

BICYCLE PEDESTRIAN COORDINATING COMMITTEE

10:00 a.m., Tuesday, May 24, 2016
Fort Myers Regional Library, Room A
1651 Lee Street, Fort Myers, FL 33901
239-244-2220



AGENDA

Wayfinding Working Group Meeting – 9:00 AM to 9:55 AM

Call to Order and Roll Call of BPCC Meeting – 10:00 AM

1) *Approval of the April 26, 2016 BPCC Meeting Minutes

New Business

2) New Member and Private Citizen Member Introductions (Dan Moser)

3) *Review and Approval of Lee MPO TA Funding Priorities (Ron Gogoi)

4) *Review and Approval of Multi-modal Box Funding Priorities (Ron Gogoi)

5) Sanibel Bicycle Club Presentation (Patti Sousa)

6) Lee MPO Bike Ped Safety Action Plan Status Report (Don Scott)

Old Business

7. TIGER And Other MPO Project Updates/Developments (Don Scott)

8. Local Government Reports on Bicycle Pedestrian Related Projects

9. LeeTran Report

10. FDOT Report

11. Public and Member Comments on Items not on the Agenda

12. Announcements

13. Information and Distribution Items

Adjournment

Next BPCC Meeting → June 28, 2016

* Action Items * May Require Action

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Mr. Johnny Limbaugh at the Lee MPO at 239-330-2242 or by email at jlimbaugh@leempo.com at least seven (7) days prior to the meeting. If you are hearing or speech impaired call (800) 955-8770 Voice / (800) 955-8771 TDD. 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 Lee County MPO Title VI Coordinator Johnny Limbaugh at (239) 330-2242 or by writing him at P.O. Box 150045, Cape Coral, Florida 33915-0045.

**APRIL 26TH BPCCC MINUTES WILL BE EMAILED BY
MONDAY, MAY 23RD**

NEW MEMBER AND PRIVATE CITIZEN MEMBER INTRODUCTIONS

RECOMMENDED ACTIONS: This is not an action item. This is a continuation of the discussion on the Private Citizen Member expectations and priorities as part of the BPCC.

The intent of this agenda item is to provide an opportunity to all At-large and Local Government Citizen members to talk about their (bicycle/pedestrian) priorities, presentations they would like to see at upcoming BPCC meetings and whether the committee is serving their expectations, etc. This will help staff to try and prepare agendas that accommodate the interests of all members serving on the committee, and thereby helping them to keep them engaged, motivated, and active.

After May 20th (with the MPO Board approval of the nomination of a new At-Large Member) the BPCC membership will have four (4) At-Large and two (2) Local Government (City of Sanibel and the Village of Estero) Private Citizen Members.

REVIEW AND APPROVAL OF LEE MPO TA FUND PRIORITIES

RECOMMENDED ITEM: Review and recommend Lee MPO TA fund priorities.

Attachment A includes the staff proposed priorities for the MPO allocated Transportation Alternative (TA) funds. The Old Store Burnt Store Bike Path project, which was last year's top priority, has been withdrawn as this project is going to be completed by the City of Cape Coral using local funds. The MPO staff will request FDOT release the \$204,683 in funding committed to design for this project in FY 2019 and use it to advance the previously funded design phases for the SW 29th Avenue Sidewalk, South St Sidewalk, and Coronado Street Sidewalk (all programmed in FY 2021) projects allowing them to become eligible for construction funds during this funding cycle.

The #2 priority from last year, including the Tice Elementary sidewalks, is also being withdrawn as this project has been submitted for SRTS infrastructure funds. Staff will ask FDOT to release the funds previously committed for design in FY 2021 and make it available for unfunded projects in the priority list.

The staff proposed #1 and #2 priorities that include the Bicycle Pedestrian Master Plans for the Village of Estero (new) and the City of Sanibel (update) are the only two new projects this year. The MPO staff will ask FDOT to release the \$383,445 in construction dollars committed to the Orange River Elementary School in FY 2017, and use them to fund the development of the bicycle pedestrian master plans as insurmountable project cost increases related to drainage requirements have precluded the implementation of this project this year. The remaining funds are being proposed to be used to meet the costs for the additional sidewalk construction as part of the G Weaver Hipps Elementary School.

The priority order for the remaining nine projects remain the same and consistent with rankings from project evaluations from last year based on the MPO Bicycle Pedestrian Evaluation Criteria. Two (2) unfunded projects from last year, including the Edison Park Elementary and the Harnes Marsh Elementary sidewalks, have been withdrawn as the former has been submitted for SRTS funds and the latter will be submitted for the same type of funds next year.

STAFF PROPOSED BIKE PED PROJECT PRIORITIES FOR TRANSPORTATION ALTERNATIVE (TA) FUNDS

Roadway/Project	Road Classification	Project Limits	Length	Proposed Improvements	Programmed Phase	Next Unfunded Phase	Requested Funds	Local Match	Total Cost	MPO Priority	Staff Priority
Old Burnt Store Rd Bike Lanes ¹	Local Rd	Embers Pkwy to Tropicana Pkwy	1.01 Mile	Bike Lanes	PE	CST	\$ 358,920.00	\$ -	\$ 358,920.00	1	NA
<u>Tice Elementary Sidewalk²</u>					PE	CST	\$ 380,465.00	\$ -	\$ 380,465.00	2	NA
Village of Estero Bike Ped Master Plan ³	NA	Estero City limits	NA	Develop a bike ped master plan	NA	PLN	\$ 100,000.00	\$ -	\$ 100,000.00	NA	1
City of Sanibel Bike Ped Master Plan ³	NA	Sanibel City limits	NA	Upgrade exstg bike ped master plan	NA	PLN	\$ 100,000.00	\$ -	\$ 100,000.00	NA	2
SW 29th Ave Sidewalk ⁴	Local Rd	Ceitus Pkwy to SW 3rd Ln	0.46 Mile	Sidewalk (Both Sides)	PE	CST	\$ 461,434.00	\$ -	\$ 461,434.00	3	3
South St Sidewalk ⁴	Local Rd	Fowler St to US 41	0.64 Mile	Sidewalk (North Side)	PE	CST	\$ 148,005.00	\$ -	\$ 148,005.00	4	4
Coronado St Sidewalk ⁴	Local Rd	Cortez Blvd to US 41	0.5 Mile	Sidewalk (North Side)	PE	CST	\$ 109,792.00		\$ 109,792.00	5	5
SW Santa Barbara Place/SW 20th St Sidewalk					NA	PE + CST	\$ 308,080.00	\$ 61,776.00	\$ 369,856.00	6	6
SW Santa Barbara Place	Local Rd	Nicholas Pkwy to SW 20th St	1.19 Mile	Sidewalk (West Side)							
SW 20th St		SW Santa Barbara Place to Santa Barbara Blvd	0.06 Mile	Sidewalk (North Side)							
<u>Edison Park Elementary⁵: Clifford St Sidewalk</u>	Local Rd	Edison Ave to Victoria Ave	0.17 Mile	Sidewalk (Both Sides)	NA	PE + CST	\$ 83,511.00	\$ 10,000.00	\$ 93,511.00	7	NA
SW 26th St/SW 26th Ln Sidewalk					NA	PE + CST	\$ 461,434.00	\$ 62,923.00	\$ 524,357.00	8	7
SW 26th Ln		Santa Barbara Blvd to SW 1st Ave	0.11 Mile	Sidewalk (South Side)							
SW 26th St		SW 1st Ave to Skyline Ave	0.91 Mile	Sidewalk (Both Sides)							
Passaic Av Sidewalk	Local Rd	Cortez Blvd to Canelo Dr	0.17 Mile	Sidewalk (North Side)	NA	PE + CST	\$ 677,160.00	\$ 135,432.00	\$ 812,592.00	9	8
SW 10th St Sidewalk	Local Rd	Chiquita Blvd to Skyline Blvd	0.96 Mile	Sidewalk (North Sde)	NA	PE + CST	\$ 308,880.00	\$ 61,776.00	\$ 370,656.00	10	9
SW 47th Ter Sidewalk	Local Rd	Santa Barbara Blvd to Pelican Pkwy	0.49 Mile	Sidewalk (Both Sides)	NA	PE + CST	\$ 252,701.00	\$ 34,460.00	\$ 287,161.00	11	10
Grace Ave Sidewalk	Local Rd	Cortez Blvd to Canelo Blvd	0.17 Mile	Sidewalk (North Side)	NA	PE + CST	\$ 74,527.00	\$ 8,000.00	\$ 82,527.00	13	11
<u>Harnes Marsh Elementary⁶: 25th St West Sidewalk</u>	Local Rd	Unice Ave North to Sunshine Blvd	0.40 Mile	Sidewalk (North Side)	NA	PE + CST	\$ 250,379.00	\$ -	\$ 250,379.00	14	

Project deleted

Notes:

Approximately \$700,000 in TA funds available in FY 2022

¹ Project to be completed with City funds; MPO to ask FDOT to release and reprogram the \$204,683 in FY 2019 design funds for advancing the design phases of Priorities 3,4, and 5 from FY 2021 to FY 2019; FY 2021 design funds to be released and made available for unfunded projects

² Project to be deleted and FY 2021 design dollars to be released and made available for unfunded projects

³ MPO to ask FDOT to use Orange River Elementary sidewalk construction dollars to program master plan

⁴ Having design advanced to FY 2019 will allow construction to be funded by FY 2021 at the earliest.

⁵ Project submitted for SRTS funds this funding cycle

⁶ Project to be submitted for SRTS funds next funding cycle

REVIEW AND APPROVAL OF THE LEE MPO MULTI-MODAL BOX FUND PRIORITIES

RECOMMENDED ITEM: Review and recommend MPO approval of the Lee MPO Multi-modal Transportation Enhancement Box fund priorities.

Attachment A includes the staff proposed priorities for the Lee MPO Multi-modal Transportation Enhancement Box “SU” funds. The available Box funds include \$8,391 in FY 2017, \$1,060,561 in FY 2018, \$1,251,991 in FY 2019, \$1,810,922 in FY 2020, \$2,102,057 in FY 2021 for a total of \$6,233,922. In addition, we anticipate there will be another \$4.3 million available in the new fifth year (FY 2022) for implementing traffic operations, bike ped, and transit projects proposed on arterial and collector roads. Because we did not think we would have the funds in those 5 years, the MPO did not accept any new requests for projects this year, but chose to go with only the unfunded projects from last year. However, we anticipate that some of these funds will go towards addressing funding shortfalls of funded projects and also advancing the design phase for previously funded projects.

For SU funds we typically assign the highest priorities to projects which have pre-construction phases (Planning, Design and Right-of-Way) already funded in FDOT’s Work Program, or completed, followed by the top priority from each of the traffic operations, bike ped, and transit priority lists. For this year we made an exception by assigning last year’s #6 priority - US 41 sidewalk from Tara Boulevard to French Creek Lane – as the #1 priority project because the cost is low and the project addresses critical bicycle pedestrian needs of citizens living along the US 41 corridor in North Fort Myers. We hope to have design and construction phases funded within the first 3 years either through available MPO dollars, or through implementation in a single year as a FDOT push button design build project. Accordingly, the top 8 projects in **Attachment A** are as follows:

1. *US 41 Sidewalk (West Side) from Tara Boulevard to French Creek Lane – (Addresses request from communities in North Fort Myers from last year, and this year)*
2. *Colonial @ Fowler Intersection Improvements – Design funds committed*
3. *Summerlin Road Shared Use Path (East Side) – Design funds committed*
4. *Andalusia Boulevard Sidewalk (Both Sides) – Design funds committed*
5. *\$3 Million in LeeTran Bus Purchase – (This year’s Congestion Management Top Priority – Transit)*
6. *Signal Timing and Coordination of Traffic Signal Systems (This year’s Congestion Management Joint Top Priority - Traffic Operations)*
7. *Colonial @ Six Mile Pkwy Intersection Improvements (This year’s Congestion Management Joint Top Priority – Traffic Operations)*
8. *Leonard/Westgate Shared Use Path Project – This year’s Bike Ped Top Priority*

The top 8 projects are followed by the 9 bicycle pedestrian projects (their priority order is consistent from last year based on the original staff rankings using the MPO Bike Ped Evaluation Criteria).

STAFF PROPOSED MULTI-MODAL ENHANCEMENT BOX FUND PRIORITIES

Lee MPO Allocated "SU" Funds

Roadway/Project	Road Classification	Limits	Length	Proposed Improvements	Programmed Phase	Next Unfunded Phase	Requested Funds	Local Match	Total Cost	2015 Priorities	Staff Priorities
Bluetooth Traffic Monitors at Various Locations ¹	NA		NA		PE+CST	NA	NA	NA	\$ 85,000.00	NA	NA
US 41 Sidewalk	Arterial	Tara Blvd to 72.38 N of French Creek Lane	0.74 Mile	8' wide sidewalk (West Side)	NA	PE + CST	\$ 240,500.00	\$ -	\$ 240,500.00	6	1
Colonial @ Fowler Intersection Improvements	Arterial	Colonial to 1000' south of Colonial Blvd	The NB approach will be reconfigured to include two through lanes and two right turn lanes under signal control. A pedestrian crossing on the east leg will be re-established to allow pedestrians to move to a channel island while the NB right turn lane is red.		PE	CST	\$ 865,095.00	\$ -	\$ 865,095.00	NA	2
Summerlin Rd Shared Use Path ²	Arterial	Lakewood Blvd to Cypress Lake Blvd	1.12 Mile	Shared Use Path (East Side)	PE	CST	\$ 1,275,613.00	\$ -	\$ 1,275,613.00	3	3
Andalusia Blvd Sidewalk ²	Collector	Pine Island Rd to Diplomat Pkwy	1.53 Mile	Sidewalk (Both Sides)	PE	CST	\$ 754,826.00		\$ 754,826.00	12	4
Lee Tran Bus Purchase	NA	NA	NA	Replacement of fixed route buses	NA	Purchase	\$ 3,000,000.00	\$ -	\$ 3,000,000.00	NA	5
Signal Timing and Coordination	NA	NA	NA	Signal retiming of traffic signal systems on state highways as needed	NA	Study & Implementation	\$ 150,000.00	\$ -	\$ 150,000.00	NA	6
SR 80 Shared Use Path ³	Arterial	Buckingham Rd to Linwood Ave	0.81 Mile	Shared Use Path (south side)	NA	PE + CST	\$ 504,216.00	\$ -	\$ 504,216.00	7	NA
Colonial @ Six Mile Pkwy Intersection Improvements	Arterial	South of Rolfe's Rd to 0.06 Mile west of Six Mile Cypress Pkwy	0.26 Mile	Add a third WB left turn lane on Colonial to SB Six Mile Cypress	NA	PE + CST	\$ 607,950.00	\$ -	\$ 607,950.00	8	7
Leonard/Westgate Blvd Shared Use Path	Collector	Sunshine Blvd to Lee Blvd	5.40 Mile	Shared Use Path (Both Sides)	NA	PE + CST	\$ 3,903,530.00	\$ -	\$ 3,903,530.00	9	8
Bell Blvd Sidewalk	Collector	Sunrise Blvd to Joel Blvd	1.1 Mile	Sidewalk (Both Sides)	NA	PE + CST	\$ 1,383,063.00	\$ -	\$ 1,383,063.00	10	9
Marsh Ave Sidewalk	Collector	Michigan Ave to SR 80	0.63 Mile	Sidewalk (West Side)	NA	PE + CST	\$ 915,937.00	\$ 130,848.00	\$ 1,046,785.00	11	10
Veterans Pkwy Shared Use Path					NA	PE + CST	\$ 471,580.00	\$ -	\$ 471,580.00	13	11
South Side	Arterial	SW 10th Ave to Existing SUP west of Skyline	0.29 Mile	Shared Use Path (South Side)					\$ -	13	11
North Side		SW 3rd Place to SW 2nd Court	0.18 Mile	Shared Use Path (North Side)					\$ -	13	11
Alabama Rd Sidewalk	Arterial	SR 82 to Paddock St	1.84 Mile	Sidewalk (East Side)	NA	PE + CST	\$ 988,632.00	\$ -	\$ 988,632.00	14	12
Trafalgar Elementary and Trafalgar Middle Sidewalk ⁴	Arterial		1.63 Mile	Sidewalk (East Side)	NA	PE + CST	\$ 500,000.00	\$ 189,425.00	\$ 689,425.00	15	NA
Buckingham Rd Bike Lanes	Arterial	Cemetery Rd to SR 80	2.07 Mile	Bike Lane	NA	PE + CST	\$ 1,445,234.00	\$ -	\$ 1,445,234.00	16	13
Skyline Blvd Sidewalk	Collector	Cape Coral Pkwy to El Dorado Pkwy	0.93 Mile	Sidewalk (Both Sides)	NA	PE + CST	\$ 533,913.00	\$ 72,806.00	\$ 606,719.00	17	14
US 41 Sidewalk	Arterial	Tara Blvd to Charlotte City line	1.33 Mile	8' wide sidewalk (East Side)	NA	PE + CST	\$ 672,750.00	\$ -	\$ 672,750.00	18	15
Averill/Gator Circle Sidewalks			2.22 Mile		NA	PE + CST	\$ 732,998.00	\$ 146,596.00	\$ 879,594.00	19	16
Averill Blvd	Collector	Del Prado Ext to Gator Circle	0.38 Mile	Sidewalk (Both Side)					\$ -		16
Gator Circle	Collector	Averill Blvd to Ramsey Blvd	1.84 Mile	Sidewalk (East side)					\$ -		16
Gator Circle Sidewalk	Collector	Averill Blvd to Ramsey Blvd	1.84 Mile	Sidewalk (North/West Side)	NA	PE + CST	\$ 677,160.00	\$ 135,432.00	\$ 812,592.00	20	17

Project deleted

Notes:

¹Delete project and make FY 2020 and FY 2021 funds (\$85,000) available for unfunded projects

²MPO to ask FDOT to advance design phases which will allow construction to be programmed by FY 2022.

³Over 2 million has been spent on the high priority bike ped projects on the SR 80 corridor. This segment is not a priority and is being deleted.

⁴This project has been submitted for SRTS funds

SANIBEL BICYCLE CLUB PRESENTATION

RECOMMENDED ACTIONS: This is not an action item. A presentation will be provided on the Sanibel Bicycle Club.

At the May 24th BPCC meeting, the Sanibel Bicycle Club will provide a presentation on their innovative safety education campaign. The highlight of this safety education campaign was their professional safety video that earned the organization a Bike Club of the Year award.

LEE MPO BICYCLE PEDESTRIAN SAFETY ACTION PLAN STATUS REPORT

RECOMMENDED ACTIONS: This is not an action item. MPO staff will provide a status report on the Lee MPO Bike Ped Safety Action Plan (BPSAP) along with the upcoming activities that have been identified in the MPO budget.

At the May 24th BPCC meeting, MPO staff will provide a status report on where we are with the implementation of each recommendation called out in the BPSAP, and the next steps.

TIGER AND OTHER MPO PROJECT UPDATES/DEVELOPMENTS

RECOMMENDED ACTION: This is not an action item. Staff will provide brief updates on the TIGER funded LCCSI, Tice Elementary School projects, Transportation Leadership Academy and other developments.

At the May 24th BPCC meeting, staff will provide brief status updates on the following:

- TIGER funded Lee County Complete Streets Initiative (LCCSI);
- TA funded Tice Elementary Sidewalk on Richmond and Queens and the drainage; issues impacting this and other sidewalk projects benefitting Tice Elementary;
- Transportation Leadership Academy;
- Additional Sidewalk Construction and Funding for G Weaver Elementary
- SUN Trail Project Applications
- JYLP Extension Feasibility Study Scope

INFORMATION AND DISTRIBUTION ITEMS

1. Amended BPCC Bylaws
2. Updated BPCC Roster



BICYCLE PEDESTRIAN COORDINATING COMMITTEE BYLAWS

Adopted October 22, 1999

Last Amended March 22, 2016

Ratified by Lee County MPO on April 22, 2016

815 Nicholas Parkway East
P.O Box 150045
Cape Coral 33915-0045
239 244 2220
Fax: 239 790 2695
www.leempo.com

BYLAWS

of the Lee County Metropolitan Planning Organization

BICYCLE PEDESTRIAN COORDINATING COMMITTEE

Section 1. NAME

The name of this committee shall be the Bicycle Pedestrian Coordinating Committee (BPCC).

Section 2. RESPONSIBILITIES

It shall be the responsibility of this committee to:

- A. Coordinate the bicycle/pedestrian planning and programming activities of all agencies participating in the Lee County MPO;
- B. Review local land development regulations to identify funding opportunities and incentives for developers to provide bicycle/pedestrian facilities;
- C. Assist local governments in locating additional funding sources for bicycle and pedestrian improvements, developing inventories of their bicycle and pedestrian facilities, and other tasks on which assistance may be requested;
- D. Review and recommend bicycle and pedestrian projects for federal and state funds including but not limited to Regional Transportation Alternative - (Any Area), Multimodal Transportation Enhancement Box, SUN Trail and Safe Route to School Program funds;
- E. Update and maintain the county-wide inventory of existing, programmed, and planned bicycle and pedestrian facilities developed as part of the Lee County Bicycle Pedestrian Master Plan.
- F. Oversee the implementation of the Lee County Bicycle Pedestrian Master Plan and update the Plan periodically. Also participate and provide input during the comprehensive updates and amendments of the MPO Long Range Transportation Plan;
- G. Continue to support and encourage sustainability initiatives in Lee County;
- H. Review state Project Development and Environment (PD&E) studies and design plans to ensure that adequate provisions for cyclists and pedestrians are included in the planning and designs of new and reconstructed highways, and that they are consistent with the MPO's Countywide Bicycle Pedestrian Master Plan and the MPO Long Range Transportation Plan, or any specific committee recommendations that may have come out of any MPO meeting;
- I. Capitalize on opportunities for developer implementation of bicycle pedestrian improvements;
- J. Capitalize on opportunities for Public Private Partnerships to implement bicycle pedestrian improvements;
- K. Partner with community groups to host public events to educate the community about the Bicycle Pedestrian Master Plan and seek their involvement and support in implementing the bike/ped improvements identified in the Plan; and
- L. Review and assess Demonstration and Special Projects, and Spot improvements identified in the Master Plan and develop strategies for addressing these needs.
- M. Review and assess bicycle and pedestrian signage countywide for consistency and, and identify opportunities for providing signage and way finding

Section 3. **RELATIONSHIP TO THE TMOC AND OTHER AGENCIES**

- A. Proposals affecting motorized traffic operations shall be coordinated with the Traffic Management Operations Committee (TMOC) by participation of a BPCC member on the (TMOC). This member shall be appointed by the committee at a regular BPCC meeting.
- B. The committee should work directly with local and state government agencies, and other governmental and non-governmental institutions as necessary to coordinate their bicycle and pedestrian planning and programming activities.

Section 4. **MEMBERSHIP**

- A. **VOTING MEMBER:** The voting membership of this committee shall consist of one primary representative and an alternate from each of the following agencies:
 - ❖ City of Bonita Springs
 - ❖ City of Cape Coral
 - ❖ City of Fort Myers
 - ❖ Town of Fort Myers Beach
 - ❖ City of Sanibel

 - ❖ Village of Estero
 - ❖ Lee County Department of Transportation
 - ❖ Lee County Community Traffic Safety Team
 - ❖ MPO Citizen Advisory Committee
 - ❖ LeeTran
 - ❖ Lee County School District
 - ❖ Lee County Injury Prevention Coalition
 - ❖ Lee County Parks & Recreation
 - ❖ Lee County Visitor and Convention Bureau
 - ❖ Lee Memorial Health System

 - ❖ Four At Large Citizens
 - ❖ Lee County Port Authority
- B. **NON VOTING ADVISORY MEMBER:** This committee shall also include a non-voting advisory member from Collier County, and non-voting members from participating law enforcement agencies
- C. Each member entity in the BPCC shall appoint one person to represent it on the committee, and may also appoint one or more alternate members to represent it in the absence of its appointed representative.
- D. In the case of At Large Citizen Members, appointments shall be made by the MPO Policy Board. All such appointments are subject to ratification by a majority of members of the MPO at a regular MPO meeting at which a quorum is present.
- E. The At Large Citizen Members of the BPCC shall be citizens and year-round residents of the Metropolitan Planning Organization's transportation study area. Members or their immediate family members (spouse, child, parent or sibling) shall not be declared candidates or elected officials of the Lee County Commission, municipalities in Lee County or Lee County Constitutional Officers. The At Large members shall not be employees of any of the local governments represented on the MPO or of the state or federal departments of transportation. Should the status of any of these BPCC members change in such a way as to disqualify him/her

from membership under the terms of this paragraph, his/her membership shall automatically terminate. Those who thus become ineligible for BPCC membership shall provide written notice to the MPO staff the BPCC Chairman.

- F. At Large Members shall be granted an excused absence if they contact MPO staff prior to the meeting via email or by phone with a follow up email as to why they were unable to attend the meeting. Excused absences are counted as a regular absence. However, MPO staff will keep a record of excused and unexcused absences and present this record to the MPO Board if the member is in violation of the participation requirements. Should any member be absent from three (3) consecutive regular BPCC meetings, or from four (4) out of six (6) consecutive regular BPCC meetings within a twelve (12) month period, staff recommendation will be made to the MPO Board to remove this member for lack of participation, regardless if the absence was excused or unexcused.
- G. Should a temporary circumstance prevent an At Large Citizen Member from participation, a leave of absence may be granted by the BPCC for a period of no more than three (3) months. The member should submit the request to MPO Staff in writing and address it to the BPCC Chairman.
- H. All At Large Members will be required to complete the BPCC Application in Appendix C before they are appointed by the MPO Policy Board to ensure that they meet all the requirements.
- I. Agency appointees shall try to attend the meetings regularly. If they are unable to attend these meetings on a regular basis they should inform MPO staff, and have another staff person appointed immediately by the Department Head or the Appropriate Official.

Section 5. OFFICERS

- A. The officers of this committee shall consist of a Chairperson and a Vice Chairperson, both of whom shall be regular (*i.e.* not alternate) voting members of the committee.
- B. An election for both officers shall be held at the first regularly scheduled meeting of each calendar year.
- C. The term for each office shall be one calendar year, unless at the end of the year the Chairperson has served for less than six months, in which case his or her term shall continue until the end of the following calendar year.
- D. An officer shall not serve consecutive terms in the same office.
- E. The Vice Chairperson shall automatically become Chairperson the year following his or her election (or sooner if a vacancy occurs in the Chairpersonship), with subsequent elections being held only to fill the office of Vice Chairperson, unless both offices should simultaneously become vacant.
- F. A Vice Chairperson shall be elected at the first meeting of each calendar year, unless the Chairperson has served for less than six months, and at the first meeting following the occurrence of a vacancy in the office.
- G. The Chairperson shall preside at meetings of the committee and shall be responsible for the conduct of the meetings. The Chairperson shall be authorized to speak for and to sign correspondence and documents on behalf of the committee. The Chairperson shall appoint subcommittees and members to chair them, and appoint members to represent the committee on joint task forces or other committees. The Chairperson shall consult with the MPO staff agency on the scheduling of meetings and their agendas.
- H. The Vice Chairperson shall, during the absence of the Chairperson or his inability to serve, have and exercise all of the duties and powers of the Chairperson. The Vice Chairperson shall also perform such other duties as may be assigned him by the Chairperson.
- I. In the absence of both the Chairperson and the Vice Chairperson from a meeting, a temporary Chairperson shall be elected.
- J. The Chairperson, or his/her designee, shall present a monthly report of the BPCC meetings to the MPO Policy Board.

Section 6. **MEETINGS**

- A. Meetings shall be held monthly at 10 a.m. on the Tuesday the week before the Technical Advisory Committee meeting, or as deemed necessary by the Chairperson and MPO staff agency.
- B. The members shall be sent agendas, and whenever possible, minutes of the previous meeting, no less than eight days before the date of each meeting. Agendas shall be sent to members either by regular mail or e-mail. Meetings may be cancelled, rescheduled, or relocated at the discretion of the Chairperson or MPO staff. However, on such occasions an eight (8) day advance notice shall be given to members by email. Members shall inform the staff agency at least twenty-four hours before the meeting whether they will attend.
- D. A quorum shall consist of 6 primary members, or their alternates.
- E. A joint meeting between the Lee County MPO Bicycle Pedestrian Coordination Committee and the Collier County Pathway Advisory Committee shall be held at least once a year for the purpose of regional coordination. Quorum requirements for the BPCC in such meetings shall be 6 members.
- H. When a BPCC member abstains from a vote due to a conflict they must complete Form 8B which is included in Appendix B. BPCC member's conflicts of interest and compliance issues are guided by Section 112.3143 of the Florida Statutes.
- I. Meetings will be open to the public. The public may be allowed the right to speak or participate in the discussion at the discretion of the Chairman.

Section 7. **SUBCOMMITTEES**

Subcommittees may be appointed by the Chairperson to address specific projects or issues.

Section 8. **AMENDMENTS**

- A. These Bylaws may be amended at any meeting by the affirmative vote of two-thirds of the voting members or their alternates present, provided a copy of the proposed amendment(s) shall have been mailed or e-mailed to each member at least four calendar days before the meeting.
- B. Amendments shall be effective upon ratification by the MPO Policy Board.

LEE COUNTY METROPOLITAN PLANNING ORGANIZATION BICYCLE PEDESTRIAN COORDINATING COMMITTEE

20 SEATS CURRENT VOTING MEMBERS: 20 QUORUM: 6

*CHAIRPERSON **VICE-CHAIRPERSON

BPCC Appointed Members		
Agency	Representative	Alternate
Lee MPO Citizens Advisory Committee (CAC)	Randy Krise 1417 Steele St Fort Myers, FL 33901 Home: 239-633-8672 Randy@krisecg.com	Carie Call 7471 Georgiana Drive Bokeelia, FL 33922 Home: (239) 558-8591 clcall@live.com
City of Bonita Springs	Jennifer Hagen** 9220 Bonita Beach Road Suite 109 Bonita Springs, FL 34135 239-444-6150 jhagen@cityofbonitasprings.org	Nicole Perino 9220 Bonita Beach Road Suite 109 Bonita Springs, FL 34135 239-949-6262 Nicole.perino@cityofbonitasprings.org
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Village of Estero	Doug Saxton dpsaxton100@gmail.com	(VACANT)
Community Traffic Safety Team	Steve Jansen LCDOT, Traffic Section 5650 Enterprise Parkway Fort Myers, FL 33905 239-694-7600 / 239-533-8503 jansensj@leegov.com	Jay Anderson Executive Director, Stay Alive....Just Drive justdrivefla@embarqmail.com

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Lee County Port Authority	Ian McKay Lee County Port Authority icmkay@flycpa.com	(VACANT)
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Member-At-Large	Isobel Hitchcock 13742 River Forest Drive Fort Myers, Florida 33905 239 246-7643 bikesafelee@gmail.com	
Member-At-Large	David Wheaton 8885 Cypress Preserve Place Fort Myers, FL 33912 239 340 9044 gdavey58@yahoo.com	
Member-At-Large	Tina Sujana 1640 Marlyn Road Fort Myers, FL 33901 239 910 5050 Tinasujana@gmail.com	
BPCC Members - Non Voting		
Collier County Growth Management Division	Laurie Beard lauriebeard@colliergov.net 2800 N. Horseshoe Drive Naples, FL 34104 239-252-5782	(VACANT)
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Fort Myers PD	Lt. Jay Rodriguez jrodriguez@fmpolice.com	Officer Dallas Smart dsmart@fmpolice.com
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*Chair **Vice-Chair

May 12, 2016