



AGENDA CMC

**Congestion Management Committee
Collier County Transportation Management
Services Department
South Conference Room
2885 South Horseshoe Drive
Naples, Florida 34104**

NOTE: THIS IS AN IN-PERSON MEETING

**January 15, 2025
2:00 p.m.**

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of September 18, 2024 Meeting Minutes**
5. **Open to Public for Comment on Items Not on the Agenda**
6. **Agency Updates**
 - A. FDOT
 - B. MPO
 - C. Other
7. **Committee Action**
 - A. Elect Chair and Vice-Chair
 - B. Endorse the Regional Lee and Collier Congestion Management Process (CMP) Element Scope of Services
- C. Review and Comment on Lee and Collier MPO Consolidation Feasibility Study Scope of Services
8. **Reports and Presentations (May Require Committee Action)**
9. **Member Comments**
10. **Distribution Items (No presentation)**
 - A. MPO Board approved 2025 Meeting Schedule
11. **Next Meeting Date:**

March 19, 2025, 2 p.m.
12. **Adjournment**

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 Coordinator, Ms. Suzanne Miceli, (239) 252-5814 or by email at: Suzanne.Miceli@colliercountyfl.gov, or in writing to the Collier MPO, attention: Ms. Miceli, at 2885 South Horseshoe Dr., Naples, FL 34104.

**CONGESTION MANAGEMENT COMMITTEE of the
COLLIER METROPOLITAN PLANNING ORGANIZATION
MEETING MINUTES
November 20, 2024, 2:00 p.m.**

1. Call to Order

Mr. Kingston called the meeting to order at approximately 2:02 p.m.

2. **Roll Call**

Ms. Miceli called the roll and confirmed a quorum was present in the room.

CMC Members Present In-Person

Chris Ordonez, Collier County Traffic Management Center
Don Scott, Lee MPO Executive Director
Dan Hall, Collier County Traffic Operations Safety
Karen Homiak, CAC Representative
Omar De Leon, Collier Area Transit
Dave Rivera, City of Naples
Zurima Luff, City of Marco Island

CMC Members Absent

Alison Bickett, City of Naples
Dayna Fendrick, BPAC Representative
John Lambcke, Collier Schools Transportation

MPO Staff

Anne McLaughlin, Executive Director
Sean Kingston, Principal Planner
Suzanne Miceli, Operations Support Specialist II

Others Present

Alex Showalter, Collier Area Transit
Lorraine Lantz, Collier County Transportation Planning
Kathey Eastley, Collier County Transportation Planning
Mike Harris, Kimley-Horn
Jacob Lennertz, Kimley-Horn
Michael Reynolds, Kimley-Horn
Kelley Klepper, Kimley-Horn
Kathi Kilburn, Member of the Public/Bayshore Drive

**Item 7.A. Elect Chair for this meeting in the absence of elected officers was heard before item 3.*

3. Approval of the Agenda

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

4. Approval of the September 18, 2024 Meeting Minutes

Ms. Homiak moved to approve the September 18, 2024 minutes. Mr. Scott seconded. Carried unanimously.

5. Public Comments for Items not on the Agenda

Ms. Kilburn said she was present to discuss traffic and speeding on Bayshore Dr, which she believed was being compounded by overdevelopment in the area. Drivers are driving 65 mph on the three-mile stretch of Bayshore Drive from US 41 to Holly Ave, which has 35 mph speed limit, and since the newest residential development was completed, speeding seemed to have increased. Speed limit signs are not easily seen, and she had heard that installing speed bumps was not a possibility. She said the Bayshore Community Redevelopment Agency (CRA) was promoting the walkability of the area, but she feels speeding traffic makes it dangerous, mentioning that a few years ago her dog was hit by a car on Bayshore and she couldn't get cars to stop when trying to get the deceased dog off the road. She said she has lived on Bayshore for over nine years and welcomes the progression of the area but was concerned about safety and wanted to know who to speak to about addressing speed limit signs as well as e-bike speeding. She said the speed data she had seen seemed inaccurate compared to what she has observed.

Mr. Kingston mentioned that MPO was in the midst of writing a comprehensive Safety Action Plan, expected to be adopted by June 2025. There would be a presentation about the plan during item 8.A. and invited **Ms. Kilburn** to stay and observe the presentation.

Ms. McLaughlin also invited **Ms. Kilburn** to stay after the meeting to share contact information.

6. Agency Updates

A. FDOT

Ms. McLaughlin said FDOT was not present but that they had just released their 2026-2030 Draft Tentative Work Program.

Mr. Scott said that FDOT's in-person presentation was scheduled at the Southwest Area Office in Fort Myers and District One Headquarters in Bartow simultaneously with the virtual public hearing, on December 11, 2024.

B. MPO

None.

C. Other

(i) City of Naples

None.

(ii) Collier County Public Transportation & Neighborhood Enhancement (PTNE)

None.

(iii) Collier County Transportation Planning

None.

(iv) Collier County Traffic Management Center (TMC) Operations

None.

(v) Lee County MPO

None.

7. Committee Action

A. Elect Chair for this meeting in the absence of elected officers

** This item was heard before item 3.*

Mr. Kingston said this was for the committee to elect a Chair for this meeting, effective once elected. CMC bylaws require officer elections at the first regularly scheduled meeting of each year. They shall hold the offices until their successors are elected. Officer roles on the CMC are currently vacant. A Chair is needed. The election will be decided by the majority vote of Committee members present. Elections for next year will be held at the first CMC meeting of 2025.

Ms. Homiak moved to nominate Mr. Hall. Mr. Scott seconded. Carried unanimously.

B. Review of the Lee and Collier Regional Congestion Management Process (CMP) Element Scope of Services

Mr. Kingston said this was for the committee to review and comment on the Regional Scope of Services for the joint Regional Congestion Management Process (CMP) to be included in the 2050 Long Range Transportation Plan (LRTP) update, which is scheduled to be adopted in December 2025. The Lee and Collier MPOs are working together on a Regional CMP Element Scope of Services. The Regional CMP Element will address regional roadways within the Bonita Springs urbanized area that is part of the Lee County Metropolitan Planning Area down to Immokalee Road in Collier County. The regional coordination

for this project helps fulfill commitments made during the discussions that came out of efforts by the Legislature last year to consolidate the two MPOs. The approval of the final scope will occur at the January 15th CMC meeting.

Mr. Scott said the regional roadway map was approved in 2017 and would be updated as a part of the process. The regional objectives would be considered while each MPO would continue to update their own CMPs. Joint activities would include identifying and addressing congested corridors and hot spots, obtaining updated data, an Origin/Destination Study, and strategies to improve Lee-Collier commutes. The public involvement will be aligned with the development of each MPO's LRTP. Will come back to the committee in January after the committee presentation process.

In addition, the two MPOs and FDOT are developing a scope for a Feasibility Study for the consolidation of Collier & Lee MPOs.

**This item was presented for review and comment only.*

8. Reports and Presentations (May Require Committee Action)

A. Staff Presentation on Collier MPO Comprehensive Safety Action Plan (CSAP) development

Mr. Kingston said the item was being presented for the committee to receive a presentation on the CSAP and provide comments. The project consultant, TY Lin International, had prepared the draft Existing Conditions & Safety Analysis Memorandum and the presentation, which had previously been presented for comment to the Bicycle/Pedestrian Advisory Committee (BPAC) and the Technical and Citizens Advisory Committees (TAC & CAC). Public comment had been gathered via public meetings, a survey, and an interactive map. Guided by the comments provided by the CMC, BPAC, TAC, CAC, and the public, the documents would be revised and presented to the MPO Board at their December 2024 meeting.

Mr. Kingston provided a presentation which can be viewed in the November 20, 2024 CMC Agenda.

Ms. McLaughlin invited Committee members to continue to review the documents and provide comments prior to the next CMC meeting.

B. Don Scott from Lee MPO to present development of their Safe Streets for All Safety Action Plan

Mr. Scott said Lee MPO was in the process of conducting a study to assist in the development of their Comprehensive Safety Action Plan to shape a safer community for Lee County. Lee MPO had hosted public meetings and heard the same issues of concern as Collier: reckless driving, driving under the influence, and distracted drivers (which has been difficult for law enforcement to prove to provide accurate data). Micromobility and e-bikes were continuing to be a topic of discussion at most meetings, and Sanibel Island had imposed a 10-20 mph speed limit on pathways to be enforced via park rangers and signage. Lee MPO had announced a call for safety projects from their local jurisdictions and would continue to host public meetings to gather feedback for the plan. Crashes were trending up and mitigation was a large focus of the plan. The goal was to get the plan approved by March 2025.

Mr. Scott provided a presentation which can be viewed in the November 20, 2024 CMC Agenda

A group discussion followed, regarding smart traffic lights as a safety measure and how the funding process is not able to keep up with the continual advances in transportation technology.

9. Member Comments

None.

10. Distribution Items (No presentation)

A. 2025 Meeting Calendar for MPO Board approval December 13th.

This item was distributed.

11. Next Meeting Date

January 15, 2025, 2:00 p.m. –Transportation Management Services Bldg. South Conference Room, 2885 S. Horseshoe Dr., Naples, FL, 34104 – in person.

12. Adjournment

There being no further comments or business to discuss, **Mr. Hall** adjourned the meeting at 2:57 p.m.

EXECUTIVE SUMMARY
COMMITTEE ACTION
ITEM 7A

Elect Chair and Vice-Chair

OBJECTIVE: For the Committee to elect a Chair and Vice-Chair for calendar year 2025.

CONSIDERATIONS: The CMC Bylaws 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. There is no Chair or Vice-Chair at this time.

STAFF RECOMMENDATION: That the Committee elect a Chair and Vice-Chair for calendar year 2025.

ATTACHMENT(S):

None

Prepared By: Sean Kingston, AICP, PMP, Principal Planner

EXECUTIVE SUMMARY
COMMITTEE ACTION
ITEM 7B

Endorse the Lee and Collier MPOs' Regional Congestion Management Process (CMP) Element Scope of Services

OBJECTIVE: For the committee to endorse the Regional Scope of Services for the CMP, to be included in the 2050 Long Range Transportation Plan (LRTP) update.

CONSIDERATIONS: The Lee and Collier MPOs are working together on a joint Regional CMP Element Scope of Services. (**Attachment 1**) The Regional CMP Element will address regional roadways within the Bonita urbanized area that is part of the Lee County Metropolitan Planning Area down to Immokalee Road in Collier County.

The regional coordination for this project helps fulfill commitments made during the discussions that came out of efforts by the Legislature last year to consolidate the two MPOs.

This same scope was provided for committee review and comment at the November 2024 CMC meeting with subsequent endorsement at the January 2025 meeting.

STAFF RECOMMENDATION: That the committee vote to endorse the Joint Lee-Collier MPO CMP.

ATTACHMENT(S):

1. Regional Congestion Management Process Element Scope of Services

Prepared By: Sean Kingston, AICP, PMP, Principal Planner

REGIONAL CONGESTION MANAGEMENT PROCESS ELEMENT SCOPE OF SERVICES

Background

The federal government requires all urbanized areas to have in place a continuing, cooperative and comprehensive transportation (3-C) planning process as a condition to the receipt of federal capital or operating assistance. As part of this 3-C planning process the MPO is required to prepare and adopt a 20 year Long Range Transportation Plan (LRTP). The LRTP is made up of several components including the Freight and Goods Movement element, the Congestion Management Process (CMP) element, the Bicycle Pedestrian element and Transit element. This Scope of Services has been written for the update and development of the Congestion Management Process Element for the 2050 LRTP.

For this LRTP update, the two MPOs are developing a regional Congestion Management Process component of the CMP which will be included in both the Lee and Collier MPO plans. The regional CMP component is being developed to help the MPOs meet one of the commitments that was made as part of the consolidation discussions last year. In addition, this analysis is being done to help address commuting congestion during the peak hours between the two MPO urbanized areas.

Task 1 – Kickoff Meeting and Project Management

The Consultant will provide overall project management, QA/QC review of documents and provide support services as needed. Coordination between the two Lee and Collier Project Managers and the Consultant Project Manager will be conducted on a routine schedule to ensure management of the schedule, resolve any issues/questions and get timely review of the project deliverables. The Consultant will schedule a virtual meeting with the Lee and Collier MPO staff to discuss the scope, schedule and data/previous reports and studies needed for the update and development of the 2050 CMP Element.

Deliverables:

- Kick off meeting and meeting summary
- Project schedule with updates
- Periodic Teams coordination meetings

Task 2 – Update of the Current Regional Objectives, Performance Measures and Define the CMP Network

The Consultant will update the current regional objectives using the MPOs previous CMP as well as the current goals and objectives in the 2050 LRTP that is under development. This will also include a review of the performance measures that are currently being used to define how the multi-modal transportation system is operating and make recommended changes as needed.

The MPO staff is proposing that the CMP network for this update include the joint regional Lee and Collier roadway network, the most recent version that was approved by the Joint MPO Board's back in 2017 (attached). The separate regional component that will be included in both MPO plans will include the regional roadways that are within the portion of the Bonita urbanized area that is a part of the Lee County MPA down to Immokalee Road in Collier County. From the US census analysis, this equates to the area in Lee County where more than 50% of the commuters living in Lee County commute to the Bonita urbanized area. The Consultant will review and make recommendations to the two MPO's where the regional network needs to be revised to address any recent changes or planned changes to the roadway system. The CMP bicycle pedestrian network will follow the facilities on the regional roadway map as well as the SUN (Shared Use Network) facilities in Lee and Collier Counties. The transit network will follow the service routes and new potential routes consistent with the regional roadway network map as well.

Deliverables:

- Updated regional CMP objectives and performance measures
- Updated regional network maps and tables

Task 3 – Overview of Current CMP Policies, Procedures and Requirements

The Consultant will provide an overview and background of each of the MPOs CMP requirements and update the documentation, as necessary. This task will also include documenting the current programmed projects on the regional roadway network that are planned to be implemented to help address congestion and safety issues on the CMP network. Examples of these projects for inclusion include the US 41 and Bonita Beach Road displaced left that is programmed for design in FY 2026 and the I-75 and Pine Ridge Road DDI that is currently being designed.

Deliverables:

- Documentation and update of each MPOs CMP policies, procedures and requirements
- Develop table and map of the programmed congestion and safety improvements

Task 4: Identify Congested Corridors and Hot Spots and Document Potential Toolbox Solutions

Utilizing existing and prior studies, reports and databases, the Consultant will develop corridor level travel summaries of conditions. The summaries will also include information on peak hour bottlenecks to identify hot spot locations to focus on for identifying potential improvements. This task will include the analysis of non-re-occurring (crash, incidents, construction etc.) congestion and the impacts of that on the other regional facilities. The Consultant should use pictures, video, maps and any other visual data available to illustrate the issues that are experienced on the congested corridors and intersection hot spots.

The data sources that should be reviewed and used for this analysis includes the following:

- Prior Lee and Collier Congestion Management Process documents and projects
- Lee County Traffic System and Management Operations (TS&MO) Plan
- FDOT Districtwide LOS Analysis
- District One regional model runs to date (E+C and Alt 1 as of November 2024)
- Collier County Annual Update Inventory Report (AUIR)
- Lee County concurrency analysis
- Collier MPO origin and destination study
- RITIS
- FDOT Lee and Collier mobility profiles
- Crash analysis from the Lee and Collier MPO's High Injury Network (HIN) analysis as part of the SS4A projects. FDOT HIN analysis on state roads in Lee County
- Travel time data from BlueTOAD sensors and other sources
- Transit ridership, operational and coverage information from the TDP's and other recent studies
- Corridor and intersection analysis included in the I-75 Master Plan

This task will include conducting a regional origin and destination study focusing on peak hour commuter traffic between Lee and Collier Counties. The breakdown of trips will be by community/planning district and the analysis should be by one of the big data sources that is commonly used. The two MPO's are open to recommendations as to what is used but also how this data can be checked for accuracy as well. The origin and destination data will be used to recommend improvements and strategies.

Also as part of this task, the Consultant will develop a process to classify and address congestion and recommend an updated toolbox of projects and CMP Strategies to

address recurring and non-recurring congestion. The updated toolbox of projects and strategies should include generalized information on costs of implementation.

Deliverables:

- Corridor level travel condition summaries
- Identification of Intersection hot spots and bottlenecks
- Peak hour commuter origin and destination data between Lee and Collier counties
- Updated toolbox of projects and strategies to improve recurring and non-recurring congestion with generalized cost data

Task 5: Analyze Conditions and Develop Recommended Projects and Strategies for Potential Implementation by the MPO's

Using what comes out of task 4, as well as the toolbox of Congestion Management Process strategies, identify specific projects and strategies that will help reduce congestion on roadways and at intersections for implementation. This task will include developing an implementation schedule (short term, mid-term and long term), implementation responsibilities and costs at a planning level cost estimate. The recommended projects and strategies should include a mix of the following:

- Intelligent Transportation Systems (ITS)
- Transportation Demand Management (TDM)
- Operational improvements
- Capacity expansion
- Transit improvements
- Commuter services and van pools
- Technological improvements
- Bicycle/pedestrian and micromobility improvements

The identification of projects should include where the proposed fix needs further study and include that cost and responsibility for that analysis as well.

Deliverables:

- Identification of site specific projects and strategies to address congested locations with schedule, responsibility and planning level cost estimates

TASK 6: Develop a Prioritization Process to Identify a Prioritized List of Projects and Strategies for Implementation

The Consultant will, with the help of the MPO staff, identify the distinct types and amount of funding that is currently available to the MPOs for programming projects and strategies. The Consultant will develop a prioritization process with the input of the MPO staff and MPO committees to develop a list of prioritized projects to be included in the LRTP update for implementation.

Deliverables:

- Identification of available funding for projects and strategies and prioritization process
- List of prioritized projects, strategies and recommendations for both MPOs

TASK 7: Monitoring Strategy Effectiveness

This Task will address the monitoring of the effectiveness of strategies and projects that are implemented. As part of this task, the Consultant will review the MPO's processes and provisions to monitor and evaluate the effectiveness of the CMP strategies and projects that have been implemented to address congestion, and recommend ways to improve these provisions.

Deliverables:

- Technical Memorandum on findings and recommendations to improve and enhance the MPO's current practices to monitor the effectiveness of implemented strategies and recommendations.

Task 8: Public Involvement and MPO Committee Presentations

The Consultant will participate in the public involvement meetings that take place as part of the development of the Long Range Plan. In addition the Consultant will make presentations (or provide materials for MPO staff to present) and seek input at the MPOs Congestion Management meetings, TAC, CAC and MPO Board as needed. The total number of meetings estimated as part of this task is sixteen over the project time frame.

Deliverables:

- Summary of comments and recommendations received as part of the public involvement activities

Task 9: Develop the Draft and Final Congestion Management Elements Documentation

This task will include pulling together the documentation that has been done in the previous tasks and developing the updated congestion management elements for the Lee and Collier MPO's for inclusion in their Long Range Plans. This will also include a separate regional technical memorandum that will be included in both MPO plans. The CMP elements will include the documentation of the deliverables identified in each of the project tasks. The Consultant will compile and present the first draft of the 2040 CMP Element to the MPO's Traffic Management and Operations Committee, Technical Advisory Committee, Citizens Advisory Committee and the MPO Board. A final version of the 2050 CMP Element will be completed after input from the public, staff and the committees.

Deliverables:

- Draft and final congestion management element documentation for inclusion on the 2050 LRTPs

Schedule and Budget

The Consultant will perform the scope tasks within twelve months of the Notice to Proceed. The budget for this project is \$120,000 for the Lee MPO and \$ 67,765 for the Collier MPO for FY2024/25. Collier MPO has an additional FY2025/26 allocation of \$155,000 for the Congestion Management Process update, some of which can be applied toward this Regional Element, if necessary.

COLLIER-LEE REGIONAL ROADWAY NETWORK

AMENDED: COLLIER MPO MAY 12, 2017 - LEE COUNTY MPO MAY 19, 2017



Legend

- SIS Hubs
- Proposed Interstate Interchange
- Existing Regional Facility
- Programmed Regional Facility
- Planned Regional Facility
- Major Roads



Created: Brian Balduino
2.9.2016
Collier Networks(GIS) Regional Network 2011 Reg_Highway
Source: Collier-Lee MPOs

EXECUTIVE SUMMARY
COMMITTEE ACTION
ITEM 7C

Review and Comment on Lee and Collier MPO Consolidation Feasibility Study Scope of Services

OBJECTIVE: For the committee to review and comment on the Scope of Services for the Feasibility Study to consolidate Lee and Collier MPOs.

CONSIDERATIONS: The Scope shown in **Attachment 1** was prepared by Lee and Collier MPO staff and shared with FDOT for consideration as they start the procurement process. The Scope proposes that the project will be jointly managed by the two MPOs and the Florida Department of Transportation (FDOT). FDOT has not yet provided any feedback other than they are engaged in discussions with the Center for urban Transportation Research (CUTR) at the University of South Florida to conduct the study.

In response to proposed state legislation during the 2024 Florida Legislative Session and recent support by local legislators and elected officials, FDOT is providing \$250,000 to study the feasibility of consolidating the Lee and Collier MPOs. The study will include the issues, revenues/costs/financial management plan, organizational structure, benefits/drawbacks and a potential timeline and process for creating a single metropolitan planning organization serving the Cape Coral and Bonita Springs urbanized areas. FDOT will negotiate a task work order with a consultant firm or team to assist the staff and the Boards of the two MPOs in creating a staffing, management, and procedural framework to fulfill the responsibilities of a federally designated MPO, consistent with federal regulations (23 US Code 134) and state statutes (Chapter 163) for consideration by the two MPO Boards.

STAFF RECOMMENDATION: Provided for review and comment.

ATTACHMENT(S):

1. Lee and Collier MPO Consolidation Feasibility Study Scope of Services

Prepared By: Sean Kingston, AICP, PMP, Principal Planner

Lee and Collier MPO Consolidation
Feasibility Study Scope of Services

Purpose and Need

In response to proposed state legislation during the 2024 Florida Legislative Session and recent support by local legislators and elected officials, FDOT is providing \$250,000 to study the feasibility of consolidating the Lee and Collier MPOs. The study will include the issues, revenues/costs/financial management plan, organizational structure, benefits/drawbacks and a potential timeline and process for creating a single metropolitan planning organization serving the Cape Coral and Bonita Springs urbanized areas. FDOT will negotiate a task work order with a consultant firm or team to assist the staff and the Boards of the two MPOs in creating a staffing, management, and procedural framework to fulfill the responsibilities of a federally designated MPO, consistent with federal regulations (23 US Code 134) and state statutes (Chapter 163) for consideration by the two MPO Boards.

The Consultant will work with the MPO staff to address the scope tasks listed below to provide the necessary information for the two MPO Boards to determine whether to pursue the creation of a new regional MPO. It is important to note the milestones of each task and coordination with the two MPOs to receive input to determine if those items can be resolved before moving on to the next step in the process.

Project Management and Schedule

The project will be jointly managed by the two MPOs and FDOT. The MPOs shall each appoint a single project manager to serve as the primary point of contact for the project.

Task 1: Kick Off Meeting, Project Management and Coordination Activities

The Consultant will hold a kick off meeting with the Lee and Collier MPOs and FDOT staff where the scope tasks and schedule will be discussed. As part of this meeting, the MPO staff for each MPO will provide the Consultant pertinent information on how each MPO currently conducts business in regards to MPO apportionment, agreements, funding, operations and staffing.

This task will also include periodic virtual progress meetings with the Lee and Collier MPO Directors and FDOT to provide updates throughout the study, seek input on issues, discuss future work activities and coordinate deliverables.

Deliverables:

- Kick-off meeting agenda and a summary of the results
- A project schedule that MPO staff can share with our respective Boards
- Agendas for the progress meetings along with summary notes on what was discussed and any follow up items

Task 2: Coordination with FHWA and FTA to Provide Guidance on Questions and Issues

The Consultant with the MPO staff and FDOT will coordinate with FHWA and FTA staff on questions and clarifications on items that impact the consolidation of the two TMA areas and need to be answered before drafting an apportionment plan. For example, one of these items includes the interpretation of the central city(ies) of both TMA's in the approval of the apportionment plan. The Consultant and staff will put together questions to be provided to the FHWA and FTA staff ahead of scheduling a coordination meeting to ensure ample opportunity for them to research the answers to the questions.

The Consultant will draft a memorandum with the responses and any remaining regulation questions that have not been resolved. The memorandum will also include a breakdown of the remaining issues and how each of the responses impacts positively or negatively the consolidation of the MPO's.

Deliverables:

- List of questions to be provided to FHWA and FTA
- Memorandum with the results of the coordination efforts

Task 3: Document Existing Regional Coordination and Benefits/Drawbacks to the Proposed Consolidated MPO

The Consultant will develop a memorandum for use in providing information on what the current regional coordination entails along with outlining what a consolidated MPO could do for the area in the future. This analysis will help provide information as to what is currently done but also provide an overview of what could be done as part of a consolidated MPO in the future. The memorandum needs to identify the benefits and drawbacks of combining the MPO's to provide the two MPO Boards with this needed information prior to getting into the discussions regarding the apportionment.

This documentation should include examples of other regional MPO's best practices in operations, coordination, duties, public involvement, voting, project prioritization and balancing local versus regional needs. Finally, this memorandum should include recommendations on work responsibilities that Board members think the regional MPO should be doing that are currently not accomplished by the existing regional coordination agreements and requirements.

Deliverables:

- Memorandum that includes current regional activities, benefits/drawbacks of consolidation and best regional practices from other areas. This memorandum will also include input from the current Board members on tasks or responsibilities that they think we should be doing as a consolidated MPO that are beyond our current federal and state requirements.

Task 4: Proposed Apportionment Plan

The Consultant will assist the two MPOs and their local government partners in identifying proposed apportionment plans for the proposed consolidated board composition consistent with federal and state requirements. This task will include developing a preferred apportionment Board member alternative as well. The proposed and preferred alternative will be presented to the MPO Boards for consideration. The intent of this task is to seek a consensus and draft an agreement on the voting allocations before moving on to the remaining tasks of this scope.

The consultant will prepare and present a draft Memorandum Of Understanding (MOU) or some other draft approval process. The Consultant, MPO staff and attorneys shall meet to decide how the draft apportionment plan should be approved before moving on to the next step in the process. If this moves forward, the final apportionment plan will be approved by the MPO Boards at a future date and presented to the Governor for final approval. But it makes little sense to move forward with the remaining tasks in the study if an agreement on the voting appears like it is a barrier that the two MPO's cannot overcome.

Deliverables:

- Draft apportionment plans to be presented to the two MPO's for consideration
- Some form of a draft agreement from the general purpose local governments representing 75% of the population of the urbanized area(s) and the central city(ies)

Task 5: Determine the Organization Structure, Costs and Policies/Procedures

The Consultant shall review the current MPO structure of both MPO's, operating costs and staffing and put together a memorandum of what a consolidated MPO may look like. This analysis will include a proposed budget (initial start-up and ongoing operations) and staff for the consolidated MPO in enough detail to get input by the member jurisdictions on whether or not they are willing to take on the responsibilities of having the consolidated MPO attached to them for all or certain services. The most important being the capital float/bank as the MPOs are operating on a reimbursement basis. If none of the local entities indicate that they are willing to take this on, the analysis for the new regional MPO will then default to the assumption that it will become an independent entity consistent with how the Lee MPO currently operates.

Once a determination on whether the new consolidated MPO is hosted or independent, the Consultant will then identify how the MPO financial, office operations and benefits will be handled (including agreements, if hosted). Examples of these items include IT, legal, accountant, HR, auditor, phones, internet copier, website, insurance, office and meeting space and benefits etc.

The Consultant will assess and report on the financial liabilities and assets of each MPO (develop a balance sheet of assets and liabilities) likely to be in place at the time

of a merger and develop a transition plan assigning responsibilities to each MPO.

The Consultant will develop a financial plan for operating the consolidated MPO based on projected PL allocations and member contributions and show how core planning documents will be funded using TMA SU funds if needed to supplement PL and local contributions. This task will also include recommended MPO policies, procedures, internal controls and bylaws for the proposed consolidated MPO for consideration.

Task 5 represents another major milestone in determining whether the two Boards wish to continue on to Task 6.

Deliverables:

- Determination of a hosted or independent MPO structure
- Develop a financial plan for the MPO structure that takes into account projected revenue streams and costs.
- Memorandum that includes what the consolidated MPO will look like for financial management, office operations and benefits

Task 6: Review of Interlocal Agreements, Contractual Requirements and Recommended Timeline for Inclusion in Final Report

The Consultant will review existing agreements and contracts to make recommendations on what needs to be changed regarding existing MPO agreements and contracts as well as what future agreements will need to be put in place. From this review, recommendations will be made on the possible timeline for consolidation.

This task will include drafting a final report that includes the information on any issues with existing agreements, future needed new MPO agreements and based on that information, recommendations on the timing for consolidation. The final report will also include the combining of the memorandums from each of the preceding tasks and a synopsis of the findings for review by the two MPO's. Following receipt of comments, the consultant will revise the report and produce a final version.

Deliverables:

- Review and recommendations on existing and future agreements
- Development of final draft report for review by the two MPO's and finalize the report following review

EXECUTIVE SUMMARY
COMMITTEE ACTION
ITEM 10A

MPO Board Approved 2025 MPO Meeting Schedule

OBJECTIVE: For the committee to receive a copy of the 2025 MPO meeting schedule approved by the MPO Board on December 13, 2024.

CONSIDERATIONS: The MPO's approved 2025 Meeting Schedule is shown in **Attachment 1**. The schedule follows established meeting locations, dates and times except for the MPO Board falling on December 11. It would normally be December 12, but due to requirements for the Long Range Transportation Plan (LRTP), it must be held earlier.

STAFF RECOMMENDATION: That the committee receive a copy of the approved 2025 Meeting Schedule.

Prepared By: Sean Kingston, AICP, PMP, Principal Planner

ATTACHMENTS:

1. MPO Board Approved 2025 MPO Meeting Schedule



2025 Meeting Schedule

Collier Metropolitan Planning Organization (MPO)
2885 S. Horseshoe Drive, Naples, FL 34104
(239) 252-5814 | www.CollierMPO.org

Approved December 13, 2024

RED STRIKETHROUGH = CANCELLED MEETING

DATES IN GREEN = ADDED MEETING

Metropolitan Planning Organization (MPO) – Monthly at 9:30 a.m.

MPO Board Meetings are held on the second Friday of the month at the Board of County Commissioners Chambers, Admin. Bldg. F, 3299 Tamiami Trail East, Naples, FL, 34112, unless otherwise noted.

February 14, 2025	March 14, 2025	April 11, 2025	May 9, 2025
June 13, 2025	September 12, 2025	October 10, 2025	November 14, 2025
December 11, 2025			

Technical Advisory Committee (TAC) – Monthly at 9:30 a.m.

TAC Meetings are held on the fourth Monday of the month at the County Transportation Management Services Bldg., South Conference Room, 2885 South Horseshoe Drive, Naples, FL, 34104, unless otherwise noted.

January 27, 2025	February 24, 2025	March 24, 2025	April 28, 2025
*May 19, 2025 <i>due to holiday</i>	August 25, 2025	September 22, 2025	October 27, 2025
November 24, 2025			

Citizens Advisory Committee (CAC) – Monthly at 2:00 p.m.

CAC Meetings are held on the fourth Monday of the month at the County Transportation Management Services Bldg., South Conference Room, 2885 South Horseshoe Drive, Naples, FL, 34104, unless otherwise noted.

January 27, 2025	February 24, 2025	March 24, 2025	April 28, 2025
*May 19, 2025 <i>due to holiday</i>	August 25, 2025	September 22, 2025	October 27, 2025
November 24, 2025			

Bicycle/Pedestrian Advisory Committee (BPAC) – Monthly at 9:00 a.m.

BPAC Meetings are held on the third Tuesday of the month at the Collier County Government Center, Admin. Bldg. F, IT Training Room, 5th Floor, 3299 Tamiami Trail East, Naples, 34112, unless otherwise noted.

January 21, 2025	February 18, 2025	March 18, 2025	April 15, 2025
May 20, 2025	August 19, 2025	September 16, 2025	October 21, 2025
November 18, 2025			

Congestion Management Committee (CMC) – Bi-Monthly at 2:00 p.m.

CMC Meetings are held on the third Wednesday of every other month at the Collier County Transportation Management Services Bldg., South Conference Room, 2885 South Horseshoe Drive, Naples, FL, 34104, unless otherwise noted.

January 15, 2025	March 19, 2025	May 21, 2025	July 16, 2025
September 17, 2025	November 19, 2025		

Local Coordinating Board (LCB) for the Transportation Disadvantaged – Quarterly at 1:30 p.m.

LCB Meetings are held quarterly on the first Wednesday of the corresponding month at the Collier County Government Center, Admin. Bldg. F, IT Training Room, 5th Floor, 3299 Tamiami Trail East, Naples, 34112, unless otherwise noted.

March 5, 2025	May 7, 2025	September 3, 2025	December 3, 2025
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