







**FY 19 - 20 UPWP SUMMARY OF WORK PRODUCTS**

**July 1, 2018 - June 30, 2020**

Task # and Title	Key Projects and Products to be Developed
<p><b>1.0 MANAGE</b></p>  <p>Personnel (HR) and Policies            Training/Travel            Board &amp; Committee Administration            Strategic Planning            Develop and Monitor UPWP            Finance: Operating Budget and Audit            Contract Management            Annual Certifications</p>	<ul style="list-style-type: none"> <li>• Execute new Executive Director contract by August 31, 2018</li> <li>• Provide trainings, staff development, travel</li> <li>• Maintain TPO Policies and Procedures</li> <li>• Board and Committee agendas and minutes</li> <li>• Maintain Records, Memberships and Attendance</li> <li>• Annual Member Recognitions and BPTAC Awards (May)</li> <li>• Develop and monitor Strategic Plans; Quarterly Reports</li> <li>• Monitor, Modify, Amend as needed FY 19-20 UPWP</li> <li>• Develop FY 21-22 UPWP - Spring 2020</li> <li>• Develop, monitor, amend FY 19, FY 20 Operating Budgets</li> <li>• Conduct FY 18, FY 19 Audits</li> <li>• Monitor and Maintain TPO contracts &amp; agreements</li> <li>• Annual FDOT Certifications - Feb 2019, 2020</li> </ul>
<p><b>2.0 MONITOR</b></p>  <p>Traffic Data Count Program            Crash Data            Geographic Information Systems Data (GIS)            Central FL Regional Planning Model Data (CFRPM)            Functional Classifications; Urbanized Area info            Survey Data            State of the System Report            Performance Measures, monitoring and reporting</p>	<ul style="list-style-type: none"> <li>• Conduct Annual Traffic Count Program-publish counts by each June</li> <li>• Monitor, coordinate, distribute crash system info/data</li> <li>• Annually prepare and publish State of the System Report (Oct)</li> <li>• Conduct travel surveys (School Travel Survey Spring 2020)</li> <li>• Validate 2045 Regional Planning Model (2018)</li> <li>• Adopt Performance Measures (all by November 2018)</li> </ul>
<p><b>3.0 PRIORITIZE</b></p>  <p>Transportation Improvement Program (TIP)            Project Priorities            Development, Monitoring and Amending TIP</p>	<ul style="list-style-type: none"> <li>• Annually Adopt Project Priorities (by Sept)</li> <li>• Annually Adopt Transportation Improvement Program (July)</li> <li>• Annual FDOT Work Program (Each Fall)</li> <li>• Develop, Monitor and Amend TIP (on-going)</li> <li>• Annual Legislative Priorities - Oct</li> </ul>

## FY 19 - 20 UPWP SUMMARY OF WORK PRODUCTS

July 1, 2018 - June 30, 2020

Task # and Title	General Activities	Key Projects and Products to be Developed
<b>4.0 PLAN</b>		
	<p>Long Range Transportation Planning                      Modal Agency's Master Planning                      Intelligent Transportation Systems                      Bicycle/Pedestrian/Trails Planning                      Freight Planning                      Regional Planning                      Regional and Agency Coordination and Planning</p>	<ul style="list-style-type: none"> <li>• Develop 2045 LRTP - Scope of Services - July 2018</li> <li>• Bike/Ped/Trails Mobility Plan Update - July 2019</li> <li>• ITS Master Plan Implementation Status Report - Sept 2018</li> <li>• ITS Master Plan Update - Scope Spring 2019</li> <li>• Completion of ADA Bus Stop Assessment Update - Feb 2019</li> <li>• Regional Corridor and Trails Planning</li> </ul>
<b>5.0 IMPLEMENT</b>		
	<p>Implementation of Plans (LRTP; ITS; Bike/Ped, etc.)                      Complete Streets                      Feasibility/Corridor Studies                      PD&amp;E Studies                      Design and Right of Way Phases                      Construction                      TSM&amp;O Strategies and projects                      Bicycle; Pedestrian; Trails; Transit; Passenger Rail;                      Space; Ports (Air &amp; Sea); Roadway network                      Safety Projects and Programs</p>	<ul style="list-style-type: none"> <li>• Attendance at coordination meetings that advance priority projects</li> <li>• Complete Sarno Corridor Study - Oct 2018</li> <li>• Conduct Banana Rvr Dr/Pinetree Corridor Study - May 2018 - July 2019</li> <li>• Conduct Minton Road Corridor Study - Scope May 2019</li> <li>• Participation on FDOT Corridor Studies</li> <li>• Support of Specific Priority Projects in PD&amp;E, Design, ROW &amp; CST phases</li> <li>• Implementation of TSM&amp;O (ITS) projects</li> <li>• Bicycle/Pedestrian/Trail project implementation</li> <li>• Completion of TPO complete streets projects</li> </ul>
<b>6.0 ENGAGE</b>		
	<p>Development of informational brochures; E-News                      Website development and maintenance                      Social Media                      Bicycle Helmet Program                      Safety Education Program; School Crossing Guard                      School Based Programs                      Community Based Programs                      Community Based Programs</p>	<ul style="list-style-type: none"> <li>• Coordinate Annual Bike and Walk to School Days</li> <li>• Coordination of helmets and education materials distribution</li> <li>• Monitor and Maintain SCTPO Website &amp; Social Media</li> <li>• Publish Public Outreach Reports</li> <li>• Review/Update Public Participation Plan (every 3 yrs-due Dec 2019)</li> <li>• Rodeo Events; Safety Education Events; Walking School Bus; Walk and Bike to School Days; Partners in Education</li> <li>• Presentations/Participation at HOA's; Chambers; Walk Wise; Senior Events; Special Needs; Millenials; local councils</li> </ul>