



CITIZENS ADVISORY COMMITTEE

3:00 p.m. Thursday, November 6, 2014
Lee County Metropolitan Planning Organization
Florida Department of Transportation SWIFT Center
10041 Daniels Parkway, Fort Myers, FL 33913



3:00 p.m.

AGENDA

Call to Order

Roll Call

1. Public Comments on Items on the Agenda
2. Approval of the October 7, 2014 Joint CAC Meeting Minutes

New Business

3. *Review and Approval of Amendments to the FY 14/15 and FY 15/16 Unified Planning Work Program (Don Scott)
4. *Review and Approval of the Cape Coral Bicycle Pedestrian Master Plan Scope (Don Scott)
5. *Review and Approval of the LRTP Freight Element Scope (Ron Gogoi)
6. Review of the 2014 Federal Certification Report Corrective Actions and Recommendations (Don Scott)
7. Update on the Transit Bus Queue and Pull-out Studies (Ron Gogoi)

Other Business

8. Public Comments on Items not on the Agenda
9. LeeTran Report
10. FDOT Report
11. Announcements
12. Topics for next meeting
13. Information and Distribution Items

Adjournment *Action Items +May Require Action

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**MINUTES OF THE JOINT COLLIER & LEE COUNTY MPO
Citizens ADVISORY COMMITTEE**

Held on October 7, 2014

The following members were present for the joint meeting of the Collier & Lee County MPO Citizens Advisory Committee on October 7, 2014 at the North Collier Regional Park, Exhibit Hall 15000 Livingston Road, Naples, Florida

Collier CAC

Karen Homiak - <i>Chairwoman</i>	District 1
Gary Shirk	At- Large
Wayne Sherman	District 4
Patty Huff	City of Everglades City
Josh Ricon	Representative of Minorities

Lee CAC

Bill Williams	District 2
Ted Tryka	City of Bonita Springs
Dave Ulrich	City of Fort Myers
James Boech	District 5
Tony Cardinale	District 3
Al O'Donnell	District 3
Thomas Holmlund	City of Cape Coral
Scott Gilbertson	Member at large
Daniel Wagner	City of Bonita Springs
Margret Banyan	District 1
Carie Call	District 1

Those also in attendance included: Phil Douglas, Nichole Johnson, Darl Letourneau, D'Juan Harris and Suzanne Lex with FDOT; Lorraine Lantz with Collier MPO; Ron Gogoi, Johnny Limbaugh with Lee County MPO.

CALL TO ORDER

The meeting was called to order by Mr. Williams

Ms. Lantz called the roll for the Collier CAC and announced that a quorum was present.

Mr. Limbaugh called the roll for Lee County CAC and announced that a quorum was not present.

Agenda Item #2 – Election of a Chairperson

Mr. Bill Williams was elected as chairperson of the Joint Lee and Collier Citizens Advisory Committee Meeting.

Agenda Item #3 – Public Comments

Non Public Comments

Agenda Item #4 – Approval of Agenda

Agenda was approved with no objection.

Agenda Item #5A – Review and Discussion of the TRIP Priority Process

Ms. Lantz opened the item with a review of the current process. Collier MPO raised concerns with the current points system and the ability to provide the requested information without doing a lot of technical work. Mr. Gogoi presents back ground on how the current criteria was developed. He explained the criteria matches the current TRIP program criteria. The committee discussed the merits of the various criteria. It was the committee's discussion to leave the criteria as is because the FDOT has not changed any of the criteria required in their TRIP project application. FDOT will provide additional information on the program.

Agenda Item #5B – Review and Discussion of the Joint SIS Priority Process

Ms. Lantz opened the item with a review of the current process and where the Sub-committee left. Mr. Gogoi explained that the committee was challenged to create a Multi-modal priority list. Ms. Lantz stated Collier MPO thought that the current project list and criteria have been static for several year, the draft criteria that was developed was very technical and not easily used. The committee asked the staff provide the draft criteria for further review. The committee requested that FDOT provide information on how the Department selects project projects and the update of the Florida Transportation Plan. (FTP). Ms. Lex provide an update on the Departments efforts and committed to keep us up to date on the upcoming meetings. The committee agreed to have a committee meeting and invite FDOT to present information on the SIS selection process as well as the FTP update. The committee will then look at how Lee and Collier can provide information and SIS priorities to the FDOT.

Agenda Item #5C – Review and Update of Regional Maps

Ms. Lantz opened the item and presented the current maps. She state that at the TAC meeting this morning it was discussed that transit should have its own map because transit get lost in the highway map. The Highway map should also be update to remove roadways based on the new functional classifications. Mr. Gogoi explained the long process the committees have been through to create the current maps. The committee discussed the merits of changing the maps. LeeTran and CAT agreed that the transit

and highway maps should remain together. The committee's decision was that the transit agencies can create supplemental map to highlight transit routes but not to change the maps except for updating project information at this time.

REPORTS AND PRESENTATIONS

Agenda Item #6A – Update on the 2040 Long Range Transportation Plans for Collier MPO and Lee County MPO

Jeff Perry provide a PowerPoint presentation on Collier County's plan update.

Johnny Limbaugh Provide an update on Lee County's plan update

CR 951 was discussed as a LRTP as a future need a motion was made by Mr. Sherman seconded by Mr. O'Donnel to add CR 951 into the LRTP. Mr. Boesch handed out and presented a position statement that was developed in 2009 that supported the removal of CR 951 from the plan. Chairman Williams recognized the public that wished to speak to the CR 951 issue. Mr. Phil Douglas, Ms. Nichole Johnson and Ms. Darla Letournau spoke against adding 951 at this time. The committee discussed the need to look at the plan as a whole and consider environmental and financial issues of projects under consideration for the 2040 LRTP. Mr. Sherman rescinded his motion and there were no additional motions.

Agenda Item #7 – FDOT report

Suzanne Lex reported that the Department is in the Work Program Gaming cycle.

Agenda Item #8 – Transit Update

Ms. Layman of LeeTran provided the report for Lee County Transit. She stated that LeeTran has seen a 2% decreased in ridership since the route changes were instituted. But the changes will reinstated this year LeeTran is still on track for providing over 3.9 million trips this year.

Ms. Scott of CAT provided a report for Collier County Transit. CAT is proposing new routes and an advertising policy for inside the bus. She also announced that CAT has started construction on its maintenance facility. She said that there has been a dip in ridership over the last year that may be attributed to moving to real time trip information. Collier is hosting the FPTA conference the end of October.

Agenda Item #9 – Members' Comments

None.

Agenda Item #10 – Information Items

Minutes from March joint meeting.

ADJOURNMENT

**APPROVAL OF AMENDMENTS TO THE FY 2014/2015 AND
FY 2015/2016 UNIFIED PLANNING WORK PROGRAM**

RECOMMENDED ACTION: Review and approve amendments to the FY 2014/2015 and FY 2015/2016 Unified Planning Work Program (UPWP).

The MPO staff is proposing the following amendments to the UPWP for the Committee's consideration (**attached** are the task sheets in underline and strike through format):

- Move \$35,000 from Task 4.4 Administrative and Planning Consultant Services to Task 4.5 Lee County Complete Streets Initiative to cover additional staff time and the performance measure analysis and producing the report.
- Add a project to Task 4.4 Administrative and Planning Consultant Services to update the MPO website to enable the website to be more capable of handling a higher volume of data in an organized manner and which is easier for staff to update and edit.
- Add a project to Task 4.4 Administrative and Planning Consultant Services to contract for administrative services assistance on an as needed basis.
- Revise language in Task 4.4 to cover LRTP project analysis, public involvement and documentation tasks consistent with work products and per the contract cap requirement.

Section: PROJECT PLANNING**UPWP Task No: 4.4****Task: ADMINISTRATIVE AND PLANNING CONSULTANT SERVICES****OBJECTIVE**

Select consultants to assist staff with administrative and transportation planning activities in support of the UPWP work tasks where staff resources need additional support or specific administrative and planning expertise.

METHODOLOGY

- Staff development of scopes and RFPs for the selection of qualified consultants in support of planning studies and administrative tasks. Extend and develop addendums to Consultant agreements, as necessary and consistent with new and existing requirements.
- Staff monitor consultant contracts for Title VI and DBE compliance. Comply with DBE policy by reporting to FDOT on actual payments to DBE contractors.
- Staff submittal of scopes, contracts and agreements to FDOT and FHWA for review and approval prior to advertisement and selection.
- Consultant Services that include the development and modeling of land use scenarios in support of the 2040 update to the Long Range Transportation Plan.
- Consultant Services that include the development of existing and future zonal data in support of the 2040 update to the Long Range Transportation Plan.
- Consultant Services that include transportation modeling support for LRTP amendments and updates.
- Consultant Services that include transit modeling and planning in support of LRTP amendments and updates.
- Consultant Services that include transit studies in support of the Transit Authority and/or the County's Transit Task Force. Completing the tasks identified in the Lee County Transit Authority Action Plan.
- Administrative Consultant support to the MPO staff including accounting and conducting audit services.
- Consultant Services that include assisting staff with public involvement activities.
- Consultant Services that include the collection of traffic data, development of performance measures and analyzing the effectiveness of Congestion Management Projects and Programs. Corridor analysis of Congestion Management improvements, including ITS, TSM, transit, access management and TDM measures.
- Consultant Services that include conducting planning studies and feasibility assessments of Congestion Management and Bicycle/Pedestrian projects.
- Consultant Services that includes assisting staff with the implementation of the recommendations from the Bicycle/Pedestrian Master Plan including conducting a Bicycle/Pedestrian Action Plan, safety and education programs.

PREVIOUS WORK

- 2012: Prepared RFP for and selected General Planning Consultants (six) that conducted various studies including transit studies, traffic modeling, grant applications, traffic data collection and traffic studies.
- 2009: Scope, RFP and selection of the Long Range Transportation Plan Consultant.
- 2011/2012: Scope, RFP and selection of the Rail Feasibility Study Consultant.
- 2014: Scoping of the San Carlos Trolley lane planning study.
- Summer 2012: Development of scope for the development of land use scenarios in support of the 2040 LRTP update and begin project.
- 2012/2013: Develop a Bicycle/Pedestrian Action Plan scope and complete project.
- Summer 2012 and 2013: Conduct 2011/2012 and 2012/2013 audits
- Fall 2013: Scope and develop RFP for MPO legal services.

Section: PROJECT PLANNING

UPWP Task No: 4.4

Task: ADMINISTRATIVE AND PLANNING CONSULTANT SERVICES (CONTINUED)

END PRODUCTS

- Ongoing: IT Support services.
- Ongoing: Legal support services.
- Summer 2014 and 2015: Conduct 2013/2014 and 2014/2015 audits
- Summer/Fall 2014: Implement the recommendations of the Bicycle Pedestrian Safety Action Plan. Develop scope of work to support the implementation of the bicycle/pedestrian priorities including education outreach activities, road safety audits, working with law enforcement agencies on high crash trend issues and the development of media packages in support of educations/enforcement activities.
- Fall 2014: Develop scope(s) and conduct the tasks for the development and update of the 2040 LRTP including the update of the Bicycle/Pedestrian Master Plan, the update of the Goods and Freight Plan, the Congestion Management Plan, and the Transit element consistent with the Transit Development Plan, conducting the public involvement, producing the final plan documentation and reporting the projects similar to the TIP reporter tool.
- Spring 2015: Collection of data for performance measures consistent with final federal and state requirements to supplement current MPO developed performance measures.
- Summer 2014 through Winter of 2014: Staff project management and support of the Transit Queue Jump study and the Transit Bus Pull out study that are funded with SU funds.
- Summer 2014 through Spring 2015: Staff project management and support of the Round-a-bout feasibility study funded with SU funds.
- Summer 2014 through Spring 2015: Development of scope for the Cape Coral Bicycle Pedestrian Master Plan and advertising RFP for selection of consultant to conduct the study. Task includes the project management and support of the project with the assistance of City of Cape Coral staff.
- Ongoing: Develop scope of services for the implementation of the recommendations of the rail feasibility study recommendations including coordinating with all of the affected local jurisdictions with the implementation of Comprehensive Plan language in support of the rail corridor.
- Fall 2014: Allocate \$50,000 in PL Consultant funding for FDOT's effort to develop, fund and maintain Lee County's portion of the Districtwide Model.
- Winter 2014: Develop scope for the analysis of proposed Needs and Cost Feasible Plan alternatives. This task will include the analysis of various alternatives using various performance measures.
- Spring 2015 and 2016: Maintenance of the TIP reporter tool to provide TIP formatted consistent with FDOT and FHWA/FTA requirements.
- Winter 2014: Contract services to update the MPO website to handle a high volume of information and in an organized manner while making it easier for staff to update and edit.
- Ongoing: Contract for administrative services support on an as needed basis.

FINANCIAL PARTICIPATION – 2014/15		RESPONSIBLE AGENCY
PL staff	\$20,000	<u>Lead Agency:</u> Lee County MPO **The Consultant Services include the LRTP update, implementing the recommendations from the Bicycle Pedestrian Safety Action Plan, LRTP amendments, Audit services, Legal Services, CMS and Round-a-bout studies.
PL consultant**	\$454419,671	
State (soft match)	\$104,691,96,971	
SU Consultant Projects**	\$730,000	
Total	\$1,309,362,126,642	
FINANCIAL PARTICIPATION – 2015/16		
PL staff	\$20,000	
PL consultant**	\$286,671	
State (soft match)	\$67,638	
Total	\$374,309	

Section: PROJECT PLANNING
Task: LEE COUNTY COMPLETE STREETS INITIATIVE

UPWP Task No: 4.5

OBJECTIVE

To support activities related to the development of the TIGER V Complete Streets Initiative project.

METHODOLOGY

- Consultant services to assist staff with the development of the Design Build RFP package for the selection of qualified consultants and contractors in support of the project.
- Consultant services to assist staff with the development of the Construction Engineering Inspection (CEI) RFP package for the selection of a qualified Engineering firm/team to oversee and manage the development of the project.
- Ongoing administrative activities related to the project.
- Submittal of agreements, contracts, RFP's to FHWA for review and approval prior to advertisement and selection.
- Conducting public involvement activities.
- Development of performance measures and conducting the reporting requirements.
- Collection of existing transportation and economic data in support of the performance measure reporting requirements.
- Performing the weekly, monthly and yearly project status and development activities requirements.
- Development, monitoring and reporting of project schedules.
- Completing the necessary NEPA documentation and submittal.
- TIGER Grant reporting requirements.

PREVIOUS WORK

- Production of maps and graphics illustrating the project.
- Public involvement activities related to the development and review of the project.
- Winter/Spring 2014: Develop the Design Build package for advertisement.
- Winter/Spring 2014: Development of a Construction Engineering Inspection RFP in support of the project.
- Winter/Spring 2014: Develop and place bid advertisements consistent with federal requirements.
- Spring 2014: Work with the consultants to conduct pre-bid meetings.
- Ongoing: Tasks related to reporting requirements throughout the development of the project.
- Winter/Spring 2014: Development of the performance measures that will be used for the reporting requirements.

END PRODUCTS

- Ongoing: Staff assistance in conducting project and coordination meetings in support of the project.
- Ongoing: Conduct public involvement related activities including website development and updates, developing maps, graphics, videos and reports in support of the project.
- Ongoing: Administrative tasks to insure federal requirements are being met.
- Ongoing: Development of project timelines in Microsoft Project software.
- Monthly: Review and processing of invoices.
- Ongoing: Project oversight and work with the contractors to ensure that all of the processes meet federal guidelines.
- Monthly/Quarterly: Meeting the reporting requirements of the TIGER grant including the data collection and reporting of performance measures.
- Spring 2015: Consultant assistance with the data collection and analysis related to the production of the baseline performance measures.

Section: PROJECT PLANNING

UPWP Task No: 4.5

Task: LEE COUNTY COMPLETE STREETS INITIATIVE (CONTINUED)

FINANCIAL PARTICIPATION – 2014/15		RESPONSIBLE AGENCY
PL staff	\$15,000	Lead Agency: Lee County MPO **The Consultant Services include reporting requirements and performance measurement data collection, analysis and reporting.
PL consultant**	\$2550,000	
State (soft match)	\$6,617,143	
State Grant	\$0	
Total	\$36,617,793	
FINANCIAL PARTICIPATION – 2015/16		
PL staff	\$5,000	
PL consultant	\$10,000	
State (soft match)	\$3,308	
State Grant	\$0	
Total	\$18,308	

REVIEW AND APPROVAL OF THE CAPE CORAL BICYCLE PEDESTRIAN MASTER PLAN SCOPE OF SERVICES

RECOMMENDED ITEM: The committee is being asked to review and approve the attached scope of services for developing a Bicycle Pedestrian Master Plan for the City of Cape Coral.

FDOT's Work Program and MPO's Transportation Improvement Program includes a project to develop a Bicycle Pedestrian Master Plan for the City of Cape Coral in the current fiscal year. The project came to be funded on the basis of being one of the project priorities submitted annually for Lee MPO's Multi-modal Enhancement 'Box' funds. The attached scope includes the input that has been received from the Bicycle Pedestrian Coordinating Committee, the City of Cape Coral and various stakeholders. The Bicycle Pedestrian Coordinating Committee will be considering the final version at their October 28th meeting and staff will report the results of their meeting at the November 6th meeting.



CITY OF CAPE CORAL BICYCLE AND PEDESTRIAN MASTER PLAN
SCOPE OF SERVICES

Lee County Metropolitan Planning Organization
815 Nicholas Pkwy E
Cape Coral, FL 33990
www.leempo.com

1.0 PROJECT DESCRIPTION

The goal of this project is to develop an inventory of needed bicycle and pedestrian facilities in the City of Cape Coral, including traffic safety and operational improvements at major intersections, that will help guide the implementation of those facilities. The project will include public involvement activities that will engage the community throughout the planning process. The City of Cape Coral has a current population of 174,000, covers a land area of 120 square miles and has 226 miles of arterial and collector roadways. The City has 110 miles of bike lanes, 9 miles of bike paths, 4 miles of shared use pathways and 192 miles of sidewalks.

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2.0 SCOPE OF SERVICES

The consultant will provide planning, public outreach and engineering services to address the identification of needed facilities throughout the City. This analysis will identify proposed facilities to address gaps in the system, new facilities that are needed to provide access between neighborhoods and attractions, and facilities that are needed to enhance the safety and use of the existing and developing bicycle/pedestrian network.

2.1 PROJECT KICKOFF MEETING

The consultant will conduct an initial meeting with city staff and community stakeholders to help identify background data and project resources that will help complete a successful project. This meeting will be used to discuss the project schedule, gather contacts for information that will be used throughout the study, data items that may be needed for the study, provide background on the need for the project and expectations and to get input on the meeting attendees priorities.

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This meeting will also be used to establish a Project Advisory Committee that will meet on a regular basis to review and provide input on the development of the Cape Coral Bicycle Pedestrian Master Plan. The Project Advisory Committee will be comprised of stakeholders, representatives from the City of Cape Coral and residents that will help guide the development of the Plan as well as providing an important public involvement link back to the community.

The stakeholders, at a minimum, should include City/County/State planning and traffic operations representatives, LeeTran., Park and School representatives to ensure coordination of facilities and that recommended

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improvements are feasible. The Consultant will schedule up to seven Project Advisory Committee meetings as part of this project.

2.2 EXISTING FACILITY DATA

Using existing GIS data sources from the City of Cape Coral, Lee County and the Lee MPO, the Consultant will develop a database and base map of existing bicycle and pedestrian facilities within the City. The database should include all of the necessary facility attributes that will be used to develop a safe, continuous network of bicycle and pedestrian facilities. The attributes should include the width of the facilities, type of surface, whether it is signed and striped etc. Enough detail on facilities outside of the City of Cape Coral should be provided to determine future logical connections to facilities in surrounding jurisdictions. The data shall also include information on projects that are programmed within the next five years. Much of this data already exists but this task includes data verification and field review to ensure we are starting with an accurate base map.

This task also includes getting the latest GIS data layers that will help determine project needs, priorities and issues that may be present in developing the proposed needed facilities. These data items include but are not limited to: roadway network, traffic counts, functional classification, bicycle and pedestrian crashes, transit routes and bus stop locations, aerials, right-of-way maps, utility plans, land use, parks, conservation areas, schools and recreation facilities, large employers and major attractions.

2.3 PUBLIC INVOLVEMENT

Two formal public meetings will be held to discuss the purpose and need for the project and to solicit public input into the overall proposed bicycle/pedestrian network. Once the database and base map of existing and programmed facilities, along with the production of other related site investigation and general background research is completed, the Consultant will be responsible for the coordination of the first public meeting in the City of Cape Coral. The purpose of this meeting is to obtain public comment and opinions relative to the purpose and goals of this project and where the public believes facilities are needed. The second public meeting will involve a report

on the Consultant's findings and the recommended proposed bicycle and pedestrian facilities. The second public meeting will be held prior to the final report preparation. The consultant's will evaluate the comments received at this meeting and will modify its report if needed.

In addition to the two public meetings (and the Project Advisory Committee meetings listed under section 2.1), the Consultant should plan for attending and presenting up to ten additional MPO Committee/Board and City Council meetings to present the status and results of the study. The timing of these meetings will be determined in conjunction with MPO and City of Cape Coral staff.

The public involvement activities will include the development of tables, maps and graphics that can be displayed on the MPO's and City of Cape Coral's websites. This content will be developed and used to help reach out to the neighborhoods, bicycle clubs, schools, bicycle pedestrian and other activists etc. through a variety of outreach methods developed by the Consultant and the Project Advisory Committee.

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2.4 DESIGN CRITERIA

The Consultant will put together a narrative compiling the existing design features currently used by the City in the construction of bicycle pedestrian facilities. In addition, the Consultant will prepare a table of proposed bicycle and pedestrian facility design criteria recommended to be used outlining minimum requirements. The recommended design criteria will be developed for paved shoulders, bike lanes, sidewalks, bikepaths and multi-use paths that identify the preferred material, minimum width and signing and striping features that are the minimum requirements for the development of the proposed facilities. Any special requirements will be identified as part of this process to help the Consultant and staff develop better cost estimates.

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The design criteria should also include a write up on other bicycle and pedestrian treatments that the City of Cape Coral may want to consider developing. In particular an evaluation on whether adding pavement next or adjacent to the existing travel lanes could be a recommended approach to address bicyclists and pedestrian instead of the existing practice of building concrete sidewalks and on street bike lanes. The recommendations should be made consistent with National Association of Transportation Officials (NACTO)

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bicycle/pedestrian guidelines. This evaluation could also include, but are not limited to, the development of sharrows, bicycle boxes, painted bike lanes, raised crosswalks etc. This write up should also include the most recent guidance on ADA requirements for use by City staff as they develop and implement the needed facilities.

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2.5 FUNDING ANALYSIS

With the assistance of the City of Cape Coral and MPO staff, the Consultant will evaluate the existing implementation funding strategies. This includes identifying what project funding will be eligible for each of the projects based on functional classification, access to schools etc. The goal of this task, from looking at the recent history of the funding, is to identify the projects that the City of Cape Coral will strive to develop over the short and long term, if the funding allocations stay at a similar level to those over the last ten years.

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This task will also provide other possible grant funding opportunities that the staff could submit for in the near future to try and speed up the development of projects and to get further down on the project needs list. This analysis should include possible future grant opportunities that the City should keep an eye on as the opportunities change over time (for example, if Amendment 1 passes, what trail facilities included in the Plan may be eligible for funds tied to Amendment 1).

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2.6 ASSESSING NEEDS AND RECOMMENDING THE PROPOSED BICYCLE AND PEDESTRIAN NETWORK

Using the data that has been collected as part of the initial tasks and from the public involvement and outreach activities, the Consultant will develop a database and illustrative maps showing the proposed facility improvements for consideration. The end result of this task is a comprehensive list of bicycle and pedestrian facilities that are needed to meet the existing and future demand. The development of the needed bicycle and pedestrian facilities will be driven by the following criteria:

- Gaps in the system and system continuity
- Previously identified need
- Crash data and safety issues
- Traffic counts

- Access to schools and attractions
- Connections to other transportation modes
- Right-of-way availability
- Access to LeeTran and School bus stops

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The recommended facilities should include one or more of the following types of improvements:

- New or relocated sidewalks or pathways
- New or relocated bike lanes or paved shoulders
- New or reconstructed bicycle and pedestrian amenities such as loops, signals, signs, bus shelters/benches, railings, striping, lighting

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The coordination of connections to LeeTran bus stops shall include coordination with Metropolitan Advertising (holds contract for advertising on benches/shelters in the City of Cape Coral). Also as a part of this task, the Consultant shall review the existing signed bike route loops to determine if there are any additional facilities or amenities that are needed to complete the routes.

2.7 DEVELOP BICYCLE/PEDESTRIAN PROJECT COSTS

The Consultant will develop planning level cost estimates for each of the proposed projects that are needed to complete the City of Cape Coral Bicycle and Pedestrian network of facilities. Based on the prioritization of the projects and the expected current funding level from section 2.6, the Consultant will develop an Engineers cost estimate for the higher priority projects. The Engineer's cost estimates will be developed for the projects that are expected to be submitted for grant funding for the second five years (i.e. the five years after the current projects that are included in the five year MPO TIP and City of Cape Coral CIP).

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2.8 PRIORITIZATION OF PROJECTS

Through the coordination and review of staff, stakeholders and the public, the Consultant will develop a prioritization process to determine the general order that the projects should be completed based on need. The prioritization needs to take into account where there are issues with conflicts, such as drainage issues, utility conflicts or a lack of right-of-way to develop the proposed facility. The prioritization process should be consistent with the requirements for how

the City currently seeks grant funding to make maximum use of those opportunities. The prioritization process will be vetted through the Project Advisory Committee for approval.

2.9 FINAL REPORT

The final report shall identify the background on the project, the existing facilities, the existing g and future funding opportunities, the bicycle and pedestrian facilities that are needed to complete a safe, continuous system of bicycle and pedestrian facilities throughout the City and their prioritization and projected cost to complete those facilities. This data should be provided in tables, maps and graphic format for presentations and use by the City of Cape Coral staff. Upon review and approval by the Lee MPO Board, the Consultant will provide ten bound copies of the City of Cape Coral Bike/Pedestrian Master Plan to MPO staff. GIS files will be provided electronically to both MPO and the City of Cape Coral staff. A .pdf version of the final report, including appendices, maps and graphics will be provided electronically.

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2.10 TIMELINE

The Consultant must complete all work within one year from the issuance of the Notice to Proceed by the Lee County MPO.

2.11 PROJECT BUDGET

The Project Budget is \$152,000.

REVIEW AND APPROVAL OF LRTP FREIGHT ELEMENT SCOPE OF SERVICES

RECOMMENDED ITEM: The committee is being asked to review and approve the **attached** scope of services for developing a Freight and Goods Movement Element as part of the LRTP Update.

The **attached** Scope of Services has been written specifically for the development of a Freight and Goods Movement Element as part of the 2040 LRTP using one of the MPO's General Planning Consultants. The freight element will essentially update existing sections from the Goods and Freight Movement Technical Memorandum in the 2035 LRTP and will also create new sections including Commodity Flow Analysis, Air Cargo Characteristics at SWFIA, Rail Freight Characteristics, etc. The scope also includes organizing and holding a Southwest Florida Freight Symposium in Fort Myers involving stakeholders in Lee, Collier, Charlotte and Hendry County. The Freight Symposium will be hosted by the Lee MPO in partnership with the Collier and Charlotte County-Punta Gorda MPO's.

LEE MPO LONG RANGE TRANSPORTATION PLAN UPDATE

GOODS AND FREIGHT MOVEMENT ELEMENT SCOPE OF SERVICES

Overview

Federal government requires all urbanized areas to have in place a continuing, cooperative and comprehensive transportation (3-C) planning process as a condition to the receipt of federal capital or operating assistance. As part of this 3-C planning process the Lee MPO is required to prepare and adopt a 20 year Long Range Transportation Plan (LRTP). The LRTP is made up of several components including Freight and Goods Movement, Congestion Management, Bicycle Pedestrian, Highway, and Transit. This Scope of Services has been written specifically for the development of the Freight and Goods Movement Element of the 2040 LRTP using one of the MPO's General Planning Consultants. The development of the freight element will essentially update the existing sections from the Goods and Freight Movement Technical Memorandum of the 2035 LRTP, and create new sections wherever necessary. The scope also includes organizing and holding a Southwest Florida Freight Symposium in Fort Myers involving stakeholders in Lee, Collier, Charlotte and Hendry County. For the purpose of this scope the Goods and Freight Movement Technical Memorandum of the 2035 LRTP is being referred to as the 2035 Goods and Freight Element.

Task 1 - Kickoff Meeting

There will be two kickoff meetings. The CONSULTANT will schedule an in-person meeting, or a teleconference with MPO staff to present and discuss the schedule for the completion of the 2040 *Goods and Freight Movement Element*, and discuss data needs for completing the project. The meeting will also discuss the schedule for the Southwest Florida Freight Symposium, and identify a date for the kickoff meeting for this event.

The second meeting will be an in-person meeting to discuss the logistics of the Southwest Florida Freight Symposium, and will include staff from Lee MPO, Collier MPO, Charlotte County-Punta Gorda MPO, FDOT, and Lee County Port Authority. The meeting will discuss venue for the event, potential agenda items, presentations, and tours of freight facilities. The kickoff meeting will also discuss holding a staff meeting involving Lee MPO, Collier MPO, Charlotte County-Punta Gorda MPO, FDOT, and Lee County Port Authority to discuss freight challenges and needs in the tri-county area. This meeting will be a part of the Symposium and could be held on the second day of the Symposium.

Task 2 – Evaluate Freight Goals and Objectives

The CONSULTANT shall evaluate the existing freight goals and objectives from the 2035 *Goods and Freight Movement Element* for consistency with MAP 21, and new transportation reauthorization bills emerging from the Congress (e.g. *Innovation in Surface Transportation Act of 2014*) and the White House (*GROW AMERICA Act*) to replace MAP 21. Following the evaluation, the CONSULTANT shall update the goals and objectives as necessary.

Deliverables – Memorandum on Freight Goals and Objectives

Task 3 – Updates on Freight Plans and Studies

The CONSULTANT shall document ongoing and recently completed freight related plans and studies including the Statewide Freight Trade and Mobility Study, District 1 Freight Trade and Mobility Study, the Statewide Rail Plan, 2040 SIS Plan, etc. in context to Lee County. The CONSULTANT shall evaluate consistency of Lee County freight needs in all the plans, and document findings and recommendations. The CONSULTANT shall also identify any priorities assigned to Lee County projects in these plans, and the availability of funds and the funding source as proposed in these plans.

Deliverables – Memorandum on ongoing and recently completed freight related plans and studies in context to Lee County.

Task 4 – Commodity Flow Analysis

The CONSULTANT shall conduct a Commodity Flow Analysis in Lee County. The CONSULTANT shall use FDOT’s latest TAZ Level District 1 IHS TRANSEARCH Data that includes Rail Waybill data. The base year for this database is presumably 2011 and the forecast year 2040. If this database is available without the rail waybill information, the CONSULTANT shall review the existing and future rail freight traffic that was developed as part of the Lee County Rail Feasibility Study and determine if the data should be updated or could be improved using better data sources. .

Deliverables –A Memorandum on the results of the Commodity Flow Analysis

Task 5 - Develop Profiles of Major Freight Employers

The CONSULTANT shall Identify and provide profiles of the major freight employers (up to a maximum of 10) in Lee County. Some of these freight employers could be but not limited to Florida Freezer, JJ Taylor, Lipman Produce, the shrimp industry in Fort Myers Beach (by covering this industry’s two biggest employers - Trico Shrimp Company and Erikson and Jansen Seafood Packers -), etc. Employer profiles shall include services offered, type of freight handled, freight by mode, freight tonnage, frequency of freight activity per week, and their location by Freight Activity Centers (as identified in the 2035 Goods and Freight Movement Element). This task will require the consultant to contact and interview freight employers. Profiles for each employer could be formatted in a one page summary table.

Deliverables – A one page Freight Profile each of the largest and major freight employers in Lee County

Task 6 – Document Freight Rail Characteristics from the Lee County Rail Corridor Feasibility Study

The CONSULTANT shall summarize characteristics of existing and future rail freight from the *Lee County Rail Feasibility Study*, and document existing facilities and future freight rail needs. The CONSULTANT shall also highlight the important findings and conclusions, and recommendations from the Study related to freight rail.

Deliverables – Memorandum of Freight Rail Characteristics

Task 7 –Air Cargo Characteristics at SW Florida International Airport

The CONSULTANT shall use the 2014 *Florida Air Cargo System Plan Update* as the reference to document air cargo characteristics and trends at the Southwest Florida International Airport (SWFIA). The CONSULTANT shall document air cargo at the SWFIA over the last 5 years and its average daily capacity and market share vs. other SIS Airports in those years. The CONSULTANT will also list the integrated express carriers operating out of SWFIA and report on the air cargo commodities handled by type and value, and the extent of their ground operation in South West Florida that use trucks to move freight between the point of pick up/delivery to aircrafts (customer to stations, and stations to airport) and vice versa at SWFIA. The CONSULTANT may have to contact these careers and the Florida Aviation and Spaceport Office to get the ground operation information. The CONSULTANT will verify through the Lee County Port Authority and the Florida Aviation and Spaceports Office that there is no Road Feeder Service capacity from SWFIA to destination cities outside SW Florida. CONSULTANT shall also document an inventory of the existing air cargo facilities at SWFIA and Lee County Port Authority’s plans to improve air cargo capability over the 20 year planning horizon. Air cargo facilities may include Primary Runway, Aircraft Apron, Warehouse, Customs, Truck Docks and Parking, Perishable Storage, and Security Facilities. The CONSULTANT will also investigate and report on scheduled freight routes, and commodities and tonnage handled at the Page Field General Aviation Airport.

Deliverables – Memorandum on Air Cargo Characteristics at SW Florida International Airport

Task 8: Update Sections from the 2035 Goods and Freight Movement Element

CONSULTANT shall review and update as needed Sections 1, 2, 3 and 4 of the *2035 Freight Goods and Movement Element* and use them in the 2040 Freight Goods and Movement Element. Maps, figures, tables and documentation in these sections will be updated as needed.

In Section 2, the CONSULTANT will specifically do the following in addition to updating as needed other parts of the section:

- Review Statewide Freight Performance Measures currently being developed by FDOT for MPOs in Florida as part of MAP 21 requirements and update as needed the list of recommended freight performance measures from the 2035 Goods and Freight Movement Element so that they align with the MAP 21 goals. The CONSULTANT shall also refer to FDOT’s 2013 Multimodal Mobility Performance Measures Source Book. Performance measures will be identified based on current and future availability of local data.
- Use the updated performance measures to conduct a system wide assessment of the freight transportation network in the last 3 years so that the results can serve as a benchmark when the MPO again updates its LRTP six years from now.

In Section 3, the CONSULTANT will specifically do the following in addition to updating as needed other parts of the section:

- Re-evaluate and update Table 3-1 on Freight and Goods Mobility Hot Spots that cause mobility, safety and operational issues. The table shall identify and prioritize issues that can be corrected or mitigated with low to high cost improvements. Planning level cost estimates of these improvements shall be developed.
- Update Table 3-2 and accompanying map on Prioritized Freight Corridor Roadway Segments \geq 5% trucks
- Update Table 3-3 on Regional Freight and Goods Mobility Opportunities
- Develop a comprehensive list of multimodal freight needs in Lee County gathered from the 2009 Lee County Freight and Goods Study developed by CS, Inc., the Statewide Rail Freight Plan, 2035 SIS Multi-Modal Needs Plan, the 2035 SIS Cost Feasible Plan, the Statewide Rail Plan, and the Statewide Freight Mobility and Trade Plan. The list will include updated planning level costs, and identify project priorities.
- Develop and update *Lee County Key Freight Action Items and Implementation Next Steps* from the 2009 Lee County Freight and Goods Study.

Deliverables – Updated Sections 1, 2, 3 and 4

Task 9: As part of the development of the 2040 Goods and Freight Movement Element, the CONSULTANT shall assist the Lee MPO in hosting a Southwest Florida Freight Symposium in Fort Myers involving stakeholders in Lee, Collier, Charlotte, and Hendry County. The CONSULTANT shall assist Lee MPO staff in preparing the agenda and identifying presenters for the symposium, and preparing a list of stakeholders to invite to the event. The CONSULTANT will also organize a staff meeting between the MPOs and FDOT to discuss freight challenges and needs in the three MPO region, and identifying and working with a maximum of two (2) major freight employers in the area for tours of their facilities. The meeting and tours could be held in the morning of the day after the symposium. The CONSULTANT shall assist MPO staff in preparing the event notices and invitations to stakeholders, coordinate with potential presenters to present at the event, and take notes of the Symposium and staff meeting. The CONSULTANT shall facilitate questions and answers resulting after each presentations, and take notes from the Symposium and staff meeting. The CONSULTANT will prepare a report at the end of the Symposium and the staff meeting,

Deliverables – A Report of the Southwest Florida Freight Symposium and staff meeting. This report will be included in the draft Goods and Freight Element update.

Task 10: COMPLETION AND PRESENTATION OF THE 2040 FREIGHT ELEMENT

Task 10 will include the completed work product of the 2040 Goods and Freight Movement Element by summarizing the technical memorandums and other deliverables from the various tasks. The CONSULTANT will compile and present the first draft of the 2040 Goods and Freight Movement Element to the MPO's Technical Advisory Committee, Citizens Advisory Committee and the MPO Board. A final version of the 2040 Freight Element will be completed after input from staff and the committees.

Task 11: SCHEDULE AND BUDGET

The CONSULTANT will perform all of the tasks identified within six months after issuance of a Notice to Proceed. The budget for this project is \$50,000.

FEDERAL CERTIFICATION REVIEW CLOSE OUT PRESENTATION

DISCUSSION ITEM:

The 2014 Federal Certification report was completed in September (**attached**) documenting the certification review that was conducted with Federal Highway Administration staff in May of 2014. Staff will provide an overview of the results of the certification at the meeting, including the corrective actions and recommendations that the MPO will need to address. Federal Highway Administration (FHWA) staff will be giving a certification review closeout presentation at the November 21, 2014 MPO Board meeting.



2014 Certification Report

Cape Coral Transportation Management Area

Lee County MPO

Prepared by:

Federal Highway Administration

Florida Division

Federal Transit Administration

Region 4

September 2014

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Executive Summary

Federal Law requires the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to jointly certify the transportation planning processes of Transportation Management Areas (TMAs) at least every four years (a TMA is an urbanized area, as defined by the US Census, with a population over 200,000). A certification review generally consists of four primary activities: a site visit, a review of planning documents (in advance of the site visit), a FHWA/FTA certification report and a certification review closeout presentation.

A joint FHWA/FTA Federal Review Team conducted a review of the Cape Coral Transportation Management Area (TMA) May 14-16, 2014. The Cape Coral Transportation Management Area consists of the Lee County Metropolitan Planning Organization (MPO). Since the last certification review in 2010, this TMA has made significant improvements to its transportation planning processes as indicated by the five noteworthy practices highlighted in this report. This review identified five recommendations that the MPO needs to consider for improving their planning process. There was one corrective action identified.

Based on the overall findings, the FHWA and FTA jointly certify that the transportation planning process of the Cape Coral, Florida TMA, which is comprised entirely by the Lee County MPO, substantially meets the federal planning requirements in 23 CFR 450 Subpart C, subject to the MPO satisfactorily addressing the Corrective Action stated in this report. The MPO is encouraged to provide FHWA and FTA with evidence of satisfactory completion of the corrective action prior to the deadline. The MPO's progress in meeting the corrective action will be monitored and evaluated. This certification will remain in effect until **September 2018**.

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Lee County Metropolitan Planning Organization (MPO)

Section I. Overview of the Certification Process

Under provisions of 23 CFR 450.334 (a) and 49 CFR 613.334 (a), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) must jointly certify the planning process of Transportation Management Areas (TMAs) “not less often than once every four years”. This four-year cycle runs from the date of the previous jointly issued Certification report. The primary purpose of a Certification Review is to formalize the continuing oversight and evaluation of the planning process.

A certification review generally consists of four primary activities. These activities include: a “desk audit” which is a review of the TMA’s main planning process documents (e.g. Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP)); a “site visit” with staffs from the TMA’s various transportation planning partners (e.g. the Metropolitan Planning Organization (MPO), Florida Department of Transportation (FDOT), local/regional transit service provider, and other participating State/local agencies), including opportunities for local elected officials and the general public to provide comments on the TMA planning process; the preparation of a “FHWA/FTA TMA Certification Review Report” that documents the certification review’s findings; and a formal FHWA Florida Division presentation of the review’s findings at a future MPO Board Policy meeting.

The review for the Lee County MPO was held May 14-16, 2014, in Fort Myers, Florida. During this site visit the Federal Review Team met with the staff of the Lee County MPO, the FDOT, LeeTran Transit Agency, committee representatives, other partnering agencies, and the public. (See **Appendix A** for a list of review team members and site visit participants and **Appendix B** for the Site Visit Agenda)

The public hearing for this certification review was held on Thursday, May 15, 2014. The purpose of the public meeting is to inform the public about Federal transportation planning requirements and allow the public the opportunity to provide input about the transportation planning process, more specifically how the process is meeting the needs of the area. For those that could not attend the public meeting or who did not want to speak at the public meeting, contact information for the Federal Review Team was provided. Members of the public are given at least 30 days from the date of the public meeting to mail, fax or email their comments. They may also request a copy of the certification review report via these methods. The Federal Review team received one written comment which was positive in nature. A copy of the comment is included in **Appendix D**.

A copy of public meeting announcement is provided in **Appendix C**, the summary of public comments is provided in **Appendix D**.

Section II. Lee County MPO Previous Certification Findings Status/Update

The following is a summary of the previous corrective action and recommendations made by the Federal Review Team to the Lee County MPO. The report for the MPO's last certification review was published in September 2010.

A. Corrective Action

MPO Structure- Pursuant to 23 CFR 450.314 (a) the MPO, the State(s), and the public transportation operator(s) shall cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process. These responsibilities shall be clearly identified in written agreements among the MPO, the State(s), and the public transportation operator(s) serving the Metropolitan Planning Area. To the extent possible, a single agreement between all responsible parties should be developed. The Lee County MPO Staff Services agreement was last updated in 1982. There have been several recommendations by FDOT and discussion with FHWA staff to have this agreement updated. Many of the provisions provided in the agreement apparently are no longer reflective of the current practices of the MPO staff. The MPO staff needs to update, revise and get MPO Board approval of this staff services agreement by **March 31, 2011** so that the principles of the agreement more closely define the mutual responsibilities in carrying out the metropolitan transportation planning process.

Update: A number of changes have occurred since this item was identified in 2010. The Lee County MPO did sign an updated staff services agreement on January 21, 2011. The Corrective Action was closed out by Federal Highway Administration in a letter addressed to the Lee County MPO Board Chairman dated March 3, 2011. In September 2011, the MPO gave a six month notice to the host agency to end that agreement. The MPO became independent on February 1, 2012. The MPO has a rental agreement with the City of Cape Coral for the office space and all other services are provided by contract. Staffing for the Lee County MPO has remained relatively stable since the last Federal Certification Review.

B. Recommendations:

1. Safety-The MPO informed the Federal Review Team that they have a contract with PRIDE to input crashes from crash reports into databases for use in analyzing the data. The Federal Review team recommends that the MPO should look into a more cost effective way of collecting this data, including utilizing crash data available through the FDOT.

Update: The MPO has now moved to using Signal 4 analytics to analyze crash data and no longer needs to pay to have the data entered.

2. Safety-The planning regulations call for the transportation planning process to be consistent with Strategic Highway Safety Plan (SHSP) [23 CFR 450.306(h)]. While the Lee County MPO staff stated that their process is consistent with the plan, it was not clear how the staff integrated concepts from the SHSP into their planning process beyond their participation with the Lee County CTST. The Federal Review Team recommends that the MPO continue to coordinate with FDOT to ensure that the goals, objectives and safety plans of the MPO are consistent with the Strategic Highway Safety Plan and begin documenting this link.

Update: The MPO has worked closely with FDOT to address the safety issues identified in the Strategic Highway Safety Plan. The MPO has reduced the time required to acquire and analyze traffic crash data after the crashes occur. The MPO is working with a number of agencies to address enforcement, education and engineering issues throughout the County with an emphasis on the areas where Lee County is higher than the state and national averages. For example, the MPO has developed a Bicycle Pedestrian Safety Action Plan to address Bicycle and Pedestrian fatalities and injuries that are higher than State and National averages.

3. Security-While Security is included as a goal in the MPO's LRTP, staff appeared somewhat apprehensive about how to address security in the transportation planning process. In accordance with 23 CFR 450.306(e) and 23 CFR 450.322(h), the Federal Review team encourages the MPO staff to move forward with the integration of security into the transportation planning process. In anticipation of the MPO's 2035 LRTP update, we recommend that the staff seek technical assistance in the promotion of this SAFETEA-LU planning factor. The Federal Review team is available for assistance and can provide examples of best practices to the MPO staff if desired.

Update: The MPO has taken a more active role of integrating security considerations into the planning process. In addition, the MPO's planning documents include the efforts that are undertaken by their planning partners. This includes planning for emergency events with local agencies, development of transit security plans, conducting surveys dealing with safety and security issues, reviewing security related plans of partner agencies as part of region-wide practice events, involvement in incident management coordination and training and the participation in security exercises.

4. Public Participation-The Federal Review team recommends that in the next update of the PPP, that the staff revise the plan to include visualization techniques to ensure that the public participation plan techniques and process are more easily communicated in this planning document. *Visualization techniques* are methods used by States and MPOs in the development of transportation plans and programs, with the public, elected, and appointed officials, and other stakeholders to communicate in a clear and easily, accessible format such as maps, pictures, and/or displays. The techniques help to promote, improved understanding of existing or proposed transportation plans and programs. The review team also recommends that MPO Staff review methods of engagement currently documented in the plan and remove those practices that are not being utilized by MPO staff.

Update: The PIP itself was updated in November of 2012 with the thought of making it more visual. From there, staff addressed changing the document to be more consistent with the practices that were consistently being done by the MPO. For this next update, planned for 2015, staff plans to include more visual online engagement tools that they have been recently using and that has been encouraged to be used by their Committees during the next update of the LRTP. In addition, the TIP is now being transitioned over to a TIP reporter which will allow users to more easily search, map and sort projects in the TIP. The TIP reporter has more capabilities for mapping each project and searching and displaying specific projects than the current method of displaying the TIP.

5. Title VI-The Federal Review Team recommends the MPO staff add the Title VI policy, assurance and complaint filing procedures to the MPO website. While the web may not be the only means of distributing this critical information, the internet is still an important communication tool that should not be overlooked.

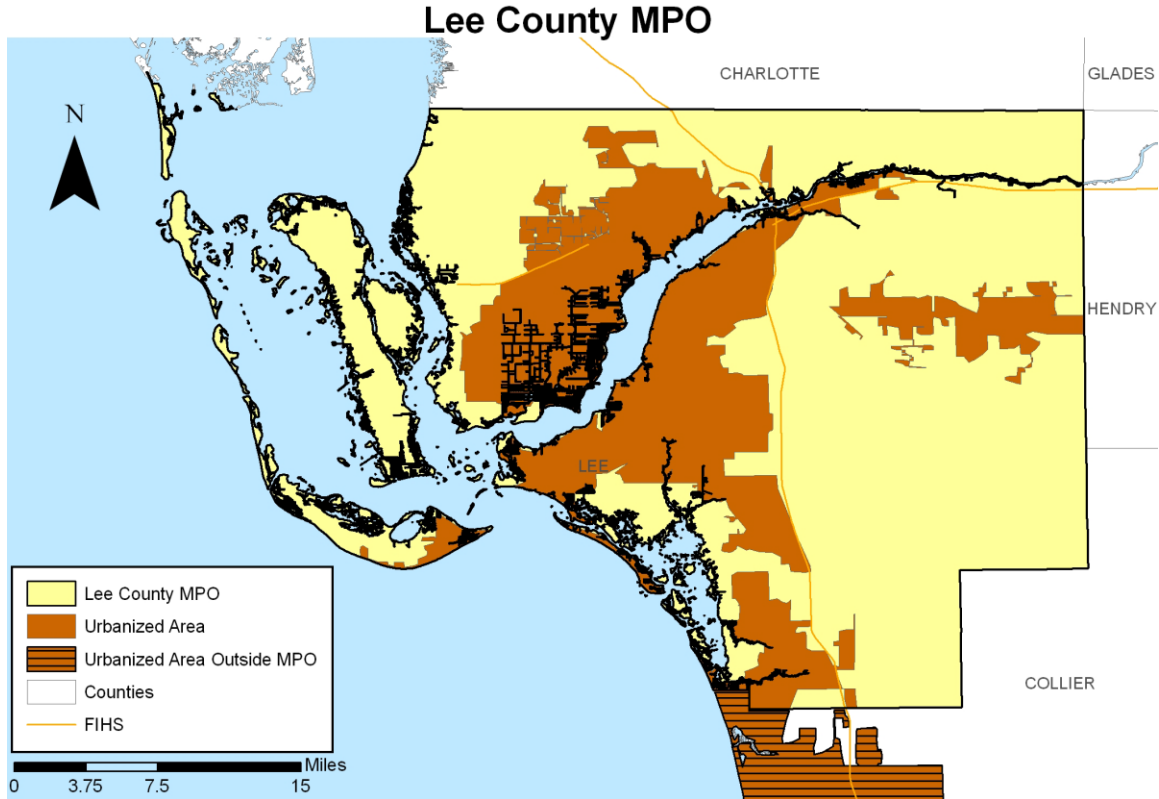
Update: The Title VI policies, assurances and complaint filing procedures were added to the website on November 22, 2010.

Section III. Boundaries and Organization (23CFR 450.310, 312, 314)

A. Description of Planning Area

The Cape Coral Urbanized Area (UA) forms the core of the Cape Coral - Fort Myers Metropolitan Statistical Area. The Cape Coral UA is completely encompassed within the Lee County Planning Area boundary, but the City of Bonita Springs and much of Estero up to Williams Road in the Bonita Springs/Naples Urbanized Area is also included within the Planning boundary. The urbanized area population estimate of the Cape Coral UA as of April 1, 2012 is 530,118 as compared to 460,057 during the time of the previous TMA

Certification review in 2010. The planning boundary population of Lee County is 638,000. The latest urbanized boundary map is based on the 2010 Census and its growth since the last Census is shown below:



The geographical area that comprises the Lee County MPO is delineated as the Lee County border and includes the urbanized area of Cape Coral and it includes the Cities of Cape Coral, Fort Myers, Bonita Springs, Sanibel and the Town of Fort Myers Beach.

B. Metropolitan Planning Organization Structure

The Lee County MPO Board is comprised of elected and appointed officials from Bonita Springs, Cape Coral, Fort Myers, Fort Myers Beach, Sanibel, Unincorporated Lee County and the Florida Department of Transportation (FDOT). The board consists of 16 voting members and 1 non-voting member. The city of Cape Coral is the largest city in the region and is represented by four members on the MPO board.

The Lee County MPO staff includes: one MPO Staff Director, one MPO Staff Deputy Director, one Senior Planner and one Planning Technician. The MPO staff provides day-to-day transportation planning expertise to the MPO and

executes the direction of the MPO Board and its advisory committees. The Lee County MPO currently has the following advisory committees: Citizen Advisory Committee (CAC), Technical Advisory Committee (TAC), Transportation Disadvantaged Local Coordinating Board (LCB), Traffic Operations Coordinating Committee (TOCC), Intelligent Transportation System Stakeholder Committee (ITSSC), Bicycle Pedestrian Coordinating Committee (BPCC) and the Transit Authority Oversight Committee (TAOC).

Noteworthy Practice: The Federal Review Team commends the MPO staff for the high level of professionalism shown in their products and the preparation for the Certification Review Site Visit. For more details about this Noteworthy Practice please see Section XII.

C. Agreements

In preparation for the Certification Review, the Lee County MPO staff provided a list of current agreements. All agreements are current and up to date. Since Lee County MPO became independent February 1, 2012, they have not had the need for a staff services agreement. The Executive Director is under contract with the Board to lead the staff of the Lee County MPO. They currently have a lease agreement with the city of Cape Coral for their office space and they contract with Lee County Transit for finance and administrative services.

Section IV. Scope of the Planning Process (23 CFR 450.306)

A. Transportation Planning Factors

23 CFR 450.306 requires that the metropolitan transportation planning process explicitly consider and analyze a number of specific planning factors that reflect sound planning principles. The Lee County MPO addresses the required planning factors throughout the planning process and in the development of transportation planning products such as the LRTP, TIP and UPWP. The planning factors are also incorporated into the Goals, Objectives and Policies (GOPs) of the LRTP. As with all Florida MPOs, Lee County MPO uses a matrix in both their LRTP and UPWP to demonstrate how their plans are consistent with the eight planning factors in the code of federal regulations.

B. Air Quality

The Lee County MPO is currently in an attainment area for Air Quality. Although an attainment area, the MPO has been tracking monitor readings within the region and stays abreast of changes proposed by the Environmental Protection Agency (EPA).

C. Bike and Pedestrian Planning Activities

In 2010, the MPO developed a stand-alone Countywide Bicycle and Pedestrian Master Plan that was also incorporated into the LRTP during an amendment process. According to the executive summary in the plan, “The intent of this plan is to develop a county-wide network of bicycle and pedestrian facilities and provide a blueprint for transforming Lee County into a more bicycle and pedestrian friendly community.” The plan is extremely user friendly and includes a wide assortment of visualizations to help the reader understand the content of the plan. In addition to facility improvements, the plan also recommends policy changes that can help Lee County become more bicycle and pedestrian friendly. Every year the MPO submits a list of unfunded priorities from the Master Plan to FDOT who then uses the list to develop its Draft Tentative Work Program. The MPO will update the Master Plan during 2014 as part of the LRTP update.

The MPO staff has engaged a number of groups to advance bicycling safety in the region. By utilizing these partnerships, staff has leveraged their effectiveness given the small size of the actual staff. The federal team also observed that the staff is acutely aware of the safety issues and locations concerning transportation’s most vulnerable users. Staff also mentioned that users routinely point to bridges as a big barrier to connectivity in the region. Staff asked for examples or studies pertaining to retrofitting sidewalks onto bridges by cantilevering them off the side of an existing structure.

Noteworthy Practice: The Federal Review Team commends the MPO staff for their efforts related to bicycle and pedestrian planning. For more details about this Noteworthy Practice please see Section XII.

D. Transit

Transit service in the Cape Coral urbanized area is primarily provided by Lee County Transit (LeeTran). The LeeTran service area includes the Fort Myers area, serving the cities of Ft. Myers, Cape Coral, Sanibel, Bonita Springs, and Ft. Myers Beach. LeeTran is a division of the Lee County government. The majority of operating funding for LeeTran comes from the County’s General Fund and from a share of the unincorporated County’s gas tax revenues. Since a portion of Lee County is located in the Bonita Springs/Naples urbanized area, LeeTran also receives, through a local agreement with Collier County, a portion of the Bonita Springs/Naples urbanized area FTA 5307 funds.

LeeTran and the MPO have a good working relationship. They work closely together in the development of various MPO documents such as the LRTP, the TIP, the UPWP, and the Congestion Management Plan (CMP). The MPO assists

LeeTran with the development of the Transit Development Plan (TDP). Transit projects identified in the 10-year TDP are used to develop the LRTP and TIP. The MPO and LeeTran coordinate programming of upcoming studies that need to be included within the UPWP as well as schedule changes and grant opportunities.

Transit performance data is provided by LeeTran to the MPO. The MPO is a member of the Transit Task force and LeeTran is active in all MPO committees. The MPO has also worked with LeeTran and Collier Area Transit for the continued operations of the successful LinC Express route that provides transit linkage between Lee County and Collier County.

LeeTran follows the MPO Public Involvement Plan and works closely with MPO staff on presenting transit items to the MPO committees and Board. Copies of all public notices are provided to the MPO for dissemination and noted at public meetings including the TAC, CAC and MPO meetings.

LeeTran was involved in the development of the transit plan that is currently in the LRTP and they are consistently involved in the everyday discussions and processes through the MPO's Committees. Additionally, the transit partners are engaged through separate, regular, ongoing coordination meetings that involve not only LeeTran, but also the regional partners representing Collier and Charlotte MPOs and their transit agencies. In addition to those regular meetings, LeeTran is involved in the MPO's planning projects through participation on project selection committees, stakeholder involvement, project oversight and review of documents.

LeeTran, the MPO and FDOT demonstrate coordination on transit planning issues. LeeTran and MPO staff also communicate and share information on a regular basis for a variety of project needs. LeeTran participates in regional transportation planning, TIP/STIP updates, UPWP development and LRTP development. Projects from the Transit Development Plan are incorporated in the TIP and LRTP. From information provided during the desk review and the subsequent site visit, it was clearly demonstrated that LeeTran is an active participant in the metropolitan planning process.

Recommendation: The Federal Review Team offers a recommendation for the transit representation on the MPO Board. For more details about this Recommendation please see Section XII.

E. Intelligent Transportation Systems (ITS)

On August 24, 2005, the Lee County MPO adopted a resolution officially recognizing the District One Regional ITS Architecture (RITSA) as the regional ITS architecture for the metropolitan area. Subsequently, the MPO's ITS Stakeholder Committee, staff of the MPO, Lee County Traffic Division and LeeTran participated in the comprehensive update of the RITSA, and worked with FDOT and its consultant to ensure that existing and programmed ITS deployments in Lee County and future needs were correctly reflected in the Architecture. The Lee County MPO staff continues to follow the ITS Architecture as developed by FDOT District One.

The MPO has not initiated changes to the regional architecture since the RITSA was updated in 2005, or the subsequent development of the ITS Element of the 2030 Long Range Transportation Plan. The changes leading to the comprehensive update of the RITSA and the MPO's participation in the process is well documented in the ITS element. ITS activities are coordinated through the MPO's Traffic Management Operations Committee (TMOC) that has among its membership the key agencies that implement and operate ITS in Lee County. The TMOC is an Advisory Committee to the MPO's Technical Advisory Committee. Recommendations for any action on ITS strategies and deployments identified in the Congestion Management Process originate from this committee before making its way to the other advisory committees and the MPO Board.

MPO staff reviews all ITS strategies and projects identified in its Congestion Management Process and LRTP against the District 1 Regional ITS Architecture (RITSA). Any inconsistency will trigger an amendment to the RITSA requiring coordination between the MPO and FDOT, and a local government agency if necessary. MPO staff also monitors ITS activities among its partners in Lee County and ensures that ITS strategies/projects undertaken are identified in the CMP and are consistent with RITSA.

F. Freight Planning

The MPO considers intermodal facilities and their connectivity in all stages of the planning process. The MPO has incorporated goals and objectives consistent with the freight related goals and objectives of the Strategic Intermodal System (SIS) and the Florida Transportation Plan (FTP) which includes an emphasis on the importance of an intermodal transportation system that serves the needs of both passengers and freight. The MPO has been involved in various activities and planning efforts to enhance the efficiency and connectivity of the transportation system with respect to goods and freight movement. These efforts have included participation in the State of Florida (SIS) Plan and the FDOT sponsored Southwest Florida Goods and Freight Mobility Study.

The MPO's main source for the movement of commodities is the Transearch Database that is put together by Global Insight. Other data sources include the Economic Development Office, Lee County, SWFRPC, FDOT, NHTSA, Census Data, USDOT, InfoUSA Database, and the Bureau of Labor Statistics. The freight partners in the MPO area include the Lee County MPO, Lee County Port Authority, FDOT, and Seminole Gulf Railway. Some of the major freight providers are UPS, FedEx, DHL, Seminole Gulf Railroad, BetterRoads, and Data 2 Logistics LLC. Commercial airlines at SWFIA include Delta, Air Berlin, and American Airlines. The three airlines carry belly cargo which includes machinery, medical supplies, special instruments, computer equipment, and perishables. The MPO has experienced low participation from the freight community. Participation is low even when freight related items are on the agenda of a MPO Board meeting or when special freight events have been advertised and freight stakeholders were individually contacted.

G. Security Considerations in the Planning Process

The MPO is in the process of updating their Continuity Of Operations Plan (COOP). The process to complete this update was recently tabled while staff works to develop reciprocal agreements with an out of area MPO or other governmental agency that can serve as an alternate location in the event of a disaster. The existing COOP has been tested. Recent enhancements to the existing COOP include the transition to a "cloud" storage server that can be used to access information from any location in the event that there is damage to the existing MPO building.

The MPO has taken a more active role of integrating security considerations into the planning process since the last certification review. Recent activity has included participating in local planning for emergency events, development of transit security plans, conducting surveys dealing with safety and security issues, and involvement in incident management coordination and training.

Recommendation: The Federal Review Team offers a recommendation for the staff testing of the COOP. For more details about this Recommendation please see Section XII.

H. Safety Considerations in the Planning Process

The MPO made safety an explicit goal in the development of both the LRTP and TIP. One of the LRTP's goal is to provide "A transportation system that is safe and secure for existing and future residents, visitors and businesses". The analysis and prioritization of projects either for the LRTP or later in the process include safety as a major factor in implementing projects. The MPO is heavily

involved in the Community Traffic Safety Team (CTST) that looks at safety issues around the County and helps identify safety projects that are either implemented by the local maintaining jurisdiction or are submitted for safety funding.

To address the non-motorized safety issues, the MPO developed a Bicycle Pedestrian Safety Action plan in 2013. It detailed the fatalities and injuries that have been occurring throughout the County. As a part of the recommendations in the plan, the MPO is working with FDOT to conduct Road Safety Audits at four intersections. The Road Safety Audits will help identify safety improvements at those four locations but will also provide a template for the region to follow at other locations around the County. These studies are being done with the intent of addressing the safety of all users, motorized and non-motorized.

Since the last certification review, the Lee County MPO bicycle and pedestrian planner received an award for Safety Planner of the Year from the Lee County Injury Prevention Coalition. The Federal Review Team took note of not only this award but also the number of events the staff participates in related to bicycle and pedestrian safety. Staff has formed a number of partnerships with other safety-centric agencies and entities in the region to promote the well-being of the bicycling and pedestrian community.

Lee County MPO has pursued funding through the TIGER Grant program. Through the dedication and persistence of the MPO staff, the Lee County Complete Streets Initiative was funded with a little over \$10 Million in TIGER funds to improve safety and connectivity of the system for all users, but with a primary focus on bicyclists and pedestrians.

Noteworthy Practice: The Federal Review Team commends the MPO staff for their efforts related to safety planning. For more details about this Noteworthy Practice, please see Section XII.

Section V. Unified Planning Work Program (23 CFR 450.308)

At the time of the site visit, the Lee County MPO had adopted their most recent Unified Planning Work Program (UPWP) on May 11, 2012. The Lee County MPO FY 2012/13 – 2013/14 UPWP covers transportation planning activities/products for two fiscal years and contains sufficient description of the costs and activities the MPO plans to complete. The MPO Director monitors all expenditures and receivables attributed to various tasks in the UPWP. At the end of each month, the MPO Director provides a summary of job costs to the MPO staff, which includes the balance of available federal and local dollars in each task. Staff uses the information in the summary to prepare time sheets which are used by the MPO Director for billing FDOT. The summary also allows the MPO Director to

keep track of the PL funds in the UPWP, and to make informed decisions in undertaking modifications or amendments that may be necessary to move funds among various tasks to make up for any funding shortfall in a particular task or tasks. The MPO is currently working with new software that will help track in real time the reporting of charges. During the site visit the MPO staff provided a brief demonstration of this software for the Federal Review Team.

Section VI. Interested Parties (23 CFR 450.316)

A. Outreach and Public Participation

(Please note: for purposes of this report the terms Public Participation Plan and Public Involvement Plan are used interchangeably)

The Lee County MPO last updated their Public Involvement Plan on November 18, 2012. The Public Involvement Plan was revised based on feedback from the certification review in 2010, which encouraged MPO staff to include visualization techniques to ensure that the public participation plan techniques and processes were more easily communicated. At the time of the certification review site visit, staff was in the process of completing an update to the 2012 plan which staff asserted would go one step further by including information about the visual online engagement tools that staff has recently been using.

MPO staff has also worked to increase the engagement of underserved populations. MPO staff monitors the composition of the Citizen's Advisory Committee so that there is minority and low-income representation. In addition, minorities and low-income communities are notified about public hearings and workshops on transportation plan amendments and updates, and amendments of the TIP through the minority publications that the MPO has used over the years. MPO staff has also increased the use of their committees to engage the public in the planning process. According to staff, the MPO committees are where most of the opportunities for public engagement have occurred, particularly the Traffic Management Operations Committee and Bicycle Pedestrian Committee. In the last year, the MPO staff has participated in an annual commuter services meeting. They are currently working with law enforcement agencies on bicycle pedestrian safety issues and have worked on a rail feasibility study, all of which have increased opportunities to work with various stakeholders on transportation issues.

Each year the Lee County MPO Staff conducts a public involvement evaluation that determines what practices are working and what areas Lee County MPO could improve. The most recent evaluation report was completed in 2012. MPO staff is in the process of completing the evaluation report for 2013.

Noteworthy Practice and Recommendation: The Federal Review Team commends the MPO staff for the update of their website. The Federal Review Team also offers a recommendation for the next update of the MPO's Public Participation Plan. For more details about this Noteworthy Practice and Recommendation please see Section XII.

B. Tribal Coordination

There are no federally recognized tribes located in this area that require formal coordination with the MPO. However, plans and projects are vetted through the tribes. The MPO also coordinates plans and projects with the affected federal land owners.

C. Title VI and Related Requirements

The MPO has a dedicated staff person for Title VI. The MPO has adopted several policies designed to ensure that its planning process is carried out in a non-discriminatory manner.

To ensure that the planning process includes the identification of socioeconomic groups, including low income and minority populations as covered by Title VI, the MPO Staff has conducted analysis surveys. The purpose of this data collection is to ensure that these groups are considered in the update of the Long Range Transportation Plan and the Transportation Disadvantaged Service Plan update.

The Lee County MPO staff has used nontraditional outreach to engage the underserved and underrepresented members of the community. As an example, the MPO recently presented information about the LRTP and MPO process to the Homeless Coalition. Staff has found that partnering with other agency's events has been a great way of establishing new approaches to engaging the public outside of attendance at public meetings.

The Lee County MPO adopted their Limited English Proficiency Plan (LEP) on January 22, 2010 as an Appendix to the Public Involvement Plan. Since its inception, the Lee County MPO staff has not had to deploy its LEP plan.

Recommendation: The Federal Review Team also offers a recommendation for the MPO's website. For more details about this Recommendation please see Section XII.

Section VII. Linking Planning and Environment (23CFR 450.318)

The MPO previously adopted the County's Master Mitigation Plan that was developed back in 2004 as a guide to follow in mitigation. This Plan identified the natural resources, conservation lands, potential mitigation needs, the mitigation land and banks, mitigation costs and the application of the process. To build upon previous efforts, the MPO began identifying potentially higher level environmental mitigation needs and the determination of costs associated with those needs when associated with transportation projects. The MPO has also been participating in the Efficient Transportation Decision Making (ETDM) process to help determine mitigation issues at the project level that will be addressed as well as potential solutions.

In addition, the MPO has held separate coordination meetings with various environmental stakeholders at different stages of developing plans and/or projects that have helped determine mitigation activities. MPO staff has been asked to serve on a panther recovery implementation team that will look at mitigation measures, which is timed well with the development of the upcoming 2040 LRTP. MPO staff stated that they are working on wildlife crossing strategies in general and that panther crossings are the most publicly sensitive. The MPO consults with state and local agencies through the review of plans and projects during regularly scheduled committee meetings as well as project meetings. Consultations occur after the MPO makes presentations at various meetings and agencies requesting inclusion in the process. Environmental consultation also occurs through the process of sending out plans to a variety of agencies for review and input.

The MPO produces or assists in the production of purpose and needs statements that are written for all ETDM projects that are entered into the planning or programming screening within the Environmental Technical Advisory Team (ETAT) screening tool. If alternatives are identified, they are discussed within the ETDM purpose and needs statement.

Corrective Action: The Federal Review Team identified a Corrective Action related to environmental planning. For more details about this Corrective Action please see Section XII.

Section VIII. Long Range Transportation Plan (23 CFR 450.322)

The Lee and Collier County MPOs have a joint regional 2035 Long Range Transportation Plan. The Plan was also coordinated with the local transit agencies and brought through the Joint Committee's and Board for input and approval. The plan takes into account the regional and state priorities and is

consistent with the State's Plans, to the maximum extent feasible, including the Strategic Intermodal System Plan, the Florida Transportation Plan, the I-75 Master Plan and the Regional Strategic Policy Plan.

Socioeconomic data was analyzed during the development of the 2035 LRTP through the 23 planning districts within the County. This effort was done to ensure that the LRTP effort reached out to a diverse population and that input was received throughout the development process of the LRTP. Additionally, the socioeconomic data was used to determine where increased needs of certain types of services, such as paratransit or transit service existed in the region. This served not only current needs but also provided the basis for projections of where the region would need services over the long term. Survey data from projects or meetings were also used to help shape the types of service those areas want or need to receive in the future. In addition, the surveys were used to determine deficiencies or help drive the prioritization of projects and programs that sometimes do not show up in the data sources.

Planning assumptions were validated against known data items that include traffic counts, census data, property appraiser data, school board data, local comprehensive plans, economic development council data and surveys. This data is also being used to validate the update of the LRTP to 2040 that is currently underway.

The LRTP contains performance measures which were developed as part of the 2035 LRTP. Because MAP-21 placed an emphasis on performance measures, the federal review team was pleased to see the use and consideration of the following performance measures proactively used in the 2035 LRTP:

- Percent of VMT operating below the adopted LOS
- Total delay due to congestion in hours
- Value of lost time due to congestion
- Total of state highway miles with sidewalks and percent of state highway miles with bicycle facilities
- Percent of VMT on Intermodal facility access roads operating below the adopted level of service standard
- Percent of population within 1/4 mile of transit routes
- Percent of VMT with transit service
- Percent of congested VMT with transit service
- Total corridor miles with sidewalks and bicycle facilities
- Percent of corridor miles with sidewalks and bicycle facilities
- Percent of transit stops with shelters
- Percent of buses with bicycle racks

- Percent of VMT on intermodal access roads operating below the adopted level of service standard
- Percent of VMT on roads providing access to major activity centers that is operating below the adopted level of service standard
- Number of crashes involving pedestrians and bicyclists
- Crashes involving pedestrians and bicyclists per capita
- Number of crashes near rail crossings
- Crash rates near rail crossings
- Average emergency response time
- Percent of VMT on hurricane evacuation routes that operate below the adopted level of service standards.
- Hydrocarbons, carbon monoxide, volatile organic compounds, and nitrogen oxide
- Successfully implemented Transportation Demand Management Programs
- Corridor miles that have enhanced landscaping or special community features.

A. Travel Demand Modeling/Data

The travel forecasting is performed by the MPO's consultants under the direction of the MPO staff. The model is a Lee/Collier Regional model and it was reviewed by the Model Coordinating Committee, which is made up of members of the MPO, County, FDOT, city representatives and the transit agencies from both Counties. Moving forward, the FDOT will be conducting the modeling using a Districtwide model. This is being done with a formal memorandum of agreement with all of the MPO's in District One. The tasks that will be done have been covered in the agreement as well as providing for a model coordinating committee to provide oversight and review. It will still be necessary for the MPO to do some of the analysis needed for the LRTP update, such as the running of the Needs Plan alternatives, but the overall benefit will be a more consistent modeling effort across county lines.

The base year data for the development of the 2040 LRTP and model is 2010 data and the base year for the existing 2035 adopted model is 2007 data. The current model has 1,593 traffic analysis zones and there are 18,261 links in the 2007 base year model.

B. Financial Plan/Fiscal Constraint

The Lee County MPO builds the financially feasible plan component of the MPO's Long Range Transportation Plan using the FDOT provided guidance on

Year Of Expenditure (YOE). The LRTP cost and revenue information is developed and the inflation factors are applied in accordance with the FDOT guidance. Lee County MPO chose to use lower projections for several funding sources based on the current economic situation. They also chose not to assume that more questionable items such as possible tax referendums would be available as a funding source.

For project costs where the local jurisdiction or FDOT does not have a better cost estimate to use, the MPO uses the FDOT District developed costing tool to develop cost estimates that are used in the LRTP and for other planning purposes. The costs in the LRTP do include the operating and maintenance cost of transit. Lee County MPO has also included the operating and maintenance costs for state highways but have some recent concerns regarding signal poles and pathways. This has, in turn, raised some concerns about other elements such as ITS costs.

Amendments to the plan are done only after the funding has been identified for the amendment. The Plan has been amended to reflect grant funding that was awarded and was not originally anticipated. Lee County MPO always matches projects with the implementation costs to insure fiscal constraint.

Section IX. Congestion Management Process (CMP) (23 CFR 450.320)

In order to provide structure for identifying and addressing roadway congestion in the region, the Lee County MPO's CMP was updated March 2010. The CMP is updated at least every 5 years or sooner if changes are needed. The CMP development was a collaborative effort among the Traffic Operations Coordinating Committee (TOCC), the Intelligent Transportation System Stakeholder Committee (ITSSC), the Bicycle Pedestrian Coordinating Committee (BPCC), the TAC, the CAC, the MPO Board; as well as the public. The CMP is integrated into the Lee County MPO planning process, including the LRTP, the TIP and public involvement process. The LRTP provides the goals and objectives related to congestion management performance measures and strategies which define the CMP while the TIP makes it possible for project priorities identified in the CMP to receive federal funds.

Public outreach during the CMP update is consistent with the MPO's Public Involvement Plan. A public congestion reporting survey is conducted annually. This survey enables citizens to become more directly involved in the CMP and development of projects. Integrating the CMP into each MPO program (LRTP, TIP, PIP) enables the process to be more effective and efficient. It also ensures a multimodal approach is implemented in corridor studies and roadway improvement projects.

The MPO evaluates the effectiveness of the CMP each year when the MPO develops its annual Congestion Monitoring Report (CMR). The MPO has developed an annual CMR ever since the CMP was adopted in 1997. The CMR is also used to measure how effective the programs have been across the system as well as how effective each of the implemented projects have been in addressing regional needs.

The CMP public involvement effort is unique in the Lee County MPO. Congestion report forms are distributed among law enforcement, emergency response agencies, LeeTran and Lee County School bus drivers asking them to identify congested locations. Press releases are also sent to local television and radio stations encouraging them to publicize this effort and provide coverage in their regular broadcasts.

Noteworthy Practice: The Federal Review Team commends the MPO staff for their efforts related to the CMP. For more details about this Noteworthy Practice please see Section XII.

Section X. Transportation Improvement Program (TIP) (23 CFR 450.324, 326, 328, 330, 332)

The Lee County MPO TIP serves as a five-year financially feasible program of improvements for all modes of travel within Lee County including sidewalks, transit improvements, bicycle facilities, and transportation enhancement activities, including all regionally significant transportation projects for which federal action is required. The TIP is developed in coordination with the FDOT, Lee Tran and local governments who are responsible for providing the MPO with estimates of available federal and state funds. Each year the MPO does a call for projects to their partners so that non-federally funded, regionally significant projects can be identified.

Prior to the adoption of the MPO priorities, FDOT scopes out candidate projects in the preliminary priority lists and provides updated cost estimates to the MPO. This results in greater programming accuracy and better utilization of funds. The MPO sets aside funds for specific project categories and this preserves funds for bicycle and pedestrian, transit, and congestion management projects.

To amend the TIP, a notice is distributed to the Technical Advisory Network (TAN) and other interested parties fourteen (14) days prior to a public hearing on a comprehensive update or amendment of the Lee County TIP and the adoption of its transportation improvement priorities. The newsletter identifies projects that are under consideration and provides interested parties with the date, time and

location of relevant workshops, meetings, and public hearings. The amendment is also advertised on the MPO website and in local newspapers. The TIP, and the Public Participation Plan, do not currently address a process which would give the MPO the ability to process emergency amendments and there is not a provision allowing the Lee County MPO Executive Director to process modifications to projects with notification to the board at a later date.

The Lee County MPO TIP contains a list of projects that had federal funds obligated in the prior fiscal year. This list contains both highway and transit funds.

Recommendation: The Federal Review Team offers a recommendation for the TIP. For more details about this Recommendation please see Section XII.

Section XI. Regional Coordination

During the site visit, staff from the Collier County MPO participated in the regional coordination discussion. According to staff from the Collier County MPO, the working relationship between Lee and Collier is a positive one which includes mutual respect and coordination of transportation planning processes. The Lee County MPO has regional agreements with the Collier MPO and the Charlotte MPO. In addition, the Lee County MPO Director is a voting member on both the Collier TAC and the Charlotte TAC and both the Collier MPO Director and the Charlotte MPO Director are voting members on the Lee TAC. For the Lee and Collier MPO's, both MPO Directors are non-voting members on each of the CMS and ITS committees as well. The Lee and Collier MPO TAC, CAC and the Boards have been holding joint meetings once or twice a year for the last six years. The Lee County MPO also has a joint coordination agreement with Charlotte/Punta Gorda MPO. The Lee and Charlotte Boards meet to discuss mutual projects. The two MPOs are currently coordinating on the development of the LRTP and the roads crossing the County line. The Lee County MPO is a regular participant in the Coordinated Urban Transportation Studies (CUTS) meetings which is a regional collaboration of all District 1 MPOs. During the site visit staff from FDOT also complimented the Lee County MPO on their regional coordination efforts.

Section XII. Findings/Conclusions

The following items represent a compilation of the findings that are included in this 2014 certification review report. These findings, which are identified as noteworthy practices, corrective actions and recommendations, are intended to not only ensure continuing regulatory compliance of the Lee County MPO transportation planning process with federal planning requirements, but also to foster high-quality planning practices and improve the transportation planning program in this TMA. Recommendations reflect national trends and best practices and are intended to provide assistance to the TMA to improve the planning process.

A. Noteworthy Practices

- 1. Site Visit:** During the site visit portion of this review the Lee County MPO staff was able to articulate clearly their work efforts and were very well prepared for the Federal Review Team's visit. The Federal Review Team found the staff's preparation extremely helpful and resulted in a more streamlined site visit.
- 2. Bicycle/Pedestrian:** The Lee County MPO is commended for its efforts relating to bicycle and pedestrian planning. Staff was able to produce the most recent bicycle map for a much reduced rate per unit as compared to the previous printings. Staff has also worked very diligently in advancing bicycling and walking as modes of transportation in the region.
- 3. Safety:** The MPO and Transit staff is commended for their efforts to advance safety. Specifically, being awarded Safety Planner of the Year by the Injury Prevention Coalition of Lee County and the award of the TIGER Grant for the Lee County Complete Streets Initiative.
- 4. MPO Website:** The MPO is commended for the update of the website which is much more user friendly than the previous website. The redesign is visually pleasing and much more appealing to individuals looking for meeting information or the status of planning projects. The quality and caliber of the website is typical of a larger MPO with greater resources. Given the small number of staff for the MPO, the website design and updates are noteworthy. Compliments to the staff for making the website a public outreach priority.
- 5. Congestion Management Plan:** The Federal Review Team commends the MPO staff for their outreach efforts which results in obtaining congestion report forms submitted by a variety of transportation system users.

B. Corrective Actions.

- 1. Linking Planning and Environment:** The project specific environmental discussion found in the current LRTP, starting on page 10-37, while extensive, does not discuss potential environmental mitigation strategies nor potential areas to carry out these activities as required by 23 CFR 450.322(f)(7). **The MPO needs to include a narrative as part of the 2040 LRTP to address a region-wide general discussion of environmental mitigation strategies and potential areas to carry out these activities. The narrative must be adopted by the board in conjunction with the 2040 LRTP scheduled to be completed by December 8, 2015.**

C. Recommendations

- 1. Transit** - Per MAP-21, by October 1, 2014, MPOs that serve an area designated as a TMA must include “(A) local elected officials; (B) officials of public agencies that administer or operate major modes of transportation in the metropolitan area, including representation by providers of public transportation; and (C) appropriate State officials.”
- 2. Security:** The Lee County MPO is encouraged to regularly test their Continuity of Operations Plan.
- 3. Public Participation Plan:** The MPO is commended for the update of the MPO Public Participation Plan which gives stronger emphasis to the visualization aspect of information included in the plan. However, during the site review, the Federal Review team noted several things that are missing from this plan. The MPO should carefully examine this document to ensure that, at a minimum, it contains all of the requisite information from 23 CFR 450.316, and that the plan is a useful roadmap for advising the public of its services. The Federal Review Team recommends that in the next update of the Public Participation Plan, MPO staff give careful consideration to conveying information related to thoroughly engaging the public in the planning process. Attention should also be given to clarifying how, when and where committees meet, how a member of the public can serve on committee, and how the public can get involved in the development of the public participation plan and other MPO planning products.
- 4. Title VI and Related Requirements:** The Federal Review Team offers a recommendation to the MPO staff to update their website to make it easier for the public to find the Title VI policy, assurance and complaint filing procedures on the MPO website.

5. Transportation Improvement Plan: The Federal Review Team recommends that the MPO board consider granting the Executive Director the ability to process project modifications in the event of short notice events. This provision will allow projects to advance more quickly.

Based on the overall findings, the FHWA and FTA jointly certify that the transportation planning process of the Cape Coral, Florida TMA, which is comprised entirely by the Lee County MPO, substantially meets the federal planning requirements in 23 CFR 450 Subpart C, subject to the MPO satisfactorily addressing the Corrective Action stated in this report. The MPO is encouraged to provide FHWA and FTA with evidence of satisfactory completion of the corrective action as it occurs and prior to the deadline. The MPO's progress in meeting the corrective action will be monitored and evaluated. This certification will remain in effect until **September 2018**.

APPENDIX A – Lee County MPO Site Visit Participants

Federal Highway Administration (FHWA)

Carl Mikyska
Shakira T. Crandol

Federal Transit Administration (FTA)

Elizabeth Orr

Florida Department of Transportation (FDOT)

Carmen Monroy
Sean Santalla
Richard Shine
Laura Lockwood

Lee County MPO

Donald Scott
Johnny Limbaugh
Ron Gogoi
Brian Raimondo

LeeTran

Mike Horsting
Andrew Boster
Peter Gaydjis
Susan Riley
Wayne Gaither

Other Agencies

Meghan Marion, CDM Smith
Lorraine Lantz, Collier MPO

APPENDIX B – Cape Coral TMA Certification Meeting Agenda

Lee County Metropolitan Planning Organization

Federal Certification Meeting

May 14–16, 2014

Wednesday	May 14, 2014	Day One
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Federal Team
 Carl Mikyska, FHWA
 Shakira Crandol, FHWA
 Carey Shepherd, FHWA
 Parris Orr, FTA

Time	Item	Lead
1:30 PM	Welcome/Introductions <ul style="list-style-type: none"> ➤ Purpose of the Certification Process ➤ Review Schedule and close-out process 	Federal Review Team
2:00 PM	Discussion of Previous Review Findings <ul style="list-style-type: none"> ➤ Federal TMA Certification ➤ State/MPO Annual 	Federal Review Team, MPO, FDOT
2:15 PM	MPO Overview including changes within the MPO since the last TMA Certification <ul style="list-style-type: none"> ➤ Demographics ➤ Boundary ➤ Political ➤ MPO Structure ➤ Process Changes ➤ Agreements 	Federal Review Team, MPO, FDOT
2:45 PM	Share Best Practices, Lessons Learned	Federal Review Team, MPO, FDOT
3:15 PM	MPO Priority Planning Areas	Federal Review Team, MPO, FDOT
3:45 PM	MPO Plans: <ul style="list-style-type: none"> ➤ Long-Range Transportation Plan <ul style="list-style-type: none"> • Travel Demand Forecasting • Financial Planning • Air quality ➤ Transportation Improvement Program ➤ Unified Planning Work Program ➤ Other 	Federal Review Team, MPO, FDOT
5:00 PM	Break for the Day	

Lee County Metropolitan Planning Organization

Federal Certification Meeting

May 14–16, 2014

Time	Thursday, May 15, 2014	Day Two
8:30AM	Bicycle and Pedestrian	Federal Review Team, MPO, FDOT
9:00 AM	Public Transportation and Transportation Disadvantaged	Federal Review Team, MPO, FDOT
9:30 AM	Safety and Security Considerations in the MPO Planning Process	Federal Review Team, MPO, FDOT
10:00 AM	Public Involvement/Participation	Federal Review Team, MPO, FDOT
10:30 AM	Break	
10:45 AM	Title VI/DBE	Federal Review Team, MPO, FDOT
11:00 AM	Regional Coordination	Federal Review Team, MPO, FDOT
11:30 AM	Freight	Federal Review Team, MPO, FDOT
12:00 PM	Lunch	
1:30 PM	Environment	Federal Review Team, MPO, FDOT
2:00 PM	Congestion Management Process	Federal Review Team, MPO, FDOT
2:30 PM	Future Needs, Requests for Technical Assistance	Federal Review Team, MPO, FDOT
2:45 PM	Federal Review Team Discussions	Federal Review Team
3:30 PM	Preliminary Findings Discussion with Federal Team	Federal Review Team, MPO, FDOT

Lee County Metropolitan Planning Organization

Federal Certification Meeting

May 14–16, 2014

4:00 PM Break for Public Meeting Set-Up

5:00 PM Public Meeting

Time	Friday, May 16, 2014	Day Three
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8:30 AM Federal Team Arrives

9:00 AM Lee County MPO Board Meeting

12:00 PM Close of the Federal Certification Review Site Visit

APPENDIX C – Lee County MPO Notice of Public Hearing

THE NEWS-PRESS
Published every morning
Daily and Sunday
Fort Myers, Florida
Affidavit of Publication

STATE OF FLORIDA
COUNTY OF LEE

Before the undersigned authority, personally appeared **Shari Terrell** who on oath says that he/she is the **Legal Assistant** of the News-Press, a daily newspaper, published at Fort Myers, in Lee County, Florida; that the attached copy of advertisement, being a

DISPLAY

In the matter of:
MPO Public Meeting

In the court was published in said newspaper in the issues of
May 7, 14, 2014

Affiant further says that the said News-Press is a paper of general circulation daily in Lee, Charlotte, Collier, Glades and Hendry Counties and published at Fort Myers, in said Lee County, Florida and that said newspaper has heretofore been continuously published in said Lee County, Florida, each day, and has been entered as a second class mail matter at the post office in Fort Myers in said Lee County, Florida, for a period of one year next preceding the first publication of the attached copy of the advertisement; and affiant further says that he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Shari Terrell

Sworn to and subscribed before me this 14th day of May, 2014

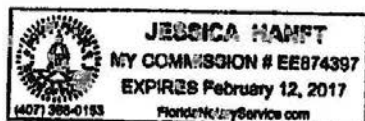
By **Shari Terrell**
Personally known to me or who has produced

as identification, and who did or did not take an oath.

Notary Public

Jessica Hanft

Print Name: **Jessica Hanft**
My commission Expires: **February 12, 2017**



LEE COUNTY MPO
METROPOLITAN PLANNING ORGANIZATION

How are we doing?
We are planning for Lee County's future!
You're invited to learn about the Lee MPO and share feedback on how we're doing.

PUBLIC MEETING
2014 LEE MPO FEDERAL CERTIFICATION

5:00 PM Thursday May 15, 2014
United Way Facility
7273 Concourse Drive
Fort Myers, FL 33908
(Transit accessible by LeeTran Route 130)

2014 Federal Certification Review of the Lee County Metropolitan Planning Organization
As part of a federal certification process, conducted every four years, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) will visit the Metropolitan Planning Organization (MPO) for Lee County to certify that planning requirements are being met. From May 14-16, staff from FHWA and FTA will be here in Lee County to review the MPO's transportation planning process, how it identifies and plans for future transportation programs and projects, identifies sources of funding, and involves the public in decision-making.

The 2014 review will include identification of key planning emphasis topics, a desk audit of Lee MPO planning products, and a public meeting on May 15. The public meeting will include a presentation and opportunity for face-to-face discussions with MPO staff members and the certification team as well as formal public comment.

In addition, comment from the public on the Lee County MPO planning process will also be received at the MPO Board meeting on May 16th at 9:00 am at Cape Coral City Council Chambers 1015 Cultural Parkway Blvd, Cape Coral or in writing through June 16th 2014 via mail P.O. Box 150045, Cape Coral 33915 or email at dscott@leempo.com.

Concluding these efforts, the Federal Team will prepare their findings and make a presentation to the MPO at a future meeting.

Learn more about the Federal Certification Process
To learn more about the federal certification review process, visit:
Federal Certification Primer
http://www.planning.dot.gov/Documents/Primer/intro_primer.asp

For more information: Don Scott, dscott@leempo.com or 239-330-2241

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.

APPENDIX D – Summary of Public Comments

The Federal Review Team received one comment from the public. The comment was positive and reflected well on the MPO staff. The commenter stated that he had provided input to the MPO and saw change as a result of his input. He complimented MPO staff on their responsiveness and from his statements it is clear he is pleased with the interaction he has had with staff.



Comment Form

TMA Certification for Lee County MPO

May 15, 2014



Name/Organization: David A. Ulrich - Life Mbr (Responsible Growth MPO Coalition, Inc)

Address: 3919 McKinley Ave (Cell 239-850-2413)

City: Fort Myers State: FL Zip Code: 33901

Would you like to receive a copy of the final report? [X] Yes [] No

Please print your comments in the space below:

I am a member of MPO's CAL, as well as a life member of R.G.M.C., a 501(c)(3) not for profit. Over the years, I have made many inputs to the MPO - change has occurred as a result. One recent change was the deletion of a proposed massive Colonial Blvd project that would have had very negative impacts on commercial ventures the entire length of Lee Co's Colonial. A new proposal to develop Kismet-Littleton as an alternative to a whole new I-75 Interchange is now on the list feasible plan - looks good for approval soon as an affordable plan.

Please return to:

David A. Ulrich 6-4-14

FHWA Florida Division
545 John Knox Rd., Suite 200
Tallahassee, FL 32303
(850) 942-9650
(850) 942-8308 (Fax)
Attention: Carl Mikyska

Please submit comments by June 15, 2014

UPDATE ON THE TRANSIT BUS QUEUE AND BUS PULLOUT STUDIES

RECOMMENDED ITEM: This is not an action item. Staff will provide a status update on the ongoing Bus Queue Jump and Bus Pullout studies.

The Lee MPO's two transit studies, the Bus Queue Jump Study and the Bus Pullout Study have been underway since late July. The study area for the Bus Queue Jump includes the US 41 corridor from Gladiolus Drive to MLK Jr. Boulevard while the study area for the Bus Pullout Study covers LeeTran routes on major arterials and collectors. These corridors are as follows:

- *MLK Jr. Blvd from Michigan Avenue to D'Town Fort Myers*
- *Bayshore Road from Slater Road to US 41 and Pine Island Road from US 41 to Nicholas Pkwy*
- *Santa Barbara Blvd from Veterans Pkwy to Pine Island Rd*
- *Del Prado Blvd from Veterans Pkwy to Pine Island Rd*
- *Colonial Blvd from McGregor Blvd to SR 82 and Lee Blvd from SR 82 to Homestead Rd*
- *Homestead Rd from Lee Blvd to Homestead Plaza*
- *Winkler Ave from US 41 to Challenger Blvd and Challenger Blvd from Winkler Ave to Six Mile Cypress Pkwy*
- *US 41 from Collier County line to North Fork Road*
- *Daniels Pkwy from Treeline Ave to US 41 and Cypress Lake Blvd from US 41 to Winkler Rd*
- *Winkler Rd from Cypress Lake Dr to Summerlin Rd and Summerlin Rd from Winkler Rd to San Carlos Blvd*
- *SR 80 (1stSt/Palm Beach Blvd) from Buckingham Rd to Fowler Ave and 2nd St from Fowler Ave to 1st St*
- *Metro Pkwy from Daniels Pkwy to Colonial Blvd*

A project team comprising of staff from the MPO, LeeTran, LCDOT and FDOT was formed to guide the development of these two studies and have met four times (two times for each study). The studies are anticipated to be completed in January 2015.

At the November 6th TAC and CAC meetings, staff will provide a project update on both of the studies.