







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

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