Meeting of the Intelligent Transportation Systems Committee
Thursday, April 11, 2019, 1:30 p.m.

I. Call to Order

II. Public Comment - 3 minutes per speaker, please

III. Approval of Minutes – January 10, 2019

IV. Action Items
   A. 2018 State of the System Report (Johnny Wong, MPO Staff)

V. Status Reports
   B. Big Data & Analytics in Transportation (Bob McQueen, Bob McQueen & Associates)
   C. THEA Connected Vehicle Pilot, Phase 3 (Anna Quiñones, THEA)
   D. Transit Signal Priority (Shannon Haney, HART)

VI. Old Business & New Business
   A. Next meeting July 11th
   B. Solicitation for ITS projects

VII. Adjournment

VIII. Addendum
   A. Workplace Harassment Prohibited: FL Senate Policy – adopted by MPO February 5, 2019 as committee standard of conduct
   B. Tampa Bay Next Open House April 30, 2019

The full agenda packet is available on the MPO’s website, www.planhillsborough.org, or by calling (813) 272-5940.

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I. CALL TO ORDER:

In the absence of Chairman, Mr. Vik Bhide, Mr. Brandon Campbell called the meeting to order at 1:31 p.m. The meeting was held in the Plan Hillsborough Committee room.

II. PUBLIC COMMENT:

There were no public comments.

MEMBERS PRESENT:

- Fred Baxter ..................... City of Plant City
- Brian Gentry .................... Hillsborough County Public Works
- Brandon Campbell .......... City of Tampa
- Shannon Haney ................. HART
- Jeff Sims ....................... Environmental Protection Commission of Hillsborough County

OTHERS PRESENT:

Sarah McKinley, Johnny Wong, Wanda West, Hillsborough MPO; Joe Molinaro, Pete Yauch, Albeck Gerken, Inc.; Kris Milster, TTS; Carlton Urban, Lucent Group, Inc.; Robert Skaggs, Gannett Fleming; Jen Musselman, Kittelson; Steve Wallace, DRMP; Sean Barbeau, Nikhil Menon, CUTR; Pete Costello, Iteris.

III. APPROVAL OF MINUTES:

There were no corrections to the minutes.

Mr. Corazza was unavailable to attend the meeting and emailed his notes, and Mr. Campbell read into the record the comments. The email stated that the City of Temple Terrace (COTT) supports signal cycle lengths that favor pedestrians and bicyclists slightly over passenger vehicles. In addition, the COTT supports the agenda item on the Regional Data Sharing Platform: Pilot using Traffic Management Centers.

Mr. Jeff Simms made a motion to approve the October 11, 2018 ITS meeting minutes. The motion was seconded by Mr. Brian Gentry and carried unanimously.

IV. ACTION ITEMS

A. Attendance Review & Declaration of Vacant Seats (Johnny Wong, MPO Staff)

The MPO Bylaws requires an annual review of committee member’s attendance. A quorum was present at every meeting in 2018; in addition, there were several new members appointed to the committee. There were no concerns that needed to be addressed regarding member attendance; therefore, no action was required for the agenda item.
B. Election of Officers (Johnny Wong, MPO Staff)

Vik Bhide is the current Chair, Brian Gentry is the Vice Chair, and Vinny Corraza is the Office at Large.

Mr. Jeff Sims stated that Vik Bhide does a great job and nominated him to continue as Chair. The motion was seconded by Mr. Fred Baxter and carried unanimously.

Mr. Brandon Campbell nominated Mr. Brian Gentry to continue as Vice Chair. The motion was seconded by Mr. Jeff Sims and carried unanimously.

Mr. Jeff Sims nominated Mr. Vinny Corraza to remain as the Officer At Large. The motion was seconded by Fred Baxter and carried unanimously.

C. Multimodal Level of Service (MMLOS) Evaluation (Sarah McKinley, MPO Staff)

Ms. Jennifer Musselman, with Kittelson and MPO Consultant, presented information on the new methodology to better reflect the new innovations in bicycle and pedestrian facilities.

Following the presentation, there was brief discussion on design standards and comparisons.

Mr. Brian Gentry made a motion to recommend approval of the MMLOS update to the MPO Board. The motion was seconded by Mr. Jeff Sims and carried unanimously.

D. 2019 Safety Performance Targets (Johnny Wong, MPO Staff)

Dr. Johnny Wong, MPO Staff, presented information on the proposed safety performance measures and targets for 2019.

Following the presentation, there was discussion on fatality counts, projections, population increases, automated vehicles, messaging boards, education initiatives, and comparison of nationwide trends.

Mr. Fred Baxter made a motion to recommend approval of the 2019 Safety Performance Targets. The motion was seconded by Mr. Jeff Sims and carried unanimously.

V. STATUS REPORTS

A. Signal Cycle Lengths/Signal Re-timings in New Tampa (Brandon Campbell, City of Tampa)

Mr. Brandon Campbell, City of Tampa, provided information on the signal re-timing benefits and measures-of-effectiveness for the New Tampa Mobility Study. The City of Tampa continues to make adjustments across the City as needs arise. They just received a Notice to Proceed and will be taking a look at South Tampa.

Mr. Campbell referenced the following ITE Journal articles during his presentation:


Following the presentation, there was brief discussion on the process for prioritizing areas for signal timing, feedback from residents, overnight timing plans, benefit cost ratios, utilized funds/program budget, and the County’s retiming program.
B. Regional Data Sharing Platform: Pilot Using TMC Data (CUTR Representative)

Mr. Sean Barbeau and Nikhil Menon with CUTR filled in for Dr. Robert Bertini and presented information on a strategic vision for a regional data portal. CUTR will continue to serve as an academic and data resource.

Following the presentation, there was brief discussion on the data collection process. Mr. Gentry stated that he would like to get involved with the project. Dr. Wong informed the group that work is currently being done on a draft scope with CUTR and a consultant from ATKINS. The long-term vision has not been clarified. Pete Costello from Iteris stated that they operate an open data portal for the Commonwealth of Virginia statewide portal, and they would be happy to make a presentation and work with CUTR.

VI. OLD & NEW BUSINESS

There will be a streetlight data demo on January 24 at the County Center, on the 18th floor in the Plan Hillsborough Room and members should have received the invite from Dr. Wong.

Ms. Gena Torres invited members to attend the Cleveland Elementary School Mural Painting event on January 12. It is part of the Vision Zero action track Paint Saves Lives and reminds drivers to slow down.

On January 15, a discussion forum will be held at the County Center, on the 26th floor for the MPO Board, committees, and the public on the TBARTA Regional Planning Best Practices study which evaluates a tri-county MPO merger.

The next ITS Committee Meeting is April 11, 2019.

VII. ADJOURNMENT

There being no further business, Shannon Haney made a motion to adjourn. The motion was seconded by Mr. Brian Gentry and carried unanimously. The meeting adjourned at 3:04 p.m.
Board & Committee Agenda Item

Agenda Item
2018 State of the System Report

Presenter
Johnny Wong, PhD, MPO Staff

Summary

The 2018 update to the State of the System report tracks performance measures required by FHWA and MAP-21 legislation, and performance targets adopted by the MPO Board.

Recommended Action
Approve the 2018 State of the System Report.

Prepared By
Johnny Wong, PhD, MPO Staff

Attachments
Draft 2018 State of the System Report
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Vision Zero

Smart Cities

Real Choices When Not Driving

Major Projects
Hillsborough Dashboard

MAP-21 Performance Targets
for federally required measures

pavement
- ≥ 60% interstate pavement in good condition
- ≤ 5% interstate pavement in poor condition
- ≥ 40% non-interstate NHS pavement in good condition
- ≤ 5% non-interstate NHS pavement in poor condition

bridges
- ≥ 50% NHS bridges in good condition by deck area
- ≤ 10% NHS bridges in poor condition by deck area

transit assets
- ≤ 22% rolling stock (buses & vans) meeting or exceeding useful life benchmark
- ≤ 81% equipment (support vehicles) meeting or exceeding useful life benchmark
- 0% rail fixed guideway track with performance restrictions
- ≤ 10% passenger & parking facilities rated below 3 on term scale

safety
- ≤ 188 fatalities on a 5-yr rolling average (2015-2019)
- ≤ 1,354 serious injuries on a 5-yr rolling average (2015-2019)
- ≤ 229 fatalities & serious injuries on a 5-yr rolling average (2015-2019)
- ≤ 1.33 fatalities per 100M VMT on a 5-yr rolling average (2015-2019)
- ≤ 9.55 serious injuries per 100M VMT on a 5-yr rolling average (2015-2019)

travel time reliability
- ≥ 75% interstate NHS network with a level of travel time reliability < 1.50
- ≥ 50% non-interstate NHS network with a level of travel time reliability < 1.50
- ≤ 2.00 truck travel time reliability index score
Introduction – 2018 State of the System

As of 2018, Hillsborough County is home to just over 1.3 million people. By the year 2045, however, this number is expected to grow by 40%, which will make this county more populous than present day Phoenix, Philadelphia, or San Antonio. The map below offers a glimpse into 2045 by showing where people and jobs will be located. It is the goal of the Hillsborough MPO to ensure that all current and future residents and visitors have safe, convenient, reliable, affordable, comfortable, and well-maintained mobility options.

This report looks at how our transportation system has performed over the past two years and whether we have made progress toward achieving our goals. In other words, this report reviews the state of the system. Understanding how the system is performing is critical for identifying the areas needing improvement. The performance of various aspects of the transportation system help planners determine what kinds of projects can address those needs.

Each section of this 2018 State of the System report describes the performance of a specific element of the transportation system, displays the resources dedicated to funding improvements in that element, lists the kinds of projects able to be funded with those resources, and forecasts how those projects might enhance performance in future years. This data-driven, results-focused approach to planning is called performance-based planning and programming (PBPP) and is how the MPO prioritizes projects across Hillsborough County and the Tampa Bay region.
Hillsborough MPO & Federal Performance Measures

Hillsborough County faces significant challenges in maintaining or improving the condition and performance of the transportation network, and this mirrors a nationwide trend. Nationally, the backlog of needed highway and transit infrastructure projects is approaching $1 trillion and continuing to grow. Average commute times are growing with people spending more and more time on our roads. Meeting the growing demands on our transportation system means we need to invest our limited funding where we can get the most bang for the buck. This can be achieved by targeting projects in areas of greatest deficiency in performance, while minimizing costs of improvement projects.

Transportation planning does not occur in a laboratory separated from the community. The planning profession has a rich history of balancing technical analysis with community engagement to identify community needs. Engaging with citizens and establishing the right performance measures allows the Hillsborough MPO to evaluate how well the transportation system is addressing the community’s needs and how well future transportation projects may improve the community’s quality of life.

Measuring performance is the first step toward addressing the community’s needs. The Imagine 2040 plan took this approach and was adopted in 2014, prior to the passage of federal legislation requiring performance-based planning. The Hillsborough MPO created program categories to measure specific areas of performance and guide investment decisions. In preparation for our 2045 Long Range Transportation Plan update (expected late 2019), the program categories are as follows:

- **State of Good Repair & Resiliency** relates to the maintenance of pavement, bridges and transit assets in good working condition, and mitigating floods along transportation infrastructure, which limits our community’s resiliency to hazardous weather events. Performance affects the replacement schedule of assets and is measured by:
  - Percent of pavement and bridges in good/poor condition;
  - Percent of transit assets not in a state of good repair;
  - Economic impact and recovery time resulting from a major storm.

- **Vision Zero** focuses on reducing frequent crashes. Performance affects safety and is measured by:
  - Total fatal and serious injury crashes; crashes involving vulnerable users; and crash rate per vehicle miles traveled.

- **Smart Cities** seeks to reduce traffic delays. Performance has impacts on health and the economic vitality of Hillsborough County and the Tampa Bay region and is measured by:
  - Travel time reliability and truck travel time reliability;
  - Percent of population affected by high vehicular emissions.

- **Real Choices When Not Driving** reflects investments in transportation alternatives, such as transit, multi-use trails, and services for the transportation disadvantaged. Performance affects quality of life and is measured by:
  - People and jobs served by the transit and multi-use trails system;
  - Access to critical destinations by transit, walking, and biking.

- **Major Projects** are a key component in growing our economy. Good transportation infrastructure investments promote economic growth and performance is measured by:
  - Jobs served and congestion reduced in key economic spaces.

The Moving Ahead for Progress in the 21st Century Act (MAP-21) requires that MPOs track federally-prescribed performance measures (PMs) related to the seven national goals listed below:

- Improve Safety
- Maintain Infrastructure Condition
- Reduce Traffic Congestion
- Improve System Reliability
- Improve Freight Movement & Economic Vitality
- Enhance Environmental Sustainability
- Reduce Project Delivery Delays

Performance targets for safety and transit asset management (TAM) must be set annually to track progress toward achieving the goals. The Hillsborough MPO’s safety-related targets are included in the Vision Zero section of this report (page 9) and the TAM targets appear in the Good Repair & Resiliency section (page 7). Performance targets for pavement & bridge condition and travel time reliability must be set at least once every four years. Pavement & bridge condition targets appear in the Good Repair & Resiliency section (pages 3 and 5) and the reliability targets appear in the Smart Cities section (page 12).
The Federal Highway Administration’s national goals of maintaining infrastructure condition and enhancing environmental sustainability apply to the State of Good Repair & Resiliency program.

Maintaining infrastructure and transit assets in a good working condition is critical to a well-performing system, because condition standards ensure the usability and safety of roads, bridges, and transit vehicles. For these reasons, maintaining a state of good repair and improving resiliency is the MPO’s highest ranking priority. Timely maintenance of assets ensures the system performs as intended; whereas deferring maintenance and allowing systems to deteriorate into poor condition can lead to more costly rehabilitation in the long run.

Roadway pavement is our most important asset – without it – car, bus, and bike mobility would be limited or nonexistent. There are more than 12,000 lane miles of road within Hillsborough County, with ownership and maintenance responsibilities divided among the local jurisdictions of the Florida Department of Transportation, Hillsborough County, Tampa-Hillsborough Expressway Authority, City of Tampa, Plant City, and Temple Terrace. Totaling more than 7,000 lane miles, Hillsborough County owns the most pavement, by far. Following the County, City of Tampa owns 2,800, and FDOT owns almost 2,000 lane miles.

In Hillsborough County, slightly more than half of the Vehicle Miles Traveled are on FDOT’s network, which includes the interstates and other high-capacity roads like SR60, Hillsborough Avenue, and US301. The remainder of the vehicle miles traveled occur on county and city-owned roads. The high (and increasing) volumes of traffic on these systems has the potential to rapidly deteriorate the condition of asphalt pavements, which have an optimal lifespan of approximately 15 years.

**Good condition** means that no major investments are needed because the pavement is not excessively rough, cracked, rutting, or faulting.

**Poor condition** means that major investments are needed to rehabilitate the surface. As of 2018, Hillsborough is exceeding all of these targets except for percentage of interstate pavement in good condition: our goal is to achieve 60% or better, and we are currently at 50.9%.

![How Hillsborough NHS Pavement Condition Compares to Other Major Metro Areas in Florida](image-url)
This map shows pavement condition across Hillsborough County using the best available Pavement Condition Index data (2012-2019) collected from Hillsborough County, City of Tampa, Temple Terrace and Plant City. The darker green colors correspond to better pavement condition, yellow indicates fair, and darker red colors correspond to worse quality pavement. Condition overall tends toward the higher end of the Standard Pavement Condition Index Rating Scale, with pockets of poorer quality roads existing outside of the urban core.
With 246 square miles of coastline, Hillsborough County’s bridge infrastructure represents a critical asset. Bridges provide an important linkage within the county and to surrounding counties. They also efficiently connect shippers to markets.

There are 757 bridges in Hillsborough County, and most are owned and operated by FDOT. The table below shows ownership of all bridges in Hillsborough County and the percentage of bridges in either obsolete/deficient or nondeficient condition.

<table>
<thead>
<tr>
<th>Bridge Owner</th>
<th>Total Bridges</th>
<th>Not Deficient</th>
<th>Percent of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDOT</td>
<td>377</td>
<td>340</td>
<td>90%</td>
</tr>
<tr>
<td>Hillsborough County</td>
<td>250</td>
<td>206</td>
<td>82%</td>
</tr>
<tr>
<td>THEA</td>
<td>65</td>
<td>60</td>
<td>92%</td>
</tr>
<tr>
<td>City of Tampa</td>
<td>34</td>
<td>23</td>
<td>68%</td>
</tr>
<tr>
<td>Turnpike</td>
<td>17</td>
<td>17</td>
<td>100%</td>
</tr>
<tr>
<td>Hillsborough County Aviation Authority</td>
<td>12</td>
<td>5</td>
<td>42%</td>
</tr>
<tr>
<td>Busch Gardens</td>
<td>1</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Tampa Sports Authority</td>
<td>1</td>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>757</strong></td>
<td><strong>652</strong></td>
<td><strong>86%</strong></td>
</tr>
</tbody>
</table>

The engineering demands of bridge replacement and/or repair make maintenance exceptionally costly. Fourteen percent of all bridges in Hillsborough County are classified as functionally obsolete or deficient, with the majority owned by Hillsborough County, FDOT, and the City of Tampa. On October 30, 2018, the Hillsborough MPO agreed to support FDOT’s statewide targets for NHS bridge condition:

As of 2018, Hillsborough is exceeding both of these targets with nearly 78% of NHS deck area in good condition and 0% in poor condition.
As of 2016, the total cost to repair or replace bridges in Hillsborough County was estimated to be about $31 million per year. The current Capital Improvements Programs of Hillsborough County, the cities of Tampa, Temple Terrace and Plant City, and FDOT allocate a total of $80 million over a five-year period, averaging just over $16 million per year. This amounts to only half of what is needed to adequately address desired major repairs and/or replacement on bridges, and bring them to a state of good repair.

Over the next five years:

- Hillsborough County will invest $44 million to fund bridge replacements, improvements, and guardrail repairs.
- FDOT will invest more than $32 million to repair, rehabilitate and replace bridges and structures, as well as repaint various bridges across the county.
- The City of Tampa will invest nearly $4 million for citywide bridge maintenance and to rehabilitate the Brorein and Laurel Street bridges.

### Bridge Repair Spending Programmed for FY2019-2023

<table>
<thead>
<tr>
<th>Location</th>
<th>Spending (Millions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hillsborough County</td>
<td>$44,036,000</td>
</tr>
<tr>
<td>FDOT</td>
<td>$32,163,949</td>
</tr>
<tr>
<td>City of Tampa</td>
<td>$3,887,000</td>
</tr>
<tr>
<td>Plant City</td>
<td>$250,000</td>
</tr>
<tr>
<td>Temple Terrace</td>
<td>N/A</td>
</tr>
</tbody>
</table>
The Hillsborough Area Regional Transit Authority (HART) serves the population of Hillsborough County’s transit needs. Due to its large service area, HART’s passenger buses accumulate mileage very quickly. HART buses accumulate, on average, 320,000 miles in the first 7 years of operation. When a bus reaches that mileage, a mid-life overhaul is performed by the agency’s expert mechanics, allowing the vehicle to continue serving passengers for another 300,000 to 400,000 miles. At that point, the bus has met its useful-life benchmark and must be replaced.

Over the next five years:

- HART will invest an average of $10 million per year to maintain its assets in a state of good repair. This money will go toward replacing vehicles which have met the end of their useful life.
- FDOT will contribute nearly $5 million per year to purchase transit vehicles and equipment, and make improvements to transit stations.

The current Capital Improvements Programs (CIPs) of the agencies listed below include many transit asset management projects to be programmed over the next five years. The dollar values below represent investments that were programmed prior to approval of the countywide surtax referendum. Collectively, these jurisdictions have budgeted over $12 million per year - 40% more than what was identified in the 2040 LRTP baseline spending trend. These investments are critical to ensuring that transit service runs smoothly, efficiently, and cost-effectively.

Transit Asset Management Spending Programmed for FY2019-2023

- HART: $49,178,571
- FDOT: $24,795,000
- Hillsborough County: $1,474,000
- City of Tampa: $1,250,000
- Hillsborough County TDSP: $936,000

On October 30, 2018, the Hillsborough MPO agreed to support the Hillsborough Area Regional Transit Authority’s transit asset targets. One of the short-term, pre-referendum targets based on existing conditions is to maintain no more than 22% of passenger vehicles in need of repairs.
Due to Hillsborough County’s location along the coast of the Gulf of Mexico, and Tampa Bay reaching into the heart of the County, the area is vulnerable to storm surges, flooding from hurricanes, and sea-level rise. In 2012, Tropical Storm Debby dropped 20 inches of rain on the Tampa Bay region and parts of Bayshore Boulevard were completely underwater. In 2013, the Weather Channel ranked Tampa as the city “most vulnerable and overdue for a direct hit hurricane.”

While the Tampa Bay region has not been directly impacted by a major hurricane in nearly 100 years, a series of close calls (most recently experienced during Hurricane Irma in 2017) indicate the looming threat of a major hurricane event for the region. Although the threat of destruction from storm surge flooding has not been in the forefront of citizen’s minds during the region’s greatest period of growth, Hillsborough County, along with Pinellas and Pasco Counties in Tampa Bay, have been progressively planning for post-disaster redevelopment and hazard mitigation.

Reducing transportation vulnerabilities and enhancing resiliency to major weather events is important because much of the transportation infrastructure in Hillsborough County is located within zones susceptible to storm surges and sea level rise. The impacts of flooding can be reduced by funding stormwater and roadway improvement projects to increase the resiliency of the transportation system. This could potentially reduce the one-time economic loss from a major storm from $266 million to $119 million.

Current Capital Improvements Programs (CIPs) of the jurisdictions listed below show a determined focus on upgrading stormwater and resiliency projects to be programmed over the next five years. Countywide, more than $232 million will be spent over the next five years, amounting to roughly $46 million per year. These resources will be invested in canal dredging and upgrading and replacing culverts to alleviate flooding along roads. This includes a $72 million project by the City of Tampa to study, model, and construct a regional watershed improvement to address chronic flooding for a large area in South Tampa.
Plan Hillsborough staff, serving both the Hillsborough County City-County Planning Commission and Hillsborough MPO, are members of the Hillsborough County Local Mitigation Strategy working group (LMSWG). The LMSWG is an ad hoc committee of volunteers with representatives from the local jurisdictions, government agencies, private sector, utilities, and residents who identify strategies to mitigate the impacts of natural hazards.

In 2018, The Hillsborough County MPO, Planning Commission, Hillsborough County Public Works-Hazard Mitigation Section, the University of South Florida, and the Tampa Bay Regional Planning Council received a grant from the Federal Highway Administration (FHWA) to conduct a pilot project to assess the resiliency of the transportation system in Hillsborough County. Federal, State DOT, and local resiliency planning information will be used to assess the transportation network’s vulnerability to sea-level rise, storm surge, and inland flooding.
Vision Zero addresses traffic safety for drivers, pedestrians, and cyclists. Prioritizing safety projects and programs that can effectively reduce crash rates requires a data-driven approach based on historical crash trends and future benefits forecasting. Hillsborough has frequently ranked among some of the nation’s most dangerous counties for road users. To improve performance in that area, on February 5, 2019, a safety target not to exceed 163 fatalities was adopted for Calendar Year 2019. Aside from fatalities, MAP-21 legislation requires MPOs to track performance for five other safety measures and to set targets for the upcoming calendar year. Federal reporting requirements prescribe that measures and targets be calculated using a 5-yr rolling average ending prior to the year targets are due. For calendar year 2019, safety targets must be calculated using data spanning from 2014-2018, and projections must be made for

- 109 were initiated by a lane departure.
- At least 32 involved an aggressive driver.
- 26 involved a distracted driver (although the real number of distracted\(^1\) and aggressive\(^2\) drivers is probably much higher).

These statistics highlight the importance of education programs, streetlight investments, and strategies to reduce speed and aggressive driving behaviors.

During 2017, Hillsborough County witnessed a slight reduction in the number of automobile-related fatalities. Crashes involving vulnerable users – such as cyclists and pedestrians - also declined following the historically high fatalities suffered in 2015 and 2016. Despite the slight reduction, overall crashes remain unacceptably high.

The 2019 short-term safety performance targets were based upon data collected within the MPO planning area for previous years related to safety performance measures and benefits forecasting. If the targets are achieved, a 20-51% fatal and serious injury crash reduction by 2040 is possible.

2016 was the single worst year for fatal crashes in the history of Hillsborough County. The year-end fatality total of 226 represents a 15% increase from the previous year. The National Highway Traffic Safety Administration reported that nationally, deaths due to distracted and drowsy driving declined, while other reckless behaviors - speeding, intoxication, and not wearing seat belts – increased. Of the 206 fatal crashes in Hillsborough:

- 62 involved an intoxicated person.
- 24 involved driver speeding.
- 136 occurred at night time.

Vision Zero 10
The graph above shows traffic fatalities broken out by mode over time – the projections for years 2019, 2020, and 2021 are based on a 3.4% annual reduction commensurate with an increase in safety funding equivalent to a 1-cent sales tax.

Achieving a 51% crash reduction by the year 2040 means that Hillsborough County must reduce crashes by 3.4% every year. Following passage of the county charter amendment, a dedicated revenue source for safety projects may make that lofty goal achievable. In the past, Hillsborough County suffered from an extraordinarily high amount of fatal and serious injury crashes, but 2019 could mark a turning point which reverses this trend.
Worst Crash Spots

A large number of the crashes, and subsequent fatalities and serious injuries, occur at certain hot spots. These areas include a limited number of specific intersections or along several corridors. In Hillsborough County, approximately 5% of the major roadways account for 40% of all of the county’s pedestrian crashes. The map below shows the worst crash spots for fatal and serious injury crashes.
The ultimate goal of Vision Zero is to eliminate traffic fatalities by introducing evidence-based traffic improvements to minimize crash risk to zero.

To support progress toward approved highway safety targets, the Long Range Transportation Plan includes a number of key safety investments. Assessing spending trends through 2014, a total of $498 million was identified in the 2040 LRTP for baseline improvements to highway safety, averaging approximately $25 million per year and resulting in a 10% reduction in crashes. Moving beyond the baseline, the MPO projected that with a funding source equivalent to a 1-cent sales tax, total crashes could be reduced by 20-51%.

The current Capital Improvements Programs (CIPs) of Hillsborough County, the cities of Tampa, Temple Terrace and Plant City, FDOT, and THEA include many safety investments to be programmed over the next five years, 2018-2023. These investments are illustrated below and represent allocations that were programmed prior to approval of the countywide surtax referendum. Over the next five years, the jurisdictions within Hillsborough County have budgeted more than $91 million for safety projects, or an average of $18 million per year. This is about 30% less than the baseline investment level identified in the Imagine 2040 plan, and thus, presents a challenge to reducing crashes 10% by 2040.

Over the next five years:

- Hillsborough County will invest $57 million in safety projects, including pavement markings, signage, turn lane improvements, pedestrian enhancements, sidewalk repairs, and complete streets treatments.
- FDOT will invest more than $22 million in safety projects, like sidewalk construction, corridor improvements, complete streets projects, lighting installations, and landscaping.
- The City of Temple Terrace will invest $756,000 to improve sidewalks, curbs and ramps, improve pavement markings and signage, and construct bicycle infrastructure along select corridors.

Vision Zero Spending Programmed for FY2019-2023
The focus of the Hillsborough MPO’s Smart Cities program is developing strategies to alleviate congestion and improve safety at key intersections. Operational improvements along some of the main roads in Hillsborough come in two forms: traditional intersection treatments, like adding turn lanes, crosswalks, and signal modifications; and technology like signal re-timings, dynamic speed limits, ramp meters, active rerouting, active traffic management, and other emergent technologies found in some of the world’s smartest cities.

Non-traditional data sources like Waze allow the Hillsborough MPO to accurately track congestion and travel reliability issues, based on user accounts of traffic conditions experienced in real-time. This map shows user-reported traffic congestion during morning rush hour - approximately 6-9am. Purple indicates that these roads are hotspots for congestion during that time period.

Traffic management centers (TMCs), allow traffic engineers to play an active role in congestion relief and incident response. Non-traditional data sources, such as Waze and Twitter, open lines of communication between roadway users and engineers. The TMC can respond rapidly to congestion, minimizing the impact along the corridor.
Travel Time Reliability on Interstates

Travel Time Reliability (TTR) is an important metric for assessing the dependability of travel times and extent of non-recurring congestion – such as traffic jams caused by crashes, weather, special events, or construction zones. Reliability in travel times allows travelers to make better decisions about the use of their time and minimizes the aggravation experienced when your normal 30-minute commute home suddenly turns into a 2-hour delay due to game day traffic clogging up the network.

The map below shows portions of the interstate offering reliable travel at least 75% of the time. 70% of the miles on the interstate network meeting reliability standards is the target adopted statewide by FDOT and supported by action of the Hillsborough MPO on October 30, 2018. The MPO also agreed to support the statewide target for truck travel times on the interstate to not exceed a 100% increase on the most severely congested days.

While reliability on the majority of the interstate is meeting the statewide standard, the portions running through the urban core are moderately-to-severely unreliable, meaning that at certain times of day, travel time may increase by 50-100% through these segments. A 20-minute travel time could turn into 30 minutes or more.

As of 2016, travel time reliability on the interstate is not meeting the statewide target. Unreliability through the urban corridor is a challenge due to the excessively high volumes of single occupant vehicles.

Travel Time Reliability on Non-interstate National Highway System

While many of the long-distance trips made both within and across counties are served by the Interstate system, the non-interstate National Highway System (NHS) makes up a much greater proportion of the roads in Hillsborough County. The map below shows that some of the least reliable interstate segments are found Northbound on I-275 from the Howard Frankland Bridge throughout the urban core all the way past the downtown interchange; I-75 near Brandon Blvd; Southbound on I-275 from Bearss Ave to Fowler Ave; I-75 from Fletcher Ave to MLK Jr Blvd; and I-4 both Eastbound and Westbound throughout the urban core.

The statewide target for Travel Time Reliability on the non-interstate NHS is to have 50% of the network providing for reliable travel times. On October 30, 2018, the Hillsborough MPO agreed to support this target. With this target, most of the non-interstate roads are meeting this criterion, and they are shown in green on the maps. Roads shown in yellow are moderately reliable, and those shown in red are unreliable.

As of 2016, travel time reliability on the non-interstate NHS is exceeding the statewide target but may drop below 50% by the end of 2019.
Air Quality

Air pollution is directly related to traffic volume and congestion, and is a public health threat in almost every urbanized area of the United States. National air quality standards are enforced at the state and local levels by the Florida Department of Environmental Protection and the Environmental Protection Commission of Hillsborough County (EPC). The MPO plays a role in meeting our air quality standards by adopting transportation policies that support local pollution control efforts.

Adoption of electric vehicles may help reduce the health impacts of certain air emissions. According to the EPC, over the past 4-5 years, the number of days when Hillsborough County had unhealthy days due to ozone has remained generally unchanged. While alternative fuels are gaining popularity, increases in vehicle miles traveled (VMT) and traffic congestion are offsetting ozone emissions savings that could be gained from electric vehicles.

In both 2016 and 2017, Hillsborough County experienced 3 days per year with ozone readings greater than 70 parts per billion, which is the current health-based standard. Ground level ozone, also known as smog, is created when Nitrogen Oxides (NOx) from gasoline combustion react with Volatile Organic Compounds in the sunlight. Areas of high automobile traffic often witness smog in the air, as the amount of NOx emissions can be high, which can impair breathing among those with asthma, older adults, young children, and people who are active outdoors.

Air quality across all of Hillsborough County continues to meet the health-based standard, yet the County’s adult asthma rate of 9.2% ranks the highest among other large counties in Florida. Health studies show a clear link between asthma rates, traffic volumes, and proximity to major roadways. Concentration of traffic pollutants is highest at the tailpipe and diminishes to background levels at a range of between 150 to 300 meters, depending on traffic volume. This means that those living within 150 meters of roads with

>30,000 vehicles per day, approximately 4% of the total US population, have the greatest exposure to traffic-related air pollution. 11% of Hillsborough County’s population lives within 150 meters of a high volume road.

Furthermore, nearly one-fifth of Hillsborough County’s total population lives within 300 meters, and this figure is even higher among vulnerable populations. Approximately one-quarter of those living within a Community of Concern (a community experiencing any combination of low-income, high proportion of racial minorities, zero-vehicle households, limited English proficiency, individuals with disabilities) also live within 300 meters of a high volume road. The health effects of living near high volume roads are exacerbated by the amount of congestion along those corridors.

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If we were to build all of the costly road widening projects, we would still be facing congested roads. For this reason, the federal government requires a congestion management process that includes objectives relating to goal achievement, with measurable outcomes. Strategies other than road widening are encouraged. In 2014, the Hillsborough MPO identified 640 intersections needing improvements by 2040 and has recently updated its project prioritization criteria to focus more on near-term operational improvements rather than road widening for all of intersections in need of improvement.

Over the next five years:

- Hillsborough County will invest $154 million in operational projects to improve travel time reliability. These projects include expanding the County’s Intelligent Transportation Systems (ITS) with signals and technology updates to speed data communications. Intersection improvements, such as turn lanes, signal modifications, and access improvements will allow users to move better.
- FDOT will invest $110 million in Smart Cities projects, like intersection improvements, upgrading interchanges, updating legacy (old) traffic signals, and patrolling freeways for clearing incidents.
- The Tampa-Hillsborough Expressway Authority (THEA) will invest $16 million in this program category to study improvements to Meridian Avenue and adjacent facilities to improve access to the Selmon Expressway and Reversible Express Lanes.

The current Capital Improvements Programs (CIPs) of Hillsborough County, FDOT, THEA, and the cities of Tampa and Plant City include many Smart Cities investments in operations and other capacity management projects. These investments will be programmed over the next five years, 2018-2023 and are illustrated in the summary table above. These allocations were programmed prior to approval of the countywide surtax referendum, meaning that future investments in this program category will be higher than what is represented below. Over the next five years, the jurisdictions within Hillsborough County have budgeted more than $298 million for Smart Cities projects, amounting to an average of $60 million per year.
An important aspect of real choices when not driving is to provide independence for those who cannot or do not own a car.

Need for Real Choices
According to a 2015 US Census Bureau estimate, nearly 93% of residents in Hillsborough County live in a household with a vehicle. Allowing the 7.1% of individuals without a vehicle to access jobs, schools, health services, and grocery stores is a significant challenge to overcome.

Access to transit, trails, and safe pedestrian networks provides real transportation options for residents living in Communities of Concern, which often have the most limited mobility options.

Transportation disadvantaged residents may have to rely on transit, walking, and biking options to get to their destinations.

By mapping out the Communities of Concern, we are better able to respond to the mobility needs of these communities and provide accommodations that suit a variety of transportation modes.

In 2018, the Hillsborough MPO updated its Inclusivity Plan for ensuring the ability of all residents — regardless of race, color, or national origin — to participate in the planning process. Rather than limiting our focus to these three groups, the MPO expanded them to include limited English proficient households, low-income, those with disabilities, and households without cars. These Communities of Concern often have the most limited mobility options and therefore rely on transit, walking, and biking options to get to their destinations. By mapping out the Communities of Concern (COC), we are better able to focus our attention upon these areas to determine how residents of those areas may be impacted by transportation plans. Improving safety, for example, is a key area for our COCs. Residents living in these areas are at a 20% greater risk of being in a severe crash than those who don’t live in a COC. The disparity is striking.
Transit Service Availability

The Hillsborough MPO’s Transit Level of Service (TLOS) is an assessment standard developed from guidelines of FDOT’s Quality/Level of Service Handbook. It is a way of measuring the quality of transit service on specific roadways using variables like rush hour traffic volumes on roads servicing HART buses, road capacity, travel speed, and service frequency. Roadways with transit service are then ranked on a scale from A to F. Countywide, just over 14% of the total population live within ¼ mile of a facility with the quality of Transit LOS ranked as either A or B. Furthermore, only 37% of total employment opportunities across the county are within ¼ mile of good transit facilities. Unlike for transit, quality of service for multimodal facilities is highly influenced by travel speed, which is not the best way to assess travel quality.

Over the past year, Hillsborough MPO has explored innovative methodologies for assessing quality of service.

Walking/Biking Facilities Availability

The MPO established a Level of Traffic Stress (LTS) standard to more accurately assess bike and ped facilities by looking at factors like facility separation, signal timing at crosswalks, and others. This new standard will provide a way for the MPO to highlight corridors and intersections which are performing well, and those which could be enhanced for safety, comfort, and convenience. Bicycle and pedestrian LTS scores range from 1-4 with 1 being the best and 4 being the worst. Approximately 20% of Hillsborough County’s population live near a good or excellent pedestrian facility (PLTS 1 or 2), while more than 50% only have access to facilities ranked 3 or 4. For bicycle facilities, like multi-use trails, less than 10% of the County’s population lives near a good or excellent facility, while almost 60% only have access to facilities ranked 3 or 4. The percentages of population and jobs within ¼ mile of facilities are listed in the graphs below.

To provide real choices for commuters other than just a car, it is important that both their home and job be located near a good facility. The data in the table show that despite 57% of job opportunities being located near bus facilities, transit access for employees is severely limited. Only 30% of the county’s population has access to a facility, regardless of level of service, and about half of that population only has access to a facility with poor service.

How Many Residents Have Access to ... ?

<table>
<thead>
<tr>
<th></th>
<th>Bus</th>
<th>Walking</th>
<th>Biking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Facilities</td>
<td>15.8%</td>
<td>50.6%</td>
<td>63.0%</td>
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<tr>
<td>Acceptable Facilities</td>
<td>14.4%</td>
<td>19.8%</td>
<td>9.4%</td>
</tr>
</tbody>
</table>

How Many Workers Have Access to ... ?

<table>
<thead>
<tr>
<th></th>
<th>Bus</th>
<th>Walking</th>
<th>Biking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Facilities</td>
<td>19.8%</td>
<td>46.2%</td>
<td>59.9%</td>
</tr>
<tr>
<td>Acceptable Facilities</td>
<td>37.0%</td>
<td>38.8%</td>
<td>26.8%</td>
</tr>
</tbody>
</table>
People and Jobs Served by the Bus System
Transit will continue to be a focus as people look to other transportation options beyond single occupancy vehicles.

In October of 2017, HART implemented a comprehensive system redesign called Mission Max. The redesign was intended to deliver more efficient service by increasing frequencies on routes with higher-demand and enhancing connectivity by reducing trip times. Longer-term results of HART’s modifications will be seen in future years.

- HART bus passenger per revenue hour has fluctuated, but consistently exceeded goals.
- On-time performance has increased from 70% to more than 83% in just 7 years.
Transportation Choices & Health Outcomes

Physically healthy communities are key components of economically vibrant and successful communities. The prevalence of adult obesity in Hillsborough County, however, stands at 28%, which amounts to a 2% increase since 2010. Hillsborough County’s obesity rate, cancer incidence rate, and hypertension deaths are all higher than other large counties in Florida, including Broward, Miami-Dade, Orange, and Palm Beach. Type 2 diabetes, a commonly occurring comorbidity of obesity, is also on the rise within Hillsborough County. In 2010, 11.7% of adults had been diagnosed with the disease. By 2016, that number increased to 12.4%. Both physical inactivity and poor access to healthy food are risk factors for obesity and Type 2 diabetes. With only 16% of residents reporting that they eat adequate servings of healthy foods and about 25% reporting physical inactivity, promoting greater physical activity by planning for pedestrians and cyclists is a key to improving health across the community. Facilities that allow people to access health destinations, including hospitals, schools, and grocery stores, contribute to healthy communities.

Access to Health-Related Destinations

Within Hillsborough County, there are 17 hospitals, 136 grocery stores, and 280 schools. The bar chart on page 21 shows that for an average resident who relies on walking as their primary mode of transportation, approximately one-third of these destinations are accessible via good facilities. Cyclists have similar access to grocery stores and hospitals as pedestrians, but only about one-quarter of schools are accessible via good trails or sidepaths. For the average resident who relies on transit service, accessibility is limited compared to the other modes of travel. Only 9% of schools, 21% of grocery stores, and 18% of hospitals are accessible via good bus service.

Multimodal accessibility is defined as having transit service, sidewalks, and trails or sidepaths located within ¼ mile of both a person’s home and the destination. Level of Service and Level of Traffic Stress are important metrics because transit and active transportation modes are cost-efficient options for the transportation disadvantaged (TD) population, which includes:

- Persons with disabilities – physical or mental impairment that limits life activities.
- Older adults – losing ability to drive on their own.
- Individuals with lower incomes – may not have access to personal car.
- Children at risk – unaware of the traffic movements around them.

Convenience, comfort, and safety are critical to ensure that Hillsborough County residents use alternative modes of transportation. For TD populations, paratransit services like Hillsborough County’s Sunshine Line and HARTPlus may also...
provide options for eligible residents who have disabilities or limitations. Depending on the needs of the passenger, the services may taxi them to their destination or drop them to an accessible fixed route bus stop. With the projected increase in transportation the disadvantaged population, the long range transportation plan estimates a $20 to $32 million annual operating cost for paratransit services by 2040.
Investments

To support mobility for those who cannot or do not drive, the LRTP includes a number of key investments: bus service, transportation disadvantaged services, and trail and sidepath network projects. Future spending trends were projected based on existing spending between 2013 and 2017. This was prior to HART’s 2017 update of its Transit Development Plan, 2018’s Mission Max, and the countywide surtax referendum, and a total of $1.73 billion was identified in the 2040 LRTP for baseline improvements to real choices, averaging approximately $32 million per year.

The current Capital Improvements Programs (CIPs) of Hillsborough County, Plant City, and FDOT include many Real Choices investments in multimodal travel and other capacity management projects, averaging nearly $112 million per year. These investments are programmed over the next five years, 2018-2023, and are illustrated in the summary table to the right. These allocations were programmed prior to approval of the countywide surtax referendum, meaning that future investments in this program category will be higher than what is represented below. Over the next five years, the jurisdictions within Hillsborough County have budgeted more than $552 million for Real Choices When Not Driving projects, which is about 70% more than the 5-year total identified in the 2040 LRTP for baseline improvements.

Over the next five years:

- HART will invest $405 million in a new maintenance facility, route operations, new buses, and fare expenses to operate the streetcar.
- Hillsborough County will invest $15 million in ferry operations, paving road shoulders for bikes, the Bypass Canal trail, and a Sun City Center pedestrian mobility plan.
- FDOT will invest $9 million into projects found in HART’s work program, which includes operations, vanpool funds, and an autonomous vehicle pilot project.
Investing in transportation infrastructure is critical to growing an area’s economy. Safe, reliable, and efficient transportation infrastructure must be in place in order for people and goods to move from one place to another. Growth is desirable, yet it also presents challenges.

Like many other metropolitan areas, the Tampa Bay region suffers from congestion with 43% of interstates and 24% of other roads currently over capacity. According to one estimate, congestion on National Highway System roads cost drivers more than $2 billion in lost productivity in 2016. With population projected to increase 40% by 2045, it is clear that this problem will intensify in the future.

For the Imagine 2040 Plan, capacity projects were defined as widening or extending major roads or building new fixed-guideway transit systems. Under federal regulations, these types of projects must be itemized in the Plan, rather than being grouped into programmatic categories, such as Vision Zero, State of Good Repair & Resiliency, Smart Cities, or Real Choices. To better focus limited resources on economic vitality and severe congestion, the MPO’s list of capacity needs was screened by level of congestion and by proximity to employment centers. This means that the costliest projects are focused on corridors which serve clusters of at least 5,000 jobs and major roads which are beyond “full.”

The picture above shows an artistic rendition of the Selmon West extension, which is an elevated facility connecting Gandy Bridge to the Selmon Expressway. It is scheduled for completion in fall of 2020.

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5 Estimates were produced using NPMRDS Analytics software, assuming an hourly passenger vehicle cost of $17.91, hourly commercial vehicle cost of $100.49, and a 90/10 passenger/truck split.
Over the next five years, $1.14 billion will be spent to add capacity to the transportation network, this is an average of $227 million per year. Some of the major projects include:

- Widening segments of US301, SR574, I275, SR60, I-75, Big Bend Rd, 19th Ave NE, and Lithia Pinecrest Rd;
- Extending Citrus Park Drive, Davis Rd, and the Selmon Expressway;
- New or major reconstruction of interchanges, such as US41 at the CSX rail crossing and I-75 at Big Bend Rd.
Board & Committee Agenda Item

Agenda Item
Iteris & Cambridge Systematics Data Portal

Presenter
Anita Vandervalk-Ostrander, Iteris and Rich Margiotta, Cambridge Systematics

Summary
IPeMS is an off-the-shelf solution capable of resolving many of the data sharing/data analytics challenges. The two presenters are finalizing the scope for a tool which will aggregate many of the transportation datasets across our county and provide analytics related to both safety and congestion/travel time reliability.

The Hillsborough MPO participated in a pilot study of the safety and reliability analytical tool as part of its Imagine 2040 Plan. The integrated tool, which collects data and allows analysis, is in an early stage of formulation and the presenters will describe its capabilities once completed.

Recommended Action
None. For information only.

Prepared By
Johnny Wong, PhD, MPO Staff

Attachments
None.
Board & Committee Agenda Item

Agenda Item
Big Data & Analytics in Transportation

Presenter
Bob McQueen, Bob McQueen & Associates

Summary
Advances in big data and analytics offer new possibilities for transportation management and planning.

Bob McQueen will present the work of his firm and describe how big data and analytical advances have opened up new possibilities for transportation planning and operations.

He will discuss the firm’s “single system” approach to transportation service delivery and explain some opportunities to implement this approach.

Recommended Action
None. For information only.

Prepared By
Johnny Wong, PhD, MPO Staff

Attachments
None.
THEA Connected Vehicle Pilot, Phase 3

Presenter
Anna Quiñones, THEA

Summary
THEA’s Connected Vehicle (CV) Pilot project is one of the first projects in the nation to deploy CV technology on real streets. The pilot has now instrumented over 1000 vehicles with onboard units capable of transmitting information from Vehicle-to-Vehicle (V2V) and from Vehicle-to-Infrastructure (V2I).

The pilot is now in its third and final phase, which involves monitoring the behavior and performance of CVs in downtown Tampa. Anna Quiñones will be sharing a portion of the data collected and will be presenting the preliminary findings of the pilot.

Recommended Action
None. For information only.

Prepared By
Johnny Wong, PhD, MPO Staff

Attachments
None.
Agenda Item
Transit Signal Priority

Presenter
Shannon Haney, HART

Summary
Transit Signal Priority is an operational strategy to modify traffic signal timing or phasing for transit vehicles. The technology reduces the dwelling time spent at red lights when transit vehicles are running behind schedule.

Shannon Haney will discuss HART’s transit signal priority system and its effectiveness at improving on-time performance and reducing congestion.

Recommended Action
None. For information only.

Prepared By
Johnny Wong, PhD, MPO Staff

Attachments
None.
The Florida Senate Administrative Policies and Procedures

Policy 1.49

Effective January 18, 2018

1.49 Workplace Harassment Prohibited

The Senate is committed to providing a safe, professional environment for conducting the legislative business of the citizens of Florida. The Senate does not tolerate harassment toward any individual based on race, color, religion, sex, national origin, age, disability, or marital status. The Senate takes all allegations of harassment seriously and will take appropriate action to eliminate prohibited harassment.

Each Senator and employee has a responsibility to ensure harassment based on race, color, religion, sex, national origin, age, disability, or marital status does not occur in the workplace and must avoid conduct, both subtle and overt, that could be seen as prohibited harassment.

To achieve the Senate goal of providing a workplace free from unlawful harassment, the prohibited conduct described in this policy will not be tolerated, and there will be a prompt response to complaints of such harassment consistent with this policy or the Senate Rules, as applicable. The personal identifying information of an alleged victim of sexual harassment will be kept confidential and exempt from public records requirements pursuant to section 119.071(2)(n), Florida Statutes, to the fullest extent allowed by law.

Applicability

This policy is applicable to all Senate employees, Senators, lobbyists, and third parties. All agreements with agents, contractors, and vendors shall also contain provisions prohibiting harassment consistent with this policy.

For the purpose of this policy, the term:

1. “Employee” means an individual employed by the Senate and includes an intern, Senate Page, volunteer, or other temporary or unpaid staff.
2. “Lobbyist” means an individual registered to lobby both houses of the Florida Legislature or the Florida Senate pursuant to section 11.045, Florida Statutes.
4. “Third party” means a member of the general public, member of the media, other legislative employee, or visitor to the Senate offices or committees.

Definition of Workplace Harassment

“Workplace harassment” means any:

1. Harassment based on race, color, religion, sex, national origin, age, disability, or marital status, including verbal or physical behavior or conduct that denigrates or shows hostility or aversion toward an individual because of that individual’s race, color, religion, sex, national origin, age, disability, or marital status;
2. Harassment based on an individual’s association with an individual because of that individual’s race, color, religion, sex, national origin, age, disability, or marital status;
(3) Harassment that has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment; or

(4) Sexual harassment. While workplace harassment includes sexual harassment, sexual harassment raises issues that are unique in comparison to other types of workplace harassment. Therefore, sexual harassment warrants separate emphasis. “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when:

(a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;

(b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

(c) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

**Examples of Workplace Harassment**

The following examples are illustrative of conduct or communications that may constitute workplace harassment:

- Unwanted jokes or slurs with a sexual, racial, religious, ethnic, or similar content.
- Mimicking or imitating the characteristics of an individual based on race, religion, sex, national origin, age, disability, or marital status.
- Unwelcome remarks about an individual’s sexual anatomy, sexual capabilities, ethnic characteristics, religion, age, physical disabilities, or marital status.
- Unwanted physical contact.
- Hazing based on race, color, religion, sex, national origin, age, disability, or marital status.

The following examples are illustrative of conduct or communication, if unwelcome, which may constitute sexual harassment:

**Verbal**

- Sexual comments or innuendos about one’s clothing, body, appearance, or sexual activity.
- Discussing sexual topics in the workplace, such as sexual practices or preferences or telling sexual jokes or stories.
- Using sexual words or phrases or words or phrases that can or should reasonably be taken as having sexual connotations.
- Implying that certain individuals must attend meetings or provide briefings when it is understood or should be understood the preference is not based on the substantive knowledge or experience of the individual.
- Making unwelcome calls or other communications to discuss matters of a personal nature outside of those required by professional conduct.
• Requesting or demanding sexual favors or suggesting that there is any connection between sexual behavior and any term or condition of employment or the outcome of any issue or matter, whether that connection be positive or negative.

**Nonverbal**
• Displaying sexually explicit pictures, cartoons, messages, or objects in the work area.
• Giving personal gifts of a sexual nature.
• Making sexually suggestive gestures.
• Making unwelcome visits outside the workplace.
• Sending emails, text messages, instant messages, or notes of any kind containing sexual images, cartoons, jokes, words, phrases, or content of a sexual nature.

**Physical**
• Kissing or hugging, unless welcome or clearly not objected to, when made in connection with a greeting or parting, such as a peck on the cheek.
• Patting, pinching, or intentionally brushing against an individual’s body.
• Unwelcome sexual contact of any kind.

Whether conduct or communications constitute workplace harassment depends upon the totality of the circumstances. In that regard, the following should be kept in mind:
(1) A single incident may or may not constitute workplace harassment.
(2) Whether a particular action is workplace harassment will depend on the facts and determinations made on a case-by-case basis.
(3) Conduct or communications that might be welcome to one individual may be unwelcome to another individual. Conduct or communications that might have been welcome between two individuals at one time may become unwelcome at any time.
(4) The examples are not exhaustive. Other conduct or a communication not expressly described in the examples may violate this policy.

**Complaint Contacts**
Any individual who experiences prohibited workplace harassment in the Senate may report the complaint to any of the following individuals:
(1) the Senate President;
(2) the Senate Chief of Staff;
(3) the Secretary of the Senate;
(4) the Senate Sergeant at Arms;
(5) the Human Resources Director of the Office of Legislative Services (Human Resources Director);
(6) an employee’s immediate supervisor;
(7) a designee of opposite gender provided by any of the aforementioned contacts when practical. A list of opposite gender designees, if any, will be provided with annual training materials.

**Complaint Procedure**

Complaints reported to a complaint contact must be promptly communicated to the Human Resources Director for a complete investigation. Once notified, the Human Resources Director will promptly notify the Office of the Senate President, or the Senate President Pro Tempore with a copy to the Secretary of the Senate if the complaint is against the Senate President, of the complaint and attempt to resolve the issue informally. This will include discussing the issues with the individuals involved in the complaint and may include interviewing other personnel, as deemed appropriate. Supervisors, Human Resources staff, or the Senate General Counsel may be requested to assist the Human Resources Director with the facilitation of the informal resolution.

If no informal resolution is possible, or if the complainant or the Human Resources Director determines an informal resolution is not appropriate given the seriousness or severity of the allegation, the complainant will be requested to submit a formal, written complaint to the Human Resources Director. The written complaint must set forth the basis of the complaint, the reasons the complainant believes prohibited workplace harassment has occurred, the specific dates of the alleged harassment, identification of any witnesses to the harassment and any action the complainant believes would resolve the complaint.

Upon receipt of the written complaint, or when deemed appropriate by the Senate President or the Human Resources Director, the Human Resources Director may contact an independent, professional service provider who will conduct a further investigation into the allegations set forth in the complaint.

After appropriate investigation, a written report summarizing the issues raised in the complaint, as well as evidence collected during the investigation, will be prepared by the Human Resources Director or the service provider and submitted to the Office of the Senate President.

A copy of a formal complaint or a description of an informal complaint shall be retained by the Human Resources Director with a summary of how the complaint was resolved.

If the complaint is against the Senate President, the Human Resources Director will notify the Senate President Pro Tempore with a copy to the Secretary of the Senate.

In every case, the Human Resources Director shall provide the complainant with available resources for victims of workplace harassment and follow-up with the complainant, when appropriate, to ensure the complainant was able to access available resources.
Resolution

The Human Resources Director, upon completion of an investigation of a complaint, will provide a summary of any findings, and disciplinary recommendations when a violation by an employee is identified, to the Senate President and the Senate Chief of Staff.

The Senate President and the Senate Chief of Staff, in consultation with the Senate General Counsel, will promptly make a determination and take appropriate disciplinary and corrective action, if any, based on all of the evidence gathered during the investigation.

An employee who is found to have violated this policy is subject to discipline up to and including immediate termination from employment.

The Senate President will take appropriate action if the complaint involves any violations by a Senator or a third party in accordance with the Senate Rules. Appropriate action may include, with the consent and participation of the complainant, the filing of the complaint with the Chair of the Committee on Rules in accordance with the Senate Rules.

If the complaint is against the Senate President, the Senate President Pro Tempore, with the consent and participation of the complainant, will file a written complaint with the Chair of the Committee on Rules in accordance with the Senate Rules.

Confidentiality

Information regarding complaints should be limited to individuals who need to know in order to carry out the procedures in this policy. A complaint and related investigation will be kept as confidential as practicable; however, absolute confidentiality cannot be guaranteed as reporting to law enforcement, attorneys, the Commission on Ethics, or others responsible for taking action may be required.

Statutes address certain information that is either confidential and exempt or exempt from public records requirements in specific situations and for certain time periods (e.g., sections 119.071(2)(g), 119.071(2)(k)1., and 119.071(2)(n), Florida Statutes).

Reporting Encouraged

The goal of the Senate is to provide a workplace free from harassment of any type. The Senate takes allegations of harassment seriously and will respond to such allegations promptly. Every individual is encouraged to report prohibited harassment so that inappropriate behavior can be addressed quickly and eliminated.

Supervisor Responsibility

Each Senator or employee supervising other employees is responsible for making subordinates aware of the prohibited harassment policy and the means for reporting a complaint.

A copy of this policy will be provided to each new employee and each employee must acknowledge receipt of the policy.
All Senators and employees, especially those supervising others, are responsible for assuring the workplace is free from harassment.

Supervisors and Senators in receipt of a complaint, whether formal or informal, must promptly communicate the complaint to the Human Resources Director.

**Retaliation**
The Senate does not tolerate retaliation against any individual for having complained of workplace harassment or for having assisted or participated in an investigation of alleged workplace harassment. Any individual who believes he or she may have been the subject of retaliation for having complained of workplace harassment or for having assisted or participated in an investigation related to an allegation of workplace harassment should report that information to any of the complaint contacts listed in this policy. Any individual found to have engaged in retaliation will be subject to discipline up to and including immediate termination or other appropriate action.

**False Complaints**
Complaints of workplace harassment found to be intentionally or recklessly dishonest or malicious will not be tolerated and shall be subject to discipline up to and including immediate termination or other appropriate action.

**Training**

**Employees**
Every employee shall receive a copy of this policy at the start of employment and shall return a signed acknowledgment prior to receiving access to Senate facilities or systems acknowledging the employee has read and understands the policy. Employees are encouraged to ask questions of their immediate supervisors if they do not understand the policy. Every employee shall receive a minimum of one (1) hour of training annually through online, classroom, or other appropriate training methods provided by the Senate on the topics of workplace harassment, sexual harassment, and sensitivity. Such training shall include verification through testing that the employee understands the concepts presented in the training and an opportunity for the employee to provide feedback.

Except as provided in this paragraph, volunteers, interns, and other temporary or unpaid staff of the Senate are required to receive the same training and provide the same acknowledgment of this policy as paid employees of the Senate. When requesting a volunteer, intern, or other temporary or unpaid staff, a Senator or the Senate Administration Director may request in writing that such individual receive as an alternative to the training described above, a copy of the Senate Workplace Harassment policy appropriate for the individual along with instructions on reporting any inappropriate behavior. For individuals who are minors, such as pages, the information shall be provided to the parent or guardian of the individual.

**Supervisors and Complaint Contacts**
Supervisors and complaint contacts shall receive additional training beyond the employee training to include instruction on handling workplace and sexual harassment complaints.
**Senators**
The annual training required of Senators pursuant to Senate Rule 1.40 shall include at least one (1) hour addressing workplace harassment, sexual harassment, undue influence, and sensitivity training. Senators shall acknowledge receipt of the training.

**Lobbyists**
Prior to lobbying in the Senate, every lobbyist shall receive a copy of this policy at the time of registration and shall sign an acknowledgment prior to completing registration that the lobbyist has read and understands the policy. For the 2018 Legislative Session, and until such time as the registration system is modified, such notification shall be accomplished by providing an electronic copy of this policy to every lobbyist registered on January 8, 2018, and every new lobbyist registering on or after that date, at the contact email address provided with the lobbyist’s registration. The notification shall include current contact information for the complaint contacts listed in this policy available to lobbyists for making a complaint.

**Third Parties**
The Senate Workplace Harassment policy and a list of complaint contacts shall be available on the Senate website under a separate link for the general public to access.

**Recordkeeping**
The Human Resources Director is the official recordkeeper for all records related to reports, notifications, complaints, and investigations under this workplace harassment policy.

**Annual Review**
The Senate commitment to providing a safe, professional environment free of workplace harassment requires continuous improvement and constant engagement at all levels. To achieve the Senate goal, this policy, and the procedures, notifications, and training provided pursuant to it, shall be reviewed at least annually and updated as necessary.