METROPOLITAN PLANNING ORGANIZATION BOARD
EXECUTIVE COMMITTEE

2:00 p.m., Monday, May 13, 2013
Cape Coral City Annex/Public Works Building
815 Nicholas Parkway East, Cape Coral

AGENDA

Call to Order

Roll Call

Approval of Minutes

1. *Approval of the Minutes of the November 20, 2012 Executive Committee (Meghan Marion)

New Business

2. Public Comments on New Business Items
3. +Review of the End of Year Audit and Status Update on the Business Operating Procedure Changes Consistent with Auditor Recommendations (Don Scott)
4. *Review and Approval of the Employee Personnel Policies (Meghan Marion)
5. +Review Existing Revenue Data and Provide Staff Direction on the Development of 2040 LRTP Revenues (Don Scott)
6. +Discussion on the RPC Final Invoice (Don Scott)

Other Business

7. Public Comments on Items Not on the Agenda
8. Announcements
9. Information and Distribution Items

Adjournment

* Action Items + May Require Action

All meetings of the Lee County Metropolitan Planning Organization (MPO) are open to the public. In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting should contact Ms. Meghan Marion at the Lee MPO 48 hours prior to the meeting by calling (239) 330-2242; if you are hearing or speech impaired call (800) 955-8770 Voice / (800) 955-8771 TDD. Or, e-mail mmarion@leempo.com.

The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes he has been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Florida Department of Transportation District One Title VI Coordinator Robin Parrish at (863) 519-2675 or by writing her at P.O. Box 1249, Bartow, Florida 33831.

MINUTES OF THE LEE COUNTY METROPOLITAN PLANNING ORGANIZATION BOARD'S EXECUTIVE COMMITTEE

Held on November 20, 2012

The following members were present for the meeting of the Lee County Metropolitan Planning Organization Board's Executive Committee on November 20, 2012 at the offices of the Lee County Public Works Building, Conference Room 1B, 1500 Monroe Street, Fort Myers, Florida.

Councilman Kevin McGrail	City of Cape Coral
Vice-Mayor Stephen McIntosh	City of Bonita Springs
Mayor Kevin Ruane	City of Sanibel
Councilman Thomas Leonardo	City of Fort Myers
Commissioner Frank Mann	Lee County Commission
Mayor Bob Raymond	Town of Fort Myers Beach

Those also in attendance included: Andrew Laflin and Martin Redovan with CliftonLarsonAllen; and Don Scott and Meghan Marion of Lee County MPO.

CALL TO ORDER

The meeting was called to order at 11:00 a.m. by Mr. Scott.

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

APPROVAL OF MINUTES

Agenda Item #1 – Approval of the Minutes of the September 17, 2012 Executive Committee Meeting

MOTION BY COUNCILMAN LEONARDO TO APPROVE THE MINUTES OF THE SEPTEMBER 17, 2012 EXECUTIVE COMMITTEE MEETING. SECONDED BY COUNCILMAN MCGRAIL. MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

Agenda Item #2 – Public Comments on New Business Items

None.

Agenda Item #3 – Review and Approval of the End of Year Audit Services Contract

Mr. Scott stated that we chose CliftonLarsonAllen as our consultant to perform our end of year audit. He stated that it is a three (3) year contract and that the Sub-committee asked to see the total cost before moving forward. Mr. Scott stated that the total cost is $21, 950.00. Mr. Scott asked the Committee if they had any specific questions.

Councilman Leonardo asked what was budgeted for this task.

Mr. Scott replied that it is included in our Consultant task of the UPWP so there was no specific budgeted amount.

Councilman Leonardo asked Mr. Martin Redovan if the Audit Fee should be a separate line item.

Mr. Redovan stated that he would recommend breaking out the professional services into line item detail. He stated that when he looks at most municipal budgets it is broken out that way.

MOTION BY COUNCILMAN LEONARDO TO DO DETAILED LINE ITEMS FOR CONSULTANT FEES. SECONDED BY MAYOR RUANE. MOTION CARRIED UNANIMOUSLY.

Councilman Leonardo stated that he would like to see line item consultant fees.

Mayor Ruane asked Mr. Redovan to give an overview of what goes into the process of completing an audit.

Mr. Redovan stated that with the MPO it will be a little different but that the standard approach is to plan an engagement and do a risk assessment when we plan the engagement. We look at the financial statements and the financial information and starting looking at where we think the risks are. He stated that they meet with governance and discuss from your perspective where you feel the risks are and then include that into the audit as well. He stated that they look at internal controls and the context of planning within the Risk profile and they may task certain controls and others they may not, it just depends on how significant they are to the audit. He stated then they complete the year end audit where they start hammering out the numbers when they are final. They start doing subtenant procedures and confirmation and detail testing. He stated with the MPO it will be a little different only because there is somewhat of an opening balance sheet that they will have to contend with.

MOTION BY MAYOR RUANE TO APPROVE THE AUDIT SERVICE CONTRACT. SECONDED BY COUNCILMAN LEONARDO. MOTION CARRIED UNANIMOUSLY.

Agenda Item #4 – Presentation of the Analysis and Recommendations from the Internal Control Audit Services Task

Mr. Redovan stated that Mr. Andrew Laflin has been in charge of the account and he will be presenting the PowerPoint. Attached is the PowerPoint presentation.

Mr. Laflin presented PowerPoint slides.

Councilman Leonardo asked what the Unified Planning Work Program is.

Mr. Scott replied that is our budget and it is done every two years.

Councilman Leonardo asked if the UPWP budget was keeping track of time.

Mr. Scott replied that it is broken down by task.

Mr. Laflin continued with PowerPoint slides.

Councilman Leonardo stated that he would like to see a progress report at least quarterly.

Mr. Laflin presented the recommendations.

> MOTION BY MAYOR RUANE TO ADOPT THE INTERNAL CONTROLS AND RECOMMENDATIONS PRESENTED BY CLIFTONLARSONALLEN. SECONDE D BY COUNCILMAN MCGRAIL.

Councilman Leonardo requested that the motion include a timeframe to implement.

> MAYOR RUANE CLARIFI ED THE MOTION TO STATE THAT IT INCLUDES ACCEPTING THE INTERNAL CONTROLS TO GIVE AN ACCURATE DETAILED ANALYSIS A ND THE TIMEFRAMES IN WHICH THEY WOULD BE ACCURATELY IM PLEMENTED IN. COUNCILMAN MCGRAIL AGREED TO THE CLARI FICATION. MOTION CARRIED UNANIMOUSLY.

Other Business

Agenda Item #5 – Public Comments on Items not on the Agenda

None.

Agenda Item #6 – Announcements

None.

Agenda Item #7 – Informa tion & Distribution Items

Distributed in agenda packet.

ADJOURNMENT

Meeting adjourned at 11:47 a.m.

BASIC FINANCIAL STATEMENTS

LEE COUNTY METROPOLITAN PLANNING ORGANIZATION
STATEMENT OF NET ASSETS
JUNE 30, 2012

	Governmental Activities
ASSETS	
Cash	$ 97,331
Grants Receivable	92,851
Prepaid Expenses	9,989
Capital Assets, Net	9,080
Total Assets	209,251
LIABILITIES	
Accounts Payable	4,396
Accrued Payroll and Other Liabilities	11,700
Due in More than One Year:	
Compensated Absences	11,511
Total Liabilities	27,607
NET ASSETS	
Invested in Capital Assets	9,080
Unrestricted	172,564
Total Net Assets	$ 181,644

See accompanying Notes to Basic Financial Statements.

LEE COUNTY METROPOLITAN PLANNING ORGANIZATION
STATEMENT OF ACTIVITIES
PERIOD ENDED JUNE 30, 2012

	Governmental Activities
PROGRAM EXPENSES	
Transportation:	
Personal Services	$ 143,115
Operating Expenses	236,810
Depreciation	825
Total Program Expenses	380,750
PROGRAM REVENUES	
Charges for Services	69,595
Transportation Grants	442,799
Total Program Revenues	512,394
NET PROGRAM REVENUES	131,644
INCREASE IN NET ASSETS	131,644
Net Assets, Beginning of Period	50,000
NET ASSETS, END OF PERIOD	$ 181,644

See accompanying Notes to Basic Financial Statements.

LEE COUNTY METROPOLITAN PLANNING ORGANIZATION
BALANCE SHEET – GOVERNMENTAL FUNDS
JUNE 30, 2012

	General Fund
ASSETS	
Cash	$ 97,331
Grants Receivable	92,851
Prepaid Expenses	9,989
Total Assets	$ 200,171
LIABILITIES AND FUND BALANCES	
LIABILITIES	
Accounts Payable	$ 4,396
Accrued Payroll and Other Liabilities	11,700
Total Liabilities	16,096
FUND BALANCES	
Nonspendable	9,989
Unassigned	174,086
Total Fund Balances	184,075
Total Liabilities and Fund Balances	$ 200,171

See accompanying Notes to Basic Financial Statements.

LEE COUNTY METROPOLITAN PLANNING ORGANIZATION
RECONCILIATION OF THE BALANCE SHEET – GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET ASSETS
JUNE 30, 2012

Total Governmental Fund Balance	$	184,075
Amounts reported for governmental activities in the Statement of Net Assets are different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the fund statements		9,080
Long-term liabilities, including compensated absences, are not due and payable in the current period and, therefore, are not reported in the fund statements		(11,511)
Net Assets of Governmental Activities	$	181,644

See accompanying Notes to Basic Financial Statements.

LEE COUNTY METROPOLITAN PLANNING ORGANIZATION
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE – GOVERNMENTAL FUNDS
PERIOD ENDED JUNE 30, 2012

	General Fund
REVENUES	
Transportation Grants	$ 442,799
Intergovernmental	69,595
Total Revenues	512,394
EXPENDITURES	
Current:	
Personal Services	131,604
Operating Expenditures	236,810
Capital Outlay	9,905
Total Expenditures	378,319
EXCESS OF REVENUES OVER EXPENDITURES	134,075
Fund Balance, Beginning of Period	50,000
FUND BALANCE, END OF PERIOD	$ 184,075

See accompanying Notes to Basic Financial Statements.

LEE COUNTY METROPOLITAN PLANNING ORGANIZATION
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES – GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
PERIOD ENDED JUNE 30, 2012

Net Change in Fund Balance - Governmental Funds	$	134,075
Amounts reported for governmental activities in the Statement of Activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay exceeded depreciation expense in the current period. This difference is comprised of:		
Capital Outlays During Fiscal Period		9,905
Depreciation Expense During Fiscal Period		(825)
Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the fund statements		
Change in Compensated Absences During Fiscal Period		(11,511)
Change in Net Assets of Governmental Activities	$	131,644

See accompanying Notes to Basic Financial Statements.

NOTES TO BASIC FINANCIAL STATEMENTS

NOTE 1 ORGANIZATION AND REPORTING ENTITY

The Lee County Metropolitan Planning Organization (the MPO), was established in 1977 following the passage of the Federal Highway Act of 1974. The MPO is authorized pursuant to Florida Statutes, Section 339.175. The period ending June 30, 2012 is the first that MPO has operated as an independent entity. Historically the MPO's operations were included within the net assets and activities of the Southwest Florida Regional Planning Council, who had provided office space and administrative services to the MPO. On December 21, 2011, the Southwest Florida Regional Planning Council transferred $50,000 to the MPO, which represents the carrying value of net assets of the MPO on the date of separation. The MPO's initial reporting period began on the effective transfer date of December 21, 2011.

The task of the MPO is to develop plans, policies and priorities that guide local decision making on transportation issues. Principal responsibilities include the development of a 20-year Long Range Transportation Plan (LRTP), a five-year Transportation Improvement Program (TIP) and related transportation planning studies and projects.

The MPO is governed by a sixteen member board of elected officials representing municipal governments and the Lee County Board of County Commissioners. The Florida Department of Transportation (FDOT) District 1 Office is also represented on the board by the District Secretary or designee who is a non-voting member. MPO's Executive Director oversees the MPO's daily operations and reports to the board. MPO has considered any entities for which it has oversight, and there are none meeting the criteria for inclusion in their financial statements.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial statements of the MPO have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles in the United States of America. The more significant of the government's accounting policies are described below.

Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all activities of the government. The MPO only has governmental activities and does not engage in any business-type activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include operating grants and intergovernmental revenues supplied by Lee County, Florida (the County) and municipalities within the County. General revenues include investment earnings, miscellaneous income, and other revenues not considered to directly support program activities.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Government-Wide and Fund Financial Statements (Continued)

Separate financial statements are provided for governmental funds. Fund financial statements are presented for the MPO's general fund.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available.

Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the MPO considers revenues to be available generally if they are collected within 60 days of the end of the current fiscal period, unless collections are delayed beyond a normal time of receipt due to unusual circumstances. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Budgets

Budgetary information is not included in the accompanying financial statements as the MPO is not required to legally adopt a budget for its general fund.

The MPO prepares a Unified Planning Work Program (UPWP) every two years, which identifies the planning budget and planning activities to be undertaken within the following four categories: administration, systems monitoring, systems planning, and project planning. The MPO is required to have the UPWP approved and submitted to the Florida Department of Transportation by May 15th of every other year.

Deposits and Investments

Cash includes amounts on hand and in demand deposit accounts. The MPO does not have a written investment policy. Rather, it has adopted the guidelines for the investment of public funds in excess of amounts needed to meet current operating expenses, in accordance with Section 218.415, Florida Statutes. As of June 30, 2012, the MPO had no investments.

Receivables

No substantial losses are anticipated from present receivable balances, therefore, no allowance for uncollectible accounts is deemed necessary.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Capital Assets

Capital assets are reported in governmental activities in the government-wide financial statements. Capital assets are recorded at their historical cost if purchased. Donated capital assets are recorded at estimated market value at the date of donation. For the fund financial statements capital assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction are reflected as expenditures in governmental funds.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

The MPO's computer software and equipment are depreciated using the straight-line method over the following estimated useful lives:

Assets	Estimated Useful Life
Office Equipment	5
Computer Software & Equipment	3

Compensated Absences

It is the MPO's policy to permit regular full-time and regular part-time employees to accumulate earned but unused vacation benefits, which will be paid to employees upon separation from service if they meet certain criteria. Compensated absences are accrued on an hourly basis per bi-weekly pay period based on number of years of continuous service; the liability for compensated absences is reported in the government-wide financial statements, which generates a reconciling item between the governmental funds and the government-wide financial statement presentation. A total of $14,339 of vacation benefits were earned and $2,828 were used, resulting in an ending compensated absences balance of $11,511 for the period ended June 30, 2012.

Fund Equity

Governmental fund equity is classified as fund balance. Fund balance is segregated into two distinct types, nonspendable and spendable. Nonspendable fund balances are balances that cannot be spent because they are either (a) not in spendable form or; (b) legally contractually required to be maintained intact. Spendable fund balances are further segregated into five separate categories, based on a hierarchy of spending constraints.

- Restricted: Amounts that can be spent only for the specific purposes stipulated by: (a) external resource providers (i.e., granting agencies such as Florida Department of Transportation, Commission for the Transportation Disadvantaged, Federal Highway Administration, Federal Transit Administration or similar external entities); or (b) imposed by law through constitutional provisions or enabling legislation.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Equity (Continued)

- Committed: Amounts that can be used only for the specific purposes determined by a formal action of the MPO's governing board, the MPO's highest level of decision-making authority. Commitments may be changed or lifted only by the MPO's governing board taking the same formal action that imposed the constraint originally.

- Assigned: Amounts that include spendable fund balance amounts established by the Executive Director of the MPO that are intended to be used for a specific purpose that are neither considered restricted or committed.

- Unassigned: This classification represents fund balance that has not been restricted, committed, or assigned to specific purposes. The MPO's entire spendable fund balance in the general fund is classified as unassigned.

Although the MPO does not have a formal spending prioritization policy, it is assumed that in instances when expenditures are incurred for purposes for which amounts in either restricted or unrestricted fund balance classifications could be used, restricted fund balance would be spent first. Remaining unrestricted fund balance would be spent as follows: committed amounts would be reduced first, followed by assigned amounts, and then unassigned.

Net Assets

Net assets represent the difference between assets and liabilities in the government-wide financial statements. Net assets invested in capital assets consists of capital assets, net of accumulated depreciation. The MPO does not have any related long-term debt used to acquire capital assets. Net assets are reported as restricted in the government-wide financial statements when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, laws or regulations of other governments.

NOTE 3 DEPOSITS

At June 30, 2012, the book balance of the MPO's deposits was $97,331, and the bank balance was $115,329. The difference between book and bank balances is due to outstanding checks.

The bank balance is insured by federal depository insurance and, for any amount in excess of such federal depository insurance, is collateralized pursuant to Chapter 280, Florida Statutes. Under this Chapter, in the event of default by a participating financial institution (a qualified public depository), all participating institutions are obligated to reimburse the government for the loss.

NOTE 4 CAPITAL ASSETS

Capital asset activity for the period ended June 30, 2012 consisted of the purchase of computer software for $9,905. Depreciation expense for the period ended June 30, 2012 relating to this software acquisition was $825.

NOTE 5 JOINT PARTICIPATION AGREEMENT FOR FEDERAL TRANSIT

The Federal Transit Administration (FTA) Section 5303 funds are allocated to the MPO for transit planning tasks that are identified in the MPO's Unified Planning Work Program (UPWP) and the MPO's annual approved FTA grant application. Over the years, the MPO has passed these funds through to Transportation Authority of Lee County, Florida (LeeTran) to conduct the various transit planning tasks identified in the UPWP. The MPO has worked closely with LeeTran to identify the tasks that the funding will be used for along with monitoring the activities with the review of the progress reports and invoices. During the period ended June 30, 2012, all of the 5303 funds that have been billed were conducted by LeeTran and that is why the revenue and expenses for this funding is recorded to the MPO's financial statements in the same amount.

NOTE 6 LINE OF CREDIT

The MPO opened a line of credit with a financial institution. The line of credit carried an interest rate of 3.75%. On February 29, 2012, $30,000 was advanced under the line of credit arrangement. Then on April 4, 2012, the MPO repaid the outstanding balance in full, resulting in a zero balance under the line of credit as of June 30, 2012.

NOTE 7 PENSION PLAN – FLORIDA RETIREMENT SYSTEM

Plan Description

All of the MPO's employees are eligible to participate in the Florida Retirement System (the FRS), administered by the State of Florida Department of Administration. Employees elect participation in either the defined benefit plan (the Pension Plan), which is a multiple-employer cost-sharing defined benefit retirement plan; or the defined contribution plan (the Investment Plan) under the FRS. As a general rule, membership in the FRS is compulsory for all employees working in a regularly established position for a state agency, county government, district school board, state university, community college or a participating city or special district within the State of Florida. The FRS provides retirement and disability benefits, annual cost-of-living adjustments and death benefits to plan members and beneficiaries.

Benefits are established by Chapter 121, Florida Statutes and Chapter 60S, Florida Administrative Code. Amendments to the law can be made only by an act of the Florida Legislature.

NOTE 7 PENSION PLAN – FLORIDA RETIREMENT SYSTEM (CONTINUED)

Plan Description (Continued)

Benefits are computed on the basis of age, average final compensation and service credit. Regular class employees who retire at or after age 65 with 8 years of credited service (age 62 with 6 years of service enrolled prior to July 1, 2011) or 33 years of service (30 years of service if enrolled prior to July 1, 2011) regardless of age are entitled to a retirement benefit payable monthly for life equal to 1.6% - 1.68%, depending on their service class, of their average final compensation for each year of credited service. Final average compensation is the employee's average of the five highest years of salary earned during credited service (eight highest years of salary if initially enrolled on or after July 1, 2011). Vested employees with less than 33 years of service (30 years of service if enrolled prior to July 1, 2011) may retire before normal retirement age and receive a reduced benefit of 5% for each year prior to normal retirement age or date. A post-employment health insurance subsidy is also provided to eligible retired employees through the FRS in accordance with Florida Statutes.

For employees who elect participation in the Investment Plan rather than the Pension Plan, vesting occurs at one year of service. These participants receive a contribution for self-direction in an investment product with a third party administrator selected by the State Board of Administration.

The Deferred Retirement Option Program (DROP) is a program that provides an alternative method of payment of retirement benefits for a specified and limited period for members of the FRS, effective July 1, 1998. Under this program, the employee may retire and have their benefits accumulate in the Florida Retirement System Trust Fund, earning interest, while continuing to work for an FRS employer. The participation in the program does not change conditions of employment. When the DROP period ends, a maximum of 60 months, employment must be terminated. At the time of termination of employment, the employee will receive payment of the accumulated DROP benefits, and begin receiving their monthly retirement benefit (in the same amount determined at retirement).

The State of Florida issues a publicly available financial report that includes financial statements and required supplementary information for the FRS. The most recent available report is for the plan year ended June 30, 2012. This report may be obtained by writing to the State of Florida Division of Retirement, Department of Management Services, Office of the Secretary, P.O. Box 9000, Tallahassee, FL 32315-9000, by calling (866) 738-2366, or by accessing their Internet site at https://www.rol.frs.state.fl.us/forms/2011-12_Annual_Report.pdf. In addition, the System's financial statements and required supplemental information are included in the comprehensive annual financial report of the State of Florida, which may be obtained by contacting Florida's Chief Financial Officer in Tallahassee, Florida.

NOTE 7 PENSION PLAN – FLORIDA RETIREMENT SYSTEM (CONTINUED)

Plan Description (Continued)

Funding Policy – The FRS requires a 3% contribution for members effective July 1, 2011. Governmental employers are required to make contributions to the FRS based upon statewide rates. The FRS establishes contributions by the state fiscal year, which begins July 1. For the period ending June 30, 2012, the contribution rates, by job class, were regular employees 4.91%, elected officials 11.14%, senior management 6.27%, and DROP participants 4.42%.

For the period ended June 30, 2012, the MPO's contributions to the plan were $5,230, equal to the actuarially determined contribution requirement.

NOTE 8 DEFERRED COMPENSATION PLAN

The MPO's employees can voluntarily participate in the MPO's Deferred Compensation Plan. The MPO offers a deferred compensation plan created in accordance with the Internal Revenue Code Section 457. The plan, available to all MPO employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency. The employee contributions to the plan were $6,960 for the period ended June 30, 2012. The MPO does not make any contributions on behalf of employees in this plan.

NOTE 9 COMMITMENTS

The MPO has entered into contracts with several transportation engineering firms and planning consultants in order to fulfill the work programs under various grants administered by the State of Florida. Uncompleted portions of these contracts, which are not required to be fully spent as of June 30, 2012 total approximately $8,787. Although these contracts represent commitments of the MPO, the great majority of revenues expended under these will, in turn, be reimbursable under grants already awarded to the MPO.

In December 2011, the MPO entered into a four-year lease agreement for office space with the City of Cape Coral, Florida. At expiration of the term, the lease will automatically renew for one-year terms. Either party may terminate the lease agreement with at least six months notice in writing at any time during the lease term. The MPO's scheduled rent payments are $300 per month, paid on or before the first day of every month throughout the lease term. Future minimum rental payments are $3,600 per year for the remainder of the lease term.

REGULATORY REPORTS

CliftonLarsonAllen LLP
www.cliftonlarsonallen.com

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
Lee County Metropolitan Planning Organization
Cape Coral, Florida

We have audited the financial statements of the governmental activities and the general fund of Lee County Metropolitan Planning Organization (the MPO) as of and for the period ended June 30, 2012, which collectively comprise the MPO's basic financial statements and have issued our report thereon dated March 26, 2013. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the MPO's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the MPO's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the MPO's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as described in the accompanying schedule of findings, we identified a deficiency in internal control over financial reporting that we consider to be a material weakness.

A *deficiency in internal control exists* when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described as 2012-01 in the accompanying schedule of findings, to be a material weakness.

Board of Directors
Lee County Metropolitan Planning Organization

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the MPO's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The MPO's responses to the finding identified in our audit is described in the accompanying schedule of findings. We did not audit the MPO's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of the members of the MPO's Board of Directors, management, and the Auditor General of the State of Florida and is not intended to be and should not be used by anyone other than these specified parties.

CliftonLarsonAllen LLP

Fort Myers, Florida
March 26, 2013

LEE COUNTY METROPOLITAN PLANNING ORGANIZATION
SCHEDULE OF FINDINGS
PERIOD ENDED JUNE 30, 2012

2012-01 Year-End Closing Procedures

Criteria

The MPO is responsible for the accuracy and completeness of all financial records and related information, including properly recording accruals of revenues and expenses at the end of the reporting period, as well as proper preparation and review of month-end bank reconciliations.

Condition

Significant adjustments were required to appropriately present the MPO's financial statements.

Cause

During the performance of our audit engagement procedures, we noted that the MPO had not adjusted all account balances to reflect appropriate balances at June 30, 2012. This is a necessary step to ensure the financial statements are fairly stated. Additionally, the June bank reconciliation that was prepared contained errors.

Effect

Several accounts were misstated as of June 30, 2012. These misstatements were subsequently corrected as a result of audit procedures.

Recommendation

We recommend that the MPO strengthens its year-end closing process to include additional periodic verification and review of its accounting records. Key steps in the closing process shall include ensuring that general ledger account balances are properly reconciled to supporting schedules, and all revenues and receivables as well as expenses and related liabilities are recorded in the proper period.

Views of Responsible Officials

We concur with the Auditor that the year-end closing process needs to be strengthened to include the proper recording of accruals of revenues and expenses. The MPO staff will work with its accounting firm to strengthen the year-end closing process and to include periodic verification to ensure that they are being recorded in the proper period.

CliftonLarsonAllen LLP
www.cliftonlarsonallen.com

MANAGEMENT LETTER BASED ON RULE 10.554(1)(i) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA

Board of Directors
Lee County Metropolitan Planning Organization
Cape Coral, Florida

We have audited the financial statements of Lee County Metropolitan Planning Organization (the MPO), as of and for the fiscal period ended June 30, 2012, and have issued our report thereon dated March 26, 2013.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General. We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*, and Schedule of Findings. Disclosures in that report and schedule, which are dated March 26, 2013, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with Chapter 10.550, Rules of the Auditor General, which governs the conduct of local governmental entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditors' report or schedule:

- Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no findings and recommendations made in a preceding annual financial audit report.
- Section 10.554(1)(i)2., Rules of the Auditor General, requires our audit to include a review of the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. In connection with our audit, we determined that the MPO complied with Section 218.415, Florida Statutes.
- Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address in the Management Letter any recommendations to improve financial management. In connection with our audit, recommendations to improve the City's financial management are included in Appendix A – Recommendations for Improvement in Financial Management.

- Section 10.554(1)(i)4., Rules of the Auditor General, requires that we address violations of provisions of contracts or grant agreements, fraud, illegal acts or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but more than inconsequential. In connection with our audit, we did not have any such findings.
- Section 10.554(1)(i)5., Rules of the Auditor General, provides that the auditor may, based on professional judgment, report the following matters that have an inconsequential effect on financial statements, considering both quantitative and qualitative factors: (1) violations of provisions of contracts or grant agreements, fraud, illegal acts, or abuse, and (2) Deficiencies in internal control that are not significant deficiencies. In connection with our audit, we did not have any such findings.
- Section 10.554(1)(i)6., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. This information has been included in the notes to the basic financial statements.
- Section 10.554(1)(i)7.a., Rules of the Auditor General, requires a statement be included as to whether or not the local governmental entity has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that the MPO did not meet any of the conditions described in Section 218.503(1), Florida Statutes.
- Section 10.554(1)(i)7.b., Rules of the Auditor General, requires that we determine whether the annual financial report for the MPO for the fiscal period ended June 30, 2012, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes, is in agreement with the annual financial audit report for the fiscal period ended June 30, 2012. In connection with our audit, we determined that these two reports were in agreement.
- Pursuant to Sections 10.554(1)(i)7.c. and 10.556(7), Rules of the Auditor General, we applied financial condition assessment procedures. It is management's responsibility to monitor the MPO's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the MPO's Board of Directors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Fort Myers, Florida
March 26, 2013

MLC 2012-01

Process Improvements and Internal Control Enhancements

We performed a detailed evaluation of the MPO's existing accounting and business operating practices. In our analysis, we reviewed the existing control structure for each process, identified and documented risks related to the specified processes, and determined if each process allows for effective and efficient achievement of the specified purpose or operational objective. First, we accumulated information relating to significant transaction cycles, namely cash receipts, cash disbursements, and payroll processes, and obtained related internal control policies and procedural documents. We then performed walkthroughs of key internal controls identified in order to determine whether such controls have been properly designed and implemented. Lastly, on November 20, 2012, we delivered a presentation to the MPO's management and members of the Executive Committee, summarizing our observations, findings, and recommendations to enhance certain internal controls and offered additional best practices relating to the MPO's significant transaction classes.

Management's Response

We agree with the process improvements and internal control enhancements that were recommended and have been implementing the recommendations. The final completion of these recommendations and the reporting back to the MPO's Executive Committee of the results have been delayed by the MPO's accounting firm but will be completed within the next two months.

Type of Recommendation	Recommendation	Response
Payroll Disbursements	• To attract and retain qualified personnel, devise a more clearly defined health insurance policy (Section 4.2, Benefits, within personnel manual) o Current policy states "The MPO will pay a portion of coverage for the employee and dependent coverage. The percentage paid by the MPO is evaluated annually and is subject to change." o Recommend eliminating ambiguity regarding coverage within the policy.	– The MPO has recently joined the FMIT Health Plan and currently is offering 100% coverage for Employee and 70% coverage for dependents.
	• Consider upgrading to a more sophisticated timekeeping system, especially if the MPO hires additional employees. o Current process to accumulate time by UPWP category each monthly billing cycle is manual and time-consuming.	– Staff is currently waiting on a proposal from CTR Systems for tracking of time worked on tasks and preparation of payroll.
	• After each pay period, review payroll report to be provided by Goodwill Industries to ensure wages, payroll taxes, and PTO utilized for each pay period have been accurately processed and paid. o Cross-check amount paid per payroll report to bank statement (SunTrust ledger report) o Sign off on documentation, evidencing review and approval (maintain either manually or store on network drive)	– Staff has created a spreadsheet to cross-check what has been calculated for payroll from Goodwill with a signature for approval.
	• Each month-end, review P&L report prepared by the Accountant (Goodwill Industries) and assess reasonableness of	– Staff is currently working with Goodwill to get all of our information and financials up to date. They had some staff changes

	the following GL accounts: 'wages exempt', 'accident/life insurance', 'health insurance', 'pension', 'social security tax', and 'Medicare tax'. o Sign off on documentation, evidencing review (maintain either manually or store on network drive)	back in November of 2012 and they are still working to get all of our information back on track.
Non-Payroll Disbursements	• Include section within the 'Operating Procedure for Equipment Purchase, Maintenance, & Disposal' document to include discussion on capitalization threshold for equipment acquisitions, recommended useful lives of each category of capital assets, and depreciation method to be used	– Staff added language on capitalization threshold for equipment acquisitions, recommended useful lives of each category of capital assets, and depreciation method to be used to the Procedure for Equipment Purchase, Maintenance, & Disposal document.
	• Require that a PO Request Form be used on all non-routine, non-recurring purchases, rather than solely being used for transactions using the corporate credit card. o Check request forms should only be used for ordinary, recurring purchases or for emergency situations; consider using an annual P.O. for recurring (ie: monthly) purchases, such as rent, Comcast, phone, virtual data storage, etc. o For all purchases over $2,000, a Request for Quotations Form and a PO Request Form should be executed prior to initiating the purchase with the vendor. o Consider updating the 'Operating Procedure for Equipment Purchase,	– MPO staff has initiated annual POs for recurring purchases that include rent, Comcast, phone etc. check requests moving forward. Staff has also updated this procedure in the appropriate document.

	Maintenance, & Disposal' to account for these policy changes if enacted	
	• On a periodic basis (recommended monthly), the MPO Designee should scan all debits (disbursements) within a SunTrust Transaction Activity report for said period, verifying the legitimacy of all payments from the bank account; sign off on the Transaction Activity report and retain documentation containing evidence of review	– Staff is doing this review on a monthly basis and signing off on the reports.
	• Monthly bank reconciliations should be prepared by the Accountant and provided to the Executive Director for review and sign off; retain documentation containing evidence of review	– Staff is currently working with Goodwill to get all of our information and financials up to date. They had some staff changes back in November of 2012 and they are still working to get all of our information back on track.
	• Maintain a capital asset depreciation schedule annually	The capital asset depreciation schedule has been developed and it will be updated each year.
Cash Receipts & Cash Management	• On a periodic basis (recommended monthly), the MPO Designee should scan all credits (receipts) within a SunTrust Transaction Activity report for said period, verifying the accuracy and , more importantly, the completeness of all receipts into the bank account; sign off on the Transaction Activity report and retain documentation containing evidence of review.	– Staff is currently doing this on a monthly basis.
	• Monthly bank reconciliations should be prepared by the Accountant and provided to the Executive Director for review and sign off; retain documentation containing	– Staff is currently working with Goodwill to get all of our information and financials up to date. They had some staff changes back in November of 2012 and they are

	evidence of review	still working to get all of our information back on track.
	• Since bank balance typically ranges between $150,000 and $200,000 at any given time, consider investing excess cash in semi-liquid vehicles, such as CDs, money market funds, or U.S. government securities. If a more complex, sophisticated investment approach is desired, the MPO will need to adopt a more comprehensive investment policy rather than the default to Sec. 218.415(17), FL Statutes	Staff's recommendation is that we do need to start thinking about possible options in the future as we add additional local funds but at this time we have quite a few consultant projects that require more money on hand until we get reimbursed for the funds that are expended.
Financial Reporting & Grant Compliance	• Designate someone from within the organization (or an external party) with sufficient knowledge and understanding of governmental accounting and financial reporting to review the annual financial statements prepared by the auditor	– This task is done by the MPO's Treasurer.
	• Scan through the July SunTrust Transaction Activity and identify all transactions that cleared the bank in July that related to revenues or expenditures that occurred in the previous fiscal year; consult with the Accountant to ensure that those transactions are included within the 6/30 year end trial balance prepared by the Accountant	– Moving forward Staff will perform this task at the end of the fiscal year.
	• In addition to obtaining a certification from the contractor, consult the Excluded Parties List System (https://www.epls.gov/) to verify that all new contractors/consultants are not suspended or debarred parties; retain EPLS	– Staff has been checking the State list and has submitted documentation to access the federal list.

	documentation	
	• For all new agreements relating to projects subject to federal or state reimbursement that the MPO shall enter into, be sure to read and understand all requirements under the grant prior to expending any federal or state funds (seems obvious but often overlooked)	Staff reviews the various requirements of each of the agreements with FDOT and FHWA ahead of time to help ensure that we can get reimbursed for them.
	• Complete a SEFA, or Schedule of Expenditures of Federal Awards (and State Financial Assistance, if applicable), annually as of 6/30, and reconcile expenditures to revenues recorded to the general ledger for the applicable year ended	– Moving forward Staff will perform this task.
	• Include Sec. 5303 funding from Federal Transit Administration passed through to Lee County on the SEFA; due to MPO's responsibility over those funds, provide evidence of review and approval of those expenditures incurred and requested for reimbursement by Lee County	– The LeeTran/Lee MPO transit planning agreement, which includes the handling and approval of 5303 funds, is going to the BOCC on May 7th. The MPO will now be using a portion of these funds and will be reviewing, approving and reporting the use of the remaining funds by LeeTran.

Operating Procedure for Equipment Purchase, Maintenance & Disposal

Approved: ?

Purchasing Guidelines:

Category 1 Purchases upto-$2,000
Category 2 Purchases $2,001 - $10,000
Category 3 Purchases $10,001 - $25,000
Category 4 Purchases $25,001 and above

Category 1: Purchases less than $2,000, other than general office supplies, shall be approved by the MPO Director using a Request for Purchase Form (*appendix A*). When approved, request for Purchase Forms shall be brought to MPO Designee for back up pending receipt of item/service and invoice. This procedure includes all Requests for Travel as well as Professional Development.

Category 2: Purchases $2,001 – $10,000, will require three verbal quotes, unless the item or service is only available from a "Sole Source" vendor. Requests for Quotations Form (*appendix B*) shall be completed along with a Request for Purchase Form and submitted to the MPO Director for approval.

Category 3: Purchases $10,001 - $25,000, will require three written quotes, unless the item or service is only available from a "Sole Source" vendor. Written quotes will be given to MPO Director for vendor approval. An approved Purchase Order will be issued and given to MPO Designee for back up pending receipt of item/service and invoicing.

Category 4: Purchases $25,001 and above, shall be brought to the MPO Board for approval.

Check Signing Procedures:

The Lee County MPO Board approves the Unified Planning Work Program (UPWP) every two years, which is the document that details the tasks and funding available for the MPO Staff to carry out the required tasks.

Two signatures are required for all checks and non-check withdrawals. Computer generated payroll checks require the facsimile signature of the MPO Executive Director and one of the MPO Officers. Wire transfers require the signatures of the MPO Executive Director, confirmed with the Bank by one of the MPO Officers.

As the MPO receives invoices, the MPO's Designee will date stamp the invoice and will review the administrative invoices to ensure that they are accurate, the service has been delivered and that the necessary back up documentation is attached prior to sign off by the Designee. For the Consultant invoices, the MPO Designee will date stamp in the invoice and give it to the Project Manager for their review to determine accuracy; if the amount being charged is consistent with the work that has been completed and that proper documentation is attached prior to their sign off. The Project Manager with then submit all documentation back to the MPO Designee for processing. Once the invoices are signed off, the MPO Designee will check task balances in the UPWP to confirm that funds are available to pay the invoice and then will complete a check request form.

The check request form and Purchase Order Form along with the back-up documentation will be given to the MPO Executive Director for approval. Once the MPO Executive Director has reviewed all information and approves the check request, the MPO Designee will scan all the information and send it to the MPO's Accountant for processing. The MPO's Accountant will then prepare the checks for signature by the MPO Executive Director and one of the Officers. MPO Staff will set up check signings for twice a month unless a check request needs to be expedited. The MPO Executive Director will sign on one line of the checks and present the check request form, the check and the backup documentation for each invoice to one of the Officers to sign off on the check request form and the second line of the check. The checks, check request forms and the backup documentation will be brought back to the MPO Designee for copying prior to mailing out to the vendors.

The approved Officers are as follows: MPO Executive Director, MPO Chairman, MPO Vice-Chairman and the MPO Treasurer.

Credit Card Procedures:

The MPO has approved the use of a Corporate Credit Card for purchases that cannot be made with a check or for pre-approved travel. The following procedures will take place for the use of the card:

1. The MPO Staff will complete a Purchase Order (PO) Request Form detailing the item(s) to be purchased, the vendor to be purchased from, and the cost of the item(s).
2. Staff will then submit the PO Form to the MPO Designee for review for consistency with MPO purchasing procedures and to make sure the item(s) cannot be purchased somewhere else, at a cheaper cost or by a different manner.
3. The MPO Designee will also ensure the item or travel can be reimbursed and what task that the purchase or travel is being charged to.
4. Once the MPO Designee reviews the PO Form and agrees with the purchase, the MPO Designee will submit the PO Form to the MPO Executive Director for review and approval.
5. Once approved for purchase or travel, the person requesting the credit card will sign out the card.
6. Detailed receipts must be retained and submitted back to the MPO Designee within 7 days to be attached to the credit card statement for documentation back up and for reimbursement to the MPO.
7. Final approval of purchase and Credit Card Use must follow the Purchasing Guidelines:

Capitalization Guidelines

A capital asset is real or personal property that has a cost equal to or greater than the MPO's established threshold and has an estimated useful life extending beyond one year. Purchases of land, buildings, equipment, information technology equipment, and building improvements, with an individual cost of $1,000 or more and a useful life greater than one year will be capitalized.

Individual capital assets will not include bundled purchases such as a computer workstation which consists of a CPU, monitor, and keyboard, unless a separate price for each cannot be determined. This is due to the fact that the individual items can be moved and not stay together as a unit. The individual items will be capitalized if they meet the capitalization policy on an individual basis.

Useful Life Policy by Asset Type

Equipment: Furniture, office equipment, and general operating equipment will have a useful life of 7 years.

Information Technology Equipment: Includes computers, servers, monitors, printers, etc. and will have a useful life of 5 years. Computer software will have a useful life of 3 years.

Vehicles: will have a useful life of 5 years.

Buildings: Structures including office facilities and operating facilities will have a useful life of 40 years. Storage sheds, maintenance buildings, etc. will have a useful life of 20 years.

Building Improvements: Reconfiguration of office space areas that affect constructing or removing walls will have a useful life of 10 years. Normal replacement of shingled roofs, interior modifications limited to painting, curtains, interior window shades, carpet or tile replacement will normally be expensed and considered as repairs and maintenance.

Depreciation of Capital Assets

Capital assets will be depreciated using the "straight line" method for depreciation based on the useful life by asset category.

Maintenance

The Lee County Metropolitan Planning Organization (MPO) has developed a tracking log for all equipment and assets purchased, see *appendix* **C**.

Disposal

The Lee County Metropolitan Planning Organization (MPO) must purchase, maintain, and dispose of all technology hardware and software in accordance with federal, state, and local laws as stipulated below in 49 C.F.R. Section 18 Part 32:

§18.32 Equipment.

a. *Title.* Subject to the obligations and conditions set forth in this section, title to equipment acquired under a grant or subgrant will vest upon acquisition in the grantee or subgrantee respectively.
b. *States.* A State will use, manage, and dispose of equipment acquired under a grant by the State in accordance with State laws and procedures. Other grantees and subgrantees will follow paragraphs (c) through (e) of this section.
c. *Use.*

1. Equipment shall be used by the grantee or subgrantee in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds. When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a Federal agency.
2. The grantee or subgrantee shall also make equipment available for use on other projects or programs currently or previously supported by the Federal Government, providing such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use shall be given to other programs or projects supported by the awarding agency. User fees should be considered if appropriate.
3. Notwithstanding the encouragement in §18.25(a) to earn program income, the grantee or subgrantee must not use equipment acquired with grant funds to provide services for a fee to compete unfairly with private companies that provide equivalent services, unless specifically permitted or contemplated by Federal statute.
4. When acquiring replacement equipment, the grantee or subgrantee may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property, subject to the approval of the awarding agency.

d. *Management requirements.* Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place will, as a minimum, meet the following requirements:
    1. Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
    2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
    3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.
    4. Adequate maintenance procedures must be developed to keep the property in good condition.
    5. If the grantee or subgrantee is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

e. *Disposition.* When original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment will be made as follows:
    1. Items of equipment with a current per-unit fair market value of less than $5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.
    2. Items of equipment with a current per unit fair market value in excess of $5,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.
    3. In cases where a grantee or subgrantee fails to take appropriate disposition actions, the awarding agency may direct the grantee or subgrantee to take excess and disposition actions.
f. *Federal equipment.* In the event a grantee or subgrantee is provided federally-owned equipment:
    1. Title will remain vested in the Federal Government.
    2. Grantees or subgrantees will manage the equipment in accordance with Federal agency rules and procedures, and submit an annual inventory listing.
    3. When the equipment is no longer needed, the grantee or subgrantee will request disposition instructions from the Federal agency.
g. *Right to transfer title.* The Federal awarding agency may reserve the right to transfer title to the Federal Government or a third part named by the awarding agency when such a third party is otherwise eligible under existing statutes. Such transfers shall be subject to the following standards:
    1. The property shall be identified in the grant or otherwise made known to the grantee in writing.
    2. The Federal awarding agency shall issue disposition instruction within 120 calendar days after the end of the Federal support of the project for which it was acquired. If the Federal awarding agency fails to issue disposition instructions within the 120 calendar-day period the grantee shall follow §18.32(e).
    3. When title to equipment is transferred, the grantee shall be paid an amount calculated by applying the percentage of participation in the purchase to the current fair market value of the property.

including, but not limited to regulating waste and respecting copyright and licensed software. In addition, the Lee MPO must ensure that sensitive information is protected.

In the event the MPO possess technology hardware or software that is no longer required due to:

- Excess of useful life
- Lack of continued need
- Unable to upgrade required hardware or software
- Damage
- Excessive maintenance cost
- Received a new computer

All such equipment is to be evaluated by Information Technology (IT) personnel and based on the assessment of the equipment by the Information Technology (IT) personnel, the following process will be followed, irrespective of what budget originally purchased the item.

1. **Redistributed:**
   If computer meets current minimum standard requirements, it may be redistributed to a location within the MPO. Recommendations from the originating department will be considered when redistributing the technology, but the final location will be based on the overall needs of the MPO.
2. **Sold:**
   Any hardware considered being no longer of use or service to the MPO shall be sold wherever possible. The IT personnel will ensure the hardware is cleared of all software licensed to the MPO and any data left by the previous user. The IT personnel will determine a fair market price and consider the appropriate way to sell the equipment for the best price. Monies received from selling the hardware will be reallocated toward the task in the UPWP used to purchase hardware (Currently task 1.4).
3. **Donated:**
   Any hardware considered no longer in service to the MPO can be donated to (1) non-profit educational institutions; or (2) other non-profit organizations. The IT personnel will ensure the hardware is cleared of all software licensed to the MPO and any data left by the previous user.
4. **Salvaged:**
   Any hardware that can no longer be used, but has useful parts, will be salvaged for its parts. Those parts could be used by the IT personnel or sold for parts to a local company.
5. **Disposed:**
   Computer hardware and peripherals, which cannot meet the above categories, will be disposed. This equipment will be picked up by a reputable environmentally certified recycling company in compliance with all local, state, and federal laws. All fees charged for the removal of the equipment will be charged to the department, whom the equipment initially belonged.

Any equipment, which is donated, parted, or disposed, will have a completed disposal record form with description, serial number, date discarded, method of disposal, and purchase value, if any. Approval will be provided by the MPO Director, as referred to on the MPO disposal form (*appendix* **D**).

This Policy was adopted by the Lee County Metropolitan Planning Organization on this 13th day of May, 2013.

_____

Mayor Kevin Ruane, MPO Chairman

_____

Donald Scott, MPO Director

APPENDIX A – MPO PURCHASE ORDER FORM

PURCHASE ORDER FORM

Lee County Metropolitan Planning Organization	P.O. # Date 7/18/2011
Billing/Shipping Address: P.O. Box 150045, Cape Coral, Florida 33915-0045 Phone 239.244.2220 Fax 239.790.2695 www.leempo.com	Quote #

Employee: _____

Purchased For: _____

Supplier Name: _____

Supplier Address: _____

EXPENSE CODE	PAYMENT METHOD	JOB CODE
For Office Use Only	MASTERCARD ☐ INVOICE ☐	

DESCRIPTION	QTY	UNIT PRICE	LINE TOTAL
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
		SUBTOTAL	0.00
		SHIPPING	
		TOTAL	0.00

_____
Requested By Signature (DO NOT PRINT OR TYPE)

_____
Supervisor

_____
MPO Designee

NOTE: Orders that require use of the credit card must be signed by the MPO Director.

APPENDIX B – MPO REQUEST FOR QUOTATIONS FORM

Request for Quotations

Lee County Metropolitan Planning Organization
P.O. Box 150045, Cape Coral, Florida 33915-0045
Phone: 239.244.2220 Fax: 239.790.2695

DATE:

EXPIRATION DATE:

Item and description:	
Reason for purchase:	
Requested by:	
Project Charged:	
VENDOR #1	
Name:	
Address:	
Phone:	
Contact:	
Delivery Included:	
Total Price:	
VENDOR #2	
Name:	
Address:	
Phone:	
Contact:	
Delivery Included:	
Total Price:	
VENDOR #3	
Name:	
Address:	
Phone:	
Contact:	
Delivery Included:	
Total Price:	

Signature: _____ Date: _____

(Describe any conditions pertaining to these prices and any additional terms of the agreement. Include contingencies that will affect the above quotations. Include all back up documentation.)

APPENDIX C – MPO EQUIPMENT TRACKING FORM

Inventory Number	Equipment Description	Date Purchased	Purchase Price	Serial #/Service Tag	Funding Source	Make	Model
1	Don's Computer	8/2/2010	$ 912.47	8V1PJN1	2891.4	Dell	Optiplex 780
2	Don's Monitor						20" Monitor from Previous Computer Package Inventory Number 544
3	Ron's Computer	5/5/2011	$ 816.50	J6N1GQ1	3580	Dell	Optiplex 780
4	Ron's Graphic's Card		$ 113.99		2891.4		
5	Ron's Monitor #1						20" Monitor from Previous Computer Package Inventory Number 541
6	Ron's Monitor #2						
7	Brian's Computer						
8	Brian's Monitor #1						Precision T7500 WITH (2) 22" Monitors
9	Brian's Monitor #2	10/7/2009	$ 2,542.02		2891.5	Dell	
10	Meghan's Computer	8/2/2010	$ 912.47	6X1PJN1	2891.4	Dell	Optiplex 780
11	Meghan's Monitor					Dell	19" from previous Computer Package Inventory Number 543
12	MPO Color Printer	4/13/2006	$ 4,491.00		Federal 3580-06	HP	5550
13	MPO B&W Printer	6/29/2005	$ 1,079.00		MPO	HP	Laser 2430 DTN
14	MPO Portable Dolly Cart	5/17/2011	$ 39.99		MPO Local 3580		
15	MPO Portable Bag	5/17/2011	$ 52.34		MPO Local 3580		

16	MPO Portable Recorder	11/24/2008	$ 107.56		MPO Local 3580	Olympus	DS-40
17	MPO Laptop	2/9/2007	$ 1,917.50	1Q26JC1	Federal 3112-06	Dell	Lattitude D820
18	Don's Desk						
19 (1-4)	MPO Desk Chairs (4)						
20 (1-6)	MPO Guest Chairs (6)						
21 (1-13)	Cherrywood Bookcases (13)						
22	Projector						
23	Projector Screen					Elite Screens, Inc.	
24	GIS Laptop						
25	Digital Recorder					Olympus	

EQUIPMENT DISPOSED

Inventory Number	Equipment Description	Date Purchased	Disposal Date	Serial #/Service Tag	Funding Source	Make	Model
543	Meghan's old Computer. Monitor is still in use.	5/26/2005	9/2010	2JBSM71		Dell	Precision 370
544	Don's old Computer. Monitor is still in use.	6/7/2005	9/2010	F6K9P71		Dell	Precision 370
541	Ron's old Computer. 20" monitor is still in use.	12/1/2006		F04CW91		Dell	Optiplex GX620

APPENDIX D – MPO EQUIPMENT DISPOSAL FORM

Equipment Description: _____

_____

_____

Serial Number: _____

Date Discarded: _____

Method of Disposal: DONATED PARTED DISPOSED

Purchase Value: _____ **Purchase Date:** _____

The above mentioned equipment has been evaluated by qualified IT personnel and has met one of the following requirements:

- Excess of useful life
- Lack of continued need
- Unable to upgrade required hardware or software
- Damage
- Excessive maintenance cost
- Received a new computer.

Disposal of the above mentioned equipment was approved by the MPO Director on this _____ day of _____, 20___.

_____ _____

MPO Director MPO Designee

REVIEW AND APPROVAL OF THE EMPLOYEE PERSONNEL POLICIES

RECOMMENDED ACTION: Review and Approval of the revised Employee Personnel Policies.

The MPO Staff attended an HR Training Session and made changes to the previously adopted Personnel Policies based on input provided at the training session. The MPO staff also updated the procedures based on the recommendations received by the Auditor. All changes are shown in Strikethrough and Underline. Staff also made some grammar corrections along with the following:

- Addition of Language regarding NO Texting While Driving
- Update of Medical Benefits
- Update of Life Insurance Benefits
- Update of Paid Time Off accrual

Lee County Metropolitan Planning Organization's

Personnel Manual

Updated: May 13, 2013

815 Nicholas Parkway E
P.O. Box 150045
Cape Coral, Florida 33915-0045
239-244-2220
Fax: 239-790-2695

Lee County Metropolitan Planning Organization (MPO)

Personnel Manual

~~December 2011~~ January 2013

SECTION 1: ADMINISTRATION OF THE POLICIES 1

1.1 Authority 1

1.2 Purpose 1

1.3 Applicability 1

1.4 Implementation 1

1.5 Amendments 1

SECTION 2: EMPLOYMENT 2

2.1 At-Will Employment Status 2

2.2 Disclaimer Statement 2

2.3 Equal Employment Opportunity 2

2.4 Loyalty 2

2.5 Restriction on Employment of Relatives 2

2.6 Agreements and Contracts 3

2.7 Salary 3

2.8 Work Hours 3

SECTION 3: RULES OF WORK 4

3.1 Work Attire 4

3.2 Attendance and Tardiness 4

3.3. Professional Development 5

3.4 Travel 5

3.5 Personal Property 9

3.6 Reporting Contact Changes 9

3.7 Conflicting Outside Employment or Enterprise 9

3.8 Political Participation 9

3.9 Financial Disclosure 10

3.10 Gifts 10

3.11 Discounts 10

3.12 Fundraising 10

3.13 Disclosure of Information 10

3.14. Solicitations 10

3.15. Media 10

3.16 Communications 11

3.17 Conduct Unbecoming of MPO Employees 11

3.18 Drugs and Alcohol 11

3.19 Drug Free Work Place 11

3.20 Firearms and Weapons 13

3.21 Smoking 13

3.22 Criminal Background Check and Driving History 13

3.23 Criminal Arrest or Conviction 14

3.24 Communication Devices 14

3.25 Electronic Mail 14

3.26 Internet Use 14

3.27 MPO Equipment 16

3.28 Computer Software 16

3.29 Compliance with Law 16

3.30 Compliance with and Enforcement of Policies of the MPO 16

3.31 Discipline 16

3.32 Americans with Disabilities Act of 1990 17

3.33 Discrimination and Harassment 17

SECTION 4: BENEFITS 22

4.1 Holidays 22

4.2 Medical Insurance 22

4.3 Disability Insurance 22

4.4 Life Insurance 23

4.5 Continuation of Group Health Insurance Coverage 23

4.6 Pension Plan 24

4.7. Employee Assistance Program 24

4.8 Professional Organizations 24

4.9 Workers' Compensation 25

SECTION 5: LEAVES OF ABSENCE 26

5.1 Paid Time Off (PTO) 26

5.2 Jury Duty 27

5.3 Family and Medical Leave 28

5.4 Leave for Victims of Domestic Violence 31

5.5 Military Leave 32

SECTION 1: ADMINISTRATION OF THE POLICIES

1.1 Authority

1.2 Purpose

The purpose of the Personnel Manual is to document the terms and benefits of employment with the Lee County MPO to be accomplished in a consistent manner.

1.3 Applicability

These personnel rules and policies are applicable to all employees of the Lee County MPO. If any policy herein is in conflict with an Employment contract between the MPO and the MPO employee, the contract will take precedent. It shall not apply to non-employees, such as MPO Board members, advisory committee members or individuals retained or employed by the Lee County MPO in a contractual or vendor arrangement. However, the Rules of Work and Travel Policy shall apply to all employees, the Director, Board members, Advisory committee members, Interns and Temporary employees. The term "MPO" and "organization" shall be used interchangeably with Lee County MPO in this document. This document is not to be construed as creating a contract or expectation of employment for a definite term and an employee is free to terminate employment at any time, with or without notice for any reason, and the MPO retains the same right.

1.4 Implementation

The responsibility for implementing the provisions of this Manual is hereby vested in the Director, who shall report directly to the Board, or their designee, except as specifically designated within the rules. Policy direction is the responsibility of the MPO Board.

1.5 Amendments

Amendments to these procedures will be reviewed and approved by the MPO ~~Board~~ Executive Committee on an as-needed basis.

SECTION 2: EMPLOYMENT

2.1 At-Will Employment Status

All MPO employees are employed at-will, meaning that either the MPO or the employee may terminate the employment relationship at any time for any reason, with or without cause. Moreover, this personnel Manual for MPO employees is not intended to create either an expressed or implied contract for employment.

2.2 Disclaimer Statement

This Manual is only intended to be used as a reference guide during your employment with the MPO. It is the employee's responsibility to become familiar with and to follow the MPO's policies and

procedures and to contact the Director if you are uncertain about any information contained in this Manual.

Recognition of these rights and prerogatives is a term and condition of employment and continued employment. To the extent that there is a conflict between this Manual and any previous handbooks, procedures, policies or rules, this Manual controls. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such charge is specifically acknowledged in writing by the MPO Board.

2.3 Equal Employment Opportunity

It is the policy of the MPO to promote and assure equal employment opportunity for all current and prospective employees without regard to race, color, age, sex, national origin, religion, marital status, sexual orientation, disability or other legally protected class. This policy governs all matters related to recruitment, advertising, and initial selection of employment. It shall also apply to all other aspects of employment, including, but not limited to, aspects of compensation, promotion, demotion, transfer, lay-offs, terminations, leave of absence, and training opportunities.

2.4 Loyalty

MPO employees are expected to be loyal to the MPO and not take positions, whether publicly or privately, that would be detrimental to the MPO or its interests.

2.5 Restriction on Employment of Relatives

A. Scope

It is the policy of the Lee County MPO to assure that all appointments and promotions by the MPO are made solely on an objective evaluation of ability, merit and/or fitness and are conducted in a non-discriminatory manner without regard to other factors, such as familial status. This policy applies to all MPO applicants for regular, temporary and part-time employment and present employees.

B. Authority

The MPO's policy regarding the restriction on employment of relatives is based upon Section 112.3135 of the Florida Statutes which prohibits appointment, employment, promotion or advancement, of specified relatives by any public official who is vested with or delegated the authority to appoint, employ, promote or advance, or is in a position to recommend an individual for appointment, employment, promotion or advancement.

C. MPO Policy

The employment of relatives at certain levels of the MPO or in positions where one might have influence over the other's status or job security is regarded as a potential violation of this policy. No family member (i.e., spouse, child, parent, brother, sister, aunt, uncle, niece, nephew, first cousin, son/daughter-in-law, brother/sister-in-law, mother/father-in-law, step father/mother, step

son/daughter, step brother/sister, half-brother/sister) of a MPO employee or elected official shall be employed by the MPO in a position in which they are directly supervised by a family member. No person shall be employed as an employee in the same department as a member of his or her family. Any employee who falls within the scope of this section by their relationship with another employee after they were hired is exempt from the provisions of this section provided the Director and MPO Board reviews the circumstance and determines that no conflict exists.

The Board may waive the provision of this section in the case of unforeseen and unusual circumstances that is in the best interest of the MPO. This section applies to all natural, adoptive, or step relationships.

2.6 Agreements and Contracts

Employees shall not enter into agreements or contracts on behalf of the MPO without the authorization of the Director.

2.7 Salary

Salary for MPO employees shall be set by the Director. Periodic salary reviews and adjustments are at the sole discretion of the Director. Salary is subject to funding being appropriated by the MPO Board within the MPO's budget(s).

2.8 Work Hours

The Director shall establish a work week consisting of forty (40) hours per week, excluding meal times. MPO employees are generally expected to be at work during the regularly established work week for their respective positions (which may vary depending on position, assignment and/or work location). However, MPO employees that are exempt from coverage under the Fair Labor Standards Act are expected to work as many hours in a given week as are necessary to complete that employee's assigned duties and responsibilities, regardless of the specific work hours assigned to that position by the Director. Attached in appendix A, is the Work Week Hours Form, to be completed and signed by each employee. This form will be approved by the Director and will be placed in the employee's personnel file.

SECTION 3: RULES OF WORK

3.1 Work Attire

MPO employees should dress in a professional manner consistent with good hygiene, safety and good taste. Employees whose jobs require them to come in contact with vendors, government officials or the public are expected to wear apparel consistent with that worn by persons dealing with the public in similar capacities. The MPO follows a ***business casual dress code*** Monday – Thursday unless circumstances dictate otherwise. Casual dress is permissible Friday, but must be governed by good personal judgment based on the individual employee's duties for the day.

3.2 Attendance and Tardiness

Regular attendance and punctuality by employees are considered essential ingredients in the continuing success of the MPO. Therefore, in order to insure fair, impartial, equitable and consistent treatment for all employees, the MPO has instituted this attendance and tardiness policy. It is intended to reduce absenteeism and tardiness and thereby decrease unnecessary costs, increase efficiency and contribute to higher standards of quality in MPO customer service.

Employees are expected and required to be in attendance and prepared to work at their scheduled starting time and designated work locations during their assigned hours. Employees are also expected to remain at work for the entire work period excluding rest and meal periods. Late arrival, early departure, and other personal absences are disruptive and should be avoided.

An employee who is not at work when required or during scheduled hours shall be considered unexcused, unless such absence is approved by the Director or designee. Any unexcused absence is cause for discipline, up to and including termination. An employee who is absent without authorization for more than three (3) consecutive working days shall automatically be deemed to have resigned his or her position with the MPO without notice and shall forfeit his or her rights to any benefit.

The MPO recognizes that some absences may be unavoidable due to bona fide sickness or emergencies beyond the control of the employee, and the MPO has made reasonable provision for such occasions in this policy.

In cases of excessive tardiness, absences, failure to report to work as scheduled or abuse of leave policies, it may be necessary to correct such problems by counseling and other disciplinary action up to and including termination.

In the event an employee cannot report to work as scheduled or assigned, the employee must so notify his or her supervisor as early as possible but no later than ~~one (1) hour~~ 30 minutes before the start of his or her ~~shift~~ scheduled workday. It is the responsibility of the employee to make the call. Supervisors shall not accept calls from an employee's friends, family or co-workers unless an employee is physically unable to make the call, in which case such condition shall be medically documented.

In all cases of an employee's absence or tardiness, the employee shall provide management personnel with the truthful reason for the absence or tardiness and, if applicable, the probable duration of absence. If the duration of the absence cannot be readily ascertained, the absent employee will be required to call his or her supervisor daily to report on the status of his or her absence.

3.3. Professional Development

MPO employees are encouraged to participate in professional development activities of their respective disciplines. Payment or reimbursement for attendance of conferences, seminars, executive education, ~~degree education~~, and the like shall require the prior written approval of the Director. For degree education payment or reimbursement prior approval must be in writing by the MPO Director and the MPO Executive Committee.

3.4 Travel

A. General Information

The Lee County MPO travel policy applies to all MPO employees and interns traveling on official business paid for by the Lee County MPO and the travel expenses will be paid or reimbursed in accordance with applicable Florida Statutes and the policies of the MPO.

Employees and interns traveling on official business for the Lee County MPO are expected to use reasonably priced lodging accommodations with every effort being made to use a DEP designated Green Lodging hotel (or one under application for designation and they can be found at www.dep.state.fl.us/mainpage/programs/green lodging.htm) and are required to use economy or tourist class air travel fares. Travelers must indicate on the Travel Form, No. 300-000-01 when a Green lodging hotel is used. If a traveler does not use a Green Lodging hotel, or one under application for designation, then justification explaining the reasons another facility was used must be included on the travel form. Justification should consider cost, location and other applicable factors. Under no circumstances are travelers on Lee County MPO business permitted to accept gratuitous upgrades to first class if the situation would conflict with the Code of Conduct Policy.

Pre-planning by management to obtain advance registration discount rates and minimizing the number of staff who will attend the same training session will contribute toward cost control.

Travel, whether by public transportation, privately owned automobile or a for-hire conveyance, shall be over the most direct, practical route. Any deviations from a direct route must be explained on the voucher and approved by the Director or designee.

B. Travel and Training Guidelines

All travel covered by this policy must be for the direct benefit of the Lee County MPO. All employees and interns are required to attend applicable training sessions offered during normal business hours and adhere to all travel and rules of conduct policies. Employees whose travel expenses will be reimbursed by an outside agency must so indicate on the appropriate FDOT Travel Form.

C. Travel Authorization

Travel during work hours for employees at the MPO's expense (except the Director) must be authorized in advance of travel by the MPO Director. The Director's overnight travel shall be approved by the Chair of the MPO. Specific expenses and/or conditions of travel must be pre-authorized by the designated official as described below:

- Car rental.
- Training to maintain professional certification or license, i.e., Continuing Professionals Education (CPE).
- Travel to meetings for positions held in a professional organization.
- Technical training necessary to complete the job assignment.

- General training for job performance enhancement.

In an emergency situation when the employee cannot obtain prior written authorization, verbal approval will be obtained, and travel documents shall be completed immediately upon the employee's return to work.

D. Pre and Post-Travel Accountability

Although travel costs have been included in the Lee County MPO budget, employees shall obtain written approval to travel, attend meetings, etc., before making any commitment to pay registration fees, to purchase a transportation ticket or to incur any other cost. Each employee shall complete a FDOT Travel Form (Form 300-000-01; Page One) for estimated individual expenses and submit it to the appropriate authorizing official. A meeting program or brochure shall be attached to the travel authorization request. In no event shall a travel form be submitted for approval unless funds to pay the proposed travel are available in the applicable UPWP Task.

When the travel form has been approved and funds certified as available, the employee or intern is then authorized to be absent from work, to incur expense and to be reimbursed, (but not in excess of travel request form), and to initiate invoices to prepay room deposits, registration or tuition fees, and tickets on common carriers.

Within ~~ten (10)~~ three (3) business days of completing travel the employee will submit the FDOT Travel Form (DFS-C1-500). Receipts for hotels, public transportation, convention registration fees, car rental, tolls, and similar items must be attached to the appropriate reimbursement form. All items for which a receipt cannot or was not obtained must be explained in writing. Any item without a receipt, other than straight per diem for meals at the FDOT rates, is subject to denial. Miscellaneous expenses must be itemized. Completed forms should be submitted to the Director or the Board Chairman or Vice Chairman as the authorizing official.

S/he should review the forms before approving and obtain explanation on any questionable item. If costs exceed the amount of expense authorized by the appropriate official, and the traveler requests reimbursement for the additional amount, the authorizing official should provide a complete explanation and a recommendation to the Director or designee. All forms must be submitted to the Director or designee, within ~~ten (10)~~ three (3) working days of completing travel. The Director, or his/her designee, will review the expenses for acceptability. If additional information is needed for approval, the form shall be returned to the traveler for revision.

E. Transportation

Travelers are expected to use the travel mode that is most advantageous to the MPO. This would include using bus or airport van service to and from terminals or extended parking at terminals versus use of a common carrier. The traveler is permitted mileage from point of departure (home or work location) whichever one is the shorter distance. If the employee must use a cell phone while driving on

MPO Business, s/he must stop safely, secure the vehicle and then make or take the call. There are **NO** exceptions, including hands-free phones. This applies to everyone: employees and volunteers.

F. Private Vehicles

Whenever travel is by a privately owned vehicle, the traveler shall be entitled to a mileage allowance at the prevailing FDOT rate. Where two or more authorized persons travel in one private vehicle, only the person supplying the vehicle shall receive transportation reimbursement. For travel, mileage shall be allowed per the DOT's Official Highway Mileage. Vicinity mileage necessary for the conduct of official business is allowable, but must be shown as a separate item on the expense voucher. Employees deviating from the most direct route will have to bear the extra cost. By order of the Governor, no employee will drive a vehicle without first fastening his/her seat belt and ensure that the other occupants also comply.

G. Taxicabs

Reimbursement for taxicabs to and from airports, train stations, etc., will be made only when receipts are provided.

H. Car Rentals

Prior approval must be received from the appropriate official if the traveler must rent a car. Car rentals must be mid-size or smaller. Any upgrades must be paid by the traveler and will not be reimbursed by the MPO. Individuals on MPO business who rent vehicles shall purchase rental insurance.

I. Airline

Airline reservations may be acquired if approved by the appropriate official and should be made with at least a 14 day advance purchase for better pricing. Air travelers shall attach their boarding passes and ticket stub to the appropriate reimbursement form for final accountability.

J. Reimbursable Local Travel

Travelers within a distance of eighty miles shall not be reimbursed for lodging unless extenuating circumstances exist and then only when justifiable cause is documented in writing and pre-approved by the Director. Employees must complete the FDOT Travel Form (Form 300-000-01; Page Two A) to be reimbursed for local travel mileage. Reimbursement shall be at the prevailing FDOT rate if the expense is reimbursable to FDOT.

K. Lodging

Expenses may vary in different areas traveled to, but all expenditures must be reasonable. The approving official is responsible for the reasonableness of amounts authorized. Any excessive charges will be subject to denial at the Director's discretion.

When traveling in the State of Florida, the ~~advance check should be made payable~~ reservation should be made with a Purchase Order Form in advance to the hotel, motel, lodge, etc., to ensure exemption of sales tax. When lodging is not paid in advance, the traveler must seek exemption from tax on hotel room rentals. All travelers will be provided a Tax Exempt Certificate. If the hotel does not honor the tax exemption, please indicate on your travel form that the certificate was presented to the hotel but was denied. Sales tax reimbursement may be denied to the employee if exemption was available.

L. Meals

Employees who engage in daily, routine travel are not reimbursed for meals. Reimbursement for meals and tips without receipts is based on FDOT guidelines that follow F.S. 112.061. Alcoholic beverages are not reimbursable. Same day travel by employees or interns allows reimbursement for reasonable meal expenses. There are also time guidelines for meal allowances, that is, travel must start or finish by certain times for a meal allowance; a traveler is not allowed to be reimbursed on a per diem basis for same day travel. Current rates and time guidelines are based on FDOT guidelines that follow F.S. 112.061

A daily per diem rate based on FDOT guidelines that follow F.S. 112.061, in lieu of the meals and tips may be authorized by the Director provided that the per diem rate per day does not exceed the amount permitted for meals and tips. If breakfast, lunch or dinner is provided by the airline, hotel, seminar, etc., then the daily per diem rate will not be an option. If meals are provided, such as those included as part of hotel registration, by an airline or as part of a seminar, it should be noted on the reimbursement form as meals furnished. No one shall be reimbursed for any meal, lodging or other expense included in a fee paid by the MPO.

M. Other

Registration fees for functions related to Lee County MPO business may be reimbursed when an employee is expected to attend due to the nature of the position. Any travel over eighty miles by personal or rental vehicle requires prior written approval by the Director. Approval to use a personal or rented vehicle provides the traveler(s) a substitute for an airline ticket; therefore, “en-route” expenses other than gasoline/vehicle expense will not be reimbursed, and mileage cost beyond the cost of economy or coach airfare will not be reimbursed. Travel time in excess of the most advantageous mode of travel to the Lee County MPO will be chargeable as personal time off to the employee(s).

Unallowable expenses include dry cleaning, laundry, toiletries, newspapers, movies, etc.

3.5 Personal Property

The MPO shall not be responsible for the personal property of MPO employees.

3.6 Reporting Contact Changes

MPO employees shall notify the Director of changes of home address, home and cellular telephone numbers immediately upon such changes occurring.

3.7 Conflicting Outside Employment or Enterprise

MPO employees shall not engage in any outside employment or enterprise without the prior written approval of the Director. Such approval is at the sole discretion of the Director, and if given, may be withdrawn at any time with or without cause.

3.8 Political Participation

While on duty, MPO employees shall refrain from all political activities which undermine public confidence in professional administrators.

3.9 Financial Disclosure

MPO employees shall comply with financial disclosure as provided in Florida Statute(s) when and where applicable.

3.10 Gifts

MPO employees shall not accept gifts, either monetary or non-monetary, as consideration for the performance of their duties or that are intended to influence them in the performance of their duties (gifts shall be returned to sender).

3.11 Discounts

MPO employees shall not solicit discounts for goods or services as a result of their position with the MPO other than those discounts that are available to the general public. In addition, MPO employees shall not accept discounts for goods or services as consideration of the performance of their duties or that are intended to influence them in the performance of their duties.

3.12 Fundraising

MPO Employees shall not raise funds for any purpose from those who have contracts with the MPO, or others as a result of their position with the MPO.

3.13 Disclosure of Information

MPO employees shall not furnish or use MPO information that is not available to the general public for personal advantage. This does not limit, hinder or prevent disclosure of such information in performing official duties by those employees specifically charged with such responsibilities or so designated.

3.14. Solicitations

The MPO may limit solicitation in the office by any organization or individuals, whether or not members of our staff, unless prior approval is given by the Director. The MPO recognizes that employees have interests in events and organizations outside the workplace. Employees may not solicit or distribute literature related to these activities during working hours. The MPO bulletin boards and website are for

displaying MPO business information and other organization data. Posting written solicitations is restricted.

3.15. Media

All inquiries should be directed to the Director or designee. If unavailable, take the party's name, affiliation and phone number and assure him/her that the call will be returned as soon as possible.

3.16 Communications

The organization is responsible for transportation planning and prioritizing in Lee County. The organization interfaces with the Federal Transit Administration; the Federal Highway Administration; the Florida Department of Transportation; many federal, state and local representatives; and the residents of the aforementioned counties. Effective communication is necessary for the organization to be successful in its mission.

3.17 Conduct Unbecoming of MPO Employees

MPO employees shall refrain from conduct that is unbecoming of their association with the MPO. Such conduct includes, but is not limited to, conduct that would damage the reputation of the MPO or be detrimental to the interests of the MPO.

3.18 Drugs and Alcohol

MPO employees are prohibited from using or being under the influence of alcohol and nonprescription drugs during their regular working hours. The use of prescription drugs by Employees shall be limited to the named individual, the prescribed dosage, and the strict observance of all precautions on the container's label.

3.19 Drug Free Workplace

A. Policy

It is the MPO's intent to maintain a "drug free" workplace pursuant to Fla. Stat. Ann. § 112.0455. The MPO prohibits the consumption, possession, manufacture, distribution, dispensing or being under the influence of alcoholic beverages or controlled substances, as described in Florida Statute Chapter 893, during working hours.

The purposes of this policy are as follows:

(a) To establish and maintain a safe, healthy working environment for all employees;

(b) To ensure the reputation of the MPO and its employees as good, responsible citizens worthy of the responsibilities entrusted to them;

(c) To reduce the incidence of accidental injury; and

(d) To provide assistance in rehabilitating any employee who seeks the MPO's help in overcoming an addiction to, dependence upon, or problem with alcohol or drugs.

Any employee, who feels that he or she has developed an addiction to, dependence upon, or problem with alcohol or drugs, legal or illegal, is encouraged to seek assistance. Rehabilitation and the cost thereof is the responsibility of the employee. Any employee seeking medical attention for alcoholism or drug addiction may use any accrued Paid Time Off for rehabilitation. The employee must provide certification that he or she is continuously enrolled and actively participating in a treatment program. Upon successful completion of treatment, the employee will be returned to active status without reduction in pay.

Any employee suffering from an alcohol or drug problem who rejects treatment or who leaves a treatment program prior to being properly discharged will be immediately terminated. No employee will be eligible for an assistance program more than once. Any subsequent abuse of alcohol or illegal use of controlled substances will result in the immediate termination of the employee. Controlled substances are defined by regulation 21 CFR 1308.11 through 1308.15. Any employee believed to be under the influence of alcohol, illegal drugs, or controlled substances on the basis of reasonable suspicion will be suspended from work and be required to submit to a drug/alcohol screening and evaluation. If the screening reveals positive results, the employee shall seek an appropriate facility for treatment. The costs of such treatment shall be borne by the employee. A positive drug/alcohol screening result is considered a major infraction of MPO regulations. Refusal to submit to a drug/alcohol screening will result in dismissal.

No alcoholic beverages, illegal drugs, or controlled substances will be used while on the job. Violation will result in immediate termination of employment. Possession of illegal drugs or unlawful possession of controlled substances will also result in immediate termination of employment.

The illegal use of a controlled substance or possession of illegal drugs while off-duty will result in disciplinary action up to and including termination. The illegal sale, trade or delivery of controlled substances by an employee to another person is cause for termination and referral to law enforcement authorities. The "occasional" or "recreational" use of controlled substances will not be excused.

Applicants for employment will be required to submit to a pre-employment drug screen to detect possible current illegal use of controlled substances. Applicants whose examinations indicate current illegal use of controlled substances will not be hired. In addition, it is the MPO's desire to improve worker compensation cost control, increase productivity and safety, decrease absenteeism, decrease health care costs, and increase overall employee morale. The MPO is also a Drug and Alcohol Free Workplace pursuant to Chapter 440, Florida Statutes. As part of the Drug and Alcohol Free Workplace program, the MPO will reserve the right to require employees to submit to a drug and alcohol test when reasonable suspicion exists to believe that the employee may be using and/or abusing controlled substances, narcotic drugs or alcohol.

All current and/or future employees must notify the MPO in writing of his/her conviction for violating a criminal drug statute no later than five (5) calendar days after that conviction.

3.20 Firearms and Weapons

A. General

With the exception of sworn law enforcement officers, MPO employees while on official work duty for the MPO are prohibited from possessing, and/or carrying firearms or weapons on their persons, concealed or otherwise, unless authorized by the Director. A threat to use a weapon or possession thereof, including any type of firearm, is not permitted in the workplace at any time.

B. Definition

For purposes of this section the following definitions shall apply:

(a) Official work duty shall mean the period which includes the time the employee enters the work area at the beginning of the work period to the time the employee leaves the work area at the end of the work period.

(b) Weapons and firearms shall mean all objects capable of being used to kill or inflict bodily harm when used for such purpose including, but not limited to any firearm, gun, pistol, rifle, sword, flammable agent, explosive device, or electric weapon. This definition includes any unsheathed knife that is used in a threatening manner or in any manner other than for official work duty.

C. Employee Responsibility

Any employee who becomes aware of another employee possessing an unauthorized weapon at the workplace should notify a supervisor immediately. The supervisor should contact the Director or the local Police Department, where appropriate. The local Police Department should determine the proper response to the situation and advise the supervisor and the Director of the appropriate action. Unauthorized possession of a firearm or weapon by an employee on duty is an offense of the most serious nature and will result in disciplinary action, up to and including termination of employment.

3.21 Smoking

Smoking is not allowed inside the Lee County MPO office and is only permitted at the designated areas of our lease space. Employees who violate this policy will be subject to disciplinary action, up to and including dismissal.

3.22 Criminal Background Check and Driving History

The MPO reserves the right to perform or cause to have performed a criminal background check and a driving history investigation of any MPO employee at any time.

3.23 Criminal Arrest or Conviction

MPO employees shall immediately notify the Director of their arrest or conviction of a criminal offense, whether a felony or misdemeanor no later than five (5) calendar days after that arrest or conviction.

3.24 Communication Devices

Communications devices, to include but not limited to computers, cell phones, Blackberry's or the like, that are assigned to MPO Employees are for the primary use of MPO business and de minimis personal use, and such devices shall not be used for outside employment or enterprise. Personal use is defined as all use which is not for the business of the MPO. If an MPO employee wishes to use their personal computing devices for conducting MPO business they must understand their responsibilities for using personally-owned devices and be aware of restrictions on use for those who are eligible for overtime pay. In order to receive approval for use of personal/mobile computing devices, employees must follow the guidelines below:

1. The MPO is not responsible for the personal property of MPO employees or any related fees/costs associated with usage.
2. The employee must sign the document titled "Request to Use Personally Owned Computer or Mobile Computing Device" (Appendix B). This document can be attained from the MPO Director or designee. The document covers employee responsibilities for using personal devices, including restrictions on use for employees who are eligible for overtime pay.
3. The MPO Director must approve the "Request to Use Personally Owned Computer or Mobile Computing Device" document via signature.

3.25 Electronic Mail

E-mail is a system of communication whereby written messages are electronically transmitted from one computer station to other computer stations. MPO personnel shall use the e-mail system primarily for work-related purposes. The MPO reserves the right to review and monitor employee e-mail to insure compliance with this policy. Employees found in violation of this policy shall be subject to disciplinary action.

3.26 Internet Use

A. Policy

Use of the internet on MPO computers on MPO time for non-MPO business should be kept to a minimum. Employees are further required to comply with the provisions set forth below:

1. Performance of Job Responsibilities

Employees should use the Internet to accomplish job responsibilities more effectively and for business and work-related communication only. Examples of job related responsibilities are: accessing external databases, searching online public access information, disseminating documents to individuals or groups, and gaining access to software user support information.

2. Professional Development

The Internet may be used to pursue professional and career development goals. Examples of appropriate use include: communicating with members of work related professional organizations, reviewing information on professional or career development topics.

3. Privacy and Confidential Information

Internet accounts are to be accessed only by the authorized user of the account. Confidentiality of passwords and user accounts must be protected. Employees must discontinue their Internet connection when leaving their PC. Individual users can be held accountable for use of an internet account by others. Employees will have no expectation of privacy in both sending and receiving electronic messages and information on the Internet. Employees on the Internet will respect the privacy of other users and will not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or represent themselves as another user.

4. Copyright Laws

Employees must comply with copyright, licensing, contract, local, state, and federal licensing laws for materials, software and other media. In addition, employees should obtain appropriate approval prior to making information available via Internet services.

5. Security

Employees are prohibited from developing programs that harass other users or infiltrate a computer or computing system or that damage or alter software components of a computer or computing system.

6. Lawfulness

Transmitting any material in violation of any U.S., State or local law, ordinance, regulation or policy is prohibited. This policy prohibits unlawful or inappropriate communications, including but not limited to sexually, racially, or ethnically offensive comments, jokes, slurs, disparagement of, or threats to others.

B. Prohibited Uses of the Internet

(a) Illegal Activities

(b) Threats

(c) Harassment

(d) Slander

(e) Defamation

(f) Obscene, pornographic or suggestive images or offensive graphical images

(g) Political endorsements

(h) Commercial activities

(i) Using non-business software including games or entertainment software

(j) Downloading and installing programs without proper authorization

(k) Activities resulting in, or relating to, personal gain or for profit enterprise

(l) Using internet resources for personal use (for example MYSPACE, FACEBOOK, CRAIGSLIST, TWITTER AND ONLINE CHATTING)

C. Right to Monitor

The MPO reserves the right to monitor Internet communication and activity at any time, without prior notice, and to access and examine information in an employee's computer at any time to ensure that system is being used in accordance with these policies. Employees are hereby notified that their individual online or Internet activities may be automatically logged by a network surveillance system and later reviewed by authorized MPO personnel for compliance review purposes.

D. Violation of Policy

Violations of this policy may result in termination of access to the Internet, and may also result in disciplinary or legal action up to and including termination of employment, and/or criminal or civil penalties or other legal action against the employees.

3.27 MPO Equipment

All equipment shall be signed out and in by all employees. Circumstances will be reviewed on a case-by-case event if MPO equipment is lost, damaged or stolen to determine if the employee will be held liable for its replacement or repair. If equipment is lost, damaged or stolen due to negligence or intentional destruction the employee will be held liable up to an amount which equals the applicable insurance coverage deductible or the equipment value, whichever is less.

3.28 Computer Software

The Lee County MPO purchases and licenses certain computer software for business purposes, does not own the copyright to the software and follows the authorized use. Employees shall not load any software not purchased by the Lee MPO on their computers. This includes downloading files from the Internet such as screen savers, games, music, etc. The screen saver password must be enabled at all time and set to less than thirty (30) minutes. Employees should not share their user ID's or their passwords.

3.29 Compliance with Law

MPO employees are expected to comply with any and all federal, state and local law while on and off duty. If any provision herein conflicts with any federal, state and/or local law, the conflicting policy provision shall be superseded by such law.

3.30 Compliance with and Enforcement of Policies of the MPO

MPO employees shall comply with and enforce any and all policies of the MPO while on and off duty. If any policy of the MPO conflicts with any federal, state and/or local law, the conflicting policy provision shall be superseded by such law.

3.31 Discipline

The Director may discipline MPO employees for such reasons to include, but not limited to, violation of established policies, violation of law, failure to perform duties, failure to follow directives, damage to MPO property. Discipline may include, but not be limited to, counseling, written reprimand, suspension without pay, and termination of employment.

First Offense: MPO Director will speak with the employee about this issue raised and notify them of the situation at hand. This will be documented by the Director and placed in the employee's personnel file.

Second Offense: MPO Director will hold a formal conference with the employee ~~and the current MPO Chairman or designee~~ to address the situation at hand. This meeting will require formal written documentation to be signed by the employee and MPO Director with the consequences of the actions taken included in the documentation. Once the documentation is signed by both parties it shall be filed in the employee's personnel file.

Third Offense: The MPO Director will set a formal hearing with the MPO Chairman or designee and the employee to discuss options of administrative leave without pay or termination.

3.32 Americans with Disabilities Act of 1990

The MPO is committed to complying with all applicable provisions of the Americans with Disabilities Act (the "ADA"). It is the MPO's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability. Consistent with this policy of non-discrimination, the MPO will provide reasonable accommodations to a qualified individual with a disability, as defined in the ADA, who has made the MPO aware of his or her disability, provided such accommodation does not constitute an undue hardship to the MPO. The MPO is also committed to not discriminating against any person who is related to or associated with a person with a disability. This policy is neither exhaustive nor exclusive. The MPO will take all other actions necessary, to ensure equal opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Any employee or job applicant who has questions regarding this policy or believes that he/she has been discriminated against based on a disability may notify the ADA contact. All such inquiries or complaints will be treated as confidential, and will only be disclosed on a need-to-know basis.

3.33 Discrimination and Harassment

A. Generally

It is the policy of the MPO that all employees enjoy a work environment free from discrimination and/or harassment. Discrimination and harassment are forms of misconduct which undermine the integrity of the employment relationship, lower morale, and interfere with work effectiveness. This directive applies equally to any discrimination or harassment based on race, gender, national origin, religion, age, disability, marital status, or any other legally protected status. Discrimination and harassment are illegal and will not be tolerated.

It is expected that all employees act responsibly in fulfilling the MPO's commitment to working in an environment totally free of discrimination and/or harassment. To that end, it is also expected that employees will prudently avail themselves of the mechanisms provided by this directive. To the extent any provision of this directive is inconsistent with any other MPO personnel policy or directive, the provisions of this directive will control with respect to claims of discrimination and/or harassment.

It is the responsibility of all staff to insure that discrimination and/or harassment does not take place. At a minimum, the Director is required to immediately correct any problems that may arise. The Director is responsible for maintaining a work environment that is free from discrimination and/or harassment, as well as any other conduct which creates a hostile work environment for any individual.

The MPO recognizes that invalid, unfounded or false accusations of discrimination and/or harassment can have serious effects on innocent individuals. Therefore, the MPO shall thoroughly, and as confidentially as possible, investigate any and all complaints of discrimination and/or harassment to determine the most appropriate disposition.

Harassment and discrimination participants fall into three categories: the alleged offender, the alleged victim and any witnesses. Any of the three can be found in violation of this directive. Violation of this directive includes participating in discriminatory and/or harassing practices, permitting subordinate employees to engage in such practices, filing false charges or malicious complaints, or retaliating against employees who report instances of discrimination and/or harassment. This directive constitutes a "zero tolerance" policy. Appropriate disciplinary action shall be taken against any and all individuals who violate this directive. In accordance with the MPO's existing progressive discipline policy, any violation of this policy shall constitute an offense for which disciplinary action may include immediate termination from employment.

B. Unlawful Harassment-Generally

MPO employees shall not commit acts of sexual or other unlawful harassment and shall not create, or cause to be created, a hostile work environment in the performance of their work for the MPO.

The MPO does not and will not tolerate harassment of MPO employees. The term "harassment" includes but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age, or disability. "Harassment" also includes sexual advances, requests for sexual favors, unwelcome or offensive touching, unnecessary comments as to another's sexual preferences or behavior, and other verbal, graphic, written (e.g., e-mails or text messages) or physical conduct of a sexual nature.

No employee should be subjected to derogatory verbal or nonverbal references regarding his or her race, gender, national origin, religion, age, disability, or any other legally protected status. No employee, male or female, should be subjected to unsolicited, offensive and unwelcome sexual overtures or conduct (verbal or physical). Such conduct, whether committed by supervisors or non-supervisory personnel, is specifically prohibited by state and federal law, as well as by this directive.

C. Sexual Harassment

Sexual harassment refers to unwelcome behavior of a sexual nature that is personally offensive, deliberate and repeated. It includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such harassment may be verbal, nonverbal or physical, and is illegal when:

(a) Submission to such conduct is made implicitly either a term or condition of employment;

(b) Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting the individual; and/or

(c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which interferes with work effectiveness. Some behavior that may be acceptable in social settings is not appropriate in the work place and is considered insulting and demeaning to the victim. In addition, no one should imply, joke about, or threaten that an applicant or individual's employment, assignment, compensation, advancement, career development or any other term or condition of employment is subject to submission or acquiescence to sexual harassment.

Acts of sexual or other unlawful harassment or that give rise to a hostile work environment shall be immediately reported to the Director by anyone who has knowledge of such activities. Complaints of harassment will be investigated promptly and in as confidential a manner as permitted by law.

Any MPO employee bringing a complaint of harassment or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment. Nor shall any employee take any action against a complainant that is intended to discourage the complaint. Retaliation by any MPO employee against the complainant could result in disciplinary action, up to, and including, termination.

D. Complaint Procedure

The following procedures should be followed when an employee thinks he or she is the victim of discrimination and/or harassment:

(a) Step One

Anyone who believes that he or she may have been subjected to discrimination and/or harassment should, whenever reasonably possible, first inform the offending party that such behavior is offensive and will not be tolerated.

(b) Step Two

An employee who believes that he or she is the victim of sexual harassment or that he/she is being unreasonably interfered with by such conduct is required to promptly report the conduct to the Director, without fear of reprisal. “Promptly” means within five (5) business days of the event giving rise to the employee’s complaint.

(c) Step Three

The employee may file a formal, written complaint to the Director. A form for the filing of such complaints, which should be used in all but the most exceptional circumstances, is available from the Director.

If the Director is the offending party, the employee may file the written complaint directly with the Board Chair.

(d) Step Four

If an employee notifies the Director of such a problem, the Director shall notify and shall provide a copy of the complaint form submitted by the employee to the MPO Attorney and MPO Designee.

E. Investigation of Complaints

Complaints will be investigated in as confidential and timely a manner as possible and in accordance with the Public Records Law, 119.07, Florida Statutes. Information concerning an active complaint will not be released by the MPO to third parties or to anyone within the MPO who is not directly involved in the investigation, except as may otherwise be required by law or by a court of competent jurisdiction. The purpose of this provision is to protect the confidentiality of an employee who files a complaint, to encourage the reporting of all instances, and to protect the reputation of any employee charged with discrimination and/or harassment. All participants involved in an investigation are expected to maintain their involvement in or discussion of the investigation confidential, except insofar as disclosure is required in obtaining or being represented by legal counsel. The failure to abide by this confidentiality requirement constitutes a violation of this directive.

Disciplinary action taken as a result of discrimination or harassment will become part of the personnel file of the offending employee and is subject to disclosure pursuant to Public Records Law.

The investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. Tape recorded statements may be taken of any or all of the individuals involved. All employees will be guaranteed fair and impartial treatment, and shall be protected from

coercion, intimidation, interference or discrimination for filing a complaint or participating in an investigation.

A determination will be made as to whether a complaint is sustained, not sustained or unsubstantiated. A complaint is sustained when there is sufficient evidence presented to reasonably establish that the allegations or charges made are true. A complaint is not sustained when there is sufficient evidence presented to reasonably determine that the allegations or charges made are not true. Finally, a complaint is unsubstantiated when there is insufficient evidence presented to reasonably determine whether the allegations or charges are true or false.

If a complaint is sustained, the offender will be subject to disciplinary action which may include termination from employment. Any supervisor is under a continuing duty to take immediate

Remedial action to stop or prevent discrimination and/or harassment. If the supervisor fails to take such action, and the misconduct was known, or should have been known, to him or her, the supervisor in question shall be terminated from employment. Even if the investigation fails to disclose the existence of any discrimination or harassment, the MPO reserves the right to nonetheless take action. Such action may include counseling, a reminder of the MPO's directive, or a written warning. Additional mandatory training will be provided if, in the MPO's discretion, such training is necessary.

F. Follow Up

Once an investigation has been concluded, the MPO will continue to monitor the employees involved in discrimination or harassment complaints to ensure that no future incidents of discrimination or harassment occur.

G. Retaliation

The Policy prohibits retaliation against employees who bring complaints of discrimination and/or harassment or who assist in investigating such complaints. Any employee bringing a complaint of discrimination or harassment or assisting in the investigation will not be adversely affected in terms and conditions of employment. Nor shall any employee take any action against a complainant that is intended to discourage the complaint. Retaliation by any employee against the complainant could result in disciplinary action, up to, and including, termination.

SECTION 4: BENEFITS

MPO Employee benefits are active 30 days after start date of employment.

4.1 Holidays

The MPO Board approves holidays and determines when they will be observed. At the present time the organization will observe the following holidays:

The days listed below are designated as official Lee County MPO holidays:

New Year's Day

Martin Luther King Day

Presidents Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Day After Thanksgiving

Christmas Eve Day (half day; holiday will commence at 1:00 p.m.)

Christmas Day

If one of the above holidays falls on a Saturday, it shall be observed on the preceding Friday. If one of the above holidays falls on a Sunday, it shall be observed on the following Monday. If Christmas Eve Day falls on a Friday, it shall be observed on that day and the corresponding Christmas Day holiday shall be observed on the following Monday.

4.2 Medical Insurance

The MPO will pay ~~a portion~~ 100% of coverage for the employee and 70% coverage towards dependent coverage. The percentage paid by the MPO is evaluated annually and is subject to change.

4.3 Disability Insurance

The MPO will provide to each MPO employee, at the MPO's expense, long-term disability insurance in an amount equal to the MPO employee's salary, to the extent permitted by law, during any disability which the Employee may incur. Where a waiting period is provided within a policy, the MPO employee may use accrued Paid Time Off (see section 5.1) during the waiting period.

4.4 Life Insurance

The MPO will provide to each MPO employee, at the MPO's expense, ~~life insurance equal to their base annual earnings. The value of employer provided group term life up to $50,000 is excluded from an employee's income. The value of coverage exceeding $50,000 must be included in an employee's income and is subject to social security and Medicare taxes, but is not subject to federal income tax withholding. The employee must pay the federal income tax owed with his or her personal income tax return.~~ Group term life insurance of $50,000. Additional life insurance coverage is available at the

employees expense. Included in the Group life Insurance is an Accidental Death and Dismemberment policy. The Lee County MPO pays the total cost of this benefit.

4.5 Continuation of Group Health Insurance Coverage

Employees and their dependents ("qualifying beneficiary") who would otherwise lose insurance coverage in any MPO's sponsored group health plan because of a "qualifying event" are eligible for continuation coverage under the MPO's group policy pursuant to the Florida Health Insurance Coverage Continuation Act ("Mini-COBRA"). Mini-COBRA applies to employers employing fewer than 20 eligible employees.

The law provides continuation coverage equal to the coverage applicable to active employees for a limited time period. However, under the law, employees must pay the full premium amount plus an administrative fee (which may be up to 115% of the group rate).

"Qualified beneficiary" includes:

(a) A covered employee, except if the employee is terminated for gross misconduct;

(b) The spouse of the covered employee;

(c) The dependent child of the covered employee.

"Qualifying events" include the following:

(a) A covered employee's termination of employment for any reason other than gross misconduct;

(b) A covered employee's hours are reduced to fewer than the number of hours required for coverage under the plans;

(c) A covered employee's death;

(d) A covered employee's legal separation or divorce from their spouse;

(e) A covered employee becomes entitled to Medicare; or

(f) A covered dependent child ceases to qualify as dependent under the terms of the plan.

If either the employee or their dependent children elect to continue coverage through the MPO's Group Insurance Plan, the continuation coverage will be identical to the coverage provided all other employees and dependents covered by the plans for whom a qualifying event has not occurred. No evidence of insurability will be required in order to continue coverage.

The maximum continuation period for a qualified beneficiary is 18 months, except in the event of total disability; in which case, up to 29 months can be granted. Continuation coverage will be terminated before the end of the maximum period of continuation coverage and cannot be reinstated for any covered person if the following occur:

(a) Payment for the coverage is not received on a timely basis;

(b) The maximum continuation period ends;

(c) They become covered by another group plan through employment;

(d) They become entitled to Medicare benefits; or

(e) The MPO ceases to provide the coverage for any employee.

The qualified beneficiary must give written notice to the insurance carrier within 63 days after the occurrence of a qualifying event.

The insurer, not the MPO, is responsible for complying with the laws notice requirements. Concerned employees and retirees should contact the Executive Director or designee for additional detailed information concerning cost, election, conversion and notice provisions.

Continuation of benefit provisions are subject to changes in state or federal law.

4.6 Pension Plan

Employees are members of the Florida Retirement System (FRS) pension plan. For plan benefits employees are directed to review the information available on the FRS web site or to contact the FRS Pension Plan Administrator. Should FRS be amended to authorize mandatory or permissive employee contributions, the MPO intends to require and/or permit its employees to make such contributions to the FRS pension plan.

4.7. Employee Assistance Program

The MPO does not offer an employee assistance program at this time.

4.8 Professional Organizations

The MPO will pay the cost of membership in professional organizations if that membership is necessary to achieve MPO tasks and goals, at the discretion of the Director.

4.9 Workers' Compensation

All MPO employees are covered under Workers' Compensation. Such coverage begins immediately upon employment. All injuries, no matter how minor they appear, must be reported to the employee's immediate supervisor.

If an on-the-job injury requires medical treatment, it must be reported immediately to the Director, or designee, who will complete the necessary paperwork to be submitted to the designated insurance company who will process it with the State Bureau of Workers' Compensation.

If the work related injury requires the employee to miss work for an extended period of time, Workers Compensation benefits are available to the affected employee. Florida Statute 440.12(1) provides that

no Workers' Compensation payments are allowed for the first seven (7) days of a disability claim; however, if the injury results in disability of more than twenty-one (21) days, compensation shall be allowed from the commencement of the disability. Florida Statute 440.12(2) defines the claim benefit available. Employees do not earn PTO while on Workers' Compensation. In addition, payroll deductions are not allowed while on Workers' Compensation. Employees should make arrangements to pay for benefits normally provided through payroll deductions or these benefits may be lost (health insurance, etc.).

Employees returning to work from an industrial disability must present written evidence from their physician which gives the medical diagnosis of the industrial disability and certifies their ability to resume their duties.

SECTION 5: LEAVES OF ABSENCE

5.1 Paid Time Off (PTO)

Regular full-time and regular part-time employees (24-39 hours/week) earn Paid Time Off ("PTO"). Temporary employees, contract employees, interns and part-time (under 24 hours/week) employees are not eligible to earn personal leave. PTO is intended for vacations, illnesses other than those covered by long-term disability and other needs. PTO leave shall be accrued on an hourly basis per bi-weekly pay period based on the number of years in the FRS without a break in service. The following accrual rates apply:

Continuous and Credible Service Paid Time Off per Bi-Weekly Pay Period

Years of Credible FRS Service	**Full-Time Employees**	**Part-Time Employees (24-39 hours/week)**
Up to five (5) years	8 hours	4 hours
Five (5) years to 10 years	9 hours	4.5 hours
Over 10 years	10 hours	5 hours

PTO off is earned based on hours worked, as leave must be fully earned and posted to the employee's account before it can be taken. Thus, employees cannot take leave in the same pay period in which the leave is earned.

1) MPO Employees may use credited PTO for any purpose (i.e., vacation, hospitalization, illness, family emergency, personal business, etc.). Employees may take only that amount of leave that has been credited to them. Use of uncredited personal time off will not be authorized even though the leave would have posted by the end of the pay period. Leave will be accrued per pay period.

2) MPO employees shall notify the Director of their absence due to illness within the first 30 minutes of the scheduled work day.

3) MPO employees who have been absent for an extended period of time due to illness may be required to present correspondence from a physician stating that they are able to return to work and under what conditions/limitations, if any.

4) Precedence in choosing a vacation period shall be ~~governed normally by job seniority but must be at a period~~ approved by the Director in keeping with the needs of the Lee County MPO.

5) Normally vacation is limited to no more than two (2) consecutive weeks. Special approval ~~of~~ by the Director is needed for PTO that will exceed two (2) consecutive weeks and must be coordinated to ensure the efficient operation of the Lee County MPO.

6) Holidays occurring while an employee is on PTO are to be counted as holidays, not personal leave.

8) Employees may accrue up to 480 hours of PTO. Employees retiring from the Lee County MPO shall be paid for his/her credited leave that has accrued up to their last day of employment up to a cap of 200 hours.

10) Inclement weather conditions, fires or power failures that result in the employee being late or absent from work will result in use of PTO unless the entire office is closed or opening late. When the office is officially closed due to emergency conditions, the time off from scheduled work will be paid without requiring the use of PTO.

11) Religious Holidays may be observed by employees if the PTO is approved by the Director.

12) In case of death of an employee, payment for unused personal time off up to a cap of 200 hours shall be made to the employee's beneficiary, estate or as provided by law.

13) It shall be the ~~Office Manager's~~ MPO Designees responsibility to keep accurate and up-to-date personal leave records on each employee. Annotations for personal leave used must also be made by the employee on their timesheets.

~~14) Employees may accrue up to 200 PTO hours by the end of the fiscal year (June 30). Any PTO over 200 hours will be lost if not used by the end of the fiscal year (June 30).~~

Employees who terminate prior to completing six (6) months will not be paid for any accrued personal time off. An employee does not accrue personal time off for any period in which said employee is on any unpaid status. Employees start to accrue PTO after the first 30 days of employment.

5.2 Jury Duty

MPO employees called for jury duty shall notify the MPO Director of same, and shall be paid their regular earnings while serving on jury duty.

5.3 Family and Medical Leave

The MPO recognizes that a MPO employee may need to be absent from work for family and/or medical reasons. Although the MPO does not employ the requisite number of employees (i.e., 50 employees)

necessary for its employees to be entitled to protected leave under the federal Family and Medical Leave Act (FMLA), the MPO intends to grant unpaid leaves in accordance with the requirements of applicable state and federal laws including FMLA in effect at the time the leave is granted.

A. Eligibility

To be eligible for a leave of absence under the FMLA, a MPO employee must: (a) have been employed by the MPO for at least 12 months; and (b) have worked at least 1,250 hours in the previous 12 months.

Only hours actually worked are counted towards the 1,250-hour requirement. Paid leave of any kind does not constitute "hours worked."

B. Reasons for Taking Leave

A MPO employee may request FMLA leave for any of the following reasons:

(a) to care for your child after birth or after a child is placed with you for adoption or foster care within the 12 months following birth or placement;

(b) to care for your spouse, son or daughter, or parent, who has a serious health condition; or

(c) for your own serious health condition which makes you unable to perform your job duties.

C. Serious Health Condition

"Serious health condition" is defined by law and includes, but is not limited to:

(a) Any period of incapacitation or treatment connected with inpatient care i.e., an overnight stay in a hospital, hospice or residential medical care facility, and any period of incapacitation or subsequent treatment in connection with such inpatient care;

(b) "Continuing treatment" by a healthcare provider, which includes a period of incapacitation (i.e., inability to work, attend school or perform other regular daily activities of four or more consecutive calendar days); or

(c) Any period of incapacitation due to pregnancy or for prenatal care.

Conditions such as the common cold, the flu, ear aches, upset stomachs, minor ulcers, muscle strains or soreness, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions which generally do not satisfy the definition of "serious health condition" absent additional medical complications.

D. Length of Leave Allowed

The maximum time an MPO employee is allowed to take leave, if eligible, is 12 workweeks in a 12-month period. The MPO will use a "rolling" 12-month period measured backward from the date the Employee begins a leave to determine how much leave time is available to such Employee, unless

another calculation is required by law. Under some circumstances, MPO employees may take family/medical leave intermittently, which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule. For purposes of record keeping, FMLA leave requests shall be for a period of not less than one (1) hour increments, and additional increments shall be in not less than one (1) hour.

E. Medical Certification

The MPO requires medical certification if a MPO employee requests leave because of his/her own or a family member's serious medical condition. The MPO may also require a second or third medical opinion regarding the Employee's own serious health condition at the MPO's expense.

F. Job Benefits and Protection

During an approved leave under this section, a MPO employee must continue to pay his/her portion of any premium payments for medical, vision, dental, life and long-term disability insurance for his/herself or his/her dependents on the same terms as if the Employee had continued working. If a MPO employee does not return to work from a leave allowed by this policy, such MPO employee will be required to repay to the MPO the premium amounts that the MPO paid during the MPO employee's leave and the MPO is entitled to take legal action to recover such payments if necessary.

G. Reinstatement

Under most circumstances, upon submitting an acceptable healthcare provider release to return to work from family/medical leave, a MPO employee will be reinstated to the same job, or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. However, a MPO employee has no greater right to continued employment or reinstatement than if the MPO employee had been continuously employed. For example, employment may be terminated in conjunction with layoff or job elimination during a leave the same as if the MPO employee was not on a leave.

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered part of the 12 workweek leave entitlement.

An MPO employee taking leave under this section shall notify the Executive Director at least two weeks prior to the end of such leave of his/her availability to return to work. A MPO employee's failure to return from a leave or to contact the Executive Director on the scheduled date of return may be considered an employee-initiated termination.

H. Pay Status During Leave

Leave under the FMLA is unpaid. MPO employees shall be required to exhaust available accrued paid leave as part of the 12 weeks provided by the FMLA. The MPO has the right to inquire of any MPO employee the purpose underlying use of paid leave in order to determine if the leave is being used for an FMLA qualifying purpose. A MPO employee must make a reasonable effort to schedule foreseeable FMLA leave so as to avoid unduly disrupting the MPO's operations. Any leave taken under a disability

plan (whether present or future) for an FMLA qualifying reason shall also be counted against the MPO employee's 12-week entitlement under the FMLA. It is the MPO's responsibility in most circumstances to designate leave, whether paid or unpaid, as FMLA-qualifying leave based on information provided by the Employee before or during the leave period. Consequently, the MPO Executive Director, or designee, may request substantiating documentation from the Employee in order to determine whether the employee qualifies for FMLA leave. Under limited circumstances, the MPO may designate paid leave as FMLA leave shortly after an Employee's return to work.

I. Requesting Family and Medical Leave

MPO employees should contact the Executive Director as soon as they become aware of the need for family/medical leave.

The following procedure will apply when requests for family/medical leave are made:

(a) If the event necessitating the leave becomes known to the Employee more than 30 calendar days before the need for leave, the MPO employee must provide notice as soon as they learn of the need for leave, and the leave request must be submitted in writing at least 30 days before the time the leave is needed.

If the need for leave is not foreseeable, the MPO employee must provide as much advance notice as possible, with a written notice no later than five working days after learning of the need for leave.

If the leave is needed for a planned medical treatment or supervision, the MPO employee must make a reasonable effort to schedule the treatment or supervision to avoid disruption to the MPO's operations, subject to the approval of the healthcare provider of the individual requiring the treatment or supervision.

Failure to provide reasonable notice when need for leave is foreseeable may result in the denial of leave for a reasonable period.

(b) If the leave is needed to care for a sick child, spouse, or parent, or if leave is needed because of your serious health condition, the Employee must return a completed certification of Health Care Provider form within 15 calendar days. If a completed form is not returned within 15 days, then the leave will be denied.

(c) In cases where both spouses are employed by the MPO and the leave requested is for the birth, adoption or foster care of a child, the MPO will not grant more than 12 workweeks total of family/medical leave.

The MPO may require recertification from the healthcare provider in certain circumstances.

The MPO will require certification by the MPO employee's healthcare provider that the MPO employee is fit to return to their job. Failure by the MPO employee to provide certification by the healthcare

provider of the Employee's fitness to return to work will result in the Employee's being denied reinstatement until such time as the certification is obtained.

The MPO will review the request for approval. Decisions will take into account staffing, seasonal deadlines, economic conditions, scheduling, as well as other operational considerations.

J. Additional Military Leave Entitlement (Injured Service member Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member is entitled to take up to 26 weeks of leave during a single 12 month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single 12 month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12 month period. The single 12 month period begins on the first day an eligible employee takes leave to care for the injured service member.

A "covered service member" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness as defined in the FMLA regulations.

5.4 Leave for Victims of Domestic Violence

An employee who is a victim of domestic violence or has a family or household member who is a victim of domestic violence may take up to three (3) working days of paid leave time within a 12- month period. Family or household member is defined as spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married.

Employees may use the leave time to:

(a) seek an injunction for protection against domestic violence or an injunction for the protection in cases of repeat violence, dating violence, or sexual violence;

(b) obtain medical care and/or medical health counseling for the employee, a family member, or household member to address physical or psychological injuries resulting from domestic violence;

(c) obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence; and/or

(d) make the employee's home secure from the perpetrator or seek new housing or escape the perpetrator.

5.5 Military Leave

Leave for active military service or for active state duty ("Active Military Leave") shall be granted in accordance with Chapter 115, Florida Statutes, and the Uniformed Services Employment and Reemployment Rights Act (the "USERRA"). Active military service as used herein shall signify active duty with any branch of the Florida defense force or federal service in training or on active duty with any branch of the Armed Forces or Reservists of the Armed Forces, the Florida National Guard, the Coast Guard of the United States, or other services as provided in Sections 115.08, 115.09 and 115.14, Florida Statutes.

MPO employees who are ordered to active military service shall be granted leave beginning with the date they are ordered to active military service, and ending on the date they are required under the USERRA to apply for re-employment.

Active Military Leave shall be with full pay and benefits for the first thirty (30) calendar days.

The MPO shall continue to provide all health insurance and other existing benefits to employees on Active Military Leave as required by the USERRA.

An eligible employee who is a commissioned reserve officer or reserve enlisted personnel in the United States military or naval service or member of the National Guard is entitled to leaves of absence from his/her respective duties, without loss of pay, for the first seventeen (17) working days of that training period in a calendar year in accordance with section 115.07, Florida Statutes. Any absence for training purposes in excess of seventeen (17) working days shall be charged to appropriate accrued paid leave, or to leave without pay if an employee has no such leave accumulated.

COMMITTED EMPLOYEE WORK WEEK HOURS

(Appendix A)

Each employee shall establish a work week consisting of forty (40) hours per week, excluding meal times. MPO employees are generally expected to be a work during the regularly established work week (Monday – Friday, 8 a.m. – 5 p.m.), for their respective positions (which may vary depending on position, assignment and/or work location). However, MPO employees that are exempt from coverage under the Fair Labor Standards Act are ***expected to work as many hours in a given week as are necessary to complete that employee's assigned duties and responsibilities by the deadlines, regardless of the specific work hours assigned to that position by the Director***.

Employee Name: _____

Committed work hours (Hours may be changed as needed with Director Approval):

	Start Time	Lunch	End Time	Total Hours
Monday		□ 30 mins □ 60 mins		
Tuesday		□ 30 mins □ 60 mins		
Wednesday		□ 30 mins □ 60 mins		
Thursday		□ 30 mins □ 60 mins		
Friday		□ 30 mins □ 60 mins		
			Total Week Hours	

By signing below, I am acknowledging that I agree to the above Work Week Hours. If I am not able to meet these times then I will notify the MPO Director by phone within the first 30 minutes of my scheduled workday, failure to do so will result in disciplinary action.

_____ _____

Employee Signature Date

_____ _____

Director Approval Date

REQUEST TO USE
PERSONALLY OWNED COMPUTER OR MOBILE COMPUTING DEVICE

Acknowledgment of Security Use and Responsibilities

(Appendix B)

The purpose of this document is to request to use a personally owned computer or mobile computing devise (referred to as "device") to conduct MPO related business and the inherent responsibilities associated with such use.

By requesting to use my personally owned device to conduct MPO related business, I acknowledge and understand the following provisions:

1. The MPO is not responsible for protecting, replacing, or repairing my device.
2. The MPO is not responsible for any fees associated with use of personal device without prior MPO Director approval.
3. I will ensure that my device is properly protected, using anti-virus software with the latest updates and definitions, including real time protection, if available. The MPO is **NOT** responsible for supplying anti-virus software.
4. I will ensure that data exchanged with the MPO does not contain viruses or malware.
5. I will ensure that the latest operating system updates are applied to my device, including all applicable security patches.
6. I will ensure that all MPO documents or other MPO business information stored or maintained on the device will be copied to an MPO system or service to meet public records requirements.
7. I will not store any MPO confidential or exempt information on my device.
8. All devices connected to the MPO network and systems and used for business purposes will be subject to audit and inspection in the event of an MPO investigation or public records request.
9. If my device is lost or stolen, I will immediately report it to the MPO Director or designee.
10. If my employment is terminated with the MPO, or I choose to temporarily or permanently transfer the ownership of my device, or it is reported lost or stolen, I agree to authorize the MPO to remove all of the MPO related software, data, e-mail, or any other MPO related information from my device.
11. I will comply with state and federal regulations, both existing and future, relating to information technology security and not use this access in any improper or unauthorized manner. Failure to comply may lead to disciplinary action up to and including termination of employment or termination of contracts.

12. If I am eligible to receive overtime pay, I will not use my device to conduct any MPO business, including review of MPO electronic mail, except during my scheduled work hours, unless I have obtained prior written permission from my supervisor. I understand that any violation of this requirement may result in disciplinary action, including dismissal from my employment with the MPO.

I have read and understand the provisions listed above and acknowledge my acceptance by signing below.

_____	_____
Employee Signature	Director Approval
_____	_____
Employee Name Printed	Director Name Printed
_____	_____
Date Signed	Date Approved

LEE COUNTY MPO
ACKNOWLEDGEMENT/RECEIPT OF PERSONNEL POLICY MANUAL

I have this day received a copy of the Lee County MPO Personnel Manual and I understand that I am responsible for reading the policies and practices described within. I understand that this Personnel Manual replaces any and all prior policies and practices of the MPO.

I agree to abide by the policies and procedures contained therein. I understand that the policies and benefits contained in this Policy Manual may be added to, deleted, or changed by the Lee County MPO at any time. I understand that neither this Personnel Manual nor any other written or verbal communication by a management representative is intended to in any way create a contract of employment, and that this Policy Manual is for informational purposes only.

I also understand that the MPO abides by employment-at-will, which permits the MPO or the employee to terminate the employment relationship at any time, for any reason, with or without notice. The MPO will not modify their policy of employment-at-will in any case.
I understand that I am responsible for reading and following these procedures.

If I have any questions regarding the content or interpretation of this Personnel Manual, I will bring them to the attention of the Director.

_____ _____

Employee Signature Date

_____

Employee Name Printed

REVIEW EXISTING REVENUE DATA AND PROVIDE STAFF DIRECTION ON THE DEVELOPMENT OF 2040 LRTP REVENUES AND THE DEVELOPMENT OF INFRASTRUCTURE COSTS

RECOMMENDED ACTION: Review the existing revenue projections from the development of the 2035 Long Range Transportation Plan (LRTP) and provide input and staff direction on the development of the 2040 LRTP revenues and infrastructure costs.

At the end of the February MPO Board meeting, the Board had a discussion about the Florida MPOAC Long Range Transportation Plan revenue short falls and the development of the LRTP as transportation funds are declining. The discussion also included getting more involved in the development of the estimated 2040 transportation revenues, development of project costs and the development of maintenance costs. The Board voted to have the MPO Chair work with the MPO staff on the development of LRTP revenues and infrastructure costs and since that time we have discussed including the Executive Committee to help provide review, input and direction as part of this process.

Back when this item was discussed in February, the MPO staff had expected that the State and Federal Revenues projections through 2040 would be provided by the end of May. But last week at the MPOAC meeting, we were informed that our first statewide video conference on the State and Federal revenues will not be until August. Every five years, the FDOT provides revenue projections for the development of the LRTP by MPO area which includes a breakdown by funding type (consistent with the current Federal Highway Bill) in five increments of time out through 2035. Also provided as part of this process, is the inflation factors that should be used to inflate the funding out to Year of Expenditure (YOE) in five year blocks of time when the project or revenue would be projected to be spent. **Attached** is a breakdown of the revenues that were used for the development of the 2035 LRTP revenues (Federal/State and Local Jurisdiction revenue estimates). Also to help provide more recent revenue conditions, **attached** for the Committee's discussion, are some recent draft changes to Lee County's short term revenue projections along with the description of Capital Improvement Program (CIP) policy questions that the Board is being asked because of the reduced revenues.

The MPO revenues include an amount of federal funds for each MPO area based on the population broken down by different funding types. The funding types, such as enhancement funds, have since changed due to the passage of MAP-21 last year (now called TA funds). In addition to the amount of funds that are used for the different capacity, bicycle/pedestrian or other types of projects, the FDOT provides an amount of funding that will be spent on maintenance statewide and it is included as an appendix that is included in all of the LRTP's across the state. This time around, based on the input and discussion with the Federal Highway Administration (FHWA), the FDOT will be providing the funding that will be going to maintenance through 2040 by FDOT

District. About 50% of the State and Federal revenues are spent on maintenance and operations projects. The amount of funding that goes to maintenance for each of the local jurisdictions are provided by each of the local jurisdictions as part of the request for local revenue data.

The local revenues are requested by the MPO staff of each of the local jurisdictions and the revenues that are provided include what portion of the overall transportation revenues can be used for capacity related projects. The remaining revenues that can be used on capacity projects are then compared with the various Needs projects to determine what cost feasible projects can be planned to be done and when they can be projected to be done. All of this is within the restrictions of what pots of money can be used on what types of projects. For instance, impact fees depending on how the local ordinance is written, can only be used for capacity adding projects and not for maintenance projects.

The development of capacity related project costs for planned projects that are included in the MPO LRTP are developed using a program that includes standard average costs for each type of project (**attached** is a spreadsheet type of project and cost per centerline mile). This is used for any project where there are no better cost estimates available either from the local jurisdiction or FDOT. All of the project costs are inflated to the time period that the project phase is planned to be done. The inflation factors that are used are agreed to statewide and are consistently used in each of the MPO plans. The cost estimate program is agreed to by all of the MPO's in the District and it will be updated as part of the 2040 LRTP development process.

COUNTYWIDE CAPACITY REVENUES
(In YOE Dollars)

Revenue Source	2011-2015	2016-2020	2021-2025	2026-2030	2031-2035
SIS/FIHS Roads	$87,319,991	$117,942,000	$328,319,250	$146,832,210	$0
Product Support[1a]	$60,604,000	$181,212,400	$0	$13,230,000	$0
Other Arterial Roads[2]	$29,400,000	$90,000,000	$100,900,000	$108,500,000	$118,500,000
Product Support[1b]	$5,880,000	$18,000,000	$20,180,000	$21,700,000	$23,700,000
Federal Urban Allocation (XU)	$8,700,000	$23,600,000	$25,600,000	$26,700,000	$27,000,000
Product Support[1b]	$1,740,000	$4,720,000	$5,120,000	$5,340,000	$5,400,000
Federal Surface Enhancement Program (SE)[3]	$1,200,000	$3,000,000	$3,000,000	$3,000,000	$3,000,000
Local Expressway/Bridge Authority Roads	$0	$0	$0	$0	$0
Local Roads	$0	$0	$0	$0	$0
Transit	$23,600,000	$50,500,000	$56,600,000	$63,100,000	$68,900,000
New Starts	$0	$0	$0	$0	$0
TRIP[4]	$37,900,000	$83,500,000	$80,700,000	$80,700,000	$80,700,000
Aviation	$0	$0	$0	$0	$0
Seaports/Maritime	$0	$0	$0	$0	$0
Total Federal/State Funds[5]	**$149,019,991**	**$282,042,000**	**$511,419,250**	**$345,132,210**	**$214,400,000**
9th Cent Fuel Tax[6]	$16,599,474	$19,531,591	$23,019,007	$27,144,324	$32,028,309
LOGT #1 (6 Cents)	$57,224,581	$87,360,462	$111,091,377	$137,773,694	$171,190,276
LOGT #1 (5 Cents)	$34,791,905	$64,667,967	$98,025,215	$124,391,485	$152,967,969
Transportation Impact Fees	$28,326,601	$53,781,815	$85,965,847	$99,996,102	$138,069,504
General Revenues	$1,737,599	$0	$0	$0	$0
Toll Surplus	$14,236,062	$37,123,708	$115,957,453	$172,639,373	$229,542,013
Transit	$637,000	$740,000	$857,000	$994,000	$1,152,000
Total Local Funds	$153,553,222	$263,205,543	$434,915,899	$562,938,978	$724,950,071
Annual Debit	$22,856,731	$26,423,372	$6,921,132	$0	$0
Adjusted Local Funds	**$130,696,491**	**$236,782,171**	**$427,994,767**	**$562,938,978**	**$724,950,071**

Notes

[1a]Product support includes PD&E and Engineering Design

[1b] Product support includes PD&E and Engineering Design. As per 2035 Revenue Forecast Handbook, MPOs have been advised to assume that 20% of estimated Other Arterials and TMA funds will be available from the statewide "Product Support" estimates for PD&E and PE.

[2] The "Other Arterials Roads" category does not include facilities operated by local expressway or bridge authorities, including those that are a part of the Florida Highway System

[3] For informational purposes only; these estimates are included under "Other Arterial Roads"

[4] For informational purpose; these are districtwide TRIP funds not included in an FDOT Work Program as of April 1, 2008.

[5] Total does not include TRIP estimates; SE funds are only counted once as part of "Other Arterial Roads" funds

[6] 9th Cent and State Shared Revenues have been used interchangebly

CAPACITY REVENUES - LEE COUNTY
(In YOE Dollars)

Revenue Source	2011-2015	2016-2020	2021-2025	2026-2030	2031-2035
9th Cent Fuel Tax[6]	$15,491,724	$18,155,231	$21,257,360	$24,889,535	$29,142,332
LOGT #1 (6 Cents)	$42,176,071	$49,427,446	$57,872,959	$67,761,525	$79,339,722
LOGT #1 (5 Cents)	19,746,664.00	23,448,287.00	42,173,185.00	53,306,496.00	62,414,809.00
Transportation Impact Fees	14,255,647.00	16,739,847.00	19,637,924.00	23,085,191.00	27,085,199.00
General Revenues	$0	$0	$0	$0	$0
Toll Surplus (Cape Bridges)	$14,236,062	$12,022,707	$79,861,059	$129,976,639	$179,132,242
Toll Surplus (Sanibel Causeway)	$0	$25,101,001	$36,096,394	$42,662,734	$50,409,771
Transit	$637,000	$740,000	$857,000	$994,000	$1,152,000
Total Local Funds	**$106,543,168**	**$145,634,519**	**$257,755,881**	**$342,676,120**	**$428,676,075**

CAPACITY REVENUES - Bonita Springs
(In YOE Dollars)

Revenue Source	2011-2015	2016-2020	2021-2025	2026-2030	2031-2035
9th Cent Fuel Tax[6]	$1,107,750	$1,376,360	$1,761,647	$2,254,789	$2,885,977
LOGT #1 (6 Cents)	$3,930,459	$4,969,195	$6,360,233	$8,140,668	$10,419,503
LOGT #1 (5 Cents)	2,956,583.00	3,737,945.00	4,784,317.00	6,123,601.00	7,837,795.00
Transportation Impact Fees	11,860,735.00	27,345,456.00	35,000,331.00	44,798,053.00	57,338,472.00
General Revenues	$0	$0	$0	$0	$0
Toll Surplus	$0	$0	$0	$0	$0
Transit[1]	$0	$0	$0	$0	$0
Total Local Funds	$19,855,527	$37,428,956	$47,906,528	$61,317,111	$78,481,747
Debt Service	$13,549,107	$15,644,673	$6,921,132	$0	$0
Adjusted Local Funds	**$6,306,420**	**$21,784,283**	**$40,985,396**	**$61,317,111**	**$78,481,747**

[1] Transit contributions to LeeTran is included in the transit portion of the Lee County Capital Revenues table

CAPACITY REVENUES - Cape Coral
(In YOE Dollars)

Revenue Source	2011-2015	2016-2020	2021-2025	2026-2030	2031-2035
9th Cent Fuel Tax[6]	$0	$0	$0	$0	$0
LOGT #1 (6 Cents)	$6,128,229	$25,786,209	$37,540,151	$49,593,908	$65,014,955
LOGT #1 (5 Cents)	$0	$22,082,165	$31,724,338	$40,605,004	$51,971,654
Transportation Impact Fees	$0	$6,969,502	$27,882,981	$27,751,959	$48,114,444
General Revenues	$0	$0	$0	$0	$0
Toll Surplus	$0	$0	$0	$0	$0
Transit	$0	$0	$0	$0	$0
Total Local Funds	**$6,128,229**	**$54,837,876**	**$97,147,470**	**$117,950,871**	**$165,101,053**

CAPACITY REVENUES - Fort Myers
(In YOE Dollars)

Revenue Source	2011-2015	2016-2020	2021-2025	2026-2030	2031-2035
9th Cent Fuel Tax[6]	$0	$0	$0	$0	$0
LOGT #1 (6 Cents)	$0	$0	$0	$0	$0
LOGT #1 (5 Cents)	$8,879,527	$11,375,127	$14,559,392	$18,635,035	$23,851,582
Transportation Impact Fees	$2,022,135	$2,529,731	$3,237,884	$4,144,272	$5,304,387
General Revenues	$0	$0	$0	$0	$0
Toll Surplus	$0	$0	$0	$0	$0
Transit	$0	$0	$0	$0	$0
Total Local Funds	$10,901,662	$13,904,858	$17,797,276	$22,779,307	$29,155,969
Debt Service	$9,307,624	$10,778,699	$0	$0	$0
Adjusted Local Funds	**$1,594,038**	**$3,126,159**	**$17,797,276**	**$22,779,307**	**$29,155,969**

CAPACITY REVENUES - Fort Myers Beach
(In YOE Dollars)

Revenue Source	2011-2015	2016-2020	2021-2025	2026-2030	2031-2035
9th Cent Fuel Tax[6]	$0	$0	$0	$0	$0
LOGT #1 (6 Cents)	$2,219,790	$3,113,511	$4,606,627	$6,815,781	$10,084,358
LOGT #1 (5 Cents)	$263,891	$370,138	$547,641	$810,268	$1,198,840
Transportation Impact Fees	$188,084	$197,279	$206,727	$216,627	$227,002
General Revenues	$0	$0	$0	$0	$0
Toll Surplus	$0	$0	$0	$0	$0
Transit[1]	$0	$0	$0	$0	$0
Total Local Funds	**$2,671,765**	**$3,680,928**	**$5,360,995**	**$7,842,676**	**$11,510,200**

[1] Transit contributions to LeeTran is included in the transit portion of the Lee County Capital Revenues table

CAPACITY REVENUES - Sanibel
(In YOE Dollars)

Revenue Source	2011-2015	2016-2020	2021-2025	2026-2030	2031-2035
9th Cent Fuel Tax[6]	$0	$0	$0	$0	$0
LOGT #1 (6 Cents)	$2,770,032	$4,064,101	$4,711,407	$5,461,812	$6,331,738
LOGT #1 (5 Cents)	$2,945,240	$3,654,305	$4,236,342	$4,911,081	$5,693,289
Transportation Impact Fees	$0	$0	$0	$0	$0
General Revenues	$1,737,599	$0	$0	$0	$0
Toll Surplus	$0	$0	$0	$0	$0
Transit[1]	$0	$0	$0	$0	$0
Total Local Funds	**$7,452,871**	**$7,718,406**	**$8,947,749**	**$10,372,893**	**$12,025,027**

CITY OF BONITA SPRINGS
DEBT SERVICE AND TRANSPORTATION REVENUE PROJECTIONS

The following analysis assumes no new revenue sources or increases to existing tax rates or impact fee rates will be implemented by the City as we do not have any plans for such changes currently in place. Also, the following forecasts are provided in *Current Year Dollars*. Please note the revenue and expenditure forecasts are estimates based upon historical data and other economic data. As such, the estimates may not be reflective of operating results.

Fiscal Year[A]	Road Impact Fees for Capital[1] (in 2010 dollars)	Road Impact Fees for Capital[1] (in YOE dollars)	5 Cent Gas Tax[2] (in 2010 $)	5 Cent Gas Tax[2] (in YOE $)	6 Cent Gas Tax[3] (in 2010 $)	6 Cent Gas Tax[3] (in YOE $)	Municipal Revenue Share Distribution[4] (in 2010 $)	Municipal Revenue Share Distribution[4] (in YOE $)	General Fund Revenues-Road Maintenance (excluding transit)[5] (in 2010 $)	General Fund Revenues-Road Maintenance (excluding transit)[5] (in YOE $)	General Fund Revenues-Transit only[6] (in 2010 $)	General Fund Revenues-Transit only[6] (in YOE $)	Total Transportation Revenues (in 2010 $)	Total Transportation Revenues (in YOE $)	Annual Debt Service[7] (in 2010 $)	Annual Debt Service[7] (in YOE $)	Maintenance and Transit[8] (in 2010 $)	Maintenance and Transit[8] (in YOE $)	Net Available for Capital Projects (in 2010 $)	Net Available for Capital Projects (in YOE dollars)
FY 2009	$ 1,113,000	$ 1,062,915	$ 601,880	$ 574,795	$ 804,550	$ 768,345	$ 277,340	$ 264,860	$ 1,034,670	$ 988,110	$ 185,000	$ 176,675	$ 4,016,440	$ 3,835,700	$ 2,451,953	$ 2,341,615	$ 1,219,670	$ 1,164,785	$ 344,818	$ 329,301
FY 2010	1,060,000	1,060,000	570,900	570,900	758,950	758,950	250,650	250,650	1,055,000	1,055,000	172,000	172,000	$ 3,867,500	$ 3,867,500	$ 2,451,851	2,451,851	1,227,000	$ 1,227,000	188,650	$ 188,650
Sub Total	2,173,000	2,122,915	1,172,780	1,145,695	1,563,500	1,527,295	527,990	515,510	2,089,670	2,043,110	357,000	348,675	7,883,940	7,703,200	4,903,803	4,793,465	2,446,670	2,391,785	533,467	517,950
FY 2011	1,000,000	1,040,000	542,355	564,049	721,003	749,843	218,066	226,788	1,055,000	1,097,200	172,000	178,880	$ 3,708,423	$ 3,856,760	$ 2,448,553	2,546,495	1,227,000	$ 1,276,080	32,871	$ 34,185
FY 2012	1,500,000	1,614,600	515,237	554,601	684,952	737,283	189,717	204,211	1,055,000	1,135,602	172,000	185,141	$ 4,116,907	$ 4,431,438	$ 2,446,215	2,633,106	1,227,000	$ 1,320,743	443,692	$ 477,590
FY 2013	2,000,000	2,217,384	525,542	582,664	698,651	774,589	193,511	214,544	1,055,000	1,169,670	172,000	190,695	$ 4,644,705	$ 5,149,547	$ 2,444,626	2,710,337	1,227,000	$ 1,360,365	973,079	$ 1,078,845
FY 2014	2,000,000	2,283,906	536,053	612,147	712,624	813,783	197,382	225,400	1,055,000	1,204,760	172,000	196,416	$ 4,673,059	$ 5,336,412	$ 2,441,574	2,788,162	1,227,000	$ 1,401,176	1,004,485	$ 1,147,074
FY 2015	4,000,000	4,704,845	546,774	643,122	726,877	854,961	201,329	236,806	1,076,100	1,265,721	175,440	206,355	$ 6,726,520	$ 7,911,809	$ 2,440,894	2,871,007	1,251,540	$ 1,472,076	3,034,086	$ 3,568,726
Sub Total	10,500,000	11,860,735	2,665,961	2,956,583	3,544,108	3,930,459	1,000,005	1,107,750	5,296,100	5,872,953	863,440	957,486	23,869,613	26,685,967	12,221,861	13,549,107	6,159,540	6,830,439	5,488,212	6,306,421
FY 2016	4,080,000	4,942,911	557,709	675,664	741,414	898,222	205,356	248,788	1,097,622	1,329,767	178,949	216,796	$ 6,861,050	$ 8,312,147	$ 2,435,752	2,950,907	1,276,571	$ 1,546,563	3,148,728	$ 3,814,677
FY 2017	4,161,600	5,193,022	568,864	709,852	756,243	943,672	209,463	261,377	1,119,574	1,397,053	182,528	227,766	$ 6,998,271	$ 8,732,741	$ 2,434,426	3,037,780	1,302,102	$ 1,624,819	3,261,744	$ 4,070,143
FY 2018	4,244,832	5,455,789	580,241	745,771	771,368	991,422	213,652	274,602	1,141,966	1,467,744	186,178	239,291	$ 7,138,237	$ 9,174,618	$ 2,432,326	3,126,215	1,328,144	$ 1,707,034	3,377,767	$ 4,341,369
FY 2019	4,329,729	5,731,852	591,846	783,507	786,795	1,041,588	217,925	288,497	1,164,805	1,542,011	189,902	251,399	$ 7,281,002	$ 9,638,854	$ 2,429,232	3,215,905	1,354,707	$ 1,793,410	3,497,062	$ 4,629,538
FY 2020	4,416,323	6,021,883	603,683	823,152	802,531	1,094,292	222,284	303,095	1,188,101	1,620,037	193,700	264,120	$ 7,426,622	$ 10,126,580	$ 2,430,320	3,313,866	1,381,801	$ 1,884,157	3,614,500	$ 4,928,557
Sub Total	21,232,484	27,345,456	2,902,342	3,737,945	3,858,351	4,969,195	1,068,680	1,376,360	5,712,069	7,356,611	931,257	1,199,372	35,705,182	45,984,939	12,162,055	15,644,673	6,643,326	8,555,983	16,899,801	21,784,283
FY 2021	4,504,650	6,326,591	615,756	864,804	818,581	1,149,663	226,729	318,432	1,211,863	1,702,011	197,574	277,484	$ 7,575,154	$ 10,638,985	$ 2,427,345	3,409,104	1,409,437	$ 1,979,495	3,738,372	$ 5,250,386
FY 2022	4,594,743	6,646,716	628,071	908,563	834,953	1,207,836	231,264	334,544	1,236,101	1,788,133	201,525	291,525	$ 7,726,657	$ 11,177,317	$ 2,427,796	3,512,029	1,437,626	$ 2,079,658	3,861,236	$ 5,585,631
FY 2023	4,686,638	6,983,040	640,633	954,536	851,652	1,268,953	235,889	351,472	1,260,823	1,878,612	205,556	306,276	$ 7,881,190	$ 11,742,889	-		1,466,379	$ 2,184,888	6,414,812	$ 9,558,001
FY 2024	4,780,370	7,336,382	653,445	1,002,836	868,685	1,333,162	240,607	369,257	1,286,039	1,973,670	209,667	321,774	$ 8,038,814	$ 12,337,080	-		1,495,706	$ 2,295,444	6,543,108	$ 10,041,636
FY 2025	4,875,978	7,707,603	666,514	1,053,579	886,059	1,400,620	245,419	387,941	1,311,760	2,073,538	213,860	338,055	$ 8,199,590	$ 12,961,336	-		1,525,620	$ 2,411,593	6,673,970	$ 10,549,743
Sub Total	23,442,378	35,000,331	3,204,420	4,784,317	4,259,931	6,360,233	1,179,909	1,761,647	6,306,586	9,415,964	1,028,183	1,535,115	39,421,406	58,857,607	4,855,141	6,921,132	7,334,768	10,951,079	27,231,497	40,985,396
FY 2026	4,973,497	8,097,607	679,845	1,106,890	903,780	1,471,491	250,328	407,571	1,337,995	2,178,459	218,138	355,161	$ 8,363,582	$ 13,617,180	-		1,556,133	$ 2,533,620	6,807,449	$ 11,083,560
FY 2027	5,072,967	8,507,346	693,442	1,162,899	921,856	1,545,948	255,334	428,194	1,364,755	2,288,689	222,500	373,132	$ 8,530,854	$ 14,306,209	-		1,587,255	$ 2,661,821	6,943,598	$ 11,644,388
FY 2028	5,174,427	8,937,818	707,310	1,221,741	940,293	1,624,173	260,441	449,861	1,392,050	2,404,496	226,950	392,013	$ 8,701,471	$ 15,030,103	-		1,619,000	$ 2,796,509	7,082,470	$ 12,233,594
FY 2029	5,277,915	9,390,072	721,457	1,283,562	959,099	1,706,357	265,650	472,624	1,419,891	2,526,164	231,489	411,849	$ 8,875,500	$ 15,790,626	-		1,651,380	$ 2,938,013	7,224,120	$ 12,852,614
FY 2030	5,383,473	9,865,209	735,886	1,348,510	978,281	1,792,698	270,963	496,539	1,448,289	2,653,988	236,119	432,688	$ 9,053,010	$ 16,589,632	-		1,684,408	$ 3,086,676	7,368,602	$ 13,502,956
Sub Total	25,882,279	44,798,053	3,537,939	6,123,601	4,703,308	8,140,668	1,302,715	2,254,789	6,962,980	12,051,796	1,135,197	1,964,843	43,524,417	75,333,749	-	-	8,098,177	14,016,639	35,426,241	61,317,111
FY 2031	5,491,143	10,364,389	750,603	1,416,744	997,846	1,883,409	276,382	521,663	1,477,255	2,788,280	240,842	454,582	$ 9,234,071	$ 17,429,067	-		1,718,096	$ 3,242,862	7,515,974	$ 14,186,205
FY 2032	5,600,966	10,888,827	765,615	1,488,432	1,017,803	1,978,709	281,909	548,060	1,506,800	2,929,367	245,658	477,584	$ 9,418,752	$ 18,310,978	-		1,752,458	$ 3,406,951	7,666,294	$ 14,904,027
FY 2033	5,712,985	11,439,802	780,928	1,563,746	1,038,159	2,078,832	287,548	575,791	1,536,936	3,077,593	250,572	501,750	$ 9,607,127	$ 19,237,514	-		1,787,507	$ 3,579,342	7,819,620	$ 15,658,171
FY 2034	5,827,245	12,018,656	796,546	1,642,872	1,058,922	2,184,021	293,299	604,927	1,567,675	3,233,319	255,583	527,138	$ 9,799,270	$ 20,210,932	-		1,823,257	$ 3,760,457	7,976,012	$ 16,450,475
FY 2035	5,943,790	12,626,799	812,477	1,726,001	1,080,101	2,294,532	299,165	635,536	1,599,028	3,396,925	260,695	553,811	$ 9,995,255	$ 21,233,605	-		1,859,723	$ 3,950,736	8,135,532	$ 17,282,869
Sub Total	28,576,128	57,338,472	3,906,170	7,837,795	5,192,832	10,419,503	1,438,302	2,885,977	7,687,693	15,425,483	1,253,349	2,514,865	48,054,474	96,422,095	-	-	8,941,042	17,940,348	39,113,432	78,481,747
20 Year Total	$ 111,806,269	$ 178,465,962	$ 17,389,612	$ 26,585,937	$ 23,122,029	$ 35,347,354	$ 6,517,600	$ 9,902,032	$ 34,055,098	$ 52,165,917	$ 5,568,425	$ 8,520,355	$ 198,459,032	$ 310,987,558	$ 34,142,860	$ 40,908,377	$ 39,623,523	$ 60,686,273	$ 124,692,650	$ 209,392,908

Notes:

A. FY2009 is based upon actual results from FYE 9/30/09. FY2010 is based upon the City budget adopted September 2009. Each fiscal year thereafter is estimated as noted below.

1. Road Impact Fees are estimated based upon historical revenues and economic data. As impact fee revenue has declined for the last three years and projections for local new construction growth are not yet consistent, we have projected impact fee revenue levels to remain lower than historical average until 2015 with an annual increase of 2% thereafter.

2. 5 Cent Gas Tax - Revenues are estimated based upon historical revenues and economic data. The City's gas tax revenue has declined for the last three years and projections for local economic recovery are not yet consistent. As governments tend to lag behind for-profit entities in terms of economic recovery, we have projected gas tax revenue levels to remain low until 2013 with an annual increase of 2% thereafter.

3. 6 Cent Gas Tax - The current levy is authorized through August 21, 2019 and is assumed to be extended. Revenues are estimated based upon historical revenues and economic data. The City's gas tax revenue has declined for the last three years and projections for local economic recovery are not yet consistent. As governments tend to lag behind for-profit entities in terms of economic recovery, we have projected gas tax revenue levels to remain low until 2013 with an annual increase of 2% thereafter.

4. Municipal Revenue Share Distribution - Portion of State Revenue sharing restricted to road use only (8th cent motor fuel tax and special fuel and motor fuel tax). Revenues are estimated based upon historical revenues and economic data. The City's revenue sharing distribution has declined for the last three years and projections for local economic recovery are not yet consistent. As governments tend to lag behind for-profit entities in terms of economic recovery, we have projected gas tax revenue levels to remain low until 2013 with an annual increase of 2%.

5. General Fund Revenues (excluding transit) - The City does not have a local revenue source devoted to transportation operating and maintenance. Includes the cost of pothole repairs, road shoulder repairs, roadway markings - signage & striping, median mowing, signal maintenance, street drainage maintenance and street overlays. Cost are held to 2010 budgeted levels due to projected revenues restrictions until 2015 with an annual increase of 2% thereafter.

6. General Fund Revenues-Transit Only - Includes cost of Lee Tran Route 150 funded partially by the City. Cost are held to 2010 budgeted levels due to projected revenues restrictions until 2015 with an annual increase of 2% thereafter.

7. Annual Debt Service: November 2001, City enter the Florida Municipal Loan council, Series 2001A, bond issued which pooled local municipalities into one bond issue.

8. Maintenance & Transit Costs: Include disbursement of Item 5 & 6 above.

Town of Fort Myers Beach
Long Range Transportation Revenue Forecast
Updated January 18, 2010 (2)

Fiscal Year	Total Road Impact Fees	Impact Fees For Capital	YOE	Impact Fees for Maintenance	YOE	5¢ LOFT	6¢ LOFT	5¢ LOFT for Capital	YOE	6¢ LOFT for Capital	YOE	5¢ LOFT for Maintenance	YOE	6¢ LOFT for Maintenance	YOE	Total 6¢ LOFT & 5¢ LOFT	6¢ LOFT & 5¢ LOFT for Capital	TOTAL CAPITAL (Revised YOE)	TOTAL MAINTENANCE (Revised YOE)	TOTAL CAPITAL	TOTAL MAINTENANCE
2009	69,178	55,342	$ 52,852	13,836	$ 13,213	43,910	472,680	43,910	$ 41,934	369,362	$ 352,741	0	$ -	103,318	$ 98,669	516,590	413,272	447,527	111,882	468,614	117,154
2010	45,100	36,080	36,080	9,020	9,020	44,788	482,133	44,788	44,788	376,749	376,749	0	-	105,384	105,384	526,922	421,537	457,617	114,404	457,617	114,404
Subtotal	**114,278**	**91,422**	**88,932**	**22,856**	**22,233**	**88,699**	**954,813**	**88,699**	**86,723**	**746,111**	**729,490**	**0**	**0**	**208,702**	**204,053**	**1,043,512**	**834,809**	**905,144**	**226,286**	**926,232**	**231,558**
2011	44,198	35,358	36,773	8,840	9,193	45,684	491,776	45,684	47,511	384,284	399,655	0	-	107,492	111,792	537,460	429,968	483,940	120,985	465,327	116,332
2012	43,314	34,651	37,299	8,663	9,325	46,598	501,612	46,598	50,158	391,970	421,916	0	-	109,642	118,019	548,209	438,568	509,373	127,343	473,219	118,305
2013	42,448	33,958	37,649	8,490	9,412	47,530	511,644	47,530	52,696	399,809	443,265	0	-	111,835	123,990	559,174	447,339	533,610	133,403	481,297	120,324
2014	41,599	33,279	38,003	8,320	9,501	48,480	521,877	48,480	55,362	407,805	465,694	0	-	114,071	130,264	570,357	456,286	559,060	139,765	489,565	122,391
2015	40,767	32,613	38,360	8,153	9,590	49,450	532,314	49,450	58,164	415,961	489,259	0	-	116,353	136,856	581,764	465,411	585,782	146,446	498,025	124,506
Subtotal	**212,325**	**169,860**	**188,084**	**42,465**	**47,021**	**237,742**	**2,559,223**	**237,742**	**263,891**	**1,999,830**	**2,219,790**	**0**	**0**	**559,393**	**620,920**	**2,796,965**	**2,237,572**	**2,671,765**	**667,941**	**2,407,432**	**601,858**
2016	39,951	31,961	38,721	7,990	9,680	51,922	558,930	51,922	62,904	436,760	529,133	0	-	122,170	148,009	610,852	488,682	630,758	157,689	520,643	130,161
2017	39,152	31,322	39,085	7,830	9,771	54,519	586,876	54,519	68,031	458,597	572,257	0	-	128,279	160,072	641,395	513,116	679,373	169,843	544,438	136,110
2018	38,369	30,696	39,452	7,674	9,863	57,245	616,220	57,245	73,575	481,527	618,896	0	-	134,693	173,118	673,465	538,772	731,924	182,981	569,467	142,367
2019	37,602	30,082	39,823	7,520	9,956	60,107	647,031	60,107	79,571	505,604	669,337	0	-	141,428	187,227	707,138	565,710	788,731	197,183	595,792	148,948
2020	36,850	29,480	40,197	7,370	10,049	63,112	679,383	63,112	86,057	530,884	723,887	0	-	148,499	202,486	742,495	593,996	850,141	212,535	623,476	155,869
Subtotal	**191,925**	**153,540**	**197,279**	**38,385**	**49,320**	**286,904**	**3,088,441**	**286,904**	**370,138**	**2,413,372**	**3,113,511**	**0**	**0**	**675,069**	**870,912**	**3,375,345**	**2,700,276**	**3,680,927**	**920,232**	**2,853,817**	**713,454**
2021	36,113	28,890	40,575	7,223	10,144	66,268	713,352	66,268	93,070	557,428	782,884	0	-	155,924	218,989	779,620	623,696	916,530	229,132	652,586	163,147
2022	35,391	28,313	40,957	7,078	10,239	69,581	749,020	69,581	100,655	585,300	846,689	0	-	163,720	236,836	818,601	654,881	988,301	247,075	683,193	170,798
2023	34,683	27,746	41,342	6,937	10,335	73,060	786,471	73,060	108,859	614,564	915,695	0	-	171,906	256,138	859,531	687,625	1,065,895	266,474	715,371	178,843
2024	33,989	27,191	41,730	6,798	10,433	76,713	825,794	76,713	117,731	645,293	990,324	0	-	180,501	277,014	902,507	722,006	1,149,785	287,446	749,197	187,299
2025	33,309	26,648	42,123	6,662	10,531	80,549	867,084	80,549	127,326	677,557	1,071,035	0	-	189,527	299,590	947,633	758,106	1,240,483	310,121	784,754	196,188
Subtotal	**173,485**	**138,788**	**206,727**	**34,697**	**51,682**	**366,171**	**3,941,720**	366,171	**547,641**	**3,080,142**	**4,606,627**	**0**	**0**	**861,578**	**1,288,567**	**4,307,891**	**3,446,313**	**5,360,995**	**1,340,249**	**3,585,101**	**896,275**
2026	32,643	26,115	42,519	6,529	10,630	84,576	910,438	84,576	137,703	711,435	1,158,324	0	-	199,003	324,007	995,014	796,011	1,338,546	334,636	822,126	205,532
2027	31,990	25,592	42,918	6,398	10,730	88,805	955,960	88,805	148,926	747,007	1,252,728	0	-	208,953	350,413	1,044,765	835,812	1,444,572	361,143	861,404	215,351
2028	31,351	25,080	43,322	6,270	10,830	93,245	1,003,758	93,245	161,063	784,357	1,354,825	0	-	219,401	378,972	1,097,003	877,603	1,559,210	389,802	902,683	225,671
2029	30,724	24,579	43,729	6,145	10,932	97,908	1,053,946	97,908	174,190	823,575	1,465,243	0	-	230,371	409,858	1,151,853	921,483	1,683,162	420,791	946,062	236,515
2030	30,109	24,087	44,140	6,022	11,035	102,803	1,106,643	102,803	188,386	864,754	1,584,661	0	-	241,889	443,262	1,209,446	967,557	1,817,187	454,297	991,644	247,911
Subtotal	**156,817**	**125,454**	**216,627**	**31,363**	**54,157**	**467,337**	**5,030,745**	**467,337**	**810,268**	**3,931,129**	**6,815,781**	**0**	**0**	**1,099,616**	**1,906,512**	**5,498,082**	**4,398,466**	**7,842,676**	**1,960,669**	**4,523,919**	**1,130,980**
2031	29,507	23,606	44,555	5,901	11,139	107,943	1,161,975	107,943	203,740	907,992	1,713,811	0	-	253,984	479,388	1,269,918	1,015,935	1,962,105	490,526	1,039,540	259,885
2032	28,917	23,133	44,974	5,783	11,243	113,340	1,220,074	113,340	220,345	953,391	1,853,486	0	-	266,683	518,458	1,333,414	1,066,731	2,118,804	529,701	1,089,865	272,466
2033	28,338	22,671	45,396	5,668	11,349	119,007	1,281,078	119,007	238,303	1,001,061	2,004,545	0	-	280,017	560,712	1,400,085	1,120,068	2,288,244	572,061	1,142,739	285,685
2034	27,772	22,217	45,823	5,554	11,456	124,958	1,345,132	124,958	257,724	1,051,114	2,167,916	0	-	294,018	606,410	1,470,089	1,176,071	2,471,463	617,866	1,198,289	299,572
2035	27,216	21,773	46,254	5,443	11,563	131,205	1,412,388	131,205	278,729	1,103,670	2,344,601	0	-	308,719	655,832	1,543,594	1,234,875	2,669,583	667,396	1,256,648	314,162
Subtotal	**141,750**	**113,400**	**227,002**	**28,350**	**56,751**	**596,454**	**6,420,647**	**596,454**	**1,198,840**	**5,017,227**	**10,084,358**	**0**	**0**	**1,403,420**	**2,820,800**	**7,017,101**	**5,613,681**	**11,510,200**	**2,877,550**	**5,727,081**	**1,431,770**
2036	26,672	21,338		5,334		137,766	1,483,008	137,766		1,158,853		0		324,155		1,620,773	1,296,619			1,317,956	329,489
2037	26,138	20,911		5,228		144,654	1,557,158	144,654		1,216,796		0		340,362		1,701,812	1,361,450			1,382,360	345,590
2038	25,616	20,493		5,123		151,887	1,635,016	151,887		1,277,635		0		357,381		1,786,903	1,429,522			1,450,015	362,504
2039	25,103	20,083		5,021		159,481	1,716,767	159,481		1,341,517		0		375,250		1,876,248	1,500,998			1,521,081	380,270
2040	24,601	19,681		4,920		167,455	1,802,605	167,455		1,408,593		0		394,012		1,970,060	1,576,048			1,595,729	398,932
Subtotal	**128,131**	**102,505**		**25,626**		**761,243**	**8,194,554**	**761,243**	**0**	**6,403,394**	**0**	**0**	**0**	**1,791,159**	**0**	**8,955,796**	**7,164,637**			**7,267,142**	**1,816,785**
20 yr. Total	**990,581**	**792,465**	**1,124,651**	**198,116**	**281,163**	**2,043,306**	**21,995,590**	**2,043,306**	**3,277,500**	**17,187,810**	**27,569,557**	**0**	**0**	**4,807,779**	**7,711,764**	**24,038,896**	**19,231,117**			**20,023,582**	**5,005,895**

Source: Town of Ft. Myers Beach

Assumes an Impact Fee decline rate of 2% per year thru 2040, and a 2% increase of LOFT and LOGT through 2015 and 5% increase thereafter (includes the redistribution agreement with Lee County on LOGT)

Assumed 20% for Operations & Maintenance and 80% for Capital based on staff input.

Maintenance includes small scale paving, striping, signage, etc.

The local share of both Capital Projects and Operations & Maintenance will be budgeted on a year to year basis due to fiscal restraints and the inability for the Town to finance projects for more than 36 months.

CITY OF SANIBEL
TRANSPORTATION REVENUE PROJECTIONS IN YOE DOLLARS

Fiscal Year	5 cent LOGT		6 cent LOGT	21% Sanibel Causeway Toll Surplus(1)	Subsidized by City's General Fund	Total Funding		5 cent LOGT	6 cent LOGT	21% Sanibel Causeway *Toll Surplus	Subsidized by City's General Fund	Total Funding		5 cent LOGT	6 cent LOGT	21% Sanibel Causeway *Toll Surplus	Subsidized by City's General Fund	Total Funding
	TAL REVENUE/FUNDING PROJECTIONS							**CAPITAL REVENUE PROJECTIONS[2]**						**OPERATION & MAINTENANCE REVENUE PROJECTIONS[3]**				
2009[4]	633,562		846,898		1,676,878	3,157,338		633,562	459,987	-	-	1,093,549		-	386,911	-	1,676,878	2,063,789
2010	622,158		825,726		2,023,418	3,471,302		622,158	27,842	-	-	650,000		-	797,884	-	2,023,418	2,821,302
Sub Total	1,255,720		1,672,624	-	3,700,296	6,628,640		1,255,720	487,829	-	-	1,743,549		-	1,184,795	-	3,700,296	4,885,091
2011	610,959		805,083		3,310,624	4,726,666		610,959	805,083	-	288,958	1,705,000		-	-	-	3,021,666	3,021,666
2012	599,962		784,956		4,120,777	5,505,695		599,962	784,956	-	1,335,082	2,720,000		-	-	-	2,785,695	2,785,695
2013	589,163		765,332		2,282,650	3,637,145		589,163	310,837	-	-	900,000		-	454,495	-	2,282,650	2,737,145
2014	578,558		746,199		1,702,115	3,026,872		300,000	-	-	-	300,000		278,558	746,199	-	1,702,115	2,726,872
2015	568,144		727,544		2,786,618	4,082,306		568,144	631,856	-	-	1,200,000		-	95,688	-	2,786,618	2,882,306
Sub Total	2,946,786		3,829,114	-	14,202,784	20,978,684		2,668,228	2,532,732	-	1,624,040	6,825,000		278,558	1,296,382	-	12,578,744	14,153,684
2016	568,144		727,544		2,798,710	4,094,398		568,144	631,856	-	-	1,200,000		-	95,688	-	2,798,710	2,894,398
2017	568,144		727,544	1,278,029	1,495,501	4,069,218		568,144	631,856	-	-	1,200,000		-	95,688	1,278,029	1,495,501	2,869,218
2018	568,144		727,544	1,237,079	1,553,682	4,086,449		568,144	631,856	-	-	1,200,000		-	95,688	1,237,079	1,553,682	2,886,449
2019	568,144		727,544	1,237,289	1,584,133	4,117,110		568,144	631,856	-	-	1,200,000		-	95,688	1,237,289	1,584,133	2,917,110
2020	568,144		727,544	1,236,869	1,623,664	4,156,221		568,144	631,856	-	-	1,200,000		-	95,688	1,236,869	1,623,664	2,956,221
Sub Total	**2,840,720**		**3,637,720**	**4,989,266**	**9,055,690**	**20,523,396**		**2,840,720**	**3,159,280**	**-**	**-**	**6,000,000**		**-**	**478,440**	**4,989,266**	**9,055,690**	**14,523,396**
2021	568,144		727,544	1,237,499	1,638,899	4,172,086		568,144	631,856	-	-	1,200,000		-	95,688	1,237,499	1,638,899	2,972,086
2022	568,144		727,544	1,236,659	1,656,379	4,188,726		568,144	631,856	-	-	1,200,000		-	95,688	1,236,659	1,656,379	2,988,726
2023	568,144		727,544	1,237,289	1,680,772	4,213,749		568,144	631,856	-	-	1,200,000		-	95,688	1,237,289	1,680,772	3,013,749
2024	568,144		727,544	1,237,079	1,707,583	4,240,350		568,144	631,856	-	-	1,200,000		-	95,688	1,237,079	1,707,583	3,040,350
2025	568,144		727,544	1,237,079	1,725,871	4,258,638		568,144	631,856	-	-	1,200,000		-	95,688	1,237,079	1,725,871	3,058,638
Sub Total	**2,840,720**		**3,637,720**	**6,185,605**	**8,409,504**	**21,073,549**		**2,840,720**	**3,159,280**	**-**	**-**	**6,000,000**		**-**	**478,440**	**6,185,605**	**8,409,504**	**15,073,549**
2026	568,144		727,544	1,237,709	1,732,260	4,265,657		568,144	631,856	-	-	1,200,000		-	95,688	1,237,709	1,732,260	3,065,657
2027	568,144		727,544	1,237,499	1,740,649	4,273,836		568,144	631,856	-	-	1,200,000		-	95,688	1,237,499	1,740,649	3,073,836
2028	568,144		727,544	1,236,869	1,750,752	4,283,309		568,144	631,856	-	-	1,200,000		-	95,688	1,236,869	1,750,752	3,083,309
2029	568,144		727,544	1,236,659	1,760,370	4,292,717		568,144	631,856	-	-	1,200,000		-	95,688	1,236,659	1,760,370	3,092,717
2030	568,144		727,544	1,237,289	1,768,818	4,301,795		568,144	631,856	-	-	1,200,000		-	95,688	1,237,289	1,768,818	3,101,795
Sub Total	**2,840,720**		**3,637,720**	**6,186,025**	**8,752,849**	**21,417,314**		**2,840,720**	**3,159,280**	**-**	**-**	**6,000,000**		**-**	**478,440**	**6,186,025**	**8,752,849**	**15,417,314**
2031	568,144		727,544	1,237,709	1,777,299	4,310,696		568,144	631,856	-	-	1,200,000		-	95,688	1,237,709	1,777,299	3,110,696
2032	568,144		727,544	1,236,659	1,787,628	4,319,975		568,144	631,856	-	-	1,200,000		-	95,688	1,236,659	1,787,628	3,119,975
2033	568,144		727,544	1,236,869	1,796,921	4,329,478		568,144	631,856	-	-	1,200,000		-	95,688	1,236,869	1,796,921	3,129,478
2034	568,144		727,544	1,236,869	1,806,433	4,338,990		568,144	631,856	-	-	1,200,000		-	95,688	1,236,869	1,806,433	3,138,990
2035	568,144		727,544	1,237,079	1,815,759	4,348,526		568,144	631,856	-	-	1,200,000		-	95,688	1,237,079	1,815,759	3,148,526
Sub Total	**2,840,720**		**3,637,720**	**6,185,185**	**8,984,040**	**21,647,665**		**2,840,720**	**3,159,280**	**-**	**-**	**6,000,000**		**-**	**478,440**	**6,185,185**	**8,984,040**	**15,647,665**
20 Year Total	**15,565,386**		**20,052,618**	**23,546,081**	**53,105,163**	**112,269,248**		**15,286,828**	**15,657,681**	**-**	**1,624,040**	**32,568,549**		**278,558**	**4,394,937**	**23,546,081**	**51,481,123**	**79,700,699**

(1) 21% Sanibel Causeway Surplus estimate provided by Lee County DOT

(2) Road Improvements (Road Resurfacing included in Operations & Maintenance)

(3) Includes capital outlay for operation and maintenance equipment

(4) FY 2009 Unaudited Actual

LEE COUNTY BOCC
TRANSIT REVENUE PROJECTIONS

Fiscal Year	Federal Revenues							State Revenues						County Revenues										(in 2010 $)			
	FTA §5303 Operating (in 2010 $)	FTA §5303 Operating (in YOE $)	FTA §5307 Capital (in 2010 $)	FTA §5307 Capital (in YOE $)	FTA §5311 Rural Operating (in 2010 $)	FTA §5311 Rural Operating (in YOE $)	STP Flex Funding (in YOE $)	Block Grant Operating (in 2010 $)	Block Grant Operating (in YOE $)	FDOT §5303 Match (Operating) (in 2010 $)	FDOT §5303 Match (Operating) (in YOE $)	Urban Corridor Grant (Operating) (in 2010 $)	Urban Corridor Grant (Operating) (in YOE $)	5¢ LOGT (Operating) (in 2010 $)	5¢ LOGT (Operating) (in YOE $)	Farebox Revenue (Operating) (in 2010 $)	Farebox Revenue (Operating) (in YOE $)	County General Fund (Operating) (in 2010 $)	County General Fund (Operating) (in YOE $)	County General Fund (Capital) (in 2010 $)	County General Fund (Capital) (in YOE $)	Cities and Univer Contrib (Operating) (in 2010 $)	Cities and Univer Contrib (Operating) (in YOE $)	Advert and Misc Revenue (Operating) (in 2010 $)	Advert and Misc Revenue (Operating) (in YOE $)	Total Lo. Operating (in 2010 $)	Total Lo. Operating (in YOE $)	Total Lo. Capital (in 2010 $)	Total Lo. Capital (in YOE $)
2008/09	146	140	4,389	4,200	303	290	0	1,448	1,386	18	17	1,463	1,400	606	580	2,804	2,683	12,813	12,261	240	230	1,198	1,146	889	851	18,309	17,521	240	230
2009/10	140	140	4,400	4,400	309	309	0	1,441	1,441	17	17	1,400	1,400	608	608	2,425	2,425	12,261	12,261	115	115	844	844	1,024	1,024	17,162	17,162	115	115
Sub Total	**286**	**280**	**8,789**	**8,600**	**612**	**599**	**0**	**2,889**	**2,827**	**35**	**34**	**2,863**	**2,800**	**1,214**	**1,188**	**5,229**	**5,108**	**25,074**	**24,522**	**355**	**345**	**2,042**	**1,990**	**1,913**	**1,875**	**35,471**	**34,683**	**355**	**345**
2010/11	140	146	4,600	4,784	343	357	0	1,567	1,630	17	18	1,750	1,820	597	621	2,461	2,560	10,833	11,266	115	120	844	878	969	1,008	15,704	16,333	115	120
2011/12	140	151	4,700	5,059	361	389	1,500	1,625	1,749	17	18	700	753	597	643	2,498	2,689	10,833	11,661	115	124	775	834	969	1,043	15,672	16,870	115	124
2012/13	140	155	4,900	5,433	375	416	0	1,694	1,878	17	19	1,750	1,940	597	662	2,536	2,811	10,833	12,010	115	127	785	870	969	1,074	15,720	17,428	115	127
2013/14	140	160	5,100	5,824	394	450	0	1,694	1,934	17	19	400	457	597	682	2,574	2,939	10,833	12,371	115	131	809	923	979	1,118	15,791	18,033	115	131
2014/15	140	165	5,300	6,234	394	463	3,500	1,694	1,993	17	20	535	629	603	709	2,612	3,073	10,833	12,742	115	135	833	980	988	1,163	15,870	18,666	115	135
Sub Total	**700**	**776**	**24,600**	**27,334**	**1,867**	**2,074**	**5,000**	**8,274**	**9,184**	**85**	**94**	**5,135**	**5,600**	**2,991**	**3,316**	**12,682**	**14,072**	**54,165**	**60,050**	**575**	**637**	**4,045**	**4,485**	**4,874**	**5,405**	**78,757**	**87,329**	**575**	**637**
2015/16	140	170	5,500	6,663	389	471	0	1,744	2,113	17	21	1,400	1,696	603	731	2,652	3,212	10,833	13,124	115	139	858	1,039	998	1,210	15,944	19,316	115	139
2016/17	140	175	5,700	7,113	389	485	0	1,835	2,290	17	21	1,400	1,747	603	752	2,691	3,358	10,833	13,518	115	144	884	1,102	1,008	1,258	16,019	19,989	115	144
2017/18	140	180	5,900	7,583	389	500	0	1,885	2,423	17	22	1,400	1,799	603	775	2,732	3,511	10,833	13,923	115	148	910	1,170	1,018	1,309	16,096	20,688	115	148
2018/19	140	185	6,100	8,075	389	515	0	1,935	2,562	17	23	1,400	1,853	603	798	2,773	3,671	10,833	14,341	115	152	937	1,241	1,029	1,362	16,175	21,413	115	152
2019/20	140	191	6,300	8,590	389	530	0	1,985	2,707	17	23	1,400	1,909	609	830	2,814	3,837	10,833	14,771	115	157	965	1,316	1,039	1,417	16,261	22,172	115	157
Sub Total	**700**	**900**	**29,500**	**38,025**	**1,945**	**2,502**	**0**	**9,384**	**12,094**	**85**	**109**	**7,000**	**9,005**	**3,021**	**3,887**	**13,662**	**17,590**	**54,165**	**69,678**	**575**	**740**	**4,554**	**5,869**	**5,093**	**6,555**	**80,495**	**103,578**	**575**	**740**
2020/21	140	197	6,500	9,129	384	539	0	2,035	2,858	17	24	1,400	1,966	609	855	2,857	4,012	10,833	15,214	115	162	994	1,397	1,049	1,474	16,342	22,952	115	162
2021/22	140	203	6,700	9,692	384	555	0	2,085	3,016	17	25	1,400	2,025	609	881	2,899	4,194	10,833	15,671	115	166	1,024	1,482	1,060	1,533	16,425	23,761	115	166
2022/23	140	209	6,900	10,281	384	572	0	2,135	3,181	17	25	1,400	2,086	609	907	2,943	4,385	10,833	16,141	115	171	1,055	1,572	1,070	1,595	16,510	24,600	115	171
2023/24	140	215	7,100	10,896	384	589	0	2,185	3,353	17	26	1,400	2,149	609	935	2,987	4,584	10,833	16,625	115	176	1,087	1,668	1,081	1,659	16,597	25,471	115	176
2024/25	140	221	7,300	11,539	384	607	0	2,235	3,533	17	27	1,400	2,213	615	972	3,032	4,792	10,833	17,124	115	182	1,119	1,769	1,092	1,726	16,691	26,384	115	182
Sub Total	**700**	**1,044**	**34,500**	**51,538**	**1,920**	**2,863**	**0**	**10,675**	**15,942**	**85**	**127**	**7,000**	**10,439**	**3,051**	**4,550**	**14,718**	**21,968**	**54,165**	**80,776**	**575**	**857**	**5,279**	**7,887**	**5,352**	**7,987**	**82,565**	**123,168**	**575**	**857**
2025/26	140	228	7,500	12,211	379	617	0	2,285	3,720	17	28	1,400	2,279	615	1,001	3,077	5,010	10,833	17,638	115	187	1,153	1,877	1,103	1,796	16,781	27,322	115	187
2026/27	140	235	7,700	12,913	379	636	0	2,335	3,916	17	29	1,400	2,348	615	1,031	3,123	5,238	10,833	18,167	115	193	1,187	1,991	1,114	1,868	16,873	28,295	115	193
2027/28	140	242	7,900	13,646	379	655	0	2,385	4,120	17	29	1,400	2,418	615	1,062	3,170	5,476	10,833	18,712	115	199	1,223	2,113	1,125	1,943	16,966	29,306	115	199
2028/29	140	249	8,100	14,411	379	674	0	2,435	4,332	17	30	1,400	2,491	615	1,094	3,218	5,725	10,833	19,273	115	205	1,260	2,241	1,136	2,021	17,062	30,355	115	205
2029/30	140	257	8,300	15,210	379	695	0	2,485	4,554	17	31	1,400	2,565	622	1,140	3,266	5,985	10,833	19,851	115	211	1,297	2,378	1,148	2,103	17,166	31,457	115	211
Sub Total	**700**	**1,210**	**39,500**	**68,390**	**1,895**	**3,276**	**0**	**11,925**	**20,642**	**85**	**147**	**7,000**	**12,102**	**3,082**	**5,329**	**15,855**	**27,435**	**54,165**	**93,641**	**575**	**994**	**6,120**	**10,599**	**5,625**	**9,731**	**84,848**	**146,735**	**575**	**994**
2030/31	140	264	8,500	16,044	374	706	0	2,535	4,785	17	32	1,400	2,642	622	1,174	3,315	6,257	10,833	20,447	115	217	1,336	2,522	1,159	2,188	17,266	32,588	115	217
2031/32	140	272	8,700	16,914	374	727	0	2,585	5,025	17	33	1,400	2,722	622	1,209	3,365	6,542	10,833	21,060	115	224	1,377	2,676	1,171	2,276	17,367	33,763	115	224
2032/33	140	280	8,900	17,822	374	749	0	2,635	5,276	17	34	1,400	2,803	622	1,246	3,415	6,839	10,833	21,692	115	230	1,418	2,839	1,182	2,368	17,470	34,983	115	230
2033/34	140	289	9,100	18,769	374	771	0	2,685	5,538	17	35	1,400	2,887	622	1,283	3,467	7,150	10,833	22,343	115	237	1,460	3,012	1,194	2,463	17,576	36,251	115	237
2034/35	140	297	9,300	19,757	374	795	0	2,735	5,810	17	36	1,400	2,974	627	1,332	3,519	7,475	10,833	23,013	115	244	1,504	3,195	1,206	2,562	17,689	37,578	115	244
Sub Total	**700**	**1,403**	**44,500**	**89,304**	**1,870**	**3,748**	**0**	**13,175**	**26,435**	**85**	**170**	**7,000**	**14,029**	**3,115**	**6,244**	**17,080**	**34,262**	**54,165**	**108,556**	**575**	**1,152**	**7,095**	**14,245**	**5,912**	**11,856**	**87,368**	**175,163**	**575**	**1,152**
20 Year Total	**3,786**	**5,614**	**181,389**	**283,191**	**10,109**	**15,063**	**5,000**	**56,322**	**87,122**	**460**	**682**	**35,998**	**53,975**	**16,474**	**24,514**	**79,225**	**120,434**	**295,899**	**437,223**	**3,230**	**4,726**	**29,136**	**45,075**	**28,770**	**43,410**	**449,504**	**670,656**	**3,230**	**4,726**

LEE COUNTY BOCC
TRANSIT REVENUE PROJECTIONS

Fiscal Year	Federal Revenues							State Revenues						County Revenues										(in 2010 $)			
	FTA §5303 Operating (in 2010 $)	FTA §5303 Operating (in YOE $)	FTA §5307 Capital (in 2010 $)	FTA §5307 Capital (in YOE $)	FTA §5311 Rural Operating (in 2010 $)	FTA §5311 Rural Operating (in YOE $)	STP Flex Funding (in YOE $)	Block Grant Operating (in 2010 $)	Block Grant Operating (in YOE $)	FDOT §5303 Match (Operating) (in 2010 $)	FDOT §5303 Match (Operating) (in YOE $)	Urban Corridor Grant (Operating) (in 2010 $)	Urban Corridor Grant (Operating) (in YOE $)	5¢ LOGT (Operating) (in 2010 $)	5¢ LOGT (Operating) (in YOE $)	Farebox Revenue (Operating) (in 2010 $)	Farebox Revenue (Operating) (in YOE $)	County General Fund (Operating) (in 2010 $)	County General Fund (Operating) (in YOE $)	County General Fund (Capital) (in 2010 $)	County General Fund (Capital) (in YOE $)	Cities and Univer Contrib (Operating) (in 2010 $)	Cities and Univer Contrib (Operating) (in YOE $)	Advert and Misc Revenue (Operating) (in 2010 $)	Advert and Misc Revenue (Operating) (in YOE $)	Total Lo. Operating (in 2010 $)	Total Lo. Operating (in YOE $)	Total Lo. Capital (in 2010 $)	Total Lo. Capital (in YOE $)
comments	Program estimates remain unchanged no additional increases		assumes historical increases of 200k per year		funding increased through FY20 as a result of declining rural areas - assumes declining grant revenue of 5k ever five years after FY20			assumes historical increases of 50k after FY2015		state match of 10% based on federal allocation of 5303 grant funds		provides actual programmed funds per FDOT - assumes no increases				based on a 1.5% increase each year		based on FY10 Budget with no annual increase in funding		based on FY10 Budget with no annual increase in funding		based on FY10 Budget with 3% annual increase in funding		based on FY10 Budget with 1% annual increase in funding					

CITY OF CAPE CORAL
TRANSPORTATION DEBT & REVENUE FORECAST
FY 2009 - 2040

	Road Impact Fees[1]	5 Cent Gas Tax[2]	6 Cent Gas Tax[3]	State Shared Revenue[8]	Subsidized by General Fund	Total Transportation Revenues	Annual Debt Service[4]	Net Available for Maintenance & Projects	Basic Maintenance Costs[5]	Net Available for Projects[6]	Grants Received	Commercial Paper $8.2 Million 4 Lane Project	$17 Million Land Bond	$100 Million Bond	Revised $30M Gas Tax Bond 2009	Estimated $40M Gas Tax Bond 2010[7]
FY 2009	$ 977,473	$ 3,225,689	$ 4,320,966	$ 987,953	$ 2,547,940	$ 12,060,021	$ 5,179,001	$ 6,881,020	$ 5,295,880	$ 1,585,140		907,000	1,085,765.54	5,783,164	3,186,235	
FY 2010	977,473	3,142,413	4,256,573	899,515	3,191,712	12,467,686	5,898,183	$ 6,569,503	5,127,981	$ 1,441,522	1,260,303	907,000	1,084,860.90	4,956,998	2,817,616	1,088,706
FY 2011	1,112,255	3,205,261	4,341,704	908,510	2,545,969	12,113,700	7,989,816	$ 4,123,884	4,460,131	$ (336,247)		907,000	1,084,917.44	6,716,998	2,817,616	3,180,283
FY 2012	1,390,964	3,269,366	4,428,539	917,595	2,656,257	12,662,721	7,991,400	$ 4,671,321	4,549,334	$ 121,988		907,000	1,085,878.62	6,718,958	2,817,616	3,180,905
FY 2013	1,807,738	3,334,754	4,517,109	926,771	2,767,332	13,353,704	7,994,236	$ 5,359,468	4,640,320	$ 719,148		907,000	1,085,822.08	6,717,805	2,817,616	3,183,798
FY 2014	2,441,090	3,401,449	4,607,452	936,039	2,879,257	14,265,287	7,993,888	$ 6,271,399	4,733,127	$ 1,538,272		907,000	1,085,539.38	6,718,540	2,817,616	3,183,733
FY 2015	3,415,462	3,469,478	4,699,601	945,399	2,992,094	15,522,034	7,991,431	$ 7,530,603	4,827,789	$ 2,702,814		907,000	1,086,104.78	6,715,955	2,817,616	3,180,710
FY 2016	4,952,290	3,538,867	4,793,593	954,853	3,105,905	17,345,508	7,994,956	$ 9,350,552	4,924,345	$ 4,426,207		907,000	1,085,610.05	6,720,050	2,817,616	3,184,730
FY 2017	7,181,208	3,609,645	4,889,464	964,402	3,220,751	19,865,470	7,989,772	$ 11,875,698	5,022,832	$ 6,852,866		907,000	1,084,818.49	6,715,410	2,817,616	3,180,338
FY 2018	7,899,587	3,681,838	4,987,254	974,046	3,336,694	20,879,418	7,085,689	$ 13,793,729	5,123,289	$ 8,670,440		-	1,085,313.22	6,714,243	2,817,616	3,182,760
FY 2019	8,689,287	3,755,474	5,086,999	983,786	3,453,795	21,969,342	7,084,481	$ 14,884,862	5,225,754	$ 9,659,108		-	1,085,322.05	6,716,733	2,817,616	3,181,543
FY 2020	9,560,024	3,830,584	5,188,739	993,624	3,572,118	23,145,088	7,084,164	$ 16,060,925	5,330,269	$ 10,730,655		-	1,084,862.66	6,715,043	2,817,616	3,181,685
FY 2021	10,514,477	3,907,196	5,292,514	1,003,560	3,691,723	24,409,470	7,086,569	$ 17,322,900	5,436,875	$ 11,886,026		-	1,085,993.46	6,716,915	2,817,616	3,182,960
FY 2022	9,989,785	3,985,340	5,398,364	1,013,596	3,812,672	24,199,757	7,082,949	$ 17,116,808	5,545,612	$ 11,571,196		-	1,085,193.42	6,716,835	2,817,616	3,180,140
FY 2023	9,491,200	4,065,046	5,506,331	1,023,732	3,935,029	24,021,338	7,086,246	$ 16,935,092	5,656,525	$ 11,278,567		-	1,085,405.45	6,719,545	2,817,616	3,183,225
FY 2024	9,014,833	4,146,347	5,616,458	1,033,969	4,058,855	23,870,462	4,267,448	$ 19,603,014	5,769,655	$ 13,833,359		-	1,085,688.15	6,719,530	-	3,181,760
FY 2025	8,564,608	4,229,274	5,728,787	1,044,309	4,184,213	23,751,191	4,266,716	$ 19,484,476	5,885,048	$ 13,599,427		-	1,085,970.85	6,716,533	-	3,180,745
FY 2026	8,136,765	4,313,860	5,843,363	1,054,752	4,311,167	23,659,906	4,269,722	$ 19,390,184	6,002,749	$ 13,387,435		-	1,084,769.37	6,715,295	-	3,184,953
FY 2027	7,730,184	4,400,137	5,960,230	1,065,300	4,439,779	23,595,630	4,268,838	$ 19,326,792	6,122,804	$ 13,203,988		-	1,084,910.72	6,715,303	-	3,183,928
FY 2028	7,343,805	4,488,140	6,079,434	1,075,953	4,570,114	23,557,446	4,268,083	$ 19,289,363	6,245,260	$ 13,044,103		-	1,085,412.52	6,716,040	-	3,182,670
FY 2029	6,976,614	4,577,902	6,201,023	1,086,712	4,702,236	23,544,488	4,266,153	$ 19,278,335	6,370,165	$ 12,908,169		-	1,085,200.47	6,716,993	-	3,180,953
FY 2030	6,627,654	4,669,460	6,325,044	1,097,579	4,836,208	23,555,946	4,269,596	$ 19,286,350	6,497,569	$ 12,788,781		-	1,086,048.57	6,717,645	-	3,183,548
FY 2031	6,296,014	4,762,850	6,451,544	1,108,555	4,972,097	23,591,060	1,084,996	$ 22,506,065	6,627,520	$ 15,878,545		-	1,084,995.53	6,717,483	-	-
FY 2032	5,980,825	4,858,107	6,580,575	1,119,641	5,109,968	23,649,116	1,084,925	$ 22,564,191	6,760,070	$ 15,804,121		-	1,084,924.86	6,715,990	-	-
FY 2033	5,681,268	4,955,269	6,712,187	1,130,837	5,249,887	23,729,448	1,085,632	$ 22,643,816	6,895,272	$ 15,748,544		-	1,085,631.61	6,717,653	-	-
FY 2034	5,399,141	5,054,374	6,846,431	1,142,145	5,391,921	23,834,012	1,085,561	$ 22,748,451	7,033,177	$ 15,715,273		-	1,085,560.93	6,716,698	-	-
FY 2035	5,128,539	5,155,462	6,983,359	1,153,567	5,536,136	23,957,062	1,085,158	$ 22,871,904	7,173,841	$ 15,698,063		-	1,085,158.09	6,717,610	-	-
FY 2036	4,871,337	5,258,571	7,123,026	1,165,102	5,682,601	24,100,638	1,085,674	$ 23,014,964	7,317,318	$ 15,697,647		-	1,085,674.01	6,719,618	-	-
FY 2037	4,626,866	5,363,742	7,265,487	1,176,754	5,831,385	24,264,234	-	$ 24,264,234	7,463,664	$ 16,800,570		-	-	6,716,948	-	-
FY 2038	4,397,072	5,471,017	7,410,797	1,188,521	5,982,557	24,449,964	-	$ 24,449,964	7,612,937	$ 16,837,026		-	-	6,719,085	-	-
FY 2039	4,176,186	5,580,437	7,559,013	1,200,406	6,136,186	24,652,228	-	$ 24,652,228	7,765,196	$ 16,887,032		-	-	-	-	-
FY 2040	3,968,797	5,692,046	7,710,193	1,212,410	6,292,344	24,875,790	-	$ 24,875,790	7,920,500	$ 16,955,290		-	-	-	-	-

Notes:

1. Road Impact Fees computed at the currently adopted fee of $3,347/dwelling for Single family and $2,347/dwelling for Multiple Units. Single Family units forecasted based on historical trends adding Multi-Family at 1% of Single Family units and Commercial.

2. 5 Cent Gas Tax - The current levy is authorized through December 31, 2023 and is assumed to be extended. Annual increases are projected at 2%.

3. 6 Cent Gas Tax - The current levy is authorized through August 21, 2019 and is assumed to be extended. Annual increases are projected at 2%.

4. Annual Debt Service: $907,000 annually through FY 2017 for repayment of commercial paper used of $8.2 million for 4 lane road improvements in FY 2006 & 2007. Approximately $1,086,000 annually through FY 2036 for 28.7% of Special Obligation Revenue Bond.

5. Basic Maintenance Costs: Includes the cost of pothole repairs, road shoulder repairs, roadway markings - signage & striping, median mowing, signal maintenance, and bridge maintenance. Added the cost of resurfacing g (condsidered operations and maintenance and treated as non capacity project per R Gogoi).

6. The following are considered "Projects": Sidewalk installation, road and alley resurfacing, construction of turn lanes, intersection lighting & signalization, and road widening.

7.Debt service on Series 2009 $2,817,616; $628,277 for interest due from 3/1/10, 2010 bond principal due 10/1/2011. Debt service estimate on Series 2010 $40M, provided by RBC Capital Markets on 01/15/10.

8. State shared revenues percentage allocated to transportation.

21-Jan-10

By Year	Toll Surplus (after 21% to Sanibel)	Cape Coral/Midpoint Surplus	5 cent LOGT	6 cent LOGT	9th Cent Fuel Tax	Road Impact Fees	Proptionate Share	Bond Proceeds	Other Local Taxes and Fees	Private Dedication	Total
FY08-09	0	3,003,996	3,866,213	5,615,804	1,974,885	6,269,742					20,730,640
FY09-10	0	2,689,000	3,545,094	5,421,967	2,788,780	2,561,000					17,005,841
FY10-11	0	2,977,850	3,543,092	7,592,427	2,788,780	2,561,000					19,463,149
FY11-12	0	2,801,613	3,548,522	7,592,427	2,788,780	2,561,000					19,292,342
FY12-13	0	2,303,235	3,550,078	7,592,427	2,788,780	2,561,000					18,795,520
FY13-14	0	2,273,458	3,550,415	7,592,427	2,788,780	2,586,610					18,791,690
FY14-15	0	2,528,187	3,614,886	7,668,352	2,816,668	2,586,610					19,214,703
FY15-16	0	3,032,950	3,626,524	7,668,352	2,816,668	2,586,610					19,731,104
FY16-17	4,900,884	1,538,950	3,630,274	7,668,352	2,816,668	2,586,610					23,141,738
FY17-18	4,746,834	1,537,950	3,633,649	7,668,352	2,816,668	2,612,476					23,015,929
FY18-19	4,747,624	1,540,460	3,632,024	7,668,352	2,816,668	2,612,476					23,017,604
FY19-20	4,839,856	1,768,850	3,700,849	7,745,036	2,844,835	2,612,476					23,511,901
FY20-21	4,842,226	10,825,850	3,704,599	7,745,036	2,844,835	2,612,476					32,575,022
FY21-22	4,839,066	10,620,850	6,092,849	7,745,036	2,844,835	2,638,601					34,781,237
FY22-23	4,841,436	10,626,850	6,092,849	7,745,036	2,844,835	2,638,601					34,789,607
FY23-24	4,841,436	10,623,375	6,092,849	7,745,036	2,844,835	2,638,601					34,786,132
FY24-25	4,840,646	10,852,650	6,153,777	7,822,486	2,873,283	2,638,601					35,181,444
FY25-26	4,935,209	10,860,650	6,153,777	7,822,486	2,873,283	2,664,987					35,310,393
FY26-27	4,937,579	10,852,650	6,153,777	7,822,486	2,873,283	2,664,987					35,304,762
FY27-28	4,936,789	17,543,560	6,153,777	7,822,486	2,873,283	2,664,987					41,994,882
FY28-29	4,934,419	17,543,560	6,153,777	7,822,486	2,873,283	2,664,987					41,992,512
FY29-30	4,933,629	17,778,300	6,215,315	7,900,711	2,902,016	2,691,637					42,421,607
FY30-31	5,031,313	17,778,300	6,215,315	7,900,711	2,902,016	2,691,637					42,519,292
FY31-32	5,032,893	17,778,300	6,215,315	7,900,711	2,902,016	2,691,637					42,520,872
FY32-33	5,028,943	17,778,300	6,215,315	7,900,711	2,902,016	2,691,637					42,516,922
FY33-34	5,029,733	18,012,000	6,215,315	7,900,711	2,902,016	2,718,553					42,778,328
FY34-35	5,029,733	18,012,000	6,277,468	7,979,718	2,931,036	2,718,553					42,948,508
TOTALS	93,270,248	245,483,694	133,547,695 Gas Taxes are raised 1% every five years.	205,070,121	76,033,831	74,728,092 Impact Fees are raised 1% every four years.					**828,133,681**

The dark shaded area represents additional revenue sources that may be applicable for transportation use.

1. 5 Cent and 6 Cent LOGT Net of Debt Service and payment to LeeTran
2. The figures for Toll Surplus reflect the reduction of operating and maintenance, debt payments and renewal and replacement.
   The big jump in Cape Coral Midpoint Surplus in FY2020-2021 reflects the payoff of the Capital and Transportation Facilities Revenue Bonds, Series 2003 and the jump in FY2027-2028 reflects the payoff of the Transportation Facilities Refunding Revenue Bonds, Series 2005A.
3. Sanibel Surplus begins in FY2016-2017 after completion of loans related to payoff of Commercial Paper.

CITY OF FORT MYERS
TRANSPORTATION REVENUE FORECAST

Fiscal Year	8th Cent for O+M (in 2010 $)	8th Cent for O+M (in YOE $)	6th Cent for O+M (in 2010 $)	6th Cent for O+M (in 2010 $)	Total for O+M (in 2010 $)	Total for O+M (in YOE $)	Impact Fees for Capital (in 2010 $)	Impact Fees for Capital (in YOE $)	5th Cent for Capital (in 2010 $)	5th Cent for Capital (in YOE $)	Total for Capital (in 2010 $)	Total for Capital (in YOE $)	Debt Service (in 2010 $)	Debt Service (in YOE $)	Net Capital (in 2010 $)	Net Capital (in YOE $)
FY 2009	513,815	490,693	2,370,437	2,263,767	2,884,251	2,754,460	860,981	822,237	1,765,739	1,686,281	2,626,720	2,508,517	1,687,764	1,611,814	938,956	896,703
FY 2010*	488,122	488,122	2,185,000	2,185,000	2,673,122	2,673,122	430,491	430,491	1,708,000	1,708,000	2,138,491	2,138,491	1,687,864	1,687,864	450,627	450,627
Sub Total	**1,001,937**	**978,815**	**4,555,437**	**4,448,767**	**5,557,373**	**5,427,582**	**1,291,472**	**1,252,727**	**3,473,739**	**3,394,281**	**4,765,210**	**4,647,008**	**3,375,628**	**3,299,678**	**1,389,583**	**1,347,330**
FY 2011**	439,310	456,882	1,966,500	2,045,160	2,405,810	2,502,042	387,441	402,939	1,537,200	1,598,688	1,924,641	2,001,627	1,683,664	1,751,010	240,978	250,617
FY 2012**	448,096	482,331	2,005,830	2,159,075	2,453,926	2,641,406	348,697	375,338	1,567,944	1,687,735	1,916,641	2,063,073	1,680,464	1,808,851	236,178	254,222
FY 2013**	457,058	506,736	2,045,947	2,268,325	2,503,005	2,775,061	355,671	394,330	1,599,303	1,773,134	1,954,974	2,167,464	1,681,964	1,864,780	273,010	302,684
FY 2014**	466,199	532,377	2,086,866	2,383,102	2,553,065	2,915,479	362,785	414,283	1,631,289	1,862,855	1,994,074	2,277,138	1,674,239	1,911,902	319,835	365,236
FY 2015**	475,523	559,316	2,128,603	2,503,687	2,604,126	3,063,002	370,040	435,246	1,663,915	1,957,115	2,033,955	2,392,361	1,675,788	1,971,081	358,167	421,280
Sub Total	**2,286,186**	**2,537,642**	**10,233,745**	**11,359,349**	**12,519,931**	**13,896,991**	**1,824,635**	**2,022,135**	**7,999,651**	**8,879,527**	**9,824,286**	**10,901,663**	**8,396,118**	**9,307,624**	**1,428,168**	**1,594,039**
FY 2016**	485,034	587,617	2,171,175	2,630,373	2,656,208	3,217,990	377,441	457,269	1,697,193	2,056,145	2,074,634	2,513,415	1,678,394	2,033,370	396,240	480,044
FY 2017**	494,734	617,350	2,214,598	2,763,470	2,709,333	3,380,821	384,990	480,407	1,731,137	2,160,186	2,116,127	2,640,593	1,678,394	2,094,371	437,733	546,222
FY 2018**	504,629	648,588	2,258,890	2,903,302	2,763,519	3,551,890	392,690	504,716	1,765,760	2,269,492	2,158,449	2,774,207	1,673,934	2,151,470	484,516	622,737
FY 2019**	514,721	681,407	2,304,068	3,050,209	2,818,790	3,731,616	400,544	530,254	1,801,075	2,384,328	2,201,618	2,914,582	1,675,831	2,218,526	525,787	696,056
FY 2020**	525,016	715,886	2,350,150	3,204,549	2,875,165	3,920,436	408,554	557,085	1,837,096	2,504,975	2,245,651	3,062,060	1,672,809	2,280,961	572,841	781,099
Sub Total	**2,524,134**	**3,250,849**	**11,298,881**	**14,551,904**	**13,823,015**	**17,802,753**	**1,964,219**	**2,529,731**	**8,832,261**	**11,375,127**	**10,796,480**	**13,904,857**	**8,379,362**	**10,778,699**	**2,417,118**	**3,126,158**
FY 2021**	535,516	752,110	2,397,153	3,366,700	2,932,669	4,118,810	416,726	585,273	1,873,838	2,631,727	2,290,564	3,217,000			2,290,564	3,217,000
FY 2022**	546,227	790,167	2,445,096	3,537,055	2,991,322	4,327,221	425,060	614,888	1,911,315	2,764,892	2,336,375	3,379,781			2,336,375	3,379,781
FY 2023**	557,151	830,149	2,493,997	3,716,030	3,051,149	4,546,179	433,561	646,002	1,949,541	2,904,796	2,383,103	3,550,797			2,383,103	3,550,797
FY 2024**	568,294	872,155	2,543,877	3,904,061	3,112,172	4,776,215	442,232	678,689	1,988,532	3,051,778	2,430,765	3,730,468			2,430,765	3,730,468
FY 2025**	579,660	916,286	2,594,755	4,101,606	3,174,415	5,017,892	451,077	713,031	2,028,303	3,206,198	2,479,380	3,919,229			2,479,380	3,919,229
Sub Total	**2,786,848**	**4,160,866**	**12,474,878**	**18,625,451**	**15,261,726**	**22,786,317**	**2,168,657**	**3,237,884**	**9,751,529**	**14,559,392**	**11,920,186**	**17,797,275**			**11,920,186**	**17,797,275**
FY 2026**	591,253	962,650	2,646,650	4,309,148	3,237,903	5,271,797	460,099	749,110	2,068,869	3,368,432	2,528,967	4,117,542			2,528,967	4,117,542
FY 2027**	603,078	1,011,360	2,699,583	4,527,190	3,302,661	5,538,550	469,301	787,015	2,110,246	3,538,875	2,579,547	4,325,890			2,579,547	4,325,890
FY 2028**	615,140	1,062,535	2,753,575	4,756,266	3,368,715	5,818,801	478,687	826,838	2,152,451	3,717,942	2,631,138	4,544,780			2,631,138	4,544,780
FY 2029**	627,443	1,116,299	2,808,646	4,996,933	3,436,089	6,113,232	488,260	868,676	2,195,500	3,906,070	2,683,761	4,774,746			2,683,761	4,774,746
FY 2030**	639,991	1,172,784	2,864,819	5,249,778	3,504,811	6,422,562	498,026	912,631	2,239,410	4,103,717	2,737,436	5,016,348			2,737,436	5,016,348
Sub Total	**3,076,905**	**5,325,627**	**13,773,273**	**23,839,316**	**16,850,178**	**29,164,942**	**2,394,372**	**4,144,272**	**10,766,476**	**18,635,035**	**13,160,848**	**22,779,307**			**13,160,848**	**22,779,307**
FY 2031**	652,791	1,232,126	2,922,116	5,515,417	3,574,907	6,747,543	507,986	958,811	2,284,198	4,311,365	2,792,184	5,270,175			2,792,184	5,270,175
FY 2032**	665,847	1,294,472	2,980,558	5,794,497	3,646,405	7,088,969	518,146	1,007,326	2,329,882	4,529,520	2,848,028	5,536,846			2,848,028	5,536,846
FY 2033**	679,164	1,359,972	3,040,169	6,087,699	3,719,333	7,447,671	528,509	1,058,297	2,376,480	4,758,714	2,904,989	5,817,011			2,904,989	5,817,011
FY 2034**	692,747	1,428,787	3,100,972	6,395,736	3,793,720	7,824,523	539,079	1,111,847	2,424,010	4,999,504	2,963,088	6,111,351			2,963,088	6,111,351
FY 2035**	706,602	1,501,084	3,162,992	6,719,360	3,869,594	8,220,444	549,861	1,168,106	2,472,490	5,252,479	3,022,350	6,420,586			3,022,350	6,420,586
Sub Total	**3,397,152**	**6,816,441**	**15,206,807**	**30,512,709**	**18,603,959**	**37,329,150**	**2,643,580**	**5,304,387**	**11,887,060**	**23,851,582**	**14,530,640**	**29,155,969**			**14,530,640**	**29,155,969**
20 Year Total	**15,073,161**	**23,070,240**	**67,543,021**	**103,337,495**	**82,616,182**	**126,407,735**	**12,286,934**	**18,491,137**	**52,710,716**	**80,694,943**	**64,997,650**	**99,186,080**	**20,151,107**	**23,386,001**	**44,846,543**	**75,800,079**

* Estimated
**Projected

MANAGEMENT & PLANNING COMMITTEE
AGENDA REQUEST FORM
COMMISSION DISTRICT – All

PRESENTED BY: David Loveland, Director
Department of Transportation

REQUESTED BY: David Loveland, Director
Department of Transportation

TITLE OF ITEM FOR THE AGENDA: Transportation CIP

1. DESCRIPTION AND OBJECTIVE OF THE ISSUE :
Lee County DOT has drafted the update of the five-year transportation capital improvement plan (CIP) and submitted it to County Administration for review per County procedures. Attachment A is a summary spreadsheet of the transportation CIP, highlighted with major changes from the prior year. The Board approves the CIP update each year in September as part of the annual budget approval. Staff is seeking some direction on the proposed spending plan to ensure the Board's priorities are being addressed.

The transportation CIP is required to be balanced to projected available revenues, and has been drafted as such (with one exception, to be discussed later). The revenue sources that Lee County DOT has available for capital and major maintenance projects are 12-cents (out of 18) of the local option gas taxes, road impact fees, surplus toll revenues from the three toll bridges, and ad valorem revenue for median landscape installation.

Attachment B is the balancing spreadsheet for the local option gas taxes that DOT uses to ensure the spending plan meets the projected available revenues. Page 1 of Attachment B shows the projected gas tax revenues and expenditures, and page 2 shows the projected surplus toll revenues and expenditures broken down by the Cape and Midpoint Bridges and the Sanibel Bridge. As indicated by the local option gas tax reserves at the bottom of page 1, the proposed spending plan results in a total spend down of reserves by the end of the fifth year (FY 17/18). At the bottom of page 2 is a summary of the ad valorem funding requests related to transportation, which is limited to median landscape installation costs in this draft. Attachment C is the balancing spreadsheet for the road impact fees, with a separate page for each road impact fee district.

Policy Question #1, Gas Tax Spending Priorities, Alico Road vs. Estero Boulevard

Alico Road
The Board had previously determined that the 4-laning of Alico Road from Ben Hill Griffin Parkway to Airport Haul Road was a priority for funding, in support of economic development activity in the Research and Enterprise Diamond area. Properties adjacent to the road include the Florida Gulf Coast Technology and Research Park (Benderson), Alico West (now owned by Private Equity Group, with new expanded plans) and the I-Hub. In addition to the roadway widening, the project would provide sewer service to the planned developments. The County obtained a Federal grant for the design of the sewer line. The Board viewed the project as a high priority and two years ago advanced the preliminary design study to set the alignment and determine the right-of-way needs. That preliminary design study is complete, and staff is preparing a blue sheet to present the study results to the Board and seek approval of the recommended alignment. The current FY 12/13 CIP has funding available to initiate the design phase for that improvement. Staff planned to work with the adjacent property owners to secure the necessary right-of-way based on donation commitments and credits against development obligations. A small mitigation phase is funded next fiscal year (FY 13/14) and the construction and CEI phases are funded in the amount of $8,350,000 in the third year (FY 15/16), the same as approved in last year's CIP. The project is fully funded with gas taxes, as all of the road impact fees for that district are committed to internal General Fund Road Projects Revolving Loan Program debt payments.

Estero Boulevard
Based on discussions during the joint meeting between the Board and the Fort Myers Beach Town Council in January 2012, and discussions with Town staff about the timing of their water line and storm water improvement project, DOT staff was able to allocate $7,000,000 in FY 13/14 for the construction and CEI phases for the first segment (approximately 1 mile of 6) of the Estero Boulevard reconstruction in last year's CIP update. The design phase for that first segment is being completed with appropriated funds in that CIP project budget. Since the project is not adding roadway capacity staff anticipates using gas taxes instead of road impact fees. Further, all of the impact fees for that district are committed to internal Revolving Loan Program debt payments. Incorporating this significant expenditure of gas taxes in what was then the second year of the CIP required delaying another significant expenditure by a year, which was the construction phase for the Alico Road 4-laning project described above. Gas tax revenues were not available to budget for any other segments of Estero Boulevard reconstruction within the five-year CIP plan.

In discussions at this year's joint meeting between the BOCC and the Town Council, interest was expressed in funding the remaining segments of the Estero Boulevard reconstruction and sequencing completion of each segment one after the other. The total estimated cost to accomplish this is $38,750,000. While staff has been able to add the design phase in the amount of $750,000 for Segment 2 in the fourth year (FY 16/17) and the construction and CEI phases in the amount of $7,000,000 for Segment 2 in the fifth year (FY 17/18), that leaves a four year funding gap between Segments 1 and 2, and the remaining four segments remain unfunded. It would be possible to advance the funding for Segment 2 construction up two years to FY 15/16 if the construction for the Alico Road 4-laning was reprioritized and delayed 2 years to FY 17/18. It would also be possible to fund Segment 3 of the Estero Boulevard reconstruction in FY 17/18 (maintaining a two-year spacing between segment construction), if construction for the Alico Road 4-laning was delayed beyond the five-year CIP window.

Policy Question #1a: Does the Board agree with funding of the Alico Road 4-lane construction in the third year of the CIP (FY 15/16) and the Segment 2 Estero Boulevard reconstruction in the fifth year (FY 17/18) of the CIP as proposed, or would the Board prefer reversing this priority?

Policy Question #1b: If the Board chooses to advance Segment 2 of Estero Boulevard to the third year (FY 15/16), does it also want to fund Segment 3 in the fifth year (FY 17/18), thereby delaying the Alico Road 4-lane construction beyond the five-year window?

Policy Question #2, Homestead Road Construction

The Homestead Road 4-laning from south of Sunrise Boulevard up to Alabama Road/Leeland Heights Boulevard has been discussed with the Lehigh Acres community for a number of years, with the design phase close to completion and the right-of-way acquisition phase just starting. The project phases have been funded with District 23 road impact fees. Unfortunately, the drastic decrease in road impact fee revenues with the economic downturn did not allow the construction phase to be programmed in the five-year CIP, and resulted in most of the right-of-way phase being programmed with borrowed dollars ($3.4 million next fiscal year) from the internal Revolving Loan Program, with minimal payback currently identified from future District 23 road impact fees. Two years ago, at the urging of Lehigh community representatives, the Board directed staff to add the construction and CEI phases for the project in what was then the fifth year of the CIP (FY 15/16). Those phases remain in FY 15/16 at a total cost of $12.1 million, but without a specific identified funding source, which makes the CIP unbalanced. Staff has been showing the construction and CEI phases (and a minimal redesign phase the year before) as funded with borrowed dollars, but we have not identified a source to borrow the funds from (since the Revolving Loan Program has essentially been absorbed back into the General Fund) or how we would pay it back (since future District 23 road impact fees are committed to paying back the Homestead right-of-way loan and a loan for the North Airport Road Extension).

Policy Question #2: Does the Board want to commit to funding the Homestead Road 4-lane construction/CEI phases with gas taxes, at the expense of both the Alico Road 4-laning and Segment 2 of the Estero Boulevard reconstruction? If not, does the Board want to commit general fund reserves to the project, either paying for it directly or as a repayment source for an external loan (which could be an option through a bank loan or commercial paper loan but would require a dedicated, stable repayment source like the general fund or gas taxes)?

Again at the community's request, the Board directed last year that the design phase for the reconstruction of the segment of Homestead Road from Alabama Road to Beth Stacy Boulevard as a "complete street" consistent with the on-going community planning effort be added to the CIP. As a result the design phase was funded in this CIP using $1.5 million in gas tax revenues. However, there is no identified source of funding for the right-of-way phase (if that ultimately is needed) or for the construction phase. The potential costs of those phases and other infrastructure needs within two proposed redevelopment areas in Lehigh Acres will be determined by the recently-started infrastructure planning study.

Future Needs

- Big Carlos Pass Bridge replacement by 2021 for an estimated amount of $42,000,000. Five-year CIP includes $14,500,000 using the County's expected share of Sanibel surplus toll revenues. Staff anticipates needed to finance the remainder of the project costs.
- Bonita Beach Road Phase III 6-laning, Old 41 to US 41 for an estimated amount of $22,800,000 for the right-of-way and construction phases, to be split 50/50 with the City of Bonita Springs. Design is underway and jointly funded.
- Burnt Store Road Segment 3 4-laning, Diplomat Pkwy. to Van Buren Pkwy. for an estimated amount of $12,920,000, not including the added right-of-way costs of $7,400,000 if we don't prevail on the date-of-valuation issue. The status of the Burnt Store Road project was discussed at the January 2013 Management & Planning Committee meeting. In this CIP update the timing of the Segment 1 construction (FY 14/15) and the Segment 2 construction (FY 16/17) have been maintained and $1,700,000 added for right-of-way, in part through the use of more District 22 road impact fee funds on the project in addition to surplus tolls. The addition of the $1,700,000 but not budgeting $7,400,000 for the worst-case scenario in terms of right-of-way costs until after the outcome of the on-going appeal of the Lopez case is consistent with the staff recommendations at the January M&P meeting. Besides the Lopez case there were four other condemnation cases already in the legal system that would need to continue, while

we have delayed acquisition of the remaining 32 parcels. The recent settlement proposal that came before the Board was one of the cases already in the system.

- Cape Coral Bridge West-bound Span Replacement by 2028 for an estimated amount of $75,000,000. Staff anticipates a need to borrow funding backed by toll revenues from the Cape Coral and Midpoint Bridges.
- Balance of Estero Boulevard reconstruction (4 miles) for an estimated amount of $31,000,000.
- Ortiz Avenue 4-laning from Colonial Boulevard to Palm Beach Boulevard remaining phases (3 separate projects) for an estimated amount of $31,194,000. No funding source identified.
- Three Oaks Parkway 4-lane Extension, north of Alico Road to Daniels Parkway design and some right-of-way acquisition underway, balance of right-of-way phase and construction/CEI phases for an estimated amount of $40,000,000.

Note: The Homestead Road projects and some of the unfunded future needs could be considered for use of sales tax funding if a referendum on a 1-cent sales tax were pursued and a portion were earmarked for transportation improvements in addition to a transit designation. That concept will be discussed with the Board at the June Management & Planning Committee meeting.

2. PROPOSED POLICY, PROCEDURE OR PLAN OF ACTION

Provide direction on gas tax spending priorities in five-year window, and discuss future funding needs.

3. OPTIONS (List advantages/Disadvantages of Each Option Listed)

Listed in discussion above.

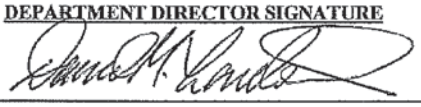
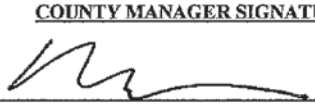
4. FINANCIAL IMPACTS/FUNDING SOURCE

The gas tax funding priorities simply provide direction for spending within the expected available revenues. The future funding needs will require additional revenues to pursue in a timely fashion.

5. STAFF RECOMMENDATIONS, AND JUSTIFICATION FOR RECOMMENDATIONS

Seeking Board direction on spending priorities.

6. Mandated: Y N X **BY WHAT AUTHORITY?**

DEPARTMENT DIRECTOR SIGNATURE	COUNTY MANAGER SIGNATURE	MEETING DATE	TIME REQUIRED
		May 6, 2013	20 min.

SUMMARY OF MAJOR ROAD PROJECTS PROGRAMMED BY LEE COUNTY - FY 13/14 TO FY 17/18 (as proposed April 1, 2013)

COMM DIST.	PROJ. NUMBER	PROJECT NAME	LENGTH (MILES)	FY 98-12 PRIOR EXP.	FY 12/13 BUDGET	13/14	14/15	15/16	16/17	17/18	5-YEAR TOTAL	6-10	PROJECT TOTAL	FUTURE REVENUE SOURCE	PROJECT MANAGER
		MAJOR PROJECTS													
2	205075	Alico Rd 4L/Ben Hill-Airport Haul Rd *(PRELIM DESIGN UNDERWAY)* 4L widening, *including on-road bike lanes and 12' multi-use paths on both sides* ***CEI COSTS INCREASED $150,000, LS COSTS DECREASED $210,000***	1.78	670,494 PRELIM	1,641,699 PRELIM/DES	170,000 MIT	0	8,350,000 CST/CEI	540,000 LS	0	9,060,000	0	11,372,193	GT, AV	Sarah Clarke, 533-8718 sclarke@leegov.com
All	206002	Bicycle/Pedestrian Facilities Annual project for facilities on existing County-maintained roads ***Specific Projects:*** *Gulf Dr. Path Widening, Wheeler Rd-1st St. E.* ***DEFERRED DUE TO BRIDGE CONDITION, COSTS INCREASED $13,500***		17,806,020 DES/CST	635,666 DES/CST	467,000 DES/CST	740,000 DES/CST	180,500 DES/CST *40,500* *CST*	1,014,000 DES/CST	1,006,000 DES/CST	3,407,500 *40,500*	3,700,000 CST	25,549,186	IF/GT *IF21*	Mike Tisch, 533-8110 mtisch@leegov.com
		Stringfellow/Oleander Paved Shoulder, 1st Ave.-8th Ave. ***DELETED - TO BE COMPLETED THIS FISCAL YEAR***			*230,000* *CST*						*0*			*IF22/GT*	
		Villas Sidewalks on Crest Lane and Gorham Ave. (Complete Streets Rec.) ***COSTS INCREASED $10,750***			*190,000* *DES/SUR*	*250,000* *CST*					*250,000*			*IF23/GT*	
		Pedestrian Connection, N. Brentwood Rd.-Summerlin Bike Path (Complete Streets Rec.) - ***COSTS INCREASED $6000***				*17,000* *DES*	*40,000* *CST*				*57,000*			*GT*	
		Three Oaks/Imperial Bike Lane Conversion, Co. Line-Bonita Beach Rd., and E. Terry St.-Corkscrew Rd. ***DELETED - TO BE COMPLETED THIS FISCAL YEAR***			*52,000* *CST*						*0*			*IF 24*	
		Fiddlesticks Blvd.Bike Path/Resurface, Fiddlesticks Ent.-Daniels ***COSTS INCREASED $50,000***				*200,000* *DES/SUR*	*700,000* *CST*				*900,000*			*GT*	
		Daniels Bike Path/South Side, Six Mile Pkwy.-I-75 ***DELETED FOR HIGHER PRIORITY PROJECTS***						*400,000* *DES*	*1,800,000* *CST*		*2,200,000*			*GT*	
		Six Mile Bike Path Gap/West Side, Heritage Palms-Winkler Ext. ***COST INCREASED $10,000, MAY BE ADVANCED WITH ROAD FUNDS***							*115,000* *CST*		*115,000*			*GT*	
		Winkler Rd. Sidewalk/East Side, College Pkwy. to McGregor Blvd. ***NEW PROJECT***						*84,000* *DES/SUR*	*464,000* *CST/CEI*		*548,000*			*GT*	
		Hancock Bridge Pkwy. Sidewalk/North Side, Moody Rd. to US 41 ***NEW PROJECT***						*56,000* *DES/SUR*	*290,000* *CST/CEI*		*346,000*			*GT*	
		Hancock Bridge Pkwy. Sidewalk/North Side, Del Prado Blvd. to SE 24th Ave. ***NEW PROJECT***							*124,000* *DES/SUR*	*866,000* *CST/CEI*	*990,000*			*GT*	
		Boy Scout Rd. Pedestrian Safety Improvements, Summerlin Rd. to US 41 ***NEW PROJECT***							*21,000* *DES/SUR*	*140,000* *CST/CEI*	*161,000*			*GT*	
3		Big Carlos Pass Bridge Replacement Funds to replace 2L bascule bridge with fixed-span bridge *(Sufficient build-up of funds for DES in FY 14/15 at $3,600,000, rest for CST)* ***DES ADVANCED 1 YEAR, CST COSTS INCREASED $1,100,000***		0	0	1,500,000 DES	3,500,000 DES/CST	3,500,000 CST	3,000,000 CST	3,000,000 CST	14,500,000	27,400,000 CST/CEI	41,900,000	SANIBEL SURP. TOLLS	Ehab Guirguis, 533-9416 eguirguis@leegov.com
3	205720	Bonita Beach Road Phase II *(CST UNDERWAY)* 6L, Old 41 to Lime St. (Jointly funded per interlocal agreement) - *including on-road bike lanes and sidewalks on both sides* *GFRTF Loan Repayment - Principal ($3,750,000)* *GFRTF Loan Repayment - Interest (0.5%)*	0.90	5,893,850 DES/ROW/ CST *0* *18,750*	4,862,679 ROW/CST/ CEI/LS *0* *18,750*	0 *0* *18,750*	0 *0* *18,750*	0 *70,850* *18,750*	0 *75,000* *18,396*	0 *80,000* *18,021*	0 *225,850* *130,167*	0 *3,524,150*	10,756,529 *3,750,000* *130,167*	AV *IF24*	Sarah Clarke, 533-8718 sclarke@leegov.com
3	205723	Bonita Beach Road Phase III *(DES UNDERWAY)* 6L widening, W. of US 41 to Old 41 - *including on-road bike lanes and sidewalks on both sides, and approx. 14 transit stops*	2.00	1,993,252 DES	92,906 DES/ROW	0	0	0	0	0	0	22,800,000 ROW/CST	24,886,158	IF24/CITY/ AV	Sarah Clarke, 533-8718 sclarke@leegov.com
2	206758	Briarcliff/Rippe Signalization Joint project with FDOT to install signal per agreement		0	25,000 REPAY	200,000 REPAY	0	0	0	0	200,000	0	225,000	GT	Steve Jansen, 533-9507 sjansen@leegov.com

SUMMARY OF MAJOR ROAD PROJECTS PROGRAMMED BY LEE COUNTY - FY 13/14 TO FY 17/18 (as proposed April 1, 2013)

COMM DIST.	PROJ. NUMBER	PROJECT NAME	LENGTH (MILES)	FY 98-12 PRIOR EXP.	FY 12/13 BUDGET	13/14	14/15	15/16	16/17	17/18	5-YEAR TOTAL	6-10	PROJECT TOTAL	FUTURE REVENUE SOURCE	PROJECT MANAGER
1,4	204088	Burnt Store Road 4L *(DES/ROW UNDERWAY)* SR 78 (Pine Island Road) to Van Buren Parkway *(IN SEGMENTS)* *- including on-road bike lanes, 10' multi-use path on east side, 6' side walk on west side* ***DES COSTS INCREASED $305,000, ROW COSTS INCREASED $1,700,000, MORE IMPACT FEE FUNDS NEEDED TO MAINTAIN SEGMENTS 1 & 2, SEGMENT 3 STILL IN YEARS 6-10***	4.30	8,188,051 DES/ROW	1,594,213 ROW	1,008,000 DES/ROW	9,137,000 ROW/CST/ CEI	790,000 LS/DES	5,500,000 CST/CEI	240,000 LS	16,675,000	12,920,000 CST/CEI/LS	39,377,264	SURP. TOLLS/ IF22/ TRIP	Sarah Clarke, 533-8718 sclarke@leegov.com
2	204054	Colonial Boulevard/Six Mile to SR 82 *(CST COMPLETE)* 6L widening, plus interstate access improvements *(includes $1,000,000 from City of Fort Myers and $4.7 million in State TRIP funds)* ***DELETED - TO BE COMPLETED THIS FISCAL YEAR***	2.65	28,702,845 ALL	3,927,575 CST/MIT/LS	0	0	0	0	0	0	0	32,630,420	AV	Randy Cerchie, 533-8573 rcerchie@leegov.com
4		Corbett Rd. Widening/Resurfacing Diplomat Pkwy. to Littleton Rd - Widen pavement for 11-ft lanes, *including 8-ft off-road path on west side* ***NEW PROJECT, NEED CREATED BY ARMY RESERVE PROJECT***		0	0	0	150,000 DES	690,000 CST	0	0	840,000	0	840,000	GT/IF22	Sarah Clarke, 533-8718 sclarke@leegov.com
2		Crystal Dr. 2LD US 41 to Metro Pkwy. - Reconstruct 2L undivided roadway to 2L divided section *with on-road bike lanes and sidewalks on both sides* ***DES PHASE MOVED BACK 2 YEARS, ROW COSTS INCREASED $600,000 AND MOVED TO YEARS 6-10***		0	0	0	0	0	0	850,000 DES	850,000	6,275,000 ROW/CST/CEI	7,125,000	GT	Sarah Clarke, 533-8718 sclarke@leegov.com
2	205077	Crystal/Plantation Roundabout Construct roundabout at intersection, *including bike-ped features*		0	125,000 ROW	450,000 CST	0	0	0	0	450,000	0	575,000	GT	Sarah Clarke, 533-8718 sclarke@leegov.com
2	205079	Daniels Resurfacing/Six Mile to I-75 Resurfacing, *including conversion of shoulders to designated bike lanes* ***DELETED - TO BE COMPLETED THIS FISCAL YEAR***	2.60	0	1,700,000 CST	0	0	0	0	0	0	0	1,700,000	GT	Dirk Danley, 533-9300 ddanley@leegov.com
3	205067	Estero Blvd. Improvements *(PRELIM DESIGN UNDERWAY)* Phased reconstruction of County roadway within Town, *including adding trolley stops, bike lanes and sidewalks on both sides* , and replacement of City water lines and County sewer lines (costs don't reflect utility replacements). Segment 1 estimated from Lani Kai to Donora Blvd. (1.1 miles), to be refined through on-going preliminary design study. ***LS PHASE FOR SEGMENT 1 ADDED, DES/CST/CEI FOR SEGMENT 2 ADDED, SEGMENTS 3-6 STILL IN YEARS 6-10***	6.00	1,543,283 PRELIM	2,449,946 PRELIM/DES	7,000,000 CST/CEI	300,000 LS	0	750,000 DES	7,000,000 CST/CEI	15,050,000	31,000,000 DES/CST/CEI	50,043,229	GT/TOWN GRANT	Rob Phelan, 533-8594 rphelan@leegov.com
1,2		Fiber Ring Completion of duplicate fiber ring linking Cape Coral toll facilities		0	0	350,000 CST	0	0	0	0	350,000	0	350,000	SURP. TOLLS	Sue Hopwood, 533-0157 shopwood@leegov.com
3	204083	Gladiolus Widening *(CST ON GLADIOLUS AND BASS COMPLETED, A&W BULB PORTION UNDERWAY)* 4L Pine Ridge Rd. to Bass Rd., 6L Bass Rd. to Winkler Rd., plus 4L Bass Rd. from Healthpark to Gladiolus and A&W Bulb Rd. reconstruction, *including on-road bike lanes and sidewalk on one side* ***DELETED - TO BE COMPLETED THIS FISCAL YEAR***	2.30	21,088,401 ALL	2,935,634 CST/MIT/LS	0	0	0	0	0	0	0	24,024,035	IF4/IF24/ GT/AV	Rob Phelan, 533-8594 rphelan@leegov.com
5	205063	Homestead 4L/Sunrise-Alabama *(DES/ROW UNDERWAY)* 4L widening, south of Sunrise Blvd. to Alabama Rd., *including on-road bike lanes and sidewalks on both sides* *GFRTF Loan Repayment - Principal ($3,400,000)* *GFRTF Loan Repayment - Interest (0.5%)* ***BALANCE OF ROW IN 13/14, DES COSTS INCREASED $50,000, CST***	2.25	2,265,040 DES/ROW	1,034,959 DES/ROW *0* *0*	3,400,000 ROW *136,225* *0*	150,000 DES *100,000* *16,319*	12,100,000 CST/CEI *100,000* *16,569*	690,000 LS *100,000* *76,569*	0 *100,000* *76,069*	16,340,000 *536,225* *185,526* *DES/CST LOAN*	0 *2,863,775* *12,250,000*	19,639,999 *3,400,000* *185,526*	IF23/LOAN AV *IF23* *IF23?*	Sarah Clarke, 533-8718 sclarke@leegov.com

SUMMARY OF MAJOR ROAD PROJECTS PROGRAMMED BY LEE COUNTY - FY 13/14 TO FY 17/18 (as proposed April 1, 2013)

COMM DIST.	PROJ. NUMBER	PROJECT NAME	LENGTH (MILES)	FY 98-12 PRIOR EXP.	FY 12/13 BUDGET	13/14	14/15	15/16	16/17	17/18	5-YEAR TOTAL	6-10	PROJECT TOTAL	FUTURE REVENUE SOURCE	PROJECT MANAGER
		COSTS INCREASED $1,100,000, CEI COSTS INCREASED $250,000, LS COSTS REDUCED $110,000, SOURCE OF CST LOAN UNKNOWN													
5	205080	Homestead Road Complete Street Reconstruction of existing 4LD roadway from Alabama Rd. to Beth Stacey Blvd. to reflect community plan concept of Complete Street *(still being defined by community)*	1.00	0	1,500,000 DES	0	0	0	0	0	0	0	1,500,000	GT	Sarah Clarke, 533-8718 sclarke@leegov.com

SUMMARY OF MAJOR ROAD PROJECTS PROGRAMMED BY LEE COUNTY - FY 13/14 TO FY 17/18 (as proposed April 1, 2013)

COMM DIST.	PROJ. NUMBER	PROJECT NAME	LENGTH (MILES)	FY 98-12 PRIOR EXP.	FY 12/13 BUDGET	13/14	14/15	15/16	16/17	17/18	5-YEAR TOTAL	6-10	PROJECT TOTAL	FUTURE REVENUE SOURCE	PROJECT MANAGER
4		Kismet/Littleton Realignment Realignment of eastern end of Kismet Pkwy. to connect directly to Littleton Rd., *including on-road bike lanes and sidewalks on both sides (subject to execution of joint-funding interlocal agreement, amounts reflect County's share only, assumes 50/50 split of each phase)* ***DES MOVED BACK 2 YEARS, ROW PHASE ADDED, CST/CEI MOVED TO YEARS 6-10***		0	0	0	0	0	137,500 DES	675,000 ROW	812,500	693,500 CST/CEI	1,506,000	IF22	Sarah Clarke, 533-8718 sclarke@leegov.com
5	205068	Luckett Rd 4L/Ortiz to I-75 *(ROW UNDERWAY)* 4L widening, *including on-road bike lanes and sidewalks on both sides*	0.46	550,792 ROW	599,207 ROW	0	0	0	0	0	0	3,069,000 CST/CEI/LS	4,218,999	IF23/AV	Rob Phelan, 533-8594 rphelan@leegov.com
1	205904	Matlacha Pass Bridge Replacement *(CST UNDERWAY)* *Includes wide shoulders and ped facilities on both sides* *Loan Repayment (Principal and Interest)* ***DELETED - TO BE COMPLETED THIS FISCAL YEAR***		22,425,134 ALL *13,252,675*	2,770,549 CST/CEI *5,660,717*	0	0	0	0	0	0 *0*	0	25,195,683 *18,913,392*	GT/IF22 *GT*	Randy Cerchie, 533-8573 rcerchie@leegov.com
2	204100	North Airport Rd. Ext. West *(DES UNDERWAY)* 2L Extension, end of existing road to Metro Parkway, *including on-road bike lanes, a 10' multi-use path on north side and 6' sidewalk on south* *GFRTF Loan Repayment - Principal ($3,845,000)* *GFRTF Loan Repayment - Interest (0.5%)*	0.62	337,426 DES/ROW	4,164,958 DES/ROW/ RR/CST/CEI *0* *0*	0 *745,120* *19,225*	0 *700,000* *15,499*	0 *600,000* *11,999*	0 *550,000* *8,999*	0 *550,000* *6,249*	0 *3,145,120* *61,971*	0 *699,880*	4,502,384 *3,845,000* *61,971*	LOAN *IF23*	Sarah Clarke, 533-8718 sclarke@leegov.com
2	205078	North Airport Rd. Reconstruction Reconstruct existing road to match cross-section of extension, *including on-road bike lanes and sidewalks on both sides*		0	500,000 DES	1,800,000 CST	0	0	0	0	1,800,000	0	2,300,000	GT	Sarah Clarke, 533-8718 sclarke@leegov.com
2,4		Ortiz 4L/Colonial-MLK 4L widening, Colonial Blvd. to SR 82 (Dr. Martin Luther King, Jr. Blvd.), *including on-road bike lanes and sidewalks on both sides*	1.73	0	0	0	0	0	0	0	0	10,819,000 ALL	10,819,000	IF23/AV	Rob Phelan, 533-8594 rphelan@leegov.com
5	205056	Ortiz 4L/Luckett-SR 80 4L widening, Luckett Rd. to SR 80 (Palm Beach Blvd.), *including on-road bike lanes and sidewalks on both sides - Redesign anticipated to address anticipated Community Plan emphasis on walkability*	1.33	8,406,284 DES/ROW	3,142,135 ROW	0	0	0	0	0	0	10,650,000 CST/CEI/LS	22,198,419	IF23/AV	Rob Phelan, 533-8594 rphelan@leegov.com
4,5	204072	Ortiz 4L/MLK-Luckett 4L widening, SR 82 (Dr. Martin Luther King, Jr. Blvd.) to Luckett Rd., *including on-road bike lanes and sidewalks on both sides*	1.25	9,092,873 DES/ROW	113,602 ROW	0	0	0	0	0	0	9,725,000 CST/CEI/LS	18,931,475	IF23/AV	Rob Phelan, 533-8594 rphelan@leegov.com
ALL	206759	Signal System ATMS Upgrade Upgrade signal system, install ITS field equipment		623,277 CST	897,596 CST	750,000 CST	750,000 CST	750,000 CST	0	0	2,250,000	0	3,770,873	GT	Mike Say, 533-9514 msay@leegov.com
2	204604	Six Mile Cypress Pkwy 4L *(CST UNDERWAY)* N. of Daniels Pkwy. to S. of Winkler Ext. *(funding includes ARRA stimulus and State TRIP funds)* ***DELETED - TO BE COMPLETED THIS FISCAL YEAR***	2.30	7,597,299 ALL	2,709,786 CST/CEI/LS	0	0	0	0	0	0	0	10,307,085	IF23/CITY/ ARRA/TRIP AV	Rob Phelan, 533-8594 rphelan@leegov.com
2	206007	Summerlin/Boyscout-Cypress Lake *(CST COMPLETE)* 6L widening, including overpass at College Parkway	2.60	34,854,743 ALL	3,278,921 ROW/CST/LS	0	0	0	0	0	0	0	38,133,664	IF23/AV	Sarah Clarke, 533-8718 sclarke@leegov.com
2	204053	Three Oaks Parkway Extension North New 4L, N. of Alico Rd. to Daniels Pkwy., *including on-road bike lanes and sidewalks on both sides* ***CST COSTS INCREASED $2,000,000, LS COSTS REDUCED $$310,000***	3.50	6,930,150 DES/ROW	5,717,602 DES/ROW	0	0	0	0	0	0	39,776,883 ROW/CST	52,424,635	IF24	Sarah Clarke, 533-8718 sclarke@leegov.com
3	204043	Three Oaks Parkway Extension South *(CST COMPLETE)* New 4L, East Terry St. to Coconut Road ***DELETED - TO BE COMPLETED THIS FISCAL YEAR***	4.15	50,827,031 ALL	5,442,202 ROW/LS	0	0	0	0	0	0	0	56,269,233	AV	Sarah Clarke, 533-8718 sclarke@leegov.com
1,2,3	205818	Toll Interoperability		0	100,000	750,000	0	0	0	0	750,000	0	850,000	SURP.	Sue Hopwood, 533-0157

SUMMARY OF MAJOR ROAD PROJECTS PROGRAMMED BY LEE COUNTY - FY 13/14 TO FY 17/18 (as proposed April 1, 2013)

COMM DIST.	PROJ. NUMBER	PROJECT NAME	LENGTH (MILES)	FY 98-12 PRIOR EXP.	FY 12/13 BUDGET	13/14	14/15	15/16	16/17	17/18	5-YEAR TOTAL	6-10	PROJECT TOTAL	FUTURE REVENUE SOURCE	PROJECT MANAGER
		Upgrade hardware/software to maintain interoperability with other toll agencies			CST	CST								TOLLS	shopwood@leegov.com

SUMMARY OF MAJOR ROAD PROJECTS PROGRAMMED BY LEE COUNTY - FY 13/14 TO FY 17/18 (as proposed April 1, 2013)

COMM DIST.	PROJ. NUMBER	PROJECT NAME	LENGTH (MILES)	FY 98-12 PRIOR EXP.	FY 12/13 BUDGET	13/14	14/15	15/16	16/17	17/18	5-YEAR TOTAL	6-10	PROJECT TOTAL	FUTURE REVENUE SOURCE	PROJECT MANAGER
1,2,3		Toll System Replacement Funds for complete replacement due to technology changes ***FUNDING IN 5-YEAR WINDOW INCREASED $5,140,000***		0	0	0	0	0	4,540,000 CST	2,200,000 CST	6,740,000	1,960,000 CST	8,700,000	SURP. TOLLS	Sue Hopwood, 533-0157 shopwood@leegov.com
		SUBTOTALS	29.72	99,155,535	32,476,089	17,845,000	14,727,000	26,360,500	16,171,500	14,971,000	90,075,000	180,788,383	402,495,007		
		MAJOR MAINTENANCE PROJECTS													
CW	404683	Road Resurface/Rebuild Program Funds for rebuilding/resurfacing County-maintained roads as identified under systematic evaluation		45,680,838 CST	5,521,878 CST	3,500,000 CST	5,000,000 CST	5,000,000 CST	5,000,000 CST	5,000,000 CST	23,500,000	25,000,000 CST	99,702,716	GT	Dirk Danley, 533-9300 ddanley@leegov.com
CW	405714	Master Bridge Project Funds for capital repairs/replacement of small bridges and culverts as identified throughout the year by inspections/critical events		6,681,624 CST	860,091 CST	175,000 CST	190,000 CST	185,000 CST	210,000 CST	260,000 CST	1,020,000	1,150,000 CST	9,711,715	GT	Ehab Guirguis, 533-9416 eguirguis@leegov.com
CW	406024	Roadway Beautification Funds for installation of landscaping on existing roads, including funds for grants to community groups ($100,000 per year)		7,150,680 LS	214,314 LS	100,000 LS	100,000 LS	100,000 LS	100,000 LS	100,000 LS	500,000	3,000,000 LS	10,864,994	AV	Bob DeBrock, 533-9425 bdebrock@leegov.com
CW	406670	Signal Maintenance Upgrades Fund to replace critical signal components as needed		448,773 CST	105,513 CST	100,000 CST	100,000 CST	100,000 CST	100,000 CST	100,000 CST	500,000	500,000 CST	1,554,286	GT	Mike Berens, 533-9500 mberens@leegov.com
CW	406713	Master Signal Project/Major Intersections Funds for small-scale intersection improvements, including signalization		8,145,688 CST	2,091,745 CST	1,500,000 CST	1,500,000 CST	1,500,000 CST	1,500,000 CST	1,500,000 CST	7,500,000	7,500,000 CST	25,237,433	GT	Steve Jansen, 533-9507 sjansen@leegov.com
5	406692	Intersection Equipment Replacement Replacing signal equipment at various intersections as needed		27 CST	499,973 CST	0	0	250,000 CST	250,000 CST	250,000 CST	750,000	1,250,000	2,500,000	GT	Mike Say, 533-9514 msay@leegov.com
CW		ADA Plan Implementation Funds to make improvements on County roads per ADA Transition Plan ***NEW PROJECT***		0	0	0	250,000	250,000	250,000	250,000	1,000,000	1,500,000	2,500,000	GT	Mike Tisch, 533-8110 mtisch@leegov.com
CW		Roadway Lighting Upgrade Funds to replace lighting fixtures with LED ***NEW PROJECT***		0	0	0	0	0	450,000	450,000	900,000	1,500,000	2,400,000	GT	Mike Say, 533-9514 msay@leegov.com
		SUBTOTALS		68,107,630	9,293,514	5,375,000	7,140,000	7,385,000	7,860,000	7,910,000	35,670,000	41,400,000	154,471,144		
		TOTAL		167,263,165	41,769,603	23,220,000	21,867,000	33,745,500	24,031,500	22,881,000	125,745,000	222,188,383	556,966,151		

NOTE: Budget figures represent estimates for programming purposes. All dollar figures are subject to adjustment. Program year represents when funds are available, not necessarily when phase started or completed. Totals exclude loan repayments/interest.

KEY (PHASES): PRELIM = Preliminary Study; PD&E = Project Development & Environmental Study; DES = Design; ROW = Right-of-Way Acquisition; CST = Construction; CEI = Construction Engineering Inspection; PM = Project Management; LS = Landscaping; MIT = Mitigation

KEY (FUNDS): IF23 = Road Impact Fees from District 23; GT = Local Option Gas Taxes; CITY = City funds; PS = Public Safety funds; FDOT = Florida Dept. of Transportation; AV = Ad Valorem

GAS TAX BALANCING - FY 14-18 CIP 4/22/2013

	14	15	16	17	18	TOTAL
Revenues						
Five Cent LOGT	$2,932,000	$2,991,000	$3,051,000	$3,108,000	$3,164,000	$15,246,000
Six Cent LOGT (Net of debt service)	$7,953,000	$8,112,000	$8,274,000	$8,431,000	$8,583,000	$41,353,000
Ninth Cent LOGT	$2,836,000	$2,893,000	$2,951,000	$3,007,000	$3,061,000	$14,748,000
Interest	$75,000	$75,000	$100,000	$100,000	$100,000	$450,000
Fund Balance	$6,535,056	$2,201,414	$6,030,626	$763,746	$4,214,764	$19,745,606
TOTAL	$20,331,056	$16,272,414	$20,406,626	$15,409,746	$19,122,764	$91,542,606
Less Expenditures						
Reserve Requirement Fund 307 (10% or $750,000)	$1,592,033	$873,833	$1,727,333	$958,233	$1,672,433	$6,823,867
Transit Allocation	$617,276	$629,621	$642,214	$654,416	$666,195	$3,209,722
TOTAL	$2,209,309	$1,503,454	$2,369,547	$1,612,649	$2,338,628	$7,694,960
TOTAL AVAILABLE REVENUES	$18,121,747	$14,768,959	$18,037,079	$13,797,097	$16,784,136	$83,847,646

	Projects	FISCAL YEAR					FIVE-YEAR
PROJ #	PROJECT NAME	14	15	16	17	18	TOTAL
	Major Projects (sorted alphabetically)						
205075	Alico Rd 4L/Ben Hill-Airport Haul Rd	$170,000	$0	$8,350,000	$0	$0	$8,520,000
206002	Bicycle/Pedestrian Facilities	$217,000	$740,000	$140,000	$1,014,000	$1,006,000	$3,117,000
206758	Briarcliff/Metro Signalization	$200,000	$0	$0	$0	$0	$200,000
	Crystal Dr. 2LD (with bike lanes/sidewalks)	$0	$0	$0	$0	$850,000	$850,000
205077	Crystal/Plantation Roundabout	$450,000	$0	$0	$0	$0	$450,000
205067	Estero Blvd. Improvements - Segment 1	$7,000,000	$0	$0	$0	$0	$7,000,000
205078	North Airport Road Reconstruction	$1,800,000	$0	$0	$0	$0	$1,800,000
206759	Signal System ATMS Upgrade	$750,000	$750,000	$750,000	$0	$0	$2,250,000
	Estero Blvd. Improvements - Segment 2	$0	$0	$0	$750,000	$7,000,000	$7,750,000
	Corbett Rd. Widening/Resurface	$0	$150,000	$690,000	$0	$0	$840,000
	SUBTOTAL	$10,587,000	$1,640,000	$9,930,000	$1,764,000	$8,856,000	$32,777,000
	Major Maintenance Projects (sorted by project #)						
404007	Environmental Mit. (PW Request - DOT share)	$58,333	$58,333	$58,333	$58,333	$58,333	$291,665
404683	Road Resurface/Rebuild Program	$3,500,000	$5,000,000	$5,000,000	$5,000,000	$5,000,000	$23,500,000
405714	Master Bridge Project	$175,000	$190,000	$185,000	$210,000	$260,000	$1,020,000
406670	Signal Maintenance Upgrades	$100,000	$100,000	$100,000	$100,000	$100,000	$500,000
406713	Master Signal Project/Major Intersections	$1,500,000	$1,500,000	$1,500,000	$1,500,000	$1,500,000	$7,500,000
406692	Intersection Equipment Replacement	$0	$0	$250,000	$250,000	$250,000	$750,000
	ADA Plan Implementation	$0	$250,000	$250,000	$250,000	$250,000	$1,000,000
	Roadway Lighting Upgrade	$0	$0	$0	$450,000	$450,000	$900,000
	SUBTOTAL	$5,333,333	$7,098,333	$7,343,333	$7,818,333	$7,868,333	$35,461,665
	GRAND TOTAL	$15,920,333	$8,738,333	$17,273,333	$9,582,333	$16,724,333	$68,238,665

	RESERVES	$2,201,414	$6,030,626	$763,746	$4,214,764	$59,802

CAPE/MIDPOINT SURPLUS TOLLS

		14	15	16	17	18	TOTAL
	Revenues	2,109,227	2,137,639	2,448,980	2,451,524	333,000	9,480,370
	Fund Balance	5,451,075	5,622,302	2,373,307	4,822,287	1,173,811	6,811
	Total Available	7,560,302	7,759,941	4,822,287	7,273,811	1,506,811	9,487,181
	Projects						
204088	Burnt Store 4L/Segment 1 78-Tropicana	1,008,000	5,386,634	0	0	0	6,394,634
204088	Burnt Store 4L/Segment 2 Tropicana-Diplomat	0	0	0	2,600,000	0	2,600,000
	Fiber Ring	350,000	0	0	0	0	350,000
	Toll Interoperability (80%)	580,000	0	0	0	0	580,000
	Toll System Replacement (80%)	0	0	0	3,500,000	1,500,000	5,000,000
	TOTAL	1,938,000	5,386,634	0	6,100,000	1,500,000	14,924,634
	RESERVES	5,622,302	2,373,307	4,822,287	1,173,811	6,811	

SANIBEL SURPLUS TOLLS

		14	15	16	17	18	TOTAL
	Revenues *(County's 79%)*	1,736,413	3,768,754	3,767,429	3,768,826	3,673,236	16,714,658
	Fund Balance	0	66,413	335,167	602,596	331,422	304,658
	Total Available	1,736,413	3,835,167	4,102,596	4,371,422	4,004,658	17,019,316
	Projects						
	Big Carlos Pass Bridge Replacement	1,500,000	3,500,000	3,500,000	3,000,000	3,000,000	14,500,000
	Toll Interoperability (20%)	170,000	0	0	0	0	170,000
	Toll System Replacement (20%)	0	0	0	1,040,000	700,000	1,740,000
	TOTAL	1,670,000	3,500,000	3,500,000	4,040,000	3,700,000	16,410,000
	RESERVES	66,413	335,167	602,596	331,422	304,658	

AD VALOREM-FUNDED REQUESTS

		14	15	16	17	18	TOTAL
205075	Alico Rd 4L/Ben Hill - Airport Haul Rd (LS)	0	0	0	540,000	0	540,000
204088	Burnt Store 4L/Segment 1 78-Tropicana (LS)	0	0	630,000	0	0	630,000
204088	Burnt Store 4L/Segment 2 Tropicana-Diplomat (LS)	0	0	0	0	240000	240,000
205067	Estero Blvd. Segment 1 (LS)	0	300,000	0	0	0	300,000
205063	Homestead 4L/Sunrise-Alabama (LS)	0	0	0	690,000	0	690,000
406024	Roadway Beautification (LS)	100,000	100,000	100,000	100,000	100,000	500,000
		100,000	400,000	730,000	1,330,000	340,000	2,900,000

ROADS IMPACT FEE DISTRICT REVENUES

DIST. 21--BOCA GRANDE	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	TOTAL
IMPACT FEES	$2,600	$7,878	$13,261	$13,394	$13,528	$50,661
INTEREST	$33	$33	$33	$33	$34	$166
FUND BAL.	$165,426	$167,927	$175,443	$147,572	$160,328	
REV. TOTAL	$168,059	$175,838	$188,737	$160,999	$173,890	
LESS:						
LESS 5% OF PROJECTED REVENUES	$132	$396	$665	$671	$678	$2,541
DEBT SERVICE	$0	$0	$0	$0	$0	$0
NET AVAILABLE	$167,927	$175,443	$188,072	$160,328	$173,212	
PROJECTS:						
6002 *BIKE-PED PROJECTS*						
Gulf Drive Path Widening	$0	$0	$40,500	$0	$0	$40,500
TOTAL PROJECTS	$0	$0	$40,500	$0	$0	$40,500
RESERVES	$167,927	$175,443	$147,572	$160,328	$173,212	

ROADS IMPACT FEE DISTRICT REVENUES

	DIST. 22--NORTH DISTRICT	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	TOTAL
	IMPACT FEES	$50,600	$153,318	$258,085	$260,666	$263,273	$985,942
	INTEREST	$633	$639	$645	$652	$658	$3,227
	FUND BALANCE	$3,894,200	$3,942,871	$3,152,131	$3,237,924	$448,676	
	REV. TOTAL	$3,945,433	$4,096,828	$3,410,861	$3,499,242	$712,607	
	LESS:						
	LESS 5% OF PROJECTED REVENUES	$2,562	$7,698	$12,937	$13,066	$13,197	$49,458
	DEBT SERVICE	$0	$0	$0	$0	$0	$0
		$3,942,871	$4,089,131	$3,397,924	$3,486,176	$699,411	
	PROJECTS:						
4088	Burnt Store 4L/78-Van Buren (Segment 2)	$0	$937,000	$160,000	$2,900,000	$0	$3,997,000
	Kismet/Littleton Realignment *(50%, Subject to ILA)*	$0	$0	$0	$137,500	$675,000	$812,500
6002	*BIKE-PED PROJECTS*						
	TOTAL PROJECTS	$0	$937,000	$160,000	$3,037,500	$675,000	$4,809,500
	RESERVES	$3,942,871	$3,152,131	$3,237,924	$448,676	$24,411	

ROADS IMPACT FEE DISTRICT REVENUES

	DIST. 23--CENTRAL DISTRICT	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	TOTAL
	IMPACT FEES	$150,000	$454,500	$765,075	$772,726	$780,453	$2,922,754
	INTEREST	$1,875	$1,894	$1,913	$1,932	$1,951	$9,565
	GENERAL FUND LOAN - Homestead 4L (5063)	*$3,400,000*	*$0*	*$0*	*$0*	*$0*	$3,400,000
	OTHER LOAN - Homestead 4L (5063)	*$0*	*$150,000*	*$12,100,000*	*$0*	*$0*	$12,250,000
	GENERAL FUND LOAN - N. Airport Rd. Ext. West	*$0*	*$0*	*$0*	*$0*	*$0*	$0
	FUND BALANCE	$1,408,326	$402,037	$3,793	$3,864	$4,220	
	REV. TOTAL	$4,960,201	$1,008,431	$12,870,781	$778,522	$786,624	
	LESS:						
	LESS 5% OF PROJECTED REVENUES	$7,594	$22,820	$38,349	$38,733	$39,120	$146,616
	REFUND - PRIOR YEAR REVENUES	$0	$0	$0	$0	$0	$0
5063	*Homestead 4L Loan Repayment - Principal*	*$136,225*	*$100,000*	*$100,000*	*$100,000*	*$100,000*	*$536,225*
	Interest (0.5%)	*$0*	*$16,319*	*$16,569*	*$76,569*	*$76,069*	*$185,526*
4100	*N. Airport Rd. Ext. West Loan Repayment - Principal*	*$745,120*	*$700,000*	*$600,000*	*$550,000*	*$550,000*	*$3,145,120*
	Interest (0.5%)	*$19,225*	*$15,499*	*$11,999*	*$8,999*	*$6,249*	*$61,973*
	NET AVAILABLE	$4,052,037	$153,793	$12,103,864	$4,220	$15,186	$16,329,101
	PROJECTS:						
5063	HOMESTEAD 4L / SUNRISE-ALABAMA	$3,400,000	$150,000	$12,100,000	$0	$0	$15,650,000
6002	*BIKE-PED PROJECTS*						
	Complete Streets Recs./Villas Sidewalks	$250,000	$0	$0	$0	$0	$250,000
	TOTAL PROJECTS	$3,650,000	$150,000	$12,100,000	$0	$0	$15,900,000
	RESERVES	$402,037	$3,793	$3,864	$4,220	$15,186	

ROADS IMPACT FEE DISTRICT REVENUES

	DIST. 24--SOUTHWEST DISTRICT		FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	TOTAL
	IMPACT FEES		$150,000	$454,500	$765,075	$772,726	$780,453	$2,922,754
	INTEREST		$1,875	$1,894	$1,913	$1,932	$1,951	$9,565
	FUND BALANCE		$0	$13,428	$16,398	$5,334	$709	
	REV. TOTAL		$151,875	$469,822	$783,386	$779,992	$783,113	
	LESS:							
	LESS 5% OF PROJECTED REVENUES		$7,594	$22,820	$38,349	$38,733	$39,120	$146,616
5021	*Estero Pkwy Ext. Loan Repayment -*	*Principal*	*$50,000*	*$350,000*	*$590,000*	*$590,000*	*$590,000*	$2,170,000
		Interest (0.5%)	*$62,104*	*$61,854*	*$60,104*	*$57,154*	*$54,204*	$295,418
5720	*BBR Phase 2 Loan Repayment -*	*Principal*	*$0*	*$0*	*$70,850*	*$75,000*	*$80,000*	$225,850
		Interest (0.5%)	*$18,750*	*$18,750*	*$18,750*	*$18,396*	*$18,021*	$92,667
	DEBT SERVICE		$0	$0	$0	$0	$0	$0
	NET AVAILABLE		$13,428	$16,398	$5,334	$709	$1,769	
	PROJECTS:							
6002	*BIKE-PED PROJECTS*							
	TOTAL PROJECTS		$0	$0	$0	$0	$0	$0
	RESERVES		$13,428	$16,398	$5,334	$709	$1,769	

ROADS IMPACT FEE DISTRICT REVENUES

	DIST. 25--SOUTHEAST DISTRICT	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	TOTAL
	IMPACT FEES	$100,000	$303,000	$510,050	$515,151	$520,302	$1,948,503
	INTEREST	$1,250	$1,263	$1,275	$1,288	$1,301	$6,377
	FUND BALANCE	$0	($7,772)	$27,318	$19,867	$9,225	
	REV. TOTAL	$101,250	$296,491	$538,643	$536,306	$530,828	
	LESS:						
	LESS 5% OF PROJECTED REVENUES	$5,063	$15,213	$25,566	$25,822	$26,080	$97,744
4097	*CR 951 Ext. (Stock ROW) Loan Repayment -Principal*	*$0*	*$150,000*	*$390,000*	*$400,000*	*$400,000*	$1,340,000
	Interest (0.5%)	*$103,960*	*$103,960*	*$103,210*	*$101,260*	*$99,260*	$511,648
	NET AVAILABLE	($7,772)	$27,318	$19,867	$9,225	$5,488	
	PROJECTS:						
6002	*BIKE-PED PROJECTS*						
	TOTAL PROJECTS	$0	$0	$0	$0	$0	
	RESERVES	($7,772)	$27,318	$19,867	$9,225	$5,488	

ROADS IMPACT FEE DISTRICT REVENUES

	ROADS TOTAL		FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	TOTAL
	IMPACT FEES		$453,200	$1,373,196	$2,311,546	$2,334,663	$2,358,009	$8,830,614
	INTEREST		$5,666	$5,723	$5,779	$5,837	$5,895	$28,900
	LOAN INCOME		*$3,400,000*	*$0*	*$0*	*$0*	*$0*	*$3,400,000*
	FUND BALANCE		$5,467,952	$4,518,492	$3,375,083	$3,414,560	$623,158	
	REV. TOTAL		$9,326,818	$5,897,411	$5,692,408	$5,755,060	$2,987,062	
	LESS:							
	LESS 5% OF PROJECTED REVENUES		$22,943	$68,946	$115,866	$117,025	$118,195	$442,976
	DEBT REPAYMENT - DISTRICT 23							
5063	*Homestead 4L Loan Repayment -*	*Principal*	*$136,225*	*$100,000*	*$100,000*	*$100,000*	*$100,000*	*$536,225*
		Interest (0.5%)	*$0*	*$16,319*	*$16,569*	*$76,569*	*$76,069*	*$185,526*
4100	*N. Airport Rd. Ext. Loan Repayment -*	*Principal*	*$745,120*	*$700,000*	*$600,000*	*$550,000*	*$550,000*	*$3,145,120*
		Interest (0.5%)	*$19,225*	*$15,499*	*$11,999*	*$8,999*	*$6,249*	*$61,973*
	DEBT REPAYMENT - DISTRICT 24							
5720	*BBR Phase 2 Loan Repayment -*	*Principal*	*$0*	*$0*	*$70,850*	*$75,000*	*$80,000*	*$225,850*
		Interest (0.5%)	*$18,750*	*$18,750*	*$18,750*	*$18,396*	*$18,021*	*$92,667*
5021	*Estero Pkwy Ext. Loan Repayment -*	*Principal*	*$50,000*	*$350,000*	*$590,000*	*$590,000*	*$590,000*	*$2,170,000*
		Interest (0.5%)	*$62,104*	*$61,854*	*$60,104*	*$57,154*	*$54,204*	*$295,418*
	DEBT REPAYMENT - DISTRICT 25							
4097	*CR 951 Ext. (Stock ROW) Loan Repayment -*	*Principal*	*$0*	*$150,000*	*$390,000*	*$400,000*	*$400,000*	*$1,340,000*
		Interest (0.5%)	*$103,960*	*$103,960*	*$103,210*	*$101,260*	*$99,260*	*$511,648*
	REFUND - PRIOR YEAR REVENUES		$0	$0	$0	$0	$0	$0
	TOTAL CREDITS/DEBT		$1,158,326	$1,585,327	$2,077,348	$2,094,402	$2,091,997	$9,007,401
	NET AVAILABLE		$8,168,492	$4,312,083	$3,615,060	$3,660,658	$895,065	
	TOTAL REVOLVING LOAN PAYMENTS FROM IF		*$931,345*	*$1,300,000*	*$1,750,850*	*$1,715,000*	*$1,720,000*	*$7,417,195*
	TOTAL LOAN INTEREST PAYMENTS FROM IF		*$204,038*	*$216,381*	*$210,631*	*$262,377*	*$253,802*	*$1,147,231*

	PROJECTS:						
	DISTRICT 21 PROJECTS						
6002	Gulf Drive Path Widening	$0	$0	$40,500	$0	$0	$40,500
	DISTRICT 22 PROJECTS						
4088	Burnt Store 4L/78-Van Buren (Segment 2)	$0	$937,000	$160,000	$2,900,000	$0	$3,997,000
	Kismet/Littleton Realignment *(50%, Subject to ILA)*	$0	$0	$0	$137,500	$675,000	$812,500
	DISTRICT 23 PROJECTS						
5063	Homestead 4L/Sunrise-Alabama	$3,400,000	$150,000	$12,100,000	$0	$0	$15,650,000
6002	Complete Streets Recs./Villas Sidewalks	$250,000	$0	$0	$0	$0	$250,000
	DISTRICT 24 PROJECTS						
	DISTRICT 25 PROJECTS						
	TOTAL PROJECTS	$3,650,000	$1,087,000	$12,300,500	$3,037,500	$675,000	$17,037,500
	RESERVES	$4,518,492	$3,375,083	$3,414,560	$623,158	$220,065	
	BALANCE	$0	$150,000	$12,100,000	$0	$0	

			Construction Cost From LRE	Units	Default ROW Width	Figure Number
Project_Area_Type	**Project_Type**	**Project_Description**	**CST_Cost**	**CST_Units**	**ROW_Width**	**Figure_Num**
Rural	Roadway - New Construction	2-Lane Undivided Roadway with 5' Outside Shoulder Paved	$4,524,370	per Centerline Mile	124	1
Rural	Roadway - New Construction	4-Lane Roadway with 5' Outside Shoulder Paved	$6,991,163	per Centerline Mile	192	4
Rural	Roadway - New Construction	6-Lane Roadway with 5' Outside Shoulder Paved	$8,805,269	per Centerline Mile	216	11
Rural	Roadway - Widening	2-Lane Roadway to 4 Lanes with 5' Outside Shoulder Paved (Includes milling and res	$4,829,198	per Centerline Mile	192	4
Rural	Roadway - Widening	4-Lane Roadway to 6 Lanes with 5' Outside Shoulder Paved (Includes milling and res	$5,297,756	per Centerline Mile	216	11
Rural	Roadway - Widening	Add 1 Through Lane on Inside (To Existing ROW) with 5' Shoulder Paved	$1,148,617	per Centerline Mile	N/A	-
Rural	Roadway - Widening	Add 1 Through Lane on Outside (To Existing ROW) with 5' Shoulder Paved	$1,765,466	per Centerline Mile	N/A	-
Rural	Roadway - Widening	Add 300' Exclusive Left Turn Lane to Existing ROW	$54,198	per Centerline Mile	N/A	-
Rural	Roadway - Widening	Add 300' Exclusive Right Turn Lane to Existing ROW	$132,555	per Centerline Mile	N/A	-
Rural	Roadway - Widening	Widen 1-Leg of Existing Rural 2-Lane Cross Street in Existing ROW to Accommodate 2 Receiving Lanes, Dual Left Turn lanes, and Exclusive Right Turn Lane (Approximate Length of 0.25 Miles)	$1,500,781	per Approach	N/A	-
Rural	Roadway - Milling and Resurfacing	2-Lane Undivided Roadway with 5' Outside Shoulder Paved	$510,984	per Centerline Mile	N/A	1
Rural	Roadway - Milling and Resurfacing	4-Lane Roadway with 5' Outside Shoulder Paved	$1,180,057	per Centerline Mile	N/A	4
Rural	Roadway - Milling and Resurfacing	6-Lane Roadway with 5' Outside Shoulder Paved	$1,715,672	per Centerline Mile	N/A	11
Rural	Intersection	2-Lane Arterial Roundabout	$1,250,000	per Intersection	Special Case	42
Rural	Intersection	4-Lane Arterial Roundabout	$2,500,000	per Intersection	Special Case	43
Rural	Intersection Traffic Signalization	Mast Arm Assembly - 2-Lane Roadway Intersecting 2-Lane Roadway	$193,257	per Intersection	N/A	-
Rural	Intersection Traffic Signalization	Mast Arm Assembly - 4-Lane Roadway Intersecting 4-Lane Roadway	$212,836	per Intersection	N/A	-
Rural	Intersection Traffic Signalization	Mast Arm Assembly - 6-Lane Roadway Intersecting 6-Lane Roadway	$276,011	per Intersection	N/A	-
Rural	Intersection Traffic Signalization	Concrete Pole Signals - 2-Lane Roadway Intersecting 2-Lane Roadway	$107,191	per Intersection	N/A	-
Rural	Intersection Traffic Signalization	Concrete Pole Signals - 4-Lane Roadway Intersecting 4-Lane Roadway	$124,856	per Intersection	N/A	-
Rural	Intersection Traffic Signalization	Concrete Pole Signals - 6-Lane Roadway Intersecting 6-Lane Roadway	$153,406	per Intersection	N/A	-
Rural	Intersection Traffic Signalization	ITS Coordinated Signals	$292,140	per 2 Signals	N/A	-
Rural	Lighting	Street Lighting, 1 Side	$235,642	per Mile	N/A	-
Rural	Lighting	Street Lighting, 2 Sides	$355,162	per Mile	N/A	-
Rural	Grade Separation	4-Lane Rural Expressway over Expressway	$15,607,582	per Grade Separation	Special Case	-
Rural	Grade Separation	4-Lane Rural Expressway over Railroad.2-Span AASHTO Beam Bridges, 200' Long	$21,407,425	per Grade Separation	Special Case	-
Rural	Interchange	Single Point Interchange - Mainline Over Crossroad	$31,021,074	per Interchange	Special Case	44
Rural	Interchange	Diamond Interchange over Rural Divided Crossroad	$24,659,686	per Interchange	Special Case	46
Rural	Interchange	Diamond/Partial Cloverleaf Interchange with 2 Loop Ramps - Mainline over Crossroa	$53,106,265	per Interchange	Special Case	48
Rural	Interchange	Partial Cloverleaf Interchange with 2 Loop Ramps - Mainline over Crossroad	$55,190,225	per Interchange	Special Case	49
Rural	Interchange	Trumpet Interchange - Ramps over Crossroad	$25,510,625	per Interchange	Special Case	50
Rural	Interchange	Tee Interchange - Mainline over Crossroad	$46,928,698	per Interchange	Special Case	51
Rural	Interstate	(New) 4-Lane Interstate with 4' Inside and 10' Outside Shoulders Paved	$8,125,888	per Centerline Mile	324	18
Rural	Interstate	(New) 6-Lane Interstate with 10' Inside and Outside Shoulders Paved	$10,754,372	per Centerline Mile	324	19
Rural	Interstate	(New) 8-Lane Interstate with 10' Inside and Outside Shoulders Paved	$12,497,493	per Centerline Mile	348	20
Rural	Interstate	(Widen) 4-Lane Interstate to 6 Lanes with 10' Inside and Outside Shoulders Paved (In	$4,872,794	per Centerline Mile	324	19
Rural	Interstate	(Widen) 4-Lane Interstate to 8 Lanes with 10' Inside and Outside Shoulders Paved (In	$7,070,561	per Centerline Mile	348	20
Rural	Interstate	(Widen) 6-Lane Interstate to 8 Lanes with 10' Inside and Outside Shoulders Paved (In	$6,666,176	per Centerline Mile	348	20
Rural	Interstate	(Mill and Resurface) 4-Lane Interstate with 4' Inside and 10' Outside Shoulders Paved	$1,271,303	per Centerline Mile	N/A	18
Rural	Interstate	(Mill and Resurface) 6-Lane Interstate with 10' Inside and Outside Shoulders Paved	$1,735,234	per Centerline Mile	N/A	19
Rural	Interstate	(Mill and Resurface) 8-Lane Interstate with 10' Inside and Outside Shoulders Paved	$2,372,184	per Centerline Mile	N/A	20
Rural	Ramps	(New) 1-Lane Ramp (ROW width based on ultimate 2-lane ramp improvement)	$1,876,832	per Centerline Mile	150	21
Rural	Ramps	(New) 2-Lane Ramp	$2,501,634	per Centerline Mile	150	22
Rural	Ramps	(Mill and Resurface) 1-Lane Ramp	$255,687	per Centerline Mile	N/A	21
Rural	Ramps	(Mill and Resurface) 2-Lane Ramp	$352,172	per Centerline Mile	N/A	22
Rural	Bicycle and Pedestrian Facilities	Bike Lanes	$159,050	per Mile	Special Case	-
Rural	Bicycle and Pedestrian Facilities	Sidewalks Per Mile (5' Width - 1 Side)	$95,539	per Mile	10	-
Rural	Bicycle and Pedestrian Facilities	Sidewalks Per Mile (6' Width - 1 Side)	$114,646	per Mile	12	-
Rural	Bicycle and Pedestrian Facilities	Shared Use Path (10' Width)	$272,556	per Mile	15	-
Rural	Bicycle and Pedestrian Facilities	Shared Use Path (12' Width)	$327,067	per Mile	17	-
Rural	Bicycle and Pedestrian Facilities	At Grade Pedestrian Crossing (Treated Structural Timber)	$50	per Square Foot	Special Case	-
Rural	Bicycle and Pedestrian Facilities	At Grade Pedestrian Crossing (Concrete)	$90	per Square Foot	Special Case	-
Rural	Bicycle and Pedestrian Facilities	Pedestrian Overpass	$365	per Square Foot	Special Case	-
Rural	Bicycle and Pedestrian Facilities	Flashing Pedestrian Warning Sign	$5,600	per Sign	N/A	-

Rural	Bicycle and Pedestrian Facilities	Overhead Pedestrian Sign Structure (Flashing Beacons / Internal Lights)	$55,000	per Structure	N/A	-
Rural	Bridge - Low Level	2-Lane Undivided Bridge	$32,260,800	per Mile	47	23
Rural	Bridge - Low Level	2-Lane Undivided Bridge with 5' Sidewalks	$40,497,600	per Mile	59	24
Rural	Bridge - Low Level	4-Lane Twin Span Bridge (40' Median)	$59,030,400	per Mile	111	27
Rural	Bridge - Low Level	4-Lane Twin Span Bridge (40' Median) with 5' Sidewalks	$67,267,200	per Mile	123	28
Rural	Bridge - Low Level	6-Lane Twin Span Bridge (40' Median)	$80,995,200	per Mile	135	33
Rural	Bridge - Low Level	6-Lane Twin Span Bridge (40' Median) with 5' Sidewalks	$89,232,000	per Mile	147	34
Rural	Bridge - Low Level	Widening	$110	per Added Square Foot	Special Case	-
Rural	Bridge - Mid Level	2-Lane Undivided Bridge	$37,224,000	per Mile	47	23
Rural	Bridge - Mid Level	2-Lane Undivided Bridge with 5' Sidewalks	$46,728,000	per Mile	59	24
Rural	Bridge - Mid Level	4-Lane Twin Span Bridge (40' Median)	$68,112,000	per Mile	111	27
Rural	Bridge - Mid Level	4-Lane Twin Span Bridge (40' Median) with 5' Sidewalks	$77,616,000	per Mile	123	28
Rural	Bridge - Mid Level	6-Lane Twin Span Bridge (40' Median)	$93,456,000	per Mile	135	33
Rural	Bridge - Mid Level	6-Lane Twin Span Bridge (40' Median) with 5' Sidewalks	$102,960,000	per Mile	147	34
Rural	Bridge - Mid Level	Widening	$135	per Added Square Foot	Special Case	-
Rural	Bridge - High Level	2-Lane Undivided Bridge	$49,632,000	per Mile	47	23
Rural	Bridge - High Level	2-Lane Undivided Bridge with 5' Sidewalks	$62,304,000	per Mile	59	24
Rural	Bridge - High Level	4-Lane Twin Span Bridge (40' Median)	$90,816,000	per Mile	111	27
Rural	Bridge - High Level	4-Lane Twin Span Bridge (40' Median) with 5' Sidewalks	$103,488,000	per Mile	123	28
Rural	Bridge - High Level	6-Lane Twin Span Bridge (40' Median)	$124,608,000	per Mile	135	33
Rural	Bridge - High Level	6-Lane Twin Span Bridge (40' Median) with 5' Sidewalks	$137,280,000	per Mile	147	34
Rural	Bridge - High Level	Widening	$160	per Added Square Foot	Special Case	-
Rural	Bridge - Bascule	2-Lane Undivided Bridge	$488,875,200	per Mile	47	23
Rural	Bridge - Bascule	2-Lane Undivided Bridge with 5' Sidewalks	$613,694,400	per Mile	59	24
Rural	Bridge - Bascule	4-Lane Twin Span Bridge (40' Median)	$894,537,600	per Mile	111	27
Rural	Bridge - Bascule	4-Lane Twin Span Bridge (40' Median) with 5' Sidewalks	$1,019,356,800	per Mile	123	28
Rural	Bridge - Bascule	6-Lane Twin Span Bridge (40' Median)	$1,227,388,800	per Mile	135	33
Rural	Bridge - Bascule	6-Lane Twin Span Bridge (40' Median) with 5' Sidewalks	$1,352,208,000	per Mile	147	34
Rural	Bridge - Removal	Typical	$60	per Square Foot	N/A	-
Rural	Bridge - Removal	Bascule	$70	per Square Foot	N/A	-
Rural	Other	1 Acre Pond Site (6' Depth)	$343,782	per Acre	Special Case	-
Rural	Other	Convert 14' Center Turn Lane to 14' Raised Median (Per Mile)	$225,492	per Mile	N/A	-
Rural	Other	ITS Variable Message Sign	$200,000	per Sign	N/A	-
Urban	Roadway - New Construction	2-Lane Undivided Roadway with 6' Sidewalk, 4' Bike Lane and Curb & Gutter	$6,095,198	per Centerline Mile	56	2
Urban	Roadway - New Construction	3-Lane Undivided Dual-use Roadway with 6' Sidewalk, 4' Bike Lane, and Curb & Gutt	$6,237,081	per Centerline Mile	68	3
Urban	Roadway - New Construction	4-Lane Roadway (45mph Design Speed) with 5' Sidewalk, 4' Bike Lane, and Curb & (	$8,537,780	per Centerline Mile	102	5
Urban	Roadway - New Construction	4-Lane Roadway (55mph Design Speed) with 5' Sidewalk, 6.5' Bike Lane , and Curb	$9,859,591	per Centerline Mile	148	6
Urban	Roadway - New Construction	5-Lane Undivided Dual-use Roadway with 6' Sidewalk, 4' Bike Lane, and Curb & Gut	$9,013,010	per Centerline Mile	88	9
Urban	Roadway - New Construction	5-Lane Undivided Roadway with 6' Sidewalk, 4' Bike Lane, and Curb & Gutter	$7,549,780	per Centerline Mile	88	10
Urban	Roadway - New Construction	6-Lane Roadway (45 mph Design speed) with 5' Sidewalk, 4' Bike Lanes, and Curb &	$10,447,044	per Centerline Mile	132	12
Urban	Roadway - New Construction	6-Lane Roadway (50 mph Design speed) with 5' Sidewalk, 6.5' Bike Lanes, and Curb	$9,350,169	per Centerline Mile	160	13
Urban	Roadway - New Construction	8-Lane Roadway (45 mph Design Speed) with 5' Sidewalk, 4' Bike Lane, and Curb &	$10,108,537	per Centerline Mile	156	16
Urban	Roadway - New Construction	8-Lane Roadway (50 mph Design speed) with 5' Sidewalk, 6.5' Bike Lanes, and Curb	$10,305,582	per Centerline Mile	184	17
Urban	Roadway - Widening	2-Lane Roadway to 4 Lanes (45mph Design Speed) with 5' Sidewalk, 4' Bike Lane, a	$5,763,328	per Centerline Mile	102	5
Urban	Roadway - Widening	2-Lane Roadway to 4 Lanes (55mph Design Speed) with 5' Sidewalk, 6.5' Bike Lane	$6,206,543	per Centerline Mile	148	6
Urban	Roadway - Widening	4-Lane Roadway to 6 Lanes (45 mph Design speed) with 5' Sidewalk, 4' Bike Lanes,	$6,349,351	per Centerline Mile	132	12
Urban	Roadway - Widening	4-Lane Roadway to 6 Lanes (50mph Design Speed) with 5' Sidewalk, 6.5' Bike Lane	$6,782,220	per Centerline Mile	160	13
Urban	Roadway - Widening	4-Lane Roadway to 8 Lanes (45 mph Design Speed) with 5' Sidewalk, 4' Bike Lane, a	$8,599,679	per Centerline Mile	156	16
Urban	Roadway - Widening	4-Lane Roadway to 8 Lanes (50 mph Design speed) with 5' Sidewalk, 6.5' Bike Lanes	$8,831,460	per Centerline Mile	184	17
Urban	Roadway - Widening	6-Lane Roadway to 8 Lanes (45 mph Design Speed) with 5' Sidewalk, 4' Bike Lane, a	$7,641,191	per Centerline Mile	156	16
Urban	Roadway - Widening	6-Lane Roadway to 8 Lanes (50 mph Design speed) with 5' Sidewalk, 6.5' Bike Lanes	$7,747,079	per Centerline Mile	184	17
Urban	Roadway - Widening	Add 1 Through Lane on Inside (To Existing ROW) with 5' Sidewalk, and Curb & Gutte	$1,165,936	per Centerline Mile	N/A	-
Urban	Roadway - Widening	Add 1 Through Lane on Outside (To Existing ROW) with 5' Sidewalk, and Curb & Gut	$2,585,883	per Centerline Mile	N/A	-
Urban	Roadway - Widening	Add 300' Exclusive Left Turn Lane to Existing ROW	$72,032	per Centerline Mile	N/A	-
Urban	Roadway - Widening	Add 300' Exclusive Right Turn Lane to Existing ROW	$151,875	per Centerline Mile	N/A	-
Urban	Roadway - Widening	Widen 1-Leg of Existing Rural 2-Lane Cross Street in Existing ROW to Accommodate 2 Receiving Lanes, Dual Left Turn lanes, and Exclusive Right Turn Lane (Approximate Length of 0.25 Miles)	$1,500,781	per Approach	N/A	-
Urban	Roadway - Milling and Resurfacing	2-Lane Undivided Roadway with 6' Sidewalk, 4' Bike Lane and Curb & Gutter	$716,470	per Centerline Mile	N/A	2
Urban	Roadway - Milling and Resurfacing	3-Lane Undivided Dual-use Roadway with 6' Sidewalk, 4' Bike Lane, and Curb & Gutt	$884,545	per Centerline Mile	N/A	3
Urban	Roadway - Milling and Resurfacing	4-Lane Roadway (45mph Design Speed) with 5' Sidewalk, 4' Bike Lane, and Curb & (	$1,259,576	per Centerline Mile	N/A	5

Urban	Roadway - Milling and Resurfacing	4-Lane Roadway (55mph Design Speed) with 5' Sidewalk, 6.5' Bike Lane , and Curb	$1,099,966	per Centerline Mile	N/A	6
Urban	Roadway - Milling and Resurfacing	5-Lane Undivided Dual-use Roadway with 6' Sidewalk, 4' Bike Lane, and Curb & Gut	$1,103,349	per Centerline Mile	N/A	9
Urban	Roadway - Milling and Resurfacing	5-Lane Undivided Roadway with 6' Sidewalk, 4' Bike Lane, and Curb & Gutter	$1,339,094	per Centerline Mile	N/A	10
Urban	Roadway - Milling and Resurfacing	6-Lane Roadway (45 mph Design speed) with 5' Sidewalk, 4' Bike Lanes, and Curb &	$1,784,574	per Centerline Mile	N/A	12
Urban	Roadway - Milling and Resurfacing	6-Lane Roadway (50 mph Design speed) with 5' Sidewalk, 6.5' Bike Lanes, and Curb	$1,879,935	per Centerline Mile	N/A	13
Urban	Roadway - Milling and Resurfacing	8-Lane Roadway (45 mph Design Speed) with 5' Sidewalk, 4' Bike Lane, and Curb &	$2,223,748	per Centerline Mile	N/A	16
Urban	Roadway - Milling and Resurfacing	8-Lane Roadway (50 mph Design speed) with 5' Sidewalk, 6.5' Bike Lanes, and Curb	$2,312,434	per Centerline Mile	N/A	17
Urban	Intersection	4-Lane/4-Lane Intersection w/Single Right Turn Lanes	$1,418,522	per Intersection	Special Case	39
Urban	Intersection	4-Lane/4-Lane Intersection w/Dual Right Turn Lanes	$1,463,695	per Intersection	Special Case	40
Urban	Intersection	6-Lane/4-Lane Intersection w/Single Right Turn Lanes	$1,572,988	per Intersection	Special Case	41
Urban	Intersection	2-Lane Arterial Roundabout	$1,250,000	per Intersection	Special Case	42
Urban	Intersection	4-Lane Arterial Roundabout	$2,500,000	per Intersection	Special Case	43
Urban	Intersection Traffic Signalization	Mast Arm Assembly - 2-Lane Roadway Intersecting 2-Lane Roadway	$193,257	per Intersection	N/A	-
Urban	Intersection Traffic Signalization	Mast Arm Assembly - 4-Lane Roadway Intersecting 4-Lane Roadway	$212,836	per Intersection	N/A	-
Urban	Intersection Traffic Signalization	Mast Arm Assembly - 6-Lane Roadway Intersecting 6-Lane Roadway	$276,011	per Intersection	N/A	-
Urban	Intersection Traffic Signalization	Concrete Pole Signals - 2-Lane Roadway Intersecting 2-Lane Roadway	$107,191	per Intersection	N/A	-
Urban	Intersection Traffic Signalization	Concrete Pole Signals - 4-Lane Roadway Intersecting 4-Lane Roadway	$124,856	per Intersection	N/A	-
Urban	Intersection Traffic Signalization	Concrete Pole Signals - 6-Lane Roadway Intersecting 6-Lane Roadway	$153,406	per Intersection	N/A	-
Urban	Intersection Traffic Signalization	ITS Coordinated Signals	$292,140	per 2 Signals	N/A	-
Urban	Lighting	Street Lighting, 1 Side	$245,103	per Mile	N/A	-
Urban	Lighting	Street Lighting, 2 Sides	$369,422	per Mile	N/A	-
Urban	Lighting	Intersection 8 Lighting (150 Wind speeds)	$80,784	per Intersection	N/A	-
Urban	Lighting	Intersection 10 Lighting (150 Wind speeds)	$97,501	per Intersection	N/A	-
Urban	Lighting	Intersection 12 Lighting (150 Wind speeds)	$114,219	per Intersection	N/A	-
Urban	Grade Separation	4-Lane Divided Urban Arterial with 22' Median over Railroad	$12,908,192	per Grade Separation	Special Case	-
Urban	Interchange	Compressed Diamond Interchange - Mainline over Crossroad	$42,465,032	per Interchange	Special Case	47
Urban	Interchange	Single Point Urban Interchange (SPUI) - Mainline Over Crossroad	$25,394,864	per Interchange	Special Case	45
Urban	Interchange	Diamond/Partial Cloverleaf Interchange with 2 Loop Ramps - Mainline over Crossroa	$53,106,265	per Interchange	Special Case	48
Urban	Interchange	Partial Cloverleaf Interchange with 2 Loop Ramps - Mainline over Crossroad	$55,190,225	per Interchange	Special Case	49
Urban	Interstate	(New) 4-Lane Interstate with 4' Inside and 10' Outside Shoulders Paved	$8,125,888	per Centerline Mile	324	18
Urban	Interstate	(New) 6-Lane Interstate with 10' Inside and Outside Shoulders Paved	$10,754,372	per Centerline Mile	324	19
Urban	Interstate	(New) 8-Lane Interstate with 10' Inside and Outside Shoulders Paved	$12,497,493	per Centerline Mile	348	20
Urban	Interstate	(Widen) 4-Lane Interstate to 6 Lanes with 10' Inside and Outside Shoulders Paved (In	$4,872,794	per Centerline Mile	324	19
Urban	Interstate	(Widen) 4-Lane Interstate to 8 Lanes with 10' Inside and Outside Shoulders Paved (In	$7,070,561	per Centerline Mile	348	20
Urban	Interstate	(Widen) 6-Lane Interstate to 8 Lanes with 10' Inside and Outside Shoulders Paved (In	$6,666,176	per Centerline Mile	348	20
Urban	Interstate	(Mill and Resurface) 4-Lane Interstate with 4' Inside and 10' Outside Shoulders Paved	$1,271,303	per Centerline Mile	N/A	18
Urban	Interstate	(Mill and Resurface) 6-Lane Interstate with 10' Inside and Outside Shoulders Paved	$1,735,234	per Centerline Mile	N/A	19
Urban	Interstate	(Mill and Resurface) 8-Lane Interstate with 10' Inside and Outside Shoulders Paved	$2,372,184	per Centerline Mile	N/A	20
Urban	Ramps	(New) 1-Lane Ramp (ROW width based on ultimate 2-lane ramp improvement)	$1,876,832	per Centerline Mile	150	21
Urban	Ramps	(New) 2-Lane Ramp	$2,501,634	per Centerline Mile	150	22
Urban	Ramps	(Mill and Resurface) 1-Lane Ramp	$255,687	per Centerline Mile	N/A	21
Urban	Ramps	(Mill and Resurface) 2-Lane Ramp	$352,172	per Centerline Mile	N/A	22
Urban	Bicycle and Pedestrian Facilities	Bike Lanes	$266,034	per Mile	Special Case	-
Urban	Bicycle and Pedestrian Facilities	Sidewalks Per Mile (5' Width - 1 Side)	$95,539	per Mile	10	-
Urban	Bicycle and Pedestrian Facilities	Sidewalks Per Mile (6' Width - 1 Side)	$114,646	per Mile	12	-
Urban	Bicycle and Pedestrian Facilities	Shared Use Path (10' Width)	$272,556	per Mile	15	-
Urban	Bicycle and Pedestrian Facilities	Shared Use Path (12' Width)	$327,067	per Mile	17	-
Urban	Bicycle and Pedestrian Facilities	At Grade Pedestrian Crossing (Treated Structural Timber)	$50	per Square Foot	Special Case	-
Urban	Bicycle and Pedestrian Facilities	At Grade Pedestrian Crossing (Concrete)	$90	per Square Foot	Special Case	-
Urban	Bicycle and Pedestrian Facilities	Pedestrian Overpass	$365	per Square Foot	Special Case	-
Urban	Bicycle and Pedestrian Facilities	Flashing Pedestrian Warning Sign	$5,600	per Sign	N/A	-
Urban	Bicycle and Pedestrian Facilities	Overhead Pedestrian Sign Structure (Flashing Beacons / Internal Lights)	$55,000	per Structure	N/A	-
Urban	Bridge - Low Level	2-Lane Undivided Bridge	$32,260,800	per Mile	47	25
Urban	Bridge - Low Level	2-Lane Undivided Bridge with 4' Bike Lanes and 6' Sidewalks	$33,633,600	per Mile	49	26
Urban	Bridge - Low Level	4-Lane Twin Span Bridge (28' Median)	$59,030,400	per Mile	99	29
Urban	Bridge - Low Level	4-Lane Twin Span Bridge (28' Median) with 4' Bike Lanes and 6' Sidewalks	$55,598,400	per Mile	101	30
Urban	Bridge - Low Level	4-Lane Raised Median Bridge (22' Median)	$63,835,200	per Mile	93	31
Urban	Bridge - Low Level	4-Lane Raised Median Bridge (22' Median) with 4' Bike Lanes and 6' Sidewalks	$65,208,000	per Mile	95	32
Urban	Bridge - Low Level	6-Lane Twin Span Bridge (33' Median)	$80,995,200	per Mile	123	35
Urban	Bridge - Low Level	6-Lane Twin Span Bridge (28' Median) with 4' Bike Lanes and 6' Sidewalks	$72,072,000	per Mile	125	36
Urban	Bridge - Low Level	6-Lane Raised Median Bridge (22' Median)	$80,308,800	per Mile	117	37

Urban	Bridge - Low Level	6-Lane Raised Median Bridge (22' Median) with 4' Bike Lanes and 6' Sidewalks	$81,681,600	per Mile	119	38
Urban	Bridge - Low Level	Widening	$110	per Added Square Foot	Special Case	-
Urban	Bridge - Mid Level	2-Lane Undivided Bridge	$37,224,000	per Mile	47	25
Urban	Bridge - Mid Level	2-Lane Undivided Bridge with 4' Bike Lanes and 6' Sidewalks	$38,808,000	per Mile	49	26
Urban	Bridge - Mid Level	4-Lane Twin Span Bridge (28' Median)	$68,112,000	per Mile	99	29
Urban	Bridge - Mid Level	4-Lane Twin Span Bridge (28' Median) with 4' Bike Lanes and 6' Sidewalks	$64,152,000	per Mile	101	30
Urban	Bridge - Mid Level	4-Lane Raised Median Bridge (22' Median)	$73,656,000	per Mile	93	31
Urban	Bridge - Mid Level	4-Lane Raised Median Bridge (22' Median) with 4' Bike Lanes and 6' Sidewalks	$75,240,000	per Mile	95	32
Urban	Bridge - Mid Level	6-Lane Twin Span Bridge (33' Median)	$93,456,000	per Mile	123	35
Urban	Bridge - Mid Level	6-Lane Twin Span Bridge (28' Median) with 4' Bike Lanes and 6' Sidewalks	$83,160,000	per Mile	125	36
Urban	Bridge - Mid Level	6-Lane Raised Median Bridge (22' Median)	$92,664,000	per Mile	117	37
Urban	Bridge - Mid Level	6-Lane Raised Median Bridge (22' Median) with 4' Bike Lanes and 6' Sidewalks	$94,248,000	per Mile	119	38
Urban	Bridge - Mid Level	Widening	$135	per Added Square Foot	Special Case	-
Urban	Bridge - High Level	2-Lane Undivided Bridge	$49,632,000	per Mile	47	25
Urban	Bridge - High Level	2-Lane Undivided Bridge with 4' Bike Lanes and 6' Sidewalks	$51,744,000	per Mile	49	26
Urban	Bridge - High Level	4-Lane Twin Span Bridge (28' Median)	$90,816,000	per Mile	99	29
Urban	Bridge - High Level	4-Lane Twin Span Bridge (28' Median) with 4' Bike Lanes and 6' Sidewalks	$85,536,000	per Mile	101	30
Urban	Bridge - High Level	4-Lane Raised Median Bridge (22' Median)	$98,208,000	per Mile	93	31
Urban	Bridge - High Level	4-Lane Raised Median Bridge (22' Median) with 4' Bike Lanes and 6' Sidewalks	$100,320,000	per Mile	95	32
Urban	Bridge - High Level	6-Lane Twin Span Bridge (33' Median)	$124,608,000	per Mile	123	35
Urban	Bridge - High Level	6-Lane Twin Span Bridge (28' Median) with 4' Bike Lanes and 6' Sidewalks	$110,880,000	per Mile	125	36
Urban	Bridge - High Level	6-Lane Raised Median Bridge (22' Median)	$123,552,000	per Mile	117	37
Urban	Bridge - High Level	6-Lane Raised Median Bridge (22' Median) with 4' Bike Lanes and 6' Sidewalks	$125,664,000	per Mile	119	38
Urban	Bridge - High Level	Widening	$160	per Added Square Foot	Special Case	-
Urban	Bridge - Bascule	2-Lane Undivided Bridge	$488,875,200	per Mile	47	25
Urban	Bridge - Bascule	2-Lane Undivided Bridge with 4' Bike Lanes and 6' Sidewalks	$509,678,400	per Mile	49	26
Urban	Bridge - Bascule	4-Lane Twin Span Bridge (28' Median)	$894,537,600	per Mile	99	29
Urban	Bridge - Bascule	4-Lane Twin Span Bridge (28' Median) with 4' Bike Lanes and 6' Sidewalks	$842,529,600	per Mile	101	30
Urban	Bridge - Bascule	4-Lane Raised Median Bridge (22' Median)	$967,348,800	per Mile	93	31
Urban	Bridge - Bascule	4-Lane Raised Median Bridge (22' Median) with 4' Bike Lanes and 6' Sidewalks	$988,152,000	per Mile	95	32
Urban	Bridge - Bascule	6-Lane Twin Span Bridge (33' Median)	$1,227,388,800	per Mile	123	35
Urban	Bridge - Bascule	6-Lane Twin Span Bridge (28' Median) with 4' Bike Lanes and 6' Sidewalks	$1,092,168,000	per Mile	125	36
Urban	Bridge - Bascule	6-Lane Raised Median Bridge (22' Median)	$1,216,987,200	per Mile	117	37
Urban	Bridge - Bascule	6-Lane Raised Median Bridge (22' Median) with 4' Bike Lanes and 6' Sidewalks	$1,237,790,400	per Mile	119	38
Urban	Bridge - Removal	Typical	$60	per Square Foot	N/A	-
Urban	Bridge - Removal	Bascule	$70	per Square Foot	N/A	-
Urban	Other	1 Acre Pond Site (6' Depth)	$343,782	per Acre	Special Case	-
Urban	Other	Convert 14' Center Turn Lane to 14' Raised Median (Per Mile)	$225,492	per Mile	N/A	-
Urban	Other	ITS Variable Message Sign	$200,000	per Sign	N/A	-
Suburban	Roadway - New Construction	4-Lane Roadway (2-Curb) with 5' Sidewalk, 5' Bike Lane , and Curb & Gutter with 4' I	$7,301,447	per Centerline Mile	148	7
Suburban	Roadway - New Construction	4-Lane Roadway (4-Curb) with 5' Sidewalk, 6.5' Bike Lane , and Curb & Gutter with 4	$9,859,591	per Centerline Mile	148	8
Suburban	Roadway - New Construction	6-Lane Roadway (2-Curb) with 5' Sidewalk, 5' Bike Lane , and Curb & Gutter with 6.5	$8,695,342	per Centerline Mile	160	14
Suburban	Roadway - New Construction	6-Lane Roadway (4-Curb) with 5' Sidewalk, 6.5' Bike Lane , and Curb & Gutter with 6	$11,140,376	per Centerline Mile	160	15
Suburban	Roadway - Milling and Resurfacing	4-Lane Roadway (2-Curb) with 5' Sidewalk, 5' Bike Lane , and Curb & Gutter with 4' I	$1,160,729	per Centerline Mile	N/A	7
Suburban	Roadway - Milling and Resurfacing	4-Lane Roadway (4-Curb) with 5' Sidewalk, 6.5' Bike Lane , and Curb & Gutter with 4	$1,188,624	per Centerline Mile	N/A	8
Suburban	Roadway - Milling and Resurfacing	6-Lane Roadway (2-Curb) with 5' Sidewalk, 5' Bike Lane , and Curb & Gutter with 6.5	$1,571,489	per Centerline Mile	N/A	14
Suburban	Roadway - Milling and Resurfacing	6-Lane Roadway (4-Curb) with 5' Sidewalk, 6.5' Bike Lane , and Curb & Gutter with 6	$1,599,384	per Centerline Mile	N/A	15
Suburban	Intersection Traffic Signalization	Mast Arm Assembly - 2-Lane Roadway Intersecting 2-Lane Roadway	$193,257	per Intersection	N/A	-
Suburban	Intersection Traffic Signalization	Mast Arm Assembly - 4-Lane Roadway Intersecting 4-Lane Roadway	$212,836	per Intersection	N/A	-
Suburban	Intersection Traffic Signalization	Mast Arm Assembly - 6-Lane Roadway Intersecting 6-Lane Roadway	$276,011	per Intersection	N/A	-
Suburban	Intersection Traffic Signalization	Concrete Pole Signals - 2-Lane Roadway Intersecting 2-Lane Roadway	$107,191	per Intersection	N/A	-
Suburban	Intersection Traffic Signalization	Concrete Pole Signals - 4-Lane Roadway Intersecting 4-Lane Roadway	$124,856	per Intersection	N/A	-
Suburban	Intersection Traffic Signalization	Concrete Pole Signals - 6-Lane Roadway Intersecting 6-Lane Roadway	$153,406	per Intersection	N/A	-
Suburban	Intersection Traffic Signalization	ITS Coordinated Signals	$292,140	per 2 Signals	N/A	-
Suburban	Lighting	Street Lighting, 1 Side	$235,642	per Mile	N/A	-
Suburban	Lighting	Street Lighting, 2 Sides	$355,162	per Mile	N/A	-
Suburban	Interchange	Diamond/Partial Cloverleaf Interchange with 2 Loop Ramps - Mainline over Crossroa	$53,106,265	per Interchange	Special Case	48
Suburban	Interchange	Partial Cloverleaf Interchange with 2 Loop Ramps - Mainline over Crossroad	$55,190,225	per Interchange	Special Case	49
Suburban	Interstate	(New) 4-Lane Interstate with 4' Inside and 10' Outside Shoulders Paved	$8,125,888	per Centerline Mile	324	18
Suburban	Interstate	(New) 6-Lane Interstate with 10' Inside and Outside Shoulders Paved	$10,754,372	per Centerline Mile	324	19
Suburban	Interstate	(New) 8-Lane Interstate with 10' Inside and Outside Shoulders Paved	$12,497,493	per Centerline Mile	348	20

Suburban	Interstate	(Widen) 4-Lane Interstate to 6 Lanes with 10' Inside and Outside Shoulders Paved (In	$4,872,794	per Centerline Mile	324	19
Suburban	Interstate	(Widen) 4-Lane Interstate to 8 Lanes with 10' Inside and Outside Shoulders Paved (In	$7,070,561	per Centerline Mile	348	20
Suburban	Interstate	(Widen) 6-Lane Interstate to 8 Lanes with 10' Inside and Outside Shoulders Paved (In	$6,666,176	per Centerline Mile	348	20
Suburban	Interstate	(Mill and Resurface) 4-Lane Interstate with 4' Inside and 10' Outside Shoulders Paved	$1,271,303	per Centerline Mile	N/A	18
Suburban	Interstate	(Mill and Resurface) 6-Lane Interstate with 10' Inside and Outside Shoulders Paved	$1,735,234	per Centerline Mile	N/A	19
Suburban	Interstate	(Mill and Resurface) 8-Lane Interstate with 10' Inside and Outside Shoulders Paved	$2,372,184	per Centerline Mile	N/A	20
Suburban	Ramps	(New) 1-Lane Ramp (ROW width based on ultimate 2-lane ramp improvement)	$1,876,832	per Centerline Mile	150	21
Suburban	Ramps	(New) 2-Lane Ramp	$2,501,634	per Centerline Mile	150	22
Suburban	Ramps	(Mill and Resurface) 1-Lane Ramp	$255,687	per Centerline Mile	N/A	21
Suburban	Ramps	(Mill and Resurface) 2-Lane Ramp	$352,172	per Centerline Mile	N/A	22
Suburban	Bicycle and Pedestrian Facilities	Sidewalks Per Mile (5' Width - 1 Side)	$95,539	per Mile	10	-
Suburban	Bicycle and Pedestrian Facilities	Sidewalks Per Mile (6' Width - 1 Side)	$114,646	per Mile	12	-
Suburban	Bicycle and Pedestrian Facilities	Shared Use Path (10' Width)	$272,556	per Mile	15	-
Suburban	Bicycle and Pedestrian Facilities	Shared Use Path (12' Width)	$327,067	per Mile	17	-
Suburban	Bicycle and Pedestrian Facilities	At Grade Pedestrian Crossing (Treated Structural Timber)	$50	per Square Foot	Special Case	-
Suburban	Bicycle and Pedestrian Facilities	At Grade Pedestrian Crossing (Concrete)	$90	per Square Foot	Special Case	-
Suburban	Bicycle and Pedestrian Facilities	Pedestrian Overpass	$365	per Square Foot	Special Case	-
Suburban	Bicycle and Pedestrian Facilities	Flashing Pedestrian Warning Sign	$5,600	per Sign	N/A	-
Suburban	Bicycle and Pedestrian Facilities	Overhead Pedestrian Sign Structure (Flashing Beacons / Internal Illumination)	$55,000	per Structure	N/A	-
Suburban	Other	1 Acre Pond Site (6' Depth)	$343,782	per Acre	Special Case	-
Suburban	Other	Convert 14' Center Turn Lane to 14' Raised Median (Per Mile)	$225,492	per Mile	N/A	-
Suburban	Other	ITS Variable Message Sign	$200,000	per Sign	N/A	-

Agenda Item 6
Lee MPO Executive Committee 5/13/13

DISCUSSION ON THE RPC FINAL INVOICE

When the MPO separated from the RPC back on February 1, 2013, the MPO had $77,909.63 in MPO local funds remaining in the RPC's bank account. Also at that time, the RPC had an outstanding invoice to the FDOT for MPO operations through the end of January that ended up totaling $82,401.21. After the MPO separated from the RPC, the MPO was able to get the FDOT reimbursements deposited into the MPO's bank account from that point forward which resulted in $82,401.21 being deposited in the MPO account in March of last year. After that payment, the RPC requested those funds and in turn the MPO requested that the RPC use the MPO funds that the RPC had in the bank in exchange for sending money over and then sending money back. The MPO also requested that the difference ($4,491.58) be resolved once there has been a reconciliation of the final fringe and indirect rates for 2012. The RPC has now sent a final invoice that includes the difference from last year plus an additional $8,650.11 in indirect and fringe. The MPO staff, consistent with previous conversations on this item, is now bringing this to the Executive Committee for direction.

Schedule of Expenses for the MPO Fiscal Year 2011

Expenses	MPO	MPO Local
GL-Revenue Account #	**331111**	**337950**
SALARIES EXPENSE	71954.33	1094.17
GRANT/CONSULTING EXPENSE		
NEP-CONTRACTUAL		
MPO-CONTRACTUAL	39523	50000
AUDIT SERVICES EXPENSE		
TRAVEL EXPENSE	308.51	
TELEPHONE EXPENSE	102.48	
POSTAGE / SHIPPING EXPENSE	785.77	107.18
EQUIPMENT RENTAL EXPENSE		
INSURANCE EXPENSE		
REPAIR/MAINT. EXPENSE		
PRINTING/REPRODUCTION EXPENSE		148.12
UTILITIES (ELEC, WATER, GAR)		
ADVERTISING/LEGAL NOTICES EXP	4921	
OTHER MISC. EXPENSE		
BANK SERVICE CHARGES		
OFFICE SUPPLIES EXPENSE	1360.86	0.72
COMPUTER RELATED EXPENSE	139.99	8.4
PUBLICATION EXPENSE		
PROF. DEVELOP.		500
MEETINGS/EVENTS EXPENSE		
CAPITAL OUTLAY EXPENSE		
CAPITAL OUTLAY - BUILDING		
LONG TERM DEBT		
Total Expenses	***119095.94***	***51858.59***
Fringe (provisional)	*$31,408.78*	*$477.62*
Indirect (provisional)	*$59,224.89*	*$900.60*
Total Provisional	***$209,729.61***	***$53,236.81***
Recorded-GL Amount	***$209,713.83***	***$53,236.82***
Total Expenses	***119095.94***	***51858.59***
Fringe (actual)	*$31,954.92*	*$485.92*
Indirect (actual)	*$67,183.76*	*$1,021.63*
Total Actual	**$218,234.62**	**$53,366.14**
Variance-Balance Due	$8,520.79	$129.32

LEE COUNTY MPO

P.O. Box 150045, Cape Coral, FL 33915-0045 • (239)-244-2240

March 28, 2012

Ms. Janice Yell
Cost Accountant II
Southwest Florida Regional Planning Council
1926 Victoria Avenue
Fort Myers, FL 33901

Subject: January MPO Invoice

Dear Ms. Yell:

We received your e-mail of March 21, 2012 about the January MPO invoice in the amount of $82,401.21 and your request to forward those funds. Since the MPO has $77,909.63 in local funds at the RPC, we request that you use those funds for the expenses covered by the invoice at this time. We will determine the final funding exchanges once you have a reconciled the indirect and fringe that would be credited to the MPO. Also, please mail or e-mail a copy of the 2011 Audit so that I can get it to our Board for review. Please feel free to contact me at (239)-330-2241 or dscott@leempo.com if you have any questions.

Sincerely,

Donald Scott, Executive Director
Lee County Metropolitan Planning Organization

cc: Kevin Ruane
Margaret Wuerstle

mpoVetters\January Invoice

ITEM-SEGMENT-PHASE-SEQUENCE: 420869-1-14-01
GRANT PL 0261 (47)
CONTRACT NO:

SECTION 112 (PL) FUNDS
INVOICE SUMMARY
INVOICE NO.: 17 - January 2012

Florida Department of Transportation Southwest Area Office
Southwest Interagency Facility for Transportation (SWIFT)
10041 Daniels Parkway
Fort Myers, FL 33913

Attention: Mr. Johnny Limbaugh

In accordance with the Joint Participation Agreement dated July 1,2010 and expires June 30, 2012 between the Florida Department of Transportation and the Lee County Metropolitian Planning Organization (MPO)
1926 Victoria Ave, Fort Myers, FL 33901

The Public Body has incurred the indebtedness listed below as of 1/31/12.
(documentation of indebtedness attached).

1. Total Federal PL Fund Authorization As per DOT Authorization Letter	$918,041.91
2. Total Federal PL Reimbursable Costs Incurred to date	525,249.93
3. Percentage of Federal PL Reimbursable Costs Incurred to date	57.21%
4. Estimated Percent of Project Completion	49.75%
5. Total Federal PL Reimbursable Costs Previously Billed (SWFRPC)	427,906.48
5a. Total Federal PL Reimbursable Costs Previously Billed (Lee MPO)	14,942.24
6. Total Federal PL Reimbursment this Billing (SWFRPC)	**82,401.21**
7. Total Federal PL Balance Remaining	$392,791.98

APPROVED:

Authorized Individual (FDOT)

Date

I certify that the aforesaid listing is true and correct.

BY:

Margaret Wuerstle
Executive Director 2/15/2012

Don Scott,
MPO Director Date

APPROVED AS MEETING TERMS OF CONTRACT

Fort Myers Urban Area, Fiscal Year 2011-2012 UPWP

Metropolitan Planning PL (112) Funds
(Federal Reimbursable Funds Only)

Breakdown of Project Expenditures for Billing Period
January-12

I. Direct Costs (Federal Reimbursable)

Personal Services (Salaries)		23,746.47
Fringe Benefits		10,365.56
Contract.consultant Services		25,102.00
Travel		152.64
Space Costs and Rentals		
Equipment Costs, Rentals, Leases		
Other Direct Costs		3,489.54
II. Indirect Costs based on	Provisional (Approved/Provisional)	19,545.00
Indirect Rate of	57.298%	
III. Total Costs		82,401.21

I certify that the aforesaid listing is true and correct

Certification Language for Cost Reimbursable Contracts:

I certify that I have reviewed the attached invoice, supporting documentation, and/or costing methodologies and that;
- The requested reimbursements are for costs incurred
- The reimbursement is in compliance with the provisions of the agreement
- Supporting documentation is available for review upon request.

Margaret Wuerstle, Executive Director
February 15, 2012

Don Scott, MPO Director

DATE: