

COLLIER METROPOLITAN PLANNING ORGANIZATION

2035 Long Range Transportation Plan

PUBLIC PARTICIPATION PLAN



Prepared for:

Collier Metropolitan Planning Organization



2885 South Horseshoe Drive
 Naples, Florida 34104
 239-252-8192 (P)
 239-252-5815 (F)

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Introduction

Located on the southwest coast of Florida, Collier County has a total area of 2,305 square miles of which 2,025 square miles is land and 280 square miles is water¹. There are over 315,258 residents with a projected increase in population to 504,200 residents by the year 2035². The Collier Metropolitan Planning Organization (MPO) was established in 1982 following the Federal Highway Act that requires urbanized areas to develop transportation plans and programs as a condition to receive federal capital or operating assistance. The Collier MPO is committed to providing the urban area with a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that assure that highway facilities, mass transit, bicycle/pedestrian, rail systems, air transportation, and other intermodal facilities be properly located and developed in relation to the overall plan or community development. The Collier MPO is also responsible for prioritizing state and federal capital improvements to address the county's travel needs as defined in the Transportation Improvement Plan (TIP) and the Long Range Transportation Plan (LRTP).

In accordance with 23 USC 134, 23 C.F.R. 450.306, Section 339.175 of the Florida Statutes and the MPO Program Management Handbook, the Collier MPO is responsible for developing a Long Range Transportation Plan (LRTP) that addresses no less than a 20-year planning horizon. The intent and purpose of the LRTP is to encourage and promote the safe and efficient management, operation, and development of a cost feasible intermodal transportation system that will serve the mobility needs of people and freight within and through the urbanized area, while minimizing transportation related fuel consumption and air pollution. The LRTP must include long range and short range strategies consistent with state and local goals and objectives. The following list of planning factors guides the Collier MPO's efforts:

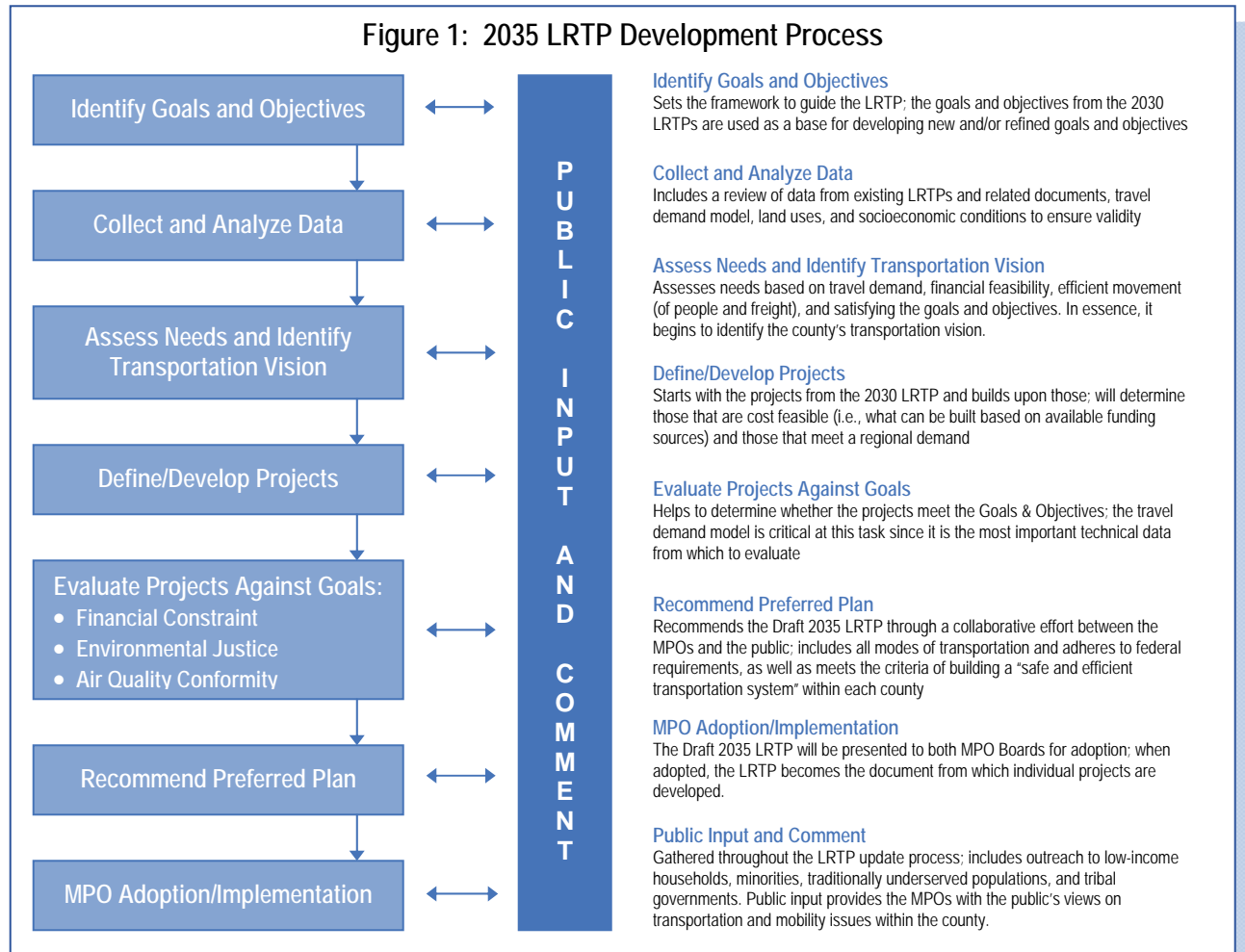
1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized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

¹ U.S. Census Bureau

² 2008 Bureau of Economic and Business Research

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Figure 1 identifies the steps of the LRTP development process.



Emphasis on public involvement increased with the passage of the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991. In 1993, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) jointly issued regulations found in 23 Code of Federal Regulations (CFR), Part 450 to guide the development of statewide, local, and metropolitan plans and programs. These regulations included the following:

- ▲ Early and continuous public involvement opportunities throughout the planning and programming process.
- ▲ Timely information to citizens, affected public agencies, representatives of transportation agencies, private sector transportation entities, and other interested parties, including segments of the community affected by transportation plans, programs, and projects.
- ▲ Reasonable public access to information.

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- ▲ Adequate public notice of public involvement activities and sufficient time for public review and comment at key decision points.
- ▲ Explicit consideration and response to public comment.
- ▲ Consideration of the needs of the traditionally underserved, including low-income and minority citizens.
- ▲ Periodic review of public involvement efforts by the MPO to ensure full and open access to all.
- ▲ Review of public involvement procedures by the FHWA and FTA when necessary.
- ▲ Coordination of MPO public involvement processes with statewide efforts whenever possible.

The Transportation Equity Act for the 21st Century (TEA-21), passed in 1998, continued to emphasize public participation in the metropolitan transportation planning process, specifically identifying freight shippers and users of public transit as stakeholders to be given opportunity to comment on plans and requiring public involvement during certification review.

The passage of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) in August, 2005, retained the public involvement provisions of previous federal law while seeking to broaden the public participation experience. The Collier MPO Public Participation Plan (PPP) for the 2035 LRTP update was developed in consultation with all interested parties and shall provide procedures, strategies, and desired outcomes for:

- ▲ Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed 2035 LRTP update;
- ▲ Providing timely notice and reasonable access to information about transportation issues and processes;
- ▲ Employing visualization techniques to describe the 2035 LRTP update;
- ▲ Making public information (technical information and meeting notices) available in electronically accessible formats on the Joint Collier/Lee MPO website, www.mpo-swfl.org/CollierLeeMPO.shtml;
- ▲ Holding public meetings at convenient and accessible locations and times to encourage participation among traditionally underserved communities;
- ▲ Demonstrating explicit consideration and response to public input received during the development of the 2035 LRTP update;
- ▲ Seeking out and considering the needs of those traditionally underserved by existing transportation systems, including, but not limited to “the disadvantaged, minorities, tribal groups, the elderly, youth, persons with disabilities, and individuals with low-income households” as defined by SAFETEA-LU;

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- ▲ Providing an additional opportunity for public comment, if the final plan differs significantly from the version that was initially made available for public comment; and
- ▲ Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

Section 339.175, Florida Statutes (F.S.), requires public involvement in the development of the LRTP. Subsection 339.175(7), F.S., *requires the MPO to provide the public, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, and other interested parties with a reasonable opportunity to comment on the long-range transportation plan.*

Additionally, subsection 339.175(6)(d), F.S., requires that each MPO *shall appoint a technical advisory committee, the members of which shall serve at the pleasure of the MPO. The membership of the technical advisory committee must include, whenever possible, planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transit departments of municipal or county governments, as applicable; the school superintendent of each county within the jurisdiction of the MPO or the superintendent's designee; and other appropriate representatives of affected local governments. In addition to any other duties assigned to it by the MPO or by state or federal law, the technical advisory committee is responsible for considering safe access to schools in its review of transportation project priorities, long-range transportation plans, and transportation improvement programs, and shall advise the MPO on such matters. In addition, the technical advisory committee shall coordinate its actions with local school boards and other local programs and organizations within the metropolitan area which participate in school safety activities, such as locally established community traffic safety teams. Local school boards must provide the appropriate MPO with information concerning future school sites and in the coordination of transportation service.*

Subsection 339.175(6)(e1), F.S., requires that each MPO *shall appoint a citizens' advisory committee, the members of which serve at the pleasure of the MPO. The membership on the citizens' advisory committee must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and the handicapped must be adequately represented.*

Chapter 286, F.S., the Sunshine Law, requires that meetings of boards or commissions be open to the public, reasonable notice of the meetings be given, and minutes taken and made available to the public in a timely manner.

The National Environmental Policy Act of 1969 (NEPA) requires the consideration of potential impacts on the natural and physical environment which includes impacts on the human environment (health and safety, jobs, housing, schools, transportation, cultural resources, noise, and aesthetics).

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In addition, the Americans with Disabilities Act (ADA) of 1990 requires coordination with disabled communities in the development and improvement of transportation services. Reasonable efforts will be made to accommodate citizens with disabilities who wish to attend public meetings.

The Public Participation Plan is compliant with Title VI of the Civil Rights Act of 1964 and related regulations which ensures that no person shall, on the grounds of race, color, sex, national origin, (including limited English proficiency), religion, age, income, family status, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving federal assistance from the United States Department of Transportation (USDOT).

Regional Coordination

On January 27, 2004, the Collier and Lee County MPOs entered into an interlocal agreement to promote and establish a forum for communication and coordination and to foster joint regional cooperation and conduct regarding transportation planning. The agreement committed both MPOs to develop a bi-county transportation model, a joint regional long range transportation plan, joint regional priorities, and a joint regional public participation component to be included in their existing public involvement plans and adopted as part of their annual public involvement plan updates.

The Collier and Lee County MPOs currently coordinate regional transportation issues by collaborating at meetings such as the Metropolitan Planning Organization Advisory Council (MPOAC) Staff Directors' Advisory Committee and Governing Board and the Coordinated Urban Transportation Systems (CUTS) Committee. Both MPOs also have a member of each MPO staff serving as a voting member on the other's Technical Advisory Committee (TAC) to coordinate regional transportation planning activities. Annually, both MPOs hold at least one joint MPO Policy Board meeting, a joint TAC meeting, a joint Citizens Advisory Committee (CAC) meeting, and a joint Bicycle/Pedestrian Committee meeting.

Each MPO will make appropriate use of the public participation techniques in its own Public Participation Plan (PPP) for the regional long range transportation plan and the regional transportation priorities. The staff of each MPO regularly meets to discuss regional issues and priorities and to share public input received that affects the regional plans.

Purpose, Goal and Objectives of the LRTP Public Participation Plan

The effectiveness of any program and policy plan depends upon its success in meeting the expectations of the public. Further, plans and programs need to be reassessed periodically to determine if the public's evolving needs and expectations are adequately provided for through the plan. To ensure that this occurs, the public must be kept informed of activities and must be given a meaningful opportunity to participate in the development and review of public policy. It is important to have an ongoing program to involve the citizens through the use of the Citizen Advisory Committee, public workshops, press releases, and other public participation activities.

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It is a Collier MPO policy to support and encourage public participation and to adhere to the principles of Environmental Justice in the planning process relating to transportation systems and facilities. The MPO’s public involvement policy is designed to ensure opportunities for the public to express its views on transportation and mobility issues and to become active participants in the decision making process. The MPO’s public involvement goal is, *“to provide the public with thorough information on transportation planning services and project development in a convenient and timely manner.”* The L RTP Public Participation Plan supports this goal by identifying tools and techniques that are:

- ▲ Proactive – actively engaging the public at all stages of the transportation planning and decision making process.
- ▲ Diverse – seeking participants representing multiple viewpoints, ideas, resources, and social networks.
- ▲ Inclusive – reducing barriers to participation, including knowledge, experiences, and cultural differences.
- ▲ Equal – ensuring equal participation and influence in the process.
- ▲ Transparent – communicating the efforts of the MPO and consultant team through clear, concise and consistent dialogue; user-friendly materials; and visualization techniques.
- ▲ Responsive – evaluating participants’ issues or concerns and showing how participants’ input affected decisions.
- ▲ Accessible – conducting meetings/presentations at convenient and accessible locations and times and providing materials in accessible formats (hard copies, electronic copies, alternative languages, etc.)

Table 1 identifies the Collier MPO Public Involvement Objectives and Policies to support the MPO’s goal.

Table 1 – Collier MPO Public Involvement Objectives and Policies

OBJECTIVES	POLICIES
The Collier MPO shall actively engage the public in the transportation planning process according to the policies contained in the Public Involvement Plan and state and federal law.	<ul style="list-style-type: none"> ● The MPO shall maintain an up-to-date database of contacts, including elected officials, local government staff, transportation agencies, local media, homeowner’s associations, civic groups, special interest groups, libraries, etc. (1.1) ● The MPO shall, when feasible, mail and/or e-mail meeting announcements/invitations to the MPO contact list or to targeted groups for upcoming activities. (1.2)
The MPO shall keep the public informed of on-going transportation related activities on a continuous basis.	<ul style="list-style-type: none"> ● The MPO shall make all publications and work products available to the public via the Internet and the MPO staff office. (2.1) ● The MPO staff shall be available to provide general and project-specific information at a central location during normal business hours and after hours at the request of groups such as homeowners associations, community meetings or school functions, with reasonable notice. (2.2) ● The MPO shall produce a newsletter for distribution to the MPO contact list. (2.3) <ul style="list-style-type: none"> – Published twice each calendar year. (2.3.1) – Should include at a minimum, updates on current or recently completed projects, design projects, announcements of upcoming meetings, and contact information. (2.3.2) ● The MPO shall maintain an Internet website. (2.4)

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	<ul style="list-style-type: none"> - The website shall be updated and maintained to provide the most current information available. (2.4.1) - The website shall, at a minimum, contain contact information, current MPO and advisory committee membership, meeting calendars and agendas, brief descriptions of current projects, work products and publications, comment/question form, links to related agencies. (2.4.2)
The MPO shall encourage the involvement of all Collier County Citizens in the transportation planning process.	<ul style="list-style-type: none"> • Target audiences shall be identified for each planning study conducted by the MPO. (3.1) • The MPO shall, when feasible, hold public meetings at sites convenient to potentially affected citizens. (3.2)
The MPO shall strive to continually improve public involvement.	<ul style="list-style-type: none"> • The MPO shall continually evaluate public involvement techniques according to procedures identified in the Collier MPO's Public Involvement Evaluation Guide. (4.1) • The MPO shall annually compile the PIP Evaluation forms and provide a summary to the MPO Board. (4.2) • The MPO Public Involvement Plan and Evaluation Guide shall be periodically reviewed by staff in terms of its effectiveness in assuring that the process provides full and open access to all citizens. (4.3)
The MPO shall participate in public involvement activities for individual transportation improvement projects from the planning phase through construction.	<ul style="list-style-type: none"> • The MPO shall actively assist the Florida Department of Transportation (FDOT), local governments, and transportation agencies in the development and implementation of public involvement techniques for planning and other studies. (5.1) • The MPO shall cooperate with the FDOT to implement the Department's Community Impact Assessment Program. (5.2)

The Public Participation Plan is continuously updated and amended throughout the 2035 LRTP update. The plan sets forth the public participation approach; lists various planning partners and contacts that represent public interests, public officials and agencies; and describes the outreach techniques used to involve the public in the planning process.

This PPP was prepared under the Collier MPO Public Involvement Plan as amended June 13, 2008, and the public participation tools and techniques included in this plan are consistent with the overall goals of the MPO. The MPO Public Involvement Plan is reviewed as part of the certification process conducted by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for Transportation Management Areas (TMAs) and during the annual certification process that is required for each MPO. A public comment period of 45 days is provided prior to the adoption or amendment of their PIP.

Public Participation Task Team

Interaction among the Public Participation Task Team members will ensure a coordinated public outreach effort. Members of the team include:

<p>Sue Faulkner Collier Metropolitan Planning Organization 2885 South Horseshoe Drive Naples, Florida 34104 Phone: (239) 252-8192 Fax: (239) 252-5815 E-mail: suefaulkner@colliergov.net</p>	<p>Richard Ranck, P.E. DRMP, Inc. 3816 West Linebaugh Avenue, Suite 400 Tampa, Florida 33618 Phone: (813) 265-9800 Fax: (813) 495-8718 E-mail: ranck@drmp.com</p>
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Louise Fragala
Powell, Fragala & Associates, Inc.
5130 South Florida Avenue, Suite 401
Lakeland, Florida 33813
Phone: (863) 644-0951
Fax: (863) 644-3760
E-mail: louise@pfaplanners.com

Karen Simon
Simon Resources, Inc.
2 Adalia Avenue, #701
Tampa, Florida 33606
Phone: (336) 922-9970
Fax: (336) 922-0488
E-mail: simonresrc@aol.com

Planning Partners

Various stakeholders have been identified within the study area including federal, state, and local government agencies with jurisdictional interests, elected and appointed officials, and citizen groups representing a variety of public interests. Stakeholders and other interested citizens will be encouraged to seek project information and to participate in the transportation planning process.

By identifying people with an interest in the LRTP update and enlisting their participation, a better LRTP can be developed to meet community needs. Every effort will be made to involve those citizens and/or interest groups that accurately represent the full range of issues and opinions. Planning partners involved in the Collier/Lee 2035 LRTP update will include:

▲ MPO Board

The Collier MPO Board is comprised of elected and appointed officials from the Collier County Board of County Commissioners, Naples, Marco Island, Everglades, and the Florida Department of Transportation (FDOT). The Board meets monthly to provide direction in planning future transportation projects and improvements. The MPO consists of 9 voting members and 1 non-voting member, the District Secretary from the Florida Department of Transportation, District 1.

Voting Members include all five county commissioners from Collier County; two members of the Naples City Council, one member of the Marco Island City Council, and one member of Everglades City Council.

Prior to making decisions, the MPO receives recommendations from the Citizens Advisory Committee (CAC), the Technical Advisory Committee (TAC), the Pathway Advisory Committee (PAC), the Transportation Disadvantaged Local Coordinating Board (LCB), and the Congestion Management System/Intelligent Transportation System Stakeholder Committee (CMS/ITS). *Appendix A* provides a roster of current MPO Board and committee members.

- ▲ The Citizens Advisory Committee (CAC) is comprised of citizens representing the disabled, minorities, and geographic areas who make recommendations to the MPO from the public's perspective on proposed long range transportation plans, individual projects, priorities for state and federal funding, and other transportation issues.

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- ▲ The Technical Advisory Committee (TAC) consists of public and private planners, engineers, and other technical professionals responsible for maintaining, controlling, developing, and improving the transportation system throughout Collier County. They review transportation plans and programs from a technical perspective and with the benefit of many years of experience.
- ▲ The Pathway Advisory Committee (PAC) is a citizen's panel that advises the Bicycle and Pedestrian Program. The PAC provides recommendations on pathway projects for local, state, and federal funding; sponsors special programs; and assists in maintaining the Collier County Comprehensive Pathway Plan.
- ▲ The Transportation Disadvantaged Local Coordinating Board (LCB) assists the MPO in identifying local service needs and provides information, advice, and direction to the Community Transportation Coordinator on the coordination of services to be provided to the transportation disadvantaged.
- ▲ The Congestion Management System/Intelligent Transportation System Stakeholder Committee (CMS/ITS) serves the MPO in an advisory capacity on technical matters relating to the update of the MPO Congestion Management System and the coordination of the CMS with the regional ITS architecture. The committee is responsible for creating and amending the Congestion Management Process (CMP) and for prioritizing candidate CMS projects.

Key Community Leaders are identified and contacted to assist the Public Participation Task Team in identifying traditionally underserved populations in Collier County and effective techniques to reach out to such populations. The Collier MPO contact list includes key community leaders of professional organizations, special interest groups, environmental organizations, residential associations, businesses, tourism, recreational groups, and non-profit organizations that may be able to provide a better understanding of community concerns and issues related to future transportation needs within the county. We utilize the memberships and contacts of these organizations to help distribute project information, solicit comments and encourage participation among the community. As these organizations within the county are identified, contact information is added to the contact list.

- Traditionally Underserved populations include persons who are low-income, minority, elderly, and disabled; have no vehicles; are low literate or have limited English proficiency. Particular emphasis is placed on reaching people who have not traditionally participated in the transportation planning process. Efforts are undertaken to identify these groups, understand their method of communication within their community and contact them as appropriate to engage their participation. The 2000 US Census reveals that 24.5% of the population is 65 years old and over; 19.6% of the population is Hispanic or Latino (of any race); and 25.1% of the population speaks a language other than English, with English

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spoken less than very well. Geographic locations with a high concentration of traditionally underserved populations will be identified using existing demographic data and consulting with various community agencies identified by MPO staff and the consultant team. Churches may be identified, including Spanish-speaking denominations, and contacted so that we may utilize the church as a means of providing information to and receiving input from its congregations, as well as piggyback on church events, as appropriate, to provide project information.

- (As community data is verified and analyzed, the MPO staff and consultant team will identify specific effective techniques to involve these people and identify team members responsible for implementing these activities)
- ▲ Local/State/Federal Agencies
Maintaining a close working relationship with public agencies and elected officials is a key element in updating the 2035 LRTP. The MPO coordinates planning activities with all applicable local, state, and federal agencies and jurisdictions as listed on the Collier MPO contact list. Coordination occurs with all resource agencies to collect the most current resource plans and documents. Additional opportunities may occur to review the data used in transportation decision making for the 2035 LRTP.
- ▲ Indian Tribal Governments
Tribal contacts and consultation must be conducted according to appropriate communication protocols respectful of tribal sovereignty and culture. The MPO will coordinate with the FDOT Native American Coordinator and FHWA Native American Coordinator to ensure proper protocol is maintained.

For purposes of this LRTP update, the MPO will contact tribal representatives by letter to request assistance in identifying potential coordination with transportation facilities adjacent to tribal lands considered in this update. All correspondence will be coordinated through the FDOT Native American Coordinator and appropriate FDOT District 1 representative. Key contacts have been identified as follows:

George Ballo
FDOT Native American Coordinator
E-mail: george.ballo@dot.state.fl.us
Phone: (850) 414-5259

George Hadley
FHWA Native American Coordinator
E-mail: George.Hadley@fhwa.dot.gov
Phone: (850) 942-9650 Ext. 3011

Gwen Pipkin
ETDM Coordinator/Sr. Project Manager
FDOT District 1
E-mail: gwen.pipkin@dot.state.fl.us
Phone: (863)

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Tribal contacts identified to date include:

Seminole Tribe of Florida
 Mr. W.S. Steele
 Tribal Historic Preservation Officer
 AH-TAH-THI-KI Museum
 HC-61, Box 21-A
 Clewiston, FL 33440

▲ Media

Appendix B lists a broad selection of area newspaper, radio station, and television station contacts that will be engaged during the 2035 LRTP update for public service announcements, press releases, and meeting notices/advertisements. The media may also be used to assist the MPO in raising awareness concerning the County’s transportation challenges and identifying key issues. As new media partners are identified during the 2035 LRTP update process, contacts will be added to the media list.

Schedule of Activities

Specific public participation activities will be coordinated with the project schedule. Table 2 identifies key project milestones for the Collier/Lee 2035 LRTP Update.

Table 2 –2035 LRTP Update Key Project Milestones

TASK	PROJECTED DATE
Notice to Proceed Meeting	February 19, 2009
Public Participation Program	April 2009 – November 2010
Traffic Model Development/Validation	September 2009 – March 2010
Workshop #1	June 17, 2009
Newsletter #1	September 2009
Develop Needs Plan	March 2010 – June 2010
Workshop #2	May/June 2010
Develop Cost Feasible Plan	July 2010 – September 2010
Newsletter #2	August 2010
Workshop #3	October 2010
Present the Year 2035 LRTP to Collier & Lee MPO Boards	November 2010

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Public Participation Activities

Public participation activities are designed to encourage participation throughout the county. Existing data including population, demographics, income, and household information for identified communities such as those listed below in Table 3 is used to assist the Public Participation Task Team in locating areas where traditionally underserved populations exist so that public outreach activities are designed to be inclusive. Table 3 is derived from the Collier County MPO Community Characteristics Outreach Tool and uses existing data prepared for the MPO in 2007. The outreach tools allow the team to select communities of interest and create a report of the community characteristics. These reports are based on 2000 census information but still provide useful information to begin gathering data about the community. After the data is gathered and analyzed, the Team identifies the method of communication within these populations so they can be contacted to encourage their participation, provide project information and obtain their input. Our intent is to reach and hear from as many of these community members as possible to ensure that their voices are heard. *Appendix C* contains the International Association for Public Participation’s (IAP2) Public Participation Toolbox summarizing techniques to share information, compile and provide feedback, and bring people together. The Public Participation Toolbox lists a variety of public participation tools and techniques with tips about how and when to use them. The Toolbox is included to assist the MPO staff in determining effective techniques that meet specific public involvement/participation goals. This resource identifies strengths and weaknesses of each technique. Comment forms are provided to document public comments, suggestions, and questions at all public participation events. The form may be completed and submitted at the event or returned within the comment period using e-mail, fax, or the postal service.

Table 3 – Collier County Communities

IDENTIFIED COLLIER COUNTY COMMUNITIES				
• 6 Ls Farm	• Fiddlers Creek	• Lely Golf Estates	• Orangetree	• Royal Harbor
• Airport Industrial Area	• Forest Park	• Lely Resort	• Oyster Bay	• Sabal Bay
• Aqualane Shores	• Glades Community	• Livingston South	• Palm River	• South Airport Road
• Ave Maria	• Golden Gate City Golden Gate Estates East	• Livingston Woods	• Park Shore	• Sterling Oaks
• Bayshore	• Golden Gate Estates North	• Marco Island	• Pelican Bay	• Sun Terrace
• Bears Paw	• Golden Gate Estates South	• Mediterra	• Pelican Marsh	• The Moorings
• Berkshire Lakes	• Goodland	• Naples Estates	• Pelican Strand	• Tiburon
• Blue Sky	• Goodlette West	• Naples Manor	• Picayune Strand State Forest	• Twin Eagles South
• Briarwood	• Hammock Bay	• Naples Park	• Pine Ridge	• Urban Estates
• Chokoloskee	• Henderson Creek	• Naples Redevelopment Naples South	• Plantation Island	• Vanderbilt Beach
• Collier Boulevard East	• Herritage Bay	• North Belle Meade North Vanderbilt Drive	• Poincianna	• Village Walk
• Collier Boulevard North	• Immokalee	• Oakes Boulevard	• Port of the Islands	• Vineyards
• Collier Boulevard South	• Island Walk	• Old Marco Village	• Port Royal	• West Wind
• Coquina Sands	• Isles of Capri Lake Park	• Old Naples	• Quail-Cypress	• Whippoorwill
• Corkscrew		• Orange Blossom East	• Railhead	• Wiggins Pass
• Eagle Creek		• Orange Blossom West	• Rookery Bay	• Windstar
• East Trail				
• Everglades City				

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Special efforts are undertaken to involve traditionally underserved or underrepresented populations to ensure their interests are considered and addressed in the transportation planning process. The MPO staff and consultant team works with identified community leaders to determine the best methods for involving low-income, minority, elderly, disabled, low literate or limited English proficiency populations.

These efforts will include:

- Inviting community leaders from identified geographic locations to participate in meetings;
 - Distributing information regarding the 2035 LRTP process and opportunities for public participation by providing information on public busses and in public locations such as churches, public libraries, government buildings, etc.;
 - Coordinating presentations and collaborating with organizations that represent these segments of the population;
 - Providing 2035 LRTP update materials in alternative formats;
 - Providing translators for non-English speaking audiences;
 - Forming alliances with community organizations (churches, migrant worker community service providers, etc.);
 - Attending and/or piggybacking on scheduled community events (weekly/monthly meetings, community fairs, sporting events, planned social events, etc.) to provide project updates and information;
 - Attending Wednesday evening prayer meetings; working with church leaders and ministries to help disseminate project information;
 - Visiting various community locations to interview/survey customers (laundromats, grocery stores, malls, movie theatres, restaurants, community centers, etc.); or
 - Involving students (grades K-12 and college campuses).
- ▲ Joint 2035 LRTP Workshop

The Collier MPO and Lee County MPO co-hosted a joint 2035 LRTP Workshop to explain the LRTP process and expectations; how the models work; and review the current project schedule, communication network and project contact information. The workshop was held on Wednesday, June 17, 2009 from 1:00 p.m. – 4:00 p.m. at the following location:

**Three Oaks Banquet & Conference Center
20991 Three Oaks Parkway
Estero, Florida 33928**

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▲ Public Workshops/Meetings

Public workshops/meetings are an effective means to provide and receive information, create dialogue, and build consensus, as well as consider modifications to the transportation plan. Workshop #2 focuses on a *needs assessment* and is conducted to introduce the project and its goals/objectives and policies; identify the financial resources and how financial plans are developed; present the community data information and collect additional data; and collect public comments regarding future transportation needs. The third public workshop (Workshop #3) provide the results of the needs assessment (Workshop #2) and an analysis of the identified projects.

The Collier MPO and consultant team will identify suitable workshop locations and facilities accessible by public transit. All public meeting venues will be accessible to persons with disabilities. When planning public workshops and meetings, consideration will be given to:

- Hosting workshops or meetings during times when community members are likely to attend;
- Hosting workshops or meetings at community service centers (i.e., local churches, community centers, public agency conference rooms) conveniently located and accessible by public transportation;
- Hosting meetings within traditionally underserved communities to engage their participation by making it convenient and accessible;
- Ensuring ample parking and well-lit areas;
- Providing ample opportunities for participants to speak with MPO staff one-on-one, giving people the chance to voice opinions without having to speak before a large group.

Contact information and instructions for requesting special accommodations are posted on the website and printed on meeting notices. *Appendix D* contains a sample meeting checklist used in preparing for the public workshops.

▲ Speakers Bureau

A Speakers Bureau is one of the most effective techniques for reaching a community as it can present information about the MPO's mission and goals and the 2035 LRTP update to various community groups. The Speakers Bureau consists of MPO staff and committee members who speak to civic groups, professional organizations, neighborhood associations, and other groups upon their request about the 2035 LRTP update process.

Our Team identifies underserved communities to determine their preferred method of contact. We identify and respect their method of communication and cater our outreach efforts accordingly to obtain the maximum participation and engagement in the project.

PUBLIC PARTICIPATION PLAN

Members of the Speakers Bureau present information to educate the public about the 2035 LRTP update process. In addition, the public is given opportunities to educate the MPO about local issues and needs. Community agencies/groups may request a presentation/meeting by contacting the MPO directly or submitting an electronic meeting request form available on the Joint Lee-Collier website (www.mpo-swfl.org/CollierLeeMPO.shtml). Table 4 identifies presentations made throughout Collier County during the 2035 LRTP Update.

Table 4 –2035 LRTP Update Presentations

DATE	ORGANIZATION
July 21, 2009	Environmental Groups
September 2, 2009	Eastern Collier County Chamber of Commerce
September 22, 2009	Smart Growth Coalition
October 2, 2009	The Greater Naples Chamber of Commerce
October 12, 2009	Joint NAACP/Golden Gate Civic Association
November 9, 2009	Naples Pathway Coalition
January 20, 2010	The Council for Hispanic Business Professionals
February 10 & 11, 2010	Property Owners Association Presidents
February 17, 2010	Immokalee Community Redevelopment Agency
May 1, 2010	Haitian Coalition Meeting

PUBLIC PARTICIPATION PLAN

▲ Public Hearing

The public hearing to adopt the Collier County 2035 LRTP offers the public a forum to submit comments regarding the 2035 LRTP update. The Draft 2035 Long Range Transportation Plan with proposed changes will be made available for public review and comment at local libraries and local government agencies 30 days prior to the scheduled public hearing. The Draft Plan with proposed changes will also be posted on the Collier MPO's website (<http://colliercountympo.com>) and the Joint Collier/Lee MPO website (www.mpo-swfl.org/CollierLeeMPO.shtml) 30 days prior to the scheduled public hearing. If the final 2035 LRTP differs significantly from the Draft Plan made available for public comment or raises new material issues, an additional opportunity will be available for public comment.

The public will be notified of the public hearing through local newspaper advertisements, the website, and targeted mailings using the contact list 30 days prior to the scheduled public hearing, as well as other means of contact that have been noted by our team. The public hearing to adopt the Collier County 2035 LRTP will be held during the MPO Board Meeting in November 2010.

Public Participation Materials

Meeting notices and materials use appropriate and understandable language in accordance with the Governor's Plain Language Initiative. Acronyms and technical information are avoided to the extent possible or written in layman's terms for the general public. The MPO makes reasonable efforts to address identified language barriers in order to provide meaningful access to information on the 2035 LRTP update. The following four factors are used to assess when to translate some documents or portions of select documents so that a balance is made to ensure meaningful access by Limited English Proficient (LEP) persons to critical services while not imposing undue burdens on the MPO:

Meeting notices and materials are available on the Joint Collier/Lee MPO website at www.mpo-swfl.org/CollierLeeMPO.shtml.

- ▲ The number or proportion of LEP persons eligible to be served or likely to be encountered by the program;
- ▲ The frequency with which LEP individuals come in contact with the program;
- ▲ The nature and importance of the program, activity, or service provided by the program to people's lives;
- ▲ The staff and resources available to the MPO.

The Public Participation Task Team uses visualization tools such as maps, charts, graphs, and diagrams to explain elements of the 2035 LRTP update. Documents are posted in a downloadable format to the Joint Collier/Lee MPO website (www.mpo-swfl.org/CollierLeeMPO.shtml) and made available at key locations, including designated community service centers and government buildings.

PUBLIC PARTICIPATION PLAN

- ▲ Contact List – A contact list is created and maintained based on the MPO’s master database. Additionally, each individual or organization that requests to be added to the list, participates in public participation activities, and/or otherwise expresses an interest in the 2035 LRTP is added to the contact list.
- ▲ Newsletters – Two newsletters are prepared and circulated to inform the public of the progress of the 2035 LRTP update and advise them of upcoming public participation opportunities. Newsletters are available for download on the Joint Collier/Lee MPO website (www.mpo-swfl.org/CollierLeeMPO.shtml) and distributed to our planning partners via the US Postal Service, e-mail, and at public meetings/workshops. Newsletters will be provided to various community service centers and designated government agencies for distribution.

The first issue of the newsletter, distributed in September 2009 to the MPO committees, all members of the contact list and available at municipal buildings and libraries,, introduces the 2035 LRTP process, project timeline, transportation survey, community outreach, 2035 LRTP website, and project team contact information. The second issue of the newsletter provides results of the Needs Assessment public workshops, 2035 LRTP outcomes, and the 2035 LRTP adoption process/public hearing.

The newsletters are used to inform the public about recent and upcoming joint regional long range transportation planning activities, including comprehensive updates or amendments of the joint regional long range transportation plan and updates or changes to the joint regional transportation priorities and project planning activities for facilities on the joint regional transportation plan.

- ▲ Public Workshop/Hearing Notices – The Collier MPO regularly advertises the MPO Board meetings, public hearings, the Local Coordinating Board (LCB) meetings and other committee meetings where more than one elected official has confirmed that they will be in attendance ten (10) business days prior to the scheduled meetings. The MPO Board and Committee meetings schedule is available on the MPO website (<http://colliercountympo.com>) with Collier/Lee joint meetings identified on the MPO Calendar with a brown symbol, under the MPO Calendar link.

The MPO works with identified planning partners to distribute public workshop/hearing notices to those represented by the various agencies/organizations and/or post notices in public places accessible to those they represent.

Letters to elected/appointed officials, including the MPO Board and committee members, are mailed using the contact list so that they are received approximately 2 weeks in advance of scheduled events.

PUBLIC PARTICIPATION PLAN

Public workshops/hearing notices are distributed to media resources identified in *Appendix B* thirty (30) days prior to scheduled events in order to provide adequate public notice through various media outlets. Public workshop notices or display advertisements will be run in the *Naples Daily News* ten (10) business days prior to the scheduled workshop. The public hearing advertisement runs in the *Naples Daily News* thirty (30) days prior to the public hearing per Chapter 339.175 (6)(c)(2) F.S.

Public workshop/hearing notices are posted on the Joint Collier/Lee MPO website (www.mpo-swfl.org/CollierLeeMPO.shtml) at least 7 days prior to the scheduled event. Follow-up electronic notices and reminders will be sent to those contacts providing an updated e-mail address at least 7 days prior to the scheduled event.

- ▲ PowerPoint Presentations/Handouts – Presentation and meeting materials are developed as applicable to compliment the various public participation activities. Materials are available on the Joint Collier/Lee MPO website (www.mpo-swfl.org/CollierLeeMPO.shtml). Accommodations can be made for the traditionally underserved populations and persons with limited English proficiency (LEP) to receive their comments and input as well.
- ▲ Press Releases – Press releases are distributed to ensure interested parties and the press are up-to-date on news and information concerning the 2035 LRTP update activities. Press releases are prepared to announce upcoming workshops and the public hearing.
- ▲ Website – For individuals seeking to stay engaged throughout the 2035 LRTP update process, the MPO’s website (<http://colliercountympo.com>) contains a link to the Joint Collier/Lee MPO website (www.mpo-swfl.org/CollierLeeMPO.shtml). This website (under the Regional Coordination link) includes the adopted regional documents, minutes and agendas for the joint meetings, regional maps, priorities, and notices of upcoming meetings of interest. It also allows the public to view photos, maps and other visualization techniques during the LRTP process and provides a continuous flow of information for stakeholders and the public. The Joint Collier/Lee MPO website serves as the central access point for all documents, including the study process, objectives, reports, maps, schedules, cost feasible plan, media, links, and contact information. Condensed or complete Technical Reports (TR) available on the website will include:
 - ▲ Public Participation Plan & Report;
 - ▲ Data Compilation, Review & Development (includes mapping and plotting);
 - ▲ Model Validation Review;
 - ▲ Financial Resources for Transportation Improvements – Current to 2035;
 - ▲ Environmental Screening of Projects Reports;
 - ▲ Transportation Plan Development;
 - ▲ 2035 LRTP Executive Summary;

PUBLIC PARTICIPATION PLAN

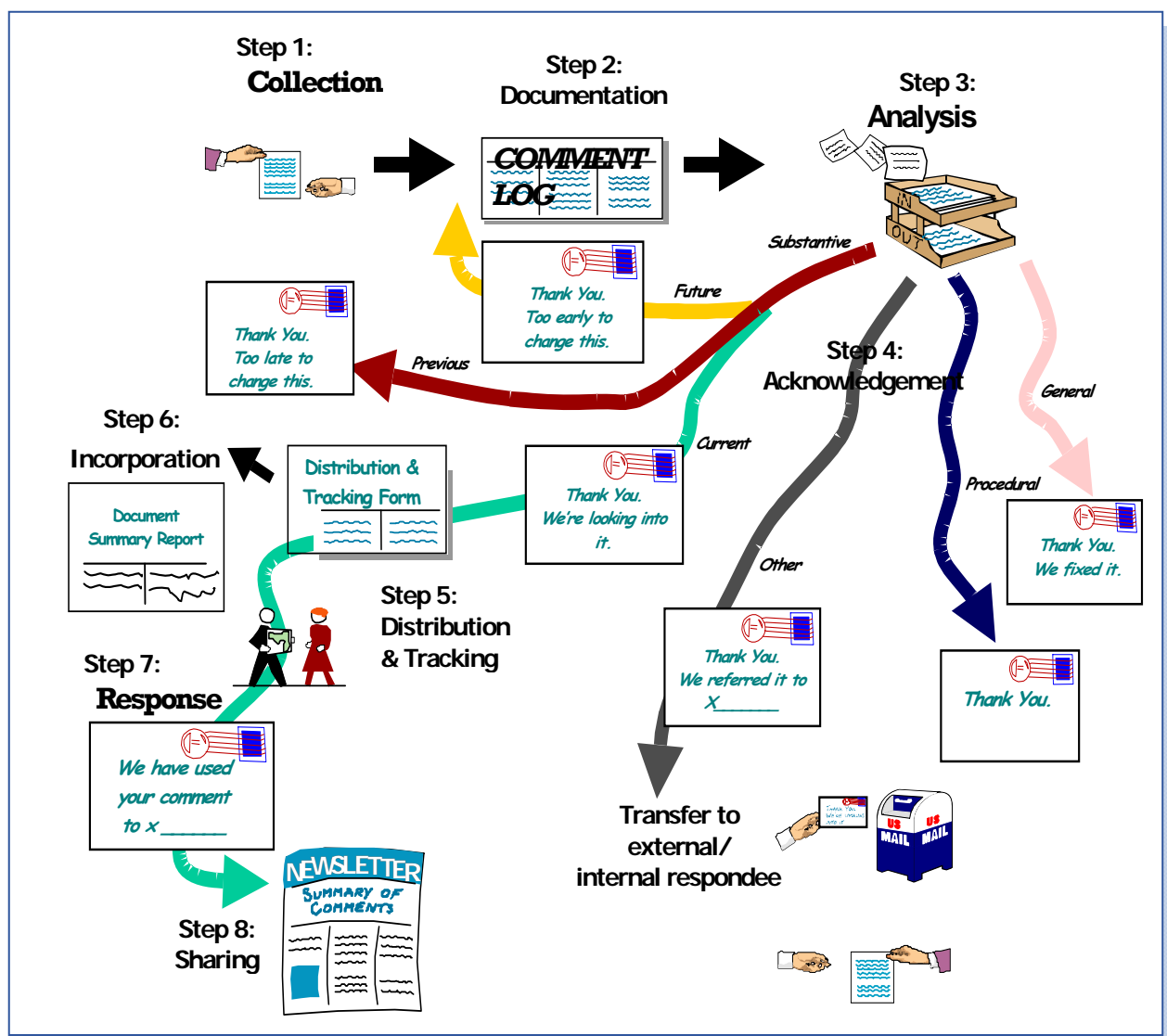
- ▲ Regional Long Range Transportation Plan.

Changes to the Joint Collier/Lee MPO website are coordinated between MPO staff members to ensure that the data on each website is up-to-date and consistent. The website has the capability for the MPO to receive on-line comments.

Public Comments

The primary objective of any public participation activity is to inform the public and solicit their input relative to transportation improvements. Receiving, responding, and maintaining an accurate accounting of public comments is important to the 2035 LRTP update process. Timely and effective collection, processing and response to these comments will assist the MPO in developing a plan supported by the community. Figure 2 illustrates the overall flow of public comment processing.

Figure 2 – Public Comment Process



PUBLIC PARTICIPATION PLAN

Step 1: Collection – Comments are collected in a variety of ways, including during community events and project meetings, or received via mail. Comments may be submitted by letter or telephone throughout the 2035 LRTP update.

Step 2: Documentation – The following information is recorded for public comments:

- ▲ Date – this establishes a benchmark for a timely response;
- ▲ Name, address, telephone number and e-mail (if available) – this is necessary for a proper response;
- ▲ Comment – the essence of the comment is critical for responding in an appropriate manner; and
- ▲ Tracking number – this is optional, but will ensure that comments are not lost.

Step 3: Analysis – Comments are analyzed to determine the appropriate response. Initially, the comments are separated into the following four categories:

- ▲ **General** comments are directly related to the 2035 LRTP update but do not require a detailed response.
- ▲ **Substantive** comments are directly related to the plan update and should be considered for inclusion in the 2035 LRTP update.
- ▲ **Procedural** comments are related to the overall public participation process.
- ▲ **Other** comments are beyond the scope of the MPO. They may relate to another MPO activity or be completely outside the sphere of the MPO's influence.

Step 4: Acknowledgement – Public comments are acknowledged as soon as possible. The public can wait for an answer as long as they know their comment was received, acknowledged and will be considered. The substance of a comment dictates what is appropriate. Requests for information are common and the consultant team responds to these requests either via e-mail, USPS mail, or fax. The people making these requests will be added to the contact list.

Step 5: Distribution & Tracking – Comments are distributed to the appropriate staff to ensure a full, complete and accurate response. Some comments may require input from multiple departments to ensure a complete answer to all issues. Follow-up occurs to confirm that the appropriate staff has addressed the comment.

Step 6: Incorporation – Comments which are directly relevant to the 2035 LRTP update are considered for incorporation in the overall decision making process.

Step 7: Response – Complete and timely responses are provided to address all issues submitted in a comment, including an explanation of any research or analysis that forms the basis of the answer and additional information on how to stay involved in the 2035 LRTP update process.

PUBLIC PARTICIPATION PLAN

Step 8: Sharing – Comments collected during the 2035 LRTP update process and responses may be used in future public outreach materials and shared with the public. A summary of the comments and responses provides documentation for future reference as well.

Public Participation Documentation

The documentation of public participation activities creates a history and record of commitments made as a result of the outreach activities. Access to the documentation allows the public to see that their input was evaluated and considered. Documentation includes compiling all materials related to the public participation activities and summarizing and analyzing the public comments.

A Public Participation Diary documents data gathered during public participation activities and provides a single source for cataloging information, issues, and concerns within Collier County. The Diary summarizes outreach activity results and presents the findings clearly and in non-technical language.

Components of the Public Participation Diary will include:

- ▲ Public Participation Program Summary – this section summarizes the public participation activities completed and provides a brief synopsis of the participants and public comments received.
- ▲ Public Participation Plan – this section includes the Public Participation Plan, strategies, and techniques used to define community attitudes and preferences.
- ▲ Project History – this section defines the affected community. It includes a geographic description of the study area utilizing maps, as well as any demographic information.
- ▲ Notification process – this section includes the contact list and methods of notification used to invite the public to outreach activities. It includes all flyers, posters, letters of invitation, press releases or legal ads.
- ▲ Description of all Outreach Activities – this section includes the date, time and location of public participation activities, including photographs, sign-in sheets, exhibits and display materials, data collected, presentation materials, printed materials, surveys, evaluations, comment forms, public comment log, maps, agendas, meeting minutes, transcripts, and the like.
- ▲ Public Comment – this section includes a summary of the comments. It includes the number of comments received and details about the issues raised and their possible resolution.

PUBLIC PARTICIPATION PLAN

Evaluation and Monitoring of Outreach Activities

Decisions made by the Collier MPO affect the entire population, both residents and visitors, of Collier County. Seeking public input regarding those decisions is important to the success of the MPO as the agency is responsible for transportation planning in Collier County. The Federal Highway Administration and the Florida Department of Transportation require the MPO to continuously evaluate the effectiveness of public participation activities to identify tools and techniques that are ineffective or need improvement.

Statistics can be used to determine effectiveness when implementing all or a portion of the public participation plan, either a specific activity or the entire program. For example, the number of persons attending a public meeting can be compared to the number of persons that were notified of the meeting. This type of evaluation can be an indicator of whether or not the tools used for public participation are actually reaching the intended audience, or which tools had a greater response rate. Statistical analysis is used to evaluate survey responses and the results of the analysis are compared to the evaluation measures to determine the rate of success of public participation tools.

New and improved strategies can be developed to improve the overall performance of the public participation process. The team will consult with the MPO staff to identify which of the following measures of effectiveness may be used in determining the overall effectiveness of the 2035 LRTP update:

- ▲ Number/frequency of opportunities for public participation throughout the LRTP update,
- ▲ Number of attendees at various functions/activities vs. number invited,
- ▲ Number of participating agencies/organizations,
- ▲ Number of persons on the mailing/e-mail list vs. number of returns via e-mail or USPS,
- ▲ Number/location of newsletter distribution sites,
- ▲ Number of LRTP website hits,
- ▲ Number of requests for presentations/meetings and locations,
- ▲ Number of comments received (e-mail, verbal, written),
- ▲ Number of comment forms/cards distributed vs. number received at outreach activities,
- ▲ Number of issues identified,
- ▲ Number of requests for materials in alternative formats,
- ▲ Number of new contacts placed on the contact list,
- ▲ Number of planned community events and type attended by staff.

Advertising methods can be evaluated by asking participants how they heard about a specific meeting/workshop/presentation/hearing on the sign-in sheet. This helps determine which notification methods are most effective.

PUBLIC PARTICIPATION PLAN

The Public Participation Task Team uses the MPO's Public Involvement Evaluation Guide as a reference to assist in determining the effectiveness of the public participation tools and techniques used during the Collier/Lee 2035 LRTP update process.

APPENDIX A

MPO BOARD and COMMITTEE MEMBERS

As of May 13, 2010

COLLIER MPO BOARD MEMBERSHIP ROSTER

The Collier MPO Board is comprised of elected and appointed officials from the Collier County Board of County Commissioners, Naples, Marco Island, Everglades, and FDOT. The Board meets monthly to provide direction in planning future transportation projects and improvements. The MPO consists of 9 voting members and 1 non-voting member, the District Secretary from the Florida Department of Transportation, District 1.

Voting Members:

Collier County:

Commissioner Frank Halas
Commissioner Jim Coletta
Commissioner Donna Fiala
Commissioner Fred Coyle
Commissioner Tom Henning

City of Marco Island:

Councilman Dr. William Trotter, **(Chair)**

Everglades City:

Mayor Sammy Hamilton, Jr.

City of Naples:

Councilwoman Margaret "Dee" Sulick, **(Vice-Chair)**
Councilman Sam Saad

Non-Voting Members:

Stan Cann, FDOT District 1 Secretary

THE CITIZENS ADVISORY COMMITTEE (CAC)

The Collier MPO Citizens Advisory Committee (CAC) is comprised of citizens representing the disabled, minorities, and geographic areas who make recommendations to the MPO from the public's perspective on proposed long range transportation plans, individual projects, priorities for state and federal funding, and other transportation issues.

Tim Nance, Collier County District V **(Chair)**

Fred Thomas, Representing Minorities **(Vice-Chair)**

Richard Rice, At-Large

Michael Klein, Everglades City

Alan Ryker, City of Naples

Vacant, Collier County District IV

Vacant, Persons with Disabilities

George Schroll, City of Marco Island

Karen Homiak, Collier County District I

Jack Pointer, Collier County District II

Floyd Chapin, Collier County District III

Vacant, City of Naples

APPENDIX A

MPO BOARD and COMMITTEE MEMBERS

As of May 13, 2010

THE TECHNICAL ADVISORY COMMITTEE (TAC)

The Collier MPO Technical Advisory Committee (TAC) consists of public and private planners, engineers, and other technical professionals responsible for maintaining, controlling, developing, and improving the transportation system throughout Collier County. They review transportation plans and programs from a technical perspective and with the benefit of many years of experience.

Chuck Mohlke, Everglades City (**Chair**)

Michelle Arnold, Collier County Alternative Transportation Modes (**Vice-Chair**)

Vacant, Collier County Community Development

Don Scott, Lee County MPO

Rony Joel, City of Marco Island

George Archibald, City of Naples Engineering

Steve Olmstead, City of Marco Island

Robert Tweedie, Collier County Airport Authority

Erv Dehn, Naples Airport Authority

Dave Hutchinson, Southwest Florida Regional Planning Council

Trinity Scott, Florida Dept. of Transportation

Michael Greene, Collier County Transportation Planning

Tammie Nemecek, Economic Development Council of Collier County (**Non-Voting**)

Amy Taylor, Collier County School Board (**Non-Voting**)

THE PATHWAY ADVISORY COMMITTEE (PAC)

The Pathway Advisory Committee (PAC) is a citizen's panel that advises the Bicycle and Pedestrian Program. The PAC provides recommendations on pathway projects for local, state, and federal funding; sponsors special programs; and assists in maintaining the Collier County Comprehensive Pathway Plan.

Joe Bonness (**Chair**)

Dr. Mort Friedman

Alan Musico (**Vice-Chair**)

Patricia Spencer

Joe Adams

Jack Mischung

Dayna Fendrick

2 Vacancies

APPENDIX A

MPO BOARD and COMMITTEE MEMBERS

As of May 13, 2010

THE TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (LCB)

The Transportation Disadvantaged Local Coordinating Board (LCB) assists the MPO in identifying local service needs and provides information, advice, and direction to the Community Transportation Coordinator on the coordination of services to be provided to the transportation disadvantaged.

Commissioner Donna Fiala, Collier County Board of County Commissioners (**Chair**)

Fred Goodwin, Southwest Florida Workforce Development Board

Paul Starzyk, Citizens Advocate/Non User

Vacant, Citizens Advocate/Non User

Vacant, Collier County Veterans Affairs

Olga Hernandez, Community Action

David Ogilvie, Public Education

Julia Davis, Florida Department of Transportation

Susan Wright, Department of Children and Families

Barbara Ridings, Department of Education Division of Vocational Rehabilitation Services

Sue Clarke, Department of Elder Affairs

Joe Martinez, Agency of Health Care Admin.

Cheryl Blank, Public Transportation Industry

Harold Kurzman, Elderly

Joyce Austin, Children at Risk

Adrienne Malaspina, Disabled

Stacy Revay, Local Medical Community

THE CONGESTION MANAGEMENT SYSTEM / INTELLIGENT TRANSPORTATION SYSTEM STAKEHOLDER COMMITTEE (CMS/ITS)

The Congestion Management System/Intelligent Transportation System Stakeholder Committee (CMS/ITS) serves the MPO in an advisory capacity on technical matters relating to the update of the MPO's Congestion Management System and the coordination of the CMS with the regional ITS architecture. The committee is responsible for creating and amending the Congestion Management Process (CMP) and for prioritizing candidate CMS projects.

George Archibald, City of Naples Engineering (**Chair**)

David Buchheit, Collier County Transportation Planning (**Vice-Chair**)

Bob Tipton, Collier County Traffic Operations

Glama Carter, Collier County Alternative Transportation Modes

Wayne Watson, Collier County Emergency Management

Tim Pinter, City of Marco Island

Chuck Mohlke, Everglades City

Dr. Mort Friedman, PAC Representative

Karen Homiak, CAC Representative

Don Cashdollar, Florida Department of Transportation

Don Scott, Lee County MPO (Advisory)

Greg Gaffney, City of Naples Police Department (Advisory)

Harold Minch, Collier County Sheriff's Office (Advisory)

Vacant, Immokalee Fire District (Advisory)

Robert D. Metzger, Golden Gate Fire District (Advisory)

Vacant, East Naples Fire Department (Advisory)

Chris Byrne, City of Marco Island Police and Fire Department (Advisory)

Erv Dehn, City of Naples Airport Authority (Advisory)

Vacant, Big Corkscrew Fire District (Advisory)

Dave L. Raub, North Naples Fire District (Advisory)

APPENDIX B

COLLIER MPO MEDIA LIST

First Name	Last Name	Organization	E-Mail Address
Adam	Mendelson	Wink TV	adam.mendelson@winktv.com
Stacey	Adams	Wink TV	Stacey.adams@winktv.com
Adrian		Media Vista	Adriana@mediavista.tv
Marisa	Brahney	NBC-2	marisa.brahney@nbc-2.com
Carlos	Zapata	Media Vista	Carlos@mediavista.tv
C	Cepero	News-Press	ccepero@news-press.com
Chris	Cifatte	Wink TV	chris.cifatte@winktv.com
Maggie	Crane	Wink TV	maggie.crane@winktv.com
Scott	Dobrosky	NBC-2	scott.dobrosky@nbc-2.com
Adam	Freeman	NBC-2	adam.freeman@nbc-2.com
Rich	Garcia	Wink TV	rich.garcia@winktv.com
Holly	Wagner	Wink TV	holly.wagner@winktv.com
Suzi	Hosfield	NBC-2	suzihosfield2@hotmail.com
Jeremiah	Jacobson	Wink TV	jeremiah.jacobsen@winktv.com
Jessica		Naples Chamber	Jessica@napleschamber.org
Judd	Cribbs	Wink TV	judd.cribbs@winktv.com
Katie	Cribbs	Wink TV	katie.cribbs@winktv.com
Kyle	Jordan	Wink TV	kyle.jordan@winktv.com
Lindsay	Liepman	Wink TV	lindsay.liepman@winktv.com
Lupi		Glades Media	lupi@gladesmedia.com
Jeff	Lytle	Naples Daily News	jflytle@naplesnews.com
Joe		Marco Island Newspaper	joe@misuntimes.com
Mike	Walcher	Wink TV	mike.walcher@winktv.com
Miriam	Zamorno	Wink TV	miriam.zamorno@winktv.com
Molly	Dallen	Wink TV	molly.dallen@winktv.com
Nick	Spinetto	Wink TV	nick.spinetto@winktv.com
Nicole	Papageorge	Wink TV	nicole.papageorge@winktv.com
Trey	Radel	Wink TV	trey.radel@winktv.com
Radio	Conciencia		radioconciencia@ciw-online.org
Miguel	Ramirez	Aztec America	miguel@aztecaamericaswfl.com
Sandy		Naples Chamber	sandy@napleschamber.org
Sarah	Augusthy	Wink TV	sarah.augustthy@winktv.com
Cristin	Severance	Wink TV	cristin.severance@winktv.com
Rob	Spicker	Wink TV	rob.spicker@winktv.com
Ilene	Stackel	Naples Daily News	imstackel@naplesnews.com
Jennifer	Stacy	Wink TV	jennifer.stacy@winktv.com
Justine	Waldman	Fox 4	jwaldman@fox4now.com
DESK		Wink TV	desk@winktv.com
Brenda	Hawkins	Collier Citizen	bghawkins@colliercitizen.com
Jenna	Buzzaco	Naples Daily News	jmbuzzaco@naplesnews.com
Louis	Kaplan	Clear Channel Radio	louiskaplan@clearchannel.com
Valerie	Cooper	FGCU	valker@fgcu.edu
Dave	Elliot	Vox Now	delliot@voxnw.com

APPENDIX B

COLLIER MPO MEDIA LIST

First Name	Last Name	Organization	E-Mail Address
		FGCU	wgcu@fgcu.edu
		GACETA	dplazas@gacetatropical.com
J	Tyler	Renda Broadcasting	Jtyler@renda
M	Goodell	Renda Broadcasting	Mgoodell@rendabroadcasting.com
Jean	Gurss	Review	jgurss@review.net
		Immokalee Bulletin	cbeditor@strato.net
		Immokalee Bulletin	IBNews@newszap.com
Kelly	Imrick	ABC-7	kelly.imrick@abc-7.com
Kara	Kenney	NBC-2	kara.kenney@nbc-2.com
		Naples Daily News	letters@naplesnews.com
Lois	Thome	Wink TV	lois.thome@winktv.com
L	Litzan	Marco Island Newspaper	Llitzan@cityofmarcoisland.com
		Marco Island Sun Times	editor@marcoislandsuntimes.com
			mail@marcoislandsuntimes.com
Q	Proux	Marco Eagle	qproux@marcoeagle.com
Chris	Marco	Marco Eagle	Marcochris@aol.com
Matt		Marco Sun Times	matt@islesofcapri.com
Tracy	Miguel	Naples Daily News	tmiguel@naplesnews.com
		Naples Daily News	newsupdates@naplesnews.com
		Naples Sun Times	mail@naplessuntimes.com
		NBC-2	sama@water.net
		NBC-2	assignmenteditor@water.net
		Naples Daily News	abartlett@naplesnews.com
		Naples Daily News	bebatten@naplesnews.com
		Naples Daily News	djosborn@naplesnews.com
		Naples Daily News	eckellar@naplesnews.com
		Naples Daily News	epfreeman@naplesnews.com
		Naples Daily News	emstaats@naplesnews.com
		Naples Daily News	llayden@naplesnews.com
		Naples Daily News	tlaten@naplesnews.com
		Naples Daily News	tahanson@naplesnews.com
		North Naples Journal	nnjournal@comcast.net
		News-Press	brathgeber@news-press.com
		News-Press	cmcross@news-press.com
		News-Press	community@news-press.com
		News-Press	dusty@news-press.com
		News-Press	ccepero@news-press.com
		News-Press	mwozniak@news-press.com
		News-Press	rhiraki@news-press.com
		Nuevos Ecos	info@nuevosecos.com
		The Naples Studio	pam@thenaplesstudio.com
		Renda Broadcasting	bmurry@rendabroadcasting.com
		Renda Broadcasting	ppaquette@rendabroadcasting.com

APPENDIX B

COLLIER MPO MEDIA LIST

First Name	Last Name	Organization	E-Mail Address
		Renda Broadcasting	psa@rendabroadcasting.com
Aisling	Swift	Naples Daily News	aaswift@naplesnews.com
Kaydee	Tuff	Collier Citizen	kltuff@colliercitizen.com
Paul	Unwin	Fox 4	punwin@fox4now.com
Isabel	Velasco		isabelvelasco@hotmail.com
		Waterman Broadcasting	News_dept@nbc-2.com
		WAVV	albaxa@wavv101.com
		WAVV	mike@wavv101.com
		WAVV	paul@wavv101.com
		WFTX-TV	news@fox4now.com
Leslie	Williams	Naples Daily News	Lwilliams@naplesnews.com
		Wink TV	assignments@winktv.com
		WJGO	cambrogio@aol.com
		WJGO	cambrogio@rendabroadcasting.com

APPENDIX C

IAP2 PUBLIC PARTICIPATION TOOLBOX

The International Association for Public Participation's (IAP2) Public Participation Toolbox summarizes techniques to share information, compile and provide feedback, and bring people together. The Public Participation Toolbox lists a variety of public participation tools and techniques with tips about how and when to use them (*See Attached IAP2 Public Participation Toolbox*).

APPENDIX D

SAMPLE MEETING CHECKLIST

Successful public meetings require careful preparation and coordination. The following meeting checklists can be used as a guide to remembering the details in planning public meetings/workshops. The checklists may be used as is or modified to accommodate additional tasks.

Site Selection Checklist

- Meeting/workshop date _____
- Facility name _____
- Contact person _____
- Facility location _____
- Proximity to project study area _____
- Easy to find and provide directions _____
- Facility availability _____
- Sufficient Room Capacity (capacity/room dimensions) _____
- Americans w/ Disabilities Act (ADA) accessibility requirements _____
- Circulation space for wheelchairs/walkers _____
- Multi-modal accessibility (on bus route) _____
- Adequate, safe and convenient parking _____
- Refreshments/clean-up equipment to be provided by others _____
- Neutral atmosphere (non-governmental) _____
- Floor plan suitable for meeting format _____
- Public recognition as a meeting place _____
- Tables/chairs (fixed or movable, quantity) _____
- Audio-visual capabilities (identify limitations) _____
- Internet access availability _____
- Power sources (quantity/location) _____
- Break-out rooms (if necessary) (capacity/room dimensions) _____
- Lighting (type/control locations/limitations) _____
- Temperature controls (adjustable/location) _____
- Restrooms available/accessible (location) _____
- Certificate of Insurance and/or Hold Harmless Agreement Requirements _____
- Cost of site rental (payment due date) _____
- State purchase order acceptability _____

MEETING CHECKLIST

Meeting Notice Checklist

- In-house memoranda _____
- Invitational letters _____
- Property owner letters _____
- Newsletters _____
- Flyers _____
- Location maps _____
- Legal ad(s) (publication/dates) _____
- Newspaper display ad(s) (publications/dates) _____
- Press releases (publications/dates) _____
- Website posting(s) _____

Meeting Materials Checklist

- Directional signs _____
- Sign-in sheets _____
- Agendas _____
- Evaluation Forms _____
- Comment forms/cards _____
- Maps/posters/displays _____
- Presentation(s) _____
- Informational brochures/handouts _____
- Speakers sign-up sheet _____
- Meeting request form _____
- Information mandated in federal Civil Rights laws (Titles VI and VIII) _____
- Comment box(es) _____
- Nametags (staff/consultants) _____
- Table tents _____
- Business cards _____

Team Checklist

- Staff assigned to appropriate roles based on personality and project knowledge _____
- Greeters _____
- Presenters _____
- Scribes _____
- Logistics coordinators _____
- Roving facilitators _____
- Court reporters (as applicable) _____

Rehearsal/Briefing Checklist

- Team roles and responsibilities _____
- Purpose of the meeting _____
- Goals and objectives of the project _____
- Public's role in the process _____
- Process for continued public input _____
- Mission statement _____
- Where we are now in the process _____
- What happens next in the process _____
- Meeting agenda _____
- Meeting layout and logistics (set-up/breakdown) _____

Audio Visual/Equipment Checklist

- Computer/accessories _____
- Projector (slide, overhead, other) _____
- Projection screen _____
- PA system/speakers _____
- Microphone(s) – wired _____
- Microphone(s) - wireless _____
- Podium _____
- Tape recorder/blank tapes _____
- VCR _____
- CDs/DVDs with presentation _____
- Memory stick(s) _____
- Digital camera _____
- Camcorder _____
- Easels (quantity) _____
- Extension cord(s) _____
- Surge protector _____
- Sign-in table/chairs _____
- Table cloths/table skirts _____

MEETING CHECKLIST

Supplies Checklist

- Notepads _____
- Pens/pencils/markers _____
- Tape (masking, duct, scotch, double-sided) _____
- Post-it notes _____
- Flip chart/easel _____
- Stapler/staples _____
- Scissors _____
- Rubber bands _____
- Pushpins _____
- Binder/paper clips _____
- Handyman tools _____

Additional Supplies

- | | |
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Post Meeting Checklist

- Conduct meeting debriefing with staff _____
- Prepare/finalize meeting summary _____
- Prepare/finalize public comment summary _____
- Prepare comment responses _____
- Follow up with attendees (as applicable) _____
- Prepare meeting documentation for Project Diary _____
- Update contact list _____
- Prepare meeting documentation for Project Diary (as applicable) _____