

Current FY 2022/23 and FY 2023/24 UPWP Summary of Work Products

Task # and Title	General Activities	Key Projects and Deliverables
1.0 – Administration and Program Support		
<p>1.01 General Administration</p>	<ul style="list-style-type: none"> • Personnel and Policies • Human Resources • Financial Management • Annual Audit • Administrative Support • Operating Expenses • Training/Travel • Board and Committee Administration • Strategic Planning • Contract Management • Legal Services • Professional Support Services • Facility Upgrades (as needed) • Office Relocation 	<ul style="list-style-type: none"> • Develop a Policies and Procedures Reference Manual • Update the Employee Handbook • Update the Purchasing Manual • Update Personnel Study and Pay Classification • Develop Strategic Business Plan • Create a Desk Procedure/Manual of CFO Processes • Host Annual Planning Retreat • Develop Annual Operating Budget • Complete a COOP Exercise and training • Independent Audit for Financial Compliance • Develop Legislative Positions/Priorities • Issue RFPs for support services/consultants
<p>1.02 Information Technology systems</p>	<ul style="list-style-type: none"> • Manage IT needs – equipment, software, internet access, inventory 	<ul style="list-style-type: none"> • Update TPO Website • Procure/Replace Equipment as needed • Electronic File Management (maintaining and archiving)
<p>1.03 Public Involvement</p>	<ul style="list-style-type: none"> • Public Outreach • Media Relations • Public Notices and Advertising • Provide responses to requests for information • Public participation support of transportation related projects and activities 	<ul style="list-style-type: none"> • Review and Update the Public Participation Plan, if warranted • Review and Update Title VI and LEP Documents • Coordinate Helmets and Educational Material Distribution • Complete Annual Title VI & LEP Training • Develop Annual Public Involvement Matrix Summary • Produce Transportation Talk, TPO Electronic Newsletter • Develop Annual Report • Develop and complete a community transportation survey • Create and Distribute TPO Activities and Outreach Summaries • Presentations to increase awareness of transportation issues • Develop press releases, public service announcements, and legal advertisements

2.0 – Planning Projects and Programs		
2.01 Program Development (UPWP)	<ul style="list-style-type: none"> • Develop, Monitor and Implement 2-Year Planning Work Program • Implement Consolidated Planning Grant 	<ul style="list-style-type: none"> • Develop and Adopt new 2-Year UPWP • Manage Planning Activities, Deliverable and Budget • Process UPWP Amendments and Modifications
2.02 Transportation Improvement Program (TIP)	<ul style="list-style-type: none"> • Develop and Maintain Five-Year Plan of Projects (TIP) • Develop and Maintain List of Priority Projects 	<ul style="list-style-type: none"> • Issue Annual Call for Projects • Convene Subcommittees for Project Ranking • Update and Adopt List of Priority Projects • Develop and Adopt a Five-Year TIP • Process TIP Amendments and Modifications • Coordinate with FDOT on Project Programming and Development of Annual TPO Work Program
2.03 Transportation Data Information Management	<ul style="list-style-type: none"> • Collect, monitor and provide data analysis • Implementation of Transportation Performance Measures 	<ul style="list-style-type: none"> • Update Transportation Systems Congestion Management/Performance Measures Report
2.04 State and Regional Planning and Coordination	<ul style="list-style-type: none"> • Planning and Program Support for Regional, State and National Planning Activities • Participation in FDOT-MPO Leadership Meetings 	<ul style="list-style-type: none"> • Development of Regional LOPP and Legislative Positions (CFMPOA)
2.05 Feasibility Studies- Traffic Operations/Safety	<ul style="list-style-type: none"> • Coordination with project sponsors and consultants to conduct project feasibility studies 	<ul style="list-style-type: none"> • Complete planning level feasibility studies for Traffic Operations focused projects
2.06 General Planning Studies, Initiatives, Corridor Studies and Projects	<ul style="list-style-type: none"> • Support general planning activities of the TPO • Complete Streets • Resiliency Planning • TSMO strategies and projects • Freight Planning • Participation in local planning area meetings • Participate in project public meetings • Provide project development support • Provide support for corridor studies, masterplans, PD&E studies and environmental analysis 	<ul style="list-style-type: none"> • Update Transportation Impact Analysis (TIA) guidelines • Utilize heat maps to track recent crash data to identify hot spots • Review and analysis crash data and contributing factors • Regional Planning Sub-Area Studies • The relationship between Food Desserts and Transportation • Develop a program to conduct before and after studies for specific projects to analyze their effectiveness • Implement Before and After Studies Program • Conduct School Safety Studies for select schools to identify safety and traffic operations concerns

2.07 Long Range Transportation Plan	<ul style="list-style-type: none"> • Management of the Long Range Transportation Plan 	<ul style="list-style-type: none"> • Implement Connect 2045 • Process Connect 2045 Amendments • Initiate 2050 LRTP
2.08 Community Safety Related Program	<ul style="list-style-type: none"> • Implement Community Safety Action Plan • Participate in CTST Meetings • Develop a Community Safety Events Schedule 	<ul style="list-style-type: none"> • Speakers Bureau Presentations • Develop and Educational and Awareness campaign for safety, speeding and distracted driving • Create targeted and social media safety campaigns
3.0 – Bicycle and Pedestrian Programs		
3.01 Bicycle/Pedestrian Planning and Implementation	<ul style="list-style-type: none"> • Planning and promotion of safe, non-motorized travel options • Participate in local and regional bicycle/pedestrian advisory groups 	<ul style="list-style-type: none"> • Bicycle and Pedestrian Count Program Implementation • Adopt a Bicycle and Pedestrian Safety Action Plan • Bicycle/Pedestrian Safety Action Plan Implementation • Update Bicycle Suitability Map • Support Pedestrian/Bicycle Safety Audits for focus areas • Bicycle/Pedestrian Program project implementation
3.02 Feasibility Studies Bicycle/Pedestrian	<ul style="list-style-type: none"> • Coordination with project sponsors and consultants to conduct project feasibility studies 	<ul style="list-style-type: none"> • Complete planning level feasibility studies for Bicycle/Pedestrian focused projects
4.0 – Transit and Transportation Disadvantaged Programs		
4.01 Transit Related Activities and TD Program	<ul style="list-style-type: none"> • Provide technical planning assistance for local government and transit agencies • Identify transit development priorities • Improve transit related safety & connectivity 	<ul style="list-style-type: none"> • Provide technical planning assistance and develop reports • Votran Mobility of Demand (MOD) Expansion Area Studies • Votran Park and Ride Facility Study • Comprehensive Multi-Modal strategy planning for Flagler County • Regional Transit Agency Partnership Study between Flagler County Public Transit, Votran and Coordination with St. John's County • Produce annual quarterly reports and required plans • Volusia County's AOR and AER Reports • TDSP Annual update reports • CTD quarterly program reports • Other plans and report updates • Coordinate and attend Florida TD Commission's Annual Transportation Disadvantaged Legislative Awareness Day