

PUBLIC HEARINGS

A. Draft FY 2018/19 – 2022/23 Transportation Improvement Plan – Michael Woods, Interim Executive Director

Consideration of Draft FY 2018/19-2022/23 Transportation Improvement Program and Acknowledgement of Opening of Public Review Period The draft five-year Transportation Improvement Plan (TIP) document is based on several funding sources, especially the FDOT Tentative Work Program. Each year, FDOT conducts a process of proposing a Tentative Work Program, which occurred in December 2017. The tentative program becomes final as of July 1 of each year and covers the period from July 1, 2018, through June 30, 2023. Therefore, the MPO is required to adopt a new five-year TIP no later than the June meeting in order to concur and to be consistent with the projects in the FDOT program. The Governing Board is requested to approve the draft document and to also acknowledge the open public review period until the May 23 meeting. The draft TIP will come back to the committees and Governing Board next month for final approval at the May 23rd meeting.

Attachments: Draft FY 2018/19 – 2022/23 Transportation Improvement, Draft FY 2018/19 – 2022/23 Transportation Improvement Variance Report.

B. Consider Approval Draft 2018 List of Priority Projects. Michael Woods, Interim Executive Director and Jennifer Musselman, EIT, Kittelson and Associates, Inc.

The MPO is required to develop a List of Priority Projects (LOPP), in coordination with the FDOT District Planning staff, and to submit the list to the District by September 1 of each year. The LOPP represents those projects that have not yet been programmed, but are considered high priorities by the MPO.

The MPO's LOPP must be formally reviewed by the technical and citizens' advisory committees and approved by the MPO Governing Board before being transmitted to the District.

Projects from the LOPP are included in the FDOT Work Program to the maximum extent feasible. The District will coordinate with the MPO to resolve any significant issues pertaining to projects on the MPO priority list pursuant to the ETDM dispute resolution process.

The District's review of the MPO's List of Priority Projects should ascertain that, at a minimum, it considers the following: the MPO's approved Long Range Transportation Plan (LRTP), the Strategic Intermodal System (SIS) Plan, the priorities developed pursuant to the Transportation Regional Incentive Program (TRIP), and the MPO's public involvement procedures.

Staff recommends the draft 2018 List of Priority Projects is approved and the Public Review period is open until the May 23, 2018 MPO Governing Board meeting, when the finalized document is to be presented for Board final approval.

Attachments: Final Draft 2018 List of Priority Projects, and Strikethrough and underline Draft 2018 List of Priority Projects.

LAKE-SUMTER METROPOLITAN PLANNING ORGANIZATION
2018/19 - 2022/23
TRANSPORTATION IMPROVEMENT PROGRAM
TABLE 1
Transportation Planning

Table with columns: COUNTY, NAME OR DESIGNATION, FM NUMBER, PROJECT SEGMENT, PROJECT LENGTH, LRTP NUMBER, WORK DESCRIPTION, PROJECT PHASE, and FUNDING SOURCES BY YEAR (2018/19, 2019/20, 2020/21, 2021/22, 2022/23).

LAKE-SUMTER METROPOLITAN PLANNING ORGANIZATION
2018/19 - 2022/23
TRANSPORTATION IMPROVEMENT PROGRAM
TABLE 2
Roadway Capacity

Table with columns: COUNTY, NAME OR DESIGNATION, FM NUMBER, PROJECT SEGMENT, PROJECT LENGTH, LRTP NUMBER, WORK DESCRIPTION, PROJECT PHASE, and FUNDING SOURCES BY YEAR (2018/19, 2019/20, 2020/21, 2021/22, 2022/23).

LAKE-SUMTER METROPOLITAN PLANNING ORGANIZATION
2018/19 - 2022/23
TRANSPORTATION IMPROVEMENT PROGRAM
TABLE 3
Operations and Management

Table with columns: COUNTY, NAME OR DESIGNATION, FM NUMBER, PROJECT SEGMENT, PROJECT LENGTH, LRTP NUMBER, WORK DESCRIPTION, PROJECT PHASE, and FUNDING SOURCES BY YEAR (2018/19, 2019/20, 2020/21, 2021/22, 2022/23).

LAKE-SUMTER METROPOLITAN PLANNING ORGANIZATION
2018/19 - 2022/23
TRANSPORTATION IMPROVEMENT PROGRAM
TABLE 4A
Safety - Resurfacing

Table with columns: COUNTY, NAME OR DESIGNATION, FM NUMBER, PROJECT SEGMENT, PROJECT LENGTH, LRTP NUMBER, WORK DESCRIPTION, PROJECT PHASE, and FUNDING SOURCES BY YEAR (2018/19, 2019/20, 2020/21, 2021/22, 2022/23).

LAKE-SUMTER METROPOLITAN PLANNING ORGANIZATION
2018/19 - 2022/23
TRANSPORTATION IMPROVEMENT PROGRAM
TABLE 4B
Safety - Lighting

COUNTY	NAME OR DESIGNATION	FM NUMBER **DOT	PROJECT SEGMENT	PROJECT LENGTH	LRTP NUMBER	WORK DESCRIPTION	PROJECT PHASE	FUNDING SOURCES BY YEAR (\$000's)																								
								2018/19				2019/20				2020/21				2021/22				2022/23								
								State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private					
Lake	LIGHTING AGREEMENTS	4136151		0.000 mi	pg.11.22.23.24	LIGHTING	MNT	337	0	0	0	0	347	0	0	0	0	357	0	0	0	0	368	0	0	0	0	379	0	0	0	0
Sumter	LIGHTING AGREEMENTS	4136152		0.000 mi	pg.11.22.23.24	LIGHTING	MNT	37	0	0	0	0	38	0	0	0	0	39	0	0	0	0	41	0	0	0	0	42	0	0	0	0
Lake	LAKESHORE DRIVE	4397011	FROM HULL DRIVE TO HARDER ROAD/LAKE SUSAN COURT	0.800 mi	pg.11.22.23.24	SAFETY PROJECT	CST	0	0	0	0	0	0	503	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Lake	LAKE LOUISA ROAD	4397021	FROM NW OF GLEASON WAY TO SOUTH OF HAMMOCK RIDGE ROAD	3.290 mi	pg.11.22.23.24	SAFETY PROJECT	CST	0	0	0	0	0	0	344	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sumter	CR 478	4399121	FROM US 301 TO CR 734	9.260 mi	pg.11.22.23.24	SAFETY PROJECT	CST	0	0	0	0	0	0	993	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

LAKE-SUMTER METROPOLITAN PLANNING ORGANIZATION
2018/19 - 2022/23
TRANSPORTATION IMPROVEMENT PROGRAM
TABLE 4C
Safety - Guardrail

COUNTY	NAME OR DESIGNATION	FM NUMBER **DOT	PROJECT SEGMENT	PROJECT LENGTH	LRTP NUMBER	WORK DESCRIPTION	PROJECT PHASE	FUNDING SOURCES BY YEAR (\$000's)																							
								2018/19				2019/20				2020/21				2021/22				2022/23							
								State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private				
Lake	FLORIDA'S TURNPIKE	4402942	FROM MP 279.0 TO MP 287.7	8.700 mi	pg.10	GUARDRAIL	CST	0	0	0	0	1,435	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lake	FLORIDA'S TURNPIKE	4402952	MAINLINE LAKE CNTY MP288.7-297.7 S/B ONLY	9.376 mi	pg.10	GUARDRAIL	CST	0	0	0	0	0	0	0	0	0	0	513	0	0	0	0	0	0	0	0	0	0	0	0	0
							PDE	400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

LAKE-SUMTER METROPOLITAN PLANNING ORGANIZATION
2018/19 - 2022/23
TRANSPORTATION IMPROVEMENT PROGRAM
TABLE 4D
Safety - Signing and Pavement Markings

COUNTY	NAME OR DESIGNATION	FM NUMBER **DOT	PROJECT SEGMENT	PROJECT LENGTH	LRTP NUMBER	WORK DESCRIPTION	PROJECT PHASE	FUNDING SOURCES BY YEAR (\$000's)																							
								2018/19				2019/20				2020/21				2021/22				2022/23							
								State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private				
Sumter	FLORIDA'S TURNPIKE	4061103	THERMOPLASTIC FOR I-75/TPK INTCHG MODIF. (NORTHERN TERMINUS) (MP309)	0.270 mi	pg.10	SIGNING/PAVEMENT MARKINGS	CST	367	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lake	CR 473	4374851	FROM TREADWAY SCHOOL ROAD TO CR 44	2.034 mi	pg.10	PAVE SHOULDERS	CST	0	558	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sumter	C-462	4376041	FROM 1,200 FEET EAST OF NORTH EAST 15th DRIVE TO 500 FEET NORTH OF COUNTY ROAD 228	0.359 mi	pg.10	PAVE SHOULDERS	CST	0	570	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

LAKE-SUMTER METROPOLITAN PLANNING ORGANIZATION
2018/19 - 2022/23
TRANSPORTATION IMPROVEMENT PROGRAM
TABLE 5A
Maintenance Bridges

COUNTY	NAME OR DESIGNATION	FM NUMBER **DOT	PROJECT SEGMENT	PROJECT LENGTH	LRTP NUMBER	WORK DESCRIPTION	PROJECT PHASE	FUNDING SOURCES BY YEAR (\$000's)																							
								2018/19				2019/20				2020/21				2021/22				2022/23							
								State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private				
Lake	SR 19	2383192	OVER LITTLE LAKE HARRIS BRIDGE # 110026	0.592 mi	pg.10.11	BRIDGE REPLACEMENT	DSB	0	42	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lake	SR 44 BRIDGE# 110063	4295561		0.099 mi	pg.10.11	BRIDGE REPLACEMENT	ROW	30	490	0	0	0	20	1,010	0	0	0	0	358	0	0	0	0	318	0	0	0	0	0	0	0
							CST	0	0	0	0	0	670	29,275	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lake	SR 33 BRIDGE# 110002	4338601	OVER GREEN SWAMP	0.027 mi	pg.10.11	BRIDGE REPLACEMENT	CST	1,258	1,496	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

LAKE-SUMTER METROPOLITAN PLANNING ORGANIZATION
2018/19 - 2022/23
TRANSPORTATION IMPROVEMENT PROGRAM
TABLE 5C
Maintenance Landscaping

COUNTY	NAME OR DESIGNATION	FM NUMBER **DOT	PROJECT SEGMENT	PROJECT LENGTH	LRTP NUMBER	WORK DESCRIPTION	PROJECT PHASE	FUNDING SOURCES BY YEAR (\$000's)																							
								2018/19				2019/20				2020/21				2021/22				2022/23							
								State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private				
Lake	SR 46	4371141	FROM EAST OF VISTA VIEW LANE TO EAST OF ROUND LAKE ROAD	2.144 mi	pg.10.11	LANDSCAPING	CST	0	0	0	0	0	303	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lake	SR 46	4371142	FROM WEST OF US 441 TO EAST OF VISTA VIEW LANE	2.285 mi	pg.10.11	LANDSCAPING	CST	0	0	0	0	0	971	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lake	CR 46A	4371145	FROM SR 46 TO N OF ARUNDEL WAY	4.705 mi	pg.10.11	LANDSCAPING	CST	0	0	0	0	0	32	588	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lake	SR 46/SR 429	4371146	FROM SR 46 TO WEKIVA RIVER RD	4.924 mi	pg.10.11	LANDSCAPING	CST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	228	2,298	0	0	0	0	0	0	

LAKE-SUMTER METROPOLITAN PLANNING ORGANIZATION
2018/19 - 2022/23
TRANSPORTATION IMPROVEMENT PROGRAM
TABLE 5D
Maintenance - Routine Maintenance

COUNTY	NAME OR DESIGNATION	FM NUMBER **DOT	PROJECT SEGMENT	PROJECT LENGTH	LRTP NUMBER	WORK DESCRIPTION	PROJECT PHASE	FUNDING SOURCES BY YEAR (\$000's)																							
								2018/19				2019/20				2020/21				2021/22				2022/23							
								State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private				
Lake	VEGETATION AND	2447543	AESTHETICS AREA WIDE		pg.10.11	ROUTINE MAINTENANCE	MNT	1,411	0	0	0	0	1,411	0	0	0	0	1,411	0	0	0	0	1,411	0	0	0	0	0	0	0	0
Lake	LADY LAKE	4171991	MEMORANDUM OF AGREEMENT		pg.10.11	ROUTINE MAINTENANCE	MNT	22	0	0	0	0	22	0	0	0	0	22	0	0	0	0	22	0	0	0	0	0	0	0	0
Lake	LAKE PRIMARY	4181061	IN-HOUSE		pg.10.11	ROUTINE MAINTENANCE	MNT	1,705	0	0	0	0	1,705	0	0	0	0	1,764	0	0	0	0	1,764	0	0	0	0	0	0	0	0
Sumter	SUMTER PRIMARY	4181111	IN-HOUSE	0.000 mi	pg.10.11	ROUTINE MAINTENANCE	MNT	355	0	0	0	0	355	0	0	0	0	362	0	0	0	0	362	0	0	0	0	0	0	0	0
Lake	CITY OF LEEBURG MOA	4231131			pg.10.11	ROUTINE MAINTENANCE	MNT	12	0	0	0	0	12	0	0	0	0	12	0	0	0	0	12	0	0	0	0	0	0	0	0
Lake	MOA W/ MASCOTTE	4237901			pg.10.11	ROUTINE MAINTENANCE	MNT	8	0	0	0	0	8	0	0	0	0	8	0	0	0	0	8	0	0	0	0	0	0	0	0
Sumter	MOA W/WILDWOOD	4271941		0.000 mi	pg.10.11	ROUTINE MAINTENANCE	MNT	14	0	0	0	0	14	0	0	0	0	14	0	0	0	0	14	0	0	0	0	0	0	0	0
Lake	ASPHALT REPAIR	4291571			pg.10.11	ROUTINE MAINTENANCE	MNT	345	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lake	DRAINAGE REPAIR	4291762			pg.10.11	ROUTINE MAINTENANCE	MNT	614	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lake	UNPAVED SHOULDER	4291801	REPAIR		pg.10.11	ROUTINE MAINTENANCE	MNT	878	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

LAKE-SUMTER METROPOLITAN PLANNING ORGANIZATION
2018/19 - 2022/23
TRANSPORTATION IMPROVEMENT PROGRAM
TABLE 5E
Maintenance - Miscellaneous

COUNTY	NAME OR DESIGNATION	FM NUMBER **DOT	PROJECT SEGMENT	PROJECT LENGTH	LRTP NUMBER	WORK DESCRIPTION	PROJECT PHASE	FUNDING SOURCES BY YEAR (\$000's)																							
								2018/19				2019/20				2020/21				2021/22				2022/23							
								State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private				
Sumter	I-75 (SR 93) SUMTER CO REST AREA	4385622	FROM N OF SR 50 TO S OF CR 476B	0.439 mi	PG. 10, 11	REST AREA	ENV	125	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

LAKE-SUMTER METROPOLITAN PLANNING ORGANIZATION
2018/19 - 2022/23
TRANSPORTATION IMPROVEMENT PROGRAM
TABLE 6
Bicycle/Pedestrian & Trails

COUNTY	NAME OR DESIGNATION	FM NUMBER **DOT	PROJECT SEGMENT	PROJECT LENGTH	LRTP NUMBER	WORK DESCRIPTION	PROJECT PHASE	FUNDING SOURCES BY YEAR (\$000's)																						
								2018/19				2019/20				2020/21				2021/22				2022/23						
								State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private			
Lake	SOUTH LAKE TRAIL PH IIIB	4225703	FROM SR 33 (CRITTENGEN ST) TO SILVER EAGLE RD	0.000 mi	pg.10.11	BIKE PATH/TRAIL	ROW	0	0	0	0	0	0	0	0	0	0	1,510	0	0	0	0	50	1,620	0	0	0	0	0	0
Lake	LAKE-WEKIVA TRAIL	4309755	FROM CR 435 TRAILHEADS TO SR 46		pg.10.11.35.36																									

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TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FY 2018/19 - 2022/2023 DRAFT MARCH 11, 2018

LAKE COUNTY	PROJECT NAME	FM NUMBER	PROJECT LENGTH	LRTP NUMBER	WORK DESCRIPTION	PROJECT PHASE	2018/19	2019/20	2020/21	2021/22	2022/23
Lake	SOUTH LAKE TRAIL - PHASE 4	4358931		pg.35,36	BIKE PATH/TRAIL	ROW	429	0	0	0	0
Lake	SR40 TRAIL (BLACK BEAR SCENIC TRAIL)	4363601	26.884 mi	pg.10,11	BIKE PATH/TRAIL	PLN	0	0	0	0	0
Lake	HIGHLAND ST	4369351	0.994 mi	pg.11	SIDEWALK	CST	0	1,149	0	0	0
Lake	EAST ORANGE AVENUE	4390481	0.000 mi	pg.11	SIDEWALK	PE	0	0	0	0	0
Lake	CR 473	4394931	1.380 mi	pg.11	SIDEWALK	CST	0	0	0	0	0
Lake	HANCOCK RD (LOST LAKE ELEM SCH)	4396631	0.839 mi	pg.11	SIDEWALK	PE	0	0	0	0	0
Lake	LOG HOUSE RD (PINE RIDGE ELEM SCH)	4396831	0.850 mi	pg.11	SIDEWALK	PE	0	0	0	0	0
Lake	RADIO ROAD (TREADWAY ELEM SCH)	4396841	0.967 mi	pg.11	SIDEWALK	PE	0	0	0	0	0
Lake	CR561/MONROE ST (ASTATULA ELEM SCH)	4396851	0.376 mi	pg.11	SIDEWALK	PE	0	0	0	0	0
Lake	CR44 BYPASS-(EUSTIS MIDDLE SCH)	4396861	1.119 mi	pg.11	SIDEWALK	PE	0	0	0	0	0
Lake	LAKE SHORE DR (PINE EDGE ELEM)	4396871	1.231 mi	pg.11	SIDEWALK	PE	0	0	0	0	0

LAKE-SUMTER METROPOLITAN PLANNING ORGANIZATION
2018/19 - 2022/23
TRANSPORTATION IMPROVEMENT PROGRAM
TABLE 7
Transit and Transportation Disadvantaged

COUNTY	NAME OR DESIGNATION	FM NUMBER	PROJECT SEGMENT	PROJECT LENGTH	LRTP NUMBER	WORK DESCRIPTION	PROJECT PHASE	FUNDING SOURCES BY YEAR (\$000's)																
								2018/19				2019/20				2020/21				2021/22				2022/23
								State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private	
Lake	LAKE-COUNTY CAPITAL	4143312	FIXED ROUTE GRANT SECTION 5307 PURCHASE BUSES	0.000 mi	pg.11,34	CAPITAL FOR FIXED ROUTE	CAP	0	3,402	851	0	0	3,504	876	0	0	3,609	903	0	0	3,718	930	0	0
Lake	LAKE COUNTY	4333051	BLOCK GRANT OPERATING ASSISTANCE FOR FIXED ROUTE SERVICE SEC 5307	0.000 mi	pg.16,32,33,37,58	OPERATING FOR FIXED ROUTE	OPS	726	715	726	0	755	715	755	0	793	0	793	0	833	0	833	0	0
Lake	LAKE-FTA SEC 5311 RURAL TRANSPORTATION	4333081		0.000 mi	pg.11,34	OPERATING/ADMIN. ASSISTANCE	OPS	0	521	521	0	0	547	547	0	0	574	574	0	0	603	603	0	0
Sumter	SUMTER-SEC 5311 RURAL TRANSPORTATION	4333101		0.000 mi	pg.11,34	OPERATING/ADMIN. ASSISTANCE	OPS	0	320	320	0	0	336	336	0	0	353	353	0	0	371	371	0	0

LAKE-SUMTER METROPOLITAN PLANNING ORGANIZATION
2018/19 - 2022/23
TRANSPORTATION IMPROVEMENT PROGRAM
TABLE 9
Airports

COUNTY	NAME OR DESIGNATION	FM NUMBER	PROJECT SEGMENT	PROJECT LENGTH	LRTP NUMBER	WORK DESCRIPTION	PROJECT PHASE	FUNDING SOURCES BY YEAR (\$000's)																
								2018/19				2019/20				2020/21				2021/22				2022/23
								State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private	State	Federal	Local	Private	
Lake	LAKE-UMATILLA	4316201	DESIGN PARALLEL TAXIWAY SOUTH	0.000 mi	pg.10,11	AVIATION CAPACITY PROJECT	CAP	0	0	0	0	0	0	0	0	0	0	0	0	0	480	0	120	0
Lake	LAKE-UMATILLA	4316221	LAKE-UMATILLA EA FOR RW I-19 EXTENSION	0.000 mi	pg.10,11	AVIATION CAPACITY PROJECT	CAP	12	135	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lake	LAKE-UMATILLA	4316241	CONSTRUCT PARALLEL TAXIWAY SOUTH	0.000 mi	pg.10,11	AVIATION CAPACITY PROJECT	CAP	0	0	0	0	0	0	0	0	0	40	450	10	0	0	0	0	0
Lake	LAKE-UMATILLA	4316251	CONSTRUCT TERMINAL AREA A PRON	0.000 mi	pg.10,11	AVIATION CAPACITY PROJECT	CAP	0	0	0	0	0	0	0	0	0	400	0	100	0	0	0	0	0
Lake	LAKE-UMATILLA	4353161	MUNI AIRPORT IMPROVEMENT PROJECT	0.000 mi	pg.18,19	AVIATION SAFETY PROJECT	CAP	0	0	0	0	12	135	3	0	120	1,350	30	0	0	0	0	0	0
Lake	LAKE-LEESBURG INTL	4384471	INSTALL AIRFIELD GUIDANCE SIGNS	0.000 mi	pg.10,11	AVIATION PRESERVATION PROJECT	CAP	0	0	0	0	0	0	0	0	88	1,575	88	0	0	0	0	0	0
Lake	LAKE-LEESBURG INTL	4384481	WILCO DRIVE IMPROVEMENTS	0.000 mi	pg.10,11	AVIATION REVENUE/OPERATIONAL	CAP	0	0	0	0	200	0	50	0	0	0	0	0	0	0	0	0	0
Lake	LAKE-LEESBURG INTL	4384491	CONSTRUCT HANGAR	0.000 mi	pg.10,11	AVIATION REVENUE/OPERATIONAL	CAP	0	0	0	0	0	0	0	0	500	0	500	0	0	0	0	0	0
Lake	LAKE-LEESBURG INTL	4384511	CONSTRUCT AIRPORT MAINTENANCE FACILITY	0.000 mi	pg.10,11	AVIATION REVENUE/OPERATIONAL	CAP	800	0	200	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lake	LAKE-UMATILLA	4384961	CONSTRUCT HANGARS	0.000 mi	pg.10,11	AVIATION REVENUE/OPERATIONAL	CAP	148	0	37	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lake	LAKE-UMATILLA	4384971	ACQUIRE CENTRAL TERMINAL AREA LAND	0.000 mi	pg.10,11	AVIATION SAFETY PROJECT	CAP	13	144	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lake	LAKE-LEESBURG INTL	4407751	PAVEMENT REHABILITATION	0.000 mi	pg.10,11	AVIATION PRESERVATION PROJECT	CAP	360	0	90	0	360	4,050	90	0	0	0	0	0	0	0	0	0	0
Lake	LAKE-LEESBURG INTL	4407761	AIRFIELD IMPROVEMENTS	0.000 mi	pg.10,11	AVIATION PRESERVATION PROJECT	CAP	0	0	0	0	0	0	0	0	0	240	2,700	60	0	0	0	0	0
Lake	LAKE-LEESBURG INTL	4407771	APRON EXPANSION	0.000 mi	pg.10,11	AVIATION PRESERVATION PROJECT	CAP	0	0	0	0	0	0	0	0	0	0	0	0	0	320	0	80	0



TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

VARIANCE REPORT 2018/19 - 2022/23

ADD/DROP	FM NUMBER	ROADWAY	FROM	TO	IMPROVEMENT
Add	4363651	ITS ARCHITECTURE STUDY	COUNTYWIDE		ITS COMMUNICATION SYSTEM
Add	4273051	RESERVE BOX-VILLAGES	(LAKE/SUMTER) OPERATION &	SAFETY IMPROVEMENTS	FUNDING ACTION
Add	4291571	ASPHALT REPAIR			ROUTINE MAINTENANCE
Drop	4393291	LAKE URBAN AREA FY 2016/17-2017/18			TRANSPORTATION PLANNING
Drop	2404182	SR 48	FROM E OF I-75 RAMP	TO C-475 (MAIN ST)	ADD LANES & REHABILITATE PVMNT
Drop	2426263	SR 93 (I-75)	FROM C-470	TO SR 91 (FLORIDA TURNPIKE)	ADD LANES & REHABILITATE PVMNT
Drop	4301881	US 301	AT SR 44		ADD TURN LANE(S)
Drop	4383271	NATURAL DISASTER LAKE COUNTYWIDE EMERGENCY SIGN REPAIR			EMERGENCY OPERATIONS
Drop	4383273	NATURAL DISASTER LAKE OFF STATE ON FED EMERGENCY SIGN REPAIR			EMERGENCY OPERATIONS
Drop	4383274	NATURAL DISASTER LAKE OFF STATE OFF FED EMERGENCY SIGN REPAIR			EMERGENCY OPERATIONS
Drop	4383371	NATURAL DISASTER SUMTER COUNTYWIDE			EMERGENCY OPERATIONS
Drop	4383381	NATURAL DISASTER SUMTER COUNTYWIDE EMERGENCY SIGN REPAIR			EMERGENCY OPERATIONS
Drop	4383383	NATURAL DISASTER SUMTER OFF STATE ON FED EMERGENCY SIGN REPAIR			EMERGENCY OPERATIONS
Drop	4383384	NATURAL DISASTER SUMTER OFF STATE OFF FED EMERGENCY SIGN REPAIR			EMERGENCY OPERATIONS
Drop	4383385	NATURAL DISASTER SUMTER INTERSTATE EMERGENCY SIGN REPAIR			EMERGENCY OPERATIONS
Drop	4404591	LEESBURG OPERATIONS COMPLEX			FIXED CAPITAL OUTLAY
Drop	4404611	LEESBURG OPERATIONS COMPLEX			FIXED CAPITAL OUTLAY
Drop	4336701	CR 673	FROM US 301	TO I-75	RESURFACING
Drop	4344071	SR 25 (US 27)	FROM CR 561	TO N OF O'BRIEN RD	RESURFACING
Drop	4354951	BATTLEFIELD PKWY	FROM CR 476	TO SR 48	RESURFACING
Drop	4356621	SR 471	FROM S OF UNNAMED CANAL	TO S OF LITTLE WITHLACOCHEE RIVER	RESURFACING
Drop	4379881	FLORIDA'S TURNPIKE	FROM 287.761 FROM 287.761 TO 288.748 (NB&SB)	FROM 288.748 TO 297.87 (NB)	RESURFACING
Drop	4370561	SR25 (US 27)	FROM US 192	TO GREATER GROVES/GOLDEN EAGLE	LIGHTING
Drop	4398861	LIGHTING BUNDLE A	LAKE COUNTY PEDESTRIAN LIGHTING BUNDLE A		LIGHTING
Drop	4379883	FLORIDA'S TURNPIKE	FROM MP 287.761	TO MP 297.87	GUARDRAIL
Drop	4361491	CR 475	NORTH FROM SR 44	TO MARION COUNTY LINE	PAVE SHOULDERS
Drop	4361511	CR 470	FROM CR 424	TO WILDERNESS DRIVE	PAVE SHOULDERS
Drop	4361851	CR 575	FROM W CR 476	TO W CR 48	PAVE SHOULDERS
Drop	4363561	SR 19	FROM 0.230 MILES N BULLDOG WAY	TO CR 445 AND CR 445A	SIGNING/PAVEMENT MARKINGS
Drop	4427761	RAIL CROSSING 622004-V in City of Tavares	AT Mt. Homer Road/Ardice Street/Old Mt. Dora Road		RAIL CROSSING IMPROVEMENTS
Drop	4427771	RAIL CROSSING 622007-R in City of Eustis	AT Mt. Homer Road/Ardice Street/Old Mt. Dora Road	in City of Eustis	RAILROAD CROSSING
Drop	4392711	SR 471	OVER WITHLACOCHEE RIVER - BRIDGE # 180023		BRIDGE-REPAIR/REHABILITATION
Drop	4371491	SR 500 (US 441)	FROM N OF DR MARTIN LUTHER KING BLVD	TO EAGLES NEST DR	LANDSCAPING
Drop	4378591	I-75	AT CR 470 INTERCHANGE		LANDSCAPING
Drop	4143311	FIXED ROUTE GRANT SECTION 5307	LAKE-COUNTY CAPITAL FIXED ROUTE GRANT SECTION 5307	TO PURCHASE BUSES	CAPITAL FOR FIXED ROUTE
Drop	4388671	LAKE-SEC 5339	CAPITAL IMPROVEMENTS PROJECT	FOR FIXED ROUTE	CAPITAL FOR FIXED ROUTE
Drop	4406061	GOLDEN ISLE DR	CROSSING #621818-L		RAIL SAFETY PROJECT
Drop	4335301	LAKE-UMATILLA	MUNI T-HANGAR		AVIATION REVENUE/OPERATIONAL
Drop	4387751	LAKE-LEESBURG INTL	LAND ACQUISITION		AVIATION REVENUE/OPERATIONAL

**CONSTRUCTION PROJECTS
TABLE 1**

Rank	FM Number	Project Name	From	To	Sponsor/ Location	Project Description	Funded Phase(s)	Request for New Funding	Cost Estimate	Change
1	2383943	SR 500/US 441	Perkins St	SR 44 (E Dixie Ave)	FDOT	Widen to 6 Lanes	ROW 2012/13	CST	\$7.9M	Moved from #3 to #1
2	4293561	SR 500/US 441	SR 44	SR 46	FDOT	Widen to 6 Lanes	PE 2013/14 ROW 2020/21	CST FY2018/19	ROW \$2.5M CST \$20.4M	Moved from #4 to #2
3	439223	C-478	SR 471	Center Hill City Limit	SC	Resurfacing	N/A	DSB	\$1.7 M	Advanced from #13 to #4
4		Sumter County ITS (Phase 1)			SC	ITS	STUDY 2016/17	PE FY 18/19	CST: \$690K	Moved from PE to CST
5	4098701	SR 44	SR 500 (US 441)	SR 44/E Orange E Ave	FDOT	Widen to 4 Lanes	ROW 2013/14	CST FY2018/19	\$22.9 M	Moved from #1 to #5
6	434912-2	CR 470 - Segment 2	TP East Ramps	Bay Rd	FDOT	Widen to 4 Lanes	ROW 2012/13	CST FY2023	\$9.3 M	Moved from #2 to #6
7	430253-5	CR 466A Phase 3B	Poinsettia Ave	Timbertop Rd Ln	LC	Widen to 4 Lanes	ROW 2018/19	CST	\$7 M	Moved from #5 to #7
		Citrus Grove Rd (Phase 2)	US 27	N Hancock Rd	LC	Widen to 4 Lanes	PE 2017/18	CST	\$15M	Removed
		C-470 Sidewalk	CR 436	Outlet Bridge	SG	Sidewalk	NA	DSM	\$200-K	Removed
8	-	US 27 ATMS	SR 44	SE HWY 42	FDOT	Corridor ATMS	N/A	DSB	\$1.60 M	
		Lake County ATMS Now Project			LC	Central Mgmt Platform System	N/A	Equip	\$99-K	Removed
		Hartwood Marsh Rd Paved Shoulder	Hancock Rd	Orange County Line	LC	New Paved Shoulder	PE 2009/10	CST	\$2M	Removed
		C-575 Bridge over Spring Run	Bridge ID #184052		SG	Repair/Rehabilitate Bridge	STUDY 2014/15	CST	\$210-K	Removed
		South Buena Vista Blvd	N Odell Cir	South of S Odell Cir	SG	Resurfacing	N/A	BSB	\$2M	Removed
		C-468	US 301	CR 505	SG	Widen 4 Lanes	N/A	CST	\$8.28-M	Removed
9	4354761	CR 514 Interchange	@ I-75		FDOT	New Interchange	PD&E 2015/16	DSB FY2020/21	TBD	Moved from ROW to CST
10		CR 455	Waterbrooke	Lost Lake Rd	LC	Widen to 4 Lanes	PE 2020/21	CST	\$1.7 M	New project
11		Ridgewood Ave Roundabout	Ridgewood Ave	CR 455	LC	Roundabout	PE/ROW 2019/20	CST	\$1 M	Moved from ROW to CST
12	430975-5	Wekiva Trail Trailhead @ SR 46 (Horizontal)	SR 46		LC	Construct Trailhead	PE 2016/17	CST 2018/20	\$742K	New project
13	430975-5	Wekiva Trail Trailhead @ SR 46 (Vertical)	SR 46		LC	Construct Trailhead	PE 2016/17	CST 2018/20	\$1.8M	New project

**RIGHT OF WAY PROJECTS
TABLE 2**

Rank	FM Number	Project Name	From	To	Sponsor/ Location	Project Description	Funded Phase(s)	Request for New Funding	Cost Estimate	Change
1	4270561	SR 50 Realignment/ South Lake Trail, Phase 3	Crittenden Rd	Villa City	FDOT	Realignment	PD&E/PE 2014/15	ROW FY2018/19	\$24.4 M	Moved from #3 to #1
2	4301321	SR 35 (US 301)	C-470 (W)	SR 44	FDOT	Widen to 4 Lanes	PD&E 2013/14 PE 2020/21	ROW FY2022/23	TBD	Moved from #7 to #2
3	4349121	C-470 - Segment 1	CR 527	SR 91 (FL TPK)	FDOT	Widen to 4 Lanes	PD&E 2014/15 PE 2020/21	ROW FY2022/23	\$30 M	Moved from #9 to #3
4	4309753	Wekiva Trail Segment 2	CR 437	Red Tail Blvd	LC	Mixed Use Trail	PE 2015/16	ROW FY2020/21	\$7 M	Moved from #1 to #4
5	4309752	Wekiva Trail Segment 1	Tremain St	CR 437	LC/MD	Mixed Use Trail	PE 2015/16	ROW FY2021/22	\$10 M	Moved from #2 to #5
6	4354711	South Sumter Connector Trail	Van Fleet Trail	Withlacoochee Trail	FDOT	Mixed Use Trail	PD&E 2016/17 PE 2018/19	ROW FY2021/22	\$9 M	Moved from #5 to #6
		Citrus Grove Rd (Phase 1 & 2)	US 27	N Hancock Rd	LC	Widen to 4 Lanes	PE 2014/15	ROW	\$15M	Removed
7	-	CR 437 Realignment	Adair Ave	SR 44	LC	Widen to 4 Lanes	N/A	ROW	\$3 M	Moved from PE to ROW
8		CR 470 - Segment 3	Bay Rd	CR 33	FDOT	Widen to 4 Lanes	PER/PE 2009/10	ROW FY2022/23	\$155 K	Advanced from #11 to #8
9		SR 48/470 - Segment 4	CR 33	East of Palatka Bridge	FDOT	Widen to 4 Lanes	PER/PE 2009/10	ROW FY2022/23	\$824 K	Advanced from #12 to #9
10	4374641	Eudora Rd Roundabout	Eudora Rd	Old/CR 19A	LC	Roundabout/Intersection Improvement	PE 2018/19	ROW	\$300K	
11	435859-2, 435859-3, 435859-4, 435859-5, 435859-6	W. SR 50	US 98 (Hernando County)	CR 33 (Lake County)	FDOT	Widen to 4 Lanes	STUDY 2015/16 PE 2018/19	ROW FY 2020/21	TBD	Moved from PD&E to ROW
12	439048-1	East Orange Ave	Fruitwood Ave	Sunrise Ln	LC	New Sidewalk	PE 2021/22	ROW	\$120 K	Moved from PE to ROW
13	439684-1	Radio Rd (Treadway Elementary)	Silver Bluff	Treadway School Rd	LC	New Sidewalk	PE 2021/22	ROW	\$100 K	Moved from PE to ROW
14	439685-1	CR 561 (Monroe St) Astatula Elementary	Tennessee Ave	CR 48/Florida Ave	LC	New Sidewalk	PE 2021/22	ROW	\$100 K	Moved from PE to ROW
15	439686-1	CR 44 Bypass/Deland Rd (Eustis Middle School)	East Orange Ave	Cypress Grove Rd	LC	New Sidewalk	PE 2021/22	ROW	\$400 K	Moved from PE to ROW
16	439663-1	Hancock Rd (Lost Lake Elementary)	Sunburst Ln	Greater Pines Blvd	LC	New Sidewalk	PE 2021/22	ROW	\$450 K	Moved from PE to ROW
17	439683-1	Log House Rd (Pine Ridge Elementary School)	CR 561	Lakeshore Dr	LC	New Sidewalk	PE 2021/22	ROW	\$150 K	Moved from PE to ROW
18	439687-1	Lakeshore Dr (Pine Ridge Elementary School)	Cherith Ln	Oleander Dr	LC	New Sidewalk	PE 2021/22	ROW	\$100 K	Moved from PE to ROW
		Hartwood Marsh Rd	US 27	Hancock Rd	LC	Widen to 4 Lanes	PE 2016/17	ROW	\$2 M	Removed

PE (DESIGN) PROJECTS
TABLE 3

Rank	FM Number	Project Name	From	To	Sponsor/Location	Project Description	Funded Phase(s)	Request for New Funding	Cost Estimate	Change
1		Sumter County ITS (Phase 2)			SC	ITS	STUDY 2016/17	PE FY 2020/21 CST 2021/22	PE: \$400K CST: \$2.8M	New project
2	441710-1	Round Lake Rd Extension/CR 439	Lake/Orange County Line	SR 44	LC	New Alignment/Add Lanes	PD&E 2018/19	PE	\$2.3M	Moved from #4 to #2
		C-504	CR468	C-470	SE	Widen to 4 Lanes	PER 2014/15	PE	\$1.4 M	Removed
3	-	Rolling Acres Rd	US 27/US441	CR 466	LC	Widen to 4 Lanes	PD&E 2018/19	PE FY2020/21	\$2M	Moved from #2 to #3
4		US 27	SR 44	US 441	LEES	Complete Streets	STUDY 2015/16	PE FY2018/19	TBD	Advanced from #7 to #4
5		Hartwood Marsh Rd	Heritage Hills Blvd	Orange County Line	LC	Paved Shoulders	N/A	PE 2018/19	\$300 K	New project
6		CR 435	SR 46	Orange County Line	LC	Complete Streets	STUDY 2018/19	PE	\$1.2 M	New project
7	4363601	Black Bear Scenic Trail	Marion/Lake County Line	Volusia/Lake County Line	FDOT	Suntrail Project	PD&E 2019/20	PE 2023/24	TBD	Advanced from #10 to #7
8		Peninsula (Captain Haynes) Roadway Extension	Lane Park Rd	Woodlea Rd	TAV	New Roadway	STUDY 2016/17	PE	\$345 K	New project
9	439756-1	Umatilla SR 19	CR 450-A	Old Mill Stream RV Park	UMA	Complete Streets	STUDY 2016/17	PE 2018/19	TBD	Advanced from #12 to #9
10		SR 91 (FL TPK)	Minneola Interchange	CR 470	FTE	Widen to 8 Lanes	PD&E	PE	TBD	Advanced from #13 to #10
11	4349101	SR 91 (FL TPK)	CR 470	SR 25 (US 27) (N)	FTE	Widen to 8 Lanes	PD&E	PE	TBD	Advanced from #14 to #11
12	CA	SR 91 (FL TPK)	SR 35 (US 301)	CR 470	FTE	Widen to 8 Lanes	PD&E	PE	TBD	Advanced from #15 to #12
13		Picciola Rd	US 441	Sail Fish Ave	LC	New Sidewalk	STUDY 2017/18	PE	\$115 K	Moved from #8 to #13
14		Old US 441	N Disston Avenue/E Alfred Street	N McDonald Street/Old 441	TAV/MD	Complete Streets	PER 2008	PE	\$2.1M	Moved from #11 to #14
15		Sorrento Ave	Orange Ave	Hojin St	LC	Complete Streets	STUDY	PE FY 2018/19	\$1M	Moved from #6 to #15
16		Hooks St	Hancock Rd	Hartle Rd	LC	Widen to 4 Lanes	N/A	PE	\$1.1 M	Moved from Candidate to PE
17		Hammock Ridge Roundabout	Hammock Ridge	Lakeshore Dr	LC	Roundabout Design	STUDY	PE	\$325 K	New project
18		CR 561A	CR 561	N Hancock Rd	LC	Paved Shoulders	N/A	PE	\$500 K	New project
19		Round Lake Rd Roundabout	Round Lake Rd	At Wolfbranch Rd	LC	Roundabout	N/A	PE	\$500 K	New project
20	4357231	Wellness Way	US 27	SR 429	LC	New Road, Alternative Corridor Evaluation	N/A	PE	TBD	Moved from Candidate to PE
21		Lakeshore Dr	Hammock Ridge	Hooks St	LC	New Sidewalk	N/A	PE	\$250 K	Moved from Study to PE
22		Intelligent Transportation System (ITS)			LC	Initial Deployment	N/A	PE	\$60 K	Moved from #16 to #22
23		Intelligent Transportation System (ITS)			LC	ITS Fiber Infrastructure	N/A	PE	\$876 K	Moved from #16 to #23
24		East Avenue	Grand Hwy	Minnehaha Ave	CLR	Complete Streets	STUDY 2018/19	PE	TBD	Moved from Study to PE
25		US 301	Cleveland Ave (C-466A)	Huey St (C-44A)	WW	Complete Streets	STUDY 2018/19	PE	TBD	Moved from Study to PE
26		Sumter County ITS (Phase 3)			SC	ITS	STUDY 2016/17	PE 2022/23 CST 2023/24	TBD	New project

**PD&E PROJECTS
TABLE 4**

Rank	FM Number	Project Name	From	To	Sponsor/Location	Project Description	Funded Phase(s)	Request for New Funding	Cost Estimate	Change
1	435740-1	US 27 & SR 44			FDOT	Intersection Improvement	STUDY 2013/14 PER 2014/15	PD&E 2018/19		
2		US 27	CR 561 (S)	Florida's Turnpike North Ramps	FDOT	Widen to 6 Lanes	N/A	PD&E 2018/19	TBD BY FDOT	
3		Hartle Rd/ CR 455	Magnolia Island Blvd	Hartwood Marsh Rd	LC	Widen to 4 Lanes	N/A	PD&E	\$500 K	Moved from PE to PD&E
4	441626-1	North Lake Trail	CR 450	SR 40	UMA	New Trail	STUDY	PD&E 2020/21	\$2.2M	
5		SR 44	SR 44 & Orange Ave	CR 46A	FDOT	Widen to 4 Lanes	N/A	PD&E 2018/19	TBD BY FDOT	
6		SR 19	SR 50	CR 455	FDOT	Widen to 4 Lanes	N/A	PD&E 2020/21	TBD BY FDOT	
7		Fosgate Rd Extension and Bridge	Citrus Grove Rd	Blackstill Lake Rd	FTE	New 2 Lane Road & Bridge	N/A			
		Buena Vista Blvd Rd Extension & Bridge	SR 44	CR 470	SG	New 4 Lane Road & Bridge	N/A	PD&E 2018/19	TBD by SG	Removed
8		Hartwood Marsh Rd	US 27	Savanna Ridge Ln (Proposed CR 455 Extension)	LC	New 4 Lane Road	N/A	PD&E	\$925 K	New project
9		CR 561A	CR 561	CR 455	LC	Realignment of CR 561A W/CR 561 & Roundabout	STUDY	PD&E	\$750 K	Moved from #3 to #9

**PLANNING STUDY PROJECTS
TABLE 5**

RANK	FM NUMBER	PROJECT NAME	FROM	TO	SPONSOR/LOCATION	PROJECT DESCRIPTION	FUNDED PHASE(S)	REQUEST FOR NEW FUNDING	COST ESTIMATE	Change
1		Webster SR 471	CR 478A	NW 10TH Ave/CR 730	WEB	Complete Streets	N/A	STUDY 2018/19	\$104k	Advanced from #3 to #1
2		Wolf Branch Innovation Blvd	CR 437	Round Lake Rd	MD	New 4 Lane Road	N/A	STUDY 2018/19	\$200k	Advanced from #4 to #2
3		Orange St & Broad St (SR 50)	Alabama Ave	Illinois St	GRV	Complete Streets	N/A	STUDY 2018/19	\$75k	Advanced from #5 to #3
4		Eustis SR 19 Complete Streets			EUS	Complete Streets	N/A	STUDY 2018/9	\$228K	Advanced from #6 to #4
5		West Main St Improvements	CR 468	US 27	LEES	Curb & Gutter, ADA Upgrade, On Street Parking	N/A	STUDY 2018/19	\$100 K	Advanced from #7 to #5
6		East Main St Improvements	Canal St	SR 44	LEES	Curb & Gutter, ADA Upgrade, On Street Parking	N/A	STUDY 2019/20	\$113 K	Advanced from #8 to #6
7		I-75 Exit 309 Sumter Scenic Byway Project			SUMTER SCENIC BYWAY/SC	Enhancement of Interstate Exit to National Cemetery	N/A	STUDY 2018/19	\$78 K	Advanced from #9 to #7
8		Lake Denham Trail	Trail Head at W Main St Leesburg	SR 50	LEES	New Trail	N/A	STUDY 2019/20	\$156K	Advanced from #10 to #8
9		SR 50 Complete Streets	CR 561 (12th St)	East Avenue	CLR	Complete Streets	N/A	STUDY FY 2018/19	\$254K	Advanced from #11 to #9
10		Tav-Dora Trail Study	Wooton Park, Tavares	Tremain St Trestle, Mount Dore	TAV, MD, LC	New Trail	N/A	STUDY		Advanced from #12 to #10
11		Cagan's Crossing Pedestrian Overpass			LC	New US 27 Overpass for Pedestrians	N/A	STUDY	TBD	Moved from Candidate to Planning

CANDIDATE PROJECTS

Rank	FM Number	Project Name	From	To	Sponsor/Location	Project Description	Funded Phase(s)	Request for New Funding	Cost Estimate	Change
		Fosgate Rd Extension	Grassy Lake Rd	US 27	MIN	New Road				
		Montverde Greenway Trail Extension	Existing Greenway Trail Terminus	Stretcher Property	MON	3,042 FT Extension to Existing Trail	N/A	STUDY 2018/19	\$50 K	

PD&E = PROJECT DEVELOPMENT AND ENVIRONMENTAL STUDY
PE = PRELIMINARY ENGINEERING (DESIGN)

CST = CONSTRUCTION
ROW = RIGHT-OF-WAY

* ELIGIBILITY TO BE DETERMINED OR APPLICATION PARTIALLY COMPLETED OR NEED FOR APPLICATION TO BE DETERMINED.

REQUESTING AGENCY & LOCATION CODE:

AST = ASTATULA
BUSH = BUSHNELL
CLR = CLERMONT
EUS = EUSTIS
FP = FRUITLAND PARK
GRV = GROVELAND
HOW = HOWEY-IN-THE-HILLS
LC = LAKE COUNTY
LL = LADY LAKE
LEES = LEESBURG

LSMPO = LAKE-SUMTER MPO
MAS = MASCOTTE
MD = MOUNT DORA
MIN = MINNEOLA
MON = MONTVERDE
SC = SUMTER COUNTY
TAV = TAVARES
UMA = UMATILLA
WW = WILDWOOD

TAB 1

CONSENT AGENDA

- A. February 28, 2018 and March 28, 2018 Meeting Minutes
- B. Approval of Financial Report as Presented By Milestone Professional Services
- C. Approval of Lake~Sumter MPO Staff Services Agreement with Lake County
- D. Approval of Joint Certification Statement between FDOT and MPO
- E. Approval of Amendment to Agreements between Lake~Sumter MPO and HDR Engineering, Inc., Kittelson & Associates, Inc., and Kimley-Horn & Associates, Inc. for Transportation and Traffic Planning Services, and Quality Counts, LLC for Traffic Count Program Services.
- F. Approval of 2018/19 Transportation System Budget (TMS)
- G. Approval of Resolution 2018-9 Disadvantaged Business Enterprise Plan (DBE) and closing the 45 day public review period.

Background

- A. Approval is requested of the minutes of the February 28, 2018 and March 28, 2018 Governing Board meeting.
- B. Milestone Professional Services (MPS) has prepared a Financial Report that encompasses the period through March 31, 2018. The report addresses 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.
- C. Since 2005, the MPO has maintained with the Lake County Board of County Commissioners a staff services agreement that specifies Lake County services to be received by the MPO and the manner in which the MPO will compensate Lake County for those services. The MPO will pay Lake County five percent (5%) of the Federal Highway Administration Planning Grant funds received upon each reimbursement to the MPO. This includes the utilization of Lake County's pooled cash fund in order to have the seed money from which to charge expenses until the MPO receives reimbursements. The various services received by the MPO include: legal services, information technology services, human resources services, and procurement services. After review of this agreement the information outreach services for hosting and maintenance of the MPO website has been removed. The MPO will seek outside website hosting services as detailed in the new UPWP. The agreement has a term of 24 months with the option to renew another 24 months once the agreement is reviewed by the MPO and Lake County. The agreement can be terminated with a 90-day notice of either party.
- D. The Joint Certification Statement is the outcome of an annual process that includes dialogue between the FDOT, FHWA and the MPO. FDOT, through a process mandated by the Federal Highway Administration, provides questions to the MPO on administrative process, planning tasks and agency coordination.
- E. FHWA has requested that the MPO amend all current consultant contracts to add language addressing compliance with the Nondiscrimination in Federally assisted programs of the USDOT, Title 49, Code of Federal Regulations, Part 21. This amendment is added as Appendix A and E to the consultant contract.
- F. 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.
- G. The MPO supports the participation of Disadvantaged Business Enterprise (DBE) identified organizations throughout the transportation planning process. The MPO has revised the current DBE plan to adhere to current federal and state guidelines and best practices identified. Staff recommends approval of the revised DBE Plan as presented.

REQUESTED ACTION: Staff recommends approval of the Consent Agenda

ATTACHMENTS:

- A. February 28, 2018 and March 28, 2018 Meeting Minutes
- B. Milestone Professional Services Financial Report for January 1, 2018 through January 31, 2018.
- C. 2018 Lake~Sumter MPO Staff Services Agreement with Lake County Board of County Commissioners.
- D. 2018 Lake~Sumter MPO Joint Certification Document and Joint Certification Statement, FHWA Comments, FDOT Comments
- E. Kimley-Horn & Associates, Inc., Kittelson & Associates, Inc., HDR Engineering, Inc. Agreements, and Quality Counts, LLC Agreement
- F. 2018/19 Transportation System Management Budget (TMS)
- G. Resolution 2018-9 Approval of DBE Plan, Draft DBE Plan



MEETING MINUTES
Wednesday, February 28, 2018
Lake~Sumter MPO
225 W. Guava Street, Suite 217
Lady Lake, FL 32159

Members Present:

Commissioner Tim Sullivan (Chair)

Commissioner Wendy Breeden

Commissioner Leslie Campione (1st Vice Chair)

Commissioner Josh Blake

Commissioner Don Burgess

Commissioner Doug Gilpin

Mayor Robert Morin

Mayor Jim Richards (2nd Vice Chair)

City Commissioner Dan Vincent

Mayor Nick Girone (Chair Elect)

Councilmember Troy Singer

Councilmember Katherine Adams (Lake/At-Large Representative) City of Umatilla

City Commissioner Joe Elliott (Sumter/At-Large Representative) City of Wildwood

Mayor Bil Spaude

Mayor Dina Sweatt

Councilor David Nebel

Councilmember Sally Rayman

Board Member Christine Norris

Representing:

Lake County BCC

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 Mount Dora

City of Tavares

City of Umatilla

City of Wildwood

City of Bushnell*

City of Groveland*

Town of Howey-in-the-Hills*

City of Mascotte*

Sumter County Schools**

Members Absent:

Commissioner Sean Parks

Mayor Pat Kelley (Immediate Past Chair)

Vice-Mayor Mitchell Mack

Councilmember Ray Goodgame

Commissioner Rick Ranize

Mayor Bob Bone

Mayor Joe Wynkoop

Councilmember Richard Huff

Mike Foote

Matt Schwerin

Pete Petree

Board Member Sandy Gamble

Lake County BCC

City of Minneola

Town of Astatula*

City of Clermont

City of Fruitland Park*

City of Leesburg

Town of Montverde*

City of Coleman*

City of Webster*

Florida Central Railroad**

Florida Central Railroad**

Lake County Schools**

*Denotes non-voting members

**Denotes ex-officio, non-voting member

Staff:

Mike Woods

Doris LeMay

Francis Franco

Nancy Valenzano

Brian Hutt

Melanie Marsh

Alex Trauger

Interim Executive Director/
Multi Modal Project Manager
Executive Assistant
GIS Manager
Associate Planner
TMS Project Manager
Lake County Attorney
HDR Engineering Inc.

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 2:02 p.m. by Chair Commissioner Tim Sullivan. A moment of silence 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 (12 voting members present).

I. AGENDA UPDATE

Commissioner Sullivan provided update on Tab 5 and Tab 6

II. OPPORTUNITY FOR PUBLIC COMMENT

None

III. PUBLIC HEARING

A. Commissioner Tim Sullivan opened the Public Hearing for the update to the Public Engagement Documentation. Alex Trauger, Transportation Planner with HDR Engineering Inc., presented the draft plan for board review and approval to open the 45 day public hearing period.

IV. CONSENT AGENDA

On a motion by Mayor Jim Richards, seconded by Mayor Robert Morin and carried by a vote of 12-0, the Lake~Sumter MPO approved Items A through D of the Consent Agenda As Follows:

Tab 1

- A. December 13, 2017 Meeting Minutes
- B. Approval of Resolution 2018-1 Amending the Unified Planning Work Program (UPWP). De-obligation of FY 16/17 unused funds in the amount of \$ 149,301.32 into FY 2018/19 of the new UPWP.
- C. Approval of Resolution 2018-2 Amending the FY 2017/18 Budget. 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 Governing 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.

V. ACTION ITEMS

Tab 2 Consider Acceptance of FY 2016/17 Independent Financial Audit and Financial Statement.

Joel Knopp, Moore Stephens Lovelace, P.A. presented the draft results of the independent financial audit performed for the fiscal year from July 1, 2016 through June 30, 2017. Discussion continued.

Motion was made by Commissioner Don Burgess, seconded by Commissioner Leslie Campione and carried a vote of 12-0, the Lake~Sumter MPO accepted the FY 2016/17 Independent Financial Audit and Financial Statement.

Tab 3 Consider Approval of Amending the FYs 2017/18-2021/22 Transportation Improvement Program (TIP).

Mike Woods provided a brief explanation of the amendment. Discussion continued.

Motion was made by City Commissioner Joe Elliott, seconded by Mayor Jim Richards and carried by a roll call vote of 12-0, the Lake~Sumter MPO approved Amending the FYs 2017/18-2021/22 Transportation Improvement Program (TIP).

Tab 4 Consider Approval of Financial Report as Presented By Milestone Professional Services.

Donna Collins, Milestone Professional Services (MPS) presented the financial report that encompassed the period through December 31. Commissioner Tim Sullivan provided a brief update on having MPS present quarterly at the MPO Board meetings instead of monthly and to continue to provide a written report monthly to be included in the Agenda packages. Discussion continued.

Motion was made by Commissioner Wendy Breeden, seconded by Commissioner Josh Blake and carried by a vote of 12-0, the Lake~Sumter MPO accepted the Financial Report provided by MPS and approved the monthly written reports and the quarterly presentations.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS FOR ACTION – MPO Executive Director Recruitment

Tab 5 MPO Executive Director Recruitment – Recommendations from Executive Committee. Commissioner Tim Sullivan provided a brief update on the March 9th Executive Committee meeting that will be held at 2:00 pm at the Lake~Sumter MPO.

NO Action Taken

Tab 6 Consider Approval to add March Meetings for MPO Executive Committee and MPO Governing Board

Commissioner Tim Sullivan provided a brief update on the March 26th Executive Committee meeting that will be held at 2:00 pm at the Lake~Sumter MPO to discuss the TMS Program.

NO Action Taken

VII. DISCUSSION ITEMS

Tab 7 FDOT Update

Mike Woods provided various staff changes at FDOT and also provided list in Agenda Package.

Tab 8 MPO Safety Initiative: Top 25 Non-signalized Intersections by crash rate.

Brian Hutt provided a brief update on the MPO Safety Initiative, noting comments from Mayor Nick Girone, and Mayor Robert Morin.

Tab 9 2018 List of Priority Projects Update

Mike Woods provided a brief update on the 2018 List of Priority Projects.

Tab 10 2018 Legislative Positions and Priorities Update

Commissioner Tim Sullivan provided a brief update on Legislative Positions and Priorities.

Tab 11 Letter Requesting Consideration and Approval from City of Groveland –

Commissioner Tim Sullivan provided a brief update on the letter requesting a voting representation on the MPO Governing Board from the City of Groveland. Executive Committee recommended waiting until the Legislative Session is complete to bring request back to MPO Board.

VIII. INFORMATIONAL ITEMS

Tab 12 2018/19 Transportation Management System (TMS) Draft Budget.

Mike Woods provided a brief update on the TMS Draft Budget.

Tab 13 MPO Committee Structure Update

Mike Woods provided a brief update on the MPO Committee Structure that he will bring back to the MPO Board in April.

IX. WRITTEN REPORTS – INCLUDED IN THE AGENDA PACKAGE

A. Transportation Agency Reports

1. Florida Department of Transportation (FDOT)
2. Florida's Turnpike Enterprise (FTE)
3. Central Florida Expressway Authority (CFX)
4. Public Works Reports – Blair Bean, Sumter Co. presented updates
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) & National Assoc. of Regional Councils (NARC)

E. Lake~Sumter MPO Staff Report & MPO Governing Board Member Reports

F. Transportation Management System Report

G. MPO Planning Area Project Update

X. ADJOURNMENT There being no further business to be brought to the attention of the Lake~Sumter Metropolitan Planning Organization, the meeting was adjourned at 3:13 p.m.



MEETING MINUTES
Wednesday, March 28, 2018
Lake~Sumter MPO
225 W. Guava Street, Suite 217
Lady Lake, FL 32159

Members Present:

Commissioner Tim Sullivan (Chair)
Commissioner Wendy Breeden
Commissioner Leslie Campione (1st Vice Chair)
Commissioner Josh Blake
Commissioner Sean Parks
Commissioner Don Burgess
Commissioner Doug Gilpin
Councilmember Ray Goodgame
Commissioner Marie Aliberti
Mayor Jim Richards (2nd Vice Chair)
City Commissioner Dan Vincent
Mayor Dan Robuck
Mayor Nick Girone (Chair Elect)
Councilmember Troy Singer
Councilmember Katherine Adams (Lake/At-Large Representative)
Councilman Bobby Yost*
City Commissioner Joe Elliott (Sumter/At-Large Representative)

Representing:

Lake County BCC
Lake County BCC
Lake County BCC
Lake County BCC
Lake County BCC
Sumter County BCC
Sumter County BCC
City of Clermont
City of Eustis
Town of Lady Lake
Town of Lady Lake
City of Leesburg
City of Mount Dora
City of Tavares
City of Umatilla
City of Webster
City of Wildwood

Members Absent:

Mayor Pat Kelley (Immediate Past Chair)
Vice-Mayor Mitchell Mack
Mayor Bil Spaude
Commissioner Rick Ranize
Mayor Dina Sweatt
Councilor David Nebel
Councilmember Sally Rayman
Mayor Joe Wynkoop
Councilmember Richard Huff
Matt Schwerin
Pete Petree
Board Member Sandy Gamble
Board Member Christine Norris

City of Minneola
Town of Astatula*
City of Bushnell*
City of Fruitland Park*
City of Groveland*
Town of Howey-in-the-Hills*
City of Mascotte*
Town of Montverde*
City of Coleman*
Florida Central Railroad**
Florida Central Railroad**
Lake County Schools**
Sumter County Schools**

*Denotes non-voting members

**Denotes ex-officio, non-voting member

Staff:

Mike Woods

Francis Franco

Nancy Valenzano

Brian Hutt

Melanie Marsh

Interim Executive Director/
Multi Modal Project Manager
GIS Manager
Associate Planner
TMS Project Manager
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 2:00 p.m. by Chair Commissioner Tim Sullivan. Commissioner Burgess led the invocation; 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 (15 voting members present). Interim Executive Michael Woods noted that Nancy Valenzano accepted a position closer to her home and would be leaving the MPO after 13 years of service.

I. AGENDA UPDATE

None

II. OPPORTUNITY FOR PUBLIC COMMENT

None

III. ACTION ITEMS

Tab 1 MPO Executive Director Recruitment – Recommendations from Executive Committee

Chair Sullivan led the discussion and update of the interview process that took place on March 26, 2018. Discussion continued.

Motion was made by Mayor Nick Girone, seconded by Commissioner Wendy Breeden and carried a vote of 15-0, the Lake~Sumter MPO approved the recommendation of the Executive Committee to offer Mr. David Mack the position of Executive Director of the Lake~Sumter MPO.

IV. BOARD MEMBER COMMENTS

Commissioner Campione thanked Michael Woods for doing an outstanding job as Interim Executive Director.

V. ADJOURNMENT There being no further business to be brought to the attention of the Lake~Sumter Metropolitan Planning Organization, the meeting was adjourned at 2:28 p.m.

Timothy Sullivan, Chair



Financial Report

Lake-Sumter Metropolitan Planning Organization

For the period ended March 31, 2018

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 March 31, 2018.

Financial Summary

The Financial information contained in this report is as of March 31, 2018 (75% 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 3-31-18	
	Revised	YTD	Budget
<u><i>115 LAKE SUMTER MPO - PL112</i></u>	Budget*	Actuals	Variance
Highway Planning & Construction-PL	\$ 588,431	\$ 348,815	\$ 239,616
GOA95 - Feasibility Study US 27	34,246	15,143	19,103
GOA95 - Planning Asst 15/16	40,657	8,020	32,637
Fed Transit Metro - 5305 FY 16/17	120,378	93,749	26,629
FDOT- Planning Grant/Sumter	48,029	34,581	13,448
FDOT- Planning Grant/Sumter	110,000	-	110,000
East Ave/Grand Hwy	200,000	-	200,000
Beginning Fund Balance	22,294	22,294	-
Total Revenues 115	1,164,035	522,602	641,433
<u><i>116 LAKE SUMTER MPO - OTHER PROGRAMS</i></u>			
Other Transportation Fees	6,938	11,976	(5,038)
Beginning Fund Balance	13,024	13,024	-
Total Revenues 116	19,962	25,000	(5,038)
<u><i>117 LAKE SUMTER MPO - TRANSPORTATION MGMT</i></u>			
Transp Concurrency Fees	138,857	138,857	-
Beginning Fund Balance	39,422	39,422	-
Total Revenues 117	178,279	178,279	-
TOTAL REVENUES	\$ 1,362,276	\$ 725,881	\$ 636,395
<i>EXPENDITURES</i>			
<u><i>115 LAKE SUMTER MPO - PL112</i></u>			
Total Personal Services	\$ 480,499	\$ 321,107	\$ 159,392
Total Operating	650,515	219,006	431,509
Capital Outlay	-	-	-
Grants and Aids	5,000	5,000	-
Administration Costs	28,021	16,310	11,711
Reserve for Operations	-	-	-
Total Expenditures 115	1,164,035	561,423	602,612
<u><i>116 LAKE SUMTER MPO - OTHER PROGRAMS</i></u>			
Total Personal Services	5,162	6,156	(994)
Total Operating	14,800	9,928	4,872
Total Expenditures 116	19,962	16,084	3,878
<u><i>117 LAKE SUMTER MPO - TRANSPORTATION MGMT</i></u>			
Total Personal Services	125,879	99,813	26,066
Total Operating	51,101	2,793	48,308
Capital Outlay	1,299	1,299	-
Grants and Aids	-	500	(500)
Total Expenditures 117	178,279	104,405	73,874
TOTAL EXPENDITURES	\$ 1,362,276	\$ 681,912	\$ 680,364

* Reflects carryforward amounts for grants from 2017

BFB	\$ 74,740
Revenues	725,881
Expenditures	681,912
EFB	\$ 118,708

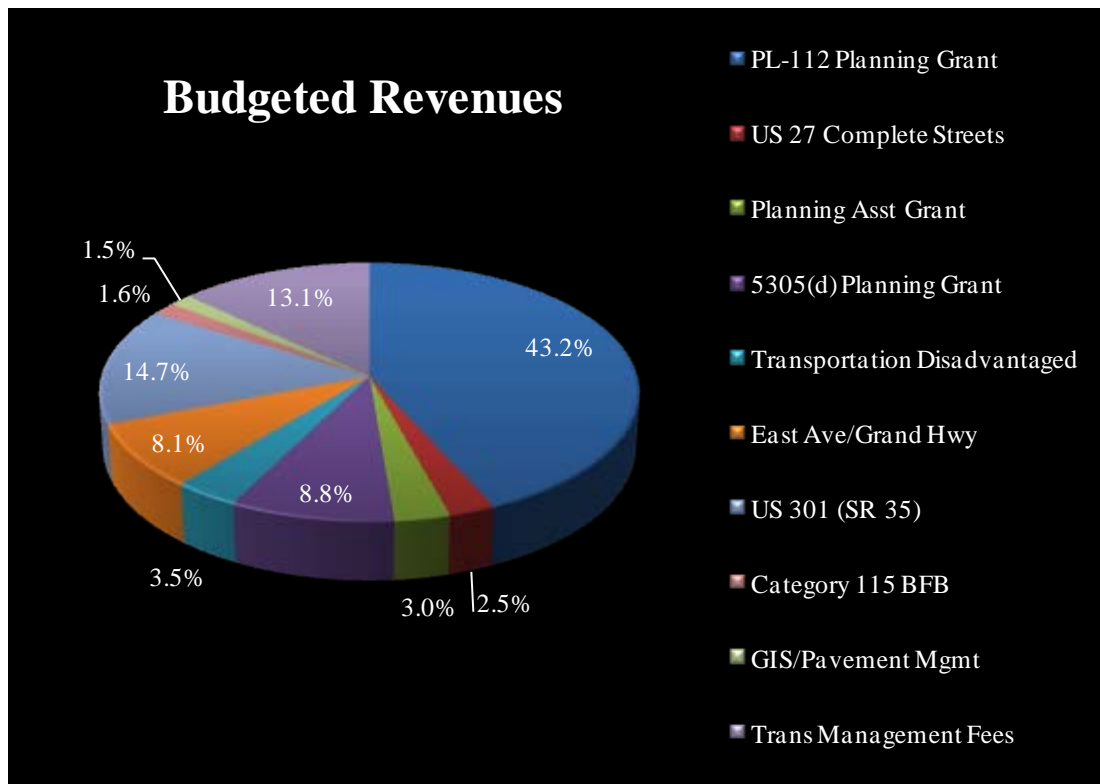
Revenues (and corresponding expenditures) are accounted for in the MPO budget in three funding categories. The first funding category (referred to as 115) accounts for federal and state funds. Major revenue sources in this category include planning grants from the Federal Highway Administration (FHWA),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

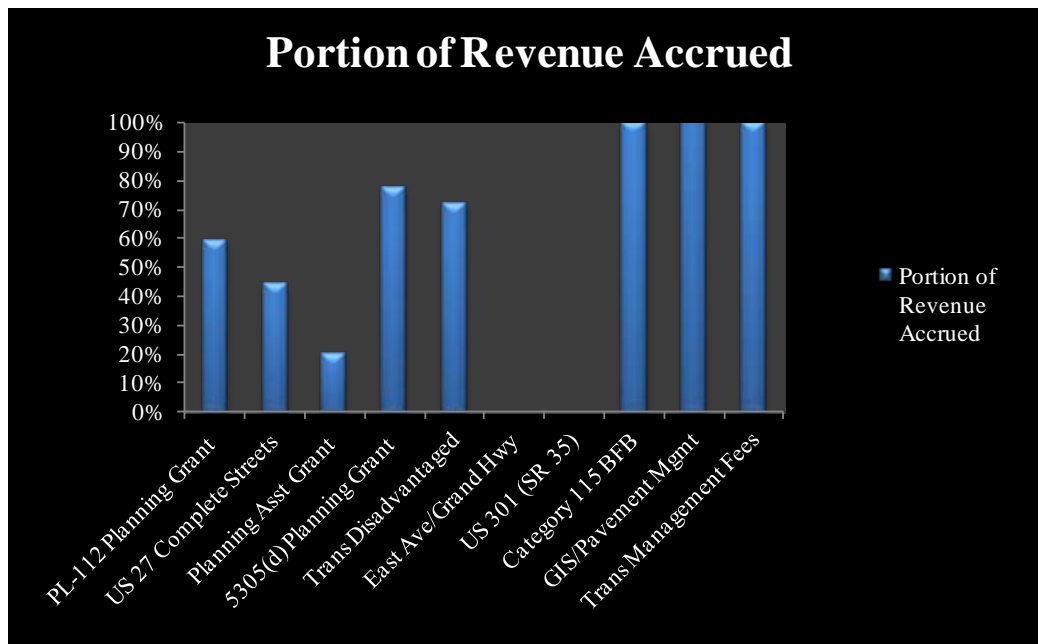


Major Revenues by source are identified below. This table includes the original 2018 budget as adopted by the MPO Board. As of March 31, 2018 the budget also includes beginning fund balances from fiscal 2017 and carry forward grant amounts from fiscal 2017 for the US 27 Complete Street and Planning Assistance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

Major Revenue Sources Portion of Revenue Accrued (excl BFB)	Annual	Thru 3-31	Percent Accrued
	Revenue Budgeted	Revenue Accrued	
PL-112 Planning Grant	\$ 588,431	\$ 348,815	59%
US 27 Complete Streets	34,246	15,143	44%
Planning Asst Grant	40,657	8,020	20%
5305(d) Planning Grant	120,378	93,749	78%
Trans Disadvantaged	48,029	34,581	72%
East Ave/Grand Hwy	110,000	-	0%
US 301 (SR 35)	200,000	-	0%
Category 115 BFB	22,294	22,294	100%
GIS/Pavement Mgmt	19,962	25,000	125%
Trans Management Fees	178,279	178,279	100%
	<u>\$ 1,362,276</u>	<u>\$ 725,881</u>	

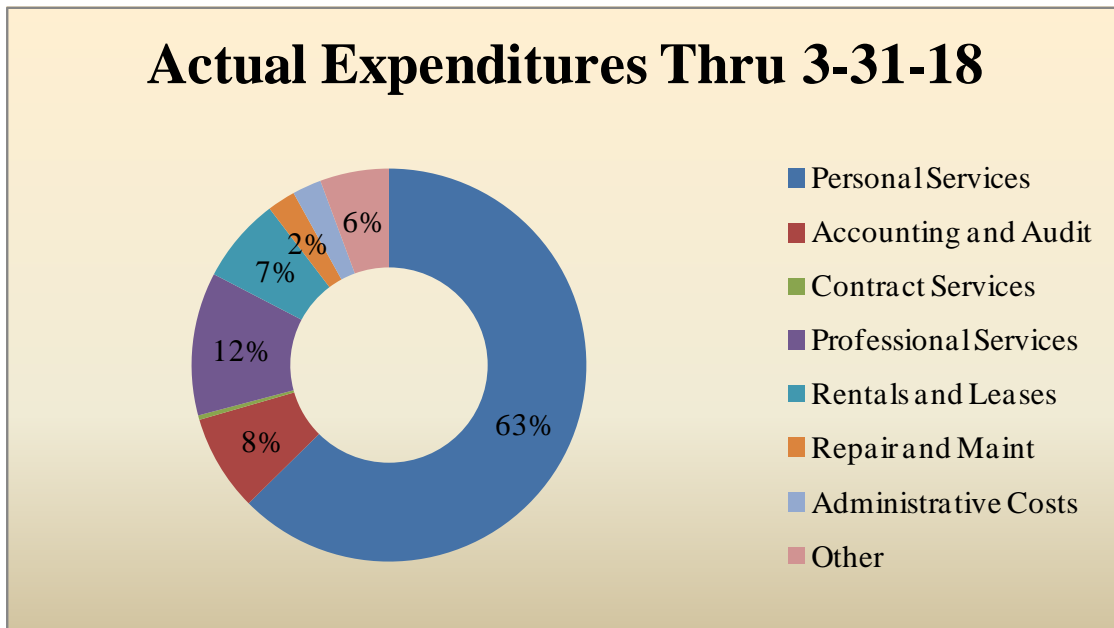
Revenue Analysis – Several of the MPO’s larger revenue sources are reimbursement based grants. As of March 31, 2018, invoices for February have been submitted for the PL-112 FHWA Planning Grant and the FTA Section 5305(d) Planning Grant for FY 2018. These amounts are accrued above. Invoices for March activity are being prepared currently with anticipated submittal within the next two weeks. Thus, expenditures for these grants are included in the March 31, 2018 balances but the corresponding revenue has not been accrued as yet.

Approximately three fourths of the Transportation Disadvantaged revenue and approximately 44% of the budgeted funds for the US 27 Complete Streets project have been accrued. The GIS/Pavement Management revenue includes billings for GIS activities not originally included in the budget. The budget will be adjusted for this unanticipated revenue at a later date. All Transportation Management Fees are accrued at March 31, 2018. Graphically, revenue accrued as compared to budgeted amounts can be summarized as follows:

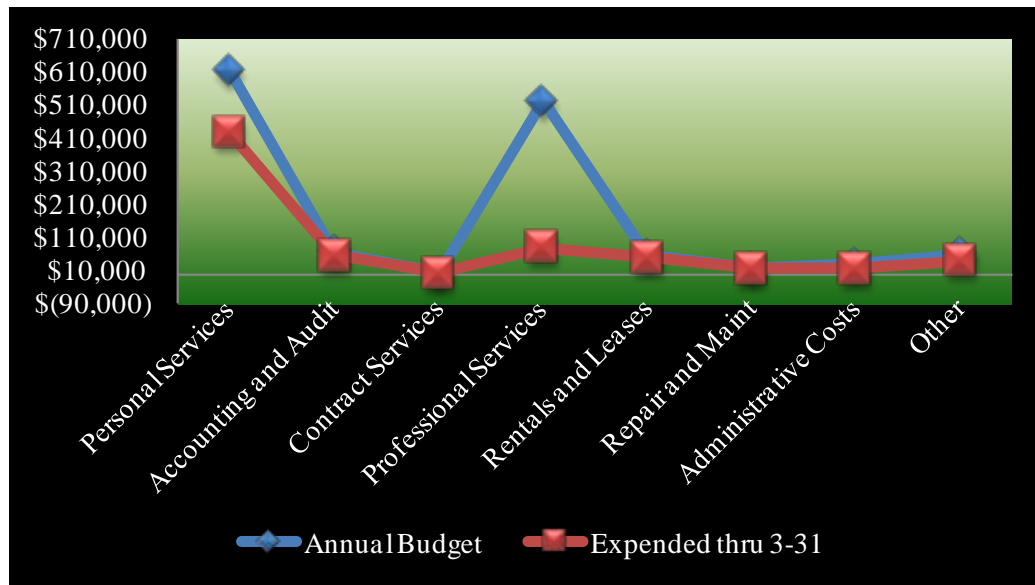


Overview of Expenditures

A significant portion of the MPO's expenditures are personal services including salary and related benefits. Through March 31, 2018, personal services accounts for 63% of total expenditures. The second largest expenditure category is professional services with 12% of expenditures through March 31, 2018 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 March 31, 2018.



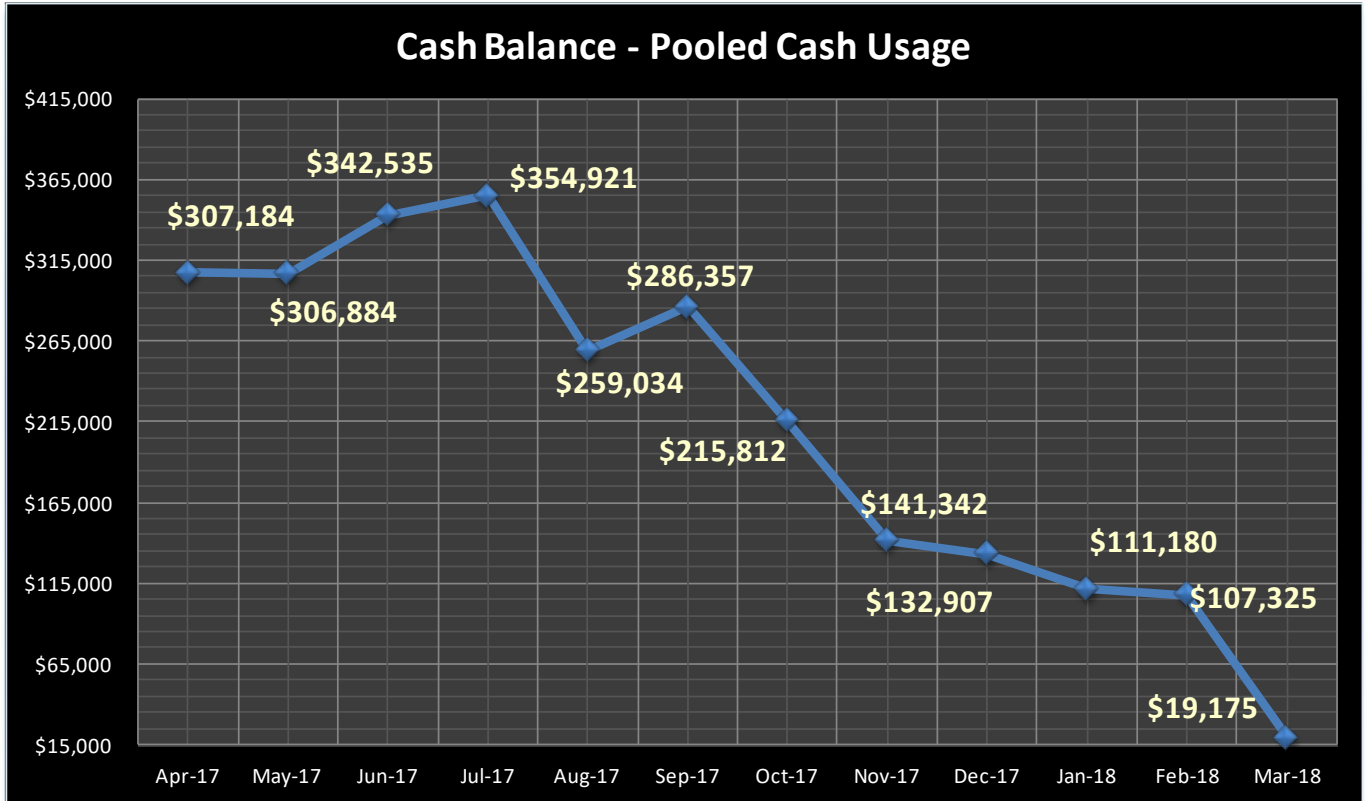
The MPO adopts an annual budget that identifies major funding sources and related anticipated expenditures. The graph below includes annual budgeted expenditures as well as actual expenditures incurred through March 31, 2018.



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). The most significant expenditure for the period January through March 2018 is the severance package for the former Executive Director. Of the total cost for severance, \$40,000 was allocated to the PL-112 grant and \$12,000 was charged to the 5305(d) grant. Category 116 reflects additional expenditures for time incurred by the MPO’s GIS staff. The budget will be amended at a later date for the unanticipated revenue and the corresponding expenditures. Funding category 117 includes primarily personal service expenditures to date. The remaining severance costs for the former Executive Director are also included here (approximately \$18,000).

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.



Invoices for February activity for the PL-112 FHWA Planning Grant and FTA Section 5305(d) Planning Grant have been submitted and the MPO has received payment. Invoices for March activity are currently being prepared and submittal is anticipated within the next two weeks. The cash balance as of April 13, 2018, the date this report was prepared, is \$37,651.98.

AMENDED AND RESTATED MPO STAFF SERVICES AGREEMENT

THIS AMENDED AND RESTATED MPO STAFF SERVICES AGREEMENT (“Agreement”) is entered into by and between Lake Sumter Metropolitan Planning Organization, hereinafter the “MPO,” and Lake County, Florida, a political subdivision of the State of Florida, hereinafter “Lake County,” for the provision of staff services.

WHEREAS, Section 339.175(1), Florida Statutes, provides for the designation of a metropolitan planning organization for each urbanized area of the state and the creation and operation of such metropolitan planning organizations pursuant to an interlocal agreement entered into pursuant to Section 163.01, Florida Statutes; and

WHEREAS, on December 9, 2003, the Governor of Florida designated the MPO as the metropolitan planning organization for the Lake and Sumter urbanized area, and the MPO is duly created and operated pursuant to an interlocal agreement (hereinafter the “Authorizing Interlocal Agreement”) between the Florida Department of Transportation and the affected units of general purpose local government within the Lake/Sumter urbanized area; and

WHEREAS, the Authorizing Interlocal Agreement was recently updated and readopted by all parties on October 28, 2015; and

WHEREAS, the MPO is a legally independent governmental entity distinct from Lake County government, and has the authority to contract with Lake County for the provision of certain services; and

WHEREAS, the MPO wishes to obtain certain administrative support services from Lake County to assist the MPO staff in managing the continuing, cooperative and comprehensive transportation planning process mandated by state and federal law and is authorized by Section 339.175(5)(h) and 163.01, Florida Statutes, to contract with Lake County for the same; and

WHEREAS, on September 28, 2005, the MPO and Lake County entered into a MPO Staff Services Agreement (“2005 Agreement”); and

WHEREAS, on May 24, 2016, the MPO and Lake County terminated the 2005 Agreement and entered into a new MPO Staff Services Agreement (“2016 Agreement”); and

WHEREAS, the 2016 Agreement was for a period of twenty-four (24) months with an option and required the parties to review the agreement terms prior to any renew; and

WHEREAS, the parties seek to renew the 2016 Agreement and make certain amendments to the MPO Staff Services Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, premises, and representations herein, the parties agree as follows:

1. Recitals. The foregoing recitals are true and correct and incorporated herein by reference.

2. Fiscal Services.

A. In order to assist the MPO with the its administrative functions, Lake County hereby agrees to act as the financial depository for MPO funds. All federal, state, and/or local grants or funding due to the MPO shall be deposited into Lake County's bank account, hereinafter the "Pooled Cash Account." Lake County shall account separately for the MPO funds using a separate fund in the County Financial System even though the funds are physically maintained in the Pooled Cash Account.

B. Since MPO funding is primarily received from grants which are cost reimbursable, Lake County hereby agrees to advance funds, in the Board of County Commissioners' sole discretion, to the MPO as needed to pay expenses. Amounts due and owing Lake County shall be accounted for monthly in the County Financial System and in the annual Governmental Funds Balance Sheet – Statement of Net Position. The MPO shall reimburse Lake County for all advanced funds once MPO grant funding is received in Lake County's Pooled Cash Account. This arrangement has been, and shall continue to be, fully disclosed in the annual external audit. Nothing herein shall require Lake County to advance any particular amount of funds to the MPO, nor shall Lake County assume any obligations or liabilities associated with the MPO.

C. The MPO shall take all reasonable and necessary steps to ensure that expenditures are reimbursed from federal or state agencies as soon as possible. The MPO shall be solely responsible for preparing any invoices or other required documentation, and for the timely submission of such documentation to the appropriate agencies to ensure timely reimbursement. If, at any time, Lake County determines that the MPO is not taking all reasonable and necessary steps to submit for reimbursement, Lake County shall have the right to terminate advanced payment assistance provided to the MPO until such time as Lake County is properly reimbursed for such advanced payments. Lake County shall additionally have the option, but shall not be required, to assume responsibility for the submittal of necessary documentation to obtain the reimbursement on behalf of the MPO.

D. Any advanced funds provided by Lake County to the MPO shall be in accordance with the objectives, purposes, and in accordance with allowable expenditures permitted under the various federal and state funding programs. Lake County shall not be required to provide any advanced funds for good or services deemed by Lake County, in Lake County's sole discretion, as non-reimbursable under the applicable federal and state funding programs, or, in the case of discretionary funding, non-reimbursable under the approved uses of such discretionary funding as established by the MPO Governing Board.

E. Lake County shall act in the capacity of custodian of MPO funds only. Lake County shall assume no responsibility for the MPO's compliance with state or federal law, or grant requirements. Compliance with state or federal law, and grant requirements, shall remain solely within the purview of the MPO. The MPO further agrees to establish adequate internal controls, processes, and procedures to reasonably ensure all funds are handled in a legal and prudent manner.

Lake County reserves the right to refuse to pay any expense that is deemed not in compliance with the relevant laws or grants.

3. Employee Status.

A. The Executive Director of the MPO serves under the direction, supervision and control of the MPO Governing Board. The Executive Director, with the consent of the MPO Governing Board, employs such personnel as may be necessary and authorized by the MPO Governing Board to perform adequately the functions of the MPO within the MPO's budgetary limitations, as set by the MPO Governing Board. As set forth herein, MPO employees, including the MPO Executive Director as permitted under his contract, shall receive certain benefits and administrative support services from Lake County, but shall otherwise function independently of the control, supervision and direction of Lake County.

B. Since Lake County is the financial depository for MPO funds, Lake County and the MPO hereby agree that MPO employees, including the MPO Executive Director, shall be paid through Lake County's payroll system. Further, the MPO Governing Board hereby adopts by reference the Lake County Board of County Commissioners' Employment Policies Manual and Employment Procedures as the MPO Employment Policies Manual and Employment Procedures as if those Policies and Procedures were separate and distinct documents. Where there are references in the Employment Policies Manual to approvals required of the County Manager or actions to be taken by the County Manager with regard to employees of the MPO, such reference shall be to the MPO Executive Director. Where disputes occur between the Executive Director and MPO employees, the parties agree that such disputes will be taken to the Chairman of the MPO Governing Board.

4. Risk Management and Benefits Participation.

A. The parties agree that the MPO is exposed to various risks related to torts; theft of, damage to and destruction of assets; injuries to employees; and natural disasters. Lake County hereby agrees to cover the MPO, and employees thereof, for general liability, automobile, worker's compensation, property and health liabilities under Lake County's self-insured fund. Lake County shall charge the MPO the established rates for these programs.

B. MPO employees shall receive the same benefits as Lake County employees, including but not limited, to participation in the Florida Retirement System, retiree health coverage, leave accrual, holidays etc., all as set forth in the Policies and Procedures. Salary and benefit payments shall be considered obligations of the MPO, and Lake County shall deduct any salary and benefit payments from MPO funds. Benefit participation is further defined in a supplemental Risk and Benefits Interlocal agreement executed separately by the parties.

5. Provision of Staff Services. Lake County hereby agrees to provide the following staff services to the MPO:

A. The MPO desires that the Lake County Attorney's Office provide legal services to the MPO. Pursuant to Section 2-106, Lake County Code, the Office of the County

Attorney may render any other legal services as may be required by the Lake County Board of County Commissioners. The parties agree that such services do not include advising or representing MPO employees in their individual capacities. Lake County and the MPO agree and acknowledge that although the interests of each party are generally consistent, it is recognized and understood that differences may exist or become evident during the course of the legal representation. Notwithstanding these possibilities, both parties have determined that it is in their individual and mutual best interests to have a single legal office represent them. Despite any potential or actual conflict of interest which may exist now or in the future, Lake County and the MPO consent the Lake County Attorney and his/her designees to simultaneously represent both Lake County and the MPO. It is further understood and agreed that the County Attorney and his/her designees may freely convey necessary information provided by one party to the other party. Each party hereto have agreed to waive any conflict of interest that may arise, including any conflict that may have arisen in the drafting of this Agreement. Nothing herein shall prohibit the MPO from employing separate legal counsel for specific needs when deemed necessary and appropriate by the MPO. The parties hereby agree that in the event of a dispute between the County and the MPO, or where provision of such services would be in violation of the Rules Regulating the Florida Bar, the Lake County Attorney's Office shall withdraw from representing the MPO.

- B. Lake County Office of Information Technology (IT) will assist with records management, GIS, applications support, and information technology services such as account creation and management, email, remote access, software licensing, hosting services, and technical support. MPO employees shall comply with all IT policies and procedures duly adopted by Lake County.
- C. Lake County Office of Human Resources will assist with employee recruiting, training, evaluations, classification and compensation issues, performance management, and discipline.
- D. Lake County Office of Procurement Services will assist MPO with the development and processing of various categories of solicitations to include, selection committee processes, issuance and management of p-cards, and general compliance with pertinent procurement laws, regulations, and procedures, including those related to grants.

6. Payment for Services Provided. The MPO shall pay to Lake County the amount of Twenty-Eight Thousand Dollars (\$28,000.00) per year to compensate Lake County for the services provided hereunder. Payment for services provided herein shall be transferred to Lake County from the MPO funds deposited into Lake County's Pooled Cash Account, as further set forth in Section 2 above. This provision shall be reviewed annually by the parties to ensure that Lake County is being paid appropriately for the services provided herein.

7. Right to Audit. Lake County reserves the right to require MPO to submit to an audit by any auditor of Lake County's choosing. MPO shall provide access to all of its records

which relate directly or indirectly to this Agreement at its place of business during regular business hours. MPO shall retain all records pertaining to this Agreement and upon request make them available to Lake County for five (5) years following expiration of this Agreement. MPO agrees to provide such assistance as may be necessary to facilitate the review or audit by Lake County to ensure compliance with applicable accounting and financial standards. Additionally, MPO agrees to include the requirements of this provision in all contracts with sub-consultants and material suppliers in connection with the work performed hereunder.

8. Term of Agreement; Termination. This Agreement shall be effective on the date of the last signature below (Effective Date) for a term of twenty-four (24) months. Thereafter, the parties may renew this Agreement for successive terms of twenty-four (24) months each. Prior to renewing this Agreement, and prior to each successive renewal, the parties shall review the terms of this Agreement to determine if any changes are warranted. This Agreement may be terminated by either party upon the giving of ninety (90) days written notice.

9. Amendment and Restatement. Amendments or modifications of this Agreement may only be made in writing, signed by both parties hereto with the same formalities as the original Agreement. This Amended and Restated MPO Staff Services Agreement shall take place of the 2016 Agreement and upon the Effective Date of this Agreement, the 2016 Agreement shall no longer be effective.

10. Notices. Wherever provision is made in this Agreement for the giving, service or delivery of any notice, statement or other instrument, such notice shall be in writing and shall be deemed to have been duly given, served and delivered, if delivered by hand or mailed by United States registered or certified mail or sent by facsimile, addressed as follows:

MPO

Executive Director
225 West Guava St., Suite 211
Lady Lake, Florida 32159

COUNTY

County Manager
P.O. Box 7800
Tavares, Florida 32778

Each party hereto may change its mailing address by giving the other party hereto, by hand delivery, United States registered or certified mail, notice of election to change such address.

11. Scope of Agreement. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein, and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained herein.

12. Independent Agencies. Neither the MPO nor Lake County shall be considered or deemed to be an agent, employee, joint venture, or partner to the other. Neither party shall have authority to contract for or bind the other in any manner and shall not represent itself as an agent of the other. Further, nothing herein shall make Lake County subject to, or responsible for, any contractual obligations of the MPO.

Amended and Restated MPO Staff Services Agreement with Lake County_ 2018

13. Severability. Should any section, sentence, or clause of this Agreement be deemed unlawful by a Court of competent jurisdiction, no other provision hereof shall be affected and all other provisions of this Agreement shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amended and Restated MPO Staff Interlocal Agreement on the respective dates under each signature: COUNTY through its Board of County Commissioners, signing by and through its Chairman, authorized to execute the same, and MPO through its Chairman, authorized to execute the same by action of its Governing Board.

COUNTY

ATTEST:

LAKE COUNTY, FLORIDA, through its Board of County Commissioners

Neil Kelly, Clerk of the Board of County Commissioners of Lake County, Florida

Timothy I. Sullivan, Chairman

This ____ day of _____, 2018.

Approved as to form and legality:

Melanie Marsh, County Attorney

MPO

ATTEST:

LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION

Doris LeMay, Executive Assistant

Timothy I. Sullivan, Chairman

This ____ day of _____, 2018.

Approved as to Form and Legality:

Melanie Marsh, MPO Attorney



Lake-Sumter MPO



Joint Certification – 2018

March 1, 2018

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Purpose

Each year, the District and the MPO must jointly certify the metropolitan transportation planning process as described in [23 C.F.R. §450.336](#). The joint certification begins in January. This allows time to incorporate recommended changes into the Draft Unified Planning Work Program (UPWP). The District and the MPO create a joint certification package that includes a summary of noteworthy achievements by the MPO and, if applicable, a list of any recommendations and/or corrective actions.

The certification package and statement must be submitted to Central Office, Office of Policy Planning (OPP) no later than June 1.

Certification Process

Please read and answer each question using the checkboxes to provide a “yes” or “no.” Below each set of checkboxes is a box where a justification for each answer is to be inserted. The justification given must be in adequate detail to explain the question. Determining “adequate detail” is at the discretion of the MPO Liaison conducting the Certification. **Please add a justification for every answer where a box exists.**

Since all of Florida’s MPOs adopt a new Transportation Improvement Program (TIP) annually many of the questions related to the TIP adoption process have been removed from this certification, as these questions have been addressed during review of the draft TIP and after adoption of the final TIP.

Please attach any correspondence or comments related to the draft or final TIP, and the TIP checklist used by Central Office and the District, as an appendix to this certification report.

As with the TIP, many of the questions related to the Unified Planning Work Program (UPWP) and Long-Range Transportation Plan (LRTP) have been removed from this certification document, as these questions are included in the process of reviewing and adopting the UPWP and LRTP.

If the MPO has adopted a new UPWP or LRTP during the year covered by this certification, please attach any correspondence or comments related to the draft or final UPWP or LRTP, and any related checklists used by Central Office and the District, as an appendix to this certification report.

Note: This Certification has been designed as an entirely electronic document and includes interactive form fields and checkboxes. Section 12: Attachments allows you to embed any attachments to the certification, including the [MPO Joint Certification Statements and Assurances](#) document that must accompany the completed Certification report.

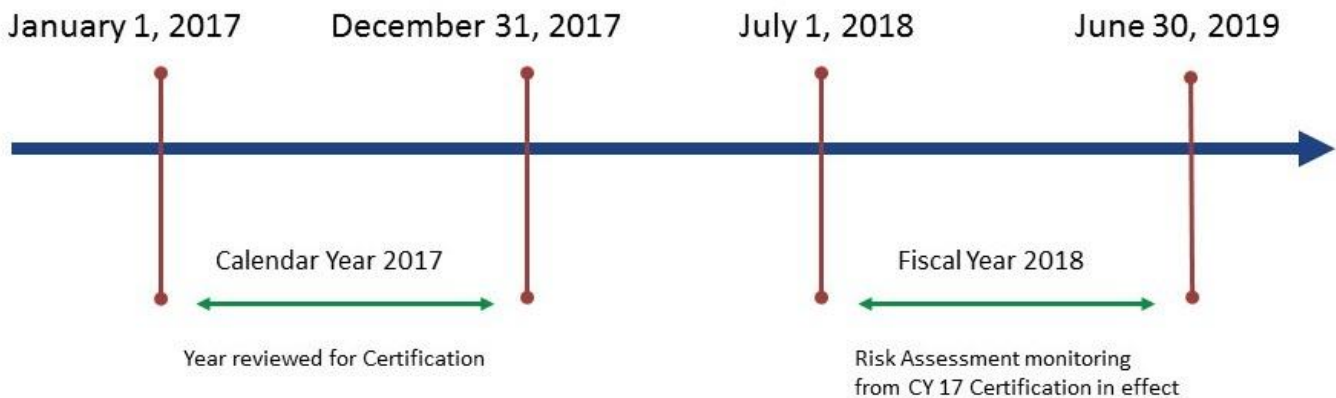
Please use the electronic form fields to fill out the Statements and Assurances document, and then print it. Once all of the appropriate parties sign the Statements and Assurances, scan it and attach it to the completed Certification in Section 12: Attachments.

Risk Assessment Process

Section 5: Finances and Invoicing is intended to satisfy the Risk Assessment requirements described in [2 CFR §200.331](#). These questions will be quantified using a point scale to assign a level of risk for each MPO, which will be updated annually during the Joint certification process. The results of the MPO Risk Assessment will determine the minimum frequency of which the MPO’s supporting documentation for their invoices is reviewed by FDOT District Liaisons for the upcoming year. The frequency of review, based on the level of risk is below:

Scale	Risk Level	Frequency of Monitoring
0-1	Low	Annually
2-3	Moderate	Bi-annually
4-5	Elevated	Triennially
>6	High	Quarterly

Risk Assessment: Certification Year vs. Monitoring



Section 1: MPO Overview

1. Does the MPO have up-to-date agreements such as the interlocal agreement that creates the MPO, the intergovernmental coordination and review agreement; and any other applicable agreements? Please list all agreements and dates that they need to be readopted.

[\[23 C.F.R. 450.314 \(a\) and \(e\)\]](#)

Please Check: Yes No

The MPO Agreement was adopted on April 27, 2016, most recently amended on October 24, 2017, and will need to be readopted by June 30, 2018. The Interlocal Agreement for the Creation of the MPO was updated and readopted on October 28, 2015, and will be due for review in 2020. The ICAR was adopted on August 26, 2015, and will need readopted in 2020. The Public Transportation JPA was adopted on October 25, 2016, and will need to be renewed in 2021. The Long Range Transportation Plan was adopted on December 9, 2015, and will be readopted in 2020.

2. Does the MPO coordinate the planning of projects that cross MPO boundaries with the other MPO(s)?

[\[23 C.F.R. 450.314\(e\)\]](#)

Please Check: Yes No

The MPO participates in regional planning as a member of the Central Florida MPO Alliance, which meets quarterly. They are also involved in the MPO Advisory Council, which met eight times in 2017. The MPO also coordinates with neighboring MPOs such as MetroPlan Orlando and Ocala/Marion County TPO on locally and regionally significant projects.

3. Does the MPO planning process provide for consideration of the 10 Planning Factors?

[\[23 U.S.C. 134\(h\); 23 C.F.R. 450.306\(a\)\]](#)

Please Check: Yes No

The MPO's UPWP contains the 10 Planning Factors (page 4), and the tasks in the UPWP address the planning factors. The UPWP is online at <http://www.lakesumtempo.com/documents/upwp.aspx>

4. Are the transportation plans and programs of the MPO based on a continuing, comprehensive, and cooperative process?

[\[23 C.F.R. 450.300 \(a\)\]](#)

Please Check: Yes No

The transportation planning projects developed by the MPO respond to the metropolitan planning requirements in the Federal reauthorization act entitled: Fixing America's Surface Transportation (FAST Act). The FAST Act continues the Metropolitan Planning program that establishes a cooperative, continuous, and comprehensive framework for

making transportation investment decisions in metropolitan areas. Program oversight is a joint FDOT/Federal Highway Administration/Federal Transit Administration responsibility.

Decisions about how to spend transportation funds in the Lake~Sumter metropolitan planning area are guided by information and ideas from a broad group of people, including elected officials, county and municipal planners and engineers, transportation advocates, other advocates, and other interested persons. The 3C transportation-planning process in the Lake~Sumter MPO Planning area has established the following objectives for the process:

- Identify transportation problems and develop possible solutions
- Balance short- and long-range considerations so that beneficial, incremental actions adequately reflect an understanding of probable future consequences and possible future options
- Represent both regional and local considerations as well as both transportation and nontransportation objectives and impacts when analyzing project issues.
- Assist agencies responsible for implementing projects in effecting timely policy and project decisions with adequate consideration of environmental, land-use, social, fiscal, and economic impacts, and with adequate opportunity for participation by other agencies, local governments, and members of the public.
- Help implementing agencies to prioritize transportation activities in a manner consistent with the region's needs and resources
- Comply with the requirements of Fixing America's Surface Transportation Act (FAST Act); Americans with Disabilities Act (ADA); Clean Air Act; Title VI of the Civil Rights Act of 1964; Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations; Executive Order 13330: Human Services Transportation Coordination; and 1 1-2 Transportation Improvement Program Executive Order 13166: Improving Access to Services for Persons With Limited English Proficiency.

All of the MPO documents address the 3C planning process in the narrative of the document.

5. Does the MPO have an up-to-date congestion management process?

[\[339.175 \(6\)\(c\)\(1\) F.S.\]](#)

Please Check: Yes No N/A

The Congestion Management Process (CMP) in the Lake~Sumter MPO Planning Area was achieved in coordination with FDOT and a Development Team comprised of local government and agency staff members. To date, the analysis of the Lake~Sumter Roadway network is based solely on the roadways volume to capacity ratio (v/c). The MPO monitors the roadway network v/c ratio annually. The 2045 LRTP will further enhance the analysis of roadways by evaluating other mobility based measures to assess the roadway's congestion level.

6. Does the MPO have a documented Public Participation Plan that defines a process in sufficient detail for members of the public to have reasonable opportunity to participate in the planning process?

[\[23 C.F.R. 450.316 \(a\)\]](#)

Please Check: Yes No

The MPO's Public Involvement Plan (PIP) was adopted in April 2012 and amended in January 2015. Opportunities for participation are addressed on page 28. The MPO is currently updating the PIP. The PIP is available online at http://www.lakesumtermo.com/documents/index.aspx#doc_pip

7. Has the MPO recently reviewed its Public Participation Plan? If so, when?

[\[23 C.F.R. 450.316 \(a\)\(1\)\(x\)\]](#)

Please Check: Yes No

The PIP is currently under review. The Public Hearing for the PIP, Title VI, and LEP Plans will open at the February 28, 2018, MPO Governing Board meeting and close at the April 25, 2018 MPO Governing Board meeting.

8. Was the Public Participation Plan made available for public review for at least 45 days before adoption?

[\[23 C.F.R. 450.316\(a\)\(3\)\]](#)

Please Check: Yes No

The MPO is responsible for actively involving all affected parties in an open, cooperative and collaborative process that provides meaningful opportunities to influence transportation decisions. The Public Involvement Plan is a guiding document to the MPO's public outreach. The document provides a framework for general public involvement. December 10, 2014, the MPO Governing Board supported the recommendations for a draft update to the current Public Involvement Plan. The board also opened a 45-day public comment period on the draft document. The Public hearing for the Public Involvement Plan was closed on January 28, 2015. The most substantive changes involve: (1) the differentiation between an amendment (substantive) and a revision (minor) and (2) a requirement for all major documents to be subject to a 21-day public comment period (PIP is still 45 days) that begins when agenda items are posted seven days prior to the committee meetings. Therefore a minimum of seven days of public notice is provided for committee meetings and 21 days of opportunity for public review will be provided for all documents coming before the Governing Board.

9. Does the MPO utilize one of the methods of procurement identified in [2 C.F.R. 200.320 \(a-f\)](#)?

[\[2 C.F.R. 200.320\]](#)

Please Check: Yes No

Yes. The MPO utilizes Procurement by competitive proposals. The technique of competitive proposals is conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded.

10. Does the MPO maintain sufficient records to detail the history of procurement? These records will include, but are not limited to: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

Note: this documentation is required by 2 C.F.R. 200.324 (a) to be available upon request by the Federal awarding agency, or pass-through entity when deemed necessary.

[\[2 C.F.R. 200.318 \(i\)\]](#)

Please Check: Yes No

Yes, the MPO maintains all records pertaining to the procurement process. The Lake~Sumter MPO contracts with the Lake County Procurement Department for all procurement activities.

Basic Procurement Policy Statements:

1. The County procurement process shall provide for equal access and opportunity to all vendors without regard to factors unrelated to quality, cost, and availability of goods and services, or previous vendor performance. Arbitrary action under any purchase in any regard by any party subject to this procedure is specifically prohibited.
2. That procurement actions are conducted on the basis of full and open competition to the greatest degree possible, with award being made to: a. The low responsive responsible bidder under Invitations to Bid. b. The best value proposer under Requests for Proposals that involve pricing as a competitive selection factor. c. The highest ranked technical proposer(s) with which a fair and reasonable price was subsequently negotiated under solicitations that do not involve pricing as an initial competitive selection factor.
3. That all specifications or statements of work included in County procurement actions accurately describe the essential needs of the County, and contain no artificial or arbitrary requirements that limit competition or increase cost.
4. That each procurement action is conducted in accordance with the best interests of the County, and with the highest level of integrity and fairness to all involved parties throughout the acquisition cycle.
5. That all County procurement operations be conducted in full compliance with all established state and local statutes and regulations regarding ethical standards to be maintained within the purchasing function.

11. Does the MPO have any intergovernmental or inter-agency agreements in place for procurement or use of goods or services?

[\[2 C.F.R. 200.318 \(e\)\]](#)

Please Check: Yes No

The MPO's Staff Services Agreement with Lake County includes procurement services by the County (page 4). The Agreement was executed in May 2016 and will expire in 2018. The 2018 Staff Services agreement will be on the April 25, 2018 MPO Governing Board agenda for approval.

12. Does the MPO have methods in place to maintain oversight to ensure that consultants or contractors are performing work in accordance with the terms, conditions and specifications of their contracts or work orders?

[\[2 C.F.R. 200.318 \(b\)\]](#)

Please Check: Yes No

The MPO ensures that adequate staffing is available to serve in responsible charge of projects to monitor and administer consultant service contracts. The MPO is responsible for managing, and administering professional and specialized services in accordance with applicable federal and state laws, regulations, and approved policies and procedures. Oversight responsibilities include but are not limited to:

- Preparing and reviewing scopes of work;
- Preparing the in-house cost estimate;
- Establishing elements of contract costs;
- Ensuring consultant costs billed are allowable in accordance with federal cost principles and consistent with the contract terms including the acceptability and progress of the consultant's work;
- Monitoring the consultant's work and compliance with the terms, conditions, and specifications of the contract;
- Evaluating and participating in decisions for contract modifications;
- Being familiar with the qualifications and responsibilities of the consultant's staff and evaluating any requested changes in key personnel;
- Ensuring the correct usage of proposed subconsultants per the selected Firm's Letter of Interest;
- Closing-out contracts or purchase orders; and
- Retaining supporting programmatic and contract records

Section 2: Long-Range Transportation Plan (LRTP)

1. When developing the LRTP, did the MPO provide the required individuals and entities a reasonable opportunity to comment on the proposed plan and program?

[\[23 C.F.R. 450.316 \(a\)\]](#)

Please Check: Yes No

The LRTP was adopted on December 9, 2015 (page 12). The public review period for the LRTP was opened at the October 28, 2015 MPO Governing Board meeting and closed at the December 9, 2015, MPO Governing Board meeting. The document was made available online and hard copy as requested.

2. Is the LRTP published or otherwise readily available for public review?

[\[23 C.F.R. 450.324 \(k\), 23 C.F.R 450.326 \(b\)\]](#)

Please Check: Yes No

The LRTP is available on the MPO website at <http://www.lakesumtermpo.com/documents/lrtp.aspx>

3. Did the MPO adopt a new LRTP in the year that this certification is addressing?

Please Check: Yes No

If yes, please attach any correspondence or comments related to the draft or final LRTP, and the LRTP checklist used by Central Office and the District, as an appendix to this certification report

Section 3: Transportation Improvement Program (TIP)

1. Did the MPO update their TIP in the year that this certification is addressing?

Please Check: Yes No

If yes, please attach any correspondence or comments related to the draft or final TIP, and the TIP checklist used by Central Office and the District, as an appendix to this certification report

Section 4: Unified Planning Work Program (UPWP)

1. Did the MPO adopt a new UPWP in the year that this certification is addressing?

Please Check: Yes No

If yes, please attach any correspondence or comments related to the draft or final UPWP, and the UPWP checklist used by Central Office and the District, as an appendix to this certification report

Section 5: Finances and Invoicing

1. Are Federal-aid funds expended in conformity with applicable Federal and State laws, the regulations in 23 C.F.R. and 49 C.F.R., and policies and procedures prescribed by the Division Administrator of FHWA?

Please Check: Yes No (+1)

The MPO had an incident in which purchases were made beyond the UPWP approved budget, incorrect timesheet documentation, and insufficient backup documentation. MPO has retained an outside firm to assist in ensuring that federal funds are expended on eligible cost items and other funding sources are utilized for ineligible costs.

2. How often does the MPO currently submit invoices to the District for review and reimbursement?

Quarterly from January through June 2017 and monthly beginning in July 2017

3. Timeliness of Invoicing

Has the MPO submitted invoices to the District for reimbursement more than 90 days after the end of the invoicing period?

Please Check: Yes (+1 for each late invoice) No

The quarterly invoice for July-September 2016 and the quarterly invoice for October-December 2016 were not submitted until March 2017 and June 2017 respectively.

4. Since the last Joint Certification, have any incurred costs by the MPO been deemed unallowable, not necessary or not reasonable by the District based on invoice or supporting documentation review?

Please Check: Yes No

The MPO has had some costs deemed unallowable prior to invoice processing due to lack of proper documentation.

5. If the answer to question 4 was **yes**, how many incurred costs since the last Joint Certification have been deemed unallowable, not necessary or not reasonable?

+1 for each incurred cost deemed unallowable, not necessary or not reasonable

Job advertisement - lack of proper documentation

6. Has the MPO/TPO shown mismanagement of the UPWP budget, the PL fund balance, or incurred expenses, resulting in emergency payments outside of the contract, or other situations of financial concern?

Please Check: Yes (+1) No

Due to findings in a CY 2016 audit showing that the MPO was not in compliance with PL funding, the Department for CY 2017 has been meeting quarterly with the MPO to ensure proper management of federal funding.

7. Does the MPO's financial management system comply with the requirements set forth in [2 C.F.R. §200.302](#)?

Please Check: Yes No (+1)

The MPO's financial management system complies with the requirements set forth in 2 CFR 200.302.

1. The MPO identifies in all of its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
2. The MPO provides accurate, current and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in 200.326 and 200.328
3. The MPO maintains records that identify adequately the source and application of funds for federally-funded activities.
4. The MPO maintains effective control over and accountability for all funds, property and other assets
5. The MPO completes comparisons of expenditures with budget amounts for each award.
6. The MPO has written procedures within our consultant contracts to implement the requirements of 200.305
7. The MPO has language with our consultant contracts to address allowability of costs in accordance with Subpart E.

8. Are records of costs incurred under the terms of the MPO Agreement maintained and readily available upon request by FDOT at all times during the period of the MPO Agreement, and for five years after final payment is made?

Please Check: Yes No (+1)

The MPO maintains appropriate records to provide to FDOT upon request.

9. Is supporting documentation submitted by the MPO to FDOT in detail sufficient for proper pre-audit and post-audit monitoring?

Please Check: Yes No (+1)

The MPO has had instances of inaccurate and insufficient documentation of expenditures.

10. Does the MPO comply with, and require its consultants and contractors to comply with, applicable Federal law pertaining to the use of Federal-aid funds?

Please Check: Yes No (+1)

The Consultant Contract contains an article that states that the Consultant acknowledges and agrees that if services are provided under this agreement are being supported in whole or part by Federal and/or State funding the consultant shall comply with applicable Federal laws.

Risk Assessment Point Total: 5

Level of Risk: Elevated

Scale	Risk Level	Frequency of Monitoring
0-1	Low	Annually
2-3	Moderate	Bi-annually
4-5	Elevated	Triennially
>6	High	Quarterly

Section 6: Title VI and ADA

1. Does the MPO have a signed Title VI policy statement expressing commitment to non-discrimination?

[\[23 C.F.R. 200.9 \(a\)\(1\)\]](#)

Please Check: Yes No

The signed Title VI policy statement is included in the MPO's Title VI Program, which is posted on its website at http://www.lakesumtermo.com/about/title_vi_dbe.aspx

2. Does the MPO take action to correct any deficiencies found by FDOT within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance?

[\[23 C.F.R. 200.9 \(a\)\(3\)\]](#)

Please Check: Yes No

Page 17 of the MPO's Title VI Nondiscrimination Plan states that: If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed (90) calendar days.

3. Does the MPO have a staff person assigned to handle Title VI and ADA-related issues?

[\[23 C.F.R. 200.9 \(b\)\(1\); 49 C.F.R. 27.13\]](#)

Please Check: Yes No

Mike Woods is the designated Title VI Specialist and ADA contact
http://www.lakesumtermo.com/about/title_vi_dbe.aspx

4. Does the MPO have a procedure in place for the prompt processing and disposition of Title VI and Title VIII complaints, and does this procedure comply with FDOT's procedure?

[\[23 C.F.R. 200.9 \(b\)\(3\)\]](#)

Please Check: Yes No

The MPO's Title VI Program was adopted in 2007 and documents the responsibilities and procedure for addressing discrimination complaints in a timely manner. Processing of complaints is addressed in Addendum II (page 13-14). The program can be found on the MPO's website at http://www.lakesumtermo.com/about/title_vi_dbe.aspx

The MPO is currently updating the Title VI Plan, the MPO Governing Board opened the Public review period at their February 28, 2018, meeting.

5. Does the MPO collect statistical data (race, color, national origin, sex, age, disability) of participants and beneficiaries of the MPO's programs and activities?

[\[23 C.F.R. 200.9 \(b\)\(4\)\]](#)

Please Check: Yes No

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 Title VI Nondiscrimination Plan starting on page 10 through page 16.

6. Does the MPO conduct an annual review of their program areas (for example: public involvement) to determine their level of effectiveness in satisfying the requirements of Title VI?

[\[23 C.F.R. 200.9 \(b\)\(6\)\]](#)

Please Check: Yes No

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.

7. Has the MPO participated in any recent Title VI training, either offered by the State, organized by the MPO, or some other form of training, in the past year?

Please Check: Yes No

Nothing in the past year July 2016 through June 2017. The MPO has participated in Title VI training prior to July 2016. The MPO has implemented staff and committee member annual Title VI training. MPO staff will participate in future Title VI training offered by FDOT and FHWA.

8. Does the MPO have a signed [Nondiscrimination Agreement](#), including Title VI Assurances, with the State?

Please Check: Yes No

The MPO signs the Title VI/Nondiscrimination Assurance annually, and it is appended into the UPWP (page 91). The last assurance was signed on April 26, 2017.

9. Do the MPO's contracts and bids include the appropriate language, as shown in the appendices of the [Nondiscrimination Agreement](#) with the State?

Please Check: Yes No

The consultant contract contains an article that states:

During the term of this agreement Consultant assures MPO that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that Consultant does not on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discriminate in any form or manner against consultant employees or applicants for employment. Consultant understands and agrees that this agreement is conditioned upon the veracity of the state of assurance.

The consultant contract also contains an article that states: Consultant shall at all times comply with all Federal, State and local laws, rules and regulations.

10. Does the MPO hold its meetings in locations that are ADA accessible?

[\[49 C.F.R. 27.7 \(5\)\]](#)

Please Check: Yes No

The MPO holds its meetings at its offices in the Lake County Public Library building in Lady Lake, and the facility - including access to the second floor where the MPO is located - is ADA accessible.

11. Does the MPO take appropriate steps to ensure its communications are available to persons with impaired vision and hearing?

[\[49 C.F.R. 27.7 \(6\)\(c\)\]](#)

Please Check: Yes No

The MPO's Public Involvement Plan states that "reasonable attempt will be made to notify organizations representing minority and disabled people" regarding public meetings and that such "will be held at locations accesible to and at times convenient to minority and disabled residents." In addition, special arrangements to accommodate persons with disabilities, LEP persons, and low income persons will be made. The MPO also maintains information online at its website, which provides accessibility options to users.

12. Does the MPO keep on file for one year all complaints of ADA noncompliance received, and for five years a record of all complaints in summary form?

[\[49 C.F.R. 27.121\]](#)

Please Check: Yes No

Page 20 of the MPO's Title VI Plan - Lake~Sumter MPO Title VI Complaint Procedure outlines the Title VI complaint procedures and documentation requirements for the MPO.

Section 7: Disadvantaged Business Enterprises

1. Does the MPO have a FDOT-approved Disadvantaged Business Enterprise (DBE) plan?

Please Check: Yes No

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. The DBE Plan can be viewed at this link:
http://www.lakesumtermpo.com/about/title_vi_dbe.aspx

2. Does the MPO track DBE participation through the use of the Bid Opportunity List and DBE Participation Statement?

Please Check: Yes No

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.

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>.

3. Does the MPO report actual payments to DBEs through the Equal Opportunity Compliance (EOC) system?

Please Check: Yes No

The MPO reports semi-annually the actual payments to DBEs through the Equal Opportunity Compliance system.

4. Does the MPO include the DBE policy statement in its contract language for consultants and subconsultants?

Please Check: Yes No

Articles of the MPO consultant contract address nondiscrimination within the contract. MPO attorney is currently amending all MPO contracts to include specific DBE policy language.

Section 8: District Specific Questions

The District may ask up to five questions at their own discretion based on experience interacting with the MPO that were not included in the sections above. Please fill in the question, and the response in the blanks below. This section is optional, and may cover any topic area of which the District would like more information.

1. In response to the 2017 Certification recommendation, did the MPO identify an Efficient Transportation Decision Making (ETDM) Coordinator and Community Liaison Coordinator?

Michael Woods, Interim Executive Director serves as the ETDM Coordinator and the Community Liaison Coordinator. The MPO currently has 4 projects in the ETDM Public Access Site: US441 Widening, SR 19 Alternatives, Rolling Acres Rd/ US 27 Reliever, and the Orange Blossom Express AA.

2. Has the MPO initiated the process to renew the Staff Services Agreement with Lake County? The agreement expires in May 2018.

The MPO's staff services agreement expires May 2018. The new Staff Services agreement is being reviewed by the MPO attorney for inclusion on the April 2018 MPO Governing Board agenda for approval.

3. Question

PLEASE EXPLAIN

4. Question

PLEASE EXPLAIN

5. Question

PLEASE EXPLAIN

Section 9: Clean Air Act

The requirements of [Sections 174](#) and [176 \(c\) and \(d\)](#) of the Clean Air Act.

The Clean Air Act requirements affecting transportation only applies to areas designated nonattainment and maintenance for the National Ambient Air Quality Standards (NAAQS). Florida currently is attaining all NAAQS. No certification questions are required at this time. In the event the Environmental Protection Agency issues revised NAAQS, this section may require revision.

Section 10: Noteworthy Practices & Achievements

One purpose of the certification process is to identify improvements in the metropolitan transportation planning process through recognition and sharing of noteworthy practices. Please provide a list of the MPOs noteworthy practices and achievements below.

1. Completed the first Complete Streets Study in the MPO Planning Area: SR 44/Dixie Ave.
2. Developed our first interactive UPWP Spreadsheet for internal tracking of funds and fund balances; the MPO also improved its invoice process to become more timely with submittals
3. MPO Safety Initiatives: Top 25 Signalized Intersections
4. The MPO produced the Central Florida MPO Alliance Long Range Transportation Plan Executive Summary, a regional summary of the six (6) LRTPs in District 5
5. The MPO experienced a number of significant changes in 2017, including relocating its offices and planning for changes to its staff leadership. MPO staff is commended for its work to accomplish these changes with minimal disruption to its business activities.

Section 11: Recommendations and Corrective Actions

Status of Recommendations and/or Corrective Actions from Prior Certifications

The MPO has identified its ETDM Coordinator and Community Liaison Coordinator and is utilizing the ETDM tool for screening projects.

The 2017 Joint Certification noted that the ETDM Project Diary link on the MPO website was not active and should be removed. The link is still present and inactive on the website.

The MPO has worked diligently to bring its progress reporting and invoicing current.

The MPO has expanded its time tracking documentation and improved its accuracy.

Recommendations

1. Review plans and programs, including Title VI, at a minimum every other year to ensure that language is current
2. Reduce the number of UPWP revisions
3. Engage in statistical data collection such as visual surveys of meeting attendees to gauge engagement in programs
4. Add full DBE statement language to contracts
5. Remember to get prior approval for equipment purchases; guidance for purchases can be found in CFR 200, FS 339.175, FDOT's Disbursement Handbook, the State Reference Guide, periodically published supplements, and assistance from the MPO liaison
6. Attend at a minimum one Title VI training annually

Corrective Actions

PLEASE EXPLAIN

Section 12: Attachments

Please attach any documents required from the sections above, or other certification related documents here. (Link to [MPO Joint Certification Statements and Assurances](#))



Florida Department of Transportation

RICK SCOTT
GOVERNOR

719 S. Woodland Boulevard
DeLand, Florida 32720-6834

MIKE DEW
SECRETARY

March 28, 2018

Michael Woods
Lake-Sumter MPO
225 West Guava Street
Lady Lake, Florida

RE: Draft comments on the Fiscal Year 2018/2019 and Fiscal Year 2019/2020 Unified Planning Work Program (UPWP) for the Lake-Sumter Metropolitan Planning Organization

MPO Comments are in RED

Dear Mr. Woods:

The reason for this letter is to provide comments from the review of the Lake-Sumter Metropolitan Planning Organization's (MPO) Draft Unified Planning Work Program (UPWP) for Fiscal Year 2018/2019 and Fiscal Year 2019/2020. Please note below the comments made by the Florida Department of Transportation, Office of Policy Planning, District Five Planning Office, and Modal Development Office.

In order to meet the schedule contained in the FDOT MPO Program Management Handbook, and to be certain of receiving authorization to expend Fiscal Year 2018/2019 Planning Funds, beginning on July 1, 2018, the MPO needs to revise and adopt the Final UPWP and submit it to my office, Florida Department of Transportation, 719 South Woodland Boulevard, DeLand, FL 32720, and other appropriate agencies no later than May 15, 2018.

As always, I would like to extend my appreciation to the Lake-Sumter MPO for their willingness to work so well with me to accomplish our tasks together. If I can do anything to assist or provide guidance to help with the development of the UPWP, please do not hesitate to contact me.

Comments of Draft UPWP:

1. Please ensure that the MPO uses the revised Cost Analysis Certification in their final UPWP. This form is available at the following link:
<https://fms.fdot.gov/Anonymous/SendDocumentToClient?documentId=1788>
MPO Response: The revised Cost Analysis Certification is included in the final version of the UPWP.

2. An interactive table of contents, or section index would be very helpful to navigate the UPWP.

MPO Response: MPO staff has made the required edits to make the Table of contents interactive in the final version of the UPWP.

Sincerely,

Kayleen Hamilton
FDOT MPO Liaison

cc: Teresa Parker, FHWA Planning
Alex Gramovot, FDOT CO Policy Planning
Diane Quigley, FDOT CO Transit Planning
Jo Santiago, FDOT District 5 Transit Office
Keith Melton, Federal Transit Administration
Kellie Smith, FDOT District 5 Planning Office
Jon Ausman, FDOT CO FDOT Transit Planning



Federal Highway Administration
 Florida Division Office
 3500 Financial Plaza, Suite 400
 Tallahassee, Florida 32312
 (850) 553-2201
 www.fhwa.dot.gov/fldiv

Federal Transit Administration
 Region 4 Office
 230 Peachtree St, NW, Suite 1400
 Atlanta, Georgia 30303
 (404) 865-5600

Planning Comments

Document Name: UPWP Draft

MPO: Lake-Sumter

Date of Document: March

Date Received: 2/26/2018

Date Reviewed:
4/2/2018

District:
5

Reviewed by: Teresa Parker and Elizabeth Parris Orr

COMMENTS: *Lake-Sumter MPO Response are in red.*

April 4, 2018.

Page #	Comment Type	Comment Description
	Critical/Enh/Edit	
11	General	UPWP Public Hearing held at the April 2018 MPO Governing Board Meeting?
	<i>MPO Response</i>	<i>The Lake-Sumter MPO FY 2018/19-2019/20 UPWP is on the agenda for final approval at the April 25, 2018 MPO Governing Board meeting. The Board will take final public comments and close the required public comment period.</i>
12	Critical	Add the 10 Federal Planning factors 23 CFR 450.306 (b)
	<i>MPO Response</i>	<i>The 10 Federal Planning Factors 23 CFR 450.306 (b) have been added to the document on page 15 of the document.</i>
	General	Is the MPO Planning to include a Matrix that identifies how each UPWP task relates to the Federal Planning Factors
	<i>MPO Response</i>	<i>The Federal Planning Factors Matrix has been added on page 16 of the document.</i>
20	General	Bottom page states Lake-Sumter MPO Governing Board adopted a formal plan covering Title VI issues in July 2007 and updated the plan in April 2018?
	<i>MPO Response</i>	<i>The MPO Title VI Plan Update is scheduled for adoption at the MPO Governing Board meeting scheduled for April 25, 2018 at 2:00pm. The Board will take final public comments and close the Public Comment period prior to the vote for adoption.</i>
26	Critical	Can you please detail what is covered in the Accounting/Financial Analysis Services?
	<i>MPO Response</i>	<i>The contracted firm provides financial analysis and grant compliance services for the MPO including audit of monthly PL invoices, audit of 5305d invoices, monthly financial reporting to the Governing Board and development of financial administration tools to aid in internal grant compliance functions.</i>
26	Critical	Can you please detail what are Lake County Document Services and how is this different from Support Services by Lake County?
	<i>MPO Response</i>	<i>Lake County Document Services provides reprographic services for the MPO including, copying, printing and some toner supplies. The Lake County Staff Services agreement includes, Financial services, (including the use of pooled cash), Procurement services, Legal services, Human Resource services and Information Technology services.</i>
	General	Is staff planning to include the comments received by various agencies in the appendix of this plan?
	<i>MPO Response</i>	<i>The MPO comments will be handled outside of the UPWP as appropriate. For example, lease details and supporting documentation aren't required to be in the UPWP; responses/supporting information will be provided directly to the person commenting/asking the question. The Federal Planning Factors comments from FHWA and FTA will be addressed in the final version of the UPWP. Agency comments and MPO responses will be included in the UPWP agenda packet prior for public and Governing Board review prior to approval.</i>

	General	For the purchase of office equipment please note that single purchases which exceed \$5000 must get pre-approval.
	<i>MPO Response</i>	<i>The MPO always requests prior approval for purchases exceeding \$5000 and will continue this practice moving forward.</i>
26-27	Critical	Office Lease 1 st year \$48,000 but the 2 nd year is \$30,000 please explain
	<i>MPO Response</i>	<i>The office lease for the first year (\$48,000) includes a monthly fee of \$1500 per month to cover the build out expenses to create the MPO office space from a previously unfinished space on the second floor of the Lady Lake Library. The second year lease of \$30,000 does not include this monthly fee.</i>
	General	All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.
	<i>MPO Response</i>	<i>All MPO Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements will be signed and dated, and included in the final copy of the UPWP document</i>
	General	Tasks that involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates, and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the TPO's use of PL funds for these types planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost, and completion date to the FHWA for review. It will continue to be the responsibility of the District and TPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.
	<i>MPO Response</i>	<i>All Tasks involving consultant participation are in the UPWP, project scopes are detailed in the Planning Activities narrative of the UPWP, project costs and completion dates are detailed in the Task pages and Task Financial pages.</i>
	General	Please ensure the updated Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are used for the final UPWP.
	<i>MPO Response</i>	<i>The Updates Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are correct and on the draft and final versions of the UPWP</i>
	FTA Comments	Federal Planning Factors should be included in UPWP.
	<i>MPO Response</i>	<i>The 10 Federal Planning Factors 23 CFR 450.306 (b) have been added to the document on page 15 of the UPWP document. The Federal Planning Factors Matrix has been added on page 16 of the UPWP document.</i>
	FTA Comments	If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and

		programmed in the UPWP. <i>(FTA Circular 9030.1E, p. IV-1)</i> NOTE: If the programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after the release of the FTA FY18 Apportionment Notice.
	<i>MPO Response</i>	<i>All planning activities programmed using FTA program funds are listed in the UPWP.</i>

**AMENDMENT TO AGREEMENT BETWEEN
THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION (MPO)
AND KIMLEY-HORN & ASSOCIATES, INC.
FOR CONTINUING ON-CALL TRANSPORTATION AND TRAFFIC PLANNING SERVICES**

RFP 15-0034(C)

This is an Amendment to an Agreement previously entered by and between the Lake~Sumter Metropolitan Planning Organization, by and through its Governing Board, hereinafter referred to as the MPO, and Kimley-Horn & Associates, Inc., a foreign profit corporation authorized to transact business in the State of Florida, its successors and assigns, hereinafter referred to as CONSULTANT.

WITNESSETH:

WHEREAS, the MPO publicly submitted a Request for Proposals (RFP), #15-0034, to retain consultants to provide continuing on-call transportation and traffic planning services to the MPO; and

WHEREAS, the MPO and CONSULTANT entered into an *Agreement Between The Lake~Sumter Metropolitan Planning Organization (MPO) And Kimley-Horn & Associates, Inc. For Continuing On-Call Transportation and Traffic Planning Services (RFP 15-0034C)*, hereinafter referred to as the “Agreement”; and

WHEREAS, the MPO requests and CONSULTANT agrees to modify the Agreement to include certain assurances required by the Federal Highway Administration (FHWA).

NOW, THEREFORE, IN CONSIDERATION of the mutual terms, understandings, conditions, promises, covenants and payment hereinafter set forth, and intending to be legally bound, the parties hereby agree as follows:

1. **Recitals.** The above recitals are true and correct and incorporated herein.

2. **Amendment.** MPO and CONSULTANT agree that Article 6.7 of the Agreement shall be amended to state as follows:

6.7 During the term of this Agreement CONSULTANT assures MPO that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that CONSULTANT does not on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discrimination in any form or manner against CONSULTANT employees or applicants for employment. CONSULTANT understands and agrees that this Agreement is conditioned upon the veracity of this statement of assurance. During the term of this Agreement, CONSULTANT assures MPO that it is in compliance with Title IV and provides to the MPO the Assurances listed in Appendices A and E, attached hereto and incorporated herein as **Exhibit “B”**.

3. **Amendment.** Paragraph 7.2 of the Agreement shall be amended to reference the inclusion of the following exhibits:

7.2 This Agreement contains the following Exhibits:

Exhibit A **CONSULTANT Fee Schedule**

Exhibit B

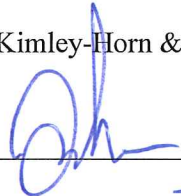
Assurances

4. **Effect of Amendment.** This Amendment shall take effective immediately upon execution. All other provisions of the Agreement not specifically addressed above, will remain in full force and effect unless otherwise formally amended by the parties. To the extent that this Amendment conflicts with the Agreement, this Amendment will govern.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment on the respective dates under each signature: MPO through its MPO Governing Board, signing by and through its Chair, and by CONSULTANT through its duly authorized representative.

CONSULTANT

Kimley-Horn & Associates, Inc.



Printed Name: Jon Sewell

Title: Vice President

This 9th day of March, 2018.

MPO

LAKE~SUMTER MPO, through its
GOVERNING BOARD

ATTEST:

Doris LeMay, Executive Assistant

Timothy I. Sullivan, Chair

This _____ day of _____, 2018.

Approved as to form and legality:

Melanie Marsh
MPO Attorney

Exhibit "B": Assurances

APPENDICES A and E

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the

Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

**AMENDMENT TO AGREEMENT BETWEEN
THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION (MPO)
AND KITTLESON & ASSOCIATES, INC.
FOR CONTINUING ON-CALL TRANSPORTATION AND TRAFFIC PLANNING SERVICES**

RFP 15-0034(B)

This is an Amendment to an Agreement previously entered by and between the Lake~Sumter Metropolitan Planning Organization, by and through its Governing Board, hereinafter referred to as the MPO, and Kittelson & Associates, Inc., a foreign profit corporation authorized to transact business in the State of Florida, its successors and assigns, hereinafter referred to as CONSULTANT.

WITNESSETH:

WHEREAS, the MPO publicly submitted a Request for Proposals (RFP), #15-0034, to retain consultants to provide continuing on-call transportation and traffic planning services to the MPO; and

WHEREAS, the MPO and CONSULTANT entered into an *Agreement Between The Lake~Sumter Metropolitan Planning Organization (MPO) And Kittelson & Associates, Inc. For Continuing On-Call Transportation and Traffic Planning Services* (RFP 15-0034B), hereinafter referred to as the "Agreement"; and

WHEREAS, the MPO requests and CONSULTANT agrees to modify the Agreement to include certain assurances required by the Federal Highway Administration (FHWA).

NOW, THEREFORE, IN CONSIDERATION of the mutual terms, understandings, conditions, promises, covenants and payment hereinafter set forth, and intending to be legally bound, the parties hereby agree as follows:

1. **Recitals**. The above recitals are true and correct and incorporated herein.
2. **Amendment**. MPO and CONSULTANT agree that Article 6.7 of the Agreement shall be amended to state as follows:

6.7 During the term of this Agreement CONSULTANT assures MPO that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that CONSULTANT does not on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discrimination in any form or manner against CONSULTANT employees or applicants for employment. CONSULTANT understands and agrees that this Agreement is conditioned upon the veracity of this statement of assurance. During the term of this Agreement, CONSULTANT assures MPO that it is in compliance with Title IV and provides to the MPO the Assurances listed in Appendices A and E, attached hereto and incorporated herein as **Exhibit "B"**.
3. **Amendment**. Paragraph 7.2 of the Agreement shall be amended to reference the inclusion of the following exhibits:

7.2 This Agreement contains the following Exhibits:

Exhibit A
Exhibit B


CONSULTANT Fee Schedule
Assurances

4. **Effect of Amendment.** This Amendment shall take effective immediately upon execution. All other provisions of the Agreement not specifically addressed above, will remain in full force and effect unless otherwise formally amended by the parties. To the extent that this Amendment conflicts with the Agreement, this Amendment will govern.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment on the respective dates under each signature: MPO through its MPO Governing Board, signing by and through its Chair, and by CONSULTANT through its duly authorized representative.

CONSULTANT

Kittelson & Associates, Inc.


~~Mark Vandenberg, CEO~~ *Julia Kuhn Senior Principal*
This 21 day of March, 2018.

MPO

LAKE~SUMTER MPO, through its
GOVERNING BOARD

ATTEST:

Doris LeMay Executive Assistant

Timothy I. Sullivan, Chair

This ____ day of _____, 2018.

Approved as to form and legality:

Melanie Marsh
MPO Attorney

Exhibit "B": Assurances

APPENDICES A and E

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the

Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

**AMENDMENT TO AGREEMENT BETWEEN
THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION (MPO)
AND HDR ENGINEERING, INC.
FOR CONTINUING ON-CALL TRANSPORTATION AND TRAFFIC PLANNING SERVICES**

RFP 15-0034(A)

This is an Amendment to an Agreement previously entered by and between the Lake~Sumter Metropolitan Planning Organization, by and through its Governing Board, hereinafter referred to as the MPO, and HDR Engineering, Inc., a foreign profit corporation authorized to transact business in the State of Florida, its successors and assigns, hereinafter referred to as CONSULTANT.

WITNESSETH:

WHEREAS, the MPO publicly submitted a Request for Proposals (RFP), #15-0034, to retain consultants to provide continuing on-call transportation and traffic planning services to the MPO; and

WHEREAS, the MPO and CONSULTANT entered into an *Agreement Between The Lake~Sumter Metropolitan Planning Organization (MPO) And HDR Engineering, Inc. For Continuing On-Call Transportation and Traffic Planning Services* (RFP 15-0034A), hereinafter referred to as the "Agreement"; and

WHEREAS, the MPO requests and CONSULTANT agrees to modify the Agreement to include certain assurances required by the Federal Highway Administration (FHWA).

NOW, THEREFORE, IN CONSIDERATION of the mutual terms, understandings, conditions, promises, covenants and payment hereinafter set forth, and intending to be legally bound, the parties hereby agree as follows:

1. **Recitals.** The above recitals are true and correct and incorporated herein.
2. **Amendment.** MPO and CONSULTANT agree that Article 6.7 of the Agreement shall be amended to state as follows:

6.7 During the term of this Agreement CONSULTANT assures MPO that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that CONSULTANT does not on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discrimination in any form or manner against CONSULTANT employees or applicants for employment. CONSULTANT understands and agrees that this Agreement is conditioned upon the veracity of this statement of assurance. During the term of this Agreement, CONSULTANT assures MPO that it is in compliance with Title IV and provides to the MPO the Assurances listed in Appendices A and E, attached hereto and incorporated herein as **Exhibit "B"**.

3. **Amendment.** Paragraph 7.2 of the Agreement shall be amended to reference the inclusion of the following exhibits:

7.2 This Agreement contains the following Exhibits:

Exhibit A CONSULTANT Fee Schedule

Exhibit B

Assurances

4. **Effect of Amendment.** This Amendment shall take effective immediately upon execution. All other provisions of the Agreement not specifically addressed above, will remain in full force and effect unless otherwise formally amended by the parties. To the extent that this Amendment conflicts with the Agreement, this Amendment will govern.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment on the respective dates under each signature: MPO through its MPO Governing Board, signing by and through its Chair, and by CONSULTANT through its duly authorized representative.

CONSULTANT

HDR Engineering, Inc.



Printed Name: Christine Kefauver

Title: Vice President

This 7th day of March, 2018.

MPO

LAKE~SUMTER MPO, through its
GOVERNING BOARD

ATTEST:

Doris LeMay, Executive Assistant

Timothy I. Sullivan, Chair

This ____ day of _____, 2018.

Approved as to form and legality:

Melanie Marsh
MPO Attorney

Exhibit "B": Assurances

APPENDICES A and E

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the 'Contractor') agrees as follows:

- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, 'USDOT') Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the

Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100). Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

**AMENDMENT TO AGREEMENT BETWEEN
THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION (MPO)
AND QUALITY COUNTS, LLC
FOR TRAFFIC COUNT PROGRAM SERVICES**

RFP 16-0004

This is an Amendment to an Agreement previously entered by and between the Lake~Sumter Metropolitan Planning Organization, by and through its Governing Board, hereinafter referred to as the MPO, and Quality Counts, LLC, a foreign limited liability company authorized to transact business in the State of Florida, its successors and assigns, hereinafter referred to as CONSULTANT.

WITNESSETH:

WHEREAS, the MPO publicly submitted a Request for Proposals (RFP), #16-004, to retain a consultant to provide data collection, data reduction and report preparation for the MPO annual traffic count program; and

WHEREAS, the MPO and CONSULTANT entered into an *Agreement Between The Lake~Sumter Metropolitan Planning Organization (MPO) And Quality Counts, LLC For Traffic County Program Services* (RFP 16-0004), hereinafter referred to as the "Agreement"; and

WHEREAS, the MPO requests and CONSULTANT agrees to modify the Agreement to include certain assurances required by the Federal Highway Administration (FHWA).

NOW, THEREFORE, IN CONSIDERATION of the mutual terms, understandings, conditions, promises, covenants and payment hereinafter set forth, and intending to be legally bound, the parties hereby agree as follows:

1. **Recitals.** The above recitals are true and correct and incorporated herein.
2. **Amendment.** MPO and CONSULTANT agree that Article 6.7 of the Agreement shall be amended to state as follows:

6.7 During the term of this Agreement CONSULTANT assures MPO that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that CONSULTANT does not on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discrimination in any form or manner against CONSULTANT employees or applicants for employment. CONSULTANT understands and agrees that this Agreement is conditioned upon the veracity of this statement of assurance. During the term of this Agreement, CONSULTANT assures MPO that it is in compliance with Title IV and provides to the MPO the Assurances listed in Appendices A and E, attached hereto and incorporated herein as **Exhibit "C"**.

3. **Amendment.** Paragraph 7.2 of the Agreement shall be amended to reference the inclusion of the following exhibits:

7.2 This Agreement contains the following Exhibits:

Exhibit A Scope of Services

AMENDMENT TO AGREEMENT BETWEEN LAKE~SUMTER MPO AND QUALITY COUNTS, LLC FOR TRAFFIC COUNT PROGRAM SERVICES

Exhibit B CONSULTANT Fee Schedule
Exhibit C Assurances

4. **Effect of Amendment.** This Amendment shall take effective immediately upon execution. All other provisions of the Agreement not specifically addressed above, will remain in full force and effect unless otherwise formally amended by the parties. To the extent that this Amendment conflicts with the Agreement, this Amendment will govern.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment on the respective dates under each signature: MPO through its MPO Governing Board, signing by and through its Chair, and by CONSULTANT through its duly authorized representative.

CONSULTANT

Quality Counts, LLC

Printed Name: Peter Kurtz

Title: Vice President

This 15th day of March, 2018.

MPO

LAKE~SUMTER MPO, through its
GOVERNING BOARD

ATTEST:

Doris LeMay, Executive Assistant

Timothy I. Sullivan, Chair

This ____ day of _____, 2018.

Approved as to form and legality:

Melanie Marsh
MPO Attorney

Exhibit "C": Assurances

APPENDICES A and E

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the

Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).



Transportation Management System & Local Funding Budget for FY 2018/19

				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
	BEBR 2016 Estimates	BEBR 2017 Estimates	2018 Municipal BEBR/Percentage		
Lake County BCC	159,296	158,877	47.89%	\$ 86,993	\$ 79,812
Astatula	1,852	1,881	0.57%	\$ 647	\$ 945
Clermont	34,667	35,807	10.79%	\$ 9,550	\$ 17,988
Eustis	20,127	20,880	6.29%	\$ 7,211	\$ 10,489
Fruitland Park	4,274	7,291	2.20%	\$ 1,567	\$ 3,663
Groveland	13,605	15,205	4.58%	\$ 2,816	\$ 7,638
Howey-in-the Hills	1,260	1,355	0.41%	\$ 477	\$ 681
Lady Lake	14,687	14,821	4.47%	\$ 5,575	\$ 7,445
Leesburg	22,000	21,913	6.61%	\$ 8,096	\$ 11,008
Mascotte	5,515	5,623	1.70%	\$ 1,771	\$ 2,825
Minneola	11,133	11,675	3.52%	\$ 3,566	\$ 5,865
Montverde	1,716	1,775	0.54%	\$ 466	\$ 892
Mount Dora	13,949	14,283	4.31%	\$ 3,660	\$ 7,175
Tavares	15,996	16,317	4.92%	\$ 5,258	\$ 8,197
Umatilla	3,908	4,021	1.21%	\$ 1,204	\$ 2,020
Municiple Sub-Total	164,689	172,847			
Total	323,985	331,724	100.00%	\$ 138,857	\$ 166,641

**LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION
RESOLUTION 2018 - 9**

**RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION
(MPO) ADOPTING ITS DISADVANTAGED BUSINESS ENTERPRISE PLAN**

WHEREAS, the Lake~Sumter Metropolitan Planning Organization (MPO) is 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; and

WHEREAS, 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; and

WHEREAS, 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; and

WHEREAS, the Lake~Sumter MPO and its consultants 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; and

WHEREAS, the Lake~Sumter MPO and its consultants do not discriminate on the basis of race, color, national origin, and sex in the award and performance of contracts; and

WHEREAS, 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 of the Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.

NOW, THEREFORE BE IT RESOLVED by the Lake~Sumter Metropolitan Planning Organization that the Disadvantaged Business Enterprise (DBE) Plan is hereby adopted by the Lake~Sumter Metropolitan Planning Organization and the Chair is authorized to sign the policy statement contained within.

PASSED AND ADOPTED this _____ day of _____, 2018.

Lake~Sumter Metropolitan Planning Organization

Timothy I. Sullivan, Chair

Approved as to form and legality:

Melanie Marsh, MPO Attorney



Disadvantaged Business Enterprise (DBE) Plan

Lake~Sumter Metropolitan Planning Organization

*Final Draft for Advisory Committee & Board Adoption
April 2018*

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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 FY 2018 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; and
4. The Lake~Sumter MPO shall comply with FDOT'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 FDOT, and shall maintain such records for a period of not less than three (3) 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 thirty (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 USDOT-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

The Lake~Sumter MPO will continue to explore opportunities to partner with USDOT'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 (3)-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. Tim Sullivan, 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 2

ACTION ITEMS

Consider Approval of FY 2018/19 MPO Budget

The MPO operates on a fiscal year that begins July 1 of each year and ends June 30 the following year. The MPO Budget accounts for all revenues, including federal and state grant funds, local funds for the MPO's Transportation Management System, and other funds received for special services or sponsorships. The budget also accounts for all expenditures, including personnel costs, operational costs and consulting services.

Revenues and expenditures are broken down into three funding categories. The first funding code accounts for federal and state funds. The second funding code accounts for revenues and expenditures associated with special services and the personnel expenses to provide those services. The third funding code accounts for the MPO's Transportation Management System.

REQUESTED ACTION: Approve resolution 2018-6 approving the FY 2018/19 MPO Budget

ATTACHMENT: Resolution 2018-6 to approve the FY 2018/19 MPO Budget with attached budget document

TAB 2

LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION

RESOLUTION 2018 - 6

**RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION
ADOPTING THE FY 2018/19 BUDGET EFFECTIVE JULY 1, 2018, THROUGH JUNE 30, 2019**

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 Metropolitan Planning Area; and

WHEREAS, the MPO operates on a fiscal year July 1 through June 30 in coordination with state and federal planning funds administered by the Florida Department of Transportation; and

WHEREAS, the MPO annually approves a budget that accounts for all funds received by the MPO, including planning funds administered by the Florida Department of Transportation, Federal Highway Administration, and Federal Transit Administration, funds received from member local governments for the MPO's Transportation Management System, and other funds received by the MPO for special services; and

WHEREAS, the MPO annually approves a budget that accounts for anticipated expenditures, including personnel costs, operational costs, and consultant services.

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

The attached MPO budget for Fiscal Year 2018/19 is hereby adopted effective July 1, 2018, through June 30, 2019.

PASSED AND ADOPTED this _____ day of _____, 2018.

Lake~Sumter Metropolitan Planning Organization

Timothy I. Sullivan, Chair

Approved as to Form and Legality:

Melanie Marsh, MPO Attorney

Lake~Sumter Metropolitan Planning Organization
 Operation Budget
 FY 2018/19
 Adopted 4/25/18

REVENUES

9650.9595115 - PL 112		
PL-112 Planning Funds	713,949	FHWA Planning Funds
SL Funds	110,000	East Ave
SL Funds	200,000	US 301
FTA Section 5305(d)	123,926	FY 17/18 Fed Transit Planning Funds
TD - Planning Grants	48,029	Transportation Disadvantaged
UPWP Total	1,195,904	
9650.9595116- Other Programs		
Other Transportation Fees	10,000	GIS/Pavement Mgmt
Beginning Fund Balance	-	Estimated cash carryforward
Other Total	10,000	
9650.9595117 - TMS		
Transp. Management Fees	166,641	
Beginning Fund Balance	-	
Other Total	166,641	
REVENUE TOTAL	1,372,545	

EXPENDITURES

9650.9595115 - PL 112		Federal & State Funds
Executive Salaries	96,963	Executive Director
Regular Salaries	196,878	
Vehicle	7,800	Executive Director
Social Security Matching	22,479	
Retirement Contributions	37,269	
Life & Health Insurance	40,928	
Workers Compensation	729	
Total Personal Services	403,046	
Professional Services	533,600	SOP/LRTP/Website/Summit/Traffic Counts
Audit Fees	65,000	Annual Audit/Milestone
Travel Expenses	2,000	
Telecommunications	3,060	Phones & Network Connection
Freight & Postage	100	
Rentals & Leases	49,000	Office Lease
Insurance	4,351	Asset/liability insurance
Repair and Maintenance	14,100	Copier/TIP/GIS maintenance fees
Lake County Document Services	3,000	MPO/TD Agendas & Misc brochures
Advertisements	2,500	Legal Ads
Office Supplies	8,000	
Info Tech Supplies	7,200	Licenses, misc equip
Memberships	750	Annual dues & certifications
Training	2,000	Conference registrations
Total Operating Expenditures	694,661	
Machinery & Equipment	-	
Aids to Govt Agencies	5,000	administration of CFMPOA
Administration Costs	28,000	Staff Services Agreement
Special Reserve	65,197	Special Reserve Account
Total Other Costs	98,197	
Total 9650.9595115 - PL 112	1,195,904	

9650.9595116- Other Programs		Program Mgmt / GIS Services /Pavement Mgmt
Regular Salaries	3,770	
Social Security Matching	288	
Retirement Contributions	296	
Life & Health Insurance	455	
Workers Compensation	9	
Total Personal Services	4,818	
Professional Services	-	
Hardware/Software/Licensing	2,000	
Other Current Charges	1,182	
Training	2,000	
Total Operating Expenditures	5,182	
Total 9650.9595116 - Other Programs	10,000	

9650.9595117 - TMS		
Regular Salaries	102,173	
Social Security Matching	7,816	
Retirement Contributions	8,071	
Life & Health Insurance	13,187	
Workers Compensation	255	
Total Personal Services	131,502	
Professional Services	25,000	
Travel	1,100	
IT Repair & Maint	5,439	Hardware/Software Licenses
Books, Pubs & Dues	1,500	Memberships
Training	2,100	
Total Operating Expenditures	35,139	
Total 9650.9595117 - TMS	166,641	

EXPENDITURE TOTAL **1,372,545.00**

TAB 3

ACTION ITEM

Resolution 2018-7 Approving the Unified Planning Work Program For FYs 2018/19-2019/20, and Approving amendment to the agreement with FDOT

MPO staff has prepared a draft of the 2018/19 through 2019/20 UPWP. This draft focuses on the tasks to be undertaken and accomplished between July 1, 2018 and June 30, 2020. The document serves as a scope of work for receipt of federal and state grant funding. The UPWP serves as a budget and as a work program for the MPO as the document details the planning tasks to be completed by the MPO and the estimated costs associated with completing the tasks. Submittal of the approved UPWP to FDOT is required by May 15, 2018.

REQUESTED ACTION: Approve Resolution 2018-7 Approving the FYs 2018/19-2019/20 Unified Planning Work Program and Amendment to the MPO Agreement.

ATTACHMENT: (1) Resolution 2018-7; and (2) Amendment to the Metropolitan Planning Organization Agreement; and (3) FY 2018/19-2019/20 UPWP
<http://www.lakesumtermmpo.com/documents/upwp.aspx>

TAB 3

LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION

RESOLUTION 2018 - 7

RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION (MPO) ENDORSING THE UNIFIED PLANNING WORK PROGRAM FOR FISCAL YEAR 2018/19 THROUGH FISCAL YEAR 2019/20

WHEREAS, the Lake~Sumter Metropolitan Planning Organization 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; and

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

WHEREAS, a Unified Planning Work Program 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 years, and includes a planning budget; and

WHEREAS, the Lake~Sumter Metropolitan Planning Organization's FY 2018/19 through FY 2019/20 Unified Planning Work Program has been prepared in accordance with the Florida Department of Transportation Unified Planning Work Program Procedure and complies with applicable state and federal law.

NOW, THEREFORE BE IT RESOLVED that the Lake~Sumter Metropolitan Planning Organization hereby adopts the Unified Planning Work Program for FY 2018/19 through FY 2019/20.

DULY PASSED AND ADOPTED this _____ day of _____, 2018.

Lake~Sumter Metropolitan Planning Organization

Timothy I. Sullivan, Chair

Approved as to Form and Legality:

Melanie Marsh, MPO Attorney

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**AMENDMENT TO THE
 METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

Financial Project No.: <u>439329-1-14-01 (02)</u> (item-segment-phase-sequence)	Fund: <u>PL Funds & STP Funds</u> Function: <u>615</u> Federal Award Project No.: <u>0457</u> (052)	FLAIR Approp.: <u>088854</u> FLAIR Obj.: <u>780000</u> Org. Code: <u>55052000532</u> Vendor No.: <u>F371882383001</u>
Contract No.: <u>G0A95</u> CFDA Number & Title: <u>20.205 Highway Planning & Construction</u>	MPO DUNS No.: <u>361561801</u>	

THIS AMENDMENT TO THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Amendment) is made and entered into on this **12th day of March 2018**, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, 719 South Woodland Blvd., Deland, Florida 32720 and the **Lake-Sumter Metropolitan Planning Organization (MPO)**, whose address is **225 W. Guava St., Lady Lake, Florida 32159**, and whose Data Universal Numbering System (DUNS) Number is: **361561801** (collectively the "parties").

RECITALS

WHEREAS, the Department and the MPO on April 27, 2016, entered into a Metropolitan Planning Organization Agreement (Agreement), whereby the Department passed through Federal funds to the MPO to assist the MPO in performing transportation planning activities set forth in its Unified Planning Work Program (UPWP).

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

1. Paragraph 4 of the Agreement is amended to reflect:

Project Cost: The total budgetary ceiling for the Project is **\$1,503,402**. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 7, Amendments.

The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. No work shall begin before the Agreement is fully executed and a "Letter of Authorization" is issued by the Department. The total of all authorizations shall not exceed the annual budgetary ceiling established below and shall be completed within the term of this Agreement:

FINANCIAL PROJECT NO.	FISCAL YEAR	AMOUNT
439329-1-14-01	2016/17	\$416,387
439329-1-14-01	2017/18	\$588,431
439329-1-14-02	2016/17	\$468,584
439329-1-14-02	2017/18	\$ 30,000

2. Exhibit A (Scope of Work) of the Agreement is amended as follows: **The UPWP is being amended for FY 2016/17 to de-obligate \$439,301 (PL) Federal Funds and for FY 2017/18 to de-obligate \$280,000 (SL) Federal Funds for use in the FY 2018/19-2019/20 UPWP.** This amendment is more fully described in the attached UPWP Revision Form.

Except as modified, amended, or changed by this Amendment, all of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**AMENDMENT TO THE
METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

525-010-02
POLICY PLANNING
OGC – 5/16
Page 2 of 2

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the day, month and year set forth above.

MPO

Florida Department of Transportation

Lake-Sumter Metropolitan Planning Organization

MPO Name

Tim Sullivan

Signatory (Printed or Typed)

Loreen Bobo

Department of Transportation

Signature

Signature

Chairman

Title

Director of Transportation Development

Title

Legal Review
MPO

Legal Review
Department of Transportation

Tab 4

ACTION ITEM

Consider Approval of Resolution 2018-8 Approving the Public Involvement Plan (PIP), Title VI Nondiscrimination Plan, Limited English Proficiency Plan and Closing the 45 day public review period

Consideration to approve the Public Engagement Documentation and close the Public Hearing for update to the Public Engagement Documentation at the April 25, 2018 Governing Board meeting— Alex Trauger will present the comments received for final draft plan for Board final review and plan approval and to close the required 45 day public hearing period.

REQUESTED ACTION: Approve Resolution 2018-8 approving the Public Involvement Plan and closing the 45 day public review period

ATTACHMENT: Resolution 2018-8, Public Involvement Plan, Limited English Proficiency Plan, Title VI Plan.

TAB 4

**LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION
RESOLUTION 2018 - 8**

**RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION
UPDATING AND APPROVING THE PUBLIC ENGAGEMENT DOCUMENTATION,
PUBLIC INVOLVEMENT PLAN, LIMITED ENGLISH PROFICIENCY PLAN, AND TITLE
VI NONDISCRIMINATION PLAN**

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 Urbanized Areas; and

WHEREAS, Florida Statutes § 339.175; 23 U.S.C. § 134; and 49 U.S.C. § 5303 require urbanized areas, as a condition of the receipt of federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

WHEREAS, as part of the transportation planning work program, the public engagement documentation identifies certain planning strategies and the planning activities to be undertaken by the Lake~Sumter Metropolitan Planning Organization; and

WHEREAS, engaging the public in the decision-making process is important to the success of all of Lake~Sumter MPO's transportation planning programs and activities; and

WHEREAS, the purpose of public engagement documentation is to provide goals and guidelines to ensure that public participation and access to information regarding transportation decision making is facilitated and tracked for the general public and traditionally underserved populations; and

WHEREAS, the Public Involvement Plan has been amended to include clear objectives, specific strategies, and tools to measure progress and to include updates to the Limited English Proficiency Plan and the Title VI Nondiscrimination Plan to comply with new federal and state guidelines.

NOW, THEREFORE BE IT RESOLVED that the Lake~Sumter Metropolitan Planning Organization that the attached Public Engagement Documentation including the Public Involvement Plan, Limited English Proficiency Plan, and Title VI Nondiscrimination Plan for the Lake~Sumter MPO Planning Area is adopted and approved.

PASSED AND ADOPTED this _____ day of _____, 2018.

Lake~Sumter Metropolitan Planning Organization

Timothy I. Sullivan, Chair

Approved as to form and legality:

Melanie Marsh, MPO Attorney



Public Involvement Plan

Lake~Sumter Metropolitan Planning Organization

*Final Draft for Advisory Committee & Board Adoption
April 2018*

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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

< PAGE RESERVED FOR
ADOPTION RESOLUTION
FOLLOWING BOARD APPROVAL >

ABOUT THE MPO

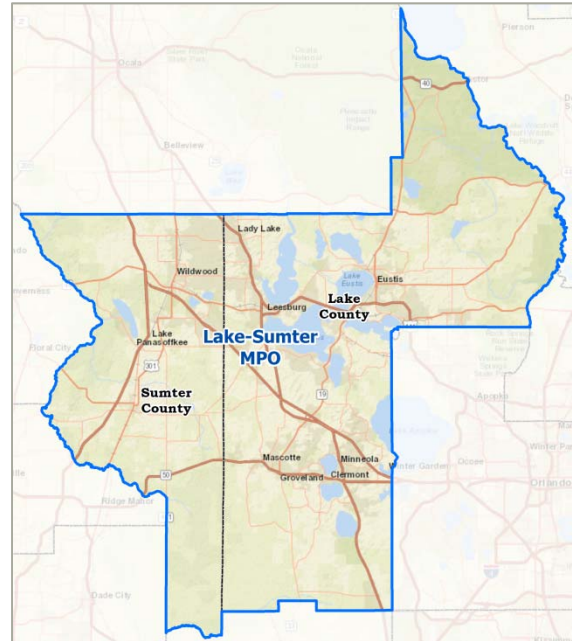
Representatives of Lake County and Sumter County governments, the fourteen (14) municipalities of Lake County, the five (5) municipalities of Sumter County, the Florida Department of Transportation (FDOT), Florida Central Railroad, Lake County Schools, Sumter District Schools, and the U.S. Department 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 nineteen (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 e-mail) 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 TAC 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 citizen 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 (2) 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 takes 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 citizen 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:

<http://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 www.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 LSMPO, 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 twenty (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 LRTP is guided by an independent and focused PIP, 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 twenty-one (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 Checklist

<i>Outreach Step</i>	<i>Timeframe</i>
Board approval of an independent LRTP PIP before outreach efforts commence	Forty-five (45) day public comment period before adoption
Execution of process laid out in the LRTP PIP, 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 www.LakeSumterMPO.com	At least twenty-one (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 e-mail 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 www.LakeSumterMPO.com	At least seven (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 e-mail	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 FDOT. (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 twenty-one (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 www.LakeSumterMPO.com and notification of public hearing on the amendment is made as outlined above	At least seven (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 e-mail	Throughout official public comment period
Approved amendment published on www.LakeSumterMPO.com	As soon as final copies of document can be uploaded to the website

Transportation Improvement Program (TIP)

The TIP is a five (5) year plan that assigns available funding to specific projects in the near future. LSMPO develops this plan each year in cooperation with the FDOT, 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 twenty-one (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

Outreach Step	Timeframe
Draft TIP project information published on www.LakeSumterMPO.org	Seven (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 e-mail	Throughout official public comment period
Plan is published on www.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 call 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 www.LakeSumterMPO.com	Seven (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, www.LakeSumterMPO.com contact form, or e-mail	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 www.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 (2) 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 twenty-one (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 Checklist

<i>Outreach Step</i>	<i>Timeframe</i>
Draft plan is published on 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 e-mail	Throughout official public comment period
Plan is published on 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 twenty-one (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 Checklist

<i>Outreach Step</i>	<i>Timeframe</i>
Draft LOPP published electronically on www.LakeSumterMPO.com	Twenty-one (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, www.LakeSumterMPO.com contact form, or e-mail	Throughout official public comment period
Approved Prioritized Project List published on 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 forty-five (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 forty-five (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 TAC, CAC, BPAC, 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:

- Forty-five (45) day comment period on adoption or revision of the PIP;
- Twenty-one (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 citizen groups, public agencies, or local governmental bodies;
- Public meetings sponsored by LSMPO member jurisdictions;
- Special efforts for underserved/underrepresented;
- Efficient Transportation Decision Making 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 (10) 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 twenty-one (21) day public review period will be advertised. For PIP adoption or revisions a forty-five (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;
- E-mail 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 CAC, BPAC, and 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 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 twenty-four (24) hours prior to the meeting and emailed to all members. Minutes of the emergency meeting will be posted to the LSMPO website within twenty-four (24) hours of 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 strategies 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 PIP 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 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 PIP 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 (1) 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, e.g. 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; and ○ 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 (e.g. 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 agree 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 seventy-two (72) hour notice, LSMPO will provide meeting notices in other languages or means to accommodate 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 utilize 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 LSMPO 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 communities. 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 e-mail 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 by e-mail. 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 service accessibility for 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 USDOT 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 such as 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; and
- 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.

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 (e.g. 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

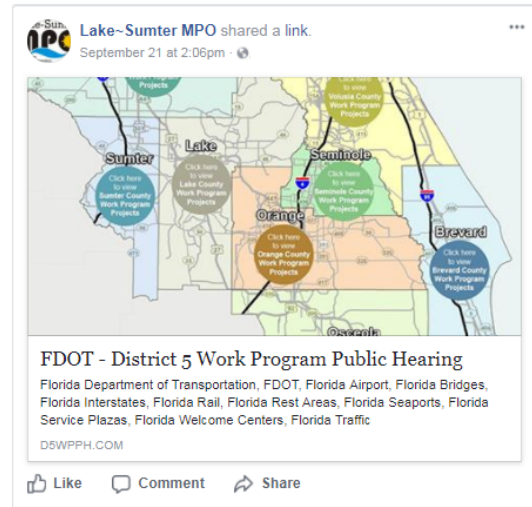
The following forms of content shall not be allowed:

- 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;
- E-mail list;
- Public Involvement Process Mailing List;
- Communications received from the public whether they use mail, e-mail, and comments at public information meetings or public hearings;
- Tracking of presentations given to public groups;
- Efficient Transportation Decision Making 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.

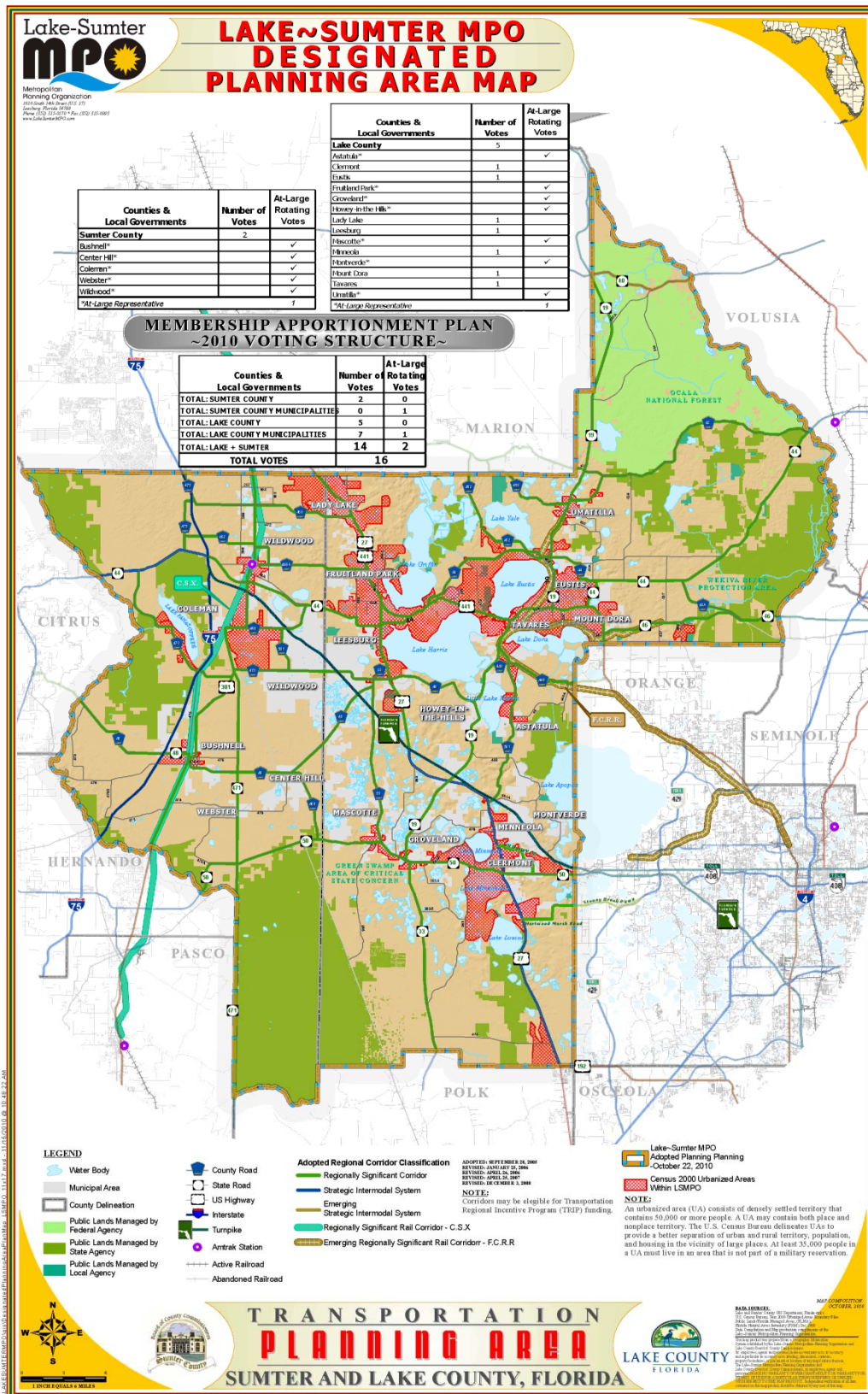
APPENDIX A: PIP OUTREACH LOG



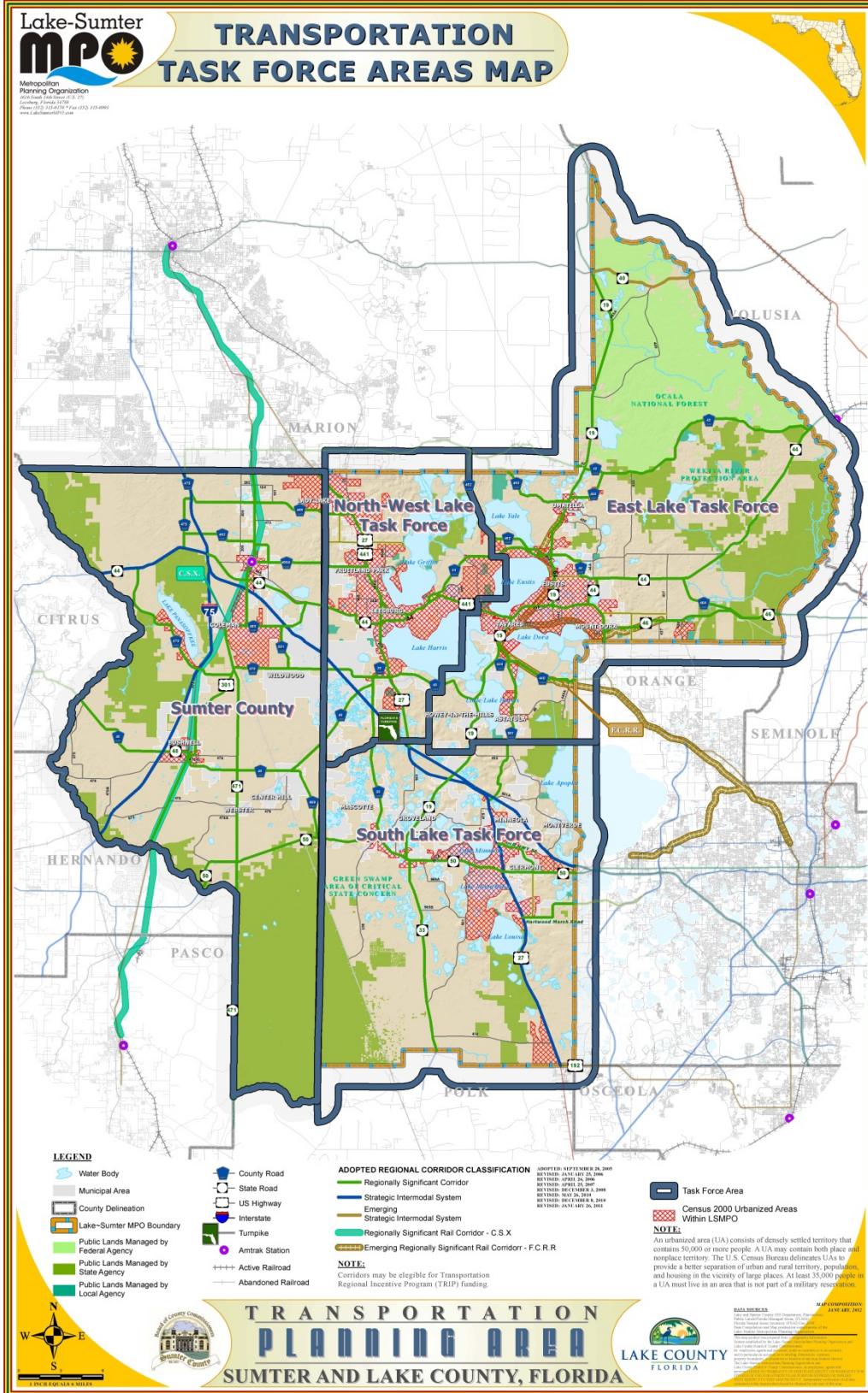
LAKE~SUMTER MPO OUTREACH LOG

Date	Request (Inquiry/Event)	Staff Person	Purpose/Action	Notes

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
LRTP	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.



Limited English Proficiency Plan

Lake~Sumter Metropolitan Planning Organization

*Final Draft for Advisory Committee & Board Adoption
April 2018*

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ABOUT THE MPO

Representatives of Lake County and Sumter County governments, the fourteen (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). The Metropolitan Planning Organization (MPO) 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 nineteen (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 (ADA).

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.

<p>Anyone wishing to contact the LSMPO with comments, questions, or complaints, please contact:</p>	 <p>Michael Woods Interim Executive Director & Title VI Specialist (352) 315-0170 mwoods@LakeSumterMPO.com</p>
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INTRODUCTION

The Lake~Sumter MPO is 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 LEP persons to ensure accessibility to the MPOs programs and services.

Legal Basis for Language Assistance Requirements

The Limited English Proficiency (LEP) 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 LEP Plan should be consistent with the fundamental mission of the organization, though not unduly burdening the organization.

In order to ensure LEP individuals have meaningful access to the transportation planning process, LSMPO conducts a self-assessment in areas relevant to the development of an effective LEP 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; as well as the LSMPO's 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 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 (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 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 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 following sections.

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, LEP 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 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 needs 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 (5) years old speak English “less than very well.”

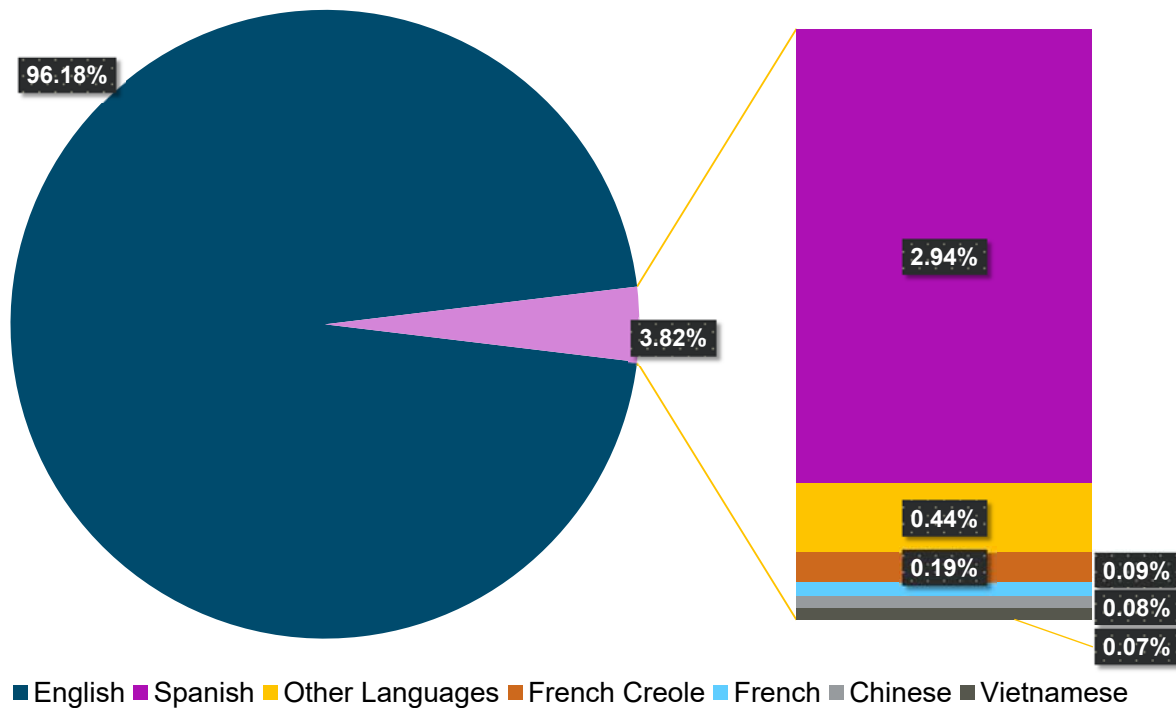
Table 1 | Persons Speaking English “Less Than Very Well” (Age 5+)

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 Spoke 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%

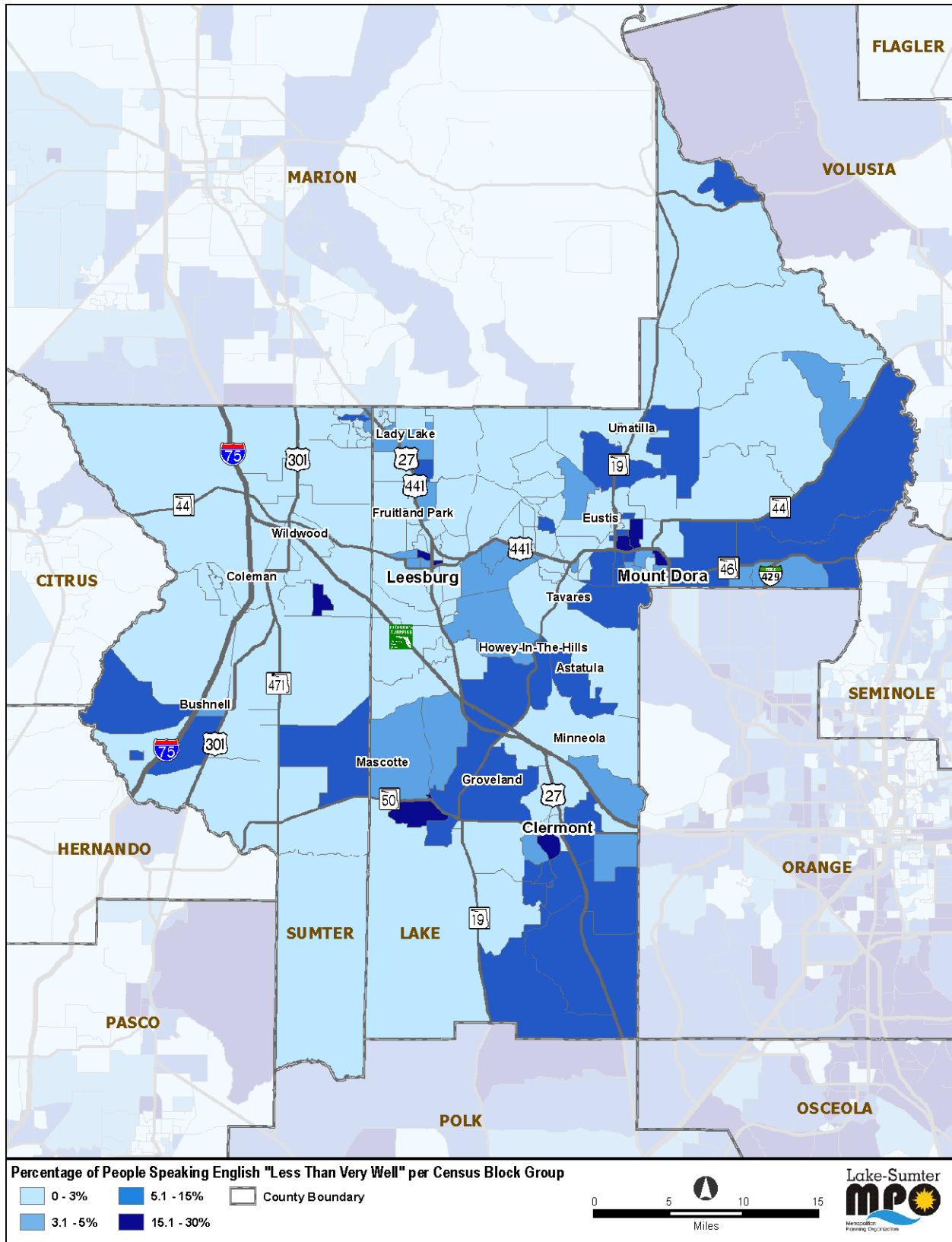
Table 4 | Top Five Languages Spoken at Home in Lake~Sumter MPO Planning Area

<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 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 e-mail at MWood@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 translation through Google Translate feature
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 persons identified using the four-factor analysis presented in **Self-Assessment** section of the LEP 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 meeting sign-in tables. 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 e-mail MWoods@LakeSumterMPO.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: <http://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"/> Estado Civil
<input type="checkbox"/> Color de Piel	<input type="checkbox"/> Nacionalidad	<input type="checkbox"/> Edad	<input type="checkbox"/> Impedimento Físico o Mental
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 kazye 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



Title VI Nondiscrimination Plan

Lake~Sumter Metropolitan Planning Organization

*Final Draft for Advisory Committee & Board Adoption
April 2018*

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INTRODUCTION

Representatives of Lake County and Sumter County governments, the fourteen (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). 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 nineteen (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 (ADA).

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); 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 ninety (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 ninety (90) days.

- Sub-recipients placed in a deficiency status will be given a reasonable time, (not to exceed ninety (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 (2) 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 on 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 (5) 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 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 (3) 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, e-mail, 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 e-mail, 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 published in Spanish and 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 MPO 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 Businesses (DBE) 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.

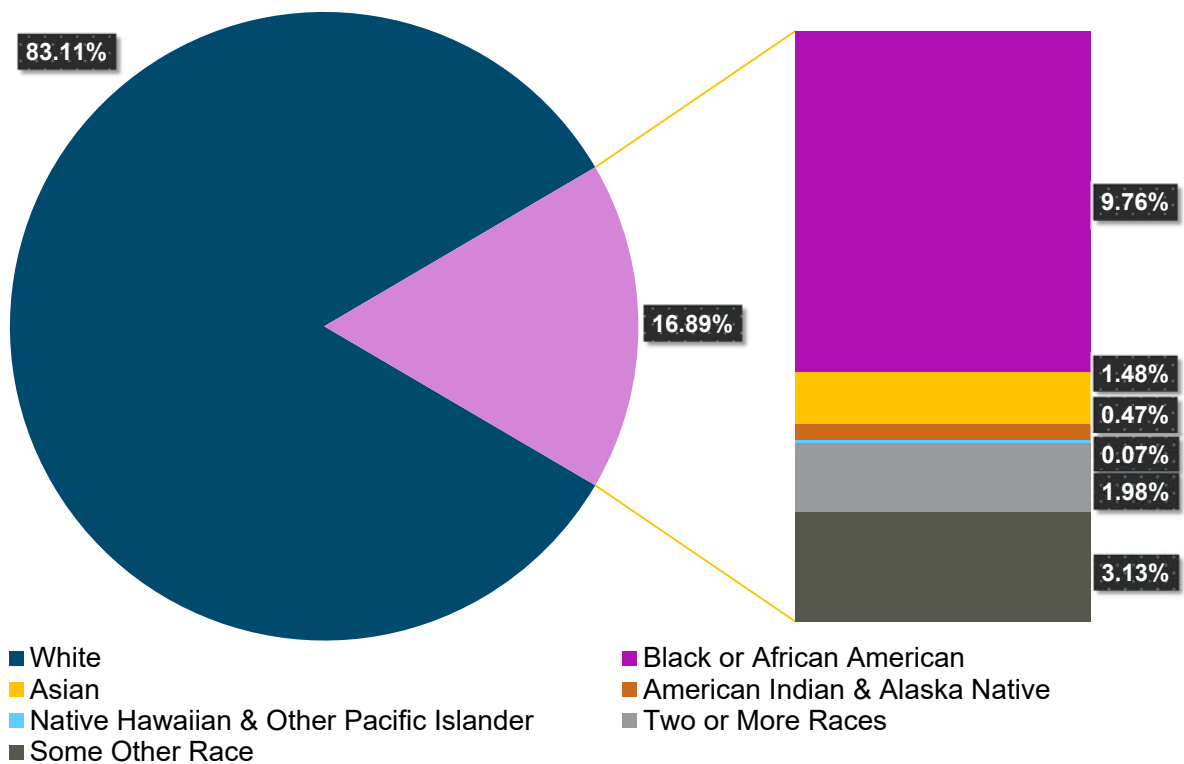
SOCIOECONOMIC PROFILE OF LAKE~SUMTER MPO AREA

A review of the 2015 U.S. Census data, specifically the American Community Survey results, for the Lake~Sumter area 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

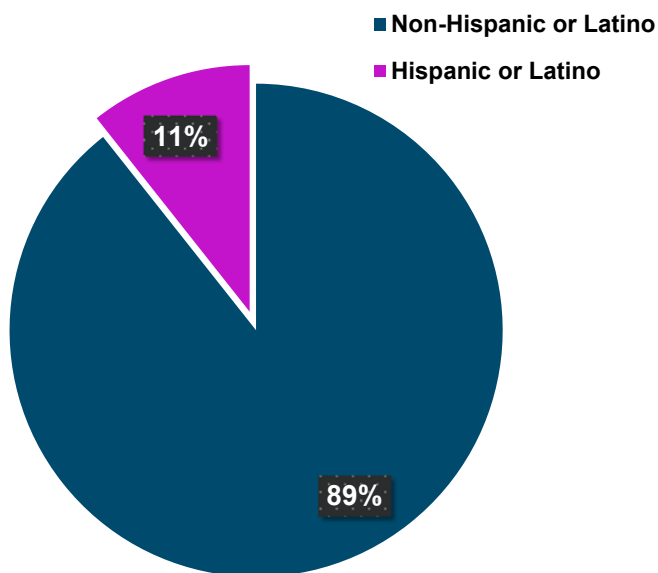
The ethnicity distribution in the Lake~Sumter MPO region is detailed in **Figure 1**. The minority population with the largest representation in the area is individuals identifying with Black or African American ethnicity, representing 10% of the population. There is some presence of individuals identifying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

Figure 1 | Ethnic Makeup 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 in 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 (5) 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 (5) 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 (4) 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%

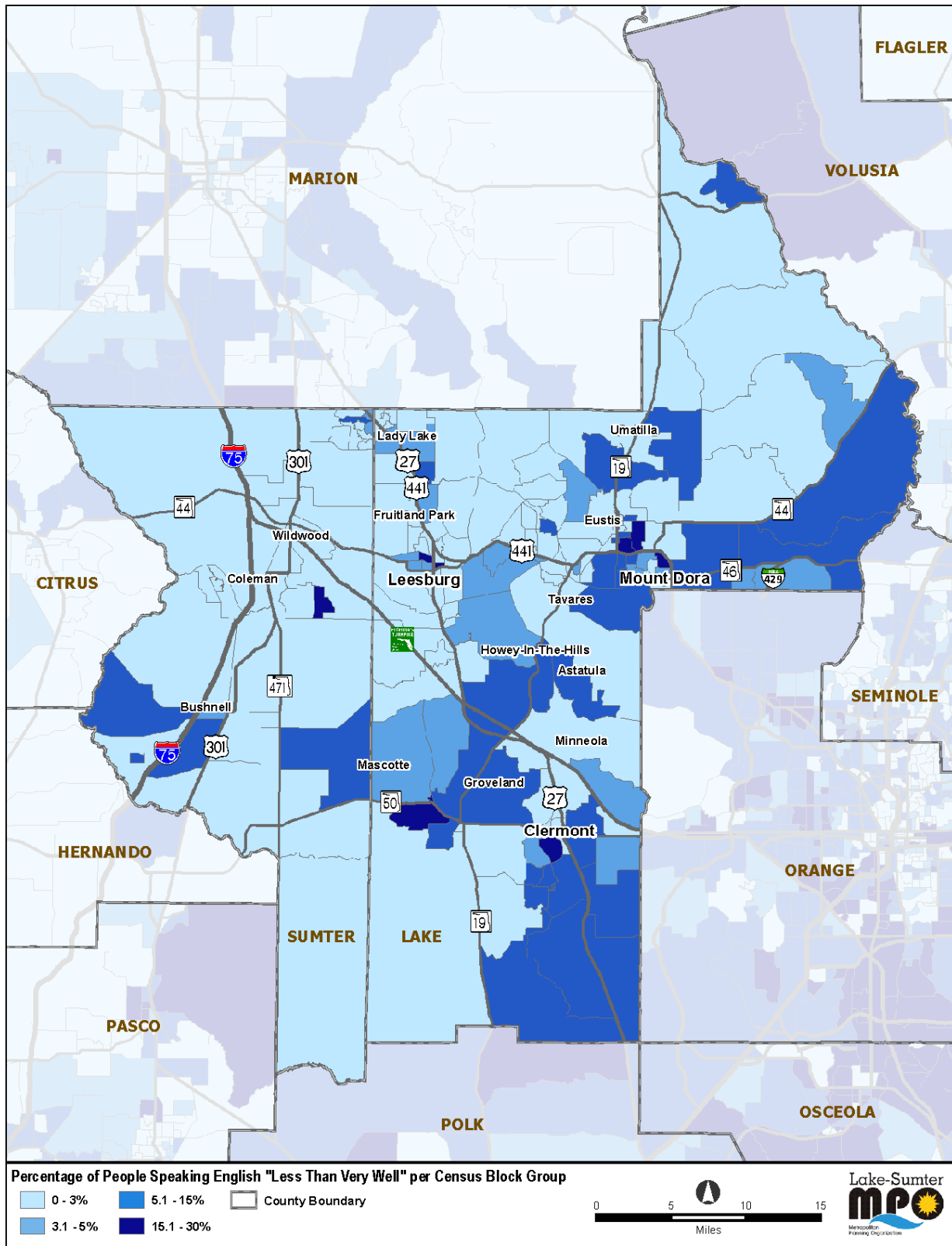
Source: US Census Bureau's American Community Survey, 2015

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.

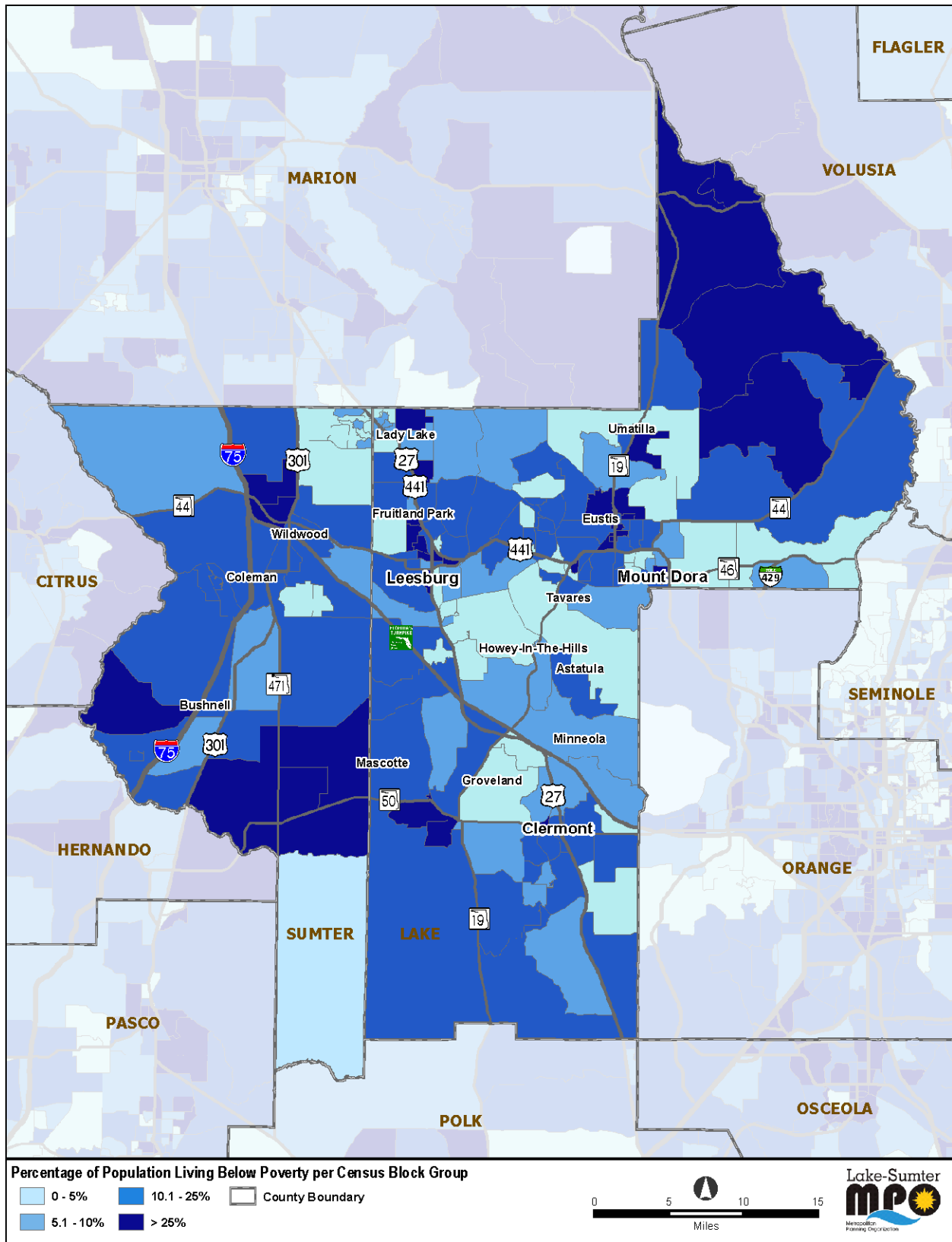
<p>Anyone wishing to contact the LSMPO with comments, questions, or complaints regarding Title VI, please contact:</p>	 <p>Michael Woods Interim Executive Director & Title VI Specialist (352) 315-0170 MWoods@LakeSumterMPO.com</p>
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Figure 3 | Limited English Proficiency Populations



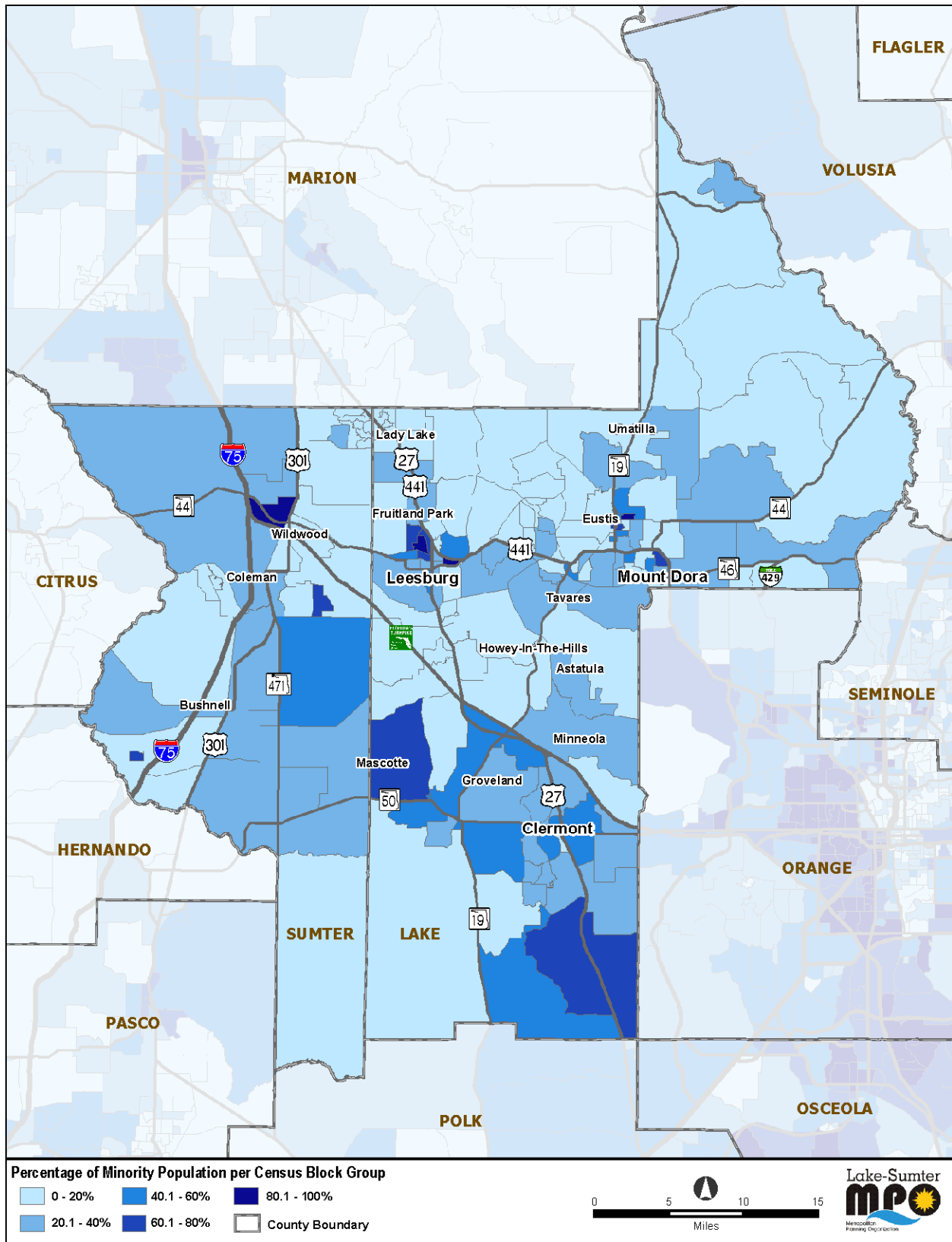
Source: US Census Bureau's American Community Survey, 2015

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 EEO, 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

ACTION ITEM

**Consider Approval of Amendment to the
2017/18-2021/22 Transportation Improvement Program**

The current five-year Transportation Improvement Program requires amendment for consistency with the FDOT Work Program. The Five projects are described below. **TIP amendments require a Roll-Call vote.**

Project 1: FM#443240-1 South St. Clair Abrams Avenue Crossing #675192-X in the City of Tavares. Current TIP Status: Project phase currently is not in the Fiscal Years 2017/2018 – 2021/2022 TIP. **Proposed:** Adding Phase 57 (Construction Railroad Phase) in the amount of \$217,750 in Fiscal Year 2018 with RHH (Rail Highway Crossing Hazard Devices) Funding.

Project 2: FM#443241-1 South Rockingham Avenue Crossing #621833-N in the City of Tavares. Current TIP Status: Project phase currently is not in the Fiscal Years 2017/2018 – 2021/2022 TIP. **Proposed** Adding Phase 57 (Construction Railroad Phase) in the amount of \$217,750 in Fiscal Year 2018 with RHH (Rail Highway Crossing Hazard Devices) Funding.

Project 3: FM#443242-1 West Third (3rd) Avenue Crossing #621810-G in the City of Mount Dora. Current TIP Status: Project phase currently is not in the Fiscal Years 2017/2018 – 2021/2022 TIP. **Proposed** Adding Phase 57 (Construction Railroad Phase) in the amount of \$284,500 in Fiscal Year 2018 with RHH (Rail Highway Crossing Hazard Devices) Funding.

Project 4: FM#443429-1 Gorden Lane Rail Crossing in Mt Dora. Current TIP Status: Project phase currently is not in the Fiscal Years 2017/2018 -2021/2022 TIP. **Proposed** Adding Phase 57 (Construction Railroad Phase) in the amount of \$ 169,032 in Fiscal Year 2018 with RHH (Rail Highway Crossing Hazard Devices) Funding.

Project 5: FM#443430-1 Mt. Dora Plaza Shopping Center Off of West Old US Highway 441. Current TIP Status: Project phase currently is not in the Fiscal Years 2017/2018 – 2021/2022 TIP. **Proposed** Adding Phase 57 (Construction Railroad Phase) in the amount of \$166,185 in Fiscal Year 2018 with RHH (Rail Highway Crossing Hazard Devices) Funding.

REQUESTED ACTION: Staff recommends approval of Amendment to the 2017/18-2021/22 Transportation Improvement Program

ATTACHMENT: Request from FDOT to Amend the 2017/18-2021/22 Transportation Improvement Program

From: Hamilton, Kayleen [<mailto:Kayleen.Hamilton@dot.state.fl.us>]
Sent: Monday, March 5, 2018 3:53 PM
To: Franco, Francis <ffranco@lakesumtermpo.com>
Cc: Woods, Michael <mwoods@lakesumtermpo.com>; LeMay, Doris <dlemay@lakesumtermpo.com>
Subject: TIP Amendments Requested

Good afternoon, Francis.

FDOT is requesting that the MPO amend its TIP as follows. Please feel free to let me know if there are any questions.

Thanks,

Kayleen Hamilton

MPO Liaison

Florida Department of Transportation

719 South Woodland Boulevard

Deland, Florida 32720

(386) 943-5550 - office

(386) 414-4639 - cell

The Florida Department of Transportation requests the following change(s) to be made to the Lake-Sumter Metropolitan Planning Organization's (MPO) Adopted Fiscal Years 2017/2018 – 2021/2022 Transportation Improvement Program (TIP) in coordination with the corresponding change(s) to the Department's Adopted Work Program. Please make sure that you put the amendment date on your cover page of the TIP document and the page of the TIP that the project is listed on.

LAKE COUNTY

Project:

FM#443240-1 South St. Clair Abrams Avenue Crossing #675192-X in the City of Tavares.

Current TIP Status:

Project phase currently is not in the Fiscal Years 2017/2018 – 2021/2022 TIP.

Proposed

Adding Phase 57 (Construction Railroad Phase) in the amount of \$217,750 in Fiscal Year 2018 with RHH (Rail Highway Crossing Hazard Devices) Funding.

Explanation:

The District received additional Rail/Highway Crossing funds and this project was selected to receive funding to replace the crossbucks with flashing lights and gates, cabinet, cable, Conduit and power. This is anticipated to increase safety by providing additional visual warnings to alert motorists and pedestrians regarding the presence of a train and creating barriers against improper crossings.

Project:

FM#443241-1 South Rockingham Avenue Crossing #621833-N in the City of Tavares.

Current TIP Status:

Project phase currently is not in the Fiscal Years 2017/2018 – 2021/2022 TIP.

Proposed

Adding Phase 57 (Construction Railroad Phase) in the amount of \$217,750 in Fiscal Year 2018 with RHH (Rail Highway Crossing Hazard Devices) Funding.

Explanation:

The District received additional Rail/Highway Crossing funds and this project was selected to receive funding to replace the crossbucks with flashing lights and gates, cabinet, cable, Conduit and power. This is anticipated to increase safety by providing additional visual warnings to alert motorists and pedestrians regarding the presence of a train and creating barriers against improper crossings.

Project:

FM#443242-1 West Third (3rd) Avenue Crossing #621810-G in the City of Mount Dora

Current TIP Status:

Project phase currently is not in the Fiscal Years 2017/2018 – 2021/2022 TIP.

Proposed

Adding Phase 57 (Construction Railroad Phase) in the amount of \$284,500 in Fiscal Year 2018 with RHH (Rail Highway Crossing Hazard Devices) Funding.

Explanation:

The District received additional Rail/Highway Crossing funds and this project was selected to receive funding to replace the crossbucks with flashing lights and gates, cabinet, cable, Conduit and power. This is anticipated to increase safety by providing additional visual warnings to alert motorists and pedestrians regarding the presence of a train and creating barriers against improper crossings.

LeMay, Doris

From: Franco, Francis
Sent: Monday, April 9, 2018 12:43 PM
To: Hamilton, Kayleen; LeMay, Doris
Cc: Woods, Michael
Subject: RE: TIP Amendments Request By Work Program

Thank you, Kayleen.
We'll process these additional amendments, in April, accordingly.

~Francis Franco, GISP | GIS Manager~
www.LakeSumterMPO.com
direct call# 352-315-0170_{Ext.4}

From: Hamilton, Kayleen [mailto:Kayleen.Hamilton@dot.state.fl.us]
Sent: Monday, April 9, 2018 12:02 PM
To: Franco, Francis <ffranco@lakesumtermpo.com>; LeMay, Doris <dlemay@lakesumtermpo.com>
Cc: Woods, Michael <mwoods@lakesumtermpo.com>
Subject: FW: TIP Amendments Request By Work Program

Good morning,
Below please find two TIP amendments for April, including a brief statement related to safety performance justification.
Please let me know if there are any questions.

Thanks!

Kayleen Hamilton
MPO Liaison
Florida Department of Transportation
719 South Woodland Boulevard
Deland, Florida 32720
(386) 943-5550 - office
(386) 414-4639 - cell

The Florida Department of Transportation requests the following change(s) to be made to the Lake/Sumter Metropolitan Planning Organization's (MPO) Adopted Fiscal Years 2017/2018 – 2021/2022 Transportation Improvement Program (TIP) in coordination with the corresponding change(s) to the Department's Adopted Work Program. Please make sure that you put the amendment date on your cover page of the TIP document and the page of the TIP that the project is listed on.

LAKE COUNTY

Project:

FM#443429-1 Gorden Lane Rail Crossing in Mt Dora, Crossing #621817-E – Rail Safety Project – Project Sponsor:
Florida Department of Transportation

Current TIP Status:

Project phase currently is not in the Fiscal Years 2017/2018 – 2021/2022 TIP.

Proposed

Adding Phase 57 (Construction Railroad Phase) in the amount of \$169,032 in Fiscal Year 2018 with RHH (Rail Highway Crossing Hazard Devices) Funding.

Explanation:

The District received additional Rail/Highway Crossing funds and this project was selected to receive funding for flagging and related costs to replace two flashing lights and gates, cabinet, cable, Conduit and power. This is anticipated to increase safety by providing additional visual warnings to alert motorists and pedestrians regarding the presence of a train and creating barriers against improper crossings.

Project:

FM#443430-1 Mt. Dora Plaza Shopping Center Off of West Old US Highway 441, Crossing # 621816-X – Rail Safety Project – Project Sponsor: Florida Department of Transportation

Current TIP Status:

Project phase currently is not in the Fiscal Years 2017/2018 – 2021/2022 TIP.

Proposed

Adding Phase 57 (Construction Railroad Phase) in the amount of \$166,185 in Fiscal Year 2018 with RHH (Rail Highway Crossing Hazard Devices) Funding.

Explanation:

The District received additional Rail/Highway Crossing funds and this project was selected to receive funding for flagging and related costs to remove existing cantilevers, replace two flashing lights and gates, add 1-dollarm, cabinet, cable, preemption, and power. This is anticipated to increase safety by providing additional visual warnings to alert motorists and pedestrians regarding the presence of a train and creating barriers against improper crossings.

TAB 6

ACTION ITEM

Executive Director Recruitment

The MPO Executive Committee selected Mr. David Mack for consideration for the MPO Executive Director position and gave MPO Attorney Melanie Marsh authority to negotiate a contract for employment with Mr. Mack at the March 28, 2018 meeting.

In an email dated April 10, 2018, Mr. David Mack declined the job offer for the Executive Director position with the Lake~Sumter MPO. MPO Attorney Melanie Marsh will outline the next steps in the process of Executive Director Recruitment. The Executive Committee has the responsibility to oversee the recruitment process and make recommendations to the Governing Board for consideration.

REQUESTED ACTION: Approval of Executive Committee recommendation on Executive Director Recruitment.

TAB 6

TAB 7

ACTION ITEM

Consider Restructuring of Citizens' and Bicycle Pedestrian Advisory Committee

The Advisory committees for the MPO were formed to advise the MPO Governing Board and staff in the preparation and review of public participation plans, transportation plans, programs and other related matters of the MPO. Each advisory committee provided unique contributions to the development of the MPO's transportation plans, programs, and projects.

The **Citizens Advisory Committee (CAC)** is comprised of interested community members. Therefore, this committee has a special advisory role to the MPO because it provides a necessary communication link between the MPO and the community it is serving. Thus, the input provided by the CAC insures that the MPO planning process is actually meeting the needs of the community it is serving.

The **Bicycle Pedestrian Advisory Committee (BPAC)** is a formal advisory body to the MPO. BPAC is a committee appointed by the LSMPO Board members from a broad base of professionals and concerned citizens, whose mission is to advise the LSMPO Board on bicycle and pedestrian issues. Also the committee is to assist the LSMPO Board in the formulation of goals and objectives for shaping the urban and rural environments through the effective planning for bicycle and pedestrian facilities.

Due to poor attendance and lack of appointments from our member governments to the CAC, the MPO struggles to achieve a CAC quorum on a regular basis.

Staff will present recommendations on restructuring the two advisory committees into one advisory committee called the **Community Advisory Committee (CAC)**.

The **Community Advisory Committee** would ensure the public has the opportunity to review and evaluate all proposed transportation plans and programs. About half the Community Advisory Committee members would be appointed by local governments, and the other half by the MPO Board. The committee membership would include geographic representation, multimodal transportation advocates, (from our current BPAC membership) as well as representatives from under-served communities and business interests. This composition encourages diversity of many kinds, including geographic, demographic and modal.

REQUESTED ACTION: Approve the formation of the Community Advisory Committee and direct staff to draft revised bylaws for the new advisory committee for approval at the May 23, 2018 MPO Governing Board meeting.

ATTACHMENTS: 1. Review of the Citizens Advisory Committee structure of the 5 MPO's in FDOT District 5 and Polk TPO. 2. Staff recommendation on the structure of the Community Advisory Committee.

MPO Citizens Advisory Committees in FDOT District 5:

Florida Statute

[Title XXVI](#)
PUBLIC
TRANSPORTATION

[Chapter 339](#)
TRANSPORTATION FINANCE AND
PLANNING

[View Entire
Chapter](#)

339.175 Metropolitan planning organization.—

(e)1. Each M.P.O. shall appoint a citizens' advisory committee, the members of which serve at the pleasure of the M.P.O. The membership on the citizens' advisory committee must 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.

1. MetroPlan Orlando: Community Advisory Committee

- Number of Members: **31** voting members, **2** non-voting members
- **15** Geographically appointed members from jurisdictions,
 - **9** county, **6** municipal (2 largest municipalities in each county)
- **18** MetroPlan appointments
 - **10** multimodal advocates, **3** underserved, **2** Transportation Disadvantaged, **1** Business Community, **2** non-voting Alternates
- Same meeting schedule as MetroPlan Board

2. River to Sea TPO: Citizens Advisory Committee

- Number of Members: **30** members, **2** non-voting advisors
- Each elected official on the TPO Board appoints **1** CAC member, plus **1** member each from: Volusia County School Board, Flagler County School Board, Flagler County Transit (CTC), and Votran (CTC).
- Same meeting schedule as TPO Board

3. Space Coast TPO: Citizens Advisory Committee

- Number of Members: **24** members and **24** alternates appointed by local jurisdictions.
- **10** county appointments, **13** municipal appointments, **1** Canaveral Port Authority appointment.
- Same meeting schedule as TPO Board

4. Polk TPO: Advisors Network

- Number of Members: **130**.
The TPO established the Adviser Network to serve as an alternate mechanism for citizen involvement. The objective is to increase public involvement (especially by members of minority and low income households). The Adviser Network provides a less formal, more extensive structure for soliciting public participation and comment. Members can participate in the planning process through 8 different mediums. The Advisors Network meets **4** times per year.

5. Ocala TPO: Citizens Advisory Committee

- Number of Members: up to **16** members
- CAC members are interviewed by TPO staff and then recommended to the TPO Board for approval.
- Same meeting schedule as TPO Board

BYLAWS OF THE LAKE~SUMTER 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.

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 Lake~Sumter MPO Bylaws February 2017 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:

December 31-Odd year	December 31-Even year
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.

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 the MPO Public Participation Policy.

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.

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.

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

MPO Staff Recommendations on CAC and BPAC Restructuring:

Committee Membership:

New Committee Name: Community Advisory Committee

- Number of Members: **31** voting members
- **17** Geographically appointed members from local jurisdictions,
 - **7** county, (5 Lake County, 2 Sumter County), **10** municipal (**7** largest municipalities in Lake County, **3** largest municipalities in Sumter County)
- **14** MPO Board appointments
 - **10** multimodal representatives, (new or from current BPAC members), **2** underserved population representatives, **1** Transportation Disadvantaged representative , **1** Business Community representative
- Same meeting schedule as MPO Board (9 meetings per year)
- All geographical and Board appointed members can have an alternate member appointments

TAB 8

DISCUSSION ITEMS

City of Groveland Request – Consideration of MPO Governing Board Bylaws revision to change Voting Representative on the MPO Governing Board

In a letter dated January 23, 2018 the City of Groveland is asking for voting representation on the MPO Governing Board. The Board directed staff to wait until the 2017/18 legislative session was completed prior to any action being taken on this issue.

ATTACHMENTS: January 23, 2018 Letter from the City of Groveland, Resolution 2017-10-37 Requesting Voting Representation on the MPO Governing Board from the City of Groveland, Email from MPOAC

TAB 8



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.

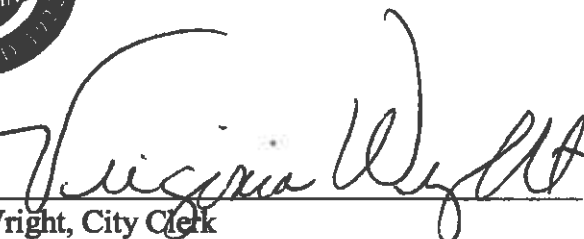
PASSED and ADOPTED at a regular meeting of the City Council of the City of Groveland, Lake County, Florida this 16 day of October 2017.



Karen McMican, Acting Mayor
City of Groveland, Florida

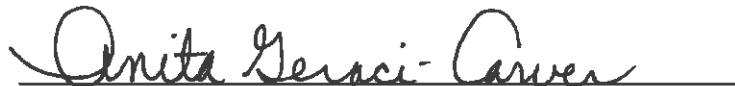


ATTEST:



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
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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

For your situational awareness I left a voicemail for Mr. Woods and asked him to call me

TAB 9

INFORMATIONAL ITEMS

FASTact – FDOT Performance Measures on the May Board Agenda for Review and Approval

Performance Measure and Target Setting Reporting Requirements

The Moving Ahead for Progress in the 21st Century (MAP-21) highway program transitioned to a performance and outcome-based program. States and MPOs are to invest resources in projects to achieve individual targets that collectively will make progress toward national goals. Its successor, the Fixing America's Surface Transportation (FAST) Act, continued these performance requirements. The MAP-21/FAST Act requires the states and MPOs to submit performance measures in six areas: safety, pavements, bridge condition, system performance, freight movement, and congestion mitigation/air quality. The Forecasting and Trends Office at FDOT has the lead responsibility for the system performance, freight movement, and congestion mitigation measures—referred to as PM3. Effective May 20, 2017, FHWA completed final rulemaking on the PM3 requirements of MAP-21 and the FAST Act. This rule establishes the following mobility system performance measures and reporting requirements for each state and MPO. The measures include:

- Percent of Person-Miles Traveled on the Interstate System That Are Reliable
- Percent of Person-Miles Traveled on the Non-Interstate NHS That Are Reliable

Together, they are the Travel Time Reliability system performance measures. These reliability measures compare the longer trip travel times to the time normally expected by the typical user of the roadway. The reliability measures focus on travel time variability and reflects the consistency of trip time durations.

To assess the performance of freight movement on the interstate system the following measure is required:

- Truck Travel Time Reliability Index – this measure reflects the consistency of travel time as experienced by shippers and suppliers.

The congestion mitigation/air quality measures are not required in Florida as no area of the state is designated a non-attainment or maintenance area for ozone, carbon monoxide, or particulate matter.

State Reporting Requirements

The first performance period begins on January 1, 2018 and ends on December 31, 2021. For each 4-year performance period, the following reports are required:

State DOT Baseline Performance Period Report – due on Oct 1, 2018

- To include state two-year targets for the interstate travel time reliability performance measure and the Truck Travel Time Reliability Index and state 4-year targets for all measures. A two-year state target for the Non-Interstate travel time reliability performance measure is not required at this time.
- To include baseline performance derived from the latest data collected through the beginning date of the performance period (January 1, 2018) for each target.

State DOT Mid Period Report – due on October 1, 2020

- Two-year performance derived from the latest data collected through the midpoint of the performance period (December 31, 2020) for each target
- Four-year targets can be adjusted at this time.

State DOT Full Period Report – due on October 1, 2022

- To include performance derived from the latest data collected through the end of the performance period (December 31, 2021) for each target.

Annual HPMS Report: By June 15, 2018, and annually thereafter, State DOTs are required to report the reliability measures for the previous calendar year's data in HPMS.

Establishment of Targets

FDOT is required to establish a four-year target for each measure. Two-year targets are required for the state for interstate travel time reliability performance measure and the Truck Travel Time Index. A two-year target for the Non-Interstate travel time reliability performance measure is not required at this time.

The state targets are to be set no later than May 20, 2018. MPOs have up to 180 days after the state targets have been reported to set four-year targets. These targets will be reported by FDOT.

MPO Reporting Requirements

For the purposes of PM3, MPOs shall report baseline performance and progress toward the achievement of their four-year targets in a performance report in the metropolitan transportation plan in accordance with [part 450 – the Planning Rule](#).

FDOT-MPO Coordination

FDOT and the MPOs have been coordinating on mobility performance measures soon after the adoption of MAP-21. It is the intent of FDOT to provide all required PM3 measures to each MPO.

For More Information <https://www.fhwa.dot.gov/map21/>.

Mobility Performance Measures Program

Mobility Performance Measures Program Topics

MAP-21/FAST Act



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TAB 10

INFORMATIONAL ITEMS

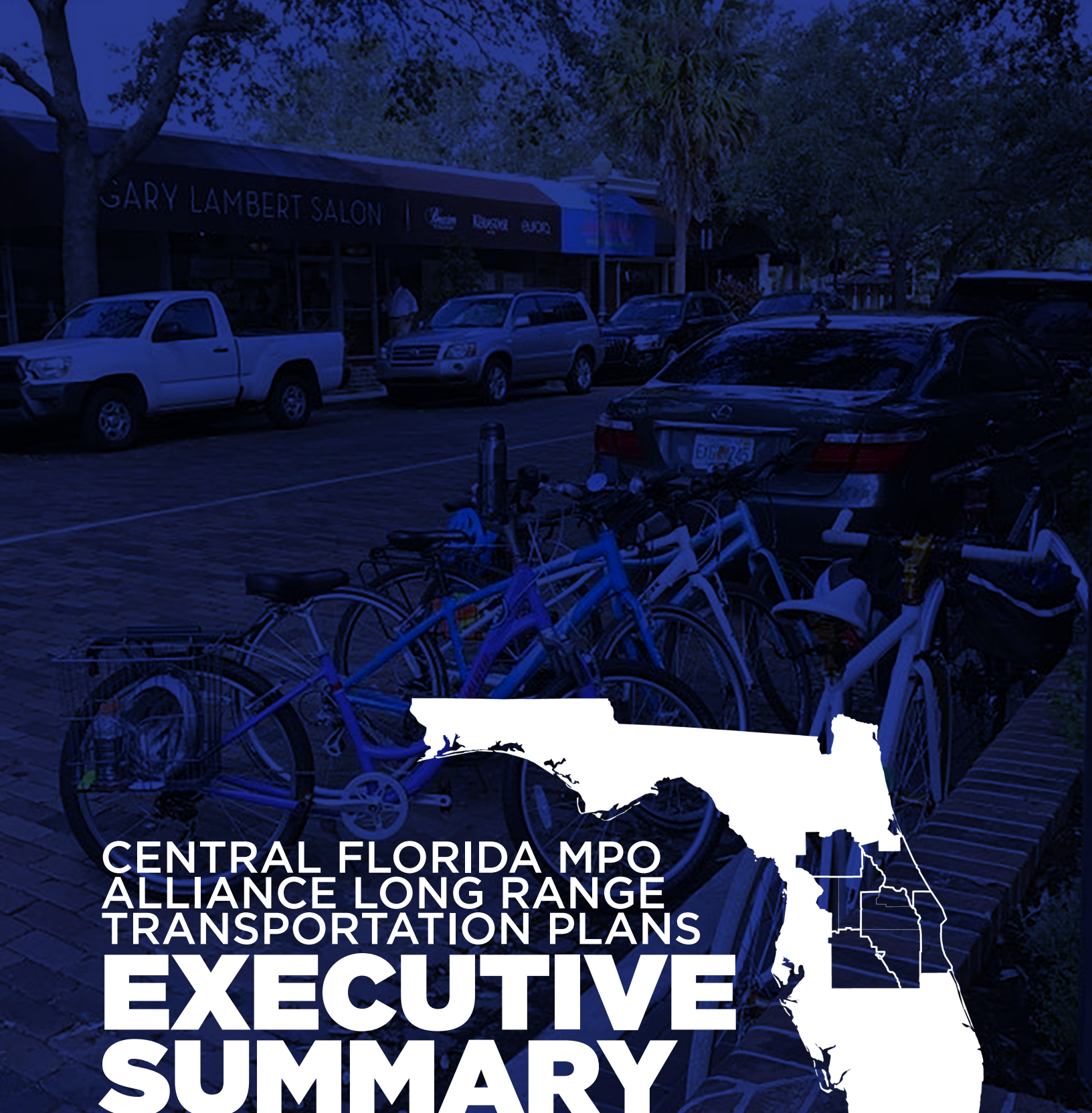
CFMPOA Long Range Transportation Plan (LRTP) – Executive Summary of LRTPs of the five MPOs in the FDOT District 5 and Polk TPO

The Lake~Sumter MPO produced this document that summarizes the 2040 LRTPs for each of the six CFMPOA member organizations. In the 2040 LRTP update, the MPOs and TPOs in Central Florida focused on:

- Shifting away from adding roadway capacity and increasing mode choice;
- Increased use of technology & operations solutions;
- Balancing development with environmental preservation; and
- Incorporating performance measures into planning.

ATTACHMENTS: Central Florida MPO Alliance Long Rang Transportation Plans Executive Summary

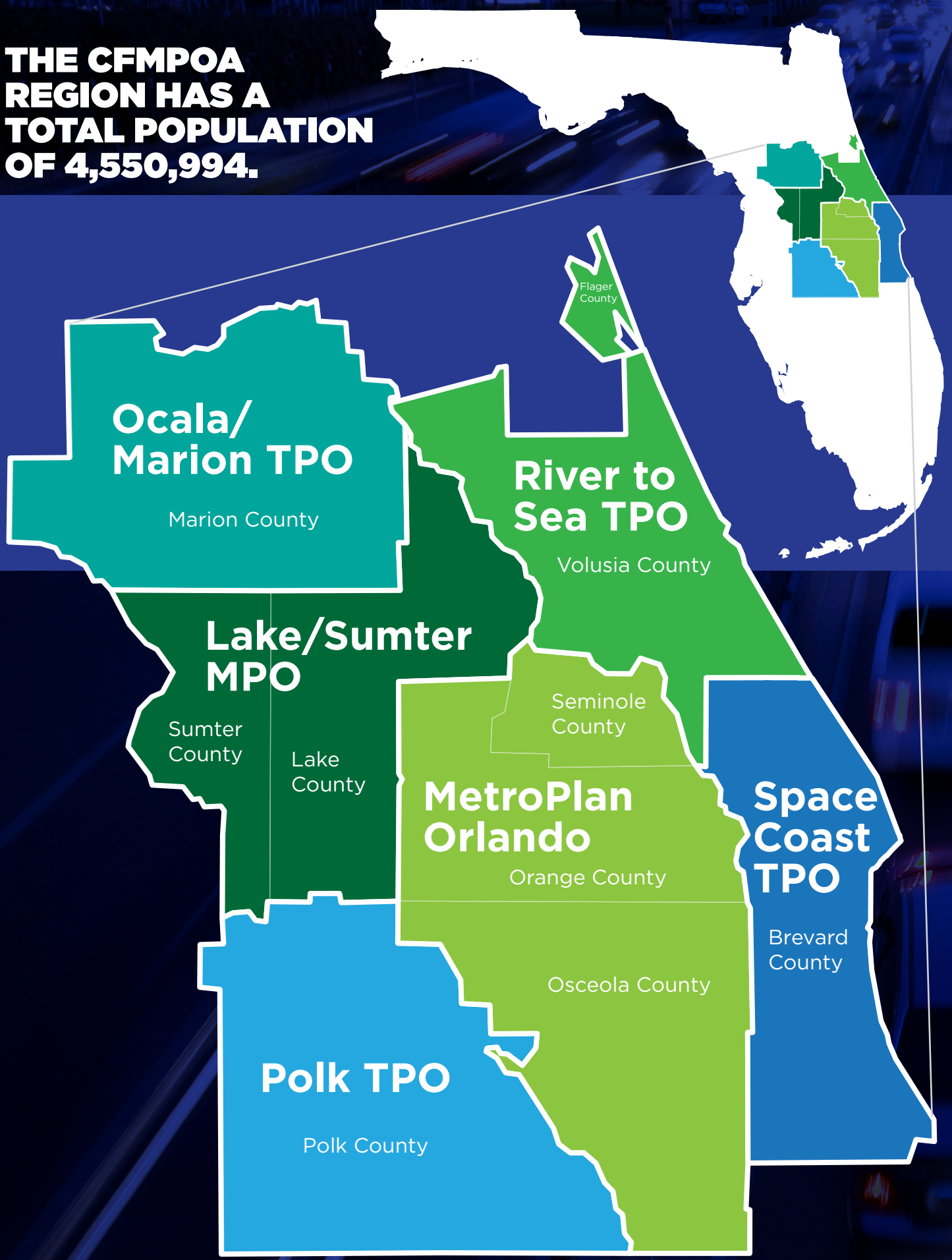
TAB 10



CENTRAL FLORIDA MPO ALLIANCE LONG RANGE TRANSPORTATION PLANS **EXECUTIVE SUMMARY**



**THE CFMPOA
REGION HAS A
TOTAL POPULATION
OF 4,550,994.**





Transportation is a central component of our daily lives. It affects everyone and plays a critical role in our quality of life now and in the future. The transportation decisions we make today will have a direct impact on the economy of our region as well as the health and happiness of our residents and visitors. Metropolitan Planning Organizations (MPO), or Transportation Planning Organizations (TPO), work with local governments to prioritize and fund the transportation improvements that will shape our future.

What is the Central Florida MPO Alliance?

Started in 1997, the Central Florida Metropolitan Planning Organization Alliance (CFMPOA) is a coalition of six MPOs and TPOs in Central Florida committed to addressing transportation challenges in the larger Central Florida area. The CFMPOA is served by an 18 member policy board with three members from each of the following member organizations:

Lake-Sumter Metropolitan Planning Organization;

MetroPlan Orlando;

Ocala/Marion County Transportation Planning Organization;

Polk County Transportation Planning Organization;

Space Coast Transportation Planning Organization; and

River to Sea Transportation Planning Organization.

The CFMPOA is a forum for information on projects of regional significance, and it establishes legislative priorities to address the region's transportation needs.

What is a Long Range Transportation Plan?

A Long Range Transportation Plan (LRTP) establishes the vision for a dynamic multi-modal transportation system with goals and policies. It identifies current and future needs based on population projections and travel demand within an MPO/TPO area. LRTPs guide decisions on the expenditure of federal and state transportation funds for highway, public transportation, freight, pedestrian and bicycle projects for the next 20 years. LRTPs are developed with a reliance on input from the public to help identify and prioritize these multimodal transportation projects. MPOs and TPOs then estimate the available revenue in the 20-year planning period to create a cost feasible plan and an unfunded needs plan.

Creating a Shared Vision for Central Florida

The Alliance is a forum for information on projects of regional significance, and it establishes legislative priorities to address the region's transportation needs. The MPOs and TPOs that make up the CFMPOA are continually looking for ways to work together to improve regional coordination and planning. Each year, the Alliance adopts a List of Priority Projects. This section describes the regional trail, transit, and highway project highlights from the 2018 List. The full List can be found on the CFMPOA website (www.CFMPOA.org).

Regional Trails

Alliance members have been working together to secure funding to fill the Central Florida gaps of the Coast to Coast Connector trail (a 250-mile trail from St. Petersburg to Titusville) through the Florida Shared-Use Nonmotorized (SUN) Trail Network. This year's priority list includes:

69 miles of trail fully funded through construction

Request for design, right-of-way, and construction funding for nearly **200 additional miles** of trail network



Dale Street Trail Groundbreaking (Edgewater) 1st Groundbreaking for a SUN Trail project

Transit

The Florida Department of Transportation (FDOT) launched the Central Florida MPO Alliance Regional Transit Study, in coordination with the CFMPOA, to develop a 50-year vision for mobility on a regional scale, emphasizing how to address gaps in the regional connectivity across public transportation modes. The 2018 transit priorities include:

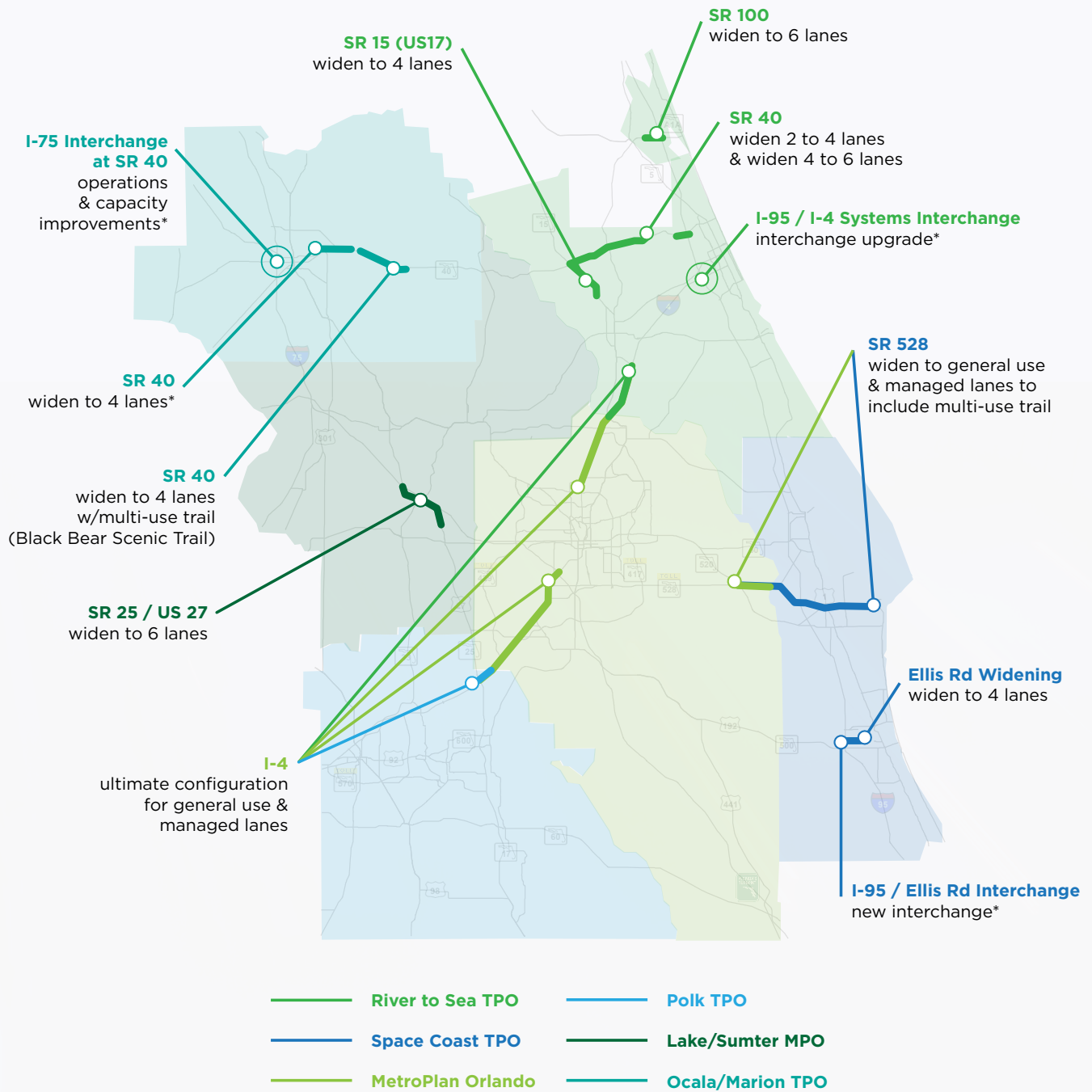
- **SunRail Phase II & III**
- **US 192 & SR 50 Bus Rapid Transit**
- **Lymmo Expansion**
- **Brightline**



Central Florida commuters bike to and from their SunRail stations.

Highway

The CFMPOA's priority list includes more than 100 miles of Strategic Intermodal System (SIS) facilities. Requested improvements include widening, operational improvements, managed lanes, and the addition of multi-use trails. Three SIS projects are fully funded through construction.



*Project is funded through construction

OVERVIEW OF 2040 LRTPS FOR THE CENTRAL FL REGION

The remainder of this document summarizes the 2040 LRTPs for each of the six CFMPOA member organizations. In the 2040 LRTP update, the MPOs and TPOs in Central Florida focused on:



Shifting away from adding roadway capacity and **increasing mode choice**



Increased use of **technology & operations** solutions



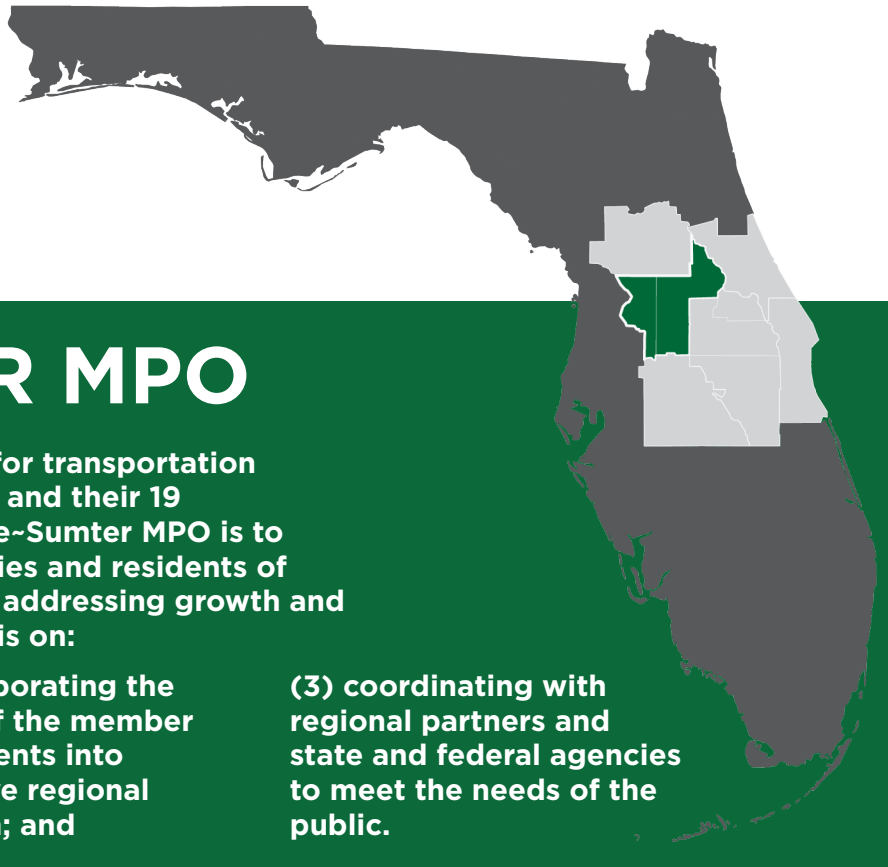


**Balancing
development**
with environmental
preservation



Incorporating
**performance
measures** into
planning





LAKE-SUMTER MPO

The Lake~Sumter MPO is responsible for transportation planning in Lake and Sumter Counties and their 19 municipalities. The mission of the Lake~Sumter MPO is to provide the local governments, agencies and residents of Lake and Sumter counties a forum for addressing growth and transportation issues, with an emphasis on:

(1) planning a regional, multi-modal transportation network that balances accessibility and mobility;

(2) incorporating the visions of the member governments into a cohesive regional approach; and

(3) coordinating with regional partners and state and federal agencies to meet the needs of the public.

Long Range Planning

Transportation 2040, the Lake~Sumter MPO's LRTP, represents the culmination of a multi-level partnership between local, state, and federal policy-makers and the citizens, business owners, and stakeholders who are most impacted by transportation decisions. This document is used as a tool in the planning process to assist in addressing the region's needs as the area continues to grow and develop.

PLAN OVERVIEW

The MPO developed Transportation 2040 in compliance with the current federal legislation at the time of adoption, Moving Ahead for Progress in the 21st Century (MAP-21). The plan is also compliant with the Fixing America's Surface Transportation (FAST) Act, which currently governs MPO activities. In keeping with MAP-21, planning for this LRTP incorporated a number of new elements that brought more information to the decision-making process, for both the MPO and the public. MPO staff enhanced its performance-based planning practice for this LRTP and expanded its use of contemporary planning tools, such as scenario planning, to inform policy and other types of decisions.

Throughout development of this LRTP, the MPO engaged in extensive outreach with an eye toward making public participation convenient by taking advantage of opportunities where our residents, visitors and local business people were already gathering. The MPO sought out opportunities to interact with people who traditionally have been only minimally involved in the continuous, comprehensive, cooperative (3C) planning process.

regional planning

public involvement

advancing mobility options

Promoting Regional Transportation Partnerships

ALTERNATIVE TRANSPORTATION

An important addition to this update of the L RTP is the inclusion of a listing of programs that are tied to alternative transportation strategies for mobility in the MPO planning area. These programs include the following emphasis areas:

- Regional Trails;
- Complete Streets;
- Safe Routes to School;
- Sidewalks; and
- Transportation System Management and Operations.

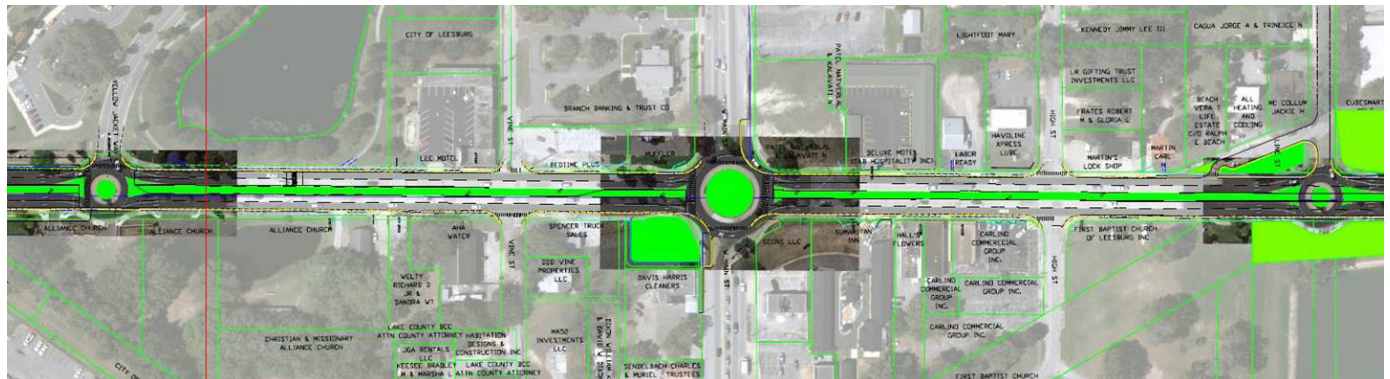
Each program is tied to a list of projects, a policy, or regional master plan adopted by the MPO. The Federal Highway Administration (FHWA), the Florida Department of Transportation (FDOT) and the Federal Transit Administration (FTA) puts a high level of importance on these types of programs and projects, requiring their inclusion in our planning process.

Transportation 2040 addresses the challenge of meeting needs in the face of fiscal constraints. The plan balances multiple modes of transportation while considering social impacts, the natural environment, and enhancement of the economy. Furthermore, the plan respects the visions of the Lake-Sumter MPO's two counties and 19 municipalities.

ONGOING AND RECENTLY COMPLETED PROJECTS



CR 561 and CR 455 Roundabout (Lake County) - Through an FDOT Local Agency Program (LAP) project, Lake County recently constructed a roundabout at CR 561 and CR 455. The existing stop-controlled intersection had a 61% higher crash rate than the Florida state average. There have been no reported crashes since the roundabout opened in 2015.



US 27 Complete Streets (Leesburg) - LSMPO is pursuing three roundabouts along U.S. 27 at Line Street, Main Street and Yellow Jacket Drive. The roundabouts were recommended during a recently conducted planning study and will replace existing traffic signals to improve safety and overall traffic flow along US 27.



SR 50 Realignment (Groveland) - LSMPO is working with FDOT to design a new four-lane truck route realignment of SR 50 around the City of Groveland to enhance safety, livability and walkability within the City. The project will include a portion of the South Lake Trail which is part of the Coast to Coast Connector.

METROPLAN ORLANDO

MetroPlan Orlando leads transportation planning efforts in Orange, Osceola, and Seminole counties— an area larger than the state of Delaware. We coordinate closely with elected officials, industry experts, and the community to shape a future system that offers travel options. As the metropolitan planning organization for Central Florida, we also set priorities and determine how federal and state transportation dollars are spent in the region. MetroPlan Orlando’s vision is to create a regional transportation system that safely and efficiently moves people and goods through a variety of options that support the region’s vitality.

Long Range Planning

MetroPlan Orlando’s LRTP offers a plan to shape our rapidly growing three-county region. The current 2040 Plan was adopted by the MetroPlan Orlando Board in 2015, after extensive technical planning and public outreach. It provides for \$15.1 billion worth of investment divided roughly in half between transit and road projects.

The plan takes into account the explosive growth expected in our part of Central Florida in the next 20 years. During that time, population of the three-county area is expected to swell by more than 1 million people, and jobs are expected to increase by almost 60%.

REGIONAL COORDINATION

MetroPlan Orlando works closely with neighboring metropolitan planning organizations and agency partners on projects requiring larger geographic coordination. These are just a few examples.

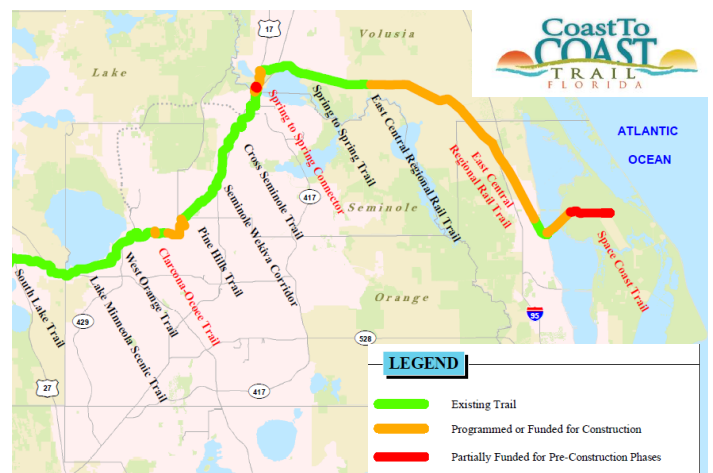
Central Florida Regional Freight and Goods Movement Study

The Central Florida Regional Freight Mobility Study assessed freight needs, future growth, and set forth recommendations for freight planning. The study examined the types of goods coming to and through the region, where they come from, how freight moves and identified freight deficiencies and opportunities in the transportation system. Results showed more than 200 million tons of freight flow through our region each year. About 95% of our goods move by truck.

As freight growth continues, opportunities exist to improve: 1) capacity and congestion; 2) community impacts (e.g., air quality, safety); and 3) institutional and regulatory bottlenecks. MetroPlan Orlando is working with the statewide MPO Advisory Council and FDOT to program projects that address the physical and operational freight needs of our transportation system.

Coast to Coast Connector

The Coast to Coast Connector will provide a continuous 275-mile multi-use trail from the Gulf of Mexico to the Atlantic Ocean. About 75% of the connector exists or is funded for construction. Funding is programmed for the two gaps in MetroPlan Orlando’s service area: the 4.5-mile Orange Gap and the 0.8-mile Seminole/Volusia Gap. The connector will link to several existing trails, including: West Orange Trail, Clarcona-Ocoee Trail, Pine Hills Trail, Seminole-Wekiva Trail, and Rinehart Trail.



Coast to Coast Connector through Central Florida

TRANSFORMATIONAL PROJECTS

While the 2040 Plan contains many projects, some are transformational for the three-county region. Foremost among these are the I-4 Ultimate, Wekiva Parkway, SunRail expansion, and the Orlando International Airport's Intermodal Terminal.

Wekiva Parkway This \$1.7 billion parkway completes a beltway around metropolitan Orlando, with a 25-mile toll road through parts of Orange, Seminole, and Lake counties. It is expected to be complete in 2021, relieving congestion on US 441, SR 46, I-4, and other local roads. Much of the parkway travels through the environmentally sensitive Wekiva River Basin, so 3,400 acres have been set aside for conservation.

I-4 Ultimate The \$2 billion public/private partnership covers 21 miles in Orange and Seminole counties. New express lanes with variable tolling will give drivers the choice of a faster commute. Traffic flow is expected to improve in all lanes, as a result. The funding partnership will allow the road to be completed much sooner than if only public funds were used. After the road opens (expected in 2021) the team of private companies will assume responsibilities for operations and maintenance.

SunRail Expansion The 61.5-mile commuter rail line is designed to connect Orange, Osceola, Seminole and Volusia counties with 17 stations. The line currently runs from DeBary to Sand Lake Road in Orange County. Phase 2 South is expected to open in 2018, running through Osceola County to Poinciana. Funding is being sought for Phase 2 North, from DeBary to DeLand, and for Phase 3, a link to the Orlando International Airport.

Orlando International Airport's Intermodal Terminal Facility The 500,000-square-foot facility consists of a dual-platform, 4-track passenger rail system, an automated people mover and accommodations for future rail projects, like Brightline. Brightline will connect the Orlando International Airport with downtown West Palm Beach, Ft. Lauderdale, and Miami via express trains. Construction is also under way to increase capacity at the airport's North Terminal to 45 million passengers annually. A new South Airport Complex is currently in the preliminary design phase.

-  I-4 Ultimate
-  Wekiva Parkway
-  SunRail (with phase 3 connection to airport)
-  OIA Intermodal Terminal Facility
-  All Aboard Florida / Brightline
-  Osceola County Expressway Master Plan
-  US 192 Bus Rapid Transit



OCALAMARIONTPO.ORG



OCALA/MARION TPO

The Ocala/Marion County Transportation Planning Organization's (TPO) planning area includes Marion County and the incorporated cities of Belleview, Dunnellon, and Ocala. The purpose of the TPO is to provide a forum for a coordinated, comprehensive, and continual transportation planning process. This process is critical in providing a safe, effective, and cost efficient transportation system.

Long Range Planning

Ocala/Marion TPO's LRTP is a comprehensive, multimodal "blueprint" developed to meet the transportation needs of Marion County over the next 25 years. The Cost Feasible Plan includes \$1.1 billion in transportation funding through 2040. Highway capacity and interchanges/overpasses account for approximately 78% of the total cost. Transit capital and operations, multiuse trails and sidewalks, and ITS/corridor management account for the remaining 22% of the plan.

ROADWAY PROJECTS

Based on the prioritization of the Needs Assessment and the availability of revenues through 2040, a total of \$870.7 million of roadway construction projects are funded through the 2040 LRTP. Below are highlights from some of the key projects included in the Cost Feasible Plan.

NE 25th Avenue and NE 36th Avenue

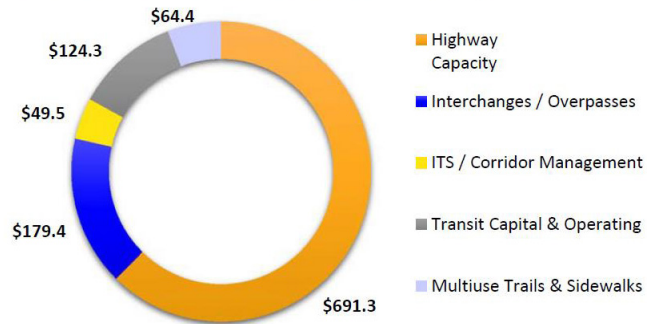
Widening of these two north/south roads between NE 14th Street and NE 35th Street from 2 to 4 lanes will provide additional north/south capacity. These projects also include grade separated crossings of the CSX line.

SR 40

As part of the Emerging Strategic Intermodal System (SIS) east of SR 326, the widening of SR 40 east of CR 314 will improve regional access from Central Florida to I-95 and Florida's East Coast.

NW 49th Street

This new east/west connection will extend from NW 35th Avenue across I-75 to NW 44th Avenue. Providing connectivity to the commercial and



TOTAL COST OF ALL PROJECTS \$1.1 BILLION

Cost Feasible Project Funding (\$millions)

industrial land uses, this project along with the new interchange at I-75 will allow quicker and easier access for freight and businesses.

NW/SW 44th Avenue

Filling in the gaps of the 44th Avenue corridor between SR 200 to US 27 will provide a continuous multi-lane parallel corridor to I-75.

Marion Oaks Manor Extension

Constructing a new East/West connection with an overpass over I-75 will provide additional travel options for the Marion Oaks Community and relieves congestion on CR 484.

SR 200

Widening the remainder of SR 200 south of CR 484 will provide better regional connection between Ocala and Inverness.

US 301

Widening to four lanes between CR 42 to SE 143rd Pl. will complete the final two lane gap between Wildwood and Belleview.

In addition to funding capacity projects in the LRTP, all of the local fuel tax revenues have been set aside for maintenance activities. This results in a total of \$371.9 million dollars in local fuel tax revenues being set aside for maintenance and operational needs.

ITS AND CORRIDOR MANAGEMENT PROJECTS

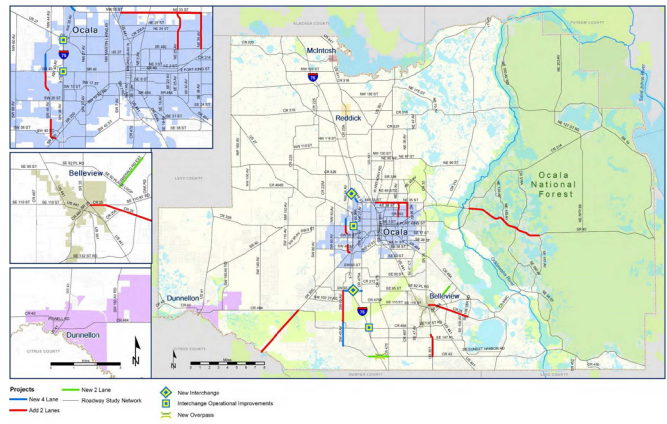
Because Intelligent Transportation Systems (ITS) and Corridor Management projects typically provide a lower cost solution to addressing congestion while optimizing existing available capacity, all ITS and Corridor Management projects identified in the Needs Assessment have been funded in the Cost Feasible Plan. The plan includes improvements to 148 existing signalized intersections. An additional \$12.1 million of federal Transportation Management Area (TMA) revenues have been set aside for ITS implementation on future corridors or other Congestion Management Process (CMP) related projects.

TRANSIT SERVICE IMPROVEMENTS

Service improvements were considered for all existing SunTran routes that would reduce the headway to 30 minutes. However, due to limited funding, service improvements included in the Cost Feasible Plan are limited to reducing the frequency to 45 minutes on four routes. In addition to these service improvements, the Cost Feasible Plan also includes continued operation of the existing fixed route and ADA service and \$2.41 million for ADA bus shelter accessibility improvements.

WALK/BIKE AND MULTIUSE TRAIL PROJECTS

Prioritization and implementation for the multiuse trails identified in the Needs Assessment were based on the priorities



Ocala/Marion TPO 2021-2040 Cost Feasible Roadway Projects

established through the annual Transportation Improvement Program (TIP) update. The trails shown on the map represent those on which the TPO has been focused through statewide coordination to construct the Heart of Florida Loop Trail as well as trails within Marion County that provide connections to the Heart of Florida Loop Trail and destinations within the county. To fund those trails in the LRTP, \$6.1 million in state revenue and \$42.4 in federal revenue have been set aside.

In addition to the above funding of multiuse trails, the LRTP allocates \$16.5 million in federal Transportation Alternatives revenues for priority projects identified in the Bicycle and Pedestrian Master Plan. On-road bicycle and pedestrian improvements will be completed in conjunction with the roadway capacity projects included in the Cost Feasible Plan.



Ocala/Marion Cost Feasible Multiuse Trails



POLK TPO

The Polk TPO is Polk County’s MPO, responsible for coordinating transportation planning within Polk County and providing connectivity to the adjacent counties. The TPO’s goal is to develop and maintain an integrated multi-modal transportation system to provide safe travel for all users, the efficient movement of goods and services, and to promote livable communities and economic activity.

Long Range Planning

Momentum 2040 represents the Long Range Transportation Plan for Polk County through the planning horizon year of 2040. The term “Momentum” is representative of both the mobility provided by the transportation system in the plan and more importantly the progress and advancement of growing economic opportunities and quality of life provided to the residents and visitors in Polk County. Polk County has a strong heritage of industries supported by a robust transportation network and the Momentum 2040 Plan represents the next chapter in our County’s future.



Momentum 2040 Public Involvement

KEY THEMES

The Momentum 2040 Plan embodies five key themes that influence the allocation of resources and initiatives undertaken in the plan:

Safe Transportation Network

Many urban areas of our county have roadway designs that do not address the needs of the communities they serve. The TPO’s Complete Streets program, Neighborhood Mobility Audits, and Bicycle and Pedestrian Safety Action Plans seek to retrofit these corridors and target safety partnerships to improve safety.

Protect and Enhance Communities

The plan fundamentally was based on the assumption that transportation projects should not include any fatal flaws in the form of significant adverse impacts to the environment or communities. Both the Complete Streets program and Neighborhood Mobility Audit improvements will enhance our local communities.

Efficient Transportation Network

Overall, much of the transportation network in Polk County is relatively congestion free. This plan seeks to prioritize roadway projects that provide the greatest benefit to efficient travel in the County.

Support Economic Development

The plan includes both funded capacity projects and unfunded “Illustrative Projects” that seek to enhance our economic competitiveness. Funded projects include Interstate 4 managed lanes and improvements to US 27. Unfunded Illustrative Projects include the Central Polk Parkway and expansion of SunRail into Polk County.

Preserve the Existing System Enhancements

Our transportation heritage has left us an inheritance in the form of a robust roadway network.

We are responsible for preserving this network for future generations and enhancing the system in a cost effective fashion. The Congestion Management Process will continue its cost effective strategies of implementing strategic intersection improvements that can delay or eliminate the need for major roadway expansion projects; as well as adding multimodal and safety improvements to otherwise routine roadway resurfacing projects.

SIGNIFICANT CHALLENGES

The Momentum 2040 Plan builds upon the previous plan adopted in December 2010 titled the 2035 Mobility Vision Plan and many of the projects identified in that plan continue their path to implementation in this plan. It is important to note that significant challenges influence the Momentum 2040 Plan.

Safety Concerns

Our community, similar to other communities in Florida, is confronted by frequent fatality and severe injury crashes that are not compatible with our community expectations. This plan makes significant investments in funding safety improvements to support a movement “Toward Zero Fatalities.”

Growth and Demand

Our strategic location in Central Florida, robust highway network, and recent strong industry growth makes Polk County well positioned as we emerge from the Great Recession with significant growth. It is forecasted that the population in Polk County will grow by nearly 400,000 persons and nearly 190,000 employees. This will place significant demand on our highway network, especially in northeast Polk County.



Central Florida Intermodal Logistics Center



Panther Point Regional Multi-Use Trail



RIVER TO SEA TPO

The River to Sea Transportation Planning Organization (TPO) is responsible for carrying out the urban transportation planning and programming process for the designated planning area which includes: Volusia County, Beverly Beach, Flagler Beach and portions of the cities of Palm Coast and Bunnell, as well as portions of unincorporated Flagler County. It includes two urbanized areas, the Palm Coast - Daytona Beach - Port Orange Urbanized Area in the east and the Deltona Urbanized Area to the west.

Long Range Planning

The next 25 years will bring very real challenges for local communities, including an aging population, increasing concerns over urban sprawl, and a significantly less predictable environmental picture. By developing an LRTP, the River to Sea TPO and its members strive to identify the mobility needs of our planning area and to develop a strategic approach to planning for the future. Projects selected for inclusion in the 2040 LRTP are intended to reflect the vision and goals of the planning area and its member governments. This Vision states that:

Our transportation system will provide a safe and accessible range of options that enhance existing communities while providing mobility in a fiscally responsible, energy efficient, and environmentally compatible manner. This integrated system will support economic development, allowing for the effective movement of all people, goods, and services necessary to maintain and enhance our quality of life.

BALANCED TRANSPORTATION OPPORTUNITIES

Major highway projects reflected in the 2040 LRTP were selected to support the vision and goals of the long range plan. Projects were evaluated using factors such as the future demand for travel, economic development, safety, land use, connectivity and importance to freight movement. Although highway capacity projects comprise the largest funding category, the River to Sea TPO recognizes that people complete their trips in a variety of ways and the LRTP allocates funding to create a balanced set of transportation options for the future.

Bicycle & Pedestrian Projects: The River to Sea TPO has a long standing commitment to improve opportunities for people to walk and bike. Approximately \$31 million in funding is allocated in the LRTP to construct bike paths, trails and sidewalks throughout the planning area. In addition, support from the TPO helped the St. Johns River to Sea Loop Trail receive priority designation, thus securing state funds of up to \$8 million each year to complete the multi-use trail network.



Dale Street Trail Ribbon Cutting (Edgewater) 1st opening for a SUN Trail funded project

Local Initiatives: Approximately \$38 million in funding is allocated for local initiative projects such as complete streets retrofits, roundabouts, major technology improvements, climate change adaptation and other improvements that support the goals of the plan. This category of

funding recognizes that improvements to the transportation system come in many forms. These projects help to support communities in addressing their specific needs.



2017 White Cane & Pedestrian Safety Day (held in Daytona Beach at the intersection of Nova and Beville Roads)

Public Transit: The River to Sea TPO recognizes that existing transit funds are limited to supporting only the continuation of existing service. Approximately \$31 million in funding is allocated to support local transit providers in both Volusia and Flagler Counties in addition to federal transit funding. The LRTP also supports the continued implementation of SunRail service including the anticipated completion of Phase II, north from the DeBary station to the DeLand Amtrak station.

Traffic Operations: The 2040 LRTP also reflects the River to Sea TPO's commitment to preserving and enhancing the existing transportation infrastructure by allocating funds to support transportation systems management and operations projects. The plan allocates roughly \$41 million for projects that improve traffic operations, safety and efficiency.

PROGRESSIVE PLANNING

The River to Sea TPO chooses to be proactive in preparing for the changing environment. Two areas of particular importance to the TPO are: resiliency planning and advancing new technologies.

The River to Sea TPO planning area is shaped by the presence of water; the Atlantic Ocean, Intracoastal Waterway, St. Johns River and numerous canals, springs and lakes weave through our communities. In planning, it's important that we monitor, predict and prepare for changes as severe weather events become more commonplace in future years. The River to Sea TPO is preparing for potential events by conducting infrastructure risk assessments, coordinating with local agencies, reviewing transportation plans and developing adaptation and resiliency strategies.

Advances in technology have changed our lives in many ways over the past few decades. From personal computing to smart phones, the way people interact and share information has transformed our society. More recently, we've seen technology advancements such as traffic signals that adapt to changing congestion and automated vehicles, begin to re-shape the transportation industry. Through planning and by funding technology focused projects, the River to Sea TPO is working to keep pace with the changes that will improve the safety and efficiency of our transportation system.

INCLUSIVE & TRANSPARENT PLANNING

The River to Sea TPO planning area includes a diverse population of almost 600,000 residents and our outreach programs include efforts to reach and involve representatives from all walks of the community in ways that are meaningful and measurable. Before, during and after the development of the 2040 LRTP, the River to Sea TPO put forth a comprehensive effort to ensure that all planning and decision making was inclusive and transparent. This included attending and presenting at a variety of public events, using social media to promote planning efforts, meeting with local businesses, and reaching out to advocacy groups, students and seniors. The River to Sea TPO welcomes input and involvement and works to ensure our activities are accessible to all members of the community.



2035 Long Range Transportation Plan Make Your Mark event held at Daytona State College in Deltona



SPACE COAST TPO

The Space Coast TPO provides transportation planning services for Brevard County and its 16 cities and towns. What makes the Space Coast TPO unique is the diverse transportation modes that it considers and includes in its LRTP. The SCTPO “quintimodal” modes include: roads, air, seaport, spaceport and transit.

Long Range Planning

The Space Coast TPO is largely defined by one word, Space. The Space program has been the primary economic driver for Brevard County since the 1960’s. In prior LRTP updates, the TPO was focused on the continued growth of the local and regional transportation system. Through the years, projects focused on accommodating vehicles through adding new roadways and increasing the capacity of existing facilities.

The most recent update, 2040, looks beyond the transportation system to consider how the system should and could synergize sustainable economic development, foster differing development patterns to improve quality of life and mitigate impacts on the environment.

The update process was broken into five phases:

PHASE I: GATHERING INPUT:

Public Workshops, surveys, compilation of a “meta plan”, a synthesis of local, regional and state planning initiatives influencing the 2040 LRTP.

PHASE II: SCENARIO PLANNING:

A process where the public and stakeholders weighed in on possible outcomes. Response to the scenarios informed the Vision, which charts a very different future for transportation investments and development patterns.

PHASE III: VISIONING:

“Who do we want to be?”

PHASE IV: CORRIDOR PLANNING:

Identifying Needs by corridors to achieve the Vision

PHASE 1

INPUT

Workshops	Transit Development Plan
Public Safety	Pedestrian/Bicycle/Trail
Metaplan	Mobility Plan
Local Comprehensive Plans	Regional Freight Study
Intelligent Transportation Systems	2035 LRTP
Complete Streets	Countywide Safety Analysis

PHASE 2

SCENARIO PLANNING

Keeping the Trend
Connected Communities
Connecting the Port Centers
High Tech Lifestyles



PHASE 3

VISION

Reaching beyond to 2060
Goals
Economic Development
Travel mode options
Balance of nature and development



PHASE 4

CORRIDOR PLANNING

Application of vision to corridors
Identification of Needs



PHASE 5

COST FEASIBLE PLAN

Application of Revenue Forecast to Needs List
Identification of Policies needed to reach vision by 2060



PHASE V: COST FEASIBLE PLAN AND BEYOND:

The final step was crafting a plan that respects the investment initiatives under way by the TPO and begins the transition, in close coordination with partners, towards investments aligning with the Vision.

One of the most useful results from the 2040 update are the Corridor Summary Tables. The tables are the end result of all of the phases. They display all projects, both funded and unfunded, time period, costs, and reference documents in an easy to read format. These tables have proven to be an invaluable quick reference tool in the years that have followed plan adoption.

The overall approach of Corridor Planning in the LRTP has carried over into the yearly Congestion Management System that is called the State of the System Report. This has become a way to track the progress towards reaching the goals in the LRTP which will be useful information to have in preparation for the 2045 LRTP update. (State of the system link - <http://spacecoasttpo.com/category/state-of-the-system/>)

Sample Corridor Table

CLEARLAKE DRIVE/ SR 524						
From: SR 520		Functional Classification: Urban Minor Arterial				
To: E Industry Road		Corridor Length: 8.0 miles				
Community: Cocoa						
CORRIDOR PROJECTS						
Period	Project Type	Facility	From	To	Description	Net Cost*
2021-2035	Highway Capacity	Clearlake Rd.	Michigan	Industry Rd	Widen to 4 lanes	\$8,311
		SR 524	I-95 Interchange (South)	Industry Rd	Widen to 4 lanes	\$17,433
Total:						\$25,744
ITS Program	ITS	SR 501	SR 520	SR 528	ITS improvements	\$559
Multimodal Program	Bike/Ped	Clearlake Rd	2600' E of E Industry Rd	King Street	Designated Bike Lane	\$366
		Clearlake Rd	400' S of W King St	Range/ Pluckebaum Rd	Paved Shoulder	\$68
		Friday Rd	Highway 524	2300' south of Highway 524	Paved Shoulder	\$48
		Cox Rd	SR 524	600' north of W King Street	Sidewalk	\$218
		La Marche Dr	Otterbein Ave	Michigan Ave	Sidewalk	\$50
	Complete Streets	Michigan	Range	Clearlake	Complete Street	TBD
Unfunded	Transit	West Cocoa Circulator			New fixed route service	\$300

*Cost estimates reflect publicly funded capital costs in \$000's YOY. Estimated costs for Program and Unfunded projects are represented in present day dollars.

REFERENCE DOCUMENTS

- Space Coast Bicycle and Pedestrian Mobility Plan (2013)
- Space Coast TPO Complete Streets Evaluation Methodology (2014)
- Space Coast TPO ITS Master Plan (2014)
- Space Coast Area Transit Development Plan (2012)

CORRIDOR LOCATION MAP



HOW TO GET INVOLVED

The individual MPOs and TPOs in Central Florida are gearing up to begin updating their LRTPs for the 2045 horizon year. There will be opportunities to provide input on each of the new plans. Be on the lookout for outreach events in your area. In the meantime, stay up to date on CFMPOA activities at their website: www.CFMPOA.org. The CFMPOA hosts quarterly meetings that are open to the public and include opportunities for public comment. Exact dates and times for future CFMPOA meetings can be found on the website.



TAB 11

INFORMATIONAL ITEMS

MPO Safety Initiative – TOP 25 Unsignalized Intersections

The MPO is working with our local and regional partners to address safety at these intersections identified in the MPO Safety Initiative.

ATTACHMENTS: Top 25 Unsignalized Crash Intersections Spreadsheet

TAB 11



Top 25 Unsignalized Crash Intersections - 2012 - 2016

April 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	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	SR 44 (SOUTH ST) & HOOD AVE / FLAMINGO DR	N	38	0	1	8	1	78	\$111,400	Leesburg	Lake	STREET VIEW	9,490	2.19				
2	US 192 (W IRLO BRONSON MEMORIAL HWY) & SUMMER BAY BLVD	N	85	1	4	33	1	191	\$526,755	Unincorporated	Lake	STREET VIEW	23,000	2.03				
3	US 27 (N 14TH ST) & INDIAN TRL	N	55	2	4	13	3	111	\$228,500	Leesburg	Lake	STREET VIEW	16,550	1.82				
4	US 441 & TOMATO HILL RD	N	47	0	1	12	0	93	\$157,500	Leesburg	Lake	STREET VIEW	16,932	1.52				
5	US 441 & N PALMETTO ST	N	41	0	1	12	0	91	\$194,250	Leesburg	Lake	STREET VIEW	15,500	1.45				
6	US 441 & N FAULKNER AVE	N	37	0	1	11	0	85	\$122,820	Leesburg	Lake	STREET VIEW	15,350	1.32				
7	US 27 (N 14TH ST) & SHELFER ST	N	30	0	0	8	2	60	\$59,101	Leesburg	Lake	STREET VIEW	12,600	1.30				
8	US 27 (N 14TH ST) & TALLY RD	N	52	0	0	13	2	107	\$177,300	Leesburg	Lake	STREET VIEW	21,850	1.30				
9	E MAIN ST & N LAKE ST / S LAKE ST	N	28	0	1	12	0	52	\$141,000	Leesburg	Lake	STREET VIEW	12,593	1.22				
10	SR 50 & LAKE AVE	N	35	0	2	13	0	74	\$174,950	Clermont	Lake	STREET VIEW	16,000	1.20				
11	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	CR 466 & PRESTON DR	N	27	0	1	8	0	57	\$138,200	Unincorporated	Sumter	STREET VIEW	13,100	1.13				
13	US 301 & CR 216 / CR 472	N	25	0	3	13	0	51	\$149,350	Unincorporated	Sumter	STREET VIEW	12,700	1.08				
14	US 27 (N 14TH ST) & N SHORE DR	N	39	0	0	10	2	75	\$105,575	Leesburg	Lake	STREET VIEW	21,850	0.98				
15	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	US 441 (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	US 27 (N 14TH ST) & HOWARD RD	N	29	3	3	10	1	54	\$306,500	Leesburg	Lake	STREET VIEW	17,750	0.90				
18	US 441 (W BURLEIGH BLVD) & N SINCLAIR AVE	N	37	0	2	9	0	76	\$71,601	Tavares	Lake	STREET VIEW	22,800	0.89				
19	US 27 (N 14TH ST) & EMERSON ST	N	28	0	1	9	0	63	\$65,550	Leesburg	Lake	STREET VIEW	17,750	0.86				
20	US 441 & FERN DR	N	26	2	5	12	0	45	\$92,650	Leesburg	Lake	STREET VIEW	16,932	0.84				
21	US 27 (N 14TH ST) & AKRON DR	N	25	0	0	7	0	54	\$80,000	Leesburg	Lake	STREET VIEW	21,850	0.63				
22	US 441 (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	S BLOXAM AVE & E MINNEHAHA AVE	N	26	0	1	13	0	52	\$122,200	Clermont	Lake	STREET VIEW	24,220	0.59				
24	N HANCOCK RD & LEGENDS WAY	N	25	0	1	9	1	48	\$173,900	Clermont	Lake	STREET VIEW	38,051	0.36				
25	US 27 & HIGH GROVE BLVD	N	26	0	0	9	0	49	\$108,900	Unincorporated	Lake	STREET VIEW	98,519	0.14				

* - 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).

TAB 12

INFORMATIONAL ITEMS

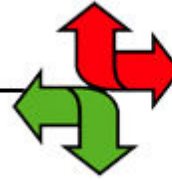
New Interim Approval of RRFBs – Recommended for Trail and Sidewalk Mid-Block Crossings locations

ATTACHMENTS: FHWA Policy Memorandums

TAB 12

FHWA Policy Memorandums

Manual on Uniform Traffic Control Devices (MUTCD)



[Resources](#) > [Interim Approvals Issued by FHWA](#)

Interim Approval 21 – Rectangular Rapid-Flashing Beacons at Crosswalks

[PDF Version](#), 544KB

You may need the [Adobe® Reader®](#) to view the PDFs on this page.



U.S. Department of Transportation
Federal Highway Administration

Memorandum

Subject: **INFORMATION:** MUTCD – Interim Approval for Optional Use of Pedestrian-Actuated Rectangular Rapid-Flashing Beacons at Uncontrolled Marked Crosswalks (IA-21)

Date: March 20, 2018

From: Martin C. Knopp
Associate Administrator
for Operations

In Reply
Refer To: HOTO-1

To: Federal Lands Highway Division Directors
Division Administrators

Purpose: The purpose of this memorandum is to issue an Interim Approval for the optional use of Rectangular Rapid-Flashing Beacons (RRFB) as pedestrian-actuated conspicuity enhancements for pedestrian and school crossing warning signs under certain limited conditions. Interim Approval allows interim use, pending official rulemaking, of a new traffic control device, a revision to the application or manner of use of an existing traffic control device, or a provision not specifically described in the *Manual on Uniform Traffic Control Devices for Streets and Highways* (MUTCD). State and local agencies must request and receive permission to use this new Interim Approval, designated IA-21, from the Federal Highway Administration (FHWA) in accordance with the provisions of Section 1A.10 of the MUTCD before they can use the RRFB, even if prior approval had been given for Interim Approval 11 (IA-11), now terminated. The issuance of this new Interim Approval does not reinstate IA-11 either in whole or in part.

Background: The Florida Department of Transportation has requested that the FHWA issue an Interim Approval to allow the use of RRFBs as pedestrian-actuated conspicuity enhancements to supplement standard pedestrian and school crossing warning signs at uncontrolled marked crosswalks. The RRFB does not meet the current standards for flashing warning beacons as contained in the 2009 edition of the MUTCD, Chapter 4L, which requires a warning beacon to be circular in shape and either 8 or 12 inches in diameter, to flash at a rate of approximately once per second, and to be located no less than 12 inches outside the nearest edge of the warning sign it supplements. The RRFB uses rectangular-shaped high-intensity light-emitting-diode (LED)-based indications, flashes rapidly in a combination wig-wag and simultaneous flash pattern, and may be mounted immediately adjacent to the crossing sign.

Research on the RRFB: The City of St. Petersburg, Florida, experimented with the RRFB at 18 pedestrian crosswalks across uncontrolled approaches and submitted its final report in 2008. In addition to "before" data, the city collected "after" data at intervals for one year at all 18 sites and for two years at the first two implemented sites. For the first two sites, the city collected data for overhead and ground-mounted pedestrian crossing signs supplemented with standard circular yellow flashing warning beacons, for comparison purposes, before the RRFBs were installed. The data showed

higher motorist yielding rates at crosswalks where the RRFBs had been installed in comparison to lower rates for standard warning beacons. The higher yielding rates were sustained even after two years of operation, and no identifiable negative effects were found. The St. Petersburg data also showed that drivers exhibit yielding behavior much farther in advance of crosswalks with RRFBs than with standard circular yellow flashing warning beacons.

In addition to the St. Petersburg locations, experimentation with RRFBs was also conducted at other uncontrolled marked crosswalks in Florida and other States. Data from locations other than St. Petersburg was limited, but did show results similar to those found in St. Petersburg.

The Texas Transportation Institute (TTI) conducted a Federally funded research project¹ that developed and tested a new flash pattern for the RRFB that was shown to be at least as effective as the flash pattern that was initially tested in St. Petersburg, Florida, and that showed that mounting the RRFB unit above the sign was at least as effective as mounting the RRFB unit below the sign. In this project, the results were generally favorable, however there was a wide range of yielding rates, with some as low as 19 percent. This broad range indicates that there might be certain factors or characteristics of locations at which the RRFB might not be effective.

A separate project² conducted by TTI examined data from multiple projects to determine various factors that influenced driver yielding rates at RRFB locations. In this project, the researchers found that intersection configuration, presence of a median refuge, crossing distance, approach to the crossing, and one-way vs. two-way traffic significantly affected the rate of driver yielding. Additional factors including posted speed limit, mounting of the beacons (overhead or roadside), and the type of crossing and sign—Pedestrian (W11-2) or School (S1-1) sign compared with the Trail Crossing (W11-15) sign—were also significant.

FHWA Evaluation of Results: The Office of Transportation Operations reviewed the available data in 2008 and considered the RRFB to be highly successful for the applications tested (uncontrolled marked crosswalks). The RRFB offers significant potential safety and cost benefits because it achieves high rates of compliance at a low relative cost in comparison to other more restrictive devices that provide comparable results, such as full midblock signalization or pedestrian hybrid beacons.

The FHWA granted interim approval status to the RRFB on July 16, 2008, and designated that action as Interim Approval 11 (IA-11).

The FHWA was later informed that the concept of the RRFB had been patented by a private company. Because patented traffic control devices are not allowed to be included in the MUTCD, are not allowed to be given interim approval status, and are not allowed to be a part of an official experiment, the FHWA terminated Interim Approval 11 on December 21, 2017.

The FHWA has confirmed that the patents on the RRFB device that was the subject of Interim Approval 11 have been expressly abandoned and the concept of the RRFB is now in the public domain. Because of this action, the RRFB is once again eligible for interim approval status and the FHWA is issuing this new Interim Approval for the RRFB.

Interim Approval 11 (IA-11) remains terminated. Agencies that previously had been approved to use RRFBs under IA-11 are not covered by this new Interim Approval to install new RRFBs. If agencies that had approval under IA-11 wish to continue to install new RRFBs, then they must submit a new request to the FHWA and agree to comply with the terms and conditions of IA-21.

This Interim Approval does not create a new mandate compelling installation of RRFBs, but will allow agencies to install this traffic control device, pending official MUTCD rulemaking, to provide a degree of enhanced pedestrian safety at uncontrolled marked crosswalks.

Conditions of Interim Approval: The FHWA will grant Interim Approval for the optional use of the RRFB as a pedestrian-actuated conspicuity enhancement to supplement standard pedestrian crossing or school crossing signs at uncontrolled marked crosswalks to any jurisdiction that submits a written request to the Office of Transportation Operations. A State may request Interim Approval for all jurisdictions in that State. Jurisdictions using RRFBs under this Interim Approval must agree to the following:

- Comply with the Technical Conditions detailed in this memorandum;
- Maintain an inventory list of all locations at which the RRFB is installed; and
- Comply with all the conditions as listed in Paragraph 18 of Section 1A.10 of the MUTCD.

In addition, any agency that receives this approval must acknowledge agreement with the following:

- That an agency will furnish its list of locations where implemented if requested by FHWA;
- That FHWA has the right to rescind this Interim Approval at any time; and
- That issuance of this Interim Approval does not guarantee that the provisions, either in whole or part, will be adopted into the MUTCD.

1. General Conditions:

- a. Each RRFB unit shall consist of two rapidly flashed rectangular-shaped yellow indications with an LED-array-based light source, and shall be designed, located, and operated in accordance with the detailed requirements specified below.
- b. The use of RRFBs is optional. However, if an agency opts to use an RRFB under this Interim Approval, the following design and operational requirements shall apply, and shall take precedence over any conflicting provisions of the MUTCD for the approach on which RRFBs are used:

2. Allowable Uses:

- a. An RRFB shall only be installed to function as a pedestrian-actuated conspicuity enhancement.
- b. An RRFB shall only be used to supplement a post-mounted W11-2 (Pedestrian), S1-1 (School), or W11-15 (Trail) crossing warning sign with a diagonal downward arrow (W16-7P) plaque, or an overhead-mounted W11-2, S1-1, or W11-15 crossing warning sign, located at or immediately adjacent to an uncontrolled marked crosswalk.
- c. Except for crosswalks across the approach to or egress from a roundabout, an RRFB shall not be used for crosswalks across approaches controlled by YIELD signs, STOP signs, traffic control signals, or pedestrian hybrid beacons.
- d. In the event sight distance approaching the crosswalk at which RRFBs are used is less than deemed necessary by the engineer, an additional RRFB may be installed on that approach in advance of the crosswalk, as a pedestrian-actuated conspicuity enhancement to supplement a W11-2 (Pedestrian), S1-1 (School), or W11-15 (Trail) crossing warning sign with an AHEAD (W16-9P) or distance (W16-2P or W16-2aP) plaque. If an additional RRFB is installed on the approach in advance of the crosswalk, it shall be supplemental to and not a replacement for the RRFBs at the crosswalk itself.

3. Sign/Beacon Assembly Locations:

- a. For any approach on which RRFBs are used to supplement post-mounted signs, at least two W11-2, S1-1, or W11-15 crossing warning signs (each with an RRFB unit and a W16-7P plaque) shall be installed at the crosswalk, one on the right-hand side of the roadway and one on the left-hand side of the roadway. On a divided highway, the left-hand side assembly should be installed on the median, if practical, rather than on the far left-hand side of the highway.
- b. An RRFB unit shall not be installed independent of the crossing warning signs for the approach that the RRFB faces. If the RRFB unit is supplementing a post-mounted sign, the RRFB unit shall be installed on the same support as the associated W11-2, S1-1, or W11-15 crossing warning sign and plaque. If the RRFB unit is supplementing an overhead-mounted sign, the RRFB unit shall be mounted directly below the bottom of the sign.

4. Beacon Dimensions and Placement in the Sign Assembly:

- a. Each RRFB shall consist of two rectangular-shaped yellow indications, each with an LED-array-based light source. The size of each RRFB indication shall be at least 5 inches wide by at least 2 inches high.
- b. The two RRFB indications for each RRFB unit shall be aligned horizontally, with the longer dimension horizontal and with a minimum space between the two indications of at least 7 inches, measured from the nearest edge of one indication to the nearest edge of the other indication.
- c. The outside edges of the RRFB indications, including any housings, shall not project beyond the outside edges of the W11-2, S1-1, or W11-15 sign that it supplements.
- d. As a specific exception to Paragraph 5 of Section 4L.01 of the 2009 MUTCD, the RRFB unit associated with a post-mounted sign and plaque may be located between and immediately adjacent to the bottom of the crossing warning sign and the top of the supplemental downward diagonal arrow plaque (or, in the case of a supplemental advance sign, the AHEAD or distance plaque) or within 12 inches above the crossing warning sign, rather than the recommended minimum of 12 inches above or below the sign assembly. (See the example photo that is shown below.)

5. Beacon Flashing Requirements:

- a. When actuated, the two yellow indications in each RRFB unit shall flash in a rapidly flashing sequence.
- b. As a specific exception to the requirements for the flash rate of beacons provided in Paragraph 3 of Section 4L.01, RRFBs shall use a much faster flash rate and shall provide 75 flashing sequences per minute. Except as provided in Condition 5f below, during each 800-millisecond flashing sequence, the left and right RRFB indications shall operate using the following sequence:

The RRFB indication on the left-hand side shall be illuminated for approximately 50 milliseconds.
Both RRFB indications shall be dark for approximately 50 milliseconds.

The RRFB indication on the right-hand side shall be illuminated for approximately 50 milliseconds.
Both RRFB indications shall be dark for approximately 50 milliseconds.

The RRFB indication on the left-hand side shall be illuminated for approximately 50 milliseconds.
Both RRFB indications shall be dark for approximately 50 milliseconds.

The RRFB indication on the right-hand side shall be illuminated for approximately 50 milliseconds.
Both RRFB indications shall be dark for approximately 50 milliseconds.

Both RRFB indications shall be illuminated for approximately 50 milliseconds.
Both RRFB indications shall be dark for approximately 50 milliseconds.

Both RRFB indications shall be illuminated for approximately 50 milliseconds.
Both RRFB indications shall be dark for approximately 250 milliseconds.

- c. The flash rate of each individual RRFB indication, as applied over the full flashing sequence, shall not be between 5 and 30 flashes per second to avoid frequencies that might cause seizures.
- d. The light intensity of the yellow indications during daytime conditions shall meet the minimum specifications for Class 1 yellow peak luminous intensity in the Society of Automotive Engineers (SAE) Standard J595 (Directional Flashing Optical Warning Devices for Authorized Emergency, Maintenance, and Service Vehicles) dated January 2005.
- e. To minimize excessive glare during nighttime conditions, an automatic signal dimming device should be used to reduce the brilliance of the RRFB indications during nighttime conditions.
- f. Existing RRFB units that use the flashing sequence that was specified in the Interim Approval 11 memorandum and a subsequent interpretation (the RRFB indication on the left-hand side emits two slow pulses of light after which the RRFB indication on the right-hand side emits four rapid pulses of light followed by one long pulse of light) should be reprogrammed to the flash pattern specified above in Condition 5b as part of a systematic upgrading process, such as when the units are serviced or when the existing signs are replaced.

6. Beacon Operation:

- a. The RRFB shall be normally dark, shall initiate operation only upon pedestrian actuation, and shall cease operation at a predetermined time after the pedestrian actuation or, with passive detection, after the pedestrian clears the crosswalk.
- b. All RRFB units associated with a given crosswalk (including those with an advance crossing sign, if used) shall, when actuated, simultaneously commence operation of their rapid-flashing indications and shall cease operation simultaneously.
- c. If pedestrian pushbutton detectors (rather than passive detection) are used to actuate the RRFB indications, a Push Button To Turn On Warning Lights (R10-25) sign shall be installed explaining the purpose and use of the pedestrian pushbutton detector.
- d. The duration of a predetermined period of operation of the RRFBs following each actuation should be based on the procedures provided in Section 4E.06 of the 2009 MUTCD for the timing of pedestrian clearance times for pedestrian signals.
- e. The predetermined flash period shall be immediately initiated each and every time that a pedestrian is detected either through passive detection or as a result of a pedestrian pressing a pushbutton detector, including when pedestrians are detected while the RRFBs are already flashing and when pedestrians are detected immediately after the RRFBs have ceased flashing.
- f. A small pilot light may be installed integral to the RRFB or pedestrian pushbutton detector to give confirmation that the RRFB is in operation.

7. Accessible Pedestrian Features:

- a. If a speech pushbutton information message is used in conjunction with an RRFB, a locator tone shall be provided.
- b. If a speech pushbutton information message is used in conjunction with an RRFB, the audible information device shall not use vibrotactile indications or percussive indications.
- c. If a speech pushbutton information message is used in conjunction with an RRFB, the message should say, "Yellow lights are flashing." The message should be spoken twice.

Any questions concerning this Interim Approval should be directed to Mr. Duane Thomas at duane.thomas@dot.gov.



Figure 1. Example of an RRFB dark (left) and illuminated during the flash period (center and right) mounted with W11-2 sign and W16-7P plaque at an uncontrolled marked crosswalk.

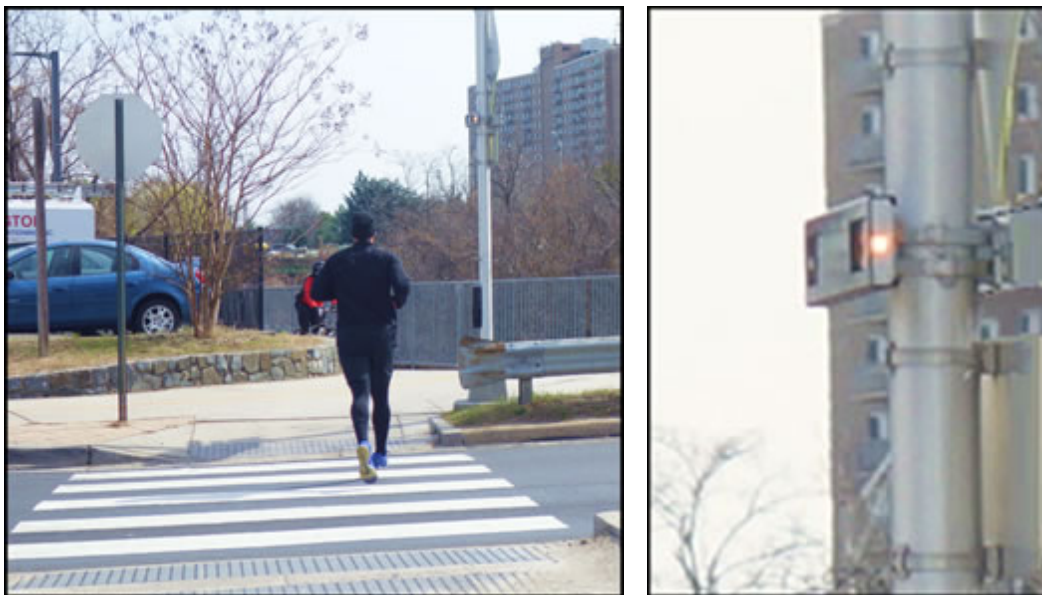


Figure 2. View of pilot light to pedestrian at shared-use path crossing with median refuge. Enlargement of pilot light at right.

Figure 3. Example of pedestrian pushbutton and R10-25 sign with pilot light for pedestrian actuation.



cc:

Associate Administrators
Chief Counsel
Chief Financial Officer
Directors of Field Services
Director of Technical Services

1 Fitzpatrick, K., R. Avelar, M. Pratt, M. Brewer, J. Robertson, T. Lindheimer, and J. Miles. *Evaluation of Pedestrian Hybrid Beacons and Rapid Flashing Beacons*. Report No. FHWA-HRT-16-040, pp. 88-106. Texas Transportation Institute, College Station, Texas. July 2016. <https://www.fhwa.dot.gov/publications/research/safety/16040/index.cfm> [Return to Note 1]

2 Fitzpatrick, K., M. Brewer, R. Avelar, and T. Lindheimer. *Will You Stop for Me? Roadway Design and Traffic Control Device Influences on Drivers Yielding to Pedestrians in a Crosswalk with a Rectangular Rapid-Flashing Beacon*. Report No. TTI-CTS-0010. Texas A&M Transportation Institute, College Station, Texas. June 2016. <https://www.fhwa.dot.gov/publications/research/safety/16040/index.cfm> [Return to Note 2]

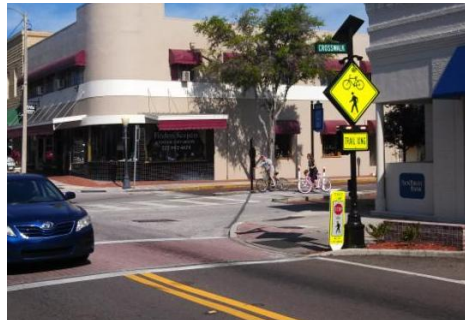


From: Landis Evans + Partners <info@landisevans.com>
Sent: Wednesday, March 21, 2018 11:49 AM
To: Woods, Michael
Subject: New RRFB Interim Approval - Find out what's changed



NEW Interim Approval of RRFBs, but we're not back at square one

Late yesterday, the Federal Highway Administration (FHWA) released a new interim approval for the use of Rectangular Rapid Flashing Beacons (RRFBs). This however is **not** a reinstatement of the previous interim approval (IA).



Several changes have been made to the IA standards, including:

- RRFBs can now be used with Trail crossing warning signs (W11-15), in addition to the Pedestrian crossing (W11-2) and School (S1-1) crossing signs.
- Units are now allowed to be mounted below an overhead-mounted warning sign.
- The wig-wag flashing pattern for RRFBs specified in the original IA has been replaced with a specific flashing pattern: Left-Right-Left-Right-Both-Both. Specific timing for the sequence included in the IA.
 - **Existing RRFBs should be reprogrammed** to meet the new IA specifications, during maintenance or replacement.
 - The flashing sequence should restart each time a pedestrian is detected (either passively or with a push button) including when the RRFBs are already flashing or immediately after the RRFBs have ceased flashing.
- Automatic signal dimming devices should be used to reduce glare during nighttime conditions.

Additionally, if speech pushbutton information is used with the RRFB, Accessible Pedestrian Features must now be included:

- A locator tone shall be provided.
- A "Yellow lights are flashing" message shall be spoken twice.
- If a speech pushbutton information message is used, the device shall not use vibrotactile or percussive indications.

The IA, however, is still requiring agencies to inform FHWA of RRFB installations, seek approval, and maintain an inventory of installed units.

In July 2008, FHWA initially approved the use of RRFBs to improve pedestrian safety at mid-block crossings and unsignalized intersections. The original IA was rescinded at the end of last year; this new IA represents a widespread interest in reviving the crossing treatment. Landis Evans will continue to keep its clients and partners up-to-date on this and other transportation news.

FHWA Memorandum

TAB 13

INFORMATIONAL ITEMS

2017 Wekiva Commission Report - <http://www.ecfrpc.org/Document-Library/Environment/Wekiva-Commission/Commission-Reports/2017-Wekiva-Commission-Report.aspx>

TAB 13

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 (TMS)
- G. Project Update

ATTACHMENTS:

1. FDOT project update
2. Sumter County Public Works Report
3. Lake County Transit Reports
4. Sumter County Transit Report
5. Transportation Management (TMS)
6. Project Update

REPORTS



FDOT District Five - Leesburg Operations
1405 Thomas Road
Leesburg, Florida 34748
352-315-3100

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Project Status Report as of March 22, 2018

LAKE						
SR 46 from west of US 441 to Round Lake Road (Wekiva Parkway Sections 3A and 3B)						
FIN #	238275-2-52-01, 238275-3-52-01					
CONTRACT #	T5589					
Conventional Construction						
PROJECT DESCRIPTION: The project includes an at-grade intersection of U.S. 441 and State Road (S.R.) 46, with a grade separated flyover from southbound U.S. 441 to eastbound S.R. 46. The project also includes the reconstruction of S.R. 46 into a six-lane divided controlled access roadway.						
					TIME	COST
CONTRACTOR:	GLF Construction Corporation	LET DATE:	6/14/2017	ORIGINAL:	850	\$32,839,302.36
FED. AID #:	8886919A	NTP:	8/01/2017	CURRENT:	868	\$32,839,302.36
FUND TYPE	Conventional	TIME BEGAN:	10/30/2017	ELAPSED:	142	\$4,284,649.15
		WORK BEGAN:	10/30/2017	% ORIGINAL:	16.71%	13.05%
		EST. COMPLETION:	Summer 2020	% TO DATE:	16.36%	13.05%
CONTACT		PHONE		EMAIL		
CEI PROJECT ADMINISTRATOR		Scott Moffatt	C: 321-624-8861	smoffatt@rkk.com		
FDOT PROJECT MANAGER:		Eric Jaggars	O: 352-326-7715 C:352-459-9751	eric.jaggars@dot.state.fl.us		
CONTRACTOR'S PROJECT MANAGER:		Kevin Wishnacht	C: 407-955-1944	kwishnacht@glfusa.com		
CONTRACTOR'S PROJECT ENGINEER		Parna Daeimojdehi	c: 407-608-8266	pdaeimojdehi@glfusa.com		
SENIOR PROJECT ENGINEER:		Lindsey Barnwell, P.E.	C: 813-390-4598	lbarnwell@rkk.com		

LAKE AND SEMINOLE COUNTIES						
SR 429/46 from west of Old McDonald Road to east of Wekiva Park Road (Wekiva Parkway Section 6)						
FIN #	238275-7-52-01					
CONTRACT #	E5Y47					
Design Build						
PROJECT DESCRIPTION: Design 5.5 miles of limited access toll road largely along the existing State Road 46 corridor from west of Old MacDonald Road to east of Wekiva Park Road. The project will include designing: an additional non-tolled, service road for local travel; a new, higher-profile bridge that is aesthetically pleasing over the Wekiva River; and, three wildlife bridges to allow animals to pass safely between the Seminole State Forest, Rock Springs Run State Reserve and Lower Wekiva River Preserve.						
					TIME	COST
CONTRACTOR:	Superior Construction Co. Southeast	LET DATE:	3/22/2017	ORIGINAL:	1,270	\$234,544,468.00
FED. AID #:	3141036P	NTP:	6/27/2017	CURRENT:	1,293	\$234,544,468.00
FUND TYPE	Design Build	TIME BEGAN:	10/18/2017	ELAPSED:	265	\$45,697,438.26
		WORK BEGAN:	10/18/2017	% ORIGINAL:	20.87%	19.48%
		EST. COMPLETION:	Early 2021	% TO DATE:	20.49%	19.48%
CONTACT		PHONE		EMAIL		
CEI PROJECT ADMINISTRATOR		Arnaldo Larrazabal	C: 786-205-2699	arnaldo.larrazabal@rsandh.com		
FDOT PROJECT MANAGER:		Rick Vallier	O: 386-943-5283 C: 386-846-4149	rick.vallier@dot.state.fl.us		
CONTRACTOR'S PROJECT MANAGER:		Jeremy Andrews	C: 904-509-0868	jandrews@superiorfla.com		
CONTRACTOR'S SUPERINTENDENT						
SENIOR PROJECT ENGINEER:		Bill Downey	C: 386-527-5281	bill.downey@rsandh.com		

Project Status Report as of March 22, 2018

LAKE						
SR 19 over Little Lake Harris Bridge # 110026						
FIN #	238319-2-52-01					
CONTRACT #	E5Y62					
Design Build						
PROJECT DESCRIPTION: Design and construction of State Road (S.R.) 19 over Little Lake Harris Bridge # 11026 from Savage Circle to north of Hickory Points.						
					TIME	COST
CONTRACTOR:	Leware Construction Co. of Florida	LET DATE:	3/21/2017	ORIGINAL:	950	\$22,219,000.00
FED. AID #:	00B5025B	NTP:	6/15/2017	CURRENT:	983	\$22,226,917.66
FUND TYPE	Design Build	TIME BEGAN:	6/15/2017	ELAPSED:	277	\$6,406,963.66
		WORK BEGAN:	6/15/2017	% ORIGINAL:	29.16%	28.84%
		EST. COMPLETION:	Spring 2020	% TO DATE:	28.18%	28.83%
CONTACT		PHONE			EMAIL	
CEI PROJECT ADMINISTRATOR	David Smith	O: 352-324-6472 C: 407-948-3946			dsmith@metriceng.com	
FDOT PROJECT MANAGER:	Eric Jagers	O: 352-326-7715 C: 352-459-9751			eric.jagers@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:	Jeremy Welch	O:352-787-1616 C:352-516-7248			jwelch@lewarecc.com	
CONTRACTOR'S SUPERINTENDENT						
SENIOR PROJECT ENGINEER:	Bert Woerner	O: 352-324-6472 C: 407-301-4903			bertwoerner@metriceng.com	

LAKE						
SR 25 (US 27) from Boggy Marsh Road to Lake Louisa Road						
FIN #	238422-1-52-01					
CONTRACT #	T5558					
Conventional Construction						
PROJECT DESCRIPTION: Widening SR 25 (U.S. 27) from Boggy Marsh Road to 1,000 feet north of Lake Louisa Road from a rural four-lane roadway to a suburban six-lane road.						
					TIME	COST
CONTRACTOR:	Ranger Construction Industries, Inc	LET DATE:	10/28/2015	ORIGINAL:	967	\$37,503,443.23
FED. AID #:	3612038P	NTP:	12/29/2015	CURRENT:	1,012	\$37,854,969.65
FUND TYPE	Conventional	TIME BEGAN:	2/15/2016	ELAPSED:	736	\$33,534,237.64
		WORK BEGAN:	2/15/2016	% ORIGINAL:	76.11%	89.42%
		EST. COMPLETION:	Spring 2019	% TO DATE:	72.73%	88.59%
CONTACT		PHONE			EMAIL	
CEI PROJECT ADMINISTRATOR	Paresh Shah	O: 352-708-6664 C: 407-202-3877			paresh.shah@metriceng.com	
FDOT PROJECT MANAGER:	Eric Jagers	O: 352-326-7715 C: 352-459-9751			eric.jagers@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:	Andrew McMurray	O: 407-656-9255 C: 863-559-1218			Andrew.McMurray@rangerconstruction.com	
CONTRACTOR'S SUPERINTENDENT	Ira Wilson	C: 386-527-0457			Ira.Wilson@rangerconstruction.com	
SENIOR PROJECT ENGINEER:	Bill Wages	C: 407-948-8281			bwages@metriceng.com	



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Project Status Report as of March 22, 2018

LAKE						
SR 25 (US 27) from CR 561 to North of O'Brien Road						
FIN #	434407-1-52-01					
CONTRACT #	T5592					
Conventional Construction						
PROJECT DESCRIPTION: Milling and resurfacing, widening turn lanes, base work, shoulder treatment, drainage improvements, curb and gutter, sidewalks, signing and pavement markings, guardrail, signalization and ITS on SR 25 (US 27) from just west of CR 561 (Lake Minneola Shores/Southern Breeze Drive) to 400 feet north of O'Brien Road.						
					TIME	COST
CONTRACTOR:	D.A.B. Constructors, Inc.	LET DATE:	8/30/2017	ORIGINAL:	400	\$6,864,444.44
FED. AID #:	3612039P	NTP:	11/14/2017	CURRENT:	414	\$6,864,444.44
FUND TYPE	Conventional	TIME BEGAN:	12/14/2017	ELAPSED:	94	\$2,148,050.25
		WORK BEGAN:	12/14/2017	% ORIGINAL:	23.50%	31.29%
		EST. COMPLETION:	Early 2019	% TO DATE:	22.71%	31.29%
CONTACT		PHONE		EMAIL		
CEI PROJECT ADMINISTRATOR		Ashley Vickers	O: 352-568-7230 C: 407-463-9350	avickers@eismanrusso.com		
FDOT PROJECT MANAGER:		Karen Madrid	O: 352-326-7736 C: 352-459-2049	karen.madrid@dot.state.fl.us		
CONTRACTOR'S PROJECT MANAGER:		Mike Lemke	C: 352-601-8043	mikel@dabcon.com		
CONTRACTOR'S SUPERINTENDENT		Bruce Johnson	C: 352-453-9151	BruceJ@dabcon.com		
SENIOR PROJECT ENGINEER:		Elie Assi	O: 352-568-7230 C: 904-237-9296	eassi@eismanrusso.com		

LAKE						
CR 46A Realignment from SR 46 to North of Arundel Way (Wekiva Parkway Section 5)						
FIN #	238275-8-52-01					
CONTRACT #	T5582					
Conventional Construction						
PROJECT DESCRIPTION: Design the non-tolled relocation of CR 46A out of the Seminole State Forest for 2.5 miles from north of Arundel Way to connect to State Road 429 east of Camp Challenge Road.						
					TIME	COST
CONTRACTOR:	Halifax Paving, Inc	LET DATE:	2/22/2017	ORIGINAL:	650	\$9,883,549.93
FED. AID #:	8886602A	NTP:	5/09/2017	CURRENT:	688	\$9,890,468.19
FUND TYPE	Conventional	TIME BEGAN:	6/13/2017	ELAPSED:	284	\$3,772,571.37
		WORK BEGAN:	6/13/2017	% ORIGINAL:	43.69%	38.17%
		EST. COMPLETION:	Summer 2019	% TO DATE:	41.28%	38.14%
CONTACT		PHONE		EMAIL		
PROJECT ADMINISTRATOR		Kim Navarro	O: 407-482-7829	kim.navarro@dot.state.fl.us		
CONTRACT SUPPORT SPECIALIST (CSS)		Patrick White		patrick.white@dot.state.fl.us		
CONTRACTOR'S PROJECT MANAGER:		Steve Blair	O: 386-676-0200 C: 386-547-3422	hpi-steve@cfl.rr.com		
CONTRACTOR'S SUPERINTENDENT:						
CONSTRUCTION ENGINEER		Todd Womick	O: 407-482-7833 C: 407-234-1322	todd.womick@dot.state.fl.us		



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Project Status Report as of March 22, 2018

LAKE						
SR 44 from SR 25/US 27 to US 441						
FIN #	430651-1-52-01					
CONTRACT #	E5Y73					
Construction Lump Sum						
PROJECT DESCRIPTION: Milling and resurfacing of the roadway pavement, sidewalk improvements, and the addition of a raised median.						
					TIME	COST
CONTRACTOR:	D.A.B. Constructors, Inc.	LET DATE:	6/06/2017	ORIGINAL:	180	\$2,882,444.44
FED. AID #:	N/A	NTP:	8/10/2017	CURRENT:	215	\$2,974,346.84
FUND TYPE	Lump Sum	TIME BEGAN:	9/20/2017	ELAPSED:	190	\$1,930,158.84
		WORK BEGAN:	9/20/2017	% ORIGINAL:	105.56%	66.96%
		EST. COMPLETION:	Spring 2018	% TO DATE:	88.37%	64.89%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Karen Madrid	O: 352-326-7767		karen.madrid@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Kathy Barnes	O: 352-447-5488 C: 352-302-4413		kathrynb@dancon.com	
CONTRACTOR'S SUPERINTENDENT:		Bruce Johnson	C: 352-453-9151		BruceJ@dabcon.com	
CONSTRUCTION MANAGER		Eddie Ferris	O: 352-326-7708		eddie.ferris@dot.state.fl.us	

LAKE						
SR 25/500 (US 441) from Avenida Central/Griffin Avenue to Sumter County Line						
FIN #	432333-1-52-02					
CONTRACT #	T5584					
Construction Lump Sum						
PROJECT DESCRIPTION: Milling and resurfacing of SR 25/500 (U.S. 441) in Lake County from Avenida Central/Griffin Avenue to Sumter County line.						
					TIME	COST
CONTRACTOR:	D.A.B. Constructors, Inc.	LET DATE:	3/29/2017	ORIGINAL:	130	\$1,998,888.88
FED. AID #:	8886922A	NTP:	5/24/2017	CURRENT:	254	\$2,123,136.09
FUND TYPE	Lump Sum	TIME BEGAN:	7/10/2017	ELAPSED:	252	\$1,632,687.22
		WORK BEGAN:	7/10/2017	% ORIGINAL:	193.85%	100.00%
		EST. COMPLETION:	Spring 2018	% TO DATE:	99.21%	76.90%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Karen Madrid	O: 352-326-7767		karen.madrid@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Kathy Barnes	O: 352-447-5488 C: 352-302-4413		kathrynb@dancon.com	
CONTRACTOR'S SUPERINTENDENT:						
CONSTRUCTION MANAGER		Eddie Ferris	O: 352-326-7708		eddie.ferris@dot.state.fl.us	



Outside Consultant
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Project Status Report as of March 22, 2018

Marion and Sumter County						
Truck Parking Availability System						
FIN #	440222-1-52-01					
CONTRACT #	E5Z15					
Construction Design Build						
PROJECT DESCRIPTION: Truck Parking Availability System installation in six locations along I-75 in Marion and Sumter counties						
					TIME	COST
CONTRACTOR:	Traffic Control Devices, Inc.	LET DATE:	9/25/2017	ORIGINAL:	220	\$1,614,614.00
FED. AID #:	D517059B	NTP:	11/29/2017	CURRENT:	231	\$1,614,614.00
FUND TYPE	Design Build	TIME BEGAN:	11/29/2017	ELAPSED:	110	\$513,193.39
		WORK BEGAN:	11/29/2017	% ORIGINAL:	50.00%	31.78%
		EST. COMPLETION:	Summer 2018	% TO DATE:	47.62%	31.78%
CONTACT		PHONE		EMAIL		
FDOT PROJECT ADMINISTRATOR	Steven Fisher	O: 352-620-3019 C: 352-812-6990		steven.fisher@dot.state.fl.us		
CONTRACTOR'S PROJECT MANAGER:	Chris Gallagher	C: 321-229-0956		c.gallagher@tcd-usa.com		
CONTRACTOR'S SUPERINTENDENT:	Joey Hamil	C: 407-937-8601				
CONSTRUCTION MANAGER	Denise Larkin	O: 352-620-3007		denise.larkin@dot.state.fl.us		

SUMTER						
I-75 from South of CR 470 to South of the Turnpike						
FIN #	242626-3-52-01					
CONTRACT #	E5W11					
Design Build						
PROJECT DESCRIPTION: Widen 7.6 miles of Interstate 75 (I-75) in Sumter County, including complete reconstruction of the interchange at CR 470, and reconstruction of CR 475 from south of the I-75 ramps to CR 470.						
					TIME	COST
CONTRACTOR:	D.A.B. Constructors, Inc.	LET DATE:	11/21/2014	ORIGINAL:	900	\$43,150,088.88
FED. AID #:	0751185I	NTP:	2/26/2015	CURRENT:	1,092	\$43,310,924.45
FUND TYPE	Design Build	TIME BEGAN:	2/26/2015	ELAPSED:	1,089	\$42,986,126.95
		WORK BEGAN:	2/26/2015	% ORIGINAL:	121.00%	99.62%
		EST. COMPLETION:	Early 2018	% TO DATE:	99.73%	99.25%
Project substantially complete -- awaiting final estimate						
CONTACT		PHONE		EMAIL		
CEI PROJECT ADMINISTRATOR	Elie Assi	O: 352-326-7745 C: 904-237-9296		eassi@eismanrusso.com		
FDOT PROJECT MANAGER:	Eric Jaggars	O: 352-326-7715 C: 352-459-9751		eric.jaggars@dot.state.fl.us		
CONTRACTOR'S PROJECT MANAGER:	William Gelner	O: 352-447-5488 C: 352-363-9196		wilq@dabcon.com		
CONTRACTOR'S SUPERINTENDENT						
SENIOR PROJECT ENGINEER:	Brett Pielstick	O: 904-733-1478 C: 904-591-0824		bpieilstick@eismanrusso.com		



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Project Status Report as of March 22, 2018

LAKE						
Tav-Lee Trail Extension						
FIN #	433673-1-52-01					
CONTRACT #	T5620					
Conventional Pay Item						
PROJECT DESCRIPTION: Construct a multi-use trail from Wooten Park to north of Sinclair Avenue/Ruby Street in Tavares.						
					TIME	COST
CONTRACTOR:	Atlantic Civil Constructors Corp.	LET DATE:	10/25/2017	ORIGINAL:	240	\$633,984.79
FED. AID #:	D517012B	NTP:	12/26/2017	CURRENT:	241	\$633,984.79
FUND TYPE	Conventional	TIME BEGAN:	1/25/2018	ELAPSED:	53	\$194,591.46
		WORK BEGAN:	1/25/2018	% ORIGINAL:	22.08%	30.69%
		EST. COMPLETION:	Summer 2018	% TO DATE:	21.99%	30.69%
CONTACT		PHONE		EMAIL		
PROJECT ADMINISTRATOR	Frank Kelch	O: 352.326.7716		frank.kelch@dot.state.fl.us		
CONTRACTOR'S PROJECT MANAGER:	Chris Sousa	O: 407-277-8410		chris.sousa@atlantic-civil.com		
CONTRACTOR'S SUPERINTENDENT:						
CONSTRUCTION MANAGER	Eddie Ferris	O: 352-326-7708		eddie.ferris@dot.state.fl.us		



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Notable Lane Closures

Lake County:

238422-1 -- SR 25 (US 27) from Boggy Marsh Road to Lake Louisa Road

Now through October 2018 -- Two continuous inside northbound lane closures on U.S. 27 from south of Margaux Drive to north of Lake Louisa Road.

430651-1 -- SR 44 from SR 25/US 27 to US 441

Intermittent single lane closures possible in either direction mas paving continues.

434407-1 -- SR 25 (US 27) from CR 561 to north of O'Brien Road

Single inside and outside lane closures possible day or night for road widening and drainage work.

437755-1 -- Districtwide Design Build Safety Improvements

A continuous outside lane closure on westbound U.S. 441 near the intersection of Lakeshore Boulevard in Tavares will begin the week of March 26 and remain in place during construction of a new barrier wall.

Sumter County

440222-1 -- Truck Parking Availability System

No lane closures are anticipated; however, motorists will see construction work now through August 2018 at some rest areas and weigh stations along I-75 in Marion and Sumter counties.

March 27, 2018

LSMPO – Sumter County Road Report

Design Phase

C-478 Resurfacing from SR 471 to Center Hill City limits (FM#439223) (LAP) – Design kick-off on March 27,2018. Final design anticipated in July 2018.

C-575 Safety Improvements between C-476 and CR 624 (FM #436185) (LAP) – 100% design under review.

C-470 Safety Improvements between C-424 and Wilderness Drive (FM #436151) (LAP) – 100% design under review.

C -462 Safety Improvements (FM#437604) (LAP) – 100% design under review.

C-475 South widening and resurfacing from C-470 to CR 542 (FM#429944-1-58-01)(SCOP) - 100% design completed and bid documents being prepared.

C-673 Widening and resurfacing from west of US 301 to I-75 (FM#433670-1-54-01)(SCOP) – 100% design under review, completing ROW acquisition.

C-48 at Withlacoochee River Bridge Rehabilitation (FM#419058-1-54-01)(SCOP) – 100% design complete . Project anticipated to bid in June 2018.

C-476 at Withlacoochee River Bridge Rehabilitation (FM#437467-1-54-01)(SCOP) – 100% design complete . Project anticipated to bid in June 2018.

C-470 at Lake Panasoffkee Outlet Bridge Rehabilitation (FM#437465-1-54-01)(SCOP) – 90% design complete . Project anticipated to bid in June 2018.

C-48 at Jumper Creek Bridge Rehabilitation (FM#437466-1-54-01)(SCOP) – 100% design complete . Project anticipated to bid in June 2018.

C-466 Intersection Improvement Project (CR 105 to Buena Vista Boulevard) – working toward 30% design.

C-525E Phase 2 - working toward 30% design.

Bid and Construction Phase

C-48 shoulders and resurfacing project from Citrus County line to CR 616 (FM#439912)(LAP) – construction 60% complete.

C-475 North safety Improvements from SR 44 to Marion County line (FM#436149)(LAP) – Project currently out to bid.

CR-603 (Battlefield Parkway) (FPN#435495-1-54-01)(CIGP) – Bid opening in March 2018. Construction to commence April 2018.

C-468 Widening from US 301 to CR 505 – Construction 30% complete

C-501 Widening from C-468 to a point 5000 feet south – Construction underway. Utility relocations in progress.

CR 525 E (New construction) – Road construction 95% complete.

**LAKE ~ SUMTER MPO
FOR
APRIL 25, 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

APRIL 25, 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	7,005	7,023								34,579

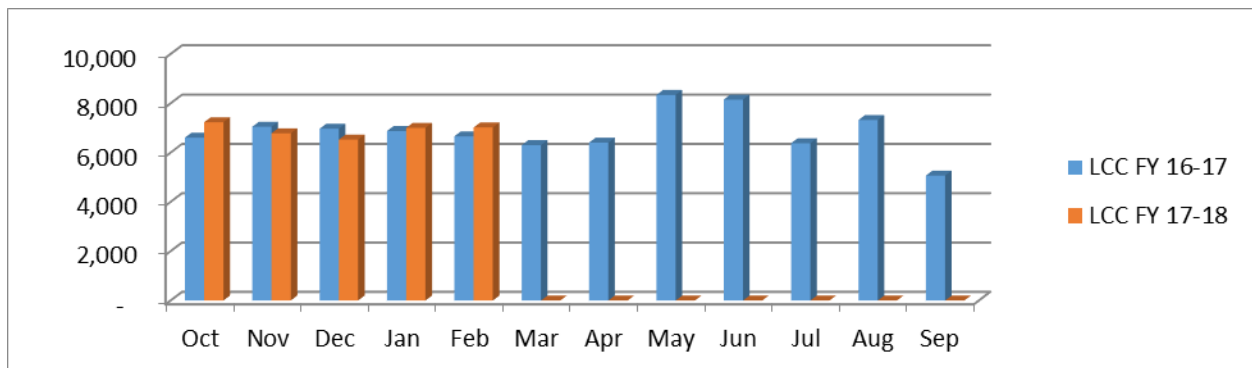
Increase

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	126	360								406

Percentage Increase/Decrease

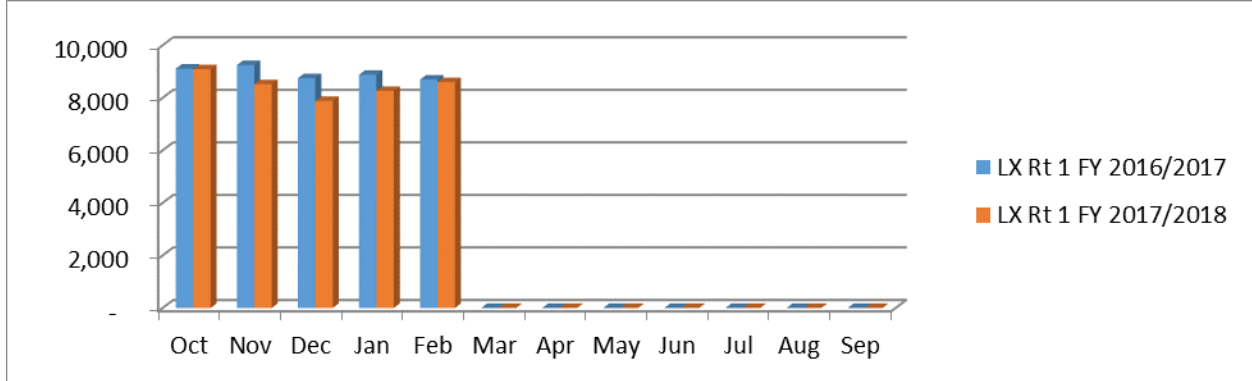
Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Total
9.45%	-3.73%	-6.33%	1.83%	5.40%								6.61%

LAKE COUNTY CONNECTION RIDERSHIP

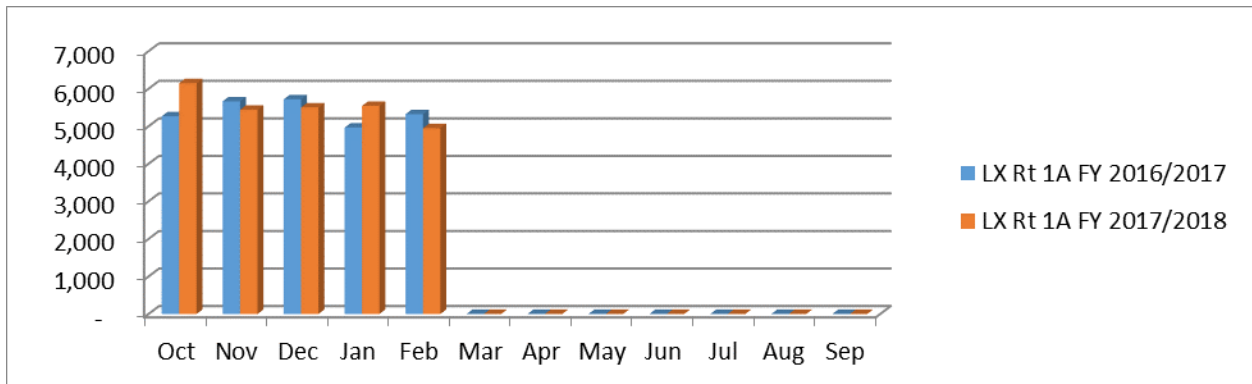


LAKEXPRESS RIDERSHIP

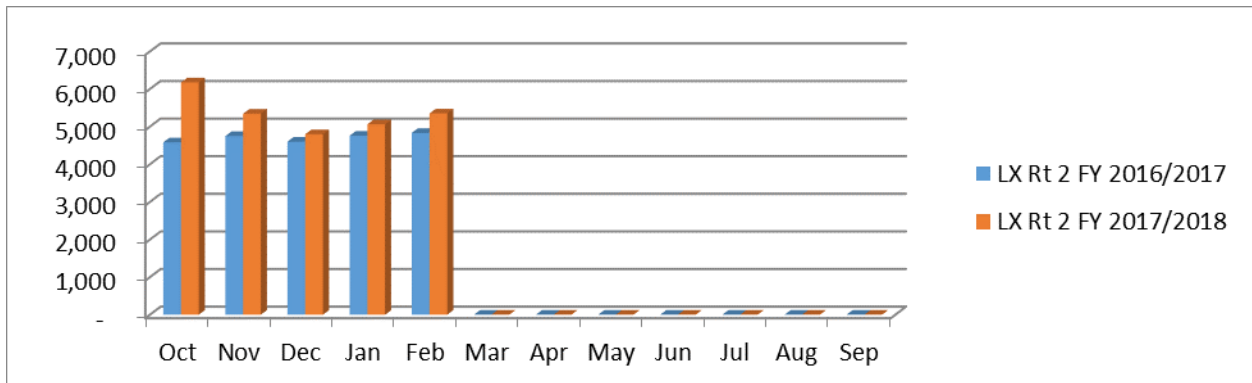
ROUTE 1



ROUTE 1A

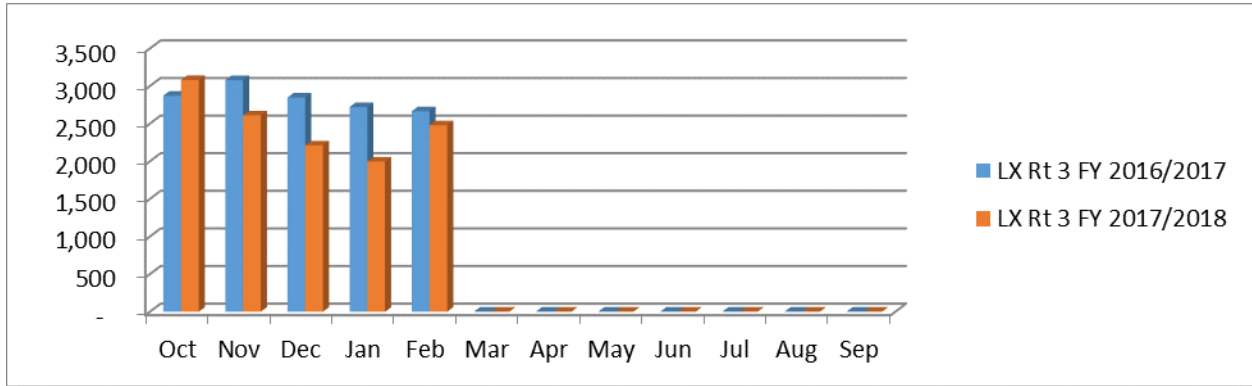


ROUTE 2

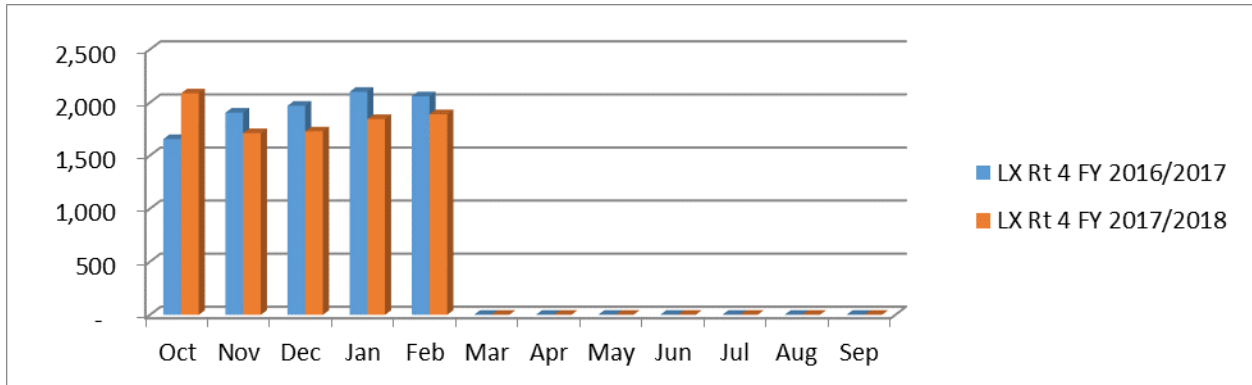


LAKEXPRESS RIDERSHIP

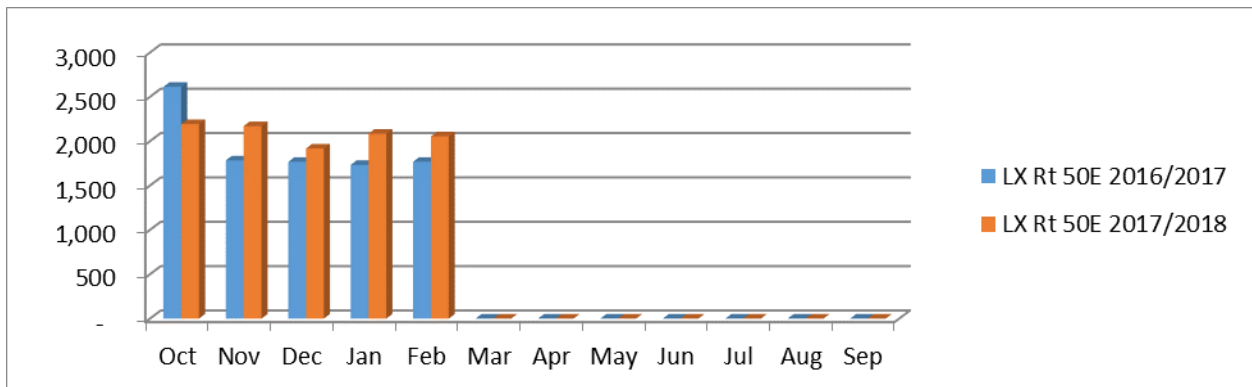
ROUTE 3



ROUTE 4

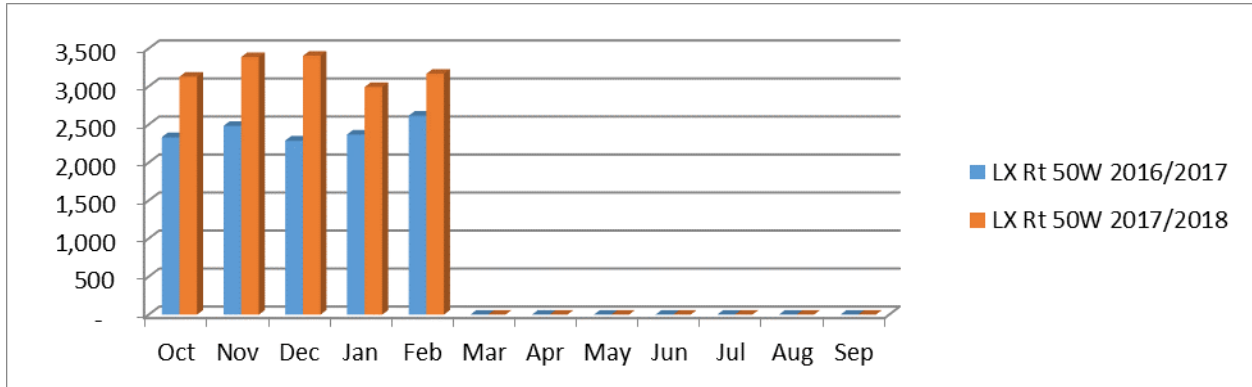


ROUTE 50 EAST

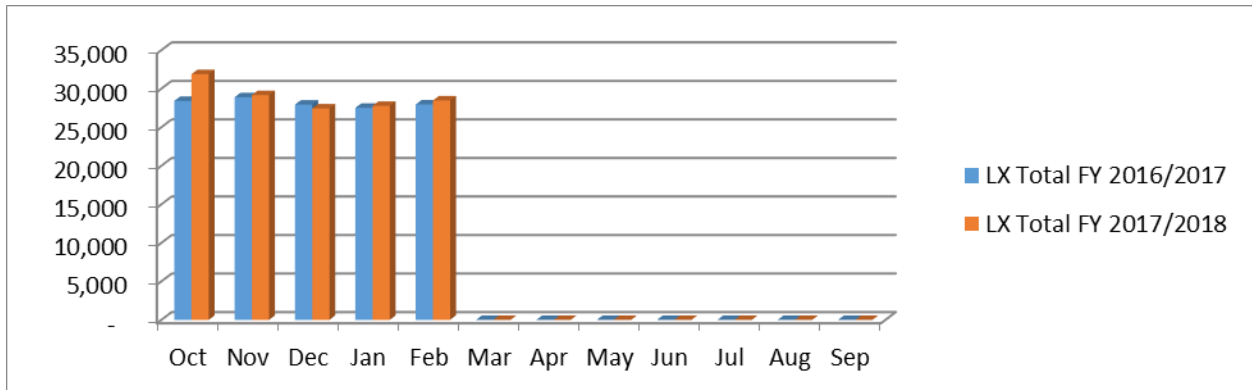


LAKEXPRESS RIDERSHIP

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.

SUMTER COUNTY TRANSIT

	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
INVOICE AMOUNT	\$104,116.46	\$95,761.99	\$87,794.04	\$93,361.72	\$91,218.81
COMPLETED TRIPS	6,252	5,694	4,961	5,177	4,920
VEHICLE MILES	38,237	34,975	36,407	36,366	32,356
ACCIDENTS - CONTRACT STANDARD 1.4 PER 100,000 MILES	0	0	0	0	2
ON TIME PERFORMANCE - CONTRACT STANDARD 92%	95.83%	99.00%	98.67%	98.67%	99.67%
CALL HOLD TIMES	1 SECOND	2 SECONDS	1 SECOND	1 SECOND	1 SECOND
PASSENGER TRIPS PER HOUR - STANDARD 1.71	2.52	2.1	1.98	1.91	2.02
COST PER MILE - STANDARD \$2.70	\$2.73	\$2.73	\$2.41	\$2.58	\$2.82
COST PER TRIP - STANDARD \$23.22	\$17.23	\$17.41	\$18.33	\$18.64	\$18.54
COMPLIMENTS	15	19	12	14	7
COMPLAINTS	0	0	1	0	0

BOCC/SUMTER COUNTY TRANSIT DID NOT RECEIVE ANY OMBUDSMAN COMPLAINTS THIS REPORTING PERIOD.

**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	2,647	2,577					17,950	37.5%
SUMTER COUNTY YOUTH CENTER	-	1,975	1,753	2,643	2,364	1,829	1,895	1,753					14,212	29.7%
SERVICE ROUTE-ORANGE	187	185	133	167	164	209	174	171					1,390	2.9%
SERVICE ROUTE-WILDWOOD CIRCULATOR	90	80	99	93	120	119	119	118					838	1.8%
WRAP PROGRAM TRIPS	679	732	417	6	1	1	-	-					1,836	3.8%
MFCS-SENIOR TRIPS	285	358	160	334	350	364	342	301					2,494	5.2%
TOTAL	2,593	5,155	3,968	6,252	5,694	4,961	5,177	4,920	-	-	-	-	38,720	80.9%
CONTRACT PROVIDERS														
SCARC-TRIPS	1,484	1,756	945	1,294	1,132	751	776	975					9,113	19.1%
TOTAL COORDINATED SYSTEM TRIP COUNT	4,077	6,911	4,913	7,546	6,826	5,712	5,953	5,895	-	-	-	-	47,833	100.0%
PARATRANSIT BILLING CODES W/ESCORTS														
AMBULATORY IN COUNTY	3,330	6,063	4,249	6,724	5,898	4,823	5,094	5,093					41,274	81.7%
AMBULATORY OUT OF COUNTY	200	222	150	191	235	206	231	226					1,661	4.9%
WHEELCHAIR IN COUNTY	255	326	235	312	334	327	321	269					2,379	6.3%
WHEELCHAIR OUT OF COUNTY	15	35	47	59	75	28	14	18					291	0.4%
DEVIATED FIXED ROUTES COMBINED	277	265	232	260	284	328	293	289	-	-	-	-	2,228	6.8%
TOTAL	4,077	6,911	4,913	7,546	6,826	5,712	5,953	5,895	-	-	-	-	47,833	100.0%
FUNDING SOURCES														
CTD SPONSORED	1,021	1,389	1,203	2,019	1,822	1,683	1,732	1,679					12,548	26.2%
PUBLIC	1,287	3,408	2,605	3,899	3,522	2,914	3,103	2,940					23,678	49.5%
MFCS CONTRACT TRIPS	285	358	160	334	350	364	342	301	-	-	-	-	2,494	5.2%
SCARC CONTRACT SERVICE	1,484	1,756	945	1,294	1,132	751	776	975	-	-	-	-	9,113	19.1%
TOTAL	4,077	6,911	4,913	7,546	6,826	5,712	5,953	5,895	-	-	-	-	47,833	100.0%
PASSENGER TYPES														
ELDERLY (60+)	1,705	2,070	1,310	2,016	1,891	1,929	1,758	2,037	-	-	-	-	14,716	30.8%
LOW-INCOME	953	1,175	707	1,197	1,136	1,083	1,143	1,372					8,766	
DISABLED	132	188	186	242	250	246	223	183					1,650	
LOW-INCOME & DISABLED	527	623	325	485	425	493	270	366					3,514	
OTHER (SHUTTLE)	93	84	92	92	80	107	122	116					786	
CHILDREN (<15)	69	2,080	1,859	2,801	2,485	1,948	2,021	1,906	-	-	-	-	15,169	31.7%
LOW-INCOME	33	2,060	1,849	2,785	2,470	1,917	2,007	1,894					15,015	
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	14	12					154	
DISABLED (ALL AGES)	1,759	2,102	1,234	1,676	1,526	1,121	1,103	1,246	-	-	-	-	11,767	24.6%
OTHER (16-59)	2,303	2,761	1,744	2,729	2,450	1,835	2,174	1,952	-	-	-	-	17,948	37.5%
LOW-INCOME	1,105	1,353	936	1,683	1,460	1,320	1,445	1,139					10,441	
DISABLED	143	158	103	140	143	124	104	88					1,003	
LOW-INCOME & DISABLED	957	1,133	620	809	708	258	506	609					5,600	
OTHER (SHUTTLE)	98	117	85	97	139	133	119	116					904	
TOTAL	4,077	6,911	4,913	7,546	6,826	5,712	5,953	5,895	-	-	-	-	47,833	100.0%
TRIP PURPOSE														
MEDICAL	548	639	486	602	630	575	529	517					4,526	9.5%
EMPLOYMENT	1,411	1,556	824	1,235	3,381	822	886	954					11,069	23.1%
EDUCATION/TRAINING	1,062	1,518	973	1,815	1,508	1,220	1,475	1,519					11,090	23.2%
NUTRITIONAL	548	616	400	604	629	716	647	595					4,755	9.9%
LIFE-SUSTAINING/OTHER (SCYC)	508	2,582	2,230	3,290	678	2,379	2,416	2,310					16,393	34.3%
TOTAL	4,077	6,911	4,913	7,546	6,826	5,712	5,953	5,895	-	-	-	-	47,833	100.0%
UNDUPLICATED CUSTOMERS														
UNMET TRIP REQUEST	410	486	440	376	433	342	253						2,740	
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	48	51					355	
VEHICLE MILES-COORDINATED SYSTEM	40,221	45,364	34,475	40,601	37,378	38,331	38,269	34,276	-	-	-	-	308,915	
REVENUE MILES-COORDINATED SYSTEM	31,661	35,499	24,355	31,556	30,400	27,178	29,040	38,273	-	-	-	-	247,963	
RIDE RIGHT VEHICLE MILES	35,773	40,231	31,538	38,237	34,975	36,407	36,366	32,356					285,883	
RIDE RIGHT REVENUE MILES	28,592	31,957	22,328	29,925	28,742	25,850	27,727	36,948					232,070	

SCARC VEHICLE MILES	4,448	5,133	2,937	2,364	2,403	1,924	1,903	1,920					23,032
SCARC REVENUE MILES	3,069	3,542	2,027	1,631	1,658	1,328	1,313	1,325					15,893
ON TIME PERFORMANCE	97.33%	97.00%	96.33%	95.83%	99.00%	98.67%	98.67%	99.67%					97.81%
NUMBER OF ROADCALLS	3	2	1	0	0	1	0	0					7
NUMBER OF ACCIDENTS (P= Preventable / N= Non-preventable)	0	0	0	0	0	0	0	2N					-
NUMBER OF VEHICLES	22	22	22	22	23	20	23	23					22
NUMBER OF PHONE CALLS	2,061	2,329	1,768	2,238	2,045	1,758	1,987	1,917					16,103
AVERAGE HOLD TIME	0:00:01	0:00:02	0:00:01	0:00:01	0:00:02	0:00:01	0:00:01	0:00:01					0:00:01
COMPLAINTS	-	-	-	-	-	1	-	-					1
SERVICE	-	-	-	-	-	-	-	-					0
POLICY	-	-	-	-	-	-	-	-					0
VEHICLE	-	-	-	-	-	-	-	-					0
OTHER	-	-	-	-	-	-	-	-					0
COMPLIMENTS	5	11	7	15	19	12	14	7					90



Transportation Management System (TMS) Services Summary

April 2018

The Transportation Management System (TMS) was created to provide a data repository for MPO member governments to leverage and develop an all-inclusive database to track development reviews and trip activity impacts on the roadway network. The TMS program also conducts and oversees the annual average daily trip (AADT) counts program for Lake County. Additionally, it collects and analyzes crash data for the implementation of counter measure tools for project identification and processes eligible projects for funding. The all-inclusive service provides a cohesive planning approach to address the various transportation needs and priorities. Vigilantly monitoring and planning for unintended roadway deficiencies throughout the transportation network-management service area.

Traffic Impact Analysis Reviews

In the past 12 months (April 2017 – March 2018) TMS has completed 228 requests for Traffic Impact reviews and comment letters. This included multi-tier development applications. The following types of reviews were completed: development studies such as Planned Unit Development (PUD), Comprehensive Plan Amendment reviews, Re-zoning, Conditional Use Permit (CUP), Pre-submittals for various land development changes, Mass Grading, Site Plans, Development Orders, and Responses to comments. The following is a summary of the number of TIA reviews completed in 2018:

- January Reviews = 28
- February Reviews = 22
- March Reviews = 30

Additionally, the reviews have been completed in a more efficient and timely manner. Due dates for the reviews are consistently met.

Intersection Safety Studies

The Lake~Sumter MPO conducts annual safety studies to identify areas/safety concerns throughout its area. Annually, it produces two lists for signalized and un-signalized top twenty-five (25) worst intersections with the highest crash rates. The process serves as a tool for counter measures developments and project selection process to aid safety initiatives.

The recently completed list of un-signalized intersections will be presented to the FDOT, District Five for their review. From that review a list of potential safety projects will be determined.

LAKE~SUMTER MPO PROJECT UPDATES – April 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](http://www.cflroads.com/project/435476-1/I-75%20at%20C%20R%20514)

- **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/fdot-projects.php>

- **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.