



AGENDA CMC

Congestion Management Committee
Collier County Growth Management Division
Main Conference Room
2885 South Horseshoe Drive
Naples, Florida 34104

January 17, 2018
2:00 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of July 19, 2017 Meeting Minutes**
5. **Open to Public for Comment on Items Not on the Agenda**
6. **Agency Updates**
 - A. FDOT
 - B. MPO Director
 - C. Other
7. **Committee Action**
8. **Reports and Presentations (May Require Committee Action)**
 - A. Review and Comment on Draft Scope of Services for Transportation Performance System Report
 - B. Collier/Lee/Charlotte Traffic Incident Management Team
9. **Member Comments**
10. **Distribution Items (No presentation)**
11. **Next Meeting Date:**

Next Meeting Date: March 21, 2018 at 2 p.m.
12. **Adjournment**

PLEASE NOTE:

This meeting of the Congestion Management Committee (CMC) of the Collier Metropolitan Planning Organization (MPO) is open to the public and citizen input is encouraged. Any person wishing to speak on any scheduled item may do so upon recognition of the Chairperson. Any person desiring to have an item placed on the agenda shall make a request in writing with a description and summary of the item, to the MPO Director or CMC Committee Chair 14 days prior to the date of the next scheduled meeting of the CMC. Any person who decides to appeal a decision of this Committee will need a record of the proceedings pertaining thereto, and therefore may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting should contact the Collier Metropolitan Planning Organization 72 hours prior to the meeting by calling (239) 252-5804. 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 that within the MPO's planning process they have been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Collier MPO by calling MPO Executive Director, Anne McLaughlin, at (239) 252-5884 or by writing to Ms. McLaughlin at 2885 South Horseshoe Dr., Naples, FL 34104.

**Congestion Management System/Intelligent Transportation System Committee of the
Collier Metropolitan Planning Organization
Collier County Growth Management Department
Main Conference Room
2885 South Horseshoe Drive
Naples, Florida 34104**

**July 19, 2017
2:00 p.m.**

1. Call to Order

Mr. Khawaja called the meeting to order at 2:00 p.m.

2. Roll Call

Ms. Otero called the roll and confirmed that a quorum was present.

Members Present

Tony Khawaja, Collier Traffic Ops, Chairman
Pierre Beauvoir, Collier Traffic Ops (alternate for Tony Khawaja)
Tim Pinter, City of Marco Island, Vice-chairman
Omar DeLeon, Public Transit and Neighborhood Enhancement (PTNE)
Alison Bickett, City of Naples
Karen Homiak, Citizen Advisory Committee (CAC) Representative
Dr. Mort Friedman, Pathways Advisory Committee (PAC) Representative
David Ogilvie, Collier School District
Wayne Martin, Greater Naples Fire Rescue
David Rivera, City of Naples

Members Absent

Dan Summers, Collier Emergency Management

Others Present

Victoria Peters, Florida Department of Transportation (FDOT)
Lorraine Lantz, Collier County Transportation Planning
Trinity Scott, Collier County Transportation Planning
Matthew Liveringhouse, PTNE

MPO Staff

Anne McLaughlin, MPO Executive Director
Gabrielle Gonzalez, MPO Administrative Secretary
Brandy Otero, MPO Senior Planner

3. Approval of the Agenda

Karen Homiak: I move to approve the agenda.

Dave Rivera: I second the motion.

THE MOTION CARRIED UNANIMOUSLY.

4. Approval of the May 17, 2017 Meeting Minutes

Ms. Homiak: I move to approve.

Mr. Pinter: I second the motion.

THE MOTION CARRIED UNANIMOUSLY.

5. Open to the Public for Comment on Items not on the Agenda

None.

6. Agency Reports

A. FDOT

Ms. Victoria Peters informed the committee that FDOT was working on preparing the next cycle of the Work Program. She stated that the E-Public hearing would be held in mid-October for the new draft tentative Work Program. Ms. Peters added that FDOT was considering other types of outreach rather than the library for the in-person public comment dates, to reach more people.

Ms. Trinity Scott asked how the coordination study was coming along. Mr. Khawaja stated that the study was in its final stages and that they've recently received a draft report from FDOT. He stated that the final report should be completed in August. Ms. Scott asked Mr. Khawaja to send her the draft report.

B. MPO Director

Ms. Anne McLaughlin stated that the MPO Board had asked staff to do a review of the MPO Board bylaws alongside a review of the committee bylaws. Ms. McLaughlin asked members to inform staff of any cleanup they believed was necessary. She added that she was considering changing the committee's name to Congestion Management Committee (CMC) but including a writeup with the CMS/ITS language and what it means, with a description of what the committee does. Ms. McLaughlin also added that in addition to doing the update to the Congestion Management Process (CMP), the committee would be more proactive in implementing it. She stated that the committee would be involved in the development of a biennial systems performance report and integrating that report into future updates to the CMP and Long-Range Transportation Plan (LRTP). Ms. McLaughlin stated that this would come back before the committee at their September meeting for further discussion.

Ms. Lorraine Lantz suggested a discussion on revising the policy/process for alternate positions in the committee's bylaws as it was currently very arduous.

C. Other

Mr. Omar DeLeon introduced Mr. Matthew Liveringhouse as the new transit manager for PTNE/Collier Area Transit (CAT). He also introduced their current high school intern Ms. Rocio Garcia.

Ms. Alison Bickett provided an update on the Downtown Naples Mobility and Connectivity Study. She stated that the City of Naples recently had their Alternatives Development Review Team (ADRT) meeting with the consultant. She explained that the report didn't include everything that staff expected so they provided input to the consultant for revisions. Ms. Bickett stated that the report was expected within the next week or two at which point they'd go back before the team to present options and get their feedback. She explained that they would present the item to City Council in order to provide them a timeline and follow up information.

Mr. Tim Pinter stated that the City of Marco Island was finishing up two Local Agency Program (LAP) projects for shared-use paths. He stated that the projects should be complete mid-August. Mr. Pinter also stated that Marco Island was installing their first traffic signal in 10-years on Winterberry and Collier. He stated that construction should start in August. Mr. Pinter stated that they are also putting in a new rapid flash pedestrian crossing.

A brief discussion ensued amongst members concerning Marco Island's existing pedestrian crossings and maintenance.

Mr. Rivera asked for an update on the traffic controllers. Mr. Pierre Beauvoir stated that they've just completed the first phase of the active view system and video wall and have just begun phase 2, which includes the computer builds and software. He added that the third phase would include factory testing to ensure it is properly working before being shipped to location. Mr. Beauvoir stated that the contract for the Advanced Traffic Management System (ATMS) software and controller upgrade was just approved by the Board of County Commissioners. He added that it has already been attested by the County Attorney's office and was currently at the Clerk's office. Once the contract is executed, the contract would go to purchasing and a Purchase Order would be created with a notice to proceed. He added that there has been some setback for the start of the project and it would now start in August rather than July. The project would start with 50 controllers initially. Mr. Beauvoir asked other members what they thought about the presentation given by Intelilight.

Mr. Khawaja provided a brief background on who Intelilight is and what their presentation entailed. He stated that he believed this controller was cutting edge in traffic technology. Mr. Khawaja also compared what the current controllers do and what the Intelilight controllers will be able to do. He explained that when the project was initially discussed, the County believed they'd have enough money to do County and City controllers however, the bids came in higher and the County was short on money to fund even the County's controllers. Mr. Khawaja added that FDOT would be providing the funds for the controllers on system and that the City of Naples would need at least 26 controllers, totaling \$52,000.

Mr. Rivera gave further background on this stating that the city had asked for funds for new controllers many years ago. He added that he's had to go to FDOT for help with this, and they provided 21 new signals and cabinets. Mr. Rivera agreed that the system was good but, he was still not sold on it. He added that the City of Naples was not part of the entire procurement process and had to have Intelilight come and give a separate presentation to the City of Naples.

Further discussion ensued concerning the Intelilight system and their history. Mr. Khawaja apologized to the City of Naples for not including them in the selection process, he stated that staff and procurement dropped the ball in ensuring he was invited.

Discussion ensued regarding this topic.

Mr. Rivera presented to Mr. Khawaja what he was asking for. Mr. Khawaja stated that the upgrades Mr. Rivera presented would be \$3,400 as opposed to \$2,000 that has already been approved by the Board.

Ms. McLaughlin asked if this was related to the City's signal preemption project, she asked if this could all be done as one. Mr. Rivera stated that the city was currently having issues with the LAP process in the preemption project.

Discussion continued concerning this topic.

Ms. Peters asked if the County could purchase the controllers and the City could control and maintain them.

Ms. Scott suggested another solution where the County could purchase the controllers and then enter into an interlocal agreement with the City of Naples for the maintenance.

Further discussion ensued on this topic. Ms. Scott asked if FDOT was willing to take on this project. She stated that perhaps all entities involved should get together and discuss this further. Ms. Peters stated that she'd bring this thought back to the office and come back with further information.

All parties agreed to hold a meeting with City of Naples, Collier County, and FDOT in order to find a solution.

Mr. Khawaja switched gears and updated the committee on the adaptive traffic control system that was now operational on Airport Pulling Rd. He added that the system seemed to be working very well but was still in the testing phase.

Ms. McLaughlin suggested that Mr. Khawaja send out a news release to inform the public of the changes.

7. Committee Action

A. Review and Comment on Draft Congestion Management Process 2017 Update

Ms. McLaughlin stated that she reviewed the entire document as a lot of it changed in the course of several months. She stated that the major focal point was the systems performance report and using that report to vet and form the project development and prioritization process. Ms. McLaughlin explained that she reviewed the document to ensure consistency with new direction, she added the mission & vision statement, and she attempted to complete an executive summary that focused on major changes and would be easy for the public to understand. She added that she hoped any additional refinements would be minor.

Mr. Khawaja stated that this was exactly the process the committee was asking for. He stated that he was only concerned with how bigger projects would be implemented. Ms. McLaughlin stated that Mr. Khawaja had proposed to her during a brief conversation that they refine a way to say that these projects occur every 5 years. She added that it was important to add this into the plan so that a plan amendment was not needed every time a large project came about.

Discussion ensued. Some members expressed that every 5 years was perhaps too soon.

Ms. Peters stated that if the MPO Board decided to keep the recently adopted 100% split of funds for longer than 5 years perhaps that would be a solution to being able to fund larger projects.

Ms. McLaughlin stated that she believed it was still important to add something into the plan just to be very clear. She also stated that she believed another major update would need to be completed after the first systems performance report. She suggested that this discussion be revisited after the first report. Discussion ensued amongst committee members and Mr. Khawaja entertained a vote on this item.

Mr. Rivera stated that he'd like to see a neutral zone for the collocation area of the Traffic Management Center (TMC). He also asked Mr. Khawaja if the state was willing to find a neutral zone for the collocation and build it would the County still need funds for their current location. Mr. Khawaja responded that they would not need the funds if this was the case. Further discussion ensued concerning the collocation study. Ms. Peters stated that she would mention this thought to higher ups at the FDOT office.

Dr. Mort Friedman stated that in the second paragraph of the executive summary there was mention of several bus shelters however, he could not find reference to them anywhere else in the document. Mr. DeLeon stated that this was mentioned on page 12 in the clean version of the document.

Mr. Khawaja entertained a motion to approve.

Mr. Pinter: I move to approve.

Dr. Friedman: I second the motion.

THE MOTION CARRIED UNANIMOUSLY.

8. Reports and Presentations (May Require Committee Action)

None.

9. Member Comments

None.

10. Distribution Items

None.

11. Next Meeting Date

September 20, 2017 at 2:00 p.m.

12. Adjournment

With no further comments, Mr. Khawaja adjourned the meeting at approximately 3:18 pm.

EXECUTIVE SUMMARY
Reports and Presentations
Item 8A

Review and Comment on Draft Scope of Services for Transportation Performance System Report

Objective:

For the Committee to review and comment on the Draft Scope of Services for the Transportation Performance System Report.

Considerations:

The 2017 Congestion Management Process was approved by the MPO Board at their October meeting. The plan included a recommendation to fund a Biennial Transportation System Performance Report. The Performance Report will recommend both short and long-term projects to address congestion.

The first draft of the scope of work for the Transportation System Performance Report is included as Attachment 1. The initial phase is expected to include evaluating base line conditions and identifying data gaps. The second phase will identify and prioritize projects needed to address congestion.

This scope is intended to generate discussion and ideas that can be incorporated into the final scope of services. The scope will come back to the Congestion Management Committee again before transmittal to the Technical and Citizens Advisory Committees.

Staff Recommendations:

For the Committee to review and provide comments on the Draft Scope of Services for Transportation Performance System Report.

Attachments

1. Transportation System Performance Report and Action Plan Scope of Work

Prepared by:  _____
Brandy Otero, Senior Planner

Date: 1/9/18

Reviewed /
Approved by:  _____
Anne McLaughlin, MPO Executive Director

Date: 1/9/18

DRAFT FOR PRELIMINARY REVIEW

TRANSPORTATION SYSTEM PERFORMANCE REPORT AND ACTION PLAN

SCOPE OF WORK

BACKGROUND

The Congestion Management Process 2017 Update (2017 CMP Update) calls for the preparation of a Biennial Transportation System Performance Report, described in the CMP as follows:

“The Biennial Transportation System Performance Report (Performance Report) will lay the foundation for project identification and prioritization in accordance with Federal guidelines. The Performance Report will provide a thorough system assessment to identify where priority investments should be made. The Performance Report will include an analysis of newly implemented CMS/ITS projects based on the performance measures identified in the CMP as specifically assigned to each funded project.

The Performance Report will recommend both short- and long-term projects to address congestion. The CMS/ITS committee [since renamed “Congestion Management Committee (CMC)] will use the report as a basis for recommending project priorities that in all likelihood, will have associated costs that are beyond the reach of the MPO’s limited TMA funds allocated to the CMS/ITS “Box”. The CMS/ITS committee will use the Performance Report to develop projects for the timeframe that covers the next five-to-ten years out, to propose studies and solutions that go beyond the MPO’s current 5-year TIP.

The first iteration of the Biennial Performance Report is expected to identify and prioritize projects for the CMS/ITS Committee to develop in more detail and submit for future funding. It is likely that the first Performance Report will indicate procedural changes that may require amending the 2017 CMP Update. Amendments, if required, will be brought to the MPO Board for adoption.”

TASKS APPLICABLE TO ALL PHASES

1. Project Management - provide over-all project management, QA/QC review of documents and provide support services as needed. Activities include a project kick-off meeting, management and oversight of the activities and products produced by the consultant team members. If subconsultants are used, primary consultant will coordinate delivery of sub-consultant work products, provide technical support during staff review of products and communicate needed revisions to the sub-consultants.
2. Public Involvement Activities – Consultant will develop a Public Participation Plan (PPP) for the project. PPP will provide on-line opportunities for public input by establishing an interactive project web site and use of social media. Consultant will provide on-line surveys, prepare necessary materials, exhibits, presentations, and handouts for meetings with the MPO Board and Advisory Committees. Consultant will take minutes and record verbal and documented comments from the public, staff and elected officials and keep a record of how comments were addressed. Staff may choose to supplement the consultant-supported outreach by giving presentations to local homeowner’s and civic associations and by hosting informational booths at special events.

The MPO will follow its Government to Government Public Outreach policy to conduct outreach to Tribal entities. MPO staff will present to the CAC.

Consultant will present to the following entities at least once during each of the two phases in the development of report and action plan. Anticipate presenting at six meetings:

- 2 MPO Board Meetings
 - 2 Congestion Management Committee Meetings
 - 2 Technical Advisory Committee Meetings
2. GIS Database Development - The Consultant will ensure the MPO receives all data pertinent to completion of the report and action plan, including GIS shapefiles, spreadsheets, databases, and all exhibits in PDF or JPEG format.

PHASE ONE – SYSTEM PERFORMANCE REPORT

Baseline Conditions

Evaluate Baseline Conditions – expand Collier County’s Annual Update & Inventory Report/Capital Improvement Element Schedule 2017 (AUIR) to include congested conditions within the City of Naples, City of Marco Island and Everglades City for arterial and collector roads and bridge facilities (pp23-37). The AUIR captures committed improvements through FY2022 and projects deficiencies out ten years to 2027 (in two five-year increments.) The System Performance Report will extend the AUIR’s analysis to include committed improvements through FY 2023 to coincide with the current FDOT FY 2019-2023 Work Program/MPO TIP (pending June 2017 adoption).

Data Gaps

Evaluate Data Resources and Monitoring Practices - to identify data gaps that are essential to fill; and recommend projects to close the gaps. The Congestion Management Committee (CMC) identified several critical data gaps while developing the 2017 CMP Update, to be used as a starting point:

- Intersection Turning Movement Counts
- Intersection LOS
- Travel Time Reliability (Excessive Delay, Person Miles Traveled on non-interstate NHS)
- Crash Data / Congestion Overlays / incident Delay
- How to factor in transit ridership
- How to monitor effectiveness of current ITS

Recommend Projects Needed to Fill Data Gaps

Propose Alternative Analyses to Complete Initial Performance Report

PHASE TWO – ACTION PLAN

Identify and Prioritize Projects Needed to Address Congestion

Strategies - apply the full range of strategies identified in 2017 CMP and incorporate additional strategies suggested by applicable Best Practices within state of Florida

Project Prioritization/Evaluation Criteria – develop and apply criteria that address the following:

- Cost/Benefit Analyses (identify projected performance)
- Cost Feasibility based on projected revenues (MPO can supply)
- Environmental Justice Screening
- ETDM Screening
- National System Performance Measures per 23 CFR § 490.507 (Travel Time) and §490.607 (Freight)
 - 490.507 (a)(1) Percent of the person-miles traveled on the Interstate that are reliable (*Travel time reliability defined as the consistency or dependability of travel times from day to day or across different times of the day 23 CFR §490.101*)
 - 490.507 (a)(2) Percent of person-miles traveled on the Non-Interstate National Highway System that are reliable (all traffic/vehicles data in NPMRDS or Equivalent – every 15 minutes) Level of Travel Time Reliability (LOTTR)
 - 490.607 Truck Travel Time Reliability (TTTR) Index on the Interstate System
 - 490.707(a) Annual Hours of Peak Hour Excessive Delay Per Capita – Total Peak-Hour Excessive Delay person-hours on NHS (*required in urbanized areas with population over 1 million first reporting period; second reporting period applies to urban areas with pops over 200,000*)
 - 490.707(b) Percent of Non-SOV Travel (*ditto*) sources: ACS, local survey or local counts (includes bike/ped counts)
 - 490.807 Total Emissions Reduction - Percent Change in CO2 Emissions on the NHS compared to Calendar Year 2017 – NHS – based upon annual state total fuel sales data from Highway Statistics and VMT estimates on NHS and all public roads from HPMS; annual Total Tailpipe Co2 Emissions on the NHS

Provide Implementation Strategy

1. Group projects in the following categories:
 - a. Short, Medium and Long-Range
 - b. Low, Medium and High Cost
2. Recommend funding sources
3. Identify methodology to monitor projected performance
4. Provide staff training on querying spreadsheets, updating data and maps.

EXECUTIVE SUMMARY
Reports and Presentations
Item 8B

Discussion Regarding the Collier/Lee/Charlotte Traffic Incident Management (TIM) Team

Objective:

For the Committee to receive a presentation from representatives of the Collier/Lee/Charlotte TIM Team and discuss ways to become involved.

Considerations:

The purpose of the Southwest Florida Traffic Incident Management (TIM) Teams are to implement the Quick Clearance principles of Florida's Open Roads Policy through the "3 Cs" of TIM: Communication, Cooperation, and Coordination. TIM Teams are sponsored by the Florida Department of Transportation and meet to discuss related topics, develop improved processes, share lessons learned, and gain insight into other stakeholder perspectives. The teams review past response actions and explore ways that incident management can be improved. These teams also conduct training for incident responders and are active in traffic management planning for special events.

TIM Team member agencies include state, regional, and local transportation agencies, public safety providers, emergency medical responders, emergency management agencies, professional tow truck operators, and many others that service the traveling public. Representatives from the Collier/Lee/Charlotte TIM Team will be present to provide an overview of the TIM Team and discuss ways to get involved.

Staff Recommendations:

For the Committee to receive a presentation from representatives of the Collier/Lee/Charlotte TIM Team and to discuss ways to become involved.

Attachment(s)

None.

Prepared by:  _____
Brandy Otero, Senior Planner

Date: 1/9/18

Reviewed /
Approved by:  _____
Anne McLaughlin, MPO Executive Director

Date: 1/9/18