



Agenda CAC

Citizens Advisory Committee
GMD Planning & Regulation
Conf. Room 609/610
2800 N. Horseshoe Drive
Naples, FL 34104

This is an in-person meeting

February 28, 2022, 2:00 PM

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of the Agenda**
- 4. Approval of the January 24, 2022 Meeting Minutes**
- 5. Open to Public for Comments Items Not on the Agenda**
- 6. Agency Updates**
 - A. FDOT
 - B. MPO Executive Director
- 7. Reports & Presentations***
 - A. Sunshine Law Presentation
- 8. Committee Action**
 - A. Elect Chair and Vice-Chair
 - B. Endorse 2050 LRTP Scope
 - C. Review & comment on Draft UPWP (new 2-yr)
- 9. Member Comments**
- 10. Distribution Items**
- 11. Next Meeting Date**

March 28, 2022
- 12. Adjournment**

**May Require Committee Action*

PLEASE NOTE:

The meetings of the advisory committees of the Collier Metropolitan Planning Organization (MPO) are 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 should contact the MPO Director at least 14 days prior to the meeting date. Any person who decides to appeal a decision of the advisory 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 Title VI Specialist Ms. Danielle Bates (239) 252-5814 or by email at: Danielle.Bates@colliercountyfl.gov, or in writing to the Collier MPO, attention: Ms. Bates, at 2885 South Horseshoe Dr., Naples, FL 34104.

**CITIZENS ADVISORY COMMITTEE of the
COLLIER METROPOLITAN PLANNING ORGANIZATION
MEETING MINUTES
January 24, 2022 2:00 p.m.**

1. Call to Order

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

2. Roll Call

Ms. Bates called the roll and confirmed a quorum was present.

CAC Members Present

Neal Gelfand
Karen Homiak
Dennis DiDonna
Rick Hart
Fred Sasser
Suzanne Szymanski

CAC Members Absent

Pam Brown
Robert Phelan
Katelyn Harrington

MPO Staff

Anne McLaughlin, Executive Director
Brandy Otero, Principal Planner
Scott Philips, Principal Planner
Danielle Bates, Administrative Assistant

Others Present

Victoria Peters, FDOT

3. Approval of the Agenda

Ms. Homiak moved to approve the agenda. Mr. Sasser seconded. Carried unanimously.

4. Approval of the November 29, 2021 Meeting Minutes

Ms. Homiak moved to approve the November 29, 2021 meeting minutes. Ms. Szymanski seconded. Carried unanimously.

5. Public Comments for Items not on the Agenda

None.

6. Agency Updates

A. FDOT

Ms. Peters: I received the applications for the next cycle of the draft tentative work program [2024-28]. The cycle starts over again each year, the tentative work program is approved annually by the governor and then sent to the MPOs, right now FDOT is doing constructability reviews for applications received for the upcoming cycle. The next draft tentative work program should come out in November.

B. MPO Executive Director

None.

7. Committee Action

7.A. Endorse FY 21-22 Unified Planning Work Program (UPWP) Amendment 4

Ms. Otero: Presented Executive Summary in the Agenda Packet.

Ms. Homiak moved to endorse FY 21-22 Unified Planning Work Program (UPWP) Amendment 4. Ms. Szymanski seconded. Passed unanimously.

7.B. Endorse New Transit Priority

Ms. McLaughlin: Presented the Executive Summary. We have \$5 million in our SU box and we don't like to leave money on the table. This project has a history as it was initially funded as building rehab project in the 2045 Long Range Transportation Plan (LRTP), and in the Transportation Improvement Plan (TIP). But after a deeper analysis and changes to the building code it made more sense to redevelop the entire building. We are bringing this item to the board on a technicality, since the funding being transferred is \$3 million we want to be transparent and take it through the committee process and to the Board for approval. The Technical Advisory Committee (TAC) has endorsed the project. The next step if you agree with adding the project to the transit priority list is to endorse the TIP amendment.

Mr. Gelfand: What does SU stand for?

Ms. McLaughlin: SU is a federal funding category, it is the Surface Transportation Block Grant Program - Urban, its funding provided to MPO areas with a population of 200,000 or more. The MPO receives certain allocations to program more assertively through our project priority process.

Ms. Homiak moved to endorse New Transit Priority. Mr. Sasser seconded. Passed unanimously.

7.C. Endorse Amendment 4 to the FY 2022–2026 TIP & Authorizing Resolution

Mr. Philips: Presented Executive Summary. Follows up 7.B. This item includes the draft resolution, signature page, the TIP page that shows the transfer, and FDOT letter requesting the action. This amendment was endorsed by the TAC.

Ms. Szymanski moved to endorse Amendment 4 to the FY 2022–2026 TIP & Authorizing Resolution. Mr. Hart seconded. Passed unanimously.

7.D. Review & Endorse Scope for 2050 Long Range Transportation Plan (LRTP) Base Year Data Development

Ms. McLaughlin: Presented Executive Summary. The timeline for updating the LRTP occurs every 5 years, it is driven by FDOT's process of developing a regional planning model. FDOT asked us to submit base year data by the beginning of June, we've been in communication with FDOT about the submittal date since we're using the Collier Interactive Growth model (CIGM). The County is updating and calibrating the model to the 2020 census. We anticipate that the CIGM update will be done by June, and that the earliest we can provide the data to FDOT is July. The TAC voted to endorse this item. The hope is to use our general planning contract so we can begin data collection immediately. There's a GIS component, and lots of data to gather from various agencies, like traffic counts. The details are in the attachment. The last LRTP initial draft was prepared in house, and it had to be cleaned up a lot by the vendor.

Ms. Szymanski: Last time there was lots of debate about data and where it came from. It's more sensitive because Collier growth data is jumping, the past 18 months we had a large influx of new residents. The last LRTP had a mechanism to recalculate for the planning horizon, will we start with 2020 data and include a mechanism to account for growth rates?

Ms. McLaughlin: It's all estimated, the base year simply sets the starting point. Backing it up to 2019 is as good as we'll get. Then we use the Bureau of Economic Research and Business Research (BEBR) projections, which is a credible source. It provides low, medium, and high population estimates. We use the medium population estimate. You may be remembering that the CIGM projects to build out, so we have a good sense of what to expect by using that, but we're required to plan towards a reasonable population projections provided by widely accepted experts and are required to stop at 2050. There's some judgement involved; we should have a consultant on board to do the analysis shortly.

Mr. Gelfand: Do we look backwards at how accurate the assessments were? A post analysis to see if data is reliable and valid?

Ms. McLaughlin: Depends, who you mean by we? I would say every entity that does projections, social economics, traffic, etc., they ask how close did we hit it? BEBR and the Census do. I did it for fun looking at the 2010 Census data, BEBR medium projections, the CIGM, and the 2020 Census data, it showed that the BEBR medium projection was very close. But who can predict what happened with COVID? If you update every 5 years, it's gives us a chance to recalibrate.

Mr. Gelfand: If you plan, plan often.

Mr. Sasser: Under the model features there are three airports, but it doesn't include Immokalee. I thought it was planned to expand for freight.

Ms. McLaughlin: Immokalee is one of the county airports, we will get data for all three county airports, Immokalee, Everglades City, and Marco Island, and we'll get data for the Naples airport. The handout you're referring to is from FDOT, we we'll let them know to include Immokalee.

Ms. Homiak moved to endorse Scope for 2050 Long Range Transportation Plan (LRTP) Base Year Data Development. Ms. Szymanski seconded. Passed unanimously.

7.E. Review & Comment on Scope for 2050 LRTP

Ms. McLaughlin: Presented the Executive Summary. This is more complicated and far more reaching than the scope. This item is for the development of the entire 2050 LRTP. We're starting early because we learned that it takes about a year to get through the county's procurement process for a contract this large, and getting through reviews from FDOT, Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and committees and the Board as well. We developed a draft scope of work building on the 2045 LRTP scope and filling in gaps and things we didn't get right last time, and we are introducing language we anticipate will be included in the current federal transportation bill. It's very lengthy and detailed, last time we didn't specify certain items and they did not get done, that's how contract scopes work with vendors. The TAC did endorse the item. We need data early in the process to develop the model, describe needs to develop cost feasible estimates, while specifying that we want the vendor to use as much of the existing plan as possible and not recreate everything—we paid a lot for the 2045 LRTP and only certain things have changed since it was adopted. Vendors like to brand and start over with new charts and graphics, some of those items do not need to change or be updated. There is also a number of public meetings included in the scope, including regional meetings. The TAC and CAC drove the public involvement process and we anticipate working with these committees to lead that process again. We're including time to meet with the tribes, and to hold six public outreach meetings. We're not asking for your endorsement at this time; you may want to spend time to review the scope and ask questions at the next CAC meeting. The TAC provided comments and asked us to emphasize transit in the modeling phase, which we will do. We will bring this item back to the February TAC and CAC meetings to begin the year-long procurement process.

Mr. Gelfand: Is this sort of thing going to bid or using the former vendor?

Ms. McLaughlin: We must follow the county's procurement requirements and use an open-ended procurement process for federal grant money. We work closely with county procurement office, and we also coordinate with county grants office to make sure we are meeting all the procurement requirements. This projected costs is around \$900,000, that cost is above the amount that could be considered to use an expedited process. The base year data collection will use our general planning contract.

Mr. Gelfand: Does working on a prior plan give them a leg up for the next one?

Ms. Otero: Only on the basis that they could put together a better proposal. When you put out request for professional services, each consultant will prepare and submit a proposal to the MPO, and the selection committee will review it. Consultant proposals are evaluated by what is submitted, and not past knowledge or experience. The scores are based on the evaluation, and references provided in the proposal.

If the consultant puts together a great team and has a good proposal it should help, if they don't sell it in the proposal, well then no, they must show you the work they are proposing to do.

Mr. DiDonna: When we hire the consultant will they tell us what they need, or we tell them? Is it based on data?

Ms. Otero: The scope is us telling them you're giving us this, everything is based on data and modeling.

Ms. McLaughlin: As we move from a needs plan - driven by data on population where are we growing, can roads and transit handle it, or is it weak and congested – however that's not the only factor. One must also focus on the cost feasible plan, take in project evaluation metrics, goals and objectives, practical needs, and other things that are difficult to quantify like preservation of the environment, enhancing connectivity, and promoting transportation travel options. Another factor is addressing public comments and CAC and TAC comments. It's often difficult to consider or add something to the plan that we did not include with the initial scope. Some items in the plan did not come from technical staff or consultant, rather they were included because of committees like the CAC and TAC. There's an art to this and collaboration is fundamental to the process. Funding costs are high and planning so far out is difficult, and regulations guiding the process are huge. It's true that the plan is data driven, and we're evaluated on that, but there's still a human element, what do people want and value?

Mr. DiDonna mentioned his concern that the Railroad has not been purchased due to rising costs. Additionally, he advocated for a bypass like the Sawgrass Expressway. **Ms. McLaughlin** discussed the lack of funding and regulations that restrict planning efforts. Additionally, she discussed that planning for matters of convenience often fall short of the mark when evaluating against other projects that address larger issues such as system failures in congestion management and major safety issues. **Mr. DiDonna** inquired about a sales tax increase or using impact fees from the Naples One Project. **Ms. Homiak** added that these issues must go through the Planning Commission and that occasionally the BEBR numbers are wrong such as in 2007/2008. **Ms. McLaughlin** clarified that this would be a County issue not an MPO issue.

8. Reports and Presentation (May require Committee Action)

8.A. Draft Project Sheets FY23-27 Transportation Improvement Program (TIP)

Mr. Philips: Presented Executive Summary. This is the initial draft of the TIP project sheets; they were developed using FDOT's draft tentative work program issued in November. We're trying to get ahead of the game and are asking you review them and share comments with Scott or Anne.

Ms. Szymanski: Where do we go to find more project details?

Mr. Philips: We try to include as much detail in the that in project descriptions. However, we are limited to what we are provided by FDOT

Ms. Peters: The TIP is built using the tentative work program. It feeds from project priorities. I can give more information from the application. If it's programmed for design and construction, we'll tell you, if they've already been designed, we have a better idea of what's happening. The projects in the TIP came through the committees, but we can dig for more information.

Mr. Sasser: Send queries through the MPO?

Ms. Peters: It's good to copy the MPO, they should know too, because all projects come through them.

Mr. Philips: Programming must be identical to the STIP as part of the federal review. In programming you want to provide a broad spectrum in the project description, things often change so you want leverage and leeway to adjust for changes that otherwise would slow down project delivery.

Mr. Gelfand: Did someone ask for the sidewalk project on Vanderbilt Drive? How does it get started, approved by community? Part of deal with developer? Is there a history that would be useful?

Ms. Otero: The projects go through a prioritization process, bike-pedestrian projects go through BPAC, and are usually submitted by the County and sometimes the cities. They're evaluated and ranked then provided to the advisory committees and MPO Board for additional evaluation prior to approval. Once they are approved by the committees, the MPO Board and FDOT, they are then eligible to be programmed in the TIP. The vetting process is very thorough.

9. Member Comments

Ms. Szymanski: Has there been planning for the US 41 and Davis triangle, the intersection is a mess?

Ms. Otero: That's a CRA issue not the MPO.

Ms. Lantz: They came in and it fell apart. If the project comes back it has to go through the Planning Commission, then the Board of County Commissioners. There will be a traffic impact statement. It involves the Planning Commission, Comprehensive Planning, and Zoning. If it's approved by them, then it's in line with the LRTP. They're allowed to bring the project back to the Commission and they have to pay impact fees etc. If they're vested they can do it, that's why the county looks after it and make changes.

Ms. McLaughlin: It's all restricted by laws.

Ms. Homiak: For 30 years it's been redone, this is the best it's ever worked.

10. Distribution Items

None.

11. Next Meeting Date

February 28, 2022– 9:30 a.m. – in person

Meeting was adjourned at 3:06 p.m.

EXECUTIVE SUMMARY
REPORTS AND PRESENTATIONS
ITEM 7A

Sunshine Law Presentation

OBJECTIVE: For the committee to receive a presentation on Florida's Government in the Sunshine Law.

CONSIDERATIONS: The Collier County Attorney's Office will provide a brief presentation on Florida's Government in the Sunshine Law. The Florida Sunshine Law protects the public from "closed door" decision making and provides a right of access to governmental meetings. Collier County strictly adheres to the Sunshine Law.

STAFF RECOMMENDATION: That the committee receive the presentation and ask questions.

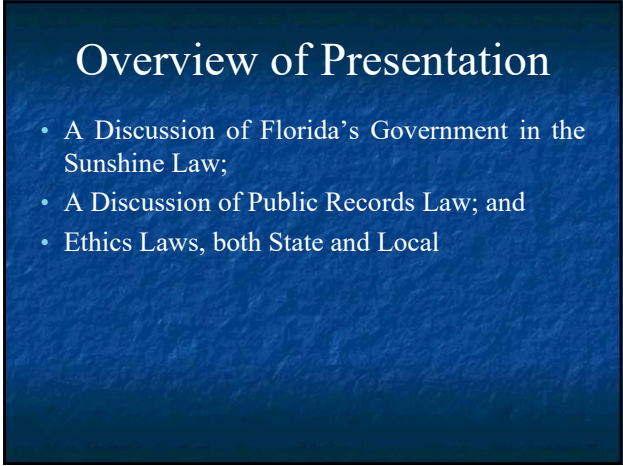
ATTACHMENT(S):

1. Sunshine Law Presentation

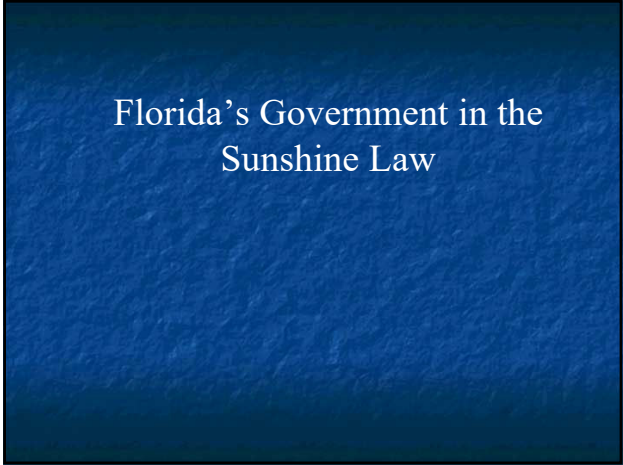
Prepared By: Brandy Otero, Principal Planner



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2



3

What is Florida's Government-in-the-Sunshine Law?

- Enacted in 1967
- Found in Chapter 286, Florida Statutes
- Establishes a basic right of access to most meetings of boards, commissions and other governing bodies of state and local governmental agencies or authorities



4

Sunshine Law

The Sunshine Law is “applicable to any gathering, whether formal or casual, of two or members of the same board or commission to discuss some matter on which foreseeable action will be taken by the public board or commission.”

Hough v. Stembridge, 278 So. 2d 288 (Fla. 3d DCA 1973).

5

The Three Basic Requirements of the Sunshine Law, § 286.011, Florida Statutes



Meetings of public boards, commissions or committees (“boards”) must be open to the public.



Reasonable notice of such meetings must be given.



Minutes of the meeting must be taken.

6

Meetings Must be Open to the Public

The public must be allowed to attend meetings, and the location:

- Must be accessible
- Sufficient size for turnout
- Facility cannot discriminate based on age, race, etc.
- Public access not unreasonably restricted
- Be within Collier County with few exceptions
- The public shall be given a reasonable opportunity to be heard on a proposition before a board or commission. Board may establish policies to maintain orderly conduct and decorum. May establish time limits.

7

Reasonable notice of such meetings must be given.

The public must be given reasonable and timely notice so they can decide whether to attend. What is “reasonable” or “timely” depends on the circumstance. It does not necessarily require a newspaper advertisement; contact the County Attorney’s Office for guidance.

8

Minutes of the meeting are required. Written minutes must be taken and made available promptly.

- Sound recordings may also be used, but only in addition to written minutes.
- Minutes may be a brief summary of meeting’s events.
- Minutes are public records.
- Minutes must record the votes.



9

- ☀ The Sunshine Law applies to all advisory boards and all of the advisory board's subcommittees.
- ☀ The Sunshine Law applies when two or more members of a board or subcommittee discuss a matter that may foreseeably come before the board or subcommittee.

10

Subcommittee Issues

A subcommittee is a subordinate committee chosen from among the members of a main committee to carry out special assignments. All members of a subcommittee must be members of the Advisory Board. All subcommittees are Sunshine Committees, and must adhere to all of the requirements of the Sunshine Law.

11

Advisory Board Members

Must strictly adhere to all aspects of the Sunshine Law.

- No pre or post meeting discussions;
- No private conversations on the dais;
- Avoid texting on the dais;
- May not use non-members as liaisons between board members;
- Avoid the appearance of impropriety.

12

Written Correspondence

A board member may send documents on matters coming before the board for official action to other board members, PROVIDED there are no responses from, or interaction related to documents among, the board members prior to the public meeting. The written correspondence becomes a public record.

•Recommend use of staff liaison.

•Two way communication must be done in the Sunshine.



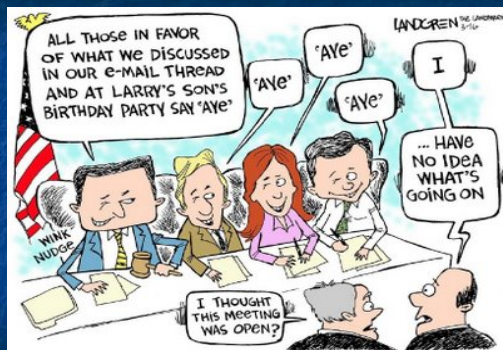
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Inspection Trips

Members of an advisory board may conduct inspection trips (limited basis).

- All requirements of the Sunshine Law must be met, as fact finding exemption does not apply to a board with "ultimate decision-making authority." See Finch v. Seminole County School Board, 995 So. 2d 1068 (Fla. 5th DCA 2008).
- To avoid Sunshine issues, if you wish to conduct an inspection, do so outside the company of a fellow board member.

14



15

FAQs

- Are two members of the same Advisory Board or Board of County Commissioners allowed to attend the same social event or civic function, like a Chamber of Commerce meeting?
- Social events and other community events are of course permissible. Advisory Board members must be aware not to discuss any matter that may be discussed at their advisory board meetings.

16

- Does the Sunshine Law apply to a meeting between one County Commissioner and a private citizen?
- No, the Sunshine Law only applies to certain discussions between two members of the same board.

17

Validity of Action Taken in Violation of The Sunshine Law/Subsequent Corrective Action

- ☀ Section 286.011, F.S., provides that no resolution, rule, regulation or formal action shall be considered binding except as taken or made at an open meeting.
- ☀ Recognizing that the Sunshine Law should be construed so as to frustrate all evasive devices, the courts have held that action taken in violation of the law is void *ab initio* (*from the beginning*).
- ☀ *Within limitations*, some case law exists holding that Sunshine Law violations can be cured by independent, final action taken completely in the Sunshine.

18

What are the Consequences if a Public Board or Commission Fails to Comply with the Sunshine Law?

Criminal Penalties:

- It is a second degree misdemeanor to knowingly violate the Sunshine law.
- Punishable with a fine of up to \$500 and/or up to 60 days imprisonment.

Other Penalties Include:

- Removal from position.
- Payment of attorney's fees incurred by the challenging party, as well as declaratory and injunctive relief.

19



The Headlines We Don't Want!

"Judge Finds Marco Councilor Guilty of Sunshine Law Violation!!" Naples Daily News 2/7/08

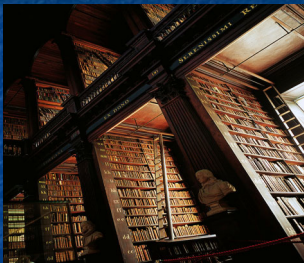
"Planning Member's Lunch Clouds Florida in Sunshine Law" Naples Daily News 2/7/07

Grand Jury OKs City Sunshine Law Investigation 7/12/07 Jacksonville News

"A Times-Union Investigation Finds Evidence of Florida Sunshine Law Violations" Florida Times-Union 6/14/07

20

PUBLIC RECORDS



Office of the County Attorney
Jeffrey A. Klatzkow, County Attorney

21

The Definition of Public Records Open to Inspection to Any Person is Very Broad.



A public record encompasses all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge, regardless of whether such materials are in final form.

22

Public Records Law



Public Records include:

All documents, paper, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of physical form or means of transmission made or received pursuant to law in connection with transaction of official business by the agency. (Chapter 119, Florida Statutes)

23

Public Records Law applies to:



Records developed by the Board, Board-Appointed Committees, and employees



All Types of records including written communications, letters, notes and e-mails

Numerous exemptions are identified in §119.07, Florida Statutes, and other statutes

24

ADVISORY BOARD GUIDELINES FOR PUBLIC RECORDS AND EMAILS

- While you are serving on an advisory board, correspondence and emails to or from anyone, on any computer (private or government owned), relating to County business is a public record.
- Public records must be maintained pursuant to State guidelines. You may save them on the computer, a disk, or as a hard copy. If leaving your position on an advisory board, please provide a copy of all public records in your possession to the County Staff Liaison.
- One-way communications by email should be directed to the County Staff Liaison. Pursuant to the Sunshine Law, no two-way communications between members (except during publicly noticed meetings) is permitted.
- If you choose to communicate with members of the public concerning County business via email, please be aware that your name and email address, as well as the name and email address of the public person, becomes a public record.

25

What Public Records are Exempt From Disclosure?

Common exemptions are:



- Records prepared for litigation proceedings or in anticipation of legal proceedings
- Social Security numbers of employees and former employees
- Sealed bids or proposals
- Home addresses of current and former law enforcement officers including Code Enforcement Officers

26

Public Records Requests

Can be made verbally or in writing by any person

The Board, Committee, or Staff:

- Has a "reasonable" time to respond
- Can charge for the cost of retrieving records if the amount requested is voluminous
- Can charge 15 cents per page

The Public Records Law does not require:

- The retention of records (this is covered by the State's records retention policy)
- The creation of records or the provision of records in the format requested
- An explanation of the records

* Collier County Resolution No. 2007-327

27

PENALTIES



A violation of the Public Records Act carries both civil and criminal penalties!

28

FAQs

1. How does someone make a public records request?

A public records request may be as formal as a written request or as informal as a telephone call with everything in between.

2. Is the person making a public records request required to fill out an application or some other form?

29

No. The important thing is to find out what records are being asked for, and to get a copy of those records to the requestor within a reasonable time.

3. Who does this?

If the request is simple and can easily be handled by your department, such as a copy of a permit that the requestor had filed, then it should be handled then and there. Any substantial requests should be forwarded to the Customer Relations Division. Your supervisor should assist you in this.

30

Social Media and Florida's Sunshine and Public Records Laws



31

Tools for Social Networking:

Facebook
Twitter
Instant Messaging
You Tube
Instagram

32

Social Media Challenges

Increased risk of running afoul of Florida's
Government in the Sunshine and Public Records
Laws.

33

Florida's Public Records Laws Broad Definition

- Florida Supreme Court (1980)
- “All materials made or received by a city in connection with official business which are used to perpetuate, communicate or formalize knowledge.”

34

Social Media Activity is a Public Record...

Regardless of the platform, if the post/tweet/image or other material otherwise meets the standards for a public record,

- It *is* a public record,
- It *must* be retained, and
- It *must* be producible for inspection or copying if requested.

35



36

Social Media and Sunshine

Advisory board members ***must not*** engage on social media in an exchange or discussion of any matter that might foreseeably come before the board for action... ***Period.***

(To engage in such an exchange is to violate the Sunshine Law.)

The courts frown upon any communication activity between board members that appears to be an attempt to evade Sunshine Requirements.

37

The Comment Trap

Advisory board members must be wary of commenting on *any* social media platform about matters that foreseeably may come before the board for action.

(The danger arises from the potential for two or more board members to exchange comments, intentionally or inadvertently.)

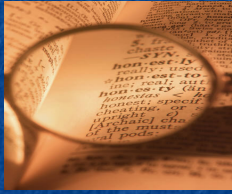
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FAQs

- Should I ever use my personal Social Media for County Business?
- Never. There is a reason that the County gives you an email account. Use your County email or use the telephone. And never use your personal computer for County business unless you have logged onto the County network. The last thing you want is someone to subpoena your hard drive to search for public records.

39

Ethics Laws



Office of the County Attorney
Jeffrey A. Klatzkow, County Attorney

40

This will not suffice!



41

Two Areas of Ethics Laws

- State Law: Chapter 112 Code of Ethics for Public Officers and Employees. Applies to all advisory board members, elected officials, and County employees.
- The County's Ethics Ordinance: Ord. No. 2003-53, as amended. Applies to all advisory board members, elected officials, and County employees.

42

Unauthorized Gifts and Compensation

Public officers or employees, local government attorneys, and their spouses and minor children are prohibited from accepting any compensation, payment, or thing of value when they know, or with exercise of reasonable care should know, that it is given to influence a vote or other official action. [Sec. 112.313(2), (4), Fla. Stat.]

43

Unauthorized Compensation

Public officers including Advisory Board members, and their spouses and minor children are prohibited from accepting any compensation, payment, or thing of value when they know, or with the exercise of reasonable care should know, that it is given to influence a vote or other official action. [Sec. 112.313(4), Fla. Stat.]

44

Misuse of Public Position

Public officers and employees, and local government attorneys are prohibited from corruptly using or attempting to use their official positions or the resources thereof to obtain a special privilege or benefit for themselves or others. [Sec. 112.313(6), Fla. Stat.]

45

Disclosure or Use of Certain Information

Public officers and employees and local government attorneys are prohibited from disclosing or using information not available to the public and obtained by reason of their public position for the personal benefit of themselves or others. [Sec. 112.313(8), Fla. Stat.]

46

Prohibited Business Relationships

- 1. Doing Business With One's Agency
- 2. Conflicting Employment or Contractual Relationship

47

Doing Business With One's Agency

- (a) A...public officer acting in an official capacity, is prohibited from purchasing, renting, or leasing any realty, goods, or services for his or her agency from a business entity in which the officer or employee or his or her spouse or child owns more than a 5% interest. [Sec. 112.313(3), Fla. Stat.]
- (b) A public officer or employee, acting in a private capacity, also is prohibited from renting, leasing, or selling any realty, goods, or services to his or her own agency if the officer or employee is a state officer or employee, or, if he or she is an officer or employee of a political subdivision, to that subdivision or any of its agencies. [Sec. 112.313(3), Fla. Stat.]

48

Conflicting Employment or Contractual Relationship

- (a) A public officer or employee is prohibited from holding any employment or contract with any business entity or agency regulated by or doing business with his or her public agency. [Sec. 112.313(7), Fla. Stat.]
- (b) A public officer or employee also is prohibited from holding any employment or having a contractual relationship which will pose a frequently recurring conflict between the official's private interests and public duties or which will impede the full and faithful discharge of the official's public duties. [Sec. 112.313(7), Fla. Stat.]
- Can be waived in the case of Advisory Board Members by a two-thirds vote of the Board of County Commissioners (after disclosure on Commission Form 4A).

49

Voting Conflicts of Interest

Requires no County, municipal, or other Local Public Officer (including members of Board appointed committees) shall vote in an official capacity upon any measure which would inure to the special private gain or loss of themselves, any principal or entity by whom they are retained, other than an agency as defined in § 112.312(2), *Fla. Stat.*, or to any relative or business associate. (Specific exemptions apply.)

50

Voting Conflicts of Interest

- Exemptions may apply:
- 1. Remote and speculative test “uncertainty at time of vote.”
- 2. Size of class test “unique gain or loss.”

51

Requires that public officers, including members of advisory committees:

- Ⓢ Must announce the nature of the conflict before the vote; abstain from voting; and file a memorandum of voting conflict.
- Ⓢ May not participate in the discussion without first disclosing the nature of their interest in the matter (either in writing prior to the meeting, or orally as soon as they become aware that a conflict exists).
- Ⓢ May not participate in an attempt to influence the decision.

52

Optional Abstention Provision

- Section 286.012, Fla. Stat., provides that an advisory board member may abstain from voting on a matter when there is or appears to be a possible conflict of interest to avoid any perceived bias or prejudice.
- The advisory board member is required to file Voting Conflict Form 8B when citing a potential conflict under this provision.

53

Form 1 - Limited Financial Disclosure

- Collier County Code Enforcement Board
- Collier County Planning Commission
- Collier County Water and Wastewater Authority

54

Penalties

Violation of Statute
Includes a fine up to \$10,000 and
removal from office



55

Collier County Ethics Ordinance



56

Collier County has a No Gift Policy

Public officials including Advisory Board members are prohibited from accepting any gift or any other thing of monetary value from anyone that has an interest that may be substantially affected by the performance or non-performance of duties of a public official.

Stricter than State Law.

57

County Ethics Ordinance

Limited Exceptions Apply!

- ❖ Gifts from relatives.
- ❖ Unsolicited advertising or promotional materials.
- ❖ Gifts for participation in a seminar.
- ❖ Award of nominal commercial value.
- ❖ Food or beverage offered to all attendees at a conference or business meeting, up to \$4.
- ❖ When in doubt, please ask! Better yet, just say no or pay for the food or beverage.

58

PENALTIES for violating County Ethics Ordinance

County Ordinance
Violations Carry Jail as
Well as Fine Penalties



59

FAQs

- What are the most common violations of the County Ethics Ordinance?
- Every year we get questions involving Christmas or holiday gifts. Gifts from the public, or those whom you do County business with, may not be accepted and must be returned.
- Another common question asked is whether vendors may provide lunch or other snacks for a working meeting.

60

- Under the County Ordinance, vendors may not provide anything of value to County employees or Advisory Board members and this would include lunch or snacks provided at a meeting.
- Another question often asked is whether a citizen may bake a cake or bring a case of water to Advisory Board members. Pursuant to the County Ordinance, this is not allowed.

61

- The County's Ethics Ordinance is very strict. If anyone tries to pay for your lunch, in connection with your County advisory board service, please say no thank you and pay for lunch!
- With all that said, if you ever have any questions involving an Ethics issue please call us. We are not the "Ethics Police." We are here to help, and we will keep your question confidential (remember that emails are public records).

62

- If you want, we will gladly give you a written legal opinion on what you can or cannot do. We cannot help you after-the-fact; when in doubt call us.

63

When in Doubt, Call or Email Us!

OFFICE OF THE COUNTY ATTORNEY

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Colleen M. Greene, Managing Assistant County Attorney
Colleen.Greene@colliercountyfl.gov

3299 East Tamiami Trail, Suite 800
Naples, FL 34112
Phone: (239) 252-8400

Questions/Concerns Regarding Sunshine Law, Public Records, Ethics and
Ex-Parte Disclosure Matters

64

DAS statutory exemptions examples:

- Veterinary records received from a veterinarian, Sec. 474.2165, F.S.
- Bite cards need to be reviewed for medical documentation for the victim and/or minor information.
- ACO personal information (home address, telephone #, SS#, photos, medical) Sec. 119.071(4)
- Rabies card provided by veterinarian

65

EXECUTIVE SUMMARY
COMMITTEE ACTION
ITEM 8A

Elect Chair and Vice-Chair

OBJECTIVE: For the Committee to elect a Chair and Vice-Chair for calendar year 2022.

CONSIDERATIONS: The committee by-laws require that the committee elect a Chair and Vice-Chair at the first regularly scheduled meeting of each year when a quorum is attained.

Any committee member may nominate or be nominated as Chair/Vice-Chair. Elections shall be decided by the majority vote of committee members present. The Chair and Vice-Chair shall serve a one-year term or until a successor is elected. The Chair's term of office shall be limited to two consecutive one-year terms. Neal Gelfand is the current Chair and has served two, one-year terms; the Vice-Chair position is vacant.

STAFF RECOMMENDATION: That the Committee elect a Chair and Vice-Chair for calendar year 2022.

ATTACHMENT(S):

None.

Prepared By: Brandy Otero, Principal Planner

EXECUTIVE SUMMARY
COMMITTEE ACTION
ITEM 8B

Endorse 2050 Long Range Transportation Plan (LRTP) Scope

OBJECTIVE: For the committee to endorse the 2050 LRTP Scope.

CONSIDERATIONS: The MPO has revised the Scope based on comments made by the Technical Advisory Committee at their January meeting. (**Attachment 1**). The process for continuing to refine the Scope and issue a Request for Professional Services is expected to take approximately 10-12 months. The sample timeline shown below is an estimate based on a 3/17/22 transmittal to the Procurement Services Division. Dates are subject to change dependent upon grantor review time:

- Transmit Scope of Services to FDOT/FHWA for review and comment
- Transmit solicitation request to Procurement Services (3/17/22)
- Draft Solicitation package prepared and routed to MPO for review (3/24/2022)
- Office of Management Budget Review/Grant clause preparation (5/3/22)
- Transmit Solicitation to FDOT/FHWA for review and comment (5/3/22)
- Advertise to BidSync (6/3/22)
- Proposals Due (7/5/22)
- Notice of Recommended Award (8/15)
- Final Ranking/Approval for Negotiation to MPO Board (9/9/22)
- Contract negotiations begin (9/10/22)
- Contract negotiations end (11/10/22)
- Contract Development begins (11/11/22)
- Transmit final contract to FDOT/FHWA for review and concurrence (1/1/23)
- Final contract approval to MPO Board (2/10/23)

STAFF RECOMMENDATION: That the committee endorse the 2050 LRTP Scope for the purpose of moving forward with the understanding that MPO staff will report back on any changes as we take it through the procurement process.

ATTACHMENT(S):

1. Revised 2050 LRTP Scope in Track Changes

Prepared By: Anne McLaughlin, Executive Director

2050 Long Range Transportation Plan (LRTP) Scope of Services

(revised per TAC comments 1/24/22)

INTRODUCTION

Every five years, the Collier Metropolitan Planning Organization (MPO) updates its Long Range Transportation Plan (LRTP). Pursuant to federal guidelines, the MPO is scheduled to adopt a 2050 LRTP by December 2025. The purpose of this plan update is to advance the LRTP's 20-year planning horizon and to adopt a new Cost Feasible Plan (CFP) that encourages and promotes a safe and efficient, multi-modal transportation system that addresses the future year transportation demands. Results of the LRTP process are intended to serve the overall mobility needs of the area while also being cost effective and consistent with national, state and local goals and objectives. The 2050 LRTP must conform with 23 CFR § 450.324, address national Performance Measures and the MPO's adopted Targets, federal planning factors (23 CFR § 450.306) as updated, state planning emphasis areas, the Federal Highway Administration's (FHWA) Expectation Letter(s) and new federal guidance implementing the Infrastructure Investment and Jobs Act (IIJA).

SCOPE OF WORK

The MPO is issuing a Request for Professional Services (RPS) to hire a consultant team to serve as the Team Project Manager and coordinate the planning, analysis and public involvement services. The MPO retains all rights and ownership to the data, reports, presentations, maps, video and figures delivered by the Consultant in order to complete the tasks in this Scope of Services. The consultant will undertake the following tasks during the development of the 2050 LRTP:

1. PROJECT MANAGEMENT

The consultant will provide over-all team project management, QA/QC review of documents, and provide support services as needed. Activities include a project kick-off meeting, management and oversight of the activities and products produced by the consultant team members and assisting MPO staff with management of the 2050 LRTP Update. Consultant will coordinate delivery of consultant teamwork products, provide technical support during staff review of products and communicate needed revisions to the consultant team. **The consultant will determine which of the tasks outlined in this Scope must occur simultaneously rather than sequentially for the project to remain on schedule and assign tasks to team members accordingly.** Consultant will communicate with all team members as needed to effectively manage the delivery of the services provided by each firm and will be responsible for maintaining the content of the project schedule, adjusting as needed, and communicating delivery schedule updates to team members.

The consultant will use the 2045 LRTP in its entirety as the basis for the 2050 LRTP update, updating existing text, graphics, spreadsheets, evaluation criteria and map series.

Deliverables:

- a. Project Schedule, continually updated, showing critical milestones, product deliverable dates, adequate time for MPO staff review prior to advisory committee, Board, or public meeting.
- b. Timely and thorough revisions when requested by MPO staff.
- c. On-time product delivery and invoicing.

2. PUBLIC INVOLVEMENT

The consultant will develop a Public Involvement Plan (PIP) for the 2050 LRTP consistent with the Scope and the MPO's *Public Participation Plan*. The PIP will include the provision of on-line opportunities for public input by establishing an interactive project web site and use of social media. The consultant will provide on-line surveys and maps, prepare necessary materials, exhibits, presentations, notices and handouts for meetings with the MPO Board and Advisory Committees. Consultant will take minutes and record verbal and documented comments from the public, staff and elected officials and keep a record of how comments were addressed in subsequent revisions to the LRTP; conversely, if comments did not result in revisions, the Consultant will briefly explain why.

The Consultant will provide translations of public meeting announcements and public surveys and for MPO staff to use when supplementing the consultant-supported outreach by giving presentations to local homeowner's and civic associations and by hosting informational booths at special events located in the MPO's traditionally underserved communities.

MPO staff from Lee County MPO and Collier MPO participate in the TAC meetings of both MPOs. Collier MPO and County GMD staff will coordinate closely with Lee County MPO and Lee County staff to ensure that regional roadway, transit and bicycle connecting corridors are planned jointly during the development of the two LRTP's Needs and Cost Feasible Plan. The consultant will present the draft Cost Feasible Plan at a joint regional Lee County/Collier MPO Board meeting.

To ensure outreach to all stakeholders as required by federal guidance, Stakeholders - The MPO will provide the email addresses for its Adviser Network, state and federal land management agencies, regional freight representatives, advisory committee members, Lee County MPO, and other stakeholders.

Deliverables

- a. Public Involvement Plan
- b. Meeting materials, announcements, handouts; minutes, record of public comments and responses
- c. Presentations (minimum of 19)
 - i. MPO Board (4) – to coincide with major milestones
 - ii. Joint Regional Lee County/Collier MPO Board meeting (1)
 - iii. CAC and TAC (6) – to coincide with major milestones and need for public and technical staff input
 - iv. Seminole and Miccosukee Tribes (2) – a minimum of two meetings will be offered each Tribe, the first during initial phase to identify needs and concerns prior to development of the Needs Plan and the second during development of the Cost Feasible Plan. MPO staff will initiate communications in accordance with the MPO's *Government to Government Public Involvement Policy* in the MPO's *Public Participation Plan*.
 - v. General Public (6) – six public meetings held in the following three locations: Immokalee, Golden Gate City and at the Collier County Government Center. These locations have been identified to facilitate participation by a broad cross-section of the public. **The first round of meetings will be held during development of the Needs Plan and the second round during development of the Cost Feasible Plan.**

3. DECISION-MAKING FRAMEWORK

Vision: The consultant will describe the collective vision for the region in text and graphic format that is based on a composite of future land uses according to the current policies of the MPO's member governments, highlighting developed and developable lands, protected lands, special places, regional roadways that connect to adjacent counties, regional transit routes and SUNTrail corridors.

Goals and Objectives and Project Evaluation Criteria: The consultant will develop goals and objectives and project evaluation criteria to address the following factors:

- i. The Vision
- ii. Input from MPO's advisory committees, Tribal entities, stakeholders, general public and the MPO Board
- iii. federally mandated Metropolitan Planning Factors (23 CFR 450.306)
- iv. Florida Department of Transportation (FDOT) Planning Emphasis Areas as updated. These are currently equity, resiliency, sustainability, safety and emerging mobility
- v. FHWA Expectation Letter(s)
- vi. National Performance Measures
- vii. Infrastructure Investment and Jobs Act (IIJA) new formula funds and discretionary grant programs the MPO and/or local governments are eligible for competing in involving Infrastructure Resiliency, Transportation Equity, Vision Zero Action Plan for Bicyclists and Pedestrians and Safe Streets & Roadways for All.

Deliverables:

- a. Draft and Final Chapter 1 Introduction
- b. Draft and Final Chapter 2 Plan Process, County Overview, Vision, Goals and Objectives, Project Evaluation Criteria and scoring methodology
- c. Draft and Final Evaluation Matrix and Map Series for inclusion in the 2050 LRTP as an Appendix or Technical Memo (update 2045 LRTP evaluation matrix and map series as needed)

Map Series

- 2019 Base Year Roadway Network: MPO will provide (developed under GPC Task Order)
- Congested Corridors (Transportation System Performance Report Update)
- Safety Hotspots (Local Roads Safety Plan Update)
- Freight Corridors & Centers (FDOT D1 Report for Collier County)
- SIS Network (FDOT)
- Federal Aid Eligible Roadways (FDOT)
- Hurricane Evacuation Routes (MPO GIS files, 2045 LRTP)
- Existing Transit Routes and Transfer Centers (MPO GIS files, 2045 LRTP, add Park & Rides, update any routes added or modified – source PTNE)
- EJ Communities (MPO will update based on 2020 Census, under GPC Task Order)
- Coastal Flooding
- Others as needed to address federal expectation letters

4. FINANCIAL RESOURCES

The consultant will incorporate the state and federal revenue estimates provided by FDOT. If FDOT does not provide revenue projections for maintenance of the State road network, the consultant will project revenues in consultation with FDOT. The consultant will develop estimates for local funding contributions based on the County's currently available Annual Update and Inventory Report (AUIR) and information provided by the Collier County Growth Management Department. The consultant will develop City estimates for local funding contributions based on information provided by each City as applicable. Revenues will be grouped according to the Planning Time Periods identified by FDOT for the 2050 LRTP.

The consultant will develop realistically available Transit Revenue Projections consistent with the Transit Development Plan, through the year 2050. The TDP will provide the methodology for transit revenue projections, but the LRTP consultant must calculate the revenues beyond the TDP horizon.

The consultant will develop realistically available Airport Revenue Projections based on airport master plans provided by the MPO, and information provided by airport managers and the Federal Aviation Administration.

The consultant will describe the allocation of the MPO's SU Box among the categories of Bicycle/Pedestrian Facilities, Congestion Management, Bridges, Safety, and Planning based on the 2045 LRTP. (Reference Pg 6-14 and 6-17 of the 2045 LRTP.)

Deliverables:

- a. Draft Chapter 3 Financial Resources

5. FDOT DISTRICT ONE REGIONAL PLANNING MODEL DEVELOPMENT

Refer to exhibit entitled District One - 2050 Cost Feasible LRTP Model Development Process and Schedule.

The consultant will develop the following components in accordance with FDOT District One's schedule, allowing sufficient time for MPO staff and County Growth Management Department staff to review and approve prior to submitting to FDOT.

- a. 2050 Existing and Committed (E+C) Network: The 2019 Base Year Roadway Network comprises the "Existing" component. The consultant will add roadway network and transit facility and route improvements programmed for construction in the FDOT-specified TIP, and projects programmed for completion in the County's AUIR within the same timeframe to complete the "Committed" component. The County will provide updated route and headway information
- b. 2050 Socio-Economic (SE) Data: The consultant will use the County Interactive Growth Model (CIGM) to allocate the 2050 BEBR Medium Population Projections to TAZs in five (5) year increments to match planning periods. The CIGM is operated by Metro Forecasting Models (MFM). The CIGM projects population growth and associated non-residential development to build-out based on algorithms that take adopted land use policies and plans into account.

As part of the process, the consultant will analyze whether the TAZ structure should be modified and coordinate with FDOT, MPO staff and technical staff from affected member governments to devise the new structure and create the GIS shapefiles.

The consultant will devise a methodology, subject to FDOT's review and approval, to adjust the SE data to reflect the Bureau of Business and Economic Development medium population forecast

provided by FDOT.

- c. Developing and Testing Network Alternatives: FDOT will produce the following model runs and the consultant will develop the roadway network inputs, transit inputs and SE data refinements called for, in an iterative process, transitioning from the initial E+C Deficiency Analysis through the development and testing of the Needs Plan Network and ultimately, the development and testing of the Cost Feasible Plan Network in cooperation with FDOT. Each step in the analysis will factor in transit:
- i. Deficiency Analysis of the 2050 E+C network and SE data
 - ii. Alternative 1 Deficiency Analysis – the consultant will provide the network to be tested in format, beginning with the 2040 LRTP Cost Feasible Plan Network
 - iii. Alternatives 2 & 3 – the consultant will develop the Needs Plan network based on input received from MPO and GMD staff, MPO advisory committees, MPO Board, stakeholder and public input
 - iv. Alternatives 4 & 5 – the consultant will develop the Cost Feasible Plan network which, in addition to the input described in Section 5c.iii, is predicated on available financial resources (Draft Chapter 3) and factors in the results of the Evaluation Matrix (identified in Section 3, deliverable b.)
 - v. Preferred Alternative Network and SE Data – the consultant will develop further refinements based on input received up to this point.
 - vi. Adopted Cost Feasible Model – the consultant will develop further revisions if called for upon MPO Board adoption of the 2050 LRTP.

Deliverables:

- a. E+C roadway network and SE data
- b. Adjustments to roadway network, ~~and~~ SE data and transit system for Alternatives 1-5, the Preferred Alternative and the final Adopted 2050 LRTP.
- c. Summaries and analysis of network alternatives scenario modeling in the form of a Draft Technical Memo or Appendix suitable for inclusion in the 2050 LRTP

6. NEEDS PLAN

The consultant will develop the Needs Plan including the following components, building upon the *2045 LRTP Needs Plan, Chapter 4*) as a starting point:

Major Components

- i. Overview
- ii. Roadway Needs
- iii. E+C Roadway Projects in tabular and map formats, showing congestion based on the deficiency analysis map provided by FDOT
- iv. Other Roadway Needs, including Freight; Bridges; other congestion studies (such as the TSPR, including the notation that the TSPR is incorporated into the 2050 LRTP by reference) and Transportation System Management and Operations options to address congestion; and the Project Evaluation criteria such as Safety, Environmental, Resiliency, as described in Section 3, deliverable b of this Scope
- v. Roadway Needs Plan List of Projects in tabular and mapped (GIS and PDF) formats. The consultant will use FDOT's costing tool to develop cost for each project unless project specific information is known. Costs will be developed for present day and year of expenditure.
- vi. Bicycle and Pedestrian Needs – include the notation that the MPO's updated *Bicycle and Pedestrian*

Master Plan is incorporated into the 2050 LRTP by reference; highlight projects eligible for Healthy Streets Program, Reconnecting Communities Program, and Safe Streets and Roads for All Program (See Scope - Section 3 Goals & Objectives, New Discretionary Grant Programs)

- vii. Safety - include notation that the MPO's updated *Local Roads Safety Plan* (LRSP), restructured and entitled *Vision Zero Action Plan* is incorporated into the 2050 LRTP by reference (See Scope - Section 3 Goals & Objectives, New Discretionary Grant Programs)
- viii. Transit Needs – incorporate the MPO's updated *Transit Development Plan (TDP)* by reference and summarize in text, tabular and graphic format. Extend the Needs Analysis (including project costs) conducted for the TDP to address years 10-20 of the LRTP.
- ix. Air Transportation Needs – update summary in *2045 LRTP* and incorporate graphic and tabular descriptions of Airport Master Plans.
- x. ETDM Input and Review – Any new major transportation projects (on the State Highway System or the Strategic Modal System), or any not previously screened through the FDOT Efficient Transportation Decision Making (ETDM) process, must be screened through the Environmental Screening Tool (EST). The ETDM Screening Matrix for Qualifying Projects will be used to determine if a project must be screened. The consultant will be expected to prepare a purpose and need statement and GIS map for each project as well as a summary of any major issues/comments noted during project review. The screening must be conducted in conjunction with the update of the Needs Plan or the Cost Feasible Plan but completed before the final approval of the plan. The purpose of the planning screen review is to provide additional information to the MPO to make determination whether the project, as proposed should be adopted in the LRTP. The screening of local projects not on the State Highway System is optional.

Deliverables:

- a. Presentations during the development of the Draft Needs Plan to CAC, TAC, MPO Board, Tribal governments and at general public meetings (reference Public Involvement Plan Section 2)
- b. Draft and Final Chapter 4 Needs Plan
- c. ETDM Screening – Project in GIS (as required by FDOT) and purpose and need statements for each screened project. List of screened projects included in final LRTP.

7. COST FEASIBLE PLAN

The consultant will develop the Cost Feasible Plan in close coordination with Collier MPO and Collier County GMD staff based on a multiplicity of factors, including:

- Network Alternatives Analysis described in Section 5 of this Scope
- Financial Resources identified in Section 6 of this Scope
- The project ranking produced by the scoring methodology and Project Evaluation Matrix developed in Section 3 of this Scope
- Advisory committee, tribal, technical staff, MPO Board, stakeholder, Lee MPO (on regional connections), and general public input

The Cost Feasible Plan will, at a minimum, address:

- I. Roadway Cost Feasible Projects
- II. Projects funded by the MPO's TMA SU "Box" funds, including: Bicycle and Pedestrian Projects, Congestion Management Projects, Transit Projects (eligible for SU funding), Bridge (New and

- Replacement Projects), Safety Projects and Planning Projects.
- III. Transit Cost Feasible Projects
- IV. Freight Network Projects
- V. Airport Transportation Projects

The consultant must include a Table of the MPO's TIP in its entirety in the Cost Feasible Plan. If necessary, ETDM Input and Review task can be accomplished as part of the Cost Feasible Plan but must be completed prior to adoption.

Deliverables:

- a. Presentations during the development of the Draft Cost Feasible Plan to CAC, TAC, MPO Board, Tribal governments and at general public meetings (reference Public Involvement Plan Section 2)
- b. Draft and Final Chapter 5 Cost Feasible Plan

8. DRAFT 2050 LRTP

The consultant will compile a complete draft of the 2050 LRTP, including at a minimum, the following components:

- i. Executive Summary
- ii. Table of Contents
- iii. Chapters 1- 5 described in this Scope
- iv. Chapter 6 - Implementation Framework
- v. Acronyms
- vi. References
- vii. Appendices
 - a. Federal and State LRTP Requirements, including federal Expectation Letter(s), in check list format showing where in the document the item(s) can be found
 - b. Reference Maps, as needed
 - c. 2050 Evaluation Criteria Map Series
 - d. 2050 Roadway Needs Evaluation Matrix
 - e. System Performance Report (provided by MPO staff)
- viii. Technical Compendium
 - a. Socio-economic Data
 - b. Project Cost Development Methodology
 - c. Roadway Network Scenarios - Modeling
 - d. Public Involvement Summary Report

Deliverables:

Draft 2050 LRTP inclusive of components i-vii (MPO staff will post the Draft LRTP on FDOT's MPO Document Portal for review by FDOT, FHWA and FTA.)

- a. Complete Draft 2050 LRTP
- b. Presentations to CAC/TAC
- c. Pre-Recorded Video Presentation (for posting on-line and distribution by MPO staff)
- d. Presentation to the MPO Board
- e. Presentation at general public meetings (round two)

9. FINAL 2050 LRTP

The consultant will make final revisions as directed by the MPO Board, if needed, produce the Final 2050 LRTP, submit the document to MPO staff as a word doc. and PDF suitable for double sided printing, and produce 20 bound, hard copies. The consultant will re-record portions of the video presentation if needed to address the revisions. MPO staff will present the final 2050 LRTP to advisory committees and the Board.

Deliverables:

- a. Complete Final 2050 LRTP in word.doc and PDF formats, suitable for double sided printing (MPO staff will post on FDOT MPO Document Portal)
- b. 20 bound hard copies
- c. Revised pre-recorded video presentation, if needed based on revisions
- d. Presentation to MPO Board (if revisions are substantive enough that we need the consultant to present)

10. PROJECT CLOSEOUT

FDOT, FHWA and FTA reviews may not be received until several months following adoption of the LRTP. Upon receipt, the consultant will make revisions, as needed and resubmit as a word.doc and in PDF format and produce 5 bound hard copies.

Deliverables:

- a. Revised Final 2050 LRTP in word.doc and PDF formats, suitable for double sided printing
- b. Supporting Documentation
- c. Data Files – all spreadsheets and GIS shapefiles, mxd's (map-packs)
- d. Final Invoice

EXECUTIVE SUMMARY
COMMITTEE ACTION
ITEM 8C

Review Draft FY2022/23 – 2023/24 Unified Planning Work Program (UPWP)

OBJECTIVE: For the committee to review and comment on the Draft FY 2022/23 – 2023/24 Unified Planning Work Program (UPWP).

CONSIDERATIONS: The MPO is required to develop and submit to the Federal Highway Administration (FHWA) a two-year Unified Planning Work Program (UPWP) which serves as the resource and budgeting document for the MPO for the coming fiscal years beginning July 1st, 2022. FDOT requires submittal of a draft UPWP by March 15th for the purposes of agency review and comment, and a final version by May 15th. In order to meet the FDOT deadlines and the MPO meeting schedule, it is necessary for the committees to review the draft UPWP now and the final UPWP in April.

The focus for the upcoming fiscal year will be updating documents prior to the adoption of the 2050 Long Range Transportation Plan (LRTP) and beginning the update of the 2050 LRTP. In addition, the MPO will be reviewing and responding to information related to 2020 census data.

The draft UPWP is shown in **Attachment 1**.

STAFF RECOMMENDATION: That the committee review and comment on the Draft FY 2022/23 – 2023/24 Unified Planning Work Program (UPWP).

Prepared By: Brandy Otero, Collier MPO Principal Planner

ATTACHMENTS:

1. Draft 2022/23 – 2023/24 UPWP



**COLLIER
METROPOLITAN PLANNING ORGANIZATION
BONITA SPRINGS (NAPLES), FL UZA**

**UNIFIED PLANNING WORK PROGRAM
FISCAL YEARS (FY) 2022/23-2023/24
July 1, 2022-June 30, 2024**

This document was approved and adopted by the
Collier Metropolitan Planning Organization on
May 13, 2022

, MPO Chair

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Federal Planning Fund
Federal Aid Program (FAP) - # 0313-058-M
Financial Management (FM) - # 439314-3-14-01 & 439314-3-14-02
FDOT Contract #

Federal Transit Administration (FTA) Section 5305(d) Funds
Financial Management (FM) - # 410113 1 14
Contract #G1J00
Contract #G1V40
Contract #

Prepared by the staff and the participating agencies of the Collier Metropolitan Planning Organization. The preparation of this document has been financed in part through grants from the Federal Highway Administration (CFDA Number 20.205), the Federal Transit Administration (CFDA Number 20.505), the U.S. Department of Transportation, under the Metropolitan Planning Program, Section 104(f) of title 23, U.S. Code, and from Local funding provided by Collier County, the City of Naples, the City of Marco Island, and the City of Everglades City. The contents of this document do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

The MPO does not discriminate against anyone on the basis of race, color, religion, sex, age, national origin, disability or family status. For more information on the MPO's commitment to equity and nondiscrimination, or to express concerns visit <https://www.colliermpo.org/get-involved/civil-rights/>.

TABLE OF CONTENTS

COST ANALYSIS CERTIFICATION	4
INTRODUCTION	5
DEFINITION OF THE UPWP	5
OVERVIEW AND STATUS OF CURRENT PLANNING ACTIVITIES.....	5
LOCAL AND REGIONAL PLANNING PRIORITIES.....	7
AIR QUALITY PLANNING ACTIVITIES	8
SOFT MATCH.....	8
CPG PARTICIPATION STATEMENT.....	9
PUBLIC INVOLVEMENT PROCESS.....	9
FEDERAL PLANNING FACTORS.....	10
TABLE 1 – PLANNING FACTOR MATRIX	11
FEDERAL AND STATE PLANNING EMPHASIS AREAS	11
TABLE 2 – PLANNING EMPHASIS AREAS.....	13
MPO RESOLUTION	13
ORGANIZATION AND MANAGEMENT	14
IDENTIFICATION OF MPO PARTICIPANTS	14
OPERATIONAL PROCEDURES AND BYLAWS	15
EXECUTED AGREEMENTS.....	16
CERTIFICATIONS AND ASSURANCES	16
UPWP TASK OVERVIEW	17
TASK 1 ADMINISTRATION	19
TASK 2 DATA COLLECTION / DEVELOPMENT.....	23
TASK 3 TIP MONITORING AND DEVELOPMENT	26
TASK 4 LONG RANGE PLANNING	28
TASK 5 SPECIAL PROJECTS AND SYSTEMS PLANNING.....	30
TASK 6 TRANSIT AND TRANSPORTATION DISADVANTAGED PLANNING.....	33
TASK 7 REGIONAL COORDINATION	37
TASK 8 LOCALLY FUNDED ACTIVITIES.....	40

SUMMARY TABLES.....	42
TABLE 3 – FY 2022/23 AGENCY PARTICIPATION.....	43
TABLE 4 – FY 2022/23 FUNDING SOURCE	44
TABLE 5 – FY 2023/24 AGENCY PARTICIPATION.....	45
TABLE 6 – FY 2023/24 FUNDING SOURCE	46
APPENDICES	47
APPENDIX A – COMMONLY USED ACRONYMS.....	48
APPENDIX B – PLANNING STUDIES IN THE MPO AREA.....	51
APPENDIX C – STATEMENTS AND ASSURANCES	52
APPENDIX D – RESPONSE TO COMMENTS	59
APPENDIX E – MPO RESOLUTION	62

COST ANALYSIS CERTIFICATION



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.
SECRETARY

525-010-06
POLICY PLANNING
02/19

Cost Analysis Certification

Collier MPO

Unified Planning Work Program - FY FY21-FY22

Adopted 6/12/2020

Revision Number: Revision 2

I hereby certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary, as required by [Section 216.3475, F.S.](#) Documentation is on file evidencing the methodology used and the conclusions reached.

Name: Victoria G Peters

Liaison: District One
Title and District

DocuSigned by:

Victoria Peters

3/23/2021 | 5:36 PM EDT

—BBDEB55AB69A48A—

10/23/2020

Signature

www.fdot.gov

INTRODUCTION

DEFINITION OF THE UPWP

The Unified Planning Work Program (UPWP) for the Collier Metropolitan Planning Organization documents transportation planning and transportation planning related activities for the two year period starting July 1, 2022 (FY 2022/23-2023/24). The UPWP is the basis for allocating federal, state, and local funds for transportation planning purposes in the Collier Metropolitan Planning area. At a minimum, a UPWP includes a description of the work and resulting products, indicates who will perform the work, provides timeframes and deadlines for completing the work, includes the cost of the work and the source(s) of funds.

This Work Program is consistent with all federal and state requirements. All products and planning concepts and factors follow Federal and State guidelines. The Collier MPO complies with Title VI of the Civil Rights Act of 1964. Title VI prohibits discrimination on the basis of race, color, national origin, age, disability, religion or sex.

The objective of the Collier MPO is to provide for a Continuing, Comprehensive, and Cooperative approach to the planning process. The MPO performs a variety of tasks utilizing funds under Titles 23 and 49, and Title 49 Chapter 53, U.S.C. Those tasks include annual development of the Transportation Improvement Program (TIP); continually improving the Congestion Management Process; regular updates to the Transit Development Plan (TDP) and Transportation Disadvantaged Service Plan (TDSP); support of Bicycle and Pedestrian Planning activities; preparation of updates to the Long Range Transportation Plan (LRTP); periodically updating the Public Involvement Plan (PIP), expanding public outreach activities and implementing strategies to address environmental justice issues; and supporting FDOT District One and Collier County planning activities with emphasis on improving traffic modeling and Geographic Information Systems (GIS) capabilities. All eligible expenses will be reimbursed on an actual cost basis and therefore an indirect rate will not be utilized.

OVERVIEW AND STATUS OF CURRENT PLANNING ACTIVITIES

Long Range Transportation Plan

The LRTP is a critical tool in the MPO process. It is composed of a Needs Assessment, a Cost Feasible Plan, and several multi-modal transportation components. It is the primary document in which multi-modal components (such as pathways, transit, and other projects), land use data, and projected revenues are integrated in the long range planning process. The 2040 LRTP was adopted in December 2015. Three amendments to the plan were completed. The 2045 LRTP started in 2019 and was completed in December 2020. The development of the 2045 LRTP included coordination with member agencies and the Florida Department of Transportation.

The 2050 LRTP will be a focus for this UPWP. The MPO has started data collection to submit base year data for FDOT's District One Regional Planning Model. Next steps include obtaining a consultant to begin development of the 2050 LRTP. The document is required to be adopted by December 2025.

INTRODUCTION (cont.)

Congestion Management Process (CMP)

An operational Congestion Management System (CMS) plan was originally adopted in 1997 and was updated in 2006. The CMS was developed to reduce congestion by not adding travel lanes to existing highways, but by initiatives such as improving traffic signal timing, improving intersections (adding/lengthening turn lanes, etc.), and modifying medians. In 2008, the MPO updated the CMS and renamed it the Congestion Management Process (CMP). The CMP was updated in 2017. The 2017 update brought the document current with the 2040 LRTP and new federal legislation requiring performance-based, data driven planning. The 2017 update also adopted transportation performance measures and required project sponsors to establish baseline measures and report the results to the Congestion Management Committee and the MPO Board.

The CMP also recognized the need for a more extensive data analysis. This led to the completion of the first Transportation System Performance Report (TSPR). The TSPR called for updates to the CMP Goals, Objectives, and Performance Measures to be consistent with the analysis included in the report. An update to the CMP is underway and is expected to be completed in September 2022.

LOCAL AND REGIONAL PLANNING PRIORITIES

FY 2022/23 and FY 2023/24 UPWP Transportation Planning Priorities

Completing many technical plans and studies that support the development of the LRTP will be a focus of this UPWP. Additionally, the MPO will be updating the Environmental Justice analysis previously completed, by completing an Equity Analysis which will assist in the development of the LRTP and related technical plans.

Transportation System Performance Report (TSPR)

The first TSPR was approved in September 2020. The TSPR established a consistent methodology for identifying congested locations using a performance driven approach. The TSPR will be updated prior to the update of the 2050 LRTP and should be approved by June 2025. This is a supporting document of the LRTP.

Transit Planning

A major Transit Development Plan (TDP) update was completed in September 2020. The results of the TDP update were included in the transit element of the 2045 LRTP. A TDP update must be completed by June 2025 in order to coordinate with the 2050 LRTP. The Public Transit and Neighborhood Enhancement (PTNE) Department in coordination with the Collier MPO completes Annual Progress Reports to the TDP in-house.

A Regional Fares/Services study is being conducted to evaluate regional transit service and regional fares. The study will consist of information to guide analysis and decision making regarding potential cross-jurisdictional transit projects. This study is expected to be completed by May 2023.

The last Transportation Disadvantaged Service Plan (TDSP) major update was completed in 2018. The Collier MPO serves as the designated official planning agency and performs Transportation Disadvantaged Planning activities. A major TDSP update is required to be completed 120 days after reappointment of the Community Transportation Coordinator which will occur in 2023. This update must be completed and submitted to the Transportation Disadvantaged Commission by October 2023.

Local Road Safety Plan

The initial Local Roads Safety Plan (LRSP) was completed and approved on May 14, 2021. The plan, funded through the Congestion Management priority process, is a data driven, 5-year safety plan that will guide the MPO in identifying implementation efforts that support FDOT's "Vision Zero" goals. The update to the LRSP will be completed in house with an update to data and statistics prior to the 2050 LRTP update. This is a supporting document of the LRTP.

Equity Analysis

A preliminary identification of Environmental Justice Communities was conducted in 2016 and was further refined as part of the Existing Conditions analysis for the Bicycle and Pedestrian Master Plan. MPO Staff will prepare an updated Equity Analysis to assess changes throughout the community.

Regional Transportation Planning Activities

The Lee County and Collier MPOs meet annually to discuss regional issues and projects which may have a joint impact on the area. The Collier MPO participates in the Lee MPO's Technical Advisory

Committee (TAC) and the Lee MPO participates in the Collier TAC. The MPOs will continue to work together to endorse and adopt regional priorities for enhancements, TRIP, highway, and transit projects.

In addition, the Collier MPO participates in meetings of the Coordinated Urban Transportation Systems (CUTS), the Metropolitan Planning Organization Advisory Council (MPOAC), and in district and state-wide meetings with FDOT.

AIR QUALITY PLANNING ACTIVITIES

The Collier MPO is in an air quality attainment area and does not anticipate completing any non-attainment planning activities at this time; however, the MPO planning area's air quality continues to be monitored and staff participates in training as needed.

SOFT MATCH

Section 120 of Title 23, U.S.C, permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the federal share to be increased up to 100% to the extent credits are available. The "soft match" amount being utilized to match the FHWA funding in this UPWP is 18.07% of FHWA program funds for a total of \$188,751 in FY 2022/23 and \$172,127 in FY 2023/24 for a total of \$360,878. The "soft match" amount being utilized to match carryover 5305(d) funding in this UPWP is 20% of FTA funds for a total of \$32,007 in FY 2020/21 and \$31,179 in FY 2021/22 for a total of \$63,186.

FDOT District One Planning Activities

Florida Department of Transportation- District One District Wide Planning activities for FY22/23-FY23/24 include the following:

- GIS Application Development and System Maintenance
- Systems Planning and Reviews
- Interchange Reviews
- Travel Demand Model Development
- ETDM/Community Impact Assessment
- Statistics
- Federal Functional Classification
- Traffic Counts Program
- Modal Development Technical Support
- Transportation Alternatives Program Development
- Commuter Services
- State Highway System Corridor Studies
- Growth Management Impact Reviews
- Complete Streets Studies
- Freight Mobility Support

- Promoting and coordinating Safety for all modes of transportation, including bicycle and pedestrian

As part of the 3 “C” planning process, District staff coordinate planning activities with the MPO. MPO Board and Advisory Committee members are notified of project meetings within the MPO area. FDOT staff present status reports to the MPO Board and Advisory Committees to solicit feedback on planning activities and to ensure that District planning studies and MPO planning activities are coordinated.

CPG PARTICIPATION STATEMENT

“The FDOT and the Collier Metropolitan Planning Organization participate in the Consolidated Grant Program (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida’s FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA’s Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49 U.S.C. Chapter 53. The FDOT is fulfilling the CPG’s required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(j) and FTA C 8100.1D.”

PUBLIC INVOLVEMENT PROCESS

The development of the UPWP has been subject to public review and comment and is consistent with the Collier MPO’s adopted Public Participation Plan (PPP). The draft is sent to the TAC and CAC for review, announced on the Collier MPO website and sent to interested parties via email to the MPO’s listserv on the date the TAC/CAC agenda packets are posted and distributed.

MPO staff responds in writing to input received from the public and all comments received from the public, advisory committee members and Board members are memorialized and addressed in this document. All comments received, including from FHWA, FTA, and FDOT have been addressed and incorporated into Appendix D of the final document.

A draft of this UPWP was endorsed by the Citizens and Technical Advisory Committees on February 28, 2022 and approved by the MPO Board on March 11, 2022. The final document was endorsed by the Citizens and Technical Advisory Committee on April 25, 2022 and approved by the MPO Board on May 15, 2022.

FEDERAL PLANNING FACTORS

In December 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law. The FAST act identified the following ten planning factors which have been incorporated into the MPO Planning Process and this UPWP:

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 surface transportation;
9. Enhance travel and tourism; and,
10. Emphasize the preservation of the existing transportation system

In addition to the planning factors noted above, MAP-21 required that State DOTs and MPOs conduct performance-based planning by tracking performance measures and setting data-driven targets to improve those measures. Performance-based planning ensures the most efficient investment of federal transportation funds by increasing accountability, transparency, and providing for better investment decisions that focus on key outcomes related to seven national goals which include:

- Improving Safety;
- Maintaining Infrastructure Condition;
- Reducing Traffic Congestion;
- Improving the Efficiency of the System and Freight Movement;
- Protecting the Environment; and,
- Reducing Delays in Project Delivery.

The FAST Act supplemented the MAP-21 legislation by establishing timelines for State DOTs and MPOs to comply with the requirements of MAP-21. State DOTs are required to establish statewide targets and MPOs have the option to support the statewide targets or adopt their own. The Collier MPO has chosen to support the statewide targets. The transition to performance-based planning is ongoing and has been addressed within the tasks identified in this UPWP, specifically within the LRTP, the TIP, and the TSPR. The Collier MPO intends to coordinate with FDOT and member agencies to fully comply with the performance-based planning requirements.

In November 2021 the Infrastructure Investment and Jobs Act (IIJA) was signed into law. This legislation carries forward the policies, programs, and initiatives established by preceding legislation (FAST Act and MAP-21) to maintain and improve the nation's surface transportation system. The IIJA carries forward and expands on these policies and introduces new policies and programs that address

new and emerging issues that face the nation's transportation system. These issues include mitigating impacts to existing infrastructure due to climate change, developing and maintaining system resiliency, ensuring equity, researching and deploying new technologies, and improving safety for all users.

TABLE 1 – PLANNING FACTOR MATRIX

	Administration	Data Collection	TIP Maintenance & Development	Long Range Planning	Special Projects & Systems Planning	Transit & Transportation Disadvantaged Planning	Regional Coordination	Locally Funded Activities
Federal Planning Factors								
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 surface transportation.		✓	✓	✓	✓		✓	
9. Enhance travel and tourism.	✓		✓	✓	✓	✓	✓	✓
10. Emphasize the preservation of the existing transportation system.		✓	✓	✓	✓		✓	

FEDERAL AND STATE PLANNING EMPHASIS AREAS

STATE PLANNING EMPHASIS AREAS – 2022

The Florida Department of Transportation Office of Policy Planning develops Planning Emphasis Areas on a two-year cycle in coordination with the development of Metropolitan Planning Organizations' respective unified planning work programs. Emphasis areas set planning priorities, support the Florida Transportation Plan, and give importance to topic areas which MPOs are encouraged to address as they develop their planning programs. Implementation of the seven goals of the Florida Transportation Plan requires embracing innovation; extensive collaboration across jurisdictions, modes and disciplines; an emphasis on customer service; data and performance feedback; and strategic investments for the efficient and effective allocation of resources.

The Collier MPO has considered the four topics shown below and included them in studies identified in this UPWP.

Safety

The Florida Transportation Plan and the State's Strategic Highway Safety Plan place top priority on safety, with a state target of zero traffic fatalities and serious injuries. In addition to adopting safety targets, the MPOs must show how their Long Range Transportation Plan (LRTP) and priority projects in their Transportation Improvement Program (TIP) support progress toward those targets. The UPWP should consider enhancements to data analyses and community involvement to better inform the identification and prioritization of safety projects.

Equity

Executive Order 14008, *Tackling the Climate Crisis at Home and Abroad*, created the “Justice40 Initiative” that aims to deliver 40 percent of the overall benefits of relevant federal investments to disadvantaged communities. This initiative supports Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*, outlines federal policy and defines equity as the consistent and systematic fair, just, and impartial treatment of individuals. The Florida Transportation Plan seeks transportation choices that improve accessibility and equity by including a key strategy to enhance affordable transportation, service, and information access options for all ages and abilities and throughout underserved communities. The MPOs are key to identifying and implementing improvements based on data-driven project prioritization that considers not only impacts of transportation projects on a community, but also benefits of projects that can enhance opportunities for a community. The UPWP should address approaches to furthering transportation equity.

Resilience

With the passage of the FAST Act, resilience was introduced as a federal planning factor: “Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation.” Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

MPOs can address resilience within their planning processes by leveraging tools such as the FHWA Resilience and Transportation Planning guide and the FDOT Quick Guide: Incorporating Resilience in the MPO LRTP. It should be noted that while these documents focus primarily on the development of MPO LRTPs and TIPs, addressing resilience should be a consideration within every planning document prepared by an MPO. MPOs should place a particular emphasis on coordination with agency partners responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives. Additionally, MPOs should consider the additional costs associated with reducing vulnerability of the existing transportation infrastructure. Proactive resiliency planning will help the MPO develop planning documents that are ultimately more realistic and cost-effective.

Emerging Mobility

Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility, to flying cars and space travel. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land-use, transportation design, future investment demands, supply chain logistics, economy, and the workforce. Implementation of all seven goals of the Florida Transportation Plan can be furthered through both the transformation of major corridors and hubs and the expansion of transportation infrastructure to embrace and support the adoption of emerging mobility.

The UPWP should recognize the important influence of emerging mobility on the multi-modal transportation system and include related planning studies, collaboration efforts, research, or other activities.

FEDERAL PLANNING EMPHASIS AREAS – 2022

FHWA and FTA have jointly issued PEAs for FY 22 UPWPs. The following items should be considered when developing tasks associated with the UPWP:

- Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
- Equity and Justice40 in Transportation Planning
- Complete Streets
- Public Involvement
- Strategic Highway Network (STRAHNET)/ US Department of Defense (DOD) Coordination
- Federal Land Management Agency (FLMA) Coordination
- Planning and Environment Linkages (PEL)
- Data in Transportation Planning

TABLE 2 – PLANNING EMPHASIS AREAS

	Administration	Data Collection	TIP Maintenance & Development	Long Range Planning	Special Projects & Systems Planning	Transit & Transportation Disadvantaged Planning	Regional Coordination	Locally Funded Activities
FDOT Planning Emphasis Areas								
1. Safety	✓	✓	✓	✓	✓	✓	✓	
2. Equity	✓	✓		✓	✓	✓	✓	
3. Resilience		✓	✓	✓	✓		✓	
4. Emerging Mobility		✓	✓	✓	✓	✓	✓	
Federal Planning Emphasis Areas								
5. Tackling the climate crisis - Transition to a clean energy, resilient future		✓	✓	✓	✓	✓	✓	
6. Equity and Justice40 in Transportation Planning	✓	✓	✓	✓	✓	✓	✓	
7. Complete Streets	✓	✓	✓	✓	✓	✓	✓	
8. Public Involvement	✓		✓	✓	✓	✓	✓	
9. Strategic Highway Network (STRAHNET)/ US Department of Defense (DOD) Coordination		✓	✓	✓			✓	
10. Federal Land Management Agency (FLMA) (Coordination)			✓	✓	✓			
11. Planning and Environment Linkages (PEL)			✓	✓	✓	✓	✓	
12. Data in Transportation Planning		✓	✓	✓	✓	✓	✓	

MPO RESOLUTION

The Resolution dated May 13, 2022, signed by the Collier MPO Chair, is available in Appendix E.

ORGANIZATION AND MANAGEMENT OF THE METROPOLITAN PLANNING ORGANIZATION

IDENTIFICATION OF MPO PARTICIPANTS

The Collier MPO is the primary agency responsible for transportation planning in Collier County. The MPO Board consists of nine voting members representing the county government and three local municipalities, and one non-voting representative from the FDOT. The MPO is a legislative body with the power to develop and adopt plans, and to set priorities for the programming of improvements to the transportation system. The MPO membership includes the following:

COLLIER COUNTY

Commissioner Rick LoCastro, District 1
Commissioner Andy Solis., District 2
Commissioner Burt Saunders, District 3
Commissioner Penny Taylor, District 4
Commissioner William L. McDaniel, Jr., District 5

CITY OF NAPLES

Councilman Ted Blankenship
Councilman Paul Perry

CITY OF MARCO ISLAND

Councilman Greg Folley

CITY OF EVERGLADES CITY

Councilman Tony Pernas

FLORIDA DEPARTMENT OF TRANSPORTATION

L.K. Nandam, District Secretary, District One

The MPO Board is served by five advisory committees. The advisory committees are summarized as follows:

Technical Advisory Committee (TAC)

The MPO's TAC is composed of technically qualified representatives of agencies responsible for directing, developing, and improving the transportation system within the Collier County Metropolitan

Planning Area. Committee duties include the coordination of transportation planning and programming activities arising from the review of all transportation technical studies and reports submitted to them.

Citizens Advisory Committee (CAC)

The MPO's CAC is composed of thirteen (13) individuals representing a cross-section of the geographic community and special interests, such as minorities and persons with disabilities. They are recruited to represent the City of Naples, the City of Marco Island, the City of Everglades City and the County Commission Districts of the unincorporated areas of the county. The CAC provides the MPO Board and staff with the citizen's perspective on the multimodal transportation planning process. The CAC is the focal point of the MPO's public involvement process.

Bicycle & Pedestrian Advisory Committee (BPAC)

The MPO's BPAC is composed of twelve (12) 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.

The committee is responsible for providing citizen input into the deliberations of bicycle and pedestrian related issues within the community and to advise the MPO on developing a Bicycle and Pedestrian Plan. The BPAC is also involved in recommending priorities for bicycle and pedestrian projects and program implementation.

Congestion Management Committee (CMC)

The CMC serves the MPO in an advisory capacity on technical matters relating to the update of the MPO's Congestion Management System and the coordination of the CMS with the regional ITS architecture. The committee is responsible for creating and amending the Congestion Management Process (CMP) and for prioritizing candidate CMS projects to be funded from the MPO's CMS boxed funds.

Local Coordinating Board for the Transportation Disadvantaged (LCB)

The LCB for the Transportation Disadvantaged (TD) has been appointed by the MPO to carry out the duties described in Rule 41-2, Florida Administrative Code, as an integral part of the TD planning and delivery service program.

The LCB is composed of representatives from various State and local agencies, as well as citizen representatives. A member of the MPO Board is appointed to serve as the LCB's Chairman.

OPERATIONAL PROCEDURES AND BYLAWS

The MPO operates under an adopted set of Bylaws. The MPO Executive Director reports directly to the MPO Board. The additional MPO staff members are Collier County employees pursuant to a staff services agreement. Administrative services are provided by Collier County under the rules and procedures of Collier County and the State of Florida. Annual audits of the MPO Program are performed as part of the single audit process under the direction of the Clerk of Courts Finance Department.

Official records of MPO business are maintained in the MPO Offices located in the Collier County Growth Management Division, 2885 South Horseshoe Drive, Naples, Florida 34104. All MPO records are available for public inspection during normal business hours.

The Collier MPO's operational procedures fully comply with the public records laws and the Sunshine Laws of the State of Florida.

EXECUTED AGREEMENTS

The MPO has various agreements in place with State and local governments and agencies that promote the "3-C" planning process. The following is a list of agreements currently in place:

- Amended and Restated Interlocal Agreement for the Creation of the Collier County MPO – FDOT, City of Naples, City of Marco Island, City of Everglades City, Collier County (2/26/15)
- Metropolitan Planning Organization Agreement – FDOT/MPO (7/1/20) – Agreement for planning funding. *This agreement will be updated 6/22.*
- Staff Services Agreement – MPO/Collier County (5/28/19). *This agreement is in the process of being updated. Will be approved prior to 5/28/22.*
- Lease Agreement – MPO/Collier County (5/28/19) *This agreement is in the process of being updated. Will be approved prior to 5/28/22.*
- Interlocal Agreement – Lee and Collier MPO regional coordination (amended 3/20/09)
- Intergovernmental Coordination and Review (ICAR) and Public Transportation Coordination Joint Participation Agreement – FDOT/MPO/Collier County Airport Authority, Naples Airport Authority/ Southwest Florida Regional Planning Council (11/25/14) *Requested updates to boilerplate. Will update when boilerplate agreement has been updated to new federal law.*
- Public Transit Grant Agreement (G1J00) – FDOT/MPO (12/31/22)
- Public Transit Grant Agreement (G1V40) – FDOT/MPO (12/31/23)

These agreements are currently under review and will be updated as appropriate. Current executed agreements can be accessed by visiting the Collier MPO website at <https://www.colliermpo.org/mpo-agreements-resolutions/>.

CERTIFICATIONS AND ASSURANCES

All required certifications and assurances are included in this document in Appendix C.

UPWP TASK OVERVIEW

The FY 2022/23-2023/24 UPWP covers the fiscal years starting July 1, 2022 and ending June 30, 2024. The specific planning activities to be undertaken over the next two years by MPO staff are organized into eight tasks, each of which includes individual activities. A brief overview of each of these tasks is provided below:

1. **Administration**

Administrative tasks provide for the primary management of MPO activities, including but not limited to, staff time to organize and conduct MPO Board and advisory committee meetings, public involvement efforts, and to participate in intergovernmental activities. In addition, this section includes all necessary expenditures to maintain operations, capital expenditures, Federal and State compliance documentation and all fiscally related tasks such as audits, progress reporting, maintenance of financial records, and the preparation of annual administrative reports, such as the UPWP, are also included. This task will include any necessary updates to agreements or documents related to the 2020 Census.

2. **Data Collection / Development**

Task activities in this section includes those needed to monitor and analyze travel behavior and factors affecting travel, such as socio-economic, land use, environmental, air quality, safety, security and freight and transportation system data. Evaluation of the data collected in this section is used for both long and short range planning for the transportation system.

3. **Transportation Improvement Program Maintenance and Development**

This task annually provides for the development of the TIP, a five-year program of transportation improvements. The TIP will be developed in cooperation with FDOT and the local governments. Transportation projects will be drawn from the currently adopted MPO Long Range Transportation Plan to ensure the program's consistency relative to priorities and financial constraints. The prioritization methodology for each State and Federal funding project category will be detailed in the introduction of each pertinent section of the TIP. Regionally significant projects, regardless of funding source, are also included in the Transportation Improvement Program. The TIP also includes a list of multi-modal unfunded State, county and municipal projects that have been prioritized by the MPO Board.

Task activities in this section include establishing project priorities, annually updating the TIP and reviewing transportation plans and reports for use in many other UPWP sections and tasks, including short range planning, the Long Range Transportation Plan (LRTP), Transit Planning, and project planning.

UPWP TASK OVERVIEW (cont.)

4. Long Range Planning

Updates and amendments to the LRTP include multi-modal aspects of transportation planning such as highway planning, transit planning, reviewing enhancement priorities, bicycle/pedestrian programming, and congestion monitoring of the Systems Planning area. This section is intended to work with the other sections of the UPWP in the development, review, amending and updating of the Long Range Transportation Plan.

5. Special Projects and Systems Planning

This task includes various recurring and non-recurring planning projects, including bicycle and pedestrian planning support and congestion management planning. Complete Streets planning, and Bicycle and Pedestrian planning and support are conducted in order to provide a balanced transportation system to ensure that non-motorized travel options are safe, convenient and offer recreational opportunities. As part of the Congestion Management Process, a recurring Transportation System Performance Report will be completed in the second year of the UPWP.

6. Transit & Transportation Disadvantaged Planning

The UPWP addresses the continuing efforts of the Transit Program and Transportation Disadvantaged (TD) Program. Transit support is provided in order to develop the LRTP, TIP and other plans, programs and technical studies relating to public transportation. In addition, planning services are provided to ensure a coordinated Transportation Disadvantaged (TD) Program in Collier County.

7. Regional Coordination

This task provides for the creation of a region-wide multimodal transportation planning process in accordance with Federal and State guidelines to ensure the coordination of transportation planning and policy activities in FDOT District One. This includes travel expenditures, room rental, and any other necessary costs for regional planning.

8. Locally Funded Activities

This task allows staff to complete requests to prepare resolutions and policy position statements which are not eligible for grant reimbursement. In addition, travel expenses that are not eligible for grant reimbursement will be funded from this task.

TASK 1 ADMINISTRATION

PURPOSE:

To conduct activities (including staff travel and capital expenses) including the development and maintenance of administrative reports and grants contract administration. This task also includes all public involvement activities and administrative support for MPO planning and programs in general, including assistance to Federal, State, and local agency staff, as needed. It provides for the administration of the area-wide multimodal transportation planning process in accordance with Federal and State requirements, and for the technical management over each project included in the UPWP.

PREVIOUS WORK:

- Ongoing administrative activities
- Staff support for MPO Board and Committee meetings
- Develop and Update the UPWP
- Update Staff Services Agreement and Lease Agreement
- Public Involvement activities in compliance with the Public Participation Plan
- Procurement Activities
- Quarterly invoicing request
- Monthly invoicing activities
- Update to Public Participation Plan in 2020
- Maintained MPO website
- Strategic Plan and Annual Report

REQUIRED ACTIVITIES:

- Administer MPO Governing Board meetings and all Advisory Committee meetings including meeting advertisement and the preparation of minutes and agenda packages.
- Attend training at conferences, workshops, etc. (MPO staff and Governing Board members) Attend business meetings as required. Including but not limited to FDOT meetings, Title VI, ADA and Environmental Justice training opportunities.
- Perform grant and financial tasks including preparing grant agreements, grant compliance tasks, grant reimbursements, timekeeping, inventory, contract management, invoice payment.
- Purchase of office supplies, computers, printers, software, and audio-visual equipment.
- Rental lease payments for office space and MPO vehicle.
- Monthly payments for phone system, cell phones, website hosting, postage (monthly and annual permit) and administrative functions to run the MPO.
- Payment for MPO insurance.
- Participate in joint FDOT/MPO annual certification reviews and in Federal TMA reviews.
- Procure services, supplies, and equipment (including office supplies, printers, computers, iPads, software purchase and licensing, and audio-visual equipment. This includes preparation of Request for Proposals, Request for Professional Services, purchase orders, contracts, etc. Lease of necessary office equipment (printers, copiers, etc.).
- Review and maintain existing agreements, by-laws, and COOP. Modify as necessary to stay in compliance with federal/state rules and laws.

- Prepare and adopt the two-year UPWP; process modifications and amendments; submit progress reports and invoices.
- Monitor and update the annual Strategic Plan and Annual Report.
- Maintain the Public Participation Plan (PPP) and update as necessary. Conduct all activities to maintain compliance with plan including to maintain and update website, legal ads, press releases, etc.
- Monitor progress towards goals, including Disadvantaged Business Enterprise (DBE) goals and ensure compliance with DBE policy.

End Product/Deliverable(s)	Target Date
Administer MPO Governing Board and Advisory Committee meetings.	Ongoing
Progress Reports and Invoices to FDOT	Quarterly
Amendments and Modifications to FY 23/24 UPWP	As Needed
Draft FY 25/26 UPWP	March 2024
Final FY 25/26 UPWP	May 2024
Strategic Plan and Annual Report	October - Annually
Joint FDOT/MPO annual certification reviews.	Spring 2023/Spring 2024
Prepare for the 2024 Federal Certification review.	Summer 2024
Public Participation Plan (PPP) - Update as necessary.	Ongoing
Agenda packages and public notices for MPO Board and advisory committees	Monthly
Monitor progress towards goals, including Disadvantaged Business Enterprise (DBE) goals and ensure compliance with DBE policy.	Annually
Updated Bylaws, COOP, and MPO Agreements	As needed

RESPONSIBLE AGENCY: **Collier MPO, Consultant Services**

Task 1 - Financial Tables

Task 1 - Administration Estimated Budget Detail for FY 22/23						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
A. Personnel Services						
	MPO staff salaries, fringe benefits, and other deductions	\$300,000	\$0	\$0	\$0	\$300,000
	Subtotal:	\$300,000	\$0	\$0	\$0	\$300,000
B. Consultant Services						
	Website maintenance, hosting fees, etc.	\$5,000	\$0	\$0	\$0	\$5,000
	Subtotal:	\$5,000	\$0	\$0	\$0	\$5,000
C. Travel						
	Travel and Professional Development	\$5,000	\$0	\$0	\$0	\$5,000
	Subtotal:	\$5,000	\$0	\$0	\$0	\$5,000
D. Other Direct Expenses						
	Building or room Rental/lease	\$17,000	\$0	\$0	\$0	\$17,000
	Insurance	\$6,000	\$0	\$0	\$0	\$6,000
	Cellular Telephone Access and expenses	\$3,600	\$0	\$0	\$0	\$3,600
	General Copying Expenses, equipment lease and purchase, printing charges, computer purchase, software purchase, repairs and maintenance	\$15,000	\$0	\$0	\$0	\$15,000
	General Office Supplies	\$3,000	\$0	\$0	\$0	\$3,000
	Legal Advertising	\$2,000	\$0	\$0	\$0	\$2,000
	Motor Pool Rental and Car Maintenance /expenses	\$5,000	\$0	\$0	\$0	\$5,000
	Postage, business reply permit, freight expenses, etc.	\$1,200	\$0	\$0	\$0	\$1,200
	Telephone Access, expenses and system maintenance	\$1,000	\$0	\$0	\$0	\$1,000
	Subtotal:	\$53,800	\$0	\$0	\$0	\$53,800
	Total:	\$363,800	\$0	\$0	\$0	\$363,800

Task 1 - Administration						
Estimated Budget Detail for FY 2023/24						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
A. Personnel Services						
	MPO staff salaries, fringe benefits, and other deductions	\$305,000	\$0	\$0	\$0	\$305,000
	Subtotal:	\$305,000	\$0	\$0	\$0	\$305,000
B. Consultant Services						
	Website maintenance, hosting fees, etc.	\$5,000	\$0	\$0	\$0	\$5,000
	Subtotal:	\$5,000	\$0	\$0	\$0	\$5,000
C. Travel						
	Travel and Professional Development	\$5,000	\$0	\$0	\$0	\$5,000
	Subtotal:	\$5,000	\$0	\$0	\$0	\$5,000
D. Other Direct Expenses						
	Building or room Rental/lease	\$17,000	\$0	\$0	\$0	\$17,000
	Insurance	\$6,000	\$0	\$0	\$0	\$6,000
	Cellular Telephone Access and expenses	\$3,600	\$0	\$0	\$0	\$3,600
	General Copying Expenses, equipment lease, printing charges, repairs and maintenance	\$15,000	\$0	\$0	\$0	\$15,000
	General Office Supplies	\$3,000	\$0	\$0	\$0	\$3,000
	Legal Advertising	\$2,000	\$0	\$0	\$0	\$2,000
	Motor Pool Rental and Car Maintenance /expenses	\$5,000	\$0	\$0	\$0	\$5,000
	Postage, business reply permit, freight expenses, etc.	\$1,200	\$0	\$0	\$0	\$1,200
	Telephone Access, expenses and system maintenance	\$1,000	\$0	\$0	\$0	\$1,000
	Subtotal:	\$53,800	\$0	\$0	\$0	\$53,800
	Total:	\$368,800	\$0	\$0	\$0	\$368,800

TASK 2 DATA COLLECTION / DEVELOPMENT

PURPOSE:

Develop and monitor the multimodal transportation system to preserve capacity, maximize personal mobility and freight movement, ensure user safety and system security, and maintain the transportation system's integrity. Acquire data to evaluate the system's operating efficiency and conditions to assess current needs, validate the MPO's and FDOT D-1 regional transportation planning model, project future travel demand, and identify future improvements. Coordination with local agencies, jurisdictions and municipalities when reviewing and updating the forecasts and plans is essential. Update GIS database to address current conditions that include, but are not limited to functional classification; roadway network for District One Regional Transportation Demand Model; bicycle & pedestrian facilities inventory; and prepare various overlays for analytical purposes. Coordinate with Collier County staff on use of the County's Interactive Growth Model (CIGM) in analyzing amendments and updates to the Long Range Transportation Plan.

PREVIOUS WORK:

- Developed GIS maps for bike/pedestrian planning activities.
- Updated TAZs and socioeconomic data for 2045 LRTP.
- Updated socio-economic data and TAZ structures for the 2045 LRTP Update.
- 2045 Long Range Transportation Plan adoption in 2021.
- Adoption of FY 2022 performance measures.

REQUIRED ACTIVITIES:

- Coordinate with FDOT, local governments, and neighboring MPOs to collect and provide transportation data and information to support MPO, federal, and state planning activities, model development, and performance measures;
- Acquire and analyze data to support performance-based planning efforts such as the Long Range Transportation Plan, MPO Model Development, Transportation Improvement Program, Public Transit Safety Plan, Planning and Corridor Studies, Freight Studies, Complete Streets, Resiliency Studies, Congestion Management Process, etc.;
- Coordinate with federal, state, and local partners to prepare, analyze, and integrate 2020 U.S. Census data into MPO planning activities and efforts;
- Participate in the FDOT Statewide Model Task Force and regional modeling activities to support the FDOT D-1 model development, calibration, validation, and maintenance;
- Collaborate with Collier County to update the County Interactive Growth Model;
- Coordinate with the MPO Congestion Management Committee to evaluate data and data platforms used to analyze system conditions and needs.
- Review functional classifications, boundary information, and TAZ data based on 2020 census.
- Review and provide travel demand model information such as Annual Average Daily Traffic (AADT) and volume-to-capacity ratios for planning documents, other agency and citizen's requests.
- Prepare and maintain GIS files, and prepare and maintain maps.
- Coordinate with County staff on the County's Crash Data Management System (CDMS)
- Analyze bike/ped facilities and crash data.

- Complete equity analysis in preparation for 2050 LRTP.
- Continue coordination with jurisdictions, agencies, and municipalities within Collier County and adjacent to Collier County on community master plans, transportation system plans, multi-modal mobility plans, Local Road Safety Plan etc. and the data used to update and maintain such information.

End Task/Deliverable(s)	Target Date
Collier Data for 2020 Validation of the District 1 Regional Planning Model	August 2022
Updated GIS Files and maps	As needed
Coordinate with the County staff on updates to the County Interactive Growth Model (CIGM) so that both entities (County and MPO) are using the most current and accurate TAZ structure and socioeconomic data available	March 2021 and as needed thereafter
Equity Analysis	June 2024
Bike/Ped Crash Data Analysis	As needed

RESPONSIBLE AGENCY: Collier MPO, Consultant Services

Task 2 - Financial Tables

Task 2 – DATA COLLECTION/DEVELOPMENT						
Estimated Budget Detail for FY 2022/23						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
A. Personnel Services						
	MPO staff salaries, fringe benefits, and other deductions	\$60,000	\$0	\$0	\$0	\$60,000
	Subtotal:	\$60,000	\$0	\$0	\$0	\$60,000
B. Consultant Services						
	Contract/Consultant Services	\$15,000	\$0	\$0	\$0	\$15,000
	Subtotal	\$15,000	\$0	\$0	\$0	\$15,000
	Total:	\$75,000	\$0	\$0	\$0	\$75,000

Task 2 – DATA COLLECTION/DEVELOPMENT						
Estimated Budget Detail for FY 2023/24						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	Trans. Disad.	Total
A. Personnel Services						
	MPO staff salaries, fringe benefits, and other deductions	\$25,000	\$0	\$0	\$0	\$25,000
	Subtotal:	\$25,000	\$0	\$0	\$0	\$25,000
B. Consultant Services						
	Contract/Consultant Services	\$15,000	\$0	\$0	\$0	\$15,000
	Subtotal	\$15,000	\$0	\$0	\$0	\$15,000
	Total:	\$40,000	\$0	\$0	\$0	\$40,000

TASK 3 TIP MONITORING AND DEVELOPMENT

PURPOSE:

Develop Multimodal Transportation Improvement Programs (TIP) for FY 23/24-27/28 and FY 24/25-28/29 that identify all Federal, State, and locally funded transportation improvements consistent with the requirements of Federal and State laws. Coordinate with FDOT and member agencies to address integration of MAP-21 and FAST Performance Management Measures in the TIP as well as new requirements from the Bipartisan Infrastructure Law (BIL). This section also includes transportation system planning tasks related to contingency of operations and short-range transportation planning and programming.

PREVIOUS WORK:

- Coordinated with agencies and jurisdictions on transportation plans and programs.
- Annual preparation of TIP and TIP amendments.
- Annual list of project priorities for inclusion in the TIP.
- Adoption of FY 23-27 TIP

REQUIRED ACTIVITIES

- Develop annual project priorities identifying unfunded highway, transit, bicycle and pedestrian, planning and congestion management projects that are prioritized by the MPO. This activity includes review of applications and associated activities.
- Review FDOT Draft Tentative Work Program and Tentative Work Program for consistency with the LRTP and adopted priorities of the MPO Board.
- Prepare and adopt the TIP. This includes coordinating all efforts with FDOT, local agencies, jurisdictions and the STIP.
- Prepare and process amendments. This includes reviewing amendments for consistency with the TIP and LRTP.
- Coordinate with FDOT and member agencies to address integration of FAST Act Performance Management Measures in performance-based planning.

End Task	Target Date
Annual Project Priority Lists	June – Annually
FY 23/24-27/28 TIP FY 24/25-28/29 TIP	June - 2023 June - 2024
TIP Amendments and Modifications	As needed
Adopted Safety Targets and Related Performance Measures	Annually

RESPONSIBLE AGENCY: Collier MPO

Task 3 - Financial Tables

Task 3 - TIP						
Estimated Budget Detail for FY 22/23						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
A. Personnel Services						
	MPO staff salaries, fringe benefits, and other deductions	\$30,000	\$0	\$0	\$0	\$30,000
	Subtotal:	\$30,000	\$0	\$0	\$0	\$30,000
	Total:	\$30,000	\$0	\$0	\$0	\$30,000

Task 3 - TIP						
Estimated Budget Detail for FY 23/24						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	Trans. Disad.	Total
A. Personnel Services						
	MPO staff salaries, fringe benefits, and other deductions	\$30,000	\$0	\$0	\$0	\$30,000
	Subtotal:	\$30,000	\$0	\$0	\$0	\$30,000
	Total:	\$30,000	\$0	\$0	\$0	\$30,000

TASK 4 LONG RANGE PLANNING

PURPOSE:

To begin the update to the 2050 Long Range Transportation Plan and to continue to evaluate plans and programs for consistency with the 2045 Long Range Transportation Plan (LRTP) during development of the plan. FAST Act Performance measures will be integrated into the 2045 LRTP as required. This task will work in coordination with other tasks throughout the UPWP, including Administration, Data Collection/Development, TIP, and Transit and Transportation Disadvantaged.

PREVIOUS WORK:

- Prepared and adopted 2045 LRTP. Transmitted to FDOT
- Began collecting base year data for 2050 LRTP.
- Prepared scope of work for the 2050 LRTP.

REQUIRED TASKS:

- Review projects and studies as needed for consistency with MPO plans.
- Continue to incorporate the Efficient Transportation Decision Making (ETDM) Process into the Long Range Multimodal transportation planning process. Continue to work with FDOT to review projects for the ETDM process as they relate to LRTP projects and priorities and to provide project specific comments as part of the ETDM process. Review purpose and needs statements for projects and provide comments.
- Attend meetings and participate on committees of FDOT District 1 Regional Transportation/Planning Model (RPM) Coordinating Committee, GIS Users Groups, Florida Standard Urban Transportation Model Structure (FSUTMS) Users Groups, and others as needed. Participate in FSUTMS training.
- Participate in freight planning, including updates to the regional freight plan, participation in various freight committees, and coordination with freight stakeholder.
- Participate in on-going studies related to resiliency. Monitor regional and local studies currently underway.
- Prepare any required amendments or updates to the 2045 LRTP as required.
- Begin coordination and development of the 2050 LRTP.
- Utilize consultant assistance for modeling support, data development and evaluation, and other support necessary to complete any required updates to the 2045 LRTP and the 2050 LRTP.
- Coordinate with County and Municipalities to review and comment on Local policy issues, such as Land Development Code and Growth Management Plan regulations as it relates to the Long Range Transportation Plan.

End Task/Deliverable(s)	Target Date
2045 LRTP Amendments	As needed
Data Collection – 2020 Model Validation for 2050 LRTP	September 2022
Socio-Economic forecasts for the 2050 LRTP	June 2024
Public Participation Plan for 2050 LRTP	June 2024
2050 Revenue Projections	June 2024

Task 4 - Financial Tables

Task 4 - Long Range Planning						
Estimated Budget Detail for FY 22/23						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
A. Personnel Services						
	MPO staff salaries, fringe benefits, and other deductions	\$50,000	\$0	\$0	\$0	\$50,000
	Subtotal:	\$50,000	\$0	\$0	\$0	\$50,000
B. Consultant Services						
	L RTP	\$0	\$350,000	\$0	\$0	\$350,000
	Subtotal:	\$0	\$350,000	\$0	\$0	\$350,000
	Total:	\$50,000	\$350,000	\$0	\$0	\$400,000

Task 4 - Long Range Planning						
Estimated Budget Detail for FY 2023/24						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
A. Personnel Services						
	MPO staff salaries, fringe benefits, and other deductions	\$50,000	\$0	\$0	\$0	\$50,000
	Subtotal:	\$50,000	\$0	\$0	\$0	\$50,000
B. Consultant Services						
	L RTP	\$46,846	\$400,000	\$0	\$0	\$446,846
	Subtotal:	\$46,846	\$400,000	\$0	\$0	\$446,846
	Total:	\$96,846	\$400,000	\$0	\$0	\$496,846

TASK 5 SPECIAL PROJECTS AND SYSTEMS PLANNING

PURPOSE:

To complete various recurring and non-recurring planning projects. These projects will assist in providing a balanced, multimodal transportation system.

PREVIOUS WORK:

- Annual Work Program priorities for construction of new sidewalks, pathways and bike lanes.
- Served as liaison to FDOT to communicate the need for bicycle and pedestrian facilities on State roads.
- Completed first Transportation System Performance Report.
- Began Congestion Management Process Update, which will continue into this UPWP for completion.
- Completed first Local Road Safety Plan.

REQUIRED TASKS:

- Attend and participate in workshops and seminars sponsored by FHWA, FDOT and other professional organizations as appropriate.
- Coordinate with FDOT and member agencies to address continued integration of Performance Management measures into Bicycle and Pedestrian Planning and Congestion Management Planning.

Bicycle/Pedestrian Planning

- Participate in special events that promote bicycle/pedestrian activities and safety education.
- Participate in meetings/workshops related to bicycle/pedestrian initiatives, including those hosted by FDOT, FHWA, CTST, Naples Pathway Coalition, Blue Zones, Healthy Community Coalition of Collier County, and other agencies.
- Coordinate with FDOT and local governments to ensure that roadway expansion and retrofit projects work towards meeting the bicycle/pedestrian goals identified in the Bicycle and Pedestrian Master Plan.
- Maintain and update the current Bicycle Pedestrian Master Plan as needed, and prior to the LRTP update.
- Depending on new federal and state guidance, prepare documents to address one or more of the following programs:
 - Vision Zero Action Plan
 - Safe Streets for All
 - Complete Streets
 - Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
- Prepare updates to SUNTrail maps as opportunity arises.

Congestion Management Planning

- Complete the Congestion Management Process Update.
- Prepare an updated Transportation System Performance Report prior to completion of the 2050 Long Range Transportation Plan. This document will become a guiding document of the 2050 LRTP.
- Attend Lee TMOC and Collier/Lee/Charlotte TIM Team to the extent feasible
- Attend and participate in technical meetings and workshops related to the CMC, CMP and congestion relief strategies
- Update the Local Road Safety Plan with current data and statistics. This document will become a guiding document of the 2050 LRTP.
- Facilitate “best practices” approach for incorporating CMP measures into existing plans and programs, including preliminary engineering, traffic simulation modeling, and project prioritization.

End Task/Deliverable	Target Date
Congestion Management Process Update	December 2022
Updated Transportation System Performance Report	June 2024
Updated Local Road Safety Plan	June 2024
Proposed revisions to SUNTrails Map	As needed
Safe Routes to School Program applications and prepare letters of support	As needed
Collier Bicycle/Pedestrian Facility Map Update	As needed
Bike/Ped Master Plan Update	June 2024

RESPONSIBLE AGENCY: **Collier MPO, Consultant Services**

Task 5 – Financial Tables

Task 5 - Special Projects & Systems Planning					
Estimated Budget Detail for FY 2022/23					
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
A. Personnel Services					
MPO staff salaries, fringe benefits, and other deductions	\$51,000	\$0	\$0	\$0	\$51,000
Subtotal:	\$51,000	\$0	\$0	\$0	\$51,000
B. Consultant Services					
Congestion Management Process Update	\$20,000	\$0	\$0	\$0	\$20,000
Transportation System Performance Report	\$0	\$100,000	\$0	\$0	
Bike/Ped Master Plan	\$67,133	\$0	\$0	\$0	\$67,133
Subtotal:	\$87,133	\$100,000	\$0	\$0	\$87,133
Total:	\$138,133	\$100,000	\$0	\$0	\$138,133

Task 5 - Special Projects & Systems Planning					
Estimated Budget Detail for FY 2023/24					
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
A. Personnel Services					
MPO staff salaries, fringe benefits, and other deductions	\$80,000	\$0	\$0	\$0	\$80,000
Subtotal:	\$80,000	\$0	\$0	\$0	\$80,000
B. Consultant Services					
Transportation System Performance Report	\$0	\$50,000	\$0	\$0	\$50,000
Bike/Ped Master Plan	\$54,925	\$0	\$0	\$0	\$54,925
Subtotal:	\$54,925	\$50,000	\$0	\$0	\$104,925
Total:	\$134,925	\$50,000	\$0	\$0	\$184,925

TASK 6 TRANSIT AND TRANSPORTATION DISADVANTAGED PLANNING

PURPOSE:

To provide the necessary resources to support a multimodal transportation system in the Collier MPO area. This task includes beginning the Transit Development Plan, the 2050 Long Range Transportation Plan, a multimodal TIP and other plans, programs and technical studies relating to public transportation. This task includes coordination with the transit agency for the reporting of transit asset management target measures and target setting for the required Public Transit Safety Agency Plan. In addition, this task includes overseeing and providing planning services for a coordinated Transportation Disadvantaged (TD) Program in Collier County, in accordance with Chapter 427 of the Florida Statutes (FS) and Florida Administrative Code (F.A.C.) Rule 41-2.

PREVIOUS WORK

- TDP Major Update
- Park and Ride Study
- Transit Impact Analysis
- Coordinated with PTNE to review and adopt the Transit Asset Management Performance Measures for the Collier Metropolitan Area.
- Ongoing transit and transportation disadvantaged coordination between the Collier MPO and PTNE.
- Staff support to the Local Coordinating Board as required by the TD Planning Grant.
- TDSP Minor Update
- Community Transportation Coordinator (CTC) Evaluation
- Annual TD Planning Grant Requirements

REQUIRED TASKS:

- Conduct and maintain the operations of the MPO including providing administrative support activities such as financial management, contract management, public outreach, personnel matters, procurement of equipment and supplies and general management of Transit Planning at the system level within the MPO.
- MPO staff, Board, and PTNE staff will participate in meetings, trainings, workshops, or seminars related to fixed route which may include fixed routes, ADA or paratransit service.
- Prepare necessary progress reports and requests for reimbursement for Public Transit Grant Agreements. Participate in quarterly coordination meetings with FDOT to discuss status of agreements.
- Participate in quarterly coordination meetings with FDOT to discuss transit issues.
- Project Management and Consultant Services to complete the Transit Development Plan Major Update. Provide comments on the annual reports of the Transit Development Plan prepared by PTNE.
- Coordinate with PTNE on compliance with all Federal requirements to address transit performance measures including, Transit Asset Management and Public Transit Agency Safety Plan

- Consultant and staff services to conduct a Regional Fares/Services study which was identified as a part of the TDP major update.
- Coordinate with PTNE to identify Transit Priorities, review priorities for consistency with the TDP and LRTP.
- Complete designation of CTC in coordination with Commission for Transportation for Disadvantaged (CTD).
- Staff support to the LCB, including preparation of agendas, preparation of meeting materials including legal advertisements of meetings.
- Complete TD activities as required by TD Planning Grant, including annual updates to TDSP and major TDSP update, CTC Evaluation, annual review of bylaws, completion of LCB training, public workshop, etc.
- Prepare and submit grant application for TD Planning Grant. Execute grant agreement and prepare necessary progress reports and requests for reimbursement by the CTD.

End Task/Deliverable(s)	Target Date
Participation in meetings, trainings, workshops, or seminars (TD and Transit)	As needed
Regional Fares/Services Study	June 2023
Transit Development Plan Major Update	June 2025 (Due September 2025, early completion will assist with LRTP update)
TDP Annual Report (Prepared by PTNE)– Provide Comments	Annually
Coordinate with PTNE on compliance with all Federal requirements to address transit performance measures including, Transit Asset Management and Public Transit Agency Safety Plan	As directed by FDOT
Adopted Transit Priorities	June - Annually
TD Grant Application and Agreement	Annually
LCB Meetings	Quarterly
Minor TDSP Update	May 2023
CTC Designation	June 2023
Major TDSP Update	October 2023
CTC Evaluation	May - Annually

RESPONSIBLE AGENCY: Collier MPO, Collier County PTNE, Consultant Services

Task 6 - Financial Tables

Task 6 - Transit & TD Planning						
Budget Detail for FY 2022/23						
Budget Category & Description	FHWA PL	FTA 5305 (FY 21)	FTA 5305 (FY 22)	Trans. Disad.	Total	FTA 5305 Soft Match for FY 21 and FY 22
A. Personnel Services						
MPO staff salaries, fringe benefits, and other deductions	\$1,000	\$58,924	\$64,000	\$22,036	\$145,960	\$30,731
Subtotal:	\$1,000	\$58,924	\$64,000	\$22,036	\$145,960	\$30,731
B. Consultant Services						
Regional Fares and Service Study	\$20,000	\$58,984	\$49,995		\$128,979	\$27,245
TDSP Major Update	\$65,000				\$65,000	\$0
TDP Major Update	\$71,340				\$71,340	\$0
					\$0	\$0
Subtotal:	\$156,340	\$58,984	\$49,995	\$0	\$265,319	\$27,245
C. Travel						
MPO Staff and PTNE staff attendance at training and conferences	\$9,000	\$9,600	\$9,600	\$2,000	\$30,200	\$4,800
Subtotal:	\$9,000	\$9,600	\$9,600	\$2,000	\$30,200	\$4,800
D. Other Direct Expenses						
Website			\$240		\$240	\$60
Legal Ads	\$0	\$0	\$0	\$2,760	\$2,760	
Fed Ex/ Postage	\$120	\$120	\$80	\$1,110	\$1,430	\$50
Office Supplies	\$400	\$400	\$800	\$0	\$1,600	\$300
Subtotal:	\$520	\$520	\$1,120	\$3,870	\$6,030	\$410
Total:	\$166,860	\$128,028	\$124,715	\$27,906	\$447,509	\$63,186

Task 6 – Transit & TD Planning Budget Detail for FY 2023/24			
Budget Category & Description	FHWA PL	Trans. Disad.	Total
A. Personnel Services			
MPO staff salaries, fringe benefits, and other deductions	\$25,000	\$22,036	\$64,000
Subtotal:	\$25,000	\$22,036	\$64,000
B. Consultant Services			
TDP Major Update	\$97,340	\$0	\$97,340
Subtotal:	\$97,340	\$0	\$97,340
C. Travel			
MPO Staff and PTNE staff attendance at training and conferences	\$5,000	\$2,000	\$9,600
Subtotal:	\$5,000	\$2,000	\$9,600
D. Other Direct Expenses			
Website			\$240
Legal Ads	\$0	\$2,760	\$0
Fed Ex/ Postage	\$120	\$1,110	\$80
Office Supplies	\$400	\$0	\$800
Subtotal:	\$520	\$3,870	\$1,120
Total:	\$127,860	\$27,906	\$172,060

TASK 7 REGIONAL COORDINATION

PURPOSE:

Provide for the continuation of a region-wide multimodal transportation planning process in accordance with Federal and State guidelines. To provide training to MPO staff, Board members and advisory committee members to support transportation planning and policy activities in the region.

PREVIOUS WORK:

- Represented the MPO at local, regional, State and Federal meetings, including quarterly Metropolitan Planning Organization Advisory Council (MPOAC) meetings and Coordinated Urban Transportation Studies (CUTS) meetings.
- Submitted freight projects to MPOAC for prioritization.
- Attendance at Lee MPO TAC and TMOC meetings.
- Conducted Joint Lee/Collier BPAC, CAC, TAC and MPO meets as needed.
- Updated Joint TRIP priorities and regional priorities with Lee County and submitted to FDOT.

REQUIRED ACTIVITIES:

- Conduct Joint Lee/Collier BPAC, CAC, TAC and MPO meetings as needed.
- Staff and MPO Board attend MPOAC meetings and workshops, including freight meetings, noteworthy practices meetings, and MPOAC weekend institute for Governing Board members.
- Staff participate in CUTS meetings and host as required.
- Participate in Lee MPO TAC, BPAC, and TMOC meetings.
- Monitor and participate in statewide plans and programs, including but not limited to FTP, SIS, and Vision Zero.
- Attendance at state and local conferences/meetings on Collier MPO related issues provided by FDOT, FHWA, NHI, USDOT, NTI, etc.
- Monitor and update joint priorities (TRIP, SIS, enhancement, SUNTrail) as necessary. Rank and prioritize for funding.
- Analysis of State and Federal laws and regulations for MPOs, committees and local government officials to aid them in the application of regional transportation policy strategies.
- Coordinate with municipalities to review local plans for consistency with MPO plans.
- Participate in regional freight workshops and seminars.
- Prepare and submit freight priorities as requested.

End Task/Deliverable(s)	Target Date
MPOAC Meeting Participation	Quarterly
CUTS Meeting Participation	Quarterly
Joint Priorities (TRIP, SIS, etc)	Annually – As requested by FDOT
Joint Lee/Collier MPO Meetings	Annually – As needed
Freight Priorities to MPOAC	As requested

RESPONSIBLE AGENCY: Collier MPO

Task 7 - Financial Tables

Task 7- Regional Coordination Estimated Budget Detail for FY 2022/23					
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Total
A. Personnel Services					
MPO staff salaries, fringe benefits, and other deductions	\$25,000	\$0	0	0	\$25,000
Subtotal:	\$25,000	\$0	\$0	\$0	\$25,000
B. Travel					
Travel to MPOAC and any other out of county activities as necessary	\$7,000	\$0	\$0	\$0	\$7,000
Subtotal:	\$7,000	\$0	\$0	\$0	\$7,000
Total:	\$32,000	\$0	\$0	\$0	\$32,000

Task 7- Regional Coordination Estimated Budget Detail for FY 2023/24					
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5303	Trans. Disad.	Total
A. Personnel Services					
MPO staff salaries, fringe benefits, and other deductions	\$25,000	\$0	0	0	\$25,000
Subtotal:	\$25,000	\$0	\$0	\$0	\$25,000
B. Travel					
Travel to MPOAC and any other out of county activities as necessary	\$7,000	\$0	\$0	\$0	\$7,000
Subtotal:	\$7,000	\$0	\$0	\$0	\$7,000
Total:	\$32,000	\$0	\$0	\$0	\$32,000

TASK 8 LOCALLY FUNDED ACTIVITIES

PURPOSE:

To cover any MPO expenses deemed not eligible or reimbursable by FHWA PL, TD or FTA Section 5305(d) funding.

PREVIOUS WORK:

- Reimbursement of travel and training expenses not eligible for reimbursement from the FHWA PL, TD or FTA Section 5305(d) Grants.
- Payment for staff time to attend safety training and HR training required by Collier County.

REQUIRED TASKS:

End Task/ Deliverable(s)	Target Date
Prepare resolutions and policy positions	As needed
Participate in Collier County required Safety and HR training courses	As needed
Payment of any shortfall of consultant or personnel costs or any invoices not eligible for grant reimbursement.	As needed

RESPONSIBLE AGENCY: Collier MPO

Task 8 - Financial Tables

Task 8 - Locally Funded Activities Estimated Budget Detail for FY 2022/23						
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Local	Total
A. Miscellaneous Expenses						
Resolutions and policy positions, travel, membership dues, and any other expenses not eligible for grant reimbursement	\$0	\$0	\$0	\$0	\$8,000	\$8,000
Total:	\$0	\$0	\$0	\$0	\$8,000	\$8,000

Task 8 - Locally Funded Activities Estimated Budget Detail for FY 2023/24						
Budget Category & Description	FHWA (PL)	FHWA (SU)	FTA 5305	Trans. Disad.	Local	Total
A. Miscellaneous Expenses						
Resolutions and policy positions, travel, membership dues, and any other expenses not eligible for grant reimbursement	\$0	\$0	\$0	\$0	\$8,000	\$8,000
Total:	\$0	\$0	\$0	\$0	\$8,000	\$8,000

SUMMARY TABLES

TABLE 3 – FY 2022/23 AGENCY PARTICIPATION[illegible]

TABLE 4 – FY 2022/23 FUNDING SOURCE[illegible]

TABLE 5 – FY 2023/24 AGENCY PARTICIPATION

Task #	Task Description	FHWA CPG	FHWA PL	FDOT Soft Match	Local	TD Trust	Total	Amount to Consultant
1	Administration	\$368,800	\$ -	\$ 81,340	\$ -	\$ -	\$ 450,140	\$ 5,000
2	Data Collection/ Development	\$ 40,000	\$ -	\$ 8,822	\$ -	\$ -	\$ 48,822	\$ 15,000
3	Transportation Improvement Program (TIP)	\$ 30,000	\$ -	\$ 6,617	\$ -	\$ -	\$ 36,617	\$ -
4	Long Range Planning	\$ 46,846	\$400,000	\$ 10,332	\$ -	\$ -	\$ 457,178	\$ 446,846
5	Special Projects and Systems Planning	\$134,925	\$ 50,000	\$ 29,758	\$ -	\$ -	\$ 214,683	\$ 104,925
6	Transit and Transportation Disadvantaged	\$127,860	\$ -	\$ 28,200	\$ -	\$ 26,962	\$ 183,022	\$ 97,340
7	Regional Coordination	\$ 32,000	\$ -	\$ 7,058	\$ -	\$ -	\$ 39,058	\$ -
8	Locally Funded Activities	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ -
	Total fiscal year 2022/23 funds for all tasks	\$ 780,431	\$450,000	\$172,127	\$ 8,000	\$ 26,962	\$ 1,437,520	\$ -
	Total De-obligation from prior fiscal years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total cost, including carryover, for all tasks	\$ 780,431	\$450,000	\$172,127	\$ 8,000	\$ 26,962	\$ 1,437,520	\$ 669,111

	FHWA PL	FHWA SU	FDOT	TD Trust	Collier Co.	Naples	Everglades	Marco Is.	Total
State Support/Match for MPO (1)	\$ -	\$ -	\$172,127	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 172,127
FY 2023/24 Funding	\$ 780,431	\$450,000	\$ -	\$ 26,962	\$ -	\$ -	\$ -	\$ -	\$ 1,257,393
FY 2023/24 Local Funding	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 2,000	\$ -	\$ 1,000	\$ 8,000
De-Obligation from Prior Fiscal Years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total cost, including carryover, for all tasks	\$ 780,431	\$450,000	\$172,127	\$ 26,962	\$ 5,000	\$ 2,000	\$ -	\$ 1,000	\$ 1,437,520

(1) For FY 2023/2024, FDOT will "soft match" the MPP/PL Funds using toll revenue expenditures as a credit toward the non-Federal matching share.

The amount identified on this line represent the amount of "soft match" required (both State and local) for the amount of Federal PL section 112 funds requested in this UPWP.

TABLE 6 – FY 2023/24 FUNDING SOURCE

Task #	Task Description	FHWA PL Federal	FHWA SU Federal	FDOT Soft Match	Total Federal Funding	State TD Trust	Local Funding	Total
1	Administration	\$368,800		\$ 81,340	\$ 368,800	\$ -	\$ -	\$ 450,140
2	Data Collection/Development	\$ 40,000		\$ 8,822	\$ 40,000	\$ -	\$ -	\$ 48,822
3	Transportation Improvement Program (TIP)	\$ 30,000		\$ 6,617	\$ 30,000	\$ -	\$ -	\$ 36,617
4	Long Range Planning	\$ 46,846	\$400,000	\$ 10,332	\$ 446,846	\$ -	\$ -	\$ 457,178
5	Special Projects and Systems Planning	\$134,925	\$ 50,000	\$ 29,758	\$ 184,925	\$ -	\$ -	\$ 214,683
6	Transit and Transportation Disadvantaged	\$127,860		\$ 28,200	\$ 127,860	\$ 26,962		\$ 183,022
7	Regional Coordination	\$ 32,000		\$ 7,058	\$ 32,000	\$ -	\$ -	\$ 39,058
8	Locally Funded Activities	\$ -		\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
	Total fiscal year 2023/24 funds for all tasks	\$ 780,431	\$450,000	\$172,127	\$ 1,230,431	\$ 26,962	\$ 8,000	\$ 1,437,520
	State Support/Match for MPO (1)	\$ -	\$ -	\$172,127	\$ -	\$ -		\$ 172,127
	FY 2023/24 Funding	\$780,431	\$450,000	\$ -	\$ -	\$ 26,962		\$ 1,257,393
	FY 2023/24 Local Funding	\$ -	\$ -	\$ -	\$ -		\$ 8,000	\$ 8,000
	Total cost, including carryover, for all tasks	\$ 780,431	\$450,000	\$ 172,127	\$ 1,230,431	\$ 26,962	\$ 8,000	\$ 1,437,520

APPENDICES

APPENDIX A – COMMONLY USED ACRONYMS

Acronym	Full Name
AADT	Annual Average Daily Traffic
ADA	Americans with Disability Act
AMPO	Association of Metropolitan Planning Organizations
ARRA	American Recovery and Reinvestment Act
AASHTO	American Association of State Highway and Transportation Officials
AUIR	Annual Update and Inventory Report
BCC	Board of County Commissioners
BIL	Bipartisan Infrastructure Law
BPAC	Bicycle & Pedestrian Advisory Committee
CAC	Citizens Advisory Committee
CAT	Collier Area Transit
CEMP	County Emergency Management Plan
CFR	Code of Federal Regulations
CIA	Community Impact Assessment
CIE	Capital Improvement Element
CIGM	Collier Inter-Active Growth Model
CIP	Capital Improvement Program
CMC	Congestion Management Committee
CMP	Congestion Management Process
CMS	Congestion Management System
COA	Comprehensive Operational Analysis
COOP	Continuity of Operations Plan
CORSIM	Corridor Simulation
CR	County Road
CRA	Community Redevelopment Agency
CTC	Community Transportation Coordinator
CTD	(Florida) Commission for the Transportation Disadvantaged
CTST	Community Traffic Safety Team
CUTR	Center for Urban Transportation Research
CUTS	Coordinated Urban Transportation Studies
DBE	Disadvantaged Business Enterprise
DOPA	Designated Official Planning Agency
DRI	Development of Regional Impact
EAR	Evaluation and Appraisal Report
EMS	Emergency Medical Services
ETAT	Environmental Technical Advisory Team
ETDM	Efficient Transportation Decision Making
F.A.C.	Florida Administrative Code
FAP	Federal Aid Program
FAST	Fixing America's Surface Transportation
FDOT	Florida Department of Transportation
FHREDI	Florida's Heartland Rural Economic Development Initiative

COMMONLY USED ACRONYMS

Acronym	Full Name
FHWA	Federal Highway Administration
FM	Financial Management
FS	Florida Statutes
FSUTMS	Florida Standard Urban Transportation Model Structure
FTA	Florida Transit Administration
FTP	Florida Transportation Plan
FY	Fiscal Year
GIS	Geographical Information System
ICAR	Intergovernmental Coordination and Review
ICE	Intergovernmental Coordination Element
IIJA	Infrastructure Investment and Jobs Act
IJR	Interchange Justification Report
IT	Information Technology
ITS	Intelligent Transportation Systems
JARC	Job Access Reverse Commute
JPA	Joint Participation Agreement
LAP	Local Agency Program
LCB	Local Coordinating Board for the Transportation Disadvantaged
LEP	Limited English Proficiency
LinC	Lee in Collier Transit Service
LOS	Level of Service
LRTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century
MMP	Master Mobility Plan
MMTPP	Metropolitan Multimodal Transportation Planning Process
MPO	Metropolitan Planning Organization (includes references to the organization, MPO Board, Staff and Committees)
MPOAC	Metropolitan Planning Organization Advisory Council
MPP	Metropolitan Planning Program
NTD	National Transit Database
PD&E	Project Development & Environment
PEA	Planning Emphasis Area
PIP	Public Involvement Plan
PL	Highway Planning Funds
PTNE	Public Transit and Neighborhood Enhancement
PTOP	Public Transportation Operation Plan
QRC	Quick Response Code
RFP	Request for Proposal
ROW	Right-of-Way
SCE	Sociocultural Effects
SE	Socioeconomic
SHS	State Highway System

COMMONLY USED ACRONYMS

Acronym	Full Name
SIS	Strategic Intermodal System
SR	State Road
SSPP	System Safety Program Plan
SWFRPC	Southwest Florida Regional Planning Council
TAC	Technical Advisory Committee
TAZ	Traffic Analysis Zone
TD	Transportation Disadvantaged
TDM	Transportation Demand Management
TDP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TSM	Transportation Systems Management
TRIP	Transportation Regional Incentive Program
ULAM	Urban Land Allocation Model
UPWP	Unified Planning Work Program
USC	United States Code
USDOT	United States Department of Transportation
UZA	Urbanized Area
VE	Value Engineering
ZDATA	Zonal Data (land use and socio-economic)

APPENDIX B – PLANNING STUDIES IN THE MPO AREA

This list is compiled and/or updated by the Collier MPO staff for the purposes of regional planning. It is included here for reference.

SR 29 (in Collier County) – FDOT is completing a PD&E study that looks at several alternatives to provide more capacity through Immokalee. An alternative has been endorsed by the MPO Board, but the PD&E has not been approved by FHWA. This project has been going on since 2007. The Collier MPO 2040 Needs Plan and Cost Feasible Plan include this project

Old US 41 (Lee/Collier County) – FDOT is completing a PD&E study to evaluate alternatives for capacity and sidewalk improvements.

Green Boulevard Extension/ North Belle Meade Study – Collier County has not commenced this study, but it is intended to evaluate the area that extends eastward from CR – 951 to surround the North Belle Meade area from Golden Gate Estates to I-75 and eastward to Everglades Boulevard. The purpose of this study is to more clearly define the future collector roadway network in this area. Several east-west and north-south needs-based corridors have been identified that would enhance circulation throughout the area. The study effort would include determining the feasibility and preferred alignment for the identified corridors or alternatives that may be developed during the study.

CR951 Congestion Relief Study – Collier County has not commenced this study, but it is intended to identify an alternative travel route to the existing CR951 corridor due to forecasted high congestion levels by 2040. The study area extends from CR951 to City Gate North Boulevard to Benfield Road on its eastern limits to US41 at its southern limits. The limits of this study area are subject to change. The study will consider multiple travel routes, improvements to CR951, a no-build option, and evaluate other alternative planning strategies to alleviate future congestion on CR951.

Collier Blvd. (Bridge Location Analysis from Golden Gate Parkway to Golden Gate Main Canal) – The design of this project reached approximately 60% plan phase and then was placed on hold. Collier County is revising the plans and permits and completing a study to look at the current traffic and future traffic to recommend a bridge crossing location. It is anticipated that a bridge crossing location will be recommended to the BCC.

Veteran’s Memorial Blvd. Study – Collier County is studying from just west of the new High School entrance to Old US41 and the continuing on to US41. This work is being coordinated with the FDOT PD&E that is currently ongoing for Old US41 in Lee and Collier Counties. The purpose of this study is to more clearly define the corridor for the roadway and to start the environmental permitting process.

Immokalee Area Transportation Network Study – Collier County has initiated a multi-modal transportation planning study that will compile transportation and mobility projects to complete connections and expand mobility in the Immokalee area. The project will develop recommendations that identify enhancements to mobility for all transportation users including bicycle and pedestrians, transit riders and well as vehicles. It is anticipated that the tools developed from this plan could be used by the MPO, CRA, the County and other agencies to identify resources and advance projects.

APPENDIX C – STATEMENTS AND ASSURANCES

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
POLICY PLANNING
05/18

DEBARMENT and SUSPENSION CERTIFICATION

As required by the USDOT regulation on Governmentwide Debarment and Suspension at 49 CFR 29.510

- (1) The **Collier MPO** hereby certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
 - (d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.
- (2) The **Collier MPO** also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.

Name: Councilman Paul Perry
Title: MPO Chairman (or designee)

Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

S25-010-08
POLICY PLANNING
05/18

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the **Collier MPO** that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the **Collier MPO**, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The **Collier MPO** shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Name: Councilman Paul Perry
Title: MPO Chairman (or designee)

Date

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the Collier MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Collier MPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Collier MPO, in a non-discriminatory environment.

The Collier MPO shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code

Name: Councilman Paul Perry
Title: MPO Chairman (or designee)

Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

825-010-08
POLICY PLANNING
05/18

TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the **Collier MPO** assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The **Collier MPO** further assures FDOT that it will undertake the following with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendices A and E* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

Name: Councilman Paul Perry
Title: MPO Chairman (or designee)

Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
POLICY PLANNING
05/18

APPENDICES A and E

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. Cancellation, termination or suspension of the contract, in whole or in part.

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

825-010-08
POLICY PLANNING
05/18

- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)

APPENDIX D – RESPONSE TO COMMENTS

[illegible][illegible]

Agency	Comment Type	Comment	Response	Page

APPENDIX E – MPO RESOLUTION

RESOLUTION 2022-0

RESOLUTION OF THE COLLIER METROPOLITAN PLANNING ORGANIZATION AUTHORIZING THE MPO CHAIR TO EXECUTE THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT AND THE 2022/23-2023/24 UNIFIED PLANNING WORK PROGRAM APPROVED ON MAY 13, 2022.

WHEREAS, the Collier Metropolitan Planning Organization (MPO) has the authority to execute the Metropolitan Planning Organization Agreement (the “Agreement”) (per 23 U.S.C § 134, 23 CFR § 450 and F.S. § 339.175) and the 2022/23-2023/24 Unified Planning Work Program (the “UPWP”) (per 23 CFR § 450.308(b) and F.S. § 339.175(9); and

WHEREAS, on May 13, 2022, the MPO Chair reviewed and approved the FY 2022/23-2023/24 UPWP and the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE COLLIER METROPOLITAN PLANNING ORGANIZATION THAT:

1. The Collier MPO has the authority to execute the attached: (a) Metropolitan Planning Organization Agreement, and (b) the 2022/23-2023/24 Unified Planning Work Program.
2. The Collier MPO authorizes its Chair to execute the UPWP and the Agreement.
3. The Collier MPO authorizes its Chair to sign any other related documents that may be required to process the UPWP and the Agreement.

This Resolution was PASSED and DULY ADOPTED by the Collier Metropolitan Planning Organization Board on May 13, 2022.

Attest:

COLLIER COUNTY METROPOLITAN
PLANNING ORGANIZATION

By: _____
Anne McLaughlin
Collier MPO Executive Director

By: _____
Councilman Paul Perry
MPO Chairman

Approved as to form and legality:

Scott R. Teach, Deputy County Attorney