



**TPO Board Meeting**

Marion County Commission Auditorium  
601 SE 25<sup>th</sup> Avenue, Ocala, FL 34471

**March 24, 2020**

**1:15 PM**

**AGENDA**

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PLEDGE OF ALLIGENCE**
- 3. PROOF OF PUBLICATION**
- 4. ACTION ITEMS**
  - A. Fiscal Years 2018/19 to 2019/20 Unified Planning Work Program (UPWP) Amendment**

*Staff will present an amendment to the fiscal year (FY) 2018/19 to 2019/20 UPWP to de-obligate funds to the next UPWP. Action is requested.*
  - B. 5305(d) Grants Local Match Commitment**

*Staff will present the selected Option for the local match commitment of the grants. Action is requested.*
- 5. PRESENTATIONS**
  - A. Draft Fiscal Years 2020/21 to 2021/22 Unified Planning Work Program (UPWP)**

*TPO staff will present the draft fiscal year (FY) 2020/21 to 2021/22 UPWP which outlines the funding and activities of the TPO for the next two fiscal years. This presentation will kick-off a 30-day public comment period.*
- 6. CONSENT AGENDA**
  - A. Minutes- February 25, 2020**
- 7. COMMENTS BY FDOT**

**8. COMMENTS BY TPO STAFF**

**9. COMMENTS BY TPO MEMBERS**

**10. PUBLIC COMMENT (Limited to 2 minutes)**

**11. ADJOURNMENT**

All meetings are open to the public, the TPO does not discriminate on the basis of race, color, national origin, sex, age, religion, disability and family status. Anyone requiring special assistance under the Americans with Disabilities Act (ADA), or requiring language assistance (free of charge) should contact Liz Mitchell, Title VI/Nondiscrimination Coordinator at (352) 438-2634 or [liz.mitchell@marioncountyfl.org](mailto:liz.mitchell@marioncountyfl.org) forty-eight (48) hours in advance, so proper accommodations can be made.

Pursuant to Chapter 286.0105, Florida Statutes, please be advised that if any person wishes to appeal any decision made by the Board with respect to any matter considered at the above meeting, they will need a record of the proceedings, and that, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

*The next regular meeting of the Ocala Marion Transportation Planning Organization will be held on April 28, 2020.*



**TO: TPO Board Members**

**FROM: Rob Balmes, Director**

**RE: Approval of Amendment to Fiscal Year 2018/19 to 2019/20  
Unified Planning Work Program De-obligation of PL Funds**

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The Unified Planning Work Program (UPWP) is a federally required two-year document that serves as the TPO's working budget. The current Fiscal Year (FY) 2018/19 to 2019/20 UPWP is authorized to June 30, 2020. As outlined in the Florida Department of Transportation (FDOT) MPO Program Management Handbook, Federal Highway Administration (FHWA) Planning Funds (PL) currently programmed, but not expended by June 30, 2020 in the current UPWP, require de-obligation for future re-obligation into the next two-year UPWP (FY 2020/21 to 2021/22).

Based on the analysis of FHWA-PL funds in the current UPWP, the TPO projects that \$203,000 will be un-expended; therefore requiring de-obligation. The TPO proposes to re-obligate the full \$203,000 from FY 2018/19 of the current UPWP to the first year of the new FY 2020/21 to 2021/22 UPWP for Consultant Planning services – Consultant Placeholder. These funds are identified in the draft FY 2020/21 to 2021/22 UPWP document, and will be used for conducting transportation studies and planning activities over the next two-year period based on identified priorities.

TPO staff requests the TPO Board to approve a UPWP amendment to de-obligate \$203,000 FHWA-PL funds from the FY 2018/19 to 2019/20 UPWP, and re-obligate said funds to the FY 2020/21 to 2021/22 UPWP.

If you have any questions, please contact me at 438-2631.



**TO: TPO Board Members**

**FROM: Rob Balmes, Director**

**RE: 5305(d) Grants Local Match Commitment**

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At the February 25, 2020 TPO Board meeting, the Board was asked to select and approve one option for meeting the 10 percent local matching requirement for the Federal Transit Administration (FTA) 5305(d) planning program grant allocated to the TPO for two fiscal years (fiscal years – 17/18, 18/19).

The TPO Board selected **Option 3 (Host government history match)** of the 5 total options. Option 3 includes:

**Fiscal year: 2017/18, 2018/19 (\$20,149 match)**

Host Government per Staff Services Agreement (June 21, 2016)  
City of Ocala local match contribution

**Fiscal year: 2019/20 (\$10,243 match)**

Host Government per Staff Services Agreement (May 7, 2019)  
Marion County local match contribution

Per the current Staff Services Agreement between the TPO and Marion County, the Local match for FY 19/20 (\$10,243), in addition to the upcoming FY 20/21 match (approx. \$10,200) will be provided by Marion County.

On March 17, 2020, the TPO Board Chair and Marion County Commissioner Jeff Gold and TPO Director Rob Balmes made a formal request to the Ocala City Council for the local match of \$20,149 to cover the two fiscal years. The City Council approved the request. Pending a budget resolution, the City of Ocala has committed to providing the full local match for both fiscal years when serving as the host government of the TPO.

TPO staff are seeking formal approval of this local match commitment – **Option 3 Host Government Match** for past, present and future local matches to the FTA 5305(d) grant.

If you have any questions, please contact me at 438-2631.

## **Ocala Marion TPO Board Meeting 5305(d) Local Match Funding Options**

**Update:** On February 25, 2020, the TPO Board selected **Option 3**, highlighted on page 2. On March 17, 2020, the City of Ocala City Council approved the request for a local funding match contribution based on Option 3.

### **5305(d) Grant Overview**

The FTA 5305(d) planning program grant provides funding for multimodal transportation planning activities of the TPO each year. The federal share provided by FTA is 80%. The Florida Department of Transportation (FDOT) provides a 10% state match and the remaining 10% match is provided by local municipalities and/or county governments. On an annual basis, the TPO applies for 5305(d) grant funding through the FDOT District 5 process. The grant allocation available to the TPO is approximately **\$100,000** per year. In the past, the City of Ocala provided the full amount of local match per the Staff Services Agreement (Section 3.01, June 21, 2016). The funding in prior UPWPs using this grant funding has supported activities including the long range transportation plan, transit development plan, staff salaries and support for local studies.

In 2019, TPO staff discovered that 5305(d) funds were not applied for in both fiscal years 2017/18 and 2018/19 totaling \$201,490. As a result when combined with fiscal year 2019/20, a total of **\$303,918** of grant funding is available. The TPO Board approved the application for all three fiscal years with a UPWP Amendment on November 26, which will require a **total local match of \$30,392**. The UPWP provides a breakdown of the current tasks and operations to be funded with the three grants.

- Marion County Cost Allocation (\$17,372)
- Office Cubicle Construction (\$14,619)
- Office Expenses (software, computers, public notices, copier, desks - \$20,279)
- Staff Travel (\$3,400)
- TPO Plans, Studies (\$248,248 total)
  - Long Range Transportation Plan (\$101,318)
  - Congestion Management Plan (\$79,296)
  - TPO Website (\$20,876)
  - Economic Trails/Cycling Study (\$46,758)

The previous and revised Staff Services Agreements between the TPO and Marion County stipulates the County provides the local match for all grants. However, since the 5305(d) grant funding available includes two prior fiscal years when the TPO was hosted by the City of Ocala, a formal commitment is necessary by the TPO Board to determine the match provider(s) and ensure a local match for all three fiscal years. In summary:

\$303,918 total grant funding (3 fiscal years – 17/18, 18/19, 19/20)  
\$30,392 total local match required (10% for 3 fiscal years)

TPO staff are proposing the following **five (5) options** for the TPO Board's consideration regarding the local government match for all three fiscal years of 5305(d) grant funding in no particular order.

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**Option 1: Local Match Contribution for Fiscal Years 17/18, 18/19 based on TPO Board Membership and Fiscal Year 19/20 by Current Host Government (Marion County)**

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**Fiscal years: 2017/18, 2018/19 (\$20,149 match)**

12 TPO Board members

5 seats City of Ocala (41.67%); 5 seats Marion County (41.67%)

1 seat City of Belleview (8.33%); 1 seat City of Dunnellon (8.33%)

= \$1,678.41 per TPO Board seat

\$8,396.08 – City of Ocala contribution; \$8,396.08 – Marion County contribution

\$1,678.41 – City of Belleview contribution; \$1,678.41 – City of Dunnellon contribution

**Fiscal year: 2019/20 (\$10,243 match)**

Host Government per current Staff Services Agreement (May 7, 2019)

\$10,243 – Marion County contribution

**\$30,392 total local match contribution**

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**Option 2: Local Match Contribution by Fiscal Year based on TPO Board Membership and Host Government History**

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**Fiscal year: 2017/18 (\$10,017 match)**

Host Government per Staff Services Agreement (June 21, 2016)

\$10,017 – City of Ocala local match contribution

**Fiscal year: 2018/19 (\$10,132 match)**

12 TPO Board members

5 seats City of Ocala (41.67%); 5 seats Marion County (41.67%)

1 seat City of Belleview (8.33%); 1 seat City of Dunnellon (8.33%)

= \$844.33 per TPO Board seat

\$4,221.67 – City of Ocala contribution; \$4,221.67 – Marion County contribution

\$844.33 – City of Belleview contribution; \$844.33 – City of Dunnellon contribution

**Fiscal year: 2019/20 (\$10,243 match)**

Host Government per Staff Services Agreement (May 7, 2019)

\$10,243 – Marion County local match contribution

**\$30,392 total local match contribution**

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**Option 3: Local Match Contribution based on TPO Host Government History**

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**Fiscal year: 2017/18, 2018/19 (\$20,149 match)**

Host Government per Staff Services Agreement (June 21, 2016)

City of Ocala local match contribution

**Fiscal year: 2019/20 (\$10,243 match)**

Host Government per Staff Services Agreement (May 7, 2019)

Marion County local match contribution

**\$30,392 total local match contribution**

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**Option 4: Local Match Contribution for all Three Fiscal Years based on TPO Board Membership**

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12 TPO Board members

5 seats City of Ocala (41.67%); 5 seats Marion County (41.67%)

1 seat City of Belleview (8.33%); 1 seat City of Dunnellon (8.33%)

= \$2,532.67 per TPO Board seat

\$12,663.35 – City of Ocala contribution; \$12,663.35 – Marion County contribution

\$2,532.67 – City of Belleview contribution; \$2,532.67 – City of Dunnellon contribution

**\$30,392 total local match contribution**

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**Option 5: Local Match Contribution for all Three Fiscal Years by Marion County**

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**Fiscal years: 2017/18, 2018/19, 2019/20**

Host Government per Staff Services Agreement (May 7, 2019)

Marion County local match contribution

**\$30,392 total local match contribution**



**TO: TPO Board Members**

**FROM: Derrick Harris, TPO Assistant Director**

**RE: Unified Planning Work Program (UPWP) FY 2020 - 2022**

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The Ocala Marion Transportation Planning Organization (TPO) is required by the Florida Department of Transportation (FDOT), Federal Transit Administration (FTA), and the Federal Highway Administration (FHWA) to produce a budgetary document that outlines all tasks, activities, and responsibilities TPO staff will conduct over a two-year period. In addition, this document must be cost feasible based on appropriated funds set by FHWA and FDOT.

TPO staff will present a DRAFT version of the UPWP for Fiscal Years (FY) 2020 – 2022. The TPO FY runs from July 1<sup>st</sup> through June 30<sup>th</sup>. Therefore, this document will cover activities and expenditures beginning July 1<sup>st</sup>, 2020 through June 30<sup>th</sup>, 2022. TPO staff is required by state and federal law to publicly advertise the document and receive comments/feedback regarding the document. Therefore, TPO staff will present a DRAFT version of this document to you all on March 24<sup>th</sup> and this date will begin our public advertisement process as well. We will advertise this document on all the TPO's social media platforms, and on our website. We will accept comments beginning March 24<sup>th</sup> and will be advertised for the thirty days thereafter. If you have any comments and/or feedback please don't hesitate to email them, call, or provide them to us at our presentation. We will present this item again as a final version, after the public advertisement process has closed.

If you have any further questions or concerns feel free to reach out to me directly at (352) 438-2632 or at [derrick.harris@marioncountyfl.org](mailto:derrick.harris@marioncountyfl.org).





Website: [Ocalamariontpo.org](http://Ocalamariontpo.org)

**DRAFT**

# Unified Planning Work Program

Fiscal Years 2020/2021 and 2021/2022



This document was prepared in cooperation with the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation and participating local governments.

Federal Aid Project (FAP) Number: 0314-056-M

FDOT Financial Project Numbers: 4339331-2-14-01

Catalog of Federal Domestic Assistance Numbers:

20.205 Highway Planning and Construction; 20.505 Federal Transit Technical Studies Grant (Metropolitan Planning)

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## INTRODUCTION

The Unified Planning Work Program (UPWP) outlines the Ocala/Marion County Transportation Planning Organization (Ocala Marion TPO) planning activities for the two-year period from July 1, 2020 to June 30, 2022 (fiscal years 2020/21, 2021/22). The UPWP incorporates all federal, state, regional and local activities to be performed in the TPO Urbanized Areas and Marion County. The UPWP is required as a basis and condition for federal funding assistance by the joint planning regulations of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). All planning activities must follow a \*Continuing, Cooperative and Comprehensive (3-C) transportation process and be in full compliance with Title 23 United States Code (USC), Sections 134 (Metropolitan Transportation Planning), 135 (Statewide Transportation Planning) and Title 49 (Public Transportation).

The UPWP provides a description and estimated budget for eight specific planning tasks to be undertaken by the TPO. Planning tasks programmed in the UPWP reflect the services anticipated to meet local priorities, as well as the requirements of FHWA, FTA and the Florida Department of Transportation (FDOT). The federal government provides funding support to the TPO through FDOT, including three primary sources of funds: FHWA Planning (PL funds), FTA Section 5305(d) and FTA Transportation Disadvantaged (TD) funds. The FDOT provides an 18% non-cash (soft) match for PL funds and a 10 percent cash match for the 5305(d) funds. Local governments provide a 10 percent local cash match for the 5035(d) funds. An overall summary of the planning activities, budget and matching funds for the two-year period are provided on pages 33 to 36.

Public and local government involvement for the development of the UPWP is accomplished through regularly scheduled meetings of the TPO's Technical Advisory Committee (TAC) and Citizens Advisory Committee (CAC) (draft only) and the TPO Board (draft and final approval). The TPO also strives to engage both citizens and stakeholders to assist in the development of the UPWP. The draft UPWP is provided to the public for a minimum of 30 days prior to adoption by the TPO Board. The TPO uses a variety of methods to involve the public through posting on its website and social media platforms, sending e-blast and press release notifications, and traditional print media. The TPO also ensures the UPWP complies with all the public involvement provisions identified in Title VI of the Civil Rights Act of 1964 Nondiscrimination Requirements. The public involvement process of the UPWP is described in further detail in the TPO's Public Involvement Plan. **Appendix A** consists of certification statements and assurances for all tasks in this UPWP

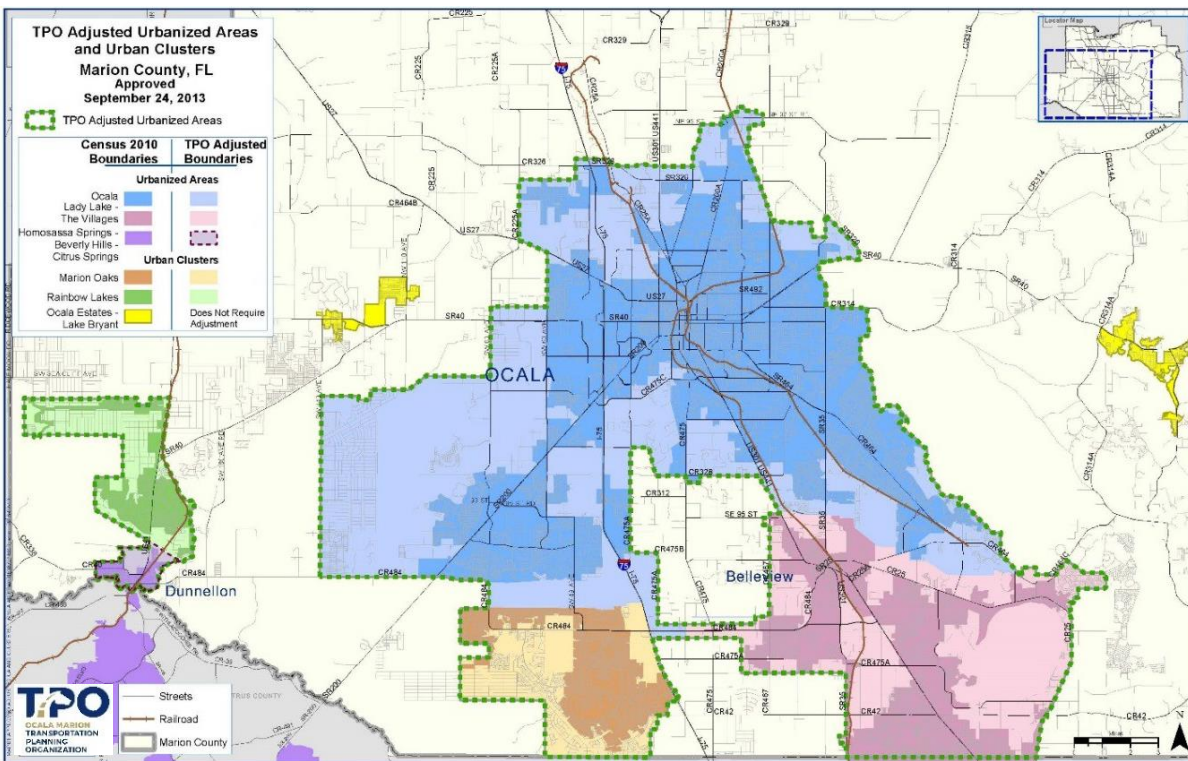
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\*The U.S. Department of Transportation (USDOT) requires that the TPO must carry out a Continuing, Cooperative and Comprehensive (3-C) transportation process. *Continuing*: Planning must be maintained as an ongoing activity and addresses both short-term needs and a long-term vision; *Cooperative*: The process must include the entire region and all partners through a public participation process; and *Comprehensive*: the process must cover all modes of transportation and be consistent with local plans and priorities.

## TPO PLANNING AREA

The Ocala Marion TPO is a federally-mandated public agency responsible for the planning and implementation of several modes of transportation, including highway, transit, freight, bicycle, pedestrian and paratransit. The TPO serves the cities of Belleview, Dunnellon, Ocala and Marion County. The TPO was established in 1981 after the 1980 Census determined the urbanized area of Ocala exceeded a threshold of 50,000 people. Due to rapid population growth in the 1980s, the planning boundaries of the entire county were added. Figure 1 illustrates the 2010 Census designated Urbanized Areas (UZA) and Urban Cluster areas of Marion County, which are all served by the TPO. This also includes portions of Lady Lake-the Villages and the Homosassa Springs-Beverly Hills-Citrus areas within the Ocala Metropolitan Statistical Area (MSA), Marion Oaks, Rainbow Lakes and Ocala Estates-Lake Bryant.

**Figure 1: TPO Urbanized Areas and Urban Clusters**



**Appendix B** provides a glossary of terms and acronyms used in this document and by the TPO.

## TPO ORGANIZATION STRUCTURE

The Ocala Marion TPO is governed by a 12-member Board of locally elected officials responsible for the overall guidance of the transportation planning process in Marion County. The Board's guidance includes providing leadership and oversight for the development of transportation policies, plans, programs and strategies. The **TPO Board** is comprised of: City of Ocala Mayor and four members of the City of Ocala Council; all five Marion County Board of County Commissioners; one member of the City of Belleview City Commission; and one member of the City of Dunnellon City Council. The FDOT District Five Secretary also serves on the TPO Board as a non-voting member.

The TPO is served by two advisory committees (CAC, TAC) and works in coordination with the area's Transportation Disadvantaged Local Coordinating Board (TDLCB). FDOT serves on the TDLCB and TAC bodies as a non-voting member.

**Transportation Disadvantaged Local Coordinating Board (TDLCB):** coordinates transportation needs of the disadvantaged in Marion County, including individuals with physical and economic challenges and senior citizens facing mobility issues.

**Citizens Advisory Committee (CAC):** comprised of citizens from all areas of Marion County and its municipalities. Its primary function is to advise the TPO on local transportation issues based on the input of citizens in the area they represent.

**Technical Advisory Committee (TAC):** comprised of professional planners, engineers, and school officials that review plans, programs and projects from a technical perspective, offering recommendations to the TPO.

An updated Interlocal Agreement was signed on June 21, 2016 by the TPO's four local governments and FDOT. The Agreement establishes the TPO as the official planning agency for the Ocala urbanized area and other urbanized areas and clusters within Marion County as shown in Figure 1. Additional Joint Participation Agreements (JPA) have been executed for maintaining continued federal and state match funding. In August, 2018, the TPO approved an extension to the JPA for the administration of all planning funds in Section 5305(d). The Planning Funds (PL) JPA was approved for two years on June 21, 2016 and is reviewed as part of the annual certification process to ensure consistency with FDOT and TPO policies. The Metropolitan Planning Organization Agreement, which provides funding for TPO planning activities in the previous UPWP was approved on April 26, 2016 and amended on July 25, 2017. All Agreements and Bylaws for the TPO Boards and Committees can be found on the TPO website (<https://ocalamariontpo.org>).

The JPA of March 4, 1991, involving the Commission for the Transportation Disadvantaged (CTD) established the Ocala Marion County TPO as the Designated Official Planning Agency (DOPA) for transportation disadvantaged planning. This JPA also established the Ocala Marion TDLCB.

## **PLANNING GUIDANCE AND EMPHASIS AREAS**

The transportation planning activities of the UPWP are aligned with the '3-C' process and follow specific organizational, federal and state emphasis areas. The following summarizes how the TPO's UPWP activities in fiscal years (FY) 2020/21 and 2021/22 are guided by these areas.

### **Long Range Transportation Plan**

The TPO's **Long Range Transportation Plan (LRTP)** outlines the vision for transportation in Marion County for the next 20 to 25 years. The LRTP reflects input and guidance from government officials, citizen's advisory boards, technical experts, community stakeholders and the general public. The LRTP is also used to forecast future travel demands in Marion County. The current LRTP (2040 LRTP) was adopted on November 24, 2015, and includes a Needs Assessment and Cost Feasible Plan. Selected projects from the Cost Feasible Plan are identified in the Transportation Improvement Program (TIP) Priority Projects List. These projects are prioritized on an annual basis. In 2020, the TPO will adopt a major update to the LRTP, extending the horizon year to 2045. On February 25, 2020, the TPO Board adopted the goals of the 2045 LRTP, which will serve as overall guidance to future transportation planning by the TPO and partners. The goals in weighted order are:

1. Optimize and preserve existing infrastructure
2. Focus on improving safety and security of the transportation system
3. Provide efficient transportation that promotes economic development
4. Promote travel choices that are multimodal and accessible
5. Ensure the transportation system meets the needs of the community
6. Protect natural resources and create quality places

### **Federal Planning Factors**

In December 2015, the Fixing America's Surface Transportation Act (FAST Act) was signed into law. The FAST Act serves as the primary surface transportation legislation and is valid until September 30, 2020. The Fast Act identifies 10 planning factors that shall be considered as part of the development of transportation plans and programs of the TPO. The planning factors are outlined in Title 23 USC, Section 134(h) and are as follows:

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 the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve



- quality of life, 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; and
  8. Emphasize the preservation of the existing transportation system.
  9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
  10. Enhance travel and tourism.

Figure 2 summarizes how the TPO’s UPWP integrates the ten planning factors in the transportation planning process by Task.

**Figure 2: FAST Act Planning Factors and UPWP Work Tasks**

UPWP Task	1	2	3	4	5	6	7	8	9	10
1. Administration	X	X	X	X	X	X	X	X	X	X
2. Data Collection	X	X	X	X		X	X	X		
3. Long Range Planning	X	X	X	X	X	X	X	X	X	X
4. Short Range Planning	X	X	X	X	X	X	X	X	X	X
5. Public Transportation	X	X	X	X	X	X	X			X
6. Public Involvement	X	X	X	X	X	X	X	X	X	X
7. Special Projects	X	X	X	X	X	X	X	X	X	X
8. Local Fund										

### Florida Planning Emphasis Areas

The FDOT develops Planning Emphasis Areas on a two-year cycle in coordination with Metropolitan Planning Organizations’ (MPO) UPWP documents. The Emphasis areas set planning priorities that are supportive of the statewide Florida Transportation Plan (FTP), and give importance to topics that all MPO’s are encouraged to address in their respective planning programs. Figure 3 illustrates the TPO’s consideration of the Florida Planning Emphasis Areas in the transportation planning process. The Planning Emphasis Areas are summarized as follows:

#### Safety

Safety has been a federal planning priority over numerous iterations of the transportation legislation. As stated within the FAST Act planning factors, metropolitan areas should “increase safety for motorized and non-motorized users.” The state of Florida has expanded on this concept further by becoming a Vision Zero area, with a stated goal within the Florida Transportation Plan of zero fatalities across the state’s transportation system. FDOT adopted their Strategic Highway Safety Plan in 2016, which provides more information about how the

state intends to address transportation safety in the coming years.

Since the MPOs are being asked to report on and monitor their progress against their adopted safety performance measures, MPOs need to account in their UPWP for the effort necessary to meet these federal requirements. Additionally, MPOs are encouraged to consider how to

**Figure 3: Florida Planning Emphasis Areas and UPWP Tasks**

UPWP Task	Safety	System Connectivity	Resilience	ACES Vehicles
1. Administration	X	X	X	X
2. Data Collection	X	X		
3. Long Range Planning	X	X	X	X
4. Short Range Planning	X	X	X	
5. Public Transportation	X	X		
6. Public Involvement	X	X	X	X
7. Special Projects	X	X	X	X
8. Local Fund				

expand upon the level of analysis and reporting required by the performance measurement process to further study their unique safety challenges. This approach may include the identification of safety needs in the MPO’s LRTP or TIP, stand-alone safety studies for areas or corridors, or safety considerations within modal planning elements.

**System Connectivity**

Connectivity is a concept that is emphasized both at the federal and state levels. Within the FAST Act, one of the ten planning factors states, “enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.” Within the Florida Transportation Plan, system connectivity is addressed within four different goals.

- Make our economy more competitive
- Increase opportunities for access to transit and other modes
- Provide a more efficient and mobile transportation system
- Meet the needs of a growing and changing population

A connected system is often more cost-effective and better able to address natural and manmade constraints. For MPOs, system connectivity should be considered within several contexts. First, MPOs should emphasize connectivity within their boundaries to serve the unique needs of their urban and non-urban jurisdictions. This requires coordination with member jurisdictions to identify their connectivity needs while also understanding how current and future land uses impact or can help augment connectivity. Second, MPOs should consider connectivity beyond their boundaries and emphasize continuity on those facilities



that link their MPO to other metropolitan and non-urban or rural areas. Third, connectivity for MPOs should include multimodal linkages that are supportive of both passengers and freight. A connected network supports users traveling by a variety of modes, including first and last mile linkages.

### **Resilience**

With the passage of the FAST Act, resilience was introduced as a federal planning factor: “Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation.” Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

MPOs can address resilience within their planning processes by leveraging tools such as the FHWA Resilience and Transportation Planning guide and the FDOT Quick Guide: Incorporating Resilience in the MPO LRTP. It should be noted that while these documents focus primarily on the development of MPO LRTPs and TIPs, addressing resilience should be a consideration within every planning document prepared by an MPO. MPOs should place a particular emphasis on coordination with agency partners responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives. Additionally, MPOs should consider the additional costs associated with reducing vulnerability of the existing transportation infrastructure. Proactive resiliency planning will help the MPO develop planning documents that are ultimately more realistic and cost-effective.

### **ACES (Automated, Connected, Electric, Shared-Use) Vehicles**

According to the Federal Highway Administration, “Transportation is in the midst of disruptive change from new technologies (automated and connected vehicles); new institutions (shared mobility firms); and changing attitudes (reduced car ownership). Across the nation, transportation planners are under pressure to develop performance-oriented policies, plans, and investment decisions that consider an increasingly complex transportation landscape. In the process, planners need to consider, but cannot yet reliably predict, the potential impact of disruptive and transformational Connected Vehicle (CV) and Automated Vehicle (AV) technologies on safety, vehicle ownership, road capacity, VMT, land-use, roadway design, future investment demands, and economic development, among others. While some forms of CV and AV are already being deployed across the United States, significant unknowns exist regarding the rate of technology adoption, which types of technologies will prevail in the marketplace, the interaction between CV/AV vehicles and various forms of shared mobility services, and the impacts of interim and widespread levels of CV/AV usage.”

Adopting and supporting innovative technologies and business practices supports all seven goals of the Florida Transportation Plan and the federal planning factors found in the FAST Act. ACES may lead to great improvements in safety, transportation choices, and quality of life for Floridians, our visitors, and the Florida economy. Though there is a great deal of speculation

and uncertainty of the potential impacts these technologies will have, MPOs need to determine how best to address the challenges and opportunities presented to them by ACES vehicles.

## **TPO PLANNING PRIORITIES FOR FISCAL YEARS (FY) 2020/21 AND 2021/22**

The following summarizes the primary planning priorities of the TPO for FY 2020/21 and FY 2021/22. This includes activities with their associated end products and completion dates. Some activities are identified as ongoing or as needed based on local government requests.

### **2045 Long Range Transportation Plan (LRTP)**

Planning activities for the 2045 LRTP will involve finalizing the Needs Plan, developing the Cost-Feasible Plan, a public involvement and engagement process, plan documentation, presentations on draft and final plan documents and final adoption. The LRTP must be adopted by November 2020.

### **Transportation Improvement Program (TIP)**

The TPO will actively manage the FY 2020/21 to 2024/25 TIP, including amendments and the Roll Forward Amendment to be adopted by the TPO Board by October 2020. TPO staff will also develop the next TIP which will include FY 2021/22 to 2025/26, and is scheduled for adoption by May 2021.

### **Congestion Management Plan (CMP)**

The TPO will undertake the development of a revised Congestion Management Plan (CMP) to better manage congestion and to meet federal requirements and state statutes. The TPO is anticipated to become a Transportation Management Area (TMA), post 2020 Census. Once designated as a TMA, the TPO will be required to maintain a CMP and meet all federal requirements. Therefore, being proactive by developing a revised CMP will be a high priority task. The last significant development of the TPO's CMP was in 2011, which included CMP Policy Procedures and State of State of System reports. It is anticipated both documents will be revised and likely combined into one comprehensive CMP, starting in fall 2020 with completion by mid-2021.

### **Economic and Community Benefits of Bicycling and Trails in Marion County:**

#### **A Study of Transportation and Tourism Impacts**

This is a TPO-sponsored study to determine the economic and community benefits of bicycling and trails related to transportation and tourism, supporting the overall economic development of Marion County. The economic and community benefits assessed may include employment, attraction of new business, increased business activity, increases in property values, visitor spending, recreation, education, health, congestion mitigation, safety, environmental, capital projects, public and private investments. The study area will include the Cities of Belleview, Dunnellon, Ocala and unincorporated Marion County. The timeline is expected to be from fall 2020 to mid-2021.

### **Safety Planning**

Improving safety is critical to the future of transportation in Marion County. The TPO, in collaboration with its local government partners will develop a plan or actionable strategies

that support the improvement of safety for all users. This may include a comprehensive assessment of the primary locations, types or causes of safety issues in the County; identification of solutions and strategies to improve safety; and innovative methods to improve public awareness and education. The completion of this task is anticipated to be by fall 2021.

### **Local Government Planning Support for Studies and Plans**

The TPO has outlined planning services that will be undertaken during the two-year period on an as-needed basis to support the transportation network, land use, environment and future economic development of Marion County. The following outlines the planned activities in summary format:

#### **Corridor and Subarea Analysis**

As Marion County's population and transportation system continues to expand and develop, the TPO will support local governments by performing professional planning activities, not limited to the completion of corridor studies, land use analysis, market area studies, and traffic circulation studies. Services may be to support a single corridor or involve a sub-area within Marion County.

#### **Transportation Studies**

The TPO will support its local government partners in conducting localized transportation studies in downtowns, major activity centers or hubs. This may include an analysis of the transportation network, intersections, traffic circulation, truck routes and parking.

#### **Resiliency Planning**

Improving resiliency is crucial to the long-term viability of the transportation system in Marion County. The TPO will work with its local government partners to identify vulnerable road and bridge assets that may be disrupted or damaged by extreme weather events (e.g., flooding). This task may involve the development of a plan or strategies that address resilience, support greater adaption, short and long-term planning and risk reduction.

#### **ACES (Automated, Connected, Electric, Shared-use) Vehicles and Emerging Technologies**

The transportation system of Marion County, Florida and the nation is in the process of becoming more complex. Transportation in the future will be transformed through ACES and other emerging technologies. The TPO will assess the future implications of these advancements, including the development of policies, plans and/or overall approaches. This may also involve how to better integrate short-term and long-term planning through the TPO's core planning documents to address the challenges and opportunities of the future.

## UPWP TASKS

The activities of the UPWP are organized into eight specific tasks. Each task provides an overview of the activities to be completed and the funding sources and costs associated with those activities. Summary budget tables for FY 2020/2021 and FY 2021/2022 are on pages 35 to 36.

**Task 1: Administration:** Identifies all functions necessary to carry out the continuous, cooperative and comprehensive transportation planning process for the TPO area.

**Task 2: Data Collection:** Includes the collection and analysis of socioeconomic, traffic, crash, land use, and other transportation related data on a continuing basis in order to document changes within the TPO transportation study area.

**Task 3: Long Range Planning:** Includes work related to the development and maintenance of the Long Range Transportation Plan (LRTP), performance management, as well as the Efficient Transportation Decision Making Process (ETDM) and items related to Census 2020.

**Task 4: Short Range Planning:** Includes development of the annual Transportation Improvement Program (TIP) and Priority Project development process, and reviews of impacts to the transportation system.

**Task 5: Public Transportation:** Includes all work items related to the Transportation Disadvantaged (TD) Program and support for local public transportation.

**Task 6: Public Involvement:** Describes the activities used to encourage public participation in the transportation planning process.

**Task 7: Special Projects:** Identifies all short-term projects and/or planning studies undertaken or sponsored by the TPO.

**Task 8: Local Fund:** Identifies all tasks and expenditures that are non-reimbursable from state and federal grant sources or local match funds.

Cost categories for the UPWP are as follows:

<b>Personnel:</b>	Salaries and fringe benefits for TPO staff. Fringe includes retirement, FICA, health insurance, workers compensation and life insurance.
<b>Consultant:</b>	Costs for consulting services.
<b>Travel:</b>	Costs for travel related to all TPO activities.
<b>*Direct Expenses:</b>	
Office	Supplies, computer equipment, furniture, copier (leased), postage, etc.
Administrative	Training, legal support, audit, etc.
<b>Indirect Expenses:</b>	Marion County Cost Allocation.

*Section 120 of Title 23, USC, permits FDOT to use toll revenue expenditures as a credit toward the non-federal matching share of all programs. This credit, referred to as a soft match, is listed as state funds in the Planning Funds section of Appendix A. For this UPWP, the total soft match by FDOT is \$214,740 or 18% of the FHWA planning funds (PL).*

*\*Purchases over \$5,000 shall require pre-approval from FHWA.*

## TASK 1: ADMINISTRATION

### Purpose

Identifies all functions necessary to carry out the 3-C (continuous, cooperative and comprehensive) transportation planning process for the TPO area.

### Previous Work Completed

The completed administrative activities of the TPO in FY 2018/19 and FY 2019/20.

- Administration of all meetings in support of TPO boards and committees.
- Completion of financial tasks for grant reimbursement process.
- Attendance at Central Florida MPO Alliance (CFMPOA) and Metropolitan Planning Organization Advisory Council (MPOAC) meetings.
- Coordination and attendance of meetings with local, state and federal partners.
- Completion of UPWP and amendment updates.
- Completion of new bylaws for the CAC and TAC.
- Completion of annual Joint Certification audit with FDOT in 2019 and 2020.
- Staff and TPO Board travel at meetings, trainings, conferences and workshops.
- Host government change from the City of Ocala to Marion County, including office move, installation of new offices, equipment, computer software and hardware purchases.
- Coordination with Marion County for host government change, including Human Resources, Payroll, Procurement, IT, Administration and Clerk of the Court.
- Transfer of TPO budget from City of Ocala to Marion County Clerk of the Court.
- Staff management and personnel changes to accomplish all TPO plans, programs.
- Development of a new TPO logo and independent website.
- Staff Services Agreement with Marion County, including revisions.
- Audit with the FDOT Office of Inspector General (OIG).

### Required Activities

The administrative activities planned for FY 2020/21 and FY 2021/22, including end product(s) and completion date(s).

Activity	End Product(s)	Completion Date(s)
Staff support and administration of TPO committees, boards and other related meetings	Meetings, packets, notifications, minutes	Monthly
Financial tasks and maintain records	Budgets for UPWP and Marion Clerk of Court	Ongoing
Prepare and submit progress reports and invoices for federal grants	Invoices and progress reports	Monthly, Quarterly
Amend, update FY 20/21 to FY 21/22 UPWP	FY 21-22 updated UPWP	As needed

Complete FY 22/23 to FY 23/24 UPWP	FY 23-24 new UPWP	May 2022
TPO Audit conducted by FDOT Office of Inspector General (OIG)	Completed OIG audit and supporting reports	2020
Participate in annual Joint FDOT/TPO Certification	Certification Reports, Certification Statements	June 2021, 2022
Participation in MPOAC and CFMPOA meetings, trainings	Meetings, MPOAC Institute trainings	Quarterly, Ongoing
Coordinate and attend meetings with federal, state and local partners	Meeting participation	Ongoing
Maintain and update TPO agreements, bylaws	Revised agreements, bylaws	As needed
Monitor legislative activities at the federal, state, local levels affecting transportation	Summary reports, documentation	Ongoing
Select and manage consultant support services	General Planning Consultant (GPC) contract(s), tasks	2020 to 2022
Procure office supplies, equipment, software, etc.	Office support	As needed
Printing of TPO materials for education and outreach	Printed materials	As needed
Procure consultant services (contracts, scopes)	Executed contracts, task work orders	As needed
Travel and training for TPO staff and TPO Board	Meetings, conferences, workshops, training	Ongoing, As needed

**Responsible Agency:** Ocala Marion TPO

### **Budget Summary**

The estimated budget for Task 1 in FY 2020/21 and FY 2021/22 is summarized in Tables 1A and 1B on the next page.

**Table 1A: Task 1 Estimated Budget for FY 2020/21**

Task 1								
Estimated Budget detail for FY 2020/21								
Budget Category	Budget Category Description	FHWA (PL)	FY 2020/21 FTA 5305(d)			TD	Local	Total:
			5305(D)	State Match	Local Match			
<b>A. Personnel</b>								
	Salaries & Benefits	\$ 282,325	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 282,325
	Total:	\$ 282,325	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 282,325
<b>B. Consultant</b>								
	CFMPOA Dues	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
	Total:	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
<b>C. Travel</b>								
	Travel Expenses	\$ 7,891	\$ 1,594	\$ 199	\$ 199	\$ 855	\$ -	\$ 10,739
	Training & Education	\$ 1,973	\$ 399	\$ 50	\$ 50	\$ 214	\$ -	\$ 2,685
	Total:	\$ 9,864	\$ 1,993	\$ 249	\$ 249	\$ 1,069	\$ -	\$ 13,424
<b>D. Direct Expenses</b>								
	Copier	\$ 2,075	\$ 260	\$ 33	\$ 33	\$ 100	\$ -	\$ 2,500
	Advertising	\$ 1,660	\$ 208	\$ 26	\$ 26	\$ 80	\$ -	\$ 2,000
	Promotional Activities (Education)	\$ 415	\$ 52	\$ 7	\$ 7	\$ 20	\$ -	\$ 500
	Office Supplies	\$ 3,735	\$ 468	\$ 59	\$ 59	\$ 180	\$ -	\$ 4,500
	Postage	\$ 415	\$ 52	\$ 7	\$ 7	\$ 20	\$ -	\$ 500
	New Software	\$ 5,686	\$ 712	\$ 89	\$ 89	\$ 274	\$ -	\$ 6,850
	Machinery & Equipment	\$ 2,905	\$ 364	\$ 46	\$ 46	\$ 140	\$ -	\$ 3,500
	Total:	\$ 16,891	\$ 2,116	\$ 265	\$ 265	\$ 814	\$ -	\$ 20,350
<b>E. Indirect Expenses</b>								
	Marion County Cost Allocation	\$ 42,409	\$ 5,314	\$ 664	\$ 664	\$ 2,044	\$ -	\$ 51,095
	<b>TOTAL BUDGET</b>	<b>\$ 356,488</b>	<b>\$ 9,423</b>	<b>\$ 1,178</b>	<b>\$ 1,178</b>	<b>\$ 3,927</b>	<b>\$ -</b>	<b>\$ 372,194</b>

**Table 1B: Task 1 Estimated Budget for FY 2021/22**

Task 1								
Estimated Budget detail for FY 2021/22								
Budget Category	Budget Category Description	FHWA (PL)	FY 2021/22 FTA 5305(d)			TD	Local	Total:
			FTA 5305(D) Federal	FTA State Match	FTA Local Match			
<b>A. Personnel</b>								
	Salaries & Benefits	\$ 294,897	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 294,897
	Total:	\$ 294,897	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 294,897
<b>B. Consultant</b>								
	CFMPOA Dues	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
	Total:	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
<b>C. Travel</b>								
	Travel Expenses	\$ 1,274	\$ 6,506	\$ 813	\$ 813	\$ 855	\$ -	\$ 10,262
	Training & Education	\$ 318	\$ 1,627	\$ 203	\$ 203	\$ 214	\$ -	\$ 2,565
	Total:	\$ 1,592	\$ 8,133	\$ 1,017	\$ 1,017	\$ 1,069	\$ -	\$ 12,827
<b>D. Direct Expenses</b>								
	Copier	\$ 2,075	\$ 300	\$ 38	\$ 38	\$ 100	\$ -	\$ 2,550
	Advertising	\$ 1,660	\$ 240	\$ 30	\$ 30	\$ 80	\$ -	\$ 2,040
	Promotional Activities (Education)	\$ 415	\$ 52	\$ 7	\$ 7	\$ 20	\$ -	\$ 500
	Office Supplies	\$ 3,735	\$ 468	\$ 59	\$ 59	\$ 180	\$ -	\$ 4,500
	Postage	\$ 415	\$ 60	\$ 8	\$ 8	\$ 20	\$ -	\$ 510
	New Software	\$ 5,810	\$ 728	\$ 91	\$ 91	\$ 280	\$ -	\$ 7,000
	Machinery & Equipment	\$ 1,245	\$ 408	\$ 51	\$ 51	\$ 45	\$ -	\$ 1,800
	Total:	\$ 15,355	\$ 2,256	\$ 282	\$ 282	\$ 725	\$ -	\$ 18,900
<b>E. Indirect Expenses</b>								
	Marion County Cost Allocation	\$ 6,642	\$ 33,927	\$ 4,241	\$ 4,241	\$ 2,044	\$ -	\$ 51,095
	<b>TOTAL BUDGET</b>	<b>\$ 323,487</b>	<b>\$ 44,316</b>	<b>\$ 5,539</b>	<b>\$ 5,539</b>	<b>\$ 3,838</b>	<b>\$ -</b>	<b>\$ 382,719</b>



## TASK 2: DATA COLLECTION

### Purpose

Identifies all data gathering activities from a number of sources including the City of Ocala, Marion County, FDOT, University of Florida, federal agencies, and law enforcement. This data is used in the development of geographic information systems (GIS) online applications and maps, TPO Traffic Counts and Trends Manual, support for the Congestion Management Plan (CMP) update, level of service/traffic analysis, identification of crashes and other tasks as deemed necessary.

### Previous Work Completed

The completed administrative activities by the TPO in FY 2018/19 and FY 2019/20.

- Completion of 2013-2017 Traffic Counts and Trends Manual in October 2018.
- Completion of 2019-2020 Traffic Counts and Trends Manual in April 2020.
- Completion of interactive and static maps for TPO website (crashes, traffic counts, transportation network features) in May 2020.
- Coordination and review of traffic counts collection with FDOT, City of Ocala and Marion County.
- Collection of crash data and information from FDOT and University of Florida Signal Four Analytics database.
- Participation in Marion County Community Traffic Safety Team (CTST).
- Participation in local and state GIS coordination meetings.
- Participation in FDOT Transportation Systems Management and Operations (TSM&O) work group.

### Required Activities

The data collection activities planned for FY 2020/21 and FY 2021/22, including end product(s) and completion date(s).

Activity	End Product(s)	Completion Date(s)
Completion of Traffic Counts and Trends Manual and companion maps	Completed manuals	March 2021, 2022
Updates to interactive and static maps for TPO website (crashes, traffic counts, multimodal transportation network features, others as determined)	Online interactive map portal hub on TPO website	2020
Participation in Community Traffic Safety Team (CTST) and Transportation Systems Management and Operations (TSM&O) and other work groups	Meetings, workshops	Monthly, Ongoing
Data collection and information to support	Congestion Management	2020-2021

update to the Congestion Management Plan (CMP)	Plan (CMP) updated data and information	
On-call data collection, analysis and GIS support services to TPO partner governments	Reports, databases, maps, etc.	Ongoing, As needed
Completion of maps (crashes, traffic counts, multimodal transportation network features, others as determined)	Static maps available for printing	As needed

**Responsible Agency:** Ocala Marion TPO

### Budget Summary

The estimated budget for Task 2 in FY 2020/21 and FY 2021/22 is summarized in Tables 2A and 2B.

**Table 2A: Task 2 Estimated Budget for FY 2020/21**

Task 2								
Estimated Budget detail for FY 2020/21								
Budget Category	Budget Category Description	FHWA (PL)	FY 2020/21 FTA 5305(d)			TD	Local	Total:
			5305(D)	State Match	Local Match			
<b>A. Personnel</b>								
	Salaries & Benefits	\$ 10,860	\$ -	\$ -	\$ -	\$ -		\$ 10,860
	Total:	\$ 10,860	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,860
<b>B. Consultant</b>								
	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>C. Travel</b>								
	Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>D. Direct Expenses</b>								
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGET</b>		<b>\$ 10,860</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,860</b>

**Table 2B: Task 2 Estimated Budget for FY 2021/22**

Task 2								
Estimated Budget detail for FY 2021/22								
Budget Category	Budget Category Description	FHWA (PL)	FY 2020/21 FTA 5305(d)			TD	Local	Total:
			5305(D)	State Match	Local Match			
<b>A. Personnel</b>								
	Salaries & Benefits	\$ 11,332	\$ -	\$ -	\$ -	\$ -		\$ 11,332
	Total:	\$ 11,332	\$ -	\$ -	\$ -	\$ -		\$ 11,332
<b>B. Consultant</b>								
	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>C. Travel</b>								
	Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>D. Direct Expenses</b>								
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>TOTAL BUDGET</b>		<b>\$ 11,332</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,332</b>

### TASK 3: LONG RANGE PLANNING

#### Purpose

Identifies activities that support the long-term implementation of TPO transportation programs and projects. Also included are activities that support partners to address transportation on a regional level.

#### Previous Work Completed

The completed long range planning activities of the TPO in FY 2018/19 and FY 2019/20.

- Continued participation in the Central Florida MPO Alliance (CFMPOA) for the development and update of Regional Project Prioritization and Transportation Regional Incentive Program (TRIP) project priorities.
- Adopted federally required performance measures, including setting five specific targets for safety.
- Coordination with local and regional partners on planning initiatives, local and regional trails and other major projects.
- Completed the Public Involvement Plan for the 2045 Long Range Transportation Plan (LRTP) update.
- Participation in the Central Florida Regional Planning Model development and review.
- Conducted initial public outreach, online survey and workshops for the 2045 LRTP update.
- Adopted the goals and objectives and corresponding weights for the 2045 LRTP.
- Completed the draft Needs Plan for the 2045 LRTP update.
- Completed the draft Financial Plan for revenue forecasting for the 2045 LRTP update.
- Conducted a second round of public involvement for the Needs Plan of the 2045 LRTP.
- Coordinated with FDOT District 5 on the Strategic Intermodal System (SIS) Plan project and priorities.

#### Required Activities

The long-range planning activities planned for FY 2020/21 and FY 2021/22, including end product(s) and completion date(s).

Activity	End Product(s)	Completion Date(s)
Completion of the 2045 LRTP draft and final documents, including 30-day public comment period	2045 LRTP Final Plan documents	November 2020
Data collection and analysis for all federally	Updated information	January –

required performance measures, including safety targets		February 2021, 2022
Updated reports on the federally required performance measures, including safety targets	Annual reports and safety target setting	February 2021, 2022
Congestion Management Plan (CPM) major update, including policy procedures and state of system reports	Updated CMP document(s) and corresponding databases, maps	June 2021
Coordination with CFMPOA on regional initiatives, priority project lists	Regional Prioritization for TRIP, Strategic Intermodal System (SIS), SUNTrails, regional transit and Transportation System Management and Operations (TSM&O) projects	July to October 2021, 2022
Coordination on local, regional projects	Meetings, technical assistance	As Needed, Ongoing
Adopt FDOT/MPOAC Transportation Performance Measures Consensus Planning Document	Adopted document into TPO performance management	December 2020

**Responsible Agency:** Ocala Marion TPO

### Budget Summary

The estimated budget for Task 3 in FY 2020/21 and FY 2021/22 is summarized in Tables 3A and 3B.

**Table 3A: Task 2 Estimated Budget for FY 2020/21**

Task 3								
Estimated Budget detail for FY 2020/21								
Budget Category	Budget Category Description	FHWA (PL)	FY 2020/21 FTA 5305(d)			TD	Local	Total:
			5305(D)	State Match	Local Match			
<b>A. Personnel</b>								
	Salaries & Benefits	\$ 38,315	\$ -	\$ -	\$ -	\$ -		\$ 38,315
	Total:	\$ 38,315	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,315
<b>B. Consultant</b>								
	Consultants	\$ 16,126	\$ 59,987	\$ 7,498	\$ 7,498	\$ -		\$ 91,110
	Total:	\$ 16,126	\$ 59,987	\$ 7,498	\$ 7,498	\$ -	\$ -	\$ 91,110
<b>C. Travel</b>								
	Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>D. Direct Expenses</b>								
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGET</b>		<b>\$ 54,441</b>	<b>\$ 59,987</b>	<b>\$ 7,498</b>	<b>\$ 7,498</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 129,425</b>

**Table 3B: Task 2 Estimated Budget for FY 2021/22**

Task 3								
Estimated Budget detail for FY 2021/22								
Budget Category	Budget Category Description	FHWA (PL)	FY 2020/21 FTA 5305(d)			TD	Local	Total:
			5305(D)	State Match	Local Match			
<b>A. Personnel</b>								
	Salaries & Benefits	\$ 40,025	\$ -	\$ -	\$ -	\$ -		\$ 40,025
	Total:	\$ 40,025	\$ -	\$ -	\$ -	\$ -		\$ 40,025
<b>B. Consultant</b>								
	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>C. Travel</b>								
	Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>D. Direct Expenses</b>								
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>TOTAL BUDGET</b>		<b>\$ 40,025</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 40,025</b>

## TASK 4: SHORT RANGE PLANNING

### Purpose

Identifies activities that support the short-term implementation of TPO transportation programs and projects. Also included are activities in support of the annual development and ongoing maintenance of the Transportation Improvement Program (TIP).

### Previous Work Completed

The completed long range planning activities of the TPO in FY 2018/19 and FY 2019/20.

- Completion of 2019 TPO Legislative Priorities.
- Completion of the Annual Priority Projects process for FY 2025 and FY 2026, including a consolidation of three prior project lists into one comprehensive list.
- Developed the annual TIP for both FY 2019/20 to 2023/24 and FY 2020/21 to 2024/25.
- Development of a new TIP document format.
- Development of a new TIP interactive online map on the TPO website.
- Processed TIP amendments.
- Assisted local governments with submission of applications to FDOT for off-system projects.
- Published annual listing of federally-funded obligated projects in 2018, 2019.

### Required Activities

The short-range planning activities planned for FY 2020/21 and FY 2021/22, including end product(s) and completion date(s).

Activity	End Product(s)	Completion Date(s)
Completion of Priority Projects process	FY 2027 Priority Projects List	May 2021
Completion of Priority Projects process	FY 2028 Priority Projects List	May 2022
Prepare annual TIP, including database, online mapping and public involvement process	FY 2021/22 to 2025/26 TIP FY 2022/23 to 2026/27 TIP	June 2021 June 2022
Updates, amendments to the TIP and online map	Updated TIP, online map	As Needed
Annual Listing of federally-funded Obligated projects	Annual Obligation Report amended in the TIP	October 2020, 2021

**Responsible Agency:** Ocala Marion TPO

## Budget Summary

The estimated budget for Task 4 in FY 2020/21 and FY 2021/22 is summarized in Tables 4A and 4B.

**Table 4A: Task 2 Estimated Budget for FY 2020/21**

Task 4								
Estimated Budget detail for FY 2020/21								
Budget Category	Budget Category Description	FHWA (PL)	FY 2020/21 FTA 5305(d)			TD	Local	Total:
			5305(D)	State Match	Local Match			
<b>A. Personnel</b>								
	Salaries & Benefits	\$ 28,864	\$ -	\$ -	\$ -	\$ -		\$ 28,864
	Total:	\$ 28,864	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,864
<b>B. Consultant</b>								
	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>C. Travel</b>								
	Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>D. Direct Expenses</b>								
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>TOTAL BUDGET</b>		<b>\$ 28,864</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 28,864</b>

**Table 4B: Task 2 Estimated Budget for FY 2021/22**

Task 4								
Estimated Budget detail for FY 2021/22								
Budget Category	Budget Category Description	FHWA (PL)	FY 2020/21 FTA 5305(d)			TD	Local	Total:
			5305(D)	State Match	Local Match			
<b>A. Personnel</b>								
	Salaries & Benefits	\$ 30,150	\$ -	\$ -	\$ -	\$ -		\$ 30,150
	Total:	\$ 30,150	\$ -	\$ -	\$ -	\$ -		\$ 30,150
<b>B. Consultant</b>								
	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>C. Travel</b>								
	Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>D. Direct Expenses</b>								
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>TOTAL BUDGET</b>		<b>\$ 30,150</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 30,150</b>

## **TASK 5: PUBLIC TRANSPORTATION**

### **Purpose**

Identifies TPO staff support activities that assist the local public transportation system, which includes services provided by SunTran and Marion Transit Service (MTS). SunTran operates fixed-route service on seven routes. MTS provides door-to-door paratransit services as well as Americans with Disabilities Act (ADA) service within the fixed-route area of SunTran service.

On April 23, 2019, the Ocala Marion TPO Board approved an interlocal agreement that transferred its duties as the policy-making board for SunTran to the Ocala City Council, effective July 1, 2019.

### **Previous Work Completed**

The completed public transportation planning activities of the TPO in FY 2018/19 and FY 2019/20.

- Provided staff support and administration to the Transportation Disadvantaged Local Coordinating Board (TDLCB).
- Conducted administration responsibilities for the FTA Transportation Disadvantaged (TD) grant, including quarterly reports, invoices and financial statements.
- SunTran grant management administration, including invoices and financial statements.
- Conducted review of the Community Transportation Coordinator (CTC).
- Completed review and approval of the CTC Annual Operating Report (AOR).
- Reviewed CTC's Annual report.
- Developed Request for Proposal (RFP) and conducted selection of CTC.
- Completion of Transit Development Plan (TDSP) review, February 2019.
- Completed updates/reviews of TDLCB Bylaws, Grievance Procedures and TD Service Plan revisions.
- Coordination with the Commission for Transportation Disadvantaged (CTD).
- Facilitated coordination between the TDLCB, CTC and MTS.
- Coordination and management of SunTran transit route realignments, public hearings.
- SunTran transit route and corresponding map updates.
- SunTran advertising procurement process.
- Updates to SunTran website.
- Completed annual National Transit Database (NTD) Report, February 2019.
- SunTran transition process and interlocal agreement development.
- FTA grant Certifications and Assurances compliance process.



## Required Activities

The public transportation activities planned for FY 2020/21 and FY 2021/22, including end product(s) and completion date(s).

Activity	End Product(s)	Completion Date(s)
Staff support and administration of the TDLCB	Meetings, packets, notifications, minutes	Quarterly
Perform CTC report and evaluation	Annual Report	February 2021, 2022
RFP and CTC selection process	CTC Contract	July 2020
Financial tasks and maintain records for TD grant	Budget for UPWP and Marion Clerk of Court	Ongoing
Prepare and submit progress reports and invoices for TD grant	Invoices and progress reports	Quarterly
Meetings and coordination with CTC, Commission for Transportation Disadvantaged (CTD) and SunTran	Meetings	Ongoing, As needed
Staff training for Transportation Disadvantaged	CTD Annual Conference and workshops	2020, 2021
Updates/Reviews/Amendments to TDLCB Bylaws, Grievance Procedures and TD Service Plan (TDSP)	Updated documents	Ongoing, As needed
Review and approval of CTC Annual Operating Report (AOR)	AOR Review	Annual 2020, 2021
Conduct TD Public workshop	Public workshop meeting	2020/2021
Coordination and support for TDSP with MTS and TDLCB	Annual updated tactical plan	June 2020 June 2021
Prepare and review Actual Expenditure Report (AER)	Annual Expenditure Report (AER)	August 2020 August 2021
Coordinate with SunTran on the federally required transit safety performance measures	Reporting and amendment of targets in TIP	October 2021
Coordination and support for public transportation in development of short-term and long-term planning needs for TPO area	Technical assistance, meetings, data and information gathering	As needed

**Responsible Agency:** Ocala Marion TPO

## Budget Summary

The estimated budget for Task 5 in FY 2020/21 and FY 2021/22 is summarized in Tables 5A and 5B on the next page.

**Table 5A: Task 2 Estimated Budget for FY 2020/21**

Task 5								
Estimated Budget detail for FY 2020/21								
Budget Category	Budget Category Description	FHWA (PL)	FY 2020/21 FTA 5305(d)			TD	Local	Total:
			5305(D)	State Match	Local Match			
<b>A. Personnel</b>								
	Salaries & Benefits	\$ 11,775	\$ -	\$ -	\$ -	\$ 22,411		\$ 34,185
	Total:	\$ 11,775	\$ -	\$ -	\$ -	\$ 22,411		\$ 34,185
<b>B. Consultant</b>								
	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>C. Travel</b>								
	Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>D. Direct Expenses</b>								
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>TOTAL BUDGET</b>		<b>\$ 11,775</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,411</b>		<b>\$ 34,185</b>

**Table 5B: Task 2 Estimated Budget for FY 2021/22**

Task 5								
Estimated Budget detail for FY 2021/22								
Budget Category	Budget Category Description	FHWA (PL)	FY 2020/21 FTA 5305(d)			TD	Local	Total:
			5305(D)	State Match	Local Match			
<b>A. Personnel</b>								
	Salaries & Benefits	\$ 12,287	\$ -	\$ -	\$ -	\$ 22,984		\$ 35,271
	Total:	\$ 12,287	\$ -	\$ -	\$ -	\$ 22,984		\$ 35,271
<b>B. Consultant</b>								
	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>C. Travel</b>								
	Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>D. Direct Expenses</b>								
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>TOTAL BUDGET</b>		<b>\$ 12,287</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,984</b>		<b>\$ 35,271</b>

## TASK 6: PUBLIC INVOLVEMENT

### Purpose

Identifies all activities that involve the public in the TPO’s transportation planning process. This includes information dissemination, review of all federally required plans and programs, TPO meetings, public hearings and workshops.

### Previous Work Completed

The completed public involvement planning activities of the TPO in FY 2018/19 and FY 2019/20.

- Developed and designed a new independent TPO website at: <https://ocalamariontpo.org>.
- Completed regular updates on the TPO website, including public notices for meetings, all federally required planning document reviews and notifications of the TPO office relocation.
- Developed new information fact sheets for public education and awareness.
- Implemented a new TPO social media platform on Facebook, Twitter and LinkedIn.
- Published a Social Media and Website Plan.
- Updated the Title VI Plan in 2018 and 2020.
- Updated the Public Involvement Plan in 2018 and 2020.
- Hosted local FDOT Mobility Week events in Marion County in 2018 and 2019.
- Provided public notices for meetings within seven (7) days to meet state Sunshine Law.
- Updated the TPO Title VI Plan.
- Updated the TPO Public Participation Plan.
- Conducted an evaluation of the
- Developed Limited English Proficiency “I Speak Cards” for use in all TPO meetings.
- Instituted non-discrimination statements on all public meeting notices and agendas.
- Documented and responded to all public inquiries and requests for information.

### Required Activities

The public involvement activities planned for FY 2020/21 and FY 2021/22, including end product(s) and completion date(s).

Activity	End Product(s)	Completion Date(s)
Promote greater awareness and understanding of the TPO and planning process	Fact sheets, infographics, annual report	Ongoing
Regular updates to TPO website content	Up to date website	Ongoing

Develop new TPO Annual Report to highlight major activities, accomplishments	2020, 2021 Annual Reports	January 2021, 2022
Expand social media outreach to gain greater input and feedback on planning activities	Routine postings via Facebook, Twitter, LinkedIn	Weekly
Advertise all TPO meetings with minimum 7 days notice to meet state Sunshine Law	Meeting notifications	Monthly, As required
Updates to Public Participation Plan	Revised Public Participation Plan	As needed
Updates to Title VI Plan	Revised Title VI Plan	As needed
Update the TPO DBE Plan	Updated DBE Plan	September 2020
Monitor and respond to all Title VI and ADA complaints	Formal response, documented report(s)	As needed, As required
Monitor DBE participation and report payments for work completed for TPO	Summary report(s)	As needed, As required
Document and respond to all public inquiries and information requests	Formal responses, documented	Ongoing
Develop outreach materials for public awareness	Brochures, summary cards, pamphlets	Ongoing
Procurement of social media archive services	Social Media archives subscription service	July 2020
Attend Title VI, ADA, DBE, Limited English Proficiency (LEP) and public involvement training	Completed trainings	Ongoing, Annual
Outreach to attract membership for the Citizens Advisory Committee (CAC)	New members of the CAC	Ongoing
Participate in FDOT Mobility Week events	Serve as a local host partner	2020, 2021

**Responsible Agency:** Ocala Marion TPO

### **Budget Summary**

The estimated budget for Task 6 in FY 2020/21 and FY 2021/22 is summarized in Tables 6A and 6B on the next page.

**Table 6A: Task 2 Estimated Budget for FY 2020/21**

Task 6								
Estimated Budget detail for FY 2020/21								
Budget Category	Budget Category Description	FHWA (PL)	FY 2020/21 FTA 5305(d)			TD	Local	Total:
			5305(D)	State Match	Local Match			
<b>A. Personnel</b>								
	Salaries & Benefits	\$ 39,222	\$ -	\$ -	\$ -	\$ -		\$ 39,222
	Total:	\$ 39,222	\$ -	\$ -	\$ -	\$ -		\$ 39,222
<b>B. Consultant</b>								
	TPO Website Maint. & Hosting	\$ 3,091	\$ -	\$ -	\$ -	\$ 929		\$ 4,020
	Total:	\$ 3,091	\$ -	\$ -	\$ -	\$ 929		\$ 4,020
<b>C. Travel</b>								
	Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>D. Direct Expenses</b>								
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>TOTAL BUDGET</b>		<b>\$ 42,313</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 929</b>		<b>\$ 43,242</b>

**Table 6B: Task 2 Estimated Budget for FY 2021/22**

Task 6								
Estimated Budget detail for FY 2021/22								
Budget Category	Budget Category Description	FHWA (PL)	FY 2020/21 FTA 5305(d)			TD	Local	Total:
			5305(D)	State Match	Local Match			
<b>A. Personnel</b>								
	Salaries & Benefits	\$ 40,926	\$ -	\$ -	\$ -	\$ -		\$ 40,926
	Total:	\$ 40,926	\$ -	\$ -	\$ -	\$ -		\$ 40,926
<b>B. Consultant</b>								
	TPO Website Maint. & Hosting	\$ 4,020	\$ -	\$ -	\$ -	\$ -		\$ 4,020
	Total:	\$ 4,020	\$ -	\$ -	\$ -	\$ -		\$ 4,020
<b>C. Travel</b>								
	Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>D. Direct Expenses</b>								
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>TOTAL BUDGET</b>		<b>\$ 44,946</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 44,946</b>

## TASK 7: SPECIAL PROJECTS

### Purpose

Identifies special projects and activities that are non-recurring, such as planning studies and research in support of various transportation issues.

### Previous Work Completed

The completed special transportation planning activities of the TPO in FY 2018/19 and FY 2019/20.

- Completed Pennsylvania Avenue Multimodal Improvements Study in 2019.
- Completed Regional Trails Facilities Plan in 2019.

### Required Activities

The special project activities planned for FY 2020/21 and FY 2021/22, including end product(s) and completion date(s).

Activity	End Product(s)	Completion Date(s)
Complete a safety plan and/or strategies to improve safety for all users in Marion County	Safety Plan/Study	2021
Complete Economic and Community Benefits of Bicycling and Trails in Marion County	Report	2021
Conduct corridor or subarea studies to improve mobility, safety and support economic development in Marion County	Studies	As requested
Complete transportation studies for major activity centers (e.g. downtown, employment hub)	Studies	As requested
Assess/identify vulnerable road and bridge assets that may be disrupted or damaged by extreme weather events	Study	As needed
Plan for the integration of automated, connected, electric, shared vehicles and other emerging technologies	Study	As needed

**Responsible Agency:** Ocala Marion TPO

## Budget Summary

The estimated budget for Task 7 in FY 2020/21 and FY 2021/22 is summarized in Tables 7A and 7B.

**Table 7A: Task 2 Estimated Budget for FY 2020/21**

Task 7								
Estimated Budget detail for FY 2020/21								
Budget Category	Budget Category Description	FHWA (PL)	FY 2020/21 FTA 5305(d)			TD	Local	Total:
			5305(D)	State Match	Local Match			
<b>A. Personnel</b>								
	Salaries & Benefits	\$ 14,439	\$ -	\$ -	\$ -	\$ -		\$ 14,439
	Total:	\$ 14,439	\$ -	\$ -	\$ -	\$ -		\$ 14,439
<b>B. Consultant</b>								
	Consultants*	\$ 178,348	\$ -	\$ -	\$ -	\$ -		\$ 178,348
	Total:	\$ 178,348	\$ -	\$ -	\$ -	\$ -		\$ 178,348
<b>C. Travel</b>								
	Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>D. Direct Expenses</b>								
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>TOTAL BUDGET</b>		<b>\$ 192,787</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 192,787</b>
<p>*In addition to the amount for consultant services listed above, consultants will be used to develop a Congestion Management Plan (CMP), and an Economic Study regarding the impacts of cycling and trails. Both of these studies/plans are documented in the previous UPWP FY 18-20. The TPO will utilize previously authorized 5305(d) funds to complete these projects. For more financial information regarding these projects please visit the TPO's previous UPWP, which can be found on our website at the following link <a href="https://ocalamariontpo.org/plans-and-programs/unified-planning-work-plan-upwp/">https://ocalamariontpo.org/plans-and-programs/unified-planning-work-plan-upwp/</a></p>								

**Table 7B: Task 2 Estimated Budget for FY 2021/22**

Task 7								
Estimated Budget detail for FY 2021/22								
Budget Category	Budget Category Description	FHWA (PL)	FY 2020/21 FTA 5305(d)			TD	Local	Total:
			5305(D)	State Match	Local Match			
<b>A. Personnel</b>								
	Salaries & Benefits	\$ 15,090	\$ -	\$ -	\$ -	\$ -		\$ 15,090
	Total:	\$ 15,090	\$ -	\$ -	\$ -	\$ -		\$ 15,090
<b>B. Consultant</b>								
	Consultants*	\$ 17,656	\$ 30,074	\$ 3,759	\$ 3,759	\$ -		\$ 55,248
	Total:	\$ 17,656	\$ 30,074	\$ 3,759	\$ 3,759	\$ -		\$ 55,248
<b>C. Travel</b>								
	Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>D. Direct Expenses</b>								
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>TOTAL BUDGET</b>		<b>\$ 32,746</b>	<b>\$ 30,074</b>	<b>\$ 3,759</b>	<b>\$ 3,759</b>	<b>\$ -</b>		<b>\$ 70,338</b>
<p>*In addition to the amount for consultant services listed above, consultants will be used to develop a Congestion Management Plan (CMP), and an Economic Study regarding the impacts of cycling and trails. Both of these studies/plans are documented in the previous UPWP FY 18-20. The TPO will utilize previously authorized 5305(d) funds to complete these projects. For more financial information regarding these projects please visit the TPO's previous UPWP, which can be found on our website at the following link <a href="https://ocalamariontpo.org/plans-and-programs/unified-planning-work-plan-upwp/">https://ocalamariontpo.org/plans-and-programs/unified-planning-work-plan-upwp/</a></p>								

## TASK 8: LOCAL FUND

### Purpose

Identifies activities and expenditures that are non-reimbursable from state and federal grant sources or local match funds.

### Previous Work Completed

This is a newly proposed dedicated TPO fund. Past sources of miscellaneous local funds provided by the City of Ocala and Marion County supported the following activities in FY 2018/19 and FY 2019/20:

- Professional planning member dues to the American Planning Association (APA).
- Annual legislative dues to the Florida Metropolitan Planning Organization Advisory Council (MPOAC).
- Data cabling to new TPO offices at Marion County Growth Services building.
- Non-reimbursable travel.
- Office expenses.

### Required Activities

The activities planned for FY 2020/21 and FY 2021/22 that will be supported by local funding.

Activity	End Product(s)	Completion Date(s)
Staff professional planning membership dues, American Planning Association	APA memberships	Annual
Legislative dues/contribution to MPOAC	Annual MPOAC contribution	2020, 2021
Legislative/ policy activities including travel and staff support	Travel, staff time reimbursement	As needed
Payment for office expenses not reimbursed by federal grants (PL, 5305d, TD)	Office expenses	As needed

**Responsible Agency:** Ocala Marion TPO

### Budget Summary

The estimated budget for Task 6 in FY 2020/21 and FY 2021/22 is summarized in Tables 8A and 8B on the next page.



**Table 8A: Task 2 Estimated Budget for FY 2020/21**

Task 8								
Estimated Budget detail for FY 2020/21								
Budget Category	Budget Category Description	FHWA (PL)	FY 2020/21 FTA 5305(d)			TD	Local	Total:
			5305(D)	State Match	Local Match			
<b>A. Personnel</b>								
	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>B. Consultant</b>								
	MPOAC Dues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
<b>C. Travel</b>								
	Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
<b>D. Direct Expenses</b>								
	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
	Professional Memberships & Dues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500
<b>TOTAL BUDGET</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,500

**Table 8B: Task 2 Estimated Budget for FY 2021/22**

Task 8								
Estimated Budget detail for FY 2021/22								
Budget Category	Budget Category Description	FHWA (PL)	FY 2020/21 FTA 5305(d)			TD	Local	Total:
			5305(D)	State Match	Local Match			
<b>A. Personnel</b>								
	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>B. Consultant</b>								
	MPOAC Dues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
<b>C. Travel</b>								
	Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
<b>D. Direct Expenses</b>								
	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
	Professional Memberships & Dues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500
<b>TOTAL BUDGET</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,500

## SUMMARY BUDGET TABLES

### FISCAL YEAR 2020/2021 SUMMARY BY TASK AND FUNDING SOURCE

FY 2020/21 FUNDING SOURCES														
TASK	ELEMENT	Planning Funds (PL)			Local Fund	FTA Section 5305(d)			TD	Total			Task Total	
		FHWA	FDOT Soft Match**	*Deobligation FY 18/19		FY 2020/21 FTA 5305(d)				State	Federal	State		Local
						FTA	FDOT	Local						
1	Admin	\$ 356,488	\$ 64,168	\$ 26,300	\$ -	\$ 9,423	\$ 1,178	\$ 1,178	\$ 3,927	\$ 365,911	\$ 5,105	\$ 1,178	\$ 372,194	
2	Data/Safety	\$ 10,860	\$ 1,955	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,860	\$ -	\$ -	\$ 10,860	
3	LRP	\$ 54,441	\$ 9,799	\$ -	\$ -	\$ 59,987	\$ 7,498	\$ 7,498	\$ -	\$ 114,428	\$ 7,498	\$ 7,498	\$ 129,425	
4	SRP	\$ 28,864	\$ 5,195	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,864	\$ -	\$ -	\$ 28,864	
5	Public Trans.	\$ 11,775	\$ 2,119	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,411	\$ 11,775	\$ 22,411	\$ -	\$ 34,185	
6	Public Inv.	\$ 42,758	\$ 7,697	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 484	\$ 42,758	\$ 484	\$ -	\$ 43,242	
7	Special Proj.	\$ 192,787	\$ 34,702	\$ 176,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 192,787	\$ -	\$ -	\$ 192,787	
8	Local Funds	\$ -	\$ -	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,500	
TOTAL:		\$ 697,973	\$ 125,635	\$ 203,000	\$ 3,500	\$ 69,410	\$ 8,676	\$ 8,676	\$ 26,821	\$ 767,383	\$ 35,498	\$ 12,176	\$ 815,057	

\*Deobligation amounts included in Federal PL allocation  
 \*\*For FY 2020/21, FDOT will soft match 18% federal planning funds in the amount of \$125,635. Soft Match is not included in Task Total

FY 2020/21 AGENCY PARTICIPATION								
TASK	ELEMENT	FHWA	FTA	FDOT	TD	Local	Consultant*	Total
1	Admin	\$ 356,488	\$ 9,423	\$ 1,178	\$ 3,927	\$ 1,178	\$ 5,000	\$ 372,194
2	Data/Safety	\$ 10,860	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,860
3	LRP	\$ 54,441	\$ 59,987	\$ 7,498	\$ -	\$ 7,498	\$ 91,110	\$ 129,425
4	SRP	\$ 28,864	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,864
5	Public Trans.	\$ 11,775	\$ -	\$ -	\$ 22,411	\$ -	\$ -	\$ 34,185
6	Public Inv.	\$ 42,758	\$ -	\$ -	\$ 484	\$ -	\$ 4,020	\$ 43,242
7	Special Proj.	\$ 192,787	\$ -	\$ -	\$ -	\$ -	\$ 178,348	\$ 192,787
8	Local Funds	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ 500	\$ 3,500
TOTAL:		\$ 697,973	\$ 69,410	\$ 8,676	\$ 26,821	\$ 12,176	\$ 278,978	\$ 815,057

\*Consultant charges not included in total, as they are already calculated within each agencies charges for that specific task

### FISCAL YEAR 2021/2022 SUMMARY BY TASK AND FUNDING SOURCE

FY 2021/22 FUNDING SOURCES													
TASK	ELEMENT	Planning Funds (PL)			Local	FTA Section 5305(d)			TD	Total			Task Total
		FHWA	FDOT Soft Match**	*Deobligation FY 19/20		Local Fund	FY 2019/20 FTA 5305(d)						
					FTA		FDOT	Local	State	Federal	State	Local	
1	Admin	\$ 323,487	\$ 58,228	\$ -	\$ -	\$ 44,316	\$ 5,539	\$ 5,539	\$ 3,838	\$ 367,803	\$ 9,377	\$ 5,539	\$ 382,719
2	Data/Safety	\$ 11,332	\$ 2,040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,332	\$ -	\$ -	\$ 11,332
3	LRP	\$ 40,025	\$ 7,205	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,025	\$ -	\$ -	\$ 40,025
4	SRP	\$ 30,150	\$ 5,427	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,150	\$ -	\$ -	\$ 30,150
5	Public Trans.	\$ 12,287	\$ 2,212	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,984	\$ 12,287	\$ 22,984	\$ -	\$ 35,271
6	Public Inv.	\$ 44,946	\$ 8,090	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,946	\$ -	\$ -	\$ 44,946
7	Special Proj.	\$ 32,746	\$ 5,894	\$ -	\$ -	\$ 30,074	\$ 3,759	\$ 3,759	\$ -	\$ 62,819	\$ 3,759	\$ 3,759	\$ 70,338
8	Local Funds	\$ -	\$ -	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,500
<b>TOTAL:</b>		<b>\$ 494,973</b>	<b>\$ 89,095</b>	<b>\$ -</b>	<b>\$ 3,500</b>	<b>\$ 74,389</b>	<b>\$ 9,299</b>	<b>\$ 9,299</b>	<b>\$ 26,821</b>	<b>\$ 569,362</b>	<b>\$ 36,120</b>	<b>\$ 12,799</b>	<b>\$ 618,281</b>

\*Deobligation amounts included in Federal PL allocation  
 \*\*For FY 2021/22, FDOT will soft match 18% federal planning funds in the amount of \$89,095 Soft Match is not included in Task Total

FY 2021/22 AGENCY PARTICIPATION								
TASK	ELEMENT	FHWA	FTA	FDOT	TD	Local	Consultant*	Total
1	Admin	\$ 323,487	\$ 44,316	\$ 5,539	\$ 3,838	\$ 5,539	\$ 5,000	\$ 382,719
2	Data/Safety	\$ 11,332	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,332
3	LRP	\$ 40,025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,025
4	SRP	\$ 30,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,150
5	Public Trans.	\$ 12,287	\$ -	\$ -	\$ 22,984	\$ -	\$ -	\$ 35,271
6	Public Inv.	\$ 44,946	\$ -	\$ -	\$ -	\$ -	\$ 4,020	\$ 44,946
7	Special Proj.	\$ 32,746	\$ 30,074	\$ 3,759	\$ -	\$ 3,759	\$ 55,248	\$ 70,338
8	Local Funds	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ 500	\$ 3,500
<b>TOTAL:</b>		<b>\$ 494,973</b>	<b>\$ 74,389</b>	<b>\$ 9,299</b>	<b>\$ 26,821</b>	<b>\$ 9,299</b>	<b>\$ 64,768</b>	<b>\$ 618,281</b>

\*Consultant charges not included in total, as they are already calculated within each agencies charges for that specific task

**ESTIMATED BUDGET DETAIL FISCAL YEAR (FY) 2020/2021**

JULY 1, 2020 - JUNE 30, 2021 BUDGET								
Budget Category/Description	FHWA (PL)	FTA 5305(d) FY 20/21	FTA 5305(d) BREAKDOWN			TD	Local	Total
			FEDERAL	STATE	LOCAL			
<b>A. Personnel</b>								
Salaries and Fringe Benefits	\$ 425,800	\$ -	\$ -	\$ -	\$ -	\$ 22,411	\$ -	\$ 448,210
<b>Subtotal:</b>	<b>\$ 425,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,411</b>	<b>\$ -</b>	<b>\$ 448,210</b>
<b>B. Consultant Services</b>								
Consultant Services	\$ 203,010	\$ 74,984	\$ 59,987	\$ 7,498	\$ 7,498	\$ 484	\$ 500	\$ 278,978
<b>Subtotal:</b>	<b>\$ 203,010</b>	<b>\$ 74,984</b>	<b>\$ 59,987</b>	<b>\$ 7,498</b>	<b>\$ 7,498</b>	<b>\$ 484</b>	<b>\$ 500</b>	<b>\$ 278,978</b>
<b>C. Travel</b>								
Travel	\$ 9,864	\$ 2,491	\$ 1,993	\$ 249	\$ 249	\$ 1,069	\$ 500	\$ 13,924
<b>Subtotal:</b>	<b>\$ 9,864</b>	<b>\$ 2,491</b>	<b>\$ 1,993</b>	<b>\$ 249</b>	<b>\$ 249</b>	<b>\$ 1,069</b>	<b>\$ 500</b>	<b>\$ 13,924</b>
<b>D. Direct Expenses</b>								
Postage & Freight	\$ 415	\$ 65	\$ 52	\$ 7	\$ 7	\$ 20	\$ -	\$ 500
Rent & Leases - Equip. (Copier)	\$ 2,075	\$ 325	\$ 260	\$ 33	\$ 33	\$ 100	\$ -	\$ 2,500
Advertising - Legal	\$ 1,660	\$ 260	\$ 208	\$ 26	\$ 26	\$ 80	\$ -	\$ 2,000
Promotional Activities	\$ 415	\$ 65	\$ 52	\$ 7	\$ 7	\$ 20	\$ -	\$ 500
Office Supplies	\$ 3,735	\$ 585	\$ 468	\$ 59	\$ 59	\$ 180	\$ 500	\$ 5,000
Operating - Computer Software	\$ 5,686	\$ 891	\$ 712	\$ 89	\$ 89	\$ 274	\$ -	\$ 6,850
Dues & Memberships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
Machinery & Equipment	\$ 2,905	\$ 455	\$ 364	\$ 46	\$ 46	\$ 140	\$ -	\$ 3,500
<b>Subtotal:</b>	<b>\$ 16,891</b>	<b>\$ 2,646</b>	<b>\$ 2,116</b>	<b>\$ 265</b>	<b>\$ 265</b>	<b>\$ 814</b>	<b>\$ 2,500</b>	<b>\$ 22,850</b>
<b>E. Indirect Expenses</b>								
Marion County Cost Allocation	\$ 42,409	\$ 6,642	\$ 5,314	\$ 664	\$ 664	\$ 2,044	\$ -	\$ 51,095
<b>SubTotal:</b>	<b>\$ 42,409</b>	<b>\$ 6,642</b>	<b>\$ 5,314</b>	<b>\$ 664</b>	<b>\$ 664</b>	<b>\$ 2,044</b>	<b>\$ -</b>	<b>\$ 51,095</b>
<b>Revenues</b>	<b>\$ 697,973</b>	<b>\$ 86,763</b>	<b>\$ 69,410</b>	<b>\$ 8,676</b>	<b>\$ 8,676</b>	<b>\$ 26,821</b>	<b>\$ 3,500</b>	<b>\$ 815,057</b>
<b>Expenditures</b>	<b>\$ 697,973</b>	<b>\$ 86,763</b>	<b>\$ 69,410</b>	<b>\$ 8,676</b>	<b>\$ 8,676</b>	<b>\$ 26,821</b>	<b>\$ 3,500</b>	<b>\$ 815,057</b>
<b>Total Remaining</b>	<b>\$ (0)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ (0)</b>

**ESTIMATED BUDGET DETAIL FISCAL YEAR (FY) 2021/2022**

JULY 1, 2021 - JUNE 30, 2022 BUDGET								
Budget Category/Description	FHWA (PL)	FTA 5305(d) FY 21/22	FTA 5305(d) BREAKDOWN			TD	Local	Total
			FEDERAL	STATE	LOCAL			
<b>A. Personnel</b>								
Salaries and Fringe Benefits	\$ 444,707	\$ -	\$ -	\$ -	\$ -	\$ 22,984	\$ -	\$ 467,691
<b>Subtotal:</b>	<b>\$ 444,707</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,984</b>	<b>\$ -</b>	<b>\$ 467,691</b>
<b>B. Consultant Services</b>								
Consultant Services	\$ 26,676	\$ 37,592	\$ 30,074	\$ 3,759	\$ 3,759	\$ -	\$ 500	\$ 64,768
<b>Subtotal:</b>	<b>\$ 26,676</b>	<b>\$ 37,592</b>	<b>\$ 30,074</b>	<b>\$ 3,759</b>	<b>\$ 3,759</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 64,768</b>
<b>C. Travel</b>								
Travel	\$ 1,592	\$ 10,166	\$ 8,133	\$ 1,017	\$ 1,017	\$ 1,069	\$ 500	\$ 13,327
<b>Subtotal:</b>	<b>\$ 1,592</b>	<b>\$ 10,166</b>	<b>\$ 8,133</b>	<b>\$ 1,017</b>	<b>\$ 1,017</b>	<b>\$ 1,069</b>	<b>\$ 500</b>	<b>\$ 13,327</b>
<b>D. Direct Expenses</b>								
Postage & Freight	\$ 415	\$ 75	\$ 60	\$ 8	\$ 8	\$ 20	\$ -	\$ 510
Rent & Leases - Equip. (Copier)	\$ 2,075	\$ 375	\$ 300	\$ 38	\$ 38	\$ 100	\$ -	\$ 2,550
Advertising - Legal	\$ 1,660	\$ 300	\$ 240	\$ 30	\$ 30	\$ 80	\$ -	\$ 2,040
Promotional Activities	\$ 415	\$ 65	\$ 52	\$ 7	\$ 7	\$ 20	\$ -	\$ 500
Office Supplies	\$ 3,735	\$ 585	\$ 468	\$ 59	\$ 59	\$ 180	\$ 500	\$ 5,000
Operating - Computer Software	\$ 5,810	\$ 910	\$ 728	\$ 91	\$ 91	\$ 280	\$ -	\$ 7,000
Dues & Memberships			\$ -	\$ -	\$ -		\$ 2,000	\$ 2,000
Machinery & Equipment	\$ 1,245	\$ 510	\$ 408	\$ 51	\$ 51	\$ 45	\$ -	\$ 1,800
<b>SubTotal:</b>	<b>\$ 15,355</b>	<b>\$ 2,820</b>	<b>\$ 2,256</b>	<b>\$ 282</b>	<b>\$ 282</b>	<b>\$ 725</b>	<b>\$ 2,500</b>	<b>\$ 21,400</b>
<b>E. Indirect Expenses</b>								
Marion County - Cost Allocation	\$ 6,642	\$ 42,409	\$ 33,927	\$ 4,241	\$ 4,241	\$ 2,044	\$ -	\$ 51,095
<b>SubTotal:</b>	<b>\$ 6,642</b>	<b>\$ 42,409</b>	<b>\$ 33,927</b>	<b>\$ 4,241</b>	<b>\$ 4,241</b>	<b>\$ 2,044</b>	<b>\$ -</b>	<b>\$ 51,095</b>
<b>Revenues</b>	<b>\$ 494,973</b>	<b>\$ 92,987</b>	<b>\$ 74,390</b>	<b>\$ 9,299</b>	<b>\$ 9,299</b>	<b>\$ 26,821</b>	<b>\$ 3,500</b>	<b>\$ 618,281</b>
<b>Expenditures</b>	<b>\$ 494,973</b>	<b>\$ 92,987</b>	<b>\$ 74,389</b>	<b>\$ 9,299</b>	<b>\$ 9,299</b>	<b>\$ 26,821</b>	<b>\$ 3,500</b>	<b>\$ 618,281</b>
<b>Total Remaining</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ 0</b>

## **APPENDIX A: UPWP STATEMENTS AND ASSURANCES**

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**DEBARMENT and SUSPENSION CERTIFICATION**

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

- (1) The Ocala/Marion County TPO hereby certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
  - (d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.
- (2) The Ocala/Marion County TPO 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.

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Name: Jeff Gold  
Title: TPO Chairman

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Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

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POLICY PLANNING  
05/18

**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 Ocala/Marion County TPO that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Ocala/Marion County TPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Ocala/Marion County TPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, 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.

---

Name: Jeff Gold  
Title: TPO Chairman

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Date



FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

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**DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

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

The Ocala/Marion County TPO, 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 Ocala/Marion County TPO, in a non-discriminatory environment.

The Ocala/Marion County TPO shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code

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Name: Jeff Gold  
Title: TPO Chairman

---

Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**TITLE VI/ NONDISCRIMINATION ASSURANCE**

Pursuant to Section 9 of US DOT Order 1050.2A, the Ocala/Marion County TPO assures the Florida Department of Transportation (FDOT) 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, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Ocala/Marion County TPO further assures FDOT that it will undertake the following with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendices A and E* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the 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 your agency's programs.

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

\_\_\_\_\_  
Name: Jeff Gold  
Title: TPO Chairman

\_\_\_\_\_  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)  
STATEMENTS AND ASSURANCES**

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POLICY PLANNING  
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**APPENDICES A and E**

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

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

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
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05/18

- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)

## **APPENDIX B: GLOSSARY OF TERMS AND ACRONYMS**

# Glossary of Terms and Acronyms



**OCALA MARION  
TRANSPORTATION  
PLANNING  
ORGANIZATION**

ACRYONYM	NAME	DESCRIPTION
3-C	Continuing, Cooperative, and Comprehensive	A Comprehensive, Cooperative, and Continuing (3-C) process is required for initiatives to be eligible for Federal transportation funding.
AADT	Annual Average Daily Traffic	The average volume of traffic per day on a particular road or section of road.
ACES	Automated, Connected, Electric, Shared Vehicles	Term used to describe vehicles that are self-driving, electronically-connected and powered, and/or used for ridesharing.
ACS	American Community Survey	The American Community Survey is an ongoing survey that provides vital information on a yearly basis about our nation and its people.
ADA	Americans with Disabilities Act	The Americans with Disabilities Act prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities.
AER	Actual Expenditure Report	An annual report, completed by the planning agency and the Community Transportation Coordinator (CTC), to inform the Commission for the Transportation Disadvantaged (CTD) of the specific amount of funds the agency expended for transportation disadvantaged services.
AMPO	Association of Metropolitan Planning Organizations	Organization that provides MPOs with technical assistance, transportation research and a variety of other transportation-related services.
AOR	Annual Operating Report	An annual report prepared by the Community Transportation Coordinator (CTC) that provides a summary of performance trends detailing its designated service area and operational statistics.
ATMS	Automated Traffic Management System	ATMS is used to improve the efficiency of the transportation network. It utilizes data-analysis and communication technology to reduce congestion in real-time due to crashes and other traffic problems.
BEA	Bureau of Economic Analysis	Federal agency within the Department of Commerce that provides economic data and projections.
BEBR	Bureau of Economics & Business Research	Research center at the University of Florida that performs economic and demographic research to inform public policy and business decision making (Definition taken from A2RU - <a href="https://www.a2ru.org/bebr-bureau-of-economics-business-research/">https://www.a2ru.org/bebr-bureau-of-economics-business-research/</a> )
BLS	Bureau of Labor Statistics	Federal agency within the Department of Labor that tracks federal employment data.
BTS	Bureau of Transportation Statistics	The Bureau of Transportation Statistics was established as a statistical agency in 1992. The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 created BTS to administer data collection, analysis, and reporting and to ensure the most cost-effective use of transportation-monitoring resources.



CAAA	Clean Air Act Amendments of 1990	The original Clean Air Act was passed in 1963, but the national air pollution control program is actually based on the 1970 revision of the law. The Clean Air Act as amended in 1990 made major changes and contains the most far reaching revisions of the 1970 law.
CAC	Citizen Advisory Committee	The Citizens Advisory Committee (CAC) advises the TPO on local transportation issues based on the input of citizens they represent in the area. The TPO strives to keep the composition of the CAC diverse in terms of geographic location and professions represented.
CBSA	Core Based Statistical Areas	CBSAs consist of the county or counties or equivalent entities associated with at least one core (urbanized area or urban cluster) of at least 10,000 population, plus adjacent counties having a high degree of social and economic integration with the core. Social and economic integration is measured in the form of commuting and other reoccurring travel.
CFMPOA	Central Florida Metropolitan Planning Organization Alliance	A partnership of Transportation Planning Organizations in Central Florida created to provide transportation solutions throughout the region.
CFR	Code of Federal Regulations	The codification of the rules published in the Federal Register by the executive departments and agencies of the Federal Government. These are the administrative rules and regulations that clarify the impact of the United States Code (USC) or the law.
CFRPM	Central Florida Regional Planning Model	Travel demand forecasting tool used by numerous planning agencies throughout central Florida.
CMAQ	Congestion Mitigation and Air Quality Improvement Program	The CMAQ program funds transportation projects and programs in air quality non-attainment and maintenance areas that reduce traffic congestion and transportation related emissions (ozone, carbon monoxide, particulate matter, etc.).
CMP	Congestion Management Process	A systematic approach required in transportation management areas (TMAs) that provides for effective management and operation. Provides information on transportation system performance and finds alternative ways to alleviate congestion and enhance the mobility of people and goods, to levels that meet state and local needs.
CTC	Community Transportation Coordinator	Community Transportation Coordinators are businesses or county departments responsible for arrangement of transportation services delivered to the transportation disadvantaged. (Definition taken from Lee MPO - <a href="http://leempo.com/programs-products/transportation-disadvantaged/">http://leempo.com/programs-products/transportation-disadvantaged/</a> )
CTD	Commission for the Transportation Disadvantaged	Created in 1989, the CTD was created to provide statewide policy guidance to Florida's Transportation Disadvantaged Program, which coordinates funds to provide older adults, persons with disabilities and people with limited access to employment, health care and educational opportunities. (Definition taken from NCFRPC - <a href="http://www.ncfrpc.org/TD/td.html">http://www.ncfrpc.org/TD/td.html</a> )
CTPP	Census Transportation Planning Products	The CTPP is a set of special tabulations designed by and for transportation planners using large sample surveys conducted by the Census Bureau.



CTST	Community Traffic Safety Team	An organization created to inform the public about transportation safety issues. Major events conducted by the Marion County CTST include “Walk Your Child to School Day”, a mock DUI scenario, and a Battle of the Belts competition.
DBE	Disadvantaged Business Enterprise	The DBE program ensures that federally-assisted contracts for transportation projects are made available for small businesses owned/controlled by socially and economically disadvantaged individuals (Definition taken from FHWA - <a href="https://www.fhwa.dot.gov/civilrights/programs/dbe/">https://www.fhwa.dot.gov/civilrights/programs/dbe/</a> )
DOPA	Designated Official Planning Agency	An agency that assists the Florida Commission for the Transportation Disadvantaged (CTD) in the coordination of safe, efficient, cost effective transportation services to those who are transportation disadvantaged. (Definition taken from CTD - <a href="https://ctd.fdot.gov/communitytransystem.htm">https://ctd.fdot.gov/communitytransystem.htm</a> )
DOT	Department of Transportation	When used alone, indicates the U.S. Department of Transportation. In conjunction with a place name, indicates state, city, or county transportation agency.
DRI	Development of Regional Impact	A large-scale development project that may impact multiple counties or jurisdictions.
EIS	Environmental Impact Statement	Report developed as part of the National Environmental Policy Act requirements, which details any adverse economic, social, and environmental effects of a proposed transportation project for which Federal funding is being sought.
EPA	Environmental Protection Agency	The federal regulatory agency responsible for administering and enforcing federal environmental laws, including the Clean Air Act, the Clean Water Act, the Endangered Species Act, and others.
ETDM	Efficient Transportation Decision Making	Developed by the Florida Department of Transportation (FDOT) to streamline the environmental review process, ETDM helps protect natural resources by involving stakeholders early in the transportation planning process. Specifically, ETDM is used to identify what impacts may occur from planned transportation projects.
FAA	Federal Aviation Administration	FAA provides a safe, secure, and efficient global aerospace system that contributes to national security and the promotion of US aerospace safety.
FAST Act	Fixing America’s Surface Transportation Act	The Fixing America’s Surface Transportation (FAST) Act is five-year legislation that was enacted into law on December 4, 2015. The main focus of the legislation is to improve the Nation’s surface transportation infrastructure, including our roads, bridges, transit systems, and rail transportation network.

FDOT	Florida Department of Transportation	Originally named the Florida State Road Department, the Florida Department of Transportation (FDOT) was created in 1969. FDOT's mission is to ensure the mobility of people and goods, enhance economic prosperity, and preserve the quality of the environment and community (Definition taken from State of Florida- <a href="https://jobs.myflorida.com/go/Department-of-Transportation/2817700/">https://jobs.myflorida.com/go/Department-of-Transportation/2817700/</a> )
FHWA	Federal Highway Administration	A branch of the U.S. Department of Transportation that administers the federal-aid highway program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.
F.S.	Florida Statute	Codified, statutory laws of Florida
FSUTMS	Florida Standard Urban Transportation Modeling Structure	FSUTMS is a computerized planning model that allows users to better predict the impact of transportation policies and programs by providing a standardized framework for the development, use and sharing of models.
FTA	Federal Transit Administration	A branch of the U.S. Department of Transportation that administers federal funding to transportation authorities, local governments, and states to support a variety of locally planned, constructed, and operated public transportation systems throughout the U.S., including buses, subways, light rail, commuter rail, streetcars, monorail, passenger ferry boats, inclined railways, and people movers.
FTC	Florida Transportation Commission	An entity that reviews and recommends major transportation policies and serves as an oversight body to monitor the efficiency and productivity of transportation authorities.
FTE	Florida's Turnpike Enterprise	Unit of the Florida Department of Transportation (FDOT) that operates 461 miles of toll highways across the state.
FTP	Florida Transportation Plan	Florida's long-range plan that guides current transportation decisions. The plan outlines transportation issues and solutions related to improving safety, efficiency, population growth, economic development, and access to transit and other modes of transportation.
FY	Fiscal Year/Federal Fiscal Year	The TPO's Fiscal Year is from July 1-June 30. The Federal Fiscal Year is from Oct 1-Sept 30.
GIS	Geographic Information System	Computerized data management system designed to capture, store, retrieve, analyze, and display geographically referenced information.
HIS	Interstate Highway System	The specially designated system of highways, begun in 1956, which connects the principal metropolitan areas, cities, and industrial centers of the United States.
HOV	High-Occupancy Vehicle	Vehicles carrying two or more people.
HSIP	Highway Safety Improvement Program	The goal of the program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned public roads and roads on tribal lands.

HUD	U.S. Department of Housing and Urban Development	HUD's mission is to increase homeownership, support community development and increase access to affordable housing free from discrimination. HUD's Community Development Block Grant Program (CDBG) is a program with many resources that are used to help address a wide array of community development needs, including sidewalks and other transportation infrastructure.
ITS	Intelligent Transportation Systems	Electronics, photonics, communications, or information processing used singly or in combination to improve the efficiency or safety of a surface transportation system.
JPA	Joint Planning Agreement	An agreement made between multiple organizations.
LAP	Local Agency Program	A program that establishes the regulations used by the Florida Department of Transportation (FDOT) to authorize federal funding to local agencies.
LOS	Level of Service	Level of Service is a term that describes the operating conditions a driver, transit users, bicyclist, or pedestrian will experience while traveling on a particular street, highway or transit vehicle. LOS is used in transportation planning as a data friendly tool to help aid in the decision making process regarding road capacity. LOS data allows planners to make more informed decisions regarding transportation projects.
LRTP/MTP	Long-Range Transportation Plan (also known as a Metropolitan Transportation Plan)	A document resulting from regional or statewide collaboration and consensus on a region's transportation system. It serves as the defining vision for the region's transportation systems and services. The LRTP addresses a planning horizon of no less than a 20-years and is developed, adopted, and updated every five years by the TPO. The most recent LRTP was adopted in December 2015. The plan can be viewed on the TPO website at: <a href="https://ocalamariontpo.org/plans-and-programs/long-range-transportation-plan-lrtp/">https://ocalamariontpo.org/plans-and-programs/long-range-transportation-plan-lrtp/</a>
MAP-21	Moving Ahead for Progress in the 21st Century	The Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), was signed into law in 2012. Funding surface transportation programs at over 105 billion for fiscal years (FY) 2013 and 2014, MAP-21 is the first long-term highway authorization enacted since 2005. MAP-21 creates a streamlined and performance-based surface transportation program and builds on many of the highway, transit, bike, and pedestrian programs and policies established in 1991.
MPA	Metropolitan Planning Area	The geographic area determined by agreement between the transportation planning organization (TPO) for the area and the Governor, in which the metropolitan transportation planning process is carried out.
MPO	Metropolitan Planning Organization	An MPO, also known as a TPO, is a forum for cooperative transportation decision-making for metropolitan planning areas. In order for a TPO to be designated, an urban area must have a population of at least 50,000 as defined by the US Census Bureau.
MPOAC	Metropolitan Planning Organization Advisory Council	A planning and policy organization created to assist individual MPO/TPOs across Florida in building a more collaborative transportation planning process.

MSA	Metropolitan Statistical Areas	Core Based Statistical Areas associated with at least one urbanized area that has a population of at least 50,000. The metropolitan statistical area comprises the central county or counties or equivalent entities containing the core, plus adjacent outlying counties having a high degree of social and economic integration with the central county or counties as measured through commuting.
NEPA	National Environmental Policy Act of 1969	Established requirements that any project using federal funding or requiring federal approval, including transportation projects, examine the effects of proposed and alternative choices on the environment before a federal decision is made.
NHPP	National Highway Performance Program	The NHPP provides support for the condition and performance of the National Highway System (NHS), for the construction of new facilities on the NHS.
NHPP (Bridge)	National Highway Performance Program (Bridge)	Reconstruction, resurfacing, restoration, rehabilitation, or preservation of a bridge on a non-NHS Federal-aid highway (if Interstate System and NHS Bridge Condition provision requirements are satisfied) [23 U.S.C. 119(i)]
NHS	National Highway System	This system of highways designated and approved in accordance with the provisions of 23 U.S.C. 103b). (23CFR500)
PD&E	Project Development and Environmental Study	A study conducted to determine feasible building alternatives for transportation projects and their social, economic and environmental impacts. PD&E studies are required per the National Environmental Policy Act (NEPA). (Definition taken from FDOT, District 7 - <a href="https://www.fdotd7studies.com/what-is-a-pde-study.html">https://www.fdotd7studies.com/what-is-a-pde-study.html</a> )
PE	Preliminary Engineering	The analysis and design work performed by professionals for transportation projects that leads to the development of construction/roadway plans, specifications and cost estimates.
PEA	Planning Emphasis Area	Planning Emphasis Areas set planning priorities that are supportive of the statewide Florida Transportation Plan (FTP), and give importance to topics that all MPOs are encouraged to address in their respective planning programs.
PIP	Public Involvement Plan	The Public Involvement Plan documents the goals, objectives and strategies for ensuring all individuals have every opportunity to be involved in transportation planning decisions. The plan is designed to provide a transparent planning process that is free from any cultural, social, racial or economic barriers and offers multiple opportunities for public participation and input.
PL Funds	Metropolitan Planning Funds	Funds made available to MPOs for transportation planning activities to provide for a continuing, comprehensive and cooperative (3-C) planning process.
ROW	Right of Way	An easement reserved on the land for transportation purposes, such as a highway, bike path, rail line, utility line, etc.

RPC	Regional Planning Council	Organizations designated by Florida law to provide planning and technical expertise to local governments in order to promote regional collaboration.
SHSP	Strategic Highway Safety Plan	This is a statewide-coordinated safety plan that provides a comprehensive framework for eliminating highway fatalities and reducing serious injuries on all public roads.
SIS	Strategic Intermodal System	A network of transportation facilities important to the state's economy and mobility. The SIS was created to focus the state's limited resources on the facilities most significant for interregional, interstate and international travel (Definition taken from FDOT - <a href="https://www.fdot.gov/planning/sis/default.shtm">https://www.fdot.gov/planning/sis/default.shtm</a> )
SLRTP	Statewide Long-Range Transportation Plan	The official, statewide, multimodal transportation plan covering no less than 20 years and developed through the statewide transportation planning process.
SOV	Single-Occupancy Vehicle	Any motor vehicle not meeting the established occupancy requirement of a High-Occupancy (HOV) lane.
STBG	Surface Transportation Block Grant Program	The STBG promotes flexibility in State and local transportation decisions and provides flexible funding to best address State and local transportation needs.
STIP	Statewide Transportation Improvement Program	The STIP is a statewide prioritized listing/program of transportation projects covering a period of four years that is consistent with the long-range statewide transportation plan, metropolitan transportation plans, and TIPs, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.
STP	Surface Transportation Program	Federal-aid highway funding program that supports a broad range of surface transportation capital needs, including many roads, transit, sea and airport access, vanpool, bike, and pedestrian facilities.
TAC	Technical Advisory Committee	The Technical Advisory Committee provides technical expertise to the TPO by reviewing transportation plans, programs and projects primarily from a technical standpoint. The TAC is comprised of professional planners, engineers, and school officials.
TAZ	Traffic Analysis Zone	A defined geographic area used to tabulate traffic-related land use data and forecast travel demand. Traffic Analysis Zones typically consist of one or more Census blocks/tracts or block groups.
TDLCB	Transportation Disadvantaged Local Coordinating Board	The TDLCB coordinates transportation needs of the disadvantaged, including individuals with physical and economic challenges and senior citizens facing mobility issues. The Board helps the TPO identify local service needs of the Transportation Disadvantaged (TD) community to the Community Transportation Coordinator (CTC).
TDM	Transportation Demand Management	Programs designed to reduce demand for transportation through various means, such as the use of public transit and of alternative work hours.

TDP	Transit Development Plan	The Transit Development Plan (TDP) represents the community's vision for public transportation in the Ocala Marion TPO service area for a 10-year span. Updated every five years, the Plan provides a comprehensive assessment of transit services in Marion County. Specifically, the TDP details SunTran's transit and mobility needs, cost and revenue projections, and community transit goals, objectives, and policies.
TDSP	Transportation Disadvantaged Service Plan	A comprehensive analysis of the service area, identifies available transportation services, and provides local service standards. (Definition taken from FDOT - <a href="https://ctd.fdot.gov/communitytransystem.htm">https://ctd.fdot.gov/communitytransystem.htm</a> )
TIGER	Transportation Investment Generating Economic Recovery	The TIGER Discretionary Grant program, provides a unique opportunity for the DOT to invest in road, rail, transit and port projects that promise to achieve national objectives. (Definition taken from USDOT- <a href="http://www.transportation.gov/tiger/about">www.transportation.gov/tiger/about</a> )
TIP	Transportation Improvement Program	A TIP is a prioritized listing/program of transportation projects covering a period of five years that is developed and formally adopted by a TPO as part of the metropolitan transportation planning process, consistent with the metropolitan transportation plan, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.
TMA	Transportation Management Area	An urbanized area with a population over 200,000 (as determined by the latest decennial census) or other area when TMA designation is requested by the Governor and the TPO (or affected local officials), and officially designated by the Administrators of the FHWA and FTA. The TMA designation applies to the entire metropolitan planning area.
TMIP	Travel Model Improvement Program	TMIP supports and empowers planning agencies through leadership, innovation and support of planning analysis improvements to provide better information to support transportation and planning decisions.
TOD	Transit Oriented Development	Transit-oriented development, or TOD, is a type of community development that includes a mixture of housing, office, retail and/or other amenities integrated into a walkable neighborhood and located within a half-mile of quality public transportation. (Definition taken from Reconnecting America- <a href="http://www.reconnectingamerica.org">www.reconnectingamerica.org</a> .)
TPM	Transportation Performance Management	FHWA defines Transportation Performance Management as a strategic approach that uses system information to make investment and policy decisions to achieve national performance goals.
TPO	Transportation Planning Organization	A TPO, also known as an MPO, is a forum for cooperative transportation decision-making for metropolitan planning areas. In order for a TPO to be designated, an urban area must have a population of at least 50,000 as defined by the US Census Bureau.
TRB	Transportation Research Board	The mission of the Transportation Research Board (TRB) is to promote innovation and progress in transportation through research.
TRIP	Transportation Regional Incentive Program	Created in 2005, the program provides state matching funds to improve regionally significant transportation facilities.



TSM&O	Transportation Systems Management and Operations	Florida Department of transportation (FDOT) program to measuring performance, streamlining and improving the existing system, promoting effective cooperation/collaboration, and delivering positive safety and mobility outcomes to the travelling public. (Definition taken from FDOT - <a href="http://www.cflsmartroads.com/tsmo.html">http://www.cflsmartroads.com/tsmo.html</a> )
UA	Urbanized Area	A statistical geographic entity delineated by the Census Bureau, consisting of densely settled census tracts and blocks and adjacent densely settled territory that together contain at least 50,000 people.
UPWP	Unified Planning Work Program	UPWP means a Scope of Services identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.
USC	United States Code	The codification by subject matter of the general and permanent laws of the United States.
V/C	Volume to Capacity	A ratio used to determine whether a particular section of road warrants improvements. V/C compares roadway demand to roadway supply.
VMT	Vehicle Miles Traveled	A measurement of miles traveled by vehicles within a specified region for a specified time period. (Definition taken from Wikipedia)



**TPO Board Meeting**

Marion County Commission Auditorium  
601 SE 25<sup>th</sup> Avenue, Ocala, FL 34471  
February 25, 2020  
4:00 PM

**MINUTES**

**Members Present:**

Commissioner Kathy Bryant  
Commissioner Jeff Gold  
Mayor Kent Guinn  
Councilwoman Valerie Hanchar  
Commissioner Ronald Livsey  
Commissioner David Moore  
Commissioner Michelle Stone  
Commissioner Carl Zalak

**Members Not Present:**

Councilman Justin Grabelle  
Councilman Brent Malever  
Councilman Jay Musleh

**Others Present:**

Rob Balmes, TPO  
Derrick Harris, TPO  
Shakayla Irby, TPO  
Liz Mitchell, TPO  
Anton Schauerte, TPO  
Vickie Wyche, FDOT  
Anna Taylor, FDOT  
Mike McCammon, FDOT



### **Item 1. Call to Order and Roll Call**

Chairman Gold called the meeting to order at 4:02pm. Secretary Shakayla Irby called the roll and a quorum was present.

### **Item 2. Pledge of Allegiance**

Chairman Gold led the board in the Pledge of Allegiance.

### **Item 3. Proof of Publication**

Secretary Shakayla Irby stated that the meeting had been published online on the TPO website, the City of Ocala, Belleview, and Dunnellon websites on February 18, 2020. The meeting was also published to the TPO's Facebook and Twitter page.

### **Item 4a. Fiscal Years 2019/20 to 2023/24 Transportation Improvement Program (TIP) Amendments**

Anton Schauerte presented and said that per the request of the Florida Department of Transportation (FDOT), the following project was being amended to the fiscal year (FY) 2019 to 2023/2024 Transportation Improvement Program (TIP). The project could be found on pages 42, 51, and 1-3 of the TIP – Amended November 26, 2019.

FM#433651-1 – County Road 484, Southwest 20th Avenue to County Road 475A – Interchange Improvement

Sponsor: FDOT

- \$1,092,411.00 was being added in FY 19/20, including 300,000.00 for Preliminary Engineering – Utility and \$792,411.00 for Construction – Utility.
- To be used to reimburse utility companies for the relocation of utilities.

*Ms. Stone made a motion to approve the Fiscal Year 2019/20 to 2023/24 TIP Amendments.*  
*Ms. Bryant seconded, a roll-call vote was called and the motion passed unanimously.*

### **Item 4b. 2020 Safety Performance Targets**

Mr. Schauerte presented and said the Performance Management was a strategic approach to connect investment and policy decisions to help achieve performance goals. Performance measures were quantitative criteria used to evaluate progress. Performance measure targets were the benchmarks against which collected data was gauged. The Moving Ahead for Progress in the 21st Century Act (MAP-21) required State DOTs and TPOs/MPOs to conduct performance-

based planning by tracking performance measures and setting data-driven targets to improve those measures.

Mr. Schauerte provided an update to the TPO Board regarding the latest performance measure reporting for Pavement and Bridge Conditions and Travel Time Reliability. Additionally, it was requested that the inclusion of the performance measures be added into the current Transportation Improvement Program (TIP).

Ms. Stone made a motion to approve the Pavement and Bridge Condition, Travel Time Reliability Performance Measures. Ms. Bryant seconded, a roll-call vote was called and the motion passed unanimously.

Mr. Schauerte talked about the 2020 Safety Performance Targets and said that every year, the Federal Highway Administration (FHWA) required the Florida Department of Transportation (FDOT) and all Metropolitan Planning Organizations in Florida to adopt Safety Performance Measure (PM) targets. Developed in 2016 as part of the Moving Ahead for Progress in the 21st Century Act, or MAP-21, the targets provided a way for the MPOs and the State to track performance measures and ultimately improve on these measures.

### **Safety Performance Measures**

### **Description**

1. Fatalities

Total number of fatalities in a motor vehicle crash

2. Fatalities (Rate)

Total number of fatalities per 100 Million VMT (Vehicle Miles Traveled)\*

3. Serious Injuries

Total number of serious injuries in a motor vehicle crash

4. Serious Injuries (Rate)

Total number of serious injuries per 100 Million VMT (Vehicle Miles Traveled)\*

5. Non-Motorized Fatalities & Serious Injuries

Combined number of non-motorized fatalities and non-motorized serious injuries involving a motor vehicle

Performance Measures (PM) #1, #3 and #5 indicated the total number of fatalities and serious injury crashes. PM #2 and #4 evaluated the fatalities and serious injuries based on traffic volumes, allowing for the standardization of data. The rates determined in PM #2 and #4 are per 100 million Vehicle Miles Traveled (VMT). The Fatality rate and Serious Injury rate allowed staff to compare crash severity across different geographic areas. Additionally, because crash statistics in any given year were prone to extreme fluctuations, a rolling five-year average of the data is utilized to determine trends.

The Ocala Marion TPO provided the option to either adopt the targets established by FDOT or develop its own quantifiable safety performance targets. In 2018, FDOT adopted a target of “Zero” for all five (5) safety performance measures. For the past two years, the TPO had adopted its own Safety PM targets.

Mr. Schauerte presented methodology on the how staff came up with its Safety Performance Targets and was seeking board approval to continue with the TPOs own targets.

Ms. Stone asked if a timeline was being put together for a safety plan for the community. Mr. Balmes said that staff was identifying tasks in the Unified Planning Work Program (UPWP) over the next two years a safety plan can be worked towards.

Mr. Zalak made a motion to approve the 2020 Safety Performance Targets. Mr. Moore seconded, and the motion passed unanimously.

#### **Item 4c. 2045 Long Range Transportation Plan (LRTP) Goals and Objectives**

Derrick Harris presented and said staff had been diligently garnering feedback, expertise, and advice regarding the Goals and Objectives (G&O’s) for the update to the 2045 Long-Range Transportation Plan (LRTP) which began in the summer. Staff conducted a nearly three month long survey, held several public workshops, and presented to various committees along the way.

Therefore, after several months of analysis staff was prepared to present the Goal weights for the 2045 LRTP. Details of how the Technical Advisory Committee (TAC), the Citizen Advisory Committee (CAC), the 2045 LRTP Steering Committee, the public, and TPO staff weighted the goals was provided to the board.

Staff had two options for discussion and approval. The first option included a 50/50 split with all committees and TPO staff comprising 50 percent, and the public comprised the remaining 50 percent. This was completed by a simple average of the committees/TPO staff, and averaging with the data from the public. The second option included an equal four way split between the TAC/CAC, LRTP Steering Committee, TPO Staff, and the public. The method was performed using the same methodology as option one, simple average.

The item was brought before the TPO Board at the November TPO Board meeting. It was discussed at the time to send the weighting exercise out to the TPO Board members in order to gain additional feedback. Therefore, emails were sent out to the TPO Board on Wednesday December 4th, Tuesday December 17th, and Tuesday January 14th. Staff had not received any additional responses regarding the Goals and Objectives. Therefore, the same options were presented again.

The goals were as followed:

1. Promote travel choices that are multimodal and accessible
2. Provide efficient transportation that promotes economic development

3. Focus on improving safety and security of the transportation system
4. Ensure the transportation system meets the needs of the community
5. Protect natural resources and create quality places
6. Optimize and preserve existing infrastructure

Ms. Stone asked how often the goals would be ranked.

Mr. Harris answered the goals would be ranked again in five years.

Ms. Stone said the focus of improving safety and security of the transportation system was one of the issues that needed to be addressed.

Ms. Bryant said she felt goal #5 should be #6.

Mr. Harris said that with the task force and toll roads on everyone's mind the community focused a lot on preservation of the infrastructure.

Mr. Gold asked how many citizens had been surveyed and how many responses were received.

Mr. Harris responded three hundred with a little over two hundred and fifty responses for the citizens and public meetings.

Ms. Bryant said it was important to look at what the community currently looked like.

Ms. Stone offered a re-ranking:

#1 to be moved to #6

#2 to remain the same

#3 to be moved to #1

#4 to be moved to #3

#5 to remain the same

#6 to be moved to #4

In the order of 6,2,1,3,5,4

Ms. Bryant offered a re-ranking:

#1 to be moved to #6

#2 to be moved to #3

#3 to be moved to #2

#4 to remain the same

#5 to be moved to #1

#6 to be moved to #5

In the order of 6,3,2,4,1,5

Mr. Moore said he would like goal #3 to be goal #1.

Ms. Bryant made a motion to approve the 2045 LRTP Goals and Objectives with her recommended goal ranking. Mr. Zalak seconded, and the motion passed with Mr. Moore opposing.

**Item 4d. Fiscal Year 2020 Evaluation of the Community Transportation Coordinator (CTC)**

Liz Mitchell presented and said that Transportation Coordinator (CTC) was to be evaluated annually based on the Commission for the Transportation Disadvantaged's (CTD) approved evaluation criteria. TPO staff conducted the evaluation during the month of January and early February.

The evaluation included an analysis of all relevant elements within the operations of Marion Transit Services. Examples include:

- Policies & Procedures
- Vehicle Operations & Maintenance
- Grievance Procedures
- Budget
- Contracts and Contract Management
- Driver Certification & Training
- Performance Standards
- Quality Assurance
- Safety Standards

Ms. Mitchell shared with the board the recommendations and commendations:

**Recommendations:**

Provide readily available comment cards on each bus for input from the riders with a sealed drop box.

Place the "Riding Rules" and "Marion Senior Services" brochures on each bus readily available for the riders to pick up and review.

Standardize the location of the pertinent phone numbers on each bus with an emphasis on the size of the numbers (larger for distance viewing from the back of the bus).

**Commendations:**

Riders were pleased and speak highly of the overall system and the staff.

The innovation and development of the deviated route called the "Blue Line" in the City of Dunnellon to achieve a more cost effective result with a more timely response.

Marion Transit Services monitored and continued to make changes required to provide the coverage necessary, to maintain happy riders given the vast size of the county.

Continued improvement and success to Marion County Transit Services and the CTC.

Ms. Bryant made a motion to approve the Fiscal Year 2020 Evaluation of the CTC.

Ms. Hanchar seconded, and the motion passed unanimously.

**Item 4e. 5305(d) Grant Local Match Proposal**

Rob Balmes presented and said the TPO was requesting the TPO Board to select and approve one option for meeting local matching requirements for the Federal Transit Administration (FTA) 5305(d) planning program grant allocated to the TPO for two fiscal years (fiscal years – 17/18,

18/19). Per the current Staff Services Agreement between the TPO and Marion County, the Local match for Fiscal Year 19/20 (\$10,243) had been provided by Marion County.

Given the transition of the TPO moving from the City of Ocala to Marion County in 2019, a commitment was needed by the TPO Board for a Local match for the prior two fiscal years (17/18, 18/19). The total Local match required for these two fiscal years is \$20,149. All three grants had been fully approved and executed by the Florida Department of Transportation and were identified in the Unified Planning Work Program (UPWP), which was amended and approved by the TPO Board on November 26, 2019.

Mr. Balmes provided a list of five options to the board that were referenced in the meeting packet on how to possibly proceed.

Ms. Stone said option 3 followed the current and past staff services agreements and the other options were based more on what jurisdiction should pay based on board preference. Sticking to legalities and Option 3 was the preferred approach.

Mr. Balmes said the funding would be used to support transportation for all jurisdictions and included in the memo packet a list of how the funding would be expended over the next three years.

Ms. Bryant said she believed the board should stick to the staff services agreement and if the board wanted to change the agreement that would need to be discussed further and believed option #3 was best.

The Mayor advised Mr. Balmes to contact Lori Boley at the City of Ocala to put the agenda item on the City Council agenda in March.

*Ms. Bryant made a motion to move option #3 for the years up to current and moving forward have a discussion with the TPO Board as to where the matching funds would come from in the future. Mr. Moore seconded, and the motion passed unanimously.*

#### **Item 4f. TPO Staff Services Agreement with Marion County**

Mr. Balmes said the Staff Services Agreement (Agreement) between the Ocala/Marion County Transportation Planning Organization (TPO) and the Marion County Board of County Commissioners (BOCC) was entered into on May 7, 2019. As the TPO's new host government, the BOCC agreed to support the TPO with professional staff, technical, administrative and clerical services, office facilities, and other resources as needed to carry out its mission.

A proposed revised Agreement was developed to better clarify the formal relationship of the two organizations and to also outline the TPO's responsibilities for financial compensation to Marion County. Based on a collaborative process involving both Marion County Administration, Marion County Attorney's Office and the TPO, a revised Agreement was completed.

The revised Agreement was presented by Mr. Mounir Bouyounes, Marion County Administrator, to the BOCC on their Consent Agenda on January 21, 2020. The revised Agreement was approved by the BOCC.

TPO Staff was requesting the TPO Board to take action upon a review of the revised Agreement. Highlighted in tracked changes were the modifications that had been made for your review.

The major changes included streamlining unnecessary text, the addition of Cost Allocation language, clarifying language regarding TPO personnel and Financial Administration and the addition of Asset Management regarding TPO property.

*Ms. Stone made a motion to approve the TPO Staff Services Agreement as presented. Mr. Moore seconded, and the motion passed unanimously.*

### **Item 5a. New TPO Website, Social Media Platform and Fact Sheets**

Mr. Balmes the new TPO website went live with an official notice to the public on February 4, 2020. The address was provided [www.ocalamariontpo.org](http://www.ocalamariontpo.org). Staff anticipated the new website to be a resource and information hub, while improving connections between the TPO and our citizens and partner agencies throughout Marion County.

The TPO also rolled-out a new social media platform to improve public outreach and engagement. Please connect with the TPO via:  
Facebook - [www.facebook.com/ocalamariontpo](http://www.facebook.com/ocalamariontpo)  
Twitter - [www.twitter.com/ocalamariontpo](http://www.twitter.com/ocalamariontpo)  
LinkedIn - [www.linkedin.com/company/ocalamariontpo](http://www.linkedin.com/company/ocalamariontpo)

Additionally, the TPO was strengthening its public engagement through a series of fact sheets and infographics. These resources would be housed on the TPO website and made available in printed format on demand. The primary goal was to help the public gain a greater understanding of the TPO and the transportation planning process in Marion County. That included the TPO and TDLCB Boards, TAC and CAC, the Long Range Transportation Plan, transportation funding, safety and other pertinent topics. Over the next three months, the TPO would continue to publish the resource documents and notify the TPO Board when they were available.

### **Item 5b. TPO Budget Status Update**

On a quarterly basis the TPO would update the TPO Board to ensure they remain informed of funding status and the financial outlook throughout the year. A summary of the TPO funding through the end of the second quarter for the fiscal year 2020 and an estimate of third quarter expenses was presented.

### **Item 5c. TPO 2020 Major Programs and Planning Activities Schedule**

In calendar year 2020, the TPO would be involved in several federally required and important planning activities. A summary document of the activities had been developed to ensure the TPO Board was made fully aware as to when reviews and decision-making actions are necessary. The summary also included deadlines for submission to the Florida Department of Transportation.

### **Item 6a. TPO Chair Report**

Mr. Gold said that he along with Mr. Balmes and County Finance and Audit staff had been working with the Office of Inspector General (OIG) office to answer questions they had concerning the upcoming TPO audit. A few meetings had been cancelled due to some staffing changes and schedule conflicts.

Mr. Balmes said that the OIG would be continuing the audit and would likely contact the TPO soon for further action.

### **Item 6b. M-CORES Update**

Ms. Bryant said that there were maps of the avoidance areas for the M-CORES and was hopeful that at the next meeting the M-CORES would provide an updated map.

Ms. Bryant said that there were currently no routes identified going through specific areas.

Ms. Hanchar said that there would be a meeting scheduled at the Hilton on March 25<sup>th</sup> from 9am to 5pm or 6pm.

### **Item 7. Consent Agenda**

*Ms. Bryant made a motion to approve the Consent Agenda. Mr. Moore seconded, and the motion passed unanimously.*

### **Item 8. Comments by FDOT**

Ms. Wyche had no updates and provided the construction report to the board members.

Ms. Bryant asked that FDOT take a look at mowing schedules and the litter on SR 40 and US 27. Mike McCammon with FDOT said that they would take a look into the mowing and litter issues and will work with the contractors to improve the maintenance.

Ms. Bryant also mentioned that panhandling had been really bad and asked if FDOT could reach out to the Sheriff's office to assist and since it was state property FDOT could give law enforcement the go ahead to trust pass panhandlers.



Anna Taylor with FDOT said she sent a statute to Tracy the County Engineer and she would talk to Traffic Opps to see if a sign could be put out. Besides the statue at that time that was all that the FDOT could provide.

**Item 9. Comments by TPO Staff**

TPO staff had been working on an Inventory list that would be provided to the TPO Board and to FDOT.

Mr. Balmes said that the TPO had a good meeting with the FDOT on the Joint Certification process and that FDOT would present to the TPO Board in April.

**Item 10. Comments by TPO Members**

Ms. Stone said she appreciated Mr. Balmes and staff on working hard to remove the TPO from a high risk status to low risk.

Mr. Gold said that Mr. Balmes had kept him updated with all the processes and information concerning the TPO.

**Item 11. Public Comment**

*There was no public comment.*

**Item 12. Adjournment**

Chairman Gold adjourned the meeting at 5:26pm.

Respectfully Submitted By:

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Shakayla Irby, TPO Administrative Assistant