

***Metropolitan Transportation Planning Organization
(MTPO)***

For the Gainesville Metropolitan Area

MEETING

PACKET

for

April 20, 2009

6:00 p.m.

North Central Florida Regional Planning Council

2009 N.W. 67 PLACE, SUITE A, GAINESVILLE, FLORIDA 32653-1603
(352) 955-2200 SUNCOM 625-2200 FAX (352) 955-2209



April 13, 2009

TO: Metropolitan Transportation Planning Organization (MTPO)

FROM: Scherwin Henry, Chair

SUBJECT: **Meeting Announcement**

The MTPO for the Gainesville Urbanized Area will meet on **Monday, April 20, 2009 at 6:00 p.m.** This meeting will be held in the **Jack Durrance Auditorium, Alachua County Administration Building**, Gainesville, Florida.

Enclosed are copies of the meeting agenda. Please bring the materials enclosed with the agenda to the meeting.

If you have any questions, please contact Mr. Marlie Sanderson, MTPO Director of Transportation Planning, at 955-2200, extension 103.

Enclosures

North Central Florida Regional Planning Council

2009 N.W. 67 PLACE, SUITE A, GAINESVILLE, FLORIDA 32653-1603
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AGENDA METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA

Jack Durrance Auditorium
Alachua County Administration Building
Gainesville, Florida

Monday, 6:00 p.m.
April 20, 2009

STAFF RECOMMENDATION

Page #3 I. **Approval of the Meeting Agenda
and Consent Agenda** **APPROVE BOTH AGENDAS**

The MTPO needs to review and approve both agendas

Page #183 II. **SW 20th Avenue- Scoping Plans** **APPROVE ALTERNATIVE 3
RECOMMENDATIONS**

At the November meeting, the MTPO did not have a quorum when a motion was made to approve the Alternative 3 cross section

Page #187 III. **Transportation Improvement Program
Amendment- SW 8th Avenue Sidewalk** **APPROVE AMENDMENT**

This bike lane/sidewalk project has been funded and needs to be amended into the Transportation Improvement Program

Page #189 IV. **Transportation Improvement Program (TIP)** **APPROVE STAFF
RECOMMENDATION**

The TIP is the document that the MTPO approves each year which authorizes the use of federal and state transportation funds

Page #193 V. **Archer Road/SW 16th Avenue Project
Development and Environmental Study** **NO ACTION REQUIRED**

City of Gainesville staff and the City's consultant (Kimley-Horn and Associates, Inc.) will give a status report on this project

Page #257 VI. Year 2035 Long Range Transportation Plan APPROVE JOINT
Update- Public Participation Plan RECOMMENDATIONS

The MTPO has contracted with Renaissance Planning Group to assist with the update of the long range transportation plan

Back VII. Next MTPO Meeting AGREE TO MEET ON JUNE 8TH
Cover

The MTPO does not have any agenda items that require a meeting on May 11th

VIII. Comments

- A. MTPO Members*
- B. Citizen Comments
- C. Chair's Report (if necessary)*

Please bring the enclosed materials to the meeting. If you have any questions regarding the agenda items or enclosed materials, please contact Mr. Marlie Sanderson, AICP, MTPO Director of Transportation Planning, at 955-2200, Extension 103.

*No handout included with the enclosed agenda material.

North Central Florida Regional Planning Council

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CONSENT AGENDA METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA

Jack Durrance Auditorium
Alachua County Administration Building
Gainesville, Florida

Monday, 6:00 p.m.
April 20, 2009

STAFF RECOMMENDATION

Page #7 CA. 1 MTPO Minutes- March 2, 2009 APPROVE MINUTES

This set of MTPO minutes is ready for review

Page #13 CA. 2 MTPO Fiscal Year 2008 Audit Review APPROVE COMMITTEE
Committee Report REPORT

The MTPO Audit Review Committee has met and recommends that the MTPO
accept the audit report and approve the invoice for payment

Page #37 CA. 3 Unified Planning Work Program (UPWP)- APPROVE REVISIONS
Revisions

Enclosed with this agenda item are UPWP pages that need to be approved for
Fiscal Year 2009/10

Page #61 CA. 4 Joint Certification Statement AUTHORIZE CHAIR TO SIGN

The Florida Department of Transportation (FDOT) is recommending that the
MTPO planning process be certified

Page #65 CA. 5 Revised Transportation Planning Funds Joint APPROVE STAFF
Participation Agreement Form: 525-101-02 RECOMMENDATION

FDOT is requiring the MTPO to include the language in Exhibit 2 as part of the
current Transportation Planning Funds Joint Participation Agreement

Page #87 CA. 6 Continuity of Operations Plan- Revisions APPROVE REVISIONS

This Plan has been reviewed and revisions have been made to improve it

Page #103 CA. 7 Bus Rapid Transit Feasibility Study APPROVE SUBCOMMITTEE RECOMMENDATIONS

The Plan East Gainesville (PEG) Subcommittee and MTPO Advisory Committees received a Bus Rapid Transit Study status report presentation

Page #161 CA. 8 Plan East Gainesville Subcommittee NO ACTION REQUIRED

The Alachua County Commission has appointed Commissioner Pinkoson to replace Commissioner Chestnut on this Subcommittee

Page #163 CA. 9 Transportation Disadvantaged Program- Status Report NO ACTION REQUIRED

The MTPO has asked for regular status reports concerning this program

Page #173 CA. 10 U.S. Government Accountability Office (GAO)- Interview NO ACTION REQUIRED

The GAO interviewed MTPO staff about several issues, such as ways to improve regional transportation planning

Page #175 CA. 11 Regional Transit System Ridership NO ACTION REQUIRED

Enclosed is annual transit ridership information for 2008

Page #177 CA. 12 Florida Metropolitan Planning Organization Advisory Council- 2008 Legislative Policy Positions NO ACTION REQUIRED

Enclosed are copies of the 2009 MPOAC legislative policy positions

Consent

Agenda

Enclosures

MINUTES
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION (MTPO)
FOR THE GAINESVILLE URBANIZED AREA

Jack Durrance Auditorium
Alachua County Administration Building
Gainesville, Florida

2:00 p.m.
Thursday
March 2, 2009

MEMBERS PRESENT

Scherwin Henry, Chair
Paula DeLaney, Vice Chair
Jack Donovan
Thomas Hawkins
Bill Henderson/Charles Baldwin
Rodney Long
Lee Pinkoson
Lauren Poe

MEMBERS ABSENT

Mike Byerly
Cynthia Moore Chestnut
Mayor Pegeen Hanrahan
Craig Lowe
John Martin
Jeanna Mastrodicasa
Ed Poppell

OTHERS PRESENT

See Exhibit A

STAFF PRESENT

Marlie Sanderson
Michael Escalante
Luis Lopez

CALL TO ORDER

Chair Scherwin Henry called the meeting to order at 2:11 p.m.

I. APPROVAL OF THE MEETING AGENDA AND CONSENT AGENDA

Mr. Marlie Sanderson, MTPO Director of Transportation Planning, asked for approval of the consent agenda and remaining meeting agenda.

ACTION: Commissioner DeLaney moved to approve the Consent Agenda and the Meeting Agenda. Commissioner Hawkins seconded; motion passed unanimously.

II. DR. KERMIT SIGMON CITIZEN PARTICIPATION AWARD

Mr. Sanderson stated that the MTPO Citizens Advisory Committee selected Mr. Mike and Ms. Susan Wright as the recipient for the 2008 Dr. Kermit Sigmon Citizen Participation Award. He discussed their numerous contributions. He presented the award to Mr. Wright.

Mr. Wright thanked the MTPO and the CAC for their selection for the award.

III. SW 20TH AVENUE - SCOPING PLANS

Mr. Sanderson noted that there was not enough County Commissioners present to vote on this agenda item due to a Commissioner's conflict of interest. He suggested discussing this item when there would be enough County Commissioners to vote.

IV. SW 62ND BOULEVARD- BUS RAPID TRANSIT

Mr. Sanderson stated that the MTPO, at its November meeting, approved the SW 62nd Boulevard Connector 4B-2 Alignment and requested information for bus rapid transit in the median. He said that the County's consultant has researched the bus rapid transit issue. He reported the MTPO Advisory Committees and staff recommendations.

Mr. Terry Shaw, HNTB Associate Vice President, discussed a modified SW 62nd Boulevard Connector 4B-2 Alignment with Bus Rapid Transit in the median and answered questions.

Mr. Jonathan Paul, Alachua County Concurrency Manager, discussed bus rapid transit corridor connectivity and answered questions.

Mr. Doug Robinson, Regional Transit System Chief Transit Planner, discussed the Bus Rapid Transit (BRT) Feasibility Study corridors and answered questions.

Mr. Kali Blount spoke regarding the modified SW 62nd Boulevard Connector 4B-2 Alignment with Bus Rapid Transit in the median.

Mr. Sanderson discussed the BRT Feasibility Study. He noted that the Study was 50 percent completed.

Mr. Robinson reported on the BRT Study corridors and the status of the study.

ACTION: Commissioner Long moved to approve the modified 4B-2 Alignment with four general purpose lane cross-section, plus two additional lanes in the median for bus rapid transit where feasible and that bicycle parking and storage facilities be provided at bus rapid transit stations and park-and-ride facilities. Commissioner DeLaney seconded; motion passed 6 to 1.

V. NEXT MTPO MEETING

Mr. Sanderson stated that the next MTPO is scheduled for April 13th. He asked the MTPO to reschedule its next meeting for April 20th.

It was a consensus of the MTPO to meet on April 20th.

VI. COMMENTS

A. MTPO MEMBERS

A member of the MTPO requested that discussion of the need for designation of the University of Florida and Santa Fe College as Strategic Intermodal System (SIS) Economic Hubs be placed on the next MTPO meeting agenda.

Mr. Sanderson described the SIS facilities within the Gainesville Metropolitan Area.

Mr. Bill Henderson, Florida Department of Transportation (FDOT) District 2 Planning and Environmental Manager, discussed the SIS. He noted that the SIS Plan was currently being updated by FDOT.

Several MTPO members endorsed discussion of the SIS.

A member of the MTPO asked about the status of the SW 20th Avenue Corridor Study.

Mr. Sanderson noted that the MTPO's inability to vote on a corridor cross-section alternative has not yet negatively impacted progress on the study.

Mr. Russ Blackburn, Gainesville City Manager, discussed the SIS. He noted that a letter was sent to Florida House Speaker Richard Cretul regarding the City's concerns on the SIS.

A member of the MTPO encouraged other MTPO members to attend the Metropolitan Planning Organization Advisory Council (MPOAC) Institute training.

B. CITIZENS

There were no citizens comments.

C. CHAIRS REPORT

There were no MTPO Chair comments.

ADJOURNMENT

Chair Henry adjourned the meeting at 3:13 p.m.

Date

William Thomas Hawkins, Secretary/Treasurer

EXHIBIT A

<u>Interested Citizens</u>	<u>Alachua County</u>	<u>City of Gainesville</u>	<u>Florida Department of Transportation</u>
Kevin Bergman	Dave Cerlanek	Russ Blackburn	Stephen Browning
Kali Blount	Michael Fay	Paul Folker	Jordan Greene
Deborah Butler	Dave Schwartz	Jesus Gomez	
Ron Carpenter	Jennifer Spagnoli	Doug Robinson	
Todd Davis		Teresa Scott	
Amber Gartner			
Mike Iguina			
Jerry Jones			
Satuya Kolluru			
Francisco Lopez			
Roberta Lopez			
Terry Shaw			
Mike Wright			

* By telephone

Provided written comments

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North Central Florida Regional Planning Council

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CONSENT AGENDA METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA

Jack Durrance Auditorium
Alachua County Administration Building
Gainesville, Florida

Monday, 2:00 p.m.
March 2, 2009

STAFF RECOMMENDATION

- | | | | |
|----------|-------|---|---------------------------------|
| Page #7 | CA. 1 | MTPO Minutes- December 11, 2008 | APPROVE MINUTES |
| | | <u>This set of MTPO minutes is ready for review</u> | |
| Page #17 | CA. 2 | MTPO Minutes- February 17, 2009 | APPROVE MINUTES |
| | | <u>This set of MTPO minutes is ready for review</u> | |
| Page #27 | CA. 3 | Transit Development Plan Major Update-
On-Board Survey | APPROVE STAFF
RECOMMENDATION |
| | | <u>RTS staff have requested \$18,026 to help pay for an on-board survey</u> | |
| Page #29 | CA. 4 | Unified Planning Work Program Task 3.4-
Resolution 09-1 | APPROVE STAFF
RECOMMENDATION |
| | | <u>The MTPO's budget needs to be amended because of an increase in Federal
Transit Administration funds</u> | |
| Page #41 | CA. 5 | Transportation Improvement Program (TIP)
Reporter Tool | APPROVE STAFF
RECOMMENDATION |
| | | <u>The MTPO is being asked if it is interested in using this software to use to prepare
the TIP</u> | |

**Page #57 CA. 7 Public Information Meeting- State Road 24
(Archer Road) NO ACTION REQUIRED**

Page #61 CA. 8 Federal Obligations Report NO ACTION REQUIRED

**Page #71 CA. 9 FDOT Tentative Work Program Change-
Depot Avenue NO ACTION REQUIRED**

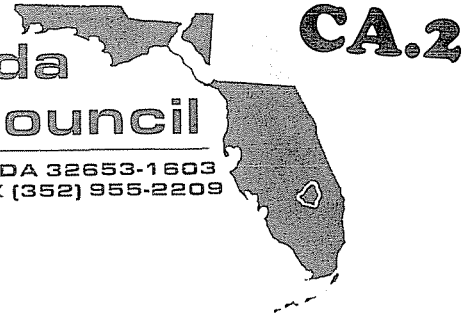
Page #73 CA. 10 Sixth Street Rail Trail Project- Phase 1- 90
Percent Plans NO ACTION REQUIRED

Page #97 CA. 11 MPOAC Weekend Institute NO ACTION REQUIRED

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North Central Florida Regional Planning Council

2009 NW 67 PLACE, SUITE A, GAINESVILLE, FLORIDA 32653-1603
(352) 955-2200 SUNCOM 625-2200 FAX (352) 955-2209



March 31, 2009

MEMORANDUM

TO: Metropolitan Transportation Planning Organization (MTPO)

FROM: Marlie Sanderson, Director of Transportation Planning

SUBJECT: MTPO Fiscal Year 2008 Audit Review Committee Report

AUDIT REVIEW COMMITTEE RECOMMENDATION

Recommend that the MTPO accept the audit report and approve the invoice for payment.

BACKGROUND

Enclosed in the MTPO meeting packet is a copy of the Auditor's Report for the fiscal year ended September 30, 2008. In December, the MTPO appointed Commissioner Thomas Hawkins and Commissioner Mike Byerly to a MTPO Audit Review Committee and decided to have Commissioner Hawkins serve as Committee Chair.

MTPO Audit Review Committee Meeting

The MTPO Audit Review Committee met on Monday, March 30, 2009. At this meeting, the Committee approved a motion to recommend that the MTPO accept the audit report and approve the invoice for payment.

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

ANNUAL FINANCIAL REPORT

For the Fiscal Year Ended September 30, 2008

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

ANNUAL FINANCIAL REPORT

For the Fiscal Year Ended September 30, 2008

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FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Metropolitan Transportation Planning
Organization for the Gainesville
Urbanized Area
Gainesville, Florida

We have audited the accompanying basic financial statements of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, as of and for the year ended September 30, 2008. These basic financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, as of September 30, 2008, and the results of its operations and the respective budgetary comparisons for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated March 13, 2009, on our consideration of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The management's discussion and analysis on pages 6 through 8, is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was performed for the purpose of forming an opinion on the basic financial statements taken as a whole. The schedule of expenditures of federal awards and state financial assistance is presented for purposes of additional analysis, and is not a required part of the basic financial statements of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

POWELL & JONES
Certified Public Accountants
March 13, 2009

**METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
FOR THE GAINESVILLE URBANIZED AREA
Management's Discussion and Analysis**

This discussion and analysis is intended to be an easily readable analysis of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's (Organization) financial activities based on currently known facts, decisions or conditions. This analysis focuses on current year activities and should be read in conjunction with the financial statements that follow.

Report Layout

The Organization has implemented Governmental Accounting Standards Board (GASB) Statement 34, "Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments". This Statement requires governmental entities to report finances in accordance with specific guidelines. Among those guidelines are the components of this section dealing with management's discussion and analysis. Besides this Management's Discussion and Analysis (MD&A), the report consists of government-wide statements, fund financial statements, and the notes to the financial statements. The first two statements are condensed and present a government-wide view of the Organization's finances. Within this view, all Organization's operations are categorized as applicable, and reported as either governmental or business-type activities. Governmental activities include basic planning related services and general administration. The Organization had no business-type activities in this fiscal year. These government-wide statements are designed to be more corporate-like in that all activities are consolidated into a total for the Organization.

Basic Financial Statements

The Statement of Net Assets focuses on resources available for future operations. In simple terms, this statement presents a snap-shot view of the assets the Organization, the liabilities it owes and the net difference. The net difference is further separated into amounts restricted for specific purposes and unrestricted amounts. Governmental activities are reported on the accrual basis of accounting.

- The Statement of Activities focuses gross and net costs of the Organization's programs and the extent, if any, to which such programs rely upon general revenues. This statement summarizes and simplifies the user's analysis to determine the extent to which programs are self-supporting and/or subsidized by general revenues.
- Fund financial statements focus separately on governmental and proprietary funds, as applicable. Governmental fund statements follow the more traditional presentation of financial statements. As stated above, the Organization has no proprietary funds and business-type activities.
- The notes to the financial statements provide additional disclosures required by governmental accounting standards and provide information to assist the reader in understanding the Organization's financial condition.
- The MD&A is intended to serve as an introduction to the Organization's basic financial statements and to explain the significant changes in financial position and differences in operations between the current and prior years.

Condensed Financial Information

Condensed financial information from the statements of net assets as of September 30, 2008 and 2007, and statements of activities for the years ended September 30, 2008 and 2007, are as follows:

A condensed version of the Statement of Net Assets at September 30, 2008 and 2007, follows:

	Governmental Activities	
	Total Government	
	September 30,	
	2008	2007
Assets:		
Cash	\$ 170,820	\$ 104,468
Receivables	103,505	-
Prepaid expenses	740	256,992
Total assets	275,065	361,460
Liabilities:		
Accounts payable	202,323	303,507
Prepaid dues	14,400	-
Total liabilities	216,723	303,507
Net Assets:		
Restricted-Urban Village Charrette	-	4,989
Unrestricted	58,342	52,964
Total net assets	\$ 58,342	\$ 57,953

During the year ended September 30, 2008, there was an increase in net assets of \$389, due to normal operations during the year.

Condensed versions of the Statement of Activities for the years ended September 30, 2008 and 2007 follow:

	Governmental Activities	
	Total Government	
	Year Ended September 30,	
	2008	2007
Revenues		
Program revenues		
Charges for services	\$ 24,000	\$ 24,000
Operating grants	417,396	531,340
In-kind contributions	104,117	103,325
Interest	1,460	3,348
Total revenues	546,973	662,013
Expenses		
Transportation planning services	546,584	631,688
Total expenses	546,584	631,688
Change in net assets	389	30,325
Beginning net assets	57,953	27,628
Ending net assets	\$ 58,342	\$ 57,953

Governmental activities

Transportation planning program activities remained similar to the prior year except that total expenses decreased approximately 13%. This did not result in a loss of grant revenue.

Capital Assets and Debt Administration

Capital Assets

At September 30, 2008, the Organization had no capital assets titled in its name. All of the capital assets utilized in the Organization's programs are owned by North Central Florida Regional Planning Council, its administering agency.

Debt Outstanding

At September 30, 2008, the Organization had no outstanding debt.

Financial Contact

The Organization's financial statements are designed to present users (citizens, taxpayers, customers, and creditors) with a general overview of the Organization's finances and to demonstrate the Organization's accountability. If you have questions about the report or need additional financial information, please contact the Organization's Chief Staff Official at 2009 NW 67th Place, Suite A, Gainesville, Florida 32653-1603.

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

STATEMENT OF NET ASSETS

September 30, 2008

	<u>Governmental Activities</u>
ASSETS	
Cash	\$ 170,820
Accounts receivable	103,505
Prepaid expenses	740
Total assets	<u>\$ 275,065</u>
 LIABILITIES	
Current liabilities	
Accounts payable	\$ 202,323
Prepaid dues	14,400
Total liabilities	<u>216,723</u>
 NET ASSETS	
Unrestricted	<u>58,342</u>
Total net assets	<u>58,342</u>
 Total liabilities and net assets	<u>\$ 275,065</u>

See notes to financial statements.

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

STATEMENT OF ACTIVITIES

For the Fiscal Year Ended September 30, 2008

	<u>Expenses</u>	<u>Program Revenues Operating Grants and Contributions</u>	<u>Net Revenues and Change in Net Assets Governmental Activities Total</u>
Governmental activities:			
General government			
Transportation planning services	\$ 546,584	\$ 546,973	\$ 389
Total governmental activities	<u>\$ 546,584</u>	<u>\$ 546,973</u>	<u>389</u>
 Increase in net assets			389
 Net assets - October 1, 2007			<u>57,953</u>
 Net assets - September 30, 2008			<u>\$ 58,342</u>

See notes to financial statements.

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

**BALANCE SHEET
GOVERNMENTAL FUND**

September 30, 2008

	<u>General Fund</u>
ASSETS	
Cash	\$ 170,820
Accounts receivable	103,505
Prepaid expenses	740
Total assets	<u><u>\$ 275,065</u></u>
 LIABILITIES	
Current liabilities	
Accounts payable	\$ 202,323
Prepaid dues	14,400
Total liabilities	<u><u>216,723</u></u>
 NET ASSETS	
Unrestricted	<u>58,342</u>
Total net assets	<u><u>58,342</u></u>
 Total liabilities and net assets	<u><u>\$ 275,065</u></u>

Total fund balance is the same as net assets in the Statement of Net Assets.

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

**GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL**

For the Fiscal Year Ended September 30, 2008

	<u>Original</u>	<u>Final</u>	<u>Actual Amounts</u>	<u>Variance Final Budget Positive (Negative)</u>
REVENUES				
State of Florida, Department of Transportation grants	\$ 598,400	\$ 393,000	\$ 395,262	\$ 2,262
State of Florida, Transportation Disadvantaged Commission	22,100	22,100	22,134	34
Charette funding	10,000	-	-	-
Alachua County	9,600	9,600	9,600	-
City of Gainesville	14,400	14,400	14,400	-
In-kind contributions (FDOT)	104,100	47,200	104,117	56,917
Interest income	-	-	1,460	1,460
Total revenues	<u>758,600</u>	<u>486,300</u>	<u>546,973</u>	<u>60,673</u>
EXPENDITURES				
Staff services	632,900	398,900	367,768	31,132
Professional contractual services	21,600	34,200	70,627	(36,427)
Other	-	6,000	4,072	1,928
In-kind services (FDOT)	104,100	47,200	104,117	(56,917)
Total expenditures	<u>758,600</u>	<u>486,300</u>	<u>546,584</u>	<u>(60,284)</u>
Net change in fund balance	-	-	389	389
Fund balance, October 1, 2007	<u>57,953</u>	<u>57,953</u>	<u>57,953</u>	-
Fund balance, September 30, 2008	<u>\$ 57,953</u>	<u>\$ 57,953</u>	<u>\$ 58,342</u>	<u>\$ 389</u>

The amounts in the Statement of Revenues, Expenditures, and Changes in Fund Balance of the General Fund are the same as the corresponding amounts reported for governmental activities in the Statement of Activities.

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

NOTES TO FINANCIAL STATEMENTS

September 30, 2008

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (the Organization), is a political subdivision created pursuant to provisions of Chapter 163, *Florida Statutes*. The Organization was established in 1979 by an interlocal agreement between the City of Gainesville, Alachua County and Florida Department of Transportation. It is governed by a fifteen-member board, including the five members of the Alachua County Board of County Commissioners, the seven members of the City of Gainesville City Commission, and non-voting representatives of the University of Florida, the Florida Department of Transportation and a rural advisor selected by the Alachua County League of Cities. The Organization is not currently subject to state or federal income taxes. Staff services are provided by the North Central Florida Regional Planning Council.

The financial statements of the Organization have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Government Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Organization's accounting policies are described below:

A. Reporting entity - As required by generally accepted accounting principles, these financial statements present the Organization and any component units, entities for which the primary government is considered to be financially accountable. There are no entities that would be considered component units of the Organization.

B. Basic financial statements - Basic financial statements are presented at both the government-wide and fund financial level. Both levels of statements categorize primary activities as either governmental or business-type.

Government-wide financial statements report information about the reporting unit as a whole. For the most part, the effect of any interfund activity has been removed from these statements. These statements focus on the sustainability of the Organization as an entity and the change in aggregate financial position resulting from the activities of the year. These aggregated statements consist of the Statement of Net Assets and the Statement of Activities.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function. Any other items not reported as program revenues are reported instead as general revenues.

Fund financial statements report information at the individual fund level. Each fund is considered to be a separate accounting entity. The Organization only reports a general fund which is a governmental fund.

C. Measurement focus, basis of accounting, and basis of presentation - The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. A 120 day availability period after year end is used for revenue recognition. Expenditures are recorded when the related fund liability is incurred.

The Organization reports deferred revenue as applicable on its governmental fund balance sheet. Deferred revenues arise when a potential revenue does not meet both the "measurable" and "available" criteria for recognition on the current period. In subsequent periods, when both revenue recognition criteria are met, the liability for deferred revenue is removed from the balance sheet and revenue is recognized.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in the government-wide financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board.

The Organization reports the following fund:

General Fund

This is the general operating fund of the Organization. It is used to account for all financial resources of the government, except those required to be accounted for in another fund.

D. Cash and cash equivalents - As applicable year to year, the Organization considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

E. Cash and Investments - Cash deposits are held by a bank qualified as a public depository under Florida law. All deposits are insured by Federal depository insurance and collateralized with securities held in Florida's multiple financial institution collateral pool as required by Chapter 280, *Florida Statutes*.

F. Pervasiveness of Estimates - The preparation of financial statements in conformity with generally accepted accounting principles required management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 2. BUDGETARY PROCESS

The Organization follows these procedures in establishing the budgetary data reflected in the financial statements:

- a. In March, staff members begin preparing a budget for the fiscal year commencing the following October 1, based on work outlined in the Unified Planning Work Program.
- b. In August, the Organization adopts and approves the budget.

- c. Actual contracts accepted by the Organization throughout the year necessarily have an impact on approved budget operating levels. Should any major changes be needed, due to unforeseen contracts or the need to appropriate additional funds, the budget is then redeveloped for consideration by the Organization.
- d. The budget is adopted on a basis consistent with generally accepted accounting principles. The legal level of budgeting control is the fund level.

NOTE 3. CONCENTRATION OF CREDIT RISK

Significant concentration of credit risk for financial instruments owned by the Organization are as follows:

- a. **Accounts and grants receivable** - Substantially all of the Organization's receivables are for amounts due from federal, state and local governmental agencies under cost reimbursement contracts. The Organization has no policy requiring collateral or other security to support its receivables.
- b. **Cash and cash equivalents** - At September 30, 2008, the carrying amount of the Organization's bank deposits was \$170,820. The bank balance was also \$170,820. All deposits with financial institutions were 100% insured by federal depository insurance or by collateral provided by qualified public depositories to the State Treasurer pursuant to the Public Depository Security Act of the State of Florida. The Act established a Trust Fund, maintained by the State Treasurer, which is a multiple financial institution pool with the ability to assess its member financial institutions for collateral shortfalls if a member fails.

COMPLIANCE SECTION

METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE
For the Fiscal Year Ended September 30, 2008

<u>Federal Grantor/Pass-Through Grantor/ State Grantor Program Title</u>	<u>CFDA/ CSFA Number</u>	<u>Grantor's Number</u>	<u>Program Award/Matching Amount</u>	<u>Received/ Reported Prior Year</u>	<u>Current Year Revenues</u>	<u>Current Year Expenditures</u>
FEDERAL AWARDS						
NONMAJOR PROGRAMS						
U.S. Department of Transportation Passed through the State of Florida Department of Transportation: Highway Planning and Construction						
07-08; FPID # 02410 (45M), WPI # 214094- 6-14-01: Grant award	20.205	A4983	\$ 472,071	\$ 52,783	\$ 214,996	\$ 214,996
08-09; FPID # 02410 (46M), WPI # 214094- 7-14-01: Grant award		A4983	524,224	-	60,115	60,115
			<u>996,295</u>	<u>52,783</u>	<u>275,111</u>	<u>275,111</u>
Federal Transit: Metropolitan Planning Grants						
2007-08; FPID # 411762-1-14-01 Grant award	20.505	AOL93	110,448	85,752	24,696	24,696
State match			13,806	10,719	3,087	3,087
			<u>124,254</u>	<u>96,471</u>	<u>27,783</u>	<u>27,783</u>
2008-09; FPID # 411762-2-14-01 Grant award	20.505	AOW57	112,371	-	82,105	82,105
State match			14,046	-	10,263	10,263
			<u>126,417</u>	<u>-</u>	<u>92,368</u>	<u>92,368</u>
Total federal awards			<u>\$ 1,246,966</u>	<u>\$ 149,254</u>	<u>\$ 395,262</u>	<u>\$ 395,262</u>
STATE FINANCIAL ASSISTANCE						
State of Florida Department of Transportation						
Transportation Disadvantaged						
2007-08	55.002	AOR66	\$ 22,149	\$ 5,538	\$ 16,611	\$ 16,614
2008-09		AP622	22,091	-	5,523	5,523
Total State Financial Assistance			<u>\$ 44,240</u>	<u>\$ 5,538</u>	<u>\$ 22,134</u>	<u>\$ 22,137</u>

Note 1: Summary of Significant Accounting Policies - The Schedule of Expenditures of Federal Awards and State Financial Assistance utilizes the same basis of accounting as the primary government financial statements.

Note 2: Total Federal Awards contain \$ 27,852 in State Match Funds required under the Federal Grants.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors
Metropolitan Transportation Planning
Organization for the Gainesville
Urbanized Area

We have audited the basic financial statements of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (the Metropolitan Transportation Planning Organization) as of and for the year ended September 30, 2008, and have issued our report thereon dated March 13, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Metropolitan Transportation Planning Organization's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Metropolitan Transportation Planning Organization's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Metropolitan Transportation Planning Organization's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Metropolitan Transportation Planning Organization's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that misstatement of the Metropolitan Transportation Planning Organization's financial statements that is more than inconsequential will not be prevented or detected by the Metropolitan Transportation Planning Organization's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Metropolitan Transportation Planning Organization's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Metropolitan Transportation Planning Organization's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the

determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our test disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, the Board of Directors, and federal and state awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

POWELL & JONES
March 13, 2009

**INDEPENDENT AUDITOR'S MANAGEMENT LETTER REQUIRED BY
CHAPTER 10.550, RULES OF THE AUDITOR GENERAL**

To the Board of Directors
Metropolitan Transportation Planning
Organization for the Gainesville
Urbanized Area

We have audited the basic financial statements of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (the Organization) as of and for the year ended September 30, 2008, and have issued our report thereon dated March 13, 2009.

We have issued our Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*, dated March 13, 2009. Disclosures in that report, if any, should be considered in conjunction with this management letter.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States. Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, *Rules of the Auditor General*, which govern the conduct of local governmental entity audits performed in the State of Florida and require that the following items be addressed in this letter.

PRIOR YEAR FINDINGS – There were no reportable findings in the prior year.

CURRENT YEAR FINDINGS - There were no reportable findings in the current year.

FINANCIAL COMPLIANCE MATTERS

Annual Local Government Financial Report - The Financial Report filed with the Department of Financial Services pursuant to Section 218.32(1)(a), *Florida Statutes*, is in agreement with the accompanying financial statements of the Organization for the fiscal year ended September 30, 2008.

Investment of Public Funds – The Organization complied with Section 218.415, *Florida Statutes*, regarding the investment of public funds during the fiscal year.

Financial Emergency Status – Nothing came to our attention that caused us to believe that the Organization had met any of the conditions described in Section 219.503(1)(a), *Florida Statutes*, that might result in a financial emergency.

Financial Condition Assessment – As required by the *Rules of the Auditor General* (Section 10.544(7)(c) and 10.550(7)), we applied financial condition assessment procedures. It is management's responsibility to monitor the entity's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information they provided.

We noted no deteriorating financial conditions as defined by Rule 10.544(1)(d).

Our audit did not disclose any further items that would be required to be reported under *Rules of the Auditor General* Chapter 10.550.

CONCLUSION

We very much enjoyed the challenge and experiences with this audit of the Organization. We appreciate the helpful assistance of the Organization staff in completing our audit and also the generally high quality of the Organization's financial records and internal controls.

POWELL & JONES
Certified Public Accountants
March 13, 2009

North Central Florida Regional Planning Council



CA.3



2009 N.W. 67 PLACE, SUITE A, GAINESVILLE, FLORIDA 32653-1603
(352) 955-2200 SUNCOM 625-2200 FAX (352) 955-2209

March 27, 2009

TO: Metropolitan Transportation Planning Organization (MTPO)
FROM: Marlie Sanderson, AICP, Director of Transportation Planning
SUBJECT: Unified Planning Work Program- Revisions

MTPO STAFF RECOMMENDATION

Approve the Unified Planning Work Program revisions contained in Exhibit 1 and authorize the MTPO Chair to sign the required documents contained in Exhibit 1.

BACKGROUND

The MTPO needs to amend the Unified Planning Work Program for Fiscal Year 2009/10 to include the required documents for the Section 5303 grant application. Enclosed in Exhibit 1 are the grant materials that need to be approved and submitted this year.

T:\Marlie\MS09\UPWP\revisionsapril.wpd

DRAFT

**GAINESVILLE URBANIZED AREA
METROPOLITAN TRANSPORTATION
PLANNING ORGANIZATION**

**UNIFIED PLANNING WORK PROGRAM
FISCAL YEARS 2008/09 - 2009/10**

(July 1, 2008 through June 30, 2009)

(July 1, 2009 through June 30, 2010)

Federal Project ID Number: FAP 02410(46)M

CFDA Numbers:

20.205 - Highway Planning and Construction - Federal Highway Administration

20.505 - Federal Transit Technical Studies Grant (Metropolitan Planning) -
Federal Transit Administration

FDOT Financial Project Number- 214094-7-14-01
Fiscal Year 2008/09

FDOT Financial Project Number- 214094-8-14-01
Fiscal Year 2009/10

Approved by the

Metropolitan Transportation Planning Organization
For The Gainesville Urbanized Area
2009 NW 67th Place, Suite A
Gainesville, Florida 32653

Scherwin L. Henry, Chair

April 10, 2008
Amended March 2, 2009
Amended April 20, 2009

II

UPWP FISCAL YEARS (FY) 2009/10- YEAR TWO

**GRANT APPLICATION, CERTIFICATIONS AND ASSURANCES
REQUIRED IN THE MPO UPWP**

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FEDERAL FY 2009-10 CERTIFICATION REGARDING LOBBYING

Certification for Contract, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of her or his knowledge and belief, that:

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more that \$100,000 for each failure.

Date

Chairperson for the MPO

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**APPLICATION FOR
FEDERAL ASSISTANCE**

Version 7/03

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED	Applicant Identifier <u>L</u>
<input type="checkbox"/> Construction	Pre-application	3. DATE RECEIVED BY STATE	State Application Identifier
<input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area		Organizational Unit: Department:	
Organizational DUNS:		Division:	
Address: Street: 2009 NW 67th Place, Suite A		Name and telephone number of person to be contacted on matters involving this application (give area code)	
City: Gainesville		Prefix:	First Name: Scott
County: Alachua		Middle Name R.	
State: FL		Last Name Koons	
Zip Code	Suffix:		
32653-1603	Email: koons@ncfrpc.org		
Country: U.S.A.			
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 59-1834302		Phone Number (give area code) (352)955-2200 x101	Fax Number (give area code) (352)955-2209
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>		7. TYPE OF APPLICANT: (See back of form for Application Types) Other (specify) Substate Organization	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): 20-505		9. NAME OF FEDERAL AGENCY: Federal Transit Administration	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Alachua County		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Technical Studies in Support of FY 2009/ 2010 Unified Planning Work Program (UPWP)	
13. PROPOSED PROJECT Start Date: Ending Date:		14. CONGRESSIONAL DISTRICTS OF: a. Applicant b. Project	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 112,371	a. Yes. <input checked="" type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: March 15, 2000	
b. Applicant	\$ 14,046	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
c. State	\$ 14,046	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
e. Other	\$	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
f. Program Income	\$		
g. TOTAL	\$ 140,463		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative			
Prefix Mr.	First Name Scherwin	Middle Name L.	
Last Name Henry		Suffix	
b. Title Chair, Gainesville MTP0		c. Telephone Number (give area code) (352)955-2200	
d. Signature of Authorized Representative		e. Date Signed	

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**FEDERAL FISCAL YEAR 2009 CERTIFICATIONS AND ASSURANCES FOR
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**
(Signature page alternative to providing Certifications and Assurances in TEAM-Web)

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

The Applicant agrees to comply with applicable requirements of Categories 1 - 24. XX

OR

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

<u>Category</u>	<u>Description</u>	
01.	Assurances Required For Each Applicant.	<u> </u>
02.	Lobbying.	<u> </u>
03.	Procurement Compliance.	<u> </u>
04.	Protections for Private Providers of Public Transportation.	<u> </u>
05.	Public Hearing.	<u> </u>
06.	Acquisition of Rolling Stock for Use in Revenue Service.	<u> </u>
07.	Acquisition of Capital Assets by Lease.	<u> </u>
08.	Bus Testing.	<u> </u>
09.	Charter Service Agreement.	<u> </u>
10.	School Transportation Agreement.	<u> </u>
11.	Demand Responsive Service.	<u> </u>
12.	Alcohol Misuse and Prohibited Drug Use.	<u> </u>
13.	Interest and Other Financing Costs.	<u> </u>
14.	Intelligent Transportation Systems.	<u> </u>
15.	Urbanized Area Formula Program.	<u> </u>
16.	Clean Fuels Grant Program.	<u> </u>
17.	Elderly Individuals and Individuals with Disabilities Formula Program and Pilot Program.	<u> </u>
15.	Nonurbanized Area Formula Program for States.	<u> </u>
19.	Job Access and Reverse Commute Program.	<u> </u>
20.	New Freedom Program.	<u> </u>
21.	Paul S. Sarbanes Transit in Parks Program,.	<u> </u>
22.	Tribal Transit Program.	<u> </u>
23.	Infrastructure Finance Projects,.	<u> </u>
24.	Deposits of Federal Financial Assistance to a State Infrastructure Banks.	<u> </u>

FEDERAL FISCAL YEAR 2009 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

(Required of all Applicants for FTA assistance and all FTA 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: Scherwin L. Henry, Chair

BY SIGNING BELOW on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal statutes, regulations, executive orders, and directives applicable to each application it makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2009.

FTA intends that the certifications and assurances the Applicant selects on the other side of this document, as representative of the certifications and assurances in this document, should apply, as provided, to each project for which the Applicant seeks now, or may later, seek FTA assistance during Federal Fiscal Year 2009.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31 apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with the Federal public transportation program authorized in 49 U.S.C. 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 correct.

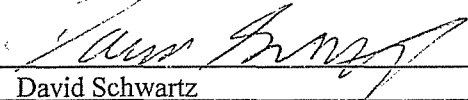
Signature _____ Date: _____
Name Scherwin L. Henry
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of 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 the Applicant.

I further affirm to the Applicant 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 the project.

Signature  Date: 4/9/09
Name David Schwartz
Applicant's Attorney

Each Applicant for FTA financial assistance and each FTA Grantee with an active capital or formula project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, providing the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.

Section 5303
GMIS Planning Line Item Codes - FY 2009-10
(FTA Funds Only)

Technical Classifications:

44.21.00	Program Support and Administration	\$ <u>5,923</u>
44.22.00	General Development and Comprehensive Planning	<u> </u>
44.23.01	Long Range Transportation Planning: System Level	<u>12,817</u>
44.23.02	Long Range Transportation Planning: Project Level	<u> </u>
44.24.00	Short Range Transportation Planning	<u>39,804</u>
44.25.00	Transportation Improvement Program	<u>22,557</u>
44.26.00	Planning Emphasis Areas	<u> </u>
44.26.12	Coordination with Non-Human Service Transportation	<u> </u>
44.26.13	Participation of Transit Operators inn Metropolitan Planning	<u> </u>
44.26.14	Planning for Transit System Management/Operations to Increase Ridership	<u> </u>
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	<u> </u>
44.26.16	Incorporating Safety & Security in Transportation Planning	<u> </u>
44.27.00	Other Activities (Americans with Disabilities Act (ADA))	<u>31,270</u>
Total FTA Funds		\$ <u>112,371</u>

Accounting Classifications

44.30.01	Personnel	\$ <u>72,300</u>
44.30.02	Fringe Benefits	<u>Included Above</u>
44.30.03	Travel	<u> </u>
44.30.04	Equipment	<u> </u>
44.30.05	Supplies	<u> </u>
44.30.06	Contractual	<u> </u>
44.30.07	Other	<u>315</u>
44.30.08	Indirect Charges	<u>39,756</u>
Total FTA Funds		\$ <u>112,371</u>

Fund Allocations

44.40.01	MPO Activities	\$ <u>112,371</u>
44.40.02	Transit Operator Activities	<u> </u>
44.40.03	State and/or Local Agency Activities	<u> </u>
Total FTA Funds		\$ <u>112,371</u>

1. Program Support and Administration (44.21.00). Include basic overhead, program support, and general administrative costs directly chargeable to the FTA project, i.e., direct program support, administration, interagency coordination, citizen participation, public information, local assistance, UPWP development, etc. (If direct program administrative and support costs are included in each work or activity, do not enter them a second time in this category.)
2. General Development and Comprehensive Planning (44.12.00). Include only the costs of activities *specifically emphasizing* regional policy and system planning for non-transportation functional areas, including the development and maintenance of related data collection and analysis systems, demographic analysis and non-transportation modeling and forecasting activity, i.e., land use, housing, human services, environmental and natural resources, recreation and open space, public facilities and utilities, etc.
3. Long Range Transportation Planning (LRTP) - Metropolitan & Statewide.
 - a. Long Range Transportation Planning (LRTP) - System Level (44.13.01). Include only the costs of activities *specifically emphasizing* long range transportation system planning and analysis, i.e. long range travel forecasting and modeling including appropriate data base development and maintenance for transportation in the entire metropolitan area or state, system analysis, sketch planning, system plan development, reappraisal or revision, and all long range, Transportation System Management (TSM) activities.
 - b. Long Range Transportation Planning (LRTP) - Project Level (44.13.02). Include only the costs of activities *specifically emphasizing* long range project level planning and analysis, i.e., Major Investment Studies (corridor and subarea studies), cost effectiveness studies, feasibility and location studies, and the preparation of related draft environmental impact studies.
4. Short Range Transportation Planning (SRTP) (44.14.00). Include only the cost of activities *specifically emphasizing* short range transportation system or project planning and analysis proposed in the next three to five years, i.e., management analyses of internal operations such as, management/administration, maintenance, personnel, and labor relations; service planning including appropriate data base development and maintenance; TDP preparation; financial management planning, including alternative fare box policies; all short range Transportation System Management (TSM) activities including vanpool/ridesharing, high occupancy vehicles, parking management, etc.
5. Transportation Improvement Program (44.15.00). Include only the costs of activities *specifically emphasizing* TIP development and monitoring.
6. Special Projects.
 - a. Americans with Disability Act (44.26.01). Include only the cost of planning and analysis activities *specifically emphasizing* the planning, development and improvement of transportation services to the elderly and persons with disabilities, particularly the wheelchair bound and semi-ambulatory, i.e., 504 planning, special service planning and evaluation, paratransit policy, etc.

- b. Clean Air Planning (44.16.02). Include only the cost of FTA assisted activities *specifically emphasizing* air quality planning and analysis, for example, development analysis, and evaluation of transportation control strategies and measures, air quality-related modeling and analysis of transportation plans and programs. SIP development and revision activities, air quality monitoring, etc. (Do not include EPA Section 175 funds.)
 - c. Financial Planning (44.16.06). Include only the cost of activities *specifically emphasizing* the development of the financial plan required by 49 U.S.C. Sections 5303(f) and 5304(b) to support implementation of the TIP and the Metropolitan Long-Range Transportation Plan.
 - d. Management Systems (44.16.07). Include only the costs of activities *specifically emphasizing* the development, establishment and implementation of the management systems required by the joint FHWA/FTA Management and Monitoring Systems regulation, 23 C.F.R. Parts 500 and 626 and 49 C.F.R. Part 614. In metropolitan areas, these systems are developed and implemented in cooperation with MPOs. Three of the management systems -- Traffic Congestion, Intermodal Facilities and Systems, Public Transportation Facilities and Equipment -- must be part of the metropolitan planning process. The costs for Management Systems for highways -- Pavement, Bridge, and Safety -- should use BLI 44.18.00, "Highway Planning."
 - e. Public Participation (44.16.08). Include only the cost of activities *specifically emphasizing* development, establishment and implementation of the public involvement process as an integral part of the statewide and metropolitan planning process.
 - f. Livable Communities (44.16.10). Include only the cost of activities *specifically emphasizing* the planning for livable communities, e.g., consideration of those required factors that are specifically related to preserving or enhancing the quality of life. These factors include: congestion relief and prevention, effect of transportation policy decisions on land use and development, and the overall social, economic, energy, and environmental effects of transportation decisions. Other planning activities emphasizing quality of life would include: identification of the relevant issues that relate transportation goals to those of the community; and analysis of methods to assure consideration of quality of life factors in planning and programming.
7. Highway Planning (44.18.00). Specify and include only the cost of activities related *exclusively* to highway and highway-related planning, e.g., the development, establishment and implementation of the three highway management systems -- Pavement, Bridge, and Highway Safety. Costs under this line item must be separable from nonhighway costs to prevent double counting of proposed expenditures.
8. Other Activities (44.17.00). Include only the cost of those activities whose primary emphasis is *unrelated* to the specific types of activities described above.

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Section 5303
Approved Project Budget for FY 2009-10
(total dollars)

Technical Classifications:

44.21.00	Program Support and Administration	\$ <u>7,403</u>
44.22.00	General Development and Comprehensive Planning	<u> </u>
44.23.01	Long Range Transportation Planning :System Level	<u>16,021</u>
44.23.02	Long Range Transportation Planning: Project Level	<u> </u>
44.24.00	Short Range Transportation Planning	<u>49,755</u>
44.25.00	Transportation Improvement Program	<u>28,196</u>
44.26.00	Planning Emphasis Areas	<u> </u>
44.26.12	Coordination with Non-Human Service Transportation	<u> </u>
44.26.13	Participation of Transit Operators in Metropolitan Planning	<u> </u>
44.26.14	Planning for Transit System Management/Operations to Increase Ridership	<u> </u>
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	<u> </u>
44.26.16	Incorporating Safety & Security in Transportation Planning	<u> </u>
44.27.00	Other Activities (Americans with Disabilities Act (ADA))	<u>39,088</u>

Total Net Project Cost \$ 140,463

Accounting Classifications

44.30.01	Personnel	\$ <u>90,374</u>
44.30.02	Fringe Benefits	<u>Included Above</u>
44.30.03	Travel	<u> </u>
44.30.04	Equipment	<u> </u>
44.30.05	Supplies	<u> </u>
44.30.06	Contractual	<u> </u>
44.30.07	Other	<u>393</u>
44.30.08	Indirect Charges	<u>49,696</u>

Total Net Project Cost \$ 140,463

Fund Allocations

44.40.01	MPO Activities	\$ <u>140,463</u>
44.40.02	Transit Operator Activities	<u> </u>
44.40.03	State and/or Local Agency Activities	<u> </u>

Total Net Project Cost \$ 140,463

Federal Share (80%)	\$ <u>112,371</u>
Local Share (20%)	\$ <u>28,092</u>

Accounting Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	\$ <u>140,463</u>

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FEDERAL FY 2009-10 DEBARMENT AND SUSPENSION CERTIFICATION

As required by the U.S. Regulations on Governmentwide Debarment and Suspension (Non-procurement) at 49 CFR 29.510

- (1) The Metropolitan Planning Organization hereby certifies to the best of its knowledge and belief, that it and its principles:
 - (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 enumerated 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 Planning Organization also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S. DOT.

Chairperson for the MPO

Date

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RESOLUTION 09-3

A RESOLUTION OF THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA AUTHORIZING A REIMBURSEMENT AGREEMENT BETWEEN THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION AND THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA REGARDING FISCAL YEAR 2009/2010 FEDERAL TRANSIT ADMINISTRATION SECTION 5303 PUBLIC TRANSIT OFFICE (PTO) PLANNING FUNDS IN ALACHUA COUNTY, FLORIDA; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has decided to seek Fiscal Year 2009/2010 Federal Transit Administration Section 5303 Public Transit Office (PTO) planning funds in Alachua County in order to examine transportation system management (TSM) and transportation demand management (TDM) techniques which are designed to improve the transportation system through low-cost measures to reduce traffic congestion and obtain greater capacity out of the existing highway system.

WHEREAS, the Florida Department of Transportation requires that the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area execute a Reimbursement Agreement in order to be able to expend Fiscal Year 2009/2010 Federal Transit Administration Section 5303 Public Transit Office (PTO) planning funds in Alachua County.

WHEREAS, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has the authority to enter into said Agreement and to undertake the project hereinafter described, as authorized under Section 339.175(9)(b), *Florida Statutes*;

WHEREAS, the North Central Florida Regional Planning Council will provide the funds to prepare these studies and then seek reimbursement from the Florida Department of Transportation (FDOT);

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 (MTPO) has the authority to enter in the Agreement.
2. That the MTPO authorizes its Chairperson to execute the Agreement on behalf of the MTPO with the Florida Department of Transportation (FDOT) for planning to facilitate Public Transit Office planning activities in Alachua County, Florida, FDOT Financial Project Identification #411762 3 14 01, for reimbursement in an amount not to exceed \$112,371.
3. That the MTPO authorizes its Chairperson to sign any and all agreements or contracts that are required in connection with the Agreement.

4. That the MTPO authorizes its Chief Staff Official to sign any and all agreements, assurances, reimbursement invoices, warranties, certification, and any other documents that may be required in connection with the Agreement or subsequent agreements.

5. That this resolution shall take effect immediately upon its adoption.

DULY ADOPTED in regular session, this ____ day of _____ A.D., 2009.

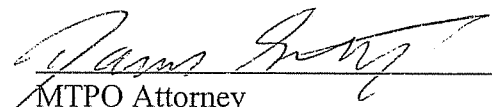
METROPOLITAN TRANSPORTATION
PLANNING ORGANIZATION FOR THE
GAINESVILLE URBANIZED AREA

By: _____
Scherwin L. Henry, Chair

ATTEST:

William Thomas Hawkins, Secretary/Treasurer

APPROVED AS TO FORM



MTPO Attorney

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**JOINT CERTIFICATION STATEMENT
ON THE METROPOLITAN TRANSPORTATION PLANNING PROCESS
MARCH 2009**

Pursuant to the requirements of 23 U.S.C. 134(k)(5), 23 CFR 450.334(a), the Department and the MTPO have performed a review of the certification status of the metropolitan transportation planning process for the **Metropolitan Transportation Planning Organization (MTPO) for the Gainesville Urbanized Area** with respect to the requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R Part 21;
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity;
4. Section 1101(b) of SAFETEA-LU (Public Law 109-59) and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal Financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender, and;
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in the certification package is a summary of noteworthy achievements by the MPO, attachment associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MTPO and accurately reflect the results of the joint certification review meeting held on March 26, 2009.

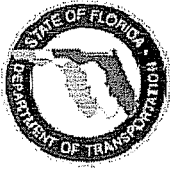
Based on a joint review and evaluation, the Florida Department of Transportation and the Gainesville MTPO recommend that the Metropolitan Planning Process for the Gainesville MTPO be certified.

District Secretary (or designee)

Date

MTPO Chairman (or designee)

Date



Florida Department of Transportation
2198 Edison Avenue - MS 2812
Jacksonville, FL 32204

TO: Marlie Sanderson, AICP
Assistant Executive Director
North Central Florida Regional Planning Council

FROM: Karen Taulbee, AICP

DATE: March 27, 2009

Subject: Annual Joint Certification Review - Summary and
Recommendation(s)

District Two FDOT staff and Gainesville MTPO staff met jointly on March 26, 2009, in the Jacksonville Urban Office to review the 2009 Standard Joint Certification document.

FDOT staff attending included Karen Taulbee and Doreen Joyner Howard. MTPO staff attending included Marlie Sanderson and Luis Lopez. The joint meeting was held in the Clay Room, third floor, District Two Jacksonville Urban office.

The Certification document was a culmination of discussions and appropriate review questions posed to the Gainesville MTPO by FDOT and FHWA for the Annual Joint Certification process. For the past three years, the District and the MTPO have opted to conduct a Modified Joint Review process. However, the fourth year must be a Standard full review of the transportation planning process with respect to the ten areas of law specified in 23 C.F.R. 450.334 (see attached citation page).

The proposed review questions were also provided, in advance, to FHWA district planning supervisor for review and consideration. The on-going discussions and review of the certification areas by the FDOT and the MTPO staff have resulted in a joint meeting process where any issues and comments for additional tasks or processes were identified and resolved jointly.

FDOT District 2 recommends certifying the planning process of the Gainesville MTPO as being compliant with the ten areas of law as specified, and we note that State statutes

were also reviewed by FDOT staff during the process, and incorporated in the Standard Joint Certification document.

FDOT District 2 did not identify any Corrective Actions to be undertaken by the Gainesville MTPO. FDOT District 2 does make a recommendation, under the heading of Agreements and Contracts, that the Gainesville MTPO revisit the Joint Staffing Agreement between the MTPO and the North Central Florida Regional Planning Council, and bring the current legislative citations and references into the document.

North Central Florida Regional Planning Council



CA.5



2009 N.W. 67 PLACE, SUITE A, GAINESVILLE, FLORIDA 32653-1603
(352) 955-2200 SUNCOM 625-2200 FAX (352) 955-2209

March 27, 2009

TO: Metropolitan Transportation Planning Organization (MTPO)

FROM: Marlie Sanderson, AICP, Director of Transportation Planning

SUBJECT: **Revised Transportation Planning Funds Joint Participation
Agreement Form: 525-101-02**

MTPO STAFF RECOMMENDATION

Approve the Unified Planning Work Program revisions contained in Exhibit 1 and authorize the MTPO Chair to sign the required documents contained in Exhibit 1.

BACKGROUND

The Florida Department of Transportation (FDOT) has informed us that the Transportation Planning Funds Joint Participation Agreement (JPA) has been revised as shown in Exhibit 1. According to FDOT, the MTPO will be asked to approve the revised JPA later this year (sometime after July 1st).

At this time, FDOT is requiring that the MTPO approve an administrative change that includes an addendum to the current JPA. This will be accomplished by having the MTPO Chief Staff Official sign the attached Exhibit 2.

T:\Marlie\MS09\UPWP\revisejpaapril.wpd

Exhibit 1

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION TRANSPORTATION PLANNING FUNDS JOINT PARTICIPATION AGREEMENT

S25-010-02
POLICY PLANNING
OGC - 03/08
Page 1 of 17

Financial Project No.: (item-segment-phase-sequence)	Fund: _____ Function: _____ Federal No.: _____ DUNS No.: _____	FLAIR Approp.: _____ FLAIR Obj.: _____ Org. Code: _____ Vendor No.: _____
Contract No.: _____ CFDA Number: _____	CSFA Number: _____	

THIS JOINT PARTICIPATION AGREEMENT (Agreement) is made and entered into this [enter date] day of _____ [enter month] [enter year], 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, [enter address] and the [enter name] Metropolitan Planning Organization (MPO), whose address is [enter address].

RECITALS

WHEREAS, the Federal Government, under the authority of 23 U.S.C. 134 and any subsequent applicable amendments, requires that each urbanized or metropolitan area, as a condition to the receipt of federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs reflecting consideration of the likely effect of transportation policy decisions on land use and development and the consistency of transportation plans and programs with the provisions of all applicable short and long term land use and development plans;

WHEREAS, 23 U.S.C. 134, 23 CFR 450.306, and Section 339.175, Florida Statutes, provide for the creation of metropolitan planning organizations to develop transportation plans and programs for urbanized areas;

WHEREAS, pursuant to 23 U.S.C. 134, 23 CFR 450.306, and Section 339.175, Florida Statutes, a metropolitan planning organization has been designated and apportioned by the Governor of the State of Florida, with the agreement of the affected units of general purpose local government, to organize and establish the MPO;

WHEREAS, pursuant to the Interlocal Agreement executed on [enter date] and filed with the Clerk of the Circuit Court of [enter name of county], the MPO was established, with specific transportation planning duties and responsibilities identified therein;

WHEREAS, the aforementioned Federal laws require that the Department and the MPO shall enter into an agreement clearly identifying the responsibilities for cooperatively carrying out transportation planning (including corridor and subarea studies pursuant to 23 CFR Sections 450.316 and 450.318) and programming pursuant to the provisions of 23 CFR 450.310(a);

WHEREAS, the MPO is to be the recipient of metropolitan planning funds (PL Funds) authorized under 23 U.S.C. 104 (f) to carry out the provisions of 23 U.S.C. 134;

WHEREAS, the Department is authorized to allocate said funds for all metropolitan planning organizations throughout the State of Florida;

WHEREAS, the Department is authorized to transmit to the MPO its proportionate share of PL Funds approved by the Federal Highway Administration (FHWA) appropriated for the purpose of aiding the metropolitan transportation planning process; and

WHEREAS, the MPO has the authority to enter into this Agreement and to undertake the responsibilities hereinafter described, and the Department has been granted the authority to function adequately in all areas of appropriate jurisdiction, including the implementation of an integrated and balanced transportation system.

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

ARTICLE 1 RECITALS; DEFINITIONS; PURPOSE

Section 1.01 Recitals. Each and all of the foregoing recitals are incorporated herein and acknowledged to be true and correct to the best of the parties' knowledge. Failure of any of the foregoing recitals to be true and correct shall not operate to invalidate this Agreement.

Section 1.02 Definitions. The following words when used in this Agreement (unless the context shall clearly indicate to the contrary) shall have the following meanings:

(a) Multimodal, Systems Level Corridor or Subarea Planning Study shall mean and refer to studies involving major investment decisions or as otherwise identified in 23 CFR 450.316~~212~~ and 450.318 and 450.322.

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(b) Long-Range Transportation Plan is the 20-year plan which: identifies transportation facilities; includes a financial plan that demonstrates how the plan can be implemented and assesses capital investments necessary to preserve the existing metropolitan transportation system and make efficient use of existing transportation facilities; indicates proposed transportation enhancement activities; and in ozone/carbon monoxide nonattainment areas is coordinated with the State Implementation Plan, all as required by 23 USC Section 134(f), 23 CFR 450.322, and Section 339.175, Florida Statutes.

(c) Metropolitan Planning Area means and refers to the planning area as delineated by the MPO for the urbanized area as described in 23 U.S.C. 134 (b)(1), and Section 339.175, Florida Statutes, which shall be subject to the MPO.

Project for purposes of the Agreement refers to the annual UPWP.

(d) Task and or subtask refer to the individual work items or programs listed within the respective Unified Planning Work Program (UPWP).

(e) Transportation Improvement Program or TIP is the transportation document which includes the following components: a priority list of projects and project phases; a list of projects proposed for funding; including all regionally significant transportation projects even if no Federal funding is involved (23 CFR 450.216); a financial plan demonstrating how the TIP can be implemented; a listing of group projects; an indication of whether the projects and project phases are consistent with applicable local government comprehensive plans adopted pursuant to Section 163.3161 et seq., Florida Statutes; an indication of whether the projects and phases are consistent with the Long Range Transportation Program (23 CFR 450.216); and an indication of how improvements are consistent, to the maximum extent feasible, with affected seaport and airport master plans and with public transit development plans of the units of local government located within the boundaries of the MPO, all as required by 23 U.S.C. 134(j), 23 CFR 450.324, and Section 339.175(78), Florida Statutes.

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(f) Unified Planning Work Program or UPWP is the ~~annual biennial~~ plan developed in cooperation with the Department and public transportation providers, that lists all planning tasks to be undertaken during a program year, together with a complete description thereof and an estimated budget, all as required by 23 CFR 450.314, and Section 339.175(89), Florida Statutes.

Section 1.03 UPWP and PL Funds. As more fully set forth in Article 2 of this Agreement, the purposes of this Agreement are: (1) To assist in the ~~undertaking of~~ ensure the PL Funds portion of the annual UPWP for the Metropolitan Planning Area prepared by the MPO in conformance with 23 CFR 450.314 and Section 339.175(89), Florida Statutes, (2) To provide financial assistance to the MPO for transportation related planning activities, as required under 23 U.S.C. 134, (3) To state the terms and conditions upon which such assistance will be provided, and (4) To recite the understanding as to the manner in which the annual UPWP will be undertaken and completed.

Comment [I1]: What are you basing the development of a "biennial" plan on? While the federal reference talks about a one to two year project Florida talks about annual. See also sec. 1.03. My concern is with annual appropriation/budgeting. Even continuing in this provision as to "a program year." As compared to program years . . .

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Comment [I2]: Again, we are talking about the annual plan

Comment [I3]: The annual/biennial issues will need to be addressed throughout the Agreement and consistency maintained

ARTICLE 2 TRANSPORTATION PLANNING; PL FUNDS; UPWP PREPARATION

Section 2.01 The Project. The Project under this ~~Article 2~~ Agreement is defined as the preparation and adoption of the annual UPWP for the Metropolitan Planning Area which is supported by PL Funds. Approval of the Project shall consist of approval of each ~~annual biennial~~ UPWP by the MPO, and the appropriate Federal funding agencies, including the FHWA and/or Federal Transit Agency (FTA). Individual tasks or subtasks of the UPWP, although accepted by the ~~Federal~~ Federal funding agencies, may be subject to further applicable conditions outlined in ~~Federal federal Law-law~~ or State state Statutes—statutes. The Project approval for any specific UPWP extends for only the ~~one fiscal year two fiscal years~~ for which the Project was developed. Portions of the Project not completed during the indicated fiscal year(s) are not eligible for funding, unless specifically included in the succeeding UPWP.

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Section 2.02 Accomplishment of the Project.

(a) General Requirements. The MPO shall commence, carry on, and complete the Project with all practicable dispatch, in a sound, economical, and efficient manner, and in accordance with the provisions hereof, and all applicable laws, including all applicable transportation planning responsibilities identified in the Interlocal Agreement establishing the MPO.

(b) Funds of the MPO. The MPO shall initiate and prosecute to completion all proceedings necessary, including ~~Federal~~ federal-aid requirements, to enable the MPO to provide the necessary funds for completion of the Project.

(c) Submission of proceedings, contracts and other documents. Subject to requirements of confidentiality of public records under Florida law and the right to claim an exemption from the Florida Public Records Law, Chapter 119, Florida Statutes, the MPO shall submit to the Department such data, reports, records, contracts, and other documents relating to its performance as a metropolitan planning organization as the Department may require. The MPO shall have a right to charge ~~responsible-reasonable~~ charges for reproduction of public records as permitted by Chapter 119, Florida Statutes.

(d) Notification. Within (10) ~~working-business~~ days of receipt by the Department, the Department shall forward to the MPO all correspondence pertaining to the approval of the individual work tasks contained within the UPWP, and copies of other FHWA and FTA regulations, notices, orders, manuals, handbooks, and transmittals, relating to the duties of the MPO pursuant to 23 U.S.C. 134, 23 CFR Parts 420 and 450; and 49 CFR Parts 18 and 20. As so stated, the approved

amount for each specific work task will be consistent with the budgeted amount as defined in the draft UPWP.

Section 2.03 Participation in the Project.

(a) The Department agrees to participate in the Project, such participation to be limited to: (1) a cash reimbursement to the MPO in the amount of PL Funds approved for reimbursement in the Project and made available by the FHWA; and (2) except as otherwise authorized by the Department, in-kind services (including Departmental consultant contracts for applicable planning work within the MPO's Metropolitan Planning Area), the value of which services in any given year should not exceed one-half of the amount of matching funds required for the MPO's PL Funds approved for expenditure in the Project. The remaining required match, if any, shall be provided by the MPO in the form of in-kind services or cash. In some circumstances, the Department may elect to furnish additional in-kind services.

(b) Reimbursement will be made on monthly or quarterly billings, based upon actual expenses incurred by the MPO in ~~accomplishment~~ furtherance of the Project. Requests for payment shall include documentation of expenditures as required by 49 CFR 18.41, as appropriate, and of work ~~accomplishment accomplished~~ by the MPO, and shall also include a narrative progress report.

Section 2.04 Rights of Review. As required by 49 CFR 18.42(e), the FHWA and the FTA shall have the right of review of the work (and approval or concurrence as appropriate), including, but not limited to: the UPWP, the TIP, the Long-Range Transportation Plan, a Multimodal, Systems Level Corridor or Subarea Planning Study, the Transportation Systems Management Element, all technical reports, the annual report, and all planning data prepared by the MPO. If the FHWA or the FTA finds that the work performed fails to comply with any requirement (e.g., work tasks are not conducted in accordance with approved work programs, or work tasks are found to be inconsistent with ~~Federal~~ federal or State-state guidelines), the FHWA or the FTA may use the enforcement actions contained in 49 CFR 18.43 to remedy the situation.

Section 2.05 The UPWP Budget. The UPWP Budget shall consist of that portion of the two budget statements included in the UPWP which covers PL and Section 5303 funded work. One statement identifies funding sources (~~Federal~~ federal, ~~State~~ state, local) by work task and subtask. The other statement ~~presents~~ identifies funding, by work task and subtask, agency participation, and consultant services. The MPO shall maintain said UPWP Budget, carry out the UPWP, and shall incur obligations against and make disbursements of UPWP funds only in conformity with the latest approved budget for the UPWP. Revisions to the UPWP budget may occur periodically. Revisions do not change the FHWA approved UPWP final total budget or the scope of FHWA approved work task(s). ~~FDOT-The Department~~ and the FHWA shall be notified of all revisions prior to approval by the MPO. Changes in the scope of an approved work task or additions or deletions of funds which change the total funding of an FHWA approved UPWP shall be considered amendments. Amendments must be approved by the FHWA. Proposed amendments shall be filed with ~~FDOT~~ the Department. ~~FDOT-The Department~~ shall transmit the amendment and supporting documents to the FHWA with a recommendation for approval or denial. The MPO shall limit the total amount of Project funds programmed in the UPWP for a particular fiscal two year period to the following:

Comment [14]: We have defined our agency as "the Department" thus to be consistent, we need to remain "the Department" throughout and not interchange w/ FDOT.

Comment [15]: Again, when talking about a "fiscal" year/period, we are generally referring to a single year.

(1) Project funds allocated to the MPO for the subject fiscal two year period;

(2) Any unspent Project funds that had been programmed in UPWPs from the previous fiscal two year period for which final billing had been received and those funds have been deobligated; or

(3) Any Project funds not previously programmed in the UPWP. The unspent balance from each of the previous years' UPWPs will not be available for reprogramming until final billing for the earlier years is received by the Department.

Section 2.06 Accounting Records.

(a) Establishment and Maintenance of Accounting Records. The MPO shall establish for the Project, in accordance with the requirements of 49 CFR 18.20, separate accounts for each task and subtask of the Project Budget, to be maintained within its existing accounting system or set up independently. Such accounts are referred to herein collectively as the Project Account. The Project Account and supporting documentation as set forth in 49 CFR 18.20, shall be made available upon request for examination by the FHWA, the FTA or the Comptroller General of the United States in accordance with the requirements of 49 CFR 18.42.

(b) Funds Received or Made Available for the Project. Pursuant to the requirements of 49 CFR 18.20, the MPO shall record in the Project Account all payments received by it from the Department pursuant to this article and all other funds provided for, accruing to, or otherwise received on account of the Project, which Department payments and other funds are herein collectively referred to as Project Funds.

(c) Costs Incurred for the Project. The MPO shall charge to the Project Account all eligible costs of the Project. Costs in excess of the latest approved budget or attributable to actions which have not received the required approval of the FHWA shall not be considered eligible costs. Determination of eligible costs shall be in accordance with the requirements of 49 CFR 18.22.

(d) Documentation of Project Costs. All costs charged to the Project, including any approved services contributed by the MPO or others, shall be supported as required by 49 CFR 18.20 and 18.22 and the cost principles cited in Office of Management and Budget (OMB) Circular A-87 (*Cost Principles for State, Local and Indian Tribal Governments*).

(e) Checks, Orders, and Vouchers. Any check or order drawn by the MPO with respect to any item which is or will be chargeable against the Project Account will be drawn only in accordance with a properly signed voucher then on file with the MPO stating in proper detail the purpose for which such check or order is drawn. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the Project shall be clearly identified, readily accessible, and, to the extent feasible, kept separate and apart from all other such documents, and shall be maintained for at least 3 years after final payment.

(f) Indirect Costs. The rate used for billing indirect costs shall be established in accordance with the requirements of the Office of Management and Budget (OMB) Circular A-87.

Section 2.07 Audit

(a) Annual Audit. The MPO is required to have an annual audit done using the following criteria:

(1) In the event that the MPO expends \$500,000 or more in Federal awards in its one fiscal year, it must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this agreement Agreement indicates Federal ~~federal~~ resources awarded through the Department by this

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~~agreement~~Agreement. In determining the ~~Federal-federal~~ awards expended in its fiscal year, the recipient shall consider all sources of ~~Federal-federal~~ awards, including ~~Federal-federal~~ resources received from the Department. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.

(2) The MPO shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

(3) If the MPO expends less than \$500,000 in ~~Federal-federal~~ awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. However, if the recipient elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than ~~Federal-federal~~ entities).

(4) Federal awards are to be identified using the Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, and name of the awarding federal agency.

(b) Monitoring. In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, F.S., monitoring procedures may include, but are not limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, and/or other procedures. By entering into this ~~agreement~~Agreement, the MPO agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the recipient is appropriate, the MPO agrees to comply with any additional instructions provided by the Department staff to the MPO regarding such audit. The MPO further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the ~~FDOT's~~ Department's Office of Inspector General (OIG) and Florida's Chief Financial Officer (CFO) or Auditor General.

(c) Contractors and Subcontractors. The MPO shall require its contractors and their subcontractors to retain all records relevant to the Project and permit the Department, FHWA or FTA access to these records in accordance with 49 CFR 18.42.

(d) Amounts Disallowed through Audit. It is agreed by the MPO that where official audits by the ~~Federal-federal~~ agencies disclose that the MPO has been reimbursed by the Department for ineligible work, under applicable ~~Federal-federal~~ and ~~State-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.

(e) Other Audit Requirements. The recipient ~~MPO~~ shall follow up and take corrective action on audit findings. Preparation of a summary schedule of prior year audit findings, including corrective action and current status of the audit findings is required. In addition, the MPO shall address Current current year audit findings that require corrective action and provide a status of findings. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is completed or the dispute is resolved. Access to project records and audit work papers shall be given

Comment [16]: The "recipient" is undefined. MPO appears appropriate. Q: Is there any instance in which a contractor/subcontractor would be taking corrective actions? If so, then perhaps we can revisit recipient.

to the ~~FDOT~~Department, the Department of Financial Services, and the Auditor General. This section does not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of state financial assistance or limit the authority of any other state official.

(f) Report Submission. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, shall be submitted to each of the following:

(1) Insert mailing address(es) of District office(s) responsible for program oversight (e.g., District Program Manager or Audit Director for this contract)

(2) The Auditor General's Office at the following address:

Auditor General's Office
Room 401, Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

(3) The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

(4) Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

Section 2.08 Requisitions and Payments

(a) Preliminary Action by the MPO. In order to obtain any payment, the MPO shall:

(1) Submit to the Department its request on a form or forms prescribed by the FHWA, and such other data pertaining to the Project Account and the Project as the FHWA may require, to justify and support the payment requested; and

(2) Submit with the payment requisition a progress report, acceptable to the Department, describing the work and products accomplished which adequately justify and support the payment requested; and

(3) Comply with all applicable provisions of this Agreement.

(b) The Department's Obligations. Subject to other provisions hereof, the Department will honor such requisitions in amounts and at times deemed by the FHWA to be proper to ensure the ~~carrying out~~implementation of the Project and payment of the eligible costs thereof in accordance herewith. In accordance with 23 U.S.C. 104 and specific guidance from FHWA, the Department will reimburse the MPO for PL funds no later than 30 days from receipt of the request for reimbursement. If the Department believes the MPO did not provide adequate supporting documentation for reimbursement claims and needs more than the 30 days to verify the claims, the Department shall

reimburse the MPO and then deduct any charges later determined to be unallowable from the MPO's next claim for reimbursement. ~~However, notwithstanding~~ Notwithstanding any other provision of the this article, the FHWA may, by providing written notice, ~~elect by notice in writing~~ not to make a payment on account of the Project if:

(1) Misrepresentation. The MPO ~~shall have made~~ a misrepresentation of a material nature in its UPWP, or any supplement thereto or amendment thereof, or in or with respect to any document of data furnished therewith or pursuant hereto;

(2) Litigation. There is then pending litigation with respect to the MPO's performance ~~by the MPO~~ of any of its duties or obligations which may jeopardize or adversely affect the Project, this Agreement, or payments to the Project;

(3) Concurrence by the Department. The MPO ~~shall have~~ has taken any action pertaining to the Project which requires the prior approval of the Department or FHWA or ~~shall have proceeded to make~~ has made related expenditures or ~~incur~~ incurred related obligations without having been advised by the FHWA that the same are satisfactory;

(4) Conflict of Interests. ~~There has been any violation of~~ The MPO has violated any of the conflict of interest provisions of ~~the~~ this article.

(c) 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. ~~Costs approved under such condition must also meet all approval conditions of Department in order to be eligible for reimbursement.~~

(d) Billing Limitation. In accordance with 49 C.F.R. 18.50, PL funds obligated in a prior ~~two~~ year UPWP must be closed out within 90 days of the expiration or termination of the grant of PL funds for a UPWP (i.e., September 30), the MPO shall submit all financial, performance and related reports. If an MPO anticipates that it will not have its final invoices submitted to the Department in time to allow the closeout process to occur by September 30, the MPO ~~should~~ shall notify the Department in writing. The Department will request a time extension from FHWA. The Department will accept no further billings for work accomplished on the task or sub task as defined in the UPWP after the 90-day period unless a time extension has been requested and approved.

Section 2.09 Termination or Suspension. The Project may be terminated in whole or in part only in accordance with the requirements of 49 CFR 18.43 and 18.44.

Section 2.10 Contracts of the Department. Consultant contracts shall be in accordance with the applicable requirements of Federal ~~federal~~ and Florida law. The Department, during any fiscal two year period, 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 two-year period. 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 such 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 two-one-one years, 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

Comment [17]: I believe that this sentence should be stricken, as it doesn't relate to DISALLOWED costs, nor does it note what the conditions are that would enable these undefined costs to be processed.

Comment [18]: Will all project periods end June 30? Just confirming. Note: If 6/30 is end of grant period, 90 days would be Sep. 28 . . .

Comment [19]: This language is REQUIRED and cannot be modified to two years, but must be included VERBATIM as required by the statute!

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Department which are for an amount in excess of twenty five thousand dollars (\$25,000.00) and which have a term for a period of more than one year per Section 339.135. (6) (a), Florida Statutes.

Section 2.11 Contracts of the MPO

(a) When a contract is written for multiple years and each year's funding is not specified in the written agreement, a two party document (amendment or signed acknowledgement) must be executed by the MPO and its consultant that specifies the next fiscal year's funding approval upon availability of funds.

(b) In subcontracting for any professional services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by Florida law, the MPO shall comply with the Consultants' Competitive Negotiation Act (CCNA), Section 287.055, Florida Statutes, as amended from time to time. The MPO shall publicly announce, in a uniform and consistent manner, and comply with the competitive selection requirements of the CCNA, on each occasion when architectural, professional engineering, landscape architectural, or registered surveying and mapping services, are to be purchased for a project, the basic construction cost of which is estimated by the MPO to exceed the threshold for Category Five in Section 287.017, Florida Statutes, or for a planning or study activity when the fee exceeds the threshold for Category 2 in Section 287.017, Florida Statutes, except that a public announcement is not required in cases of a valid public emergency so certified by the MPO. The competitive negotiation requirements of the CCNA shall be complied with as required by Florida law.

Section 2.12 Restrictions, Prohibitions, Controls, and Labor Provisions.

(a) Inspection, Review, Approval, and Audit. It is understood and agreed that all rights of the Department relating to inspection, review, approval, and audit of the work, tracings, plans, specifications, maps, data, and cost records relating to this Agreement shall also be reserved and held by authorized representatives of the United States of America.

(b) Federal Participation. It is understood and agreed that, in order to permit federal participation in the expenditure of PL Funds, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of FHWA or as otherwise provided for in this article.

(c) Compliance with Title VI of the Civil Rights Act of 1964 and Related Statutes. During the performance of this contract, the MPO, for itself, its assignees and successors in interest agrees as follows:

(1) Compliance with Regulations. The MPO shall comply with the regulations relative to non-discrimination in federally assisted programs of the U.S. Department of Transportation Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, which are herein incorporated by reference and made a part of the contract.

(2) Nondiscrimination. The MPO, with regard to the work performed by it during the contract will not discriminate on the grounds of race, color, disability, religion, sex, national origin, or familial status in the selection and retention of contractors and subcontractors, including procurement of material and leases of equipment. The MPO will not participate either directly or indirectly in the discrimination prohibited by 49 CFR 21.5, including employment practices when the contract covers a program set forth in 49 CFR part 21, Appendix B.A.

(3) Solicitations for subcontractors, including procurement of materials and equipment.

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In all solicitations made by competitive bidding or negotiation by the MPO for work to be performed under a subcontract, including procurement of materials and leases of equipment, each potential subcontractor, supplier, or lessor shall be notified by the MPO of the MPO's obligations under this contract and the regulations relative to nondiscrimination on the grounds of race, color, disability, religion, sex, national origin, or familial status.

(4) Information and Reports. The MPO 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 Department, the Federal Highway Administration (the FHWA), or the Federal Transit Administration (FTA) to be pertinent to ascertain compliance with such regulations, orders, and instructions. Where any information required of the MPO is in the exclusive possession of another who fails or refuses to furnish this information, the MPO shall so certify to the Department, the FHWA, and the FTA, as appropriate, and shall set forth what efforts it has made to obtain the information.

(5) Sanctions for Non-Compliance. In the event of the MPO's non-compliance with the non-discrimination provisions of this contract ~~Agreement~~, the Department shall impose such ~~contract~~ sanctions as it, the FHWA, or the FTA determine to be appropriate, including, but not limited to: withholding of payments to the MPO under the ~~agreement~~ ~~Agreement~~ until the MPO complies, and/or cancellation, termination, or suspension of the ~~agreement~~ ~~Agreement~~, in whole or in part.

(d) Incorporation of Provisions. The MPO will include the provisions of Paragraphs (1) through (5) above in every contract, including procurement of materials and leases of equipment, unless exempt by the regulations, order, or instruction issued pursuant thereto. The MPO will take such action with respect to any subcontract or procurement as the FHWA may direct as a means of enforcing such provisions, including sanctions for noncompliance, provided, however, that, in the event the MPO becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the MPO may request the State to enter into such litigation to protect the interests of the State, and in addition, may request the United States to enter into such litigation to protect the interests of the United States.

(e) Participation by Disadvantaged Business Enterprises (DBE): The MPO shall agree to abide by the statements in Paragraph (1) and (2) which follow. These statements shall be included in all subsequent agreements between the MPO and any sub-consultant or contractor.

(1) As required by 49 CFR 26.13, the MPO shall not discriminate on the basis of race, color, national origin, religion, gender, age or disability in the award and performance of any United States Department of Transportation (USDOT)-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The MPO shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. The MPO's DBE program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in the Planning Funds agreement between the MPO and the Florida Department of Transportation.

(2) Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of the agreement. Upon notification to the MPO of its failure to carry out its approved program, the USDOT may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

(f) Record-keeping and document retention. The Department and the MPO shall prepare and retain all records in accordance with the federal and state requirements, including but not limited to 23 CFR Part 420, 49 CFR Part 18, 49 CFR 18.42, and Chapter 119, Florida Statutes.

(g) Prohibited Interests. Neither the MPO nor any of its contractors or their subcontractors 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 a member, officer, or employee of the MPO either during his tenure or for one year thereafter has any interest, direct or indirect. If any such present or former member, officer, or employee involuntarily acquired or had acquired prior to the beginning of his or her tenure any such interest, and if such interest is immediately disclosed to the MPO and such disclosure is entered in the minutes of the MPO, the MPO 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 to insert in each of their subcontracts, the following provision:

No member, officer, or employee of the MPO either during his or her tenure or for one year thereafter shall have any interests, 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.

Section 2.13 Procurement.

(a) Procurement, Use, and Disposition of Real Property, Equipment, and Supplies. 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 49 CFR Section 18.3 (definitions of Real Property, Equipment, and Supplies) and 49 CFR Part 18, Subpart C.

(b) Vehicles. PL Funds may not be used to purchase vehicles. When funds are to be used to provide part or all of the cost of the lease of motor vehicles, such expenditures must be consistent with the approved UPWP.

(c) Travel. Subject to the provisions of Section 112.061, Florida Statutes, all travel may be directly approved by the MPO consistent with and in support of identified work tasks contained within the approved UPWP. The Chairperson of the MPO, or the person or office to whom such authority may be delegated in writing by the Chairperson, may approve lawful and justifiable travel requests submitted by the MPO's staff subject to the availability of funds when such travel furthers the interests of the MPO and the purposes of this Agreement. The Chairperson of the MPO, or the person to whom such authority may be delegated in writing by the Chairperson, shall approve requests for reimbursement of travel expenses incurred pursuant to an approved travel request for lawful expenses incurred by the traveler. Reimbursement of lawful travel expenses incurred by members of the MPO shall be from funds made available to the MPO for travel and per diem expenses incurred in the performance of this Agreement and as provided in Sections 112.061 and 339.175, Florida Statutes, subject to the availability of funds.

Section 2.14 Inventory report. The MPO agrees to inventory, to maintain records of and to insure the proper use, control, and disposal of all nonexpendable tangible property, equipment, computer hardware, and furniture, acquired pursuant to funding under this article. This shall be done in accordance with the requirements of 23 CFR Part 420, and 49 CFR Part 18, and all other applicable federal regulations.

ARTICLE 3 CONFLICT AND DISPUTE RESOLUTION PROCESS

Section 3.01. Disputes and conflicts under this Agreement. This process shall apply to conflicts and disputes relating to matter subject to this Agreement; or conflicts arising from the performance of this Agreement.

Section 3.02. 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.

Section 3.03. 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 MPO - the Chairperson of the MPO.

Section 3.04. Alternative Regional Planning Council dispute resolution. If resolution is not possible, the parties may undertake dispute resolution pursuant to the [enter name] Regional Planning Council procedure set forth in Rule 29-[enter rule number], Florida Administrative Code. All parties to the dispute must agree to undertake this procedure before it may be invoked.

Section 3.05. Resolution of Conflict by the Office of the Governor. If the conflict is not resolved through conflict resolution pursuant to Sections 3.02, 3.03, or 3.04 of this article the parties shall petition the Executive Office of the Governor for resolution of the conflict pursuant to its procedures. Resolution of the conflict by the Executive Office of the Governor shall be binding on all parties.

ARTICLE 4 MISCELLANEOUS PROVISIONS

Section 4.01. Constitutional or statutory duties and responsibilities of parties. This Agreement shall not be construed to authorize the delegation of the constitutional or statutory duties of any of the parties. In addition, this Agreement does not relieve any of the parties of an obligation or responsibility imposed upon them by law, except to the extent of actual and timely performance thereof by one or more of the parties to this Agreement or any legal or administrative entity created or authorized by this Agreement, in which case the performance may be offered in satisfaction of the obligation or responsibility.

Section 4.02. Amendment of Agreement. Amendments or modifications of this Agreement may only be made by written agreement signed by all parties hereto with the same formalities as the original Agreement.

Section 4.03. Duration; Termination procedure.

(a) Duration. This Agreement shall have a term of 5 years and shall automatically renew at the end of said 5 years for another 5 year term and every 5 years thereafter. At the end of the 5 year

Comment [I11]: What is current practice regarding resolution of conflicts? Concern with some provisions saying conflict shall be resolved and whereas other parts (3.04) say the parties may, if they agree? Also question as to the interplay between this provision and the enforcement provision of 4.06, specifically in the event the "dispute relates to performance and/or interpretation

Comment [I12]: Is this agreement really intended to last forever?

term and at least every 5 years thereafter, the parties hereto shall examine the terms hereof and agree to amend provisions or reaffirm the same. However, the failure to amend or to reaffirm the terms of this Agreement shall not invalidate or otherwise terminate this Agreement.

(b) Termination procedure. Either party to this Agreement may terminate said Agreement by presenting in writing a notice of intent to terminate to the other party to this Agreement at least 90 days prior to the intended date of termination; provided, that financial commitments made prior to termination are effective and binding for their full term and amount regardless of termination.

Section 4.04. Notices. All notices, demands, and correspondence required or provided for under this Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested. Notice required to be given shall be addressed as follows:

[Insert the current address of record for the signatories to this Agreement.]

A party may unilaterally change its address or addressee by giving notice in writing to the other parties as provided in this section. Thereafter, notices, demands, and other pertinent correspondence shall be addressed and transmitted to the new address.

Section 4.05. Interpretation.

(a) Drafters of Agreement. All parties hereto were each represented by, or afforded the opportunity for representation by legal counsel, and participated in the drafting of this Agreement and in the choice of wording. Consequently, no provision hereof should be more strongly construed against any party as drafter of this Agreement.

(b) Severability. Invalidation of any one of the provisions of this Agreement or any part, clause, or word hereof, or the application thereof in specific circumstances, by judgment, court order, or administrative hearing or order shall not affect any other provisions or applications in other circumstances, all of which shall remain in full force and effect; provided, that such remainder would then continue to conform to the terms and requirements of applicable law.

(c) Rules of construction. In interpreting this Agreement, the following rules of construction shall apply, unless the context indicates otherwise:

- (1) The singular of any word or term includes the plural;
- (2) The masculine gender includes the feminine gender; and
- (3) The word "shall" is mandatory, and "may" is permissive.

Section 4.06. Enforcement by parties hereto. In the event of any judicial or administrative action to enforce or interpret this Agreement by any party hereto, such party shall bear its own attorney's fees in connection with such proceeding.

Section 4.07. Agreement execution; Use of counterpart signature pages. This Agreement, and any amendments hereto, may be simultaneously executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

Section 4.08. Effective date. This Agreement shall become effective upon its execution by all

parties hereto.

Section 4.09. Pursuant to Federal, State and Local Law. In the event that any election, referendum, approval, permit, notice, or other proceeding or authorization is required under applicable law to enable the parties to enter into this Agreement or to undertake the provisions set forth hereunder, or to observe, assume, or carry out any of the provisions of the Agreement, said parties will initiate and consummate, as provided by law, all actions necessary with respect to any such matters for required.

Section 4.10. Parties not Obligated to Third Parties. No party hereto shall be obligated or liable hereunder to any party not a signatory to this Agreement. There are no express or intended third party beneficiaries to this Agreement.

Section 4.11. When Rights and Remedies Not Waived. 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 any such payment by the Department while any such breach or default exists shall in no way impair or prejudice any right or remedy available to the Department in respect of such breach or default.

Section 4.12. Bonus or Commission. 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 approval of its application for the financial assistance hereunder.

Section 4.13. State or Territorial Law. Unless required by Federal ~~federal~~ law, nothing in the Agreement shall require the MPO, or any other party hereto, to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable State law; provided, that if any of the provisions of the Agreement violate any applicable State law, the parties will at once notify the FHWA and or FTA in writing in order that appropriate changes and modifications may be made by the FHWA and or FTA. ~~To the end of that~~ **To that end** the MPO or any other party hereto may proceed as soon as possible with its responsibilities hereunder.

Comment [14]: Confirm this is what you intended

Section 4.14. Lobbying. Restrictions on using Federal ~~federal~~ funds for lobbying are governed by the Office of Management and Budget (OMB) Circular A-87, Attachment B, Paragraph 27 (Lobbying).

Section 4.15. Vendors Rights. Vendors (in this document identified as MPO) providing goods and services to the Department should be aware of the following time frames. Upon receipt, the Department has 5 working days to inspect and approve the goods and services unless the bid specifications, purchase order or contract specifies otherwise. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved. If a payment is not available within 40 days after receipt of the invoice and receipt, inspection and approval of goods and services, a separate interest penalty, as established pursuant to Section 215.422(3)(b), Florida Statutes, will be due and payable, in addition to the invoice amount to the MPO. The interest provision applies for a 35 day time period to health care providers, as defined by rule. Interest penalties of less than 1 dollar will not be enforced unless the MPO requests payment. Invoices which have to be returned to an MPO because of vendor preparation errors will result in a delay of the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department. A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for MPOs who may be experiencing problems in obtaining timely payment(s) from the

Department. The Vendor Ombudsman may be contacted (850)-410-9724 or by calling the Department of Financial Services at (800) 848-3792.

Section 4.16. Public Entity Crime. Pursuant to Section 287.133(3)(a), Florida Statutes, the following is applicable to contracts the MPO enters into in connection with this Agreement. Section 287.133(2)(a), Florida Statutes, states:

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 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 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Section 4.17 Discriminatory Vendor List. An entity or affiliate that has been placed on the discriminatory vendor list 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.

Section 4.18. Previous agreement superseded. Upon execution by both parties, this Agreement shall supersede the Urban Transportation Planning Agreement between this MPO and the Department dated [insert date].

IN WITNESS WHEREOF, the undersigned parties have executed this Joint Participation Agreement on behalf of the referenced legal entities.

Signed, Sealed and Delivered in the presence of:

MPO

~~FDOT~~Florida Department of Transportation

MPO Name

Signatory (Printed or Typed)

Legal Review
Department of Transportation

Signature

Department of Transportation

Title

Title

Witness

Witness

Comment [I15]: Move this section to the bottom of the Department's signature block

Signature

Signature

EXHIBIT 1

Federal Agency: **FHWA**

Catalog of Federal Domestic Assistance: **20.205 Highway Planning and Construction**

Amount: **(this amount will need to be updated each year)**

Compliance Requirements:

1. 23 USC 104 (f) sets aside metropolitan planning funds (PL funds) for metropolitan planning organizations (MPOs) to carry out the transportation planning provisions of 23 USC 134.
2. 23 USC 134 requires in general that an MPO plan for the transportation needs of its area in a manner that is continuing, cooperative, and comprehensive. In particular, it requires the MPO to develop specific plans and programs such as a long range transportation plan, a transportation improvement program, and a unified planning work program.
3. In addition to the broad provisions of 23 USC 104 and 134, eligible uses of PL funds are governed by OMB Circular A-87 (Cost Principles for State, Local, and Indian Tribal Governments).
4. Federal funds can be used only to reimburse costs that are (a) incurred subsequent to the date of authorization to proceed, except for certain property acquisition costs permitted under 23 USC 108; (b) in accordance with the conditions contained in the project agreement and the plans, specifications, and estimates (PS&E); (c) allocable to a specific project; and (d) claimed for reimbursement subsequent to the date of the project agreement (23 CFR sections 1.9, 630.106, and 630.205).
5. Costs incurred by the MPO for planning and research work are subject to prior approval from FHWA.
6. The State provides the local match of PL funds through toll credit revenues.



Florida Department of Transportation

CHARLIE CRIST
GOVERNOR

2198 Edison Avenue MS 2812
Jacksonville, FL 32204

STEPHANIE C. KOPELOUSOS
SECRETARY

January 23, 2009

Mr. Marlie Sanderson, AICP
Marlie Sanderson, Assistant Executive Director
North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, FL 32653-1603

Re: Revised Transportation Planning Funds Joint Participation Agreement (JPA)
Form: 525-101-02

Dear Marlie:

Due to the change from a one year Unified Planning Work Program to a two year cycle, revisions have been made to the Transportation Planning Funds JPA. The revisions include the following items:

1. Every reference to fiscal and/or one year has been changed to two years.
2. Every reference to annual as been changed to biennial.
3. The Audit Section has been replaced with the Standard Contract Language from the Inspector General Office website per their direction.
4. Minor language changes have been made to make the document consistent, i.e., recipient has been changed to MPO, etc.

The new agreement will be signed by both FDOT and the MPO. In the interim, we ask that you review and include the attached language as **Exhibit 2** of the current Transportation Planning Funds JPA. Exhibit 2 will supersede the previous agreement until the new agreement is signed. After your review we ask that you initial these changes, retain and place a copy in your files and return the original signed letter to me.

Should you have any questions, please feel free to contact me at 1-800-207-8236, James. Bennett@dot.state.fl.us, or Karen Taulbee, the MTPO liaison, at 1-800-207-8236, Karen. Taulbee@dot.state.fl.us.

Sincerely,

Acknowledged:

James G. Bennett, P.E.
Manager, Intermodal System Development

Scott Koons, AICP
Executive Director

kt
Attachment

North Central Florida Regional Planning Council



CA.6

2009 N.W. 67 PLACE, SUITE A, GAINESVILLE, FLORIDA 32653-1603
(352) 955-2200 SUNCOM 625-2200 FAX (352) 955-2209

March 27, 2009

TO: Metropolitan Transportation Planning Organization (MTPO)

FROM: Marlie Sanderson, AICP, Director of Transportation Planning

SUBJECT: **Continuity of Operations Plan- Revisions**

MTPO STAFF RECOMMENDATION

Approve the proposed revisions.

BACKGROUND

This agenda item is concerning the enclosed MTPO's Continuity of Operations Plan. The Continuity of Operations Plan ensures the continuity of essential office functions in the event of a major emergency or disaster- such as a fire, bomb threat, chemical/biological threat/attack, hurricane or tornado.

Each year, this Plan is reviewed and revisions are made as needed. In the enclosed document, proposed revisions are shown using the ~~strike-through~~ and underline technique.

T:\Marlie\MS09\MTPO\MEMO\coopapril.wpd

METROPOLITAN
TRANSPORTATION
PLANNING
ORGANIZATION
(MTPO)

COOP

Continuity of Operations Plan

Prepared for the
Metropolitan Transportation Planning Organization (MTPO)
for the Gainesville Urbanized Area

by the
North Central Florida Regional Planning Council
2009 NW 67th Place, Suite A
Gainesville, Florida 32653

October 5, 2006
Updated August 1, 2007
Updated August 22, 2008
Updated March 26, 2009

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I

EXECUTIVE SUMMARY

The purpose of this document is to ensure the continuity of essential office functions in the occurrence of a major event/emergency/disaster- such as a fire, bomb threat, chemical/biological threat/attack, hurricane, or tornado. In particular, this Continuity of Operations Plan addresses the ~~Transportation Equity Act for the 21st Century (TEA-21)~~ Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) planning factors 2 (safety) and 8 (security) ~~Increasing Safety and Security of Transportation Systems~~. The procedures discussed in this report have been tailored to the needs of the Gainesville Metropolitan Area.

Included within this report are the following elements that specify how the Metropolitan Transportation Planning Organization (MTPO) for the Gainesville Urbanized Area will continue with essential office functions in the event of a natural or man-made disaster:

- **Plan to Continue Function In the Event of a Natural or Man-Made Disaster**
- **Connections to State of Florida, Alachua County and City of Gainesville
Emergency Preparedness Plans**
- **Alternate Work Sites**
- **Back-up of Storage Data**
- **Communications**
- **MPO Role in Incident Management**

II

PLAN TO CONTINUE FUNCTION IN THE EVENT OF A NATURAL OR MAN-MADE DISASTER

The purpose of this section is to discuss procedures that will be activated in the event of a natural or man-made disaster that impacts the operations of the Metropolitan Transportation Planning Organization (MTPO) for the Gainesville Urbanized Area. Some examples of a natural or man-made disaster include a fire, bomb threat, chemical/biological threat/attack, hurricane, or tornado.

PHASES

At some time in the future, a natural or man-made disaster may affect the ability of the staff for the Metropolitan Transportation Planning Organization (MTPO) to perform their functions from their offices at 2009 NW 67th Place, Gainesville Florida. Relocation to an alternate site may be required for a number of emergency reasons. If the emergency impacts are so severe that MTPO offices are unusable for such a long period of time that normal operations are affected, then this Continuity of Operations Plan will be activated. The following sections discuss the four phases that will be followed when this plan is activated.

Staff will prepare a list of items which would be important when conducting work tasks which would need to be completed during the activation of the Continuity of Operations Plan and while operating at an alternate location. This list should be limited to essential items which could be removed during one hour. This list will be stored on the public drive at a designated location, such as p:/GO_KITS.

Phase 1- Plan Activation (0 to 12 hours)

The MTPO Chief Staff Official for the MTPO is Mr. Scott R. Koons, Executive Director of the North Central Florida Regional Planning Council. In response to an emergency situation, the MTPO Chief Staff Official will activate this Continuity of Operations Plan and ensure that all employees are safe and informed of the Plan's activation. During this phase, arrangements will be made to safely evacuate the building and relocate to the alternate work site.

During plan activation, if time permits, MTPO staff will be advised to pack their "Go-Kits" and leave the building. Staff will be advised when and where to report to the selected alternate work site.

Phase 2- Alternate Operations- (12 hours to termination)

As soon as operations have been safely relocated to the alternate work site, one of the first responsibilities to be implemented is the re-establishment of normal lines of communication to all outside agencies who regularly do business with the MTPO. In addition, employees will be given information in regard to estimates of how long MTPO operations will be conducted at the alternate site, including information concerning payroll and any special duty assignments.

During this phase, work will also begin on plans to return to the primary facility. If the primary facility is rendered unusable by the emergency, plans will be developed to obtain a new primary facility.

Phase 3- Reconstitution and Termination

This phase involves ending operations at the alternate site and an orderly return to a non-emergency status at the primary facility. This includes informing staff that the emergency no longer exists and providing instructions for the resumption of normal operations. Included in this phase are plans to transition communications, records and databases back to the primary facility.

Phase 4- After-Action Review and Remedial Action Plan

As soon as possible after operations have returned to normal at the primary facility, an assessment will be made of how well the Continuity of Operations Plan worked. This assessment will include identifying specific solutions to address any areas of concern related to problems encountered during the recent emergency incident.

PLAN TO NOTIFY CUSTOMERS OF NEW WORK LOCATION, PHONE NUMBERS, RE-ROUTE U.S. MAIL

MTPO staff will notify the following regular MTPO customers of the address of the new alternate site work location as soon as possible:

- U.S. Postal Service
- City of Gainesville
- Alachua County
- Florida Department of Transportation
- other agencies
- members of MTPO advisory committees
- news media

This notification will include using the conventional office telephone system, cellular telephones, emails on the Internet, and posting the new work location address and phone number on the North Central Florida Regional Planning Council website- *ncfrpc.org* and the websites of the City of Gainesville and Alachua County. Also, arrangements will be made with the telephone company to relocate the current telephone number of (352) 955-2200 to the new work location site.

MISSION ESSENTIAL FUNCTIONS- PROVIDE VITAL SERVICES AND MAINTAIN SAFETY

The primary mission essential function of the MTPO is to carry out the metropolitan transportation planning process to include the development of the transportation plan, transportation improvement program and the unified planning work program.

DELEGATION OF STAFF AUTHORITY

This section identifies the delegations of authority to ensure the rapid response to any emergency situation requiring activation of this Plan. Listed in the following section is the line of delegation of staff authority for the MTPO:

~~Mr. Scott R. Koons, MTPO Chief Staff Official~~
~~Mr. Marlie J. Sanderson, MTPO Director of Transportation Planning~~
~~Ms. Lynn Franson-Godfrey, MTPO Transportation Disadvantaged Senior Planner~~
~~Mr. Mike Escalante, MTPO Senior Planner~~

ORDERS OF STAFF SUCCESSION

This section identifies the person in charge of the MTPO Transportation Section in the event that the MTPO Chief Staff Official is absent or unable to act in fulfilling his/her normal range of responsibilities. Listed in the following section is the order of staff succession:

~~Mr. Scott R. Koons, MTPO Chief Staff Official~~
~~Mr. Marlie J. Sanderson, MTPO Director of Transportation Planning~~
~~Ms. Lynn Franson-Godfrey, MTPO Transportation Disadvantaged Senior Planner~~
~~Mr. Mike Escalante, MTPO Senior Planner~~

III

CONNECTIONS TO STATE OF FLORIDA, ALACHUA COUNTY AND CITY OF GAINESVILLE EMERGENCY PREPAREDNESS PLANS

The Alachua County Office of Emergency Management has identified the Alachua County Public Works Department as the lead agency within the County for coordinating transportation support operations to governments and voluntary organizations in the event of a natural or man-made disaster. This transportation support includes the following:

1. performance of, and assisting with, evacuation and re-entry;
2. processing of all transportation assistance requests and tasks received in the Emergency Operations Center;
3. prioritizing transportation resources for the transportation of people, materials and services;
4. performing all necessary actions to assist with recovery operations.

Other lead agencies that have been identified include the Florida Department of Transportation as the Florida Lead Agency and the U.S. Department of Transportation as the Federal Lead Agency. Additional support agencies that have been identified include the Alachua County School Board, the Gainesville Regional Airport and the Gainesville Regional Transit System.

IV

ALTERNATE WORK SITES

In the event of a natural or man-made disaster that impacts the operations of the MTPO, arrangements have been made with the Florida Department of Transportation to temporarily relocate office operations to the FDOT Gainesville Maintenance Office located at 5007 NE 39th Avenue. This site has sufficient space and equipment to accommodate relocating personnel and sustain operations for up to 30 days (with some additional resource acquisition). This site also has reliable logistical support, service, infrastructure systems (water, electrical power, heating and air conditioning, etc.). If for any reason the alternate work site is not available, the back-up plan is to lease office space.

MTPO staff has considered pre-positioning minimum essential equipment at this alternate facility and decided that this is not necessary. Also, the use of virtual office technologies (fax, email, etc...) will also be considered and used where and when appropriate.

V

BACK-UP OF STORAGE DATA

This section discusses how MTPO staff will provide for the protection and availability of electronic and hardcopy of documents, references, records, information systems and databases. This section accounts for the identification and protection of vital records and databases at both the primary facility and alternate facility. These vital records include personnel, Social Security, payroll, retirement, insurance and contracts.

MTPO staff have provided for the ~~off-site storage of duplicate records, off-site backup of electronic record and databases, and pre-positioning of vital records and databases at the alternate facility.~~ A maintenance program will be implemented to assure the records are current.

MTPO WORK PRODUCTS

A full tape backup of all work product data files is performed every Friday and those tapes are kept off-site. There are two sets of Friday tapes and they are rotated every other Friday. The Friday tapes are written over every other week. Monday through Thursday, new and changed files are backed up nightly and kept on the premises. These tapes are also overwritten.

A copy of all work product data files located on the server is performed every Friday on external hard drives and are kept off-site. There are two external hard drives and they are rotated every other Friday. The external hard drives are written over every other week.

ESSENTIAL SOFTWARE

Important software connections and data system access that are considered essential, in order to maintain MTPO operations, include the following:

- Microsoft Outlook- email
- Microsoft PowerPoint- presentations
- Wordperfect 9- word processing
- Microsoft Word
- Microsoft Access
- Windows Explorer- file management

- Microsoft Internet Explorer- internet access
- Microsoft Excel
- Lotus 1 2 3
- Windows XP, 98 and 2000 Vista
- ESRI Arcview 8
- Intuit QuickBooks Premier- Nonprofit

DISTRIBUTION LISTS

Important software that are considered essential, in order to contact outside agencies, elected officials and other citizens about MTPO information, include the following:

- Microsoft Outlook- email
- Microsoft Access- develop and maintain maillists

GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA LAYERS

A full tape backup of all MTPO GIS data layers is performed every Friday and those tapes are kept off-site. There are two sets of Friday tapes and they are rotated every other Friday. The Friday tapes are written over every other week. Monday through Thursday, new and changed files are backed up nightly and kept on premises. These tapes are also overwritten.

A copy of all MTPO GIS data layers located on the server is performed every Friday on external hard drives and are kept off-site. There are two external hard drives and they are rotated every other Friday. The external hard drives are written over every other week.

MTPO FINANCIAL RECORDS

A full tape backup of all financial record data files is performed every Friday and those tapes are kept off-site. There are two sets of Friday tapes and they are rotated every other Friday. The Friday tapes are written over every other week. Monday through Thursday, new and changed files are backed up nightly and kept on the premises. These tapes are also overwritten.

A copy of all financial record data files located on the server is performed every Friday on external hard drives and are kept off-site. There are two external hard drives and they are rotated every other Friday. The external hard drives are written over every other week.

VI

COMMUNICATION LINES

The ability to communicate with outside agencies is imperative during a national, regional or local emergency. The primary communication system currently used by MTPO staff is the conventional office telephone system that is dependent on hardware circuits. MTPO staff also have a backup system of wireless cellular telephones that can be used if the regular telephone system fails. This backup system ~~includes eight loaner phones~~ has one loaner cell phone.

In addition to the telephone system, MTPO staff communicate with outside agencies and citizens using emails on the Internet and fax machines.

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
TRANSPORTATION PLANNING STAFF**

Scott R. Koons, AICP, Executive Director

Marlie Sanderson, AICP, Director of Transportation Planning*

Lynn Franson-Godfrey, AICP, Senior Planner

Michael Escalante, AICP, Senior Planner

* Primary Responsibility

T:\Marlie\MS09\TAC\COOPrevisefeb.wpd

North Central Florida Regional Planning Council



CA.7



2009 N.W. 67 PLACE, SUITE A, GAINESVILLE, FLORIDA 32653-1603
(352) 955-2200 SUNCOM 625-2200 FAX (352) 955-2209

April 12, 2009

TO: Metropolitan Transportation Planning Organization (MTPO)

FROM: Marlie Sanderson, AICP, Director of Transportation Planning

SUBJECT: **Bus Rapid Transit (BRT) Feasibility Study Status Report-
Plan East Gainesville Subcommittee Recommendations**

PLAN EAST GAINESVILLE SUBCOMMITTEE AND MTPO STAFF RECOMMENDATIONS

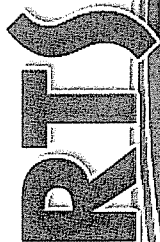
1. Request that the City of Gainesville Commission receive a BRT status report presentation at its next possible meeting;
2. Request that MTPO staff work with Alachua County and City of Gainesville staffs to develop a Bus Rapid Transit System Map;
3. Request that the City of Gainesville Regional Transit System (RTS) include a Bus Rapid Transit System Map in its Transit Development Plan update; and
4. Include a Bus Rapid Transit System Map in the Year 2035 Long Range Transportation Plan update.

BACKGROUND

The Subcommittee received a status report on the City of Gainesville Bus Rapid Transit (BRT) Feasibility Study on April 1st. During discussion of the BRT Study, the Subcommittee made recommendations for:

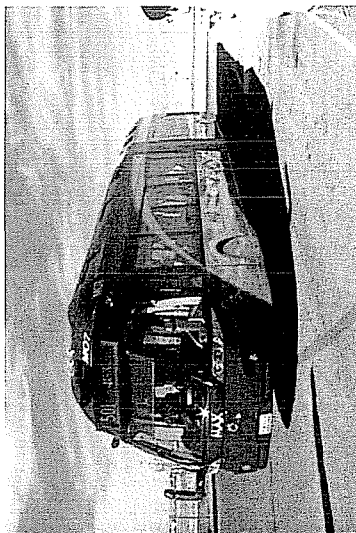
1. the inclusion of a Bus Rapid Transit System Map in the MTPO Year 2035 Long Range Transportation Plan update and the RTS Transit Development Plan update; and
2. a BRT status report presentation to the City of Gainesville Commission at the next possible City Commission meeting.

Exhibit 1 is a copy of the presentation that the Subcommittee received and discussed.



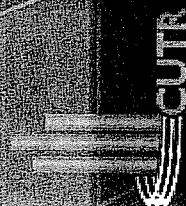
RTS Mission Statement:

To provide our community with a safe, courteous and reliable transportation alternative.



Rapid Transit Feasibility Study

Update to the MTPO CAC,
TAC, BPAB, MTPO Board,
and Plan East Gainesville
Subcommittee



Today's Agenda

- Study objectives
- Overview of Tasks
- Key BRT Objectives
- Public Involvement
- Evaluation Tool, Criteria and Scoring
- Initial Corridor Scores
- Next Steps

Study Objectives

- Determine the *feasibility* of Bus Rapid Transit improvements on a *locally preferred corridor* for eligibility in Federal *Small Starts* and *Very Small Starts* program
- Implement a *public involvement plan* that incorporates public involvement activities designed to *educate residents about BRT* and *obtain public opinions* and feedback.
- Assess the *potential application* of bus service enhancements, BRT transit technologies, and specific premium transit elements to the study corridors.

Small Starts Must:

- Be new corridor-based bus project with all of the following minimum elements:
 - *Substantial transit stations,*
 - *Traffic signal priority/pre-emption,*
 - *Low-floor vehicles or level boarding,*
 - *Branding of the proposed service, and*
 - *10 minute peak/15 minute off peak headways or better while operating at least 14 hours per weekday.*

Very Small Starts Must Have:

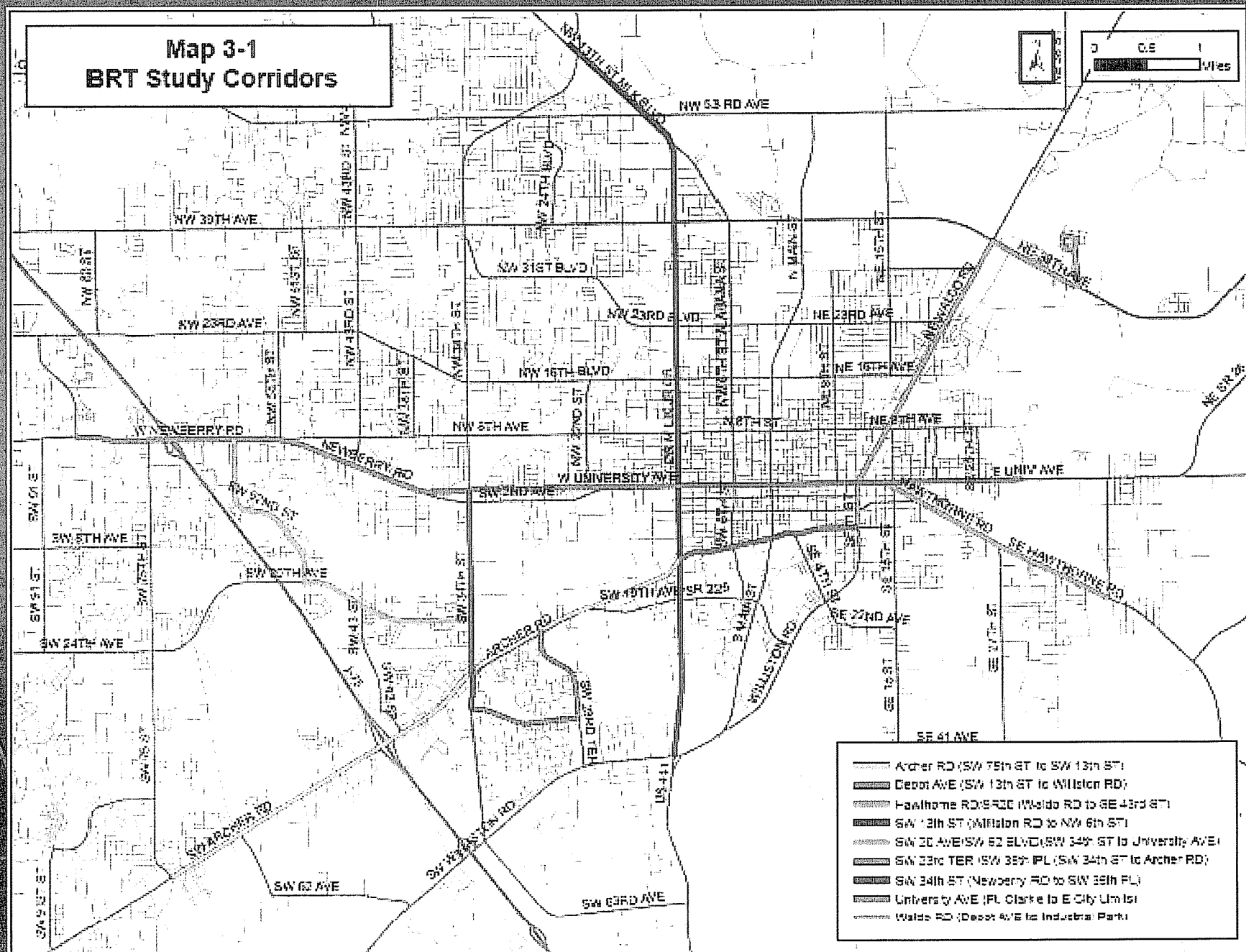
- ***Substantial transit stations,***
- ***Traffic signal priority/pre-emption***
- ***Low-floor vehicles or level boarding,***
- ***Branding of the proposed service,***
- ***10 minute peak/15 minute off peak headways or better while operating at least 14 hours per weekday,***
- ***Are in corridors with existing riders that exceed 3,000 per average weekday***

Study Objectives

- Conduct a *corridor assessment and prioritization analysis* to determine the best corridors for near term BRT application.
- Ensure *consistency with the 2025 LRTP* in regard to improving mobility and alleviating traffic congestion in the Gainesville area.
- Provide an *environmentally-friendly alternative transportation choice* for Gainesville.

Potential BRT Corridors

**Map 3-1
BRT Study Corridors**



Overview of Tasks

- Task 1: Project Management & Coordination
- Task 2: Develop a Public Involvement Plan (PIP) and conduct public workshops
- Task 3: Collect Data and coordinate with local transportation organizations
- Task 4: Identify Potential Corridors for Rapid Transit Consideration
- Task 5: Develop Criteria Screening Process for Corridor Evaluation

Overview of Tasks

- Task 6: Conduct Technology Assessment
- Task 7: Conduct Corridor Selection and Refinement
- Task 8: Prioritize Alternative Service/Configurations
- Task 9: Select Final Priority Corridors and Prepare Implementation Plans
- Task10: Develop BRT Project Schedule and Milestones
- Task11: Prepare Draft – Final Report

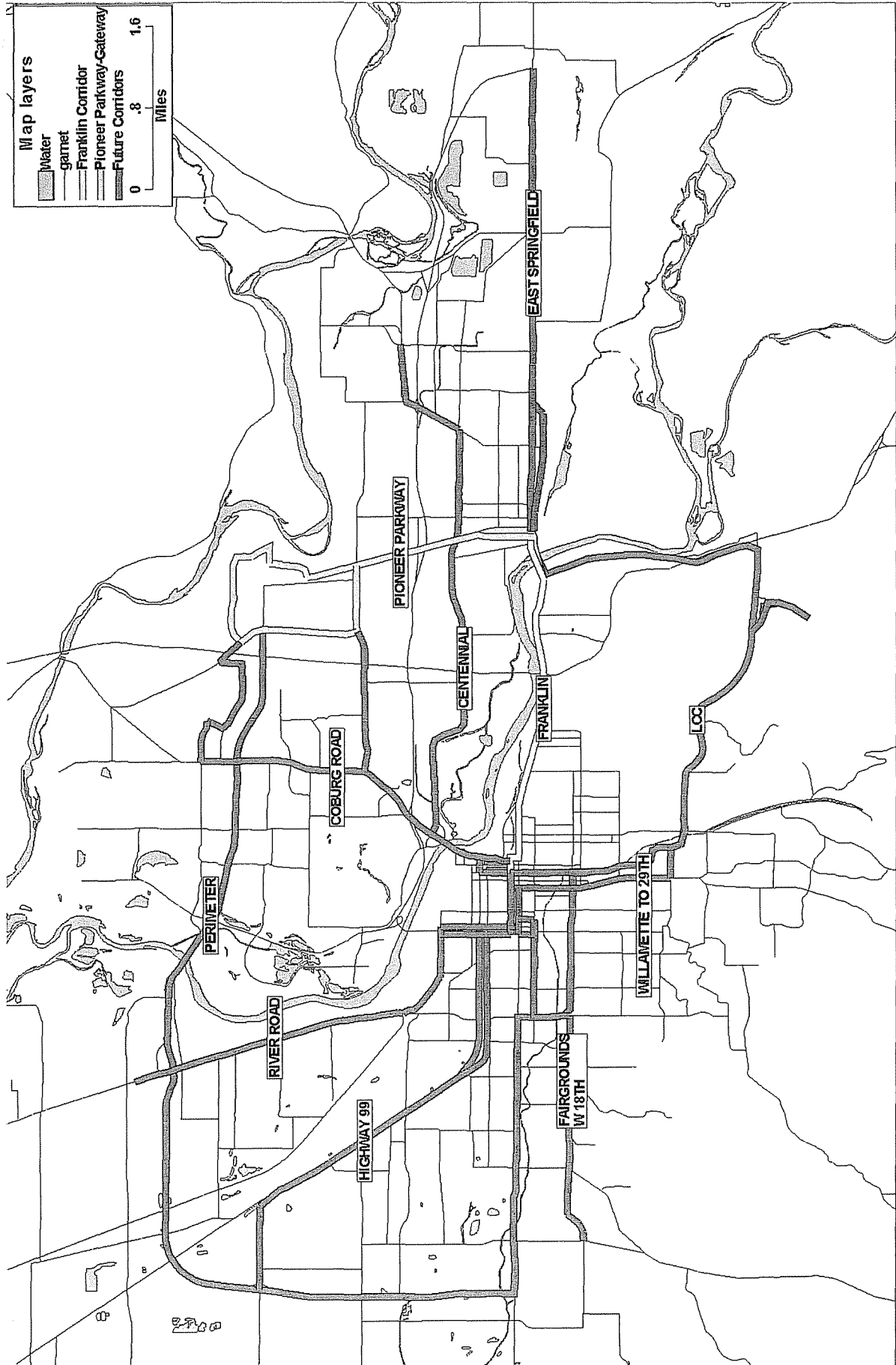
BRT Key Objectives

- Improve image of transit
 - Operate like rail
 - “Stations” rather than “stops”
 - Unique identity/branding
 - Use new technology
 - Signal priority, real-time signs, stop announcements
- Reduce travel time by 20%
- Develop in partnership with City and community
- Increase corridor ridership



•

Enx System Map



Public Involvement Plan

- Direct Involvement Activities
 - Project Management Team
 - Opinion Surveys
 - Public Workshops
 - Stakeholder Interviews
 - BRT Symposium
 - Local Government Agencies
 - MTPD Board and Advisory Committees

Public Involvement Plan

- Indirect involvement activities
 - Public Involvement Plan
 - Web-blast newsletter – corresponds to workshop phases
 - Press releases/flyers – workshops
 - Technical reports posted to RTS Web site
 - Legal advertisement
 - Mailing/contact lists
 - Additional Presentation and Workshop Materials

Public Involvement Activities



- BRT Symposium
 - October 2008
- Open House Workshops
 - October 2008
- Consensus Building Workshops
 - January 2009
- Prioritization Workshop
 - Later phase

Evaluation Tool

- Purpose: Identify data and measures that could be applied to all eight corridors equitably
- Potentially weight criteria and measures to emphasize importance
- Four Parts:
 - Market Potential
 - Travel Flows/Patterns
 - Roadway/Intersection Improvements
 - Accessibility/Compatibility

Market Potential

- Current corridor ridership
- Potential BRT corridor ridership
- Density Threshold Analysis =
Employment and residential density
using 2007 and 2035 data
- Transit Dependency
- University context area and riderhip
- Public Involvement

Travel Flows/Patterns

- Existing and future Travel Demand Flows (2007 and 2035)
- Existing and Future trip lengths (2007 and 2035)

Roadway/Intersection Improvements and Accessibility

- Roadway/Intersection Improvements
 - Right-of-way availabilities
 - Intersection geometries
- Accessibility
 - Transit connectivity
 - Coordination of improvements
 - Environmental Justice

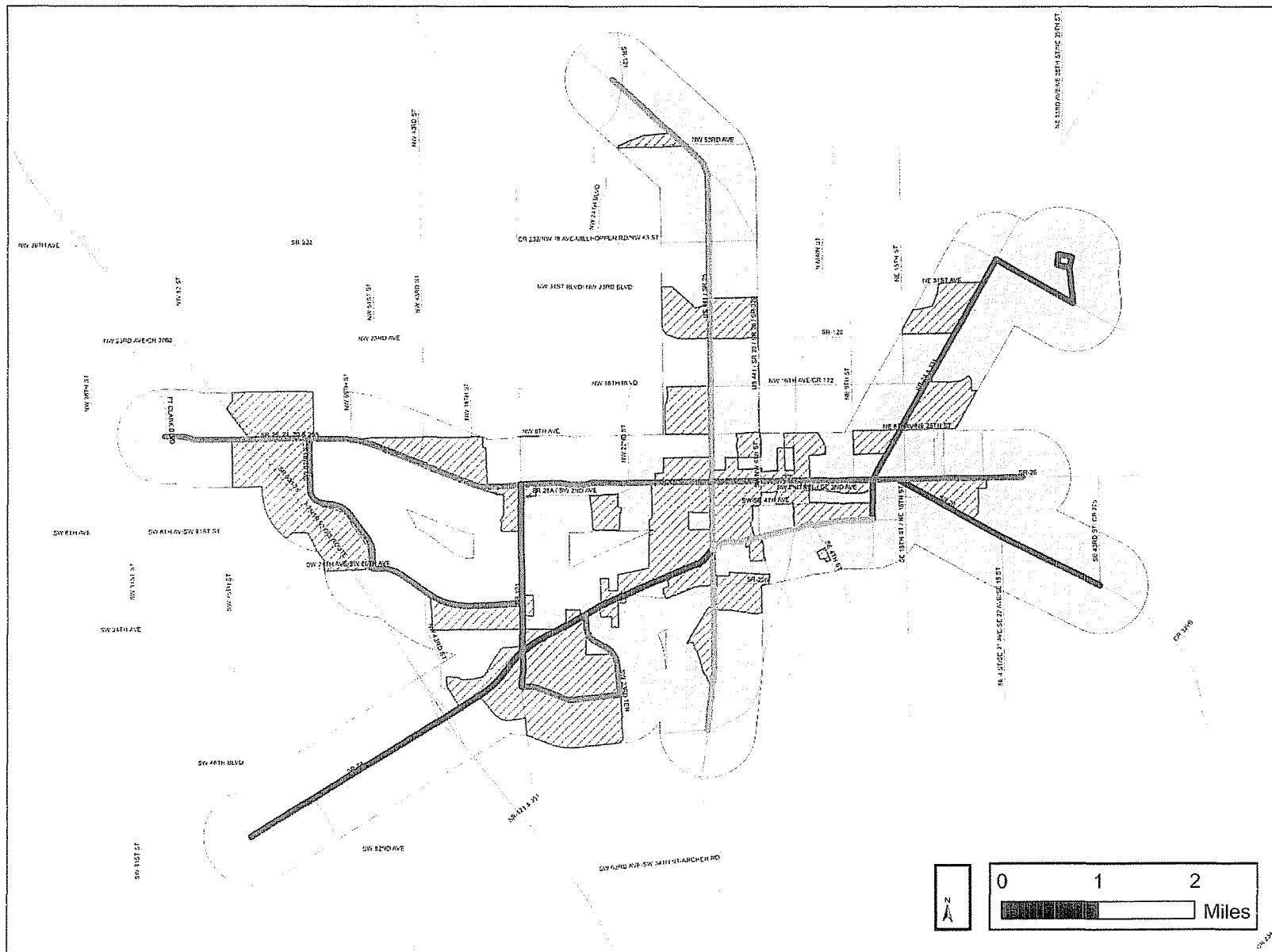
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Analysis Tool with Criteria and Measures

Strategy/Objective	Criteria	Measure	Weight
A. Transit Demand/Market Potential	1. Current corridor ridership - 2007	Total existing average weekday ridership per mile	3
	2. Projected future corridor ridership	Projected future average weekday ridership per mile	3
	3. Existing conditions Density Threshold Assessment (DTA) - 2007	DTA index scoring based on combined existing residential and employment density within a ½-mile buffer of proposed corridor	2
	4. Future conditions Density Threshold Assessment (DTA) - 2035	DTA index scoring based on combined future residential and employment density within a ½-mile buffer of proposed corridor	2
	5. Transit dependency	Index scoring based on Census demographics related to propensity for transit use within ½-mile buffer of proposed corridor	2
	6. University context area	Percent of proposed corridor adjacent to or within ½-mile of census tracts with residential areas consisting of > 30% student population	2
	7. University ridership	Percent of proposed corridor that overlaps existing local bus routes experiencing > 40% student and university faculty ridership	2
	8. Public Involvement	Total votes earned by analysis corridors preferred by public workshop participants	1
B. Travel Flows/ Traffic Condition	1. Existing travel demand model flows - 2007	Number of person trips per mile occurring between TAZs within a ½-mile buffer of the proposed corridor	1
	2. Future travel demand model flows - 2035	Number of person trips per mile occurring between TAZs within a ½-mile buffer of the proposed corridor	1
	3. Existing trip lengths - 2007	Proportion of longer person trips occurring between TAZs within a ½-mile buffer of the proposed corridor	1
	4. Future trip lengths -2035	Proportion of longer person trips occurring between TAZs within a ½-mile buffer of the proposed corridor	1
C. Roadway/ Intersection Improvements	1. Right-of-way availability	Width of available right-of-way or excess roadway capacity available for exclusive running way facilities from GIS parcel data	3
	2. Intersection geometries	Number of intersections eligible for bus preferential treatment applications per total signalized intersections	2
D. Accessibility/ Compatibility	1. Transit connectivity	Number of transfer opportunities with existing non-parallel transit routes per mile	1
	2. Potential for coordinated improvements	Review of transportation system modifications to include planned and/or programmed roadway, bicycle and pedestrian facilities along the corridor	2
	3. Environmental justice	Coverage of minority and/or other underrepresented populations within ½-mile buffer of the corridor	2

2007 Density Threshold Analysis



RTS Rapid Transit Study

Legend

BRT Study Corridors

- Archer Rd (SW 75th St to SW 13th St)
- Deol Ave (SW 13th St to Wilston Rd)
- Hawthorne Rd (SR 20 to SE 43rd St)
- SW 13th St (Wilston Rd to NW 6th St)
- SW 20 Ave (SW 62 Blvd to SW 34th St to University Ave)
- SW 23rd Ter (SW 35th Pl to Archer Rd)
- SW 34th St (Newberry Rd to SW 35th Pl)
- University Ave (FL Clarke to E City Limits)
- Wilston Rd (Depot Ave to Industrial Park)

2007 Density Thresholds Analysis

- High Employment and/or Residential Density TAZs
- 0.5-mile Buffer

Roadway

2007
Density Threshold Analysis

-145-



BRT Study Corridors

2035 Density Thresholds Analysis
☒ High Employment and/or Population Density TAZs
 0.5-mile Buffer

Roadway

2035
Density Threshold Analysis

University Context Area



RTS Rapid Transit Study

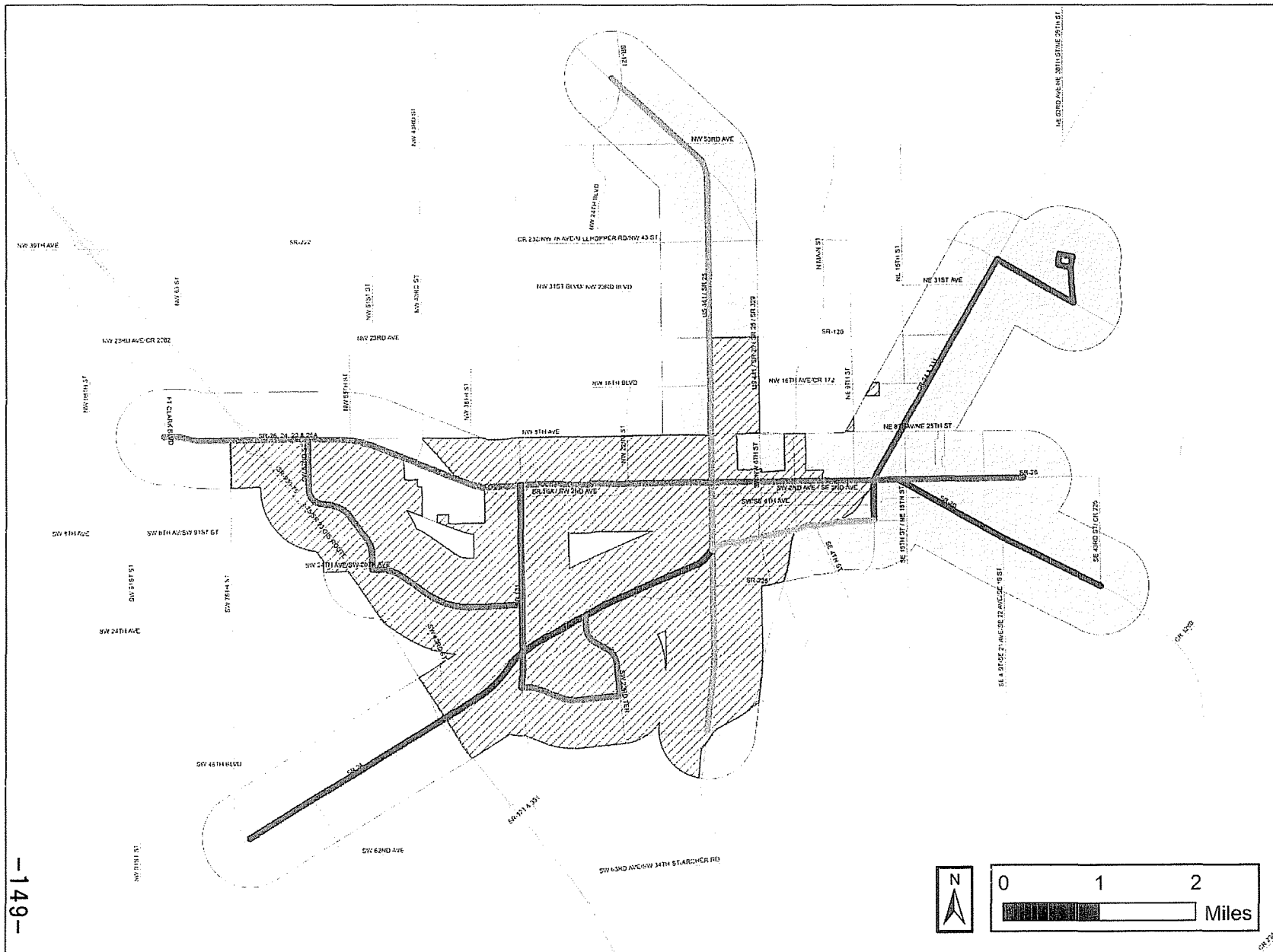
Legend

BRT Study Corridors

- Archer RD** (SW 75th St to SW 13th St)
DEVELOPMENT
DEPOIT AVE (SW 13th St to Wilkinson Rd)
DEVELOPMENT
Hawthorne RD/SR20 (Waldo Rd to SE 43rd St)
DEVELOPMENT
SW 13th St (Wilkinson Rd to NW 6th St)
DEVELOPMENT
SW 20 AVE/SW 82 BLVD (SW 34th St to University Ave)
DEVELOPMENT
SW 23rd Ter (SW 35th Pl (SW 34th St in Archer Rd))
DEVELOPMENT
SW 34th St (Hawberry Rd to SW 35th Pl)
DEVELOPMENT
University Ave (FL Clark to E City Limits)
DEVELOPMENT
Waldo Rd (Depot Ave to Industrial Park)
University Context Area
 Tracts with Student Population > 30%
0.5-mile Buffer

Roadway

University Context Area



Initial Scores – With Weights

Corridor	Criteria
	Total Score
Archer RD (SW 75th ST to SW 13th ST)	89
Depot AVE (SW 13th ST to Williston RD)	77
Hawthorne RD/SR20 (Waldo RD to SE 43rd ST)	51
SW 13th ST (Williston RD to NW 6th ST)	41
SW 20 AVE/SW 62 BLVD(SW 34th ST to University AVE)	81
SW 23rd TER /SW 35th PL (SW 34th ST to Archer RD)	95
SW 34th ST (Newberry RD to SW 35th PL)	97
University AVE (Ft. Clarke to E City Limits)	41
Waldo RD (Depot AVE to Industrial Park)	55

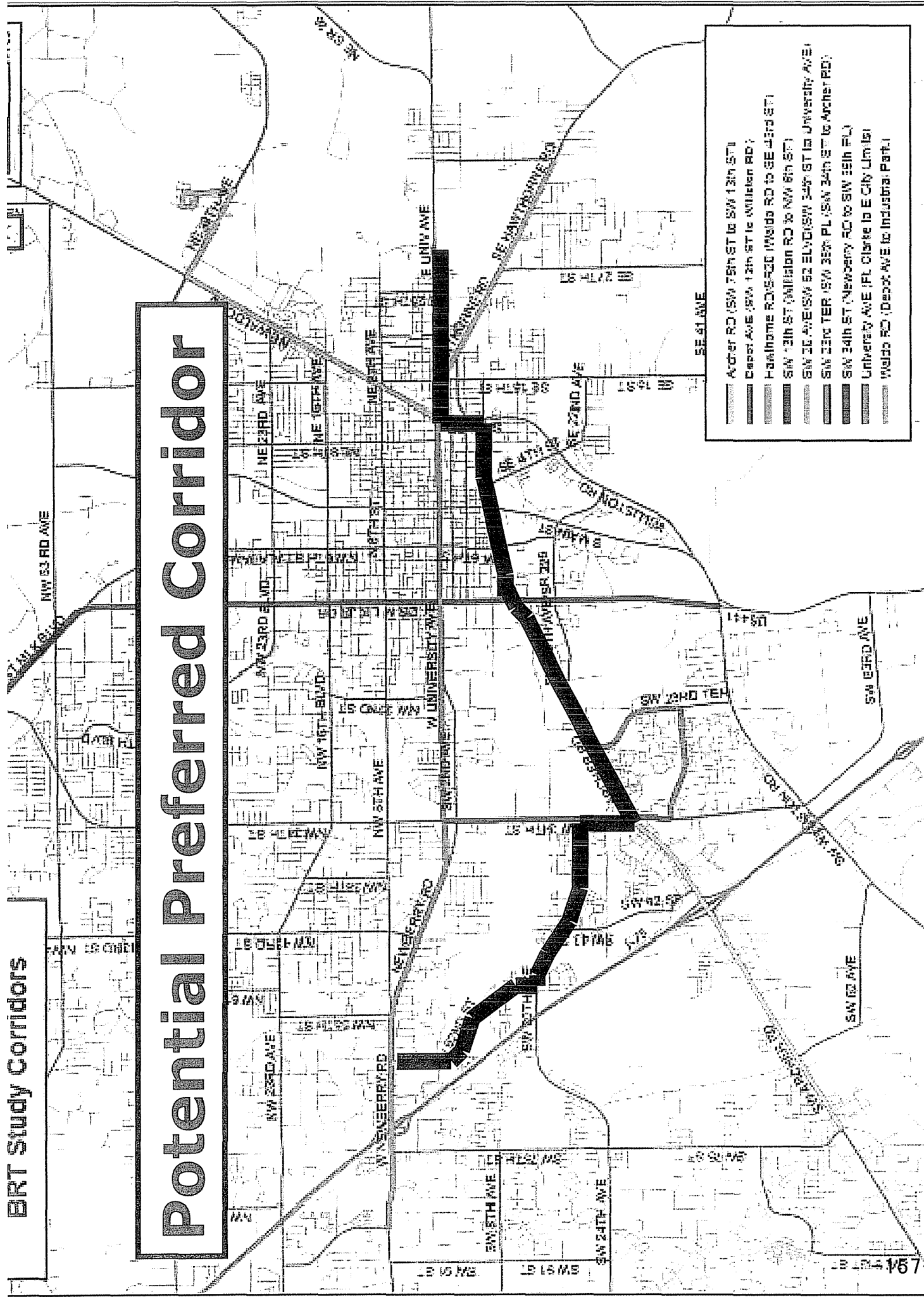
Initial Scores – No weights

Corridor	Criteria
	Total Score
Archer RD (SW 75th ST to SW 13th ST)	51
Depot AVE (SW 13th ST to Williston RD)	43
Hawthorne RD/SR20 (Waldo RD to SE 43rd ST)	29
SW 13th ST (Williston RD to NW 6th ST)	23
SW 20 AVE/SW 62 BLVD(SW 34th ST to University AVE)	45
SW 23rd TER /SW 35th PL (SW 34th ST to Archer RD)	47
SW 34th ST (Newberry RD to SW 35th PL)	53
University AVE (Ft. Clarke to E City Limits)	27
Waldo RD (Depot AVE to Industrial Park)	33

Next Steps

- Conduct Technology Assessment
- Refine Corridors
- Develop preferred configurations
- Establish final locally preferred corridor

Potential Preferred Corridor



North Central Florida Regional Planning Council



CA.8



2009 N.W. 67 PLACE, SUITE A, GAINESVILLE, FLORIDA 32653-1603
(352) 955-2200 SUNCOM 625-2200 FAX (352) 955-2209

March 30, 2009

TO: Metropolitan Transportation Planning Organization (MTPO)
FROM: Marlie Sanderson, AICP, Director of Transportation Planning
SUBJECT: Plan East Gainesville Subcommittee

MTPO STAFF RECOMMENDATION

No action required. This agenda item is for information only.

BACKGROUND

The Alachua County Commission has appointed Commissioner Lee Pinkoson to replace Commissioner Cynthia Chestnut on the Plan East Gainesville Subcommittee. The current members of this Subcommittee are as follows:

Commissioner Rodney Long- Chair
Commissioner Lee Pinkoson
Commissioner Scherwin Henry
Commissioner Craig Lowe

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North Central Florida Regional Planning Council

2009 N.W. 67 PLACE, SUITE A, GAINESVILLE, FLORIDA 32653-1603
(352) 955-2200 SUNCOM 625-2200 FAX (352) 955-2209



April 13, 2009

TO: Metropolitan Transportation Planning Organization (MTPO)
FROM: Marlie Sanderson, AICP, Director of Transportation Planning
SUBJECT: **Transportation Disadvantaged Program- Status Report**

STAFF RECOMMENDATION

No action required. This agenda item is for information only.

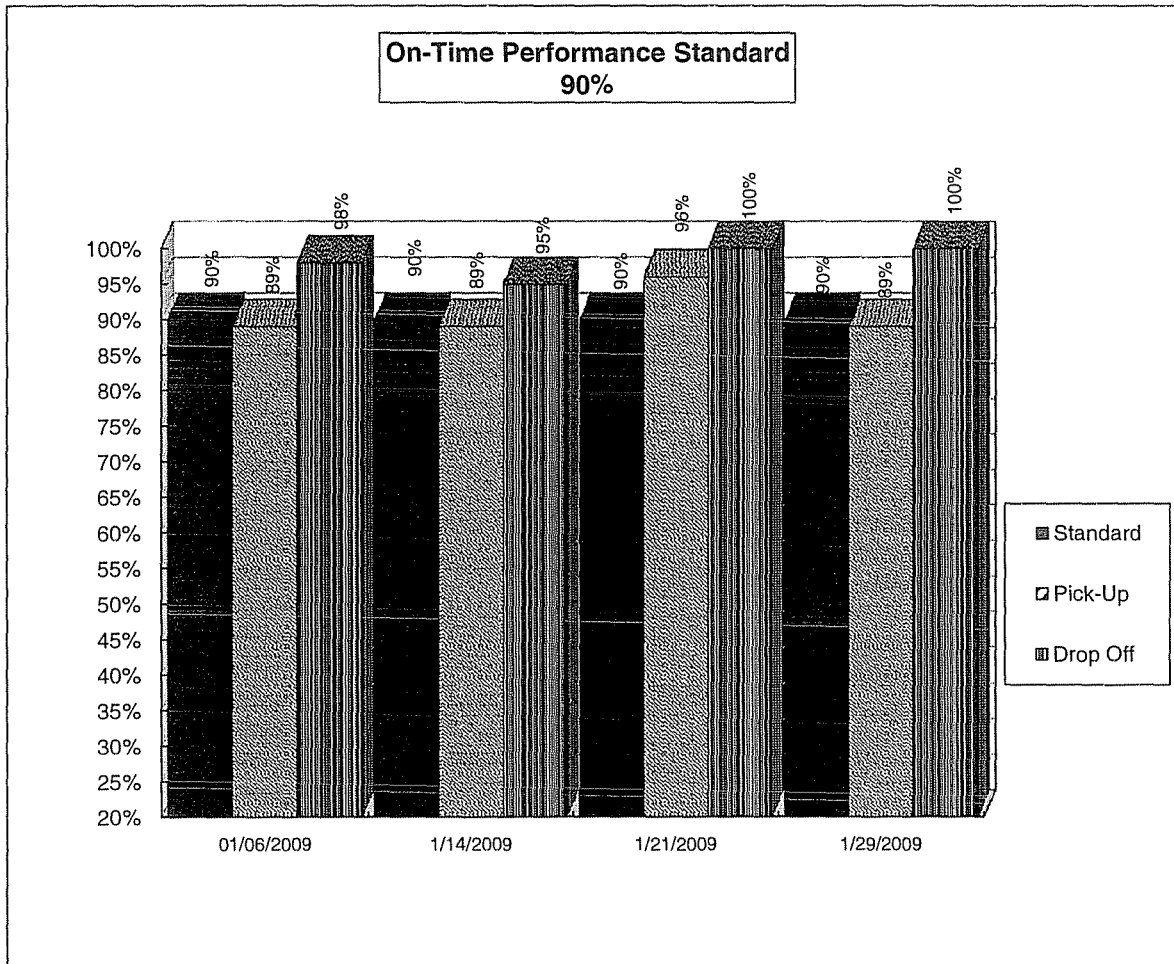
BACKGROUND

Enclosed are the following reports:

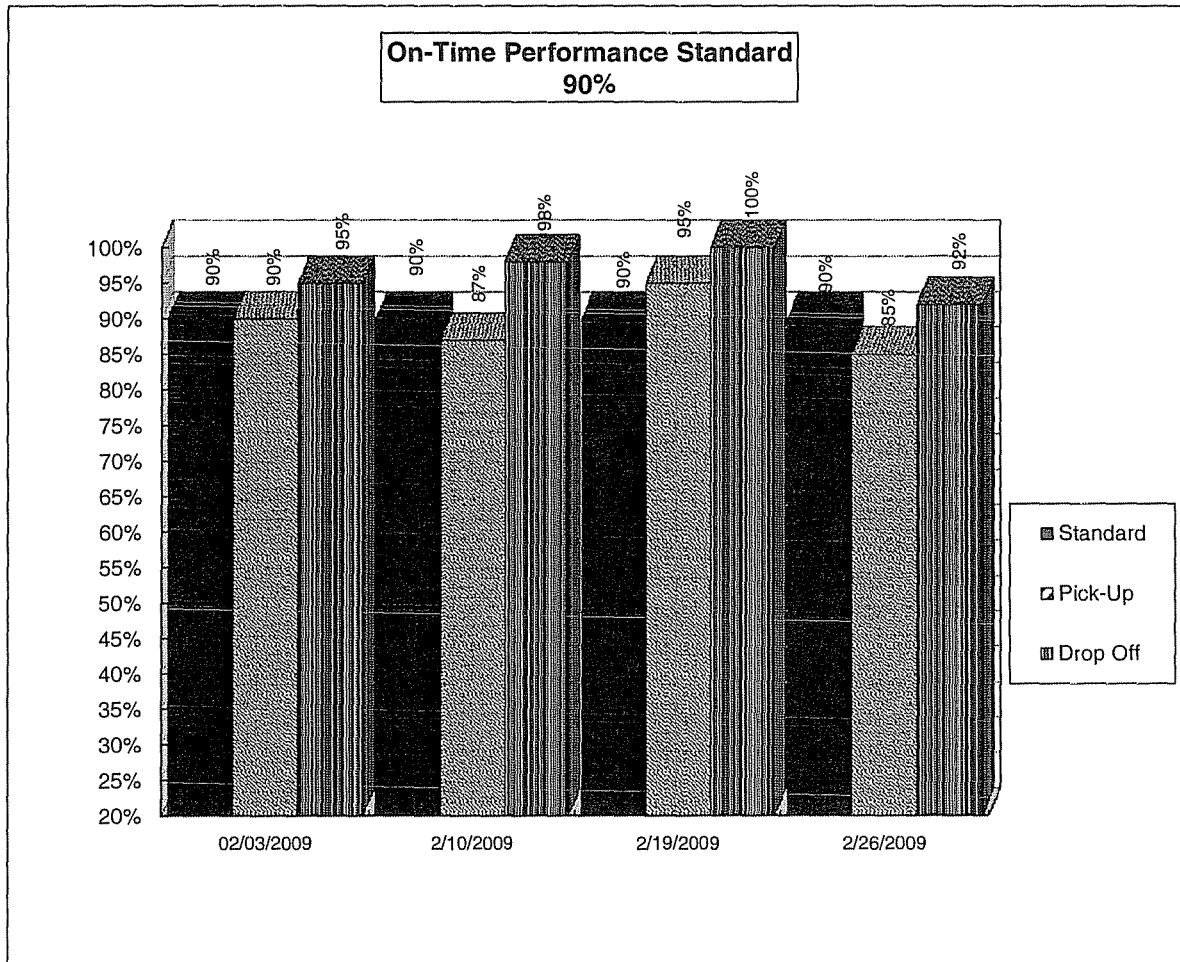
1. TDSP Standards Report that shows:
 - MV met the drop-off on-time performance standard on January 6, January 14, January 21, January 29, February 3, February 10, February 19 and February 26. MV met the pick-up on-time performance standard on January 21, February 3 and February 19. MV did not meet the pick-up on-time performance standard on January 6, January 14, January 29, February 10 and February 26.
 - MV met the standard of no more than 3 complaints per 1,000 trips in February 2009;
 - MV met the call hold time standard in February 2009;
 - MV did not meet the accident standard of no more than 1.4 accidents per 100,000 miles in January and February 2009; and
 - MV met the roadcall standard in February 2009.
2. MV Transportation Operations Report July 2008- February 2009.

If you have any questions concerning the enclosed materials, please contact Ms. Lynn Godfrey, Senior Planner, at extension 110.

TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY, JANUARY 2009



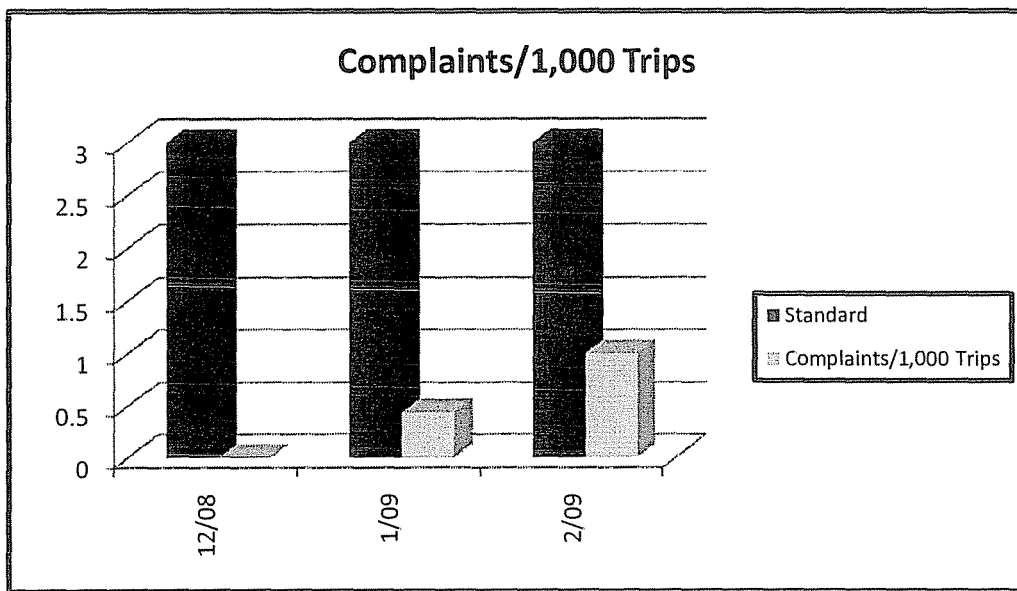
TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY, FEBRUARY 2009



TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP) STANDARDS

ALACHUA COUNTY, DECEMBER 2008 - FEBRUARY 2009

MONTH	STANDARD	COMPLAINTS/1,000 TRIPS
12/08	3	0
1/09	3	0.44
2/09	3	1



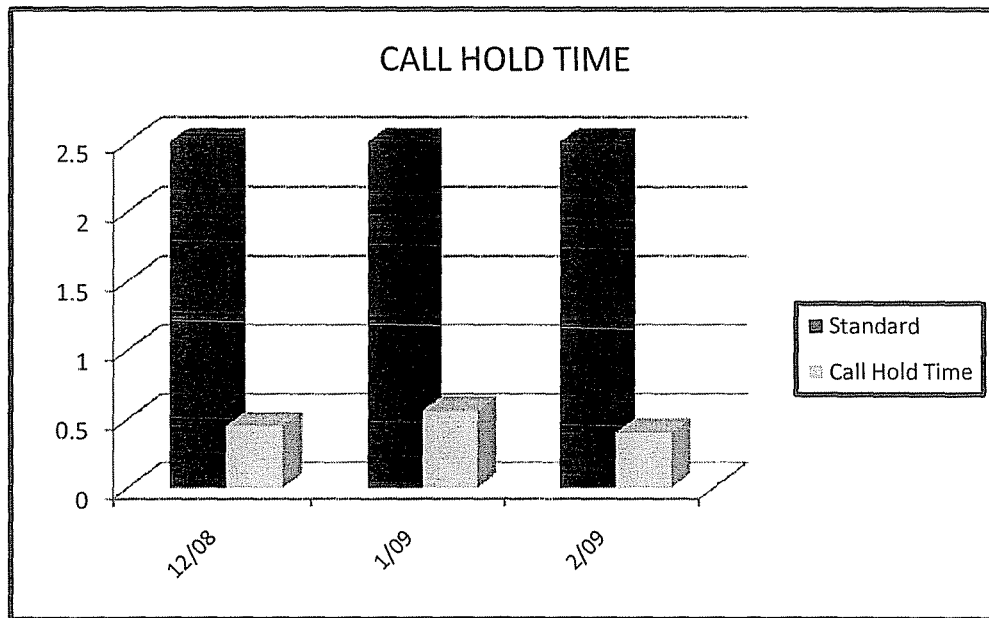
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MV TRANSPORTATION SUMMARY OF SERVICE ISSUES

TYPE OF COMPLAINT	7/08	8/08	9/08	10/08	11/08	12/08	1/09	2/09	3/09	4/09	5/09	6/09
Late Drop-Off	6	1	7	3	0	0	0	4	3	0	0	0
Pick-Up before Window Opens	0	1	0	0	0	0	0	0	0	0	0	0
Late Return Pick-Up	0	0	2	2	2	0	2	3	2	0	0	0
Excessive Ride Time	0	1	1	0	0	0	0	0	2	0	0	0
Can't Get Through by Telephone	0	0	0	0	0	0	0	0	0	0	0	0
On Hold for Excessive Periods of Time	0	0	1	1	0	0	0	0	0	0	0	0
Phone System Problems	0	0	0	0	0	0	0	0	0	0	0	0
Sunday Reservations	0	0	0	0	0	0	0	0	0	0	0	0
Trip Denial	0	0	0	0	0	0	0	0	0	0	0	0
Driver Training	0	0	0	0	0	0	0	0	0	0	0	0
Driver Behavior	0	0	0	1	0	0	0	1	2	0	0	0
No Passenger Assistance Provided	0	0	7	0	0	0	1	0	0	0	0	0
No Driver ID	0	0	0	0	0	0	0	0	0	0	0	0
Dispatcher Behavior	0	0	0	0	0	0	0	1	0	0	0	0
Reservationist Behavior	0	0	0	0	0	0	0	0	0	0	0	0
Unsafe Driving	0	0	0	0	0	0	0	1	1	0	0	0
No Show by Driver	0	0	1	0	0	0	0	1	1	0	0	0
Reservations/Scheduling	0	0	0	0	1	0	0	0	0	0	0	0
Reservations	0	0	0	0	0	0	0	0	0	0	0	0
Air Conditioning not Working	0	0	0	0	0	0	0	0	0	0	0	0
Wheelchair/Scooter Securement	0	0	0	0	0	0	0	0	0	0	0	0
Passenger Behavior	0	0	0	0	0	0	0	0	0	0	0	0
No Show by Passenger	0	0	0	0	0	0	0	0	0	0	0	0
Customer Service	0	0	0	0	0	0	0	0	0	0	0	0
Safety	0	1	0	1	0	0	0	0	0	0	0	0
Trip Cancelled, Ride Came Anyway	0	0	0	0	0	0	1	0	0	0	0	0
Wheelchair Lift Not Working Properly	0	0	0	0	0	0	0	0	1	0	0	0
Charged Wrong Passenger Fare	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Condition	0	0	0	0	0	0	0	0	0	0	0	0
MV Staff Availability	0	0	0	0	0	0	0	0	0	0	0	0
Dropped Off at Wrong Location	0	0	0	0	0	0	0	0	1	0	0	0
TOTAL	6	4	19	8	3	0	4	11	13	0	0	0
TRIPS	9,669	9,193	9,967	10,787	8,621	9,110	9,162	9,187	0	0	0	0
COMPLAINTS/1,000 TRIPS	1	0.4	2	1	0.3	0	0.44	1	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Number of Individuals Submitting Complaints	2	3	9	7	3	0	4	7	8	0	0	0
RTS	1	3	8	5	2	0	4	10	6	0	0	0
CIL	1	0	11	2	0	0	0	1	2	0	0	0
Foster Grandparents	0	0	0	0	0	0	0	0	0	0	0	0
NCFRPC	0	0	0	0	0	0	0	0	0	0	0	0
COMMENDATIONS	1	0	0	0	0	0	0	0	0	0	0	0

**TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY, DECEMBER 2008 - FEBRUARY 2009**

MONTH	STANDARD	CALL HOLD TIME
12/08	2.5	0.45
1/09	2.5	0.56
2/09	2.5	0.4

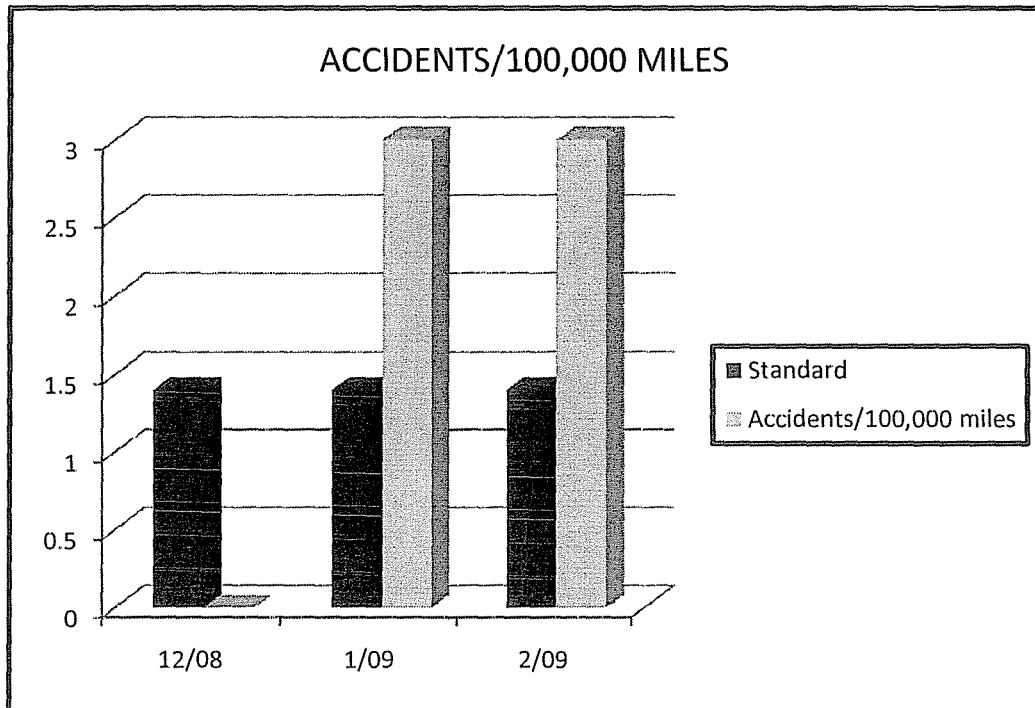


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TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP) STANDARDS

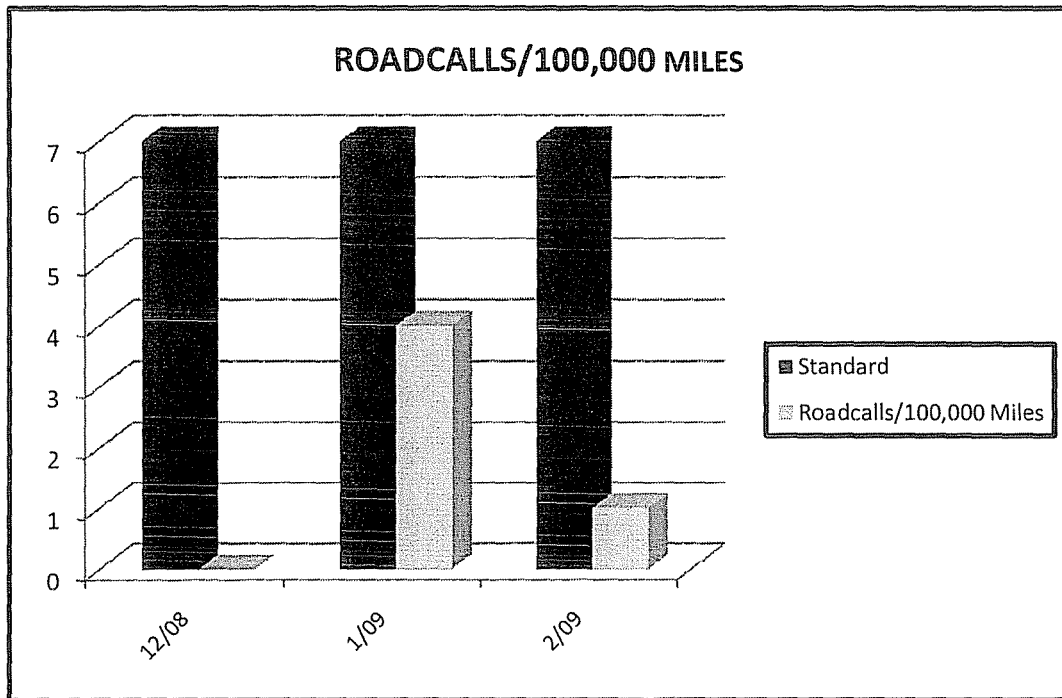
ALACHUA COUNTY DECEMBER 2008 - FEBRUARY 2009

MONTH	STANDARD	ACCIDENTS/100,000 MILES
12/08	1.4	0
1/09	1.4	3
2/09	1.4	3



**TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY, DECEMBER 2008 - FEBRUARY 2009**

MONTH	STANDARD	ROADCALLS/100,000 MILES
12/08	7	0
1/09	7	4
2/09	7	1



2008-2009 OPERATING DATA	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09
Total No Trips Invoiced	9,669	9,193	9,967	10,787	8,621	9,110	9,162	9,187	0	0	0	0
Medicaid Alachua	4,060	3,592	3,629	4,401	3,648	4,006	4,010	3726				
TD Trust Fund Alachua	1,502	1,420	1,661	1,520	1,133	1,183	1,127	1414				
ADA	3,665	3,529	3,696	3,869	3,089	3,199	3,250	3381				
County of Alachua - 5311	0	0	0	0	0	0	0	0				
County of Alachua, FGPA, RSVP	242	456	784	797	531	497	593	479				
Elder Care	111	107	109	106	126	126	88	93				
Bus Passes TD	77	82	84	90	90	94	91	91				
Bus Passes Medicaid	12	7	4	4	4	5	3	3				
Purchased Transportation	\$ 221,113.34	\$ 208,693.40	\$ 236,030.80	\$ 271,606.46	\$ 227,766.16	\$ 256,294.68	\$ 285,006.74	\$ 276,571.28	\$ -	\$ -	\$ -	\$ -
Medicaid Alachua	\$ 105,733.88	\$ 96,909.43	\$ 105,551.29	\$ 108,056.13	\$ 91,430.20	\$ 113,485.35	\$141,198.02	\$124,289.09				
TD Trust Fund Alachua	\$ 33,241.18	\$ 29,601.58	\$ 39,117.29	\$ 35,882.10	\$ 36,767.88	\$ 38,065.28	\$35,758.36	\$43,604.64				
TD Trust Fund Local Match	\$ 3,693.46	\$ 3,289.64	\$ 3,911.73	\$ 3,588.21	\$ 3,676.79	\$ 3,806.53	\$3,575.84	\$4,360.46				
ADA	\$ 69,629.88	\$ 66,147.71	\$ 68,254.84	\$ 96,638.54	\$ 75,190.25	\$ 81,262.77	\$83,260.32	\$86,185.49				
County of Alachua - 5311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
County of Alachua, FGPA, RSVP	\$ 4,682.56	\$ 8,689.80	\$ 14,898.24	\$ 23,194.97	\$ 15,514.08	\$ 14,946.02	\$ 16,841.20	\$13,603.60				
Elder Care	\$ 2,782.38	\$ 2,705.24	\$ 2,722.41	\$ 2,601.51	\$ 3,174.46	\$ 2,978.73	\$ 2,728.00	\$2,883.00				
Bus Passes Total MED and TD	\$ 1,350.00	\$ 1,350.00	\$ 1,575.00	\$ 1,645.00	\$ 2,012.50	\$ 1,750.00	\$ 1,645.00	\$1,645.00				
Total Dollars Invoiced	\$ 216,069.88	\$ 204,053.76	\$ 230,544.07	\$ 266,373.25	\$ 222,076.87	\$ 250,738.15	\$279,785.90	\$270,565.82				
Total Expenses	\$ 286,164.00	\$ 346,892.00	\$ 263,225.00	\$ 273,787.00	\$ 255,254.00	\$ 251,960.00	\$253,836.00	\$ 244,878.00				
Average Cost Per Trip	\$ 29.60	\$ 37.73	\$ 26.41	\$ 25.38	\$ 29.61	\$ 27.66	\$ 27.71	\$ 26.65				
Total Vehicle Miles	126,209	120,874	122,537	124,406	97,103	105,512	106,076	102,322				
Total Vehicle Hours	7,880	7,634	7,650	7,638	6,027	6,488	6,623	6,414				
Avg Miles per Trip	13	13	12	12	11	12	12	11	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Avg Cost Per Mile	\$2.27	\$2.87	\$2.15	\$2.20	\$2.63	\$2.39	\$2.39	\$2.39	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Avg Cost Per Hour	\$36.32	\$45.44	\$34.41	\$35.85	\$42.35	\$38.83	\$38.33	\$38.18	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Number of No Shows	408	538	467	475	475	532	463	692				
Number Trips Denied	0	0	0	0	0	0	0	0				
No Accidents	0	4	1	0	2	0	3	3				
No RoadCalls	0	3	3	3	4	0	4	1				
Telephone Calls Rec'd	19,569	12,817	19,750	20,937	16,941	18,266	17,916	12,007				
Avg. Telephone On-Hold Time	0.4	0.49	0.53	0.51	0.51	0.45	0.56	0.4				

North Central Florida Regional Planning Council



CA.10



2009 N.W. 67 PLACE, SUITE A, GAINESVILLE, FLORIDA 32653-1603
(352) 955-2200 SUNCOM 625-2200 FAX (352) 955-2209

March 24, 2009

TO: Metropolitan Transportation Planning Organization (MTPO)

FROM: Marlie Sanderson, AICP, Director of Transportation Planning

SUBJECT: U.S. Government Accountability Office (GAO)- Interview

MTPO STAFF RECOMMENDATION

No action required. This material is for information only.

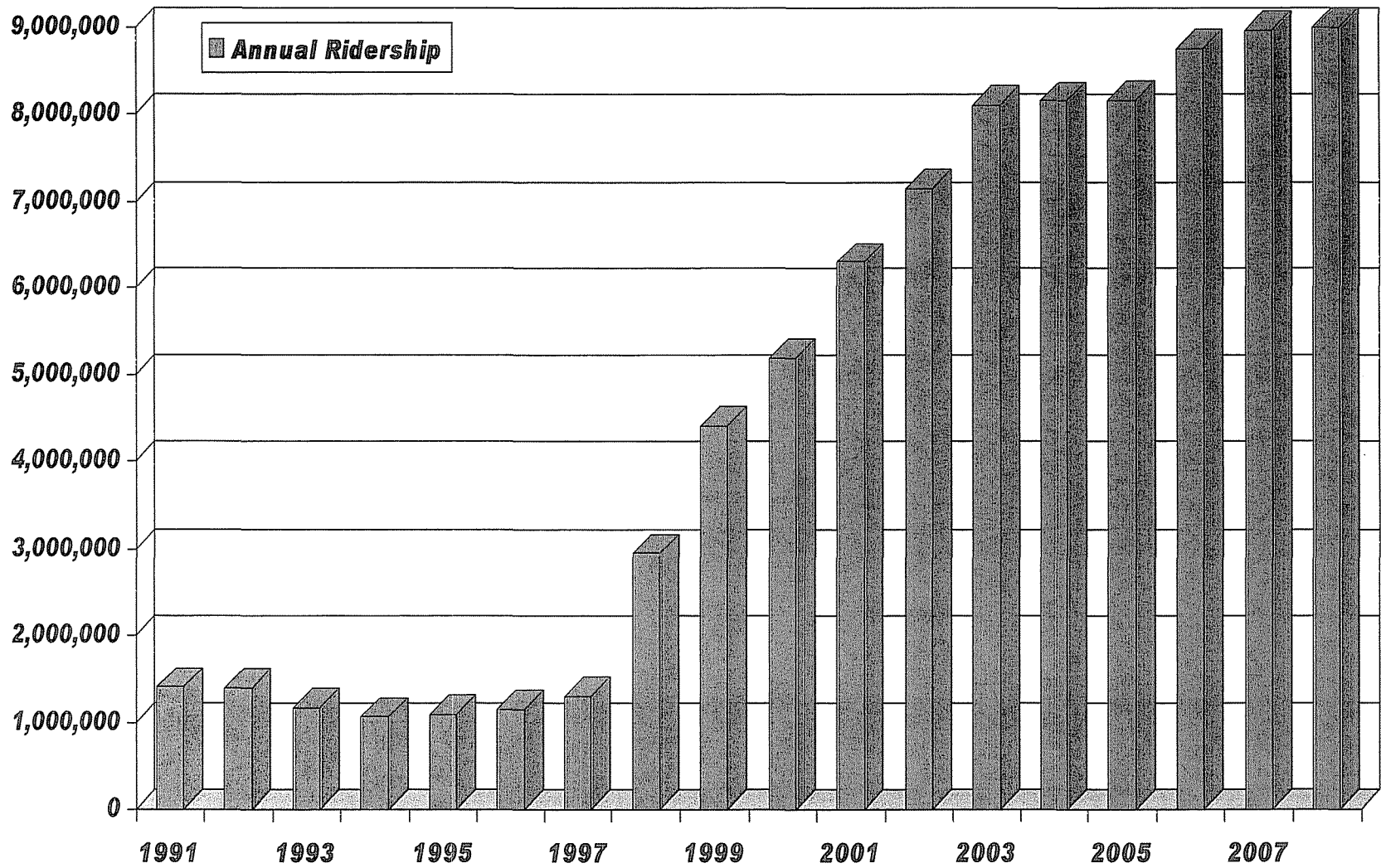
BACKGROUND

The U.S. Government Accountability Office, a research agency of Congress, is conducting a study of Metropolitan Planning Organization (MPO) issues. As part of this study, GAO staff contacted our office and requested the opportunity to interview MTPO staff. The Gainesville MTPO was one of eight MPOs across the country that interviewed for this study.

We agreed to this request and the interview was conducted on February 11th. The interview questions were about the following three issues:

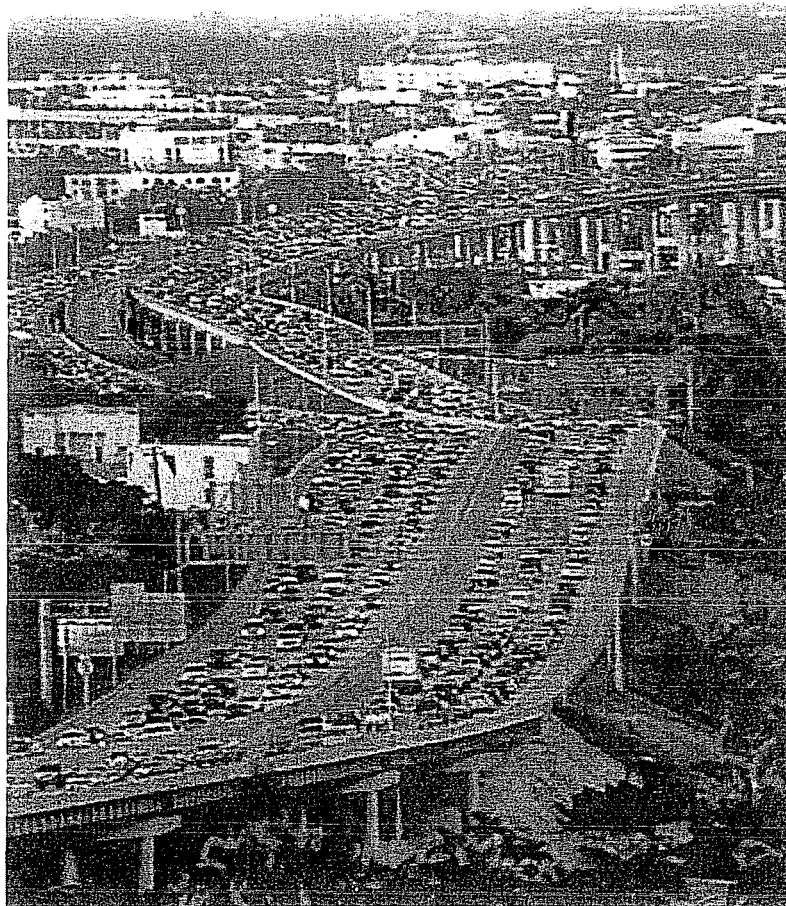
1. MPO roles and responsibilities;
2. federal oversight of MPOs; and
3. possible ways to improve regional transportation planning.

Transit Ridership



MPOAC

Florida Metropolitan Planning Organization Advisory Council



2009 Legislative Policy Positions

Adopted January 22, 2009

THE MPOAC

The Florida Metropolitan Planning Organization Advisory Council (MPOAC) was created by the Florida Legislature pursuant to Section 399.175(11), Florida Statutes. As provided by law, the MPOAC was created to augment and not supplant the role of the individual MPO's in the cooperative transportation planning process. The MPOAC represents the collective interests of Florida's 26 MPOs, and assists the MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion.

Transportation Finance & Funding

The MPOAC supports State Legislation that:

- Prevents diversion of the State Transportation Trust Fund and transportation user fees to non-transportation purposes recognizing that last year \$210.4 million was diverted and made unavailable to fund metropolitan area transportation improvement needs.
- Creates the Florida Transportation Revenue Study Commission to determine Florida's transportation needs, evaluate the stability of existing revenue sources, and by January 1, 2011 identify and recommend to the Legislature new and innovative transportation funding options that can be used by the state, metropolitan planning organizations, local governments and other major transportation providers.
- Continues to allocate \$542 million or more of state documentary tax stamp proceeds to support the Transportation Regional Incentive Program, the Strategic Intermodal System, the New Starts Transit Program and the Small County Outreach Program by restoring program funds and removing the funding cap in state law.
- Expands the Transportation Disadvantaged Trust fund through a \$1.50 increase in certain motor vehicle registration fees in order to assist with rising costs, improve mobility for all Floridians, and to reduce the 781,850 trips in FY 2007 which were denied to elderly, disabled and low income individuals.
- Provides all counties the authority to implement a County Transportation System Surtax (replacing the current Charter County Transit System Surtax) to fund local and regional transportation projects and services.
- Authorizes any county to impose a local option surcharge on the lease or rental of motor vehicles within a county to fund transportation projects.
- Creates new dedicated sources of revenue to fund Regional Transportation Authorities.
- Allows multiple MPOs or multi-county MPOs to create regional transportation entities which are authorized to receive, raise and disperse revenue for regional transportation facilities and services from a variety of tax and user fees.
- Indexes local option gas taxes to the consumer price index in a manner similar to the current indexing of state gas taxes.
- Allows counties to impose all local option gas taxes by a simple-majority vote of the county commission or by referendum and repeals the current requirement for a super-majority vote (majority plus one). In those counties presently having the gas tax its repeal should be by a super-majority vote.

- Provides additional dedicated funding for paratransit services from existing and nontraditional sources such as broader fines for speeding offenses and red light running.
- Allows tolls upon MPO concurrence to be charged on new and existing interstate highways and other appropriate highways for the purpose of financing capacity and operation improvements, consistent with tolling provisions established in federal law.
- Requires MPO concurrence for public private partnership agreements related to the lease or sale of public transportation facilities within metropolitan areas.

Transportation Planning & Programming
The MPOAC supports State Legislation that:

- Expands transit options and reduces green house gas emissions as part of the update of MPO long range transportation plans and the subsequent development of project priorities.
- Amends s.339.175, F.S. providing for designation, redesignation and jurisdictional boundaries of MPOs and better outlines the roles and responsibilities of MPOs.
- Increases the local government reimbursement program (s.339.12, F.S.) from \$100 million to \$250 million as the total amount of agreements FDOT may enter into at any time with local governments for projects or project phases not included in the adopted work program.
- Establishes language to make it easier to implement passenger rail projects throughout the state, including language pertaining to insurance and liability.
- Strengthens the role of MPOs in growth management and visioning activities that promotes a stronger linkage between transportation, land use planning and growth management, including an emphasis on transit oriented development.
- Allows FDOT to grant state funds for start-up costs that may be needed by Independent MPOs.
- Enhances communication between local governments and FDOT regarding proposed State Work Program amendments that may affect local transportation concurrency programs and agreements.
- Allows Strategic Intermodal System funds to be used on roads and other transportation facilities not designated on the SIS if the improvement will relieve congestion on the SIS.
- Ensures the state's non-SIS highway capacity program maintains current funding levels, has flexible project eligibility guidelines and is responsive to the diverse regional and local transportation needs of metropolitan areas.
- Recognizes Military Installations as SIS hubs and roads that connect them to the highway network as SIS connectors.
- Allows state funds to be used for improvements to county or local service, collector and distributor roads that provide alternative access to other controlled access state facilities.

Transportation Safety & Efficiency

The MPOAC supports State Legislation that:

- Amends the Florida Safety Belt Law to apply to all motorists and enforced as a primary offense in order to save lives and money.
- Allows local governments to improve safety within high accident intersections and enforce traffic laws by using red light detection cameras to automatically photograph vehicles and issue citations to drivers who run red lights.
- Clarifies FDOT's authority to implement variable rate tolls on high occupancy toll or express lanes and requires new or replacement electronic toll collection systems to be interoperable with FDOT's electronic toll collection system.
- Restores funding to the Road Ranger program and allows FDOT rather than the legislature to make program level funding changes.
- Maintains gross vehicle weight limitations and restrictions by not raising the maximum weight limit above 80,000 pounds. Exceptions to the weight restriction should only be granted when it is authorized by state and local governments and adequate compensation is paid by the applicant to mitigate the impacts upon state, county and local transportation systems.
- Establishes reasonable limits on the amount of business damages awardable in an eminent domain action, authorizes an optional appraisal process using an impartial court-appointed panel of experts, and allows eminent domain actions to be tried by a three member commission in lieu of a jury.
- Provides mandatory funding for driver education programs in high schools.
- Makes the state's port security credentialing requirements consistent with the Transportation Worker Identification Credential, mandated by the Federal Maritime Security Act or eliminates the state's credential by amending s. 311.12, Seaport Security standards.



Florida Metropolitan Planning Organization Advisory Council

Governing Board

Mayor Walter Kelley
Bay County TPO

Commissioner Bob Rackleff
Capital Region TPA

Commissioner Don Lee
Charlotte County-Punta Gorda MPO

Commissioner Donna Fiala
Collier County MPO

Commissioner Gene Valentino
Florida-Alabama TPO

Commissioner Chris Kingsley
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Mayor Joe Affronti
Hillsborough County MPO

Commissioner Peter O'Bryan
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Councilmember Ray Goodgame
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Commissioner Michael Mortell
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North Florida TPO

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Ocala-Marion County MPO

Commissioner Wayne Harris
Okaloosa-Walton TPO

Councilor Robert Friedman
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Commissioner Roy Tyler
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Commissioner Ray Sharkey
Space Coast TPO

Commissioner Charles Grande
St. Lucie TPO

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Volusia County MPO

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Bay County TPO

Greg Stuart
Broward MPO

Harry Reed
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Mark Gumula
Charlotte County-Punta Gorda MPO

Phillip Tindall
Collier County MPO

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Okaloosa-Walton TPO

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Palm Beach MPO

Doug Uden
Pasco County MPO

Sarah Ward
Pinellas County MPO

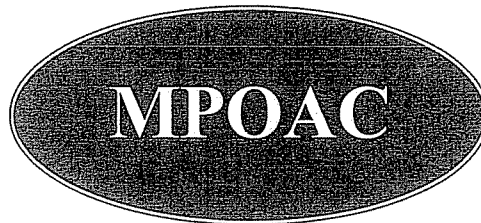
Jennifer Stults
Polk TPO

Bob Kamm
Space Coast TPO

Peter Buchwald
St. Lucie TPO

Karl Welzenbach
Volusia County MPO

Paul Gougelman
General Counsel



Mayor Richard J. Kaplan, Chairman, Governing Board
Broward MPO

Commissioner Paula DeLaney, Vice-Chairperson
Gainesville MTPO

Michael Howe, Chairman, Staff Directors
Sarasota/Manatee MPO

T.J. Fish, Vice-Chairman
Lake-Sumter MPO

Howard Glassman
Executive Director

Meeting

Agenda

Enclosures

North Central Florida Regional Planning Council

2009 N.W. 67 PLACE, SUITE A, GAINESVILLE, FLORIDA 32653-1603
(352) 955-2200 SUNCOM 625-2200 FAX (352) 955-2209



March 27, 2009

TO: Metropolitan Transportation Planning Organization (MTPO)

FROM: Marlie Sanderson, AICP, Director of Transportation Planning

SUBJECT: SW 20th Avenue- Scoping Plans

MTPO STAFF RECOMMENDATION

Approve the attached Alternative 3 cross section with one revision to consider reducing the "Smart Bus Bay" lanes to 11-foot (in order to reduce the amount of right-of-way that will be needed).

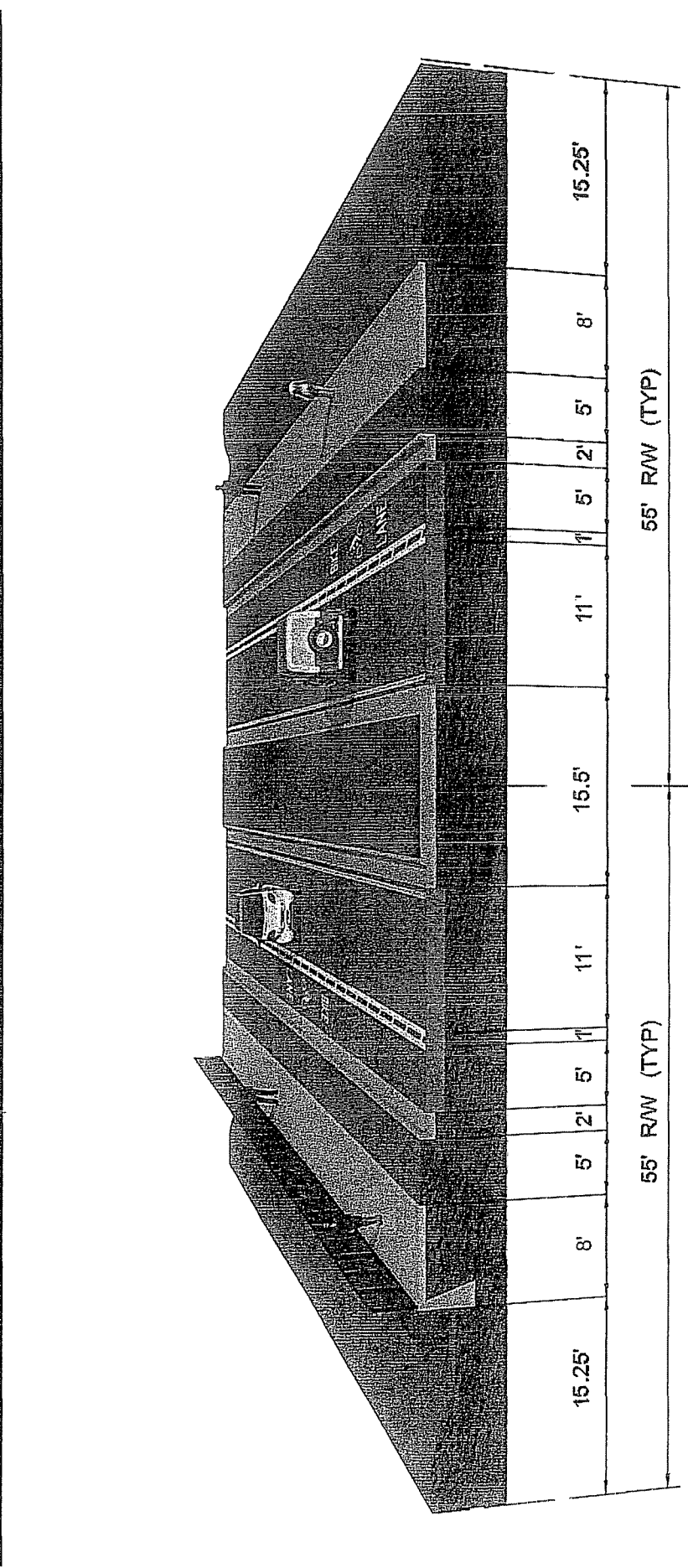
BACKGROUND

In November, the Florida Department of Transportation (FDOT) made a presentation to the MTPO concerning the SW 20th Avenue Corridor Planning Study. At this meeting, the MTPO made a motion to approve the staff recommendation. Unfortunately, the MTPO did not have a quorum when it came time to vote.

Unfortunately, funds are not currently programmed for this project by either the Florida Department of Transportation or Alachua County. However, this project has a high priority (priority number three) in the MTPO's adopted long range transportation plan.

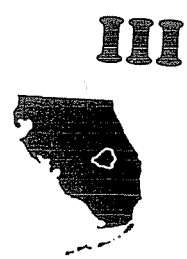
SW 20 th Avenue- Programmed Funds Timeline (NO FUNDS ARE PROGRAMMED)				
2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
-	-	-	-	-

Proposed Typical Section ALTERNATIVE 3



North Central Florida Regional Planning Council

2009 N.W. 67 PLACE, SUITE A, GAINESVILLE, FLORIDA 32653-1603
(352) 955-2200 SUNCOM 625-2200 FAX (352) 955-2209



April 10, 2009

TO: Metropolitan Transportation Planning Organization (MTPO)

FROM: Marlie Sanderson, AICP, Director of Transportation Planning

SUBJECT: **Transportation Improvement Program Amendment- SW 8th
Avenue Sidewalk**

MTPO STAFF RECOMMENDATION

Amend the Fiscal Years 2008/2009 - 2012/2013 Transportation Improvement Program to include the SW 8th Avenue sidewalk project from SW 75th Street to Interstate 75 in Fiscal Year 2008/2009.

BACKGROUND

The SW 8th Avenue sidewalk project has been funded using Federal Stimulus Surface Transportation Program Enhancement funds. This priority project was on a priority list submitted by the Alachua County Commission. Since this project is in the Gainesville Metropolitan Area, it needs to be included in the MTPO's Transportation Improvement Program in order to receive funds.

SW 8 th Avenue Sidewalk- Programmed Funds Timeline				
2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
\$110,000 CST	-	-	-	-

North Central Florida Regional Planning Council



2009 N.W. 67 PLACE, SUITE A, GAINESVILLE, FLORIDA 32653-1603
(352) 955-2200 SUNCOM 625-2200 FAX (352) 955-2209

April 13, 2009

TO: Metropolitan Transportation Planning Organization (MTPO)
FROM: Marlie Sanderson, Director of Transportation Planning
SUBJECT: Transportation Improvement Program (TIP)

JOINT MTPO ADVISORY COMMITTEES RECOMMENDATION

The Bicycle/Pedestrian Advisory Board, Citizens Advisory Committee, and Technical Advisory Committee recommend that the MTPO approve the draft Fiscal Years 2009/2010 - 2013/2014 TIP.

MTPO STAFF RECOMMENDATION

Approve the draft Fiscal Years 2009/2010 - 2013/2014 TIP, as revised to address:

1. Florida Department of Transportation review comments; and
2. any changes resulting from projects being American Recovery and Reinvestment Act-funded in the current Fiscal Years 2008/2009 - 2012/2013 TIP.

BACKGROUND

Enclosed please find a draft copy of the Fiscal Years 2009/2010 - 2013/2014 TIP. The TIP is a staged implementation program of transportation projects consistent, to the maximum extent feasible, with adopted comprehensive plans of Alachua County and the City of Gainesville. Exhibit 1 is a copy of the advertisement that appeared in the Gainesville Sun on Sunday, March 29, 2009 and in the Gainesville Guardian on Thursday, March 26, 2009.

Florida Department of Transportation review comments and American Recovery and Reinvestment Act-funded project lists were received subsequent to the MTPO Advisory Committee meetings.

Projects advanced to the current Fiscal Years 2008/2009 - 2012/2013 TIP include:

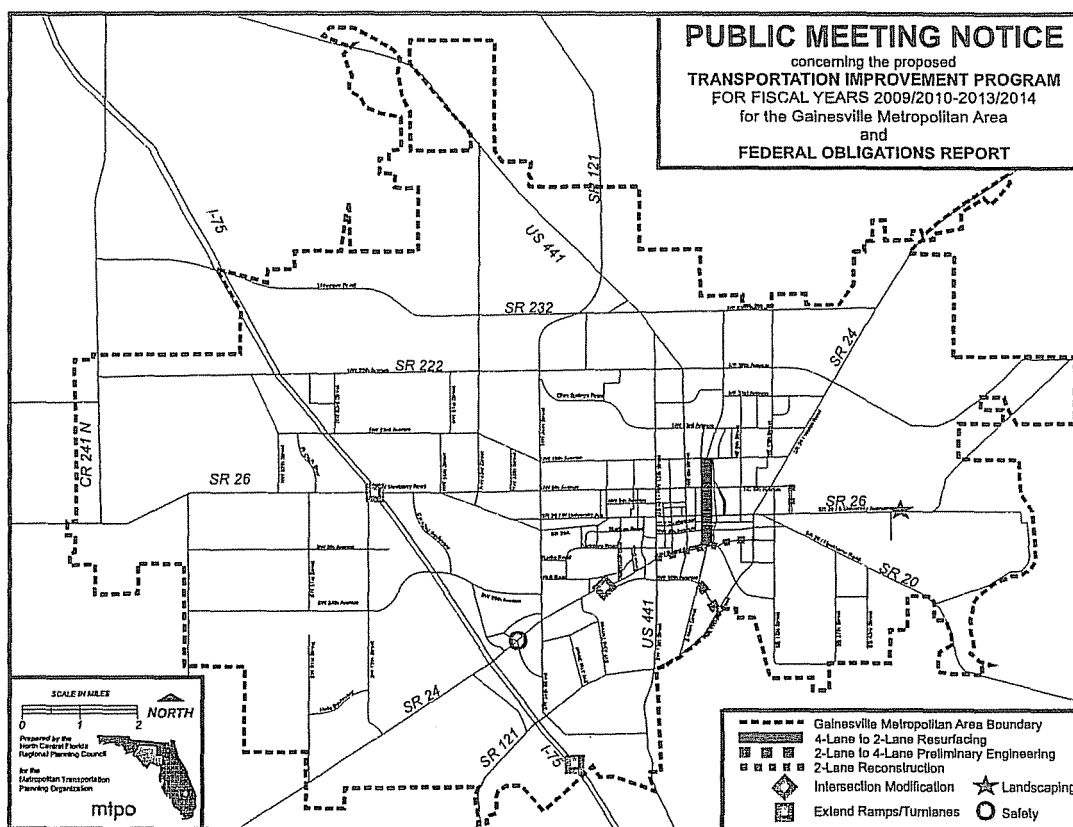
1. Main Street Resurfacing from N 8th Avenue to NW 23rd Avenue;
2. NE 8th Avenue Resurfacing from Main Street to NE Boulevard;
3. NW 34th Street Sidewalk from NW 39th Avenue to US 441; and
4. W 6th Street Rail/Trail from SE 2nd Street to NW 16th Avenue.

Authorization of Funds

The TIP is the most important document that is approved annually by the MTPO. ***In order for federal and state transportation funds to be spent in the Gainesville Metropolitan Area, they must be approved by the MTPO and included in this report.*** Approval of the TIP authorizes about \$14 million in federal funds for Fiscal Year 2009/2010.

T:\Marlie\MS09\MTPO\MEMO\TIPapril20.wpd

EXHIBIT 1



COMMUNITY TRANSPORTATION MEETING

April 20, 2009 at 6:00 p.m.

Jack Durrance Auditorium, County Administration Building,
12 SE 1ST STREET, GAINESVILLE, FLORIDA

PURPOSE: The Metropolitan Transportation Planning Organization (MTPO) for the Gainesville Urbanized Area has scheduled a public meeting to receive input concerning the proposed Transportation Improvement Program (TIP) for Fiscal Years 2009/2010-2013/2014. The TIP is a staged implementation program of transportation projects consistent, to the maximum extent feasible, with the Alachua County and City of Gainesville comprehensive plans.

Projects in the proposed TIP are also consistent with the Gainesville Metropolitan Area 2025 Transportation Plan- The Livable Community Reinvestment Plan. This plan identifies transportation system modifications expected to be needed to serve projected volumes and patterns of traffic through the Year 2025. A final decision regarding all projects contained in the TIP will be forwarded to the Florida Department of Transportation (FDOT) by the adoption of this TIP document.

The Federal Obligations Report is included in Appendix C of the TIP. This Report shows the expenditure of federal funds within the Gainesville Metropolitan Area from October 1, 2007 through September 30, 2008

This map only shows some of the transportation projects scheduled during the next five years. The proposed TIP also includes other projects such as: bicycle; pedestrian; project development and environmental studies; resurfacing/repaving; school safety concern; transportation enhancement; and transit projects, including transportation disadvantaged projects.

THE MEETING ROOM WILL BE OPEN AT 5:30 PM FOR THE PUBLIC TO REVIEW THE PROPOSED TIP
AND STAFF WILL BE PRESENT TO ANSWER QUESTIONS.

Copies of the meeting agenda and more detailed information concerning the Federal Obligations Report and proposed TIP can be obtained by writing to the MTPO, North Central Florida Regional Planning Council (NCFRPC), 2009 NW 67th Place, Suite-A, Gainesville, Florida 32653, by appearing in person at the above address during business hours, at the www.ncfrpc.org/mtpo website, or by calling (352) 955-2200. All persons are advised that, if they decide to contest any decision made at this public meeting, they will need a record of the proceedings and, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which it is to be based. All interested persons are invited to attend and be heard. Public participation is solicited without regard to race, color, national origin, age, sex, sexual orientation, marital status, religious status, disability, familial status or gender identity. Persons who require special accommodations under the American with Disabilities Act or persons who require translation services (free of charge) should contact Mr. Marlie Sanderson at (352) 955-2200, extension 103, at least seven (7) days before the public meeting.

The MTPO consists of the Gainesville City Commission, the Alachua County Commission and nonvoting representatives of the University of Florida, FDOT and the Alachua County League of Cities. The MTPO is responsible for the continuing, comprehensive and cooperative urban transportation planning program for the Gainesville Metropolitan Area. This planning program is required in order to receive federal and state funds for transportation projects.

North Central Florida Regional Planning Council

2009 N.W. 67 PLACE, SUITE A, GAINESVILLE, FLORIDA 32653-1603
(352) 955-2200 SUNCOM 625-2200 FAX (352) 955-2209

March 27, 2009



TO: Metropolitan Transportation Planning Organization (MTPO)

FROM: Marlie Sanderson, AICP, Director of Transportation Planning

SUBJECT: Archer Road/SW 16th Avenue Project Development and
Environmental (PD&E) Study

MTPO STAFF RECOMMENDATION

No action required. For information only.

BACKGROUND

The Gainesville City Commission is conducting a Project Development and Environmental (PD&E) Study for the Archer Road/SW 16th Avenue area in coordination with the Florida Department of Transportation and the University of Florida. Exhibit 1 provides background information about the current status of this Study.

Archer Road/SW 16 th Avenue Area Project- Programmed Funds* Timeline				
2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
PD&E Design	Design Construction	-	-	-

*Funding breakdown not provided

T:\Marlie\MS09\MTPO\MEMO\archershandsapril.wpd

Archer Road (SR 24)/SW 16th Avenue (SR 226) PD&E Study

PRESENTATION TO METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION (MTPO)



Kimley-Horn
and Associates, Inc.

Project Development & Environment (PD&E) Study

The objectives of a PD&E study are to perform necessary social, environmental, and engineering studies of a proposed transportation improvement to support decisions concerning whether and where it should be built and what will be the basic design concepts.

Purpose of This Meeting

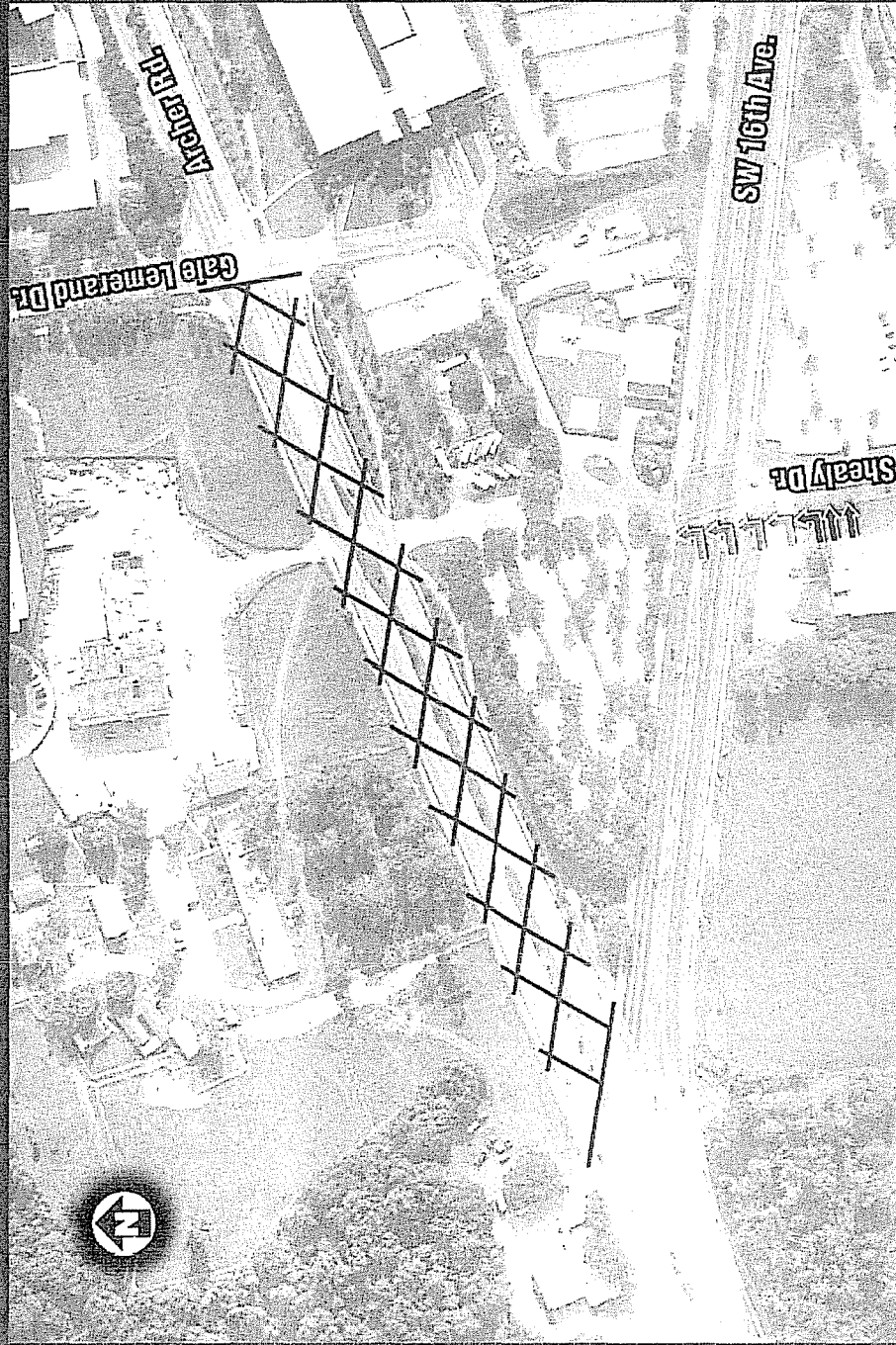
- Provide you with an update of the project
- Present the Preferred Alternative
- Obtain your input

Purpose and Need for this Project

- High mix of pedestrian travel and vehicles on Archer Road
- Prove that SW 16th Avenue and SW 13th Street can accommodate future traffic demand.
- Provide improvements that enhance the operation of the transportation system and improve safety.

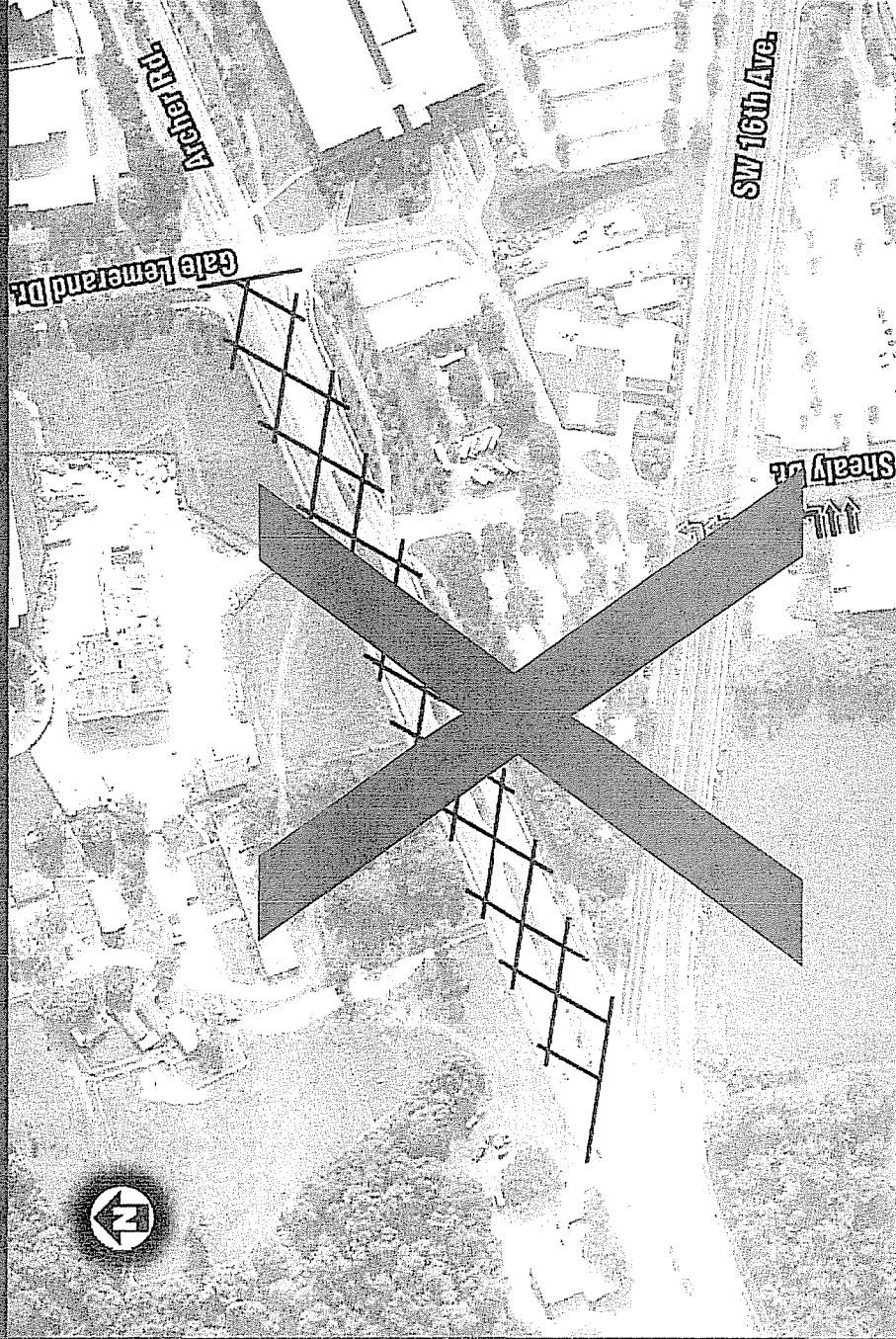
Archer Road (SR 24)/SW 16th Avenue (SR 226) PD&E Study

Previous Consideration



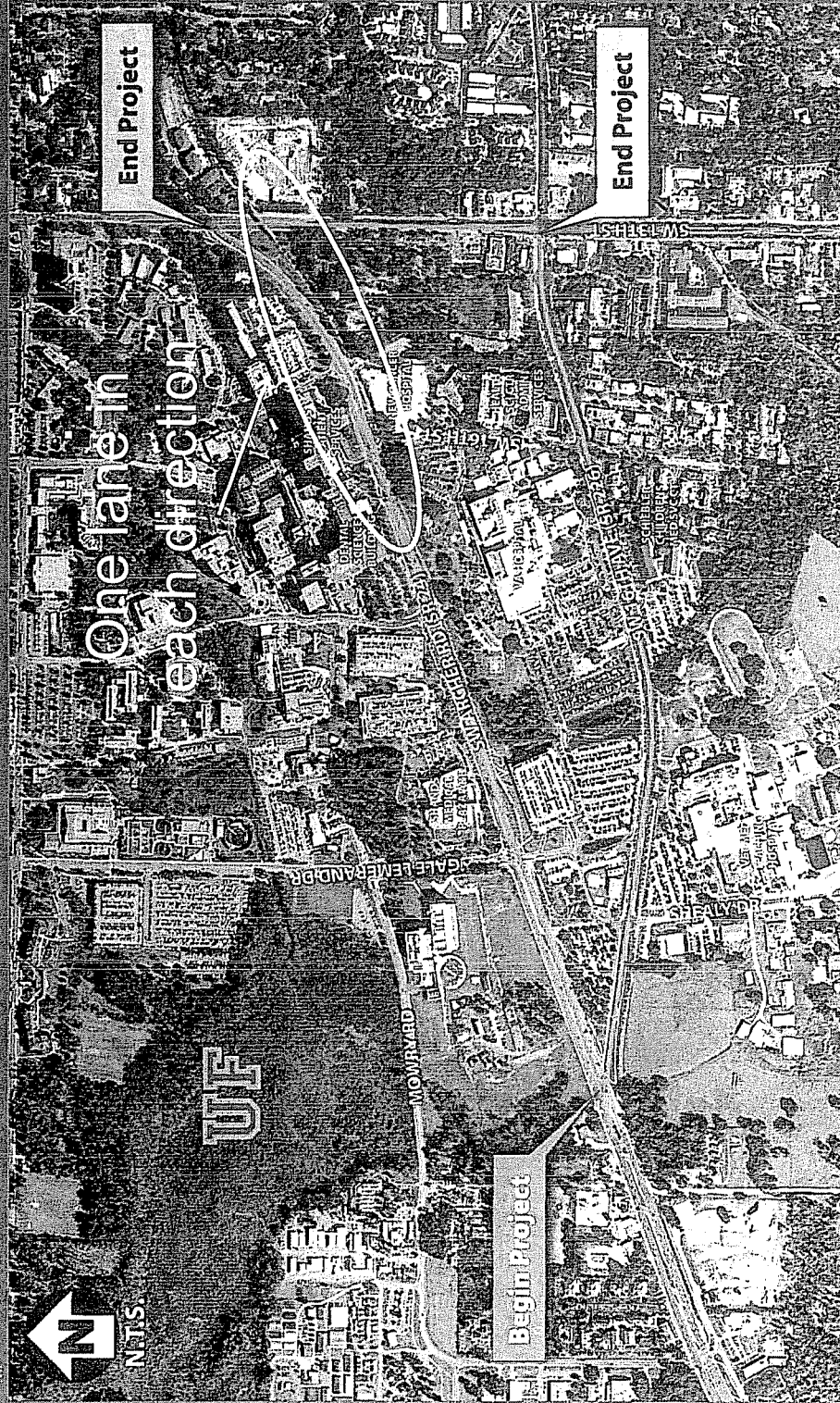
Archer Road (SR 24) / SW 16th Avenue (SR 226) PD&E Study

No longer being considered



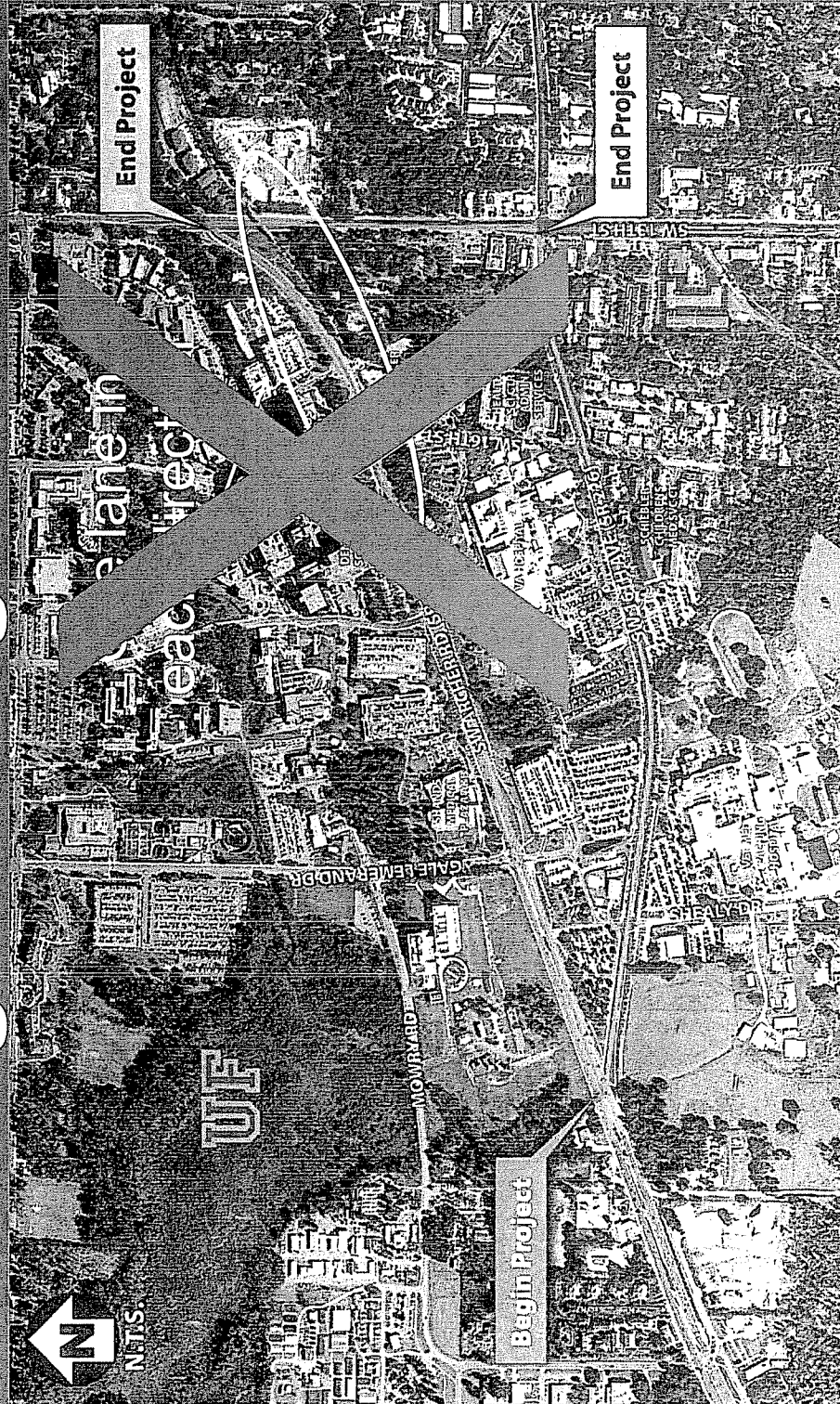
Archer Road (SR 24) / SW 16th Avenue (SR 226) PDS&E Study

Previous Consideration



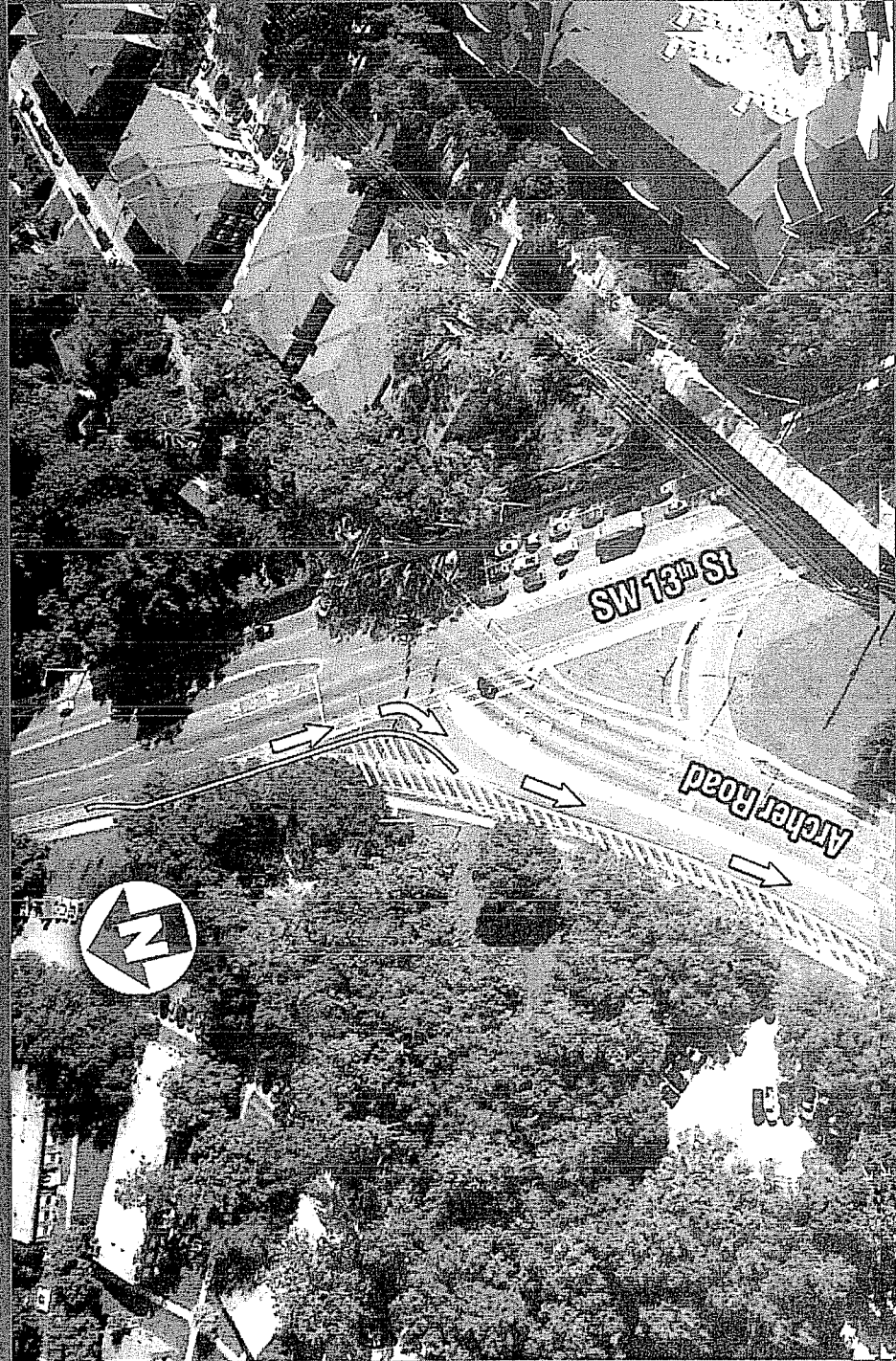
Archer Road (SR 24)/SW 16th Avenue (SR 226) PD&E Study

No longer being considered



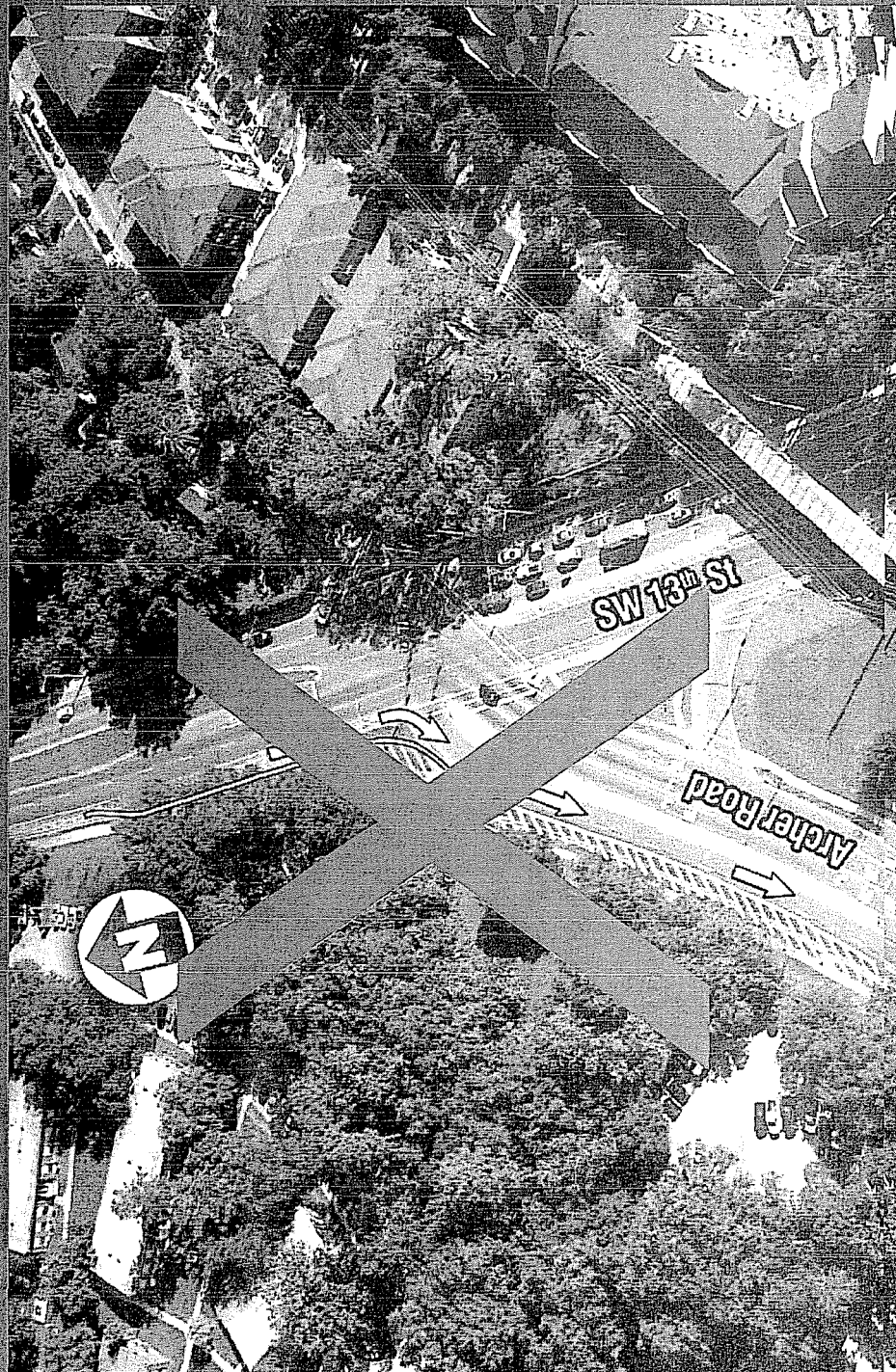
Archer Road (SR 24)/SW 16th Avenue (SR 226) PD&E Study

Archer Rd. and SW 13th St. – Previous Consideration



Archer Road (SR 24)/SW 16th Avenue (SR 226) PD&E Study

Archer Rd. and SW 13th St. – No longer being considered

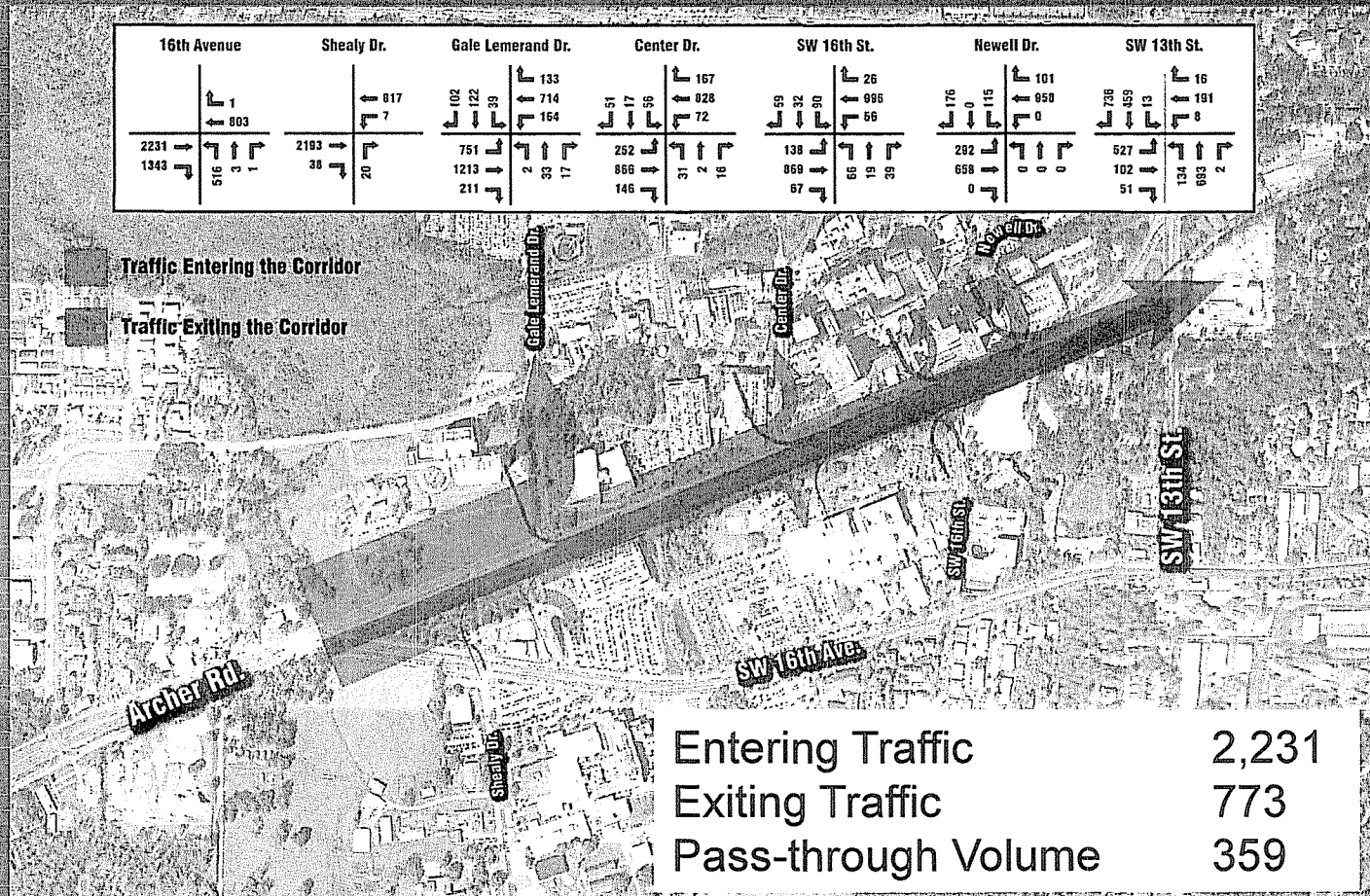


Archer Road (SR 24)/SW 16th Avenue (SR 226) PDS&E Study

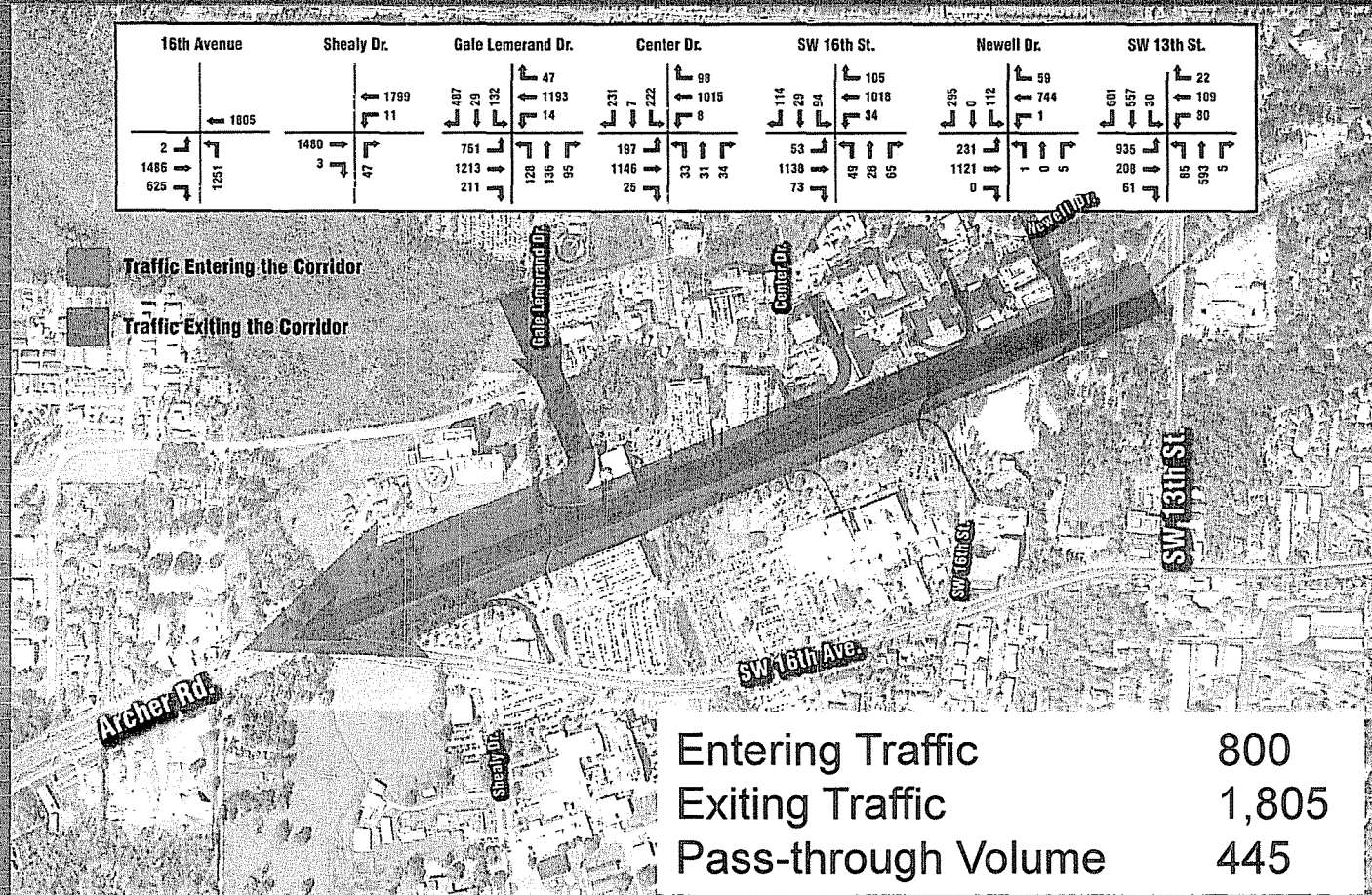
SW 16th Avenue and Archer Road

- Traffic
- Preferred Alternative
- Intersection Geometrics

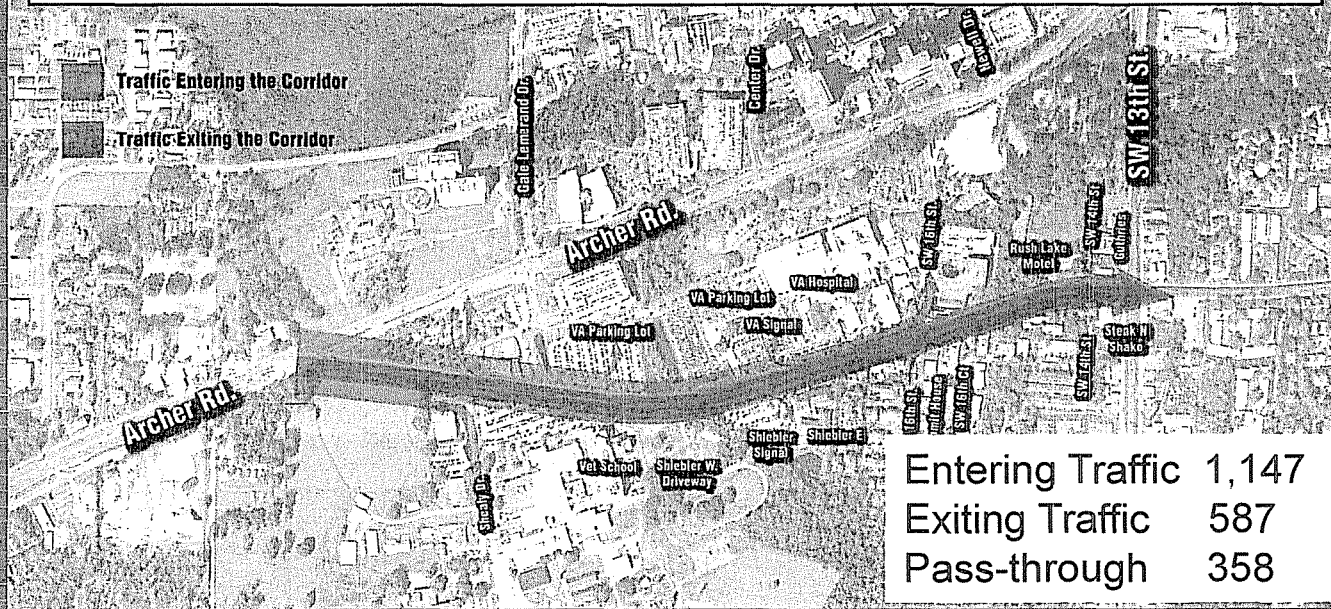
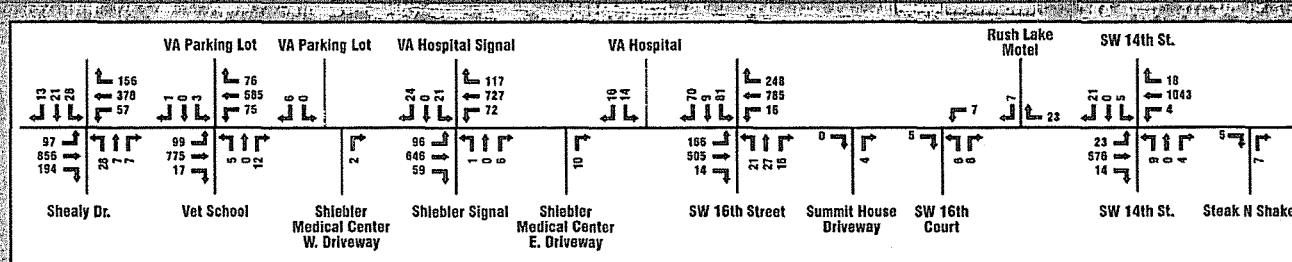
Archer Road – Existing AM Peak



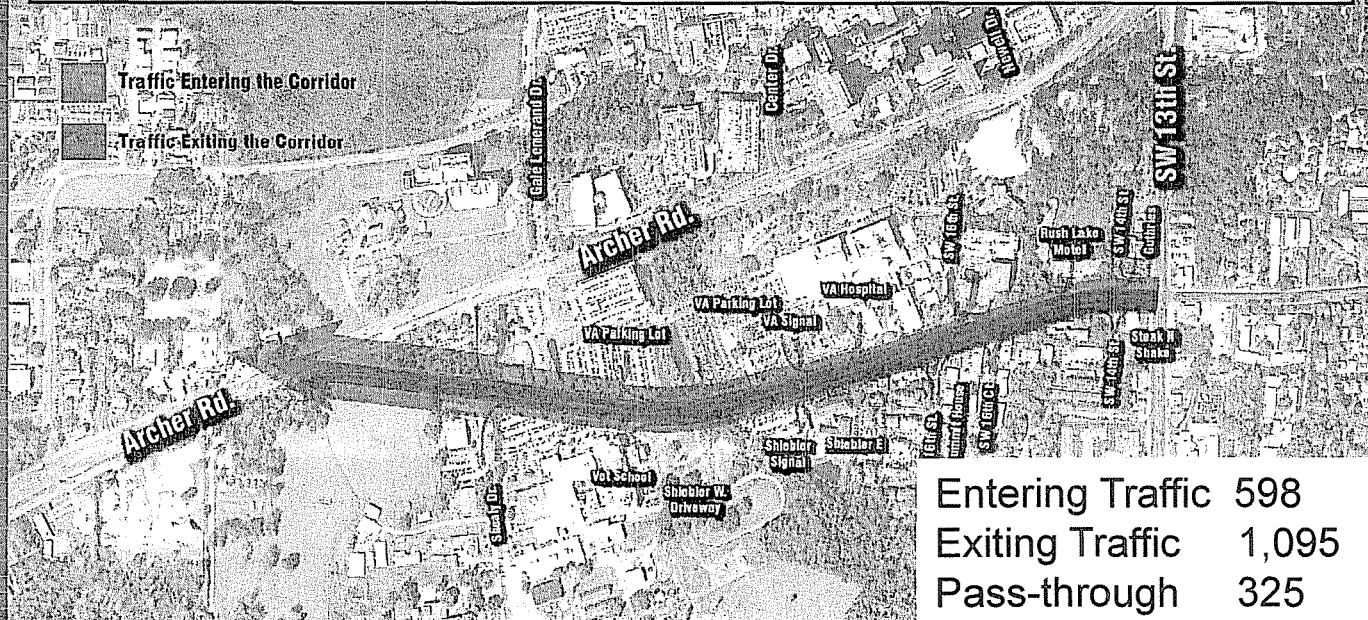
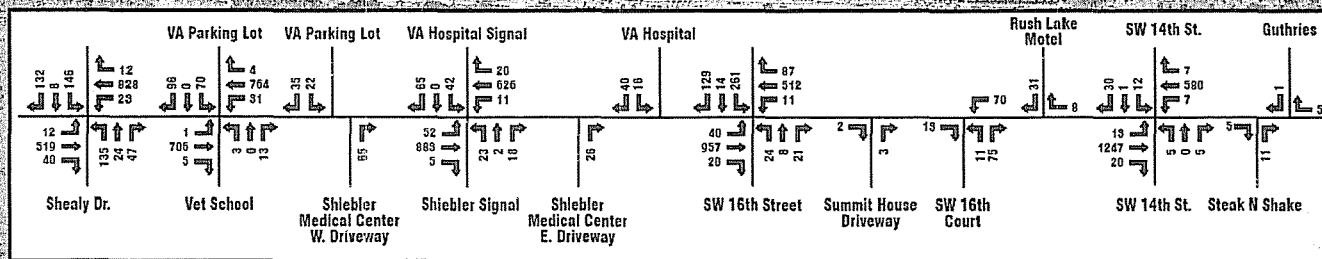
Archer Road – Existing PM Peak



SW 16th Ave – Existing AM Peak Eastbound: Archer Rd. to SW 13th St.

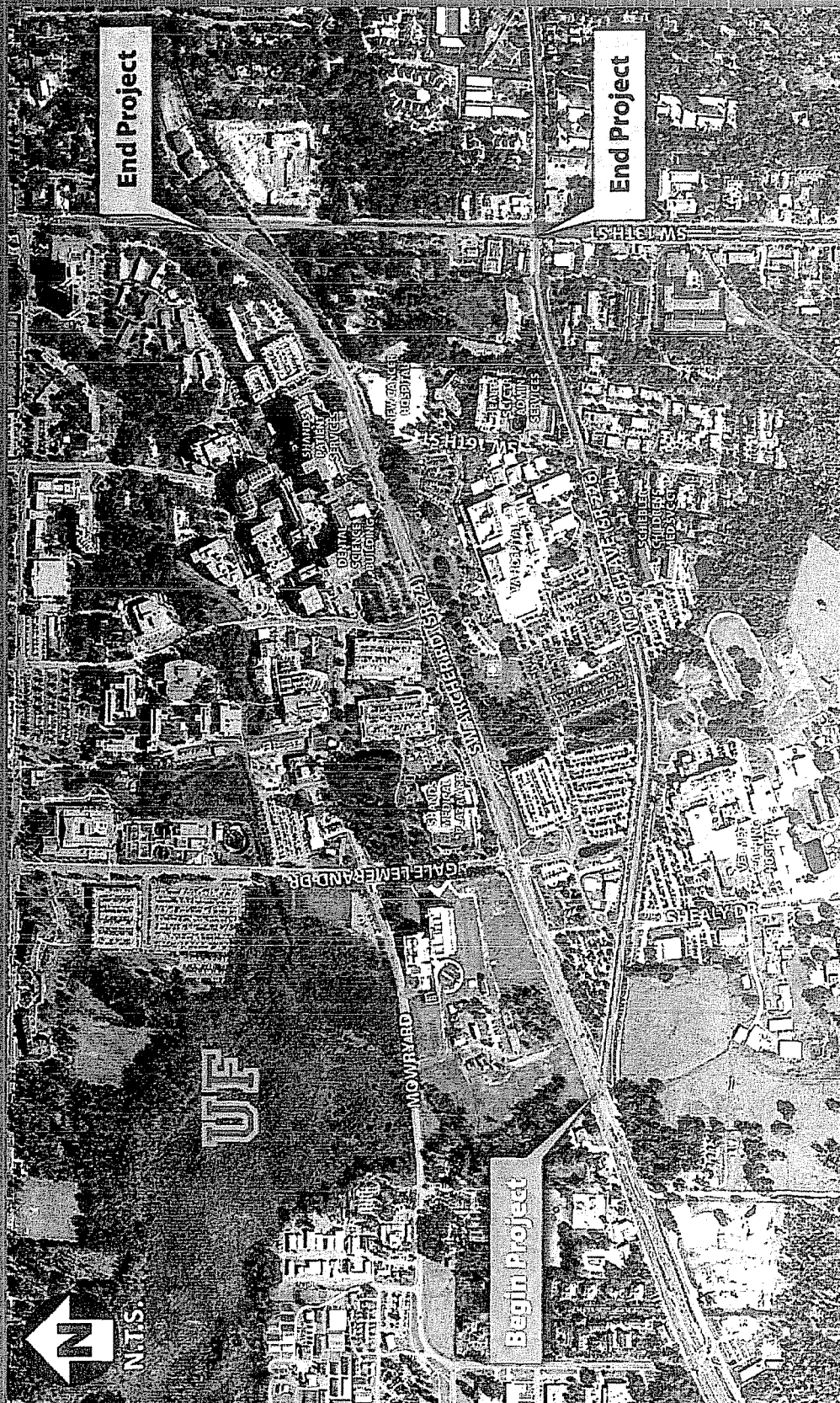


SW 16th Ave – Existing PM Peak Westbound: SW 13th St. to Archer Rd.



Entering Traffic 598
Exiting Traffic 1,095
Pass-through 325

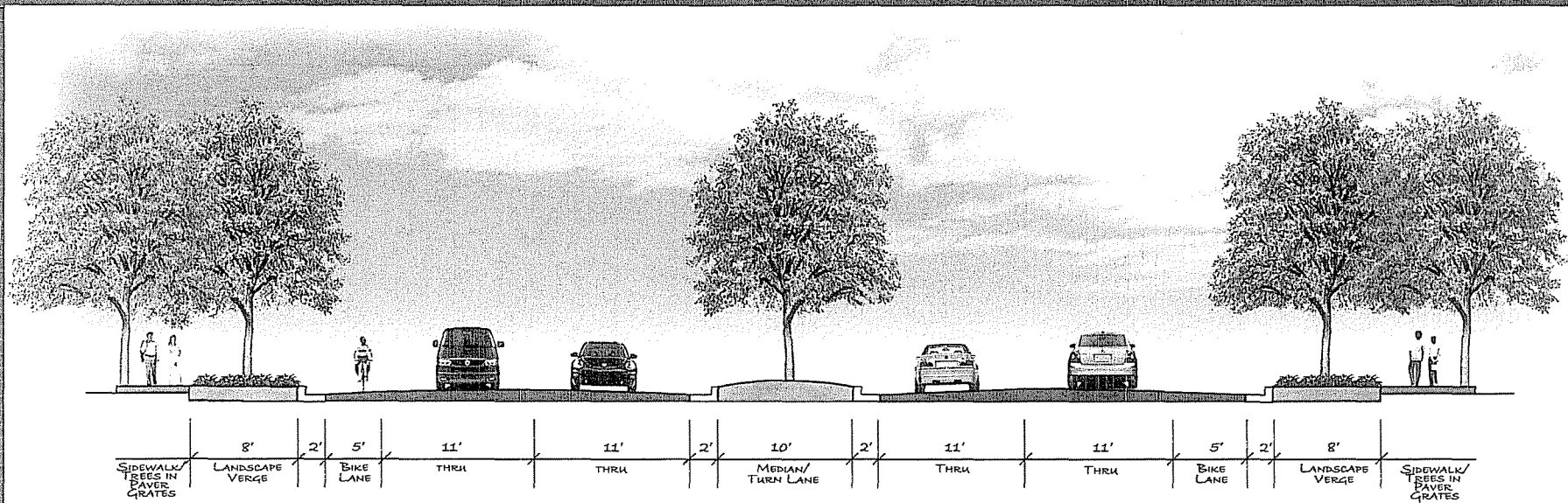
Archer Road (SR 24)/SW 16th Avenue (SR 226) PD&E Study



SW 16th Avenue and Archer Road

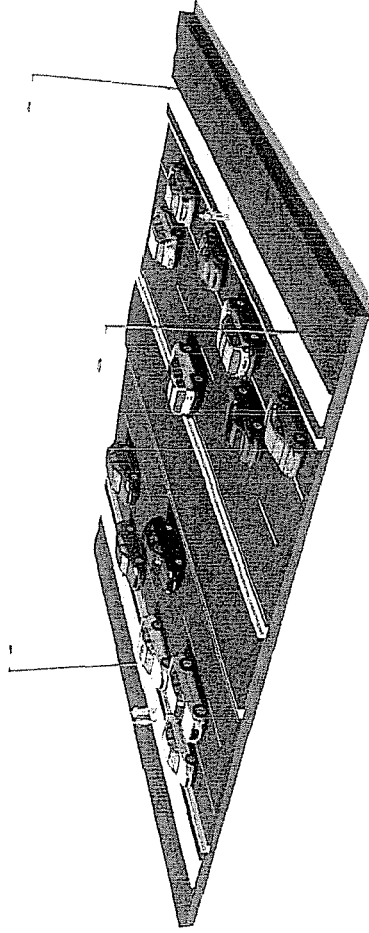
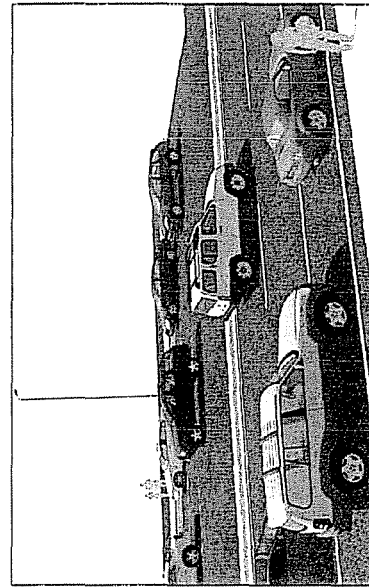
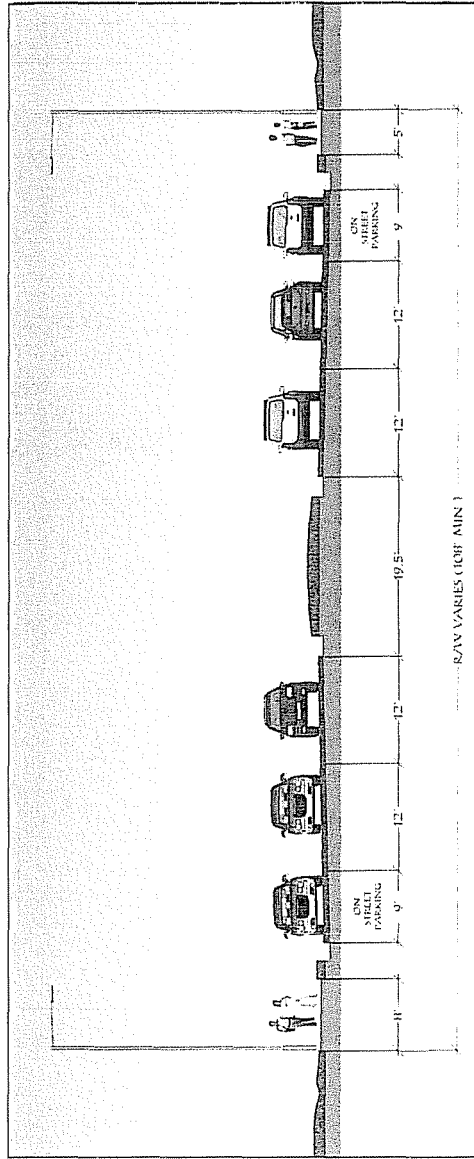
- Traffic
- Preferred Alternative
- Intersection Geometrics

Archer Road – Preferred Alternative



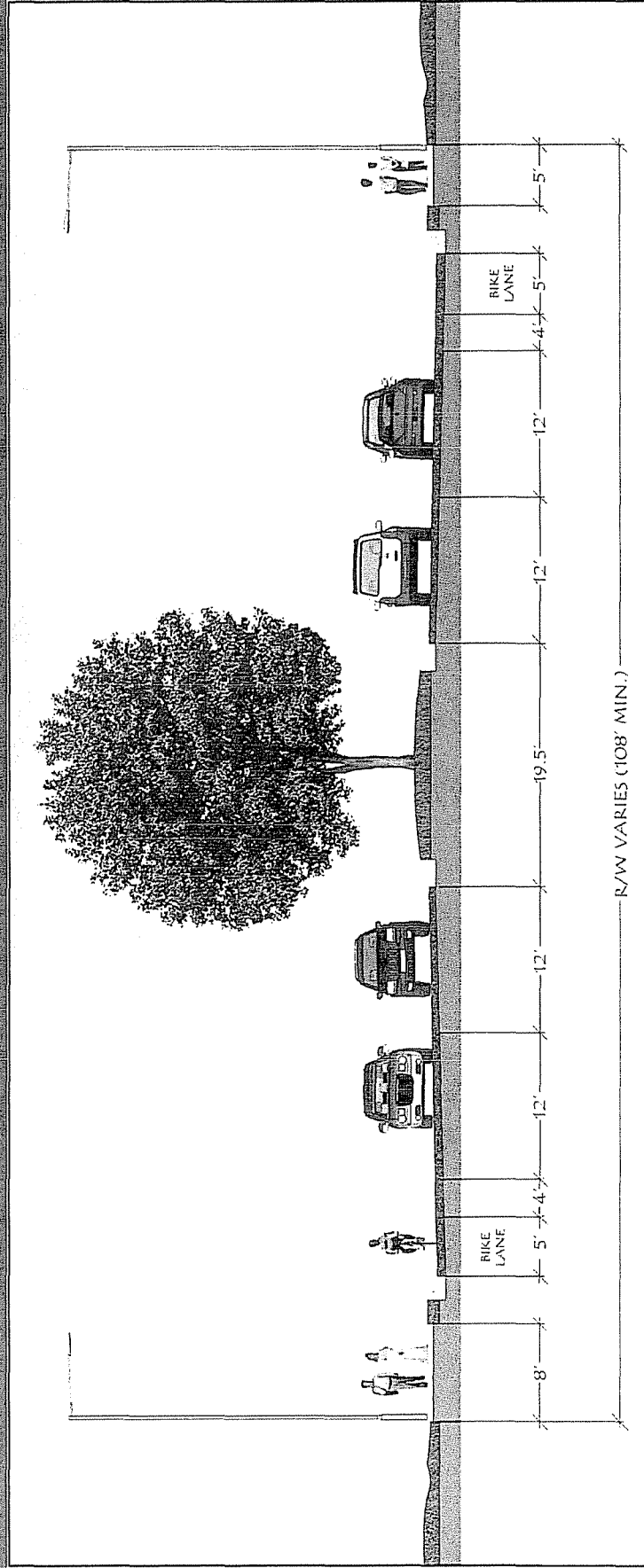
Archer Road (SR 24)/SW 16th Avenue (SR 226) PD&E Study

SW 16th Ave. – Existing



Archer Road (SR 24)/SW 16th Avenue (SR 226) PD&E Study

SW 16th Ave. – Preferred Alternative



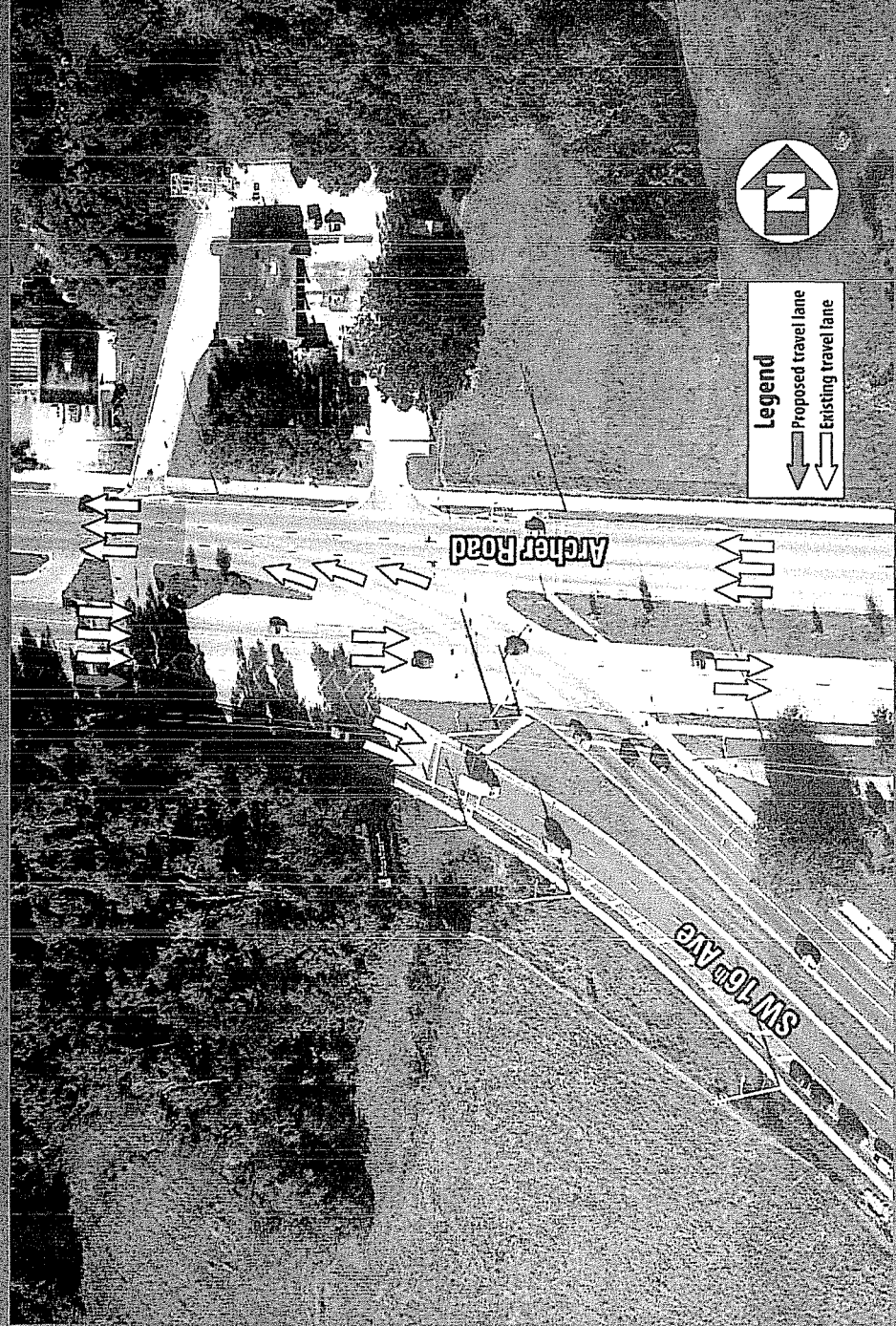
Archer Road (SR 24)/SW 16th Avenue (SR 226) PDS&E Study

SW 16th Avenue and Archer Road

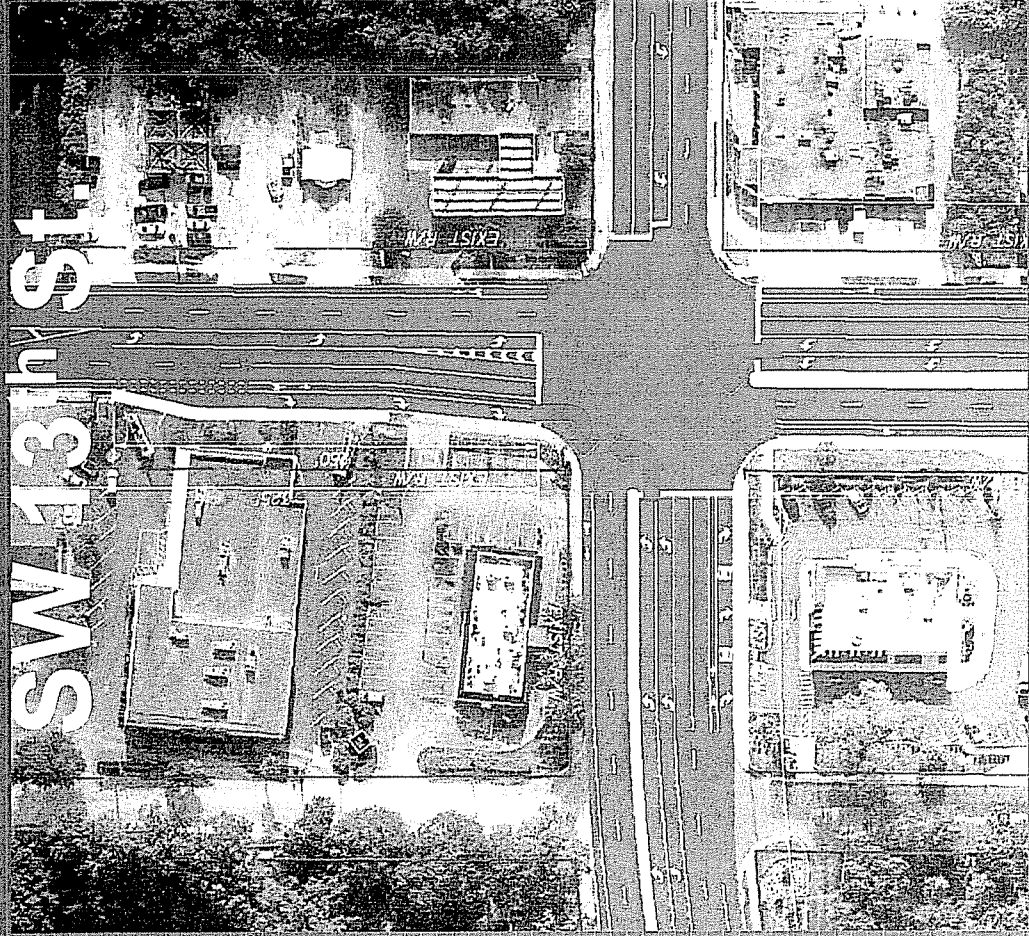
- Traffic
- Preferred Alternative
- Intersection Geometrics

Archer Road (SR 24)/SW 16th Avenue (SR 226) PDS&E Study

SW 16th Ave. and Archer Rd.

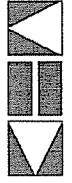


Archer Road (SR 24) / SW 16th Avenue (SR 226) PDS&E Study



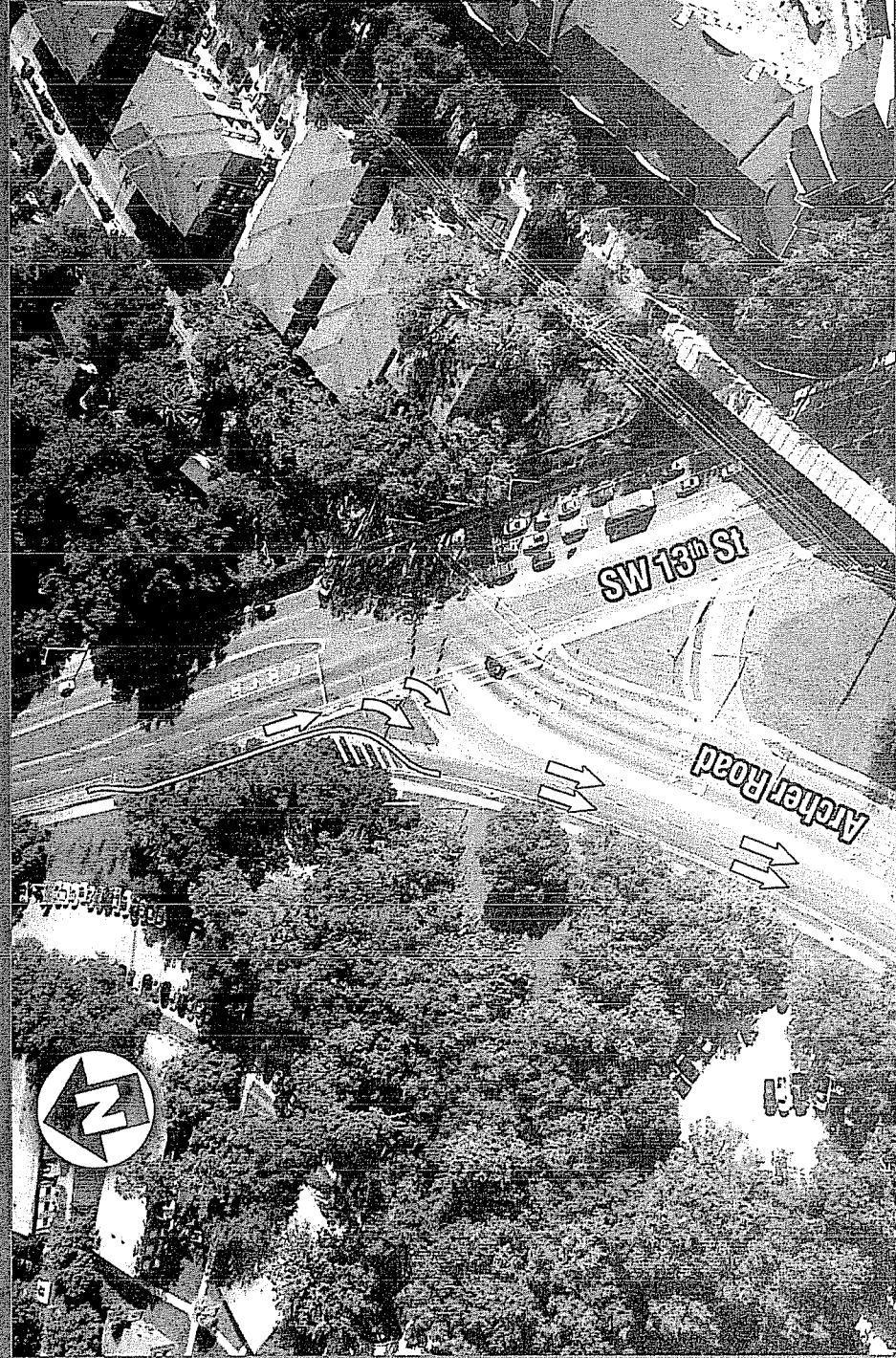
SW 16th Ave.

New Turn Lane

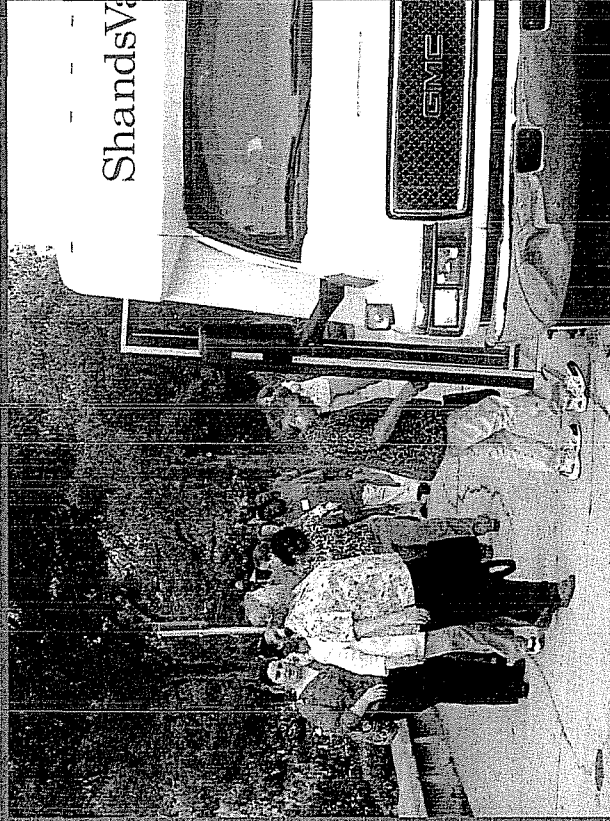


Archer Road (SR 24)/SW 16th Avenue (SR 226) PD&E Study

Archer Rd. and SW 13th St.



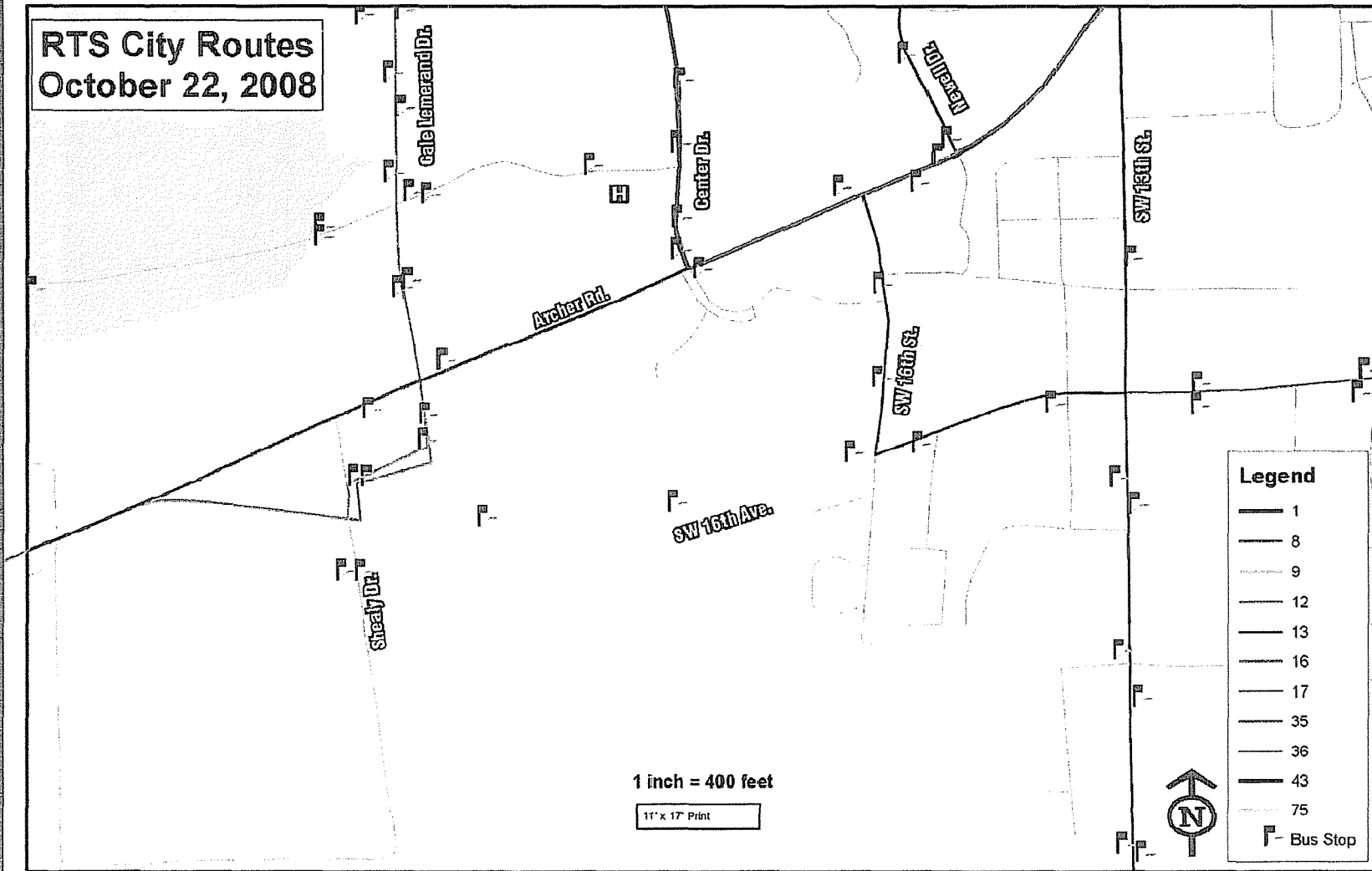
Bus transit



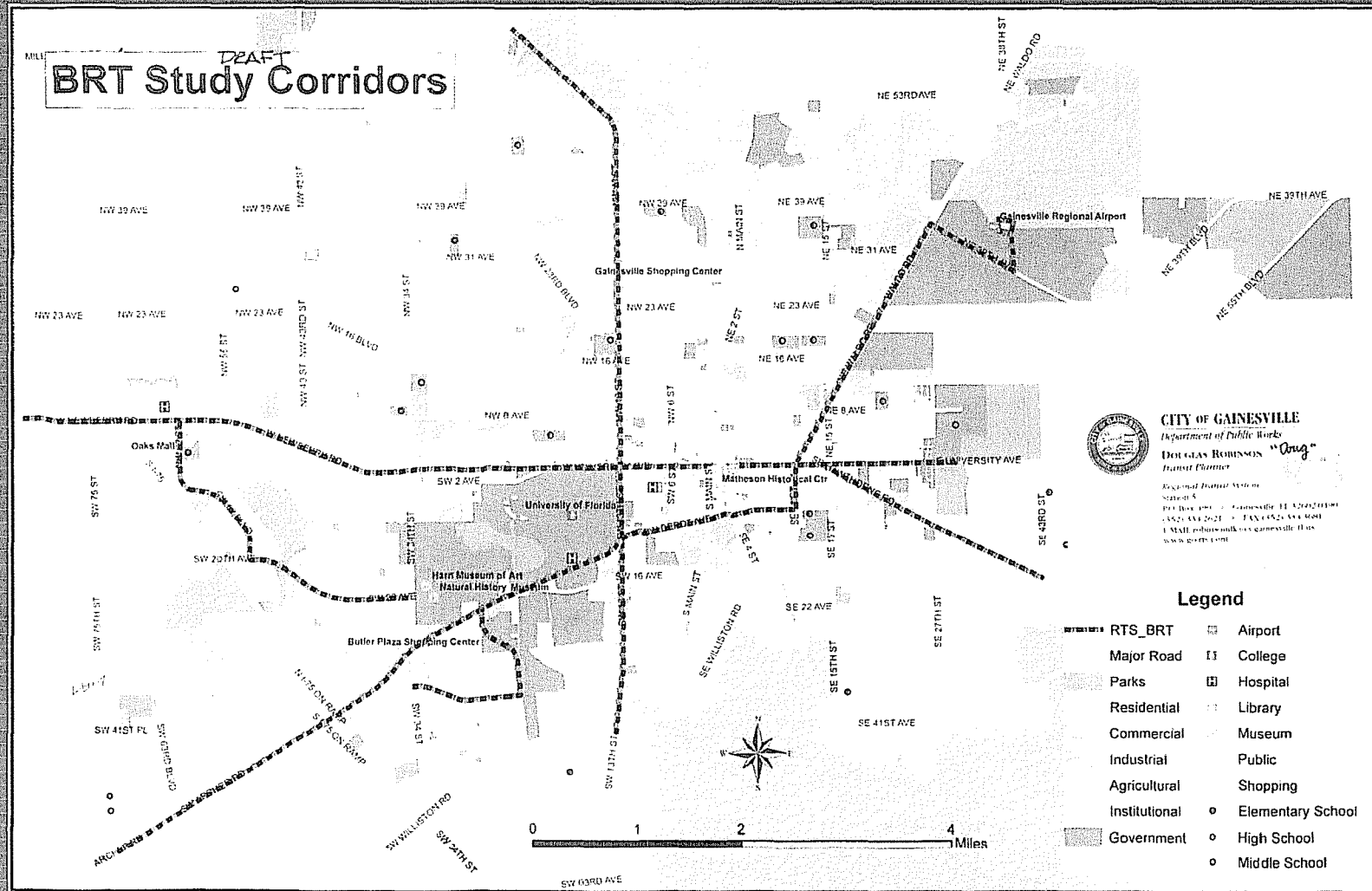
Archer Road

Archer Road (SR 24)/SW 16th Avenue (SR 226) PD&E Study

RTS City Routes
October 22, 2008



Archer Road (SR 24)/SW 16th Avenue (SR 226) PD&E Study



Archer Road (SR 24) / SW 16th Avenue (SR 226) PDS&E Study

Public Involvement

- Summer 2009 – Public Hearing

Contact Information

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City of Gainesville Project Manager
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(352) 334-5070
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www.ArcherRoadPDE.com

City of Gainesville Project Manager

Gainesville, Florida 32602-0490

(352) 334-5070

Email: veilleuxdj@cityofgainesville.org

www.ArchitectRoadPDF.com



Archer Road

Archer Road (SR 24) / SW 16th Avenue (SR 226) PD&E Study

Your Input



North Central Florida Regional Planning Council



VI



2009 N.W. 67 PLACE, SUITE A, GAINESVILLE, FLORIDA 32653-1603
(352) 955-2200 SUNCOM 625-2200 FAX (352) 955-2209

April 13, 2009

TO: Metropolitan Transportation Planning Organization (MTPO)

FROM: Marlie Sanderson, AICP, Director of Transportation Planning

SUBJECT: **Year 2035 Long Range Transportation Plan Update-
Public Participation Plan**

JOINT RECOMMENDATION

The Bicycle/Pedestrian Advisory Board, Citizens Advisory Committee, Technical Advisory Committee and MTPO Staff recommend that the MTPO approve the Public Participation Plan.

BACKGROUND

The MTPO must update its long range transportation plan by November 2010. Attached as Exhibit 1 is the proposed Public Participation Plan that is being recommended for this long range plan update. Exhibit 2 is a copy of the "Flyer" that is being used to advertise the April 23rd Community Workshop.

T:\Marlie\MS09\MTPO\MEMO\lrtppublicplan.wpd

**METROPOLITAN TRANSPORTATION
PLANNING ORGANIZATION
FOR THE
GAINESVILLE URBANIZED AREA
2035 LONG RANGE TRANSPORTATION PLAN
PUBLIC PARTICIPATION PLAN**

DRAFT

This report was funded in part through a grant from the Federal Highway Administration and the Federal Transit Administration, U.S. Department of Transportation. The views and opinions of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation.

March 25, 2009

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I

INTRODUCTION

One of the foundational pieces of any long range transportation plan is to develop a Public Participation Plan (PPP) that provides ample opportunities for meaningful public involvement in the development, evaluation, refinement and adoption of the plan. This is the component of the plan that will define the overall schedule, goals, desired outcomes, techniques and tools to be used for engaging the public in the development of the Gainesville Area Metropolitan Transportation Planning Organization (MTPO) 2035 Long Range Transportation Plan (LRTP). The PPP must reflect and engage community groups and established public involvement procedures to the extent practical, and will be consistent with the federal requirements of SAFETEA-LU and Title VI of the Civil Rights Act for outreach and involvement of all population groups without discriminating.

This document presents the proposed approach for the Public Participation Plan for the MTPO's 2035 LRTP, subject to review comments by MTPO staff, and endorsement by the MTPO. The plan will be implemented by the MTPO's consultant, Renaissance Planning Group, concurrent with completion of the approved Scope of Services for the LRTP, over the course of the 24-month project. Logistical support for implementation of the Public Participation Plan will be provided by MTPO staff and the staff from local partner agencies, as appropriate. The consultant and MTPO staff comprise the study team.

II

PUBLIC PARTICIPATION REQUIREMENTS

SAFETEA-LU

The federal transportation law, officially titled a Safe, Accountable, Fair, Efficient, Transportation Equity Act: a Legacy for Users (SAFETEA-LU), elevates the importance of public participation in the development of transportation plans and programs at the state and metropolitan levels. The law adds safety and security as separate new planning factors that must be considered, and requires early consultation with environmental resource agencies on the development of the LRTP and other planning programs. The law also requires that public participation efforts, and how they influenced the development of the plan, are documented in a stand-alone report.

ENVIRONMENTAL JUSTICE

Title VI of the 1964 Civil Rights Act and the 1994 US Department of Transportation Order on Environmental Justice require that the metropolitan transportation planning process seeks to identify the needs of low-income and minority populations, and provide an analytical framework to address issues of service equity regarding the benefits and burdens of transportation system investments for different socioeconomic groups. The MTPO's public involvement process must have an identified strategy for engaging minority and low-income populations in transportation decision-making, and employ strategies to reduce participation barriers for such groups.

III

PUBLIC OUTREACH MECHANISMS

Several types of media and public venues will be used as part of the public participation process. The MTPO will develop a procedure for collecting race, color, religion, sex and national origin statistical data of participants in public involvement events [see 23 CFR 200.9 (b) (4)]. This will help assess the effectiveness of the public participation plan. In addition, it will also document the efforts that have been made to reach all segments of the community.

MEDIA

The MTPO has established a good working relationship with media in the Gainesville Metropolitan Area. This includes the following outreach mechanisms.

- Internet website
- newsletters
- newspaper display advertisements in the Gainesville Sun and Gainesville Guardian (minority publication)
- newspaper legal advertisements in the Gainesville Sun and Gainesville Guardian (minority publication)
- press releases
- radio and television announcements

Listed in the following section are specific publications and radio and television stations that will be contacted. This list identifies which ones are minority news media. The type and number of news media used to announce public participation opportunities is varied on occasions, so that communications are tailored to the particular community or population. This includes advertising in a local newspaper that primarily services minority and low-income areas- *The Guardian*.

NEWSPAPERS

- Alachua County Today
- High Springs Herald
- Florida Alligator
- Gainesville Sun
- Gainesville Sun- Guardian (Minority and Low-income News Media)

RADIO STATIONS

- Classic 89
- WRUF

- WSKY- WKTK

TELEVISION STATIONS

- WCJB TV 20
- NEWS 5

PUBLIC AUDIENCE

- General public, homeowners associations and/or groups representing the disabled
- Metropolitan Transportation Planning Organization (MTPO) and Advisory Committees and Boards
- Special interest groups such as the Chamber of Commerce, Homebuilders Association, Women for Wise Growth, Sustainable Alachua County, Sierra Club, etc.

MTPO ADVISORY COMMITTEES AND BOARDS

The following sections discuss MTPO Advisory Committees and Boards that review proposed transportation plans and projects. These Committees and Boards will play an important role by participating directly in the development of long range transportation plan.

CITIZENS ADVISORY COMMITTEE

The MTPO is required to have a Citizens Advisory Committee that reflects a broad cross-section of local residents. State law requires that this Committee include minorities, the elderly and the handicapped.

Currently, the Citizens Advisory Committee needs additional representation from minorities and the handicapped. To address this issue, the MTPO is currently publishing a special newspaper ad in a local newspaper that primarily services minority and low-income areas to advertise vacant positions on the Citizens Advisory Committee. In addition, the MTPO decided to ask its members to contact minorities in person and encourage them to seek appointment to this Committee.

To try and recruit members that are handicapped, the MTPO sends notices of vacant Committee positions to agencies that serve the handicapped, such as the Center for Independent Living. In addition, the MTPO will also notify the Alachua County Transportation Disadvantaged Coordinating Board of vacant positions on the Citizens Advisory Committee and encourage its members to inform handicapped individuals of these vacancies.

BICYCLE/PEDESTRIAN ADVISORY BOARD

The Bicycle/Pedestrian Advisory Board consists of citizen volunteers who have a special interest and expertise in bicycle and pedestrian issues. This Board reviews proposed transportation plans and projects and makes recommendations directly to the MTPO.

TECHNICAL ADVISORY COMMITTEE

The Technical Advisory Committee is made up of local regional and state agency representatives. This Committee reviews proposed transportation plans and projects from a technical perspective.

TRANSPORTATION DISADVANTAGED COORDINATING BOARD

The Alachua County Transportation Disadvantaged Coordinating Board provides advice and direction on the provision of transportation services for elderly individuals, low-income individuals, persons with disabilities and children at risk. This Board is composed of government, social service agency and citizen volunteers.

PLAN INFORMATION NETWORK (PIN)

As the project team begins introducing the project to various citizens, public officials and key staff throughout Alachua County, it will also begin compiling a Plan Information Network (PIN) contacts database to notify people and groups about LRTP activities, work products for review and upcoming briefings or workshops.

This master list of contacts will not simply serve as a generic data dump of names, but it will be maintained to allow for categorization of participants by interest area, affiliation and geography. By doing so, the study team can consistently fine tune and adjust outreach techniques to ensure diverse representation.

The Plan Information Network will be the principal means of ensuring that opportunities to participate in the process are provided to a diverse socioeconomic constituency, consistent with federal Title VI and Environmental Justice provisions. Freight providers are included in the plan information network.

MTPO LIMITED ENGLISH PROFICIENCY POLICY/GUIDANCE

This Section discusses the MTPO's plan for providing language assistance for persons with limited English proficiency. Limited English proficient (LEP) individuals are defined as people who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English.

FOUR-FACTOR ANALYSIS

The MTPO is required to take reasonable steps to ensure meaningful access to its programs and activities by limited English proficient individuals. This is accomplished by balancing the following four factors:

1. the number or proportion of limited English proficient individuals eligible to be served or likely to be encountered by a program, activity or service of the MTPO;
2. the frequency with which limited English proficient individuals come in contact with the program;
3. the nature and importance of the program, activity or service provided by the MTPO to people's lives; and
4. the resources available to the MTPO and costs.

LANGUAGE ASSISTANCE PLAN

The MTPO will implement the following Language Assistance Plan during the update of the long range transportation plan-

1. The MTPO will use a commercial telephonic interpretation service to obtain immediate interpreter services when the MTPO comes in contact with limited English proficient individuals.
2. The MTPO will provide both oral interpretation and written translation as needed and necessary. Oral interpretation will be provided using commercially available telephonic interpretation services. Written translation will be provided by translating entire documents (where needed and necessary) or by translating a short description of the document. Individual circumstances will determine what type of written translation is provided.
3. The MTPO will publish all display ads and public notices of meetings and public hearings with the following language-

Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Mr. Marlie Sanderson at (352) 955-2200, extension 103, at least seven (7) days before the public meeting.

NON-DISCRIMINATION POLICY

The MTPO has adopted a non-discrimination policy. At all public workshops and public hearings that are held concerning the update of the long range transportation plan, the public will be informed of the right to file discrimination complaints, how to file complaints and what happens when they are filed.

COMPLAINT PROCEDURES

The following section discuss procedures that will be followed to file complaints.

1. Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by the Title VI of the Civil Rights Act of 1964, as amended, and related statutes, may file a written complaint. All written complaints received by the MTPO shall be referred immediately by the MTPO Director of Transportation Planning to the FDOT's District Two Title VI Coordinator for processing in accordance with approved State procedures.
2. Verbal and non-written complaints received by the MTPO shall be resolved informally by the MTPO Director of Transportation Planning. If the issue has not been satisfactorily resolved through informal means, or if at any time the person(s) request(s) to file a formal written complaint, the MTPO Director of Transportation Planning shall refer the Complainant to the FDOT's District Two Title VI Coordinator for processing in accordance with approved State procedures.
3. The MTPO Director of Transportation Planning will advise the FDOT's District Two Title VI Coordinator within five (5) calendar days of receipt of the allegations. The following information will be included in every notification to the FDOT's District Two Title VI Coordinator.
 - (a) Name, address, and phone number of the complainant.
 - (b) Name(s) and address(es) of respondent.
 - (c) Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).

- (d) Date of alleged discriminatory act(s).
 - (e) Date of complaint received by the MTPO.
 - (f) A statement of the complaint.
 - (g) Other agencies (state, local or Federal) where the complaint has been filed.
 - (h) An explanation of the actions the MTPO has taken or proposed to resolve the allegation(s) raised in the complaint.
4. Within ten (10) calendar days, the MTPO Director of Transportation Planning will acknowledge receipt of the allegation(s), inform the complainant of action taken or proposed action to process the allegation(s), and advise the complainant of other avenues of redress available, such as the FDOT's Equal Opportunity Office (EOO).
 5. Within sixty (60) calendar days, the MTPO Director of Transportation Planning will conduct and complete a review of the verbal or non-written allegation(s) and based on the information obtained, will render a recommendation for action in a report of findings to the Chief Staff Official of the MTPO.
 6. Within ninety (90) calendar days of the verbal or non-written allegation(s) receipt, the Chief Staff Official of the MTPO will notify the Complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her right to file a formal complaint with the FDOT's EEO, if they are dissatisfied with the final decision rendered by the Chief Staff Official of the MTPO. The MTPO Director of Transportation Planning will also provide the FDOT's District Two Title VI Coordinator with a copy of this decision and summary of findings.
 7. The MTPO Director of Transportation Planning will maintain a log of all verbal and non-written complaints received by the MTPO. The log will include the following information:
 - a. Name of complainant.
 - b. Name of respondent.
 - c. Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).
 - d. Date verbal or non-written complaint was received by the MTPO.
 - e. Date MTPO notified the FDOT's District Two Title VI Coordinator of the verbal or non-written complaint.
 - f. Explanation of the actions the MTPO has taken or proposed to resolve the issue raised in the complaint.

PUBLIC VENUES

1. Metropolitan Transportation Planning Organization (MTPO) meetings
2. MTPO Technical Advisory Committee meetings
3. Bicycle/Pedestrian Advisory Board meetings
4. MTPO Citizen Advisory Committee meetings
5. Alachua County Transportation Disadvantaged Coordinating Board
6. Internet web survey and paper copies of the survey that will be made available to the public at libraries and workshops for those people that are not connected to the web
7. project briefings, including briefings held at the University of Florida
8. workshops

All workshops will feature interactive participation with citizens through break-out groups to define key issues and values. Accommodation for those with special needs are provided upon request, including Braille and large print; accommodations for the hearing impaired and alternative language translation services. The study team will prepare workshop summaries for distribution and posting on the project web site.

The project web site will feature an on-line survey that will change to coincide with each project phase. The on-line survey will use features that discourage multiple repeated entries by the same individual during one particular phase.

The project briefings will be used to supplement the workshop and web site by holding meetings with interested groups in the County.

UNIVERSITY OF FLORIDA

Through its coordination with the University of Florida Campus Master Plan Transportation Element, the MTPO will participate in several public meetings to share information and obtain input on the development of the long range transportation plan. The University of Florida Campus Master Plan includes ten public meetings focusing on transportation issues, needs and priorities to be held with students, faculty and staff, as well as standing campus committees dealing with transportation issues.

In addition, the University is holding three stakeholder briefings for a corridor alignment study that connects the on-campus transportation network with off-campus transportation facilities. Through these meetings, the MTPO will identify appropriate opportunities to share materials for the development of the Year 2035 long range transportation plan, and also to seek input on transportation needs, strategies and priorities.

MEETING LOCATIONS

The Metropolitan Transportation Planning Organization uses locations, facilities and meeting times that are convenient and accessible to a variety of the public, including low-income and minority communities. Meetings of the MTPO, the MTPO's Citizen Advisory Committee, and the Alachua County Transportation Disadvantaged Coordinating Board are located in close proximity to low-income and minority areas (see Illustration VIII). In addition, both the meeting locations and the low-income and minority areas are adequately served by the bus system (see Illustration VI)- the City of Gainesville Regional Transit System (RTS).

MEETING TIMES

The MTPO will schedule all public hearings for the update of the long range transportation plan at 6:00 p.m. or later. This will encourage greater public participation in the planning process from a variety of the public, including low-income and minority workers.

LIVE BROADCAST OF MTPO MEETINGS

Through the City of Gainesville's franchise agreement with Cox Communications, the MTPO conducts live broadcasts of all of its meetings on cable TV Channel 12. This allows people who do not have the ability or time to get to a public meeting in person, to be able to participate remotely by watching live broadcasts or taped meetings of the MTPO.

The electronic information broadcasts are replayed the following week on both the local public access channel and the rural television stations. The on-screen marquee encourages citizens to call with questions or comments about agenda items or MTPO discussion. During the initial broadcasts, the public can call-in live and make comments or leave questions to be asked.

The MTPO Chairperson announces at each televised meeting that citizens may call into the meeting to speak on particular agenda items. MTPO staff take the calls and record the comments. During the citizen comment portion of the meeting, MTPO staff forwards the comments directly to MTPO members and those in attendance. The MTPO retains a copy of the MTPO meeting videotape, which can be copied for a nominal charge or viewed at the MTPO offices at no charge.

MEETING NOTICES, FLYERS AND/OR POSTERS

To facilitate outreach to minority and low-income people for membership on the MTPO Advisory Committees and to inform affected minority and/or low-income communities of public hearings and community workshops concerning the update of the long range transportation plan, the MTPO distributes flyers and/or posters for display on RTS buses, information kiosks and paratransit vans.

Meetings notices, flyers and/or posters are placed on community service bulletin boards and information kiosks at:

- Community centers, recreation facilities and other public buildings located in lower income and minority neighborhoods, such as the:
 - Alachua County Administration Building
 - Alachua County One-Stop Centers
 - Alachua County Public Health Department
 - Alachua County Sheriff's Office
 - Gainesville City Hall
 - Gainesville Housing Authority
 - Gainesville Police Department
 - Gainesville Regional Utilities
 - Social Security Administration Offices
 - Regional Transit System's (RTS) Bethel Gas Station
 - Wilhemina Johnson Center

- Houses of worship and other private buildings that serve the public located in lower income and minority neighborhoods

- Public and private places serving special needs populations located within the Gainesville Metropolitan Area, such as:
 - adult congregate living facilities
 - assisted living facilities
 - Center for Independent Living
 - Division of Blind Services
 - Eldercare of Alachua County

- The University of Florida in places such as:
 - Housing Administrative Office and residence halls
 - Parking Services Administration
 - Reitz Union Office of Student Activities

IV

KEY ISSUES

For the purposes of developing the Year 2035 LRTP, the following key issues set the context for the outreach process:

- * Informing and educating the public on the merits and challenges of potential mobility scenarios (e.g., highway, light rail, bus rapid transit, street connectivity, etc.), and the impact of peak oil on the long range transportation plan and land use considerations;
- * Engaging a broad diversity of the public in the process that encourages participation from people who do not typically turn out for public workshops;
- * Ensuring strong participation from traditionally underserved populations including the elderly, persons with disabilities, minorities, low-income communities and persons with limited English proficiency;
- * Coordinating across jurisdictional, institutional and interdepartmental lines;
- * Engaging stakeholders from various interest groups representing perspectives from the business, environmental, freight and goods movement, historic preservation, transit rider, bicycle and pedestrian, environmental groups, and academic (students, faculty and staff) communities; and
- * Providing innovative techniques and tools aimed at soliciting meaningful and relevant public input that keeps people interested and apprised of study progress.

V

INTERGOVERNMENTAL COORDINATION

The development of the Year 2035 Long Range Transportation Plan (LRTP), entitled Year 2035 Livable Community Reinvestment Plan, will be coordinated with:

- Alachua County;
- City of Alachua;
- City of Archer;
- City of Gainesville;
- City of Hawthorne;
- City of High Springs;
- City of Newberry;
- City of Waldo;
- Florida Department of Transportation;
- Town of La Crosse;
- Town of Micanopy;
- University of Florida; and
- Santa Fe College.

The Alachua County League of Cities will be the forum for coordination with municipalities outside of the Gainesville Metropolitan Area. Coordination with the University of Florida, Florida Department of Transportation (FDOT), Alachua County and the City of Gainesville will primarily occur at the Technical Advisory Committee meetings. Staff representing the University of Florida, FDOT, Alachua County and the City of Gainesville are members of this Committee.

RESOURCE AND PERMITTING AGENCIES- STATE AND LOCAL

State and local resource and permitting agencies will be involved in the development of the update of the long range transportation plan primarily through the Technical Advisory Committee. This Committee reviews transportation plans and programs from a technical perspective and makes recommendations to the MTPO. The Technical Advisory Committee, or TAC, consists of the following local, regional and state agency representatives-

City of Gainesville Regional Transit System
Alachua County Growth Management
Bicycle/Pedestrian Advisory Board Staff, City of Gainesville
Alachua County Environmental Protection
Gainesville Regional Airport
University of Florida Facilities Planning & Construction
University of Florida Parking Services Administration
Alachua County School Board
North Central Florida Regional Planning Council

City of Gainesville Public Works
City of Gainesville Planning & Development Services
Alachua County Public Works
Gainesville Regional Utilities
Florida Department of Transportation
Florida Department of Environmental Protection
St. Johns River Water Management District

COORDINATION WITH CITY OF GAINESVILLE AND ALACHUA COUNTY EVALUATION AND APPRAISAL REPORTS (EAR)

It is imperative that the public participation activities be closely coordinated with Alachua County and the City of Gainesville. In particular, transportation is a major issue being addressed by Alachua County as part of its Evaluation and Appraisal Report (EAR) for the Comprehensive Plan, which must be adopted by September 1, 2009. Gainesville's EAR is due a year after Alachua County's, and has not yet begun its EAR process. However, transportation is likely to be a major issue for the City as well, and the LRTP can help set the context for the EAR.

COORDINATION WITH OTHER ON-GOING STUDIES

The update of the Year 2035 Long Range Transportation Plan (LRTP) will be coordinated with on-going studies that are currently underway. This includes the City of Gainesville's Bus Rapid Transit Feasibility Study and the update of the University of Florida Campus Master Plan 2010-2020 Transportation Element Data and Analysis.

VI

PHASES OF THE LONG RANGE TRANSPORTATION PLAN PROCESS

The major elements of the public participation plan are tailored to the following major milestones of the LRTP development process:

- * Phase I– Project Initiation
- * Phase II– Issues Identification and Setting the Policy Framework
Evaluation and Appraisal Report process coordination
Community Values documentation
- * Phase III– Needs Plan Development, Peak Oil Scenarios & Tradeoffs Analysis
- * Phase IV– Financial Feasibility and Project Priorities

During each phase, the study team will employ various techniques for outreach, engagement and information sharing, including public workshops, briefings, development and maintenance of a project web site, mailed newsletters and e-news distributed via e-mail. There will be a series of eight (8) interactive briefings to the MTPO's Technical and Citizens Advisory Committees to guide development of the plan. The Alachua County Transportation Disadvantaged Board will be invited to attend public workshops and briefings to the MTPO's Technical and Citizens Advisory Committees.

Throughout the plan development, photographic, narrative and quantitative summaries will be compiled documenting the entire public process. The approach is to integrate public participation with the technical work, so one informs the other at key steps in the process. The MTPO meetings are broadcast live on Channel 12- the local government station.

LONG RANGE TRANSPORTATION PLAN PUBLIC PARTICIPATION TIMELINE

ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2009												
PHASE	I	I, II	I, II	II	II	II	II	II	II, III	III	III	III
NEWSLETTER						#1						
WORKSHOP				#1							#2	
TAC/CAC		X							X			
MTPO			X						X			
2010												
PHASE	III	III	III	III	III	IV	IV	IV	IV	IV	IV	IV
NEWSLETTER							#2					
WORKSHOP							#3					
TAC/CAC			X					X		X		
MTPO			X									
MTPO Public Hearing								X		X		

Note: Workshop, newsletter and MTPO and Advisory Committee meeting dates are tentative.

VII

IMPLEMENTATION

PHASE I – PROJECT INITIATION (DECEMBER 2008 THROUGH MARCH 2009)

During the project initiation phase, the consultant will conduct several briefings to the general public, one each to the advisory committees and MTPO, and one to the University of Florida's Parking and Transportation Advisory Committee to introduce the participants to the project scope, schedule and major milestones. These briefings will be primarily informational in nature to spur interest in the project, discuss key issues and set clear expectations early on for engaging the public.

At each briefing, participants will have an opportunity to identify issues and public participation elements they would like to see addressed. The public briefings will likely entail allotted time on the agenda for scheduled meetings of various groups, such as the Alachua County League of Cities, Women for Wise Growth, and other local community groups.

These briefings include two presentations that will be televised on Channel 12 giving an overview of the long range plan update process. One televised briefing will be at a joint meeting of the Alachua County Commission and the Alachua County Planning and Zoning Board at a workshop on the Alachua County Evaluation and Appraisal Report on March 12, 2009. The second televised briefing will be at a meeting of the MTPO on April 20, 2009.

During this phase, the consultant will also develop a project web site (with a direct link to the North Central Florida Regional Planning Council's website) which will serve as the major conduit for information sharing throughout the LRTP process. As the project team begins introducing the project to various citizens, public officials and key staff throughout Alachua County, it will also begin compiling a Plan Information Network (PIN) contacts database to notify people and groups about LRTP activities, work products for review and upcoming briefings or workshops. This master list of contacts will not simply serve as a generic data dump of names, but it will be maintained to allow for categorization of participants by interest area, affiliation and geography. By doing so, the study team can consistently fine tune and adjust outreach techniques to ensure diverse representation.

The PIN will be the principal means of ensuring that opportunities to participate in the process are provided to a diverse socioeconomic constituency, consistent with federal Title VI and Environmental Justice provisions. The study team will also send notices to the contacts list whenever the web site undergoes a significant update at a particular project milestone.

Phase I Outcome

Key public involvement outcomes for Phase I:

- * Establish project web site

- * Define initial Plan Information Network (to be maintained/enhanced throughout)
- * Conduct four (4) kick-off presentations to the MTPO, its technical and citizens advisory committees, and the UF Parking and Transportation Advisory Committee
- * Conduct two (2) project kick-off briefings to the general public
- * Coordinate public involvement activities with local governments, the University of Florida and Santa Fe College

PHASE II – ISSUES IDENTIFICATION AND POLICY FRAMEWORK (FEBRUARY 2009 THROUGH SEPTEMBER 2009)

This phase of the public involvement program sets the policy framework for the plan. In this phase, the study team will focus its efforts on gaining public input about transportation key issues, values, policy preferences and project ideas for use in developing performance measures, goals and objectives and prioritization criteria for use in developing the 2035 Needs Plan and Cost Feasible Plan in subsequent steps.

Coordination with Alachua County Evaluation and Appraisal Report Process

The MTPO LRTP study team will begin by coordinating its activities with public workshops scheduled by Alachua County for its EAR in February and March 2009. Details and arrangements will be worked out through discussions with Alachua County staff. At a minimum, the MTPO study team will create and staff a display and provide materials for review and input from the public at the County's workshops. Hand-out materials will include an overview of the currently adopted LRTP, a survey questionnaire to gauge opinion in key transportation issues, and other relevant information about transportation and growth trends/projections. If possible, the MTPO study team will work with the County staff to make one of the March EAR meetings a joint LRTP/EAR workshop, in which the 2035 LRTP Update has equal billing and serves as the major public kick-off workshop for the plan update. The MTPO study team will assist with promotion and advertisement for the workshop(s).

Workshop #1

In the spring of 2009, the MTPO will schedule the first LRTP public workshop and hold two additional project briefings with the public to identify key issues, community values and goals. This initial outreach will provide the foundation for developing the goals, objectives and performance measures for the LRTP. At the end of this phase, the study team will craft a "working" vision based on public/stakeholder values input, initial data and analysis and plans reviewed. The working vision will be subject to refinement during the remainder of the planning process, particularly upon selection of the preferred transportation Needs and Financially Feasible Plan, but will be used to guide the development and evaluation of the different mobility scenarios, as well as appropriate peak oil strategies.

As described above, Workshop #1 will be coordinated with the Alachua County EAR workshops to the greatest extent feasible. Whether it is a stand-alone MTPO workshop or a joint workshop with the County, the MTPO will advertise the workshop through notices to the PIN, a newspaper advertisement, a media press release and promotion on the project and public agency web sites. The media contacts will include traditional and non-traditional media, including both print and electronic publications. To address the participation needs of students, low-income and minority populations, the study team will:

1. work with the Gainesville Regional Transit System to post displays about workshops

inside buses and at suitable locations based on demographics (consideration will be given to the need for providing *Limited English Proficiency* displays);

2. use PIN contacts to ensure distribution to community groups, neighborhoods, libraries and churches in key areas;
3. coordinate with the University of Florida and Santa Fe College to develop e-mail messages or other appropriate media announcing public involvement activities; and
4. continually work with PIN contacts to determine the best means to engage various socioeconomic groups in the process, such as through briefings within neighborhoods or at regular MTPO Committee and MTPO meetings, public workshops and public hearings. All workshops and hearings will be held at convenient times and at accessible locations.

The study team will draft goals, objectives and evaluation criteria that follow new SAFETEA-LU and state rules reflecting safety, security, goods movement and other planning factors. In addition, the draft goals, objectives and policies will take into consideration the City of Gainesville and Alachua County EAR and Comprehensive Plans, University of Florida Campus Master Plan, and the North Central Florida Strategic Regional Policy Plan, among other relevant planning documents.

Documenting Community Values

At the conclusion of the values assessment phase of the project, the study team will take the input from the web site survey, briefings and stakeholder interviews to prepare a concise summary of the community dialogue. This summary will highlight the relationship of transportation, land use, urban form, and economic consideration to the development of potential long range scenarios for the community. The key will be to operationalize the values expressed through this process into meaningful statements that can be translated into measures of effectiveness. The values summary and statements will be presented to staff, refined as needed, and distributed to the committees and MTPO.

Newsletter #1

During Phase II, the study team will produce and distribute the first project newsletter. It will highlight the issues/values assessment, initial data development and analysis, and draft goals, objectives and evaluation measures. The newsletter will be produced electronically (E-News) rather than a printed hard copy for widespread distribution, including providing printed copies to libraries. Printed copies will be made available upon request and at scheduled public meetings and workshops. In addition, printed copies will also be placed on Regional Transit System buses.

Phase II Outcome

Key public involvement outcomes for Phase II:

- * Expand project web site to include a values assessment survey and completed work products per the Scope of Services
- * Continue expanding the Plan Information Network and use it to connect with the public
- * Participate in Alachua County EAR workshops
- * Conduct public workshop #1 to begin defining key issues, values and needs
- * Conduct two (2) additional project kick-off briefings
- * Develop goals, objectives and evaluation measures
- * Distribute the first project newsletter

**PHASE III – NEEDS PLAN DEVELOPMENT, PEAK OIL SCENARIOS &
TRADEOFFS ANALYSIS
(SEPTEMBER 2009 THROUGH MAY 2010)**

This phase represents public participation activities related to defining the Needs Plan, including development, refinement and review of the four transportation network scenarios to be tested, as well as land use and transportation strategies related to peak oil. Peak oil production and decline variables will be reviewed and tested so as to determine potential future transportation and land use scenarios necessary to mitigate local effects of peak oil production and decline. This effort will also include recommended alternatives to accomplish transportation and land use mitigation strategies.

There are a couple of key considerations when engaging in an alternative needs assessment scenario planning process. First, it should be understood that scenarios are not plans. They are essentially a storytelling tool that allows a community to explore “what if” questions about future growth, development form and mobility. Properly crafted scenarios allow communities to explore the trade-offs associated with different development policy decisions. A common mistake in scenario-based plans is to create scenarios that have limited differences, with marginal changes in transportation or land use patterns. The scenarios should be sufficiently broad and robust in scope to enable a clear differentiation and policy direction. Often the outcome is a hybrid of two or more scenarios, but the creation of the hybrid is dependent on how well the scenarios depict policy trade-offs.

The four major mobility scenarios have been defined in the Scope of Services and will be developed in detail through interaction with the public. These alternative mobility scenarios will be evaluated against the goals and objectives to see how they perform relative to one another. It is during this phase that an alternative peak oil scenario analysis will be conducted and presented at Workshop #2.

Workshop #2

The primary purpose of this workshop will be to engage participants in weighing the tradeoffs associated with each mobility scenario and considering each under a “peak oil condition.” The second workshop will employ visualization techniques, interactive mapping and facilitated discussions aimed at informing and engaging the public in truly assessing the potential challenges and opportunities associated with each possible Needs Plan. The goal of this workshop will be to get participants to review/refine the four conceptual mobility scenarios and identify preferences for network development. Following briefings with the TAC and CAC, the study team will present the mobility scenarios to the MTPO for approval prior to testing and evaluation.

The second workshop will also help to specifically identify the desired location of multimodal facilities (station areas) for future transit service, such as light rail and bus rapid transit, for one or more mobility scenarios. Participants will be asked to identify potential locations based on accessibility, proximity to other uses and feasibility of development. The study team will assist in the exercise by excluding areas limited for development, such as by zoning or environmental restrictions. The results will be invaluable to the future development of regional and local transit service. The study team will summarize the workshop results and post them on the web site for review.

As the study enters the scenario evaluation step, a key activity will be to update the project web site to introduce the LRTP mobility scenarios and seek feedback on each. The site will also be used to present evaluation results and ask the public to vote for the preferred scenario. The LRTP study team will distribute notices via the Plan Information Network, press releases and other means to encourage the public to visit the web site, review the scenarios and vote their preferences. For those individuals not connected to the web, information will be obtained by encouraging individuals who attend the second workshop to vote for the preferred scenario while at the workshop.

Following evaluation of the mobility scenarios and incorporation of peak oil strategies, the study team will present the findings to the MTPO in a public hearing for review and approval of the Year 2035 Needs Plan.

Phase III Outcome

Key public involvement outcomes for Phase III:

- * Conduct public workshop #2 to present and refine mobility/peak oil scenarios
- * Update project web site to introduce scenarios and use a survey to allow the public to evaluate and rate each scenario in terms of preference
- * Continue expanding the Plan Information Network and use it to connect with the public
- * Conduct interactive briefings with TAC/CAC
- * Consultation with environmental agencies on potential impacts of transportation projects identified in the Needs Plan
- * Present draft scenarios to the MTPO for approval prior to evaluation
- * Present scenario evaluation results and recommended Needs Plan to the MTPO for approval
- * Conduct Needs Plan public hearing

PHASE IV – FINANCIAL FEASIBILITY AND PROJECT PRIORITIES (JUNE 2010 TO MARCH 2011)

Reflecting the input from the public and technical evaluation, the study team will create a package of preferred mobility strategies as the Year 2035 Needs Plan for final prioritization and cost feasibility analysis. Choosing a preferred mobility scenario will entail a combination of public participation and technical evaluation factors. It is through effective storytelling where the study team will translate the technical information into understandable and visually clear outcomes that tie back to the values expressed early in this process.

The project web site will be updated to present the quantitative and qualitative outcomes of the Needs Plan relative to the goals, objectives and evaluation criteria. The site will be expanded to introduce transportation project costs and revenue sources, both existing and potential, with a survey provided to gauge public reaction to possible funding strategies and including questions about priority project rankings.

Newsletter #2

The second project newsletter will convey the transportation choices facing the Gainesville area, along with estimated costs for mobility and network development strategies, anticipated and potential revenues revenue by source, and the evaluation of the Needs Plan scenario relative to the Trend and other options. Like the first newsletter, this will be posted to the web site and distributed electronically. Printed newsletters will be made available upon request and at scheduled public meetings and workshops. In addition, printed copies will also be placed on Regional Transit System buses and placed at area libraries.

Workshop #3

It is during this phase when the third and final public workshop will be held. Participants will review and evaluate the Needs Plan projects and funding scenarios, and vote to rank their preferences for strategies identified. The workshop will focus on possible alternative funding strategies in addition to defining project priorities.

Following this workshop, the study team will summarize and post the results on the project web site, and present them to the advisory committees and the MTPO. During this period, the web site will contain a survey to enable people to review the proposed Cost Feasible Plan, comment on it and indicate their preferences for how to allocate available project revenues.

Based on input from the public and the technical evaluation, the study team will develop the draft Cost Feasible Plan that defines mobility strategies by phase and funding source. The plan will clearly define how the financially feasible plan lays a foundation for the completion of the preferred scenario and long range vision for the region. Rather than a simple list of the projects by mode, the Cost Feasible Plan will convey a strategy for mobility development principles articulated in the preferred scenario.

The study team will schedule and conduct a presentation at a public hearing of the MTPO to adopt the Year 2035 Cost Feasible Plan.

Phase IV Outcome

Key public involvement outcomes for Phase IV:

- * Conduct public Workshop #3 to present the Needs Plan costs, anticipated revenues and define a Cost Feasible Plan
- * Distribute the second project newsletter
- * Update project web site to introduce scenarios and use a survey to allow the public to identify how to spend available revenues on transportation projects in the Needs Plan
- * Continue use of the Plan Information Network to connect with the public
- * Conduct interactive briefings with TAC/CAC
- * Present Needs Plan evaluation results and recommended Cost Feasible Plan to the MTPO for approval
- * Conduct Cost Feasible Plan public hearing

VIII

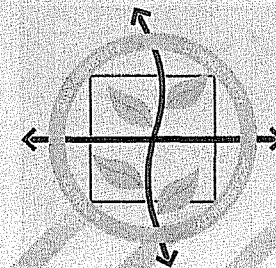
PUBLIC PARTICIPATION PLAN DOCUMENTATION

The entire public involvement program, how it was implemented and how it influenced the development of the Needs and Cost Feasible Plans, will be documented in a stand-alone technical report. The report will summarize the web site survey results for each phase, the public workshop results and how various socioeconomic groups were approached or engaged in the study process. An appendix will include all relevant materials used in the outreach and engagement effort.

When significant written and oral comments on the draft long range transportation plan (including the financial plan), a summary, analysis and reports on the disposition of public comments will be prepared. This material will be included as part of the adopted Year 2035 Cost Feasible Plan.

In addition, a Year 2035 Plan poster will be prepared similar in design to the Year 2020 and Year 2025 MTPO Livable Community Reinvestment Plan posters.

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Community Workshop

You are invited to help shape the future of transportation in the Gainesville area.

www.livabletransportation.org

Visit our new website and see what's in store for the Gainesville area's transportation future. Then, join us for a community workshop to start the plan off on the right foot!

This workshop will:

- Define issues for roadway, bicycle/pedestrian and transit system modifications within the region
- Define important transportation connections, barriers and opportunities
- Explain how mobility, livability and sustainability should inform the development of the transportation network
- Identify how to measure the effectiveness of the Gainesville Urbanized Area's transportation system

Refreshments will be provided.

The Gainesville Metropolitan Transportation Planning Organization (MTPO) includes elected officials from the City of Gainesville and Alachua County who work together to decide how to spend federal and state money to improve the Gainesville metropolitan area's transportation system.

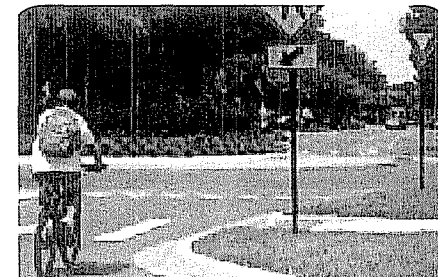
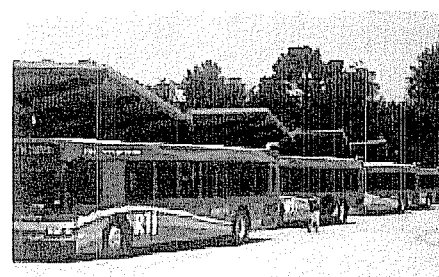


EXHIBIT 2

April 23, 2009

5:30pm to 8:00pm

Special Presentation at 6:00 pm

**Gainesville Regional Utilities Multi-Purpose Room
301 SE 4th Avenue • Gainesville, FL 32601**

Public participation is solicited without regard to race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation, or gender identity. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Mr. Marlie Sanderson at (352) 955-2200, extension 103, at least seven (7) days before the workshop.

SCHEDULED 2009 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	B/PAB [At 7:00 p.m.]	TAC [At 2:00 p.m.] CAC [At 7:00 p.m.]	MTPO MEETING
JANUARY	January 6	<i>CANCELLED</i>	<i>CANCELLED</i>
FEBRUARY	January 20	<i>CANCELLED</i>	February 17 at 6:00 p.m.
MARCH	February 24	February 25	March 2 at 2:00 p.m.
APRIL	March 31	CAC Orientation @ 6:30 pm April 1	April 20 at 6:00 p.m.
MAY	April 28	April 29	May 11 at 3:00 p.m.
JUNE	May 26	TAC @ NCFRPC May 27	June 8 at 6:00 p.m.
JULY	June 30	July 1	July 13 at 3:00 p.m.
AUGUST	July 28	July 29	August 10 at 3:00 p.m.
SEPTEMBER	September 1	September 2	September 14 at 3:00 p.m.
OCTOBER	September 29	September 30	October 12 at 3:00 p.m.
NOVEMBER	October 27	October 28	November 9 at 3:00 p.m.
DECEMBER	December 1	December 2	December 14 at 6:00 p.m.

Note, unless otherwise scheduled:

1. Shaded boxes indicate the months that we may be able to cancel MTPO meetings if agenda items do not require a meeting. Corresponding Advisory Committee meeting may also be cancelled.
2. TAC meetings are conducted at the Gainesville Regional Utilities (GRU) Administration general purpose meeting room;
3. CAC meetings are conducted in the Grace Knight conference room of the County Administration Building; and
4. MTPO meetings are conducted at the Jack Durrance Auditorium of the County Administration Building unless noted.