

**COLLIER COUNTY**  
**Metropolitan Planning Organization**



**AGENDA**

Board of County Commission Chambers  
Collier County Government Center  
3299 Tamiami Trail East, 3rd Floor  
Naples, FL 34112

**February 09, 2018**

**9:00 AM**

**Commissioner Penny Taylor, Chair**  
**Commissioner William L. McDaniel, Jr., Vice-Chair**  
**Commissioner Andy Solis, Esq.**  
**Commissioner Burt L. Saunders**  
**Commissioner Donna Fiala**  
**Vice Mayor Linda Penniman**  
**Councilman Reg Buxton**  
**Councilman Joe Batte**  
**Councilwoman Elaine Middelstaedt**

This meeting 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 MPO Chairman 14 days prior to the date of the next scheduled meeting of the MPO. Any person who decides to appeal a decision of this Board 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 Anne McLaughlin, MPO Executive Director, 72 hours prior to the meeting by calling (239) 252-8192. 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 Executive Director, Anne McLaughlin at (239) 252-8192 or by writing to Ms. McLaughlin at 2885 South Horseshoe Dr., Naples, FL 34104.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ELECTION OF CHAIR AND VICE CHAIR**
  - 4.A. Elect MPO Board Chair and Vice-Chair**
- 5. APPROVAL OF THE AGENDA, PREVIOUS MINUTES AND CONSENT ITEMS**
  - 5.A. December 8, 2017 MPO Board Meeting Minutes**
  - 5.B. Joint Lee/Collier MPO Board Meeting Minutes**
  - 5.C. Adoption of the Revised Lee/Collier Interlocal Agreement**
  - 5.D. Annual Review and Adoption of the LCB By-laws**
- 6. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**
- 7. AGENCY UPDATES**
  - 7.A. FDOT**
  - 7.B. MPO EXECUTIVE DIRECTOR**
- 8. COMMITTEE CHAIR REPORTS**
  - 8.A. CITIZENS ADVISORY COMMITTEE (CAC)**
    - 8.A.1. Citizens Advisory Committee Chair Report**
  - 8.B. TECHNICAL ADVISORY COMMITTEE (TAC)**
    - 8.B.1. Technical Advisory Committee Chair Report**
  - 8.C. CONGESTION MANAGEMENT COMMITTEE (CMC)**
    - 8.C.1. Congestion Management Committee Chair Report**
- 9. REGULAR BOARD ACTION (ROLL CALL REQUIRED)**
- 10. REGULAR BOARD ACTION (NO ROLL CALL)**
  - 10.A. Adopt FDOT Safety Performance Targets**
  - 10.B. Approval of Annual Performance Review of MPO Executive Director**
- 11. PRESENTATIONS (MAY REQUIRE BOARD ACTION)**

- 11.A. Presentation on Collier County Interactive Growth Model**
- 11.B. Update on Bicycle & Pedestrian Master Plan**
- 11.C. Update on Amendment to the 2040 Long Range Transportation Plan (LRTP)**
- 12. MEMBER COMMENTS**
- 13. DISTRIBUTION ITEMS**
- 14. NEXT MEETING DATE**
  - 14.A. Regular Meeting - March 9, 2018 - 9:00 a.m. Board of County Commissioners  
Chambers, 3299 Tamiami Trail East, 3rd Floor, Naples, FL 34112**
- 15. ADJOURN**

## **EXECUTIVE SUMMARY**

### **Elect MPO Board Chair and Vice-Chair**

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**OBJECTIVE:** For the Board to elect a Chair and Vice-Chair for calendar year 2018.

**CONSIDERATIONS:** The MPO by-laws (attached) state that the Board shall elect a Chair and Vice-Chair at the first regularly scheduled meeting of each calendar year and that the officers shall be voting members of the MPO.

Any Board member may nominate or be nominated as Chair/Vice-Chair. Elections shall be decided by majority vote. The Chair and Vice-Chair shall serve a one-year term or until a successor is elected. Commissioner Penny Taylor is the current Chair and Commissioner William McDaniel, Jr. is the current Vice-Chair. A chart depicting a ten-year history of elected MPO Chairs and Vice-Chairs is attached for informational purposes.

**STAFF RECOMMENDATION:** That the Board elect a Chair and Vice-Chair for calendar year 2018

Prepared By: Anne McLaughlin, MPO Executive Director

### **ATTACHMENT(S)**

1. Adopted MPO Bylaws (PDF)
2. History of MPO Officers (PDF)

02/09/2018

**COLLIER COUNTY  
Metropolitan Planning Organization**

**Item Number:** 4.A**Doc ID:** 4720**Item Summary:** Elect MPO Board Chair and Vice-Chair**Meeting Date:** 02/09/2018**Prepared by:**

Title: Planner, Senior – Metropolitan Planning Organization

Name: Brandy Otero

01/31/2018 2:25 PM

**Submitted by:**

Title: Executive Director - MPO – Metropolitan Planning Organization

Name: Anne McLaughlin

01/31/2018 2:25 PM

**Approved By:**

## Review:

Metropolitan Planning Organization	Brandy Otero	MPO Analyst Review	Completed	01/31/2018 2:25 PM
Metropolitan Planning Organization	Anne McLaughlin	MPO Executive Director Review	Completed	01/31/2018 2:46 PM
Metropolitan Planning Organization	Anne McLaughlin	Meeting Pending		02/09/2018 9:00 AM

**AMENDMENT TO THE BYLAWS OF  
COLLIER METROPOLITAN PLANNING ORGANIZATION (MPO)**

**Section 1**                    Description of Organization

- 1.01 The Agency
- 1.02 Composition and Operation of MPO
- 1.03 Committees
- 1.04 General Information on the MPO
- 1.05 Public Access to Agency Meetings and Workshops
- 1.06 Rights of Review

**Section 2**                    Agenda and Scheduling--Meeting and Workshops

- 2.01 Notice of Meetings and Workshops
- 2.02 Agenda
- 2.03 Emergency Meetings and Workshops

**Section 3**                    Amendments to Bylaws

**Section 1**                    **DESCRIPTION OF ORGANIZATION**

**1.01**    **THE AGENCY**

The Collier Metropolitan Planning Organization, hereinafter referred to as the MPO, is created pursuant to Florida Statute 339.175 and operates under an Interlocal Agreement, as amended and restated dated February 26, 2015, authorized under Chapter 163 of the Florida Statutes. The parties to the interlocal agreement are Collier County, the City of Naples, the City of Marco Island, the City of Everglades City and the Florida Department of Transportation.

Creation of the MPO is for the purpose of implementing Title 23, United States Code, Section 134, and Title 49, United States Code, Sections 1602, 1603, and 1604, and Title 23, Code of Federal Regulations, Part 450, and Chapter 339.175, Florida Statutes. The MPO is created to work in cooperation with the Florida Department of Transportation, the Federal Highway Administration and Federal Transit Administration.

## 1.02 COMPOSITION AND OPERATION OF THE MPO

The composition and operation of the MPO shall be as provided in the aforesaid Interlocal Agreement; the officers of the MPO and their duties, and these rules may be amended as provided by said Agreement.

- A. Officers – The MPO shall elect a Chairman and a Vice Chairman of the MPO at its first meeting of the calendar year. The Chairman and Vice Chairman shall serve for a period of one (1) year or until a successor is elected. The Chairman and Vice-Chairman shall be voting members of the MPO.
- B. Chairman – The Chairman of the MPO shall call and preside at all meetings of the MPO. The Vice Chairman shall serve as Chairman in the absence of the Chairman.
- C. Agency Clerk – The staff of the MPO shall maintain the minutes and other records of the MPO. The minutes shall accurately reflect the proceedings of the MPO.
- D. Quorum – A majority of the voting members of the MPO must be present for the MPO to conduct business.
- E. Rules of Order – Except as otherwise provided in these Bylaws, Roberts Rules of Order, as revised, shall be followed as to any parliamentary procedures at all meetings.
- F. Reconsideration of Matters – Except for MPO approved contracts, any matter which has been voted upon by the MPO may be reconsidered as follows:
  - (1) By a motion to reconsider made by a member who voted with the majority if such motion is made prior to the adjournment of the meeting at which the matter was voted upon. If there were no public speakers on the item, or if all of the public speakers for the item are still present in the boardroom following a successful motion to reconsider, the MPO may elect to rehear the matter during that meeting, or direct the MPO Executive Director to place the item on the agenda for a future meeting. In the event that there were public speakers for the item, and not all of the public speakers are still present in the boardroom following a successful motion to reconsider, the MPO Executive Director shall be directed to place the item on the agenda for a future meeting.
  - (2) By a motion to reconsider made by a member who voted with the majority if such motion is made at a regular meeting following the



meeting at which the matter was voted upon, but only in accordance with the following:

- (i) Where a member who voted with the majority wishes the Board to reconsider a matter after the adjournment of the meeting at which it was voted on, the member shall deliver to the MPO Executive Director a written memorandum stating that the member intends to introduce a motion to reconsider. The memorandum shall state the date of the regular meeting at which the member intends to introduce such motion, and shall be delivered to the MPO Executive Director at least six days prior to such meeting. The purpose of this requirement is to allow staff to advise the Board of the legal or other ramifications of reconsideration.
- (ii) No motion to reconsider shall be made any later than the second regular MPO meeting following the MPO Board's vote on the matter sought to be reconsidered; with the exception of where the basis for such request for reconsideration is found upon MPO's staff's presentation of newly discovered and previously unknown facts which would have been material to the MPO's consideration at the time the item was originally considered but were not known earlier despite the due diligence of MPO staff.
- (iii) Upon adoption of a motion to reconsider, the MPO Executive Director shall place the item on an agenda not later than the second regular MPO meeting following the meeting at which the motion for reconsideration was adopted.
- (iv) All parties who participated by speaking, submitting registration forms or written materials at the original meeting the item was addressed by the MPO, shall be notified by the MPO Executive Director of the date of reconsideration.
- (v) MPO approved contracts may only be reconsidered by motion made prior to the adjournment of the meeting at which the matter was voted upon notwithstanding the discovery of subsequent newly discovered facts. For purposes of this subsection, a contract is defined as an agreement that is legally binding and enforceable in a court of law.



### 1.03 COMMITTEES

There are hereby created five (5) standing committees, which shall be advisory committees to the governing board of the MPO. These advisory committees are the Technical Advisory Committee, Citizens Advisory Committee, the Bicycle and Pedestrian Advisory Committee, the Congestion Management Committee and the Local Coordinating Board for the Transportation Disadvantaged which shall have the following composition and duties:

- A. The Technical Advisory Committee – the responsibility of the Technical Advisory Committee, hereinafter referred to as the TAC, shall be to serve the MPO in an advisory capacity on technical matters regarding all modes of travel, including promoting coordination among agencies, members, and transportation planning and programming; reviewing technical sufficiency, accuracy and completeness of appropriate studies; making priority recommendations for the transportation plan and program implementation, and providing technical analyses on other transportation planning issues.

The TAC shall be composed of eleven (11) voting members and four (4) non-voting members appointed by the division, department or agency that they represent. TAC voting members may designate an alternate to replace them in their absence.

- B. Citizens Advisory Committee – the responsibility of the Citizen Advisory Committee, hereinafter referred to as the CAC, is to advise the MPO reviewing, reacting to, and providing comment on transportation planning issues and needs regarding all modes of travel from the citizens' perspectives. The CAC shall consist of voting members appointed by the MPO.

Membership shall be composed of thirteen (13) citizens residing in the following areas:

City of Naples (2)  
 Collier County Unincorporated Area (5)  
 City of Marco Island (1)  
 City of Everglades City (1) and;  
 Four (4) citizens at large, including a minimum of one (1) citizen representing the disabled or an advocate for the disabled community, one (1) minority citizen, and two (2) appointed from Collier County to ensure adequate representation from all geographic areas of the county, and to include groups having civic, community and economic interests.

- C. Bicycle and Pedestrian Advisory Committee – The responsibility of the Bicycle and Pedestrian Advisory Committee, hereinafter referred to as the BPAC, is to provide citizen input into the deliberation of bicycle- and pedestrian-related issues within the community, to advise the MPO on developing a Bicycle and Pedestrian Master Plan (BPMP) that is responsive to the needs of the community, to recommend policies and advise the MPO Board of opportunities that will improve the walking and bicycling environment, recommend priorities for bicycle and pedestrian projects and program implementation, and contribute to the BPMP's vision and recommendations regarding the development of the bicycle and pedestrian network.

Membership shall be composed of eleven (11) at-large voting members representing a wide cross-section of Collier County residents and neighborhoods, bicycle and pedestrian safety professionals, Safe Routes to Schools organizations, transit riders, local bicycle and pedestrian advocacy groups, organizations that encourage active transportation from a community health perspective, and advocates for persons with disabilities, and other transportation disadvantaged populations.

- D. The Congestion Management Committee – the responsibility of the Congestion Management Committee, hereinafter referred to as the CMC, shall be to serve the MPO in an advisory capacity on technical matters relating to the update of the MPO's Congestion Management Process (CMP) and the coordination of the CMP with regional Congestion Management System and Intelligent Transportation System architecture.

The CMC shall be composed of eleven (11) voting members and fourteen (14) non-voting members appointed by the division, department or agency that they represent. CMC voting and non-voting members may designate an alternate to replace them in their absence.

- E. The Local Coordinating Board for the Transportation Disadvantaged – the responsibility of the Local Coordinating Board for the Transportation Disadvantaged, hereinafter referred to as the LCB, shall be to assist the MPO in identifying local service needs and providing information, advice and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged pursuant to Chapter 427.0157, *Florida Statutes*. In accordance with Rule 41-2.012, Florida Administration Code, all members of the LCB shall be appointed by the designated official planning agency. The designated official planning agency for Collier County is the MPO.

The LCB shall be composed of sixteen (16) voting members appointed by the division, department, or agency that they represent. LCB voting members may designate an alternate to replace them in their absence.

#### **1.04 GENERAL INFORMATION ON THE MPO**

All public records of the MPO, TAC, CAC, BPAC, LCB and CMC Committee are open for inspection and examination at the office of the MPO, 2885 South Horseshoe Drive, Naples, Florida, between the hours of 8:00 a.m. and 5:00 p.m. during regular business days.

#### **1.05 PUBLIC ACCESS TO MEETINGS AND WORKSHOPS**

All MPO, TAC, CAC, BPAC, LCB and CMC meetings, workshops and proceedings shall be open to the public.

#### **1.06 RIGHTS OF REVIEW**

All parties to the Interlocal Agreement, as well as the FHWA and FTA shall have the rights of technical review and comment of MPO projects.

### **Section 2 AGENDA, SCHEDULING and MEETINGS**

#### **2.01 NOTICE OF MEETINGS AND WORKSHOPS**

- A. Except in the case of emergency meetings or workshops, the MPO shall give at least seven (7) days public notice of any meeting or workshop through the issuance of a press release to local print and broadcast media in the Naples Area.
- B. The press release notice of such meeting or workshop shall provide:
  1. The date, time, and place of the event.
  2. A brief description of the purpose of the event.
  3. The address where interested parties may write to obtain a copy of the agenda.

A copy of the Agenda may be obtained by writing to the Collier MPO, 2885 South Horseshoe Drive, Naples, Florida 34104. Agendas may also be obtained by e-mail at [colliermpo@colliergov.net](mailto:colliermpo@colliergov.net) or by accessing the MPO's Web site at [colliermpo.net](http://colliermpo.net).

## 2.02 AGENDA

- A. At least seven (7) days prior to a meeting or workshop, the MPO staff shall prepare and make available an agenda for distribution on request by any interested person. The agenda shall list the items in the order they are to be considered; provided, however, that for good cause stated in the record by the person who is designated to preside at the meeting, items may be considered out of their listed order.
- B. The agenda shall be specific as to the items to be considered. All matters shall be listed on the agenda.
  - 1. Any person who desires to have an item placed on the agenda of the meeting of the MPO shall request in writing that the item be considered at the next scheduled meeting of the MPO, provided, however, that such a request must be received fourteen (14) days in advance of the scheduled meeting. Written requests for placing an item on the agenda must describe and summarize the item and shall be mailed or delivered to MPO, at the address in Section 2.01 (B) of these Bylaws.
  - 2. Additional items not included on the meeting agenda may be considered at a meeting if the chairman or his designee feels that the item requires immediate action by the MPO.

## 2.03 EMERGENCY MEETINGS AND WORKSHOPS

- A. The MPO may hold an emergency meeting or workshop notwithstanding the provisions of Sections 2.01 and 2.02 of these Bylaws, for the purpose of acting upon matters affecting the public health, safety and welfare.
- B. Whenever an emergency meeting or workshop is scheduled to be held, the MPO shall notify, as soon as possible prior to the meeting, at least one major newspaper of major circulation in the Naples Area stating time, date, place and purpose of the meeting or workshop.

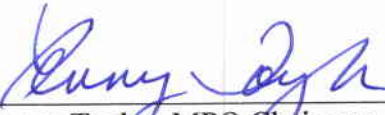
## Section 3 AMENDMENTS TO BYLAWS

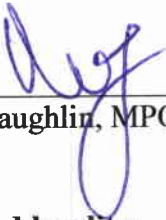
These Bylaws may be amended by a majority vote of the voting members, provided a copy of the proposed amendment shall have been sent to all members at least seven (7) calendar days prior to it being voted on. The MPO Board has sole authority to adopt and amend the bylaws of any advisory committee.

These Bylaws and any and all amendments to the Bylaws will become effective upon endorsement of the Collier MPO.

These Bylaws for the Collier Metropolitan Planning Organization were hereby adopted in an open session with a quorum present and voting on October 13, 2017.


**METROPOLITAN PLANNING ORGANIZATION**

By:   
Penny Taylor, MPO Chairman

Attested By:   
Anne McLaughlin, MPO Executive Director

**Approved as to form and legality:**

**COLLIER COUNTY ATTORNEY**

By:   
Scott R. Teach  
Deputy County Attorney

Attachment: Adopted MPO Bylaws (4720 : Elect MPO Board Chair and Vice-Chair)



Year	Chair	Vice-Chair
2007	Councilman Gary Price City of Naples	Councilman Mike Minozzi Marco Island
2008	Commissioner Donna Fiala District 1	Commissioner Frank Halas District 2
2009	Commissioner Halas District 2	Commissioner Coletta District 3
2010	Councilman Trotter Marco Island	Councilwoman Sulick City of Naples
2011	Councilwoman Sulick City of Naples	Commissioner Coletta District 5
2012	Commissioner Coletta District 5	Councilman Saad City of Naples
2013	Councilman Saad City of Naples	Commissioner Fiala District 1
2014	Councilman Saad City of Naples	Commissioner Fiala District 1
2015	Councilman Saad City of Naples	Commissioner Nance District 5
2016	Commissioner Taylor District 4	Councilman Batte Marco Island
2017	Commissioner Taylor District 4	Commissioner McDaniel District 5

Attachment: History of MPO Officers (4720 : Elect MPO Board Chair and Vice-Chair)

02/09/2018

**COLLIER COUNTY  
Metropolitan Planning Organization**

**Item Number:** 5.A

**Item Summary:** December 8, 2017 MPO Board Meeting Minutes

**Meeting Date:** 02/09/2018

**Prepared by:**

Title: Planner, Senior – Metropolitan Planning Organization

Name: Brandy Otero

02/01/2018 9:33 AM

**Submitted by:**

Title: Executive Director - MPO – Metropolitan Planning Organization

Name: Anne McLaughlin

02/01/2018 9:33 AM

**Approved By:**

**Review:**

Metropolitan Planning Organization	Brandy Otero	MPO Analyst Review	Completed	02/01/2018 9:33 AM
Metropolitan Planning Organization	Anne McLaughlin	MPO Executive Director Review	Completed	02/01/2018 9:41 AM
Metropolitan Planning Organization	Anne McLaughlin	Meeting Pending		02/09/2018 9:00 AM

## COLLIER METROPOLITAN PLANNING ORGANIZATION (MPO) BOARD MEETING

Board of County Commissioners Chambers  
 3299 E. Tamiami Trail, Naples  
 9:00 a.m.  
 December 8, 2017  
 Meeting Minutes

### 1. Call to Order

Commissioner Taylor called the meeting to order at approximately 9 a.m.

### 2. Roll Call

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

#### Members Present

Commissioner Penny Taylor, Collier County BCC District 4, Chair  
 Commissioner William L. McDaniel, Jr., Collier County BCC District 5, Vice-Chair  
 Commissioner Andy Solis, Collier County BCC District 2  
 Vice-Mayor Linda Penniman, City of Naples  
 Councilman Reg Buxton, City of Naples  
 Commissioner Donna Fiala, Collier County BCC District 1  
 Commissioner Burt Saunders, Collier County BCC District 3  
 Councilwoman Elaine Middelstaedt, City of Everglades City

#### Members Absent

Councilman Joe Batte, City of Marco Island

#### MPO Staff

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

#### FDOT

Victoria Peters  
 Zach Burch  
 Bessie Reina  
 Gwen Pipkin  
 Laura Herrscher  
 Lawrence Massey

#### Others Present

Trinity Scott, Collier County Transportation Planning  
 Lorraine Lantz, Collier County Transportation Planning

### 3. Pledge of Allegiance

Commissioner Solis led the Pledge of Allegiance. Commissioner Taylor requested a moment of silence for December 7<sup>th</sup>; Pearl Harbor Day.



#### 4. Approval of Agenda, Previous Minutes, & Consent Items

- A. November 3, 2017 MPO Board Meeting Minutes
- B. Approval of the FTA Transit Planning Grant Application and Resolution 2017-07
- C. Approval of Amendment No. 1 to Collier MPO Executive Director's Employment Agreement Extending the term to March 31, 2018
- D. Nomination of Collier County BCC to Remain as the Community Transportation Coordinator
- E. Approval of the Transportation Disadvantaged Service Plan (TDSP) Major Update Selection & Fee

Commissioner Taylor entertained a motion for approval of the agenda, minutes, and consent items.

**Vice-Mayor Penniman:**                    **I move to approve.**

**Councilman Buxton:**                    **I second the motion.**

**THE MOTION CARRIED UNANIMOUSLY.**

#### 5. Public Comments for Items not on the Agenda

None.

#### 6. Agency Updates

- A. FDOT

Ms. Peters stated that the Florida Department of Transportation (FDOT) was able to secure another \$50,000 to add to the remaining \$800,000 from the River of Grass Greenway (ROGG) PD&E. She stated that the extra \$50,000 would be useful to cover contingencies and cost overruns.

- B. MPO Executive Director

Ms. McLaughlin stated that her performance evaluation form was included in the packets and she can send the form electronically if needed. She stated that she'd like to receive the completed forms by the end of the month for formal review at the Board's February meeting. Ms. McLaughlin stated that the MPO would like to send two Board members to the MPOAC Weekend Institute this year as there were two opportunities to attend. She also discussed items going before the State legislature that impact MPOs. Ms. McLaughlin briefly went over items:

- House Bill 807; with companion Senate Bill 984 – would allow MPOs that decide to merge to retain their voting structure
- House Bill 575 – would prohibit the entire county commission from being members of the MPO Governing Board

Several MPO Board members expressed concern with the proposed bill. Mr. Scott Teach stated that he has submitted the proposed bill to the County Attorney and this may be something that the legislative delegation

would look at. Board members had a brief discussion concerning this. Mr. Teach stated that he speculated part of the reasoning behind this bill was to make the MPO Boards more proportionately representative of all the municipalities within a county.

## 7. Committee Chair Reports

### A. Citizens Advisory Committee (CAC).

Mr. Ortman gave the CAC chair report. The full report can be made available to anyone who requests it. The committee endorsed the following items:

- FDOT Draft Tentative Work Program for FY2019-2023
- Amendment to the FY16/17-17/18 Unified Planning Work Program (UPWP)

The next CAC meeting is scheduled to be held at 2:00 p.m. on Monday, January 29, 2018.

### B. Technical Advisory Committee (TAC)

Ms. McLaughlin gave the TAC report. The full report can be made available to anyone who requests it. The committee endorsed the following items.

- Endorsed the Draft Tentative Work Program with the caveat that construction funding be identified for the bicycle/pedestrian projects advanced to 2019 for Preliminary Engineering (PE), without compromising other projects in the pipeline.
- Endorsed the amendment to the FYs 17 and 18 UPWP
- Proposed a task be included in the FY 19 and 20 UPWP to capture and analyze origination/destination data. (Staff will obtain the project Scope and cost estimate from Lee County MPO)

The next TAC meeting is scheduled to be held at 9:30 a.m. on Monday, January 29, 2018

### C. Bicycle & Pedestrian Advisory Committee (BPAC)

None.

### D. Congestion Management Committee (CMC)

None.

### E. Local Coordinating Board (LCB)

Commissioner Fiala gave the LCB report. The full report can be made available to anyone who requests it. The LCB reviewed and approved the following items:

- The annual LCB Membership certification
- The FY 2016/17 Annual Operating Report
- Annual Review of the LCB Bylaws
- Recommending nomination for Collier County to remain as the Community Transportation Coordinator
- Four grant applications from the Public Transit and Neighborhood Enhancement Division
- Scheduling Procedures for Negotiated Trip Preference
- The Scope of Work for the Transportation Disadvantaged Service Plan Major Update

The next LCB meeting is scheduled to be held on March 7<sup>th</sup> at 2:30 p.m.

## 8. Regular Board Action (No Roll Call)

### A. Approval of the 2018 MPO Strategic Plan and MPO Director's 2018 Performance Evaluation Plan

Ms. McLaughlin stated that the Strategic Plan and evaluation form were linked and would provide a good basis for setting direction in the new year. She stated that the Strategic Plan outlined how the MPO can improve its business functions. Ms. McLaughlin stated that staff was hitting its stride in regional collaboration and is interested in finding out if there are other regional initiatives the Board would like staff to pursue. She stated that staff also focused on Environmental Justice & Title VI in the previous year and for the coming year she was recommending expansion of all public outreach efforts, becoming more proactive and engaging the entire community. Ms. McLaughlin stated that improving cost estimates would be an ongoing endeavor and that the MPO needs to overcome shortfalls in terms of data gathering, analysis, and reporting. She stated that her suggestion is that the MPO build its own GIS database compiled from readily available sources and come up with a Data Management Plan so that data is updated every year. Ms. McLaughlin stated that over time staff had lost the institutional knowledge of how to run queries on the Regional Travel Demand Model. She stated that staff would be receiving training on this in order to answer requests for information on model runs. Ms. McLaughlin concluded by stating that these were areas where she saw great need for improvement and opened the floor to further suggestions from MPO Board members.

Vice-Mayor Penniman stated that she believed the next rendition of the LRTP should look at climate change, sea level rise, and possible do a vulnerability assessment so that we are not building roads that are impassible in the future.

Commissioner Taylor suggested that the MPO should interface with the data that will come out of the Savorise studies being conducted in Collier County. She stated that perhaps MPO staff could attend some of their trainings as well. Commissioner Taylor asked for consensus from other Board members. Board members agreed to have MPO staff interface with the Savorise efforts and gather information from them. There was a brief discussion amongst Board members. Vice-Mayor Penniman stated that if the MPO's timeline would not run parallel with the Savorise study, the MPO should do their own vulnerability study.

Ms. McLaughlin stated she would add an item to gather data on coastal vulnerability in preparation for a vulnerability assessment based on the Board's input. She stated that this could also be included in the Unified Planning Work Program (UPWP). Ms. McLaughlin stated that in addition to the Savorise study, the FDOT has developed a coastal vulnerability assessment and she has received training on how to use their online tool.

Ms. Herrscher stated that FDOT was very interested in delving in deeper and gathering more information on coastal vulnerability.

Ms. McLaughlin explained the draft evaluation form to Board members. She stated that in the past the performance evaluation was handed out in September in time to conduct the evaluation in October. Ms. McLaughlin asked the Board to consider moving this to tie it to the Annual Report. She then briefly went through other areas that she had highlighted which matched the suggestions she made for the Strategic Plan.

Vice-Mayor Penniman suggested a more interactive website for the MPO and referred to a program called Online City Hall. This would allow the MPO to ask questions of the public and the respondents would be in control of how much time they would spend answering questions. Ms. McLaughlin noted this and stated that Mr. Ortman was working on a Scope of Work for a complete overhaul to the website.

Commissioner Taylor asked when Ms. McLaughlin's evaluation was due. Ms. McLaughlin stated that ideally the Strategic Plan would be modified and approved in December, becoming marching orders for the new year.

Commissioner McDaniel expressed concern with implementing the Strategic Plan on a calendar year basis and not fiscal year. Mr. Scott Teach stated that originally the Director’s evaluation would take place in October so that if a bonus or pay increase was decided on, it would go into effect in the new fiscal year. He stated that this year’s contract was extended to March due to other timing issues with Hurricane Irma. Ms. McLaughlin stated that the MPO could adjust the Annual Report to coincide with the fiscal year rather than calendar year and this way also have her evaluation in October, to coincide with the fiscal year. Mr. Teach stated that this year the evaluation would be held in February and staff could bring back an amended contract in March for the Board’s consideration.

Ms. McLaughlin asked that formal action be taken to approve the Evaluation Plan conditioned upon tying it to the fiscal year.

**Commissioner McDaniel:**                               **I move to approve.**

**Councilman Buxton:**                                   **I second the motion.**

**THE MOTION CARRIED UNANIMOUSLY.**

**B. Endorsement of the FDOT Draft Tentative Work Program for FY 2019-2023**

Mr. Ortman stated that staff was asking for the Board’s endorsement of this item. He briefly summarized the purpose of the Draft Tentative Work Program. He stated that the Board has seen an earlier snapshot at their November meeting along with an earlier rendition of the additions, rescheduling’s, and deletions sheet. Mr. Ortman stated that this item included a revised changes sheet and summarized the changes made as follows:

- Correction of typo on page 1
- Advancement of one phase of the SR-29 project from FY 22 to FY 19 (page 2)
- Advancement of 6 pathways projects from FY 22/23 to FY 19 (Page 2 & 3)

Mr. Ortman stated that the TAC endorsed the Draft Tentative Work Program with two caveats, the first being that construction dollars for the six pathways projects that were advanced be programmed within two years of the design, and the second that there would be no negative impacts to other pathways projects contained within the work program. Mr. Ortman stated that the CAC also endorsed the work program with the caveats provided by the TAC.

Discussion ensued amongst Board members and staff on specifics of various projects in the work program. Vice-Mayor Penniman noted that the City Council signed a resolution to remove the 100<sup>th</sup> block of 3<sup>rd</sup> Avenue South from the Beach Access Sidewalks (at various locations) project. Ms. McLaughlin stated that she would check with City staff to make sure this was taken off the table and that the Work Program reflected the change. Councilman Buxton stated that it was his understanding that sidewalks would not be put in from Gulf Shore Drive to the beach. Ms. McLaughlin stated that she would email the Board members the exhibit showing the sidewalks slated for construction, and if there were any further questions she would have City staff members present at the next Board meeting.

Commissioner Taylor stated that she hoped that the City would consider the concept of putting both the City and County traffic control operations in the same room. Vice-Mayor Penniman stated that this made a lot of sense to her and would be cost effective. Commissioner Taylor asked that the City Council members advance this to the City Council for agreement. Commissioner Fiala stated that she was hosting a tour of the County traffic operations facility on January 26<sup>th</sup>. Commissioner Taylor suggested that the Board have a tour on site with all of City Council that would address this issue. Mr. Teach stated that the facility was small and not conducive to a meeting. He stated that it would be best to contact Mr. Tony Khawaja and set up an individual tour. Vice-Mayor Penniman stated that she’d like to see a cost benefit analysis of co-locating traffic operation centers go before the Council with sufficient information.

Mr. Thaddeus Cohen, Growth Management Department Head, extended an invitation for the Board to tour the County facility. He suggested that the MPO Board hold their February meeting in conference rooms 609/610 at the Growth Management Department, and tour the facility on the same date. Mr. Cohen went on to state that the FDOT Colocation Study has been completed, which included recommendations that the County has embraced. He stated that County staff was working with City staff to explore the options further. Mr. Cohen stated that he would draft a letter to the County Manager to reach out to the City Manager to continue the discussion. He stated that the County has engaged an architect to look at a potential site - the County's Emergency Ops Center - adding that this was still in the infant stages. Mr. Cohen stated that the City has expressed concern with the location and distance of the site and that the County was willing to look at other potential sites.

Discussion continued amongst members. Vice-Mayor Penniman stated that this still seemed premature and that the best she could do is go back to City staff and encourage them to have continual dialogue with County staff on this topic.

Ms. McLaughlin stated that staff was looking for an endorsement of the item, the FDOT Draft Tentative Work Program for FY 2019-2023.

**Councilman Buxton: I move to endorse.**

**Commissioner Saunders: I second the motion.**

**THE MOTION CARRIED UNANIMOUSLY.**

- C. Election of Representatives to Serve on the Metropolitan Planning Organization Advisory Council (MPOAC) Board for 2018

Ms. McLaughlin stated that Councilman Buxton and Commissioner McDaniel were the MPOAC representative and designee last year and that they were both willing to continue.

**Vice-Mayor Penniman: I'd like to see us keep continuity.**

**Commissioner Saunders: I second that motion.**

**THE MOTION CARRIED UNANIMOUSLY.**

- D. Approval of Amendment to the FY2016/17-2017/18 Unified Planning Work Program (UPWP)

Ms. Otero gave a brief explanation of the purpose of the UPWP. She stated that funding for the 2<sup>nd</sup> year was an estimation and that when the MPO receives final allocations, an amendment to the document is required. Ms. Otero stated that this amendment included an increase to planning funding of \$10,460; an increase to FTA section 5305 funding of \$3,963; recognition of an increase to transportation disadvantaged funding of \$910; recognition of local funding from the developer agreement (approved by the Board in October); and, redistribution of funding in year 2 which included adding \$25,000 to task 1 for website design. The target completion date for the Transit Fare Analysis study was also extended to June 30, 2018. Ms. Otero explained that the MPO Agreement also needed to be amended and updated as the UPWP was included as an exhibit to the agreement. A resolution approving these changes was also necessary. Ms. Otero stated that the UPWP Amendment was distributed for a 21-day public comment period and no comments were received. The TAC and CAC reviewed and endorsed the amendment to the UPWP and the Agreement.

**Councilman Buxton:** I move to approve.

**Commissioner McDaniel:** I second the motion.

**THE MOTION CARRIED UNANIMOUSLY.**

## **9. Presentations (May Require Board Action)**

### **A. Joint MPO/FDOT Presentation on Project Programming**

This presentation was given by Ms. McLaughlin, Ms. Herrscher and Ms. Peters. The presentation was given as a Power Point and can be made available to anyone who requests it. Ms. McLaughlin introduced the steps required in project programming. She covered the purpose of the Transportation Improvement Program (TIP), Long Range Transportation Plan (LRTP), and FDOT's Work Program and how they work together. She stated that it was important for the Board members to know where their power and authority exist within the process. She stated that the process was very much a collaboration between the MPO and FDOT. Ms. McLaughlin also covered the timeline from development to approval of the various plans and programs.

Ms. Herrscher covered FDOT's plans and priorities and the relationship between FDOT and the MPO. She emphasized that safety was the number 1 priority for FDOT. She summarized the Florida Transportation Program (FTP), the Strategic Intermodal Systems (SIS) plan, and other overriding state documents. Ms. Herrscher also covered the timing between phases of projects and how that is translated into the various plans and programs.

Ms. Peters covered details of the Work Program and its importance. She explained the difference between the Draft Tentative and Tentative Work Program. Ms. Peters also explained how this year's Work Program was developed and the timeline from development to approval. Ms. Peters closed with an explanation of how the Work Program is approved and implemented and the new one cycle begins.

At this point Ms. McLaughlin opened the floor to questions and comments.

Ms. Trinity Scott, Collier County Transportation Planning Manager, stated that she wanted to provide the Board with information on how MPO plans affect Collier County plans and gave a brief presentation. She stated that priorities come out of the LRTP. Ms. Scott explained all the different funding sources wrapped into the LRTP and the difference between the Cost Feasible and the Needs Plan. She covered SIS projects that were implemented as well as several projects in the County's Capital Improvement Program that came out of the LRTP. Ms. Scott stated that she believed there was a shortfall in implementing projects under the "Other Arterial" funding sources. She discussed projects that FDOT has started to study but has not programmed any design or construction dollars to. Ms. Scott stated that she has met with FDOT and they've committed to focus on the "Other Arterial" projects as well because they are so important to meeting the County's needs. She stated that she believes they realize the importance of plan implementation and hopes they'll move these along.

### **B. Draft Annual Report for 2017**

Ms. McLaughlin gave an overview of the draft Annual Report stating that it represented the initiation of a new practice of annual reporting directly resulting from a Strategic Plan requirement and that it summarizes staff's accomplishments over the past year according to Board adopted policies, plans and performance measures. The Annual Report is also guided by the Vision and Mission Statements the Board adopted this year, and focuses on established Performance Measures and targets to prepare to meet new federal reporting requirements. Ms. McLaughlin explained that the Annual Report wraps together a number of reports that staff used to provide

throughout the year into a single package. She pointed out that the accomplishments listed in the Annual Report are the result of a team effort and recognized individual staff members by name, noting the contributions they made, stating that even though she was presenting the report in order to obtain a positive evaluation for herself, she could not have accomplished all of the work without all of the staff contributing. The full Annual Report was included in the agenda packets and can be made available to anyone who requests it

As Ms. McLaughlin described accomplishments related to transit performance measures in the newly adopted Congestion Management Process, Vice-Mayor Penniman asked for further information on CAT routes 11, 15, and 12. She asked that route information be emailed to her. Ms. McLaughlin noted this and continued with the Annual Report presentation.

Commissioner McDaniel asked about the outcome of the Bicycle and Pedestrian Master Plan kickoff meeting. Mr. Ortman summarized the outcome of the kickoff meeting and gave a brief overview of the project.

Ms. McLaughlin continued with her presentation and closed stating that she believed the 2017 Strategic Plan was well implemented and that the Board was in an excellent position to strengthen other aspects going forward.

Commissioner Taylor complimented staff on the Annual Report stating that it was well done.

#### C. Discussion of Tasks for the FY2018/19-2019/20 Unified Planning Work Program (UPWP)

Ms. Otero covered the tasks that would have to be implemented in this UPWP. Those tasks include:

- 2045 LRTP Update
- Transit Development Plan (TDP) Major Update

Ms. Otero stated that the document had to be submitted no later than May 15, 2018 and that she would bring forth a draft at the March 2018 meeting. Ms. Otero also stated that staff has brought this item to the MPO advisory committees for their thoughts on tasks that can be added. Several suggestions came forward from committee meetings, those include:

- Walkable Community Studies in other areas
- Development of a Transportation Systems Performance Report (identified in the Congestion Management Process)

Ms. Otero stated that the LRTP would take up much of the funding and staff would be looking at the budget and deciding what can be put forward for consideration. She stated that the Board could consider adding on a vulnerability assessment to this list.

Vice-Mayor Penniman asked if the Vulnerability Study needed to be added as a task into the UPWP in order to move it along. Ms. Otero stated that since this is a budgetary document for the MPO, any studies would need to be included. Commissioner McDaniel stated that he believed adding in the study at this point would be premature until staff gathered further information. Vice-Mayor Penniman agreed. Ms. Otero asked that any suggestions be sent to MPO staff within the next 30-days.

Commissioner McDaniel stated regarding the LRTP that Collier County has adopted an additional planning tool called the Interactive Growth Model. He stated that this had great modeling components and population estimations that could be very valuable to the MPO.

**10. Member Comments**

Commissioner Saunders thanked staff for their presentations and stated that this was a successful year. He wished a Merry Christmas to everyone. All other Board members dittoed this.

**11. Distribution Items**

- A. Director's Annual Evaluation Form
- B. MPOAC 2018 Legislative Priorities & Policy Positions and Weekend Institute Flyer
- C. 2018 Meeting Calendar
- D. Administrative Modification to the FY2018-22 Transportation Improvement Program (TIP)

**12. Next Meeting Date**

- A. Regular Meeting – February 9, 2018 – 9:00 a.m. Board of County Commissioners Chambers

**13. Adjourn**

With no further business to attend to Commissioner Taylor adjourned the meeting at 11:31 a.m.



02/09/2018

**COLLIER COUNTY**  
**Metropolitan Planning Organization**

**Item Number:** 5.B

**Item Summary:** Joint Lee/Collier MPO Board Meeting Minutes

**Meeting Date:** 02/09/2018

**Prepared by:**

Title: Planner, Senior – Metropolitan Planning Organization

Name: Brandy Otero

02/01/2018 9:19 AM

**Submitted by:**

Title: Executive Director - MPO – Metropolitan Planning Organization

Name: Anne McLaughlin

02/01/2018 9:19 AM

**Approved By:**

**Review:**

Metropolitan Planning Organization	Brandy Otero	MPO Analyst Review	Completed	02/01/2018 9:19 AM
Metropolitan Planning Organization	Anne McLaughlin	MPO Executive Director Review	Completed	02/01/2018 9:36 AM
Metropolitan Planning Organization	Anne McLaughlin	Meeting Pending		02/09/2018 9:00 AM



**JOINT COLLIER AND LEE METROPOLITAN PLANNING  
ORGANIZATION (MPO) BOARD MEETING**

**Collier County School Board  
Administration Building  
5775 Osceola Trail  
Naples, FL**

**October 20, 2017  
9:00 a.m.**

**Meeting Minutes**

**1. Call to Order Lee County MPO/Roll Call**

**2. Lee County MPO Action Items**

Items 1 and 2 on the agenda were skipped, and the meeting commenced with item 3; call to order and roll call of the Joint Lee-Collier MPO Board meeting.

**3. Call to Order Joint MPO Board Meeting/Roll Call**

Commissioner Taylor called the meeting to order at approximately 9:00 a.m. Ms. Brandy Otero, Collier MPO Senior Planner, called the roll for Collier MPO and confirmed that a quorum was present. Ms. Calandra Barraco, Lee MPO Administrative Assistant, called the roll for Lee MPO and stated that a quorum was not present.

**Lee MPO Members Present**

Commissioner Brian Hamman, Lee County  
Commissioner Larry Kiker, Lee County  
Commissioner Cecil Pendergrass, Lee County  
Councilman Rick Williams, City of Cape Coral  
Councilman Jim Burch, City of Cape Coral  
Councilwoman Tracey Gore, Town of Fort Myers Beach  
Deputy Mayor Peter O'Flinn, City of Bonita Springs  
Mayor Jim Boesch, Village of Estero

**Collier MPO Members Present**

Commissioner Penny Taylor, Collier County District 4  
Commissioner Bill McDaniel, Collier County District 5

Commissioner Burt Saunders, Collier County District 3  
Commissioner Donna Fiala, Collier County District 1  
Commissioner Andy Solis, Collier County District 2  
Vice-Mayor Linda Penniman, City of Naples  
Councilman Reg Buxton, City of Naples  
Councilwoman Elaine Middelstaedt, City of Everglades City

**Collier and Lee MPO Staff**

Don Scott, Lee MPO Executive Director  
Ron Gogoi, Lee MPO Senior Planner  
Derek Rooney, Lee MPO Legal Counsel  
Calandra Barraco, Lee MPO Admin Assistant  
Anne McLaughlin, Collier MPO Executive Director  
Brandy Otero, Collier MPO Senior Planner  
Eric Ortman, Collier MPO Senior Planner  
Gabrielle Gonzalez, Collier MPO Admin Secretary

**FDOT**

L.K. Nandam, District 1 Secretary  
Bessie Reina  
Victoria Peters, District 1 Liaison  
D’Juan Harris, District 1 Liaison

**Others Present**

David Loveland, Lee County Department of Community Development  
Trinity Scott, Collier County Transportation Planning  
Lorraine Lantz, Collier County Transportation Planning  
Wayne Gaither, LeeTran  
Michelle Arnold, Collier Area Transit  
Gregg Strakaluse, City of Naples  
Johnny Limbaugh, Wright Construction

Commissioner Penny Taylor, Collier MPO, entertained a motion to allow Commissioner Burt Saunders, Collier MPO, to participate by phone due to extraneous circumstances.

**Commissioner Bill McDaniel:** **I move to allow Commissioner Saunders to participate by phone.**

**Commissioner Brian Hamman:** **I second the motion.**

**THE MOTION CARRIED UNANIMOUSLY.**

**4. Pledge of Allegiance**

Commissioner Penny Taylor led the meeting body in the Pledge of Allegiance.

**5. Election of Chair Person**

Commissioner Taylor entertained a motion to elect a Chairperson.

**Councilman Reg Buxton: I move to elect Commissioner Taylor.**

**Commissioner Bill McDaniel: I second the motion.**

**THE MOTION CARRIED UNANIMOUSLY.**

**6. Public Comments will be taken at each item**

There were no public comments.

**7. Approval of Agenda**

Ms. Anne McLaughlin, Collier MPO Executive Director, proposed that item 8.B. be continued to each separate MPO Board’s meeting so that staff can have more time to work on language and further review. Lee and Collier MPOs legal staff stated that once the language is agreed to, the document can be adopted separately.

**Councilman Jim Burch: I move to continue item 8.B.**

**Commissioner Larry Kiker: I second the motion.**

**THE MOTION CARRIED UNANIMOUSLY.**

Commissioner Taylor entertained a motion for approval of the agenda.

**Commissioner Brian Hamman: I move to approve the agenda as amended.**

**Vice-Mayor Linda Penniman: I second the motion.**

**THE MOTION CARRIED UNANIMOUSLY.**

**8. Action Items**

- A. Approval of the Revised Regional Non-Motorized Transportation Network and Joint Resolution

Mr. Ortman stated that the Collier MPO Board approved several changes to the map at their May meeting. The changes included removing the River of Grass alignment, deleting the northern end of the FPL corridor (north of Radio Rd before the canal at Golden Gate Pkwy) and moving it to Livingston Rd. Other changes included the addition of the path in Rookery Bay, the addition of Oil Well Rd. (between Camp Keais Rd. and SR 29), as well as the addition of the Gordon River inset. Mr. Ortman stated that the TAC and CAC voted to add a section on SR29 between downtown Immokalee and Oil Well Rd. He stated that the MPO had yet to vote on this segment. Mr. Ortman also stated that the Collier MPO Board considered the addition of SR29

Attachment: Joint CollierLee MPO Minutes 10-20-17 (4727 : Joint Lee/Collier MPO Board Meeting Minutes)

from Oil Well to Everglades City but decided not to add that segment until further study and public involvement is conducted.

Commissioner McDaniel asked if the body could take up a vote on this item as Lee MPO Board did not have a quorum present.

Collier and Lee MPO's legal counsel stated that they recommended that going forward all joint action items would be subject to ratification by the individual Boards at their separate meetings. This way a discussion could be had and some action could be taken as a joint body. The ratification after the fact would ensure that all action taken is proper.

Some members expressed concern with this method, but there was consensus that this was the best means by which to proceed.

**Commissioner Bill McDaniel:** **I move to recommend that the individual Boards accept the amendments to this item as presented.**

**Councilman Reg Buxton:** **I second the motion.**

A Lee MPO Board member asked Mr. Don Scott whether he had any information to present before a vote was taken. Mr. Scott stated that this map was originally put together several years ago to acquire funding. He stated that the map was no longer showing phase or status but simply showing the desired network.

Deputy Mayor Peter O'Flinn stated that there have been discussions about a crossing on the Caloosahatchee and he wanted to make sure this was covered. He also stated that the Lee MPO had requested adding the extension of Imperial and Three Oaks through Bonita Springs and Estero to the Opportunity Trails Map of the Office of Greenways and Trails. He stated that the segment would connect to Livingston Rd. in Collier County.

Commissioner Brian Hamman stated that he is very supportive of what Deputy Mayor O'Flinn has requested. He stated that it was very important to connect the south and the north shore of the Caloosahatchee River together. Commissioner Hamman stated that he believed the north shore of the Caloosahatchee could develop in the same way as downtown Fort Myers has and for both sides of the river to work together they need to be connected. He also added that the current bridge was very dangerous and people risk their lives walking and biking it daily. Commissioner Hamman added that he has spoken to FDOT and they've stated that work has recently been done on the bridge and it is not due for replacement any time soon. He brought forth a request to put the trail over the Caloosahatchee Bridge instead of over the Edison Bridge. This would allow for an opportunity to put sidewalks and a path over the bridge but also open an opportunity for greater tourism and economic development. Commissioner Hamman asked if this was the appropriate time to amend the map to add this segment. Mr. Don Scott stated that this could be added. Commissioner Hamman asked the motion maker to amend his motion to include Lee County's amendments to add the trail over the Caloosahatchee Bridge and the amendments that Vice-Mayor O'Flinn pointed out.

**Commissioner Bill McDaniel:** **I amend my motion to include those changes.**

Further discussion ensued concerning this topic. Commissioner Larry Kiker asked if perhaps it would be appropriate to broaden the motion to include all bridges. He also asked about a trail

that was excluded from the map and whether this motion would add that trail back onto the map. Mayor O’Flinn stated that Commissioner Kiker was referring to the priority trail through Bonita and Estero that was taken off the Office of Greenways and Trails (OGT) Map, which was separate from this regional map. Mr. Don Scott stated that the trail they were referring to was on the Lee-Collier regional map but not on the OGT map.

There was further discussion on this subject and how Lee County’s priority trail fell off the OGT map. Commissioner McDaniel suggested withdrawing his motion as it seemed Lee County had further matters to discuss concerning the map being voted on. He stated that he would be happy to withdraw or amend his motion to move things along. Commissioner Taylor stated that the body needed to follow the counsel’s suggestion which was to agree on the items as a body and take a vote, then go back to individual Boards for ratification.

Discussion continued, members expressed a desire to add all bridges on to this map. Mr. Don Scott stated that the Lee MPO Master Plan included all bridges and that this map was simply showing the regional network.

Commissioner Taylor noted that the FPL easement was not shown on the map. Mr. Ortman stated that the Rich King Memorial is on the FPL easement. He added that the Collier MPO will be reviewing the FPL easement in the near future. Ms. Scott clarified that the map slightly modifies the alignment of the FPL corridor. She stated that currently the alignment ends on Radio Rd. but, it was previously shown continuing further north. Ms. Scott stated that at its current alignment the corridor would go west along Radio Rd. and utilize some existing right of way that is available. Commissioner Taylor asked whether the alignment continues into Lee County. Ms. Scott stated that it continues up Livingston Rd., connecting with Imperial in Lee County.

**Commissioner Bill McDaniel:** I move that we move item 8A forward with amendments made here today.

**Councilman Jim Burch:** I second the motion.

**THE MOTION CARRIED UNANIMOUSLY.**

**B. Approval of the Updated Lee-Collier Interlocal Agreement 2009**

This item was removed from the meeting’s agenda earlier in the meeting. See item 7 for discussion.

**9. Reports and Presentations**

**A. Presentation on Automated and Connected Vehicle Technology**

Mr. Don Scott gave a Power Point presentation on this topic. The presentation covered levels of autonomous vehicles, the difference between autonomous, connected, and automated connected vehicles, and potential cost saving projections of switching to fully autonomous vehicles. The presentation also discussed a timeline for the surge of autonomous/connected vehicles in the market. The Power Point can be made available to anyone who requests it.

Attachment: Joint CollierLee MPO Minutes 10-20-17 (4727 : Joint Lee/Collier MPO Board Meeting Minutes)

Councilman Jim Burch commended FDOT for all their forward thinking and progress in this field. He added that the \$1 equivalent for charging vs. gas should decrease as time goes by. He also asked whether FDOT studies autonomous vehicles in continuous flow intersections and what was being planned for the future with autonomous vehicles.

Mr. L.K. Nandam, FDOT District 1 Secretary, stated that the department is pursuing many different things in this field. He stated that they have partnered with Florida Polytechnic University and are building a test track that would offer different scenarios for manufacturers to bring their vehicles and test them. This would allow the department to figure out what infrastructure changes are needed and for vehicle manufacturers to figure out how their vehicles will interact with infrastructure that is currently in place.

Councilman Burch expressed concern with counties having different infrastructure in place for autonomous vehicle as this could be a potential issue for the vehicles when crossing county lines.

Vice-Mayor Penniman stated that she was curious to see how transit would fit into all of this as that would skew the results during long-range planning processes. Mr. Scott stated that some transit agencies are now working with Uber to do the first and/or last mile of their trips. He also stated that for ADA trips, autonomous vehicles would probably still need to have an attendant on board to assist people in getting on and off.

#### B. Update and Discussion on MPO Safety Performance Measures

Mr. Ortman gave a Power Point presentation on this topic. The presentation covered FDOT's "vision zero" target and analysis of crash data and fatalities done by Collier MPO staff. Mr. Ortman stated that the Collier MPO staff would be suggesting that the Board adopt FDOT's target.

Mr. Scott stated that the safety numbers should match up with what FDOT was doing. He stated that FDOT provided a total interim target that included the entire state, but he was curious to know what Lee and Collier County's total was.

Ms. McLaughlin stated that Collier MPO staff had looked at their own data so that they weren't caught by surprise when FDOT put out their targets. She stated that by February staff needed to bring something solid for the Board to adopt. Ms. McLaughlin also stated that she would be meeting with FDOT the following week for a debriefing and further information, which she would bring before the Board.

#### C. Regional Transit Update

Ms. Michelle Arnold (Collier Area Transit) discussed the experiences with Hurricane Irma stating that Collier's Public Transit and Neighborhood Enhancement (PTNE) department was heavily involved in pre-and post-evacuation trips. She added that PTNE provided free trips to evacuation centers and provided trips to and from medical appointments to evacuees. Ms. Arnold also stated that staff picked up nurses from airports and coordinated heavily with LeeTran. Ms. Arnold stated that the beach route would be starting in December, running over the weekends through April, and serving the Vanderbilt Beaches. She added that the route would connect with LeeTran. Ms. Arnold also stated that PTNE was working on improvements for a transfer location in Immokalee. She also stated that she recently attended a conference in Atlanta where she was able to ride in some autonomous buses. She added that communities were using them for connectivity to larger

transit routes and that this seemed like an opportunity to meet the transit need in gated communities and should be considered as part of the next LRTP.

Commissioner McDaniel stated that CAT offered trips to residents in eastern Collier County after the hurricane. He asked Ms. Arnold what the fees were at that time. Ms. Arnold stated that fees were suspended from the Friday before Hurricane Irma to the 22 when the last shelter was closed. She added that the public was thrilled to see the service out there to help them get to available resources after the storm.

Councilwoman Elaine Middelstaedt stated that the use of CAT buses as cooling stations was much appreciated in Everglades City. She stated that CAT also provided trips to shower facilities for people whose homes had been destroyed. Councilwoman Middelstaedt asked if there was a possibility for the current route that goes from Immokalee to Marco Island to go to Everglades City. Ms. Arnold stated that this had been explored in the past, and she'd like to discuss this again with the Councilwoman.

Mr. Wayne Gaither (Lee Tran) stated that they are hoping to have the new park and ride facility, located on Summerlin/Pine Ridge Road, open before the end of 2017. He stated that the Ride LeeTran application was now up and running and allows passengers to check schedules and bus routes. He added that there were kiosks located in high traffic locations which were designed to allow interaction with transit riding public to gather information about trips. Mr. Gaither stated that Hurricane Irma was also a big impact for their area, adding that they implemented an evacuation plan beginning Wednesday October 7<sup>th</sup> through the 9<sup>th</sup> at about 3 p.m. He stated that they too suspended fares and worked with the Emergency Operations Center (EOC) to pick up those that were transit dependent. Mr. Gaither stated that LeeTran was down Sunday and Monday due to the storm but went back to work on Monday, with limited capabilities. Full service was regained Monday October 18<sup>th</sup>. Mr. Gaither added that their August data showed a downward trend of 3.8% and it looked like they'd be down for the entire year.

Councilwoman Tracey Gore asked Mr. Gaither about the previous decision for Lee Tran to have smaller buses. Mr. Gaither stated that there were ongoing discussions on this, and they were working with Lee County Administration to have everything in place by January 4. He added that he didn't believe everything would be complete by then but are currently still working towards that goal.

## 10. Florida Department of Transportation

Mr. Nandam stated that Mr. Steve Walls had taken a position in Indiana to be closer to family and that the department would go through the hiring process for a replacement as soon as possible. He stated that the department was focused on hiring someone who would continue building relationships as Mr. Walls had.

Ms. Victoria Peters, FDOT District 1 Liaison, stated that FDOT had rolled out the Draft Tentative Work Program and public outreach began on October 16<sup>th</sup>. She added that the e-public comment period would go through October 20<sup>th</sup>. Ms. Peters added that herself and Collier MPO staff would be conducting public outreach at the Collier County CAT transfer station and Government Center that afternoon. Ms. Peters also stated that the new date for the Context Classification Workshop was November 6<sup>th</sup> in Bartow. She added that the department was working to host something similar in the Lee County area possibly in February.



**11. Members Comments**

Councilman Rick Williams stated that the issue with lacking a quorum at joint meetings needed to be addressed. He stated that there needed to be something in writing to formalize how to deal with this. Councilman Williams suggested that the MPO directors work together to solve this issue.

Commissioner Hamman asked what could be done to make joint meetings more meaningful. He suggested that the setting and topics be relevant to the Joint Board meetings. Commissioner Hamman also suggested a different location so that members could sit around a table and have a discussion. He stated that FGCU may be a good location for joint meetings and added that discussion should be based on how we will move people between Lee and Collier County in the years to come.

Commissioner Fiala suggested adjusting the time to 30 minutes later.

There was a consensus from the body to move forward with these suggestions. Councilman Williams asked Mr. Don Scott to put this on the next executive committee agenda. Mr. Don Scott stated that the new Interlocal Agreement touched on this topic and that joint meetings would now be held on an as needed basis.

**12. Information Items**

None.

**13. Adjournment of Meeting**

With no further comments or discussion Commissioner Taylor adjourned the meeting at 10:37 a.m.

**OBJECTIVE:** For the Board to adopt the Revised Lee/Collier Interlocal Agreement.

**CONSIDERATIONS:** Staff has made additional changes to the Revised Interlocal Agreement in response to comments made by Commissioner McDaniel at the Joint Lee County/Collier MPO Board meeting held on October 20, 2017. Due to Lee County MPO's lack of a quorum at the joint meeting, staff was directed to bring the additional revisions forward to be adopted independently by each Board.

The changes have been reviewed by Commissioner McDaniel, the County Attorney's Office and by the Lee County MPO Director. It is staff's understanding that there are no objections to the language contained in the attached version of the Revised Interlocal Agreement.

**COMMITTEE RECOMMENDATIONS:** The revised Lee/Collier Interlocal Agreement was previously reviewed by the Joint Lee/Collier Technical and Citizens Advisory Committee. The changes do not require further action by the advisory committees.

**STAFF RECOMMENDATION:** That the Board adopts the Revised Lee/Collier Interlocal Agreement.

Prepared By: Anne McLaughlin, MPO Executive Director

**ATTACHMENT(S)**

1. Revised Lee\_Collier Interlocal Agreement Strikethrough\_Underline Version (PDF)
2. Revised Lee\_Collier Interlocal Agreement Clean Version (PDF)

02/09/2018

**COLLIER COUNTY  
Metropolitan Planning Organization**

**Item Number:** 5.C**Doc ID:** 4715**Item Summary:** Adoption of the Revised Lee/Collier Interlocal Agreement**Meeting Date:** 02/09/2018**Prepared by:**

Title: Planner, Senior – Metropolitan Planning Organization

Name: Brandy Otero

01/31/2018 2:06 PM

**Submitted by:**

Title: Executive Director - MPO – Metropolitan Planning Organization

Name: Anne McLaughlin

01/31/2018 2:06 PM

**Approved By:**

## Review:

Metropolitan Planning Organization	Brandy Otero	MPO Analyst Review	Completed	01/31/2018 2:06 PM
Metropolitan Planning Organization	Anne McLaughlin	MPO Executive Director Review	Completed	01/31/2018 2:43 PM
Metropolitan Planning Organization	Anne McLaughlin	Meeting Pending		02/09/2018 9:00 AM

**AMENDMENT TO**  
**INTERLOCAL AGREEMENT FOR JOINT REGIONAL**  
**TRANSPORTATION PLANNING AND COORDINATION BETWEEN**  
**THE COLLIER AND LEE COUNTY MPOS**

**~~AMENDED March 20, 2009~~ October 20, 2017**

This INTERLOCAL AGREEMENT (hereinafter the Agreement) is made and entered into as of ~~March 20, 2009~~ October 20, 2017 ~~as of the date last signed below~~ by and between the Collier Metropolitan Planning Organization (hereinafter the Collier MPO) and the Lee County Metropolitan Planning Organization (hereinafter the Lee County MPO).

**Whereas**, the Lee County and Collier Metropolitan Planning Organizations (MPOs) are the duly designated and constituted agencies responsible for carrying out the metropolitan transportation planning and programming processes for the Cape Coral and Bonita Springs-Naples Urbanized Areas; and

**Whereas**, the 2000 Census, while identifying distinct and separate Bonita Springs-Naples and Cape Coral Urbanized Areas, also determined that the Naples Urbanized Area had expanded into the metropolitan planning area of the Lee County MPO to become the Bonita Springs-Naples Urbanized Area; and

**Whereas**, the elected and appointed officials comprising the policy boards of the Collier MPO and the Lee County MPO recognize the benefits of regional cooperation; and

**Whereas**, on October 17, 2002, at a joint meeting, the members of the Collier MPO and Lee County MPO voted unanimously for staff not to pursue consolidation of the MPOs or alter their common metropolitan planning area boundary; and

**Whereas**, on October 17, 2002, at a joint meeting, the members of the Collier MPO and Lee County MPO voted unanimously for staff to coordinate transportation planning and policy activities in this bi-county region to promote regional transportation solutions and enhance overall regional transportation system efficiency using a straightforward, resourceful method; and

**Whereas**, by Joint Resolution ~~2003-1~~ \_\_\_\_\_ adopted on ~~February 14, 2003~~ \_\_\_\_\_ by the Collier MPO and on ~~March 21, 2003~~ \_\_\_\_\_ by the Lee County MPO the parties agreed that the MPOs ~~would~~ should continue coordination efforts by having a member of each MPO's staff serve as a voting member of the other's technical advisory committee and by holding joint MPO policy board meetings ~~at least annually~~ on an as-needed basis and when necessary to resolve otherwise irresolvable differences; and

**Whereas**, staff and policy board members from both the Collier and Lee County MPOs also already coordinate regional transportation issues through participation in the Metropolitan Planning Organization Advisory Council (MPOAC), the District One Coordinated Urban

Transportation Studies (CUTS) Committee, and the Southwest Florida Regional Planning Council (SWFRPC); and

~~Whereas, the Collier and Lee County MPOs are currently cooperating with each other in the development of a single bi-county travel demand model for use in the 2035 updates of both their long range transportation plans; and~~

~~Whereas, the Collier MPO and Lee County MPO both received letters from the District One Secretary in October 2003 asking them to enter into a more formal interlocal agreement to develop a joint long range transportation plan, joint regional priorities, a joint regional public involvement process, and a joint regional model, and specifying time frames for their completion; and~~

~~Whereas, at their October 17, 2003 joint meeting, the Collier and Lee County MPOs directed their staffs to develop such an agreement; and~~

~~Whereas, the Collier and Lee County MPOs executed such an agreement on January 27, 2004 and amended it in January 2006 to develop a joint regional long range transportation plan and joint long range regional transportation priorities; and~~

~~Whereas, the Collier and Lee County MPOs executed an amended agreement on March 20, 2009 to update the joint coordination activities to match the current requirements and processes at the time; and~~

Whereas, certain provisions of the amended Agreement now need updating;

**NOW, THEREFORE**, in consideration of the covenants made by each party to the other and of the mutual benefits to be realized by the parties hereto, the Collier MPO and Lee County MPO hereby agree as follows:

**Section 1. Authority.** This Interlocal Agreement is entered into pursuant to the general authority of Sections 339.175, Florida Statutes, relating to metropolitan planning organizations, and 163.01, Florida Statutes, relating to interlocal agreements.

**Section 2. Purpose.** The purpose of this Agreement is to promote and establish a forum for communication and coordination between the Collier and Lee County MPOs and to foster joint regional cooperation and conduct regarding transportation planning in accordance with Section 339.175, Florida Statutes, 23 C.F.R. 450.312, and the goals and requirements of current applicable Federal transportation appropriations legislation. ~~the Transportation Equity Act for the 21<sup>st</sup> Century and its successor legislation.~~ More specifically, this Agreement establishes the commitment by the parties to develop joint regional transportation planning products and processes for the bi-county region of Collier and Lee Counties and provides targeted timeframes for the accomplishment of these products and processes. ~~This Agreement incorporates the provisions of and supersedes Joint Resolution 2003-1 of the Collier and Lee County MPOs.~~

Attachment: Revised Lee\_Collier Interlocal Agreement Strikethrough\_Underline Version (4715 : Adoption of the Revised Lee/Collier Interlocal

**Section 3. Staff-level Coordination.** Each party will continue to maintain a representative of the other party’s staff agency as a voting member of its Technical Advisory Committee.

**Section 4. Joint Meetings and Quorum Requirements.** Joint meetings of the governing boards, and advisory committees of the Collier and Lee County MPOs will be held at least annually. Quorum requirements for each MPO’s Technical Advisory Committee at the joint meetings will be ~~½ its membership~~ consistent with their respective bylaws, after leaving out the ~~FDOT, SWFRPC and MPO staff representatives from the quorum calculations.~~ However, during voting on any items, while the ~~FDOT and SWFRPC~~ representatives will each have a single vote, MPO representatives will abstain from voting as they provide the administrative support at these meetings. Quorum requirements for each MPO’s Citizens Advisory Committee and Bicycle-Pedestrian Advisory Committee at the joint meetings will be ~~seven (7) for the Lee CAC and four (4) for the Collier CAC as established for each committee under their~~ respective MPO bylaws.

**Section 5. Planning Products and Timeframes.** The parties hereby agree to coordinate and collaborate in good faith and with due diligence to develop the following joint regional planning products by the target dates set out by each product described below:

- (a) **Joint Regional Transportation Model**  
~~The parties are working together to develop a coordinated update to the bi-county model to 2035 using the same consultant. The 2035 Long Range Transportation Plans are targeted to be completed by December 2010.. The standing joint Model Coordination Committee, comprising representatives of the Collier MPO, Lee County MPO, Collier County Department of Transportation, Lee County Department of Transportation, a City representative from each MPO, Southwest Florida Regional Planning Council, and FDOT, will oversee and coordinate the development, validation, use, maintenance, and future improvement of this model. The parties agree to continue to support and coordinate all travel demand modeling activities through this committee, which will continue to meet at least twice a year to maintain and update the joint model.~~
- (b) **Joint Regional Long Range Transportation Plan (LRTP)**  
 The parties will continue to maintain and update as necessary the Joint Regional Multi-Modal Transportation System. The system will continue to remain a component of each MPO’s LRTP and will continue to identify a ~~two-tiered~~ network of regionally significant transportation corridors, facilities, and services. The two MPOs continue to participate in the development and implementation of the FDOT Districtwide Florida

Standard Urban Transportation Model Structure (FSUTMS) through the Coordinated Urban Transportation Studies (CUTS) meetings and coordination with FDOT. The first order network comprises those corridors, facilities, and services that are of importance and concern to both parties. The second order network comprises the remaining corridors, facilities, and services deemed regionally significant. This system may subsequently be reconsidered and revised as necessary, at the request of either MPO.

Each MPO has adopted a 2040 LRTP. The 2045 LRTP is due to be adopted in 2020. During the development of each MPO's 2035-2045 LRTP update, the parties agree to identify where improvements to the first order network may be needed, to propose and test appropriate alternative system improvements, and update the current joint regional long range transportation plan addressing those needs. The parties further agree to incorporate this regional plan in the updates of their own LRTPs, and to agree on any refinements or modifications to the regional plan that either MPO may wish to include in its LRTP prior to or concurrent with the adoption of their LRTPs. The joint regional long range transportation plan shall be published in and adopted as part of each MPO's LRTP. The target date for adoption of the initial LRTPs thus coordinated is December 2010/2020.

The parties agree that subsequent amendments to their LRTPs affecting the joint regional long range transportation plan must be approved by both MPOs' governing boards.

**(eb) Joint Regional Project Priorities**

On the basis of the Joint Regional Multi-Modal Transportation System addressed in paragraph 5(ba) above, the MPOs agree to continue adopting priorities for funding unprogrammed improvements on the identified first order network that will be competing for statewide discretionary funding within the next six fiscal years, and include said projects in the respective MPO's project priorities adopted in the summer. The MPOs also agree to continue adopting priorities jointly for improvements to transportation facilities and services on the identified first and second order regional networks that are competing for funding through the state's Transportation Regional Incentive Program (TRIP). Both sets of Joint Regional Project Priorities must be adopted by each MPO's governing board. Either MPO governing board may require that the Joint Regional Project Priorities be reconsidered at any time. This collaboration and the products developed will recur each subsequent year during the duration of this Agreement and will be a continuing obligation and commitment.

**(dc) Joint Regional Public Involvement Process Component**

The parties will collaborate to maintain the Joint Regional Public Involvement Component which shall continue to be included in each MPO's existing Public Involvement Plan. This Joint Regional Component prescribes public notice and outreach actions and measures to assure public access and involvement for all joint regional activities including development of the Joint Regional Long Range Transportation Plan component and annual regional priority list within the bi-county area. Any amendments to this Joint Regional Public Involvement Process Component must be approved by both MPO's governing boards<sup>2</sup>.

**(ed) Joint Regional Web Page**

The parties will collaborate to maintain the Collier and Lee County MPO Joint Regional Web Page. The Web Page is hosted in the Lee County MPO Web Site, and maintained and updated as necessary by Lee County MPO staff. A link to this web page will continue to be provided in the Collier MPO Web Site.

**Section 6. Staff Services and Costs.** The directors and staffs of each MPO will be responsible for development and maintenance of the joint regional products identified in this Agreement, subject to review and final approval by each MPO governing board. In this regard, each MPO will cooperate to assign and share equitably the needed staff resources to accomplish these regional efforts as specified in their respective Unified Planning Work Programs (UPWP). The cost of staff or consultant services provided by one party for the mutual benefit of both parties shall be split between the parties in proportion to their annual allocations of FHWA planning funds as shown in their latest adopted Unified Planning Work Programs. Similarly, direct costs for the joint regional efforts and products identified in this Agreement will be split between the parties in proportion to their annual allocations of FHWA planning funds.

Either party may also provide staff services to, or provide for the use of its consultants by, the other party, in which event the benefiting party shall reimburse the party providing the services for its full cost of the services rendered, including any associated direct expenses and any applicable share of personnel benefits and allocated indirect costs. The parties agree to invoice each other at the end of each monthly or quarterly accounting period for all expenses thus incurred on the other's behalf during that period. The parties further agree, as may be necessary in order to carry out the terms and commitments of this Agreement, to cooperate in seeking federal, state and local funding for the joint regional products to be developed.

**Section 7. Conflict Resolution.** The parties to this Agreement concur that if an issue is otherwise irresolvable, their staffs will organize a joint meeting of the MPO governing boards to resolve said matter. If the parties are unable to resolve the issue at the joint meeting, they agree to submit the issue to the Southwest Florida Regional Planning Council for non-binding arbitration. Notwithstanding any such resolution process, the parties to this agreement do not waive their respective rights to seek declaratory judgment as provided in Chapter 86, Florida Statutes.



**Section 8. Duration of Agreement.** This Agreement shall have an initial term of five (5) years, commencing on the date first above written, and shall automatically renew at the end of five (5) years for an additional five (5)-year term and every five years thereafter unless terminated or rescinded as set out in Section 10, herein. Prior to the end of each five (5)-year term, the parties shall reexamine the terms hereof for possible amendment. However, the failure to amend or reaffirm the terms of this Agreement shall not invalidate or otherwise terminate this Agreement.

**Section 9. Modification.** This Agreement may be modified at any time, but only by a new or addendum interlocal agreement duly signed by both parties.

**Section 10. Termination-Rescission.** This Agreement shall continue in force unless terminated with or without cause by either party by providing thirty (30) days written notice to the other party.

**Section 11. Liability.** The parties agree that nothing created or contained in this Agreement shall be construed, interpreted or inferred to establish any joint liability amongst or between one or more of the parties by the actions or omissions of its individual employees or agents acting pursuant to the terms of this Agreement. In this regard, each party agrees that it shall be solely responsible and bear its own cost of defending any claim or litigation arising out of the acts or omissions of its employees or agents for actions or omissions in carrying out the terms and provisions of this Agreement. Finally, pursuant to Section 768.28, Florida Statutes each party agrees to indemnify, hold harmless and defend the other party against any claims or causes of action based upon the individual acts or omissions of its employees or agents.

**Section 12. Notice.** Any notice provided for herein, including the written notice referenced in Section 10 above, shall be provided by Certified Mail, Return Receipt Requested, to the other party’s representatives listed below at the following addresses:

-Director  
Collier MPO  
2885 South Horseshoe Drive  
Naples, Florida 34104

Director  
Lee County MPO  
~~1926 Victoria Avenue~~P.O. Box 150045  
~~Fort Myers~~Cape Coral, Florida ~~33901~~  
341433915-0045

Notice shall be deemed received on the first business day following actual receipt of the notice. The parties will promptly notify the other in writing of any change to their respective addresses.

As required by Section 163.01(11), Florida Statutes, this Interlocal Agreement and all future amendments hereto shall be filed with the Clerks of the Circuit Courts of Collier and Lee Counties, Florida.

IN WITNESS WHEREOF, the parties herein have executed this Agreement by their duly authorized officials as of the day and year written below.

<hr/>	
<u>Commissioner Halas Penny Taylor</u> , Chair	<hr/>
<del>Michael Councilman</del> <u>Rick Williams Flanders</u> , Chair	
Collier MPO	Lee County MPO
<del>March 20, 2009</del>	<hr/>
<u>Date</u>	<del>March 20, 2009</del> <u>Date</u>

Approved as to form and ~~legal sufficiency~~ legality:

---

Scott R. Teach, ~~Asst Deputy~~ Collier County Attorney

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~~Jed Schneek~~ Derek Rooney, Lee County MPO Attorney

Attachment: Revised Lee\_Collier Interlocal Agreement Strikethrough\_Underline Version (4715 : Adoption of the Revised Lee/Collier Interlocal

**AMENDMENT TO  
INTERLOCAL AGREEMENT FOR JOINT REGIONAL  
TRANSPORTATION PLANNING AND COORDINATION BETWEEN  
THE COLLIER AND LEE COUNTY MPOS**

This INTERLOCAL AGREEMENT (hereinafter the Agreement) is made and entered into as of as of the date last signed below by and between the Collier Metropolitan Planning Organization (hereinafter the Collier MPO) and the Lee County Metropolitan Planning Organization (hereinafter the Lee County MPO).

**Whereas**, the Lee County and Collier Metropolitan Planning Organizations (MPOs) are the duly designated and constituted agencies responsible for carrying out the metropolitan transportation planning and programming processes for the Cape Coral and Bonita Springs-Naples Urbanized Areas; and

**Whereas**, the 2000 Census, while identifying distinct and separate Bonita Springs-Naples and Cape Coral Urbanized Areas, also determined that the Naples Urbanized Area had expanded into the metropolitan planning area of the Lee County MPO to become the Bonita Springs-Naples Urbanized Area; and

**Whereas**, the elected and appointed officials comprising the policy boards of the Collier MPO and the Lee County MPO recognize the benefits of regional cooperation; and

**Whereas**, on October 17, 2002, at a joint meeting, the members of the Collier MPO and Lee County MPO voted unanimously for staff not to pursue consolidation of the MPOs or alter their common metropolitan planning area boundary; and

**Whereas**, on October 17, 2002, at a joint meeting, the members of the Collier MPO and Lee County MPO voted unanimously for staff to coordinate transportation planning and policy activities in this bi-county region to promote regional transportation solutions and enhance overall regional transportation system efficiency using a straightforward, resourceful method; and

**Whereas**, the parties agree that the MPOs should continue coordination efforts by having a member of each MPO's staff serve as a voting member of the other's technical advisory committee and by holding joint MPO policy board meetings on an as-needed basis and when necessary to resolve otherwise irresolvable differences; and

**Whereas**, staff and policy board members from both the Collier and Lee County MPOs also already coordinate regional transportation issues through participation in the Metropolitan Planning Organization Advisory Council (MPOAC), the District One Coordinated Urban Transportation Studies (CUTS) Committee, and the Southwest Florida Regional Planning Council (SWFRPC); and

**Whereas**, the Collier and Lee County MPOs executed an agreement on January 27, 2004 and amended it in January 2006 to develop a joint regional long range transportation plan and joint long range regional transportation priorities; and

**Whereas**, the Collier and Lee County MPOs executed an amended agreement on March 20, 2009 to update the joint coordination activities to match the current requirements and processes at the time; and

**Whereas**, certain provisions of the amended Agreement now need updating;

**NOW, THEREFORE**, in consideration of the covenants made by each party to the other and of the mutual benefits to be realized by the parties hereto, the Collier MPO and Lee County MPO hereby agree as follows:

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**Section 3. Staff-level Coordination.** Each party will continue to maintain a representative of the other party's staff agency as a voting member of its Technical Advisory Committee.

**Section 4. Joint Meetings and Quorum Requirements.** Joint meetings of the governing boards, and advisory committees of the Collier and Lee County MPOs will be held at least annually. Quorum requirements for each MPO's Technical Advisory Committee at the joint meetings will be consistent with their respective bylaws, after leaving out the SWFRPC and MPO staff representatives from the quorum calculations. However, during voting on any items, while the SWFRPC representatives will each have a single vote, MPO representatives will abstain from voting as they provide the administrative support at these meetings. Quorum requirements for each MPO's Citizens Advisory Committee and Bicycle-Pedestrian Advisory Committee at the joint meetings will be as established for each committee under their respective MPO bylaws.

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**(a) Joint Regional Long Range Transportation Plan (LRTP)**

The parties will continue to maintain and update as necessary the Joint Regional Multi-Modal Transportation System. The system will continue to remain a component of each MPO's LRTP and will continue to identify a network of regionally significant transportation corridors, facilities, and services. The two MPOs continue to participate in the development and implementation of the FDOT Districtwide Florida Standard Urban Transportation Model Structure (FSUTMS) through the Coordinated Urban Transportation Studies (CUTS) meetings and coordination with FDOT.

Each MPO has adopted a 2040 LRTP. The 2045 LRTP is due to be adopted in 2020. During the development of each MPO's 2045 LRTP update, the parties agree to identify where improvements may be needed, to propose and test appropriate alternative system improvements, and update the current joint regional long range transportation plan addressing those needs. The parties further agree to incorporate this regional plan in the updates of their own LRTPs, and to agree on any refinements or modifications to the regional plan that either MPO may wish to include in its LRTP prior to or concurrent with the adoption of their LRTPs. The joint regional long range transportation plan shall be published in and adopted as part of each MPO's LRTP. The target date for adoption of the initial LRTPs thus coordinated is December 2020.

The parties agree that amendments to their LRTPs affecting the joint regional long range transportation plan must be approved by both MPOs' governing boards.

**(b) Joint Regional Project Priorities**

On the basis of the Joint Regional Multi-Modal Transportation System addressed in paragraph 5(a) above, the MPOs agree to continue adopting priorities for funding unprogrammed improvements on the network that will be competing for statewide discretionary funding within the next six fiscal years, and include said projects in the respective MPO's project priorities adopted in the summer. The MPOs also agree to continue adopting priorities jointly for improvements to transportation facilities and services on the identified regional network that are competing for funding through the state's Transportation Regional Incentive Program (TRIP). Both sets of Joint Regional Project Priorities must be adopted by each MPO's governing board. Either MPO governing board may require that

the Joint Regional Project Priorities be reconsidered at any time. This collaboration and the products developed will recur each subsequent year during the duration of this Agreement and will be a continuing obligation and commitment.

(c) **Joint Regional Public Involvement Process Component**

The parties will collaborate to maintain the Joint Regional Public Involvement Component which shall continue to be included in each MPO's existing Public Involvement Plan. This Joint Regional Component prescribes public notice and outreach actions and measures to assure public access and involvement for all joint regional activities including development of the Joint Regional Long Range Transportation Plan component and annual regional priority list within the bi-county area. Any amendments to this Joint Regional Public Involvement Process Component must be approved by both MPO's governing boards.

(d) **Joint Regional Web Page**

The parties will collaborate to maintain the Collier and Lee County MPO Joint Regional Web Page. The Web Page is hosted in the Lee County MPO Web Site, and maintained and updated as necessary by Lee County MPO staff. A link to this web page will continue to be provided in the Collier MPO Web Site.

**Section 6. Staff Services and Costs.** The directors and staffs of each MPO will be responsible for development and maintenance of the joint regional products identified in this Agreement, subject to review and final approval by each MPO governing board. In this regard, each MPO will cooperate to assign and share equitably the needed staff resources to accomplish these regional efforts as specified in their respective Unified Planning Work Programs (UPWP). The cost of staff or consultant services provided by one party for the mutual benefit of both parties shall be split between the parties in proportion to their annual allocations of FHWA planning funds as shown in their latest adopted Unified Planning Work Programs. Similarly, direct costs for the joint regional efforts and products identified in this Agreement will be split between the parties in proportion to their annual allocations of FHWA planning funds.

Either party may also provide staff services to, or provide for the use of its consultants by, the other party, in which event the benefiting party shall reimburse the party providing the services for its full cost of the services rendered, including any associated direct expenses and any applicable share of personnel benefits and allocated indirect costs. The parties agree to invoice each other at the end of each monthly or quarterly accounting period for all expenses thus incurred on the other's behalf during that period. The parties further agree, as may be necessary in order to carry out the terms and commitments of this Agreement, to cooperate in seeking federal, state and local funding for the joint regional products to be developed.

**Section 7. Conflict Resolution.** The parties to this Agreement concur that if an issue is otherwise irresolvable, their staffs will organize a joint meeting of the MPO governing boards to resolve said matter. If the parties are unable to resolve the issue at the joint meeting, they agree

to submit the issue to the Southwest Florida Regional Planning Council for non-binding arbitration. Notwithstanding any such resolution process, the parties to this agreement do not waive their respective rights to seek declaratory judgment as provided in Chapter 86, Florida Statutes.

**Section 8. Duration of Agreement.** This Agreement shall have an initial term of five (5) years, commencing on the date first above written, and shall automatically renew at the end of five (5) years for an additional five (5)-year term and every five years thereafter unless terminated or rescinded as set out in Section 10, herein. Prior to the end of each five (5)-year term, the parties shall reexamine the terms hereof for possible amendment. However, the failure to amend or reaffirm the terms of this Agreement shall not invalidate or otherwise terminate this Agreement.

**Section 9. Modification.** This Agreement may be modified at any time, but only by a new or addendum interlocal agreement duly signed by both parties.

**Section 10. Termination-Rescission.** This Agreement shall continue in force unless terminated with or without cause by either party by providing thirty (30) days written notice to the other party.

**Section 11. Liability.** The parties agree that nothing created or contained in this Agreement shall be construed, interpreted or inferred to establish any joint liability amongst or between one or more of the parties by the actions or omissions of its individual employees or agents acting pursuant to the terms of this Agreement. In this regard, each party agrees that it shall be solely responsible and bear its own cost of defending any claim or litigation arising out of the acts or omissions of its employees or agents for actions or omissions in carrying out the terms and provisions of this Agreement. Finally, pursuant to Section 768.28, Florida Statutes each party agrees to indemnify, hold harmless and defend the other party against any claims or causes of action based upon the individual acts or omissions of its employees or agents.

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Director  
Collier MPO  
2885 South Horseshoe Drive  
Naples, Florida 34104

Director  
Lee County MPO  
P.O. Box 150045  
Cape Coral, Florida 33915-0045

Notice shall be deemed received on the first business day following actual receipt of the notice. The parties will promptly notify the other in writing of any change to their respective addresses.

As required by Section 163.01(11), Florida Statutes, this Interlocal Agreement and all future amendments hereto shall be filed with the Clerks of the Circuit Courts of Collier and Lee Counties, Florida.

IN WITNESS WHEREOF, the parties herein have executed this Agreement by their duly authorized officials as of the day and year written below.

\_\_\_\_\_  
Commissioner Penny Taylor, Chair  
Collier MPO

\_\_\_\_\_  
Councilman Rick Williams, Chair  
Lee County MPO

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Approved as to form and legality:

\_\_\_\_\_  
Scott R. Teach, Deputy Collier County Attorney

\_\_\_\_\_  
Derek Rooney, Lee County MPO Attorney

Attachment: Revised Lee\_Collier Interlocal Agreement Clean Version (4715 : Adoption of the Revised Lee/Collier Interlocal Agreement)



## **EXECUTIVE SUMMARY**

### **Annual Review and Adoption of the Local Coordinating Board (LCB) for the Transportation Disadvantaged (TD) By-Laws**

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**OBJECTIVE:** For the MPO Board to adopt the revisions to the Local Coordinating Board (LCB) by-laws.

**CONSIDERATIONS:** In accordance with the TD Planning Grant, the LCB is required to review and approve their bylaws annually. The LCB bylaws have been revised to be consistent with operating procedures for other MPO Advisory Committees. The proposed changes are shown in ~~striketrough~~/underline format.

**COMMITTEE RECOMMENDATIONS:** The LCB reviewed and endorsed the changes to the by-laws at their December 6, 2017 meeting.

**STAFF RECOMMENDATION:** That the Board adopt the changes to the LCB by-laws.

Prepared By: Brandy Otero, Senior Planner

### **ATTACHMENT(S)**

1. LCB Bylaws in Track Changes (PDF)

02/09/2018

**COLLIER COUNTY**  
**Metropolitan Planning Organization**

**Item Number:** 5.D**Doc ID:** 4719**Item Summary:** Annual Review and Adoption of the LCB By-laws**Meeting Date:** 02/09/2018**Prepared by:**

Title: Planner, Senior – Metropolitan Planning Organization

Name: Brandy Otero

01/31/2018 3:03 PM

**Submitted by:**

Title: Executive Director - MPO – Metropolitan Planning Organization

Name: Anne McLaughlin

01/31/2018 3:03 PM

**Approved By:**

## Review:

Metropolitan Planning Organization	Brandy Otero	MPO Analyst Review	Completed	01/31/2018 3:04 PM
Metropolitan Planning Organization	Anne McLaughlin	MPO Executive Director Review	Completed	01/31/2018 3:13 PM
Metropolitan Planning Organization	Anne McLaughlin	Meeting Pending		02/09/2018 9:00 AM

**BY-LAWS**

**of the**

**COLLIER COUNTY  
Transportation Disadvantaged  
Local Coordinating Board**

Approved-Endorsed by LCB: September-December 6, 2017  
Ratified-Adopted by MPO: February 9, 2018

Attachment: LCB Bylaws in Track Changes (4719 : Annual Review and Adoption of the LCB By-laws)



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**BY-LAWS OF THE  
COLLIER COUNTY TRANSPORTATION DISADVANTAGED  
LOCAL COORDINATING BOARD**

**ARTICLE I: PREAMBLE**

**Section 1: Preamble**

The following sets forth the By-Laws, which shall serve to guide the proper functioning of the coordination of transportation services provided to the transportation disadvantaged through the Collier County Transportation Disadvantaged Program. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, *Florida Statutes*, Rule 41-2, *Florida Administrative Code (FAC)*, and subsequent laws setting forth requirements for the coordination of transportation services to the transportation disadvantaged.

**ARTICLE II: NAME AND PURPOSE**

**Section 1: Name**

The name of the Local Coordinating Board shall be the Collier County Transportation Disadvantaged Local Coordinating Board (LCB).

**Section 2: Purpose**

The primary purpose of the LCB is to assist the Collier Metropolitan Planning Organization (MPO) in identifying local service needs and providing information, advice and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged pursuant to Chapter 427.0157, *Florida Statutes*.

**ARTICLE III: MEMBERSHIP, APPOINTMENT, TERM OF OFFICE,  
AND TERMINATION OF MEMBERSHIP**

**Section 1: Voting Members**

In accordance with Rule 41-2.012, Florida Administration Code, all members of the Board shall be appointed by the designated official planning agency. The designated official planning agency for Collier County is the Collier Metropolitan Planning Organization (MPO). The following agencies or groups shall be represented on the LCB as voting members:

- A. A Collier County elected official, who has been appointed to serve as chairperson;
- B. A local representative of the Florida Department of Transportation;
- C. A local representative of the Florida Department of Children and Family Services;

- D. A representative of the Public Education Community;
- E. A local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
- F. A person who is recognized by the local Veterans Service Office representing the veterans in the county;
- G. A person who is recognized by the Florida Association for Community Action (President or Designee) as representing the economically disadvantaged in the county;
- H. A person over sixty years of age representing the elderly in the county;
- I. A person with a disability representing persons with disabilities in the county;
- J. Two citizen advocate representatives in the county, one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
- K. A local representative of children at risk;
- L. A local representative of the Florida Department of Elder Affairs;
- M. A local representative of the local medical community;
- N. A representative of the Southwest Florida Regional Workforce Development Board;
- O. An experienced representative of the local private for profit transportation industry. If such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the CTC, or a transportation provider under contract to the management company for the CTC; and
- P. A representative of the Florida Agency for Health Care Administration.

Since Collier Area Transit (CAT) is operated by the Collier County Board of County Commissioners, which is also the CTC, it is not represented on the LCB, pursuant to Rule 41-2012, Florida Administrative Code.

## **Section 2: Alternate Members**

Alternates are to be appointed in writing to the MPO by an agency representative. Non-agency alternates may be appointed by the MPO, if desired. Each alternate may vote only in the absence of that member on a one-vote-per-member basis. Alternates for a LCB member who cannot attend a meeting must be a representative of the same interest as the primary member.

**Section 3: Non-Voting Members**

Upon a majority vote of a quorum of the LCB, technical advisors (non-voting members) may be recommended to the Collier MPO for its approval for the purpose of providing the LCB with technical advice as necessary.

**Section 4: Terms of Appointment**

Except for the Chairperson and state agency representatives, the non-agency members of the LCB shall be appointed for three (3) year terms. The Chairperson shall serve until being replaced by the Collier MPO. No employee of a CTC, or transportation provider under contract to the management company for the CTC, shall serve as a voting member of the LCB. However, an elected official serving as Chairperson of the LCB, or another governmental employee - who is not employed for the purpose of making provisions for transportation and is not directly supervised by the CTC - may serve as a voting member of the LCB.

**Section 5: Termination of Membership**

Any member of the LCB may resign at any time by notice in writing to the Chairperson. Unless otherwise specified in such notice, such resignation shall take effect upon receipt thereof by the Chairperson. Each member of the LCB is expected to demonstrate his/her interest in the LCB's activities through attendance of the scheduled meetings, except for reasons of an unavoidable nature. In each instance of an unavoidable absence, the absent member should ensure that his/her alternate will attend. The Collier MPO shall review, and consider rescinding, the appointment of any voting member of the LCB who fails to attend three (3) consecutive regularly meetings or four of the previous six regularly scheduled meetings. If the Collier MPO Board determines that the number of absences incurred by a LCB member (excused or unexcused) is unacceptable, it may remove that member by a majority vote of the MPO Board members present.

Each member of the LCB is expected to conduct himself/herself in a professional and ethical manner. If it is found that a LCB member has engaged in practices that do not comply with Section 112.3143, *Florida Statutes*, or has otherwise conducted himself/herself in an unethical or unprofessional manner, the Collier MPO staff shall recommend to the MPO Board that he/she be removed. The Collier MPO Board may remove such a member by a majority vote of the MPO members present.

**ARTICLE IV: OFFICERS AND DUTIES****Section 1: Number**

The officers of the LCB shall be a Chairperson and a Vice-Chairperson.

**Section 2: Chairperson**

The Collier MPO Board shall appoint an elected official from Collier County or one of its municipalities to serve as the official Chairperson for all LCB meetings. The Chairperson shall



preside at all meetings, and in the event of his/her absence, or at his/her direction; the Vice-Chairperson shall assume the powers and duties of the Chairperson. The Chairperson shall serve until their elected term of office has expired or replaced by the Collier MPO.

**Section 3: Vice-Chairperson**

The LCB shall hold a meeting each year for the purpose of electing a Vice-Chairperson. The Vice-Chairperson shall be elected by a majority vote of a quorum of the LCB members. The Vice-Chairperson shall serve a term of one year starting with the next meeting. In the event of the Chairperson's absence, the Vice-Chairperson shall assume the duties of the Chairperson and conduct the meeting. The Vice-Chairperson may serve more than one term.

**ARTICLE V: LCB MEETINGS**

**Section 1: Regular Meetings**

The LCB shall meet as often as necessary in order to meet its responsibilities. However, as required by Chapter 427.0157, *Florida Statutes*, the LCB shall meet at least quarterly.

**Section 2: Notice of Meetings**

Notices and tentative agendas shall be sent to all LCB members, other interested parties, and the news media within a reasonable amount of time prior to the LCB meeting. Such notice shall state the date, time and the place of the meeting.

**Section 3: Quorum**

A quorum shall consist of ~~nineseven (97)~~ <sup>(97)</sup> ~~one-third~~ of the voting LCB members, or their designated alternates, at all meetings of the Board in order to conduct business. ~~In the absence of a quorum, those present may function as a 'committee of the whole.' The committee of the whole may review the agenda items and make recommendations to the LCB. These recommendations may be reviewed for adoption by the LCB at its next meeting where there is a quorum present.~~

**Commented [T1]:** I think a number should be inserted here—I put in a majority number but it could be a different number.

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**Section 4: Voting**

At all meetings of the LCB at which a quorum is present, all matters, except as otherwise expressly required by law or these By-Laws, shall be decided by the vote of a majority of the members of the LCB present.

**Section 5: By-Laws and Parliamentary Procedures**

The LCB shall develop and adopt a set of by-laws. The by-laws shall state that the LCB will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these By-Laws. The by-laws shall be reviewed, updated (if necessary) and adopted annually.

**Section 6: Public Meetings**

All meetings of the LCB and its committees are open to the public, and all activities of the LCB are subject to the "Sunshine Laws" also known as the Florida Government in the Sunshine regulations, Chapter 286, *Florida Statutes*.

**ARTICLE VI: STAFF****Section 1: General**

The MPO shall provide the LCB with sufficient staff support and resources to enable the LCB to fulfill its responsibilities as set forth in Chapter 427.0157, *Florida Statutes*. These responsibilities include providing sufficient staff to manage and oversee the operations of the LCB and assist in the scheduling of meetings, preparing meeting agenda packets, and other necessary administrative duties as required by the LCB within the limits of the resources available.

**ARTICLE VII: LCB DUTIES**

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**Section 1: LCB Duties**

The LCB shall perform the following duties as specified in Rule 41-2, *F.A.C.*

1. Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission for the Transportation Disadvantaged (TD Commission), and the Chairperson of the Collier MPO.
2. Review and approve the Memorandum of Agreement between the Florida TD Commission and the Collier County CTC and the Transportation Disadvantaged Service Plan (TDSP). The LCB shall ensure that the TDSP has been developed by involving all appropriate parties in the process.
3. On a continuing basis, monitor services provided under the approved service plan. When requested, assist the CTC in establishing eligibility guidelines and trip priorities.
4. Annually, provide the Collier MPO with an evaluation of the CTC's performance in general and relative to Insurance, Safety Requirements and TD Commission standards as referenced in Rule 41-2.006 F.A.C., and the performance results of the most recent TDSP (41-2.012(5)(b) F.A.C.). As part of the CTC's performance, the LCB shall also set an annual percentage goal increase (or establish a percentage) for the number of trips provided within the system to be on public transit. The LCB shall utilize the Commission's Quality Assurance

Performance Evaluation Tool to evaluate the performance of the CTC. This evaluation tool and summary will be submitted to the Commission upon approval by the LCB.

5. In cooperation with the Coordinator CTC, review and provide recommendations to the TD Commission on all applications for local, state, or federal funds relating to transportation of the transportation disadvantaged in the county to ensure that any expenditures within the county are provided in the most cost effective and efficient manner. The LCB shall develop and implement a process by which the LCB and CTC have an opportunity to become aware of any federal, state, or local government funding requests and provide recommendations regarding the expenditure of such funds.
6. Review coordination strategies for service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours and types of service in an effort to increase ridership to a broader population. Such strategies should also encourage multi-county and regional transportation service agreements between area CTCs and consolidation of adjacent counties when it is appropriate and cost effective to do so and seek the involvement of the private and public sector, volunteers, public transit, school districts, elected officials and any others in any plan for improved service delivery.
7. Appoint a Grievance committee to serve as a mediator to process, investigate, resolve complaints from agencies, users, potential users of the system and the CTC in the designated service area, and make recommendations to the LCB for improvement of service. The LCB shall establish procedures to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner in accordance with the Commission's Local Grievance Guidelines. Members appointed to the committee shall be voting members of the LCB.
8. In coordinating with the CTC, jointly develop applications for funds that may become available.
9. Review and recommend approval of the Transportation Development Service Plan for consistency with approved minimum guidelines and the goals and objectives of the Board. The Transportation Development Service Plan shall include a vehicle inventory of those vehicles purchased with transportation-disadvantaged funds.
10. Evaluate multi-county or regional transportation opportunities (Fla. Stat. § 427.0157(6), as amended).
11. Annually hold a public hearing for the purpose of receiving input on unmet transportation needs or any other areas that relate to the local transportation services.

- 12. Work cooperatively with regional workforce boards established in chapter 445 to provide assistance in the development of innovative transportation services for participants in the welfare transition program (Fla. Stat. § 427.0157(7), as amended).

**ARTICLE VIII: SUBCOMMITTEES**

**Section 1: Subcommittees**

Upon a majority vote of a quorum of the LCB, Subcommittees~~subcommittees~~ shall be designated by the Chair as necessary to investigate and report on specific subject areas of interest to the LCB and to deal with administrative and legislative procedures.

**ARTICLE IX: COMMUNICATION WITH OTHER AGENCIES AND ENTITIES**

**Section 1: General**

The Collier MPO authorizes the LCB to communicate directly with other agencies and entities as necessary to carry out its duties and responsibilities in accordance with Rule 41-2 *F.A.C.*

**ARTICLE X: CERTIFICATION**

The undersigned hereby certifies that he/she is the Chairperson of the Collier County Transportation Disadvantaged Local Coordinating Board and that the foregoing is a full, true and correct copy of the By-laws of this LCB as endorsed on ~~September-December 76, 20167~~ by the Collier County Transportation Disadvantaged Local Coordinating Board and subsequently adopted by the Collier Metropolitan Planning Organization on ~~October 14~~February 9, 20168.

\_\_\_\_\_  
Donna Fiala, LCB Chairperson

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## **EXECUTIVE SUMMARY**

### **Citizens Advisory Committee Chair Report**

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**OBJECTIVE:** For the MPO Board to receive a report from the Chair of the Citizens Advisory Committee related to recent committee actions and recommendations.

**CONSIDERATIONS:** Staff prepared the attached written report. The CAC Chair will provide a verbal report providing additional information regarding recent committee activities.

**COMMITTEE RECOMMENDATION:** Committee recommendations are reported in the Executive Summary for each action item, and may be elaborated upon by the Chair in his/her report to the Board.

**STAFF RECOMMENDATION:** Not applicable

Prepared by: Eric Ortman, Senior Planner

### **ATTACHMENT(S)**

1. January 2018 CAC Chair Report (PDF)

02/09/2018

**COLLIER COUNTY  
Metropolitan Planning Organization**

**Item Number:** 8.A.1**Doc ID:** 4721**Item Summary:** Citizens Advisory Committee Chair Report**Meeting Date:** 02/09/2018**Prepared by:**

Title: Planner, Senior – Metropolitan Planning Organization

Name: Brandy Otero

01/31/2018 2:36 PM

**Submitted by:**

Title: Executive Director - MPO – Metropolitan Planning Organization

Name: Anne McLaughlin

01/31/2018 2:36 PM

**Approved By:**

## Review:

Metropolitan Planning Organization	Brandy Otero	MPO Analyst Review	Completed	01/31/2018 2:36 PM
Metropolitan Planning Organization	Anne McLaughlin	MPO Executive Director Review	Completed	01/31/2018 2:49 PM
Metropolitan Planning Organization	Anne McLaughlin	Meeting Pending		02/09/2018 9:00 AM

### CAC Committee Chair Report

The Citizens Advisory Committee (CAC) met on January 29, 2018 and a quorum was achieved.

Mr. Gary Shirk and Ms. Karen Homiak were re-elected as Chair and Vice-Chair, respectively.

Mr. Wally Blain, Tindale Oliver Associates, walked the Committee through the process of reallocating the 2040 socioeconomic (SE) data in preparation for a LRTP amendment related to the proposed Rural Lands West development. One committee member commented that, aside from this amendment, more analysis of the area's major roads would be appropriate.

Mr. Blain updated the Committee on the work to date for the development of the Bicycle & Pedestrian Master Plan. The update covered draft goals, objectives, mission statement, performance measures and public comments to date. A discussion on what types of policies should be included in the plan including policies that could be used by the County in planning for future pedestrian and bicycle infrastructure improvements as part of new and redevelopment projects followed the update.

Mr. Omar DeLeon, Collier Area Transit (CAT) gave an update on the CAT Fare Analysis Study.

The Committee endorsed the:

- FDOT Safety Performance Targets; and the
- 2040 LRTP Amendment Reallocation of Socioeconomic Data.

The Committee's next meeting is on February 26<sup>th</sup>.

## **EXECUTIVE SUMMARY**

### **Technical Advisory Committee Chair Report**

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**OBJECTIVE:** For the MPO Board to receive a report from the Chair of the Technical Advisory Committee related to recent committee actions and recommendations.

**CONSIDERATIONS:** Staff prepared the attached written report. Staff typically provides a verbal report at the MPO Board meeting, although the Chair is welcome to do so.

**COMMITTEE RECOMMENDATION:** Committee recommendations are reported in the Executive Summary for each action item, and may be elaborated upon by the Chair in his/her report to the Board.

**STAFF RECOMMENDATION:** Not applicable

Prepared by: Anne McLaughlin, MPO Executive Director

### **ATTACHMENT(S)**

1. January 2018 TAC Chair Report(PDF)



02/09/2018

**COLLIER COUNTY  
Metropolitan Planning Organization**

**Item Number:** 8.B.1**Doc ID:** 4722**Item Summary:** Technical Advisory Committee Chair Report**Meeting Date:** 02/09/2018**Prepared by:**

Title: Planner, Senior – Metropolitan Planning Organization

Name: Brandy Otero

01/31/2018 2:40 PM

**Submitted by:**

Title: Executive Director - MPO – Metropolitan Planning Organization

Name: Anne McLaughlin

01/31/2018 2:40 PM

**Approved By:**

## Review:

Metropolitan Planning Organization	Brandy Otero	MPO Analyst Review	Completed	01/31/2018 2:41 PM
Metropolitan Planning Organization	Anne McLaughlin	MPO Executive Director Review	Completed	01/31/2018 2:51 PM
Metropolitan Planning Organization	Anne McLaughlin	Meeting Pending		02/09/2018 9:00 AM

### TAC Committee Chair Report

The Technical Advisory Committee (TAC) met on January 29, 2018 and a quorum was achieved.

Ms. Peters, FDOT MPO Liaison, reminded the Committee of FDOT's soft deadline of February 1, 2018 to submit information packages for new Transportation Regional Incentive Program (TRIP) projects, reiterated program guidance and reported that the hard deadline for the Board to submit new project priorities is June 30, 2018.

The Committee took the following actions:

- Re-elected Andrew Holland, City of Naples, as Chair. Elected Michelle Arnold, Collier County, as Vice-Chair.
- Endorsed the FDOT Vision Zero safety performance targets
- Endorsed the 2040 Long Range Transportation Plan (LRTP) amendment reallocated socio-economic data.

The Committee received reports and presentations on the following items:

- Update on the Bicycle & Pedestrian Master Plan
- Discussion of Bridge and Trip Priorities
- Update on CAT Fare Analysis Study

The Committee received the following distribution item:

- Administrative Modification to the FY 2018-22 TIP

The next meeting of the TAC is scheduled to be held at 9:30 a.m. on Monday, February 26, 2018.

## **EXECUTIVE SUMMARY**

### **Congestion Management Committee Chair Report**

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**OBJECTIVE:** For the MPO Board to receive a report from the Chair of the Congestion Management Committee related to recent committee actions and recommendations.

**CONSIDERATIONS:** Staff prepared the attached written report and typically provides a verbal summary of the report at the MPO Board meeting, although the Chair may do so.

**COMMITTEE RECOMMENDATION:** Committee recommendations are reported in the Executive Summary for each action item, and may be elaborated upon by the Chair in his/her report to the Board.

**STAFF RECOMMENDATION:** Not applicable

Prepared by: Brandy Otero, Senior Planner

### **ATTACHMENT(S)**

1. January 2018 CMC Chair Report (PDF)

02/09/2018

**COLLIER COUNTY  
Metropolitan Planning Organization**

**Item Number:** 8.C.1**Doc ID:** 4724**Item Summary:** Congestion Management Committee Chair Report**Meeting Date:** 02/09/2018**Prepared by:**

Title: Administrative Secretary – Metropolitan Planning Organization

Name: Gabrielle Gonzalez

01/31/2018 3:44 PM

**Submitted by:**

Title: Executive Director - MPO – Metropolitan Planning Organization

Name: Anne McLaughlin

01/31/2018 3:44 PM

**Approved By:**

## Review:

Metropolitan Planning Organization	Brandy Otero	MPO Analyst Review	Completed	02/01/2018 10:39 AM
Metropolitan Planning Organization	Brandy Otero	MPO Executive Director Review	Skipped	02/01/2018 10:39 AM
Metropolitan Planning Organization	Anne McLaughlin	Meeting Pending		02/09/2018 9:00 AM

### CMC Chair Report

The Congestion Management Committee (CMS) met on January 17, 2018 and a quorum was achieved.

Victoria Peters, FDOT, gave a status report on the Tentative Work Program FY 2019-2023.

The Committee received presentations on the following items, with discussion afterwards:

- Draft Scope of Services for Transportation System Performance Report
- Collier/Lee/Charlotte Traffic Incident Management Team

The next meeting of the CMC is scheduled to be held at 2:00 p.m. on Wednesday, March 21, 2018.

## **EXECUTIVE SUMMARY**

### **Adopt FDOT Safety Performance Targets**

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**OBJECTIVE:** For the Board to adopt the Florida Department of Transportation (FDOT) Safety Performance Targets

**CONSIDERATIONS:** Safety is the first national goal identified in the Fixing America's Surface Transportation (FAST) Act. Under the Highway Safety Improvement Program and Safety Performance Management Measures Rule published in the Federal Register in March 2016, all Metropolitan Planning Organizations (MPOs) are required to adopt Safety Performance Targets by the end of February 2018. The rule requires MPOs to set targets for the following safety-related performance measures and report progress to the State DOT:

1. Number of Fatalities
2. Rate of Fatalities per 100 million Vehicle Miles Traveled (VMT)
3. Number of Serious Injuries
4. Rate of Serious Injuries per 100 million VMT
5. Number of Non-motorized Fatalities and Serious Injuries

FDOT has adopted "Vision Zero" targets to meet its goal of no fatalities or injuries for the State. MPOs have the option of adopting the State's targets or developing and adopting their own targets based on a defensible method of analysis. By adopting FDOT Vision Zero safety targets, the MPO is able to rely upon FDOT's annual reporting to the Federal Highway Administration (FHWA) on safety performance in the Statewide Transportation Improvement Program (STIP), which greatly simplifies the reporting requirements associated with the MPO's Transportation Improvement Program (TIP) and Long Range Transportation Plan (LRTP).

**COMMITTEE RECOMMENDATIONS:** The Technical Advisory Committee and Citizens Advisory Committee voted to endorse the FDOT Safety Performance Targets at their January 29<sup>th</sup> meetings.

**STAFF RECOMMENDATION:** That the Board adopt FDOT Safety Performance Targets

Prepared By: Anne McLaughlin, MPO Executive Director

### **ATTACHMENT(S)**

1. FDOT Safety Performance Targets (PDF)

02/09/2018

**COLLIER COUNTY  
Metropolitan Planning Organization**

**Item Number:** 10.A**Doc ID:** 4723**Item Summary:** Adopt FDOT Safety Performance Targets**Meeting Date:** 02/09/2018**Prepared by:**

Title: Planner, Senior – Metropolitan Planning Organization

Name: Brandy Otero

01/31/2018 2:46 PM

**Submitted by:**

Title: Executive Director - MPO – Metropolitan Planning Organization

Name: Anne McLaughlin

01/31/2018 2:46 PM

**Approved By:**

## Review:

Metropolitan Planning Organization	Brandy Otero	MPO Analyst Review	Completed	01/31/2018 2:47 PM
Metropolitan Planning Organization	Anne McLaughlin	MPO Executive Director Review	Completed	01/31/2018 3:11 PM
Metropolitan Planning Organization	Anne McLaughlin	Meeting Pending		02/09/2018 9:00 AM

## 2017 Florida Highway Safety Improvement Program

**34. Safety Performance Targets****Calendar Year 2018 Targets \***

**Number of Fatalities** 0.1

**Describe the basis for established target, including how it supports SHSP goals.**

Based on statistical forecasting, the five year rolling average for total fatalities on Florida's roads is forecast to be between 2,716 and 3,052 in 2018. This forecast was made by combining FARS data with current state data from 2009 to 2016 to predict probable outcomes for 2017 and 2018. Florida's target for fatalities is zero in 2018. While the data forecast indicates Florida's five year rolling average for fatalities could continue to trend upward in 2017 and 2018, the FDOT State Safety Office expects the projects chosen for funding will mitigate the data forecast and ultimately reduce the number of traffic fatalities. An interim performance measure is required by our federal funding agencies in order to receive federal funding. We firmly believe that every life counts and although our target for fatalities is zero in 2018, Florida has forecast an interim performance measure of 3,052 in order to satisfy the federal requirement.

**Number of Serious Injuries** 0.1

**Describe the basis for established target, including how it supports SHSP goals.**

Based on statistical forecasting, the five year rolling average for total serious injuries on Florida's roads is forecast to be between 18,831 and 20,861 in 2018. This forecast was made by combining FARS data with current state data from 2009 to 2016 to predict probable outcomes for 2017 and 2018. Florida's target for serious injuries is zero in 2018. The data forecast indicates Florida's five year rolling average for serious injuries could continue to trend downward in 2017 and 2018. The FDOT State Safety Office expects the projects chosen for funding will enhance this downward trend in the number of serious injuries on Florida's roads. An interim performance measure is required by our federal funding agencies in order to receive federal funding. We firmly believe that every life counts and although our target for serious injuries is zero in 2018, Florida has forecast an interim performance measure of 20,861 in order to satisfy the federal requirement.

**Fatality Rate** 0.100

**Describe the basis for established target, including how it supports SHSP goals.**

Based on statistical forecasting, the five year rolling average for fatality rate per 100 million VMT on Florida's roads is forecast to be between 1.06 and 1.65 in 2018. This forecast was made by combining FARS data with current state data from 2009 to 2016



## 2017 Florida Highway Safety Improvement Program

to predict probable outcomes for 2017 and 2018. Florida's target for fatality rate per 100 million VMT is zero in 2018. While the data forecast indicates Florida's five year rolling average for fatality rate per 100 million VMT could continue to trend upward in 2017 and 2018, the FDOT State Safety Office expects the projects chosen for funding will mitigate the data forecast and ultimately reduce the number of traffic fatalities. An interim performance measure is required by our federal funding agencies in order to receive federal funding. We firmly believe that every life counts and although our target for fatality rate per 100 million VMT is zero in 2018, Florida has forecast an interim performance measure of 1.65 in order to satisfy the federal requirement.

**Serious Injury Rate** 0.100

### **Describe the basis for established target, including how it supports SHSP goals.**

Based on statistical forecasting, the five year rolling average for serious injury rate per 100 million VMT on Florida's roads is forecast to be between 7.57 and 11.06 in 2018. This forecast was made by combining FARS data with current state data from 2009 to 2016 to predict probable outcomes for 2017 and 2018. Florida's target for serious injury rate per 100 million VMT is zero in 2018. The data forecast indicates Florida's five year rolling average for serious injury rate per 100 million VMT could continue to trend downward in 2017 and 2018. The FDOT State Safety Office expects the projects chosen for funding will enhance this downward trend in the serious injury rate per 100 million VMT. An interim performance measure is required by our federal funding agencies in order to receive federal funding. We firmly believe that every life counts and although our target for serious injury rate per 100 million VMT is zero in 2018, Florida has forecast an interim performance measure of 11.06 in order to satisfy the federal requirement.

**Total Number of Non-Motorized Fatalities and Serious Injuries** 0.1

### **Describe the basis for established target, including how it supports SHSP goals.**

Based on statistical forecasting, the five year rolling average for non-motorized fatalities and serious injuries on Florida's roads is forecast to be between 3,066 and 3,447 in 2018. This forecast was made by combining FARS data with current state data from 2009 to 2016 to predict probable outcomes for 2017 and 2018. Florida's target for non-motorized fatalities and serious injuries is zero in 2018. The data forecast indicates Florida's five year rolling average for non-motorized fatalities and serious injuries could continue to trend downward in 2017 and 2018. The FDOT State Safety Office expects the projects chosen for funding will enhance this downward trend in non-motorized fatalities and serious injuries. An interim performance measure is required by our federal funding agencies in order to receive federal funding. We firmly believe that every life counts and although our target for non-motorized fatalities and serious injuries is zero in 2018, Florida has forecast an interim performance measure of 3,447 in order to satisfy the federal requirement.

## 2017 Florida Highway Safety Improvement Program

**Enter additional comments here to clarify your response for this question or add supporting information.**

Florida shares the national traffic safety vision, “Toward Zero Deaths,” and formally adopted our own version of the national vision, “Driving Down Fatalities,” in 2012. FDOT and its traffic safety partners are committed to eliminating fatalities and reducing serious injuries with the understanding that the death of any person is unacceptable and based on that, zero deaths is our safety performance target. This target is consistent throughout our Strategic Highway Safety Plan, Highway Safety Improvement Program and Highway Safety Plan.

Florida’s data forecasts have been established using an ARIMA Hybrid Regression Model (0, 1,1)(2,0,0)(12) with VMT. Nine independent variables were tested to assess correlations; only Vehicle Miles of Travel (VMT) and gas consumption have relatively high correlations with fatalities and serious injuries and of these two variables only VMT was useful in predicting future fatalities and serious injuries. The first three performance measures (number of fatalities, number of serious injuries, and fatality rate per 100M VMT) have been forecasted based on a five year rolling average and the remaining performance measures will be forecasted annually. The forecasts for 2017 and 2018 are based on monthly data from 2005 through 2016 using statistical forecasting methodologies.

[Source: FDOT Highway Safety Plan]

## EXECUTIVE SUMMARY

### **Approval of Annual Performance Review of MPO Executive Director**

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**OBJECTIVE:** For the Board to approve the Annual Performance Review of MPO Executive Director, Ms. Anne McLaughlin.

**CONSIDERATIONS:** The MPO Director's contract (**Attachment 1**) calls for the annual evaluation to occur in October and for the forms to have been distributed, completed and submitted back to the director approximately one month in advance. However, this past October was not conducive to conducting an evaluation due to all of the activities surrounding preparation for and clean-up after Hurricane Irma and preparation for four regional meetings the MPO hosted that month - Coordinated Urban Transportation System (CUTS), Joint Lee-Collier TAC/CAC and Board meetings.

The Director's annual Performance Evaluation Plan and Strategic Plan, approved by the Board in December 2016, were distributed to Board members at the December 8, 2017 meeting. At the same meeting, the MPO Board voted to approve an interim amendment to the Director's Employment Agreement extending the term to March 31, 2018.

As of the time of publication, six out of nine Board members have submitted evaluation forms, **Attachment 2**. Councilwoman Middelstaedt, citing her short time as a Board member, prefers not to submit an evaluation. The other two Board members plan to submit evaluations. A Preliminary Aggregated Rating Scores & Comment Summary sheets are provided in **Attachment 3**. The final aggregated rating scores and comment summary will be presented at the Board meeting.

**COMMITTEE RECOMMENDATIONS:** Not applicable

**STAFF RECOMMENDATION:** That the Board approves the Annual Performance Review of MPO Executive Director, Ms. Anne McLaughlin.

Prepared By: Anne McLaughlin, MPO Director

### **ATTACHMENT(S)**

1. Executive Director's Employment Agreement (PDF)
2. MPO Board Members' Reviews (PDF)
3. Preliminary Aggregated Rating Scores and Comment Summary (PDF)

02/09/2018

**COLLIER COUNTY**  
**Metropolitan Planning Organization**

**Item Number:** 10.B**Doc ID:** 4731**Item Summary:** Approval of Annual Performance Review of MPO Executive Director**Meeting Date:** 02/09/2018**Prepared by:**

Title: Planner, Senior – Metropolitan Planning Organization

Name: Brandy Otero

02/01/2018 10:08 AM

**Submitted by:**

Title: Executive Director - MPO – Metropolitan Planning Organization

Name: Anne McLaughlin

02/01/2018 10:08 AM

**Approved By:**

## Review:

Metropolitan Planning Organization	Brandy Otero	MPO Analyst Review	Completed	02/01/2018 10:09 AM
Metropolitan Planning Organization	Brandy Otero	MPO Executive Director Review	Skipped	02/01/2018 10:36 AM
Metropolitan Planning Organization	Anne McLaughlin	Meeting Pending		02/09/2018 9:00 AM

**EMPLOYMENT AGREEMENT  
BETWEEN ANNE M. McLAUGHLIN AND THE  
COLLIER METROPOLITAN PLANNING ORGANIZATION**

THIS EMPLOYMENT AGREEMENT is entered into this 8th day of December 2015, by and between Anne M. McLaughlin, the Executive Director of the Collier Metropolitan Planning Organization (hereafter, the "Employee"), and the Collier Metropolitan Planning Organization (hereafter, the "MPO").

**WITNESSETH**

WHEREAS, the MPO desires to employ the services of Employee as its Executive Director; and

WHEREAS, it is the desire of the MPO to provide certain benefits, to establish certain conditions of employment and to set working conditions for this position; and

WHEREAS, Employee desires to accept employment as the Executive Director of the MPO.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

Section 1. Role and Duties The MPO agrees to employ Employee as its Executive Director, and Employee agrees to perform the functions and duties thereof, as are now and may in the future be assigned and directed by the MPO. Until so amended, the role and duties of the Executive Director shall include but not be limited to the following:

- a. The Employee shall act as the Chief Administrative Officer of the MPO, directly reporting and responsible to the MPO Board and responsible for the day to day implementation of MPO programs and activities including MPO staff selection and supervision. The Employee shall devote full time efforts to the MPO and its mission. The Employee shall also direct and supervise professional service providers engaged by the MPO.
- b. The Employee shall perform such other associated and legally required duties and functions, as may now and in the future be required by Interlocal Agreement, MPO Staff Services Agreement, Florida Statutes § 339.175, any other applicable Florida laws, and such other legally permissible and proper duties and functions as the MPO shall from time to time assign or direct.
- c. Formulate and prepare recommendations regarding policies, rules and regulations, directives, programs, agreements, and all other documents which require consideration, action, or approval of the MPO.
- d. Prepare annual budgets and the annual reports for approval of the MPO.

- e. The Employee agrees to perform all such functions and duties, faithfully, competently, professionally and promptly to the best of the Employee's ability.
- d. A copy of the Classification Specifications for the Executive Director position is attached hereto as Exhibit "A" and is incorporated by reference to provide further description of the duties expected from persons employed in this position.

### Section 2: Term

- A. Employee agrees to remain in the exclusive employ of the MPO from the start date of her employment on January 12, 2016 through and until January 12, 2018; and neither to accept other employment nor to become employed by any other employer until termination of employment pursuant to this Agreement, except as provided in Section 10, *infra*.
- B. Neither party has any right to renew or extend this Agreement. If the Employee desires to renew and extend this Agreement, the Employee shall place the request in writing for the MPO's consideration at a regularly scheduled MPO meeting no later than 120 days prior to the expiration of the current term of employment. If the MPO accepts the Employee's request, the term of this Agreement may be extended for a period of two (2) years through a mutual written amendment to this agreement executed by the MPO and the Employee. Although both parties retain the right not to extend this Agreement with or without reason or cause, it is contemplated that the MPO will base its decision on the question of whether or not to grant the extension of the term of this Agreement on (1) the Employee's performance and (2) the Employee's ability to successfully achieve goals mutually developed and agreed to by the Employee and the MPO.
- C. Elements of this Agreement may be changed at any time when mutually agreed upon in writing by the MPO and the Employee.

### Section 3: Suspension

The MPO may suspend the Employee with full pay and benefits at any time during the term of this Agreement, but only if:

- A. A majority of the MPO and Employee agree; or
- B. After a public hearing, a majority of the MPO votes to suspend Employee for just cause; provided, however, that the Employee shall have been given written notice setting forth any charges at least ten (10) days prior to such hearing by the MPO's members bringing such charges. Just cause shall include only willful misconduct or willful failure or disregard of Employee's duties under this Employment Agreement.

#### Section 4: Termination and Severance Pay

Subject to the provisions of this Agreement, the Executive Director may be terminated, with or without cause, by a majority vote of the MPO.

In the event this Employment Agreement with Employee is terminated by the MPO before expiration of the aforesaid term of employment and during such time that Employee is willing and able to perform duties under this Agreement, then, and only in that event, the MPO agrees to pay Employee, in addition to any amounts then due Employee including any unused vacation leave, a lump sum payment within ten (10) working days after the effective date of termination in an amount equal to four (4) weeks of Employee's annual base salary at the rate effective on the date of termination, less any normally required deductions. Sick leave is not a compensable expense and is expressly not included in such a payout.

In the event Employee is convicted of any felony or of any crime involving moral turpitude, or fired for an act of misconduct as defined in Florida Statutes § 443.036(29), the MPO may terminate Employee's employment without notice and without any obligation to pay any aggregate severance sum or to provide post-termination insurance benefits described in the above paragraphs.

#### Section 5: Resignation

In the event Employee voluntarily resigns the position with the MPO before expiration of the term of employment, then Employee shall give the MPO thirty (30) days advance written notice. If Employee voluntarily resigns, providing MPO with less than thirty (30) days notice, Employee shall forfeit payment for any accrued leave otherwise due and owing.

#### Section 6: Disability

If Employee is permanently disabled or is otherwise unable to perform the duties because of sickness, accident, injury, mental incapacity or health for a period of four (4) successive weeks beyond any accrued leave, the MPO shall have the option to terminate this Agreement, subject to the severance pay requirements of Section 4.

#### Section 7: Salary

- A. MPO agrees to pay Employee for services rendered pursuant hereto an annual base salary of \$92,700.00, payable in bi-weekly installments.
- B. The MPO and Employee shall negotiate in good faith to establish, within one hundred and twenty (120) days after execution of this Agreement, a performance-based merit plan through which the Employee may be eligible for a merit adjustment upon the successful completion of measurable goals and objectives to be completed or attained by the Employee during each fiscal year of this Agreement. The percentage of any annual performance-based merit adjustment to the Employee's base pay or such one-time lump sum amount shall be set by the

MPO Board. The MPO Board may choose to adopt any merit pay adjustment policy offered by Collier County Government to its employees.

- C. On the date that general wage adjustments (i.e., cost of living adjustments, special study pay adjustments, etc.) are granted generally to Collier County Government employees, the Employee's base salary shall likewise be modified to reflect such general wage adjustments. The timing of any such wage adjustments is for administrative purposes only as the Employee is not a County Employee but rather reports directly to the MPO and there is no guarantee that the Employee will receive such general wage adjustments.

#### Section 8: Performance Evaluation

The MPO shall review and evaluate the performance of the Employee in accordance with the performance-based merit plan as provided in Section 7. Written evaluations based on said performance plan shall be provided by each voting MPO Board member to Employee by no later than 48 hours prior to the scheduled September MPO meeting for each year of this Agreement; and are to be incorporated as part of the Employee's annual performance evaluation, which shall take place during the MPO's regular October meeting. A summary of all evaluations will be prepared by the MPO Board Chair and Employee including any recommended merit wage adjustment consistent with the procedure stated in Section 7. If the MPO Board approves a merit wage adjustment, it will become effective upon the date the MPO Board approves the merit wage adjustment amount and will be processed with the Employee's next regular scheduled paycheck. An updated performance evaluation plan for Employee will be developed in good faith between the MPO and Employee and adopted by the MPO no later than its first regular meeting in December of each year of the Agreement.

#### Section 9: Hours of Work

All duties required hereunder shall be performed by the Employee personally, or through the assistance of such MPO employees as may be made available from time-to-time, which the Employee shall assume full responsibility; provided, however, that nothing herein shall be deemed to absolve the Employee of personal responsibility for the duties set forth herein. The Employee shall be available to perform said duties while working a minimum of a forty (40) hour work week and shall be available to accomplish such duties, as needed, during said period of employment consistent with the duties of an "exempt" employee under the Fair Labor Standards Act, 29 U.S.C. §§ 201, et seq., as amended. Except as otherwise directed by the MPO, the manner and means of performance of the duties herein shall be determined by the Employee. All acts performed by the Employee, explicitly or implicitly, on behalf of the MPO, within the scope of this employment, shall be deemed authorized by the MPO as its agent, except that any act which constitutes willful misconduct or which may be unlawful shall be deemed to be an individual act of the Employee without authority of the MPO or the County.



#### Section 10: Outside Activities

The Employee agrees to remain in the exclusive employ of the MPO while in its employ, unless the MPO authorizes limited outside employment not in conflict with the Employee's duty with the MPO.

#### Section 11: Automobile and Cellular Phone

The MPO shall provide a cellular phone and service for the Employee's business use and access to a Collier County motor pool automobile for travel to MPO related functions.

#### Section 12: Comprehensive Benefit Package.

The MPO agrees to provide the same comprehensive benefit package to the Employee which is currently provided to other Director level personnel of Collier County Government. The MPO also agrees to execute all necessary agreements provided by Nationwide Retirement System, ICMA Retirement Corporation (ICMA-RC), NACO Public Employees Benefit Services Corporation or such other qualified 457 deferred employee retirement plan should Employee elect to participate in such retirement plans. Employee shall be eligible for up to a \$1,500.00 cash match to one of those eligible 457 deferred retirement plan.

#### Section 13: Vacation, Holiday, Personal and Sick Leave

Upon commencement of employment, the Employee shall be entitled to accrue vacation leave in the amount of four work weeks (20 days) annually. With the exception of the annual amount of leave that can be accrued, vacation leave shall otherwise be treated consistent with the vacation leave policy adopted by Collier County Government. Vacation leave shall be utilized in a manner that does not disrupt the orderly management of the MPO office and be requested consistent with MPO policy. Sick leave will accrue at the same frequency and in the same manner as currently provided to personnel of Collier County Government, and the Employee will be entitled to eleven (11) paid holidays annually, payable on the dates observed by the Board of County Commissioners Agency. The employee is also eligible for 16 personal leave hours with pay per calendar year, which are credited at the time of hire and at the beginning of each calendar year thereafter.

#### Section 14: Professional Dues and Subscriptions

The MPO agrees to pay for the reasonable and customary professional dues and subscriptions of Employee necessary for continued professional development, including pertinent national, regional, state, and local associations and organizations.

#### Section 15: Professional Development

The MPO agrees to pay the reasonable and customary travel expenses (as set forth in MPO policy and Florida law) for the Employee's necessary travel and attendance at any meetings and conferences approved by the MPO in advance of such travel.



Section 16: Indemnification

In addition to that required under State and local law, the MPO shall defend, save harmless, and indemnify Employee against any tort, professional liability claim or demand or other legal action, including costs and attorneys' fees relating thereto whether groundless or otherwise, arising out of an alleged negligent act or omission occurring in the performance of Employee's duties as Executive Director, subject to the limits found in §768.28, Fla. Stat.

Section 17: Other Terms and Conditions of Employment

The MPO and the Employee shall fix any such other terms and conditions of employment as they may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or any other law.

The MPO is currently undergoing a process of reviewing its business operations and, based on the result of that review, an amendment to this Agreement may be necessary to comport with any Board approved changes. The parties agree to act in good faith and to use their best efforts to amend this Agreement to address any modifications resulting from a change in the MPO's business operations that do not materially work to the detriment of either party or otherwise substantially alter the previously established obligations of the parties under this Agreement.

Section 18: Notices

Notices pursuant to this Agreement shall be in writing, transmitted by personal service or by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- (1) AUTHORITY: Collier MPO  
2885 South Horseshoe Drive  
Naples, Florida 34104
- (2) EMPLOYEE: Anne M. McLaughlin  
110 Calle Royale  
Santa Fe, New Mexico 87505

Notices shall be deemed effective upon delivery or receipt.

Section 19: General Provisions

- A. The text herein shall constitute the entire agreement between the parties.
- B. This Agreement is a personal services contract and neither this Agreement nor Employee's obligations under this Agreement are assignable.

- C. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- D. This Agreement shall be deemed to have been made in Collier County, and shall be governed by and construed under the laws of the State of Florida. The parties shall attempt in good faith to resolve any dispute concerning this Agreement through negotiation between authorized representatives. If these efforts are not successful, either party may then file an action in the Circuit Court of Collier County, which shall be the exclusive venue with respect to any disputes arising out of this Agreement.

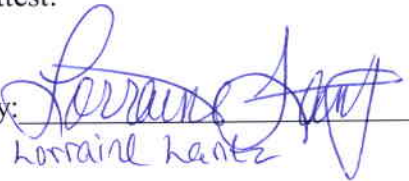
REMAINDER OF PAGE INTENTIONALLY LEFT BLANK  
SIGNATURE PAGE TO FOLLOW

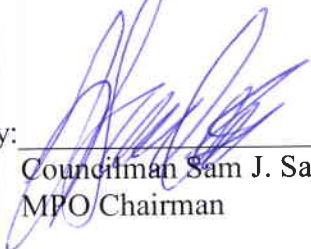


IN WITNESS WHEREOF, the MPO has caused this Agreement to be signed and executed by its Chairman, and the Employee has signed and executed this Agreement, both in duplicate, as of the month, date and year first above written.


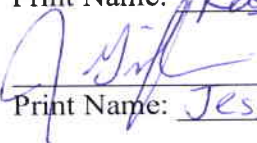
COLLIER METROPOLITAN PLANNING ORGANIZATION

Attest:

By:   
Lorraine Hantz

By:   
Councilman Sam J. Saad, III  
MPO Chairman

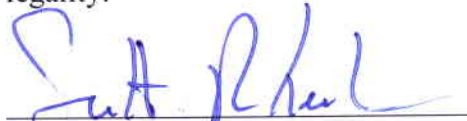
WITNESSES:

  
Print Name: Rosa Kozub  
  
Print Name: Jessica Griffin

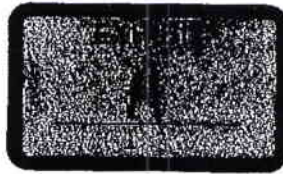
EMPLOYEE

By:   
Anne M. McLaughlin, Executive Director

Approved as to form and legality:

  
Scott R. Teach  
Deputy County Attorney

Attachment: Executive Director's Employment Agreement (4731 : Approval of Annual Performance Review of MPO Executive Director)



Class Code:  
Pay Grade: NA

## COLLIER MPO CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: EXECUTIVE DIRECTOR - MPO**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise planners and support staff in the preparation, update and maintenance of short and long-range multi-modal transportation plan, including a 20-year long-range transportation plan for Collier County. Provides staff support to the MPO Board, the Local Coordinating Board for the Transportation Disadvantaged and advisory committees. Directs the MPO planning program through the annual development and implementation of the Unified Planning Work Program. Ensures compliance with federal/state requirements for the annual adoption of a Transportation Improvement Program. Participates in activities of the Alternative Transportation Modes Department. Acts as a liaison to the Florida Department of Transportation on planning and work program issues.

Administers personnel matters in the MPO section including hiring, training, guidance and supervision of employees.

Evaluates and recommends courses of action for attaining desired objectives for MPO.

### ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages staff support to the Citizens' Advisory Committee, Technical Advisory Committee, MPO Board, Pathway Advisory Committee and the Local Coordinating Board for the Transportation Disadvantaged. Maintains committee bylaws and membership. Schedules meetings and documents committee and Board actions.

Maintains proactive management of the Collier MPO and open lines of communication with the Collier MPO Board members; including providing the Chairman with an update in advance of all MPO meetings.

Acts as liaison to local governments, representatives of state and citizens organizations on transportation matters including the MPO's long-range transportation plan.

Develops, maintains and implements a public involvement program to educate, inform and solicit comment from citizens and community agencies.

Prepares grant applications, including project scope of work and budget, for submittal to the Federal Highway Administration, Federal Transit Administration, Florida Commission for the Transportation Disadvantaged and the Florida Department of Transportation.

Manages the grant process including execution, documentation of labor and direct and indirect costs, preparation and submission of quarterly invoices and the reconciliation of grant expenditures and revenue during the fiscal year close out.

Prepares budget requests and monitors budget expenditures based upon the MPO's approved budget.

**Collier MPO • Executive Director - MPO****Code:**

Manages the support staff that maintains a transportation database of County roads, which includes various transportation statistical data, such as traffic volumes, peak hour factors, turning movement counts and population data.

Uses the Collier County Standard Transportation Model to forecast future traffic demand on County roads.

Assist project consultants in the development of annual forecasts for Collier County road projects and assists in the review of project traffic reports.

Oversees MPO projects including the Long Range Transportation Plan Update, Congestion Management System analysis data collection projects and transportation sub-area studies.

Assists other staff in roadway construction and development project review consistent with local, state and federal standards. Reviews projects for bicycle, pedestrian and transit needs consistent with policies and procedures identified in the Transit Development Plan, the Collier County Comprehensive Pathway Plan, the Long Range Transportation Plan and the Land Development Code.

Prepares and delivers presentations on MPO activities to the MPO Board, the Collier County Board of County Commissioners and other interested groups. Responds to citizens' questions or concerns relating to MPO activities.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing performance appraisals. Recruits, evaluates and selects qualified staff.

Operates a personal computer, telephones, copiers and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

**ADDITIONAL FUNCTIONS**

Performs general clerical work, including copying, preparing vouchers and purchase orders and working with other departments to deliver joint work projects.

Performs other related duties as required.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

**MINIMUM QUALIFICATIONS**

Master's Degree in Planning or closely related field; ten years of experience in transportation planning, administration, management and fiscal management; with at least two years direct experience with an MPO; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Florida driver's license. American Institute of Certified Planners (AICP) certification is desired.

Knowledge of the 3-C Urban Transportation Planning Process, the Travel Demand Forecasting Process and familiarity with state and federal grant guidelines and procedures.



## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to evaluate, audit, deduce and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity. Must be able to function in a managerial capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulae and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*Collier MPO is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Collier MPO will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Anne McLaughlin, Collier MPO Executive Director**  
**Performance Evaluation Form**  
For the time period: January 1, 2017 through December 31, 2017

BOARD MEMBER: Joe Battlo Date: 1-19-18

This Performance Evaluation is based on the form used to evaluate the previous Executive Director. The Evaluation form is divided into three parts. Part One contains evaluation measures that reflect the Metropolitan Planning Organization (MPO) Strategic Plan, as revised and adopted by the Board on December 9, 2016. Part Two addresses the roles and responsibilities outlined in the Director's Employment Agreement. Part Three provides the opportunity for MPO Board members to comment on and rate performance areas of their own choosing. The evaluation uses a rating scale of 1 to 3 for each evaluation area; with 1) Below Standards, 2) Meets Standards, and 3) Exceeds Standards.

Completed evaluation forms are due to the MPO Executive Director via email or hard copy by 9 am on September 6<sup>th</sup>, which is 48 hours before the September Board meeting, as required by the Director's Employment Agreement. A complete set of evaluation forms will be provided in the packet for the October 13, 2017 Board meeting along with a summary table showing the average rating based on the individual tallies.

The 2017 MPO Strategic Plan is attached for reference.

**PART ONE: Performance Evaluation Based Upon The MPO Strategic Plan**

The 2017 MPO Strategic Plan includes goals, strategies and measures explicitly stating the Board's expectations of the Director. The Strategic Plan requires the Director to report results to the Board on a quarterly and annual basis. Since this first, annual evaluation occurs toward the middle of the third quarter, the Director should be able to demonstrate results that put the MPO on track to fully meet each goal by the end of calendar year 2016.

**1. Improved Regional Collaboration**

Strategy: Maintain constructive relationships with the MPO Board, advisory committees, Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA), the Metropolitan Planning Organization Advisory Council (MPOAC) and regional MPO planning partners.

Measure: updated regional plans with broad public support; participate in regional initiatives in keeping with Board policies

Attachment: MPO Board Members' Reviews (4731 : Approval of Annual Performance Review of MPO Executive Director)



**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating		2	

**2. Improve Outreach Pertaining to Title VI and Environmental Justice**

**Strategy:** Proactively identify EJ communities and address their needs and concerns in all MPO plans. Develop Tribal Outreach and Communication Policy and update the Public Involvement Plan accordingly.

**Measure:** Deliverables include Title VI/EJ components of updated plans – the Congestion Management Plan and Comprehensive Pathways Plan; submit amendments related to Tribal Outreach and Communication to the PIP for Board consideration

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating		2	

**3. Improve Project Definition, Cost Estimating and Phasing**

**Strategy:** Develop guidance for sponsor agencies to improve project definition, scoping, cost estimating and phasing

**Measure:** Realistic project cost estimates submitted during the project prioritization process; propose project phasing to address annual funding.

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating		2	

**Establish Annual Benchmarking Report to MPO Board**

**Strategy:** Develop Annual Report template to track MPO performance; Establish benchmarks, related to adopted Plans and Policies.

**Measure:** Deliverable – Present Annual Report to MPO Board at the first Board meeting of each calendar year.

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating		2	

**PART TWO: Evaluation Areas based on MPO Director's Employment Agreement – Roles and Duties**

- I. Act as Chief Administrative Officer; report directly to the MPO Board; responsible for day to day implementation of MPO programs & activities; staff selection & supervision; direct & supervise professional service providers.

*Status Report; Accomplishments:*

*MPO Board Member Comments and Rating:*

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			3

- II. Perform duties and functions established by Interlocal and other Agreements, MPO Staff Services Agreement, Florida Statutes

*Status Report; Accomplishments:*

*MPO Board Member Comments and Rating:*

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			3

- III. Formulate recommendations regarding policies, rules, regulations, directives, programs, agreements, and all other documents requiring consideration, action, or approval of the MPO

*Status Report; Accomplishments:*

**MPO Board Member Comments and Rating:**

	<b>Below Standards</b>	<b>Meets Standards</b>	<b>Exceed Standards</b>
	1	2	3
<b>Rating</b>		2	

**IV. Prepare annual budgets & reports for approval of the MPO**

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

	<b>Below Standards</b>	<b>Meets Standards</b>	<b>Exceed Standards</b>
	1	2	3
<b>Rating</b>		2	

**PART THREE: Other Comments at the Discretion of Individual Board Members:**

***MPO Board Member Comments and Rating:***

*Very pleased w/ your work!*

	<b>Below Standards</b>	<b>Meets Standards</b>	<b>Exceed Standards</b>
	1	2	3
<b>Rating</b>		2	

**Anne McLaughlin, Collier MPO Executive Director**  
**Performance Evaluation Form**  
**For the time period: January 1, 2017 through December 31, 2017**

**BOARD MEMBER: \_Commissioner Donna Fiala\_\_\_\_\_ Date: January, 2018\_\_\_\_\_**

This Performance Evaluation is based on the form used to evaluate the previous Executive Director. The Evaluation form is divided into three parts. Part One contains evaluation measures that reflect the Metropolitan Planning Organization (MPO) Strategic Plan, **as revised and adopted by the Board on December 9, 2016**. Part Two addresses the roles and responsibilities outlined in the Director's Employment Agreement. Part Three provides the opportunity for MPO Board members to comment on and rate performance areas of their own choosing. The evaluation uses a rating scale of 1 to 3 for each evaluation area; with 1) Below Standards, 2) Meets Standards, and 3) Exceeds Standards.

**Completed evaluation forms are due to the MPO Executive Director via email or hard copy by 9 am on September 6<sup>th</sup>, which is 48 hours before the September Board meeting, as required by the Director's Employment Agreement.** A complete set of evaluation forms will be provided in the packet for the October 13, 2017 Board meeting along with a summary table showing the average rating based on the individual tallies.

The 2017 MPO Strategic Plan is attached for reference.

**PART ONE: Performance Evaluation Based Upon The MPO Strategic Plan**

The 2017 MPO Strategic Plan includes goals, strategies and measures explicitly stating the Board's expectations of the Director. The Strategic Plan requires the Director to report results to the Board on a quarterly and annual basis. Since this first, annual evaluation occurs toward the middle of the third quarter, the Director should be able to demonstrate results that put the MPO on track to fully meet each goal by the end of calendar year 2016.

**1. Improved Regional Collaboration**

Strategy: Maintain constructive relationships with the MPO Board, advisory committees, Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA), the Metropolitan Planning Organization Advisory Council (MPOAC) and regional MPO planning partners.

Measure: updated regional plans with broad public support; participate in regional initiatives in keeping with Board policies

**Status Report; Accomplishments:** I am assuming that the "Measure" above are actually your accomplishments.....

**MPO Board Member Comments and Rating:** If the above is correct, It looks like you've done everything we expect you to do. I am wondering what "broad public support" means. Does it mean you have spoken to people in the libraries, handed out pamphlets, had staff call residents???? I'm just not sure what this all means.

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating		2 1/2	

**2. Improve Outreach Pertaining to Title VI and Environmental Justice**

**Strategy:** Proactively identify EJ communities and address their needs and concerns in all MPO plans. Develop Tribal Outreach and Communication Policy and update the Public Involvement Plan accordingly.

**Measure:** Deliverables include Title VI/EJ components of updated plans – the Congestion Management Plan and Comprehensive Pathways Plan; submit amendments related to Tribal Outreach and Communication to the PIP for Board consideration

**Status Report; Accomplishments:** Again, is this column answered in "Measure"?

**MPO Board Member Comments and Rating:** I would like to hear about some of these accomplishments. It would be nice if you were able to call on us to explain some of these things as time goes by.

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating		2 1/2	

Attachment: MPO Board Members' Reviews (4731 : Approval of Annual Performance Review of MPO Executive Director)

**3. Improve Project Definition, Cost Estimating and Phasing**

Strategy: Develop guidance for sponsor agencies to improve project definition, scoping, cost estimating and phasing

Measure: Realistic project cost estimates submitted during the project prioritization process; propose project phasing to address annual funding.

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

The above "Measure" must have been your accomplishments?

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating		2	

**Establish Annual Benchmarking Report to MPO Board**

Strategy: Develop Annual Report template to track MPO performance; Establish benchmarks, related to adopted Plans and Policies.

Measure: Deliverable – Present Annual Report to MPO Board at the first Board meeting of each calendar year.

**Status Report; Accomplishments:????????????????????????????????**

**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			3

Attachment: MPO Board Members' Reviews (4731 : Approval of Annual Performance Review of MPO Executive Director)



**PART TWO: Evaluation Areas based on MPO Director's Employment Agreement – Roles and Duties**

- I. **Act as Chief Administrative Officer; report directly to the MPO Board; responsible for day to day implementation of MPO programs & activities; staff selection & supervision; direct & supervise professional service providers.**

**Status Report; Accomplishments:??**

**MPO Board Member Comments and Rating:**

No comments at all for accomplishments, deliverables or even Measure. Have you been able to work toward these goals? Not sure what to grade when there is no response. This is such an important topic, and I would have loved to see some communication in response. Does it meet standards? What have you done to get that done? Have you accomplished your goals? How can I grade this???

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			

- II. **Perform duties and functions established by Interlocal and other Agreements, MPO Staff Services Agreement, Florida Statutes**

**Status Report; Accomplishments:??**

**MPO Board Member Comments and Rating:**

With no answer or reply, I do not know how to grade this? Communication is really lacking regarding the operation of your department.

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			

Attachment: MPO Board Members' Reviews (4731 : Approval of Annual Performance Review of MPO Executive Director)

III. Formulate recommendations regarding policies, rules, regulations, directives, programs, agreements, and all other documents requiring consideration, action, or approval of the MPO

Status Report; Accomplishments??? Do you have any?

MPO Board Member Comments and Rating:

Did you have any recommendations? What have you done to accomplish this? Have you accomplished your goal? What was your goal??

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			

IV. Prepare annual budgets & reports for approval of the MPO

Status Report; Accomplishments:

MPO Board Member Comments and Rating:

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating		2	

Attachment: MPO Board Members' Reviews (4731 : Approval of Annual Performance Review of MPO Executive Director)

**PART THREE: Other Comments at the Discretion of Individual Board Members:*****MPO Board Member Comments and Rating:***

I was hoping to hear many accomplishments and staff participation, but we didn't get many answers to the questions, and it's impossible to grade someone when you have limited ideas as to what they have done. It concerns me that there is so little communication, yet she is our director. Do they accomplish goals? Does the staff feel comfortable and well informed? Do we have communication lines open with FDOT? How are we working with them to meet our goals? I have found this evaluation very difficult to respond to because of the lack of information or communication. I would be happy to give her a glowing report, if I knew what she is doing or accomplishing or how she works with staff. Just anything would be something!

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating	1		

## 2017 Strategic Plan for Collier MPO January 1, 2017 – December 30, 2017

Goal	Strategy	Measure
<i>Board Expectations of MPO Director</i>		<i>Director Reports to Board Quarterly &amp; Annual Basis</i>
<b>Improved Regional Collaboration</b>	Maintain constructive relationships with Board, Committees FDOT, FHWA, MPOs MPOAC and Regional Associations	Updated regional plans with broad public support; participate in regional initiatives in keeping with Board policies
<b>Improve Outreach Pertaining to Title VI and Environmental Justice</b>	Proactively identify EJ communities and address their needs and concerns in all plans. Develop Tribal Outreach & Communication Policy and update PIP accordingly	Deliverables include Title VI/EJ components of updated plans (CMP, CPP); submit amendments to the PIP for Board consideration
<b>Improve Project Definition, Cost Estimating and Phasing</b>	Develop guidance for sponsor agencies to improve project definition, cost estimating and phasing	Realistic project cost estimates provided during the project prioritization process; propose project phasing to address annual funding;
<b>Establish Annual Benchmarking Report to MPO Board</b>	Develop Annual Report template to track MPO performance; Establish Benchmarks, relate to adopted Plans & Policies	Deliverable – Present Annual Report to MPO Board at the first Board meeting of each calendar year

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Adopted December 9, 2016

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**Anne McLaughlin, Collier MPO Executive Director**  
**Performance Evaluation Form**  
For the time period: January 1, 2017 through December 31, 2017

BOARD MEMBER: McDaniel Date: 12/8/17

This Performance Evaluation is based on the form used to evaluate the previous Executive Director. The Evaluation form is divided into three parts. Part One contains evaluation measures that reflect the Metropolitan Planning Organization (MPO) Strategic Plan, **as revised and adopted by the Board on December 9, 2016**. Part Two addresses the roles and responsibilities outlined in the Director's Employment Agreement. Part Three provides the opportunity for MPO Board members to comment on and rate performance areas of their own choosing. The evaluation uses a rating scale of 1 to 3 for each evaluation area; with 1) Below Standards, 2) Meets Standards, and 3) Exceeds Standards.

**Completed evaluation forms are due to the MPO Executive Director via email or hard copy by 9 am on September 6<sup>th</sup>, which is 48 hours before the September Board meeting, as required by the Director's Employment Agreement.** A complete set of evaluation forms will be provided in the packet for the October 13, 2017 Board meeting along with a summary table showing the average rating based on the individual tallies.

The 2017 MPO Strategic Plan is attached for reference.

**PART ONE: Performance Evaluation Based Upon The MPO Strategic Plan**

The 2017 MPO Strategic Plan includes goals, strategies and measures explicitly stating the Board's expectations of the Director. The Strategic Plan requires the Director to report results to the Board on a quarterly and annual basis. Since this first, annual evaluation occurs toward the middle of the third quarter, the Director should be able to demonstrate results that put the MPO on track to fully meet each goal by the end of calendar year 2016.

**1. Improved Regional Collaboration**

Strategy: Maintain constructive relationships with the MPO Board, advisory committees, Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA), the Metropolitan Planning Organization Advisory Council (MPOAC) and regional MPO planning partners.

Measure: updated regional plans with broad public support; participate in regional initiatives in keeping with Board policies

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			✓

**2. Improve Outreach Pertaining to Title VI and Environmental Justice**

**Strategy:** Proactively identify EJ communities and address their needs and concerns in all MPO plans. Develop Tribal Outreach and Communication Policy and update the Public Involvement Plan accordingly.

**Measure:** Deliverables include Title VI/EJ components of updated plans – the Congestion Management Plan and Comprehensive Pathways Plan; submit amendments related to Tribal Outreach and Communication to the PIP for Board consideration

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			✓

**3. Improve Project Definition, Cost Estimating and Phasing**

**Strategy:** Develop guidance for sponsor agencies to improve project definition, scoping, cost estimating and phasing

**Measure:** Realistic project cost estimates submitted during the project prioritization process; propose project phasing to address annual funding.

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			X

**Establish Annual Benchmarking Report to MPO Board**

**Strategy:** Develop Annual Report template to track MPO performance; Establish benchmarks, related to adopted Plans and Policies.

**Measure:** Deliverable – Present Annual Report to MPO Board at the first Board meeting of each calendar year.

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			X

Attachment: MPO Board Members' Reviews (4731 : Approval of Annual Performance Review of MPO Executive Director)

**PART TWO: Evaluation Areas based on MPO Director's Employment Agreement – Roles and Duties**

- I. Act as Chief Administrative Officer; report directly to the MPO Board; responsible for day to day implementation of MPO programs & activities; staff selection & supervision; direct & supervise professional service providers.

*Status Report; Accomplishments:*

*MPO Board Member Comments and Rating:*

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			X

- II. Perform duties and functions established by Interlocal and other Agreements, MPO Staff Services Agreement, Florida Statutes

*Status Report; Accomplishments:*

*MPO Board Member Comments and Rating:*

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			X

- III. Formulate recommendations regarding policies, rules, regulations, directives, programs, agreements, and all other documents requiring consideration, action, or approval of the MPO

*Status Report; Accomplishments:*

Attachment: MPO Board Members' Reviews (4731 : Approval of Annual Performance Review of MPO Executive Director)



**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			

**IV. Prepare annual budgets & reports for approval of the MPO**

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			X

Attachment: MPO Board Members' Reviews (4731 : Approval of Annual Performance Review of MPO Executive Director)

**PART THREE: Other Comments at the Discretion of Individual Board Members:**

***MPO Board Member Comments and Rating:***

Regularly suggests policy initiatives that enhance MPO's functionality.

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			X

2017 Strategic Plan for Collier MPO January 1, 2017 – December 30, 2017

Goal	Strategy	Measure
<b>Board Expectations of MPO Director</b>		<b>Director Reports to Board Quarterly &amp; Annual Basis</b>
<b>Improved Regional Collaboration</b>	Maintain constructive relationships with Board, Committees FDOT, FHWA, MPOs MPOAC and Regional Associations	Updated regional plans with broad public support; participate in regional initiatives in keeping with Board policies
<b>Improve Outreach Pertaining to Title VI and Environmental Justice</b>	Proactively identify EJ communities and address their needs and concerns in all plans. Develop Tribal Outreach & Communication Policy and update PIP accordingly	Deliverables include Title VI/EJ components of updated plans (CMP, CPP); submit amendments to the PIP for Board consideration .
<b>Improve Project Definition, Cost Estimating and Phasing</b>	Develop guidance for sponsor agencies to improve project definition, cost estimating and phasing	Realistic project cost estimates provided during the project prioritization process; propose project phasing to address annual funding;
<b>Establish Annual Benchmarking Report to MPO Board</b>	Develop Annual Report template to track MPO performance; Establish Benchmarks, relate to adopted Plans & Policies	Deliverable – Present Annual Report to MPO Board at the first Board meeting of each calendar year

Adopted December 9, 2016

Attachment: MPO Board Members' Reviews (4731 : Approval of Annual Performance Review of MPO Executive Director)



**Anne McLaughlin, Collier MPO Executive Director**  
**Performance Evaluation Form**  
For the time period: January 1, 2017 through December 31, 2017

BOARD MEMBER: LINDA S. PENNIMAN Date: 12/9/17

This Performance Evaluation is based on the form used to evaluate the previous Executive Director. The Evaluation form is divided into three parts. Part One contains evaluation measures that reflect the Metropolitan Planning Organization (MPO) Strategic Plan, **as revised and adopted by the Board on December 9, 2016**. Part Two addresses the roles and responsibilities outlined in the Director's Employment Agreement. Part Three provides the opportunity for MPO Board members to comment on and rate performance areas of their own choosing. The evaluation uses a rating scale of 1 to 3 for each evaluation area; with 1) Below Standards, 2) Meets Standards, and 3) Exceeds Standards.

**Completed evaluation forms are due to the MPO Executive Director via email or hard copy by 9 am on September 6<sup>th</sup>, which is 48 hours before the September Board meeting, as required by the Director's Employment Agreement.** A complete set of evaluation forms will be provided in the packet for the October 13, 2017 Board meeting along with a summary table showing the average rating based on the individual tallies.

The 2017 MPO Strategic Plan is attached for reference.

**PART ONE: Performance Evaluation Based Upon The MPO Strategic Plan**

The 2017 MPO Strategic Plan includes goals, strategies and measures explicitly stating the Board's expectations of the Director. The Strategic Plan requires the Director to report results to the Board on a quarterly and annual basis. Since this first, annual evaluation occurs toward the middle of the third quarter, the Director should be able to demonstrate results that put the MPO on track to fully meet each goal by the end of calendar year 2016.

**1. Improved Regional Collaboration**

Strategy: Maintain constructive relationships with the MPO Board, advisory committees, Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA), the Metropolitan Planning Organization Advisory Council (MPOAC) and regional MPO planning partners.

Measure: updated regional plans with broad public support; participate in regional initiatives in keeping with Board policies

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

*Alma - I have always found you to be available to me at any time & be able to explain easily whatever the focus is at the time.*

*Certainly, you have shared with us how ubiquitous you have been this year insofar as attending meetings & events.*

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			3

**2. Improve Outreach Pertaining to Title VI and Environmental Justice**

**Strategy:** Proactively identify EJ communities and address their needs and concerns in all MPO plans. Develop Tribal Outreach and Communication Policy and update the Public Involvement Plan accordingly.

**Measure:** Deliverables include Title VI/EJ components of updated plans – the Congestion Management Plan and Comprehensive Pathways Plan; submit amendments related to Tribal Outreach and Communication to the PIP for Board consideration

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

*He are unique in this regard - thanks singularly to your efforts. Keep up the good communications with these folks - it is an imperative in my book.*

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			3

**3. Improve Project Definition, Cost Estimating and Phasing**

**Strategy:** Develop guidance for sponsor agencies to improve project definition, scoping, cost estimating and phasing

Measure: Realistic project cost estimates submitted during the project prioritization process; propose project phasing to address annual funding.

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:** - *No real comments here - I feel you have satisfied this well.*

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating		2	

**Establish Annual Benchmarking Report to MPO Board**

Strategy: Develop Annual Report template to track MPO performance; Establish benchmarks, related to adopted Plans and Policies.

Measure: Deliverable – Present Annual Report to MPO Board at the first Board meeting of each calendar year.

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:** *I feel this is critical to continuing to raise the performance bar. We want you at the top of your game; to be able to measure that is compulsory.*

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			3

Attachment: MPO Board Members' Reviews (4731 : Approval of Annual Performance Review of MPO Executive Director)

**PART TWO: Evaluation Areas based on MPO Director's Employment Agreement – Roles and Duties**

- I. Act as Chief Administrative Officer; report directly to the MPO Board; responsible for day to day implementation of MPO programs & activities; staff selection & supervision; direct & supervise professional service providers.

*Status Report; Accomplishments:*

*MPO Board Member Comments and Rating:*

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			3

- II. Perform duties and functions established by Interlocal and other Agreements, MPO Staff Services Agreement, Florida Statutes

*Status Report; Accomplishments:*

*MPO Board Member Comments and Rating:*

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			3

- III. Formulate recommendations regarding policies, rules, regulations, directives, programs, agreements, and all other documents requiring consideration, action, or approval of the MPO

*Status Report; Accomplishments:*

Attachment: MPO Board Members' Reviews (4731 : Approval of Annual Performance Review of MPO Executive Director)



**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			3

**IV. Prepare annual budgets & reports for approval of the MPO**

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			3

Attachment: MPO Board Members' Reviews (4731 : Approval of Annual Performance Review of MPO Executive Director)

**PART THREE: Other Comments at the Discretion of Individual Board Members:**

**MPO Board Member Comments and Rating:**

*I am pleased that we will be incorporating elevations of areas into our planning for roads.*

*CAC quarterly averages are meeting - hope we can figure that out!*

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			3

## 2017 Strategic Plan for Collier MPO January 1, 2017 – December 30, 2017

Goal	Strategy	Measure
<b>Board Expectations of MPO Director</b>		<b>Director Reports to Board Quarterly &amp; Annual Basis</b>
<b>Improved Regional Collaboration</b>	Maintain constructive relationships with Board, Committees FDOT, FHWA, MPOs MPOAC and Regional Associations	Updated regional plans with broad public support; participate in regional initiatives in keeping with Board policies
<b>Improve Outreach Pertaining to Title VI and Environmental Justice</b>	Proactively identify EJ communities and address their needs and concerns in all plans. Develop Tribal Outreach & Communication Policy and update PIP accordingly	Deliverables include Title VI/EJ components of updated plans (CMP, CPP); submit amendments to the PIP for Board consideration .
<b>Improve Project Definition, Cost Estimating and Phasing</b>	Develop guidance for sponsor agencies to improve project definition, cost estimating and phasing	Realistic project cost estimates provided during the project prioritization process; propose project phasing to address annual funding;
<b>Establish Annual Benchmarking Report to MPO Board</b>	Develop Annual Report template to track MPO performance; Establish Benchmarks, relate to adopted Plans & Policies	Deliverable – Present Annual Report to MPO Board at the first Board meeting of each calendar year

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*Adopted December 9, 2016*

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**Anne McLaughlin, Collier MPO Executive Director**  
**Performance Evaluation Form**  
For the time period: January 1, 2017 through December 31, 2017

BOARD MEMBER: Burt Saunders Date: December 8, 2017

This Performance Evaluation is based on the form used to evaluate the previous Executive Director. The Evaluation form is divided into three parts. Part One contains evaluation measures that reflect the Metropolitan Planning Organization (MPO) Strategic Plan, **as revised and adopted by the Board on December 9, 2016**. Part Two addresses the roles and responsibilities outlined in the Director's Employment Agreement. Part Three provides the opportunity for MPO Board members to comment on and rate performance areas of their own choosing. The evaluation uses a rating scale of 1 to 3 for each evaluation area; with 1) Below Standards, 2) Meets Standards, and 3) Exceeds Standards.

**Completed evaluation forms are due to the MPO Executive Director via email or hard copy by 9 am on September 6<sup>th</sup>, which is 48 hours before the September Board meeting, as required by the Director's Employment Agreement.** A complete set of evaluation forms will be provided in the packet for the October 13, 2017 Board meeting along with a summary table showing the average rating based on the individual tallies.

The 2017 MPO Strategic Plan is attached for reference.

**PART ONE: Performance Evaluation Based Upon The MPO Strategic Plan**

The 2017 MPO Strategic Plan includes goals, strategies and measures explicitly stating the Board's expectations of the Director. The Strategic Plan requires the Director to report results to the Board on a quarterly and annual basis. Since this first, annual evaluation occurs toward the middle of the third quarter, the Director should be able to demonstrate results that put the MPO on track to fully meet each goal by the end of calendar year 2016.

**1. Improved Regional Collaboration**

Strategy: Maintain constructive relationships with the MPO Board, advisory committees, Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA), the Metropolitan Planning Organization Advisory Council (MPOAC) and regional MPO planning partners.

Measure: updated regional plans with broad public support; participate in regional initiatives in keeping with Board policies

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			X

**2. Improve Outreach Pertaining to Title VI and Environmental Justice**

Strategy: Proactively identify EJ communities and address their needs and concerns in all MPO plans. Develop Tribal Outreach and Communication Policy and update the Public Involvement Plan accordingly.

Measure: Deliverables include Title VI/EJ components of updated plans – the Congestion Management Plan and Comprehensive Pathways Plan; submit amendments related to Tribal Outreach and Communication to the PIP for Board consideration

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			X

**3. Improve Project Definition, Cost Estimating and Phasing**

Strategy: Develop guidance for sponsor agencies to improve project definition, scoping, cost estimating and phasing

Measure: Realistic project cost estimates submitted during the project prioritization process; propose project phasing to address annual funding.

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			X

**Establish Annual Benchmarking Report to MPO Board**

Strategy: Develop Annual Report template to track MPO performance; Establish benchmarks, related to adopted Plans and Policies.

Measure: Deliverable – Present Annual Report to MPO Board at the first Board meeting of each calendar year.

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			X

Attachment: MPO Board Members' Reviews (4731 : Approval of Annual Performance Review of MPO Executive Director)

**PART TWO: Evaluation Areas based on MPO Director's Employment Agreement – Roles and Duties**

- I. Act as Chief Administrative Officer; report directly to the MPO Board; responsible for day to day implementation of MPO programs & activities; staff selection & supervision; direct & supervise professional service providers.

*Status Report; Accomplishments:*

*MPO Board Member Comments and Rating:*

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			X

- II. Perform duties and functions established by Interlocal and other Agreements, MPO Staff Services Agreement, Florida Statutes

*Status Report; Accomplishments:*

*MPO Board Member Comments and Rating:*

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			X

- III. Formulate recommendations regarding policies, rules, regulations, directives, programs, agreements, and all other documents requiring consideration, action, or approval of the MPO

*Status Report; Accomplishments:*

Attachment: MPO Board Members' Reviews (4731 : Approval of Annual Performance Review of MPO Executive Director)



**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			X

**IV. Prepare annual budgets & reports for approval of the MPO**

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			X

Attachment: MPO Board Members' Reviews (4731 : Approval of Annual Performance Review of MPO Executive Director)

**PART THREE: Other Comments at the Discretion of Individual Board Members:**

*MPO Board Member Comments and Rating:*

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			X

## 2017 Strategic Plan for Collier MPO January 1, 2017 – December 30, 2017

Goal	Strategy	Measure
<b>Board Expectations of MPO Director</b>		<b>Director Reports to Board Quarterly &amp; Annual Basis</b>
<b>Improved Regional Collaboration</b>	Maintain constructive relationships with Board, Committees FDOT, FHWA, MPOs MPOAC and Regional Associations	Updated regional plans with broad public support; participate in regional initiatives in keeping with Board policies
<b>Improve Outreach Pertaining to Title VI and Environmental Justice</b>	Proactively identify EJ communities and address their needs and concerns in all plans. Develop Tribal Outreach & Communication Policy and update PIP accordingly	Deliverables include Title VI/EJ components of updated plans (CMP, CPP); submit amendments to the PIP for Board consideration .
<b>Improve Project Definition, Cost Estimating and Phasing</b>	Develop guidance for sponsor agencies to improve project definition, cost estimating and phasing	Realistic project cost estimates provided during the project prioritization process; propose project phasing to address annual funding;
<b>Establish Annual Benchmarking Report to MPO Board</b>	Develop Annual Report template to track MPO performance; Establish Benchmarks, relate to adopted Plans & Policies	Deliverable – Present Annual Report to MPO Board at the first Board meeting of each calendar year

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Adopted December 9, 2016

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**Anne McLaughlin, Collier MPO Executive Director**  
**Performance Evaluation Form**  
 For the time period: January 1, 2017 through December 31, 2017

BOARD MEMBER: Penny Taylor Date: 1/22/18

This Performance Evaluation is based on the form used to evaluate the previous Executive Director. The Evaluation form is divided into three parts. Part One contains evaluation measures that reflect the Metropolitan Planning Organization (MPO) Strategic Plan, **as revised and adopted by the Board on December 9, 2016**. Part Two addresses the roles and responsibilities outlined in the Director's Employment Agreement. Part Three provides the opportunity for MPO Board members to comment on and rate performance areas of their own choosing. The evaluation uses a rating scale of 1 to 3 for each evaluation area; with 1) Below Standards, 2) Meets Standards, and 3) Exceeds Standards.

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The 2017 MPO Strategic Plan is attached for reference.

**PART ONE: Performance Evaluation Based Upon The MPO Strategic Plan**

The 2017 MPO Strategic Plan includes goals, strategies and measures explicitly stating the Board's expectations of the Director. The Strategic Plan requires the Director to report results to the Board on a quarterly and annual basis. Since this first, annual evaluation occurs toward the middle of the third quarter, the Director should be able to demonstrate results that put the MPO on track to fully meet each goal by the end of calendar year 2016.

**1. Improved Regional Collaboration**

Strategy: Maintain constructive relationships with the MPO Board, advisory committees, Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA), the Metropolitan Planning Organization Advisory Council (MPOAC) and regional MPO planning partners.

Measure: updated regional plans with broad public support; participate in regional initiatives in keeping with Board policies

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			3

**2. Improve Outreach Pertaining to Title VI and Environmental Justice**

Strategy: Proactively identify EJ communities and address their needs and concerns in all MPO plans. Develop Tribal Outreach and Communication Policy and update the Public Involvement Plan accordingly.

Measure: Deliverables include Title VI/EJ components of updated plans – the Congestion Management Plan and Comprehensive Pathways Plan; submit amendments related to Tribal Outreach and Communication to the PIP for Board consideration

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			3

**3. Improve Project Definition, Cost Estimating and Phasing**

Strategy: Develop guidance for sponsor agencies to improve project definition, scoping, cost estimating and phasing

Attachment: MPO Board Members' Reviews (4731 : Approval of Annual Performance Review of MPO Executive Director)

Measure: Realistic project cost estimates submitted during the project prioritization process; propose project phasing to address annual funding.

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating		2	

**Establish Annual Benchmarking Report to MPO Board**

Strategy: Develop Annual Report template to track MPO performance; Establish benchmarks, related to adopted Plans and Policies.

Measure: Deliverable – Present Annual Report to MPO Board at the first Board meeting of each calendar year.

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			2

Attachment: MPO Board Members' Reviews (4731 : Approval of Annual Performance Review of MPO Executive Director)

**PART TWO: Evaluation Areas based on MPO Director’s Employment Agreement – Roles and Duties**

- I. Act as Chief Administrative Officer; report directly to the MPO Board; responsible for day to day implementation of MPO programs & activities; staff selection & supervision; direct & supervise professional service providers.

*Status Report; Accomplishments:*

*MPO Board Member Comments and Rating:*

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			3

- II. Perform duties and functions established by Interlocal and other Agreements, MPO Staff Services Agreement, Florida Statutes

*Status Report; Accomplishments:*

*MPO Board Member Comments and Rating:*

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			3

- III. Formulate recommendations regarding policies, rules, regulations, directives, programs, agreements, and all other documents requiring consideration, action, or approval of the MPO

*Status Report; Accomplishments:*

Attachment: MPO Board Members' Reviews (4731 : Approval of Annual Performance Review of MPO Executive Director)

**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating		2	

**IV. Prepare annual budgets & reports for approval of the MPO**

**Status Report; Accomplishments:**

**MPO Board Member Comments and Rating:**

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating		2	



PART THREE: Other Comments at the Discretion of Individual Board Members:*MPO Board Member Comments and Rating:*

	Below Standards	Meets Standards	Exceed Standards
	1	2	3
Rating			3

Ms McLaughlin,

It has been a pleasure working with you as Chair of the MPO. Morale and work product of the MPO has improved because of your leadership. You are a hard worker and bring years of experience to the MPO - great value, great value as we plan for the future.

Your annual report was outstanding, Anne, and I believe that you have set the MPO on the right course.

Well done!

Lenny Doyle

## 2017 Strategic Plan for Collier MPO January 1, 2017 – December 30, 2017

Goal	Strategy	Measure
<i>Board Expectations of MPO Director</i>		<i>Director Reports to Board Quarterly &amp; Annual Basis</i>
<b>Improved Regional Collaboration</b>	Maintain constructive relationships with Board, Committees FDOT, FHWA, MPOs MPOAC and Regional Associations	Updated regional plans with broad public support; participate in regional initiatives in keeping with Board policies
<b>Improve Outreach Pertaining to Title VI and Environmental Justice</b>	Proactively identify EJ communities and address their needs and concerns in all plans. Develop Tribal Outreach & Communication Policy and update PIP accordingly	Deliverables include Title VI/EJ components of updated plans (CMP, CPP); submit amendments to the PIP for Board consideration
<b>Improve Project Definition, Cost Estimating and Phasing</b>	Develop guidance for sponsor agencies to improve project definition, cost estimating and phasing	Realistic project cost estimates provided during the project prioritization process; propose project phasing to address annual funding;
<b>Establish Annual Benchmarking Report to MPO Board</b>	Develop Annual Report template to track MPO performance; Establish Benchmarks, relate to adopted Plans & Policies	Deliverable – Present Annual Report to MPO Board at the first Board meeting of each calendar year

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*Adopted December 9, 2016*

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**Preliminary Aggregated Ratings  
Director's Evaluations for Calendar Year 2017**

Board Member	Part One: Strategic Plan Performance Measures				Part Two: Employment Agreement Roles & Duties				
	Regional Cooperation	Title VI & EJ	Cost Estimating	Annual Report	MPO Administration	Uphold Agreements, Statutes	Recommend Policies	Annual Budget & Reports	Board Member's Option
Councilman Batte	2	2	2	2	3	3	2	2	2
Councilman Buxton									
Commissioner Fiala	2.5	2.5	2	3				2	1
Commissioner McDaniel	3	3	3	2	3	3		3	3
Councilwoman Penniman	3	3	2	3	3	3	3	3	3
Commissioner Saunders	3	3	3	3	3	3	3	3	3
Commissioner Solis									
Commissioner Taylor	3	3	2	3	3	3	2	2	3
<b>Totals</b>	16.5	16.5	14	16	15	15	10	15	15
<b>Average</b>	<b>2.75</b>	<b>2.75</b>	<b>2.33</b>	<b>2.67</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>

Attachment: Preliminary Aggregated Rating Scores and Comment Summary (4731 : Approval of Annual

Preliminary Comment Summary

Evaluation Criteria	Board Member					
	Batte	Fiala	McDaniel	Penniman	Saunders	Taylor
Regional Cooperation		wondering what 'broad public support' means		Have always found you to be available at any time & able to explain easily whatever the issue is....		
Title VI & EJ		would like to hear about some of these accomplishments		We are unique in this regard - thanks singularly to your efforts. Keep up the good communication with these folks - it is an imperative in my book.		
Cost Estimating		Your accomplishments?		No real comments...feel you have satisfied this well.		
Annual Report		Accomplishments?		This is critical to continuing to raise the performance bar. We want you at the top of your game ...to be able to measure that is comforting.		Your Annual Report was outstanding and I believe that you have set the MPO on the right course. Well done.
MPO Administration		No comments for accomplishments deliverables or measure. Have you been able to work toward these goals?				
Uphold Agreements, Statutes		With no answer or reply, I do not know how to grade this. Communication is really lacking regarding operation of your department				
Recommend Policies		Do you have any recommendations? What is your goal? What are your accomplishments?				
Annual Budget & Reports						
Board Member's Option	very pleased w/ your work	Was hoping to hear many accomplishments and staff participation but we didn't get many answers to the questions...	Regularly suggests policy initiatives that enhance MPO's functionality	Am pleased that we will be incorporating elevations of areas into our planning for roads. CAC quorum averages are vexing - hope you can figure that out.		It has been a pleasure working with you as Chair. Morale & work product of the MPO has improved because of your leadership.

Attachment: Preliminary Aggregated Rating Scores and Comment Summary (4731 : Approval of Annual

## **EXECUTIVE SUMMARY**

### **Presentation on Collier County Interactive Growth Model**

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**OBJECTIVE:** For the Board to receive a presentation on the Collier County Interactive Growth Model.

**CONSIDERATIONS:** During the December MPO Board meeting, while discussing the need for staff to begin working on the next Long Range Transportation Plan (LRTP) update, Commissioner McDaniel referred to the analytical capabilities of the County's Interactive Growth Model (CIGM), and explained that it would be a valuable tool for projecting future development and modeling transportation network needs. Thaddeus Cohen, Growth Management Department (GMD) Director, followed up by offering a presentation on the CIGM by GMD staff at the February Board meeting.

**COMMITTEE RECOMMENDATIONS:** Not applicable

**STAFF RECOMMENDATION:** That the Board receives a presentation on the Collier County Interactive Growth Model.

Prepared By: Anne McLaughlin, MPO Director

### **ATTACHMENT(S)**

1. Collier County Interactive Growth Model Presentation (PDF)

02/09/2018

**COLLIER COUNTY  
Metropolitan Planning Organization**

**Item Number:** 11.A**Doc ID:** 4732**Item Summary:** Presentation on Collier County Interactive Growth Model**Meeting Date:** 02/09/2018**Prepared by:**

Title: Planner, Senior – Metropolitan Planning Organization

Name: Brandy Otero

02/01/2018 10:34 AM

**Submitted by:**

Title: Executive Director - MPO – Metropolitan Planning Organization

Name: Anne McLaughlin

02/01/2018 10:34 AM

**Approved By:**

## Review:

Metropolitan Planning Organization	Brandy Otero	MPO Analyst Review	Completed	02/01/2018 10:35 AM
Metropolitan Planning Organization	Brandy Otero	MPO Executive Director Review	Skipped	02/01/2018 10:35 AM
Metropolitan Planning Organization	Anne McLaughlin	Meeting Pending		02/09/2018 9:00 AM



# Collier County Interactive Growth Model (CIGM)

January 23, 2018

Dr. Paul Van Buskirk, P.E., AICP

David Farmer, P.E., AICP



# What is the CIGM Ver 3?

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## **CIGM is a Proactive Planning Tool**

- The CIGM Ver 3 is a powerful, proactive planning and growth management tool that forecasts when and where development (i.e. housing units, population, household size, vacancy rate) will take place for each, of 783 zones (TAZs), in which the county is divided into and forecasted in 5 year increments to build out.
- It can identify deficiencies in land use regulations and forecast economic trends.

# What is the CIGM Ver 3?

---

## A Proactive Planning Tool

- It can be programmed to predict the need for and timing of commercial centers, schools, parks, fire stations, and utility expansions in order to optimize the return on public capital investments.
- It can demonstrate alternative growth scenarios and their impacts (i.e. changes in the regulations of the RFMUD, RLSA).

# What is the CIGM Ver 3?

---

**The CIGM Ver 3 has several sub models:**

- Housing and population
- Commercial
- Parks
- Fire Stations
- Sheriff Sub-stations
- Libraries
- Hotel/Motels
- Industrial
- Water/Utilities
- Stormwater/ Impervious Area
- Schools

# Interactive Growth Model Study Area Future Land Use Map

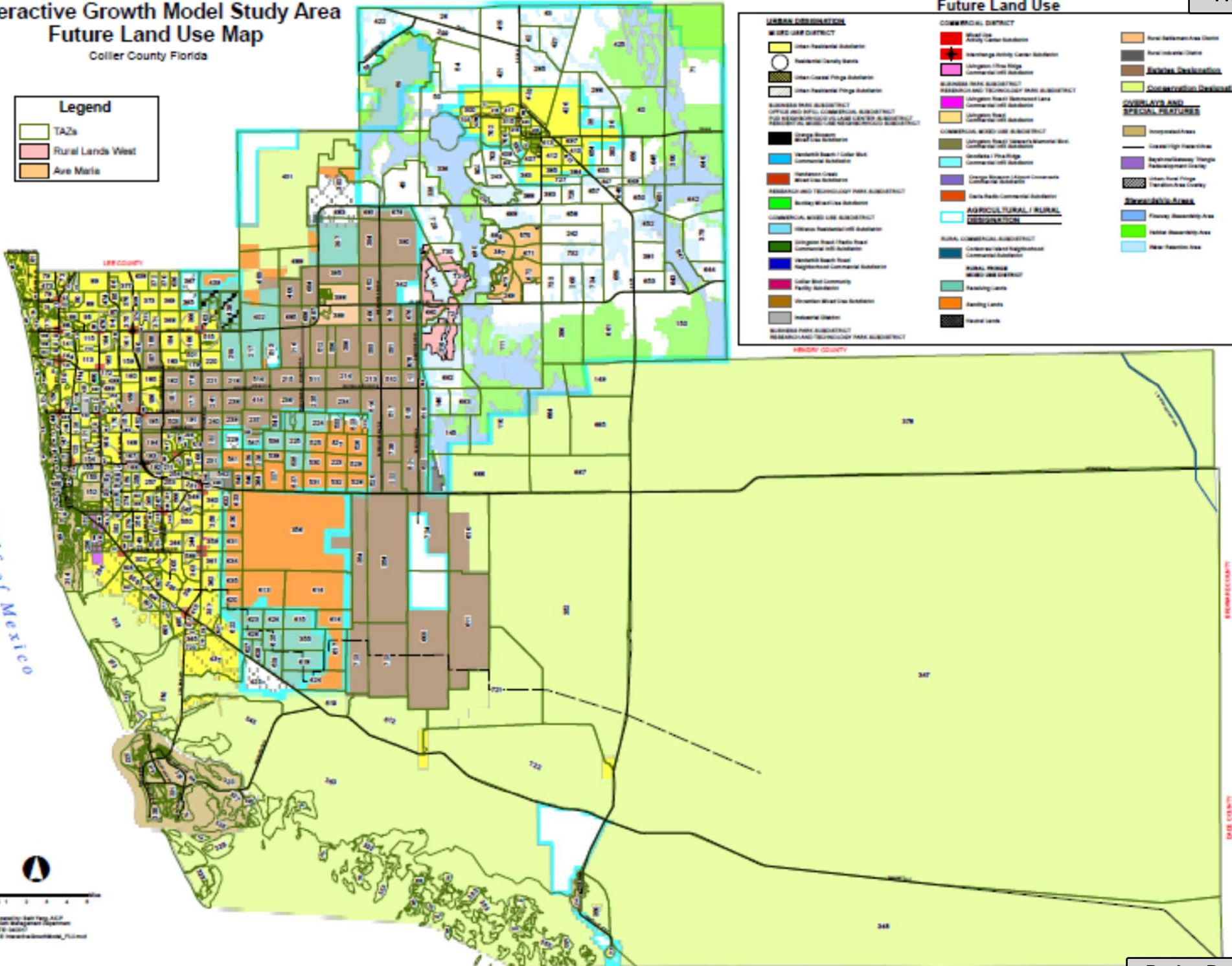
Collier County Florida

### Legend

- TAZs
- Rural Lands West
- Ave Maria

### Future Land Use

<b>URBAN DESIGNATION</b>	<b>COMMERCIAL DISTRICT</b>	<b>OVERLAYS AND SPECIAL FEATURES</b>
<b>URBAN USE DISTRICT</b>	<b>COMMERCIAL WOOD USE SUBDISTRICT</b>	<b>AGRICULTURAL / RURAL DEVELOPMENT</b>
<b>URBAN WOOD USE SUBDISTRICT</b>	<b>RURAL COMMERCIAL SUBDISTRICT</b>	<b>RURAL WOOD USE SUBDISTRICT</b>
<b>URBAN RESIDENTIAL SUBDISTRICT</b>	<b>URBAN RESIDENTIAL WOOD SUBDISTRICT</b>	<b>RURAL RESIDENTIAL SUBDISTRICT</b>
<b>URBAN GENERAL SUBDISTRICT</b>	<b>URBAN COMMUNITY DEVELOPMENT SUBDISTRICT</b>	<b>RURAL GENERAL SUBDISTRICT</b>
<b>URBAN SINGLE-FAMILY SUBDISTRICT</b>	<b>URBAN MULTIFAMILY SUBDISTRICT</b>	<b>RURAL AGRICULTURAL SUBDISTRICT</b>
<b>URBAN MULTIFAMILY SUBDISTRICT</b>	<b>URBAN INDUSTRIAL SUBDISTRICT</b>	<b>RURAL INDUSTRIAL SUBDISTRICT</b>
<b>URBAN OFFICE AND PROFESSIONAL SUBDISTRICT</b>	<b>URBAN RESEARCH AND DEVELOPMENT SUBDISTRICT</b>	<b>RURAL RECREATION SUBDISTRICT</b>
<b>URBAN COMMERCIAL OFFICE SUBDISTRICT</b>	<b>URBAN COMMERCIAL OFFICE SUBDISTRICT</b>	<b>RURAL CONSERVATION SUBDISTRICT</b>
<b>URBAN COMMERCIAL OFFICE SUBDISTRICT</b>	<b>URBAN COMMERCIAL OFFICE SUBDISTRICT</b>	<b>RURAL CONSERVATION SUBDISTRICT</b>



Gulf of Mexico

SARASOTA COUNTY

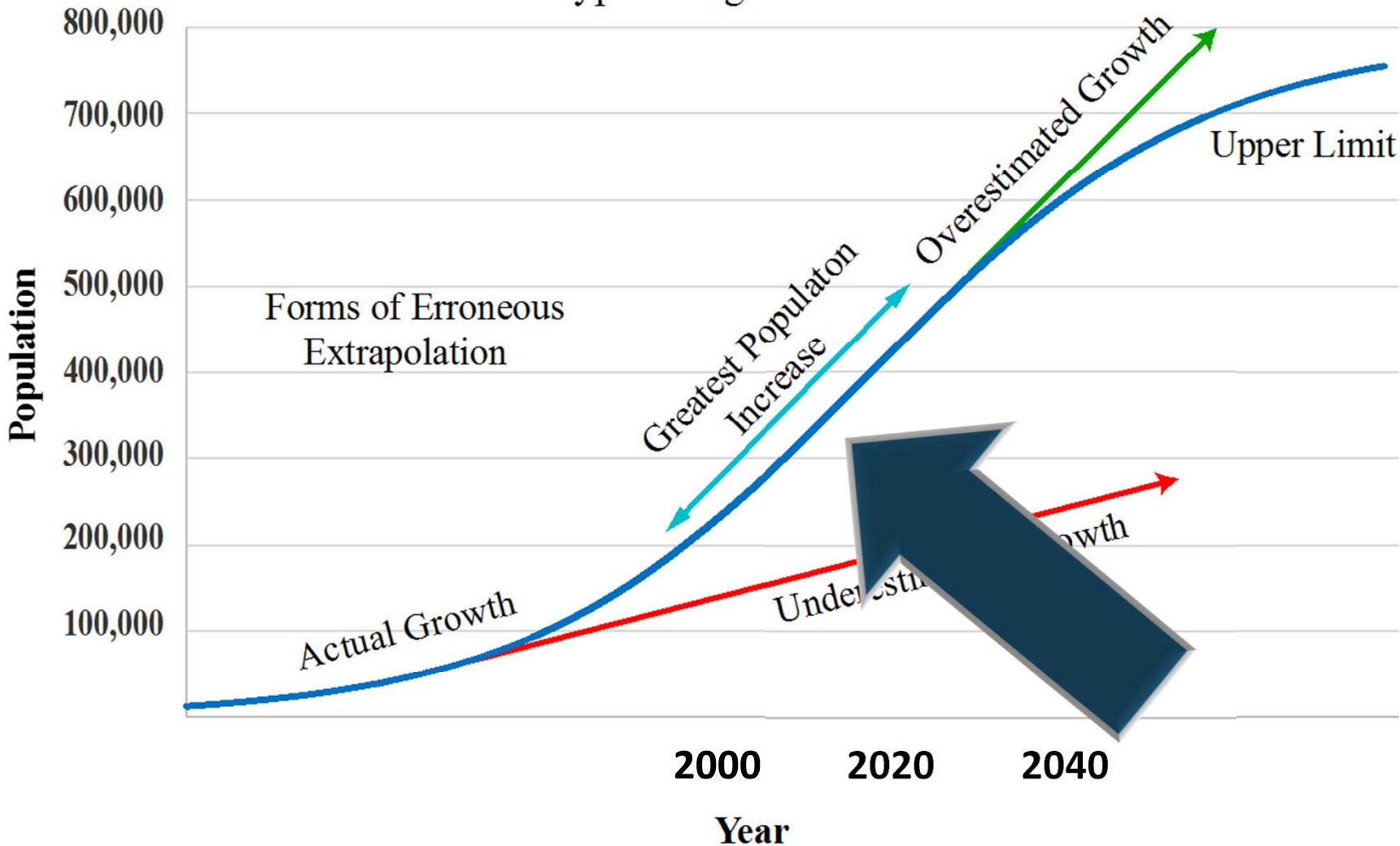
SARASOTA COUNTY

Attachment: Collier County Interactive Growth Model Presentation (4732 : Presentation on Collier County

Prepared by Bill Vogt, AICP  
Florida Department of Transportation  
2015-2020  
FLD InteractiveGrowthModel\_Florida

# Collier County Inflection Point

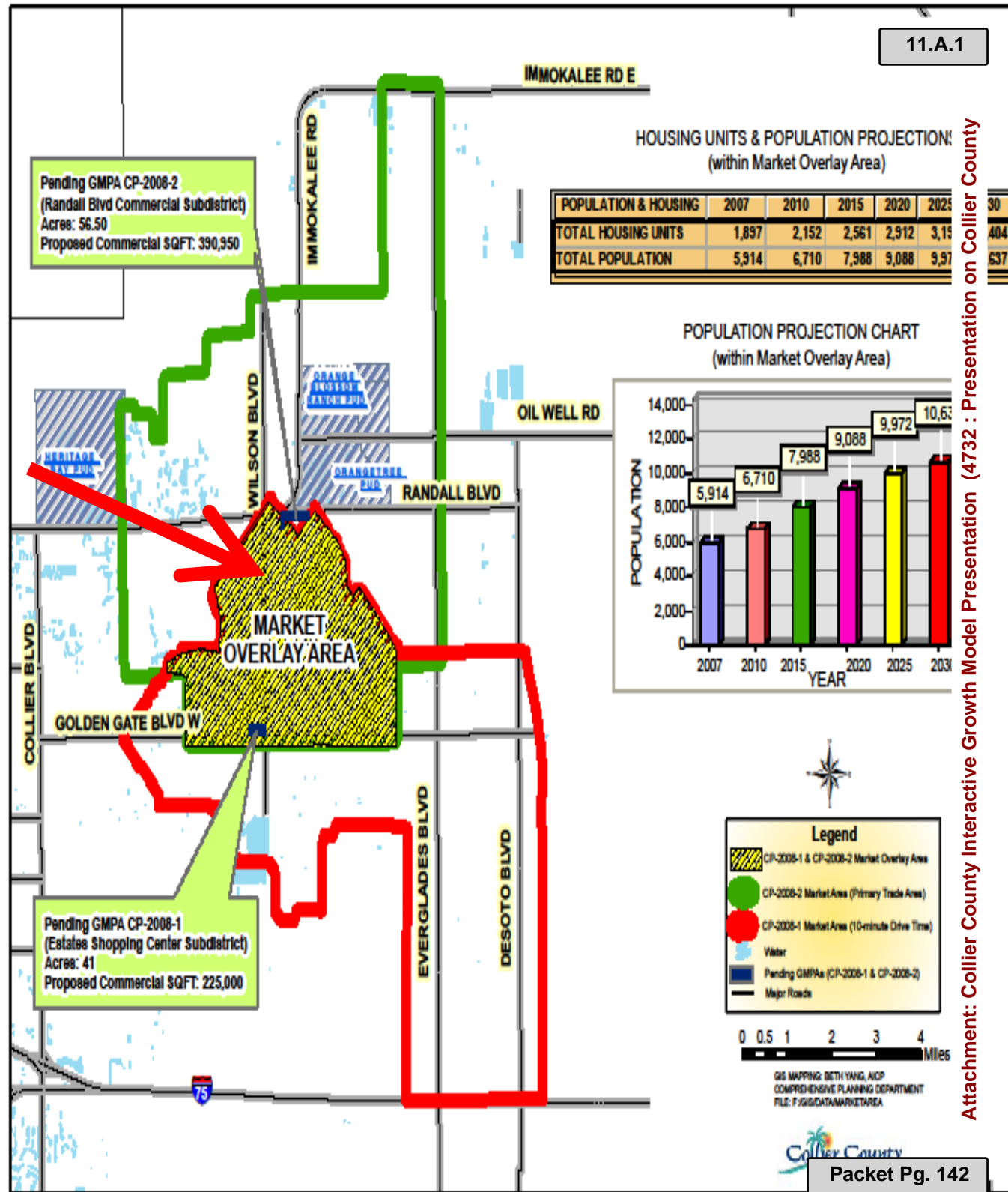
Typical Sigmoid Curve



Attachment: Collier County Interactive Growth Model Presentation (4732 : Presentation on Collier County

# Benefits of the CIGM

- Tool for the analysis of Comp Plan Amendments
- Common Data Bank
- Received National Recognition Article Publish in Planning Magazine



Attachment: Collier County Interactive Growth Model Presentation (4732 : Presentation on Collier County

# Consequences of Inaccurate Forecasts

How accurate forecasting affects optimal return on public capital investments:

Underestimating



Overestimating



# Housing Net Growth Summary

**F-00 Housing and Population Report**  
**MFM Cape Coral 2015**  
**Report Summary**

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Zone	SINGLE FAMILY Housing Units added in 5 year increments				MULTIFAMILY Housing Units added in 5 year increments			
	2015-2020	2020-2025	2025-2030	2030-2035	2015-2020	2020-2025	2025-2030	2030-2035
TAZ2596	25	21	17	13	14	11	9	7
TAZ2597	0	0	0	0	0	0	0	0
TAZ2598	33	25	20	15	11	9	6	5
TAZ2599	0	0	0	0	0	0	0	0
TAZ2600	19	15	13	9	0	1	0	1
TAZ2601	8	6	5	4	0	0	0	0
TAZ2602	6	6	4	4	4	3	4	2
TAZ2603	0	0	0	0	0	0	0	0
TAZ2604	0	0	0	0	1	0	1	1
TAZ2605	0	1	0	1	0	0	0	0
TAZ2606	70	72	74	70	0	0	0	0
TAZ2607	0	0	0	0	0	0	0	0
TAZ2609	19	16	14	12	0	0	0	0
TAZ2610	17	15	12	10	0	0	0	0
TAZ2611	20	18	15	12	0	0	0	0
TAZ2612	50	41	31	25	27	26	24	21

Attachment: Collier County Interactive Growth Model Presentation (4732 : Presentation on Collier County



# Common Data Bank

Shared data bank for all departments and agencies for optimal economic efficiency



# National Recognition

## IGM is nationally recognized by APA



Population Forecaster

Page 1 of 2

FLORIDA OFFICIAL NEWSPAPER FOR THE U.S. STATE

**Business Observer**

Population Forecaster

an Grass | Editor/Lee-Collier - Thursday, March 08, 2012

2002, Paul Van Buskirk forecasted that the 2010 population of Cape Coral would hit 155,179 permanent residents.

Cape Coral city officials who had hired Van Buskirk to run the numbers for planning purposes were somewhat skeptical. After all, it had taken Cape Coral three decades to reach the 100,000 population mark.

But when the U.S. Census published population figures in 2010, Van Buskirk had scored the equivalent of a demographic bull's eye.

Cape Coral's population was 154,305 in 2010 and Van Buskirk was off by just 874 people, or 0.56%, U.S. Census figures showed.

Everyone was surprised, except for Van Buskirk. As president of the firm Van Buskirk, Ryffel and Associates, he spent decades as an engineer and urban planner developing a population-forecast model based on the mathematical formula of 19th Century Belgian mathematician Pierre-François Verhulst. While doing research, Van Buskirk found Verhulst's formula and discovered that the mathematician had accurately forecast the 1940 U.S. population 100 years earlier (he was off by just 1%).

Van Buskirk has been a longtime observer of Florida's population boom. He moved to Florida in the late 1970s, when Florida legislators started requiring developers to account for the impact of their residential projects. For example, he worked for General Development Corp., one of the state's largest developers of communities such as North Port and Port Charlotte.

While the mathematical formula is complex, Van Buskirk explains his forecast model this way: Imagine you have a jar with yeast growing inside it. The yeast grows exponentially until it fills the jar. Van Buskirk says Florida's population grows much the same biological way.

By contrast, many forecasters — including those at the U.S. Census — use a less-accurate method that doesn't take into account the changes in demographics, Van Buskirk says. For example, retirees were the bulk of the population of Cape Coral when the city was born some 40 years ago, but that changed over time as more young people and families moved to the area.

Using decades of historic data, Van Buskirk's models also take into account the ups and downs of the economy. For communities that don't have long histories, Van Buskirk uses models of longer-lived cities with similar characteristics. He also accounts for existing developments, proximity to major traffic corridors and utilities.

<http://www.review.net/print/population-forecaster/>

3/12/2013

Attachment: Collier County Interactive Growth Model Presentation (4732 : Presentation on Collier County

# Future Workshops

**MEETINGS and TASKS**

**DECEMBER**

**JANUARY**

**FEBRUARY**

**MARCH**

**APRIL**

**May-July**

TASKS	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	May-July
1. Bassline, Buildout, Clusters, Scenario Constants						
2. Population and Housing Model, Commercial Sub model, Industrial Sub Model						
3. Government Sub Models - Schools, Parks, Fire, Police, Library						
4. Hotel/Motel, Utility and Storm Water Sub Models						
5. Review IGM Data Results and Alternate Scenarios to test Policy Proposed Changes						
<b>MEETINGS</b>	<b>Orientation</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>	<b>Task 4</b>	<b>Task 5</b>

Metro Forecasting Models December 2017

Attachment: Collier County Interactive Growth Model Presentation (4732 : Presentation on Collier County

# QUESTIONS?

PLEASE CONTACT US FOR  
MORE INFORMATION.

Dave@metroforecasting.com

239-913-6949

Metroforecasting.com



Precise Data | Expert Analytics | Optimal Solutions

## EXECUTIVE SUMMARY

### **Update on Bicycle & Pedestrian Master Plan**

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**OBJECTIVE:** For the Board to discuss and provide input on the vision statement, goals and objectives for the Bicycle & Pedestrian Master Plan as well as performance measures (used to gauge the Plan's success) and broad overall themes for the plan.

**CONSIDERATIONS:** Tindale Oliver Associates will be making a presentation on the work to date. A power point of the presentation is included as **Attachment 1**.

The MPO has widened its public outreach for this plan. Additional efforts include an online interactive map which has received more than 200 comments, and surveys in English, Spanish and Creole that have received more than 100 comments. The survey and on-line map may be found at <http://colliermopo.com/index.aspx?page=45>. Surveys are also available in hard copy.

To date, there has been one Stakeholder Group meeting, one Open House, and three public outreach efforts for the plan. Two of the outreach efforts were at farmers' markets; the third was a presentation to the Bayshore CRA.

Input from the MPO committees, the Stakeholder Group, and the public as well as the current Comprehensive Pathways Plan have been used to shape a draft Vision statement, goals and objectives as shown in **Attachment 2** which also includes a comparison of the goals of the 2018, 2012 and 2006 plans.

An initial discussion on performance measures (see **Attachment 2**) that may be used to gauge the success of the plan and inform future project selection processes will be discussed.

The next major step is refining and narrowing the broad themes that will make up the plan. This process began with the TAC and CAC and will be discussed at the Board meeting.

**COMMITTEE RECOMMENDATIONS:** The Technical and Citizens Advisory Committees received an update on the Master Plan at their January 29<sup>th</sup> meeting. No action has been taken by the Committees.

**STAFF RECOMMENDATION:** For the Board to discuss and provide input on the plan's draft vision statement, goals and objectives, performance measures and broad themes.

Prepared By: Eric Ortman, MPO Senior Planner

### **ATTACHMENT(S)**

1. Bike/Ped Master Plan Update Presentation (PDF)
2. Bike/Ped Master Plan Goals & Objectives (PDF)

**COLLIER COUNTY**  
**Metropolitan Planning Organization**

**Item Number:** 11.B

**Doc ID:** 4726

**Item Summary:** Update on Bicycle & Pedestrian Master Plan

**Meeting Date:** 02/09/2018

**Prepared by:**

Title: Administrative Secretary – Metropolitan Planning Organization

Name: Gabrielle Gonzalez

01/31/2018 3:48 PM

**Submitted by:**

Title: Executive Director - MPO – Metropolitan Planning Organization

Name: Anne McLaughlin

01/31/2018 3:48 PM

**Approved By:**

**Review:**

Metropolitan Planning Organization	Brandy Otero	MPO Analyst Review	Completed	01/31/2018 4:15 PM
Metropolitan Planning Organization	Anne McLaughlin	Additional Reviewer	Pending	02/09/2018 9:00 AM
Metropolitan Planning Organization	Anne McLaughlin	MPO Executive Director Review	Pending	01/31/2018 4:18 PM



# MPO Board Update

February 9, 2018

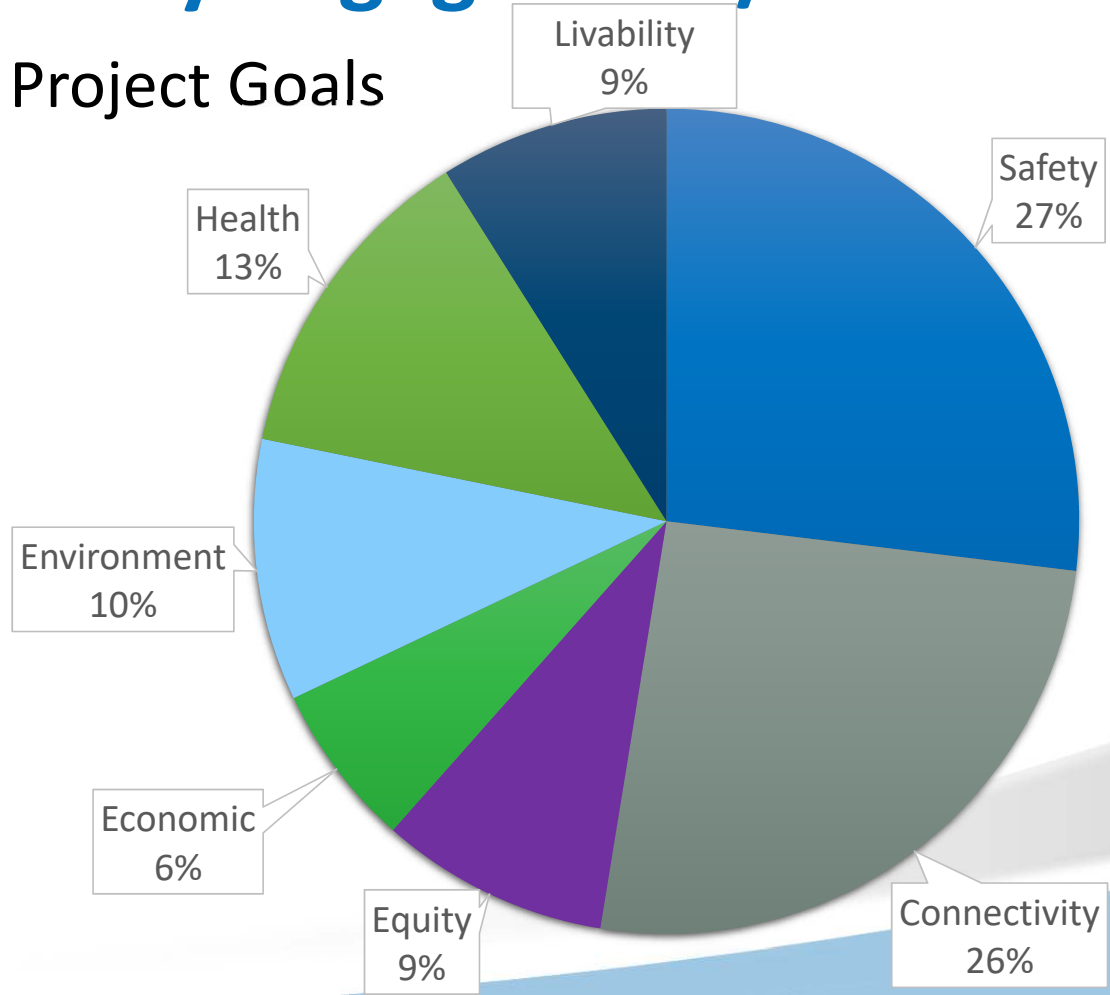
# Agenda

- Community Engagement/Public Input Review
  - WikiMap, On-line survey, Workshop, Mobile workshops
- Vision Statement Review
- Goals and objectives
- Performance Measures
- Broad Themes



# Community Engagement/Public Input Review

## Input on Project Goals



Safety  
Connectivity  
Health  
Environment  
Equity  
Livability  
Economic



# Community Engagement/Public Input Review

## Connections:

Connect the greenways!

More east-west connections to and from the Beach  
Immokalee to the rest of the County

## Safety:

Reduce bicycle and pedestrian fatalities and injuries

# Community Engagement/Public Input Review

## Plan success?

- 5 year building plan
- Cost feasible plan
- Developers held responsible for impact on congestion and traffic
- Developers provide more pathways
- More pathways for non-motorized transportation
- Extend current greenways (Rich King)
- Boardwalks/ bikepaths to ride by the beach
- Provide more greenways
- Encourage more businesses to provide bike racks
- Allow bike access through gated communities to connect elsewhere
- Safer access for biking/walking
- More greenways and trails
- Safer areas to ride bikes with dedicated trails (i.e. rails to trails)
- Advocate for more green space (less development) so more greenways are possible
- More connected roadways, fewer huge intersections with multiple lanes to cross

## Comment topics:

Greenways

Safer Access

Developer responsibility

Connectivity

5-year plan

# Community Engagement/Public Input Review

## Plan concerns?

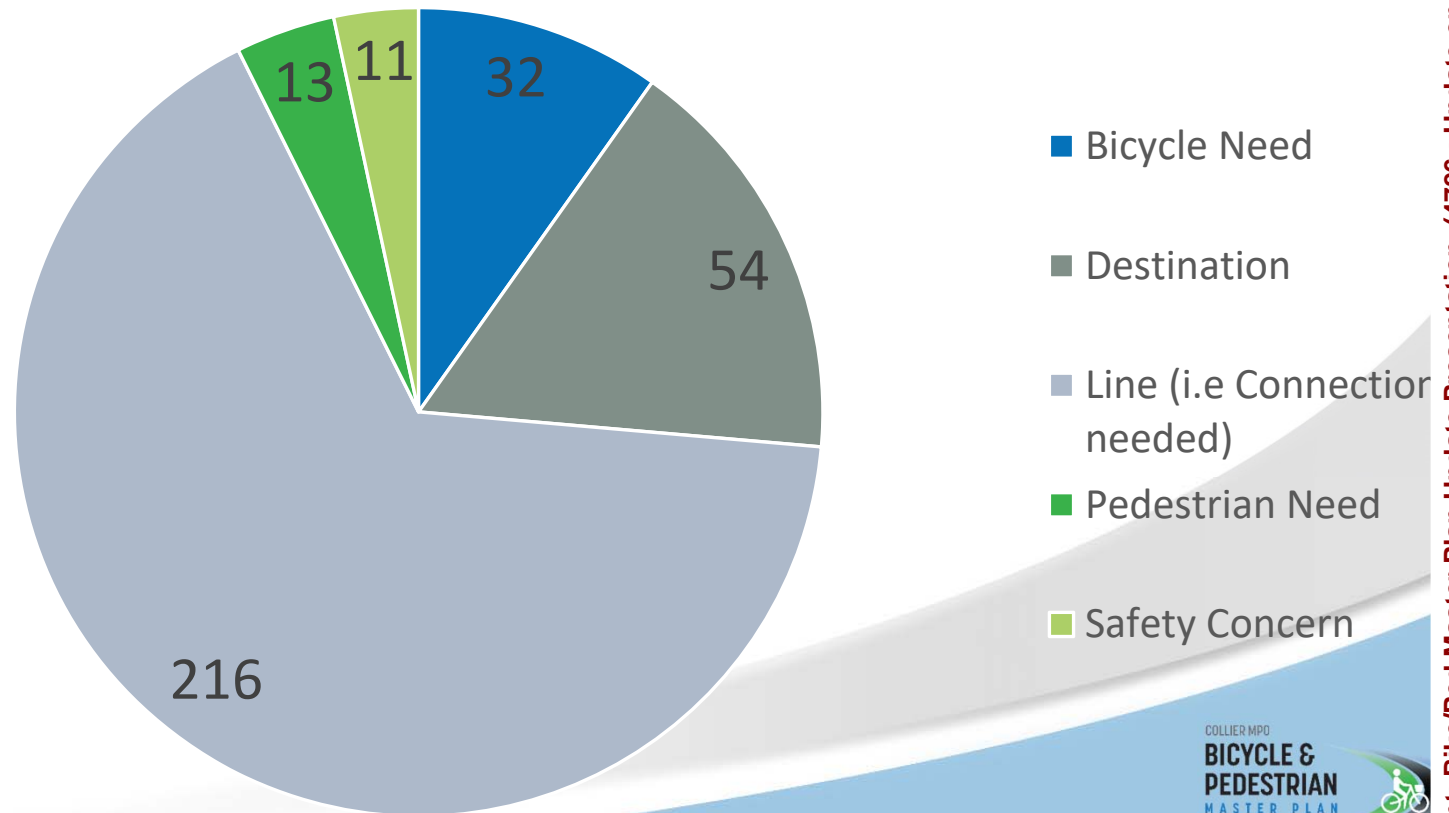
- Enforce traffic crossing at King Trail - people will not stop
- Build more bike paths, extend King Trail
- Extend 951/Collier Trail
- Sidepaths with all new road construction
- Map out available roadway ROW, SWFLWMD, FPL
- Put arterials in a road diet- reduce lane widths, [add] on-street parking, give up lane for bike ped
- Need policy - Complete Streets, Greenway easements, transportation enhancements
- 6-lane roads are too dangerous to cross
- On LRTP, quit starting with the assumption that all roads will end up 6-lanes
- Recreation trails very important
- Safe road crossings everywhere

**Comment topics:**  
 Trail/traffic crossings  
 Development standards  
 Roadway danger  
 Greenway options  
 Policy

# Community Engagement/Public Input Review

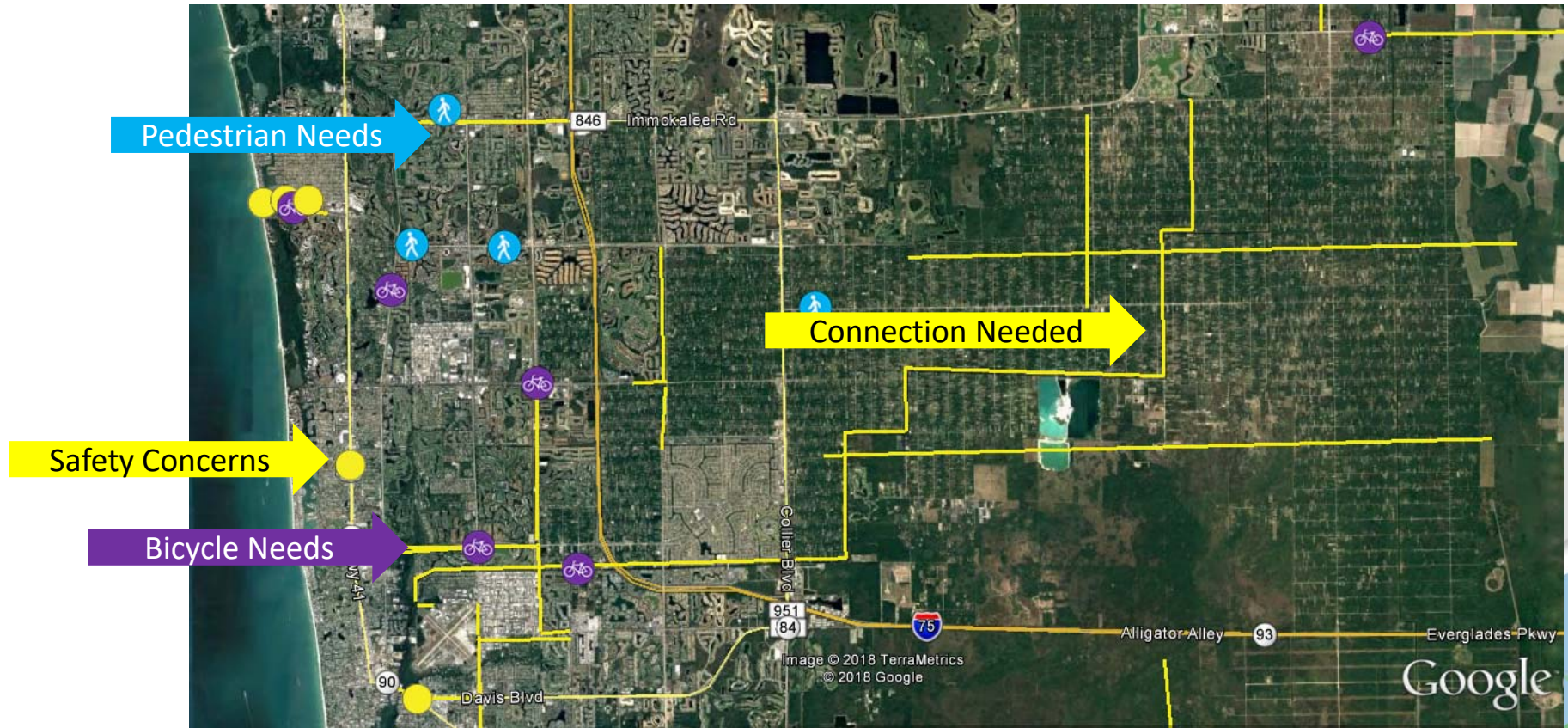
## WikiMap Comments

360 comments



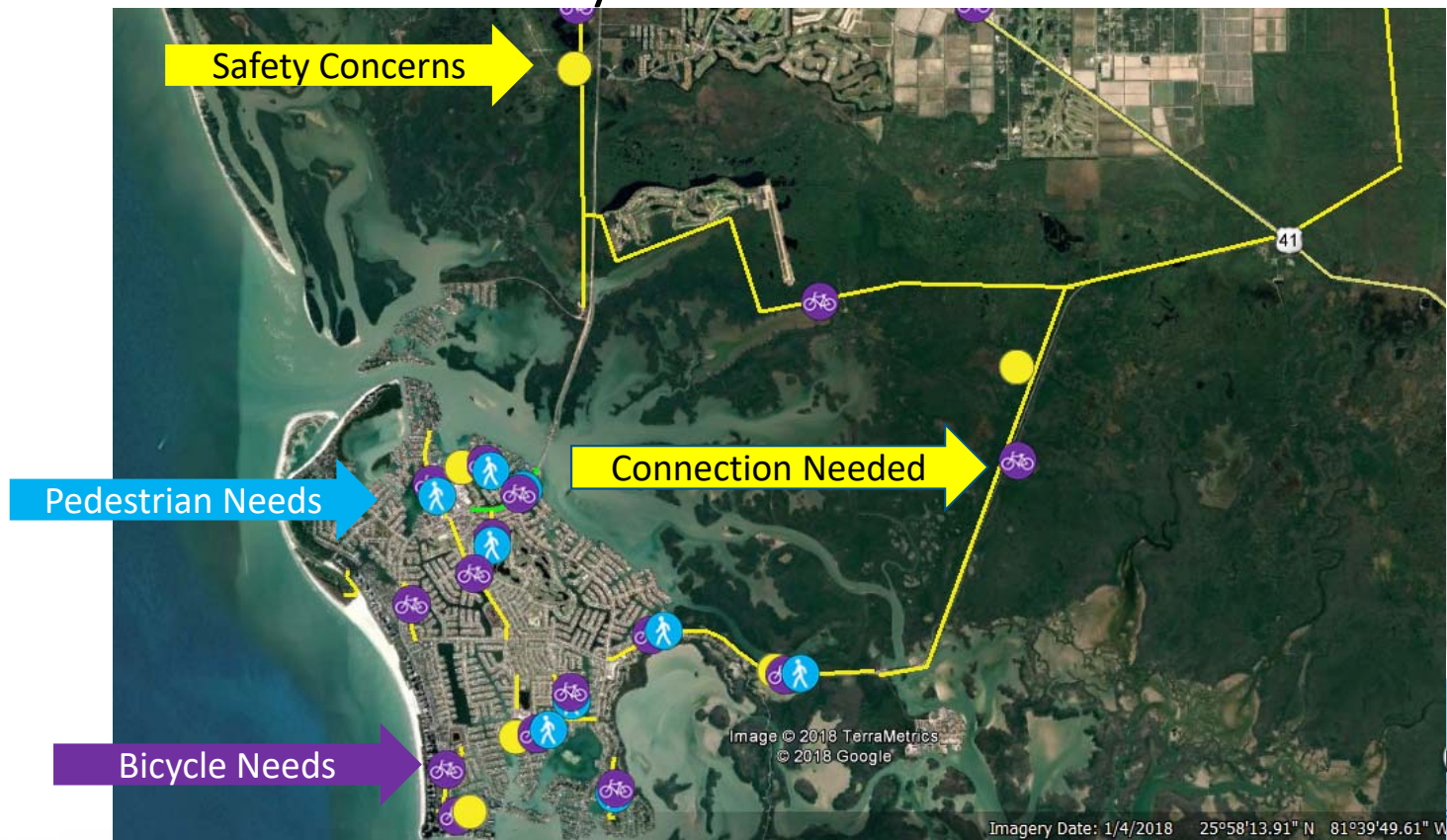
# Community Engagement/Public Input Review

## WikiMap Comments – North County



# Community Engagement/Public Input Review

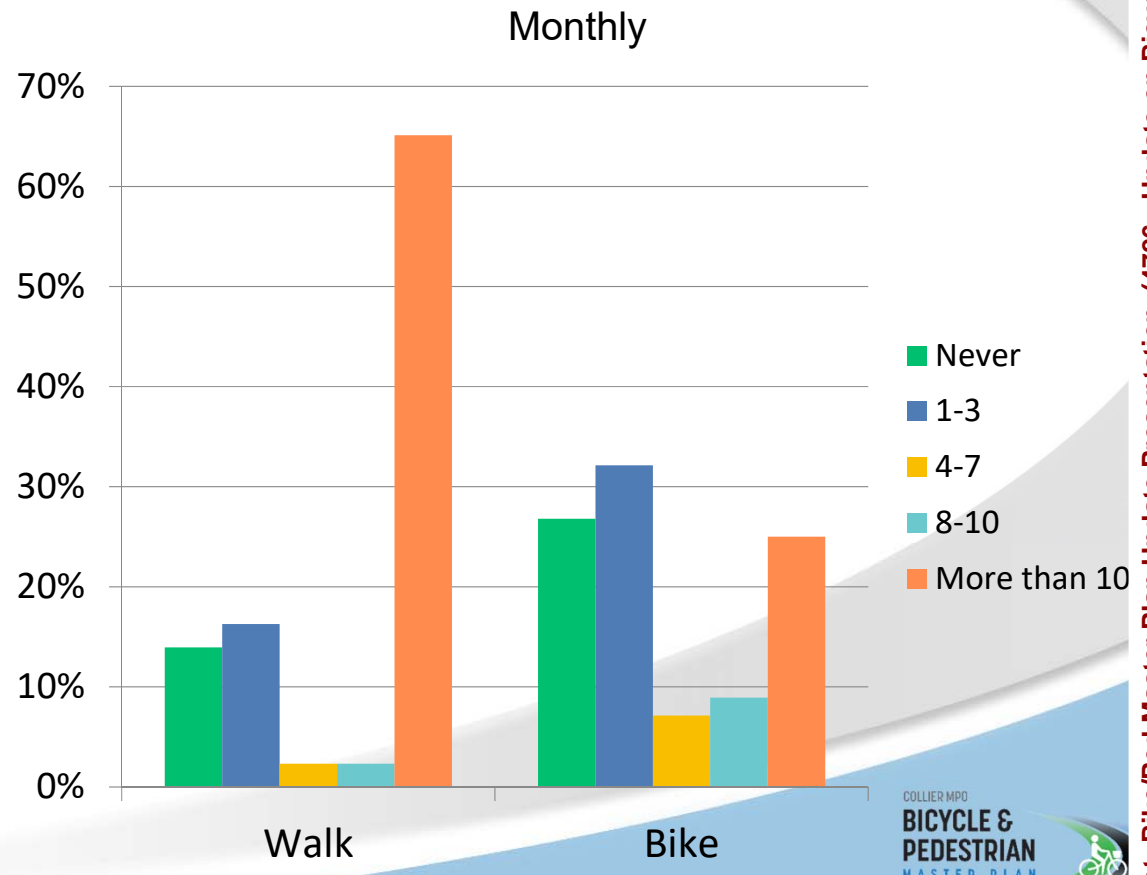
## WikiMap Comments – South County



# Community Engagement/Public Input Review

## Survey

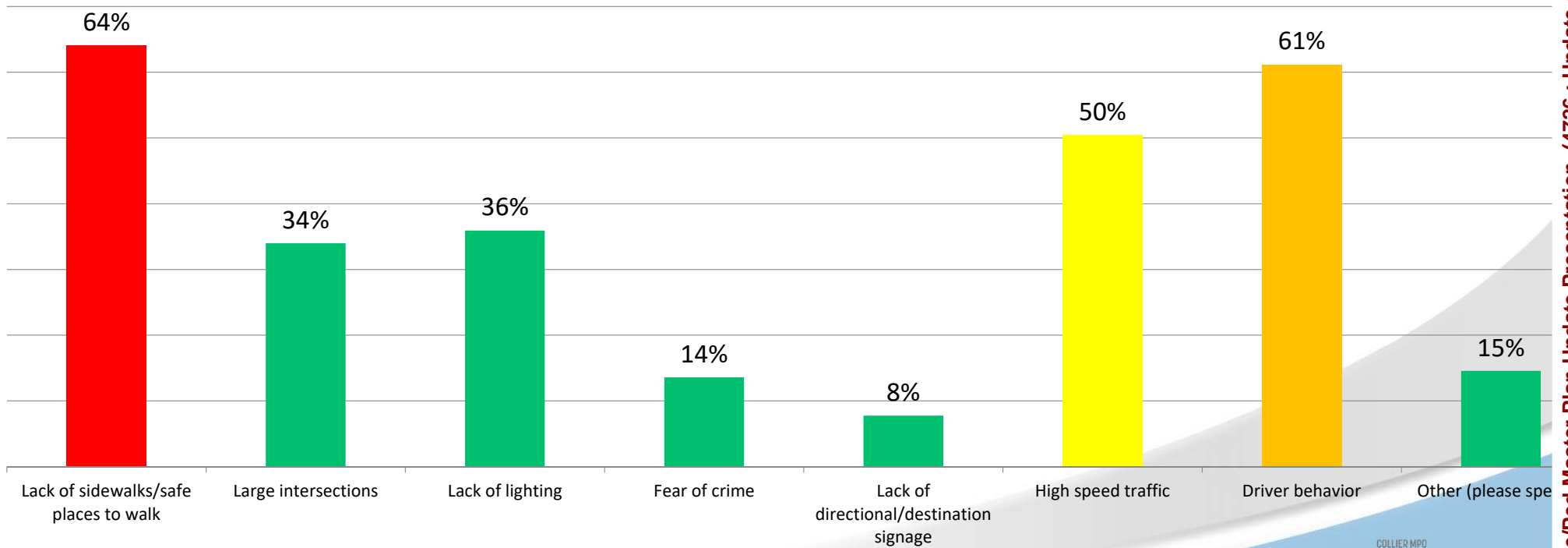
150 responses (as of 1/19),  
including 10 from the workshop  
Open until Jan 31





# Community Engagement/Public Input Review

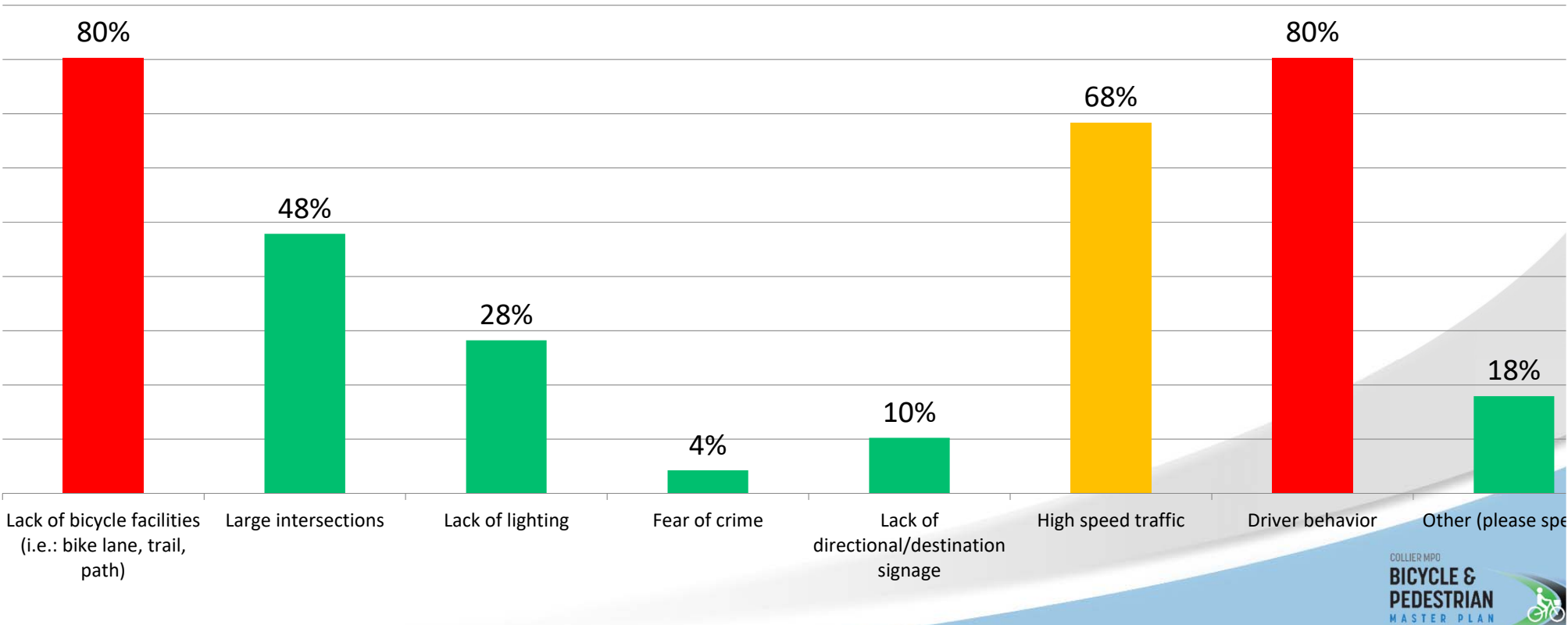
If walking, what makes you feel unsafe? (Check all that apply)



Attachment: Bike/Ped Master Plan Update Presentation (4726 : Update on Bicycle & Pedestrian Master

# Community Engagement/Public Input Review

If biking, what makes you feel unsafe? (Check all that apply)



Attachment: Bike/Ped Master Plan Update Presentation (4726 : Update on Bicycle & Pedestrian Master

# Community Engagement/Public Input Review

What **bike support** would you like to see more of in Collier County?

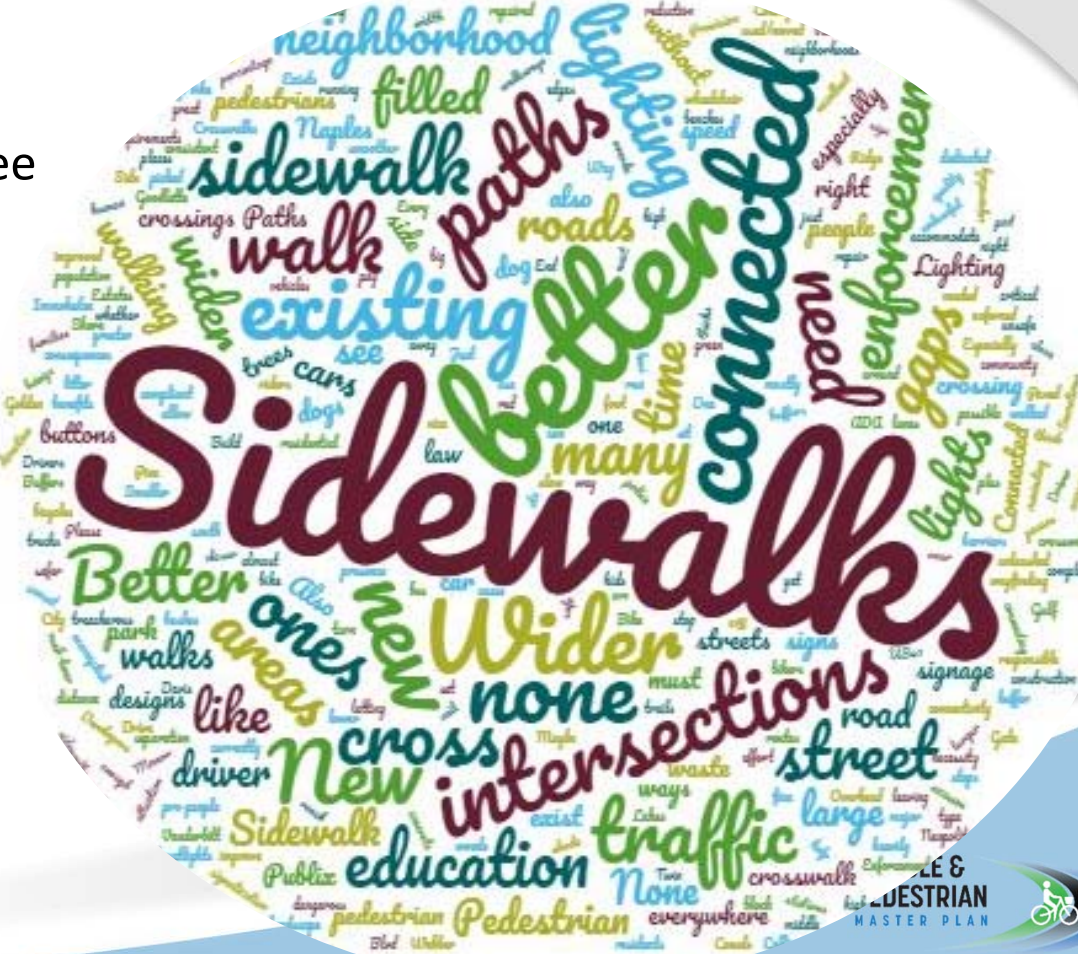
(i.e.: signage, bike lanes, bike paths, intersection priority, bicyclist and driver education, enforcement)



# Community Engagement/Public Input Review

What walking support would you like to see more of in Collier County?

(i.e.: wider sidewalks, sidewalk gaps filled, new sidewalks where there are no existing ones, more time to cross at intersections, better connected sidewalks, walker and driver education, enforcement)



# Summary of Public Comments

**safe**

**comprehensive**

**interconnected network**

**encourages and inspires**

**throughout Collier County**

**increase opportunities**

**all ages and abilities**

**enjoy**

# Vision Statement

**To provide a safe and comprehensive bicycle and pedestrian network that promotes and encourages community use and enjoyment.**

# Goals and Objectives (proposed and previous)

Proposed 2018 Plan Goals	2012 Goals	2006 Goals
<b>Safety</b> - Increase safety for people who walk and bicycle in Collier County.	Goal 2: <u>safety</u>	Goal 4: <b>safety</b>
<b>Connectivity</b> - Create a network of efficient, convenient bicycle and pedestrian facilities in Collier County.	Goal 1: <u>safe, inviting and convenient</u>	Goal 2: <b>safe, connected, and convenient</b>
	Goal 5: <u>network of off-road greenways</u>	Goal 3: <b>off-street network</b>
<b>Health</b> - Encourage health and fitness by providing a safe, convenient network of facilities for walking and biking.	Goal 4: <u>recreational and leisure</u>	Goal 1: <b>Health and Fitness</b>
<b>Environment</b> - Protect the environment by supporting mode choice		
<b>Equity/Livability</b> - Increase transportation choice and community livability through the development of an integrated multi-modal system.	Goal 6: <u>transportation efficiency and community livability</u>	Goal 5: Improve transportation <b>efficiency</b>
<b>Economy</b> - Promote tourism and economic opportunities by developing a safe, connected network of biking and walking facilities.	Goal 3: <u>tourism and economy</u>	

## Next Steps

- Complete summarization of public comment
- Coordination with local agency staff on policies
- Complete performance measures
- Finalize project evaluation criteria
- Review project identification and prioritization with committees
- Begin to identify project needs



Thank you

Questions?



## Goals, Objectives and Evaluation Criteria

Some objectives appear more than once – projects should satisfy more than one objective.

**1. Safety** Increase safety for people who walk and bicycle in Collier County

### Objectives:

- Reduce the number and severity of bicycle crashes
- Reduce the number and severity of pedestrian crashes

**2. Connectivity** Create a network of efficient, convenient bicycle and pedestrian facilities in Collier County

### Objectives:

- Provide a variety of bikeways and pedestrian facilities connected to transit
- Provide a variety of bikeways and pedestrian facilities connected to destinations (need to define)
- Fill in gaps in existing bicycle and pedestrian network

**3. Equity/livability** Increase transportation choice and community livability through the development of an integrated multi-modal system

### Objectives:

- Provide safe biking and walking conditions in areas of Collier County that are underserved/transit dependent (use EJ methodology)
- Provide a variety of bikeways and pedestrian facilities connected to destinations
- Provide a variety of bikeways and pedestrian facilities connected to transit (use TDP/TDSP data)

**4. Health** Encourage health and fitness by providing a safe, convenient network of facilities for walking and biking

Related to Connectivity

**5. Economy** Promote tourism and economic opportunities by developing a safe, connected network of biking and walking facilities

### Objectives:

- Develop bikable destinations
- Supports access to jobs
- Connections to lively pedestrian environments

**6. Environment** Protect the environment by supporting mode choice

### Objectives:

- Provided an accessible, connected network

**Comparison of Goals for 2018, 2012, 2006 Plans**

Proposed 2018 Plan Goals	2012 Goals	2006 Goals
<b>Safety</b> - Increase safety for people who walk and bicycle in Collier County.	Goal 2: <u>safety</u>	Goal 4: <u>safety</u>
<b>Connectivity</b> - Create a network of efficient, convenient bicycle and pedestrian facilities in Collier County.	Goal 1: <u>safe, inviting and convenient</u>	Goal 2: <u>safe, connected, and convenient</u>
	Goal 5: <u>network of off-road greenways</u>	Goal 3: <u>off-street network</u>
<b>Health</b> - Encourage health and fitness by providing a safe, convenient network of facilities for walking and biking.	Goal 4: <u>recreational and leisure</u>	Goal 1: <u>Health and Fitness</u>
<b>Environment</b> - Protect the environment by supporting mode choice		
<b>Equity/Livability</b> - Increase transportation choice and community livability through the development of an integrated multi-modal system.	Goal 6: <u>transportation efficiency and community livability</u>	Goal 5: <u>Improve transportation efficiency</u>
<b>Economy</b> - Promote tourism and economic opportunities by developing a safe, connected network of biking and walking facilities.	Goal 3: <u>tourism and economy</u>	

**Plan Performance Measures (PM)**

Connectivity

- PM: Miles of Shared Use Path (SUP) studied
- PM: Studied...Road Safety Audit (RSA), Bike, Sidewalks
- PM: Miles of SUP built
- PM: Bike Lane Miles built
- PM: Length of Sidewalk gaps filed that are meaningful (schools)?
- PM: Miles of sidewalk built

Safety

- PM: Number of areas of high bicycle crashes studied (high crash = #)
- PM: Number of recommendations from studies in high crash areas funded
- Number of projects with accepted crash reduction factors
- Reduction in number (or growth rate) of B/P crashes, injuries, fatalities

## **EXECUTIVE SUMMARY**

### **Update on Amendment to the 2040 Long Range Transportation Plan (LRTP)**

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**OBJECTIVE:** For the Board to receive an update on the status of the amendment to the 2040 LRTP.

**CONSIDERATIONS:** The 2040 LRTP was adopted by the MPO Board on December 11, 2015 and was last modified on October 14, 2016. The proposed amendment to the LRTP seeks to identify changes to the transportation system that are needed as a result of reallocating the 2040 projections of population and employment based on potential changes to the Rural Lands Stewardship Area.

The consultant has coordinated with Collier County Comprehensive Planning staff to reallocate the socioeconomic(SE) data which includes population, housing and employment. The methodology used to reallocate the data is included as **Attachment 1**. The results of the reallocation are included as **Attachment 2**. The methodology was endorsed by the Technical Advisory Committee (TAC) and the Citizens Advisory Committee (CAC). The initial assessment of the potential changes to the needs network has begun and was presented to the TAC and CAC for comments.

Staff will provide an update on the current status of the project at the February 9<sup>th</sup> MPO Board meeting.

**COMMITTEE RECOMMENDATIONS:** The TAC and the CAC reviewed and endorsed the reallocation of the SE data and provided comments on the preliminary 2040 Needs Assessment analysis.

**STAFF RECOMMENDATION:** That the Board receive an update on the Amendment to the 2040 LRTP.

Prepared By: Brandy Otero, Senior Planner

### **ATTACHMENT(S)**

1. LRTP Amendment SE Data Reallocation Memo (PDF)
2. LRTP Amendment Reallocated SE Data (PDF)

**COLLIER COUNTY  
Metropolitan Planning Organization**

**Item Number:** 11.C

**Doc ID:** 4729

**Item Summary:** Update on Amendment to the 2040 Long Range Transportation Plan (LRTP)

**Meeting Date:** 02/09/2018

**Prepared by:**

Title: Planner, Senior – Metropolitan Planning Organization

Name: Brandy Otero

02/01/2018 9:36 AM

**Submitted by:**

Title: Executive Director - MPO – Metropolitan Planning Organization

Name: Anne McLaughlin

02/01/2018 9:36 AM

**Approved By:**

**Review:**

Metropolitan Planning Organization	Brandy Otero	MPO Analyst Review	Completed	02/01/2018 9:36 AM
Metropolitan Planning Organization	Anne McLaughlin	MPO Executive Director Review	Completed	02/01/2018 9:47 AM
Metropolitan Planning Organization	Anne McLaughlin	Meeting Pending		02/09/2018 9:00 AM



# 2040 LRTP Amendment SE Data Reallocation Memo

January 2018

**DRAFT**

Attachment: LRTP Amendment SE Data Reallocation Memo (4729 : Update on Amendment to the 2040 Long Range Transportation Plan (LRTP))

## BACKGROUND & PURPOSE

Socio-economic Data (SE Data) in the District 1 Regional Planning Model (D1RPM) encompasses variables related to trip making activities. These activities, based primarily on residential and employment locations include the following data attributes for each Traffic Analysis Zone (TAZ) which were reviewed for purposes of the proposed LRTP amendment.

- Dwelling Units (Single Family and Multi-Family)
- Population
- Workers (identified by dwelling unit)
- Employees (Industrial, Commercial, and Service based on location of employment)
- Hotel/Motel Units
- School Enrollment

The purpose of this exercise of reallocating SE Data within the D1RPM, is to analyze the impacts of proposed increased land use intensity with the Rural Lands West (formerly Big Cypress) development area, while maintaining the control totals for 2040 development levels of county-wide population and employment. Rather than adding the additional land uses densities within the proposed project area, reallocation of the land use data allows the overall growth estimates used in the 2040 LRTP to be maintained for this analysis.

## SE DATA REDISTRIBUTION

*Note: Between the development of Needs Alternative 3 and the “official” release of the D1RPM v1.0.3 model, there were revisions made to the SE Data. To ensure consistency with the impact analysis modeling, the later version of the SE data was used as the base for all scenarios modeled.*

In order to allocate sufficient growth resulting from increased land use intensity to the proposed Rural Lands West development, a reallocation of SE Data was necessary, within the TAZs in eastern Collier County, in order to preserve the control totals for 2040 population and employment. This was conducted using a multi-tiered approach after consultation with MPO and County staff.

Following the methodology used for developing the 2040 LRTP forecasts of population and employment, the following considerations were made for reallocating the SE Data.

- TAZs where growth was identified as part of a DRI approval were not used for the reallocation.
- Growth in the 2040 LRTP for approved developments were capped at 80% of the proposed entitlements.
- Growth reallocated from any one TAZ was limited to 66% (two-thirds) in order to account for development which has occurred since 2010.

Tier 1 – Compare the four TAZs (1648, 1892, 1917, and 2236) of the Rural Lands West (RLW) SE Data with that of the six former Big Cypress TAZs (1648, 1892, 1917, 2236, 2238, and 2305) used during the 2040 LRTP development.

Tier 2 – Following Tier 1, identify the shortfall of population and employment still needed for reallocation after using the available growth within the Big Cypress TAZs. Identify additional land uses

available for redistribution within TAZs that overlap with the Rural Land Stewardship Sending Areas (SSAs). Since the 2040 SE Data forecasts were developed prior to the LRTP adoption in 2010, the amount of growth selected for reallocation was limited to 90% of the growth between the 2010 model base year and the 2040 model horizon year.

Tier 3 – Following Tier 1 and Tier 2, identify additional population and employment growth available for reallocation from TAZs east of Collier Boulevard, excluding: TAZs marked as DRIs in the LRTP SE Data Development technical memo; TAZs representing the incorporated areas of Immokalee; TAZs at the four quadrants of the Collier Boulevard at I-75 interchange; and additional TAZs identified as specific development zones by county and MPO staff. Limit the available East Collier land uses to 66% of the growth between the 2010 model base year and the 2040 model horizon year.

### Methodology:

Buildout totals for the proposed RLW development were capped at 80% complete by 2040 to be consistent with the LRTP methodology. Table 1 illustrates the development levels used in the analysis. The “Buildout Needed” numbers listed in Table 1 indicate the net difference of units needed beyond the 2040 SE Data to meet the buildout number provided for Rural Lands West. The amount of that development needed for this analysis, capped at 80% is the amount of SE Data reallocated for the LRTP amendment.

**Table 1. Estimated Development Levels by 2040**

RLW TAZs (4)	SFDU	SFPOP	MFDU	MFPOP	IND	COM	SVC	TOTE	HMDU	HMPOP	SCH
Buildout Needed	6,285	15,714	3,715	5,574	578	2,345	3,382	6,305	220	260	3,200
2040 Needed (80%)	5,028	12,571	2,972	4,459	462	1,876	2,706	5,044	176	208	2,560

RLW TAZs include: 1648, 1892, 1917, & 2236 (MPO ID: 72, 316, 314, & 660)

Tier 1 of the redistribution methodology involved an examination of the six TAZs used to represent the Big Cypress DRI in the LRTP. By reallocating land uses within the Big Cypress TAZs, which include the RLW TAZs, the following shortfalls in SE Data types were identified as listed in Table 2.

**Table 2. Tier 1 SE Data Redistribution**

D1RPM 2040	SFDU	MFDU	IND	COM	SVC	TOTE	HMDU	HMPOP	SCH
Big Cypress TAZs	3,260	1,080	1,100	495	971	2,566	0	0	2,584
Shortfall:	1,768	1,892	0	1,381	1,097	2,478	176	208	0

Tier 2 of the redistribution of model SE Data involved an examination of the TAZs corresponding with the SSAs in the eastern portion of the county. Up to 90% of the 2010-2040 population and employment growth was assumed to be available for redistribution to the proposed RLW TAZs. Since the boundaries of the TAZs and SSAs do not line up exactly, assignment of a TAZ to a SSA took into consideration the percentage of the TAZ within the SSA boundary and the amount of developable land within the TAZ inside and outside of the SSA. This analysis was conducted using GIS data and aerial photography, and complete TAZs were flagged as SSA on a yes/no basis. By reallocating available population and employment growth within the SSA TAZs, the following shortfalls in SE data types were identified in Table 3 for the second tier of the reallocation.



Table 3. Tier 2 SE Data Redistribution

D1RPM 2040	SFDU	MFDU	IND	COM	SVC	TOTE	HMDU	HMPOP	SCH
SSA	394	0	128	0	0	128	0	0	0
@90%	355	0	0	0	0	0	0	0	0
Shortfall:	1,413	1,892	0	1,381	1,097	2,478	176	208	0

Tier 3 of the SE Data reallocation methodology involved an examination of the TAZs corresponding with the TAZs east of Collier Boulevard not assigned to Immokalee, DRIs (as identified in the LRTP SE Data Development tech Memo), coastal mainland, I-75 at Collier Boulevard interchange quadrants, or TAZs specifically identified by county staff. Up to 66% of the 2010-2040 population and employment growth was assumed to be available for reallocation to the proposed RLW development area. The remaining land use shortfalls identified in the previous tier were used to calculate a percentage factor that was used to skim the remaining land uses from all the zones identified as “Tier 3”. The exception to this was the Hotel/Motel related land use. Since Hotel/Motel units are not a control total item in the LRTP SE Data development process, and the related employment to this land use was already accounted for in the proposed development totals and redistribution, the number of hotel units and temporary population assigned to these units were assigned to the applicable TAZ.

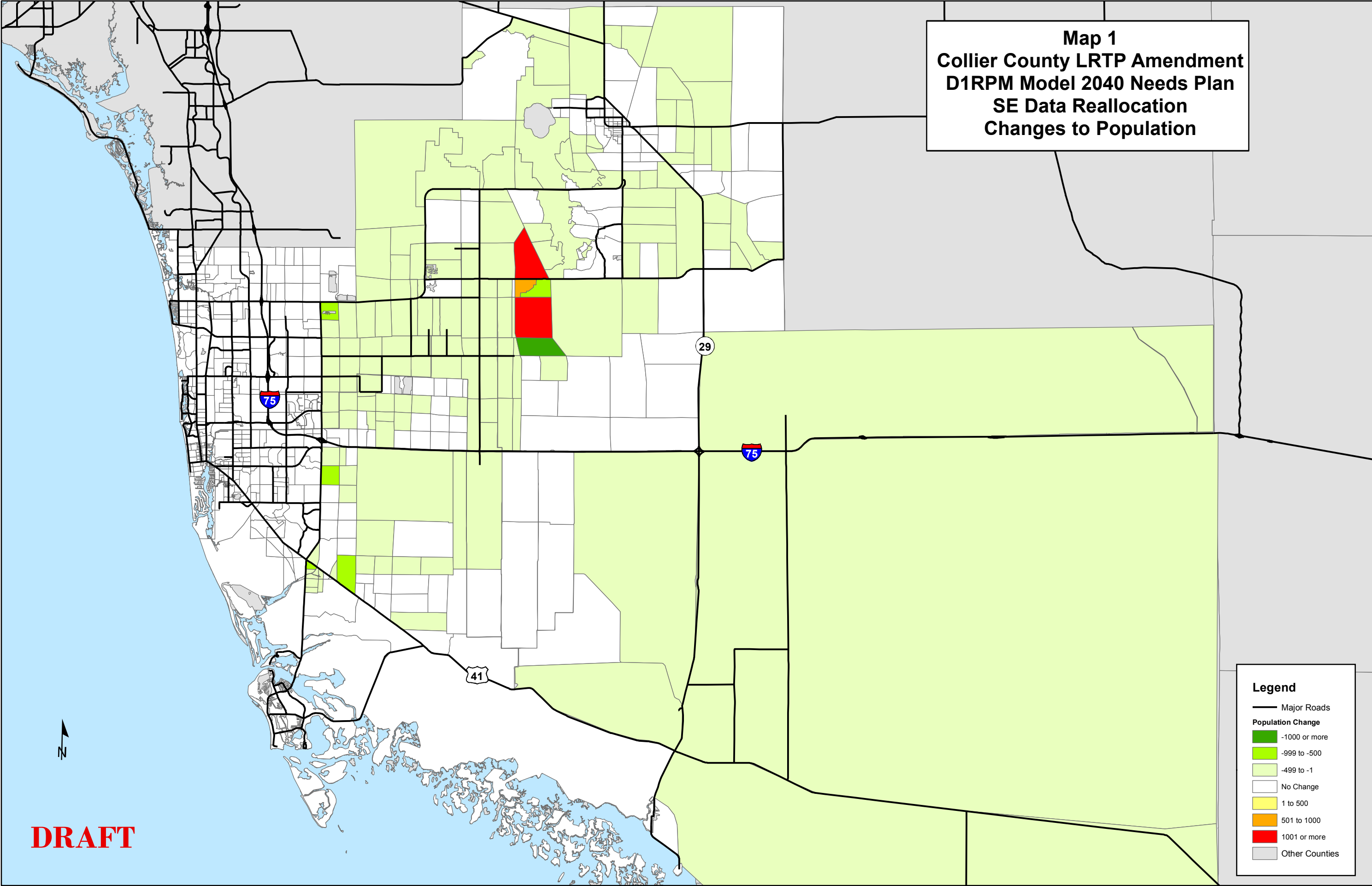
Using accepted modeling convention, and the same occupancy rates as the David Plummer RLW study, single family population was assigned at a rate of 2.5 persons per dwelling unit, and multi-family population was assigned at a rate of 1.5 persons per dwelling unit, for the RLW TAZs. Vacancy and seasonal percentages, auto ownership rates, and other household characteristics were taken from the Ave Maria DRI TAZs, which is the nearest similar development to the proposed RLW development.

Table 4 illustrates the SE Data land use reallocation by data type, showing the differences between the adopted D1RPM model SE Data and the reallocated SE Data set.

Table 4. Zonal Data Comparison – Pre/Post Reallocation

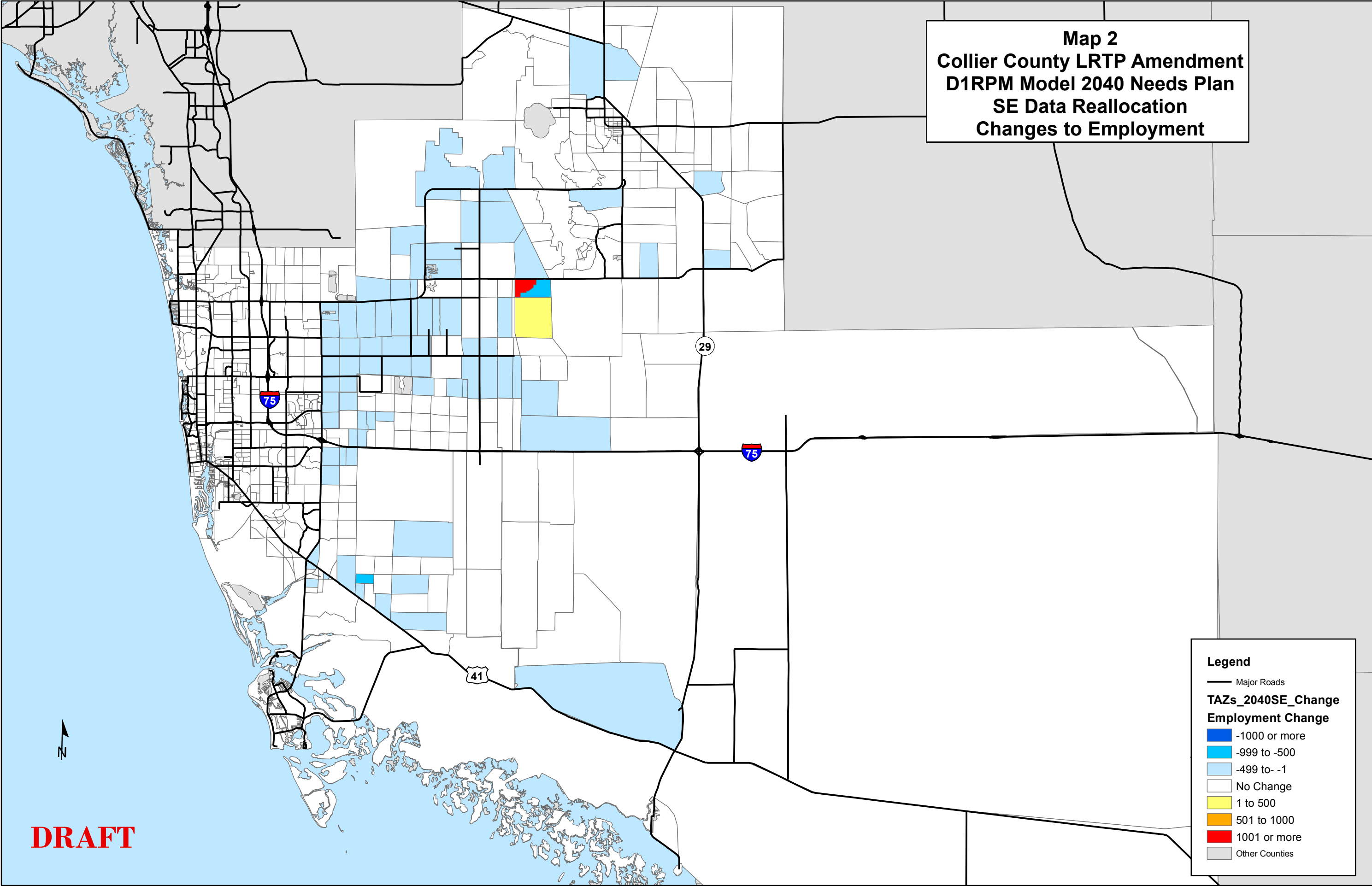
Field	D1RPM	LRTP-A	CHANGE	%	Notes
SFDU	139,041	139,041	0		
SFPOP	295,013	296,660	1,647	0.56%	Project at 2.5 ppdu
MFDU	122,837	122,837	0		
MFPOP	197,519	196,632	-887	-0.45%	Project at 1.5 ppdu
RESHH	261,878	261,878	0		
<b>RESPOP</b>	<b>492,532</b>	<b>493,292</b>	<b>760</b>	<b>0.15%</b>	Sum of above
WORKERS	285,627	289,824	4,197	1.47%	Calculated at same rate as Ave Maria
IND	32,603	31,965	-638	-1.96%	Shifted project employees IND to SVC
COM	65,375	65,375	0		
SVC	140,048	140,686	638	0.46%	Shifted project employees IND to SVC
<b>TOT EMP</b>	<b>237,747</b>	<b>238,026</b>	<b>279</b>	<b>0.00%</b>	Error in original data -recalculated county-wide
HMDU	15,375	15,551	176	1.14%	New units
HMPOP	32,905	33,113	208	0.63%	New unit pop
SCHOOL	109,997	109,997	0		
UNIV	19,063	19,063	0		

**Map 1  
Collier County LRTP Amendment  
D1RPM Model 2040 Needs Plan  
SE Data Reallocation  
Changes to Population**



Attachment: LRTP Amendment Reallocated SE Data (4729 : Update on Amendment to the 2040 Long Range Transportation Plan (LRTP))

**Map 2  
Collier County LRTP Amendment  
D1RPM Model 2040 Needs Plan  
SE Data Reallocation  
Changes to Employment**



**DRAFT**



**Legend**

- Major Roads
- TAZs\_2040SE\_Change Employment Change**
  - 1000 or more
  - 999 to -500
  - 499 to -1
  - No Change
  - 1 to 500
  - 501 to 1000
  - 1001 or more
- Other Counties

Attachment: LRTP Amendment Reallocated SE Data (4729 : Update on Amendment to the 2040 Long Range Transportation Plan (LRTP))

02/09/2018

**COLLIER COUNTY**  
**Metropolitan Planning Organization**

**Item Number:** 14.A

**Item Summary:** Regular Meeting - March 9, 2018 - 9:00 a.m. Board of County Commissioners Chambers, 3299 Tamiami Trail East, 3rd Floor, Naples, FL 34112

**Meeting Date:** 02/09/2018

**Prepared by:**

Title: Planner, Senior – Metropolitan Planning Organization

Name: Brandy Otero

02/01/2018 9:57 AM

**Submitted by:**

Title: Executive Director - MPO – Metropolitan Planning Organization

Name: Anne McLaughlin

02/01/2018 9:57 AM

**Approved By:**

**Review:**

Metropolitan Planning Organization	Brandy Otero	MPO Analyst Review	Completed	02/01/2018 9:57 AM
Metropolitan Planning Organization	Brandy Otero	MPO Executive Director Review	Skipped	02/01/2018 10:41 AM
Metropolitan Planning Organization	Anne McLaughlin	Meeting Pending		02/09/2018 9:00 AM