at convenient times and locations

- ➤ In 2023, the MPO held over 30 public meetings at various times of the day as well as different locations in Martin County, such as the County Administrative Center, Hobe Sound Civic Center, Jensen Beach Community Center, Flagler Place in Stuart, City of Stuart City Hall, and Lamar Howard Park in Golden Gate.
- Evaluation: Strategy Achieved (Satisfaction 100%; Measure: 100%)

#### **STRATEGY 2B**

## Persons with disabilities are provided access to information and participation opportunities.

- ➤ All meetings are held in ADA-accessible locations and project-related information is made accessible to vision-impaired persons by using the "Searchable" feature of Adobe Acrobat Pro.
- In addition, Persons with Disabilities are represented on the Local Coordinating Board for the Transportation Disadvantaged, Citizens Advisory Committee, and the Bicycle and Pedestrian Advisory Committee to provide input.
- ➤ The public is also notified on how to access accommodations as needed. All meeting notices, agendas, and staff e-mails contain information regarding nondiscrimination or who to contact if special accommodations or language translation services are required.
- Evaluation: Strategy Achieved (Satisfaction 100%; Measure: 100%)

#### **STRATEGY 2C**

## Public involvement activities are geographically dispersed throughout the MPO area.

- MPO staff held a Hobe Sound SUN Trail Feasibility Study Public Meeting on January 11, 2023, at the Hobe Sound Civic Center.
- > MPO participated in Mobility Week during the First Friday ArtWalk event in Stuart, where staff shared safety information/items.
- MPO staff hosted a Transit Development Plan (TDP) public meeting at Lamar Howard Park in Golden Gate on December 6<sup>th</sup>, and in Downtown Jensen Beach during Jammin' Jensen on December 7<sup>th</sup>.

- ➤ The US-1 at SW Palm City Road Intersection Feasibility Study had two public workshops held for the project. The first workshop was hosted on March 8, 2023, at the City of Stuart City Hall Commission Chambers. The second workshop was hosted on August 23, 2023, at Flagler Place in downtown Stuart.
- Evaluation: Strategy Achieved (Satisfaction 100%; Measure: 100%)

#### **STRATEGY 2D**

## Public involvement activities and events target a diverse group of participants.

- MPO staff continues its Safety Social Media Campaign with key components for Bicycle and Pedestrian Safety, Nighttime Visibility Safety Awareness and Mid-Block Safety Awareness.
- On January 11, 2023, MPO staff held a Hobe Sound Corridor SUN Trail Feasibility Study Open House at the Hobe Sound Civic Center.
- MPO staff held a public meeting at the Lamar Howard Park in Golden Gate on December 6<sup>th</sup>.
- MPO staff conducted safety-related campaigns throughout the year, such as the Walk to School Day at JD Parker Elementary on October 4<sup>th</sup>, the Bike to School Day on May 17<sup>th</sup> at Crystal Lake Elementary, as well as participating in a downtown Stuart Artwalk Event during the Florida Department of Transportation's (FDOT) Mobility Week.
- ❖ Evaluation: Strategy Achieved (Satisfaction 100%; Measure: 100%)

#### **STRATEGY 2E**

## Public information is available in a format for traditionally underserved populations.

- ➤ The MPO continues to contract with LanguageLine Solutions, a nationwide leader in the field of translation and interpretation services. The service provides over-the phone, face-to-face and videoconference interpreting and document translation services. This provides the MPO access to more than 200 languages.
- Flyers for the January 11, 2023 Hobe Sound SUN Trail Open House were developed in both English and Spanish.
- Flyers, surveys, and other printed materials were developed in Spanish and English for the Transit Development Plan.
- Martin MPO's website is easily translated into different languages with the use of Google Translate.
- Evaluation: Strategy Achieved (Satisfaction 100%; Measure: 100%)

#### **STRATEGY 2F**

## The MPO maintains an up-to-date database of contacts that regularly receive information.

- The MPO maintains an up-to-date database of contacts that regularly receive information.
- > Evaluation: Strategy Achieved (Satisfaction 100%; Measure: 100%)

#### **OBJECTIVE 3**



#### **Engage the Public**

Engage the public early, often, and with clarity so that opportunities exist for public feedback in the transportation decision-making process.

#### **STRATEGY 3A**

## Public information regarding MPO actions is available in different formats and easily accessible.

- Documents are available in a searchable format that accommodates the visually impaired.
- MPO meetings are televised live on local Martin County Television (MCTV) Channel 20 and U-verse Channel 99; past meetings can be viewed "on demand" on the Martin County website.
- MPO meeting minutes and agendas are easily accessible on the Martin MPO website.
- Evaluation: Strategy achieved.

#### **STRATEGY 3B**

## The MPO responds to public inquiries within seven working days of the date of receipt.

- Martin MPO utilizes the electronic public inquiry system "Request for Service". This allows the request to be tracked from the time of inquiry until the time of resolution.
- > All public inquiries were addressed within seven working days.
- Evaluation: Strategy achieved.

#### **STRATEGY 3C**

## Meeting notices and information are available at least five days prior to meetings.

- ➤ 100% of meeting notices and information were made available at least five days before meetings.
- Evaluation: Strategy achieved (Satisfaction 100%; Measure 80%)

#### **STRATEGY 3D**

## MPO will provide follow-up information to groups on project process and comments received.

- > During each MPO public meeting, staff shares information related to public comments and recommendations.
- After MPO Meetings, staff shares relevant information with all committee members and Board members.

- ➤ MPO staff provides follow-up notices and information to groups in the form of meetings, flyers, or updates to the website.
- Evaluation: Strategy achieved.

#### **STRATEGY 3E**

## Public participation opportunities will be made available at key decision-making milestones.

- The FY24-FY28 Transportation Improvement Program (TIP) review period was advertised for 45 days prior to adoption. Advisory Committee members and Board members were able to provide comments on the Draft FY24-FY28 TIP in May and the Final FY24-FY28 TIP during the June 2023 cycle of meetings.
- ➤ The FY25-FY29 Draft List of Project Priorities was presented at the Advisory Committee meetings and Board meeting in February 2023 and the final LOPP was presented during the June 2023 cycle of meetings.
- ➤ Hobe Sound Corridor SUN Trail Study Public Meeting was held at the Hobe Sound Civic Center on January 11, 2023, to gain input from the community regarding the final conceptual alignment for the East Coast Greenway trail connection.
- Evaluation: Strategy achieved.

#### STRATEGY 3F

## Public feedback is incorporated into transportation decision making.

- Comments received from the public were shared with the MPO Policy Board members.
- Comments and feedback from the public were incorporated into several of the Martin MPO's plans and studies, such as the Transit Efficiency Study, the Hobe Sound SUN Trail Feasibility Study, the Community Characteristics Report, and the US-1 at Palm City Road Intersection Feasibility Study.
- ➤ Record of public comments and how they were integrated into the transportation planning process maintained by MPO staff.
- Evaluation: Strategy achieved.

#### **OBJECTIVE 4**



#### **Public Involvement Methods**

Use a variety of methods to involve and engage the public.

#### **STRATEGY 4A**

#### The MPO utilizes varied public involvement techniques.

➤ Hobe Sound SUN Trail Feasibility Study Public Meeting was held on January 11, 2023. This meeting was held in the Hobe Sound Civic Center and scheduled right before the Hobe Sound Neighborhood Advisory Committee (NAC) meeting.

- ➤ The Martin In Motion Facebook page has continued to share safety messages and also provides updates on current MPO work products and public events.
- The Martin MPO Website shares announcements on upcoming meetings and special events and hosts all MPO documents.
- MPO Staff members participated in Walk to School Day with staff from J.D. Parker Elementary on October 4, 2023, to promote safe walking.
- > Staff participated in a Bike to School event at Crystal Lake Elementary School on May 17, 2023, to teach students how to properly wear a helmet and how to ride a bicycle safely.
- > Staff engaged the public during the US 1 at SW Palm City Road Intersection Feasibility Study Open House on August 23, 2023, where the attendees were asked to rank their preferred alternatives for the intersection.
- During the development of the Transit Efficiency Study, surveys were conducted to gain input from the public on their preferred transit service improvements.
- MPO staff used surveys during the development of the Transit Development Plan (TDP) to learn how the public views transit and what enhancements they would like to see within the next 10 years.
- Evaluation: Strategy achieved.

#### **STRATEGY 4B**

## The MPO conducts surveys on the effectiveness of public outreach techniques.

- > During MPO public meetings, members of committees and the general public during sign-in are asked if meetings are scheduled at convenient days and times.
- ➤ The MPO included a survey in the Winter 2023 edition of the MPO Newsletter "On the Move" which asked readers to answer questions regarding their preferred time for meetings and their preferred methods of public outreach.
- Evaluation: Strategy achieved.

#### STRATEGY 4C

## Public information is available in languages other than English, as appropriate, or in other means to address disabilities.

- The MPO partners with Google to offer a unique option on its website that translates the site into more than 75 languages.
- ➤ The MPO maintains a contract with LanguageLine, a translating service available for written, on-site, and telephone translations to accommodate more than 200 languages.
- Currently, one Spanish-speaking professional is on staff.
- > During the development of the Transit Efficiency Study and the Transit Development Plan, surveys and public outreach materials were produced in both English and Spanish.
- Evaluation: Strategy achieved.

#### **STRATEGY 4D**

#### The MPO uses varied website tools to provide information.

- ➤ MPO staff continued to use its traditional website as a means of providing information to the public (www.martinmpo.com). All pages of the MPO website are available in more than 75 languages.
- ➤ The MPO has an interactive web-based TIP that will allow users to see each project on a map, research financial information for specific projects, and generate customized reports.
- > MPO staff utilizes social media to share meeting event information and safety messages.
- ➤ Staff continued the Bicycle and Pedestrian Virtual Safety Awareness messages with key components for Nighttime Visibility Safety, Mid-Block Safety, Bicycle Safety and Pedestrian Safety as part of the Vision Zero Plan. Awareness Messages continued to be published in the County Connection Digital Newsletter and the Martin MPO Martin in Motion Social Media Account.
- Martin MPO staff developed a Development Review Interactive Map to assist the MPO Board in prioritizing projects in relation to planned developments.
- > MPO staff introduced three new social media campaigns that included:
  - o Schools Out Campaign
  - o Back to School Campaign
  - o Aggressive Driving Campaign
- The Martin MPO developed a new website, which included improvements to the event/meeting calendar, meeting minutes and agenda archive, plans and studies archive, and the search function.
- Evaluation: Strategy achieved.

#### **STRATEGY 4E**

#### The MPO uses the website to track public interest in activities.

- Martin MPO uses Google Analytics to track activity on the website.
- Activity is tracked on the Development Review Interactive Map.
- ➤ The Martin MPO Facebook page and Instagram profile (Meta Business Suite) allows staff to receive notifications when someone comments, likes, or shares an announcement from the MPO.
- Evaluation: Strategy achieved.

#### **STRATEGY 4F**

## The MPO maintains and uses a social media presence to provide information and receive feedback.

- Martin MPO uses Facebook and Instagram to maintain a social media presence.
- Evaluation: Strategy achieved.

#### **OBJECTIVE 5**



#### **Transit Feedback**

Gather public feedback on the Program of Projects for Martin County Public Transit.

#### **STRATEGY 5A**

### Request the Martin County Section 5307 Program of Projects (POP).

- ➤ The MPO collaborates with Martin County Public Transit to inform the public about transit projects. In doing so, the public can provide input on the Program of Projects and be involved in the prioritizing of the Program of Projects for funding. During the June 2023 Advisory Committee meetings, individuals had the opportunity to comment on the Public Transit POP. The MPO Policy Board also reviewed the POP on June 19, 2023.
- > Evaluation: Strategy achieved.

#### **STRATEGY 5B**

POP will be included in the MPO List of Project Priorities (LOPP) and presented at the CAC, TAC, BPAC and MPO Policy Board meetings.

- > The POP was included in the LOPP and presented to the CAC, TAC, BPAC and MPO Policy Board.
- Evaluation: Strategy achieved.

#### **OBJECTIVE 6**



#### **Strive to Improve**

Strive to continuously improve the public participation process.

#### **STRATEGY 6A**

Review, revise, and re-adopt the PPP at least once every 3-5 years, amending as necessary in between.

- The PPP was adopted on February 21, 2022. MPO staff has reviewed the PPP and does not have any recommended changes to the document at this time.
- Evaluation: Strategy achieved.

#### **STRATEGY 6B**

## Continuously evaluate public participation techniques and strategies, changing or adding as necessary.

- ➤ MPO staff produces an Annual Report to determine the effectiveness of its public outreach.
- Evaluation: Strategy achieved.

#### **STRATEGY 6C**

### Produce a Public Involvement Annual Report each year using Methods of Effectiveness (MOE) to monitor performance.

- An Annual Report has been produced. All strategies have been achieved.
- ➤ The 2023 Annual Report is available on the Martin MPO website, and available upon request.
- Evaluation: Strategy achieved.



### POLICY BOARD MEETING AGENDA ITEM SUMMARY

MEETING DATE:	DUE DATE:		UPWP#:		
April 8, 2024	April 1, 2024		6		
WORDING:					
TURNPIKE AND I-95 DIRECT CONNECTION PD&E STUDY PRESENTATION					
REQUESTED BY:	PREPARED BY:	DOCU	MENT(S) REQUIRING		
MPO	Ricardo Vazquez /	ACTIC	N: N/A		
	Beth Beltran				

#### **BACKGROUND**

Florida's Turnpike Enterprise (FTE) is currently developing a Project Development and Environment (PD&E) Study for the Turnpike and I-95 Direct Connection Interchange Project. The purpose of this study is to develop and evaluate alternatives to a potential interchange that will directly connect I-95 and the Florida Turnpike. This study will look at improvements to traffic operations, travel time reliability, safety, and enhanced emergency response and evacuation.

#### **ISSUES**

At the April 8, 2024, Policy Board meeting, FTE staff will present the Turnpike and I-95 Direct Connection Interchange PD&E Study.

#### **RECOMMENDED ACTION**

Provide comments

#### **ATTACHMENTS**

Turnpike and I-95 Direct Connection Interchange PD&E Study PowerPoint Presentation







# Martin MPO CAC and TAC Meetings April 3, 2024

Martin MPO Board Meeting April 8, 2024

Turnpike (SR 91) and I-95 (SR 9) Direct Connection Interchange PD&E Study in Martin County

Financial Project ID #: 446975-1

Presenters: Jazlyn Heywood, P.E.
Bill Howell, P.E.
MPO Policy Board 04/08/2024

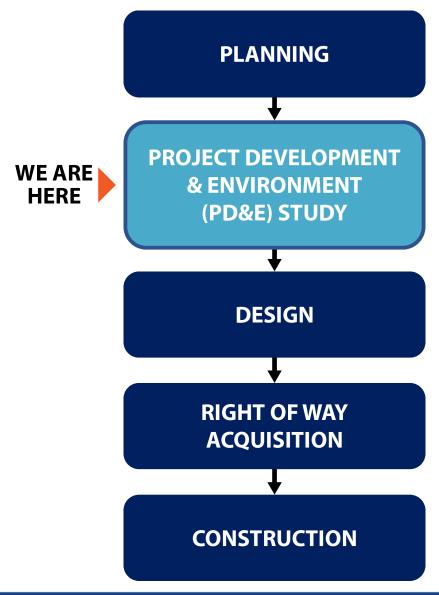


### PRESENTATION OUTLINE

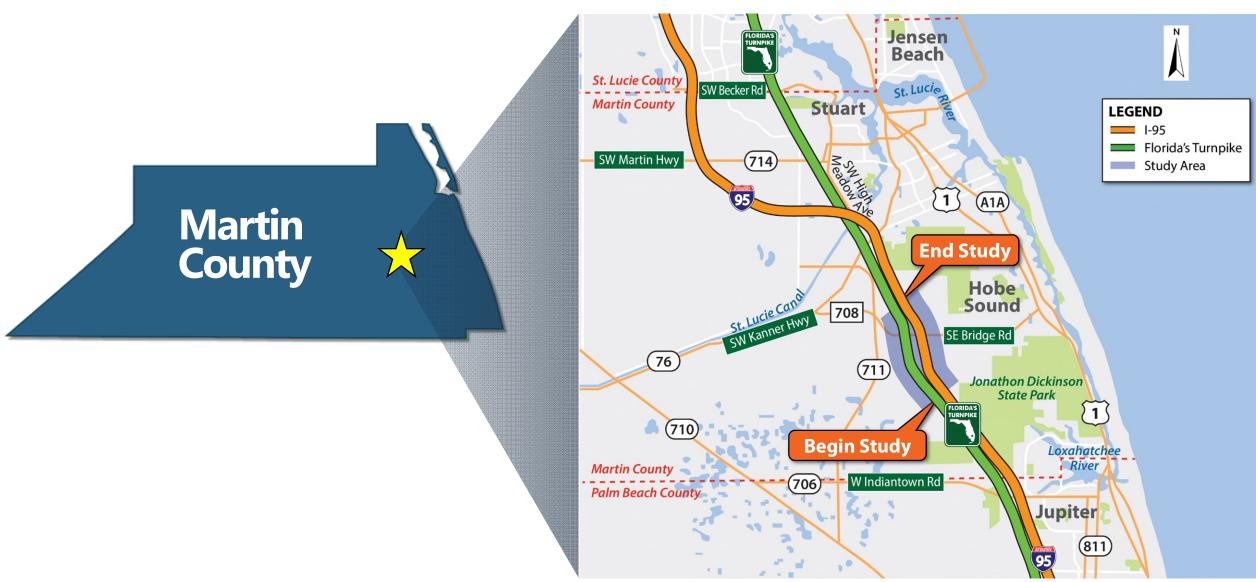
- 1. Project Development Process
- 2. Project Purpose and Need
- 3. Proposed Improvements
- 4. Schedule



### PROJECT DEVELOPMENT PROCESS



### **STUDY LIMITS**



### PROJECT PURPOSE & NEED

- Purpose and need for a project provide the basis for developing, considering, evaluating, and eliminating project alternatives.
- Project needs include:







## PROJECT PURPOSE AND NEED -**INCREASE SYSTEM LINKAGE**

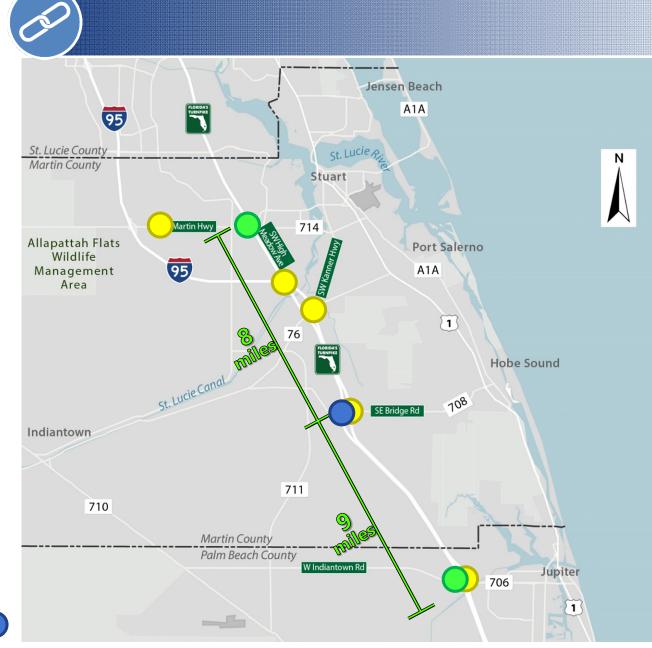
# I-95 Interchanges ()

- SW Martin Highway (SR 714)
- SW High Meadow Avenue (CR 713)
- SW Kanner Highway (SR 76)
- SE Bridge Road (CR 708)
- W Indiantown Road (SR 706)

# **Turnpike Interchanges**

- SW Martin Highway (SR 714)
- W Indiantown Road (SR 706)
- Turnpike at I-95 Direct Connection

# **Proposed Direct Connection Interchange**





# PROJECT PURPOSE AND NEED -**IMPROVE TRAFFIC OPERATIONS & TRAVEL TIME RELIABILITY**



# **New Direct Connection Interchange**

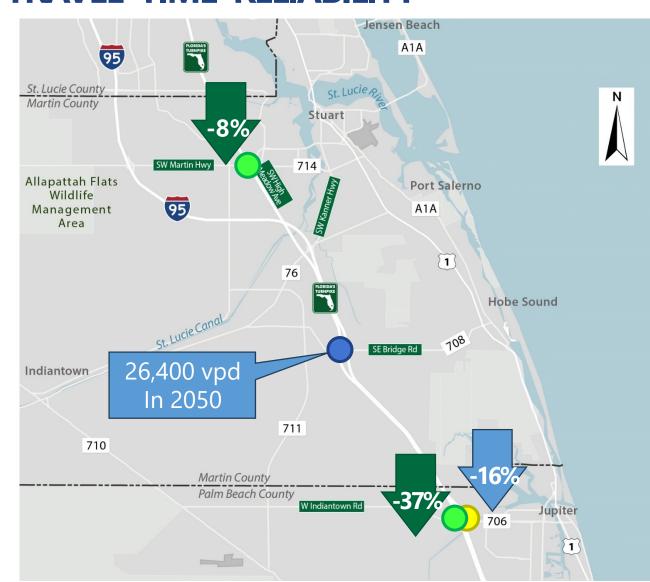
26,400 vehicles per day

# **West Indiantown Road Interchange**

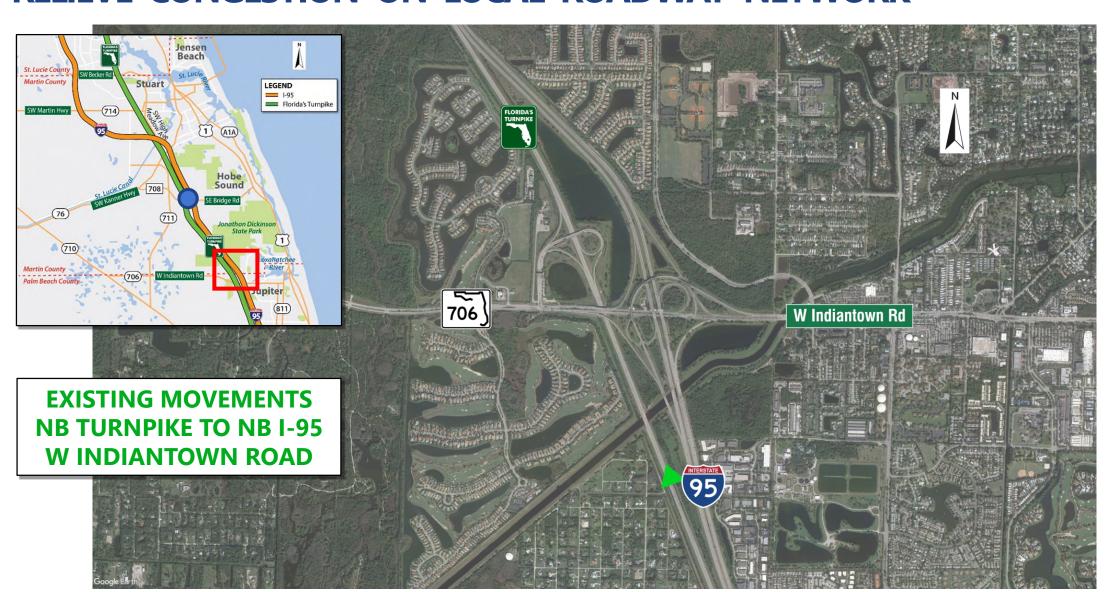
- Crossover traffic removed: 15,600 AADT
- 37% decrease at Turnpike interchange
- 16% decrease at I-95 interchange

# **Southwest Martin Highway Interchange**

- Cross over traffic removed: 3,200 AADT
- 8% decrease at Turnpike interchange



# PROJECT PURPOSE & NEED – RELIEVE CONGESTION ON LOCAL ROADWAY NETWORK







# PROJECT PURPOSE & NEED-RELIEVE CONGESTION ON LOCAL ROADWAY NETWORK

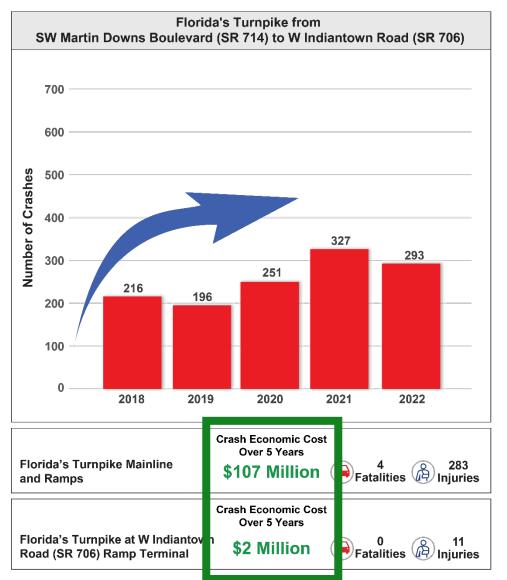


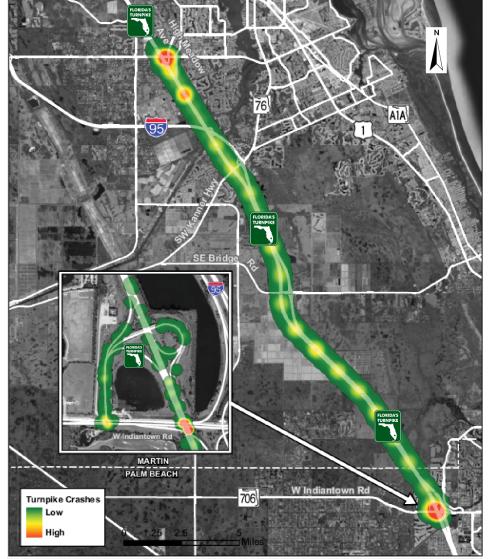




## PROJECT PURPOSE & NEED - ENHANCE SAFETY



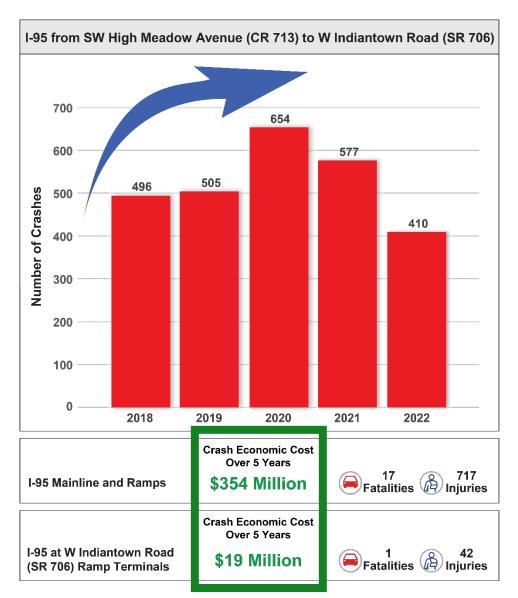


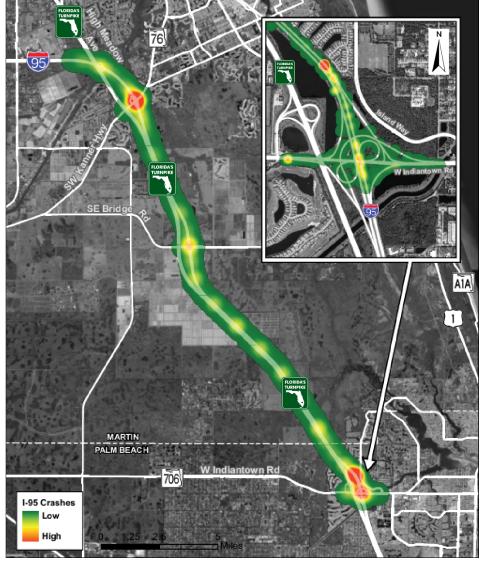




# PROJECT PURPOSE & NEED - ENHANCE SAFETY









### PROJECT PURPOSE & NEED



# **Enhance emergency response and evacuation**

Both Turnpike and I-95 are critical in facilitating traffic movement during emergency response and evacuation periods



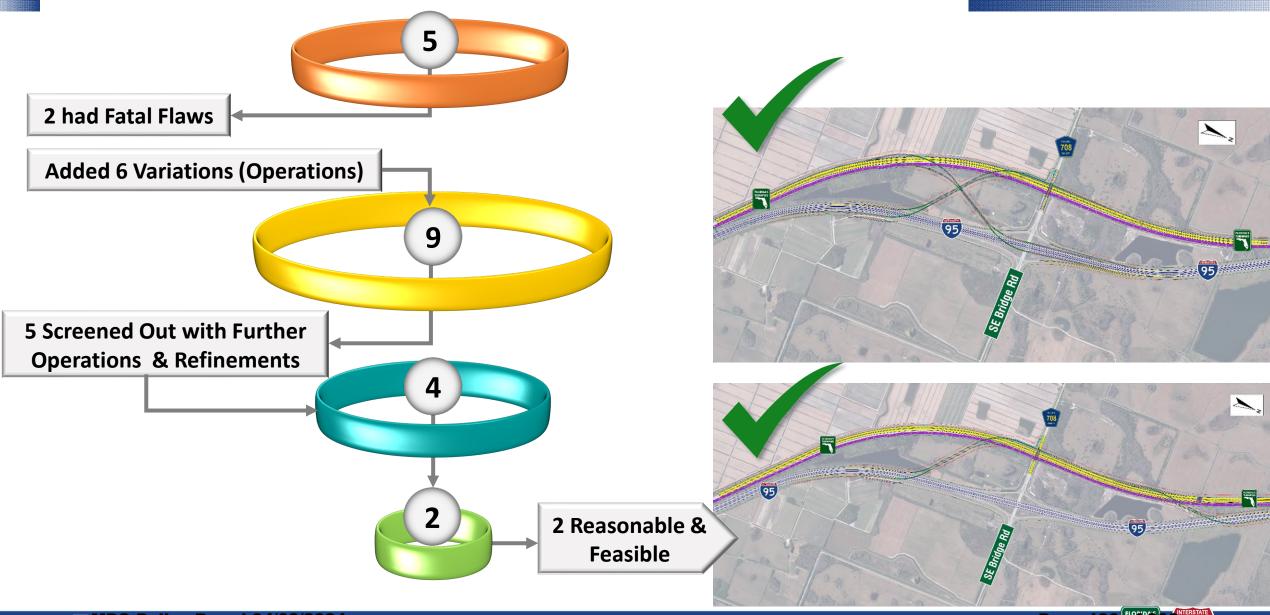
## PROPOSED IMPROVEMENTS -**MOVEMENTS TO BE PROVIDED**

# Provided Major Movements

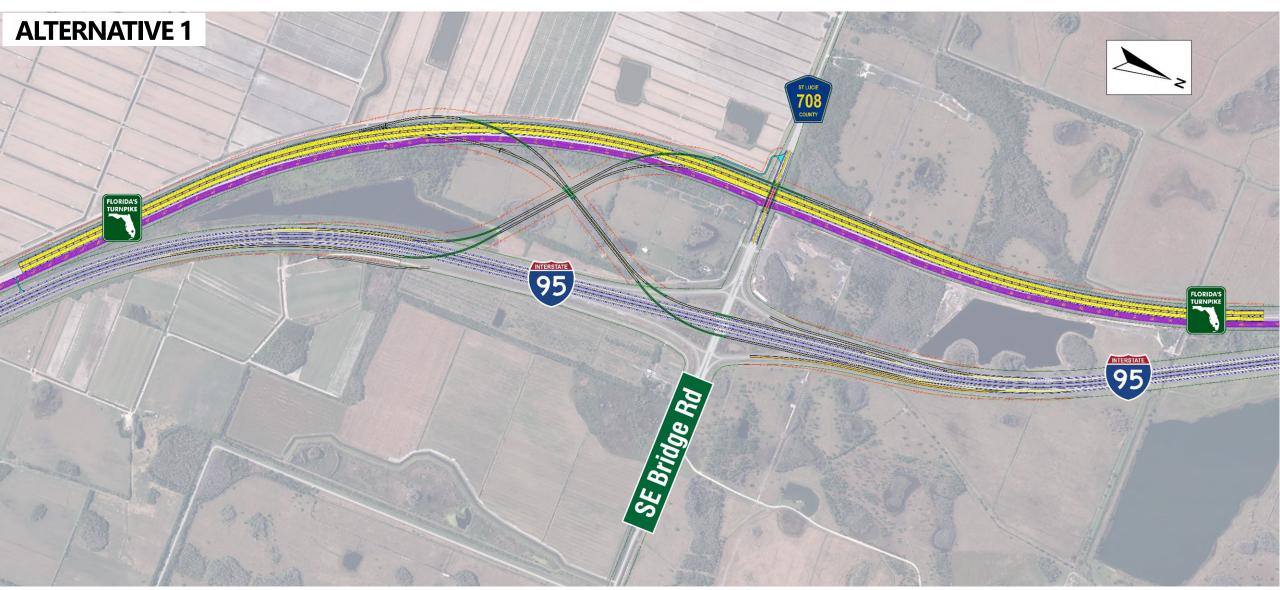
- > NB to NB (both directions)
- > SB to SB (both directions)
- Minor "U-Turn" Movements
  - > Emergency Vehicles Access Only



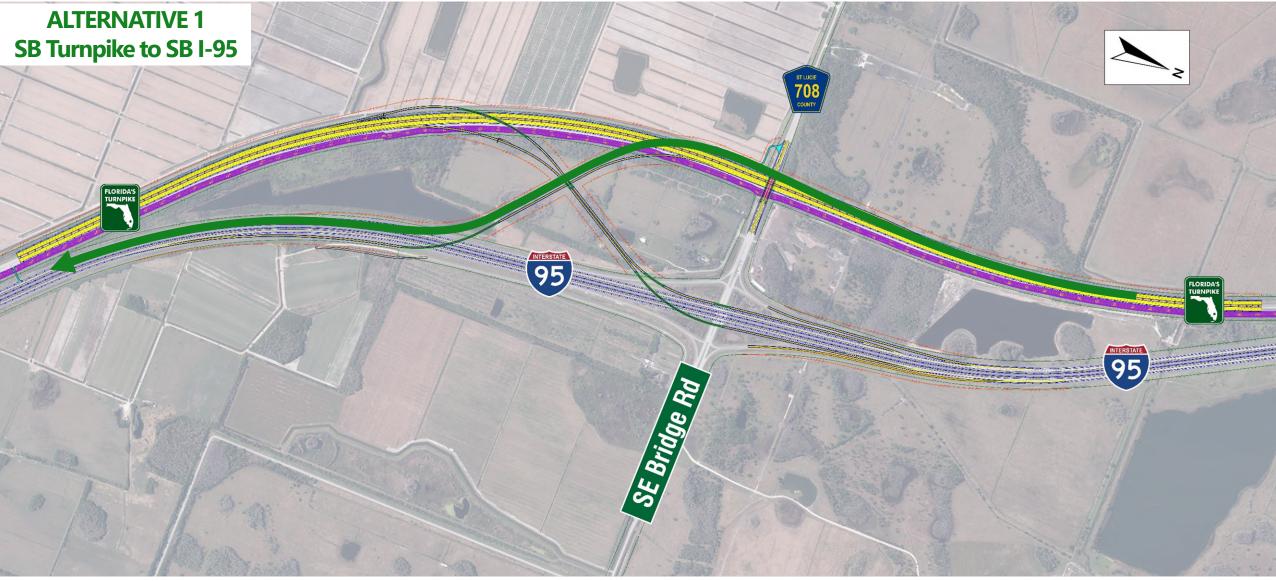
## PROPOSED IMPROVEMENTS – ALTERNATIVES ANALYSES



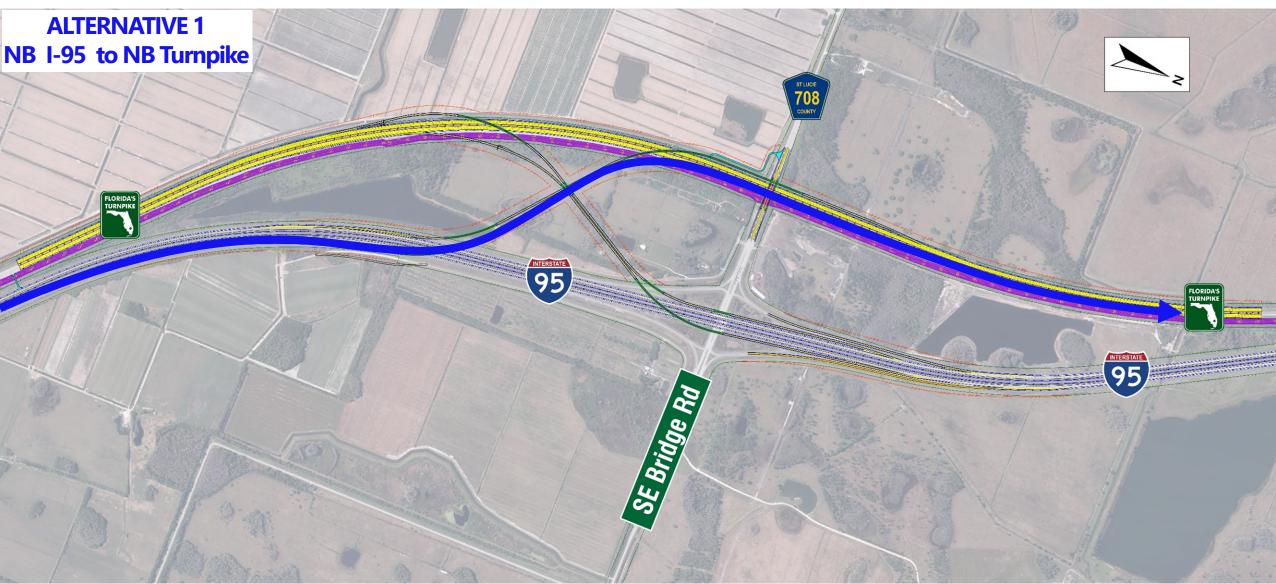
# PROPOSED IMPROVEMENTS – INTERCHANGE ALTERNATIVE 1







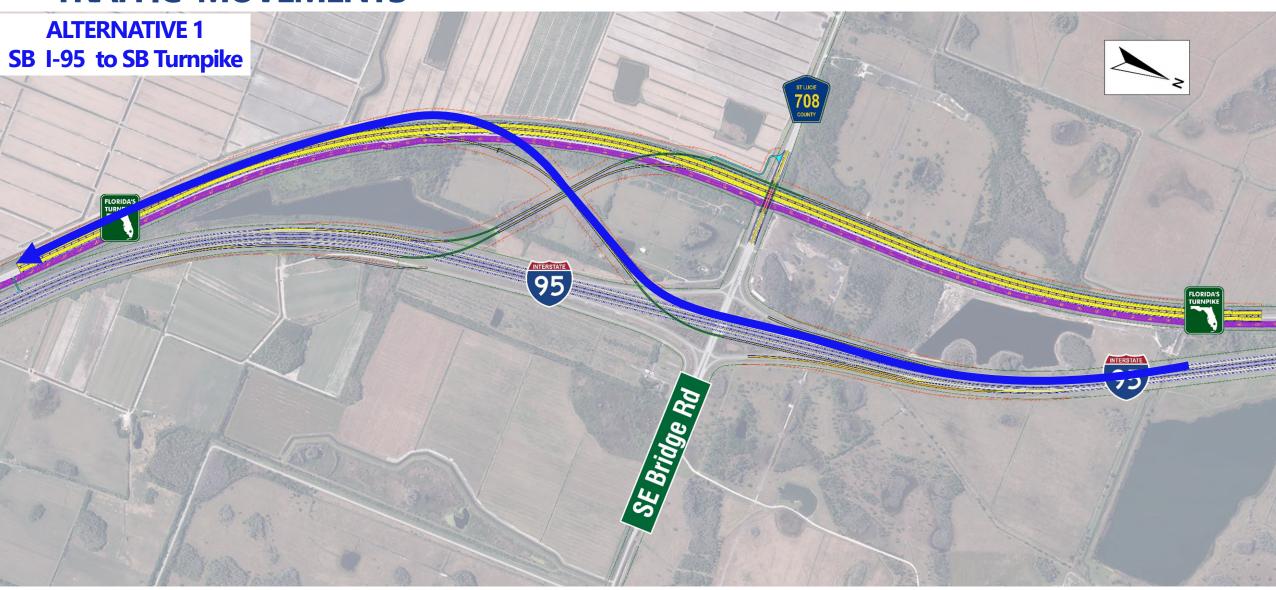






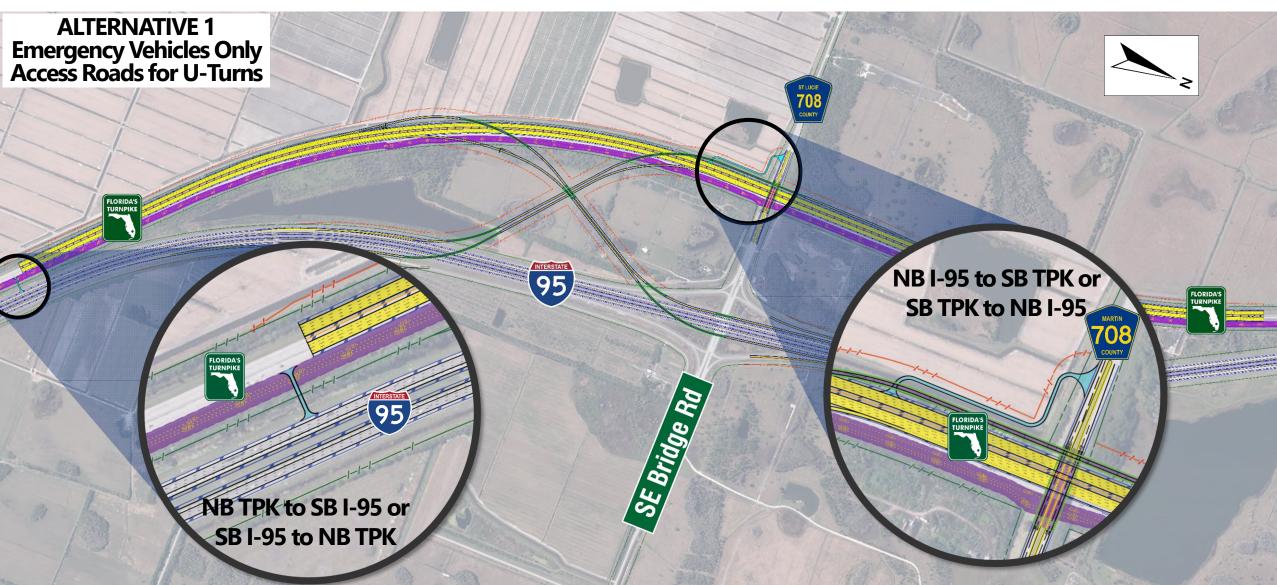




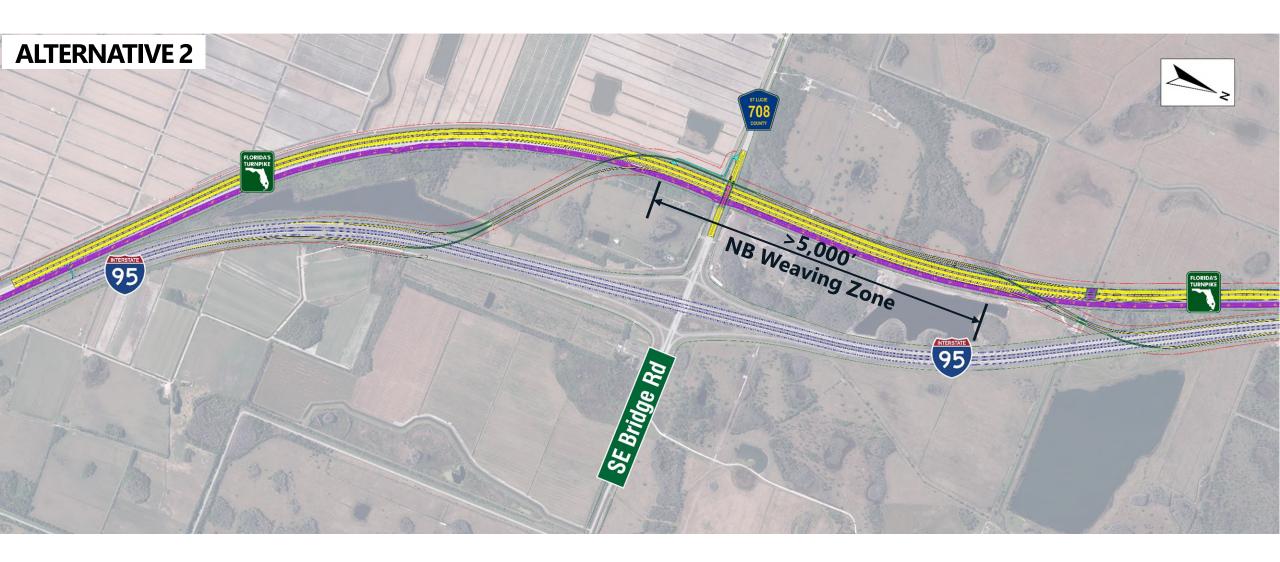


## PROPOSED IMPROVEMENTS – INTERCHANGE ALTERNATIVE 1 - EMERGENCY VEHICLES ACCESS ROADS FOR U-TURNS





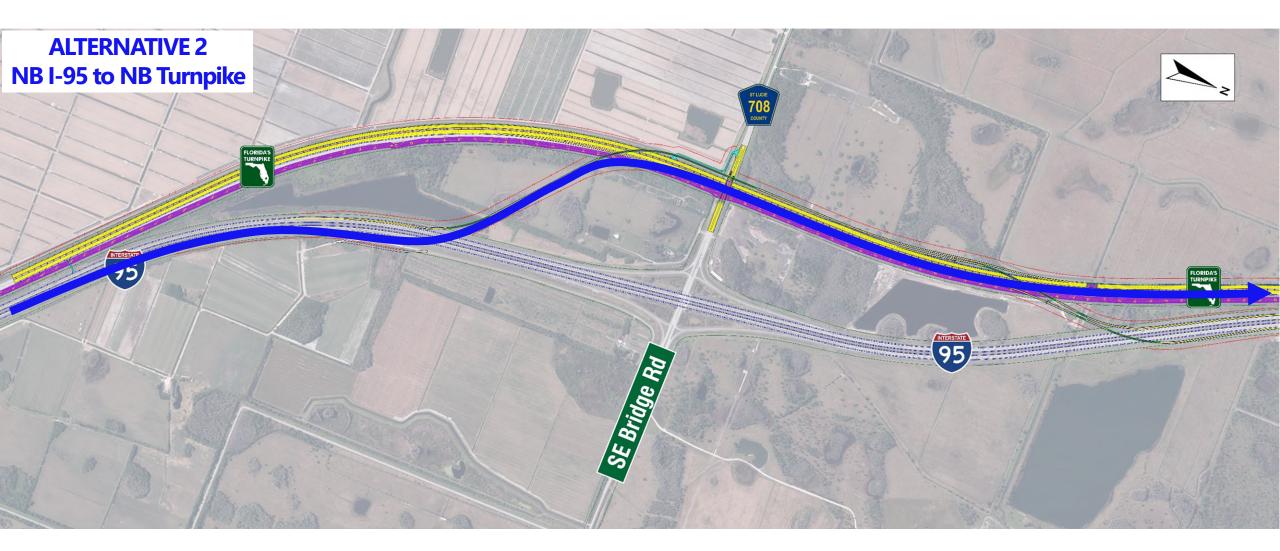
# PROPOSED IMPROVEMENTS – INTERCHANGE ALTERNATIVE 2













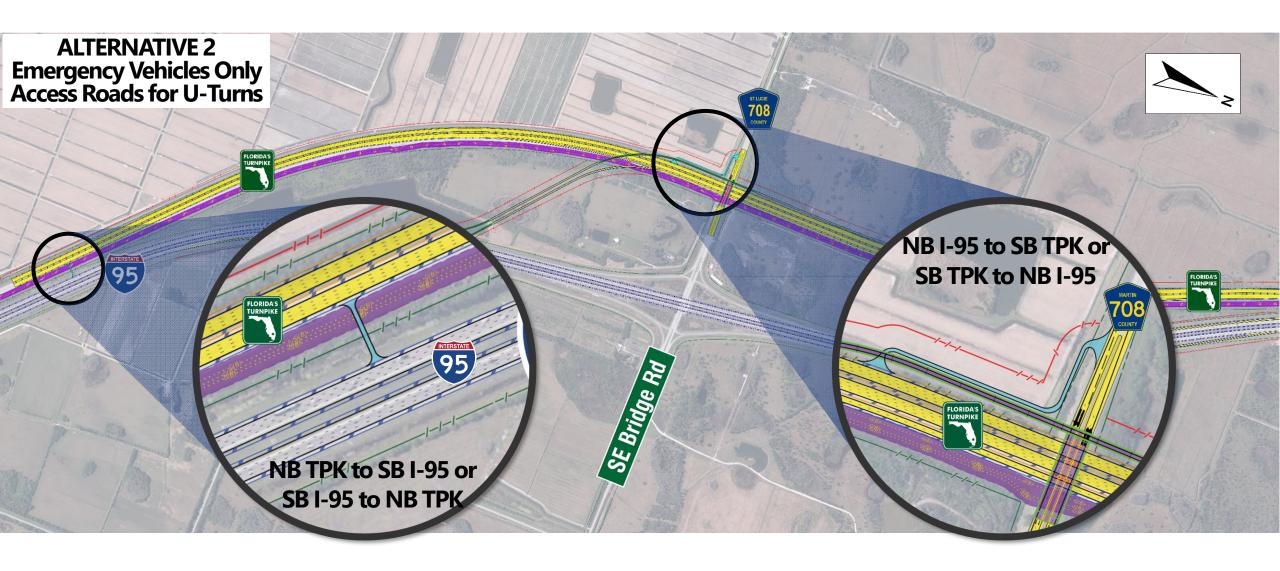




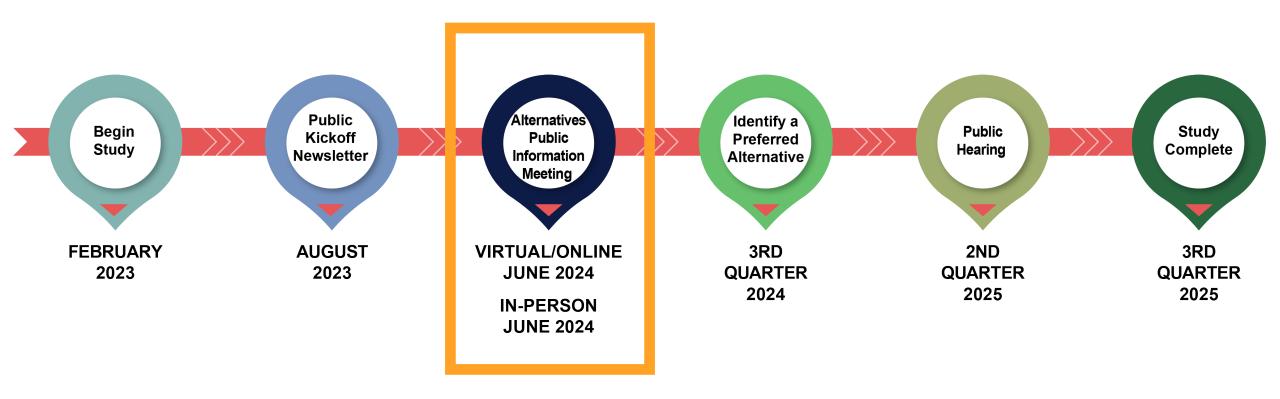


## PROPOSED IMPROVEMENTS – INTERCHANGE ALTERNATIVE 2 – **EMERGENCY VEHICLES ACCESS ROADS FOR U-TURNS**





### PROJECT SCHEDULE



Schedule is subject to change

### PROJECT WEBSITE & CONTACT INFORMATION

### **Project Website:**

www.TPK-I-95-Interchange-Study.com

### **Project Manager Contact Information:**

Jazlyn Heywood, P.E.

Florida's Turnpike Enterprise

P.O. Box 613069

Ocoee, FL 34761-3069

<u>Jazlyn.Heywood@dot.state.fl.us</u>

407.264.3298

# THANK YOU!

### **AGENDA ITEM 8G**



## POLICY BOARD MEETING AGENDA ITEM SUMMARY

MEETING DATE:	DUE DATE:		UPWP#:		
April 8, 2024	April 1, 2024		3		
WORDING:					
DEVELOPMENT REVIEW INTERACTIVE MAP UPDATE					
REQUESTED BY:	PREPARED BY:	DOCUMENT(S) REQUIRING			
MPO	Ricardo Vazquez /	ACTIO	<b>N</b> : N/A		
	Beth Beltran				

#### **BACKGROUND**

The FY23-FY24 Unified Planning Work Program (UPWP) states that the MPO will support data collection efforts that address multimodal planning, including land use, roadway, rail, transit, and bicycle/pedestrian, and to analyze social and economic factors as well as land use during the planning process. The Martin MPO Policy Board requested that MPO staff work with local government staff and review approved and proposed land developments. A map was developed showing County and municipal land developments. This information will assist the MPO Board in making decisions related to transportation project priorities.

#### **ISSUES**

At the April 8, 2024, Policy Board meeting, MPO staff will present the update to the Development Review Interactive Map, which can be viewed by visiting the following link: https://experience.arcgis.com/experience/b1364d1c59e44fdb9189918c8158816e.

#### RECOMMENDED ACTION

Provide comments on the Development Review Interactive Map

#### **ATTACHMENTS**

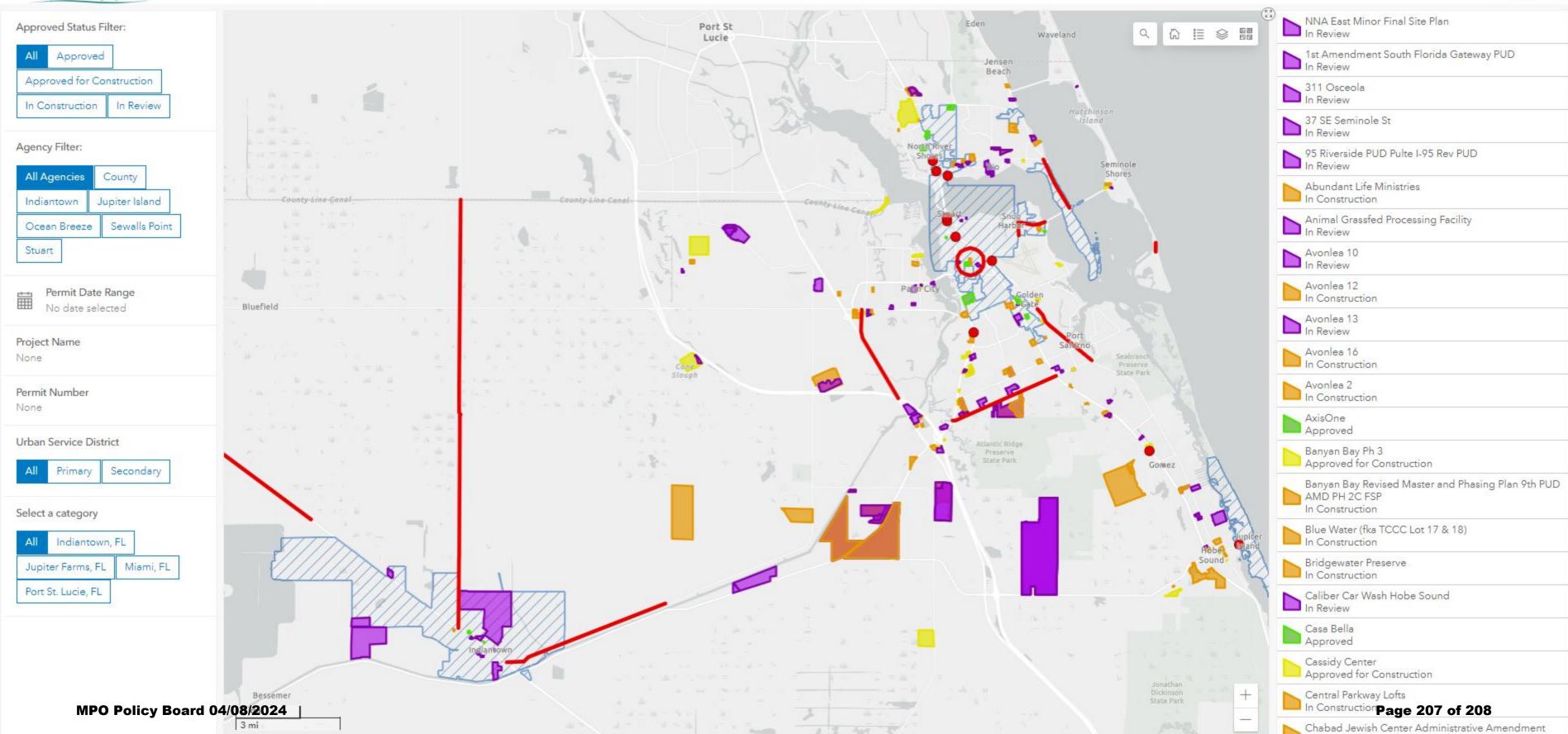
Screenshot of Development Review Interactive Map Homepage



# Martin MPO Development Review Interactive Map







**AGENDA ITEM 8H** 



## POLICY BOARD MEETING AGENDA ITEM SUMMARY

MEETING DATE:	DUE DATE:		UPWP#:		
April 8, 2024	April 1, 2024		5		
WORDING:					
STATE ROAD 710 (SR-710) UPDATE					
REQUESTED BY:	PREPARED BY:	DOCUMENT(S) REQUIRING			
MPO	Ricardo Vazquez /	ACTIC	N: N/A		
	Beth Beltran				

#### **BACKGROUND**

The future widening of SR-710/Warfield Boulevard (the MPO's #1 Priority) has been an ongoing discussion for the MPO. At the April 17, 2023, Policy Board Meeting, the Board requested that SR-710 become a standing agenda item for all future meetings until the widening is completed.

### **ISSUES**

At the April 8, 2024, MPO Policy Board meeting, FDOT staff will give an update on the widening of SR-710.

#### **RECOMMENDED ACTION**

Provide comments.