



# Executive Committee Agenda

Date | Time: October 27, 2021, | 1 PM

## Lake-Sumter MPO – Executive Committee Meeting

Wed, Oct 27, 2021 1:00 PM - 2:00 PM (EDT)

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## I. 1 P.M. OPENING

- A. Call to Order
- B. Proper Noticing
- C. Determination of Quorum
- D. Chair’s Announcements

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## II. UPDATE

Proposed revisions to today's Agenda

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## III. OPPORTUNITY FOR PUBLIC COMMENT *(ON AGENDA OR GENERAL COMMENTS)*

At this point in the meeting, the Committee will hear citizens' questions, comments, and concerns. If the issue raised is not on today's Agenda, the Committee will not take action at this meeting. Questions may be answered by staff or referred for appropriate staff action. If further action is necessary, the item may be placed on a future Governing Board agenda. Public comment shall be limited to three minutes per person.

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## IV. ACTION ITEMS

### TAB 1

- A. [February 24, 2021, Executive Committee Meeting Minutes](#)

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## V. DISCUSSION ITEMS

### TAB 2

# Executive Committee Agenda

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**A. Executive Director Annual Evaluation – David Langley, MPO Attorney**

The employment agreement between the Lake~Sumter Metropolitan Planning Organization and Michael Woods specifies an annual review and evaluation. As per the bylaws, the Executive Committee is responsible for reviewing, evaluating, and providing recommendations for renewal for the agreement to the Governing Board for approval at the December 9, 2021, meeting.

**B. Lake~Sumter MPO Fourth-Quarter Financial Report – June Lorah, VP Milestone Professional Services Inc.**

**C. MPO Governing Board Meeting Location and Format – Michael Woods**

The new MPO Office location is well suited for small meetings, MPO committee meetings, and project meetings. The current meeting room is too small for regular MPO Governing Board meetings that include full in-person attendance and public participation. MPO staff will discuss options for Governing Board meeting locations for the Executive Committee to consider.

**D. Lake~Sumter MPO - Transportation Management Area (TMA) Transition Plan– Michael Woods**

FDOT announced earlier this year that the 2020 Census data for Central Florida indicates that the Lake~Sumter MPO and the Ocala Marion TPO met the population threshold for designation of TMA status.

A TMA is designated by the U.S. Secretary of Transportation for an urbanized area with at least 200,000. Congress provided for this greater role by MPOs through a certification review to formalize the planning process's continuing oversight and day-to-day evaluation. MPOs attaining certification enjoy certain benefits, but they also incur additional requirements beyond those of smaller urbanized areas for congestion management, project selection, and certification. The FHWA and FTA jointly review and evaluate the transportation planning process every four years.

The MPO staff has contracted with Kimley-Horn and Associates, Inc. to facilitate the TMA Transition Plan to support the Lake~Sumter MPO in preparing for TMA designation and the additional requirements necessary as part of this status. Coordination with the Executive Committee to receive strategic input regarding the TMA Transition Plan development, including two (2) facilitated workshops with the Executive Committee during normally scheduled meetings, to provide priorities in the context of TMA transition.

[DRAFT TMA Transition Plan Scope](#)

[The Innovative MPO – Appendix](#)

[Florida MPO/TMA Map – MPOAC](#)

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## VI. INFORMATION ITEMS

**TAB 3 MPO Committee Membership Rosters**

**A. Technical Advisory Committee**



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B. Community Advisory Committee

C. Lake County Transportation Disadvantaged Coordination Board

D. Sumter County Transportation Disadvantaged Coordinating Board

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## VII. EXECUTIVE COMMITTEE MEMBERS REPORTS / COMMENTS

## VIII. ADJOURNMENT NEXT MEETING: TBD @ 1 P.M. LAKE~SUMTER MPO,

Pursuant to the provisions of Chapter 286, Florida Statutes, Section 286.0105, if any person decides to appeal any decision made by the above named board with respect to any matter considered at the meeting, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. All interested citizens are welcome to attend. Persons with disabilities needing assistance to participate in any of the proceedings should contact (352) 315- 0170 48 hours in advance of the meeting.



**EXECUTIVE COMMITTEE  
MEETING MINUTES  
February 24, 2021  
Lake~Sumter MPO  
1300 Citizens Blvd  
Suite 175  
Leesburg, FL 34748**

Members Present

Josh Blake (Chair)  
Leslie Campione (Immediate Past-Chair)  
Craig Estep (1<sup>st</sup> Vice-Chair)  
Dan Robuck (Chair-Elect)  
Evelyn Wilson (Lake At-Large Representative)

Representing

Lake County  
Lake County  
Lake County  
City of Leesburg  
City of Groveland

Members Absent

Cathy Hoechst (2<sup>nd</sup> Vice-Chair)  
Bobby Yost (Sumter/At-Large Representative)

City of Mount Dora  
City of Webster

Staff

Mike Woods  
Doris LeMay  
Melanie Marsh

Executive Director  
Executive Assistant  
MPO Attorney

Chair Josh Blake, called the meeting to order at 1:05 PM. It was noted that the meeting was properly noticed and that a quorum was present. (3 voting members present – 2 voting members via video)

- I. AGENDA UPDATE**  
Dan Robuck arrived at 1:09 meeting in person quorum
- II. PUBLIC COMMENTS**  
None

### **III. ACTION ITEMS**

- A. October 28, 2020 Executive Committee Meeting Minutes

**Motion** was made by Commissioner Craig Estep to approve Item A of consent agenda, seconded by Dan Robuck – **motion passed 5-0.**

### **IV. DISCUSSION ITEMS**

- A. Consideration of Financial Report as presented by Milestone Professional Services.

*Donna Collins, MPS, provided brief overview of the Financial Report.*

- B. Consideration of the 2020 FDOT MPO Joint Certification Document

*Mike Woods provided a brief overview of the 2020 FDOT MPO Joint Certification Document.*

- C. 2021 List of Priority Projects (LOPP) Update.

*Mike Woods provided a brief overview of the 2021 LOPP Update.*

### **V. EXECUTIVE COMMITTEE MEMBERS REPORTS / COMMENTS**

*Dan Robuck went over the LOPP Process for clarification/comments.  
Melanie Marsh introduced new MPO Attorney, David Langley.*

**VI. ADJOURNMENT** – There being no further business, the meeting was adjourned at 1:34 p.m.

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Josh Blake, Chair



## Financial Report

Lake-Sumter Metropolitan Planning Organization

For the period ended June 30, 2021

*(unaudited)*

## Background

The Lake-Sumter Metropolitan Planning Organization (MPO) has been designated by the Governor of the State of Florida as the body responsible for the urban transportation planning process for the Lake-Sumter Urban area. Organized in accordance with Title 23 CFR Section 450.308(c) and Florida Statute 339.175(9), the MPO prepares an annual Unified Planning Work Program (UPWP). This document identifies the planning priorities and activities to be carried out for the fiscal year and the revenue sources and anticipated expenditures related to each approved task of the work program. Annually the MPO Board adopts a budget that summarizes the revenues and expenditures identified in the UPWP.

The MPO has entered into an agreement with the Lake County Board of County Commissioners for certain support services. Under this agreement, Lake County (the County) serves as the custodian of the MPO's funds and advances the MPO operating cash through their pooled cash account until reimbursement of grant funds is received by the MPO. The County accounts for the transactions of the MPO in a separate fund within their general ledger and prepares various general ledger reports to assist the MPO with its cash management responsibilities. Financial data to prepare this report was obtained from the Finance Department of Lake County and accruals for anticipated revenue and expenditure items were identified with their assistance. The financial information contained herein was prepared as of June 30, 2021.

## Financial Summary

The financial information contained in this report is as of June 30, 2021 (100% of year elapsed). A summary of revenues and expenditures for each of the major funding sources is shown below:

<i>REVENUES</i>	2021	As of 06-30-21			%
<u>115 LAKE SUMTER MPO</u>	Revised	YTD	Budget		Received
	Budget*	Actuals	Variance		
Highway Planning & Construction-PL & SL	\$ 994,122	\$ 648,932	\$ 345,190		65.28%
Fed Transit Metro - 5305 FY 20/21	124,005	65,671	58,334		52.96%
Fed Transit Metro - 5305 FY 19/20	26,783	26,783	0		100.00%
CTD Planning Grants	48,252	41,014	7,238		85.00%
Contributions - Mt. Dora, Other Local	102,123	130,655	(28,532)		100.00%
Beginning Fund Balance	46,845	46,845	0		100.00%
<b>Total Revenues 115</b>	<b>1,342,130</b>	<b>959,899</b>	<b>382,231</b>		71.52%
<i>EXPENDITURES</i>					
<u>115 LAKE SUMTER MPO</u>					
Total Personal Services	\$ 249,767	\$ 249,767	\$ 0		100.00%
Total Operating	1,058,363	656,702	401,661		62.05%
Grants and Aids	5,000	5,000	-		100.00%
Administration Costs	29,000	29,000	-		100.00%
<b>Total Expenditures 115</b>	<b>1,342,130</b>	<b>940,469</b>	<b>401,661</b>		70.07%

\* Reflects carryforward amounts for grants from 2020 and beginning fund balance.

<i>BFB and Revenues</i>	<b>959,899</b>
<i>Expenditures</i>	<b>940,469</b>
<i>EFB</i>	<b>\$ 19,430</b>

## Invoice Submittal Status

PL-112/SL FHWA Planning Grant - Reimbursable expenditures under the Fiscal 20/21 grant for the period ended June 30<sup>th</sup> were invoiced on September 9<sup>th</sup> in the amount of \$171,025.53. This invoice was paid on October 8<sup>th</sup>. Per request from FDOT, PL and SL invoicing is now being performed quarterly using the accrual basis. Since the accrual basis is being used, invoicing is prepared from 1-2 months after the quarter end date to allow time to receive all vendor invoices. As of the date of this report, reimbursable expenditures for July thru September 30<sup>th</sup> are currently being compiled and will be submitted sometime in November 2021.

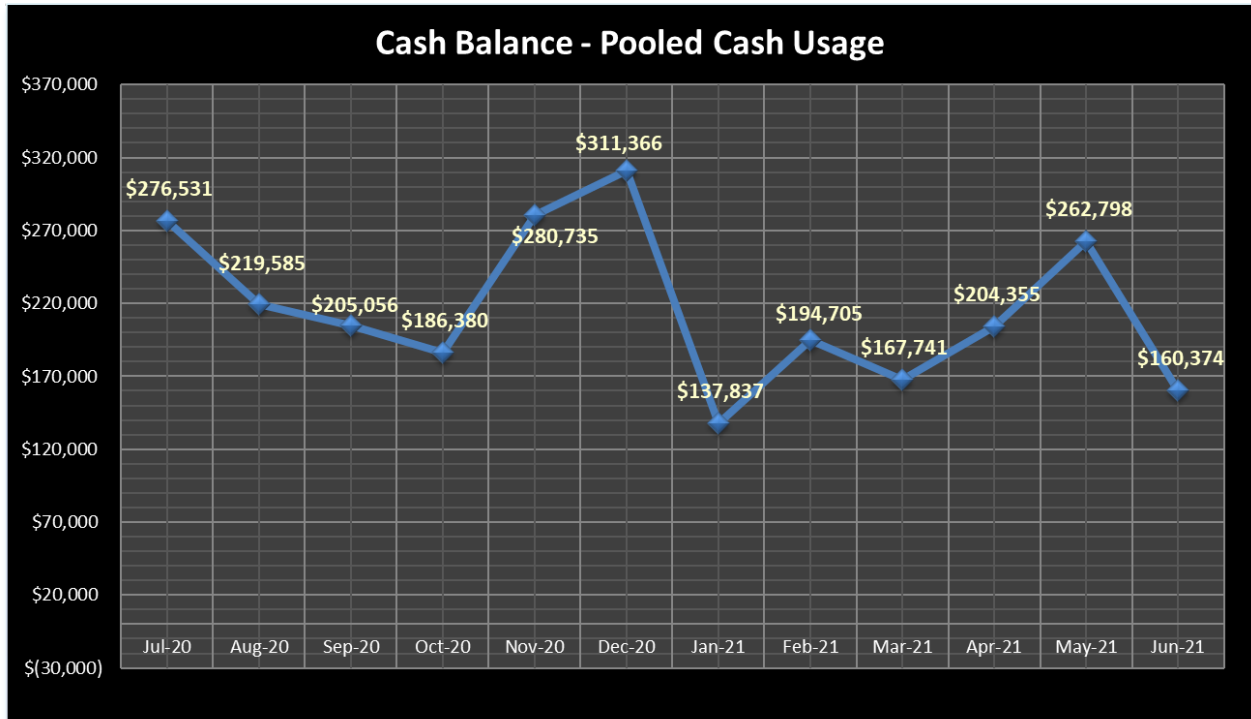
FTA Section 5305(d) Planning Grant - The invoice for the period Dec 10<sup>th</sup> through July 23<sup>rd</sup> in the amount of \$22,872.59 was submitted on September 10<sup>th</sup> and paid October 15<sup>th</sup>. A reimbursement request for expenditures from July through September 30<sup>th</sup> is currently being compiled and will be submitted sometime in November 2021.

CTD Planning Grants - The Commission for Transportation Disadvantaged Planning Grants represents \$48,252 of the fiscal 2021 budget. As of June 30<sup>th</sup>, \$41,014 had been received in revenue for all four quarters.



## Cash Management

The MPO is allowed to utilize Lake County's pooled cash account (up to \$500,000) to cover expenditures until grant reimbursements are received. The graph below reflects the MPO's utilization of County pooled cash for the past twelve - month period.



The MPO cash balance fluctuates due to the timing of invoice submittal, the timing of the receipt of cash for the amounts invoiced as well as the continual incurrence of operating expenditures regardless of an influx of cash from invoice reimbursement. The cash balance as of June 30, 2021, was \$160,374.

The cash utilization as of October 20, 2021, the date of this report, is \$193,150. All invoices for April – June charged costs have been reimbursed. The remaining cash utilization relates to July 1<sup>st</sup> through October 20<sup>th</sup> expenditures that have not yet been submitted for reimbursement. Since our FHWA PL112/SL and FTA 5305(d) billings are now performed quarterly using the accrual basis, the MPO may carry a cash utilization balance equal to just over four months operating expenditures in future periods.

## LAKE-SUMTER MPO WORK ORDER ##

Describing a specific agreement between Kimley-Horn and Associates, Inc. (“Kimley-Horn”), and the Lake-Sumter Metropolitan Planning Organization (“LSMPO”), in accordance with the terms of the Agreement for Continuing On-Call Transportation and Traffic Planning Services (RFP# 19-0908(B)), dated April 24, 2019.

### PROJECT UNDERSTANDING

This scope of services is for planning assistance to LSMPO in support of its anticipated designation as a Transportation Management Area (TMA) and for additional tasks related to the List of Priority Projects (LOPP) process, Congestion Management Process (CMP), and implementation of LSMPO’s transportation performance measure framework. Pursuant to 23 C.F.R. 450.310(c), an MPO is designated as a TMA when the population within the urbanized area (UZA) of the MPO exceeds 200,000. With updated population figures forthcoming from the 2020 Census, LSMPO is expected to exceed this population threshold. The work to be conducted under this scope of services consists of developing a TMA Transition Plan to support LSMPO in preparing for TMA designation and the additional requirements necessary as part of this status. This scope also includes additional task work related to evaluating and improving the LOPP process, including formal integration of the Congestion Management Process (CMP) results into project prioritization (s.339.175(8)(b), F.S.), and further strengthening LSMPO’s performance-based planning approach (23 CFR 450.306(d)).

### SCOPE OF SERVICES

Kimley-Horn will support the MPO with this planning work through the following tasks:

#### **TASK 1 – Transportation Management Area (TMA) Transition Plan**

Under the direction of the LSMPO Executive Director, and in coordination with the LSMPO Executive Committee, FDOT District Five, and other identified stakeholders, Kimley-Horn will facilitate development of a TMA Transition Plan through the following activities:

**Task 1.1: Impact Inventory** – Kimley-Horn will conduct a review of federal and state requirements, anticipated funding changes, and other factors that will impact how LSMPO conducts metropolitan planning processes, implements planning programs, and is organized upon designation as a TMA. This information will be synthesized into a clear and concise inventory of requirements and considerations that will lead to necessary and/or desired actions on the part of LSMPO. This inventory will be developed in coordination with FDOT District Five and, as appropriate, the Federal Highway Administration.

**Task 1.2: Strategic Implementation Actions** – Kimley-Horn will develop a strategic framework consisting of implementation actions to address identified impacts from are based upon:

- i. The Impact Inventory resulting from Task 1.1.
- ii. Input regarding priorities and needs from the LSMPO Executive Director, Staff, Executive Committee, and other stakeholders identified during Task 1.3.
- iii. General guidance and input provided by FDOT District Five and the Federal Highway Administration.
- iv. A high-level scan of other similar MPO transitions for additional considerations.

**Task 1.3: Coordination and Input** – Throughout development of the TMA Transition Plan, Kimley-Horn will support the LSMPO Executive Director with coordination and input as follows:

- i. Coordinate with LSMPO to receive strategic input regarding development of the TMA Transition Plan. This will include conducting up to three (3) facilitated workshops with the LSMPO Executive Director, staff, and, as warranted, other supporting consultants. These workshops may also include representatives of FDOT District Five.
- ii. Coordinate with the LSMPO Executive Committee to receive strategic input regarding development of the TMA Transition Plan. This will include conducting up to two (2) facilitated workshops with the Executive Committee, during normally scheduled meetings, to provide background about what TMA designation means and to identify key organizational needs and priorities in the context of TMA transition. In addition, this will include making up to two (2) presentations to the Executive Committee to receive their concurrence on draft and final recommendations to be advanced to the Board Technical Advisory Committee (TAC), and Community Advisory Committee (CAC).
- iii. Coordinate with FDOT District Five and, as appropriate, the Federal Highway Administration to receive strategic input regarding development of the TMA Transition Plan. This will include necessary communication throughout the process to ensure the consistency of recommended actions with requirements and guidance, and may also include their attendance at workshops as defined elsewhere in this scope.
- iv. Coordinate with the Board, TAC, and CAC, as appropriate. This includes conducting:
  - a. An informational presentation, early in the process, to the Board, TAC and CAC regarding LSMPO's pending TMA status and the planned approach to develop a Transition Plan.
  - b. Presentation of the draft recommendations that form the framework of the TMA Transition Plan to the Board, TAC and CAC for their approval.
  - c. Presentation of the final recommendations that form the framework of the TMA Transition Plan to the Board, TAC and CAC for their approval.

#### **Task 1.4: TMA Transition Plan Final Report**

Kimley-Horn will develop the TMA Transition Plan Final Report to include the following:

- i. Executive Summary including a vision statement for LSMPO transition, an overview of the process undertaken to develop the plan, and at-a-glance view of significant recommendations.
- ii. The Impact Inventory developed in Task 1.1.
- iii. A summary of Coordination and Outreach conducted under Task 1.3 that includes key points from the workshops and meetings with an overview of how input was used in the development of recommended actions.
- iv. The Strategic Framework of Implementation Actions, developed through Task 1.2 and Task 1.3, that serve as the core of the Transition Plan. This framework will include, but not be limited to, the following for each Implementation Action:
  - a. Description of the recommended action including the programs and/or processes it is anticipated to affect.
  - b. Categorize as *Required* or *Desired*. The latter category will apply to best practices or actions that are considered desirable by LSMPO.
  - c. For *Required* actions, the requirement or need being met.
  - d. For *Desired* actions, the anticipated benefit of the action.
  - e. Priority order of the action relative to others. For purposes of the Transition Plan, individual actions can be grouped together in priority categories.

- f. Estimated timeframe to implement the action, if feasible to determine.
- g. Whether the action is expected to have fiscal impact. A general estimate of fiscal impact will also be included where such information is readily available.

## **TASK 2 – Planning Process Evaluation and Improvement**

Kimley-Horn will support LSMPO through evaluation of the effectiveness of the LOPP process and development of recommendations for process improvements through the following activities:

### **Task 2.1: LOPP Effectiveness Evaluation**

Kimley-Horn will conduct an evaluation of the effectiveness of the LOPP process:

- i. Develop an evaluation matrix that provides an overview of the key factors and characteristics of the LOPP Top 20 projects from 2020 and 2021.
- ii. Analyze characteristics that potentially affected which projects were selected for programming versus those that were not. This includes a detailed analysis of individual projects that were not selected for programming to provide a profile of potential project-specific factors that are an obstacle to programming.
- iii. Develop a summary report that provides lessons learned and recommendations for appropriate revisions to the LOPP process and LOPP Guidance.
- iv. Provide one (1) informational presentation to the Executive Committee, Board, CAC, and TAC to present the findings and summarize process improvements.

### **Task 2.2: LOPP, CMP, and Performance-Based Planning Improvements**

Kimley-Horn will develop recommended actions to improve planning processes and transportation system performance:

- i. Based upon the results of 2.1 above, develop recommended actions to improve the effectiveness of the LOPP and, as directed by the LSMPO Executive Director, implement these actions as part of the process for developing the 2022 LOPP.
- ii. Develop recommended actions to more fully integrate a performance-based planning approach into LSMPO's planning processes with particular emphasis on linkage to the CMP.
- iii. Develop recommended actions to integrate the results of the CMP into annual development of LOPP and, as directed by the LSMPO Executive Director, implement these actions as part of the process for developing the 2022 LOPP.

## **DELIVERABLES**

1. *TBD after finalizing scope*

## **SCHEDULE**

All work under this Work Order will be completed by June 20, 2022. A detailed project schedule and work plan will be provided to the MPO within two weeks of Notice to Proceed.

**METHOD OF COMPENSATION**

Services under this Work Order will be provided for a lump sum fee of \$## in accordance with the terms and conditions of the Agreement for On-Call Transportation and Traffic Planning Services (RFP# 19-0908(B)), dated April 24, 2019.

<i>Task Description</i>	<i>Lump Sum Fees</i>
Task 1 – Task 2	

The rates shown in the attached Table A are in accordance with the approved rate schedule from the Agreement for On-Call Transportation and Traffic Planning Services (RFP# 19-0908(B)), dated April 24, 2019.

Attachments: Table A – Cost Estimate for Services Kimley-Horn and Associates, Inc.

ACCEPTED:  
KIMLEY-HORN AND ASSOCIATES, INC.

By: \_\_\_\_\_  
(Signature)

(Print Name and Title)

October #, 2021  
(Date)

By: \_\_\_\_\_  
(Signature)

(Print Name and Title)

October #, 2021  
(Date)

## **MPO 101: HISTORY, CONTEXT AND EVOLUTION OF METROPOLITAN TRANSPORTATION PLANNING**

In order to understand the ways that metropolitan planning organizations (MPOs) can be innovative, it is important to know the federal context and evolution of metropolitan planning. MPOs come in all shapes and sizes with a great variation in their structure, size, governance and authority. These factors influence their technical capacity as well as their ability to engage on a broader set of issues beyond transportation.

Largely creatures of federal law, MPOs exist to provide regional coordination of transportation investments, while ensuring that the public, especially those traditionally underserved by the transportation system, have opportunities to participate in the decision-making process.

Regional transportation networks may consist of one or more transit providers as well as local, county and state roads and trail networks and federal interstates. Added to this mix are intercity transit providers, passenger rail, private and public freight shippers, airports and maritime ports. Despite multiple operators, the system needs to operate seamlessly for the user.

The MPO sits at the crossroads of this fragmented network. It was created to coordinate the various elements into one cohesive regional transportation system. Since federal transportation funds can be spent on practically any part of this fragmented transportation system, it is in the federal government's interest that federal expenditures on one part of the system do not conflict with other federal expenditures on another part. Doing this requires coordination and partnership across jurisdictions and agencies, starting with a comprehensive planning process that looks at current and future needs and then prioritizes available resources to achieve these goals.

The true power of MPOs comes in their ability to create a collaborative process to address issues that no single jurisdiction can tackle alone. The most critical manifestation of this power is the MPO's plans, which dictate how transportation funds are spent in the region. A region's transportation system is the thread that connects other regional priorities, such as economic competitiveness, access to jobs, public health and safety, environmental quality and development patterns. MPOs can leverage their transportation functions, federal responsibilities and authority to address these broader issues.

## FEDERAL CONTEXT FOR METROPOLITAN TRANSPORTATION PLANNING

The framework for metropolitan planning is set by the statutory provisions and federal regulations in federal transportation law, specifically through the “Statewide and Non-metropolitan Planning Program” and the “Metropolitan Transportation Planning Program”.<sup>1</sup> The latter program governs MPOs and requires that they be established for urbanized areas with a population over 50,000. However, deciding how to organize the MPO, choosing its voting structure and establishing its broader authority are left to state and local officials.

However they are structured, MPOs must coordinate with other key transportation partners, whether state and local departments of transportation, transit agencies, port authorities, airports, freight carriers and even health and human services providers and first responders. In some regions, this coordination is highly formalized, whereas in others it is more fluid and has evolved over time.

Metropolitan planning was formalized in the 1962 Federal-Aid Highway Act and its Section 134 planning provisions.<sup>2</sup> This legislation introduced the federal requirement for a Continuing, Cooperative and Comprehensive (3-C) planning process in urbanized areas. Historically, highway engineers and land-use planners had failed to coordinate sufficiently, leading to interstates that devastated local communities or environmental habitats. MPOs were created to facilitate ongoing cooperation among federal, state and local governments and between governmental planning and engineering functions to help ensure that federal transportation dollars — most of which are controlled by states — are wisely spent and that local communities have a voice in the decision-making and planning in their regions. The 3C planning process involves four technical phases: collection of data, analysis of data across a common set of planning factors, forecasts of activity and travel and the evaluation of alternatives.

Over the years and numerous transportation reauthorizations, these basic federal requirements have remained largely intact. Though federal law generally prioritizes state DOTs over MPOs in the planning and programming of projects using federal transportation dollars, several important changes in federal transportation law have increased the role, responsibilities and funding support for MPOs.

The Highway Act of 1973 (P.L. 93-87) required the governor of each state to designate an MPO for each urbanized area over 50,000 in population as defined by the Census Bureau (23 U.S.C. Section 134; 49 U.S.C. Section 5303). MPOs were given a formal role in addressing regional air quality issues and state DOTs were restricted from making unilateral changes to the MPO-approved, “fiscally constrained” plan by the regulatory changes to implement the Clean Air Act in 1990 and the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991.

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1 Sections 134 and 135 of Title 23 and Sections 5303 and 5304 of Title 49, United States Code.

2 Mallett, William J. (February 3, 2010). “Metropolitan Transportation Planning.” Washington DC. Congressional Research Service, R41068.

The table below (continued on the following page) outlines the planning documents required of MPOs and DOTs.<sup>1</sup> These plans must be informed by public review and comment and regularly updated to reflect changing needs, opportunities and constraints.

FEDERAL REQUIREMENT	WHO DEVELOPS?	WHO APPROVES?	TIME HORIZON	CONTENT	UPDATE REQUIREMENTS
METROPOLITAN LEVEL					
Metropolitan Transportation Plan (MTP) or Long-Range Transportation Plan (LRTP)	MPO	MPO	20 years (minimum)	Future goals, strategies, projects and policy priorities; performance measures; projected future demand; asset management, safety and system preservation; fiscally constrained	Four years for air quality non-attainment and maintenance areas; five years for others
Transportation Improvement Program (TIP)	MPO	MPO & governor	Four years	All transportation projects receiving federal funding; fiscally constrained and conform with SIP; demonstrate achievement of performance measures	Four years (can be amended at any time)
Congestion Management Process (CMP)	Transportation Management Area (TMA) for MPOs over 200,000	MPO	Four to five years	Alternative strategies to mitigate congestion; congestion and air quality data	Not specified. Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) review during MPO certification
Unified Planning Work Program (UPWP)	MPO	MPO	One or two years	Planning studies; research; tasks budget	Annual
Public Participation Plan	MPO	MPO	not specified	MPO committees and subcommittees; engagement of people affected by transportation policy decisions	Not specified. FHWA and FTA review during MPO certification

1 USDOT. The Metropolitan Transportation Planning Process: Key Issues – A Briefing Book for Transportation Decision-Makers, Officials and Staff. Washington, DC. Transportation Planning Capacity Building Program, FHWA and FTA.



FEDERAL REQUIREMENT	WHO DEVELOPS?	WHO APPROVES?	TIME HORIZON	CONTENT	UPDATE REQUIREMENTS
STATE LEVEL					
Long-Range State Transportation Plan (LRSTP)	State DOT in cooperation with MPOs, local officials in non-metro areas and Regional Transportation Planning Organizations (RTPO), if applicable	State DOT	20 years (minimum)	Future goals, strategies, projects and policy priorities; projected future demand; performance measures; asset management, safety and preservation; fiscally constrained	Not specified. FHWA and FTA review during annual STIP approval and planning certification
State Transportation Improvement Program (STIP)	State DOT, in cooperation with MPOs, local officials in non-metro areas and RTPOs, if applicable	State then USDOT	Four years	MPO TIPs are incorporated directly without change into the STIP by the state DOT. Demonstrate achievement of performance measures; fiscally constrained	Every four years; can be amended at any time
State Implementation Plan (SIP)	State Environmental Agency via interagency coordination with MPO	US Environmental Protection Agency (EPA)	Ten years	SIP includes vehicle emission reduction targets. Developed within 3 years of being identified as non-attainment.	EPA provides updated guidance every 3 years

Federal legislation outlines five core functions that an MPO must perform:<sup>1</sup>

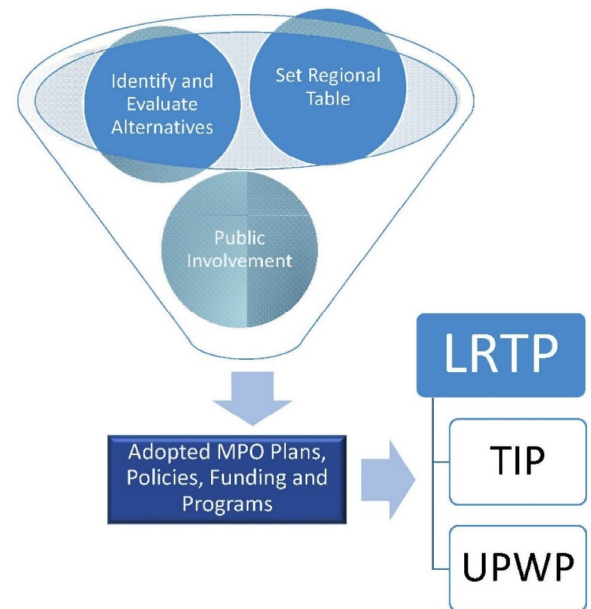
**1. Establish a setting.** MPOs must establish and manage a fair and impartial setting for effective regional decision-making in the metropolitan area. This is a critical role because MPOs often represent the only regional assembly for elected officials, stakeholders and professional experts to discuss issues of metro-wide importance.

**2. Identify and evaluate alternative transportation improvements.** MPOs bring technical expertise to transportation planning, using data and planning methods such as travel forecasting and scenario planning to generate and evaluate alternatives. Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) introduced a new requirement for performance-based planning to tie investments with outcomes. Planning studies and evaluations are included within the MPO's annual Unified Planning Work Program (UPWP).

**3. Prepare and maintain a long-range transportation plan (LRTP).** MPOs must develop a 20-year LRTP that supports improved mobility and access for people and goods (including operations and maintenance) and supports a good quality of life. The plan includes a list of priority investments, anticipated available funding and the regional goals and policies that will be pursued during that 20-year period. It must be formally adopted by the MPO and updated at least every 5 years. It must also be consistent with the state transportation plan. For MPOs in areas with poor air quality, the LRTP must conform to the State Implementation Plan required to bring areas into compliance with national air pollution standards.

**4. Program transportation funds (TIP and UPWP).** MPOs must develop a fiscally constrained, four-year Transportation Improvement Program (TIP) listing projects and strategies consistent with the LRTP. Projects must be included in the TIP to receive federal funding. The TIP includes new investments, maintenance and system operations and other finance or regulatory tools. Fiscal constraint requirements ensure that proposed projects can be reasonably completed with available funding. MPOs in Transportation Management Areas (TMA) also create and approve an annual UPWP detailing funding for specific data gathering, research or training, evaluation studies, budgeting for community engagement activities and other collaborative efforts. MPOs that are not TMAs prepare a similar, but more simplified statement of work for the year.

**5. Involve the public.** Community engagement is a central part of transportation planning for each of the above steps. MPOs are required to develop a Public Participation Plan. Further requirements for public notice and involvement are stipulated in other related federal laws including the National Environmental Policy Act (NEPA) that governs the use of all federal funds. Many MPOs have gone far beyond basic federal requirements for public involvement to reach a larger and more diverse set of regional stakeholders and involve them in MPO decision-making processes.



*MPO process informs planning and programming*

<sup>1</sup> USDOT. The Metropolitan Transportation Planning Process: Key Issues – A Briefing Book for Transportation Decision-Makers, Officials and Staff. Washington DC. Transportation Planning Capacity Building Program, FHWA and FTA

MAP-21 (Public Law 112-141), signed into law in July 2012, took metropolitan planning one step further by introducing performance-based planning and programming designed to provide more accountability for planning goals, investments and performance outcomes (23 CFR 450.206 and 49 CFR 450.306).

The federal framework for MPO planning and programming creates a baseline of required activity. Innovative MPOs see these requirements as a floor, not a ceiling. They become relevant regional leaders by using the full range of tools at their disposal. They engage decision-makers and the public in long-range planning and goal-setting, gather data and perform technical analysis and prioritize millions of transportation dollars to shape the region and address broader environmental, economic and social goals.

## DIVERSITY OF SIZE AND FUNCTION

While federal legislation describes the general guidelines for creating MPOs and their areas of responsibility, it is up to the governor and local governments of each region to determine the organizational structure and voting representation. At a minimum, MPO boundaries must encompass the entire existing urbanized area, as defined by the US Census, plus the contiguous area expected to become urbanized over the next 20 years (23 CFR 450.312). To formalize coordination and clarify responsibilities, MPO members sign metropolitan planning agreements with the state, providers of public transportation operating within the area and other regional planning bodies.

Some states, such as Alaska, have designated MPOs through state statute, while others, such as Connecticut, use a State Administrative Code. In addition to meeting federal mandates, MPOs often have extra responsibilities under state law. In California, for example, the MPOs are responsible for allocating some non-federal transportation funds in their regions. In Oregon, the MPOs also have a role in growth management and land-use planning.

Federal guidance encourages having one MPO per urbanized area, but some regions have multiple MPOs. In Florida, for example, MPOs are designated at the county level. Metropolitan areas that cross state boundaries may be served by an MPO in each state. Today there are more than 400 MPOs nationwide. Roughly 12 percent represent areas with populations over 1 million. 36 percent serve regions with populations between 200,000 and 1 million. 52 percent represent areas between 50,000 and 200,000 in population.<sup>1</sup>

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<sup>1</sup> Mallett, William J. (February 3, 2010.) "Metropolitan Transportation Planning" Washington, DC. Congressional Research Service, R41068

## RELATIONSHIP BETWEEN MPOS AND OTHER REGIONAL AGENCIES

Many MPOs are part of a Council of Governments (COG), a regional planning body guided by elected officials representing local governments throughout the metropolitan area. Among the many examples of this model are the **Metropolitan Washington Council of Governments (MWCOCG)**, which houses the **Transportation Planning Board (TPB)** serving the national capital region, and the **Denver Regional Council of Governments (DRCOG)**, serving the greater Denver metro area. Often these COGs existed before the MPO and may have broader regional planning authorities.

In other instances the MPO may be part of a regional planning agency with functions beyond transportation. For instance, the **Metropolitan Council** in the greater Minneapolis-St. Paul region is the federally designated MPO but also has oversight of regional stormwater and park systems and is the regional transit authority. But in other places these are separate and distinct agencies. In Boston, for example, the **Metropolitan Area Planning Council** coordinates planning for a range of social, economic and environmental issues, while the Boston Region MPO is a separate agency responsible for the long-range transportation plan and programming of federal transportation funds. The MPO may be the only regional agency in other regions, especially those with populations below 200,000.

### Regional Alphabet Soup: MPO, COG, RPA, TMA and RTPOs

**MPO: Metropolitan Planning Organization** is a federally mandated transportation policy-making organization, comprised of representatives from local government and state governmental transportation authorities, created to ensure that existing and future transportation projects and programs are based on a continuing, cooperative and comprehensive planning process.

**COG: Council of Government** is a regional body serving local governments and counties within a defined metropolitan area with responsibilities over issues such as economic and community development, natural disaster mitigation, emergency response planning, aging services, water management, pollution control and transportation planning. Council membership is drawn from the county, city and other governmental bodies within its area.

**RPA: Regional Planning Association, Council, District or Commission** is a quasi-governmental organization designated by state statute to address regional issues and plan multi-jurisdictional solutions and facilitate local input into state policy development.

**TMA: Transportation Management Area** is a metropolitan area with a population over 200,000 and federally designated by the U.S. Secretary of Transportation with responsibility for the regional congestion management process.

**RTPO: Regional Transportation Planning Organization** is a regional policy board formed through a voluntary association of local governments in non-metropolitan areas with a population under 50,000 and designated by the state to carry out the transportation planning process.

Large urban areas typically have some of the worst rates of traffic congestion and air quality in the country. Federal law treats these areas differently, too and designates those with at least 200,000 residents as Transportation Management Areas (TMAs).<sup>1</sup> MPOs in TMAs must consist of local elected officials and officials from state and local public agencies that operate major modes of transportation (23 CFR 134 (d)(2); 49 CFR 5303 (d)(20)). MPOs in TMAs establish a Congestion Management Process (CMP) that identifies actions and strategies to reduce traffic congestion and increase mobility. The CMP relies on technical tools to evaluate plans against a set of locally determined performance measures and prioritizes congestion management strategies that may include pricing, rideshare and other high-tech management tools known as intelligent transportation systems.

TMAs also have greater authority over federal Surface Transportation Program (STP) funds, the largest funding category sub-allocated to metro areas and which can be spent on a broad range of roadway, transit, bicycle and pedestrian uses.<sup>2</sup> In consultation with the state DOT, MPOs in TMAs have direct authority to choose projects from their region's approved TIP to fund with STP funds.<sup>3</sup> MPOs that are not located in a TMA are only authorized to "cooperate" with the state DOT to select projects from the TIP. This means that although the TIP identifies the region's desired transportation projects, the state DOT has the power ultimately to determine which are funded.

MAP-21 now allows states to establish and designate a Regional Transportation Planning Organization (RTPO) to represent non-metropolitan areas to the state DOT (23 CFR 450.210(d)). RTPOs can develop a long-range plan and TIP that the state will use to develop the statewide transportation plan and STIP. Federal legislation now requires state DOTs to cooperate with local elected officials responsible for long-range planning in non-metro areas of the state, or, if appropriate, the RTPO (23 CFR 450.208(a)(4)).<sup>4</sup> This change made in MAP-21 now provides a seat at the table for smaller metropolitan areas to select transportation projects from the State Transportation Improvement Program (STIP).

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1 TMAs can also be designated in areas under 200,000 at the request of the State and MPO.

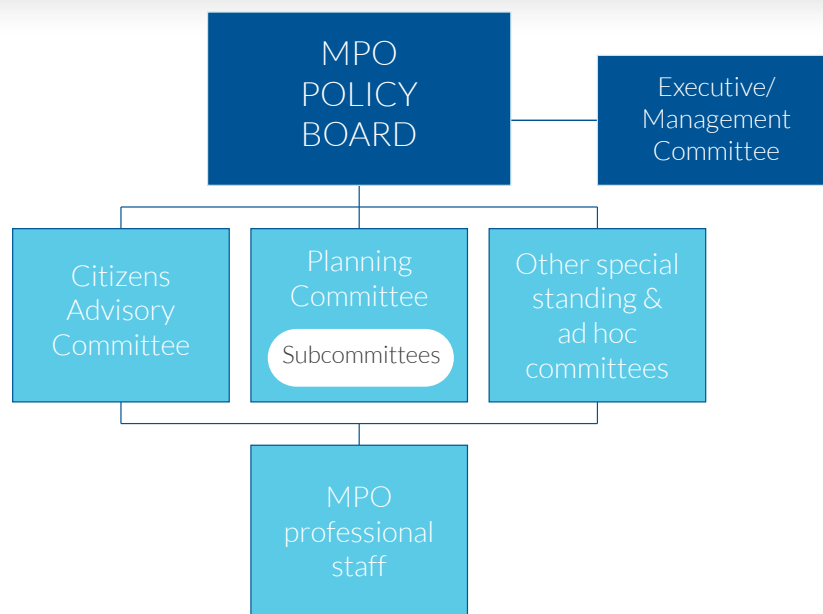
2 [www.fhwa.dot.gov/map21/qandas/qasuballocation.cfm](http://www.fhwa.dot.gov/map21/qandas/qasuballocation.cfm)

3 USDOT. The Metropolitan Transportation Planning Process: Key Issues – A Briefing Book for Transportation Decision-Makers, Officials and Staff. Washington DC. Transportation Planning Capacity Building Program, FHWA and FTA.

4 Statewide and Nonmetropolitan Transportation Planning; Metropolitan Transportation Planning Proposed Rule. Federal Register Vol. 79, No. 105. (June 2, 2014.)

## MPO STRUCTURE AND GOVERNANCE

Each MPO designates a policy board that is formally responsible for adopting regional transportation plans and policies. Policy boards determine their own representation and decision-making procedures. Typically, the members are designated by the governor or other authority and while many are elected officials, that is not a requirement. Portland Metro is notable as the only MPO whose members are directly elected by regional voters, though Metro still has a requirement that their actions be recommended by an advisory committee of local elected officials and transportation service providers.



*Typical MPO structure. Source of information: Association of Metropolitan Planning Organizations*

For TMAs, federal planning statutes and planning regulations identify a list of government or agency officials who

must be on the TMA policy boards. These include partner organizations that should naturally be included in good planning efforts: ports, airports, the state DOT and public transit providers. Many MPOs also include representatives of private transit operators and health and human service providers who are involved with providing transportation options for people with disabilities or low-income households.

MPOs use planning or technical advisory committees (PAC or TAC) and subcommittees to provide technical analysis, recommendations and specialized knowledge to the board on specific planning strategies, projects or issues. The TAC is made up of local government technical staff with expertise in specific planning or engineering areas. Some MPOs also include transportation advocates who bring technical knowledge and a citizen's perspective that is extremely useful for balancing regional and modal needs. Other specialized standing committees are used to address emerging and priority planning issues, such as innovative finance, climate adaptation and specialized transportation services for people with disabilities. The TAC is typically responsible for reviewing and evaluating transportation-related plans and programs before these items are presented to the MPO board. The TAC ensures that the studies, plans and programs submitted to the MPO are technically sufficient, accurate and comprehensive.

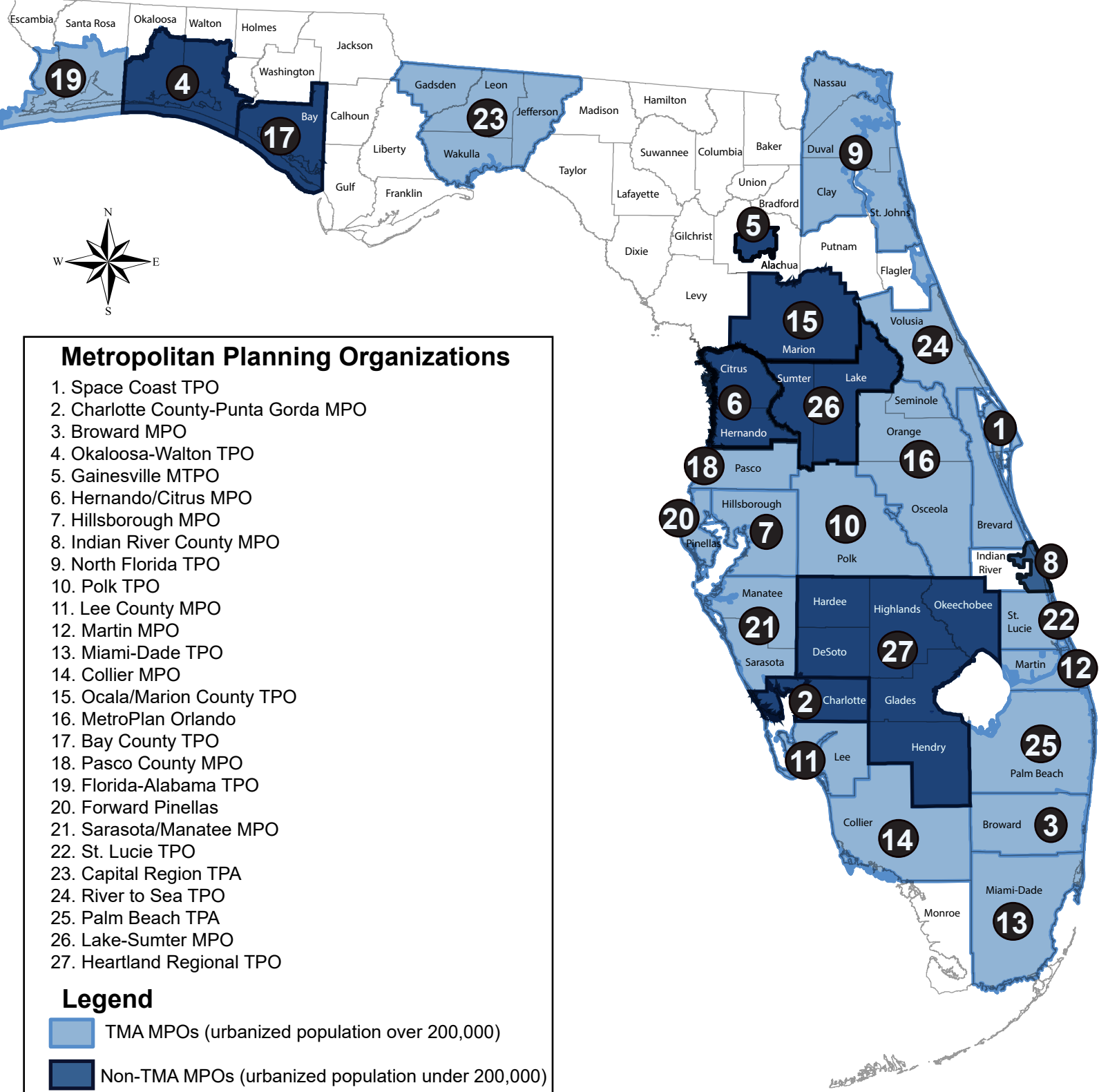
Citizen advisory committees (CAC) are used by most MPOs to provide a citizen's view on transportation decision-making. Citizens are typically selected to represent a cross-section of the region in terms of geography and cultural values or transportation needs, such as freight shippers, bicyclists or transit riders. CAC members are appointed by the MPO policy board and may be selected from homeowner, business or other civic associations or other interest groups such as those representing people with disabilities, specific minority populations or age groups. A growing number of MPOs are also reaching out to involve representatives

of schools and anchor institutions such as universities, health care centers or other major transportation generators. The Public Participation Plan (23 CFR 450.316) describes the CAC process and broader public outreach strategies used by the MPO to gather citizen input, educate the public and hopefully involve them in the decision-making process.

There are no federal requirements for MPO staffing, but most are managed by an executive director who oversees a professional planning staff. For TMAs, especially those with responsibilities beyond transportation, agency size and budget may be quite large. Federal transportation authorization provides a base level of funding for MPOs to undertake their required planning roles, but many agencies are supplemented with local funds, especially regional planning agencies with broader functions. Staff members assist the policy board through technical work, facilitating public input and community engagement and managing the overall planning process. FHWA and FTA jointly administer a public certification review every four years to ensure that the MPO is carrying out the metropolitan transportation planning process in accordance with federal requirements.

## Resources

- USDOT Transportation Planning Capacity Building Program. [www.planning.dot.gov/metro.asp](http://www.planning.dot.gov/metro.asp)
- Statewide and Nonmetropolitan Transportation Planning; Metropolitan Transportation Planning Proposed Rule. Federal Register Vol. 79, No. 105. (June 2, 2014)
- USDOT. The Metropolitan Transportation Planning Process: Key Issues – A Briefing Book for Transportation Decision-Makers, Officials and Staff. Washington DC. Transportation Planning Capacity Building Program, FHWA and FTA.
- Association of Metropolitan Planning Organizations (AMPO). [www.ampo.org](http://www.ampo.org)
- National Association of Regional Councils (NARC). [www.narc.org](http://www.narc.org)



## Metropolitan Planning Organizations

1. Space Coast TPO
2. Charlotte County-Punta Gorda MPO
3. Broward MPO
4. Okaloosa-Walton TPO
5. Gainesville MTPO
6. Hernando/Citrus MPO
7. Hillsborough MPO
8. Indian River County MPO
9. North Florida TPO
10. Polk TPO
11. Lee County MPO
12. Martin MPO
13. Miami-Dade TPO
14. Collier MPO
15. Ocala/Marion County TPO
16. MetroPlan Orlando
17. Bay County TPO
18. Pasco County MPO
19. Florida-Alabama TPO
20. Forward Pinellas
21. Sarasota/Manatee MPO
22. St. Lucie TPO
23. Capital Region TPA
24. River to Sea TPO
25. Palm Beach TPA
26. Lake-Sumter MPO
27. Heartland Regional TPO

### Legend

- TMA MPOs (urbanized population over 200,000)
- Non-TMA MPOs (urbanized population under 200,000)
- MPO/TPO Identification Number





# Technical Advisory Committee 2021 Member List

NAME

Melving Isaac  
Helen LaValley  
Deborah Snyder / Chair  
Keith Stevenson  
Jill Brown  
(Vacant)  
Stephen Cross  
Mike Eastburn  
(Vacant)  
John Kruse  
Lee Van Dever (Alternate)  
(Vacant)  
Rick Gierok  
Gary LaVenia  
Tim Maslow  
David Ausherman (Alternate)  
(Vacant)  
Wendy Then  
C.T. Eagle (Alternate)  
Cliff Kelsey  
Dolly Miller  
Joyce Heffington  
(Vacant)  
Tim Wilson  
Vince Sandersfeld (Alternate)  
Antonio Fabre  
Aaron Mercer  
Vaughan Nilson (Alternate)  
(Vacant)  
Melanie Peavy  
Jason McHugh (Alternate)

REPRESENTING

Lake County  
Lake County Schools  
Sumter County  
Sumter County/Transit  
Lake County/Transit  
Sumter County Schools  
Town of Astatula  
City of Bushnell  
City of Center Hill  
City of Clermont  
  
City of Coleman  
City of Eustis  
City of Fruitland Park  
City of Groveland  
  
Town of Howey-in-the-Hills  
Town of Lady Lake  
  
City of Leesburg  
City of Mascotte  
City of Minneola  
Town of Montverde  
City of Mount Dora  
  
City of Tavares  
City of Umatilla  
  
City of Webster  
City of Wildwood

# Community Advisory Committee 2021 Member List

<u>NAME</u>	<u>REPRESENTING</u>	<u>APPOINTED</u>	<u>EXPIRATION</u>
Jose Lopez	Lake County	01/13/19	12/21/23
Christopher Lutz (Alternate)	Lake County	01/15/19	12/31/23
Julie McKenzie	Lake County	01/15/19	12/31/23
Matthew Silbernagel	Lake County	01/15/19	12/31/23
Garrett Pacquette (Alternate)	Lake County	01/15/19	12/31/23
Susan Martin	Lake County	01/15/19	12/31/23
Egor Emery	Lake County	01/15/19	12/31/23
Katherine Cressman	Lake County	01/15/19	12/31/23
Stuart Kramlich (Alternate)	Lake County	01/15/19	12/31/23
Greg Lewis	Lake County	01/15/19	12/31/23
Vacant	Lake County	01/15/19	12/31/23
Christopher Barnhart	Lake County	01/15/19	12/31/23
Timothy J. Bailey	Lake County	01/15/19	12/31/23
Jarrold Shoemaker (Alternate)	Lake County	01/15/19	12/31/23
John Komoroske	Sumter County	01/15/19	12/31/23
Jerry Prince	Sumter County	01/15/19	12/31/23
Nicolas Hemes	Sumter County	01/15/19	12/31/23
Vacant	Town of Astatula		
Vacant	City of Bushnell		
Vacant	City of Center Hill		
Vincent Niemiec	City of Clermont	01/13/21	12/31/23
Vacant	City of Coleman		
Vacant	City of Eustis		
Vacant	City of Fruitland Park		
Vacant	City of Groveland		
Vacant	Town of Howey-in-the-Hills		
Regis LeClerc	Town of Lady Lake	01/15/19	12/31/23
Mike Burske (Alternate)	Town of Lady Lake	01/15/19	12/31/23
Vacant	City of Leesburg		
Michelle Hawkins	City of Mascotte	01/15/19	12/31/23
Vacant	City of Minneola		
Jim Ley	Town of Montverde	01/15/19	12/31/23
Mason Allen	City of Mount Dora	01/15/19	12/31/23
T.J. Fish	City of Tavares	01/15/19	12/31/23
Vacant	City of Umatilla		
Vacant	City of Webster		
Vacant	City of Wildwood		
Vacant	Transportation Disadvantaged		



# Transportation Disadvantaged Coordinating Board 2021 Member List

NAME

REPRESENTING

Commissioner Leslie Campione / Chair

Lake Sumter MPO

Jo Santiago

FDOT

Carlos Colon (Alternate)

Sheri Peterson

Department of Children & Families

Kimberly Mummey (Alternate)

E. Scott Pfender

Public Education Community

Lori Mattox (Alternate)

Jesse Riddle

Vocational Rehabilitation/FL. Dept. of Education

Roselle Paala (Alternate)

Anthony Padilla

Veterans Service Office

Stephanie Glass (Alternate)

Jim Lowe

CAA/Economically Disadvantaged

Timothy Bridges (Alternate)

Linda Diaz

Persons over 60, representing elderly

Vacant

Person with a Disability representing Disabled

Vacant

Citizens Advocate

Vacant

Citizens Advocate/User of System

Lesha Buchbinder / Vice Chair

Children at Risk Representative

Timothy Layne (Alternate)

Steve Homan

Florida Dept. of Elder Affairs

Gary Heaps (Alternate)

Vacant

Local Private For-Profit Transportation

Ivonne Perez

Florida Agency for Health Care Administration

Victoria Anderson (Alternate)

Gustavo Henriquez

Workforce Development

Donna Andrews (Alternate)

David Taylor

Medical Community

Darren Armstrong (Alternate)

Chantel Buck (Non-Voting)

New Vision for Independence



# Transportation Disadvantaged Coordinating Board 2021 Member List

NAME

REPRESENTING

Commissioner Craig Estep / Chair

Lake Sumter MPO

Jo Santiago

FDOT

Carlos Colon (Alternate)

Sheri Peterson

Department of Children & Families

Kimberly Mummey (Alternate)

Sally Moss

Public Education Community

David Williams (Alternate)

Jesse Riddle

Vocational Rehabilitation/Fl. Dept. of Education

Dominick Nati

Veterans Service Office

Sandra Woodard

CAA/Economically Disadvantaged

Nora Hanzez

Persons over 60, representing elderly

Vacant

Person with a Disability representing Disabled

Jose Lopez

Citizens Advocate

Bonnie Cowie

Citizens Advocate/ User of System

Mat Kline

Children at Risk Representative

Steve Homan

Florida Dept. of Elder Affairs

Gary Heaps (Alternate)

Barney Johnson

Local Private For-Profit Transportation

Ivonne Perez

Florida Agency for Health Care Administration

Victoria Anderson (Alternate)

Gustavo Henriquez

Workforce Development

Donna Andrews (Alternate)

Thomas Chase

Medical Community

Nathan Overstreet (Alternate)

Chantel Buck (Non-Voting)

Technical Advisor