



# Unified Planning Work Program

July 1, 2014 – June 30, 2015  
and  
July 1, 2015 – June 30, 2016

Prepared by:

Lake-Sumter Metropolitan Planning Organization  
1616 South 14<sup>th</sup> Street  
Leesburg, Florida 34748  
352.315.0170/352.315.0993 (fax)  
[www.LakeSumterMPO.com](http://www.LakeSumterMPO.com)

FY 2014/15  
FM# 417 957-1-14-91  
FAP 0457 052

FY 2015/16  
FM# 417 957-1-14-91  
FAP 0457 052

Code of Federal Domestic Assistance Numbers:  
20.205 – Highway Planning and Construction

Adopted April 23, 2014  
Amended June 25, 2014

The preparation of this report was financed in part by the U.S. Department of Transportation, the Federal Highway Administration, the Federal Transit Administration with the Florida Department of Transportation and local participating governments. The views and opinions of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

# Table of Contents

|  |            |
|--|------------|
| <b>Introduction</b> .....  | <b>2</b>   |
| <b>Transportation Planning Emphasis</b> .....                                  | <b>2</b>   |
| <b>Organization and Management of the MPO</b> .....                            | <b>2</b>   |
| Lake~Sumter MPO Organizational Charts .....                                    | 3          |
| Lake~Sumter MPO Governing Board – 2014 Members List .....                      | 5          |
| <b>Status of Local and Regional Planning Activities</b> .....                  | <b>9</b>   |
| Status of Area Highway Projects .....  | 12         |
| Status of Transit and Bicycle & Pedestrian Projects .....                      | 14         |
| <b>Planning Priorities</b> .....   | <b>15</b>  |
| <b>Public Involvement Plan</b> .....   | <b>17</b>  |
| <b>Work Program Task Sheets</b> .....  | <b>18</b>  |
| 1.0 Administration .....   | 19         |
| 2.0 Data Collection .....  | 26         |
| 3.0 Long-Range Planning .....  | 30         |
| 4.0 Short-Range Planning .....   | 41         |
| 5.0 Public Transportation .....  | 47         |
| 6.0 Public Involvement .....   | 52         |
| 7.0 Special Projects: Regional Planning .....                                  | 56         |
| <b>Summary Budget Tables</b> .....   | <b>61</b>  |
| Table I & II – Agency Participation – Funding Sources (FY 2014 – 2015) .....   | 61         |
| Table III & IV – Agency Participation – Funding Sources (FY 2015 – 2016) ..... | 62         |
| <b>Appendix A</b> .....  | <b>63</b>  |
| Glossary of Abbreviations and Acronyms .....                                   | 63         |
| <b>Appendix B</b> .....  | <b>75</b>  |
| Certification of Restrictions of Lobbying .....                                | 75         |
| Debarment and Suspension Certification .....                                   | 76         |
| Title VI / Non Discrimination Policy Statement FY 2014/2015 .....              | 77         |
| Disadvantaged Business Enterprise Utilization .....                            | 80         |
| <b>Appendix C</b> .....  | <b>81</b>  |
| FDOT District 5 – General Planning Activities FY 2014/15 & FY 2015/16 .....    | 81         |
| <b>Appendix D</b> .....  | <b>86</b>  |
| Final Certification Summary .....  | 86         |
| <b>Appendix E</b> .....  | <b>98</b>  |
| Draft UPWP Comments & MPO Responses .....                                      | 98         |
| <b>Appendix F</b> .....  | <b>105</b> |
| Resolution: 2014 – 15 .....  | 105        |
| Resolution: 2014 – 8 .....   | 106        |

## Introduction

---

The FY 2014/15-2015/16 Unified Planning Work Program (UPWP) has been prepared to define the tasks and anticipated funding requirements as part of the two-year work program for the Lake~Sumter Metropolitan Planning Organization (MPO). This document serves to define activities for all public officials and agencies that contribute resources to the transportation planning process. The UPWP provides a description of planning tasks and an estimated budget for each. Planning activities programmed within this FY 2014/15-2015/16 UPWP meet the requirements of the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and the Florida Department of Transportation (FDOT). This document has been prepared according to the FDOT Metropolitan Planning Organization Program Management Handbook.

The state and federal governments provide funding support through the FDOT, the FHWA (PL 112, metropolitan planning funds), the FTA (Section 5305(d) transit planning funds) and the Florida Commission for the Transportation Disadvantaged (TD Grant).

## Transportation Planning Emphasis

---

Currently, there are no state emphasis areas (PEAs) in the MPO boundary.

## Organization and Management of the MPO

---

Representatives of Lake County and Sumter County governments, the 14 municipalities of Lake County, the five municipalities in Sumter County, the Lake County School Board, the Sumter County School Board, Florida Central Railroad (FCEN), FDOT and the U.S. Department of Transportation (USDOT) are involved in the transportation planning process for the Lake~Sumter MPO. The purpose is to provide effective leadership in the initiation and development of transportation plans, programs and strategies. As the 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 of Florida, Lake County, Sumter County, the 19 municipalities and FCEN.

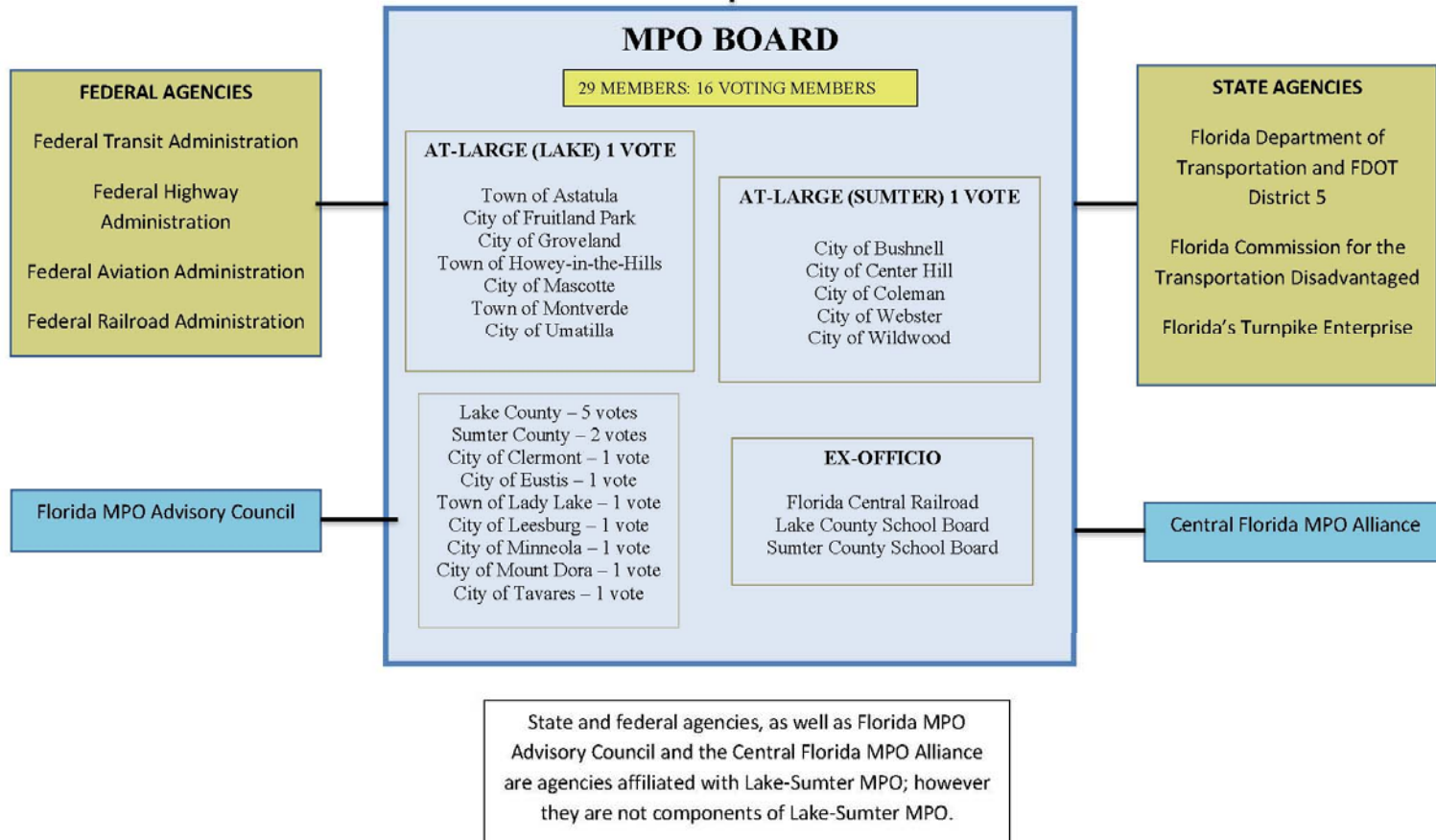
The MPO functions include, but are not limited to, the preparation of the tasks required by state rule or by federal policy. The MPO's major annual responsibilities are to perform the tasks of preparing the UPWP, the Transportation Improvement Program (TIP), the List of Priority Projects (LOPP) and the annual MPO Audit Report. As with all transportation planning delegated by the federal and state laws, the MPO is responsible for ensuring adequate representation and compatibility of state, county and municipal projects in the transportation planning process. This includes consideration of all modes of transportation with respect to the needs of the elderly and disabled, as outlined in the "Americans with Disabilities Act".

Lake~Sumter MPO Organizational Charts



# ORGANIZATIONAL CHART

**CITIZENS OF LAKE and SUMTER COUNTIES**

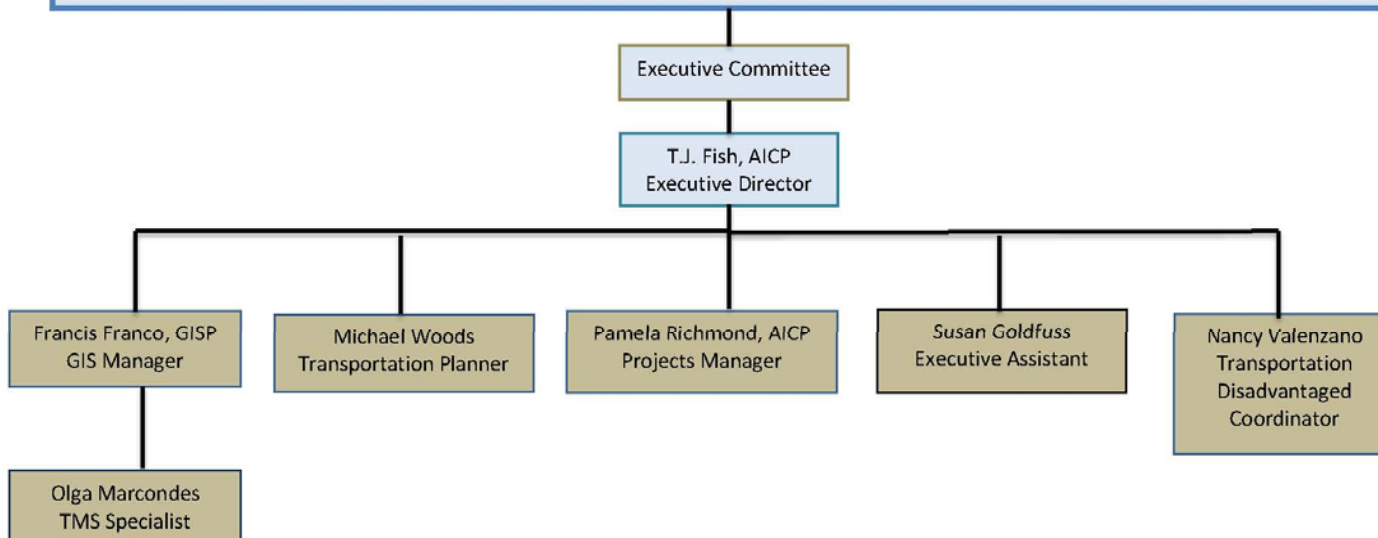
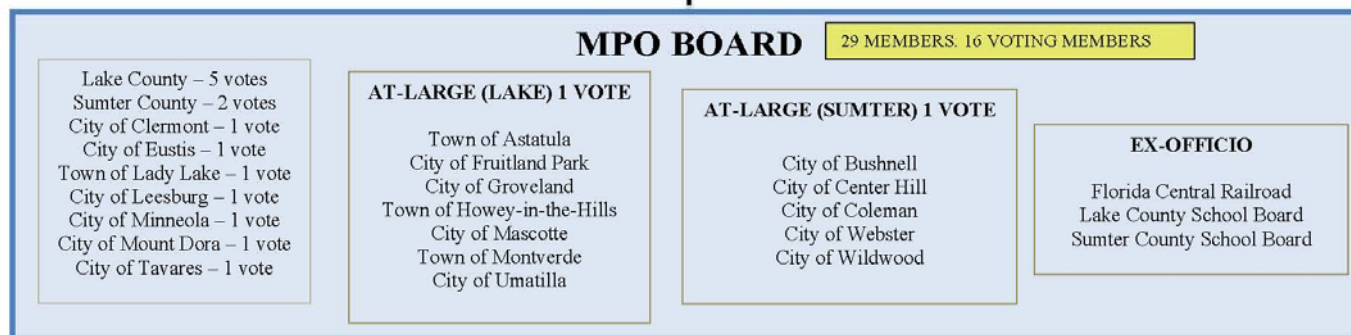






# ORGANIZATIONAL CHART

## CITIZENS OF LAKE and SUMTER COUNTIES



## Lake~Sumter MPO Governing Board – 2014 Members List

| <u>NAME</u>   | <u>REPRESENTING</u>                     |
|---|---|
| Tim Sullivan  | Lake County                             |
| Sean Parks / <b>Chairman</b>                          | Lake County                             |
| Jimmy Conner  | Lake County                             |
| Leslie Campione / <b>1<sup>st</sup> Vice-Chairman</b> | Lake County                             |
| Welton Cadwell  | Lake County                             |
| Don Burgess   | Sumter County (1)                       |
| Doug Gilpin   | Sumter County (2)                       |
| Al Butler (alternate)                                 |   |
| Don Hahnfeldt (alternate)                             |   |
| Ray Goodgame / <b>Chairman-Elect</b>                  | City of Clermont                        |
| Rick Van Wagner (alternate)                           |   |
| Kress Muenzmay  | City of Eustis                          |
| Karen LeHeup-Smith (alternate)                        |   |
| Jim Richards / <b>Immediate Past Chairman</b>         | Town of Lady Lake                       |
| Dan Vincent (alternate)                               |   |
| David Knowles   | City of Leesburg                        |
| Jay Hurley (alternate)                                |   |
| Pat Kelley  | City of Minneola                        |
| Lisa Jones (alternate)                                |   |
| Ryan Donovan  | City of Mount Dora                      |
| Cathy Hoechst (alternate)                             |   |
| Norman Hope / <b>2<sup>nd</sup> Vice-Chairman</b>     | City of Tavares                         |
| Kirby Smith (alternate)                               |   |
| Judy Tice   | Town of Astatula                        |
| Mitchell Mack (alternate)                             |   |
| Sharon Kelly  | City of Fruitland Park                  |
| Chris Bell (alternate)                                |   |
| Evelyn Wilson / <b>At-Large Representative</b>        | City of Groveland                       |
| Dina Sweatt (alternate)                               |   |
| David Nebel   | Town of Howey-in-the-Hills              |
| Tony Rosado   | City of Mascotte                        |
| Alberto Dominguez (alternate)                         |   |
| Joe Wynkoop   | Town of Montverde                       |
| Glenn Burns (alternate)                               |   |
| Eric Olson  | City of Umatilla                        |
| Peter Tarby (alternate)                               |   |
| Warren Maddox   | City of Bushnell                        |
| Richard Huff  | City of Coleman                         |
| Paul Remis  | City of Webster                         |
| Kelly Williams (alternate)                            |   |
| Ed Wolf / <b>At-Large Representative</b>              | City of Wildwood                        |
| Julian Green (alternate)                              |   |
| Pete Petree   | Florida Central Railroad / Ex-officio   |
| Debbie Stivender                                      | Lake County School Board / Ex-officio   |
| Bill Mathias (alternate)                              |   |
| Kenneth Jones   | Sumter County School Board / Ex-officio |

The MPO Governing Board includes elected representatives from Lake and Sumter counties, two county commissioners from Sumter County and all five county commissioners from Lake County. In addition are representatives from the 19 municipalities. Of the 14 municipalities of Lake County, seven have voting positions on the Governing Board: Clermont, Eustis, Lady Lake, Leesburg, Minneola, Mount Dora and Tavares. The seven that annually rotate an at-large voting position include: Astatula, Fruitland Park, Groveland, Howey-in-the-Hills, Mascotte, Montverde and Umatilla. The five Sumter County municipalities of Bushnell, Center Hill, Coleman, Webster and Wildwood annually rotate an at-large voting position. Ex-officio members include Florida Central Railroad, added as ex-officio member in 2006, and both counties' school districts, approved as ex-officio members in 2008. All 19 municipalities within the MPO Area have a seat on the MPO Governing Board, with nine voting seats assigned to municipalities and seven assigned to county commissioners.

The Lake~Sumter MPO Governing Board receives recommendations from nine advisory bodies.

#### **The Executive Committee**

The Lake~Sumter MPO Executive Committee (EC) is comprised of the following board members: Chairman, Chairman-Elect, 1st Vice Chairman/Treasurer, 2nd Vice Chairman, Immediate Past Chairman, the At-Large Representative for the Sumter County municipalities and the At-Large Representative of the smaller Lake County municipalities. The purpose of the Executive Committee is to efficiently address business issues and matters not feasible to be heard by the full MPO Governing Board in a timely fashion. The MPO Governing Board may refer items to the Executive Committee for action or recommendation. The Chairman may convene the Executive Committee for items deemed appropriate for Executive Committee review or action.

#### **The Technical Advisory Committee**

The Technical Advisory Committee (TAC) composed of engineers, planners, and other related transportation professionals, reviews plans, programs and projects, and recommends solutions to the MPO based on technical expertise. Each member government may appoint at least one TAC member.

#### **The Bicycle & Pedestrian Advisory Committee**

The Bicycle & Pedestrian Advisory Committee (BPAC) focuses on bicycle and pedestrian transportation issues including facilities, community design, Safe Routes to Schools and regional trail master planning. Each member government may appoint at least one representative, and the BPAC itself may appoint representatives of advocacy groups. Membership in the BPAC includes elected officials, county and city technical staff, and residents/advocates.

### **The Citizens' Advisory Committee**

The Citizens' Advisory Committee (CAC) is comprised of members of the general public who represent the general welfare of the community. Each municipality may appoint at least one citizen representative and each county commissioner on the MPO Governing Board may appoint a citizen representative.

### **The East Lake Task Force**

The East Lake Task Force was created to research alternatives to U.S. Highway 441 and to analyze the effects of connecting the Lake County network to the proposed Wekiva Parkway (SR 429 Orlando Beltway) and SR 46 projects. The group has recently been effective in focusing on transit and rail. Membership on this task force includes Lake County, Astatula, Eustis, Howey-in-the-Hills, Mount Dora, Tavares and Umatilla.

### **The Northwest Lake Task Force**

The Northwest Lake Task Force was created to research options for the US 441 and US 27 corridors and to guide trail and transit projects in the sub-region. Membership in the task force includes Lady Lake, Fruitland Park, Leesburg and Lake County. The group also coordinates with Sumter County on issues that may cross the counties' boundary.

### **The South Lake Task Force**

The South Lake Task Force was created to advance funding for the SR 50 six-lane widening project, which saw the final segment completed in 2013. The group remains focused on researching potential reliever corridors to alleviate SR 50 and to advance interconnectivity with the county road network. The group continues to focus on the incomplete county road network and on transit along the SR 50 corridor. Membership on this task force includes Lake County, Clermont, Minneola, Montverde, Groveland and Mascotte.

### **The Public Transportation Task Force**

The LakeXpress Task Force was created to monitor the progress of the LakeXpress fixed-route transit system, running along the US 441 corridor. This task force has evolved into the Public Transportation Task Force in order to include additional Lake County municipalities desirous of fixed-route transit services and in order to incorporate para-transit issues into the fixed-route transit planning process. All Lake County municipalities are invited to participate and the group coordinates with Sumter County as needed.

### **The 470 Corridor Task Force**

The 470 Corridor Task Force focuses on the development of the economic development corridor between US 27 in Leesburg and SR 44 in western Sumter

County, a corridor that intersects with Florida's Turnpike (SR 91), US 301, I-75 and the CSX S-Line. Membership on this task force includes Sumter County, Lake County, Wildwood and Leesburg.

### **The Transportation Disadvantaged Coordinating Boards**

Both Lake County and Sumter County have Transportation Disadvantaged Coordinating Boards (TDCBs) that identify the local needs of the transportation disadvantaged population and investigate alternatives to meet those needs. The TDCBs assist in planning, monitoring and evaluating the Community Transportation Coordinators (CTCs) for each county, which happen to be the boards of county commissioners in each. Additional public input is provided through public meetings, public hearings and civic meetings. The TDCB from each county comprises a diverse group of citizens representing many facets of the population and the TD clientele.

The MPO Staff is responsible for collecting and disseminating all information from the transportation planning process to the general public. The work effort required to support the planning process is administered by the MPO staff in cooperation with local governments and the FDOT. Examples of other agencies that are consulted in various phases of the planning process include the Department of Environmental Protection, the Federal Aviation Administration, Federal Rail Administration and the Water Management District Offices (St. John's River WMD and Southwest Florida WMD).

The genesis of the MPO was facilitated by Lake County through the Public Works Department, which provided staffing for the first year following the creation of the agency. As of March 1, 2005, with the hiring of the first executive director, the new agency physically moved to an independent location in Leesburg, central to the MPO area. With these actions, the MPO began an agreement with the Lake County Board of County Commissioners (LCBCC) for the LCBCC's provision of support services to the MPO, including payroll, benefits, insurance, procurement, legal assistance, information technologies, employee services, risk management, facilities management and finance.

The February 2004 Joint Participation Agreement (JPA) with FDOT established the MPO as the official planning agency for the Lake~Sumter MPO Area. On May 26, 2004, the MPO Governing Board approved an assignment agreement and time extension among the MPO, Lake County, and FDOT for the Long Range Transportation Plan (JPA Amendment 2). Additional JPAs are being executed periodically for maintaining continued federal PL funds and state FTA match funding. On December 20, 2004, the MPO executed the Public Transportation JPA. On December 14, 2005, the MPO Governing Board executed an interlocal agreement with the Sumter County BCC creating a regional partnership between entities for regional transportation planning and TRIP funding. This agreement applies to all of Sumter County, including the non-urbanized portion. The need for that agreement was superseded by Governor Crist's 2010 approval of the MPO's Redesignation Plan to include all of Sumter County.

All agency plans and programs comply with the public involvement provisions of Title VI which states: *“No persons in the United States shall, on grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance”*. To further ensure full compliance with federal requirements, the Lake~Sumter MPO Governing Board adopted a formal policy covering Title VI issues in July 2007.

## Status of Local and Regional Planning Activities

---

### *Census 2010*

The new Urbanized Area Maps based on the 2010 Census were released revealing that the population within the Lady Lake-The Village UA has more than doubled, expanding dramatically in Sumter County. Growth also occurred at a lesser rate in the northern Lake County urbanized area now named the Leesburg-Eustis-Tavares UA. In addition, the MPO Area now includes a third urbanized area due to the expansion of the Orlando UA into southern Lake County to include Clermont, Minneola, Groveland, Mascotte and Montverde. This iteration of the UPWP includes tasks related to transportation planning in those Urbanized Areas.

### *Regional Transportation Planning Coordination*

The Lake~Sumter MPO is party to an interlocal agreement among the six MPOs that are members of the Central Florida MPO Alliance (CFMPOA). The purpose of the agreement among the CFMPOA members is enhanced regional transportation planning. The CFMPOA will also execute the FDOT agreement with the Regional Intergovernmental Coordination and Review (ICAR) agencies serving the metropolitan area, typically the East Central Florida Regional Planning Council (ECFRPC) created under *section 186.504, F.S.* The agreement shall describe the process for coordination of MPO planning and programming activities and how transportation planning and programming activities will be a part of the comprehensive planned development of the metropolitan area. This agreement also defines the process for fulfilling the clearinghouse requirements for federally funded activities. *[Subsection 339.175(9) (a) 2. F.S.]*

Through the CFMPOA and through regional initiatives like *How Shall We Grow*, and in conjunction with regional entities such as the East Central Florida Regional Planning Council (ECFRPC) and FDOT District 5, the Lake~Sumter MPO is achieving a high level of regional planning coordination. Most notably, the MPO is conducting regional planning encompassing the complete two-county region of Lake and Sumter counties. Furthermore, the MPO is engaged in regional planning activities including projects between the Lake~Sumter MPO and neighboring MPOs like MetroPlan Orlando, the Ocala/Marion TPO, the River to Sea TPO (formerly the Volusia TPO), and the Polk County TPO, and with other regional entities such as LYNX, the regional transit authority for Orange, Seminole and Osceola counties.

### *Central Florida MPO Alliance (CFMPOA)*

The Lake~Sumter MPO is a party to the CFMPOA. In addition to the Lake~Sumter MPO, five other Central Florida MPOs are members of the organization: the Ocala/Marion County TPO; the River to Sea TPO (Volusia, Flagler); the Space Coast TPO (Brevard); the Polk County TPO; and MetroPlan Orlando (Orange, Seminole, Osceola). This effort was



pursued in recognition of the fact that there are many transportation issues that are shared with, and impact, the Central Florida Region. Thus, the Central Florida MPO Alliance was created as a natural extension of the existing cooperation among the six MPOs and nine counties of Central Florida. This alliance, which meets on a quarterly basis, has been created to identify regional opportunities and to resolve regional transportation issues. The staffs of the MPOs and FDOT conduct the work effort required to support the transportation planning process. The CFMPOA now serves as a model to other regions on regional coordination. The CFMPOA now has an integral role in developing annual regional recommendations for project funding through the Transportation Regional Incentive Program (TRIP). Furthermore, the CFMPOA has emerged as the regional catalyst for multi-modal approaches to transportation, including commuter rail and other mass transit modes. The greatest accomplishment of the CFMPOA occurred in 2013 when the group took unprecedented steps to create a Regional List of Priority Projects that includes Florida Strategic Intermodal System projects, regional transit projects and regional trail projects, including the Central Florida Coast-to-Coast Trail.

#### *2013 Transit Development Plan (TDP) Major Update*

The Lake~Sumter MPO completed development of the Lake County 2008 Transit Development Plan (TDP) in 2007/08, the first TDP for Lake County and the Lake~Sumter MPO. The first major update of the TDP was approved in October 2013, with the new plan addressing the three urbanized areas within the two-county MPO Area. Just as the original TDP was incorporated into the multi-modal *Transportation 2035*, adopted in December 2010, the new TDP resulting from the major update will be incorporated into *Transportation 2040*, to be adopted no later than December 2015.

#### *Transportation 2035: 2035 Long Range Transportation Plan*

The Lake~Sumter MPO commenced development of the 2035 Long Range Transportation Plan in FY 2007/08, with a transportation revenue study and 2005 and 2035 socioeconomic data. The multi-modal plan was adopted December 8, 2010. The plan takes a different approach than the 2025 plan by shifting some resources away from traditional road-widening projects and focusing those resources on transit. The plan is based on an analysis of current trends versus a visionary multi-modal network that includes transit along the US 441, SR 50, US 27 and SR 19 corridors. The 2035 Transportation Plan includes recommendations to local governments regarding shifts in land use policy to allow for transit-oriented development. Work will continue throughout 2014 and 2015 to development the 2040 Long-Range Transportation Plan, *Transportation 2040*.

#### *Efficient Transportation Decision Making (ETDM)*

MPO staff continues to train on the implementation of the Efficient Transportation Decision-Making (ETDM) process. The primary concept behind ETDM is to create linkages between transportation, land use and the environment by facilitating early involvement in the planning process of regulatory agencies and the public. This involvement will allow for identification, as early as feasible, of potential "fatal-flaws" or other issues that could hinder or halt development of a particular transportation project. The Lake~Sumter MPO is the local lead agency in ETDM planning screenings and facilitates communication between FDOT and member governments in order to receive thorough comments on



projects filtered through the ETDM process. Projects under consideration for inclusion in *Transportation 2035* were systematically screened before the needed projects list was finalized. ETDM was an integral component to implementation of *Transportation 2035*.

#### *Bicycle/Pedestrian Initiatives*

The MPO completed in 2013 a three-year study of safety issues around schools. That study has resulted in a major safety initiative to focus on the two-mile zone around each school. In addition, the Lake~Sumter MPO is working closely with Lake County and all the municipalities on implementation of the countywide Master Trails Plan, adopted by Lake County on July 15, 2008 and the MPO on July 23, 2008. The South Lake Trail (Clermont to Groveland) continues as a top MPO priority due to its inclusion as part of the Central Florida Coast-to-Coast Trail. The MPO's newest trail priority is a connection from Tavares and Mount Dora to Orange and Seminole counties via the Wekiva Trail. Meanwhile, the City of Leesburg continues to be a tremendous catalyst for trails projects within that community.

#### *Wekiva Parkway and Wekiva Trail*

FDOT and the Orlando-Orange County Expressway Authority (OOCEA) conducted a PD&E study for the Wekiva Parkway and SR 46 projects. The project would complete the Orlando beltway and provide a six-lane connector into Mount Dora via SR 46 and a newly-aligned CR 46A in Lake County. Preferred alignments have been determined for the various segments of the project. One segment of SR 429 in Lake and Orange counties is currently under construction as a design-build project. The other segments of the \$1.6 billion project are under design with right-of-way acquisition and construction to continue through FY 2020/21.

At the request of the government agencies and stakeholders following the Assessment of Multi-Use Trail Accommodation and under the direction of the FDOT D5 Secretary, a Wekiva Trail Feasibility Study was completed in 2011. The MPO managed the PD&E phase and will coordinate with FDOT on the PE phase for each segment of the Wekiva Trail planning and design with the Wekiva Parkway design-build project.

#### *Transportation Management System (TMS)*

The Lake~Sumter MPO entered into an interlocal agreement with Lake County, Sumter County, all 14 municipalities in Lake County and the City of Wildwood to manage their transportation management systems, which includes state-mandated transportation concurrency requirements applicable to most. The agreement was effective Jan. 1, 2008, and stipulates that each local government will forward development order requests to the MPO for transportation concurrency review. The MPO will assist local governments in any projects that result in level of service adjustments or proportionate fair share agreements. By virtue of the enactment of 2009's SB 360, and by virtue of the removal of transportation concurrency as a Florida statutory mandate, the MPO is working individually with each local government on the transition away from the state mandate. Some local governments are choosing to maintain transportation concurrency by local ordinance. Other local governments are opting to remove transportation concurrency from ordinances and rely on dual-rational-nexus-test mitigation of impact fees to address road capacity concerns. The MPO's forthcoming Congestion Management Process will assist in addressing means through which to preserve capacity while managing

congestion and addressing projects to be funded through specified mechanisms, such as development-based fees and proportionate share payments.

#### *Crash Data Management System (WebCDMS)*

The Crash Data Management System is a web-based, two-county custom tool suite that helps address engineering and safety issues through the analysis of crash data. The WebCDMS tools are adapted to target safety concerns through the 4E approach (engineering, enforcement, education and emergency management), as well as integrating the State of Florida's Strategic Highway Safety Plan Emphasis Areas. The significant aspects of the WebCDMS are that it is regional in scope, focuses on incidents and incident types and addresses potential countermeasures to correct safety deficiencies. The WebCDMS tools include query based thematic mapping, collision diagramming, multi-selection comparison charts, SQL query building tools, and data sharing functionality. It can be used to easily identify high crash frequency locations and be utilized to communicate findings using detailed, user-defined reports. A key aspect of the WebCDMS is the ability to cross-reference county and state data sources to assess both regional and local crash related issues.

### **Status of Area Highway Projects**

#### *US 27*

As a Strategic Intermodal System (SIS) facility from Florida's Turnpike in the southern Leesburg area south into Polk County, US 27 is a north-south spine for the Florida peninsula. Construction to six lanes is complete in Minneola and Clermont from CR 561 (west) to Lake Louisa Road and is complete in the Four Corners area of southeast Lake County from Boggy Marsh Road to US 192 and Polk County. Construction of the final segment between Lake Louisa Road and Boggy Marsh Road is an MPO priority for SIS funding. Also requested for study is a portion of US 27 in Minneola and Groveland from CR 561 (west) to Florida's Turnpike.

#### *US 301 and I-75/CR 514 Interchange*

Providing north-south mobility in Sumter County, the arterial is a major spine for Sumter County, Bushnell, Coleman, Wildwood and The Villages. US 301 in northern Sumter County is a successful public-private partnership thanks to the completion of the four-lane facility from Wildwood to Marion County by The Villages, a developer of a DRI. A Planning Development and Environment (PD&E) will begin in 2014/15 for the corridor south of Wildwood and SR 44. Also the subject of PD&E is the CR 514 Interchange with I-75. The proposed interchange is just west of US 301 near Coleman and the two studies will be coordinated due to the interrelationship of the facilities.

#### *US 441*

US 441 has been a top priority of the MPO since the creation of the agency. The Planning Development and Environment (PD&E) Study for US 441 was completed in the spring of 2003. US 441 is a regionally significant corridor due primarily to the urban activity along the corridor from Marion County to Orange County. The corridor was improved in the center of Lake County expanding to the north and to the south. Improvements are complete from Dixie Avenue (SR 44) in Leesburg to SR 44 in Mount Dora. Construction of the intersection of US 441 and US 27 (Perkins Street to north of Griffin Road) is complete; ROW acquisition is underway for Mills Street to Perkins Street. From Leesburg

north, US 441 is joined by US 27. Construction is underway from Martin Luther King, Jr. Boulevard to Lake Ella Road in Fruitland Park. The final segment north, which is programmed for construction in 2018/19, is from Lake Ella Road to Avenida Central in Lady Lake. The segment in Sumter County from Buenos Aires to the Marion County line has recently been improved by adding continuous right turn lanes for a total of six lanes. The south end of US 441 from SR 44 to SR 46 is under design and will eventually link to the Wekiva Parkway project.

#### *SR 46 – Wekiva Parkway SR 429*

The Wekiva Parkway project will result in a four-to-six-lane arterial facility from US 441 in Mount Dora to the new SR 429 (Wekiva Parkway) in Orange County. The SR 46 designation would be co-designated with SR 429 from the systems interchange of SR 46 and SR 429 to a point east at an interchange with the new alignment of CR 46A in Lake County, at which point SR 46 would parallel SR 429 as a toll-free two-lane service road into Seminole County. A portion of the existing SR 46 two-lane facility in the communities of Sorrento and Mount Plymouth would be turned over to Lake County for maintenance as a county road. Design-build for the first segment of the project is to be completed December 2014.

#### *SR 50*

SR 50 has been a major priority of the MPO since the agency's inception. Construction is complete in Lake County from US 27 to Florida's Turnpike in Orange County, with the final segment completed in 2013 - the interchange of SR 50 and US 27. The facility is policy constrained to four lanes west of US 27 in Clermont to Groveland, where design of a realignment of the facility is to be completed in 2014. The realignment in Groveland will correct conflicts at SR 33 and SR 19, which are major two-lane trucking corridors.

#### *SR 19*

The two-lane facility between CR 561 in Tavares and CR 48 in Howey-in-the-Hills was the subject of a PD&E study completed in 2013. Design funds will be completed FY 2014/15. The study resulted in federal funds for the replacement of a 3,300-foot-long bridge that was built circa 1950.

#### *CR 466A*

The CR 466A corridor connects US 301, in Wildwood, to US 441/27, in Fruitland Park. This regionally significant corridor has been designed in Lake County from the Sumter County line to US 441/27 as a four-lane roadway. A state grant has been provided to accomplish one of three phases in Fruitland Park. Another grant request is pending to accomplish Phase 3. The Villages has completed construction to four lanes within Sumter County, from Powell Road/C-462 to Lake County. At the request of Wildwood, Sumter County is widening to three lanes the remaining portion in Wildwood, from Powell Road/C-462 west to US 301.

#### *CR 470 Corridor*

A corridor connecting four Strategic Intermodal System facilities (SR 44, I-75, CSX S-Line and Florida's Turnpike) as well as US 301 and US 27, the 470 Corridor has been studied for widening to four lanes and has been targeted by both counties and Wildwood and Leesburg as an economic development corridor. Lake County has designed a portion from

the Sumter County Line to just east of US 27. Wildwood and Sumter County executed in 2010 a DRI Proportionate Share Agreement that obligates the Landstone DRI to building a portion of C-470 from CR 501 to the western ramps of Florida's Turnpike. The corridor is a priority for a state grant award for a new bridge over Florida's Turnpike to accommodate the two additional needed lanes. Discussions are also underway to potentially transfer the county corridor to the state system due to its effective connectivity among the SIS facilities and the economic development potential.

#### *Minneola Interchange and Network*

Florida's Turnpike Enterprise is prepared to perform a design-build of the interchange in Minneola at Milepost 279 once commitments are executed by the landowner of the Hills of Minneola DRI to dedicate the land for the interchange and to construct a road connection north of the interchange to CR 561A. Meanwhile, Lake County is committed to construction a four-lane road North Hancock Road to the interchange accomplishing a connection south to SR 50 and to construct a four-lane Citrus Grove Road west of the interchange to US 27. The project is pending commencement in 2014.

### **Status of Transit and Bicycle & Pedestrian Projects**

#### *Public Transportation Coordination*

Lake~Sumter MPO provides planning assistance for the Public Transportation Program for Lake County and Sumter County. Lake~Sumter MPO staff coordinated the planning effort for the Transit Development Plan/Transportation Disadvantaged Service Plan update for the Lake and Sumter County Board of County Commissioners serving as the Community Transportation Coordinators (CTC). A primary purpose of this effort is to develop goals and objectives that will help establish short-term and long-term plans for transit system development in the planning area. These goals and objectives will also maintain consistency with the goals, objectives, and policies developed previously for the Transportation Elements of the Lake and Sumter County Comprehensive Plans.

#### *2008 & 2013 Transit Development Plan Major Updates*

The MPO took the lead in developing the Lake County 2008 Transit Development Plan; and the 2013 Transit Development Plan which serves as the planning, development, and operational guidance document, based on a ten-year planning horizon and covers the year for which funding is sought and the nine subsequent years. The TDP lays out our strategy as to how the transit system will grow. The 2013 Transit Development Plan included the entire Lady Lake/Villages urbanized area covering Lake, Sumter and Marion Counties. The MPO managed the development of the three (3) annual updates for the 2008 Transit Development Plan that were used in developing the FDOT's five-year Work Program, the Transportation Improvement Program, and FDOT's Program and Resource Plan. The TDP process required a great deal of public participation and the MPO followed the adopted Public Participation Plan that has been reviewed by the Federal Transit Administration and the Federal Highway Administration. The 2013 Transit Development Plan was approved by the Lake County BCC and the MPO Governing Board at their October 2013 meetings.

### *Central Florida Coast-to-Coast Trail – South Lake Trail and South Sumter Connector Trail*

A major regional priority of the Central Florida MPO Alliance, the Central Florida Coast-to-Coast Trail is a concept of connecting existing trail facilities to create a continuous 275-mile showcase trail from Titusville to St. Petersburg. The largest gap preventing a coast-to-coast connection is in Lake and Sumter counties. From Orange County and the West Orange Trail west into Lake County, the South Lake is built through Minneola and Clermont to east Groveland. The trail has been designed through Groveland to Mascotte but still requires design from Mascotte west to the Van Fleet Trail in Sumter County. The trail alignment requires a PD&E study from the Van Fleet Trail west through Sumter County into Hernando County to the Withlacoochee State Trail and the Good Neighbor Trail. FDOT is working closely with the MPO and other MPOs to accomplish the coast-to-coast connection.

### *Wekiva Trail*

Lake County, the City of Leesburg, the Town of Lady Lake, the City of Fruitland Park and FDOT have worked in partnership on a PD&E study for the north-south Gardenia Trail. Completion was summer 2009, and now each municipality is pursuing design, right-of-way and construction funding. Leesburg is taking the lead of expanding the regional trail network in the community by leading efforts to construct a trail from downtown Leesburg west to the Sumter County Line. The facility would enable a potential future connection to Wildwood in Sumter County possibly along SR 44.

## Planning Priorities

---

### *MPO Staffing Process*

As stated in a previous section, Governor Jeb Bush designated Lake~Sumter MPO on December 9, 2003. The MPO has now, as of the FY 2014/15, hired an executive director, a MPO project manager, two transportation planners, a geographic information systems (GIS) manager, an executive staff assistant and an administrative office associate. The Governing Board authorized in 2011 the creation of a part-time transportation planning associate position as the budget allows; the position has not been filled to date. For nine (9) years, the MPO has been fully operational in an independent office location in Leesburg, Florida. This portion addresses the additional Lake~Sumter MPO needs as follows:

1. Re-apportionment of the MPO Governing Board to increase to two Sumter County voting members and one Wildwood voting member that would rotate with the other Sumter County municipalities, as they grow and become more involved with the MPO. The Reapportionment/Redesignation Plan was approved by the Governing Board February 2010 and transmitted to FDOT and the Governor's Office April 2010 for review and approval. This priority was achieved as of October 2010 when Governor Charlie Crist approved the MPO Redesignation Plan.
2. New technologies, including computers and software for existing staff members Workstations are almost up-to-date and major strides will be made this year to achieve 21<sup>st</sup> century technologies, including advances toward GIS.
3. Expansion of Transportation Library for MPO.



4. Establishment of operational partnerships with Lake County and other MPO members. The MPO has evolved the Transportation Management System to include traffic count management, crash data management and congestion management.
5. Refinement of By-Laws to more effectively address needs of membership. The bylaws were amended December 2010 to add the two additional votes, Sumter County and an at-large rotating municipal voting seat.
6. Regional partnerships will be enhanced among Lake, Sumter and Marion counties, as well as Orange, Seminole and Osceola counties, Polk County and Volusia County.
7. Fixed-route transit has quickly become a major priority of the MPO and is a linkage among the governmental jurisdictions. South Lake communities continue to work toward a commencement of fixed-route transit services.
8. With a BPAC under the MPO's umbrella, bicycle and pedestrian needs are now at the forefront of the MPO's purview.
9. The MPO through its independent role as transportation resource and research outlet will take the lead in helping the local municipalities and incorporated areas to plan for the desired character and feel of their community.

#### *Transit and Para-Transit Planning*

The Transit Operations Plan (TOP) is adopted for Lake County, resulting in fixed-route transit, the LakeXpress, along the US 441 corridor. A Transit Development Plan for Lake County, the 2008 TDP, was adopted August 2008 and the 2013 major update was adopted in October 2013. The entire Lady Lake/Villages urbanized area and the South Lake County portion of the Orlando urbanized area was included in the 2013 TDP making Sumter County eligible as a direct recipient of FTA 5307 funds and South Lake County eligible for an expansion of the LakeXpress service area. Lake County continues to fund LYNX service in South Lake County, Link 204 Express Bus service to downtown Orlando and Link 55 in the Four Corners area of South Lake.

#### *Transportation Improvement Program*

Lake~Sumter MPO staff will work with the Technical and the Citizens' Advisory Committees and the BPAC to achieve consensus on all adopted documents. By July 15 of each year, the MPO Governing Board will develop and adopt the annual Lake~Sumter MPO TIP. The TIP will be based upon the adopted priorities established each year by September 1st and by the funding priorities of partnering agencies such as FDOT and the two counties, as well as private development funds.

#### *List of Priority Projects*

An annual process is established by the MPO to prioritize unfunded transportation needs. Typically by August of each year, the MPO adopts the List of Priority Projects via a series of tables based on various funding sources ranked in terms of funding priority. The MPO has adopted a criteria matrix to provide data to support the process. The MPO also basis prioritization on production versus planning and on matching funds from local sources or private sources.

### *Implementation of ETDM*

The Lake~Sumter MPO will continue to work with FDOT in 2014/15-2015/16 to prioritize and screen projects as they come to the forefront in the funding process. MPO staff assists FDOT with the Sociocultural Effects comments and summary during the District Environmental Technical Advisory Team (ETAT) reviews for these projects.

### *Air Quality*

As of February 2014, the MPO had not yet received formal notification of Lake County's air quality status. Meanwhile, the US Department of Environmental Protection had undertaken a review of air quality monitor readings that could lead to a change in standards that would result in Lake County becoming a non-attainment county in terms of air quality. This specifically pertains to ground level ozone. Currently averaged at 70 parts-per-billion, the new EPA ruling could place the standard between 60 and 70 ppb, thus triggering new air quality requirements for the Lake~Sumter MPO. The MPO will closely monitor this unfolding scenario and will be prepared to address federal air quality requirements should the standards be adjusted resulting in non-attainment status for Lake County.

### *Sustainable Community Planning*

The Lake~Sumter MPO will strive to advance programs that support the national Sustainable Communities initiative. In June 2009 the Partnership for Sustainable Communities was formed by the U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Transportation (DOT), and the U.S. Environmental Protection Agency (EPA). These three agencies have pledged to ensure that housing and transportation goals are met while simultaneously protecting the environment, promoting equitable development and helping to address the challenges of climate change. The following Livability Principles are guiding their work:

- Provide more transportation choices
- Promote equitable, affordable housing
- Enhance economic competitiveness
- Support existing communities
- Coordinate and leverage federal policies and investment
- Value communities and neighborhoods

## Public Involvement Plan

---

Substantial changes or amendments to the UPWP will be done after the public has been notified of intent to modify the plan, and only after the public has had 45 days to review and comment on the proposed substantial changes.

The MPO public participation plan provides the public with many opportunities to comment on 2014-2016 UPWP including but not limited to the following:

- 45-day comment period on the draft 2014/15-2015/16 UPWP



- Public Meetings on specific transportation projects including the UPWP
- MPO Website: [www.LakeSumterMPO.com](http://www.LakeSumterMPO.com) where the draft UPWP document is available for viewing and/or download
- MPO Governing Board and Committee meetings (TAC, CAC, BPAC, TDCB), Public Hearing held at the April 2014 MPO Governing Board Meeting

The MPO mailing list includes, civic associations, clubs, municipal governments, newspapers, concerned citizens and all attendees to any of the transportation related public meetings held in the MPO planning area.

## Work Program Task Sheets

---

The Lake~Sumter MPO fiscal year 2014/15-2015/16 UPWP, covering the fiscal year from July 1, 2014, to June 30, 2016, was developed by MPO staff, in cooperation with the FDOT and members of the MPO's TAC, CAC and BPAC; and most importantly, the MPO Governing Board.

This section of the UPWP documents each specific transportation planning task to be undertaken during fiscal years, 2014/15-2015/16 including the purpose of the task, previous work accomplished, proposed methodology to accomplish tasks, responsible agencies, cost estimates, and proposed funding sources. The Work Program is broken down into seven major categories of activity, some of which are further broken down into individual tasks. The final section of the UPWP contains the appropriate tables, including a task element index, summary of estimated expenditures for the previous UPWP, and a summary of proposed expenditures by responsible and participating agencies and funding sources.

## 1.0 Administration

This section includes those tasks necessary to manage and support both the planning staff and the planning process. Tasks include staff management, financial management and payroll activities, technical support from FDOT, partnering activities among all of the agencies involved in the MPO process, capital equipment purchases and replacements, public involvement and information, development of the UPWP and staff budget, development and update of the Transportation Improvement Program (TIP), and printing and copy costs.

The MPO will provide staff support for approximately 60 meetings each year. In addition, the MPO staff is responsible for updating the Long Range Transportation Plan (LRTP), the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the List of Priority Projects (LOPP), the Transit Development Plan (TDP) and the Lake and Sumter Counties Transportation Disadvantaged Service Plans (TDSP). The staff is also responsible for implementing the MPO's adopted Public Involvement Process and for updating it each year. Additionally, the MPO staff works closely with the MPO Governing Board in developing an annual operating budget.

Positions contributing to the task of Administration includes the following MPO personnel: Executive Director, Project Manager, two (2) Transportation Planners, GIS Manager, Executive Staff Assistant and an Administrative Office Associate.

## Task 1.0 Administration

Responsible Agency: MPO

Total Task Cost: \$ 204,960

| Funding Source          | FY 2014/15        | FY 2015/16        | 2 Year Total      |
|-------------------------|-------------------|-------------------|-------------------|
| FHWA PL Funds - Federal | \$ 102,480        | \$ 102,480        | \$ 204,960        |
| <b>Total Funds</b>      | <b>\$ 102,480</b> | <b>\$ 102,480</b> | <b>\$ 204,960</b> |

### Objective:

To guide and effectively manage the tasks in the Unified Planning Work Program (UPWP), to maintain an effective and efficient continuing, cooperative and comprehensive (3-C) transportation planning process, and to meet the needs of the member local governments and all federal and state requirements.

### Previous Works:

Expanded total staff in FY 2008/09 to seven (7) permanent positions and one (1) temporary position. In addition to an executive director, the MPO employed a senior transportation planner, MPO project manager, transportation planner, GIS manager, executive staff assistant and administrative office associate.

Developed a Continuity of Operations Plan (COOP) in FY 2007/08 that can be implemented in the event of a natural or man-made disaster. The plan addresses issues such as alternate meeting site(s) for the MPO, MPO member notification and functions the MPO may serve in an emergency situation. Other elements of the plan include policies and procedures that pertain to alternate work sites; back-up of storage data, including MPO work products, distribution lists, Geographic Information System data layers, etc.; communication lines with MPO staff, FDOT District, local governments, emergency response team, as well with the MPO's customers.

Assessed and developed policies in FY 2007/08 correcting deficiencies, under Federal or State requirements, including the creation and adoption of MPO Governing Board policies concerning Disadvantaged Business Enterprises (DBE) and Title VI requirements.

Enhanced the MPO's partnership with Sumter County in FYs 2005/06-2007/08, in both the MPO Area as well as MPO Planning Area encompassing the entire county. Coordinated MPO efforts with the City of Wildwood (Sumter County). Given this increased coordination, and in anticipation of the City of Wildwood becoming part of the updated Lady Lake/Villages Urbanized Area following the 2010 Census, the MPO approved in February 2010 a Reapportionment/Redesignation Plan to include all of Sumter County within the MPO Area and to include an additional Sumter County Board of County Commissioner vote for a total of two Sumter County voting

members and to add a rotating At-Large Representative vote rotating among the five Sumter County municipalities of Bushnell, Center Hill, Coleman, Webster and Wildwood.

The MPO adopted a Limited English Proficiency Plan (LEP) in January 2012. The LEP plays an integral role in the planning process. This document provides guidance for assisting persons with limited English proficiency to ensure accessibility to the MPOs programs, plans and services.

## **Methodology:**

### STAFF SUPPORT

- 1.0.1 Provide staff support and administration to the MPO and its committees by developing meeting schedules, providing technical assistance, compiling and producing agendas, providing minutes of meetings, conducting research, and completing directives of the board. (Ongoing throughout fiscal year)
- 1.0.2 Monitor, evaluate and amend the FY 2014/15-2015/16 UPWP as needed. MPO Committees will participate in the approval process for the UPWP. (Adoption April 2014; monitoring ongoing)
- 1.0.3 Continue coordination with and/or participation in the Metropolitan Planning Organization Advisory Council (MPOAC), Central Florida MPO Alliance (CFMPOA), the West Orange-South Lake Transportation and Economic Development Task Force, myRegion.org, the East Lake Northwest Orange Working Group, and other regional transportation planning organizations. (Meetings are monthly, quarterly, or on an as-needed basis, with special events throughout year)
- 1.0.4 Monitor legislative actions on the Federal, State and local level that affect the transportation system and transportation planning activities in the Lake~Sumter MPO Planning Area. (Milestones occur throughout the year for each level of government)
- 1.0.5 Research and propose, for MPO Governing Board adoption when appropriate, updates to the rules and/or procedures for the day-to-day operation of an MPO (i.e. personnel, budgeting, audits, by-laws, etc.). (Ongoing throughout fiscal year)
- 1.0.6 Purchase additional and/or repair office equipment, as needed, following guidelines set forth in the FDOT MPO Program Management Handbook. (Ongoing throughout fiscal year)
- 1.0.7 Conduct or participate in other planning or coordination activities, as directed by the MPO Governing Board or committees. (Ongoing throughout the fiscal year)

- 1.0.8 Complete progress reports and invoices in timely and accurate fashion through effective management of MPO staff and resources. (Monthly and quarterly)
- 1.0.9 Develop all essential documentation for new upcoming MPO Annual State Certification. (Process begins January of each year and will conclude by May)
- 1.0.10 Continue to refine policies and bylaws for the MPO and its committees. The intent is to improve procedures and policies for the MPO Governing Board, the MPO Technical Advisory Committee (TAC), the MPO Citizens' Advisory Committee (CAC) and the MPO Bicycle & Pedestrian Advisory Committee (BPAC) in an interest of better fulfilling the requirements of the Federal Highway Act of 1962, Federal Highway Act of 1974 and Section 339.175 of the Florida Statutes. (On-going throughout the fiscal year)
- 1.0.11 Continue to refine policies and procedures for the MPO Task Force areas: East Lake Task Force, South Lake Task Force, LakeXpress Task Force, North Lake Task Force, and the CR 470 Corridor Task Force. (On-going throughout the fiscal year)
- 1.0.12 Administer minor updates for the Transportation Disadvantaged Service Plans for Lake and Sumter Counties as defined in the Florida Statute, Chapter 427. (On-going throughout the fiscal year)
- 1.0.13 Develop a five-year business plan component in FY 2014/15 that generally describes major planning efforts anticipated to occur in years two and three of the next three years. The plan estimates the funds that will be required for each task to illustrate the need to maintain PL carry-over balances in excess of 50% of the MPO's annual allocation. (Annual updates)
- 1.0.14 Prepare draft of the FY 2016/17-2017/18 UPWP, with adoption by April 2016 (Spring 2016)
- 1.0.15 Monitor potential changes to EPA air quality standards regarding ground-level ozone in Lake County and develop strategies to comply with new federal standards should Lake County be designated as a non-attainment area. (As federal rules are amended)
- 1.0.16 Perform outreach with private-sector or quasi-public advocacy groups in order to build consensus on transportation initiatives, groups including but not limited to chambers of commerce and economic development entities, environmental groups, tourism development groups, health and wellness groups, running, cycling and trail groups, etc. (Ongoing)
- 1.0.17 Administer 5305(d) funds to administer Transit planning efforts within the MPO planning area. (On-going throughout the fiscal year)

- 1.0.18 Administer and perform project management efforts for the Transportation Management system (TMS), Pavement Management Program, (PMP), Geographic Information System Services (GIS), Crash Data Services (WebCDMS), and other special projects as needed. (On-going throughout the fiscal year)

### AUDIT

Continue MPO audit in accordance with the minimum schedule. The audit will meet Federal Management Regulations and Office of Management and Budget Circular A-133, with attachments under the single audit concept. (Working with supporting agency, Lake County Finance Department; conducted annually)

### TRAINING

Provide training and continuing education opportunities to staff members in various technical areas through conferences, workshops and professional development opportunities that may include travel throughout Florida, and in some cases, national travel. Utilize annual training opportunities for MPO Governing Board members through the MPOAC and the University of South Florida Center for Urban Transportation Research (CUTR). (Ongoing throughout fiscal year)

### **End Product:**

- Effective and efficient management of the local 3-C planning process, including active participation by public agencies and citizens; all required management documents; and adoption of required policies.
- Five-Year Business Plan.

Results from this task will include:

- Implementation of FY 2014/15-2015/16 UPWP.
- Refined MPO Bylaws.
- Enhanced MPO Committee and Task Force Areas procedures.
- Updated Legislative Priorities.
- Enhanced two-county regional coordination.
- Community consensus on transportation.

## Task 1.1 State Assistance

Responsible Agency: FDOT

Total Task Cost: \$ 226,023

| Funding Source     | FY 2014/15        | FY 2015/16        | 2 Year Total      |
|--------------------|-------------------|-------------------|-------------------|
| FDOT Soft Match*   | \$ 113,011        | \$ 113,011        | \$ 226,023        |
| <b>Total Funds</b> | <b>\$ 113,011</b> | <b>\$ 113,011</b> | <b>\$ 226,023</b> |

### Objective:

PL 112 To provide guidance and technical assistance to the MPO, MPO staff, and various committees and task forces, as requested, or required by FDOT policy.

FTA 5305(d) To provide guidance and technical assistance to the MPO staff and various committees, as requested or required by FDOT policy and the Joint Participation Agreement for the FTA Section 5305(d) Grant Application.

TD GRANTS To provide administrative support to Lake County and Sumter County for Transportation Disadvantaged Coordinating Board (TDCB) administration.

### Previous Works:

The MPO has received technical and administrative assistance from FDOT in support of the Metropolitan Planning Program in Lake and Sumter Counties.

- Joint Participation Agreement (JPA) among Lake~Sumter MPO, Lake County, Sumter County and FDOT.
- Coordination of MPO's Long Range Transportation Plan (LRTP), *Transportation 2035*, adopted December 2010.
- MPO and District 5 cooperation in updating the Central Florida Regional Planning Model, version 6 (CFRPM-VI), for the next cycle of the LRTP update schedule. Traffic analysis zones have also been modified for the model update (CFRPM-VI), Year 2010 socioeconomic data has been developed for CFRPM-VI Model Validation, and Year 2040 socioeconomic data development has commenced.



**Methodology:**

- 1.1.1 Please refer to the document entitled, "FDOT District Five General Planning Activities & Specific Tasks, FY 2014/15 & 2015/16 UPWP" Appendix C for a description of FDOT District Five tasks and activities related to the UPWP. These tasks, unless otherwise noted, are ongoing throughout the fiscal year.

**End Product:**

Results of this task will include:

- Proper and timely response to management and technical problems and requests.
- State match to assist in the timely and successful completion of FTA-sponsored activities.
- An updated Central Florida Regional Planning Model.
- An updated Florida Traffic Information CD.

## 2.0 Data Collection

This section includes those tasks necessary for the collection and maintenance of transportation data used for analysis and planning purposes by the local governments and used in developing transportation studies. These tasks include receipt of traffic count information from FDOT; managing the traffic count programs and collecting traffic counts for Lake and Sumter Counties; collection of crash data provided by State of Florida and maintaining an online crash data management system, WebCDMS; and collection and maintenance of data utilized in the MPO's Geographic Information Systems (GIS) data-base.

## Task 2.0 Data Collection

Responsible Agency: MPO

Total Task Cost: \$ 102,480

| Funding Source          | FY 2014/15       | FY 2015/16       | 2 Year Total      |
|-------------------------|------------------|------------------|-------------------|
| FHWA PL Funds - Federal | \$ 51,240        | \$ 51,240        | \$ 102,480        |
| <b>Total Funds</b>      | <b>\$ 51,240</b> | <b>\$ 51,240</b> | <b>\$ 102,480</b> |

### Objective:

To monitor changes in traffic-related characteristics within the MPO planning boundary. To compare existing characteristics with projections to anticipate planning needs and activities. To build a data repository of information to support regional transportation efforts.

### Previous Works:

Lake and Sumter Counties maintained historical traffic and public transportation-related data, such as traffic counts, accident data, roadway inventories, level of service, financial information and service area. Maintenance of the Road Segment Inventory Database. The MPO, Lake County and Sumter County, coordinated data sharing and contribute to a comprehensive GIS initiative.

Rebuilding and enhancing the Transportation Management System as a database to manage its regional transportation for local governments. The database for Lake County continues to be a checkbook system that tracks Annual Average Daily Traffic Counts (AADTs) plus approved trips that are either vested or reserved through an encumbrance process. Meanwhile, Sumter County and Wildwood have systems managed by the MPO that are based on projected growth rates, but each is open to track approvals.

The MPO has worked with FDOT District 5 and neighboring MPOs in the update of the district-wide Central Florida Regional Planning Model (CFRPM). Work has commenced on the update, which will be the data basis for the MPO's 2040 Long Range Transportation Plan.

Developed safety program based on data from the Crash Data Management System (WebCDMS) constructed as a two-county GIS for Lake County and Sumter County. The system includes crash incident locations, crash characteristics and potential countermeasures to correct deficiencies.

## Methodology:

- 2.0.1 Update the Transportation Management System (TMS) databases for Lake County and Sumter County. This task will be performed by MPO staff, with assistance from consulting firms, under contract. (Annually in the Spring, or on as-needed basis)
- 2.0.2 Assemble a Transportation Management System Annual Report for each county for distribution to the MPO Governing Board, committees and public. (January 2015 and January 2016)
- 2.0.3 Update the TMS with traffic counts within the planning area, collected by the State. (Upon completion of the state's annual count program update; Completion by September 2015 and by September 2016)
- 2.0.4 Manage a traffic count program for the MPO planning area that includes county and municipal traffic count collection efforts to update and maintain the MPO's regional Transportation Management System. (Annually)
- 2.0.5 Work with Lake and Sumter Counties, as well as local law enforcement agencies, to further enhance a regional system of collection and compilation of crash statistics to identify high hazard intersections and other roadway safety issues. The Crash Data Management System (WebCDMS) is a custom tool suite that helps address engineering and safety issues through the analysis of crash data. WebCDMS tools are adapted to target safety concerns through the 4E approach (engineering, enforcement, education and emergency management), as well as integrating the State of Florida's Strategic Highway Safety Plan Emphasis Areas. (Ongoing)
- 2.0.6 Provide a list of high hazard intersections and roadway segments. (Annually)
- 2.0.7 Continue to serve as a technical resource to the Lake County Community Traffic Safety Team (CTST) and the Sumter Traffic Safety Working Group (TSWG), providing data review and expert technical assistance. (Ongoing throughout fiscal year)
- 2.0.8 Work with local governments in Lake and Sumter Counties to collect the required data for maintenance of the Transportation Management Systems (TMS) (see Task 4) which provides the basis for the MPO's Congestion Management Process (CMP). The TMS and CMP provide a systematic process for managing congestion that provides information on transportation system performance and on alternative strategies for alleviating congestion and enhancing the mobility of persons and goods. (Ongoing throughout fiscal year)
- 2.0.9 Assist local governments in compiling data inventories related to the TMS, CMP and WebCDMS. (Ongoing throughout fiscal year)

- 2.0.10 Enhance a comprehensive Geographic Information System (GIS). (Ongoing throughout fiscal year)
- 2.0.11 Serve as Program Manager to Sumter County, the City of Leesburg, the Town of Lady Lake and the City of Tavares for their Pavement Management Programs using a consulting firm under contract to the MPO with the primary task of developing a prioritized list of maintenance and repair needs for each program. (Annually/Ongoing throughout fiscal year)
- 2.0.12 Update Census Areas, Urban Boundaries and Functional Classification incorporating the 2010 MPO database to incorporate 2010 Census data; analyze new data for utilization in MPO short-range and long-range planning efforts. (updated in 2014-2015)
- 2.0.13 Develop the CFRPM-VI data for the Base Year (2010) and the E+C Network Horizon Year (2040). Validate the Base Year (2010) trip generation, trip distribution, modal split and highway and transit trip assignment. Create alternative network and land use scenarios. Develop cost feasible network. (Ongoing through model adoption in July 2015)

**End Product:**

Results of this task will include:

- Current Transportation Management Systems (TMSs) for Lake County, Sumter County and the City of Wildwood.
- A two county traffic count database managed and maintained by the MPO that supports the needs of the regional Transportation Management System, Lake County, Sumter County and each municipality within the MPO planning area.
- Transportation Management System Annual Report for Lake and Sumter Counties.
- Crash Statistic Database for Lake and Sumter Counties.
- A list of high-hazard intersections and roadways.
- A comprehensive GIS for the Lake~Sumter region and its surrounding areas.
- Reports developed from databases, as required for monitoring changes in system activity.
- Updated data for use with the Central Florida Regional Planning Model, version 6 (CFRPM-VI).
- Updated regional transportation model and cost feasible network to develop the 2040 LRTP.
- GIS integration of TMS, Crash Data, Pavement Management, CMP, LOPP and TIP data components.

## 3.0 Long-Range Planning

Work in this section involves development of, adoption of and implementation of, and any major updates or amendments to, the MPO's 2040 Long Range Transportation Plan (LRTP) and the utilization of the ETDM planning screen process for projects identified in the new plan. The 2040 LRTP must be adopted on or before December 8, 2015. Work also includes efforts to ensure consistency between the MPO's transportation plan and local government comprehensive plans.

## Task 3.0 Long Range Planning

Responsible Agency: MPO, Local Governments

Total Task Cost: \$ 157,124

| Funding Source          | FY 2014/15       | FY 2015/16       | 2 Year Total      |
|-------------------------|------------------|------------------|-------------------|
| FHWA PL Funds - Federal | \$ 51,240        | \$ 51,240        | \$ 102,480        |
| FTA 5305(d)             | \$ 21,858        | \$ 21,858        | \$ 43,716         |
| FTA Funds / State Match | \$ 2,732         | \$ 2,732         | \$ 5,464          |
| Local / In Kind         | \$ 2,732         | \$ 2,732         | \$ 5,464          |
| <b>Total Funds</b>      | <b>\$ 78,562</b> | <b>\$ 78,562</b> | <b>\$ 157,124</b> |

### Objective:

To develop and adopt the MPO's 2040 Long Range Transportation Plan (LRTP). The plan will be organized around transportation corridor strategies that will include corridor/place types and corridor strategic plans, and will be driven largely by future economic growth strategies. While the final product will be a departure from past long range transportation plans which relied almost completely on a travel demand model for forecasting travel patterns, this plan will take a creative and customized approach using an assortment of tools in its development, the travel demand model being one of many employed.

### Previous Works:

*Transportation 2035* was adopted in December 2010. Coordination occurred with District 5 on the development of the regional traffic model (CFRPM-V), and the model update was completed April 2010. As part of the model development, the MPO worked with the staff from each member government to refine the data supporting the LRTP. *Transportation 2035* addressed all requirements mandated by SAFETEA-LU.

Staff hosted the first 2035 Long Range Transportation Plan update workshop in January 2009 to introduce the LUCIS and FLUAM datasets to stakeholders. Staff hosted a Regional Transportation Summit in March 2009 to begin the process of updating the Long Range Transportation Plan. The theme of the summit was how to develop a cost feasible transportation plan. The summit began with presentations from community leaders, FDOT staff and others followed by breakout session strategies to develop and fund a successful multi-modal transportation system.

The MPO further developed the *How Shall We Grow* regional vision land use scenario (2035) that employs the University of Florida's Land Use Conflict Identification Strategy



(LUCIS) methodology for evaluation against land use derived in the traditional means that employ the Future Land Use Allocation Model (FLUAM) methodology. (July 2009)

The MPO engaged the public in Spring 2010 to gain feedback on the travel demand modeling efforts relative to *Transportation 2035*. This included alternative model runs to examine parallel reliever facilities, new interchanges with major arterials, transit investments, intelligent transportation systems investments and other strategies.

The MPO adopted *Transportation 2035* on December 10, 2010. The plan was subsequently found to be compliant with SAFETEA-LU requirements and standards. This included incorporating the community vision previously developed; modeling project alternatives; developing a draft and final Needs and Cost Feasible Plans; developing Goals, Objectives and Implementation Strategies for the plan; holding public workshops and meetings for public input at various plan update milestones; and presenting interim and final draft plans to the MPO Governing Board and its advisory committees. The plan has a regional component consisting of regional growth planning, regional data development and regional need identification across a two-county and multi-city area. Implementation activities using strategies developed during the plan update process were initiated.

In FY 2010/11, MPO staff conducted a series of workshops to introduce the public to land use and development pattern alternatives needed to implement the community vision developed during the *How Shall We Grow?* and *Our Community - Our Future* efforts to achieve consensus on needed transportation improvements. Additionally, the ability to increase transportation capacity in a financially feasible way requires a stronger commitment to transit. Staff also concluded its coordination with FDOT to develop the update of the regional traffic model, version 5 (CFRPM-V).

## **Methodology:**

### LONG RANGE TRANSPORTATION PLAN

- 3.0.1 Begin development of the 2040 LRTP, building on the Goals, Objectives and Strategies of *Transportation 2035*. The new plan will address the requirements of MAP-21, but place primary focus on economic development and ways to employ transportation improvement projects and strategies that will facilitate future economic growth. (Ongoing through FY 2015/16)
- 3.0.2 Form a LRTP subcommittee comprised of members of the TAC, CAC and BPAC to provide guidance and assistance with all aspects of the 2040 LRTP plan development.

- 3.0.3 The MPO will continue to participate in FDOT's Efficient Transportation Decision Making (ETDM) process by uploading project information into the ETDM database. This includes participation in planning and programming level screening analysis and coordination with District 5 Environmental Technical Advisory Team (ETAT). (Ongoing through FY 2015/16)
- 3.0.4 Staff is coordinating with FDOT on the next update of the regional travel demand model, version 6 (CFRPM-VI). (FY 2013/14 – 2015/16)

#### BICYCLE PEDESTRIAN FACILITY PLANNING

- 3.0.5 Staff is to provide administrative assistance for the BPAC. (BPAC meets 9 times per year, Ongoing throughout fiscal year)
- 3.0.6 Assist Lake County in the implementation and update of the 2008 Trails Master Plan. (Ongoing throughout fiscal year)
- 3.0.7 Continue to promote and improve the conditions for walking and bicycling through planning, education, and enforcement and encouragement programs. (Ongoing throughout fiscal year)
- 3.0.8 Identify and prioritize needed improvements and coordinate with local governments. (Ongoing throughout fiscal year)
- 3.0.9 Coordinate planning efforts to develop the Lake & Sumter County Bicycle & Pedestrian Master Plan element. (accomplished as part of the 2040 Long Range Transportation Plan)
- 3.0.10 Identify, rank, measure and evaluate the local roadway network to produce a Bicycle Suitability Map for the Lake & Sumter County area. (Updated annually)
- 3.0.11 Create and update an Annual Pedestrian & Bicycle Crash Data Report for Lake and Sumter Counties. (Updated annually)
- 3.0.12 Assist with the implementation of the Safe Access to School Transportation Study focusing on school transportation for all schools in Lake and Sumter counties. (Study completed December 2013, implementation Ongoing throughout fiscal year)
- 3.0.13 Manage the Lake-Wekiva Trail PD&E for Lake County and the City of Mount Dora. (The study will be completed by December 2014)
- 3.0.14 Work with local municipalities, business, area schools and other organizations to prepare an application to the League of American Bicyclists to coordinate a "Bicyclist Friendly Community" for South Lake County to promote the development of a comprehensive, integrated, multimodal street network by coordinating transportation planning strategies. (December 2014)

- 3.0.15 Update and refine the database for a GIS roadway, sidewalk and bicycle infrastructure inventory and gaps analysis for Lake and Sumter County roadway network. (On-going throughout the fiscal year)
- 3.0.16 Work with the Central Florida MPO Alliance, a six-MPO forum, to address regional transportation issues and legislative items, including the "Close the Gaps" initiative that began in Central Florida in 2012, Regional. Through this regional trails approach, greater resources could be leveraged by prioritizing, among the five MPOs within FDOT District 5, the trail projects that could most quickly lead to completed systems of trails that connect populations and attractions, thus resulting in eco-tourism opportunities for the region. This category would include regional, showcase trails, not sidewalks, local trails and other enhancement projects. (Ongoing throughout the fiscal year)
- 3.0.17 Work to complete the Coast-to-Coast Regional Trail through Lake and Sumter Counties. Trail segments to include the South Lake Trail and the South Sumter Connector Trail. (Ongoing throughout the fiscal year)

## TRANSIT

- 3.0.18 The MPO will work to promote increased mobility options including transit ridership, bicycle and pedestrian accommodations, FDOT's commuter assistance program, "reThink", Park and Ride lots, pursue rail opportunities and new funding strategies through education, land use decisions and policies, promotion of urban design policies and implementation of Multimodal corridors through the development of the 2040 LRTP. (Ongoing throughout the fiscal year)
- 3.0.19 Coordinate the development of the Lake~Sumter TDP and further updates of the TDP into the 2040 LRTP. (Ongoing throughout the fiscal year)
- 3.0.20 The MPO will promote strategies and objectives to improve the availability and level of service of public transit. (Ongoing throughout the fiscal year)
- 3.0.21 The MPO will promote through policy decisions a multimodal network that facilitates the efficient movement of people, freight and goods throughout the region. (Ongoing throughout the fiscal year)
- 3.0.22 The MPO will incorporate innovative techniques and solutions to address long term transportation needs, including ITS, new passenger rail service, integrated transit systems and land use policies. (Ongoing throughout the fiscal year)
- 3.0.23 The MPO will develop through policy decisions a friendly pedestrian and bicycle network to provide greater access to new transit initiatives and improved ADA compliance. (Ongoing through the fiscal year)

- 3.0.24 The MPO through policy decisions will reduce trip lengths through the promotion of Transit Oriented Development (TOD) patterns at premium transit locations and Transit Ready Development (TRD) for planned transit routes. (Ongoing throughout the fiscal year)

### FREIGHT

- 3.0.25 Use the findings of the MetroPlan Orlando's Freight, Goods and Services Study completed in July 2013 as a base for analysis of freight mobility that centers on opportunities within the MPO planning area and infrastructure investments to support advancement of identified opportunities. The findings of the MetroPlan Orlando study and subsequent analysis will be incorporated into the 2040 LRTP freight policies and strategies and in the Transportation Improvement Program. (FY 2014/15 – FY 2015/16)

### LIST OF PRIORITY PROJECTS (LOPP)

- 3.0.26 Using the projects identified in the adopted LRTP, develop a list of priorities for funding. (Ongoing)
- 3.0.27 Develop criteria and a project prioritization tool to assist with the prioritization of projects in need of funding. (FY 2014/15, Ongoing)
- 3.0.28 Form a LOPP subcommittee comprised of members of the TAC, CAC and BPAC. The subcommittee will be tasked with 1.) Developing project prioritization criteria to be used in the project prioritization tool and 2.) Drafting the new list of priorities that will be presented to the TAC, CAC and BPAC to discuss and make recommendations to the Governing Board. (January 2015 and January 2016)
- 3.0.29 Employ a user friendly, web-based application to display the LOPP online for the use of our stakeholders and the public. The application should be linked to the long range plan and the transportation improvement program.

### ONGOING ACTIVITIES

- 3.0.30 Continue working with FDOT and Florida's Turnpike Enterprise regarding ongoing projects, including SR 91 (Florida's Turnpike), SR 46 (Wekiva Parkway), SR 50, US 27, US 441, US 301, SR 19 and SR 48 and others. (Ongoing throughout fiscal year)
- 3.0.31 Develop annual overview of state and local transportation revenues and expenditures for transportation projects within the MPO Area, including Federal, State, County and Municipal, in order to better assess regional initiatives and regional resources. (Annually)
- 3.0.32 Review proposed Developments of Regional Impact (DRIs) to determine impacts on local transportation system; roadway capacity, public transportation services, access, etc. More thorough reviews will be provided for local governments on a fee-basis, as requested. DRI review is done by

- MPO staff, with assistance from consulting firms, under contract. (Ongoing throughout fiscal year)
- 3.0.33 Develop GIS applications for transportation-related uses. (Ongoing throughout the fiscal year)
- 3.0.34 Provide technical assistance regarding safety and security planning issues as necessary. (Ongoing throughout fiscal year)
- 3.0.35 Periodically review local government comprehensive plans for the purpose of ensuring consistency between those plans and the Lake~Sumter MPO's LRTP. (Ongoing throughout fiscal year)

**End Product:**

Results of this task will include:

- Continued monitoring the growth patterns within MPO Area.
- LRTP Development Subcommittee.
- Updated LRTP.
- Incorporation of ETDM process into planning process and conduct planning screens for projects found to be cost feasible in the 2040 LRTP.
- Provision of review resources to local governments either through courtesy reviews or through a fee-based system for major reviews.
- Implementation of the "Safe Access to School Transportation Study" findings and projects.
- A tool that establishes criteria for prioritization projects that will be used to create the LOPP.
- The formation of a LOPP Development Subcommittee.
- Identification of opportunities to enhance economic development through infrastructure investments.
- Overview of state and local transportation revenues and expenditures for transportation projects.
- GIS applications for transportation-related uses.
- Annual Crash Data Analysis Report.
- Complete Lake-Wekiva Trail PD&E.
- Regional and Municipal Complete Streets Policy and Plan.
- Regional Trail, Sidewalk, and Bicycle Infrastructure and Gaps Analysis Database.

## Task 3.1 Transportation Modeling

Responsible Agency: MPO, FDOT

Total Task Cost: \$ 51,240

| Funding Source          | FY 2014/15       | FY 2015/16       | 2 Year Total     |
|-------------------------|------------------|------------------|------------------|
| FHWA PL Funds - Federal | \$ 25,620        | \$ 25,620        | \$ 51,240        |
| <b>Total Funds</b>      | <b>\$ 25,620</b> | <b>\$ 25,620</b> | <b>\$ 51,240</b> |

### Objective:

The MPO will continue to coordinate with the FDOT District 5 as they develop the CFRPM Version 5, the district wide transportation model, including assisting in assessment of quality of transportation modeling databases and planning tasks to be completed for the 2035 Long Range Transportation Plan update. The MPO will utilize the updated regional model in cooperation with District 5 and the member MPOs of the CFMPOA.

### Previous Works:

The Department coordinated with District 5 MPOs to develop a district-wide transportation model, the Central Florida Regional Planning Model, Version 4 (CFRPM-IV). The Lake~Sumter MPO completed development of base year 2000 and horizon year 2025 socioeconomic (SE) data for use in the CFRPM-IV, completed and released in April 2006.

The Department coordinated with District 5 MPOs to develop Version 5 of the Central Florida Regional Planning Model. The Lake~Sumter MPO completed development of base year 2005 and horizon year 2055 socioeconomic (SE) data for use in the CFRPM-V, completed and released in April 2010.

### Methodology:

- 3.1.1 MPO staff will coordinate with District MPOs and FDOT District 5 to develop Version 6 of the Central Florida Regional Planning Model. (2014/15-2015/16)
- 3.1.2 MPO staff will work with Lake County and Sumter County to develop 2010 through 2040 socioeconomic data for use in the MPO's 2040 Transportation Plan update. (Underway, to be completed in FY 2014/15)
- 3.1.3 MPO staff will provide travel demand modeling support to the MPO and its member governments, as needed. (Ongoing throughout fiscal year)

**End Product:**

Results of the task will include:

- An updated Central Florida Regional Planning Model. 2010 and 2040 socioeconomic data completed in 2014/15 and 2015/16 for use in the development of the 2040 Long Range Transportation Plan.
- Modeling efforts will be utilized to monitor and evaluate proposed developments and changing conditions to the two-county network.



**Task 3.2 Efficient Transportation Decision-Making/Socio-Cultural Effects (ETDM/SCE)**

**Responsible Agency:** MPO, FDOT

**Total Task Cost:** \$ 51,240

| Funding Source          | FY 2014/15       | FY 2015/16       | 2 Year Total     |
|-------------------------|------------------|------------------|------------------|
| FHWA PL Funds - Federal | \$ 25,620        | \$ 25,620        | \$ 51,240        |
| <b>Total Funds</b>      | <b>\$ 25,620</b> | <b>\$ 25,620</b> | <b>\$ 51,240</b> |

**Objective:**

Coordination between FDOT District 5 and the Lake~Sumter MPO in the development of the Efficient Transportation Decision Making (ETDM) and Socio-cultural Effects (SCE) processes, and implementation of these processes with a systematic approach throughout the District.

**Previous Works:**

FDOT and MPO staff have entered project data for ETDM projects, provided purpose and needs statements and begun coordination for project planning screens. To prepare the MPO staff for this task, FDOT provided on-site training to the MPO for the Environmental Screening Tool (EST).

The largest ETDM effort was a massive planning screen of three central Lake County corridors: SR 19, CR 561, CR 48, Rolling Acres Road/US 27 Reliever and the US 441 Corridor Study to determine as a precursor to the development of the 2035 Transportation Plan the most definitive needs within the network and any fatal flaws to capacity project. The effort was innovative in its inclusion of enhanced public involvement efforts for this pre-PD&E study effort.

**Methodology:**

- 3.2.1 MPO staff will initiate Planning Screens for projects as they come to the forefront in the funding process. (FY 2014/15-2015/16)
- 3.2.2 The MPO will continue to refine FDOT ETDM to census data fields included in the Community Inventory Report enabling all statewide agencies to use the tool in development of their Limited English Proficiency Plan and analysis. (Ongoing throughout the fiscal year)

**End Product:**

Results of this task will include:

- A list of priority projects for ETAT Planning Screen review.
- Established data collection priorities, specifically for SCE.
- Planning Screen Reviews and Planning Summary Reports from the priority projects identified.
- Continued coordination between FDOT and the MPO with their ETDM/SCE tasks over the next fiscal year.
- Interactive Planning Tool for development of Limited English Proficiency Plan and Public Involvement Plan strategies analysis.

## 4.0 Short-Range Planning

This section includes development of the Transportation Improvement Program (TIP), annual Transportation Alternatives Project process and MPO priorities projects for work program development. These tasks are required by state and federal laws and are undertaken on an annual basis

## Task 4.0 Short Range Planning

Responsible Agency: MPO, Local Governments

Total Task Cost: \$ 157,126

| Funding Source          | FY 2014/15       | FY 2015/16       | 2 Year Total      |
|-------------------------|------------------|------------------|-------------------|
| FHWA PL Funds - Federal | \$ 51,240        | \$ 51,240        | \$ 102,480        |
| FTA 5305(d)             | \$ 21,859        | \$ 21,859        | \$ 43,718         |
| FTA Funds / State Match | \$ 2,732         | \$ 2,732         | \$ 5,464          |
| Local / In Kind         | \$ 2,732         | \$ 2,732         | \$ 5,464          |
| <b>Total Funds</b>      | <b>\$ 78,563</b> | <b>\$ 78,563</b> | <b>\$ 157,126</b> |

### Objective:

To identify and address short term transportation needs. Review development activity to monitor its effect on the local transportation system.

### Previous Works:

The MPO completed and adopted its Transportation Improvement Program, FY 2012/13- FY 2016/17. The Lake County Board of County Commissioners developed a list of priorities through 2013, with which the MPO was involved as a staff resource. MPO staff assisted its member governments with Enhancement project prioritization.

The MPO led the development of a Lake~Sumter MPO Transportation Management System (TMS). The MPO also facilitated the drafting and signing of an interlocal agreement that makes both Lake and Sumter Counties and all municipalities part of the Master TMS. (December 2007)

Assisted City of Tavares in development of comprehensive plan policies to support automatic Transportation Concurrency Exception Area established by virtue of Florida SB 360. The policies were transmitted in February 2010 to the Florida Department of Community Affairs and were reviewed and commented upon, with adoption of refined policies in June 2010.

Worked with FDOT and City of Groveland on PD&E study for the realignment of SR 50 in downtown Groveland. (2011)

Worked with FDOT and the City of Mount Dora on PD&E study of US 441 from SR 44 to SR 46 in Mount Dora. (Completed 2013)

Worked with FDOT, Lake County, the City of Tavares and the Town of Howey-in-the-Hills on the PD&E study of SR 19 from CR 561 in Tavares to CR 48 in Howey-in-the-Hills. The study included the replacement of the two-lane, 62-year-old bridge with a four-lane bridge. (Completed 2013)

Analysis of SR 50 transportation and land use along the corridor from US 27 to Florida's Turnpike. The study was funded by FDOT and was heavily coordinated with the MPO. The MPO utilized findings of the study in *Transportation 2035* and continues with the implementation phase.

## **Methodology:**

### LIST OF PRIORITY PROJECTS (LOPP) DEVELOPMENT

- 4.0.1 Coordinate with FDOT to update the FY 2014/15-2034/35 LOPP by requesting new projects and submitting FDOT's Project Information Application Form required for each project included in the LOPP. (FY 2014/15)
- 4.0.2 Initiate development of the FY 2015/16 -2039/40 LOPP that will coincide with the adoption of the 2040 LRTP. (FY 2015/16)
- 4.0.3 Amend the LOPP as necessary. (Ongoing throughout the fiscal year)
- 4.0.4 Review local government comprehensive plans for consistency with the new MPO LOPP. (Ongoing throughout fiscal year)

### TRANSPORTATION IMPROVEMENT PROGRAM (TIP) DEVELOPMENT

- 4.0.5 Refine the FY 2014/15-2019/20 Transportation Improvement Program (TIP) based on FDOT Work Program changes, satisfying MAP-21 requirements. (FY 2014/15)
- 4.0.6 Amend the TIP as necessary. (Ongoing throughout fiscal years)
- 4.0.7 Develop the FY 2014/15-2019/20 TIP. (April 2014)
- 4.0.8 Develop FY 2015/16-2034/35 unfunded List of Priority Projects. (August 2014)
- 4.0.9 Develop FY 2016/17-2035/36 unfunded List of Priority Projects. (August 2015)
- 4.0.10 Review local government comprehensive plans for consistency with the new MPO TIP. (Ongoing throughout fiscal year)

#### TRANSPORTATION MANAGEMENT SYSTEM (TMS)

- 4.0.7 The MPO will act as the transportation management system's data clearinghouse for Lake County and its 14 municipalities, Sumter County and its five municipalities. (Ongoing throughout the year)
- 4.0.8 In light of the Florida's legislature removing Transportation Concurrency as a state mandate, the MPO will assist each local government as needed in transitioning to the method of choice in determining mitigation responsibility for new developments impacting transportation facilities. (Ongoing)

#### CONGESTION MANAGEMENT PROCESS (CMP)

- 4.0.9 Continue development of a Congestion Management Process (CMP), which will be used to monitor transportation network and system performance throughout Sumter County and Lake County. (Ongoing throughout fiscal year)
- 4.0.10 Review and monitor/update federal functional classification data for area roadways based on Census 2010 information. (FY 2014/15)

#### MONITOR TRANSPORTATION SYSTEM IMPACTS

- 4.0.11 Monitor and review traffic operation needs through collection and analysis of peak-hour traffic data. (Ongoing throughout fiscal year)
- 4.0.12 Conduct and review site impact analysis for new development projects. (Ongoing throughout fiscal year)
- 4.0.13 Advise local governments and boards on decisions which may impact corridors identified for improvement or identified as physically or policy constrained. (Ongoing throughout fiscal year)
- 4.0.14 Coordinate MPO actions with local government comprehensive plan development efforts to encourage alternative modes of transportation. (Ongoing throughout fiscal year)
- 4.0.15 Ensure local governments are notified of significant changes in transportation projects. (Ongoing throughout fiscal year)

#### TRANSPORTATION ALTERNATIVES PROGRAM

- 4.0.16 Solicit and encourage local governments to participate in the TRANSPORTATION ALTERNATIVES application process. (Ongoing throughout fiscal year)
- 4.0.17 Monitor the progress of currently programmed TRANSPORTATION ALTERNATIVES projects. (Ongoing throughout fiscal year)

- 4.0.18 Work with local governments and regional partners to implement the Coast-to-Coast Regional Trail project and other CFMPOA prioritized regional trail projects in FDOT District 5.

#### MANAGEMENT AND OPERATIONS STRATEGIES

- 4.0.19 Develop and incorporate potential ITS strategies into review of highway/transit projects. (FY 2014/15)
- 4.0.20 Work with the local governments to begin practices to better use management and operations strategies to address congestion issues. (FY 2014/15 and ongoing)
- 4.0.21 Investigate State and Federal funding opportunities to evaluate the operational test of emerging technologies and to deploy existing products and services. (FY 2014/15 and ongoing)

#### PLANNING STUDIES

- 4.0.22 The MPO will complete various planning studies in partnership with FDOT. (Ongoing throughout fiscal year)

#### SUSTAINABLE COMMUNITIES

- 4.0.23 The MPO will examine strategies to better link transportation planning with efforts to improve access to housing and efforts to improve environmental quality; the MPO will explore opportunities through programs like the federal initiative toward Sustainable Communities. (Ongoing throughout fiscal year)
- 4.0.24 The MPO will collaborate with the South Lake municipalities and local businesses and schools to become a "Bicyclists Friendly Community", League of American Bicyclists certified community. (Ongoing through the fiscal year)
- 4.0.25 The MPO shall be an advisory committee to assist local governments and the FDOT in developing rules, regulations and/or guidelines for the Complete Streets Program. The advisory committee shall be comprised of the regular MPO committee structure, TAC, CAC and BPAC. (Ongoing through the fiscal year)
- 4.0.26 The MPO shall confirm accuracy of baseline inventory of pedestrian and bicycle accommodations; identify procedures to follow when conducting municipal, county and state road repairs, upgrades or expansions projects on public rights-of-way to incorporate complete street elements; and submit an annual progress report. (Ongoing throughout the fiscal year)

#### SAFETY

- 4.0.27 Outreach to local governments to enable a more effective utilization in the planning and prioritization of projects of the MPO's web-based Crash Data Management System. (Ongoing throughout fiscal year)



## ECONOMIC DEVELOPMENT

- 4.0.28 Assist MPO member governments with area specific Freight Movement and Economic Development Opportunities Study building on the findings of the MetroPlan Orlando Freight, Goods and Services Study completed in July 2013. (FY 2014/15)

### **End Product:**

Results of this task will include:

- Newly developed FY 2014/15-2018/19 and FY 2015/16-2019/20 TIPs.
- 2015 and 2016 List of Priority Projects categorized and prioritized by project phase: Study, PD&E, Design (PE), Right-of-Way and Construction.
- New MAP-21 TRANSPORTATION ALTERNATIVES Program applications.
- Identification of necessary short-term improvements to the local transportation system.
- The integration of ITS strategies in *Transportation 2035*.
- Planning study for the intersection of SR 44/US 27 and a planning study or design-build study for ATMS on US 27 from SR 44 to Marion County.
- South Lake County certified as a "Bicyclists Friendly Community".
- Integration of WebCDMS into the planning and prioritization processes of our local partners.

## 5.0 Public Transportation

This section includes elements of the staff support to the planning assistance to Community Transportation Coordinators (CTCs) and the support to the Transportation Disadvantaged Coordinating Boards (TDCBs).

The MPO focuses on the transit needs across the two-county region concentrating on efforts to maintain and enhance the accessibility of the transportation system for all users including the young, elderly, the economically disadvantaged and the disabled. Public transit provides transportation for citizens who typically cannot drive. In addition to this segment of the population, transit is increasingly being seen as a viable option for riders who may have access to an automobile, but choose to take transit because it provides a more attractive alternative or supports broader community goals. As such, the MPO seeks to enhance and expand transit service as part of its long-term multimodal mobility strategy.

The transit needs identify improvements to the existing transit system as well as several expansions that address increasing frequency and hours of operation for fixed route bus service, premium transit on the SR 50 corridor in coordination with LYNX and intercity rail along the Florida Central Railroad corridor. Additionally, the plan identifies several Multimodal Corridors where a combination of transit, management and operations, bicycle and pedestrian improvements will be targeted in the future.

To collect, analyze and store data necessary for conducting a viable transit planning process. To administer funds, coordinate planning activities and to encourage citizen knowledge and awareness of public and private transit services.

All MAP-21 factors are considered while developing transit projects.

*Transportation 2035* builds on the Ten-Year Transit Development Plan, which was adopted by Lake County and the MPO Governing Board in October 2013. The plan identified a series of possible transit emphasis corridors that will serve as the backbone of our region's transit's future route network. *Transportation 2035* refined those corridors and consolidated them with the region's other transit initiatives.

## Task 5.0 Public Transportation

Responsible Agency: MPO, Lake County, Sumter County

Total Task Cost: \$ 314,522

| Funding Source          | FY 2014/15        | FY 2015/16        | 2 Year Total      |
|-------------------------|-------------------|-------------------|-------------------|
| FHWA PL Funds - Federal | \$ 76,859         | \$ 76,859         | \$ 153,718        |
| FTA 5305(d)             | \$ 27,323         | \$ 27,323         | \$ 54,646         |
| FTA Funds / State Match | \$ 3,415          | \$ 3,415          | \$ 6,830          |
| Local / In Kind         | \$ 3,415          | \$ 3,415          | \$ 6,830          |
| CTD Funds / Grant       | \$ 46,249         | \$ 46,249         | \$ 92,498         |
| <b>Total Funds</b>      | <b>\$ 157,261</b> | <b>\$ 157,261</b> | <b>\$ 314,522</b> |

### Objective:

To ensure the efficient and effective provision of public transportation by providing technical assistance and staff support to the local CTCs, transit providers and the TDCBs and to coordinate with local governments and CTCs to develop and update (where necessary) transportation plans that will maximize mobility for the citizens of the Lake~Sumter MPO Area.

### Previous Works:

The MPO provides oversight of the Lake County and Sumter County TDCBs and works closely with the Lake County and Sumter County Community Transportation Coordinators (CTCs), in addition to conducting an annual review of the CTCs. The MPO supports increased regional partnership with neighboring LYNX for transit service including the integration of existing services and development of grant funding opportunities. The MPO, working with Lake County and LYNX, monitors and evaluates the express bus service from Clermont to Orlando and another route from the Four Corners area to the Disney/Theme Parks area and into Kissimmee. The MPO, in conjunction with the Lake County CTC, launched the fixed route bus service Lady Lake to Eustis, June 2007, with the Mount Dora circulator beginning July 2008 and the Umatilla to Zellwood (Route 4) beginning July 2009.

### Methodology:

#### CTCs

- 5.0.1 Provide technical assistance and staff support to the Lake County and Sumter County CTCs. (Ongoing throughout fiscal year)

- 5.0.2 Assist CTCs in completing necessary grant applications for Section 5307, 5310, 5311 and FDOT Transit Block Grants. (Ongoing throughout fiscal year)
- 5.0.3 Conduct quarterly reviews of routes and schedules to determine effectiveness. The required quarterly monitoring and review of the fixed route service is accomplished with oversight provided by the Public Transportation Task Force, (elected representatives, County and Municipal staff representatives). (Quarterly and Ongoing)
- 5.0.4 Assist Lake County in monitoring and evaluation of the fixed-route transit services. (Ongoing)
- 5.0.5 Provide staff and manage the Lake County ADA Advisory Committee (Lake County TDCB) to monitor and advise Lake County Public Transportation on ADA issues, complaints and concerns for the fixed routes services provided in Lake County. (Ongoing)
- 5.0.6 Facilitate regional transit planning among neighboring CTCs and transit providers including Sumter, Marion, Polk, and Volusia Counties and LYNX. (Ongoing throughout fiscal year)
- 5.0.7 While no longer required by FDOT the MPO will monitor, as needed, data for Transit Quality Level of Service (TQLOS) for transit services as the fixed-route system ITS components are brought fully on-line. (September 2014 and annually as part of the TDP required updates)
- 5.0.8 Update the 2014-23 Transit Development Plan (TDP) for Lake and Sumter Counties, manage the required minor update annually; and manage the required major update every five years, incorporating a 10-year planning horizon. (Adopted October 2013, updated annually)
- 5.0.9 Assist Lake County staff and municipalities in implementation of the bus stop and shelter installation program. (Ongoing)

#### TRANSPORTATION DISADVANTAGED

- 5.0.10 Organize and provide staff organizational support and administration to TDCB. (Ongoing throughout fiscal year)
- 5.0.11 Conduct grants administration, including maintenance of quarterly operational reports and financial statements. (Ongoing throughout fiscal year)
- 5.0.12 Continue to facilitate coordination between the TDCB and the CTC. (Ongoing throughout fiscal year)
- 5.0.13 Review CTC's Annual Operating Report. (September 2014 and annually)
- 5.0.14 Perform annual evaluation of the CTC. (June 2014 and annually)

- 5.0.15 Continue coordination with the Commission for Transportation Disadvantaged (CTD). The MPO will ensure the monitoring of all unresolved funding requests; support inter- and intra-county agreements to improve conditions as a way to reduce costs for service delivery, maintenance, insurance, or other identified strategies. (Ongoing throughout fiscal year)
- 5.0.16 Continue to work with TDCB in its role for the annual updates of the TDP and TDSP. (Ongoing throughout fiscal year)
- 5.0.17 Update the TDSP. (June 2014 and annually)
- 5.0.18 Complete Quarterly Progress Reports submitted with invoices to CTD. (Quarterly throughout the fiscal year)

#### TRANSIT QUALITY LEVEL OF SERVICE ASSESSMENT

- 5.0.19 In preparation for the 2040 Transportation Plan update, begin the development of a framework for assessing transit service using the procedures in the most current edition of the Transit Capacity and Quality of Service Manual. (July 2014 and annually)

#### TRANSPORTATION IMPROVEMENT PROGRAM

- 5.0.20 Ensure inclusion of transit projects in the TIP and assure adherence to the Public Involvement Process and FTA public hearing guidance. (Annually and as needed)

#### RAIL TRANSIT PLANNING

- 5.0.21 Partner with FDOT and MetroPlan Orlando to support the development of the Project Development and Environmental Study (PD&E) for the US 441 Corridor. (FY 2014-15)

#### **End Product:**

Results of this task will include:

- An effective and efficient coordinated public transportation system.
- Lake County ADA Advisory Committee for the fixed route services.
- Completion of CTC review annually by June of each year.
- Update the 2014-23 TDP annually for Lake County.
- Transit Development Plan (TDP) for Sumter County.
- Update the TDSP in June of each year.
- Utilization of the detailed TDSP, which functions as a foundation for the development of the Service Plan by the CTC and will be used as a tool for monitoring by the TDCB.

- Active Transportation Disadvantaged Coordinating Boards (TDCB).
- A TIP that includes transit projects and adheres to the public involvement process.
- Accurate and completed FTA Section 5310 and 5311 Grant Applications.
- Updated assessment of the transit quality of service completed as part of the annual TDP update, this assessment is no longer required by FDOT.
- Study the development and feasibility of partnerships and corridors within the MPO Planning Area appropriate for service development grant applications.

## 6.0 Public Involvement

This section contains two elements. The first is continued support of the MPO's public participation and outreach efforts. The second element covers the costs associated with printing and distributing MPO reports and publications.

The Lake~Sumter MPO actively seeks and considers public input on transportation policies and ultimately the prioritization of transportation investments. A major function of the MPO is to ensure that the public (comprised of a diverse constituency of interested and affected parties) maintains a strong voice in the transportation planning process. As part of the MPO planning process, the MPO implemented a broad public outreach strategy to ensure early and continued involvement in the development of all plans, projects and policies. These outreach efforts provided substantial public input that ultimately shaped the identified plans, policies and projects in the region. The MPO's Public Involvement Plan (PIP) was prepared in accordance with Title 23 Code of Federal Regulations, Section 450.316(b)(1). The PIP provides a process that ensured opportunities for the public to be involved in all phases of the planning process.

The public involvement process includes multiple components including consultation with members of the MPO Governing Board, the Citizens' Advisory Committee, the Bicycle & Pedestrian Advisory Committee, the Technical Advisory Committee, the Transportation Disadvantaged Coordinating Boards for both Lake County and Sumter County and the four MPO Task Forces — South Lake, East Lake, Northwest Lake, 470 Corridor and Public Transportation — to participate in the process.

In addition to the process described above, the MPO makes presentations at community outreach events as well as to Chambers of Commerce, Business Expos, Rotary Clubs, city and town councils and appropriate state and local agencies. The MPO public involvement mailing list and e-mail list are utilized to inform the public about the workshops and meetings and to provide copies of the meeting agendas and minutes. In an effort to promote environmental justice and to meet the requirements of Title VI, special efforts were undertaken to involve population segments that are traditionally underserved and/or represented. Several communication tools and outreach strategies are utilized throughout the planning process including visualization techniques, interactive workshop activities, web-based information sharing, multimedia and informational exhibits displaying maps, and charts, to effectively convey content and key issues for public consideration. Comment cards, flip charts, hands-on 'mark-ups' of maps and audio recordings of meetings are utilized to record community input at various outreach venues.

The MPOs website also serves as the major information portal for all planning efforts. All information including workshop videos, presentations and technical documents are made available to the public via the website. Advertisements for public meetings and workshops are posted online and placed in local newspapers.



**Task 6.0 Public Involvement**

**Responsible Agency: MPO**

**Total Task Cost: \$ 208,368**

| <b>Funding Source</b>          | <b>FY 2014/15</b> | <b>FY 2015/16</b> | <b>2 Year Total</b> |
|--------------------------------|-------------------|-------------------|---------------------|
| <b>FHWA PL Funds - Federal</b> | \$ 76,859         | \$ 76,859         | \$ 153,718          |
| <b>FTA 5305(d)</b>             | \$ 21,859         | \$ 21,859         | \$ 43,718           |
| <b>FTA Funds / State Match</b> | \$ 2,733          | \$ 2,733          | \$ 5,466            |
| <b>Local / In Kind</b>         | \$ 2,733          | \$ 2,733          | \$ 5,466            |
| <b>Total Funds</b>             | <b>\$ 104,184</b> | <b>\$ 104,184</b> | <b>\$ 208,368</b>   |

**Objective:**

To provide requested information to the public, government agencies and elected officials; to increase public awareness of the MPO and its role; to increase the opportunities for public involvement.

To increase public participation in the metropolitan transportation planning process, especially from those segments of the population that are considered to be traditionally underserved. Through a comprehensive public outreach program, local residents are encouraged to participate in the process by learning more about planning and providing feedback.

Federal law requires organizations like the MPO to provide the public, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, and other interested parties with a reasonable opportunity to comment on projects.

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, 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.

MPO staff initiated a statewide improvement of the current ETDM Planning screen capabilities to include census data associated with non-English speaking residents of the MPO planning area. New capabilities will allow all MPOs to use the EDTM planning screen tools in the development of their Limited English Proficiency Plan (LEP) and Public Involvement Plan (PIP) strategies for effective communication with these groups.

### **Previous Works:**

Continue to monitor and improve the Website: [www.LakeSumterMPO.com](http://www.LakeSumterMPO.com) and all printed materials describing agency. Ongoing informational campaign to educate public on purposes of the MPO. Adopted Public Involvement Plan (PIP) as part of *Transportation 2035*. At the January 25, 2012 MPO Governing Board meeting, the required 45 day public review period for the draft 2012 Public Involvement Plan update was open for public and agency review.

### **Methodology:**

- 6.0.1 Develop and disseminate public information, as necessary to inform the public of transportation planning activities. Conduct presentations on transportation-related topics to civic and governmental groups as requested. (Ongoing throughout fiscal year)
- 6.0.2 Provide a clearinghouse for transportation-related activities for all levels of government and public involved in improving the local transportation system. (Ongoing throughout fiscal year)
- 6.0.3 Expand existing Website to include more graphics and more enhanced detail of MPO projects and priorities. (Ongoing throughout fiscal year)
- 6.0.4 Continue to monitor and track all public information requests. (Ongoing throughout fiscal year)
- 6.0.5 Develop and publish an annual report on MPO accomplishments and activities. (January 2014 and annually)
- 6.0.6 Monitor and update Public Involvement Plan (PIP) and conduct meetings and workshops. (August 2014 and updated annually)
- 6.0.7 Utilize electronic media and social media (MPO Web page, Facebook page, Twitter feed and the Internet) to promote the MPO's role and improve public awareness of transportation planning and projects for the MPO planning area. (Ongoing throughout fiscal year)
- 6.0.8 Distribute meeting notices to the media and project press releases. (Ongoing)

- 6.0.9 Develop and annually maintain an Interactive Transportation Improvement Program that can be accessed by the general public via the MPO's website. (Annually with ongoing updates as necessary)
- 6.0.10 Utilize the Citizens' Advisory Committee to assist in public involvement activities to ensure the public has the opportunity to review and evaluate all proposed transportation plans and programs. Composed of representatives appointed from local counties and municipalities, the committee members provide input and recommendations to the MPO Governing Board on behalf of the communities they represent. (Ongoing)
- 6.0.11 MPO staff maintains and continuously updates a master database of all contacts, both business and public. The database includes committee membership, mailing information, phone and fax numbers, and e-mail addresses. (Ongoing)
- 6.0.12 Utilize innovative approaches to media including video, web publishing and link sharing to achieve greater exposure of MPO transportation items to the general public. (Ongoing throughout the fiscal year)
- 6.0.13 Update and revise the Limited English Proficiency Plan (LEP) for the MPO planning area for use in serving the non-English speaking populations. (August 2014 and annually)
- 6.0.14 Explore the use of consulting services in overall public involvement efforts including the option of issuing a Request for Proposals for such services. (FY 2014/15)

**End Product:**

Results of this task will include:

- An annually reviewed and updated PIP.
- A measurable public involvement process that maximizes outreach to member communities and ensures maximum amount of participation and input from the general public through the adopted PIP.
- An updated MPO Calendar of Events for FY 2014/15 and FY 2015/16.
- Active outreach to local communities through presentations and workshops.
- Timely printing and distribution of MPO/committee meeting notices, agendas and meeting minutes.
- An enhanced user-friendly website and social media presence.
- Update and maintain MPO Master Database.
- Annually updated LEP Plan.

## **7.0 Special Projects: Regional Planning**

Identification of any short-term projects or studies undertaken by the MPO and coordination and general planning assistance to local communities. Specifically this task will include, but is not limited to, the regional visioning and planning initiatives occurring in Central Florida in which the MPO is participating.

## Task 7.0 Special Projects: Regional Planning

Responsible Agency: MPO

Total Task Cost: \$ 343,464

| Funding Source          | FY 2014/15        | FY 2015/16        | 2 Year Total      |
|-------------------------|-------------------|-------------------|-------------------|
| FHWA PL Funds - Federal | \$ 51,240         | \$ 51,240         | \$ 102,480        |
| State Funds - D         | \$ 100,000        | \$ 100,000        | \$ 200,000        |
| FTA 5305(d)             | \$ 16,393         | \$ 16,393         | \$ 32,786         |
| FTA Funds / State Match | \$ 2,049          | \$ 2,049          | \$ 4,098          |
| Local / In Kind         | \$ 2,050          | \$ 2,050          | \$ 4,100          |
| <b>Total Funds</b>      | <b>\$ 171,732</b> | <b>\$ 171,732</b> | <b>\$ 343,464</b> |

### Objective:

To strive towards Regional Transportation Planning Coordination and Project Coordination.

### Previous Works:

Development of a list of regional transportation goals and objectives. Regional Transportation Summit hosted in October 2005 and again in April 2009. Membership in the Central Florida MPO Alliance. Development of CFMPOA List of Legislative Priorities. Participation in the West Orange South Lake Transportation and Economic Development Task Force. Participation in the Central Florida Smart Growth Alliance. Participation in *MyRegion.org* and the Central Florida Leadership Academy. Participation in Regional Visioning among the various organizations mentioned above. Establishment of *Our Community – Our Future* for Lake County and the 14 municipalities and other entities concerned with growth concerns related to transportation, land use and other planning factors.

Partnered with the Florida Department of Transportation to conduct a detailed corridor analysis of SR 50 from US 27 to the Turnpike ramps. The purpose of the analysis was to investigate transportation and land use alternatives that could be used to implement the community's desires established through regional visioning initiatives that include *Our Community-Our Future* and *MyRegion.org*.

### Methodology:

- 7.0.1 Work through the Central Florida MPO Alliance to address issues of regional interest and importance. (Ongoing throughout fiscal year)

- 7.0.2 Actively participate in the MPOAC and FDOT District 5 quarterly meetings. (Ongoing throughout fiscal year)
- 7.0.3 Maintain an ongoing dialogue with neighboring counties and municipalities in the Management Operation Safety and Security in MPO Planning Area (ITS and CTST activities). (Ongoing throughout fiscal year)
- 7.0.4 Promote a regional perspective to transportation planning. (Ongoing throughout fiscal year)
- 7.0.5 Work with MetroPlan Orlando and Ocala/Marion County TPO on the joint planning agreement connecting planning areas. (Ongoing throughout fiscal year)
- 7.0.6 Provide financial assistance to staff support for quarterly meetings of the Central Florida MPO Alliance. (Ongoing throughout fiscal year)
- 7.0.7 Assist other CFMPOA staff directors with the development of a list of issues critical to Central Florida. (Ongoing throughout fiscal year)
- 7.0.8 Participate in regional transportation activities with *MyRegion.org* on the New Regional Agenda for the seven counties in the area. (Ongoing throughout fiscal year)
- 7.0.9 Participate in regional visioning initiatives within the region. (Ongoing)
- 7.0.10 Continue coordination with LYNX, VoTran, SunTran, and the Sumter and Polk transit systems in order to strengthen regional transit planning. (Ongoing throughout fiscal year)
- 7.0.11 Provide guidance and expertise on the variables and characteristics that contribute toward enhancing the experience of people using various transportation modes, and embracing the concept of moving people, not just cars. (Ongoing)
- 7.0.12 Provide planning assistance to the MPO and its member governments using the MPO's General Planning Consultants related to updating the List of Priority Projects. This task includes consultant assistance with completing or updating the required FDOT Project Information Application Form for each project on the MPO's List of Priority Projects and also the development of an online interface and database to complete and store the applications. (Ongoing through 2016)
- 7.0.13 Support the development of the Florida Black Bear Scenic Byway "Corridor MasterPlan". (Ongoing through the fiscal year)
- 7.0.14 Support the development and implementation of the Scenic Sumter Heritage Byway Corridor Management Plan (CMP). (December 2014)

- 7.0.15 Support and develop the State Scenic Highway Program in Lake and Sumter Counties. (Ongoing)
- 7.0.16 Research and support of alternative funding options. (Ongoing)
- 7.0.17 Work in partnership with Florida Central Railroad, FDOT, MetroPlan Orlando, Orange County and other regional partners on rail initiatives involving the FCEN Corridor including upgrades to the freight rail infrastructure. (Ongoing)
- 7.0.18 Assist the MPO member governments with area specific Freight Movement and Economic Development Opportunities Study building on the findings of the MetroPlan Orlando's Freight Goods and Services Study completed in July 2013. (December 2016)
- 7.0.19 Engage quasi-public and private sector groups that can assist in building community consensus on transportation, growth and economic development issues; with groups such as the West Orange-South Lake Transportation and Economic Development Task Force, the Chamber Alliance of Lake County and various chambers of commerce in the two-county area. (Ongoing)
- 7.0.20 Work in partnership with CFMPOA, the Greenways and Trails Foundation and FDOT District 5 on the implementation of the Coast-to-Coast Regional Trail project. (Ongoing throughout the fiscal year)
- 7.0.21 In the interest of data accuracy, maintenance and efficiency, the MPO extends its Geographic Information System (GIS) knowledgebase, services and consultant resources to supplement its local governments' GIS needs. The scope of services and tasks generally involve redevelopment of a GIS with provisions of basic and general GIS services by the MPO. A member of the government's GIS may be inactive and/or unmanaged. The MPO assists with various components of the existing GIS to make it current and operable for County/City staff and developed for public access, per authorization. The member government may also acquire general GIS services from the MPO as necessary for maintenance and utilization of its GIS system, including but not limited to data collection, data analyses, updating and maintenance of the GIS system and map productions. The revamped GIS would utilize reengineered data layers for use in related mapping products. The MPO designates its GIS Manager to serve as the local governments' GIS Liaison.

**End Product:**

Results of this task will include:

- A process for coordinating regional transportation planning efforts that results in funded regional transportation projects and minimizes any duplication of planning activities.



- Further development of a Regional Transit Circulator Study encompassing the transit and para-transit integration of services in Lake County and Sumter County and its connectivity with LYNX and the Marion County system.
- Implementation of a two-county regional transportation plan that is coordinated with neighboring counties and MPOs.
- A completed FDOT Project Information Application form for every project on the List of Priority Projects, access to an online, interactive form, and a searchable database to store the forms.
- Implementation of projects in the Florida Black Bear Scenic Byway Corridor Master Plan.
- Regional Rail Initiative that could result in upgraded and continuously-welded track along the Florida Central Railroad Corridor in Lake County and Orange County.
- Regional Freight and Economic Development Study that the MPO will use to better integrate freight and goods movement into the regional transportation planning process. Freight policies, strategies and projects specific to the Lake~Sumter MPO region identified in the study will be incorporated into the next update of the Long Range Transportation Plan and Transportation Improvement Program.
- Provide auxiliary GIS Services via agreements to local governments. These GIS services are typically non-transportation related and intended as a fee-based support for creating, reengineering and maintaining GIS datasets and specialized map production.

# Summary Budget Tables

Table I & II – Agency Participation – Funding Sources (FY 2014 – 2015)

**TABLE I: PARTICIPATING AGENCIES & ANTICIPATED ELEMENT COSTS FOR FY 2014/15 (1st Year)**

| Task         | Description                                     | MPO              | FDOT             | Consultant | Total              |
|--------------|---|------------------|------------------|------------|--------------------|
| 1.0          | Administration                                  | \$102,480        |                  |            | \$102,480          |
| 1.1          | State Assistance                                |                  | \$113,011        |            | \$113,011          |
| 2.0          | Data Collection                                 | \$51,240         |                  |            | \$51,240           |
| 3.0          | Long-Range Planning                             | \$78,562         |                  |            | \$78,562           |
| 3.1          | Transportation Modeling                         | \$25,620         |                  |            | \$25,620           |
| 3.2          | Efficient Transportation Decision Making (ETDM) | \$25,620         |                  |            | \$25,620           |
| 4.0          | Short-Range Planning                            | \$78,563         |                  |            | \$78,563           |
| 5.0          | Public Transportation Planning                  | \$157,261        |                  |            | \$157,261          |
| 6.0          | Public Involvement                              | \$104,184        |                  |            | \$104,184          |
| 7.0          | Special Projects: Regional Planning             | \$171,732        | \$100,000        |            | \$271,732          |
| <b>TOTAL</b> |   | <b>\$795,262</b> | <b>\$213,011</b> | <b>\$0</b> | <b>\$1,008,273</b> |

**TABLE II: FUNDING SOURCES AND ANTICIPATED COSTS FOR FY 2014/15 (1st Year)**

| Task Element | Description                         | PL Funds         |                   | State Funds D    | FTA Funds        |                 |                 | CTD Funds Lake & Sumter | Grand Total      |
|--------------|-------------------------------------|------------------|-------------------|------------------|------------------|-----------------|-----------------|-------------------------|------------------|
|              |                                     | Federal          | State Soft Match* |                  | Section 5305(d)  | State Match     | Local / In Kind |                         |                  |
| 1.0          | Administration                      | \$102,480        |                   |                  |                  |                 |                 |                         | \$102,480        |
| 1.1          | State Assistance                    |                  | \$113,011         |                  |                  |                 |                 |                         | \$113,011        |
| 2.0          | Data Collection                     | \$51,240         |                   |                  |                  |                 |                 |                         | \$51,240         |
| 3.0          | Long-Range Planning                 | \$51,240         |                   |                  | \$21,858         | \$2,732         | \$2,732         |                         | \$78,562         |
| 3.1          | Transportation Modeling             | \$25,620         |                   |                  |                  |                 |                 |                         | \$25,620         |
| 3.2          | ETDM                                | \$25,620         |                   |                  |                  |                 |                 |                         | \$25,620         |
| 4.0          | Short-Range Planning                | \$51,240         |                   |                  | \$21,859         | \$2,732         | \$2,732         |                         | \$78,563         |
| 5.0          | Public Transportation Planning      | \$76,859         |                   |                  | \$27,323         | \$3,415         | \$3,415         | \$46,249                | \$157,261        |
| 6.0          | Public Involvement                  | \$76,859         |                   |                  | \$21,859         | \$2,733         | \$2,733         |                         | \$104,184        |
| 7.0          | Special Projects: Regional Planning | \$51,240         |                   | \$100,000        | \$16,393         | \$2,049         | \$2,050         |                         | \$171,732        |
| <b>TOTAL</b> |                                     | <b>\$512,398</b> | <b>\$113,011</b>  | <b>\$100,000</b> | <b>\$109,292</b> | <b>\$13,661</b> | <b>\$13,662</b> | <b>\$46,249</b>         | <b>\$908,273</b> |

Table III & IV – Agency Participation – Funding Sources (FY 2015 – 2016)

TABLE III: ESTIMATED PARTICIPATING AGENCIES & ANTICIPATED ELEMENT COSTS FOR FY 2015/16 (2nd Year)

| Task | Description                                     | MPO              | FDOT             | Consultant | Total              |
|------|---|------------------|------------------|------------|--------------------|
| 1.0  | Administration                                  | \$102,480        |                  |            | \$102,480          |
| 1.1  | State Assistance                                |                  | \$113,011        |            | \$113,011          |
| 2.0  | Data Collection                                 | \$51,240         |                  |            | \$51,240           |
| 3.0  | Long-Range Planning                             | \$78,562         |                  |            | \$78,562           |
| 3.1  | Transportation Modeling                         | \$25,620         |                  |            | \$25,620           |
| 3.2  | Efficient Transportation Decision Making (ETDM) | \$25,620         |                  |            | \$25,620           |
| 4.0  | Short-Range Planning                            | \$78,563         |                  |            | \$78,563           |
| 5.0  | Public Transportation Planning                  | \$157,261        |                  |            | \$157,261          |
| 6.0  | Public Involvement                              | \$104,184        |                  |            | \$104,184          |
| 7.0  | Special Projects: Regional Planning             | \$171,732        | \$100,000        |            | \$271,732          |
|      | <b>TOTAL</b>                                    | <b>\$795,262</b> | <b>\$213,011</b> | <b>\$0</b> | <b>\$1,008,273</b> |

TABLE IV: ESTIMATED FUNDING SOURCES AND ANTICIPATED COSTS FOR FY 2015/16 (2nd Year)

| Task Element | Description                         | PL Funds         |                   | State Funds<br>D | FTA Funds        |                 |                 | CTD Funds<br>Lake & Sumter | Grand Total |
|--------------|-------------------------------------|------------------|-------------------|------------------|------------------|-----------------|-----------------|----------------------------|-------------|
|              |                                     | Federal          | State Soft Match* |                  | Section 5305(d)  | State Match     | Local / In Kind |                            |             |
| 1.0          | Administration                      | \$102,480        |                   |                  |                  |                 |                 | \$102,480                  |             |
| 1.1          | State Assistance                    |                  | \$113,011         |                  |                  |                 |                 | \$113,011                  |             |
| 2.0          | Data Collection                     | \$51,240         |                   |                  |                  |                 |                 | \$51,240                   |             |
| 3.0          | Long-Range Planning                 | \$51,240         |                   |                  | \$21,858         | \$2,732         | \$2,732         | \$78,562                   |             |
| 3.1          | Transportation Modeling             | \$25,620         |                   |                  |                  |                 |                 | \$25,620                   |             |
| 3.2          | ETDM                                | \$25,620         |                   |                  |                  |                 |                 | \$25,620                   |             |
| 4.0          | Short-Range Planning                | \$51,240         |                   |                  | \$21,859         | \$2,732         | \$2,732         | \$78,563                   |             |
| 5.0          | Public Transportation Planning      | \$76,859         |                   |                  | \$27,323         | \$3,415         | \$3,415         | \$157,261                  |             |
| 6.0          | Public Involvement                  | \$76,859         |                   |                  | \$21,859         | \$2,733         | \$2,733         | \$104,184                  |             |
| 7.0          | Special Projects: Regional Planning | \$51,240         |                   | \$100,000        | \$16,393         | \$2,049         | \$2,050         | \$171,732                  |             |
|              | <b>TOTAL</b>                        | <b>\$512,398</b> | <b>\$113,011</b>  | <b>\$100,000</b> | <b>\$109,292</b> | <b>\$13,661</b> | <b>\$13,662</b> | <b>\$908,273</b>           |             |

# Appendix A

## Glossary of Abbreviations and Acronyms

- AA** **Alternatives Analysis:** *Alternatives Analysis is the evaluation of all reasonable modal and multimodal alternatives and general alignment options for identified transportation needs in a particular, broadly defined travel corridor.*
- AADT** **Annual Average Daily Traffic:** *The total volume of traffic on a highway segment for one year, divided by the number of days in the year. Both directions of traffic volumes are reported as well as total two-way volumes.*
- ADA** **Americans with Disabilities Act of 1990:** *A Federal law that requires public facilities, including transportation services, to be accessible to persons with disabilities, including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.*
- ADT** **Average Daily Traffic:** *The number of vehicles passing a fixed point in a day, averaged over a number of days. The number of count days included in the average varies with the intended use of data.*
- AE** **Annual Element:** *The first fiscal year of the Transportation Improvement Plan.*
- AFV** **Alternative Fuel Vehicle:** *A vehicle that runs on a fuel other than “traditional” petroleum fuels.*
- AICP** **American Institute of Certified Planners:** *AICP is the American Planning Association's professional institute, providing recognized leadership nationwide in the certification of professional planners, ethics, professional development, planning education, and the standards of planning practice.*
- AMPO** **Association of Metropolitan Planning Organizations:** *A national nonprofit membership organization serving the interests of metropolitan planning organizations nationwide.*
- APA** **American Planning Association:** *The American Planning Association brings together thousands of people – practicing planners, citizens, elected officials – committed to making great communities happen.*
- APTA** **American Public Transportation Association:** *An organization that works to ensure that public transportation is available and accessible for all Americans.*
- AQ** **Air Quality:** *generally refers to the amount of air pollutants of various types in the air. The pollutants can include hydrocarbons (also called volatile organic compounds), nitrogen oxides, particulate matter, carbon monoxide, sulfur dioxide and so on.*
- ARRA** **American Recovery and Reinvestment Act:** *An Act making supplemental appropriations for job preservation and creation, infrastructure investment, energy efficiency and science, assistance to the unemployed, and State and local fiscal stabilization, for the fiscal year ending September 30, 2009, and for other purposes.*
- ASCE** **American Society of Civil Engineers:** *Founded in 1852, the American Society of Civil Engineers (ASCE) represents more than 133,000 members of the civil engineering profession worldwide, and is America's oldest national engineering society. ASCE's vision is to position engineers as global leaders building a better quality of life.*
- AVO** **Average Vehicle Occupancy:** *The ratio of person trips to vehicle trips; often used as a criteria in judging the success of trip reduction programs.*
- AVR** **Average Vehicle Ridership:** *The number of employees scheduled to start work during specified hours divided by the number of vehicles arriving at the site during those same hours.*
- BCC** **Board of County Commissioners:** *The State constitution gives the Board of County Commissioners the power to adopt ordinances (local laws), approve the County budget and set mileages, and establish the requirements for the departments under its control. The Board*

*governs all unincorporated areas of the county directly; municipalities may call upon the County for specialized services.*

**BMS** **Bridges Management Systems:** *Process for analyzing existing conditions and identifying future needs with respect to bridges; required for the National Highway System (NHS) as a part of ISTEA; and the extent to which the remaining public bridges are included in the process is left to the discretion of state and local officials.*

**BOA** **Board of Adjustments:** *The Board of Adjustment reviews applications submitted for a variance to the Land Development Regulations. The Board then approves or denies the applications based on staff reports and evidence submitted during the hearing, taking into consideration the applicant's and other testimony in favor or against the request.*

**BPAC** **Bicycle/Pedestrian Advisory Committee:** *Advisory Committee that examines alternatives and makes recommendations to the Lake~Sumter MPO on bicycle and pedestrian issues.*

**BRP** **State Bridge Rehabilitation:** *Funds for replacement or repair of bridges on the State Primary System based on statewide priority.*

**BRRP** **State Bridge Repair and Rehabilitation:** *Funds for the repair and rehabilitation of bridges.*

**BRT** **Federal Bridge Replacement:** *Funds for bridge replacement on Federal National Highway and Surface Transportation Program systems; used for critical bridges based on a statewide priority as approved by the FHWA.*

**CAAA** **Clean Air Act Amendments of 1990:** *Amendments to the federal Clean Air Act which classify nonattainment areas and provide for rules dealing with air pollution in such areas; specifically brought transportation decisions into the context of air quality control.*

**CAC** **Citizens' Advisory Committee:** *Advisory committee utilized by most metropolitan planning organizations (MPOs) for citizen input into the transportation planning process.*

**CBD** **Central Business District:** *The area of a community with the most intense commercial and business development.*

**CCI** **Community Characteristics Inventory:** *The history of a community with present and future conditions of an area. Includes physical characteristics of an area, narrative text that describes the community, tables or graphics that summarize data.*

**CE** **Categorical Exclusion:** *A technical exclusion for projects that do not result in significant environmental impacts. Such projects are not required to prepare environmental reviews.*

**CEI** **Construction Engineering Inspection:** *FDOT highway project phase following construction.*

**CEMO** **Central Environmental Management Office:** *Represents FDOT in protecting and enhancing a sustainable human and natural environment while developing safe, cost effective and efficient transportation systems.*

**CFMPOA** **Central Florida MPO Alliance:** *A coalition of transportation and government organizations committed to addressing transportation challenges on a regional basis. The alliance is comprised of representatives from the Brevard MPO, MetroPlan Orlando, the River to Sea TPO, the Polk TPO, the Ocala/Marion TPO and the Lake-Sumter MPO.*

**CFR** **Code of Federal Regulations:** *The codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. It is divided into 50 titles that represent broad areas subject to Federal regulation. Each volume of the CFR is updated once each calendar year and is issued on a quarterly basis.*

- Chap. 339, 175FS.** *The state legislation pertaining to the designation, roles, and responsibilities of the MPOs*
- Chap. 427, Rule 41-2.** *The state legislation requiring, and providing the guidelines for, the coordination of transportation services for transportation disadvantaged persons within a county or urban area.*
- CIGP** **County Incentive Grant Program:** *This program provides grants to counties to improve a transportation facility which is located on the State Highway System or which relieves traffic congestion on the State Highway System.*
- CIE** **Capital Improvements Element:** *A required element of local comprehensive plans which evaluates the need for public facilities, their cost and funding/schedule for construction; specific content for the CIE is found in Rule 9J-5.016 of the Florida Administrative Code and Chapter 163.3177(3), Florida Statutes.*
- CLC** **Community Liaison Coordinator:** *The FDOT district person responsible for implementing effective public involvement to identify potential sociocultural effects for transportation projects; responsible for public involvement and assessment of sociocultural effects in the non-MPO areas of the state.*
- CMAQ** **Congestion Mitigation and Air Quality Improvement Program:** *A categorical funding program created under ISTEA, which directs funding to projects that contribute to meeting national air quality standards in non-attainment areas for ozone and carbon monoxide.*
- CMS** **Congestion Management System:** *A systemic process required under ISTEA to provide information on transportation system performance and identify alternative strategies to alleviate congestion and enhance mobility of persons and goods; process must be developed in Transportation Management Areas, the use of CMS in non-TMAs is left to the discretion of state and local officials; in Florida, MPOs will take the lead for the CMS in urbanized areas and FDOT will take the lead elsewhere.*
- CMS** **Concurrency Management System:** *A systematic process utilized by local governments to ensure that new development does not occur unless adequate infrastructure (such as public facilities) is in place to support growth; requirements for the CMS are found in Rule 9J-5.0055, Florida Administrative Code.*
- CNU** **Congress for the New Urbanism:** *CNU advocates the restructuring of public policy and development practices to support the restoration of existing urban centers and towns within coherent metropolitan regions. We stand for the reconfiguration of sprawling suburbs into communities of real neighborhoods and diverse districts, the conservation of natural environments, and the preservation of our built legacy.*
- CTCs** **Community Transportation Coordinators:** *People contracted by the Transportation Disadvantaged Commission to provide complete, cost-effective and efficient transportation services to transportation disadvantaged (TD) persons.*
- CTD** **Commission for Transportation Disadvantaged:** *An independent commission housed administratively within the Florida Department of Transportation. Our mission is to insure the availability of efficient, cost-effective, and quality transportation services for transportation disadvantaged persons.*
- CTST** **Community Traffic Safety Team:** *Partnership represented by various public and private entities that focus on reducing the number and severity of traffic crashes within their community.*
- CUTR** **Center for Urban Transportation Research:** *A legislatively created research center, located at the University of South Florida, whose purpose is to conduct and facilitate research and serve as an information exchange on issues related to urban transportation problems in Florida.*



|             |  |               |   |
|-------------|--|---------------|---|
| <b>DCA</b>  | <b>Department of Community Affairs:</b> <i>State and land planning agency responsible for a number of local and regional planning of programs, established in Chapter 163 and 380 of the Florida Statutes.</i>   | <b>ECFRPC</b> | <b>East Central Florida Regional Planning Council:</b> <i>provides regional planning service for Brevard, Lake, Orange, Osceola, Seminole, and Volusia counties.</i>  |
| <b>DEIS</b> | <b>Draft Environmental Impact Statement:</b> <i>As indicated in title this is an analysis report describing the impacts of a major transportation improvement project upon the environment, both physical (built) and natural. It is proposed in both draft and final forms, which are reviewed by the local agencies and the general public and approved by the appropriate federal agencies. (FHWA or FTA)</i>                 | <b>EIS</b>    | <b>Environmental Impact Statement:</b> <i>A document that explains the purpose and need for a project, presents project alternatives, analyzes the likely impact of each, explains the choice of a preferred alternative, and finally details measures to be taken in order to mitigate the impacts of the preferred alternative.</i> |
| <b>DIS</b>  | <b>District Intermodal System:</b> <i>State funds code for projects on Strategic Intermodal System.</i>  | <b>EPA</b>    | <b>Environmental Protection Agency:</b> <i>Protects human health and the environment. Since 1970, EPA has been working for a cleaner, healthier environment for the American people. EPA is led by the Administrator, who is appointed by the President of the United States.</i>   |
| <b>DOT</b>  | <b>Department of Transportation:</b> <i>Agency responsible for transportation at the local, state, or federal level.</i>   | <b>ETDM</b>   | <b>Efficient Transportation Decision Making:</b> <i>Creates a linkage between land use, transportation and environmental resource planning initiatives through early, interactive agency and public involvement.</i>  |
| <b>DRI</b>  | <b>Development of Regional Impact:</b> <i>A large-scale development which is required to undergo an extra-local review process; the appropriate regional planning council coordinates the review; the appropriate local government makes the approval decision, with the Florida Department of Community Affairs (DCA) retaining appeal authority; Rule 28-24, F.A.C. identified types of development subject to DRI review.</i> | <b>FAA</b>    | <b>Federal Aviation Administration:</b> <i>Provides a safe and efficient aerospace system.</i>  |
| <b>EA</b>   | <b>Environmental Assessment:</b> <i>A document that must be submitted for approval by the U.S. Environmental Protection Agency and the U.S. Department of Transportation for transportation projects in which the significance of the environmental impact is not clearly established. An EA is required for all projects for which a Categorical Exclusion or Environmental Impact Statement is not applicable.</i>             | <b>FAPA</b>   | <b>Florida Chapter of the APA:</b> <i>The Florida Chapter of APA provides statewide leadership in the development of sustainable communities by advocating excellence in planning, providing professional development for its members, and working to protect and enhance the natural and built environments.</i>                     |
| <b>EAR</b>  | <b>Evaluation and Appraisal Report:</b> <i>Periodic review and evaluation of a local government comprehensive plan; generally due every five years; requirements for contents are identified in Rule 9J-5.0053, Florida Administrative Code and Chapter 163.3191, Florida Statutes.</i>  | <b>FBT</b>    | <b>Floridians for Better Transportation:</b> <i>Statewide business and transportation association dedicated to making transportation safer and more efficient in Florida; created in 1988 by the Florida Chamber of Commerce and the Florida Council of 100.</i>  |
|             |  | <b>FDCA</b>   | <b>Florida Department of Community Affairs:</b> <i>State agency responsible for assisting Florida communities in meeting the challenges of growth, reducing the effects of disasters and investing in community revitalization.</i>   |



|              |  |               |   |
|--------------|--|---------------|---|
| <b>FDEP</b>  | <b>Florida Department of Environmental Protection:</b> <i>The lead agency in state government for environmental management and stewardship.</i>  | <b>F.S.</b>   | <b>Florida Statutes:</b> <i>Documents in which Florida's laws are founds.</i>   |
| <b>FDOT</b>  | <b>Florida Department of Transportation:</b> <i>State agency responsible for transportation issues in Florida.</i>   | <b>FSUTMS</b> | <b>Florida Standard Urban Transportation Modeling Structure:</b> <i>Computer model used in Florida for transportation planning and traffic forecasting process.</i>   |
| <b>FEIS</b>  | <b>Final Environmental Impact Statement:</b> <i>A document that evaluates the potential environmental impacts of the proposed action.</i>  | <b>FTA</b>    | <b>Federal Transit Administration:</b> <i>Federal entity responsible for transit planning and programs.</i>   |
| <b>FGDL</b>  | <b>Florida Geographical Data Library (FGDL):</b> <i>Housed at the GeoPlan Center at the University of Florida, contains GIS data from federal, state and local agencies.</i>   | <b>FTC</b>    | <b>Florida Transportation Commission:</b> <i>Provides leadership in meeting Florida's transportation needs through policy guidance on issues of statewide importance and maintaining public accountability for the DOT.</i>                                   |
| <b>FHPP</b>  | <b>Federal High Priority Projects:</b> <i>Projects earmarked by Congress in TEA-21 as high priorities at the federal level. These amount to roughly 5% of the total transportation budget.</i>   | <b>FTE</b>    | <b>Florida's Turnpike Enterprise:</b> <i>Responsible for the operation and expansion of toll roads on the Turnpike system.</i>  |
| <b>FHWA</b>  | <b>Federal Highway Administration:</b> <i>Division of the U.S. Department of Transportation responsible for administrating federal highway transportation programs.</i>  | <b>FTP</b>    | <b>Florida Transportation Plan:</b> <i>A statewide, comprehensive transportation plan, which establishes long-range goals to be accomplished over a 20-25 year time frame; developed by Florida Department of Transportation; updated on an annual basis.</i> |
| <b>FLHSR</b> | <b>Florida High Speed Rail:</b> <i>Express rail service between Tampa and Orlando with future plans to extend service to Miami. Trains are projected to reach speeds of at least 168 mph.</i>  | <b>FY</b>     | <b>Fiscal Year:</b> <i>A budget year; runs from July 1 through June 30 for the State of Florida; and from October 1 through September 30 for the federal governments.</i>   |
| <b>FLUAM</b> | <b>Future Land Use Allocation Model:</b> <i>A land use forecasting model that projects the land use parameters used in the Florida Standard Urban Transportation Models.</i>   | <b>GIS</b>    | <b>Geographic Information Systems:</b> <i>A technology that integrates the collection, management and analysis of geographic data. This can be used to display the results of data queries as maps and analyze spatial distribution of data.</i>              |
| <b>FONSI</b> | <b>Finding of No Significant Impact:</b> <i>A statement indicating that a project was found to have no significant impacts on the quality of the human environment and for which an environmental impact statement will therefore not be prepared.</i> | <b>GPS</b>    | <b>Global Positioning System:</b> <i>A satellite based navigation system providing accuracy usable for side scan sonar surveys on a worldwide basis. GPS has become a universal, reliable positioning system.</i>   |
| <b>FRA</b>   | <b>Federal Railroad Administration:</b> <i>The purpose of FRA is to promulgate and enforce rail safety regulations; administer railroad assistance programs; conduct research and development to improve railroad safety.</i>                          | <b>HCM</b>    | <b>Highway Capacity Manual:</b> <i>A collection of state-of-the-art techniques for estimating capacity and determining level of service for many transportation facilities and modes.</i>   |

|              |  |               |  |
|--------------|--|---------------|--|
| <b>HOT</b>   | <b>High Occupancy Toll Lanes:</b> <i>Lanes that take advantage of available unused capacity in the HOV lane by allowing vehicles that do not meet the minimum occupancy requirement to pay a toll for access to the lane(s).</i>   | <b>LAP</b>    | <b>Local Agency Program:</b> <i>Contracts between FDOT and other governmental agencies to develop, design, acquire right-of-way, and construct transportation facilities and to reimburse these governmental agencies for services provided to the traveling public.</i>                               |
| <b>HOV</b>   | <b>High Occupancy Vehicle Lanes:</b> <i>In Florida, vehicles carrying two (2) or more people; freeways, expressways and other large volume roads may have lanes designated for HOV use by carpoolers, vanpools, and buses.</i>   | <b>LGCP</b>   | <b>Local Government Comprehensive Plan:</b> <i>As required by Chapter 163, Florida Statutes, requires local governments to develop local comprehensive plans; also contains capital improvements, consistency and concurrency requirements, and provides for Rule Chapter 9J-5, F.A.C.</i>             |
| <b>ICE</b>   | <b>Intergovernment Coordination Element:</b> <i>Required element of a local government comprehensive plan addressing coordination between adjacent local governments, and regional and state agencies; requirements for content are found in rule 9J-5.015, F.A.C. and 163.3177(b)(h), F.S.</i>  | <b>LOS</b>    | <b>Level of Service:</b> <i>A qualitative assessment of a road's operating condition, generally described using a scale of A (little congestion) to E/F (severe congestion).</i>   |
| <b>ISTEA</b> | <b>Intermodal Surface Transportation Efficiency Act of 1991:</b> <i>Federal law which restructured transportation planning and funding by requiring consideration of multimodal solutions, emphasis on the movement of people and goods as opposed to traditional highway investments, flexibility in the use of transportation funds, a greater role of MPOs, and a greater emphasis on public participation.</i>   | <b>LRT</b>    | <b>Light Rail Transit:</b> <i>An electric rail system which has single cars or short trains, and passenger's board at track or car floor level.</i>  |
| <b>ITE</b>   | <b>Institute of Transportation Engineers:</b> <i>An international society of professionals in transportation and traffic engineering; publishes Trip Generation (a manual of trip generation rates by land use type).</i>  | <b>L RTP</b>  | <b>Long Range Transportation Plan:</b> <i>A 20-year forecast plan required of state planning agencies and MPOs; must consider a wide range of social, environmental, energy and economic factors in determining overall regional goals and consider how transportation can best meet these goals.</i>  |
| <b>ITS</b>   | <b>Intelligent Transportation System:</b> <i>Use of computer and communications technology to facilitate the flow of information between travelers and system operators to improve mobility and transportation productivity, enhance safety, maximize the use of existing transportation facilities, conserve energy resources and reduce adverse environmental effects; includes concepts such as "freeway management systems," "automated fare collection" and "transit information kiosks".</i> | <b>LU</b>     | <b>Land Use:</b> <i>Refers to the manner in which portions of land or the structures on them are used, i.e., commercial, residential, retail, industrial, etc.</i>   |
| <b>JPA</b>   | <b>Joint Participation Agreement:</b> <i>Legal instrument describing intergovernmental tasks to be accomplished and/or funds to be paid between government agencies.</i>   | <b>MAP-21</b> | <b>Moving Ahead for Progress in the 21<sup>st</sup> Century Act</b> – <i>Signed into law by President Obama on July 6, 2012. Funding surface transportation programs at over \$105 billion for fiscal years 2013 and 2014, MAP-21 is the first long-term highway authorization enacted since 2005.</i> |
|              |  | <b>MG</b>     | <b>Minimum Guarantee:</b> <i>A funding category created in TEA-21 that guarantees a 90% return of contributions on formula funds to every state.</i>   |

**MMTD Multimodal Transportation District:**

*Jointly administered by FDOT and DCA, this planning framework was established by statute based on recommendations by the Transportation and Land Use Study Committee (1999), which sought to reconcile transportation programs and land use practices. Its goal is to expand the use of multiple modes by coordinating transportation improvements (such as improved transit service and pedestrian facilities) and land use measures that enable multimodal transportation to succeed.*

**MOA Memorandum of Agreement:** *A document written between parties to cooperate on an agreed upon project or meet an agreed objective. The purpose of an MOA is to have a written understanding of the agreement between parties.*

**MOU Memorandum of Understanding:** *A document describing a bilateral or multilateral agreement between two or more part. It expresses a convergence of will between the parties, indicating an intended common line of action.*

**MPO Metropolitan Planning Organization:** *The forum for cooperative transportation decision-making; required for urbanized areas with populations over 50,000.*

**MPOAC Metropolitan Planning Organization Advisory Council:** *A statewide advisory council (consisting of one member from each MPO) that serves Florida's 25 MPOs as the principal forum for collective policy discussion; created by law to assist the MPOs in carrying out the urbanized area transportation planning process.*

**MSTU Municipal Services Tax Unit:** *A Taxing District authorized by State Constitution, Article VII and Florida Statute 125.01. The MSTU is a legal and financial mechanism for providing specific services and/or improvements to a defined geographical area. An MSTU may levy ad valorem taxes to provide funds for the improvements.*

**NAAQS National Ambient Air Quality Standards (NAAQS):** *Establishes maximum concentrations for criteria air pollutants in specified geographical areas. These pollutants include carbon monoxide (CO), lead (Pb), nitrogen dioxide (NO2), particulate matter (PM-10), ozone (O3), and sulfur dioxide (SO2). To prevent established concentrations from being exceeded, State and local governments may require air pollution controls on existing, new, and modified industrial facilities; tighter standards on emissions from motor vehicles; and the use of alternative fuels.*

**NEPA National Environmental Policy Act of 1969:** *An Act to establish a national policy for the environment, to provide for the establishment of a Council on Environmental Quality, and for other purposes.*

**NHS National Highway System:** *Specific major roads to be designated by September 30, 1995; the NHS will consist of 155,000 (plus or minus 15%) miles of road and represents one category of roads eligible for federal funds under ISTEA.*

**NHPA National Historic Preservation Act (NHPA):** *Law requiring federal agencies to consider the potential effect of a project on a property that is registered on or eligible for the National Register of Historic Places. If effects are identified, federal and state agencies and the public must identify means to mitigate the harm.*

**PD&E Project Development and Environment Study (PD&E):** *FDOT's name for a corridor study to establish conceptual design for a roadway and to determine its compliance with federal and state environmental laws and regulations.*

**PE Preliminary Engineering (design):** *Highway project phase.*

**PEA Planning Emphasis Area:** *Planning for the appropriate use of land within communities.*

- PHF** **Peak Hour Factor:** *Traffic engineers focus on the peak-hour traffic volume in evaluating capacity and other parameters because it represents the most critical time period. The analysis of level of service is based on peak rates of flow occurring within the peak hour because substantial short-term fluctuations typically occur during an hour. Common practice is to use a peak 15-minute rate of flow. Flow rates are usually expressed in vehicles per hour, not vehicles per 15 minutes.*
- PIO** **Public Information Officer:** *The individual in an agency or district responsible for disseminating information and responding to inquiries from the media.*
- PI** **Public Involvement:** *The process by which public concerns, needs, and values are solicited and incorporated into decision-making.*
- PL** **Planning Funds:** *Federal Highway Administration planning funds, also called Section 112 funds.*
- PIP** **Public Involvement Plan (PIP):** *A written plan of public involvement strategies and activities for a specific transportation plan or project. The PIP provides a systematic approach to how the results and outcomes of public involvement activities are integrated into the decision-making process.*
- PMS** **Pavement Management System:** *A systematic process utilized by state agencies and MPOs to analyze and summarize pavement information for use in selecting and implementing cost-effective pavement construction, rehabilitation, and maintenance programs; required for roads in the National Highway System as a part of ISTEA; the extent to which the remaining public roads are included in the process is left to the discretion of state and local officials; criteria found in 23 CFR 500.021-209.*
- PTMS** **Public Transportation Facilities and Equipment Management System:** *A systematic process (required under ISTEA) utilized by state agencies and MPOs to collect and analyze information on the condition and cost of transit assets on a continual basis; data is to be used to help people choose cost-effective strategies for providing and keeping transit facilities and Transportation Management Areas (TMAs); the use of CMS in non-TMAs is left to the discretion of state and local officials.*
- PUD** **Planned Unit Development:** *A zoning category that allows innovation in development by the suspension of standard zoning to be replaced by negotiated agreements. A PUD requires a comprehensive development plan for the entire area, usually including residences, roads, schools, recreational facilities and service areas, plus commercial, office and industrial areas.*
- RFP** **Request for Proposals:** *A document advertising opportunities to submit bids for a particular purchase or service contract.*
- ROW** **Right-of-Way:** *Real property that is used for transportation purposes; defines the extent of the corridor that can be used for the road and associated drainage.*
- RPC** **Regional Planning Council:** *A multipurpose organization composed of representatives of local governments and appointed representatives from the geographic area covered by the council, and designated as the primary organization to address problems and plan solutions that are of greater than local concern or scope; currently there are 11 regional planning councils in Florida. In some area of Florida the Regional Planning Council is under contract to provide staff services to MPOs.*
- SAFETEA** **Safe, Accountable, Flexible, Efficient Transportation Equity Act.**
- LU:** **Legacy for Users:** *Reauthorization of the Federal Transportation Bill authorizing the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period, 2005-2009.*
- SCE** **Sociocultural Effects:** *The effects a transportation action has on social, economic, aesthetic and livability, relocation and displacement, civil rights and land use issues.*



|             |   |             |  |
|-------------|---|-------------|--|
| <b>SCOP</b> | <b>Small County Outreach Program:</b> <i>Assists small county governments (population of 150,000 or less) in resurfacing or reconstructing county roads or in constructing capacity or safety improvements to county roads.</i>   |             | <i>may be prescribed. Usually implemented in support of urban infill, urban redevelopment, and/or downtown revitalization.</i>   |
| <b>SIS</b>  | <b>Strategic Intermodal System:</b> <i>A transportation system comprised of facilities and services for statewide and interregional significance, including appropriate components of all modes.</i>  | <b>TD</b>   | <b>Transportation Disadvantaged:</b> <i>People who are unable to transport themselves or to purchase transportation due to disability, income status or age.</i>   |
| <b>SOV</b>  | <b>Single Occupant Vehicle:</b> <i>A Privately-operated <u>vehicle</u> whose only occupant is the driver.</i>   | <b>TDCB</b> | <b>Transportation Disadvantaged Coordinating Board:</b> <i>This committee is responsible for defining transportation disadvantaged-related goals and objectives, preparing a service plan, and ensuring that the needs of the transportation disadvantaged citizens are being met.</i>   |
| <b>SIB</b>  | <b>State Infrastructure Bank:</b> <i>Method of financing large capital projects by taking advantage of borrowing against future state revenues.</i>   | <b>TDM</b>  | <b>Transportation Demand Management:</b> <i>A transportation planning process that is aimed at relieving congestion on highways by the following types of actions: (1) actions that promote alternatives to automobile use; (2) actions that encourage more efficient use of alternative transport systems, and (3) actions that discourage automobile use.</i>  |
| <b>SRPP</b> | <b>Strategic Regional Policy Plan:</b> <i>A plan, developed by each regional planning council (RPC), which contains goals and policies addressing affordable housing, economic development, emergency preparedness, natural resources of regional significance, and regional transportation issues; must be consistent with the state comprehensive plan.</i> | <b>TDP</b>  | <b>Transit Development Plan:</b> <i>An intermediate-range transit plan (usually five years) that examines service, markets, and funding to make specific recommendations for transit improvements.</i>   |
| <b>STIP</b> | <b>State Transportation Improvement Program:</b> <i>The FDOT five-year work program as prescribed by federal law.</i>   | <b>TDSP</b> | <b>Transportation Disadvantaged Service Plan:</b> <i>A tactical plan with Development, Service, Quality Assurance and Cost/Revenue Allocation and Rate Structure Justification components. The TDSP contains goals which the CTC plans to achieve, and the means by which they intend to achieve them.</i>   |
| <b>TAC</b>  | <b>Technical Advisory Committee:</b> <i>A standing committee of most metropolitan organizations (MPOs); function is to provide advice on plans or actions of the MPO from planners, engineers and other staff members (not general citizens).</i>   | <b>TE</b>   | <b>Transportation Enhancements:</b> <i>Specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, acquisition of scenic easements and scenic historic sites, scenic or historic highway programs, scenic beautification, historic preservation, rehabilitation/operation of historic transportation structures, railway corridor preservation, control/removal of outdoor advertising, archeological planning/research and mitigation of highway runoff water pollution.</i> |
| <b>TCEA</b> | <b>Transportation Concurrency Exception Area:</b> <i>Special areas designated in local government comprehensive plans where special level of service standards or analysis techniques may be prescribed. Usually implemented in support of urban infill, urban redevelopment, and/or downtown revitalization.</i>   |             |  |
| <b>TCMA</b> | <b>Transportation Concurrency Management Area:</b> <i>Special areas designated in local government comprehensive plans where special level of service standards or analysis techniques</i>  |             |  |

- TEA-21 Transportation Equity Act for the 21<sup>st</sup> Century:** *Federal Legislation authorizing funds for all modes of transportation and guidelines on the use of those funds. Successor to ISTEA, the landmark legislation that clarified the role of the MPOs in the local priority-setting process, TEA-21 emphasizes simplicity, fairness, and higher funding levels for transportation.*
- TIGER Transportation Investment Generating Economic Recovery:** *Funding for supplemental discretionary grants for capital investments in surface transportation infrastructure under the American Recovery and Reinvestment Act.*
- TIP Transportation Improvement Program:** *A priority list of transportation projects developed by a metropolitan planning organization that is to be carried out within the five (5) year period following its adoption; must include documentation of federal and state funding sources for each project and be consistent with adopted MPO long range transportation plans and local government comprehensive plans.*
- Title 23 CFR–Federal regulations pertaining to statewide and metropolitan transportation Part 450 planning:** *(a) Sets forth the national policy that the MPO designated for each urbanized area is to carry out a continuing, cooperative, and comprehensive multimodal transportation planning process, including the development of a metropolitan transportation plan and a transportation improvement program (TIP), that encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight (including accessible pedestrian walkways and bicycle transportation facilities) and foster economic growth and development, while minimizing transportation-related fuel consumption and air pollution; and (b) Encourages continued development and improvement of metropolitan transportation planning processes guided by the planning factors set forth in 23 U.S.C. 134(h) and 49 U.S.C. 5303(h).*
- TMA Transportation Management Association:** *A membership organization designed to help a group of businesses, companies, and other interested parties implement a commute management program; some funding for these groups is available through the state Commuter Assistance Program (CAP).*
- TMA Transportation Management Area:** *A federal term for an urban area of over 200,000 population.*
- TMS Transportation Management System:** *The implementation of traffic control measures, such as HOV lanes, signal timing adjustments, median closings, and access management strategies to increase the operating efficiency of the traffic circulation system.*
- TMS Transportation Management System:** *The LSMPO TMS includes traffic counts, tracking of approved developments and crash data resulting in a comprehensive database.*
- TOP Transit Operations Plan:** *An operational and cost feasibility analysis performed prior to implementation of transit services.*
- TPO Transportation Planning Organization:** *A synonym for a Metropolitan Planning Organization (MPO), responsible for transportation planning and is mandated by state and federal agencies.*
- TRB Transportation Research Board:** *A unit of the National Research Council whose purpose is to advance knowledge about transportation systems; publishes the Highway Capacity Manual.*
- TRIP Transportation Regional Incentive Program:** *TRIP was created to improve regionally significant transportation facilities in "regional transportation areas". State funds are available throughout Florida to provide incentives for local governments and the private sector to help pay for critically needed projects that benefit regional travel and commerce. The Florida Department of Transportation will pay for 50 percent of project costs, or up to 50 percent of the nonfederal share of project costs for public transportation facility projects.*

- TSCP** **Transportation and Community and Systems Preservation Pilot Program:** *A federal discretionary grant program created in TEA-21 that is designed to provide funding for revitalizing and rehabilitating transportation corridors.*
- TSM** **Transportation Systems Management:** *Strategies to improve the efficiency of the transportation system through operational improvements such as the use of bus priority or reserved lanes, signalization, access management, turn restrictions, etc.*
- UA** **Urbanized Area:** *The US Census Bureau defines an urbanized area as: "Core census block groups or blocks that have a population density of at least 1,000 people per square mile (386 per square kilometer) and surrounding census blocks that have an overall density of at least 500 people per square mile (193 per square kilometer)."*
- UPWP** **Unified Planning Work Program:** *Developed by Metropolitan Planning Organization (MPOs); identifies all transportation and transportation air quality tasks and activities anticipated within the next one to two years, including a schedule for the completion of the identified tasks and activities.*
- USC** **United States Code:** *The United States Code is the codification by subject matter of the general and permanent laws of the United States. It is divided by broad subjects into 50 titles and published by the Office of the Law Revision Counsel of the U.S. House of Representatives. Since 1926, the United States Code has been published every six years. In between editions, annual cumulative supplements are published in order to present the most current information.*
- USDOT** **United States Department of Transportation:** *Established by an act of Congress on October 15, 1966, the Department's first official day of operation was April 1, 1967. The mission of the Department is to: Serve the United States by ensuring a fast, safe, efficient, accessible and convenient transportation system that meets our vital national interests and enhances the quality of life of the American people, today and into the future.*
- V/C** **Volume to Capacity:** *a measure that reflects mobility and quality of travel of a facility or a section of a facility. It compares roadway demand (vehicle volumes) with roadway supply (carrying capacity). For example, a V/C of 1.00 indicates the roadway facility is operating at its capacity. It is a common performance measure for MPOs and is widely used in TMS and transportation studies.*
- VHT** **Vehicle Hours Traveled:** *On highways, a measurement of the total hours traveled in a given area for a specified time period. It is calculated by multiplying the number of vehicles by the hours traveled in a given area or on a given highway during the time period. In transit, it is calculated by multiplying the number of vehicles by the hours traveled on a given area or on a different route, line, or network during the time period.*
- VMS** **Variable Message Sign:** *An electronic traffic sign often used on roadways to give travelers information about special events. Such signs warn of traffic congestion, accidents, incidents, roadwork zones, or speed limits on a specific highway segment. They may also ask vehicles to take alternative routes, limit travel speed, warn of duration and location of the incidents or just inform of the traffic conditions.*
- VMT** **Vehicle Miles Traveled:** *On highways, a measurement of the total miles traveled in a given area for a specified time period. It is calculated by multiplying the number of vehicles by the miles traveled in a given area or on a given highway during the time period. In transit, it is calculated by multiplying the number of vehicles by the miles traveled on a given area or on a different route, line, or network during the time period.*
- WAGES** **Work and Gain Economic Self Sufficiency:** *Florida's welfare to work program.*



**WRPC Withlacoochee Regional Planning Council:** *Provides regional planning services for Citrus, Hernando, Levy, Marion, and Sumter Counties.*

**XU Urban Attributable Funds:** *Urban Attributable funds are Federal funds allocated to MPOs that have an urban area with a population over 200,000. MPOs that receive XU funds maintain full authority over the programming and distribution of XU funds.*

## Certification of Restrictions of Lobbying

### LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS FY 2014-2015

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Lake~Sumter Metropolitan Planning Organization that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Lake~Sumter Metropolitan Planning Organization, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Lake~Sumter Metropolitan Planning Organization shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

  
\_\_\_\_\_  
Sean Parks, Chairman  
Lake~Sumter Metropolitan Planning Organization

4/23/14  
\_\_\_\_\_  
Date

## Debarment and Suspension Certification

### DEBARMENT and SUSPENSION CERTIFICATION FY 2014-2015

As required by the USDOT regulation on Government wide Debarment and Suspension at 49 CFR 29.510

- (1) The Lake~Sumter Metropolitan Planning Organization hereby certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
  - (d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.
  
- (2) The Lake~Sumter Metropolitan Planning Organization also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.

  
\_\_\_\_\_  
Sean Parks, Chairman  
Lake~Sumter Metropolitan Planning Organization

4/23/14  
\_\_\_\_\_  
Date

**TITLE VI / NONDISCRIMINATION POLICY STATEMENT  
FY 2014/2015**

The Lake~Sumter Metropolitan Planning Organization (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.

The 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.

Dated

4/23/14

By



Sean Parks, Chairman



## APPENDIX A

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 (6) 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 subcontractor 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.

**DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

It is the policy of the Lake~Sumter Metropolitan Planning Organization 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 Metropolitan Planning Organization, 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 (insert name of MPO) in a non-discriminatory environment.

The Lake~Sumter Metropolitan Planning Organization shall require its consultants to not discriminate on the basis of race, color, national origin, sex, age, handicap/disability, or income status 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.

  
\_\_\_\_\_  
Sean Parks, Chairman  
Lake~Sumter Metropolitan Planning Organization

4/23/14  
\_\_\_\_\_  
Date



### **FDOT District Five General Planning Activities & Specific Tasks Fiscal Year 2014/2015 & Fiscal Year 2015/2016 Unified Planning Work Program March 2014**

#### **GENERAL PLANNING ACTIVITIES**

The Florida Department of Transportation (FDOT) is a contributor to transportation planning and policy development in District Five. Generally, the specific recurring transportation planning activities accomplished by FDOT's District Five Planning Office can be placed in one of the following categories: Transportation Planning Activities, Data Collection Activities and Systems Planning Activities.

#### **Transportation Planning Activities:**

##### ➤ MPO/TPO Support

Provide a MPO/TPO Liaison between the Department and each MPO/TPO; Provide supporting information and documentation to support MPO/TPO planning; Review and take appropriate action on Transportation Improvement Program(TIP) and TIP Amendments; Review and take appropriate action on Unified Planning Work Program (UPWP) and UPWP Amendments; Review and take appropriate action on Long Range Transportation Plan; Review and take appropriate action on Public Involvement Plan; Prepare and conduct Federal and State Certification reviews; Assist MPOs/TPOs in attending various committee meetings and Community Awareness Planning Meetings; Assist MPOs/TPOs with Work Program System issues and reports; Assist MPOs/TPOs in State and Federal Grant Programs; and Support and assist with Transit issues and initiatives. Review and update MPO/TPO contract agreements (Interlocal Agreement for the Creation of Metropolitan Planning Organization, Intergovernmental Coordination and Review (ICAR), and Transportation Planning Funds Joint Participation Agreement.

Assist with providing revenue forecasts to the MPOs/TPOs to develop their Long Range Transportation Plans; Provide support and assistance to assure that the MPOs/TPOs comply with the state and federal policies, procedures and federal code of regulation; comply with Title VI in the planning process (UPWP, TIP, Model Validation, etc.) and comply with other certification requirements; Provide supporting information and documentation to support MPO/TPO planning; Assist MPO/TPO with boundary and membership issues for merging and emerging MPOs/TPOs.

##### ➤ Transit Support

Provide a Transit Analyst between the Department and each MPO/TPO; Assist MPOs/TPOs with transit related issues and initiatives; Review and recommend appropriate action on TIP and TIP Amendments and UPWP and UPWP Amendments for transit projects. Assist MPOs/TPOs in attending the Transportation Disadvantaged Local Coordinating Board (TDLCB) Meetings; Provides technical assistance to the TDLCB;

Review and update MPO/TPO transit grant agreements for Section 5303 grants and transit programs; Assist MPOs/TPOs with Work Program and execution of all related system issues and reports.

➤ Intergovernmental Support and Review

Review and submit recommendations on Local Government Comprehensive Plans (LGCP) amendments, both proposed and adopted, and Evaluation and Appraisal Reports, Capital Improvement Elements (CIEs), and Capital Improvement Plan (CIPs) and TCEAs for appropriate land uses and transportation related impacts on those facilities of state concern. Assist MPOs/TPOs with feasibility studies and implementation planning.

➤ Strategic Intermodal System Plan (SIS Strategic Plan)

Process requests for designation changes; coordinate regional and local facilities with the SIS; coordinate the Department's transit initiative with the SIS; manage policy level public and partner involvement efforts related to the SIS; Assist in technical level public and partner involvement efforts related to the SIS; Assist in providing revenue forecasts.

➤ Public Involvement

Conduct Public Involvement activities related to Planning and Concept Development studies, Efficient Transportation Decision Making (ETDM), Project Development and Environmental (PD&E) studies, and Work Program Public Hearings; Provide tools for developing and reviewing projects at the Planning Screen Phase (used in the development of MPO/TPO long range transportation plans and FIHS cost-feasible plan.

➤ Bicycle/Pedestrian Support

Support and assist with bicycle, pedestrian and transit related issues and initiatives. Provide interagency coordination and technical support in the area of multimodal transportation planning and development. Review and provide feedback on local roadway and site plans for the inclusion of alternative transportation facilities. Review and provide feedback on alternative transportation planning documents and studies. Act as District Five steward for regional trail initiatives and projects. Coordinate multimodal transportation network infrastructure inventory and needs assessment for all facilities in District Five.

➤ Safety

The District Five Intermodal System Development Safety efforts will support the following: Florida's Pedestrian and Bicycle Focused Initiative, Corridor Planning Studies for MPOs/TPOs projects for Completed Streets, Multimodal Corridors, Context Sensitive Solutions and Transportation Design for Livable Communities, and Improvements to accommodate transit accessibility, pedestrians and accessibility for persons with disabilities.

➤ Transportation Systems Management and Operations (TSM&O) Program

Develop a District Five Transportation Systems Management and Operations (TSM&O) Program within a team of champions made up of MPOs/TPOs, transit agencies and District staff.

**Data Collection Activities:**

➤ Systems Inventory

Provide for the efficient transfer of road jurisdiction by the Department and local governments based on mutual agreement; functionally classify roads, including the designation of federal aid eligibility and develop, analyze, and assign an integrated statewide network of federal, local and state systems.

➤ Mapping

Maintain and provide mapping information related to the SIS; Maintain and update functional classification maps.

**Systems Planning Activities:**

➤ Development of Regional Impact (DRI) Review

Conduct large scale development review through the DRI process or as requested by Regional Planning Councils. These reviews offer technical comments and may result in the development and coordination of transportation projects and funding partnerships, including agreements with developers. These projects are then coordinated with the MPOs/TPOs during project development, prioritization, or programming. In addition, provide review and comments for the review of master plans, sectors plans and sub-DRI developments for impacts to the state highway system.

➤ Systems Management

Provide assistance for determining the need for, and feasibility of, new access points (IJRs) and modifications (IMRs) to existing access points on the FIHS and other SIS facilities; Conduct Level-of-Service analysis that will determine current and future conditions of the State Highway System; Project Design Traffic and 18 KIP Equivalent Single Axle Loadings (ESALs) preparations.

➤ Modeling

The District will continue to support regional transportation modeling activities and gather information on how to make improvements through improved policies, procedures

and guidelines for transportation demand forecasting for the Florida Standard Model; Assist in validation of models and conduct planning studies requested by local governments and MPOs/TPOs.

➤ FIHS/SIS

Conduct Traffic/Travel Demand Assignment Studies; Develop traffic projections; Develop and maintain a SIS Needs Plan and SIS Cost Feasible Plan; Provide input for FIHS modifications and refinements; Develop, coordinate and distribute FIHS corridor plans.

**FDOT DISTRICT FIVE SPECIFIC ACTIVITIES**

This section provides a listing, with a short description of some of the more prominent FDOT District Five activities and projects anticipated during Fiscal Year 2014/2015 and Fiscal Year 2015/2016.

➤ ETDM/SCE

To assist and collaborate with Space Coast TPO, Lake-Sumter MPO, Ocala/Marion County TPO, METROPLAN ORLANDO and Volusia County TPO with the implementation of the Efficient Transportation Decision Making (ETDM) Process. District Five is coordinating with each of the MPOs/TPOs to determine which projects should be sent out for an ETDM review.

The District will continue assisting the MPOs/TPOs with their ETDM/SCE (Sociocultural Effects) tasks by helping to coordinate schedules, provide guidance, and assist in sending projects for Planning Screen reviews, including providing guidance with summary reports for those projects. The District will continue to run Programming Screens on projects prior to PD&E, as required by FHWA, FDOT will provide ETDM technical assistance and training to MPO/TPO staff as needed or requested.

➤ Modeling

The Department will continue to support the District Five MPOs/TPOs (Space Coast TPO, Lake/Sumter MPO, Ocala/Marion TPO, METROPLAN ORLANDO, and Volusia TPO) with ongoing modeling activities applications, enhancements and technical support.

➤ FDOT District Five Tentative Five-Year Work Program Public Hearings

To develop and conduct the Department's Tentative Five Year Work Program and consider making any changes to the Program that is necessary to balance the Five Year Work Program. The Work Program Public Hearing(s) is being developed and conducted pursuant to Section 339.135(4)(C), Florida Statutes, as amended. The Public Hearing(s) will include information for Brevard, Flagler, Lake, Marion, Orange, Osceola, Seminole,



Sumter and Volusia Counties. The Public Hearing(s) will include consideration of proposed projects for the Florida's Turnpike Enterprise. The Public Hearing(s) and Public Information Meetings are conducted annually. The Department continuously coordinates with the MPOs/TPOs in their project priority development and project selection in the Department's Tentative Five Year Work Program. The Department will hold a Public Hearing(s) for the tentative work program in November and December of the 2015 and 2016 Calendar year. The Department will continuously coordinate with the MPOs/TPOs to provide video tapings of each Public Hearing to be broadcasted on public television. The Department will continue to provide a website for the Work Program Public Hearing. The website will include a link to a webinar option for the MPOs/TPOs and citizen's to access to join into the District's Work Program Public Hearing. The website will continue to have information and maps on the Department's Tentative Five Year Work Program.

➤ District Five GIS Initiative/CFGIS

District Five continues to utilize the resources of the Central Florida GIS (CFGIS) initiative. The availability of the Data Clearinghouse allows members of the general public, while providing a Users Group forum for GIS users within the Central Florida region, to facilitate data sharing and information exchange.

The Department is continuing to upkeep their GIS interactive tools up-to-date developing and available utilizing the CFGIS information portal. Some tools currently available on this portal include: TransMap, which serves transit data; the Strategic Intermodal System Implemental & Management (SISIM) tool which allows partners throughout the district to share information concerning the implementation of operational improvements for SIS facilities; etc. Additionally District Five maintains a non-GIS specific information Traffic Data web page on this website. This would make transportation data currently begin maintained by the Department more publicly available as an interactive tool to be housed on the CFGIS server.

**FUNDING SOURCES**

|  |                    | <b>FY 2014/2015</b> | <b>FY 2015/2016</b> |
|--|--------------------|---------------------|---------------------|
| FDOT General<br>Planning Activities and<br>Specific Task | Consultant Funding | \$5,560,000         | \$5,583,482         |
|  | Grant Funding      | \$373,482           | \$350,000           |
|  | <b>TOTAL</b>       | <b>\$5,933,482</b>  | <b>\$5,933,482</b>  |

## Final Certification Summary

### JOINT CERTIFICATION STATEMENT ON THE METROPOLITAN TRANSPORTATION PLANNING PROCESS

Pursuant to the requirements of 23 U.S.C. 134(k)(5), 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the Lake-Sumter Metropolitan Planning Organization with respect to the requirements of:

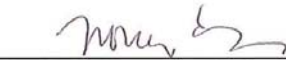
1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21;
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of MAP-21 and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act (ADA) of 1990, (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on February 21, 2014.

Based on a joint review and evaluation, the Florida Department of Transportation and the Lake-Sumter MPO recommend that the Metropolitan Planning Process for the Lake-Sumter MPO be certified.

  
\_\_\_\_\_  
Lake-Sumter MPO Chairman (or Designee)

4/23/14  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
District Secretary (or Designee)

5/2/14  
\_\_\_\_\_  
Date

## 2014 MODIFIED JOINT CERTIFICATION REVIEW

### Florida Department of Transportation, District Five And Lake-Sumter Metropolitan Planning Organization

**Attendees:** T.J. Fish (LSMPO), Pam Richmond (LSMPO), Mike Woods (LSMPO), Mary Schoelzel (FDOT), and Vickie Wyche (FDOT)

The Lake-Sumter Metropolitan Planning Organization (MPO) has the responsibility for ensuring that the major transportation issues in their planning areas are addressed and that the requirements in state and federal law governing the metropolitan transportation planning process are met. Certification reviews are the tool used to determine whether the MPOs/TPOs are fulfilling this responsibility. They are conducted on an annual basis by the Florida Department of Transportation (FDOT) and on a new implemented four (4) year cycle by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for MPOs/TPOs in Transportation Management Area (TMA) areas [23 U.S.C. 143]. The only exception is “conditional certification” issued for MPOs/TPOs by FHWA. The Lake-Sumter Metropolitan Planning Organization is not in a TMA Area and therefore does not have a Federal Highway Administration Certification done every 4 years but they are still required to have the State Standard Certification Review annually.

The 2014 State Modified Joint Certification Review process for the Lake-Sumter MPO started with meetings between FDOT District Five Staff and the Lake-Sumter MPO Staff held on February 21, 2014. The discussions were organized around a set of questions developed by FDOT Staff to review all of the transportation planning processes and requirements mandated by Federal and State Law. The Lake-Sumter MPO staff provided responses to the questions. The findings, summary of noteworthy achievements, and recommendations presented in this Modified Joint Certification Review are drawn from the responses to the questions and the review meeting. They also reflect the emerging importance of regionalism.

## FINDINGS

### General

The Lake-Sumter MPO continues to have a positive cooperative working relationship with the Florida Department of Transportation, Local Governmental Agencies, Regional Planning Agencies, and other Transportation Agencies to support the initiatives needed for Transportation demands within Lake-Sumter Counties. The MPO Staff has worked very diligently in the past year to plan and prioritize projects of significant importance within their MPO boundary area. They continue to move forward with working, planning and developing regional projects. These projects include roadway, freight, safety, pedestrian, sidewalk/trails, and bicycle transportation facilities.



The MPO staff is to be commended for their outstanding work on the implementation and submission of their annual 2014-2018 Transportation Improvement Program (TIP). They included all the new changes and updates in an expeditious manner required by the Department and FHWA. The MPO successfully completed and submitted their two year Unified Planning Work Program (UPWP) and their List of Priority Projects (LOPP). In addition, the MPO is currently working on their new 2040 Long Range Transportation Plan to incorporate the new 2010 Census data.

The Lake-Sumter staff continues to have a positive relationship with other Local Governmental Agencies, Regional Planning Agencies and other transportation and land use agencies. The MPO Staff continues to support their MPO Board Members, Technical Advisory Committee Members, and Citizen's Advisory Committee Members with updated information and training to help them better understand their roles and the importance of their participation.

The Lake-Sumter MPO continues to work with Florida Department of Transportation staff on the 2010 Census Urban Boundary Smoothing. This is an ongoing process requiring a series of back and forth exchanges and updates between the MPO and FDOT. As the Urban Boundary Smoothing process is taking place, MPO Staff is beginning to assess the need for any Functional Classification updates as well.

The Lake-Sumter MPO continues to have conversations with FDOT and continues to strategize on incorporating the new MAP-21 (Moving Ahead for Progress in the 21<sup>st</sup> Century Act) performance measures into their planning documents.

#### **Summary of Noteworthy Achievements**

The Lake-Sumter MPO through participation with the Central Florida MPO Alliance, led the effort to achieve consensus across the region for the creation of one prioritized list of Strategic Intermodal System Projects, Transit Projects, and Regional Trail Projects, most notable being the Coast to Coast Trail/Close the Gaps initiative, to which the area-wide federal and state allocated funds will be applied.

The Lake-Sumter MPO provided expert GIS support to member governments by serving as a liaison to their partner agencies and citizens of the Lake-Sumter MPO planning area, resulting in advancement of member government staff GIS skills and enhanced public outreach. The MPO also led the effort to create a Lake and Sumter County GIS Users Group.

The Lake-Sumter MPO assisted Florida Department of Transportation in the completion of the US 27 Corridor Reliever Study and the East Lake Area-Wide Transportation Network Study.

The Lake-Sumter MPO worked with Florida Department of Transportation to develop the MPO's first Congestion Management Process.

The Lake-Sumter MPO Traffic Impact Study reviews conducted by the MPO for their member governments as part of the Transportation Management Study Interlocal Agreements, increased by 30% in 2013.

The Lake-Sumter MPO Transportation Management System Annual report has been enhanced in 2013, and now includes a summary of the year's crash data from the Lake-Sumter MPO's crash data management system/safety program.

The Lake-Sumter MPO received the 2013 Planning Official Agency of the Year Award from the Florida Commission for Transportation Disadvantaged.

The MPO continues to accomplish the Safe School Access Transportation Study (SSATA) to assess the transportation conditions of each school located within both Lake and Sumter counties. The primary goal of the SSATS is to develop a transportation master plan for each school in the study area, focused over a 10-year planning horizon. The MPO has completed Phases 3 and 4 of the Safe Access to School Transportation Study.

#### **Accountability**

The content of the quarterly reports submitted by the Lake-Sumter MPO with invoices have been very efficient, timely and adequate in detail proficiency. These reports are intended to document progress made and difficulties encountered in implementing a MPOs/TPOs UPWP. They also are used to help assess the eligibility and reasonableness of MPOs/TPOs expenses to be reimbursed with federal funds.

#### **Planning Fund Carryover Balances**

The Lake-Sumter MPO is to be highly praised for their continued work in utilizing their Planning Funds at a 100%. These funds are intended to be used for planning activities within a reasonable time frame and are subject to redistribution or loss if certain requirements are not met.

#### **Public Involvement**

The Lake-Sumter MPO Public Involvement Plan (PIP) was adopted April 25, 2012. Since the adoption of the PIP the LSMPO continues to improve their public outreach and information efforts by upgrading their current website to make it more user-friendly. This website address is: <http://www.lakesumtermpo.com/>. This website provides the public with the Federal and State required documents needed for public participation. This document outlines the process and the tools that are utilized in order to achieve the objectives of incorporating regional and community priorities to solicit opinions, encourage participation and utilizes the information to better help the public to understand their role and responsibilities and to have a positive effect in transportation decision making.

#### **Public Transportation**

The Lake-Sumter MPO continues to have an exceptional working relationship with their Public Transportation partners on a daily basis. The MPO continues to assist their Public Transportation partners in obtaining the necessary planning coordination with agencies and/or groups who could be affected, assists in checking for consistency with the Florida Transportation Plan, Local Government Comprehensive Plans and other statewide modal plans. The MPO also ensures (via its Public Involvement Process) that opportunities for Public Involvement are made available.

#### **Efficient Transportation Decision Making (ETDM)**

The Lake-Sumter MPO worked with the Florida Department of Transportation ETDM Staff to draft the Purpose and Needs Statement for the I-75/CR 514 Interchange that will be launched as a planning screen. The MPO also provided input for the Purpose and Needs Statement for the US 301 Project Developmental & Environmental Study (PD&E).

## RECOMMENDATIONS/ACTIONS

1. The Lake-Sumter MPO has done an outstanding job and should continue to work with their FDOT MPO/TPO Liaison concerning any issues or requests.
2. The Lake-Sumter MPO should be commended on a job well done and continue keeping the Board Members, Technical Advisory Committee, and the Citizen's Advisory Committee informed and up to date on transportation initiatives of the Department.
3. The Lake-Sumter MPO Staff needs to ensure that their Fiscal Year 2015 and Fiscal Year 2016 Unified Planning Work Program Production Plan (Task) and Schedule is fully achieved.

**FLORIDA DEPARTMENT OF TRANSPORTATION  
DISTRICT FIVE AND  
LAKE-SUMTER METROPOLITAN PLANNING ORGANIZATION  
2014 MODIFIED JOINT CERTIFICATION**

*Based upon a review of Chapter Seven (7) of the Metropolitan Planning Organization (MPO)/Transportation Planning Organization (TPO) Administrative Manual, below are the general areas recommended as focus items for this year's Modified Joint Certification process. According to the Certification requirements, a limited or modified review can occur for three years after a full review. Based upon Chapter Seven (7), and associated laws/rules (noted in the Chapter), the following are the District Five general questions/discussion areas in accordance with 23 C.F.R. 450.334(a):*

**The metropolitan planning requirements identified in 23 U.S.C. 134 and 49 U.S.C. 5303;**

(1) As noted in the 2014 Joint Certification, the following is the status of the various Agreements and the Adopted Long Range Transportation Plan (LRTP). The MPO/TPO and the Department are responsible for making sure that these Agreements are reviewed and renewed if needed each year. Please review the list of agreements below and advise us if your records agree with these findings. If they do not, please provide correct dates.

- (a) Interlocal Agreement for the Creation of Metropolitan Planning Organization (FDOT Form 525-010-01).

Updated: January 30, 2009; Renew: By January, 2014

The Department has reviewed the current executed agreement and the document being utilized is the latest revised version. At the current time there is no need for an update, although upon conclusion of reapportionment the agreement will be reviewed.

- (b) Transportation Planning Funds Joint Participating Agreement (FDOT Form 525-010-02).

Updated: July 28, 2010; Renew: By July, 2015

- (c) Intergovernmental Coordination and Review and Public Transportation Coordination (ICAR) Joint Participation Agreement (FDOT Form 525-010-03).

Updated: July 2009; Renew: By June, 2014

Per Article 6, section 6.03 of the respective contract, failure to amend or reaffirm the terms of this agreement shall not invalidate or otherwise terminate this agreement. Upon conclusion of reapportionment the agreement will be reviewed.



- (d) Public Transportation Joint Participation Agreement (FDOT Form 725-030-06).  
5303 Transit Related Task Elements for the UPWP.

Updated: September 19, 2011; Renew: By September, 2017

There is a new contract done every year for the Transit Related Task Elements for the UPWP.

- (e) Long Range Transportation Plan.

Updated: December 8, 2010 Renew: By December, 2015

**Planning Area**

- 1. Have you been working with your local municipalities to get completed Florida Department of Transportation Project Application forms turned in on time to be processed during the tentative work program gaming cycle period this year (including Scope, Schedule and Cost Estimates)?

Yes  X  or No \_\_\_\_\_

Comments:

The one size fits all PIA forms make this task cumbersome, consider revising forms for different categories of projects, i.e. , Transportation Alternatives, Scenic Byways, etc.

It is clear that there are concerns about the efficiency and timeliness of how the forms are getting filled out. Last FY was the first time the MPO was required to have forms for all the projects on our Priority List before funding could be allocated during the fall gaming cycle. The responsibility for getting most of the forms prepared falls on MPO staff as most of our member governments do not have the resources to complete the forms on their own. Even for us, the form is long, tedious and difficult to complete.

During this FY, the number of applications needed from the MPO member governments was substantial, and to get them completed in time for the gaming cycle, the District's support was needed. Going forward, we will continue to need assistance with the form; however, it is the MPOs responsibility to see to the completion of the applications. The MPO has therefore decided to add the completion of the FDOT Project Application form as a Task in our UPWP. This task will include the development of templates for the requisite scope of service and cost estimate. There may need to be a couple of templates to meet the needs of different types of projects.

- 2. Does the MPO/TPO check local road projects on their prioritized projects list against the list of Federal Aid roads to assure eligibility for funding?

Yes  X  or No \_\_\_\_\_

Comments:

**MPO/TPO Boundaries**

1. Did the Department coordinate and communication effectively this year with the MPO/TPO on the Smoothing of the Year 2010 Urban Area Boundaries?

Yes  X  or No \_\_\_\_\_

Comments:

2. Did the Department coordinate and communication effectively this year with the MPO/TPO on the Federal Functional Classification Updates.

Yes  X  or No \_\_\_\_\_

Comments:

3. Did the MPO/TPO boundary map encompass the existing urbanized area and contiguous area expected to become urbanized within 20-year forecast period?

Yes  X  or No \_\_\_\_\_

Comments: In general related to the smoothing of the UAB and Functional Classification updates, FDOT was very helpful with the process by taking the lead on the required GIS mapping and evaluating the existing Fun Class, then providing a recommended set of revisions. Simone Babb, Heather Roberts and Clif Tate worked very hard to get everything drafted and coordinated with FDOT Central Office. Plus, they made themselves available whenever requested by MPO staff to explain the federal requirements and present the draft documents to our committees. The one thing that would have made the process smoother for all involved is FHWA had made the revised federal guidelines document available at the beginning of the process in January 2013 as opposed to a month or so before we were requested to ask the MPO Governing Board to approve the updated documents in December 2013.

**Regional Coordination**

1. During the coordinating process with the CFMPO Alliance for the Strategic Intermodal System, Close the Gaps initiative, Coast to Coast, and the Regional Trails; were you satisfied with the outcome of the master list of projects?

Yes  X  or No \_\_\_\_\_

Comments: Yes it was a great collaboration with a very positive outcome for our region.

2. Was the MPO/TPO satisfied with the way the Department funded these projects this Work Program Gaming Cycle.

Yes  X  or No \_\_\_\_\_



Comments:

**Long Range Transportation Plan (LRTP)**

1. When amending your LRTP are you ensuring and demonstrating the fiscal constraints?

Yes  or No

Comments:

2. Given the requirements from the new MAP-21 (Moving Ahead for Progress in the 21<sup>st</sup> Century Act) Transportation Bill, has the MPO/TPO developed a performance driven plan?

Yes  or No

Comments: The MPO is in the process of updating the LRTP. The update will meet all the requirements of MAP-21. Partnering with FDOT earlier this year, the MPO developed a Congestion Management Process that is a performance driven plan.

3. Has the MPO/TPO begun incorporating the performance measures into your planning documents?

Yes  or No

Comments:

4. Does the MPO/TPO require local agencies with state or local projects in the Cost-Feasible LRTP and/or Prioritized Project List to provide proof that the projects are consistent with the respective Comprehensive Plans?

Yes  or No

Comments: The MPO has been working with all member governments since the adoption of TRANSPORTATION 2035 to ensure consistency with the LRTP. As an added check, FDOT's 4P Process requires proof of consistency before any project in the List of Priority Projects will be funded.

**Environment**

1. Is the MPO/TPO participating in defining a project's Purpose and Need that is used to determine the range of reasonable alternatives to be considered in the environmental process?

Yes  or No

Comments: The MPO drafted or participated in the drafting of the purpose and need statements for several projects during the last fiscal year.

**Transportation Improvement Program (TIP)**

1. Are you working with the Florida Department of Transportation to process Transportation Improvement Program Amendments (TIP) in a timely manner?

Yes X or No \_\_\_\_\_

Comments:

2. Is the MPO/TPO TIP consistent with the LRTP?

Yes X or No \_\_\_\_\_

Comments:

**Public Involvement**

1. Has the MPO/TPO developed a process for handling emergency meetings for their Long Range Transportation Plans and Transportation Improvement Program amendments?

Yes X or No \_\_\_\_\_

Comments: Yes we amended our PIP to address emergency meetings if the need arises. A link to the current adopted Lake-Sumter MPO PIP is provided below:

[http://www.lakesumtermpo.com/pdfs/pip/LSMPO\\_PIP\\_Final\\_2012.pdf](http://www.lakesumtermpo.com/pdfs/pip/LSMPO_PIP_Final_2012.pdf)

**Efficient Transportation Decision Making (ETDM)**

1. Has the MPO/TPO coordinated with the Department to get projects processed through the Efficient Transportation Decision Making (ETDM) tool this year?

Yes X or No \_\_\_\_\_

Comments:

**Title VI and Related Nondiscrimination Requirements**

1. Is the MPO/TPO following Florida's Sunshine Law, Article I, Section 24, Florida Constitution and Chapter 286, Florida Statutes (F.S.), by allowing public comments at the beginning and end of all public meetings?

Yes X or No \_\_\_\_\_

Comments: We revised our MPO Bylaws and meeting procedures to ensure the public's right to provide comment at the beginning and end of all public meetings.

**Transit**

1. What projects or issues has the MPO/TPO assisted their transit agency with over the past year?

- Lake~Sumter Transit Development Plan 2013 Major Update
- New 5 year MOA with CTD
- New 5 year Transit Operator Contract with Ride Right, Inc.
- LakeXpress ADA Advisory Committee

2. What percentage of the MPO's/TPO's Section 5303 funds have gone toward funding transit projects or initiatives?

\_\_\_\_\_ 100 \_\_\_\_\_ %

**Intelligent Transportation System (ITS)**

1. Does the MPO/TPO ensure that the local governmental agencies have a System Engineering Management Plan (SEMP) when applicable?

Yes \_\_\_\_\_ or No \_\_\_\_\_

Comments: The MPO has been coordinating with FDOT D-5 as they update their SEM. Once completed, the MPO will present a resolution of support for the SEM to the Governing Board for consideration.

**Freight Planning**

1. The Federal emphasis in MAP 21 and the development of the Florida Mobility and Trade Plan currently underway underscore the priority being placed on efficient goods movement both from a national and statewide perspective. Has the MPO/TPO initiated any planning efforts to place this initiative in their regional and local plans? If so please explain.

Yes X or No \_\_\_\_\_

Explain: The MPO has partnered with FDOT and MetroPlan Orlando for the update of MetroPlan's Freight Goods and Services Plan which was completed in July 2013. Over the last year, the MPO has participated with FDOT Central Office's effort to draft the Florida Mobility and Trade Plan by attending meetings, regional forums, and providing comments. Planning for freight related to mobility and economic development will be a principle part of the LRTP update and information gleaned for the FDOT Plan and MetroPlan document will be used as the foundation for the MPO to build a plan for our area.

**Safety Considerations in the Planning Process**

1. With Florida being the number 1 ranked State for Pedestrian fatalities, does the MPO/TPO address safety for motorized and non-motorized users throughout the Continuous, Cooperative, and Comprehensive (3-C) planning process?

Yes  X  or No \_\_\_\_\_

Comments: The Lake~Sumter MPO maintains the regional crash and roadway database and developed Project Priority Criteria/Scoring Measures for use when considering future projects and initiatives.

The Project Priority Criteria/Scoring Guidelines is attached.

**Other**

1. Does the MPO/TPO process invoices/reimbursement per the Joint Participation Agreement time specified and provides the background documentation for processing?

Yes  X  or No \_\_\_\_\_

Comments:

**Additional Comments:**

In addition to its federal and state mandated responsibilities, the MPO provides a variety of transportation planning services to its two counties and nineteen municipalities. Many do not have a transportation planner on staff or resources to engage a consultant for transportation planning assistance. To help with this situation, the MPO assists with comprehensive planning by reviewing traffic studies submitted by private sector applicants for comp plan amendment and by conducting traffic studies for staff generated comp plan amendments. FDOT District 5s growth management staff Heather Garcia and John Moore, along with their consultant, Clif Tate with Kimley-Horn Associates have been helping with this effort by working with the MPO to develop a methodology that meets the requirements and intent of Florida statutes for comprehensive plan amendment traffic studies. It is the hope of both FDOT and the MPO that the methodology will facilitate a more harmonious process that addresses questions and concerns at the beginning instead of the end.

## Draft UPWP Comments & MPO Responses



### *Florida Department of Transportation*

**RICK SCOTT**  
GOVERNOR

719 S. Woodland Blvd.  
DeLand, FL 32720

**ANANTH PRASAD, P.E.**  
SECRETARY

April 11, 2014

Mr. T. J. Fish, AICP  
Executive Director  
Lake-Sumter Metropolitan Planning Organization  
1616 South 14<sup>th</sup> Street  
Leesburg, FL 34748

RE: Draft Comments on the Fiscal Year 2014/2015 and Fiscal Year 2015/2016 Unified Planning Work Program (UPWP) for the Lake-Sumter Metropolitan Planning Organization

Dear Mr. Fish:

The reason for this letter is to provide comments from the review of the Lake-Sumter Metropolitan Organization (MPO) DRAFT Unified Planning Work Program for Fiscal Year 2014/2015 and Fiscal Year 2015/2016. Please note below the comments made by the District Five Planning Office. I have also attached comments from the Federal Highway Administration and the District Five Transit Office. Please review the comments and respond back with concerns, comments or questions.

In order to meet the schedule contained in the MPO Administrative Handbook, and to be certain of receiving authorization to expend Fiscal Year 2014/2015 and Fiscal Year 2015/2016 Planning Funds, beginning on July 1, 2014, the Lake-Sumter MPO needs to revise and adopt the Final UPWP and submit it to my office at, 719 South Woodland Boulevard, DeLand, FL 32720, and other appropriate agencies by May 15, 2014. I will be contacting your staff to review with them the corrections that need to be made.

As always, I would like to extend my appreciation to the Lake-Sumter Metropolitan Planning Organization (MPO) for their willingness to work so well with me to accomplish our tasks together. If I can do anything to assist or help with any of the process please let me know.

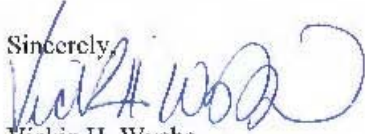
[www.dot.state.fl.us](http://www.dot.state.fl.us)



**Comments of Draft UPWP:**

1. On Page 60, Summary Budget Tables I & II, Table I: Estimated Participation, Task 3.0 “Long-Range Planning the total should be “\$65,608” and the grand total should be “\$736,474”. Table II – Estimated Funding Sources, under Federal the total should be “\$512,396”.
2. On Page 61, Summary Budget Tables, Table III & IV: Estimated Participation, Task 3.0 “Long-Range Planning the total should be “\$65,608” and the grand total should be “\$736,474”. Table II – Estimated Funding Sources, under Federal the total should be “\$512,396”.
3. On Pages 66, Appendix “A”, under Glossary of Abbreviations and Acronyms, please delete the definition for FIHS this designation was officially eliminated and now all is the “SIS”.

Please review all dates throughout the entire document to show future dates and fiscal years.

Sincerely,  


Vickie H. Wyche  
FDOT- Liaison  
Lake-Sumter MPO  
Attachment

cc: Shakira Crandol, FHWA  
Yvonne Arens, Office of Policy Planning  
Diane Quigley, Transit Program  
Jo Santiago, FDOT District 5 Transit Office  
Keith Melton, Federal Transit Administration  
Jon Ausman, FDOT Transit Planning  
Susan Sadighi, District 5 Planning Office  
Mary Schoelzel, Government Operations Manager



**Wyche, Vickie**

---

**From:** Goldfuss, Susan <sgoldfuss@lakesumtermpo.com>  
**Sent:** Wednesday, April 02, 2014 10:17 AM  
**To:** Fish, TJ; Franco, Francis; Marcondes, Olga; Richmond, Pamela; Valenzano, Nancy; Woods, Michael  
**Cc:** Wyche, Vickie  
**Subject:** FW: UPWP Review -- 2014/15 to 2016 -- Lake Sumter MPO

Comments from FTA were received, and I have printed for agendas.

Vickie, this was sent to Gene and Mary, and I don't know if you've seen this as you would typically forward to us all.

Sue Goldfuss  
Lake Sumter MPO  
352.315.0170

**From:** Keith.Melton@dot.gov [mailto:Keith.Melton@dot.gov]  
**Sent:** Tuesday, April 01, 2014 11:48 AM  
**To:** Fish, TJ; Gene.Ferguson@dot.state.fl.us  
**Cc:** Shakira.Crandol@dot.gov; Yvonne.Arens@dot.state.fl.us; Mary.Schoelzel@dot.state.fl.us; Jon.Ausman@dot.state.fl.us; Elizabeth.Orr@dot.gov; valencia.williams@dot.gov  
**Subject:** RE: UPWP Review -- 2014/15 to 2016 -- Lake Sumter MPO

All –

We have reviewed the DRAFT UPWP for the above agency. The transit component of the UPWP is satisfactory to FTA (subject to info. on carryover funding – as applicable – in the final version). For additional information on MAP-21 programmatic changes, you are asked to view the FTA web site for MAP-21 updates:

<http://www.fta.dot.gov/map21/>

As a general rule, when 5307 funds will be used for transit planning by a transit agency, the UPWP must reference and contain the 5307 funds and related planning tasks in the approved UPWP (in sufficient detail for FTA to determine the study's relationship to public transit). We appreciate the info. shown in the UPWP and your attention to transit studies. Also, ideally, the Project Task Budget should show all amounts of Federal assistance funds, including carryover funds, and local share funds from State and local sources allocated to each work element or activity in the UPWP. However, some MPO's/TPO's include carryover information in a separate summary table to capture this info. If applicable, we would appreciate info. on carryover balances being included in the final UPWP.

Regarding specific items in your DRAFT UPWP, we appreciate the detail and exemplary work on explaining governance and task forces; transit matters; US 441 corridor and other planning studies and updates; work with LakeXpress; the CFMPO Alliance; regional and two county

transit planning; pedestrian safety, etc. The MPO's cooperative approach with multiple agencies, FDOT and various stakeholders is impressive.

Thanks for the level of detail in your UPWP and your support for transit and related work as evidenced in your UPWP.

*Keith Melton*  
*FTA Region IV*  
*230 Peachtree St., NW, Ste. 800*  
*Atlanta, GA 30303-1512*  
*404.865.5614 Direct /404.865.5605 FAX*  
[keith.melton@dot.gov](mailto:keith.melton@dot.gov)  
[www.fta.dot.gov](http://www.fta.dot.gov)

**Wyche, Vickie**

---

**To:** Santiago, Jo  
**Subject:** RE: Lake-Sumter MPO - DRAFT UPWP 2014/2015 - 2015/2016

**Subject:** RE: Lake-Sumter MPO - DRAFT UPWP 2014/2015 - 2015/2016

Good afternoon Vickie,

I have reviewed the UPWP and would just like to provide two comments:

- Please ask the LSMPO to not refer to the US 441 Corridor Study as the Orange Blossom Express.
- Also please remove any reference of the US 441 Corridor Study as being a rail project. The study has not been finalized and should not be referred to as a rail project.

It should be referred to as the "US 441 Corridor Study".

Please let me know if you have questions. Thanks and have a wonderful weekend!

Jo Santiago  
Transit Project Coordinator  
Florida Department of Transportation  
Orlando Urban Office  
133 S. Semoran Blvd.  
Orlando, FL 32807  
407-482-7875  
[Jo.Santiago@dot.state.fl.us](mailto:Jo.Santiago@dot.state.fl.us)



**From:** Wyche, Vickie  
**Sent:** Monday, March 17, 2014 12:03 PM  
**To:** [Shakira.Crandol@dot.gov](mailto:Shakira.Crandol@dot.gov); Ausman, Jon M; Quigley, Diane; [Elizabeth.Orr@dot.gov](mailto:Elizabeth.Orr@dot.gov); Santiago, Jo; Arens, Yvonne; Zielinski, John  
**Cc:** Schoelzel, Mary  
**Subject:** FW: Lake-Sumter MPO - DRAFT UPWP 2014/2015 - 2015/2016

Please see attached DRAFT Unified Planning work Program (UPWP) for Fiscal Years 2014/2015 through 2015/2016 for the Lake-Sumter Metropolitan Planning Organization. Please review and provide any comments or changes to me. I will



U.S. Department  
of Transportation  
**Federal Highway  
Administration**

**Florida Division**

April 14, 2014

545 John Knox Road, Suite 200  
Tallahassee, Florida 32303  
Phone: (850) 553-2200  
Fax: (850) 942-9691 / 942-8308  
[www.fhwa.dot.gov/fldiv](http://www.fhwa.dot.gov/fldiv)

In Reply Refer To:  
HPR-FL

Mary Schoelzel  
Government Operational Manager  
Florida Department of Transportation  
719 South Woodland Boulevard  
DeLand, FL 32720

Dear Ms. Schoelzel:

The following is in response to your staff's email which transmitted the Lake Sumter Metropolitan Planning Organization's (MPO) 2014-15 - 2015/16 Draft Unified Planning Work Program (UPWP) for our review. The following comments are provided by the Federal Highway Administration (FHWA) for the MPO's consideration in developing the Final UPWP:

- **Table of Contents** - Please consider revising the title of the Table of Contents. It currently states "FY 2014/15 – 13/14 UNIFIED PLANNING WORK PROGRAM."
- **Page 2** - According to correspondence sent out on 1/22/2014, Florida Department of Transportation (FDOT) has committed itself to reducing the number of pedestrian and bicycle crashes occurring annually within Florida. The email sent highlighted the following: *Secretary Prasad has committed to reducing the number of pedestrian and bicycle crashes occurring annually within Florida. The Department has initiated a safety campaign focused in this area and has adopted specific policies and strategies to address this issue within the Florida Strategic Highway Safety Plan and the Florida Pedestrian and Bicycle Strategic Safety Plan. Reducing pedestrian and bicycle crashes is a state wide issue requiring commitment, cooperation and coordination with multiple partners. The planning emphasis area this year is intended to focus and strengthen the planning process between the partners regarding the safety of pedestrian and bicyclist using our state wide transportation system.* Please review this email and ensure that your planning efforts are consistent. If needed, I can re-send the correspondence that was sent.
- **Page 7** - A number of the agreements identified on this page have dates of 2004 or 2005. Have any of these agreements been reviewed/updated?
- **Page 14** - Has there been an updated re-apportionment plan since the 2010 plan referenced on this page?
- **Page 14** - Are the needs identified on this page current? It appears that many of them repeat from the previous plan. Has there been any updates/progress on the items listed on this page?



- **General Comment** - Please review all tasks pages and ensure that end products have a month/year associated with the items listed. There are several task pages missing end products dates. It appears that dates have been included in the methodology section as opposed to the end product section. The methodology should detail the planning activities and the end product section generally details the “product” or result of the planning efforts including when the product will be completed. If the MPO staff has taken a different approach to how this is detailed, please let me know so that I may understand the approach. Perhaps some of the items listed in the Methodology section should be listed in the end products section.
- **General Comment** - 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.
- **General Comment** - 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 MPO’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 MPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.

Thank you for the opportunity to properly review and comment on the draft UPWP for the Lake-Sumter MPO. We request that the final UPWP be available to us by **May 31, 2014** so that we may have sufficient time to authorize our portion of the program by **June 30, 2014**. To assist in our joint coordination efforts with the Federal Transit Administration (FTA), please provide a copy of the Final UPWP directly to the FTA Regional Office for their joint review.

If you have any questions, please do not hesitate to contact Ms. Shakira T. Crandol, at (850) 553-2220 or email [shakira.crandol@dot.gov](mailto:shakira.crandol@dot.gov).

Sincerely,



FOR: James Christian, P.E.  
Division Administrator

cc: Mr. T.J. Fish, Lake Sumter MPO  
Ms. Parris Orr, FTA (Region 4)  
Ms. Yvonne Arens, FDOT (MS-28)  
Ms. Vickie Wyche, FDOT (District 5)

LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION

RESOLUTION 2014 - 15

RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION, AMENDING THE UNIFIED PLANNING WORK PROGRAM FOR FISCAL YEAR 2014/15 THROUGH FISCAL YEAR 2015/16, AND UPDATING BUDGET TABLES TO REFLECT ACTUAL FY 2014/15 AND FY 2015/16 ALLOCATIONS; AND BY UPDATING TASK 7.0.12.

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 Urban area; and

WHEREAS, Title 23 CFR Section 450.308(c) and Florida Statute 339.175(9) require each Metropolitan Planning Organization to annually submit a Unified Planning Work Program (UPWP); 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 year, and includes a planning budget; and

WHEREAS, the Lake~Sumter MPO adopted its FY 2014/15 through FY 2015/16 UPWP on April 23, 2014 for the period July 1, 2014 through June 30, 2016; and

WHEREAS, the Commission for Transportation Disadvantaged has provided the MPO with actual Planning Grant fund allocations for FY 2014/15 that increase the total amount of the Planning Grant from \$46,171 to \$46,249 which includes \$25,308 for Lake County and \$20,941 for Sumter County; and


WHEREAS, the Florida Department of Transportation has programmed an additional \$100,000 per fiscal year for FY 2014/15 and FY 2015/16 for Task 7 titled "Special Projects: Regional Planning", and specifically for Task 7.0.12; and will be used to provide planning assistance to member governments using the MPO's General Planning Consultants for work related to updating the List of Priority Projects.

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

1. the FY 2014/15 through FY 2015/16 UPWP is amended to include updated budget tables for FY 2014/15 for the Commission for Transportation Disadvantaged Planning Grant fund to reflect actual Planning Grant funds of \$46,249; and
2. the FY 2014/15 through FY 2015/16 UPWP is amended with language for Task 7.0.12 as follows: Provide planning assistance to the MPO and its member governments using the MPO's General Planning Consultants related to updating the List of Priority Projects. This task includes consultant assistance with completing or updating the required FDOT Project Information Application Form for each project on the MPO's List of Priority Projects and also the development of an online interface and database to complete and store the applications; and
3. the FY 2014/15 through FY 2015/16 UPWP is amended to include updated budget tables for FY 2014/15 and FY 2015/16 for the funding categories of PL-112 Federal Highway Administration planning funds, in order to reflect the additional \$100,000 for consultant funding.

PASSED AND ADOPTED this 25<sup>th</sup> day of June, 2014.

Lake~Sumter Metropolitan Planning Organization

  
Sean Parks, Chairman

Approved as to form and legality:

  
Sanford A. Minkoff, MPO Attorney

FY 14-15 thru 15-16 UPWP Amendment – Jun14



**LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION**

**RESOLUTION 2014 - 8**

**RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION (MPO) ENDORSING THE UNIFIED PLANNING WORK PROGRAM FOR FISCAL YEAR 2014/15 THROUGH FISCAL YEAR 2015/16**

**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 Florida Statute 339.175(9) 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 year, and includes a planning budget; and

**WHEREAS**, the Lake~Sumter Metropolitan Planning Organization's FY 2014/15 through FY 2015/16 Unified Planning Work Program has been prepared in accordance with the Florida Department of Transportation Unified Planning Work Program Procedure.

**NOW, THEREFORE BE IT RESOLVED** that the Lake~Sumter Metropolitan Planning Organization hereby endorses the Unified Planning Work Program for FY 2014/15 through FY 2015/16.

**DULY PASSED AND ADOPTED** this 23<sup>rd</sup> day of April, 2014.

Lake~Sumter Metropolitan Planning Organization



Sean Parks, Chairman

This 23<sup>rd</sup> day of April, 2014

Approved as to Form and Legality:

 for  
Sanford A. Minkoff, MPO Attorney