

REGIONAL TSMO PROGRAM WORKING GROUP MEETING
VIRTUAL MEETING NOTICE

HOSTED BY:



Date: Tuesday, March 9, 2021

Time: 10:00 a.m.

Location: VIRTUAL MEETING

PUBLIC ACCESS: To join the meeting from your computer, tablet or smartphone, please use this link:

<https://us02web.zoom.us/j/83485014162?pwd=eXBWOFZLeUxiRmZVaUZydWlaMXp6Zz09>

Passcode: 726826

To dial in, please see the calendar item for this meeting:

[Regional TSMO Working Group \(metroplanorlando.org\)](https://metroplanorlando.org/Regional-TSMO-Working-Group)

The MetroPlan Orlando offices are closed to the public in response to the COVID-19 pandemic. Members of the public may access this virtual meeting and participate via the Zoom link above, or by dialing in. The agenda packet is available at MetroPlanOrlando.org in the Calendar section. New to Zoom? You can get the app ahead of time and be ready for the meeting. Visit Zoom.us.

MetroPlan Orlando offers tips for virtual meeting participation on our website. Tip sheets include:

- [How to get technically set up for the virtual meeting](#)
- [How meeting roles and public participation happen virtually](#)
- [Steps and options for making a public comment at a virtual meeting](#)

This information can be accessed at: MetroPlanOrlando.org/Virtualmeetings

AGENDA

Facilitated by

Eric Hill, MetroPlan Orlando

- I. Welcome
 - II. Roll Call
 - III. Status Report
-

IV. Discussion section:

Discussion by all

- A. Memorandum of Regional Cooperation (MOU) (Tab 1)
- B. Goals and Objectives (Tab 2)
- C. Draft Working Group Goals and Objectives (Tab 3)
- D. Logistics

V. Presentation

- A. Presentation of the National Operations Center of Excellence (NOCoE)

Mr. Adam Hopps, Communications and Program Manager, NOCoE will give a presentation on the organization.

The NOCoE is designed to offer a suite of resources to serve the transportation systems management and operations (TSMO) community. The Center is a partnership of the American Association of State Highway and Transportation Officials (AASHTO), the Institute of Transportation Engineers (ITE), and the Intelligent Transportation Society of America (ITSA) with support from the Federal Highway Administration (FHWA). The NOCoE has two primary components. The first is the Operations Technical Services Program, funded through contributions from state transportation agencies and FHWA. The second is a web portal, www.transportationops.org, which contains case studies, resources, and links to an array of information, discussion forums, and a calendar of TSMO-related events.

VI. Adjournment

Public participation is conducted without regard to race, color, national origin, sex, age, disability, religion, or family status. Persons wishing to express concerns, who require special assistance under the Americans with Disabilities Act, or who require language services (free of charge) should contact MetroPlan Orlando by phone at (407) 481-5672 or by email at info@metroplanorlando.org at least three business days prior to the event.

La participación pública se lleva a cabo sin distinción de raza, color, origen nacional, sexo, edad, discapacidad, religión o estado familiar. Las personas que deseen expresar inquietudes, que requieran asistencia especial bajo la Ley de Americanos con Discapacidad (ADA) o que requieran servicios de traducción (sin cargo) deben ponerse en contacto con MetroPlan Orlando por teléfono (407) 481-5672 (marcar 0) o por correo electrónico info@metroplanorlando.org por lo menos tres días antes del evento.

TAB 1

**REGIONAL TRANSPORTATION MANAGEMENT AND OPERATIONS PROGRAM
MEMORANDUM OF UNDERSTANDING**

THIS MEMORANDUM OF UNDERSTANDING (MOU), dated the ____ day of _____, 20__, is made by and between MetroPlan Orlando, and Forward Pinellas, Hillsborough MPO, Pasco County MPO, Polk County TPO, Sarasota/Manatee MPO, Space Coast TPO, and River-to-Sea TPO, all metropolitan planning agencies created by separate interlocal agreement and all operating pursuant to Section 339.175, Florida Statutes (hereafter referred to as the “the M/TPOs”)

RECITALS:

WHEREAS, this MOU is for the purpose of facilitating cooperation and coordination of Regional Transportation Systems Management & Operations (TSMO) Program RTSMOP; and

WHEREAS, TSMO is the application of multimodal transportation strategies and technologies intended to maximize the efficiency, safety, and utility of the existing transportation network; and

WHEREAS, TSMO includes a set of projects and strategies that use technology and real-time operational procedures, that when integrated at the state, regional and local levels, enhances the movement of people and goods, all with a positive impact on individual and national economic prosperity such as Work Zone Management; Traffic Incident Management; Special Event Management; Transit Management; Traffic Signal Coordination; Congestion Pricing; Active Transportation and Demand Management; and Integrated Corridor Management; and

WHEREAS, the application of Information and Communication Technologies (ICT) to manage and operate transportation systems will expand and evolve as more innovative solutions appear in transportation operations and planning, including connected and autonomous vehicles; and

WHEREAS, for transportation systems in the 21st Century, M/TPOs will need to advance, further, and increase their capacity in this area through workforce development and understanding of TSMO applications to improve the safety, efficiency and performance of transportation systems; and

WHEREAS, collaborating with the M/TPOs to plan and fund TSMO strategies in RTSMOP will increase efficiency and improve regional mobility; and

WHEREAS, the M/TPOs each have the power to execute and implement an MOU for regional cooperation with regard to TSMO; and

WHEREAS, Section 339.175(6)(j)1., Florida Statutes (2020), requires MPOs to develop coordination mechanisms with one another to expand and improve transportation within the state; and

WHEREAS, the M/TPOs have determined that this MOU is a flexible method of coordination for a transportation project, namely the RTSMOP.

NOW, THEREFORE, in consideration of the covenants herein to the other and of the mutual benefits to be realized by the parties hereto, the parties hereto agree as follows:

SECTION 1. Recitals. Each and all of the above recitals (“WHEREAS”) are hereby incorporated herein.

SECTION 2. Process.

(a) MetroPlan Orlando has been actively collaborating with its partners to advance TSMO strategies for several years by: establishing TSMO as a business unit; enriching staff’s abilities to integrate TSMO alternatives investments; maintaining a formal TSMO Advisory Committee represented by planners and traffic engineers in the planning area; allocating resources to deploy projects in MetroPlan Orlando’s Transportation Improvement Program (TIP); mainstreaming TSMO in the transportation planning process; and cultivating local, state and federal “Champions”.

(b) As the agency initiating this process, MetroPlan Orlando proposes to advance their TSMO planning activities as described below (hereinafter the “Program.”).

1. A Work Plan, attached as Exhibit “A” to this MOU and incorporated herein by this reference into this MOU, provides a high-level description of the activities for the first year of this Program, terminating on December 31, 2021. The Work Plan will be modified, as needed, to suit each of the M/TPO that is a ~~are~~ party to this MOU. The Work Plan will be used to monitor the activities and progress on performance of the Mid/Central Florida Corridor Coalition Regional Transportation Systems Management & Operations Program.

2. The parties to this MOU agree that each individual M/TPOs shall continue to have the authority to maintain autonomy to direct and to oversee their own TSMO activities, planning and strategies.

3. MetroPlan shall provide overall operational and administrative guidance for this Program pursuant to this MOU. Technical and/or additional administrative support will be provided by existing staff from each respective M/TPOs. This MOU is not a commitment of funds by or to any M/TPO that is a party to this MOU. When funding is needed by any M/TPO that is a party to this MOU to pursue an agreed upon project, program or activity within the spirit of this MOU, then the expectation and requirement is that the funding may be pursued by the one M/TPO only with the endorsement and support of another M/TPO, only if such endorsement and support has been approved by the M/TPO. Additionally, this MOU does not commit any M/TPO to

any project or financial obligation. The M/TPOs understand that any and all approvals of a project, program and activity must first be obtained by each M/TPO that is going to participate in said project, program, or activity, prior to any funding and commitment to any project, program or activity.

SECTION 3. The Director. The Director of TSMO pursuant to this MOU shall be unilaterally appointed, suspended, or removed by MetroPlan Orlando as it shall choose. Upon resignation, suspension or removal of any person as the Director, MetroPlan Orlando shall provide notice within ten (10) days to the other M/TPOs that are a party to this MOU. Thereafter, MetroPlan Orlando shall appoint a new person to serve as the Director and shall provide notice within ten (10) days to the other M/TPOs that are a party to this MOU. The initial Director pursuant to this MOU shall be Eric Hill.

SECTION 4. Notice.

(a) A notice or communication, under this MOU by one party, on the one hand, to other parties to this MOU shall be sufficiently given or delivered if dispatched by hand delivery, or by nationally recognized overnight courier (*i.e.* – Federal Express, United Parcel Services, electronic delivery, *etc.*) providing receipts, or by U.S. certified mail, postage prepaid, return receipt requested to:

Forward Pinellas
310 Court Street, 2nd Floor
Clearwater, FL 33756

Polk TPO
330 W. Church Street
Bartow, FL 33830

Hillsborough MPO
601 E. Kennedy Blvd., 18th Floor
P.O. Box 1110
Tampa, FL 33602

River to Sea TPO
2570 W International Speedway Blvd
Ste. 120
Daytona Beach, FL 32114-8145

MetroPlan Orlando
250 S. Orange Ave. Suite 200
Orlando, FL 32801

Sarasota/Manatee MPO
8100 15th Street East
Sarasota, FL 34243-3248

Pasco County MPO
West Pasco Government Center
8731 Citizen Drive, Suite 230
New Port Richey, FL 34654

Space Coast TPO
2725 Judge Fran Jamieson Way, #B
Melbourne, FL 32940

(b) Notices; Addresses; Time. Any M/TPO that is a party to this MOU may unilaterally change its addressee or address by giving written notice thereof to the other M/TPOs but the change is not effective against another M/TPO until the change notice is actually received by the other M/TPO. Notice given by U.S. certified mail, return receipt

requested, properly addressed and with postage fully prepaid, is deemed given when deposited in the United States mails within the continental United States, if the notice is thereafter delivered in due course at the address to which properly sent. Notice given by overnight courier, service prepaid, properly addressed is deemed given when deposited with the courier within the continental United States, if the notice is thereafter delivered in due course at the address to which properly sent. Notice given by manual delivery is deemed given only when actually received by the recipient.

(c) Relay of Official Notices and Communications. If any M/TPO that is a party to this MOU receives any notice from a governmental body or governmental officer that pertains to this MOU, or receives any notice of litigation or threatened litigation affecting the MOU or a project, program, or activity being conducted pursuant to this MOU, the receiving party shall promptly send it (or a copy of it) to all other M/TPO parties to this MOU.

SECTION 5. Term of MOU; Admission to or Withdrawal from MOU.

(a) This MOU shall have an initial term of one (1) non-calendar year, from , 202x, to , 202x. This MOU shall automatically renew in each subsequent year, unless terminated at least sixty (60) days prior to any renewed term; provided, that in no event shall this MOU have a term beyond September 30, 2025. During 2025, the parties to this MOU may review, revise, and sign a new MOU, if so desired.

(b) Notwithstanding sub-section (a), any party may terminate its participation as a party to this MOU for its convenience at any time.

(c) Notwithstanding other provisions in this MOU, additional parties may be admitted as parties to this MOU by amendment to the MOU approved and executed by all parties then a party to this MOU.

SECTION 7. Effective Date; Counterpart Signature Pages.

(a) This MOU shall become effective upon full and proper execution of each of the parties hereto.

(b) This MOU may be executed in counterparts, each of which shall be deemed an original. Any such counterparts shall constitute one and the same instrument. This MOU shall become effective only upon Effective Date and delivery of by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be signed in their respective names by their authorized representatives.

Signed and delivered in the presence of:

METROPLAN ORLANDO:

BY: _____

TITLE: _____

DATE: _____

FORWARD PINELLAS:

BY: _____

TITLE: _____

DATE: _____

HILLSBOROUGH MPO:

BY: _____

TITLE: _____

DATE: _____

PASCO COUNTY MPO:

BY: _____

TITLE: _____

DATE: _____

POLK COUNTY TPO:

BY: _____

TITLE: _____

DATE: _____

SARASOTA/MANATEE MPO:

BY: _____

TITLE: _____

DATE: _____

SPACE COAST TPO:

BY: _____

TITLE: _____

DATE: _____

RIVER TO SEA TPO:

BY: _____

TITLE: _____

DATE: _____

TAB 2

Goals and Objectives of Regional TSMO

Goal 1: Coordinate and support multi-jurisdictional collaboration, planning and research to facilitate the integration of regional TSMO strategies into MPO/TPO practices and procedures.

Objectives:

- Establish mechanism for regular interagency coordination and cooperation (i.e., meetings/workshops, forums, etc.) regarding TSMO activities at the regional level between M/TPOs with input from the FDOT, local jurisdictions and operating agencies.
- Identify mutual objectives (shared vision) and key challenges with respect to joint participation in regional TSMO planning.
- Identify cross-jurisdictional boundary issues and brainstorm mechanisms to overcome potential barriers to participation.
- Engage university resources to develop mobility technology research on TSMO
- Coordinate agency staff resource sharing to advance the integration of regional TSMO strategies into planning efforts
- Review constraints/opportunities related to cooperative planning and programming with local government, M/TPOs, the FDOT and public safety agencies and approaches to resolving them

Rationale:

There may be several organizational requirements and operating policies at M/TPOs that will need to be resolved for coordination and collaboration with respect to integrating regional TSMO strategies into policy and core planning documents. TSMO strategy development and coordination opportunities exist on state and local facilities, and the maintaining agencies must be acknowledged as implementers of these technologies and accordingly included in the TSMO planning process. M/TPOs need to consider TSMO development as part of its planning and programming process in order to accomplish these desired goals and outcomes.

Responsibility and Relationships:

M/TPO staff taking initiative with FDOT Central office and District planning and operations staff through appropriate regional planning mechanism. Senior district/regional executive support may be essential to establish a framework.

Goal 2: Work with the other M/TPOs in Central Florida to enhance the role of TSMO in meeting mobility demands and safety concerns.

Objectives:

- Facilitate advocacy through education and awareness of TSMO strategies to Boards and Committees.
- Regular TSMO presentations to Boards and Committees.
- Identify and collaborate on grant opportunities for regional and local TSMO strategies
- Collaborate with local jurisdiction(s), operating agencies and the FDOT to identify and advance regional and local TSMO projects.
- Identify key participants in regional planning, systems development, routine systems operation, and emergency response—both highway and transit—and conduct mutual briefings regarding TSMO policy, objectives, and activities.

- Review current agency mission, vision and goals with respect to TSMO, including implied strategies and outcomes related to specific stakeholders.
- Review current state of play within each agency regarding TSMO deployment and relationships with key players regarding the planning and development processes – district, regional and statewide.
- Identify opportunities to address the impact of transportation technology and data in underserved communities, recognizing the impacts of transformative technology on underserved and unbanked communities. Support the application of recent Executive Order on Advancing Racial Equity and Support for Underserved Communities through the Federal Government.

Rationale:

M/TPOs should be reflected in mission, vision and goals (MVG) in terms of strategies and level of emphasis and appropriate investment. The next steps in improved TSMO planning and implementation should build on existing processes and project activity as point of departure. Existing communications and information transfer may require adjustments to bring into conformance with TSMO.

Responsibility and Relationships:

Possible working group combining M/TPO staff, FDOT Central Office and District operations and planning staff as appropriate. Senior district/regional executive support may be essential to establish framework.

Goal 3: Provide assistance as needed to cultivate a culture at the M/TPOs in Central Florida to enable a methodology for supporting TSMO projects.

Objectives (for each M/TPO):

- Consider development of a TSMO advisory group of key internal and external stakeholders to identify, plan projects and adopt policies for improved TSMO
- Allocate resources, including staff and funds for TSMO tasks in the Unified Planning Work (UPWP)
- Work with local jurisdictions to identify and sponsor TSMO projects in the Transportation Improvement (TIP).
- Develop strategy to familiarize leadership and staff with TSMO.
- Identify Board and staff “Champions” to develop the business case for TSMO.
- Identify needed operations-related core capabilities needed to support the development of TSMO activities—both technical and management.

Rationale:

TSMO can play a unique role in the agency mission and its characteristics and potential are not widely understood without explicit recognition and discussion. Advancing the scope and effectiveness of TSMO requires a strong understanding of strategies, requirements, and potential on the part of policy and management levels. KSAs for key TSMO positions should be matched with those of existing staff. Where possible, consideration should be given to the training and development of existing agency staff with interest and appropriate backgrounds; certain staff responsibilities can be filled via appropriate training.

Responsibility and Relationships:

M/TPO Executive Director working with agency human resources and training staff.

Goal 4: Showcase the benefits of exercising TSMO in a Mega-Region.

- Monitor progress of regional and local TSMO projects and initiatives
- Provide presentations to Board and Committees on regional and local TSMO projects such as the ATTAiN project in Orlando or I-4 FRAME project in Tampa, use of TSMO strategies to mitigate recurring congestion such as traffic signal retiming, maintenance of traffic (MOT) in work zones and Traffic Incident Management (TIM).
- Assessment of TSMO strategies through Congestion Management Plan (CMP)
- Identify outcome performance measures to support development and evaluation of TSMO activities in place and under consideration

Rationale:

A major event (disruption, emergency, incident, etc.) offers the opportunity to demonstrate the value of responsive TSMO to external audiences who may not be aware of the current or potential value. The CMP will identify the proper performance measures to evaluate the effectiveness of TSMO strategies, influence on the transportation network and inform the level of TSMO investments.

Responsibility and Relationships:

Possible working group combining M/TPO staff, FDOT Central Office and District operations and planning staff as appropriate. Senior district/regional executive support may be essential to establish framework.

Goal 5: This concept will use as reference the I-75, I-81 and I-95 Corridor Programs for improving communication and coordination among the transportation partners. The focus will be the exchange of information to plan and guide mobility needs throughout the corridor using TSMO strategies.

- Participate in technical interaction with peer agencies and professional Peer Exchange
- Conduct interchange with similar Programs and prepare analysis of their rationale, , and development history; review relevant success stories at peer Programs; and prepare material for circulation to Program members.

Rationale:

Peer regional Programs at similar levels of capability and development can offer useful examples of strategy applications, logical coordination of regional improvements, business and planning processes, etc. that can serve as valuable sources of learning as part of agency and staff development.

Responsibility and Relationships:

Pending decision on administration of resources to support Program

TAB 3

Draft Regional TSMO Program Working Group

The Working Group shares strategies on planning for operations, including best practices for the Congestion Management Process that is required by federal and M/TPOs of the Regional TSMO Program (RTSMOP). The following draft content was assembled as reference for use in discussions for formalizing activities of the working group.

Working Group Meeting Logistics

1. Working Group to conduct standing monthly meetings.
2. Meetings to be chaired by MetroPlan Orlando staff.
3. Working Group activities to be supported by MetroPlan Orlando staff.
4. The support team will record and circulate decisions and action items of meetings.

Working Group Membership Composition

Members of the Working Group will be determined by the RTSMOP Directors to represent their planning agency, FDOT Districts One, Five and Seven TSMO Engineers, FTE, CFX and THEA.

Management & Operations Working Group Goals

1. Knowledge Transfer: Provide a venue for transferring Transportation Systems Management and Operations (TSMO) knowledge, experiences, and best practices among members and partners.
2. Policy Coordination: Provide commentary on federal and state TSMO and congestion management-related policies, initiatives, and legislation to RTSMOP Directors Group.
3. Coordinate Planning Initiatives for Emerging TSMO Issues: Facilitate a uniform planning approach to emerging issues in the TSMO field among RTSMOP by coordinating TSMO-related initiatives across member agencies.
4. Transportation Management Plans (MTP): Support member MTPO efforts to integrate TSMO supportive commentary and recommendations into their MTPs.
5. Congestion Management Process (CMP): Support member agency efforts to integrate TSMO-oriented congestion management strategies into their CMP, including the use of performance measures to monitor congestion and inform those strategies.

Tasks

1. Knowledge Transfer

- A. Conduct monthly meetings with presentations by subject matter experts. Report on Working Group at quarterly meetings of the CFMPOA and CCC.
- B. Distribute pertinent information (TSMO-related publications, websites, training opportunities, etc.) to members via e-mail.
- C. Work with member agencies and other Working Groups and FDOT to host training sessions for MTPO staff and other interested stakeholders on technical topics related to TSMO programs and activities, including associated materials.
- D. Coordinate with Universities in Central Florida on TSMO related research initiatives.

2. TSMO Policy Coordination

- A. Prepare comment letters on the anticipated impacts of federal and state TSMO and congestion management-related policies, initiatives, and legislation for consideration by the RTSMOP Directors Group on an as-needed basis.
- B. In coordination with other Working Groups and FDOT, monitor and provide input on state legislation to support the advancement of innovative transportation mobility solutions on an as-needed basis.
- C. Connect with the TSMO Champion for your agency.
- D. Identify opportunities to address the equitable impact of transportation technology and data in underserved communities, recognizing the impacts of transformative technology on underserved and unbanked communities.

3. Coordinate Planning Initiatives for Emerging TSMO Issues

- A. Promote a common approach to emerging issues where feasible and practical, and support member agency actions to implement TSMO-related programs and projects, especially those of statewide and/or inter-regional significance.
- B. In coordination with other Working Groups and FDOT, identify emerging issues in the TSMO field that are of broad interest and significance across the state.
- C. In coordination with other Working Groups and FDOT, convene roundtables of MPO staff and subject matter experts to discuss how MPOs can best prepare for these emerging issues.
- D. Prepare fact sheets and supporting materials outlining how MTPOs can prepare for emerging issues.

- E. Identify appropriate existing funding sources for TSMO strategies and develop additional funding requests to bring to appropriate funding source.

4. Metropolitan Transportation Plans

- A. Support member MPO efforts to integrate TSMO-supportive commentary and recommendations into their MTPs including, but not limited to:
 - i. Importance of interagency and multi-jurisdictional coordination and collaboration;
 - ii. Identification of desired future capabilities that regional TSMO partners want to develop and the associated ITS field instrumentation deployments needed to support those capabilities; and
 - iii. Impacts of recent trends and emerging technologies.
- B. Provide TSMO resources for member agencies to use when revising/updating their MTPs.
- C. Produce a fact sheet listing key TSMO-supportive concepts for MTPOs to consider integrating into their MTPs.
- D. Review and comment on member agency draft TSMO-related materials on an as-needed basis.

5. Congestion Management Process (CMP)

- A. Provide congestion management-related TSMO resources for MTPOs to refer to when revising/updating their CMPs.
- B. Produce a fact sheet discussing key TSMO-oriented congestion management strategies for MTPOs to consider integrating into their CMP.
- C. Review and comment on member agency draft CMP-related materials on an as-needed basis.
- D. Collaborate with other Working Groups, FDOT and member agencies in support of efforts to integrate data collection and analytics into CMPs.