



**LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION
CITIZENS' ADVISORY COMMITTEE**

AGENDA

**Wednesday, January 11, 2012
Regular Meeting, 4 p.m.**

**1616 South 14th Street
Leesburg, Florida 34748
Phone (352) 315-0170 – Fax (352) 315-0993**

OPENING

Call to Order
Proper Noticing
Determination of Quorum

I. REPORTS

- A. Florida Department of Transportation: Vickie Wyche, MPO Liaison
- B. Other Agency Reports (if present)
- C. MPO Staff:
 - T.J. Fish, Executive Director
 - Pam Richmond, MPO Project Manager
 - Mike Woods, Transportation Planner
- D. CAC: Members Comments and Reports
- E. Public Comments

II. AGENDA UPDATE

Proposed revisions to today's Agenda

III. CONSENT ITEMS (can be approved in one action)

- A. Minutes for November 9, 2011
- B. Recommend Approval of the Limited English Proficiency Policy

IV. ACTION ITEMS

A. Recommend Approval by Resolution to Amend the FY 2011/12 – 2015/16 Transportation Improvement Program

Funding changes in the FDOT Work Program have necessitated changes to the MPO's TIP. A total of three safety projects and one Trailhead Special Structure are now programmed for inclusion in this round of TIP Amendments. In Sumter County, funding is now allocated in FY2011/12 for construction of CR 102 CSX crossing signal upgrades. Also in Sumter County, funding is now allocated in FY 2011/12 and FY 2012/13 for installation of pavement markings in two locations of SR 44. In Lake County, state and federal funds are now allocated in FY 2011/12 and FY 2012/13 toward preliminary engineering of audible pavement markings. Lastly, local and state funds are now allocated in FY 2011/12 and 2012/13 for preliminary engineering and construction of Green Mountain Scenic Byway Trailhead and Lake Apopka Overlook. Details are included in the resolution for adoption as part of the MPO's TIP.

B. Recommend Approval to Amend the Public Involvement Plan

Required changes to the Public Involvement Plan have necessitated amendment of the document. The importance of the PIP is emphasized by the federal requirement of a 45-day public comment period. The Governing Board will formally open that period. However, the CAC should provide a formal recommendation to begin the process of gathering public comment on the new PIP. The document will come back before the committees and Governing Board in April for final approval.

V. DISCUSSION ITEMS

A. Congestion Management Plan

Staff will update progress on the development of the MPO's first CMP. Once data is ready for analysis, each CAC member will be asked to collaborate on strategies to address the region's most congested corridors. Strategies are already being implemented around the SR 50 corridor and now on the US 441 in Mount Dora as part of the ongoing PD&E study. The MPO is also working on a collaborative data-collection effort with FDOT to assist the development of the CMP.

B. CAC Goals for 2012

Staff requests feedback through a discussion on the collective goals of the CAC for the upcoming year. What areas would the CAC like to focus in terms of public involvement and depth of engagement in specific transportation projects?

C. 2012 Horizon Awards

Reminder that this is the final opportunity to nominate projects, plans and policies for recognition at the Jan. 25 event.

VI. PROJECT UPDATES

A. Wekiva Parkway and Trail

Staff will provide an update on the parkway project and on the trail study. Most importantly is the pending financing agreement between FDOT and Orlando-Orange County Expressway Authority that will change the means by which the projects can be

included as cost-feasible in the MPO's 2035 transportation plan. Staff will explain the steps that must be taken in order to make the project accurately and legally adopted into the MPO's cost-feasible plan.

B. Florida Central Railroad Track Upgrades and Replacement

Draft contracts with local government partners are being distributed this month for review.

C. US 441 Corridor Alternatives Analysis

The passenger rail study will commence after the execution of funding agreements between local governments and FDOT.

D. PD&E Studies and Planning Initiatives

CONFIRMATION OF REPRESENTATIVE ATTENDING GOVERNING BOARD MEETING

Staff requests confirmation at this time of the CAC Member attending the January 25, 2012 Governing Board Meeting scheduled at 4 pm at the Savannah Center, 1545 Buena Vista Blvd., The Villages, Florida.

VII. ADJOURNMENT - NEXT MEETING:

Date: February 8, 2012
Time: 4 p.m.
Location: Lake~Sumter MPO
1616 South 14th St.
Leesburg, Florida

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

January 4, 2012

LAKE COUNTY

CONSTRUCTION IN PROGRESS

238394-2

US 441 from Perkins Street to North of Griffin Road

This project consists of realignment and intersection improvements to US 441 (SR 500) and US 27. Construction will widen US 441 (SR 500) to six lanes from Perkins Street to Griffin Road. Water mains will also be installed from Lee Street to Griffin Road.

Estimated completion: May 2012

LANE CLOSURES: 1/3/12-1/8/12; 7pm-6:30am

US 27 and US 441- Northbound and southbound intermittent lane closures

238395-4

US 441 from Martin Luther King Blvd. to Lake Ella Road

This project 6 lanes SR 500/US 441 from Martin Luther King Blvd.(SR 460) to Lake Ella Rd. This project is now under construction.

Estimated completion: July 2013

January 1, 2012 – January 8, 2012 US 441 Intermittent NB & SB lane closures

LANE CLOSURES: 1/3/12-1/8/12; 7pm-7am

US 441- Intermittent northbound and southbound lane closures

238423-1

US 27 from North of Lake Louisa to North of Cluster Oak Drive

This project consists of widening and reconstruction from a four-lane rural roadway to a six-lane suburban and urban divided roadway with curbed grass medians and sidewalks from north of Lake Louisa Road to north of Cluster Oak Drive. Milling and resurfacing pavement of existing four-lanes are included. **Estimated completion: January 6, 2012 ADJUSTED (NO LANE CLOSURES ANTICIPATED)**

238429-3

SR 50 and US 27 Interchange

This project consists of the widening and reconstruction of SR 50 and SR 25 (US 27) from four lanes to six lanes and includes the addition of sidewalks, bike lanes and drainage improvements. The existing interchange bridges will be replaced with this project.

Estimated completion: September 2013 (NO LANE CLOSURES ANTICIPATED)

238429-7

SR 50 from West of Grand Highway to West of Hancock Road

This project consists of the widening and reconstruction of SR 50 from four lanes to six lanes and includes the addition of sidewalks, bike lanes and drainage improvements. **Estimated completion: January 2012 (NO LANE CLOSURES ANTICIPATED)**

Other Projects Pending

1. **US 441** - Widening to six lanes along 4.1 miles from Lake Ella Road to Avenida Central South (FM No. 2383955). About \$16 million in right of way is funded through FY 10/11. Design for six-laning of the 1.9 miles from Perkins Street to SR 44 is in progress, with \$25 million in right of way funded through FY 12/13 (FM No. 2383943).
2. **US 441** - Construct north and southbound turn lanes at CR 466 intersection (FM No. 430189). This is a privately funded project. Bids are to be received in FY 13/14. The estimated cost is \$500,000.
3. **US 441** - An environmental study into possible widening along 1.6 miles from SR 44 (old CR 44B) to Lincoln Avenue in Mt. Dora is planned for FY 13/14 (FM No. 429356).
4. **US 27** - Six-laning 6.5 miles from Boggy Marsh Road to Lake Louisa Road (FM No. 238422). Design has been completed and right of way acquired. Construction is not yet funded.
5. **SR 44** - Resurface 2.3 miles from the Sumter County line to SR 44/CR 468 (FM No. 427230). Bids are to be received in FY 12/13. The estimated cost is \$4.5 million.

January 4, 2012

6. **SR 44** - Construct eastbound left turn lane at Royal Trails Road (FM No. 419370). Bids are to be received in FY 13/14. The estimated cost is \$340,000.
7. **SR 44 (CR 44B)** - Design for four-laning the two miles from US 441 to SR 44 is in progress (FM No. 409870). Right of way is to be acquired in FY 11/12.
8. **SR 46** - An environmental study is being conducted by the Orlando-Orange County Expressway Authority along the 16.5 miles from US 441 to Orange Blvd. in Seminole County (FM No. 238275) in conjunction with their study of a potential Wekiva Parkway.
9. **SR 19** - A \$250,000 grant to the City of Groveland in FY 10/11 is to pay for construction of a northbound left turn lane at Bible Camp Road (FM No. 425912).
10. **SR 19** - Resurface 3.8 miles from CR 452 to north of Golden Gem Drive (FM No. 424881). Bids are to be received in December. The estimated cost is \$2 million.
11. **SR 19** - Resurface 1.9 miles from Summit Chase Villas to SR 19/US 441 (FM No. 427246). Bids are to be received in FY 12/13. The estimated cost is \$2.5 million.
12. **SR 19** - An environmental study into possible widening along the 4.7 miles from CR 48 to CR 561 is planned for FY 10/11 (FM No. 238319). Design of improvements is funded in FY 13/14.
13. **SR 33** - Construct left turn lane at CR 474 (FM No. 423096). Bids are to be received in FY 13/14. The estimated cost is \$660,000.
14. **CR 450** - \$2.3 million in grants to Lake County through FY 12/13 is to pay for design and construction of paved shoulders from the Marion County line to Lake Yale Road (FM No. 427480).
15. **Washington Street Sidewalk** - A \$370,000 grant to the City of Eustis in FY 10/11 is to pay for a sidewalk from Fahnstock Street to Abrams Road (FM No. 423385).
16. **Rolling Acres Road Sidewalk** - \$830,000 in grants to the city of Lady Lake through FY 12/13 is to pay for design and construction of a sidewalk from Vista San Polo to Griffin Road (FM No. 427855).
17. **South Lake Trail** - \$2.7 million in grants to Lake County through FY 12/13 are to pay for design and construction of Section I of this trail from the existing Clermont Trail to Groveland Park in downtown Groveland (FM No. 422570).
18. **Leesburg/Wildwood Trail** - A \$2.1 million grant to the City of Leesburg in FY 11/12 is to pay for construction of this trail from the Sumter County line to US 441 (FM No. 424444).
19. **Lincoln Avenue Sidewalk** - A \$490,000 grant to Lake County in FY 13/14 is to pay for construction of a ten foot sidewalk from Tremain Street to Unser Street (FM No. 429594).
20. **CR 561** - \$1.1 million in grants to Lake County through FY 13/14 is to pay for construction of a roundabout at the CR 455 intersection (FM No. 429606).
21. **Citrus Tower Blvd.** - A \$200,000 grant to Lake County in FY 10/11 is to pay for installation of a traffic signal at Oakley Seaver Drive (FM No. 427481).
22. **Lake Center Drive** - A \$133,000 grant to the City of Mt. Dora in FY 10/11 is to pay for a sidewalk from north of Lake Center Drive to west of Eudora Road (FM No. 423458).
23. **CR 470** - A \$4 million grant to Lake County in FY 13/14 is to pay half the cost of replacing the bridge over Florida's Turnpike (FM No. 430238). This is a County Incentive Grant Program project.
24. **CR 466A** - A \$6.9 million grant to Lake County if FY 12/13 is to pay half the estimated right of way costs for widening along the three miles from the Sumter County line to US 27 (FM No. 430253). This is a Transportation Regional Incentive Program (T.R.I.P.) project.

SUMTER COUNTY

Recently Completed Projects

4116653/4

US 301 & SR 44

Construct grade separations (bridges) over the CSX main line tracks. A \$25,232,676 design/build contract was awarded to C.W. Roberts, Inc. on January 14, 2009. Work began April 29, 2009. Completed project

Near Future Construction

1. **CR 311 (I-75 Frontage Road)** - Replace bridge over Jumper Creek (FM No. 242118). Bids are to be received in September. The estimated cost is \$1 million.
2. **SR 50** - Resurface 4.2 miles from the Hernando County line to SR 471 (FM No. 424884). Bids are to be received in October. The estimated cost is \$1.8 million.
3. **SR 50** - Remove bridge over abandoned railroad west of Mascotte (FM No. 424524). Bids are to be received in October. The estimated cost is \$2.6 million.

Other Projects Pending

1. **I-75** – Six-laning along the 21.5 miles from the Hernando County line to Florida's Turnpike (FM No. 242626). Design is in progress, with right of way acquisition funded through FY 13/14 (FM No. 242626/3).
2. **I-75** - Resurface 14.4 miles from the Hernando County line to the Panasofkee Creek Bridge (FM No. 427375). Bids are to be received in FY 12/13. The estimated cost is \$16 million.
3. **US 441/27** - A study has been conducted to determine the expansion needs along the 12.1 miles from Griffin Road in Lake County to CR 42 in Marion County (FM No. 2383951/2/3). Design in Sumter and Marion Counties is funded in FY 12/13 (FM No. 2383957).
4. **SR 48** - Widening to four lanes along the 1.6 miles from I-75 to Main Street (CR 475) (FM No. 2404182). Right of way is to be purchased in FY 11/12. Bids are to be received in FY 15/16. The estimated cost is \$20 million.
5. **SR 48** - Construct westbound right turn lane at CR 475 intersection (FM No. 2404183). Bids are to be received in FY 12/13. The estimated cost is \$200,000.
6. **SR 48** - Resurface 1.9 miles from east of I-75 to west of SR 35 (Noble Avenue) (FM No. 427241). Bids are to be received in FY 12/13. The estimated cost is \$1.2 million.
7. **US 301/SR 44 Intersection** - Construct north and southbound turn lanes (FM No. 430188). This is a privately funded project. Bids are to be received in FY 13/14. The estimated cost is \$130,000.
8. **US 301** - An environmental study into the possible widening from two to four lanes along the 15.5 miles from CR 48 to SR 44 is planned for FY 13/14 (FM No. 430132/3).
9. **CR 469** - A \$2.8 million grant to Sumter County in FY 11/12 is to pay for resurfacing along the 13 miles from CR 48 to SR 50 (FM No. 429759).
10. **CR 466W** - A \$1.6 million grant to Sumter County in FY 11/12 is to pay for resurfacing along the 3.5 miles from CR 209 to CR 475 (FM No. 429758).
11. **CR 466** - A \$1.6 million grant to Sumter County in FY 14/15 is to pay for resurfacing along the 4.5 miles from US 301 to just east of CR 475 (FM No. 428443).
12. **CR 466/US 301 Intersection** - Construct north and southbound turn lanes (FM No. 430187). This is a privately funded project. Bids are to be received in FY 13/14. The estimated cost is \$180,000.
13. **CR 475** - A \$2 million grant to Sumter County in FY 14/15 will pay for construction of paved shoulders and resurfacing along the 3.7 miles from CR 470 to CR 542, including replacement of the timber column bridge at Juniper Creek with concrete box culverts (FM No. 429944).

MINUTES

Lake~Sumter Metropolitan Planning Organization Citizens' Advisory Committee (CAC) Meeting

Wednesday, November 9, 2011
Lake~Sumter MPO
1616 South 14th Street, Leesburg, Florida

OPENING

Chairman Susy Gibson called the meeting to order at 4:03 p.m. and noted that the meeting was properly noticed. A quorum of eight was present.

Members Present

Susy Gibson, Chairman	City of Clermont
Steve Ferrell	Lake County, D3
Bill Smalley	Lake County, D4
Bill Calhoun, Vice-Chairman	Lake County, D5/Town of Lady Lake
Dick Lastowka	Sumter County
Roy Pike	City of Groveland
Richard Llewellyn	Town of Howey-in-the-Hills
Stephen Stone	City of Wildwood

Members Absent

Davis Talmage	Lake County, D1
Brian Herman	Lake County, D2
Judy Stewart	Town of Astatula
Wayne Carter	City of Eustis
Bruce Master	City of Fruitland Park
Bill Farner	City of Leesburg
Charlie Humphries	City of Minneola
David Clutts	City of Tavares

Staff Present

Pam Richmond	MPO Project Manager
Mike Woods	Transportation Planner
Francis Franco	GIS Manager
Sue Goldfuss	Executive Assistant/Recording Secretary

Others Present

Carl Mikyska	FHWA
Vickie Wyche	FDOT
Regina Colson	FDOT

FDOT REPORT was given by Vickie Wyche who gave an update on the Lake and Sumter projects.

MPO STAFF REPORT was given by Pam Richmond and Mike Woods who gave an update of the activities and road projects for their specific areas. Ms. Richmond reported on the SR 50 PD&E Public Hearing in Groveland and stated the city's preferred alternative. She also reported on the US 441 PD&E Project Kick-off which is for the section in Mount Dora from SR 44 to SR 46. Mr. Woods commented on the trail portion of the SR 50 PD&E Study in Groveland; and he reported on the Wekiva Trail PD&E that the MPO is refining the scope and Local Agency Program Agreement with FDOT. He reviewed the Safe School Access Transportation Study website, and reiterated to the committee members that the MPO has crash data information that can be shared at any time, and to let him know if they would like a report for a particular intersection.

CAC MEMBER REPORTS/COMMENTS

Susy Gibson, City of Clermont, requested information as to how handle overgrown trees that block the view at certain intersections. Mr. Woods advised to make a comment to FDOT, and that the city or county have the responsibility to make sure there is safe clearance.

Steve Stone, City of Wildwood, commented that he is happy to see the poles go up at the intersection of SR 44 and Powell Road for the coming traffic light.

Steve Ferrell, Lake County D3, announced the upcoming SR 19 PD&E Project Kick-off on November 15 at the Mid-Lakes Christian Church in Tavares from 5 – 7 pm.

PUBLIC COMMENTS

None

AGENDA UPDATE

None

PRESENTATIONS

A. Florida Department of Transportation Tentative 5-Year Work Program for FY 2012/13–2016/17
Ms. Wyche showed a video presentation to the committee members illustrating how gas taxes are used and distributed and its impact on the 5-Year Work Program. Additional information can be found at www.d5wpph.com/2011. Ms. Wyche then presented the committee members with a list of the tentative 5-Year Work Program's projects. Gas taxes are not enough to fund the roadway needs. Alternative, creative solutions must be found. FDOT must plan regionally in cooperation with local agencies and private developers to find solutions. Ms. Richmond stated that she attended the public hearing and made comments on behalf of the LSMPO.

B. What it Means to be a Transportation Management Area (TMA)
Carl Mikyska, Federal Highway Administration, introduced Regina Colson from the FDOT Office of Policy Planning. Mr. Mikyska presented to the committee members some of the issues and requirements that come with a TMA designation. In the last 10 years, there has been an 18% population increase in the State of Florida. Currently the Census Bureau is working on the definition of the urban/non-urban areas and it should be completed by March-May 2012. Areas with populations greater than 200,000 are classified as a transportation management area. Transportation plans and programs within a TMA must be based on a continuing and comprehensive transportation planning process carried out by the MPO in cooperation with the State and transit operators. In addition, the transportation planning process must include a Congestion Management Plan. The CMP must be completed 18 months after TMA designation. The FHWA and the FTA certifies the transportation planning process in a 4-year cycle. Recently, the MPO staff visited Volusia TPO as they went through their certification process. Mr. Mikyska advised that the CAC is not federally mandated; however, it is mandated by the State of Florida and that the CAC has a lead role in engaging the public. He further briefed the committee on the Public Involvement Plan and the 45 day public involvement periods for a TMA. Discussion ensued regarding the different pots of funding.

CONSENT AGENDA

MOTION was made by Bill Calhoun to approve the following Consent Agenda items; seconded by Dick Lastowka -- **motion passed eight to zero.**

- A. Minutes for June 8 and September 14, 2011
- B. 2012 CAC Meeting Calendar

ACTION ITEMS

- A. Recommend Approval by Resolution to Amend the FY 2011/12 – 2015/16 Transportation Improvement Program

MOTION was made by Dick Lastowka to recommend the board amend the FY 2011/12 – 2015/16 TIP; seconded by Bill Calhoun -- **motion passed eight to zero.**

- B. Recommend Approval of 2012 State Legislative Positions

Mr. Woods suggested that the position regarding the Office of Greenways and Trails be removed from the list as it has already been moved by the state and the issue is now mute. The committee discussed the State Transportation Trust Fund and requested information regarding the indexing of state fuel taxes and when that started. Staff stated they would report back to the committee.

MOTION was made by Bill Calhoun to recommend approval of the 2012 State Legislative Positions as presented by keeping the priorities 1, 2 and 3 and removing number 4; seconded by Steve Ferrell -- **motion passed eight to zero.**

As a follow-up to the committee's request, Mr. Woods researched and found that the indexing of state fuel taxes started June, 1985. He reported the information at the end of the meeting.

- C. Election of Officers for 2012

MOTION was made by Bill Calhoun to nominate and retain Susy Gibson as Chairman; seconded by Dick Lastowka -- **motion passed eight to zero.**

MOTION was made by Dick Lastowka to nominate and retain Bill Calhoun as Vice-Chairman; seconded by Steve Ferrell -- **motion passed eight to zero.**

DISCUSSION ITEMS

- A. Congestion Management Plan

Ms. Richmond explained that staff has been working for the past several months in an effort to have a CMP completed some time next year. Staff plans to provide policies and strategies in January.

- B. CAC Goals for 2012

Ms. Richmond asked the committee members to think about their goals in order to discuss in more detail at the next meeting in January. Discussion ensued regarding getting more people involved in the CAC and speaking to governing board members about appointments and not re-appointing someone who does not attend regularly.

- C. Horizon Award Nominations

Ms. Richmond explained the 2011 Horizon Awards will be presented at the January 25, 2012 Annual Dinner and Awards. She suggested that members consider nominating deserving local governments, people, partners and or projects for the awards. Members were asked to nominate online thru the MPO website.

CONFIRMATION OF REPRESENTATIVE ATTENDING GOVERNING BOARD MEETING

It was confirmed that Susy Gibson would be the CAC representative attending the Governing Board meeting on December 7, 2011 at 2 pm at the Lake~Sumter MPO.

ADJOURNMENT

As there was no further business, the meeting adjourned at 5:45 p.m.

Susy Gibson, Chairman

Lake~Sumter MPO



2012

LIMITED ENGLISH PROFICIENCY PLAN (LEP)

Welcome

Chào mừng **Byenveni** powitanie

Bienvenue 환영 歡迎 স্বাগত 환영

ようこそ **boas-vindas** ترحيب স্বাগত

স্বাগত **आपका स्वागत है** **bienvenida**

Բարի գալուստ добро пожаловать

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

I. INTRODUCTION:

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

II. LEGAL BASIS FOR LANGUAGE ASSISTANCE REQUIREMENTS:

Title VI of the Civil Rights Act of 1964, 42USC 2000d et seq., and its implementing regulations provide that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance. Executive Order 13166 ensures accessibility to programs and services to eligible persons who are not proficient in the English language. Not only do all federal agencies have to develop LEP Plans, as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided. The guidance identifies Metropolitan Planning Organizations (MPOs) as organizations that must follow the guidance and provides MPOs with technical assistance in assessing the size, location, and needs of the LEP population; implementing language access services; and evaluating the effectiveness of these services.

III. WHO IS AN LEP INDIVIDUAL:

As defined in the 2000 United States Census, it is any individual who speaks a language at home other than English as their primary language, and who speak or understand English "not well" or "not at all". Individuals, who have a limited ability to read, write, speak, or understand English are LEP.

IV. BACKGROUND:

As a recipient of federal funds the Lake~Sumter MPO must take reasonable steps to ensure meaningful access to the information and services it provides. As part of the MPO certification by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), the LEP Plan will be assessed and evaluated. Public transit is a key means of achieving mobility for many LEP persons. By providing language assistance to persons with limited English proficiency the MPO will

help to ensure that the services are safe, reliable, convenient and accessible. These efforts may attract riders who would otherwise be excluded from participating in the service because of language barriers.

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

Factor 1: The number and proportion of LEP persons eligible to be served;

Factor 2: The frequency with which LEP individuals come in contact with these programs, services or activities;

Factor 3: The nature and importance of the program, activity or service provided;

Factor 4: The resources available and the overall cost to the MPO.

The Department of Transportation (DOT) policy guidance gives recipients of federal funds substantial flexibility in determining what language assistance is appropriate based on a local assessment of the four factors listed above. Below is a self-assessment of need in Lake County and Sumter County in relation to the four factors and the transportation planning process. The four-factor analysis will allow the MPO to be in a better position to implement cost-effective language assistance measures and to target areas and resources appropriately.

LEP ASSESSMENT FOR LAKE COUNTY AND SUMTER COUNTY

Factor 1: The Number and proportion of LEP persons eligible to be served.

The first step towards understanding the profile of individuals that could participate in the transportation planning process is a review of Census data. Tables 1 and 2 indicate the number and percent of LEP persons by language spoken at the individual's home. Of the LEP persons within the Lake~Sumter MPO region, 3.5% speak Spanish at home in Lake County and 3.0% speak Spanish at home in Sumter County. Spanish is the most significant percentage of LEP persons.

**Table 1: The Top Five Languages Spoken at Home in Lake County
(US Census Bureau’s 2009 American Community Survey)**

Population 5 years and older	Number of LEP Persons	Percentage of LEP Persons	LEP Persons who speak Spanish or Spanish Creole		LEP Persons who speak French		LEP Persons who speak German		LEP Persons who speak Chinese		LEP Persons who speak Italian	
			Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
281,927	11,265	4.0%	9,891	87.8%	662	5.9%	198	1.76%	316	2.81%	198	1.76%

**Table 2: The Top Three Languages Spoken at Home in Sumter County
(US Census Bureau’s 2009 American Community Survey)**

Population 5 years and older	Total Number of LEP Persons	Total Percentage of LEP Persons	LEP Persons who speak Spanish or Spanish Creole		LEP Persons who speak Vietnamese		LEP Persons who speak French	
			Count	Percentage	Count	Percentage	Count	Percentage
91,844	3,043	3.31%	2,792	91.8%	180	5.91%	71	2.3%

In addition to analyzing the census data the MPO will consult with transit staff, community organizations, programs, school systems and state and local governments to better serve the LEP community. This data will include general information such as prior experiences of how frequently they come in contact with LEP persons, requests for interpreters at public meeting and results of ridership surveys.

Factor 2: Frequency of contact with LEP persons.

The results of the census data indicate that Spanish is the most significant language spoken by the LEP population in the area covered by the Lake~Sumter MPO. The MPO assesses. To date, no



requests for language assistance services have been made by LEP individuals or groups to the MPO. The MPO has begun providing public notices and information flyers in both English and Spanish. The MPO has staff fluent in Spanish available for translation at all public meetings. All ads for public meetings sponsored by the Lake~Sumter MPO will contain the following language: "Persons who require special accommodations under the Americans with disabilities Act or persons who require translation.

The MPO conducts regular board meetings, advisory committee meetings and public hearings throughout the year. Community outreach and the MPO's website is the main source of potential contact between the MPO and LEP persons. As the LEP program is expanded the MPO has reached out to those traditionally underserved. Of significant importance is the Transportation Disadvantaged Program and the outreach to clients served. The MPO will be providing surveys in Spanish during the 2012 evaluation period of the transit providers.

Factor 3: The nature and importance of the program, service, or activity people's lives.

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

Factor 4: Resources Available

Given the size of the LEP population in the MPO area and current financial constraints, full language translations of plan documents is not considered

Public Meetings

WHAT IS THE FUTURE OF SR 19 • CR 48 • CR 561

TERMS:

Florida's Efficient Transportation Decision Making (ETDM) is a new way of accomplishing transportation planning and project development for major capacity improvement projects. The ETDM Process enables agencies and the public to provide early input to the Florida Department of Transportation (FDOT) and Metropolitan Planning Organizations (MPOs) about potential effects of proposed transportation projects. The goal of ETDM is to make transportation decisions more quickly without sacrificing the quality of the human and natural environments.

Improved Transportation Planning
Access to Information
Early Involvement

The Lake~Sumter MPO will conduct three (3) informal Public Information Meetings to receive input from the community regarding SR 19, CR 48 and CR 561. Representatives from FDOT and the Lake~Sumter MPO will be available to answer questions and seek local and public input on project feasibility/community impacts, etc., prior to considering future funding for the necessary stages of project development.

Tuesday, October 21 5:30 - 7:30 pm Olive Ingram Community Bldg. 25029 CR 981 Astata, FL 34705	Wednesday, October 29 5:30 - 7:30 pm Minnesota City Hall Chambers 800 N US Hwy 27 Monrovia, FL 34755	Wednesday, November 12 5:30 - 7:30 pm Tresh Hall Council Chambers 101 N. Palm Ave. Howey-in-the-Hills, FL 34737
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Please also report special accommodations under the Americans with Disabilities Act to the meeting.

If you have any questions, please contact the Lake~Sumter MPO Office, 1616 S. 14th Street, Leesburg, FL 34748 (352) 218-0175. www.LakeSumterMPO.com

- Provide Spanish language outreach materials from other organizations including federal, state and local transportation agencies when possible.
- The MPO is looking into the Language Line Interpreter Services; and will implement in the future if it is considered a cost effective service to provide.
- The MPO has installed the Google Translate program <http://translate.google.com> on every page of the website. The use of this will allow users to view HTML content in other languages. It is understood this is not a perfect system but it will provide enough information for an LEP individual or group to make contact to the MPO for comments or questions.
- Efficient Transportation Decision Making (ETDM) allows for the identification of readily apparent effects and evaluation of the likelihood of potential sociocultural effects within a project area during the early phases of the transportation planning process, prior to the project entering the FDOT Work Program.



- Conduct a survey of LEP persons by coordinating with local community organizations.
- Ensure public meeting have access by public transportation.
- Weigh the demand for language assistance against the MPO's financial resources.
- Will consider cost effective practices for providing language services.



- State in outreach documents that language services are available from the agency free of charge.
- Communicate through press releases, announcements at community meetings, website, signs and handouts.
- The MPO currently has two staff members who are fluent in Spanish.

Staff Training

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

Providing Notice to LEP Persons

It is important to notify LEP persons of services available free of charge in a language the LEP persons would understand.

- The MPO will provide meeting notifications in English and Spanish where appropriate.
- The MPO will state in outreach documents that language services are available.

Dissemination of the MPO Limited English Proficiency Plan

The MPO will post the LEP Plan on its website at:

www.lakesumtermpo.com/about/mpo_policies.aspx

Any person may obtain copies/translations of the plan upon request.

Monitoring and Updating the LEP Plan

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

1 **LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION**

2
3 **RESOLUTION 2012 –**

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5 **A RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING**
6 **ORGANIZATION (MPO), AMENDING THE FY 2011/12-2015/16 TRANSPORTATION**
7 **IMPROVEMENT PROGRAM (TIP) BY PROGRAMMING STATE AND FEDERAL FUNDS**
8 **IN FY 2011/12 AND FY 2011/13 TO INSTALL WET WEATHER AUDIBLE PAVEMENT**
9 **MARKINGS IN US 441, WITHIN LAKE COUNTY; PROGRAMMING FEDERAL FUNDS**
10 **IN FY 2011/12 TOWARDS RAIL SAFETY PROJECT TO UPGRADE CSX CROSSING**
11 **No.625103D AT CR 102 IN SUMTER COUNTY; PROGRAMMING LOCAL AND**
12 **FEDERAL FUNDS IN FY 2011/12 TOWARDS PRELIMINARY ENGINEERING OF**
13 **GREEN MOUNTAIN SCENIC BYWAY TRAILHEAD AND OVERLOOK OF LAKE**
14 **APOPKA IN LAKE COUNTY; PROGRAMMING STATE AND FEDERAL FUNDS IN FY**
15 **2011/12 AND FY 2011/13 TO INSTALL PAVEMENT MARKINGS IN TWO LOCATIONS**
16 **WITHIN SUMTER COUNTY; AND AUTHORIZING THE SUBMITTAL OF THE**
17 **AMENDED FY 2011/12-2015/16 TIP TO THE APPROPRIATE AGENCIES.**

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

21 **WHEREAS**, Florida Statutes 339.175, 23 U.S.C. 134, and Title 49 U.S.C. require that the
22 MPO, as a condition to receiving federal capital or operating assistance, has a continuing, cooperative,
23 and comprehensive transportation planning process that results in plans and programs consistent with
24 the approved comprehensive plans of the units of local government within the MPO’s jurisdiction, and
25 with state and local planned growth and economic development patterns; and

26
27 **WHEREAS**, 23 C.F.R 450.324 provides that the Lake~Sumter MPO shall develop a
28 Transportation Improvement Program (TIP) for the metropolitan planning area, and 23 C.F.R. 450.326
29 allows an MPO to revise the TIP at any time under procedures agreed to by the cooperating parties and
30 consistent with 23 C.F.R. 450.326; and

31
32 **WHEREAS**, the FY 2011/12 - 2015/16 TIP was adopted by the MPO on June 22, 2011 based
33 on then-funded projects in the Florida Department of Transportation (FDOT) Five Year Work
34 Program; and

35
36 **WHEREAS**, the FY 2011/12 – 2015/16 TIP was amended by the MPO on August 24, 2011 to
37 transfer funding in FY 2011/12 in Preliminary Engineering for Gardenia Trail II and Gardenia Trail III
38 to a Project Development & Environmental study of the Wekiva Trail project, and to allocate funds for
39 two segments of the Wekiva Parkway Line and Grade projects; and

40
41 **WHEREAS**, the FY 2011/12 – 2015/16 TIP was amended by the MPO on September 29, 2011
42 to adjust funding in FY 2011/12 for the Leesburg/Wildwood Trail and several transit related projects in
43 Lake County and Sumter County; and to add, as an Appendix, Lake County’s FY 2011/12-2015/16
44 Transportation Construction Program and Sumter County’s FY 2011/12-2015/16 Capital Improvement
45 Plan; and

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WHEREAS, the FY 2011/12 – 2015/16 TIP was amended by the MPO on December 7, 2011 to adjust funding in FY 2011/12 for Section 5307 capital fixed route grant to purchase buses for Lake County; to allocate construction funding in FY 2014/15 for Donnelly Street Streetscape and Tremain Street Greenway Access Road and Trail projects; to allocate additional resurfacing and lane construction funds in FY 2011/12 for CR542W and C-48 roadway segments; to allocate additional preliminary engineering funds in FY 2015/16 towards Lake Wekiva Trail project; and to allocate funds in FY 2011/12 towards design of new realignment for CR 46A; and

WHEREAS, a total of \$10,000 in FY 2011/12 and \$200,000 in FY 2012/13 has been allocated for US 441, preliminary engineering funds toward installation of wet weather audible pavement markings within Lake County; and

WHEREAS, a total of \$240,000 in FY 2011/12 has been allocated for CR 102 CSX Crossing No. 625103D, construction funds toward signal crossing upgrades in Sumter County; and

WHEREAS, a total of \$75,000 in FY 2011/12 has been allocated for Green Mountain Scenic Byway Trailhead and Overlook of Lake Apopka, preliminary engineering funds toward construction of a scenic overlook to include construction of a covered pavilion, parking, restroom facilities, air compressor, potable water, and picnic area on north shore of Lake Apopka within Lake County; and

WHEREAS, a total of \$10,000 in FY 2011/12 and \$65,000 in FY 2012/13 has been allocated for SR 44, construction funds toward installation of pavement markings in two locations, within Sumter County.

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

1. The FY 2011/12-2015/16 TIP is hereby amended to program funding in FY 2011/12 to total \$10,000 and in FY 2012/13 to total \$200,000 for US 441, install wet weather audible pavement markings project (F.M. No.4306651) within Lake County; and
2. The FY 2011/12-2015/16 TIP is hereby amended to program funding in FY 2011/12 to total \$240,000 for CR 102 CSX Crossing No.625103D, signal rail crossing upgrades project (F.M. No.4314311) within Sumter County; and
3. The FY 2011/12-2015/16 TIP is hereby amended to program funding in FY 2011/12 to total \$75,000 for Green Mountain Scenic Byway Trailhead and Overlook of Lake Apopka project (F.M. No.4314351) within Lake County; and
4. The FY 2011/12-2015/16 TIP is hereby amended to program funding in FY 2011/12 to total \$10,000 and in FY 2012/13 to total \$65,000 for SR 44, installation of pavement markings project (F.M. No.4306421) at two locations within Sumter County; and
5. The Chairman of the Lake~Sumter MPO is authorized to submit, and hereby submits, the amended FY 2011/12 – 2015/16 TIP to the:
 - a. Federal Transit Administration (FTA)
 - b. State, Regional, and Areawide A95 Clearinghouses
 - c. Federal Highway Administration (FHWA) through the Florida Department of Transportation (FDOT)
 - d. Federal Aviation Administration (FAA)
 - e. Environmental Protection Agency (EPA)
 - f. Department of Community Affairs (DCA)

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- g. Florida Energy Office
- h. Members of Legislature representing the Lake-Sumter MPO

DULY PASSED AND ADOPTED this _____ day of _____, 2012.

Lake~Sumter Metropolitan Planning Organization

Don Burgess, Chairman

This _____ day of _____, 2012

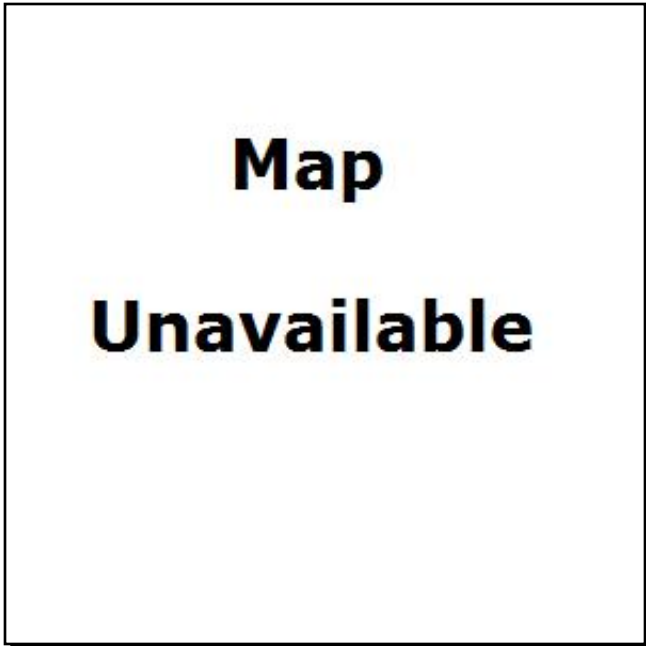
Approved as to Form and Legality:

Sanford A. Minkoff, MPO Attorney

4306651

SR 500 (US 441)

Work Summary: PAVE SHOULDERS
From: FROM 0.2 MILE NORTH OF SR 44
To: TO ORANGE COUNTY LINE

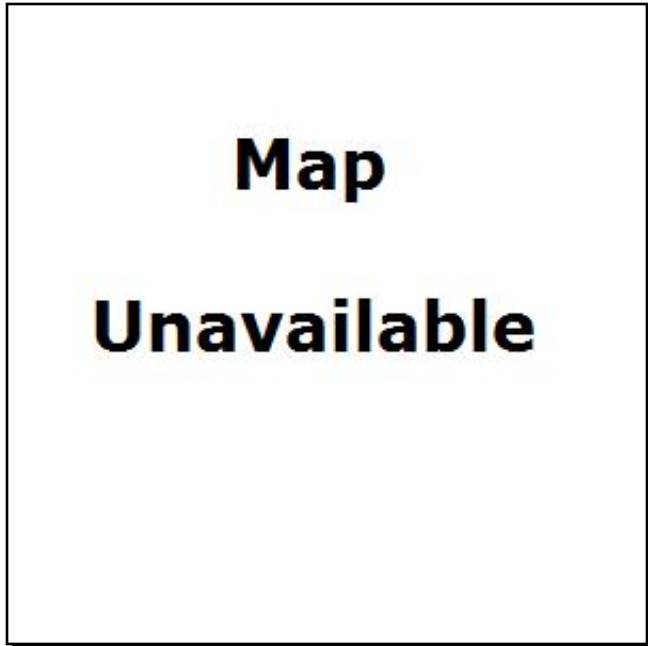


Phase	Fund Source	2011/12	2012/13	2013/14	2014/15	2015/16	Total
PE	DIH	10,000	0	0	0	0	10,000
PE	HSP	0	200,000	0	0	0	200,000
Total		10,000	200,000	0	0	0	210,000

Project Description: Install Wet Weather Audible Pavement Markings on inside/outside edge lines

4306421

SR 44 PAVEMENT MARKINGS



Work Summary:

SIGNING/PAVEMENT MARKINGS

From:

INSTALL PAVEMENT MARKINGS AT TWO LOCATIONS

To:

--SEE PROJECT SUMMARY DESCRIPTION

Phase	Fund Source	2011/12	2012/13	2013/14	2014/15	2015/16	Total
CST	DIH	10,000	0	0	0	0	10,000
CST	HSP	0	65,000	0	0	0	65,000
Total		10,000	65,000	0	0	0	75,000

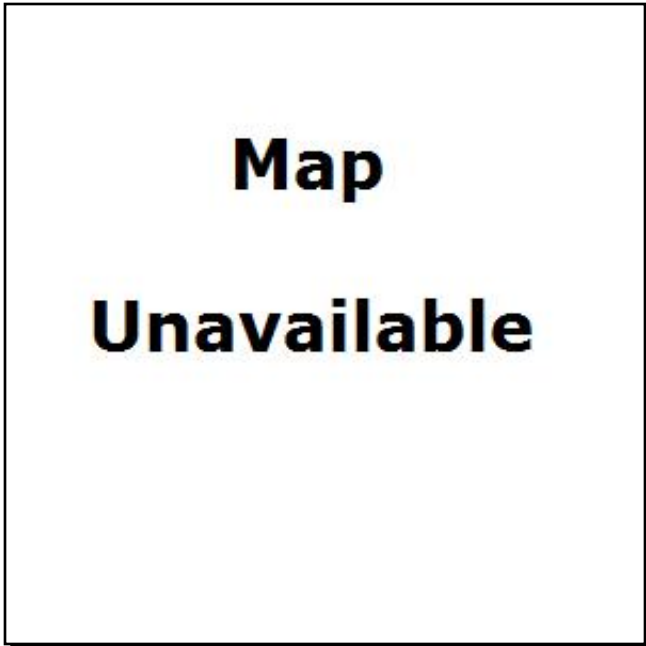
Project Description:

INSTALL PAVEMENT MARKINGS AT--
 Location #1
 FROM:0.17 miles West of CR 247 TO:0.42 miles East of CR 231
 Location #2
 FROM:Parkwood Oaks/Village Drive TO:County Line Road

4314351

GREEN MOUNTAIN SCENIC BYWAY TRAILHEAD

Work Summary: CONSTRUCT SPECIAL STRUCTURE
From: OVERLOOK LAKE APOPKA
To:



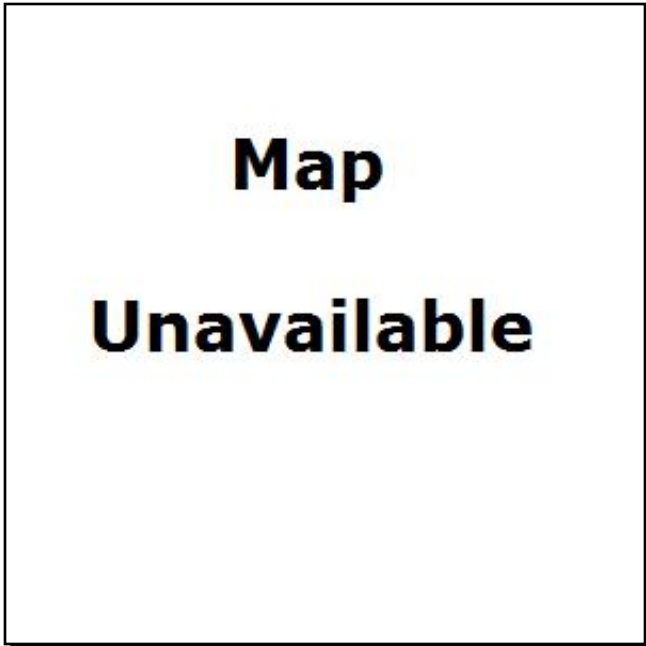
Phase	Fund Source	2011/12	2012/13	2013/14	2014/15	2015/16	Total
PE	LF	15,000	0	0	0	0	15,000
PE	SB	60,000	0	0	0	0	60,000
Total		75,000	0	0	0	0	75,000

Project Description: Construction of a Scenic Overlook to include construction of a covered Pavillion, parking, restroom facilities, air compressor and potable water, picnic area on north shore of Lake Apopka.

4314311

CR 102 CSX CROSSING

Work Summary: RAIL SAFETY PROJECT **From:** CSX CROSSING #625103D
To:



Phase	Fund Source	2011/12	2012/13	2013/14	2014/15	2015/16	Total
CST	RHP	240,000	0	0	0	0	240,000
Total		240,000	0	0	0	0	240,000

Project Description: Signal Upgrade; FL&G, Cabinet and CWT, City of Oxford



***Lake~Sumter
Metropolitan Planning Organization
Public Involvement Plan***

***Prepared by the Lake~Sumter Metropolitan Planning Organization
1616 South 14th Street
Leesburg, FL 34748
352.315.0170/352.315.0993 (fax)
www.LakeSumterMPO.com***

***DRAFT
January 25, 2012***

Forward:

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

As the governmental body most directly responsible for the guidance of the transportation planning process, the MPO strives to ensure that the recommendations are in keeping with the goals and standards of the Federal Government, the State, Lake County, Sumter County, and the [159](#) incorporated jurisdictions. The MPO functions include, but are not limited to, the preparation of the tasks required by state rule or by federal policy.

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

As part of the MPO planning process, public involvement is given a major priority. Projects funded through public dollars are to be planned in a manner that encourages public participation and incorporates public comments into planning efforts. As a result, a responsibility is placed on MPOs to develop a plan where the opportunity for public involvement is assured. As part of that plan, 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.

Objectives of the Public Involvement Plan:

- To make readily available information on the activities of the LSMPO; to provide requested information to the public, government agencies and elected officials in a responsive and timely manner; and to increase public awareness of the LSMPO and its role in transportation.

- To increase public participation in the LSMPO planning process, especially from those segments of the population that are considered to be traditionally underserved; and to increase and enhance the levels of participation by the public in the planning process.

- To explore new and innovative means by which to engage the public on the transportation planning process; to utilize technologies to better communicate with the public; and to establish methods by which public input targets all demographic segments of the community.

- To establish goals and objectives for public involvement activities; to establish monitoring methods in order to analyze public involvement activities; and to establish measures by which the LSMPO may determine the effectiveness of public involvement activities.

Purpose of the Public Involvement Plan:

The LSMPO is a transportation policy-making board comprised of representatives from local government and transportation authorities. The LSMPO is responsible for establishing, according to federal and state laws, a continuing, cooperative and comprehensive transportation planning process for the Lake and Sumter

areas.

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

- Providing complete information about LSMPO activities
- Timely public notification
- Full access to key decisions
- Early and continued involvement in the development of transportation plans and programs
- Outreach programs to stakeholders
- Addressing Title VI provisions

Public Participation means participation in the planning process by people (public) outside the LSMPO staff, committees, and board members. Public therefore refers to general citizens of the LSMPO area, including low-income and minority populations, as well as citizens representing the complete spectrum of community demographics. Public Participation is an organized process of citizens taking part in the transportation planning and decision-making that affects the community.

Determination of where and when the LSMPO meetings will be held is distributed between our established planning Task Force areas. (map Appendix A) The LSMPO efforts to secure participation will target individuals, groups, or entities that could significantly be affected by the transportation plan recommendations or could significantly influence implementation. Stakeholders include but are not limited to: the general public; low-income, minority and disabled communities; neighborhood representatives; chambers of commerce; special transportation interests such as freight shippers, transit users, bicycle and pedestrian

[organizations; local officials; and federal and state transportation agencies.](#)

The LSMPO supports the public's right to have a strong voice in the transportation planning process. Public involvement informs and educates the public about transportation planning and creates an informed community, which in turn leads to better planning. Public involvement also engages the public and encourages meaningful feedback to be incorporated into planning products.

Section I: Public Participation Process

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

- 45-day comment period on [LRTPong Range Transportation Plans, PIP, and the TIP](#)
- Regional Transportation Forum on key issues
- Regional Transportation Summit to gain stakeholder input
- Public Meetings on specific transportation projects
- LSMPO Website: www.LakeSumterMPO.com
- [LSMPO Facebook page and Twitter feeds](#)
- MPO [Governing](#) Board and Committee meetings (TAC, CAC, BPAC, TDCB)
- [Task Force meetings \(North Lake~Sumter, East Lake, South Lake, LakeXpress\)](#)
- Efficient Transportation Decision Making (ETDM) Process
- [Presentations to other governmental bodies \(counties and municipalities\)](#)
- [Presentations to civic and community groups and organizations](#)

Title 23 Code of Federal Regulations, Section 450.316(b)(1), the Metropolitan Transportation Planning Process, sets forth the requirements for the public involvement process in conjunction with all aspects of transportation planning.

The regulation states that the public involvement process shall provide “complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and the major planning documents” produced by the LSMPO. The MPO’s public participation process and development of the TIP satisfies the federal public participation requirements for developing the Federal Transit Authority, Program of Projects.

Section II: Public Notification

The LSMPO is a relatively new organization and thus has the added responsibility of educating the public on the existence of the LSMPO and how the activities of the LSMPO are of impact to their lives. This education, combined with other activities within the context of the PIP, help make the plan effective. The following are ongoing activities used by the LSMPO staff to educate the citizens of the LSMPO area:

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

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

- Newspaper publication notifying the public of the opportunity to review documents and provide input will be at least ten days prior to a public hearing. The Public Notice will explain where the public can view information on the proposed transportation plan or program and how they can provide

input. For public meetings, as much advanced notice as possible will be provided with a minimum of one (1) week's notice. For allany LRTP, TIP public review or hearings ~~the next being the 2030 plan~~, a 45-day public review period would be advertised.

- Newspaper publication will be at least one (1) week prior to a meeting of the LSMPO Board and Committees.
- All public notices will be published as block advertisement in the legal section of the Lake Sentinel, The Villages Daily Sun, ~~and the Daily Commercial~~.
- All public notices will be posted on the LSMPO website: www.LakeSumterMPO.com and the Lake County and Sumter County websites:
 - ~~www.lakecountyfl.gov~~ [government.com](http://www.lakecountyfl.gov/government.com) and <http://www.sumtercountyfl.gov/>.
 - All public notices will be posted on the LSMPO Facebook page and the LSMPO Twitter feed.

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

- Information regarding meetings and events, as well as current document releases, will be placed on the LSMPO web site: www.LakeSumterMPO.com
- Social Media will focus primarily on the real-time dissemination of information relevant to the transportation planning process.
- Email lists to direct mail information to individuals who sign up for this service.
- Direct mailing sent to the public service agencies and institutions within the LSMPO area.
- Direct mailing to select individuals, groups, or organizations that have expressed interest or have made comments at previous meetings.

- Public service announcements
- Press releases for the newspaper or other widely circulated publications.
- Use of the Citizens' Advisory Committee (CAC), [and the](#) Bicycle & Pedestrian Advisory Committee (BPAC) for citizen outreach and community involvement.
- Informal presentation at regional sites, open houses, round table, or other community forums.
- Formal presentations at various service clubs, civic and professional groups.
- Distribution of information flyers on public transit services.
- Public surveys and comment forms
- Public Media coverage
- Public Involvement Process mailing List
- [Efficient Transportation Decision Making \(ETDM\) Process](#)
- [Public inspection of all major documents available at locations geographically located throughout the MPO planning area](#)

Section III: Public Involvement Strategies

The LSMPO reviewed a number of strategies designed to encourage public involvement in the transportation planning process. Described below are the current strategies utilized by the LSMPO to solicit and encourage public involvement in the transportation planning process. These strategies are summarized in Table 1.

Table 1

Public Involvement Strategy	Purpose	Elements
Public Workshops and Transportation Forums	Inform public of the nature of regular transportation activities and to solicit public feedback of current processes and procedures	An informal meeting held to educate the public why specific projects are undertaken and how these projects will benefit the citizens and the community at large
Public Hearings	Encourage through public participation, early and continuing public involvement; formally present the plan or project to the public	Generally held at various location through the area prior to the adoption of an LSMPO transportation related work product; public input is used to develop finalized documents
MPO-Governing Board	MPOGoverning Board meetings open to the public; provide a forum for discussion of transportation plans and programs.	The MPOGoverning Board meets on a monthly basis on the forth Wednesday of the month at 2 PM.

Technical Advisory Committee (TAC)	The TAC consists of professional and technical planners, engineers and other disciplines; created to provide interagency coordination between the MPO, FDOT, Lake County, Sumter County, and local governments; reviews and makes recommendations concerning transportation plans and programs	The TAC meets on thea monthly basis on the second Wednesday prior to the MPO Board meeting of the month at 2 PM.
Citizens' Advisory Committee (CAC)	The CAC is comprised of a diverse group of individuals representing all the local governments in the area in order to encourage a wide range of views and ideas on transportation plans and programs; early involvement in development of the TIP, UPWP and the LRTP.	The CAC meets on thea monthly basis on the second Wednesday prior to the MPO Board meeting of the month at 4 PM.
Transportation Disadvantaged Coordinating Board (TDCB)	The primary purpose of each TDCB is to assist the LSMPO in identifying local service needs and provides input from the underserved and underrepresented community members in Lake and Sumter Counties.	The TDCB meets quarterly and holds a public hearing annually.
Bicycle & Pedestrian Advisory Committee (BPAC)	BPAC consists of members from a broad base of professionals and concerned citizens, whose mission is to advise the LSMPO Board on bicycle and pedestrian issues.	The BPAC meets theon a monthly basis on the second Thursday prior to the MPO Board meeting of the month following the TAC & CAC at 3 PM.
Public Involvement Process (PIP) Mailing List	Serves to inform the community of various transportation planning activities undertaken by the LSMPO, such as the LRTP and future workshops and forums.	List includes civic associations, clubs and organizations, municipal governments, newspapers and concerned citizens.
LSMPO Publications	Documents used to inform the general public about the transportation planning activities and projects being accomplished by the MPO.	Includes summary information, newsletters and brochures; also includes summary of LRTP, highlighting the development process.
Public Media coverage	Inform all members of the public, including those traditionally underserved, so that they are aware of hearings and workshops and can provide input on transportation planning issues and the LRTP.	Include use of public access cable TV, advertising in major and local newspapers and direct mailings.
Public Surveys/Comment Forms	To solicit input on various topics concerning the transportation planning process.	Send to members of the public and those traditionally underserved.
LSMPO Website	The Lake-Sumter MPO website provides a forum for cooperative decision making concerning transportation issues throughout the urbanized area of Lake and Sumter counties in Florida.	The LSMPO website includes access to all current and completed work projects of the MPO. Also provides links to information pertaining to transportation planning activities in the Lake and Sumter County.
Special Efforts for Underserved/Underrepresented	Measures taken to involve population segments that are traditional underserved/underrepresented in Lake and Sumter counties, as recommended by the U.S. DOT Title VI requirements.	Focus on geographic locations with a high concentration of underserved and underrepresented.
Efficient Transportation Decision Making (ETDM) Process	To provide the public access to project plans and information regarding potential effects of transportation projects on natural and human environments.	Internet application provides access to project information so the public can formulate commentary about potential sociocultural effects.
Social Media, Facebook, Twitter	To provide real-time dissemination of information relevant to the transportation planning process, and notice of public meetings and hearings.	???? Use of social media will primarily focus on the real-time dissemination of information relevant to the transportation planning process, with a secondary focus on obtaining input on targeted issues of importance.

Federal regulation requires that the LSMPO evaluate the effectiveness of its PIP on a regular basis. In evaluating its plan the LSMPO may determine to no longer utilize techniques that are deemed ineffective, or to initiate the use of other innovative techniques that provide better response and more positive feedback.

All communications will be monitored ~~on a monthly basis~~ throughout the year. Communication effectiveness will ultimately be determined by public, business, agency and media participation during public input sessions, committee meetings, and public events throughout the process. Table 2 provides the guidelines for the evaluation of public involvement techniques identified in the PIP. Additional methods and media outreach to [Limited English Proficiency \(LEP\)](#) non-English speaking populations will be [developed as part of the LSMPO LEP Program](#)~~further explored~~.

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

PERFORMANCE MEASURES

Table 2

Public Involvement Strategy	Quantitative	Qualitative
Public Workshops and Transportation Forums	Number of attendees Number of comments received Number of comment responses Number of events/opportunities for public involvement	Effectiveness of meeting format Public Understanding of process Quality of feedback obtained Timing of public involvement Meeting convenience: time, place and accessibility Was Public’s input used in developing the plan?
Public Hearings	Number of attendees Number of comments received Number of comment responses	Public understanding Meeting convenience: time, place and accessibility Was Public’s input used?
MPO Governing Board	Number of meetings Number of attendees Number receiving agendas Number receiving full packets Number of public comments	Effectiveness of meeting format Input is captured and made available for consideration

Technical Advisory Committee (TAC)	Number of meetings Number of attendees Number receiving agendas Number receiving full packets	Effectiveness of meeting format Input is captured and made available for consideration
Citizens' Advisory Committee (CAC)	Number of meetings Number of attendees Number receiving agendas Number receiving full packets Diversity of representation	Effectiveness of meeting format Input is captured and made available for consideration
Transportation Disadvantaged Coordinating Board (TDCB)	Number of meetings Number of attendees Number receiving agendas Number receiving full packets	Effectiveness of meeting format Input is captured and made available for consideration
Bicycle Pedestrian Advisory Committee (BPAC)	Number of meetings Number of attendees Number receiving agendas Number receiving full packets	Effectiveness of meeting format Input is captured and made available for consideration
Public Involvement Process (PIP) Mailing List	Number of contacts added Number of groups	How and when contact is made Categorize contacts by area and affiliation
LSMPO Publications	Number of work products distributed including but not limited to: newsletter, TIP, UPWP, LRTP, TDP, TOP, B/P Masterplan, LOPP	Concise and clear information Effectiveness of news articles Continue items that receive favorable comments and correct or improve mistakes or items that receive negative comments
Public Media coverage	Number of news releases Number of direct mailings Number of public access cable TV spots Number of avenues used to reach audiences Number of attendees survey respondents indicating that they saw a meeting notice and/or project information Amount of positive media coverage	Effectiveness of notification and communication tools How and when contact is made
Public Surveys/Comment Forms	Percentage of meeting attendees who filled out comment forms Number of surveys/comment forms Number of calls Number of letters	Input is captured and made available for consideration
LSMPO Website, Facebook and Twitter	Number of visitors, Friends , Likes , Followers Number of comments received Number of comment responses Number of survey respondents Number of links established Number of documents downloaded	Monitor effectiveness of website, Facebook , and Twitter format/presentation Monitor the use of public involvement tools to increase advertisement of the website
Special Efforts for Underserved/Underrepresented	Number of notices placed in grocery stores, laundromats and places frequented by the traditionally underserved. Number of notices of involvement opportunities and informational materials provided to community leaders. Number of avenues or techniques used to reach underserved/underrepresented	Increase or decrease distribution to more accurately target an area that may be affected
Efficient Transportation Decision Making (ETDM) Process	Provide project and community demographic data	Review summary report containing key recommendations and conclusions for the effects identified

Section IV: Access to Information

The LSMPO will provide the public with reasonable and timely access to technical and policy information relating to the data or content in the development of the transportation plans, programs and projects. Documents will be available for public inspection on the LSMPO web site www.LakeSumterMPO.com and at the office of the LSMPO located at 1616 South 14th Street, Leesburg, FL 34748 during normal business hours. Copies of draft plans and programs for public review will also be placed at the following locations:

- Lake County ~~Public Works, 437 Ardice Ave., Eustis~~Administration Building, 315 West Main Street, Tavares
- Clermont City Hall, 685 West Montrose Blvd., Clermont
- Leesburg Public Library, ~~204 N. Fifth Avenue~~100 E. Main Street, Leesburg
- Lady Lake CityTown Hall, 409 Fennell Blvd., Lady Lake
- Sumter County Service Center, 7375 Powell Road, Wildwood

Section V: Public Involvement Mailing List

The MPO staff maintains and updates a mailing list for the purpose of informing the community about various transportation planning activities undertaken by the MPO. The 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 LSMPO area. The mailing list is used to inform the community about scheduled TAC, CAC, BPAC, TDCB, and MPO Governing Board meetings; future public workshops and hearings; and to provide brief updates concerning the status and progress of ongoing transportation planning activities and projects.

Section VI. Lake~Sumter MPO Website

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

Section VII. Social Media

Use of social media will primarily focus on the real-time dissemination of information relevant to the transportation planning process, with a secondary focus on obtaining input on targeted issues of importance.

- Governeing Board and committee members are prohibited from engaging in an exchange or discussion of matters via social media that will foreseeably come before the board or committee for official action.
- As with electronic communication, Lake~Sumter MPO will post a notice on the social media site regarding Florida public records law.
- Lake~Sumter MPO will independently track social media activity monthly.
- Social media records will conform with applicable public record retention schedules, as outlined in Florida Statutes.

Section VIII: Public Meetings

Public information meetings will be held at various locations in the LSMPO area to inform the public of the planning process and to solicit ideas, input and feedback. The intent of holding public informational meetings at diversified locations is to solicit broad public comments. General locations of meetings will be at [the Lake~Sumter Metropolitan Planning Organization office](#), Lake County Administration Building, the Lake—Sumter Community College, [the Sumter County Service Center](#), and other locations such as [municipal city/town halls](#)

and/or offices, churches, community centers, etc.

Notice of public hearings and public informational meetings will be given in accordance with and listed in Section II (Public Notification). A reasonable attempt will be made to notify organizations representing minority and disabled people. Public meetings will be held at locations accessible to and at times convenient to minority and disabled residents.

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

Section ~~VIII~~IX: Opportunities for Participation

The LSMPO will take a proactive approach to providing the opportunity for the public to be involved early and with continuing involvement in all phases of the planning process. Extensive public notice of public information meetings and hearings will be undertaken as listed in Section II and access to information as listed in Section III. Prior to the beginning of the public participation process, a

list of names, addresses, and email addresses of citizens and organizations will be developed that will be contacted on a continued basis to serve as a base of interested citizens for input and comment. This list will be expanded as additional citizens attend the informational public meetings and make comment. Additionally, meeting agendas for all LSMPO Board and Committee meetings include a public input period.

Section IX: Response to Public Input

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

Section XI: Advisory Committees

Advisory committees have been formed to advise the LSMPO [Governing Board](#) and staff in the preparation and review of public participation plans, transportation plans, programs and other related matters. Each of the LSMPO committees provided its own unique contributions to the development of the LSMPO planning documents.

The **Technical Advisory Committee** (TAC) is comprised of planners and engineers from the various local governments that make up the LSMPO. Therefore, the input provided by the TAC is of a very technical nature. This may

include making design recommendations and verifying that all documents conform to the appropriate standards.

The **Citizens' Advisory Committee** (CAC) is comprised of interested community members representing the various local governments that make up the LSMPO. This committee has a special advisory role to the LSMPO because it provides a necessary communication link between the LSMPO and the community it serves. The committee also solicits input and recommendations from other citizens groups and interested stakeholders when reviewing transportation plans and programs.

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

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

when reviewing transportation plans and programs.

Section XII: Title VI Requirements

The LSMPO will reach out to members of the low income, minority, and disabled communities as part of the transportation planning process to meet the requirements of Title VI and to better serve the community. The LSMPO will [utilize 2010 census data and the FDOT ETDM Demographic Tool to](#) conduct socio-economic analysis of communities to determine where concentrations of Title VI groups and issues may exist.

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

Consistent with the USDOT order on environmental justice, special efforts are undertaken to involve population segments that are traditionally underserved and/or underrepresented in Lake and Sumter Counties. These requirements, based on Title VI of the 1964 civil Right's Act, ISTEA, and NEPA, are designed to ensure the interests of minority and low income populations are considered and addressed in all transportation decision making. These efforts may include the following:

- Identify geographic locations with a high concentration of the traditionally underserved and underrepresented;

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

Section XIII: ***Plan Amendments***

Substantial changes or amendments to the Long Range Transportation Plan (LRTP), Transportation Improvement Plan (TIP), Unified Planning Work Program (UPWP), Public Involvement Plan (PIP), or other major studies will be done after the public has been notified of an intent to modify the plan, and only after the public has had 20 days ([45 days for LRTP, PIP and the TIP](#)) to review and comment on the proposed substantial changes. A significant change would be the addition or deletion of entire projects or major funding changes to projects, but would not include minor financial adjustments or the annual FDOT reconciliation process. Notice, access to information and all public meetings will be in accordance and as listed in this plan.

Section XIV: ***Follow-up and Continuing Efforts***

This document establishes the basic techniques for disseminating the information to the public and engaging the citizens in interactive discussions about the transportation process. LSMPO staff will work to quantify the results of the public involvement efforts and make an annual report to the [LSMPO Governing](#)

Board. The annual report ~~(anticipated December 2006)~~ will give a summary of public input for the past year, and future reports will compare current results to prior years.

In this way the LSMPO can gauge the effectiveness of the PIP in order to highlight opportunities for improvement. LSMPO staff will track and quantify the following lists of activities in order to better gauge public input in the transportation planning process.

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

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

Section XIV: Summary

The LSMPO recognizes the importance of the public involvement process as a means to inform, educate, and involve citizens in the transportation decisions

that impact our daily lives. By involving the public in the planning process early and often, transportation planners are able to ensure that plans and programs are developed in a way that reflects our community values and benefits all segments of the population equally.