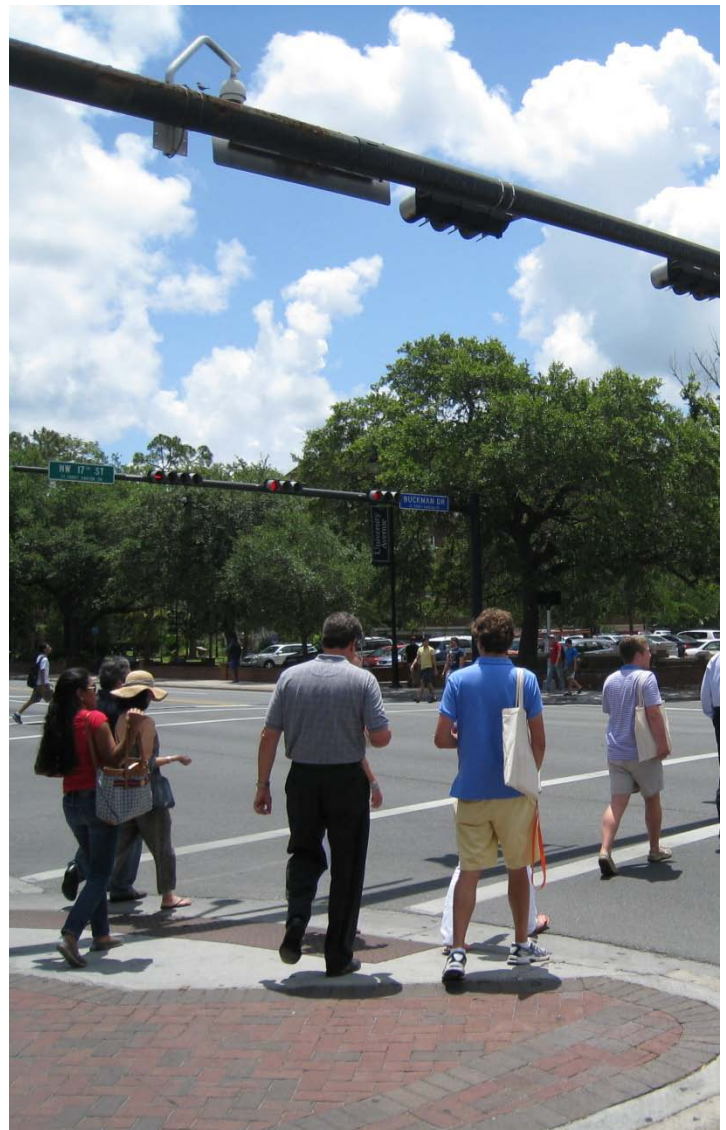


Meeting Packet

April 23, 2018

3:00 p.m.



Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area



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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

April 16, 2018

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
FROM: Harvey Budd, Chair
SUBJECT: Meeting Announcement

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will meet on **April 23, 2018 at 3:00 p.m.** This meeting will be held in the **Jack Durrance Auditorium, Alachua County Administration Building,** Gainesville, Florida.

Attached are copies of the meeting agenda.

If you have any questions concerning this matter, please contact Scott Koons, AICP, Executive Director, at 352.955.2200, extension 101.

Attachments

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**AGENDA
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
FOR THE GAINESVILLE URBANIZED AREA**

**Jack Durrance Auditorium
Alachua County Administration Building, Gainesville, Florida**

**3:00 p.m.
April 23, 2018**

STAFF RECOMMENDATION

- | | | |
|------------------|---|---|
| Page #3 | I. Approval of Meeting Agenda and Consent Agenda Items | APPROVE BOTH AGENDAS |
| | <p><u>The Metropolitan Transportation Planning Organization needs to approve the meeting agenda and the consent agenda items.</u></p> | |
| Page #115 | II. Transportation Improvement Program Amendment - Two Federal Transit Administration Section 5310 Small Urban Grant Awards and One Federal Transit Administration Section 5339 Capital Grant Award to the Regional Transit System | APPROVE JOINT RECOMMENDATION |
| | <p><u>The Florida Department of Transportation has requested a Transportation Improvement Program amendment to add funding for three Federal Transit Administration grant awards to the Regional Transit System.</u></p> | |
| Page #119 | III. Florida Department of Transportation- Interstate 75 Relief Update | REVIEW AND AUTHORIZE CHAIR TO SIGN LETTERS |
| | <p><u>The Metropolitan Transportation Planning Organization referred to staff the development of draft letters to the Governor and Secretary of Transportation regarding transportation regulations and policies discussed during the Interstate 75 Relief update at its February 26, 2018 meeting.</u></p> | |
| Page #125 | IV. State Road 222 (NE 39th Avenue) Crosswalk NE 28th Drive Bus Turnaround | APPROVE JOINT RECOMMENDATION |
| | <p><u>The Metropolitan Transportation Planning Organization requested a cost estimate from staff to construct a bus turnaround on NE 28th Drive.</u></p> | |

Page #131

V. State Highway System Roundabouts

**APPROVE JOINT
RECOMMENDATION**

The Metropolitan Transportation Planning Organization referred the development of a prioritized list of roundabout candidate intersections on the State Highway System to the Technical Advisory Committee.

Page #133

VI. Election of Chair

ELECT CHAIR

The Metropolitan Transportation Planning Organization needs to elect a new Chair to be effective May 17, 2018.

Page #135

VII. Traffic Management Coordination

RECEIVE PRESENTATION

A presentation concerning traffic management coordination related to incidents resulting in detours to arterials and collectors within the Gainesville Metropolitan Area will be made to the Metropolitan Transportation Planning Organization.

**Back
Cover**

VIII. Next Meeting

NO ACTION REQUIRED

The next Metropolitan Transportation Planning Organization meeting is scheduled for June 25, 2018 at 5:00 p.m.

IX. Comments

- A. Metropolitan Transportation Planning Organization Members*
- B. Citizens Comments*
- C. Chair's Report*

If you have any questions concerning agenda items, please contact Scott Koons, AICP, Executive Director, at 352.955.2200, extension 101.

*No backup material included with the attached agenda material.



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**CONSENT AGENDA
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
FOR THE GAINESVILLE URBANIZED AREA**

**Jack Durrance Auditorium
Alachua County Administration Building, Gainesville Florida**

**3:00 p.m.
April 23, 2018**

STAFF RECOMMENDATION

- Page #7 CA. 1 Minutes - February 26, 2018 APPROVE MINUTES**
- This set of Metropolitan Transportation Planning Organization minutes is ready for review.
- Page #17 CA. 2 Unified Planning Work Program Fiscal Year 2018-19 and Fiscal Year 2019-20 APPROVE JOINT RECOMMENDATION**
- This document contains the budget for Federal Highway Administration planning funds and Federal Transportation Administration planning funds, and identifies work tasks for the next two years.
- Page #25 CA. 3 Joint Participation Agreement - Fiscal Year 2018-19 and Fiscal Year 2019-20 APPROVE STAFF RECOMMENDATION**
- The Metropolitan Transportation Planning Organization needs to approve a new Joint Participation Agreement with the Florida Department of Transportation for the next two years.
- Page #47 CA. 4 Federal Transit Administration Section 5305(d) Grant Application APPROVE STAFF RECOMMENDATION**
- The Metropolitan Transportation Planning Organization needs to approve a new Section 5305(d) Grant Application that coincides with the Unified Planning Work Program submission in order to receive Federal Transit Administration planning funds.
- Page #65 CA. 5 Year 2045 Long-Range Transportation Plan Update - Request for Qualifications and Scope of Services APPROVE JOINT RECOMMENDATION**
- To meet the federal requirement to update its long-range transportation plan by October 5, 2020, the Metropolitan Transportation Planning Organization needs to approve a request for qualifications and scope of services for selection of a consultant to assist with the development of the Year 2045 Long-Range Transportation Plan.

- Page #69** **CA. 6 Rural Advisor** **AUTHORIZE CHAIR TO SIGN
RESPONSE LETTER**
- The Metropolitan Transportation Planning Organization received a letter from the City of Archer regarding the appointment of the Rural Advisor.
- Page #87** **CA. 7 Fixing America’s Surface Transportation Act -
Performance Measures Compliance in Planning Process** **APPROVE RESOLUTION**
- The Metropolitan Transportation Planning Organization is required to be in compliance with federal law regarding performance measures in its planning process by May 27, 2018.
- Page #95** **CA. 8 Transportation Disadvantaged Program -
Alachua County Transportation Disadvantaged
Coordinating Board Membership Certification** **AUTHORIZE CHAIR
SIGNATURE**
- The Metropolitan Transportation Planning Organization is required to annually certify the membership composition of the Transportation Disadvantaged Coordinating Board.
- Page #99** **CA. 9 Transportation Disadvantaged Program -
Alachua County Resolution of Appreciation** **APPROVE RESOLUTION
OF APPRECIATION**
- Earther Wright has served at the Citizens Advocate-User Representative on the Transportation Disadvantaged Coordinating Board.
- Page #103** **CA. 10 Transportation Disadvantaged Program -
Alachua County Transportation Disadvantaged Board
Reappointment** **REAPPOINT MR. EAST**
- James W. East has applied for reappointment as the Citizen Advocate Representative.
- Page #105** **CA. 11 Transportation Disadvantaged Program -
Status Report** **NO ACTION REQUIRED**
- The Metropolitan Transportation Planning Organization has requested regular status reports concerning this program.

Consent

Agenda

Enclosures

MINUTES
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
FOR THE GAINESVILLE URBANIZED AREA

Jack Durrance Auditorium
Alachua County Administration Building
Gainesville, Florida

February 26, 2018
3:00 p.m.

MEMBERS PRESENT

David Arreola
Harvey Budd, Chair
Mike Byerly
Ken Cornell
Linda Dixon/Curtis Reynolds
Adrian Hayes-Santos
Robert Hutchinson
Doug Jones
Lauren Poe
Karen Taulbee/Greg Evans
Harvey Ward
Helen Warren

MEMBERS ABSENT

Charles Chestnut, IV
Charles Goston
Lee Pinkoson

OTHERS PRESENT

See Exhibit A

STAFF PRESENT

Michael Escalante
Scott Koons

CALL TO ORDER

Chair Harvey Budd called the meeting to order at 3:02 p.m.

I. APPROVAL OF THE MEETING AGENDA AND CONSENT AGENDA

Chair Budd asked for approval of the meeting agenda and consent agenda.

MOTION: Commissioner Cornell moved to approve the:

1. **Consent Agenda amended to move CA.6 SW 62nd Boulevard Connector Corridor State Highway System Designation - Florida Department of Transportation Response to the Meeting Agenda; and**
2. **Meeting Agenda amended to place CA.6 SW 62nd Boulevard Connector Corridor State Highway System Designation - Florida Department of Transportation Response after item V. State Road 222 (NE 39th Avenue) Crosswalk.**

Commissioner Hutchinson seconded; motion passed unanimously.

II. CITIZENS ADVISORY COMMITTEE- APPOINTMENT

Scott Koons, Executive Director, stated that the Metropolitan Transportation Planning Organization needed to fill one vacant position on its Citizens Advisory Committee. He reported that the position has a term ending December 31, 2020. He stated that there was one candidate at this time.

MOTION: Commissioner Byerly moved to appoint Chris Towne to the Citizens Advisory Committee for a term ending December 31, 2020. Commissioner Hutchinson seconded; motion passed unanimously.

III. RURAL ADVISOR SELECTION

Mr. Koons stated that, at its December 4, 2017 meeting, the Metropolitan Transportation Planning Organization amended its Bylaws regarding the selection of its Rural Advisor and needed to appoint a Rural Advisor at this time. He reported that nominations were solicited from the municipalities within Alachua County and outside the Gainesville Metropolitan Area. He stated that two individuals were nominated by those municipalities.

MOTION: Commissioner Hayes-Santos moved to appoint Doug Jones as the Rural Advisor to the Metropolitan Transportation Planning Organization. Commissioner Arreola seconded; motion passed unanimously.

IV. FLORIDA DEPARTMENT OF TRANSPORTATION - INTERSTATE 75 RELIEF UPDATE

Mr. Koons stated that Florida Department of Transportation staff was present to provide an update on the Interstate 75 Relief Study. He introduced Huiwei Shen, Systems Implementation Office Manager and James Knight, District 2 Urban Planning and Modal Administrator.

Ms. Shen discussed the status of the Interstate 75 Relief Task Force recommendations, the Tampa to Jacksonville Rail Feasibility Study and answered questions. She reported that expansion of passenger rail capacity is not viable due to forecasted freight demand on shared rail facilities, travel-time competitiveness with automobile travel, forecasted low passenger rail demand and costs. She noted that no further study is planned at this time. She said that the current Coastal Connector Study that is being managed by the Florida Turnpike Enterprise is limited to Citrus and Marion Counties. She stated that the corridor study also includes evaluation for utility infrastructure, not just transportation infrastructure.

Ms. Sunsera Dalton, CH2M Traffic Engineer, discussed rail travel demand contrasted to air and automobile travel demand and answered questions.

A member requested the data for the passenger rail/automobile demand analysis be made available to the Metropolitan Transportation Planning Organization. He noted that 67 percent of the truck traffic is passing through the state. He also noted that private industry should not determine how public resources are used.

A member discussed concerns regarding truck/automobile crashes.

Ms. Dalton discussed the market driven conditions of rail freight mobility and noted that the Florida Department of Transportation is evaluating these issues.

Doug Jones, Rural Advisor, asked about train speeds and Positive Train Control safety feature for the Tampa to Jacksonville corridor.

Ms. Dalton reported that the CSX S-Line does not have Positive Train Control, but that it is being evaluated for implementation for the that line.

Chair Budd discussed concerns regarding public infrastructure investment and the percentage of pass-through freight on the highways.

A member asked that truck traffic statistics that are not provided by the trucking industry be made available to the Metropolitan Transportation Planning Organization.

MOTION: Commissioner Cornell moved to request that the Florida Department of Transportation provide data related to the infrastructure and safety costs to the public of freight passing through the state on public roadways. Commissioner Hutchinson seconded.

A member discussed concerns regarding freight and passenger rail infrastructure investment to make rail a more viable mode choice.

FRIENDLY AMENDMENT:

Commissioner Byerly asked that the motion include a request for:

- 1. Benefit-cost analyses for shifts to freight and passenger rail service using fully allocated costs, including information regarding what would it take to make the rail mode more competitive; and**
- 2. additional near-term studies to address reduction of freight passing through the state on public roadways and an increase of freight passing through the state on rail.**

Commissioners Cornell and Hutchinson accepted the amendment.

Ms. Penny Wheat discussed using fully allocated costs and projected higher fuel costs. She suggested sending a letter to the Governor, the Florida Secretary of Transportation and Congressional delegation regarding rail investment concerns.

FRIENDLY AMENDMENT:

Commissioner Cornell asked that the motion reference fully allocated costs to the public. Commissioner Hutchinson accepted the amendment.

MOTION AS AMENDED:

Commissioner Cornell moved to request that the Florida Department of Transportation:

- 1. Provide data related to the fully allocated infrastructure and safety costs to the public of freight passing through the state on public roadways;**
- 2. Provide benefit-cost analyses for shifts to freight and passenger rail service using fully allocated costs, including information regarding what would it take to make the rail mode more competitive; and**
- 3. Conduct additional near-term studies to address reduction of freight passing through the state on public roadways and an increase of freight passing through the state on rail.**

Commissioner Hutchinson seconded; motion passed unanimously.

MOTION: Commissioner Cornell moved to have the Executive Director prepare a draft letter to the Governor and Florida Secretary of Transportation for review by the Metropolitan Transportation Planning Organization at the April 23, 2018 meeting regarding the transportation concerns discussed as part of this agenda item. Commissioner Hutchinson seconded; motion passed unanimously.

Mr. Knight discussed a planning study of the existing Interstate 75 corridor and answered questions.

Ms. Shen stated that she would provide the report regarding the use of contraflow for emergency evacuations to the Metropolitan Transportation Planning Organization.

Mr. Knight said that the Interstate 75 planning study would be completed prior to the project, development and environment study scheduled to begin in July 2019. He said the study would evaluate typical sections that would fit at-grade in the existing 300-foot right-of-way. He said that truck-only lanes were not warranted and additional lanes excluding trucks would be considered.

V. STATE ROAD 222 (NE 39TH AVENUE) CROSSWALK

Mr. Koons stated that the Metropolitan Transportation Planning Organization received a concern from a citizen regarding installation of a crosswalk on State Road 222 (NE 39th Avenue) at NE 28th Drive. He said that this concern was forwarded to the Florida Department of Transportation District 2 Safety Office. He reported that District 2 is seeking a variance for a midblock crossing on State Road 222 (NE 39th Avenue). He reported the advisory committees and staff recommendations.

MOTION: Commissioner Hayes-Santos moved to request that the Florida Department of Transportation District 2 proceed with the evaluation for the installation a midblock crosswalk with control on State Road 222 (NE 39th Avenue) at or near NE 28th Drive. Commissioner Arreola seconded.

Mr. Knight discussed the crosswalk installation threshold and answered questions. He said he would provide the threshold information to the Metropolitan Transportation Planning Organization.

SUBSTITUTE MOTION:

Commissioner Hutchinson moved to request that staff analyze the costs and benefits of providing a turn-around for the buses on NE 28th Drive compared to the costs and benefits of the midblock crossing for review by the Metropolitan Transportation Planning Organization and its advisory committees. Commissioner Byerly seconded.

FRIENDLY AMENDMENT:

Commissioner Byerly asked to include in the motion to ask Tacachale Developmental Disability Center to provide an access easement across its property between State Road 24 (Waldo Road) and NE 28th Drive for construction of a paved bicycle/pedestrian trail. Commissioner Hutchinson did not accept the amendment.

Ms. Sylvia Torres, Metropolitan Transportation Planning Organization Attorney, discussed eminent domain and reported that the County could not use eminent domain to acquire state property. She said that the County could acquire state property with the consent of the state.

SUBSTITUTE MOTION RESTATED:

Commissioner Hutchinson moved to request that staff analyze the costs and benefits of providing a turn-around for the buses on NE 28th Drive compared to the costs and benefits of the midblock crossing for review by the Metropolitan Transportation Planning Organization and refer this item to its advisory committees. Commissioner Byerly seconded; after additional discussion second withdrawn.

ORIGINAL MOTION RESTATED:

Commissioner Hayes-Santos moved to request that the Florida Department of Transportation District 2 proceed with the evaluation for the installation a midblock crosswalk with control on State Road 222 (NE 39th Avenue) at or near NE 28th Drive. Commissioner Arreola seconded.

FRIENDLY AMENDMENT:

Commissioner Byerly asked to include in the motion to:

- 1. Request that staff analyze the costs of providing a turn-around for the buses on NE 28th Drive; and**

2. **Ask Tacachale Developmental Disability Center to provide an access easement across its property between State Road 24 (Waldo Road) and NE 28th Drive for construction of a paved bicycle/pedestrian trail.**

Commissioners Hayes-Santos and Arreola accepted the amendment.

ORIGINAL MOTION AS AMENDED:

Commissioner Hayes-Santos moved to:

1. **Request that the Florida Department of Transportation District 2 proceed with the evaluation for the installation a midblock crosswalk with control on State Road 222 (NE 39th Avenue) at or near NE 28th Drive;**
2. **Request that staff analyze the costs of providing a turn-around for the buses on NE 28th Drive; and**
3. **Ask Tacachale Developmental Disability Center to provide an access easement across its property between State Road 24 (Waldo Road) and NE 28th Drive for construction of a paved bicycle/pedestrian trail.**

Commissioner Arreola seconded; motion passed unanimously.

A member requested information regarding crash warrants for projects to receive funding.

**CA.6 SW 62ND BOULEVARD CONNECTOR CORRIDOR STATE HIGHWAY SYSTEM
DESIGNATION - FLORIDA DEPARTMENT OF TRANSPORTATION RESPONSE**

A member discussed the Florida Department of Transportation response letter regarding State Highway System designation to the SW 62nd Boulevard Connector Corridor.

MOTION: Commissioner Cornell moved to:

1. **Send a second request to ask for a response from the federal and state legislative delegations in support of or not in support of the Metropolitan Transportation Planning Organization request of the Florida Department of Transportation to designate the SW 62nd Boulevard Connector corridor a State Highway System facility; and**
2. **Have the Executive Director report on the responses within 60 days after the request is sent.**

Commissioner Hutchinson seconded; motion passed 7 to 1, with Commissioner Byerly in dissent.

VI. NEXT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION MEETING

Mr. Koons announced that the next Metropolitan Transportation Planning Organization meeting is scheduled for April 23, 2018 at 3:00 p.m.

VII. COMMENTS

A. METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION MEMBERS

Some members discussed flooding concerns at the intersection of the East University Avenue and East 1st Street intersection.

Philip Mann, Gainesville Public Works Director, stated that the Public Works Department is working with the Community Redevelopment Agency to remedy the flooding issues.

B. CHAIR'S REPORT

Chair Budd discussed safety concerns at the West University Avenue and West 17th Street intersection.

Mr. Mann stated that the City is working with the Florida Department of Transportation Safety Office and the University of Florida regarding current safety concerns and projected increase in pedestrian traffic due to redevelopment in the area adjacent to campus.

C. CITIZENS

Ms. Wheat discussed Interstate 75 buildout and concerns along the U.S. 441 (SW 13th Street) corridor from State Road 226 (SW 16th Avenue) to State Road 331 (Williston Road) and the SW 13th Street Charrette prepared by the City and County in 2002 and answered questions. She provided recommendations for the corridor.

A member discussed the recommendations of the former ad hoc Metropolitan Transportation Planning Organization Signage Subcommittee.

Mr. Mann discussed the City's development review process and traffic impact study requirements. He said that Florida Department of Transportation staff will be involved in the traffic study for a proposed multi-family development on SW 13th Street.

MOTION: Commissioner Ward moved to:

- 1. Request that the Executive Director provide the Metropolitan Transportation Planning Organization a review of the 2002 SW 13th Street Charrette transportation issues and report whether the Florida Department of Transportation has planned, funded or accomplished any charrette recommendations;**
- 2. Refer the Executive Director's findings to the Alachua County Traffic Safety Team; Bicycle/Pedestrian Advisory Board, Citizens Advisory Committee and Technical Advisory Committee; and**
- 3. Request that the Florida Department of Transportation implement its Context Classification criteria from the Florida Design Manual along this corridor with a focus on:**
 - Reduction in speed limits;**
 - Reduction in visual clutter by eliminating highway signs or collocating signs on poles;**
 - Provide designated multiple midblock pedestrian crossings along the corridor;**
 - Increase lighting at median openings and signalized intersections; and**
 - Provide bus bays;**

Or explain why it will not complete those modifications.

Commissioner Cornell seconded; motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 5:40 p.m.

Date

David Arreola, Secretary/Treasurer

EXHIBIT A

Interested Citizens

Iris Bailey
Sunserea Dalton
Gabe Green
Penny Wheat

Alachua County

Chris Dawson
Jeffrey Hays
Sylvia Torres

City of Gainesville

Dekova Batey
Deborah Leistner
Philip Mann
Krys Ochia

**Florida Department
of Transportation**

James Knight
Huiwei Shen

* Via telephone
Spoke and provided written comments

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**CONSENT AGENDA
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
FOR THE GAINESVILLE URBANIZED AREA**

**Jack Durrance Auditorium
Alachua County Administration Building, Gainesville, Florida**

**3:00 p.m.
February 26, 2018**

STAFF RECOMMENDATION

- Page #7 CA. 1 Minutes - December 4, 2017 APPROVE MINUTES**
This set of Metropolitan Transportation Planning Organization minutes is ready for review and approval.
- Page #21 CA. 2 Continuity of Operations Plan APPROVE STAFF RECOMMENDATION**
This plan is reviewed each year and revisions are made as needed.
- Page #59 CA. 3 Standard Assurances and Certifications through Citrus and Marion Counties Update AUTHORIZE CHAIR SIGNATURE**
Each year, the Metropolitan Transportation Planning Organization needs to certify and assure compliance with federal regulations in order to receive funding.
- Page #71 CA. 4 Certification - Metropolitan Transportation Planning Process Certification Statement AUTHORIZE CHAIR SIGNATURE**
Each year, the Metropolitan Transportation Planning Organization and the Florida Department of Transportation are required by federal law and regulation to jointly certify the transportation process.
- Page #75 CA. 5 Fiscal Year 2017 Audit ACCEPT AUDIT AND APPROVE PAYMENT**
The Metropolitan Transportation Planning Organization needs to accept the audit report and approve payment of the invoice for auditor services.
- Page #107 CA. 7 Metropolitan Planning Organization Advisory Council - Meeting Summary FOR INFORMATION ONLY**
This resolution recognizes Christine Eason Louton's service since 2011 as the persons with Disabilities Representative on the Alachua County Transportation Disadvantaged Coordinating Board.

Page #111 CA. 8 Transportation Disadvantaged Program - APPROVE RESOLUTION
Community Transportation Coordinator Selection

The Metropolitan Transportation Planning Organization needs to forward its recommendations concerning the selection of the Community Transportation Coordinator to the Florida Commission for the Transportation Disadvantaged.

Page #117 CA. 9 Transportation Disadvantaged Program - NO ACTION REQUIRED
Fiscal Year 2018-19 Planning Grant Resolution

The Metropolitan Transportation Planning Organization needs to annually adopt a resolution authorizing the Chair to sign the Transportation Disadvantaged Program Planning Grant Agreement.

Page #123 CA. 10 Transportation Disadvantaged Program - APPROVE RESOLUTIONS
Resolutions of Appreciation OF APPRECIATION

Lisa Hogan served as the Private Transit Representative and Christine Eason Louton served as the Persons with Disabilities Representative.

Page #133 CA. 11 Transportation Disadvantaged Program - NO ACTION REQUIRED
Status Report

The Metropolitan Transportation Planning Organization has asked for regular status reports concerning this program.



CA.2

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April 16, 2018

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
FROM: Scott R. Koons, AICP, Executive Director 
SUBJECT: Unified Planning Work Program

JOINT RECOMMENDATION

The Bicycle/Pedestrian Advisory Board, Citizens Advisory Committee, Technical Advisory Committee and staff recommend approval of the Unified Planning Work Program, with the understanding that additional administrative revisions requested by state and federal review agencies will be made as necessary by staff, by adopting attached Resolution No. 2018-03.

BACKGROUND

In order to receive federal transportation planning funds, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is required to approve a Unified Planning Work Program every two years. The Unified Planning Work Program outlines and describes planning efforts to be undertaken by participating agencies to maintain a comprehensive, cooperative and continuing transportation planning program in the Gainesville Urbanized Area.

Listed below is the link to draft Unified Planning Work Program.

http://ncfrpc.org/mtpo/FullPackets/MTPO/2018/UPWP_2019_2020_mardft_fdot.pdf

Attachment

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Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

CERTIFICATE

The undersigned, as the duly qualified and acting Secretary of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, hereby certifies that the annexed is a true and correct copy of Resolution No. 2018-03, which was adopted at a legally convened meeting of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, which meeting was held on the _____ day of _____, A.D., 2018.

WITNESS my hand this _____ day of _____, A.D., 2018.

David Arreola, Secretary/Treasurer

RESOLUTION NO. 2018-03

A RESOLUTION OF THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA APPROVING THE FISCAL YEARS 2018-19 AND 2019-20 UNIFIED PLANNING WORK PROGRAM AND AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE PLANNING ACTIVITY MODIFICATIONS THAT DO NOT CHANGE THE OVERALL BUDGET OR SCOPE OF WORK TASKS REGARDING FISCAL YEAR 2018-19 AND FISCAL YEAR 2019-20 PLANNING FUNDS IN ALACHUA COUNTY, FLORIDA; PROVIDING AN EFFECTIVE DATE

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, as a designated Metropolitan Planning Organization, is entitled to receive Fiscal Years 2018-19 and 2019-20 Federal Highway Administration metropolitan planning funds in Alachua County in order to develop, in cooperation with the state and public transit operators, transportation plans and programs for the Gainesville Metropolitan Area: that provide for the development and integrated management and operation of transportation systems and facilities, including pedestrian walkways and bicycle transportation facilities; that utilize a process for developing such plans that provides consideration of all modes of transportation; that shall be continuing, cooperative and comprehensive, to the degree appropriate, based on the complexity of transportation problems to be addressed; that ensure that the process is integrated with the statewide planning process; and that identify transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to facilities that serve important national, state and regional transportation functions, including those facilities on the Strategic Intermodal System as designated under Section 339.63, Florida Statutes.

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, as a designated metropolitan planning organization, shall develop, in cooperation with the Florida Department of Transportation and public transportation providers, a unified planning work program that lists all planning tasks to be undertaken during Fiscal Year 2018-19 and Fiscal Year 2019-20 that must provide a complete description of each planning task and an estimated budget therefor and must comply with applicable state and federal law; and

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has prepared the Fiscal Years 2018-19 and 2019-20 Unified Planning Work Program that includes required Assurances and Certifications and will then seek reimbursement of funds for implementation of said unified planning work program from the Florida Department of Transportation.

NOW THEREFORE, BE IT RESOLVED BY THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA:

1. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has the authority to approve the Fiscal Years 2018-19 and 2019-20 Unified Planning Work Program.

2. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area approves and authorizes its Chair to sign the Fiscal Years 2018-19 and 2019-20 Unified Planning Work Program on behalf of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in order to implement metropolitan planning work tasks and activities in and affecting Alachua County, Florida (Federal Project Identification Number- 0241-056M).

3. That the Fiscal Year 2018-19 Unified Planning Work Program estimated budget includes one million thirty-one thousand four hundred nineteen dollars and no cents (\$1,031,419.00) which represents eight hundred forty-five thousand forty-one dollars and no cents (\$845,041.00) Federal Highway Administration funds and one hundred eighty-six thousand three hundred seventy-eight dollars and no cents (\$186,378.00) state soft matching funds for Fiscal Year 2018-19 (Florida Department of Transportation Project Identification Number- 439318-2-14-01).

4. That the Fiscal Year 2019-20 Unified Planning Work Program estimated budget includes five hundred ninety-five thousand one hundred eighty-three dollars and no cents (\$595,183.00) which represents four hundred eighty-seven thousand six hundred thirty-three dollars and no cents (\$487,633.00) Federal Highway Administration funds and one hundred seven thousand five hundred fifty dollars and no cents (\$107,550.00) state soft matching funds for Fiscal Year 2019-20 (Florida Department of Transportation Project Identification Number- 439318-2-14-01).

5. That the amount of reimbursement for federal highway planning is not to exceed eight hundred forty-five thousand forty-one dollars and no cents (\$845,041.00) in Fiscal Year 2018-19 and four hundred eighty-seven thousand six hundred thirty-three dollars and no cents (\$487,633.00) in Fiscal Year 2019-20 which represents the Federal Highway Administration portion for unified planning work program implementation.

6. That the Fiscal Years 2018-19 and 2019-20 Unified Planning Work Program includes Federal Transit Administration Section 5305(d) grant application with an estimated budget of one hundred seventy thousand ninety-two dollars and no cents (\$170,092.00) in Federal Transit Administration funds (80 percent) that would be matched with twenty-one thousand two hundred sixty-one dollars and no cents (\$21,261.00) state matching funds (ten percent) and twenty-one thousand two hundred sixty-one dollars and no cents (\$21,261.00) local matching funds (ten percent) for each fiscal year.

7. That the amount of reimbursement for federal transit planning is not to exceed one hundred ninety-one thousand three hundred fifty-three dollars and no cents (\$191,353.00) which represents the Federal Transit Administration grant application amount and state matching funds for projects in support of the unified planning work program implementation for Fiscal Year 2018-19 and one hundred ninety-one thousand three hundred fifty-three dollars and no cents (\$191,353.00) which represents the Federal Transit Administration grant application amount and state matching funds for projects in support of the unified planning work program implementation for Fiscal Year 2019-20.

8. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Executive Director, in consultation with the Florida Department of Transportation, to modify the Fiscal Years 2018-19 and 2019-20 Unified Planning Work Program to address review federal and state agency comments.

9. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Chair to execute Assurances, Certifications, and all other documents as may be required to implement the Fiscal Years 2018-19 and 2019-20 Unified Planning Work Program.

10. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Executive Director to make modifications to the Fiscal Years 2018-19 and 2019-20 Unified Planning Work Program that do not change the approved Federal Highway Administration overall budget and the Federal Transit Administration overall grant funding; and do not change the scope of work task(s); or do not delete a work task(s).

11. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Chair to sign the Fiscal Years 2018-19 and 2019-20 Unified Planning Work Program that has been revised either by modification by the Executive Director or amendment by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

12. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Executive Director to sign any Florida Department of Transportation Unified Planning Work Program Revision Form and transmit said form and supporting documentation to the Florida Department of Transportation when the Fiscal Years 2018-19 and 2019-20 Unified Planning Work Program has been revised either by modification by the Executive Director or amendment approved by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

13. That this resolution shall take effect upon its adoption.

DULY ADOPTED in regular session, this _____ day of _____ A.D., 2018.

METROPOLITAN TRANSPORTATION
PLANNING ORGANIZATION FOR THE
GAINESVILLE URBANIZED AREA

Harvey Budd, Chair

ATTEST:

David Arreola, Secretary/Treasurer

APPROVED AS TO FORM

Sylvia Torres, Attorney
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area




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April 16, 2018

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
FROM: Scott R. Koons, AICP, Executive Director 
SUBJECT: Joint Participation Agreement - Fiscal Year 2018-19 and Fiscal Year 2019-20

STAFF RECOMMENDATION

Authorize the Chair to sign the Exhibit 1 and 2 Joint Participation Agreement documents by adopting attached Resolution 2018-04.

BACKGROUND

Every two years, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area enters into a Joint Participation Agreement with the Florida Department of Transportation in order to receive Federal Highway Administration planning funds. This agreement coincides with the Unified Planning Work Program developed by the Metropolitan Transportation Planning Organization. Attached are the following documents that need to be executed and submitted by the Chair:

1. Resolution 2018-04 (see Exhibit 1); and
2. Joint Participation Agreement (see Exhibit 2).

Attachments

EXHIBIT 1

CERTIFICATE

The undersigned, as the duly qualified and acting Secretary of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, hereby certifies that the annexed is a true and correct copy of Resolution No. 2018-04, which was adopted at a legally convened meeting of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, which meeting was held on the _____ day of _____, A.D., 2018.

WITNESS my hand this _____ day of _____, A.D., 2018.

David Arreola, Secretary/Treasurer

RESOLUTION NO. 2018-04

A RESOLUTION OF THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA AUTHORIZING THE CHAIR TO EXECUTE A JOINT PARTICIPATION AGREEMENT BETWEEN THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION AND THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA REGARDING FISCAL YEAR 2018-19 AND FISCAL YEAR 2019-20 FEDERAL HIGHWAY ADMINISTRATION METROPOLITAN PLANNING FUNDS IN ALACHUA COUNTY, FLORIDA; PROVIDING AN EFFECTIVE DATE

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, as a designated Metropolitan Planning Organization, is entitled to receive Fiscal Year 2018-19 Federal Highway Administration metropolitan planning funds and Fiscal Year 2019-20 Federal Highway Administration metropolitan planning funds in Alachua County in order to develop , in cooperation with the state and public transit operators, transportation plans and programs for the Gainesville Metropolitan Area: that provide for the development and integrated management and operation of transportation systems and facilities, including pedestrian walkways and bicycle transportation facilities; that utilize a process for developing such plans that provides consideration of all modes of transportation; that shall be continuing, cooperative and comprehensive, to the degree appropriate, based on the complexity of transportation problems to be addressed; that ensure that the process is integrated with the statewide planning process; and that identify transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to facilities that serve important national, state and regional transportation functions, including those facilities on the Strategic Intermodal System as designated under Section 339.63, Florida Statutes;

WHEREAS, the Florida Department of Transportation requires that the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to execute a Joint Participation Agreement, for Federal Award Identification No. 0241-056M and Florida Department of Transportation Financial Project No. 439318-2-14-01, in order to be able to expend Fiscal Year 2018-19 Federal Highway Administration metropolitan planning funds and Fiscal Year 2019-20 Federal Highway Administration metropolitan planning funds in Alachua County;

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has the authority to enter into said Joint Participation Agreement and to undertake the project hereinafter described, as authorized under Section 339.175(10)(b), Florida Statutes; and

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will administer multimodal transportation system planning for the Gainesville Metropolitan Area, including preparation of necessary documents and public participation in accordance with state and federal requirements and then seek reimbursement of funds from the Florida Department of Transportation.

NOW THEREFORE, BE IT RESOLVED BY THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA:

1. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has the authority to enter in the Joint Participation Agreement.
2. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Chair to execute the Joint Participation Agreement on behalf of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area with the Florida Department of Transportation for planning to facilitate Federal Highway Administration-required planning activities in Alachua County, Florida.
3. That the total budget ceiling for the project (Federal Award Identification No. 0241-056M and Florida Department of Transportation Financial Project No. 439318-2-14-01) is one million three hundred thirty-two thousand six hundred seventy-four dollars and no cents (\$1,332,674.00).
4. That the amount of reimbursement is not to exceed one million three hundred thirty-two thousand six hundred seventy-four dollars and no cents (\$1,332,674.00) for the combined two-year period Fiscal Year 2018-19 and Fiscal Year 2019-20.
5. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Executive Director to act in connection with the Joint Participation Agreement to provide such additional information as may be required by the Florida Department of Transportation.
6. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Chair to execute any Supplemental Joint Participation Agreements, for the purpose of scope changes and/or funding adjustments, as well as execute Assurances, Certifications, and all other documents as may be required in support of the project.
7. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Executive Director to sign requests for Contract Time Extension(s), as may be required in support of the project.
8. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area authorizes its Executive Director to sign any and all reimbursement invoices and warranties that may be required in connection with the Joint Participation Agreement or subsequent Supplemental Joint Participation Agreements.
9. That this resolution shall take effect upon its adoption.

DULY ADOPTED in regular session, this _____ day of _____ A.D., 2018.

METROPOLITAN TRANSPORTATION
PLANNING ORGANIZATION FOR THE
GAINESVILLE URBANIZED AREA

Harvey Budd, Chair

ATTEST:

David Arreola, Secretary/Treasurer

APPROVED AS TO FORM

Sylvia Torres, Attorney
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

EXHIBIT 2
 STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
METROPOLITAN PLANNING ORGANIZATION AGREEMENT

Financial Project No.: <u>439318-2-14-01</u> (item-segment-phase-sequence)	Fund: <u>PL</u> Function: <u>215</u> Federal Award Identification No. (FAIN): <u>0241-056-M</u> MPO DUNS No.: <u>04-423-3590</u>	FLAIR Approp.: <u>088854</u> FLAIR Obj.: <u>780000</u> Org. Code: <u>55022010230</u> Vendor No.: <u>F591834302002</u>
Contract No.: _____ CFDA Number & Title: <u>20.205 Highway Planning and Construction</u>		

THIS METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Agreement) is made and entered into on this _____ day of _____ 2018, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, 1109 South Marion Ave., Lake City, FL 32025-5874 and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (MPO), whose address is 2009 NW 67th Place, Gainesville, FL 32653-1603, and whose Data Universal Numbering System (DUNS) Number is: 04-423-3590 (collectively the "parties").

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representation herein, the parties desiring to be legally bound, do agree as follows:

1. **Authority:** The MPO and the Department have authority to enter into this Agreement pursuant to 23 U.S.C. 134, 23 Code of Federal Regulations (CFR or C.F.R.) §450 and Section 339.175, Florida Statutes (F.S.), which, require the Department and the MPO to enter into an agreement clearly identifying the responsibilities for cooperatively carrying out the Federal Highway Administration (FHWA) portion of the Metropolitan Planning Process and accomplishing the transportation planning requirements of state and federal law.
2. **Purpose of the Agreement:** The purpose of this Agreement is to pass through financial assistance through the Department in the form of FHWA funds to the MPO for the completion of transportation related planning activities set forth in the Unified Planning Work Program (UPWP) of the MPO (Project), state the terms and conditions upon which FHWA funds will be provided, and set forth the manner in which work tasks and subtasks within the UPWP will be undertaken and completed. The Project is more fully described in the UPWP, which is attached and incorporated into this Agreement as Exhibit "A".
3. **Scope of Work:** The UPWP, Exhibit "A", constitutes the Scope of Work for this Agreement.
4. **Project Cost:** The total budgetary ceiling for the Project is \$1,332,674. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 7, Amendments.

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

FINANCIAL PROJECT NO.	AMOUNT
439318-2-14-01	\$ 1,332,674

5. **Term of Agreement:** This Agreement shall have a term of two (2) years. This Agreement shall begin on the later of July 1, 2018 or the date the Agreement is fully executed, whichever is later and expire on June 30, 2020. If the Agreement is fully executed after July 1, 2018, then the term of the Agreement shall be less than two (2) years and the Agreement shall expire on June 30, 2020. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the expiration date of this Agreement will not be reimbursed by the Department.
6. **Renewals and Extensions:** This Agreement shall not be renewed or extended.

7. Amendments: Amendments may be made during the term of this Agreement. Any amendment must be in writing and signed by both parties with the same formalities as the original Agreement.

A. Modifications versus Amendments to the UPWP: Modifications and amendments to the UPWP budget may occur periodically. Modifications shall not increase the FHWA approved UPWP final total budget or change the scope of the FHWA approved work tasks. If the MPO makes a modification to the UPWP budget, then the MPO shall immediately send any such modifications to the Department. The Department will then forward the modifications to FHWA. Each budget category subtotal and individual line item costs contained in this Agreement are only estimates. The total budgetary ceiling cannot be exceeded, but shifts between budget categories and budget line items are acceptable and shall not require an amendment of the UPWP or this Agreement. Changes in the scope of an approved work task, the addition or deletion of an approved work task, or changes altering the total funding of an FHWA approved UPWP shall be considered amendments to the UPWP. Amendments to the UPWP must be approved by FHWA. Proposed amendments to the UPWP shall be filed with the Department. Within a reasonable amount of time, the Department shall review and transmit the proposed UPWP amendment and supporting documents to the FHWA with a recommendation for approval or denial. Transmittal of the proposed UPWP amendment and supporting documents to FHWA may be delayed by the Department due to the MPO failing to include all documentation required for the UPWP amendment. The Department shall immediately forward to the MPO all correspondence that the Department receives from FHWA with regard to the proposed UPWP amendment. If FHWA approves the amendment to the UPWP then this Agreement and supporting documentation must be amended immediately following such approval.

8. General Requirements:

- A.** The MPO shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, the Interlocal Agreement establishing the MPO, and all applicable laws.
- B.** Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable Federal and State laws, the regulations in 23 C.F.R. and 49 C.F.R., and policies and procedures prescribed by the Division Administrator of FHWA. If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the MPO in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists, Federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in Project costs in part or in total. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.
- C.** The MPO's financial management system must comply with the requirements set forth in 2 CFR §200.302, specifically:
 - i.** Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
 - ii.** Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in §§200.327 Financial reporting and 200.328 Monitoring and reporting program performance.
 - iii.** Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
 - iv.** Effective control over, and accountability for, all funds, property, and other assets.
 - v.** Comparison of expenditures with budget amounts for each Federal award.
 - vi.** Written procedures to implement the requirements of §200.305 Payment.
 - vii.** Written procedures for determining the allowability of costs in accordance with Subpart E—Cost Principles of this part and the terms and conditions of the Federal award.

9. Compensation and Payment:

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METROPOLITAN PLANNING ORGANIZATION AGREEMENT

- A.** The Department shall reimburse the MPO for costs incurred to perform services satisfactorily during a monthly or quarterly period in accordance with Scope of Work, Exhibit "A". Reimbursement is limited to the maximum amount authorized by the Department. The MPO shall submit a request for reimbursement to the Department on a quarterly or monthly basis. Requests for reimbursement by the MPO shall include an invoice, an itemized expenditure report, and progress report for the period of services being billed that are acceptable to the Department. The MPO shall use the format for the invoice, itemized expenditure report and progress report that is approved by the Department. The MPO shall provide any other data required by FHWA or the Department to justify and support the payment requested.
- B.** Pursuant to Section 287.058, Florida Statutes, the MPO shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described in Exhibit "A".
- C.** Invoices shall be submitted by the MPO in detail sufficient for a proper pre-audit and post-audit based on the quantifiable, measurable and verifiable units of deliverables as established in Exhibit "A". Deliverables must be received and accepted in writing by the Department's Grant Manager prior to payments.
- D.** The Department will honor requests for reimbursement to the MPO for eligible costs in the amount of FHWA funds approved for reimbursement in the UPWP and made available by FHWA. The Department may suspend or terminate payment for that portion of the Project which FHWA, or the Department acting in lieu of FHWA, may designate as ineligible for federal-aid. In regard to eligible costs, whichever requirement is more strict between federal and State of Florida requirements shall control. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.
- E.** Supporting documentation must establish that the deliverables were received and accepted in writing by the MPO and must also establish that the required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in the UPWP, Exhibit "A", was met. All costs charged to the Project, including any approved services contributed by the MPO or others, shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges.
- F.** Bills for travel expenses specifically authorized in this Agreement shall be documented on the Department's Contractor Travel Form No. 300-000-06 or on a form that was previously submitted to the Department's Comptroller and approved by the Department of Financial Services. Bills for travel expenses specifically authorized in this Agreement will be paid in accordance with Section 112.061 Florida Statutes.
- G.** Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes. If the Department determines that the performance of the MPO fails to meet minimum performance levels, the Department shall notify the MPO of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The MPO shall, within sixty (60) days after notice from the Department, provide the Department with a corrective action plan describing how the MPO will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the MPO shall be assessed a non-performance retainage equivalent to 10% of the total invoice amount. The retainage shall be applied to the invoice for the then-current billing period. The retainage shall be withheld until the MPO resolves the deficiency. If the deficiency is subsequently resolved, the MPO may bill the Department for the retained amount during the next billing period. If the MPO is unable to resolve the deficiency, the funds retained may be forfeited at the end of the Agreement's term.
- H.** An invoice submitted to the Department involving the expenditure of metropolitan planning funds ("PL funds") is required by Federal law to be reviewed by the Department and issued a payment by the Department of Financial Services within 15 business days of receipt by the Department for review. If the invoice is not complete or lacks information necessary for processing, it will be returned to the MPO, and the 15 business day timeframe for processing will start over upon receipt of the resubmitted invoice. ~~95~~

Department. If there is a case of a bona fide dispute, the invoice recorded in the financial system of the Department shall contain a statement of the dispute and authorize payment only in the amount not disputed. If an item is disputed and is not paid, a separate invoice could be submitted requesting reimbursement or the disputed item/amount could be included/added to a subsequent invoice.

- I. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the MPO's general accounting records and the project records, together with supporting documents and records, of the consultant and all subconsultants performing work on the project, and all other records of the Consultants and subconsultants considered necessary by the Department for a proper audit of costs.
- J. The MPO must timely submit invoices and documents necessary for the close out of the Project. Within 90 days of the expiration or termination of the grant of FHWA funds for the UPWP, the MPO shall submit the final invoice and all financial, performance, and related reports consistent with 2 CFR §200.
- K. The Department's performance and obligation to pay under this Agreement is also contingent upon FHWA making funds available and approving the expenditure of such funds.
- L. In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

"The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years, and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."

- M. **Disallowed Costs:** In determining the amount of the payment, the Department will exclude all Project costs incurred by the MPO prior to the effective date of this Agreement, costs incurred by the MPO which are not provided for in the latest approved budget for the Project, and costs attributable to goods or services received under a contract or other arrangements which have not been approved in writing by the Department. It is agreed by the MPO that where official audits by the federal agencies or monitoring by the Department discloses that the MPO has been reimbursed by the Department for ineligible work, under applicable federal and state regulations, that the value of such ineligible items may be deducted by the Department from subsequent reimbursement requests following determination of ineligibility. Upon receipt of a notice of ineligible items the MPO may present evidence supporting the propriety of the questioned reimbursements. Such evidence will be evaluated by the Department, and the MPO will be given final notification of the amounts, if any, to be deducted from subsequent reimbursement requests.

In addition, the MPO agrees to promptly reimburse the Department for any and all amounts for which the Department has made payment to the MPO if such amounts become ineligible, disqualified, or disallowed for federal reimbursement due to any act, error, omission, or negligence of the MPO. This includes omission or deficient documentation of costs and charges, untimely, incomplete, or insufficient submittals, or any other reason declared by the applicable Federal Agency.

Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.

- N. If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments

due for work or services done under any agreement which it has with the MPO owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.

- O. **Indirect Costs:** A state or federally approved indirect cost rate may be applied to the Agreement. If the MPO does not have a federally approved indirect cost rate, a rate up to the de minimis indirect cost rate of 10% of modified total direct costs may be applied. The MPO may opt to request no indirect cost rate, even if it has a federally approved indirect cost rate.

10. Procurement and Contracts of the MPO

- A. The procurement, use, and disposition of real property, equipment and supplies shall be consistent with the approved UPWP and in accordance with the requirements of 2 CFR §200.
- B. It is understood and agreed by the parties to this Agreement that participation by the Department in a project with the MPO, where said project involves a consultant contract for engineering, architecture or surveying services, is contingent on the MPO's complying in full with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act, the federal Brooks Act, 23 C.F.R. 172, and 23 U.S.C. 112. At the discretion of the Department, the MPO will involve the Department, to an extent to be determined by the Department, in the consultant selection process for all projects funded under this Agreement. In all cases, the MPO shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act and the federal Brooks Act.
- C. The MPO shall comply with, and require its consultants and contractors to comply with applicable federal law pertaining to the use of federal-aid funds.

11. Audit Reports: The administration of resources awarded through the Department to the MPO by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or limit the authority of any State agency inspector general, the State of Florida Auditor General or any other State official. The MPO shall comply with all audit and audit reporting requirements as specified below.

- A. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include but not be limited to on-site visits by Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Agreement. By entering into this Agreement, the MPO agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The MPO further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO) or State of Florida Auditor General.
- B. The MPO, a non-Federal entity as defined by 2 CFR Part 200, Subpart F – Audit Requirements, as a subrecipient of a Federal award awarded by the Department through this Agreement is subject to the following requirements:
 - i. In the event the MPO expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the MPO must have a Federal single or program-specific audit for such fiscal year conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit "B", Federal Financial Assistance (Single Audit Act)**, to this Agreement provides the required Federal award identification information needed by the MPO to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal year, the MPO must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit

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METROPOLITAN PLANNING ORGANIZATION AGREEMENT

conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.

- ii. In connection with the audit requirements, the MPO shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.
- iii. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the MPO is exempt from Federal audit requirements for that fiscal year. However, the MPO must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the MPO's audit period for each applicable audit year. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the MPO's resources obtained from other than Federal entities).
- iv. The MPO must electronically submit to the Federal Audit Clearinghouse (FAC) at <https://harvester.census.gov/facweb/> the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements, and this Agreement. However, the Department requires a copy of the audit reporting package also be submitted to FDOTSingleAudit@dot.state.fl.us within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.
- v. Within six months of acceptance of the audit report by the FAC, the Department will review the MPO's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the MPO fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:
 1. Temporarily withhold cash payments pending correction of the deficiency by the MPO or more severe enforcement action by the Department;
 2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
 3. Wholly or partly suspend or terminate the Federal award;
 4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
 5. Withhold further Federal awards for the Project or program;
 6. Take other remedies that may be legally available.
- vi. As a condition of receiving this Federal award, the MPO shall permit the Department, or its designee, the CFO or State of Florida Auditor General access to the MPO's records including financial statements, the independent auditor's working papers and project records as necessary. Records related to unresolved audit findings, appeals or litigation shall be retained until the action is complete or the dispute is resolved.
- vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller
605 Suwannee Street, MS 24
Tallahassee, Florida 32399-0450

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
METROPOLITAN PLANNING ORGANIZATION AGREEMENT

FDOTSingleAudit@dot.state.fl.us

- C. The MPO shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department, or its designee, the CFO or State of Florida Auditor General access to such records upon request. The MPO shall ensure that the audit working papers are made available to the Department, or its designee, the CFO, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued unless extended in writing by the Department.

- 12. Termination or Suspension:** The Department may, by written notice to the MPO, suspend any or all of the MPO's obligations under this Agreement for the MPO's failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected. The Department will provide written notice outlining the particulars of suspension.

The Department may terminate this Agreement at any time before the date of completion if the MPO is dissolved or if federal funds cease to be available. In addition, the Department or the MPO may terminate this Agreement if either party fails to comply with the conditions of the Agreement. The Department or the MPO shall give written notice to all parties at least ninety (90) days prior to the effective date of termination and specify the effective date of termination.

The parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the parties shall agree upon the termination conditions.

Upon termination of this Agreement, whether for cause or at the convenience of the parties, all finished or unfinished documents, data, studies, surveys, reports, maps, drawings, models, photographs, etc., prepared by the MPO shall, at the option of the Department, be delivered to the Department.

The Department shall reimburse the MPO for those eligible expenses incurred during the Agreement period that are directly attributable to the completed portion of the work covered by this Agreement, provided that the work has been completed in a manner satisfactory and acceptable to the Department. The MPO shall not incur new obligations for the terminated portion after the effective date of termination.

The Department reserves the right to unilaterally cancel this Agreement for refusal by the MPO or any consultant, sub-consultant or materials vendor to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement unless the records are confidential or exempt.

The conflict and dispute resolution process set forth in Section 14 of this Agreement shall not delay or stop the Parties' rights to terminate the Agreement.

- 13. Remedies:** Violation or breach of Agreement terms by the MPO shall be grounds for termination of the Agreement. Any costs incurred by the Department arising from the termination of this Agreement shall be paid by the MPO.

This Agreement shall not be considered as specifying the exclusive remedy for any dispute, but all remedies existing at law and in equity may be availed of by either party and shall be cumulative.

- 14. Conflict and Dispute Resolution Process:** This section shall apply to conflicts and disputes relating to matters subject to this Agreement, or conflicts arising from the performance of this Agreement. If possible, the parties shall attempt to resolve any dispute or conflict within thirty (30) days of a determination of a dispute or conflict. This section shall not delay or stop the Parties' rights to terminate the Agreement. In addition, notwithstanding that a conflict or dispute may be pending resolution, this section shall not delay or stop the Department from performing the following actions pursuant to its rights under this Agreement: deny payments; disallow costs; deduct the value of ineligible work from subsequent reimbursement requests, or; offset pursuant to Section 9.N of this Agreement.

- A. Initial Resolution:** The affected parties to this Agreement shall, at a minimum, ensure the attempted early resolution of conflicts relating to such matters. Early resolution shall be handled by direct discussion.

between the following officials: for the Department - the Intermodal Systems Development Manager; and for the MPO - the Staff Director.

B. Resolution by Senior Agency Official: If the conflict remains unresolved, the conflict shall be resolved by the following officials: for the Department - the District Secretary; and for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area - the Chairperson of the MPO.

C. Resolution of Conflict by the Agency Secretary: If the conflict is not resolved through conflict resolution pursuant to the provisions, "Initial Resolution" and "Resolution by Senior Agency Official" above, the conflict shall be resolved by the Secretary for the Department of Transportation or their delegate. If the MPO does not agree with the resolution provided by the Secretary for the Department of Transportation, the parties may pursue any other remedies set forth in this Agreement or provided by law.

15. Disadvantaged Business Enterprise (DBE) Policy and Obligation: It is the policy of the Department that DBE's, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement.

The MPO and its contractors and consultants agree to ensure that DBE's have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBE's have the opportunity to compete for and perform contracts. The MPO and its contractors, consultants, subcontractors and subconsultants shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

16. Compliance with Federal Conditions and Laws:

A. The MPO shall comply and require its consultants and subconsultants to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project. Execution of this Agreement constitutes a certification that the MPO is in compliance with, and will require its consultants and subconsultants to comply with, all requirements imposed by applicable federal, state, and local laws and regulations.

B. The MPO shall comply with the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," in 49 C.F.R. Part 29, and 2 C.F.R. Part 200 when applicable and include applicable required provisions in all contracts and subcontracts entered into pursuant to this Agreement.

C. Title VI Assurances: The MPO will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, the regulations of the U.S. Department of Transportation issued thereunder, and the assurance by the MPO pursuant thereto, including but not limited to the requirements set forth in Exhibit "C", Title VI Assurances. The MPO shall include the attached Exhibit "C", Title VI Assurances, in all contracts with consultants and contractors performing work on the Project that ensure compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21, and related statutes and regulations.

D. Restrictions on Lobbying The MPO agrees that to no federally-appropriated funds have been paid, or will be paid by or on behalf of the MPO, to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with 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. If any funds other than federally-appropriated funds have been paid by the MPO to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The MPO shall require that the language of this paragraph 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. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch or a state agency.

E. The MPO must comply with FHWA's Conflicts of Interest requirements set forth in 23 CFR §1.33.

17. Restrictions, Prohibitions, Controls, and Labor Provisions: During the performance of this Agreement, the MPO agrees as follows, and shall require the following provisions to be included in each contract and subcontract entered into pursuant to this Agreement :

- A. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- B. In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity.
- C. An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the MPO.
- D. Neither the MPO nor any of its contractors and consultants or their subcontractors and subconsultants shall enter into any contract, subcontract or arrangement in connection with the Project or any property included or planned to be included in the Project in which any member, officer or employee of the MPO or the entities that are part of the MPO during tenure or for 2 years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interest is immediately disclosed to the MPO, the MPO, with prior approval of the Department, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the MPO or the locality relating to such contract, subcontract or arrangement. The MPO shall insert in all contracts entered into in connection with the Project or any property included or planned to be included in any Project, and shall require its contractors and consultants to insert in each of their subcontracts, the following provision:

"No member, officer or employee of the MPO or of the locality during his or her tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this paragraph shall not be applicable to any agreement between the MPO and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

- E. No member or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

18. Miscellaneous Provisions

A. Public Records:

- i. The MPO shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the MPO in connection

with this Agreement, unless such documents are exempt from public access or are confidential pursuant to state or federal law. Failure by the MPO to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the Department.

- ii. In addition, the MPO shall comply with the requirements of section 119.0701, Florida Statutes.
- B. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the provisions of this Agreement.
 - C. In no event shall the making by the Department of any payment to the MPO constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the MPO and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.
 - D. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.
 - E. By execution of the Agreement, the MPO represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.
 - F. Nothing in the Agreement shall require the MPO to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the MPO will at once notify the Department in writing in order that appropriate changes and modifications may be made by the Department and the MPO to the end that the MPO may proceed as soon as possible with the Project.
 - G. The MPO shall comply with all applicable federal guidelines, procedures, and regulations. If at any time a review conducted by Department and or FHWA reveals that the applicable federal guidelines, procedures, and regulations were not followed by the MPO and FHWA requires reimbursement of the funds, the MPO will be responsible for repayment to the Department of all funds awarded under the terms of this Agreement.
 - H. The MPO:
 - i. shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by MPO during the term of the contract; and
 - ii. shall expressly require any contractor, consultant, subcontractors and subconsultants performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor or subconsultant during the contract term.
 - I. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
 - J. The parties agree to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.
 - K. This Agreement and any claims arising out of this Agreement shall be governed by the laws of the United States and the State of Florida.

19. Exhibits: The following Exhibits are attached and incorporated into this Agreement:

- A. Exhibit "A", UPWP

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
METROPOLITAN PLANNING ORGANIZATION AGREEMENT

- B.** Exhibit "B", Federal Financial Assistance (Single Audit Act)
- C.** Exhibit "C", Title VI Assurances

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

MPO
Metropolitan Transportation Planning Organization for the
Gainesville Urbanized Area

MPO Name

Florida Department of Transportation

Signatory (Printed or Typed)

Department of Transportation

Signature

Signature

Title

Title

Legal Review
MPO

Legal Review
Department of Transportation

EXHIBIT B

FEDERAL FINANCIAL ASSISTANCE (SINGLE AUDIT ACT)

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

CFDA No.: [20.205](#)

CFDA Title: HIGHWAY PLANNING AND CONSTRUCTION
Federal-Aid Highway Program, Federal Lands Highway Program

***Award Amount:** \$1332674

Awarding Agency: Florida Department of Transportation

Indirect Cost Rate:

****Award is for R&D:** No

*The federal award amount may change with supplemental agreements

**Research and Development as defined at §200.87, 2 CFR Part 200

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE SUBJECT TO THE FOLLOWING AUDIT REQUIREMENTS:

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards
www.ecfr.gov

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO THE FOLLOWING:

Title 23 – Highways, United States Code
<http://uscode.house.gov/browse.xhtml>

Title 49 – Transportation, United States Code
<http://uscode.house.gov/browse.xhtml>

MAP-21 – Moving Ahead for Progress in the 21st Century, P.L. 112-141
www.dot.gov/map21

Federal Highway Administration – Florida Division
www.fhwa.dot.gov/fldiv

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)
www.fsrs.gov

Exhibit "C"
TITLE VI ASSURANCES

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

- (1.) **Compliance with REGULATIONS:** The contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") *Title 49, Code of Federal Regulations, Part 21*, as they may be amended from time to time, (hereinafter referred to as the *REGULATIONS*), which are herein incorporated by reference and made a part of this contract.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, or sex in the selection and retention of sub-contractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by *Section 21.5* of the *REGULATIONS*, including employment practices when the contract covers a program set forth in *Appendix B* of the *REGULATIONS*.
- (3.) **Solicitations for Sub-contractors, including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under sub-contract, including procurements of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the *REGULATIONS* relative to nondiscrimination on the basis of race, color, national origin, or sex.
- (4.) **Information and Reports:** The contractor shall provide all information and reports required by the *REGULATIONS* or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such *REGULATIONS*, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the *Florida Department of Transportation*, or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Florida Department of Transportation shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the contractor under the contract until the contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (7) in every sub-contract, including procurements of materials and leases of equipment, unless exempt by the *REGULATIONS*, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contract or procurement as the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. §

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
METROPOLITAN PLANNING ORGANIZATION AGREEMENT

525-010-02
POLICY PLANNING
OGC – 1/18
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4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).



CA.4

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April 16, 2018

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Section 5305(d) Grant Application

STAFF RECOMMENDATION

Authorize the Chair to sign the Exhibits 1 and 2 Section 5305(d) planning grant application, certifications and assurances.

BACKGROUND

Each year, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area submits a grant application for Federal Transit Administration Section 5305(d) funds. These funds are used by Metropolitan Transportation Planning Organization staff to conduct bicycle, pedestrian and transit planning activities. Attached are the following documents that need to be executed and submitted by the Chair:

1. Federal Assistance SF-424 form (see Exhibit 1); and
2. Federal Transit Administration Fiscal Year 2018-19 Certifications and Assurances (see Exhibit 2).

Attachments

EXHIBIT 1

OMB Number: 4040-0004
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
* 3. Date Received: _____	4. Applicant Identifier: Not Applicable	
5a. Federal Entity Identifier: Not Applicable	5b. Federal Award Identifier: FL- 80-009	
State Use Only:		
6. Date Received by State: _____	7. State Application Identifier: 1001	
8. APPLICANT INFORMATION:		
* a. Legal Name: MTPO for the Gainesville Urbanized Area		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59- 1834302	* c. Organizational DUNS: 044233590000	
d. Address:		
* Street1: 2009 NW 67th Place	_____	
Street2:	_____	
* City: Gainesville	_____	
County/Parish: Alachua	_____	
* State:	FL: Florida	
Province:	_____	
* Country:	USA: UNITED STATES	
* Zip / Postal Code: 32653-1063	_____	
e. Organizational Unit:		
Department Name: Transportation Planning	Division Name: _____	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mr.	* First Name: Scott	_____
Middle Name: R.	_____	
* Last Name: Koons	_____	
Suffix:	_____	
Title: Executive Director		
Organizational Affiliation: North Central Florida Regional Planning Council		
* Telephone Number: 352.955.2200	Fax Number: 353.955.2209	
* Email: koons@ncfrpc.org		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

E: Regional Organization

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.505

CFDA Title:

Section 5305(d)

*** 12. Funding Opportunity Number:**

FL-80-0009

* Title:

Metropolitan Transportation Planning

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Technical Studies in Support of Fiscal Year 2018-19 Unified Planning Work Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="170,092.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text" value="21,261.00"/>
* d. Local	<input type="text" value="21,261.00"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="212,614.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

**Section 5305(d) Grant Management Information System
Planning Line Item Codes- Fiscal Year 2018-19
(Federal Transit Administration Funds Only)**

Technical Classifications:

44.21.00	Program Support and Administration	\$40,800
44.22.00	General Development and Comprehensive Planning	
44.23.01	Long Range Transportation Planning: System Level	62,892
44.23.02	Long Range Transportation Planning: Project Level	
44.24.00	Short Range Transportation Planning	
44.25.00	Transportation Improvement Program	40,800
44.26.00	Planning Emphasis Areas	
44.26.12	Coordination of Non-Emergency Human Service Transportation	25,600
44.26.13	Participation of Transit Operators in Metropolitan Planning	
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	
44.27.00	Other Activities	
Total Net Projects Cost		\$170,092

Accounting Classifications

44.30.01	Personnel	
44.30.02	Fringe Benefits	
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	\$170,092
44.30.07	Other	
44.30.08	Indirect Charges	
Total Net Projects Cost		\$170,092

Fund Allocations

44.40.01	MPO Activities	\$170,092
44.04.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
Total Net Projects Cost		\$170,092

**Section 5305(d) Grant Management Information System
Planning Line Item Codes- Fiscal Year 2018-19
(Total Dollars)**

Technical Classifications:

44.21.00	Program Support and Administration	<u>\$51,000</u>
44.22.00	General Development and Comprehensive Planning	
44.23.01	Long Range Transportation Planning: System Level	<u>78,614</u>
44.23.02	Long Range Transportation Planning: Project Level	
44.24.00	Short Range Transportation Planning	
44.25.00	Transportation Improvement Program	<u>51,000</u>
44.26.00	Planning Emphasis Areas	
44.26.12	Coordination of Non-Emergency Human Service Transportation	<u>32,000</u>
44.26.13	Participation of Transit Operators in Metropolitan Planning	
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	
44.27.00	Other Activities	
	Total Net Projects Cost	<u>\$212,614</u>

Accounting Classifications

44.30.01	Personnel	
44.30.02	Fringe Benefits	
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	<u>\$212,614</u>
44.30.07	Other	
44.30.08	Indirect Charges	
	Total Net Projects Cost	<u>\$212,614</u>

Fund Allocations

44.40.01	MPO Activities	<u>\$212,614</u>
44.04.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
	Total Net Projects Cost	<u>\$212,614</u>
	Federal Share (80%)	<u>\$170,092</u>
	Local Share (20%)	<u>\$42,522</u>
Accounting Classification	FPC	Description
91.37.08.8P-2	02	Technical Studies - Planning
		<u>\$212,614</u>

EXHIBIT 2

APPENDIX A

**FEDERAL FISCAL YEARS 2018-19 AND 2019-20 CERTIFICATIONS AND ASSURANCES FOR
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**

(Signature page alternative to providing Certifications and Assurances in TEAM-Web)

Name of Applicant: Metropolitan Transportation Planning Organization for the
Gainesville Urbanized Area

The Applicant agrees to comply with applicable provisions of Groups 01 – 24. XX
OR

The Applicant agrees to comply with applicable provisions of the Groups it has selected:

Group	Description	
01.	Required Certifications and Assurances for Each Applicant.	_____
02.	Lobbying.	_____
03.	Private Section Protections.	_____
04.	Rolling Stock Reviews and Bus Testing.	_____
05.	Demand Responsive Service.	_____
06.	Intelligent Transportation Systems.	_____
07.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	_____
08.	Transit Asset Management Plan and Public Transportation Agency Safety Plan.	_____
09.	Alcohol and Controlled Substance Testing.	_____
10.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts and Core Capacity).	_____
11.	State of Good Repair.	_____
12.	Grants for Bus and Bus Facilities and Bus and Low or No Emission Vehicle Deployment Grant Programs.	_____
13.	Urbanized Area Formula Grants Programs and Passenger Ferry Grants Program.	_____
14.	Enhance Mobility of Seniors and Individuals with Disabilities Programs.	_____
15.	Rural Areas and Appalachian Development Programs.	_____
16.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	_____
17.	State Safety Oversight Grant Program.	_____
18.	Public Transportation Emergency Relief Program.	_____
19.	Expedited Project Delivery Pilot Programs.	_____
20.	Infrastructure Finance Programs.	_____
21.	Construction Hiring Preferences	_____

APPENDIX A

FEDERAL FISCAL YEARS 2018-19 AND 2019-20
FEDERAL TRANSIT ADMINISTRATION CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

(Required of all Applicants for Federal Transit Administration funding and all Federal Transit Administration Grantees with an active capital or formula project)

AFFIRMATION OF APPLICANT

Name of Applicant: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
Name and Relationship of Authorized Representative: Harvey Budd, Chair

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these certifications and assurances and bind its compliance. Thus, it agrees to comply with all federal statutes and regulations, and follow applicable federal directives, and comply with the certifications and assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in fiscal year 2018, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Federal Transit Administration intends that the certifications and assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance during federal fiscal year 2018.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to the Federal Transit Administration, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 United States Code 3801 *et seq.*, and implementing United States Department of Transportation regulations, "Program Fraud Civil Remedies," 49 Code of Federal Regulations part 31 apply to any certification, assurance or submission made to the Federal Transit Administration. The criminal provisions of 18 United States Code 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized in 49 United States Code chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: _____
Name Harvey Budd, Chair
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Applicant): Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its Federal Transit Administration-assisted Award.

Signature _____ Date: _____
Name Sylvia Torres, Attorney for Applicant

Each Applicant for federal assistance to be awarded by the Federal Transit Administration must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

FEDERAL FISCAL YEARS 2018-19 and 2019-20
LOBBYING CERTIFICATION for GRANTS, LOANS
and COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area that:

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

Harvey Budd, Chair
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

Date

**FEDERAL FISCAL YEARS 2018-19 AND 2019-20
DEBARMENT AND SUSPENSION CERTIFICATION**

As required by United States Department of Transportation regulation on Government wide Debarment and Suspension (Nonprocurement) at 49 Code of Federal Regulations 29.510

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

Harvey Budd, Chair
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

Date

FEDERAL FISCAL YEARS 2018-19 AND 2019-20
DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and its consultants shall take all necessary and reasonable steps to ensure that disadvantage businesses have an opportunity to compete for and perform the contract work of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in a non-discriminatory environment.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall require its consultants to not discriminate on the basis of race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation, or gender identity in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.

Harvey Budd, Chair
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

Date

**FEDERAL FISCAL YEARS 2018-19 AND 2019-20
TITLE VI/ NONDISCRIMINATION ASSURANCE**

Pursuant to Section 9 of the United States Department of Transportation Order 1050.2A, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area assures the Florida Department of Transportation that no person shall on the basis of race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation, or gender identity, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area further assures the Florida Department of Transportation that it will undertake the following with respect to its programs and activities:

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

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

Dated _____

by _____

Scott R. Koons, AICP, Executive Director
Metropolitan Transportation Planning Organization for the
Gainesville Urbanized Area

APPENDICES A and E

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

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

7.) Compliance with Nondiscrimination Statutes and Authorities:

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

Federal Fiscal Years 2018-19 and 2019-20
Title VI / Nondiscrimination Policy Statement

It is the policy of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area that no person shall on the basis of race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation, or gender identity, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights restoration Act of 1987 and the Florida Civil Rights Act of 1992, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area		
_____ Harvey Budd, Chair	_____ Name of Metropolitan Planning Organization	_____ Date




CA.5

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April 16, 2018

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Year 2045 Long-Range Transportation Plan Update -
Request for Qualifications and Scope of Services

JOINT TECHNICAL ADVISORY COMMITTEE AND STAFF RECOMMENDATION

Recommend approval of the Request for Qualifications and Scope of Services.

BACKGROUND

Every five years, the long range transportation plan for the community is updated. The Year 2040 Long-Range Transportation Plan was approved on October 5, 2015. Therefore, the next plan update needs to be approved by October 5, 2020.

Exhibit 1 is a timeline of major events for the Year 2045 Long-Range Transportation Plan update. As shown in Exhibit 1, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is scheduled to approve a request for qualifications and scope of services for this project at its April 23, 2018 meeting. The draft Request for Qualifications which includes the draft Scope of Services is at the following link.

http://ncfrpc.org/mtpo/FullPackets/TAC_CAC/2018/RFPdraft_scopedraft_4tac_apr4.pdf

Attachment

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes the need for transparency and accountability in all financial dealings.

2. The second part of the document outlines the various methods and techniques used to collect and analyze data. It includes a detailed description of the experimental procedures and the statistical methods employed to interpret the results.

3. The third part of the document presents the results of the study, including a series of tables and graphs that illustrate the findings. The data shows a clear correlation between the variables being studied, and the results are discussed in the context of existing research.

4. The fourth part of the document discusses the implications of the findings and the potential applications of the research. It highlights the need for further study in this area and suggests ways in which the results could be used to improve existing practices.

5. The fifth part of the document concludes the study and provides a summary of the key findings. It reiterates the importance of accurate record-keeping and the need for ongoing research in this field.

6. The final part of the document includes a list of references and a list of authors. The references cite the various sources of information used in the study, and the authors are listed in alphabetical order.


EXHIBIT 1

**YEAR 2045 LONG RANGE TRANSPORTATION PLAN
TIMELINE**

DATE	EVENT
Scope of services and request for qualifications approved by the Metropolitan Transportation Planning Organization	April 2018
Request for qualifications process begins	May 2018
Work begins on consultant contract	May 2018
Staff work begins on Socioeconomic Report	July 2018
Consultant proposals ranked and scored	August 2018
Consultant contract approved by Metropolitan Transportation Planning Organization	August 2018
Consultant contract executed by Metropolitan Transportation Planning Organization	September 2018
Consultant begins work	October 2018
Staff completes Socioeconomic Report	March 2019
Model validated	June 2019
Needs Plan adopted	June 2020
Cost Feasible Plan adopted	August 2020
Final documents completed 90 days after Cost Feasible Plan adopted	(to be determined)



April 16, 2018

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
 FROM: Scott R. Koons AICP, Executive Director 
 SUBJECT: Rural Advisor

STAFF RECOMMENDATION

Authorize Chair to sign letter to the City of Archer concerning the nomination and appointment process for the Rural Advisor (Exhibit 1).

BACKGROUND

At its December 4, 2017 meeting, the Metropolitan Transportation Planning Organization amended its Bylaws to change the selection process for its Rural Advisor. The Metropolitan Transportation Planning Organization solicited Rural Advisor nominations from the outlying municipalities within Alachua County. Nominations received included:

Municipality	Nominee
City of Alachua	Doug Jones
City of Archer	Commissioner Iris Bailey
City of Hawthorne	Doug Jones
City of High Springs	Doug Jones
Town of La Crosse	Doug Jones
Town of Micanopy	Doug Jones
City of Newberry	Doug Jones
City of Waldo	Doug Jones

At its February 26, 2018 meeting, the Metropolitan Transportation Planning Organization appointed Doug Jones as its Rural Advisor. Since the meeting, the Metropolitan Transportation Planning Organization has received a letter dated March 16, 2018 from the City of Archer regarding the selection of the Rural Advisor (Exhibit 2). Additional information regarding the Rural Advisor selection process is included in the following exhibits:

- Exhibit 3 - Copy of letter to League of Cities dated December 12, 2017;
- Exhibit 4 - Copy of letter to City of Archer dated December 12, 2017;
- Exhibit 5 - Copy of letter to Doug Jones dated December 12, 2017; and
- Exhibit 6 - Copy of letter to Doug Jones dated March 12, 2018.

Attachments

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EXHIBIT 1



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April 23, 2018 - DRAFT

Mr. Joe Helfenberger, Interim City Manager
City of Archer
P.O. Box 39
Archer, FL 32618-0039

RE: Rural Advisor Selection

Dear Mr. Helfenberger:

Regarding issues raised in your letter dated March 16, 2018:

- At its December 4, 2017 meeting, the Metropolitan Transportation Planning Organization amended its Bylaws to change the selection process for its Rural Advisor.
- By letters dated December 12, 2017, Doug Jones (Exhibit A) and the Alachua County League of Cities (Exhibit B) were notified of the Rural Advisor selection process change.
- By letter dated December 12, 2017, the Metropolitan Transportation Planning Organization solicited Rural Advisor nominations from the outlying municipalities within Alachua County (Exhibit C - City of Archer letter).
- At its February 26, 2018 meeting, the Metropolitan Transportation Planning Organization appointed Doug Jones as its Rural Advisor after receiving the nominations listed below:

Municipality	Nominee	Municipality	Nominee
City of Alachua	Doug Jones	Town of La Crosse	Doug Jones
City of Archer	Commissioner Iris Bailey	Town of Micanopy	Doug Jones
City of Hawthorne	Doug Jones	City of Newberry	Doug Jones
City of High Springs	Doug Jones	City of Waldo	Doug Jones

- By letters dated March 12, 2018, Doug Jones (Exhibit D) and the Alachua County municipalities outside the Gainesville Metropolitan Area were notified of his appointment as Rural Advisor.

If you have any questions concerning this matter, please contact Scott R. Koons, Executive Director, at 352.955.2200, ext. 101.

Sincerely,

Harvey Budd, Chair
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

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EXHIBIT A



December 12, 2017

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Mr. Doug Jones
16743 SW 143rd Ave
Archer, FL 32618

RE: Rural Advisor to the Metropolitan Transportation Planning Organization

Dear Mr. Jones:

At its meeting on December 4, 2017, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area amended its Bylaws concerning the selection process of its Rural Advisor as follows:

Rural Advisor to be appointed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area from among nominees submitted by the municipal governing bodies in Alachua County located in whole or part outside the Gainesville Metropolitan Area consisting of the City of Alachua, City of Archer, City of Hawthorne, City of High Springs, City of Newberry, City of Waldo, Town of La Crosse and Town of Micanopy.

Therefore, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will be soliciting nominations from these municipalities for an individual to serve as Rural Advisor.

On behalf of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, thank you for your service as the Rural Advisor. Your contributions to the transportation planning process within the Gainesville Metropolitan Area from August 4, 2014 through December 4, 2017 are greatly appreciated.

Sincerely,

Charles S. Chestnut, IV, Chair
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

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EXHIBIT B



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December 12, 2017

Ms. Diana Davis, Executive Director
Alachua County League of Cities
P.O. Box 1645
Gainesville, FL 32602-1645

RE: Rural Advisor to the Metropolitan Transportation Planning Organization

Dear Director Davis:

At its meeting on December 4, 2017, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area amended its Bylaws for changes to agreements, documents and statutory citations. The Metropolitan Transportation Planning Organization also discussed the selection process of its Rural Advisor and amended its Bylaws as follows:

Rural Advisor to be appointed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area from among nominees submitted by the municipal governing bodies in Alachua County located in whole or part outside the Gainesville Metropolitan Area consisting of the City of Alachua, City of Archer, City of Hawthorne, City of High Springs, City of Newberry, City of Waldo, Town of La Crosse and Town of Micanopy.

On behalf of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, thank you to the Alachua County League of Cities for its prior participation in selection of the Rural Advisor. In the future, nominees for the Rural Advisor will be solicited from the above listed governing bodies.

If you have any questions, please contact Scott R. Koons, Executive Director, at 352.955.2200, extension 101.

Sincerely,

Charles S. Chestnut, IV, Chair
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

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EXHIBIT C



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December 12, 2017

The Honorable Corey Harris, Mayor
City of Archer
P.O. Box 39
Archer, FL 32618-0039

RE: Rural Advisor Nominations to the Metropolitan Transportation Planning Organization

Dear Mayor Harris:

At its meeting on December 4, 2017, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area amended its Bylaws for changes to agreements, documents and statutory citations. The Metropolitan Transportation Planning Organization also discussed the selection process of its Rural Advisor and amended its Bylaws as follows:

Rural Advisor to be appointed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area from among nominees submitted by the municipal governing bodies in Alachua County located in whole or part outside the Gainesville Metropolitan Area consisting of the City of Alachua, City of Archer, City of Hawthorne, City of High Springs, City of Newberry, City of Waldo, Town of La Crosse and Town of Micanopy.

Please submit the name of your nominee to Scott R. Koons, Executive Director, 2009 NW 67th Place, Gainesville, FL 32653 by January 31, 2018. If you have any questions concerning this matter, contact Mr. Koons at 352.955.2200, extension 101.

Sincerely,

Charles S. Chestnut, IV, Chair
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

xc: Zeria K. Folston, City Manager

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EXHIBIT D



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March 12, 2018

Mr. Doug Jones, Rural Advisor
16743 SW 143rd Ave
Archer, FL 32618

RE: Appointment as Rural Advisor to the
Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

Dear Mr. Jones:

At its February 26, 2018 meeting, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area appointed you, subject to your acceptance, to its Rural Advisor non-voting member position.

On behalf of the entire Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, I would like to thank you for volunteering your time to serve as Rural Advisor. Please be assured that we stand ready to assist you in your efforts to participate in the transportation planning process.

Sincerely,

Harvey Budd, Chair
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

- xc: Honorable Gib Coerper, Mayor, City of Alachua
- Honorable Corey Harris, Mayor, City of Archer
- Honorable Matthew Surrency, Mayor, City of Hawthorne
- Honorable Scott Jamison, Mayor, City of High Springs
- Honorable C. Diane Dubberly, Mayor, Town of La Crosse
- Honorable Tim Parker, Mayor, Town of Micanopy
- Honorable Jordan Marlowe, Mayor, City of Newberry
- Honorable Louie Davis, Mayor, City of Waldo
- Karen Taulbee, Florida Department of Transportation District 2 Urban Planning Manager

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Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.



SKME

CITY OF ARCHER

Mayor: Corey Harris
Vice-Mayor: Susan Drawdy

Commissioners
Fletcher Hope
Iris Bailey
Joan White

Interim City Manager
Joseph Helfenberger

March 16, 2018

Mr. Harvey Budd, Chairman
Metropolitan Transportation Planning Organization
c/o North central Florida Regional Planning Commission
2006 NW 67th Place
Gainesville, FL 32653-1603

Dear Mr. Budd:

The City of Archer Commission directed the City Attorney and me to investigate the procedures for appointment for the Rural Advisor to the Metropolitan Transportation Planning Organization. Please provide an explanation of the selection process. The City Commission for the City of Archer voted for Commissioner Iris Bailey to represent our city. The City Commission wants to know why Commissioner Bailey was not chosen for the Rural Advisor position.

Please let me know when the next selection process will be for the Rural Advisor position.

Thank you for your attention to this matter.

Sincerely,

Joe Helfenberger
Interim City Manager
City of Archer

Cc.: Scott Walker, City Attorney for City of Archer

RECEIVED

MAR 26 2018

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

EXHIBIT 3



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December 12, 2017

Ms. Diana Davis, Executive Director
Alachua County League of Cities
P.O. Box 1645
Gainesville, FL 32602-1645

RE: Rural Advisor to the Metropolitan Transportation Planning Organization

Dear Director Davis:

At its meeting on December 4, 2017, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area amended its Bylaws for changes to agreements, documents and statutory citations. The Metropolitan Transportation Planning Organization also discussed the selection process of its Rural Advisor and amended its Bylaws as follows:

Rural Advisor to be appointed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area from among nominees submitted by the municipal governing bodies in Alachua County located in whole or part outside the Gainesville Metropolitan Area consisting of the City of Alachua, City of Archer, City of Hawthorne, City of High Springs, City of Newberry, City of Waldo, Town of La Crosse and Town of Micanopy.

On behalf of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, thank you to the Alachua County League of Cities for its prior participation in selection of the Rural Advisor. In the future, nominees for the Rural Advisor will be solicited from the above listed governing bodies.

If you have any questions, please contact Scott R. Koons, Executive Director, at 352.955.2200, extension 101.

Sincerely,

Charles S. Chestnut, IV, Chair
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

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EXHIBIT 4



December 12, 2017

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2009 NW 67th Place, Gainesville, FL 32653 -1603 • 352.955.2200

Mr. Doug Jones
16743 SW 143rd Ave
Archer, FL 32618

RE: Rural Advisor to the Metropolitan Transportation Planning Organization

Dear Mr. Jones:

At its meeting on December 4, 2017, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area amended its Bylaws concerning the selection process of its Rural Advisor as follows:

Rural Advisor to be appointed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area from among nominees submitted by the municipal governing bodies in Alachua County located in whole or part outside the Gainesville Metropolitan Area consisting of the City of Alachua, City of Archer, City of Hawthorne, City of High Springs, City of Newberry, City of Waldo, Town of La Crosse and Town of Micanopy.

Therefore, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will be soliciting nominations from these municipalities for an individual to serve as Rural Advisor.

On behalf of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, thank you for your service as the Rural Advisor. Your contributions to the transportation planning process within the Gainesville Metropolitan Area from August 4, 2014 through December 4, 2017 are greatly appreciated.

Sincerely,

Charles S. Chestnut, IV, Chair
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

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EXHIBIT 5



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December 12, 2017

The Honorable Corey Harris, Mayor
City of Archer
P.O. Box 39
Archer, FL 32618-0039

RE: Rural Advisor Nominations to the Metropolitan Transportation Planning Organization

Dear Mayor Harris:

At its meeting on December 4, 2017, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area amended its Bylaws for changes to agreements, documents and statutory citations. The Metropolitan Transportation Planning Organization also discussed the selection process of its Rural Advisor and amended its Bylaws as follows:

Rural Advisor to be appointed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area from among nominees submitted by the municipal governing bodies in Alachua County located in whole or part outside the Gainesville Metropolitan Area consisting of the City of Alachua, City of Archer, City of Hawthorne, City of High Springs, City of Newberry, City of Waldo, Town of La Crosse and Town of Micanopy.

Please submit the name of your nominee to Scott R. Koons, Executive Director, 2009 NW 67th Place, Gainesville, FL 32653 by January 31, 2018. If you have any questions concerning this matter, contact Mr. Koons at 352.955.2200, extension 101.

Sincerely,

Charles S. Chestnut, IV, Chair
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

xc: Zeria K. Folston, City Manager

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EXHIBIT 6



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March 12, 2018

Mr. Doug Jones, Rural Advisor
16743 SW 143rd Ave
Archer, FL 32618

RE: Appointment as Rural Advisor to the
Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

Dear Mr. Jones:

At its February 26, 2018 meeting, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area appointed you, subject to your acceptance, to its Rural Advisor non-voting member position.

On behalf of the entire Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, I would like to thank you for volunteering your time to serve as Rural Advisor. Please be assured that we stand ready to assist you in your efforts to participate in the transportation planning process.

Sincerely,


Harvey Buddl, Chair
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

xc: Honorable Gib Coerper, Mayor, City of Alachua
Honorable Corey Harris, Mayor, City of Archer
Honorable Matthew Surrency, Mayor, City of Hawthorne
Honorable Scott Jamison, Mayor, City of High Springs
Honorable C. Diane Dubberly, Mayor, Town of La Crosse
Honorable Tim Parker, Mayor, Town of Micanopy
Honorable Jordan Marlowe, Mayor, City of Newberry
Honorable Louie Davis, Mayor, City of Waldo
Karen Taulbee, Florida Department of Transportation District 2 Urban Planning Manager



April 16, 2018

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Fixing America’s Surface Transportation Act -
Performance Measures Compliance in Planning Process

STAFF RECOMMENDATION

Authorize Chair to sign Resolution 2018-05 concerning the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area conducting its transportation planning process and developing transportation planning documents that address federal transportation planning requirements regarding performance measures.

BACKGROUND

In accordance with federal legislation, Moving Ahead for Progress in the 21st Century Act and Fixing America’s Surface Transportation Act, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is required to incorporate performance measures into its planning process by May 27, 2018. Beyond the May 27, 2018 date, the long-range transportation plan and transportation improvement program need to address the planning requirement performance measure. The purpose of attached Resolution 2018-05 (Exhibit 1) is to demonstrate compliance with federal requirements concerning performance measure planning requirements.

Exhibit 2 is the Federal Highway Administration matrix concerning implementation of performance measures and targets. Status of the performance measures on the National Highway System is as follows:

Measure	Status
Safety*	Target set December 4, 2017.
Freight Plan	Draft transportation improvement program to address coordination with the Florida Department of Transportation Freight Mobility and Trade Plan (6/25/18).
Asset Management Plan	Coordination with the Florida Department of Transportation Asset Management Plan.**
Planning Requirements	Draft Resolution 2018-05 (4/23/18).
System Performance	Coordination with the Florida Department of Transportation System Performance program.**
Bridge	Coordination with the Florida Department of Transportation Bridge Management.**
Pavement	Coordination with the Florida Department of Transportation Pavement Management.**

* All Roads, **Date To Be Determined

Exhibit 3 shows the federal performance measures.

Attachments

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EXHIBIT 1

CERTIFICATE

The undersigned, as the duly qualified and acting Secretary of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, hereby certifies that the annexed is a true and correct copy of Resolution No. 2018-05, which was adopted at a legally convened meeting of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, which meeting was held on the _____ day of _____, A.D., 2018.

WITNESS my hand this _____ day of _____, A.D., 2018.

David Arreola, Secretary/Treasurer

RESOLUTION NO. 2018-05

A RESOLUTION OF THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA DECLARING THAT THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA SHALL CONDUCT ITS TRANSPORTATION PLANNING PROCESS AND DEVELOP TRANSPORTATION PLANNING DOCUMENTS THAT ADDRESS FEDERAL TRANSPORTATION PLANNING REQUIREMENTS REGARDING PERFORMANCE MEASURES AS ESTABLISHED IN THE MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY ACT AND IN THE FIXING AMERICA'S SURFACE TRANSPORTATION ACT WITH REGARD TO RECEIVING FEDERAL HIGHWAY ADMINISTRATION METROPOLITAN PLANNING FUNDS AND FEDERAL TRANSIT ADMINISTRATION PLANNING FUNDS IN ALACHUA COUNTY, FLORIDA; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, as a designated Metropolitan Planning Organization, is entitled to receive Federal Highway Administration metropolitan planning funds and enabled to apply for Federal Transit Administration planning funds in Alachua County in order to develop, in cooperation with the state and public transit operators, transportation plans and programs for the Gainesville Metropolitan Area: that provide for the development and integrated management and operation of transportation systems and facilities, including pedestrian walkways and bicycle transportation facilities; that utilize a process for developing such plans that provides consideration of all modes of transportation; that shall be continuing, cooperative and comprehensive, to the degree appropriate, based on the complexity of transportation problems to be addressed; that ensure that the process is integrated with the statewide planning process; and that identify transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to facilities that serve important national, state and regional transportation functions, including those facilities on the Strategic Intermodal System as designated under Section 339.63, Florida Statutes;

WHEREAS, the Federal Highway Administration has identified May 27, 2018 as the due date for planning requirements regarding the incorporation of performance measures into the transportation planning process such that subsequent to May 27, 2018, any revision to the adopted long-range transportation plan or subsequent updates and/or revisions of the long-range transportation plan and any revision to the adopted transportation improvement program and transportation improvement programs adopted and revised after May 27, 2018;

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will administer multimodal transportation system planning for the Gainesville Metropolitan Area, including preparation of necessary documents and public participation in accordance with State and Federal requirements regarding performance measures and then seek reimbursement of funds from the Florida Department of Transportation.

NOW THEREFORE, BE IT RESOLVED BY THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA:

1. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area declares that the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall conduct its transportation planning process and develop transportation planning documents that address federal transportation planning requirements regarding performance measures.
2. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will coordinate with Florida Department of Transportation District 2 regarding the implementation of appropriate performance measures and establishment of appropriate performance targets.
3. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will coordinate with Florida Department of Transportation District 2 regarding performance measures monitoring activities.
4. That the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will incorporate performance measures into its transportation planning process for subsequent updates and/or revisions of its long-range transportation plan and subsequent transportation improvement programs that are adopted or revised subsequent to the adoption of this resolution.
5. That this resolution shall take effect upon its adoption.

DULY ADOPTED in regular session, this _____ day of _____ A.D., 2018.

METROPOLITAN TRANSPORTATION
PLANNING ORGANIZATION FOR THE
GAINESVILLE URBANIZED AREA

Harvey Budd, Chair

ATTEST:

David Arreola, Secretary/Treasurer

APPROVED AS TO FORM

Sylvia Torres, Attorney
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

EXHIBIT 2

Rev. 7/25/17 Prepared by FHWA FL Division

*Technical correction on due date forthcoming.

Summary of FHWA Performance Measures Implementation Requirements in Florida							
Agency	Safety Measures	Freight Plan	Asset Management Plan ²	Planning Requirements	System Performance Measures*	Bridge Measures	Pavement Measures
FDOT Due Date (Target, Plan, etc)	Aug 31, 2017	Dec 4, 2017	Apr 30, 2018	May 27, 2018	May 20, 2018	May 20, 2018	May 20, 2018
MPO Due Date (Target)	Feb 27, 2018	N/A	N/A	May 27, 2018	Nov 16, 2018	Nov 16, 2018	Nov 16, 2018
LRTP and S/TIP Due Date for Performance Measures Requirements (2 Years After Effective Date)	Apr 18, 2018 ¹	N/A	N/A	May 27, 2018	May 20, 2019	May 20, 2019	May 20, 2019
LRTP							
LRTP	Safety Measures	Freight Plan	Asset Management Plan ²	Planning Requirements	System Performance Measures	Bridge Measures	Pavement Measures
Any LRTP Amended By May 26, 2018	N/A						
Any LRTP Amended Between May 27, 2018 and May 19, 2019	X	X	X	X			
Any LRTP Amended Between May 20, 2019 and the MPO's next LRTP adoption date 2019/2020/2021/2022 (First LRTPs Due Oct 2019)	X	X	X	X	X	X	X
Any LRTP Adopted 2019/2020/2021/2022	X	X	X	X	X	X	X
S/TIP ³							
S/TIP	Safety Measures	Freight Plan	Asset Management Plan ²	Planning Requirements	System Performance Measures	Bridge Measures	Pavement Measures
S/TIP Effective October 1, 2017	N/A						
Any S/TIP Amended Between October 1, 2017 and May 26, 2018	N/A						
Any S/TIP Amended Between May 27, 2018 and September 30, 2018	X	X	X	X			
S/TIP Effective October 1, 2018	X	X	X	X			
Any S/TIP Amended Between Oct 1, 2018 and May 19, 2019	X	X	X	X			
Any S/TIP Amended Between May 20, 2019 and September 30, 2019	X	X	X	X	X	X	X
S/TIP Effective October 1, 2019 and Beyond	X	X	X	X	X	X	X
Legend: Related to Performance Measures (Final Rules: 3/15/16, 1/18/17, 5/19/17)							
Related to Plans the MPO Needs to Integrate per 23 CFR 450.306(d)(4), which may or may not have Performance Measures (Federal Register Notice:10/14/16, Final Rule: 10/24/16)							
Related to New Planning Requirements (Final Rule: 3/27/16)							

¹The 2 year implementation date for the safety PM is Apr 2018. Since the planning rule is not effective until May 2018, that is when the Safety PM is required to be implemented.

² 6/30/2019: FDOT Submits Asset Management Plan Meeting All Requirements; 11/23/2020: FDOT must prepare an evaluation to determine if there are reasonable alternatives to roads, highways, and bridges that have required repair and reconstruction activities on two or more occasions due to emergency events prior to including any project relating to such facility in the STIP. {23 CFR 667.7(b)}

³ If targets are set and effective, the S/TIP is expected to meet the associated performance measurement requirements even if the LRTP has not yet been updated.

Next LRTP Due Dates		
October 2019: Palm Beach (16); Miami-Dade (23)	October 2020: Gainesville (5); Charlotte-Punta Gorda (5); Space Coast (8)	Feb 2021: St. Lucie (3)
November 2019: Hillsborough (12); North Florida (13)	November 2020: Florida-Alabama (3); Capital Region (16); Ocala-Marion (24)	March 2021: Heartland (16)
December 2019: Hernando-Citrus (9); Pinellas (10); Broward (11); Pasco (11)	December 2020: METROPLAN (9); Lake Sumter (9); Indian River (9); Polk (10);	June 2021: Bay (22)
September 2020: River to Sea (23)	Collier (11); Martin (14); Sarasota-Manatee (14); Lee (18)	Feb 2022: Okaloosa-Walton (16)

Summary of FHWA Performance Measures and Target Setting Dates				
Agency	Safety Measures	System Performance Measures*	Bridge Measures	Pavement Measures
FDOT Due Date (Target)	Aug 31, 2017	May 20, 2018	May 20, 2018	May 20, 2018
MPO Due Date (Target)	Feb 27, 2018	Nov 16, 2018	Nov 16, 2018	Nov 16, 2018
	# Fatalities	% of person-miles traveled on the Interstate that are Reliable	% of NHS Bridges Classified as Good Condition	% of pavements of the Interstate System in Good Condition
	Rate of Fatalities Per 100M VMT	% of person-miles traveled on the non-Interstate NHS that are Reliable	% of NHS Bridges Classified as Poor Condition	% of pavements of the Interstate System in Poor Condition
	# Serious Injuries	The sum of maximum Truck Travel Time Reliability (TTTR) for each reporting segment, divided by the total Interstate System miles		% of pavements of the non-Interstate NHS in Good Condition
	Rate of Serious Injuries per 100M VMT	Annual Hours of Peak Hour Excessive Delay (PHED) Per Capita (N/A for FL)		% of pavements of the non-Interstate NHS in Poor Condition
	# of non-motorized Fatalities and non-motorized serious injuries	Percent of Non-Single Occupancy Vehicle (SOV) Travel (N/A for FL)		
		Cumulative 2-Year and 4-Year emissions Reduction (kg/day) for CMAQ funded projects of reduced emissions for Nox, VOCs, CO, PM10, PM2.5 (N/A for FL)		

*Technical correction on due date forthcoming.



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April 16, 2018

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Transportation Disadvantaged Program
Alachua County Transportation Disadvantaged Coordinating Board
Membership Certification

STAFF RECOMMENDATION

Authorize the Chair to sign the attached Alachua County Transportation Disadvantaged Coordinating Board Membership Certification.

BACKGROUND

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is the designated official planning agency for the Transportation Disadvantaged Program for Alachua County. As the designated official planning agency, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is required to annually certify membership of the Alachua County Transportation Disadvantaged Coordinating Board.

The attached form certifies that the membership of the Coordinating Board is established pursuant to Rule 41-2.012(3) of the Florida Administrative Code. This form also certifies that the membership of the Coordinating Board represents, to the maximum extent feasible, a cross section of the local community.

Attachment

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**ALACHUA COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD
MEMBERSHIP CERTIFICATION**

Name: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
 Address: 2009 N.W. 67th Place
Gainesville, Florida 32653-1603

The Designated Official Planning Agency named above hereby certifies to the following:

1. The membership of the Local Coordinating Board, established pursuant to Rule 41-2.012(3), Florida Administrative Code, does in fact represent the appropriate parties as identified in the following list; and
2. The membership represents, to the maximum extent feasible, a cross section of the local community.


Signature: _____ Date: _____
 Harvey Budd, Chair

REPRESENTATION	MEMBER	ALTERNATE	TERM ENDING
Local Elected Official/Chair	Adrian Hayes-Santos		No Term
Elderly	Vacant	Vacant	6/30/2020
Disabled	Vacant	Vacant	6/30/2018
Citizen Advocate	James East	Vacant	6/30/2018
Citizen Advocate/User	Earther Wright	Vacant	6/30/2018
Children at Risk	Vacant	Vacant	6/30/2019
Florida Association for Community Action	Charles J. Harris	Tiffany McKenzie	6/30/2020
Public Education	James H. Speer, Jr.	Vacant	No Term
Florida Department of Transportation	Janell Damato	Sandra Collins	No Term
Florida Department of Children and Families	John Wisker	Louella Teague	No Term
Florida Department of Elder Affairs	Jeff Lee	Vacant	No Term
Florida Department of Education	Jeffrey Aboumrad	Vacant	No Term
Florida Agency for Health Care Administration	Dewece Ogden	Pamela Hagley	No Term
Regional Workforce Development Board	Vacant	Vacant	No Term
Veteran Services	Albert Linden, Jr.	Vacant	6/30/2020
Local Mass Transit	Jesus Gomez	Mildred Crawford	No Term
Transportation Industry	Vacant	Vacant	6/30/2019
Local Medical Community	Vacant	Vacant	6/30/2019



April 16, 2018

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Transportation Disadvantaged Program - Alachua County
Resolution of Appreciation

RECOMMENDATION:

Approve the attached resolution of appreciation for Earther Wright.

BACKGROUND:

The attached resolution of appreciation is regarding Florida's Transportation Disadvantaged Program established by Chapter 427, Florida Statutes. Earther Wright served as the Citizen Advocate-User Representative since March 2010.

If you have questions concerning this matter, please do not hesitate to contact me.

Attachment

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RESOLUTION

WHEREAS, Earther Wright has served as the Citizen Advocate-User Representative on the Alachua County Transportation Disadvantaged Coordinating Board since March 2010; and

WHEREAS, Earther Wright ably discharged the duties of the Citizen Advocate-User Representative on the Alachua County Transportation Disadvantaged Coordinating Board;

NOW, THEREFORE, BE IT RESOLVED: That the members and staff of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area do hereby express their appreciation to Earther Wright for dedicated service rendered to the Alachua County Transportation Disadvantaged Coordinating Board, and concern for the transportation disadvantaged needs of Alachua County and the State of Florida; and

BE IT FURTHER RESOLVED: That this expression of appreciation be spread upon the minutes of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for all citizens of the community to view and recognize the accomplishments and service of Earther Wright.

Harvey Budd, Chair

**ADOPTED BY THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
FOR THE GAINESVILLE URBANIZED AREA**

April 23, 2018

Date



CA.10

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April 16, 2018

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Transportation Disadvantaged Program - Alachua County
Transportation Disadvantaged Coordinating Board Reappointment

RECOMMENDATION

Reappoint James W. East as the voting Citizen Advocate Representative on the Alachua County Transportation Disadvantaged Coordinating Board.

BACKGROUND:

According to Rule 41-2.012 of the Florida Administrative Code, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, serving as the Designated Official Planning Agency for Alachua County, is responsible for appointing members to the Alachua County Transportation Disadvantaged Coordinating Board. The term of appointment for James W. East expires on June 30, 2018. Mr. East desires to serve an additional three-year term on the Board.

If you have any questions concerning this matter, please do not hesitate to contact me.

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April 16, 2018

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
FROM: Scott R. Koons, AICP, Executive Director 
SUBJECT: Transportation Disadvantaged Program – Status Report

RECOMMENDATION

For information only.

BACKGROUND

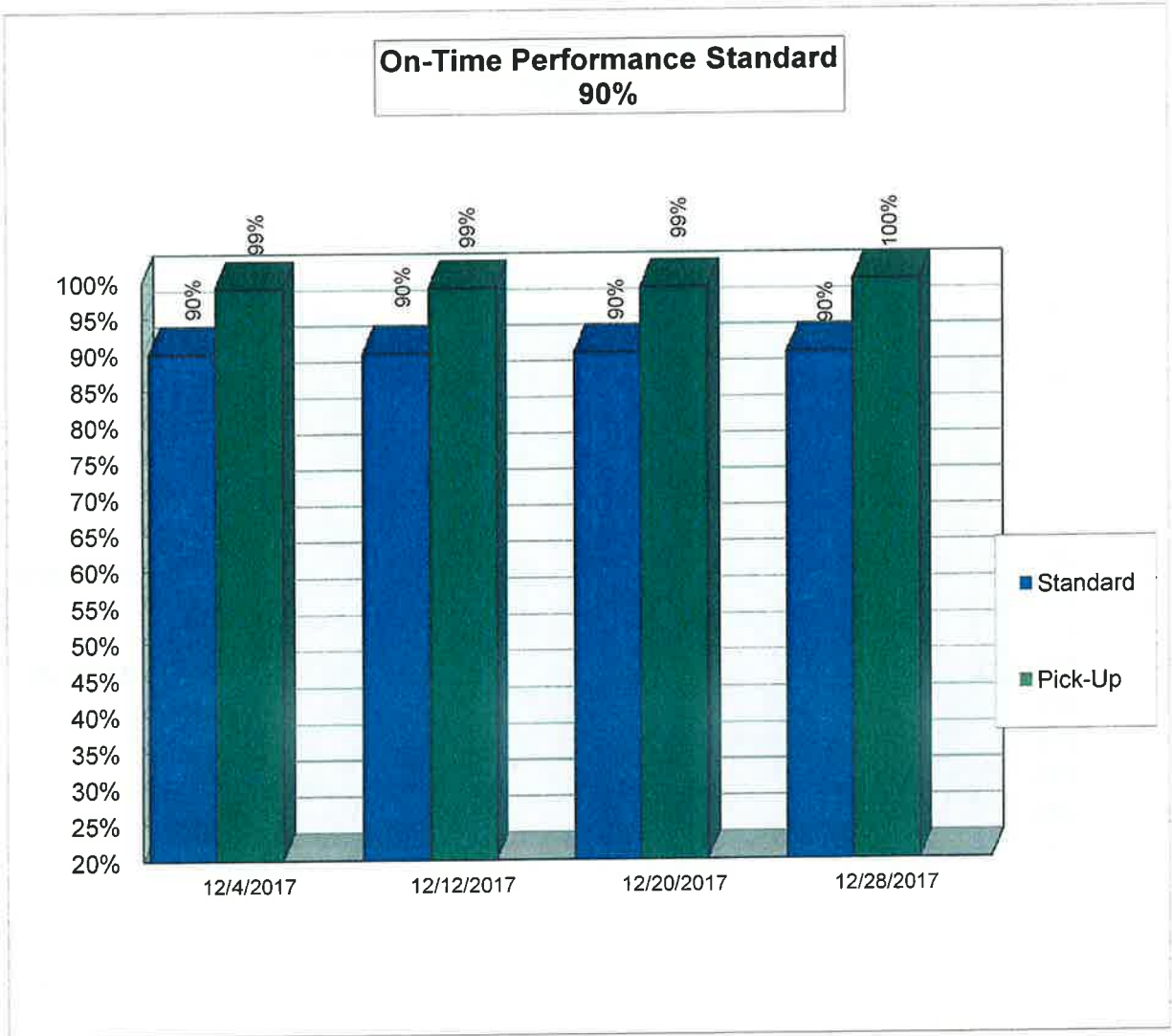
Attached are the following reports:

1. Alachua County Transportation Disadvantaged Service Plan Standards Reports
December 2017 - February 2018:
 - On-time performance
 - Complaints
 - Call hold time
 - Accidents
 - Roadcalls
2. MV Transportation Operations Report July 2017 - February 2018.

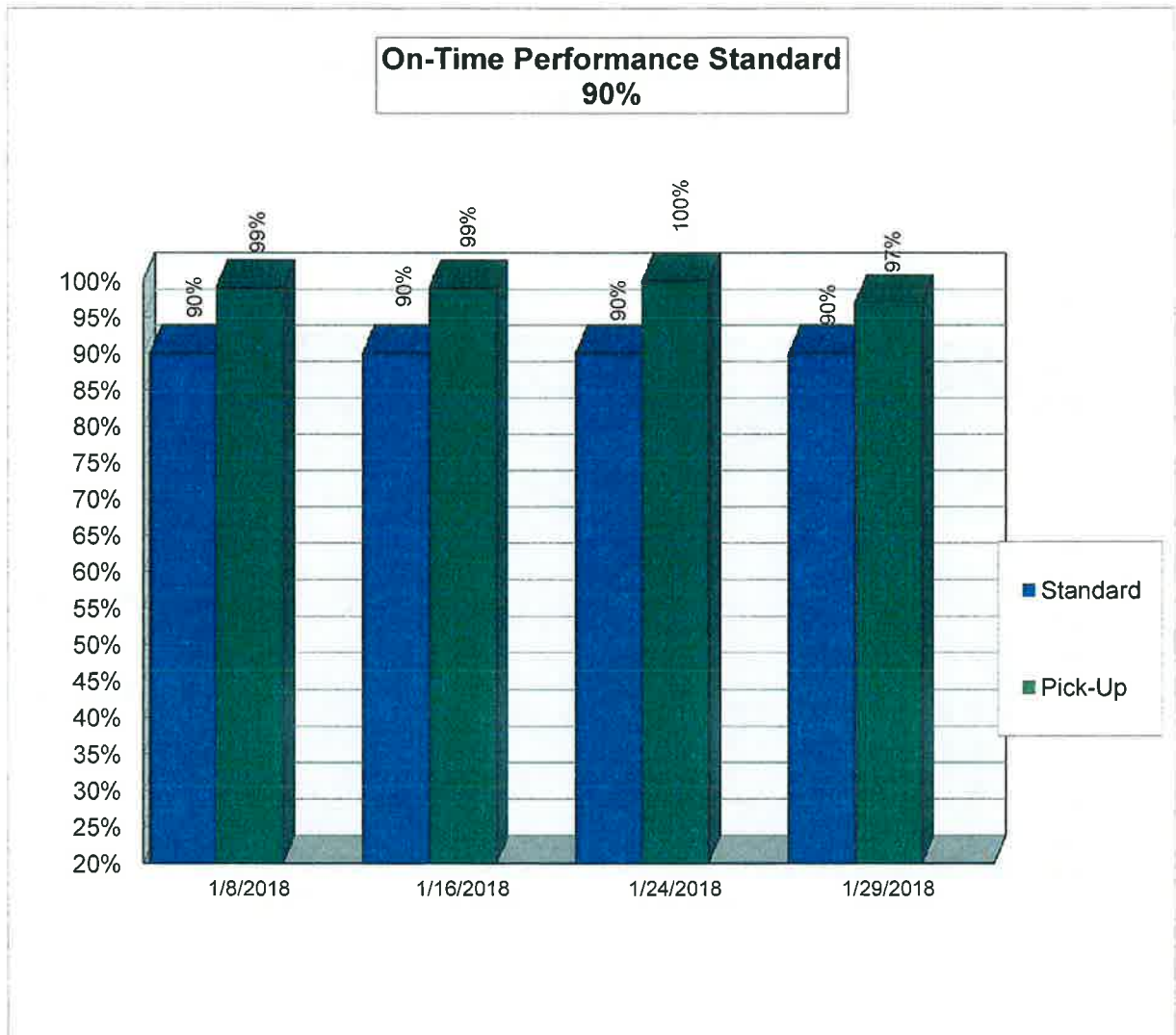
Attachments

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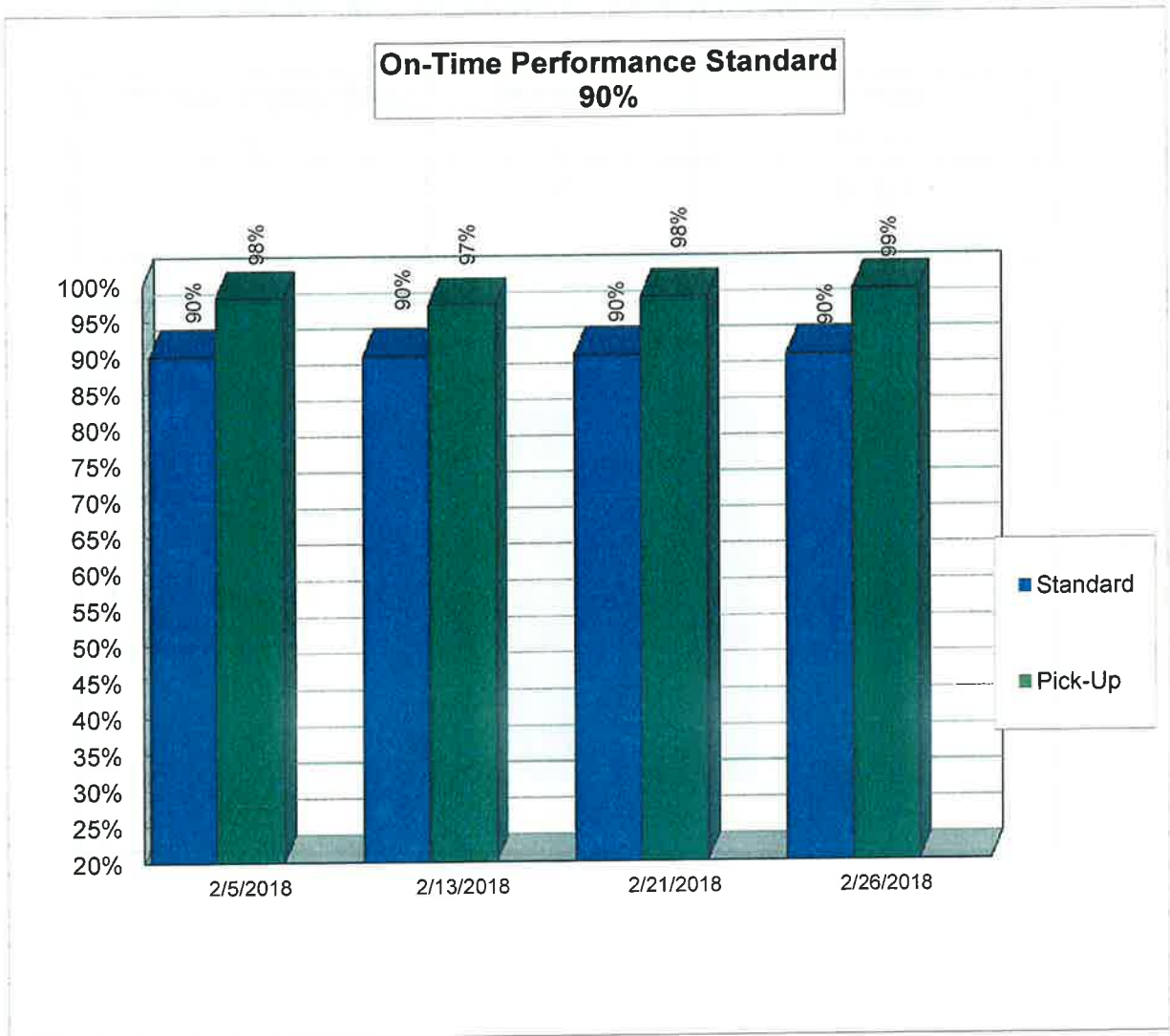
TRANSPORTATION DISADVANTAGED
SERVICE PLAN STANDARDS
ALACHUA COUNTY, DECEMBER 2017



TRANSPORTATION DISADVANTAGED
SERVICE PLAN STANDARDS
ALACHUA COUNTY, JANUARY 2018



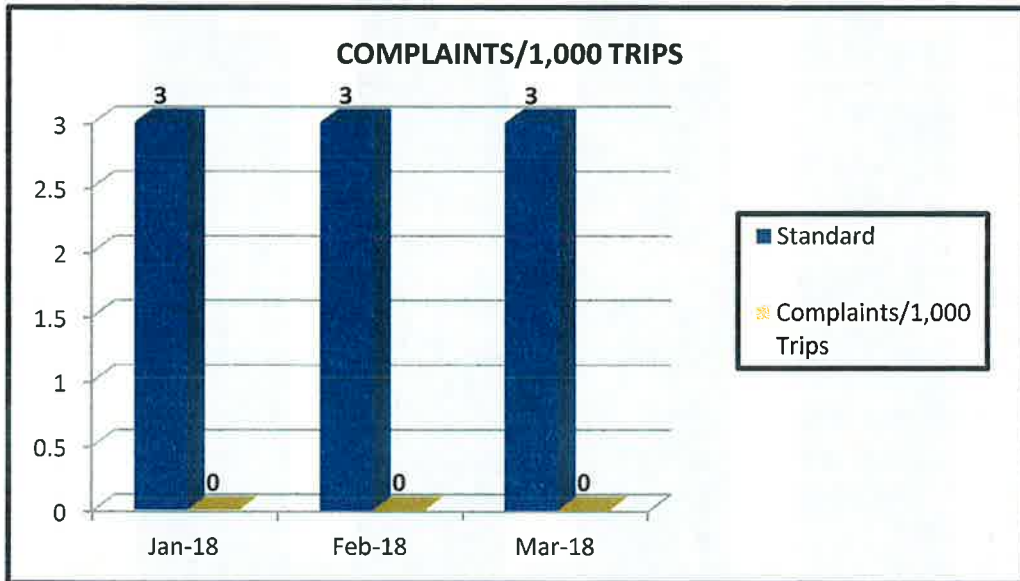
**TRANSPORTATION DISADVANTAGED
SERVICE PLAN STANDARDS
ALACHUA COUNTY, FEBRUARY 2018**



**TRANSPORTATION DISADVANTAGED
SERVICE PLAN STANDARDS**

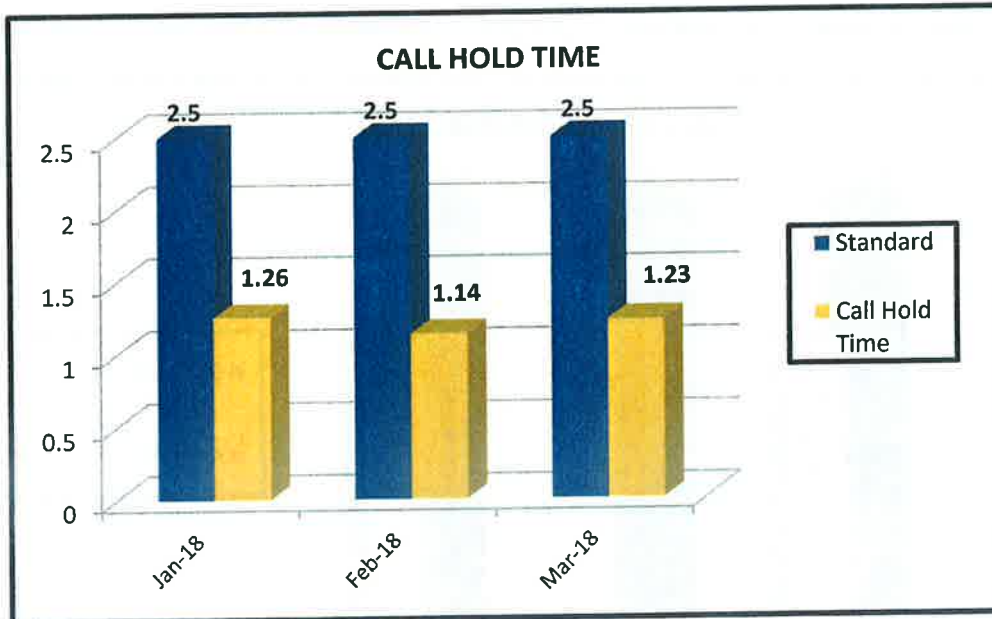
ALACHUA COUNTY, JANUARY - MARCH 2018

MONTH	STANDARD	COMPLAINTS/1,000 TRIPS
Jan-18	3	0
Feb-18	3	0
Mar-18	3	0



**TRANSPORTATION DISADVANTAGED
SERVICE PLAN STANDARDS
ALACHUA COUNTY, JANUARY - MARCH 2018**

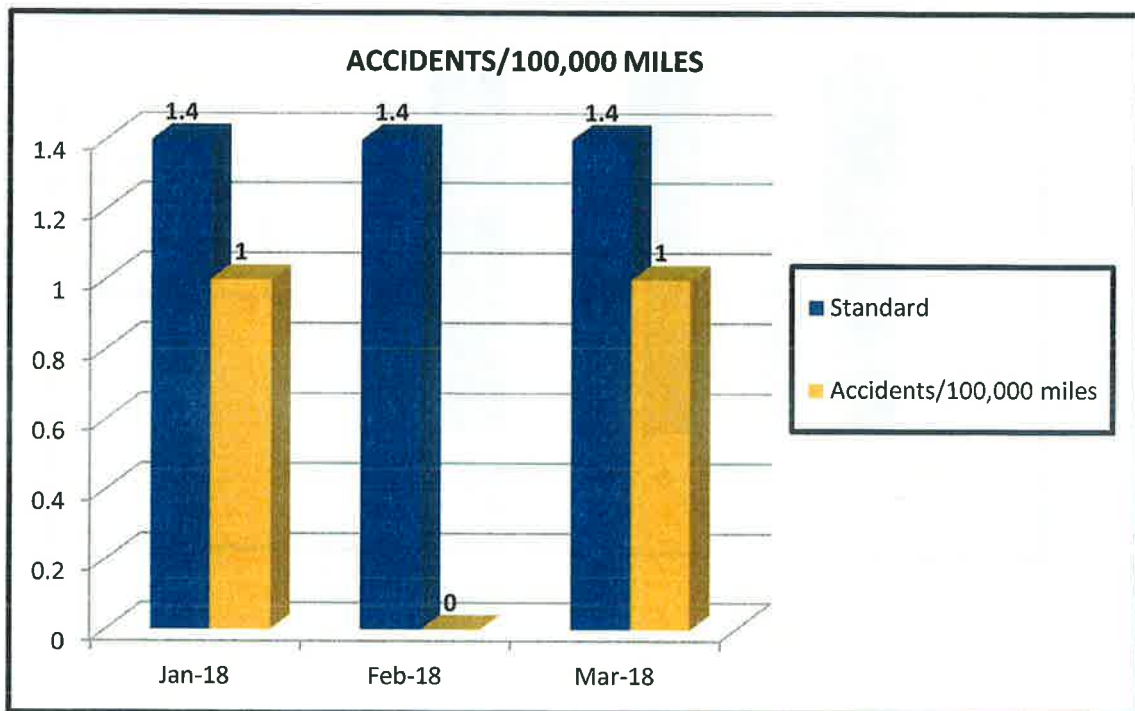
MONTH	STANDARD	CALL HOLD TIME
Jan-18	2.5	1.26
Feb-18	2.5	1.14
Mar-18	2.5	1.23



TRANSPORTATION DISADVANTAGED SERVICE PLAN STANDARDS

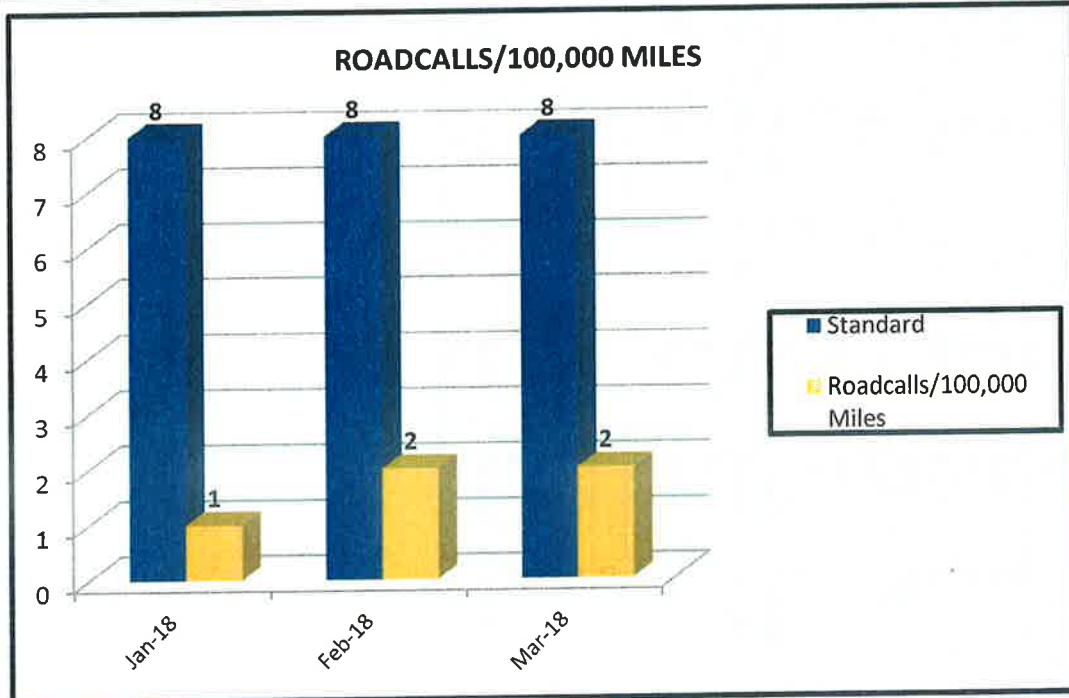
ALACHUA COUNTY JANUARY - MARCH 2018

MONTH	STANDARD	PREVENTABLE ACCIDENTS/100,000 MILES
Jan-18	1.4	1
Feb-18	1.4	0
Mar-18	1.4	1



**TRANSPORTATION DISADVANTAGED
SERVICE PLAN STANDARDS
ALACHUA COUNTY, JANUARY - MARCH 2018**

MONTH	STANDARD	ROADCALLS/100,000 MILES
Jan-18	8	1
Feb-18	8	2
Mar-18	8	2



2017-2018 OPERATING DATA	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18
Total No Trips Invoiced	6,944	7,794	6,519	7,729	7,431	6,723	7,414	7,377	7,882
HMO Medicaid (MTM)	149	147	136	143	149	122	122	101	122
Transportation Disadvantaged Program	1472	1,555	1,467	1,553	1,554	1,483	1,565	1,541	1,583
Mobility Enhancement Grant Program - Bus Passes	250	175	210	229	229	243	234	245	247
City of Gainesville ADA Service	4306	4,842	4,044	4,850	4,662	4,230	4,695	4,593	5,116
Florida Department of Transportation 5 311	296	294	0	0	0	0	0	0	0
Florida Department of Transportation 5 310	333	382	270	394	296	240	286	346	293
Alachua County	98	366	363	521	505	367	476	522	488
Elder Care	40	33	29	39	36	38	36	29	33
Total Vehicle Miles	90,357	93,817	83,223	92,923	94,553	89,705	82,759	93,555	101,856
Total Vehicle Hours	5,678	6,204	5,496	6,056	5,873	5,515	5,903	5,823	6,403
Average Miles per Trip	13	12	13	12	13	13	11	13	13
Number of Passenger No Shows	287	352	280	333	293	280	278	300	362
Number Trips Denied	0	0	0	21	1	1	0	0	0
Preventable Accidents	0	1	1	0	2	0	1	0	1
RoadCalls	2	4	2	1	4	1	3	2	2
Commendations	6	3	7	7	8	11	7	5	12
Complaints	2	3	1	2	3	2	1	2	2
Telephone Calls	9,463	10,699	9,196	9,943	10,142	9,179	11,015	3,405*	10,493
Average Call On-Hold Time	1.10	1.06	0.59	1.16	1.26	1.03	1.21	1.14	1.23

* Phone system was down for several weeks.

Meeting


Agenda

Enclosures



April 16, 2018

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Transportation Improvement Program Amendment-
Two Federal Transit Administration Section 5310 Small Urban Grant Awards and
One Federal Transit Administration Section 5339 Capital Grant Award to the
Regional Transit System

JOINT RECOMMENDATION

The Bicycle/Pedestrian Advisory Board, Citizens Advisory Committee, Technical Advisory Committee and staff recommend that the Metropolitan Transportation Planning Organization amend the Transportation Improvement Program to add funding to Fiscal Year 2017-18 for the following Federal Transit Administration grant awards:

- Section 5310 Small Urban Grant award for capital purchase;
- Section 5310 Small Urban Grant award for Regional Transit System operations; and
- Section 5339 Capital Grant award (Exhibit 1).

BACKGROUND

The Florida Department of Transportation has informed the Metropolitan Transportation Planning Organization that the Regional Transit System has been awarded for Fiscal Year 2017-18 the following Federal Transit Administration grant awards:

- Section 5310 Small Urban Grant award for capital purchase (4352108);
- Section 5310 Small Urban Grant award for Regional Transit System operations (4425701); and
- Section 5339 Capital Grant award (4415201).

Therefore, the Metropolitan Transportation Planning Organization needs to amend its Transportation Improvement Program to add these projects.

Attachment

EXHIBIT 1



Florida Department of Transportation

RICK SCOTT
GOVERNOR

Jacksonville Urban Office
2198 Edison Avenue
Jacksonville, FL 32204-2730

MIKE DEW
SECRETARY

TRANSMITTED ELECTRONICALLY – March 23, 2018

Mr. Scott Koons, AICP
Executive Director
North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, FL 32653-1053

Re: **FDOT Amendment to the MTPO Transportation Improvement Program for FY 2017/18 – FY 2021/22**

Dear Mr. Koons,

The Florida Department of Transportation requests placement on the agenda for the April 2018 meeting of the Transportation Planning Organization for the Gainesville Urbanized Area (MTPO). The agenda item is a proposed Transportation Improvement Program (TIP) amendment for Regional Transit System (RTS). The amounts listed below are the total project costs to be shown in the TIP amendment report.

FPID	442577-1	PROJECT I	RTS 5310 Small Urban Grant - Operations
FUND	DU	\$ 25,000	
	LF	<u>\$ 25,000</u>	
Total Project		\$ 50,000	

This amendment adds the project to the current TIP.

FPID	435210-8	PROJECT	RTS 5310 Small Urban Grant-Capital
FUND	DU	\$120,000	
	DPTO	\$ 15,000	
	LF	<u>\$ 15,000</u>	
Total Project		\$150,000	

This amendment adds the project to the current TIP

Mr. Scott Koons
March 23, 2018
PAGE 2

FPID	441520-1	PROJECT	RTS 5339 Capital
FUND	FTA	<u>\$259,662</u>	
Total Project		\$259,662	

If you have any questions about this project or this amendment request please call me at (904) 360.5652.

Sincerely,

Karen Taulbee

Urban Planning Manager

Karen.Taulbee@dot.state.fl.us

XC: Jesus Gomez, RTS




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April 16, 2018

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Florida Department of Transportation - Interstate 75 Relief Update

STAFF RECOMMENDATION

Review and authorize Chair to sign letters to Governor and Secretary of Transportation.

BACKGROUND

At its February 26, 2018 meeting, the Metropolitan Transportation Planning Organization received a presentation from Florida Department of Transportation Central Office and District 2 staff concerning the Interstate 75 Relief and a Tampa to Jacksonville rail passenger study. During the presentation, the Metropolitan Transportation Planning Organization discussed several transportation issues and concerns. After the presentation, the Metropolitan Transportation Planning Organization approved a motion:

“to have the Executive Director prepare a draft letter to the Governor and Florida Secretary of Transportation for review by the Metropolitan Transportation Planning Organization at the April 23, 2018 meeting regarding the transportation concerns discussed as part of this agenda item.”

Attached are draft letters to the Governor Rick Scott and Florida Department of Transportation Secretary Mike Dew that address topics discussed and comments made at the February 26, 2018 Metropolitan Transportation Planning Organization meeting.

Attachments



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April 30, 2018 - DRAFT

The Honorable Rick Scott, Governor
Executive Office of Governor Rick Scott
400 South Monroe Street
Tallahassee, FL 32399

RE: Interstate 75 Relief Recommendations Implementation Update Comments

Dear Governor Scott:

At its meeting on February 26, 2018, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area received a presentation from Florida Department of Transportation staff regarding Interstate 75 Relief recommendations implementation. The presentation included discussion of modifications to the existing Interstate 75 corridor and a Tampa to Jacksonville passenger rail feasibility analysis. Subsequent to the presentation, the Metropolitan Transportation Planning Organization took action to inform the Governor and Secretary of Transportation of its concerns regarding transportation policy impacting the Gainesville Metropolitan Area. These concerns include:

1. Freight Mobility Mode Share - Currently, 66 percent of freight that passes through the area on public roadways destined for other states consists of freight from Florida ports. Out of state-bound and Florida-bound freight should be transported by rail and be adequately served by intermodal facilities. Reduction of trucks on public roadways would reduce maintenance costs due to less wear-and-tear of the roadways and enhance traffic safety;
2. Lack of Public and Private Investment in Rail Transportation Technologies - 1960s technologies are being used to transport freight and passengers as compared to other countries. More investment in freight and passenger rail is needed in order for it to be a viable and competitive option to other modes of travel;
3. Transportation Infrastructure - Industry should not determine how public transportation resources are used; and
4. Safety - Impacts of truck/automobile crashes - Fewer trucks on the roadways would assist the state in achieving its Safety Target of zero traffic fatalities.

Sincerely,

Harvey Budd, Chair
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

xc: Huiwei Shen, Florida Department of Transportation Systems Implementation Office Manager
Greg Evans, Florida Department of Transportation District 2 Secretary
Jim Knight, Florida Department of Transportation District 2 Urban Planning Administrator
Karen Taulbee, Florida Department of Transportation District 2 Urban Planning Manager

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by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.



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April 30, 2018 - DRAFT

Mr. Mike Dew, Secretary
Florida Department of Transportation
605 Suwannee Street
Tallahassee, FL 32399-0450

RE: Interstate 75 Relief Recommendations Implementation Update Comments

Dear Secretary Dew:

At its meeting on February 26, 2018, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area received a presentation from Florida Department of Transportation staff regarding Interstate 75 Relief recommendations implementation. The presentation included discussion of modifications to the existing Interstate 75 corridor and a Tampa to Jacksonville passenger rail feasibility analysis. Subsequent to the presentation, the Metropolitan Transportation Planning Organization took action to inform the Governor and Secretary of Transportation of its concerns regarding transportation policy impacting the Gainesville Metropolitan Area. These concerns include:

1. Freight Mobility Mode Share - Currently, 66 percent of freight that passes through the area on public roadways destined for other states consists of freight from Florida ports. Out of state-bound and Florida-bound freight should be transported by rail and be adequately served by intermodal facilities. Reduction of trucks on public roadways would reduce maintenance costs due to less wear-and-tear of the roadways and enhance traffic safety;
2. Lack of Public and Private Investment in Rail Transportation Technologies - 1960s technologies are being used to transport freight and passengers as compared to other countries. More investment in freight and passenger rail is needed in order for it to be a viable and competitive option to other modes of travel;
3. Transportation Infrastructure - Industry should not determine how public transportation resources are used; and
4. Safety - Impacts of truck/automobile crashes - Fewer trucks on the roadways would assist the state in achieving its Safety Target of zero traffic fatalities.

Sincerely,

Harvey Budd, Chair
Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

xc: Huiwei Shen, Florida Department of Transportation Systems Implementation Office Manager
Greg Evans, Florida Department of Transportation District 2 Secretary
Jim Knight, Florida Department of Transportation District 2 Urban Planning Administrator
Karen Taulbee, Florida Department of Transportation District 2 Urban Planning Manager


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promoting economic development and providing technical services to local governments.



April 16, 2018

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons AICP, Executive Director 

SUBJECT: State Road 222 (NE 39th Avenue) Crosswalk -
NE 28th Drive Bus Turnaround

TECHNICAL ADVISORY COMMITTEE RECOMMENDATION

1. Forward the construction cost estimate of a bus turnaround on NE 28th Drive developed by City of Gainesville staff to the Metropolitan Transportation Planning Organization noting that there are annual recurring costs; and
2. Recommend that the Metropolitan Transportation Planning Organization request that the City of Gainesville Regional Transit System evaluate the elimination of the westbound bus stop on State Road 222 (NE 39th Avenue) at NE 28th Drive.

CITIZENS ADVISORY COMMITTEE RECOMMENDATION

Recommend that the Metropolitan Transportation Planning Organization request that the City of Gainesville provide a cost estimate for utilizing the Grace Marketplace/Dignity Village parking lot as a bus turnaround.

JOINT BICYCLE/PEDESTRIAN ADVISORY BOARD AND STAFF RECOMMENDATION

1. Forward the construction cost estimate of a bus turnaround on NE 28th Drive developed by City of Gainesville staff to the Metropolitan Transportation Planning Organization noting that there are annual recurring costs;
2. Recommend that the Metropolitan Transportation Planning Organization request that the City of Gainesville Regional Transit System evaluate the elimination of the westbound bus stop on State Road 222 (NE 39th Avenue) at NE 28th Drive; and
3. Recommend that the Metropolitan Transportation Planning Organization request that the City of Gainesville provide a cost estimate for utilizing the Grace Marketplace/Dignity Village parking lot as a bus turnaround.

Page 2
State Road 222 (NE 39th Avenue) Crosswalk -
NE 28th Drive Bus Turnaround

BACKGROUND

At its February 26, 2018 meeting, the Metropolitan Transportation Planning Organization discussed installation of a crosswalk on State Road 222 (NE 39th Avenue) at NE 28th Drive. During this discussion, the Metropolitan Transportation Planning Organization requested that staff provide a cost estimate to install a bus turnaround on NE 28th Drive.

Exhibit 1 is a cost estimate developed by City of Gainesville staff as well as an estimate of annual recurring costs.

Attachment

Gainesville.
Citizen centered
People empowered

Memo

To: Fred Murray, Assistant City Manager
From: Phil Mann, Public Works Director
CC: Jesus Gomez, RTS Director
Date: 4/2/2018
Re: Cost estimate for NE 28th Drive

As requested staff has prepared an updated cost estimate for the reconstruction of NE 28th Drive to enable access of transit services to Grace Marketplace/Dignity Village. As shown in the attached, it is estimated that the project will cost approximately **\$274,000** including the provision of a large turn around point, a 5 ft sidewalk on one side of the street, and street lighting. In order to serve the facility, the Regional Transit System (RTS) will need to add one bus to Route 26 at a cost of **\$140,000 per year**.

1. The first part of the document
describes the general situation
of the country in 1950.

2. The second part
describes the situation
in 1951.

3. The third part
describes the situation
in 1952.

4. The fourth part
describes the situation
in 1953.

PROJECT: NE 28th Drive

TYPE: Resurface

2014 Project Cost Estimate

Construction:	\$190,000
ROW / Land Acquisition:	\$0
Utilities:	\$0
Wetland Mitigation:	\$0
Design:	\$28,000
CEI:	\$28,000
Contingency:	\$28,000
Total:	\$274,000
Total Estimate (Rounded):	\$274,000

Construction Estimate					
Item No.	Description	QTY	Unit	Unit Price	Total
1	Superpave Asphaltic Concrete (Traffic C)	224	TN	\$140	\$31,294
2	Stabilization Type B	491	SY	\$ 5	\$2,454
3	Base Option	491	SY	\$ 10	\$4,909
4	Concrete Sidewalk (4" Thick)	744	SY	\$ 40	\$ 29,778
5	Light Poles	13	EA	\$ 2,500	\$ 32,500
6	6" Yellow, Solid	1	NM	\$ 6,000	\$ 3,000
7	6" White, Solid	1	NM	\$ 6,000	\$ 3,000
8	Excavation	1,925	CY	\$ 10	\$ 19,250
9	Sod	2,889	SY	\$5	\$14,444
10	Silt Fence and Erosion / Sediment Control Measures	1	LS	\$20,000	\$20,000
Sub-Total					\$160,630
9	Mobilization	1	LS	10%	\$16,063
10	Maintenance of Traffic	1	LS	5%	\$8,031
Sub-Total					\$184,724
11	Contingency	1	LS	15%	\$27,709
Sub-Total					\$212,433
12	Surveying, Engineering Design, Geotechnical Testing	1	LS	15%	\$27,709
13	CEI Services	1	LS	15%	\$27,709
Total					\$267,850

Notes:

Assumes 1" overlay as previously estimated

Adds turnaround circle at the end for RTS movement

Includes 5' sidewalk on one side of the road

Includes utility grade lighting

MAJOR CAPITAL EXPENSE INCREMENT REQUEST

Priority Ranking _____

Department: Public Works

Departmental Contact: Phil Mann, PE, Public Works Director

Title of Increment/Decrement: NE 28th Drive Reconstruction

Cost :

Cost Estimate Source (Attach back-up documentation):

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Planning/Admin:					
Architect/Design Fees	28000				
Permits and Fees					
Internal Project Mgr					
External Constr. Mgr					
Art In Public Places					
Other					
Subtotal	\$ 28,000.00	\$ -	\$ -		
Construction:					
Construction	218000				
Parking Lot					
Landscaping					
Environmental Mitigation					
Technology/Security/Communications					
Furnishings					
Site Work					
Other					
Subtotal	\$ 218,000.00	\$ -	\$ -	\$ -	\$ -
Other Costs					
Contingency	28000				
Other					
Subtotal	\$ 28,000.00	\$ -	\$ -	\$ -	\$ -
Total Project Costs Before Inflation/CPI	\$ 274,000.00	\$ -	\$ -	\$ -	\$ -
Inflation/CPI Factor *	1.02456	1.02498	1.02178	1.02043	1.02443
Total Cost	\$ 280,729.44	\$ -	\$ -	\$ -	\$ -

* Inflation/CPI factor is mandatory for each year.

If the project has additional costs expected to be incurred after FY 2022, please list here: \$ _____

Total Project Cost: \$ 280,729.44

Funding Sources: *Ex: FDOT Grant; Gas Tax, Bond. Indicate "none" if no specific source is available for the project. Indicate whether the funding source is committed or uncertain. Indicate whether matching funds are required. If multiple funding sources are used for one project, indicate the amounts of each.

FISCAL YEAR	Funding Source Amount	Funding Source Description
FY 2019	\$ 280,729.44	General Fund
FY 2020		
FY 2021		
FY 2022		
FY 2023		
Past FY 2023		
TOTAL	\$ 280,729.44	

Net Effects on Operating Costs (use negative numbers for savings, positive numbers for additional cost)

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Personnel:					
Number of FTE					
Wages					
Fringe benefits					
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Operating:					
Materials & supplies					
Utilities (including phone)					
Contractual/professional services					
Equipment purchases					
Maintenance					
Other					
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Other Costs (Savings)					
Other					
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Costs Before Inflation/CPI	\$ -	\$ -	\$ -	\$ -	\$ -
Inflation/CPI Factor *	1.02456	1.02498	1.02178	1.02043	1.02443
Total Cost (Savings)	\$ -	\$ -	\$ -	\$ -	\$ -

EXPLANATION

•DESCRIBE WHICH AREA OF THE STRATEGIC PLAN IS SUPPORTED BY EACH CHANGE AND HOW THE ITEM SUPPORTS THE PLAN.
 •DESCRIBE THE JUSTIFICATION FOR THE CHANGE.

NE 28th Drive was constructed as a driveway to a state of Florida Department of Corrections facility. The City has purchased the property for use as a shelter for the homeless which generates a significant amount of pedestrian traffic accessing three public transit routes along NW 39th Avenue.




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April 16, 2018

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons AICP, Executive Director 

SUBJECT: State Highway System Roundabouts

BICYCLE/PEDESTRIAN ADVISORY BOARD RECOMMENDATION

The Bicycle/Pedestrian Advisory Board recommends that the Metropolitan Transportation Planning Organization send a letter to the Florida Department of Transportation requesting an evaluation for a roundabout as part of the State Road 121 (NW 34th Street) at NW 53rd Avenue Traffic Signal Update project (4343971).

JOINT RECOMMENDATION

The Citizens Advisory Committee, Technical Advisory Committee and staff recommend that the Metropolitan Transportation Planning Organization send a letter to the Florida Department of Transportation requesting an evaluation for a roundabout as part of the State Road 121 (NW 34th Street) at NW 53rd Avenue Traffic Signal Update project (4343971) and if warranted construct a roundabout.

BACKGROUND

At its December 4, 2017 meeting, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area discussed State Highway System Roundabout policy and referred development of a ranked list of candidate intersections for roundabouts on the State Highway System to its advisory committees and staff. At its February 7, 2018 meeting, the Technical Advisory Committee requested that the Alachua County and Gainesville Transportation Planning Managers develop draft lists of roundabout locations. After discussion of the draft recommendations at its April 4, 2018 meeting, the Technical Advisory Committee recommended that

The Metropolitan Transportation Planning Organization send a letter to the Florida Department of Transportation requesting an evaluation for a roundabout as part of the State Road 121 (NW 34th Street) at NW 53rd Avenue Traffic Signal Update project (4343971) and if warranted construct a roundabout.

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April 16, 2018

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
FROM: Scott R. Koons, AICP, Executive Director 
SUBJECT: Election of Chair

STAFF RECOMMENDATION

Elect a Chair for a term begins on May 18, 2018 and ending December 31, 2018.

BACKGROUND


The term for Commissioner Harvey Budd on the City of Gainesville Commission ends effective May 17, 2018. In addition, his service as Chair of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will also end on that date. Therefore, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area needs to elect a Chair whose term would begin on May 18, 2018 and end December 31, 2018. The current officers are, as follows:

- Chair Harvey Budd;
- Vice-Chair Ken Cornell; and
- Secretary/Treasurer David Arreola.



April 16, 2018

TO: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Traffic Management Coordination

STAFF RECOMMENDATION**Receive presentation from Gainesville Public Works Department.****BACKGROUND**

Chair Harvey Budd requested a presentation to the Metropolitan Transportation Planning Organization from the Gainesville Public Works Department regarding traffic management coordination, including Intelligent Transportation System facilities, for detours due to incidents such as those that occur on Interstate 75. His concern is the impacts on the Gainesville Metropolitan Area arterials and collectors to which traffic is rerouted.

Metropolitan Transportation Planning Organization staff contacted the Gainesville Public Works Department staff regarding this concern. Exhibit 1 is the email exchange that includes information provided by City staff. In addition, the Florida Highway Patrol follows its Incident Management Plan where an incident occurs and to which it responds. Also attached are the following Florida Highway Patrol Policy Manual policies:

- Exhibit 2 -Traffic Crash Investigations (Policy No. 17.04); and
- Exhibit 3 - Road Closure Guidelines (Policy No. 17.30).

Attachments

EXHIBIT 1

Mike Escalante

From: Posadas, Emmanuel P [PosadasEP@cityofgainesville.org]
Sent: Tuesday, April 10, 2018 1:41 PM
To: Mann, Philip R.; Mike Escalante
Cc: Leistner, Deborah L.; Scott Koons; karen.taulbee@dot.state.fl.us; Hoffman, Daniel C
Subject: RE: Traffic Management Coordination Presentation to MTPO at April 23, 2018 Meeting

Phil,
Thank you for the explanation below!

Mike,
I highlighted some important key phrases from Phil's text.

Additionally, In order for effective regional traffic management to occur there has to be

- Adequate excess road capacity (to manage diverted capacity from the interstate to arterial roads).
- Adequate and timely data exchange and communications. (whether Automated or human-in-the-loop or a combination of both), to implement pre-planned Traffic Management diversions and signal plans.
- Adequate resources (time, talent, treasure, technology) from both CI (Capital Infrastructure) and O&M (Operations and Maintenance)

The concerns of Chair Budd is partially addressed by the "I-75 FRAME" project ([Quick description here](#), [Application here](#) – read page 1-3). This project, when executed, would provide adequate capital infrastructure, and sensor technology for Traffic Management to be effectively implemented during the detours and incidents.

Should you want me to present to the MTPO, I will be delighted to, and craft a presentation for you. However, this may not be ready by April 12th, Can we do this in May?

Emmanuel Posadas | Traffic Operations Manager | (352)393-8429

PS:

However, there are still challenges, even after the successful implementation of a project such as I-75 FRAME. Some examples below.

- **Adequate roadway capacity.** As Phil mentioned, North/South alternatives are very few. The ADT (Average Daily Traffic) of I-75 in this area ranges for 60,000 to 90,000 depending on the season, travelling of a target speeds of 70MPHS, uninterrupted flow. While our diversion alternatives have constraint lanes (i.e. SR 121/34th; US-441), with varying urban target speeds, using interrupted flow (i.e. major movement green is green ~50%-60% of the time for the diverted movement since we have to factor in pedestrian centric signal timing at context sensitive locations, or several turning and side street movement).
- **Adequate resources.** Any un-planned incident, diversion or closure can occur 24 x 7 or any of 168 hours during a given week. Whilst TMS operational hours at 50 (10 x 5 days M-F). Fifty divided by 168 is 30% of time, which is TMS availability. We have 2 talented individuals (Dusty, Jeff) that can activate pre-planned diversions, and from a treasure perspective, we have less than 3% O&M relative to our actively maintained capital infrastructure. (i.e. 238 Signals are roughly \$60M of capital, \$8-10M for sensors, another \$10M for underlying subsystems such 105 miles of fiber, and network/server infrastructure)

From: Mann, Philip R.
Sent: Monday, April 09, 2018 6:59 PM
To: Mike Escalante
Cc: Leistner, Deborah L.; Scott Koons; karen.taulbee@dot.state.fl.us; Posadas, Emmanuel P; Hoffman, Daniel C
Subject: Re: Traffic Management Coordination Presentation to MTPO at April 23, 2018 Meeting

Mike:

We are not responsible for detour routing when I-75 is closed. That is typically handled by the Florida Highway Patrol working with local law enforcement and the FDOT.

If Public Works is notified, we help with all resources available including the Traffic Management Center.

The larger issue is that when an incident on I-75 forces FHP /FDOT to make the decision to close the interstate, there are very few alternatives in Alachua County - mainly US 441. The other major issue that plays into the traffic is, when traffic exits the interstate, they use their GPS devices to select their routes to divert around the incident.

Typically, when the Traffic Management Center receives notice of an I-75 closure, Law Enforcement has already selected the detour route. The Traffic Management Center then maximizes traffic flow for the detoured I-75 traffic as well as the existing local surface traffic.

The TMC utilizes it's various social media platforms to get information out to followers and local news outlets. The objective is to alert local motorists to avoid the detour routes and to expect delays if they must use the routes.

Emmanuel is the Manager of the Traffic Management Center and will need to provide a formal response.

Phil

Philip R. Mann, P.E.
Public Works Director
City of Gainesville - Public Works Department

Sent from my iPad

On Apr 9, 2018, at 5:42 PM, Mike Escalante <escalante@ncfrpc.org> wrote:

Chair Budd requested a presentation from Gainesville Public Works Department regarding traffic management coordination, including ITS, for detours due to incidents such as those that occur on Interstate 75. His concern is the impacts on the Gainesville Metropolitan Area arterials and collectors to which traffic is rerouted.

We are currently developing the MTPO meeting packet and would need any materials to be included in the packet provided by Thursday April 12, 2018.

mike


<image003.jpg>

Michael B. Escalante, AICP
Senior Planner
North Central Florida Regional Planning Council
2009 NW 67th Place, Gainesville, FL 32653-1603
Voice: 352.955.2200, ext. 114
Fax: 352.955.2209

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure.

EXHIBIT 3

FLORIDA HIGHWAY PATROL
POLICY MANUAL

	SUBJECT TRAFFIC CRASH INVESTIGATIONS	POLICY NUMBER 17.04
		ISSUE DATE 02/01/96
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17.04.01 PURPOSE

To standardize procedures for an effective and efficient traffic crash investigation and reporting program.

17.04.02 AUTHORITY

- A. Chapters 316 and 321, Florida Statutes
- B. National Safety Council Manual, entitled "Classification of Motor Vehicle Accidents"
- C. DHSMV Instructions for Completing the Florida Uniform Traffic Crash Report Form

17.04.03 POLICY

It is the policy of the Florida Highway Patrol to investigate traffic crashes in accordance with the provisions of law, to provide/obtain aid for the injured, to maintain public order, to protect the property of persons involved in motor vehicle crashes and to promote efficient utilization of Divisional resources.

17.04.04 DEFINITIONS

- A. **HAZARDOUS MATERIAL** – Any substance or material which has been determined by the Secretary of the United States Department of Transportation to be capable of imposing an unreasonable risk to health, safety and property. The term encompasses hazardous waste as defined in Section 403.703(13), Florida Statutes.
- B. **TRAFFIC HOMICIDE INVESTIGATION (THI) MANUAL** – The procedures manual that details investigative responsibility and appropriate reporting formats for specific types of fatal investigations.
- C. **VEHICLE** – Every device in, upon or by which any person or property is, or may be transported or drawn upon a highway, except devices used exclusively upon stationary rails or tracks.

17.04.05 OBJECTIVES

- A. To delineate procedures for responding to and investigating traffic crashes referred to the Division.
- B. To specify requirements for preparation and dissemination of reports.
- C. To outline parameters for dealing with special hazards/conditions arising from traffic crashes.
- D. To standardize practices for referral or follow-up in traffic crash investigations.
- E. To enact measures that will ensure preservation of property of persons involved in traffic crashes.
- F. To promote operational efficiency.
- G. To ensure members utilize their training in determining whether a crash may be classified as a suspected staged crash.

17.04.06 RESPONSIBILITIES

A. DUTIES OF TROOP COMMANDER

Each Troop Commander shall arrange for the creation of a records component(s), which shall be appropriately located within the troop and which shall exercise the following responsibilities:

Reviewing, arranging correction of, duplicating, filing and retrieving/disseminating traffic crash reports to ensure compliance with agency requirements and the lawful needs of the public.

B. DUTIES OF OFFICE OF STRATEGIC SERVICES

- 1. To arrange compilation of statistical data, concerning the occurrences of traffic crashes that may be required to fulfill Division informational needs as identified by the Director and members of the Command Staff.
- 2. Upon request, arrange for the transmission of traffic crash data to a certified local or county operations/engineering crash record agency.

17.04.07 PROCEDURES

A. INVESTIGATIVE/REPORTING RESPONSIBILITIES

- 1. Members shall respond to, investigate and document on the "Long Form" Crash Report (HSMV 90010S) all traffic crashes brought to their attention that involves:
 - a. Bodily injury to any person.
 - b. Death to any person.
- (1) For crashes in which a fatality occurs, the narrative portion of the report shall contain the following information:

- (a) Name and date of birth of the deceased person(s).
 - (b) Month/Day/Year and time that the person(s) expired and the name of the attending doctor.
 - (c) The Traffic Homicide Case Number.
- (2) In all traffic-related death investigations, the Traffic Homicide Investigator is required to complete an approved Field Note Packet.
 - (3) In the case of a natural death, such as a heart attack, where vehicle/property damage and/or other injuries are evident, members shall complete the Long Form Crash Report while the Traffic Homicide Investigator will complete the Homicide Report and an approved Field Note Packet.
 - (4) In the case of a death of a driver where there is no evidence of property damage and/or other injuries, the Traffic Homicide Investigator will complete an Offense Report and an approved Field Note Packet. The vehicle may be held as evidence until the cause of death is confirmed, due to it being a potential crime scene. If the cause of death is determined to be something other than natural causes, an in-depth investigation will be conducted by the Traffic Homicide Investigator.
- c. Personal injury to or any indication of complaints of pain or discomfort by any of the parties or passengers involved in the crash.
 - d. A violation of Section(s) 316.027, 316.061(1) and/or 316.193, Florida Statutes.
 - e. A vehicle rendered inoperable to a degree that a wrecker is required to remove it from the scene of the crash.
 - f. Vehicle crashes involving Commercial Motor Vehicles (CMVs).
 - g. Hazardous material incidents, involving the actual/suspected release of toxic substances into the environment, or other unusual conditions that pose a significant threat to public safety.
 - h. Vehicle crashes involving DHSMV vehicles. Investigative photographs are to be taken of all crashes involving DHSMV vehicles or on-duty personnel.
 - i. Damage to vehicles/property owned by components of government. Such investigations will only be undertaken at the direction of command or supervisory personnel.

- j. Crashes that result from the commission of a criminal offense (robbery, auto theft, etc.) or from any pursuit.
2. For any other crash not included in the criteria specified in (A)(1) above and which occurs on a public roadway, members shall respond to, investigate and document on the "Short Form" Crash Report (HSMV 90010S). For the purpose of the policy, a public roadway does not include a parking lot.
 3. In addition to either a Long Form or Short Form Crash Report, (as outlined above) members are reminded to complete all additional required reports and/or notifications in the event they investigate a crash involving:
 - a. Serious, potentially violent arguments, disturbances or confrontations involving principals or other persons present at the scene. (If such altercations involve the commission of a criminal offense, an Offense Report or appropriate criminal arrest form shall be completed by the member.)
 - b. Major traffic congestion on all roadways. (Refer to Troop Watch Supervisor Protocols in FHP Policy 17.29).
 4. Unless exigent circumstances exist, members shall refrain from investigating crashes:
 - a. Previously investigated by another law enforcement agency. However, this provision shall not be construed to prevent members from responding affirmatively to requests for assistance put forth by another state law enforcement agency, county sheriff's office, or a municipal police department.
 - b. Which take place inside the limits of any incorporated municipality and/or which do not occur on the interstate highway system or other state highways, however:
 - (1) This section shall not be interpreted to nullify local mutual assistance pacts agreed to by Troop Commanders and county/municipal authorities.
 - (2) When jurisdictional disputes cannot be amicably resolved, members shall proceed to conduct the investigation, documenting the location of the crash in accordance with the available evidence and the member's own best judgment.
 - c. In which all participants have departed the scene prior to arrival of the investigating member, unless the crash resulted in injury or death or the investigating member's arrival has been delayed by other operational requirements.
 - d. Which takes place in parking lots and/or on private roads provided none of the criteria referenced in (A)(1) above is present.

5. If a Long or Short Form Crash Report (HSMV 90010S) is not required, the member will provide a Driver Exchange-of-Information/Optional Short Report Form (HSMV 90011S) to be completed by all drivers and passengers involved in the crash, which requires the identification of each vehicle that the drivers and passengers were in.
 - a. It is permissible for Regional Communications Center personnel to refer callers on private roadways and parking lots which do not meet the requirements for a Long Form or Short Form to the closest Police Station, Sheriff's Office, Highway Patrol Station, or to the Department's Internet Site to obtain the Driver Exchange-of-Information/Optional Short Report Form.
 - b. Division personnel may complete entries on the Driver Exchange-of-Information/Optional Short Report Form on behalf of participants in the event that one or more are elderly, confused, or otherwise indicate a need for assistance.

6. Driver Exchange of Information

The member at the scene of a traffic crash required to be reported in accordance with the provisions of Section 316.066, Florida Statutes, shall instruct the driver of each vehicle involved in the crash to report the following to all other parties suffering injury or property damage as an apparent result of the accident:

- a. The name and address of the owner and the driver of the vehicle.
- b. The name and address of any passengers.
- c. The license number of the vehicle.
- d. The name of the liability carrier for the vehicle.

Providing a copy of the crash report or a copy of a completely filled out Driver Exchange-of-Information/Optional Short Report Form (HSMV 90011S) to each participant may fulfill this requirement.

7. According to Florida Statutes, the Florida Traffic Crash Report Long and Short Form (HSMV 90010S) **must** include:
 - a. The date, time, and location of the crash;
 - b. The description of the vehicles involved;
 - c. The name and address of the parties involved, including all drivers and passengers, and the identification of the vehicle in which each was a driver or passenger;
 - d. The names and addresses of all witnesses;
 - e. The name, badge number and law enforcement agency of the officer investigating the crash; and

- f. The names of the insurance companies for the respective parties involved in the crash.
 8. For tracking purposes, members will utilize their Permanent Identification Number (PIN) instead of a badge number.
 9. When a Long Form is required by the criteria listed above in (A)(1), the member must complete the narrative and diagram portion of the report.
 10. Comprehensive instructions on how to complete crash reports can be found in the DHSMV Instructions for Completing the Florida Traffic Crash Report Manual and is hereby, adopted by reference.
- B. PRELIMINARY DUTIES OF THE INVESTIGATING OFFICER
 1. Upon arriving at the scene of a motor vehicle crash, members shall conduct a quick, preliminary survey of the scene to determine the existence of any hazards. Members shall then implement temporary measures to stabilize dangers posed by:
 - a. Downed power lines.
 - b. Gasoline/fuel spills.
 - c. Hazardous material leaks/incidents.
 - (1) If possible, ensure that all personnel are kept 2,000 feet/0.4 miles from the scene.
 - (2) Provide responding emergency personnel with spill/leak information and note content of identification placards.
 - d. The presence of explosives - arrange, if possible, for a protective zone as directed in the US Department of Transportation's Emergency Response Guidebook.
 - e. Unstable vehicles/traffic conditions - request assistance as required.
 2. The primary responsibility of the first member responding to the scene of a motor vehicle crash is to care for injured persons and to protect the crash scene. Consequently, members shall:
 - a. Position the patrol vehicle to protect victims or warn other motorists of roadway obstructions or hazards that cannot be moved from the roadway. Members are cautioned not to rely on the presence of the patrol car to divert traffic around crash scenes. Other warning measures should be employed as well and vehicles should be removed from the roadway once the need to protect victims or warn other motorists no longer exists.
 - b. Utilize vehicle emergency lighting to maximize visibility/warning. Augment with safe, proper placement of traffic cones and/or fusees, if appropriate.

- c. Assess injuries, provide immediate aid to victims and initiate requests for first responder services (i.e. fire equipment, hazardous material response units, ambulances/paramedics, power companies, tow trucks, etc.)
 - (1) Members are responsible for caring for victims until professional medical assistance becomes available.
 - (2) Treatment of victims will be turned over to qualified medical personnel upon their arrival.
- 3. Subsequent to arranging for treatment of the injured, the investigating member should initiate measures to neutralize any remaining hazards and perform secondary duties prior to commencing an investigation, including:
 - a. Hazardous material spills/incidents.
 - (1) Procedures for dealing with such incidents are outlined in US Department of Transportation publication entitled "Emergency Response Guidebook".
 - (2) Member's responses to such incidents shall be in accordance with the provisions of the Emergency Response Guidebook, FHP Policy Chapter 16 and the All Hazards Plan, and will not exceed the scope of the member's training.
 - b. Maintaining order.
 - c. Establishing a safe traffic pattern around the crash scene. Cones, fusees, or barriers other than vehicles should be used to divert traffic whenever possible.
 - d. Preserving evidence. For traffic crashes involving death, potential death or a violation of Section 316.027, Florida Statutes, the scene will be considered a crime scene. Relevant portions of FHP Policies 12.01, 22.01, and the Evidence/Property Procedures Manual will be followed.
 - e. Locating witnesses.
 - f. Determining the need for specialized intervention. A Traffic Homicide Investigator shall be summoned for the following criteria:
 - (1) For all crashes or any other motor vehicle related incidents involving the actual or impending death of any person.
 - (2) For all crashes involving Division vehicles or on-duty personnel that involves death, serious bodily injury or significant damage to property, unless this requirement is waived by the appropriate Troop/District Commander.

- (a) A waiver shall not be granted if any death or serious bodily injury occurs as a result of such crash.
 - (b) If the THI is not waived, THI members shall respond to, and investigate the crash. While investigating and reporting such crashes, the THI members will report directly to the appropriate THI Sergeant.
- (3) For pursuit-related crashes involving serious bodily injury or death.
 - (4) For any crash whereby the National Transportation Safety Board (NTSB) has been summoned or is in response to.
 - (5) For any other crashes, when in the judgment of the on-scene supervisor, intervention by a THI member is clearly warranted.
- 4. The appropriate supervisor will be notified of any actual or impending traffic fatality.
 - a. If on duty, the supervisor will respond to the scene.
 - b. If the supervisor is at home in an on-call status, he/she will use sound judgment in determining whether or not to respond to traffic crashes. Unusual, multi-vehicle and multi-fatality crashes require a supervisor to respond to the scene.

C. CONDUCTING TRAFFIC CRASH INVESTIGATIONS

Subsequent to arranging treatment for the injured and/or securing the scene, members shall initiate an investigation in accordance with the provisions of Section "A" and:

- 1. Obtain/record information required to complete appropriate crash reports.
- 2. Interview and document the statements of witnesses and document any spontaneous utterances offered by participants in the member's presence.
- 3. Examine the scene and:
 - a. Obtain appropriate measurements, to include pre-crash skid marks, post-crash marks, distance from area of collision(s) to final rest, roadway width, and any other measurements deemed necessary for the completion of a crash diagram.
 - b. Take all necessary evidentiary photographs and submit them, with a Photo Data Sheet, to the photographic evidence section (photo lab) at General Headquarters in Tallahassee.

- c. Collect, mark and preserve physical evidence in compliance with Division directives.
 - d. Obtain identification information from and assess damage to participants' vehicles.
4. Thoroughly document findings and prepare the appropriate crash report in compliance with requirements stated above. Such report shall be generated in accordance with crash investigation instructions. Such report shall be completed and submitted in accordance with the provisions of law. Copies shall be retained by local FHP facilities in compliance with procedures promulgated by the Troop Commander.
5. Safeguard the property of victims until it can be claimed or returned to its rightful owner. Property not left in the vehicle will be treated in the same manner as evidentiary materials and handled in compliance with the provisions of FHP Policy 12.01 and the Evidence/Property Procedures Manual. Property that cannot be / is not removed from a towed vehicle shall be listed on the inventory.
6. Upon completion of a crash investigation, the member should take enforcement action when a violation has been detected, the identity of the violator can be established and available evidence will allow each of the elements of the offense to be sustained. However, in fatal crashes the member shall refrain from filing routine infraction charges or non-crash contributing criminal charges, until after the Traffic Homicide Investigator has completed his/her investigation and determined whether or not criminal charges are to be pursued.
7. Arrange for the notification of next-of-kin of persons killed or seriously injured in traffic crashes, which they are assigned to investigate. Such notification shall be delivered in person, not by telephone and ideally should be conveyed immediately after the investigation is concluded. **UNDER NO CIRCUMSTANCES** will the names of victims be released to the news media prior to notification of next-of-kin. When relatives of the victim(s) reside outside geographic troop boundaries, an administrative message shall be sent to the appropriate law enforcement agency with an accompanying request for notification of next-of-kin.
8. Ensure prompt notification of medical examiners, prosecutors, and other officials as appropriate.
9. For fatalities, the Traffic Homicide Investigator shall arrange for notification to be transmitted to Troop Headquarters and General Headquarters in Tallahassee. In addition, he/she shall forward a synopsis of the crash to the appropriate Public Affairs Officer to facilitate preparation of a press release.

D. ASSIGNMENT OF PERSONNEL/TRANSFER OF INVESTIGATIVE RESPONSIBILITY

1. Normally, the closest available FHP Unit will be assigned to respond to a crash and complete the investigation.
2. If two members are assigned to a crash, the lead investigator shall be the member assigned to the patrol zone in which the crash occurred unless otherwise specified by command personnel.
3. If two or more members arrive on the scene of a crash without prior notification, the zone trooper (or if none, the senior/ranking member) shall assume responsibility for directing the investigation.
4. If THI is responding to investigate, the senior trooper/lead investigator at a crash scene shall retain functional authority to direct the investigation unless/until relieved of that responsibility by supervisory and/or THI personnel. The member is not relieved of such authority until the following criteria have been met:
 - a. A supervisor or THI member arrives on the scene, **and**
 - b. A supervisor or THI member has been thoroughly briefed as to the situation and what has been done, **and**
 - c. A supervisor or THI member clearly advises the member that he/she is aware of the facts and is assuming responsibility for the scene.
5. Under ideal conditions, two members shall be assigned to the scene of all fatal crashes; one member being the assigned THI member and the other member to assist the assigned THI member with the initial aspects of the fatal crash investigation. The non-THI member shall conduct the next-of-kin notification(s).

E. FOLLOW-UP INVESTIGATIONS

1. Fatalities – responsibility for conducting follow-up investigations for crashes involving actual or impending death of any person shall be vested in the crash investigator unless the crash falls under THI jurisdiction. In that case, the responsibility shall be vested in the assigned Traffic Homicide Investigator.
 - a. If due to transfer or other reason, the original THI member is unable to complete the investigation, the THI supervisor will assign another THI member to complete the investigation and file the appropriate reports and charges.
 - b. Such investigations shall be pursued:
 - (1) In accordance with procedures specified in this policy or, if applicable, the Traffic Homicide Investigation Manual.

- (2) Until available leads have been fully explored or until a decision that further investigative effort is unlikely to be productive has been rendered by appropriate command/supervisory personnel.
2. Non-Fatality – responsibility for conducting follow-up investigations for crashes not involving actual or impending death to one or more persons shall be vested in the member assigned to investigate the crash in accordance with procedures outlined in Section “D” above. If due to transfer or other reason the original investigator is unable to complete the investigation, a supervisor will assign another member to complete the investigation and file the appropriate reports and charges.
 - a. In attempting to determine whether additional investigative effort is warranted, members/supervisors shall consider whether or not any of the following information factors are available:
 - (1) Has a reliable witness to the incident been located?
 - (2) Is the suspect known or can he/she be identified?
 - (3) Has an identifiable description of the suspect vehicle been obtained?
 - (4) Was any physical evidence recovered?
 - (5) Will recovered evidence tie the suspect/vehicle to the incident under investigation?
 - (6) Is physical evidence pending completion of laboratory analysis or testing?
 - b. If a negative response is obtained to each of the questions referenced in Section “a” immediately above, further investigative effort will not in all likelihood be successful. Consequently, unless contrary instructions are received from supervisory personnel, the member shall advise the victim:
 - (1) That the investigation has been concluded and that information leading to the identification of the offender has not been developed.
 - (2) That further investigative effort is not likely to be productive and the case will be closed.
 - (3) That if further information is developed, the case will be reopened and the victim will be advised of the outcome.
 - c. Follow-up reports on all open investigations shall be required at no more than **30-day intervals**.

F. DUI CRASH INVESTIGATIONS

1. Members are to carefully observe all parties involved in a traffic crash, paying particular attention to the behavior, attitude, speech, physical condition, balance and other characteristics that may indicate impairment on the part of any driver.
2. Consult with attending medical personnel to identify any indicators of impairment they have observed and obtain written statements, if applicable.
3. If signs of impairment are observed, the member will, at the conclusion of the traffic crash investigation, conduct a criminal investigation to determine if probable cause of DUI exists.
4. When probable cause of DUI exists, the driver shall be arrested.
 - a. Every effort should be made to ensure that an appropriate test is performed to determine the driver's blood alcohol content or the presence of chemical or controlled substances, if warranted. If the suspected DUI driver has caused death or serious bodily injury to any human being, members shall:
 - (1) Ask for a voluntary consent from the driver. If the driver refuses, or is unable to consent due to injuries, i.e. unconscious, intubated, etc.; then
 - (2) Obtain a search warrant.
 - (a) Members are to contact the appropriate on-call Assistant State Attorney and/or on-call Judge in their respective counties for assistance.
 - (b) Members shall notify the FHP Office of General Counsel for any assistance, if required, in securing necessary warrants.
 - (c) Regional Communications Center Managers shall, in consultation with each District Commander, maintain lists of all applicable on-call Assistant State Attorneys and Judges within their respective areas. After-hours phone numbers and contact names shall be updated as necessary.
 - (3) If the member is unable to obtain the warrant in a timely manner, the member shall:
 - (a) Cause the blood to be taken. Only those individuals enumerated in Section 316.1932, Florida Statutes, shall be authorized to draw blood.

- (b) Members are to clearly describe all exigent circumstances, which led to the request for a blood draw.
 - (c) Members shall document and include all steps taken in an attempt to secure a warrant including any contact with the Assistant State Attorney and/or the Judge; that there was serious bodily injury or death involved; the condition of the driver of whom the blood is being requested (i.e. Are they about to go into surgery?); the length of time between the actual crash and blood draw request, etc., in their required reports.
 - (4) Members are reminded that if a driver is being treated at the hospital and medical blood is drawn, the results of the medical blood test may be obtained by warrant or subpoena at a later date. The decision to obtain medical blood, however, shall be in concert with the local Assistant State Attorney and FHP General Counsel.
- b. If a blood sample is obtained and the driver is not going to be admitted to a hospital, the driver shall be arrested where probable cause for DUI exists, and:
 - (1) The member shall request that the driver submit to an approved test of his/her breath or urine and appropriate sample(s) shall be collected.
 - (2) If the driver refuses to submit to an approved test of his/her breath or urine, the member shall inform the driver of the applicable implied consent warnings and the refusal noted in the required reports.
- c. If a blood sample is obtained from a driver where probable cause for DUI exists, and the driver is going to be admitted to a hospital, the member shall immediately notify the on-duty/on-call supervisor and brief him/her of the circumstances of the case. The member in consultation with the on-duty/on-call supervisor, Troop Watch Supervisor and the FHP Office of General Counsel will determine the proper course of action.
 - (1) When the driver is not a flight threat due to the severity of his/her injuries, hospital personnel shall be requested to notify the member when the driver is going to be released. Once released, the driver shall be arrested and processed.
 - (2) If the driver is a flight threat, the member shall place the driver under arrest and make arrangements to ensure a guard is stationed with the prisoner at all times.

G. STAGED CRASHES

1. While investigating traffic crashes, members shall pay special attention in determining whether the crash may be classified as a suspected or confirmed staged crash.
2. Based on a member's training and investigation, the designation of not suspected, suspected, or confirmed fraud shall be indicated in the appropriate section of the crash report.
3. Members are reminded that some possible indicators of staged crashes include, but are not limited to:
 - a. Rental vehicle involved, usually at-fault;
 - b. Cars with pre-existing damage;
 - c. Vehicles loaded with passengers;
 - d. Late night, isolated locations;
 - e. Relatives in different cars;
 - f. Persons in both vehicles are from the same neighborhood, and crash is in a remote/isolated location;
 - g. Some rings involve children to throw off law enforcement; and
 - h. Participants are eager to provide information when law enforcement arrives.


17.04.08 REGULATIONS

- A. Crash reports shall not be utilized to document incidents involving vehicles damaged by vandalism, thrown objects, or by fire, unless the fire resulted from a traffic crash. Such occurrences shall be reported on the Offense Report when a report is not filed by another agency, such as the fire department or sheriff's department.
- B. All photographs, audio/video recordings, reports, and any other materials, generated or obtained during the course of any crash investigation may not be sold, disposed of, disseminated, or otherwise released, except in accordance with the provisions of law and DHSMV Policy #9.03 – Providing Records to the Public. Members shall be prohibited from selling or releasing photographs, audio/video recordings or other materials made in conjunction with the performance of their official duties whether such materials were produced using Division or personally owned equipment and supplies.
- C. All photographs taken by any member shall be submitted to the photographic evidence section (photo lab) at General Headquarters in Tallahassee. A Photo Data Sheet shall also be submitted. This policy applies to all photographs taken in the official performance of a member's duties, including all photographs taken with personal equipment, cellular phone, etc.

- D. Members are not permitted, while either on duty or on off-duty police employment or non-police employment to investigate or reconstruct a traffic crash that has been previously investigated by another member of this Division or another law enforcement agency, unless specifically authorized to do so by the appropriate Deputy Director, or designee.
- E. All traffic crash reports completed utilizing the Mobile Forms software are to be transmitted to the server as soon as the report has been completed, not to exceed ten (10) calendar days as required by Section 316.066, Florida Statutes.

EXHIBIT 4

FLORIDA HIGHWAY PATROL
POLICY MANUAL

	SUBJECT ROAD CLOSURE GUIDELINES	POLICY NUMBER 17.30
		ISSUE DATE 09/21/12
		REVISION DATE N/A
		TOTAL PAGES 4

17.30.01 PURPOSE

To provide guidelines for assessing the need to close a roadway and for determining the appropriate time to reopen a roadway.

17.30.02 POLICY

The Florida Highway Patrol recognizes that there are no quantifiable criteria that can be used in determining the need to close or the appropriate time to re-open a roadway. These decisions rely on the judgment of FHP members on the scene based on the totality of the circumstances present. The guidelines outlined in this policy are provided as tools for members to use in making their decisions.

17.30.03 OBJECTIVES

The objective of this policy is to prepare all FHP members in the proper management of significant road closure incidents.

17.30.04 DEFINITIONS

- A. **CRITICAL INCIDENT** – For the purpose of this policy, a critical incident is an occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. For example, incidents may include critical public health and medical emergencies, war-related disasters, terrorist threats/attacks, urban and wildfires, smoke/fog conditions affecting roadways, hurricanes/tropical storms/floods, tornadoes, nuclear accidents, aircraft accidents, hazardous material spills. Major planned events and law enforcement incidents requiring an emergency response may also be included. This definition does not include routine serious traffic crashes.
- B. **INCIDENT COMMAND SYSTEM (ICS)** – A systematic tool used for the command, control, and coordination of emergency response.
- C. **INCIDENT COMMANDER** – The senior and/or ranking member on scene of the incident with the duty and authority to make decisions that will safeguard lives and property until relieved of that responsibility by a member of higher rank and only after thoroughly briefing the in-coming Incident Commander of all pertinent information.

- D. **SIGNIFICANT ROAD CLOSURE** – A road closure in excess of 20 minutes that occurs on a limited access highway or main arterial roadway that is the direct result of a critical incident.

17.30.05 RESPONSIBILITIES

When a significant road closure incident occurs, the on-scene supervisor or, if none, the senior member on-scene shall serve as the Incident Commander and as such is responsible for:

- A. Determining the need for ICS activation and implementing the FHP All Hazards Plan if activation does occur.
- B. Providing oversight of the Troop's response throughout the road closure, to include monitoring after re-opening the roadway.
- C. Exercising command and control over all Troop personnel involved in any aspect of the operation.
- D. Providing the next level of command with timely updates concerning the road closure and re-opening.
- E. Assessing the adequacy of personnel coverage in the affected area(s) and requesting additional personnel through appropriate channels, if required.
- F. Soliciting input from other entities (i.e., Florida Forest Service and/or National Weather Service for incidents involving road closures due to low visibility situations). Prior to re-opening a roadway, the discussion with a representative from another entity shall include various weather and incident-related scenarios. Unsuccessful attempts to contact the FFS, NWS or other entity shall be noted in the CAD and detailed in the After Action Report.
- G. Ensuring that road closures are entered into CAD with appropriate notes for automatic distribution to the FHP website and the FDOT 511 system.
- H. Notifying the State Warning Point each time a road is closed and re-opened. 1-800-320-0519 or (850) 413-9911.
- I. Ensuring all reasonable assistance is provided to municipal and county agencies reestablishing and maintaining order in affected areas.
- J. Ensuring that meal and personnel breaks are provided for members working in affected areas.
- K. Ensuring the continued monitoring of the roadway until the hazard no longer threatens the safe use of the roadway.
- L. Ensuring the After Action Report is prepared and forwarded through appropriate channels to the Director within 30 days after termination of the incident.
- M. Coordinating activities of the PAO.

- N. Ensuring the overall safety of all those responding to the incident.

17.30.06 PROCEDURES

A. GUIDELINES FOR CONSIDERATION IN CLOSING OR RE-OPENING A ROADWAY

The following items should be considered in making a decision to close or reopen a roadway.

1. The safety of the motoring public.
2. Full obstruction of the roadway.
3. If the roadway is partially obstructed, the safety of victims and emergency response personnel.
4. If the roadway is obstructed by a traffic crash, activation of Rapid Incident Scene Clearance (RISC) if available.
5. Damage to the roadway.
6. Roadway characteristics – speed limit, divided highway, straight/curved, lighting conditions.
7. Distance of visibility.
8. Weather conditions/warnings/advisories – torrential rain, ice, dense fog – consider obtaining a spot weather forecast and/or LVORI.
9. Other ambient conditions present – wildfires, smoke, temperature, hazardous materials.
10. Time of day – fog is most likely to develop and become most dense in the early morning hours (12AM – 6AM)
11. Time of year – dense fog is most prevalent during cool moist months (January – March); yet can occur anytime.
12. Geographic considerations / hazard proximity – location of fire / fog. Fog or smoke will tend to travel and be denser in low-lying areas.
13. The potential for dense fog to mix with localized smoke from prescribed burns or wildfires.
14. Detour routes and availability of detour signs
15. Availability of warning signs and barricades. After reopening a roadway, consideration should be given to staging the signs and barricades should the need to close the roadway reoccur.
16. Traffic density and the occurrence or possibility of secondary collisions.

17. Availability of assistance from other agencies.

B. TRAINING

Annually, in or around the month of October, all members and communications personnel will undergo training regarding issues involved with significant road closures. The Chief Training Officer, or designee, will coordinate with the Department's Learning and Development Office and the Division's Emergency Operations Coordinator to set up, maintain, and document the required training. The Division's Emergency Operations Coordinator will ensure the training program is current before delivery each year. The DHSMV iLearn system shall serve as a reference library to all members and communications personnel. As Subject Matter Experts, other entities (i.e., Florida Forest Service, Florida Division of Emergency Management, and National Weather Service) may assist with the curriculum development. Topics shall include, yet are not limited to:

1. Best practices to safely close, monitor and reopen a roadway.
2. Communication techniques – (what needs to be communicated, why, when, to whom, and by what means of communication.)
3. Public Affairs – how to utilize the media to assist in the road closure/re-opening.
4. Low Visibility Occurrence Risk Index (LVORI), the National Weather Service and the Florida Forest Service/local Fire Departments' role in significant road closures due to smoke, fog and limited visibility.
5. Any applicable changes in FHP policies and procedures.

SCHEDULED 2018 MTPO AND COMMITTEE MEETING DATES AND TIMES

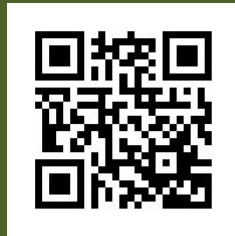
PLEASE NOTE: All of the dates and times shown in this table are subject to being changed during the year.

MTPO MEETING MONTH	TAC [At 2:00 p.m.] CAC [At 7:00 p.m.]	B/PAB [At 7:00 p.m.]	MTPO MEETING
FEBRUARY	February 7	February 8	February 26 at 3:00 p.m.
MAY	April 4	April 5	April 23 at 3:00 p.m.
JUNE	June 6	June 7	June 25 at 5:00 p.m.
AUGUST	August 8	August 9	August 27 at 3:00 p.m.
OCTOBER	October 3	October 4	October 22 at 3:00 p.m.
DECEMBER	November 28	November 29	December 17 at 5:00 p.m.

Note, unless otherwise scheduled:

1. Technical Advisory Committee meetings are conducted in the Charles F. Justice Conference Room of the North Central Florida Regional Planning Council Building;
2. Citizens Advisory Committee meetings are conducted in the Grace Knight Conference Room of the Alachua County Administration Building; and
3. Metropolitan Transportation Planning Organization meetings are conducted at the Jack Durrance Auditorium of the Alachua County Administration Building unless noted.

MTPO means Metropolitan Transportation Planning Organization
TAC means Technical Advisory Committee
CAC means Citizens Advisory Committee
B/PAB means Bicycle/Pedestrian Advisory Board
NCFRPC means North Central Florida Regional Planning Council



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Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

2009 NW 67th Place, Gainesville, FL 32653

www.ncfrpc.org/mtpo