

# METROPOLITAN PLANNING ORGANIZATION BOARD

9:00 a.m., Friday, January 16, 2015  
City of Cape Coral Council Chambers  
1015 Cultural Park Boulevard  
Cape Coral, Florida 33990  
239-244-2220



## AGENDA

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### Call to Order

### Pledge of Allegiance

### Roll Call

- 1 Approval of the December 19, 2014 Meeting Minutes
- 2 Citizens Advisory Committee Meeting Report
- 3 Bicycle Pedestrian Coordinating Committee Report
- 4 Public Comments will be Taken at Each Item

### New Business

5. \*Review and Approval of the Transit Element Scope of Services (Don Scott)
6. \*Approval of the Updated Regional Intelligent Transportation System (ITS) Architecture Resolution (Ron Gogoi)
7. \*Approval of the Local Coordinating Board Membership Certification (Don Scott)
8. Presentation on the Benefits of the Modern Round-a-bout (Billy Hattaway)
- 9 Overview on the Status of Bicycle Pedestrian Safety Action Plan Recommendations (Don Scott)

### Other Business

10. Public Comments on Items not on the Agenda
11. Update on MPO Projects
12. LeeTran Report
13. FDOT Report
14. Announcements
15. Topics for Upcoming Meeting
16. Information and Distribution Items

**Adjournment**    ^Roll Call Vote    \*Action Items    +May Require Action

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**MINUTES OF THE LEE COUNTY METROPOLITAN PLANNING ORGANIZATION  
BOARD**

**Held on Dec 19, 2014**

The following members were present for the regular meeting of the Lee County Metropolitan Planning Organization Board on Dec 19, 2014 at the City of Cape Coral Council Chambers, 1015 Cultural Park Boulevard, Cape Coral, Florida.

<b>LEE COUNTY</b>	<b>Present</b>		
COMMISSIONER FRANK MANN	x		
COMMISSIONER BRIAN HAMMAN	x		
COMMISSIONER LARRY KIKER			
COMMISSIONER CECIL PENDERGRASS	x		
COMMISSIONER JOHN E. MANNING	x		
<b>CITY OF FORT MYERS</b>		<b>ALTERNATES:</b>	<b>Present</b>
COUNCILMAN THOMAS LEONARDO	x	COUNCILMAN JOHNNY STREETS JR	
MAYOR RANDY HENDERSON			
COUNCILMAN MIKE FLANDERS	x		
<b>CITY OF CAPE CORAL</b>			
MAYOR MARNI SAWICKI	x	COUNCILMAN RICHARD LEON	x
COUNCILMAN JOHN CARIOSCIA			
COUNCILMAN JIM BURCH	x		
COUNCILMAN RICK WILLIAMS	x		
<b>TOWN OF FORT MYERS BEACH</b>			
COUNCILMAN ALAN MANDEL	x	COUNCILWOMAN REXANN HOSAFROS	
<b>CITY OF SANIBEL</b>			
MAYOR KEVIN RUANE		VICE-MAYOR MICK DENHAM	x
<b>CITY OF BONITA SPRINGS</b>			
MAYOR BEN NELSON	x		
VICE-MAYOR STEPHEN MCINTOSH	x	COUNCILMAN MIKE GIBSON	

**CALL TO ORDER**

Mr. Limbaugh called the roll and announced that a quorum was present.

### **Agenda Item #1 – Approval of the Minutes from the November Meeting**

Minutes were not included in the packet.

### **Agenda Item #2 – Citizens Advisory Committee Meeting Report**

Ms. Margaret Banyan gave the CAC report that included the recommendations made on the Tentative Work Program (their recommendations are listed under agenda item 5), a review of the Congestion Monitoring report, a presentation on the 2040 Socio-economic data being used in the transportation model and the approval of the Congestion Management scope

### **Agenda Item #3 – Bicycle Pedestrian Coordinating Committee Report**

Don Scott gave an overview of the Bicycle Pedestrian meeting that included a presentation on the Sanibel shared use path system by Keith Williams, review of the congestion monitoring report and the formation of a regional subcommittee (Lee and Collier) to review and make recommendations on an alternative route for the Southwest Florida Regional Pathway connection to the statewide cross-Florida pathway system (these recommendations will be reviewed and approved by the Joint Lee and Collier MPO Board in March).

### **Agenda Item #4 – Public Comments will be taken at each Item**

### **Agenda Item #5 – Review and Consider Endorsement of FDOT's FY 2015/2016 through FY 2019/2020 Tentative Work Program**

Carman Monroy with the Florida Department of Transportation presented a video outlining the 5 year work program.

Don Scott discussed the TAC and CAC discussions about the program and their recommendations. The Committee's recommended approval contingent on addressing the following issues:

- The TAC recommended adding the City of Cape Coral SW 20<sup>th</sup> Street Safe Routes to School project that was asked to be deferred back in 2012 due to a utility project but was removed and has not been added back (e-mails on this item talk about putting it back in but to date this has not occurred).
- The TAC recommended changing the SR 82 from Lee Boulevard to Shawnee project from concrete to asphalt to use those funds on the next segment. This project was made 100% concrete from Tallahassee but that adds an estimated \$20 million to the project cost (not that we get a straight answer but this sounds

like the concrete industry lobbying for more concrete projects and this one was chosen).

- The TAC recommended adding \$200,000 in transit operating funding for the US 41 corridor funding to match what LeeTran would be short for next year's allocation.
- The CAC recommended using safety funding to fund the Safe Routes to School (SRTS) projects that did not get funded. The use of safety funds for SRTS has been discussed by FDOT for the last two years but we have not seen any of the projects funded with these funds.
- The CAC recommended funding the Gator Circle project on the priority list with box funds as this is eligible and there is about \$2.5 million of funds left unspent in FY 2017/2018.
- The CAC also wants FDOT to present the FDOT/CUTR equity analysis report at the next CAC meeting. The report was to be presented to the MPO Board back in September and then FDOT said it was not ready. This report will hopefully show us where Lee County and the other Counties in District One are in regards to fair share of transportation funds over a 24 year period (from 1995 through 2018).

Public speakers:

Robert McKnight representing the Matlacha Civic Association thanked the FDOT for funding the CR78 pathway PD&E.

Dave Loveland spoke about the cost SR 82 project from CR 884 to Shawnee, he questioned the high cost of 70 million dollars to produce the project in concrete and if Lee County would ever see a return on that investment at over 15 million a mile and asked FDOT to show the need for the project to be built in concrete vs. asphalt. He suggested the difference in cost could fund construction of other SR 82 projects.

Darla Letourneau spoke in favor of the staff's recommendation. She questioned why so many of the sidewalk projects that were submitted were left unfunded. Specifically the Old 41 pathway. She also supported the CAC's request for a presentation on the FDOT Funding Equity report.

**MOTION BY COUNCILMAN BURCH TO ENDORSE THE WORK PROGRAM WITH THE CHANGES DISCUSSED AND RECOMMENDED BY THE TAC AND CAC. SECONDED BY MAYOR NELSON. MOTION CARRIED UNANIMOUSLY**

**Agenda Item #6 – Review and Approval of the Lee MPO Congestion Management Process Scope of Work**

Don Scott presented the item for the Board approval of the Congestion Management scope of services which includes updating of the Congestion Management System as part of the development of the 2040 Long Range Plan. The update includes changes to the Congestion Management system to be consistent with federal bill changes which

include new/updated performance measures and the analysis of the transportation system using the updated performance measures. The TAC and CAC unanimously approved this item.

**MOTION BY COMMISSIONER MANNING TO APPROVE THE CONGESTION MANAGEMENT SCOPE OF SERVICES. SECONDED BY COUNCILMAN BURCH. MOTION CARRIED UNANIMOUSLY.**

**Agenda Item #7 – Approval of the Round-a-bout Study Joint Participation Agreement**

Mr. Scott presented the Round-a-bout Joint Participation Agreement with FDOT to conduct the study. The scope was approved by the Board back in August and with the approval of the Joint Participation Agreement we will be able to move forward with advertising the project in January. Commissioner Hamman questioned the need for the study and made a motion to delay action on the item until more information could be provided. The board discussed the merits of the study. Commissioner Hamman removed his motion. The board asked Sec. Hattaway to give a presentation on roundabouts at the next meeting. The Secretary agreed.

**MOTION BY MAYOR NELSON TO APPROVE THE JPA. SECONDED BY COUNCILMAN BURCH. MOTION CARRIED 13 to 1.**

**Agenda Item #8 - Approval of Resolution 14-14 Authorizing the MPO Chair or Vice Chair to Sign Amendments to the TIGER Grant Agreement**

Mr. Scott asked the Board for approval the item authorizing the Chair or Vice-Chair of the MPO to sign amendments to the TIGER grant agreement that was originally signed the end of June. Mr. Scott stated the staff had a grant kick-off meeting with FHWA staff and found out that we will need to amend the agreement to add the contractors selected to work on the project, any changes to the original schedule and any changes to the cost of task activities even if the overall cost does not change. As such, staff has drafted a resolution to authorize the signing of the amended agreement when FHWA requests that this happens.

**MOTION BY COMMISSIONER MANNING TO APPROVE RESOLUTION 14-14. SECONDED BY COUNCILMAN BURCH. MOTION CARRIED UNANIMOUSLY**

**Agenda Item #9 – Election of 2014 Officers**

Mr. Scott stated the current Vice-Chair is Councilman Leonardo and if the Board follows the previous rotation then he will become the Chair and a member of the Lee County BOCC would then be nominated for Vice-Chair. We also need to elect the Treasurer which has been held by Mayor Ruane since this position was established.

**MOTION BY COMMISSIONER MANNING TO NOMINATE COUNCILMAN LEONARDO FOR CHAIRMAN SECONDED BY COUNCILMAN BURCH. MOTION CARRIED UNANIMOUSLY**

**MOTION BY COMMISSIONER MANNING TO NOMINATE COMMISSIONER HAMMAN FOR VICE-CHAIRMAN SECONDED BY MAYOR NELSON. MOTION CARRIED UNANIMOUSLY**

**MOTION BY COMMISSIONER MANNING TO NOMINATE MAYOR RUANE FOR TREASURER SECONDED BY MAYOR NELSON. MOTION CARRIED UNANIMOUSLY**

**Agenda Item #10 – Election of 2014 MPOAC Representatives**

Mr. Scott asked the board to appoint MPO Board members to serve on the MPO Advisory Council which meets four times each year. The current representatives are Councilman Burch (main member) and Councilman Leonardo (alternate member).

**MOTION BY COMMISSIONER MANNING TO NOMINATE COUNCILMAN BIRCH AS THE MAIN MEMBER SECONDED BY MAYOR NELSON. MOTION CARRIED UNANIMOUSLY**

**MOTION BY COMMISSIONER MANNING TO NOMINATE COUNCILMAN LEONARDO AS THE ALTERNATE MEMBER SECONDED BY MAYOR NELSON. MOTION CARRIED UNANIMOUSLY**

**Agenda Item #11 – Approval of \$500 in Non-Federal Funds to support MPOAC Legislative Activities**

Mr. Scott asked for Board approval to contribute \$500 in local funds to the Metropolitan Planning Organization Advisory Council (MPOAC) for their use in legislative advocacy activities. The Lee MPO has contributed for many years now and the amount has remained at the same level over those years.

**MOTION BY COUNCILMAN MANDEL APPROVE THE CONTRIBUTION SECONDED BY MAYOR NELSON. MOTION CARRIED UNANIMOUSLY**

**OTHER BUSINESS**

**Agenda Item #12 – Public Comments on Items not on the Agenda**

Mr. Dave Urich presented his alternative to the Del Prado Ext. to the board and requested the Lee and Charlotte MPO meet to discuss how to address the needs of a the future Babcock Ranch.

Ms. Lark Campisano, Mr. Todd Graves, Ms. Maggie Cavin, and Ms. Iris Cavin, spoke against the Del Prado Ext. and the effects it would have on their neighborhood and the Paynes Prairie Preserve area

**Agenda Item #13 – Update on MPO Projects**

Don gave a brief update on the TIGER project and a status on other ongoing projects that will be coming to the Board early next year.

**Agenda Item #14 – LeeTran Report**

Mr. Steve Myers with LeeTran thanked FDOT for finding the funds to meet the needs of the Lee Collier Connector. He provided an update on the LeeTran headquarters facility and said that the facility has received its C.O. and LeeTran will start moving after the first of the year. He also invited everyone to the grand opening in March.

**Agenda Item #15 – FDOT Report**

**Agenda Item #16 – Announcements**

None.

**Agenda Item #17 – Topics for next meeting**

Mayor Sawicki requested a status report on the Bicycle Pedestrian Safety Action Plan action items.

**Agenda Item #18 – Information and Distribution Items**

Mr. Scott stated that he included a letter from the City of Fort Myers regarding the removal of Hanson Street Extension from the LRTP and he also included the schedule for MPOAC weekend institute training.

**ADJOURNMENT**

## **REVIEW AND APPROVAL OF THE TRANSIT ELEMENT SCOPE OF SERVICES**

**RECOMMENDED ITEM:** The Board is being asked to review and approve the **attached** scope of services for updating the Transit Element of the Long Range Transportation Plan.

The **attached** draft scope of services has been developed to update the transit element as part of the development of the 2040 Long Range Transportation Plan. The update of the transit element will be using a lot of what has already been developed by LeeTran as part of the Transit Development Plan and the Transit Vision Plan in 2011 and 2012. The scope also includes some additional work analyzing the expansion of night and weekend service and the development of the Transportation Disadvantaged trip demand assessment.

The TAC and CAC are meeting after the development of this agenda and as such the results of their discussion and vote on this item will be reported at the MPO Board meeting.

**LEE COUNTY METROPOLITAN PLANNING ORGANIZATION  
DRAFT SCOPE OF SERVICES  
2040 LRTP LONG RANGE TRANSIT ELEMENT**

**BACKGROUND**

This scope of services has been prepared to provide transportation system planning services support to update the Long Range Transit Element (LRTE) of the Long Range Transportation Plan (LRTP). The Lee County MPO is required to update its LRTP at least every five years. The next update of the LRTP will have a horizon year of 2040 and must be adopted by the MPO Board by December 2015, and subsequently submitted to the Florida Department of Transportation (FDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

**Purpose and Objectives**

The Lee County MPO's 2040 LRTP Update process will yield a plan that will focus on the Multi-modal qualities of the transportation system. The purpose of this scope of services is to update the existing transit element of the MPO's LRTP using, in large part, the analysis and reports that were done by LeeTran in their FY 2012- FY 2021 Transit Development Plan (presented to the MPO Board in September of 2011) and their 2035 Vision Plan (presented to the MPO Board in March of 2012). Objectives of this scope of services include:

- Update baseline conditions and existing services/facilities
- Identify and evaluate transit service frequency expansion
- Update the twenty-five year operating and capital needs costs from the vision plan
- Develop the 2040 Cost Feasible Transit Element using the Transit Development Plan analysis
- Prepare the 2040 Long Range Transportation Element summary documentation
- Conduct meetings and presentations

The scope of services below provides the task description for each of the components listed above:

**SCOPE OF SERVICES**

**TASK 1: Review Baseline Conditions and Existing Services/Facilities**

The first task of this effort will involve the review and update of background information pertaining to public transportation in Lee County. The review is expected to cover, at a minimum, the following information:

- Adopted LeeTran Transit Development Plan (TDP) and Vision Plan
- Any minor updates of LeeTran TDP that have been completed since the last

major update

- Adopted 2035 LRTP transit component
- Lee County Rail Feasibility Study
- 2040 LRTP socioeconomic data including existing and projected population and employment densities
- Land use
- Congested corridors/hot spots
- Lee County Bicycle Pedestrian Safety Action Plan
- Countywide Bicycle Pedestrian Master Plan
- Lee County Complete Streets Initiative
- Bus stop ADA accessibility
- Lee Plan Transportation Element

A review of existing public transportation services being provided in Lee County also will be conducted as part of the update of the Transit Element. This review will include a general examination of the following services, infrastructure, and/or programs:

- Fixed-route bus services and complementary ADA paratransit services
- Major transfer facilities/transit terminals
- Park-and-Ride facilities
- Commuter Assistance Program/Van Pool

The results of the review will be summarized, including any identified potential implications.

#### *Transportation Disadvantaged (TD) Trip Demand Assessment*

A demand assessment will be conducted to analyze the origins and destinations of existing TD riders in Lee County. The analysis should include the seasonal nature of service origins and destinations. This assessment will analyze available TD ridership data to identify locations of activity centers and clusters of TD service riders that would help in planning/providing other transportation alternatives to achieve an efficient distribution of transit services in Lee County.

The demand assessment will use TD trip origin and trip destination addresses, provided by MPO/LeeTran staff, to perform a hot-spot analysis to analyze trip clusters of origins and destinations to identify those locations in Lee County that are experiencing a higher volume of trips on a weekly basis. The demand assessment will be performed using Geographic Information System (GIS) tools and analysis criteria, and various tiers of locations will be identified based on volume of trips at origins and destinations.

Activities in Task 1 include:

- Review planned operating and capital improvements in recent transit studies/plans

- Review 2040 LRTP socioeconomic data including existing and projected population and employment densities
- Review existing and future land use maps and new proposed major developments that may create an impact for transit service needs
- Identify and summarize congested corridors/hot spots
- Review recent efforts on improving bike/pedestrian access to transit and bus stop ADA accessibility
- Review existing services, including fixed-route bus and complementary ADA paratransit services. Analysis should include the seasonal nature of the service.
- Review available transit infrastructure, including major transfer facilities/transit terminals, park-and-ride facilities
- Review available Transportation Demand Management (TDM) options including District One Commuter Assistance Program
- Conduct TD Trip Demand Assessment

## **Task 2: Identify and Evaluate Transit Service Frequency Expansion**

This scope also includes evaluating routes for frequency enhancements. This effort is being done to analyze the increase in service beyond what is currently included in the Transit development Plan. The Consultant will evaluate and rank the frequency expansion and this analysis will include the cost analysis of these enhancements. The Consultant will coordinate with LeeTran and the Lee MPO on the development of this analysis. No new data will be collected for the transit mode share analysis. The LeeTran daily ridership data, average transit trip length, and AADT for the corridor (LeeDOT will have this information) will be provided by MPO/LeeTran staff.

Activities in Task 2 include:

- Review recent studies and identify list of candidate routes for service expansion
- Coordinate with MPO and Lee Trans staff on the evaluation of these routes
- Evaluate and prioritize Transit Service Expansion (LeeTran has a list to start with)
- Keep the prioritization process consistent with the existing prioritization process used within other LeeTran documents (LeeTran has a list to start with)

## **Task 3: Update the Twenty-five Year Operating and Capital Cost from the Vision Plan**

The Transit Needs analysis has been previously developed during the development of the LeeTran 2035 Vision plan. The vision plan includes the service plan improvements Express Bus, Bus Rapid Transit, Fixed Route, Circulator and Flex services that are needed to meet the future mobility needs of the County. The analysis of the service is organized into two major categories, including maintenance of existing service and service expansion. Service expansion may include improvements to existing service and new services. Service expansion elements may also include fleet expansion, technology

implementation, extended service hours, increased route frequencies, infrastructure improvements, and/or new transit facilities (e.g., park-and-ride, transfer terminals, etc.). The 2040 transit needs will be illustrated on a map and summarized in tabular form. The Needs Plan may also include some additional routes based on the review through the following sources:

- Coordination with the surrounding communities, as appropriate, to develop transit needs consistent with what is being planned in our neighboring Counties/Communities
- Any pertinent output from the running of travel model alternatives that indicates the expansion of service in a particular area
- Feedback from the 2040 LRTP public involvement efforts during the review of the proposed transit needs

Activities in Task 3 include:

- Integrate findings of the adopted LeeTran 10-Year TDP and Vision Plan
- Coordinate with the regional transit planning process
- Summarize and evaluate public input from transit needs surveys
- Develop service characteristics for identified transit needs including but not limited to fixed-route local bus, flex bus, commuter express, and premium transit
- Update the capital/infrastructure needs for implementing the transit service needs from the Vision Plan and develop any additional from the above sources
- Develop draft 2040 transit needs plan
- Develop needs plan maps, tables, and other material such as board mounted exhibits, handouts, etc., as needed for committee meetings and public workshops
- Meet with MPO/Lee Tran staff to review 2040 needs plan
- Develop final 2040 transit needs plan

#### **Task 4: Evaluate and Prioritize 2040 Service Needs**

Using the priorities that were developed for the Transit Development Plan and the Vision plan and adding in the additional service coming out of Task 2 and 3, develop the prioritization of the projects, consistent with the prioritization process used through the development of the TDP, to identify the most essential and cost-effective transit service needs that should be funded through 2040. Prioritization of Needs Plan service alternatives will also assist in the phasing of those services for the county as a whole. An evaluation and prioritization methodology using existing and available data sources will be developed to rank Needs Plan service alternatives. Evaluation criteria may include, but not necessarily be limited to, the following:

- Public input
- Rider markets, including traditional, discretionary, and regional

- Ridership productivity
- Cost efficiency

No new data collection or data analysis will be conducted to evaluate and prioritize the Needs Plan projects using the selected prioritization criteria and measures. The Consultant will develop the draft prioritization methodology and provide to MPO staff for review and comment. The Consultant will then address any comments on the draft prioritization methodology and develop a final methodology for prioritizing 2040 transit service needs. The prioritization process will be finalized and services in the Needs Plan will be prioritized. Once that process is complete, capital and operating cost estimates through 2040 will be updated.

Activities in Task 4 include:

- Develop project evaluation and prioritization process
- Meet with MPO and LeeTran staff to review the draft 2040 service needs prioritization process
- Address comments and revise 2040 transit needs prioritization process
- Review and integrate public input on transit needs
- Evaluate rider markets, including traditional, discretionary, and regional
- Use model output to develop ridership projections and evaluate ridership productivity
- Evaluate cost efficiency
- Prioritize and rank 2040 transit service needs using needs prioritization criteria, weights, and assigned scores

### **Task 5: Develop 2040 Cost Feasible Transit Element**

To develop the 2040 Cost Feasible Long Range Transportation Element, the Consultant will first coordinate with MPO staff to obtain the LRTE transit revenue projections. Based on these revenue projections and the cost estimates of the Needs Plan priorities developed in Task 4, the 2040 Cost Feasible Transit Element will be developed. The Cost Feasible Transit Element will balance projected revenues with the highest rankings in the transit needs over the planning horizon of the LRTP. The Consultant will meet with MPO staff to review the draft Cost Feasible Plan. The Cost Feasible Plan will then be revised and finalized based on the comments and direction received at that meeting. After allocating projected revenues to the highest priority transit needs, it is anticipated that there will remain a ranked list of unfunded transit needs that can only be implemented contingent upon securing additional funding. Cost feasible transit service improvements and unfunded transit needs will be illustrated on maps and summarized in tabular form.

Activities in Task 5 include:

- Review current and expected transit revenues provided by MPO/LeeTran staff
- Develop funding assumptions and project 2040 LRTE transit revenues
- Develop draft 2040 Cost Feasible LRTE

- Meet with MPO staff to review funding assumption, revenue projections and draft cost feasible plan projects
- Coordinate with MPO staff and LRTP project team and conduct multiple rounds of revisions to draft plan
- Develop the final 2040 Cost Feasible LRTE
- Develop cost affordable plan maps, tables, and other material such as board mounted exhibits, handouts, etc., as needed for Committee and public workshops
- Provide information on transit cost affordable alternatives to assist travel demand model and conduct reviews/revisions of transit network models plots/summary tables

### **Task 6: Prepare 2040 LRTE Summary Documentation**

Based on the results of Tasks 1 through 5, the Transit Element documentation will be prepared for inclusion in the Lee County MPO 2040 LRTP, including an LRTE Chapter and LRTE Technical Memorandum. The Transit Element documentation will be submitted to MPO staff for review. MPO staff input will then be used to refine, update, and finalize the 2040 Transit Cost Feasible Element documentation.

Activities in Task 6 include:

- Prepare and submit draft 2040 LRTE documentation
- Meet with MPO staff to review the draft 2040 Cost Feasible LRTE documentation
- Address comments and revise 2040 Cost Feasible LRTE
- Develop final 2040 Transit Cost Feasible Element documentation
- Prepare and submit final 2040 LRTE documentation

### **Task 7: Meetings and Presentations**

The overall effort to update the Lee County LRTP Transit Element may require the Consultant to attend several meetings, workshops, and presentations. The following sub-tasks outline the various meetings and presentations that will be completed during the study process.

#### *Prepare for and Participate in Kick-Off Meeting*

At the outset of the project, a kick-off meeting will be scheduled with MPO staff and other appropriate parties to discuss the scope of this effort, outline data needs, and receive initial guidance on existing and potential future transit needs in Lee County. This sub-task includes preparation of the discussion materials that will be utilized at the kick-off meeting.

#### *Prepare for and Conduct Conference Calls with MPO Staff*

During the course of the project, it may be necessary to schedule and hold meetings with MPO staff to discuss project issues and review draft materials. Therefore, this scope

assumes that up to five conference calls will be scheduled and conducted throughout the course of the effort.

*Prepare for and Participate in Two LRTP Public Workshops*

The Consultant will attend two LRTP public workshops that will be held to present and review the draft needs and cost affordable 2040 LRTP. This sub-task includes preparation of the LRTE-related materials that will be utilized during the workshops, including survey instruments used to compile public opinion.

*Prepare for and Participate in Four TAC/CAC Presentations*

Two presentations will be made to each of the MPO's advisory committees: the Technical Advisory Committee and the Citizen Advisory Committee. The presentations will be held to present, discuss, and receive input on the Transit Needs Plan and Transit Cost Affordable Plan, respectively.

*Prepare for and Participate in Two MPO Board Presentations*

Two presentations will be made to the MPO Board. The presentations will be held to present, discuss, receive input on, and move forward with adopting the Transit Needs Plan and Transit Cost Affordable Plan, respectively.

Activities in Task 6 include:

- Prepare for and participate in kick-off meeting
- Prepare for and conduct conference calls with MPO staff
- Prepare for and participate in two LRTP public workshops
- Prepare for and participate in four TAC/CAC presentations
- Prepare for and participate in two MPO Board presentations

**Time of Completion**

It is anticipated that the work provided for Tasks 1 through 7 in this scope of services will be completed by January 31, 2016. The MPO and LeeTran will require the shape files, geo-data files and spreadsheets electronically.

## **APPROVAL OF THE UPDATED FDOT REGIONAL INTELLIGENT TRANSPORTATION SYSTEM ARCHITECTURE RESOLUTION**

**RECOMMENDATION:** The Regional Intelligent Transportation System (ITS) architecture has been updated and the MPO is being asked to approve the attached resolution recognizing the updated architecture.

An update of the District One Regional ITS Architecture has been under way to address changes in the region relating to ITS systems, interconnections, project inventory, and market packages. As part of this update, the consultant conducted a teleconference with staff from the Lee MPO, LCDOT, LeeTran, City of Cape Coral and the City of Fort Myers to discuss and understand the systems deployed by each of these stakeholders in Lee County, the services provided (fixed route transit, incident management, network surveillance, etc.) and ITS projects recently completed, underway or planned.

The last update for this was in 2005, the Lee MPO had adopted a resolution recognizing the District 1 Architecture as the regional architecture that governed all ITS improvements within the metropolitan planning area which encompasses all of Lee County. Such a resolution was adopted to be consistent with federal requirements, and to be able to use federal funds for implementation of various ITS projects. Staff has now developed the draft resolution to recognize the updated architecture and to also take the opportunity to make the resolution consistent with our current business procedures.

The TAC and CAC reviewed this item at their December meetings and their comments have been addressed in this final version.

# RESOLUTION 15-01

## A RESOLUTION OF THE LEE COUNTY METROPOLITAN PLANNING ORGANIZATION RECOGNIZING THE FDOT DISTRICT 1 ITS REGIONAL ARCHITECTURE

*Whereas*, the US Department of Transportation has an adopted national intelligent transportation systems (ITS) architecture which specifies the proper relationships, such as information exchanges, among the components of all ITS projects implemented with federal funds; and

*Whereas*, the Florida Department of Transportation has adopted regional ITS architectures for each of its districts as well as a statewide ITS architecture consistent with the National Architecture; and

*Whereas*, the Federal Transit Administration's "National Architecture Policy on Transit Projects" and FHWA Rule 940 ("Intelligent Transportation System Architecture and Standards") require each metropolitan planning organization (MPO) to adopt or recognize a regional ITS architecture that is consistent with the statewide and national ITS architectures; and

*Whereas*, ITS projects in a metropolitan transportation planning area must be consistent with a Regional Architecture in order to have federal funds used for their implementation; and

*Whereas*, the Lee County MPO adopted Resolution 05-14 in August 24, 2005 recognizing the District 1 Regional Component of the Florida Department of Transportation's statewide ITS architecture as the regional architecture that shall govern all ITS improvements within its metropolitan transportation planning area, which currently encompasses all of Lee County

*Whereas*, the Florida Department of Transportation recently updated the District 1 Regional ITS Architecture to address changes in the region including some in Lee County relating to ITS Systems, Stakeholders, Interconnections, Service Packages, and Project Inventory; and

*Now, therefore, it be resolved by the Lee County MPO* that it hereby recognizes the Updated District 1 Regional Component of the Florida Department of Transportation's statewide ITS architecture and any subsequent updates as the regional architecture that shall govern all ITS improvements within its metropolitan transportation planning area, which currently encompasses all of Lee County.

PASSED AND DULY ADOPTED this 16<sup>th</sup> day of January, 2015.

LEE COUNTY METROPOLITAN PLANNING ORGANIZATION

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Vice Mayor Stephen McIntosh, MPO Chair

Attest:

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Don Scott, Executive Director  
Lee County MPO

## LOCAL COORDINATING BOARD APPOINTMENTS

**RECOMMENDED ACTIONS:** Approve the addition of Donna Torres as voting member and Nathan Santos as the alternate from DCF and authorize the MPO Chair to sign the updated LCB certification.

If you are interested in filling upcoming vacancies please contact Mr. Brian Raimondo at 239-330-2240 or by email at [braimondo@leempo.com](mailto:braimondo@leempo.com) for more information.

Pursuant to Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code, the Lee County Metropolitan Planning Organization is the designated official planning agency for the Lee County Transportation Disadvantaged program. The MPO is, therefore, responsible for appointing the Local Coordinating Board (LCB).

### **Nominations and Applications**

Staff recommends that people be appointed to the LCB to serve as indicated above. There are no other nominations to fill the remaining vacancies at this time. Staff will continue its efforts to locate people who are interested in serving on the LCB. MPO members are encouraged to seek and nominate volunteers to fill the remaining vacancies on the LCB.

### **Certification of LCB membership**

Whenever there are changes in LCB membership, the MPO must certify the LCB membership form that is attached.

### **About the Local Coordinating Board**

The Local Coordinating Board is established to assist the Community Transportation Coordinator (CTC) in its role of coordinating the provision of transportation service for the transportation disadvantaged. Some of the basic duties of the Board include:

- 1) Reviewing and approving the annual Transportation Disadvantaged Service Plan, including the Memorandum of Agreement, prior to its submittal to the Commission for the Transportation Disadvantaged;
- 2) In cooperation with the CTC, reviewing and providing recommendations to the Commission for the Transportation Disadvantaged on funding applications affecting the transportation disadvantaged;
- 3) Reviewing strategies for coordinating service to the transportation disadvantaged in the designated service area;
- 4) Conducting an annual evaluation of the Community Transportation Coordinator.

The Lee County Local Coordinating Board typically meets quarterly to guide the functions of the CTC, Good Wheels, Inc.

## LEE COUNTY LOCAL COORDINATING BOARD MEMBERSHIP CERTIFICATION

MPO Name: Lee County Metropolitan Planning Organization; 815 Nicholas Parkway East, Cape Coral, Florida 33990

The Lee County Metropolitan Planning Organization named above hereby certifies to the following:

1. The membership of the Lee County Local Coordinating Board, established pursuant to Rule 41-2.012(3), *FAC*, does in fact represent the appropriate parties as identified in the following list; and
2. The membership represents, to the maximum extent feasible, a cross section of the local community.

Signature: \_\_\_\_\_ Date: January 16, 2015

**Vice-Mayor Stephen McIntosh, MPO Chair**

	<b>The Lee LCB has a Representative of:</b>	<b>Voting Member</b>	<b>Term Expires</b>	<b>Alternate's Name</b>	<b>Term Expires</b>
1	The MPO or DOPA shall appoint one elected official to serve as the official Chairperson for all Coordinating Board meetings.	Rick Williams	December 2016	No alternate by law	
2	A. A local representative of the Florida Department of Transportation (FDOT)	Debra Stephens	Agency	Richard Shine	Agency
3	B. A local representative of the Florida Department of Children and Families (DCF)	Donna Torres	Agency	Vacant	Nathan Santos
4	C. A local representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible	Roger Lloyd	Agency	Vacant	
5	D. In areas where they exist, a local representative of the Division of Vocational Rehabilitation Services or the Division of Blind Services, representing the Department of Education	Mary Watford	Agency	Flora Gonzalez	Agency
6	E. A person recommended by the local Veterans Service Office, representing Veterans of the county	Jerry Conway	July 2016	Frank Gruelich	August 2016
7	F. A person recognized by the Florida Association for Community Action representing the economically disadvantaged	Kim Hustad	Agency	Robin Jewett	Agency
8	G. A person over age 60 representing the Elderly in the county	Linda Carter	July 2016	Vacant	

	<b>The Lee LCB has a Representative of:</b>	<b>Voting Member</b>	<b>Term Expires</b>	<b>Alternate's Name</b>	<b>Term Expires</b>
9	H. A person with a disability representing the disabled in the county	Brian Powers	December 2015	Vacant	
10	I--1.[One of Two] Citizen Advocates in the County	Michael Pierce	July 2017	Vacant	
11	I--2. [One of two] Citizen Advocates this one must be a person who uses the transportation service(s) of the system as their primary means of transportation.	David Lane	July 2016	Vacant	
12	J. A local representative for children at risk	Lorena Rodriguez	Agency	Sally Kreuzscher	Agency
13	K. In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator.	Steve Myers	Agency	Peter Gajdjis Jill Brown	Agency
14	L. A local representative of the Florida Department of Elder Affairs	Vacant	Agency	Vacant	Agency
15	M. An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the Community Transportation Coordinator.	Michael Griffin	December 2015	Priscilla Hardaway	December 2015
16	N. A local representative of the Florida Agency for Health Care Administration	Joe Martinez	Agency	Karen Brooks	Agency
17	O. A representative of the Regional Workforce Development Board established in Chapter 445, <i>Florida Statutes</i>	Jim Wall	Agency	Deborah Reardon	Agency
18	P. A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, hospitals, local health department or other home and community based services, etc.	Vacant	Agency	Vacant	Agency

**PRESENTATION ON THE BENEFITS OF  
THE MODERN ROUND-A-BOUT**

**Discussion Item:**

Billy Hattaway, FDOT District 1 Secretary, will be making a presentation at the meeting on the benefits of the modern round-a-bout.

## **OVERVIEW ON THE STATUS OF THE BICYCLE PEDESTRIAN SAFETY ACTION PLAN RECOMMENDATIONS**

### **Discussion Item:**

Consistent with the discussion at the last MPO Board meeting, the MPO staff is currently working on an overview on the status of recommendations in the Bicycle Pedestrian Safety Action Plan. The MPO staff will present this information at the MPO Board meeting. In addition, the MPO staff has been working on developing a report and presentation on the status of the bicycle pedestrian program that includes updating the facility maps, identifying what facilities that have been built over the last year (as well as in comparisons to the base year – 2010), what is planned over the next five years (including the Bicycle Pedestrian plans that are being updated), an analysis of the yearly crash reporting data and where we are in respect to our performance measures. Also as part of this task, we have begun working on a status of where we are on the recommendations that are included in the Bicycle Pedestrian Master Plan which would then be updated as part of the Long Range Plan effort. The final report and presentation of the other items discussed will be presented at a future MPO Board meeting following the review of these items through the Committee's.