

TECHNICAL ADVISORY COMMITTEE

9:30 a.m., Thursday, December 1, 2011
Southwest Florida Regional Planning Council
1926 Victoria Avenue
Fort Myers, FL 33901
239-338-2550



AGENDA

Call to Order

Roll Call

Approval of Minutes

1. *[Minutes from the November 18, 2011 TAC Meeting](#)
2. Public Comments on Items on the Agenda

New Business

3. *[Election of Officers for 2012](#) (Meghan Marion)
4. [Presentation on the Advanced Traffic Management System \(ATMS\) Project](#) (FDOT)
5. +[Provide Input on the Proposed LRTP Amendments](#) (Don Scott)
6. +[Discuss Tasks for the FY 2012/2013 and 2013/2014 UPWP](#) (Don Scott)
7. +[Update on the Next Steps of the Trolley Lane Study Presented Last Month](#) (Don Scott)
8. [Discuss Agenda Items for an Upcoming Joint Lee-Charlotte MPO Meeting](#) (Don Scott)
9. Status Update on Lease and Administrative Items (Meghan Marion)

Other Business

10. Public Comments on Items not on the Agenda
11. LeeTran Report
12. FDOT Report
13. Port Authority Report
14. Announcements
15. Topics for next meeting
16. [Information and Distribution Items](#)

Adjournment

*Action Items †May Require Action

All meetings of the Lee County Metropolitan Planning Organization (MPO) are open to the public. In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting should contact Ms. Meghan Marion at the Lee MPO 48 hours prior to the meeting by calling (239) 338-2550 x 219; if you are hearing or speech impaired call (800) 955-8770 Voice / (800) 955-8771 TDD. Or, e-mail mmarion@swfrpc.org

The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes he has been discriminated against because of race, color, religion, sex, age, national origin,

disability, or familial status may file a complaint with the Florida Department of Transportation District One Title VI Coordinator Robin Parrish at (863) 519-2675 or by writing her at P.O. Box 1249, Bartow, Florida 33831.

MINUTES OF THE TECHNICAL ADVISORY COMMITTEE

Held on November 3, 2011

The following members were present for the regular meeting of the Technical Advisory Committee on November 3, 2011 at the offices of the Southwest Florida Regional Planning Council, 1926 Victoria Avenue, Fort Myers, Florida.

Andy Getch	Lee DOT
Carmen Monroy	LeeTran
Dawn Huff	Lee County School Board
Persides Zambrano	City of Cape Coral Public Works
Kitty Sayers	Cape Coral Mini Bus Service
Nicole DeV Vaughn	City of Fort Myers Planning
Ben Bullert	City of Fort Myers Engineering
Walter Fluegel	Town of Fort Myers
Ben Pople	City of Sanibel Planning
Daryl Walk	City of Bonita Springs
Trinity Scott	FDOT

Those also in attendance included: Russ Muller and Julia Davis with FDOT; Daniel Rudge with LeeTran; Tamara Pigott with the Tourism Development Council; and Don Scott, Ron Gogoi and Meghan Marion of Lee County MPO.

CALL TO ORDER

The meeting was called to order at 9:30 a.m. by Chairman Getch.

Ms. Marion called the roll and announced that a quorum was present.

APPROVAL OF MINUTES

Agenda Item #1 – Minutes from the September 1, 2011 TAC Meeting

MOTION BY MS. MONROY TO APPROVE THE MINUTES FROM THE SEPTEMBER 1, 2011 TAC MEETING. SECONDED BY MS. ZAMBRANO.

Mr. Pople requested that we refer to him as Benjamin instead of Ben when recording his attendance.

MOTION CARRIED UNANIMOUSLY.

Agenda Item #2 – Minutes from the October 18th Joint TAC/CAC Meeting

MOTION BY MS. ZAMBRANO TO APPROVE MINUTES FROM THE JOINT OCTOBER 18TH TAC/CAC MEETING. SECONDED BY MS. HUFF. MOTION CARRIED UNANIMOUSLY.

Agenda Item #3 – Public Comments on Items on the Agenda

None.

NEW BUSINESS

Agenda Item #4 – Approve Changes to the TAC Bylaws

Ms. Marion stated that the changes are to remove FDOT as a voting member; change the language regarding public comments from approval by the Chairman to approval of the Committee; and Change the term requirements for the Chairman and Vice-Chairman to follow the same procedures as the MPO Board: The current Chairperman may not be re-elected and the Vice-Chairman must be rotated throughout all the agencies represented on the TAC.

Chairman Getch stated that he made the suggestion about having the Chair and Vice-Chair alternate throughout all the agencies involved so that one agency is not always chairing the meeting.

Ms. Monroy stated that we can try something different and always change it if it isn't working.

MOTION BY MS. MONROY TO APPROVE THE TAC BYLAW CHANGES AS PRESENTED AND RECOMMEND MPO APPROVAL. SECONDED BY MS. DEVAUGHN. MOTION CARRIED UNANIMOUSLY.

Agenda Item #5 – Endorsement of Amendments to the FY 2010/2011 and FY 2011/2012 Unified Planning Work Program (UPWP)

Mr. Scott presented this item and stated that we are adding in some general tasks to cover the relocation of the MPO.

MOTION BY MS. ZAMBRANO TO RECOMMEND MPO ENDORSEMENT OF THE AMENDMENTS TO THE FY 2010/2011 AND FY 2011/2012 UNIFIED PLANNING WORK PROGRAM (UPWP). SECONDED BY MS. HUFF. MOTION CARRIED UNANIMOUSLY.

Agenda Item #6 – Approval of the CIGP Agreement for the Rail Feasibility Study

Mr. Scott presented this item.

Ms. Zambrano asked how the consultants will be chosen.

Mr. Scott replied that it will go out for an RFP.

MOTION BY MS. MONROY TO RECOMMEND MPO APPROVAL OF THE CIGP AGREEMENT FOR THE RAIL FEASIBILITY STUDY. SECONDED BY MS. ZAMBRANO. MOTION CARRIED UNANIMOUSLY.

Agenda Item #7 – Presentation on the LeeTran Capital Projects

Ms. Monroy stated that their two major capital projects are the vehicle replacement project and the LeeTran Facility project. She first reviewed the vehicle replacement schedules and stated that they just received a grant for state of good repair and it will fund the next two years of vehicle replacements. She stated that the new facility is almost all funded and they have a revenue shortfall. She stated that they asked for a \$9 million SIB loan which the State of Florida just awarded. She stated that they have a \$5.5 million deficit. She stated that this fulfills their needs through 2024. She stated that LeeTran is asking if there is any money that is boxed that hasn't been allocated yet to have it allocated to this project. She asked that the TAC recognize the shortfall and help LeeTran fund it.

Discussion took place on different funding options.

Ms. Monroy asked for support and look at identifying some money to fund the project. She also stated that it stands to create 500 jobs.

MOTION BY MS. DEVAUGHN TO SUPPORT LEETRAN AND LOOK AT IDENTIFYING SOME MONEY TO FUND THEIR \$5.5 MILLION SHORTFALL ON THE NEW LEETRAN FACILITY. SECONDED BY MS. ZAMBRANO. MOTION CARRIED UNANIMOUSLY.

Agenda Item #8 – Presentation on the Trolley Lane Study

Mr. Rudge with LeeTran gave a PowerPoint Presentation on the Trolley Lane Study. He stated that there aren't any funds during this season to run a demonstration project.

Ms. Davis asked if the funds set aside for the Park and Ride project could be used for this demonstration project.

Ms. Monroy replied that is something that LeeTran would have to work with the Town and the MPO on that.

Mr. Scott asked if this study was done before the survey work was done on Estero.

Mr. Rudge stated the study was done in July 2010.

Chairman Getch stated that he wasn't aware of any coordination that happened.

Discussion ensued on different issues with the study.

Other Business

Agenda Item #9 – Public Comments on Items not on the Agenda

None.

Agenda Item #10 – LeeTran Report

Ms. Monroy stated that on November 16th at 10 a.m. LeeTran will be doing the new Trolley roll out on Fort Myers Beach at Bow Ditch Point.

Agenda Item #11 – FDOT Report

None.

Agenda Item #12 – Announcements

Chairman Getch stated that he will not be able to attend the November MPO meeting to give the TAC recommendations.

Agenda Item #13 – Topics for next meeting

Mr. Scott stated we would bring back ATMS Presentations, Cape Coral Transit Study, and other agreements.

Mr. Scott stated that at an RPC Staff meeting the RPC decided that they would like to shut down the building from November 23rd thru November 25th for Thanksgiving, and then from December 22nd thru January 3rd for Christmas with staff using a combination of leave time, holiday pay, and two furlough days.

Ms. Scott discussed how this shut down is going to affect the operations of the MPO.

Ms. Zambrano asked if MPO Staff will be taking furlough.

Mr. Scott stated that he doesn't know what the benefit is if MPO Employees take those days off, because then they lose the Indirect Rate.

Ms. Scott asked that Staff bring this information to the MPO Board and let them make the final decision.

Ms. Davis asked when the MPO would be moving to the new location.

Ms. Scott replied by March 16th according to the six months notice given by the Staff Services Agreement.

Agenda Item #14 – Information & Distribution Items

Distributed in agenda packet.

ADJOURNMENT

Meeting adjourned at 10:57 a.m.

ELECTION OF 2012 OFFICERS

RECOMMENDED ACTION: Elect a Chairperson and a Vice-Chairperson for 2012.

According to the TAC bylaws, a Chairman and Vice-Chairman are to be elected at the each calendar year. Any voting member or his alternate may nominate another voting member to be an officer (except an RPC, Collier representative or previous year's Chair based on the recently amended bylaws). The current voting members of the TAC who are eligible to serve as officers are as follows (the roster is attached):

*	Andy Getch	Lee County Department of Transportation
	Daryl Walk	City of Bonita Springs
	Wyatt Daltry	Cape Coral Community Development
	Persides Zambrano	Cape Coral Department of Public Works
	Kitty Sayers	Cape Coral Mini Van Services
**	Nicole DeVaughn	Fort Myers Planning Department
	Swara Farheen	Fort Myers Engineering Department
	Steve Myers	Lee Tran
	Josh Philpott	Lee County Port Authority
	Matt Noble	Lee County Community Development
	Dawn Huff	Lee County School Board
	Walter Fluegel	Town of Fort Myers Beach
	Jimmy Jordan	Sanibel Planning Department
	Gates Castle	Sanibel Public Works Department

*Current Chairman **Current Vice-Chairman

Nominees should be primary members who attend meetings on a regular basis. Any member who would be unable to fulfill the duties of an officer should so state before nominations are taken, or notify the Chair before the meeting if you are unable to attend. Any alternate member who attends meetings regularly who would be willing to serve as an officer may bring a letter to the meeting from his or her agency's director, appointing him or her as the agency's primary TAC representative (in which case a new alternate should also be appointed at the same time).

**LEE COUNTY
METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE**

CURRENT / VOTING MEMBERS: 17 MEETING: 1st Thursday of each month - 9:30 a.m. QUORUM: 9

<u>MEMBER AGENCIES (Voting)</u>	<u>REPRESENTATIVES</u>	<u>ALTERNATES</u>
LEE COUNTY		
Department of Community Development	Matt Noble	Rick Burris
Department of Transportation	Andy Getch*	Lili Wu
Lee County Port Authority Lee Tran	Josh Philpott Steve Myers	Ellen Lindblad Carmen Monroy Daniel Rudge
Lee County School Board	Dawn Huff	(Vacant)
CITY OF CAPE CORAL		
Department of Community Development Department of Public Works Cape Coral Mini Bus Service	Wyatt Daltry Persides Zambrano Kitty Sayers	Rick Sosnowski Stephanie Smith Mildred Hammer
CITY OF FORT MYERS		
Department of Planning Department of Engineering	Nicole DeVaughn** Swara Farheen	Lynee Rodriguez Ben Bullert Saeed Kazemi
TOWN OF FORT MYERS BEACH		
	Walter Fluegel	Tina Ekblad Leslee Chapman
CITY OF SANIBEL		
Department of Planning	Jimmy Jordan	Ben Pople Roy Gibson
Department of Public Works	Gates Castle	Scott Krawczuk
CITY OF BONITA SPRINGS		
Department of Public Works	Daryl Walk	John Gucciardo
COLLIER COUNTY MPO		
	Lorraine Lantz	Sue Faulkner
SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL		
	(Vacant)	(Vacant)

<u>ASSOCIATE MEMBER AGENCIES (Non-Voting):</u>	<u>REPRESENTATIVES</u>	<u>ALTERNATES</u>
FLORIDA GULF COAST UNIVERSITY		
	Dr. Joseph Shepard	Mr. Jack Fenwick
LEE COUNTY		
Bicycle Coordinator	(Vacant)	(Vacant)
Port Advisory Committee	Frank Balogh	(Vacant)
Community Transportation Coordinator	Gary Bryant	(Vacant)
Tourism Development Council	Suya Davenport	Tamara Pigott
Economic Development	(Vacant)	
CITY OF CAPE CORAL		
Economic Development	(Vacant)	(Vacant)
REGIONAL		
FL Utilities Coordinating Committee	(Vacant)	(Vacant)
South Florida Water Management District	(Vacant)	
Southwest Florida Enterprise Center	Thomas Scott	(Vacant)

STATE

Department of Environmental Protection
Governor's Energy Office
Florida Fish and Wildlife Conservation Commission

Sherrill Culliver
Alexander Mack
(Vacant)

Gordon Romeis
William Smith

FEDERAL

Federal Highway Administration
Federal Transit Administration
U.S. Environmental Protection Agency
U.S. Fish and Wildlife Service
U.S. Army Corps of Engineers

Sabrina David
Elizabeth Martin
(Vacant)
Brad Rieck
(Vacant)

(Vacant)
(Vacant)
(Vacant)
(Vacant)
(Vacant)

*CHAIRMAN

**VICE-CHAIRMAN

November 18, 2011

PRESENTATION ON THE ADVANCED TRAFFIC MANAGEMENT SYSTEM PROJECT

DISCUSSION ITEM:

The purpose of the Advanced Traffic Management System (ATMS) project is to update and upgrade the existing traffic control system in Lee County into a more centralized architecture making the system adaptive and dynamic to changing conditions. The system will address signalization control, enhanced video monitoring capabilities, speed and traffic count data collection and dynamic advice to drivers at strategic locations. The design and implementation of this ATMS system will be implemented in several phases of which Phase I and Phase II are currently programmed. FDOT's consultant has completed an Implementation Plan and a RFP for a design build contract for Phase I. Phase I will address deficiencies in 59 intersections while another 175 intersections will be addressed by Lee County under a separate contract but completed prior to April 2012 when the ATMS will go into operation. Phase I also includes an upgrade of Lee County's Traffic Operations Center (TOC) that would expand the centralized control area of the ATMS and enhance video monitoring capability at the TOC. FDOT and its consultant will make a presentation of the ATMS project at the December 1st meeting, and provide a schedule of the implementation.

PROVIDE INPUT ON THE UPCOMING LONG RANGE TRANSPORTATION PLAN (LRTP) AMENDMENTS

DISCUSSION ITEM:

Back in September staff discussed the proposed Long Range Transportation Plan (LRTP) amendments that will be brought to the January Committee and Board meetings for review and the February Committee and Board meetings for approval (following the 30 day public comment period). Listed below are the LRTP amendment items that staff has been working on and would like to make sure that we are including all of the amendments that each of the local jurisdictions are expecting or are needed:

- Amend the Needs and Cost Feasible Plans to shorten the limits of the Shangri-La Extension in Bonita Springs from its current terminus at Terry Street to Imperial Parkway.
- Incorporate the changes to several two to four lane widening projects in the Cost Feasible Plan to match the model testing and complete streets analysis that was done on those segments. These roadways include Buckingham Road from Orange River Boulevard to SR 80, Crystal Drive from US 41 to Plantation Road, Plantation Road from Six Mile Cypress to Colonial Boulevard and Alabama Road from 40TH Street Extension to Sunshine Boulevard. These roadways will be reduced from a four lane widening project to a rebuilding of a two lane undivided roadway to a two lane divided roadway with a median and turn lanes. In addition, Winkler Road from Gladiolus Drive to Cypress Lake Drive will also be added to the Cost Feasible Plan consistent with the number of lanes in the Cost Feasible Plan but with the addition of a median and turn lanes and the same treatment as the other roadways listed in this section. Attached is the model volumes from the analysis that was done for these roadways. Based on the analysis, the Littleton Road four lane section is recommended to remain as four lanes in the Cost Feasible Plan.
- Update the cost estimates in the Needs Plan of the 61st Street project from the input we received on this project.
- Add in the cost and description of the Littleton Road/Kismet Parkway realignment at NE 24TH Avenue.
- Amend the Existing plus Committed (Table 6-1) to include the widening from four to six lanes of I-75 from South of SR 78 to the Lee/Charlotte County line so this project can be added to the Transportation Improvement Program.
- Add in the Planning Study phase and cost of the Fowler Street project between the Fowler/Metro Cross-Over and SR 82 in the Cost Feasible Plan.
- Add the LeeTran Bus Replacement grant funding that was received from the Federal Transit Administration so that this item can also be added to the Transportation Improvement Program. Also, we will be adding to the language in

the Transit Needs Plan to address the bus replacement schedule from the recently presented LeeTran TDP.

- Add the Ortiz Avenue from Martin Luther King Boulevard to Lockett Road right-of-way phase, the Lockett Road from Ortiz Avenue to I-75 right-of-way phase, the Alico Road from Ben Hill Griffin to Airport Haul Road construction phase (CST 14/15) and change the Ortiz Avenue from Lockett Road to SR 80 project to underway for the right-of-way phase. Also, add the programming of the construction phase of the Homestead Road from Sunrise to Alabama project in FY 15/16.
- Make changes to address the end limits of the Hanson Street Extension along with any changes with the phasing of segments/number of lanes to be consistent with the City of Fort Myers plans for this roadway and their recent submittal of the TIGER III grant.

Staff is seeking input on the changes that are being made and any additional changes that should be addressed as part of this amendment.

Lee MPO 2035 Model Alternative Tests

Littleton Road			CF 2035	
Road	From	To	4 Lanes	2 Lanes
Littleton Rd	NE 24th	Bus US 41	33,500	32,300
Del Prado	NE 24th	US 41	67,700	68,900
Diplomat Pkwy	NE 24th	US 41	23,700	25,500

Gunnery Road			CF 2035	
Road	From	To	4 Lanes	2 Lanes
Gunnery Rd	Orange River Blvd	SR 80	17,400	17,300

Sandy Lane			CF 2035	
Road	From	To	4 Lanes	2 Lanes
Sandy Ln	Strike Ln	Coconut Rd	23,800	22,200
US 41	Strike Ln	Coconut Rd	58,500	59,900

Crystal Drive			Needs 2035	
Road	From	To	4 Lanes	2 Lanes
Crystal Dr	US 41	Plantation Rd	31,500	21,000
Daniels Pkwy	US 41	Plantation Rd	53,800	57,000

Plantation Road			Needs 2035	
Road	From	To	4 Lanes	2 Lanes
Plantation Rd	Six Mile Cypress	Daniels Pkwy	6,100	5,600
	Daniels Pkwy	Crystal Dr	20,700	15,500
	Crystal Dr	Colonial Blvd	31,500	16,300
Metro Pkwy	Six Mile Cypress	Daniels Pkwy	42,300	42,600
	Daniels Pkwy	Crystal Dr	43,200	44,900
	Crystal Dr	Colonial Blvd	44,500	47,300
Six Mile Cypress / Ben C Pratt Pkwy	Plantation Rd	Daniels Pkwy	29,300	29,800
	Daniels Pkwy	Crystal Dr	25,500	25,800
	Crystal Dr	Colonial Blvd	32,100	33,500

Alabama Road			Needs 2035	
Road	From	To	4 Lanes	2 Lanes
Alabama Rd	40th St Ext	Sunrise Blvd	21,000	20,600
Grant Blvd	Immokalee Rd	Sunrise Blvd	3,000	3,500

**TASKS FOR THE FISCAL YEAR 2012/2013 and 2013/2014
UNIFIED PLANNING WORK PROGRAM (UPWP)**

RECOMMENDED ACTIONS: Recommend Planning Tasks to be included in the FY 2012/2013 and FY 2013/2014 Unified Planning Work Program.

This is the time of year to start identifying new tasks and refine the scopes of ongoing tasks to include in the new UPWP that will come back in draft form at the March meeting. This UPWP will cover the two year UPWP covering FY 2012/2013 and FY 2013/2014. The existing FY 2010/2011 and FY 2011/2012 Unified Planning Work Program is **attached** for use in identifying new or continuing ongoing projects.



**UNIFIED PLANNING WORK PROGRAM
FOR
FISCAL YEARS 2010/11 – 2011/12
(July 1, 2010 – June 30, 2012)**

Adopted May 14, 2010

Amended March 18, 2011

June 17, 2011, November 18, 2011

Bob Raymond, Chairman

LEE COUNTY METROPOLITAN PLANNING ORGANIZATION

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Prepared by the staff and the participating agencies of the Lee County Metropolitan Planning Organization. This report was financed in part by the U.S. Department of Transportation, Federal Highway and Transit Administrations; the Florida Department of Transportation; and participating local governments.

"The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation."

CFDA # 20.205, Highway Planning and Construction

Federal aid project number 0261 (047)

FDOT financial project number 416340-1-14-01

CFDA # 20.505, Federal Transit Technical Studies Grant (Metropolitan Planning)

FDOT financial project number 410115-1-14-18

FISCAL YEARS 2010 - 2012 UNIFIED PLANNING WORK PROGRAM

Lee County Metropolitan Planning Organization

VOTING MEMBERS

Vice-Mayor Bob Raymond, Town of Fort Myers Beach
Chairman

Councilman Peter Brandt, City of Cape Coral
Vice-Chairman

Commissioner Brian Bigelow, Lee County District 2
Councilman Chris Chulakes-Leetz, City of Cape Coral
Councilman Mike Flanders, City of Fort Myers
Commissioner Tammy Hall, Lee County District 4
Commissioner John Manning, Lee County District 1
Mayor Kevin Ruane, City of Sanibel
Councilman Thomas Leonardo, City of Fort Myers
Commissioner Frank Mann, Lee County District 5
Councilman Kevin McGrail, City of Cape Coral
Mayor Ben Nelson, City of Bonita Springs
Councilman Levon Simms, City of Fort Myers
Councilman John Spear, City of Bonita Springs
Mayor John Sullivan, City of Cape Coral
Commissioner Ray Judah, Lee County District 3

ALTERNATES

Mayor Larry Kiker, Town of Fort Myers Beach
Councilperson Jo List, Town of Fort Myers Beach
Councilman Stephen McIntosh, City of Bonita Springs
Councilman Erick Kuehn, City of Cape Coral
Councilman Doug Congress, City of Sanibel
Vice-Mayor Mick Denham, City of Sanibel
Councilperson Teresa Watkins-Brown, City of Fort Myers

NON VOTING MEMBERS

District 1 Secretary Billy Hattaway, Florida Department of Transportation (Ex-Officio)

TABLE OF CONTENTS

	PAGE
Acronyms used in this UPWP	7
Introduction	11
Status of Transportation Planning Activities	13
Organization and Management	18
Unified Planning Work Program	
1.0 Administration	21
1.1 Program Management and Support.....	23
1.2 Unified Planning Work Program.....	25
1.3 Public Involvement and Outreach Program	26
1.4 Equipment and Resource Purchase, Upgrade and Maintenance	28
1.5 Regional Coordination	30
1.6 Transit Program Management and Support.....	32
1.7 Locally Funded Activities	35
1.8 State Support (FHWA PL funds).....	36
1.9 State Support (FTA Section 5303 funds).....	37
2.0 Systems Monitoring	39
2.1 Data Development and Maintenance.....	41
2.2 Congestion Management System / Intelligent Transportation System	42
2.3 Efficient Transportation Decision Making (ETDM) Process	44
3.0 Systems Planning	45
3.1 Long Range Transportation Plan	47
3.2 Transportation Improvement Program	49
3.3 Freights and Goods Movement Planning.....	50
3.4 Multi-modal Planning	51
4.0 Project Planning	53
4.1 Special Studies	55
4.2 Bicycle Pedestrian and Multi Purpose Pathway Planning.....	57
4.3 Transportation Disadvantaged Program	59
4.4 Lee County Transit Authority Planning	61
Budget Tables	63
Table 1, 2010/2011 Agency Participation Table	65
Table 2, 2010/2011 Funding Source Table.....	67
Table 1, 2011/2012 Agency Participation Table	69
Table 2, 2011/2012 Funding Source Table.....	71

Appendices.....

- A. Federal and State Planning Factors and Emphasis Areas 73
- B. FTA Section 5303 Grant Application for Fiscal Year 2010/11 79
- C. Joint Certification Statement on the Metropolitan Transportation Planning Process. 91
- D. Lobbying Certification Statement..... 101
- E. Debarment and Suspension Certification 105
- F. Disadvantaged Business Enterprise Utilization..... 109
- G. Title VI / Nondiscrimination Policy Statement..... 113
- H. Comments on draft version of UPWP 117
- I. FY 2010/11 Signature Pages 137

ACRONYMS USED IN THIS UPWP

3-C	Continuing, Cooperative and Comprehensive
AMDA	Application for Master Development Approval
ADA	Americans with Disabilities Act
AMPO	Association of Metropolitan Planning Organizations
ATIS	Advanced Traveler Information System
ATPPL	Alternative Transportation in Parks and Public Lands
BOCC	Board of County Commissioners
BPCC	Bicycle Pedestrian Coordinating Committee
BPAC	Bicycle Pedestrian Advisory Committee
BRT	Bus Rapid Transit
CAC	Citizens' Advisory Committee
CAD	Computer Aided Drafting
CAMP	Corridor Access Management Plan
CAP	Commuter Assistance Program
CAT	Collier Area Transit
CEMP	Comprehensive Emergency Management Plan
CFASPP	Continuing Florida Aviation System Planning Process
CFDA	Catalogue of Federal Domestic Assistance
C.F.R.	Code of Federal Regulations
CIP	Capital Improvement Program
CMR	Congestion Monitoring Report
CMS	Congestion Management System
CMS/ITS	Congestion Management System/Intelligent Transportation System
CMP	Congestion Management Process
COOP	Continuity of Operation Plan
CRA	Community Redevelopment Agency
CRT	Commuter Rail Transit
CTC	Community Transportation Coordinator
CTD	Commission for Transportation Disadvantaged
CTST	Community Traffic Safety Team
CUTR	Center for Urban Transportation Research
CUTS	Coordinated Urban Transportation Systems
DBE	Disadvantaged Business Enterprise
DOT	Department of Transportation
DRI	Development of Regional Impact
EAR	Evaluation and Appraisal Report
EEO	Equal Employment Opportunity
ESRI	Environmental Systems Research Institute
EST	Environmental Screening Tool
ETAT	Environmental Technical Advisory Team
ETDM	Efficient Transportation Decision Making
FAA	Federal Aviation Administration
FAC	Federal Aid Circular
FAP	Federal Aid Program
FDOT	Florida Department of Transportation
FGCU	Florida Gulf Coast University
FHWA	Federal Highway Administration
FIHS	Florida Interstate Highway System
FM	Federal Management
FMR	Federal Management Regulation
FPTA	Florida Public Transportation Association

F.S.	Florida Statute
FSUTMS	Florida Standard Urban Transportation Model Structure
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographical Information System
I-	Interstate
ICAR	Intergovernmental Coordination and Review
IDAS	Intelligent Transportation Systems Deployment Analysis System
IMS	Incident Management System
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITS	Intelligent Transportation Systems
ITSSC	Intelligent Transportation Systems Stakeholder Committee
JARC	Job Access and Reverse Commute
JPA	Joint Participation Agreement
LAP	Local Agency Program
LC	Lee County
LCB	Local Coordinating Board for the Transportation Disadvantaged
LCHSTP	Locally Coordinated Public Transit Human Services Transportation Plan
LOS	Level of Service
LRTP	Long Range Transportation Plan
LUAM	Land Use Allocation Model
MCC	Model Coordinating Committee
M&O	Maintenance and Operations
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
MPP/PL	Metropolitan Planning Program
MSTU	Municipal Service Taxing Unit
NARC	National Association of Regional Councils
NEPA	National Environmental Policy Act
NS/EW	North South/East West
OMB	Office of Management and Budget
PD&E	Preliminary Design and Environmental
PDA	Personal Digital Assistant
PEA	Planning Emphasis Area
PIP	Public Involvement Plan
PL	Federal Planning Funds
RFP	Request For Proposals
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SAP	Specific Area Plans
SEIR	State Environmental Impact Report
SIS	Strategic Intermodal System
SOV	Single Occupancy Vehicle
SR	State Road
SRTS	Safe Route to School
STP	Surface Transportation Program
SWFMRT	Southwest Florida Metro-Regional Transportation
SWFRPC	Southwest Florida Regional Planning Council
TAC	Technical Advisory Committee
TAN	Transportation Advisory Network
TAOC	Transit Authority Oversight Committee
TAZ	Traffic Analysis Zone
TD	Transportation Disadvantaged
TDM	Transportation Demand Management
TDP	Transit Development Plan

TDSP	Transportation Disadvantaged Service Plan
TE	Transportation Enhancement
TELUS	Transportation Economic and Land Use System
TEA	Transportation Enhancement Application
TEA-21	Transportation Equity Act for the 21 st Century
TIA	Traffic Impact Analysis
TIM	Traffic Incident Management
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TMC	Transportation Monitoring Center
TOCC	Traffic Operations Coordinating Committee
TOP	Transportation Outreach Program
TRANPLAN	Transportation Planning
TRB	Transportation Research Board
TRIP	Transportation Regional Incentive Program
ULAM	Urban Land Use Allocation Model
UPWP	Unified Planning Work Program
USC	United States Code
UZA	Urbanized Area
ZDATA	Zonal Data

INTRODUCTION

This Unified Planning Work Program (UPWP) has been prepared to define the tasks to be undertaken and the anticipated funding requirements of the Lee County Metropolitan Planning Organization (MPO) for fiscal years 2010/11 and 2011/12. For each fiscal year, this work program covers two different time frames, depending on the primary source of funding used. For example for FY 2010/11, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and state funded tasks, the fiscal year runs from July 1, 2010 to June 30, 2011. The fiscal year runs from October 1, 2010 through September 30, 2011 for locally funded tasks.

This document is intended to inform the general public and all public officials and agencies that contribute monetary or in-kind support to the MPO's transportation planning process of its proposed budget for fiscal years 2010/11 through 2011/12. It is also intended to assign specific responsibilities for the various tasks to the participating agencies in accordance with the supplemental interlocal agreement to the interlocal agreement creating the MPO. In addition, the Unified Planning Work Program provides the basis for federal funding of the transportation planning activities to be undertaken with FHWA or FTA funds.

Following this introduction is a discussion of the organization and management of the Lee County Metropolitan Planning Organization (MPO). Within the work program proper, the specific transportation planning activities to be undertaken in the two fiscal years by the MPO staff are organized into four major sections, each of which may include a number of individual tasks:

1. Administration This section includes those functions required to manage the transportation planning process on a continuing basis, including program administration, development, review and reporting, as well as such activities as intergovernmental coordination, coordination and implementation of regional transportation planning initiatives for the urbanized area of Southwest Florida, so as to form a closer coalition among Collier, Charlotte, Glades, Hendry and Sarasota counties, citizen participation, public information, involvement and education of the public about all aspects and phases of transportation planning with focus on early and continuous gathering of information from the public in order to facilitate optimal transportation decision making and staff training. It also includes any planning activities not identified as part of any task in another section.

2. Systems Monitoring This section includes those work tasks needed to monitor and analyze travel behavior and factors affecting travel, such as socio-economic, land use, environmental, and transportation system data. Information collected in these tasks is used extensively in many other Unified Planning Work Program tasks, including the Long Range Transportation Plan and Transportation Improvement Program updates, Congestion Management, Transit Planning, and project planning.

3. Systems Planning This section includes transportation system planning tasks related to transit, contingency operations, and long or short range transportation planning and programming. Specific tasks may include further improvement and revalidation of the travel demand forecasting model; the development, review, amendment and updating of the Long Range Transportation Plan and Transportation Improvement Program; and updates of the Transit Development Plan.

4. Project Planning This section includes those work tasks concerned with preparing more detailed plans for specific projects and programs identified in the more conceptual system level plans, such as airport master plans, transportation disadvantaged, corridor studies, and transit and bicycle/pedestrian studies.

Each of the local governments that participate in the Lee County Transportation Study has adopted a comprehensive plan in accordance with Chapter 163, Florida Statutes, and Rule 9J-5, Florida Administrative Code. Each of these plans contain a traffic circulation element which, for the most part, reflects the MPO's long-range transportation plan in effect at the time it was last updated. Each of the local governments participates in the MPO's planning process through the Technical Advisory Committee (TAC) and the MPO. This UPWP has been developed to be consistent, to the maximum extent feasible,

with the approved growth management plans of the participating local governments and the Regional Comprehensive Policy Plan of the Southwest Florida Regional Planning Council.

The level of planning effort represented by this UPWP reflects federal and state requirements as well as local needs and issues, and is constrained by the funds available to carry out the program.

FY 2010/11 and FY 2011/12 Transportation Planning Priorities: The major emphasis area in the UPWP for fiscal years 2010/11 and 2011/12 will be completing the comprehensive update of the MPO's long range transportation plan, developing a County-wide Bicycle/Pedestrian Plan and developing the Transit Authority to address the transit needs of the community over the planning period. The 2035 transportation plan will be adopted by December 2010 to replace the current *2030 Transportation Plan* that was adopted on December 7, 2005.

The update of the transit element during the long range transportation plan update will assess the quality of future transit level of service and will identify the Transit Needs that need to be addressed in the development of the Transit Authority. The MPO will continue to implement the tasks in the Action Plan to create an independent transit authority in Lee County. Some of the tasks include developing a charter associated with the interlocal agreement supporting the creation of the transit authority, updating the list of mass transit needs and costs associated with them, outline a proposal for state legislation, obtain a bill sponsor, draft legislation, work towards the adoption of a bill and conducting a market campaign and voter education program in support of a ballot measure for a 1 cent sales tax increase for the Transit Authority. The target date for holding the referendum is the November 2012 Presidential election. In addition, the MPO will conduct a Rail Feasibility Study in FY 2011/2012 to help answer numerous questions related to the development of the Seminole Gulf/CSX rail corridor.

The MPO will continue to participate in the implementation of FDOT's Efficient Transportation Decision Making Process to environmentally screen the proposed future projects, and may prepare a multi-year business plan to supplement the UPWP if the MPO will need to carry over a significant percentage of its annual allocation of PL funds for use in later years.

No major investment studies are planned within the MPO's study area in FYs 2010/11 and 2011/12.

As Lee County is an attainment area for the National Ambient Air Quality Standards, this MPO is not required to undertake an air quality planning program (although it does consider projections of vehicle emission in the comparison of network alternatives), nor does any other agency do air quality planning for Lee County.

During this planning cycle, LeeTran, the City of Sanibel, and Ding Darling Wildlife Refuge will be working on Phase II of the Alternative Transportation in Parks and Public Lands Study. The Study will evaluate alternative transportation options to reduce the number of vehicles entering environmentally sensitive property within the City of Sanibel and the Ding Darling National Wildlife Refuge.

LeeTran will continue to work on a Comprehensive Operational Analysis of its transit system and a Transit Security Plan. The latter went through minor modifications in the spring of 2009 and will now be reviewed in its entirety. LeeTran will also continue working on the Carbon Emissions Beach Study which is in the draft final report stages.

Status of Transportation Planning Activities

MPO Planning Activities

Transportation Planning Activities in the Lee County metropolitan area are undertaken with funds obtained through Title 23 USC of the Federal - AID Highway Program and 49 USC of the Federal Transit Act.

Regional Planning

In 2009/10 the MPO participated in meetings of the District 1 CUTS committee, the Collier MPO's TAC and CMS/ITS committee, and the joint Lee-Collier TAC, CAC, MPO Board and the BPCC/Pathways Advisory Committee. The Lee County MPO also participated in District-wide Model meetings with FDOT, Charlotte-Punta Gorda MPO, the Collier MPO, Lee County DOT, Hendry County and Charlotte County. The MPO also participated in CFASPP meetings. Lee County and Collier MPOs worked together in prioritizing Transportation Regional Incentive (TRIP) funds for fiscal years 2012/13 and 2013/14 and Regional Enhancement funds for pathways in fiscal year 2014/15. The two MPOs also updated their priorities for Strategic Intermodal System (SIS) funds. The two MPOs have also worked together to develop the LRTP jointly including attending monthly progress meetings and joint public meetings.

Long Range Transportation Plan

The MPO's Long Range Transportation Plan (LRTP) update that will extend its horizon year from 2030 to 2035 is currently under way. Various ongoing tasks related to the LRTP update include the development of a public involvement plan, financial revenue projections, travel demand model validation, environmental screening of proposed projects and the coordination and development of Needs Plan projects. The goals and objectives, approval of the population control total and the transit model validation have been completed. LRTP components such as technical memorandums on freight and goods mobility and the Congestion Management Process Plan are currently in draft form and are currently being reviewed.

Short Range Transportation Plan

At the end of 2009, in anticipation of receiving federal funds through the American Recovery and Reinvestment Act (ARRA), the MPO developed and prioritized a comprehensive list of highway capacity projects from its 2030 Financially Feasible Plan and other projects submitted by each of the six local governments in Lee County. The MPO has now received ARRA funds in excess of \$80 million dollars. Major ARRA projects that have been funded include the Metro Parkway Extension from US 41 to Six Mile Cypress Parkway, the six-laning of two Interstate 75 segments from Colonial Boulevard to SR 82, and from SR 82 to Lockett Road and the Six Mile Cypress Parkway widening from Daniels Parkway to Winkler Avenue. The MPO has updated its comprehensive list of project priorities now in anticipation of a second round of economic stimulus funding which may be called as the Jobs to Main Street Act.

The MPO also developed and submitted two applications for Transportation Investment Generating Economic Recovery (TIGER) funds including an application for rail infrastructure improvements and purchase of the Seminole Gulf Railroad right of way, and an application for I-75 capacity improvements. FDOT also submitted a TIGER application for building the SWFIA Airport CD System.

The MPO's TIP has been amended several times to add new projects. A few of the important amendments include adding a \$37 million right of way and a \$16.8 million construction phase for the SR 78 widening from Chiquita Boulevard to Burnt Store Road, adding \$100,000 towards the completion of a countywide Bicycle/Pedestrian Master Plan, adding the projects awarded with ARRA funds, and the addition of traffic operation improvements at the SR 82 and Columbus Boulevard intersection.

Goods and Freight Movement Planning

The Lee MPO completed a freight and goods mobility study. The study was approved by the MPO Board at its November 20, 2009 meeting. A technical memorandum including the recommendations from this study is under way, and is going to be included in the LRTP Update.

Congestion Management/ITS

The MPO has updated its Congestion Management Process Plan and will now begin working on the Congestion Monitoring Report which is done each year to reach out to the public on reporting congested locations but will also now include an evaluation of the performance measures from the CMP. Six major groups of strategies including TDM, bicycle/pedestrian improvements, transportation system management, transit, ITS and freight and goods have been identified. A project selection criteria has also been identified and is now being used to prioritize proposed projects. The results of the criteria will help in prioritizing the projects and will also provide the information to measure the performance of a particular strategy once it has been implemented. The Plan is also being incorporated in the LRTP.

The Lee County MPO and the Lee County Traffic Division is using ITS Deployment Analysis System software to analyze the benefits of deploying ITS projects identified in the 2030 Plan.

Bicycle Pedestrian Planning

The MPO adopted local and regional transportation enhancement priorities in the summer of 2009. It also adopted bicycle pedestrian priorities on state highways to be implemented with its share of the \$5 million that the MPO annually sets aside for bicycle pedestrian, traffic operations, and transit improvements. The MPO also endorsed applications for bicycle pedestrian facilities to be implemented with Safe Routes to School Program funds. The MPO recently got project specific LAP certified to undertake a project to develop a countywide Bicycle Pedestrian Master Plan (the current bicycle/pedestrian element of the 2030 LRTP only dealt with the State Highway system. A consultant is now under contract to complete this project by the end of 2010 to be timed with inclusion in the LRTP. The MPO has also adopted a resolution requesting FDOT and local governments to accommodate bicycle pedestrian and transit facilities in roadway design and construction plans in order to work towards the goal of not having to retrofit future projects.

Public Transportation Planning

In 2008/2009, the MPO finalized an interlocal agreement for support and participation in the creation of a Lee County Transit Authority that was adopted by all six local governments in Lee County. Subsequently, the MPO conducted a mass transit public opinion survey in December 2009 to measure satisfaction and performance approval levels for the County's existing transportation infrastructure, determine public priorities for future transportation needs, and to test the level of support for various aspects of a sales tax or an ad valorem tax that may be placed before voters for approval in order to determine viability and, importantly, the optimal time to place it on the ballot. In January 2010, the MPO Board voted in favor of placing a ballot measure for 1 cent sales tax increase on the November 2012 Presidential Election Ballot on the basis of the results of the survey. MPO will be soon undertaking a task to develop the charter associated with the creation of a transit authority and another task that includes updating the mass transit needs that would be implemented by the transit authority and the costs associated with the needs.

Transportation Disadvantaged Planning

In April 2009, the MPO completed a Major Update to the Transportation Disadvantaged Service Plan (TDSP) and is currently undertaking a minor update to the same document. The TDSP is a multi-year plan required by the Florida Commission for the Transportation Disadvantaged (CTD) that calls for an annually updated tactical plan coordinated with other Transportation Planning documents. The TDSP contains development, service and quality assurance components related to the delivery of the TD Program.

Local Government Planning Activities

Roadways

The Lee County Department of Transportation completed a corridor alignment study for the Lockett Road Extension from I-75 east to Joel Boulevard and a corridor alignment study for the Sunshine Boulevard extension from 59th Street West north to State Road 80. The preferred alignments were adopted by the

Lee County BOCC. The County also completed the Alico Green Meadows Corridor Study that called for a feasibility/alignment study for an arterial extension from the end of Alico Road at its proposed terminus with the CR 951 extension up Green Meadows Drive to SR 82 opposite Sunshine Boulevard. The BOCC adopted the preferred alignment in September 2009. The Colonial Boulevard PD&E Study from west of McGregor Boulevard to east of I-75 and the Hancock Bridge Parkway Extension Alignment Study which recommends a preferred alternative that calls for 4-laning Pondella Road from US 41 to Business 41 are currently underway.

The City of Bonita Springs prepared a Traffic Count Report in December 2009 that provides traffic volumes on 23 locations throughout the City of Bonita Springs and is currently reviewing transit proposals to see if they want to pursue their own circulator system within the City.

The City of Cape Coral revised the Traffic Analysis Zone (TAZ) structure and developed 2007 and future city land use data for the validation of the traffic demand model as part of its contribution to the 2035 Lee County MPO's LRTP update. Currently, the city is using the latest 2030 transportation model update to test the impacts of proposed land use changes along major corridors. Future year level of service analysis is being conducted for all of the roadways included in the travel demand model and color coded level of service graphics are being produced. This exercise will assist staff to determine future capacity enhancements needs citywide. The city is working in the establishment of a Transportation Backlog Authority to assist the funding of the widening of SR-78 from Chiquita to Burnt Store Road. To that effect a technical assessment was prepared and the recommended TCBA area limits have been determined. As a funding supplement, the city is working on an assessment methodology

The City of Fort Myers is developing the East Fort Myers Redevelopment, Downtown Riverfront and the Cleveland Corridor Plans. They all each have a transportation component. The City of Sanibel, Ding Darling and LeeTran completed Phase I of the Alternative Transportation in Parks and Public Lands Study. The Study will evaluate alternative transportation options to reduce the number of vehicles entering environmentally sensitive property within the City of Sanibel and the JN Ding Darling National Wildlife Refuge. The City of Sanibel also completed the Shared Use Path Master Plan in 2009.

The Town of Fort Myers Beach and the Lee County BOCC is jointly undertaking a project to identify and implement improvements to Estero Boulevard. Phase I which includes identifying a one mile section and conducting surveys to determine existing rights of way to undertake future improvements is almost complete.

Local governments take the lead in planning for bicycle and pedestrian facilities. Lee County does so through a citizen Bicycle/Pedestrian Advisory Committee (BPAC). In Cape Coral, a city council Transportation Advisory Commission now considers updates and amendments to its plan for bicycle and pedestrian facilities. The City of Fort Myers has also organized a city BPAC to advise it on the development of a bicycle/pedestrian plan.

Public Transportation

LeeTran completed an annual (minor) update of the Transit Development Plan in 2009 in the form of an annual progress report. The Report details progress on Goals, Objectives and Initiatives, progress and updates to the implementation plan, steps being taken to improve the fare box recovery ratio and updated financial projections for the next 10 years especially in the light of the downturn in the economy. In the same year, LeeTran solicited and funded 8 proposals for JARC and New Freedom funds. The successful applicants include Good Wheels, Mount Sinai Baptist Church, Senior Friendship Center, LARC, Dr. Piper, Eden, and Creative Resources.

In early 2010 LeeTran's first ultra-low emission gasoline-electric hybrid bus hit the streets. The hybrid vehicle is a demonstration project for the state of Florida, funded in part by the FTA and the FDOT. The technology provides higher fuel efficiency and emits over 40% less NOx than similar diesel hybrids. In the

summer of 2008 LeeTran completed a travel demand study to be able to better forecast future transit travel demand in southern portions of Lee County where only limited service exists today.

FDOT Planning Activities

FDOT District One has been involved in the following activities:

1. 2035/2060 District-wide Model Development Model Validations.
2. DRI/Comp Plan Reviews.
3. Annual LOS Tables/Traffic Counts/Trends for the SHS.
4. SIS Corridor Maps/SIS Update.
5. CUTR Transit Support/Data Collection.
6. Ongoing Technical Support.
7. District Support of Stimulus Update of the Florida Transportation Plan.

FDOT also completed a Regional Trail Map and Report that includes an inventory of existing and planned trails in District One that meet the criteria of regional pathways. Trails that are determined to be regional will then become eligible for regional transportation enhancement funding. It is also working on a PD&E for SR 31 from County Road 78 to the Charlotte County line. FDOT also completed the SR 82 PD&E Study from Lee Boulevard to SR 29 and a traffic study at the Bonita Beach Road interchange based on which a project to conduct interim interchange improvements is now under way. The FDOT is also conducting an I-75 corridor study looking to update the I-75 Master Plan in conjunction with work that is being done in District Seven. This study is anticipated to be completed by the beginning of 2011.

Southwest Florida Expressway Authority Planning Activities

Currently the Southwest Florida Expressway Authority (SWFEA) is in a form of hibernation and it's activities have been slowed down to meet legislative and legal requirements only. Prior to this, SWFEA was looking into tolling the new 5th and 6th lane on I 75 to provide a revenue stream that would allow the design, finance and construction process to accelerate building additional lanes on I-75 from Golden Gate Parkway to SR 80. To efficiently finance the project the section of I-75 from Immokalee Road to Alico Road with the heaviest traffic volume was initially proposed to be expanded to 10 lanes first. With Collier County opposed to tolling the 5th and 6th, the project was scaled down to the segment within Lee County limits. However, with the urgency to 10 lane I 75 evaporating due to changes in the economy in Southwest Florida and lower traffic volumes as well as projected traffic volumes the SWFEA terminated existing professional contracts and scaled down its activities to meet legislative/legal requirements at the current time.

Community Involvement

The MPO will continue to keep the public informed about its activities and provide opportunities for public participation in its decision making in accordance with its approved Public Involvement Plan and Title VI of the Civil Rights Act of 1964, as amended.

The Technical Advisory Committee (TAC) and the Citizen Advisory Committee (CAC) were consulted at the outset of the UPWP development process, and the TAC and CAC were invited to proposed planning studies to be included. The TAC and CAC also reviewed the revised draft UPWP at their April 1, 2010 meetings. The public was given the opportunity for input when the MPO was asked at its December 18, 2009 meeting to identify any studies it wanted to be included. The public had additional opportunities when the MPO reviewed the draft UPWP at its March 19, 2010 meeting, the UPWP was posted on the website and sent out to all of the libraries for review and then when the UPWP was adopted at the MPO's May 14, 2010 public meeting.

Joint Certification Statement Review The responses to joint state annual certification questions for 2010 were reviewed and discussed by the MPO and FDOT on January 11, 2010. Based on the joint

review and evaluation, FDOT and MPO recommended that the Metropolitan Planning Process for the Lee County Metropolitan Planning Organizations be certified with conditions and this is included in Appendix C.

ORGANIZATION AND MANAGEMENT

The Lee County Metropolitan Planning Organization (MPO) is an intergovernmental transportation planning agency created by an interlocal agreement among Lee County, Fort Myers, Cape Coral, Sanibel, Fort Myers Beach, Bonita Springs, and the Florida Department of Transportation (FDOT). It is comprised of sixteen (16) elected officials representing the above mentioned jurisdictions, and one (1) non-voting representative of the Florida Department of Transportation (FDOT).

The MPO was reorganized to its present form in 1978, at which time a Citizen Advisory Committee (CAC) was formed to provide policy recommendations to the MPO. In 1980, the Lee County Metropolitan Planning Organization (MPO) disbanded the Citizen Advisory Committee (CAC) because of activities the Lee County Metropolitan Planning Organization (MPO) considered improper. It was replaced in 1981 by a Citizen Involvement Committee (CIC) whose role was restricted to advising the Lee County Metropolitan Planning Organization (MPO) and its staff on public information and involvement activities. The Citizen Involvement Committee (CIC) was re-constituted a year later as the Citizen Advisory Committee (CAC), with its role once again expanded to include providing recommendations to the Lee County Metropolitan Planning Organization (MPO) on policy issues.

Since 1982, the CAC has functioned to provide recommendations to the Lee County Metropolitan Planning Organization from the public's perspective on proposed transportation system plans, priorities for state and federal funding, and other transportation issues. As stated in its bylaws, it currently consists of 24 members, including two (2) members from different communities within each county commission district, appointed by the corresponding county commissioner. The other 13 members of the Lee County Metropolitan Planning Organization Citizen Advisory Committee will be distributed based on jurisdiction. The City of Cape Coral will appoint four (4) members, the City of Fort Myers will appoint three (3) members, the City of Bonita Springs will appoint two (2) members, and the City of Sanibel and the Town of Fort Myers Beach will each appoint one (1) member who lives within his/her jurisdiction. In addition, the Lee County Metropolitan Planning Organization as a whole will appoint one (1) transportation-handicapped member and two (2) other at-large positions to ensure minority and low income participation. Staff updates the Lee County Metropolitan Planning Organization Board on the diversity and composition of the Citizen Advisory Committee membership whenever there is a vacancy to be filled, in order to ensure that a broad cross-section of the community is represented on this committee.

Generally, the topics discussed at the Citizen Advisory Committee meetings correspond to those topics to be considered at upcoming Lee County Metropolitan Planning Organization Board meetings. Citizen Advisory Committee members may also serve on task forces or steering committees for special studies, such as was created for the review of the MPO staffing and how other MPO's are run that is currently meeting monthly with a likely recommendation to the Board in the fall of 2010.

The Technical Advisory Committee (TAC) consists of local and state agency planners, engineers, and transit operators who make recommendations to the Lee County Metropolitan Planning Organization (MPO) on transportation plans, programs, amendments, and priorities on behalf of the agencies they represent. By doing so, it provides a continuing liaison with local, state, and federal agencies involved in transportation planning process.

A Traffic Operations Coordinating Committee is sponsored by the MPO to make recommendations on traffic operations and congestion management matters requiring intergovernmental coordination at the technical level as well as making recommendations on congestion mitigation projects and priorities.

An Intelligent Transportation Systems (ITS) Stakeholders Committee was created in November 2002 to promote and guide the development of the Lee County ITS architecture, review proposed ITS projects and recommend congestion mitigation projects and priorities, coordinate and provide guidance and

direction for ITS projects to be developed and deployed in Lee County, and coordinate the integration of communication systems among government agencies.

A Bicycle Pedestrian Coordinating Committee is sponsored by the MPO to coordinate local governments' and FDOT's bicycle/pedestrian planning and project development activities, to review the provisions for cyclists and pedestrians in plans for state highway improvements and to advise on the development of the bicycle/pedestrian element of the MPO's long range transportation plan as well as the currently ongoing development of the County-wide Bicycle/Pedestrian Master Plan. It is also responsible for reviewing and making recommendations on bicycle and pedestrian improvements proposed for funding from the transportation enhancement program and from the box funds that are set-aside from the urban-attributable funds by the MPO for bicycle and pedestrian improvements on the state highway system.

The MPO also appoints a Local Coordinating Board to oversee the Transportation Disadvantaged program for Lee County who meets quarterly.

The Lee County MPO is a legal entity with staff services provided by agreement with the Southwest Florida Regional Planning Council (SWFRPC). The Transportation Disadvantaged program staff support is provided by the Southwest Florida Regional Planning Council. Assistance on transit planning issues is provided by LeeTran (the division of Lee County government that operates the local transit system). Legal counsel to the MPO is provided by Lee County government.

Technical assistance by the Florida Department of Transportation (FDOT) is provided primarily through its District 1 office in Bartow and Southwest Area Office in Fort Myers. Federal financial assistance is provided by the Federal Highway Administration and the Federal Transit Administration. The Florida Department of Transportation matches the Federal Highway Administration funds with toll revenue credits and provides a cash match equal to half the non-federal share of the FTA Section 5303 grant. Lee County provides the rest of the FTA Section 5303 grant match as well as additional overmatch. Additional financial support is also contributed by the participating local governments. The Florida Commission for the Transportation Disadvantaged provides a planning grant that funds most of the cost of staff support for the Transportation Disadvantaged Program (Task 4.3)

Local transportation needs are re-evaluated annually. Based on this evaluation, project priorities are established and made part of this MPO's annual Transportation Improvement Program (TIP). These priorities are forwarded to FDOT to guide it in the annual update of its Five Year Work Program. The FDOT then programs these projects, in priority order to the extent practical, considering production schedules and funding constraints. In the event that it cannot meet the MPO's priorities, the FDOT reports back to the MPO to explain why. By Federal and/or State law, all surface transportation improvement projects must be included in and consistent (to the maximum extent feasible) with the MPO's TIP in order to be eligible for Federal and State funding. Consequently, the MPO's TIP is the primary document that guides all State and Federally funded transportation improvements in Lee County.

The MPO has in place various agreements with state and local governments and agencies that promote the continuing, cooperative and comprehensive (3-C) planning process. These include:

- a. Inter-local Agreement for the Creation of Metropolitan Planning Organization, updated and adopted December 18, 2009;
- b. Transportation Planning Funds Joint Participation Agreement, update and adopted August 2008;
- c. Intergovernmental Coordination and Review and Public Transportation Coordination Joint

- Participation Agreement, adopted July 21st, 2006;
- d. Interlocal agreement for joint regional transportation planning and coordination between the Collier and Lee County MPOs, updated and adopted March 2009; and
 - e. MPO Staff Services Agreement, executed, October 7, 1982

The MPO operates under a duly adopted set of bylaws as do its advisory and coordinating committees. Official records of MPO business are maintained at the MPO offices, located on 1926 Victoria Avenue, Fort Myers, Florida, 33901. All of the MPO's records are available for inspection during normal business hours.

1.0 ADMINISTRATION

1.1 PROGRAM MANAGEMENT AND SUPPORT

1.2 UNIFIED PLANNING WORK PROGRAM

1.3 PUBLIC INVOLVEMENT AND OUTREACH
PROGRAM

1.4 EQUIPMENT AND RESOURCE PURCHASE,
UPGRADE AND MAINTENANCE

1.5 REGIONAL COORDINATION

1.6 TRANSIT PROGRAM MANAGEMENT AND
SUPPORT

1.7 LOCALLY FUNDED ACTIVITIES

1.8 STATE SUPPORT (FHWA PL FUNDS)

1.9 STATE SUPPORT (FTA SECTION 5303 FUNDS)

Task: PROGRAM MANAGEMENT AND SUPPORT

OBJECTIVE

To properly manage the transportation planning process, ensuring that it is continuous, cooperative and comprehensive.

METHODOLOGY

- Staff support of MPO, TAC, and CAC meetings including meeting notification and the preparation of minutes and agenda packages.
- Orientation of new TAC, CAC and MPO members.
- Amendment of TAC, CAC and MPO bylaws if and when necessary.
- Provide sunshine law updates and orientation to MPO, TAC and CAC members.
- Address through its attorney Florida Sunshine law issues, if and when needed, as they apply to scheduling subcommittee meetings, special meetings of the MPO and participation of MPO advisory committee members in special committees and Boards not part of the MPO planning process.
- Maintaining records for proper management of charges, performance of grant requirements, annual financial audits (conducted in conjunction with those of the SWFRPC), and budgets
- Provide annual audit report to MPO Board.
- Ascertaining actual indirect costs for the preceding fiscal year, as the basis for allocating indirect costs in proportion to the salaries that are charged to each task, and submit them for review to FDOT.
- Preparing and submitting monthly progress reports, invoices, and related documents, as required
- Participating in the MPO's 2010 and 2011 joint certification reviews with FDOT.
- Travel and participation in training activities.
- Preparing certification documentation, agreements, and resolutions that are not specific to another task.
- Participation in the statewide MPO Advisory Council and its subcommittees
- Staff attendance at conferences and educational seminars related to its UPWP tasks, but not specific to another UPWP task.
- Update Lee County MPO's Continuity Operations Plan (COOP), as needed.
- Establish, re-establish, or maintain staff planning functions during and following a natural or man made catastrophic event in accordance with COOP.
- Update the master organizational interlocal agreements as necessary.
- Update the MPO Staff Services Agreement and transportation planning funds joint participation agreement.
- Extend the existing general planning consultant agreements and development of addendums to agreements if and when necessary.
- Monitor consultant contracts for Title VI and DBE compliance, and monitor composition of CAC so that it represents minorities in proportion to the 2000 Census.
- Comply with DBE policy by reporting to FDOT on actual payments to DBE contractors.
- Postage and purchase of office supplies.
- Any non in-house copying and printing of plans, reports, maps and documents.

Section: ADMINISTRATION **UPWP Task No: 1.1**
Task: PROGRAM MANAGEMENT AND SUPPORT (CONTINUED)

PREVIOUS WORK

- 2009: Completed RFP process for hiring general planning consultants for the Lee County MPO.
- 2009: A selection team of TAC and CAC members evaluated the RFPs and made recommendations to MPO to execute general consultant agreements.
- Preparation of agenda packages and technical assistance for the MPO Board, TAC and CAC Committee's.
- Coordination with federal, state and local government committees and MPO Committees.
- Preparation of contracts and agreements between the MPO and participating agencies, including contracts with outside consultants.
- Preparation of Certification Documentation, agreements, resolutions and JPA's.

END PRODUCT

- Monthly: Agenda packages for MPO, TAC, and CAC meetings.
- February 2011 and 2012: Provide copy of audit report to MPO Board.
- January 2011 and 2012: Joint state certification reviews.
- August 2010: Quadrennial federal certification reviews.
- As needed: Update MPO's founding interlocal agreement and other agreements.
- Summer 2010: Discussions with FDOT and SWFRPC on resolving issues with the Staff services Agreement between the Southwest Florida Regional Planning Council and the Lee County Metropolitan Planning Organization; develop structural needs that are both equitable and responsive to the TMA.
- Summer 2011: Legal review and execution of final MPO Staff Services Agreement Update.
- November 2011 to June 2012: Activities necessary to support the MPO becoming an independent entity including the set up of the new office location and moving expenses (details regarding these expenditures will be provided to FDOT and FHWA for final review and approval).
- January 2012 to June 2012: Rental Lease payments for new lease.
- As needed: Extensions of consultant agreements.
- Monthly, with each PL funds invoice: Progress reports.
- Quarterly: Participation in the statewide MPO Advisory Council and the FDOT District 1 Coordinated Urban Transportation Studies (CUTS) Committee.

FINANCIAL PARTICIPATION – 2010/11		RESPONSIBLE AGENCY
PL staff	\$211,479.32	Lead Agency: Lee County MPO Other agency: Bonita Springs, Cape Coral, Fort Myers, Fort Myers Beach, Lee County, Lee County Port Authority, LeeTran County School District, Sanibel
PL consultant	\$0	
State (soft match)	\$46,642.64	
Local (MPO)	\$0	
Total	\$258,121.96	
FINANCIAL PARTICIPATION – 2011/12		
PL staff	\$232,520.68	
PL consultant	\$0	
State (soft match)	\$51,283.40	
Local (MPO)	\$0	
Total	\$283,804.08	

Section: ADMINISTRATION _____ **UPWP Task No: 1.2**
Task: UNIFIED PLANNING WORK PROGRAM

OBJECTIVE

Maintain a UPWP document for the Lee County MPO that reflects the anticipated annual funding requirements and description of staff activities undertaken to carry out the metropolitan transportation planning process.

METHODOLOGY

- Preparation of a two year UPWP, coordination and monitoring of UPWP activities and participating agency UPWP support, and amendment of the UPWP as necessary during the year.
- Preparation of a multi-year business plan, to project future tasks and funding needed.
- Incorporate all applicable federal and state rules and procedures in developing the UPWP.
- Submit all draft documents to all review agencies at the local, state and federal levels.
- Incorporate agency comments and submit final document to FDOT, FHWA and FTA for approval by May 15th.

PREVIOUS WORK

- Development of the FY 2008/09 and FY 2009/2010 UPWP.
- Amendments to the FY 2008/09 and FY 2009/10 UPWP.

END PRODUCT

- March 15, 2012: Develop draft UPWP for FYs 2012/13 and 2013/14, including all necessary budget spreadsheets.
- May 15, 2012: Develop final UPWP for FYs 2012/13 and 2013/14.
- As needed: Any amendments to the adopted 2 year UPWP.

FINANCIAL PARTICIPATION – 2010/11		RESPONSIBLE AGENCY <u>Lead Agency: Lee MPO</u>
PL staff	\$12,855.22	
PL consultant	\$0	
State (soft match)	\$2,835.27	
FTA SEC. 5303	\$0	
State (FTA match)	\$0	
Local (FTA match)	\$0	
Total	\$15,690.49	
FINANCIAL PARTICIPATION – 2011/12		
PL staff	\$27,144.78	
PL consultant	\$0	
State (soft match)	\$5,986.89	
FTA SEC. 5303 ⁺	\$0	
State (FTA match)	\$0	
Local (FTA match)	\$0	
Total	\$33,131.67	

Section: ADMINISTRATION _____ UPWP Task No: 1.3
Task: PUBLIC INVOLVEMENT AND OUTREACH PROGRAM

OBJECTIVE

Involve and educate the public about all aspects and phases of transportation planning with a focus on early and continuous gathering of information from the public in order to facilitate optimal transportation decision making.

METHODOLOGY

- Create public and media awareness of the Lee County MPO.
- Update MPO brochures; develop newsletters and notification cards as needed to disseminate information.
- Increase media relations and maintain positive and proactive media presence.
- Interviews to print and broadcast media.
- Completing surveys as requested.
- Conduct surveys to gain public input.
- Annual review of the MPO's *Public Involvement Plan* (PIP), and maintenance of the Transportation Advisory Network mailing list.
- Public information and participation efforts, as outlined in the MPO's PIP, not specific to another single task.
- Development of the MPO portion of the SWFRPC's annual report.
- Update regional public involvement plan if needed.
- Continuously update Lee County MPO Web site and the Lee-Collier regional Web Site.
- Continue to monitor any updates on federal requirements for Title VI and Disadvantaged Business Enterprise (DBE) as they apply to planning operations.
- Update GIS maps using low income and minority community location data as defined in the Census files for Title VI documentation.
- Public relation work involving dissemination of MPO information at community events and business trade fairs.
- Attend training for Title VI, Environmental Justice and Limited English Proficiency Programs.
- Update the Limited English Proficiency (LEP) Plan as required by census data.
- Document Measures of Effectiveness for the Public Involvement Plan and make changes to procedures.
- Continued publication on the MPO's Web site of all of the documents that the MPO produces.

PREVIOUS WORK

- As Needed: Review and update of PIP.
- Continuous: Update of Transportation Advisory Network.
- Distribution of MPO documents to all libraries in the Lee County Library System.
- Interviews related to MPO process and documentation.
- Public notices, advertisements, media interviews, newsletters and website distribution of public meeting items and transportation items of interest.
- Continuous updates of the MPO Website and Joint Regional Website.
- March 25, 2009: Staff attended Title VI Training
- April 7-8, 2009: Staff attended Title VI and Environmental Justice Training
- June 16, 2009: Staff attended Title VI Training
- October 13, 2009: Staff attended Limited English Proficiency Training
- January 2010: Adoption of the Lee County MPO's Limited English Proficiency (LEP) Plan

Section: ADMINISTRATION _____ UPWP Task No: 1.3
Task: PUBLIC INVOLVEMENT AND COMMUNITY OUTREACH (CONTINUED)

END PRODUCTS

- Ongoing: Measures of effectiveness of public involvement activities.
- Winter 2010 and 2011: Yearly reporting of the measures of effectiveness of the public involvement activities that the MPO has conducted by reviewing existing surveys and conducting surveys of our clients.
- Annual: PIP update to reflect minor changes prompted by the results of the measures of effectiveness plan.
- Ongoing: Dissemination of information about MPO events and workshops.
- Summer 2010: Re-creation of MPO Website layout.
- As Needed: Update the Limited English Proficiency (LEP) Plan
- Ongoing: Gather public input from the TAC and CAC Committees and the public regarding ETDM projects.
- Ongoing: Presentations to neighborhood communities, business groups, associations and other agencies on the MPO and its projects.

FINANCIAL PARTICIPATION – 2010/11		RESPONSIBLE AGENCY
PL staff	\$29,848.86	Lead Agency: Lee County MPO
PL consultant	\$0	
State (soft match)	\$6,583.29	
Total	\$36,432.15	
FINANCIAL PARTICIPATION – 2011/12		
PL staff	\$45,151.14	
PL consultant	\$0	
State (soft match)	\$9,958.27	
Total	\$55,109.41	

Section: ADMINISTRATION _____ UPWP Task No: 1.4
Task: EQUIPMENT AND RESOURCE PURCHASE, UPGRADE AND MAINTENANCE

OBJECTIVE

To provide for the capital and operating costs related to office operations, primarily the purchase and maintenance of necessary equipments, as well as printing and publication costs.

METHODOLOGY

- Purchase of computers, laptops and equipment, software, and audio visual equipment.
- Lease of computer network server and Lee MPO server file, and maintenance and upgrades of computers, laptop and equipment.
- Maintenance of PDA cell phone service accounts.
- Lease of office equipment such as fax machine, copy machines.
- Annually update equipment inventory.

PREVIOUS WORK

- 2009: Purchase one new computer, Dell Precision T7500 Workstation (CPU: Dual Quad Core Intel Xeon Processors E5506 2.13 GHz, 4M L3, 4.8 GT/s, 4GB, DDR3 Memory, 1066 MHz, ECC (4 DIMMS), Dell QuietKey Keyboard, 2 - Dell UltraSharp 2209WA 22 in HAS Wide Monitors, VGA/DVI, 256MB NVIDIA Quadro NVS 295, 2MON, 2DP w 2DP to DVI Adapters, 160GB SATA drives, RAID 1, 2 drive total configuration, Floppy Drive AND Dell 19 in 1 USB Media Card Reader, New Dell USB Optical Mouse with scroll, All Black design, 16X DVD+/-RW w/Cyberlink PowerDVD and Roxio Creator Dell Ed, Internanl Chassis Speaker, Dell, Precision T7500 Power Supply, 160GB SATA, 10K RPM Hard Drive with 16MB DataBurst Cache, Integrated LSI 1068e SAS/SATA 3.0 Gb/s, 4 Year ProSupport for IT and 4 Year 4HR 7x24 Onsite Service).
- Update equipment inventory.

END PRODUCT

- As needed: Capital purchase
- 2010/11: Purchase of two new computers (CPU: Intel Core 2 Duo Quad Q6600 2.4 GHz, 8 MB, 1066 MHz FSB; RAM: 4GB DDR2-800; HDD: 250GB SATAII 7200RPM; Video: NVIDIA Quadro FX4600 768MB PCIe; DVD+-RW Drives).
- 2011/12: Purchase one new computer (CPU: Intel Core 2 Duo Quad Q6600 2.4 GHz, 8 MB, 1066 MHz FSB; RAM: 4GB DDR2-800; HDD: 250GB SATAII 7200RPM; Video: NVIDIA Quadro FX4600 768MB PCIe; DVD+-RW Drives).
- Ongoing: Maintenance of computers, laptop and printers.
- Update equipment inventory.

Section: ADMINISTRATION _____ UPWP Task No: 1.4
 Task: EQUIPMENT AND RESOURCE PURCHASE, UPGRADE AND MAINTENANCE
 (CONTINUED)

FINANCIAL PARTICIPATION – 2010/11		RESPONSIBLE AGENCY
PL staff	\$6,510.80	<u>Lead Agency:</u> Lee County MPO
PL consultant	\$0	
State (soft match)	\$1,435.98	
State (grant)	\$0	
Local (MPO)	\$0	
Total	\$7,946.78	
FINANCIAL PARTICIPATION – 2011/12		
PL staff	\$13,163.20	
PL consultant	\$0	
State (soft match)	\$2,903.20	
State (grant)	\$0	
Local (MPO)	\$0	
Total	\$16,066.40	

Section: ADMINISTRATION**UPWP Task No: 1.5****Task: REGIONAL COORDINATION****OBJECTIVE**

Coordinate and implement regional transportation planning initiatives for the urbanized area of Southwest Florida, forming a closer coalition among Collier, Charlotte, Glades, Hendry and Desoto counties.

METHODOLOGY

- Amend the joint interlocal coordination between Lee County MPO and Collier MPO if necessary.
- Coordinate with Collier MPO and FDOT in comprehensive update to the regional multimodal plan.
- Coordinate with Collier MPO and FDOT to update the bi-county regional network if necessary.
- Staff support to Joint Lee and Collier MPO, TAC, CAC, BPCC/Pathways Committee and ITSSC/Collier County ITS Committee including meeting notification and the preparation of minutes and agenda packages.
- Staff support to joint meetings with any other adjoining MPO or Jurisdiction, as needed.
- Update TRIP and SIS project priorities.
- Update criteria to the ranking of TRIP and SIS priorities if necessary.
- Participate in Southwest Florida Expressway Authority, Southwest Florida Regional Planning Council, CFASPP, Charlotte County-Punta Gorda MPO's Technical Advisory Committee meetings and the Collier MPO's Technical Advisory Committee meetings.
- Coordinate with Charlotte County County-Punta Gorda MPO in the creation of an interlocal coordination agreement between the Lee County MPO and the Charlotte County-Punta Gorda MPO.

PREVIOUS WORK

- 2009/10: Participation in joint TAC, CAC, BPCC and MPO meetings with the Collier MPO.
- 2009/10: Coordination and development of the agendas for the joint meetings.
- As Needed: Staff participation at the Southwest Florida Expressway meetings and the staff coordination meetings.
- Spring 2009/10: Reviewed, evaluated, coordinated with project sponsors and Collier MPO, prioritized TRIP proposals and developed review packages.
- Monthly: Staff participation at the Collier TAC meetings and coordination associated with those meetings.
- As Needed: Staff participation at the Charlotte County-Punta Gorda TAC meetings and coordination associated with those meetings.
- As Needed: Review SIS criteria and Needs and Cost Feasible Plans.
- As Needed: Update and adopt Bi-County Regional Transportation Network, SIS Priorities, Regional Bicycle Pedestrian Network and Priorities.

END PRODUCTS

- Semi-annual: Staff support for Joint TAC, CAC, Bicycle/Pedestrian and MPO meetings with Collier County.
- As Needed: Staff participation in the Southwest Florida Expressway meetings and the staff coordination meetings.
- Spring 2011/12: Prioritize TRIP priorities.
- As needed: Joint TAC, CAC and MPO meeting with Charlotte County.
- As needed: Updates to bi-county regional network, joint regional multimodal plan.
- As needed: Staff Coordination on projects with adjoining MPOs and rural counties such as Glades and Hendry.
- Bi-Monthly: Attend Collier County MPO CMS/ITS meetings.
- Monthly: Staff participates in Collier MPO's Technical Advisory Committee meetings.
- As needed: Participate in meetings of the Heartland Rural Mobility Study.

Section: ADMINISTRATION _____ UPWP Task No: 1.5
Task: REGIONAL TRANSPORTATION PLANNING & COORDINATION (CONTINUED)

FINANCIAL PARTICIPATION – 2010/11		RESPONSIBLE AGENCY
PL staff	\$34,984.55	Lead Agency: Lee County MPO Other Agency: Collier MPO, Charlotte-Punta Gorda MPO, Hendry County, Glades County
PL consultant	\$0	
State (soft match)	\$7,715.99	
Total	\$42,700.54	
FINANCIAL PARTICIPATION – 2011/12		
PL staff	\$35,015.45	
PL consultant	\$0	
State (soft match)	\$7,722.80	
Total	\$42,738.25	

Section: ADMINISTRATION _____ **UPWP Task No: 1.6**
Task: TRANSIT RELATED PROGRAM MANAGEMENT AND SUPPORT

OBJECTIVE

To manage, support and coordinate transit related activities including the development of financial plans and the TDP in order to maintain the current Lee County transit operations and plan for its growth. This task relates to GMIS Planning Line Item Code 44.21.00 - Program Support and Administration Work; GMIS Planning Line Item Code 44.25.00 Transportation Improvement Plan; GMIS Planning Line Item Code 44.26.15 Support Transit Capital Investment Decision through Planning; GMIS Planning Line Item Code 44.26.14 - Planning for Transit System Management and Operations; GMIS Planning Line Item Code 44.26.16 Incorporating Safety and Security in Transportation Planning; and GMIS Planning Line Item Code 44.26.12 - Coordination of Non Emergency Human Service Transportation.

METHODOLOGY

This task will include program coordination and administration by LeeTran for UPWP tasks involving transit, paratransit, ridesharing and emergency contingency planning, including:

- Staff support and attendance by LeeTran at MPO Committee and Board meetings.
- Bookkeeping, financial and progress reporting Certification of compliance with civil rights laws (EEO, Title VI and ADA).
- Completion of annual electronic filing of certifications and assurances for FTA assistance.
- Attendance by LeeTran personnel of conferences and training courses relating to its UPWP tasks.
- Participation in the State review of MPO certification.
- Update of annual Disadvantaged Business Enterprise (DBE) goals.
- Staff work on data, analysis and filing of applications for the economic stimulus funding for Section 5307 and 5311 Programs.
- Annually review and update Transit Development Plan in light of performance data collected, financial projections developed and the latest information on future development and demographic trends. Appropriate analytical tools will be selected for use in assessing needs, determining service demand and supply, and testing future service scenarios.
- Apply for and program transit grants and improvements.
- Conduct on-board surveys, public opinion surveys, and collect input from stakeholders to generate data for use in preparing daily and monthly statistics for federal and state reports, and gauge operations, safety and security, efficiency, user-friendliness, demand, and public perception of the transit system.
- Collect and analyze data on public transportation facilities and equipment as required by federal, state, and local governments.
- Collect data monthly as prescribed by the National Transit Database requirements.
- Evaluate individual route performance from collected data.
- Continue “mystery rider” program to evaluate the quality of service delivery, driver customer service, bus condition, safety, and fare collection.
- Collect and report monthly safety and security data as required by the FTA.
- Provide performance indicator data to FDOT and CUTR for their analysis, and publish the information to the general public.
- Identify and evaluating potential energy conservation measures.
- Through coordination with Lee County Public Safety, update the Emergency Transportation Operations element of the CEMP to correct deficiencies identified during annual hurricane preparedness exercises.
- Update the Transit Security Plan annually or after any re-assessment of risks of interruption of transportation operations due to a natural or manmade disaster. Inventory existing preparedness measures.

Section: ADMINISTRATION _____ **UPWP Task No: 1.6**
Task: TRANSIT RELATED PROGRAM MANAGEMENT AND SUPPORT (CONTINUED)

METHODOLOGY (CONTINUED)

- Work with representatives of the disabled community to gather input for service and facility improvements.
- Coordinate with other paratransit service providers to identify strategies to make the best use of resources in providing efficient, cost effective, and high quality paratransit services.
- Encourage transit participation in local municipalities' development review processes to ensure access to bus stops.
- Review and update, if necessary, the *ADA Complementary Paratransit Plan* and *CTC Transition Plan*.
- Complete an accessibility assessment of passenger amenities.
- Development of the Human Services Plan and administering the JARC and New Freedom programs.

PREVIOUS WORK

- Development and updates to Title VI Civil Rights, EEO, DBE and ADA plans.
- 2006: Comprehensive update of the Transit Development Plan.
- Each year, LeeTran has prepared budgets, which are approved by the Lee County Board of County Commissioners. Prior budgets have included recurring operating costs as well as capital improvements for development of a new transit facility, replacement vehicles, related support equipment, construction of intermodal transfer and park and ride facilities.
- 2009/2010: Participated in development of a Lee County Transit Authority and Oversight Committee.
- 2008 and 2009: Submit TDP Plan Annual Report to the TAC, CAC and MPO.
- September 2008 and 2009: LeeTran's annual budget.
- May 2009 and 2010: Annual update of the Financial Plan.
- Annually: report data to National Transit Database.
- Monthly and Quarterly: Monitoring of energy prices and supply in coordination with other public agencies.
- January 2008 to May 2008: Annual participation in the development of Lee County's Hurricane Evacuation Plan.
- Monthly: Analysis of the use of alternative fuels and equipment.
- Major update to the CEMP completed in December of 2009.
- Winter 2009: Implementation of the Bus Retrofit Demonstration Project on a LeeTran bus.
- Summer 2009: Development of the Human Services Plan.
- Fall 2008 and 2009: Coordinate with MPO on the application process for JARC and New Freedom projects.

END PRODUCT

- Monthly: Attendance and participation in the MPO Committee and Board meetings.
- Annual: Financial and progress reporting.
- Annually: Annual Audit.
- January 2011 and 2012: National Transit Database information filing.
- December 2011: Comprehensive Operations Analysis Study.
- Quarterly: Quality evaluations from "Mystery Rider" program.
- Monthly: Quarterly Safety and Security Reports.

Section: ADMINISTRATION _____ **UPWP Task No: 1.6**
Task: TRANSIT RELATED PROGRAM MANAGEMENT AND SUPPORT (CONTINUED)

END PRODUCT (CONTINUED)

- Monthly: Transit reporting, forecasting, management and planning.
- Annual: Publish transit performance data in accordance with Transit Block Grant requirements.
- 2011: Triennial Review
- Spring 2011 and 2012: Update special needs transportation plans before hurricane season.
- Annually: Transit Security Plan update.
- Carbon Emission Reduction Efforts
- Annually, only if required: Review and update *ADA Complementary Paratransit Plan only if there are changes to Federal ADA law.*
- Annually, only if required: Review and update *CTC Transition Plan.* These are contingency plans which will be put into effect should the CTC resign or be terminated.
- Summer 2010 and 2011: Update of the Human Services Plan as needed.
- Fall 2010 and 2011: Solicit eligible JARC and New Freedom projects.

FINANCIAL PARTICIPATION – 2010/11		RESPONSIBLE AGENCY
PL staff	\$6,946.34	
PL consultant	\$0	
State (soft match)	\$1,532.04	
FTA SEC. 5303	\$107,667.00	
State (FTA match)	\$13,458.38	
Local (FTA match)	\$13,458.38	
Total	\$143,062.13	
FINANCIAL PARTICIPATION – 2011/12		
PL staff	\$7,053.66	
PL consultant	\$0	
State (soft match)	\$1,555.71	
FTA SEC. 5303 ⁺	\$124,800.00	
State (FTA match)	\$15,600	
Local (FTA match)	\$15,600	
Total	\$164,609.37	

⁺Section 5303 for FY 2011/2012 will be applied for in April 2011

Section: ADMINISTRATION _____ **UPWP Task No: 1.7**
Task: LOCALLY FUNDED ACTIVITIES

OBJECTIVE

To supplement FHWA and FTA funds, to provide the local match for state or federal grants, and to cover any MPO expenses which may not be eligible for reimbursement with FHWA PL or FTA Section 5303 funds.

METHODOLOGY

- Payment of claims from MPO officials for reimbursement of any personal legal expenses incurred as a consequence of their conscientious performance of official MPO duties, not reimbursable by other agencies.
- Expenses of preparing and transmitting MPO resolutions and policy positions on pending legislation or rulemaking to, and related communications with, state or federal legislators or regulatory agencies.
- Preparation, submittal, and presentation of grant and loan applications in case it cannot be accommodated in another UPWP task.
- Pay for any shortfall to consultant work order costs.
- Pay for Class “C” travel expenses, professional membership dues, and any expenses covered under indirect rates that are not eligible for reimbursement with PL funds.
- Match Grant Funding

PREVIOUS WORK

- Ongoing: Preparing and transmitting resolutions and policy positions with respect to legislative issues.
- 2009/10: Contributed local funds to the Florida MPO Advisory Council (MPOAC) to support its advocacy activities.

END PRODUCT

- Ongoing: Preparing and transmitting resolutions, letters and policy positions with respect to legislative issues.
- As needed: Preparation of grant and loan applications in case it cannot be accommodated in another UPWP task.
- Annually: Contribute local funds to the Florida MPO Advisory Council (MPOAC) to support its advocacy activities.
- 2011/12: Match CIGP Grant for Rail Feasibility Study

FINANCIAL PARTICIPATION – 2010/11		RESPONSIBLE AGENCY
PL staff	\$0	
PL consultant	\$0	
State (soft match)	\$0	
Local (MPO)	\$69,596	
Local (Carry forward from previous years)	\$72,000	
Total	\$141,596	
FINANCIAL PARTICIPATION – 2011/12		Lead Agency: Lee County MPO
PL staff	\$0	
PL consultant	\$0	
State (soft match)	\$0	
Local (MPO)	\$69,596	
Total	\$69,596	

Section: ADMINISTRATION _____ **UPWP Task No: 1.8**
Task: STATE SUPPORT (FHWA PL FUNDS)

OBJECTIVE

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

METHODOLOGY

- The Florida Department of Transportation will assist the MPO staff on tasks funded with PL funds. For fiscal years 2010/11 and 2011/12, FDOT will provide soft match for the FHWA Metropolitan Planning Program (MPP/PL) funds using toll revenue expenditures as a credit toward the non-federal matching share. The amount identified represents the total amount of soft match required for the amount of FHWA PL funds budgeted in this UPWP for tasks 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, and 4.4

PREVIOUS WORK

- Supportive technical assistance to the Lee County MPO through the FDOT District 1 Offices.

FINANCIAL PARTICIPATION – 2010/11		RESPONSIBLE AGENCY
PL staff	\$0	
PL consultant	\$0	
State (soft match)	\$181,804	
Local (MPO)	\$0	
Total	\$181,804	
FINANCIAL PARTICIPATION – 2011/12		
PL staff	\$0	
PL consultant	\$0	
State (soft match)	\$186,426	
Local (MPO)	\$0	
Total	\$186,426	

Section: ADMINISTRATION _____ UPWP Task No: 1.9
Task: STATE SUPPORT (FTA SECTION 5303 FUNDS)

OBJECTIVE

To provide one half the local match for the FTA Section 5303 funds supporting UPWP tasks 1.6, 2.2, and 3.4.

METHODOLOGY

- A cash match to be provided. These funds are to be used to match FTA Section 5303 funds on all UPWP tasks that are so funded.

PREVIOUS WORK

- FY 2009/10: State support was provided in the form of a cash match.

FINANCIAL PARTICIPATION – 2010/11		RESPONSIBLE AGENCY
PL staff	\$0	
PL consultant	\$0	
State (soft match)	\$20,168	
Local (MPO)	\$0	
Total	\$20,168	
FINANCIAL PARTICIPATION – 2011/12		Lead Agency: (See description of supported tasks) State funds split among supported tasks. Information on State funds for FY 2011/12 to be provided in April 2011.
PL staff	\$0	
PL consultant	\$0	
State (soft match)	\$20,600	
Local (MPO)	\$0	
Total	\$20,600	

2.0 SYSTEMS MONITORING

2.1 DATA DEVELOPMENT AND MAINTENANCE

2.2 CONGESTION MANAGEMENT SYSTEM /
INTELLIGENT TRANSPORTATION SYSTEM

2.3 EFFICIENT TRANSPORTATION DECISION
MAKING (ETDM) PROCESS

Section: SYSTEMS MONITORING _____ UPWP Task No: 2.1
Task: DATA DEVELOPMENT AND MAINTENANCE

OBJECTIVE

To monitor and analyze traffic volumes, highway levels of service, traffic crashes, and the characteristics and condition of the motor vehicle, bicycle, and pedestrian networks.

METHODOLOGY

- Continuing city, county and state traffic counting programs.
- Continuing maintenance, analysis, and publication of traffic accident statistics and updating of inventories of road system characteristics and conditions by FDOT and local governments.
- Supplemental 2011 and 2012 15 minute interval traffic counts by FDOT and local governments for use in validation of the travel model if necessary and additional traffic counts taken as needed for use in special studies.
- Development and display of crash data by Lee County DOT.
- Purchase crash data from PRIDE Enterprises.

PREVIOUS WORK

- Continuing Lee County traffic counting program since 1973.
- Coordination with local governments to determine traffic count locations throughout Lee County, in an effort to identify the gaps in coverage of monitoring programs.
- Continual updating of the physical inventory of county roads by Lee County DOT
- Participate in the ongoing data collection efforts of other agencies in the County and use this data for ongoing projects.
- Process and analyze demographic and geographic data necessary to implement transportation plans and programs.

END PRODUCT

- March 2010 and 2011: Lee County Annual Traffic Count Reports.
- June 2010 and 2011: Lee County Annual Traffic Crash Data Reports.
- Fall 2010: Collect traffic counts for use with 2015 model validation effort.
- Spring 2012: Collect truck counts as needed to update Freight and Goods Study.
- Ongoing: Development of maps and graphics.

FINANCIAL PARTICIPATION – 2010/11		RESPONSIBLE AGENCY
PL staff	\$18,260.07	Lead agency: LCDOT Other responsible agencies: Cape Coral, Fort Myers, Lee MPO and FDOT
PL consultant**	\$3,525.00	
State (soft match)	\$4,027.33	
Total	\$22,287.40	
FINANCIAL PARTICIPATION – 2011/12		** The Consultant services for this task include the purchase of crash data and the collection of traffic and truck counts.
PL staff	\$36,739.93	
PL consultant**	\$26,475.00	
State (soft match)	\$8,103.14	
Total	\$44,843.07	

Section: SYSTEMS MONITORING _____ UPWP Task No: 2.2
Task: CONGESTION MANAGEMENT SYSTEM / INTELLIGENT TRANSPORTATION SYSTEM

OBJECTIVE

To monitor the performance of the various transportation modes and intermodal connections, identify locations where congestion frequently occurs or can be expected to occur in the future, and identify cost-effective and expeditious remedial measures to be implemented. Also to coordinate ITS project planning and development and integrate it within the area's overall transportation planning process, as well as integrating it within the FDOT District 1 regional ITS architecture. Transit work completed under this task relates to GMIS Planning Line Item Code 44.22.00 – General Development and Comprehensive Planning.

METHODOLOGY

- Staff support to the Traffic Management and Operations Committee (TMOC), including meeting notifications, preparation of agenda packages and preparation of meeting minutes.
- Review of the existing data collection and performance monitoring programs of local government agencies and FDOT to identify any gaps in coverage or deficiencies in the reliability or comparability of congestion measures; and identification, encouragement, and facilitation of corrective efforts.
- Solicitation of public input on congested areas and potential solutions through the use of mail-in “coupons” to be published in local newspapers, and through an interactive form on the MPO's Web site, publicized through the broadcast and print media.
- Work with the TMOC, 511, local traffic reporters, LeeTran and Lee County School District and CTC bus drivers, and local law enforcement and public safety officers to identify congested roadways to be evaluated, and to solicit mitigation suggestions.
- Work with the TMOC in identifying congestion mitigation measures including traffic operations improvements, low cost ITS projects, and travel demand management strategies such as reducing SOV trips or shifting them to other modes—in cooperation with FDOT and the local governments, to address congestion problems identified through this task.
- Update of the Congestion Management Process.
- Annual publication of a congestion monitoring report.
- Monitoring of Travel Demand Management Practices in Lee County.
- Work with local governments and employers in promoting travel demand measures.
- Develop the BRT corridor and related studies.
- Develop a formalized plan to identify optimum locations for park and ride lot
- Participation in local, inter-county, FDOT District 1, and statewide ITS stakeholders and technical committee meetings and seminars.
- Participation in annual ITS conferences and training.
- Work with Lee County Traffic Division in evaluating the benefits of deploying selected projects from the 2030 and 2035 ITS elements using IDAS or related software.
- Monitor opportunities through federal discretionary ITS grant and other programs to fund ITS planning and implementation of ITS projects in Lee County.
- Continue to monitor transportation legislation and grant opportunities with relevance to ITS project planning and deployment.
- Participate in FDOT's Lee and Collier Traffic Incident Management (TIM) Team meetings.
- Assurance that Transit projects and the transportation planning process for statewide and Metropolitan Transportation Planning (49 CFR Part 613 and 621) conform with the National ITS Architecture and standards in accordance with the requirements of the Federal Transit Administration National ITS Architecture Policy.
- Participate in Lee County Community Traffic Safety Team meetings.

Section: SYSTEMS MONITORING _____ UPWP Task No: 2.2
Task: CONGESTION MANAGEMENT SYSTEM / INTELLIGENT TRANSPORTATION SYSTEM (CONTINUED)

PREVIOUS WORK

- Staff support of TMOC meetings, including preparation of minutes, meeting notification, and agenda distribution.
- Annually: Solicitation of public input on reporting congested locations.
- Annually: Publication of a Congestion Monitoring Report.
- 2009/10: Development of Congestion Management Process

END PRODUCT

- Spring 2010 and 2011: Mail-in coupons published.
- Bi-Monthly: Provide staff support to TMOC and produce agenda and minutes for meetings.
- Spring 2012: Consultant support in the analysis of CMP projects, development of performance measures and effectiveness of CMP projects.
- 2011 and 2012: Attend Transpo 2011 and 2012 and Annual Statewide ITS meetings.
- December 2011: Develop optimum locations for park and ride lots.
- Summer 2011 and 2012: Publish the Congestion Monitoring Reports.
- Staff participation in CTST meetings.

FINANCIAL PARTICIPATION – 2010/11		RESPONSIBLE AGENCY
PL staff	\$30,978.20	Lead Agency: Lee MPO Other Agency: Lee Tran **Consultant contract includes assistance with the development of performance measures and analyzing the effectiveness of CMP projects.
PL consultant	\$0	
State (soft match)	\$6,832.37	
FTA SEC. 5303	\$10,000	
State (5303 match)	\$1,250	
Local (5303 match)	\$1,250	
Total	\$50,310.57	
FINANCIAL PARTICIPATION – 2011/12		
PL staff	\$30,021.80	
PL consultant**	\$20,000	
State (soft match)	\$11,032.51	
FTA SEC. 5303 ⁺	\$15,000	
State (FTA match)	\$1,875	
Local (FTA match)	\$1,875	
Total	\$79,804.31	

Section: SYSTEMS MONITORING _____ UPWP Task No: 2.3
Task: EFFICIENT TRANSPORTATION DECISION MAKING (ETDM) PROCESS

OBJECTIVE

To continue the ETDM process by preparing Purpose and Needs Statements, preparing socio-cultural and economic data reports and digitizing the projects into the Environmental Screening Tool (EST) for existing or upcoming projects.

METHODOLOGY

- In conjunction with other responsible agencies, develop the planning screens, programming screens, and project development phases for major projects.
- Support early and ongoing community coordination to disseminate public information, gather public input and determine community impacts.
- Assist FDOT in maximizing project implementation efficiencies by addressing significant problems associated with project design and development and identifying fatal flaws in an early stage.

PREVIOUS WORK

- Staff provided the FDOT District 1 ETDM Coordinator with Purpose and Needs Statements for projects that were on MPO's Priority List
- Staff has identified Needs Plan projects that will be screened for the 2035 LRTP Update

END PRODUCTS

- Ongoing: Review socio-cultural and economic data reports for ETDM projects.
- Ongoing: Review and respond to ETAT comments.
- As needed: Work with FDOT to develop a community profile of Lee County.
- As Needed: Coordinate with FDOT and develop calendar of projects to be submitted through the ETDM process.

FINANCIAL PARTICIPATION – 2010/11		RESPONSIBLE AGENCY
PL staff	\$7,938.04	
PL consultant	\$0	
State (soft match)	\$1,750.77	
Total	\$9,688.81	
FINANCIAL PARTICIPATION – 2011/12		
PL staff	\$10,061.96	
PL consultant	\$0	
State (soft match)	\$2,219.21	
Total	\$12,281.17	

3.0 SYSTEMS PLANNING

3.1 LONG RANGE TRANSPORTATION PLANNING

3.2 TRANSPORTATION IMPROVEMENT PROGRAM

3.3 FREIGHT AND GOODS MOVEMENT PLANNING

3.4 MULTI-MODAL PLANNING

Task: LONG RANGE TRANSPORTATION PLANNING**OBJECTIVE**

Develop and maintain a long range transportation plan that is technically sound, multimodal in nature, financially feasible, and consistent with community values, state and federal planning emphasis areas (PEAs), neighboring counties and Lee County's travel demand model for the next twenty years.

METHODOLOGY

- Review updated Plan periodically for possible amendments to keep up with changes in the growth patterns, financial resources and political environment.
- Use input from the MPO, TAC, CAC, BPCC, ITSSC, TOCC, FDOT and the public to keep the LRTP up-to-date.
- Provide model runs in-house for local governments who do not have in-house modeling capabilities and future traffic projections for various projects.
- Conversion of the model and networks from TRANPLAN to Cube Voyager as part of the development of the 2035 Long Range Transportation Plan.
- Support for and review of the development and validation of FDOT's District-wide model and the Lee/Collier model which will be used to develop the 2035 Long Range Transportation Plan.
- Completion of new financial resource forecasts for a comprehensive update of the long range multimodal transportation plan which extends the horizon year to 2035, including projection of needed funds for operations and maintenance.
- Commence work leading to a 2035 needs and financially feasible highway, ITS, bicycle pedestrian and transit elements.
- Prepare public involvement plan for the development of the Long Range Transportation plan.
- Consideration of social, economic, energy, and environmental effects and distribution of benefits and adverse environmental impacts with respect to low income and minority communities and any other traditionally underserved and underrepresented groups during the comprehensive update.
- Reviewing and commenting upon the consistency of proposed local government comprehensive plan amendments and revisions with the MPO's long range transportation plan, upon request.
- Development of existing and future zonal data in support of future LRTP updates.

PREVIOUS WORK

- 2006: Adopted 2030 Long Range Transportation Plan.
- 2007: Developed cost estimates in 2006 dollars for amendment to the 2030 cost feasible highway plan.
- 2007: Developed minor update to be consistent with SAFETEA-LU requirements.
- 2009/10: Staff attended several Community Forums to discuss the development of the 2035 Long Range Transportation Plan
- 2009/10: Staff coordination with consultants on update of the 2035 LRTP.
- 2009/10: Development and coordination of existing zonal data, revenue forecasts, validation of base model, Needs Plan Alternatives, LRTP Public Participation Plan, CMS and Freight and Goods Element.

Section: SYSTEMS PLANNING _____ **UPWP Task No: 3.1**
Task: LONG RANGE TRANSPORTATION PLANNING (CONTINUED)

END PRODUCTS

- December 2010: Adoption of the 2035 LRTP.
- Ongoing 2010: Public involvement activities for the LRTP update.
- Summer 2010: Development of Cost Feasible Plan.
- Fall 2010: Public meeting to present the Cost Feasible Plan.
- Spring 2011: Develop zonal data for the 2015 model validation.
- Ongoing: Amendments as Necessary

FINANCIAL PARTICIPATION – 2010/11		RESPONSIBLE AGENCY
PL staff	\$45,606.96	<u>Lead Agency:</u> Lee County MPO Other Agency: LeeTran, Lee County, Bonita Springs, Cape Coral, Fort Myers, Fort Myers Beach, Sanibel, Lee County School District, Lee County Port Authority, Collier MPO
PL consultant**	\$76,592.95	
State (soft match)	\$26,951.70	
Total	\$149,151.61	
FINANCIAL PARTICIPATION – 2011/12		
PL staff	\$49,697.04	**Consultant services for the update of the LRTP, amendments to the LRTP, and in preparation of the 2015 update.
PL consultant**	\$199,497.05	
State (soft match)	\$54,960.79	
Total	\$304,154.88	

Section: SYSTEMS PLANNING**UPWP Task No: 3.2****Task: TRANSPORTATION IMPROVEMENT PROGRAM****OBJECTIVE**

To update annually the Transportation Improvement Program (TIP) and amend it as needed during the course of the year; consistent with the planning requirements identified in 23 USC 134 (g).

METHODOLOGY

- Annual update of the project priorities for bicycle pedestrian, congestion management, Transit Development Plan, airport master plans, statewide intermodal grant proposals and highway programs in accordance with the Public Involvement Plan (PIP).
- Development of the Draft and Adopted TIP for approval and distribution.
- Amendments of the Adopted TIP as necessary, in accordance with the PIP.
- Review FDOT's draft tentative work program for inconsistencies with adopted priorities, and comparing the 4 common years with the adopted TIP.
- Continue to participate in Local Agency Program (LAP) coordination meetings with FDOT and local governments in Lee County and participate in resolving issues.
- Publish annual obligations listing on the internet.

PREVIOUS WORK

- 2009: Published FY 2010-FY 2014 Transportation Improvement Plan.
- 2010: Published FY 2011-FY 2015 Transportation Improvement Plan.
- Spring 09/10: Updated MPO local priorities.
- 2009/10: Reviewed FDOT's draft tentative work program.
- 2009/10: Published annual obligations listing.
- Ongoing: Amended FY 2010-FY 2014 TIP.
- Quarterly: Participated in LAP coordination meetings.

END PRODUCT

- Spring 2011/12: Updated transportation improvement priorities.
- June 2011 and 2012: Endorsed FY 2011 – FY 2015 TIP and FY 2012 – FY 2016 TIP respectively.
- As needed: Amendments to FY 2011 - 2015 TIP and the FY 2012 – FY 2016 TIP.
- Quarterly: Participation in FDOT/Local Government/MPO coordination meetings.
- Summer/Fall 2011: Improve TIP Display Capabilities

FINANCIAL PARTICIPATION – 2010/11		RESPONSIBLE AGENCY
PL staff	\$13,706.70	Lead Agency: Lee County MPO Other Agency: LeeTran, Lee County, Bonita Springs, Cape Coral, Fort Myers, Fort Myers Beach, Sanibel, Lee County School District, Lee County Port Authority, Collier MPO
PL consultant**	\$0	
State (soft match)	\$3,023.07	
Total	\$16,729.77	
FINANCIAL PARTICIPATION – 2011/12		** Consultant services for this task include improving the presentation of the TIP.
PL staff	\$19,293.30	
PL consultant**	\$7,500	
State (soft match)	\$5,909.37	
Total	\$32,702.67	

Section: SYSTEMS PLANNING _____ **UPWP Task No: 3.3**
Task: FREIGHT AND GOODS MOVEMENT PLANNING

OBJECTIVE

To improve the efficiency of intermodal transportation and intermodal capital investments and enhance inter-jurisdictional coordination and cooperation.

METHODOLOGY

- Participate in regional freight/intermodal efforts such as the Strategic Intermodal System (SIS), freight workshops, and seminars.
- Continue coordination with the Lee County Port Authority and Seminole Gulf on freight and goods movement activity.
- Update and expand list of contact names, addresses and phone numbers of freight stakeholders in Southwest Florida, and continue coordination with major freight stakeholders.
- Conduct additional freight related studies if necessary.
- Identify operational improvements that address swept path width, off tracking, motor vehicles, bicycle and pedestrian conflicts within Lee County.
- Truck survey question's as part of Congestion Management Process for Public and Stakeholders.

PREVIOUS WORK

- Participation in the development of the Florida SIS.
- Monitoring and commenting upon the development of FDOT's Strategic Intermodal System (SIS) Long Range Plan.
- Goods and Freight workshop with Collier County to determine policies and future direction for the remainder of the study
- Development and approval of a Lee County MPO Freight and Goods Study.

END PRODUCTS

- Ongoing: Coordination with freight stakeholders on freight and goods activity.
- Spring 2011/12: Truck driver survey and inventory of problem locations as part of Goods and Freight study in order to develop a list of infrastructure improvements to address operational problems.
- Summer 2011/12: Identify projects from the truck driver survey to solve operational problems and remove goods and freight bottlenecks.
- Summer 2010: Incorporate Goods and Freight study into the 2035 LRTP.
- June 2011: Incorporate results of the truck counts/stakeholder input into the Goods and Freight studies.

FINANCIAL PARTICIPATION – 2010/11		RESPONSIBLE AGENCY Lead Agency: Lee County MPO Other Agency: Lee County, Bonita Springs, Cape Coral, Fort Myers, Fort Myers Beach, Sanibel, Lee County Port Authority, Collier MPO
PL staff	\$7,548.36	
PL consultant	\$0	
State (soft match)	\$1,664.82	
Total	\$9,213.18	
FINANCIAL PARTICIPATION – 2011/12		
PL staff	\$8,451.64	
PL consultant	\$0	
Local (FTA match)	\$1,864.04	
Total	\$10,315.68	

Task: MULTI-MODAL PLANNING**OBJECTIVE**

To support transit activities undertaken by the MPO and to promote alternatives to single occupant vehicles. To plan transit service development and improvement projects in order to enhance the integration and connectivity of the transportation system and modes. Work completed under this task relates to GMIS Planning Line Item Code 44.23.02 – Long Range Transportation Planning – Project Level.

METHODOLOGY

- Facilitate and coordinate with Charlotte and Collier County MPOs on transit issues.
- MPO staff assistance with the maintenance and update the Locally Coordinated Public Transit Human Services Transportation Plan for JARC and New Freedom programs in coordination with LeeTran.
- MPO staff ensures a competitive project selection process for awarding JARC and New Freedom grants.
- Conduct transit studies as needed.
- Continue to identify and implement service improvements and efficiencies.
- Participate with LeeTran conducted transit studies.
- Submit the FTA 5303 FY 2011/12 grant application to the FDOT.
- MPO staff coordination with the Lee County Port Authority in support of the Federal Aviation Regulation Part 150 Noise Compatibility Planning Study for the Southwest Florida International Airport and review of the final draft by the TAC, CAC and MPO Board.

PREVIOUS WORK

- 2007: Participated in the development of the LeeTran Transit Fare Policy Study.
- 2008/2009: Development of the LeeTran Bus Rapid Transit Study.
- Summer/Fall 2009: Coordination with LeeTran in developing the Program Management Plan and the Locally Coordinated Public Transit Human Services Transportation Plan for JARC and New Freedom Programs and project selection process.
- 2009/2010: Work toward the completion of the Alternative Transportation in Parks and Public Lands (ATPPL) phase I study at Ding Darling National Wildlife Refuge.
- Work on the development of the online trip planner.
- Completion of the bus shelter study.
- Work with Collier County on the development of an interlocal agreement to connect service between Lee and Collier.

END PRODUCTS

- As needed: MPO staff assistance in the update of the Program Management Plan.
- As needed: MPO staff assistance in the update of the Locally Coordinated Public Transit Human Services Plan.
- Winter of 2010: Scope out Cape Coral Transit Study.
- Summer 2011: Complete the Cape Coral Transit Study.
- Fall of 2010: Begin scoping out rail feasibility study.
- Summer of 2011: Start rail feasibility study.
- Spring of 2012: Complete rail feasibility study.
- Winter 2012: Review of the final draft of the Federal Aviation Regulation Part 150 Noise Compatibility Study.

Section: SYSTEMS PLANNING _____ **UPWP Task No: 3.4**
Task: MULTI-MODAL PLANNING (CONTINUED)

FINANCIAL PARTICIPATION – 2010/11		RESPONSIBLE AGENCY
PL staff	\$9,887.01	<u>Lead Agency:</u> Lee County MPO and LeeTran <u>Other Agency:</u> FDOT **The Consultant services for this task are to conduct the transit study of service in the City of Cape Coral. The State CIGP Grant is for the Rail Feasibility Study and is matched with \$132,754 in local funding.
PL consultant**	\$0	
State (soft match)	\$2,180.62	
FTA SEC. 5303	\$23,000.00	
State (5303 match)	\$2,875.00	
Local (5303 match)	\$2,875.00	
Total	\$40,817.63	
FINANCIAL PARTICIPATION – 2011/12		
PL staff	\$40,112.99	
PL consultant	\$40,000.00	
State (soft match)	\$17,669.25	
FTA SEC. 5303 ⁺	\$25,000.00	
State (FTA match)	\$3,125.00	
Local (FTA match)	\$3,125.00	
State (Grant)	\$132,754.00	
Total	\$261,786.24	

⁺Section 5303 for FY 2011/2012 will be applied for in April 2011

4.0 PROJECT PLANNING

4.1 SPECIAL STUDIES

4.2 BICYCLE PEDESTRIAN AND MULTI PURPOSE
PATHWAY PLANNING

4.3 TRANSPORTATION DISADVANTAGED PROGRAM

4.4 LEE COUNTY TRANSIT AUTHORITY PLANNING

Section: PROJECT PLANNING
Task: SPECIAL STUDIES

UPWP Task No: 4.1

OBJECTIVE

To undertake small area studies and corridor studies to refine the metropolitan transportation system plan and other types of special studies not included in another task, to coordinate with and participate in the project planning activities of the participating agencies, accommodate unforeseen project planning needs which may arise during the program year, review Airport Master Plan and participate in Development of Regional Impact (DRIs) review process.

METHODOLOGY

- Periodically review local government comprehensive plans to ensure consistency between those plans and the Long Range Transportation Plan.
- Participate in the review process of DRIs and sub-DRIs so that the land use and socio-economic database used in the LRTP reflects current growth and development decisions.
- Provide letters to project sponsors upon request as to the consistency of project alternatives or recommendations with the MPO's transportation plan.
- Review and comment on project traffic reports and alternative concepts for project development and environmental studies on state highways.
- As per the Intergovernmental Coordination and review (ICAR) agreement and public transportation coordination agreement signed by the SWFRPC, MPO, Port Authority and FDOT, MPO staff will review airport master plans and identify and resolve any inconsistencies with MPO plans and programs or with transportation projects from the state work program.
- Review traffic and revenue forecast studies, conceptual design configurations of general use and toll lanes on I-75 and any other studies conducted by the Southwest Florida Expressway Authority.

PREVIOUS WORK

- 2009/10: Reviewed and commented on Babcock, FGCU Technology and Research Park, Tradeport, Red Sox Stadium, Heron's Glen and other Developments of Regional Impact for consistency with MPO plans.
- 2009: Reviewed and commented on I-75 traffic studies as part of Expressway Authority studies.

END PRODUCTS

- As needed: Participation in state and local governments' corridor and small area studies.
- As needed: Comments on project traffic reports and PD&E studies.
- As needed: DRI reviews.

Section: PROJECT PLANNING _____ **UPWP Task No: 4.1**
Task: SPECIAL STUDIES (CONTINUED)

FINANCIAL PARTICIPATION – 2010/11		RESPONSIBLE AGENCY
PL staff	\$19,122.38	Lead Agency: Lee County MPO
PL consultant	\$0	
State (soft match)	\$4,217.52	
Local (MPO)	\$0	
Local (Other – County, municipality etc.)	\$0	
Total	\$23,339.90	
FINANCIAL PARTICIPATION – 2011/12		
PL staff	\$25,877.62	
PL consultant	\$0	
State (soft match)	\$5,707.42	
Local (MPO)	\$0	
Local (Other – County, municipality etc.)	\$0	
Total	\$31,585.04	

Section: PROJECT PLANNING _____ UPWP Task No: 4.2
Task: BICYCLE PEDESTRIAN AND MULTI PURPOSE PATHWAY PLANNING

OBJECTIVE

To support on-going efforts by state and county agencies to implement multimodal urban/suburban mobility and pedestrian activities and facilities, to coordinate county, regional, and state pedestrian, bicycle, greenway and multi purpose pathway projects, raise awareness of pedestrian and bicycling in Lee County and provide staff support to the Lee County MPO Bicycle Pedestrian Coordination Committee (BPCC).

METHODOLOGY

- Staff support of BPCC meetings.
- Participate in updates of the Countywide Trails and Greenways Master Plan.
- Participate in local jurisdictions Bicycle Pedestrian Advisory Committee meetings.
- Work with local bicycle advocacy groups and other governmental agencies to develop bicycle awareness within the area.
- Increase citizen participation regarding bicycle, pedestrian, multipurpose pathway, recreation, and tourist planning and design at the county and municipal level.
- Update Lee County bicycle facility map if needed.
- Review project proposals for SRTS funds and obtain MPO endorsement.
- Participation in the annual statewide bicycle pedestrian coordinator meeting.
- Develop 2035 and interim year bicycle pedestrian cost feasible plans.
- In coordination with the BPCC, Collier County Pathways Advisory Committee and Collier MPO staff identifies projects for inclusion in the pathways component of the Bi-county regional transportation network.
- Update evaluation criteria for TEA proposals if needed, and prioritize projects.
- Update evaluation criteria for Bike Pedestrian Box projects if needed, and prioritize projects.
- Coordination through the BPCC of the completion by MPO staff and local governments of the comprehensive update of the countywide inventory of sidewalks.
- Develop a Countywide Bicycle/Pedestrian Master Plan.

PREVIOUS WORK

- Quarterly: Staff support to BPCC meetings.
- Annually: Identified Bicycle/Pedestrian priorities.
- As Needed: Endorsed Safe Route to School Applications.
- As Needed: Solicit and analyze TEA Projects
- February 2010: Approval of executed contract for Consultant of Bicycle Pedestrian Master Plan through December 2010.

END PRODUCTS

- Bi-monthly: Agenda packages for BPCC meetings.
- 2011/2012: Review and endorse SRTS applications.
- Monthly: Attend local jurisdiction bicycle/pedestrian meetings.
- Spring 2011 and 2012: Updated Bicycle/Pedestrian priorities.
- Fall 2010: Update 2035 Bicycle/Pedestrian element of the LRTP.
- May 2011: Adoption of the Bicycle Pedestrian Master Plan.
- As needed: Solicit TEA projects and prioritize through the Committees and the Board.

Section: PROJECT PLANNING _____ UPWP Task No: 4.2
 Task: BICYCLE PEDESTRIAN AND MULTI PURPOSE PATHWAY PLANNING
 (CONTINUED)

FINANCIAL PARTICIPATION – 2010/11		RESPONSIBLE AGENCY
PL staff	\$29,974.75	<u>Lead Agency:</u> Lee County MPO Other Agency: **The consultant funding for this task is being used to produce the Bicycle/Pedestrian Master Plan.
PL consultant**	\$40,369.78	
State (soft match)	\$15,514.78	
State (grant)	\$100,000	
Total	\$185,859.31	
FINANCIAL PARTICIPATION – 2011/12		
PL staff	\$43,025.25	
PL consultant**	\$53,630.22	
State (soft match)	\$21,317.76	
State (grant)	\$0	
Total	\$117,973.23	

Section: PROJECT PLANNING _____ **UPWP Task No: 4.3**
Task: TRANSPORTATION DISADVANTAGED PROGRAM

OBJECTIVE

To meet the MPO's responsibilities under Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code, as the designated official planning agency for Lee County, to assist with the local administration and planning of the program for the coordination of transportation services for the transportation disadvantaged.

METHODOLOGY

Following are MPO staff responsibilities in either staff support of the Local Coordinating Board (LCB), or as a function by the Lee County MPO under Chapter 427, F.S. and Rule 41-2, F.A.C:

- Take appointments to fill vacancies on the LCB and planning grant applications for FYs 2010/11 and 2011/12 to the MPO Board for approval.
- Prepare a section on Transportation Disadvantaged in the FY 2010/11 through FY 2014/15 and the FY 2011/12 through FY 2015/16 TIPs.
- Maintain a grievance resolution committee, review and update complaint and grievance procedures.
- Evaluate consumer satisfaction, and conduct an annual evaluation of the Community Transportation Coordinator (CTC).
- Review the CTC Contingency Plan and update it if needed.
- File planning grant applications for FYs 2010/11 and FY 2011/12, and prepare all necessary progress reports and requests for reimbursement by the Commission for the Transportation Disadvantaged (CTD).

The following is the responsibility of the designated CTC:

- Prepare Annual Operating Report and provide to LCB and TD Commission.
- Prepare file trip grant applications for FY 2010/11 and FY 2011/12.
- Prepare annual updates to the five-year Transportation Disadvantaged Service Plan (TDSP) and provide them to LCB, TAC, CAC, MPO and TD Commission.
- Updates to the Memorandum of Agreement.
- Collect and report management data about transportation service for the transportation disadvantaged within Lee County as required by the CTD.

PREVIOUS WORK/MAJOR ACCOMPLISHMENTS

- 2007: CTC Competitive Procurement.
- 2009: Filed planning grant application.
- 2009: LCB Board's evaluation of Good Wheels Inc. as the CTC.
- 2009: Preparation of a Transportation Disadvantaged section on the current TIP.
- 2009: Annual update of the Transportation Disadvantaged Service Plan.
- February 2009: CTC Evaluation
- 2009: Major TDSP Update

END PRODUCT

- March 2011 and 2012: LCB's annual evaluation of the designated CTC.
- February 2011/12: Coordinate with CTC staff regarding minor TDSP update
- April 2011/12: Complete minor TDSP update and submit to LCB for approval.
- April 2011/12: Submit LCB approved minor TDSP update to TAC, CAC, and MPO for endorsement
- April 2011/12: Submit MPO endorsed minor TDSP update to CTD
- April 2011/12: Complete minor TDSP Update and submit to LCB for approval.

Section: PROJECT PLANNING _____ UPWP Task No: 4.3
Task: TRANSPORTATION DISADVANTAGED PROGRAM (CONTINUED)

END PRODUCT (CONTINUED)

- May 2010 and 2011: File applications for FY 2010/11 and FY 2011/12 TD Planning Grants respectively.

FINANCIAL PARTICIPATION – 2010/11		RESPONSIBLE AGENCY	
PL staff	\$0	Lead Agency: Lee County MPO 100% state funds - (Transportation Disadvantaged Trust fund)	
PL consultant	\$0		
State (soft match)	\$0		
FTA SEC. 5303	\$0		
State (5303 match)	\$0		
Local (5303 match)	\$0		
State (TD Grant)	\$29,649		
Total	\$29,649		
FINANCIAL PARTICIPATION – 2011/12			
PL staff	\$0		
PL consultant	\$0		
State (soft match)	\$0		
FTA SEC. 5303	\$0		
State (FTA match)	\$0		
Local (FTA match)	\$0		
State (TD Grant)	\$29,517		
Total	\$29,517		

Section: PROJECT PLANNING _____ **UPWP Task No: 4.4**
Task: LEE COUNTY TRANSIT AUTHORITY PLANNING

OBJECTIVE

To provide planning and administrative support to the Transit Authority Oversight Committee and the Board in implementing the tasks in the Lee County Transit Authority Action Plan.

METHODOLOGY

- Staff support to the Lee County Transit Authority Oversight Committee including meeting notification and the preparation of minutes and agenda packages.
- Undertaking the tasks in the Lee County Transit Authority Action Plan.
- Staff support to the County's Transit Review Committee

PREVIOUS WORK

- 2007: Adopted resolution establishing powers and duties of TAOC.
- 2007: Policy and position papers on transit authority by local governments in Lee County and preparation of a draft interlocal agreement establishing an independent transit authority.
- 2007: Started presentations of draft interlocal to the local jurisdictions.
- 2009: Approval of the Transit Authority Interlocal Agreement between Lee County BOCC and Local Jurisdictions.
- 2009/10: Approval of Transit Survey and presentation of the results.
- Ongoing: Staff support to Transit Authority Oversight Committee meetings including scheduling, recording and writing meeting minutes.

END PRODUCTS

- Ongoing: Implementation of tasks from the Action Plan.
- Fall 2010: Development of the Charter for the Creation of the Transit Authority.
- December 2010: Update of the Cost Estimates for transit projects.

FINANCIAL PARTICIPATION – 2010/11		RESPONSIBLE AGENCY
PL staff	\$11,256.80	Lead Agency: Lee County MPO ** The consultant services will be used to continue the tasks identified in the Action Plan.
PL consultant**	\$0	
State (soft match)	\$2,482.73	
FTA SEC. 5303	\$0	
State (FTA match)	\$0	
Local (FTA match)	\$0	
Total	\$13,739.53	
FINANCIAL PARTICIPATION – 2011/12		
PL staff	\$31,743.20	
PL consultant**	\$80,000	
State (soft match)	\$24,645.42	
FTA SEC. 5303	\$0	
State (FTA match)	\$0	
Local (FTA match)	\$0	
Total	\$136,388.62	

BUDGET TABLES

TABLE 1, 2010/11 AGENCY PARTICIPATION TABLE

TABLE 2, 2010/11 FUNDING SOURCE TABLE

TABLE 1, 2011/12 AGENCY PARTICIPATION TABLE

TABLE 2, 2011/12 FUNDING SOURCE TABLE

APPENDIX A

Federal and State Planning Factors and Emphasis Areas

Federal and State Planning Factors and Planning Emphasis Areas for FY 2010/11 and FY 2011/12

The FTA and FHWA identify Planning Emphasis Areas (PEAs) annually to promote priority themes for consideration, as appropriate, in statewide and metropolitan (unified) planning work programs proposed for FTA and FHWA funding. However, as per FDOT's Office of Policy Planning there are no federal planning emphasis areas in FY 2010/11, and there is a possibility that FHWA may do away with them altogether.

SAFETEA-LU Federal Planning Factors

SAFETEA-LU and the subsequent rule making have specified eight specific planning factors that FTA and FHWA uses in determining MPO and UPWP compliance with federal and state requirements. These factors are:

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 the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

APPENDIX B

FTA Section 5303 Grant Application for Fiscal Year
2011/12

APPENDIX C

Joint Certification Statement on the Metropolitan Transportation Planning Process

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

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

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of SAFETEA-LU (Public Law 109-59) and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities. Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on January 11, 2010.

Based on a joint review and evaluation, the Florida Department of Transportation and the Lee County Metropolitan Planning Organization recommend that the Metropolitan Planning Process for the Lee County Metropolitan Planning Organizations be certified with conditions.

District Secretary (or designee)

Date

MPO Chairman (or designee)

Date

On January 11, 2010, the Lee County Metropolitan Planning Organization (MPO) and the Florida Department of Transportation (FDOT) District One conducted a joint certification review based upon the process outlined in the FDOT Metropolitan Planning Organization Program Management Handbook. This review addressed all of the planning requirements mandated by law referenced in the Joint Certification Statement and the questions outlined in Section 7.11 of the MPO Handbook.

As a result of the review, both the MPO and FDOT staff agree the Lee Metropolitan Planning Organization's metropolitan planning process should be conditionally certified. Below is a list of noteworthy achievements, as well as corrective actions and recommendations that must be addressed by the MPO:

NOTEWORTHY ACHIEVEMENTS

Public Involvement Plan

- The MPO has continued its efforts to further involve the public in the transportation decision making process. Recent examples include the public participation over the last year and half dealing with the development and prioritization of a comprehensive list of projects to tap into funding through the American Recovery and Reinvestment Act. The public has been continuously informed through many different forms including notifications, e-mails, mailings, documents placed in the library system, the website, interviews that have been given by MPO staff to the media, presentations to community forums and telephone conversations.
- Other examples where public involvement was pursued during the last year was during the adoption of the current TIP and subsequent TIP amendments throughout the year, the update of the Public Involvement Plan, the development of the Limited English Proficiency Plan, the ongoing development of the 2035 Long Range Transportation Plan and the development of the Congestion Management Plan. Public involvement has also been pursued during the two joint Lee County and Collier meetings and for issues that will be discussed at the upcoming Lee-Charlotte MPO meeting in March.
- Public involvement was also pursued during the update of the Coordinated Human Services Plan, the solicitation of JARC and New Freedom projects. The MPO and LeeTran conducted reviews through the Committee's and two public workshops to discuss the application process and to increase awareness of the program. In addition, a day was set aside to work with prospective applicants to help them improve their applications and to improve the MPO's chances of obtaining good projects to fund.
- The MPO Staff completed the evaluation for 2009 and made some recommendations on the tasks that can be done in the future to improve the MPO's public outreach and involvement at the MPO meeting in January.
- The MPO Staff continued the distribution of meeting agendas nine (9) days in advance of the scheduled meeting dates to ensure the public has adequate notice. MPO Staff is also posting Public Notices of the meetings in the News-Press seven (7) days in advance of the scheduled meetings and posting Public Notices with the local jurisdictions television stations for the

Technical Advisory Committee, Citizen Advisory Committee and Metropolitan Planning Organization Board meetings eight (8) days prior to the scheduled meeting date.

- MPO Staff has continuously been working to fill all vacancies for the MPO Committees including adding requests to notifications that have been sent over the last year and discussing the vacancies at the Committee and Board meetings, which in turn has helped fill several seats over the last few months.
- The MPO continues to update the website regularly and is now in the process of revising the look and layout to help increase interest and traffic on the website. Many of the improvements are being driven by comments that have been received from the public over the last two years. The website (<http://www.mpo-swfl.org>) serves as a vehicle for public notices for transportation issues, MPO and committee meeting notices and agendas and MPO planning documents for easy access and use.
- The MPO also developed a Joint Collier and Lee County Long Range Transportation Plan web page in order for the public and other agencies to view ongoing project updates for the LRTP 2035 in a single location. This page is also being revised based on comments received to improve the format and to simply increase the use.
- The MPO also conducted two separate surveys over the last year to gain public input; Congestion Management survey questions that included questions for truckers to use in the Goods and Freight study; A telephone survey for the development of the Transit Authority which provided good indications of public opinions on congestion, the current transit system and future transit planning which may include rail options.

Regional Coordination

- The MPO continues to participate in several of regional planning meetings including Coordinated Urban Transportation Studies (CUTS), Southwest Florida Regional Planning Council (SWFRPC), Continuing Florida Aviations Systems Planning Process (CFASPP), Southwest Florida Expressway Authority (SWFEA) and joint Lee/Collier TAC, CAC, Bike/Pedestrian and MPO meetings. In addition, the MPO has attended model development meetings with Hendry County and is currently coordinating the future bicycle/pedestrian plans to ensure coordinated facilities. The Lee and Charlotte/Punta-Gorda MPO are currently working on Joint agreements and have been coordinating on joint issues at the TAC level in preparation of a Joint MPO meeting in March of 2010. Also, the Lee MPO has been coordinating project issues with the neighboring Counties such as future plans for the Seminole Gulf Rail corridor which extends from north Collier to Desoto County.
- Pursuant to the joint planning coordination agreement, the Lee and Collier MPOs have adopted a Joint Bi-County regional network which is the basis of a Joint Regional Multimodal Plan. Both MPO's continue to periodically update the regional network including the addition of a pathways component. The two MPO's continue to work on Joint priorities for TRIP funds, SIS priorities, Regional Enhancement funds and any other opportunities to gain funding for the regional priorities. In addition, the two MPO's continue to coordinate on a transit connection between the two Counties.

Long Range Transportation Plan

- The Collier and Lee County MPOs are jointly working to update the Long Range Transportation Plan to 2035 using the same consultant and participating in jointly in the processes and meetings to ensure consistency. Both MPO's will adopt each Plan by December 2010.
- A standing joint Model Coordination Committee, comprising of representatives from the Collier County MPO, Lee County MPO, Collier County Department of Transportation, Lee County Department of Transportation, City of Cape Coral, the Southwest Florida Regional Planning Council, a member from each transit agency (LeeTran, CAT and FDOT), is overseeing and coordinating the development, validation, use, maintenance, and future improvement of the travel demand model.

Multi-Modal Transportation Planning

- The MPO staff has been working to develop the Bicycle/Pedestrian Master Plan to identify bicycle/pedestrian facilities that are needed on the arterial and collector roadways in the County. The MPO became Local Agency Project (LAP) certified for this project and was able to obtain \$100,000 of enhancement funds to fund a portion of the project.
- The MPO staff and the Committee's have worked together to develop a bicycle/pedestrian resolution to raise awareness of facility needs and to guide what the MPO Board would like to see for facilities as projects are planned and implemented.
- The development of a transit authority has focused on providing funding to support and expand the current transit system, has moved forward over the last year with the approval of the Interlocal Agreements, conducting the transit survey and approval by the MPO Board for continuation of developing a sales tax referendum for November 2012.
- The Lee County Goods and Freight Study was completed and adopted in November 2009. The study determined the incoming and outgoing freight within the County and recommended incorporation within other MPO documents, i.e. the Long Range Transportation Plan.

Congestion Management Process (CMP)

- The MPO has completed the development of the Congestion Management Process to address items that were not included in the MPO's adopted Congestion Management System. The CMP includes the implementation of performance measures to evaluate the effectiveness of the implemented projects and programs each year when developing the MPO's Congestion Monitoring Report (CMR). The CMR will continue to report the results of public surveys conducted by the MPO each year regarding congested locations and possible solutions.
- The Lee County MPO has an ITS Stakeholders Committee (ITSSC) committed to enhancing the mobility and safety of people through the use and deployment of ITS applications and systems in Lee County and the surrounding areas. The Collier County MPO is also an associate 'non-voting' member providing opportunities for coordination and collaboration on projects of joint or regional interest.

Title VI Policy

- The MPO continues to demonstrate the commitment to non-discrimination by incorporating appropriate language in consultant contracts during the procurement process. These contracts will continue to be reviewed and updated as necessary to ensure revised and new Title VI language is incorporated and followed. The MPO is also reporting the DBE participation on Bizweb for each of contract.
- MPO Staff includes language on agendas regarding Title VI requirements and all public notices.
- MPO Staff attended a Title VI Training Workshop on March 25, 2009 at the Florida Department of Transportation District 1 Office and April 7-8, 2009 at the Florida Department of Transportation District 7 Auditorium.

Bylaws

- Last year, the MPO updated the bylaws of all its committees. It also developed new bylaws for the Traffic Signal Coordinating Committee, which is now called the Traffic Operations Coordinating Committee, to keep up with the expanding role of this committee. The bylaws were subsequently amended in February 2009.

Funding and Grant Opportunities

- During the last year the MPO has been successful in award of additional funds for improvements and studies through the ARRA funds and other grants. The MPO has worked continuously on production ready project lists beginning in November 2008 and funded more than \$80 million dollars for projects including road widening, new construction, bicycle/pedestrian facilities, bridge improvements, intersection projects and transit projects. The MPO submitted two TIGER grants, though both projects did not receive funding it has turned into the MPO receiving CIGP grant funding to fund half of a rail feasibility study which will be undertaken in 2011/2012. The MPO also received Enhancement funding to help fund the development of the Bicycle/Pedestrian Master Plan. Finally, the MPO continues to work with FDOT and the local jurisdictions to refine the production ready list for any additional funding opportunities that may occur, such as the Jobs for Main Street legislation, TIGER II, etc.

Joint Certification

- On January 11, 2010, the Florida Department of Transportation (FDOT) and the Lee County MPO conducted a joint certification review of the Lee County MPO Planning Process.

CORRECTIVE ACTIONS

1. MPO Agreements:

The MPO Staff Services Agreement is outdated and does not currently reflect the status and issues pertaining to the metropolitan area. The MPO must revise its staff services agreement to reflect current conditions and needs. The revision of this agreement should address the structural needs for the MPO in

carrying out its federally required tasks in a manner that is equitable and responsive to the entire Transportation Management Area (TMA), as well as consistency with Florida Statute 339.175, specifically Section 6(G).

2. Local Coordinating Board Packets

As per the Local Coordinating Board (LCB) and Planning Agency Operating Guidelines, particularly Chapter III, Administration of the Local Coordinating Board, Section C. Meeting Notices, sub-section 1. Full Board Meeting Notices, the MPO Shall give 2 week notice of the date, time, location and proposed agenda for the Local Coordinating Board meeting to Local Coordinating members, appropriated Commission for the Transportation Disadvantaged Regional Project Manager, other interest parties and news media.

It is required that MPO staff ensure agenda packets are distributed in a timely fashion, as well as having meetings properly noticed per the requirements of the LCB and Planning Agency Operating Guidelines, Planning Grant Agreement and the MPO's adopted Public Participation Plan. At a minimum, all local coordinating board meetings and public hearings must be advertised in the Department of State's Florida Administrative Weekly.

3. Operating Procedure for Equipment Purchase, Maintenance & Disposal

The Federal Highway Administration (FHWA) and the FDOT require the MPO to maintain property records for all property obtained through federal funding. A physical inventory of the property must be taken at least once every two years and the results reconciled with the property records. Since equipment appeared on the 2009 inventory that was not included in the 2007 inventory, but was purchased prior to the 2007 date, it is required that the MPO develop a control system to safeguard the equipment and maintenance procedures that meet the requirements of 49.C.F.R. 18.32(d)(3) and (4). In addition, the MPO Board shall adopt a procedure for disposal of equipment purchased with planning funds that is consistent with state laws and procedures according to 49 C.F.R. Part 18.32(e).

RECOMMENDATIONS

1. Televising MPO Board meetings

At several MPO Board meetings, it has been discussed by members of the public to make provisions for the MPO Board meetings to be available on the public television stations.

Understanding the difficulties involved with televising the Board meetings (locations, dais, etc), it is recommended that the MPO continues to explore the possibility of either televising the meetings from their current location, possible relocation of the MPO Board meetings to a facility that can accommodate public broadcast, or potentially video-tape the meetings to be replayed on the public access television stations or other alternative broadcast.

2. Administration of Federal Transit Administration (FTA) Section 5303 and Transportation Disadvantaged

The MPO is the responsible planning agency for both the Federal Transit Section 5303 Transit Planning, as well as the Transportation Disadvantaged planning activities. Since the MPO is responsible for the completion of the responsibilities of the planning agency, it is recommended that the MPO staff be more involved in each planning activity to ensure that all funds are expended and activities completed in compliance with all applicable federal, state, local or MPO regulations.

3. Public Involvement Plan

The MPO should begin to utilize the Public Involvement Tools Evaluation portion of the Public Involvement Plan.

4. Committee Participation Techniques

The MPO should continue to evaluate and improve strategies to fill its committee vacancies in a timely manner.

5. Disadvantaged Business Entity (DBE) Policy

The MPO must comply with FDOT's DBE Program as approved by the FHWA. While the Lee MPO has adopted FDOT's DBE Policy, the MPO must ensure that they are complying with the policy, including, but not limited to, actual payment reporting.

APPENDIX D

Lobbying Certification Statement

LOBBYING CERTIFICATION STATEMENT

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

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

Bob Raymond, Chairman
Lee County MPO
March 18, 2011

APPENDIX E

Debarment and Suspension Certification

DEBARMENT AND SUSPENSION CERTIFICATION

As required by U.S. Regulations on Government-wide Debarment and Suspension (Nonprocurement) at 49 CFR 29.510

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

Bob Raymond, Chairman
Lee County MPO
March 18, 2011

APPENDIX F

Disadvantaged Business Enterprise Utilization

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the Lee County MPO 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 non-discriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility and ensure narrow tailoring of the program.

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

The Lee County MPO shall require its consultants to not discriminate on the basis of race, color, national origin, sex, age, handicap/disability or income status in the award and performance of its contracts. The 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.

Bob Raymond, Chairman
Lee County MPO
March 18, 2011

APPENDIX G

Title VI / Nondiscrimination Policy Statement

TITLE VI/ NONDISCRIMINATION POLICY STATEMENT

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

The Lee County MPO further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the 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 *Appendix A* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the 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.

Bob Raymond, Chairman
Lee County MPO
March 18, 2011

APPENDIX H

Comments on draft version of UPWP

(FHWA, FDOT, TAC, CAC AND PUBLIC
COMMENTS ON DRAFT UPWP AND HOW
THEY HAVE BEEN ADDRESSED)

APPENDIX I

FY 2010/11 Signature Pages

UPDATE ON THE TROLLEY LANE STUDY

DISCUSSION ITEM:

Staff will provide an update on the trolley lane study that was presented last month and what is currently being studied (scopes are **attached**) along with an overview on what will be presented to the MPO Board on December 16th.

Task Work Order # 30
SCOPE OF SERVICES FOR
Fort Myers Beach Trolley Lane Feasibility Analysis

FDOT District One Districtwide Design Traffic Production & Analysis Contract
Financial Project ID: 202080 1 12 03

Consultant: GMB Engineers & Planners
Sub Consultant: Kittelson & Associates, Inc.

I. PURPOSE

The Florida Department of Transportation (FDOT) requires the professional services of GMB Engineers & Planners, Inc. (GMB) and its sub consultant Kittelson & Associates, Inc. (KAI) in conducting a Feasibility Analysis of incorporating a Trolley lane along SR 865 (San Carlos Boulevard) from Summerlin Road to the Matanzas Pass Bridge. This analysis will be done in continuation of the “Fort Myers Beach Trolley – Sketch Analysis Study, dated July 30, 2010” and the Fort Myers Beach Trolley Sketch Level Study Presentation presented to the Lee County MPO on November 3, 2011.

II. SERVICES TO BE PROVIDED

Based on discussions with LeeTran, Lee County and FDOT staff, the following alternatives will be looked into as part of the Feasibility Analysis.

1. Existing Conditions – No Build Alternative
2. Trolley using the Center Bi-directional turn lane – Build Alternative 1
3. Five-lane Option – Build Alternative 2
4. Six-Lane Option – Build Alternative 3
5. Road Diet Option in NB direction – Build Alternative 4, and
6. Road Diet Option in both NB and SB directions – Build Alternative 5

The description of each of these alternatives is provided below.

1. **No Build Alternative:** The No Build Alternative will assume the existing roadway and intersection geometry in the analysis with the continuation of Lee Tran’s existing trolley service utilizing existing general travel lanes.
2. **Trolley using the Center Bi-directional turn lane – Build Alternative 1:** Under this alternative, the bi-directional center turn lane would continue to operate as a turn lane (as under the existing conditions). In addition, the Trolley would also use this lane.
3. **Five-lane Option – Build Alternative 2:** Under this alternative, four lanes (two lanes in the northbound direction and two lanes in the southbound direction) would be provided for auto traffic and one southbound Trolley-only lane adjacent to the southbound travel lanes would be provided.

4. **Six-Lane Option – Build Alternative 3:** Under this alternative, four lanes (two lanes in the northbound direction and two lanes in the southbound direction) along with a bi-directional center turn lane would be provided for auto traffic. In addition a southbound Trolley-only lane adjacent to the southbound travel lanes would be provided.
5. **Road Diet Option in NB direction – Build Alternative 4:** Under this alternative, three lanes (one lane in the northbound direction and two lanes in the southbound direction) along with a bi-directional center turn lane would be provided for auto traffic. In addition a southbound Trolley-only lane adjacent to the southbound travel lanes would be provided.
6. **Road Diet Option in both NB and SB directions – Build Alternative 5:** Under this alternative, two lanes (one lane in the northbound direction and one lane in southbound direction) along with a bi-directional center lane would be provided for auto traffic. In addition two Trolley-only lanes will be provided (one adjacent to the southbound travel lane and one adjacent to the northbound travel lane).

The feasibility of accommodating the bicyclists including bike lanes will be considered under each of the Build alternatives.

Task 1: Assessing the Operational Issues

GMB will analyze the operational issues associated with each of the five Build alternatives and the No Build alternative under this task. GMB will follow below steps under this task.

- GMB will utilize the 8 hour turning movement counts (7 to 10 AM, 11 AM to 1 PM, and 3 to 6 PM) collected during January 2011 (provided by Lee County) for three signalized intersections along San Carlos Boulevard at Summerlin Road, Summerlin Square/White Water Court, and Pineridge Road in the analysis.
- GMB will collect four hour turning movement count (11 AM to 1 PM and 4 to 6 PM) at the signalized intersection of San Carlos Boulevard and Buttonwood Drive/Prescott Drive/San Carlos Drive. These counts will be converted to peak season conditions using seasonal factors available from Florida Traffic Information (FTI) DVD and Lee County.
- GMB will utilize the latest signal timings provided by Lee County in the analysis.
- The four (4) signalized intersections along San Carlos Boulevard between Summerlin Road and Matanzas Pass Bridge will be analyzed for the 2011 Midday and PM peak hour conditions using SYNCHRO and CORSIM for the existing conditions. Under the existing conditions, the CORSIM deck will be adjusted to reasonably replicate the queue back up (approximately 4,000') and the traffic flow characteristics observed in the field. The deck will be used to analyze all the Build and No Build Alternatives for the Mid-day and PM peak hour conditions. The Measures of Effectiveness (MOE's) from Synchro including LOS and V/C for each of the alternatives will be tabulated. The MOE's from CORSIM including the arterial travel time, arterial

speed, fuel emission, number of stops, fuel consumption, and total network delay for each of the alternatives will be tabulated. Also, using CORSIM, bus route statistics such as bus delay, transit fuel consumption, transit emissions, and bus travel time will be reported for all the alternatives.

- GMB will use the results from “the mode split change assessment” and “trolley capacity assessment” tasks to be completed by KAI as part of this study in coming up with the peak hour traffic volumes and number of buses per hour for analyzing the build alternatives.

Task 2: Assessing the Safety Issues

- GMB will collect and analyze crash data obtained from Lee County for the last 3 years along San Carlos Boulevard from Summerlin Road to the Matanzas Pass Bridge. The data collected shall include the number and type of crashes, crash locations, number of fatalities, and injuries. The crashes including the bus related crashes will be tabulated. The crash analysis will be used to evaluate the build alternatives’ impact on the safety along the corridor.
- GMB will assess the alternatives from the safety point of view and provide pros and cons for each of the five Build alternatives and the No Build Alternative.

Task 3: Cost Estimates

For each Build alternative, GMB will provide an opinion of probable design, right-of-way (ROW) and construction cost prepared using professionally accepted methods and standards. Cost estimates will be developed using the FDOT District 1 Long Range Estimate (LRE) figures associated with design, right-of-way and construction costs. In addition, all cost estimates utilized in, or resulting from, the analysis will be coordinated with Gena Batman from the District Estimates Office.

Task 4: Project Report and Presenting the Results to Lee County MPO

GMB will summarize the results from the above tasks and the work efforts performed by KAI in the form of a Draft Report and a Draft Power Point Presentation. The Draft Report and the Draft Power Point Presentation will be provided to FDOT staff for review and comments by December 7, 2011. Based on the FDOT staff review comments on the Draft Report and Presentation, a Final Power Point Presentation will be prepared and presented to the Lee County MPO on December 16, 2011. In addition, GMB will prepare a Final Report by December 23, 2011, based on comments from Lee County MPO and FDOT staff.

III. ESTIMATE OF FEES FOR SERVICES

The services outlined in this Scope of Services will be provided on an hourly not to exceed fee as outlined in the attached man-hour and fee worksheets.

Task Work Order #30
SCOPE OF SERVICES FOR
Fort Myers Beach Trolley Lane Feasibility Analysis

FDOT District One Districtwide Design Traffic Production & Analysis Contract
Financial Project ID: 202080 1 12 03

Consultant: GMB Engineers & Planners
Sub Consultant: Kittelson & Associates, Inc.

I. PURPOSE

The Florida Department of Transportation (FDOT) requires the professional services of GMB Engineers & Planners, Inc. (GMB) and its subconsultant Kittelson & Associates, Inc. (KAI) in conducting a Feasibility Analysis for including a Trolley lane along SR 865 (San Carlos Boulevard) from Summerlin Road to Matanzas Pass Bridge. This analysis is being undertaken in continuation of the Fort Myers Beach Trolley – Sketch Analysis Study, dated July 30, 2010, and the Fort Myers Beach Trolley Sketch Level Study Presentation given to the Lee County MPO on November 3, 2011.

II. SERVICES TO BE PROVIDED

Task 1: Verify Change in Mode Split and Trolley Ridership

This task will include the following activities:

- KAI will review and summarize hourly and daily peak season trolley ridership data (to be provided by LeeTran).
- KAI will apply ridership elasticity factors (for travel time and headway) as well as the procedures of the *Bus Rapid Transit Practitioner's Guide* (which take into account the type of running way) to estimate peak season ridership increases associated with each alternative.
- KAI will compare the ridership increases calculated using elasticities and the Guide to those reported in the July 20, 2010, *Fort Myers Beach Trolley - Sketch Analysis* Final Report to verify the findings of the Sketch Analysis.
- KAI will recommend the change in mode split to be used in Task 2 and the operations analysis being conducted by GMB. KAI will equate the recommended change in mode split to change in trolley ridership.
- KAI will prepare text suitable for inclusion in the project report and presentation slides. These materials will document the recommended change in mode split and the associated change in trolley ridership.

Task 2: Assess Trolley Service Passenger Capacity

This task will include the following activities:

- With verified ridership changes (from Task 2) and trolley bus capacity data (provided by LeeTran) in hand, KAI will ascertain whether or not projected ridership increases associated with each alternative can be accommodated by the trolley given planned headways. This assessment will reflect the peak season and peak hour.
- If additional capacity is needed, KAI will determine how many additional trolley buses will be needed during the peak hour to accommodate peak season demand. KAI will adjust planned headways accordingly in support of Task 4.
- KAI will prepare text suitable for inclusion in the project report and presentation slides. These materials will document the results of this task including, if warranted, the number of additional trolley buses that will be needed to serve peak season demand.

Task 3: Prepare Planning-Level Cost Estimates and Assess Funding Opportunities

This task will include the following activities:

- KAI will develop *planning-level* capital cost estimates for the transit components of each alternative and support the cost estimation work being conducted by GMB. These capital cost estimates might include the cost of additional trolley buses (if warranted based on Task 2).
- KAI will develop *planning-level* operating cost estimates for each alternative. These estimates will rely on recent operating cost per revenue hour data (provided by LeeTran) and will reflect the number of trolley buses required to provide service as well as anticipated average bus speeds (which may vary with each alternative and will include dwell time assumptions). These estimates will reflect the peak season. KAI will coordinate with GMB to estimate average bus speeds.
- KAI will prepare a brief summary of applicable FTA capital grant programs (e.g., Very Small Starts) for which the project may be eligible. The summary will describe the grant programs' conditions of eligibility, the requirements for submitting applications, and the evaluation process. This summary will reflect the current structure and requirements of the applicable grant programs but will note that reauthorization of the federal transportation bill might result in substantial changes in 2012.
- KAI will prepare text suitable for inclusion in the project report and presentation slides. These materials will document the planning-level capital costs for each alternative, the planning-level operating costs for each alternative, and the information about the applicable FTA capital grant programs.

III. ESTIMATE OF FEES FOR SERVICES

The services outlined in this Scope of Services will be provided on an hourly not to exceed fee as outlined in the attached man-hour and fee worksheets.

DISCUSS AGENDA ITEMS FOR AN UPCOMING
JOINT LEE CHARLOTTE MPO MEETING

DISCUSSION ITEM:

The Lee and Charlotte MPO staff has had recent discussions about possible agenda items for a Joint MPO meeting and we are asking if there are any agenda items that the Committee's would like to include in that discussion.

INFORMATION ITEMS

1. MPOAC Washington Update

Washington Update

11/19/11

FY12 Appropriations

Congress passed HR 2112 on Thursday and sent it to the President. HR 2112 included three FY12 appropriations bills, including appropriations for the Department of Transportation. HR 2112 also included the continuing resolution (CR), funding the remaining parts of government, through December 16th. The House voted 298-121 to adopt the conference report on the package Thursday afternoon. The Senate followed later in the day, adopting the measure 70-30.

TIGER 4 -The conference agreement provides \$500,000,000 for capital investments in surface transportation infrastructure.

Highway spending - The bill originally reported from the House Appropriations committee set spending at \$27B, the level in the House passed budget resolution. The conference agreement set the level at \$39.1B, lower than the obligation limitation set on federal-aid highways in 2010 and 2011, which was at \$41.1B. The conference agreement included an additional \$1.662 billion in appropriations for emergency relief highway funding to address the natural disasters that occurred this year

Public transportation spending – Again the conference agreement does not reduce spending on transit, as was proposed in the House bill. Instead it uses the Senate's proposed funding levels for the FTA. It sets spending at \$8.361B for the Formula and Bus Grants account and \$1.995B for the new starts/small starts programs. The conference agreement does not contain any funding for the "TIGGER" greenhouse gas and energy reduction grants, as was proposed in the House bill.

Reauthorization

The Senate Environment and Public Works (EPW) Committee held a markup of S. 1813, Moving Ahead for Progress in the 21st Century (MAP-21) on November 9. Several amendments were accepted and the bill was unanimously approved. However, it was made clear by the Ranking Republican, Sen. James Inhofe that without the financing to pay for the funding gap (\$12-\$13B), the bill would not have Republican support beyond the committee's action. Sen. Max Baucus, who chairs the Finance Committee, stated that he has some ideas and will continue to look for ways to pay for the bill. He is also on the Joint Select Committee on Deficit Reduction, known as the "super committee," tasked with identifying \$1.2T in deficit reductions over the next 10 years.

Below are some of the planning highlights:

Sec. 1201 Metropolitan Planning

PL funding

- No longer a percent set-aside of core programs- now based on share of 2009 apportionments
- Incremental growth under MAP 21

Suballocation of program funds & project selection

- 50% of Transportation Mobility Program (down from the 62.5% under STP after Enhancement set-aside) in UZA over 200,000, non-urban over 5,000, and other areas of the state
 - Tier I & II MPOs select projects in consultation with state and on **concurrence of the facility owner**
 - Obligation authority dropped but managers amendment included new (h) that may be meant to address requirement to provide OA (staff discussion pending)
- 50% of CMAQ suballocated (after setting aside an amount for Enhancements, Safe Routes to School, and Rec Trails) for projects in nonattainment or maintenance areas
 - Distributed by formula that considers population and severity of pollution
 - 50% of these funds obligated to address fine PM
 - 30% (of the above 50%) obligated to on- or off-road construction diesel engine retrofits
 - Projects selected by the states consistent with 134, which says Tier I selects in consultation with state and **on concurrence of the facility owner**

MPO designation and Tier structure

- MPO designated at 200,000 up from 50,000 in population
- Tier I MPO – 1M and over
- Tier II MPO – 200,000 and over
- Designation met once minimum planning requirements are met
- Tier II can request designation as Tier I (must meet Tier I requirements)
- Secretary has 1 year to issue regulations for minimum planning requirements for Tier I & II
- MPOs under 200,00 terminate 3 years after rules are “promulgated”
 - 1 year probationary continuation may be granted to permit the MPO to attempt to meet the minimum Tier II regulations
- MPOs under 200,000 may request, within 2 years after planning rules are published, designation as Tier II
 - Unfavorable determination - 180 days for MPO to submit plan to dissolve in six months and transfer responsibilities

Plans and TIPS

- Tier I & II developed in cooperation with state
- **Tier I plan** – performance based
 - MPO establishes targets (90 days after the state sets its own targets) in coordination with state that address the performance measures under National Highway Performance Program, Safety, CMAQ, and National Freight Program

- MPO integrates into the plan state targets, goals, measures, and objectives directly or by reference
- Performance measures and targets shall be used, at a minimum, as the basis for policies, programs, and investments reflected in the plan and TIP
- To the maximum extent practicable advisory groups should be formed for interested parties
- Plan shall include:
 - Description of performance measures
 - Current and projected usage of the transportation system
 - System performance report – progress achieved, performance report (progress in meeting targets, money spent and projects completed, when appropriate analysis of how preferred scenario improved conditions and performance), strategies and investments for improving performance, optional illustrative list of projects, discussion of environmental and storm water mitigation activities, strategies investments to support intercity transportation.
 - May develop multiple scenarios for consideration
 - Develop a financial plan to support the plan and shall contain projected resource requirements, difference between cost and revenue, strategies for securing additional revenue, projects only if full funding can reasonably be anticipated to be available
- **Tier II plan**
 - Develop plan and TIP – not required to be performance based unless Secretary permits

Certification

- Tier I & II every 4 years with approved TIP
- Secretary may delegate fact finding authority to state regarding Tier II certification
- Certification may be made in consultation with the state

Additional information will be made available.

- Boyagian Consulting, LLC, On behalf of AMPO

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