

**INTERIM LAKE -SUMTER MPO FY 2003 2004 UPWP**

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LAKE-SUMTER MPO RESOLUTION 2004-01  
RESOLUTION OF THE LAKE-SUMTER METROPOLITAN PLANNING ORGANIZATION  
(MPO) ENDORSING THE INTERIM UNIFIED PLANNING WORK PROGRAM FOR  
FISCAL YEAR 2003/04.

WHEREAS, the Lake-Sumter Metropolitan Planning Organization, 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 450.108(c) and Florida Statute 339.175(9)(a)2 require each Metropolitan Planning Organization to annually submit a Unified Planning Work Program; and

WHEREAS, a Unified Planning Work Program is defined as an annual transportation planning work program which identifies the planning budget and the planning activities to be undertaken by the Metropolitan Planning Organization during the program year; and

WHEREAS, the Lake Sumter Metropolitan Planning Organization's FY 2003/04 Unified Planning Work Program has been prepared in accordance with the Florida Department of Transportation Unified Planning Work Program Procedure, Topic No. 525010-025.

NOW THEREFORE BE IT RESOLVED by the Lake-Sumter Metropolitan Planning Organization endorsement of the Unified Planning Work Program for FY 2003/04.

CERTIFICATE

The undersigned duly qualified and acting Chairman of the Lake-Sumter Metropolitan Planning Organization hereby certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the Lake-Sumter Metropolitan Planning Organization held on this 25th day of February 2004.

By: \_\_\_\_\_

Lake-Sumter MPO Chairman

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

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CERTIFICATION  
OF  
RESTRICTIONS OF LOBBYING

I, \_\_\_\_\_, *Chairman*, hereby certify on behalf of the *Lake-Sumter Metropolitan Planning Organization* that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal 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 agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the 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 undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is 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 such failure.

Executed this 25<sup>th</sup> day of February 2004

By: \_\_\_\_\_  
LSMPO Chairman

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**DEBARMENT AND SUSPENSION  
CERTIFICATION**

As required by U.S. DOT regulations on Governmentwide Debarment and Suspension (Nonprocurement) at 49 CFR 29.590:

- (1) The Lake-Sumter MPO 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 a 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 (2) 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 MPO also 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 FTA.
- (3) If the Lake-Sumter MPO is unable to certify to the statements within paragraphs (1) and (2) above, it shall indicate so on its Signature Page and provide a written explanation to FTA.

\_\_\_\_\_  
Lake-Sumter MPO, Chairman

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## GLOSSARY OF ABBREVIATIONS

CAC	Citizen's Advisory Committee
CFR	Code of Federal Regulations
CTD	Commission for the Transportation Disadvantaged
ETDM	Efficient Transportation Decision Making
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
JPA	Joint Participation Agreement
LRTP	Long Range Transportation Plan
LSMPO	Lake-Sumter Metropolitan Planning Organization
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
PEA	Planning Emphasis Area
RPC	Regional Planning Council
TAC	Technical Advisory Committee
TEA-21	Transportation Efficiency Act for the 21 <sup>st</sup> Century
TDLCB	Transportation Disadvantaged Local Coordinating Board
TDP	Transit Development Plan
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program
UA	Urbanized Area (As designated by the 2000 Census)
USC	United States Code

## INTRODUCTION

The FY 2003/04 Unified Planning Work Program (UPWP) is *the* initial UPWP for Lake-Sumter Metropolitan Planning Organization (MPO) as new and 26<sup>th</sup> MPO in the State of Florida. The UPWP has been prepared to define the tasks and anticipated funding requirements of the Lake-Sumter Metropolitan Planning Organization (MPO). This document serves to define activities for all public officials and agencies that contribute manpower and allocate funds to the transportation planning process. The UPWP provides a description of planning tasks and an estimated budget for each of the planning tasks to be undertaken for the new MPO. Planning activities programmed within *this initial* FY 2003/04 UPWP meet the level of effort requirements anticipated by the MPO to meet local priorities as well as the requirements of Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and the Florida Department of Transportation (FDOT). This document has been prepared according to FDOT Procedure Topic No. 525-010-025.

The state and federal governments provide funding support through the FDOT, the FHWA (PL 112 funds), the FTA (Section 5303 funds) and the Florida Commission for the Transportation Disadvantaged (CTD).

In mid-1998, the US Congress passed the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21), replacing the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA). One important aspect of TEA-21 was the revision of the sixteen planning factors developed under ISTEA. The original sixteen factors were consolidated into seven factors that are more general in nature. These factors are required to be considered in any planning activities including development of the LRTP, UPWP, and TIP. The seven factors are as follows:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety and security of the transportation system for motorized and nonmotorized users;
3. Increase the accessibility and mobility options available to people and for freight;
4. Protect and enhance the environment, promote energy conservation, and improve quality of life;
5. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
6. Promote efficient system management and operation; and'
7. Emphasize the preservation of the existing transportation system

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Planning Emphasis Areas (PEA) are identified each year by the FTA and the FDOT. The purpose of the PEAs are to promote priority issues as part of the planning process. On March 12, 2003 FTA identified five PEAS via the Federal Register. In addition, FDOT issued four PEAs in January 2003. The PEAs are to be applied as appropriate in the metropolitan planning process. The areas identified as follows:

### Federal PEAs

1. Safety and Security in Transportation
2. Integrated Planning and Environmental Process
3. Consideration of Operations & Maintenance
4. Consultation with Local Officials
5. Enhancement of Technical Capacity

### State PEAs

- 1 Efficient Transportation Decision Making
- 2 Regional Planning
- 3, Public Involvement
- 4 Transit Quality. of Service

## **ORGANIZATION AND MANAGEMENT OF THE MPO**

Representatives of Lake and Sumter Counties, its municipalities, the FDOT and the United States Department of Transportation are involved in the transportation planning process for the MPO. Their 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 insure that the recommendations are in keeping with the goals and standards of the Federal Government, the State, Lake County and the Urban area of the Sumter County, and the incorporated jurisdictions.

The MPO functions include, but not are limited to, the preparation of the required tasks assigned. Its annual responsibilities are to perform the tasks of preparing the UPWP, the TIP, and the annual MPO Audit Report. As with all transportation planning delegated by the federal and state laws, the MPO is responsible for insuring 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 handicapped as outlined in the Americans with Disabilities Act.

The Lake-Sumter MPO is the public agency responsible for developing policies and procedures to guide the transportation planning process for the Lady Lake and Leesburg-Eustis urbanized area. The MPO Board includes representatives from seven (7) cities with more than 5,000 population in Lake County (City of Clermont, City of Eustis, Town of Lady Lake, City of Leesburg, City of Minneola, City of Mount Dora, and City of *Tavares*), five (5) Lake County Board of County Commissioners and one (1) County Commissioner from Sumter County Board of County Commissioners. Cities with less than 5,000 in Lake County are non voting members in the Lake Sumter MPO. These cities and towns are Astatula, Fruitland Park, Groveland, Howey-in-the-Hills, Mascotte, Montverde and Umatilla.

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The CAC is composed of members of the general public who represent the general welfare of the community. The TAC, composed of engineers, planners, and other related transportation professionals, reviews plans, programs, projects, and recommends solutions to the MPO based on technical expertise. The Transportation Disadvantaged Local Coordinating Board identifies the local needs of the transportation disadvantaged population and investigates alternatives to meet those needs. Additional public input is provided through public meetings, public hearings, and civic meetings.

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. Other agencies that are consulted in various phases of the planning process include the Department of Environmental Protection, the Federal Aviation Administration, and the Water Management District Offices.

The Joint Participation Agreement (JPA) of February 2004 with FDOT established the MPO as the official planning agency for the Lake-Sumter MPO Area. Thereafter, additional JPA's will be executed periodically for maintaining continued federal PL, and state FTA match funding.

### **STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES**

#### Census 2000

On May 1, 2002, the Census Bureau released its listing of Urbanized Areas. The two Urbanized Areas within Lake County are Lady Lake and Leesburg –Eustis. The Lady Lake Urbanized Area consist of a portion of Lake County with population of about 14,207, a portion of Marion County with population of about 26,190 and a portion of Sumter County with population of about 10,324 and the combined total of 50,721 for the Lady Lake Urban are. The Marion County portion is currently within Ocala/Marion County MPO Planning Area Boundary. The Leesburg – Eustis Urbanized area is within Lake County with total population of 97,497. Honorable Governor Jeb Bush approved the apportionment Plan for Lake Sumter MPO on December 9, 2003.

#### Transportation Coordination Agreement

Prior to October 2004, The Lake - Sumter MPO will have an inter- agency coordination agreement or resolution for Transportation Planning Coordination with the Ocala/Marion County MPO and Metroplan Orlando. The MPO will execute an agreement with the metropolitan and regional Intergovernmental Coordination and Review (ICAR) agencies serving the metropolitan area, typically the East Central Florida Regional Planning Council (RPC) 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.]*

### Year 2025 Long Range Transportation Plan

The major portions of the LRTP have been on hold pending resolution of the issues cited in the previous paragraph. Much of the completed *work* related to the LRTP, has been the review of the existing model network as well as reviewing the regional models (Northwest Central Florida and District-Wide) developed by FDOT. Staff has been investigating the feasibility of incorporating one or both of these models into the development of the LRTP. It is expected that development of the LRTP will begin this summer.

Staff completed training on the implementation of the Efficient Transportation Decision Making (ETDM) process in May 2003. 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 of possible 'fatal-flaws' or other issues that could hinder or halt development of a particular transportation project as early in the process as possible. In all, over 20 agencies have agreed to take part in the ETDM process.

### Public Transportation Coordination

Prior to October 2004, Lake-Sumter MPO will have Public Transportation Coordination agreement for all public transportation planning effort with Lake County Board of County Commissioners as the Lake County area Public Transportation Provider. Also known as Community Transportation Coordinator (CTC). In March 2004, Lake-Sumter MPO staff will coordinate the planning effort for the Transit Development Plan update for the Lake County Board of County Commissioners.

### **PRIORITIES FOR FY 2003/04**

#### ➤ Completion of MPO Formation and Staffing Process - by June 30, 2004

As stated in a previous section, Governor Jeb Bush designated Lake -Sumter MPO on December 9, 2003. The Lake -Sumter MPO will be fully operational within (6) months. This UPWP addressed the initial Lake-Sumter set up need as follows:

1. Completion/adoption of all LSMPO Agreements for the MPO formation
2. Lake-Sumter MPO Staff hired and functioning (need is about 5 staff for the LSMPO operation (including Staff Director, 2 Transportation Planners, Administrative Assistant, and Public Involvement Planner)
3. New Computer network Systems and software for LSMPO - Operational
4. Transportation Library for LSMPO and Reference Books – Completed
5. LSMPO office space about 6,000 square feet – Purchased/Leased (or Agreement done)
6. LSMPO Web site –Complete and on-line

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➤ Two to three Workshops for LSMPO Board on MPO 3 C's Process – by Oct. 1, 2004

The two or three workshops will provide An overview of the MPO role and process to the newly formed LSMPO Boards. The LSMPO staff will also develop *an* LSMPO Public Involvement Plan for adoption in 2004.

➤ 2025 LRTP and TDP Development – also by Oct. 1, 2004

We anticipate making considerable progress in relation to the LRTP this year. Staff is working with FDOT and the Central Florida GIS users group to develop the base year data (2000). Our MPO, along with Ocala/Marion County MPO, the Volusia and Brevard MPOs are looking to develop both base year and future year data simultaneously in order to utilize the District 5 regional *or* “*Districtwide*” model. In addition, we will begin our initial public involvement activities utilizing focus groups and community meetings and presentations. Lake-Sumter MPO will coordination the planning effort Transit Development Plan and Local Coordinating Board activities for Lake County Board of County Commissioners (CTC).

➤ Transportation Improvement Program

LSMPO staff will working to develop *and adopt* the first LSMPO TIP by July 1, 2004.

➤ Implementation of ETDM

The initial implementation of ETDM will focus on input of the 2020 LRTP Cost Feasible projects into the system by July 1, 2004. Once the initial reviews are complete, we will determine the best process for integrating ETDM into the 2025 LRTP update.

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The Lake-Sumter MPO Interim FY 03/04 UPWP, which is intended to address the organization and start-up of the LSMPO. Thus this document merely addresses the functional work tasks necessary to have an MPO with all of the necessary staff, physical facilities, equipment, vehicles, and/or other required materials or amenities under the general umbrella of what is *called* “*Administrative*” Tasks.

### SECTION 1.00 ADMINISTRATION

The purpose of the *following* administrative tasks *outline* is to provide *for an* overall functional plan for the start-up and operation of the Lake-Sumter MPO, as required by law. This functional outline provides guidance for the necessary operational decisions which will be necessary to allow the MPO and staff to conduct the transportation planning process in the Lake-Sumter MPO Planning Area from the initial MPO meeting on February 25, 2004, until the new Fiscal Year begins on July 1, 2004. In addition to the required allocation of normal start-up activities associated with Staffing, housing, equipping, and establishing the necessary administrative, research and oversight mechanisms, time is also allocated for staff to organize and help conduct MPO Board and committee meetings, file progress reports, establish and maintain financial reporting systems, and participate in intergovernmental activities. A task is included for preparing and submitting annual administrative reports, including the Annual Operating Budget (Unified Planning Work Program) for the next fiscal year. Provisions are also made for staff training.

#### **UPWP TASK 1.1: Task Title: Program Development and Administration**

*OBJECTIVE/PURPOSE:* To initiate and effectively manage the tasks in the Unified Planning Work Program and maintain an effective and efficient 3-C (Continuing, Cooperative and Comprehensive) transportation planning process. In addition this document is provided to delineate the anticipated activities, schedule, and estimated cost to effectively establish the framework and organization of the Lake-Sumter MPO.

*PREVIOUS WORK:* Completion of extensive consensus building activities culminating in the preparation/acceptance of the Lake-Sumter Apportionment Plan, and official Designation of the Lake-Sumter MPO by the Governor, on December 9, 2003.

#### *METHODOLOGY:*

**TASK 1.1.1:** Perform administrative tasks necessary to set up and organize the new Lake-Sumter Metropolitan Planning Organization (MPO) in accordance with all applicable laws, and procedures by developing meeting schedules/agendas, providing technical assistance, preparing minutes; and performing other tasks as necessary, including but not limited to:

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- A. Complete and record all LSMPO Agreements necessary for the MPO formation (including adoption of Map(s))
- B. Assess staffing, housing, and equipment needs and provide recommendations to the MPO Board for approval and authorization;
- C. Develop and execute contractual services agreements as necessary and appropriate (i.e. Staffing/Legal support, Consultant and/or Vendor Services)
- D. Form required Committee's (i.e. Technical and Citizens Advisory, etc), and arrange/initiate and conduct the first meetings for these groups;
- E. Research and propose for Board adoption necessary rules and/or procedures for the day to day operation of an MPO (i.e. personnel, budgeting, audits, etc.)
- F. Develop MPO related Training workshop(s) for the Board, Technical Advisory and Citizens Advisory Committees:

<b>Responsible Agency:</b>	<b>Lake-Sumter MPO</b>
<b>Funding : FHWA PL 112</b>	<b>\$60,000</b>

**TASK 1.1.2:** Develop the required management documents including the FY 2004/2005 UPWP and Transportation Improvement Program (FY 04/05 thru FY 08/09).

<b>Responsible Agency:</b>	<b>Lake-Sumter MPO</b>
<b>Funding : FHWA PL 112</b>	<b>\$5,000</b>

**TASK 1.1.3:** Develop and disseminate public information as necessary to notify the public of transportation planning activities. Conduct presentations on transportation related topics to civic and governmental groups as requested. Monitor and track all public information/input and requests, and develop a mechanism to access the overall effectiveness of the public involvement/notification process.

<b>Responsible Agency:</b>	<b>Lake-Sumter MPO</b>
<b>Funding : FHWA PL 112</b>	<b>\$5,000</b>

**TASK 1.1.4:** Provide a clearinghouse/library for transportation related activities for all levels of government, and the public involved in the local transportation system.

<b>Responsible Agency:</b>	<b>Lake-Sumter MPO</b>
<b>Funding : FHWA PL 112</b>	<b>\$5,000</b>

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**TASK 1.1.5:** Continued participation in the statewide Metropolitan Planning Organization Advisory Committee and the regional MPO Advisory Council and Central Florida MPO Alliance.

<b>Responsible Agency:</b>	<b>Lake-Sumter MPO</b>
<b>Funding : FHWA PL 112</b>	<b>\$3,000</b>

**TASK 1.1.6:** Monitor legislative actions on the federal, state, and local level, which affect the Transportation system in the Lake, Sumter and surrounding area.

<b>Responsible Agency:</b>	<b>Lake-Sumter MPO</b>
<b>Funding : FHWA PL 112</b>	<b>\$2,000</b>

**TASK 1.1.7:** Conduct other activities as directed by the MPO and its committees and Coordination agreement Sumter County and Ocala/Marion County MPO.

<b>Responsible Agency:</b>	<b>Lake-Sumter MPO</b>
<b>Funding : FHWA PL 112</b>	<b>\$2,000</b>

**TASK 1.1.8:** Consistent with ongoing efforts and/or agreements, continue to work with the FDOT towards the successful initiation/implementation of the 2025 Lake-Sumter Long Range Transportation Plan Update, and associated with that process, the integration of the Efficient Transportation Decision Making (ETDM) system as well.

<b>Responsible Agency:</b>	<b>Lake-Sumter MPO</b>
<b>Funding : FHWA PL 112</b>	<b>\$5,000</b>
<b>FDOT 2025 Plan Update</b>	<b>\$100,000</b>

**TASK 1.1.9:** Lake County Public Transportation Program. In March 2004, Lake-Sumter MPO staff will coordinate the planning effort for the Transit Development Plan update/ Transportation Disadvantaged Service Plan for the Lake County Board of County Commissioners(CTC).

<b>Responsible Agency:</b>	<b>Lake-Sumter MPO</b>
<b>Funding : FHWA PL 112</b>	<b>\$13,000</b>
<b>BCC TDP/TDSP Update</b>	<b>\$50,000</b>

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*END PRODUCT:* All work tasks above to be completed by June 30, 2004

The resulting Work Product will result in an effective and efficient management of the local 3-C transportation planning process including active participation by all affected public agencies and citizens, and the timely completion of the required UPWP and Transportation Improvement Program (TIP).

**INTERIM LAKE -SUMTER MPO FY 2003 2004 UPWP  
FUNDING SOURCES SUMMARY TABLE  
ENDING JUNE 30, 2004**

<b>TASK</b>	<b>ELEMENT</b>	<b>FHWA/PL</b>	<b>FDOT</b>	<b>LOCAL/BCC</b>	<b>Total</b>
1.1.1	Gen. Administration	\$60,000.00			\$60,000.00
1.1.2	Develop TIP & UPWP FY 04/05	\$5,000.00			\$5,000.00
1.1.3	Initial Development PIP	\$5,000.00			\$5,000.00
1.1.4	Initial Transportation Library Set up	\$5,000.00			\$5,000.00
1.1.5	Regional MPO and MPO Alliance	\$3,000.00			\$3,000.00
1.1.6	Monitor Trans. Legislative	\$2,000.00			\$2,000.00
1.1.7	Coordination with Sumter/Ocala MPO	\$2,000.00			\$2,000.00
1.1.8	ETDM/2025 LRTP Update	\$5,000.00	\$100,000.00		\$105,000.00
1.1.9	TDP/SDSP Update	\$13,000.00		\$50,000.00	\$63,000.00
					\$0.00
	<b>TOTAL</b>	\$100,000.00	\$100,000.00	\$50,000.00	\$250,000.00