



AGENDA TAC

Technical Advisory Committee
Collier County Growth Management Department
Conference Rooms 609/610
2800 Horseshoe Drive North
Naples, Florida 34104

October 29, 2018
9:30 am

1. **Call to Order**
2. **Roll Call**
3. **Approval of the Agenda**
4. **Approval of August 27, 2018 and September 24, 2018 Meeting Minutes**
5. **Open to Public for Comments on Items Not on the Agenda**
6. **Agency Updates**
 - A. FDOT
 - B. MPO Executive Director
7. **Committee Action**
 - A. Endorse Amended MPO Bylaws
 - B. Endorse Amendments to FY2019-FY2023 Transportation Improvement Program (TIP)
8. **Reports and Presentations (May Require Committee Action)**
 - A. Update and Input on Draft Bicycle & Pedestrian Master Plan – Comments and Revisions
 - B. Revised Draft Public Participation Plan
9. **Member Comments**
10. **Distribution Items**
 - A. MPO Calendar
11. **Next Meeting Date**

November 26, 2018 – 9:30 a.m.
Growth Management Department –
Conference Rooms 609/610
12. **Adjournment**

PLEASE NOTE:

This meeting of the Technical Advisory Committee (TAC) to 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 14 days prior to the meeting date. Any person who decides to appeal a decision of this Committee will need a record of the proceedings pertaining thereto, and therefore may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting should contact the Collier Metropolitan Planning Organization 72 hours prior to the meeting by calling (239) 252-5814. 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 and Title VI Specialist Ms. Anne McLaughlin (239) 252-5884 or by writing Ms. McLaughlin at 2885 South Horseshoe Dr., Naples, FL 34104.

**TECHNICAL ADVISORY COMMITTEE
OF THE
COLLIER METROPOLITAN PLANNING ORGANIZATION
Collier County Growth Management Division
Planning & Regulation, Rooms 609 & 610
2800 North Horseshoe Drive
Naples, FL 34104
9:30 A.M.**

August 27, 2018 Meeting Minutes

1. Call to Order

Mr. Holland called the meeting to order at 9:32 a.m.

2. Roll Call

Mr. Ortman called the roll and confirmed that a quorum was present.

TAC MEMBERS PRESENT

Andy Holland, City of Naples Planning, Chair
Michelle Arnold, Collier County PTNE, Vice-Chair
Lorraine Lantz, Collier County Transportation Planning
Ute Vandersluis, City of Naples Airport Authority
Don Scott, Lee County MPO
Daniel Smith, City of Marco Island Community Affairs
Dan Hall, Collier County Traffic Operations
Tim Pinter, City of Marco Island

TAC MEMBERS ABSENT

David Ogilvie, Collier County School Board - *Non-voting*
Debbie Brueggeman, Collier County Airport Authority (Alternate)
Gregg Strakaluse, City of Naples Streets and Stormwater

MPO STAFF

Anne McLaughlin, MPO Executive Director
Eric Ortman, MPO Senior Planner
Karen Intriago, MPO Administrative Assistant

FDOT

Victoria Peters, FDOT District 1 Liaison
Sarah Catala, FDOT Growth Management Coordinator
Bill Hartman, Project Development Manager
Kellie Spurgeon, Project Development Manager
Fidel Vargas, Project Development Manager

OTHERS PRESENT

Betty Osceola, Citizen
Frank Denninger, Citizen
Patty Huff, Citizen
April Olson, Conservancy
Kyle Kemmish, Collier County Traffic Ops
Bill Gramer, Jacobs Engineering
Wally Blain, Tindale-Oliver

7. Committee Action

A. Endorse Roll Forward Amendment to FY2019 – FY2023 Transportation Improvement Program (TIP)

Mr. Ortman stated that every March the Florida Department of Transportation (FDOT) provides the districts with the Tentative Work Program that is to be adopted on July 1. The MPO's TIP incorporates the Tentative Work Program and is also adopted by July 1st. Mr. Ortman stated that year one of the TIP and the Work Program should always match. However, when the new TIP and Work Program are adopted on July 1, there are often projects that were supposed to get authorized and encumbered prior to June 30 (i.e., when the previous TIP and Work Program were in effect), but did not. These projects will automatically roll forward in the Work Program but will not roll forward in the TIP. In order to have the first-year match, the TIP must be amended to include these projects. This is accomplished by the Roll Forward Amendment. The 21-day public comment period ended August 15th and no comments were received. The TIP will be effective on October 1st.

Mr. Smith: Move to approve.

Ms. Lantz: Second.

Ms. Lantz asked if FDOT consulted with CAT in order to include transit projects in the Roll Forward Amendment.

Ms. Peters stated that she has not coordinated with Michelle Arnold but would coordinate with her to ensure that no projects are left off the list. Mr. Pinter asked why projects are being shown prior to 2019 if this is the 2019-2023 TIP. He stated that his projects have been funded, paid for and closed. Ms. Peters explained that the projects are closing out but must be included because they fall in the gap between the state and federal fiscal year. Mr. Scott stated that there may be money left over that needs to be removed from the project.

Mr. Holland called the question.

THE MOTION CARRIED UNANIMOUSLY.

B. Endorse Supporting FDOT Bridge, Pavement and System Performance Targets

Ms. McLaughlin recommended that the committee endorse supporting FDOT's Bridge, Pavement and System Performance Targets. She stated that the targets apply to the National Highway System (NHS) which FDOT oversees. The MPO is not responsible for the NHS, but is supportive of FDOT's endeavors when they approve the programming for the TIP. Ms. McLaughlin stated that the deadline for this item to be brought to the Board is mid-November.

Ms. Lantz asked if there will be a follow up in terms of performance target requirements for local county roads. Ms. McLaughlin stated that it did not affect county roads.

Mr. Pinter: Move to approve.

Mr. Smith: Second.

THE MOTION CARRIED UNANIMOUSLY.

8. Reports and Presentations (May Require Committee Action)

A. FDOT – Strategic Intermodal System (SIS) FY 2029 – 2045 Long Range Coast Feasible Plan

Ms. Catala presented a Power Point “*Strategic Intermodal System (SIS) FY 2029 – 2045 Long Range Coast Feasible Plan*” (available on the MPO’s website) Main points of the presentation included:

- Developing a long-range cost feasible plan for capacity improvements to the SIS beyond the 10-year SIS Plan in accordance with statutory direction.
- Ensure that the SIS Cost Feasible plan is consistent with FDOT revenue forecasts.
- Provide guidance to the MPOs for SIS capacity improvements that are used in the development of their own Long Range Transportation Plans (LRTP).
- Ensure consistency with the goals and objectives of the Florida Transportation Plan (FTP) and the SIS Policy Plan.
- CFP is distributed to MPOs for their use in LRTP development.
- CFP is used to feed projects into the 2nd 5-Years SIS Plan and the Department’s Five-Year Work Program.
- Updated every 3-5 years.
- Revenues for the state are anticipated to be approximately \$30 billion for SIS projects and investments.
- District 1 is expected to receive approximately \$800 million in Project Development and environmental (PD&E) and design funding and \$4.2 billion in construction funding.

B. FDOT – SR 29 from I-75 to Oil Well Rd

Mr. Hartman presented a Power Point “*SR 29 from I-75 to Oil Well Rd*” (available on the MPO’s website) Main points of the presentation included:

- Currently in the Project Development & Environment (PD&E) phase which includes the preparation of all preliminary engineering and environmental documentation.
- Project is included in the Collier MPO 2040 Transportation Long Range Plan (LRTP) and the Transportation Improvement Program (TIP)
- SR 29 is one of 4 designated Freight Mobility Corridors in Collier County.
- Improving SR 29 from I-75 to Oil Well Road is the final piece of a unified regional approach that addresses the critical freight needs along all of SR 29.
- 2017 Annual Average Daily Traffic (AADT) is 3,700; anticipated No-Build 2045 AADT is 8,500; anticipated build 2045 is 11,400
- 4-lane widening is necessary to meet demand and improve safety.
- Provides opportunities for greater wildlife protection.

Ms. McLaughlin encouraged the FDOT to meet with the Miccosukee Tribal Council to obtain their input on the study.

Ms. Arnold asked if the study would include a bike path. Mr. Hartman stated that at the current moment no decision has been made, but that it would be evaluated during future studies.

Ms. Arnold also stated that Transit currently has routes on portions of SR 29 and would like FDOT to coordinate with Collier Area Transit regarding some issues they currently have.

C. FDOT – SR 82 from Hendry County Line to Gator Slough Lane

Ms. Spurgeon presented a Power Point “*SR 82 from Hendry County Line to Gator Slough Lane*” (available on the MPO’s website) Main points of the presentation included:

- Widening from two lanes to four lanes
- Bridge replacements with wildlife crossings; under the canal and at Gator Slough
- 10-foot Multi-use path, south side

- 5-foot concrete sidewalk, north side
- Currently in design, right-of-way programmed in FY2019 and construction is in FY2023
- Estimated cost - \$36 million

D. FDOT – SR 29 from SR 82 to Hendry County Line

Mr. Vargas presented a Power Point “*SR 29 from SR 82 to Hendry County Line*” (available on the MPO’s website) Main points of the presentation included:

- Existing roadway is centered within 200’ Right of Way (R/W)
- Total length is 1.87 miles
- 41’ to 71’ of additional R/W is needed
- New travel lanes will be constructed for Southbound direction; Existing travel lanes will remain for Northbound direction
- Total project cost is \$13,941,000
- Project will be let in July 2022

E. Discuss Draft Bicycle & Pedestrian Master Plan

Mr. Ortman stated that the material in the first five chapters has been presented to the committee in other formats and items have been discussed previously but that this is the first time that the committee has seen the actual document. Mr. Ortman stated that the draft was developed based on safety, Environmental Justice, public and committee comments, and socio-economic and bicycle and pedestrian crash data.

Mr. Blain presented a Power Point to the committee which is available on the MPO website. Mr. Blain stated that the goal is to have the plan endorsed at the October 12th Board meeting but that there is room for fluidity. Main points of the presentation included:

- Needs based plan will focus on safety, connectivity and equity or environmental justice (EJ)
- Bicycle and pedestrian crashes occur primarily on arterials and collectors
- EJ areas were identified at the Census Block Group level and by the number of EJ factors met
- Block groups with EJ criteria greater than 10 percent above the County average were listed as EJ
- Plan will make recommendation to improve the process of coordination with the county to include bike and pedestrian facilities in resurfacing projects where possible.
- Plan seeks to identify potential additional funding sources and opportunities without prescribing how dollars should be spent outside of treating safety and environmental justice as the highest priorities.
- Education is an important safety tool for bicyclists, pedestrians and motorists.
- Needs were grouped into: high crash areas, gaps on arterials and collectors; local road priorities; and greenway opportunities
- Will develop a summary document Plan could be used in place of a call for projects while still allowing jurisdictions flexibility in adding other projects.
- Allocating funds for recommendations from Road Safety Audits
- Census data will be evaluated for accuracy

Mr. Holland asked how the plan will identify a specific list of local road projects. Mr. Blain stated that schools and transit stops will be identified by GIS and local roads within one mile will be identified as tier one.

Ms. McLaughlin stated that the bike lanes on US 41 between San Marco Road and SR 29, and on SR 29 from Everglades City to Immokalee will be removed from all maps in the plan. This removal is a result of consultation with the Miccosukee Tribe last year when the Board was discussing the River of Grass Greenway. Their identification as needs

in this draft was in error because it contradicts the Board resolution and the Board's Government to Government communications policy in that the Tribe has not been consulted.

Mr. Denninger stated that he was having trouble understanding exactly what Environmental Justice was and asked why areas where no people lived were showing up as Environmental Justice areas. He expressed concern over how the EJ section was worded. Mr. Denninger asked why people over 65 were being considered as a causative factor in crashes.

Ms. Osceola stated that she too had concerns regarding areas on the map that were identified as Environmental Justice as well as the definition of Environmental Justice. Ms. Osceola also questioned the reasoning why areas on the map such as SR 29 north of Everglades were identified as a sidewalk need when these are mostly rural areas. Ms. Osceola stated that just because something is feasible does not mean it needs to be done.

Mr. Blain stated that Environmental Justice was being used as a screening tool and not as a decision tool. The reason why some areas are showing up as EJ even when there are few people living there is that the data was gathered at the block group level; the Census covers the entire area and does not exclude places where there may be no one living. Mr. Blain stated that all comments and concerns will be evaluated and addressed.

Other comments made include:

- Better explanation of EJ including why the data is producing anomalies
- Having maps at the ends of chapters is confusing; including them where are being discussed would be better
- Road (re)construction should incorporate bike/ped infrastructure into the design even it is not going to be built now. This would significantly lower the cost of retrofitting.
- Description of the level of coordination with County Parks and Rec
- Explanation of where all the data came from
- What is an "aging driver" and why are they considered to be a causative factor in crashes
- Maps and charts need to be clearer
- Explanation of why a sidewalk is listed as a need where there is no development

F. Discuss Scope of Work for Strategic Highway Safety Plan (SHSP)

Mr. Ortman stated that, in 2013, Collier County Traffic Operations submitted an application for a county-wide Strategic Highway Safety Plan (SHSP). The proposal was ranked 9th on the congestion management priority list which was approved by the MPO Board in June 2011. The SHSP is funded in the current FY2019/2023 TIP for \$200,000. Mr. Ortman stated that the scope is modeled after FDOT's Strategic Highway Safety Plan. The Scope would guide the MPO and its transportation partners in identifying implementation efforts that support FDOT's Vision Zero. Mr. Ortman also stated that depending on how in-depth the analysis is, the budget could be adjusted. Mr. Ortman stated that other MPOs with similar SHSPs spent between \$70,000 and \$100,000.

Ms. McLaughlin stated that there is an opportunity with the current programmed funding to go more in-depth than other MPOs have done. It may also increase the MPO's opportunities for funding implementation components such as road safety audits. Ms. McLaughlin asked the committee for their comments and if there were any specific details they would like included in the scope. Ms. Arnold stated that transit has data related to proximity of bike/ped facilities to transit facilities that they would be able to provide to the MPO to add to the study. Ms. Lantz suggested looking for patterns of contributing including road and weather conditions.

9. Member Comments

Ms. Lantz provided an update on the Vanderbilt Beach Road Extension and stated that the ultimate plan is for it to be a 6-lane facility with on street bike lanes, a sidewalk and a shared use path.

10. Distribution Items

None.

11. Next Meeting Date

September 24, 2018 at 9:30 a.m.

12. ADJOURNMENT

With no further comments Mr. Holland adjourned the meeting at 11:28 a.m.

**TECHNICAL ADVISORY COMMITTEE
OF THE
COLLIER METROPOLITAN PLANNING ORGANIZATION
Collier County Growth Management Division
Planning & Regulation, Rooms 609 & 610
2800 North Horseshoe Drive
Naples, FL 34104
9:30 A.M.**

September 24, 2018 Meeting Minutes

1. Call to Order

Mr. Holland called the meeting to order at 9:37 a.m.

2. Roll Call

Roll call was taken and a quorum was established.

Ms. McLaughlin introduced April Olson and Sean McCabe as new members to the Committee.

TAC MEMBERS PRESENT

Andy Holland, Chair
Debra Brueggeman, Collier County Airport
Don Scott, Lee County MPO
Dan Hall, Collier County Traffic Operations
Lorraine Lantz, Collier County Transportation Planning
Omar De Leon, PTNE
Sean McCabe, SWFRPC
April Olson, Conservancy

TAC MEMBERS ABSENT

Ute Vandersluis, City of Naples Airport Authority
Tim Pinter, City of Marco Island
Gregg Strakaluse, City of Naples
Daniel Smith, City of Marco Island

MPO STAFF

Anne McLaughlin, MPO Executive Director
Eric Ortman, MPO Senior Planner
Karen Intriago, MPO Administrative Assistant
Brandy Otero, MPO Senior Planner

FDOT

Victoria Peters, FDOT

OTHERS PRESENT

Dayna Fendrick, BPAC Member
Michelle Avola, NPC

3. Approval of the Agenda

Ms. Lantz moved to approve the Agenda. Second by Ms. Brueggeman. Carried unanimously.

4. Approval of August 27, 2018 Meeting Minutes

Mr. Hall reported that his name appeared on a few motions that he did not conduct. *Ms. McLaughlin stated that these corrections will be made and revised and brought back to the next meeting. Mr. Holland deferred action to approve the August 27 minutes for the next meeting.*

Ms. Lantz made a motion to continue. Second by Mr. De Leon. Carried unanimously.

5. Open to Public for Comments on Items Not on the Agenda

None.

6. Agency Updates

A. FDOT

Ms. Peters followed up on Ms. Lantz question at last month's TAC meeting regarding Transit not being included in the Roll Forward Amendment. Ms. Peter stated that Transit is eight months behind and these projects don't move forward automatically. She will be working with FDOT's coordinator to have those projects if any, added to the Roll Forward Amendment. Ms. Peter also responded to a question from Ms. Lantz regarding the applicability of performance measures and targets to County off-system roads, saying that FHWA is still having discussions about this topic. Ms. Peter stated as soon as she receives more information she will bring it back to the committee.

B. MPO Executive Director

Ms. McLaughlin reported:

- Working on comments received from County Transportation Planning staff for the new Public Participation Plan. Will schedule a meeting with Ms. Lantz once all comments have been addressed. Once a consensus has been reached, the plan will be brought back to the committee for review.
- Long Range Transportation Plan (LRTP) is in the procurement process.
- Transportation System Performance Report is waiting on Procurement to move forward.
- The Strategic Highway Safety Plan's scope of work must be adjusted based off comments received from the Technical Advisory Committee. Once completed, staff will work on moving it into the procurement process.

7. Committee Action

A. Endorse Transit Impact Analysis Scope

Ms. Otero presented the Executive Summary "Endorse Transit Impact Analysis & Funding Strategies Scope of Work" for consideration. She noted:

- Task is included in the 2016/2017 UPWP.
- Intent of the study is to assess the effect that development will have on the transit network.
- Identify criteria to determine the capital or operating improvements required for transit system, in the form of bus stop improvements or route improvements.
- The budgeted amount is \$140,000 for the study.
- Deadline is June 30th, 2019

Under Committee discussion the following was noted:

- Coordination should be made with County Comprehensive Planning, Planning Commission, Lee County MPO and any additional stakeholders.
- Possibility for additional stop frequency for riders.

Ms. Lantz made a motion to endorse Transit Impact Analysis & Funding Strategies Scope of Work. Second by Mr. Holland. Carried unanimously.

B. Endorse Collier County Transit Asset Management Targets

Ms. McLaughlin presented the Executive Summary “*Endorse Transit Asset Management Performance Targets*” for consideration. She noted that the Transit Asset Management rule requires adoption of transit performance targets by the MPOs in October 2018. They have the option to support their local providers or come up with their own targets. Collier County only has one provider, the CAT system. Staff recommends supporting CAT’s targets. These targets are currently in draft form. Staff’s objective is to endorse those targets ultimately established by the Collier County Board of County Commissioners.

Ms. Lantz questioned how these measures are being tracked or reported? **Mr. De Leon stated the measures will be reported annually to FTA in their National Transit Data Base report.**

Ms. Lantz made a motion to endorse Transit Asset Management targets as established by Collier County Board of Commissioners. Second by Mr. Scott. Carried unanimously.

C. Endorse Annual FDOT Safety Targets

Ms. McLaughlin presented the Executive Summary “*Endorse FDOT Safety Performance Targets for 2019*” for consideration. She noted that every year the MPO is required to re-adopt FDOT Safety Performance Targets, or come up with its own targets. FDOT’s 2019 targets remain the same as previous year. Staff is asking the committee to endorse FDOT’s targets.

Ms. Peters reported in response to a question, that FHWA is considering funding ramification if safety funds were not being used for safety projects. FHWA would hold those funds if the targets were not met. These ramifications would not affect the MPO because the State of Florida uses 100% of their safety funds for safety projects.

Ms. Lantz made a motion to endorse FDOT Annual Safety Targets. Second by Mr. De Leon. Carried unanimously.

D. Endorse Amendment to FY2019 – FY 2023 Transportation Improvement Program (TIP)

Mr. Ortman presented the Executive Summary “*Endorse Amendment to FY2019-FY2023 Transportation Program (TIP)*” for consideration. He noted:

- Two sidewalks on Lake Trafford Rd. bike/pedestrian projects would be deleted and replaced with new project numbers due to two different sources of funding.
- SR 951 from Manatee Rd. to North of Tower Rd. This amendment will add an additional phase and funding.
- Administrative Modification to two sidewalk projects on Marco Island to change the funding code from SA to LF.
- SR 29 from Oil Well Rd. to Sunniland Nursery Rd. Will add additional funding to FY2024, which is outside the years of the current TIP. FDOT will explain why that has been requested.

Ms. Peters reported that the reason for an amendment to FY24 is because in the MPO handbook states that in order to move forward with approval for environmental reviews, the whole corridor needs to show funding. Currently the

TIP does not show funding for the entire corridor. The amendment will include language stating that the whole corridor is being funded to be able to move forward with environmental approvals.

Michelle Avola expressed her concerns over the fact that the PD&E study on SR 29 does not include a separated pathway for cyclist. Ms. Avola stated that the segment of I-75 to Oil Well has a fair amount of cyclist traffic. Not including a separated pathway can be very dangerous once that segment gets expanded. Recommends that a separated pathway be considered.

Ms. Peters responded that she would pass that recommendation on to FDOT Project Manager.

Ms. Lantz made a motion to endorse Amendment to FY2019-FY2023 Transportation Improvement Program. Second by Mr. Holland. Carried unanimously.

8. Reports and Presentations (May Require Committee Action)

None.

9. Member Comments

None.

10. Distribution Items

A. TAC Member comments on Bicycle & Pedestrian Master Plan

Ms. McLaughlin reported that Staff received many comments on the Bicycle & Pedestrian Master Plan. (See agenda packet, item 10A - attachment.) Staff is currently addressing these comments with the consultant. Once the comments have been addressed the revised draft will be brought back to the committees sometime in the fall for review.

Dayna Fendrick noted that her written comments have been forward to staff and would like them to be included in the record. Ms. Fendrick expressed concerns over the Environmental Justice (EJ) mapping and the accuracy of these areas. Recommended that the block groups should have additional filters or local knowledge applied to show the exact location of the EJ, since it's one of the foundational criteria for the Bicycle & Pedestrian Master Plan/ Additional criteria should be added to the plan to better understand where there's need for facilities. Concerned over the fact that the bike lines on US41 and SR29 were or will be removed - this would be a mistake. By not showing the existing shoulders it would be very detrimental to Everglades City, Immokalee and other rural areas. If consultation with the tribes needs to be done it should be addressed instead of removing those sections from the map.

Michelle Avola , representing Naples Pathways Coalition, disagrees with removing the existing amenities from the maps. These should be included to show the public where amenities are located. By taking them off the maps it would make those maps an untrustworthy source.

Ms. McLaughlin clarified what was proposed to be removed from the maps was confusing existing conditions with gaps and needs for bike lanes. Stated that it's okay to show existing shoulders – no intention to remove references to existing conditions. Staff is working with the consultant to have the maps cleared up. Ms. McLaughlin asked that the NPC [and other stakeholders] withhold judgement until the revised draft plan is brought back to the committee for review.

11. Next Meeting Date

October 29, 2018 at 9:30 a.m.

12. ADJOURNMENT

With no further comments or items to attend to, Chairman Holland adjourned the meeting at approximately 10:35 a.m.

COMMITTEE ACTION
ITEM 7A

Endorse Amended MPO Bylaws

OBJECTIVE: For the Committee to review and endorse the amended MPO Bylaws

CONSIDERATIONS: The Citizens Advisory Committee (CAC) has several vacancies which the Director and MPO Board members whose jurisdictions are affected have tried to fill. The MPO Board members representing County Commission District IV and Everglades City have requested modifications to the CAC membership requirements in the MPO Bylaws. The Deputy County Attorney has developed language addressing these requests. The Track Changes version is shown in **Attachment 1**. The Clean Version is shown in **Attachment 2**.

The current proposed revisions differ slightly from the revisions proposed by the MPO Director, which the committees reviewed and commented on previously (May 2018.)

STAFF RECOMMENDATION: That the Committee review and endorse the amended MPO Bylaws

Attachments:

1. Track Changes Revised MPO Bylaws
2. Clean Version Revised MPO Bylaws

Prepared By: Anne McLaughlin, MPO Director

**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 or whose principal place of business is located in the following areas:

City of Naples (2)

Collier County Unincorporated Area (5), coinciding with the established Collier County Commission Districts

City of Marco Island (1)

City of Everglades City (1), including the area encompassing Chokoloskee and Plantation Island, 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 colliermmpo@colliergov.net or by accessing the MPO's Web site at colliermmpo.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: _____
William L. McDaniel, Jr., ~~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

**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:

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METROPOLITAN PLANNING ORGANIZATION

By: _____
William L. McDaniel, Jr., 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

COMMITTEE ACTION
ITEM 7B

Endorse Amendments to FY2019-FY2023 Transportation Improvement Program (TIP)

OBJECTIVE: For the Committee to endorse amendments to the FY 2019-FY 2023 TIP

CONSIDERATIONS: The Florida Department of Transportation (FDOT) has requested the following two transit amendments to the FY2019 – FY2023 TIP.

1. Advance funding for FPN 4404391 - Bus Shelters at Various Locations - from FY2022 to FY2019. There is no change to the amount and type of funding or the project phase.
2. Add new project FPN 4443971-14-01 - Park and Ride Study - with funding of \$60,000 in FY 2019. The phase of the project is a Planning Grant and the funding types are Local Funds (LF) of \$30,000; and Public Transportation Office (State) (DPTO) of \$30,000.

The amendment forms are included as **Attachment 1**; the TIP project sheets are included as **Attachment 2**; and the FDOT letters requesting the amendments are included as **Attachment 3**.

The required 21-day public comment period extends from October 17th through November 7th. As of publication of this Executive Summary, no public comments have been received.

STAFF RECOMMENDATION: That the Committee endorse the amendments to the FY20019-FY2023 TIP.

Attachments:

1. Amendment forms requiring signatures
2. FY2019-FY2023 TIP project sheets
3. FDOT letters requesting amendment.

Prepared By: Eric Ortman, MPO Senior Planner

**TIP Amendment for Approval by MPO Board on November 9, 2018
for FY 2019 through FY 2023**

FPN	Action	Project Name	Requested By	Fund	Phase	FY	Amount
4404391	Advance Funding from FY22 to FY19	Bus Shelters in Collier County at Various Locations	FDOT	SU	CAP	2019	\$286,180
4404391	Advance Funding from FY22 to FY19	Bus Shelters in Collier County at Various Locations	FDOT	FTAT	CAP	2019	\$286,180
4443971-14-01	New project and funding for FY19	Park and Ride Study	FDOT	DPTO	14	2019	\$30,000
4443971-14-01	New project and funding for FY19	Park and Ride Study	FDOT	LF	14	2019	\$30,000

FPN	Total Project Cost	Responsible Agency	TIP Reference Page	LRTP Reference Page
4404391	\$572,360	FDOT	121A	CFP CMC Projects p 6-34 & Appendix A
4443971-14-01	\$60,000	FDOT	122A	Transit CFP p 6-34

COLLIER METROPOLITAN
PLANNING ORGANIZATION

Attest By: _____

By: _____
Anne McLaughlin
Collier MPO Executive Director

Date: _____

By: _____ Date: _____
Name
Agency
Collier MPO Chair William L. McDaniel, Jr.

4404391

BUS SHELTERS IN COLLIER COUNTY VARIOUS LOCATIONS

Project Description: CMC PRIORITY 2016-01, 9 SHELTERS, NO LOCATIONS PROVIDED, WITH BIKE RACK, BENCH AND TRASH RECEPTACLE

Prior Years Cost: 0
Future Years Cost: 0
Total Project Cost: 572,360
LRTP Ref: CFP-CMC PROJECTS P6-24 & APPENDIX A

Work Summary: PUBLIC TRANSPORTATION SHELTER

Lead Agency: COLLIER COUNTY

Length: N/A

TIP ADMENDMENT: 11/9/2018
FDOT request to advance funding from FY22 to FY19

Phase	Fund	2018/19	2019/20	2020/21	2021/22	2022/23	Total
CAP	SU	286,180	0	0	0	0	286,180
CAP	FTAT	286,180					286,180
							0
							0
							0
							0
							0
Total		572,360	0	0	0	0	572,360



4443971-14-01 PARK AND RIDE STUDY

Project Description: Park and Ride Study

Prior Years Cost: 0

Future Years Cost: 0

Total Project Cost: 60,000

Work Summary: Pending FDOT

L RTP Ref: TRANSIT CFP P6-34

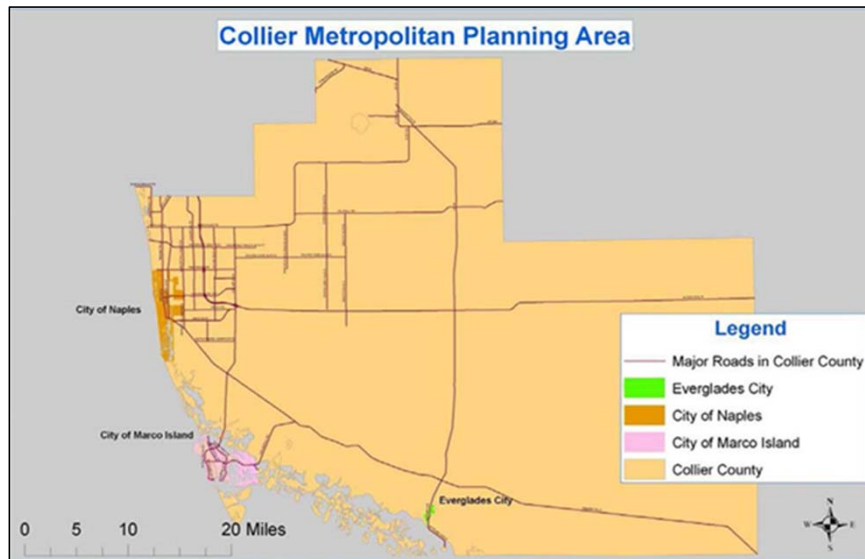
TIP ADMENDMENT: 11/9/2018

Lead Agency: Pending FDOT

Length: N//A

FDOT request for new project and funding

Phase	Fund	2018/19	2019/20	2020/21	2021/22	2022/23	Total
14	DPTO	30,000	0	0	0	0	30,000
14	LF	30,000					30,000
							0
							0
							0
							0
							0
Total		60,000	0	0	0	0	60,000





Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

MIKE DEW
SECRETARY

October 15, 2018

Ms. Anne McLaughlin, Executive Director
Collier Metropolitan Planning Organization
2885 S. Horseshoe Drive
Naples, FL 34104

RE: Request for Amendment to the Collier Metropolitan Planning Organization's Fiscal Years 2018/2019 through Fiscal Years 2022/2023 Transportation Improvement Program (TIP)

Dear Ms. McLaughlin:

The letter is a formal request for the Collier Metropolitan Planning Organization (MPO) to approve the following amendment to the FY2018/19 – FY2022/23 Transportation Improvement Plan (TIP) at the November 09, 2018 Collier MPO Board Meeting.

This project was recently advanced from FY2022 into FY2019 for Collier County transit and an amendment is necessary to ensure authorization of federal funds and planning consistency in the FY2018/2019 to FY2022/23 TIP.

FPN Number	Federal Project Description	Phase	Amount	Funding Type	Fiscal Year	Comments
440439-1	Bus Shelters in Collier County at Various Locations	CAP	\$286,180	SU	2018/19	Project advanced from FY2021/22 to FY2018/19 in Collier Five Year Work Program FY2018/19 to FY2022/23
440439-1	Bus Shelters in Collier County at Various Locations	CAP	\$ 286,180	FTAT	2018/19	Project advanced from FY2021/22 to FY2018/19 in Collier Five Year Work Program FY2018/19 to FY2022/23

Ms. Anne McLaughlin
October 15, 2018
Page 2

If you have any questions, please feel free to contact me at (239) 225-1974.

Sincerely,



Victoria Peters
Community Liaison

VGP:vgp

cc: Cathy Kendall, Federal Highway Administration
Danielle Blackshear, Federal Highway Administration
Mark Reichert, Florida Department of Transportation
Melissa Slater, Florida Department of Transportation
Nicole Mills, Florida Department of Transportation
Wayne Gaither, Florida Department of Transportation



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

MIKE DEW
SECRETARY

October 15, 2018

Ms. Anne McLaughlin, Executive Director
Collier Metropolitan Planning Organization
2885 S. Horseshoe Drive
Naples, FL 34104

RE: Request for Amendment to the Collier Metropolitan Planning Organization’s Fiscal Years 2018/2019 through Fiscal Years 2022/2023 Transportation Improvement Program (TIP)

Dear Ms. McLaughlin:

The letter is a formal request for the Collier Metropolitan Planning Organization (MPO) to approve the following amendment to the FY2018/19 – FY2022/23 Transportation Improvement Plan (TIP) at the November 09, 2018 Collier MPO Board Meeting.

This project was recently added for a new Park and Ride Study to identify potential sites in FY18/19 for Collier County transit. This project and funding are not currently shown in the FY2018/2019 to FY2022/2023 TIP and an amendment is necessary to ensure authorization of federal funds and planning consistency.

FPN Number	Federal Project Description	Phase	Amount	Funding Type	Fiscal Year	Comments
444397-1-14-01	Park and Ride Study	14	\$30,000	DPTO	2018/19	New project & funding added to FY2018/19 through FY2022/23 Five Year Work Program
444397-1-14-01	Park and Ride Study	14	\$ 30,000	LF	2018/19	New project & funding added to FY2018/19 through FY2022/23 Five Year Work Program

Ms. Anne McLaughlin
October 15, 2018
Page 2

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cc: Cathy Kendall, Federal Highway Administration
Danielle Blackshear, Federal Highway Administration
Mark Reichert, Florida Department of Transportation
Melissa Slater, Florida Department of Transportation
Nicole Mills, Florida Department of Transportation
Wayne Gaither, Florida Department of Transportation

REPORTS AND PRESENTATIONS
ITEM 8A

Update and Input on Draft Bicycle & Pedestrian Master Plan – Comments and Revisions

OBJECTIVE: For the Committee to receive an update and provide additional input on the Draft Bicycle & Pedestrian Master Plan – Comments and Revisions.

CONSIDERATIONS: MPO staff has received extensive comments on the Draft Bicycle & Pedestrian Master Plan (BPMP). Written comments are provided in **Attachment 1**.

Fully addressing these comments requires additional research, mapping, analysis and writing. The comments raise questions concerning policy and direction that staff would like to discuss with advisory committees:

- Environmental Justice Map
- Existing Conditions Base Maps; All maps – Accuracy & Legibility
- Vision, Goals, Objectives, and Performance Measures
- Public Input (Comments captured via Wikimaps will be displayed at meeting)
- Analysis of Network Needs and Gaps
- Clarify Policies, including Design Guidelines, Complete Streets, US 41 East/Tamiami Trail, SR29
- Draft Summary Table – MPO Design Guidelines based on AASHTO, NACTO and FDOT Greenbook (**Attachment 2**)

The Bicycle and Pedestrian Advisory Committee received a similar presentation at their meeting on October 16, 2018. Formal action was not requested. The Committee expressed support for including Design Guidelines in the BPMP and establishing clear policy recommendations, adding the language suggested by the Department of Health to the section on goals and objectives, refining the EJ analysis and map, updating the existing conditions base map, and revisiting the analysis of network needs and gaps to determine if additional priorities are called for.

STAFF RECOMMENDATION: For the Committee to receive an update and provide input on the Draft Bicycle & Pedestrian Master Plan

ATTACHMENT:

1. Comments in chronological order
2. Draft MPO Design Guidelines – Summary Table

Prepared By: Anne McLaughlin, MPO Director

Attachment 1 – Comments

2017 1030 Ped Facilities Existing - Collier County comments

2018 0110 EJ Map from 20017 – Fendrick edits

2018 0814 Email – Fendrick

2018 0821 Draft BPMP Maps – Fendrick edits

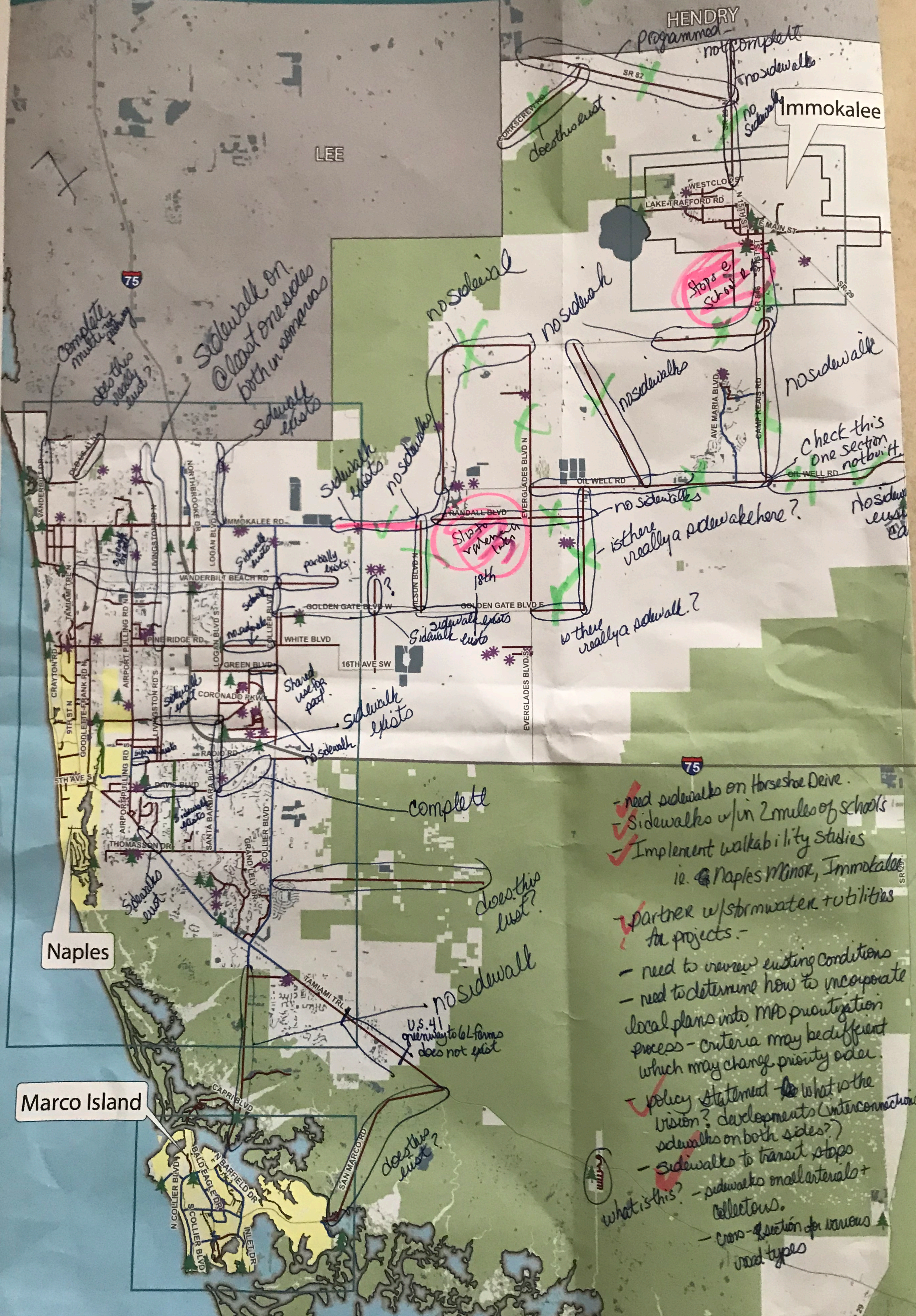
2018 0821 EJ Map – Fendrick edits

2018 0830 Comments on Draft BPMP – Collier County

2018 0921 Fendrick Comments on Draft BPMP

2018 0924 ES Summarizing TAC comments from 8/27/18 meeting

2018 1003 Comments on Ch 4 from Wilson, DOH,



- need sidewalks on Horseshoe Drive.
- Sidewalks w/in 2 miles of schools
- Implement walkability studies
ie. Naples Minor, Immokalee
- Partner w/ stormwater + utilities for projects.
- need to review existing conditions
- need to determine how to incorporate local plans into MPD prioritization process - criteria may be different which may change priority order.
- Policy Statement - what is the vision? developments (interconnections sidewalks on both sides?)
- Sidewalks to transit stops
- what is this? - sidewalks on small arterials + collectors.
- cross-section for various road types

Naples

Marco Island

HENDRY

LEE

Immokalee

Complete multi-use path
does this really exist?

Sidewalk on @ least one side both in some areas

no sidewalk

no sidewalk

no sidewalk

Check this one section not built.

no sidewalk

is there really a sidewalk here?

no sidewalk

is there really a sidewalk?

complete

does this exist?

no sidewalk

U.S. 41 greenway to 6L forms does not exist

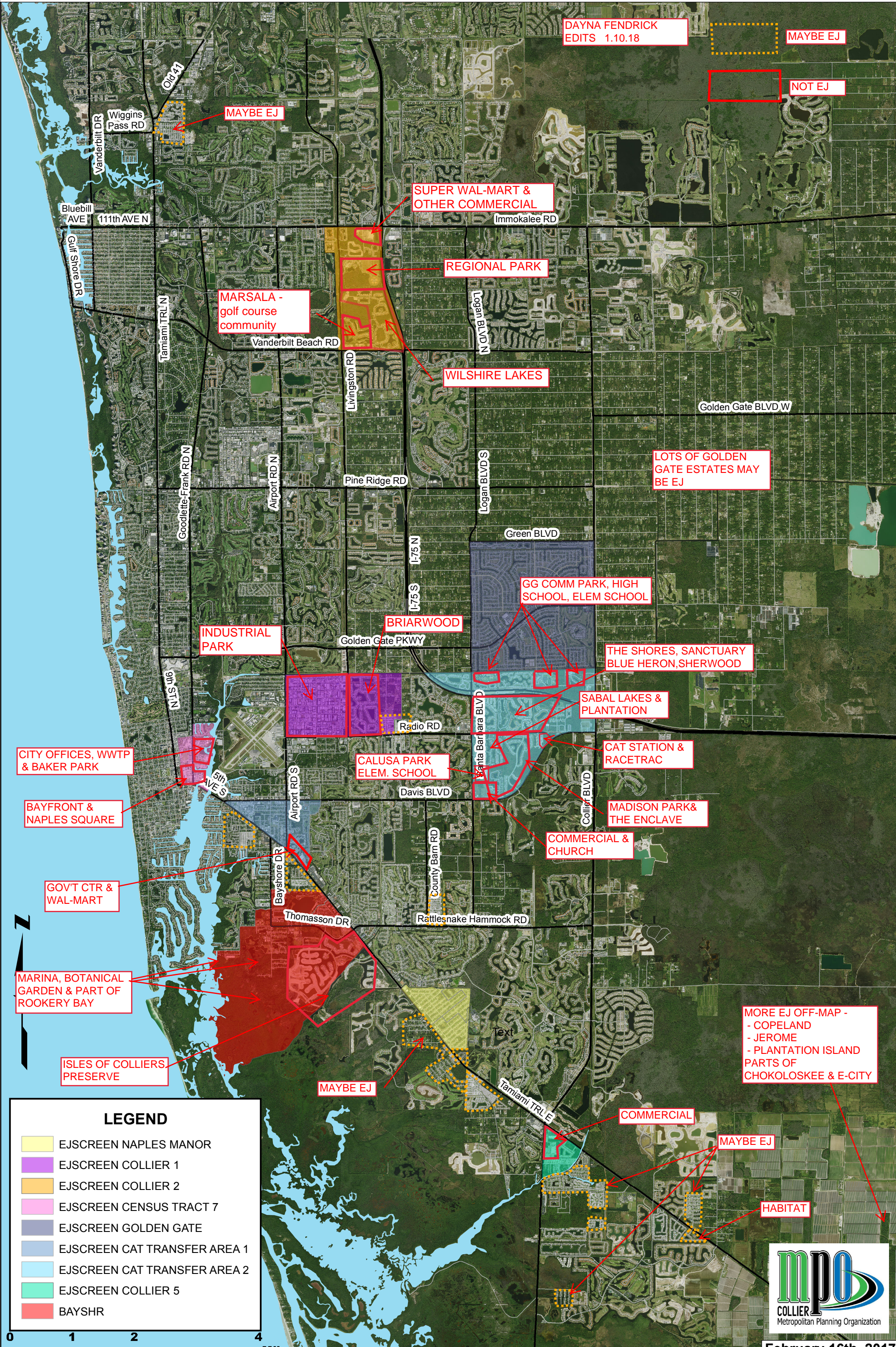
does this exist?



CR 29

EJSCREEN COLLIER COUNTY

DAYNA FENDRICK
EDITS 1.10.18



MAYBE EJ

NOT EJ

MAYBE EJ

SUPER WAL-MART &
OTHER COMMERCIAL

REGIONAL PARK

MARSALA -
golf course
community

WILSHIRE LAKES

LOTS OF GOLDEN
GATE ESTATES MAY
BE EJ

GG COMM PARK, HIGH
SCHOOL, ELEM SCHOOL

INDUSTRIAL
PARK

BRIARWOOD

THE SHORES, SANCTUARY
BLUE HERON, SHERWOOD

SABAL LAKES &
PLANTATION

CITY OFFICES, WWTP
& BAKER PARK

CALUSA PARK
ELEM. SCHOOL

CAT STATION &
RACETRAC

BAYFRONT &
NAPLES SQUARE

MADISON PARK &
THE ENCLAVE

COMMERCIAL &
CHURCH

GOV'T CTR &
WAL-MART

MARINA, BOTANICAL
GARDEN & PART OF
ROOKERY BAY

ISLES OF COLLIERS
PRESERVE

MAYBE EJ

MORE EJ OFF-MAP -
- COPELAND
- JEROME
- PLANTATION ISLAND
PARTS OF
CHOKOLOSKEE & E-CITY

COMMERCIAL

MAYBE EJ

HABITAT

LEGEND

- EJSCREEN NAPLES MANOR
- EJSCREEN COLLIER 1
- EJSCREEN COLLIER 2
- EJSCREEN CENSUS TRACT 7
- EJSCREEN GOLDEN GATE
- EJSCREEN CAT TRANSFER AREA 1
- EJSCREEN CAT TRANSFER AREA 2
- EJSCREEN COLLIER 5
- BAYSHR



February 16th, 2017

From: dayna@urbangreenstudio.com
To: [OrtmanEric](#)
Cc: [Tara Saathoff-Wells](#); [Patricia Huff](#); [Elaine Middelstaedt](#)
Subject: RE: BPAC Meeting Reminder and Agenda Packet Link
Date: Tuesday, August 14, 2018 6:45:50 PM

Hi Eric,

Thanks, hope you enjoyed a nice vacation. I'll be interested to see what staff was not pleased with on the GG Walkable Community Study.

On another topic, I remain concerned about the accuracy of the EJ (Environmental Justice) map. Is the map that is shown in the Draft plan in the agenda packet still the current one in use? If it is, there are still a number of problems with the map - areas that are clearly not EJ are shown as such, while areas that are very much EJ are not shown. And there are several Everglades area EJ communities that are not represented - Plantation Island, Copeland, Jerome, Chokoloskee, and probably a good portion of Everglades City should qualify. I don't know how familiar you are with these communities, so here's a brief run-down:

- **Plantation Island:** All Mobile Home or Manufactured Home zoning. This area serves as affordable worker housing for permanent folks as well as affordable seasonal/retirement/fishing camps for retirees of modest means. This area was hard-hit in Irma and many trailers have been demolished.
- **Copeland:** Was founded as a logging camp for the workers when the Fakahatachee Strand was logged out in the 40's and 50's. It was also a pre-dominantly black community in the Jim Crow era, when Everglades City was a sun-down town. It is now more balanced in race, but is still a low-income rural community.
- **Jerome:** Also a former logging community, and it experienced a true environmental catastrophe; when they were shutting down the sawmill in 1956, a fire got started and consumed every building, including the creosote pit. The ground water was contaminated, and to this day the residents cannot use their well water for drinking. The Collier family later bought the land and assumed the liability for the water, and still are obligated to deliver bottled water to the few families that remain. If this doesn't qualify as an EJ community, I don't know what should.
- **Chokoloskee:** A mix of single family homes, condos, mobile homes, manufactured home and RV Resort (Outdoor Resorts). Similar to Plantation, in that it provides a lot of the affordable housing for permanent residents and seasonal workers.
- **Everglades City:** There are several mobile home parks and older cottages that were affordable for permanent and seasonal residents that were destroyed in Irma.

I believe these areas should meet a number of the EJ criteria - low income, over 60, non English-speaking, minority population, transportation disadvantaged. With the local economy being based on eco-tourism and the stone crab industry, much of the work force is seasonal and minority population.

Aside from the Everglades area not being represented on the map, I am concerned that the lack of accurate EJ data will become a fatal flaw for this Bike Ped Master Plan. Similar to how the safety data was lacking in the 2012 Comprehensive Pathways Plan, which undermined confidence in the plan. If the intent is to direct facilities toward the EJ communities, inaccurate information could actually have an inverse effect and direct facilities towards non-existent EJ areas and away from actual EJ communities. I understand if the MPO is constrained by budget and the scope for the consultant preparing the BPMP. However, I think the MPO needs to recognize the limitations of the Census block data and find ways to address the anomalies that are cropping up, and to ground-truth the findings with local knowledge. Since the EJ status is one of the top 2 criteria for directing funding, we need to get this right.

I will mark up the EJ map that was supplied in the BPAC agenda package to illustrate where there are obvious issues and send it later this week for your review.

Thank you,

Dayna L. Fendrick, RLA, AICP

URBAN GREEN STUDIO

Office: 239-263-4029
Cell: 239-777-5806
dayna@urbangreenstudio.com

P.O. Box 111841
Naples, FL 34108

----- Original Message -----

Subject: RE: BPAC Meeting Reminder and Agenda Packet Link
From: OrtmanEric <Eric.Ortman@colliercountyfl.gov>
Date: Tue, August 14, 2018 1:39 pm
To: "dayna@urbangreenstudio.com" <dayna@urbangreenstudio.com>

Dayna,

I have been on vacation in Maine. Attached is a summary for the second stakeholder meeting. As to the BPAC May meeting, our attorney has said that if there is no quorum, there is no meeting and therefore no minutes.

The "meeting" lasted five minutes. The sole item on the agenda was to endorse the GG Walkable Comm Study. Staff was unhappy with the final report and decided to pull it from the agendas of all the advisory committees. The report is being re-written and be on a future agenda for all committees/Board. So, you really didn't miss anything.

Eric

From: dayna@urbangreenstudio.com <dayna@urbangreenstudio.com>
Sent: Thursday, August 9, 2018 7:27 PM
To: IntriagoKaren <Karen.Intriago@colliercountyfl.gov>
Cc: OrtmanEric <Eric.Ortman@colliercountyfl.gov>; OteroBrandy <Brandy.Otero@colliercountyfl.gov>
Subject: RE: BPAC Meeting Reminder and Agenda Packet Link

Hi Karen,

Welcome to the MPO, and I look forward to meeting you at the BPAC meeting.

Are there any minutes or summary of comments from the May 21st meeting with stakeholders to review the draft Bike Ped Master Plan? Since I wasn't able to attend due to vacation, it would be helpful to see what was discussed at that meeting. And are there any minutes from the BPAC special meeting that was held that same day? I understand that a quorum was not attained, but wouldn't there still be minutes?

Thank you,

Dayna L. Fendrick, RLA, AICP
URBAN GREEN STUDIO

Office: 239-263-4029
Cell: 239-777-5806
dayna@urbangreenstudio.com

P.O. Box 111841
Naples, FL 34108

----- Original Message -----

Subject: BPAC Meeting Reminder and Agenda Packet Link
From: IntriagoKaren <Karen.Intriago@colliercountyfl.gov>
Date: Thu, August 09, 2018 3:48 pm
To: McLaughlinAnne
<Anne.McLaughlin@colliercountyfl.gov>
Cc: OteroBrandy <Brandy.Otero@colliercountyfl.gov> ,
OrtmanEric
<Eric.Ortman@colliercountyfl.gov>

Dear BPAC Members,

This email serves as a reminder that the Bicycle & Pedestrian Advisory Committee (BPAC) of the Collier Metropolitan Planning Organization (MPO) will meet on **Tuesday, August 21st** at 9:00 a.m. in the Collier County Growth Management Division Conference Rooms 609/610, 2800 North Horseshoe Drive Naples, FL 34104. Please let me know by separate email if you are unable to attend. **Please note that the Collier MPO has moved to an electronic format for all agenda packets. You will no longer receive a hard copy of the packet unless you have specifically requested one.** Please contact the MPO staff directly for any questions or concerns you may have.

To access the agenda packet electronically, select the following link:

<http://www.colliermopo.org/index.aspx?page=16&recordid=1152>

This is a one-way transmittal. Please do not reply to all.

Respectfully,

Karen Intriago

Administrative Assistant



Collier MPO

NOTE: Email Address Has Changed

2885 South Horseshoe Drive, Naples, Florida 34104

Phone: 239.252.5814

Karen.Intriago@colliercountyfl.gov

Under Florida Law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by telephone or in writing.

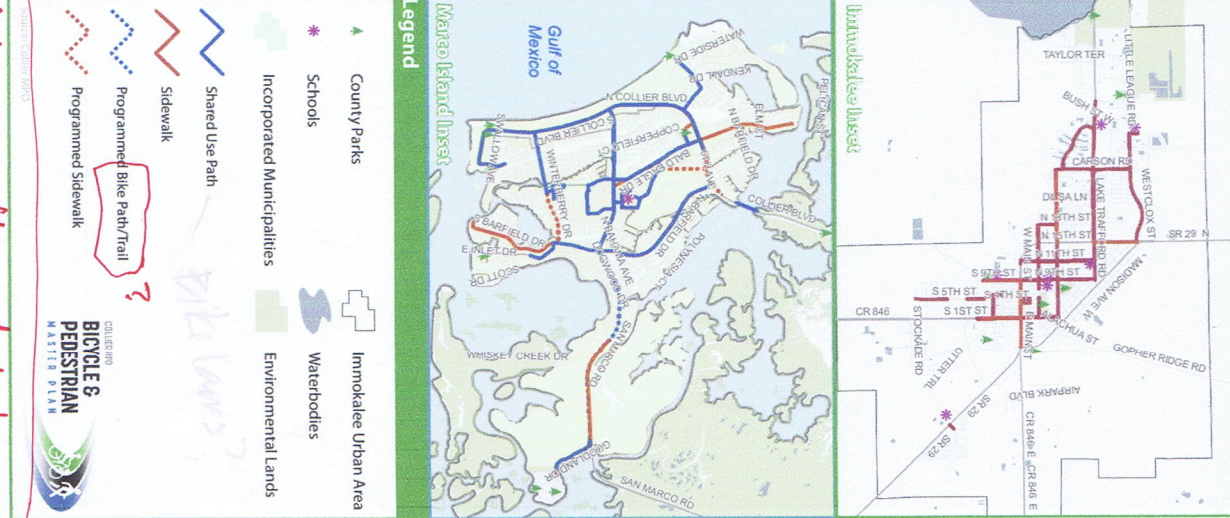
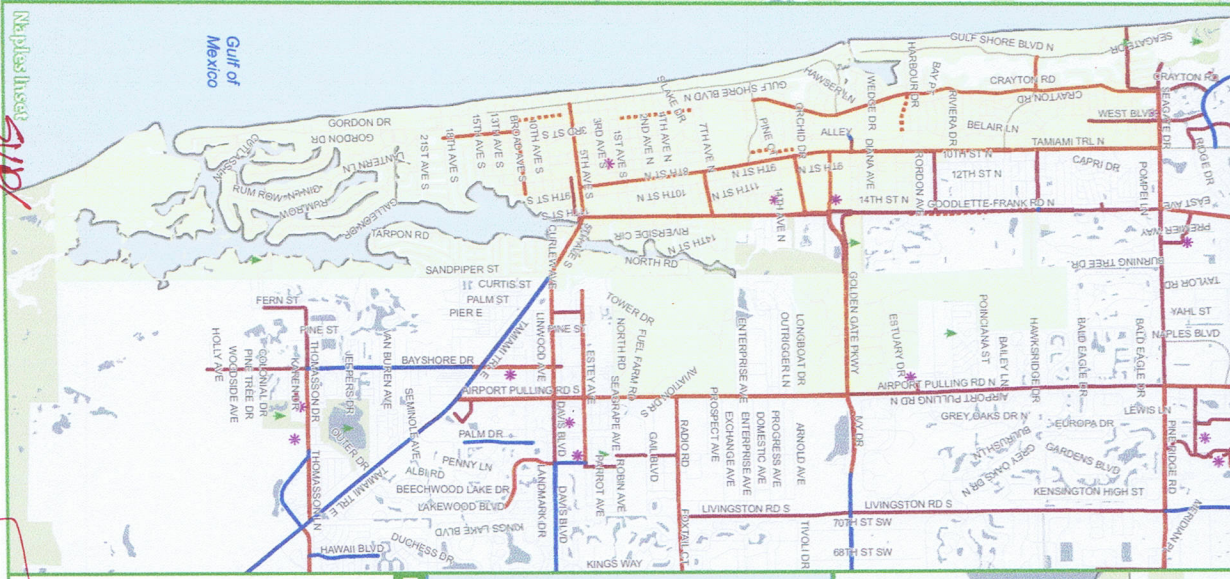
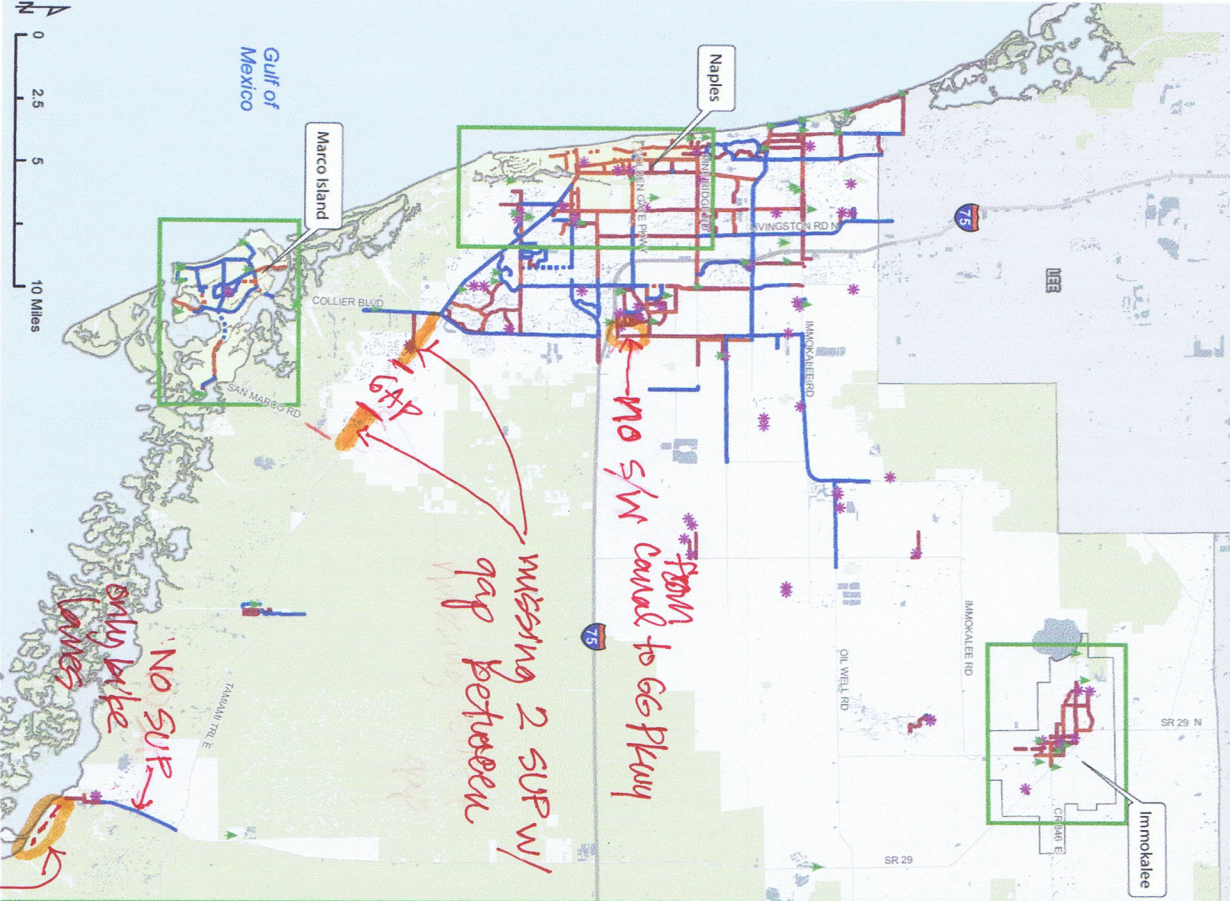
Why no BUREAUDES CITY
MCEP? ?

Has this map been approved &
adopted? If it is not on website.

Existing + Committed Pedestrian Facilities

MAP 2

Bicycle & Pedestrian Master Plan



DLE comments
9/18/18

sidewalk on N. side
of concourse - 6' width

If this is the adopted map,
it should be corrected & updated.

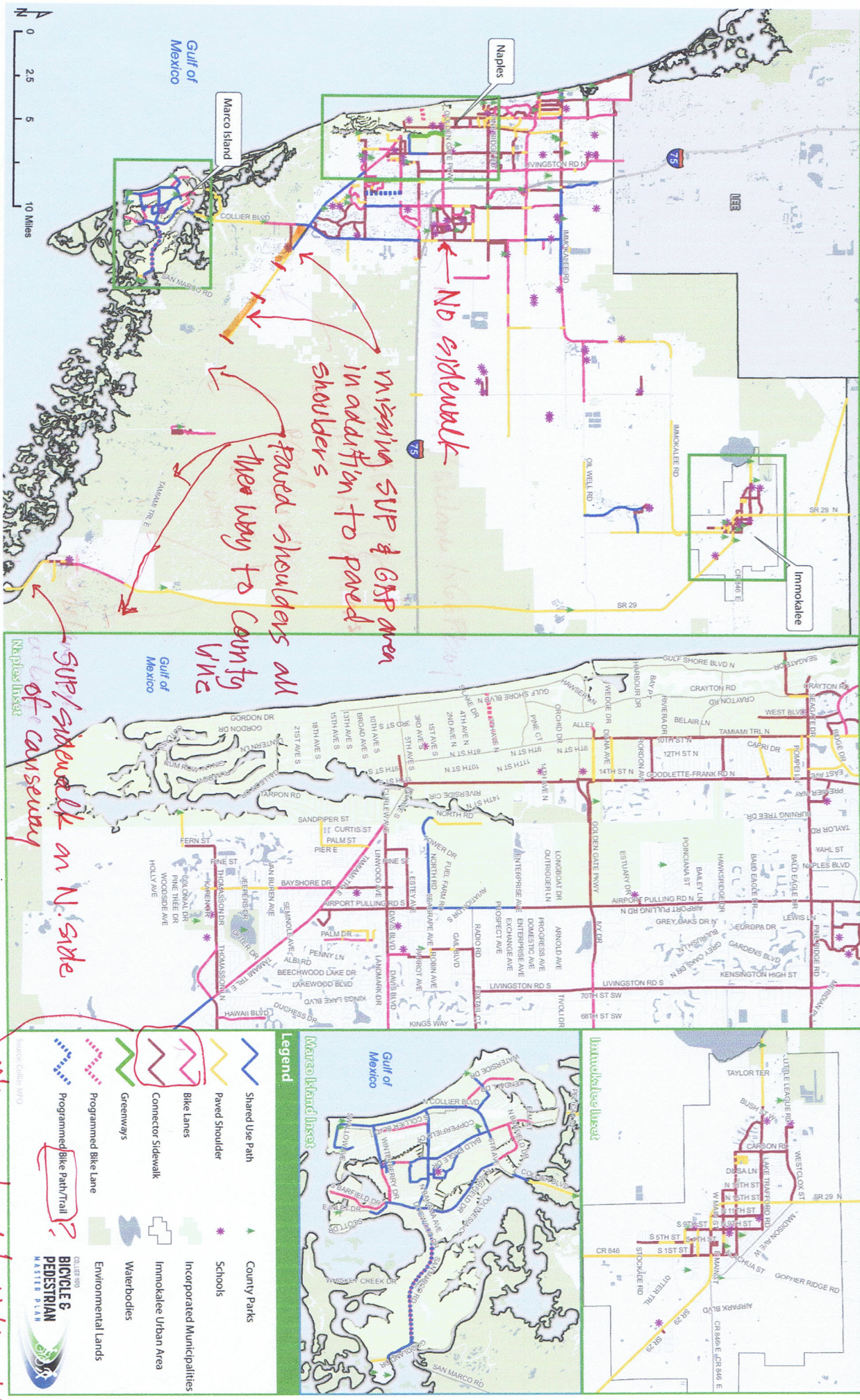
WHY NO BUREAUCRATS
CITY NEEDS?

IS THIS THE ADOPTED MAP? IT IS
NOT ON WEBSITE.

Existing + Committed Bicycle Facilities

MAP 3

Bicycle & Pedestrian Master Plan



Nb sidewalk

missing SUP & GSP area
in addition to paved
shoulders

paved shoulders all
three way to county
line

SUP/sidewalk on N. side
of causeway

Legend

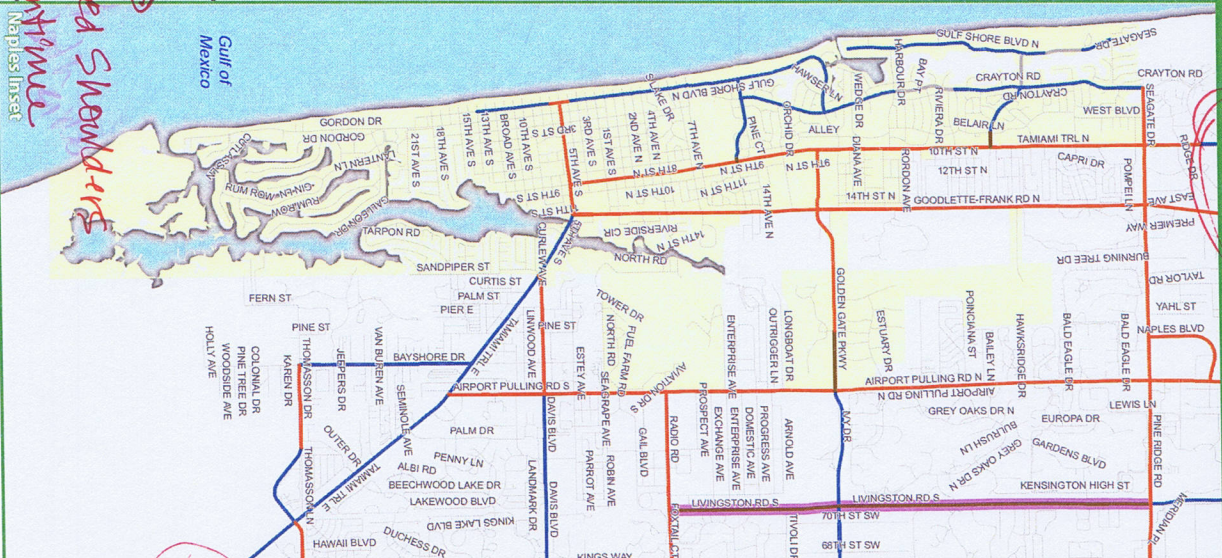
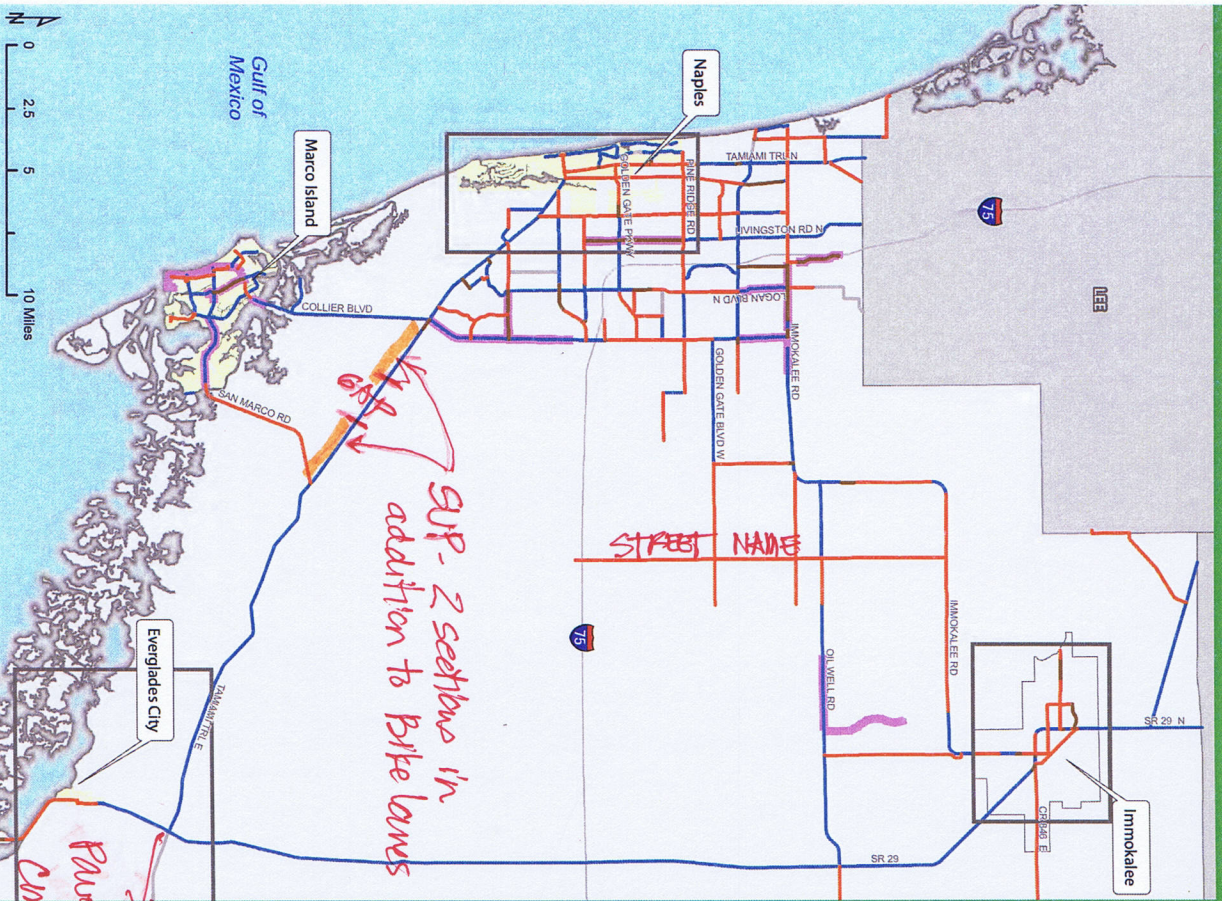
- Shared Use Path
- Paved Shoulder
- Bike Lanes
- Connector Sidewalk
- Greenways
- Programmed Bike Lane
- Programmed Bike Path/Trail
- County Parks
- Schools
- Incorporated Municipalities
- Waterbodies
- Environmental Lands



DF comments
9/18/18

colors are hard to distinguish
Bike lane should be more
similar to Paved Shoulder

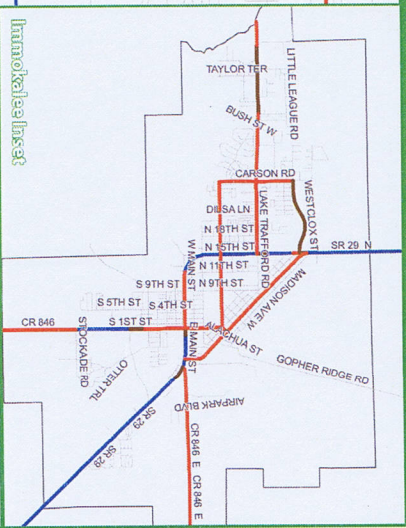
Bike Lane Gaps (all needs on collector and arterial roads)



MAP 2

Map # duplicated - confusing

Bicycle & Pedestrian Master Plan



- Legend**
- Everglades City Inset
 - Bicycle Facility Needs
 - No Bike Lane or Shared Use Path on Either Side of Street
 - Bike Lane on One Side of Street Only
 - Bike Lanes on Both Sides of Street
 - Existing Shared Use Path

Source: Collier MPO

Are we treating bike lanes + Paved Shoulders the same?

BICYCLE & PEDESTRIAN MASTER PLAN

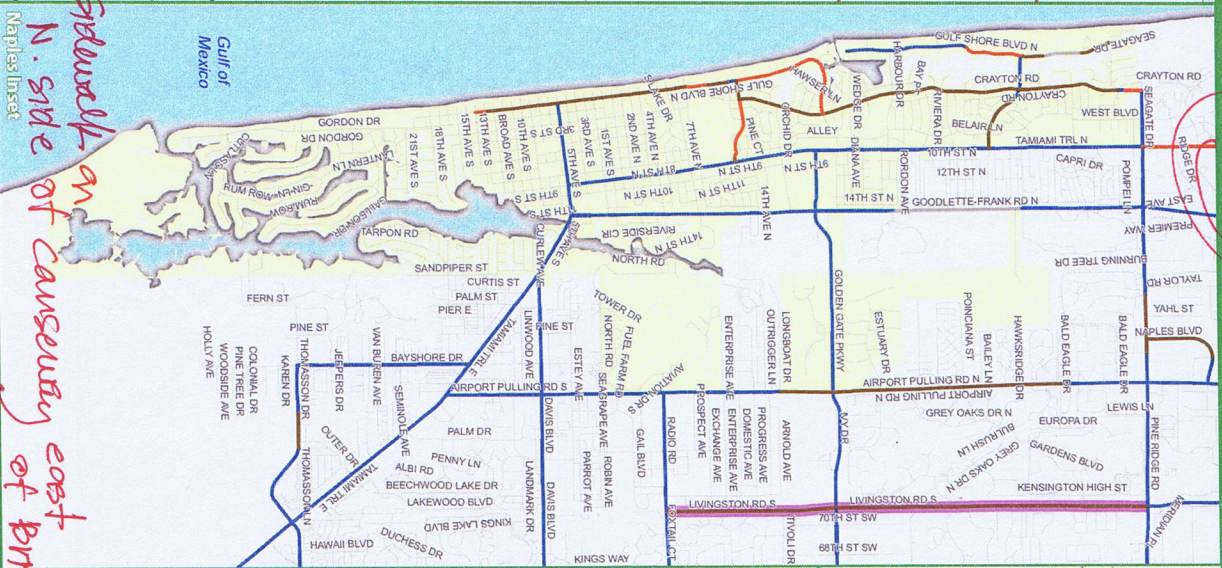
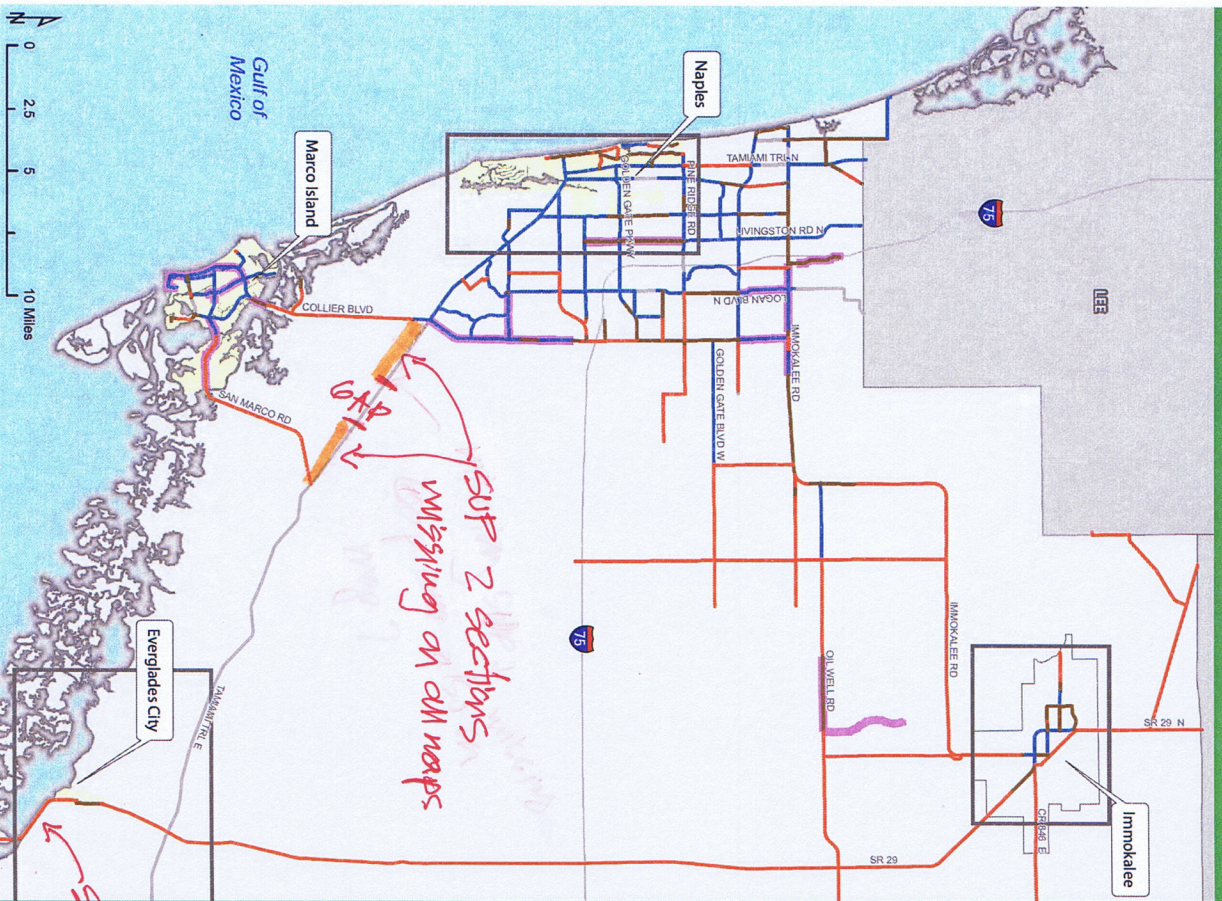
DFE comments
9/10/18

Sidewalk Gaps (all needs on collector and arterial roads)

MAP 3

Bicycle & Pedestrian Master Plan

Map # dup created



Legend

Pedestrian Facility Needs

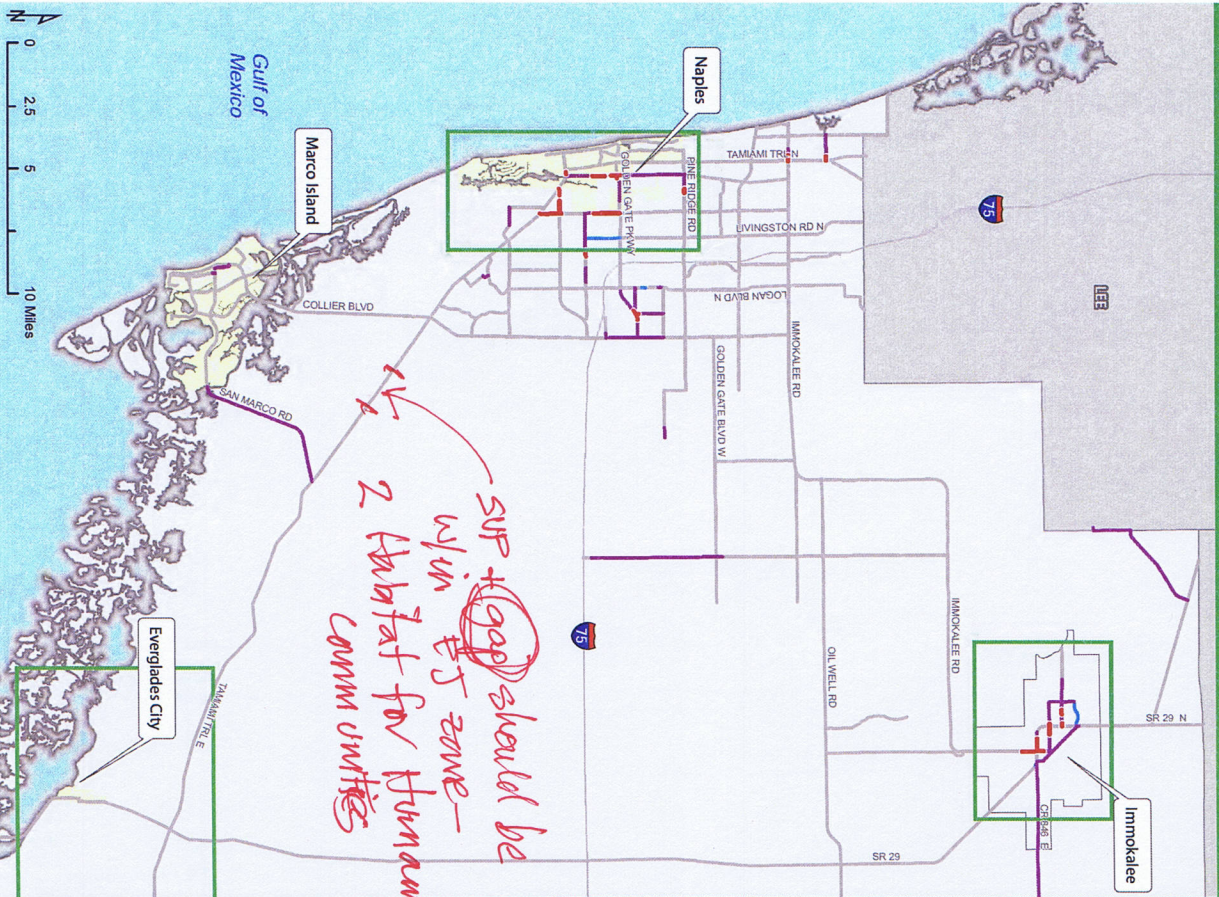
- No Sidewalks or Shared Use Path on Either Side of Street
- Sidewalk on One Side of Street
- Sidewalk on Both Sides of Street
- Existing Shared Use Path



*PIF comments
9/18/18*

Bike Lane & Shared Use Path Gaps : Collectors and Arterials

*+ Crash
+ BI*

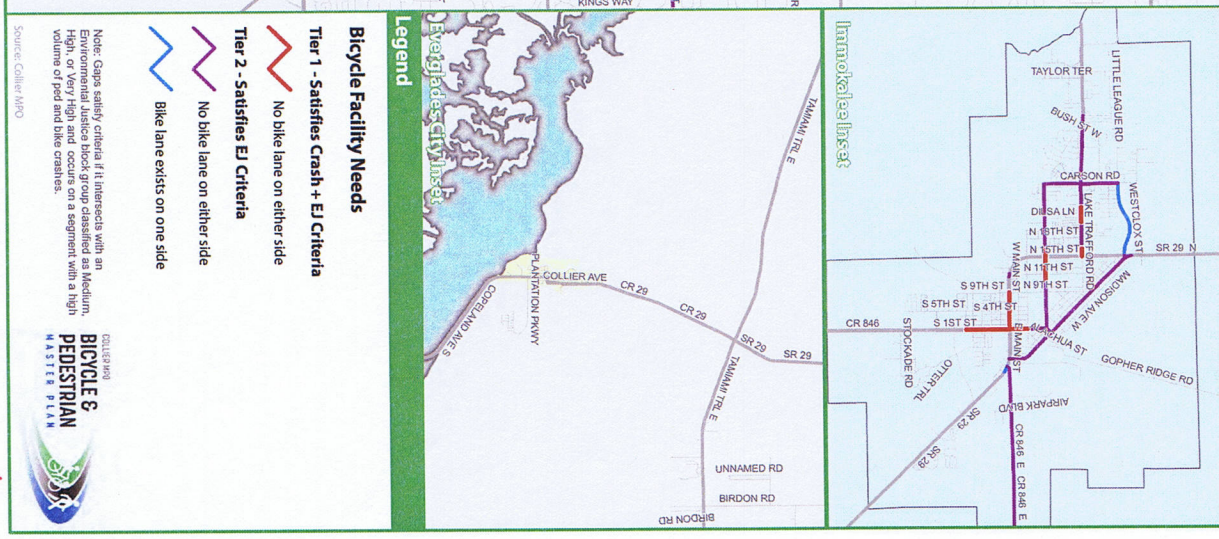


sup + gap should be w/in 1/2 zone - 2 habitat for Humbirds comm units

MAP 4



Bicycle & Pedestrian Master Plan



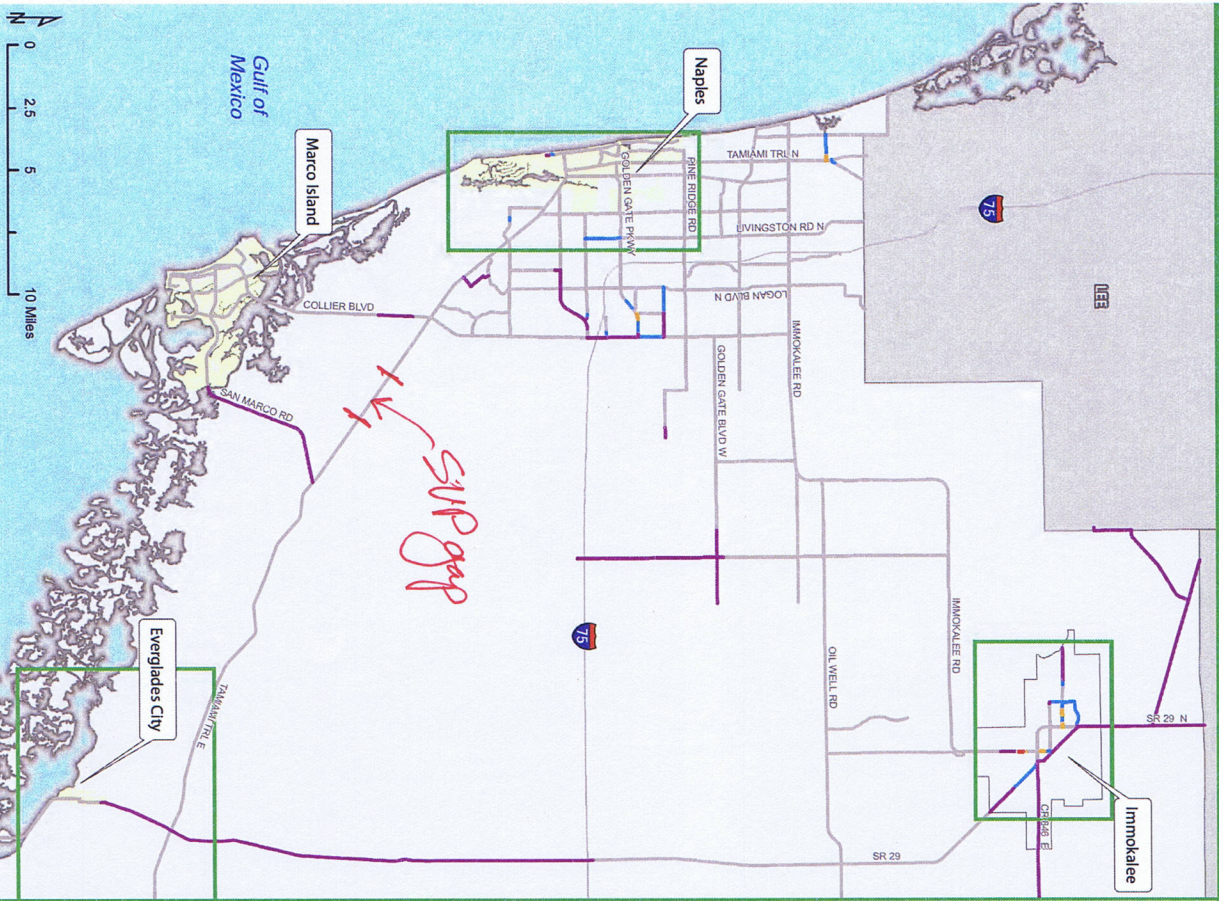
- Legend**
- Bicycle Facility Needs**
- ▬ Tier 1 - Satisfies Crash + EJ Criteria
No bike lane on either side
 - ▬ Tier 2 - Satisfies EJ Criteria
No bike lane on either side
 - ▬ Bike lane exists on one side

2021-03-10
BICYCLE & PEDESTRIAN MASTER PLAN

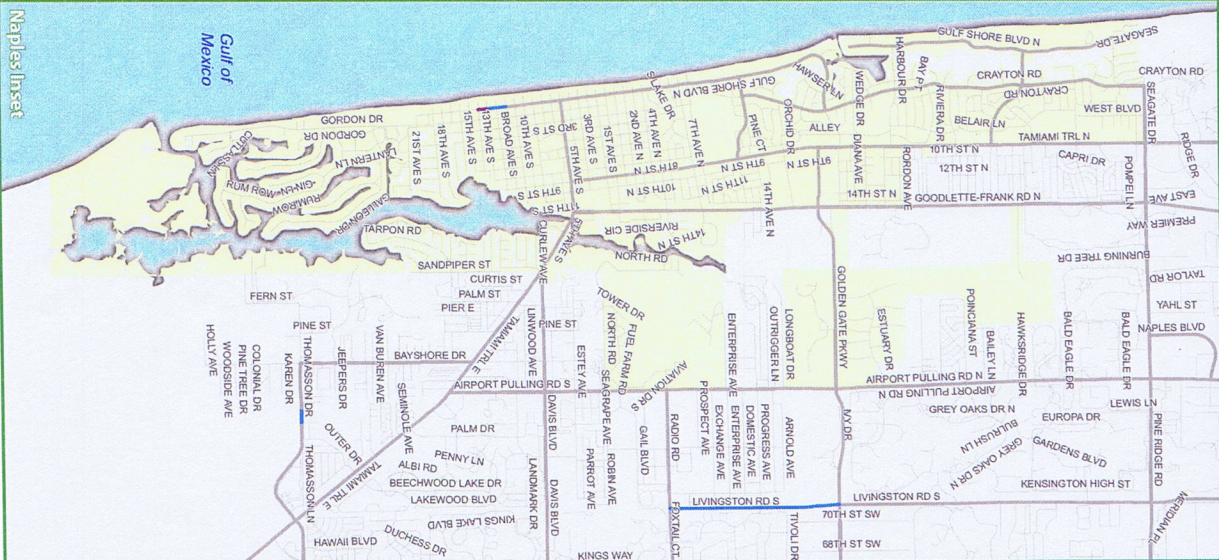
PDF comments 9/18/18

Sidewalk & Shared Use Path Gaps : Collectors and Arterials

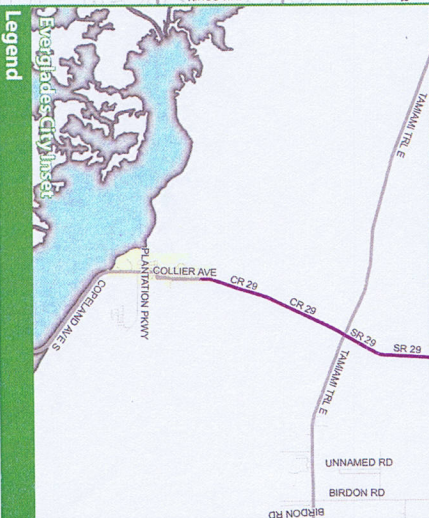
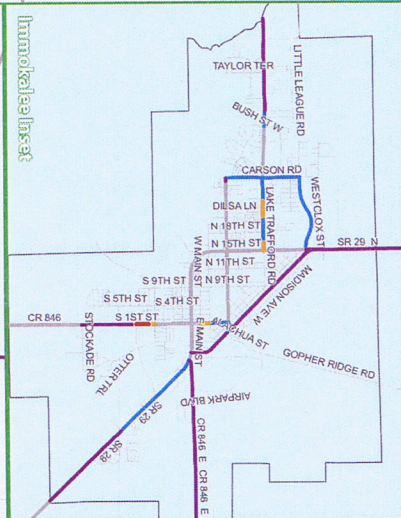
Crash
FS



MAP 5



Bicycle & Pedestrian Master Plan



- Legend**
- Pedestrian Facility Needs**
- ▬ Tier 1 - Satisfies Crash + EJ Criteria
 - ▬ No sidewalk on either side
 - ▬ Sidewalk exists on one side
 - ▬ Tier 2 - Satisfies EJ Criteria
 - ▬ No sidewalk on either side
 - ▬ Sidewalk exists on one side

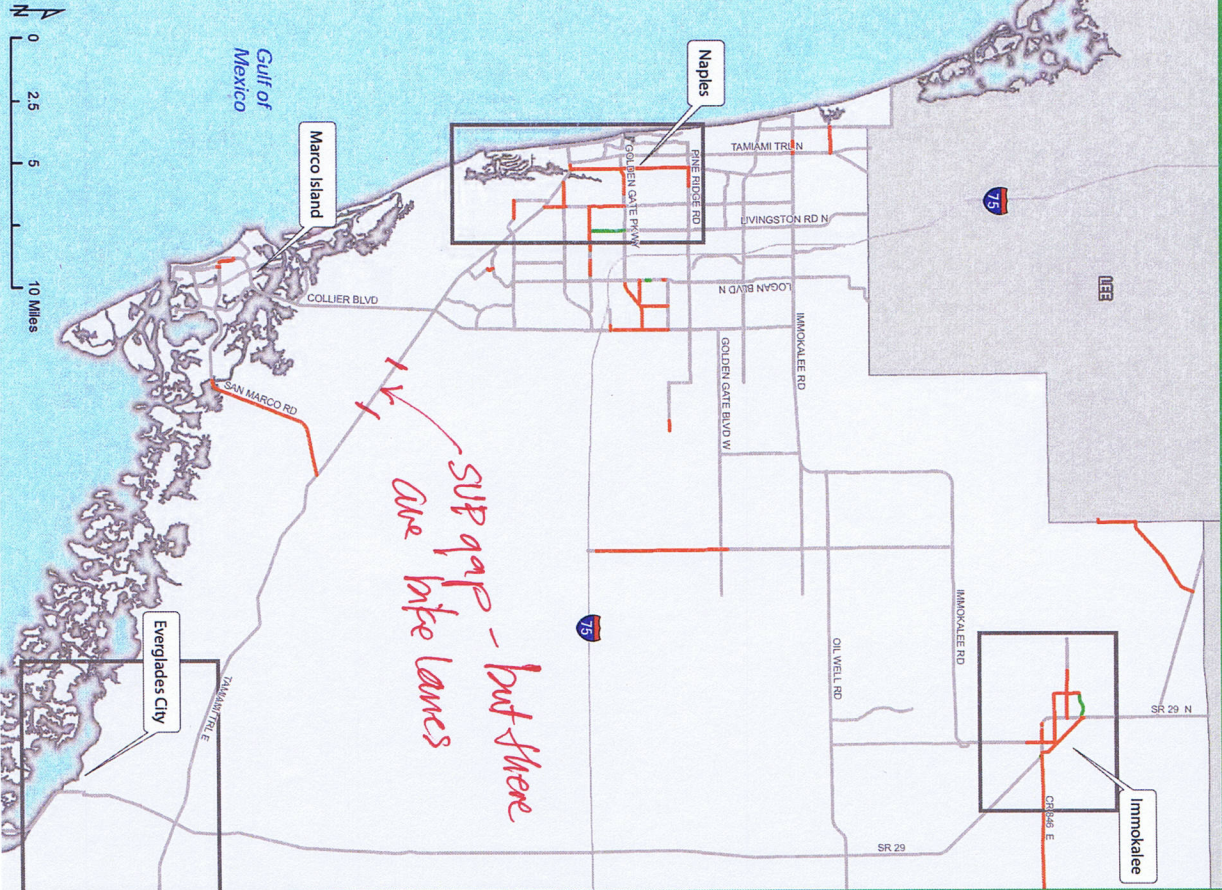
Note: Gaps satisfy criteria if it intersects with an Environmental Justice block group classified as Medium, High, or Very High and occurs on a segment with a high volume of ped and bike crashes.
Source: Collier MPO

2023/03/01
BICYCLE & PEDESTRIAN MASTER PLAN

DF comment
9/18/18

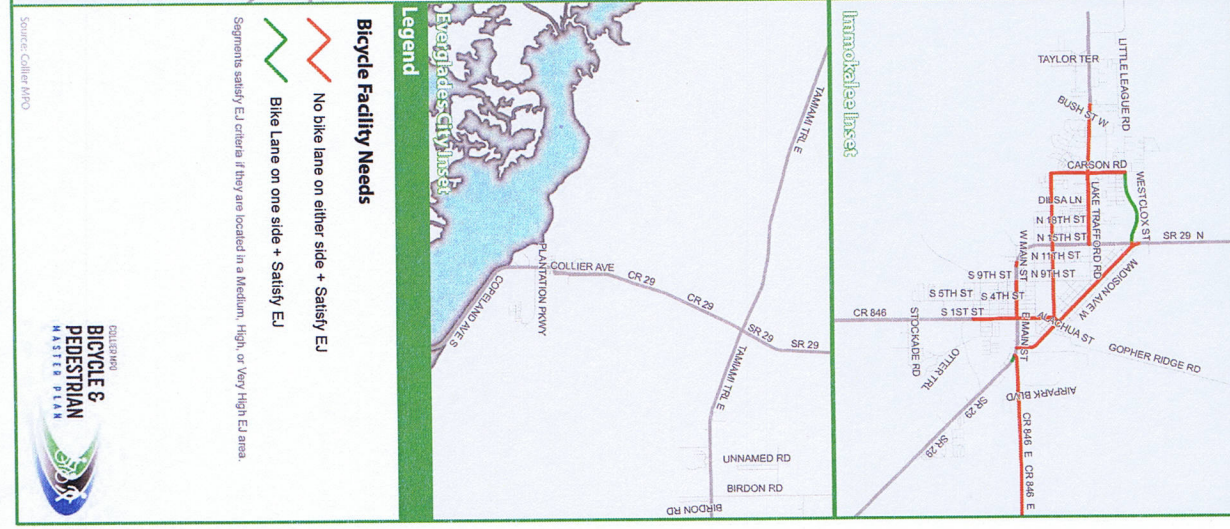
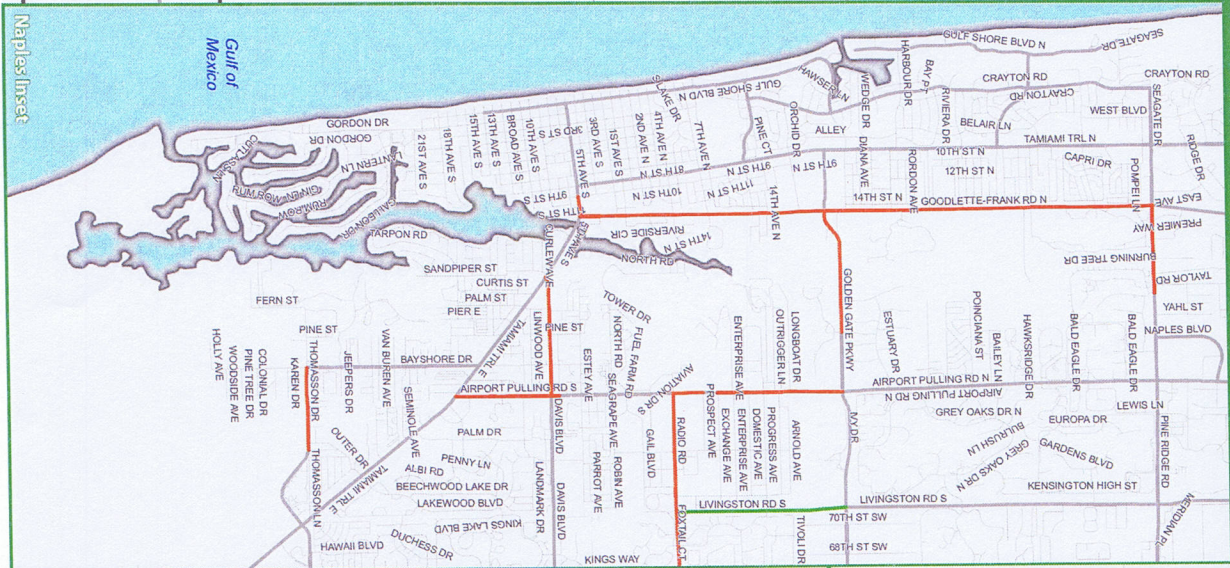
is this just bike lanes or also SUPs?

Bike Lane & Shared Use Path Gaps + EJ: Collectors and Arterials



MAP 6

Bicycle & Pedestrian Master Plan



Legend

- Bicycle Facility Needs**
- No bike lane on either side + Satisfy EJ
- Bike Lane on one side + Satisfy EJ

Segments satisfy EJ criteria if they are located in a Medium, High, or Very High EJ area.



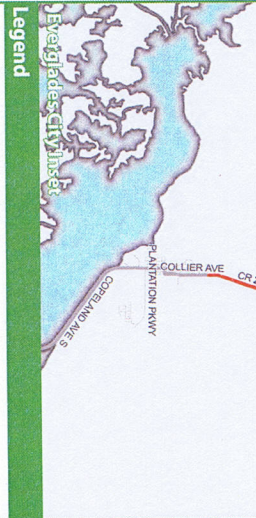
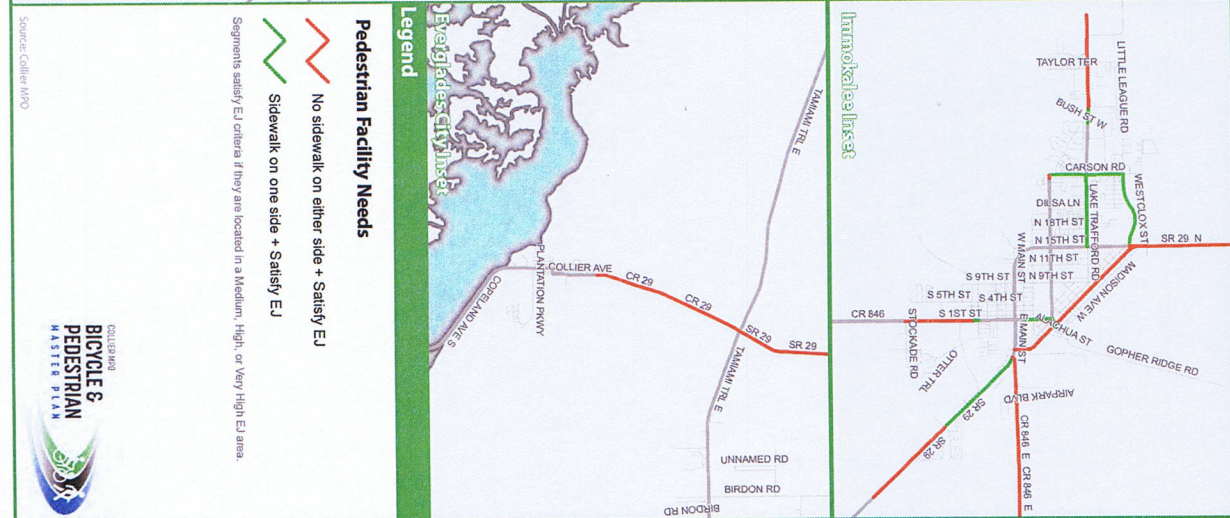
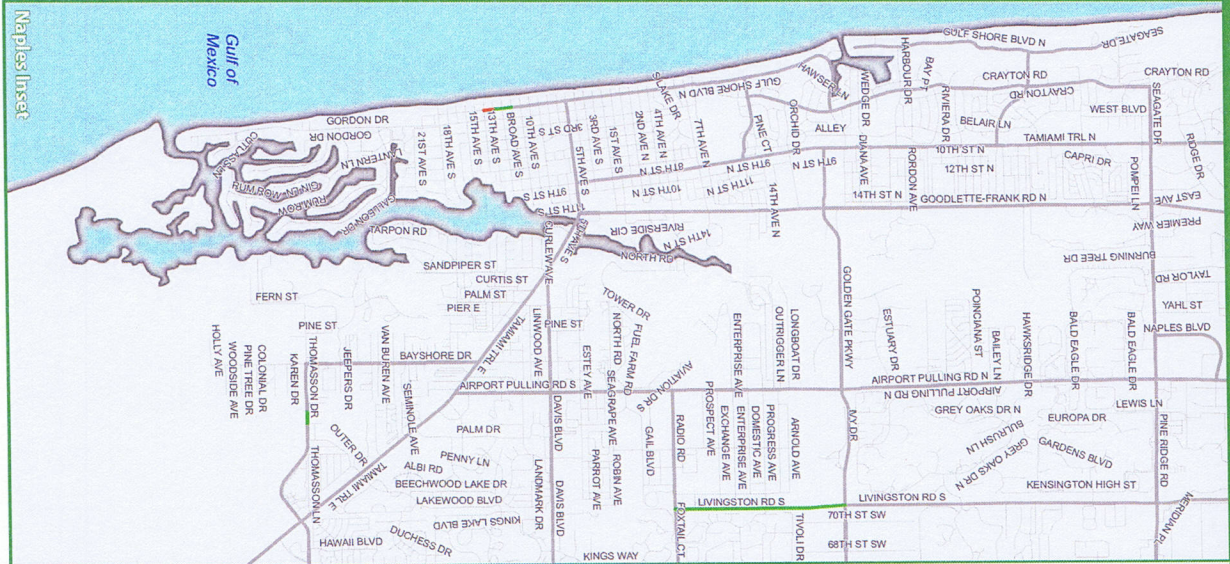
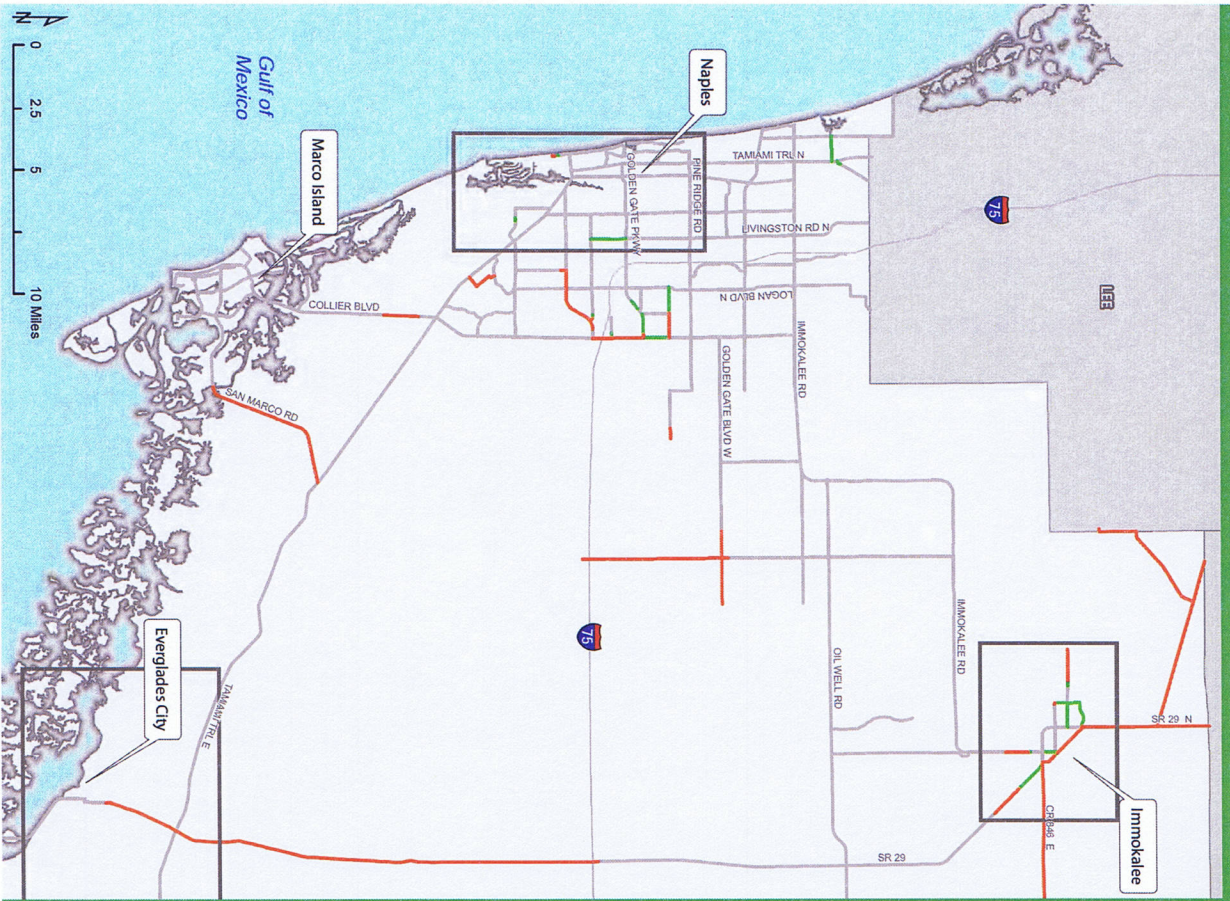
Source: Collier MPO

PDF comments 9/10/18

Sidewalk & Shared Use Path Gaps + EJ: Collectors and Arterials

MAP 7

Bicycle & Pedestrian Master Plan



- Legend**
- No sidewalk on either side + Satisfy EJ
 - Sidewalk on one side + Satisfy EJ
 - Segments satisfy EJ criteria if they are located in a Medium, High, or Very High EJ area.



Shouldn't the order of maps go from - Gaps - EJ + EJ - then Gap + Crash + EJ?

DF comments 9/10/18

Legend

EJ Rank

- Low
- Medium
- High
- Very High

Source: Collier MPO, ACS 2015

DAYNA FENDRICK EDITS
8/15/18

- LIKELY EJ
- NOT EJ

MISSING SEVERAL
MOBILE HOME PARKS,
WHISTLER'S COVE
APTS (HUD) - EJ

2 HABITAT COMMUNITIES,
OTHER RURAL MOBILE
HOME/SINGLE FAMILY -
PROBABLY EJ

ARROW IS NOT POINTING TO
EVERGLADES CITY - ALSO MISSING
SEVERAL PROBABLE EJ
COMMUNITIES - PLANTATION ISLAND,
CHOKOLOSKEE, PARTS OF EV. CITY -
NEED AN INSERT BLOW-UP

THIS IS ALL STATE PRESERVE
LANDS - NOT POPULATED
- 10,000 ISLANDS
- PICAYUNE STRAND
- FAKAHATCHEE STRAND

JEROME & COPELAND -
EJ

THIS CANNOT POSSIBLY BE EJ - 4 GOLF
COURSES, 2 OF WHICH ARE THE MOST
EXCLUSIVE IN NAPLES -
HOLE IN THE WALL
ROYAL POINCIANA
WILDERNESS C.C.
C.C. OF NAPLES

THIS IS THE ZOO, CONSERVANCY,
OFFICE PARK, POST OFFICE - NOT
EJ

INDUSTRIAL PARK
- NOT EJ

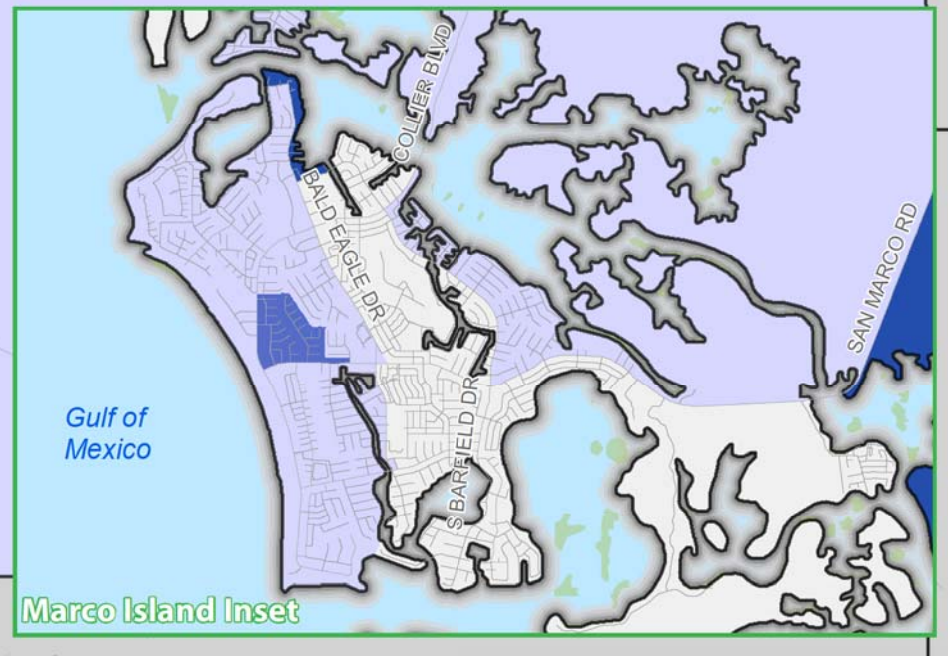
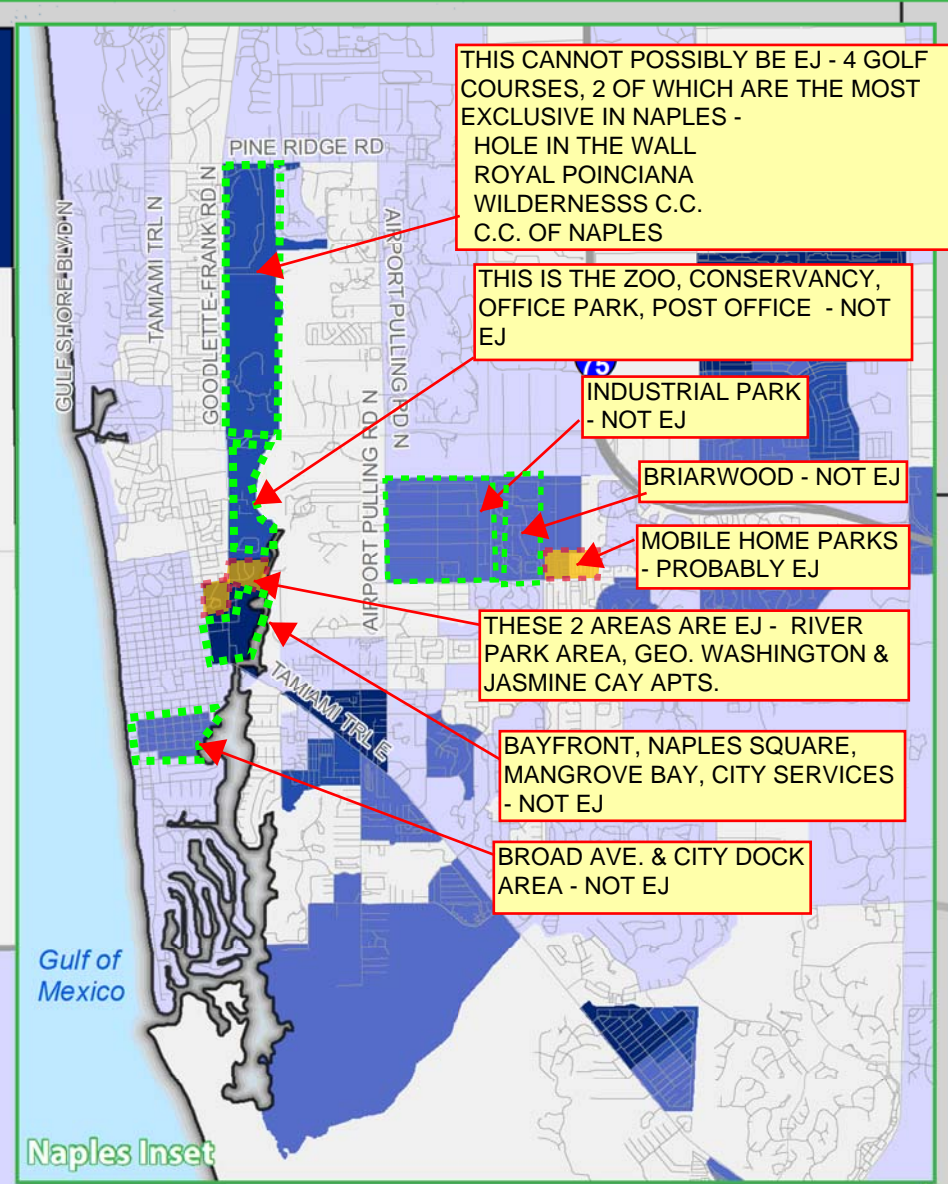
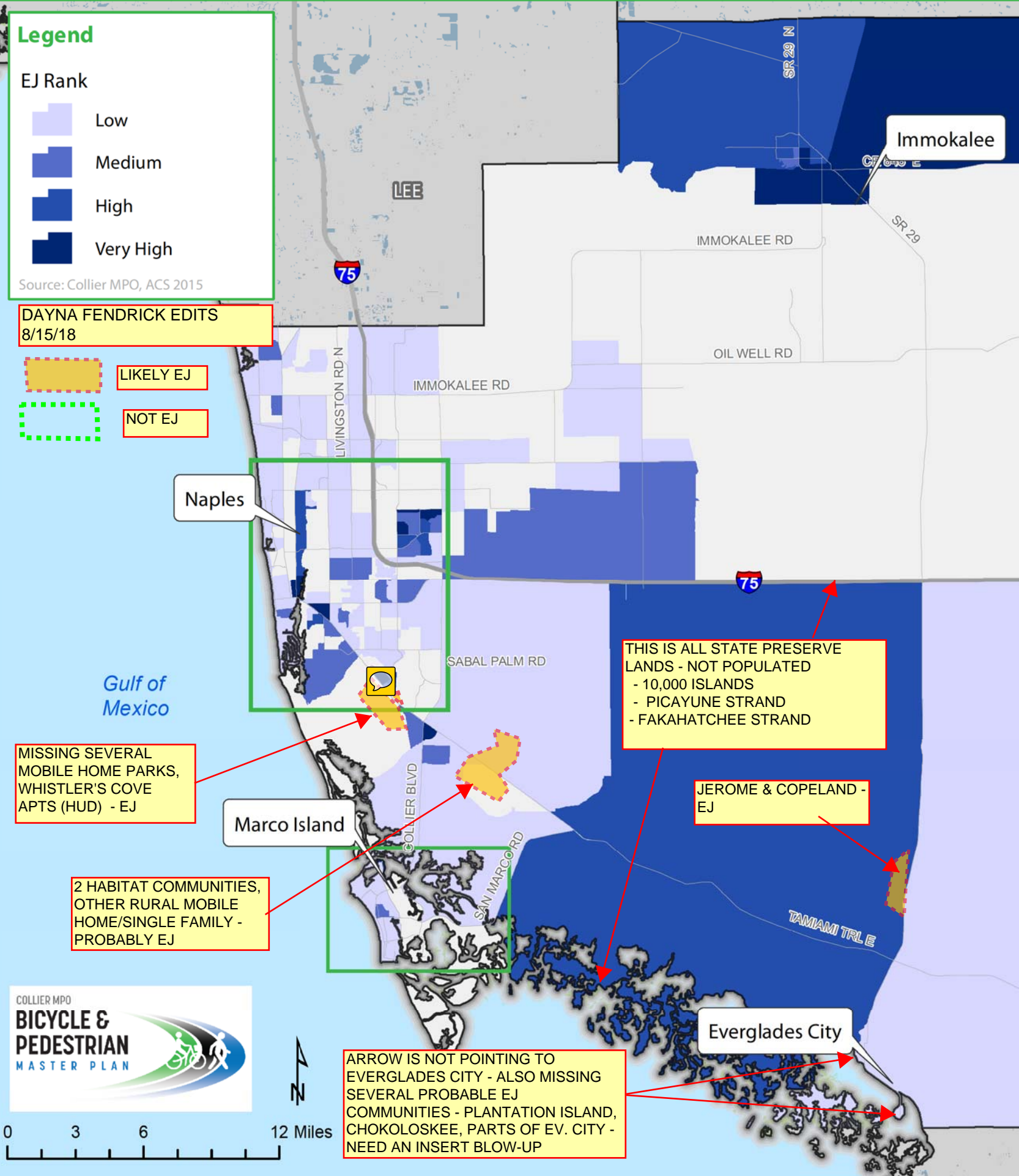
BRIARWOOD - NOT EJ

MOBILE HOME PARKS
- PROBABLY EJ

THESE 2 AREAS ARE EJ - RIVER
PARK AREA, GEO. WASHINGTON &
JASMINE CAY APTS.

BAYFRONT, NAPLES SQUARE,
MANGROVE BAY, CITY SERVICES
- NOT EJ

BROAD AVE. & CITY DOCK
AREA - NOT EJ



County Comments on Draft Bicycle & Pedestrian Master Plan 8/30/18

General Comments:

- There is no plan cover page, index, opening/introduction or closing/conclusion. The pages should be either numbered sequentially or add a footer to note the chapter and page.
- Paragraph structure, naming the figures and tables consistently, grammar and run-on sentences should be corrected.
- Lack of analysis of the data causes the reader to draw different conclusions than the plan.
- The intent was that this plan would contain policy requirements or suggestions for the municipalities to incorporate into their own plans/codes, etc.:
 - Size/width of a standard sidewalk, both sides of the street, requirements for construction...
 - Create a way to prioritize streets with undeveloped infrastructure or gaps in infrastructure
- Ultimately the list of projects in a prioritized order and 1 map with those projects is vital to understanding the plan and is missing.
- Please note that when discussing coordination with the County, the Plan should also acknowledge that there should be coordination with the other jurisdictions/agencies/departments, etc....Cities, Park and Rec, Tribes, etc. Other entities not just The County.
- It is confusing to flip to the maps at the end of the chapter. Recommend they be placed in the text where they are referenced.
- Where are the appendices? I can't fully comment on a document when back up documentation has never been provided.
- It would have been more helpful to have brought tech memos, unfortunately you will find in my comments that some concerns have found their way to be the basis of your recommendations.

Chapter 1, Page 1:

- Was the facilities map in Figure 1 ever adopted by the MPO Board? The version on the website is the approved map, dated December 9, 2011. Not the map in the figure. Please confirm what map was approved and use and site the correct map.
- Under Demographics – re-word sentence – “However, there are areas within Collier County – most notably, Golden Gate City (GGC), Immokalee, and Naples Manor (NM), but also including other smaller areas – where incomes are significantly lower, levels of poverty are significantly higher, and more people are without access to a vehicle than county or Florida averages as shown in Table 1.” The table should state that EC, MI and Naples are all cities. The areas called out in the table are only GGC, Immokalee and NM. Should other smaller areas be called out. What other smaller areas have lower incomes? This table should have all the demographic info. called out referenced – poverty, income, access to vehicles, size of the area...
- Table 1 references 2016 census – is that really the American Community Survey? What years?

- If the methodology is to look at 10% of the county average for EJ areas (page 2) then shouldn't we know what that 10% is? Does this table relate to the 10%? It needs a better explanation.

Page 2:

- Paragraph 1 – Now you are referring to a different census (2017 census) with estimate...be consistent with data, it is difficult to correlate the information. In addition, the paragraph states that people 65 and older may use transit...what does the data say? Did you coordinate with CAT to see if they have information?
- Paragraph 2 – Whereas widening roads to accommodate additional vehicle traffic is one approach, continuing to build those roads to accommodate different modes of travel...
- Paragraph 3 – please explain.
- Paragraph 4 – how was 10% of the county average decided? Is that a generally accepted standard? A table indicating what 10% of the county looks like as a number would be helpful.
- Paragraph 4 – The methodology for EJ map described does not match the map? You need to look at the information in depth, many of these areas don't have residents. This is a huge sticking point because it becomes the basis of recommendations.
- Bicycle and Pedestrian Infrastructure
 - First paragraph – need to fill in the missing data. Does this include city numbers or only unincorporated Collier County. Remove the sentence “Aside from I-75, bicyclists may use any of these roads.” It is redundant. Are you counting local roads in the total of miles needed? If so, it is misleading since this plan doesn't plan for a system on local roads only in select areas.
 - Second Paragraph – Is this unincorporated only OR geographical County?

Page 3:

- 1st partial paragraph – states that pathways within parks and sanctuaries are considered active transportation, I don't know that a loop in a park meets that intent...
- City of Everglades City – this indicates that they have a plan. Do they actually have a plan?
- Immokalee is not a separate city or jurisdiction and does not have a separate plan. It should be considered with unincorporated Collier County. If you are addressing it separately because there is a CRA – please note Bayshore should also be elevated to that same level.
- Note also that Immokalee did not received the TIGER grant – that was submitted by and awarded to Collier County. Immokalee is the location of the project not the entity receiving it.
- The only reference to the prior Comprehensive Pathways Plan is to say it was incorporated in the TIGER Grant. It should be discussed in conjunction with the existing conditions, maps 2 and 3 and how this plan is moving forward – is different, etc.

Page 4

- The MPO did not conduct the Bayshore walkability Study – that was done by the MSTU/CRA there.
- Why is Safety discussed here and in Chapter 2? This is repetitious.
- Paragraph 3 references 808 reported crashes and paragraph 6 includes 809 reported crashes. Please confirm and correct.
- Last paragraph – is this saying that age (over 65) is a contributing factor in accidents? Are aggressive driving and age the contributing factors in 33% of crashes? Also, this paragraph indicates that one or more of the drivers were 65 years of age and old AND it was noted as contributing factors, did it really indicate that was a contributing factor?

Map 1

- Extremely hard to read based on the choice of colors for the water and the factors. Cannot differentiate between medium and high. Should age of over 65 be a factor? How many categories are triggered with a low rank? Need to see and understand the methodology. If areas are triggered because they only have 1 criteria (age) should they be called out? Need to see the 10% referred to. Is the location of the Immokalee label correct? Is label for Naples and Marco Island referencing the City or that there is an inset?
- What is the data used for the EJ area determination? Is it the 2016 Census? What is the 2016 Census – is that really the American Community Survey – for what years?
- Overall many of the areas just don't make common sense.

Map 2 and 3

- The chapter was supposed to talk about existing conditions, but the map is the only reference to the completed projects. What was accomplished by the Comp. Plan?
- What is the Immokalee Urban Area?
- Green line is for greenways but also to show the Naples and Marco Island inserts.
- If this is an E + C map, what is the source? Committed by when? Is TIGER included, TIP projects?
- The maps are hard to read at the 8x11 size.
- What does programmed mean? What about Golden Gate City, really need an inset. Also, you should include Charter and Private Schools.

Chapter 2, Page 1

- 808 crashes conflicts with prior chapter statistics.
- Reference to “Tip of the iceberg” should be removed.
- Paragraph 3 – bike crashes have decreased in the past 4 years not 6. Where is the paragraph about pedestrian crashes?
- Explain the data in paragraph 4. Are there more bike crashes but they are less fatal? There are double the amount of pedestrian fatalities (29%) then bike fatalities (16%). What is the conclusion the reader should draw from that? My reaction is build better sidewalks or shared use paths, not bike lanes. Is that the intended take away? This is

directing the reader to expect that since pedestrian crashes are the more fatal crashes the safety focus of this plan should be on keeping pedestrians safer on sidewalks.

- Based on this data, the plan should focus on building better pedestrian facilities, because of the fatalities and serious injuries are the performance measures that the MPO adopted based on FDOT's focus on Vision Zero.
- Indicates that the crash data was mapped and analyzed. Later in the document, it says they didn't analyze the crash data. What exactly did the consultant do?

Page 2:

- This is extremely confusing. If the methodology were included it might be easier to understand. Generally, it states that the cost of bike/ped crashes does not exist but then includes the costs in the table. The text states that the study and FDOT have not developed costs per crash for bike/ped crashes but then the number appears in the table...how? If the numbers don't exist, how were they created? The text also states that no adjustments were made for the difference in types of vehicles (cars vs. bikes) then what is the table showing?

Page 3:

- How was Table 1 created and extrapolated?
- Contributing factors in the text do not match the figure. Aggressive driving 29% or 37% and aging driver 32% or 25% do not correspond to the statement previously that aggressive + aging = 33% of the factors. Depending on which numbers are correct it can be either 54%, 61%, 62% or 69% - this is very confusing data. What age is an aging driver? Is it 65 or older? If it is over 65 – why is the EJ criteria 65?
- The colors in figure 3 are hard to differentiate and compare to the legend. Applaud the use of the MPO colors, but there needs to be more of a contrast between them.
- Pie graph – Is Aging Driver listed as a contributing factor or is this based on age provided in the crash report?
- What about who was at fault (bike, ped or vehicle) along with the contributing factors? This would allow targeted education, enforcement and engineering to reduce crashes.
- Speed of Traffic – need to have a discussion regarding interconnections.

Page 4

- A map of the accidents would be helpful in this section.
- Figure 4 – Why are 70-year-old pedestrians the statistic used for survival rates and not 65-year-old. How is the age of 70 used in the study? Is an aging driver 70 or older? Why is 65 the base for the EJ areas and not 70?
- First full paragraph (below Figure 4) – this should talk about interconnections, parallel road, reducing gated communities, etc.

- Last paragraph – The first sentence cannot be supported by facts and should therefore be removed. Conclusion drawn from the last paragraph is that speed is not a factor in crashes. Is the goal of the plan to eliminate crashes or severe/fatal crashes?

Page 5

- Conclusions drawn are that higher speeds cause death, but that speed does not cause accidents. Recommendation of plan is to slow traffic – but is that the best change to eliminate crashes?
- First full paragraph – where's the survey, it should be provided as an exhibit. This paragraph discusses lighting, but it doesn't present the converse side of the argument regarding lighting such as residents who don't want it or challenges with ongoing operations and maintenance.
- Second paragraph is the 1st time the survey is mentioned. It should be explained better as to what was done, how many questions, etc.
- Third full paragraph (begins Acknowledging this) – **Need to discuss alternative or parallel corridors**. The last sentence states County staff, what about City staff? Are they off the hook? re-word last sentence for grammar issues. Is there a reference to a solution or policy change in future chapters to address the intersections?
- Road Safety Audits – Only discusses the US 41 and Airport Road (BTW, it is no longer Airport Pulling Road, it is only Airport Road) there are other RSA that have been done by the entities that the MPO participated in.
- Fourth paragraph – what constraint? Is this referring to crashes, size of intersections, the survey and lighting? This seems to be addressing the speeds again and RSA. Should this paragraph be moved? Is this plan supporting the conclusions of the FDOT RSA that recommended reducing speeds on 41? Why is it here? What conclusions were made about that RSA other than it was a good thing to do? If speed does not cause accidents, why is there a concern for slowing vehicles down. If the conclusion is to do a RSA to come up with recommendations to improve facilities, that is a reasonable policy for doing them. Doing a RSA to recommend lowering speed is pre-determining the outcome of the RSA and not a good reason to do one.
- Sixth paragraph – is the conclusion to be drawn that the RSA's should be done in high crash areas where there is a future resurfacing project to get a chance at safety funds? Doing the RSA did not trigger the resurfacing project. The coordination and everyone working together is what should be focused on. Conducting a RSA as a tool to evaluate areas to develop safety ideas or prioritize needs is good but doing a RSA to justify speed reductions or to assume that funding is available is not.

Page 6

- Where is the high crash map? Explain the difference between Table 2 page 6 and Chapter 6 Table 1? Both have the exact same roads listed. Table 2 is the high bike crash corridors with intersections listed and Table 1 is the areas to do a RSA.

- Why weren't all red and orange areas highlighted? Why were some yellow prioritized over the orange areas? Map is bike and ped, but table is only bike – why? Where is the ped – sidewalk table?
- What is the difference between the 2 lists and the 2010 study locations? Are there more areas or less, is this a continued problem or is it getting better? What is the conclusion the reader should draw from this section other than cross referencing it and causing confusion?
- What is the timeframe for Table 2? Is this just a regurgitation of what the MPO did previously or did you look at the latest crash information and adjust accordingly?

Page 7

- First full paragraph – I am unsure what the consultant did for crash analysis, did you just look at location?
- Second full paragraph – Why did the crashes reduce during the economic slowdown? Why are they increasing as the economy has recovered??? Recession was from 2007 – 2009. Rebound started in 2010. Crash data from that time was not evaluated. How can there be a conclusion about the notable reduction in crashes if there is no crash data for that time evaluated? Ped crashes in 2011 was the lowest it has been in the time evaluated but bike in 2011 and 2012 were the highest. The data is not consistent with what the plan is concluding.
- Unreported Bicycle and Pedestrian Crashes – Statement “Crash reports often are limited to events that occur on a public roadway and exclude ...” is this plan intended to address those other items as well? Or are you staying focused on the public right-of-way. Delete “Tip of the iceberg” in text and call out box.

Page 8

- The parenthetical in paragraph 1 indicates that the study done in 2013 was not statistically representative of the County. Is the same disclosure made for the entire public involvement effort (noted as a success in all presentations)? The current plan only had the same fraction of 1% of involvement, why is that not disclosed? If the plan makes an effort to point out that 478 responses to a survey should not be considered representative of the county's population, then why is it discussed? It seems discredited and then elevated and analyzed. This is confusing.
- Note the 600 responses that this plan received should also be noted as not representative. What is the point of the disclosure? Why is it not being made for every plan and why is the consultant raving about the success of the involvement if the MPO does not consider it a success?
- Safety Performance Targets are a repeat of page 4 chapter 4. Why are they repeated? Should it direct the reader to focus on fatalities and serious injuries only and not the other crashes?

Chapter 3, page 1 and 2

- Indicates that public involvement was a success because you received 600 comments, however, in the prior chapter you indicate that the # of survey comments only

- represented a fraction of the county's total population and shouldn't be considered statistically representative. Don't contradict yourself.
- Was there an on-line survey? What are on-line survey comments? What were the questions/responses? Please explain.
 - Page 1 indicates that 20 people signed in for the workshop #1 but the chart on page 2 indicates 16 people attended. Please correct.
 - Need to fill in data. You need to talk about where your meetings were held and when? You focus on EJ areas, but were meetings and comment opportunities held in EJ areas and were individuals given ways to comment other than through the internet??
 - Page that has engagement process – where and when were the community events, how many committee meetings, how many attended meeting # 2?
 - Interactive map – this only indicates bicycle needs, what about pedestrians?

Page 3

- Map does not have a legend, lack of definitions for orange circles with X, blue circles with stars, blue circles with pedestrians, and all colorful lines. Bias to bikes in the map as they were the only marks discussed in the text.
- Why was this area chosen in the map? Is there a reason or was it just as an example?
- Where is the Appendix – what were the responses?
- What were the questions and how many responses could be used per question? Were they allowed to use 3 responses – how can lack of facilities be 81% and driver behavior be 78%? Were these fill in the blank or provided? What was the 'other' answer?
- Figure 2– Is this only for this area? That's it? Countywide?

Page 4

- Figure 3 – Should that say lack of facilities? Or was it specific “bike” facilities. Based on the feedback, I would think stronger recommendations about parallel routes and more network would be included.
- Figure 4 (pie chart) hard to tell what % goes with what category.
- Paths/trails is this considered sidewalks/multi-use paths or off-road trails?

Page 5

- Same pie chart comment.

Chapter 4, Page 2

- RSA usually have short, mid and long-term recommendations – how are all projects identified in a RSA going to get high priority for funding? That is not realistic for the number of projects, the cost of them and funding available.
- What is High Visibility Enforcement? How will the MPO work with FDOT on that effort?

- Should the MPO work with all jurisdictions and agencies not just FDOT to reduce the crashes? Why not work to reduce the number of crashes as well as the severity?
- Strategies –
- Indicates to collaborate with law enforcement to develop enforcement and education techniques. This plan does not help us understand what we should be focusing on. The MPO, County, municipalities, SO and PD's have limited resources. We should focus our education and enforcement on what would be helpful, not just throwing spaghetti at the wall.
- Complete Streets – this plan must have a discussion of what Complete Streets really is. It is not just bike/ped, which unfortunately, it is often construed that way. Please provide a more elaborate discussion.

Page 3

- Notations for the County should also include the other jurisdictions and agencies (City of Naples, CTST, etc.)
- Locate projects in areas with great impacts. This plan is identifying and locating them? Should the strategy be prioritizing projects for funding not locate projects?
- #3 Strategies – Doesn't CAT already provide bike racks at shelters? What are bike parking facilities? Is that a park and ride or a bike locker?
- Safe, convenient and accessible use of transit
- What is the difference between bullet 3 and 4? Similar to issue above – this should be prioritized or select not just locate.
- Bullet 5 – Select projects in EJ areas – does that mean make EJ the #1 priority and everything else does not matter (crashes, locations, etc.)?
- What about supporting walkability in transportation design by working with implementation agencies....
- #4 proper name is Collier County Health Department and Florida Department of Health. What other areas of concern are going to be identified?
- How are projects going to be added to the needs list if they are not in this plan? Not sure I understand the process or intent of this plan. Projects have to be in this plan to qualify for funding. How will projects be added to a needs list?
- I can't comment on what funds to use on projects until I fully understand the list of projects. Some of the projects may not be good candidates for TMA funds particularly if they are on a collector or arterial that is planned for expansion.

Page 4

- What is a lively pedestrian environment?
- What about reduced congestion – travel delay causes emissions and air pollution.
- Walking helps with physical activity, reduces diabetes, ...
- Coordinate with implementation agency to develop or suggest areas for wayfinding signs...
- How is the plan selecting projects for access to employment if the only projects being prioritizes are EJ?

- Is #5 geared towards choice recreational riders or for those that must ride for work? Is the goal to provide for both? EJ areas are probably not tourist areas, however areas that the underserved work in may be destinations for work and play but not on the EJ map.
- #6 – how does mode choice protect the environment? Maybe include a reference to street trees here. What about off-road greenways/trails on utility easements? Strategy could be working with agencies to have land-use compatibility.
- Repeat of Ch. 2 page 8 here.

Page 5

- Are the listed bullets the ‘Other Performance Measures’? If these are MPO Performance Measures – should they be something the MPO can control? Shouldn’t it be the project is prioritized by the MPO and then funded through that prioritization – SU, Box, UPWP?
- How is the MPO planning to measure these targets? Are these measurable by the MPO? If additional work (another study or plan) has to be done to create targets and then measure them – what are these? Explain. Is your only way of measuring this plan based on how many miles are built? If so, that certainly puts the only emphasis on the engineering side, not education or enforcement...

Chapter 5, Page 1

- Role of Policies – I do not fully understand what the MPO’s priorities are for this plan, so I am uncertain as to what our role will be.
- 3rd Paragraph starting with, “Often, policies that are....” An ineffective policy can be tracked to education...does that mean that the policy was bad or the education that implemented it was bad? Please explain. What is the idea that is trying to be conveyed? Is it that bad policy created bad implementation or that people misunderstand how to implement it? Is this plan suggesting there be no differences in policies (5’ vs. 8’ width)?
- Complete Streets Policies – this write up perpetuates the misconception that Complete Streets is bike/ped only, all the time. While I understand the emphasis in this plan, this is not helpful in education of the intent of Complete Streets.
- 4th paragraph – unrealistic. How is teaching a committee (BPAC or CAC) about the Florida Green Book going to create any change in implementation? The implementation agencies already have to comply with statutes, regulations, etc. the MPO should not be teaching that nor does it have the expertise to do so. Are the county-wide standards meant to be inclusive of the cities and other jurisdictions?
- Is the issue with implementation that agencies are not building as fast as the needs (resident’s wants) or is it that they are building incorrectly? This makes it sound like the county has no standards and they are implementing bad work.

Page 2 & 3

- What is the Palm Beach MPO complete street policy? Does this plan create a Complete Streets Policy? The suggestion to create one seems to have a lot of description on how to write one. Is that necessary for this plan? Is that part of this effort? The excerpt makes me think that we would broaden our funding strategies to include freight improvements if we are going to implement Complete Streets policies (because it isn’t only bike/ped).

- Where is the Appendix?
- Funding Bullet Points – What about new or creative ways to fund?
- Bullet 2 – What do you want on the roads? This plan does not do a good job of summarizing what the desire is. I don't know what the utopia is for these roads.
- Bullet 3 – Why is the County building trails adjacent to the State Roads. Isn't that FDOT's responsibility? And what about other roads beyond state roads.
- Bullet 4 – What about the cities?
- Are there projects identified for SRTS funding? Should there be?
- Any County reference should be to agencies or jurisdictions?
- What does all roads in populated areas mean? Is that Urban Areas?
- Opportunity - Bullet 1 – what about the cities?
- Bullet 3 – How is this going to be coordinated? Will the MPO go to the CCPC? Will the policies adopted in the plan be incorporated into the LDC? Or the other codes in the cities?
- Are the policies actual policies or goals?
- **The intent was that this plan would contain policy requirements or suggestions:**
 - **Size/width of a standard sidewalk, both sides of the street, requirements for construction...**
 - **Create a way to prioritize streets with undeveloped infrastructure or gaps in infrastructure**
 - **List projects recommended as needs by the public**
 - **Bullet 4 under opportunities seems like a policy we are looking for. Need more of these policies.**
 - **If the size, speed and location of the road all matter when determining what the facility should be there should be a policy or at least a table for that recommendation. 6 lane divided highway with design speed of 45 mph in a rural area = bike lane on both sides, a SUP and a sidewalk....**
- Is the reference to County Engineering and Public Works Dept. really intended to mean city and county development review process? Is this going to be applicable to the cities as well? What is the expectation of this? I can't hold up my timeframes based on the MPO's schedule.
- Bullet 6 – this needs to be incorporated in comp plan and land development code?
- How will the MPO comment on plan reviews? Is the MPO going to become a reviewer within the project development/review perimeters? Should the MPO be involved in that?
- Connectivity – does this extend to all local areas not just the county? BTW, need to consult a County Org Chart and identify divisions and departments properly. And where did 100' come from? Is that an industry standard?
 - Is this implying that the MPO should attend CCPC meetings? ? What is the intent of this? Is the MPO going to modify their meeting schedule to meet my review deadlines?
 - What about issues with access management – driveways and interconnections between commercial or connecting roads and no cul-da-sacs.

- The intent was for this plan to draft policies for consideration or recommend policies - not for the County or Cities to develop policies. That is more of what they currently do.

Page 4

- Education and Enforcement Bullet 2 – This should be more targeted educational efforts.
- Maintenance – what does support coordination for maintenance mean? This is funny. FDOT doesn't want to maintain trail facilities within their ROW. I don't see the MPO weighing in on who they think should be maintaining facilities within their ROW.
- Policy and Code Review – what does the last sentence of the page mean? Does it mean that existing plans address the pedestrian issues – or that they should with collaboration?

Page 5

- 1st paragraph – what additional policies are in the Appendix? Why are they not included in the body of the plan? It is hard to determine if they are acceptable if they are not included and cannot be reviewed.
- Programs? Are these recommended programs for the future? Are these in addition to the toolkit projects listed in Chapter 7? Is the MPO committing to participating / funding / sponsoring / conducting these programs? Why are they listed? Is the policy to conduct these programs?
- Atlanta MPO is funding their programs according to their LRTP – is that the recommendation of this plan – for the MPO to fund these programs?
- A lot of attention in the beginning chapters was given to RSAs – why are they not included as a recommendation to do a RSA to create opportunities for recommendations or strategies for the future.

Chapter 6, page 1

- Paragraph 2 – “MPO and County staff have made great progress implementing previously-identified projects, with the majority constructed or funded for construction.” Is this correct? This implies that the previous comprehensive pathways plan implemented most of the needs identified. Is this the intent of the sentence? This is not accurate. There are a great many needs identified in that plan that have not been constructed by the Cities or the County. To say that majority are constructed is inaccurate. To imply that the cities have not had any part of that is unfair. Please revise. A better transition might be to say that those needs were great and that the MPO has redirected its focus to give safety projects a higher priority.
- “Opportunities noted below...” Does this refer to a needs list of projects? Where is that list? Is this sentence intended to be a policy – to have development complete gaps?
- Paragraphs 3, 4 and 5 are very confusing. Please clarify what the intent of these paragraphs is. #3 – that there is a change from the BPAC prioritizing and ranking projects to the MPO Board doing so. #4 – Is this saying that outside of the process FDOT works with MPO staff to fund safety projects? Was the RSA funded with a block grant? Was the resurfacing on 41 funded with a block grant? #5 that MPO staff move

projects into the design phase to take advantage of funding opportunities – what about the priority process?

Page 2

- Paragraph 1 seems like policy. Should this be in the other chapter? What is needed for the LRTP projects? I am unclear based on the plan that was provided. There is not a good place to send our engineers where they can clearly figure out what the intent of this plan is for a specific facility.
- “As projects identified in the last plan had been substantially funded...” This is not accurate. It is a very misleading overstatement.
- Per Chapter 2 – crashes are trending downward not upward. This is conflicting information.
- The methodology for identifying EJ areas can be found in appendix. This is key information that either should be provided or in the body of the text, not in an appendix.
- Third paragraph, what about the cities?
- Identification of Gaps and Needs on Collectors and Arterials
- First paragraph – County staff advised early on in this process that the inventory was incomplete. This plan continued forward and didn’t take a step back and make sure that the data they were working with was solid.
- Second paragraph – This would be a great place to have the map of the gaps, not buried someplace else.

Page 3

- First full paragraph – What is high crash? What were the screening criteria? Were these adopted by anyone? The last sentence is contrary to the tables in the contextual guidance.
- Second full paragraph – are these County roads only?
- Third full paragraph – why not the cities too and FDOT???
- Bicycle/Pedestrian Safety Assessments along High Crash Corridors. Why are you only discussing bicycle RSA’s? Are you forgetting about pedestrians?
- Map 1 is supposed to be where EJ areas and crashes occur most often but when you look at map 1 at the back of the chapter it is only the map for the number of crashes. Is there a map combining the 2 factors? Should there be – is that the determination of Needs?
- Which map identifies high crash and EJ areas?
- Where is the list of gaps overlaid on high crash and EJ areas? Where is that map?
- “The complete list of gaps in infrastructure is the plan’s foundation...” This is not the statements that are being presented with the plan. All presentations indicate that only EJ is being considered, based on this statement the plan implies that the list of gaps is the foundation of the plan? Why was there so much analysis on crashes, I thought crashes and EJ were the basis of the priorities?
- What is meant by the sentence, “It should be noted that effort to identify MUP opportunities adjacent to County roads was by feedback and desktop review.”
- Is it policy to consider separated trails as the preferred facility and constructed where ROW allows?
- What are the 171 miles of bike needs and 185 miles of ped needs? Are they gaps, high crashes or EJ areas? Paragraph indicates they are just gaps. This is confusing.

- Map 2 – what are the needs? Legend shows red for no current bike lanes, brown for bike lane on 1 side, blue for bike lane on both sides – so the red is the need and the blue is the existing? The concern from the Seminole tribe was that the blue line that was on US41 for what was ROGG should be removed. Is that because it is not an existing facility – blue or should be red – or they want it off entirely? Very difficult to determine what the need really is – red lines? A list of the projects is necessary and a better legend. Previous E+C map (map #3, page???) indicated nothing for the ROGG. Very confusing.
- Map 3 – is this a needs map or a gap map? Same issue with the legend and hard to understand what the map is intended to show.
- What is the size of a shared use path?
- Text indicates that only a bike RSAs should be done, but table 1 on page 4 lists locations for Bike/Ped RSA corridors. Is there a typo or was the intent only to do Bike?
- This data correlates to crash data (map #1, page ???) – why are yellow areas (3-5 crashes) being considered and not only orange (6-10) and red areas (11-38).
- Any RSA should include coordination with the maintaining agency for the road being reviewed – not just the County.

Page 4

- Table 2 – how were the individual links determined?
- Tables 2 & 3 – need the lists with road name, from and to.
- Are there limits to the corridors in table 1? Are they the same as the ones on the prior list in Ch.2? What was the criteria for this list – High crash corridor – should that mean 3 crashes?
- Please explain the following sentence, “Given this constraint, the decision was made to apply the focus-area criteria of crash occurrence and EJ areas to the needs map to identify the projects that best satisfy the identified criteria.”
- How was the need in Map 4 and 5 developed? What is a high number of crashes (red) and how many EJ factors?
- Is Map 4 all the needs of the county? The entire plan has only a need for 7 miles of bike lanes and 1 mile of sidewalks? That does not seem like a lot of projects for a needs plan. Is there a reason to keep the needs small?
- Is Map 4 the top tier of needs because it is EJ plus Crash and Map 5 is a lower tier? The text is confusing when compared to the actual map and legend.
- What is the difference between map 4 and 6 and map 5 and 7?

Page 5

- Has there been considerable progress to building Tier 1 of all the walkability studies? The TIGER grant has made progress on the Immokalee Walkability Study – but are the others being completed?
- Suggesting that the County fund remaining Tier 1 projects in all walkability studies?
- Is the study recommending that the Tier 2 and 3 projects get funded by local groups – not the county? What agencies - CRAs, MSTUs, churches, clubs?
- What methodology was developed based on plan goals? Is that the criteria in the table? How was this developed? How are points allocated and distributed to projects? Is this in the Appendix? There is a matrix behind all the maps titled – Collier Bike and Ped Plan –

LOCAL ROAD opportunities DRAFT. Is that the tabulation of all the needs on local roads scored and ranked? Are those 75 projects all the local needs or is an example of what the appendix shows? Please explain how the points were allocated to the projects and how these few projects were chosen?

- If many local road projects were constructed and the needs plan needs to identify more projects, why are there only 75 on this list?
- The page moves away from the above questions to focus on gaps, transit and EJ areas. Was the table used at all? This is very confusing. Is Map 8 the needs list?

Page 6

- Map 9 is the EJ + Schools and Map 10 is the EJ + Schools + transit.... what are the needs? Are the needs the “127 miles of sidewalk that could be constructed that would facilitate access to schools and transit.” Is this the list of needs?
- Does Everglades have a Master Plan?
- Why were only 4 projects from the Marco Island Master List included but all projects on the Naples list were included?
- Immokalee is not a separate entity and therefore did not go through its own public engagement process and council input, so please remove them.
- References to Collier Ave. should be changed to Collier Blvd.
- Are there any tribal maps that should be considered?

Page 8

- Second bullet point – need to have a list and map.
- What is the difference between a greenway and a roadside trail? Is the word trail used interchangeably with path or sidewalk?
- When speaking about the canal system, it is assumed the discussion is related to a sidewalk or a greenway next to it and not a blue way on it or through it for kayaks....and other non-motorized transportation and recreation.
- Is it a policy to add connections between existing trails to widen the infrastructure and add a wide sidewalk or buffered bike lane?
- Last paragraph implies that the County staff made a decision about the plan. Either make it inclusive or all agencies and jurisdictions or limit it to the MPO made the decision...
- Last sentence is confusing. Is the point that there is a need to do more than add bike lanes and fill sidewalk gaps? There should be other policies, needs, areas to review in the plan but ultimately the statement is contradictory to what this plan should be doing – document the needs.

Page 9

- Forth bullet point – Is biking with 3 mile of transit stops the industry standards, does that take into consideration our climate? What about Collier’s TDP, does it have any information regarding this?
- Master Plan is suggesting doing additional studies and then the results of the studies be added to the list of projects. What list of projects? How will that be prioritized?

- Please clarify the statements in the Wiggins Pass Rd. study. “Wiggins Pass Rd is one of the few east-west access ways to the beach and is used extensively by pedestrian, bicyclists and cars.” Who else needs to use the road – does it need to be a complete street accessible to trucks, school buses, etc. Please clarify the issue. “West of US 41, Wiggins Pass Road has a four-foot sidewalk but no shoulders, which requires cars to either enter the oncoming lane of traffic or follow behind cyclists.” What is the issue here – need a share the road sign and a sharrow? did anyone substantiate if the sidewalk is indeed 4’ wide? If not, you might not want to put a width.
- **Costs for adjustments during resurfacing should be looked at case by case.**
- Do sidewalk gaps get filled during resurfacing?
- Forth bullet point – Is biking with 3 mile of transit stops the industry standards, does that take into consideration our climate? What about Collier’s TDP, does it have any information
- Statements about SRTS are inaccurate. Not just middle schools are eligible, and it is not limited to gaps in existing sidewalks.
- Are these the plan Needs =171 miles of bike needs and 185 miles of ped needs (referenced on page 3 chapter 6). Why is there such a gap between page 3 and page 10? Please have a Needs List, Map and other info. showing how this number was generated. Note – prior reference states bike needs – not bike lanes on collector roads and ped needs not sidewalks on collectors.
- **The collector and arterial roads component does not include crashes or EJ – should it? Are they part of the criteria?**
- Please explain the difference between sidewalks – local roads – schools + EJ = 146 and sidewalks – local roads – transit + EJ = 160. Is there overlap?

Page 11

- New Development – What about the Cities? They have new development too.
- Is this a list of funding sources meant to be a resource? Maybe that should be in the appendix.
- **Has the MPO any experience with the Doppelt Family Trail Development Fund or the Robert Wood Johnson Foundation? Why were those grants highlighted in the plan?**
-

Page 12

- Why is there a focus box for the RWJ Foundation Grant for NJ? Recommend deleting the box.
- Does SRTS require a match?

Page 13

- **Do these grants do not belong in the text do they even belong in an appendix? AARP Community Challenge Grant – meant for quick fixes – under 6 months from award to complete construction. This is not intended for a sidewalk but for a bench or maybe a bike rack.... shelters take more than 6 months!**

- Some of these are good policies or goals
- Bullet #3 – coordination for enforcement must include sheriff's office, etc.
- Bullet #4 – Separated trails included in PD&E and design phases - should that policy be for new corridors not resurfacing projects? There is a big expectation for FDOT to add a bike lane and sidewalk for resurfacing projects. These sound like a policy not an implementation action. This was not discussed previously and may be an issue for FDOT (or for any implementation agency that is looking to comply with that). What about the maintenance ramifications?
- Bullet #5 – sounds like a disclosure – please clarify the implementation action intended here.
- Bullet #6 – What is the intent of this? Will the MPO be managing our resurfacing program? Will you be doing that with the cities as well? Do you have staff time to take on these additional tasks?
- Bullet #7 – was this intended to mean the Marco Island City Public Works Dept. or all agencies and jurisdictions?
- Bullet #8 – what does this mean? Immokalee is part of unincorporated Collier County. Clarify that a submission of projects to a list of projects to be prioritized means that the agency can submit projects not included in the Master Plan for prioritization? If the project does not have to be included in the Master Plan, why is the master plan being done?
- Bullet #9 - What is the bicycle and Trail Master Plan? Is that a typo and it means this plan or is it recommending completing an additional plan?
- Bullet #10 – why just the trail system and not the entire Master Plan or the bike and ped network/system?
- Bullet #12 – create a seamless and connected trail network – should that be bike ped network?

- Is training on the design manual to the MPO committees appropriate?

Local Road Opportunities Matrix

- List is confusing as to how it was generated, what is the methodology use to get onto this list and what is the criteria for the scoring? What does a 0 points allocation for high crash out of 15 mean? Is the scoring quantifiable/how was it scored and by whom?
- How were the criteria developed and why?
- Pedestrian & Bicycle Crashes (2011-2016) – Map 1 – Map needs to have more inserts and why isn't this in the safety section?
- Bike Lane Gaps (all needs on collector and arterial roads) – Map 2 – this is hard to read with existing and gaps identified. Perhaps you should remove the existing.
- Sidewalk gaps (all needs on collector and arterial roads) – Map 3 – there are areas on this map that are incorrect, that I noted in the initial stakeholder meeting.

- Bike Lane and Shared Use Path Gaps: Collectors and Arterials – Map 4 – this does not seem like that many “gaps”. Need a list of these projects and their scoring.
- Sidewalk & Shared Use Path Gaps: Collectors and Arterials – Map 5 – need a list of these projects and their scoring.
- Maps 4 & 5 – This is it, if we build these 2 maps, we have satisfied all of the needs for the MPO? Doesn’t seem realistic.
- Local Road Opportunities – Why aren’t the gaps identified in this list and scored alongside the remainder of the projects.

Chapter 7, page 1

- Revise 1st paragraph. Very confusing. First paragraph, I don’t think our Public Works Department has included bike lanes on roads because we don’t have a Public Works Department. This paragraph doesn’t address the numerous miles of pathways that the County has built in addition to on-road bike lanes.
- Paragraph 2 – very confusing – what is the quote trying to say, explain it or clarify it. Explain the “no way no how” rider, etc. Are these the generally accepted types of bicyclists? Is the Portland office of transportation in 2004 an authority on this?
- Was this spectrum used in any of the analysis in the Plan? Is the goal to get more users to move through the spectrum? Why is this discussed?

Page 2

- This seems geared towards getting more choice riders on bikes, the criteria in the plan seems to be crash data and EJ areas. EJ is not the recreational rider or the choice rider it is the transportation dependent. This seems to be a completely different approach. Why is it introduced at the end? Is it part of the criteria or just extra info that should be in an appendix.

Page 3

- Paved Shoulders – where are you recommending this? Is this part of the needs list – where/what the types of facilities should be? Need to think about permitting ramifications when adding shoulders during a resurfacing project. Depending upon the length of the project you could trigger SFWMD permits.

Pages 3 – 16 – every figure or table # is incorrect.

Page 4

- Rumble – Buffer Bike Lane – what is the BPAC’s take on this, in the past, they have not been in favor of the rumble strips. In fact, they have consistently asked FDOT to take them off U.S. 41.
- Bike Lanes – “This facility type should be considered during roadway resurfacing projects and can be used to make connections between trails. Bike lanes are not considered a preferred facility type for developing a community friendly trail system.” This seems contradictory or at minimum confusing. Please clarify.

Page 5

- References to Hernando and Citrus Counties – Typo – should say Collier.
- Is this a policy?
- Separated Bike Lanes – This encourages wrong way riding, which according to the MPO's last safety analysis as well as the latest FDOT/MPO RSA (Airport and US 41) was a major contributor to bicycle crashes.
- An example of the green bike lane is Bayshore.

Page 6-12

- recommend toolbox be an appendix.

Page 6

- Two-Stage Queue Box – the graphic nor the explanation give me any more clarity about what this actually is.

Page 9

- 1st Bullet – Need to refer to FDOT policy regarding Road Diets and what should be looked at when contemplating.

Page 10

- Overpasses and Underpasses – where there any areas identified in the plan where this would be applicable?

Page 11

- Geometric Trail Design – this is too much detail for this plan.

Page 12

- Confirmation Signs – Please provide examples of each.
- **Bicycle Facilities for Comfort and Safety – this is all well and good, the plan has lots of maps, but what do you really want?**
- Last paragraph this is a policy that all roadway reconstruction projects have a separated trail facility added during design. Has anyone coordinated with the implementing agencies about this? **Please define Trail.**

Page 13

- Is this guidance part of how the needs were developed or how the policies were determined? Is this part of the policy for facility decisions and how they were ranked?
- Figure 19 – So bicycle facilities are dictated by the pedestrian volume? BTW, this contradicts your prior recommendations.

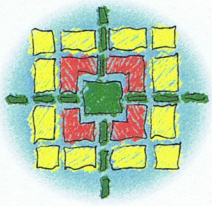
Page 14

- Highlighted rows are relevant to Collier County – what table is that referring to? How is this used? Please explain Table 1 – what SIS facility has a minimum of 65 MPH AND a 5' sidewalk? Is this I-75 – are there bike/ped facilities on it?

Page 15 & 16 – I don't know that these cross-sections add value. When are these applicable?

No on-road facilities at all? Multi-use path on one side??? When did 15' become a standard for a multi-use pathway?

There should be a conclusion to the plan.



Comments on the Bike/Ped Master Plan Draft

9/21/18

I started out with a much longer list, but have edited it to these general comments after reading the County comments, with which I concur and don't need to duplicate. Since the County comments were more technical in nature, I will comment on broader conceptual issues.

EJ MAPS

I have previously expressed my concerns with the EJ maps and the fact that they are not accurate. It is my opinion that the Census Block Group level of analysis is not adequate, and we should have additional filters and local knowledge applied. Since EJ is one of the two foundational criteria from which the plan is derived, this is troubling. The inaccuracy of the EJ maps throws the rest of the maps into question.

CRITERIA

This plan identifies the two main criteria as Safety and Equity. This approach is laudable, but I think it is missing some other necessary elements that should be considered if our goal is to create a connected network that benefits the most people. Mainly, destinations and population density. Where are people going, and where are they coming from? The previous 2012 Comprehensive Pathways Plan (CPP) included an analysis of destinations, including employment centers (work), shopping, government services, schools, parks, transit, etc. The plan also assigned buffers to the destinations based on walking and biking distances. The Needs list was based on proximity to the destinations, and the neighborhoods from which people originated.

This plan and set of maps is not real clear about how it is to be used to establish a Needs list, set priorities and select projects. If I understand it correctly, the Gaps represent Needs? And the EJ plus Crash criteria are layered on the Gaps to create Tiers, such as:

Gaps + EJ + Crash = Tier 1

Gaps + EJ = Tier 2

Gaps = Tier 3

On the maps, Gaps are equated to Needs - however, the two do not necessarily correlate directly. Not all Gaps are Needs. The destinations need to be understood in order to differentiate between a Gap and a Need. An example of this is on Maps 5 & 7, where SR 29 is shown as a Tier 2 Sidewalk Need, when there are few destinations within walking distance. Yes, there is a Sidewalk Gap on SR 29 but is there really a Need? How many people walk from Immokalee to Everglades City? Many people bike this route, but few walk it.

And Safety is not necessarily location or facility-specific – as discussed many times in the BPAC meetings, the solution is not always to add facilities in the crash area. Sometimes the solution is to trim the hedge blocking the sightline, or shift the bike/ped traffic to a safer parallel route, add a mid-block crossing or

consolidate driveways. The appropriate solution isn't known until an RSA is done. So it would be difficult to summarize a specific project Needs list simply based on crash locations.

The result of having only Safety and Equity as criteria results in the Tier 1 segments as shown on Maps 4 & 5 – many of which are isolated and not getting us any closer to a connected network. The lack of destination locations prevents us from identifying the segments that are important to connect.

It is not clear how the Local roads are to be prioritized vs. the Collectors & Arterials – which are to take precedence? Obviously, the Local roads are not where the crashes happen, and they would serve a much smaller number of people. Is the intent to position the Local Roads for a certain type of funding – SRTS, etc?

PUBLIC INVOLVEMENT

How are the 600+ comments generated from the online map going to be documented and represented? Will there be a map referencing the comments in an Appendix? Aside from just drawing broad conclusions about safety & connectivity, were comments about specific safety concerns and locations taken into consideration on any of the maps? If a specific location generated a high number of comments, how are those comments reflected in this plan?

GENERAL

The Greenway section neglected to mention the Rookery Bay Greenway, which has been discussed and was previously shown on the Regional Non-Motorized Transportation Systems Map.

Suggest that once the plan is finalized, that we create a Strategic Plan which would match up particular Needs list segments with appropriate potential funding sources. And then prioritize projects in order to have projects vetted and ready to submit when various grant funding cycles come around.

Suggest we create a RRR Map of roads that are known to be constrained, where the only potential way to add facilities is through restriping. Coordinate this map with Road & Bridge maintenance, so they have lead time to get any necessary design work done ahead of the actual resurfacing schedule.

EXISTING FACILITIES ON US 41 & SR 29

Per the 8/27/18 TAC meeting minutes:

Ms. McLaughlin stated that the bike lanes on US 41 between San Marco Road and SR 29, and on SR 29 from Everglades City to Immokalee will be removed from all maps in the plan. This removal is a result of consultation with the Miccosukee Tribe last year when the Board was discussing the River of Grass Greenway. Their identification as need in this draft was in error because it contradicts the Board resolution and the Board's Government to Government communications policy in that the Tribe has not been consulted.

I strongly object to this, on several points:

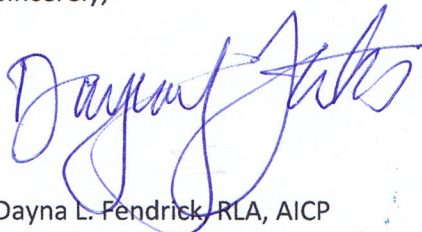
1. The bikes lanes on US 41 and SR 29 **are not identified as needs – they are existing.**
2. The decision the Board made was to take the line for the existing shoulders off of the Regional Non-Motorized Transportation Systems Map. Their decision was specific to that map; I don't

- believe their intent was to replicate that on every document going forward, or that they were aware of that implication.
3. The Board subsequently did not even endorse or adopt the Regional Map - so how is a map that was not adopted being used as a constraint on all other maps??
 4. Not showing the existing shoulders would be very detrimental to Everglades City, Immokalee and the other rural areas. Everglades City did not have good representation on the Board at the time.
 5. The Existing + Committed Facilities Maps (Map 2 & 3) is a planning analysis document. If you can't show existing facilities accurately, you are undermining the resulting analysis and planning process.
 6. It would be highly irresponsible for the MPO, as a public agency, to put out an inaccurate and misleading plan for public use.
 7. Why not just set up a consultation with the Tribe to review the map? To be clear – **there are no proposed facilities on US 41 or SR 29 on these maps** – these are existing facilities.

MAP CORRECTIONS

I have redlined several of the Maps with corrections, attached.

Sincerely,



Dayna L. Fendrick, RLA, AICP
Bicycle Pedestrian Advisory Committee member
URBAN GREEN STUDIO

COMMITTEE DISTRIBUTION
ITEM 10A

TAC Member Comments on Draft Bicycle and Pedestrian Master Plan

OBJECTIVE: For the Committee to receive a copy of TAC member comments on the Draft Bicycle and Pedestrian Master Plan

CONSIDERATIONS: At the TAC meeting held on August 27, 2018, committee members made the following comments on the draft Bicycle and Pedestrian Master Plan:

- Error in sidewalk cost, should be 200K not .02
- Explanation of how the local roads list was prioritized
- Describe level of coordination with County Parks and Rec
- Greater explanation of what EJ is
- Discussion on anomalies in EJ data as a result of being gathered at block group level
- Maps and charts need to be clearer, maps should be larger
- Having maps at ends of chapters is confusing, would be better if placed with matching text
- Explain what “aging driver” means when listed as contributing factor in crashes
- Explain rationale of listing a sidewalk as a need where there is no development
- Explanation of how data was acquired
- Just because something is feasible does not mean it is also a need
- Suggestion to make some clarifications to the EJ data/maps
- Road (re)construction should plan ahead to incorporate bike/ped infrastructure into the design even if it is not going to be built now lower the cost of retrofitting later

Collier County Transportation Planning subsequently submitted the comments shown in **Attachment 1**. Addressing all of the comments received will require additional research, analysis, and reporting. The MPO will bring a revised draft plan back to advisory committees for review later this fall.

STAFF RECOMMENDATION: That the Committee receive a copy of TAC member comments on the Draft Bicycle and Pedestrian Master Plan

Attachment 1: Collier County Transportation Planning comments on BPMP

Prepared By: Anne McLaughlin, MPO Director

Bicycle and Pedestrian Master Plan Health Language
To be inserted in Chapter 4- Vision, Goals, Objectives, and Performance Measures, Page
3
(PDF Page 24)

Being either obese or overweight increases the risk for many chronic diseases (e.g., heart disease, type 2 diabetes, certain cancers, and stroke). Reversing the Collier County obesity epidemic requires a comprehensive approach that uses policy and environmental change to transform communities into places that support and promote healthy lifestyle choices for all Collier County residents. Lack of access to safe places to play and exercise contribute to the increase in obesity rates by inhibiting or preventing healthy active living behaviors.

Objectives:

1. Increase physical activity or limit sedentary activity among children and youth
2. Create safe communities that support physical activity

Strategies:

1. Increase total miles of designated shared-use paths and bike lanes relative to the total street miles (excluding limited access highways) maintained by a local jurisdiction.
2. Increase total miles of paved sidewalks relative to the total street miles (excluding limited access highways) maintained by a local jurisdiction.
3. Local government has a policy for designing and operating streets with safe access for all users which includes at least one element suggested by the National Complete Streets Coalition (<http://www.completestreets.org>).

In all-user street design policies, such as the Complete Streets program, local governments incorporating at least one of the following elements in a policy will enhance traffic safety and promote healthy lifestyle choices:

- specifies that "all users" includes pedestrians, bicyclists, transit vehicles and users, and motorists of all ages and abilities;
- aims to create a comprehensive, integrated, connected network;
- recognizes the need for flexibility: that all streets are different and user needs will be balanced;
- is adoptable by all agencies to cover all roads;
- applies to both new and retrofit projects, including design, planning, maintenance, and operations, for the entire right of way;
- makes any exceptions specific and sets a clear procedure that requires high-level approval of exceptions;
- directs the use of the latest and best design standards;
- directs that Complete Streets solutions fit within the context of the community; and
- establishes performance standards with measurable outcomes.

Reference:

Centers for Disease Control and Prevention. *Recommended Community Strategies and Measurements to Prevent Obesity in the United States*. Suggested measurements #17, #18, #23 <https://www.cdc.gov/mmwr/preview/mmwrhtml/rr5807a1.htm> (Accessed Oct. 3, 2018)

Collier MPO Planning and Design Guidelines for All Ages & Abilities								Arterial Roadways - Existing Conditions		
Federal/FDOT Roadway Functional Classification	Roadway Description	Motor Vehicle Posted Speed	Target Maximum Motor Vehicle Volume in (ADT)	Number of Vehicular Lanes	Type of Bikeway	Minimum Bikeway Width	Minimum Sidewalk Width	Representative Arterial Roadway Sections - Collier County	ADTs 2017	Traffic Count Data Sheet #
unclassified (i.e. residential or "local" roads) - urban and rural settings	Minor, low volume roads	up to 25 mph	up to 1,000	2-lanes (1 in each direction)	Shared lanes, no markings	N/A	5' in residential areas	Immokalee Road/CR846 west of Collier Blvd/CR 951	26,136	656
unclassified (i.e. residential or "local" roads) - urban and rural settings	Local, low volume, low speed roads	up to 25 mph	over 1,000 up to 3,000	2-lanes (1 in each direction)	Bicycle Boulevards	N/A	5' in residential areas	Vanderbilt Beach Rd/CR 862 west of Livingston Rd/CR 881	24,141	629
Collectors and Arterials with Severely Constrained ROW	Lower volume, moderate speed, major roads with space constraints	26 to 35 mph	over 3,000 up to 6,000	2-4 lanes (1-2 in each direction)	Shared, wide outside lane - marked with "sharrows"	14' outside lane	6'	Vanderbilt Beach Rd/CR 862 east of Cassena	31,610	646
Collectors and Arterials with Moderately Constrained ROW	Moderate volume and speed , major roads with space constraints	26 to 35 mph	over 3,000 up to 6,000	2-4 lanes (1-2 in each direction)	Conventional, Marked Bike Lanes in urban setting; Paved Shoulders in rural settings	minimum 4' bike lane width; 5' adjacent to curbs, walls, guardrails, other fixed verticle objects)	6'	Pine Ridge Rd east of Whipporwill Dr	38,127	662
Collectors and Arterials with higher speeds, higher volumes	Higher volume, higher speed, limited access, urban and rural highways	36 to 45 mph	over 6,000	2-4 lanes (1-2 in each direction)	Buffered Bike Lanes AASHTO & FDOT Greenbook	5' bike lane and 2' painted buffer (may include a rumble strip)	6' with minimum 5' wide planting strip	Immokalee Rd south of corkscrew Sanctuary Rd	7,786	671
High volume, High speed Arterials with greater than 20% Commercial or Recreational Vehicular Traffic	High volume, high speed urban and rural highways	45 mph and greater	over 6,000	4-6 lanes (2-3 in each direction)	Protected Bike Lanes (NACTO- All Ages & Abilities 26 mph and greater) - in places with low curbside activity	5' bike lane and sufficient width to provide curbed or other verticle separation	6' with minimum 5' wide planting strip; if adjacent to protected bike lane, can eliminate planting strip	Airport Rd/CR 31 south of Golden Gate Pkwy/CR886	45,495	533
Collectors and Arterials with limited access and sufficient ROW	Adjacent to roadways with no or very few intersections or driveways	45 mph and greater	over 6,000	4-6 lanes (2-3 in each direction)	Sidepath defined by AASHTO as a two-way Shared Use Path adjacent to roadways - in places with low curbside activity per NACTO	11' -AASHTO 10' - FDOT	N/A	Golden Gate Pkwy/CR886 west of Airport Rd/CR31	24,371	507
OFF ROAD FACILITIES	Location									
N/A - Facilities constructed outside of road ROW	Linear greenways typically within or adjacent to drainage and utility ROW	N/A	N/A	N/A	a two-way Shared Use Path in independent ROW	11'	N/A	Santa Barbara Blvd south of Golden Gate Pkwy/CR886	39,380	528

REPORTS AND PRESENTATIONS
ITEM 8B

Revised Draft MPO Public Participation Plan

OBJECTIVE: For the Committee to receive a presentation on the Revised Draft MPO Public Participation Plan.

CONSIDERATIONS: MPO staff has revised the Draft MPO Public Participation Plan (PPP) based on comments received from County Transportation Planning staff. The revised PPP is shown in Track Changes in **Attachment 1**, and as a Clean Version in **Attachment 2**. The new Appendix F – Standard Operating Procedures – is shown in **Attachment 3**.

MPO staff will provide an overview of the revisions. The Committee is invited to comment on the draft before the MPO publishes it for the required 45-day public comment period. At the end of the public comment period, the MPO will make further revisions if needed, and bring a final document back to the Committee for endorsement.

STAFF RECOMMENDATION: For the Committee to receive a presentation on the Revised Draft MPO Public Participation Plan.

ATTACHMENT:

1. Revised Draft MPO PPP TRACK CHANGES
2. Revised Draft MPO PPP CLEAN VERSION
3. New Appendix F – Standard Operating Procedures

Prepared By: Anne McLaughlin, MPO Director



Public Participation Plan



**2018 DRAFT
(2)**

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smartphone to visit our website.

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TITLE VI AND RELATED LAWS

The MPO's public participation is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Public participation in the MPO's planning process is solicited without regard to race, color, national origin, sex, age, disability, religion or family status. Persons requiring special accommodations for MPO meetings or to participate in MPO activities under the Americans with Disabilities Act of 1990 (ADA) should contact the MPO Executive Director, Anne McLaughlin at (239) 252-5884 or annemclaughlin@colliergov.net.

LEARNING FROM OUR COLLEAGUES

This document represents a significant departure from prior versions of Collier MPO's PIP adopted in 2013 and revised in 2015 and 2017. Staff reviewed Public Participation Plans produced by other Florida MPOs to identify elements that were innovative and applicable to Collier MPO's needs. This PPP borrows a great deal of material from the Polk Transportation Planning Organization's Public Participation Plan (2016). Interested readers may wish to view the entire Polk TPO PPP at www.polktpo.com

Collier MPO places a high value on public involvement. For questions regarding public involvement and to learn more about how you can get involved, contact the MPO office at (239) 252-5814.



You Can Make a Difference

There are several ways for you to help shape the future of transportation:

Become a member of Collier MPO's Adviser Network	Page 110
How to submit your comments to the Collier Metropolitan Planning Organization	Page 14
How to leave comments about a specific plan or study	Page 165
Submit an application to serve on an MPO Advisory Committee	Page 167

PUBLIC PARTICIPATION PLAN

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INTRODUCTION

The goal of the Collier Metropolitan Planning Organization’s (MPO) Public Involvement Plan is to ensure that all citizens regardless of race, color, religion, national origin, sex, age, disability, or familial status, have an equal opportunity to participate in the MPO’s decision-making process. A 1994 Presidential Executive Order directed every Federal agency to make Environmental Justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on "minority populations and low-income populations." The MPO strives to accomplish this by involving the potentially affected public in MPO outreach programs. MPO staff activities are designed to develop partnerships and enhance the participation in the transportation planning process, with groups and individuals of “traditionally underserved” communities. These communities include minorities, low income, the elderly, and persons with disabilities. Staff activities include, but are not limited to, participation in groups serving these communities, targeted communications with local media outlets, conducting meetings at convenient times and in locations that are accessible to transit, when possible, and the publication of MPO documents in non-technical, accessible formats when needed.

PUBLIC PARTICIPATION PLAN

GUIDING PRINCIPLES

The Public Participation Plan (PPP) serves as a framework to the public involvement process in regard to MPO planning related activities. The plan identifies federal, state and MPO requirements, PPP goals and objectives, PPP policies, planning activities which require public involvement and the process involved when providing the public with full access and notice to planning activities. The PPP incorporates the following guiding principles into the development of any required transportation plans and programs:

- Early and continuous public involvement opportunities throughout the planning and programming process;
- Timely information to citizens, affected public agencies, representatives of transportation agencies, private sector transportation entities and other interested parties, including segments of the community affected by transportation plans, programs, and projects;
- Adequate public notice of public involvement activities and ample time for public review and comment at key decision points;
- Consideration of the needs of the traditionally underserved, including low-income and minority citizens;
- Periodic review of public involvement efforts by the MPO to ensure full and open access to all;
- Review of public involvement procedures by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) when necessary;
- Coordination of MPO public involvement processes with statewide efforts whenever possible;
- Reasonable public access to information; and
- Consideration and reasonable response to public comments received.

ABOUT US

Established in 1982, the Collier MPO is a federally mandated transportation policy-making organization composed of locally elected officials from Collier County, City of Naples, City of Marco Island, and the City of Everglades City. The MPO is tasked to provide both the urban and rural areas of the County with a **Continuing, Cooperative, and Comprehensive (3-C) planning process** to ensure that highways, transit, bicycle, pedestrian and other facilities are properly considered within the context of the overall transportation needs of the community.

PUBLIC PARTICIPATION PLAN

The MPO staff reports directly to the MPO Board and provides information and technical assistance to the advisory committees. On a regular basis the committees, along with the MPO staff, provide recommendations to the MPO Board regarding short and long-range planning, implementation of projects, and related issues. The MPO Board and each of its advisory committees operate under bylaws approved by the MPO Board. The advisory committees include the Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), Bicycle and Pedestrian Advisory Committee (BPAC), Local Coordinating Board (LCB) and the Congestion Management Committee (CMC). Members of these 3 committees, various interested parties and citizens make up the MPO Master Database of Contacts. The committees review plans, documents and programs and provide comments and recommendations during the development of plans and major studies. Documents presented to the MPO Board for approval, endorsement or ratification have typically been reviewed by the TAC and CAC.



The Collier MPO Board adopted new Vision and Mission statements in 2017. The MPO's goal is to work together with the public citizens of the Collier MPO planning area to fulfill the MPO's Mission and Vision.

Vision Statement

The MPO strives to provide a fully integrated and multi-modal transportation system that safely and efficiently moves people and goods while promoting economic development and protecting natural and man-made regional assets.

Mission Statement

Provide transportation planning leadership through a collaborative effort to maintain a safe, efficient, integrated, and multi-modal transportation system.

ABOUT THE REGION

The Collier MPO's jurisdiction includes Collier County and the cities of Naples, Marco Island and Everglades City.

Collier Metropolitan Planning Area Map



Collier County has an estimated 2016 population of 348,236 ~~334,474~~ in 2014, according to the US Census (2014). The 2016 Median Household Income in Collier County is \$59,783 ~~56,250~~ compared with \$48,900 ~~47,212~~ for the state of Florida as a whole. The 2016 Percent of Households Population Below Poverty Level is 10.4% in Collier County, compared with 15.1% for Florida.¹

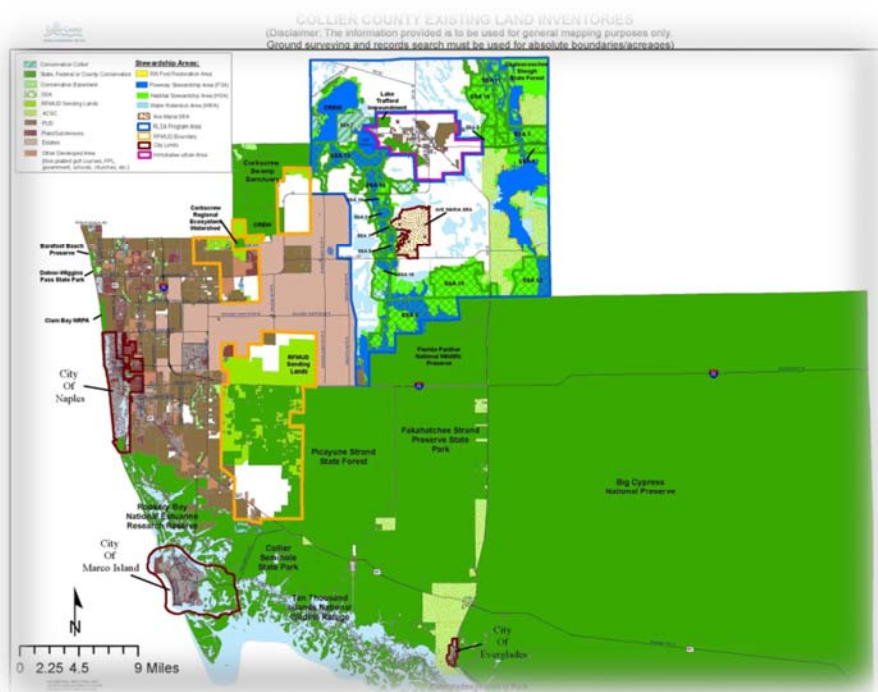
All of Collier County - including the Cities of Naples, Marco Island, and Everglades City – experience a large, seasonal increase in population and traffic between October and April, with the highest traffic volumes occurring in the months of February and March. Collier County is expected to continue growing in population. Collier County has a large land area preserved under various conservation mechanisms combined with State and Federal conservation lands, shown in green on the map below. The conservation

¹ [2016 American Community Survey \(ACS\) 5-yr Estimates, Tables B01003, S1901, S2201, S1101](#)

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PUBLIC PARTICIPATION PLAN

lands provide recreational opportunities and help sustain the natural environment. They also constrain development.



The protected lands to the southeast buffer Collier County somewhat from the intense traffic impacts and pressures that interconnectivity with urban areas to the southeast. As a result, Collier County has a minimal system of Federal Aid Eligible roadways, as shown on the map on the following page, which somewhat constrains the availability of State and Federal funding for the MPO.



WHAT IS THE COLLIER MPO RESPONSIBLE FOR?

The Collier MPO is required under State and Federal laws to develop the following documents:

- 1. Long-Range Transportation Plan (LRTP)** – updated every five years, required to address a minimum time horizon of 20 years. The LRTP identifies needed improvements to the transportation network and provides a long-term investment framework that addresses current and future transportation needs. The LRTP must be multimodal and include, at a minimum, roadway, bicycle and pedestrian and transit infrastructure improvements.
- 2. Transportation Improvement Program (TIP)** – identifies transportation projects and priorities that will be pursued over the next five years.
- 3. Unified Planning Work Program (UPWP)** – a two-year plan that identifies funding sources for each MPO planning activity and a schedule of activities
- 4. Public Participation Plan (PPP)** – provides a framework for public involvement in regard to MPO planning related activities. ~~MPOs are required to provide early and easy access to the PPP and a 45-day public comment period is required prior to adoption.~~

OUR PLANNING PARTNERS

MPO BOARD (BOARD)

The MPO Board establishes transportation policies and evaluates transportation needs for the area. The Board is comprised of 9 elected officials, including all 5 County Commissioners, 2 City Council members representing the City of Naples, 1 City Council member representing the City of Marco Island and 1 City Council member representing Everglades City. The Florida Department of Transportation (FDOT) attends and participates in all MPO Board meetings.

TECHNICAL ADVISORY COMMITTEE (TAC)

The TAC is composed of professional staff of member entities. The TAC advises the MPO on technical matters, promotes coordination among member agencies regarding transportation planning and programming, reviews MPO products for technical sufficiency, accuracy and completeness, makes priority recommendations for the LRTP, TIP, UPWP and provides technical analyses on other transportation planning issues.

CITIZENS ADVISORY COMMITTEE (CAC)

The CAC advises the MPO by reviewing, reacting to, and providing comment on transportation planning issues and needs from the citizens' perspectives. The CAC consists of voting members appointed by the MO Board to represent various regions and jurisdictions, the disabled, minorities and groups having civic, community and economic interests.

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

The BPAC provides citizen input on bicycle and pedestrian related issues within the community, advises on developing a Bicycle and Pedestrian Master Plan that is responsive to the needs of the community, recommends policies that will improve the walking and bicycling environment, recommend priorities for bicycle and pedestrian projects and program implementation. Members are appointed by the MPO Board to represent a broad cross-section of Collier County residents, neighborhoods and to include bike/ped safety professions, transit riders, local advocacy groups, organizations that encourage active transportation from a community health perspective and advocates for persons with disabilities and other transportation disadvantaged populations.

CONGESTION MANAGEMENT COMMITTEE (CMC)

The CMC advises on technical matters related to updating the MPO's Congestion Management Process (CMP) and coordinating the CMP with regional Congestion Management System and Intelligent Transportation System architecture. Members are professional staff appointed by the division, department or agency they represent and one representative each from the TAC and CAC.

LOCAL COORDINATING BOARD (LCB) FOR TRANSPORTATION DISADVANTAGED

The LCB assists the MPO in identifying local service needs, providing information and direction to the Community Transportation Coordinator (Board of County Commissioners) on the coordination of services. Members on the LCB are appointed by designated planning agencies. The designated official planning agency for Collier County is the MPO.

ADVISER NETWORK

Collier MPO established the Adviser Network in 2018 to serve as an additional mechanism for citizen involvement with the objective of increasing participation by local residents who may not have the time to participate on a standing committee. The MPO gathers contact information from participants at MPO-sponsored public meetings and special events who express an interest in remaining informed of MPO activities and wish to comment on MPO actions of specific interest to them. Members of the Adviser Network have several options for participating in the MPO planning process, varying from interaction through social media, responding to surveys, submitting comments, and viewing of videos to attendance at community forums. Members are encouraged to participate on an as-desired basis as time allows and their interest dictates.

INTERGOVERNMENTAL COORDINATION

The MPO adopted a **Government to Government Public Involvement Policy** effecting tribal entities in June 2016. The policy is incorporated in the PPP as **Appendix A**.

The MPO has an **Interlocal Agreement** with Lee County MPO to coordinate regional transportation planning. The Interlocal Agreement is incorporated in the PPP as **Appendix B**.

PLANNING FACTORS

The Fixing America's Surface Transportation (FAST) Act, signed into law in December 2015, continued the performance based planning and public involvement requirements of prior transportation acts. It is likely that future transportation appropriation acts will do likewise. However, to the extent that Planning Factors change in the future, this section of the PPP will be updated to reflect them.

The FAST Act identifies ten planning factors the MPO must consider when developing its LRTP.

1. Support the **economic vitality** of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the **safety** of the transportation system for motorized and non-motorized users.
3. Increase the **security** of the transportation system for motorized and non-motorized users.
4. Increase the **accessibility*** and **mobility*** of people and for freight.
5. Protect and enhance the **environment**, promote **energy conservation**, improve the **quality of life** and promote consistency between transportation improvements and state and local **planned growth** and **economic development** patterns.
6. Enhance the **integration and connectivity*** of the transportation system, across and between modes, for **people and freight**.
7. Promote **efficient** system management and **operation**.
8. Improve the **resiliency and reliability** of the transportation system and reduce or mitigate **stormwater impacts** of the transportation system.
9. Emphasize the **preservation** of the existing transportation system.
10. Enhance travel and **tourism**.

*the following definitions help explain the use of these words in transportation planning:

Accessibility – *the ability to reach a desired destination*

Mobility – *physical movement from one place to another, relates to the availability of different modes or options for travel*

Connectivity – *the integration of transportation modes throughout the system*

GOALS, OBJECTIVES AND PERFORMANCE MEASURES

PRIMARY GOAL: TO ACTIVELY ENGAGE A BROAD CROSS-SECTION OF THE PUBLIC IN TRANSPORTATION PLANNING AND SERVE AS A ~~CLEARING HOUSE~~ SOURCE OF ~~FOR~~ INFORMATION ON MPO TRANSPORTATION PLANNING ACTIVITIES ~~IN THE~~ REGION

OBJECTIVES

1. Maintain an up-to-date master database of contacts
2. Develop an Adviser Network
3. Broaden public awareness of, and active engagement with, the MPO
4. Develop a presence on social media
5. Develop an interactive website, conduct on-line surveys and invite on-line commentary
6. Receive input from a diverse cross-section of the community
7. Demonstrate effectiveness of public input

PERFORMANCE MEASURES

1. Contact Database - updated quarterly at a minimum
2. Adviser Network – track numbers of Advisers listed and attendance at community forums on an annual basis
3. Public Awareness/Engagement – conduct annual on-line surveys
4. Social Media – establish a program and report on beginning levels of activities after year one
5. Interactive Website – track opportunities and participation numbers annually
6. Diversity – track and report on participation by demographics, businesses, NGO, civic groups
7. Effectiveness – track and report on changes that can be directly linked to public comments

SECONDARY GOAL: TO COMPLY WITH STATE AND FEDERAL REGULATIONS

OBJECTIVES

1. Identify regulatory requirements in PPP
2. Develop PPP to meet requirements.

PERFORMANCE MEASURES

1. FDOT review and concurrence
2. FDOT review and concurrence

PUBLIC PARTICIPATION PLAN

WHOM WE SEEK TO CONSULT WITH

Tribal entities	Regional planning partners
Public Agencies	Minority communities
Business groups	Public health organizations
Civic organizations	Neighborhood/Homeowner Associations
Freight industry representatives	Private transportation providers
Low-income communities	Environmental groups
Tourism industry representatives	Bicyclists and pedestrians
Representatives of the disabled	Higher education institutions
Social service organizations	Transit dependent persons
Organizations focused on aging	Organizations focused on youth
Community & economic development organizations	Workforce development organizations/agencies

HAVING YOUR SAY

The Collier MPO encourages public comments and provides the public with a variety of ways to voice their opinions and share their ideas.

EARLY COORDINATION

The Adviser Network will have an opportunity to submit early comments and provide direction on the development of major work products such as the LRTP, PPP, UPWP and TIP. The Adviser Network will also have an opportunity to provide public input on transportation planning issues and subject areas prior to the MPO actually beginning work on developing a specific plan. Comments and suggestions will be used to guide the development of work products that will eventually go before the advisory committees and MPO Board.

PUBLIC COMMENT PERIODS & NOTIFICATIONS

The primary opportunity for the public to share their thoughts and ideas occurs during public review and comment periods as major plans are developed through the MPO's planning process and reviewed at regularly scheduled advisory committee and Board meetings. **The public will have at least 30 days to review and comment as major plans make their way through the advisory committee process and ultimately, go to the MPO Board for formal action such as approval or adoption.** State statutes and Federal law require the provision of **adequate public notice** of public participation activities, providing **timely notice** and **reasonable access** to information about transportation issues, using **visualization techniques** to describe the **LRTP** and **TIP** and making information and meeting notices available in **electronic format** on the **Internet**. Rarely are public comment periods of specific duration specified by law except for the following with regards to the PPP and LRTP:

- **PPP - Adopting or revising the MPO's Public Participation Plan – 45 calendar days**

PUBLIC PARTICIPATION PLAN

- **L RTP** - Posting the final adopted L RTP on the internet and having hard copies available at the MPO office— **no later than 90 days after adoption**

HOW TO SUBMIT COMMENTS TO THE COLLIER MPO

- The MPO provides self-addressed stamped comment cards which may be mailed to the MPO office. Call 239-252-5814 for more information.
- Comments may be submitted on the MPO website with electronic comment cards. Go to www.colliermpo.com
- The public may comment at any MPO advisory committee or MPO Board meeting. The meeting schedule is available on the MPO website (<http://colliermpo.com/index.aspx?page=125>) or by calling 239-252-5814

HOW YOUR COMMENTS WILL BE USED

The Collier MPO values public input. All comments received will be considered as part of the transportation decision-making process. Staff will document all comments and forward them to the MPO advisory committees and Boards. All organizations and individuals who submit a comment in writing or via email and include their contact information will receive a written response to their comment. Staff will make every effort to respond to comments before a final vote by the MPO Board on an action item. Comments received using the methods described above are documented as part of the public record and are posted on line at www.colliermpo.com.

[Appendix F Standard Operating Procedures identifies how public comments will be documented.](#)

GETTING INVOLVED

The current calendar of MPO and advisory committee meetings may be found online at www.colliermpo.com or you may request a hard copy be mailed or faxed to you by calling 239-252-5814.

MPO BOARD MEETINGS

The MPO Board meets on the second Friday of the month (with the exception of July, August and January, when there are no regularly scheduled meetings.) Board meetings are typically held in the Board of County Commissioners Chambers, 3299 E. Tamiami Blvd. Naples, Administration Building (F), third floor. See Site map for Collier County Government Center, following page. The Collier MPO traditionally holds its April Board meeting in a different location, rotating between facilities provided by member entities.

Joint Lee County MPO/Collier MPO advisory committee and Board meetings rotate locations between Lee County and Collier County. Additionally, special meetings are sometimes called on dates, times and locations that vary from the norm. Staff advises checking the MPO website prior to a Board meeting to confirm the location, date and time of a meeting you wish to attend. Please check the MPO calendar for advisory committee meeting dates, times and locations as well.

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PUBLIC PARTICIPATION PLAN

Collier County, Florida

Provided by the Communication and Customer Relations Division
Providing Quality Service Today... Building Confidence For Tomorrow

(See Reverse Side for Directory)



Revised 05/19/17

PUBLIC PARTICIPATION PLAN

ADVISER NETWORK PUBLIC FORUMS

In addition to providing notice via the MPO's listserv(s), ~~the MPO convenes~~ will send email notice to the Adviser Network when hosting community ~~meetings~~ forums on plans and studies in process, to solicit public input on issues of current interest. As part of the process, MPO staff or the MPO's consultant will prepare a recap of the ~~forum-meeting~~ to document public comments and to share the comments and recommendations with the advisory committees and MPO Board. [See Appendix F – Standard Operating Procedures for more detail.](#)

APPOINTMENTS TO ADVISORY COMMITTEES

The Collier MPO Board appoints local residents to serve on two Advisory Committees – the Citizens Advisory Committee (CAC) and the Bicycle and Pedestrian Advisory Committee (BPAC). The MPO Bylaws specify the makeup of each committee. The MPO Bylaws may be viewed on the MPO website at the following link: [NEED TO POST MPO BYLAWS on WEBSITE TBD – Website Update in-Process](#)

The bylaws of the CAC may be viewed at the following link(s): [NEED TO POST CAC BYLAWS ON LINE TBD – Website Update in-Process](#)

BPAC Bylaws: <http://colliermmpo.com/modules/showdocument.aspx?documentid=6611>

If you are interested in serving on one of these two advisory committees, staff recommends first reviewing the bylaws to determine your eligibility, then contacting the MPO Director at 239-252-5884 if you have questions concerning eligibility or the time commitment entailed.

You may download an application to serve on an Advisory Committee at this link: [NEEDS TO POST APPLICATIONS ONLINE TBD – Website Update in-Process](#)

As an alternative, you may call the MPO office at 239-252-5814 and ask that an application form be sent to your home address. Completed application forms must include your signature and may be scanned and sent electronically to colliermmpo@colliergov.net. If you prefer, you may mail in or hand deliver applications to the MPO office at 2885 South Horseshoe Drive, Naples, FL 34104

HOW TO LEAVE COMMENTS ABOUT A SPECIFIC PLAN OR STUDY

The MPO website features the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), the Unified Public Work Program (UPWP) and other plans currently underway. Opportunities for the public to comment accompany each posted plan. Call the office if you have any questions (239) 252-5814 or cannot find what you are looking for on the website: www.colliergov.com

PUBLIC MEETING SCHEDULES

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PUBLIC PARTICIPATION PLAN

- The meeting schedule is standardized but it is subject to change. Check the location by viewing the current agenda on the MPO website or call the MPO office at 239-252-5814 to have one sent to you. Link to agendas:

<http://colliermopo.com/index.aspx?page=125>

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ACCESS FOR ALL

LIMITED ENGLISH PROFICIENCY PLAN

The purpose of the Collier MPO's Limited English Proficiency Plan is to provide meaningful access to the MPO for people with limited or no ability to speak, read, write or understand English. The LEP Plan is incorporated in the PPP as **Appendix C**.

NONDISCRIMINATION POLICY AND COMPLAINT PROCEDURE

Collier MPO places a high value on providing equal access to the transportation planning process. The MPO's Nondiscrimination Plan and Complaint Procedures are incorporated in the PPP as **Appendix D**.

IDENTIFYING UNDERSERVED POPULATIONS

Collier MPO maintains a GIS database and map that identifies traditionally underserved populations in the region. MPO staff updates the database and map periodically, based on conducting annual reviews of Census Bureau statistics. See **Appendix E** for the current version of the map and related statistics. The following Outreach Strategies are intended to reach a broad cross-section of the region's demographics, including traditionally underserved populations.

Un traductor del idioma español está disponible en la oficina de MPO. Teléfono: 239-252-5814

Yon tradiktè pou Kreyòl ayisyen ki disponib nan biwo MPO la. Telefòn: 239-252-5884

OUTREACH STRATEGIES

The MPO will use the following outreach strategies to engage the public in the transportation planning process. Appendix F – Standard Operating Procedures summarizes in graphic format how these strategies will be deployed on specific plans and studies along with public notification requirements for committee and Board meetings.

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ENHANCED INTERACTIVE WEBSITE: www.colliermpo.com

The MPO is updating its website to introduce interactive features that will enhance its ability to serve as a source clearing house of information. The site provides a calendar of events, links to agendas, minutes, and draft MPO documents currently under review. Opportunities for the public to comment are available in the form of staff email and phone number listings. Interactive surveys and maps are frequently posted on the website while major plans and studies are in process.

VISUALIZATION TECHNIQUES

The MPO will invest in enhanced visualization techniques such as videos, simulation models, animated graphics and 3D imaging in the course of developing updates to the Long-Range Transportation Plan and other major plans and studies that may be underway in any given year. For example, in 2018, staff posted a video created for the Golden Gate Walkability Study-. The video was produced by a drone, fly-over camera view of people walking and crossing streets in the community. Information was added to generate interest in participating in public meetings to develop the plan. The video was also shown on local public access TV.

In addition, the MPO will continue the use of a broad range of traditional visualization techniques such as maps, pictures or graphics in order to assist with the communication of complex concepts and to promote understanding of transportation plans and programs. A logo representing the MPO is used to identify products and publications of the MPO. The logo helps the public to become familiar with the MPO and recognize MPO products. The logo is used on all MPO publications.



E-NOTIFICATIONSBLASTS AND SOCIAL MEDIA

The MPO began posting information on Collier County’s Facebook page in January 2018. Current MPO postings may be viewed at the following link:

<https://www.facebook.com/CollierGov/>

~~The MPO plans to start a Twitter account in early 2018 as well.~~ In addition, E-blasts will be sent to members of the Adviser Network and other interested parties to provide helpful information on transportation planning, public meetings, events and opportunities for involvement. The MPO Master Database lists all contacts including businesses, residential associations, agencies, Native American Tribes, the Adviser Network, and the public. The database includes committee membership and e-mail addresses. Mailing addresses will be included for individuals who do not have e-mail and require hard copy documents, surveys, comment cards, etc. to be mailed to them.

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SURVEYS & POLLS

~~The MPO will~~ conduct surveys and polls on specific topics and plans focus groups as needed to engage a broad cross section of the public. ~~with individuals within organizations/agencies that work with traditionally underserved individuals.~~ The information will be shared on social media sites such as Facebook, and on the MPO’s website.

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~~PERSON-TO-PERSON~~ – staff informational booths and kiosks at heavily visited locations such as transit stations, grocery and discount stores, flea and farmers markets, community concerts and cultural festivals

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PARTNERING

~~The MPO will~~ coordinate with government agencies to conduct outreach at health care centers, food banks and food stamp offices, schools, offices on aging etc. and develop alliances with faith-based institutions, cultural centers, community-based organizations; partnering with local interest groups to

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PUBLIC PARTICIPATION PLAN

conduct outreach at special events. Partners in outreach will be encouraged to take a leadership role in public participation efforts in the area. The purpose is to build relationships and identify strategies to bring former nonparticipants into the planning process.

PUBLIC TELEVISION

Regular MPO Board meetings – those that take place at the Board of County Commissioners Chamber - are shown on Collier TV, and can be watched live and on-line at the following link:

<http://www.colliergov.net/your-government/divisions-a-e/communication-customer-relations-division/watch-collier-tv-online>

Collier County maintains an archive of MPO Board meetings on-line. The MPO is currently working with Collier TV to also post video recordings and flyers produced by the MPO on Collier TV.

<http://www.colliergov.net/your-government/divisions-a-e/communication-customer-relations-division/meeting-video-archive>

EARNED MEDIA

The MPO will issue press releases and provide briefings in advance of special events and public meetings and workshops oriented to plan development or gathering public comments on major issues. The intention is to build relationships with local television, radio and print journalists and reporters to facilitate public information campaigns. For example, during the development of the Bicycle and Pedestrian Master Plan in 2018, the Project Manager with the MPO was interviewed on Univision, with translation services provided by the station for its Spanish speaking audience.

PROJECT SPECIFIC PUBLIC INVOLVEMENT PLANS (PIP)

The MPO typically develops project specific PIPs targeting stakeholders who are most likely to be interested in the outcome of the plan or project in question. The public involvement strategies are geared to the target audience, and may vary by topic or subarea of the MPO.

A PIP developed for a specific project must meet or exceed the notification commitments in the Board-adopted PPP.

SEMI-ANNUAL NEWSLETTER

MPO staff produces a semi-annual newsletter that is distributed via email and hard copy to the Master Database list of all contacts. MPO staff will bring hard copies for distribution at public meetings and community outreach events held throughout the year. The newsletter promotes regular and special meetings, planning studies, publications and work products. The newsletter will be translated into Spanish or Haitian Creole upon request.

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PUBLIC WORKSHOPS/OPEN-HOUSES

Public workshops are generally open and informal with project team members interacting with the public on a one-on-one basis. Short presentations may be given at these meetings. Project-specific workshops and meetings provide detailed project information to the public and solicit public involvement. They are conducted for project-specific activities and the MPO's federal certification review. (See PIP above and Appendix F – Standard Operating Procedures for more detail.)

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PUBLIC MEETINGS

All MPO Board and advisory committee meetings are open to the public at ADA accessible facilities in convenient locations and used to solicit public comment. Members of the public are given an opportunity to address the MPO board or committee on any agenda item or transportation related topic not on the agenda. These meetings provide formal settings for citizens or interested parties to make comments to the MPO and advisory committees. They are recorded and minutes are taken for the record. The MPO may also hold stand alone public meetings related to specific projects or plans. These meetings can be held at any time during a project. Notice of the meetings is given to the public through the MPO website, e-mail, and if requested, by regular mail.

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COMMUNITY OUTREACH EVENTS

MPO staff participation in community outreach events at public venues, fairs and festivals provides another method to inform the public about the Collier MPO and how individuals or groups can become involved in the metropolitan transportation planning process. MPO surveys, newsletters, maps or comment forms are often distributed to heighten the awareness of the public on functions of the MPO. MPO staff will participate in activities hosted by other agencies and organizations and provide printed materials at outreach events.

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COMMENT FORMS

Comment forms are used to solicit public comment on specific issues being presented at workshops or public meetings and community outreach events. Comment forms may be very general in nature, or very specific for soliciting feedback. Comment forms are sometimes included in publications and on the MPO website to solicit input.

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ORIENTATIONS

MPO staff conduct individual orientations to inform new members of the MPO Board and committees of their roles and the MPO transportation planning process.

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EVALUATION

ANNUAL REPORTING ON PERFORMANCE MEASURES

Reporting on the PPP performance measures is included in the MPO Director's Annual Report to the MPO Board at the end of each fiscal year. If the analysis indicates a need for modifications to the PPP, the Director will discuss options with the Board and follow-up with bringing the changes through the Advisory Committee review process during the coming year.

REQUIRED NOTIFICATION

The MPO will review the PPP on an annual basis to ensure it remains consistent with the requirements in the Florida Department of Transportation's MPO Handbook. The MPO Handbook may be viewed in its entirety at the following link:

<http://www.fdot.gov/planning/policy/metrosupport/mpohandbook/>

Current requirements are summarized by planning product as follows.

LONG RANGE TRANSPORTATION PLAN

Florida Statutes 339.175 – requires the MPO to provide the following interested parties, at a minimum, a **reasonable opportunity** to comment on the LRTP:

- Public
 - Affected Public Agencies
 - Representatives of Transportation Agencies
 - Freight Transportation Service Providers and Shippers
 - Private providers of Transportation
 - Public Transit Representatives and Users
 - 23 CFR 450.322 – All interested parties are to be given a reasonable opportunity to comment on the LRTP.
- **Administrative Modifications** are minor revisions to the LRTP and do not require public review and comment or re-demonstrating fiscal constraint. 23 CFR 450.104
- **Amendments** are major revisions to the LRTP and do require public involvement and re-demonstrating fiscal constraint.
- **Major Updates** are adopted every 5 years. The TAC and CAC are provided the opportunity to review and comment on Amendments and Major Updates will be previewed by the MPO TAC and CAC, at a minimum, prior to the MPO Board taking action. before being acted upon by the Board. If the TAC and CAC achieve a quorum, the committees- may vote to endorse the amendment or update as presented, or vote to endorse subject to revision, or may vote not to endorse. Whatever

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[action an advisory committee takes is reported to the Board in the MPO staff Executive Summary. See Appendix F – Standard Operating Procedures for public notification and public comment period requirements.](#)

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Maintaining Concurrency with MPO Handbook - FDOT continually updates the MPO Handbook and notifies the MPOs of any changes. These FDOT-generated updates may on occasion trigger the need to update the PPP as well. When that occurs, the MPO will post notice containing the new PPP language on its website and distribute copies to the MPO Advisory Committees and Board. Other routine updates, such as identifying new MPO Board members and/or officers, new MPO contact information, new State and Federal code citations, correcting typographical or grammatical errors or clarifications, will be handled in the same manner

Amendments and Adopting a New PPP - Amendments and Major Updates will be previewed by the MPO TAC and CAC before being acted upon by the Board.

- **Federal law requires a minimum 45-day public comment period prior to amending or adopting a PPP. The public comment period begins with posting the CAC and TAC meeting agendas, posting notification on the MPO website, and emailing the Adviser Network. Final Board action may be scheduled to occur after the 45-day public comment period has ended.**

TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP)

Purpose – A TDSP addresses the services provided to meet the public transportation and mobility needs of the elderly and persons with disabilities. The plan discusses the types of paratransit services available to citizens of the county. Examples include: ADA paratransit service and Transportation Disadvantaged Program (TD) services which are part of a coordinated human services requirement of all three core FTA grant programs as reauthorized under the FAST Act for the Urbanized Area Formula Funding program, 49 U.S.C. 5307, 5310 and 5311.

Statutory Requirements – Florida Statutes (F.S.) 427. Each county or each MPO is required to develop a TDSP with updates every five years. The Florida Commission for the Transportation Disadvantaged (FCTD) oversees the implementation of the TDSP. The Community Transportation Coordinator (CTC) and the Local Coordinating Board (LCB) will use the TDSP as a guide for maintaining and improving transportation services. It is the requirement of the MPO to provide an annual performance evaluation of the CTC. The MPO is also required to provide annual minor updates to the TDSP and a major update every five years.

Florida Commission for the Transportation Disadvantaged

The Florida Commission for the Transportation Disadvantaged has issued two regulatory documents – “Local Coordinating Board and Planning Agency Operating Guidelines (2014)” and an “Instruction Manual for the Memorandum of Agreement and the TDSP – 2007/2008” that remain in effect today. The documents may be viewed on the Commission’s website at: <http://www.fdot.gov/ctd/doingbusiness.htm>

The Commission stipulates that Major Updates to the TDSP be announced by way of an “advertisement” published in the local newspaper with the greatest circulation. This requirement is carried out by the MPO.

Major Update - adopted every 5 years

Public Comment Period

- 30-day public comment period required
- Legal ad required – place in Naples Daily News
- Additional public notice of public comment period provided by posting on the MPO website, emailing the Adviser Network and any other stakeholders the MPO and LCB have identified
- Distribute flyers on transit vehicles to notify riders of comment period and adoption meeting
- Distribute copies of the Major TDSP Update and/or QRC on comment forms to local government agency offices and libraries
- Post Major TDSP Update and comment forms on the MPO website
- Distribute copies of the Major TDSP Update to the LCB members

Response to Comments

- MPO staff will respond in writing to public input received during the comment period

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- When significant written and oral comments are received, a summary, analysis or report will be included in the plan. The term, “significant” is used in State statutes and Federal law governing public involvement, but remains undefined. The MPO’s working definition of “significant” is any comment that could potentially result in a change to the scope of a document, existing conditions analysis, issue definition, recommended projects, policies.

Adoption

- The LCB will meet at the end of the public comment period and allow time for public comment at the meeting prior to adoption of the TDSP
- The LCB will consider the comments received during the public comment period before adopting the TDSP by Roll Call Vote
- The MPO Board will ratify the Major TDSP Update after adoption by the LCB. Ratification may be placed on the MPO Board Consent Agenda

Minor Update – adopted annually except in Major Update adoption years

- **The only difference between the public involvement requirements of a Major and Minor Update is the required public comment period is shortened to 14 days.**

TRANSPORTATION IMPROVEMENT PROGRAM

Administrative Modifications are minor revisions to the TIP and do not require public review and comment, or re-demonstrations of fiscal constraint. Administration Modifications will be distributed as informational items in MPO Board and advisory committee meeting packets, in addition to being posted on the MPO website’s TIP page.

Amendments are major revisions to the TIP and do require public review and comment along with re-demonstration of financial constraint. The TAC and CAC are provided the opportunity to review and comment on a Amendments and the annual adoption of a new 5-year TIP based on the FDOT Work Program will be previewed by the TAC and CAC prior to the Board taking action before being acted upon by the Board. If they achieve a quorum, the- TAC and CAC may vote to endorse the amendment as presented or vote to endorse subject to revision, or may vote not to endorse. Whatever action an advisory committee takes is reported to the Board in the MPO staff Executive Summary. The MPO will follow the notification procedures outlined herein for MPO Board and Advisory Committee meetings See Appendix F – Standard Operating Procedures for public notification and public comment period requirements.

UNIFIED PLANNING WORK PROGRAM

The two-year UPWP is adopted every other year. As with Amendments, the MPO adoption process requires that the two-year UPWP be previewed and commented upon by the MPO TAC and CAC, at a minimum, before being acted upon by the Board.

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Modifications as defined by the FDOT MPO Handbook, do not require MPO Board or FDOT approval and do not require public involvement. Modifications will be posted on the MPO website on the UPWP page and distributed to FDOT, the MPO Board and Advisory Committees as informational items in agenda packets.

Amendments as defined by the FDOT MPO Handbook, do require MPO Board approval. The TAC and CAC are provided the opportunity to review and comment on a Amendments will be previewed and commented upon by the MPO TAC and CAC, at a minimum, prior to the Board taking action. If the committees achieve a quorum, they before being acted upon by the Board, may vote to endorse the amendment as presented, or vote to endorse subject to revision, or vote not to endorse. Whatever action an advisory committee takes is reported to the Board in the MPO staff Executive Summary. The MPO will follow the notification procedures outlined herein for MPO Board and Advisory Committee meetings. See Appendix F – Standard Operating Procedures for public notification and public comment period requirements.

MPO BOARD MEETINGS AND WORKSHOPS

The MPO commits to maintaining the following longstanding notification standard:

- Posting agenda and meeting packet **seven days in advance** on the MPO website
- Email distribution of agenda and packet to MPO Board members and delivering hard copies to members who have requested them, seven days in advance of the meeting
- Email distribution of agenda and packet to Advisor Network and to other interested parties on the MPO's email contact list

MPO ADVISORY COMMITTEE MEETINGS

The MPO commits to maintaining the following longstanding notification standard:

- Posting agenda and meeting packet **seven days in advance** on the MPO website
- Email distribution of agenda and packet to committee members along with hard copies delivered to members who have requested them, seven days in advance of the meeting
- Email distribution of agenda and packet to Advisor Network and to other interested parties on the MPO's email contact list

OTHER PUBLIC MEETINGS AND WORKSHOPS

The MPO may wish to schedule other public meetings and workshops in the course of developing a wide variety of planning documents, researching specific issues, conducting surveys and public education campaigns. The MPO commits to maintaining the longstanding notification standard of:

- Posting notices of public meetings a **minimum seven days in advance** on the MPO website,
- Posting agenda and meeting packet, to the extent materials are available, on MPO website

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- Email distribution of agenda and packet to Advisor Network and to other interested parties on the MPO's contact list
- Issuing press release to major local newspapers, television and radio stations
- Emailing MPO Advisory Committee members notice of meetings on topics of interest to the Committee members as appropriate

EXCEPTIONS TO NOTIFICATION COMMITMENTS

There are occasions when the MPO is required to act quickly in order to meet a grant deadline, preserve spending authority or respond to an unforeseen opportunity. This is most likely to occur in response to a request by FDOT due to the severe time constraints the agency operates under.

When situations demanding immediate Board action arise, staff may bring proposed actions forward to the MPO Board that the TAC and CAC have not had the opportunity to preview and comment on. This allows the Board to be fully informed of the situation and to take action if it wishes to do so, or to decline to take immediate action and remand the item to one or more Advisory Committee for further study.

FEDERAL COMPLIANCE

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA), signed into law in 1990, is a landmark civil rights legislation ensuring equal opportunity for people with disabilities to access employment, public facilities, transportation, state and local government services and communications. The ADA requires coordinating with disabled community representatives in the development and improvement of transportation services. Persons with disabilities must also be able to access the sites where public involvement activities occur as well as the information presented. See www.ada.gov for more information.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1965

Title VI of the Civil Rights Act of 1965 prohibits discrimination based upon race, color or national origin. Specifically, 42 USC § 2000d states, “No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” See www.justice.gov/crt/about/cor/coord/titlevi.php for more information.

EXECUTIVE ORDER 12898 – ENVIRONMENTAL JUSTICE

Executive Order (EO) 12898; Federal Actions to Address Environmental justice in Minority and Low Income Populations. The EO reinforced the requirements of Title VI of the Civil Rights Act of 1964 and focused federal attention on the environmental and human health conditions in minority and low income communities. Furthermore, recent guidance issued by the Federal Highway Administration(FHWA) and the Federal Transit Administration (FTA) emphasizes the importance of considering and addressing Environmental Justice (EJ) in all phases of the transportation planning process. EJ calls for the fair treatment and meaningful involvement of all people regardless of race, color, national origin or income, and that the benefits, as well as the impacts, of transportation investments are fairly distributed.

EXECUTIVE ORDER 13166 – LIMITED ENGLISH PROFICIENCY

People with Limited English Proficiency (LEP) are those with a primary or home language other than English. EO 13166 requires any agency that receives federal funds to make their activities accessible to non-English speaking individuals. See www.justice.gov/crt/about/cor/13166.php for more information.

FDOT MPO HANDBOOK - COMPLIANCE

CHAPTER SIX PUBLIC INVOLVEMENT

Chapter Six of the FDOT MPO Handbook identifies Federal and State public involvement requirements for Metropolitan Planning Organizations (MPO) in Florida. The primary public involvement document that MPOs must develop and maintain is a Public Participation Plan (PPP) that defines a process for providing interested parties reasonable opportunities to review and comment on MPO work products. In addition, MPOs must make Long Range Transportation Plans (LRTP) and Transportation Improvement Plans (TIP) readily available for public review.

The MPO is required to develop the participation plan in consultation with all interested parties and must, at a minimum, describe explicit procedures, strategies, and desired outcomes for: [23 C.F.R. 450.316(a)(1)]

1. Providing **adequate public notice of public participation activities and time for public review and comment at key decision points**, including a **reasonable opportunity to comment** on the proposed **LRTP and the TIP**;
2. Providing **timely notice and reasonable access to information** about transportation issues and processes;
3. Employing **visualization techniques to describe LRTPs and TIPs**;
4. Making public information (technical information and meeting notices) **available in electronically accessible formats and means, such as the Internet**;
5. Holding any **public meetings at convenient and accessible locations and times**;
6. **Demonstrating explicit consideration and response to public input received during the development of the LRTP and the TIP**;
7. **Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services**;
8. **Providing an additional opportunity for public comment, if the final LRTP or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues** that interested parties could not reasonably have foreseen from the public involvement efforts;
9. **Coordinating with the statewide transportation planning public involvement and consultation processes; and**
10. **Periodically reviewing the effectiveness** of the public involvement procedures and strategies contained in the PPP to ensure a full and open participation process.

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When developing the PPP, it is important to allow enough time to receive and respond to public input to find a balance between addressing appropriate public comments and adopting the LRTP within the required timeframe, including any meetings or hearings that take place during that time.

A minimum public comment period of 45 calendar days must be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved PPP must be provided to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for informational purposes; and must be posted on the Internet to the maximum extent practicable. [23 C.F.R. 450.316(a)(3)]

LRTP AND TIP

When **“significant” written and oral comments are received on the draft LRTP and TIP** (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the U.S. Environmental Protection Agency (EPA) transportation conformity regulations (40 C.F.R. Part 93, Subpart A), **a summary, analysis, and report on the disposition of comments are required to be included in the final LRTP and TIP.** [23 C.F.R. 450.316(a)(2)]

The term, *“significant”* is used in State statutes and Federal law but remains undefined.

THE COLLIER MPO DEFINES “SIGNIFICANT” AS ANY COMMENT THAT COULD POTENTIALLY RESULT IN A CHANGE TO THE SCOPE OF A PROJECT OR STUDY, TO REPORTING ON EXISTING CONDITIONS THAT LEADS TO DEFINING ISSUES AND RECOMMENDING SOLUTIONS IN TERMS OF PROJECTS OR POLICIES.

When the MPO area includes Indian Tribal lands, the MPO must appropriately involve the Indian Tribal government(s) in the development of the LRTP and the TIP. [23 C.F.R. 450.316(c)]

The MPO may develop a PPP specific to the LRTP as part of the scope of that project. If this is done, the PPP for the LRTP must be consistent with the overall PPP of the MPO.

Federal Strategies for Implementing Requirements for LRTP Update for the Florida MPOs, U. S. Department of Transportation, November 2012. This additional guidance states that for LRTPs, MPO Boards, their advisory committees, and the public, should have the opportunity to periodically review the LRTP products, interim tasks, and reports that result in the final LRTP documentation. Furthermore, this guidance also states **that final adopted LRTP documentation should be posted to the Internet, and available at the MPO offices, no later than 90 days after adoption.**

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Specific to the TIP, Federal requirements are that the MPO must provide all interested parties with a **reasonable opportunity to comment** on the proposed TIP, as required by the PPP. In addition, the MPO must **publish or otherwise make readily available the TIP for public review, including** (to the maximum extent practicable) **in electronically accessible formats and means, such as the Internet**, as described in the PPP. [23 C.F.R. 450.326(b)], [23 U.S.C. 134 (i)(6) and (7)]

In the event an MPO revises its TIP, the MPO must always use public participation procedures consistent with the MPO's PPP. However, public participation is not required for administrative modifications unless specifically addressed in the PPP. [23 C.F.R. 450.328(a)]

ANNUAL LIST OF PRIORITIZED PROJECTS

Each MPO annually must prepare a list of project priorities and submit the list to the appropriate FDOT District by October 1 of each year. The list must have been **reviewed by the technical and citizens' advisory committees and approved by the MPO before submission to the District**. The annual list of project priorities **must be based upon project selection criteria that consider, among other items, the MPO's public involvement procedures**. [s.339.175(8)(b)(5), F.S.]

MOST METROPOLITAN PLANNING ORGANIZATIONS SHOULD CONSIDER THEIR STANDING COMMITTEES TO BE A FUNDAMENTAL PART OF THEIR PUBLIC INVOLVEMENT ACTIVITIES.

PUBLIC INVOLVEMENT AND MPO COMMITTEES

Most MPOs consider their standing committees to be a fundamental part of their public involvement activities. **The formation of a technical advisory committee (TAC) and citizens' advisory committee (CAC) are required pursuant to s.339.175(6)(d), F.S. and s.339.175(6)(e), F.S.;** and formation guidance is provided in Chapter 2 of the MPO Handbook.

As an alternative to the use of a CAC, Florida Statute provides provisions for MPOs to adopt an alternate program or mechanism that ensures adequate citizen involvement in the transportation planning process following approval by FHWA, FTA, and FDOT. MPOs may also consider additional standing committees as a public involvement activity to address specific needs, such as bicyclists, pedestrians, and multiuse trails, safety, goods/freight movement, etc. MPOs must address and include their committee activities in the PPP; and are encouraged to detail how the schedule for meetings, agenda packages, and actions of the committees will be communicated with the public and how the public can participate in those meetings.

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SUNSHINE LAW

MPOs must provide reasonable notice of meetings and make adequate accommodations to hold open meetings and provide an opportunity for public input. Minutes of meetings must be available for public inspections. **MPOs are prohibited from holding public meetings at a facility or location that discriminates on the basis of sex, age, race, creed, color, origin, or economic status; or that otherwise restrict public access.** The statute establishes penalties for violations of these provisions and exceptions for specific situations. MPOs should consult legal counsel for any questions regarding Florida's Government-in-the-Sunshine Law.

ACRONYMS

ADA	Americans with Disabilities Act
BPAC	Bicycle and Pedestrian Advisory Committee
CFR	Code of Federal Regulations
EJ	Environmental Justice
EO	Executive Order
FAST Act	Fixing America’s Surface Transportation Act
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
LCB	Local Coordinating Board
LEP	Limited English Proficiency
LRTP	Long Range Transportation Plan
MPO	Metropolitan Planning Organization (interchangeable with TPO)
PIP	Public Involvement Plan (for individual projects)
PPP	Public Participation Plan (adopted by the MPO)
TDP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan
TIP	Transportation Improvement Program
TPO	Transportation Planning Organization (interchangeable with MPO)
UPWP	Unified Planning Work Program
USC	United States Code

APPENDICES

- A. GOVERNMENT TO GOVERNMENT PUBLIC INVOLVEMENT POLICY
- B. LEE COUNTY MPO/COLLIER MPO INTERLOCAL AGREEMENT
- C. LIMITED ENGLISH PROFICIENCY PLAN
- D. NONDISCRIMINATION POLICY AND COMPLAINT PROCEDURE
- E. TRADITIONALLY UNDERSERVED COMMUNITIES
- E-F. STANDARD OPERATING PROCEDURES

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**APPENDIX A: COLLIER MPO'S GOVERNMENT TO GOVERNMENT
PUBLIC INVOLVEMENT POLICY EFFECTING TRIBAL ENTITIES**

PUBLIC PARTICIPATION PLAN

GOVERNMENT TO GOVERNMENT PUBLIC INVOLVEMENT POLICY Adopted June 9, 2017

I. **Purpose:** To promote Tribal involvement in the MPO planning process; initiate and maintain a positive working relationship between the MPO and Tribal governments; promote effective collaboration and communication between the MPO and Tribes;

II. **Goals of Tribal Consultation:**

- To create durable relationships between the Tribes and the MPO based on a mutual respect that promotes coordinated transportation partnerships in service to all of our citizens.
- For the MPO to take a proactive approach to consultation by ensuring Tribal participation in MPO planning processes that may affect Tribal governments, Tribal programs and Tribal citizens.

III. **Consultation Requirements**

Federal Transportation Planning Requirements

23 USC § 135(f)(2)c applies to FDOT, as follows: "With respect to each area of the State under the jurisdiction of an Indian Tribal government, the statewide transportation plan shall be developed in consultation with the Tribal government."

23 CFR § 450.316(c), Interested parties, participation and consultation, applies to MPOs where an MPO *includes* Indian Tribal lands and provides:

- "When the MPO includes Indian Tribal lands, the MPO(s) shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP."

23 CFR § 450.316(e), Interested parties, participation and consultation, provides:

- "MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314."

In addition to the above-referenced consultation requirements, if a Tribe wishes to access federal transportation funds available to MPOs, the Tribe must do so through the MPO processes as provided by law.

IV. **Definitions**

Collaboration: – Indicates a process in which two or more parties work together to achieve a common set of goals. Collaboration is the timely communication and joint effort that lays the groundwork for mutually beneficial relationships, including identifying issues and problems, identifying solutions and providing follow-up as needed.

Communication: - Refers to verbal, electronic or written exchange of information between the MPO and the Tribe. Generally, posting information on a website or in the newspaper does not constitute consultation. Written correspondence, whether electronic or letter/postal format, should generally be sent to the Tribe Chair with a copy to staff, requesting review and comment on specific plans or

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projects that will affect a Tribe. While Tribal review may occur concurrently with public review, Tribes are not considered the “public” for purposes of such communication.

Consultation – Means that one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken.” (See 23 CFR Part 450 Planning Assistance and Standards, subpart A §450.104).

Government-to-Government Relations: Refers to an intergovernmental relationship between a federally-recognized Tribe and the MPO Board during which consultation, meetings, and communications occur between top-level officials of the MPO and the Tribe.

Tribal Sovereignty: Refers to a unique, political relationship between American Indians and the United States government that recognizes that Tribes are sovereign nations with recognized powers of self-government.

V. **Effected Tribes**

The two Federally-recognized Tribes with land holdings within or abutting Collier County are:

- The Miccosukee Tribe of Indians of Florida, represented by the Business Council, consisting of Chairman, Assistant Chairman, Treasurer, Secretary, and Lawmaker

Mailing address:
PO Box 440021
Tamiami Station
Miami, FL 33144
(o) 305-223-8380

- The Seminole Tribe of Florida, represented by the Tribal Council comprised of Chairman, Vice Chairman, Big Cypress Councilman, Brighton Councilman, and Hollywood Councilman

Mailing address:
Attn: Chairman and General Counsel
6300 Stirling Rd
Hollywood, FL 33024
(o) 239-354-5220 x 11402

This policy also extends to The Council of the Original Miccosukee Simanolee Nation Aboriginal Peoples, which has not sought Federal recognition. The Council’s contact information is as follows:

Bobby C. Billie, One of the Clan Leaders and Spiritual Leader
Council of the Original Miccosukee Simanolee Nation Aboriginal Peoples
PO Box 1452

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Lake Placid, FL 33862
Email: Ancientrees@hotmail.com

For FedEx deliveries mail to:

Bobby C. Billie
258 Boston Way
Lake Placid, FL 33852

VI. **Core Principles**

1. The MPO wishes to establish a Government-to-Government relationship and communication protocol in recognition of the principle of Tribal sovereignty.
2. The MPO recognizes that good faith, mutual respect, and trust are fundamental to meaningful collaboration and communication between governmental entities.
3. Formal communication and consultation will take place between the MPO Chair or Vice Chair and the Tribal Chair or Assistant/Vice Chair. Written notification in the form of an email or letter requesting consultation may be initiated by either the Tribal government or the MPO and should include the following information:
 - Identify the proposed action, program or project requiring consultation; and
 - Identify the personnel authorized to consult on behalf of the MPO and the Tribe.
4. Informal Communications may occur between MPO and designated Tribal staff members on an as-needed basis. The MPO will include designated Tribal staff members or representatives on email distribution lists to receive notifications of all upcoming MPO advisory committee and Board meetings. MPO staff will provide convenient access to meeting agendas and packets for review and be available to answer questions.

VII. **Application of Tribal Consultation Policy**

1. The MPO will make a good-faith effort to review all proposed plans, policies, rulemakings, actions or other aspects of the transportation planning process that may affect or impact Tribal resources and determine whether Tribal consultation or collaboration may assist in the process. The MPO will notify Tribal governments and inquire whether Tribal consultation should occur. Tribal Officials have the discretion whether to engage in the consultation process. Consultation will be initiated by formal, written request.
2. If the MPO does not receive a response from a Tribe requesting a response to a proposed plan, project or other matter that may affect or impact a Tribal government, the MPO is encouraged to follow up further with the Tribal government to ascertain its level of interest. If no response is provided, the MPO believes that it is only appropriate to move forward after the following: (a) directly contacting a Tribal government authorized representative to solicit its participation, review and comment after providing sufficient time for the Tribe's review and response; (b) that the direct communication/request for information or comment include a date when the MPO would like the response; and (c) that a minimum of thirty (30) days be provided for the Tribal government to provide for requests for information, or review and comment on draft documents.

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3. The MPO recognizes that formal consultation may not be required in all situations or interactions. Tribal staff members and MPO staff may communicate on an as-needed basis. These communications do not negate the authority of the MPO and the Tribes to pursue formal consultation.
4. This policy will not diminish any administrative or legal remedies otherwise available by law to the MPO or the Tribe. This policy shall not be construed to waive the sovereign immunity of any party or create a cause of action for either party for failing to comply with this policy.
5. This policy is a working document and may be revised as needed. The MPO will consult periodically with the Tribes to evaluate its effectiveness and determine the need for revision.
6. The policy shall become effective upon the date signed by the MPO Chair following approval by the MPO Board.

APPENDIX B: LEE COUNTY MPO/COLLIER MPO INTERLOCAL AGREEMENT

**2018 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 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

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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:

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. 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.

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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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 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

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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.

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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	Director
Collier MPO	Lee County MPO
2885 South Horseshoe Drive	P.O. Box 150045
Naples, Florida 34104	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

PUBLIC PARTICIPATION PLAN

Date: _____

Date: _____

Approved as to form and legality:

Scott R. Teach, Deputy Collier County Attorney

Derek Rooney, Lee County MPO Attorney

APPENDIX C. Limited English Proficiency Plan

PUBLIC PARTICIPATION PLAN

LIMITED ENGLISH PROFICIENCY PLAN

The Collier Metropolitan Planning Organization (MPO) is responsible for a continuing, cooperative, and comprehensive transportation planning process in Collier County (as well as a small portion of Lee County included in the MPO's Planning Area). This planning process guides the use of federal and state dollars spent on existing and future transportation projects or programs, and the **Limited English Proficiency (LEP) Plan** plays an integral role in this process. This document will detail the LEP Plan, developed in conjunction with best practice standards for public involvement.

Introduction

On August 11, 2000, President William J. Clinton signed an executive order, **Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency**, to clarify Title VI of the Civil Rights Act of 1964. Its purpose was to ensure accessibility to programs and services to eligible persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter. It reads in part,

"Each Federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities."

Not only do all federal agencies have to develop LEP Plans, as a condition of receiving federal financial assistance, but also state and local recipients are required to comply with Title VI and LEP guidelines of the federal agency from which they receive funds.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property and other assistance. Recipients of federal funds range from state and local agencies to nonprofits and other organizations. Title VI covers a recipient's entire program or activity. This means all components of a recipient's operations are covered. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

The US Department of Transportation (DOT) published: "**Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Person**" in the December 14, 2005 Federal Register. The guidance explicitly identifies MPOs as organizations that must follow this guidance:

*The guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, **metropolitan planning organizations**, and regional, state, and local transit operators, among many others. Coverage extends to a recipient's entire program or activity, i.e., to all parts of a recipient's operations. This is true even if only one part of the recipient receives the Federal assistance. For example, if DOT provides assistance to a state department of*

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transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire state department of transportation—not just the particular highway program or project—are covered by the DOT guidance.

The intent of this **Limited English Proficiency Plan** is to ensure access to the planning process and information published by the MPO where it is determined that a substantial number of residents in the Collier MPO Planning Area do not speak or read English proficiently. The production of multilingual publications and documents and/or interpretation at meetings or events will be provided to the degree that funding permits based on current laws and regulations.

Laws and Policies Guiding Limited English Proficiency Plans

As part of Metropolitan Planning Organization certification by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), the *LEP Plan* will be assessed and evaluated. The following matrix illustrates these laws, policies and considerations:

Title VI of the Civil Rights Act of 1964	Limited English Proficiency Executive Order 13166
Federal Law	Federal Policy
Enacted in 1964	Enacted in August 2000
Considers all persons	Considers eligible population
Contains monitoring and oversight compliance review requirements	Contains monitoring and oversight compliance review requirements
Factor criteria is required, no numerical or percentage thresholds	Factor criteria is required, no numerical or percentage thresholds
Provides protection on the basis of race, color, and national origin	Provides protection on the basis of national origin
Focuses on eliminating discrimination in federally funded programs	Focuses on providing LEP persons with meaningful access to services using four factor criteria
<i>Annual Accomplishment and Upcoming Goals Report</i> to FHWA	<i>Annual Accomplishment and Upcoming Goals Report</i> to FHWA

Who is an LEP individual?

As defined in the 2000 United States Census, it is any Individual who speaks a language at home other than English as his/her primary language, **and** who speaks or understands English ‘not well’ or ‘not at all’.

Determining the need

As a recipient of federal funding, the MPO must take reasonable steps to ensure meaningful access to the information and services it provides. As noticed in the **Federal Register/ Volume 70, Number 239/ Wednesday, December 14, 2005/ Notices**, there are four factors to consider in determining “reasonable steps”.

- Factor 1 - The number and proportion of LEP persons in the eligible service area;
- Factor 2 - The frequency with which LEP persons encounter MPO programs;

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- Factor 3 - The importance of the service provided by MPO programs;
- Factor 4 - The resources available and overall cost to the MPO.

The DOT Policy Guidance gives recipients of federal funds substantial flexibility in determining what language assistance is appropriate based on a local assessment of the four factors listed above. The following is an assessment of need in Collier MPO’s Planning Area in relation to the four factors and the transportation planning process.

LEP Assessment for the Collier MPO

Factor 1. The Number and proportion of LEP persons in the eligible service area

The first step towards understanding the profile of individuals who could participate in the transportation planning process is a review of Census data. Tables 1 and 2 on the following pages display the primary language spoken and number of individuals that are LEP. In Collier County, between 2010 and 2016, the number of people who speak a language other than English at home increased by 16,000 while the number of people who speak English less than “very well” decreased by 1,000.

For our planning purposes, we are considering people that speak English ‘less than very well’ and only the top four language groups are included in the analysis.

Table 1, derived from the 2016 American Community Survey (ACS) 5-year Estimates conducted by the US Census, shows the number and percent of the population, with regard to their English language skills, for the cities and ~~the~~ unincorporated portions of Collier County as well as for the County as a whole, the county within the MPO area. As indicated, over 15% of the MPO area population in unincorporated Collier County, 15.7% of the population age 5 years of age or older speak English less than “very well”, compared to 14.5 for the entire County is not proficient in English; that is, they speak English less than “very well”.²

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Jurisdiction	Population	Population 5 years and over	Number of LEP Persons (5 years and over)	Percentage of LEP Persons (5 years and over)
Everglades City	334,232	310,228	9,171	4.8%0.00%
City of Naples	20,091,20,980	19,667,20,510	724,828	4.0%3.68%
City of Marco Island	16,573,17,361	16,172,17,135	1,199,1,115	6.5%7.41%
Naples Area Un(including the unincorporated Unincorporated Collier County				
	320,087,309,663	302,602,293,645	49,895,46,143	16.49%15.7%
Collier MPO Area (includes all cities and unincorporated county) Collier County	357,083,48,236	338,751,331,518	48,097	14.5%15.30%

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² 2016 American Community Survey (ACS) 5-year Estimates, Tables B01003, S1601.

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Table 2 shows the number and percent of LEP persons by language spoken at the individual’s home. Of the LEP persons within Collier County the MPO area, 23.4% speak Spanish at home making this the most significant percentage of the area’s population. The second most common language at home is Other Indo-European languages at 7.8%; Asian and Pacific Islander languages represent 0.9% of the population and 0.06% speak “other” languages at home.

LEP Persons	Spanish Language	Other Indo-European Languages	Asian & Pacific Islander Languages	Other Languages
5 years and over - Everglades City	09	07	0	0
5 years and over - City of Naples	658363	1,216297	8340	1454
5 years and over - Marco Island	1,162903	1,006259	17637	710
5 years and over - Naples Area (including the unincorporated county) <u>Unincorporated County</u>	75,84339,806	23,6308,906	2,7501,041	764142
5 years and over - Total	77,67241,072	25,8599,462	3,0091,088	849196
Percent of Total Population 5 years and over	23.4%12.12%	7.8%2.79%	0.9%0.32%	0.3%0.06%

Factor 2. The frequency in which LEP Persons encounter MPO programs

The MPO documents phone inquiries, public meetings and office visits. To date, the MPO has had no requests for interpreters and no requests for translated program documents or publications by either individuals or groups.

Factor 3. The importance of the service provided by the MPO program

MPO programs use federal funds to plan for future transportation projects, and therefore do not include any direct service or program that requires vital, immediate or emergency assistance, such as medical treatment or services for basic needs (like food or shelter). Further, the MPO does not conduct required activities such as applications, interviews or other activities prior to participation in its programs or events. Involvement by any citizen with the MPO or its committees is voluntary.

However, the MPO must ensure that all segments of the population, including LEP persons, have been involved or have had the opportunity to be involved in the transportation planning process to be consistent with the goal of the Federal Environmental Justice program and policy. The impact of proposed transportation investments on underserved and under-represented population groups is part of the evaluation process in use of federal funds in three major areas for the MPO:

- the biennial Unified Planning Work Program,
- the five-year Transportation Improvement Program,

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- the Long-Range Transportation Plan, covering 20+ years.

Inclusive public participation is a priority consideration in other MPO plans, studies and programs as well.

TRANSLATION OF MPO DOCUMENTS IS NOT CONSIDERED TO BE WARRANTED AT THIS TIME.

THE MPO WILL CONTINUE EFFORTS TO COLLABORATE WITH STATE AND LOCAL AGENCIES TO PROVIDE LANGUAGE TRANSLATION AND INTERPRETATION SERVICES WHEN PRACTICAL AND FUNDING IS AVAILABLE

The impacts of transportation improvements resulting from these planning activities have an impact on all residents. Understanding and continued involvement are encouraged throughout the process. The MPO is concerned with input from all stakeholders, and makes every effort to ensure that the planning process is as inclusive as possible.

As a result of the long range transportation planning process, selected projects receive approval for

federal funding and progress towards project planning and construction under the responsibility of local jurisdictions or state transportation agencies. These state and local organizations have their own policies to ensure LEP individuals can participate in the process that shapes where, how and when a specific transportation project is implemented.

Factor 4. The resources available and overall MPO cost

Given the size of the LEP population in the MPO area, the current financial constraints of the MPO and the expense of full multi-language translations of large transportation plan documents and maps which have frequent changes and are not often used by the public, translation of MPO documents is not considered to be warranted at this time.

The MPO will continue efforts to collaborate with state and local agencies to provide language translation and interpretation services when practical and funding is available. Spanish and other language outreach materials from organizations such as federal, state, and local transportation agencies will be used when possible. The MPO will monitor increases in the LEP population and adjust its LEP policy accordingly. If warranted in the future, the MPO will consider new techniques to reach the LEP population, such as (1) the translation of executive summaries for key MPO documents, such as the Long Range Transportation Plan, the Transportation Improvement Program, and the Public Involvement Plan, and (2) the translation of document summaries, brochures or newsletters, which are designed to capture significant points of the full document. Additionally, the MPO currently has an employee that is fluent in both English and Spanish. In addition, Collier County Growth Management Division and the Alternative Transportation Modes Department have employees fluent in ~~both English, and~~ Spanish and Haitian Creole, and are available as interpreters as needed. ~~Additionally, the MPO will explore the use of volunteer translators (including multi-lingual MPO Committee and LCB members) to assist with citizen outreach.~~

MEETING THE REQUIREMENTS

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Engaging the diverse population within the MPO area is important. The MPO is committed to providing quality services to all citizens, including those with limited English proficiency. All language access activities detailed below will be coordinated in collaboration with the MPO Board and staff.

Safe Harbor Stipulation

Federal law provides a 'safe harbor' stipulation so recipients of federal funding can ensure compliance with their obligation to provide written translations in languages other than English with greater certainty. A 'safe harbor' means that as long as a recipient (the MPO) has created a plan for the provision of written translations under a specific set of circumstances, such action will be considered strong evidence of compliance with written translation obligations under Title VI.

However, failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides for recipients a guide for greater certainty of compliance in accordance with the four factor analysis. Evidence of compliance with the recipient's written translation obligations under 'safe harbor' includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000 persons, whichever is less of eligible persons served or likely to be affected. (Note: At this time, as evidenced in Table 2 on page 46, data on area language groups indicates that this requirement does not apply.) Translation also can be provided orally. The 'safe harbor' provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and reasonable to provide.

Providing Notice to LEP Persons

US DOT guidance indicates that once an agency has decided, based on the four factors, to provide language services, it is important that the recipient notify LEP persons of services available free of charge in a language the LEP persons would understand. Example methods for notification include:

1. Signage that indicates when free language assistance is available with advance notice;
2. Stating in outreach documents that language services are available;
3. Working with community-based organizations and other stakeholders to inform LEP individuals of MPO services and the availability of language assistance;
4. Using automated telephone voice mail or menu to provide information about available language assistance services;
5. Including notices in local publications targeting Spanish-speaking and Haitian-Creole-speaking audiences/newspapers, in languages other than English;
6. Providing notices on non-English-language radio and television about MPO services and the availability of language assistance; and
7. Providing presentations and/or notices at schools and community based organizations (CBO).

If deemed essential in the future in light of revised census data, the MPO will publicize the availability of interpreter services, free of charge, at least 7 days prior to MPO Board and committee meetings, workshops, forums or events which will be noticed on the MPO website, in meeting notices (packets), and using the following additional tools as appropriate:

- signage
- public outreach materials
- community-based organizations

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- ~~local newspapers, publications as referenced above~~
- Non-English-language radio and television
- ~~Collier County library systems~~

The MPO defines an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language and transfers the meaning of written text from one language into another. The MPO will request language interpreter services from Collier County MPO committee members or volunteers, staff, as needed, and will reciprocate by making MPO staff available as needed. As covered under Title VI requirements for nondiscrimination, at each meeting, the MPO will provide Title VI material and include this material in an alternative language when applicable.

Language Assistance

A goal of the PPP is to provide user-friendly materials that will be appealing and easy to understand. The MPO ~~may will~~ provide on an “as needed” basis, executive summaries in alternative formats, such as brochures or newsletters, depending on the work product.

MPO Staff Training

This LEP Plan is incorporated in the PIP to maintain meaningful access to information and services for LEP individuals, the MPO will properly train its employees to assist in person, and/or by telephone, LEP individuals who request assistance. MPO Board members will receive a briefing on the PIP & LEP Plan, assuring that they are aware of and understand how the PIP implements the LEP Plan.

**APPENDIX D. NONDISCRIMINATION PLAN AND COMPLAINT
PROCEDURE**

Title VI Nondiscrimination Program Policy and Complaint Procedure

Introduction

The Collier MPO is a recipient of federal funds from the U.S. Department of Transportation modal agencies, including the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). All recipients of federal funding must comply with the requirements of Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes, regulations and authorities. This Implementation Plan describes how the Department effectuates nondiscrimination in the delivery of its federally assisted programs, services and activities. The Plan includes the structure of the MPO's Title VI/Nondiscrimination program as well as the policies, procedures and practices that the Department uses to comply with nondiscrimination requirements. The Plan is intended to be a living document, regularly policed and updated by the Department to meaningfully reflect the program as it changes and grows. Anyone wishing to provide input into the Department's Title VI/Nondiscrimination Implementation Plan is encouraged to contact the Title VI/Nondiscrimination Program Coordinator, Anne McLaughlin at AnneMcLaughlin@dot.state.fl.us or 239-252-5884 or by writing at 2885 South Horseshoe Drive, Naples, FL 34104.

Policy Statement

It is the policy of the MPO to comply with all federal and state authorities requiring nondiscrimination, including but not limited to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975 and Executive Order 12898 (Environmental Justice) and 13166 (Limited English Proficiency). The MPO does not and will not exclude from participation in; deny the benefits of; or subject anyone to discrimination on the basis of race, color, national origin, sex, age, disability or income. In addition, the MPO complies with the Florida Civil Rights Act, and does not permit discrimination on the basis of religion or family status in its programs, services or activities.

The Collier MPO has adopted the Florida Department of Transportation's (Department) Title VI/Nondiscrimination policy and ADA policy by reference. Topic No.:275-010-010-f-Title VI Program and Related Statutes-Implementation and Review Procedures.

The Department's Title VI/Nondiscrimination policy and ADA policy statement may be found at: <http://www.dot.state.fl.us/equalopportunityoffice/TitleVI/001-275-006.pdf>. Those requiring information in alternative formats or in a language subject to the Department's Limited English Proficiency (LEP) Plan, should contact the Title VI/Nondiscrimination Coordinator.

MPO DISCRIMINATION COMPLAINT PROCEDURE

Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by the Title VI of the Civil Rights Act of 1964, as amended, and related statutes, under the MPO's planning process may file a written complaint.

The MPO encourages the filing of a complaint in writing which includes a name, address, and other information so that you may be contacted in regard to the matter. Please see the Title VI Complaint Form.

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The MPO will investigate complaints received no more than 180 days after the alleged incident. The MPO will process complaints that are complete.

- All complaints will be investigated promptly. Reasonable measures will be undertaken to preserve any information that is confidential. The MPO's Title VI Specialist will review every complaint to determine if our office has jurisdiction.
- Within ten (10) calendar days, the Title VI Specialist will acknowledge receipt of the allegation(s), inform the Complainant of action taken or proposed action to process the allegation(s), and advise the Complainant of other avenues of redress available, such as the FDOT's Equal Opportunity Office (EOO).
- The MPO has sixty (60) calendar days to investigate the complaint. If more information is needed to resolve the complaint, the MPO's Title VI Specialist will contact the complainant. The complainant has 10 business days from the date of the letter to send the requested information to the Title VI Specialist. If the Title VI Specialist is not contacted by the complainant or does not receive the additional information within 15 business days, the MPO may administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.
- At a minimum, the investigation will:
 - Identify and review all relevant documents, practices, and procedures;
 - Identify and interview persons with knowledge of the Title VI violation, including the person making the complaint, witnesses, or anyone identified by the complainant; anyone who may have been subject to similar activity or anyone with relevant information.
- Within ninety (90) calendar days of the complaint, the MPO's Title VI Specialist will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff members or other action will occur.
- If no violation is found and the complainant wishes to appeal the decision, he/she has fourteen (14) days after the date of the letter or the LOF to do so.
- If the issue has not been satisfactorily resolved through the MPO's investigation, or if at any time the person(s) request(s) to file a formal complaint, the recipient's MPO Title VI Specialist shall refer the Complainant to the FDOT's District One Title VI Coordinator for processing in accordance with approved State procedures.
- The MPO's Title VI Specialist will advise the FDOT's District One Title VI Coordinator within five (5) calendar days of the completed investigation. The following information will be included in every notification to the FDOT's District One Title VI Coordinator:

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- (a) Name, address, and phone number of the Complainant.
 - (b) Name(s) and address(es) of Respondent.
 - (c) Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).
 - (d) Date of alleged discriminatory act(s).
 - (e) Date of complaint received by the recipient.
 - (f) A statement of the complaint.
 - (g) Other agencies (state, local or Federal) where the complaint has been filed.
 - (h) An explanation of the actions the recipient has taken or proposed to resolve the allegation(s) raised in the complaint.
- The MPO's Title VI Specialist will maintain a log of complaints received by the MPO. The log will include the following information:
 - Name of Complainant
 - Name of Respondent
 - Basis of Complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation)
 - Date complaint was received by the recipient
 - Date that the MPO Title VI Specialist notified the FDOT's District One Title VI Coordinator of the complaint
 - Explanation of the actions the recipient has taken or proposed to resolve the issue raised in the complaint

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 as part of the MPO 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 Title VI Specialist Anne McLaughlin (239) 252-5884 by writing Ms. McLaughlin at 2885 South Horseshoe Dr., Naples, FL 34104 or via email at: annemclaughlin@colliergov.net; or by contacting Brandy Otero, Senior Planner, by phone at 239-252-5859, in writing at the above address, or via email at: brandyotero@colliergov.net

Title VI Complaint Form

Before completing this form, please read the Collier MPO's Title VI Complaint Procedures located on our website or by visiting our office.

The following information is necessary and required to assist in processing your complaint. If you require assistance in completing this form, please contact us at the phone number listed. Complaints must be filed within 180 calendar days after the date alleged discrimination occurred.

Complainant's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Telephone

Numbers: Home _____ Work: _____ Cell: _____

E-mail Address: _____

Date of alleged discrimination: _____

Which of the following best describes the reason you believe the discrimination took place?

Was it because of your: Race Color: _____ National Origin: _____

Person discriminated against (if someone other than complainant). Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.

Name _____

Address: _____

City: _____ State: _____ Zip Code: _____

Have you filed this complaint with any other federal, state, or local agency?

Yes No

If yes, check each box that applies:

APPENDIX E – TRADITIONALLY UNDERSERVED COMMUNITIES

PUBLIC PARTICIPATION PLAN

Environmental Justice Communities / Traditionally Underserved Communities

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The Federal Highway Administration (FHWA) advised the MPO during the quadrennial Transportation Management Area (TMA) review in 2016 to incorporate an analysis of Environmental Justice Communities and issues in all new plans and studies. The FHWA advised MPO staff to include the type of analysis conducted for the MPO's Transportation Disadvantaged Service Plan.

According to guidance published by the Florida Department of Transportation (FDOT), it is important to see Environmental Justice as an opportunity to make better transportation decisions by doing the following:

(http://www.fdot.gov/research/Completed_Proj/Summary_PL/FDOT_BD171_TEJ.pdf)

- Making transportation decisions that meet the needs of all people
- Designing facilities that fit into communities
- Enhancing the public involvement process and strengthening community-based partnerships
- Improving the tools for analyzing the impacts of transportation decisions on minority and low-income communities
- Partnering with other public and private agencies to leverage resources and achieve a common vision for communities

MPO staff began by reviewing the MPO's Transportation Disadvantaged Service Plan (TDSP), Major Update, adopted October 25, 2013 for maps showing *Populations in Poverty*, *Households with No Vehicles* and *Identified Areas of Need* as a starting point in identifying disadvantaged communities potentially underserved by transportation infrastructure and programs within Collier County.

FHWA advised using a variety of resources, and local knowledge to determine the location and needs of disadvantaged communities. MPO staff augmented the TDSP maps using the following sources:

- US Census Bureau *American Community Survey (ACS)*
- American Association of State Highway and Transportation Officials (AASHTO) *Census Transportation Planning Products (CTPP)*
- US Environmental Protection Agency (EPA) *Environmental Justice (EJ) Screening and Mapping Tool*
- MPO Advisory Committee review of findings (for local knowledge)

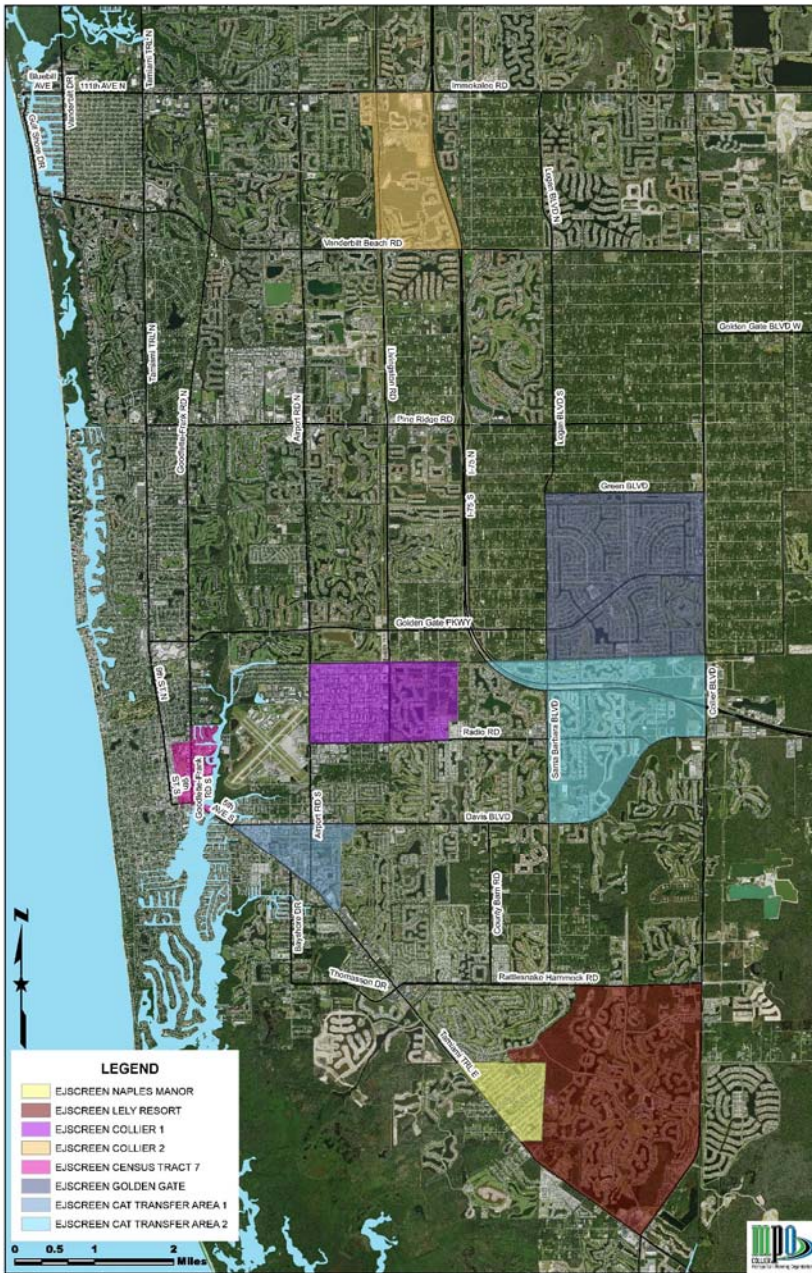
MPO staff found the EPA's *EJ Screening and Mapping Tool* particularly helpful in establishing a GIS database for the purpose of EJ analysis. The data source is the US Census Bureau. The *EJ Screening and Mapping Tool* applies the following demographic indicators, by US Census block group. MPO staff used County-wide averages as a benchmark. Individual block groups were added together and an average obtained to describe larger areas. As a general rule initially, the resulting area percentages that were 10% or more above the Countywide average for at least two of the four indicators were mapped as potential Environmental Justice communities for further consideration by the MPO advisory committee.

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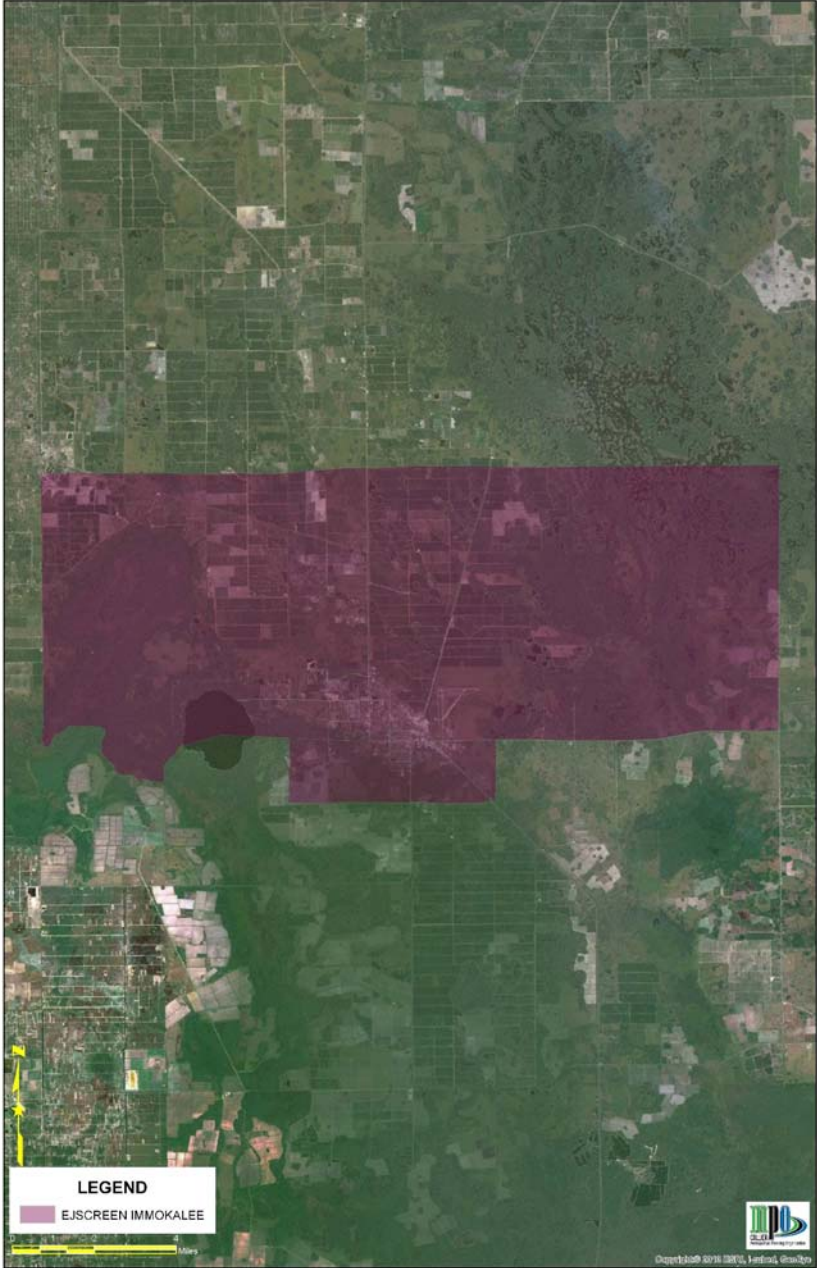
EPA EJ Screen – Demographic Indicators

• <u>Naples Manor</u>	<u>NM</u>	<u>Collier</u>
o Minority Population	95%	35%
o Low Income	70%	35%
o Less than High School	53%	14%
o Linguistic Isolation	39%	7%
• <u>Collier 1</u>	<u>C1</u>	<u>Collier</u>
o Minority Population	56%	35%
o Low Income	54%	35%
o Less than High School	25%	14%
o Linguistic Isolation	21%	7%
• <u>Collier 2</u>	<u>C2</u>	<u>Collier</u>
o Minority Population	49%	35%
o Low Income	35%	35%
o Less than High School	4%	14%
o Linguistic Isolation	4%	7%
• <u>Census Tract 7</u>	<u>CT7</u>	<u>Collier</u>
o Minority Population	80%	35%
o Low Income	82%	35%
o Less than High School	35%	14%
o Linguistic Isolation	23%	7%
• <u>Golden Gate</u>	<u>GG</u>	<u>Collier</u>
o Minority Population	77%	35%
o Low Income	56%	35%
o Less than High School	31%	14%
o Linguistic Isolation	28%	7%
• <u>CAT Transfer Area 1</u>	<u>CAT1</u>	<u>Collier</u>
o Minority Population	37%	35%
o Low Income	44%	35%
o Less than High School	20%	14%
o Linguistic Isolation	12%	7%
• <u>CAT Transfer Area 2</u>	<u>CAT2</u>	<u>Collier</u>
o Minority Population	50%	35%
o Low Income	47%	35%
o Less than High School	14%	14%
o Linguistic Isolation	13%	7%
• <u>Collier 5</u>	<u>C5</u>	<u>Collier</u>
o Minority Population	77%	35%
o Low Income	84%	35%
o Less than High School	28%	14%
o Linguistic Isolation	15%	7%
• <u>Bayshore</u>	<u>BayS</u>	<u>Collier</u>
o Minority Population	44%	35%
o Low Income	53%	35%
o Less than High School	31%	14%
o Linguistic Isolation	10%	7%

PUBLIC PARTICIPATION PLAN



PUBLIC PARTICIPATION PLAN



APPENDIX F – STANDARD OPERATING PROCEDURES

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Public Participation Plan



**2018 DRAFT
(2)**

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smartphone to visit our website.

Collier MPO
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Naples, FL 34104
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CollierMPO.com

COLLIER COUNTY METROPOLITAN PLANNING ORGANIZATION

2885 South Horseshoe Drive

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ACKNOWLEDGEMENT

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TITLE VI AND RELATED LAWS

The MPO's public participation is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Public participation in the MPO's planning process is solicited without regard to race, color, national origin, sex, age, disability, religion or family status. Persons requiring special accommodations for MPO meetings or to participate in MPO activities under the Americans with Disabilities Act of 1990 (ADA) should contact the MPO Executive Director, Anne McLaughlin at (239) 252-5884 or annemclaughlin@colliergov.net.

LEARNING FROM OUR COLLEAGUES

This document represents a significant departure from prior versions of Collier MPO's PIP adopted in 2013 and revised in 2015 and 2017. Staff reviewed Public Participation Plans produced by other Florida MPOs to identify elements that were innovative and applicable to Collier MPO's needs. This PPP borrows a great deal of material from the Polk Transportation Planning Organization's Public Participation Plan (2016). Interested readers may wish to view the entire Polk TPO PPP at www.polktpo.com

Collier MPO places a high value on public involvement. For questions regarding public involvement and to learn more about how you can get involved, contact the MPO office at (239) 252-5814.



You Can Make a Difference

There are several ways for you to help shape the future of transportation:

Become a member of Collier MPO's Adviser Network	Page 11
How to submit your comments to the Collier Metropolitan Planning Organization	Page 14
How to leave comments about a specific plan or study	Page 15
Submit an application to serve on an MPO Advisory Committee	Page 17

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INTRODUCTION

The goal of the Collier Metropolitan Planning Organization's (MPO) Public Involvement Plan is to ensure that all citizens regardless of race, color, religion, national origin, sex, age, disability, or familial status, have an equal opportunity to participate in the MPO's decision-making process. A 1994 Presidential Executive Order directed every Federal agency to make Environmental Justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on "minority populations and low-income populations." The MPO strives to accomplish this by involving the potentially affected public in MPO outreach programs. MPO staff activities are designed to develop partnerships and enhance the participation in the transportation planning process, with groups and individuals of "traditionally underserved" communities. These communities include minorities, low income, the elderly, and persons with disabilities. Staff activities include, but are not limited to, participation in groups serving these communities, targeted communications with local media outlets, conducting meetings at convenient times and in locations that are accessible to transit, when possible, and the publication of MPO documents in non-technical, accessible formats when needed.

GUIDING PRINCIPLES

The Public Participation Plan (PPP) serves as a framework to the public involvement process in regard to MPO planning related activities. The plan identifies federal, state and MPO requirements, PPP goals and objectives, PPP policies, planning activities which require public involvement and the process involved when providing the public with full access and notice to planning activities. The PPP incorporates the following guiding principles into the development of any required transportation plans and programs:

- Early and continuous public involvement opportunities throughout the planning and programming process;
- Timely information to citizens, affected public agencies, representatives of transportation agencies, private sector transportation entities and other interested parties, including segments of the community affected by transportation plans, programs, and projects;
- Adequate public notice of public involvement activities and ample time for public review and comment at key decision points;
- Consideration of the needs of the traditionally underserved, including low-income and minority citizens;
- Periodic review of public involvement efforts by the MPO to ensure full and open access to all;
- Review of public involvement procedures by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) when necessary;

PUBLIC PARTICIPATION PLAN

- Coordination of MPO public involvement processes with statewide efforts whenever possible;
- Reasonable public access to information; and
- Consideration and reasonable response to public comments received.

ABOUT US

Established in 1982, the Collier MPO is a federally mandated transportation policy-making organization composed of locally elected officials from Collier County, City of Naples, City of Marco Island, and the City of Everglades City. The MPO is tasked to provide both the urban and rural areas of the County with a **Continuing, Cooperative, and Comprehensive (3-C) planning process** to ensure that highways, transit, bicycle, pedestrian and other facilities are properly considered within the context of the overall transportation needs of the community.

The MPO staff reports directly to the MPO Board and provides information and technical assistance to the advisory committees. On a regular basis the committees, along with the MPO staff, provide recommendations to the MPO Board regarding short and long-range planning, implementation of projects, and related issues. The MPO Board and each of its advisory committees operate under bylaws approved by the MPO Board. The advisory committees include the Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), Bicycle and Pedestrian Advisory Committee (BPAC), Local Coordinating Board (LCB) and the Congestion Management Committee (CMC). Members of these 3 committees, various interested parties and citizens make up the MPO Master Database of Contacts. The committees review plans, documents and programs and provide comments and recommendations during the development of plans and major studies. Documents presented to the MPO Board for approval, endorsement or ratification have typically been reviewed by the TAC and CAC.



The Collier MPO Board adopted new Vision and Mission statements in 2017. The MPO's goal is to work together with the public citizens of the Collier MPO planning area to fulfill the MPO's Mission and Vision.

Vision Statement

The MPO strives to provide a fully integrated and multi-modal transportation system that safely and efficiently moves people and goods while promoting economic development and protecting natural and man-made regional assets.

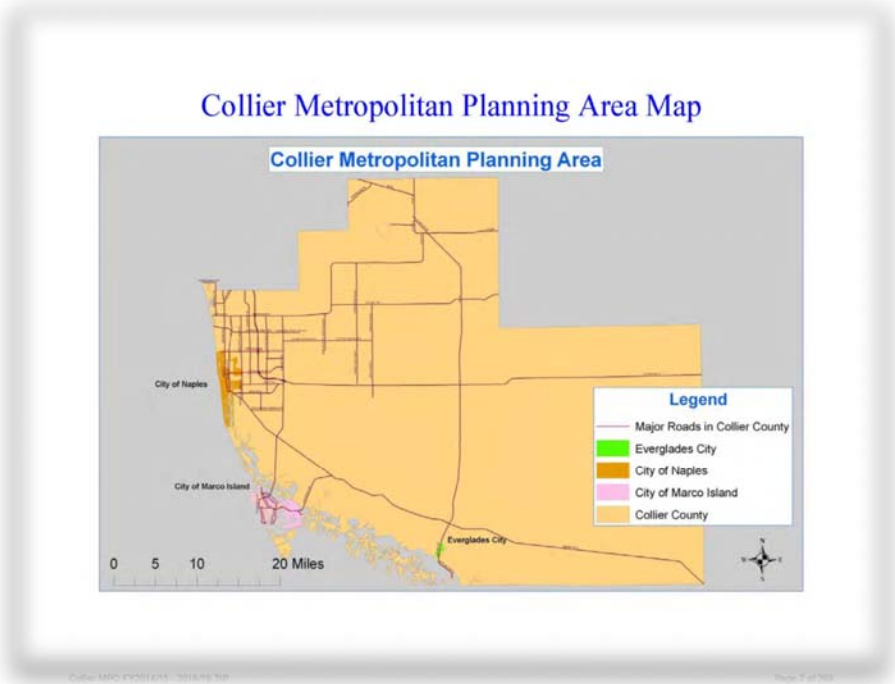
Mission Statement

PUBLIC PARTICIPATION PLAN

Provide transportation planning leadership through a collaborative effort to maintain a safe, efficient, integrated, and multi-modal transportation system.

ABOUT THE REGION

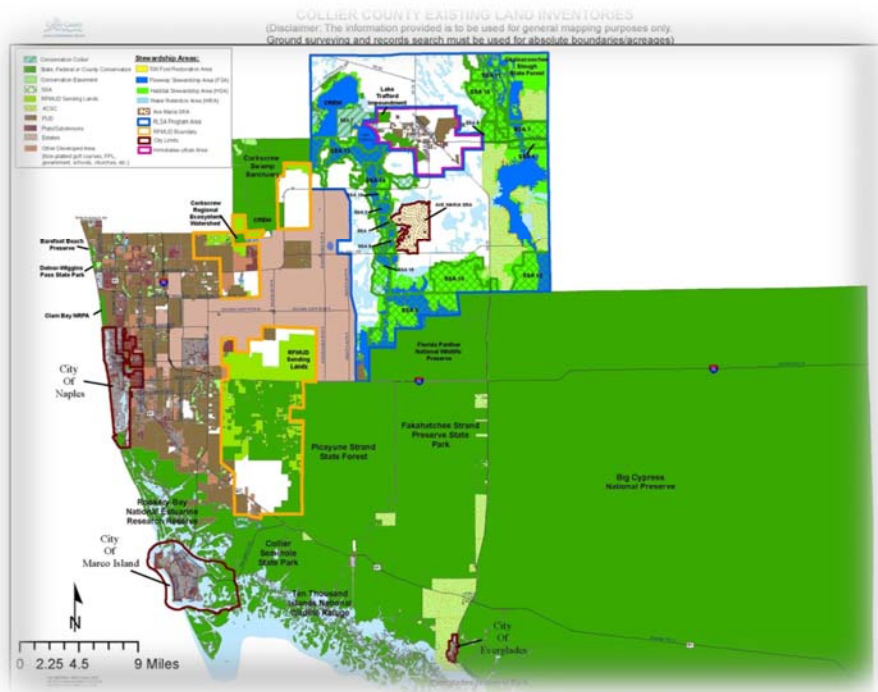
The Collier MPO's jurisdiction includes Collier County and the cities of Naples, Marco Island and Everglades City.



PUBLIC PARTICIPATION PLAN

Collier County has an estimated 2016 population of 348,236. The 2016 Median Household Income in Collier County is \$59,783 compared with \$48,900 for the state of Florida as a whole. The 2016 Percent of Households Below Poverty Level is 10% in Collier County, compared with 15% for Florida.¹

All of Collier County - including the Cities of Naples, Marco Island, and Everglades City – experience a large, seasonal increase in population and traffic between October and April, with the highest traffic volumes occurring in the months of February and March. Collier County is expected to continue growing in population. Collier County has a large land area preserved under various conservation mechanisms combined with State and Federal conservation lands, shown in green on the map below. The conservation lands provide recreational opportunities and help sustain the natural environment. They also constrain development.



The protected lands to the southeast buffer Collier County somewhat from the intense traffic impacts and pressures that interconnectivity with urban areas to the southeast. As a result, Collier County has a

¹ 2016 American Community Survey (ACS) 5-yr Estimates, Tables B01003, S1901, S2201, S1101

PUBLIC PARTICIPATION PLAN

minimal system of Federal Aid Eligible roadways, as shown on the map on the following page, which somewhat constrains the availability of State and Federal funding for the MPO.



WHAT IS THE COLLIER MPO RESPONSIBLE FOR?

The Collier MPO is required under State and Federal laws to develop the following documents:

1. **Long-Range Transportation Plan (LRTP)** – updated every five years, required to address a minimum time horizon of 20 years. The LRTP identifies needed improvements to the transportation network and provides a long-term investment framework that addresses current and future transportation needs. The LRTP must be multimodal and include, at a minimum, roadway, bicycle and pedestrian and transit infrastructure improvements.
2. **Transportation Improvement Program (TIP)** – identifies transportation projects and priorities that will be pursued over the next five years.
3. **Unified Planning Work Program (UPWP)** – a two-year plan that identifies funding sources for each MPO planning activity and a schedule of activities
4. **Public Participation Plan (PPP)** – provides a framework for public involvement in regard to MPO planning related activities.

OUR PLANNING PARTNERS

MPO BOARD (BOARD)

The MPO Board establishes transportation policies and evaluates transportation needs for the area. The Board is comprised of 9 elected officials, including all 5 County Commissioners, 2 City Council members representing the City of Naples, 1 City Council member representing the City of Marco Island and 1 City Council member representing Everglades City. The Florida Department of Transportation (FDOT) attends and participates in all MPO Board meetings.

TECHNICAL ADVISORY COMMITTEE (TAC)

The TAC is composed of professional staff of member entities. The TAC advises the MPO on technical matters, promotes coordination among member agencies regarding transportation planning and programming, reviews MPO products for technical sufficiency, accuracy and completeness, makes priority recommendations for the LRTP, TIP, UPWP and provides technical analyses on other transportation planning issues.

CITIZENS ADVISORY COMMITTEE (CAC)

The CAC advises the MPO by reviewing, reacting to, and providing comment on transportation planning issues and needs from the citizens' perspectives. The CAC consists of voting members appointed by the MO Board to represent various regions and jurisdictions, the disabled, minorities and groups having civic, community and economic interests.

PUBLIC PARTICIPATION PLAN

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

The BPAC provides citizen input on bicycle and pedestrian related issues within the community, advises on developing a Bicycle and Pedestrian Master Plan that is responsive to the needs of the community, recommends policies that will improve the walking and bicycling environment, recommend priorities for bicycle and pedestrian projects and program implementation. Members are appointed by the MPO Board to represent a broad cross-section of Collier County residents, neighborhoods and to include bike/ped safety professions, transit riders, local advocacy groups, organizations that encourage active transportation from a community health perspective and advocates for persons with disabilities and other transportation disadvantaged populations.

CONGESTION MANAGEMENT COMMITTEE (CMC)

The CMC advises on technical matters related to updating the MPO's Congestion Management Process (CMP) and coordinating the CMP with regional Congestion Management System and Intelligent Transportation System architecture. Members are professional staff appointed by the division, department or agency they represent and one representative each from the TAC and CAC.

LOCAL COORDINATING BOARD (LCB) FOR TRANSPORTATION DISADVANTAGED

The LCB assists the MPO in identifying local service needs, providing information and direction to the Community Transportation Coordinator (Board of County Commissioners) on the coordination of services. Members on the LCB are appointed by designated planning agencies. The designated official planning agency for Collier County is the MPO.

ADVISER NETWORK

Collier MPO established the Adviser Network in 2018 to serve as an additional mechanism for citizen involvement with the objective of increasing participation by local residents who may not have the time to participate on a standing committee. The MPO gathers contact information from participants at MPO-sponsored public meetings and special events who express an interest in remaining informed of MPO activities and wish to comment on MPO actions of specific interest to them. Members of the Adviser Network have several options for participating in the MPO planning process, varying from interaction through social media, responding to surveys, submitting comments, and viewing of videos to attendance at community forums. Members are encouraged to participate on an as-desired basis as time allows and their interest dictates.

INTERGOVERNMENTAL COORDINATION

The MPO adopted a **Government to Government Public Involvement Policy** effecting tribal entities in June 2016. The policy is incorporated in the PPP as **Appendix A**.

The MPO has an **Interlocal Agreement** with Lee County MPO to coordinate regional transportation planning. The Interlocal Agreement is incorporated in the PPP as **Appendix B**.

PLANNING FACTORS

The Fixing America's Surface Transportation (FAST) Act, signed into law in December 2015, continued the performance based planning and public involvement requirements of prior transportation acts. It is likely that future transportation appropriation acts will do likewise. However, to the extent that Planning Factors change in the future, this section of the PPP will be updated to reflect them.

The FAST Act identifies ten planning factors the MPO must consider when developing its LRTP.

1. Support the **economic vitality** of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the **safety** of the transportation system for motorized and non-motorized users.
3. Increase the **security** of the transportation system for motorized and non-motorized users.
4. Increase the **accessibility*** and **mobility*** of people and for freight.
5. Protect and enhance the **environment**, promote **energy conservation**, improve the **quality of life** and promote consistency between transportation improvements and state and local **planned growth** and **economic development** patterns.
6. Enhance the **integration and connectivity*** of the transportation system, across and between modes, for **people and freight**.
7. Promote **efficient** system management and **operation**.
8. Improve the **resiliency and reliability** of the transportation system and reduce or mitigate **stormwater impacts** of the transportation system.
9. Emphasize the **preservation** of the existing transportation system.
10. Enhance travel and **tourism**.

*the following definitions help explain the use of these words in transportation planning:

Accessibility – *the ability to reach a desired destination*

Mobility – *physical movement from one place to another, relates to the availability of different modes or options for travel*

Connectivity – *the integration of transportation modes throughout the system*

GOALS, OBJECTIVES AND PERFORMANCE MEASURES

PRIMARY GOAL: TO ACTIVELY ENGAGE A BROAD CROSS-SECTION OF THE PUBLIC IN TRANSPORTATION PLANNING AND SERVE AS A SOURCE OF INFORMATION ON MPO TRANSPORTATION PLANNING ACTIVITIES

OBJECTIVES

1. Maintain an up-to-date master database of contacts
2. Develop an Adviser Network
3. Broaden public awareness of, and active engagement with, the MPO
4. Develop a presence on social media
5. Develop an interactive website, conduct on-line surveys and invite on-line commentary
6. Receive input from a diverse cross-section of the community
7. Demonstrate effectiveness of public input

PERFORMANCE MEASURES

1. Contact Database - updated quarterly at a minimum
2. Adviser Network – track numbers of Advisers listed and attendance at community forums on an annual basis
3. Public Awareness/Engagement – conduct annual on-line surveys
4. Social Media –establish a program and report on beginning levels of activities after year one
5. Interactive Website – track opportunities and participation numbers annually
6. Diversity – track and report on participation by demographics, businesses, NGO, civic groups
7. Effectiveness – track and report on changes that can be directly linked to public comments

SECONDARY GOAL: TO COMPLY WITH STATE AND FEDERAL REGULATIONS

OBJECTIVES

1. Identify regulatory requirements in PPP
2. Develop PPP to meet requirements.

PERFORMANCE MEASURES

1. FDOT review and concurrence
2. FDOT review and concurrence

PUBLIC PARTICIPATION PLAN

WHOM WE SEEK TO CONSULT WITH

Tribal entities	Regional planning partners
Public Agencies	Minority communities
Business groups	Public health organizations
Civic organizations	Neighborhood/Homeowner Associations
Freight industry representatives	Private transportation providers
Low-income communities	Environmental groups
Tourism industry representatives	Bicyclists and pedestrians
Representatives of the disabled	Higher education institutions
Social service organizations	Transit dependent persons
Organizations focused on aging	Organizations focused on youth
Community & economic development organizations	Workforce development organizations/agencies

HAVING YOUR SAY

The Collier MPO encourages public comments and provides the public with a variety of ways to voice their opinions and share their ideas.

EARLY COORDINATION

The Adviser Network will have an opportunity to submit early comments and provide direction on the development of major work products such as the LRTP, PPP, UPWP and TIP. The Adviser Network will also have an opportunity to provide public input on transportation planning issues and subject areas prior to the MPO actually beginning work on developing a specific plan. Comments and suggestions will be used to guide the development of work products that will eventually go before the advisory committees and MPO Board.

PUBLIC COMMENT PERIODS & NOTIFICATIONS

The primary opportunity for the public to share their thoughts and ideas occurs during public review and comment periods as major plans are developed through the MPO's planning process and reviewed at regularly scheduled advisory committee and Board meetings. **The public will have at least 30 days to review and comment as major plans make their way through the advisory committee process and ultimately, go to the MPO Board for formal action such as approval or adoption.** State statutes and Federal law require the provision of **adequate public notice** of public participation activities, providing **timely notice** and **reasonable access** to information about transportation issues, using **visualization techniques** to describe the **LRTP** and **TIP** and making information and meeting notices available in **electronic format** on the **Internet**. Rarely are public comment periods of specific duration specified by law except for the following with regards to the PPP and LRTP:

- **PPP - Adopting or revising the MPO's Public Participation Plan – 45 calendar days**

PUBLIC PARTICIPATION PLAN

- **L RTP** - Posting the final adopted L RTP on the internet and having hard copies available at the MPO office— **no later than 90 days after adoption**

HOW TO SUBMIT COMMENTS TO THE COLLIER MPO

- The MPO provides self-addressed stamped comment cards which may be mailed to the MPO office. Call 239-252-5814 for more information.
- Comments may be submitted on the MPO website with electronic comment cards. Go to www.colliermpo.com
- The public may comment at any MPO advisory committee or MPO Board meeting. The meeting schedule is available on the MPO website (<http://colliermpo.com/index.aspx?page=125>) or by calling 239-252-5814

HOW YOUR COMMENTS WILL BE USED

The Collier MPO values public input. All comments received will be considered as part of the transportation decision-making process. Staff will document all comments and forward them to the MPO advisory committees and Boards. All organizations and individuals who submit a comment in writing or via email and include their contact information will receive a written response to their comment. Staff will make every effort to respond to comments before a final vote by the MPO Board on an action item. Comments received using the methods described above are documented as part of the public record and are posted on line at www.colliermpo.com

Appendix F Standard Operating Procedures identifies how public comments will be documented.

GETTING INVOLVED

The current calendar of MPO and advisory committee meetings may be found online at www.colliermpo.com or you may request a hard copy be mailed or faxed to you by calling 239-252-5814.

MPO BOARD MEETINGS

The MPO Board meets on the second Friday of the month (with the exception of July, August and January, when there are no regularly scheduled meetings.) Board meetings are typically held in the Board of County Commissioners Chambers, 3299 E. Tamiami Blvd. Naples, Administration Building (F), third floor. See Site map for Collier County Government Center, following page. The Collier MPO traditionally holds its April Board meeting in a different location, rotating between facilities provided by member entities.

Joint Lee County MPO/Collier MPO advisory committee and Board meetings rotate locations between Lee County and Collier County. Additionally, special meetings are sometimes called on dates, times and locations that vary from the norm. Staff advises checking the MPO website prior to a Board meeting to confirm the location, date and time of a meeting you wish to attend. Please check the MPO calendar for advisory committee meeting dates, times and locations as well.

PUBLIC PARTICIPATION PLAN

Collier County, Florida

Provided by the Communication and Customer Relations Division
Providing Quality Service Today... Building Confidence For Tomorrow

(See Reverse Side for Directory)



Revised 05/19/17

PUBLIC PARTICIPATION PLAN

ADVISER NETWORK PUBLIC FORUMS

In addition to providing notice via the MPO's listserv(s), the MPO will send email notice to the Adviser Network when hosting community meetings on plans and studies in process, to solicit public input on issues of current interest. As part of the process, MPO staff or the MPO's consultant will prepare a recap of the meeting to document public comments and to share the comments and recommendations with the advisory committees and MPO Board. See Appendix F – Standard Operating Procedures for more detail.

APPOINTMENTS TO ADVISORY COMMITTEES

The Collier MPO Board appoints local residents to serve on two Advisory Committees – the Citizens Advisory Committee (CAC) and the Bicycle and Pedestrian Advisory Committee (BPAC). The MPO Bylaws specify the makeup of each committee. The MPO Bylaws may be viewed on the MPO website at the following link: [TBD – Website Update in-Process](#)

The bylaws of the CAC may be viewed at the following link(s): [TBD – Website Update in-Process](#)

BPAC Bylaws: <http://colliermopo.com/modules/showdocument.aspx?documentid=6611>

If you are interested in serving on one of these two advisory committees, staff recommends first reviewing the bylaws to determine your eligibility, then contacting the MPO Director at 239-252-5884 if you have questions concerning eligibility or the time commitment entailed.

You may download an application to serve on an Advisory Committee at this link: [TBD – Website Update in-Process](#)

As an alternative, you may call the MPO office at 239-252-5814 and ask that an application form be sent to your home address. Completed application forms must include your signature and may be scanned and sent electronically to colliermopo@colliergov.net. If you prefer, you may mail in or hand deliver applications to the MPO office at 2885 South Horseshoe Drive, Naples, FL 34104

HOW TO LEAVE COMMENTS ABOUT A SPECIFIC PLAN OR STUDY

The MPO website features the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), the Unified Public Work Program (UPWP) and other plans currently underway. Opportunities for the public to comment accompany each posted plan. Call the office if you have any questions (239) 252-5814 or cannot find what you are looking for on the website: www.colliergov.com

PUBLIC MEETING SCHEDULES

- The meeting schedule is standardized but it is subject to change. Check the location by viewing the current agenda on the MPO website or call the MPO office at 239-252-5814 to have one sent to you. Link to agendas:

Commented [M1]: may require update due to Website update

PUBLIC PARTICIPATION PLAN

<http://colliermpo.com/index.aspx?page=125>

Commented [M2]: check link after website update complete

ACCESS FOR ALL

LIMITED ENGLISH PROFICIENCY PLAN

The purpose of the Collier MPO's Limited English Proficiency Plan is to provide meaningful access to the MPO for people with limited or no ability to speak, read, write or understand English. The LEP Plan is incorporated in the PPP as **Appendix C**.

NONDISCRIMINATION POLICY AND COMPLAINT PROCEDURE

Collier MPO places a high value on providing equal access to the transportation planning process. The MPO's Nondiscrimination Plan and Complaint Procedures are incorporated in the PPP as **Appendix D**.

IDENTIFYING UNDERSERVED POPULATIONS

Collier MPO maintains a GIS database and map that identifies traditionally underserved populations in the region. MPO staff updates the database and map periodically, based on conducting annual reviews of Census Bureau statistics. See **Appendix E** for the current version of the map and related statistics. The following Outreach Strategies are intended to reach a broad cross-section of the region's demographics, including traditionally underserved populations.

Un traductor del idioma español está disponible en la oficina de MPO. Teléfono: 239-252-5814

Yon tradiktè pou Kreyòl ayisyen ki disponib nan biwo MPO la. Telefòn: 239-252-5884

OUTREACH STRATEGIES

The MPO will use the following outreach strategies to engage the public in the transportation planning process. Appendix F – Standard Operating Procedures summarizes in graphic format how these strategies will be deployed on specific plans and studies along with public notification requirements for committee and Board meetings.

ENHANCED INTERACTIVE WEBSITE: www.colliermpo.com

The MPO is updating its website to introduce interactive features that will enhance its ability to serve as a source of information. The site provides a calendar of events, links to agendas, minutes, and draft MPO documents currently under review. Opportunities for the public to comment are available in the form of staff email and phone number listings. Interactive surveys and maps are frequently posted on the website while major plans and studies are in process.

VISUALIZATION TECHNIQUES

The MPO will invest in enhanced visualization techniques such as videos, simulation models, animated graphics and 3D imaging in the course of developing updates to the Long-Range Transportation Plan and other major plans and studies that may be underway in any given year. For example, in 2018, staff posted a video created for the Golden Gate Walkability Study. The video was produced by a drone, fly-over camera view of people walking and crossing streets in the community. Information was added to generate interest in participating in public meetings to develop the plan. The video was also shown on local public access TV.

In addition, the MPO will continue the use of a broad range of traditional visualization techniques such as maps, pictures or graphics in order to assist with the communication of complex concepts and to promote understanding of transportation plans and programs. A logo representing the MPO is used to identify products and publications of the MPO. The logo helps the public to become familiar with the MPO and recognize MPO products. The logo is used on all MPO publications.



PUBLIC PARTICIPATION PLAN

E-NOTIFICATIONS AND SOCIAL MEDIA

The MPO began posting information on Collier County's Facebook page in January 2018. Current MPO postings may be viewed at the following link:

<https://www.facebook.com/CollierGov/>

In addition, E-blasts will be sent to members of the Adviser Network and other interested parties to provide helpful information on transportation planning, public meetings, events and opportunities for involvement. The MPO Master Database lists all contacts including businesses, residential associations, agencies, Native American Tribes, the Adviser Network, and the public. The database includes committee membership and e-mail addresses. Mailing addresses will be included for Individuals who do not have e-mail and require hard copy documents, surveys, comment cards, etc. to be mailed to them.

SURVEYS & POLLS

The MPO will conduct surveys and polls on specific topics and plans as needed to engage a broad cross section of the public. The information will be shared on the MPO's website.

PARTNERING

The MPO will coordinate with government agencies to conduct outreach at health care centers, food banks and food stamp offices, schools, offices on aging etc. and develop alliances with faith-based institutions, cultural centers, community-based organizations; partnering with local interest groups to conduct outreach at special events. Partners in outreach will be encouraged to take a leadership role in public participation efforts in the area. The purpose is to build relationships and identify strategies to bring former nonparticipants into the planning process.

PUBLIC TELEVISION

Regular MPO Board meetings – those that take place at the Board of County Commissioners Chamber - are shown on Collier TV, and can be watched live and on-line at the following link:

<http://www.colliergov.net/your-government/divisions-a-e/communication-customer-relations-division/watch-collier-tv-online>

Collier County maintains an archive of MPO Board meetings on-line. The MPO is currently working with Collier TV to also post video recordings and flyers produced by the MPO on Collier TV.

<http://www.colliergov.net/your-government/divisions-a-e/communication-customer-relations-division/meeting-video-archive>

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EARNED MEDIA

The MPO will issue press releases and provide briefings in advance of special events and public meetings and workshops oriented to plan development or gathering public comments on major issues. The intention is to build relationships with local television, radio and print journalists and reporters to facilitate public information campaigns. For example, during the development of the Bicycle and Pedestrian Master Plan in 2018, the Project Manager with the MPO was interviewed on Univision, with translation services provided by the station for its Spanish speaking audience.

PROJECT SPECIFIC PUBLIC INVOLVEMENT PLANS (PIP)

The MPO typically develops project specific PIPs targeting stakeholders who are most likely to be interested in the outcome of the plan or project in question. The public involvement strategies are geared to the target audience, and may vary by topic or subarea of the MPO.

A PIP developed for a specific project must meet or exceed the notification commitments in the Board-adopted PPP.

SEMI-ANNUAL NEWSLETTER

MPO staff produces a semi-annual newsletter that is distributed via email and hard copy to the Master Database list of all contacts. MPO staff will bring hard copies for distribution at public meetings and community outreach events held throughout the year. The newsletter promotes regular and special meetings, planning studies, publications and work products. The newsletter will be translated into Spanish or Haitian Creole upon request.

PUBLIC WORKSHOPS/OPEN-HOUSES

Public workshops are generally open and informal with project team members interacting with the public on a one-on-one basis. Short presentations may be given at these meetings. Project-specific workshops and meetings provide detailed project information to the public and solicit public involvement. They are conducted for project-specific activities and the MPO's federal certification review. (See PIP above and Appendix F – Standard Operating Procedures for more detail.)

PUBLIC MEETINGS

All MPO Board and advisory committee meetings are open to the public at ADA accessible facilities in convenient locations and used to solicit public comment. Members of the public are given an opportunity to address the MPO board or committee on any agenda item or transportation related topic not on the agenda. These meetings provide formal settings for citizens or interested parties to make comments to the MPO and advisory committees. They are recorded and minutes are taken for the record. The MPO may also hold stand alone public meetings related to specific projects or plans. These meetings can be held at any time during a project. Notice of the meetings is given to the public through the MPO website, e-mail, and if requested, by regular mail.

PUBLIC PARTICIPATION PLAN

COMMUNITY OUTREACH EVENTS

MPO staff participation in community outreach events at public venues, fairs and festivals provides another method to inform the public about the Collier MPO and how individuals or groups can become involved in the metropolitan transportation planning process. MPO surveys, newsletters, maps or comment forms are often distributed to heighten the awareness of the public on functions of the MPO. MPO staff will participate in activities hosted by other agencies and organizations and provide printed materials at outreach events.

COMMENT FORMS

Comment forms are used to solicit public comment on specific issues being presented at workshops or public meetings and community outreach events. Comment forms may be very general in nature, or very specific for soliciting feedback. Comment forms are sometimes included in publications and on the MPO website to solicit input.

QR CODES

Commented [M3]: add info here

ORIENTATIONS

MPO staff conduct individual orientations to inform new members of the MPO Board and committees of their roles and the MPO transportation planning process.

EVALUATION

ANNUAL REPORTING ON PERFORMANCE MEASURES

Reporting on the PPP performance measures is included in the MPO Director's Annual Report to the MPO Board at the end of each fiscal year. If the analysis indicates a need for modifications to the PPP, the Director will discuss options with the Board and follow-up with bringing the changes through the Advisory Committee review process during the coming year.

REQUIRED NOTIFICATION

The MPO will review the PPP on an annual basis to ensure it remains consistent with the requirements in the Florida Department of Transportation's MPO Handbook. The MPO Handbook may be viewed in its entirety at the following link:

<http://www.fdot.gov/planning/policy/metrosupport/mpohandbook/>

Current requirements are summarized by planning product as follows.

PUBLIC PARTICIPATION PLAN

LONG RANGE TRANSPORTATION PLAN

Florida Statutes 339.175 – requires the MPO to provide the following interested parties, at a minimum, a **reasonable opportunity** to comment on the LRTP:

- Public
 - Affected Public Agencies
 - Representatives of Transportation Agencies
 - Freight Transportation Service Providers and Shippers
 - Private providers of Transportation
 - Public Transit Representatives and Users
 - 23 CFR 450.322 – All interested parties are to be given a reasonable opportunity to comment on the LRTP.
- **Administrative Modifications** are minor revisions to the LRTP and do not require public review and comment or re-demonstrating fiscal constraint. 23 CFR 450.104
- **Amendments** are major revisions to the LRTP and do require public involvement and re-demonstrating fiscal constraint.
- **Major Updates** are adopted every 5 years. The TAC and CAC are provided the opportunity to review and comment on Amendments and Major Updates prior to the MPO Board taking action. If the TAC and CAC achieve a quorum, the committees may vote to endorse the amendment or update as presented, or vote to endorse subject to revision, or may vote not to endorse. Whatever action an advisory committee takes is reported to the Board in the MPO staff Executive Summary. See Appendix F – Standard Operating Procedures for public notification and public comment period requirements.

PUBLIC PARTICIPATION PLAN

Maintaining Concurrence with MPO Handbook - FDOT continually updates the MPO Handbook and notifies the MPOs of any changes. These FDOT-generated updates may on occasion trigger the need to update the PPP as well. When that occurs, the MPO will post notice containing the new PPP language on its website and distribute copies to the MPO Advisory Committees and Board. Other routine updates, such as identifying new MPO Board members and/or officers, new MPO contact information, new State and Federal code citations, correcting typographical or grammatical errors or clarifications, will be handled in the same manner

Amendments and Adopting a New PPP - Amendments and Major Updates will be reviewed by the MPO TAC and CAC before being acted upon by the Board.

- **Federal law requires a minimum 45-day public comment period prior to amending or adopting a PPP. The public comment period begins with posting the CAC and TAC meeting agendas, posting notification on the MPO website, and emailing the Adviser Network. Final Board action may be scheduled to occur after the 45-day public comment period has ended.**

TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP)

Purpose – A TDSP addresses the services provided to meet the public transportation and mobility needs of the elderly and persons with disabilities. The plan discusses the types of paratransit services available to citizens of the county. Examples include: ADA paratransit service and Transportation Disadvantaged Program (TD) services which are part of a coordinated human services requirement of all three core FTA grant programs as reauthorized under the FAST Act for the Urbanized Area Formula Funding program, 49 U.S.C. 5307, 5310 and 5311.

Statutory Requirements – Florida Statutes (F.S.) 427. Each county or each MPO is required to develop a TDSP with updates every five years. The Florida Commission for the Transportation Disadvantaged (FCTD) oversees the implementation of the TDSP. The Community Transportation Coordinator (CTC) and the Local Coordinating Board (LCB) will use the TDSP as a guide for maintaining and improving transportation services. It is the requirement of the MPO to provide an annual performance evaluation of the CTC. The MPO is also required to provide annual minor updates to the TDSP and a major update every five years.

Florida Commission for the Transportation Disadvantaged

The Florida Commission for the Transportation Disadvantaged has issued two regulatory documents – “Local Coordinating Board and Planning Agency Operating Guidelines (2014)” and an “Instruction Manual for the Memorandum of Agreement and the TDSP – 2007/2008” that remain in effect today. The documents may be viewed on the Commission’s website at: <http://www.fdot.gov/ctd/doingbusiness.htm>

The Commission stipulates that Major Updates to the TDSP be announced by way of an “advertisement” published in the local newspaper with the greatest circulation. This requirement is carried out by the MPO.

Major Update - adopted every 5 years

Public Comment Period

- 30-day public comment period required
- Legal ad required – place in Naples Daily News
- Additional public notice of public comment period provided by posting on the MPO website, emailing the Adviser Network and any other stakeholders the MPO and LCB have identified
- Distribute flyers on transit vehicles to notify riders of comment period and adoption meeting
- Distribute copies of the Major TDSP Update and/or QRC on comment forms to local government agency offices and libraries
- Post Major TDSP Update and comment forms on the MPO website
- Distribute copies of the Major TDSP Update to the LCB members

Response to Comments

- MPO staff will respond in writing to public input received during the comment period

PUBLIC PARTICIPATION PLAN

- When significant written and oral comments are received, a summary, analysis or report will be included in the plan. The term, “significant” is used in State statutes and Federal law governing public involvement, but remains undefined. The MPO’s working definition of “significant” is any comment that could potentially result in a change to the scope of a document, existing conditions analysis, issue definition, recommended projects, policies.

Adoption

- The LCB will meet at the end of the public comment period and allow time for public comment at the meeting prior to adoption of the TDSP
- The LCB will consider the comments received during the public comment period before adopting the TDSP by Roll Call Vote
- The MPO Board will ratify the Major TDSP Update after adoption by the LCB. Ratification may be placed on the MPO Board Consent Agenda

Minor Update – adopted annually except in Major Update adoption years

- **The only difference between the public involvement requirements of a Major and Minor Update is the required public comment period is shortened to 14 days.**

TRANSPORTATION IMPROVEMENT PROGRAM

Administrative Modifications are minor revisions to the TIP and do not require public review and comment, or re-demonstrations of fiscal constraint. Administration Modifications will be distributed as informational items in MPO Board and advisory committee meeting packets, in addition to being posted on the MPO website’s TIP page.

Amendments are major revisions to the TIP and do require public review and comment along with re-demonstration of financial constraint. The TAC and CAC are provided the opportunity to review and comment on amendments and the annual adoption of a new 5-year TIP based on the FDOT Work Program prior to the Board taking action. If they achieve a quorum, the TAC and CAC may vote to endorse the amendment as presented or vote to endorse subject to revision, or may vote not to endorse. Whatever action an advisory committee takes is reported to the Board in the MPO staff Executive Summary. The MPO will follow the notification procedures outlined herein for MPO Board and Advisory Committee meetings See Appendix F – Standard Operating Procedures for public notification and public comment period requirements.

UNIFIED PLANNING WORK PROGRAM

The two-year UPWP is adopted every other year. As with Amendments, the MPO adoption process requires that the two-year UPWP be previewed and commented upon by the MPO TAC and CAC, at a minimum, before being acted upon by the Board.

PUBLIC PARTICIPATION PLAN

Modifications as defined by the FDOT MPO Handbook, do not require MPO Board or FDOT approval and do not require public involvement. Modifications will be posted on the MPO website on the UPWP page and distributed to FDOT, the MPO Board and Advisory Committees as informational items in agenda packets.

Amendments as defined by the FDOT MPO Handbook, do require MPO Board approval. The TAC and CAC are provided the opportunity to review and comment on amendments prior to the Board taking action. If the committees achieve a quorum, they may vote to endorse the amendment as presented, or vote to endorse subject to revision, or vote not to endorse. Whatever action an advisory committee takes is reported to the Board in the MPO staff Executive Summary. The MPO will follow the notification procedures outlined herein for MPO Board and Advisory Committee meetings. See Appendix F – Standard Operating Procedures for public notification and public comment period requirements.

MPO BOARD MEETINGS AND WORKSHOPS

The MPO commits to maintaining the following longstanding notification standard:

- Posting agenda and meeting packet **seven days in advance** on the MPO website
- Email distribution of agenda and packet to MPO Board members and delivering hard copies to members who have requested them, seven days in advance of the meeting
- Email distribution of agenda and packet to Advisor Network and to other interested parties on the MPO's email contact list

MPO ADVISORY COMMITTEE MEETINGS

The MPO commits to maintaining the following longstanding notification standard:

- Posting agenda and meeting packet **seven days in advance** on the MPO website
- Email distribution of agenda and packet to committee members along with hard copies delivered to members who have requested them, seven days in advance of the meeting
- Email distribution of agenda and packet to Advisor Network and to other interested parties on the MPO's email contact list

OTHER PUBLIC MEETINGS AND WORKSHOPS

The MPO may wish to schedule other public meetings and workshops in the course of developing a wide variety of planning documents, researching specific issues, conducting surveys and public education campaigns. The MPO commits to maintaining the longstanding notification standard of:

- Posting notices of public meetings a **minimum seven days in advance** on the MPO website,
- Posting agenda and meeting packet, to the extent materials are available, on MPO website
- Email distribution of agenda and packet to Advisor Network and to other interested parties on the MPO's contact list

PUBLIC PARTICIPATION PLAN

- Issuing press release to major local newspapers, television and radio stations
- Emailing MPO Advisory Committee members notice of meetings on topics of interest to the Committee members as appropriate

EXCEPTIONS TO NOTIFICATION COMMITMENTS

There are occasions when the MPO is required to act quickly in order to meet a grant deadline, preserve spending authority or respond to an unforeseen opportunity. This is most likely to occur in response to a request by FDOT due to the severe time constraints the agency operates under.

When situations demanding immediate Board action arise, staff may bring proposed actions forward to the MPO Board that the TAC and CAC have not had the opportunity to preview and comment on. This allows the Board to be fully informed of the situation and to take action if it wishes to do so, or to decline to take immediate action and remand the item to one or more Advisory Committee for further study.

PUBLIC PARTICIPATION PLAN

FEDERAL COMPLIANCE

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA), signed into law in 1990, is a landmark civil rights legislation ensuring equal opportunity for people with disabilities to access employment, public facilities, transportation, state and local government services and communications. The ADA requires coordinating with disabled community representatives in the development and improvement of transportation services. Persons with disabilities must also be able to access the sites where public involvement activities occur as well as the information presented. See www.ada.gov for more information.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1965

Title VI of the Civil Rights Act of 1965 prohibits discrimination based upon race, color or national origin. Specifically, 42 USC § 2000d states, "No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." See www.justice.gov/crt/about/cor/coord/titlevi.php for more information.

EXECUTIVE ORDER 12898 – ENVIRONMENTAL JUSTICE

Executive Order (EO) 12898; Federal Actions to Address Environmental justice in Minority and Low Income Populations. The EO reinforced the requirements of Title VI of the Civil Rights Act of 1964 and focused federal attention on the environmental and human health conditions in minority and low income communities. Furthermore, recent guidance issued by the Federal Highway Administration(FHWA) and the Federal Transit Administration (FTA) emphasizes the importance of considering and addressing Environmental Justice (EJ) in all phases of the transportation planning process. EJ calls for the fair treatment and meaningful involvement of all people regardless of race, color, national origin or income, and that the benefits, as well as the impacts, of transportation investments are fairly distributed.

EXECUTIVE ORDER 13166 – LIMITED ENGLISH PROFICIENCY

People with Limited English Proficiency (LEP) are those with a primary or home language other than English. EO 13166 requires any agency that receives federal funds to make their activities accessible to non-English speaking individuals. See www.justice.gov/crt/about/cor/13166.php for more information.

FDOT MPO HANDBOOK - COMPLIANCE

CHAPTER SIX PUBLIC INVOLVEMENT

Chapter Six of the FDOT MPO Handbook identifies Federal and State public involvement requirements for Metropolitan Planning Organizations (MPO) in Florida. The primary public involvement document that MPOs must develop and maintain is a Public Participation Plan (PPP) that defines a process for providing interested parties reasonable opportunities to review and comment on MPO work products. In addition, MPOs must make Long Range Transportation Plans (LRTP) and Transportation Improvement Plans (TIP) readily available for public review.

The MPO is required to develop the participation plan in consultation with all interested parties and must, at a minimum, describe explicit procedures, strategies, and desired outcomes for: [23 C.F.R. 450.316(a)(1)]

1. Providing **adequate public notice of public participation activities and time for public review and comment at key decision points**, including a **reasonable opportunity to comment** on the proposed **LRTP and the TIP**;
2. Providing **timely notice and reasonable access to information** about transportation issues and processes;
3. Employing **visualization techniques to describe LRTPs and TIPs**;
4. Making public information (technical information and meeting notices) **available in electronically accessible formats and means, such as the Internet**;
5. Holding any **public meetings at convenient and accessible locations and times**;
6. **Demonstrating explicit consideration and response to public input received during the development of the LRTP and the TIP**;
7. **Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services**;
8. **Providing an additional opportunity for public comment, if the final LRTP or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues** that interested parties could not reasonably have foreseen from the public involvement efforts;
9. **Coordinating with the statewide transportation planning public involvement and consultation processes; and**
10. **Periodically reviewing the effectiveness** of the public involvement procedures and strategies contained in the PPP to ensure a full and open participation process.

PUBLIC PARTICIPATION PLAN

PUBLIC PARTICIPATION PLAN

When developing the PPP, it is important to allow enough time to receive and respond to public input to find a balance between addressing appropriate public comments and adopting the LRTP within the required timeframe, including any meetings or hearings that take place during that time.

A minimum public comment period of 45 calendar days must be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved PPP must be provided to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for informational purposes; and must be posted on the Internet to the maximum extent practicable. [23 C.F.R. 450.316(a)(3)]

LRTP AND TIP

When **“significant” written and oral comments are received on the draft LRTP and TIP** (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the U.S. Environmental Protection Agency (EPA) transportation conformity regulations (40 C.F.R. Part 93, Subpart A), **a summary, analysis, and report on the disposition of comments are required to be included in the final LRTP and TIP.** [23 C.F.R. 450.316(a)(2)]

The term, *“significant”* is used in State statutes and Federal law but remains undefined.

THE COLLIER MPO DEFINES “SIGNIFICANT” AS ANY COMMENT THAT COULD POTENTIALLY RESULT IN A CHANGE TO THE SCOPE OF A PROJECT OR STUDY, TO REPORTING ON EXISTING CONDITIONS THAT LEADS TO DEFINING ISSUES AND RECOMMENDING SOLUTIONS IN TERMS OF PROJECTS OR POLICIES.

When the MPO area includes Indian Tribal lands, the MPO must appropriately involve the Indian Tribal government(s) in the development of the LRTP and the TIP. [23 C.F.R. 450.316(c)]

The MPO may develop a PPP specific to the LRTP as part of the scope of that project. If this is done, the PPP for the LRTP must be consistent with the overall PPP of the MPO.

Federal Strategies for Implementing Requirements for LRTP Update for the Florida MPOs, U. S. Department of Transportation, November 2012. This additional guidance states that for LRTPs, MPO Boards, their advisory committees, and the public, should have the opportunity to periodically review the LRTP products, interim tasks, and reports that result in the final LRTP documentation. Furthermore, this guidance also states **that final adopted LRTP documentation should be posted to the Internet, and available at the MPO offices, no later than 90 days after adoption.**

PUBLIC PARTICIPATION PLAN

Specific to the TIP, Federal requirements are that the MPO must provide all interested parties with a **reasonable opportunity to comment** on the proposed TIP, as required by the PPP. In addition, the MPO must **publish or otherwise make readily available the TIP for public review, including** (to the maximum extent practicable) **in electronically accessible formats** and means, such as the **Internet**, as described in the PPP. [23 C.F.R. 450.326(b)], [23 U.S.C. 134 (i)(6) and (7)]

In the event an MPO revises its TIP, the MPO must always use public participation procedures consistent with the MPO's PPP. However, public participation is not required for administrative modifications unless specifically addressed in the PPP. [23 C.F.R. 450.328(a)]

ANNUAL LIST OF PRIORITIZED PROJECTS

Each MPO annually must prepare a list of project priorities and submit the list to the appropriate FDOT District by October 1 of each year. The list must have been **reviewed by the technical and citizens' advisory committees and approved by the MPO before submission to the District**. The annual list of project priorities **must be based upon project selection criteria that consider, among other items, the MPO's public involvement procedures**. [s.339.175(8)(b)(5), F.S.]

MOST METROPOLITAN PLANNING
ORGANIZATIONS CONSIDER THEIR STANDING
COMMITTEES TO BE A FUNDAMENTAL PART OF
THEIR PUBLIC INVOLVEMENT ACTIVITIES.

PUBLIC INVOLVEMENT AND MPO COMMITTEES

Most MPOs consider their standing committees to be a fundamental part of their public involvement activities. **The formation of a technical advisory committee (TAC) and citizens' advisory committee (CAC) are required pursuant to s.339.175(6)(d), F.S. and s.339.175(6)(e), F.S.;** and formation guidance is provided in Chapter 2 of the MPO Handbook.

As an alternative to the use of a CAC, Florida Statute provides provisions for MPOs to adopt an alternate program or mechanism that ensures adequate citizen involvement in the transportation planning process following approval by FHWA, FTA, and FDOT. MPOs may also consider additional standing committees as a public involvement activity to address specific needs, such as bicyclists, pedestrians, and multiuse trails, safety, goods/freight movement, etc. MPOs must address and include their committee activities in the PPP; and are encouraged to detail how the schedule for meetings, agenda packages, and actions of the committees will be communicated with the public and how the public can participate in those meetings.

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SUNSHINE LAW

MPOs must provide reasonable notice of meetings and make adequate accommodations to hold open meetings and provide an opportunity for public input. Minutes of meetings must be available for public inspections. **MPOs are prohibited from holding public meetings at a facility or location that discriminates on the basis of sex, age, race, creed, color, origin, or economic status; or that otherwise restrict public access.** The statute establishes penalties for violations of these provisions and exceptions for specific situations. MPOs should consult legal counsel for any questions regarding Florida's Government-in-the-Sunshine Law.

ACRONYMS

ADA	Americans with Disabilities Act
BPAC	Bicycle and Pedestrian Advisory Committee
CFR	Code of Federal Regulations
EJ	Environmental Justice
EO	Executive Order
FAST Act	Fixing America’s Surface Transportation Act
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
LCB	Local Coordinating Board
LEP	Limited English Proficiency
LRTP	Long Range Transportation Plan
MPO	Metropolitan Planning Organization (interchangeable with TPO)
PIP	Public Involvement Plan (for individual projects)
PPP	Public Participation Plan (adopted by the MPO)
TDP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan
TIP	Transportation Improvement Program
TPO	Transportation Planning Organization (interchangeable with MPO)
UPWP	Unified Planning Work Program
USC	United States Code

APPENDICES

- A. GOVERNMENT TO GOVERNMENT PUBLIC INVOLVEMENT POLICY**
- B. LEE COUNTY MPO/COLLIER MPO INTERLOCAL AGREEMENT**
- C. LIMITED ENGLISH PROFICIENCY PLAN**
- D. NONDISCRIMINATION POLICY AND COMPLAINT PROCEDURE**
- E. TRADITIONALLY UNDERSERVED COMMUNITIES**
- F. STANDARD OPERATING PROCEDURES**

**APPENDIX A: COLLIER MPO'S GOVERNMENT TO GOVERNMENT
PUBLIC INVOLVEMENT POLICY EFFECTING TRIBAL ENTITIES**

PUBLIC PARTICIPATION PLAN

GOVERNMENT TO GOVERNMENT PUBLIC INVOLVEMENT POLICY Adopted June 9, 2017

I. **Purpose:** To promote Tribal involvement in the MPO planning process; initiate and maintain a positive working relationship between the MPO and Tribal governments; promote effective collaboration and communication between the MPO and Tribes;

II. **Goals of Tribal Consultation:**

- To create durable relationships between the Tribes and the MPO based on a mutual respect that promotes coordinated transportation partnerships in service to all of our citizens.
- For the MPO to take a proactive approach to consultation by ensuring Tribal participation in MPO planning processes that may affect Tribal governments, Tribal programs and Tribal citizens.

III. **Consultation Requirements**

Federal Transportation Planning Requirements

23 USC § 135(f)(2)c applies to FDOT, as follows: "With respect to each area of the State under the jurisdiction of an Indian Tribal government, the statewide transportation plan shall be developed in consultation with the Tribal government."

23 CFR § 450.316(c), Interested parties, participation and consultation, applies to MPOs where an MPO *includes* Indian Tribal lands and provides:

- "When the MPO includes Indian Tribal lands, the MPO(s) shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP."

23 CFR § 450.316(e), Interested parties, participation and consultation, provides:

- "MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314."

In addition to the above-referenced consultation requirements, if a Tribe wishes to access federal transportation funds available to MPOs, the Tribe must do so through the MPO processes as provided by law.

IV. **Definitions**

Collaboration: – Indicates a process in which two or more parties work together to achieve a common set of goals. Collaboration is the timely communication and joint effort that lays the groundwork for mutually beneficial relationships, including identifying issues and problems, identifying solutions and providing follow-up as needed.

Communication: - Refers to verbal, electronic or written exchange of information between the MPO and the Tribe. Generally, posting information on a website or in the newspaper does not constitute consultation. Written correspondence, whether electronic or letter/postal format, should generally be sent to the Tribe Chair with a copy to staff, requesting review and comment on specific plans or

PUBLIC PARTICIPATION PLAN

projects that will affect a Tribe. While Tribal review may occur concurrently with public review, Tribes are not considered the “public” for purposes of such communication.

Consultation – Means that one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken.” (See 23 CFR Part 450 Planning Assistance and Standards, subpart A §450.104).

Government-to-Government Relations: Refers to an intergovernmental relationship between a federally-recognized Tribe and the MPO Board during which consultation, meetings, and communications occur between top-level officials of the MPO and the Tribe.

Tribal Sovereignty: Refers to a unique, political relationship between American Indians and the United States government that recognizes that Tribes are sovereign nations with recognized powers of self-government.

V. **Effected Tribes**

The two Federally-recognized Tribes with land holdings within or abutting Collier County are:

- The Miccosukee Tribe of Indians of Florida, represented by the Business Council, consisting of Chairman, Assistant Chairman, Treasurer, Secretary, and Lawmaker

Mailing address:
PO Box 440021
Tamiami Station
Miami, FL 33144
(o) 305-223-8380

- The Seminole Tribe of Florida, represented by the Tribal Council comprised of Chairman, Vice Chairman, Big Cypress Councilman, Brighton Councilman, and Hollywood Councilman

Mailing address:
Attn: Chairman and General Counsel
6300 Stirling Rd
Hollywood, FL 33024
(o) 239-354-5220 x 11402

This policy also extends to The Council of the Original Miccosukee Simanolee Nation Aboriginal Peoples, which has not sought Federal recognition. The Council’s contact information is as follows:

Bobby C. Billie, One of the Clan Leaders and Spiritual Leader
Council of the Original Miccosukee Simanolee Nation Aboriginal Peoples
PO Box 1452

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Lake Placid, FL 33862
Email: Ancientrees@hotmail.com

For FedEx deliveries mail to:

Bobby C. Billie
258 Boston Way
Lake Placid, FL 33852

VI. Core Principles

1. The MPO wishes to establish a Government-to-Government relationship and communication protocol in recognition of the principle of Tribal sovereignty.
2. The MPO recognizes that good faith, mutual respect, and trust are fundamental to meaningful collaboration and communication between governmental entities.
3. Formal communication and consultation will take place between the MPO Chair or Vice Chair and the Tribal Chair or Assistant/Vice Chair. Written notification in the form of an email or letter requesting consultation may be initiated by either the Tribal government or the MPO and should include the following information:
 - Identify the proposed action, program or project requiring consultation; and
 - Identify the personnel authorized to consult on behalf of the MPO and the Tribe.
4. Informal Communications may occur between MPO and designated Tribal staff members on an as-needed basis. The MPO will include designated Tribal staff members or representatives on email distribution lists to receive notifications of all upcoming MPO advisory committee and Board meetings. MPO staff will provide convenient access to meeting agendas and packets for review and be available to answer questions.

VII. Application of Tribal Consultation Policy

1. The MPO will make a good-faith effort to review all proposed plans, policies, rulemakings, actions or other aspects of the transportation planning process that may affect or impact Tribal resources and determine whether Tribal consultation or collaboration may assist in the process. The MPO will notify Tribal governments and inquire whether Tribal consultation should occur. Tribal Officials have the discretion whether to engage in the consultation process. Consultation will be initiated by formal, written request.
2. If the MPO does not receive a response from a Tribe requesting a response to a proposed plan, project or other matter that may affect or impact a Tribal government, the MPO is encouraged to follow up further with the Tribal government to ascertain its level of interest. If no response is provided, the MPO believes that it is only appropriate to move forward after the following: (a) directly contacting a Tribal government authorized representative to solicit its participation, review and comment after providing sufficient time for the Tribe's review and response; (b) that the direct communication/request for information or comment include a date when the MPO would like the response; and (c) that a minimum of thirty (30) days be provided for the Tribal government to provide for requests for information, or review and comment on draft documents.

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3. The MPO recognizes that formal consultation may not be required in all situations or interactions. Tribal staff members and MPO staff may communicate on an as-needed basis. These communications do not negate the authority of the MPO and the Tribes to pursue formal consultation.
4. This policy will not diminish any administrative or legal remedies otherwise available by law to the MPO or the Tribe. This policy shall not be construed to waive the sovereign immunity of any party or create a cause of action for either party for failing to comply with this policy.
5. This policy is a working document and may be revised as needed. The MPO will consult periodically with the Tribes to evaluate its effectiveness and determine the need for revision.
6. The policy shall become effective upon the date signed by the MPO Chair following approval by the MPO Board.

APPENDIX B: LEE COUNTY MPO/COLLIER MPO INTERLOCAL AGREEMENT

**2018 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 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

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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:

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. 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.

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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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 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

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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.

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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	Director
Collier MPO	Lee County MPO
2885 South Horseshoe Drive	P.O. Box 150045
Naples, Florida 34104	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

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Date: _____

Date: _____

Approved as to form and legality:

Scott R. Teach, Deputy Collier County Attorney

Derek Rooney, Lee County MPO Attorney

APPENDIX C. Limited English Proficiency Plan

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LIMITED ENGLISH PROFICIENCY PLAN

The Collier Metropolitan Planning Organization (MPO) is responsible for a continuing, cooperative, and comprehensive transportation planning process in Collier County (as well as a small portion of Lee County included in the MPO's Planning Area). This planning process guides the use of federal and state dollars spent on existing and future transportation projects or programs, and the **Limited English Proficiency (LEP) Plan** plays an integral role in this process. This document will detail the LEP Plan, developed in conjunction with best practice standards for public involvement.

Introduction

On August 11, 2000, President William J. Clinton signed an executive order, **Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency**, to clarify Title VI of the Civil Rights Act of 1964. Its purpose was to ensure accessibility to programs and services to eligible persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter. It reads in part,

"Each Federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities."

Not only do all federal agencies have to develop LEP Plans, as a condition of receiving federal financial assistance, but also state and local recipients are required to comply with Title VI and LEP guidelines of the federal agency from which they receive funds.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property and other assistance. Recipients of federal funds range from state and local agencies to nonprofits and other organizations. Title VI covers a recipient's entire program or activity. This means all components of a recipient's operations are covered. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

The US Department of Transportation (DOT) published: "**Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Person**" in the December 14, 2005 Federal Register. The guidance explicitly identifies MPOs as organizations that must follow this guidance:

*The guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, **metropolitan planning organizations**, and regional, state, and local transit operators, among many others. Coverage extends to a recipient's entire program or activity, i.e., to all parts of a recipient's operations. This is true even if only one part of the recipient receives the Federal assistance. For example, if DOT provides assistance to a state department of*

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transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire state department of transportation—not just the particular highway program or project—are covered by the DOT guidance.

The intent of this **Limited English Proficiency Plan** is to ensure access to the planning process and information published by the MPO where it is determined that a substantial number of residents in the Collier MPO Planning Area do not speak or read English proficiently. The production of multilingual publications and documents and/or interpretation at meetings or events will be provided to the degree that funding permits based on current laws and regulations.

Laws and Policies Guiding Limited English Proficiency Plans

As part of Metropolitan Planning Organization certification by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), the *LEP Plan* will be assessed and evaluated. The following matrix illustrates these laws, policies and considerations:

Title VI of the Civil Rights Act of 1964	Limited English Proficiency Executive Order 13166
Federal Law	Federal Policy
Enacted in 1964	Enacted in August 2000
Considers all persons	Considers eligible population
Contains monitoring and oversight compliance review requirements	Contains monitoring and oversight compliance review requirements
Factor criteria is required, no numerical or percentage thresholds	Factor criteria is required, no numerical or percentage thresholds
Provides protection on the basis of race, color, and national origin	Provides protection on the basis of national origin
Focuses on eliminating discrimination in federally funded programs	Focuses on providing LEP persons with meaningful access to services using four factor criteria
<i>Annual Accomplishment and Upcoming Goals Report</i> to FHWA	<i>Annual Accomplishment and Upcoming Goals Report</i> to FHWA

Who is an LEP individual?

As defined in the 2000 United States Census, it is any Individual who speaks a language at home other than English as his/her primary language, **and** who speaks or understands English ‘not well’ or ‘not at all’.

Determining the need

As a recipient of federal funding, the MPO must take reasonable steps to ensure meaningful access to the information and services it provides. As noticed in the **Federal Register/ Volume 70, Number 239/ Wednesday, December 14, 2005/ Notices**, there are four factors to consider in determining “reasonable steps”.

- Factor 1 - The number and proportion of LEP persons in the eligible service area;
- Factor 2 - The frequency with which LEP persons encounter MPO programs;

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- Factor 3 - The importance of the service provided by MPO programs;
- Factor 4 - The resources available and overall cost to the MPO.

The DOT Policy Guidance gives recipients of federal funds substantial flexibility in determining what language assistance is appropriate based on a local assessment of the four factors listed above. The following is an assessment of need in Collier MPO’s Planning Area in relation to the four factors and the transportation planning process.

LEP Assessment for the Collier MPO

Factor 1. The Number and proportion of LEP persons in the eligible service area

The first step towards understanding the profile of individuals who could participate in the transportation planning process is a review of Census data. Tables 1 and 2 on the following pages display the primary language spoken and number of individuals that are LEP. In Collier County, between 2010 and 2016, the number of people who speak a language other than English at home increased by 16,000 while the number of people who speak English less than “very well” decreased by 1,000.

For our planning purposes, we are considering people that speak English ‘less than very well’ and only the top four language groups are included in the analysis.

Table 1, derived from the 2016 American Community Survey (ACS) 5-year Estimates conducted by the US Census, shows the number and percent of the population, with regard to their English language skills, for the cities and unincorporated portions of Collier County as well as for the County as a whole.. In unincorporated Collier County, 15.7% of the population age 5 years or older speak English less than “very well”, compared to 14.5 for the entire County ²

Table 1: Limited English Proficient Persons in the MPO Planning area and local jurisdictions				
2016 American Community Survey – US Census - 5-year estimates				
Jurisdiction	Population	Population 5 years and over	Number of LEP Persons (5 years and over)	Percentage of LEP Persons (5 years and over)
Everglades City	232	228	11	4.8%
City of Naples	20,980	20,510	828	4.0%
City of Marco Island	17,361	17,135	1,115	6.5%
Unincorporated Collier County	309,663	293,645	46,143	15.7%
Collier County	348,236	331,518	48,097	14.5%

Table 2 shows the number and percent of LEP persons by language spoken at the individual’s home. Of the LEP persons within Collier County, 23.4% speak Spanish at home making this the most significant percentage of the area’s population. The second most common language at home is Other Indo-European

² 2016 American Community Survey (ACS) 5-year Estimates, Tables B01003, S1601.

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languages at 7.8%; Asian and Pacific Islander languages represent 0.9% of the “other” languages spoken at home.

Table 2: Language Spoken at Home by LEP Persons - Collier MPO Planning Area				
2016 American Community Survey, 5-year Estimates, US Census				
LEP Persons	Spanish Language	Other Indo-European Languages	Asian & Pacific Islander Languages	Other Languages
5 years and over - Everglades City	9	7	0	0
5 years and over - City of Naples	658	1,216	83	14
5 years and over - Marco Island	1,162	1,006	176	71
5 years and over – Unincorporated County	75,843	23,630	2,750	764
5 years and over - Total	77,672	25,859	3,009	849
Percent of Total Population 5 years and over	23.4%	7.8%	0.9%	0.3%

Factor 2. The frequency in which LEP Persons encounter MPO programs

The MPO documents phone inquiries, public meetings and office visits. To date, the MPO has had no requests for interpreters and no requests for translated program documents or publications by either individuals or groups.

Factor 3. The importance of the service provided by the MPO program

MPO programs use federal funds to plan for future transportation projects, and therefore do not include any direct service or program that requires vital, immediate or emergency assistance, such as medical treatment or services for basic needs (like food or shelter). Further, the MPO does not conduct required activities such as applications, interviews or other activities prior to participation in its programs or events. Involvement by any citizen with the MPO or its committees is voluntary.

However, the MPO must ensure that all segments of the population, including LEP persons, have been involved or have had the opportunity to be involved in the transportation planning process to be consistent with the goal of the Federal Environmental Justice program and policy. The impact of proposed transportation investments on underserved and under-represented population groups is part of the evaluation process in use of federal funds in three major areas for the MPO:

- the biennial Unified Planning Work Program,
- the five-year Transportation Improvement Program,
- the Long-Range Transportation Plan, covering 20+ years.

Inclusive public participation is a priority consideration in other MPO plans, studies and programs as well. The impacts of transportation improvements resulting from these planning activities have an impact on all residents. Understanding and continued involvement are encouraged throughout the process. The

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MPO is concerned with input from all stakeholders, and makes every effort to ensure that the planning process is as inclusive as possible.

TRANSLATION OF MPO DOCUMENTS IS NOT CONSIDERED TO BE WARRANTED AT THIS TIME.

THE MPO WILL CONTINUE EFFORTS TO COLLABORATE WITH STATE AND LOCAL AGENCIES TO PROVIDE LANGUAGE TRANSLATION AND INTERPRETATION SERVICES WHEN PRACTICAL AND FUNDING IS AVAILABLE

As a result of the long range transportation planning process, selected projects receive approval for federal funding and progress towards project planning and construction under the responsibility of local jurisdictions or state transportation agencies. These state and local organizations have their own policies to ensure LEP individuals can participate in the process that shapes where, how and when a specific transportation project is implemented.

Factor 4. The resources available and overall MPO cost

Given the size of the LEP population in the MPO area, the current financial constraints of the MPO and the expense of full multi-language translations of large transportation plan documents and maps which have frequent changes and are not often used by the public, translation of MPO documents is not considered to be warranted at this time.

The MPO will continue efforts to collaborate with state and local agencies to provide language translation and interpretation services when practical and funding is available. Spanish and other language outreach materials from organizations such as federal, state, and local transportation agencies will be used when possible. The MPO will monitor increases in the LEP population and adjust its LEP policy accordingly. If warranted in the future, the MPO will consider new techniques to reach the LEP population, such as (1) the translation of executive summaries for key MPO documents, such as the Long Range Transportation Plan, the Transportation Improvement Program, and the Public Involvement Plan, and (2) the translation of document summaries, brochures or newsletters, which are designed to capture significant points of the full document. Additionally, the MPO currently has an employee that is fluent in both English and Spanish. In addition, Collier County Growth Management Division and the Alternative Transportation Modes Department have employees fluent in English, Spanish and Haitian Creole, and are available as interpreters as needed.

MEETING THE REQUIREMENTS

Engaging the diverse population within the MPO area is important. The MPO is committed to providing quality services to all citizens, including those with limited English proficiency. All language access activities detailed below will be coordinated in collaboration with the MPO Board and staff.

Safe Harbor Stipulation

Federal law provides a 'safe harbor' stipulation so recipients of federal funding can ensure compliance with their obligation to provide written translations in languages other than English with greater certainty. A 'safe harbor' means that as long as a recipient (the MPO) has created a plan for the provision of written

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translations under a specific set of circumstances, such action will be considered strong evidence of compliance with written translation obligations under Title VI.

However, failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides for recipients a guide for greater certainty of compliance in accordance with the four factor analysis. Evidence of compliance with the recipient's written translation obligations under 'safe harbor' includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000 persons, whichever is less of eligible persons served or likely to be affected. (Note: At this time, as evidenced in Table 2 on page 46, data on area language groups indicates that this requirement does not apply.) Translation also can be provided orally. The 'safe harbor' provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and reasonable to provide.

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Providing Notice to LEP Persons

US DOT guidance indicates that once an agency has decided, based on the four factors, to provide language services, it is important that the recipient notify LEP persons of services available free of charge in a language the LEP persons would understand. Example methods for notification include:

1. Signage that indicates when free language assistance is available with advance notice;
2. Stating in outreach documents that language services are available;
3. Working with community-based organizations and other stakeholders to inform LEP individuals of MPO services and the availability of language assistance;
4. Using automated telephone voice mail or menu to provide information about available language assistance services;
5. Including notices in local publications targeting Spanish-speaking and Haitian-Creole-speaking audiences in languages other than English;
6. Providing notices on non-English-language radio and television about MPO services and the availability of language assistance; and
7. Providing presentations and/or notices at schools and community based organizations (CBO).

If deemed essential in the future in light of revised census data, the MPO will publicize the availability of interpreter services, free of charge, at least 7 days prior to MPO Board and committee meetings, workshops, forums or events which will be noticed on the MPO website, in meeting notices (packets), and using the following additional tools as appropriate:

- signage
- public outreach materials
- community-based organizations
- local publications as referenced above
- Non-English-language radio and television

The MPO defines an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language and transfers the meaning of written text from one language into another. The MPO will request language interpreter services from Collier County staff, as needed, and will reciprocate by making MPO staff available as needed. As covered under Title VI requirements for

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nondiscrimination, at each meeting, the MPO will provide Title VI material and include this material in an alternative language when applicable.

Language Assistance

A goal of the PPP is to provide user-friendly materials that will be appealing and easy to understand. The MPO will provide on an “as needed” basis, executive summaries in alternative formats, such as brochures or newsletters, depending on the work product.

MPO Staff Training

This LEP Plan is incorporated in the PIP to maintain meaningful access to information and services for LEP individuals, the MPO will properly train its employees to assist in person, and/or by telephone, LEP individuals who request assistance. MPO Board members will receive a briefing on the PIP & LEP Plan, assuring that they are aware of and understand how the PIP implements the LEP Plan.

**APPENDIX D. NONDISCRIMINATION PLAN AND COMPLAINT
PROCEDURE**

Title VI Nondiscrimination Program Policy and Complaint Procedure

Introduction

The Collier MPO is a recipient of federal funds from the U.S. Department of Transportation modal agencies, including the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). All recipients of federal funding must comply with the requirements of Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes, regulations and authorities. This Implementation Plan describes how the Department effectuates nondiscrimination in the delivery of its federally assisted programs, services and activities. The Plan includes the structure of the MPO's Title VI/Nondiscrimination program as well as the policies, procedures and practices that the Department uses to comply with nondiscrimination requirements. The Plan is intended to be a living document, regularly policed and updated by the Department to meaningfully reflect the program as it changes and grows. Anyone wishing to provide input into the Department's Title VI/Nondiscrimination Implementation Plan is encouraged to contact the Title VI/Nondiscrimination Program Coordinator, Anne McLaughlin at AnneMcLaughlin@dot.state.fl.us or 239-252-5884 or by writing at 2885 South Horseshoe Drive, Naples, FL 34104.

Policy Statement

It is the policy of the MPO to comply with all federal and state authorities requiring nondiscrimination, including but not limited to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975 and Executive Order 12898 (Environmental Justice) and 13166 (Limited English Proficiency). The MPO does not and will not exclude from participation in; deny the benefits of; or subject anyone to discrimination on the basis of race, color, national origin, sex, age, disability or income. In addition, the MPO complies with the Florida Civil Rights Act, and does not permit discrimination on the basis of religion or family status in its programs, services or activities.

The Collier MPO has adopted the Florida Department of Transportation's (Department) Title VI/Nondiscrimination policy and ADA policy by reference. Topic No.:275-010-010-f-Title VI Program and Related Statutes-Implementation and Review Procedures.

The Department's Title VI/Nondiscrimination policy and ADA policy statement may be found at: <http://www.dot.state.fl.us/equalopportunityoffice/TitleVI/001-275-006.pdf>. Those requiring information in alternative formats or in a language subject to the Department's Limited English Proficiency (LEP) Plan, should contact the Title VI/Nondiscrimination Coordinator.

MPO DISCRIMINATION COMPLAINT PROCEDURE

Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by the Title VI of the Civil Rights Act of 1964, as amended, and related statutes, under the MPO's planning process may file a written complaint.

The MPO encourages the filing of a complaint in writing which includes a name, address, and other information so that you may be contacted in regard to the matter. Please see the Title VI Complaint Form.

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The MPO will investigate complaints received no more than 180 days after the alleged incident. The MPO will process complaints that are complete.

- All complaints will be investigated promptly. Reasonable measures will be undertaken to preserve any information that is confidential. The MPO's Title VI Specialist will review every complaint to determine if our office has jurisdiction.
- Within ten (10) calendar days, the Title VI Specialist will acknowledge receipt of the allegation(s), inform the Complainant of action taken or proposed action to process the allegation(s), and advise the Complainant of other avenues of redress available, such as the FDOT's Equal Opportunity Office (EOO).
- The MPO has sixty (60) calendar days to investigate the complaint. If more information is needed to resolve the complaint, the MPO's Title VI Specialist will contact the complainant. The complainant has 10 business days from the date of the letter to send the requested information to the Title VI Specialist. If the Title VI Specialist is not contacted by the complainant or does not receive the additional information within 15 business days, the MPO may administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.
- At a minimum, the investigation will:
 - Identify and review all relevant documents, practices, and procedures;
 - Identify and interview persons with knowledge of the Title VI violation, including the person making the complaint, witnesses, or anyone identified by the complainant; anyone who may have been subject to similar activity or anyone with relevant information.
- Within ninety (90) calendar days of the complaint, the MPO's Title VI Specialist will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff members or other action will occur.
- If no violation is found and the complainant wishes to appeal the decision, he/she has fourteen (14) days after the date of the letter or the LOF to do so.
- If the issue has not been satisfactorily resolved through the MPO's investigation, or if at any time the person(s) request(s) to file a formal complaint, the recipient's MPO Title VI Specialist shall refer the Complainant to the FDOT's District One Title VI Coordinator for processing in accordance with approved State procedures.
- The MPO's Title VI Specialist will advise the FDOT's District One Title VI Coordinator within five (5) calendar days of the completed investigation. The following information will be included in every notification to the FDOT's District One Title VI Coordinator:

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- (a) Name, address, and phone number of the Complainant.
 - (b) Name(s) and address(es) of Respondent.
 - (c) Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).
 - (d) Date of alleged discriminatory act(s).
 - (e) Date of complaint received by the recipient.
 - (f) A statement of the complaint.
 - (g) Other agencies (state, local or Federal) where the complaint has been filed.
 - (h) An explanation of the actions the recipient has taken or proposed to resolve the allegation(s) raised in the complaint.
- The MPO's Title VI Specialist will maintain a log of complaints received by the MPO. The log will include the following information:
 - Name of Complainant
 - Name of Respondent
 - Basis of Complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation)
 - Date complaint was received by the recipient
 - Date that the MPO Title VI Specialist notified the FDOT's District One Title VI Coordinator of the complaint
 - Explanation of the actions the recipient has taken or proposed to resolve the issue raised in the complaint

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 as part of the MPO 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 Title VI Specialist Anne McLaughlin (239) 252-5884 by writing Ms. McLaughlin at 2885 South Horseshoe Dr., Naples, FL 34104 or via email at: annemclaughlin@colliergov.net; or by contacting Brandy Otero, Senior Planner, by phone at 239-252-5859, in writing at the above address, or via email at: brandyotero@colliergov.net

Title VI Complaint Form

Before completing this form, please read the Collier MPO's Title VI Complaint Procedures located on our website or by visiting our office.

The following information is necessary and required to assist in processing your complaint. If you require assistance in completing this form, please contact us at the phone number listed. Complaints must be filed within 180 calendar days after the date alleged discrimination occurred.

Complainant's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Telephone

Numbers: Home _____ Work: _____ Cell: _____

E-mail Address: _____

Date of alleged discrimination: _____

Which of the following best describes the reason you believe the discrimination took place?

Was it because of your: Race Color: _____ National Origin: _____

Person discriminated against (if someone other than complainant). Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.

Name _____

Address: _____

City: _____ State: _____ Zip Code: _____

Have you filed this complaint with any other federal, state, or local agency?

Yes No

If yes, check each box that applies:

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- Federal Transit Administration
Department of Transportation
Dept. of Justice
Equal Opportunity Commission
Other:

Have you filed a lawsuit regarding this complaint?

- Yes No

In your own words, describe the alleged discrimination. Explain what happened and whom you believe was responsible. Include specific details such as names, dates, times, route numbers, witnesses, and any other information that would assist us in our investigation of the allegations. Please also provide any other documentation that is relevant to this complaint.

Multiple horizontal lines for text entry.

Complainant's Signature

Date

APPENDIX E – TRADITIONALLY UNDERSERVED COMMUNITIES

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Environmental Justice Communities / Traditionally Underserved Communities

Commented [M5]: This section will be revised for November Draft

The Federal Highway Administration (FHWA) advised the MPO during the quadrennial Transportation Management Area (TMA) review in 2016 to incorporate an analysis of Environmental Justice Communities and issues in all new plans and studies. The FHWA advised MPO staff to include the type of analysis conducted for the MPO's Transportation Disadvantaged Service Plan.

According to guidance published by the Florida Department of Transportation (FDOT), it is important to see Environmental Justice as an opportunity to make better transportation decisions by doing the following:

(http://www.fdot.gov/research/Completed_Proj/Summary_PL/FDOT_BD171_TEJ.pdf)

- Making transportation decisions that meet the needs of all people
- Designing facilities that fit into communities
- Enhancing the public involvement process and strengthening community-based partnerships
- Improving the tools for analyzing the impacts of transportation decisions on minority and low-income communities
- Partnering with other public and private agencies to leverage resources and achieve a common vision for communities

MPO staff began by reviewing the MPO's Transportation Disadvantaged Service Plan (TDSP), Major Update, adopted October 25, 2013 for maps showing *Populations in Poverty*, *Households with No Vehicles* and *Identified Areas of Need* as a starting point in identifying disadvantaged communities potentially underserved by transportation infrastructure and programs within Collier County.

FHWA advised using a variety of resources, and local knowledge to determine the location and needs of disadvantaged communities. MPO staff augmented the TDSP maps using the following sources:

- US Census Bureau *American Community Survey (ACS)*
- American Association of State Highway and Transportation Officials (AASHTO) *Census Transportation Planning Products (CTPP)*
- US Environmental Protection Agency (EPA) *Environmental Justice (EJ) Screening and Mapping Tool*
- MPO Advisory Committee review of findings (for local knowledge)

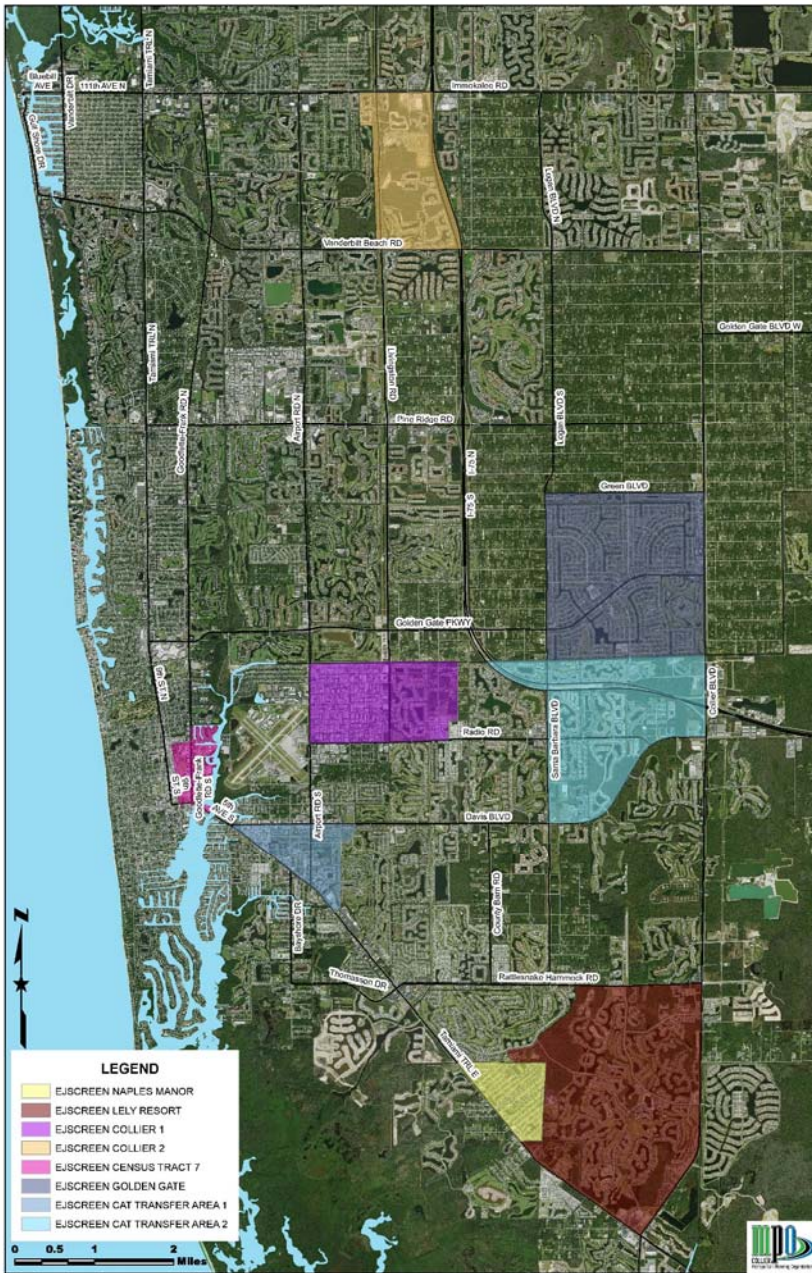
MPO staff found the EPA's *EJ Screening and Mapping Tool* particularly helpful in establishing a GIS database for the purpose of EJ analysis. The data source is the US Census Bureau. The *EJ Screening and Mapping Tool* applies the following demographic indicators, by US Census block group. MPO staff used County-wide averages as a benchmark. Individual block groups were added together and an average obtained to describe larger areas. As a general rule initially, the resulting area percentages that were 10% or more above the Countywide average for at least two of the four indicators were mapped as potential Environmental Justice communities for further consideration by the MPO advisory committee.

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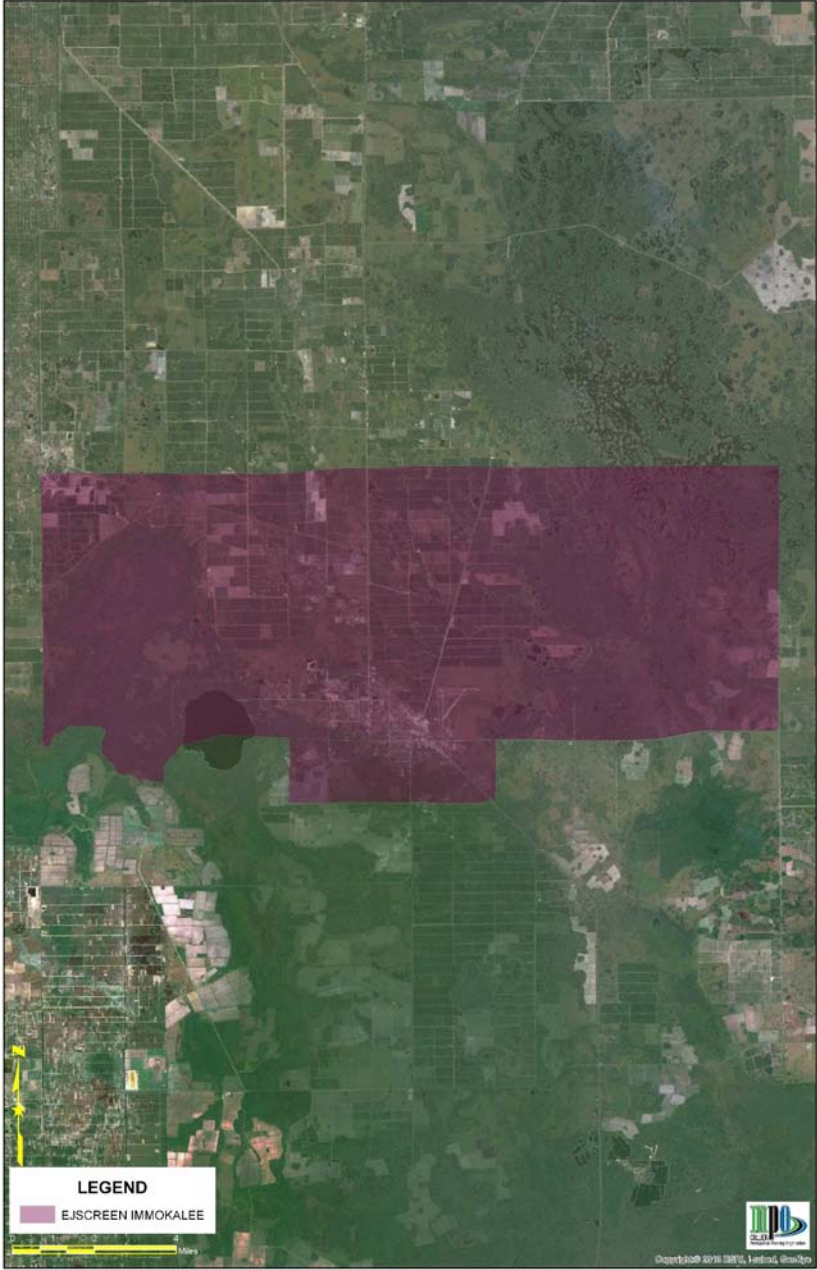
EPA EJ Screen – Demographic Indicators

• <u>Naples Manor</u>	<u>NM</u>	<u>Collier</u>
o Minority Population	95%	35%
o Low Income	70%	35%
o Less than High School	53%	14%
o Linguistic Isolation	39%	7%
• <u>Collier 1</u>	<u>C1</u>	<u>Collier</u>
o Minority Population	56%	35%
o Low Income	54%	35%
o Less than High School	25%	14%
o Linguistic Isolation	21%	7%
• <u>Collier 2</u>	<u>C2</u>	<u>Collier</u>
o Minority Population	49%	35%
o Low Income	35%	35%
o Less than High School	4%	14%
o Linguistic Isolation	4%	7%
• <u>Census Tract 7</u>	<u>CT7</u>	<u>Collier</u>
o Minority Population	80%	35%
o Low Income	82%	35%
o Less than High School	35%	14%
o Linguistic Isolation	23%	7%
• <u>Golden Gate</u>	<u>GG</u>	<u>Collier</u>
o Minority Population	77%	35%
o Low Income	56%	35%
o Less than High School	31%	14%
o Linguistic Isolation	28%	7%
• <u>CAT Transfer Area 1</u>	<u>CAT1</u>	<u>Collier</u>
o Minority Population	37%	35%
o Low Income	44%	35%
o Less than High School	20%	14%
o Linguistic Isolation	12%	7%
• <u>CAT Transfer Area 2</u>	<u>CAT2</u>	<u>Collier</u>
o Minority Population	50%	35%
o Low Income	47%	35%
o Less than High School	14%	14%
o Linguistic Isolation	13%	7%
• <u>Collier 5</u>	<u>C5</u>	<u>Collier</u>
o Minority Population	77%	35%
o Low Income	84%	35%
o Less than High School	28%	14%
o Linguistic Isolation	15%	7%
• <u>Bayshore</u>	<u>BayS</u>	<u>Collier</u>
o Minority Population	44%	35%
o Low Income	53%	35%
o Less than High School	31%	14%
o Linguistic Isolation	10%	7%

PUBLIC PARTICIPATION PLAN



PUBLIC PARTICIPATION PLAN



APPENDIX F – STANDARD OPERATING PROCEDURES

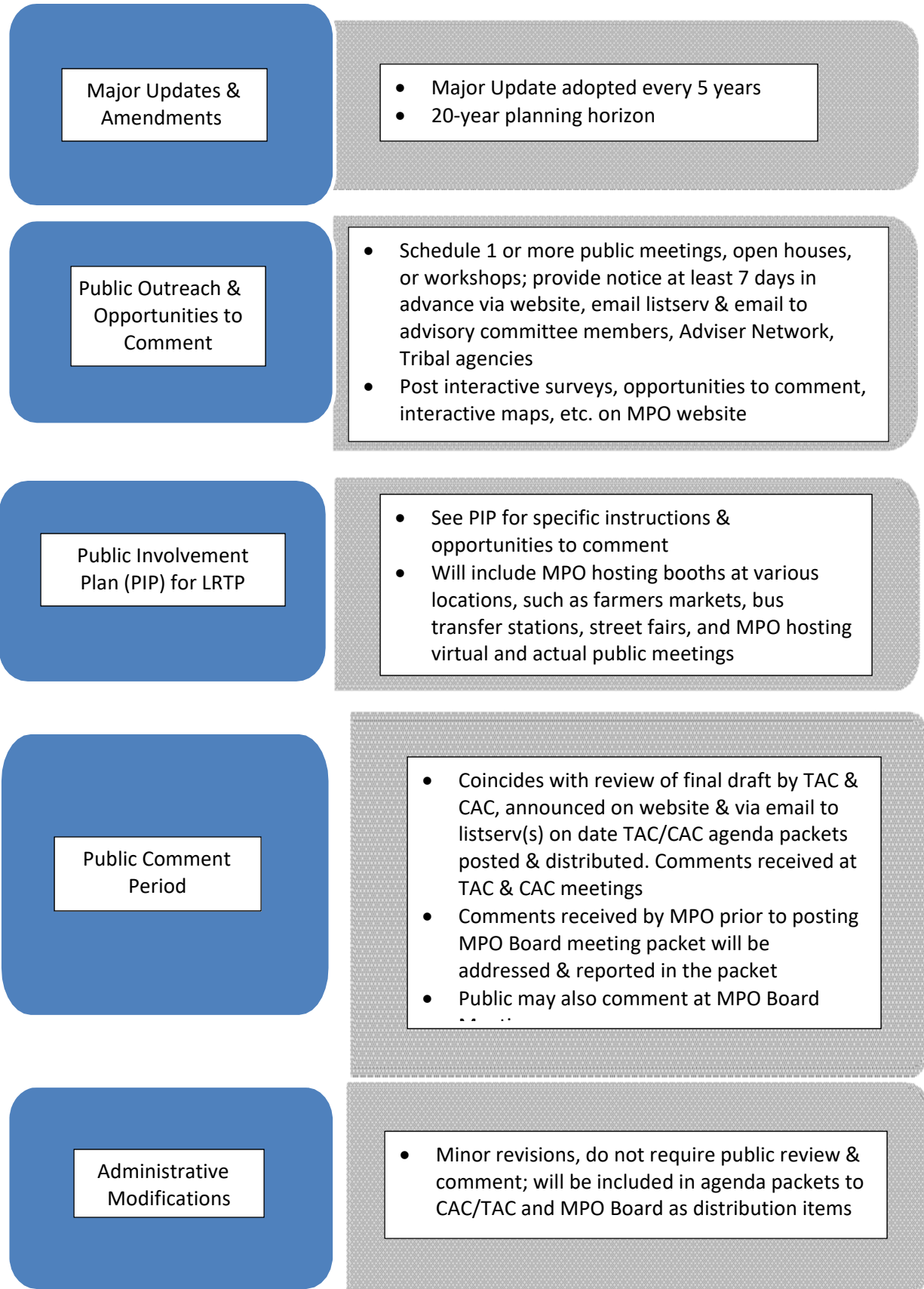
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NEW APPENDIX F – STANDARD OPERATING PROCEDURES

PUBLIC PARTICIPATION PLAN UPDATES – PROCESS



LONG RANGE TRANSPORTATION PLAN - PROCESS



TIP - PROCESS

Annual Update & Amendments

- Updated annually and adopted by MPO Board by June 30th then transmitted to FDOT for inclusion in State Transportation Improvement Program

Public Comment Period

- Coincides with review of final draft by TAC & CAC, announced on website & via email to listserv(s) on date TAC/CAC agenda packets posted & distributed
- Comments received by MPO prior to posting MPO Board meeting packet will be addressed & reported in the packet

Response

- MPO staff will respond in writing to input received from the public & report significant comments & staff's response to MPO Board in summary format as an appendix

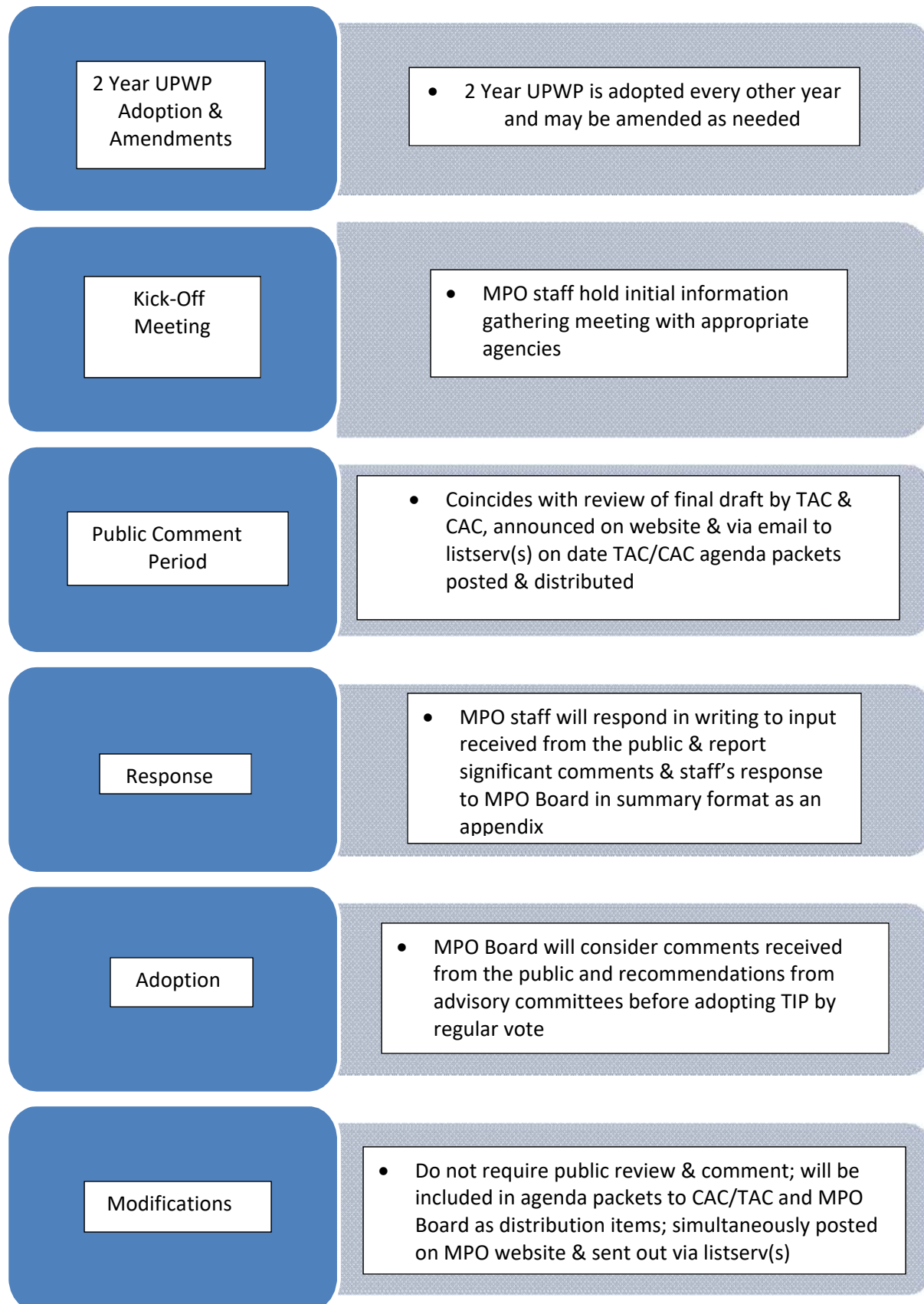
Adoption

- MPO Board will consider comments received from the public and recommendations from advisory committees before adopting TIP by a roll call vote

Administrative Modifications

- Do not require public review & comment; will be included in agenda packets to CAC/TAC and MPO Board as distribution items; simultaneously posted on MPO website & sent out via listserv(s)

UNIFIED PLANNING WORK PROGRAM - PROCESS



TDSP – MAJOR & MINOR UPDATES - PROCESS

Major & Minor TDSP Updates

- Major Update adopted every 5 years
- Minor Update adopted annually

Public Comment Period

- Major Update: 30-day comment period
- Minor Update: 14-day comment period

Public Notice

- Post legal ad in Naples Daily News and on MPO website including opportunities to comment electronically on website
- Distribute copies of Update and/or QRC to LCB members and MPO listserv(s)
- Distribute flyers & comment forms on transit vehicles notifying riders of the comment period & adoption meeting & post flyers/posters at CAT transfer stations

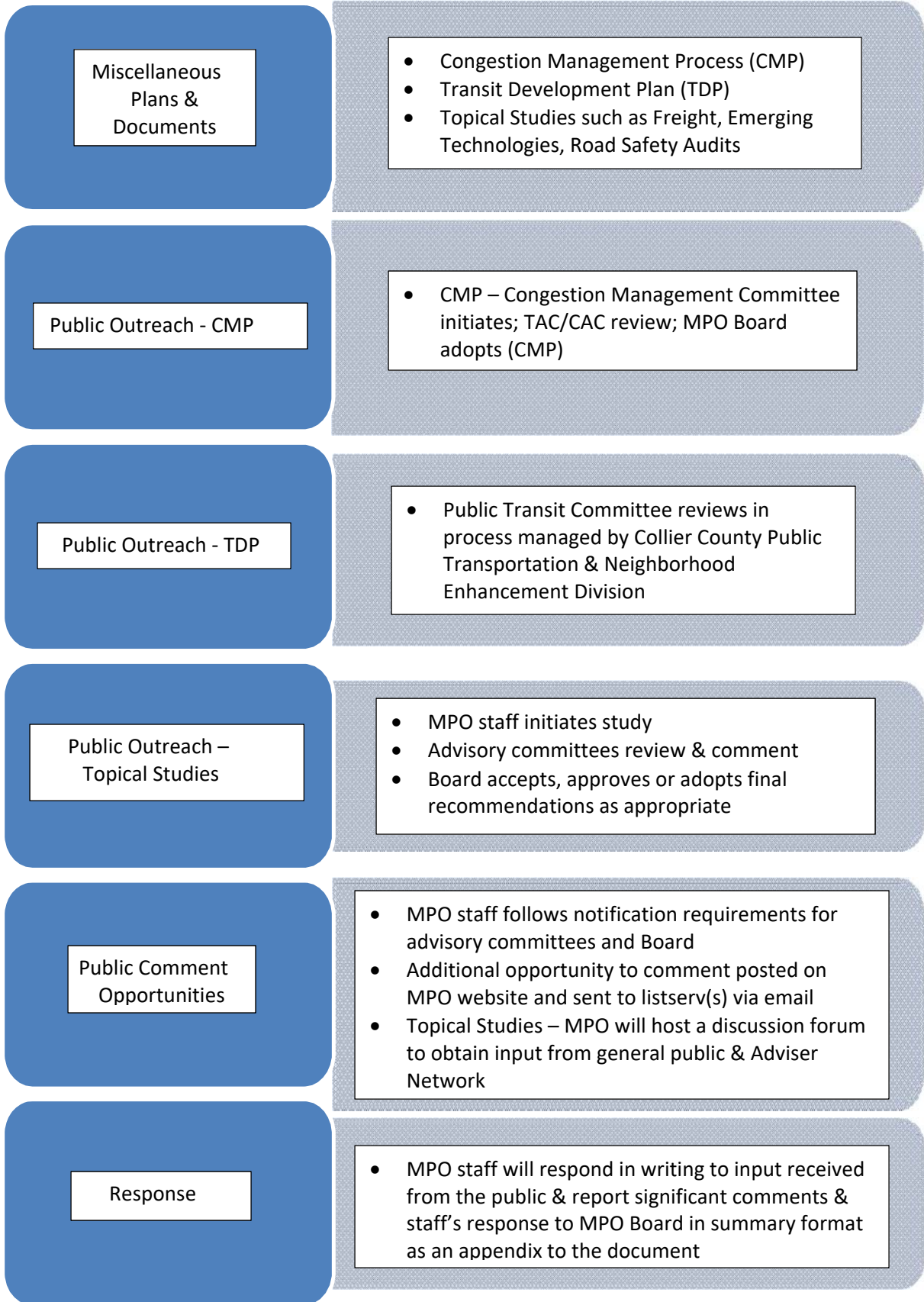
Response

- MPO staff will respond in writing to public input received during the comment period
- When significant written and verbal comments are received, a summary, analysis or report will be included in an appendix to the plan

Adoption

- LCB will meet at end of public comment period & consider comments received before adopting TDSP by Roll Call vote
- MPO Board will ratify update after adoption by LCB; may occur on Consent Agenda

MISCELLANEOUS PLANS & DOCUMENTS - PROCESS



BOARD & COMMITTEE MEETING NOTICE REQUIREMENTS

MPO Board
TAC, CAC
CMC
BPAC
Joint Collier/Lee
MPO Meetings

- Post agenda packet on MPO website 7 calendar days prior to meeting date
- Distribute packet via email to committee members & listserv(s) (hard copies provided on request to MPO staff)

LCB Meetings

- Post legal ad in Naples Daily News & post agenda packet on MPO website 7 calendar days prior to date of meeting
- Distribute packet via email to committee members & listserv(s) (hard copies provided on request to MPO staff)

PUBLIC OUTREACH TECHNIQUES USED BY MPO

Website

- Enhanced – interactive maps, surveys, opportunities to comment
- Traditional – news, plans, studies, committees, bylaws, meeting calendar, etc.

Visualization Techniques

- Enhanced - video, simulation modes, animated graphics and 3D imaging
- Traditional – maps, pictures, graphics, logo

E-Notifications & Social Media

- Enhanced – Adviser Network listserv, Facebook, YouTube
- Traditional – notification listserv, regular mail & hard copies available on request

Surveys & Polls

- Enhanced – Survey Monkey & consultant supported project-specific
- Traditional – person to person outreach; hard copies. booths. meetings

Partnering

- Enhanced – project-specific partnering
- Traditional – piggy-back on special events conducted by member entities

Public Television

- Enhanced - videos, Public Service Announcements
- Traditional – MPO Board Meetings Live & Archived

Earned Media

- Enhanced – cultivate media contacts & provide background information on events
- Traditional – send press releases on events of general public interest

Project Specific Public Involvement Plans

- Traditional – long-standing MPO practice for major plans such as the LRTP, Community Walkability Studies and Bicycle & Pedestrian Master Plan

Semi-Annual Newsletter

- Traditional – long-standing MPO practice; available in hard copy, posted to MPO website and distributed via email to Board, committees, listserv(s)

Public Workshops & Open Houses

- Traditional – long-standing MPO practice; generally held in the context of major plan development and consultant supported

Public Meetings

- Traditional – long-standing MPO practice; includes MPO and advisory committee meetings, project specific meetings generally held in context of major plan development

Community Outreach Events

- Traditional – long-standing MPO practice; may be linked to major plan development or opportunities for MPO staff to piggy-back on special events to increase general public

Comment
Forms

- Enhanced – on-line, electronic version
- Traditional – hard copy handouts at meetings, print and mail-in options

QR Codes

- Traditional – long-standing MPO practice of printing QR codes on cover pages of major documents

Orientations

- Traditional – long-standing MPO practice of conducting individual orientations for new Board and advisory committee members
-

DISTRIBUTION
ITEM 10A

2019 MPO Calendar

OBJECTIVE: For the Committee to receive a copy of the 2019 MPO Calendar.

CONSIDERATIONS: MPO staff prepared the 2019 MPO Calendar, coordinating with Lee County MPO on the joint meeting schedule. The calendar is provided in **Attachment 1**, and is posted on the website.

STAFF RECOMMENDATION: For the Committee to receive a copy of the 2019 MPO Calendar.

ATTACHMENT:

1. 2019 MPO Calendar

Prepared By: Anne McLaughlin, MPO Director



2019 Meeting Schedule

Collier Metropolitan Planning Organization (MPO)
 2885 S. Horseshoe Drive, Naples, FL 34104
www.CollierMPO.com
 (239) 252-5814

STRIKETHROUGH = CANCELLED MEETING
DATES IN RED = ADDED MEETING

Metropolitan Planning Organization (MPO) – Monthly at 9:00 a.m.

All MPO Board Meetings are held on the second Friday of the month. MPO Board Meetings will be held at the Board of County Commissioners Chambers, 3299 E. Tamiami Trail, Naples, unless otherwise noted.

February 8, 2019	March 8, 2019	*April 12, 2019	May 10, 2019
June 14, 2019	September 13, 2019	October 11, 2019	**October 18, 2019
November 8, 2019	December 13, 2019		
*This is the Collier MPO road-show meeting held at Everglades City, location TBD			
** This a JOINT MEETING with Lee MPO, location TBD			

Technical Advisory Committee (TAC) – Monthly at 9:30 a.m.

All TAC Meetings are held on the last Monday of the month. TAC Meetings will be held at the Collier Growth Management Department, Planning & Regulation Building Conference Rooms 609/610, 2800 North Horseshoe Drive, Naples, unless noted below.

January 28, 2019	February 25, 2019	March 25, 2019	April 29, 2019
*May 20, 2019	August 26, 2019	September 30, 2019	**October 3, 2019
October 28, 2019	November 25, 2019		
*May 27 th is Memorial Day			
**This is a JOINT MEETING with Lee TAC, location TBD			

Citizen Advisory Committee (CAC) – Monthly at 2:00 p.m.

All CAC Meetings are held on the last Monday of the month. CAC Meetings will be held at the Collier Growth Management Department Construction and Maintenance Building, Main Conference Room, 2885 South Horseshoe Drive, Naples, unless noted below.

January 28, 2019	February 25, 2019	March 25, 2019	April 29, 2019
*May 20, 2019	August 26, 2019	September 30, 2019	**October 3, 2019
October 28, 2019	November 25, 2019		
*May 27 th is Memorial Day			
*This is a JOINT MEETING with Lee CAC, location TBD			

Bicycle/Pedestrian Advisory Committee (BPAC) – Monthly at 9:00 a.m.

All BPAC Meetings are held on the third Tuesday of the month. BPAC Meetings will be held at the Collier County Growth Management Division, Planning & Regulation Building Conference Rooms 609/610, 2800 North Horseshoe Drive, Naples, unless noted below.

January 15, 2019	February 19, 2019	March 19, 2019	April 16, 2019
May 21, 2019	August 20, 2019	*August 27, 2019	September 17, 2019
October 15, 2019	November 19, 2019		
*This is a JOINT MEETING with Lee BPCC, location TBD			

Congestion Management Committee (CMC) – Bi-Monthly at 2:00 p.m.

All CMC Meetings are held on the third Wednesday of every other month. CMC Meetings will be held at the Collier County Growth Management Department Main Conference Room, 2885 South Horseshoe Drive, Naples, unless noted below.

January 16, 2019	March 20, 2019	May 15, 2019	July 17, 2019
September 18, 2019	November 20, 2019		

Local Coordinating Board (LCB) for the Transportation Disadvantaged – Quarterly at 2:30 p.m.

All LCB Meetings are held quarterly on the first Wednesday of the corresponding month. LCB Meetings will be held at the Collier County Government Center Building F, Information Technology Training Room 5th Floor, 3299 E. Tamiami Trail, Naples, unless noted below.

March 6, 2019	May 1, 2019	September 4, 2019	December 4, 2019
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