

PUBLIC HEARING

**FOR THE MPO PUBLIC ENGAGEMENT DOCUMENTATION and the DISADVANTAGED
BUSINESS ENTERPRISE PLAN**

**MPO PUBLIC ENGAGEMENT DOCUMENTATION:
PUBLIC INVOLVEMENT PLAN (PIP)
TITLE VI PLAN
LIMITED ENGLISH PROFICIENCY PLAN (LEP)
and the
DISADVANTAGED BUSINESS ENTERPRISE PLAN (DBE)**

PUBLIC HEARING - Update of the Public Engagement Documentation: Public Involvement, Limited English Proficiency, Title VI Plans and the Disadvantaged Business Enterprise Plan.

Chair Tim Sullivan will open the Public Hearing for update to the Public Engagement Documentation – Alex Trauger, Transportation Planner, with HDR will present the draft plan for Board review and approval to open the 45 day public hearing period. Final approval is scheduled for the Governing Board meeting April 25, 2018.

ATTACHMENTS:

1. Public Engagement Documentation PowerPoint
2. Draft Public Involvement Plan
3. Draft Title VI Plan
4. Draft Limited English Proficiency Plan
5. Draft Disadvantaged Business Enterprise Plan

SUGGESTED MOTION:

Approval of the draft Public Engagement Documentation and the draft Disadvantaged Business Enterprise Plan and open the required 45 day public hearing period.

PUBLIC HEARING



Update of Public Engagement Documentation

Public Involvement, Limited English Proficiency, and Title VI Plans

February 2018

Public Involvement Goal

To establish an **on-going** process through which **citizen input** is **regularly** identified and **considered** in the development of MPO plans, projects, and policies.



Engaging the Public

MPO Products

A light gray icon of a microphone with sound waves emanating from it, positioned behind the text.

**Public
Involvement
Plan**

A light gray icon depicting two stylized human figures standing on either side of a central vertical line, with a diamond and a triangle above the line, representing Title VI.

**Title VI
Plan**

A light gray icon of a speech bubble with a tail pointing downwards and to the right, positioned behind the text.

**Limited English
Proficiency
Plan**

Engaging the Public

But why, do you ask?

- **Required** by Federal Law
- **Proactive and collaborative** approach to engage citizens in the planning process
- **Tracks progress** of public involvement to meet objectives



What's New

- **Simplified** guidance for involvement in the regional planning process
- **New theme** and graphic template
- Regular promotion of **website**
- **Informational callouts** for terms, legal framework, and MPO facts



DID YOU KNOW

The Lake~Sumter MPO is an agency created under federal law to direct urban transportation planning and the allocation of federal and state funds.

It is one of over 300 MPOs nationwide and its existence guarantees state and federal transportation funding for Lake and Sumter Counties.

Public Involvement Plan

Social Media Policy

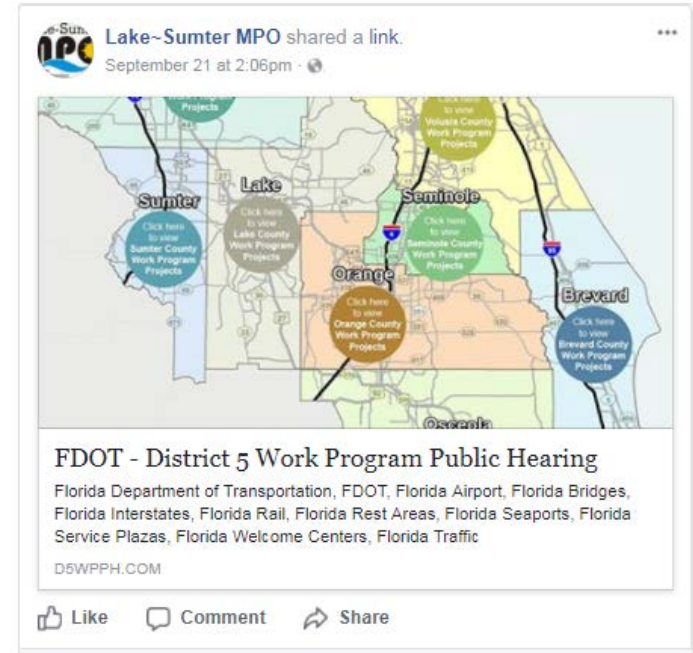


Like Us on Facebook: LakeSumter-MPO



Tweet Us on Twitter: @lakesumtermpo

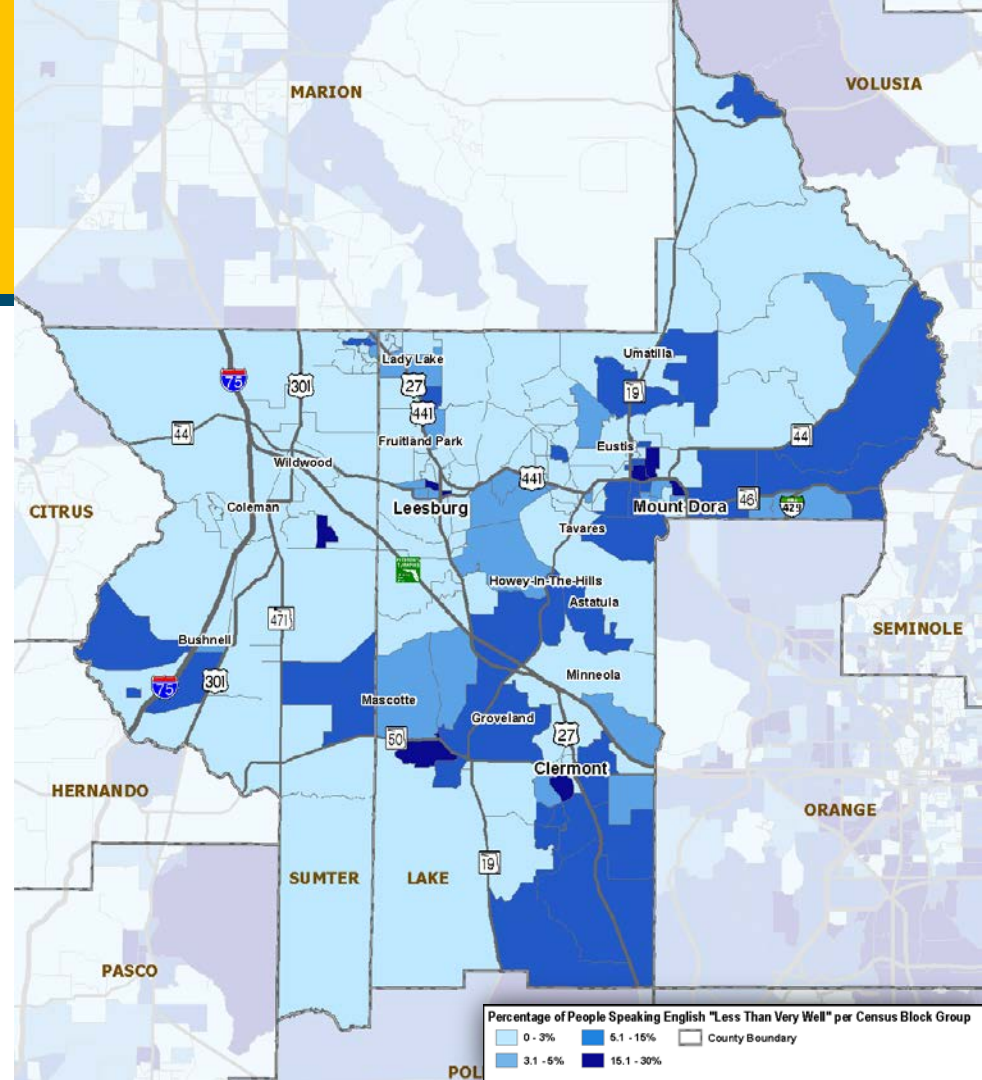
- MPO **controls content** but remains open to feedback and public input
- Board and committee members **should not comment** on issues coming up for a vote
- **Staff monitors** for inappropriate comments and corrects misinformation
- Policy posted with disclaimer: external links **not endorsements**



Limited English Proficiency (LEP) Plan

The LEP Plan applies to individuals who do not speak English as their **primary language** and who have a **limited ability** to read, speak, write, or understand English.

*As defined in the United States Census
2015 American Community Survey*



Limited English Proficiency (LEP) Plan

Key Sections

LEP Policy

- Definitions & Limitations
- Administration & Procedures
- Designated Staff Coordinator

Self-Assessment

- Demographics
- Frequency of Contact
- Importance of Program
- Resources

Assistance & Implementation

- Translation / Interpretation
- Notification & Standard
- Staff Training & Monitoring

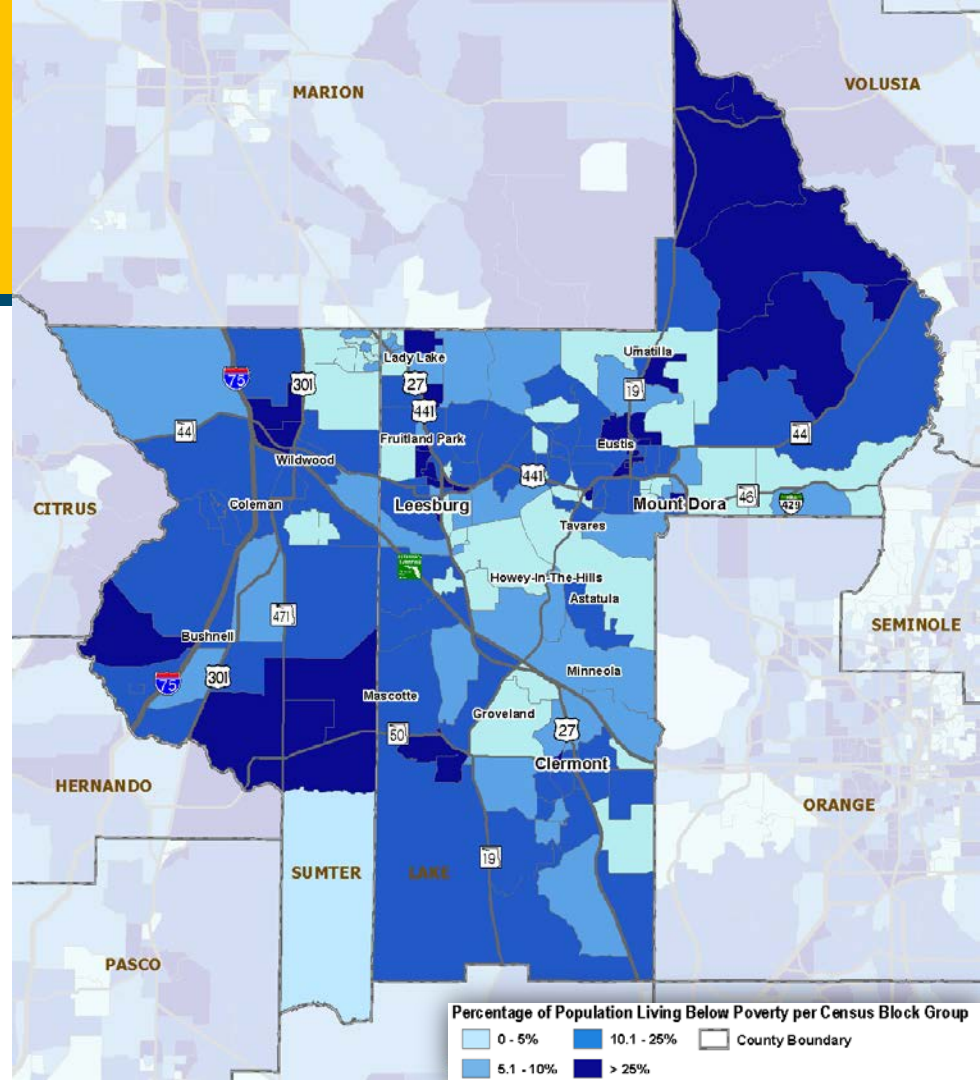
Title VI Non-Discrimination Plan

No person in the United States shall, on the grounds of **race, color, national origin, sex, age, disability, religion, or family status** face discrimination in employment and the provision of government services.

Title VI of the Civil Rights Act (1964)

Title VI coverage was expanded by the definition of terms "programs or activities" to include **all programs or activities of Federal Aid recipients**. These requirements included the establishment of a Title VI Plan.

Civil Rights Restoration Act (1987)



Title VI Non-Discrimination Plan

Key Sections

Policy & Responsibilities

- Objectives
- Staff Contacts & Responsibilities
- Compliance & Annual Review

Program Administration

- Communications
- Environmental Justice & Planning
- Education & Training

Socioeconomic Profile

- Ethnic Breakdown
- Limited English Proficiency
- Spatial Analysis

Steps in the Approval Process



- 1) Sent to federal agencies for preliminary comment
- 2) Draft plan **posted on our website** and will be **available for public comment** through April 25, 2018
- 3) Present to board and advisory committees
- 4) Revisions made, based on all comments
- 5) Request Board Adoption on **April 25, 2018**



Anyone wishing to contact the MPO with **comments, questions, or complaints** regarding Title VI, please contact:

Michael Woods

Interim Executive Director & Title VI Specialist



(352) 315-0170



mwoods@LakeSumterMPO.com



Public Involvement Plan

Lake~Sumter Metropolitan Planning Organization

*Draft for Advisory Committee & Board Review
January 2018*

CONTENTS

ABOUT THE MPO	1
LESSONS LEARNED	2
HOW TO GET INVOLVED.....	3
Opportunities for Participation.....	3
PUBLIC INVOLVEMENT & TRANSPORTATION PLANNING	6
Public Involvement Plan Goal	6
Purpose	6
Public Involvement and Notice for Transportation Core Products	7
OUTREACH APPROACH.....	15
Public Participation Process.....	15
Notification & Tools	16
Public Involvement Plan Strategy & Measurement.....	17
OUTREACH POLICIES	23
Access to Information.....	23
Public Meetings	23
Public Record of Meetings	24
Public Hearings	24
Website	24
E-Mail List.....	24
Response	25
Title VI (Environmental Justice)	25
Limited English Proficiency (LEP)	25
Disadvantaged Business Enterprise (DBE)	25
Social Media.....	26
SUMMARY	28
Assessment of Public Participation Techniques	28
Ongoing Process Improvement.....	28

TABLES

Table 1 Long Range Transportation Plan (LRTP) Checklist.....	8
Table 2 LRTP Non-Substantial Amendments Checklist	9
Table 3 LRTP Substantial Amendments Checklist	10
Table 4 Transportation Improvement Program Checklist	11
Table 5 Public Involvement Checklist for TIP Amendments	12
Table 6 Public Involvement Checklist for Emergency TIP Amendments	12
Table 7 Unified Planning Work Program (UPWP) Checklist.....	13
Table 8 List of Prioritized Projects (LOPP) Checklist.....	14
Table 9 PIP Objective #1 Measures	18
Table 10 PIP Objective #2 Measures	19
Table 11 PIP Objective #3 Measures	20
Table 12 PIP Objective #4 Measures	21
Table 12 PIP Objective #5 Measures	22

APPENDICES

APPENDIX A: PIP OUTREACH LOG	29
APPENDIX B: MPO PLANNING AREA AND TASK FORCE MAPS	30
APPENDIX C: TRANSPORTATION ACRONYM GUIDE	32
APPENDIX D: FLORIDA LRTP AMENDMENT THRESHOLDS	40
APPENDIX E: FEDERAL REQUIRMENTS FOR PUBLIC PARTICIPATION.....	44

For more information about the Lake~Sumter Metropolitan Planning Organization or to learn about ways to get involved, please contact:



Lake~Sumter MPO Office
 225 W. Guava Street, Suite 211
 Lady Lake, FL 32159
 Phone: (352) 315-0170
 Fax: (352) 315-0993
 Web: www.LakeSumterMPO.com

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ADOPTION RESOLUTION
FOLLOWING BOARD APPROVAL >

ABOUT THE MPO

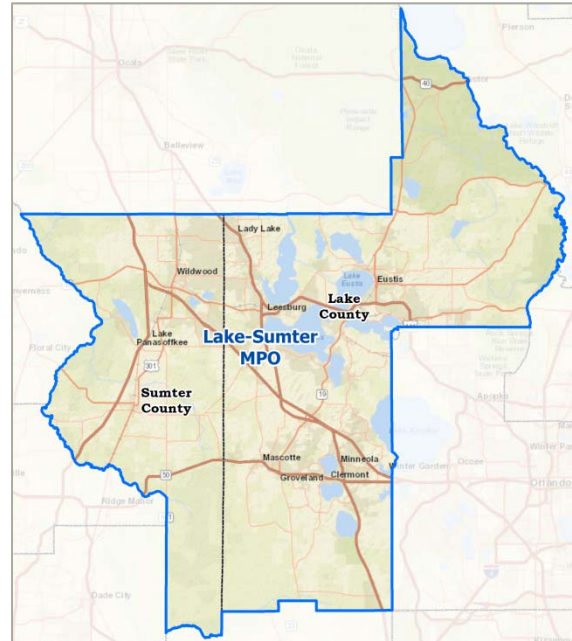
Representatives of Lake County and Sumter County governments, the 14 municipalities of Lake County, the five (5) municipalities of Sumter County, the Florida Department of Transportation (FDOT), Florida Central Railroad, Lake County Schools, Sumter District Schools and the U.S. Department of Transportation (USDOT) are involved in the transportation planning process facilitated by the Lake~Sumter Metropolitan Planning Organization (LSMPO). LSMPO's purpose is to provide effective leadership in the initiation and development of transportation plans, programs and strategies.

As the governmental body most directly responsible for the guidance of the transportation planning process, LSMPO strives to ensure recommendations comply with the goals and standards of the Federal Government, the State, Lake County, Sumter County, and the 19 incorporated jurisdictions. LSMPO functions include, but are not limited to, the preparation of the tasks required by state rule or by federal policy.

LSMPO's major annual responsibilities are to perform the tasks of preparing the Unified Planning Work Program (UPWP), the Long Range Transportation Plan (LRTP), the Public Involvement Plan (PIP), the Transportation Improvement Program (TIP), the annual List of Priority Projects (LOPP), the Transportation Disadvantaged Service Plan (TDSP), and the annual LSMPO Audit Report.

As with all transportation planning legislated by federal and state laws, LSMPO is responsible for ensuring adequate representation of and compatibility among state, county, and municipal projects in the transportation planning process. This includes consideration of all modes of transportation with respect to various members of the public. For example, LSMPO incorporates into its planning efforts the needs of the elderly and persons with disabilities as outlined in the Americans with Disabilities Act (ADA).

As part of the MPO planning process, public involvement is a major priority. Projects funded through public dollars are planned in a manner that encourages public participation and incorporates public comments into planning efforts. As a result, a responsibility is placed on MPOs to develop a plan where the opportunity for public involvement is assured. As part of that plan, a required element is the outlining of the means by which to measure the success of the public involvement activities. By strategizing public involvement techniques and then monitoring and measuring the effectiveness, better planning products emerge that genuinely capture the needs of the public.



Anyone wishing to contact the MPO with comments, questions, or complaints, please contact:



Michael Woods
Interim Executive Director
(352) 315-0170
mwoods@LakeSumterMPO.com

LESSONS LEARNED

LSMPO developed the subsequent Public Involvement Plan after careful review of the previous document originally adopted in 2012. LSMPO staff incorporated feedback provided from the last plan and also considered different methods for improving the involvement and overall public engagement process.

Insight was also drawn from reviewing other Public Involvement Plans implemented around the State of Florida. While other MPOs around the State do not have exactly the same needs or infrastructure challenges as LSMPO, the tools and strategies utilized are adaptable and applicable to LSMPO's planning and public involvement efforts.

The following list highlights key improvements included in this plan:

- This plan was simplified from previous versions to facilitate a clear understanding of involvement in the transportation planning process;
- Involvement checklists for each transportation plan make tracking progress and routine activities more efficient and effective;
- An Outreach Log was developed which helps monitor public involvement performance; and
- A section on specific objectives incorporating notification methods and tools was added to provide clear strategies for outreach.

Common Terms

To assist with understanding transportation planning terminology, here are some common terms found in this document:

Americans with Disabilities Act (ADA) – a federal law that requires public facilities (including transportation services) to be accessible to person with disabilities.

Limited English Proficiency (LEP) – refers to a person who is not fluent in the English language. The Lake~Sumter MPO has a LEP plan to ensure individuals with limited English skills can participate in the process.

Long Range Transportation Plan (LRTP) – a 20-year forecast plan required of state planning agencies and Metropolitan Planning Organizations to consider a range of factors in determining regional goals and how transportation can best meet these goals.

Title VI – The portion of the Civil Rights Act of 1964 that says no person in the U.S. can be excluded from programs or activities receiving federal financial assistance.

For more terms often used in the transportation planning process, see the Appendix C of this PIP.

HOW TO GET INVOLVED

Active public participation is critical for the transportation planning process and LSMPO offers various opportunities for involvement. This section details ways to engage and contribute collaboratively in the regional transportation planning process.

Opportunities for Participation

LSMPO will take a proactive approach to providing opportunities for the public to be involved early and with continuing involvement in all phases of the planning process. Extensive public notice of public information meetings and hearings will be undertaken as listed in the **Outreach Approach** section and access to information as listed in the **Outreach Policies** section.

Prior to the beginning of the public participation process, a database of citizens and organizations will be developed (including names, addresses, and email) for contact on a continued basis to serve as a base of interested citizens for input and comment. This database will be expanded as additional citizens ask to be added, attend the informational public meetings, and provide comments. Additionally, meeting agendas for all LSMPO Board and Committee meetings include an opportunity for public comment.

Advisory Committees

Advisory committees have been formed to advise the LSMPO Governing Board and staff in the preparation and review of public participation plans, transportation plans, programs and other related matters. Each of the advisory committees provides unique contributions to the development of LSMPO's transportation plans, programs, and projects.

Technical Advisory Committee

The Technical Advisory Committee (TAC) is comprised of planners and engineers from the various local governments which make up the LSMPO partnership. Therefore, the input provided by the TAC is of a very technical nature. This may include local planning consistency, making design recommendations and verifying that all documents conform to the appropriate state and federal standards.

TAC MEETING DETAILS

The Technical Advisory Committee typically meets on the second Wednesday of the month (unless otherwise advertised). Meetings begin at 1:30pm and take place:

 **Lake~Sumter MPO Board Room**
225 W. Guava Street, Suite 217, Lady Lake, FL 32159

All meetings are open to the public and your participation is encouraged. Agendas are posted in advance of the meetings and are available online at www.LakeSumterMPO.com.

Note: The committee may not meet every month. Dates and times may change due to holidays or other conflicts.

Citizens' Advisory Committee

The Citizens' Advisory Committee (CAC) is comprised of interested community members representing the various local governments, local civic and services organizations, advocacy groups, and special interest representatives as required by federal and state guidelines. This committee has a special advisory role to the LSMPO because it provides a necessary communication link between the MPO and the community it serves. The committee also solicits input and recommendations from other citizens groups and interested stakeholders when reviewing transportation plans and programs.

CAC MEETING DETAILS

The Citizen's Advisory Committee typically meets on the second Wednesday of the month (unless otherwise advertised). Meetings begin at 4:00pm and take place:

 **Lake~Sumter MPO Board Room**
225 W. Guava Street, Suite 217, Lady Lake, FL 32159

All meetings are open to the public and your participation is encouraged. Agendas are posted in advance of the meetings and are available online at www.LakeSumterMPO.com.

Note: The committee may not meet every month. Dates and times may change due to holidays or other conflicts

Transportation Disadvantaged Coordinating Board

The Transportation Disadvantaged Coordinating Board (TDCB) is an advisory group to an MPO on para-transit issues. LSMPO has two TDCBs under its purview, Lake County's TDCB and Sumter County's TDCB. The TDCB is comprised of various community groups as outlined in Florida Statutes and committee representatives are appointed by the Governing Board. The purpose of the TDCB is to develop local service needs and to provide information, advice and direction to the Governing Board regarding the coordination of services to be provided to the transportation disadvantaged. As such the TDCB provides a forum for the needs of the transportation disadvantaged to be heard.

TDCB MEETING DETAILS

SUMTER COUNTY

The Sumter County TDCB typically meets quarterly on Tuesday afternoons (unless otherwise advertised) and take place in:

 **The Villages Sumter County Service Center**
7375 Powell Road, Room 102, Wildwood, FL 34785

LAKE COUNTY

The Lake County TDCB meets quarterly on Monday and take place in

 **Lake~Sumter MPO**
225 W. Guava Street, Suite 217, Lady Lake, FL 32159

All meetings are open to the public and your participation is encouraged. Agendas are posted in advance of the meetings and are available online at www.LakeSumterMPO.com.

Note: The committee meets quarterly. Dates and times may change due to holidays or other conflicts

Bicycle & Pedestrian Advisory Committee

The Bicycle & Pedestrian Advisory Committee (BPAC) consists of members from a broad base of professionals and concerned citizens, whose mission is to advise the Governing Board on bicycle and pedestrian issues. Also, the BPAC is to assist the Governing Board in the formulation of goals and objectives for shaping the urban and rural environments through the effective planning for bicycle and pedestrian facilities. The committee also solicits input and recommendations from other citizens groups and interested stakeholders when reviewing transportation plans and programs.

BPAC MEETING DETAILS

The Bicycle & Pedestrian Advisory Committee typically meets on select Thursdays throughout the year (unless otherwise advertised). Meetings begin at 3pm and take place:



Lake~Sumter MPO Board Room

225 W. Guava Street, Suite 217, Lady Lake, FL 32159

All meetings are open to the public and your participation is encouraged. Agendas are posted in advance of the meetings and are available online at www.LakeSumterMPO.com.

Note: The committee may not meet every month. Dates and times may change due to holidays or other conflicts.

GET THE MOST CURRENT INFORMATION

The most up-to-date information about our meetings is on the Lake~Sumter Metropolitan Planning Organization's website calendar. You can access it through the following link:

www.lakesumtermpo.com/calendar.aspx

PUBLIC INVOLVEMENT & TRANSPORTATION PLANNING

LSMPO facilitates public involvement throughout the course of the transportation planning process. To administer this effectively, it is necessary to have a clear framework for planning partners and the public to follow. This framework is detailed in the following section including objectives and involvement steps in the planning process.

Public Involvement Plan Goal

The overall goal of the LSMPO PIP is **to establish an on-going process through which citizen input is regularly identified and considered in the development of MPO plans, projects, and policies.**

This goal is pursued through five (5) central objectives, including:

1. Advisory Committee Involvement;
2. Information Accessibility;
3. Feedback in the Process;
4. Outreach Tools and Techniques; and
5. Public Input on Public Transit.

Purpose

LSMPO is a transportation policy-making board comprised of representatives from local government and transportation authorities. LSMPO is responsible for establishing, according to federal and state laws, a continuing, cooperative and comprehensive transportation planning process for the areas within Lake and Sumter Counties; this work includes the prioritization of federal and state funded transportation projects.

The purpose of the LSMPO Public Involvement Plan (PIP) is to provide a process that ensures opportunities for the public to be involved in all phases of the LSMPO planning process. This is accomplished through the following means:

- Providing adequate notice of public participation activities;
- Providing timely notice and reasonable access to information about transportation issues and processes;
- Using visualization techniques;
- Making public information available on LakeSumterMPO.com;
- Holding public meetings at convenient and accessible locations and times;
- Demonstrating explicit consideration and response to public input received;
- Seeking out and considering the needs of those traditionally underserved by the existing transportation systems, such as low-income and minority individuals;
- Providing an additional opportunity for public comment, if the final plan differs significantly from the version previously made available for public comment;
- Coordinating with the statewide transportation planning public involvement and consultation processes; and
- Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

Public participation means participation in the planning process by people (public) outside the LSMPO staff, committees, and Board members. Therefore, public refers to general citizens of the LSMPO area, including low-income and minority populations, as well as citizens representing the complete spectrum of community demographics. Public Participation is an organized process of citizens taking part in the transportation planning and decision-making that affects the community. Determination of where and when LSMPO meetings will be held is distributed between the established planning Task Force areas. See **Appendix B** for maps of the MPO planning area and task force area locations.

LSMPO focuses much of its efforts to secure participation from individuals, groups, or entities that could significantly be affected by the transportation plan recommendations or could significantly influence implementation. Stakeholders include but are not limited to: the general public; low-income, minority and disabled communities; neighborhood representatives; chambers of commerce; special transportation interests such as freight shippers, transit users, bicycle and pedestrian organizations; local officials; and federal and state transportation agencies. LSMPO supports the public's right to have a strong voice in the transportation planning process. Public involvement informs and educates the public about transportation planning and creates an informed community, which in turn leads to better planning. Public involvement also engages the public and encourages meaningful feedback being incorporated into planning products.

Public Involvement and Notice for Transportation Core Products

Metropolitan planning organizations, such as the Lake~Sumter MPO, are charged under federal law with developing five core products:

- Long Range Transportation Plan (LRTP);
- Transportation Improvement Program (TIP);
- Unified Planning Work Program (UPWP);
- Public Involvement Plan (PIP); and
- List of Priority Projects (LOPP).

Public involvement assists with the facilitation of each of the federally mandated transportation planning documents. How the public is incorporated into advancement of these plans is detailed in the next section including checklists showcasing the ways LSMPO provides notice and involves the public.

Long Range Transportation Plan (LRTP)

The LRTP identifies transportation improvements necessary to maintain adequate mobility and to accommodate growth forecasted over the next 20 years. The current LRTP (Transportation 2040) includes projects through the year 2040. The process includes innovative technical modeling and collaborative public engagement. Public involvement during development of the Long Range Transportation Plan is guided by an independent and focused Public Involvement Plan, though strategies and tactics are coordinated with this document to ensure overall continuity.

Federal Legislation Guiding Public Involvement

FAST Act: Participation By Interested Parties

Each MPO shall provide citizens, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan (23 USC 134).

As required by federal law, a formal public comment period is held prior to Board adoption, providing a structured avenue for public input. The official 21-day public comment period for the LRTP follows the same timeline as the Advisory Committee review. The deadline to submit a comment is included in legal advertisements and notifications associated with the public comment period. This deadline is generally seven (7) days prior to the date Board action is scheduled.

Public notification for the public comment period takes many forms as described in the **Public Involvement Strategies** section. Public comment period notices are also sent to LSMPO's community database. Additionally, draft plan documents are available on LSMPO website and by request at least seven (7) days prior to the start of the public hearing.

Citizens unable to respond during the public comment period or attend the Governing Board meeting may submit written public comments to LSMPO during the official public comment period in three (3) additional ways: 1) via postal service, 2) via the Voice your Ideas form on the website www.LakeSumterMPO.com/voice.aspx or 3) by emailing: mwoods@LakeSumterMPO.com.

Table 1 | Long Range Transportation Plan (LRTP) Checklist

<i>Outreach Step</i>	<i>Timeframe</i>
Board approval of an independent LRTP Public Involvement Plan before outreach efforts commence	45-day public comment period before adoption
Execution of process laid out in the LRTP Public Involvement Plan, including feedback from residents conveyed to LSMPO Board & committees from outreach events & other sources	Time varies to coincide with technical work of the plan
Official public comment period, with draft plan documents available on the LSMPO website: www.LakeSumterMPO.com	At least 21-days prior to Board action
Draft plan documents reviewed by MPO advisory committees, with opportunity for public comment at committee meetings	During the meeting cycle prior to Board action
Draft plan documents available in print, by request	At least seven (7) days before the advertised LRTP public hearing
Public hearing notices sent via email to LSMPO's community database and other notifications made, per Sunshine Law	At least seven (7) days before the LRTP public hearing
A formal public hearing for citizen information and input	Prior to Board adoption
Process for submitting written public comments via postal service, website contact form at: www.LakeSumterMPO.com	In place and publicized as soon as documents are available and posted
Board vote (action item) on LRTP adoption with public comment period in advance of Board action at the meeting	First Board meeting following LRTP public hearing
Publication of adopted LRTP on www.LakeSumterMPO.com	As soon as final copies of all documents can be uploaded to website

'Not Substantial' Amendments to the LRTP

Amendments are considered as "not substantial" if they only include minor changes to project phase costs, minor changes to funding sources of previously included projects or changes to project phase initiation dates. These types of revisions do not require public review and comment and re-demonstration of fiscal constraint.

Amendments to the LRTP deemed ‘not substantial’ are reviewed by LSMPO’s advisory committees for input and recommendations prior to Board adoption. In addition to the public comment periods provided at each committee meeting, opportunities for public input are also a standard part of every Board meeting, prior to Board action. The standard Board agenda includes a public comment period prior to action items on the agenda. During the review process and following Board adoption, the proposed amendment is electronically published on: www.LakeSumterMPO.com.

Table 2 | LRTP Non-Substantial Amendments Checklist

<i>Outreach Step</i>	<i>Timeframe</i>
Proposed amendment published electronically on LakeSumterMPO.com	At least 7 days before committee review, opening public comment period
Review by LSMPO advisory committees for input and recommendations, including public comment period at committee meetings	During the meeting cycle prior to the Board action
Board vote on approval, following public comment period at the meeting	First Board meeting following advisory committee review and recommendation
Citizens unable to attend committee or Board meetings are encouraged to submit written comments via postal service, LakeSumterMPO.org contact form, or email	Throughout official public comment period
Approved amendment published on LakeSumterMPO.org	As soon as final copies of document can be uploaded to the website

‘Substantial’ Amendments to the LRTP

Substantial Amendments are revisions that may involve the addition or deletion of a major project or a major change in project cost or a major change in design concept or design scope (changing termini or the number of through traffic lanes, for example). Substantial amendments require public review and comment and re-demonstration of fiscal constraint.

The following actions are potential amendments:

- Adding or deleting a federally-funded or regionally significant project, including earmarks;
- Increasing or decreasing the cost of project phases in excess of the thresholds for administrative modifications established by the Florida Department of Transportation. (See Appendix C for “FDOT LRTP Amendment Thresholds”); and
- Making a major change to the scope of work to an existing project. A major change would be any change that alters the original intent (e.g. a change in the number of lanes, a change in the project length more than 20%, or a change in location).

For amendments to the LRTP deemed ‘substantial,’ Lake~Sumter MPO follows a similar public involvement process to the original adoption of the plan, including a formal 21-day public comment period after any required technical analysis and review by the organization’s advisory committees for both input and recommendations prior to Board adoption. Public notification of the public comment period for the amendment follows the approved advertisement process. During the review process and following Board adoption, the proposed amendment is electronically published on www.LakeSumterMPO.com.

Table 3 | LRTP Substantial Amendments Checklist

<i>Outreach Step</i>	<i>Timeframe</i>
Proposed amendment published electronically on LakeSumterMPO.com and notification of public hearing on the amendment is made as outlined above	At least 7 days prior to the public hearing
Review by LSMPO advisory committees for input and recommendations, including public comment period at committee meetings	During the meeting cycle prior to the Board action
Public hearing after any required technical analysis	Prior to Board adoption
Board vote on approval	First Board meeting after public hearing
Citizens unable to attend committee or Board meetings are encouraged to submit written comments via postal service, LakeSumterMPO.org contact form, or email	Throughout official public comment period
Approved amendment published on LakeSumterMPO.org	As soon as final copies of document can be uploaded to the website

Transportation Improvement Program (TIP)

The Transportation Improvement Program is a five-year plan that assigns available funding to specific projects in the near future. LSMPO develops this plan each year in cooperation with the Florida Department of Transportation, which includes a period of review by LSMPO advisory committees.

As required by federal law, a formal public comment period is held prior to Board adoption, providing a structured process for public input. The official public comment period for TIP follows the same timeline as the Advisory Committee review, with a draft document available at least 21-days prior to Board action. The deadline to submit a comment is included in legal advertisements and notification associated with the public comment period. This deadline is generally seven (7) days prior to the date Board action is scheduled.

Public notification for the public comment period takes many forms (see **Outreach Approach** section). Public comment period notices are also sent to LSMPO’s community database. Additionally, draft plan documents are available on LSMPO’s website and in print at locations throughout the region and by request at least seven (7) days prior to the public hearing.

Citizens unable to respond during the public comment period or attend Board meeting may submit written public comments to LSMPO during the official public comment period in three (3) additional ways: 1) via postal service, 2) via the Voice your Ideas form on the website www.LakeSumterMPO.com/voice.aspx or 3) by emailing: mwoods@LakeSumterMPO.com.

Once adopted, the TIP is made available as a web-based interactive tool located on the LSMPO website: www.LakeSumterMPO.com.

Table 4 | Transportation Improvement Program Checklist

<i>Outreach Step</i>	<i>Timeframe</i>
Draft TIP project information published on LakeSumterMPO.org	7 days before committee review, opening public comment period
Draft TIP presented at LSMPO advisory committee meetings, with chance for public comment at the meeting	During the meeting cycle prior to Board approval
Public meeting to present draft TIP, maps, other information, with opportunity for public comment	Prior to Board approval
Board vote on approval after public comment period	Typically the first Board meeting following advisory committee review
Citizens unable to attend committee or Board meetings are encouraged to submit written comments via postal service, www.LakeSumterMPO.com/voice.aspx contact form, or email	Throughout official public comment period
Plan is published on LakeSumterMPO.com	As soon as final copies of document can be uploaded to the website

TIP Amendments:

Amendments to the TIP are reviewed by LSMPO’s advisory committees for input. In addition to the public comment periods provided during each committee meeting, opportunities for public comment are also a standard part of each Board meeting, prior to Board action. During the review process and following Board adoption, the proposed amendment is electronically published.

Public input considered in the development and maintenance of the TIP includes the comments and recommendations of LSMPO committees and the public at large as well as input received during the public comment periods. LSMPO complies with statutory planning and programming requirements [23 U.S.C 134/49 U.S.C. 5303 (j) (1) and 23 U.S.C. 135/49 U.S.C. 5304 (g) (2)] that call for continuing consultation and coordination with partners, MPOs, and non-metropolitan local officials, and Federal and State agencies.

Interagency Cooperation and Support

LSMPO actively assists local governments and transportation agencies in the development and implementation of public participation techniques for transportation planning and other related studies. For example, in the LRTP and TIP development processes, LSMPO will assist Lake County Public Transportation with their Federal Transit Administration (FTA) requirement for Section 5307 Program of Projects public involvement by including the following statement in advertisements and/or other collateral materials as appropriate:

“The MPO’s LRTP/TIP development process is being used to satisfy the public comment period requirements of FTA’s Section 5307 program. This public notice of public involvement activities and the time established for public review and comment on the LRTP/TIP will satisfy the FTA Program of Projects requirements.”

Emergency TIP Amendments

Most amendments to the TIP receive a review (as outlined in Table 5) before entering the program. Exceptions are made when an emergency amendment must be approved prior to the next Board meeting for the amended project to receive funding. In these cases, the LSMPO Chairman is authorized to approve the amendment and sign a corresponding resolution on behalf of the board without having to an emergency meeting of the Board. The chairman’s approval of the amendment then must be provided to advisory committees as an information item and ratified at the next regularly scheduled board meeting.

Table 5 | Public Involvement Checklist for TIP Amendments

<i>Outreach Step</i>	<i>Timeframe</i>
Proposed amendment published on LakeSumterMPO.com	7 days prior to committee review, opening public comment period
Amendment reviewed by LSMPO advisory committees for input, with public comment periods offered at committee meetings	During the meeting cycle prior to Board approval
Board votes on approval, following public comment period	First Board meeting after committee review
Citizens unable to attend committee or Board meetings are encouraged to submit written comments via postal service, LakeSumterMPO.com contact form, or email	Throughout official public comment period
Amendment is published on Lake SumterMPO.com	As soon as final copies of document can be uploaded to the website

Table 6 | Public Involvement Checklist for Emergency TIP Amendments

<i>Outreach Step</i>	<i>Timeframe</i>
Lake Sumter MPO Board chairman contacted about need for emergency amendment to secure funding	As soon as situation is identified by staff
Board chairman signs corresponding resolution on behalf of the Board without calling emergency session	As soon as chairman's schedule permits
Board ratifies approval of the emergency amendment	At next regularly scheduled Board meeting
Amendment is published on LakeSumterMPO.com	As soon as final copies of document can be uploaded to the website

Unified Planning Work Program (UPWP)

The UPWP documents the transportation planning activities and associated budget for the LSMPO planning area. Though the document covers a two-year period, the UPWP is reviewed annually to refine previously identified tasks and better reflect changes in the economic climate. Prior to Board adoption, the public will be provided with the opportunity to review and comment on the draft UPWP during a 21-day public review period. A draft is also presented to the LSMPO advisory committees for input. In addition to the public comment periods provided during each committee meeting, opportunities for public comment are also a standard part of each Board meeting prior to Board action. During this review process and following Board adoption, the UPWP is electronically published on www.LakeSumterMPO.com and is available in print, by request.

Citizens unable to attend the committee or Board meetings may submit written public comments to LSMPO during the official public comment period: 1) via postal service, 2) via the Voice your Ideas form on the website www.LakeSumterMPO.com/voice.aspx or, 3) by emailing: mwoods@LakeSumterMPO.com.

When significant public comments are received on a draft UPWP as a result of public involvement, a summary, analysis and report on the disposition of comments shall be made part of the final UPWP. If the final UPWP differs significantly from the one made available for public comment or raises new material issues, an additional opportunity for public comment will be made available.

Table 7 | Unified Planning Work Program (UPWP) Checklist

<i>Outreach Step</i>	<i>Timeframe</i>
Draft plan is published on LSMPO website: www.LakeSumterMPO.com	Seven (7) days prior to committee review, opening public comment period
Draft is presented to MPO advisory committees for input, with public comment periods offered at committee meetings	During the committee meeting cycle prior to Board approval
Board votes on approval, following public comment period at Board meeting	First Board meeting after committee review and recommendation
Citizens unable to attend committee or Board meetings are encouraged to submit written comments via postal service, www.LakeSumterMPO.com contact form, or email	Throughout official public comment period
Plan is published on LSMPO website: www.LakeSumterMPO.com	As soon as final copies of documents can be uploaded to the website

UPWP Revisions

UPWP revisions do not change the FHWA approved planning budget or the scope of the FHWA funded work task. There is no formal public comment period for UPWP revisions although revisions are coordinated with FDOT and are brought through the TAC, CAC, BPAC and LSMPO Board for approval.

The public is invited to attend and provide comments during each of these meetings at the designated place on the agenda. Revising the UPWP does not require FHWA approval; however, LSMPO will notify the FDOT District Liaison when changes are made. The FDOT Liaison will then notify FHWA and FTA.

UPWP Amendments

UPWP amendments change the FHWA approved planning budget, the scope of the FHWA work task, or add or delete a FHWA work task. LSMPO staff will submit all proposed draft UPWP amendments received or initiated by it through the TAC, CAC, BPAC advisory committees and for final LSMPO Board for approval. The public is invited to attend and provide comments during each of these meetings at the designated place on the agenda. Proposed draft amendments to the approved UPWP shall be distributed for public review and comment as described in **Outreach Approach** section.

Amending the UPWP does require FHWA approval; LSMPO will submit the approved UPWP document to FDOT and FHWA for their review and approval.

List of Prioritized Projects (LOPP)

LSMPO also has a formal process for prioritizing projects adopted in the LRTP. The end result is a document called the List of Prioritized Projects (LOPP). This document is reviewed annually and adopted by the Board. Prior to Board adoption, the public will be provided with the opportunity to review and comment on the draft LOPP during a 21-day public review period. The draft LOPP is presented to LSMPO's advisory committees for input and recommendations. Prior to adoption, the Board receives a report from each committee with input and/or recommendations.

Throughout the process, there are also opportunities for general public comment. In addition to public comment periods during each advisory committee meeting, public comment periods are a standard part of each Board agenda prior to any Board action. During this review process and following Board adoption, the LOPP is electronically published on www.LakeSumterMPO.com and is available in print, by request.

Citizens unable to attend the committee or Governing Board meetings may submit written public comments to LSMPO during the official public comment period: 1) via postal service, 2) via the Voice your Ideas form on the website www.lakesumtermpo.com/voice.aspx or, 3) by emailing mwoods@LakeSumterMPO.com.

LOPP Amendments:

Amendments to the plan are reviewed by LSMPO's advisory committees for input. In addition to the public comment periods provided during each committee meeting, opportunities for public comment are also a standard part of each Board meeting, prior to Board action. During the review process and following Board adoption, the proposed amendment is electronically published.

Table 8 | List of Prioritized Projects (LOPP) Checklist

<i>Outreach Step</i>	<i>Timeframe</i>
Draft LOPP published electronically on the LSMPO website: www.LakeSumterMPO.com	21 days prior to Board approval, opening public comment period
Draft LOPP presented at LSMPO advisory committee meetings, with public comment during meeting	During the meeting cycle prior to Board approval
Board vote on approval, after public comment period at the meeting and consideration of committee input	First Board meeting after committee review
Citizens unable to attend committee or Board meetings are encouraged to submit written comments via postal service, lakesumtermpo.com contact form, or email	Throughout official public comment period
Approved Prioritized Project List published on the LSMPO website: www.LakeSumterMPO.com	As soon as final documents can be uploaded to the website

Public Involvement Plan (PIP)

The PIP is defined as part of the transportation planning work program which identifies the public involvement strategies and the outreach activities to be undertaken by the Lake~Sumter MPO. As required by federal law, a formal 45-day public comment period is held prior to Board adoption of the PIP to offer another avenue of public input. Once adopted, the plan is available on www.LakeSumterMPO.com

PIP Amendments

The PIP can be amended at any time by providing a 45-day public comment period and the opportunity for public comment on the proposed change in the regular Board and advisory committee meeting cycle. The opportunity to comment on the proposed change will be provided at regularly scheduled and advertised meetings of the Technical Advisory Committee, Citizens' Advisory Committee, Bicycle & Pedestrian Advisory Committee and Governing Board. Notice of the proposed change will also be posted on the LSMPO website.

OUTREACH APPROACH

Offering a participation plan reflecting community values and benefiting all populations of the community is central to LSMPO's planning process. The following section details LSMPO's outline for an informative and inclusive outreach approach.

Public Participation Process

The LSMPO public participation process will provide the public with many opportunities to comment on transportation plans and programs including, but not limited to, the following:

- 45-day comment period on adoption or revision of the PIP;
- 21-day comment period on adoption of the LRTP, UPWP, LOPP and TIP;
- Regional Transportation Forum on key issues;
- Regional Transportation Summit to gain stakeholder input;
- Public Meetings on specific transportation projects;
- LSMPO Website: www.LakeSumterMPO.com;
- LSMPO Social Media page and feeds;
- MPO Board and Committee meetings (TAC, CAC, BPAC);
- Transportation Disadvantaged Coordinating Boards (Lake & Sumter Counties);
- Task Force meetings (North Lake, East Lake, South Lake, CR470 Corridor, & Public Transportation);
- Efficient Transportation Decision Making (ETDM) Process;
- Presentations to other governmental bodies (counties and municipalities); and
- Presentations to civic and community groups and organizations.

Title 23 Code of Federal Regulations, Section 450.316(b) (1), the Metropolitan Transportation Planning Process, sets forth the requirements for the public involvement process in conjunction with all aspects of transportation planning. The regulation states that the public involvement process shall provide "complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and the major planning documents" produced by LSMPO. LSMPO's public participation process and development of the TIP satisfies the federal public participation requirements for developing Federal Transit Authority, Program of Projects.



DID YOU KNOW

The Lake~Sumter MPO is an agency created under federal law to direct urban transportation planning and the allocation of federal and state funds.

It is one of over 300 MPOs nationwide and its existence guarantees state and federal transportation funding for Lake and Sumter Counties.

Notification & Tools

The LSMPO employs a variety of outreach tools and techniques to reach targeted populations. These tools, combined with other activities within the context of the PIP, help make the Plan effective. The following are ongoing activities used by LSMPO staff to educate the citizens of the LSMPO area:

- Project and Plan brochures for distribution at public offices, agencies, libraries and to post on the LSMPO website: www.LakeSumterMPO.com;
- Presentations as requested by citizens groups, public agencies, or local governmental bodies;
- Public meetings sponsored by LSMPO member jurisdictions;
- Special Efforts for Underserved/Underrepresented;
- Efficient Transportation Decision Making (ETDM) Process; and
- LSMPO Social Media Page and Feeds.

Notification of meetings, comment periods or other significant events will be provided in the following manner:

- Newspaper publication notifying the public of the opportunity to review documents and provide input will be at least ten days prior to the start of a public comment period. The Public Notice will explain where the public can view information on the proposed transportation plan or program and how they can provide input. For public meetings, as much advanced notice as possible will be provided with a minimum of one (1) week. For all LRTP, UPWP, LOPP and TIP adoption a 21-day public review period will be advertised. For PIP adoption or revisions a 45 day public review period will be advertised;
- Newspaper publication will be at least one (1) week prior to a meeting of the LSMPO Board and Committees;
- All public notices will be published in the legal section of the regional newspapers for both counties;
- All public notices will be posted on the LSMPO website at: www.LakeSumterMPO.com and the Lake County and Sumter County websites: www.lakecountyfl.gov and www.sumtercountyfl.gov; and
- All public notices will be posted on the LSMPO social media page and feed.

LSMPO will also utilize the following techniques to disseminate information to the public:

- Information regarding meetings and events, as well as current document releases, will be placed on the LSMPO website: www.LakeSumterMPO.com;
- Social Media will focus primarily on the real-time dissemination of information relevant to the transportation planning process;
- Email lists to direct mail information to individuals who sign up for this service;
- Public service announcements;
- Press releases for the newspaper or other widely circulated publications;
- Use of the Citizens' Advisory Committee (CAC), Bicycle & Pedestrian Advisory Committee (BPAC), and Transportation Disadvantaged Coordinating Board (TDCB) for citizen outreach and community involvement;

- Informal presentation at regional sites, open houses, round table, or other community forums;
- Formal presentations at various service clubs, civic and professional groups;
- Distribution of information flyers on public transit services;
- Public surveys and comment forms;
- Public Media coverage;
- Public Involvement Process mailing list;
- Efficient Transportation Decision Making (ETDM) Process; and
- Public inspection of all major documents available at locations geographically located throughout the LSMPO planning area.

Emergency or Special Meetings

The Chair may call for an emergency meeting for the purpose of acting upon emergency matters affecting the public health, safety and welfare. Such meeting agenda shall be prepared by the Chair. The agenda and supporting documents shall be made available to the members at least one (1) day prior to the meeting. Meeting agenda shall be posted at the site of the meeting and on the LSMPO website at least 24 hours prior to the meeting and emailed to all members. Minutes of the emergency meeting will be posted to the LSMPO website within 24 hours the meeting and a full review of approved items will be discussed at the next regularly scheduled Board meeting.

Public Involvement Plan Strategy & Measurement

In order to carry out an effective PIP, it is necessary to follow focused engagement methods throughout the transportation planning process. These methods are more clearly defined through a goal, strategy, and performance measurement framework which is presented in this section of the document.

Regarding performance measurement, federal regulation requires that LSMPO evaluate the effectiveness of its PIP on a regular basis. In evaluating its plan, LSMPO may determine to stop using techniques that are deemed ineffective, or to initiate the use of other innovative techniques that provide better response and more positive feedback. All communications will be monitored throughout the year. Communication effectiveness will ultimately be determined by public, business, agency and media participation during public input sessions, committee meetings, and public events throughout the process. Performance Measures are linked with each of the o in this section and provide the guidelines for evaluating public involvement techniques identified in the PIP. Additional methods and media outreach to Limited English Proficiency (LEP) non-English speaking populations will be developed as part of the LSMPO's LEP Program.

The following pages describe the current objectives, strategies, and measures utilized by LSMPO to solicit and encourage public involvement in the transportation planning process.

Objective #1: Advisory Committee Involvement

To hold regular public meetings with its standing Advisory Committees and obtain their input on all documents, projects, and funding determinations prior to consideration by the LSMPO Board.

Strategies

The following strategies and performance measures listed in **Table 9** describe the efforts pursued to support Advisory Committee participation and involvement:

- **Strategy 1.1:** Ensure Advisory Committee positions are filled;
- **Strategy 1.2:** Post meeting notices and deliver information to Advisory Committee at least seven (7) days prior to meetings;
- **Strategy 1.3:** Present Advisory Committee recommendations / actions to LSMPO Board; and
- **Strategy 1.4:** Strive to continuously improve the Public Involvement Plan and ensure that public feedback is considered in the transportation decision making process.

Table 9 | PIP Objective #1 Measures

<i>Strategy</i>	<i>Measures</i>
1.1	<ul style="list-style-type: none"> • Maintain 80% of all Committee positions filled during the course of the year.
1.2	<ul style="list-style-type: none"> • Ensure 80% of Advisory Committee meeting notices and information are sent at least seven (7) days prior to the meeting. • LSMPO staff members meet quarterly with the Central Florida Metropolitan Planning Organization Alliance staff members to discuss regional issues and provide that input to the Advisory Committees. • LSMPO staff members meet at least once per year with the Chamber of Commerce / Economic Development Council to discuss transportation issues and provide that input to the Advisory Committees.
1.3	<ul style="list-style-type: none"> • 100% of Advisory Committee recommendations or actions are logged and subsequently presented to LSMPO Board.
1.4	<ul style="list-style-type: none"> • LSMPO shall continuously evaluate the public participation activities and techniques in the PIP and prepare an annual report to the LSMPO Board that will contain an evaluation of the effectiveness of the PIP. • The Public Involvement Plan shall be reviewed and adopted, with revisions if necessary, every three (3) years.

Objective #2: Information Accessibility

To provide equitable public access to information regarding transportation decision making.

Strategies

The following strategies and measures listed in **Table 10** strive to inform the public on the transportation planning process and offer opportunities for public comment:

- **Strategy 2.1:** Schedule meetings and events at convenient times and locations;
- **Strategy 2.2:** Establish access for persons with disabilities to obtain information and participation opportunities;
- **Strategy 2.3:** Plan public involvement activities and events to be geographically dispersed throughout the LSMPO area;
- **Strategy 2.4:** Focus public involvement activities and events to target a diverse group of participants; and
- **Strategy 2.5:** Produce public information to be available in a format for traditionally underserved populations.

Table 10 | PIP Objective #2 Measures

<i>Strategy</i>	<i>Measures</i>
2.1	<ul style="list-style-type: none"> • At least 75% of participants and invitees stated the meeting or event was held at a convenient time and location. • Attend or sponsor at least two (2) public events on a weekend. • Plan specific public meetings to be held in neighborhood facilities located within the study area. • LSMPO staff will participate in at least three (3) speaking engagements per year.
2.2	<ul style="list-style-type: none"> • 100% of disabled persons who requested accommodations are provided accommodation to meet their needs. • 100% of meetings, events and project-related information sources are accessible to persons with disabilities.
2.3	<ul style="list-style-type: none"> • Meetings for the LRTP, special public meetings and/or workshops are provided in at least three (3) separate areas of the LSMPO region. • At least one meeting or opportunity is located in each affected area in the LSMPO region (pertains to corridor or area-specific actions).
2.4	<ul style="list-style-type: none"> • Number of public meetings specifically designed and held for targeted and underserved groups, i.e. elderly, disabled, low-income and other minorities. • LSMPO staff will present MPO plans or programs at a minimum of three (3) neighborhood or homeowner association meetings to obtain feedback and engage diverse communities. • At least 75% of those surveyed at the neighborhood/homeowners meetings agree that the presentation was effective in providing information and gathering input.
2.5	<ul style="list-style-type: none"> • For specific geographic areas, materials are produced in other languages. • Translators are available at public meetings, events, booths, outreach activities in areas where a high proportion of the population is non-English speaking • For specific disabled groups, materials are produced for their use, for example audio information for the visually impaired or written information for the hearing impaired.

Objective #3: Feedback in the Process

To engage the public early, often, and with clarity so that opportunities exist for public feedback in the transportation decision making process.

Strategies

The LSMPO recognizes the importance of obtaining feedback from members of the community and will pursue the following strategies and measures listed in [Table 11](#) to encourage and obtain feedback:

- **Strategy 3.1:** Disseminate clear, informative public information explaining MPO actions;
- **Strategy 3.2:** Respond to public inquiries within seven (7) working days of the date of receipt;
- **Strategy 3.3:** Make available meeting notices and information at least five (5) days prior to meetings;
- **Strategy 3.4:** Provide follow-up information to groups;
- **Strategy 3.5:** Promote public participation opportunities at key decision making points; and
- **Strategy 3.6:** Incorporate public feedback into transportation decision making.

Table 11 | PIP Objective #3 Measures

<i>Strategy</i>	<i>Measures</i>
3.1	<ul style="list-style-type: none"> • Annually evaluate how attendees or respondents: <ul style="list-style-type: none"> ○ Heard about the meeting. ○ Are Aware of the LSMPO process and responsibilities, ○ Understand the issue(s) to be resolved. ○ Believe public comments are incorporated in decision making.
3.2	<ul style="list-style-type: none"> • 75% of all responses to public inquiries are made within seven (7) working days of receipt date. • 75% of all responses to media inquiries are made within one (1) working day of receipt date.
3.3	<ul style="list-style-type: none"> • 80% of public meeting notices are sent at least five (5) days prior to the meeting. • 80% of public meeting information is made available at least five (5) days prior to the meeting.
3.4	<ul style="list-style-type: none"> • Public Involvement Summary will include a narrative describing how public comment shaped the selected alternative/decision. • LSMPO will make publications and documents available to the public at least twenty-one (21) days at locations that are ADA accessible and centrally located. • LSMPO staff will provide follow-up notices to groups in the form of meetings, flyers or update to the website.
3.5	<ul style="list-style-type: none"> • Visualization tools and easy to understand graphics will be used to illustrate plans and concepts. • LSMPO staff will be available to provide project related information. • 100% of public meeting comments are logged, summarized, analyzed and distributed to applicable staff, Board and Committees.
3.6	<ul style="list-style-type: none"> • A record of public comments and how they were integrated into the transportation planning process is maintained by LSMPO staff. • LSMPO staff will conduct annual surveys to evaluate public needs and recommend revisions to MPO work products.

Objective #4: Outreach Tools and Techniques

To use a variety of methods to involve and engage the public.

Strategies

The LSMPO public involvement process seeks to regularly engage the community. The following strategies and measures listed in **Table 12** seek to facilitate this process:

- **Strategy 4.1:** Utilize various public involvement techniques;
- **Strategy 4.2:** Conduct surveys on the effectiveness of public outreach techniques;
- **Strategy 4.3:** Enable public information accessibility in languages other than English, as appropriate, or in other means to address disabilities;
- **Strategy 4.4:** Employ various website tools to provide information and gather input; and
- **Strategy 4.5:** Utilize the website to track public interest in activities.

Table 12 | PIP Objective #4 Measures

<i>Strategy</i>	<i>Measure</i>
4.1	<ul style="list-style-type: none"> • At least three (3) separate techniques are used to involve/engage the public in decision making. (i.e. ads, website, meetings). • All LSMPO announcements and meeting materials are posted to the LSMPO website at least five (5) days prior to meetings and events. • The LSMPO participates in at least two (2) community events per year.
4.2	<ul style="list-style-type: none"> • Once per year, the MPO staff conducts a survey of the public on how well outreach techniques are working. • 50% of those surveyed agreed that LSMPO public outreach techniques were effective in providing information and gathering input. • 50% of those surveyed agree that [a specific technique] was effective in notifying them of LSMPO actions. • The LSMPO will track rate of return for all surveys, questionnaires and/or comment forms. • 100% comments are logged, summarized and analyzed and distributed to applicable staff, Board and Committees.
4.3	<ul style="list-style-type: none"> • With 72 hours notice, LSMPO will provide meeting notices in other languages or means to address disabilities. • In specific geographic areas and for specific community meetings, 100% of presentation materials are produced in a language other than English (as needed). • LSMPO staff utilizes maps and other visual techniques to convey information.
4.4	<ul style="list-style-type: none"> • At least three (3) separate website tools are used to involve/engage the public in decision making, for example, online surveys, online comment form, interactive calendar, online idea submissions and discussions, electronic documents available, etc. • LSMPO will attempt to use social media to provide information, capture input and provide responses to public comment.
4.5	<ul style="list-style-type: none"> • Utilizing Google Translate, all pages of the LSMPO website are available in languages other than English. • Project specific web pages are developed and tracked as a method to gather public feedback.

Objective #5: Public Input on Public Transit

To provide opportunities for the public to provide input on the Lake County Section 5307 Program of Projects (POP).

Strategies

Public transportation is important for residents within Lake County and Sumter County; and LSMPO facilitates ways for input on this service. The following strategies and measures listed in **Table 12** seek to enable this feedback:

- **Strategy 5.1:** Request the Lake County Section 5307 POP; and
- **Strategy 5.2:** Include POP with the LSMPO LOPP and present at the CAC, TAC, BPAC and LSMPO Policy Board meetings in September. The public will have the opportunity to:
 - Provide input on the POP; and
 - Be involved in prioritizing of the POP for funding.

Table 12 | PIP Objective #5 Measures

<i>Strategy</i>	<i>Measure</i>
5.1	<ul style="list-style-type: none"> • Request annually (by June 1) Lake County Section 5307 POP for the following fiscal year • Request annually (by August 15) a copy of the Section 5307 POP advertisement in the local newspaper
5.2	<ul style="list-style-type: none"> • Request (by August 15) a representative from Lake County Public Transit attend the September CAC, TAC, BPAC and LSMPO Policy Board meetings when the LOPP and POP are discussed • Request (by fourteen days prior) a representative from Lake County Public Transit attends the CAC, TAC, BPAC and LSMPO Policy Board meetings when a TIP Amendment for public transit funding is considered.

The PIP reflects the LSMPO's commitment to honesty, integrity, and transparency throughout the planning process and active community participation. The LSMPO looks forward to sharing plan information with the public and interested stakeholders, and creating a dynamic forum for public participation, planning and interagency collaboration

OUTREACH POLICIES

The outreach employed by LSMPO is guided by specific principles and standards. These components assist with providing a consistent experience for the public. The following section details the main policies guiding the LSMPO outreach process.

Access to Information

The LSMPO will provide the public with reasonable and timely access to technical and policy information relating to the data or content in the development of the transportation plans, programs and projects. Documents will be available for public inspection on the LSMPO website www.LakeSumterMPO.com and at the LSMPO office located at 225 West Guava Street, Suite 211, Lady Lake, FL 32159 during normal business hours. Copies of draft plans and programs will also be placed at the following locations for public review:

- Lake County Administration Building, 315 West Main Street, Tavares;
- Clermont City Hall, 685 West Montrose Blvd., Clermont;
- Leesburg Public Library, 100 East Main Street, Leesburg;
- Lady Lake Town Hall, 409 Fennell Blvd., Lady Lake; and
- Sumter County Service Center, 7375 Powell Road, Wildwood.

Public Meetings

Public information meetings will be held at various locations in the LSMPO area to inform the public of the planning process and to solicit ideas, input and feedback. The intent of holding public informational meetings at diverse locations is to solicit broad public comments. General meeting locations will be at the Lake~Sumter Metropolitan Planning Organization office, Lake County Administration Building, the Lake-Sumter State College, the Sumter County Service Center, and other locations such as municipal city halls and/or offices, churches, community centers, etc.

Notice of public hearings and public informational meetings will be given in accordance with and listed in the **Outreach Approach** section. A reasonable attempt will be made to notify organizations representing minority and disabled people. Public meetings will be held at locations accessible to and at times convenient to minority and disabled residents.

Special arrangements will be made to accommodate persons with disabilities, low income, and people who do not speak English. For meetings involving individuals without transportation and the disabled, the LSMPO will schedule meetings during the time public transit and para-transit services are operating or will make special arrangements to ensure that individuals have an opportunity to access transportation to the meetings. The LSMPO will ensure that all segments of the population including LEP persons have been involved or have the opportunity to be involved in the transportation planning process. Interpreters will be provided, when advanced notice is given to accommodate non-English speaking individuals. The LSMPO LEP Plan may be reviewed at the following link: www.LakeSumterMPO.com.

Public Record of Meetings

The Sunshine Law stipulates that minutes must be taken at all public meetings. LSMPO takes minutes of meetings, distributes them to Board and committee members, posts them promptly on www.LakeSumterMPO.com, after approval, and provides written copies upon request.

Public Hearings

Public hearings are a formal process to solicit public comment on specific plans being considered by LSMPO. As a formal setting for citizen input, public hearings are recorded and summarized for the record. A summary of comments are provided to LSMPO Board members, prior to Board action. Maps and other visualization tools are displayed at public hearings to present information in a visual way.

According to the state's Sunshine Law (Section 286 of the Florida Statutes), the public must have reasonable notice of the meetings of public boards and commissions. LSMPO complies with the law's requirement that the dates and times of meetings be published at the MPO office. In addition, meetings are posted on the www.LakeSumterMPO.com electronic calendar, along with contact information and agendas when available.

Website

The LSMPO maintains an internet site providing a forum for the most current information on activities and projects, meetings, public hearings, Board meetings; downloadable plans for each citizen to review interactive maps of transportation projects; links to related sites; and several opportunities to provide commentary to the LSMPO regarding their plans and programs. Archived presentations of LSMPO and other public meetings are also provided for viewing or download. The website can be accessed at www.LakeSumterMPO.com.



E-Mail List

The LSMPO staff maintains and updates an email distribution list for the purpose of informing the community about various transportation planning activities undertaken by the LSMPO. The e-mail list includes civic associations, clubs, municipal governments, newspapers, concerned citizens and all attendees to any of the transportation related public meetings held in the LSMPO area. The e-mail list is used to inform the community about scheduled TAC, CAC, BPAC, TDCB, and Governing Board meetings; future public workshops and hearings; and to provide brief updates concerning the status and progress of ongoing transportation planning activities and projects.



**We Want
Your Input!**

The Lake~Sumter MPO encourages public comment. This document is available on the Lake~Sumter website at www.LakeSumterMPO.com.

Response

Responses to questions and comments from the public concerning the public participation process, draft transportation plans, programs, or public agency consultation process will be made directly to the individual by letter, telephone call or email. A summary of comments received will be made as part of the final plan or program. The rationale for policy decisions will be available to the public in writing if requested.

Title VI (Environmental Justice)

The LSMPO will reach out to members of the low income, minority, and disabled communities as part of the transportation planning process to meet the requirements of Title VI and to better serve the community. The LSMPO will utilize the FDOT ETDM Tool to conduct socio-economic analysis of communities to determine where concentrations of Title VI groups and issues may exist.

Localized meetings to discuss transportation issues will be held periodically to encourage participation. Public notifications outlined in the Outreach Approach section will be conducted to attempt to get the word out about upcoming meetings and hearings. Citizens that express interest or make comments at a public meeting or hearing will be put on a mailing list to be notified of upcoming meetings. The LSMPO will hold meetings and public hearings during times when public transit and para-transit services are available for those without transportation or are disabled.

Consistent with the USDOT order on environmental justice, special efforts are undertaken to involve population segments that are traditionally underserved and/or underrepresented in Lake and Sumter Counties. These efforts may include the following:

- Identify geographic locations with a high concentration of the traditionally underserved and underrepresented;
- Host traditional workshops convenient to these geographic locations and invite community leaders from these geographic locations to participate on CAC and other committees as appropriate;
- Distribute information regarding the transportation planning process and opportunities for public involvement by providing information on public transit; and
- Meet with and make presentations to organizations that represent this segment of the population.

The LSMPO Title VI Plan may be reviewed online at www.LakeSumterMPO.com.

Limited English Proficiency (LEP)

The LSMPO's Limited English Proficiency (LEP) Plan identifies the LEP populations impacted within the service area. Additionally, the plan sets the guidelines for LSMPO staff to follow to allow information and services are accessible to LEP persons. A copy of the LSMPO's LEP Plan can be found online at www.LakeSumterMPO.com.

Disadvantaged Business Enterprise (DBE)

As a recipient of U.S. Department of Transportation funding, LSMPO is required under 49 CFR Part 26.23 to issue a policy statement supporting Disadvantaged Business Enterprises (DBE). LSMPO is committed to this program and implementing relevant objectives throughout the public involvement process. The full policy statement can be found online at www.LakeSumterMPO.com.

Social Media

The LSMPO is committed to engaging the public in a variety of ways and understands that no single communication tool serves all populations. The LSMPO is employing social media opportunities including the use of a Facebook page along with other social media platforms including Twitter.

The use of social media is included in the LSMPO's public involvement plan with the following goals:

- Use as an accessible resource for the public and organizations to receive consistently updated information about LSMPO;
- Use to repost important and relevant articles/postings/ideas;
- Use as a way to receive public feedback via links to surveys;
- Use to help integrate the public into more planning and allow the public to understand LSMPO's plans/projects/improvements;
- Use as a source of announcements- meetings, projects, press releases, office closures, special events, news, project announcements, website updates;
- Overall to allow more accessibility and understanding of LSMPO's mission and allow more room for constant dialogue between the organization and the public/other organizations;
- Allow both input and output in addition to posting items, but also respond to other organization's activities.

While social media has become an essential component for public involvement and engagement, its use brings its own unique set of needs and consideration of use.

Considerations

While social media platforms are now standard in communication plans for private, non-profit, and public sector organizations, LSMPO recognizes that public record and public access (i.e. Government in the Sunshine) laws in Florida require a thoughtful approach. As additional guidance is provided at the state level, the organization will modify the application of social media tools, when necessary. LSMPO adheres to the following social media guidelines to ensure compliance with Florida's open government and public record laws.

Access

When social media applications provide mechanisms to restrict content access, LSMPO will allow all content to be freely visible and open to any user.

Content

LSMPO will generate much of its own social media content, using it to highlight the organization's activities and those of its partners. Other content for social media channels will be shared or repurposed from outside sources and may link to external sites. Appearance of external links does not constitute an official endorsement on behalf of the organization.

Posting Comments

LSMPO's use of social media will primarily focus on the dissemination of information relevant to the transportation planning process, with a secondary focus on obtaining input on targeted issues of importance. The LSMPO Board and advisory committee members are prohibited from engaging in an exchange or discussion of matters via social media that will foreseeably come before the Board or committee for official action.

User Comments

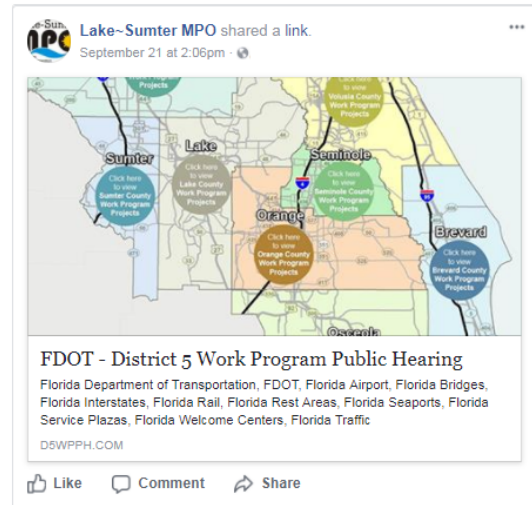
The following forms of content shall not be allowed:

- Comments not topically related to the particular social medium article being commented upon;
- Comments in support of or opposition to political campaigns or ballot measures;
- Profane language or content;
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Sexual content or links to sexual content;
- Solicitations of commerce;
- Conduct or encouragement of illegal activity;
- Information that may compromise the safety or security of the public or of private entities; or
- Content that violates a legal ownership interest of any other party.

When a feature allowing users to post a comment is activated and an "approval-required" feature exists, the organization will review all comments prior to publication. Also, when a feature allowing users to post a comment is activated and approval features do not exist, the organization will regularly monitor user comments and take appropriate action to delete inappropriate comments.

Public Records

As with electronic communication, LSMPO will post a notice on the social media site regarding Florida public records law. The LSMPO will independently track social media activity monthly. Social media records will conform with applicable public record retention schedules, as outlined in Florida Statutes. As is the case with the LSMPO website, the staff tasked with public involvement duties will be responsible for the content and upkeep of any social media sites created to promote the mission of the organization.



Please Follow Us On Any Or All
Of Our Social Media Platforms!



Like Us on Facebook:
LakeSumter-MPO



Tweet Us on Twitter:
@lakesumtermo

SUMMARY

The public involvement efforts of the LSMPO provide opportunities for the community to engage in the transportation planning process. This document establishes the basic techniques for disseminating information to the public and engaging the citizens in an interactive discussion. However, this is a continuously evolving process and next steps are summarized below.

Assessment of Public Participation Techniques

LSMPO staff will work to quantify the results of the public involvement efforts and make an annual report to the Governing Board. The annual report will give a summary of public input for the past year, and future reports will compare current results to prior years. **Appendix A** provides an outreach log which LSMPO will use to track involvement efforts and compare to prior years.

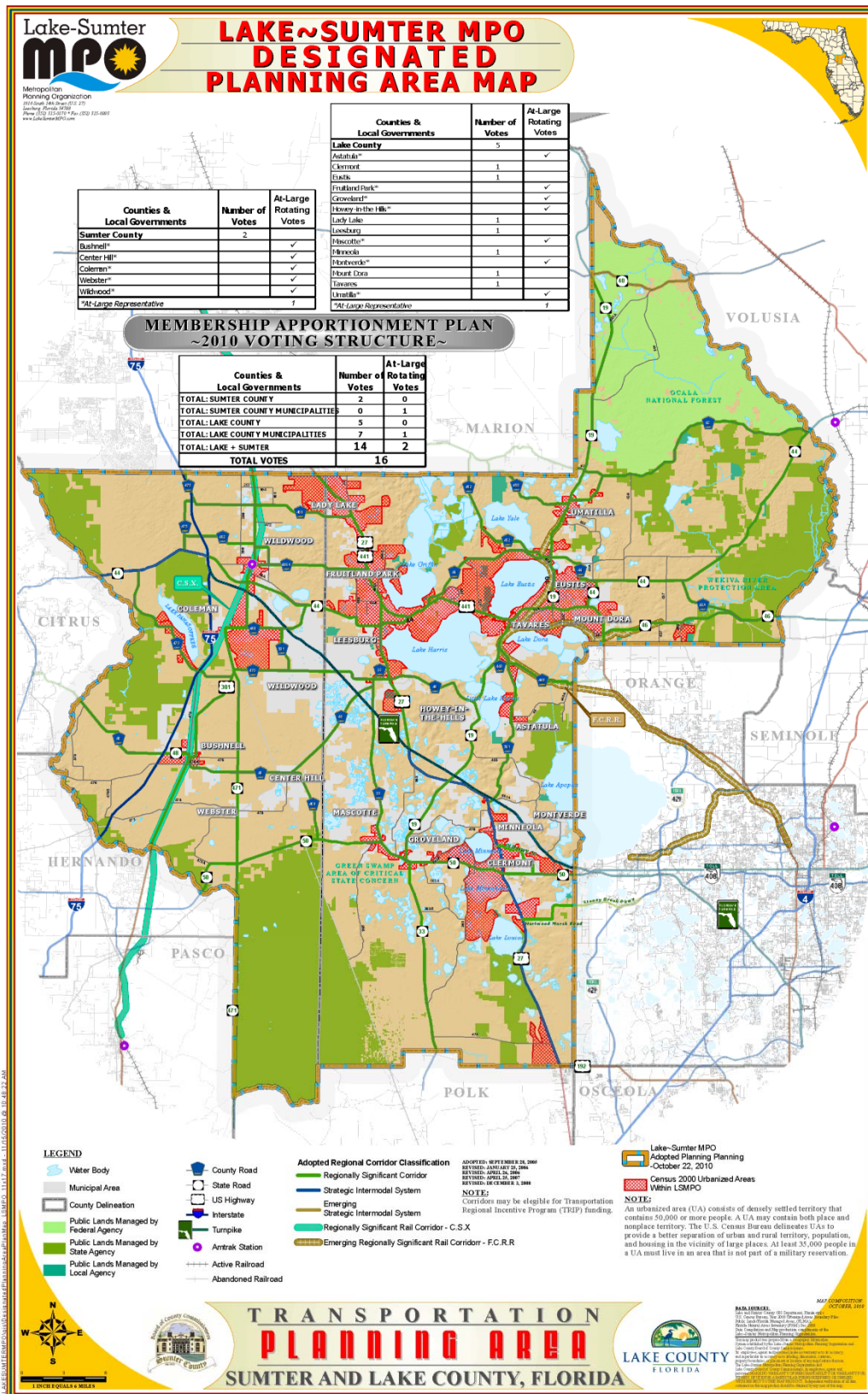
Ongoing Process Improvement

During staff meetings and debriefs, public involvement strategies are discussed in regards to improving progress toward established participation objectives. Evaluation and response are valuable components of any successful program, plan, or project. As such, the MPO can gauge the effectiveness of the PIP in order to highlight opportunities for improvement. LSMPO staff will track and measure the following list of activities in order to better gauge public input in the transportation planning process:

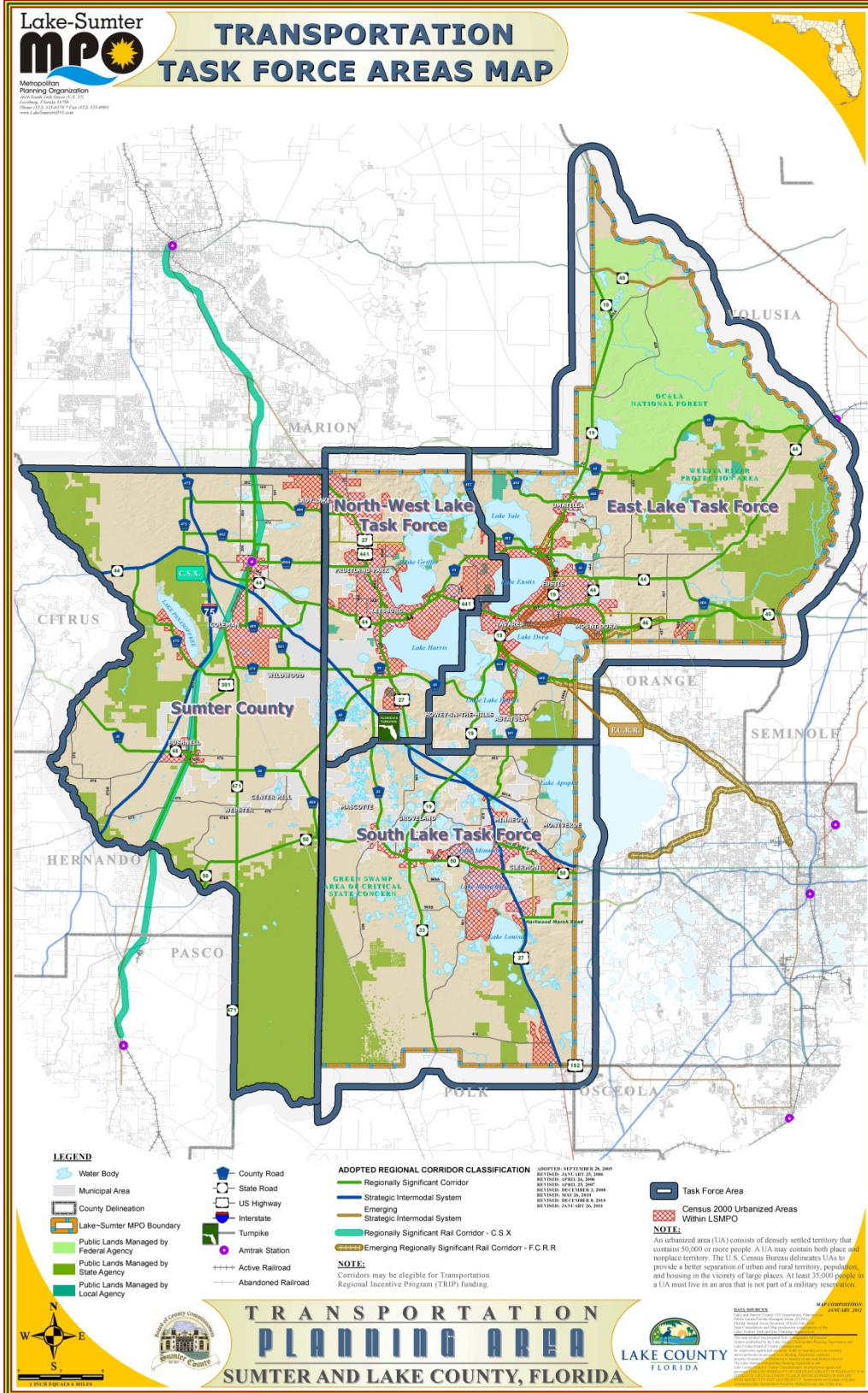
- Attendance and input at public information meetings and public hearings;
- Number of organizations and groups to which mailings are sent;
- Email list;
- Public Involvement Process Mailing List;
- Communications received from the public whether they use mail, email, and comments at public information meetings or public hearings;
- Tracking of presentations given to public groups;
- Efficient Transportation Decision Making (ETDM) Process; and
- Documenting all public meetings including photos, attendance sheets meeting handouts.

In addition to these tracking and reporting efforts, the LSMPO staff will continue to research new and innovative ways to further involve the public in the LSMPO transportation planning process.

APPENDIX B: MPO PLANNING AREA AND TASK FORCE MAPS



Source: Lake-Sumter MPO



Source: Lake-Sumter MPO

APPENDIX C: TRANSPORTATION ACRONYM GUIDE

ACRONYM	NAME / TITLE
AA	Alternatives Analysis
AADT	Annual Average Daily Traffic
ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
AE	Annual Element
AFV	Alternative Fuel Vehicle
AIA	American Institute of Architects
AICP	American Institute of Certified Planners
AMPO	Association of Metropolitan Planning Organizations
APA	American Planning Association
APTA	American Public Transit Association
APWA	American Public Works Association
ARRA	American Recovery and Reinvestment Act
ASCE	American Society of Civil Engineers
AVO	Average Vehicle Occupancy
AVR	Average Vehicle Ridership
AWT	Average Weekday Traffic
B/C	Benefit Cost Ratio
BCC	Board of County Commissioners
BLM	Bureau of Land Management
BMS	Bridge Management System
BOA	Board of Adjustments
BOE	Basis of Estimate
BPAC	Bicycle and Pedestrian Advisory Committee
BRP	Bridge Replacement Program (State)
BRRP	Bridge Repair and Rehabilitation Program (State)
BRT	Bus Rapid Transit
BTS	Bureau of Transportation Statistics
CAAA	Clean Air Act Amendments of 1990
CAC	Citizens Advisory Committee

ACRONYM	NAME / TITLE
CAD	Computer Aided Drafting
CADD	Computer Aided Drafting and Design
CBD	Central Business District
CCI	Construction Cost Index
CCI	Community Characteristics Inventory
CDC	Center for Disease Control
CEI	Construction Engineering Inspection
CEMO	Central Environmental Management Office (State)
CE-NEPA	Categorical Exclusion
CFMPOA	Central Florida MPO Alliance
CFR	Code of Federal Regulations
CIE	Capital Improvement Element
CIGP	County Incentive Grant Program
CIP	Capital Improvement Program
CLC	Community Liaison Coordinator
CMAQ	Congestion Management and Air Quality
CMP	Corridor (or Congestion) Management Plan
CMS	Congestion Management System
CMS	Concurrency Management System
CNG	Compressed Natural Gas
CNU	Congress of New Urbanism
CO	Carbon Monoxide
CO2	Carbon Dioxide
CO2E	Carbon Dioxide Equivalents
CTC	Community Transportation Coordinator
CTD	Commission for Transportation Disadvantage
CTST	Community Traffic Safety Team
CUTR	Center for Urban Transportation Research
dB	Decibels
DBE	Disadvantaged Business Enterprise
DDHV	Directional Design Hour Volume

ACRONYM	NAME / TITLE
DDR	District Dedicated Revenue
DEIS	Draft Environmental Impact Statement
DEO	Department of Economic Opportunity (FL)
DHV	Design Hour Volume
DIS	State funds for projects on the Strategic Intermodal System
DNR	Department of Natural Resources
DNS	Determination of Non-significance
DOT	Department of Transportation
DRI	Development of Regional Impact
DVMT	Daily Vehicle Miles Traveled
EA	Environmental Assessment
EAR	Evaluation and Appraisal Report
EB	Eastbound
ECFRPC	East Central Florida Regional Planning Council
EEO	Equal Opportunity Employer
EIS	Environmental Impact Statement
EOC	Emergency Operations Center
EPA	Environmental Protection Agency (Federal)
ESA	Endanger Species Act
ETDM	Efficient Transportation Decision Making
F.S.	Florida Statute
FAA	Federal Aviation Administration
FAPA	Florida Chapter of the American Planning Association
FARS	Fatality Analysis Reporting System
FBT	Floridians for Better Transportation
FC	Functional Classification
FDEP	Florida Department of Environmental Protection
FDOT	Florida Department of Transportation
FEA	Final Environmental Assessment
FEIS	Final Environmental Impact Statement
FEMA	Federal Emergency Management Agency

ACRONYM	NAME / TITLE
FGDL	Florida Geographical Data Library
FHWA	Federal Highway Administration
FIHS	Florida Interstate Highway System
FLUAM	Future Land Use Allocation Model
FMCSA	Federal Motor Carrier Safety Administration
FONSI	Finding of No Significant Impact
FRA	Federal Railroad Administration
FSUTMS	Florida Standard Urban Transportation Modeling Structure
FTA	Federal Transit Administration
FTC	Florida Transportation Commission
FTE	Full Time Equivalent
FTE	Florida Turnpike Enterprise
FTP	Florida Transportation Plan
FY	Fiscal Year
4-R	Highway Reconstruction, Resurfacing, Restoration, and Rehabilitation
GHGs	Greenhouse Gases
GIS	Geographic Information Systems
GPS	Global Positioning System
GVW	Gross Vehicle Weight
HCM	Highway Capacity Manual
HOT	High Occupancy Toll Lanes
HOV	High Occupancy Vehicles
HSR	High Speed Rail
HTF	Highway Trust Fund (U.S.)
ICE	Intergovernmental Coordination Element
INFRA	Infrastructure for Rebuilding America
ISTEA	Intermodal Surface Transportation Efficiency Act
ITE	Institute of Traffic Engineers
ITS	Intelligent Transportation System
JPA	Joint Participation Agreement
LAP	Local Agency Program

ACRONYM	NAME / TITLE
LEP	Limited English Proficiency
LGCP	Local Government Comprehensive Plan
LMY	Lane Mile Years
LNG	Liquefied Natural Gas
LOPP	List of Priority Projects
LOS	Level of Service
LRT	Light Rail Transit
L RTP	Long Range Transportation Plan
LSMPO	Lake~Sumter MPO
LU	Land Use
M&O	Management and Operations
MAP-21	Moving Ahead for Progress in the 21st Century
MBE	Minority Business Enterprise
MIS	Management Information Systems
MMTD	Multimodal Transportation District
MOA	Memoranda of Agreement
MOU	Memorandum of Understanding
MP	Milepost
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
MSTU	Municipal Services Tax Unit
MUTCD	Manual on Uniform Traffic Control Devices
MWBE	Minority and Women's Business Enterprise
NAAQS	National Ambient Air Quality Standards
NB	Northbound
NCHRP	National Cooperative Highway Research Program
NEPA	National Environmental Policy Act
NEPA	National Environmental Policy Act of 1969
NGS	United States National Geodetic Survey
NHPA	National Historical Preservation Act
NHPP	National Highway Performance Program

ACRONYM	NAME / TITLE
NHS	National Highway System
NHTSA	National Highway Traffic Safety Administration
NOAA	National Oceanographic and Atmospheric Administration
NOX	Nitrogen Oxides
NPRM	Notice of Proposed Rule Making
NPS	National Park Service
NRHP	National Register of Historic Places
NTSB	National Transportation Safety Board
O&M	Operations and Maintenance
O-D	Origin-Destination (survey or zone)
OEO	Office of Equal Opportunity
OMB	Office of Management and Budget
OSHA	Occupational Safety and Health Administration
PCI	Pavement Condition Index
PD&E	Project Development & Environmental Study
PE	Professional Engineer
PE	Preliminary Engineering
PEA	Planning Emphasis Areas
PHF	Peak Hour Factor
PI	Public Involvement
PIO	Public Information Office (or Officer)
PL	Category of FHWA funds for MPO planning uses
PM	Project Manager
PM	Particulate Matter
PMS	Pavement Management System
PTMS	Public Transportation Facilities and Equipment Management System
PUD	Planned Unit Development
QA/QC	Quality Assurance / Quality Control
RCI	Roadway Characteristics Inventory
RFP	Request for Proposal
RFQ	Request for Qualifications

ACRONYM	NAME / TITLE
ROW	Right of Way
RPC	Regional Planning Council
RPM	Revolutions per Minute
RR	Railroad
RRR (3R)	Resurfacing, Restoration, and Rehabilitation
RTA	Regional Transit Authority
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users
SB	Southbound
SBE	Small Business Enterprise
SCE	Sociocultural Effects
SCOP	Small County Outreach Program
SD	Structurally Deficient
Section 5305(d)	Category of FTA funds for MPO planning use
SEIS	Supplemental Environmental Impact Statement
SEPA	State Environmental Policy Act
SIB	State Infrastructure Bank
SIS	Strategic Intermodal System
SOV	Single Occupancy Vehicle
SR	State Road
SRPP	Strategic Regional Policy Plan
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCEA	Transportation Concurrency Exception Area
TCMA	Transportation Concurrency Management Area
TD	Transportation Disadvantaged
TDCB	Transportation Disadvantaged Coordinating Board
TDM	Transportation Demand Management
TDM	Travel Demand Management
TDP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan

ACRONYM	NAME / TITLE
TE	Transportation Enhancements
TEA-21	Transportation Equity Act for the 21st Century of 1998
TIGER	Transportation Investment Generating Economic Recovery
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TMS	Transportation Management System
TOP	Transit Operations Plan
TPO	Transportation Planning Organizations (synonym to MPO)
TRB	Transportation Research Board
TRIP	Transportation Regional Incentive Program
UA	Urbanized Area
UCF	University of Central Florida
UPWP	Unified Planning Work Program
US	United States (route)
USC	United States Code
USDOE	United States Department of Energy
USDOT	United States Department of Transportation
USFS	United States Forest Service
USFWS	United States Fish and Wildlife Service
USGS	United States Geological Survey
VHT	Vehicle Hours Traveled
VMS	Variable Message Sign
VMT	Vehicle Miles Traveled
VOC	Volatile Organic Compounds
VPH	Vehicles Per Hour
WAGES	Work and Gain Economic Self Sufficiency
WB	Westbound
WBE	Women's Business Enterprise
WPRC	Withlacoochee Regional Planning Council
YTD	Year to Date

APPENDIX D: FLORIDA LRTP AMENDMENT THRESHOLDS

Complete Excerpt of Florida LRTP Amendment Thresholds Issued March 15, 2014:

Section 1. Florida LRTP Amendment Thresholds

The guidance in this section sets the minimum thresholds for project changes that trigger an LRTP Amendment at the time of STIP approval, a STIP amendment or NEPA approval. Even if a project change does not require an amendment, an MPO may still elect to do an amendment at its option if appropriate circumstances warrant. For determining TIP/STIP/LRTP/NEPA consistency for approval of a NEPA document, please refer to Section 2. NEPA Consistency and Approval and the 2012 LRTP Expectations Letter for additional details. This document was jointly prepared by FDOT and the FHWA Florida Division.

The following acronyms are used:

- CFP – Cost Feasible Plan
- CST – Construction Phase
- FDOT – Florida Department of Transportation
- FHWA – Federal Highway Administration
- LRTP – Long Range Transportation Plan
- MPO – Metropolitan Planning Organization
- NEPA – National Environmental Policy Act
- PD&E – Project Development and Environment Phase
- PE – Preliminary Engineering Phase
- ROW – Right of Way Phase
- SIS – Strategic Intermodal System
- STIP – State Transportation Improvement Program
- TIP – Transportation Improvement Program

LRTP Amendments

Project Cost Changes that Require an LRTP Amendment

An LRTP amendment will be required for LRTP cost increases that exceed 50% of project cost and \$50 million.

When assessing project cost changes (including project costs documented in NEPA documents), the cost of the project includes the phases after the PD&E which, for purposes of this document, are Design/PE, ROW and Construction phases.

Other Changes that Require an LRTP Amendment

- A. Design Concept or Scope Changes: A major change in the project termini (e.g. expansion) or a change in a project concept(s) such as adding a bridge, addition of lanes, addition of an interchange, etc.
- B. Deleting a full project from the CFP.
- C. Adding a new project where no phases are currently listed in the CFP.
- D. Projects or Project Phase Initiation Date for projects in the CFP:
 - a. Advancing a project phase from the 3rd 5 years and the last 10 year band of the LRTP to the TIP/STIP years; advancing a project more than one 5 year band (see table with LRTP amendment examples below).

- b. Adding a phase to an existing CFP project (e.g. if ROW is funded, adding CST Phase) where (1) the new phase is funded in the TIP/STIP years/1st 5-year band of the LRTP and (2) one or more phases of a different project must be deferred to a later band or to the Needs/Illustrative List in order to demonstrate fiscal constraint.
- c. For advancing phases of minor projects, please see the LRTP Modifications section.

E. Projects or Project Phase Initiation Date for projects beyond the CFP:

- a. Moving a new project from a Needs or Illustrative List to the CFP where no phases are currently listed in the CFP.
- b. Moving new phases from a Needs or Illustrative List to an existing CFP project where (1) the new phase is funded in the TIP/STIP years/1st 5-year band of the LRTP and (2) one or more phases of a different project must be deferred to a later band or to the Needs/Illustrative List in order to demonstrate fiscal constraint.

LRTP Amendment Examples				
CFP				Needs
1 st 5-yr band TIP/STIP years	2 nd 5-yr band	3 rd 5-yr band	Last (10-yr) band	Needs/ Illustrative List
TO	←		FROM	
TO	←			FROM
	TO	←	FROM	
TO ANY BAND				← FROM

LRTP Modifications

Changes that are less significant than those above that trigger an LRTP amendment would only require a modification. These include:

- A. Design Concept or Scope Changes: A minor change in the project termini equal to or less than 10% of the total project, i.e., adjusting length for turn lane tapers.
- B. Identification of planned use of Federal funds for existing CFP projects if Federal funds are added to a project funded with only state or local funds in the adopted LRTP.
- C. Project or Project Phase Initiation Date:
 - a. Advancing a project from a 5- or 10-year band to an adjacent 5 year band beyond the TIP/STIP years/1st 5-yr band.
 - b. Adding a new phase to an existing CFP project (e.g. if ROW is funded, adding CST Phase) where the new phase is funded beyond the TIP/STIP years/1st 5-year band of the LRTP.
 - c. Adding a new phase to an existing CFP project (e.g. if ROW is funded, adding CST Phase) from a Needs or Illustrative list to the CFP where the new phase is funded beyond the TIP/STIP years/1st 5-year band of the LRTP.

- d. Adding a new phase to an existing CFP project (e.g. if ROW is funded, adding CST Phase) from a Needs or Illustrative list to the CFP where (1) the new phase is funded in the TIP/STIP years/1st 5-year band of the LRTP and (2) the added phases use new funds not contained in the LRTP Revenue Forecast to the CFP

LRTP Modification Examples				
CFP				Needs
1 st 5-yr band TIP/STIP years	2 nd 5-yr band	3 rd 5-yr band	Last (10-yr) band	Needs/ Illustrative List
TO ←	FROM			
	TO ←	FROM		
		TO ←	FROM	

Advancing Phases for Minor Projects

Projects and/or project phases of \$5 million or less can be moved from any 5-yr band to any 5-yr band by modification to the LRTP.

Background and Related Information

TIP/STIP Consistency with LRTP

TIP/STIPs are required to be consistent with LRTPs {23 CFR 450.216(k) and 23 CFR 450.324(g)}. The TIP/STIP is consistent with the LRTP when:

- A. TIP/STIP project costs are within 50% and \$50 million of projects costs shown in the LRTP.
- B. TIP/STIP initiation phase is within the first two 5-year bands of the LRTP;
- C. Project Scope (including termini, number of lanes, interchanges, etc.,) is consistent between the TIP/STIP and LRTP. Project Termini may have minor variations if there is no major scope change.

For initial STIP approval, TIPs are incorporated into the STIP unchanged {23 CFR 450.216(b)}.

NEPA Consistency and Approval

A NEPA document is consistent with the LRTP and STIP/TIP when:

- A. NEPA discussion of the project implementation reflects the planning documents in these areas: scope, cost, general funding sources, description, and logical termini.
- B. An amendment to either the LRTP or STIP/TIP is NOT needed.
- C. The limits in the NEPA document (logical termini) are addressed in the LRTP CFP or Needs Plan, regardless of the implementing constructible segments.

Modifications should occur to the STIP/TIP or LRTP prior to NEPA approval whenever possible. However, modifications may be completed after the NEPA signature in accordance with the state and MPO established planning procedures. The NEPA document must provide reasonable assurances that the changes will occur as noted in the Commitments and Recommendations Section of the NEPA document.

For the final NEPA document to be signed:

In an MPO area

- A. The project must be described within the LRTP. The description, at a minimum, must include roadway identification, termini, implementation time frame and full project cost.
- B. Ideally, all phases of the project will be funded in the LRTP CFP.
- C. At least one subsequent phase of the entire project must be in the LRTP CFP. If the next phase for the entire project is not in the CFP, then at least one segment of the project must be fully funded in the CFP through construction.
- D. The information that is then displayed in the TIP/STIP would depend on the timing of the programming for the next phase of the project implementation.

In a non-MPO area

- A. The project must be consistent with the Florida Transportation Plan.
- B. If the project is on the SIS, the SIS 10-Year CFP may be used to show the project's planned implementation. If the project is not on the SIS, other publically available long range considerations may be used to show the project's planned implementation, such as local government comprehensive plans.
- C. The project or phase of a project must be in the STIP. If funding of the project is beyond the timeframe of the STIP, the STIP must contain an informational project with a description of the subsequent phase(s) as reflected in the SIS 10 Year Plan full project cost information or other long range public planning documents.

Review and Revision of Florida LRTP Amendment Thresholds

This guidance will be reviewed and revised as needed should the state be subject to Air Quality Conformity requirements. The effectiveness of this document will be evaluated after a one-year implementation period which ends in October 2014. Revisions as agreed upon by the parties will be made as needed. This guidance sets the minimum thresholds for project changes that trigger an LRTP Amendment. Even if a project change does not require an amendment, an MPO may still elect to do an amendment at its option if appropriate circumstances warrant.

Official PDF File located Online:

<http://www.fdot.gov/planning/policy/metrosupport/lrtp/lrtpthreshhold.pdf>

APPENDIX E: FEDERAL REQUIREMENTS FOR PUBLIC PARTICIPATION

The public involvement process requirements in 23 CFR450, Section 450.316 are described below. These requirements encourage a pro-active public involvement process and support early and continuing involvement of the public in the planning process. A reference to the section of this plan describing how the Lake~Sumter MPO meets these requirements is included following each criterion listed below.

§ 450.316 Interested parties, participation, and consultation.

(a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

- (i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;*
- (ii) Providing timely notice and reasonable access to information about transportation issues and processes;*
- (iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;*
- (iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;*
- (v) Holding any public meetings at convenient and accessible locations and times;*
- (vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;*
- (vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;*
- (viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts;*
- (ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and*
- (x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.*

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO(s) shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

(1) Recipients of assistance under title 49 U.S.C. Chapter 53;

(2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and

(3) Recipients of assistance under 23 U.S.C. 201- 204.

(c) When the MPA includes Indian Tribal lands, the MPO(s) shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(d) When the MPA includes Federal public lands, the MPO(s) shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314.

It is important to note, other components of the legislation which support 23 CFR450, Section 450.316 include:

- 450.212(a) - Public Involvement;
- 450.214 - Statewide Transportation Plan;
- 450.216 - Statewide transportation improvement program (STIP);
- 450.318(b) - Metropolitan Transportation Planning Process: Major Metropolitan Transportation Investments;
- 450.322(c) - Metropolitan Planning Process: Transportation Plan; and
- 450.324(c) - Transportation Improvement Program: General.



Title VI Nondiscrimination Plan

Lake~Sumter Metropolitan Planning Organization

*Draft for Advisory Committee & Board Review
January 2018*

Contents

Introduction	1
Purpose.....	1
Policy Statement & Responsibilities	2
Program Administration & Title VI Responsibilities	5
Socioeconomic Profile of Lake~Sumter MPO Area.....	10

Tables

Table 1 Lake~Sumter MPO Population Group Changes Over Time	11
Table 2 Lake County Population Group Changes Over Time	12
Table 3 Sumter County Population Group Changes Over Time.....	12
Table 4 Lake~Sumter MPO LEP Populations, 2015	13

Figures

Figure 1 Ethnic Make Up of Lake~Sumter MPO Region	10
Figure 2 Lake~Sumter MPO Region Hispanic or Latino Population.....	11
Figure 3 Limited English Proficiency (LEP) Populations.....	14
Figure 4 Populations Living in Poverty	15
Figure 5 Minority Group Populations	16

Appendices

APPENDIX A: Policy Statement.....	17
APPENDIX B: Title VI Assurances.....	18
APPENDIX C: Title VI Complaint Procedure.....	20
APPENDIX D: FTA Civil Rights Assurance	22
APPENDIX E: Federal Handicap Assurance.....	23
APPENDIX F: Title VI Complaint Forms.....	24

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ADOPTION RESOLUTION
FOLLOWING BOARD APPROVAL >

INTRODUCTION

Representatives of Lake County and Sumter County governments, the 14 municipalities of Lake County, the five municipalities of Sumter County, the Florida Department of Transportation (FDOT), Florida Central Railroad, Lake County Schools, Sumter District Schools and the U.S. Department of Transportation (USDOT) are involved in the transportation planning process facilitated by the Lake~Sumter Metropolitan Planning Organization (LSMPO). The MPO's purpose is to provide effective leadership in the initiation and development of transportation plans, programs and strategies.

As the governmental body, most directly responsible for the guidance of the transportation planning process, the MPO strives to ensure that the recommendations are in keeping with the goals and standards of the Federal Government, the State, Lake County, Sumter County, and the 19 incorporated jurisdictions. The MPO functions include, but are not limited to, the preparation of the tasks required by state rule or by federal policy.

The MPO's major annual responsibilities are to perform the tasks of preparing the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the annual List of Priority Projects (LOPP), Transportation Disadvantaged Service Plan (TDSP), and the annual MPO Audit Report. As with all transportation planning legislated by federal and state laws, the MPO is responsible for ensuring adequate representation of and compatibility among state, county, and municipal projects in the transportation planning process. This includes consideration of all modes of transportation with respect to various members of the public. For example, the MPO incorporates into its planning efforts the needs of the elderly and persons with disabilities as outlined in the Americans with Disabilities Act.

As part of the MPO planning process, public involvement is given a major priority. Projects funded through public dollars are to be planned in a manner that encourages public participation and incorporates public comments into planning efforts. As a result, a responsibility is placed on MPOs to develop a plan where the opportunity for public involvement is assured. As part of that plan and involvement process, outreach will be made in accordance with Title VI. The requirements and the procedures for following Title VI requirements are detailed further in this Title VI Plan.

PURPOSE

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, religion, or family status in employment and the provision of government services. The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and consultants, whether such programs and activities are federally assisted or not. These requirements include the establishment of a Title VI Nondiscrimination Plan, along with a regular review of its effectiveness and conformity with federal and state law.

This **Title VI Nondiscrimination Plan** works in unison with the LSMPO's **Public Involvement Plan (PIP)** and **Limited English Proficiency (LEP) Plan**, which identify specific techniques for outreach, engagement, and involvement including notification, information, and opportunities for diverse participation.

POLICY STATEMENT & RESPONSIBILITIES

The Lake~Sumter MPO assures that no person shall based on race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity. The Lake~Sumter MPO further assures that every effort will be made to ensure nondiscrimination in all its programs and activities, whether those programs and activities are federally funded or not. In the event the LSMPO distributes federal aid funds to another governmental entity, the MPO will include Title VI language in all written agreements and will monitor for compliance.

Objectives

- Identify and analyze relevant demographic data in Lake and Sumter counties to further the effectiveness of the Title VI Nondiscrimination Plan and to ensure that planning products analyze, mitigate, minimize or avoid disproportionate and adverse impacts on identified minority or low income communities;
- Engage citizens and other interested parties in LSMPO activities through broad notification and proactive opportunities for full and fair participation by communities traditionally underserved in the planning process (i.e. environmental justice);
- Engage citizens and other interested parties in LSMPO activities through broad notification and proactive opportunities for full and fair participation by communities traditionally underserved in the planning process (i.e. environmental justice); and
- Comply with federal and state requirements associated with Title VI nondiscrimination and the transportation planning process.

Title VI Delegation Contacts

The Executive Director is responsible for ensuring implementation of the organization's **Title VI Nondiscrimination Plan** and provides direction to the **Title VI Specialist**. The Title VI Specialist, on behalf of the Executive Director, is responsible for the overall management and day to day administration of the Title VI program.

Lake~Sumter Metropolitan Planning Organization



Michael Woods
Interim Executive Director & Title VI Specialist
(352) 315-0170

Title VI Specialist Responsibilities

The Title VI Specialist is charged with the responsibility for implementing, monitoring, and ensuring the MPO's compliance with Title VI regulations. Title VI responsibilities are as follows:

- Process the disposition of Title VI complaints received by the MPO;
- Collect statistical data (race, color, sex, age, disability or national origin) of participants in and beneficiaries of state highway programs, e.g., displaced individuals, affected citizens, and impacted communities;
- Conduct annual Title VI reviews of program areas (planning, consultant selection) to determine the effectiveness of program activities at all levels;
- Conduct Title VI reviews of consultants and other recipients of federal aid highway fund contracts administered through the MPO;
- Participate in training programs on Title VI and other related statutes for MPO employees and recipients of federal highway funds;
- Prepare a yearly report of Title VI accomplishments and goals, as required by 23 CFR 200.
- Develop Title VI information for dissemination to the public and, where appropriate, in languages other than English;
- Conduct post grant approval reviews of MPO programs and applicants (e.g., consultants, design and relocation, and persons seeking contracts with the MPO), for compliance with Title VI requirements;
- Identify and eliminate discrimination; and
- Establish procedures for promptly resolving deficiency status and reducing to writing the remedial action agreed to be necessary, all within a period not to exceed 90 days.

Lake~Sumter MPO Staff

Lake~ Sumter MPO staff members involved in public involvement are responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the Lake~ Sumter MPO 's public involvement process. These staff members will:

- Ensure that all communications and public involvement efforts comply with Title VI/LEP and Environmental Justice requirements;
- Develop and distribute information on Title VI programs to the public and provide information in languages other than English, as needed;
- Disseminate information to minority media and ethnic/gender related organizations, to help ensure all social, economic, and ethnic interest groups in Lake and Sumter counties;
- Include the Title VI Notice to the Public, full or abbreviated versions in relevant press releases and on the Lake~Sumter MPO website;
- Notify affected, protected groups of public meetings regarding proposed actions, and make the meetings accessible to all residents, including the use of interpreters when requested, or when a strong need for their use has been identified;
- Collect statistical information voluntarily from attendees of public meetings using zip codes if possible to track how well different segments of the population are represented; and
- Encourage Lake~Sumter MPO's committees to include representation from Title VI relevant populations.

Compliance

To ensure compliance with federal Title VI requirements, LSMPO will coordinate LEP efforts in line with the following processes and procedures.

Title VI Program Reviews

The MPO's Title VI Program reviews will be performed by the Title VI Specialist to assess the MPO's administrative procedures, staffing, and resources available for Title VI compliance. All programs will be reviewed annually to assure their effectiveness in compliance with Title VI provisions. This is in addition to the day to day monitoring. Title VI Specialist will coordinate efforts to ensure their equal participation in all programs and activities at all levels. The Title VI Specialist will conduct reviews of consultants and all other sub-recipients of FDOT's federal funds to ensure compliance with Title VI provisions.

Annual Reports

An annual report will be submitted to the FDOT District Five's Title VI Coordinator reviewing Title VI accomplishments achieved during the year. The Title VI Specialist will be responsible for coordination and preparation of the report. A Title VI Annual Report will be submitted to FDOT by June 1st of each year. The report will describe the accomplishments and changes to the program occurring during the preceding year, and will also include any changes to the goals and objectives for the upcoming year.

Post Grant Reviews

Review post grant approval procedures to ensure compliance with Title VI requirements

Complaints

If any individual believes that she or he or any other program beneficiaries have been subjected to unequal treatment or discrimination in their receipt of benefits and/or services, or on the grounds of race, color, national origin, sex, disability age or income status s/he may exercise their right to file a complaint with the MPO. Every effort will be made to resolve complaints informally at the MPO and consultant level.



Legislation & Guidance

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under a program or activity receiving federal financial assistance.

The National Environmental Policy Act of 1969 (NEPA) addresses both social and economic impacts of environmental justice, stressing the importance of providing safe, healthful, productive, and aesthetically pleasing surroundings for all Americans. NEPA requires a systematic, interdisciplinary approach to aid in considering environmental and community factors in decision making.

The Civil Rights Restoration Act of 1987 clarified Title VI to include all programs and activities of federal aid recipients, sub recipients, and contractors whether federally funded or not. It also restored broad coverage intended by Congress, covering classes such as sex, age, and disability.

The Florida Civil Rights Act of 1992 added religion and family status as protected classes.

Federal Highway Administration and the Federal Transit Administration issued a memorandum implementing Title VI requirements in metropolitan and statewide planning. The memorandum articulated that environmental justice is just as important during planning stages as it is during the project development stage.

Remedial Action

The MPO will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When irregularities occur in the administration of the program's operation, corrective action will be taken to resolve Title VI issues, and reducing to writing a remedial action agreed upon to be necessary, all within a period not to exceed 90 days.

- Sub-recipients placed in a deficiency status will be given a reasonable time, (not to exceed 90 days after receipt of the deficiency letter), to voluntarily correct deficiencies;
- The MPO will seek the cooperation of the sub-recipient in correcting deficiencies found during the review. The MPO will also provide the technical assistance and guidance needed to aid the sub-recipient to comply voluntarily;
- When a sub-recipient fails or refuses to voluntarily comply with requirements within the time frame allotted, the MPO will submit to FDOT's Civil Rights Office and the FHWA two copies of the case file and a recommendation that the sub-recipient be found in noncompliance; and
- A follow up review will be conducted within 180 days of the initial review to ensure that the sub-recipient has complied with the Title VI Program requirements in correcting deficiencies previously identified.

Limited English Proficiency (LEP)

The U.S. Supreme Court has also interpreted [Title VI](#) to prohibit conduct that has a disproportionate effect limited English proficiency persons; as such conduct constitutes discrimination based on national origin. Executive order requires reasonable steps to ensure meaningful access. LSMPO has developed a separate, yet related, plan to provide access to programs and services in languages other than English. The [Limited English Proficiency \(LEP\) Plan](#) works in unison with the [Title VI Nondiscrimination Plan](#) and the [Public Involvement Plan \(PIP\)](#).

PROGRAM ADMINISTRATION & TITLE VI RESPONSIBILITIES

Five areas of the Lake~Sumter MPO's responsibilities have been recognized as applicable to Title VI regulations. These areas include:

1. Communications & Public Involvement;
2. Planning & Programming;
3. Environmental Affairs;
4. Consultant Contracts; and
5. Education and Training

The first three (3) Title VI applicable areas noted above are interrelated. However, to provide maximum clarification for this plan, these areas have been separated in this section.

Communications & Public Involvement

The Communications and Public Involvement Program Area applies to and affects the Lake~Sumter MPO's organization, mainly tasks related to Planning & Programming and Environmental Affairs Program Areas. It has been treated as a separate program area for purposes of clarity, and consistent with Lake~Sumter MPO's organization. The Lake~Sumter MPO strives to have important and continuing public involvement in the transportation planning process and to encourage the public to express their ideas and values related to transportation issues. This will help support an open and effective communication channel with citizens in Lake and Sumter counties.

Opportunities for Public Comments

The Lake~Sumter MPO routinely offers three different ways for citizens to comment on activities, programs, and decisions made at the Lake~Sumter MPO, including:

- **Comments are accepted at any time:** Comments are accepted via an online comment form, by phone, fax, email, U.S. mail, and in person at any board or committee meeting. Contact information for all Lake~Sumter MPO staff is provided on the website, and contact information for the Lake~Sumter MPO is included in all publications produced for the Lake~Sumter MPO. The Lake~Sumter MPO makes every effort to respond to all comments received;
- **Citizen comments are requested at agency meetings:** All board and committee meetings are open to the public. Meeting dates are posted well in advance on the Lake~Sumter MPO website. Public comments and responses made during these meetings are kept on record in the official meeting summaries. The MPO maintains mailing lists, to which anyone can request to be added; and
- **Formal public comment periods for major activities:** Formal public comment and review periods are used to solicit comments on major planning and programming activities. Comment periods are highlighted in advertisements in local newspapers, Lake~Sumter MPO publications, on the website, and in various press releases. Comments can be made in person, by email, by U.S. mail, fax, or telephone. The Lake~Sumter MPO will make every effort to respond to any comments received and will forward comments to other agencies when appropriate.

Strategies for Engaging Title VI Protected Groups

The Lake~Sumter MPO understands that there are important segments of the population from who input is seldom, if ever, received. To improve representation of these groups in the transportation planning process, the MPO will take the following steps:

- Public meetings should be held in locations that are accessible by public transit. Also, facilities should be compliant with the Americans with Disabilities Act (ADA). If a targeted population is in a certain geographic area, then the meeting location should be in that area for their convenience;
- To facilitate involvement of traditionally underserved populations, community leaders and organizations that represent these groups should be consulted about how to most effectively reach their members. Relationships with these groups should be maintained for future partnerships in the planning process;

- In addition to mainstream media organizations, advertisements and news releases announcing public participation opportunities should be targeted to media that reaches minority and ethnic populations;
- Upon notice, deaf interpreters, translators, and Braille documents can be provided for public meetings. Notifications of opportunities for public involvement will include contact information for people needing these or other special accommodations; and
- At public meetings, MPO staff should attempt to communicate as effectively as possible. Technical jargon should be avoided and appropriate dress and conduct are important. For some meetings, it may be best to use trained facilitators or language translators to better communicate with the audience.

Strategies for Engaging Individuals with Limited English Proficiency

The Lake~Sumter MPO will intermittently examine the socio-economic characteristics of the region to understand the ethnicities, income levels, and languages that are used in this region and develop strategies to communicate with these population segments. The MPO will attempt to ensure that public notices and advertisements are advertised in Spanish in minority newspapers, and will maintain a list of those MPO staff members who speak a language other than English to provide points of contact for persons needing information.

Public Dissemination

The Title VI Specialist will disseminate Title VI Program information to MPO employees, sub-recipients, consultants, and beneficiaries as well as the public. Public dissemination will include the posting of public statements, inclusion of Title VI language in contracts, and publishing annually the Title VI Policy Statement in newspapers having a general circulation near proposed projects and announcements of hearings and meetings in minority publications.

In accordance with Title VI of the Civil Rights Act of 1964, the MPO is committed to establishing and maintaining practices that will ensure meaningful access to the MPO's plans and programs by persons with Limited English Proficiency (LEP). It is the policy of the MPO to ensure that no person is denied access to plans and programs as the result of the inability or limited ability to communicate in the English language

Planning and Programming

The Lake~Sumter MPO is responsible for developing long and short range transportation plans to provide efficient transportation services to the Lake and Sumter Counties. A wide-ranging transportation planning process is used, which involves guidance from various transportation planning documents.

Primary guidance is provided by:

- The Metropolitan Planning Organization (MPO) Regulations 23 CFR 450;
- Moving Ahead for Progress in the 21st Century (MAP 21), reauthorizing surface transportation programs through fiscal year 2014. Each reauthorization amends the Federal Transit Laws codified in 49 USC Chapter 53. MAP 21 took effect on October 1, 2012.; and
- State and federal Clean Air Acts (CAA) and amendments.

The Lake~Sumter Metropolitan Planning Organization annually updates and coordinates the MPO's future transportation improvement plans and programs. A comprehensive transportation planning process is used which incorporates input from the public in coordination with the various jurisdictions affected. Planning includes the monitoring and collection of data. Title VI responsibilities include but are not limited to:

1. Ensure that all aspects of the planning process operation comply with Title VI of the Civil Rights Act of 1964;
2. Ensure that various social, economic, and ethnic interest groups are represented in the planning process by disseminating program information to minority media and ethnic/gender related organizations and participating in roundtable meetings in predominantly minority communities;
3. Assist the Title VI Specialist in gathering and organizing the Planning section of the Annual Title VI Update Report;
4. Review the department's work program and other directives to ensure compliance with Title VI and other nondiscrimination program requirements; and
5. Attend public meetings to verify the level of participation of Title VI protected group members when offered in predominantly ethnic minority communities.

Data Collection

Statistical data on race, color, national origin, sex, age, disability and income status of participants in and beneficiaries of federally funded program will be gathered and maintained by the Title VI Specialist. Each of the Title VI program areas will maintain data to be incorporated in the Title VI Annual Update. The data gathering process will be reviewed regularly to ensure sufficiency of the data in meeting the requirements of the Title VI program administration.

Environmental Affairs

The concept of environmental justice comprises the identification and assessment of disproportionately high and adverse effects of programs, policies, or activities on minority and low-income population groups. Regarding regional transportation planning, environmental justice considers the relative delivery of costs and benefits from transportation investment strategies and policies among different segments of society. If a disproportionate impact is recognized, a mitigation plan will be developed and implemented based on feedback from the affected population. Lake~Sumter MPO staff members are responsible for evaluating and monitoring environmental justice compliance with Title VI. Staff members will:

- Ensure Title VI environmental justice compliance;
- Analyze and make findings regarding the population affected by the action;
- Analyze and make findings regarding the impacts of planned projects on protected Title VI groups, and determine if there will be a disproportionately high and adverse impact on these groups; and
- Disseminate information to the public on the processes used and findings of any analysis, in accordance with all agency public involvement procedures, including the dissemination of information to groups representing minority media and ethnic/gender related organizations, and the use of public comment periods and public hearings, interpreters, and materials in other languages, as needed.

Consultant Services & Contracting Services

The Procurement Department of Lake County is responsible for setting policy and establishing procedures for consultant selection, negotiation, and administration of consultant contracts for the MPO. Title VI responsibilities include but are not limited to:

1. Monitor DBE program requirements;
2. Ensure that all consultant contracts administered by the MPO have the appropriate Title VI provisions included;
3. Review directives and procedures to ensure Title VI compliance; and
4. Maintain necessary data and documentation required for completion of the department's Title VI Annual Report.

Disadvantaged Business Enterprise (DBE) Program

It is Lake~Sumter MPO's policy to encourage all qualified businesses to actively participate in the procurement of all Lake~Sumter MPO sponsored contracts. The Lake~Sumter MPO does not discriminate based on race, color, sex, national origin, age, military status or disability. The Lake~Sumter MPO has established a **Disadvantaged Business Enterprise (DBE) program** in accordance with regulations of the U.S. Department of Transportation (USDOT), 49 CFR, Part 26.

DBE Program Description

It is the Lake~Sumter MPO's policy to ensure that Disadvantaged (DBE) Businesses and Small Businesses (SBE) have an equal opportunity to receive and participate in USDOT assisted contracts. It is also the Lake~Sumter MPO's policy to:

- Ensure nondiscrimination in the award and administration of USDOT assisted contracts;
- Create a level playing field on which DBE/SBEs can compete fairly for USDOT-assisted contracts;
- Ensure that the DBE Program is narrowly tailored in accordance with applicable law;
- Ensure that only firms that fully meet 49 CFR, Part 26 eligibility standards are permitted to participate as DBEs;
- Help remove barriers to the participation of DBE/SBEs in USDOT assisted contracts; and
- Assist the development of firms that can compete successfully in the market place outside the DBE Program.

Education & Training

Minorities, women, veterans, individuals with a disability, and other individuals are protected by Title VI and federal and state anti-discrimination laws are provided with equal opportunity and fair treatment in all employment related decisions, including opportunities for education and training.

LSMPO Training Program

Title VI training will be made available at least annually to employees, consultants, sub-recipients, and program area specialists. The training will provide comprehensive information on Title VI provisions, application to program operations, and identification of Title VI issues and resolution of complaints. A summary of the training conducted will be reported in the MPO's Annual Report.

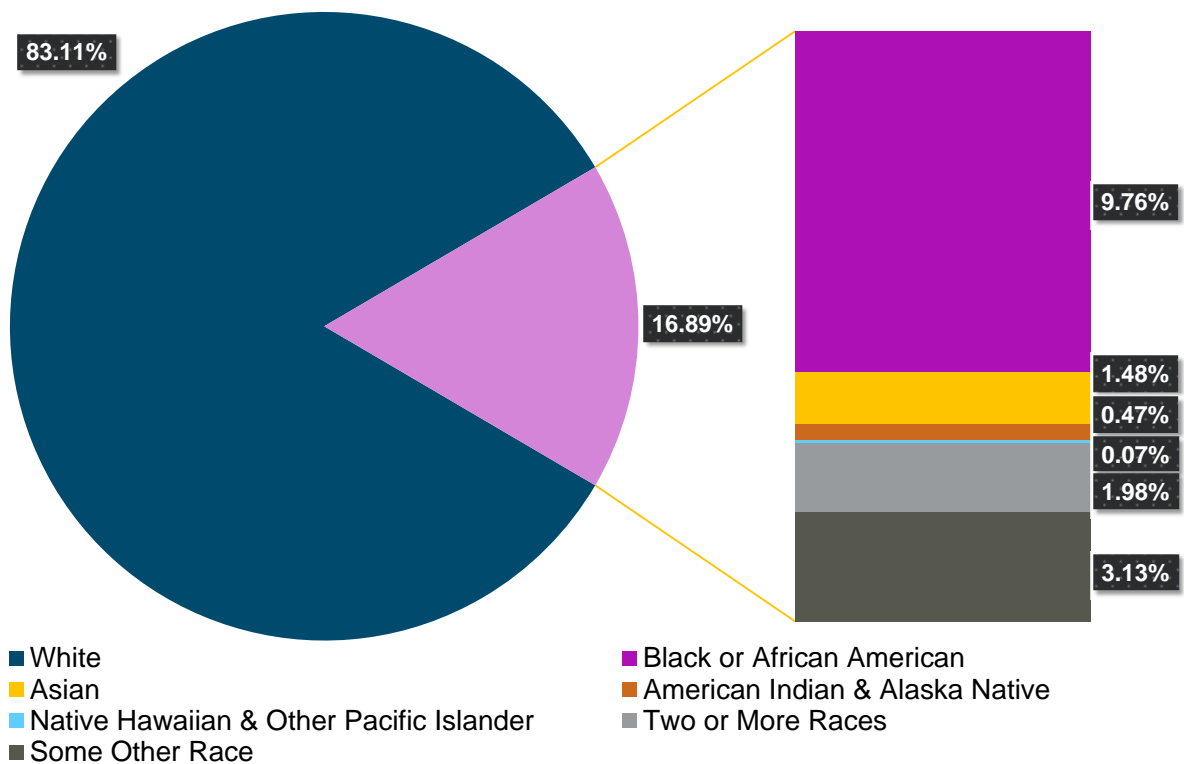
SOCIOECONOMIC PROFILE OF LAKE~SUMTER MPO AREA

A review of the 2015 U.S. Census data, specifically the American Community Survey results, for the Lake~Sumter was conducted to evaluate the distribution of minority populations and low-income households throughout the region. The representation for each of these groups is summarized in the following section.

Ethnic Makeup of Lake~ Sumter MPO Region

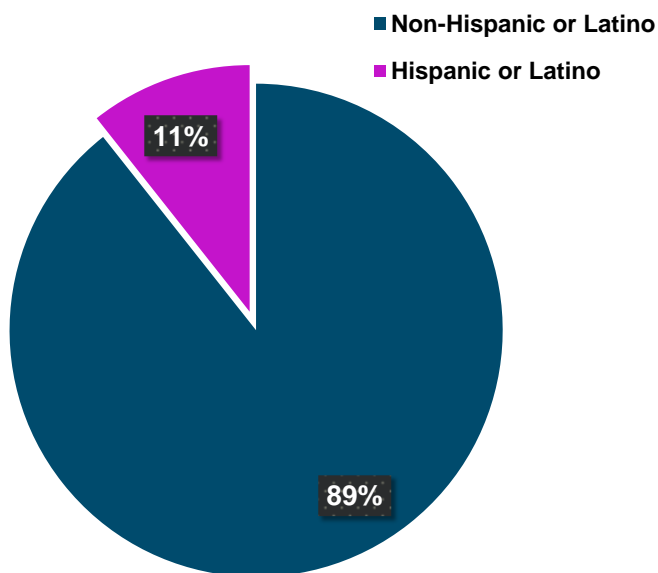
The ethnicity distribution in the Lake~Sumter MPO region is detailed in **Figure 1**. The minority population with the largest representation in the area is individuals identifying with Black or African American ethnicity, representing 10% of the population. There is some presence of individuals identifying as American Indian 3%, Asian 2%, and Native Hawaiian/Pacific Islander 2%.

Figure 1 | Ethnic Make Up of Lake~Sumter MPO Region



Source: US Census Bureau’s American Community Survey, 2015

Figure 2 | Lake~Sumter MPO Region Hispanic or Latino Population



Regarding populations identifying with a Hispanic or Latino heritage, the Lake~Sumter MPO region has 41,590 or 11% throughout Lake and Sumter counties as demonstrated in **Figure 2**. Most of this population resides Lake County with 36,009 residents identifying with Hispanic or Latino heritage. Of the total Hispanic or Latino group, the top heritages within this population are Mexican and Puerto Rican with both presenting 3.69% and this is followed by Cuban at 0.81%.

Source: US Census Bureau’s American Community Survey, 2015

Ethnic Breakdown and Changes over Time for Lake~Sumter MPO Region

A comparison of the American Community Survey data from 2010-2015, shown in **Table 1**, demonstrates the changes over time for population groups in the LSMPO region. The total population has increased by 41,500 during this five-year span, with the minority population increasing by 3,854. The percent growth of minorities in the region for this time period is 6% increasing from 60,486 in 2010 to 64,340 in 2015. Specifically, the Black or African American population has increased the most, 3,073, in five years.

Table 1 | Lake~Sumter MPO Population Group Changes Over Time

<i>LSMPO Region</i>	<i>2010</i>	<i>2015</i>	<i>Pop. Change</i>	<i>2010 Percent</i>	<i>2015 Percent</i>	<i>% Change</i>
White	317,076	354,722	37,646	84%	85%	12%
Black or African American	36,294	39,367	3,073	10%	9%	8%
American Indian & Alaska Native	1,375	1,590	215	0%	0%	16%
Asian	5,515	6,295	780	1%	2%	14%
Native Hawaiian & Other Pacific Islander	273	373	100	0%	0%	37%
Two or More Races	5,935	7,809	1,874	2%	2%	32%
Some Other Race	11,094	8,906	2,188	3%	2%	20%

Source: US Census Bureau’s American Community Survey, 2015

Table 2 | Lake County Population Group Changes Over Time

<i>Lake County</i>	<i>2010</i>	<i>2015</i>	<i>Pop. Change</i>	<i>2010 Percent</i>	<i>2015 Percent</i>	<i>% Change</i>
White	242,871	258,871	16,000	83%	83%	7%
Black or African American	27,189	30,316	3,127	9%	10%	12%
American Indian & Alaska Native	1,123	1,183	60	0%	0%	5%
Asian	4,986	5,519	533	2%	2%	11%
Native Hawaiian & Other Pacific Islander	243	332	89	0%	0%	37%
Two or More Races	4,988	6,770	1,782	2%	2%	36%
Some Other Race	10,271	7,570	-2,701	4%	2%	-26%

Source: US Census Bureau's American Community Survey, 2015

Table 3 | Sumter County Population Group Changes Over Time

<i>Sumter County</i>	<i>2010</i>	<i>2015</i>	<i>Pop. Change</i>	<i>2010 Percent</i>	<i>2015 Percent</i>	<i>% Change</i>
White	74,205	95,851	21,646	86%	88%	29%
Black or African American	9,105	9,051	-54	11%	8%	-1%
American Indian & Alaska Native	252	407	155	0%	0%	62%
Asian	529	776	247	1%	1%	47%
Native Hawaiian & Other Pacific Islander	30	41	11	0%	0%	37%
Two or More Races	947	1,039	92	1%	1%	10%
Some Other Race	823	1,336	513	1%	1%	62%

Source: US Census Bureau's American Community Survey, 2015

Lake & Sumter County Changes Over Time

Tables 2 and 3 display the group changes over time per county. Lake County has the most significant percentage of diverse groups with 12% of the 2015 population identifying with an ethnic group outside of White. However, Sumter County, while having the least percentage of diverse group populations has witnessed a greater overall increase in ethnic populations with an 8% increase compared to Lake County's 6% increase when comparing 2015 datasets.

Despite these statistics, Sumter County did experience a 1% decrease within the Black or African American ethnic group population. Both counties did witness a significant increase in the Asian ethnic group population; with Lake County incurring 11% growth and Sumter County 47% growth from 2010 to 2015.

English Language Proficiency for Lake~Sumter MPO Region

The 2015 American Community Survey 5-year estimate identified over 45,149 of the counties' households, Lake and Sumter counties combined, as speaking a language other than English at home; 33.92% of this population spoke English less than very well. **Table 4** identifies the top four languages spoken at home where English is not spoken very well. Where Spanish is spoken at home and English is not spoken well, this group is approximately 26.12% of the total LEP population (2.94% of MPO Population).

Table 4 | Lake~Sumter MPO LEP Populations, 2015

<i>Language Spoken</i>	<i>Speaks English "Less Than Very Well"</i>	<i>Percent Of MPO Population</i>	<i>Percent Of LEP Population</i>
Spanish	11,795	2.94%	26.12%
French Creole	764	0.19%	1.69%
French	363	0.09%	0.80%
Chinese	337	0.08%	0.75%
Vietnamese	287	1.87%	0.07%
Various Other Languages	1,797	11.71%	0.45%
Total	15,343	100%	3.83%

Source: US Census Bureau's American Community Survey, 2015

LSMPO Title VI Spatial Analysis

A series of maps have been developed to help better understand the spatial distribution of the populations considered under Title VI requirements. **Figure 3** through **Figure 6** illustrate limited English proficiency, household income and below poverty, Hispanic, and minority populations within the Lake and Sumter Counties.


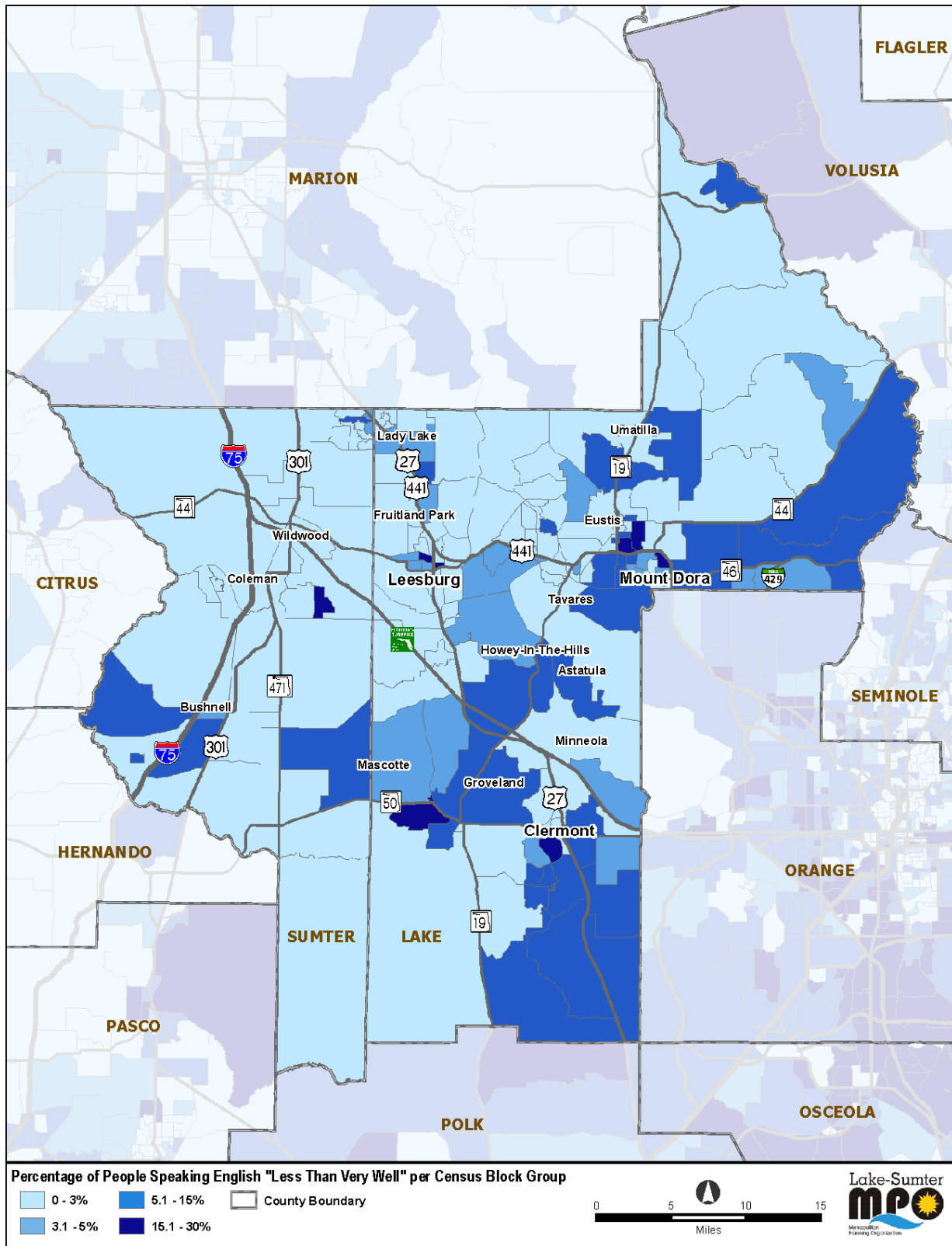
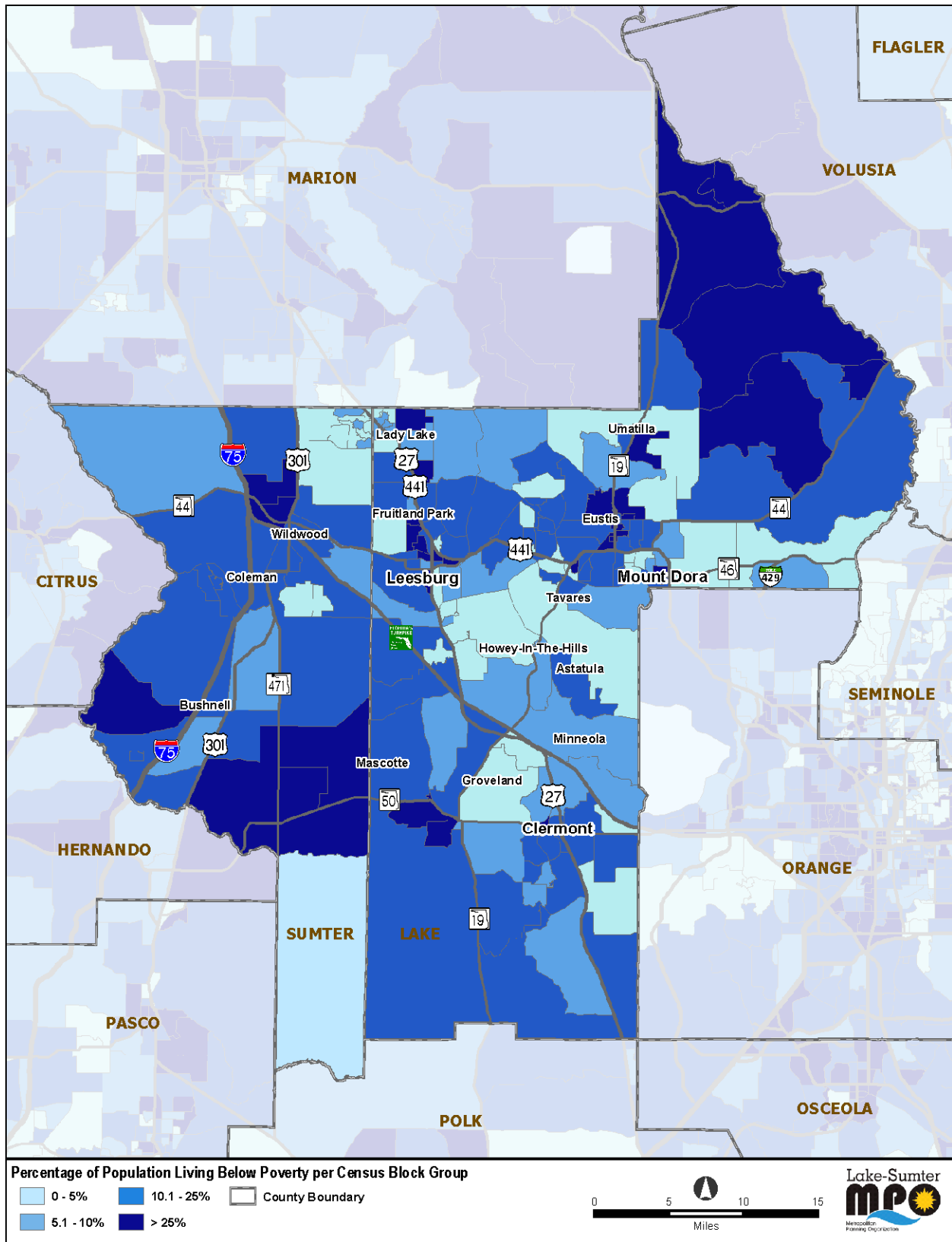
<p>Anyone wishing to contact the LSMPO with comments, questions, or complaints regarding Title VI, please contact:</p>	<div style="display: flex; align-items: center;">  <div> <p>Michael Woods Interim Executive Director & Title VI Specialist (352) 315-0170 mwoods@LakeSumterMPO.com</p> </div> </div>
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Figure 3 | Limited English Proficiency (LEP) Populations



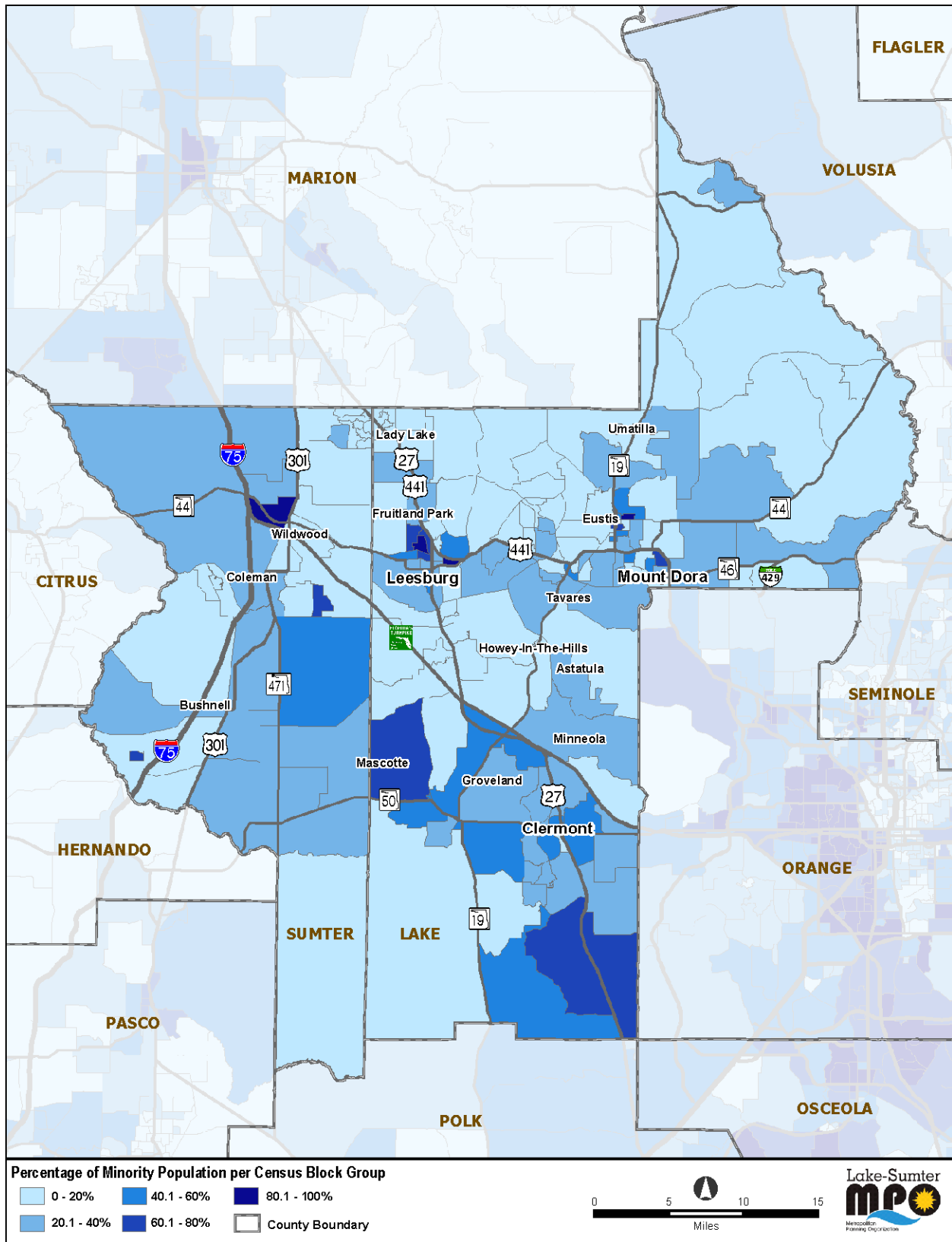
Source: US Census Bureau's American Community Survey, 2015

Figure 4 | Populations Living in Poverty



Source: US Census Bureau's American Community Survey, 2015

Figure 5 | Minority Group Populations



Source: US Census Bureau's American Community Survey, 2015

APPENDIX A: POLICY STATEMENT

Original Available
Upon Request

Lake~Sumter MPO Title VI Policy Statement

Lake~Sumter MPO assures the Florida Department of Transportation that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

Lake~Sumter MPO further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of Appendix A of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

Michael Woods
Interim Executive Director
Lake~Sumter Metropolitan Planning Organization

Date

APPENDIX B: TITLE VI ASSURANCES

Original Available
Upon Request

Lake~Sumter MPO Title VI Assurances

The Lake~Sumter Metropolitan Planning Organization (hereinafter referred to as the "Recipient"), HEREBY AGREES THAT as a condition to receiving any federal financial assistance from the U.S. Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations), and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This Assurance is required by Subsection 21.7(a) (1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances to its Federal Aid Highway Program.

1. That the Recipient agrees that each "program" and each "facility" as defined in Subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations made in connection with the Federal Aid Highway Program and in adapted form in all proposals for negotiated agreements

The Lake~Sumter Metropolitan Planning Organization in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d-d4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

3. That the Recipient shall insert the clauses of Appendix 1 of this Assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix 2 of this Assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.

5. That where the Recipient receives federal financial assistance to construct a facility, or part of a facility, the Assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives federal financial assistance in the form, or for the acquisition of real property, or an interest in real property, the Assurance shall extend rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix 3 of this Assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal Aid Highway Program.
8. That this Assurance obligates the Recipient for the period during which federal financial assistance is extended to the program, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the Assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation, or the official to whom s/he delegates specific authority to give reasonable guarantee that it, other recipients, subgrantees, consultants, subconsultants, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial endorsement with regard to any matter arising under the Act, the Regulations, and this Assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, consultants, sub-consultants, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign the Assurance on behalf of the Recipient.

Michael Woods	Date
Interim Executive Director	
Lake~Sumter Metropolitan Planning Organization	

APPENDIX C: TITLE VI COMPLAINT PROCEDURE

Lake~Sumter MPO Title VI Complaint Procedure

Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by the Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities, may file a written complaint. All written complaints received by the recipient shall be referred immediately by the recipient's Metropolitan Planning Organization (MPO) Title VI Specialist to the FDOT's District Five Title VI Coordinator for processing in accordance with approved State procedures.

Title VI Complaint Procedure:

1. Verbal and non-written complaints received by the recipient shall initially be addressed informally by the recipient's MPO Title VI Specialist. If the issue has not been satisfactorily resolved through this informal means, or if at any time the person requests to file a formal written complaint, the recipient's MPO Title VI Specialist shall refer the Complainant to the FDOT's District Five Title VI Coordinator for processing in accordance with approved State procedures.
2. The recipient's MPO Title VI Specialist will advise the FDOT's District Five Title VI Coordinator within five (5) calendar days of receipt of the allegations.
3. The following information will be included in every notification to the FDOT's District Five Title VI Coordinator:
 - a. Name, address, and phone number of the Complainant
 - b. Name(s) and address(es) of Respondent
 - c. Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation)
 - d. Date of alleged discriminatory act(s)
 - e. Date of complaint received by the recipient
 - f. A statement of the complaint
 - g. Other agencies (state, local or federal) where the complaint has been filed
 - h. An explanation of the actions the MPO has taken or proposed to resolve the allegation(s) raised in the complaint
4. Within ten (10) calendar days, the MPO Title VI Specialist will acknowledge receipt of the allegation(s), inform the Complainant of action taken or proposed action to process the allegation(s), and advise the Complainant of other avenues of redress available, such as the FDOT's Equal Opportunity Office (EOO).
5. Within sixty (60) calendar days, the MPO Title VI Specialist will conduct and complete a review of the verbal or non-written allegation(s) and based on the information obtained, will render a recommendation for action in a report of findings to the head of the MPO.
6. Within ninety (90) calendar days of the verbal or non-written allegation(s) receipt, the MPO Title VI Specialist will notify the Complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her

right to file a formal complaint with the FDOT's EOO, if they are dissatisfied with the final decision rendered by the MPO. The MPO Title VI Specialist will also provide the FDOT's District Five Title VI Coordinator with a copy of this decision and summary of findings.

7. The MPO Title VI Specialist will maintain a log of all verbal and non-written complaints received by the MPO. The log will include the following information:
 - a. Name of Complainant
 - b. Name of Respondent
 - c. Basis of Complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation)
 - d. Date verbal or non-written complaint was received by the MPO
 - e. Date the MPO notified the FDOT's District Five Title VI Coordinator of the verbal or non-written complaint
 - f. Explanation of the actions the MPO has taken or proposed to resolve the issue raised in the complaint

Note: Consistent with the organization's Title VI Nondiscrimination Policy and Complaint Processing and Procedure, LSMPO accepts written or verbal discrimination complaints related to Title VI and other nondiscrimination authorities. A standard form, titled LSMPO Title VI Discrimination Complaint Form, is available in English and Spanish, online or by request. A copy of the form is available in the appendix of this plan. This form, whether completed by the individual filing the complaint or by staff when reducing elements of a verbal complaint to writing, also serves as: (1) standard written notification transmitted to the FDOT District Five Title VI Coordinator and (2) documentation filed in the official LSMPO log of Title VI complaints.

APPENDIX D: FTA CIVIL RIGHTS ASSURANCE

Original Available
Upon Request

Lake~Sumter MPO Federal Transit Administration (FTA) Civil Rights Assurance

The Lake~Sumter Metropolitan Planning Organization HEREBY CERTIFIES THAT, as a condition of receiving Federal financial assistance under the Federal Transit Act Amendments of 1991, it will ensure that:

1. No person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit related benefits.
2. The Lake~Sumter Metropolitan Planning Organization will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1 and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.9.
3. The Lake~Sumter Metropolitan Planning Organization will make it known to the public that those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.

The person or persons whose signature appears below are authorized to sign this assurance on behalf of the grant applicant or recipient.

Michael Woods
Interim Executive Director
Lake~Sumter Metropolitan Planning Organization

Date

APPENDIX E: FEDERAL HANDICAP ASSURANCE

Original Available
Upon Request

Assurance Concerning Nondiscrimination on the Basis of Handicap in Federally Assisted Programs and Activities Receiving or Benefiting from Federal Financial Assistance (United States Department of Transportation)

The Lake~Sumter Metropolitan Planning Organization (the "Recipient") AGREES THAT, as a condition to that approval or extension of any Federal financial assistance from the United States Department of Transportation to construct any facility, or to participate in or obtain any benefit from any program administered by the Department, to which the Department's regulation set forth in Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 27 "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance" (the "Regulation") applies, no otherwise qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from Federal financial assistance administered by the Department of Transportation including the Federal Transit Administration, and GIVES ASSURANCE that it will conduct any program or operate any facility so assisted in compliance with all of the requirements imposed by the Regulation, or any directive issued pursuant to that Regulation.

Michael Woods
Interim Executive Director
Lake~Sumter Metropolitan Planning Organization

Date

APPENDIX F: TITLE VI COMPLAINT FORMS

English Language Form:



Lake~Sumter MPO Title VI Complaint Form

Name		Daytime Phone (if available)	Evening Phone (if available)
Address (Street, P.O Box, Etc.)			City, State, Zip Code
Name of person(s) who discriminated against you, position (if known):			
Please describe the event, occasion, place, etc. where the discrimination took place:			
Date of alleged incident:			
Discrimination on the basis of (please check):			
<input type="checkbox"/> Race	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Sex	<input type="checkbox"/> Familial Status
<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Age	<input type="checkbox"/> Disability
Please briefly explain the incident that triggered a Title VI violation, including the nature of the event, who was involved and any other details necessary for an investigation. (NOTE: You may use the other side of this paper and/or attach a separate document.)			
Signature			Date

Mail to: Michael Woods, Lake~Sumter MPO, 225 W. Guava Street, Suite 211, Lady Lake, FL 32159

Email: mwoods@lakesumtermpo.com

Fax: (352)315-0993

Spanish Language Form:



Lake~Sumter MPO

Título VI Forma de Reclamo

Nombre de la persona discriminada		Número de teléfono diurno (si disponible)	Número de teléfono nocturno (si disponible)
Dirección de residencia (número y calle, número de departamento)		Ciudad, estado, y código postal de residencia	
Nombre de la persona que discriminó contra usted, y la posición de trabajo (si conocido):			
Describa por favor el acontecimiento, la ocasión, el lugar, etc. donde la discriminación sucedió:			
Fecha del incidente discriminatorio:			
Discrimination on the basis of (please check):			
<input type="checkbox"/> Raza	<input type="checkbox"/> Retaliación	<input type="checkbox"/> Sexo	<input type="checkbox"/> Estado Civil
<input type="checkbox"/> Color de Piel	<input type="checkbox"/> Nacionalidad	<input type="checkbox"/> Edad	<input type="checkbox"/> Impedimento Físico o Mental
<p>Por favor explique brevemente el incidente que provocó una infracción de Título VI, incluyendo quienes participaron y cualquier otros detalles necesarios para una investigación. (Puede utilizar el otro lado de este papel y/o conectar un documento adicional.)</p>			
Firma		Fecha	

Envíe por correo a: Michael Woods, Lake~Sumter MPO, 225 W. Guava Street, Suite 211, Lady Lake, FL 32159

Correo Electrónico: mwoods@lakesumtermpo.com

Fax: (352)315-0993



Limited English Proficiency Plan

Lake~Sumter Metropolitan Planning Organization

*Draft for Advisory Committee & Board Review
January 2018*

Contents

About the MPO.....	1
Introduction	2
Limited English Proficiency Policy.....	3
Self-Assessment	5
Language Assistance and Implementation.....	11

Tables

Table 1 Persons Speaking English “Less Than Very Well” (Age 5+)	6
Table 2 Top Five Languages Spoken at Home in Lake County	7
Table 3 Top Five Languages Spoken at Home in Sumter County	7
Table 4 Top Five Languages Spoken at Home in Lake~Sumter MPO Planning Area	7
Table 5 Contact Administered by Lake~Sumter MPO.....	9

Figure

Figure 1 Summary of Languages Spoke an Home in Lake~Sumter MPO Planning Area.....	6
Figure 2 Limited English Proficiency (LEP) Populations.....	8

Appendices

APPENDIX A: Title VI Complaint Forms	14
APPENDIX B: “I Speak” Language Identification Card	16

ABOUT THE MPO

Representatives of Lake County and Sumter County governments, the 14 municipalities of Lake County, the 5 municipalities of Sumter County, the Florida Department of Transportation (FDOT), Florida Central Railroad, Lake County Schools, Sumter District Schools and the U.S. Department of Transportation (USDOT) are involved in the transportation planning process facilitated by the Lake~Sumter Metropolitan Planning Organization (MPO). The MPO's purpose is to provide effective leadership in the initiation and development of transportation plans, programs and strategies.

As the governmental body most directly responsible for guidance of the transportation planning process, the MPO strives to ensure that the recommendations are in keeping with the goals and standards of the Federal Government, the State, Lake County, Sumter County, and the 19 incorporated jurisdictions. The MPO functions include, but are not limited to, the preparation of the tasks required by state rule or by federal policy.

The MPO's major annual responsibilities are to perform the tasks of preparing the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the annual List of Priority Projects (LOPP), Transportation Disadvantaged Service Plan (TDSP), and the annual MPO Audit Report. As with all transportation planning legislated by federal and state laws, the MPO is responsible for ensuring adequate representation of and compatibility among state, county, and municipal projects in the transportation planning process. This includes consideration of all modes of transportation with respect to various members of the public. For example, the MPO incorporates into its planning efforts the needs of the elderly and persons with disabilities as outlined in the Americans with Disabilities Act.

As part of the MPO planning process, public involvement is given a major priority. Projects funded through public dollars are to be planned in a manner that encourages public participation and incorporates public comments into planning efforts. As a result, a responsibility is placed on MPOs to develop a plan where the opportunity for public involvement is assured. As part of that plan and involvement process, outreach will be made to connect with persons identified as Limited English Proficient. The requirements and the procedures for connecting with these populations are detailed further in this Limited English Proficiency Plan.

Anyone wishing to contact the LSMPO with comments, questions, or complaints, please contact:



Michael Woods

Interim Executive Director

& Title VI Specialist

(352) 315-0170

mwoods@LakeSumterMPO.com

INTRODUCTION

The Lake~Sumter Metropolitan Planning Organization (LSMPO) provides an independent yet cooperative forum for regional planning and the allocation of millions of dollars in federal transportation funding annually. The LSMPO works with the public, planning organizations, government agencies, elected officials, and community groups and also helps citizens speak with one voice to their state and federal legislators on transportation-related issues. The Limited English Proficiency Plan plays an integral role in the process. This document provides guidance for assisting persons with Limited English Proficiency (LEP) to ensure accessibility to the MPOs programs and services.

Legal Basis for Language Assistance Requirements

The Limited English Proficiency Plan addresses Title VI of the Civil Rights Act of 1964 and its implementing regulations which provide that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance.

In 1974, the U.S. Supreme Court affirmed that the failure to ensure a meaningful opportunity for national origin minorities, with limited-English proficiency, to participate in a federally funded program violates Title VI regulations. Additionally, requirements are outlined in Executive Order 13166 and directives from the U.S. Department of Justice and U.S. Department of Transportation.

Signed into law in 2000, **Executive Order 13166** ensures accessibility to programs and services to eligible persons who are not proficient in the English language by examining services provided, identifying specific needs to provide meaningful access for Limited English Proficiency (LEP) persons, and implementing a system to provide meaningful access to such services. Not only do all federal agencies have to develop LEP Plans, as a condition of receiving federal financial assistance, but recipients also have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided.

The guidance identifies Metropolitan Planning Organizations (MPOs) as organizations that must follow the guidance and provides MPOs with technical assistance in assessing the size, location, and needs of the LEP population; implementing language access services; and evaluating the effectiveness of these services. The final Limited English Proficiency Plan should be consistent with the fundamental mission of the organization, though not unduly burdening the organization.

In order to ensure individuals with limited English proficiency have meaningful access to the transportation planning process, Lake~Sumter MPO conducts a self-assessment in areas relevant to the development of an effective Limited English Proficiency Plan. This assessment includes:

- Relevant demographic information for the Lake~Sumter MPO planning area;
- Frequency of contact that the organization has with limited English proficiency persons;
- Nature or importance of programs or services deemed vital; and
- Resources and associated costs.

The Limited English Proficiency Plan works in concert with the organization's overall **Public Involvement Plan**, which identifies specific strategies for outreach and engagement and the Lake~Sumter MPO Title VI Nondiscrimination Plan.

LIMITED ENGLISH PROFICIENCY POLICY

It is the policy of Lake~Sumter MPO to ensure that persons with limited English proficiency are neither discriminated against nor denied meaningful access to and participation in the organization's programs and services. It is the intent of the organization that in providing language services to persons with limited English proficiency, the process achieves a balance that ensures meaningful access to programs and services while not incurring undue burdens on resources of the organization.

The Lake~Sumter MPO will respond to requests for language assistance in the manner described in this plan, which includes:

- A mechanism to provide ongoing assessment of needs, programs, and activities of target audiences, along with the organization's capacity to meet these needs using the Limited English Proficiency Plan;
- Translation of vital written materials in languages other than English where there is a significant number or percentage of persons with limited English proficiency;
- Oral language assistance to Limited English Proficiency (LEP) persons for programs, where such assistance is requested and/or anticipated;
- Identified procedures and a designated representative from Lake~Sumter MPO responsible for implementing activities related to the Limited English Proficiency Plan;
- Notification of the availability of free language services to those persons in the target audience, through oral and written notice in the relevant primary language assistance activities; and
- Staff training on policies and procedures of the organization's language assistance activities.

Who is an LEP Individual?

The Limited English Proficiency Plan applies to individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. As defined in the 2015 United States Census: American Community Survey, LEP refers to any individual who speaks a language at home other than English as their primary language, and who speak or understand English "not well" or "not at all." Individuals, who have a limited ability to read, write, speak, or understand English are LEP.

LEP Limitations

This LEP Plan applies to individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. For example, the limitations of this plan do not extend to the following individuals:

- Hearing or visual impairments – Sign language interpretation and Braille text are accommodations provided under the Americans with Disabilities Act; and
- Illiteracy, generally – The inability to speak, read, or write English and conditions that may trigger language assistance under Title VI are distinguished with a key factor. A Limited English Proficiency (LEP) person cannot speak, read, or write English – but primarily speaks, reads, or writes in a language other than English.

Administration of LEP Plan

The Limited English Proficiency Plan policy and procedures are considered throughout the transportation planning process. Administration of this plan is described in the sections below.

Complaint Procedure

For persons included in a regularly encountered Limited English Proficiency (LEP) group, written notification of the opportunity to file a discrimination complaint in accordance with federal regulations shall be provided. For infrequently encountered groups, Limited English Proficiency persons may be advised orally of the opportunity to file a discrimination complaint pursuant to federal regulations. See **Appendix A** for complaint forms in both English and Spanish.

Designated Staff Coordinator

Lake~Sumter MPO designates **Michael Woods**, Interim Executive Director, as the individual responsible for oversight and implementation of the Limited English Proficiency Plan. Responsibilities include coordinating and facilitating delivery of related services, staff training on the plan's policies and procedures, and ongoing monitoring and assessment of the plan's effectiveness. Michael Woods can be reached at (352) 315-0170 or MWoods@LakeSumterMPO.com.



Definitions

Limited English Proficiency (LEP) – Refers to a person who is not fluent in the English language. The Lake~Sumter MPO has a LEP plan to ensure individuals with limited English skills can participate in the process.

Recipient of Federal Financial Assistance – Includes grants, training, use of equipment, donations of surplus property, and other assistance. Sub-recipients are also covered when federal funds are passed from one recipient to a sub-recipient.

Vital Communication – Any document or spoken work that contains information critical to benefits that are supported by federal funds or required by law. Guidance by the U.S. Department of Justice provides:

- A document will be considered vital if it contains information that is critical for obtaining the federal services and/or benefits, or is required by law. Vital documents include, for example: applications; consent and complaint forms; notices of rights and disciplinary action; and notices advising LEP persons of the availability of free language assistance.
- Vital documents must be translated when a significant number or percentage of the population eligible to be served, or likely to be directly affected by the program/activity, needs services or information in a language other than English to communicate effectively. For many larger documents, translation of vital information contained within the document will suffice and the documents need not be translated in their entirety.
- It may sometimes be difficult to draw a distinction between vital and non-vital documents, particularly when considering outreach or other documents designed to raise awareness of rights or services. Though meaningful access to a program requires an awareness of the program's existence, we recognize that it would be impossible, from a practical and cost-based perspective, to translate every piece of outreach material into every language. Title VI does not require this of recipients of federal financial assistance, and Executive Order 13166 does not require it of federal agencies. Nevertheless, because in some circumstances lack of awareness of the existence of a particular program may effectively deny LEP individuals meaningful access, it is important for federal agencies to continually survey/assess the needs of eligible service populations in order to determine whether certain critical outreach materials should be translated into other languages.

Interpretation: The act of listening to spoken words in one language (the source) and orally translating it into another language (the target).

Translation: The replacement of a written text from one language into an equivalent written text in another language.

SELF-ASSESSMENT

As a recipient of federal funds the Lake~Sumter MPO must take reasonable steps to ensure meaningful access to the information and services it provides. As part of the MPO certification by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), the LEP Plan will be assessed and evaluated. Public transit is a key means of achieving mobility for many LEP persons. By providing language assistance to persons with limited English proficiency, the MPO will help to ensure that the services are safe, reliable, convenient and accessible. These efforts may attract riders who would otherwise be excluded from participating in the service because of language barriers.

LEP services can be provided in two ways: verbal interpretation and written translation of vital documents. There are four factors for consideration when deciding what reasonable steps should be taken to ensure access for LEP persons.

Four Factor Analysis

In accordance with the Executive Order, the United States Department of Transportation (USDOT) issued policy guidance in the **Federal Register, Volume 70; Number 239 on Wednesday, December 14, 2005**, concerning recipient's responsibilities to Limited English Proficiency (LEP) persons. The USDOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons.

FOUR-FACTOR ANALYSIS



Factor 1: Demographics

The number and proportion of LEP persons eligible to be served and/or encountered



Factor 2: Frequency of Contact

Frequency with which LEP individuals come in contact with these programs, services or activities



Factor 3: Importance of Program

The nature and importance of the program, activity or service provided



Factor 4: Resources

The resources available and the overall cost to the MPO

The USDOT policy guidance gives recipients of federal funds substantial flexibility in determining what language assistance is appropriate based on a local assessment of the four factors listed above. The following is a self-assessment of need in Lake County and Sumter County in relation to the four factors and the transportation planning process. The four-factor analysis will allow the MPO to be in a better position to implement cost-effective language assistance measures and to target areas and resources appropriately. The results of this assessment for LEP programs and services are detailed in the following subsections.

Factor 1: The Number and Proportion of LEP Persons Eligible to be served

The first step towards understanding the profile of individuals that could participate in the transportation planning process is a review of Census data. **Table 1** summarizes the LEP population by county and for the Lake~Sumter MPO planning area. Within the planning area, 3.83% of LEP residents over the age of five years old speak English “less than very well.”

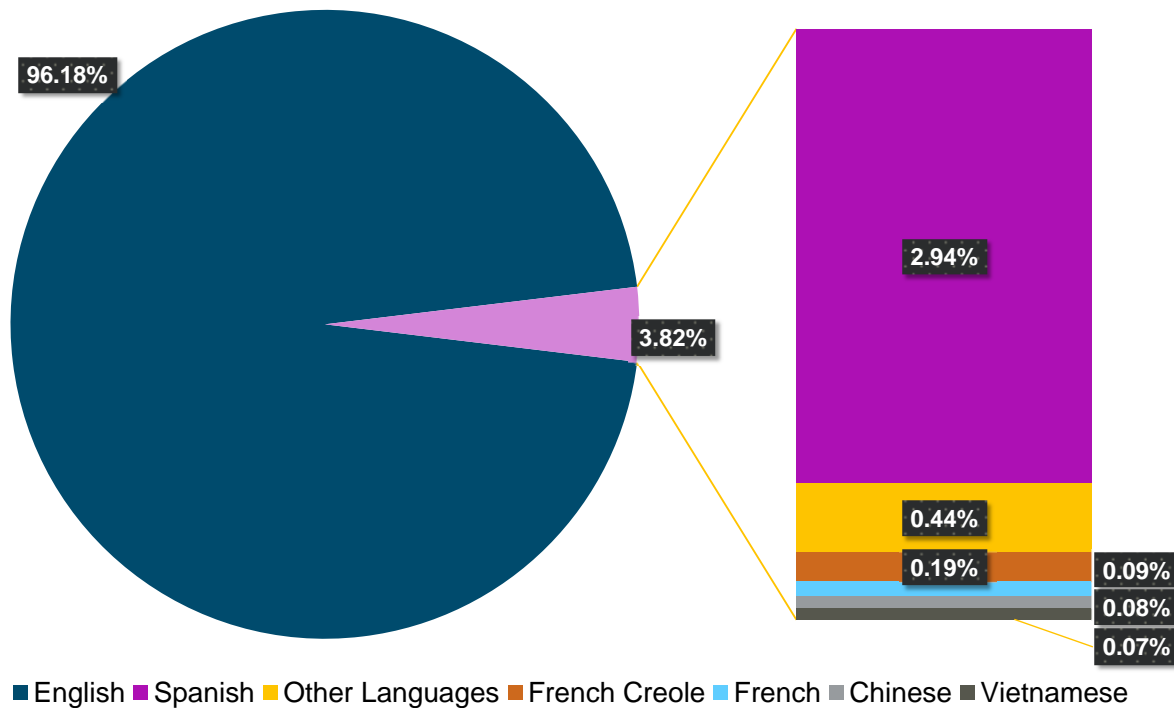
Table 1 | Persons Speaking English “Less Than Very Well” (Age 5+)

Lake County			Sumter County			Lake~Sumter MPO Planning Area		
Population	LEP Population	% of Total Population	Population	LEP Population	% of Total Population	Population	LEP Population	% of Total Population
294,600	12,746	4.33%	106,257	2,597	2.44%	400,857	15,343	3.82%

Source: US Census Bureau's American Community Survey, 2015.

Of the LEP persons within the Lake~Sumter MPO planning area, 3.33% speak Spanish at home in Lake County and 1.87% speak Spanish at home in Sumter County. Spanish is the most significant percentage of LEP persons. **Figure 1** depicts the overall summary of the Lake~Sumter MPO planning area. **Table 2** and **Table 3** provide a detailed summary of the number and percentage of LEP persons by language spoken for Lake and Sumter Counties while **Table 4** summarizes the information for the Lake~Sumter MPO Planning Area.

Figure 1 | Summary of Languages Spoken at Home in Lake~Sumter MPO Planning Area



Source: US Census Bureau's American Community Survey, 2015.

Table 2 | Top Five Languages Spoken at Home in Lake County

<i>Language Spoken</i>	<i>Number of LEP Persons</i>	<i>% of LEP Population</i>	<i>% of Lake County</i>
Spanish	9,813	76.99%	3.33%
French Creole	580	4.55%	0.20%
French	356	2.79%	0.12%
Chinese	325	2.55%	0.11%
Portuguese	268	2.10%	0.09%
Other Languages	1404	11.02%	0.48%
Total	12,746	100%	4.33%

Table 3 | Top Five Languages Spoken at Home in Sumter County

<i>Language Spoken</i>	<i>Number of LEP Persons</i>	<i>% of LEP Population</i>	<i>% of Sumter County</i>
Spanish	1,982	76.32%	1.87%
French Creole	184	7.09%	0.17%
German	139	5.35%	0.13%
Vietnamese	64	2.46%	0.06%
Italian	45	1.73%	0.04%
Other Languages	183	7.05%	0.17%
Total	2,597	100%	2.44%

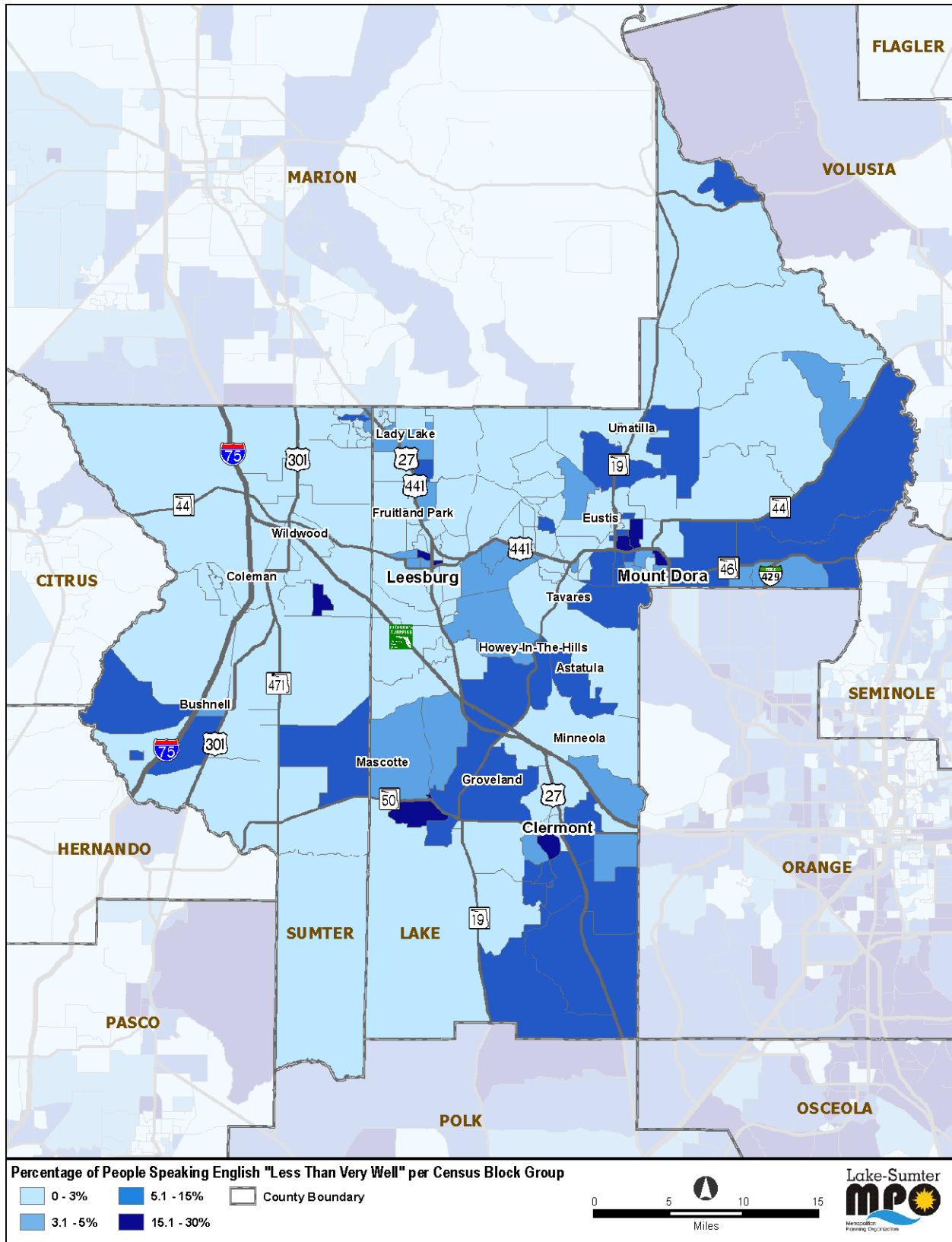
Table 4 | Top Five Languages Spoken at Home in Lake~Sumter MPO Planning Area

<i>Language Spoken</i>	<i>Number of LEP Persons</i>	<i>% of LEP Population</i>	<i>% of Lake~Sumter MPO Planning Area</i>
Spanish	11,795	76.88%	2.94%
French Creole	764	4.98%	0.19%
French	363	2.37%	0.09%
Chinese	337	2.20%	0.08%
Vietnamese	287	1.87%	0.07%
Other Languages	1,797	11.71%	0.44%
Total	15,343	100%	3.82%

Source: US Census Bureau's American Community Survey, 2015.

To demonstrate the geographic extent of the LEP populations in the region, **Figure 2** provides a visual representation. In addition to analyzing the Census data, the LSMPO consults with transit staff, community organizations, school systems, and state and local governments to better serve the LEP community.

Figure 2 | Limited English Proficiency (LEP) Populations



Source: US Census Bureau's American Community Survey, 2015.

Factor 2: Frequency of Contact of LEP Persons

The results of the Census data indicate that Spanish is the most significant language spoken by the LEP population in the area served by the Lake~Sumter MPO. To date, no requests for language assistance services have been made by LEP individuals or groups to the LSMPO. The LSMPO has begun providing public notices and information flyers in both English and Spanish. The LSMPO has staff fluent in Spanish and are available for translation upon request at public meetings.

All advertisements for public meetings sponsored by the Lake~Sumter MPO will contain the following language: **“Persons who require special accommodations under the Americans with disabilities Act or persons who require translation services, which are provided at no cost, should contact LSMPO at (352)315-0170 or by email at mwoods@lakesumtermpo.com, at least three (3) business days prior to the event.”**

The LSMPO conducts regular board meetings, advisory committee meetings and public hearings throughout the year. Community outreach and the LSMPO’s website are the main sources of potential contact between the LSMPO and LEP persons.

Table 5 | Contact Administered by Lake~Sumter MPO

<i>Program / Activity</i>	<i>Frequency of Contact</i>	<i>Resources Available</i>
Board Meetings	Monthly	Bilingual employees, special assistance notice in newspaper, LEP-specific notice on all agendas, case-by-case response
Committee Meetings	Monthly	Bilingual employees, LEP-specific notice on all board agendas, case-by-case response
Community Events	Unpredictable	Bilingual employees, Spanish language brochures, Spanish language surveys, “I Speak” cards
Website	Unpredictable	Spanish language portal featuring important information and contact information, LEP plan, forms
Public Hearings	Annually	Bilingual employees, Spanish language brochures, Spanish language forms, notice in Spanish newspaper, “I Speak” cards

Factor 3: The Nature and Importance of the Program Service or Activity

Metropolitan planning organizations receive federal funds to develop transportation plans for a designated urban area. The planning process is guided by federal and state law, including public involvement requirements to ensure diverse public outreach, notice, and opportunities for input.

All of the Lake~Sumter MPO programs are important; however, those related to safety, public transportation, right-of-way, the environment, nondiscrimination and public involvement are among the most important. The MPO must ensure that all segments of the population, including LEP persons, have been involved or have had the opportunity to be involved in the transportation planning process to be consistent with the goal of the Federal Environmental Justice Program and Policy. One area that has been focused on is the Transportation Disadvantaged Program. This program has been identified as a potential provider of important services for LEP persons.

The planning process does not include any direct service or program that requires vital, immediate or emergency assistance, such as medical treatment or services for basic needs (like food or shelter). Additionally, the LSMPO does not require documents, such as completed applications, for participation. However, when determining whether materials, information, and/or notification related to an action is “vital,” the absence of direct services or application requirements is not the only consideration.



U.S. Department of Justice:

...in some circumstances lack of awareness of the existence of a particular program may effectively deny LEP individuals meaningful access, it is important for federal agencies to continually survey/assess the needs of eligible service populations in order to determine whether certain critical outreach materials should be translated into other languages.

Language assistance involving notification of services, translation of public input forms and/or surveys related to a formal public hearings, and maintenance of the Spanish language portal on www.LakeSumterMPO.com have high priority. Other activities, such as community events, optional meetings, and specialized speakers' bureau programs have a lower priority if / when resources preclude the organization from executing all language assistance options.

Factor 4: Resources Available

Given the size of the LEP population in the LSMPO area and current financial constraints, full language translations of plan documents is not considered warranted or cost feasible at this time. The LSMPO will continually evaluate its programs, services and activities to ensure that persons who may be LEP are always provided with meaningful access. The LSMPO will provide verbal and written translation if requested within a reasonable time and if within the available resources.

LANGUAGE ASSISTANCE AND IMPLEMENTATION

This section of the LEP Plan provides the implementation process used to address appropriate language needs identified and described in the **Self Assessment** section.

LEP Implementation Goals

1. Provide meaningful access to LSMPO programs and services for Limited English Proficiency (LEP) persons identified using the four-factor analysis presented in Self Assessment section of the Limited English Proficiency Plan;
2. Identify various resources, with or without associated costs, to ensure the organization can balance meaningful access to programs and services, while not incurring undue burdens on financial resources; and
3. Complete plan updates every three (3) years and staff reviews annually to ensure resources identified remain consistent with identified needs.

Language Assistance and Translation / Interpretation Services

Engaging the LEP population within the LSMPO planning area is vital. The LSMPO implements language assistance through the following strategies and techniques:

- Staff involved with the public will provide the Census Bureau's "I Speak" language cards at workshop and public meetings sign-in table. Staff will be able to identify language needs in order to match them with available services. These cards will be made available at the MPO Office;
- The MPO will develop partnerships with local agencies, organizations, law enforcement, colleges/universities, local school districts and social service agencies to inform LEP individuals of MPO services and the availability of language assistance;
- The MPO will begin to accommodate the cost of translating programs by providing fact sheets, flyers and brochures;
- Initiate providing Executive Summaries of major programs, such as the Unified Planning Work Program, Transportation Improvement Program, Public Involvement Plan and Long Range Transportation Plan, and any other key document available in Spanish. To accommodate the cost, the MPO will provide these summaries in formats such as fact sheets, flyers, newsletters and brochures, capturing the significant points;
- Provide Spanish language outreach materials from other organizations including federal, state and local transportation agencies when possible;
- The MPO is looking into the Language Line Interpreter Services; and will implement in the future if it is considered a cost effective service to provide;
- The MPO has installed the Google Translate program <http://translate.google.com> on every page of the website. The use of this will allow users to view HTML content in other languages. It is understood this is not a perfect system but it will provide enough information for an LEP individual or group to make contact to the MPO for comments or questions;
- Efficient Transportation Decision Making (ETDM) allows for the identification of readily apparent effects and evaluation of the likelihood of potential sociocultural effects within a project area

during the early phases of the transportation planning process, prior to the project entering the FDOT Work Program;

- Conduct a survey of LEP persons by coordinating with local community organizations;
- Ensure public meetings have access by public transportation;
- Weigh the demand for language assistance against the MPO's financial resources;
- Will consider cost effective practices for providing language services;
- State in outreach documents that language services are available from the agency free of charge;
- Communicate through press releases, announcements at community meetings, website, signs and handouts; and
- The MPO currently has one staff member who is fluent in Spanish.

Notifications

LSMPO will publicize the availability of Spanish interpreter services, free of charge, prior to board and committee meetings, workshops, and public hearings. Notification will be provided on the organization's website, within meeting notices, and on each agenda. When appropriate, additional notification will be provided using:

- Signage;
- Public outreach materials;
- Partner outreach materials;
- Via community-based organizations; and
- Local Spanish newspapers and publications.

The need for additional notification will be determined, in part, by the nature of the meeting or event and the degree in which such assistance is anticipated.

Standard Notification Regarding Language Assistance

As previously noted, all advertisements for public meetings sponsored by the Lake~Sumter MPO will contain the following language: "Persons who require special accommodations under the Americans with disabilities Act or persons who require translation services, which are provided at no cost, should contact the Lake~Sumter MPO at (352)315-0170 or by email mwoods@lakesumtermo.com, at least three (3) business days prior to the event."

Staff Training

The LSMPO will incorporate the LEP Plan into the Public Involvement Plan. Staff will be properly trained in LEP procedures so the LSMPO will be able to provide meaningful access to information and services for LEP individuals. Staff will assist in person as well as by telephone when requested.

Providing Notice to LEP Persons

It is important to notify LEP persons of services available free of charge in a language the LEP persons would understand. The LSMPO will provide meeting notifications in English and Spanish where appropriate. The MPO will state in outreach documents that language services are available.

Dissemination of the MPO Limited English Proficiency Plan

The MPO will post the LEP Plan on its website at: www.lakesumtermpo.com. Any person may obtain copies/translations of the plan upon request.

Additional Resources

Serving as additional resources to staff, the following organizations will be called as needed based on individual circumstances:

- American Translators Association: www.atanet.org
- National Virtual Translation Center: www.nvtc.gov

Monitoring and Updating the LEP Plan

At a minimum, the MPO will review and evaluate the plan annually to ensure compliance of federal laws and various nondiscrimination regulations. The MPO will make appropriate changes, as needed, to ensure effectiveness. For questions or concerns regarding the MPOs commitment to nondiscrimination or to request LEP services, contact Michael Woods, Title VI Specialist at (352) 315-0170 or by e-mail MWoods@LakeSumterMPO.com.

APPENDIX A: TITLE VI COMPLAINT FORMS

Form available online or printed upon request.

English Language Form:



Lake~Sumter MPO Title VI Complaint Form

Name		Daytime Phone (if available)	Evening Phone (if available)
Address (Street, P.O Box, Etc.)		City, State, Zip Code	
Name of person(s) who discriminated against you, position (if known):			
Please describe the event, occasion, place, etc. where the discrimination took place:			
Date of alleged incident:			
Discrimination on the basis of (please check):			
<input type="checkbox"/> Race	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Sex	<input type="checkbox"/> Familial Status
<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Age	<input type="checkbox"/> Disability
Please briefly explain the incident that triggered a Title VI violation, including the nature of the event, who was involved and any other details necessary for an investigation. (NOTE: You may use the other side of this paper and/or attach a separate document.)			
Signature		Date	

Mail to: Michael Woods, Lake~Sumter MPO, 225 W. Guava Street, Suite 211, Lady Lake, FL 32159

Email: mwoods@lakesumtermpo.com

Fax: (352)315-0993

Form available online or printed upon request.



Lake~Sumter MPO

Título VI Forma de Reclamo

Nombre de la persona discriminada	Número de teléfono diurno (si disponible)	Número de teléfono nocturno (si disponible)
Dirección de residencia (número y calle, número de departamento)		Ciudad, estado, y código postal de residencia
Nombre de la persona que discriminó contra usted, y la posición de trabajo (si conocido):		
Describa por favor el acontecimiento, la ocasión, el lugar, etc. donde la discriminación sucedió:		
Fecha del incidente discriminatorio:		
Discrimination on the basis of (please check):		
<input type="checkbox"/> Raza	<input type="checkbox"/> Retaliación	<input type="checkbox"/> Sexo
<input type="checkbox"/> Color de Piel	<input type="checkbox"/> Nacionalidad	<input type="checkbox"/> Edad
<input type="checkbox"/> Estado Civil	<input type="checkbox"/> Impedimento Físico o Mental	<input type="checkbox"/> Religión
Por favor explique brevemente el incidente que provocó una infracción de Título VI, incluyendo quienes participaron y cualquier otros detalles necesarios para una investigación. (Puede utilizar el otro lado de este papel y/o conectar un documento adicional.)		
Firma	Fecha	

Envíe por correo a: Michael Woods, Lake~Sumter MPO, 225 W. Guava Street, Suite 211, Lady Lake, FL 32159

Correo Electrónico: mwoods@lakesumtermpo.com

Fax: (352)315-0993

APPENDIX B: "I SPEAK" LANGUAGE IDENTIFICATION CARD

<input type="checkbox"/> <p>ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.</p>	1. Arabic
<input type="checkbox"/> <p>Խոսողու՞մ եմք հնչու՞մ կատարե՞ք այս քառակուսու՞մ, եթե խոսու՞մ կամ կարդո՞ւմ եք հայերեն:</p>	2. Armenian
<input type="checkbox"/> <p>যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।</p>	3. Bengali
<input type="checkbox"/> <p>ឈ្មួញបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។</p>	4. Cambodian
<input type="checkbox"/> <p>Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.</p>	5. Chamorro
<input type="checkbox"/> <p>如果你能读中文或讲中文，请选择此框。</p>	6. Simplified Chinese
<input type="checkbox"/> <p>如果你能讀中文或講中文，請選擇此框。</p>	7. Traditional Chinese
<input type="checkbox"/> <p>Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.</p>	8. Croatian
<input type="checkbox"/> <p>Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.</p>	9. Czech
<input type="checkbox"/> <p>Kruis dit vakje aan als u Nederlands kunt lezen of spreken.</p>	10. Dutch
<input type="checkbox"/> <p>Mark this box if you read or speak English.</p>	11. English
<input type="checkbox"/> <p>اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید.</p>	12. Farsi

<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	13. French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
<input type="checkbox"/>	Make kazyè sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérta vagy beszéli a magyar nyelvet.	19. Hungarian
<input type="checkbox"/>	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/>	日本語を讀んだり、話せる場合はここに印を付けてください。	22. Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
<input type="checkbox"/>	ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	24. Laotian
<input type="checkbox"/>	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

<input type="checkbox"/>	Assinale este quadrado se você lê ou fala português.	26. Portuguese
<input type="checkbox"/>	Însemnați această casuță dacă citiți sau vorbiți românește.	27. Romanian
<input type="checkbox"/>	Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
<input type="checkbox"/>	Обележите овај квадратикћ уколико читате или говорите српски језик.	29. Serbian
<input type="checkbox"/>	Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
<input type="checkbox"/>	Marque esta casilla si lee o habla español.	31. Spanish
<input type="checkbox"/>	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
<input type="checkbox"/>	ให้กาเครื่องหมายลงในช่องดำผ่านด้านหรือทุกภาษาไทย.	33. Thai
<input type="checkbox"/>	Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
<input type="checkbox"/>	Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	35. Ukrainian
<input type="checkbox"/>	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
<input type="checkbox"/>	Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
<input type="checkbox"/>	באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish



Disadvantaged Business Enterprise (DBE) Plan

Lake~Sumter Metropolitan Planning Organization

*Draft for Advisory Committee & Board Review
January 2018*

CONTENTS

DBE General Requirements.....	3
Policy Statement	3
Applicability	4
Nondiscrimination Requirements	4
Record Keeping Requirements	4
Federal Financial Assistance Agreement	5
Administrative Requirements	6
DBE Program Updates.....	6
Designation of Liaison Officer	6
DBE Financial Institutions	8
Prompt Payment Mechanisms	8
DBE Directory.....	9
Overconcentration	9
Business Development Programs.....	9
Monitoring & Enforcement Mechanisms	9
Fostering Small Business Participation.....	10
Certification Standards and Procedures	12
Unified Certification Program	12
Re-Certification.....	12
De-Certification.....	12
Certification Appeals	13
Procedures for Certification Decisions.....	13
Compliance and Enforcement.....	13
Confidentiality	13
Consequences of Non-Compliance	13

APPENDICES

Appendix A: DBE Policy Statement	14
Appendix B: FTA Federal Funding Clause	15

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ADOPTION RESOLUTION
FOLLOWING BOARD APPROVAL >

DBE GENERAL REQUIREMENTS

The Lake~Sumter MPO (LSMPO) supports the participation of Disadvantaged Business Enterprise (DBE) identified organizations throughout the transportation planning process. This section describes the general requirements the LSMPO will adhere to while conducting MPO operations.

Policy Statement

It is the policy of the Lake-Sumter MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Lake-Sumter MPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Lake-Sumter MPO in a non-discriminatory environment.

The Lake-Sumter MPO shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.

Lake~Sumter Metropolitan Planning Organization to Adopt FDOT's Disadvantaged Enterprise Goal

For all federally funded projects that are received from FDOT, Lake~Sumter MPO agrees to adopt the DBE Program and DBE goal that has been established by FDOT. The anticipated DBE Participation Statement and the Bid Opportunity List will be completed and forwarded to FDOT for each contract that includes federal funds.

In addition, the Lake~Sumter MPO will ensure that the documentation of actual payments made to all subcontractors or subconsultants will be provided to the FDOT when the contract is complete.

Applicability

The Lake~Sumter MPO is the recipient of federal transit funds authorized by Titles I, III, V, and VI of the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), Pub. L. 102-240, or by federal transit laws in Title 49, U.S. Code, or Titles I, III, and V of the Transportation Equity Act for the 21st Century (TEA-21), Pub. L. 105-178. Titles I, III, and V of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Pub. L. 109-59, 119 Stat. 1144; Divisions A and B of the Moving Ahead for Progress in the 21st Century Act (MAP-21), Pub. L. 112-141, 126 Stat. 405; and the Fixing America's Surface Transportation Act (FAST Act), Sec. 1109, Surface Transportation Block Grant Program.

This DBE Program is also applicable to all Lake~Sumter MPO sub-recipients. Lake~Sumter MPO sub-recipients are not anticipated to have any contracting opportunities between fiscal year FY 2018 and FY 2020 using US Department of Transportation (DOT)-assisted funding that would impact this DBE Program or the corresponding Goal proposed for FY2018 through FY 2020. Sub-recipients are required to sign annual certifications and assurances confirming their compliance with Lake~Sumter MPO and federal, state, and local regulations, as appropriate.

Nondiscrimination Requirements

The Lake~Sumter MPO will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR, Part 26 on the basis of race, color, sex, or national origin. In administering its DBE program, the Lake~Sumter MPO will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Record Keeping Requirements

Maintaining quality records for the management of the LSMPO DBE plan is a top priority. LSMPO will furnish all necessary documentation and information based on the following procedures.

Uniform Report of DBE Award or Commitment and Payments

The Lake~Sumter MPO will report DBE participation to USDOT using the Uniform Report of DBE Awards or Commitments and Payments.

Bidders List

The Lake~Sumter MPO will create and maintain a bidders list consisting of information about all DBE and non-DBE firms that bid or quote on its contracting opportunities. The bidders list will include the name, address, and DBE/non-DBE status.

The Lake~Sumter MPO will collect this information by requiring prime bidders to report the names, addresses, and possibly other information of DBE subcontractors to the Lake~Sumter MPO prior to the time of bid opening or finalization of a contract agreement. For non-formal bids, such information will be required on the quotation.

Record Keeping

The Lake~Sumter MPO will require prime contractors to maintain records and documents of payments to DBEs for **three (3) years** following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the LSMPO, FDOT, or USDOT. This reporting requirement also extends to any certified DBE subcontractor.

The Lake~Sumter MPO will perform interim audits of contract payments to DBEs. The audit will review payments to DBE sub-contractors to ensure that the actual amount paid to DBE sub-contractors equals or exceeds the dollar amounts stated in the schedule of DBE participation

The Lake~Sumter MPO will keep a running tally of actual payments to DBE firms for work committed to them at the time of the contract award. The Lake~Sumter MPO will perform interim reviews of contract payments to DBEs and will monitor payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

Reporting

The Lake~Sumter MPO shall keep and maintain such records as are necessary to determine the MPO's compliance with its DBE Affirmative Action Plan. The Lake~Sumter MPO will design its record keeping system to indicate:

1. The number of DBE subcontractors and suppliers used by the Lake~Sumter MPO, identifying the items of work, materials and services provided;
2. The efforts and progress being made in obtaining DBE subcontractors through local and community sources;
3. Documentation of all contracts, to include correspondence, telephone calls, newspaper advertisements, etc., to obtain DBE participation on all Lake~Sumter MPO projects;
4. The Lake~Sumter MPO shall comply with Florida Department of Transportation's requirements regarding payments to subcontractors including DBEs for each month (estimate period) in which the companies have worked.

Federal Financial Assistance Agreement

The Lake~Sumter MPO has signed the following assurance, applicable to all USDOT-assisted contracts (FHWA or FTA) and their administration. When the Lake~Sumter MPO has sub-recipients, this language will appear in financial assistance agreements with such sub-recipients and will require their signature.

Federal Financial Assistance Agreement Assurance

The following language will appear in financial assistance agreements with sub-recipients:

The Lake~Sumter MPO shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR, Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR, Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. The recipient's DBE Program, as required by 49 CFR, Part 26 and as approved by USDOT, is incorporated by reference in this agreement.

Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Lake~Sumter MPO of its failure to carry out its approved program, the Department may impose sanction as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

Contract Assurance

The Lake~Sumter MPO will ensure that the following clause is placed in every USDOT-assisted contract and subcontract:

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of USDOT assisted contracts. Failure by the contractor to carryout these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

ADMINISTRATIVE REQUIREMENTS

LSMPO staff will manage the administrative requirements for the DBE program with optimum performance. To facilitate an efficient and quality program, the following section describes the processes which will be followed throughout the transportation planning process.

DBE Program Updates

The Lake~Sumter MPO will continue to carry out this program until all funds from USDOT financial assistance have been expended. The Lake~Sumter MPO will provide to USDOT updates representing significant changes in the program.

Designation of Liaison Officer

The Lake~Sumter MPO will promote opportunities for disadvantaged businesses as subcontractors and suppliers for all contracts with the Lake~Sumter MPO. The MPO has appointed a DBE Liaison Officer to develop and maintain this Affirmative Action Plan in accordance with the requirements of Rule Chapter 14-78, F.A.C.

The Liaison Officer will have primary responsibility for developing, maintaining and monitoring the MPO's utilization of disadvantaged subcontractors in addition to the following specific duties:

1. The Liaison Officer shall solicit bids from disadvantaged business subcontractors for all Lake~Sumter MPO contracts; and
2. The Liaison Officer will submit all records, reports, and documents required by the Florida Department of Transportation, and shall maintain such records for a period of not less than three years, or as directed by any specific contractual requirements of the FDOT.

The following individual has been designated Liaison Officer with responsibility for implementing the MPO's affirmative action program in accordance with the requirements of the FDOT.

Lake~Sumter Metropolitan Planning Organization – DBE Liaison Officer



Michael F. Woods

Interim Executive Director
(352) 315-0170

Affirmative Action Methods

In order to formulate a realistic Affirmative Action Plan, the Lake~Sumter MPO has identified the following known barriers to participation by disadvantaged subcontractors, before describing its proposed affirmative action methods:

1. Lack of qualified disadvantaged subcontractors in our specific geographical areas of work;
2. Lack of certified disadvantaged subcontractors who seek to perform Lake~Sumter MPO work;
3. Lack of interest in performing on Lake~Sumter MPO contracts;
4. Lack of response when requested to bid; and
5. Limited knowledge of Lake~Sumter MPO plans and specifications to prepare responsible bid.

In view of the barriers to disadvantaged businesses stated above, it shall be the policy of the Lake~Sumter MPO to provide opportunity by utilizing the following affirmative action methods to ensure participation on the contracts with the Lake~Sumter MPO. The Lake~Sumter MPO will:

1. Provide notice to all certified DBE subcontractors in the geographical area where the work is to be subcontracted by the Lake~Sumter MPO;
2. Advertise in minority focused media concerning subcontract opportunities with the Lake~Sumter MPO;
3. Provide adequate information about the plans, specifications, and requirements of the contract, not rejecting subcontractors without sound reasons based on a thorough investigation of their capabilities;
4. Hold pre-bid meetings to apprise disadvantaged subcontractors of opportunities with the MPO; and
5. Follow up on initial solicitations of interest to DBE subcontractors to determine with certainty whether the DBE company is interested in the subcontract opportunity.

The Lake~Sumter MPO understands that this list of affirmative action methods is not exhaustive and will include additional approaches after having established familiarity with the disadvantaged subcontracting community and/or determined the stated approaches to be ineffective.

Implementation

On contracts with specific DBE goals, the Lake~Sumter MPO will make every effort to meet contract goals as stated by utilizing its affirmative action methods. On projects with no specific goals, the MPO will, as an expression of good faith, seek to utilize DBE subcontractors where work is to be subcontracted.

DBE Financial Institutions

It is the policy of the Lake~Sumter MPO to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on USDOT-assisted contracts to make use of these institutions. The Lake~Sumter MPO has reviewed FDOT's website DBE Directory and has determined there are no listings for financial institutions owned and controlled by socially and economically disadvantaged individuals. The Lake~Sumter MPO will reevaluate every twelve (12) months whether DBE financial institutions are available.

Prompt Payment Mechanisms

The LSMPO will utilize reliable financial procedures in order to ensure prompt payment of services. The following describes the process elements for fulfilling financial obligations.

Prompt Payment

The Lake~Sumter MPO will include the following clause in each USDOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contractor receives from The Lake~Sumter MPO. The prime contractor agrees further to return any retainage payments to each subcontractor within thirty (30) days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced timeframe may occur only for good cause following written approval of the Lake~Sumter MPO. This clause applies to both DBE and non-DBE subcontracts.

Retainage

The Lake~Sumter MPO does not collect retainage payments.

Satisfactory Completion

For purposes of this section, a subcontractor's work is determined to be satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the recipient. When a recipient has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed.

Monitoring and Enforcement

The Lake~Sumter MPO shall require in all USDOT-funded contracts language that allows it to monitor and enforce that prompt payment is, in fact, occurring on any contract that involves subcontracting. Any delay or postponement of payment among the parties may take place only for good cause with prior written approval by the Lake~Sumter MPO.

The following mechanisms are to be used in all DOT-funded contracts to ensure prompt payment:

1. A contract clause that requires prime contractors to include in their subcontracts language providing that prime contractors and subcontractors will use appropriate alternative dispute resolution mechanisms to resolve payment disputes; and
2. A contract clause providing that the prime contractor will not be reimbursed for work performed by subcontractors unless and until the prime contractor ensures that the subcontractors are promptly paid for the work they have performed.

The Lake~Sumter MPO will bring to the attention of USDOT any false, fraudulent, or dishonest conduct in connection with the program, so that USDOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the USDOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in Section 26.109. The Lake~Sumter MPO will also consider similar action under state legal authorities, including responsibility determinations in future contracts, removal of firms from the prequalified bidders and consultants' lists, or revocation of DBE certification if applicable, pursuant to Section 337.105; 337.16; and 339.0805, F.S.

DBE Directory

The Lake~Sumter MPO will utilize the DBE Directory published by the Florida Department of Transportation. A list of certified UCP DBEs is maintained by the Department's Equal Opportunity Office at <https://fdotxwp02.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory>.

Overconcentration

The Lake~Sumter MPO has not identified that overconcentration exists in the types of work that DBEs perform. The Lake~Sumter MPO will continue to monitor DBE participation and usage and will use appropriate measures designed to assist DBEs if any overconcentration areas are identified.

Business Development Programs

The Lake~Sumter MPO fosters mentoring/business development for DBEs and small businesses through the following activities:

- Regularly presenting and displaying the Transportation Improvement Program (TIP) interactive tool at various outreach events; and

The Lake~Sumter MPO will continue to explore opportunities to partner with DOT's Office of Small Business and/or FDOT on future training opportunities.

Monitoring & Enforcement Mechanisms

The Lake~Sumter MPO will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR, Part 26:

- Bring to the attention of USDOT any false, fraudulent, or dishonest conduct in connection with the program, so that USDOT can take the steps (e.g., referral to the Department of Justice for

criminal prosecution, referral to the USDOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in §26.109;

- Consider similar action under its own legal authorities, including responsibility determinations in future contracts;
- Provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs; this compliance monitoring shall include the following steps:
 - The prime contractor shall provide the Lake~Sumter MPO with an accurate list of all DBEs who are or who are anticipated to be subcontractors working on the project, which list shall include the allocation of contract budget assigned to each DBE. This list shall be updated any time there is a change in the DBEs working on the project or a change in the allocation of work between or among DBEs. The prime contractor shall provide this list with a sworn certification that it is true and accurate. The Lake~Sumter MPO may request, and prime contractor shall provide, copies of any subcontracts or other contractual documentation between prime contractor and any subcontractors to confirm the scope of work for each;
 - The prime contractor shall provide to the Lake~Sumter MPO a subcontractor utilization form in its invoice package so that the Lake~Sumter MPO can verify DBE participation in the project; and
 - The prime contractor and its subcontractors shall agree to comply with any further measures that the Lake~Sumter MPO determines to be necessary or appropriate to impose for the purpose of verifying DBE participation in the project.
- Require the prime contractor to keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award, verified at the time of any payment to the prime contractor for the project, and verified at the time DBE firms certify to the Lake~Sumter MPO that they have been paid, as required under the prime contractor's subcontractor agreement.

Fostering Small Business Participation

To facilitate competition by small businesses in projects, funded in part by USDOT, the Lake~Sumter MPO may unbundle projects as appropriate to help eliminate obstacles to small business participation.

Small Business Definition

The Lake~Sumter MPO uses the Small Business Administration's (SBA) definition and size standards (as it may be amended from time to time) to define a small business:

...a small business is one that is independently owned and operated, is organized for profit, and is not dominant in its field. Depending on the industry, size standard eligibility is based on the average number of employees for the preceding twelve months or on sales volume averaged over a three-year period.

Set Asides

The Lake~Sumter MPO will look to coordinate with Lake and Sumter Counties to assess small business participation in its USDOT-assisted contracting opportunities. This assessment may determine if implementing measures for increasing small business participation, including small business set asides, is necessary.

Mega Project

Projects that are multi-year design build or other large contracts as determined by the Lake~Sumter MPO are considered “mega projects.” Bidders on a prime contract of a mega project will specify elements of the contract or specific subcontracts that are of a size that small businesses, including DBEs, can reasonably perform. Lack of small business participation will require the bidder to provide evidence of the good faith efforts that were made. The good faith effort requirement will be the same as identified in Section 26.53— Good Faith Procedures.

Implementation

To support small businesses, the Lake~Sumter MPO collaborates with local and regional partners whose initiatives encourage forming strong partnerships with small businesses. The Lake~Sumter MPO will continue to support its partners offering technical assistance and training to those individuals pursuing entrepreneurialism. The objectives of this collaboration are to:

- Develop stronger workforce development systems;
- Support startup or expansion of new companies;
- Assist entrepreneurs and small businesses with technical assistance and assessments;
- Offer feasibility and technical assistance for small to mid-size companies;
- Increase awareness of transportation-related work opportunities in the Lake~Sumter region;
- Strengthen and develop community college programs to support small business needs; and
- Provide support to disadvantaged workers to access job training.

Additionally, the Lake~Sumter MPO will:

- Encourage prime contractors to subcontract portions of work normally done by their own forces when subcontractors submit a lower quote;
- Connect small businesses with local and regional partner resources; and
- Continue community outreach to foster small business development.

GET THE MOST CURRENT INFORMATION

The most up-to-date information about our meetings is on the Lake~Sumter Metropolitan Planning Organization’s website calendar. You can access it through the following link:

www.lakesumtermpo.com/calendar.aspx

CERTIFICATION STANDARDS AND PROCEDURES

LSMPO is committed to providing an opportunity for DBEs to participation in the transportation planning process. To support this involvement, the LSMPO will follow the following guidance on ensuring DBE identified companies comply with certification requirements.

Unified Certification Program

It is the policy of the Lake~Sumter MPO to accept DBE certifications from agencies that have reviewed and certified the DBE firms in accordance with 49 CFR, Part 26. The Lake~Sumter MPO is not a certifying agency and will use the Florida Unified Certification Program (UCP).

For information about the certification process or to apply for certification, firms should contact FDOT's Equal Opportunity Office at: (850) 414-4747, by e-mail DBECert.Help@dot.state.fl.us, or by visiting: <https://fdotxwp02.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory/Home.aspx>.

Re-Certification

The re-certifications of firms as DBEs will be based on UCP standards and will be conducted by the certifying agency listed above.

The Lake~Sumter MPO will require all DBEs to inform it in a written affidavit, of any change in its circumstances affecting its ability to meet size, disadvantaged status, ownership, or control criteria of 49 CFR, Part 26 or of any material changes in the information provided.

The Lake~Sumter MPO will also require all owners of all DBEs to submit, on the anniversary date of their certification, a "no change" affidavit meeting the requirements of §26.83(j). The affidavit should, at a minimum, include the following language:

I swear (or affirm) that there have been no changes in the circumstances of [name of DBE firm] affecting its ability to meet the size, disadvantaged status, ownership, or control requirements of 49 CFR, Part 26. There have been no material changes in the information provided with [name of DBE firm]'s application for certification, except for any changes about which you have provided written notice to the Lake~Sumter MPO under §26.83(j).

The Lake~Sumter MPO requires DBEs to submit with the affidavit documentation of the DBE firm's size and gross receipts.

The Lake~Sumter MPO will notify all currently-certified DBE firms of these obligations in writing. This notification will inform DBE firms that to submit the "no change" affidavit; their owners must swear or affirm that they meet all regulatory requirements of Part 26, including personal net worth. Likewise, if a firm's owner knows or should know that he or she or the firm fails to meet a Part 26 eligibility requirements (e.g., personal net worth), the obligation to submit a notice of change applies.

De-Certification

The de-certification of firms as DBE's will be based on UCP standards and will be conducted by the certifying agency listed above.

Certification Appeals

Any firm or complainant may appeal the decision in a certification matter to the certifying agency listed above.

Procedures for Certification Decisions

The Lake~Sumter MPO distributes information about FDOT's website, which provides a list of UCP agencies that provide certification services and non-certification services in Florida.

Any firm or complainant may appeal the FDOT's decision in a certification matter to USDOT.

Such appeals may be sent to:



U.S. Department of Transportation - Office of Civil Rights

Certification Appeals Branch
1200 New Jersey Ave
SE West Building , 7th Floor
Washington, DC 20590

The Lake~Sumter MPO will coordinate with FDOT to promptly implement any USDOT certification appeal decisions affecting the eligibility of DBEs for its USDOT-assisted contracting (e.g., certify a firm if USDOT has determined that our denial of its application was erroneous).

COMPLIANCE AND ENFORCEMENT

Lake~Sumter MPO will support DBE involvement in transportation planning and ensure all federally mandated procedures are adhered to during projects.

Confidentiality

The Lake~Sumter MPO will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with federal, state, and local law. Notwithstanding any contrary provisions of state or local law, the Lake~Sumter MPO will not release personal financial information submitted in response to the personal net worth requirement to a third party (excluding FDOT and USDOT) without the written consent of the submitter.

Consequences of Non-Compliance

In the event of a contractor's failure or refusal to comply with the terms of this program, as set forth in such contractor's contract with the Lake~Sumter MPO, the Executive Director will issue an order to:

1. Withhold payments to the contractor under the contract until the contractor complies; and/or
2. Cancel, terminate or suspend the contract, in whole or in part.

APPENDIX A: DBE POLICY STATEMENT

Original Available
Upon Request

Disadvantaged Business Enterprise Utilization

It is the policy of the Lake-Sumter MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Lake-Sumter MPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Lake-Sumter MPO in a non-discriminatory environment.

The Lake-Sumter MPO shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.

Hon. Pat Kelley, MPO Board Chairman

Date

APPENDIX B: FTA FEDERAL FUNDING CLAUSE

Federal Funding Clause for FTA Grant or Stimulus Program (Goods, Services and Construction) Last Revision Date: September 2014.

Except from Section A, 26: Disadvantaged Business Enterprises (DBE), 49 CFR Part 26

Background and Applicability

The newest version on the Department of Transportation's Disadvantaged Business Enterprise (DBE) program became effective July 16, 2003. The rule provides guidance to grantees on the use of overall and contract goals, requirement to include DBE provisions in subcontracts, evaluating DBE participation where specific contract goals have been set, reporting requirements, and replacement of DBE subcontractors. Additionally, the DBE program dictates payment terms and conditions (including limitations on retainage) applicable to all subcontractors regardless of whether they are DBE firms or not.

The DBE program applies to all DOT-assisted contracting activities. A formal clause such as that below must be included in all contracts above the micro-purchase level. The requirements of clause subsection b flow down to subcontracts.

A substantial change to the payment provisions in this newest version of Part 26 concerns retainage (see section 26.29). Grantee choices concerning retainage should be reflected in the language choices in clause subsection d.

Clause Language

The following clause language is suggested, not mandatory. It incorporates the payment terms and conditions applicable to all subcontractors based in Part 26 as well as those related only to DBE subcontractors. The suggested language allows for the options available to grantees concerning retainage, specific contract goals, and evaluation of DBE subcontracting participation when specific contract goals have been established.

Disadvantaged Business Enterprises

- a. This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. The agency's overall goal for DBE participation is __ %. A separate contract goal [**of __ % DBE participation has**] [**has not**] been established for this procurement.
- b. The contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as **{insert agency name}** deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).
- c. **{If a separate contract goal has been established, use the following}** Bidders/offerors are required to document sufficient DBE participation to meet these goals or, alternatively, document adequate good faith efforts to do so, as provided for in 49 CFR 26.53. Award of

this contract is conditioned on submission of the following **[concurrent with and accompanying sealed bid] [concurrent with and accompanying an initial proposal] [prior to award]**:

1. The names and addresses of DBE firms that will participate in this contract;
2. A description of the work each DBE will perform;
3. The dollar amount of the participation of each DBE firm participating;
4. Written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal;
5. Written confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment; and
6. If the contract goal is not met, evidence of good faith efforts to do so.

[Bidders][Offerors] must present the information required above **[as a matter of responsiveness] [with initial proposals] [prior to contract award]** (see 49 CFR 26.53(3)).

{If no separate contract goal has been established, use the following} The successful bidder/offeror will be required to report its DBE participation obtained through race-neutral means throughout the period of performance.

d. The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor's receipt of payment for that work from the **{insert agency name}**. In addition, **[the contractor may not hold retainage from its subcontractors.] [is required to return any retainage payments to those subcontractors within 30 days after the subcontractor's work related to this contract is satisfactorily completed.] [is required to return any retainage payments to those subcontractors within 30 days after incremental acceptance of the subcontractor's work by the {insert agency name} and contractor's receipt of the partial retainage payment related to the subcontractor's work.]**

e. The contractor must promptly notify **{insert agency name}**, whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of **{insert agency name}**.

Note: Attachment B.3 contains certifications associated with the DBE Program that must be submitted in conjunction with bidder-proposer responses to the instant solicitation.

Appendix B (Continued):

Excerpt from Section B, Attachment B3: Disadvantaged Business Enterprise (DBE) Program Forms 1 and 2

ATTACHMENT B.3

FORM 1 AND 2 FOR DEMONSTRATION OF GOOD FAITH EFFORTS

[Forms 1 and 2 should be provided as part of the solicitation documents.]

FORM 1: DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner (please check the appropriate space):

_____ The bidder/offeror is committed to a minimum of _____ % DBE utilization on this contract.

_____ The bidder/offeror (if unable to meet the DBE goal of _____%) is committed to a minimum of _____% DBE utilization on this contract and submits documentation demonstrating good faith efforts.

Name of bidder/offeror's firm: _____

State Registration No.: _____

By: _____

(Signature)

(Title)

FORM 2: LETTER OF INTENT

Name of bidder/offeror's firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of DBE firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Description of work to be performed by DBE firm:

The bidder/offeror is committed to utilizing the above-named DBE firm for the work described above. The estimated dollar value of this work is \$ _____.

Affirmation

The above-named DBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By _____
(Signature) (Title)

If the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

(Submit this page for each DBE subcontractor.)

TAB 1

CONSENT AGENDA

- A. December 13, 2017 Meeting Minutes
- B. Approval of Resolution 2018-1 Amending the Unified Planning Work Program (UPWP)
- C. Approval of Resolution 2018-2 Amending the FY 2017/18 Budget
- D. Approval to cancel June Meetings for MPO Board and Committees

Background

- A. Approval is requested of the minutes of the December 13, 2017 Governing Board meeting.
- B. Approval is requested to amend the 2016/17 – 17/18 UPWP to de-obligate and unencumber PL funds totaling \$149,301.32 and de-obligate and unencumber SL funds totaling \$280,000 for a total of \$429,301.32.
- C. Approval is requested to amend the FY 2017/18 Budget to account for carryover funds in the total amount of \$ 134,490 From FY 2016/17 and in order to account for unanticipated revenues and expenditures in the total amount of \$ 310,000.
- D. Approval to cancel June Meetings for MPO Board and Committees. The June 27th MPO Governing Board meeting occurs on the same day as the Florida Association of County Attorney's Conference, as well as the Florida Association of Counties Annual conference.

REQUESTED ACTION: Staff recommends approval of the Consent Agenda

- ATTACHMENTS:**
- A. December 13, 2017 Meeting Minutes
 - B. Resolution 2018-1
 - C. Resolution 2018-2 with Exhibit



MEETING MINUTES
Wednesday, December 13, 2017
Lake~Sumter MPO
225 W. Guava Street, Suite 217
Lady Lake, FL 32159

Members Present:

Mayor Pat Kelley (Chairman)
Commissioner Tim Sullivan (1st Vice-Chairman)
Commissioner Leslie Campione (Immediate Past Chairman)
Commissioner Josh Blake
Commissioner Don Burgess
Commissioner Doug Gilpin
Mayor Robert Morin
Mayor Jim Richards
Commissioner Dan Vincent
Mayor Bob Bone
Mayor Nick Girone (2nd Vice-Chairman)
Councilmember Troy Singer
Commissioner Rick Ranize
Council Member Dina Sweatt
Councilor Ed Conroy
Councilmember Sally Rayman
Mayor Joe Wynkoop (Lake/At-Large Representative)
Mayor Bil Spaude (Sumter/At-Large Representative)
Commissioner Joe Elliott

Representing:

City of Minneola
Lake County BCC
Lake County BCC
Lake County BCC
Sumter County BCC
Sumter County BCC
City of Eustis
Town of Lady Lake
Town of Lady Lake
City of Leesburg
City of Mount Dora
City of Tavares
City of Fruitland Park*
City of Groveland*
Town of Howey-in-the-Hills*
City of Mascotte*
Town of Montverde
City of Bushnell
City of Wildwood*

Members Absent:

Commissioner Sean Parks
Commissioner Wendy Breeden
Vice-Mayor Mitchell Mack
Councilmember Ray Goodgame
Councilmember Katherine Adams
Councilmember Richard Huff
Mike Foote
Matt Schwerin
Pete Petree
Board Member Sandy Gamble
Board Member Christine Norris

Lake County BCC
Lake County BCC
Town of Astatula*
City of Clermont
City of Umatilla*
City of Coleman*
City of Webster
Florida Central Railroad**
Florida Central Railroad**
Lake County Schools**
Sumter County Schools**

*Denotes non-voting members

**Denotes ex-officio, non-voting member

Staff:

T. J. Fish	MPO Executive Director
Doris LeMay	Executive Assistant
Francis Franco	GIS Manager
Mike Woods	Multi Modal Project Manager
Nancy Valenzano	Associate Planner
Brian Hutt	TMS Project Manager
Melanie Marsh	Lake County Attorney

Call to Order/Invocation/Pledge of Allegiance/Notice/Roll Call/Chairman's Announcements

The meeting of the Lake-Sumter Metropolitan Planning Organization (MPO) was called to order at 2:04 p.m. by Chairman Pat Kelley. A moment of silence was observed and the Pledge of Allegiance was led by Commissioner Tim Sullivan. Staff announced the meeting was properly noticed. The roll was called, at which time it was noted a quorum was present (13 voting members present).

I. AGENDA UPDATE

Additions have been made to two resolutions: Tab 3, TIP amendment, and Tab 4, MPO response to FDOT Tentative Work Program.

II. OPPORTUNITY FOR PUBLIC COMMENT

None

III. PRESENTATIONS

- A. Lake County Transportation Systems Management & Operations (TSM&O) Master Plan – Dale Cody, Metric Engineering presented an overview of the Lake County Transportation Systems Management & Operations Master Plan.
- B. Lake County Parks & Trails Master Plan Update – Jennifer Bartlett, Tindale Oliver & Associates presented the Lake County Parks & Trails Master Plan Update

IV. CONSENT AGENDA

On a motion by Commissioner Leslie Campione, seconded by Commissioner Tim Sullivan and carried by a vote of 13-0, the Lake~Sumter MPO approved Items A through D of the Consent Agenda As Follows:

Tab 1

- A. October 25, 2017 Meeting Minutes
- B. 2018 Governing Board Meeting Schedule
- C. Resolution 2017-29 Appointing the Lake County Board of County Commissioners as the Community Transportation Coordinator for Lake County
- D. Resolution 2017-30 Appointing the Sumter County Board of County Commissioners as the Community Transportation Coordinator for Sumter County

V. COMMITTEE REPORTS

Tab 2 Committee Reports

1. Technical Advisory Committee (TAC)

C.T. Eagle Vice Chair provided updates.

2. Citizens' Advisory Committee (CAC)

None

3. Bicycle & Pedestrian Advisory Committee (BPAC)

None

4. Lake County Transportation Disadvantaged Coordinating Board (TDCB)

Commissioner Leslie Campione provided updates.

5. Sumter County Transportation Disadvantaged Coordinating Board (TDCB)

Commissioner Don Burgess provided updates.

6. Executive Committee

Chairman Pat Kelley reported the Executive Committee recommended all agenda items to come before the Governing Board for approval or discussion.

VI. ACTION ITEMS

Tab 3 Consideration of Resolution 2017-24 Amending the FYs 2017/18-2021/22
Transportation Improvement Plan

T.J. Fish provided a brief explanation of Resolution 2017-24. Discussion continued.

Motion was made by Commissioner Tim Sullivan, seconded by Mayor Bob Bone and carried by a roll call vote of 13-0, the Lake~Sumter MPO approved Resolution 2017-24 Amending the FYs 2017/18-2021/22 Transportation Improvement Plan.

Tab 4 Consideration of Resolution 2017-25 to Address Project Deferrals in the FDOT
2018/19-2022/23 Tentative Work Program

T.J. Fish provided a brief explanation of Resolution 2017-25. Discussion continued.

Motion was made by Commissioner Leslie Campione, seconded by Mayor Jim Richards and carried by a vote of 12-1 , with Commissioner Doug Gilpin voting no, the Lake~Sumter MPO approved Resolution 2017-25 to Address Project Deferrals in the FDOT 2018/19-2022/23 Tentative Work Program

Tab 5 Consideration of Supporting the Addition of SR 50, from I-75 in Hernando County to
US 27 in Clermont, to the Emerging Strategic Intermodal System

T.J. Fish provided a brief explanation of Supporting the Addition of the specified section of SR 50 to the Emerging Strategic Intermodal System. Discussion continued.

Motion was made by Commissioner Don Burgess, seconded by Commissioner Tim Sullivan and carried by a vote of 13-0, the Lake~Sumter MPO approved Supporting the Addition of

SR 50, from I-75 in Hernando County to US 27 in Clermont, to the Emerging Strategic Intermodal System.

Tab 6 Consideration of Resolution 2017-26 Requesting of FDOT an Agreement to Program ROW-Acquisition Funds for the Wekiva Trail

T.J. Fish provided a brief explanation of Resolution 2017-26. Discussion continued.

Motion was made by Mayor Nick Girone, seconded by Commissioner Leslie Campione and carried by a vote of 13-0, the Lake~Sumter MPO approved Resolution 2017-26.

Tab 7 Consideration of Interlocal Agreements with Metroplan Orlando and Ocala/Marion County TPO Regarding MPO Planning Responsibilities in Shared Urbanized Areas

T.J. Fish provided a brief explanation of the Interlocal Agreements.

Motion was made by Commissioner Don Burgess, seconded by Commissioner Tim Sullivan and carried by a vote of 13-0, the Lake~Sumter MPO approved the Interlocal Agreements with Metroplan Orlando and Ocala/Marion County TPO

Tab 8 Consideration of Resolution 2017-27 Amending the 2017 List of Priority Projects

T.J. Fish provided a brief explanation of Resolution 2017-27. Discussion continued.

Motion was made by Mayor Nick Girone, seconded by Mayor Robert Morin and carried by a vote of 13-0, the Lake~Sumter MPO approved Resolution 2017-27 Amending the 2017 List of Priority Projects.

Tab 9 Consideration of Resolution 2017-28 Amending the Unified Planning Work Program

T.J. Fish provided a brief explanation of Resolution 2017-28

Commissioner Josh Blake left the room (12 voting members)

Motion was made by Mayor Jim Richards, seconded by Commissioner Tim Sullivan and carried by a vote of 12-0, the Lake~Sumter MPO approved Resolution 2017-28 Amending the Unified Planning Work Program

Tab 10 Consideration of Financial Report as Presented by Milestone Professional Services
Donna Collins, Milestone Professional Services, provided the financial report that encompasses the period through August 31 and also address the annual financial statement through June 30, the end of FY 2016/17.

Motion was made by Commissioner Tim Sullivan, seconded by Mayor Jim Richards and carried by a vote of 12-0, the Lake~Sumter MPO accepted the Financial Report as Presented by Milestone Professional Services. Discussion continued.

Tab 11 Consideration of Slate for Election of Officers and MPO Appointments for 2018

T.J. Fish provided a brief update of the slate of officers and MPO Appointments for 2018 that was recommended by the Executive Committee. Discussion continued.

Motion was made by Council Member Troy Singer, seconded by Mayor Jim Richards and carried by a vote of 12-0, the Lake~Sumter MPO approved the Slate of Officers and MPO Appointments for 2018.

Tab 12 Consideration of 2018 Legislative Positions and Priorities

T.J. Fish provided a brief update of 2018 Legislative Positions and Priorities. Discussion continued.

No Action Taken

Tab 13 Update on Executive Director Search and Consideration of Internal Interim Management Options.

Melanie Marsh provided an update on the Executive Director Search. Discussion continued. Commissioner Leslie Campione asked for the two applicants to speak before the Governing Board and provide a brief overview of themselves and what they could bring to the table as far as what they could offer as the Interim. Both Michael Woods and Brian Hutt gave a brief overview.

Motion was made by Mayor Bob Bone to appoint Michael Woods as the Interim Director, seconded by Commissioner Don Burgess and carried by a vote of 12-0, the Lake~Sumter MPO approved Michael Woods as the Interim Director of the Lake~Sumter MPO.

Melanie Marsh asked the Board to establish a salary for Michael Woods. Discussion continued.

Motion was made by Commissioner Leslie Campione to approve a Ten Percent (10%) salary increase for Michael Woods while he is in the Interim position, seconded by Mayor Bob Bone and carried by a vote of 12-0, the Lake~Sumter MPO approved the Ten Percent (10%) Salary increase.

VII. DISCUSSION ITEMS

Commissioner Doug Gilpin and Commissioner Don Burgess left meeting (10 voting members).

Tab 14 FDOT Update on MPO Compliance

No Update at this time

Tab 15 List of Priority Projects – Submittal of New Projects

T.J. Fish provided a brief update on the List of Priority Projects

Tab 16 MPO Safety Initiative: Non-Signalized Intersections

T.J. Fish provided a brief update on the MPO Safety Initiative

Tab 17 Project Updates

T.J. Fish noted a Project Update is included in the Agenda Package

Tab 18 Interim Executive Director Debriefing

T.J. Fish provided a brief debriefing. Various members of the Board thanked T.J. for his time.

VIII. REPORTS

A. Transportation Agency Reports

1. Federal Highway Administration
None
2. Florida Department of Transportation
Vickie Wyche provided various updates
3. Florida's Turnpike Enterprise
Carol Scott provided various updates
4. Central Florida Expressway Authority
Emily Brown provided various updates.
5. Public Works Reports
None
6. Transit Reports
None

B. Regional Groups (WOSLTEDTF & EL-NOW Meeting of Elected Officials)
None

C. Central Florida MPO Alliance (CFMPOA) & MPO Advisory Council (MPOAC)
None

D. Association of MPO's (AMPO) & National Assoc. of Regional Councils (NARC)
None

E. Lake~Sumter MPO Staff Report & MPO Governing Board Member Reports
None

IX. ADJOURNMENT

There being no further business to be brought to the attention of the Lake~Sumter Metropolitan Planning Organization, the meeting was adjourned at 4:27 p.m.

Timothy Sullivan, Chair

LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION

RESOLUTION 2018 - 1

**RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION
AMENDING THE UNIFIED PLANNING WORK PROGRAM (UPWP) DE-OBLIGATING FUNDS
FROM THE FY 2016/17 AND 2017/18 UNIFIED PLANNING WORK PROGRAM (UPWP)**

WHEREAS, 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 Metropolitan Planning Area; and

WHEREAS, Title 23, Code of Federal Regulations (CFR) Section 450.308(c) and Florida Statutes Section 339.175(9) require each Metropolitan Planning Organization to annually submit a Unified Planning Work Program (UPWP); and

WHEREAS, a UPWP is defined as a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area during the program year and the UPWP includes a planning budget detailing tasks, activities, and expenses proposed for reimbursement from federal and state planning funds administered by the FDOT; and

WHEREAS, the Lake~Sumter MPO adopted its FY 2016/17 through FY 2017/18 UPWP on April 27, 2016, for the period July 1, 2016, through June 30, 2018; and

WHEREAS, an amendment is required to de-obligate and unencumber PL 112 funds totaling \$149,301.32 from FY 2016/17 and SL funds totaling \$280,000 from FY 2017/18; and

WHEREAS, the Lake~Sumter MPO desires to have these funds become available for future use in a timely manner,

NOW, THEREFORE, BE IT RESOLVED by the Lake~Sumter MPO that:

1. Lake~Sumter MPO hereby de-obligates and unencumbers \$149,301.32 in Federal Highway Administration (FHWA) Section 112 funding from FY 2016/17 UPWP and \$280,000 in SL funding from FY 2017/18 UPWP so that these funds may be used in FY 2018/19 and FY 2019/20 to complete planning tasks identified annually in the Unified Planning Work Program which are consistent with the area's transportation plan and necessary to complete the requirements of the metropolitan transportation planning process;
2. The Chair of the MPO Governing Board is authorized to execute this resolution and the MPO Executive Director is authorized to transmit this resolution and the amended UPWP to the Florida Department of Transportation, Federal Highway Administration and Federal Transit Administration.

PASSED AND ADOPTED this _____ day of _____, 2018.

Lake~Sumter Metropolitan Planning Organization
Governing Board

Timothy Sullivan, Chair

Approved as to form and legality:

Melanie Marsh, MPO Attorney

LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION

RESOLUTION 2018 - 2

RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION, AMENDING THE FY 2017/18 BUDGET TO ACCOUNT FOR CARRYOVER FUNDS FROM FY 2016/17 AND IN ORDER TO ACCOUNT FOR UNANTICIPATED REVENUES AND EXPENDITURES IN THE TOTAL AMOUNT OF \$310,000

WHEREAS, the Lake~Sumter Metropolitan Planning Organization (MPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for the Lake-Sumter Planning Area; and

WHEREAS, carryover funds totaling \$134,490 from FY 2016/17 are to be shown in the MPO's FY 2017/18 Budget; and

WHEREAS, the financial audit for FY 2017/18 has confirmed the carryover amounts from FY 2016/17; and

WHEREAS, of the \$134,490 carryover total from FY 2016/17, \$95,068 is the amount of encumbered grant funds, \$39,422 is the amount of Transportation Management System fees; and

WHEREAS, unanticipated revenues up to the amount of \$310,000 will be received from the Florida Department of Transportation; and

WHEREAS, \$110,000 of the unanticipated revenues are for East Avenue/Grand Highway to Minnehaha Ave Complete Streets Study; and

WHEREAS, \$200,000 of the unanticipated revenues are for US 301 (SR 35) Downtown Wildwood Complete Streets Study; and

WHEREAS, the unanticipated revenues of \$310,000 that the MPO will receive from the Florida Department of Transportation and the corresponding expenditures must be shown in the MPO's FY 2017/18 Budget; and

WHEREAS, an amended FY 2017/18 MPO Budget is included as Exhibit A to this resolution and includes the \$134,490 in carryover funds from FY 2016/17 and the \$310,000 in unanticipated revenues.

NOW, THEREFORE, BE IT RESOLVED by the Lake~Sumter MPO that:

The MPO budget is hereby amended as evidenced in Exhibit A to include \$134,490 in carryover funds from FY 2016/17 and to include the unanticipated revenues and expenditures totaling \$310,000.

PASSED AND ADOPTED this _____ day of _____, 2018.

Lake~Sumter Metropolitan Planning Organization

Tim Sullivan, Chair

Approved as to Form and Legality:

Melanie Marsh, MPO Attorney

EXHIBIT A

LAKE SUMTER MPO
 Budget to Actual Worksheet
 7/1/17 - 6/30/2018

REVENUES

9595115 LAKE SUMTER MPO - PL112

		2018	2018	2018	12/31/2017	Budget	%
		Adopted	BFB	Revised	2018	Variance	Received
		Budget	Adjs	Budget	YTD		
					Actuals		
9595115.331450	Highway Planning & Construction-PL	588,431		588,431	248,929.32	339,501.68	0.42
9595115.331450	96509 G0A95 - Feasibility Study US 27	-	34,246	34,246	13,478.38	20,767.62	0.39
9595115.331450	96512 G0A95 - Planning Asst 15/16	-	40,657	40,657	2,083.88	38,573.12	0.05
9595115.331470	96513 Fed Transit Metro - 5305 FY 16/17	123,031	(2,653)	120,378	66,333.62	54,044.38	-
9595115.334400	96501 FDOT- Planning Grant/Sumter	48,029		48,029	27,376.53	20,652.47	0.57
9595115.334400	96514 East Ave/Grand Hwy	-	110,000	110,000	-	110,000.00	-
9595115.334400	96515 US 301 (SR 35)	-	200,000	200,000	-	200,000.00	-
9595115.337320	Contributions from Other Agencies	-	-	-	-	-	#DIV/0!
9595115.389999	Beginning Fund Balance	-	22,294	22,294	-	-	
Total Revenues 9595115		759,491	404,544	1,164,035	358,201.73	783,539.27	0.31

EXPENDITURES

9595115 LAKE SUMTER MPO - PL112

9595115.810110	Executive Salaries	96,963		96,963	46,590.00	50,373.00	0.48
9595115.810120	Regular Salaries	249,926		249,926	96,443.09	153,482.91	0.39
9595115.810150	Special Pay	7,800		7,800	3,900.00	3,900.00	0.50
9595115.810210	Social Security Matching	27,713		27,713	11,022.19	16,690.81	0.40
9595115.810220	Retirement Contributions	39,574		39,574	17,981.92	21,592.08	0.45
9595115.810222	Retirement Contributions - Employees	5,746		5,746	2,762.37	2,983.63	0.48
9595115.810230	Life and Health	50,022		50,022	21,255.00	28,767.00	0.42
9595115.810231	Life Insurance	1,824		1,824	911.82	912.18	0.50
9595115.810240	Workers Comp	931		931	370.07	560.93	0.40
	Total Personal Services	480,499	-	480,499	201,236.46	279,262.54	0.42
9595115.830310	Professional Services	64,016	22,294	86,310	41,133.59	45,176.41	0.48
9595115.830310	96509 Professional Services	-	34,246	34,246	13,478.38	20,767.62	0.39
9595115.830310	96512 Professional Services	-	40,657	40,657	2,083.88	38,573.12	0.05
9595115.830310	96514 Professional Services	-	110,000	110,000	-	110,000.00	-
9595115.830310	96515 Professional Services	-	200,000	200,000	-	200,000.00	-
9595115.830320	Accounting and Auditing Services	67,000	(2,000)	65,000	30,430.00	34,570.00	0.47
9595115.830340	Contractual Services	-	2,487	2,487	2,487.00	-	1.00
9595115.830400	Travel	2,000		2,000	962.09	1,037.91	0.48
9595115.830410	Communications	6,000	(1,100)	4,900	1,382.59	3,517.41	0.28
9595115.830420	Freight and Postage	500		500	6.58	493.42	0.01
9595115.830440	Rentals and Leases	50,000	7,000	57,000	34,160.33	22,839.67	0.60
9595115.830450	Insurance	3,555		3,555	3,555.00	-	1.00
9595115.830465	IT Repair & Maint	3,700	10,047	13,747	8,200.00	5,547.00	0.60
9595115.830471	Reprographic Charges	3,000	(1,000)	2,000	1,115.94	884.06	0.56
9595115.830490	Other Current Charges	2,500	1,500	4,000	2,791.69	1,208.31	0.70
9595115.830510	Office Supplies	7,200	1,913	9,113	8,009.16	1,103.84	0.88
9595115.830511	Info Tech Supplies	8,000	5,000	13,000	6,214.46	6,785.54	0.48
9595115.830540	Books, Pubs and Dues	1,500	(1,500)	-	-	-	#DIV/0!
9595115.830550	Training	2,000		2,000	615.00	1,385.00	0.31
	Total Operating	220,971	429,544	650,515	156,625.69	493,889.31	0.24
9595115.860640	Capital Outlay	-	-	-	-	-	#DIV/0!
9595115.880810	Grants and Aids	5,000	-	5,000	5,000.00	-	1.00
9595115.890916	Administration Costs	28,021	-	28,021	11,553.78	16,467.22	0.41
9595115.890999	Reserve for Operations	25,000	(25,000)	-	-	-	#DIV/0!
	Total Expenditures 9595115	759,491	404,544	1,164,035	374,415.93	789,619.07	0.32
							6,079.80 Balance

REVENUES

9595116 LAKE SUMTER MPO - OTHER PROGRAMS

9595116.344900	Other Transportation Fees	6,938	-	6,938	7,381.50	(443.50)	
9595116.389999	Beginning Fund Balance	12,500	524	13,024	-	-	
Total Revenues 9595116		19,438	524	19,962	7,381.50	(443.50)	

EXPENDITURES

9595116 LAKE SUMTER MPO - OTHER PROGRAMS

9595116.810120	Regular Salaries	3,626	524	4,150.00	2,472.73	1,677.27	0.60
9595116.810210	Social Security Matching	277		277.00	178.82	98.18	0.65
9595116.810220	Retirement Contributions	270		270.00	194.60	75.40	0.72
9595116.810230	Life and Health	455		455.00	382.26	72.74	0.84
9595116.810240	Workers Comp	10		10.00	6.40	3.60	0.64
Total Personal Services		4,638	524	5,162.00	3,234.81	1,927.19	0.63
9595116.830310	Professional Services	12,500		12,500	1,349.08	11,150.92	0.11
9595116.830465	IT Repair and Maintenance	2,000		2,000	2,000.00	-	1.00
9595116.830490	Other Current Charges	300	-	300	150.00	150.00	0.50
9595116.830540	Books, Pubs and Dues	-		-	-	-	#DIV/0!
Total Operating		14,800	-	14,800	3,499.08	11,300.92	0.24
Total Expenditures 9595116		19,438	524	19,962	6,733.89	13,228.11	0.34

13,671.61 Fund Balance

REVENUES

9595117 LAKE SUMTER MPO - TRANSPORTATION CONCURRENCY

9595117.344950	Transp Concurrency Fees	138,857		138,857	138,857.00	-	
9595117.389999	Beginning Fund Balance	-	39,422	39,422	-	39,422.00	
Total Revenues 9595117		138,857	39,422	178,279	138,857.00	39,422.00	

EXPENDITURES

9595117 LAKE SUMTER MPO - TRANSPORTATION CONCURRENCY

9595117.810120	Regular Salaries	97,637		97,637	42,187.24	55,449.76	0.43	
9595117.810210	Social Security Matching	7,469		7,469	2,968.68	4,500.32	0.40	
9595117.810220	Retirement Contributions	7,322		7,322	3,335.56	3,986.44	0.46	
9595117.810230	Life and Health	13,188		13,188	5,650.74	7,537.26	0.43	
9595117.810240	Workers Compensation	263		263	109.47	153.53	0.42	
	Total Personal Services	125,879	-	125,879	54,251.69	71,627.31	0.43	
9595117.830310	Professional Services	-	38,073	38,073	-	38,073.00	-	
9595117.830400	Travel & Per Diem	1,000		1,000	818.76	181.24	0.82	
9595117.830465	It Repair & Maintenance	500		500	-	500.00	-	
9595117.830490	Other Current Charges	6,978	-	6,978	-	6,978.00	-	
9595117.830510	Office Supplies	-	50	50	5.09	44.91	0.10	
9595117.830511	Info Tech Supplies	-	1,150	1,150	1,146.49	3.51	1.00	
9595117.830540	Books, Pubs and Dues	2,500	-	2,500	1,251.00	1,249.00	0.50	
9595117.830550	Training	2,000	(1,150)	850	-	850.00	-	
	Total Operating	12,978	38,123	51,101	3,221.34	47,879.66	0.06	
9595117.860640	Capital Outlay	-	1,299	1,299	1,299.00			
9595117.880810	Grants and Aids	-	-	-	500.00	(500.00)	#DIV/0!	
Total Expenditures 9595117		138,857	39,422	178,279	59,272.03	119,506.97	0.33	119,006.97 Fund Balance
TOTAL REVENUES		917,786	444,490	1,362,276	504,440.23	822,517.77		
TOTAL EXPENDITURES		917,786	444,490	1,362,276	440,421.85	922,354.15		

BFB	75,088.27
Revenues	504,440.23
Expenditures	440,421.85
EFB	139,106.65

ACTION ITEMS

Consider Acceptance of FY 2016/17 Independent Financial Audit and Financial Statement

MOORE STEPHENS LOVELACE, P.A. will present the draft results of the independent financial audit performed for the fiscal year from July 1, 2016 through June 30, 2017. The audit is required as a condition of receiving federal funds. Acceptance of the audit is requested of the Governing Board.

REQUESTED ACTION: Acceptance of the FY 2016/17 Audit and Financial Statement

ATTACHMENT: None

ACTION ITEM

Consideration of Amendment to FY 2016/17-2020/21 Transportation Improvement Program

The current five-year Transportation Improvement Program requires amendment for consistency with the FDOT Work Program. The first project is to widen Florida's Turnpike from the Orange/Lake County Line to the Minneola Interchange. Additional Turnpike Improvement funds in FY 2018 and FY 2019 for Right-of-way purchase acquisition

REQUESTED ACTION: Approval of amendment to the Transportation Improvement Program.

ATTACHMENT: TIP amendment request letter from FDOT.

COMMITTEE RESULTS:

TAC: Recommended approval

BPAC: Recommended approval



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

MIKE DEW
SECRETARY

January 12, 2018

Mr. Michael Woods
Interim Executive Director
Lake~Sumter MPO
225 W. Guava Street, Suite 211
Lady Lake, FL 32159

Dear Mr. Woods:

The Florida Department of Transportation (FDOT) requests the following changes be made to the Lake~Sumter MPO Adopted FY 2017/2018 – FY 2021/2022 Transportation Improvement Program (TIP) in coordination with the corresponding change to FDOT's Work Program:

Add Project FPN 4357851 for Widening of Florida's Turnpike from the Orange/Lake County Line to the Minneola Interchange.

Programmed project phases to be added:

Phase 43 (ROW) in the amount of \$2,500,000 of Turnpike Improvement (PKYI) funds in FY 2018 and \$1,429,800 of PKYI funds in FY 2019.

Reason for Request:

Advancing the right-of-way purchase acquisition from willing sellers will likely result in significant cost savings on the overall project. This project will increase the capacity of the roadway from 2 lanes to 4 lanes in each direction while improving safety through lighting the corridor, enhancing the ITS system/signage, milling and resurfacing/reconstruction of the pavement and improving sight distance along vertical and horizontal curves. In addition, County bridges along the Turnpike will be replaced with new bridges that provide full shoulder widths and enhanced pedestrian facilities.

Thank you for your assistance with this matter. If you have any questions, please contact Carol Scott, MPO Liaison, at (407) 264-3494.

Sincerely,

Alison Stettner
Planning Manager

cc: Francis Franco, GIS Manager, Lake~Sumter MPO
Carol Scott, MPO Liaison
Tim George, Turnpike Work Program Administrator

4357851

FLORIDA'S TURNPIKE

SIS



Project Description: WIDEN TPK- ORANGE / LAKE C/L TO MINNEOLA INTCHG (MP 274.2 - 279)

Work Summary: ADD LANES & RECONSTRUCT

From: FROM ORANGE/LAKE C/L

To: TO MINNEOLA (274-279.14) 4TO8LNS W/EX

Lead Agency: Managed by FDOT

Length: 5.137 mi

Phase	Fund Source	2017/18	2018/19	2019/20	2020/21	2021/22	Total
ROW	PKYI	2,500,000	1,429,800	0	0	0	3,929,800
PE	PKYI	1,760,000	0	0	0	0	1,760,000
ENV	PKYI	0	0	1,250,000	0	0	1,250,000
CST	PKBD	0	0	0	68,836,649	900,000	69,736,649
Total		4,260,000	1,429,800	1,250,000	68,836,649	900,000	76,676,449

Prior Year Cost: 5,510,701
Future Year Cost: 0
Total Project Cost: 82,187,150
LRTP: pg.11

ACTION ITEM

Consideration of Financial Report as Presented by Milestone Professional Services

Milestone Professional Services (MPS) has prepared a Financial Report that encompasses the period through December 31. The report will address the MPO's various funding sources and expenses. The report includes information up to the current month on the MPO's utilization of Lake County's pooled cash fund. Donna Collins, CPA from MPS, will present the monthly Financial Report.

REQUESTED ACTION: Staff recommends acceptance of the February Financial Report

ATTACHMENT: Financial Report Presentation by MPS



Financial Report

Lake-Sumter Metropolitan Planning Organization

For the period ended December 31, 2017

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 December 31, 2017.

Financial Summary

The Financial information contained in this report is as of December 31, 2017 (50% of year elapsed). A summary of revenues and expenditures for each of the major funding sources is shown below:

<i>REVENUES</i>	2018	As of 12-31-17	
	Revised Budget*	YTD Actuals	Budget Variance
<u>115 LAKE SUMTER MPO - PL112</u>			
Highway Planning & Construction-PL	\$ 588,431	\$ 248,929	\$ 339,502
GOA95 - Feasibility Study US 27	34,246	13,478	20,768
GOA95 - Planning Asst 15/16	40,657	2,084	38,573
Fed Transit Metro - 5305 FY 16/17	120,378	66,334	54,044
FDOT- Planning Grant/Sumter	48,029	27,377	20,652
FDOT- Planning Grant/Sumter	110,000	-	110,000
East Ave/Grand Hwy	200,000	-	200,000
Beginning Fund Balance	22,294	-	-
Total Revenues 115	1,164,035	358,202	783,539
<u>116 LAKE SUMTER MPO - OTHER PROGRAMS</u>			
Other Transportation Fees	6,938	7,382	(444)
Beginning Fund Balance	13,024	-	-
Total Revenues 116	19,962	7,382	(444)
<u>117 LAKE SUMTER MPO - TRANSPORTATION MGMT</u>			
Transp Concurrency Fees	138,857	138,857	-
Beginning Fund Balance	39,422	-	39,422
Total Revenues 117	178,279	138,857	39,422
TOTAL REVENUES	\$ 1,362,276	\$ 504,440	\$ 822,518
<u>EXPENDITURES</u>			
<u>115 LAKE SUMTER MPO - PL112</u>			
Total Personal Services	\$ 480,499	\$ 201,236	\$ 279,263
Total Operating	650,515	156,626	493,889
Capital Outlay	-	-	-
Grants and Aids	5,000	5,000	-
Administration Costs	28,021	11,554	16,467
Reserve for Operations	-	-	-
Total Expenditures 115	1,164,035	374,416	789,619
<u>116 LAKE SUMTER MPO - OTHER PROGRAMS</u>			
Total Personal Services	5,162	3,235	1,927
Total Operating	14,800	3,499	11,301
Total Expenditures 116	19,962	6,734	13,228
<u>117 LAKE SUMTER MPO - TRANSPORTATION MGMT</u>			
Total Personal Services	125,879	54,252	71,627
Total Operating	51,101	3,221	47,880
Capital Outlay	1,299	1,299	-
Grants and Aids	-	500	(500)
Total Expenditures 117	178,279	59,272	119,007
TOTAL EXPENDITURES	\$ 1,362,276	\$ 440,422	\$ 921,854
* Reflects carryforward amounts for grants from 2017			
	BFB	\$ 75,088	
	Revenues	504,440	
	Expenditures	440,422	
	EFB	\$ 139,107	

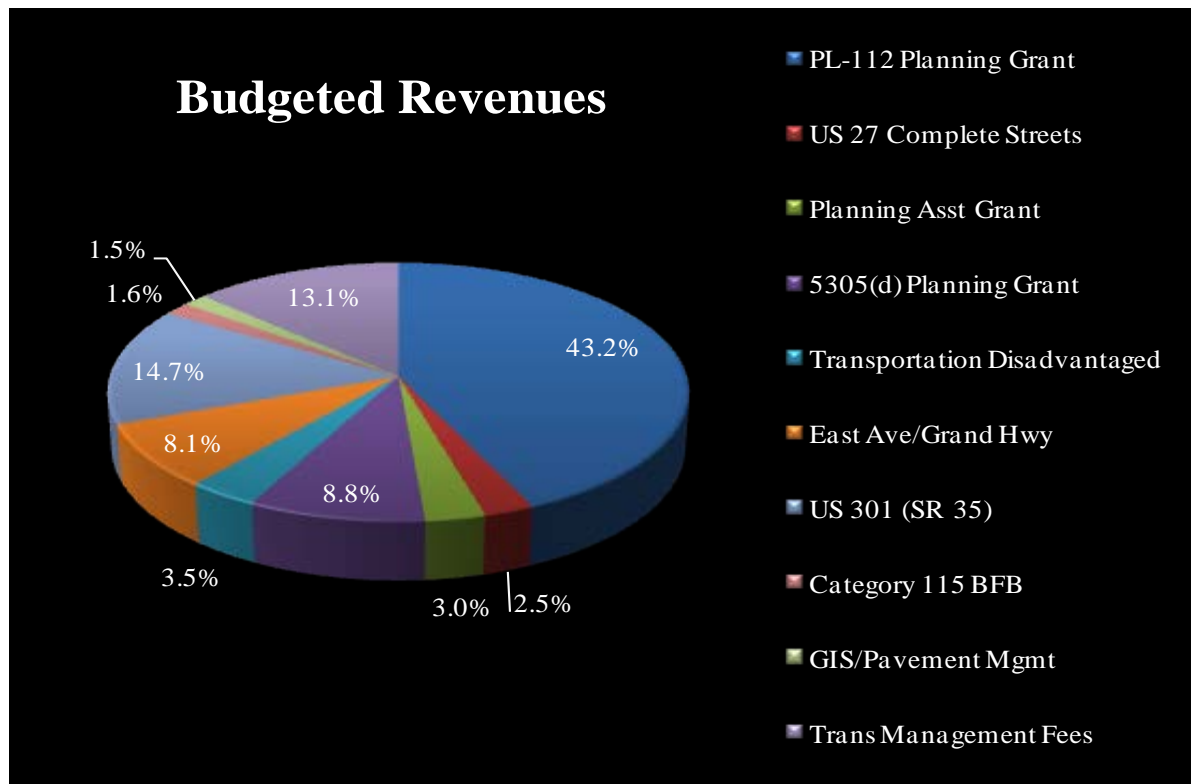
Revenues (and corresponding expenditures) are accounted for in the MPO budget in three funding categories. The first funding category (referred to as 115) accounts for federal and state funds. Major revenue sources in this category include planning grants from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) planning grants, and grants provided through the Florida Commission for the Transportation Disadvantaged (TD grants).

The second funding category encompasses funds associated with special services and other programs. This category (referred to as 116) accounts for transactions related to GIS billings and revenue and expenditures associated with pavement management tasks and other programs.

The final funding category (referred to as 117) accounts for transportation management fees. These funds are utilized to support the MPO’s Transportation Management System initiatives and are collected from the local counties and municipalities.

Overview of Revenues

The MPO receives revenue through various federal and state grants as well as from local sources. The major budgeted revenue sources for the current fiscal year are reflected in the graph below.



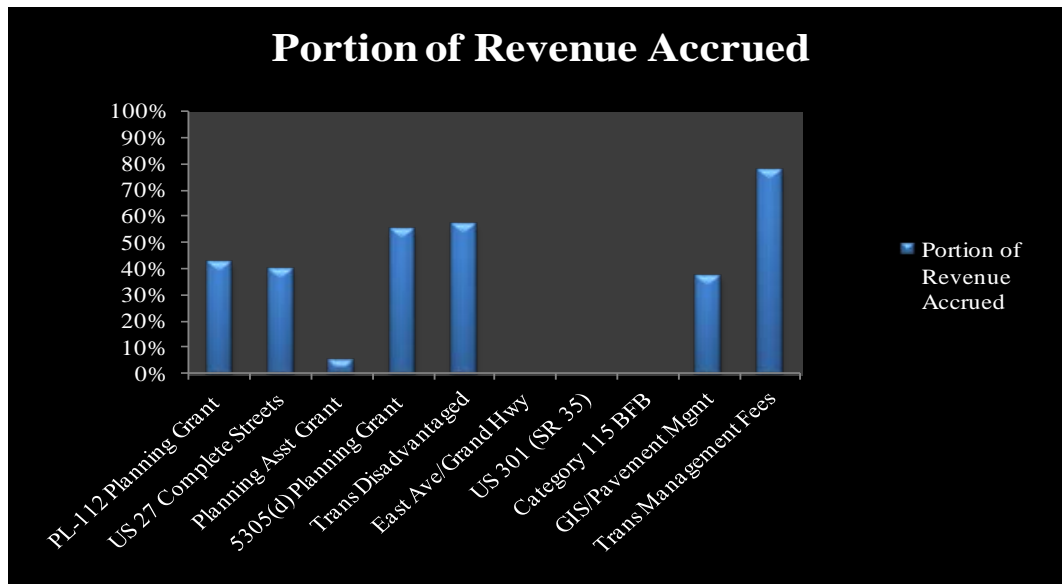
Major Revenues by source are identified below. This table includes the original 2018 budget as adopted by the MPO Board. As of December 31, 2017 the budget also includes beginning fund balances from fiscal 2017 and carry forward grant amounts from fiscal 2017 for the US 27 Complete Street and Planning Assistance Grants. Budget amendments to provide approval for

expending these beginning fund balances are being presented to the Board at this February 28th meeting. Upon approval, these amounts will be incorporated into the actual revenue accrued totals.

Major Revenue Sources Portion of Revenue Accrued	Annual	Thru 12-31	Percent Accrued
	Revenue Budgeted	Revenue Accrued	
PL-112 Planning Grant	\$ 588,431	\$ 248,929	42%
US 27 Complete Streets	34,246	13,478	39%
Planning Asst Grant	40,657	2,084	5%
5305(d) Planning Grant	120,378	66,334	55%
Trans Disadvantaged	48,029	27,377	57%
East Ave/Grand Hwy	110,000	-	0%
US 301 (SR 35)	200,000	-	0%
Category 115 BFB	22,294	-	-
GIS/Pavement Mgmt	19,962	7,382	37%
Trans Management Fees	178,279	138,857	78%
	<u>\$ 1,362,276</u>	<u>\$ 504,440</u>	

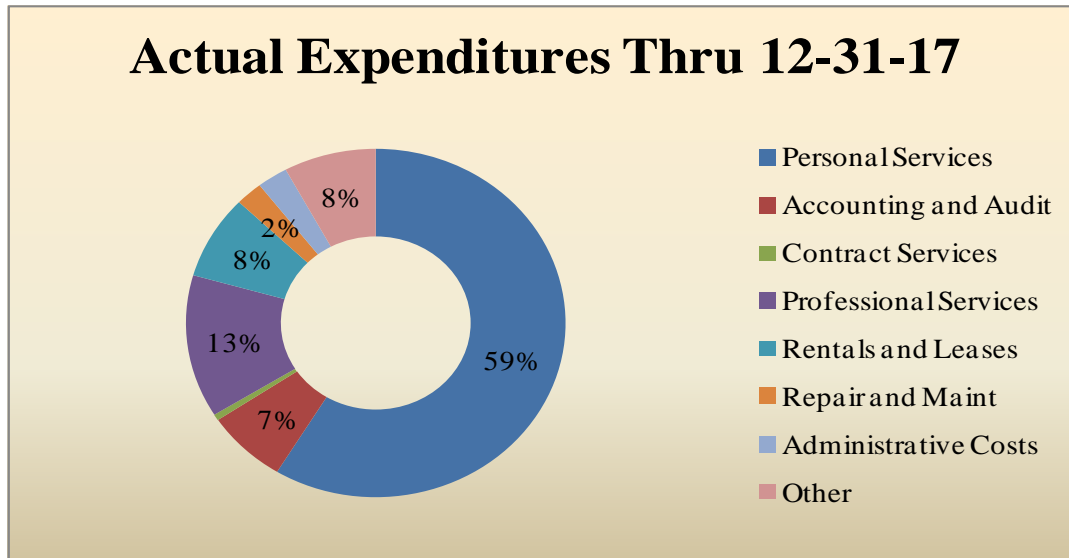
Revenue Analysis – Several of the MPO’s larger revenue sources are reimbursement based grants. As of December 31, 2017, invoices for December have been submitted for the PL-112 FHWA Planning Grant and the FTA Section 5305(d) Planning Grant for FY 2018. These amounts are accrued above. Invoices for January activity are being prepared currently with anticipated submittal within the next two weeks.

Approximately half of the Transportation Disadvantaged revenue has been accrued along with a portion of GIS/Pavement funding. Approximately 39% of the budgeted funds for the US 27 Complete Streets project have also been accrued. All Transportation Management Fees are accrued at December 31, 2017. Graphically, revenue accrued as compared to budgeted amounts can be summarized as follows:

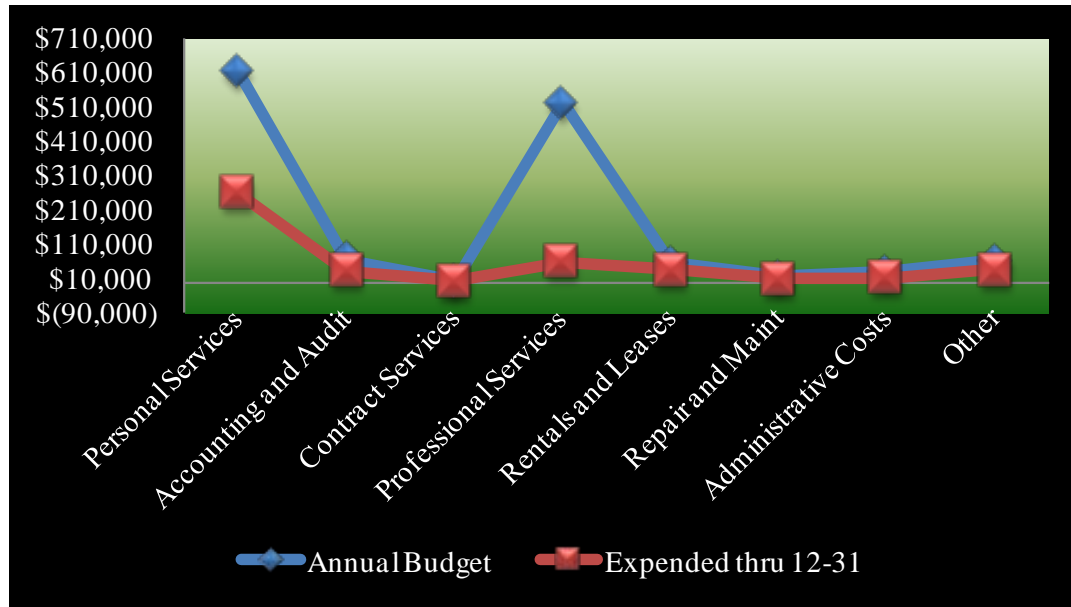


Overview of Expenditures

A significant portion of the MPO's expenditures are personal services including salary and related benefits. Through December 31, 2017, personal services accounts for 59% of total expenditures. The second largest expenditure category is professional services with 13% of expenditures through December 31, 2017 included in this account line. The graph below outlines the portion that each major category of expenditures represents as compared to total expenditures through the period December 31, 2017.



The MPO adopts an annual budget that identifies major funding sources and related anticipated expenditures. The graph below includes annual budgeted expenditures as well as actual expenditures incurred through December 31, 2017.

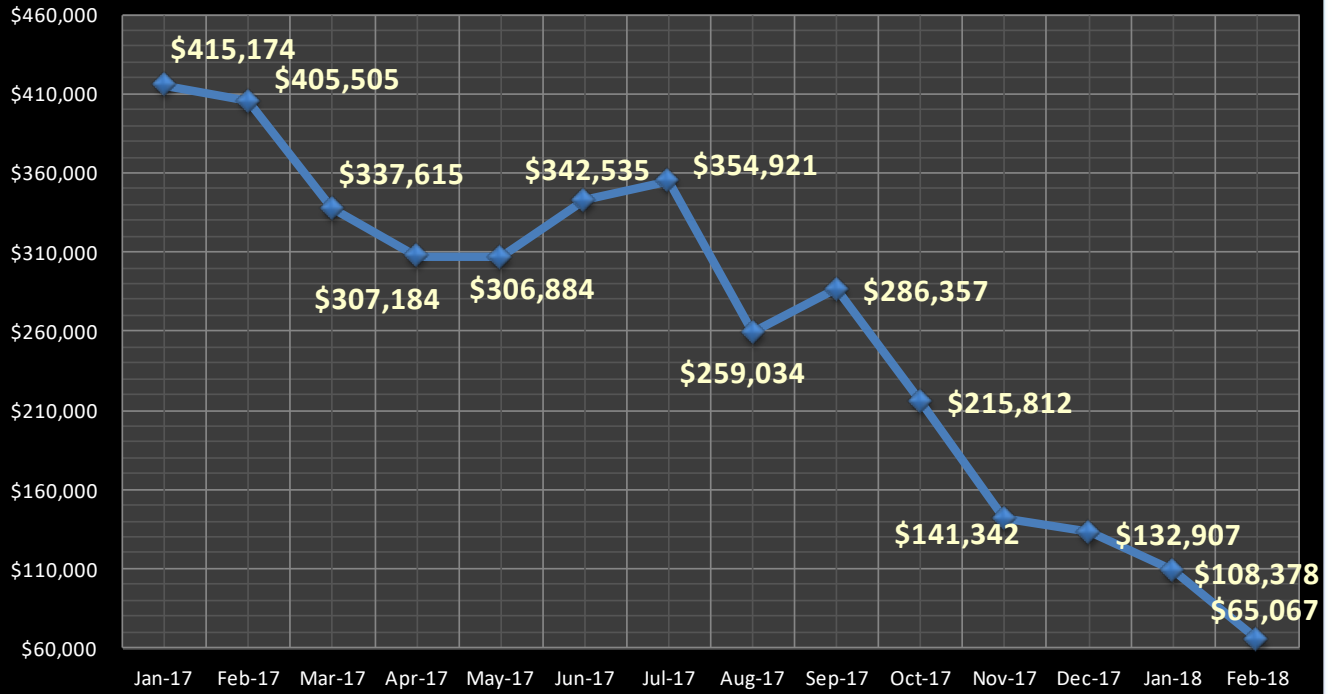


Expenditure Analysis –Funding Category 115 includes all the major Federal and State Grants. The expenditure amounts include an offset in Professional Services for the grant amounts carried forward from fiscal 2017 (equal to the revenue amounts carried forward). Some of the larger expenditures for November/December include \$17K for Accounting and Auditing Services, \$9K for Rentals and Leases and approximately \$24K for Professional Services. Total expenditures incurred for professional services include \$20K for ITS, \$15K for traffic counts and \$6 for executive search assistance. Category 116 reflects a \$2000 IT Repair and Maintenance charge which is a portion of the GIS software maintenance fee for this year. Additional expenditures for November/December are primarily personal service costs. Funding category 117 includes primarily personal service expenditures to date. Billing for Transportation Management Fees was done in October. This will provide funding for other budgeted expenses.

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.

Cash Balance - Pooled Cash Usage



Invoices for December activity for the PL-112 FHWA Planning Grant and FTA Section 5305(d) Planning Grant have been submitted. Invoices for January activity are currently being prepared and submittal is anticipated within the next two weeks. Payment of the November invoices for both grants has been received. Billing for these grants is now current with submittal of invoices by the end of the subsequent month.

ACTION ITEM

Recommendation on Executive Director Recruitment:

The MPO Executive Committee will present their recommendations on the Executive Director Recruitment search to the Governing Board for approval.

REQUESTED ACTION: Consider Approval of the Executive Committee Recommendations.

ACTION ITEM

Recommendation on Executive Director Recruitment Process:

Consider approval to add a March Meeting for MPO Executive Committee and MPO Governing Board

REQUESTED ACTION: Approval of new March 26, 2018 Executive Committee Meeting and March 28, 2018 Governing Board Meeting

DISCUSSION ITEM

FDOT UPDATE LEADERSHIP AND STAFFING CHANGES AT DISTRICT 5

- Mike Shannon is the new District 5 Secretary.
- Loreen Bobo is the new District 5 Director of Development.

Additional changes that are coming include the following:

- Alison Stettner will be transitioning from the Turnpike to D5 as the Planning and Environmental Management Administrator.
- Brian Stanger will be moving from D5 Planning and Environmental Management Management Administrator to D5 Modal Development Administrator.
- Annette Brennan will be moving from D5 Modal Development Administrator into a Senior Project Management position.
- Susan Sadighi will be transitioning from D5 Program Management Administrator to the Turnpike as Program Administration Manager.
- Katherine Alexander will be transitioning from the Turnpike as Program Administration Manager to D5 as the Program Management Administrator.
- David Cooke will be transitioning from D5 Transportation Planning Manager to the Turnpike as the Planning Manager.
- Carol Scott will be transitioning from the Turnpike to D5 as the Transportation Planning Manager.

DISCUSSION ITEM

MPO Safety Initiative:

Top 25 Non-signalized Intersections by crash rate. Brian Hutt, Transportation Management System, Manager will present the findings from the crash data research in the MPO Planning Area.

ATTACHMENTS:

1. Top 25 Non-signalized Intersections Spreadsheet
2. Top 25 Non-signalized Intersections Map

Top 25 Unsignalized Crash Intersections - 2012 - 2016 - Working Draft, February 2018

No Fatalities-Incapacitating Injury-Bike/Peds involved
 "Fatalities-Incapacitating Injury-Bike/Peds involved
 Have projects related to intersection in TIP

RANK By Crash Rate	Rank By # Crashes	Intersection_Name	Sig./Unsig.	Crash Count	Fatal Crashes	Fatal_& Incapacitating Injury_Crashes	Injury Crashes	Bike/Ped Crashes	Vehicles	Damages	City	County	Intersection Location	Approach Average ADT*	Crash Rate**	FM #	TIP PROJECT NAME	PROGRAMED FUNDS	WORK DESC
1	7	HOOD AVE & FLAMINGO DR & SOUTH ST	N	38	0	1	8	1	78	\$111,400	Leesburg	Lake	STREET VIEW	9,490	2.19				
2	1	W IRLO BRONSON MEMORIAL HWY & SUMMER BAY BLVD & US-192	N	85	1	4	33	1	191	\$526,755	Unincorporated	Lake	STREET VIEW	23,000	2.03				
3	2	N 14TH ST & INDIAN TRL	N	55	2	4	13	3	111	\$228,500	Leesburg	Lake	STREET VIEW	16,550	1.82				
4	4	TOMATO HILL RD & US-441	N	47	0	1	12	0	93	\$157,500	Leesburg	Lake	STREET VIEW	16,932	1.52				
5	5	US-441 & N PALMETTO ST	N	41	0	1	12	0	91	\$194,250	Leesburg	Lake	STREET VIEW	15,500	1.45				
6	9	US-441 & N FAULKNER AVE	N	37	0	1	11	0	85	\$122,820	Leesburg	Lake	STREET VIEW	15,350	1.32				
7	14	N 14TH ST & SHELFER ST	N	30	0	0	8	2	60	\$59,101	Leesburg	Lake	STREET VIEW	12,600	1.30				
8	3	N 14TH ST & TALLY RD	N	52	0	0	13	2	107	\$177,300	Leesburg	Lake	STREET VIEW	21,850	1.30				
9	16	N LAKE ST & E MAIN ST & S LAKE ST	N	28	0	1	12	0	52	\$141,000	Leesburg	Lake	STREET VIEW	12,593	1.22				
10	11	LAKE AVE & SR-50	N	35	0	2	13	0	74	\$174,950	Clermont	Lake	STREET VIEW	16,000	1.20				
11	13	US-27 & E LADY LAKE BLVD & W LADY LAKE BLVD	N	32	0	0	10	0	70	\$114,570	Lady Lake	Lake	STREET VIEW	15,358	1.14				
12	18	PRESTON DR & CR-466	N	27	0	1	8	0	57	\$138,200	Unincorporated	Sumter	STREET VIEW	13,100	1.13				
13	23	US-301 & CR-216 & CR-472	N	25	0	3	13	0	51	\$149,350	Unincorporated	Sumter	STREET VIEW	12,700	1.08				
14	6	N 14TH ST & N SHORE DR	N	39	0	0	10	2	75	\$105,575	Leesburg	Lake	STREET VIEW	21,850	0.98				
15	12	US-441 & CR-44 & CR-44 LEG A	N	35	0	1	9	0	68	\$71,802	Leesburg	Lake	STREET VIEW	20,380	0.94				
16	8	E BURLEIGH BLVD & W BURLEIGH BLVD & N NEW HAMPSHIRE AVE	N	37	0	2	16	4	75	\$130,100	Tavares	Lake	STREET VIEW	22,250	0.91				
17	15	US-27 & HOWARD RD & S 14TH ST	N	29	3	3	10	1	54	\$306,500	Leesburg	Lake	STREET VIEW	17,750	0.90				
18	10	N SINCLAIR AVE & W BURLEIGH BLVD	N	37	0	2	9	0	76	\$71,601	Tavares	Lake	STREET VIEW	22,800	0.89				
19	17	EMERSON ST & S 14TH ST	N	28	0	1	9	0	63	\$65,550	Leesburg	Lake	STREET VIEW	17,750	0.86				
20	19	FERN DR & US-441	N	26	2	5	12	0	45	\$92,650	Leesburg	Lake	STREET VIEW	16,932	0.84				
21	25	N 14TH ST & AKRON DR	N	25	0	0	7	0	54	\$80,000	Leesburg	Lake	STREET VIEW	21,850	0.63				
22	22	E BURLEIGH BLVD & MT HOMER RD & S MT HOMER RD	N	26	0	1	7	0	49	\$111,300	Eustis	Lake	STREET VIEW	23,635	0.60				
23	20	S BLOXAM AVE & E MINNEHAHA AVE	N	26	0	1	13	0	52	\$122,200	Clermont	Lake	STREET VIEW	24,220	0.59				
24	24	N HANCOCK RD & LEGENDS WAY	N	25	0	1	9	1	48	\$173,900	Clermont	Lake	STREET VIEW	38,051	0.36				
25	21	US-27 & HIGH GROVE BLVD	N	26	0	0	9	0	49	\$108,900	Unincorporated	Lake	STREET VIEW	98,519	0.14				

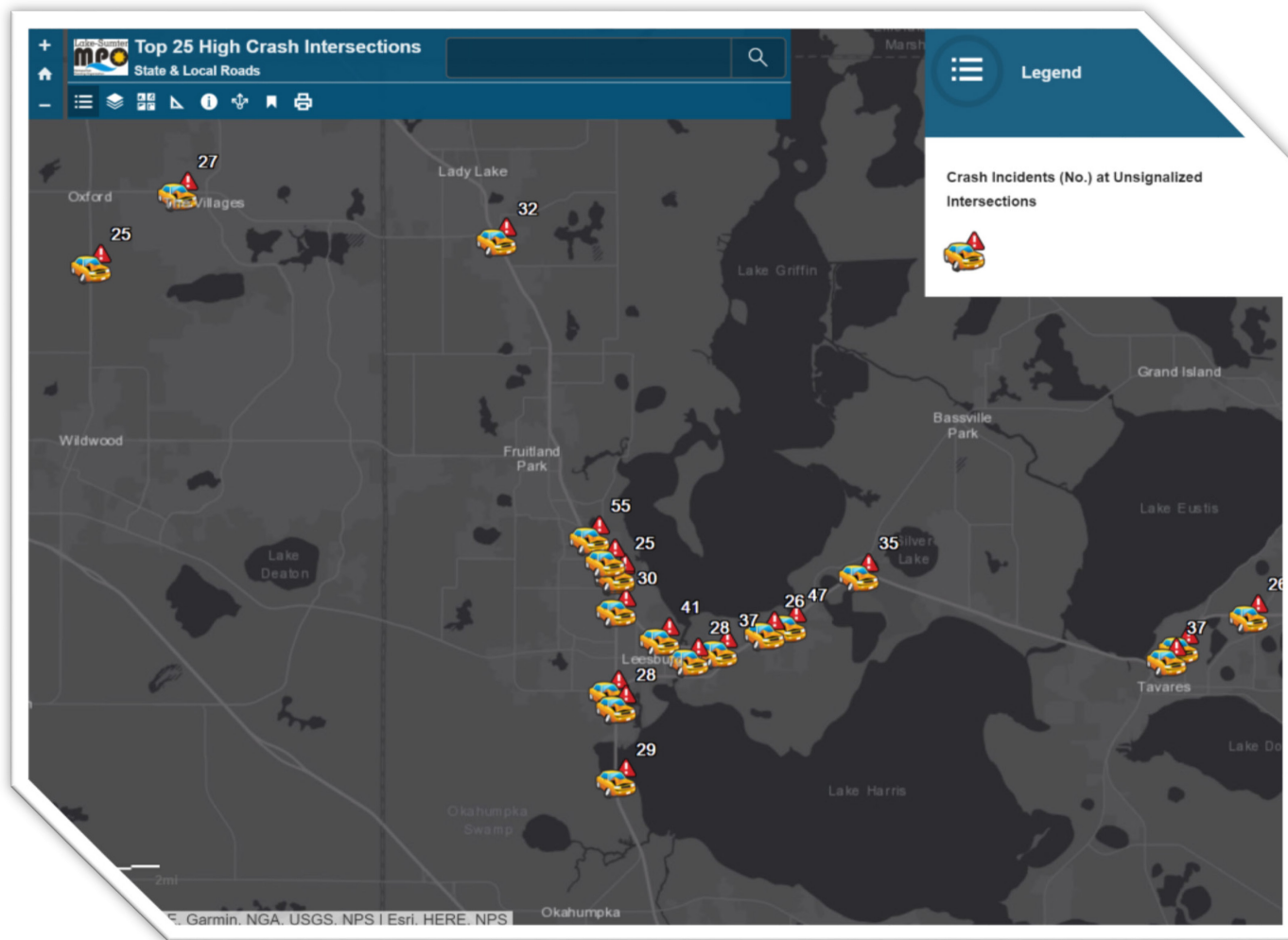
NOTES: ^ - This is a limited access controlled intersection (no N/S through movements allowed).

* - The Average ADT was calculated by adding the traffic counts for each leg of the intersection then dividing by the number of years of data.

** - The crash rate was calculated by FHWA Methodology: (number of crashes multiplied by 1,000,000) / (365 days) * (number of years of data) * (daily number of vehicles entering the intersection).

Click or Copy/Paste address below for Interactive Map:

<http://lsmo.maps.arcgis.com/apps/View/index.html?appid=3deb5a850c5b439fb62d0f8e8993bbf7>



TAB 9

DISCUSSION ITEM

2018 List of Priority Projects Update (LOPP) - 2018 New LOPP Submittals and Prioritization, final approval is scheduled for the April meeting cycle. Jennifer Musselman, E.I. with Kittelson and Associates will present the update.

ATTACHMENTS: LOPP Update PowerPoint

TAB 9



2018 List of Priority Projects - Update

February 14, 2018

Recently Funded Projects



▶ Construction

- ▶ Citrus Grove Road Phase 2 (Lake County)

▶ Design

- ▶ Round Lake Road Extension (Lake County)

▶ Planning

- ▶ East Avenue (Clermont)
- ▶ US 301 (Wildwood)

New Projects

- ▶ **Wekiva Trailhead at SR 46 (Lake County) – Design and Construction**

The Neighborhood Lakes Trail is consistent with the Lake County Parks & Trails Master Plan and Parks & Recreation Master Plan.

Amenities:

- Main trailhead with pavilion and amenities similar to those at the East Lake Community Park
- Education panels similar to those at Ferdale Preserve
- Kiosks identical to those along the South Lake Trail
- Gate similar to North Shore Overlook and Trailhead
- Shelters and pavilions similar to those used at other parks and preserves
- Equestrian facilities
- Restrooms, playground, and other amenities consistent with a major trailhead
- Landscaping will all be with Florida native plants.

MAP 'A' - PLAN VIEW

Labels on the plan view include: SHADE PAVILION, PICNIC AREA W/ TABLES, PLAYGROUND, OPEN LAWN AREA, CONCESSION BUILDING, BIKE RACKS, BIKE SHOP, STORAGE, RESTROOM, DRINKING FOUNTAIN, AND CALL BOX, FLAGPOLES, BUTTERFLY GARDEN, EDUCATIONAL KIOSK W/ TRAIL MAP, BURROWING OWL NESTING AREA, MANURE DISPOSAL SITE, HORSE CORRAL, WEKIVA TRAIL, GRAVEL TRAILER PARKING LOT, HORSE WATERING TROUGH AND TIE-UP AREA.

PERSPECTIVE 'A' and **PERSPECTIVE 'B'** show 3D renderings of the trailhead layout.

Legend:

- Neighborhood Lakes Trail Head
- Wekiva Trail Head
- ★ Nature Viewing Area
- Neighborhood Lakes Trail Loop
- Wekiva Trail Corridor
- Wekiva Parkway Right-of-Way
- Wekiva Parkway Corridor
- 5 Foot Contour Lines
- Public Lands
- Parcels

Wekiva Trail CONCEPTUAL SR 46 TRAILHEAD

Logos for Lake County, Florida, and other local organizations are at the bottom right.

New Projects

- ▶ **Sumter County ITS (Phase 2)** – Design and Construction
 - ▶ Upgrade to 20 intersections
 - ▶ 20 traffic monitoring cameras
 - ▶ Expanded communication network and connection to FDOT Traffic Management Center

New Projects

- Peninsula Area Roadway Corridor (Tavares) – Design



New Projects

- ▶ Construction
 - ▶ **CR 455** widening from Waterbrooke to Lost Lake Rd
- ▶ Design
 - ▶ **CR 435** complete streets project from SR 46 to Orange County Line
 - ▶ **Hammock Ridge Roundabout** – Hammock Ridge @ Lakeshore Dr
 - ▶ **CR 561A** paved shoulder from CR 561 to Hancock Rd
- ▶ PD&E
 - ▶ **Hartwood Marsh Rd** widening from US 27 to Savanna Ridge Lane

Next Steps



- ▶ Establish Local Priorities – February/March
 - ▶ MPO to send list of new and existing projects to each jurisdiction for prioritization
- ▶ Final 2018 List of Priority Projects – April Governing Board Meeting

LOOP Project Portal

on Studies/ETDM

& Forums

N AWARDS



LSMPO Project Applications

Welcome to the LSMPO Project Applications site!

This form shall be submitted for all projects not currently in the FDOT Work Program. Use this form to create a new application. Please leave your name and email to receive a link to access your application in case this tab is closed.

Full Name

First Name

Last Name

E-mail

ex: myname@example.com

Continue to Application

Powered by JotForm

<http://www.lakesumtermpo.com/documents/lopp.aspx>

DISCUSSION ITEM

2018 Legislative Positions and Priorities Update – Staff will update the Board on the legislative issues of importance to the MPO. The latest MPOAC legislative update report comes out on Saturday, February 24th and will be provided for review at the Board meeting.

ATTACHMENTS:

1. 2018 MPOAC LEGISLATIVE PRIORITIES
2. FEBRUARY 17, 2018 MPOAC Legislative Update Report

Legislative Priorities & Policy Positions

Florida

Metropolitan Planning Organization Advisory Council

2018

Implements the recommendations from the MPOAC transportation revenue study and other options for expanding transportation revenue sources.

Regulates distracted driving as a primary offense by prohibiting the use of two-way electronic wireless communication devices and other similar distracting devices while operating a motor vehicle, except when the device is part of, or physically docked in, the motor vehicle.

Restores funding to 2007 levels for the Transportation Regional Incentive Program (TRIP).

Allows Strategic Intermodal System (SIS) funds to be used on roads and other transportation facilities not designated on the SIS if the improvement will enhance mobility or support freight transportation on the SIS.

Establishes flexible and predictable funding for transit projects (capital and operating) identified through the metropolitan transportation planning process by removing various funding limitations for the State Transportation Trust Fund (STTF).

Recognizes that federal metropolitan transportation planning funds shall not be regarded as state funds for purposes of expenditure.



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PRIORITY POLICY POSITIONS

The MPOAC Supports State Legislation that:

1. Implements the recommendations from the MPOAC transportation revenue study and other options for expanding transportation revenue sources.

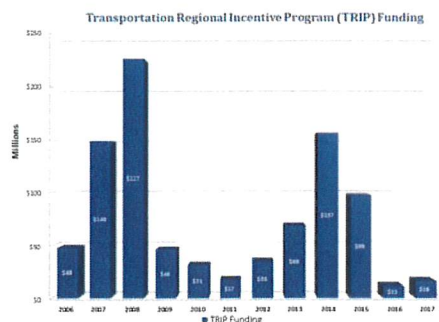
Key Recommendations:

- Expand the Charter County and Regional Transportation System Surtax to allow municipalities over 150,000 in population (or the largest municipality in a county) and all counties located in MPO areas to enact up to a one cent local option surtax by referendum.
- Index local option fuel taxes to the consumer price index in a manner similar to the current indexing of state fuel taxes.
- Identify potential revenue replacement sources for the current motor fuels tax which is no longer able to fully support the current or future needs of the transportation system.

2. Regulates distracted driving as a primary offense by prohibiting the use of two-way electronic wireless communication devices and other similar distracting devices while operating a motor vehicle, except when the device is part of, or physically docked in, the motor vehicle.

The 2013 Florida legislature enacted the "Florida Ban on Texting While Driving Law." The law prohibits operation of a moving motor vehicle while manually typing, sending or reading interpersonal communication (texting, e-mailing, instant messaging, etc.) using a wireless communications device, with certain exceptions. The law provides for enforcement of the ban as a secondary offense, meaning a driver would have to be pulled over for some other violation to get a ticket for violating the ban on texting. The 2014, 2015, 2016 and 2017 Florida Legislatures underscored the severity of distracted driving by considering bills that would have substantially increased the penalty for distracted driving. This legislative proposal would seek to strengthen the enforcement mechanism for the texting while driving ban by making it a primary offense.

3. Restores funding to 2007 levels for the Transportation Regional Incentive Program (TRIP). The TRIP leverages state documentary stamp tax proceeds to promote regional planning and project development by providing state matching funds for improvements to regionally significant transportation facilities identified and prioritized by regional partners. This proposal seeks to restore TRIP funding by reducing diversions of documentary stamp proceeds for non-transportation purposes.



MPOAC

The Florida Metropolitan Planning Organization Advisory Council (MPOAC) represents the collective interests of Florida's 27 MPOs, and assists the MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion. The MPOAC was created by the Florida Legislature pursuant to Section 339.175, Florida Statutes, to augment and not supplant the role of the individual MPOs in the cooperative transportation planning process.

The organization is made up of a 27 member Governing Board consisting of local elected officials from each of the MPOs and a Staff Directors' Advisory Committee consisting of the staff directors from each of the MPOs. The MPOAC annually prepares legislative policy positions and develops initiatives to be advanced during Florida's legislative session. The MPOAC actively participates in the activities of the national Association of MPOs (AMPO) and the National Association of Regional Councils (NARC) in Washington DC and works with other stakeholder groups to help shape state and national policy regarding metropolitan transportation issues.

ADDITIONAL POLICY POSITIONS

The MPOAC Supports State Legislation that:

4. Allows Strategic Intermodal System (SIS) funds to be used on roads and other transportation facilities not designated on the SIS if the improvement will enhance mobility or support freight transportation on the SIS.

Current state law does not permit SIS funds to be spent on roads or other transportation facilities that are not part of the SIS, even if proposed improvements would directly benefit users of SIS facilities by enhancing mobility options or supporting freight movement in a SIS corridor. This legislative proposal would broaden the State's ability to improve passenger and freight mobility on SIS corridors by making eligible the expenditure of SIS funds on non SIS roads and other transportation facilities where the benefit to users of SIS facilities can be demonstrated.

5. Establishes flexible and predictable funding for transit projects (capital and operating) identified through the metropolitan transportation planning process by removing various funding limitations for the State Transportation Trust Fund (STTF).

Current state law limits the amount of funding that can be made available from the STTF for transit projects for both capital and operating expenses. These limitations, which are not in place for roadway funding, makes transit funding from the STTF less predictable for the purposes of planning and project implementation and artificially limits the ability of MPOs to implement priority transit projects. This proposal recognizes the critical role transit plays in moving people and goods within and between Florida's metropolitan areas by removing the distinction between transit and highway projects for the purpose of spending funds from the STTF.

6. Recognizes that federal metropolitan transportation planning funds shall not be regarded as state funds for purposes of expenditure.

The United States Department of Transportation (USDOT) provides funding to metropolitan planning organizations (MPOs) to carry out their federally required duties. Those federal funds are given to states who in turn distribute them to MPOs based upon a formula agreed upon by the Florida Department of Transportation (FDOT) and the Florida MPOs and then approved by the Florida Highway Administration (FHWA). The Florida Department of Financial Services (DFS) has determined that the expenditure of federal funds by MPOs shall be subject to all state requirements, laws and regulations even where such laws conflict with federal laws, regulations and requirements. This limits the ability of the Florida MPOs to use federal funds for their intended purpose and impinges on their ability to carry out their responsibilities as outlined in federal rule. This proposal would clarify that federal monies passed through the State of Florida to MPOs and the Florida MPO Advisory Council (MPOAC) shall not be regarded as state funds for purposes of expenditure.

*Mayor Susan Haynie
Chair*

Legislative Update for the week ending 02/16/2018

Overview

This week's newsletter starts with a horrible week in Florida, I don't have words to make this positive and truly wish I could be opening with something upbeat. My compliments to Senator Lauren Book who tweeted out after the Parkland tragedy "Hug your babies". Yes, Senator that is sage advice, thank you.

There are 11 more calendar days until committees stop meeting and at this point, if your bill hasn't moved I am calling it done. Bills are updated with a "**Will not pass this session**" in this newsletter if they have not had action. Frankly, if a bill has only one committee stop then it might have a chance of advancing to a full House or Senate vote. Other than that scenario, I would not bet money on a bill's passage. There are bills that have advanced in one chamber but the companion bill has not advanced in the other chamber. In those cases, not going to happen this year. This edition of the newsletter contains predictions of what may pass. Please remember, they are just that - predictions.

Usually at this section of the newsletter I break down what is going on in the Capitol and what bills or events are influencing the actions of the legislature. I don't have the stomach or heart to write about the obvious. The Marjory Stoneman Douglas High School is on the minds and lips of everyone.

Last week I mentioned the budget and we will have a budget passed since it is what the legislature is required to do each session. We will have a few bills passed, some that appear likely to pass have been pretty heavy lifts and have taken away from the ability of other bills to get traction and much-needed attention. Minor marriages and the texting while driving bills are a few examples. The gambling compact with the Seminole Tribe is one issue that has some interested parties who bring to the table their own agendas. The Speaker wants to limit how much gambling is in Florida. As he described, Florida is a family friendly destination for tourists and a gambling-centric state is not the lifestyle he sees for our residents. The Seminole Tribe wants the compact because it gives them exclusive rights to some gambling games, essentially a monopoly and that is good for their profits. The pari-mutual industry who wants in on the gambling industry, and would love to have some of those games that are the exclusive right of the Seminole Tribe, lost one of its champions in the Senate - Jack Latvala. The budget likes the money the Seminole Tribe sends to the State and so do the legislators who craft that budget. It is hard to say how this will come out, but it is hard to imagine that the opportunity to cut a deal on gambling would be ignored. Of course, as I stated in a newsletter last year "One thing is certain in politics, nothing is certain". That may prove to be prophetic this year. Let's see what happens.

This past week, the transportation bills have been a bit quiet. Here is a breakdown of the bills we are following. That's a wrap for this week. Grab a cup of coffee and enjoy this edition of the MPOAC Legislative Update.

Carl Mikyska, Executive Director

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Important Dates for the 2018 Legislative Session

- August 01, 2017 – Deadline for filing claim bills
- November 17, 2017 - Deadline for submitting requests for drafts of general bills and joint resolutions, including requests for companion bills
- January 5, 2018 – Deadline for approving final drafts of general bills and joint resolutions, including companion bills
- January 9, 2018 - Regular Session convenes, deadline for filing bills for introduction
- February 24, 2018 - All bills are immediately certified, motion to reconsider made and considered the same day
- February 27, 2018 - 50th day, last day for regularly scheduled committee meetings
- March 9, 2018 - 60th day, last day of Regular Session

Legislation of interest to the membership

This is a summary of bills filed and published on the legislature's website as of February 16, 2018. The bills are listed in numerical order for your convenience. As the session and bills progress, this ordering of bills will make it easier to follow the status of any bill you are tracking.

Changes from last update are shown in RED

HB 33: Texting While Driving – (Toledo; Slosberg – Co-Introducers: Ahern; Burgess; Fitzenhagen; Jacobs; Metz; Stark; Altman; Asencio; Berman; Beshears; Boyd; Clemons; Cortes, J.; Cruz; Daniels; Diaz, M.; Donalds; Drake; Duran; Edwards-Walpole; Grant, M.; Gruters; Hager; Harrell; Harrison; Ingoglia; Killebrew; Leek; Mariano; McClain; McClure; Miller, M.; Moskowitz; Olszewski; Payne; Perez; Plascencia; Raschein; Russell; Smith; Spano; Stevenson; Stone; Watson, C.; White; Willhite; Williams) – Similar Bill SB 90. Revises legislative intent; requires law enforcement officer to inform motor vehicle operator of certain rights; prohibits certain actions by such officer; removes requirement that enforcement be accomplished as secondary action. The bill has added many cosponsors and gained the support of the Speaker of the House. Referred to Transportation and Infrastructure Subcommittee; Judiciary Committee; Government Accountability Committee. Passed the Transportation and Infrastructure Subcommittee; YEAS 14 NAYS 0, now in Judiciary Committee. Passed Judiciary Committee, 17 Yeas, 1 Nay. It now needs to pass Government Accountability and then can head to the House floor for a full vote. Passed Government Accountability with 20 Yeas, Zero Nays. Now headed to the House floor for a full vote of the House. Please note, Speaker Corcoran has publicly stated his support for this bill. Waiting for a vote of the full House of Representatives.

SB 72: Use of Wireless Communications Devices While Driving – (Garcia – Co-Introducers: Rodriguez; Mayfield;) – Withdrawn. Identical to SB 90.

CS/SB 90: Use of Wireless Communications Devices While Driving – (Perry – Co-Sponsor: Garcia; Mayfield; Rodriguez; Campbell; Baxley Stewart; Taddeo) – Identical to SB 72. Similar to HB 33. Revising the legislative intent relating to the authorization of law enforcement officers to stop motor vehicles and issue citations to persons who are texting while driving; requiring deposit of fines into the Emergency Medical Services Trust Fund, etc. Referred to Communications, Energy, and Public Utilities; Transportation; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; Appropriations Committee Substitute (amendment) and passed by Communications, Energy and Public Utilities (Yeas 7, Nays 1). This bill also picked up three more co-sponsors. Now in Transportation. The bill now has seven co-sponsors. The bill passed the Transportation Committee with a vote of 5 Yeas, 0 Nays. The bill now moves to the

Appropriations Subcommittee on Transportation, Tourism, and Economic Development. On the Committee Agenda for Appropriations Subcommittee on Transportation, Tourism, and Economic Development, 01/18/2018, 9:00AM 110 Senate Office Building. Passed Appropriations Subcommittee on Transportation, Tourism and Economic Development with 8 Yeas and 2 Nays. Now in Appropriations. After Appropriations Committee it will head to the Senate Floor for a full vote.

SB 116: Operation of Vehicles – (Baxley – Co-Introducers: Passidomo; Book) - Requiring drivers to vacate lanes closest to, or reduce speed and pass, vulnerable road users, authorized emergency, sanitation, and utility service vehicles or workers, and wrecker operators under certain circumstances, subject to certain requirements, etc. Referred to Transportation; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; Appropriations. **Will not pass this session.**

HB 117: Operation of Vehicles – (Stone – Co-Introducers: Hahnfeldt; Jacobs; Killebrew; Stark) - Companion Bill to SB 116. Referred to Transportation and Infrastructure Subcommittee; Government Accountability Committee. Committee Substitute passed Transportation and Infrastructure Subcommittee on a vote of 11 Yeas, 0 Nays. Pending review of Committee Substitute. Now in Government Accountability Committee. On the Government Accountability Agenda for 02/13/2018 at 3:00PM. **Passed Government Accountability - 22 Yeas, Zero Nays. Heads to Full House vote. Note that the Senate companion is not advancing, will not become law this session.**

HB 121: Texting While Driving – (Slosberg; Stark) – Similar to SB 72 and SB 90. Revises short title & legislative intent; revises penalties for violations of provisions re: texting while driving; provides enhanced penalties for violations committed in school zones & crossings; requires law enforcement agencies to adopt policies prohibiting racial profiling in enforcement; removes requirement that enforcement be accomplished as secondary action. Referred to Transportation and Infrastructure Subcommittee; Judiciary Committee; Government Accountability Committee. This bill was withdrawn and the bill sponsor (Slosberg) is a cosponsor of the newly filed HB 33: Texting While Driving bill.

SB 176: Traffic Infraction Detectors – (Hutson) – Similar to HB 6001 - Repealing provisions relating to the installation and use of traffic infraction detectors to enforce specified provisions when a driver fails to stop at a traffic signal, provisions that authorize the Department of Highway Safety and Motor Vehicles, a county, or a municipality to use such detectors, and the distribution of penalties collected for specified violations, etc. Referred to Transportation; Community Affairs; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; Appropriations. **Will not pass this session.**

SB 182: Small Business Roadway Construction Mitigation Grant Program – (Rodriguez) – Similar Bill HB 567. Requiring the Department of Transportation to create a Small Business Roadway Construction Mitigation Grant Program; requiring the program to disburse grants using funds allocated to the department by the Legislature to certain qualified businesses for the purpose of maintaining the businesses during a construction project of the department, etc. Referred to Transportation; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; Appropriations. On the Transportation Committee agenda for 02/06/2018 at 2:00PM in Room 401 of the Senate Office Building. Passed Transportation, now in Appropriations Subcommittee on Transportation, Tourism and Economic Development. **Will not pass this session.**

SB 188: Public School Transportation – (Steube) – Companion bill is HB 1299. Requiring district school boards to provide transportation to certain students; revising the speed and road conditions that meet the requirements for a hazardous walking condition; requiring a district school superintendent to request a review of a hazardous walking condition upon receipt of a written request from a parent of a student, etc. Referred to Education; Appropriations Subcommittee on Pre-K - 12 Education; Appropriations. On the Education Committee agenda for 02/12/2018 at 3:30PM in Room 412, Knott Building. **Passed Education Committee – 8 Yeas, 1 Nay. Now in Appropriations Subcommittee on Pre-K Education. Has two committees to go, will not pass this session.**

SB 206: Highway Memorial Markers – (Perry) – Requiring the Department of Transportation to establish a process, including the adoption of any forms deemed necessary by the department, for submitting applications for installation of a memorial marker; authorizing the department to install a certain sign at no charge to an applicant; authorizing an applicant to request an emblem of belief not specifically approved by the United States Department of Veterans Affairs National Cemetery Administration for incorporation in a memorial marker, subject to certain requirements, etc. Referred to Transportation; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; Appropriations. **Will not pass this session.**

HB 215: Autocycles – (Payne) – Related bill SB 504 (Perry). Defines "autocycle" & revises definition of "motorcycle"; requires safety belt usage by autocycle operator/passenger; authorizes autocycle operation without motorcycle endorsement; provides applicability. Definition of an autocycle: A three-wheeled motorcycle that has two wheels in the front and one wheel in the back; is equipped with a roll cage or roll hoops, a seat belt for each occupant, antilock brakes, a steering wheel, and seating that does not require the operator to straddle or sit astride it; and is manufactured in accordance with the applicable federal motorcycle safety standards provided in 49 C.F.R. part 571 by a manufacturer registered with the National Highway Traffic Safety Administration. Not knowing from the description what an autocycle looks like, I thought it best to share with you a picture of one. The image of an autocycle is shown below. Bill referred to Transportation and Infrastructure Subcommittee; Transportation and Tourism Appropriations Subcommittee; Government Accountability Committee. Bill passed the Transportation and Infrastructure Subcommittee (Yeas 12, Nays 2) and is now on the Transportation and Tourism Appropriations Subcommittee agenda for 11/15/2017. Bill passed the Transportation and Tourism Appropriations Subcommittee, now in Government Accountability Committee. The bill passed the Government Accountability Committee with 19 Yeas, 2 Nays. The Bill has now been placed on the Calendar for a full House vote on 01/24/2018. Passed the House with 105 Yeas and 1 Nay. Received by the Senate and assigned to Committees – Appropriations Subcommittee on Transportation, Tourism and Economic Development; Appropriations. **The Senate version has passed all committees and is waiting on a full Senate vote, this bill seems likely to become law.**



HB 243: Charter County and Regional Transportation System Surtax – (Avila; Perez) – Companion Bill is SB 688. Requires certain counties to use surtax proceeds for specified purposes related to fixed guideway rapid transit systems & bus systems; authorizes use of surtax proceeds for refinancing existing bonds; prohibits use of such proceeds for certain purposes. Referred to Transportation and Infrastructure Subcommittee; Ways and Means Committee; Government Accountability Committee. The bill was amended by the Transportation and Infrastructure Subcommittee to define eligible uses of surtax monies. The bill as written does not allow for surtax monies to be used for salaries or other personnel expense. The bill passed 12 Yeas, Zero Nays. The bill has passed the Ways and Means Committee with a vote of 14 Yeas, 6 Nays. It is now in the Government

Accountability Committee. Bill was Temporarily Postponed in Government Accountability (was to be heard on 02/08/2018), now on Government Accountability agenda for 02/13/2018 at 3:00 PM, Morris Hall. **Bill passed Government Accountability – 17 Yeas, 6 Nays. Headed to a Full House Floor vote. The Senate companion bill has one more committee stop before a full Senate floor vote. This is likely to become law.**

SB 272: Local Tax Referenda - (Brandes) – Companion bill HB 317. Revises the voter approval threshold required to pass a referendum to adopt or amend local government discretionary sales surtaxes when the referendum is held at any date other than a general election. During a general election a simple majority would be required to pass a change to a sales tax, in a non-general election the threshold would be 60 percent. Referred to Community Affairs; Appropriations Subcommittee on Finance and Tax; Appropriations; and Rules. Passed Community Affairs, now in Appropriations Subcommittee on Finance and Tax. On the Committee agenda for 01/16/2018 at 10:00AM in room 401 Senate Office Building. Passed Appropriations Subcommittee on Finance and Tax with an amendment, 6 Yeas, Zero Nays, now in Appropriations. **This bill has one more committee stop, the House companion bill has passed the full House. This bill is likely to become law.**

HB 317: Local Tax Referenda – (Ingoglia) – Companion bill SB 272. Requires local government discretionary sales surtax referenda to be held on specified dates & approved by specified percentage of voters. During a general election a simple majority would be required to pass a change to a sales tax, in a non-general election the threshold would be 60 percent. Referred to Local, Federal and Veterans Affairs Subcommittee; Ways and Means Committee; Government Accountability Committee. Passed Local, Federal and Veterans Affairs Subcommittee. Bill is now in Ways and Means Committee. Bill passed Ways and Means Committee, 18 Yeas, Zero Nays. Now in Government Accountability Committee. An amended version of the bill passed Government Accountability Committee with 17 Yeas, 3 Nays. The amendment removes the ability to hold a local tax referenda item on a non-general election ballot. The bill is on the House Calendar to be heard (and voted upon) 01/31/2018. Passed the full House vote with 84 Yeas, 27 Nays. Bill was sent to the Senate, has been assigned to four committees: Community Affairs, Appropriations Subcommittee on Finance and Tax, Appropriations, Rules. **The Senate companion bill has one more committee stop before a full Senate floor vote, this bill is likely to become law.**

SB 346: Motorcycle and Moped Riders – (Perry) – Increasing the age (from age 16 to age 21) at which persons who are operating or riding upon a certain motorcycle are exempt from protective headgear requirements, etc. Bill referred to Transportation; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; Appropriations. On Transportation Committee agenda for 11/14/2017. Passed Transportation Committee, now in Appropriations Subcommittee on Transportation, Tourism and Economic Development. **This bill has three more committee stops, will not pass this session.**

HB 353: Autonomous Vehicles – (Fisher; Brodeur – Co-introducers: Jacobs; Payne) – Related to SB 712. Authorizes person to operate, or engage autonomous technology to operate, autonomous vehicle in autonomous mode; provides that autonomous technology is deemed operator of autonomous vehicle operating in autonomous mode; provides construction & applicability; defines "human operator." Referred to Transportation and Infrastructure Subcommittee; Appropriations Committee; Government Accountability Committee. Passed Transportation and Infrastructure Subcommittee, now in Appropriations Committee. On Appropriations Committee agenda for 01/22/2018, 3:00PM, Webster Hall. Passed Appropriations Committee with 20 Yeas and Zero Nays. Next stop is Government Accountability Committee. **This bill has one committee stop left in the House, the Senate companion bill has two committee stops. Don't count this one out yet, the Senate sponsor (Brandes) is a fan of this bill and might get it through.**

SB 384: Electric Vehicles – (Brandes) – Companion bill is HB 981. Requiring the Florida Transportation Commission to review all sources of revenue for transportation infrastructure and maintenance projects and prepare a report to the Governor and the Legislature when the commission determines that electric vehicles make up a certain percentage or more of the total number of vehicles registered in this state; requiring a long-range transportation plan to consider infrastructure and technological improvements necessary to accommodate

the increased use of autonomous technology and electric vehicles, etc. Bill referred to Transportation; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; Appropriations. Bill was amended to add hybrid vehicles, when hybrid and electric vehicles comprise 2% of the total number of vehicles registered in the state, the Florida Transportation Commission must conduct a study of the fiscal impact to transportation funding. Bill as amended passed Transportation Committee 7 Yeas, Zero Nays. **This bill has two committee stops left, the House companion bill has passed all committees and is waiting on a full House floor vote. Don't count this one out yet.**

SB 504: Autocycles – (Perry) – Related bill HB 215 (see HB 215 for an image of an autocycle). Defining the term “autocycle”; requiring safety belt or, if applicable, child restraint usage by an operator or passenger of an autocycle; including an autocycle in the definition of the term “motorcycle”; authorizing a person to operate an autocycle without a motorcycle endorsement, etc. Referred to Transportation; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; Appropriations. On agenda for Transportation Committee 11/14/2017. Passed Transportation Committee, now in Appropriations Subcommittee on Transportation, Tourism and Economic Development. Passed Appropriations Subcommittee on Transportation, Tourism and Economic Development with 8 Yeas, Zero Nays. Now in Appropriations. **Passed Appropriations – 19 Yeas, Zero Nays. Next stop is a full Senate floor vote. The House version of this bill has passed the House. Likely to become law.**

HB 525: High-Speed Passenger Rail – (Grall; Magar) – Similar bill SB 572. Requires railroad companies operating high-speed passenger rail system to be responsible for certain maintenance, improvement, & upgrade costs; specifies that governmental entity is not responsible for such costs unless it consents in writing. Referred to Transportation and Infrastructure Subcommittee; Transportation and Tourism Appropriations Subcommittee; Government Accountability Committee. **Will not pass this session.**

HB 535: Statewide Alternative Transportation Authority – (Avila) – Companion bill is SB 1200. Please see the 11/17/2017 MPOAC Legislative Update Newsletter Overview for more information on this bill. Renames Florida Rail Enterprise as Statewide Alternative Transportation Authority; revises annual allocations for Transportation Regional Incentive Program; specifies annual allocations to TBARTA & authority for certain purposes; provides requirements for use of funds provided to authority; requires enterprise contracts to remain with authority; provides requirements for funding requests & county matching funds; revises & provides definitions; replaces powers & duties of enterprise re: high-speed rail system with powers & duties of authority re: alternative transportation system; exempts proposed projects funded under authority from certain development requirement. The bill was referred to Transportation and Infrastructure Subcommittee; Transportation and Tourism Appropriations Subcommittee; Government Accountability Committee. Bill was amended by Transportation and Infrastructure Subcommittee, passed 13 Yeas, Zero Nays. **This bill has two committee stops left to go, Senate version has been advancing. Will not pass this session.**

SB 542: Public Financing of Construction Projects – (Rodriguez) – Prohibiting state-financed constructors from commencing construction of certain structures in coastal areas without first conducting a sea level impact projection study and having such study published and approved by the Department of Environmental Protection; requiring the department to publish such studies on its website, subject to certain conditions, etc. Referred to Environmental Preservation and Conservation; Governmental Oversight and Accountability; Appropriations Subcommittee on the Environment and Natural Resources; Appropriations. **Will not pass this session.**

SB 544: Procurement Procedures – (Brandes) – Specifying the applicability of procedures for the resolution of protests arising from the contract solicitation or award process for certain procurements by specified transportation, expressway, and bridge authorities, etc. Referred to Transportation; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; Appropriations. On Transportation Committee agenda for 11/14/2017. Was Temporarily Postponed. Passed Transportation, now in Appropriations Subcommittee on Transportation, Tourism, and Economic Development. **This bill has two committee stops left, will not pass this session.**

SB 548: Traffic Infraction Detectors – (Campbell) – Companion Bill is HB 6001. Repealing provisions relating to the definitions of “local hearing officer” and “traffic infraction detector,” respectively and relating to the installation and use of traffic infraction detectors to enforce specified provisions when a driver fails to stop at a traffic signal, provisions that authorize the Department of Highway Safety and Motor Vehicles, a county, or a municipality to use such detectors and that cap fines and provide for the deposit and use of fines, and the distribution of specified penalties, respectively, etc. Referred to Transportation; Community Affairs; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; Appropriations. **Will not pass this session.**

HB 567: Small Business Roadway Construction Mitigation Grant Program – (Richardson) – Similar Bill SB 182. Requires DOT to create Small Business Roadway Construction Mitigation Grant Program; requires disbursement of grants to qualified businesses; limits grant amount; provides application & eligibility requirements; requires assistance by DEO; provides for award prioritization; requires report & rulemaking. Referred to Transportation and Infrastructure Subcommittee; Transportation and Tourism Appropriations Subcommittee; Government Accountability Committee. Bill was amended by Transportation and Infrastructure Subcommittee, passed 12 Yeas, Zero Nays. **Will not pass this session, has two committee stops left.**

SB 572: High-Speed Passenger Rail – (Mayfield; Co-Introducer: Gainer) – Similar bill HB 525. Designating the "Florida High-Speed Passenger Rail Safety Act"; providing powers and duties of the Florida Department of Transportation; requiring the Florida Division of Emergency Management to offer, under certain circumstances, the local communities and local emergency services located along the rail corridor training specifically designed to help them respond to an accident involving rail passengers or hazardous materials; requiring a railroad company operating a high-speed passenger rail system to be solely responsible for certain maintenance, improvement, and upgrade costs, etc. Referred to Transportation; Community Affairs; Appropriations. On Transportation Committee agenda for 11/14/2017. Passed Transportation Committee 6 Yeas, Zero Nays. Now in Community Affairs. The bill will be presented in a workshop forum at the Community Affairs Committee on 01/23/2018 at 5:00PM, Room 301, Senate Office Building. **Will not pass this session, has two committee stops left and the House companion bill has not advanced.**

HB 575: Metropolitan Planning Organizations – (Beshears) – Revises MPO voting membership requirements according to population; prohibits entire county commission from being members of governing board; revises percentage of membership which may be composed of county commissioners; requires adoption of certain bylaws; revises member reappointment provisions; requires compliance with certain provisions by specified date. MPOs with an urbanized population under 500,000 must have a board of between 5 and 11 members, MPOs with an urbanized population over 500,000 must have a board of between 5 and 15 members. The bill does not affect the Miami-Dade TPO. The bill bans weighted voting and places term limits on Governing Board Members. Referred to Transportation and Infrastructure Subcommittee; Local, Federal and Veterans Affairs Subcommittee; Government Accountability Committee. Passed Transportation and Infrastructure Subcommittee with 13 Yeas, Zero Nays. Now in Local, Federal and Veteran Affairs Subcommittee. The bill passed Local, Federal and Veterans Affairs Subcommittee with a vote of 13 Yeas, 1 Nay. The bill now moves to the Government Accountability Committee. **Will not pass this session, the Senate companion bill has not advanced.**

HB 633: Florida Smart City Challenge Grant Program – (Fischer; Co-Introducer: Jacobs) – Companion bill is SB 852. Creates Florida Smart City Challenge Grant Program within DOT; provides program goals & grant eligibility requirements; requires DOT to issue request for proposals; provides proposal requirements, grant award requirements, & requirements for use of grant funds; requires reports; requires administrative support by DOT; provides appropriation. Annual amount: \$15,000,000.00. Referred to Transportation and Infrastructure Subcommittee; Transportation and Tourism Appropriations Subcommittee; Government Accountability Committee. On the Transportation and Infrastructure Subcommittee agenda, 01/23/2018 at 9:00AM, Reed Hall. The bill passed Transportation and Infrastructure Subcommittee with 13 Yeas and Zero Nays. Now in Transportation and Tourism Appropriations Subcommittee. On Committee Agenda for

02/13/2018 at 12:30PM, Sumner Hall. **Passed Transportation and Tourism Appropriations Subcommittee – 13 Yeas, Zero Nays. Has one committee stop left. The Senate companion has two committee stops left and is scheduled on committee agenda for next week. Don't count this bill out yet, this will be a close one as to whether or not it becomes law.**

SB 688: Charter County and Regional Transportation System Surtax – (Garcia) – Companion bill is HB 243. Requiring counties, except under certain circumstances, to use surtax proceeds only for specified purposes; prohibiting the use of such proceeds for non-transit purposes, etc. Referred to Community Affairs; Appropriations Subcommittee on Finance and Tax; Appropriations. Passed Community Affairs with 5 Yeas, Zero Nays. Now in Appropriations Subcommittee on Finance and Tax. On the agenda for Appropriations Subcommittee on Finance and Tax, 01/29/2018 at 1:30PM in Room 401, Senate Office Building. Passed Appropriations Subcommittee on Finance and Tax with 6 Yeas, Zero Nays. Now in Appropriations Committee. **One Committee stop left to go, the House version is headed to a Floor vote. This bill is likely to become law.**

SB 712: Autonomous Vehicles – (Brandes) – Related to HB 353. Exempting an autonomous vehicle being operated in autonomous mode from a certain prohibition on the operation of a motor vehicle if the vehicle is actively displaying certain content that is visible from the driver's seat while the vehicle is in motion; authorizing a fully autonomous vehicle to operate in this state regardless of whether a licensed human operator is physically present in the vehicle; authorizing the Secretary of Transportation to enroll the state in any federal pilot program or project for the collection and study of data for the review of automated driving systems, etc. Referred to Transportation; Banking and Insurance; Rules. Passed Transportation with 7 Yeas and Zero Nays. The next stop is Banking and Insurance. **The House version has one committee stop left before heading to a full floor vote. Don't count this bill out yet.**

SB 782: Bollards Grant Program – (Rodriguez) - Requiring the Department of Transportation to develop the Bollards Grant Program in order to provide grants to municipalities and counties for the installation of bollards in their jurisdictions; requiring a county or municipality to specify in its application the area, which may include private property, where it intends to install bollards and why the installation is needed, etc. Annual amount: \$250,000.00. Referred to Transportation; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; Appropriations. **Will not pass this session.**

HB 807: Metropolitan Planning Organizations – (Diamond) – Companion Bill is SB 984. Allows MPOs designated after July 01, 2018 as the result of a merger of two or more existing MPOs to have at least 5 Governing Board members. The bill does not place an upper limit on the number of Governing Board members for MPOs designated after July 01, 2018 as a result of the merger of two or more existing MPOs. Assigned to Transportation and Infrastructure Subcommittee; Local, Federal and Veterans Affairs Subcommittee; Government Accountability Committee. On the Transportation and Infrastructure Committee agenda for 01/23/2018 at 9:00AM, Reed Hall. Passed Transportation and Infrastructure Subcommittee with 13 Yeas and Zero Nays. On the Committee Agenda for Local, Federal and Veterans Affairs Subcommittee on 01/29/2018 at 3:00PM in Room 12 of the House Office Building. Passed Local, Federal and Veterans Affairs Subcommittee with 11 Yeas, Zero Nays. Now in Government Accountability. **This bill has one committee stop left to go. The Senate companion bill has three committee stops left to go. Will not pass this session.**

HB 815: County and Municipal Public Officers and Employees – (Avila; Co-Introducers: La Rosa) - Companion bill is SB 1180. This bill does a number of things, of importance to MPOs are two requirements related to travel in the bill. First, out of state travel for public officials must be approved by the full governing body of the county or municipality at a publicly noticed meeting and must be on the meeting agenda with an itemized list detailing all anticipated travel expenses. The public official travel must be approved by a majority vote of the governing body. This may create problems for MPO board members to attend events/conferences and USDOT led events given that short notice travel would be virtually impossible to be approved in advance. The second issue for MPOs is the cap of lodging expenses in excess of \$120 per night.

For MPOs that are administratively housed within a County or Municipality, the lodging cap of \$120 per night would apply to you. Foreign travel by county or municipal officers cannot be paid by their government body. Travel expenses incurred by public officers and employees may only be paid for if it is incurred 24 hours before, during and after the event necessitating the travel. Travel expenses outside those timeframes cannot be paid for by the government entity. The bill has been referred to Local, Federal and Veterans Affairs Subcommittee; Public Integrity and Ethics Committee; Government Accountability Committee. Passed Local, Federal and Veterans Affairs Subcommittee with 12 Yeas and 2 Nays. Now in Public Integrity and Ethics Committee. Committee Substitute passed Public Integrity and Ethics Committee with 12 Yeas, 6 Nays. The next step will be Government Accountability Committee. **The bill has undergone some changes and is much easier to work with now. The hotel limit of \$120 per night has been removed and applies to only elected officials now. This bill has one committee stop left to go, the Senate companion bill has two committee stops left to go and is on the agenda for a committee stop this coming week. Don't count this bill out yet.**

SB 852: Florida Smart City Challenge Grant Program – (Brandes; Co-Introducer: Taddeo) – Companion bill is HB 633. Creates Florida Smart City Challenge Grant Program within DOT; provides program goals & grant eligibility requirements; requires DOT to issue request for proposals; provides proposal requirements, grant award requirements, & requirements for use of grant funds; requires reports; requires administrative support by DOT; provides appropriation. Annual amount: \$15,000,000.00. Referred to Transportation; Transportation, Tourism and Economic Development Appropriations Subcommittee; Appropriations. On the Transportation Committee agenda for 01/18/2018 at 10:00AM in Room 401 of the Senate Office Building. Passed Transportation Committee with 7 Yeas, Zero Nays. Now in Appropriations Subcommittee on Transportation, Tourism and Economic Development. **The House version has one committee stop left. This bill has two committee stops left and is scheduled on the Appropriations Subcommittee on Transportation, Tourism and Economic Development agenda for 02/21/2018 at 1:30PM in room 110, Senate Office Building. Don't count this bill out yet, this will be a close one as to whether or not it becomes law.**

HB 981: Electric Vehicles – (Olszewski) – Companion bill is SB 384. Requiring the Florida Transportation Commission to review all sources of revenue for transportation infrastructure and maintenance projects and prepare a report to the Governor and the Legislature when the commission determines that electric vehicles make up a certain percentage or more of the total number of vehicles registered in this state; requiring a long-range transportation plan to consider infrastructure and technological improvements necessary to accommodate the increased use of autonomous technology and electric vehicles, etc. Bill referred to Transportation and Infrastructure Subcommittee; Transportation and Tourism Appropriations Subcommittee; Government Accountability. Bill passed Transportation and Infrastructure Subcommittee 13 Yeas, Zero Nays. Now in Transportation and Tourism Subcommittee. On Committee agenda-- Transportation and Tourism Appropriations Subcommittee, 01/29/18, 3:00 pm, Reed Hall. Passed Transportation and Tourism Appropriations Subcommittee with 10 Yeas, 1 Nay. Passed Government Accountability Committee with 20 Yeas, Zero Nays. Next stop is a vote of the full House. **The Senate companion bill has two stops left, don't count this one out yet.**

SB 984: Metropolitan Planning Organizations – (Brandes) – Companion Bill is HB 807. Allows MPOs designated after July 01, 2018 as the result of a merger of two or more existing MPOs to have at least 5 Governing Board members. The bill does not place an upper limit on the number of Governing Board members for MPOs designated after July 01, 2018 as a result of the merger of two or more existing MPOs. The bill has been filed but not yet assigned to committees. Bill assigned to Transportation, Community Affairs, Rules. **Will not pass this session.**

SB 1012: Alligator Alley Toll Road – (Passidomo) – Requiring fees generated from tolls to be used to reimburse, by interlocal agreement effective for a specified period of time, a county or another local governmental entity for the direct actual costs of operating a specified fire station, which may be used by a county or another local governmental entity to provide fire, rescue, and emergency management services to the public, etc. Referred to Transportation; Appropriations Subcommittee on Transportation, Tourism and Economic

Development; Appropriations. On Transportation Committee agenda for 01/18/2018 at 10:00AM in room 401 of the Senate Office Building. Passed Transportation Committee with 7 Yeas, Zero Nays. Now in Appropriations Subcommittee on Transportation, Tourism and Economic Development. Passed Appropriations Subcommittee on Transportation, Tourism and Economic Development with 10 Yeas, Zero Nays. Next stop is Appropriations Committee. **There is not a House companion bill.**

HB 1033: Dockless Bicycle Sharing – (Toledo) – Companion bill is SB 1304 by Young. Providing insurance requirements for a bicycle sharing company; providing requirements for dockless bicycles made available for reservation by such company, etc. Bill referred to Careers and Competition Subcommittee; Commerce Committee. On the agenda for Careers and Competition Subcommittee for 01/16/2018 at 3:00PM in room 216 in the Capitol Building. Amended version passed Careers and Competition Subcommittee with 13 Yeas, 1 Nay. Now in Commerce Committee. **Has one committee stop to go before a full House vote. The Senate companion bill has two committee stops to go. Not likely to pass this session.**

SB 1180: County and Municipal Public Officers and Employees – (Steube) – Companion bill is HB 815. This bill does a number of things, of importance to MPOs are two requirements related to travel in the bill. First, out of state travel for public officials must be approved by the full governing body of the county or municipality at a publicly noticed meeting and must be on the meeting agenda with an itemized list detailing all anticipated travel expenses. The public official travel must be approved by a majority vote of the governing body. This may create problems for MPO board members to attend events/conferences and USDOT led events given that short notice travel would be virtually impossible to be approved in advance. The second issue for MPOs is the cap of lodging expenses in excess of \$120 per night. For MPOs that are administratively housed within a County or Municipality, the lodging cap of \$120 per night would apply to you. Foreign travel by county or municipal officers cannot be paid by their government body. Travel expenses incurred by public officers and employees may only be paid for if it is incurred 24 hours before, during and after the event necessitating the travel. Travel expenses outside those timeframes cannot be paid for by the government entity. The bill has been referred to Ethics and Elections; Community Affairs; Rules. On the Ethics and Elections Committee Agenda for 02/13/2018 at 2:00PM in Room 412, Knott Building. **Passed Ethics and Elections Committee – 5 Yeas, 3 Nays. On the Community Affairs Committee Agenda for 02/20/2018 at 1:30PM in Room 301, Senate Office Building. The House version has one committee stop left to go, don't count this bill out yet.**

SB 1188: Strategic Intermodal System – (Rouson) – Companion Bill is HB 1277. Specifies that the Strategic Intermodal System and the Emerging SIS shall include existing or planned corridors that are managed lanes of transit. Referred to Transportation; Community Affairs; Rules. On the Transportation Committee Agenda for 02/13/2018 at 2:00PM in Room 401 of the Senate Office Building. **Passed Transportation Committee – 6 Yeas, Zero Nays. Now in Community Affairs. The House version is not advancing, will not pass this session.**

SB 1200: Statewide Alternative Transportation Authority – (Young; Co-Introducer: Galvano) – Companion bill is HB 535. Please see the 11/17/2017 MPOAC Legislative Update Newsletter Overview for more information on this bill. Renames Florida Rail Enterprise as Statewide Alternative Transportation Authority; revises annual allocations for Transportation Regional Incentive Program; specifies annual allocations to TBARTA & authority for certain purposes; provides requirements for use of funds provided to authority; requires enterprise contracts to remain with authority; provides requirements for funding requests & county matching funds; revises & provides definitions; replaces powers & duties of enterprise re: high-speed rail system with powers & duties of authority re: alternative transportation system; exempts proposed projects funded under authority from certain development requirement. The bill was referred to Transportation; Transportation, Tourism and Economic Development Appropriations Subcommittee; Appropriations. On Transportation Committee agenda for 02/06/2018 at 2:00PM in Room 401 of the Senate Office Building. Passed Transportation Committee with 6 Yeas, 1 Nay. On the Appropriations Subcommittee on Transportation, Tourism and Economic Development Agenda for 02/14/2018 at 1:30PM in Room 110, Senate Office Building.

Passed Appropriations Subcommittee on Transportation, Tourism and Economic Development – 7 Yeas, 3 Nays. Now in Appropriations Committee. House companion bill has two committee stops left to go, will not pass this session.

HB 1277: Strategic Intermodal System – (Willhite) – Companion Bill is HB 1188. Specifies that the Strategic Intermodal System and the Emerging SIS shall include existing or planned corridors that are managed lanes of transit. Referred to Transportation and Infrastructure Subcommittee; Transportation and Tourism Appropriations Subcommittee; Government Accountability. **Will not pass this session.**

HB 1299: Public School Transportation – (Raburn) – Companion bill is HB 188. Requiring district school boards to provide transportation to certain students; revising the speed and road conditions that meet the requirements for a hazardous walking condition; requiring a district school superintendent to request a review of a hazardous walking condition upon receipt of a written request from a parent of a student, etc. Referred to PreK-12 Innovation Subcommittee; PreK-12 Appropriations Subcommittee; Education. Passed PreK-12 Innovation Subcommittee with 10 Yeas and Zero Nays. Now in PreK-12 Appropriations Subcommittee. **This bill has two committee stops left to go, will not pass this session.**

SB 1304: Dockless Bicycle Sharing – (Young) – Companion bill is HB 1033 by Toledo. Providing insurance requirements for a bicycle sharing company; providing requirements for dockless bicycles made available for reservation by such company, etc. Bill referred to Banking and Insurance; Community Affairs; Rules. On the Banking and Insurance Committee Agenda for 02/06/2018 at 11:00AM in Room 110 of the Senate Office Building. Passed Banking and Insurance Committee with 8 Yeas, 2 Nays. On the Community Affairs Committee Agenda for 02/13/2018 at 10:00AM in Room 301 of the Senate Office Building. **Was not considered at last committee stop. Has two committee stops to go, the House version has one committee stop to go. Not likely to pass this session.**

SB 1350: Airports – (Perry) – Increasing eligibility for certain funding by the DOT to include airports that have fewer than a specified number of commercial passenger enplanements annually. Bill referred to Transportation; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; Appropriations. **Will not pass this session.**

SB 1516: Metropolitan Planning Organizations – (Perry) – This is a companion bill to HB 575, at this time the two bills are identical – HB 575 is likely to undergo revisions. Revises MPO voting membership requirements according to population; prohibits entire county commission from being members of governing board; revises percentage of membership which may be composed of county commissioners; requires adoption of certain bylaws; revises member reappointment provisions; requires compliance with certain provisions by specified date. MPOs with an urbanized population under 500,000 must have a board of between 5 and 11 members, MPOs with an urbanized population over 500,000 must have a board of between 5 and 15 members. The bill does not affect the Miami-Dade TPO. The bill bans weighted voting and places term limits on Governing Board Members. The bill was filed on 01/04/2018, on 01/12/2018 it was referred to Transportation, Community Affairs and Rules. **Will not pass this session.**

HB 6001: Traffic Infraction Detectors – (Avila; Ingoglia) – Similar to SB 176. Companion Bill is SB 548. Repeals provisions relating to installation & use of traffic infraction detectors to enforce specified provisions when driver fails to stop at traffic signal, provisions that authorize DHSMV, county, or municipality to use such detectors, & provisions for distribution of penalties collected for specified violations. Referred to Appropriations Committee, on the Committee agenda for 10/10/2017. Bill passed Appropriations Committee (Yeas 16, Nays 10). Bill has been placed on Calendar for Full House Vote. The Bill passed the full House on a vote of 83 Yeas, 18 Nays. This bill has been sent to the Senate. **Senate version has not advanced, will not pass this session.**

DISCUSSION ITEM

Letter Requesting Consideration and Approval from City of Groveland - Granting a Voting Representative on the MPO Governing Board

ATTACHMENTS:

1. Letter from City of Groveland
2. Resolution from City of Groveland
3. Email from MPOAC detailing the process for reapportionment
4. MPO Bylaws
5. MPO Creation Documents



CITY OF GROVELAND
156 S. LAKE AVENUE
GROVELAND, FL 34736

PHONE 352-429-2141
FAX 352-429-3852

"The City with a future, watch us grow!"

January 23, 2018

Mr. Tim Sullivan
Lake-Sumter Metropolitan Planning Organization
225 West Guava Street, Suite 211
Lady Lake, FL, 32159

Director Sullivan:

This letter is to formally and respectfully request for consideration and approval the granting of a voting representative membership for the City of Groveland upon the Lake-Sumter MPO Governing Board. Lake and Sumter counties along with the entire central Florida region have experienced steady population growth over the past decade and this growth is anticipated to continue for the foreseeable future. The City of Groveland's population has been determined to be 15,205 by the University of Florida's Bureau of Economic and Business Research (April 1, 2017). This determination makes Groveland the 5th most populous municipality within Lake County. In accordance with Chapter 339.175 (3), (a), Florida Statutes, and the Lake Sumter MPO Apportionment Plan (December 9, 2003) the City of Groveland hereby makes this formal request for consideration and approval for a voting membership for the City of Groveland upon the Lake Sumter MPO Governing Board.

The City of Groveland has been an active and supportive member of the Lake-Sumter MPO for over thirteen (13) years. Together the Lake Sumter MPO, the City of Groveland and the other municipal and county Board members and ex-officio members have guided the growth and development of transportation infrastructure within Lake and Sumter Counties. The City of Groveland stands ready to continue to work with the Cities and Counties of the Lake Sumter MPO Governing Board to continue the prudent planning of the transportation infrastructure for our region.

Please find attached City of Groveland Resolution 2017-10-37 that formally memorializes the City's request for consideration and approval to be seated as a voting member upon the Lake Sumter MPO Governing Board. Please confirm receipt of this correspondence at your earliest convenience and advise when the request will be heard for consideration by the MPO Governing Board. Thank you for your attention to this matter.

Sincerely,

Michael Hein, Interim City Manager
City of Groveland

Enclosure: City of Groveland Resolution 2017-10-37

RESOLUTION 2017-10-37

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVELAND, FLORIDA, FORMALLY REQUESTING IMMEDIATE CONSIDERATION BY THE LAKE SUMTER METROPOLITAN PLANNING ORGANIZATION'S GOVERNING BOARD FOR THE APPOINTMENT OF A REPRESENTATIVE OF THE CITY OF GROVELAND TO THE LAKE SUMTER METROPOLITAN PLANNING ORGANIZATION GOVERNING BOARD IN ACCORDANCE WITH CHAPTER 339.175(3)(a), FLORIDA STATUTES; AND TO REQUEST A PERMANENT VOTING POSITION FOR THE CITY OF GROVELAND ON THE LAKE-SUMTER MPO GOVERNING BOARD; PROVIDING FOR FINDINGS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the designated local governmental entities and their appointment by the Governor to the Lake-Sumter MPO are stipulated by the approved Lake Sumter MPO Apportionment Plan, dated December 9, 2003; and,

WHEREAS, the Lake-Sumter Metropolitan Planning Organization (MPO) was created through execution of an Interlocal Agreement between the Florida Department of Transportation (FDOT), the Counties of Lake and Sumter, the town of Astatula, the City of Clermont, the City of Eustis, the City of Fruitland Park, the City of Groveland, the Town of Howey-in-the-Hills, the Town of Lady Lake, the City of Leesburg, the City of Mascotte, the City of Minneola, the Town of Montverde, the City of Mount Dora, the City of Tavares and the City of Umatilla, dated January 31, 2004; and,

WHEREAS, the membership and participation on the Governing Board of the Lake-Sumter MPO is governed by the requirements of Chapter 339.175(3) (a), *Florida Statutes* that provides for the voting membership of the MPO Governing Board based on "an equitable geographic population ratio basis, based on an agreement among the affected units of the general-purpose local government and the Governor, as required by federal regulations."; and,

WHEREAS, the municipal membership of the Lake-Sumter MPO Governing Board is defined in Section 1.1 (A) of the adopted Lake-Sumter MPO By-Laws and provides voting privileges to the seven (7) Lake County municipalities with the highest populations; and,

WHEREAS, the municipal membership of the Lake-Sumter MPO Governing Board based on the 2010 Census and as defined in Section 1.1 (B) of the adopted Lake-Sumter MPO By-Laws includes the cities of Clermont, Eustis, Lady Lake, Leesburg, Minneola, Mount Dora and Tavares, based on the municipalities representing the top seven (7) most populous cities within Lake County; and,

WHEREAS, the University of Florida’s Bureau of Economic and Business Research (BEBR) has documented that the population of Lake County in general and the City of Groveland in particular have continued to significantly increase after the 2010 US Census; and,

WHEREAS, the University of Florida’s Bureau of Economic and Business Research (BEBR) has estimated that the population of Lake County has increased by over 26,000 persons and the City of Groveland population has increased by over 4,800 persons after the 2010 US Census through 2016; and,

WHEREAS, the University of Florida’s Bureau of Economic and Business Research (BEBR) has identified Groveland as one (1) of the top four (4) Cities in Florida by percentage change in populations since 2010 with a 55.9% increase in population from 2010 through 2016; and,

WHEREAS, the findings of the University of Florida’s Bureau of Economic and Business Research (BEBR) addressing the current (2016) populations of all other municipalities located in Lake County have identified that the seven (7) most populous Cities within Lake County are now:

1. Clermont 34,667 population
2. Leesburg 22,000 population
3. Eustis 20,127 population
4. Tavares 15,996 population
5. Lady Lake 14,687 population
6. Mount Dora 13,949 population
7. Groveland 13,605 population; and,

WHEREAS, based on the aforementioned population updates, the City of Groveland is now the seventh most populous municipality within Lake County and is therefore eligible to be on the Lake –Sumter MPO Governing Board in accordance with of Chapter 339.175(3)(a), *Florida Statutes* that provides for the voting membership of the MPO Governing Board based on “an equitable geographic population ratio basis, based on an agreement among the affected units of the general-purpose local government and the Governor, as required by federal regulations.”

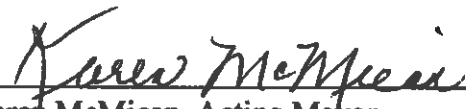
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GROVELAND, FLORIDA, AS FOLLOWS:

1. The City of Groveland respectfully requests formal consideration by the Lake Sumter MPO Executive Committee and approval by the Lake-Sumter MPO Governing Board at its next regularly scheduled Governing Board meeting for the seating of the City of Groveland upon the Lake-Sumter MPO Governing Board in accordance with Chapter 339.175(3)(a), *Florida Statutes* and the Lake Sumter MPO Apportionment Plan (December 9, 2003).
2. The City of Groveland respectfully requests the revision of the Lake-Sumter MPO By-Laws Section 1.1(B.) and (C.) to reflect the City of Groveland’s Governing Board member position (B.), permanent voting position (B.) and removal from the At-Large Representative voting position (C.).

3. Upon formal appointment to the Lake-Sumter MPO Governing Board, the City of Groveland (through its representative) shall assume all the duties, responsibilities and obligations as provided for Lake-Sumter MPO Governing Board members as outlined in the Lake-Sumter MPO Governing Board By-Laws, including but not limited to the following: Lake-Sumter MPO Governing Board By Laws Section 1.2: Officers and Duties, Section 1.3: Executives Committee and Duties; Section 1.4 Appointments Section 1.6: Responsibilities and Functions; Section 1.7: Subcommittees and Section 1.8 Emergency Revisions and Amendments.

4. The City of Groveland respectfully requests the timely revision of any other related documents, Interlocal Agreements, Apportionment memos, et al. to reflect the City of Groveland's Governing Board position and permanent voting position within the Lake-Sumter MPO.

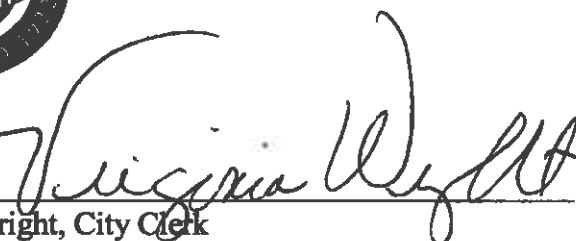
PASSED and ADOPTED at a regular meeting of the City Council of the City of Groveland, Lake County, Florida this 16 day of October 2017.



Karen McMican, Acting Mayor
City of Groveland, Florida

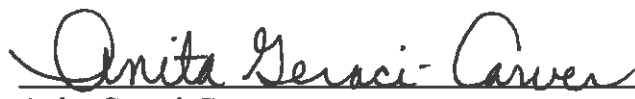


ATTEST:



Virginia Wright, City Clerk

Approved as to Form:



Anita Geraci-Carver
City Attorney

Passed First Reading 10-16-17

Council Member Sweatt moved the passage and adoption of the above and ~~foregoing~~ Resolution. Motion was seconded by Council Member Griffin and upon roll call on the motion the vote was as follows:

	YEA	NAY
John Griffin	✓	
Karen McMican		
Mike Radzik	✓	
George Rosario		
Dina Sweatt	✓	

Cc: Jeff Kramer <kramer@cutr.usf.edu>
Subject: FW: Formal MPO Board Member Request

Mike,

Good to chat with you, here are some considerations for you to share with your board. If you have any questions please do not hesitate to call.

Grin Big,

CARL MIKYSKA, EXECUTIVE DIRECTOR
MPOAC
605 SUWANNEE STREET, MS 28B
TALLAHASSEE, FL 32399-0450

carl.mikyska@mpoac.org
850/414-4062

From: Kramer, Jeffrey [<mailto:kramer@cutr.usf.edu>]
Sent: Tuesday, January 23, 2018 4:07 PM
To: Mikyska, Carl <Carl.Mikyska@dot.state.fl.us>
Subject: FW: Formal MPO Board Member Request

Here are a few issues related to this request that the Lake-Sumter MPO should have their attorney explore and that they should be generally aware of:

- Section 339.175(4) F.S. discusses apportionment - Florida statutes state that "Each M.P.O. shall review the composition of its membership in conjunction with the decennial census, as prepared by the United States Department of Commerce, Bureau of the Census, and with the agreement of the Governor and the affected general-purpose local government units that constitute the existing M.P.O., reapportion the membership as necessary to comply with subsection (3)." Subsection 3 relates to voting membership and the conditions for determining the voting membership of the MPO. It should be noted that the statutes clearly identify the appropriate data source for population as "... the decennial census, as prepared by the United States Department of Commerce, Bureau of the Census..." The City of Groveland is basing their request on the most recent estimate of population as determined by the University of Florida's Bureau of Economic and Business Research (BEBR). While the City's claim to being the fifth most populous municipality in Lake County may be supported by the BEBR estimate, it is not the BEBR estimate that governs MPO apportionment, implying that the existing MPO membership need not be compelled to reconsider the existing apportionment plan until the Bureau of the Census releases the results of the next decennial census. That said, nothing in statute prohibits the existing membership of the Lake-Sumter MPO to consider making a change in their apportionment plan between decennial census.
- Section 450.310 of the Statewide and Nonmetropolitan Transportation Planning; Metropolitan Transportation Planning; Final Rule (implementing 23 CFR Parts 450 and 771 and 49 CFR Part 613) discusses MPO designation and redesignation - A change in the apportionment plan would likely trigger the federal MPO redesignation requirement which states, "Redesignation of an MPO (in accordance with the provisions of this section) is required whenever the existing MPO proposes to make: (1) A substantial change in the proportion of voting members on the existing MPO representing the largest incorporated city, other units of general purpose local government served by the MPO, and the State(s); or (2) A substantial change in the decisionmaking authority or responsibility of the MPO, or in decisionmaking procedures established under MPO by-laws." Replacing an existing MPO Board member with the City of Groveland would likely constitute a substantial change in this context. Redesignation requires, "agreement between

- the Governor and units of general purpose local government that together represent at least 75 percent of the existing metropolitan planning area population (including the largest incorporated city, based on population, as named by the Bureau of the Census)” and would likely be both time consuming and costly.
- Section 339.175(3) F. S. discusses voting membership - Florida statutes state that “The voting membership of an M.P.O. shall consist of at least 5 but not more than 25 apportioned members, with the exact number determined on an equitable geographic-population ratio basis, based on an agreement among the affected units of general-purpose local government and the Governor, as required by federal regulations.” The term “equitable geographic-population ratio basis”, while not defined in statute, generally has been taken to mean that voting seats are allocated in accordance with the roughly proportionate share of the population for each unit of general purpose of local government as defined by the Census, since this is the data source referenced in statute as it relates to apportionment. Again, nothing in statute prohibits the existing membership of the Lake-Sumter MPO to consider making a change in their apportionment plan between decennial census, including replacing an existing member of the MPO with another, similarly-sized, municipality or expanding the MPO to accommodate an additional municipality. This may, however, trigger the Federal redesignation requirement.
 - Outside of the realm of what is allowable and applicable under Federal or State rule or statute, the Lake-Sumter MPO should remain cognizant of the precedent that is set in considering a change in the apportionment plan in between the decennial census. Other municipalities in the existing MPO area may be growing at even faster rates than the City of Groveland and may make a similar request in a future year. Larger municipalities may be growing at a pace that supports a claim for more than one voting member. Frequent changes in the voting structure would likely be disruptive to the ongoing planning process in the metropolitan area and be both time consuming and costly.
 - The Lake-Sumter MPO would be well advised to seek legal counsel with regard to the issue of apportionment, board representation, and redesignation prior to making any decision with regard to the request by the City of Groveland.

Jeff



Jeff Kramer, AICP
Senior Research Associate
Center for Urban Transportation Research
University of South Florida
4202 Fowler Ave., CUT100
Tampa, FL 33620-5375
813-974-1397
kramer@cutr.usf.edu

From: Mikyska, Carl [<mailto:Carl.Mikyska@dot.state.fl.us>]
Sent: Tuesday, January 23, 2018 11:30 AM
To: Kramer, Jeffrey <kramer@cutr.usf.edu>
Subject: FW: Formal MPO Board Member Request



BYLAWS OF THE

LAKE~SUMTER METROPOLITAN

PLANNING ORGANIZATION

GOVERNING BOARD

EXECUTIVE COMMITTEE

TECHNICAL ADVISORY COMMITTEE

CITIZENS' ADVISORY COMMITTEE

BICYCLE & PEDESTRIAN ADVISORY

COMMITTEE

PREAMBLE

The following sets forth the Bylaws, policies, and procedures, which shall serve to guide the proper functioning of the Urban Transportation Planning Process for the Lake~Sumter Metropolitan Planning Organization (MPO). The intent is to provide procedures and policies for the MPO Governing Board, the MPO Technical Advisory Committee (TAC), the MPO Citizens' Advisory Committee (CAC) and the MPO Bicycle & Pedestrian Advisory Committee (BPAC) for fulfilling the requirements of the Federal Highway Act of 1962, Federal Highway Act of 1974, Section 339.175, Florida Statutes, and will operate under the provisions of Section 163.01, Florida Statutes, as amended, and subsequent laws setting forth requirements for transportation planning for all modes of travel and to insure the accomplishment of the planning tasks within a cooperative framework properly related to comprehensive planning on a continuous basis.

SECTION 1.0: BYLAWS OF THE METROPOLITAN PLANNING ORGANIZATION (MPO)

The Governor, under Section 339.175 of the Florida Statutes, designated and apportioned the membership of the MPO on December 9, 2003. On October 22, 2010 the Governor affirmed the Re-designation Plan of the MPO to include all of Sumter County. The governing body of each governmental entity so designated shall appoint the appropriate number of members to the MPO. The designated local governmental entities and their appointment by the Governor are stipulated by the approved Lake~Sumter MPO Apportionment Plan on December 9, 2003, and incorporated into this document by reference.

The Clerk of the MPO is the Executive Assistant to the Executive Director of the MPO, whose address is 1616 South 14th St., Leesburg, FL 34748, telephone number 352-315-0170. The duties of the Clerk include, but are not limited to, assisting the Executive Director and the MPO Governing Board in day – to-day operations of the MPO, ensuring compliance with public meeting notice requirements, distribution of and posting of public meeting agendas, maintaining public meeting minutes, attesting resolutions and other documents, and recording of documents when required.

SECTION 1.1: MEMBERSHIP APPOINTMENT, QUALIFICATION, AND TERMS OF OFFICE

- A. There shall be thirty (30) governing board member positions of the MPO, with sixteen (16) of those possessing voting privileges. The voting positions consist of fourteen (14) permanent voting positions and two (2) rotating At-Large Representative municipal voting positions; one (1) Lake County and one (1) Sumter County. In addition to the voting positions, the MPO Governing Board consists of ten (10) non-voting positions and four (4) ex-officio non-voting positions.
- B. The fourteen (14) permanent voting positions shall be assigned to (number of votes in parentheses): Clermont (1), Eustis (1), Lady Lake (1), Leesburg (1), Minneola (1), Mount Dora (1), Tavares (1), Sumter County (2) and Lake County (5), which possesses a voting position for each of the five county commissioners.

- C. The seven (7) governing board positions among which the At-Large Representative voting privilege shall rotate for Lake County shall be those of: Astatula, Fruitland Park, Groveland, Howey-in-the-Hills, Mascotte, Montverde and Umatilla. The at-large position shall be subject to a one year term beginning on January 1, changing each year, and rotating in alphabetical order. Astatula was the first rotating member government with an at-large term beginning January 1, 2005.
- D. The five (5) governing board positions among which the At-Large Representative voting privilege shall rotate for Sumter County shall be those of: Bushnell, Center Hill, Coleman, Webster and Wildwood. The at-large position shall be subject to a one year term beginning on January 1, changing each year, and rotating in alphabetical order. Bushnell shall be the first rotating member government with an at-large term beginning January 1, 2011.
- E. 1. In the event a municipality declines to participate as an At-Large Representative for either Lake County or Sumter County, the rotating voting privilege shall, upon action by the Governing Board, rotate to the next specified municipality in the alphabetical rotation and shall remain with that municipality for the remaining of the term, which is until the end of the calendar year. The At-Large Representative voting privilege shall rotate the following calendar year to the next municipality in the alphabetical rotation.
2. In the event that neither the municipal representative nor the alternate representative currently possessing At-Large voting privileges is present at a meeting of the MPO Governing Board, voting privileges - for that meeting only - shall revert to the municipal representative or alternate representative possessing At-Large voting privileges the previous term.
- F. Ex-officio non-voting members include: Florida Central Railroad, Lake County School Board, Sumter County School Board, and the Central Florida Expressway Authority.
- G. MPO Governing Board members, both primary and alternate, shall be designated by the elected body of the member government or by the board of the member entity. Documentation of designation shall be provided to the MPO Executive Assistant in the form of minutes from the meeting at which the designation occurred. Alternate designees shall be entitled to the right to participate in meetings. However, if a primary and an alternate representing a voting member government are both present, only one may vote on action items. All members, whether voting members or not, shall have the right to participate in the discussion of items to come before the MPO Governing Board.
- H. The MPO Governing Board members shall serve four (4) year terms. Membership shall terminate upon the member leaving his/her elective or appointive office for any reason or by a majority vote of the total membership of a county or city governing body represented by the member. Vacancies shall be filled by the original appointing body. Members may be reappointed for one (1) or more additional four (4) year terms.

- I. Code of Ethics. Members, Officers, and Employees are required to comply with Florida Statute 112, Part III, Code of Ethics for Public Officers and Employees. Members are expected to abide by the ethical rules which govern their service on the organization they represent.
- J. All MPO Governing Board members (designated or alternate) shall avoid any professional conflict of interest and prevent the appearance of undue influence. Any member who becomes aware of any type of conflict or attempt to influence shall make it known to the staff liaison and either excuse himself/herself from the proceedings, and/or file a conflict of interest form into the record.
- K. The MPO’s procedures for complying with federal requirements associated with Title VI of the Civil Rights Act of 1964 are outlined in the organization’s Title VI Nondiscrimination Plan and Limited English Proficiency Plan. Additionally, more information on the Title VI Complaint Procedure is contained in Addendum II of the MPO’s Title VI Program.

SECTION 1.2: OFFICERS AND DUTIES

- A. The following officers shall be elected each year:
 - 1. Chair
 - 2. Chair-Elect
 - 3. 1st Vice Chair / Secretary
 - 4. 2nd Vice Chair
- B. Officers shall be voting members on the MPO Governing Board. Officers shall be elected by a majority of the voting members present at the last scheduled organizational meeting of the year and shall serve a term of one (1) year, starting with the January meeting.
- C. The Chair shall preside at all meetings and in the event of his/her absence or at his/her direction, the Chair-Elect shall assume the powers and duties of the Chair.
- D. The 1st Vice-Chairman/Secretary shall be responsible for ensuring the minutes and records of the MPO are kept in proper order,
- E. Officers shall pursue at least one continuing education opportunity each year through the MPO Advisory Council or other acceptable forum.
- F. Should an officer position become vacant, the MPO Governing Board shall fill the position through election at the next regularly scheduled meeting.
- G. All official contracts, agreements and other documents approved for action by the MPO shall be signed by the Chair or a designee approved by the Governing Board.

SECTION 1.3: EXECUTIVE COMMITTEE AND DUTIES

- A. The following board members shall comprise the Executive Committee:
 - 1. Chair

2. Chair-Elect
 3. 1st Vice Chair / Secretary
 4. 2nd Vice Chair
 5. Immediate Past Chair
 6. At-Large Representative for Lake County
 7. At-Large Representative for Sumter County
- B. The Immediate Past Chair shall be eligible to serve on the Executive Committee until such time that a change in Chair results in a new Immediate Past Chair.
- C. The At-Large Representative for Lake County holds the voting privilege rotating annually among: Astatula, Fruitland Park, Groveland, Howey-in-the-Hills, Mascotte, Montverde and Umatilla.
- D. The At-Large Representative for Sumter County holds the voting privilege rotating annually among: Bushnell, Center Hill, Coleman, Webster and Wildwood.
- E. The purpose of the Executive Committee is recommend agenda items for Governing Board consideration and to efficiently address matters not feasible to be heard by the full MPO Governing Board in a timely fashion.
- F. The MPO Governing Board may refer items to the Executive Committee for action or recommendation.
- G. The Chair may convene the Executive Committee for items deemed appropriate for Executive Committee review or action.
- H. To provide balanced representation on the Executive Committee among counties and municipalities, the MPO Governing Board, at the time of the election of officers, shall attempt to fill, if feasible, officer positions by rotating between municipal and county representatives as officers are advanced, when feasible, to the next level of elected office.

SECTION 1.4: APPOINTMENTS

- A. The Chair, Chair-Elect, 1st Vice Chair, 2nd Vice Chair, Immediate Past Chair and one voting member elected by the MPO Governing Board shall be appointed to serve as the three primary and three alternate appointments to the Central Florida MPO Alliance. The Executive Committee shall designate which of the aforementioned positions shall serve in a primary capacity and which shall serve in an alternate capacity.
- B. The Chair shall automatically serve as the primary appointment to the Florida MPO Advisory Council. The Chair-Elect and 1st Vice Chair shall automatically serve as alternates.
- C. At the time of election of officers, a member of the MPO Governing Board, voting or non-voting, shall be elected as Chair of the Lake County Transportation Disadvantaged Coordinating Board.

- D. At the time of election of officers, a member of the MPO Governing Board, voting or non-voting, shall be elected as Chair of the Sumter County Transportation Disadvantaged Coordinating Board.
- E. At the time of election of officers, a member of the MPO Governing Board, voting or non-voting, shall be elected as Chair of the Bicycle & Pedestrian Advisory Committee.
- F. Should an elected appointment position become vacant, the appointment shall be filled by election at the next regular meeting of the MPO Governing Board.

SECTION 1.5: MEETINGS

- A. All meetings of the MPO Governing Board and advisory committees shall be open to the public and opportunities for public comments shall be provided. All public meetings and hearings shall be held in locations that are accessible to people with disabilities.
- B. In accordance with the provisions of federal and state laws, public meetings that are part of the public participation plan will be conducted at convenient and accessible locations at convenient times. In addition, MPO will utilize visualization techniques to describe the plans and make public information available, when possible, in an electronically accessible format and in plain language.
- C. Regular meetings of the MPO shall typically be held on the 4th Wednesday of each applicable month at a time and place to be designated by the Chair. Regular meeting dates and times may be changed by action of the MPO to accommodate holidays and/or other reasons. MPO Governing Board shall meet at least four times a year at a time and location designated by the Governing Board.
- D. Special meetings may be called by the Chair, by the Chair-Elect, or the MPO Governing Board. Reasonable notice must be provided to the members and alternates for special meetings.
- E. A majority of voting members on the MPO Governing Board shall constitute a quorum for the transaction of business. MPO Governing Board members must be present to cast a vote. Any business transacted by MPO Governing Board must be approved by not less than a majority of the votes cast.
- F. Voting Procedures. Voting shall be by voice, except that a roll call vote shall be held to adopt and/or amend the Long Range Transportation Plan and Transportation Improvement Program, as required by Federal and State Law. In all other instances, voting shall be by voice unless a Board Member specifically requests a roll call vote on a particular matter. All other questions or procedures shall be governed by the most recent edition of Robert's Rules of Order
- G. An agenda shall be prepared for each meeting. Items may be placed on the agenda by any voting or non-voting member, the TAC, the CAC, the BPAC, or the staff. Notices and tentative agendas shall be sent to members and alternates seven (7) days prior to the regular meeting dates, and shall be made available to the public at least four (4) days in advance of the meeting.

Agenda changes may be made at any meeting by two-thirds (2/3) vote of the MPO Governing Board, provided that all agenda changes are made in accordance with Section 6.0 (“MPO Public Participation Policy”) below.

- H. Advance notification of all meetings, both regular business and special, shall be provided as required by applicable law.
- I. The MPO’s public involvement process shall provide for early and continuing involvement in the transportation planning and programming process to all segments of the community. As specifically stated in the federal legislation, these segments are freight shippers, users of public transit, citizens, providers of transportation, affected public agencies, representatives of transportation agency employees, other interested parties, and segments of the community affected by transportation plans, programs, and projects. The process shall also provide for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low income and minority households which may face challenges accessing employment and other amenities.
- J. Minutes shall be kept of all meetings.
- K. If the Bylaws do not address a particular issue that comes before the MPO, and if the statute that the MPO is operating under does not cover said item, then *Robert’s Rule of Order* shall take precedence.

SECTION 1.6: RESPONSIBILITIES AND FUNCTIONS OF THE MPO

- A. The MPO is charged with the overall responsibility for preparation, approval, and implementation of the intermodal urban transportation planning and programming process for the Lake-Sumter MPO area and all plans and programs that are developed through the process. The MPO is responsible for defining transportation related goals and objectives and ensuring that the transportation planning process embodies these goals and objectives.
- B. The MPO is responsible for the preparation and publication of the following:
 - 1. Annual Report of MPO Accomplishments and activities for the purpose of disseminating information to the public at the January meeting each year.
 - 2. Certification Document for the purpose of obtaining the transportation planning program for the next fiscal year.
- C. Citizen Involvement:
 - 1. The MPO shall guide and assist the MPO Citizens’ Advisory Committee (CAC) in their activities and shall be responsible for public involvement programs undertaken by the study.
 - 2. The MPO shall provide the opportunity at each of its meetings for citizens to comment or be heard on any matter pertinent to the urban transportation planning process.

3. The public may obtain information or make submissions or requests concerning MPO Governing Board matters to the Executive Director, Lake~Sumter MPO 1616 South 14th Street, Leesburg, Florida 34748, by calling 352-315-0170 or emailing TJFish@LakeSumterMPO.com.

SECTION 1.7: SUBCOMMITTEES

- A. Subcommittees may be designated by the MPO as necessary to investigate and report on specific subject areas of interest to the MPO. These may include but are not limited to:
 1. Airports
 2. Highways
 3. Mass Transit (Public Transportation)
 4. Transportation needs of "transportation disadvantaged" groups
 5. Directions for future growth (local Comprehensive Plan reviews)
- B. Subcommittees may be designated as necessary to deal with administrative and legislative procedures. These may include:
 1. Administrative topics
 2. Bylaws
 3. Nominating
 4. Legislative Issues

SECTION 1.8: EMERGENCY REVISIONS AND AMENDMENTS

- A. Establishment of Need for Emergency Revisions or Amendments

In circumstances in which the MPO is notified by a state or federal agency that an immediate minor revision is necessary for clarification of a plan document or an amendment is required to a program document to maintain consistency with state or federal programs, and if the time constraint is such that action at the next regularly scheduled meeting of the MPO Governing Board would significantly delay progress on a project previously supported by the MPO, the Terms for Emergency Revisions and Amendments may be invoked by the Chair.

- B. Terms for Emergency Revisions and Amendments
 1. If the Chair and Executive Director concur on the need for an Emergency Revision, the Chair shall call an emergency meeting of the Governing Board. An emergency meeting of the Governing Board shall meet all Sunshine Law requirements and shall be held in accordance with the requirements of Section 2.0 ("Public Notification") below, unless the emergency action or proposition under consideration is exempted therein.
 2. If an emergency meeting of the Governing Board is deemed infeasible due to a severe time constraint or due to an inability to verify a quorum for the emergency meeting, the Chair may convene the Executive Committee for the purpose of reviewing, approving

and executing an emergency resolution. An emergency meeting of the Executive Committee shall meet all Sunshine Law requirements and shall be held in accordance with the requirements of Section 2.0 (“ Public Notification ”) below, unless the emergency action or proposition under consideration is exempted therein. In the event of Executive Committee action on an emergency resolution, the resolution may be transmitted with signature to state and federal agencies, with the provision that the resolution shall come before the Governing Board for ratification at the next regularly-scheduled meeting. Should the Governing Board take action to disapprove the resolution, state and federal agencies shall be notified by the end of the following business day of the Governing Board’s action.

3. If an emergency meeting of the Executive Committee is deemed infeasible due to a severe time constraint or due to an inability to verify a quorum for the emergency meeting, the Chair may sign the emergency resolution. In the case of the Chair’s execution of an emergency resolution, the resolution may be transmitted with signature to state and federal agencies, with the provision that the resolution shall come before the Executive Committee for recommendation and the Governing Board for ratification at the next regularly-scheduled meetings. Should the Governing Board take action to disapprove the resolution, state and federal agencies shall be notified by the end of the following business day of the Governing Board’s action.

SECTION 2.0: BYLAWS OF THE MPO TECHNICAL ADVISORY COMMITTEE (TAC)

- A. The TAC shall consist of highway and transportation planners, professional engineers, or those personnel made available by the various municipalities and transportation agencies/authorities and may include but not be limited to the following members:
 1. Director of Planning and Public Transportation, District Five, Florida Department of Transportation, or representative as a liaison to the TAC
 2. Public Works Director or Traffic Engineer or the designee from Lake County
 3. Public Works Director or Traffic Engineer or the designee from Sumter County
 4. A representative from the Lake County School District
 5. A representative from each of the 14 municipalities in Lake County
 6. A representative from each of the general aviation airports in Lake County
 7. A representative from Lake County Transit
 8. A representative from Lake County Economic Growth
 9. A representative from Sumter County Planning
 10. A representative from the Sumter County School District
 11. A representative from Sumter County Transit
 12. A representative from each of the five municipalities in Sumter County
 13. A representative of the Central Florida Expressway Authority

- B. Each of the member municipalities in Lake County and Sumter County, the Boards of County Commissioners from Lake County and Sumter County, and the School Superintendents from Lake County and Sumter County shall each appoint one member to the TAC. Each member may be represented by an alternate or alternates designated in writing by the governing body of said governmental unit. Additionally, a representative from the Central Florida Expressway

Authority, the Florida Department of Environmental Protection, and a representative from the Federal Highway Administration (FHWA), Planning and Research Engineer, or representative thereof shall be non-voting members of the TAC. Members and alternates shall serve terms of indefinite length at the pleasure of their respective governmental bodies or agencies.

SECTION 2.1: OFFICERS AND DUTIES

- A. A chair and vice-chair shall be elected at the last scheduled meeting of each year and shall serve a term of one year, starting with the January meeting.
- B. MPO staff will provide timely input/materials for the TAC agenda. The chair or vice-chair can request items be added to the agenda. FDOT representatives will provide timely input/materials to MPO Staff for agenda items.

SECTION 2.2: MEETINGS

- A. Regular monthly meetings of the TAC shall be held on a day and time agreed upon annually by the Committee. Regular meeting dates and times may be changed by action of the Committee (TAC) to accommodate holidays and/or other reasons.
- B. Special meetings may be called by the Chair, the Vice-Chair or the TAC. Reasonable notice must be provided to the members and alternates for special meetings.
- C. Six (6) of the voting members on the Committee (TAC) shall constitute a quorum for the transaction of business.
- D. Notices and tentative agendas shall be sent to members and alternates seven (7) days prior to the regular meeting dates, and shall be made available to the public at least four (4) days in advance of the meeting. Agenda changes may be made at any meeting by two-thirds (2/3) vote of the TAC Board; no additions may be made after the four (4) day notice. Items not on the agenda may be discussed at a meeting, but official action on the matter shall be re-scheduled for the next available meeting, provided that all agenda changes are made in accordance with Section 6.0 (“MPO Public Participation Policy”) below.
- E. Minutes shall be kept of all meetings.
- F. Meetings will be open to the public and media.
- G. If the Bylaws do not address a particular issue that comes before the Board, and if the statute that the TAC is operating under does not cover said item, then *Robert’s Rule of Order* shall take precedence.

SECTION 2.3: PURPOSE, RESPONSIBILITIES AND FUNCTIONS OF THE TAC

- A. The TAC is responsible for coordinating transportation planning and programming; for review of all transportation studies, reports, and plans and/or programs; and for making

recommendations to the MPO that are pertinent to the subject document. The TAC shall assist the MPO by providing technical resources as requested.

- B. The TAC is responsible for formal review of the List of Priority Projects.
- C. The TAC is responsible for considering Safe Access to schools in its review of transportation project priorities, long-range transportation plans, and transportation improvement programs, and shall advise the MPO on such matters.
- D. The TAC shall coordinate its actions with local school boards and local program and organizations within the metropolitan area which participate in school activities such as locally established community traffic safety teams.
- E. Local school boards must provide the MPO with information concerning future school sites and in the coordination of transportation service.
- F. The TAC recommendations to the MPO shall be based upon the technical sufficiency, accuracy, and completeness of studies and plans and/or programs.
- G. The TAC shall make priority recommendations to the MPO and/or other agencies responsible for plan and program implementation based upon the needs as determined by technical studies.
- H. The TAC shall serve for the completion of all required transportation studies, plans, development, and programming recommendations required under the Public Laws pertaining to all modes of transportation and transportation support facilities.
- I. The TAC shall serve as an advisory committee to any and all duly constituted area wide transportation authorities and/or boards, as well as area wide planning boards or councils for physical development, health, social, or comprehensive planning upon direct request of such authorities, boards, or councils.
- J. The TAC shall, when feasible and desirable to do so, utilize any means that may be suggested or devised to provide for citizen participation in the transportation planning process.

SECTION 2.4: SUBCOMMITTEES

- A. Subcommittees may be designated by the TAC as necessary to investigate and report on specific subject areas of interest to the TAC. These may include but are not limited to:
 - 1. List of Priority Projects
 - 2. Airports
 - 3. Highways
 - 4. Mass Transit/Public Transportation
 - 6. Directions for future growth (local Comprehensive Plan reviews)
 - 7. Nominating Committees
 - 8. Plans and Programs

- 9. Management and Operations
- 10. Air Quality
- 11. Freight and Goods Movement

- B. Subcommittees may be designated as necessary to deal with administrative and legislative procedures relating to the TAC. These may include:
 - 1. Administrative matters
 - 2. Bylaws

SECTION 3.0: BYLAWS OF THE MPO CITIZENS' ADVISORY COMMITTEE (CAC)

The citizens of the area shall be involved in the transportation planning process by the establishment of a Citizens' Advisory Committee. The purpose shall be to seek reaction to planning proposals and to provide comment with respect to the concerns of various segments of the population in regard to their transportation needs. It shall be the function of the CAC to:

- 1. Assist the MPO in the formulation of goals and objectives for shaping the urban environment.
- 2. Conduct public information programs.
- 3. Provide an effective citizens' review of transportation proposals that emerge through the transportation planning process.
- 4. Assist in other functions as deemed desirable by the MPO or TAC.
- 5. Review the List of Priority Projects.
- 6. Review the Long Range Transportation Plan
- 7. Review the five-year Transportation Improvement Program.
- 8. Provide recommendation to the MPO Governing Board.

SECTION 3.1: MEMBERSHIP APPOINTMENT, QUALIFICATION, AND TERMS OF OFFICE

- A. Each voting and non-voting member of the MPO Governing Board shall appoint a CAC representative. The School Superintendents from Lake County and Sumter County shall each appoint in writing one (1) representative to serve on the committee. The appointments should reflect a broad cross section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and the handicapped must be adequately represented.
- B. Voting members of the Committee (CAC) shall not be elected officials or directly involved in transportation planning in Lake County.
- C. A representative of FDOT District Five shall be a liaison to the CAC.
- D. The term of office for a CAC representative shall be for two (2) years with all terms ending in the month of December. Terms shall be staggered with half ending December 31st of an odd year and half ending December 31st of an even year so approximately one-half (1/2) of the

terms end each year. If a vacancy occurs mid-term for any reason, the reappointment will complete that particular unexpired term.

Term expirations will be as follows:

<u>December 31-Odd year</u>	<u>December 31-Even year</u>
Lake County D1	Lake County D2
Lake County D3	Lake County D4
Lake County D5	Sumter County (1)
Astatula	Sumter County (2)
Bushnell	Center Hill
Coleman	Clermont
Eustis	Fruitland Park
Groveland	Howey-in-the-Hills
Lady Lake	Leesburg
Mascotte	Minneola
Montverde	Mount Dora
Tavares	Umatilla
Wildwood	Webster
Lake County Schools	Sumter County Schools

- E. If any member of the CAC fails to attend three (3) consecutive meetings, the member will be notified, as will the member government, that a fourth (4th) consecutive absence will result in automatic vacancy. At that point, the elected body must take action to re-appoint.
- F. Any vacancies in membership shall be filled through a process acceptable to the member government and acted upon by the local governing body. Such appointment shall be documented with the MPO in the form of minutes from the meeting at which the appointment was made.
- G. A chair and vice-chair shall be elected at the last scheduled meeting of each year and shall serve a term of one year, starting with the January meeting.

SECTION 3.2: MEETINGS

- A. Regular meetings of the CAC shall be held on a day and time agreed upon annually by the Committee. Regular meeting dates and times may be changed by action of the Committee (CAC) to accommodate holidays and/or other reasons.
- B. Special meetings may be called by the Chair, the Vice-Chair or the CAC. Reasonable notice must be provided to the members and alternates for special meetings.
- C. Six (6) of the voting members on the Committee (CAC) shall constitute a quorum for the transaction of business.

- D. Notices and tentative agendas shall be sent to members and alternates seven (7) days prior to the regular meeting dates, and shall be made available to the public at least four (4) days in advance of the meeting. Agenda changes may be made at any meeting by two-thirds (2/3) vote of the CAC; no additions may be made after the four (4) day notice. Items not on the agenda may be discussed at a meeting, but official action on the matter shall be re-scheduled for the next available meeting, provided that all agenda changes are made in accordance with Section 6.0 (“MPO Public Participation Policy”) below.
- E. Minutes shall be kept of all meetings.
- F. Meetings will be open to the public and press.
- G. If the Bylaws do not address a particular issue that comes before the Board, and if the statute that the CAC is operating under does not cover said item, then *Robert’s Rule of Order* shall take precedence.

SECTION 3.3: RESPONSIBILITIES AND FUNCTIONS OF THE CAC

- A. The Committee (CAC), composed of citizens from the study area who represent the various segments of the populace, should actively represent all segments of the general public and their concern in the transportation planning process.
- B. The Committee (CAC) shall be charged with the following:
 - 1. Recommendations to the MPO Governing Board regarding general plan proposals and specific projects designed to implement plans.
 - 2. Determination of the effect of a plan or project, as proposed, upon the various segments of the population.
 - 3. Based on its findings, the CAC shall note the plans or projects that appear to be harmful or helpful to segments of the population. These recommendations and findings shall be transmitted in report form to the MPO Governing Board for consideration.
 - 4. The CAC may hold public meetings to elicit public reaction and to determine the degree of acceptance that a plan or project proposal may have by all segments of the public, regardless of color, creed, religion, age, sex, or national origin.
- C. The CAC shall transmit to the MPO Governing Board, in written form, the findings of all public information programs, citizen comments on study recommendations, and other representative concerns expressed by the general public regarding the transportation planning process.
- D. Members of the CAC shall not express their individual and/or personal views as those of the CAC, unless the CAC has, through a majority vote of those members present at a meeting, expressed such opinions.

SECTION 3.4: SUBCOMMITTEES

- A. Subcommittees may be designated by the CAC as necessary to investigate and report on specific subject areas of interest to the Committee (CAC). These may include but are not limited to:
1. Airports
 2. Highways
 3. Mass Transit/Public Transportation
 4. Transportation of "transportation disadvantaged" groups
 5. Directions for future growth
- B. Subcommittees may be designated as necessary to deal with administrative and legislative procedures related to the CAC. These may include:
1. Administrative matters
 2. Bylaws

SECTION 4.0: BYLAWS OF THE MPO BICYCLE & PEDESTRIAN ADVISORY COMMITTEE (BPAC)

The citizens of the Lake-Sumter Region shall be involved in the transportation planning process by the establishment of a Bicycle & Pedestrian Advisory Committee (BPAC). The BPAC shall be a formal advisory body to the MPO. The purpose shall be to seek reaction to planning proposals and to provide comment with respect to the concerns of various segments of the population in regard to their alternative transportation needs. It shall be the function of the BPAC to:

1. Assist the MPO in the formulation of goals and objectives for shaping the urban and rural environments through the effective planning for bicycle and pedestrian facilities.
2. Conduct public information programs on bicycle and pedestrian needs, projects and plans.
3. Provide a broad-based review of the preliminary findings and recommendations of planning efforts of the MPO.
4. Assist in other functions as deemed desirable by the MPO, TAC or CAC.

SECTION 4.1: MEMBERSHIP APPOINTMENT, QUALIFICATION, AND TERMS OF OFFICE

- A. Each voting and non-voting member of the MPO Governing Board shall appoint a BPAC representative. The appointments should consist of local residents with an interest in the development of an efficient, safe, and cost-effective alternative transportation system. Minorities, the elderly, and the physically challenged must be adequately represented. BPAC members may be staff, citizens or non-MPO elected officials representing the member governments of the MPO.
- B. A representative of FDOT District Five shall be a liaison to the BPAC.

- C. Potential membership of the BPAC may be expanded through approval by the BPAC in cases involving the appointment of a non-governmental representative, such as, but not limited to:
 1. A person who is recognized by the Florida Association for Community Action representing the economically disadvantaged in Lake County and/or Sumter County.
 2. A person over 60 years of age representing the elderly in Lake County and/or Sumter County.
 3. A person with a disability representing the disabled in Lake County and/or Sumter County.
 4. A citizen’s advocate representative of Lake County and/or Sumter County.

- D. The term of office for a BPAC representative shall be for two (2) years with all terms ending in the month of December. If a vacancy occurs mid-term for any reason, the reappointment will complete that particular unexpired term.

Term expirations will be as follows:

<u>December 31-Odd year</u>	<u>December 31-Even year</u>
Lake County D1	Lake County D2
Lake County D3	Lake County D4
Lake County D5	Sumter County (1)
Astatula	Sumter County (2)
Bushnell	Center Hill
Coleman	Clermont
Eustis	Fruitland Park
Groveland	Howey-in-the-Hills
Lady Lake	Leesburg
Mascotte	Minneola
Montverde	Mount Dora
Tavares	Umatilla
Wildwood	Webster
Lake County Schools	Sumter County Schools
	BPAC non-governmental appointments

- E. If any member of the BPAC fails to attend three (3) consecutive meetings, the member will be notified, as will the member government, that a fourth (4th) consecutive absence will result in automatic vacancy. At that point, the elected body must take action to re-appoint.

- F. Any vacancies in membership shall be filled through a process acceptable to the member government and acted upon by the local governing body. Such appointment shall be documented with the MPO in the form of minutes from the meeting at which the appointment was made.

- G. The chair of the BPAC shall be an elected official serving on the MPO Governing Board and appointed by the board. The vice-chair shall be a BPAC member elected by the BPAC at the last scheduled meeting of the year and shall serve one (1) year, starting with the January meeting.

SECTION 4.2: MEETINGS

- A. Regular meetings of the BPAC shall be held on a day and time agreed upon annually by the Committee. Regular meeting dates and times may be changed by action of the BPAC to accommodate holidays and/or other reasons. The approved schedule shall be made available to the public and regular meetings shall be properly noticed to the public.
- B. Special meetings may be called by the Chair, the Vice-Chair or the BPAC. Reasonable notice must be provided to the members and alternates for special meetings. The public shall be properly noticed of special meetings.
- C. Six (6) of the voting members on the Committee (BPAC) shall constitute a quorum for the transaction of business.
- D. The Chair shall preside at all meetings and, in the event of his/her absence or at his/her direction, the Vice Chair shall assume the powers and duties of the Chair.
- D. Notices and tentative agendas shall be sent to members and alternates seven (7) days prior to the regular meeting dates, and shall be made available to the public at least four (4) days in advance of the meeting. Agenda changes may be made at any meeting by two-thirds (2/3) vote of the BPAC members present, provided that all agenda changes are made in accordance with Section 6.0 (“MPO Public Participation Policy”) below.
- E. The agenda for the BPAC includes presentations and actions required to support recommendations for the MPO Board as set by the Executive Committee and transportation-related items of interest identified by members. MPO staff and presenters will provide timely input/materials for the BPAC agenda.
- E. The Lake~Sumter MPO staff is responsible for the minutes of the meetings and for all notices and agendas for future meetings. The MPO shall furnish a Recording Secretary for all BPAC meetings.
- F. Meetings will be open to the public and media and time will be allocated for public comment. Public comment will generally be limited to three (3) minutes but may be expanded at the discretion of the Chairperson.
- G. If the Bylaws do not address a particular issue that comes before the Board, and if the statute that the BPAC is operating under does not cover said item, then *Robert’s Rule of Order* shall take precedence.

SECTION 4.3: RESPONSIBILITIES AND FUNCTIONS OF THE BPAC

- A. The BPAC shall be composed of citizens, staff, and/or officials representing the various member governments of the MPO or representing the various segments of the populace. The

BPAC should actively represent all segments of the general public and their interests in the alternative transportation planning process.

- B. The BPAC shall be charged with the following:
1. The BPAC is responsible for reviewing plans, policies and procedures as they relate to bicycle and pedestrian issues in the Lake~Sumter MPO planning area and for making recommendations to the MPO Board that are pertinent to these subjects.
 2. Determination of the effect of a plan or project, as proposed, upon the various segments of the population.
 3. Based on its findings, the BPAC shall note the plans or projects that appear to be harmful or helpful to segments of the population. These recommendations and findings shall be transmitted in report form to the MPO Governing Board for consideration.
 4. The BPAC may hold public meetings to elicit public reaction and to determine the degree of acceptance that a plan or project proposal may have by all segments of the public, regardless of color, creed, religion, age, sex, or national origin.
 5. The BPAC shall advise the MPO Governing Board on bicycle and pedestrian needs, on what needs should be addressed by the initiation and programming of a public project, on the prioritization of approved projects, and on the means by which to secure funding for public projects.
- C. The BPAC shall transmit to the MPO Governing Board, in written form or on the public record at MPO Governing Board meetings, the findings of all public information programs, citizen comments on study recommendations, and other representative concerns expressed by the general public regarding the alternative transportation planning process.
- D. Members of the BPAC shall not express their individual and/or personal views as those of the BPAC, unless the BPAC has, through a majority vote of those members present at a meeting, expressed such opinions.

SECTION 4.4: SUBCOMMITTEES

- A. Subcommittees may be designated by the BPAC as necessary to investigate and report on specific subject areas of interest to the BPAC. These may include but are not limited to:
1. Schools
 2. Highways
 3. Mass Transit/Public Transportation
 4. Multi-use trails
 5. Growth Impacts
- B. Subcommittees may be designated as necessary to deal with administrative and legislative procedures related to the BPAC. These may include:
1. Administrative matters
 2. Bylaws

SECTION 5.0: GENERAL POLICIES OF THE MPO

General Policies shall apply to all committees and participants of the MPO.

- A. The adoption of reports, studies, plans, and programs must be by resolution of the MPO. The MPO may consider the review and recommendation by the TAC, CAC, and BPAC.
- B. Recommended changes in the Bylaws require a simple majority vote of the members at any meeting, providing that all members have received written copies of proposed amendments at least ten (10) days prior to the meeting.
- C. All committees shall maintain a broad perspective covering the range of all modes of transportation and associated facilities in all recommended planning work programs so that proper study and evaluation of transportation needs shall result in a multi-modal transportation system plan, balanced with respect to areawide needs and properly related to areawide comprehensive plan goals and objectives.

SECTION 6.0: MPO PUBLIC PARTICIPATION POLICY

- A. Right to be Heard. Pursuant to Section 286.0114, Florida Statutes, members of the public shall be given a reasonable opportunity to be heard on a proposition before official action is taken by any Lake~Sumter MPO Board or Committee. Such opportunity to be heard need not be provided at the same meeting in which official action on the proposition is to be made, but shall be provided at a meeting during the decision making process that is within a reasonable proximity in time to the meeting in which the Board or Committee takes official action. Public input shall be limited to three (3) minutes per speaker, with the Chair of the Board or Committee having the option of allowing additional time. This right does not apply to:
 - 1. An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the MPO to act;
 - 2. An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
 - 3. A meeting that is exempt from Section 286.011, Florida Statutes; or
 - 4. A meeting during which the board or commission is acting in a quasi-judicial capacity. This paragraph does not affect the right of a person to be heard as otherwise provided by law.
- B. Request to be Heard. Members of the public who wish to provide comment at an MPO meeting shall come before the Board or Committee during the designated period of time on the agenda.

Members of the public requesting to be heard on a proposition may designate a representative to speak for them individually, or to speak on behalf of a group of concerned citizens. Members of the public addressing an MPO Board or Committee shall provide, in an audible voice, their full name and address on the record for the Board or Committee. All remarks shall be addressed to the Board or Committee as a whole, and not to any one member thereof.

- C. Agenda. All MPO Boards and Committees shall have an agenda that is available at least four (4) days in advance of any meeting. Unless exempted as set forth under subsection (A) above, official action on a proposition cannot be taken at a meeting unless it was included in such agenda. Items not on the agenda may still be discussed at a meeting, but official action on the matter shall be re-scheduled for the next available meeting so as to provide the public a reasonable opportunity to be heard.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**INTERLOCAL AGREEMENT FOR CREATION OF THE
LAKE~SUMTER
METROPOLITAN PLANNING ORGANIZATION**

THIS INTERLOCAL AGREEMENT for the formation of a Metropolitan Planning Organization is made and entered into on this 28th day of October, 2015 by and between the FLORIDA DEPARTMENT OF TRANSPORTATION; the COUNTY OF LAKE AND the COUNTY OF SUMTER; the 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, FLORIDA CENTRAL RAILROAD, LAKE COUNTY SCHOOL BOARD SUMTER COUNTY SCHOOL BOARD, AND THE CENTRAL FLORIDA EXPRESSWAY AUTHORITY collectively known as "the parties."

RECITALS

WHEREAS, the federal government, under the authority of Title 23 United States Code (USC) §134 and Title 49 USC §5303, requires each metropolitan area, as a condition for the receipt of federal capital or operating assistance, to have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the metropolitan area;

WHEREAS, the parties to this Interlocal Agreement desire to participate cooperatively in the performance, on a continuing basis, of a coordinated, comprehensive transportation planning process to assure that highway facilities, mass transit systems, bicycle and pedestrian facilities, rail systems, air transportation and other facilities will be properly located and developed in relation to the overall plan of community development;

WHEREAS, Title 23 USC §134 and Title 49 USC §§5303-5305, as amended by the Moving Ahead for Progress in the 21st Century Act (MAP-21) and Section 339.175, Florida Statutes (F.S.), provide for the creation of Metropolitan Planning Organizations to develop transportation plans and programs for urbanized areas;

WHEREAS, pursuant to Titles 23 USC §134(d), 49 USC §5303, 23 CFR §450.310(b), and Section 339.175(2), F.S., a determination has been made by the Governor and units of general purpose local government representing at least 75 percent of the affected population (including the largest incorporated city, based on population as named by the Bureau of Census) in the urbanized area to designate a Metropolitan Planning Organization;

WHEREAS, pursuant to this Interlocal Agreement, the parties wish to collectively participate in the metropolitan planning process as the Lake~Sumter Metropolitan Planning Organization for Lake and Sumter Counties, which contain the Leesburg-Eustis-Tavares urbanized area; portions of the Lady Lake-The Villages urbanized area; and portions of the Orlando urbanized area, herein after referred to as "the Metropolitan Planning Organization" or "the MPO". Further, the parties of Lake County, Sumter County and the 14 municipalities of Lake County approved by unanimous vote an apportionment and boundary plan for presentation to the Governor on the 24th day of February, 2010;

WHEREAS, pursuant to Section 339.175(4), F.S., the Governor, by letter dated the 22nd day of October, 2010, approved the apportionment and boundary plan submitted by the MPO;

WHEREAS, pursuant to Title 23 CFR §450.314(a), and Section 339.175(10), F.S., an agreement must be entered into by the Department, the MPO, and the governmental entities and public transportation operators to identify the responsibility of each party for cooperatively carrying out a comprehensive transportation planning process;

WHEREAS, this Interlocal Agreement is required to create the Lake~Sumter Metropolitan Planning Organization and delineate the provisions for operation of the MPO;

WHEREAS, the undersigned parties have determined that this Interlocal Agreement is consistent with Section 339.175(10), F.S.;

WHEREAS, the undersigned parties have determined that this Interlocal Agreement is consistent with statutory requirements set forth in Section 163.01, F.S., relating to Interlocal Agreements; and

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representation herein, the parties desiring to be legally bound, do agree as follows:

ARTICLE 1 RECITALS; DEFINITIONS

Section 1.01. Recitals. Each and all of the foregoing recitals are incorporated herein and acknowledged to be true and correct to the best of the parties' knowledge. Failure of any of the foregoing recitals to be true and correct shall not operate to invalidate this Interlocal Agreement.

Section 1.02. Definitions. The following words when used in this Interlocal Agreement (unless the context shall clearly indicate the contrary) shall have the following meanings:

Interlocal Agreement means and refers to this instrument, as may be amended from time to time.

Department means and refers to the Florida Department of Transportation, an agency of the State of Florida created pursuant to Section 20.23, F.S.

FHWA means and refers to the Federal Highway Administration.

FTA means and refers to the Federal Transit Administration.

Long Range Transportation Plan (LRTP) is the 20-year transportation planning horizon which includes transportation facilities; identifies a financial plan that demonstrates how the plan can be implemented and assesses capital improvements necessary to preserve the existing metropolitan transportation system and make efficient use of existing transportation facilities; indicates proposed transportation activities; and in ozone/carbon monoxide nonattainment areas is coordinated with the State Implementation Plan, all as required by Title 23 USC §134(c), Title 49 USC §5303, Title 23 CFR §450.322, and Section 339.175(7), F.S.

Metropolitan Planning Area means and refers to the planning area determined by agreement between the MPO and the Governor for the urbanized area containing at least a population of 50,000 as described in Title 23 USC §134(b)(1), Title 49 USC §5303, and Section 339.175(2)(c) and (d), F.S., and including the existing urbanized area and the contiguous area expected to become urbanized within a 20-year forecast period, which shall be subject to the Metropolitan Planning Organization's planning authority.

MPO means and refers to the Metropolitan Planning Organization formed pursuant to this Interlocal Agreement as described in 23 USC §134(b)(2), 49 USC §5303, and Section 339.175(1), F.S.

Transportation Improvement Program (TIP) is the staged multi-year program of transportation improvement projects developed by a Metropolitan Planning Organization consistent with the Long Range Transportation Plan, developed pursuant to 23 USC §134(j), 49 USC §5303, 23 CFR §450.324 and Section 339.175(8), F.S.

Unified Planning Work Program (UPWP) is the biennial program developed in cooperation with the Department and public transportation providers, that identifies the planning priorities and activities to be carried out within a metropolitan planning area to be undertaken during a 2-year period, together with a complete description thereof and an estimated budget, all as required by 23 CFR §450.308, and Section 339.175(9), F.S.

ARTICLE 2 PURPOSE

Section 2.01. General Purpose. The purpose of this Interlocal Agreement is to establish the MPO and recognize the boundary and apportionment approved by the Governor. This Interlocal Agreement shall serve:

- (a) To assist in the development of transportation systems embracing various modes of transportation in a manner that will maximize the mobility of people and goods within and through this metropolitan planning area and minimize, to the maximum extent feasible for transportation-related fuel consumption and air pollution;
- (b) To develop transportation plans and programs, in cooperation with the Department, which plans and programs provide for the development of transportation facilities that will function as a multi-modal and intermodal transportation system for the metropolitan planning area;
- (c) To implement and ensure a continuing, cooperative, and comprehensive transportation planning process that results in coordinated plans and programs consistent with the comprehensively planned development of this affected metropolitan planning area in cooperation with the Department;
- (d) To assure eligibility for the receipt of federal capital and operating assistance pursuant to Title 23 USC §134 and Title 49 USC §§5303, 5304, 5305, 5307, 5309, 5310, 5311, 5314, 5326, 5337 and 5339, 5340; and
- (e) To carry out the metropolitan transportation planning process, in cooperation with the Department, as required by federal, state and local laws.

Section 2.02. Major MPO Responsibilities. The MPO is intended to be a forum for cooperative decision making by officials of the governmental entities which are parties to this Interlocal Agreement in the development of transportation-related plans and programs, including but not limited to:

- (a) The LRTP;
- (b) The TIP;
- (c) The UPWP;

- (d) Incorporating performance goals, measures, and targets into the process of identifying and selecting needed transportation improvements and projects;
- (e) A congestion management process for the metropolitan area and coordinated development of all other transportation management systems required by state or federal law;
- (f) Assisting the Department in mapping transportation planning boundaries required by state or federal law;
- (g) Supporting the Department in performing its duties relating to access management, functional classification of roads, and data collection; and
- (h) Performing such other tasks required by state or federal law.

Section 2.03. Coordination with the Department and Consistency with Comprehensive Plans. Chapter 334, F.S., grants broad authority for the Department's role in transportation. Section 334.044, F.S., includes the legislative intent declaring that the Department shall be responsible for coordinating the planning of a safe, viable, and balanced state transportation system serving all regions of the State. Section 339.155, F.S., requires the Department to develop a statewide transportation plan, which considers, to the maximum extent feasible, strategic regional policy plans, MPO plans, and approved local government comprehensive plans. Section 339.175(5), F.S., specifies the authority and responsibility of the MPO and the Department to manage a continuing, cooperative, and comprehensive transportation planning process for the metropolitan area.

In fulfillment of this purpose and in the exercise of the various powers granted by Chapters 334 and 339, F.S., the parties to this Interlocal Agreement acknowledge that decisions made by the MPO will be coordinated with the Department. All parties to this Interlocal Agreement acknowledge that actions taken pursuant to this Interlocal Agreement will be consistent with local government comprehensive plans.

ARTICLE 3 MPO ORGANIZATION AND CREATION

Section 3.01. Establishment of MPO. The MPO for the metropolitan planning area as described in the membership apportionment plan approved by the Governor is hereby created and established pursuant to this Interlocal Agreement to carry out the purposes and functions set forth in Articles 2 and 5. The legal name of this Metropolitan Planning Organization shall be the Lake~Sumter Metropolitan Planning Organization.

Section 3.02. MPO to operate pursuant to law. In the event that any election, referendum, approval, permit, notice, other proceeding or authorization is required under applicable law to undertake any power, duty, or responsibility hereunder, or to observe, assume, or carry out any of the provisions of this Interlocal Agreement, the MPO will, to the extent of its legal capacity, comply with all applicable laws and requirements.

Section 3.03. Governing board to act as policy-making body of MPO. The governing board established pursuant to Section 4.01 of this Interlocal Agreement shall act as the policy-making body for the MPO, and will be responsible for coordinating the cooperative decision-making process of the MPO's actions, and will take required actions as the MPO.

Section 3.04. Data, reports, records, and other documents. Subject to the right to claim an exemption from the Florida Public Records Law, Chapter 119, F.S., the parties shall provide to each other such data, reports, records, contracts, and other documents in its possession relating to the MPO as is requested. Charges are to be in accordance with Chapter 119, F.S.

Section 3.05. Rights of review. All parties to this Interlocal Agreement and the affected federal funding agencies (e.g., FHWA, FTA, and FAA) shall have the rights of technical review and comment on MPO's projects.

ARTICLE 4 COMPOSITION; MEMBERSHIP; TERMS OF OFFICE

Section 4.01. Composition and membership of governing board.

- (a) The membership of the MPO shall consist of 16 voting members, 14 non-voting members and one (1) non-voting advisor. The names of the member local governmental entities and the voting apportionment of the MPO Governing Board as approved by the Governor shall be as follows:

Of the 30 voting and non-voting members, 16 voting positions are established, 14 of which are permanent voting positions and 2 are rotating voting positions. The permanent positions are assigned to: Lake County (5 votes), Sumter County (2 votes), Clermont (1 vote), Eustis (1 vote), Lady Lake (1 vote), Leesburg (1 vote), Minneola (1 vote), Mount Dora (1 vote) and Tavares (1 vote).

There are also two At-Large Representative Board members (2 votes), one assigned to each county, with voting privileges that rotate each year in alphabetical order among the non-voting member municipalities in each respective county. Lake County's At-Large vote rotates among Astatula, Fruitland Park, Groveland, Howey-in-the-Hills, Mascotte, Montverde and Umatilla. Sumter County's At-Large vote rotates among Bushnell, Center Hill, Coleman, Webster and Wildwood. The remaining four (4) members that have ex-officio, non-voting status are the Florida Central Railroad, the Lake County School Board, the Sumter County School Board and the Central Florida Expressway Authority. There is one (1) Florida Department of Transportation non-voting advisor.

- (b) All voting representatives shall be elected officials of general purpose local governments, except to the extent that the MPO includes, as part of its apportioned voting membership, a member of a statutorily authorized planning board or an official of an agency that operates or administers a major mode of transportation. All individuals acting as a representative of the governing board of the county, the city, or authority shall first be selected by said governing board.
- (c) The voting membership of an MPO shall consist of not fewer than 5 or more than 19 apportioned members, the exact number to be determined on an equitable geographic-population ratio basis by the Governor, based on an agreement among the affected units of general-purpose local government as required by federal rules and regulations and shall be in compliance with 339.175(3) F.S.
- (d) In the event that a governmental entity that is a member of the MPO fails to fill an assigned appointment to the MPO within sixty days after notification by the Governor of its duty to appoint a representative, the appointment shall then be made by the Governor from the eligible individuals of that governmental entity.

Section 4.02. Terms. The term of office of members of the MPO shall be four years. The membership of a member who is a public official automatically terminates upon said official leaving the elective or

appointive office for any reason, or may be terminated by a majority vote of the total membership of the governmental entity represented by the member. A vacancy shall be filled by the original appointing entity. A member may be appointed for one or more additional four year terms.

ARTICLE 5 AUTHORITIES, POWERS, DUTIES AND RESPONSIBILITIES

Section 5.01. General authority. The MPO shall have all authorities, powers and duties, enjoy all rights, privileges, and immunities, exercise all responsibilities and perform all obligations necessary or appropriate to managing a continuing, cooperative, and comprehensive transportation planning process as specified in Section 339.175(5) and (6), F.S.

Section 5.02. Specific authority and powers. The MPO shall have the following powers and authority:

- (a) As provided in Section 339.175(6)(g), F.S., the MPO may employ personnel and/or may enter into contracts with local or state agencies and private planning or engineering firms to utilize the staff resources of local and/or state agencies;
- (b) As provided in Section 163.01(14), F.S., the MPO may enter into contracts for the performance of service functions of public agencies;
- (c) As provided in Section 163.01(5)(j), F.S., the MPO may acquire, own, operate, maintain, sell, or lease real and personal property;
- (d) As provided in Section 163.01(5)(m), F.S., the MPO may accept funds, grants, assistance, gifts or bequests from local, state, and federal resources;
- (e) The MPO may promulgate rules to effectuate its powers, responsibilities, and obligations enumerated herein; provided, that said rules do not supersede or conflict with applicable local and state laws, rules and regulations; and
- (f) The MPO shall have such powers and authority as specifically provided in Section 163.01 and Section 339.175(2)(b), (5) and (6), F.S., and as may otherwise be provided by federal or state law.

Section 5.03. Duties and responsibilities. In addition to those duties and responsibilities set forth in Article 2, the MPO shall have the following duties and responsibilities:

- (a) As provided in Section 339.175(6)(d), F.S., the MPO shall create and appoint a technical advisory committee;
- (b) As provided in Section 339.175(6)(e), F.S., the MPO shall create and appoint a citizens' advisory committee;
- (c) As provided in Section 163.01(5)(o), F.S., the MPO shall be liable for any liabilities incurred by the MPO, and the MPO may respond to such liabilities through the purchase of insurance or bonds, the retention of legal counsel, the approval of settlements of claims by its governing board, or in any other manner agreed upon by the MPO. Nothing contained herein shall constitute a waiver by any party of its sovereign immunity or the provisions of section 768.28, F.S.;

- (d) As provided in Section 339.175(9), F.S., the MPO shall establish an estimated budget which shall operate on a fiscal year basis consistent with any requirements of the UPWP;
- (e) The MPO, in cooperation with the Department, shall carry out the metropolitan transportation planning process as required by Title 23 CFR Parts 420 and 450, and Title 49 CFR Part 613, Subpart A, and consistent with Chapter 339, F.S., and other applicable state and local laws;
- (f) As provided in Section 339.175(10)(a), F.S., the MPO shall enter into agreements with the Department, operators of public transportation systems and the metropolitan and regional intergovernmental coordination and review agencies serving the metropolitan area. These agreements will prescribe the cooperative manner in which the transportation planning process will be coordinated and included in the comprehensively planned development of the area;
- (g) Perform such other tasks presently or hereafter required by state or federal law;
- (h) Execute certifications and agreements necessary to comply with state or federal law; and
- (i) Adopt operating rules and procedures.

ARTICLE 6

FUNDING; INVENTORY REPORT; RECORD-KEEPING

Section 6.01. Funding. The Department shall allocate to the MPO for performance of its transportation planning and programming duties, an appropriate amount of federal transportation planning funds consistent with the approved planning funds formula.

Section 6.02. Inventory report. The MPO agrees to inventory, to maintain records of and to insure proper use, control, and disposal of all nonexpendable tangible property acquired pursuant to funding under this Interlocal Agreement. This shall be done in accordance with the requirements of Title 23 CFR Part 420, Subpart A, Title 49 CFR Part 18, Subpart C, and all other applicable federal regulations.

Section 6.03. Record-keeping and document retention. The Department and the MPO shall prepare and retain all records in accordance with federal and state requirements, including but not limited to 23 CFR Part 420, Subpart A, 49 CFR Part 18, Subpart C, 49 CFR §18.42, and Chapter 119, F.S.

Section 6.04 Compliance with laws. All parties shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the parties in conjunction with this Agreement. Specifically, if a party is acting on behalf of a public agency the party shall:

- (a) Keep and maintain public records that ordinarily and necessarily would be required by the Department in order to perform the services being performed by the party.
- (b) Provide the public with access to public records on the same terms and conditions that the Department would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- (d) Meet all requirements for retaining public records and transfer, at no cost, to the Department all public records in possession of the party upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the Department in a format that is compatible with the information technology systems of the Department.

ARTICLE 7 MISCELLANEOUS PROVISIONS

Section 7.01. Constitutional or statutory duties and responsibilities of parties. This Interlocal Agreement shall not be construed to authorize the delegation of the constitutional or statutory duties of any of the parties. In addition, this Interlocal Agreement does not relieve any of the parties of an obligation or responsibility imposed upon them by law, except to the extent of actual and timely performance thereof by one or more of the parties to this Interlocal Agreement or any legal or administrative entity created or authorized by this Interlocal Agreement, in which case this performance may be offered in satisfaction of the obligation or responsibility.

Section 7.02. Amendment of Interlocal Agreement. Amendments or modifications of this Interlocal Agreement may only be made by written agreement signed by all parties here to with the same formalities as the original Interlocal Agreement. No amendment may alter the apportionment or jurisdictional boundaries of the MPO without approval by the Governor.

Section 7.03. Duration; withdrawal procedure.

- (a) Duration. This Interlocal Agreement shall remain in effect until terminated by the parties to this Interlocal Agreement. The Interlocal Agreement shall be reviewed by the parties at least every five years, concurrent with the decennial census, and/or concurrent with a new Federal Reauthorization bill, and updated as necessary.
- (b) Withdrawal procedure. Any party, except Lake County, Sumter County, Lady Lake, Leesburg, Eustis, Tavares and Clermont may withdraw from this Interlocal Agreement after presenting in written form a notice of intent to withdraw to the other parties to this Interlocal Agreement and the MPO, at least 90 days prior to the intended date of withdrawal. Upon receipt of the intended notice of withdrawal:
 - (1) The withdrawing member and the MPO shall execute a memorandum reflecting the withdrawal of the member and alteration of the list of member governments that are signatories to this Interlocal Agreement. The memorandum shall be filed in the Office of the Clerk of the Circuit Court of each county in which a party hereto is located; and
 - (2) The MPO shall contact The Office of the Governor and the Governor, with the agreement of the remaining members of the MPO, shall determine whether any reapportionment of the membership is appropriate. The Governor and the MPO shall review the previous MPO designation, applicable federal, state and local law, and MPO rules for appropriate revision. In the event that another entity is to be afforded membership in the place of the member withdrawing from the MPO, the parties acknowledge that pursuant to Title 23 CFR §450.310(1)(2), adding membership to the MPO does not

automatically require redesignation of the MPO. In the event that a party who is not a signatory to this Interlocal Agreement is afforded membership in the MPO, membership shall not become effective until this Interlocal Agreement is amended to reflect that the new member has joined the MPO.

Section 7.04. Notices. All notices, demands and correspondence required or provided for under this Interlocal Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested. Notice required to be given shall be addressed as follows:

Florida Department of Transportation
719 South Woodland Boulevard
Deland, FL 32720

Lake County Board of County Commissioners
315 W. Main St.
Tavares, FL 32778

Sumter County Board of County Commissioners
7375 Powell Road
Wildwood, FL 34785

Town of Astatula
PO Box 609
Astatula, FL 34705

City of Bushnell
PO Box 115
Bushnell, FL 33513

City of Center Hill
PO Box 649
Center Hill, FL 33514

City of Clermont
PO Box 120219
Clermont, FL 34711-0219

City of Coleman
PO Box 456
Coleman, FL 33521

City of Eustis
PO Drawer 68
Eustis, FL 32727-0068

City of Fruitland Park
506 W. Berckman St
Fruitland Park, FL 34731

City of Groveland
156 South Lake Ave
Groveland, FL 34736

Town of Howey-In-The-Hills
PO Box 128
Howey-In-The-Hills, FL 34737

Town of Lady Lake
409 Fennell Blvd.
Lady Lake, FL 32159

City of Leesburg
PO Box 490630
Leesburg, FL 34749-0630

City of Mascotte
100 E. Myers Blvd.
Mascotte, FL 34753

City of Minneola
PO Box 678
Minneola, FL 34755-0678

Town of Montverde
PO Box 560008
Montverde, FL 34756-0008

City of Mount Dora
510 N. Baker St
Mount Dora, FL 32757

City of Tavares
PO Box 1068
Tavares, FL 32778

City of Umatilla
PO Box 2286
Umatilla, FL 32784-2286

City of Webster
PO Box 28
Webster, FL 33597

City of Wildwood
110 N. Main St
Wildwood, FL 34785

Florida Central Railroad
PO Box 967
Plymouth, FL 32768

Lake County School Board
201 West Burleigh Blvd.
Tavares, FL 32778-2496

Sumter County School Board
2680 W. CR 476
Bushnell, FL 33513

Central Florida Expressway Authority
4974 ORL Tower Rd
Orlando, FL 32807

A party may unilaterally change its address or addressee by giving notice in writing to the other parties as provided in this section. Thereafter, notices, demands and other pertinent correspondence shall be addressed and transmitted to the new address.

Section 7.05. Interpretation.

- (a) Drafters of the Interlocal Agreement. The Department and the members of the MPO were each represented by or afforded the opportunity for representation by legal counsel and participated in the drafting of this Interlocal Agreement and in choice of wording. Consequently, no provision should be more strongly construed against any party as drafter of this Interlocal Agreement.
- (b) Severability. Invalidation of any one of the provisions of this Interlocal Agreement or any part, clause or word, or the application thereof in specific circumstances, by judgment, court order, or administrative hearing or order shall not affect any other provisions or applications in other circumstances, all of which shall remain in full force and effect; provided, that such remainder would then continue to conform to the terms and requirements of applicable law.
- (c) Rules of construction. In interpreting this Interlocal Agreement, the following rules of construction shall apply unless the context indicates otherwise:
 - (1) The singular of any word or term includes the plural;
 - (2) The masculine gender includes the feminine gender; and
 - (3) The word “shall” is mandatory, and “may” is permissive.

Section 7.06. Enforcement by parties hereto. In the event of any judicial or administrative action to enforce or interpret this Interlocal Agreement by any party hereto, each party shall bear its own costs and attorney’s fees in connection with such proceeding.

Section 7.07. Interlocal Agreement execution; Use of counterpart signature pages. This Interlocal Agreement, and any amendments hereto, may be simultaneously executed in several counterparts, each of

which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

Section 7.08. Effective date; Cost of recordation.

- (a) Effective date. This Interlocal Agreement shall become effective upon its filing in the Office of the Clerk of the Circuit Court of each county in which a party hereto is located. Any amendment hereto shall become effective only upon its filing in the Office of the Clerk of the Circuit Court for each county in which a party hereto is located.
- (b) Recordation. The MPO hereby agrees to pay for any costs of recordation or filing of this Interlocal Agreement in the Office of the Circuit Court for each county in which a party is hereto located. The recorded or filed original, or any amendment, shall be returned to the MPO for filing in its records.

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

**FLORIDA DEPARTMENT OF
TRANSPORTATION**

Nevanne Downs

Signature

Nevanne Downs

Name/Title (typed or printed)

11/10/15

Date

Attest:

Crystal Bass

Crystal Bass/Executive Secretary

Name/Title (printed or typed)

11/10/2015

Date


[Signature]
DS LEGAL

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

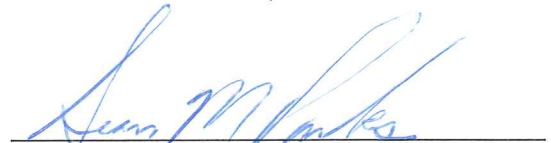
Signed, Sealed and Delivered in the presence of:

ATTEST:

**BOARD OF COUNTY COMMISSIONERS
OF LAKE COUNTY, FLORIDA**



Neil Kelly, Clerk of the
Board of County Commissioners
of Lake County, Florida



Sean M. Parks, Chairman
January 25, 2016

Approved as to form and legality:



Melanie Marsh
County Attorney

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS



Signature

DON HAHNFELDT CHAIRMAN

Name/Title (typed or printed)

NOV 10 2015

Date



Attest:



Connie Webb DEPUTY CLERK

Name/Title (printed or typed)

NOV 10 2015

Date

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

TOWN OF ASTATULA

Mayor Coral Collier
Signature

Mayor/ Coral Collier
Name/Title (typed or printed)

1-5-16
Date

Attest:

Mary K. Cooper

Mary K. Cooper, Town Clerk
Name/Title (printed or typed)

1-5-16
Date

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

CITY OF BUSHNELL

Ronnie J. Hecke

Signature

City Manager

Name/Title (typed or printed)

12/11/15

Date

Attest:

Christina Dwin

City Clerk
Name/Title (printed or typed)

12/11/2015
Date

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

CITY OF CENTER HILL

Gene Bowles
Signature

GENE Bowles
Name/Title (typed or printed)

12-15-2015
Date

Attest:

Diane Lamb

Diane Lamb
Name/Title (printed or typed)

12/15/15
Date

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

CITY OF CLERMONT

Gail L. Ash
Signature

Gail L. Ash, Mayor
Name/Title (typed or printed)

12-8-2015
Date

Attest:

Tracy A. Crowl

Tracy A. Crowl, City Clerk
Name/Title (printed or typed)

12-8-15
Date

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

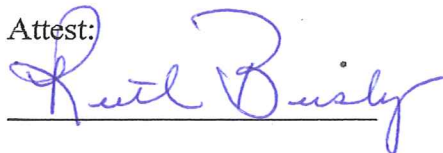
CITY OF COLEMAN


Signature

Milton Hill Mayor
Name/Title (typed or printed)

12/22/15
Date

Attest:



Ruth Busby Public Service Director
Name/Title (printed or typed)

12/22/15
Date

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:



CITY OF EUSTIS

Michael L. Holland
Signature

Michael L. Holland, Mayor
Name/Title (typed or printed)

11/23/2015
Date

Attest:

Mary C. Montez

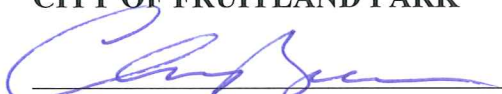
Mary C. Montez, City Clerk
Name/Title (printed or typed)

11/23/25
Date

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

CITY OF FRUITLAND PARK



Signature

Chris Bell, Mayor

Name/Title (typed or printed)

December 10, 2015

Date

Attest:



Esther Coulson, City Clerk

Name/Title (printed or typed)

December 10, 2015

Date

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

CITY OF GROVELAND



Signature

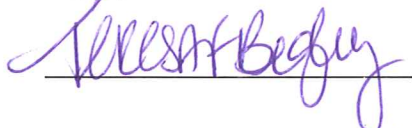
TIM LOUCKS, MAYOR

Name/Title (typed or printed)

12/07/2015

Date

Attest:



TERESA F. BEGLEY, CITY CLERK

Name/Title (printed or typed)


12/07/2015

Date

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

TOWN OF HOWEY-IN-THE-HILLS



Signature

Chris Sears, Mayor

Name/Title (typed or printed)

12/15/2015

Date

Attest:



Signature

Brenda Braster, Town Clerk

Name/Title (printed or typed)

12/23/2015

Date

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

TOWN OF LADY LAKE

Ruth Kussard
Signature

Ruth Kussard - Mayor
Name/Title (typed or printed)

11-16-15
Date

Attest:

Kristen Kollgaard


KRISTEN KOLGAARD, Town Clerk
Name/Title (printed or typed)

11-16-15
Date

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

CITY OF LEESBURG



Signature

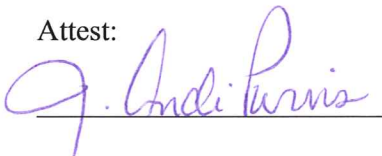
Elise A. Dennison - Mayor

Name/Title (typed or printed)

December 7, 2015

Date

Attest:



J. Andi Purvis - City Clerk

Name/Title (printed or typed)

December 7, 2015

Date

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

CITY OF MASCOTTE

Barbara Krull
Signature

Barbara Krull Mayor
Name/Title (typed or printed)

November 16, 2015
Date

Attest:

Michelle Hawkins

Michelle Hawkins, city clerk
Name/Title (printed or typed)

November 16, 2015
Date

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

CITY OF MINNEOLA



Signature

Pat Kelley / Mayor

Name/Title (typed or printed)

1/5/16

Date

Attest:



Doris Lemay / Executive Assistant

Name/Title (printed or typed)

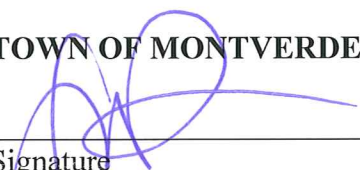
1/5/16

Date

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

TOWN OF MONTVERDE



Signature
JOE WYNKOOP

Name/Title (typed or printed)
12/8/15

Date

Attest: 

GRAHAM WELLS, TOWN CLERK

Name/Title (printed or typed)


12/8/15

Date

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

CITY OF MOUNT DORA

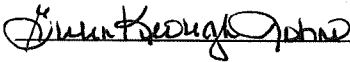


Signature

Nick Girone, Mayor
Name/Title (typed or printed)

1-5-11
Date

Attest:



Gwenkeough-Jobos, City Clerk
Name/Title (printed or typed)

1-5-11
Date

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

CITY OF TAVARES



Signature

Robert Wolfe, Mayor
Name/Title (typed or printed)

December 16, 2015
Date

Attest:



Nancy A. Barnett, City Clerk

December 16, 2015
Date

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

CITY OF UMATILLA

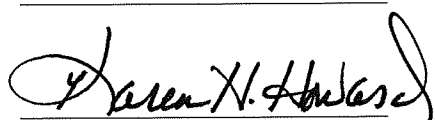


Brian Butler, Mayor

12/01/2015

Date

Attest:



Karen H. Howard, CMC City Clerk

12/01/2015

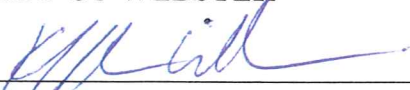
Date



IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:



CITY OF WEBSTER

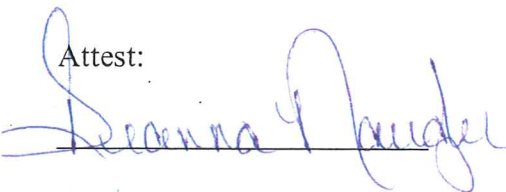


Signature

KAY A. WILLIAMS, MAYOR
Name/Title (typed or printed)

12.17.2015
Date



City Attorney

Attest:


Seanna I. Judge
City Clerk
Name/Title (printed or typed)

December 17, 2015
Date

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

CITY OF WILDWOOD

Ed Wolf
Signature
Ed Wolf, Mayor
Name/Title (typed or printed)
11/23/15
Date

Attest:

Cassandra Lippincott
Cassandra Lippincott, City Clerk / CFO
Name/Title (printed or typed)
11/23/15
Date

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

FLORIDA CENTRAL RAILROAD

[Handwritten Signature]
Signature

Sherman W. Page VP
Name/Title (typed or printed)

12-9-15
Date

Attest:

Doris Davis


Doris Davis / Executive Assistant
Name/Title (printed or typed)

12-9-15
Date

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

LAKE COUNTY SCHOOL BOARD



Signature

William J. Mathias, Chairman

Name/Title (typed or printed)

12-14-15

Date

Attest:



Susan Moxley, Superintendent

Name/Title (printed or typed)

12-14-15

Date

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

SUMTER COUNTY SCHOOL BOARD



Signature

Ken Jones, Chairman
Name/Title (typed or printed)

12/8/15

Date

Attest:



Marla Babauta/Secretary
Name/Title (printed or typed)

12/8/15

Date

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated MPO.

Signed, Sealed and Delivered in the presence of:

**CENTRAL FLORIDA EXPRESSWAY
AUTHORITY**



Signature

Wilton Cadwell, Chairman
Name/Title (typed or printed)

12/10/15
Date

Attest:



Darleen Mazzillo
Name/Title (printed or typed)

12/10/15
Date

INFORMATIONAL ITEM

2018/19 Transportation Management System (TMS) Draft Budget.

A new budget for the Transportation Management System is to be approved by the MPO Governing Board in time for local governments to plan for the upcoming 2018/19 budgets. The draft TMS budget includes: personnel costs, consultant costs, data collection costs and program overhead costs for the TMS program. Final approval is scheduled for the April 25, 2018 meeting.

ATTACHEMNTS:

1. DRAFT TMS BUDGET SUMMARY DOCUMENT

Transportation Management System & Local Funding Budget for FY 2017/18
Approved April 26, 2017

			FY 17/18	FY 18/19
TMS Operating Budget			\$ 168,857	\$ 199,641
MPO Contribution from Federal Funds			\$ 30,000	\$ 33,000
Total Local Share OF TMS Budget			\$ 138,857	\$ 166,641
Credit from FY 15/16				
	BEBR 2016	BEBR 2017		
	Estimates	Estimates		
Lake County BCC	159,296	158,877	\$ 86,993	\$ 79,812
Astatula	1,852	1,881	\$ 647	\$ 945
Clermont	34,667	35,807	\$ 9,550	\$ 17,988
Eustis	20,127	20,880	\$ 7,211	\$ 10,489
Fruitland Park	4,274	7,291	\$ 1,567	\$ 3,663
Groveland	13,605	15,205	\$ 2,816	\$ 7,638
Howey-in-the Hills	1,260	1,355	\$ 477	\$ 681
Lady Lake	14,687	14,821	\$ 5,575	\$ 7,445
Leesburg	22,000	21,913	\$ 8,096	\$ 11,008
Mascotte	5,515	5,623	\$ 1,771	\$ 2,825
Minneola	11,133	11,675	\$ 3,566	\$ 5,865
Montverde	1,716	1,775	\$ 466	\$ 892
Mount Dora	13,949	14,283	\$ 3,660	\$ 7,175
Tavares	15,996	16,317	\$ 5,258	\$ 8,197
Umatilla	3,908	4,021	\$ 1,204	\$ 2,020
Total	323,985	331,724	\$ 138,857	\$ 166,641
Sumter County BoCC			\$ -	\$ -
Bushnell			\$ -	\$ -
Coleman			\$ -	\$ -
Wildwood			\$ -	\$ -
Total			\$ -	\$ -

TAB 13

INFORMATIONAL ITEM

MPO Committee structure update – Revised committee bylaws will be presented in April to address issues in the current MPO committee structure and community representation.

TAB 13

REPORTS

REPORTS

Transportation Agency Reports - Included in the Agenda Package

1. Florida Department of Transportation (FDOT)
 2. Florida's Turnpike Enterprise (FTE)
 3. Central Florida Expressway Authority (CFX)
 4. Public Works Reports
 5. Transit Reports
- B. Regional Groups (WOSLTEDTF & EL-NOW Meeting of Elected Officials)
- C. Central Florida MPO Alliance (CFMPOA) & MPO Advisory Council (MPOAC)
- D. Association of MPO's (AMPO) and National Association of Regional Councils (NARC)
- E. Lake~Sumter MPO Staff & MPO Governing Board Reports (*opportunity for member comments*)
- F. Transportation Management System Report (TMS)
- G. Project Update

ATTACHMENTS:

1. FDOT project update
2. Florida's Turnpike Enterprise
3. Sumter County Public Works Report
4. Sumter County Transit Report
5. Lake County Transit Reports
6. TMS Report
7. Notable Information

REPORTS

LAKE ~ SUMTER MPO PROJECT UPDATES – February 2018

- **US 301 Project Development and Environment (PD&E) Study (Sumter County)**

US 301 is being studied from SR 44 in Wildwood south to C-470 (west) in Sumterville. The study will lead to specific operational improvements and design improvements to the interchange of US 301 and Florida's Turnpike and to the intersection of US 301 and SR 44. The study is also examining the concept of a new alignment east and south of Coleman. The planning effort is being coordinated with other Sumter County projects including the I-75/CR 514 proposed interchange and the C-470 study. Public Alternatives Meeting #2 was held in May. A public hearing on the recommended alternatives will be held in summer 2018. The preferred design alternative will be presented for public comments at the Hearing. At the end of the study in spring 2019, a recommended design alternative will be selected, and all engineering and environmental reports will be finalized. The project is funded for the design phase in FY 2019/20.

Project website: <http://us301sumter.com/>

- **I-75/CR 514 PD&E Study (Sumter County near Coleman)**

The Florida Department of Transportation (FDOT), District 5 has initiated a Project Development & Environment (PD&E) Study to evaluate a new interchange near the Interstate 75 (I-75) at County Road (C.R.) 514 (Warm Springs Avenue) overpass. The project area is located approximately 4.0 miles south of the I-75 and Florida Turnpike interchange and approximately 3.5 miles north of the I-75 at C.R. 470 interchange in Sumter County. The project limits extend north and south along I-75 at C.R. 514 and along C.R. 514 from 0.5 mile west of I-75 east 0.75 mile to the C.R. 525 Extension.

C.R. 514 is a two-lane, undivided, local roadway that crosses over I-75 at the project location. The purpose of this project is to improve the existing transportation network and support regional travel demand by providing additional access to I-75 at C.R. 514. The planned Florida Crossroads Industrial Activity Center (FCIAC) will serve as an intermodal freight logistics center and distribution hub, contributing to projected future travel demand in the region. In addition, residential development is expanding from the north and east toward the project area, increasing the amount of traffic in the region. The existing transportation network facilities in the project and surrounding area will be unable to support projected future demand.

Project webpage: http://www.cflroads.com/project/435476-1/I-75_at_C_R_514

- **C-470 PD&E Study**

FDOT is nearing completion of a Project Development and Environment Study for C-470 in Sumter County east into Lake County across Florida's Turnpike. The study is examining future needs for the roadway through 2040. The study is also part of an initiative to have 470 in both counties designated as a state road from I-75 in Sumter County east to US 27 in Lake County. A public hearing was held in April on the recommended alternatives. The study is now in final documentation phase and concludes this month. The project is funded for the design phase in FY 2019/20.

Project webpage: http://www.cflroads.com/project/434912-1/C_-_470_PD_E_Study

- **Wekiva Parkway Project**

The Central Florida Expressway Authority is now constructing all remaining segments in Orange County and new SR 453 from Orange County into Lake County from SR 429 to SR 46. The FDOT has moved into the construction phase for segments of SR 46, SR 429, and CR 46A in Lake County.

Project Website: <http://wekivaparkway.com/>

- **Trails: Central Florida C2C Trail and Wekiva Trail**

Because of the Central Florida MPO Alliance prioritization of Regional Trails, almost all phases of the C2C Trail have received advancements of funding from FDOT for each needed phase in both counties. The FDOT recently announced forthcoming programming of the subsequent phases of each segment of the C2C. Only the segment through downtown Groveland is absent from the FDOT Work Program. Meanwhile, the Wekiva Trail has two segments out of four segments committed for construction to be complete by 2019/20. The other two segments are now in the design phase. Project website: <http://www.floridasuntrail.com/>

- **Minneola Interchange: Florida's Turnpike/North Hancock Road/Citrus Grove Road**

Florida's Turnpike Enterprise opened the new interchange at Milepost 279 in June. North Hancock Road has been opened as a four-lane roadway from the forthcoming interchange south to SR 50. North of the interchange, a two-lane North Hancock Road extends north to CR 561A. Meanwhile, an east-west connection to US 27 will be accomplished by building Citrus Grove Road as a four-lane roadway, with the eastern segment to be constructed first. Construction of the eastern portion of Citrus Grove Road is committed.

- **Lake-Orange Parkway & Schofield Road Concepts (US 27 to SR 429)**

The Central Florida Expressway Authority is preparing to start a Feasibility, Project Development and Environment (PD&E) Study for the Lake / Orange Connector. The study will take a fresh look at previously studied alignment alternatives seeking to promote regional connectivity via a limited access facility.

CFX will be providing more information on this study once it gets underway. Public involvement and intergovernmental coordination will be a crucial part of this study.

Two options are being examined to construct roads between US 27 south of Clermont east to existing interchanges with SR 429. The northern corridor, Wellness Way, would connect to the New Independence Parkway interchange. The corridor to the south would connect to the Schofield Road interchange.

Project website: <https://www.cfxway.com/agency-information/plans-studies/project-studies/lake-orange-connector-study/>

- **SR 50 PD&E Study**

SR 50 is being studied from US 301 in Hernando County east to CR 33 in Mascotte. The Project Development and Environment Study is examining safety and capacity needs and will take into account the environmental issues relative to the Green Swamp and the Withlacoochee State Forest. The study commenced in January and the first public meeting was held in July. The study will conclude at the end of 2018.

Project website: http://www.cflroads.com/project/435859-1/SR_50_PD_E_Study_from_US_301_in_Hernando_County_to_CR_33_in_Lake_County

- **Complete Streets Projects**

The MPO's first Complete Streets project, SR 44 (Dixie Avenue) in Leesburg, is moving into the construction phase while a study of US 27 in Leesburg is nearing completion and design funds are being requested. The MPO and Umatilla are coordinating with FDOT to add Complete Streets elements to a SR 19 resurfacing project. Moving forward this year are studies of East Avenue in Clermont and US 301 in downtown Wildwood.



Florida Department of Transportation

RICK SCOTT
GOVERNOR

719 S. Woodland Boulevard
DeLand, Florida 32720-6834

MIKE DEW
SECRETARY

February Project Status Updates
Kayleen.Hamilton@dot.state.fl.us
386-943-5550

LAKE COUNTY CONSTRUCTION IN PROGRESS

238275-2-52-01 SR 46 from West of US 441 to East of Vista View Lane (Section 3B)
238275-3-52-01 SR 46 from East of Vista View Lane to East of Round Lake Road (Section 3A)
SR 46/US 441 interchange reconstruction
Project cost: \$32.8M
Contractor: GLF Construction
Work began: October 28, 2017
Estimated completion date: March 2020
Percent complete: 12%
LANE CLOSURE: No Lane closures anticipated

238319-2-52-01 SR 19 Over Little Lake Harris Bridge #110026
New bridge construction/approach, drainage system, pond construction, privacy wall, signing and pavement marking, lighting, sidewalk, driveway
Project cost: \$22.2M
Contractor: Leware Construction Company of Florida, Inc.
Work began: June 15, 2017 (D/B Team started working on design; actual construction starts 10/2017)
Estimated completion date: February 2020
Percent complete: 24%
LANE CLOSURE: No lane closures anticipated

238422-1-52-01 SR 25/US 27 from N. Bogy Marsh Road to N. of Lake Louisa Road
Add lanes and reconstruct
Project cost: \$37.7M
Contractor: Ranger Construction
Work began: February 14, 2016
Estimated completion date: November 16, 2018
Percent complete: 72%
LANE CLOSURES: March 5th, 2017 to October 1st, 2018
Two inside northbound lane closures on US 27 from south of Margaux Drive to north of Lake Louisa Road for 24 hours a day.

430651-1-52-01 SR 44 from SR 25/US 27/14th Street to SR 500 (US 441)
Resurfacing of the roadway pavement, sidewalk improvements, and the addition of a median separating opposing traffic directions
Project cost: \$2.9M
Contractor: D.A.B. Constructors, Inc.
Work began: September 9, 2017
Estimated completion date: April 11, 2018
Percent complete: 70%
LANE CLOSURES: February 4-February 10, 2017 – 7am to 5pm
Median closure for concrete work, planter installation and milling.

434407-1-52-01 US 27 from CR 561 to North of O'Brien Road

Milling and resurfacing

Project cost: \$6.9M

Contractor: D.A.B. Constructors, Inc.

Work began: December 14, 2017

Estimated completion date: January 26, 2019

Percent complete: 13%

LANE CLOSURES: No lane closures anticipated

433673-1-52-01 Tav-Lee Train Extension

Project cost: \$0.6M

Contractor: Atlantic Civil Constructors Corp.

Work began: January 25, 2018

Estimated completion date: September 22, 2018

Percent complete: 5%

LANE CLOSURES: N/A

432333-1-52-01 SR 25/500 (US 441) from Avenida Central/Griffin Avenue to Sumter County Line

Milling and resurfacing

Estimated completion date: Complete

**SUMTER COUNTY
CONSTRUCTION IN PROGRESS**

242626-3-52-01 I-75 from South of CR 470 to SR 91 (FL Turnpike) in Sumter County

Widening of 4-lane divided Highway to 6-lane divided Highway (7.59 miles)

Project cost: \$43.3M

Contractor: D.A.B. Constructors, Inc.

Time/work began: February 26, 2015

Estimated completion date: February 28, 2018

Percent complete: 99%

LANE CLOSURES: February 5-February 6, 2018 – 8:00 p.m. to 7:00 a.m. Northbound outside lane closure at Exit 321 to mill and pave asphalt.

February 6-February 7, 2018 – 8:00 p.m. to 7:00 a.m. Northbound off-ramp closure at Exit 32 to pave. Detour will be in effect.

435662-1-52-01 SR 471 from S. of Unnamed Canal to S. of Little Withlacoochee River

Resurfacing

Estimated completion date: Complete



CONSTRUCTION UPDATE



SUMTER COUNTY

FLORIDA'S TURNPIKE AND I-75 INTERCHANGE IMPROVEMENTS

PROJECT DESCRIPTION: This road widening and improvement project will increase capacity and improve traffic operations at the I-75 interchanges with Florida's Turnpike and SR 44. It includes widening I-75 from two lanes to four lanes through the northbound Turnpike/I-75 interchange and widening the northbound Turnpike from two lanes to three lanes where it ties into I-75. A new flyover entrance ramp from SR 44 to the southbound Turnpike will be constructed, and a new flyover exit ramp from northbound I-75 to SR 44 will be constructed. Work also includes replacing the flyover bridge from southbound I-75 to the southbound Turnpike and I-75, and major drainage improvements. This \$68.5 million-dollar project is expected to be complete in winter 2019.



Peloton runs 1,000-mile test of platooning trucks in Florida **Elizabeth Landrum, American Shipper**

Automation technology company Peloton Technology, in collaboration with the Florida Department of Transportation, ran a demonstration of its platooning Class 8 trucks during the State of Florida's Driver-Assistive Truck Platooning Pilot Project on the Florida Turnpike, according to a report from industry news outlet the Commercial Carrier Journal.

The two Peloton-equipped Volvo VNL670 Class 8 trucks logged more than 1,000 miles while demonstrating linked collision avoidance capabilities at a distance of 65 feet, said CCJ.

Peloton's system requires drivers to be in full control of steering and remain actively engaged in driving. The system links the trucks to coordinate their speeds and maintain a safe, aerodynamic following distance. For drivers, the system has similarities to Adaptive Cruise Control, radar-enhanced cruise control which is in use today in hundreds of thousands of cars and trucks, said CCJ.

Peloton co-founder and vice president of external affairs, Steve Boyd, said the two drivers in the demonstration benefited from connected safety systems and enhanced driver-to-driver communication while achieving high levels of aerodynamic fuel savings.

"The demonstrations this week were very successful, and we look forward to working with the Florida transportation agencies, the Florida Trucking Association, major fleets and others as we bring this safety and efficiency technology to the Sunshine State," said Boyd. "We want to thank the Governor, Legislature and State agencies for their leadership in allowing for the demonstration and advancement of innovative technologies that can bring enhanced safety, efficiency and mobility to both Florida and the nation."

Tom Byron, assistant secretary of strategic development for the Florida Department of Transportation, also said that vehicle platooning offers a competitive advantage for Florida. "We welcome this and other opportunities to test connected vehicle systems and other advanced transportation concepts that will improve roadway safety and bring new economic opportunities to the region," he said.

According to CCJ, nine states have confirmed allowance for commercial deployment of driver-assistive truck platooning, including Arkansas, Georgia, Michigan, Nevada, North Carolina, Ohio, South Carolina, Tennessee, and Texas. Additional states are considering confirming allowance in 2018.

This week's successful truck platooning demonstrations set the stage for the state of Florida to consider joining others in allowing full commercial deployment.

Looking ahead to 2018, Peloton Technology says it will continue its work with Florida transportation leaders on the path to bringing its safety and efficiency solution into commercial operation in the state.

Successful Florida test bolsters platooning's use case

Maria Theresa Dalagan, FreightWaves

The State of Florida's Driver Assistive Truck Platooning Pilot Project and Peloton Technology's Volvo VNL670 Class 8 trucks have successfully logged more than 1,000 miles in platoon testing in the state, according to reports. The demonstration test was conducted in partnership with the Florida Department of Transportation (FDOT), Florida Department of Highway Safety and Motor Vehicles and Florida's Turnpike Enterprise.

Peloton provided the advanced driver-assistance systems to link the Volvo models. The Class 8 trucks traveled 65 feet apart, similar to a demonstration that Peloton made along Interstate 96 in Lansing, MI.

While an earlier presentation revealed how FDOT started planning a platooning test back in 2016, the project finally started moving after passage of Florida House Bill 7027 that mandates "The Department of Transportation, in consultation with the Department of Highway Safety and Motor Vehicles, shall study the use and safe operation of driver-assistive truck platooning technology, as defined in s.316.003, Florida Statutes, for the purpose of developing a pilot project to test vehicles that are equipped to operate using driver-assistive truck platooning technology."

Peloton's system requires drivers of each truck to be in full control of steering and remain actively engaged in driving. The system links the active safety systems of class 8 trucks, enabling pairs of trucks to coordinate their speeds and maintain a safe, aerodynamic following distance.

Peloton co-founder Steve Boyd viewed the project as successful. "We want to thank the governor, legislature and state agencies for their leadership in allowing for the demonstration and advancement of innovative technologies that can bring enhanced safety, efficiency and mobility to both Florida and the nation."

The environmental and economic benefits needed for improved mobility made vehicle platooning more competitive, according to FDOT's assistant secretary of strategic development, Tom Byron. "We welcome this and other opportunities to test connected vehicle systems and other advanced transportation concepts that will improve roadway safety and bring new economic opportunities to the region."

Nine states have confirmed participation, but Michigan and Florida have completed demonstrations. The other states yet to report any platooning demonstrations are Arkansas, Nevada, Georgia, North Carolina, South Carolina, Ohio, Tennessee and Texas.

**SUMTER COUNTY COORDINATED TRANSPORTATION SYSTEM
MONTHLY REPORT**

PERIOD COVERED: 2017-2018

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL	%
ONE-WAY PASSENGER TRIPS														
SCT / RIDE RIGHT	1,352	1,825	1,406	3,009	2,695	2,439							12,726	35.4%
SUMTER COUNTY YOUTH CENTER	-	1,975	1,753	2,643	2,364	1,829							10,564	29.4%
SERVICE ROUTE-ORANGE	187	185	133	167	164	209							1,045	2.9%
SERVICE ROUTE-WILDWOOD CIRCULATOR	90	80	99	93	120	119							601	1.7%
WRAP PROGRAM TRIPS	679	732	417	6	1	1							1,836	5.1%
MFCS-SENIOR TRIPS	285	358	160	334	350	364							1,851	5.1%
TOTAL	2,593	5,155	3,968	6,252	5,694	4,961	-	-	-	-	-	-	28,623	79.5%
CONTRACT PROVIDERS														
SCARC-TRIPS	1,484	1,756	945	1,294	1,132	751							7,362	20.5%
TOTAL COORDINATED SYSTEM TRIP COUNT	4,077	6,911	4,913	7,546	6,826	5,712	-	-	-	-	-	-	35,985	100.0%
PARATRANSIT BILLING CODES W/ESCORTS														
AMBULATORY IN COUNTY	3,330	6,063	4,249	6,724	5,898	4,823							31,087	81.7%
AMBULATORY OUT OF COUNTY	200	222	150	191	235	206							1,204	4.9%
WHEELCHAIR IN COUNTY	255	326	235	312	334	327							1,789	6.3%
WHEELCHAIR OUT OF COUNTY	15	35	47	59	75	28							259	0.4%
DEVIATED FIXED ROUTES COMBINED	277	265	232	260	284	328	-	-	-	-	-	-	1,646	6.8%
TOTAL	4,077	6,911	4,913	7,546	6,826	5,712	-	-	-	-	-	-	35,985	100.0%
FUNDING SOURCES														
CTD SPONSORED	1,021	1,389	1,203	2,019	1,822	1,683							9,137	25.4%
PUBLIC	1,287	3,408	2,605	3,899	3,522	2,914							17,635	49.0%
MFCS CONTRACT TRIPS	285	358	160	334	350	364	-	-	-	-	-	-	1,851	5.1%
SCARC CONTRACT SERVICE	1,484	1,756	945	1,294	1,132	751	-	-	-	-	-	-	7,362	20.5%
TOTAL	4,077	6,911	4,913	7,546	6,826	5,712	-	-	-	-	-	-	35,985	100.0%
PASSENGER TYPES														
ELDERLY (60+)	1,705	2,070	1,310	2,016	1,891	1,929	-	-	-	-	-	-	10,921	30.3%
LOW-INCOME	953	1,175	707	1,197	1,136	1,083							6,251	
DISABLED	132	188	186	242	250	246							1,244	
LOW-INCOME & DISABLED	527	623	325	485	425	493							2,878	
OTHER (SHUTTLE)	93	84	92	92	80	107							548	
CHILDREN (<15)	69	2,080	1,859	2,801	2,485	1,948	-	-	-	-	-	-	11,242	31.2%
LOW-INCOME	33	2,060	1,849	2,785	2,470	1,917							11,114	
DISABLED	0	0	0	0	0	0	0	0	0	0	0	0	-	
LOW-INCOME & DISABLED	0	0	0	0	0	0	0	0	0	0	0	0	-	
OTHER (SHUTTLE)	36	20	10	16	15	31							128	
DISABLED (ALL AGES)	1,759	2,102	1,234	1,676	1,526	1,121	-	-	-	-	-	-	9,418	26.2%
OTHER (16-59)	2,303	2,761	1,744	2,729	2,450	1,835	-	-	-	-	-	-	13,822	38.4%
LOW-INCOME	1,105	1,353	936	1,683	1,460	1,320							7,857	
DISABLED	143	158	103	140	143	124							811	
LOW-INCOME & DISABLED	957	1,133	620	809	708	258							4,485	
OTHER (SHUTTLE)	98	117	85	97	139	133							669	
TOTAL	4,077	6,911	4,913	7,546	6,826	5,712	-	-	-	-	-	-	35,985	100.0%
TRIP PURPOSE														
MEDICAL	548	639	486	602	630	575							3,480	9.7%
EMPLOYMENT	1,411	1,556	824	1,235	3,381	822							9,229	25.6%
EDUCATION/TRAINING	1,062	1,518	973	1,815	1,508	1,220							8,096	22.5%
NUTRITIONAL	548	616	400	604	629	716							3,513	9.8%
LIFE-SUSTAINING/OTHER (SCYC)	508	2,582	2,230	3,290	678	2,379							11,667	32.4%
TOTAL	4,077	6,911	4,913	7,546	6,826	5,712	-	-	-	-	-	-	35,985	100.0%
UNDUPLICATED CUSTOMERS	410	486	440	376	433	342							2,487	
UNMET TRIP REQUEST	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MEDICAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EMPLOYMENT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EDUCATION/TRAINING	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NUTRITIONAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LIFE-SUSTAINING/OTHER PURPOSE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DENIAL REASON FOR UNMET TRIPS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LACK OF FUNDING	-	-	-	-	-	-	-	-	-	-	-	-	-	-
VEHICLE AVAILABILITY	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DRIVER AVAILABILITY	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OUTSIDE OF SERVICE AREA	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PASSENGER NO SHOWS	28	32	38	45	60	53							256	
VEHICLE MILES-COORDINATED SYSTEM	40,221	45,364	34,475	40,601	37,378	38,331	-	-	-	-	-	-	236,370	
REVENUE MILES-COORDINATED SYSTEM	31,661	35,499	24,355	31,556	30,400	27,178	-	-	-	-	-	-	180,650	
RIDE RIGHT VEHICLE MILES	35,773	40,231	31,538	38,237	34,975	36,407							217,161	
RIDE RIGHT REVENUE MILES	28,592	31,957	22,328	29,925	28,742	25,850							167,395	

SUMTER COUNTY TRANSIT

	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
INVOICE AMOUNT	\$92,223.88	\$64,947.23	\$104,116.46	\$95,761.99	\$87,794.04
COMPLETED TRIPS	5155	3968	6252	5694	4961
VEHICLE MILES	40,231	31,538	38,237	34,975	36,407
ACCIDENTS - CONTRACT STANDARD 1.4 PER 100,000 MILES	0	0	0	0	0
ON TIME PERFORMANCE - CONTRACT STANDARD 92%	97.00%	96.33%	95.83%	99.00%	98.67%
CALL HOLD TIMES	1 SECOND	1 SECOND	1 SECOND	2 SECONDS	1 SECOND
PASSENGER TRIPS PER HOUR - STANDARD 1.71	1.96	1.75	2.52	2.1	1.98
COST PER MILE - STANDARD \$2.70	\$2.36	\$2.15	\$2.73	\$2.73	\$2.41
COST PER TRIP - STANDARD \$23.22	\$18.42	\$17.06	\$17.23	\$17.41	\$18.33
COMPLIMENTS	11	7	15	19	12
COMPLAINTS	0	0	0	0	1

BOCC/SUMTER COUNTY TRANSIT DID NOT RECEIVE ANY OMBUDSMAN COMPLAINTS THIS REPORTING PERIOD.

**LAKE ~ SUMTER MPO
FOR
FEBRUARY 28, 2018**



Prepared by:

**Lake County Transit Division
2440 U.S. Highway 441/27
Fruitland Park, FL 34731
Phone: 352-323-5733
Website: RideLakeXpress.com**



LAKE COUNTY
FLORIDA

LAKE COUNTY CONNECTION RIDERSHIP FISCAL YEAR COMPARISON

FEBRUARY 28, 2018
FY 17-18

Trips per Month FY 16-17

Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Total
6,511	7,049	6,971	6,879	6,663	6,307	6,409	8,341	8,152	6,383	7,326	5,067	82,158

Trips per Month FY 16-17

Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Total
7,235	6,786	6,530										20,551

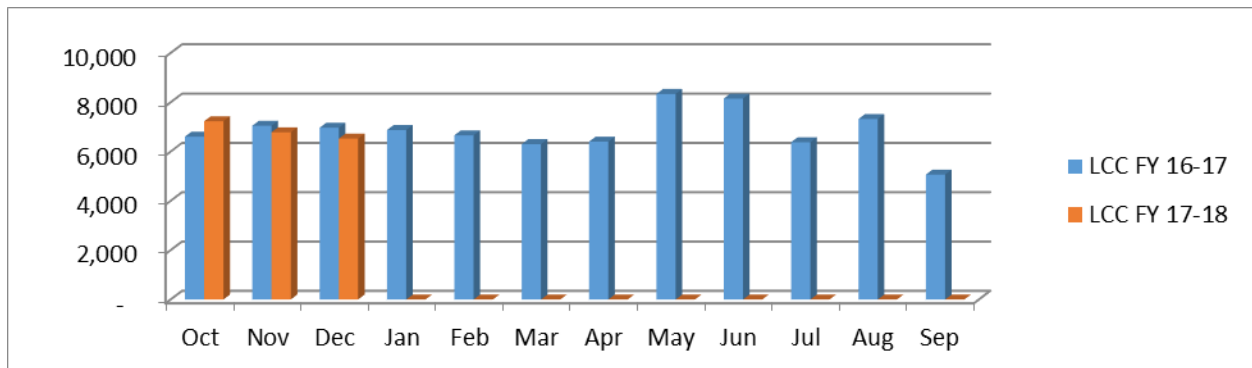
Increase

Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Total
625	-263	-441										-80

Percentage Increase/Decrease

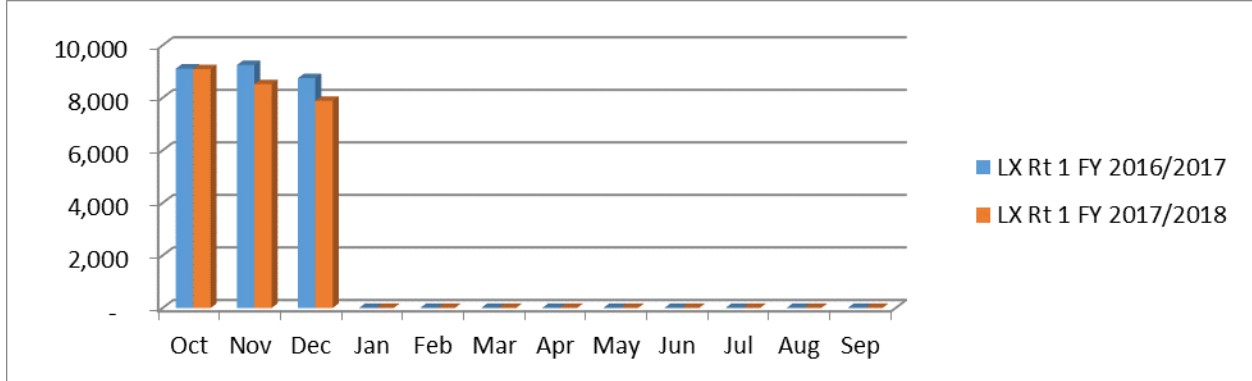
Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Total
9.45%	-3.73%	-6.33%										-0.62%

LAKE COUNTY CONNECTION RIDERSHIP

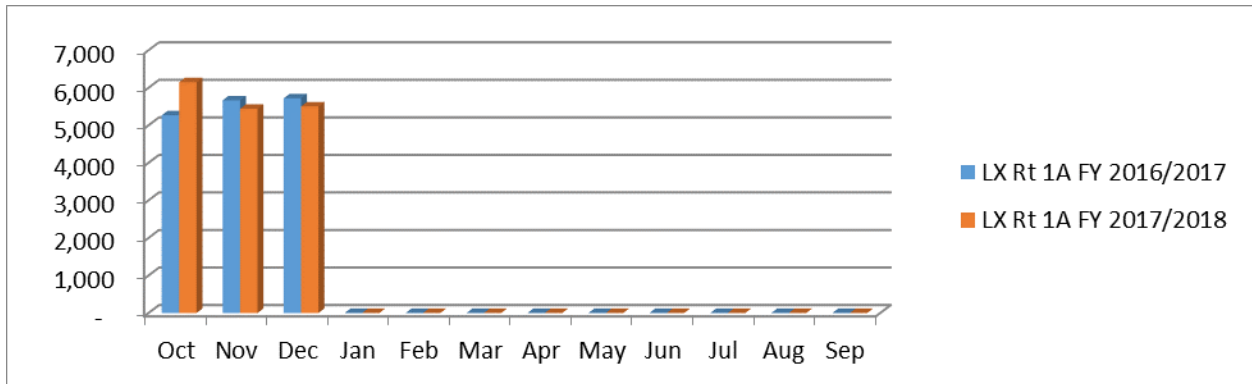


LAKEXPRESS RIDERSHIP

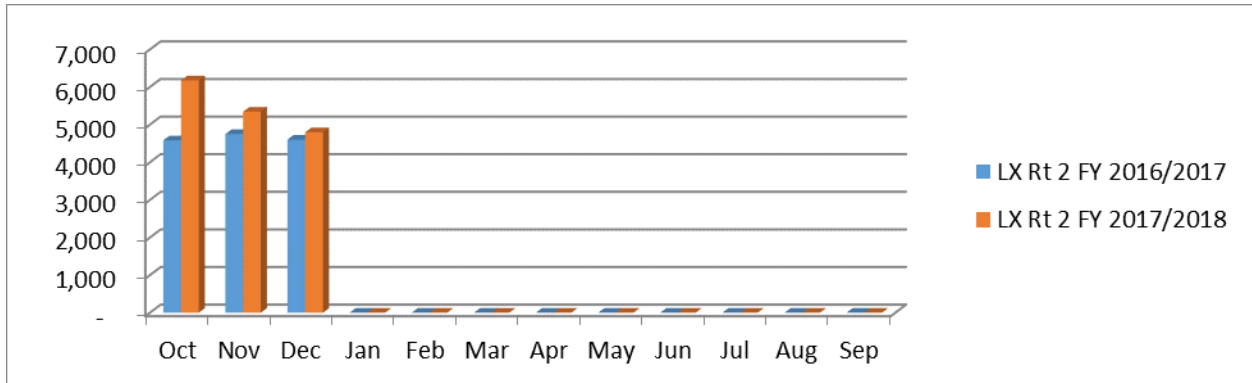
ROUTE 1



ROUTE 1A

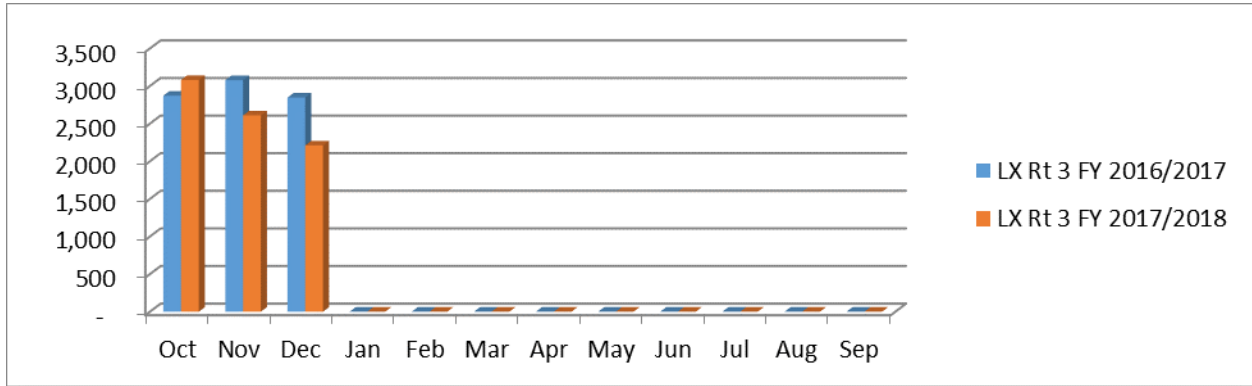


ROUTE 2

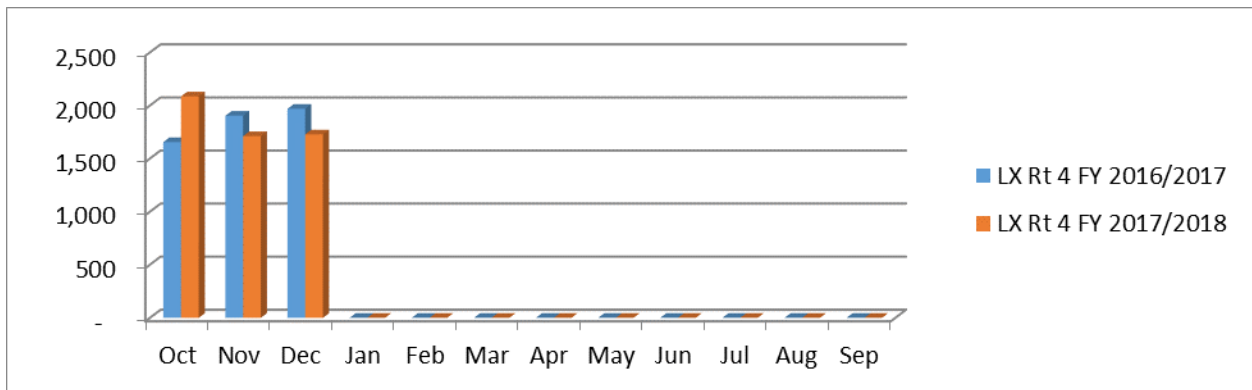


LAKEXPRESS RIDERSHIP

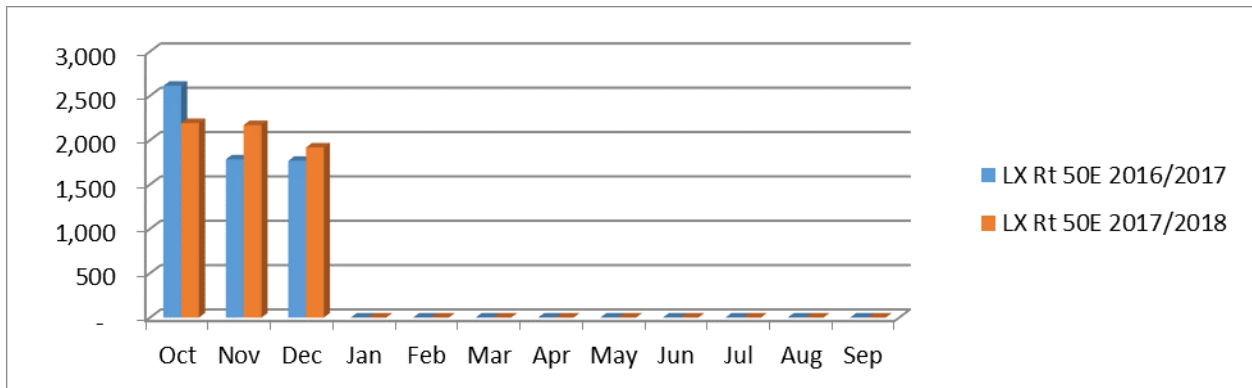
ROUTE 3



ROUTE 4

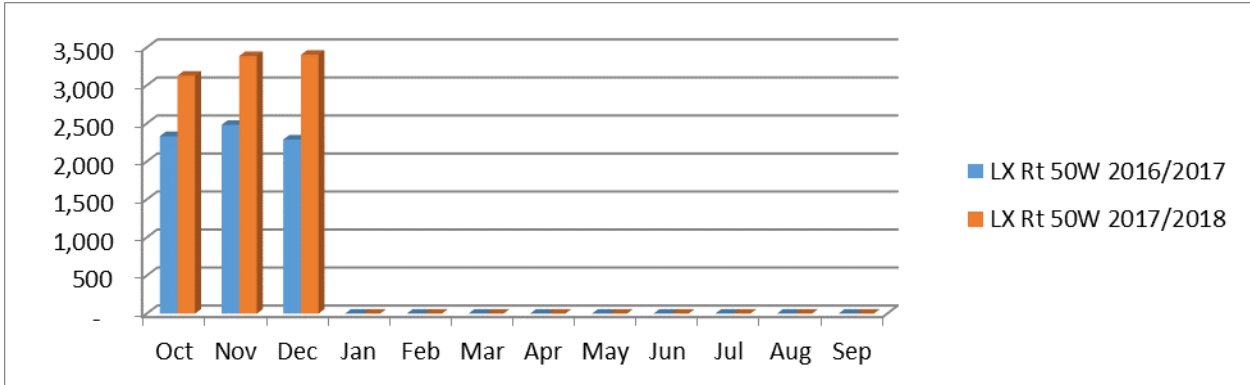


ROUTE 50 EAST

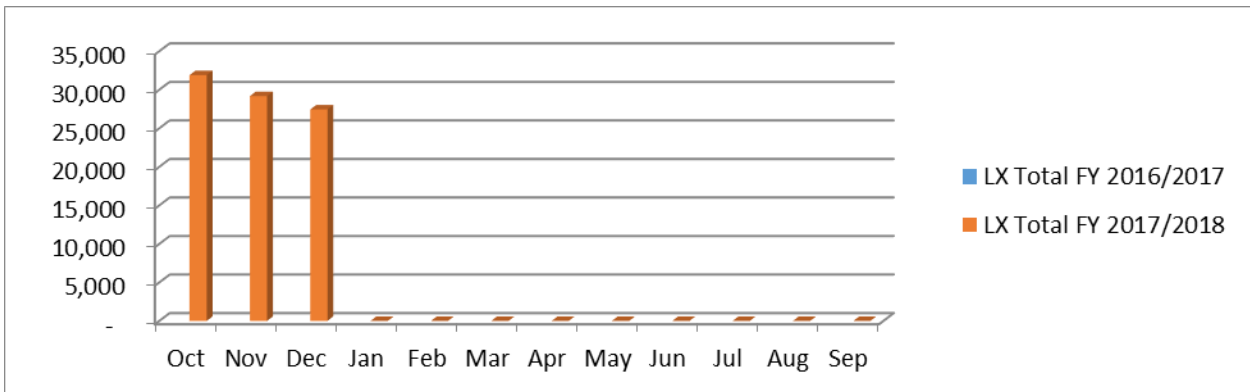


LAKEXPRESS RIDERSHIP

ROUTE 50 WEST



TOTAL LAKEXPRESS RIDERSHIP



LYNX ROUTE 55 TOTAL RIDERSHIP

Lake County Transit Division staff has not received an updated LYNX 55 Ridership Report although it has been requested.

LAKEXPRESS BUS SHELTER PROGRAM UPDATE

MUNICIPALITY	BUS SHELTERS	BUS STOP PADS
Eustis	Ardice Ave. and Ruleme St.	SR 19 & Stevens
	Eustis Public Library	SR 19 & Golflinks
	Florida Hospital Waterman	SR 19 & Chelsey (both sides)
	Lake Tech	SR 19 & Bates
	Wall St.	
Fruitland Park	Fruitland Park Public Library	
	Transit Office	
Leesburg	Citizens Blvd. Transfer Station	US Hwy. 441/27 & Rural King
	Lake-Sumter Community College	US Hwy. 441/27 & Hill St.
	Lake St & LRMC	US Hwy. 441 across from Comcast
	Martin Luther King, JR. & Walmart	US Hwy. 441 & Wilco
	US Hwy. 441 & 3 rd St.	US Hwy. 441 & Gator Harley
	Griffin Rd. & Turtle Oaks Apt	US Hwy. 441 & 44
	CR 468 & Lisa Dare Rd.	US Hwy. 441 near the Mall
	SR 27 & Leesburg High School	US Hwy. 441 & Tavares
	Griffin Rd. & Thomas Ave.	
	Hope Springs Villa on Bentley Rd.	
Lady Lake	Lady Lake Public Library	US Hwy. 441/27 South of Lemon
	US Hwy. 441 & Kohl's	US Hwy. 441/27 South of Lakeview
	US Hwy. 441 & W. Guava St.	US Hwy. 441/27 East of Lakeview
		US Hwy. 441/27 East of Lady Lake Blvd.
Mount Dora	Lincoln Ave. and Grandview St.	US Hwy. 441 & Quality Inn
	Sun Trust Bank	
	Old Hwy. 441 & Morningside	
	US Hwy. 441 & Walmart (Southbound)	
	US Hwy. 441 & Walmart (Northbound)	
	City Hall – 5 th and Baker	
Tavares	Lake County Administration Building	Main St. & Pulsifer
	Main St & Rockingham	US Hwy. 441 & Buzzard Beach
	Main St & Sinclair (Court House)	US Hwy. 441 & El Red
Umatilla	Lake County Health Department	
	North Lake Community Park	
	Umatilla Public Library	

LAKEXPRESS BUS STOP INSTALLATION PROGRAM UPDATE

- Elton Allen has completed 10 bus shelters and 20 bus stop pads which includes bus stop signs with solar lights, benches and trash cans.

VAN POOL UPDATE

- Enterprise still has two vans in Lake County.
VRide is operating one van in Lake County.



ROUND LAKE ROAD PD&E STUDY Newsletter



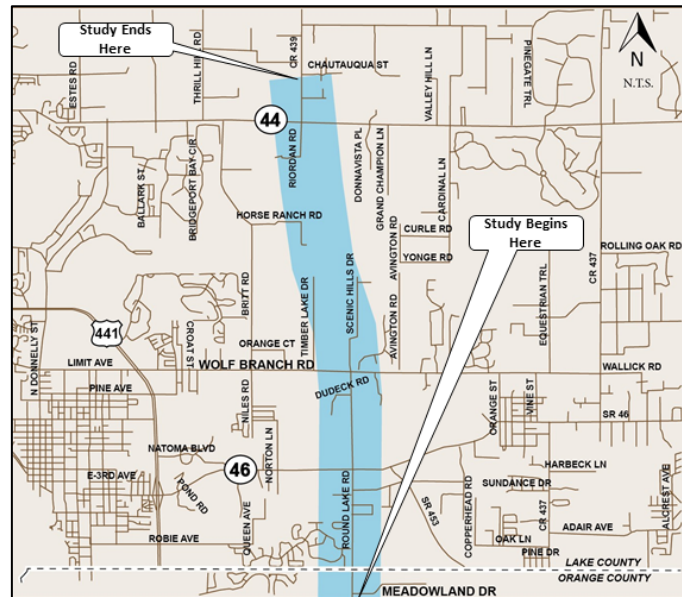
Issue #1 – February 2018

www.roundlakeroadstudy.com

Lake County Launches Round Lake Road PD&E Study

In January 2018, Lake County began the Round Lake Road Project Development and Environment (PD&E) Study which is focusing on proposed transportation improvements along existing Round Lake Road from Meadowland Drive in Orange County to Wolf Branch Road in Lake County and continuing the proposed improvements on a new alignment north of Wolf Branch Road to north of State Road 44. This corridor is located partially within the City of Mount Dora and in unincorporated Lake County and is approximately 4.75 miles in length.

The purpose of this study is to review how people and vehicles travel in this area and to identify potential mobility and operational solutions. As alternatives are identified and evaluated, the study team will consider this corridor's setting, the area's mobility needs, and public input. There are opportunities for the public to share their ideas and concerns throughout the study (see related article on the back page). It is anticipated that this study will be completed by April 2019.



Map of Round Lake Road PD&E Study Area

Project Overview Public Meeting Scheduled for March 8, 2018

Lake County invites you to the Project Overview Public Meeting regarding transportation improvements to Round Lake Road. The meeting is being held on **Thursday, March 8, 2018** at the **Mount Dora Community Building located at 520 N. Baker Street, Mount Dora, Florida 32757**. This meeting will introduce the project while providing the status of the study to date and the opportunity for attendees to ask questions and to provide input to the study team. The meeting will be held as an open house from **5:30 pm to 7:30 pm** with a project video that will run continuously throughout the meeting. There will be no formal presentation. Participants may review project information and discuss the project with the study team at any time during the meeting. The meeting video and displays will be posted on the study website (www.roundlakeroadstudy.com) within a week after the meeting. This meeting provides interested persons an opportunity to express their views concerning the social, economic, and environmental impacts of the proposed Round Lake Road improvements.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require language translation or interpretive services, which are provided at no cost, or those requiring special accommodations under the Americans with Disabilities Act of 1990 (ADA) may request assistance by contacting Fred Martin, Lake County Title VI/Nondiscrimination and ADA Coordinator, at 352.343.9653 or fmartin@lakecountyfl.gov at least seven (7) days prior to the meeting.

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by Lake County pursuant to 23 U.S.C. §327 and a Memorandum of Understanding dated December 14, 2016 as executed by FHWA and FDOT.

Study Schedule

Key Study Activities	2018												2019			
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A
Notice to Proceed	●															
Public Involvement																
Project Overview Public Meeting (March 8, 2018)			★													
Data Collection																
Alternatives Developed and Studied																
Alternative Concepts Public Workshop (September 2018)								★								
Study Documents																
Draft Recommended Improvement Public Meeting (January 2019)													★			
Lake County BCC Public Hearing (February 2019)														★		
Final Approval																●

Stay Informed! Stay Involved!

If you have questions, want to learn more about the study, or would like to request a meeting with your group, you may contact our study team leaders.

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Consultant Project Manager
 Stantec Consulting Services, Inc.
 300 Primera Boulevard, Suite 300
 Lake Mary, Florida 32746-2145
 Phone: 407.710.3341
 Email: luis.diaz@stantec.com

Visit the study website, www.roundlakeroadstudy.com, to stay informed about the study's progress.



www.roundlakeroadstudy.com

