

**SARASOTA/MANATEE
METROPOLITAN PLANNING ORGANIZATION**

UNIFIED PLANNING WORK PROGRAM



**SARASOTA/MANATEE
METROPOLITAN PLANNING ORGANIZATION**

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Fiscal Year 2010/2011 – 2011/2012
(July 1, 2010 Through June 30, 2012)

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CATALOGUE OF FEDERAL DOMESTIC ASSISTANCE NUMBERS: 20.205 - Highway Planning and Construction and
20.505 - Section 5303 Federal Transit Administration Technical Studies Grant (Metropolitan Planning)
FEDERAL AID PROJECT NUMBER: 0264-047
FINANCIAL PROJECT NUMBER 420872-1-14-01

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METROPOLITAN PLANNING ORGANIZATION**

<http://www.mympo.org>

**FISCAL YEAR 2010/2011 – 2011/2012
UNIFIED PLANNING WORK PROGRAM**

This document was approved and adopted by the
Sarasota/Manatee Metropolitan Planning Organization

Date

Marianne Barnebey, Chair

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U.S. Department of Transportation (Federal Highway Administration and Federal Transit Administration),
the Florida Department of Transportation, the Commission for the Transportation Disadvantaged,
Sarasota County and Manatee County
in cooperation with the local governments and agencies within the Sarasota-Bradenton Urbanized Area**

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Acronyms

<u>Label</u>	<u>Full Form</u>
AFP	Agency Functional Plan
ATIS	Advance Travel Information System
BACS	Bay Area Commuter Services
BMS	Bridge Management System
CAC	Citizens Advisory Committee
CCC	Chairs Coordinating Committee (West Central Florida MPOs)
CFAASP	Coordinated Florida Aviation Systems Planning Process
CFR	Code of Federal Regulations
CMP	Congestion Management Process
COOP	Continuity of Operations Plan
CTC	Community Transportation Coordinator
CTD	(Florida) Commission for the Transportation Disadvantaged
CTDP	Coordinated Transportation Development Plan
CTSP	Community Traffic Safety Program
CUTR	Center for Urban Transportation Research (at University of South Florida)
CUTS	Coordinated Urban Transportation Studies
DCA	(Florida) Department of Community Affairs
DRI	Development of Regional Impact
EAR	Evaluation and Appraisal Report
ETDM	Efficient Transportation Decision Making
FAC	Florida Administrative Code
FAA	Federal Aviation Administration
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FIHS	Florida Intrastate Highway System
FMWG	Freight Mobility Working Group
FRA	Federal Rail Administration
FS	Florida Statute(s)
FSUTMS	Florida Standard Urban Transportation Model Structure
FTA	Federal Transit Administration
FTP	Florida Transportation Plan
FY	Fiscal Year
GIS	Geographic Information System
HCM	Highway Capacity Manual
HCS	Highway Capacity Software
HOV	High Occupancy Vehicle
HPMS	Highway Performance Monitoring System
ICAR	Intergovernmental Coordination And Review
ICE	Intergovernmental Coordination Element
IMS	Intermodal Management System
ISTEA	Intermodal Surface Transportation Efficiency Act
ITS	Intelligent Transportation Systems
JPA	Joint Participation Agreement
LAP	Local Agency Program
LOS	Level of Service
LRTP	Long Range Transportation Plan
MCAT	Manatee County Area Transit

Acronyms

<u>Label</u>	<u>Full Form</u>
MPP	Metropolitan Planning Program
MPO	Metropolitan Planning Organization
NHS	National Highway System
O & D	Origin & Destination
PD&E	Project Development & Environment
PIP	Public Involvement Plan
PL	Planning Limits
PMS	Pavement Management System
PTMS	Public Transportation Management System
PTSA	Public Transportation System Analysis
PTTF	Public Transportation Task Force
ROW	Right-Of-Way
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SCAT	Sarasota County Area Transit
SCTA	Sarasota County Transit Authority
SIS	Strategic Intermodal System
SMAQCC	Sarasota-Manatee Air Quality Coordinating Committee
SMATS	Sarasota-Manatee Area Transportation Study
SMS	Safety Management System
SWFRPC	Southwest Florida Regional Planning Council
TAC	Technical Advisory Committee
TAZ	Traffic Analysis Zone
TBRPC	Tampa Bay Regional Planning Council
TCM	Transportation Control Measures
TD	Transportation Disadvantaged
TDM	Transportation Demand Management
TDP	Transit Development Program
TEA-21	Transportation Equity Act for the 21st Century
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TMS/H	Traffic Monitoring System for Highways
TRIP	Transportation Regional Incentive Program
TSM	Transportation Systems Management
UPWP	Unified Planning Work Program
USDOT	United States Department of Transportation
VMT	Vehicle Miles of Travel
WCFAQCC	West Central Florida Air Quality Coordinating Committee
ZDATA	Zonal (land-use and socio-economic) Data

LOBBYING CERTIFICATION FOR GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Sarasota/Manatee MPO that:

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

Commissioner David Garofalo
MPO Chair

Date

Amended June 27, 2011 (Signature Only)

DEBARMENT AND SUSPENSION CERTIFICATION

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

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

Commissioner David Garofalo
MPO Chair

Date

TITLE VI/NONDISCRIMINATION POLICY STATEMENT

The Sarasota/Manatee Metropolitan Planning Organization assures the Florida Department of Transportation that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Sarasota/Manatee Metropolitan Planning Organization further agrees to the following responsibilities with respect to its programs and activities:

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

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

By: _____
Michael P. Howe
MPO Executive Director

Date: _____

TITLE VI - APPENDIX A

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

1. **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
2. **Nondiscrimination:** The Contractor with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
4. **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a) Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b) Cancellation, termination or suspension of the contract, in whole or in part

6. **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs 1 through 6 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

PARTICIPATION BY DISADVANTAGED BUSINESS ENTERPRISES
IN DEPARTMENT OF TRANSPORTATION FINANCIAL
ASSISTANCE PROGRAMS

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

The Sarasota/Manatee MPO and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Sarasota/Manatee MPO in a non-discriminatory environment.

The Sarasota/Manatee MPO shall require its consultants to not discriminate on the basis of race, color, national origin, sex, age, disability, religion or familial status in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained there for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.

Commissioner David Garofalo
MPO Chair

Date

INTRODUCTION

The Unified Planning Work Program (UPWP) outlines the transportation planning projects to be accomplished within the Sarasota and Manatee County study area. Although the Sarasota-Bradenton Urbanized Area urban boundary is defined by the United States Census Bureau, the Sarasota/Manatee MPO's planning responsibility includes the entire counties of Manatee and Sarasota. In the 2001 Florida Legislative session, this planning scope was enlarged by inclusion of the Sarasota/Manatee MPO as a statutory member of the West Central Florida Chair's Coordinating Committee (CCC). This organization is comprised and includes the planning areas of Hernando, Pasco, Hillsborough, Pinellas and Polk MPOs and Citrus County, and is dedicated to regional transportation efforts. In January 2003, the MPO's regional activities were further enlarged to include Charlotte County-Punta Gorda MPO as part of an "Interlocal Agreement for Joint Regional Transportation Planning and Coordinating Between the Sarasota/Manatee and Charlotte County-Punta Gorda MPOs." The UPWP is developed under the guidance of the Florida Department of Transportation (FDOT) and is approved by the MPO's Governing Board, and the appropriate state and federal agencies. We have adopted a Title VI Grievance Procedure and ADA Complaint Procedure consistent with Federal and State regulations.

All tasks to be performed in this document will be conducted in accordance with *Title 23 U.S.C.* and the *Federal Transit Act* (such as Task #1.01-Program Management & Development; Task #2.03-Non-Highway Systems Monitoring, Task #3.02-Short Range Planning; Task #3.03-Public Transportation Planning; Task #4.01-Transportation Data and Task #6.02-FTA Attributable Items).

The MPO is complying with Title VI of the Civil Rights Act of 1964. Title VI is the short reference of the body of Federal and State laws and policies originating in the Civil Rights Act of 1964. Specifically, it prohibits discrimination on the basis of race, color, national origin, age, disability, religion or sex. In the MPO's case, this applies in any and all applications of work by the MPO, administration of business, decision making, purchasing, and consultant services. It is specifically embodied in the MPO's Personnel Policy and Procedures Manual, Purchasing Policy, Vendor Policy and Title VI Grievance Procedure.

Business Plan

The UPWP includes a business plan which reflects accumulation of necessary funds for an LRTP update in 2013/14 and 2014/15, Air Quality Conformity Planning and TIP which is anticipated to be required of the Sarasota/Manatee MPO area. Currently, the Environmental Protection Agency has initiated Federal Rule Making establishing a new air quality standard. It is anticipated the new standards will cause the Sarasota/Manatee MPO area to be designated "non-attainment." This designation will trigger the MPO to complete a conformity plan with the State within one year of designation (August 2011 Designation/August 2012 Plan Required). This effort will also require an update to the MPO's Long Range Transportation Plan.

The Sarasota/Manatee MPO programs all other available funds that are obligated to specific tasks.

Comprehensive Planning Activities

The MPO will continue its responsibilities for implementing in cooperation with the state and affected transit operators, a Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP) which includes all projects in the metropolitan area that are proposed for funding with either federal or state monies.

The planning process must include additional considerations such as land use, intermodal connectivity, Efficient Transportation Decision Making (ETDM), Intelligent Transportation Systems Planning (ITS), regional connectivity, operation and management issues for all improvements and methods to enhance transit service and needs required by SAFETEA-LU. Implementation of the updated CMP occurred in 2009. The monitoring will continue during this two year program. Activities have been developed to monitor the use of transit, non-motorized transportation modes, aviation and fixed guideway modes. Implementation of improvement plans for those modes of travel will also be closely monitored.

As noted above, two major components of comprehensive planning, ITS and ETDM, were initiated in FY 04/05.

The Interlocal Agreement with the Charlotte-Punta Gorda MPO includes a:

- Joint Regional Transportation Model, Joint Regional Long Range Transportation Plan (LRTP) component
- Joint Regional Project Priorities
- Joint Regional Public Involvement Process component
- Joint Regional Multi-Modal Transportation Network
- Joint Regional Transportation Regional Incentive Program (TRIP) Project Priority List and
- New "Joint Regional Trails Priority List"

Similarly, the Sarasota/Manatee MPO's statutory membership in the CCC is an extensive regional effort including bi-weekly CCC Staff Director planning meetings, quarterly Joint Citizens Advisory Committee (JCAC) meetings, quarterly CCC Board meetings, LRTP, plans, regional multi-modal transportation networks, and CCC TRIP and CCC Regional_Trails project priority lists. The CCC's 2035 LRTP was adopted November 13, 2009 and will be updated when the Sarasota/Manatee MPO and Polk TPO adopt its individual 2035 LRTPs in FY 2010/11.

An ongoing responsibility is complying with Florida's Growth Management Act adopted in 2005. The Act provides funding opportunities to MPOs that have developed formalized regional relationships. As referenced above, the Sarasota/Manatee MPO has established two such relationships with the Charlotte County-Punta Gorda MPO and Polk TPO through the CCC. In order to allow competition by Sarasota/Manatee MPO members for TRIP funds, it was necessary to adopt Joint Regional Roadway Networks and Joint Regional TRIP Project Priority Lists.

In addition, a Joint Regional Trails Priority List was required to be prioritized and negotiated by regional partners. Both of these extensive efforts are an obligation requiring this MPO to simultaneously collaborate, negotiate and prioritize with both its CCC and Charlotte County regional partners.

This UPWP is proposing a new program and planning role for the MPO. Over the past several years the MPO has passed through \$11,000 each in Federal planning dollars to Manatee and Sarasota Counties to help manage and plan a bicycle/pedestrian plan. This is highly unusual in Florida as almost all MPOs manage the Federally required bicycle/pedestrian program for its area. During this past year's MPO's Federal and State Certifications, FHWA, FTA and FDOT recommended the MPO eliminate this pass through and create and manage a bicycle/pedestrian advisory committee. This proposed program is set out in Task 2.05 entitled Greenways, Trails and Bicycle/Pedestrian Systems.

The Continuity of Operations Plan (COOP) which was developed in accordance with Executive Order 12656, was filed with the COOP County Coordination Checklists Office in Tallahassee on January 5, 2005 and is updated as needed.

Updated Operating Agreements, i.e., Interlocal Agreement for Creation of Metropolitan Planning Organizations, Intermodal Transportation Planning Joint Participation Agreement and the Intergovernmental Coordination Review and Public Transportation Coordination Joint Participation Agreement were completed by the MPO and adopted by the MPO Board October 26, 2009.

The planning activities of the MPO are consistent with the Federal and State Planning Factors, the Florida Transportation Plan (FTP) and the local comprehensive plans. All comprehensive plans in Sarasota and Manatee County have been found to be in compliance by the Department of Community Affairs (DCA). This document addresses all of the metropolitan planning studies being conducted in the urbanized area.

Level of Planning Effort

The level of planning effort envisioned in this UPWP reflects the transportation needs of the Sarasota/Manatee Study Area. The needs of this high growth area require transportation improvements to be carefully coordinated with anticipated future development and redevelopment efforts in order to set priorities for projects and to allocate resources efficiently.

Planning Priorities

The primary objective of the UPWP is to address the planning priorities of the Sarasota/Manatee MPO area as follows:

- Maintain and update as needed, the intermodal long-range transportation plan that will produce a safe, economically efficient, environmentally sound, and socially acceptable transportation system which will move people and goods in an energy efficient manner as recommended by FHWA and FTA
- To produce short range transportation planning projects consistent with the most recent land use, zoning regulations and community priorities
- Ensure that the Long Range Transportation Plan is an integral part of the area's comprehensive plans
- Provide socio-economic and other planning data as input for the development of the transportation network
- Monitoring the Transit Development Plans (TDP) of Manatee County Area Transit (MCAT) and Sarasota County Area Transit (SCAT), incorporating short range improvements with long range comprehensive plans
- Continue to conduct ETDM process
- Implementation of the updated Congestion Management Process
- Participate and monitor the continued development of Florida's Strategic Intermodal System and the State Transportation Plan
- Continue implementation of the Public Transportation Systems Analysis (PTSA) transit component of the Long-Range Transportation Plan. This involves regular meetings of the Public Transportation Task Force in an effort to plan, establish and operate a bi-county transit system. Pursuant the direction of the MPO Board, the MPO coordinated and managed a "study working group" of the two counties to consider possible consolidation, merger or regional authority for two existing county transit systems. While it was the consensus such a consolidation is not timely, the two counties have agreed to focus on interim coordination and cooperation between the two transit entities such as bi-county routes, uniform fare cards, bus rapid transit plans and possible joint transit development plans.
- Implement the continuing annual obligations of the Interlocal Agreement with the Charlotte Punta Gorda MPO emphasizing regional vision
- Implement the continuing obligations of Florida statutory membership in the CCC focused on regionalism
- Implement the statutory requirements of the Growth Management Act with the Charlotte County-Punta Gorda MPO and CCC as it relates to regional networks and regional TRIP project priority lists
- Develop, manage and plan a two county regional bicycle/pedestrian and greenways and trails committee

Air Quality Planning

As mentioned in the Business Plan overview above, it is anticipated this status will change to "non-attainment" requiring extensive conformity plan efforts under this task.

Public Involvement

Prior to the MPO Board's approval, the UPWP is subjected to a rigorous review by the various state and federal agencies, as well as the MPO Board and its committees including the Citizens Advisory Committee, which represents a vast cross section of the citizens of both Sarasota and Manatee Counties. The document is displayed in local government office lobbies, libraries, the MPO's internet website, and other conspicuous locations for a reasonable review by the general public in accordance with the MPO's Public Participation Plan. The UPWP is advertised accordingly indicating the availability of the document. The recommended final document reflects all comments received.

These public involvement provisions are also included in the adopted Joint Regional Public Involvement Plans with the Charlotte County-Punta Gorda MPO and the CCC.

Transportation Management Area (TMA) Federal Certification Review

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) jointly reviewed and evaluated the transportation planning process for the Sarasota/Manatee metropolitan planning area on June 22-23, 2009.

This review revealed the MPO has instituted a number of noteworthy practices that indicate a commitment to a continually improving the planning process, and which may be used as examples for other MPOs. It also made some recommendations which will be the focus of the various tasks of this 2 year program.

Based on this review, the federal review team determined that the metropolitan transportation planning process in the Sarasota/Manatee MPO continues to meet the requirements of 23 USC 134 and 23 CFR 450.334. The result of the review is that FHWA and FTA jointly certified the transportation planning process for the Sarasota/Manatee MPO on November 3, 2009 effective until October of 2013.

A modified joint certification review was held with FDOT on February 4, 2010.

SAFETEA-LU Planning Factors

SAFETEA-LU planning factors must be considered by MPOs in all of its planning activities. Appendix A of this document includes a matrix which reflects by UPWP task these planning factors. There are no State and Federal planning emphasis areas required in this document.

FDOT District Planning Activities

The Florida Department of Transportation conducts several planning and planning support activities in the Sarasota-Manatee area that are not specifically covered within the tasks of the Unified Planning Work Program. Those planning activities are outlined in Appendix C.

FEDERAL TRANSPORTATION ADMINISTRATION (FTA) PLANNING FACTORS AND SAFETEA-LU PLANNING FACTORS

The Federal Transportation Administration Planning Factor (FTA) and the planning factors under the Federal SAFETEA-LU Act are described below.

Transit Quality of Service (FTA) - In conjunction with preparing LRTP updates, MPOs should assess the transit quality of service using Chapter 3, Part 3 of the Transit Capacity and Quality of Service Manual. Funds are provided for this through the Section 5303 Grant.

SAFETEA-LU Planning Factors

- 1 Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
- 3 Increase the security of the transportation system for motorized and non-motorized users.
- 4 Increase accessibility and mobility of people and freight.
- 5 Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- 6 Enhance the integration and connectivity of the transportation system, across and between modes for people and freight.
- 7 Promote efficient system management and operation.
- 8 Emphasize the preservation of the existing transportation system.

ORGANIZATION AND MANAGEMENT

The Sarasota/Manatee Metropolitan Planning Organization (MPO) policy board is made up of local elected and gubernatorial appointed officials representing Sarasota and Manatee Counties, the municipalities, the airport authority, the Port Manatee Seaport and the respective public transit entities serving the area as depicted on page xvii. This Board meets regularly to establish transportation policies and evaluate transportation needs for the bi-county MPO area. The Board is made up of fifteen voting members and one non-voting member.

The MPO is required to establish and maintain agreements with its member governments as well as its grantors. The agreements fall into four categories: 1) agreements required to establish, organize and operate the MPO; 2) agreements involving federal "pass through" and state matching funds; 3) agreements involving 100% state grant funds; and 4) agreements involving MPO financial support of local government planning activities.

Such agreements include:

- *Interlocal Agreement for the Redesignation of the Sarasota/Manatee Metropolitan Planning Organization (December 1, 2006)*
- *Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (2009)*
- *Transportation Planning Funds Joint Participation Agreement (December 1, 2006)*
- *Annual Joint Participation Agreements are for the Federal Transit Administration Section 5303 as well as Transportation Disadvantaged planning funds*

The MPO is an independent, separate legal entity authorized pursuant to Florida Law. It is responsible for its own personnel administration and operation facility. It does currently maintain an Interlocal Agreement with Manatee County for certain organizational services such as payroll, fringe benefits and administration. The MPO has adopted its own Personnel Policy and Rules as well as organizational and administrative policies.

The MPO has two standing advisory committees, as well as its own planning and administrative staff. The Technical Advisory Committee (TAC) is made up of State, County, City and regional entities planning and engineering staff, and meets regularly on the second Monday of each month. The Citizens Advisory Committee (CAC) is composed of citizens representing each member government of the MPO and meets regularly on the first Thursday of each month. CAC members are recommended for appointment by their local governmental body and confirmed by the MPO Board. The CAC has an Executive Committee that can act on behalf of the full CAC. As mentioned in the Introduction, this UPWP proposed creation and establishment of a two county Bicycle/Pedestrian and Greenways/Trails Advisory Committee made up of membership from citizens and staffs of each MPO member jurisdiction. The MPO Board also occasionally establishes ad hoc committees to address special projects such as the Ad Hoc Project Priority, TRIP Priority Committee, Regional Trails Committee, and UPWP Budget Committee.

On a regular basis the committees, along with the MPO staff, provide recommendations to the MPO Board regarding short and long range planning, implementation projects and related issues. The MPO Board and each of its advisory committees operate under bylaws approved by the MPO Board.

The MPO is the designated official planning agency to receive the Transportation Disadvantaged (TD) trust funds for planning activities of the transportation disadvantaged program in the urbanized area. The MPO has two standing Transportation Disadvantaged Local Coordinating Boards (Sarasota and Manatee) that are chaired by elected officials from the county in which the board serves or a municipality within.

Local transportation needs are evaluated annually. Based on this evaluation, project priorities are established and submitted to FDOT. This information is forwarded to the FDOT for inclusion into its Five Year Work Program. The FDOT then programs these projects giving consideration to priority order, production schedules and funding constraints. In the event that the FDOT cannot meet all of the MPO's priorities, the FDOT reports back to the Board to explain why its priorities cannot be met. By Federal and State law, all multi-modal transportation improvement projects must be included in and consistent with the MPO's Transportation Improvement Program (TIP) in order to be funding with Federal and State dollars. Therefore, the MPO's TIP is the primary plan that guides all state and federally funded transportation improvements in the bi-county area.

**SARASOTA/MANATEE
METROPOLITAN PLANNING ORGANIZATION**

Airport Commerce Center
7632 15th Street East
Sarasota, Florida 34243-3248

Phone (941) 359-5772
Fax (941) 359-5779

Councilwoman Marianne Barnebey, Chair
Commissioner Joe Barbetta, Vice Chair

Sarasota County

Commissioner Joseph Barbetta
Commissioner Nora Patterson
Commissioner Jon Thaxton

Manatee County

Commissioner Donna Hayes
Commissioner Joe McClash
Commissioner Larry Bustle

City of Sarasota

Mayor Kelly Kirschner
Commissioner Terry Turner

City of Bradenton

Councilwoman Marianne Barnebey

City of Venice

Councilman Jim Bennett

City of Palmetto

Mayor Shirley Groover Bryant

City of North Port

Commissioner David Garofalo

Island

Transportation Planning Organization

(Anna Maria, Holmes Beach & Bradenton Beach)
Mayor Richard Bohnenberger
City of Holmes Beach

Town of Longboat Key

Vice Mayor Jim Brown

Sarasota-Manatee Airport Authority

Commissioner Bob Waechter

Florida Department of Transportation

Ex-Officio Member, Secretary Stan Cann, P.E.

MPO Staff

Michael P. Howe, Executive Director
Robert M. Herrington, Planning Manager
Keith Drake, Principal Planner
Michael L. Maholtz, Transportation Planner/IT Coordinator
Jim Van Pelt, Public Transportation Planner
Sue Clapsaddle, Human Resources/Fiscal Manager
Nanette Eubanks, Office Manager

BUSINESS PLAN

This UPWP includes a Business Plan which reflects accumulation of necessary funds for an LRTP update, Air Quality Conformity Planning and TIP modifications in years 2013/14 and 2014/15 necessitated by new Environmental Protection Agency (EPA) air quality standards. Currently, EPA has initiated Federal Rule Making proposing to establish a new air quality standard. It is anticipated the new standard, if adopted, will cause the Sarasota/Manatee MPO area to be designated as "Non-Attainment". This designation will trigger the MPO to produce a conformity plan within one year of designation (August 2011 designation/August 2012 conformity plan required). The conformity plan will require analysis and update of the LRTP and TIP upon designation as well as ongoing annual conformity planning efforts. In addition, all MPOs which are designated "Non-Attainment" status are required to update its LRTP every four years instead of every five years. Consequently, the Sarasota/Manatee MPO would be required to complete an LRTP in December, 2014 with the process commencing in 2013.

Therefore, in order to have sufficient funds to accomplish these efforts, the MPO has established the following Business Plan strategy with funds carried over from the two past fiscal years:

<u>Projected Expenditures:</u>	<u>Fiscal Year 2012/2013</u>	<u>\$200,000*</u>
	<u>Fiscal Year 2013/2014</u>	<u>\$200,000*</u>

Please note, the above funds will be programmed within the following tasks:

<u>Air Quality Conformity, Task No. 2.04</u>	<u>Fiscal Year 2012/2013</u>	<u>\$100,000</u>
	<u>Fiscal Year 2013/2014</u>	<u>\$100,000</u>
<u>Short Range Planning, Task No. 3.02</u>	<u>Fiscal Year 2012/2013</u>	<u>\$ 25,000</u>
	<u>Fiscal Year 2013/2014</u>	<u>\$ 25,000</u>

Long Range Transportation Plan
Task No. 3.06

Fiscal Year 2012/2013 \$ 75,000

Fiscal Year 2013/2014 \$ 75,000

*** Note: Estimated amounts available. Awaiting exact amounts from FDOT for two fiscal year period 2008/09 and 2009/10 which will not close until June 30, 2010.**

SECTION 1.00

ADMINISTRATION

The purpose of the administrative tasks is to provide the overall management and administration of the transportation planning process in Sarasota and Manatee Counties. Time is allocated for staff to organize and help conduct MPO Board and committee meetings, file progress reports, maintain financial systems, and participate in intergovernmental activities. Provisions are also made for staff training. A task is established for preparing and submitting annual administrative reports, including the Unified Planning Work Program for the next fiscal year. In January 2008, the MPOAC voted unanimously to switch to a two-year UPWP. The UPWP now includes tasks for two years and the MPO adopts a new UPWP every other year.

Local administrative activities are financed, in part, by FHWA Metropolitan Planning Program (MPP/PL) Funds, State Transportation Disadvantaged Trust Fund, Section 5303 Planning Funds from the FTA and FDOT Grant Funds. Those funding sources and a local match provide for the total administrative costs. An audit of the MPO programs is conducted annually in the month of October by the Manatee County Clerk of the Circuit Court.

Per Federal laws and policies, MPOs are prohibited from lobbying with Federal funds. In order to permit comments by the MPO to legislators on relevant transportation legislation and policies, the MPO has established a funding source paid by local MPO member governments for any time expended of this nature.

Additional details of the previous work relative to the following tasks can be found in the required quarterly progress reports that have been submitted to the Florida Department of Transportation for the prior fiscal years.

Administrative Tasks include:

- 1.01 Program Management & Development
- 1.02 Staff Training & Development
- 1.03 Maintenance and Purchase of Equipment
- 1.04 Legislative Issues/Positions

- ADMINISTRATION -
PROGRAM MANAGEMENT & DEVELOPMENT **TASK NUMBER 1.01**

OBJECTIVE:

- Transportation planning work program that responds to the needs of community, as well as state and federal requirements by monitoring and managing planning tasks in the UPWP and maintaining continuing, comprehensive and cooperative transportation planning for the MPO area.
- Development and maintenance of a physical property inventory per 49 CFR 18.32(d) that identifies all property obtained through the use of federal funds and is further described in Chapter 3 of the MPO Handbook, Section 3.7.9.
- To ensure that the local planning process complies with all federal and state requirements. This task covers the development of the UPWP and the Certification Review Process.

PREVIOUS WORK:

- Provided staff support to the MPO Board and its advisory committees
- Submitted grant application and reimbursement packages in accordance with established procedures and agreements on an ongoing basis
- The FY 2008/09 and FY 2009/10 UPWP was completed and adopted April, 2008
- Joint MPO/FDOT Certification February 5, 2009
- Federal Certification Review and approval (July, 2009)

METHODOLOGY:

Completion of MPO administrative tasks include:

- Responsibility for overall agency administrative activities
- Staff management
- Providing orientation training and staff support to the MPO Board and its advisory committees
 - Funding administration, including grant management, accounting and billing
 - Participate in a financial annual audit consistent with 23 CFR 420.121(c). The annual audit will be performed in accordance with 49 CFR 18.26, 49 CFR Part 90, OMB Circular A133 and 215.97, Florida Statutes
 - The MPO staff will be responsible for the development of the UPWP in coordination with the FDOT and consistent with the appropriate processes
 - Amendments of UPWP as needed

END PRODUCT:

- Contracts, budgets and financial records (ongoing task) including Quarterly progress reports.
- Records of all Board and committee proceedings (ongoing task)
- Production of MPO Board, advisory committee and subcommittee notices, agenda packets and meeting minutes (Ongoing)
- Financial annual audit (October, 2010 and 2011)
- A physical property inventory (January, 2011/12)
- A UPWP for FY 2012/13 and FY 2013/14- Effective dates - July 1, 2012 through June 30, 2014 (Due May 15, 2012)
- Joint Certification Statement of FDOT and the MPO (Winter/Spring 2011 and Winter/Spring 2012)
- Amendments of UPWP as needed

RESPONSIBLE AGENCY:
Sarasota/Manatee MPO

FUNDING SOURCES:

FISCAL YEAR 2010/2011

FHWA (PL) \$191,994
FDOT (PL) \$ 42,345

TOTAL \$234,339

FISCAL YEAR 2011/2012

FHWA (PL) \$209,503
FDOT (PL) \$ 46,207

TOTAL \$255,710

OBJECTIVE:

- To provide for an adequately trained professional staff as encouraged by the United States Department of Transportation (US DOT) and FDOT

PREVIOUS WORK:

Staff attended the following:

- MPOAC Weekend Institute (May, 2008) (June, 2009) and (February, 2010)
- Calm River Demographics & GIS Mapping Workshop (June, 2009)
- Workshop on Roundabouts (August, 2009)
- Public Private Partnerships (May, 2009)
- Air Quality Summit (August, 2009)

METHODOLOGY:

- Only US DOT or FDOT approved training courses and conferences are eligible under this task
- MPO staff will be afforded adequate time during the year to attend training courses as needed for the performance of their duties. Enrollment and attendance must be approved by the MPO Executive Director. All materials obtained will become a part of the MPO reference library
- Procurement of educational media for staff
- Staff travel is funded in this task

END PRODUCT:

- A professionally trained staff (ongoing task)
- Reference material for Board, staff, committee and public use (ongoing task)

RESPONSIBLE AGENCY:

Sarasota/Manatee MPO

FUNDING SOURCES:

FISCAL YEAR 2010/2011

FHWA (PL) \$11,054
FDOT (PL) \$ 2,438

TOTAL \$13,492

FISCAL YEAR 2011/2012

FHWA (PL) \$11,504
FDOT (PL) \$ 2,438

TOTAL \$13,492

MAINTENANCE AND PURCHASE OF EQUIPMENT

TASK NUMBER 1.03

OBJECTIVE:

- Continued maintenance and needed improvements of the MPO's equipment
- Continued maintenance of MPO web site

PREVIOUS WORK:

- Continued maintenance on MPO Web Site (Ongoing)

METHODOLOGY:

- Upgrading of computer equipment and software
- Continued maintenance of the MPO Web Site
- A maintained state-of-the-art computer system, software and the maintenance of the MPO Web Site. State-of-the-art equipment for presentations. (Ongoing)
- Netbook computer with preinstalled software to digitally record, transcribe and archive minutes and possibly webcast meetings

Note: This task will receive prior approval of the FDOT and FHWA subsequent to work task implementation if the cost exceeds \$5,000.00

END PRODUCT:

- Purchase new network server with MS Server 2008 or higher
- Maintained MPO Web Site (Ongoing)
- Wireless router (Winter, 2010)
- Laptop with Windows 7 to run wireless applications (Winter, 2010)
- 60" Flat screen for presentations (Winter, 2010)
- Upgrade all computers to Windows 7 operating systems and Office 2007 (or higher) (Word, Excel, PowerPoint) (Winter 2010)

RESPONSIBLE AGENCY:

Sarasota/Manatee MPO

FUNDING SOURCES:

FISCAL YEAR 2010/2011

FHWA (PL)	\$18,425
FDOT (PL)	<u>\$ 4,064</u>
TOTAL	\$22,849

FISCAL YEAR 2011/2012

FHWA (PL)	\$18,425
FDOT (PL)	<u>\$ 4,064</u>
TOTAL	\$22,489

LEGISLATIVE ISSUES/POSITIONS

TASK NUMBER 1.04

OBJECTIVE:

- To engage in activities to educate and/or advocate legislative positions to local, state or federal officials on matters impacting the operation of the MPO
- Consistent with MPO Board action and subsequent action taken by Sarasota County and Manatee County Commissions, the MPO will receive \$1,000 annually from each County to cover the costs associated with this task. The MPO Board further authorized the amount of \$500.00 of these funds to be contributed to the Metropolitan Planning Organization Advisory Council for the same purpose

PREVIOUS WORK:

- Development and adoption of the MPO's 2008~~9~~ Legislative Positions (December, 2008)
- Participate and development of the MPO Advisory Council (MPOAC) 2009 Legislative Positions (January, 2009)

METHODOLOGY:

- Attend Legislative Delegation meetings
- Meet with members of the federal or state legislature
- Develop, adopt and forward the MPO's Legislative Positions

END PRODUCT:

- State and Federal Legislative officials aware and knowledgeable of the MPO planning process and the transportation needs in Florida and the Sarasota/Manatee MPO area
- Legislative Positions (December 2010 and December 2011)

RESPONSIBLE AGENCY:

Sarasota/Manatee MPO

FUNDING SOURCES:

FISCAL YEAR 2010/2011

LOCAL FUNDS \$2,000

TOTAL \$2,000

FISCAL YEAR 2011/2012

LOCAL FUNDS \$2,000

TOTAL \$2,000

SECTION 2.00

SYSTEMS MONITORING

Plans remain valid only if their forecast assumptions are constantly monitored. This requires tracking travel demand conditions on the transportation system network and land use trends (the source of travel demand). The trends in actual conditions are compared to forecast assumptions; large discrepancies may be an indication that plan assumptions and/or schedules need to be revised.

A sizeable portion of past activities and monitoring have focused on reviewing or commenting on the sufficiency of Developments of Regional Impact (DRI) and comprehensive land use plan proposed changes in both Sarasota and Manatee Counties. This appropriate and important activity will continue in FY 2010/2011 and 2011/2012 as part of a LRTP update and model validation required by SAFETEA-LU.

MPO policy calls for all available modes of travel to be utilized to its fullest in order to meet travel demand. Accordingly, activities have been developed to monitor the use of mass transit and other alternative modes of transportation. In this regard, implementation of improvement plans for all modes of travel will be closely monitored.

Additional details of the previous work relative to the following tasks can be found in the required quarterly progress reports that have been submitted to the Florida Department of Transportation for the prior fiscal years.

The systems monitoring activities include:

- 2.01 Land Use Monitoring
- 2.02 Highway Systems Monitoring
- 2.03 Non-Highway Systems Monitoring
- 2.04 Air Quality Conformity
- 2.05 Greenways, Trails and Bicycle/Pedestrian Systems Monitoring

- SYSTEMS MONITORING -

OBJECTIVE:

- To evaluate the transportation impacts of large-scale development proposals and determine if the existing and committed transportation infrastructure has the available capacity to accommodate travel demand generated from these developments
- Review and make appropriate comments on Intergovernmental Coordination And Review (ICAR), Evaluation and Appraisal Reports (EAR) and Comprehensive Plan Amendments and monitor Developments of Regional Impact/Intergovernmental Coordinated Elements (DRI/ICE) activities.

PREVIOUS WORK:

- The MPO staff reviewed and made comments on all DRIs and ICAR projects as well as Comprehensive Plan amendments in Sarasota and Manatee Counties (ongoing)
- Staff has reviewed and attended numerous hearings and planning meetings of its member jurisdictions in the two county area (ongoing)
- Provided and applied land use and socio economic analysis to Efficient Transportation Decision Making screens for project developments (ongoing)
- Reviewed and adopted functional classifications for roadways (ongoing)

METHODOLOGY:

Includes but is not limited to:

- Application of the Sarasota-Manatee, Charlotte Regional Travel Forecast Model
- Utilization of socio-economic forecasts (population and employment)
- Review Tampa Bay Regional Planning Council Development of Regional Impact (DRI/ICE)
- Review Southwest Florida Regional Planning Council Development of Regional Impact (DRI/ICE)
- Update Florida Standard Urban Transportation Model Structure (FSUTMS) and Geographical Information System (GIS) database
- Review Florida State Clearinghouse ICAR applications
- Agency and local government functional plans (AFP), EAR and comprehensive plan amendment reviews
- ETDM analysis will continue on all projects from the 2035 LRTP and commence for required projects in 2040 LRTP
- Activities within this task may be performed utilizing consultant services
- Study and develop right-of-way reservation techniques and laws which can be utilized by local jurisdictions to preserve critical right-of-way for future road improvements, rail corridors, bus rapid and express bus services and context sensitive sidewalk, bicycle lanes and landscaping

END PRODUCT:

- Long-range travel demand forecasts (ongoing)
- DRIs/ICEs, ICAR, EAR and AFP review reports (ongoing)
- Traffic Analysis Zone (TAZ) maps with socio-economic data (ongoing)
- ETDM reports (ongoing)

RESPONSIBLE AGENCY:

Sarasota/Manatee MPO

FUNDING SOURCES:

FISCAL YEAR 2010/2011

FHWA (PL)	\$50,249
FDOT (PL)	<u>\$11,083</u>
TOTAL	\$61,332

FISCAL YEAR 2011/2012

FHWA (PL)	\$50,249
FDOT (PL)	<u>\$11,083</u>
TOTAL	\$61,332

OBJECTIVE:

- To provide a fundamental understanding of the current and future regional transportation needs in accordance with the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) requirements and provide transportation planning data and computer files for use in the regional transportation plan
- Continue monitoring and managing Scenic Highway Programs in the Sarasota-Manatee area

PREVIOUS WORK:

- The MPO staff responded to various inquiries and transmitted traffic counts, Florida Standard Urban Transportation Model Structure (FSUTMS) socio-economic data, network data files, planning data, transportation analysis zone maps, Sarasota-Manatee Area Transportation Study (SMATS) total system miles, Vehicle Miles of Travel (VMT), and reports to local governmental agencies, consulting firms, developers, and the general public
- Served as an advisory member to the Bradenton Beach (SR 789), Palma Sola (SR 64) and Lemon Bay/Myakka Trail Corridor Management Entities
- Coordinate and manage the Tamiami Trail (US 41) Scenic Highway Corridor Management Entity

METHODOLOGY:

- The MPO staff will continue updating: transportation planning data, land use computer files, network files, and projected traffic counts, and will make this information available to the governmental agencies, general public, transit service providers, consulting firms, developers and special interest groups
- Analyze the available transportation data for use in preparation of the Congestion Management Process elements, Intergovernmental Coordination And Review (ICAR) and EAR reviews
- Coordinate traffic data collection and monitoring activities with the FDOT and local government agencies
- Begin a major model validation based upon 2007 population projections which will be utilized as part of the major Long Range Transportation Plan Update as defined in Tasks 3.01 and 5.01
- Collection, organization and distribution of traffic data, planning data and land use information (Ongoing)
- Utilize consultant services to assist with the follow up to the application for a Federal EPA Brownfields Coalition Assessment Grant for Tamiami Trail (US 41) Scenic Highway Corridor
- Activities within this task may be performed utilizing consultant services
- Staff will continue attending the Traffic Incident Management Committee as well as FDOT coordination meetings within various jurisdictions of the MPO
- Staff will continue to attend and participate in the Bradenton Beach (SR 789), Palma Sola (SR 64) and Lemon Bay/Myakka Trail (SR 776) Scenic Highway Programs in an advisory role
- Staff will continue to coordinate and manage the Tamiami Trail (US 41) Scenic Highway Corridor Management Entity
- Participate and assist with Sarasota and Manatee Community Traffic Safety Teams (CTST)

END PRODUCT:

- Updating traffic data, planning data and land use information (Ongoing)
- Federal EPA Brownfields Coalition Assessment Grant for Tamiami Trail (US 41) Scenic Highway Corridor
- Provide quality highway information to the public, developers, local jurisdictions and MPO Board and Committees (ongoing)
- Records of all Board and committee proceedings (ongoing task)
- Production of MPO Board, advisory committee and subcommittee notices, agenda packets and meeting minutes (Ongoing)

RESPONSIBLE AGENCY:

Sarasota/Manatee MPO

FUNDING SOURCES:

FISCAL YEAR 2010/2011

FHWA (PL)	\$71,187
FDOT (PL)	<u>\$15,701</u>
TOTAL	\$86,888

FISCAL YEAR 2011/2012

FHWA (PL)	\$71,187
FDOT (PL)	<u>\$15,701</u>
TOTAL	\$86,888

* On October 1, 2011, the Sarasota/Manatee MPO and its coalition partners; Manatee and Sarasota counties; the cities of Palmetto, Bradenton, Sarasota, Venice and North Port were awarded a \$1,000,000 Brownfields Assessment grant. This grant will fund 44 ASTM-AAI compliant Phase I Environmental Site Assessments (ESAs; 1 Generic Quality Assurance Plan (QAPP); 20 Site-Specific QAPPs and Health & Safety Plans (HASPs); and 20 Phase II ESAs). Thirty (30) percent of these activities will be for hazardous substances and the remaining seventy (70) percent for petroleum. These assessments will take place between October 2011 and September 2014 and will be conducted by licensed professional environmental engineers and geologists under a contract issued by the MPO.

NON-HIGHWAY SYSTEMS MONITORING

TASK NUMBER 2.03

OBJECTIVE:

- To ensure that all non-highway programs and projects are consistent with the adopted MPO plans and policies
- To collect and disseminate measurements of travel demand for alternative modes of travel and to monitor transit, seaport, rail, aviation and water taxi activities

PREVIOUS WORK:

- Monitoring the activities of the two public transit agencies (SCAT and MCAT), the Sarasota Bradenton International Airport, the Coordinated Florida Aviation Systems Planning Process (CFASPP), Port Manatee, the Bicycle/Pedestrian Committees for both Sarasota and Manatee Counties, and other non-highway transportation planning activities (Ongoing)

METHODOLOGY:

- The MPO staff will maintain information on multi-modal transportation use. The data set will be compatible with other forms of information collected and stored by the agency. All information collected is made available upon request.
- The MPO staff will continue to monitor state activities in alternative modes of transportation planning activities
- The District and MPO continually coordinate on including safety in the transportation planning process
- Activities within this task may be performed utilizing consultant services
- Staff will continue to attend the CFASPP meetings

END PRODUCT:

- Clearinghouse services on non-highway transportation demand characteristics (ongoing)
- A transportation planning process which includes the consideration of safety

RESPONSIBLE AGENCY:

Sarasota/Manatee MPO

FUNDING SOURCES:

<u>FISCAL YEAR 2010/2011</u>		<u>FISCAL YEAR 2011/2012</u>	
FEDERAL TRANSIT (FTA)	\$38,294	FEDERAL TRANSIT (FTA)	\$38,294
LOCAL MATCH	<u>\$ 9,573</u>	LOCAL MATCH	<u>\$ 9,573</u>
TOTAL	\$47,867	TOTAL	\$47,867

- SYSTEMS MONITORING –Amended June 27, 2011

AIR QUALITY CONFORMITY

TASK NUMBER 2.04

OBJECTIVE:

- To consider the impacts of current and future transportation improvements on air quality
- Prepare for implementation of conforming evaluations

PREVIOUS WORK:

- Staff coordinated with various local and regional agencies and groups to ensure a systematic effort to integrate air quality protection into short and long range planning
- Staff participated in the West Central Florida Air Quality Coordinating Committee, a consortium of public, private and non-profit organizations assembled to act as a forum for sharing knowledge, experience and information among transportation and air quality interest groups in the region
- Staff has closely monitored proposed EPA new air quality standard including training regarding air quality model
- Attended Air Quality Summit (August, 2009) presented by FHWA and FDOT

METHODOLOGY:

- The MPO staff as well as air quality staff of the local agencies and jurisdictions will continue to monitor regional air quality. This ensures the integration of air quality concerns into the short and long range planning process in the next LRTP update cycle.
- Short and long range plans, which include the consideration of air quality needs and conformity requirements.
- Activities within this task may be performed utilizing consultant services
- Staff training on air quality monitoring

END PRODUCT:

- Collected air quality reports for Sarasota and Manatee MPO area from State Air Quality website for monitoring and submission to the MPO Board and Committees (Quarterly)
- Establish regional air quality working group with other non-attainment MPOs in Tampa Bay/West Central Florida area
- Potentially, depending on EPA new rule and air quality readings, develop and submit conformity plan to FDOT/FHWA (2011/12) and utilize consultant services to accomplish

RESPONSIBLE AGENCY:

Sarasota/Manatee MPO

FUNDING SOURCES:

FISCAL YEAR 2010/2011

FHWA (PL) \$ 8,375
FDOT (PL) \$ 1,847

TOTAL \$10,222

FISCAL YEAR 2011/2012

FHWA (PL) \$168,375
FHWA (PL) \$ 37,136

TOTAL \$205,511

- SYSTEMS MONITORING -

Amended June 27, 2011

GREENWAYS, TRAILS AND AND BICYCLE/PEDESTRIAN SYSTEMS

TASK NUMBER 2.05

OBJECTIVE:

- To ensure that all Greenways, Trails and Bicycle/Pedestrian programs and projects are consistent with the adopted MPO plans and policies

PREVIOUS WORK:

- Reviewed various Greenways, Trails and Bicycle/Pedestrian Plans and programs from the public and private sector (Ongoing)
- MPO Board established a Regional Bicycle/pedestrian Trails Committee to serve the entire two County MPO area
- Served as a member of the West Central Florida's Chair's Coordinating Committee's Regional Trails subcommittee (Quarterly)
- Adopted Long Range Transportation Plan Update incorporating all bicycle/pedestrian components in Sarasota-Manatee area

METHODOLOGY:

- Continue monitoring the development of local, regional and statewide Greenways, Trails and Bicycle/Pedestrian plans and programs to ensure consistency with the MPO plans and programs
- Collect and disseminate information pertaining to Greenways, Trails and Bicycle/Pedestrian amenities
- Coordinate with local, regional and state Greenways, Trails and Bicycle/Pedestrian groups to ensure connectivity and consistency
- Activities within this task may be performed utilizing consultant services
- Manage Sarasota/Manatee MPO Bicycle/Pedestrian Trails committee
- Prepare inventory of all existing and projected bicycle/pedestrian trails facilities
- Update the comprehensive bicycle plan and pedestrian plan and trails plan which will become updated elements of the MPO Long Range Transportation Plan
- Continue monitoring transportation improvements and development projects for bicycle/pedestrian consideration
- Coordinate bicycle/pedestrian policies with land development policies
- Provide technical assistance to the MPO's Bicycle/Pedestrian/Trails Committee

END PRODUCT:

- Greenways, Trails and Bicycle/Pedestrian plans that preserve and enhance existing transportation facilities which are consistent with adopted MPO plans and policies and provide public modal choices and enjoyment (Winter, 2012)
- Complete Bicycle Plan and Pedestrian Plan (Winter, 2012)
- Review and update Greenways/Trails Plan (Winter, 2012)
- Provide quality highway information to the public, developers, local jurisdictions and MPO Board and Committees (ongoing)
- Records of all Board and committee proceedings (ongoing task)
- Retain consultant services to develop inventory and update of plan (Winter, 2012)

Amended June 27, 2011

RESPONSIBLE AGENCY:
Sarasota/Manatee MPO

FUNDING SOURCES:

FISCAL YEAR 2010/2011

FHWA (PL) \$33,500
FDOT (PL) \$ 7,388

TOTAL \$40,888

FISCAL YEAR 2011/2012

FHWA (PL) \$121,229
FDOT (PL) 26,738

TOTAL \$147,967

SECTION 3.00 **SYSTEMS PLANNING**

The series of tasks comprising the systems planning activities are at the heart of the local planning process. They are the tasks that update and otherwise maintain short range and long range plans. Long range plans are policy plans that identify major improvement projects requiring several years lead time. Short range plans seek to implement long range policy by prioritizing projects and also recommending operational improvements that can be quickly implemented.

Additional details of the previous work relative to the following tasks can be found in the required quarterly progress reports that have been submitted to the Florida Department of Transportation for the prior fiscal years.

The Systems Planning Tasks include:

- 3.01 Long Range Planning
- 3.02 Short Range Planning
- 3.03 Public Transportation Planning
- 3.04 Transportation Disadvantaged Planning
- 3.05 Management Systems
- 3.06 Long Range Transportation Plan

- SYSTEMS PLANNING -

LONG RANGE PLANNING

TASK NUMBER 3.01

OBJECTIVE:

- To apply Florida Standard Urban Transportation Model Structure (FSUTMS) for the management system projects under the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)
- To continue attending and participating in the statewide Model Task Force Technical meetings leading to conversion of FSUTMS from Transplan to the new Statewide model software
- To routinely re-evaluate and update the MPO's Long Range Transportation Plan as needed
- To implement the MPO's Long Range Transportation Plan Amendment Procedures as needed
- To adopt Federal and State required 2035 LRTP

PREVIOUS WORK:

- Adopted 2030 Long Range Transportation Plan Update (November, 2005)
- Coordinate and process development of 2030 LRTP amendments to comply with SAFETEA-LU requirements (June, 2007)
- Endorsed Model Validation (Spring, 2010)
- Endorsed Goals, Objectives and socio-economic data for 2035 LRTP (January, 2010)

METHODOLOGY:

- Incorporate the 2000 and 2007 validated network and socio-economic data into the FSUTMS models
- Incorporate the Federal requirements_modeling requirements into Sarasota, Manatee and Charlotte FSUTMS model
- Utilize 2035 computerized transportation planning models (FSUTMS) for traffic impact and alternative analysis
- Continue to attend training courses on FSUTMS
- Review mechanisms to include the Efficient Transportation Decision Making (ETDM) process into the overall planning process
- Maintain and increase communications with the area residents
- Incorporate Federal requirements policy and revenue projections in 2035 LRTP (as needed)
- Incorporate the Federal Requirements Congestion Management Process provisions in the 2035 LRTP
- Staff management, coordination and assistance in development of a 2035 LRTP
- Activities within this task may be performed utilizing consultant services
- Participate in the Sarasota/Manatee Charlotte Model Coordinating Committee
- Analyze and implement SAFETEA-LU Year of Expenditure (YOE) provisions in 2035 LRTP
- Update of LRTP in accordance with Federal Act and policies as needed
- Study and develop right-of-way reservation techniques and laws which can be utilized by local jurisdictions to preserve critical right-of-way for future road improvements, rail corridors, bus rapid and express bus services and context sensitive sidewalk, bicycle lanes and landscaping

END PRODUCT:

- Refined 2035 Land Use Data Forecasts (Ongoing)
- Refined 2035 Highway Network (Ongoing)
- Include the ETDM process into the overall planning process (Ongoing)
- Adopted 2035 LRTP (December, 2010)

RESPONSIBLE AGENCY:

Sarasota/Manatee MPO

FUNDING SOURCES:

FISCAL YEAR 2010/2011

FHWA (PL) \$112,056
FDOT (PL) \$ 24,715

TOTAL \$136,771

FISCAL YEAR 2011/2012

FHWA (PL) \$112,056
FDOT (PL) \$ 24,715

TOTAL \$136,771

- SYSTEMS PLANNING -

Amended April 25, 2011
Amended June 27, 2011

SHORT RANGE PLANNING

TASK NUMBER 3.02

OBJECTIVE:

- To prepare the FY 2011/2012-2015/2016 and 2012/2013-2016/2017 Transportation Improvement Program (TIP) and to prioritize transportation and program expenditures
- Review and comment on implementation of transportation access management and operational improvements
- Review and provide comments on FDOT, regional planning councils and other agency reports

PREVIOUS WORK:

- FY 2009/10-2013/14 TIP for the Sarasota-Bradenton Urbanized Area (July, 2009)
- Reviewed and commented on the FDOT's Strategic Intermodal System (March, 2009)
- Updated Congestion Management Process (May, 2009)

METHODOLOGY:

- Preparation of a financially constrained TIP
- Update traffic volume maps using FSUTMS
- Review and make comments on PD&E and corridor studies, levels of service reports prepared by FDOT and all other traffic reports
- Coordinate meetings with the FDOT, consultants, and local governments to discuss coordination of major transportation projects and ITS involvement
- Maintain and increase communication with the area residents
- Coordinate TIP planning activities with the Congestion Management Plan including new SAFETEA-LU provisions
- Prepare a list of projects for which Federal funds have been obligated in the preceding year and make it available for public review
- Coordinate with MPO Ad Hoc Subcommittee regarding project priorities and funding
- Activities within this task may be performed utilizing consultant services
- Solicit each year for project priorities, prioritize projects and submit to FDOT
- Preparation of an analysis of the project capacity improvements for the US 41 Venice Bypass project including review of FDOT's PD&E and roundabout assessments
- Create and develop a US 41 Multi-Modal Funding Program with assistance of consultant

END PRODUCT:

- FY 2011/12-2015/16 and 2012/13-2016/17 TIP including the prioritized list of highway, transit & enhancement, congestion management plan and TRIP projects and make it available for public review (June, 2011 and June, 2012)
- A list of projects for which Federal funds have been obligated in the preceding year and make it available for public review (June, 2011 and June, 2012)
- Will retain consultant to perform review of FDOT's PD&E and roundabout assessments on US 41 Venice Bypass
- Retain consultant to assist and development of a US 41 Multi-Modal Program

RESPONSIBLE AGENCY:

Sarasota/Manatee MPO

FUNDING SOURCES:

<u>FISCAL YEAR 2010/2011</u>		<u>FISCAL YEAR 2011/2012</u>	
FHWA (PL)	\$ 83,750	FHWA (PL)	\$223,750
FDOT (PL)	\$ 18,471	FDOT (PL)	\$ 49,349
TOTAL	\$102,221	TOTAL	\$273,099

- SYSTEMS PLANNING -

Amended June 28, 2010
Amended June 27, 2011

PUBLIC TRANSPORTATION PLANNING

TASK NUMBER 3.03

OBJECTIVE:

- Provide planning assistance to help the Sarasota-Bradenton urbanized area develop quality public transportation options
- Plan and improve comprehensive public transportation systems

PREVIOUS WORK:

- FY 2009/2010 Section 5303 Application (June, 2009 and 2010)
- Monitoring State Legislative action regarding funding for transportation planning and operations funding (Ongoing)
- Quarterly Public Transportation Task Force meetings (Ongoing)

METHODOLOGY:

MPO staff performs the following FTA requirements:

- Develop and manage application for FTA Section 5303 grant funds
- Preparation of plans and cost effective TIP which includes a transit improvement element
- Monitor the development of regional transportation plans
- Provide for various other technical studies as required by FTA or FDOT
- Implement Public Transportation System Analysis (PTSA) recommendations through the Public Transportation Task Force
- Develop transit elements of the 2035 Long Range Transportation Plan Update
- Participate in the FDOT district-wide Commuter Services Program
- Monitor and assist in CCC and TBARTA planning activities
- Activities within this task may be performed utilizing consultant services
- Conduct Public Transportation Task Force meetings and implement directives
- Coordination with Sarasota County Area Transit for a future Bus Rapid Transit project

END PRODUCT:

- Inclusion of an annual element in the TIP which includes a project and program description, planned costs and anticipated revenues, and assurances that coordination with local public transit and local planning agencies has been completed (July, 2010 and July, 2011)
- Implementation of Regional transit service recommendations for the Sarasota-Bradenton Urbanized Area (Ongoing)
- FY 2011/2012 and 2012/2013 Section 5303 Grant Application (June, 2011 and June, 2012)
- Improved public transportation coordination between Manatee and Sarasota and implementation of Public Transportation System Analysis (PTSA) Study recommendations (Ongoing)

RESPONSIBLE AGENCY:

Sarasota/Manatee MPO

Amended June 28, 2010
Amended June 27, 2011

FUNDING SOURCES:

FISCAL YEAR 2010/2011

FEDERAL TRANSIT (FTA)	\$139,512
LOCAL MATCH	<u>\$ 34,876</u>
TOTAL	\$174,388

FISCAL YEAR 2011/2012

FEDERAL TRANSIT (FTA)	\$147,316
LOCAL MATCH	<u>\$ 36,830</u>
TOTAL	\$184,416

- SYSTEMS PLANNING -

TRANSPORTATION DISADVANTAGED PLANNING

TASK NUMBER 3.04

OBJECTIVE:

- Transportation Disadvantaged planning for Sarasota and Manatee Counties as required by Chapter 427, FS and 41-2 FAC
- A planning program to ensure the availability of efficient, cost-effective and quality transportation services for transportation disadvantaged persons (Ongoing)
- FY 2011/12 and 2012/13 TD Planning Grant (June, 2011 and June, 2012)

PREVIOUS WORK:

- Formation of the Transportation Disadvantaged Coordinating Boards in Sarasota and Manatee Counties (June 1990) as required by Florida Regulations
- Selection of Community Transportation Coordinators in Sarasota and Manatee Counties (June, 1990) as required by Florida Regulations
- Continuous monitoring of state legislative action regarding Transportation Disadvantaged planning and operational funding to provide transportation to disadvantaged citizens in Sarasota and Manatee Counties (Ongoing)
- Evaluation of the Community Transportation Coordinators (Ongoing)
- Submission of FY 2010/11 TD Planning Grant (March, 2009 and 2010)
- Attended the Annual TD Conference (August, 2009)

METHODOLOGY:

- Include a Transportation Disadvantaged Element in the TIP
- Annually assist with the update the Transportation Disadvantaged Service Plan (TDSP)
- Provide a realistic estimate of the cost and revenue that is derived from transportation disadvantaged services in the bi-county area
- Staff Coordinating Board meetings as required by Chapter 427, FS and 41-2 FAC
- Assist and act as a liaison between the Commission for the Transportation Disadvantaged, the Community Transportation Coordinators and the Local Coordinating Boards
- Research service delivery methodology for transportation disadvantaged services
- Ensure implementation of transportation services to the transportation disadvantaged population in the bi-county area as referenced in Chapter 427, FS
- Participate in local organizations and networks that have a relationship to transportation disadvantaged services
- Develop and manage TD planning grant application
- Activities within this task may be performed utilizing consultant services

END PRODUCT:

- Oversee and manage TD Programs in the Sarasota/Manatee area by ensuring an efficient, cost-effective and quality transportation program for the Transportation Disadvantaged (Ongoing)

RESPONSIBLE AGENCY:

Sarasota/Manatee MPO

FUNDING SOURCES:

FISCAL YEAR 2010/2011

TD TRUST FUND	<u>\$41,452</u>
TOTAL	<u>\$41,452</u>

FISCAL YEAR 2011/2012

TD TRUST FUND	<u>\$41,452</u>
TOTAL	<u>\$41,452</u>

- SYSTEMS PLANNING -

Amended June 27, 2011

MANAGEMENT SYSTEMS

TASK NO. 3.05

OBJECTIVE:

- Provide information needed to make effective decisions on the use of limited resources to improve the efficiency of transportation infrastructure, including utilizing the current Congestion Management Process (CMP) identification of new congested corridors/subareas
- Incorporating CMP adopted projects into the Transportation Improvement Program (TIP) development process
- Implementing CMP strategies and monitoring the effectiveness of implemented strategies

PREVIOUS WORK:

- Monitor State's Strategic Intermodal System (SIS) (March, 2009)
- Developed new cost estimates for each CMP project (ongoing)
- Incorporated CMP projects into the TIP prioritization process (ongoing)
- Identified new congested corridor locations (ongoing)
 - Updated Congestion Management Process (May, 2009)

METHODOLOGY:

- Continue to monitor the Management Systems as required by SAFETEA-LU
- As required, the 2035 Long Range Transportation Plan will include Transportation Demand Management strategies which consider the future congestion, intermodal and public transportation management systems to implement project and program updates
- The area transportation system is evaluated periodically as part of the metropolitan planning process
- Participate and perform review of FDOT's SIS Cost Feasible Plan and the State Transportation Plan Update
- The FDOT and MPO continually coordinate on including safety in the transportation planning process such as participation in the Community Traffic Safety Teams (CTST) Activities
- Update the current CMP boundaries
- Identify new congested corridors
- Monitor existing congested corridors
- Coordinate CMP Projects with TIP Prioritization process
- Coordinate CMP with Transportation Regional Incentive Program (TRIP) process
- Activities within this task may be performed utilizing consultant services

END PRODUCT:

- Implement the updated CMP for the Sarasota/Manatee MPO area and the CMP Strategy Evaluation Monitoring Report (December, 2010) (December, 2011) (ongoing)
- Quality Congestion Management System (CMS) Program to assist public

RESPONSIBLE AGENCY:

Sarasota/Manatee MPO

FUNDING SOURCES:

FISCAL YEAR 2010/2011

FHWA (PL)	\$46,900
FDOT (PL)	\$10,344
TOTAL	\$57,244

FISCAL YEAR 2011/2012

FHWA (PL)	\$46,900
FDOT (PL)	\$10,344
TOTAL	\$57,244

4.00 DATA COLLECTION

Task #4.01 has been included to identify data collection as part of the overall metropolitan planning process to provide a basis for sound and insightful transportation decisions.

Additional details of the previous work relative to the following task can be found in the required quarterly progress reports that have been submitted to the Florida Department of Transportation for the prior fiscal years.

4.01 - Transportation Data

- DATA COLLECTION -

TRANSPORTATION DATA

TASK NO. 4.01

OBJECTIVE:

- To identify specific traffic data needed for model validation, level-of-service analysis and further refinement of the CMP
- To obtain traffic counts and data relative to roadway geometric and seasonal variation factors from FDOT and local government agencies
- To obtain specific transit data from local transit providers on transit services which reflect existing and forecasted transit demands for use in the transit and highway planning

PREVIOUS WORK:

- Maintain and update database for traffic counts and transit level of service information (Continuing and ongoing task)

METHODOLOGY:

- The MPO staff will continue to obtain traffic counts from the FDOT and local government agencies to forecast future travel conditions to determine existing levels-of-service on state roads and update consolidated traffic maps
- Staff will continue to review reports from local transit providers for use in transit planning to evaluate transit system performance. This information will be available to the general public, developers and consulting firms
- Include the Efficient Transportation Decision Making (ETDM) process into the overall planning process
- Activities within this task may be performed utilizing consultant services

END PRODUCT:

- Analyzed, organized and tabulated highway and transit data for use as input in transportation planning and continuation of the Congestion Management Process (CMP) (Ongoing)
- Transit Performance Reports (Quarterly)

RESPONSIBLE AGENCY:

Sarasota/Manatee MPO

FUNDING SOURCES:

FISCAL YEAR 2010/2011

FHWA (PL) \$20,937
FDOT (PL) \$ 4,618

TOTAL \$25,555

FISCAL YEAR 2011/2012

FHWA (PL) \$20,937
FDOT (PL) \$ 4,618

TOTAL \$25,555

SECTION 5.00 **REGIONAL PLANNING**

In the 2001 Florida Legislative session, the MPO planning scope was enlarged by inclusion of the Sarasota/Manatee MPO as a statutory member of the West Central Florida Chair's Coordinating Committee (CCC). This organization is comprised and includes the MPO planning areas of Hernando, Pasco, Hillsborough, Pinellas, Polk and Citrus Counties as well as the Sarasota/Manatee MPO area and is dedicated to regional transportation efforts.

In January 2003, the MPO and Charlotte County developed an "Interlocal Agreement for Joint Regional Transportation Planning and Coordinating Between the Sarasota/Manatee and Charlotte County-Punta Gorda MPOs."

An ongoing responsibility is the prerequisite requirement of the Florida's Growth Management Act adopted in 2005 which provides funding opportunities for TRIP funding to MPOs which had developed formalized regional relationships. In 2009, FDOT District One established a Regional Trails Program which requires coordinated priority list with the MPO's regional partners (Charlotte County-Punta Gorda MPO and Polk TPO through the CCC).

In the 2007 Florida Legislative Session, the Tampa Bay Area Regional Transportation Authority (TBARTA) was created. While MPOs are not a Board member, both Sarasota and Manatee Counties and the City of Sarasota are represented. The Sarasota/Manatee MPO is represented via its membership on the CCC which has a Board seat. The Sarasota/Manatee MPO is closely monitoring and involved in all aspects of the TBARTA as a sister transportation organization.

The Sarasota/Manatee MPO is involved in numerous other regional and State activities including the regional planning councils, MPO Advisory Council and ad hoc regional issues such as the Seaport Advisory Task Force.

Regional Planning Tasks include:

- 5.01 - West Central Florida MPO Chair's Coordinating Committee (CCC)
- 5.02 - Charlotte County-Punta Gorda MPO Regional Coordination
- 5.03 - Regional and Statewide Activities

- SYSTEMS PLANNING -

Amended June 27, 2011

**WEST CENTRAL FLORIDA
MPO CHAIR'S COORDINATING COMMITTEE (CCC) TASK NUMBER 5.01**

OBJECTIVE:

- Maintain and strengthen the ongoing CCC process for coordinating regional plans and programs.

PREVIOUS WORK:

- Updated the Regional Long Range Transportation Plan (RLRTP), incorporating SAFETEA-LU planning factors into the regional planning process (11/09)
- Updated and amended the regional roadway network (11/09)
- In partnership with other regional modal providers such as aviation, transit, and seaports, the CCC reviewed and updated a prioritization method and advertised/held a public hearing on these priorities for the updated TRIP projects priorities list (9/07)
- Prepared an update of the Regional Multi-Use Trails Plan as part of the RLRTP in September 2009, and it was adopted in November, 2009
- Prepared an update of the Regional Multiuse Trails Plan in September, and it was adopted in December 2007
- Produced and distributed a Regional Multi-Use Trails brochure in 2007
- Continued training and assisting the FDOT in the transition from the TRANPLAN-based model to the new CUBE-based Regional travel Demand Model
- Reviewed the existing UPWP tasks structure and developed regional UPWP tasks (2/08)
- Held quarterly CCC meetings, Regional GIS meetings, Joint CAC public meetings, Regional Multi-Use Trails Committee meetings, staff director biweekly meetings and TRT biweekly meetings (ongoing). The Sarasota/Manatee MPO hosted the March 2008 meetings.
- Produced an updated regional Public Participation Plan for the regional LRTP (3/08)
- Continued to implement strategies for engaging the public in accordance with the regional Public Participation Plan (PPP)
- Integrated regional perspectives within MPO presentations to the local community (ongoing)
- Provided regional information at the BACS annual Commuter Choices Week (9/07)
- Provided information and collected public input concerning regional needs and priorities in preparation for development of 2035 Regional Long Range Transportation Plan at TBARTA public workshops (Fall, 2008)
- Provided opportunity at public hearings for citizen input into the TRIP (9/08, 11/09)
- Supported the activities of the newly formed Tampa Bay Regional Transportation Authority (TBARTA) with the election of a CCC representative to the TBARTA Board, and provided input and review for developing the TBARTA Master Plan and incorporated the TBARTA Master Plan into the transit component of the Regional LRTP
- Held an annual joint coordination meeting with the Central Florida MPO Alliance
- Provided information on the CCC programs and products to the public and elected officials (ongoing)
- Reviewed the FDOT's Courtney Campbell Causeway Bike Lane/Pedestrian Trail Feasibility Study (ongoing)
- Investigated opportunities for Statewide-enhancement funding for Regional Multi-Use Trails (ongoing)
- Updated and refined the CCC website, including on-line, public-involvement activities; audio/video links for Joint CAC meetings; link to the Regional GIS; access to CCC documents; and information regarding regional events (ongoing)

- SYSTEMS PLANNING – Amended June 27, 2011

WEST CENTRAL FLORIDA MPO CHAIR'S COORDINATING COMMITTEE (CCC) TASK NUMBER 5.01

-CONTINUED-

- Expanded the use of visualization techniques by updating the CCC website to include interactive maps showing planned road improvements with project details
- Updated the online tool box for use by local programs at www.regionaltransportation.org/file (ongoing)
- Monitored the implementation of ITS projects on regional roadways (ongoing)
- Maintained the Regional GIS transportation database (ongoing)
- Continued to compare projects in the Tentative Work Programs with the list of cost-affordable transportation improvements in the Regional 2025 LRTP (ongoing)
- Reviewed the FDOT's Tentative Work Program for regional roads (Annually)
- Coordinated the development of the individual MPO's TIPs that ensured progress toward the implementation of projects in the Regional LRTP (6/08)
- Reviewed the highway component of SIS Ten-Year Plan, which includes funding for improvements to the highest priority projects in FDOT's Districts One and Seven (6/08)
- Provided complete, on-line packets to enable public access agendas prior to JCAC and CCC meeting
- Provided audio links and video files for Joint CAC meeting to expand opportunities for region-wide participation at local sites
- Revised the Joint CAC's meeting ate, time, and location to enhance meeting participation and timely feedback to the CC Board (ongoing)
- Updated the Regional LRTP Cost-Affordable Plan and associated documents concurrently with the update of the individual MPOs and LRTPs to the planning horizon of 2035 (11/09)
- Continue to coordinate with the Central Florida MPO Alliance and hold a annual joint meeting (9/08 and 9/09)
- Amended list of Regional TRIP priorities (11/09)
- Updated PPP (9/08)
- Updated the Regional Multi-Use Trail Priority List of Projects (10/08)
- Updated the CCC Interlocal Agreement
- Developed Title VI and Limited English Proficiency (LEP) processes and discrimination complaint procedures
- Produced Spanish translation page for the CCC website that explains the goals and purposes of the CCC and how to request language assistance

METHODOLOGY:

- Annual review Transportation Regional Incentive Program (TRIP) funding applications to ensure they meet the growth management criteria and prioritize the applications accordingly
- Participate in the FDOT District 7 Goods Movement Advisory Committee for freight and intermodal planning
- Review the existing UPWP tasks structure and develop regional UPWP tasks (3/11 and 3/12)
- Annually review and update the Title VI and Limited English Proficiency programs and any complaints generated to provide opportunity for access by all citizens (7/10)
- Participate in the enhancement activities for the updated Tampa Bay Regional Planning Model (ongoing)
- Participate in the enhancement activities for the updated Regional Travel Demand Model

(ongoing)

- SYSTEMS PLANNING - Amended June 27, 2011

**WEST CENTRAL FLORIDA
MPO CHAIR'S COORDINATING COMMITTEE (CCC) TASK NUMBER 5.01**

-CONTINUED-

- Provide administrative and staff support for quarterly meetings of the Joint CAC and the CCC board. Prepare agendas and meetings packets, maintain up-to-date distribution lists, arrange meeting equipment and venues rotating among the member MPO counties, prepare minutes and follow-up correspondence, post all materials on-line (ongoing)
- Provide staff support for biweekly, staff directors meetings. Arrange for venues and conference calls, prepare and distribute agendas and attachments, follow up on agenda items as needed/directed including coordination with partner agencies, monitor update schedule for regional documents and coordinate the drafting, review, and final distribution of updated documents (ongoing)
- Develop a regional Congestion Management Process (CMP) Performance Report
- Support and assist with the planning efforts of TBARTA (ongoing)
- Seek opportunities for Statewide enhancement funding for Regional Multi-Use Trails (ongoing)
- Review and update the regional Multi-Use Trails Plan Projects and Priority List of Projects (as needed)
- Continue to implement strategies for engaging the public in accordance with the Regional PPP. Continue to collaborate with TBARTA and other regional transportation related agencies to maximize visibility and minimize confusion (ongoing)
- Review the effectiveness of the regional public-involvement process and modify the Regional PPP accordingly (summer, 2010)
- Coordinate project implementation phasing during development of the State Tentative Work Programs and the individual MPO TIPs to ensure progress toward implementation of the Regional LRTP (12/10 and 12/11)
- Support and coordinate the toll feasibility studies to expand the capacity of the regional roadway network consistent with the Regional Long Range Transportation Plan
- Provide a forum to ensure products, processes, and activities are consistent with coordinating MPOs (ongoing)
- Coordinate the development of corridor studies and action plans that may affect the regional transportation system and resolve regional issues that may emerge from these studies
- Coordinate regional ITS strategies with the FDOT, districts One and Seven
- Review past agreements and the previous structure of the West Central Florida Air Quality Coordinating Committee. Assess membership, roles, responsibilities, goals and objectives in anticipation of reconvening the organization. Establish timeline and identify financial/staff support necessary to reconstitute the committee.
- Conduct regional air quality conformity modeling and analysis and produce determinations for LRTPs and TIPs in the region. Update the RL RTP accordingly as needed.
- Monitor development of laws and rules concerning greenhouse gas emissions and determine appropriate regional coordinative mechanism(s)
- Refine and update regional GIS layers and databases for the eight counties, as needed
- Travel to necessary workshops and meetings
- Integrate regional perspectives within MPO presentations to the local community
- Produce printed and electronic newsletters with overviews of current regional programs and initiatives

- SYSTEMS PLANNING - Amended June 27, 2011

**WEST CENTRAL FLORIDA
MPO CHAIR'S COORDINATING COMMITTEE (CCC) TASK NUMBER 5.01**

-CONTINUED-

- Provide information on the CCC programs and products to the public and elected officials. Explore opportunities for joint products with TBARTA.
- Complete the transition from teleconference to web conference to enhance access by JCAC members participating at local sites
- Update the CCC website (ongoing)
- Monitor the effectiveness of visualization techniques on the regional website (ongoing)
- Update the online tool box for use by local programs at www.regionaltransportation.org/file (ongoing)
- Provide web pages and technical support to the Regional GIS (ongoing)
- Revise the CCC's general-purpose brochure to include updated information and text (5/10)
- Consider the TBARTA Master Plan in developing the Transit Component of the Regional LRTP (12/10)
- Consultant services may be used on this task
- One member or partner agency of the CCC may take the lead on a portion of this work and be reimbursed by other member or partner agencies of the CCC
- STP and/or PL funds may be used to assist with tasks

END PRODUCT:

- An amended 2035 Regional LRTP to reflect Polk TPO and Sarasota/Manatee MPO cost-feasible plan updates (December, 2010)
- Publicly noticed quarterly meetings of the CCC and the Joint CAC. Coordinate TIPs and FDOT Tentative Work Programs for the West Central Florida area (FY 2011, June and FY 2012, June)
- Updated list of TRIP priorities (FY 2010, September)
- Regional task sheets in UPWPs (FY 2012, June)
- A comprehensive, up-to-date and easily accessible regional transportation website (ongoing)
- Publicly noticed annual joint coordination meetings with the Central Florida MPO Alliance
- Regional LRTP summary brochures, coordination with the TBARTA Master Plan

RESPONSIBLE AGENCY:

Hernando, Hillsborough, Pasco, Polk, Pinellas and Sarasota/Manatee MPOs, FDOT and Tampa Bay Area Regional Transportation Authority

FUNDING SOURCES:

FISCAL YEAR 2010/2011

FHWA (PL) \$43,550
FDOT (PL) \$ 9,605

TOTAL \$53,155

FISCAL YEAR 2011/2012

**FHWA (PL) \$48,550
FDOT (PL) \$10,708

TOTAL \$59,258

**To support CCC administrative and organization activities, \$5,000 will be transferred to the Hillsborough MPO for FY 2011/2012

Sarasota/Manatee MPO

FY 2010/2011-2011/2012 UPWP-Adopted April 26, 2010

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- SYSTEMS PLANNING -

CHARLOTTE COUNTY-PUNTA GORDA MPO REGIONAL COORDINATION

TASK NUMBER 5.02

OBJECTIVE:

- To ensure a forum for coordination between the Charlotte County-Punta Gorda and Sarasota/Manatee MPOs regarding regional transportation planning

PREVIOUS WORK:

- Regional 2030 Long Range Transportation Plan component (November, 2005)
- Developed, discussed and adopted Joint Regional Transportation Regional Incentive Program (TRIP) Project Priority List (July, 2008)
- Approved and executed the Interlocal Agreement for Joint Regional Transportation Planning and Coordination Between the Sarasota/Manatee and Charlotte County-Punta Gorda MPOs (May, 2003)
- Drafted and adopted Conflict Resolution, Public Involvement Process, Regionally Significant Roadways and Regional Project Priorities with Charlotte County-Punta Gorda MPO (June, 2004)
- Developed Regional Multi-Modal Transportation Model (February, 2004)
- Developed regional planning issues with Charlotte County-Punta Gorda MPO (ongoing)
- Joint meetings of two MPO staffs to coordinate regional planning activities (annually)
- Began regional coordination meetings to update regional transportation model and 2035 LRTP to comply with SAFETEA-LU (January, 2009)
- Held joint regional MPO Board Meeting (October, 2007)
- Conferred and negotiated a Joint Regional Trails Project Priority List adopted by each MPO Board and submitted to FDOT (Ratified September, 2009)

METHODOLOGY:

Maintenance of the following:

- Joint coordinated planning effort to ensure regional transportation planning for Charlotte-Punta Gorda and Sarasota/Manatee MPO areas
- Activities within this task may be performed utilizing consultant services

END PRODUCT:

Regional transportation planning products and processes for Charlotte, Manatee and Sarasota Counties will include:

- Joint Regional Multi-Modal Transportation Model (July, 2010)
- Joint Regional Public Involvement Plan (ongoing)
- Joint Regional 2035 Long Range Transportation Plan (December, 2010)
- Joint Regional Project Priorities (July 2010 and July 2011)
- Joint Regional TRIP Project Priority List (July, 2010 and 2011)
- Joint Regional Trails Project Priority List (July/August 2010 and 2011)
- Coordinate regional planning issues with Charlotte County-Punta Gorda MPO (ongoing)
- Annual joint staff meeting as needed between the Sarasota/Manatee MPO and Charlotte County-Punta Gorda MPO Boards (October, 2010 and 2011)

- Updated Interlocal Agreements (December, 2010)

RESPONSIBLE AGENCY:
Sarasota/Manatee MPO

*Sarasota/Manatee MPO
FY 2010/2011-2011/2012 UPWP-Adopted April 26, 2010*

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FISCAL YEAR 2010/2011

FHWA (PL) \$18,425
FDOT (PL) \$ 4,064

TOTAL \$22,489

FISCAL YEAR 2011/2012

FHWA (PL) \$18,425
FDOT (PL) \$ 4,064

TOTAL \$22,489

- SYSTEMS PLANNING -

REGIONAL & STATEWIDE ACTIVITIES

TASK NUMBER 5.03

OBJECTIVE:

- Participate in regional and statewide activities and organizations that have an impact on the multi-modal transportation system.

PREVIOUS WORK:

Ongoing - Participation in regular meetings of:

- Coordinated Urban Transportation Studies (CUTS) Committee of FDOT's District One MPOs
- Tampa Bay Regional Planning Council (TBRPC)
- Southwest Florida Regional Planning Council (SWFRPC)
- Florida MPO Advisory Council
- Florida Aviation System Planning Process
- Florida Transportation Commission
- Other Regionally Significant Committees including Seaport Advisory Group
- Participate in Charlotte, DeSoto and Sarasota Counties and the City of North Port Transportation Group
- Participate and monitor Tampa Bay Area Regional Transportation Authority (TBARTA)

METHODOLOGY:

- In-kind support for the Coordinated Urban Transportation Studies (CUTS) Committee of FDOT's District One MPOs
- Participate in Florida MPO Advisory Council on statewide legislative and policy matters
- Provide input to the Florida Transportation Commission on Regional Transportation Planning in the West Central Florida and Southwest Florida Areas
- Participate in TBRPC's and SWFRPC's Strategic Regional Policy Plan
- Participation in TBRPC's Regional Planner's Advisory Committee
- Continued participation in Regional Transportation Group for Sarasota, Charlotte and DeSoto Counties and the City of North Port
- Participation and monitoring of TBARTA activities
- Activities within this task may be performed utilizing consultant services

END PRODUCT:

- A regional surface transportation system that will serve the mobility needs of people and freight within the urbanized areas of West Central and Southwest Florida. (ongoing)

RESPONSIBLE AGENCY:

Sarasota/Manatee MPO

FUNDING SOURCES:

FISCAL YEAR 2010/2011

FHWA (PL) \$13,400
FDOT (PL) \$ 2,955

TOTAL \$16,355

FISCAL YEAR 2011/2012

FHWA (PL) \$13,400
FDOT (PL) \$ 2,955

TOTAL \$16,355

SECTION 6.00

PUBLIC INVOLVEMENT/INFORMATION

To ensure that no person is discriminated against and that all citizens are provided equal access in the decision-making, the MPO has established a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and the Transportation Improvement Program. This public involvement process will provide special emphasis to include and engage the traditionally under-served and under-represented. This will ensure that the process at the MPO is open and that public input is acknowledged as well as considered in the MPO's decision-making. Title VI of the Civil Rights Act has been identified as a Federal Planning Factor to bring specific focus on involving the traditionally under-served and under-represented (e.g., visual and hearing impaired individuals) in the transportation planning process. These tasks are specifically designed to provide attention to the needs of these groups.

The purpose of the Public Involvement/Information Tasks is to implement the public involvement process as outlined above. This public involvement process will also include ~~an aggressive~~ a public outreach program. The tasks are separated out for accounting purposes so that specific charges for public involvement/information activities attributable to each program area being supported can be easily identified.

Additional details of the previous work relative to the following tasks can be found in the required quarterly progress reports that have been submitted to the Florida Department of Transportation for the prior fiscal years.

Public Involvement/Information Tasks include:

- 6.01 - FHWA Attributable Items
- 6.02 - FTA Attributable Items
- 6.03 - TD Program Attributable Items

- PUBLIC INVOLVEMENT/INFORMATION -

FHWA ATTRIBUTABLE ITEMS

TASK NUMBER 6.01

OBJECTIVE:

- To provide a proactive Public Involvement/Public Information Program that provides complete information, timely public notice, full public access to key decisions and supports early and continuing involvement of the public in the transportation planning process, including the development of the Transportation Improvement Program, Long Range Transportation Plan and other planning programs

PREVIOUS WORK:

- Advertised all MPO, TAC, CAC, subcommittee meetings and public hearings (ongoing)
- Allowed for public input on all agenda items prior to a vote being taken (ongoing)
- Widely distribute proposed critical actions for public input throughout all member jurisdictions, schools and libraries for a full thirty days (ongoing)
- Provided a separate item on all agendas for public input (ongoing)
- Updated Title VI Civil Rights Complaint Procedure (May, 2007)
- Development of an MPO informational website (May, 2001)
- Updated the Public Participation Plan (June, 2009)
- MPO presentation West Florida Community Association Institute, March, 2009
- MPO presentation Longboat Key Condominium Association, June, 2009
- MPO Regional Transportation Forum Panelist, METV, January, 2010
- Rafferty Radio Program, Sarasota WSRQ, February, 2010

METHODOLOGY:

The MPO will ensure Public Involvement by:

- Providing timely information about transportation issues and processes
- Providing reasonable public access to technical and policy information
- Give adequate notice of public involvement activities
- Respond to applicable public input
- Solicit the needs of those traditionally under-served by existing transportation systems
- Review and evaluation of all public involvement techniques
- Continued maintenance of an MPO informational website
- Telecast of all MPO Board meetings on local government access channels
- A Public outreach program to provide presentations to citizen's groups regarding transportation planning issues, projects and the overall MPO planning process
- Activities within this task may be performed utilizing consultant services

END PRODUCT:

- Meeting notices (Ongoing)
- Technical memos (Ongoing)
- News releases to the newspapers, television and radio stations (Ongoing)
- Public Information Meetings and Public Hearings (Ongoing)
- Special notices mailed prior to Public Meetings and/or Public Hearings (Ongoing)
- Presentations to citizen and community groups regarding MPO programs and issues
- Participation regarding the MPO planning process on television and radio programs

RESPONSIBLE AGENCY:
Sarasota/Manatee MPO

FUNDING SOURCES:

FISCAL YEAR 2010/2011

FHWA (PL)	\$29,312
FDOT (PL)	<u>\$ 6,465</u>
TOTAL	\$35,777

FISCAL YEAR 2011/2012

FHWA (PL)	\$29,312
FDOT (PL)	<u>\$ 6,465</u>
TOTAL	\$35,777

- PUBLIC INVOLVEMENT/INFORMATION -

FTA ATTRIBUTABLE ITEMS

TASK NUMBER 6.02

OBJECTIVE:

- To provide a proactive Public Involvement/Public Information Program that provides complete information, timely public notice, full public access to key decisions and supports early and continuing involvement of the public in the transportation planning process

PREVIOUS WORK:

- Advertised all MPO, TAC, CAC, subcommittee meetings and public hearings (ongoing)
- Allowed for public input on all agenda items prior to a vote being taken (ongoing)
- Provided a separate item on all agendas for public input (ongoing)
- Presentations to citizen's groups regarding transportation planning issues (as needed)
- Conducting Public Information Meetings and Public Hearings (as needed)
- Updated Title VI Civil Rights Complaint Procedure (May, 2007)
- Development of an MPO informational website (May, 2001)
- Updated the Public Participation Plan (June, 2009)

METHODOLOGY:

The MPO will ensure Public Involvement by:

- Providing timely information about transportation issues and processes
- Providing reasonable public access to technical and policy information
- Give adequate notice of public involvement activities
- Respond to applicable public input
- Solicit the needs of those traditionally under-served by existing transportation systems
- Review and evaluation of all public involvement techniques
- Continued maintenance of an MPO informational website
- Telecast of all MPO Board meetings on local government access channels
- A public outreach program to provide presentations to citizen's groups regarding transportation planning issues, projects and the overall MPO planning process
- Activities within this task may be performed utilizing consultant services

END PRODUCT:

- Meeting notices (Ongoing)
- Technical memos (Ongoing)
- News releases to the newspapers, television and radio stations (Ongoing)
- Public Information Meetings and Public Hearings (Ongoing)
- Special notices mailed prior to Public Meetings and/or Public Hearings (Ongoing)
- Presentations to citizen and community groups regarding MPO programs and issues
- Participation regarding the MPO planning process on television and radio programs

RESPONSIBLE AGENCY:

Sarasota/Manatee MPO

FUNDING SOURCES:

FISCAL YEAR 2010/2011

FEDERAL TRANSIT (FTA)	\$22,628
LOCAL MATCH	<u>\$ 5,657</u>
TOTAL	\$28,285

FISCAL YEAR 2011/2012

FEDERAL TRANSIT (FTA)	\$22,628
LOCAL MATCH	<u>\$ 5,657</u>
TOTAL	\$28,285

- PUBLIC INVOLVEMENT/INFORMATION – Amended June 27, 2011

**TRANSPORTATION DISADVANTAGED
PROGRAM ATTRIBUTABLE ITEMS**

TASK NUMBER 6.03

OBJECTIVE:

- To provide a proactive Public Involvement/Public Information Program that provides complete information, timely public notice, full public access to key decisions and supports early and continuing involvement of the public in the transportation disadvantaged planning process

PREVIOUS WORK:

- Advertised all Transportation Disadvantaged Coordinating Board meetings and public hearings (ongoing)
- Allowed for public input on all agenda items prior to a vote being taken (ongoing)
- Provided a separate item on all agendas for public input (ongoing)
- Public presentations regarding Transportation Disadvantaged Program (as needed)
- Development of an MPO informational website (May, 2001)
- Updated the Public Participation Plan (June, 2009)

METHODOLOGY:

The MPO will ensure Public Involvement by:

- Providing timely information about transportation disadvantaged issues and processes
- Providing reasonable public access to technical and policy information
- Give adequate notice of public involvement activities
- Respond to applicable public input
- Solicit the needs of those traditionally under-served by existing transportation systems
- Review and evaluation of all public involvement techniques
- Continued maintenance of an MPO informational website
- A public outreach program to provide presentations to citizen's groups regarding transportation disadvantaged planning issues and projects
- Activities within this task may be performed utilizing consultant services

END PRODUCT:

- Meeting notices (Quarterly)
- News releases to the newspapers, television and radio stations (Quarterly)
- Public Information Meetings and Public Hearings (Quarterly)
- Special notices mailed prior to Public Meetings and/or Public Hearings (Quarterly)
- Presentations to citizen and community groups regarding MPO programs and issues
- Participation regarding the MPO planning process on television and radio programs

RESPONSIBLE AGENCY:

Sarasota/Manatee MPO

FUNDING SOURCES:

FISCAL YEAR 2010/2011

TD TRUST FUND \$7,065

TOTAL \$7,065

FISCAL YEAR 2011/2012

TD TRUST FUND \$6,979

TOTAL \$6,979

SECTION 7.00

STATE SUPPORT

Local administration and technical activities are financed, in part, by the Florida Department of Transportation through “in-kind” services, “soft match” through state toll credits or “cash match” to the federal programs.

Additional details of the previous work relative to the following tasks can be found in the required quarterly progress reports that have been submitted to the Florida Department of Transportation for the prior fiscal years.

State Support Tasks Include:

- 7.01 - State Soft Match Support (PL)
- 7.02 - State Cash Match Support (FTA)

- STATE SUPPORT -

STATE SOFT MATCH SUPPORT (PL)

TASK NUMBER 7.01

OBJECTIVE:

- To provide guidance and technical assistance in support of the metropolitan transportation planning process.

PREVIOUS WORK:

- During FY 2008/09 and FY 2009/10, FDOT provided "Soft Match" to the MPP/PL Funds using toll revenue expenditures as a credit toward the non-federal matching share.

METHODOLOGY:

- For FY 2010/11 and 2011/12, the FDOT will "soft match" the MPP/PL Funds using toll revenue expenditures as a credit toward the non-federal matching share. The amount identified in Table 2 represents the amount of "soft match" required (both State and local) for the amount of Federal MPP/PL funds requested in this UPWP.

END PRODUCT:

- State reimbursement for eligible UPWP planning activities

RESPONSIBLE AGENCY:

Florida Department of Transportation

FUNDING SOURCES:

FISCAL YEAR 2010/2011

STATE SOFT MATCH THROUGH	
STATE TOLL CREDIT	<u>\$184,574</u>
TOTAL	\$184,574

FISCAL YEAR 2011/2012

STATE SOFT MATCH THROUGH	
STATE TOLL CREDIT	<u>\$188,436</u>
TOTAL	\$188,436

- STATE SUPPORT -

STATE CASH MATCH SUPPORT (FTA)

TASK NUMBER 7.02

OBJECTIVE:

- To provide guidance, technical assistance and State “cash match” in support of the Sarasota/Manatee MPO in the metropolitan transportation planning process

PREVIOUS WORK:

- Cash reimbursements for UPWP transit planning activities accomplished during FY 2009/2010

METHODOLOGY:

- As stipulated in the Joint Participation Agreement, the FDOT will reimburse the MPO for costs incurred in eligible transit planning activities at 10% of costs, up to a fixed amount. The share of total costs incurred in other FTA tasks in the Work Program will be accounted for through this task.
- Activities within this task may be performed utilizing consultant services

END PRODUCT:

- State reimbursement for eligible UPWP transit planning activities

FUNDING SOURCES:

FISCAL YEAR 2010/2011

FISCAL YEAR 2011/2012

FDOT CASH MATCH \$21,757

FDOT CASH MATCH \$21,757

TOTAL \$21,757

TOTAL \$21,757

APPENDICES

APPENDIX A

SAFETEA-LU Planning Factors

APPENDIX B

(FTA Grant)

APPENDIX C

(FDOT and Local Planning Activities)

FDOT PLANNING ACTIVITIES

- 2035/2060 Districtwide Model Development
- Model Validations for MPOs/Review of MPO Model Networks
- Annual LOS Tables/Traffic Counts/Trends for the SHS
- SIS Corridor Maps/SIS Update
- DRI/Comp Plan Reviews
- CUTR Transit Support/Data Collection
- Ongoing Technical Support
- District Support of Stimulus
- BRT alignment study conducted by FDOT District One in Sarasota and Manatee Counties
- Tampa Bay Area Regional Transit Authority (TBARTA) Alternatives Analysis
- Sarasota, Manatee, Charlotte 2007 Model Validation
- Transit Module Development

LOCAL PLANNING ACTIVITIES

Manatee County

Staff will utilize consultant services to conduct a study to measure latent demand for express bus transit service into Sarasota County, Hillsborough County, Pinellas County and appropriate locations for park and ride facilities and funding mechanism to implement the services.

Staff will utilize consultant services to study latent demand of people to access transit in the east, west, and northern portions of Manatee County and funding mechanism to implement the services.

Sarasota County

Sarasota County Area Transit will conduct planning activities related to preliminary planning and engineering for bus stop improvements; service development for new services particularly in the Sarasota County and Manatee County regions; annual updates to the Transit Development Plan and surveys for required mandatory sampling.

APPENDIX D

**JOINT CERTIFICATION
PACKAGE**

JOINT CERTIFICATION STATEMENT ON THE METROPOLITAN TRANSPORTATION PLANNING PROCESS

Pursuant to the requirements of 23 U.S.C. 134 (k)(5), 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the Sarasota/Manatee MPO 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 of 1990 (42 U.S.C. 12101 et seq.) And the regulations found in 49 C.F.R. Parts 27, 37 and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on February 5, 2008.

Based on a joint review and evaluation, the Florida Department of Transportation and the Sarasota/Manatee MPO recommend that the Metropolitan Planning Process for the Sarasota/Manatee MPO be certified.

District Secretary (or designee)

Date

Councilwoman Marianne Barnebey, Chair
Sarasota/Manatee MPO

Date

Sarasota/Manatee Metropolitan Planning Organization 2010 Joint Certification Review

In February, 2010 the Sarasota/Manatee Metropolitan Planning Organization (MPO) and the Florida Department of Transportation (FDOT) conducted a modified certification review based on the process outlined in the FDOT Metropolitan Planning Organization Program Management Handbook, Chapter 7. The review addressed all planning requirements mandated by law referenced in the Joint Certification Statement and the questions outlined in Section 7.11 of the MPO Program Management Manual.

The review indicated that the MPO is in compliance with the planning requirements mandated by law set out in MPO Manual, Section 7.5. In meeting those requirements, the MPO accomplished some noteworthy achievements as noted by FHWA and FTA in the MPO's triennial certification review completed on November 3, 2009. Attached from the final Certification Report which is incorporated herein as part of this Joint Certification Review are the Noteworthy Practices (Exhibit A).

While the Federal Certification Report did not identify any corrective actions, it did make several recommendations which are incorporated herein (Exhibit B).

In addition to the above referenced Federal Certification comments, the Sarasota/Manatee MPO over the past year worked closely with FDOT and FHWA to prioritize and fund numerous projects with the American Recovery and Reinvestment Act (ARRA) for the Sarasota/Manatee MPO area. This involved all parties working in an expedited manner respectful of Federal and State policies and public involvement and transparency.

Also, over the past year, the MPO Board and staff have held numerous workshops, performed analysis and research and presented and coordinated numerous meetings between Manatee and Sarasota counties related to a potential merger or consolidation of the two county transit services. This effort is to streamline and provide the most efficient public transportation system for the entire two county area.

Finally, as noted by FHWA/FTA, the regional involvement of the MPO through the CCC, TBARTA, CUTS, MPOAC, Scenic Highways, Charlotte County-Punta MPO continued to be engaged.

APPENDIX E

(Comments Received and
MPO's Responses to
FY 2010/11-2011/12 UPWP)

Federal Highway Administration (FHWA) Comments:

- **General Comment**-Overall the MPO is commended for a very comprehensive and detailed planning document.
- **Page ix**-the MPO staff is commended for its efforts related to “recommendations” offered during the 2009 FHWA/FTA Certification Review. Among the recommendations was a suggestion to staff to develop a systematic coordination strategy to ensure that bicycle/pedestrian needs are addressed.
- **Page xiv**-it is recommended that MPO staff review the list of planning factors included on this page. There should be 8 planning factors and there appears to be only 7 factors listed.

MPO Response: The 8 planning factors were listed correctly in the draft. They were just mis-numbered and will be revised accordingly.

- **Page xvii**-the MPO is commended for the summary provided in this task related to air quality, more specifically the timeline that has currently been provided related to changes to the ozone standard and how staff anticipates preparing for these changes
- **Page 2.05**-one of the end products listed in this task, “Greenways, Trails and Bicycle/Pedestrian plan” has an end product date of July 2008? Should this end product date be changed?

MPO Response: The date will be revised accordingly to the year 2011.

- **Page 6.01**-I noticed that in the public involvement section there is not an increased level of public involvement associated with the update of the LRTP. Should it be assumed that any additional tasks associated with increased engagement will be covered in costs associated with the other LRTP tasks?

MPO Response: The LRTP update has a detailed, in the scope of services, significant public involvement activities which are covered by the LRTP contract which is included in the UPWP Task No. 3.06 entitled “Long Range Transportation Plan Update (Consultant)”

- **General Comment**-All Agreements or Certifications including Debarment and Suspension, Contracts, Grants and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the document.

MPO Response: Upon adoption by the MPO Board, all documents will be signed and dated accordingly.

FDOT District Office Comments:

1. Task 1.01 – methodology: add a bullet that encompasses the MPO grant writing efforts,

MPO Response: Fourth bullet under methodology will be revised to reflect: Funding Administration including Grant Management, accounting and billing

2. Task 1.01 – End product: the Joint Certification Statement dates should be Winter/Spring 2011 and Winter/Spring 2012,

MPO Response: Sentence will be revised

3. Task 2.04 – End product, third bullet: change the fiscal year for a deadline,

MPO Response: Sentence will be revised to reflect 2011/2012

4. Task 2.05 – End product, first bullet: change the end date

MPO Response: Sentence will be revised to reflect July, 2011

5. Task 3.02 – End product, first bullet: the TIP fiscal year should be 11/12 to 15/16 and 12/13 to 16/17 and the due dates should be June 2011 and June 2012

MPO Response: Sentence will be revised to reflect suggested changes

6. Task 5.01 – Methodology and End Product, all bullets: revised the end dates to reflect the right UPWP years. Also identify which tasks the SM MPO is anticipated to participate in.

MPO Response: End dates will be revised. The Sarasota/Manatee MPO participates in all activities of the CCC

7. Task 5.02 – End product, first bullet: the MPO should be more specific on this bullet. The current description does not give an indication as to the scope of anticipated work.

MPO Response: Language will be revised

8. Task 6.01, 6.02 and 6.03 – Previous work, first bullet: remove mention of the Public Involvement Plan development

MPO Response: Sentence will be revised

TABLES