

# <u>CHARLOTTE COUNTY – PUNTA GORDA</u> <u>METROPOLITAN PLANNING ORGANIZATION</u> <u>MEETING AGENDA</u>

2:00 p.m., Monday, October 16, 2023 Charlotte County Administration Center Room #119 18500 Murdock Circle Port Charlotte, FL 33948

#### **MPO Board Members**

Christopher G. Constance, MD, Chair/Commissioner/Charlotte County Joseph Tiseo, Vice Chair/Commissioner/Charlotte County Stephen R. Deutsch/Commissioner/Charlotte County James W. Herston, Commissioner/Airport Authority Lynne Matthews, Mayor/City of Punta Gorda

MPO Director D'Juan L. Harris MPO Administrative Service Coordinator Bekie E. Leslie Legal Counsel to MPO Board Janette S. Knowlton, County Attorney

- 1. Call to Order & Roll Call
- 2. Invocation Pastor Steve Glover Deep Creek Community Church
- 3. Pledge of Allegiance
- 4. Addition and/or Deletion to the Agenda
- 5. Public Comments on Agenda Items
- 6. PUBLIC MEETING: FY 2023/2024 FY 2027/2028 TIP Roll Forward Amendment

## 7. Chairs' Reports:

- A. MPO Board Chair's Report
- B. Citizens' Advisory Committee (CAC) Chair's Report
- C. Technical Advisory Committee (TAC) Chair's Report
- D. Bicycle/Pedestrian Advisory Committee (BPAC) Chair's Report

#### <u>CHARLOTTE COUNTY – PUNTA GORDA MPO</u> <u>OCTOBER 16, 2023, AGENDA (continued)</u>

- 8. Local Government Reports:
  - A. Charlotte County Airport Authority
  - **B.** City of Punta Gorda
  - C. Charlotte County
- 9. Consent Agenda:
  - A. Approval of Minutes: July 17, 2023, MPO Board Meeting
  - **B.** Draft MPO Board and Advisory Committees Meeting Schedule for Calendar Year 2024
  - C. Bicycle/Pedestrian Advisory Committee (BPAC) Resignation and Appointment
- **10. MPO Director's Annual Evaluation**
- 11. Florida Department of Transportation (FDOT) Report
- 12. FY 2023/2024 Unified Planning Work Program (UPWP)/MPO Agreement Amendment
- 13. Urban Area Boundary / Functional Classification Review
- **14. Apportionment Plan Update**
- 15. Revised Work Assignment Order / Safe Streets and Roads for All (SS4A) Scope Review
- **16. Public Comments**
- **17. Staff Comments**
- **18. Member Comments**
- **19. Adjournment**

#### Charlotte County-Punta Gorda MPO Schedule of Future Meetings/Public Meetings/Joint Meetings

Monday, December 18, 2023 – 2:00 p.m. MPO Regular Board Meeting Charlotte County Administration Center 18500 Murdock Circle Room #119, Port Charlotte, Florida

No stenographic record by a certified court reporter is made of these meetings. Accordingly, anyone seeking to appeal any decisions involving the matters herein will be responsible for making a verbatim record of the meeting/testimony and evidence upon which any appeal is to be based. (F.S. 286.0105)

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND CHAPTER 286.26 FLORIDA STATUTES, PERSONS NEEDING SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING. CALL (941) 883-3535 BETWEEN 8:00 A.M. AND 4:00 P.M., MONDAY THROUGH FRIDAY.

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 he or she has been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Charlotte County-Punta Gorda MPO Title VI Coordinator Wendy W. Scott at (941) 883-3535 or by writing her at 18500 Murdock Circle, Building B, Suite 200, Port Charlotte, FL 33948.

#### CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION

18500 Murdock Circle, Port Charlotte, Suite 200, Port Charlotte, FL 33948 Telephone: (941) 883-3535 Fax: (941) 883-3534

# OCTOBER 16, 2023 MPO BOARD MEETING

#### AGENDA ITEM # 6 <u>PUBLIC MEETING: FY 2023/2024 – FY 2027/2028 TRANSPORTATION</u> <u>IMPROVEMENT PROGRAM(TIP) ROLL FORWARD AMENDMENT</u>

**Purpose:** To hold a Public Meeting and consider amending the FY 2023/2024 – FY 2027/2028 Transportation Improvement Program (TIP)

#### Agenda Item Presented by: MPO Staff

#### **Discussion:**

The MPO staff received a request from the Florida Department of Transportation (FDOT) (Attachment) to amend the Charlotte County-Punta Gorda MPO's FY 2023/2024 – FY 2027/2028 Transportation Improvement Program (TIP)

The roll forward report includes projects in the previous state fiscal year that were not commenced, have uncommitted portions of projects that have started and or have funds remaining on completed projects. These projects automatically roll forward in FDOT's Work Program and need to be accounted for in the MPO's new TIP. This amendment is required to account for these projects (Attachment 1) in the FY 2024 through FY 2028 TIP.

The Technical and Citizens' Advisory Committees formally reviewed and recommended MPO adoption of the FY 2023/2024 – FY 2027/2028 TIP as presented at their September 27, 2023, meetings.

A Public Meeting is required to solicit public input.

<b>Budget Action:</b>	No action needed.
<b>Recommendation:</b>	To hold a Public Meeting and consider amending the FY 2023/2024 – FY 2027/2028 Transportation Improvement Program (TIP)
	A ROLL CALL VOTE IS REQUIRED
Attachment:	FDOT Charlotte County MPO Roll Forward Report

#### FLORIDA DEPARTMENT OF TRANSPORTATION OFFICE OF WORK PROGRAM MPO ROLLFORWARD REPORT ================= HIGHWAYS ==================

ITEM NUMBER DISTRICT:03 ROADWAY ID	1		PROJECT DESCRIPTION	COUNTY : CH		.272MI					WORK:INTERSEC		
	FUND CODE	LESS THAN 2024	2024	2025	2026		2027		2028		GREATER THAN 2028		ALL YEARS
PHASE:	PRELIMINARY	ENGINEERING / RES	PONSIBLE AGENCY: MAN	JAGED BY FDOT									
	DIH DS	91,066 86,849	0 0	0		0		0 0		0 0		0 0	91,060 86,849
	05	00,049	0	0		0		U		0		0	00,04
PHASE:	CONSTRUCTION		ENCY: MANAGED BY FDO										
	ACSL	43,632	6,789	0		0		0		0		0	50,42
	DS SL	67,866 774,120	0	0		0		0		0		0	67,86 774,12
TOTAL 4312			-	0		0		0		0		0	
		1,063,533	6,789	0		0		0		0		0	1,070,322
TOTAL PROJI	ECT:	1,063,533	6,789	U		0		U		0		U	1,070,32
ITEM NUMBEN DISTRICT:0: ROADWAY ID	1		PROJECT DESCRIPTION	COUNTY: CH		ST TO I- .135MI					WORK:PD&E/EMO NES EXIST/IMPR(		
		LESS									GREATER		
	FUND	THAN									THAN		ALL
	CODE	2024	2024	2025	2026		2027		2028		2028		YEARS
PHASE:	PD&E/R	SPONSIBLE AGENCY:	MANAGED BY FDOT										
	ACCM	272	4,400	0		0		0		0		0	4,672
	CM	812,460	2	0		0		0		0		0	812,462
TOTAL 4349	65 1	812,732	4,402	0		0		0		0		0	817,134
ITEM NUMBER			PROJECT DESCRIPTION			ST TO I-	75						*NON-SIS*
DISTRICT:02 ROADWAY ID				COUNTY: CI	HARLOTTE DJECT LENGTH:	3 246MT					WORK:ADD LANE: NES EXIST/IMPRO		
	01500000			110	Joher Bandrin.	5.21000						0110/1	
		LESS									GREATER		
	FUND	THAN	2024	2025	2026		2027		2020		THAN		ALL
	CODE	2024	2024	2025	2026		2027		2028		2028		YEARS
PHASE:	RIGHT OF WAY	/ RESPONSTRUE AG	ENCY: MANAGED BY CHA	RLOTTE COUNTY BOC	ч.								
111100	ACSA	0	333,733	0	-	0		0		0		0	333,73
	CM	0	1,661,904	0		Ō		Ō		Ō		0	1,661,904
	SA	0	5,688,363	0		0		0		0		0	5,688,363
	SM	0	1,544,000	0		0		0		0		0	1,544,000
PHASE:			ENCY: MANAGED BY FDO										
	LF	0	3,750,000	0		0		0		0		0	3,750,000
TOTAL 43490		0	12,978,000	0		0		0		0		0	12,978,000
TOTAL PROJI		812,732	12,982,402	0		0		0		0		0	13,795,134

ITEM NUMBER:435105 DISTRICT:01 ROADWAY ID:0153000		PROJECT DESCR	IPTION:CR 765A (TAYI COUN	LOR RD) FROM N JO ITY:CHARLOTTE PROJECT LENGTH		T RD PHASE I	TYPE OF WORK:BIKE LANES EXIST/J		*NON-SIS* ED: 1/ 1/ 0
FUND CODE	LESS THAN 2024	2024	2025	2026	2027	2028	GREATER THAN 2028		LL EARS
PHASE: PRELIMI CARM TALM	NARY ENGINEERING	0 19	CY: MANAGED BY FDOT 1,866 8,134	0 0	0 0	0 0	0 0	0 0	191,866 458,134

PAGE 2				DEPARTMENT OF T OFFICE OF WORK F	PROGRAM				DP	TE RUN: 07/05/2023 TIME RUN: 10.29.03
CHARLOTTE-PUNTA GORDA	A MPO			MPO ROLLFORWARI ====================================						MBRMPOTP
TALT TOTAL 435105 2 TOTAL PROJECT:	0 0 0	2,000 652,000 652,000		0 0 0	0 0 0	0 0 0		0 0 0	0 0 0	2,000 652,000 652,000
ITEM NUMBER:436602 2 DISTRICT:01 ROADWAY ID:01075000		PROJECT DESCRIPTION		EST AREA IN CHAF Y:CHARLOTTE PROJECT LENGTH:					RK:LANDSCAPING EXIST/IMPROVED/	*SIS* ADDED: 2/ 2/ 0
FUND CODE	LESS THAN 2024	2024	2025	2026	2027		2028	T	REATER HAN 028	ALL YEARS
PHASE: PRELIMINAR		SPONSIBLE AGENCY: MA	NAGED BY FDOT	0	0	0		0	0	1 000
DIH TOTAL 436602 2	0 <b>0</b>	1,000 1,000		0 <b>0</b>	0 <b>0</b>	0 <b>0</b>		0 <b>0</b>	0 <b>0</b>	1,000 1,000
TOTAL PROJECT:	0	1,000		0	0	0		0	0	1,000
ITEM NUMBER:438996 1 DISTRICT:01 ROADWAY ID:01075000		PROJECT DESCRIPTION		NT CR 769 (KINGS Y:CHARLOTTE PROJECT LENGTH:					RK:LANDSCAPING EXIST/IMPROVED/	*SIS* ADDED: 4/ 0/ 0
FUND CODE	LESS THAN 2024	2024	2025	2026	2027		2028	Т	REATER HAN 028	ALL YEARS
PHASE: PRELIMINAR DIH DS	2Y ENGINEERING / RES 1,517 204,097	SPONSIBLE AGENCY: MAI 8,483 0	NAGED BY FDOT	0 0	0 0	0		0 0	0 0	10,000 204,097
PHASE: CONSTRUCTI DDR DIH	ON / RESPONSIBLE AG 1,085,472 48	GENCY: MANAGED BY FD 0 51,302	TC	0 0	0 0	0 0		0 0	0 0	1,085,472 51,350
TOTAL 438996 1 TOTAL PROJECT:	1,291,134 1,291,134	59,785 59,785		0 0	0 0	0 0		0 0	0 0	1,350,919 1,350,919
ITEM NUMBER:440670 1 DISTRICT:01 ROADWAY ID:01010000		PROJECT DESCRIPTION		FROM CARMALITA S Y:CHARLOTTE PROJECT LENGTH:		VENUE			RK:TRAFFIC SIGNA EXIST/IMPROVED/	
FUND CODE	LESS THAN 2024	2024	2025	2026	2027		2028	Т	REATER HAN 028	ALL YEARS
PHASE: PRELIMINAR DS HSP SA	Y ENGINEERING / RES 37,167 217,103 25,369	SPONSIBLE AGENCY: MAJ 0 0 0	NAGED BY FDOT	0 0	0 0	0 0		0	0 0	37,167 217,103 25,369
PHASE: CONSTRUCTI	ON / RESPONSIBLE AG	GENCY: MANAGED BY FD	ЭT	~	5	0		5	0	
ACSL DDR	42 93,458	0		0 0	0 0	0 0		0 0	0 0	457 93,458
DS HSP	8,620 1,184,817	0 205		0 0	0 0	0 0		0 0	0 0	8,620 1,185,022
LF SL	40,378 126,127	0 1,504		0 0	0 0	0 0		0 0	0 0	40,378 127,631
PHASE: ENVIRONMEN DDR	TAL / RESPONSIBLE A 6,722	AGENCY: MANAGED BY F1 0	DOT	0	0	0		0	0	6,722
TOTAL 440670 1	1,739,803	2,124		0	0	0		0	0	1,741,927
TOTAL PROJECT:	1,739,803	2,124		0	0	0		0	0	1,741,927

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ITEM NUMBER:441122 1 DISTRICT:01 ROADWAY ID:01075000		PROJECT DESCRIPTIO	N:I-75 (SR 93) @ CR COUNTY:CH PRC	IARLOTTE	) 50MI			RK:LANDSCAPING EXIST/IMPROVED/	*SIS* ADDED: 6/ 0/ 0
FUND CODE	LESS THAN 2024	2024	2025	2026	2027	2028	Т	REATER HAN 028	ALL YEARS
	RY ENGINEERING / RES								
DIH DS	539 23,756	0 0	0 0			0 0	0 0	0 0	539 23,756
PHASE: CONSTRUCT	ION / RESPONSIBLE AG	ENCY: MANAGED BY FI	DOT						
DDR	837,324	0	0			0	0	0	837,324
DIH	6,406	3,685	0			0	0	0	10,091
DS	139,536	0	0		,	0	0	0	139,536
TOTAL 441122 1 TOTAL PROJECT:	1,007,561 1,007,561	3,685 3,685	0		-	0	0	0	1,011,246 1,011,246
ITEM NUMBER:441517 1 DISTRICT:01 ROADWAY ID:01050000		PROJECT DESCRIPTIO	N:SR 776 FROM PINEDA COUNTY:CH PRC					RK:RESURFACING EXIST/IMPROVED/	*NON-SIS* ADDED: 4/ 4/ 0
FUND CODE	LESS THAN 2024	2024	2025	2026	2027	2028	Т	REATER HAN 028	ALL YEARS
CODE	2024	2024	2025	2020	2027			028	1 LAR5
PHASE: PRELIMINA	RY ENGINEERING / RES	PONSIBLE AGENCY: M	ANAGED BY FDOT						
DDR	777	0	0			0	0	0	775
DIH	48,969	4,702	0			0	0	0	53,671
DS	776,791	0	0		)	0	0	0	776,791
	ION / RESPONSIBLE AG								
ACSA	463,199	00.045	0			0	0	0	463,199
ACSL DDR	504,443 816,418	92,345 32,437	0		·	0	0	0	596,788 848,855
DDR	14,491	32,437	9			0	0	0	14,491
SL	2,634,561	Ő	0			0	Ő	ő	2,634,561
PHASE: ENVIRONME	NTAL / RESPONSIBLE A	GENCY: MANAGED BY	FDOT						
DDR	11,004	0			)	0	0	0	11,004
TOTAL 441517 1	5,270,653	129,484	0		)	0	0	0	5,400,137
TOTAL PROJECT:	5,270,653	129,484	0		)	0	0	0	5,400,137
ITEM NUMBER:441524 1		PROJECT DESCRIPTION	N:TAMIAMI TRAIL (SR		LIAM ST TO PEACE R	IVER BRIDGE			*NON-SIS*
DISTRICT:01			COUNTY:CH					RK:RESURFACING	
			DDC					EVIOR / TMDDOVED /	ADDED: 2/ 2/ 0
ROADWAY ID:01010000			PRC	JECT LENGTH: .9	LOMI		LANES	EXIST/IMPROVED/	ADDED: 3/ 3/ 0

FUND CODE	LESS THAN 2024	2024	2025	2026	2027	2028	GREATER THAN 2028	ALL YEARS
PHASE: PRELIMINA	RY ENGINEERING / RESP	ONSIBLE AGENCY: MAN	AGED BY FDOT					
DDR	1,712,076	0	0	0	0	0	0	1,712,076
DIH	40,374	11,340	0	0	0	0	0	51,714
DS	110,098	0	0	0	0	0	0	110,098
PHASE: RIGHT OF	WAY / RESPONSIBLE AGE	NCY: MANAGED BY FDO	Г					
DDR	58,280	87,733	0	0	0	0	0	146,013
DIH	8,742	1,386	0	0	0	0	0	10,128
PHASE: CONSTRUCT	ION / RESPONSIBLE AGE	NCY: MANAGED BY FDO	Г					
DDR	18,265	5,200,907	0	0	0	0	0	5,219,172
DIH	0	1,028	0	0	0	0	0	1,028

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DS	1,859	872,765		0	0	0	0	0	874,624
LF SA	0	650,962 596,666		0	0	0	0	0 0	650,962 596,666
SM	0	102,800		0	0	0	0	0	102,800
PHASE: ENVIRONMEN TALT	TAL / RESPONSIBLE A 20,000	AGENCY: MANAGED BY FI 50,000	TOC	0	0	0	0	0	70,000
TOTAL 441524 1	1,969,694	7,575,587		0	0	0	0	0	9,545,281
ITEM NUMBER:441524 2 DISTRICT:01 ROADWAY ID:01010000		PROJECT DESCRIPTION		(SR 45) FROM WI Y:CHARLOTTE PROJECT LENGTH		RIVER BRIDGE		WORK:PD&E/EMO STUD ES EXIST/IMPROVED/2	
FUND CODE	LESS THAN 2024	2024	2025	2026	2027	2028	3	GREATER THAN 2028	ALL YEARS
PHASE: P D & E / DIH TOTAL 441524 2 TOTAL PROJECT:	RESPONSIBLE AGENCY: 2,530 2,530 1,972,224	MANAGED BY FDOT 2,470 2,470 7,578,057		0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	5,000 <b>5,000</b> <b>9,550,281</b>
ITEM NUMBER:441929 1 DISTRICT:01 ROADWAY ID:01075000 FUND	LESS THAN	PROJECT DESCRIPTION		T TUCKER'S GRAI Y:CHARLOTTE PROJECT LENGTH				WORK:LANDSCAPING ES EXIST/IMPROVED// GREATER THAN	*SIS* ADDED: 3/ 3/ 0 ALL
CODE	2024	2024	2025	2026	2027	2028	l 	2028	YEARS
PHASE: PRELIMINAR		SPONSIBLE AGENCY: MAN	AGED BY FDOT						
DDR DIH	174,931 54,910	0 3,032		0 0	0 0	0	0	0 0	174,931 57,942
DS	5,241	0		0	0	0	0	0	5,241
PHASE: CONSTRUCTI DDR	ION / RESPONSIBLE AG 808,907	GENCY: MANAGED BY FDC 0	T	0	0	0	0	0	808,907
DIH DS	1,602 214	3,528 0		0 0	0 0	0	0	0	5,130 214
TOTAL 441929 1 TOTAL PROJECT:	1,045,805 1,045,805	6,560 6,560		0 0	0 0	0 0	0 0	0 0	1,052,365 1,052,365
ITEM NUMBER:441950 1 DISTRICT:01 ROADWAY ID:01030000		PROJECT DESCRIPTION		74 TO CR 74 Y:CHARLOTTE PROJECT LENGTH	: .641MI			WORK:ROUNDABOUT MS EXIST/IMPROVED/2	*SIS* ADDED: 2/ 2/ 0
FUND CODE	LESS THAN 2024	2024	2025	2026	2027	2028		GREATER THAN 2028	ALL YEARS
PHASE: PRELIMINAR DDR DIH DS GFSN SA SN	8,578 24,324 1,908 218,016 18,263	GPONSIBLE AGENCY: MA 0 416 0 0 0	IAGED BY FDOT					0 0 0 0 0	8,578 24,740 1,908 218,016 18,263 981,984
	981,984	0		0	0	0	0	0	901,90 <del>1</del>
PHASE: RIGHT OF W ACSN DDR DIH		0 GENCY: MANAGED BY FDC 413,807 26,800 7,893	ЭТ		0 0 0 0	0 0 0	0 0 0	0 0 0	847,720 92,710 45,034

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#### FLORIDA DEPARTMENT OF TRANSPORTATION OFFICE OF WORK PROGRAM MPO ROLLFORWARD REPORT ================== HIGHWAYS =================

PHASE: CONSTRUCTION	/ RESPONSIBLE AGENCY	: MANAGED BY FDOT						
DDR	471	0	0	0	0	0	0	471
DI	0	10,205,660	50,000	0	0	0	0	10,255,660
DIH	0	0	1,058	0	0	0	0	1,058
DS	6,069	0	0	0	0	0	0	6,069
PHASE: ENVIRONMENTAL	/ RESPONSIBLE AGENO	CY: MANAGED BY FDOT						
ACSN	0	64,766	0	0	0	0	0	64,766
TALN	0	93,012	0	0	0	0	0	93,012
TOTAL 441950 1	1,796,577	11,312,354	51,058	0	0	0	0	13,159,989
TOTAL PROJECT:	1,796,577	11,312,354	51,058	0	0	0	0	13,159,989

ITEM NUMBER:442098 1 DISTRICT:01 ROADWAY ID:01075000		PROJECT DESCRIPTION:	COUNTY: CHA			TYPE O	F WORK:DYNAMIC MESSA ANES EXIST/IMPROVED,	
FUND CODE	LESS THAN 2024	2024	2025	2026	2027	2028	GREATER THAN 2028	ALL YEARS
PHASE: PRELIMINARY	Y ENGINEERING / RES	PONSIBLE AGENCY: MAN	AGED BY FDOT					
DDR	0	0	0	300,000	0	0	0	300,000
DIH	111	4,889	0	0	0	0	0	5,000
PHASE: DESIGN BUII	LD / RESPONSIBLE AG	ENCY: MANAGED BY FDO	Т					
DIH	0	5,135	0	0	0	0	0	5,135
TOTAL 442098 1	111	10,024	0	300,000	0	0	0	310,135
TOTAL PROJECT:	111	10,024	0	300,000	0	0	0	310,135

ITEM NUMBER:442322 2 DISTRICT:01 ROADWAY ID:	PR	OJECT DESCRIPTION: H	COUNTY: CHA		IR/REPLACEMENT		WORK:EMERGENCY OPE ANES EXIST/IMPROVED/	
FUND CODE	LESS THAN 2024	2024	2025	2026	2027	2028	GREATER THAN 2028	ALL YEARS
	NI / DEGROMATRIE AGEN	WANAGED DV EDOR						
PHASE: CONSTRUCTIO	JN / RESPONSIBLE AGEN 102,123	CY: MANAGED BY FDOT	0	0	0	0	0	102,123
ACER		U	U	U	U	U	U	
DER	10,000	0	0	0	0	0	0	10,000
PHASE: MISCELLANE	OUS / RESPONSIBLE AGE	NCY: MANAGED BY FDC	T					
ACER	851,021	0	0	0	0	0	0	851,021
DER	140,500	11,000	0	0	0	0	0	151,500
TOTAL 442322 2	1,103,644	11,000	0	0	0	0	0	1,114,644
		-	0	0	0	0	0	
TOTAL PROJECT:	1,103,644	11,000	0	0	0	0	0	1,114,644

ITEM NUMBER:445475 DISTRICT:01 ROADWAY ID:01050000		PROJECT DESCRIPTION:	COUNTY : CHA				WORK:RESURFACING	*NON-SIS* ADDED: 2/ 2/ 0
FUND CODE	LESS THAN 2024	2024	2025	2026	2027	2028	GREATER THAN 2028	ALL YEARS
PHASE: PRELIMIN	IARY ENGINEERING / RES	PONSIBLE AGENCY: MAN	IAGED BY FDOT					
DDR	7,365	0	0	0	0	0	0	7,365
DIH	27,536	963	0	0	0	0	0	28,499
DS	571,543	0	0	0	0	0	0	571,543
PHASE: CONSTRUC	TTON / RESPONSTBLE AC	ENCY: MANAGED BY FDC	ער					
DDR	1,914,811	71,629	0	0	0	0	0	1,986,440

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CHARLOTTE-PUNTA GORDA M	MPO			MPO ROLLFORWAR	D REPORT						MBRMPOTI
				HIGHWAYS							
DIH	2,360	4,640		0	0	0		0		0	7,000
DS TOTAL 445475 1	1,665,566 <b>4,189,181</b>	40,866 <b>118,098</b>		0	0 <b>0</b>	0		0 0		0 <b>0</b>	1,706,432 4,307,279
TOTAL PROJECT:	4,189,181	118,098		0	0	0		0		0	4,307,279
ITEM NUMBER:447852 1 DISTRICT:01	:	PROJECT DESCRIPTION:		CEL BRIDGE PAINT TY:CHARLOTTE	'ING AT VAR	IOUS LOCATIONS		TYPE OF	WORK:BRIDGE-	REPATR	*NON-SIS* REHABILITATION
EX DESC:BRIDGE #S 01006	65, 010066, 010075	- OVERPASS BRIDGES									
ROADWAY ID:01000004				PROJECT LENGTH	: .182MI			LZ	NES EXIST/IMP	PROVED/2	ADDED: 2/ 0/ 0
FUND	LESS THAN								GREATER THAN		ALL
CODE	2024	2024	2025	2026		2027	2028		2028		YEARS
		PONSIBLE AGENCY: MAN	IAGED BY FDOT								
BRRP DIH	113,700 3,937	0 6,063		0 0	0 0	0 0		0 0		0 0	113,700 10,000
PHASE: CONSTRUCTION BRRP	N / RESPONSIBLE AG 1,405,067	ENCY: MANAGED BY FDC 871,227	Τ	0	0	0		0		0	2,276,294
DIH	24,028	4,923		0	0	0		0		0	28,951
	1,546,732	882,213		0	0	0		0		0	2,428,945 2,428,945
TOTAL 447852 1 TOTAL PROJECT: ITEM NUMBER:451358 1	1,546,732	882,213 PROJECT DESCRIPTION:			0						*NON-SIS*
TOTAL PROJECT:	1,546,732							TYPE OF			*NON-SIS*
TOTAL PROJECT: ITEM NUMBER:451358 1 DISTRICT:01	1,546,732			AY BLVD TY:CHARLOTTE			2028	TYPE OF			*NON-SIS* IMPROVEMENT
TOTAL PROJECT: ITEM NUMBER: 451358 1 DISTRICT:01 ROADWAY ID:01010000 FUND CODE 	1,546,732 LESS THAN 2024	PROJECT DESCRIPTION:	COUN1 2025	AY BLVD TY:CHARLOTTE PROJECT LENGTH			2028	TYPE OF	NES EXIST/IM GREATER THAN		*NON-SIS* IMPROVEMENT ADDED: 6/ 6/ 0 ALL YEARS
TOTAL PROJECT: ITEM NUMBER:451358 1 DISTRICT:01 ROADWAY ID:01010000 FUND CODE PHASE: PRELIMINARY	1,546,732 LESS THAN 2024 ENGINEERING / RES	PROJECT DESCRIPTION: 2024  PONSIBLE AGENCY: MAN	COUN1 2025	AY BLVD FY:CHARLOTTE PROJECT LENGTH 2026	(: .148MI	2027	2028	TYPE OF	NES EXIST/IM GREATER THAN	PROVED / 1	*NON-SIS* IMPROVEMENT ADDED: 6/ 6/ 0 ALL
TOTAL PROJECT: ITEM NUMBER:451358 1 DISTRICT:01 ROADWAY ID:01010000 FUND CODE PHASE: PRELIMINARY ACSS DDR PHASE: CONSTRUCTION	1,546,732 LESS THAN 2024 ENGINEERING / RES 253,100 372 N / RESPONSIBLE AG	PROJECT DESCRIPTION: 2024 PONSIBLE AGENCY: MAN 5,000 0 ENCY: MANAGED BY FDC	COUNT 2025 MAGED BY FDOT	AY BLVD TY:CHARLOTTE PROJECT LENGTE 2026 0	0 0	2027 0 0	2028	TYPE OF LA 0 0	NES EXIST/IM GREATER THAN	0 0	*NON-SIS* IMPROVEMENT ADDED: 6/ 6/ 0 ALL YEARS 258,100 372
TOTAL PROJECT: ITEM NUMBER:451358 1 DISTRICT:01 ROADWAY ID:01010000 FUND CODE PHASE: PRELIMINARY ACSS DDR	1,546,732 LESS THAN 2024 ENGINEERING / RES: 253,100 372	PROJECT DESCRIPTION: 2024 PONSIBLE AGENCY: MAN 5,000 0	COUNT 2025 MAGED BY FDOT	AY BLVD YY:CHARLOTTE PROJECT LENGTE 2026 0 0	1: .148MI	20270	2028	TYPE OF LZ	NES EXIST/IM GREATER THAN	0	*NON-SIS* IMPROVEMENT ADDED: 6/ 6/ 0 ALL YEARS 
TOTAL PROJECT: ITEM NUMBER: 451358 1 DISTRICT:01 ROADWAY ID:01010000 FUND CODE PHASE: PRELIMINARY ACSS DDR PHASE: CONSTRUCTION ACSS	1,546,732 LESS THAN 2024 ENGINEERING / RESS 253,100 372 N / RESPONSIBLE AG 0	PROJECT DESCRIPTION: 2024 PONSIBLE AGENCY: MAN 5,000 0 ENCY: MANAGED BY FDC 0	COUNT 2025 MAGED BY FDOT	AY BLVD TY:CHARLOTTE PROJECT LENGTH 2026 0 0 0	0 0 0	2027 0 0 1,292,633	2028	TYPE OF L2 0 0	NES EXIST/IM GREATER THAN	0 0 0	*NON-SIS* IMPROVEMENT ADDED: 6/ 6/ 0 ALL YEARS 258,100 372 1,292,633
TOTAL PROJECT: ITEM NUMBER: 451358 1 DISTRICT:01 ROADWAY ID:01010000 FUND CODE PHASE: PRELIMINARY ACSS DDR PHASE: CONSTRUCTION ACSS TOTAL 451358 1	1,546,732 LESS THAN 2024 ENGINEERING / RES 253,100 372 N / RESPONSIBLE AG 253,472 253,472	PROJECT DESCRIPTION: 2024 PONSIBLE AGENCY: MAN 5,000 ENCY: MANAGED BY FDC 0 5,000	2025 AGED BY FDOT	AY BLVD YY:CHARLOTTE PROJECT LENGTH 2026 0 0 0 0 0 0 0 0	(: .148MI 0 0 0 0 0 0 0	2027 0 1,292,633 <b>1,292,633</b>	2028	TYPE OF LZ 0 0 0 0	NES EXIST/IM GREATER THAN	0 0 0 0	*NON-SIS* IMPROVEMENT ADDED: 6/ 6/ 0 ALL YEARS 258,100 372 1,292,633 1,551,105
TOTAL PROJECT: ITEM NUMBER: 451358 1 DISTRICT:01 ROADWAY ID:01010000 FUND CODE PHASE: PRELIMINARY ACSS DDR PHASE: CONSTRUCTION ACSS TOTAL 451358 1 TOTAL PROJECT:	1,546,732 LESS THAN 2024 ENGINEERING / RES 253,100 372 N / RESPONSIBLE AG 253,472 253,472	PROJECT DESCRIPTION: 2024 PONSIBLE AGENCY: MAN 5,000 0 ENCY: MANAGED BY FO 0 5,000 5,000	COUNT 2025 NAGED BY FDOT DT :1-75 @ JONES I	AY BLVD YY:CHARLOTTE PROJECT LENGTH 2026 0 0 0 0 0 0 0 0	(: .148MI 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2027 0 1,292,633 1,292,633 1,292,633	2028	TYPE OF LZ 0 0 0 0 0 0 0 0 0 0 0	NES EXIST/IM GREATER THAN 2028 	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	*NON-SIS* IMPROVEMENT ADDED: 6/ 6/ 0 ALL YEARS 258,100 372 1,292,633 1,551,105 1,551,105
TOTAL PROJECT: ITEM NUMBER: 451358 1 DISTRICT:01 ROADWAY ID:01010000 FUND CODE PHASE: PRELIMINARY ACSS DDR PHASE: CONSTRUCTION ACSS TOTAL 451358 1 TOTAL PROJECT: ITEM NUMBER: 452154 1 DISTRICT:01 ROADWAY ID:01000000	1,546,732 LESS THAN 2024 ENGINEERING / RES 253,100 372 N / RESPONSIBLE AG 0 253,472 253,472	PROJECT DESCRIPTION: 2024 PONSIBLE AGENCY: MAN 5,000 0 ENCY: MANAGED BY FO 0 5,000 5,000	COUNT 2025 NAGED BY FDOT DT :1-75 @ JONES I	AY BLVD PY:CHARLOTTE PROJECT LENGTH 2026 0 0 0 0 0 0 0 0 0 0 0 0 0	(: .148MI 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2027 0 1,292,633 1,292,633 1,292,633	2028	TYPE OF LZ 0 0 0 0 0 0 0 0 0 0 0	NES EXIST/IMI GREATER THAN 2028 	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	*NON-SIS* IMPROVEMENT ADDED: 6/ 6/ 0 ALL YEARS 258,100 372 1,292,633 1,551,105 1,551,105 *NON-SIS* ADDED: 0/ 0/ 0
TOTAL PROJECT: ITEM NUMBER: 451358 1 DISTRICT: 01 ROADWAY ID: 01010000 FUND CODE PHASE: PRELIMINARY ACSS DDR PHASE: CONSTRUCTION ACSS TOTAL 451358 1 TOTAL 9ROJECT: ITEM NUMBER: 452154 1 DISTRICT: 01	1,546,732 LESS THAN 2024 ENGINEERING / RES 253,100 372 N / RESPONSIBLE AG 0 253,472 253,472	PROJECT DESCRIPTION: 2024 PONSIBLE AGENCY: MAN 5,000 0 ENCY: MANAGED BY FO 0 5,000 5,000	COUNT 2025 NAGED BY FDOT DT :1-75 @ JONES I	AY BLVD PY:CHARLOTTE PROJECT LENGTH 2026 0 0 0 0 0 0 0 0 0 0 0 0 0	(: .148MI 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2027 0 1,292,633 1,292,633 1,292,633	2028	TYPE OF LZ 0 0 0 0 0 0 0 0 0 0 0	NES EXIST/IME GREATER THAN 2028 	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	*NON-SIS* IMPROVEMENT ADDED: 6/ 6/ 0 ALL YEARS 258,100 372 1,292,633 1,551,105 1,551,105 *NON-SIS*
TOTAL PROJECT: ITEM NUMBER: 451358 1 DISTRICT:01 ROADWAY ID:01010000 FUND CODE PHASE: PRELIMINARY ACSS DDR PHASE: CONSTRUCTION ACSS TOTAL 451358 1 TOTAL 451358 1 TOTAL PROJECT: ITEM NUMBER: 452154 1 DISTRICT:01 ROADWAY ID:01000000 FUND CODE —— PHASE: PRELIMINARY	1,546,732 LESS THAN 2024 ENGINEERING / RES: 253,100 372 N / RESPONSIBLE AG: 0 253,472 253,472 253,472 253,472 ELESS THAN 2024  ELESS THAN 2024  ELESS THAN 2024  ELESS THAN 2024  ELESS THAN 2024  RESPONSIBLE AG: 0 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,472 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253,772 253	PROJECT DESCRIPTION: 2024 PONSIBLE AGENCY: MAN 5,000 0 ENCY: MANAGED BY FDC 0 5,000 5,000 PROJECT DESCRIPTION: 2024 PONSIBLE AGENCY: MAN	2025 NAGED BY FDOT DT :1-75 @ JONES I COUNT 2025	AY BLVD FY:CHARLOTTE PROJECT LENGTH 2026 0 0 0 0 0 0 0 0 0 0 0 0 0	(: .148MI 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2027 0 1,292,633 1,292,633 1,292,633 1,292,633		TYPE OF LZ 0 0 0 0 0 0 0 0 1 2 1 2 2 1 2 2 2 2 2 2	NES EXIST/IMI GREATER THAN 2028 	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	*NON-SIS* IMPROVEMENT ADDED: 6/ 6/ 0 ALL YEARS 258,100 372 1,292,633 1,551,105 1,551,105 *NON-SIS* ADDED: 0/ 0/ 0 ALL YEARS
TOTAL PROJECT: ITEM NUMBER: 451358 1 DISTRICT: 01 ROADWAY ID: 01010000 FUND CODE PHASE: PRELIMINARY ACSS DDR PHASE: CONSTRUCTION ACSS TOTAL 451358 1 TOTAL 451358 1 TOTAL 451358 1 TOTAL 9ROJECT: ITEM NUMBER: 452154 1 DISTRICT: 01 ROADWAY ID: 01000000 FUND CODE 	1,546,732 LESS THAN 2024 ENGINEERING / RES: 253,100 372 N / RESPONSIBLE AG 0 253,472 253,472 253,472	PROJECT DESCRIPTION: 2024 PONSIBLE AGENCY: MAN 5,000 ENCY: MANAGED BY FDO 0 5,000 5,000 PROJECT DESCRIPTION: 2024	2025 NAGED BY FDOT DT :1-75 @ JONES I COUNT 2025	AY BLVD YY:CHARLOTTE PROJECT LENGTH 2026 0 0 0 0 0 0 0 0 0 0 0 0 0	(: .148MI 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2027 0 1,292,633 1,292,633 1,292,633	2028	TYPE OF LZ 0 0 0 0 0 0 0 0 0 0 0	NES EXIST/IMI GREATER THAN 2028 	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	*NON-SIS* IMPROVEMENT ADDED: 6/ 6/ 0 ALL YEARS 258,100 372 1,292,633 1,551,105 1,551,105 1,551,105 *NON-SIS* ADDED: 0/ 0/ 0 ALL
TOTAL PROJECT: ITEM NUMBER: 451358 1 DISTRICT: 01 ROADWAY ID: 01010000 FUND CODE PHASE: PRELIMINARY ACSS DDR PHASE: CONSTRUCTION ACSS TOTAL 451358 1 TOTAL PROJECT: ITEM NUMBER: 452154 1 DISTRICT: 01 ROADWAY ID: 01000000 FUND CODE PHASE: PRELIMINARY ACFP ACSA PHASE: CONSTRUCTION	1,546,732 LESS THAN 2024 ENGINEERING / RES: 253,100 372 N / RESPONSIBLE AG: 0 253,472 253,472 253,472 253,472 ENGINEERING / RES: 0 0 0 0 0 0 0 0 0 0 0 0 0	PROJECT DESCRIPTION: 2024 PONSIBLE AGENCY: MAN 5,000 ENCY: MANAGED BY FDC 0 5,000 5,000 PROJECT DESCRIPTION: 2024 PONSIBLE AGENCY: MAN 1,750,000 500 ENCY: MANAGED BY FDC	COUNT 2025 NAGED BY FDOT DT 1-75 @ JONES L COUNT 2025 NAGED BY FDOT	AY BLVD PROJECT LENGTE PROJECT LENGTE 2026 0 0 0 0 0 0 0 0 0 0 0 0 0	(: .148MI 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2027 0 1,292,633 1,292,633 1,292,633 2027 0 0	2028	TYPE OF           0           0           0           0           0           0           0           0           0           0           0           0           0           0           0           0           0           0           0           0           0           0           0           0	NES EXIST/IMI GREATER THAN 2028 	PROVED / 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	*NON-SIS* IMPROVEMENT ADDED: 6/ 6/ 0 ALL YEARS 258,100 372 1,292,633 1,551,105 1,551,105 *NON-SIS* ADDED: 0/ 0/ 0 ALL YEARS 1,750,000 500
TOTAL PROJECT: ITEM NUMBER: 451358 1 DISTRICT:01 ROADWAY ID:01010000 FUND CODE —— PHASE: PRELIMINARY ACSS DDR PHASE: CONSTRUCTION ACSS TOTAL 451358 1 TOTAL 451358 1 TOTAL PROJECT: ITEM NUMBER: 452154 1 DISTRICT:01 ROADWAY ID:01000000 FUND CODE —— PHASE: PRELIMINARY ACFP ACSA	1,546,732 LESS THAN 2024 ENGINEERING / RES: 253,100 372 N / RESPONSIBLE AG: 0 253,472 253,472 253,472 ENGINEERING / RES: 0 0 0	2024           2021           PONSIBLE AGENCY: MAN           5,000           0           5,000           5,000           5,000           5,000           5,000           9           PROJECT DESCRIPTION:           2024              2024              2024              2024              2024              2024              2024              2024              2024              2024              2024              2024              2024              2024              2000           500	COUNT 2025 NAGED BY FDOT DT 1-75 @ JONES L COUNT 2025 NAGED BY FDOT	AY BLVD PY:CHARLOTTE PROJECT LENGTE 2026 0 0 0 0 0 0 0 0 0 0 0 0 0	(: .148MI 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2027 0 1,292,633 1,292,633 1,292,633 2027 0	2028	TYPE OF LZ 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	NES EXIST/IMI GREATER THAN 2028 	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	*NON-SIS* IMPROVEMENT ADDED: 6/ 6/ 0 ALL YEARS 258,100 372 1,292,633 1,551,105 1,551,105 *NON-SIS* ADDED: 0/ 0/ 0 ALL YEARS 1,750,000

#### FLORIDA DEPARTMENT OF TRANSPORTATION OFFICE OF WORK PROGRAM MPO ROLLFORWARD REPORT =========== HIGHWAYS

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ITEM NUMBER:452200 4 DISTRICT:01 ROADWAY ID:01075000		PROJECT DESCRIPTION		Y:CHARLO		E DEPLO		HASE I	I-75(SR93	TYPE OF	WORK:ELECTRI NES EXIST/IMI		*SIS* CLE CHARGING ADDED: 6/ 0/ 0
FUND CODE	LESS THAN 2024	2024	2025		2026		2027		2028		GREATER THAN 2028		ALL YEARS
PHASE: OPERATIONS GFEV		GENCY: RESPONSIBLE AGE 0 1,700,000	NCY NOT AVAILAE	BLE 0		0		0		0		0	1,700,000
PHASE: CAPITAL / F GFEV TOTAL 452200 4		CY: RESPONSIBLE AGENCY 0 900,000 0 2,600,000	NOT AVAILABLE	0 <b>0</b>		0		0 <b>0</b>		0		0	900,000 <b>2,600,000</b>
ITEM NUMBER:452200 5 DISTRICT:01 ROADWAY ID:01075000		PROJECT DESCRIPTION		IICLE IN		Ū			I-75(SR93	) TYPE OF	WORK:ELECTRI	IC VEHI	*SIS*
FUND CODE	LESS THAN 2024	2024	2025		2026		2027		2028		GREATER THAN 2028		ALL YEARS
PHASE: OPERATIONS GFEV	,	GENCY: RESPONSIBLE AGE 0 1,700,000	NCY NOT AVAILAE	BLE 0		0		0		0		0	1,700,000
PHASE: CAPITAL / F GFEV TOTAL 452200 5 TOTAL PROJECT:	RESPONSIBLE AGENC	CY:         RESPONSIBLE         AGENCY           0         900,000         900,000           0         2,600,000         0           0         5,200,000         0	NOT AVAILABLE	0 0 0		0 0 0		0 0 0		0 0 0		0 0 0	900,000 2,600,000 5,200,000
ITEM NUMBER:452893 1 DISTRICT:01 ROADWAY ID:		PROJECT DESCRIPTION		Y:CHARLO		EMENT - .000	CROSSING 62	3246U			WORK:RAILROA NES EXIST/IMI		*NON-SIS* SING ADDED: 0/ 0/ 0
FUND CODE	LESS THAN 2024	2024	2025	:	2026		2027		2028		GREATER THAN 2028		ALL YEARS
PHASE: RAILROAD & ACER TOTAL 452893 1	UTILITIES / RESE	PONSIBLE AGENCY:         MANAG           0         92,571           0         92,571	ED BY FDOT	0 <b>0</b>		0 <b>0</b>		0 <b>0</b>		0 <b>0</b>		0 <b>0</b>	92,571 <b>92,571</b>
ITEM NUMBER:452893 2 DISTRICT:01 ROADWAY ID:		PROJECT DESCRIPTION		Y:CHARLO		EMENT -	CROSSING 62	3245M			WORK:RAILROA NES EXIST/IMI		*NON-SIS* SING ADDED: 0/ 0/ 0
FUND CODE	LESS THAN 2024	2024	2025		2026		2027		2028		GREATER THAN 2028		ALL YEARS
PHASE: RAILROAD & ACER TOTAL 452893 2	UTILITIES / RESP	PONSIBLE         AGENCY:         MANAG           0         44,789         44,789           0         44,789         44,789	ED BY FDOT	0 0		0 <b>0</b>		0 <b>0</b>		0 <b>0</b>		0 <b>0</b>	44,789 <b>44,789</b>

#### CHARLOTTE-PUNTA GORDA MPO

#### FLORIDA DEPARTMENT OF TRANSPORTATION OFFICE OF WORK PROGRAM MPO ROLLFORWARD REPORT =========== HIGHWAYS

#### DATE RUN: 07/05/2023 TIME RUN: 10.29.03 MBRMPOTP

	HIGHWAYS									
	=========	=======================================								
F	OUTPMENT	REPLACEMENT	_	CROSSING	643799V					

ITEM NUMBER:452893 3 DISTRICT:01 ROADWAY ID:		PROJECT DESCRIPTION	COUNTY:C	EQUIPMENT REPLACEMEN THARLOTTE ROJECT LENGTH: .00		TYPE	OF WORK:RAILROAD CROS LANES EXIST/IMPROVED,	
FUND CODE	LESS THAN 2024	2024	2025	2026	2027	2028	GREATER THAN 2028	ALL YEARS
PHASE: RAILROAD &	UTILITIES / RESP	ONSIBLE AGENCY: MANAG	ED BY FDOT					
ACER TOTAL 452893 3		0 41,781 0 41,781	0 0					41,781 <b>41,781</b>
ITEM NUMBER:452893 4		-		QUIPMENT REPLACEMEN			, C	*NON-SIS*
DISTRICT:01 ROADWAY ID:		FROMECT DESCRIPTION	COUNTY:C	CHARLOTTE ROJECT LENGTH: .00		TYPE	OF WORK:RAILROAD CROSLANES EXIST/IMPROVED,	SSING
FUND CODE	LESS THAN 2024	2024	2025	2026	2027	2028	GREATER THAN 2028	ALL YEARS
PHASE: RAILROAD &	UTILITIES / RESP	ONSIBLE AGENCY: MANAG						
ACER TOTAL 452893 4		0 19,558 0 19,558	0 0		0 0			19,558 <b>19,558</b>
TOTAL PROJECT:		0 198,699	0			C		198,699
FUND CODE	LESS THAN 2024	2024	2025	2026	2027	2028	GREATER THAN 2028	ALL YEARS
PHASE: PRELIMINAR		ESPONSIBLE AGENCY: RE						
ACER		0 28,704	0		0	C	0 0	28,704
PHASE: CONSTRUCTI ACER		AGENCY: RESPONSIBLE A 0 321,475	GENCY NOT AVAILABL. 0		0	C	0 0	
TOTAL 452967 1		0 000 100						321,475
TOTAL PROJECT:		0 350,179	0			C	0 0	350,179
		0 350,179 0 350,179	0			C	0 0	
ITEM NUMBER:453062 1 DISTRICT:01 ROADWAY ID:		0 350,179	0 I:GILLOT BLVD REPAI COUNTY:C		0 ST	C C TYPE	0 0	350,179 350,179 *NON-SIS* ERATIONS
DISTRICT:01	LESS THAN 2024	0 350,179	0 I:GILLOT BLVD REPAI COUNTY:C	D 0	0 ST	C C TYPE	O O O O	350,179 350,179 *NON-SIS* ERATIONS
DISTRICT:01 ROADWAY ID: FUND CODE  PHASE: PRELIMINAR	LESS THAN 2024 	0 350,179 PROJECT DESCRIPTION 2024 RESPONSIBLE AGENCY: RE	COUNTY:C 2025 SPONSIBLE AGENCY N	0 0 URS NORTH OF BLITMAN CHARLOTTE ROJECT LENGTH: .000 2026 	0 ST 0 <u>2027</u>	с с түре 2028	D 0 0 OF WORK:EMERGENCY OPI LANES EXIST/IMPROVED, GREATER THAN 2028	350,179 350,179 *NON-SIS* ERATIONS /ADDED: 0/ 0/ 0 ALL YEARS
DISTRICT:01 ROADWAY ID: FUND CODE —— PHASE: PRELIMINAR ACER	LESS THAN 2024  RY ENGINEERING / R	0 350,179 PROJECT DESCRIPTION 2024 EESPONSIBLE AGENCY: RE 0 67,091	COUNTY:C 2025 SPONSIBLE AGENCY N 0	0 0 URS NORTH OF BLITMAN HARLOTTE ROJECT LENGTH: .000 2026 0 NOT AVAILABLE 0 0	0 ST 0 <u>2027</u>	с с түре 2028	D 0 0 OF WORK:EMERGENCY OPI LANES EXIST/IMPROVED, GREATER THAN 2028	350,179 350,179 *NON-SIS* ERATIONS /ADDED: 0/ 0/ 0 ALL
DISTRICT:01 ROADWAY ID: FUND CODE —— PHASE: PRELIMINAR ACER	LESS THAN 2024 	0 350,179 PROJECT DESCRIPTION 2024 RESPONSIBLE AGENCY: RE	COUNTY:C 2025 SPONSIBLE AGENCY N 0	0 0 URS NORTH OF BLITMAN UHARLOTTE KOJECT LENGTH: .000 2026 0 NOT AVAILABLE 0 0 LE	0 ST 0 <u>2027</u> 00	с с түре  с	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	350,179 350,179 *NON-SIS* ERATIONS /ADDED: 0/ 0/ 0 ALL YEARS
DISTRICT:01 ROADWAY ID: FUND CODE PHASE: PRELIMINAR ACER PHASE: CONSTRUCTI ACER TOTAL 453062 1	LESS THAN 2024 Y ENGINEERING / R	0 350,179 PROJECT DESCRIPTION 2024 2024 2024 RESPONSIBLE AGENCY: RE 0 67,091 AGENCY: RESPONSIBLE A 0 751,420 0 818,511	0 COUNTY:C PR 2025 SPONSIBLE AGENCY N 0 GENCY NOT AVAILABL 0 0	0     0       ERS NORTH OF BLITMAN       CHARLOTTE       ROJECT LENGTH:     .00       2026       O       AVAILABLE       0       20       0       0	0 ST 0 <u>2027</u> 0 0 0 0 0	2028	OF WORK:EMERGENCY OPI LANES EXIST/IMPROVED, GREATER THAN 2028 0 0 0 0 0 0	350,179 350,179 *NON-SIS* ERATIONS /ADDED: 0/ 0/ 0 ALL YEARS 67,091 751,420 818,511
DISTRICT:01 ROADWAY ID: FUND CODE PHASE: PRELIMINAR ACER PHASE: CONSTRUCTI ACER	LESS THAN 2024 Y ENGINEERING / R	0 350,179 PROJECT DESCRIPTION 2024 2024 EESPONSIBLE AGENCY: RE 0 67,091 AGENCY: RESPONSIBLE A 0 751,420 0 818,511 0 818,511	COUNTY:C PR 2025 SPONSIBLE AGENCY N GENCY NOT AVAILABL 0	0     0       URENT NORTH OF BLITMAN       CHARLOTTE       ROJECT LENGTH:     .000       2026       O       LE       O     0       O     0       O     0	0 ST 0 2027 0 0 0 0 0 0	2028 C C C C C C C C C C C C C C C C C C C	0 0 0 0 OF WORK: EMERGENCY OPH LANES EXIST/IMPROVED, GREATER THAN 2028 0 0 0 0 0 0 0 0 0 0 0 0	350,179 350,179 *NON-SIS* ERATIONS /ADDED: 0/ 0/ 0 ALL YEARS 67,091 751,420

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#### CHARLOTTE-PUNTA GORDA MPO

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TEM NUMBER:43 DISTRICT:01 ROADWAY ID:	38261 1	1	PROJECT DESCRIPTION:	COUNTY : CH					WORK:ITS COMMUNICA	
	UND ODE	LESS THAN 2024	2024	2025	2026	2027	2	028	GREATER THAN 2028	ALL YEARS
PHASE: PRI		Y ENGINEERING / RESH 42	PONSIBLE AGENCY: MAN 958	AGED BY FDOT	0		0	0	0	1,00
51 S1		479,289	20,711	0	0		0	0	0	500,00
TOTAL 438261		479,331	21,669	Ő	Ő		õ	Ő	Ő	501,00
OTAL PROJECT		479,331	21,669	0	0		0	0	0	501,00
ISTRICT:01	51804 1		PROJECT DESCRIPTION:	COUNTY: CH		RLOTTE COUNTY			WORK: EMERGENCY OPE NES EXIST/IMPROVED/	
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ACER	0	110,000	0	0	0	0	0	110,000
DER	0	35,000	0	0	0	0	0	35,000
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TOTAL PROJECT:	104,679	155,000	0	0	0	0	0	259,679
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TOTAL MISCELLANEOUS	12,051,433	1,666,134	0	0	0	0	0	13,717,567
GRAND TOTAL	35,144,595	43,744,598	51,058	300,000	1,292,633	17,829,291	0	98,362,175

OCTOBER 16, 2023 MPO BOARD MEETING

# AGENDA ITEM # 7-A MPO BOARD CHAIR'S REPORT

OCTOBER 16, 2023 MPO BOARD MEETING

AGENDA ITEM # 7-B CITIZENS' ADVISORY COMMITTEE (CAC) CHAIR'S REPORT



## CHARLOTTE COUNTY - PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION

# MINUTES OF THE SEPTEMBER 27, 2023 CITIZENS' ADVISORY COMMITTEE (CAC) MEETING

# MEMBERS PARTICIPATING (IN PERSON)

Richard Kirchhoff, West County Representative Mary Ellen Kiss, South County Representative James Kunard, South County Representative Robert Logan, Mid County Representative Richard Russell, At-Large Representative

# **MEMBERS PARTICIPATING (REMOTELY)**

Della Booth, South County Representative Steve Schoff, West County Representative

## MEMBERS ABSENT

Dianne Quilty, Mid County Representative, CAC Chair - excused Steven E. Hurt, Mid County Representative, CAC Vice-Chair - excused Pauline Klein, At-Large Representative - excused

# VACANT POSITION

One West County Representative

## **OTHERS PARTICIPATING IN PERSON**

D'Juan Harris, MPO Director Lakshmi N. Gurram, MPO Principal Planner Betty-Ann Sherer, MPO Planner Wendy Scott, MPO Planner Victoria Peters, FDOT Bailey Harrell, FDOT/Atkins Kyle Purvis, FDOT Sgt. Dustin Paille, Charlotte County Sheriff's Office Brittany Metzler, City of Punta Gorda Dave Gammon, Charlotte County Economic Development Director

## **OTHERS PARTICIPATING IN MICROSOFT TEAMS**

Bekie Leslie, Administrative Services Coordinator Ravi Kamarajugadda, Charlotte County Public Works Katie Shannon, Senior Community Planner, VHB (SS4A) Babuji Ambikapathy, VHB

# 1. Call to Order & Roll Call

James Kunard agreed to chair the meeting in the absence of the officers. He called the CAC Meeting to order at the Charlotte Community Foundation at 1:40 pm. The roll call was taken. Five members were present in person, which was one less than a quorum.

## 2. <u>Pledge of Allegiance</u>

All attendees recited the Pledge of Allegiance.

# 3. Public Comments on Agenda Items

There were no public comments received.

# 4. <u>Reports</u>

# A. Chair's Report

There was no Chair's report.

# B. <u>City of Punta Gorda Report</u>

Brittany Metzler had no report, but offered to field questions. CAC members had no questions regarding City activities.

# C. Charlotte County Report

Ravi Kamarajugadda had nothing to report. James Kunard inquired about a report on the Sunseeker Resort transportation plans.

Ravi Kamarajugadda discussed recommendations made at the last Charlotte County Board of County Commissioners (BCC) workshop discussion regarding the Burnt Store Road area. He described the two proposals: (1) an East-West connector between US 41 and Burnt Store Road, and (2) Zemel Road improvements. Only the East-West connector is under consideration at this time with a curving shape being studied which crosses property owned by the Charlotte County School Board and private interests. Richard Russell commented that a serpentine road might mean that construction costs would be more expensive that acquiring land to make a straight roadway. He observed that it might be safer, too. Ravi Kamarajugadda stated that County staff was reviewing the costs. Mary Ellen Kiss recalled that the BCC presentation showed that it might be more cost effective to do the serpentine roadway. Ravi Kamarajugadda stated that the BCC presentation is available online.

# D. Sheriff's Report

Sgt Dustin Paille is the Sheriff's Department representative assigned to traffic and marine issues. He had been asked by D'Juan Harris to address legislative changes effective October

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1, 2023 regarding golf cart driving age restrictions and government identification card
requirements. Sgt Paille defined golf carts and two similar-looking vehicles (a side by side all

terrain vehicle - ATV and a low-speed vehicle - LSV). He explained how rules differ for each of these vehicles regarding type of roadway, speed limits, time of day and approved geographic areas (County designated areas only, such as Babcock Ranch and several mobile home parks). He believed that the City of Punta Gorda also would be impacted by the new legislation. Ravi Kamarajugadda stated that the Charlotte County ordinances need to go to the Muni Court regarding golf cart approved rules prior to changing the County's guidelines.

Richard Kirchhoff asked if the County has experienced any recent increased activity involving illegal immigration. Sgt. Paille responded that there was no influx lately aside from the typical County growth rate with migrant activity in the eastern area of the County.

# 5. Florida Department of Transportation (FDOT) Report

Victoria Peters attended the CAC Meeting as Pam Barr's alternate. She described FDOT's upcoming Public Hearing regarding the District One Work Program during the week of October 16-20, 2023. Efforts include both a virtual event and two locations for the public to comment in person at either the Fort Myers Southwest Area Office or at the FDOT District One Headquarters in Bartow. <u>District 1 WP Public Hearings (fdot.gov)</u>

Victoria Peters described a recent press release regarding Moving Florida Forward stating that all FDOT District One projects were approved. Mary Ellen Kiss inquired if Burnt Store Road was included in this funding. Ms. Peters stated that Burnt Store Road was not eligible, since it is a local roadway. D'Juan Harris noted that Lee County will bid the project in early Spring, and the PD&E Phase will run concurrently. Following National Environmental Policy Act (NEPA) approval, the Design Phase will continue. Discussion followed on the proposed East-West Connector between Burnt Store Road and US 41 to connect with I-75 at Tucker's Grade. Ravi Kamarajugadda observed that developers along the new East-West connector route will be contacted regarding the proposal. The BCC presentation projected a 2030-2035 implementation date. Richard Russell described how Zemel Road could be used for evacuation purposes in the interim.

Kyle Purvis, FDOT, gave a presentation on Urban Boundary and Functional Classification Maps. The presentation is available upon request. Discussion occurred regarding funding and functional classification. Ravi Kamarajugadda stated that functional classification comes first and then funding. He used the examples of Flamingo Road and Zemel Road, noting the importance of projects being on the list. D'Juan Harris confirmed that local governments cannot apply for any federal funding on roadways that don't have functional classifications. Ravi Kamarajugadda noted that Charlotte County has a challenge with securing funding compared to larger counties. Kyle Purvis concluded his presentation by describing next steps and a process timeline. He stressed the need for submission to Tallahassee by May 2024

James Kunard announced pulling of Agenda Item 9 2050 Socio-Economic Data. D'Juan Harris introduced Charlotte County Economic Development Director Dave Gammon. His presentation (Agenda Item 12) was moved to this point in the meeting.

## 12. Charlotte County Economic Development Overview

Transportation and economic development go hand in hand with transportation systems serving as both catalysts and beneficiaries of robust economic growth. Investments in transportation infrastructure and policies that promote efficient, sustainable, and inclusive transportation networks play a vital role in promoting economic development and improving the quality of life for Charlotte County's residents.

Dave Gammon gave a brief presentation on the latest activities pertaining to economic development in Charlotte County. D'Juan Harris mentioned the Jones Loop Road roundabout and FDOT's nearby truck parking project. Mary Ellen Kiss stated that this growth project in the Punta Gorda Airport region was very wise planning. Bob Logan inquired about Amazon possibly locating in Charlotte County. Dave Gammon responded that Amazon had ceased expansion about a year ago, but now renewed interest was developing. He also discussed spec buildings underway. He commented on the tremendous growth at the Airport that began with Cheney Brothers. Publix still owns land in the area and might develop the property there one day. Bob Logan asked about additional airlines that might serve the Airport. Dave Gammon responded that it was a question that should be directed to the Charlotte County Airport Authority. He acknowledged that more gates were needed. Allegiant was interested in them all, since Punta Gorda Airport was one of their three major Allegiant hubs.

A Sunseeker Resort discussion followed regarding traffic impacts. Dave Gammon did not believe it would too bad. D'Juan Harris stated that the MPO Board had requested that FDOT conduct a traffic study for US 41 from the northbound end of the Peace River Bridges to Kings Hwy. He described the upcoming addition of a new traffic signal at the Sunseeker Resort main entrance. It was also noted that there will be impacts to Melbourne Street. Bob Logan described how vegetative growth often obstructed the driver's view in the left turn lane on southbound US 41 when turning onto Melbourne Street. Richard Russell stated that there needs to be a solution at Melbourne Street and US 41. Dave Gammon noted that the gas station would not provide the rights to implement one proposal. D'Juan Harris stated that after the Public Works study is conducted, there will be data available. The review starts July 1, 2024. Dave Gammon noted that Harpoon Harry's restaurant may not move from Fisherman's Village, but instead might become a buyer for the existing property. The Punta Gorda Waterfront Hotel and Hurricane Charley's Restaurant had sustained Hurricane Ian damage and was characterized by Dave Gammon as an unbelievable opportunity for future development. Brittany Metzler described how the hotel's roof had caved in during the storm. Dave Gammon stressed that the parcel was a great piece of property. He praised the Punta Gorda City Council for the recent passage of land development regulations (LDRs) that will attract developers.

Dave Gammon also discussed affordable workforce housing efforts including the Live Local Act (Senate Bill 102 enacted March 29, 2023) sponsored by Florida State Senate President Kathleen Passidomo from Collier County. This legislation included "By-Right" provisions which usurp local authority (no County Commission approval required).

Mary Ellen Kiss noted that Charlotte County was going about development in the right way, especially when compared to Lee County. The CAC Members applauded the presentation.

# 6. <u>Consent Agenda</u>:

- A. Approval of Minutes: June 28, 2023, Meeting
- B. Draft MPO Board and Advisory Committees Meeting Schedule for Calendar Year 2024

D'Juan Harris stated that the MPO advisory committee meetings would be held "in person only" starting in 2024.

**Richard Kirchhoff** requested that the CAC Members who were present provide consensus on the Consent Agenda. **Bob Logan** seconded the request which was accepted by all those present.

# 7. <u>FY 2023/2024 Unified Planning Work Program (UPWP)/MPO Agreement</u> <u>Amendment</u>

D'Juan Harris noted that this amendment will add \$168,258 from FY 2021/2022 funding that was not expended by the end of FY 2022. These closeout funds are being added to tasks in the current FY2023/2024 UPWP (see summary of task additions below). These revisions will also require an amendment to the MPO's agreement to harmonize all corresponding funding changes. After advisory committee review, this amendment request will be presented at the October 26, 2023, MPO Board Meeting for final approval.

The revisions/amendments include:

- Adding \$36,112 in Task 1 Administration in salaries and benefits account line from FY 2021/2022 closeout
- Adding \$20,519 in Task 2 Data Collection, Analysis & Mapping salaries/benefits account line from FY 2021/2022 closeout
- Adding \$111,627 in Task 4 Long Range Transportation Plan (LRTP) consultant account line from FY 2021/2022 closeout
- Moving \$39,048.14 from FY 2023 Task 2 Data Collection, Analysis & Mapping consultant account line adding \$20,000 in salaries and benefits and \$19,048.14 in consultant line for FY 2024 Task 2 Data Collection, Analysis & Mapping.
- Moving \$1,000 from FY 2024 Task 1 Administration Building Lease -Rent/Storage account line and add \$500 into Subscriptions and \$500 into Repair and Maintenance (R/M) for MPO Equipment & Vehicle

# Budgeted Action:

Funding Sources	FY 2021/2022 PL Closeout	FY 2024 UPWP Adopted Allocation	FY 2024 UPWP Proposed Allocation	FY 2024 PL Budget Increase
Federal	\$ 168,258	\$601,911	\$770,169	\$168,258
Total	\$ 168,258	\$601,911	\$770,169	\$168,258

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**Bob Logan** requested that the CAC members who were present provide consensus to recommend the MPO Board approve the proposed amendment to the FY 2024 Unified Planning Work Program (UPWP) to include the following updates: Adding \$36,112 in Task 1 – Administration in salaries and benefits account line from FY 2021/2022 closeout, Adding \$20,519 in Task 2 – Data Collection, Analysis & Mapping salaries/benefits account line from FY 2021/2022 closeout, Adding \$111,627 in Task 4 – Long Range Transportation Plan (LRTP) consultant account line from FY 2021/2022 closeout, Moving \$39,048.14 from FY 2023 Task 2- Data Collection, Analysis & Mapping consultant account line adding \$20,000 in salaries and benefits and \$19,048.14 in consultant line for FY 2024 Task 2- Data Collection, Analysis & Mapping, and Moving \$1,000 from FY 2024 Task 1 - Administration Building Lease-Rent/Storage account line and add \$500 into Subscriptions and \$500 into R/M Equipment/Vehicle. This motion allows for transmittal of the amendments to the MPO Agreement and FDOT Cost Analysis Certification form. These revisions will allow staff to make minor non-financial changes and adjustments based upon input received from FDOT. **Richard Kirchhoff** seconded the request which was accepted by all those present.

## 8. 2023 Transportation Improvement Program (TIP) Roll Forward Amendment

Laks Gurram described the TIP roll forward process which keeps funding flowing. The Florida Department of Transportation (FDOT) annually provides the MPO with a roll forward report that includes projects in the previous state fiscal year that were not commenced, have uncommitted portions of projects that have started and or have funds remaining on completed projects. These projects automatically roll forward in FDOT's Work Program and need to be accounted for in the MPO's new TIP. This amendment is required to account for these projects (Attachment 1) in the FY 2024 through FY 2028 TIP.

*Mary Ellen Kiss* requested that the CAC Members who were present provide consensus on recommending MPO Board approval of an amendment to the FY 2024 through FY 2028 Transportation Improvement Program (TIP) to add the roll forward report projects. **Bob** *Logan* seconded the request which was accepted by all those present.

#### 9. 2050 Socio-Economic (SE) Data Update

*This item was pulled from the agenda and scheduled to be placed on the next CAC Meeting agenda.* 

#### **10.** Safe Streets and Roads for All – Comprehensive Safety Action Plan Scope Review

D'Juan Harris described the upcoming plan efforts. The Charlotte County-Punta Gorda Metropolitan Planning Organization was awarded \$249,500 in federal grant funding to develop a Comprehensive Safety Action (SS4A) Plan. A local match amount of \$62,500 will be provided by Charlotte County for a total budget amount of \$312,000 to develop the action plan.

The action plan will be based on the United States Department of Transportation Federal Highway Administration's Safe Systems approach. The action plan will identify the High Injury Network based upon existing crash data and provide recommendations to implement countermeasures to reduce the prevalence of serious injuries and fatalities along these high crash corridors within Charlotte County.

Mary Ellen Kiss had a question regarding Charlotte County's falling just shy of the 200,000population threshold in the 2020 Census, as far as funding impacts. D'Juan Harris noted that this situation did not impact the SS4A effort which was part of the Bipartisan Infrastructure Law. He noted that both Charlotte County and the City of Punta Gorda would have two opportunities to apply for funding.

*Mary Ellen Kiss* requested that the CAC Members who were present provide consensus for recommending to the MPO Board approval of the scope of services for the development of the Safe Streets and Roads for All Comprehensive Safety Action Plan. *Richard Kirchhoff seconded the request which was unanimously recommended by those CAC Members present.* 

# 11. <u>Reapportionment Plan Update</u>

D'Juan Harris discussed the update procedures. Federal laws and regulations require metropolitan planning organizations (MPOs) to be designated for each urban area with a population greater than 50,000 people [23 CFR 450.310(a), 23 USC 134(d)]. This designation is accomplished by agreement between the Governor and the affected units of local government. The federal rules allow the states and units of local government to largely determine the specific composition of the MPOs. In Florida, Section 339.175, Florida Statutes, provides the requirements for MPO membership composition and apportionment of the voting membership.

After each decennial census, MPOs must review the composition of their membership and submit an Apportionment Plan to the Florida Department of Transportation (FDOT) Office of Policy Planning and the Florida Governor's Office to meet state and federal requirements. On May 16, 2023, FDOT announced the start of the MPO Apportionment Plan update process and gave MPOs 180 days to submit their apportionment plans to FDOT. Based on this requirement, all MPOs must submit their Apportionment Plans by **November 14, 2023**.

This apportionment plan update is categorized as a minor "no change" update and the Charlotte County-Punta Gorda MPO Board composition is proposed to remain the same.

However, there is a new 2020 Census-designated urban area that crosses into Lee County MPO's Metropolitan Planning Area (MPA) from the Sarasota/Manatee MPA. This was discussed amongst all three MPO Directors in Lee, Charlotte County-Punta Gorda and Sarasota/Manatee. The consensus was to add language into the Interlocal Agreement between Sarasota/Manatee and Charlotte County-Punta Gorda MPOs to address how the metropolitan transportation planning processes will be coordinated amongst all three MPOs to ensure the development of consistent plans across all three MPA boundaries. This revised Interlocal Agreement will be available for review at the joint Charlotte County-Punta Gorda and Sarasota/Manatee MPO Board Meeting on January 29, 2024.

**Richard Russell** requested that the CAC Members who were present provide consensus for recommending MPO Board approval of the scope of the "Minor – No Change" Apportionment Plan Update. **Bob Logan** seconded the request, which was unanimously

recommended by those CAC Members present.

D'Juan Harris and Betty-Ann Sherer were involved with the development of a Google Maps based interactive mapping tool to provide advisory committee members a visual depiction of MPO project priorities. D'Juan Harris discussed the legal disclaimer regarding use of the map. Betty-Ann Sherer provided a demonstration of the mapping tool and instructions on how to access the application.

James Kunard described the tool as "massively cool and easy to use." D'Juan Harris said that major updates will occur annually. Mary Ellen Kiss observed that the tool was very nice. Staff can provide links on the tool.

## 14. Public Comments

There were no public comments.

# 15. Staff Comments

Wendy Scott noted that the County's Transit Development Plan (TDP) effort is now underway with the Board of County Commissioners' approval of the TDP consultant, Benesch (formerly Tindale-Oliver), scheduled for October 24, 2023. The TDP information feeds into the MPO's Long Range Transportation Plan Transit Element. CAC Members will be asked to provide comments on this project in the coming calendar year.

Betty-Ann Sherer described the current BPAC, CAC and LCB vacancies.

# 16. <u>Member Comments</u>

Richard Russell stated that he would not attend the next meeting. He reiterated that something needs to be done regarding Melbourne Street given the future development of Whiskey Joe's in this area located across from the Sunseeker Resort.

Bob Logan agreed with the assessment of the dangerous intersection at US 41 and Melbourne Street, especially once Sunseeker Resort opens. He stressed that the vegetation problem in the median there needs to be addressed. He also requested that Laks Gurram and Ravi Kamarajugadda coordinate on addressing the analysis of heavy traffic on Quesada which he believed was in need of a traffic study at two intersections: (1) Forrest Nelson Blvd. and (2) Cochran Blvd. (BJ's area).

Steve Schoff commented on CR 775 Placida Road in the Grove City area. He noted that the area needs the lights turned on. Laks Gurram stated that he will reach out to the County regarding the matter.

# 17. <u>Adjournment</u> (Next CAC Meeting – November 8, 2023)

There being no further business, the meeting was adjourned at 3:26 p.m. The next regularly scheduled CAC meeting will be held on Wednesday, November 8, 2023, in-person at the

CAC Meeting Minutes September 27, 2023 Charlotte County Transit Facility, 545 Theresa Boulevard, Port Charlotte, Florida 33954 at 1:30 p.m. OCTOBER 16, 2023 MPO BOARD MEETING

AGENDA ITEM # 7-C TECHNICAL ADVISORY COMMITTEE (TAC) CHAIR'S REPORT

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CHARLOTTE COUNTY - PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION MINUTES OF THE SEPTEMBER 27, 2023 TECHNICAL ADVISORY COMMITTEE (TAC) MEETING Charlotte Community Foundation 227 Sullivan Street Punta Gorda, FL 33950

#### **MEMBERS PARTICIPATING**

Brittany Metzler, City of Punta Gorda, Acting on behalf of TAC Chair Mitchell Austin Ravi Kamarajugadda, Vice Chair, Charlotte County Public Works (Virtual) Don Scott, Lee County MPO Heidi Maddox, Charlotte County Transit Division Jie Shao, Charlotte County Community Development (Virtual) Joshua Hudson, Charlotte County Economic Development Tony Conte, Charlotte County Public Schools Bryan Clemons, City of Punta Gorda

## **OTHERS PARTICIPATING**

D'Juan Harris, MPO Director Lakshmi N. Gurram, MPO Principal Planner Betty-Ann Sherer, MPO Planner Wendy Scott, MPO Planner (Virtual) Bekie Leslie, MPO Administrative Services Coordinator (Virtual) Victoria Peters, FDOT District One Bailey Harrell, FDOT/Atkins Kyle Purvis, FDOT Babuji Ambikapathy, VHB (Virtual) Kandala Srinivas, VHB (Virtual) Katie Shannon, Senior Community Planner, VHB (Virtual) John Osbourne, DeSoto County Dave Gammon, Charlotte County Economic Development Director Matthew Pelletier, City of Punta Gorda

#### MEMBERS ABSENT

Carl Benge, City of North Port Patrick Fuller, Charlotte County Emergency Management (Virtual) Brett White, Airport Authority

1. Call to Order & Roll Call

Due to a meeting conflict, Chair Mitchell Austin was unable to attend this meeting and designated Brittany Metzler as his alternate.

Brittany Metzler agreed to chair the meeting; and called the TAC Meeting to order at the Charlotte Community Foundation at 9:30am. The roll call was taken; a quorum was present.

#### 2. Public Comments on Agenda Items

There were no public comments received.

#### 3. Chairs Report

There was no Chair's report.

Director Harris noted changes to the agenda:

- There will be a walk on report from Kyle Purvis and Bailey Harrell from FDOT on Urban Boundary and Functional Classification Map.
- Agenda item 8 will be moved to the November 8, 2023, TAC meeting

# Tony Conte motioned to approve the changes to the agenda; Don Scott seconded, and it passed unanimously.

## 4. Florida Department of Transportation (FDOT) Report

Kyle Purvis and Bailey Harrell, FDOT, gave a presentation on <u>Urban Boundary and Functional</u> <u>Classification Maps.</u> The presentation is available upon request. Discussion occurred regarding funding and functional classification. Ravi Kamarajugadda stated that functional classification comes first and then funding. He used the examples of Flamingo Blvd and Zemel Road, noting the importance of projects being on the list. D'Juan Harris confirmed that local governments cannot apply for any federal funding on roadways that don't have functional classifications. Ravi Kamarajugadda noted that Charlotte County has a challenge with securing funding compared to larger counties. It was also noted. Kyle Purvis concluded his presentation by describing next steps and a process timeline. He stressed the need for submission to Tallahassee by May 2024.

Babuji Ambikapathy added after a recent meeting with the MPO, County and City, comments through the mapping application have already been received and are being processed. Additional comments are welcome.

Director D'Juan Harris briefed the following to committee members on FDOT report since FDOT Staff could not attend

FDOT's upcoming Public Hearing regarding the District One Work Program during the week of October 16-20, 2023. Efforts include both a virtual event and two locations for the public to comment in person at either the Fort Myers Southwest Area Office or at the FDOT District One Headquarters in Bartow October 18, 2023 10:00am-12 noon. More information is available at <u>District 1 WP Public Hearings (fdot.gov)</u>

## 5. Consent Agenda:

- A. Approval of Minutes: June 28, 2023, Meeting
- B. Draft MPO Board and Advisory Committees Meeting Schedule for Calendar Year 2024

Director Harris noted in 2024 we will be moving to all in person meetings for all MPO Committees excluding the Local Coordinating Board (LCB).

# Don Scott motioned to approve the Consent Agenda; Tony Conte seconded, and it passed unanimously.

## 6. FY 2023/2024 Unified Planning Work Program (UPWP)/MPO Agreement Amendment

D'Juan Harris noted that this amendment will add \$168,258 from FY 2021/2022 funding that was not expended by the end of FY 2022. These closeout funds are being added to tasks in the current FY2023/2024 UPWP (see summary of task additions below). These revisions will also require an amendment to the MPO's agreement to harmonize all corresponding funding changes. After advisory committee review, this amendment request will be presented at the October 16, 2023, MPO Board Meeting for final approval.

The revisions/amendments include:

- Adding \$36,112 in Task 1 Administration in salaries and benefits account line from FY 2021/2022 closeout
- Adding \$20,519 in Task 2 Data Collection, Analysis & Mapping salaries/benefits account line from FY 2021/2022 closeout
- Adding \$111,627 in Task 4 Long Range Transportation Plan (LRTP) consultant account line from FY 2021/2022 closeout
- Moving \$39,048.14 from FY 2023 Task 2 Data Collection, Analysis & Mapping consultant account line adding \$20,000 in salaries and benefits and \$19,048.14 in consultant line for FY 2024 Task 2 Data Collection, Analysis & Mapping.
- Moving \$1,000 from FY 2024 Task 1 Administration Building Lease -Rent/Storage account line and add \$500 into Subscriptions and \$500 into Repair and Maintenance (R/M) for MPO Equipment & Vehicle

## Budgeted Action:

Funding Sources	FY 2021/2022 PL Closeout	FY 2024 UPWP Adopted Allocation	FY 2024 UPWP Proposed Allocation	FY 2024 PL Budget Increase
Federal	\$ 168,258	\$601,911	\$770,169	\$168,258
Total	\$ 168,258	\$601,911	\$770,169	\$168,258

**Don Scott** made a motion to recommend the MPO Board approve the proposed amendment to the FY 2024 Unified Planning Work Program (UPWP) to include the following updates: Adding \$36,112 in Task 1 – Administration in salaries and benefits account line from FY 2021/2022 closeout, Adding \$20,519 in Task 2 – Data Collection, Analysis & Mapping salaries/benefits account line from FY 2021/2022 closeout, Adding \$111,627 in Task 4 – Long Range Transportation Plan (LRTP) consultant account line from FY 2021/2022 closeout, Moving \$39,048.14 from FY 2023 Task 2- Data Collection, Analysis & Mapping consultant account line adding \$20,000 in salaries and benefits and \$19,048.14 in consultant line for FY 2024 Task 2-

Data Collection, Analysis & Mapping, and Moving \$1,000 from FY 2024 Task 1 - Administration Building Lease-Rent/Storage account line and add \$500 into Subscriptions and \$500 into R/M Equipment/Vehicle. This motion allows for transmittal of the amendments to the MPO Agreement and FDOT Cost Analysis Certification form. These revisions will allow staff to make minor non-financial changes and adjustments based upon input received from FDOT. **Heidi Maddox seconded, and it was passed unanimously.** 

## 7. 2023 Transportation Improvement Program (TIP) Roll Forward Amendment

Laks Gurram described the TIP roll forward process which keeps funding flowing. The Florida Department of Transportation (FDOT) annually provides the MPO with a roll forward report that includes projects in the previous state fiscal year that were not commenced, have uncommitted portions of projects that have started and or have funds remaining on completed projects. These projects automatically roll forward in FDOT's Work Program and need to be accounted for in the MPO's new TIP. This amendment is required to account for these projects (Attachment 1) in the FY 2024 through FY 2028 TIP.

**Tony Conte motioned** to recommend MPO Board approval of an amendment to the FY 2024 through FY 2028 Transportation Improvement Program (TIP) to add the roll forward report projects. **Heidi Maddox seconded, and it passed unanimously.** 

## 8. 2050 Socio-Economic (SE) Data Update

This item was moved from the agenda and scheduled to be placed on the next TAC Meeting agenda.

## 9. Safe Streets and Roads for All – Comprehensive Safety Action Plan Scope Review

D'Juan Harris described the upcoming plan efforts. An official internal virtual stakeholders kick off meeting will take place tomorrow September 28, 2023. D'Juan Harris informed the committee that the Charlotte County-Punta Gorda Metropolitan Planning Organization was awarded \$249,500 in federal grant funding to develop a Comprehensive Safety Action (SS4A) Plan. A local match amount of \$62,500 will be provided by Charlotte County for a total budget amount of \$312,000 to develop the action plan. He also described the robust plan for public engagement, there will be multiple opportunities for input. Updates will be provided throughout the process.

The action plan will be based on the United States Department of Transportation Federal Highway Administration's Safe Systems approach. The action plan will identify the High Injury Network based upon existing crash data and provide recommendations to implement countermeasures to reduce the prevalence of serious injuries and fatalities along these high crash corridors within Charlotte County.

**Don Scott motioned to** recommend to the MPO Board approval of the scope of services for the development of the Safe Streets and Roads for All Comprehensive Safety Action Plan. *Heidi Maddox seconded, and it passed unanimously.* 

#### **10.** Apportionment Plan Update

D'Juan Harris discussed the apportionment plan update process. Federal laws and regulations require metropolitan planning organizations (MPOs) to be designated for each urban area with a population greater than 50,000 people [23 CFR 450.310(a), 23 USC 134(d)]. This designation is accomplished by agreement between the Governor and the affected units of local government. The federal rules allow the states and units of local government to largely determine the specific composition of the MPOs. In Florida, Section 339.175, Florida Statutes, provides the requirements for MPO membership composition and apportionment of the voting membership.

After each decennial census, MPOs must review the composition of their membership and submit an Apportionment Plan to the Florida Department of Transportation (FDOT) Office of Policy Planning and the Florida Governor's Office to meet state and federal requirements. On May 16, 2023, FDOT announced the start of the MPO Apportionment Plan update process and gave MPOs 180 days to submit their apportionment plans to FDOT. Based on this requirement, all MPOs must submit their Apportionment Plans by **November 14, 2023**.

This apportionment plan update is categorized as a minor "no change" update and the Charlotte County-Punta Gorda MPO Board composition is proposed to remain the same.

However, there is a new 2020 Census-designated urban area that crosses into Lee County MPO's Metropolitan Planning Area (MPA) from the Sarasota/Manatee MPA. This was discussed amongst all three MPO Directors in Lee, Charlotte County-Punta Gorda and Sarasota/Manatee. The consensus was to add language into the Interlocal Agreement between Sarasota/Manatee and Charlotte County-Punta Gorda MPOs to address how the metropolitan transportation planning processes will be coordinated amongst all three MPOs to ensure the development of consistent plans across all three MPA boundaries. This revised Interlocal Agreement will be available for review at the joint Charlotte County-Punta Gorda and Sarasota/Manatee MPO Board Meeting on January 29, 2024.

Tony Conte added there is an Inter-Local Agreement in effect since 1991 where, Charlotte County School District transports all Lee County students in Boca Grande.

A question came in online from John Osbourne of Desoto County: "CSAP says MPO area, but also seems to focus on Charlotte County. Any work going to occur in DeSoto?"

Director Harris responded there is a small area near Lake Suzy which would need to be discussed for the next update.

Heidi Maddox motioned to recommend the MPO approval of the scope of the "Minor – No Change" Apportionment Plan Update. Don Scott seconded, and it passed unanimously.

#### 11. Charlotte County Economic Development Overview

Dave Gammon gave a brief presentation on the latest activities pertaining to economic development in Charlotte County. D'Juan Harris informed the committee of a two forthcoming FDOT projects in the vicinity of a large economic development project in Dave Gammon's presentation. FDOT indicated they will implement a roundabout at Jones Loop and Piper Road. Additionally, there will be a state of the art truck parking facility built at the old rest area. The truck parking facility is currently in design and construction is programmed in FY 2028 for \$17.8M.

Mary Ellen Kiss stated that the strategic economic development t emerging out at the Punta Gorda Airport was very wise planning. Bob Logan inquired about Amazon possibly locating in Charlotte County. Dave Gammon responded that Amazon had ceased expansion about a year ago, but now renewed interest was developing. He also informed the committee that several spec buildings were underway. He commented on the tremendous growth at the Airport that began with Cheney Brothers. Publix still owns land in the area and might develop the property there one day. Bob Logan asked about additional airlines that might serve the Airport. Dave Gammon responded that it was a question that should be directed to the Charlotte County Airport Authority. He acknowledged that more gates were needed.

A discussion was initiated regarding Sunseeker Resort and its impact on traffic in the vicinity. Dave Gammon responded that impact is not yet to the peak where the roadway fails D'Juan Harris stated that the MPO Staff had requested funding from FDOT to conduct a comprehensive corridor study along r US 41 from the northbound end of the Peace River Bridges to Kings Hwy. He described the upcoming addition of a new traffic signal at the Sunseeker Resort main entrance. The comprehensive corridor study will be led by Charlotte County Public Works and will provide a detailed analysis of the traffic patterns in this area. The study will provide data backed recommendations to determine what proposed improvements should be implemented in this area to improve safe and efficient multi-modal transportation solutions along this corridor.

Bob Logan expressed his concern about the landscaping obstructing drivers line of sight along US 41 when attempting a left turn onto Melbourne Street. Richard Russell stated that a solution at Melbourne Street and US 41 is required. Dave Gammon noted that the gas station would not provide the rights to implement one proposal. D'Juan Harris stated that after the Public Works study is conducted, there will be traffic analysis data available to determine a viable solution. The funding for the corridor study will be available on July 1, 2024. Dave Gammon noted that Harpoon Harry's restaurant may not move from Fisherman's Village, but instead might become a buyer for the existing property. Dave Gammon indicated that the Punta Gorda Waterfront Hotel and Hurricane Charley's Restaurant had sustained Hurricane Ian damage and was characterized as an opportunity for future development. . He stressed that the parcel was a great piece of property and praised the Punta Gorda City Council for the recent passage of land development regulations (LDRs).

Dave Gammon also discussed affordable workforce housing efforts including the Live Local Act (Senate Bill 102 enacted March 29, 2023) sponsored by Florida State Senate President Kathleen Passidomo from Collier County. This legislation included "By-Right" provisions which usurp local authority (no County Commission approval required).

## 12. Project Priority Mapping Tool Presentation

D'Juan Harris and Betty-Ann Sherer were involved with the development of a Google Maps based interactive mapping tool to provide advisory committee members a visual depiction of MPO project priorities. D'Juan Harris discussed the legal disclaimer regarding use of the map. Betty-Ann Sherer provided a demonstration of the mapping tool and instructions on how to access the application.

#### 13. Public Comments

#### There were no public comments.

#### 14. Staff Comments

Betty-Ann Sherer noted committee vacancies on Person with Disabilities and a Representative for Children at Risk on the LCB, South County Representative on the BPAC, and West County Representative on the CAC.

Laks Gurram noted that the County's Transit Development Plan (TDP) effort is now underway with the Board of County Commissioners' approval of the TDP consultant, Benesch (formerly Tindale-Oliver), scheduled for October 24, 2023. The TDP information feeds into the MPO's Long Range Transportation Plan Transit Element.

Committee Members will be asked to provide comments on this project in the coming calendar year. He also indicated that the MPO is moving forward with development of the 2050 LRTP.

Director Harris restated that Safe Streets and Roads for All internal stakeholders kick off virtual meeting will take place tomorrow, please contact him if you would like to listen in.

#### 15. Member Comments

There were no member comments.

## Adjournment (Next TAC Meeting – November 8, 2023)

There being no further business, the meeting was adjourned at 11:10am. The next regularly scheduled TAC meeting will be held on Wednesday, November 8, 2023, inperson at the Charlotte County Transit Facility, 545 Theresa Boulevard, Port Charlotte, Florida 33954 at 9:30 a.m.

OCTOBER 16, 2023 MPO BOARD MEETING

# AGENDA ITEM # 7-D BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) CHAIR'S REPORT

10 05 2023 DRAFT BPAC Minutes



# CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) OCTOBER 5, 2023 DRAFT MINUTES

Minutes of the meeting held in a hybrid format on October 5, 2023, utilizing Microsoft Teams<sup>®</sup> for virtual participation and in person at the Charlotte County Transit Facility 545 Theresa Boulevard Port Charlotte, Florida

## MEMBERS ATTENDING EITHER IN PERSON OR VIRTUALLY

Pauline Klein, (Chair) Bicycle Club James Wernicke, (Vice Chair) West County Representative (Virtual) Robert Logan, Mid-County Representative Ben Turner, West County Representative (Virtual) Laura Rossi, South County Representative

## **ABSENT**

Wendy Zurstadt, South County Representative (excused) Betty Staugler, Historical/Cultural/Environmental Representative (Virtual)

## ADVISORY AND OTHERS ATTENDING EITHER IN PERSON OR VIRTUALLY

D'Juan Harris, MPO Director (Virtual) Bekie Leslie, MPO (Virtual) Laks Gurram, MPO Betty-Ann Sherer, MPO Mitchell Austin, City of Punta Gorda, TAC Chair Ravi Kamarajugadda, Charlotte County Public Works (Virtual) April Santos, Charlotte County Public Works Katie Lukasek, Charlotte County Public Works Joshua Hudson, Charlotte County Economic Development (Virtual) Tanya Merkle, FDOT Bicycle Pedestrian Coordinator, District One Rich Lisenbee, Charlotte County Signal System Specialist Jody Mansell, Charlotte County Lighting District Superintendent Phil Pfaeffli, Citizen

#### 10 05 2023 DRAFT BPAC Minutes

- 1. <u>Call to Order & Roll Call</u> Chair Pauline Klein called the hybrid meeting to order at 2:12 p.m.
- 2. <u>Pledge of Allegiance</u> All recited the pledge of allegiance.
- 3. <u>Public Comments on Agenda Items</u> There were no public comments received.

#### 4. <u>Chair's Report</u>

Chair Klein welcomed new member Laura Rossi as the County Representative

#### 5. <u>Consent Agenda:</u>

#### A. Approval of Minutes

- 1. Approval of Minutes: November 17, 2022
- 2. Approval of Minutes: March 2, 2023
- 3. Approval of Minutes: June 15, 2023

A Motion was made by Robert Logan to approve the minutes of November 17, 2022, March 2, 2023, and June 15, 2023. Laura Rossi seconded the Motion; and the Motion was approved unanimously.

## B. <u>Draft MPO Board and Advisory Committees Meeting Schedule for Calendar Year</u> 2024

It was noted that 2024 meetings will be held in person only with no virtual option. Chair Klein noted she will be unavailable for the November 2023 and April 2024 meeting

A Motion was made by Robert Logan to approve the 2024 Draft Meeting Schedule. Laura Rossi seconded the Motion; and the Motion was approved unanimously.

#### 6. FDOT Bicycle/Pedestrian Coordinator Report

Tanya Merkle, FDOT informed the committee that the SUN Trail call for projects has opened from September 27, 2023 through December 20. 2023- 2:00pm. Applications submitted in GAP will be reviewed as they are received. Charlotte County will be submitting applications.

Ms. Merkle also gave a brief presentation on Roundabouts and Bicycles highlighting multimodal safety features and the benefits of how roundabouts move us closer to Target Zero. Members discussed education and community outreach are key to helping all modes understand how to navigate these safety counter measures. Bob Logan suggested FDOT create PSA's on Roundabouts.

#### 10 05 2023 DRAFT BPAC Minutes

## 7. <u>Sheriffs' Office Report-Public Safety</u>

Sheriff Miller submitted a report of Bicycle and Pedestrian Accidents reported in Charlotte County from January 1 through July 29, 2023. He was unable to attend this meeting.

## 8. <u>Charlotte County Report</u>

Ravi Kamarajugadda – currently there is no county report, is available to answer any questions.

Bob Logan asked about traffic studies for the intersection of Quesada and Forrest Nelson Blvd and Quesada Ave and Cochran Blvd.

Ravi noted they are currently no complaints but there are concerns about the traffic from BJ's. Charlotte County is analyzing the area.

Rich Lisenbee noted the concerns and indicated that he would review these locations. Ravi encouraged the Committee members to inform the staff about the traffic conditions in the county so it will be possible to address them in the future.

## 9. <u>City of Punta Gorda Report</u>

Mitchell Austin agreed with Ravi's statement about citizens input and their importance in formulating the project prioritization process.

He updated the committee members on some of the City of Punta Gorda's projects US 41. A resurfacing project utilizing State and Local funding will enhance a multi-use path from Retta Esplanade to the Harborwalk connecting Punta Gorda Pathways and Downtown area. Another project moving forward, is the design of US 41 Southbound; creating an ADA access to the Harborwalk pathways below the US 41 Bridge.

## 10. Safe Streets and Roads for All Comprehensive Action Plan Scope Review

Laks Gurram described the upcoming plan efforts. The Charlotte County-Punta Gorda Metropolitan Planning Organization was awarded \$249,500 in federal grant funding to develop a Comprehensive Safety Action (SS4A) Plan. A local match amount of \$62,500 will be provided by Charlotte County for a total budget amount of \$312,000 to develop the action plan.

The action plan will be based on the United States Department of Transportation Federal Highway Administration's Safe Systems approach. The action plan will identify the High Injury Network based upon existing crash data and provide recommendations to implement countermeasures to reduce the prevalence of serious injuries and fatalities along these high crash corridors within Charlotte County.

Bob Logan requested County Staff if a solar flashing stop sign can be installed at the intersection of Quesada Ave and Harbor Blvd These improved signs are very effective in the county.

Rich Lisenbee will look at this location and talk to the Signs and Markings department.

A Motion was made by Robert Logan to recommend the MPO Board approve the scope of services for the development of the Safe Streets and Roads for All Comprehensive Safety Action Plan. Laura Rossi seconded the Motion; and the Motion was approved unanimously.

#### 11. Bicycle Signs, Signals and Markings Presentation

Betty Ann presented an Mentimeter interactive game and encouraged all BPAC members for their participation in the interactive bike quiz challenge on Bicycle Signs, Signals and Markings. The presentation was received well and the winner of the quiz was Laura Rossi.

#### 12. <u>Project Priorities Map - Discussion</u>

Betty-Ann Sherer presented the committee members an interactive mapping tool to provide a visual depiction of MPO project priorities. April Santos stated that the map was easy to use and utilized it for a project she was working on and found it easy to use and helpful to access all of the information clear, concise and in one place. It was noted that that this map will be updated annually after FDOT updates the Draft Tentative Work Program.

#### 13. <u>Citizen Input</u>

Philipp Pfaeffli concurred that education and understanding the law is an important obligation for safety regardless of the mode of transportation for all citizens utilizing public roadways.

#### 14. Staff Comments

Laks Gurram apologized Director Harris was unable to attend today. The MPO has been very busy moving forward with Safe Streets and Roads for all and preparing for the 2050 LRTP.

Betty-Ann Sherer welcomed Laura Rossi as the new Mid-County Representative. Mrs. Sherer noted the resignation of Michael Tomaso as the Bicycle Business Representative and welcomed Philipp Pfaeffli as the new Bicycle Business Representative Applicant. Mr. Pfaeffli's appointment is anticipated to be approved at the October 16, 2023 MPO Board meeting.

Charlotte County Transit is hosting a Trunk or Treat event during FDOT's Mobility week on October 28, 2023 from 10:00 a.m. to 1:00 p.m. at the Port Charlotte Library.

#### 10 05 2023 DRAFT BPAC Minutes

#### 15. <u>Member Comments</u>

Bob Logan thanked the teams from Charlotte County Lighting and Public Works for their attendance and participation at this meeting and commended them on doing a great job.

#### 16. <u>Adjournment</u>

There being no further business, *the meeting was adjourned at 3:37 p.m.* (The next scheduled meeting of the BPAC is **November 16, 2023** at the Charlotte County Administration Center 18500 Murdock Circle Room B106, Port Charlotte, Florida)

## AGENDA #8 LOCAL GOVERNMENT REPORTS

## AGENDA ITEM # 8-A CHARLOTTE COUNTY AIRPORT AUTHORITY REPORT

REPORT WILL BE PROVIDED AT THE MPO BOARD MEETING

AGENDA ITEM # 8-B CITY OF PUNTA GORDA REPORT

#### CITY OF PUNTA GORDA REPORT TO THE MPO BOARD

#### OCTOBER 2023

Gilchrist Park/Harborwalk Phase II construction is complete and the project has been transferred to the operation phase.

Many City offices are still relocated due to damage. The City Manager's staff are in the Laishley Park Community Room. The Urban Design, Code, Zoning and Planning staff will be moving to rented office space at the Towles Plaza on U.S. 41 in Punta Gorda by the end of October and will remain there until the offices in the Annex building are restored from hurricane damage.

Replacement of 7.25 miles of damaged seawalls continues within PGI and BSI. The City now has a project management consultant to oversee, inspect and document the seawall replacements.

The Bayfront Center building in Gilchrist Park, which was destroyed in the hurricane will be demolished. The citizen's committee that met to compile a report with options for replacement of the facility has suggested the City acquire the Impac campus buildings to replace the Bayfront Center building. Discussions will take place with the owner of the property to see if this is feasible. More to come on this.

The City Hall renovation project is in design and engineering. The Council will review 90% plans later this month. Construction is expected to begin late 2023.

The Laishley Park Playground project has a new contractor to install the equipment and they have 180 days to do the project.

The MPO was looking for community stakeholders in PG to form a task force for the upcoming Safe Streets and Roads for all Comprehensive Safety Action Plan. The MPO was given contact information for TEAM PG, the PGICA, Historic district Civic Association, Burnt Store Isles Association, Burnt Store Meadows HOA, Seminole Lakes, and the PG Chamber of Commerce.

The Boca Grande drainage project area is bound by Taylor Road to the north, Cooper St. to the east, Palmera Drive to the south and the Seminole Gulf Railway ditch to the west is in the queue to begin construction soon. The area encompasses about 105 acres of which approximately 25 acres are commercial with the remaining 80 acres consisting of low density residential. This is a master drainage plan for water quality and drainage improvements to include installation of stormwater piping and inlets installation, swale improvements and construction of a stormwater management area. The City continues to work with the consultant and Seminole Gulf Railway to move the project to construction.

The City continues to work with FEMA on funding of Hurricane Ian repairs. City staff have most recently been performing inspections with FEMA staff on damaged sidewalks, street signs and lighting.

The sidewalk along West William Street from the Cross Trails Plaza to the apartments west of the plaza has been completed.

Construction continues on the replacement of the Ponce deLeon Park boardwalk and improvements to the fishing piers.

The City has received the findings of the engineer's inspection of the Laishley Park fishing pier and sidewalk. The pier will be closed for the foreseeable future. At minimum, before it can be reopened, the decking has to be replaced along with other repairs to include pile jackets and protective coatings on the pile caps.

The City has completed swale regrading at fifteen locations and continues work in additional locations as part of the annual swale program to improve drainage to areas that are not meeting the City's 72-hour level of service policy.

The channel markers damaged by the hurricane have been repaired/replaced as needed.

Improvements to the Hounds on Henry Dog Park have been completed. New sod and fences added to accommodate an additional 5,000 square feet of space. This park continues to be one of the most popular parks in the City.

AGENDA ITEM # 8-C CHARLOTTE COUNTY REPORT

## Roadway Updates- for MPO October 2023 Meeting

### **Various Intersection Improvements**

#### Latest Updates:

- County staff have reviewed and provided comments on 60% design plans for Veterans Blvd ay Yorkshire intersection.
- Veterans Blvd at Cochran Blvd intersection 90% plans are due for review.
- Cochran Boulevard @ Quesada Avenue Northbound right turn on Quesada Avenue (completed)
- Murdock Circle @ US Highway 41 Eastbound right turn lane on Murdock Circle (completed)
- Cochran Boulevard @ Quesada Avenue Northbound right turn on Quesada Avenue (completed)
- Murdock Circle @ US Highway 41 Eastbound right turn lane on Murdock Circle (completed)
- Veterans Boulevard @ Cochran Boulevard intersection. 90% plans are due for review on October 13, 2023
- Veterans Boulevard @ Torrington Street intersection. 60% plans have been reviewed by Charlotte County staff and returned to FTE for updates. 90% plans are due for review on December 26, 2023
- Veterans Boulevard @ Loveland Boulevard intersection. 60% plans have been reviewed by Charlotte County staff and returned to FTE for updates. 90% plans are due for review on December 12, 2023
- Peachland Boulevard @ Harbor Boulevard intersection. Design survey has started. 60% plans are due for review on October 18, 2024
- Veterans Boulevard @ Atwater Street intersection. Design survey has started. 60% plans are due for review on June 06, 2024
- Veterans Boulevard @ Yorkshire Street intersection. Design survey has started. 60% plans are due for review on October 31, 2023
- Veterans Boulevard @ Harbor Boulevard intersection. Design survey has started. 60% plans are due for review on October 17, 2023
- Veterans Boulevard @ Orlando Boulevard intersection. Design survey has started. 60% plans are due for review on January 24, 2024

## Design Development Forecast Completion Date: December 13<sup>th</sup>, 2023



## Flamingo/Edgewater Widening

#### Latest Updates:

- 95% of field survey work has been completed.
- Protected species and wetlands evaluation in process.
- 90% of geotechnical field work has been completed.
- 60% roadway, lighting, and signing and marking plans are under review.
- 60% bridge plans are under review.
- 60% utility plans are under review.

### Design Development Forecast Completion Date: September 1<sup>st</sup>, 2024

### **Charlotte Harbor CRA – Parmely Street Road Widening and Sidewalk**

#### Project Description:

This project includes the design and construction of Parmely Street from U.S. 41 to Bayshore Road.

#### Latest Updates:

30% design plans have been reviewed by County staff and comments are being sent back to consultant.

60% plans have been received. County staff has completed their review and returned back to the design firm.

90% plans are due on October 4, 2023

#### **Design Development Forecast Completion Date: December 13th, 2023**



## **Kings Highway Widening**

#### Project Description:

This project is to widen Kings Highway from Sandhill Boulevard to the Desoto County line. This design and construction is to replace the existing roadway with a new 4 lane divided roadway with protected turn lanes. The design also includes utility #nfrastructure, street lighting and pedestrian #idewalks.#

#

### Latest Updates:

This project is currently in the beginning of the design phase. The survey contractor has started gathering all the site data to start the design layout.

30% plans have been received. County staff has completed their review and returned back to the design firm.

60% plans are due on October 27, 2023.

## Design Development Forecast Completion Date: April 18th, 2024

## CONSENT AGENDA # 9

#### AGENDA ITEM # 9-A APPROVAL OF MINUTES: JULY 17, 2023, MPO BOARD MEETING

<u>Purpose:</u>	To review and approve the Minutes of the previous MPO Board Meeting July 17, 2023.
Presented by:	MPO Staff
Discussion:	To Be Determined
<u>Recommendation:</u>	Motion to approve the Minutes of the MPO Board Meeting of July 17, 2023
<u>Attachment:</u>	Draft Minutes of the MPO Board Meeting held on July 17, 2023.



#### CHARLOTTE COUNTY – PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION

#### MINUTES OF THE MPO BOARD MEETING MONDAY, JULY 17, 2023 CHARLOTTE COUNTY ADMINISTRATION CENTER 18500 MURDOCK CIRCLE, ROOM #119 PORT CHARLOTTE FL 33948

#### MEMBERS PRESENT

Commissioner Christopher G. Constance, MD, Charlotte County Commissioner, MPO Chair Commissioner Stephen R. Deutsch, Charlotte County Commissioner, MPO Vice Chair Commissioner Ken Doherty, Charlotte County Commissioner (Alternate) Commissioner James Herston, Charlotte County Airport Authority, Airport Vice Chair Mayor Lynne Matthews, Punta Gorda City Council

#### ADVISORY

Wayne Gaither, FDOT District One Interim Secretary (Alternate)

#### STAFF PRESENT

D'Juan Harris, MPO Director Bekie Leslie, Administrative Services Coordinator Lakshmi N. Gurram, MPO Principal Planner Betty-Ann Sherer, MPO Planner Wendy Scott, MPO Planner Janette Knowlton, County Attorney (MPO Legal Services)

#### **OTHERS PRESENT IN-PERSON**

Bill Dryburgh, Punta Gorda City Council Pam Barr, FDOT Katie Shannon, VHB William Roll, Kimley Horn & Associates Paul Benvie, DRMP Engineering Dianne Quilty, CAC Chair Steven Hurt, CAC Vice Chair Rick Kirchhoff, CAC Mary Ellen Kiss, CAC/BSCC Richard Russell, CAC Pauline Klein, BPAC Chair/CAC Brittany Metzler, City of Punta Gorda Urban Design John Elias, Charlotte County Public Works Robert Fakhri, Charlotte County Public Works Shaun Cullinan, Charlotte County Community Development Deborah Olux, Citizen

## **OTHERS PRESENT REMOTELY**

Charles Counsil, Peggy Walters Award recipient and former CAC Chair

### 1. Call to Order & Roll Call

MPO Chair Constance called the meeting to order at 2:00 p.m. The roll call was taken, and all board members were present except for Commissioner Joseph Tiseo, who had requested that MPO Alternate, Commissioner Ken Doherty attend in his place.

### 2. <u>Invocation – Pastor Bill Frank – First Baptist Church of Punta Gorda</u>

Pastor Bill Frank was not in attendance. Commissioner Deutsch delivered the invocation.

### 3. <u>Pledge of Allegiance</u>

The Pledge of Allegiance was recited.

## 4. Addition and/or Deletion to the Agenda

There were no additions or deletions to the agenda. However, D'Juan Harris noted a technical correction to a participant's name in the May 15, 2023 Meeting Minutes, adding Robert Fakhari's last name.

*Mayor Matthews* made a motion to approve the agenda as corrected. *Commissioner Deutsch* seconded the motion. It was approved unanimously.

## 5. Public Comments on Agenda Items

No one from the public appeared to speak.

## 6. Presentation of the "Peggy Walters" Citizen Mobility Award

Mr. Charles Counsil stepped down from his position as CAC Chair at the March 20, 2023 MPO Board Meeting due to his planned out-of-state move. The MPO received a nomination for him to be the recipient of the 2023 "Peggy Walters" Citizen Mobility Award. This is the 14th year of award presentation. The award recognizes achievement by an individual or group who, through their efforts and accomplishments, has made significant and noteworthy contributions to transportation planning in Charlotte County.

Charles Counsil served on the MPO's Citizen Advisory Committee (CAC) since March 2019 and was very faithful in his meeting attendance. He was the CAC Chair since mid-2021, frequently delivering his thorough CAC Chair's Report at the MPO Board Meetings during his tenure. D'Juan Harris praised Mr. Counsil's dedication to and involvement with the MPO. The award was presented to him virtually by MPO Board Chair Christopher Constance.

Charles Counsil stated that when he and his wife came to Charlotte County 20 years ago, they had figured out how to give back to the community through volunteerism, which was very important to the City of Punta Gorda and Charlotte County. He found that volunteers are sincere about their comments in meetings, and it had been his pleasure on the CAC to work with other CAC Members and staff. He praised the leadership of D'Juan Harris. Mr. Counsil stated that it had been the high point of his volunteer activity to be the CAC Chair, and he was very proud to receive the Peggy Walters Award.

Commissioner Constance showed the award to the camera so that Mr. Counsil could view it remotely and noted that it would be shipped to him. Commissioner Constance thanked him for his service, not just with the MPO, but with the CRA and other efforts. Commissioner Deutsch also thanked Mr. Counsil for all that he'd done throughout the County and the community. He encouraged him to stay well, be safe and accept his congratulations. Mayor Matthews stated that Mr. Counsil was missed already as a friend and colleague. She commented that he was especially missed at the CRA. She thanked him for his efforts and described how easy it was for him to be involved in everything. Commissioner Constance agreed that Charles Counsil had not been replaced because he's irreplaceable.

### 7. Chairs' Reports:

## A. MPO Board Chair's Report

Chair Constance thanked Wayne Gaither for sitting in as the FDOT District One alternate. He noted that he was very impressed with the execution of improvements on US 41 in Punta Gorda, as the work is now being completed on deceleration and acceleration lanes and turn lanes. He characterized the work as impressive. *(Please see additional domain discussion at the end of section D. BPAC Report.)* 

## B. Citizens' Advisory Committee (CAC) Chair's Report

CAC Chair Dianne Quilty reviewed June 28, 2023 CAC Meeting highlights:

She stated that although she cannot fill Charlie Counsil's shoes, as the new CAC chair, she hoped to do the position justice. She stated that Sheriff Department representative to the CAC, Corporal Scott Sarver had described recent traffic congestion activity due to out-of-area construction workers and a growing number of residents.

Under CAC public comments, a citizen named Jeff Lustig had inquired about the possibility of using golf carts. He was advised of current rules and laws (including the fact that they are not legal in the County except in several permitted communities).

Under CAC member comments, Dr. Mary Ellen Kiss had requested the status of the Burnt Store Road transportation study, and she had been assured that it was going to be done. Pauline Klein had inquired about the progress of transportation challenges in the US 41 Charlotte Harbor Sunseeker Resort area. Richard Kirchhoff had discussed Gasparilla Road future widening plans, and it was noted that the project needed to be elevated to the LRTP's Cost Feasible Plan. Dianne Quilty has inquired about repairs to both the electric and non-electric street signs on US 41 that had received storm damage during the passage of Hurricane Ian.

Commissioner Constance thanked Ms. Quilty for her solid CAC highlights. He noted that John Elias has stated that approximately 5,000 street signs are in need of repair 10 months post storm, but the lion's share are restored. He was glad she brought up the Burnt Store Road traffic study since he too wanted to understand its progress. He was aware that staff was working on the Vincent Avenue issue, which might be handled with a roundabout to assist residents by slowing speed and improving safety in the area that was growing faster than expected. He was also glad that the Sunseeker Resort area study in Charlotte Harbor on US 41 was discussed. Chair Constance was not understanding how the Sun Seeker entrance traffic light is being addressed. He was concerned about traffic on Melbourne Street (a left turn for US 41 southbound traffic). He saw the potential for t-bone accidents at that location. He noted that in three months, the doors of Sunseeker will open in a traffic nuisance area. He noted that he would bring up this issue under the FDOT report portion of the agenda.

## C. <u>Technical Advisory Committee (TAC) Chair's Report</u>

Neither the TAC Chair nor the TAC Vice Chair was in attendance, so TAC Member Shaun Cullinan gave a brief update of TAC activities as found in the agenda packet.

## D. <u>Bicycle/Pedestrian Advisory Committee (BPAC) Chair's Report</u>

BPAC Chair Pauline Klein reviewed the June 15, 2023 BPAC Meeting highlights:

Having travelled the roadway frequently, she appreciated the MPO Board's concern regarding the Melbourne Street traffic issue. She noted that a quorum had not been present, but BPAC Members had come to a consensus of those present on several items. She noted that FDOT District One representative Tanya Merkle had given an update on Sun Trail funding. There had also been an interesting presentation on e-bikes.

At this point in the meeting, Commissioner Constance stated that he wished to add an item to his MPO Chair's report: the potential transition of the MPO website's domain from a .com to a .gov site. He obtained MPO Board consensus on having staff work with County Information Technology Senior Division Manager Ray Desjardins on the matter.

## 8. Local Government Reports:

## A. Charlotte County Airport Authority

Commissioner Herston, Charlotte County Airport Authority Vice Chairman, provided MPO Board Members with copies of the July 17, 2023 Airport Authority Report. He focused on the Capital Improvement Summary. He stated that with a passenger count of over a million through June, the Punta Gorda Airport was on track to break the two million passenger count by year's end. He stated that a wealth of information could be found on the website: <u>www.flypgd.com</u>

Commissioner Constance inquired about a potential number of Allegiants flights to the Punta Gorda Airport when the Sunseeker Resort opens in October 2023. Commissioner Herston stated that the Airport is creating capacity, which would then get chewed up. He noted that other carriers were making inquiries. Further discussion on capacity followed. Commissioner Herston indicated that many projects are 90% Federal Aviation Administration (FAA) funded as derived through a per plane ticket price that is placed in a dedicated fund.

## B. City of Punta Gorda

Mayor Matthews had provided the City of Punta Gorda report for the MPO Board agenda packet. Projects listed in the report were:

- City Council and all boards and committees are currently meeting in the Gulf Theater at the Military Museum for the foreseeable future while City Hall renovations are in progress.
- Gilchrist Park/Harborwalk Phase II construction is complete and continues to move through the as-built process.
- The City is in restoration mode since the hurricane. Many City offices are still relocated due to damage. The City Manager's staff are in the Laishley Park Community Room. The Urban Design, Code, Zoning and Planning staff are currently in the old City Council Chamber and outside the building in two remote trailers until new office space becomes available. Waiting for FEMA approval to begin restorations.
- Canal debris cleanup with the State of Florida contractor is complete. Wayfinding signs that were damaged from the storm are in the process of being replaced. Many sidewalks still need to be replaced due to uprooted trees that damaged them.
- The three seawall contractors are now in place and working in the PGI and BSI canal districts for the 7.25 miles of seawall that needs to be replaced. The city is working closely with FEMA to complete inspections and ensure appropriate reimbursements will be forthcoming.
- A citizen's committee comprised of five stakeholder group representatives is now convened to discuss possible plans for replacement of the Bayfront Center building in Gilchrist Park, which was destroyed in the hurricane. They have until the August 23, 2023 City Council meeting to compile a report providing the City with options for replacement of the facility.
- The City Hall renovation project is still in design and engineering. The Council will review 90% plans at the meeting in August. Construction is expected to begin early fall 2023. The Urban Design Department will be relocating soon to facilitate the construction project.
- The Laishley Park Playground installation is on hold until a new contractor can be secured.
- The Boca Grande drainage project area which is bound by Taylor Road to the north, Cooper St. to the east, Palmera Drive to the south and the Seminole Gulf Railway ditch to the west is in the queue to begin construction soon. The area encompasses about 105 acres of which approximately 25 acres are commercial with the remaining 80 acres

consisting of low density residential. This is a master drainage plan for water quality and drainage improvements to include installation of stormwater piping and inlets installation, swale improvements and construction of a stormwater management area. Construction is planned to begin in 2023.

- A sidewalk is being constructed along West William Street from the Cross Trails Plaza to the apartments to the west of the plaza. This will be ADA compliant.
- The Ponce Park boardwalk is in the process of being replaced and improvements to the concrete fishing piers will begin soon.
- The City has completed swale regrading at eight locations and continues work in additional locations as part of the annual swale program to improve drainage to areas that are not meeting the City's 72-hour level of service policy.

Mayor Matthews stated that as with Charlotte County, the City was having some storm-damaged sign replacement issues including the ability to obtain materials. She thanked FDOT for the US 41 northbound left turn lane extension at Aqui Esta Drive; however, she reported from first-hand experience that it was not long enough. She requested lengthening the turn lane while the equipment was still in place. Commissioner Constance agreed that there was the need for safe harbor off US 41 even if having to wait an extra traffic signal cycle. Mayor Matthews stated that the potential extension area was fairly level and needed additional 6-8 car storage.

Mayor Matthews reiterated the extreme need for the traffic light at the Punta Gorda Home Depot on Burnt Store Road. She described a serious accident involving a motorcyclist who had to be transported via air-flight.

A discussion followed between Commissioner Herston and Mayor Matthews regarding seawall replacements, the ramping up of the production of seawall panels, and FEMA assistance with obtaining rip rap materials.

## C. Charlotte County

Commissioner Doherty provided the County report on the following items:

#### Various Intersection Improvements:

· Veterans Blvd at Yorkshire intersection 90% plans are due for review.

· Veterans Blvd at Cochran Blvd intersection 90% plans are due for review.

· Cochran Boulevard @ Quesada Avenue – Northbound right turn on Quesada Avenue (completed)

• Murdock Circle @ US Highway 41 – Eastbound right turn lane on Murdock Circle (completed) Design Development Forecast Completion Date: December 13th, 2023

#### Flamingo Boulevard/Edgewater Drive Widening:

 $\cdot$  95% of field survey work has been completed.

· Protected species and wetlands evaluation in process.

 $\cdot$  90% of geotechnical field work has been completed.

 $\cdot$  Design considerations have been presented to the BOCC, and with their direction, the 30% plans have been reviewed.

- $\cdot$  60% roadway plans are being designed.
- $\cdot$  30% bridge plans have been reviewed and 60% plans are in process.
- · 30% utility plans are under review.

Design Development Forecast Completion Date: September 1st, 2024

#### Charlotte Harbor CRA – Parmely Street Road Widening and Sidewalk:

Project Description:

This project includes the design and construction of Parmely Street from U.S. 41 to Bayshore Road.

60% design plans are under review by County staff and comments will be sent back to consultant.

Design Development Forecast Completion Date: January 8th, 2024

#### Charlotte Harbor CRA – Melbourne St multi-use pathway

Project Description:

This project includes the design and construction of a multi-use pathway from U.S. 41 to Harborview Road.

30% design plans are due for review.

Design Development Forecast Completion Date: February 29, 2024

#### Kings Highway Widening:

Project Description:

This project is to widen Kings Highway from Sandhill Boulevard to the DeSoto County line. This design and construction is to replace the existing roadway with a new 4 lane divided roadway with protected turn lanes. The design also includes utility infrastructure, street lighting and pedestrian sidewalks.

30% design plans are under review by County staff and comments will be sent back to consultant.

Design Development Forecast Completion Date: May 13th, 2024

Commissioner Constance spoke regarding the King's Hwy widening initiative. He asked Wayne Gaither about the ability of FDOT to assist DeSoto County with turn lane access in the golf course area. He noted that DeSoto County is a constrained area and needs assistance. Wayne Gaither stated that FDOT is working with them with design funding (by July 16, 2023). Then, FDOT will look for a funding mechanism for the construction phase to address their immediate needs. Commissioner Constance observed that perhaps the area stormwater could be moved to Charlotte's ponds, so as to be a good neighbor and have the water flow naturally south. Wayne Gaither stated that the would speak to DeSoto County about the concept. Commissioner Constance noted that this approach was wise, since there should have been work done with Lee County on the similar Burnt Store Road narrowing issue at the Charlotte/Lee County Line. Commissioner Doherty asked John Elias about the four-lane configuration, commenting that the transition would have to be addressed very near Sandhill Boulevard.

John Elias addressed the Burnt Store Road issue first, stating that a utility company had wanted \$5 million for the ROW at that time. Regarding Kings Hwy, he noted that the roadway is falling apart. Johnson Engineering was involved in trying to coordinate with FDOT and DeSoto County.

#### 9. Consent Agenda:

A. Approval of Minutes: May 15, 2023, MPO Board Meeting

*Mayor Matthews* made a Motion to approve the Consent Agenda with corrected Minutes. *Commissioner Doherty seconded the motion, and it carried unanimously.* 

## 10. Florida Department of Transportation (FDOT) Report

Pam Barr thanked Charlotte County for submitting the priority list. She noted that the projects were being planned into the work program.

Pam Barr provided updates on various projects:

## FDOT Led Discussion

## A. <u>US 41 at Olean Boulevard</u> (Pam Barr/Wayne Gaither-FDOT/Robert Fakhri-Charlotte County)

Pam Barr noted that FDOT Staff Members (Stephen Davis and Mark Mathes) currently were scheduled off and would address this item at a future meeting. Commissioner Constance was hopeful that the "right on red" issue would be addressed eventually.

# B. <u>Harbor View Road and U.S. 41 – Lane modification Updates (Pam Barr/Wayne</u> Gaither-FDOT) <u>Map link</u>

Pam Barr noted that FDOT was coordinating with staff, and although the issue would take time, it was moving forward.

# C. <u>SR 776 at Flamingo Boulevard</u> - (Pam Barr/Wayne Gaither -FDOT/ Robert Fakhri - Charlotte County)

The Design Phase is ongoing between FDOT and Charlotte County.

# D. <u>SR 776 at the Charlotte Sports Park</u> – Intersection Improvements (Pam Barr/Wayne Gaither -FDOT/ Robert Fakhri -Charlotte County)

FDOT and County staff were still in discussion on this project. Commissioner Constance discussed desired enhancements to west bound SR 776 left turn lanes into the Sports Park. John Elias confirmed that based on previous conversations, the double left turn lanes would only be used when emergency personnel were present and allowing it during events. Otherwise, the extra lane would be striped and not utilized.

E. <u>I-75 Possible New Interchange North of Kings Hwy Interchange</u> - (Pam Barr/Wayne Gaither-FDOT)

The south segment master plan study is complete and staff discussions continue. Commissioner Constance stated that letters of support had been obtained from both Sarasota County and the City of North Port. D'Juan Harris noted that although the southern segment master plan study had been done, study of the other two segments was underway and should be finished by the time of the joint meeting with the Sarasota/Manatee MPO Board early next year.

#### Joint Local and FDOT Discussion

# A. <u>Harbor View Road Combined Funding Strategies</u> - (Wayne Gaither-FDOT/John Elias/Robert Fakhri-Charlotte County)

John Elias reported that staff had met recently regarding this effort. They were trying to move forward with Right-of-Way (ROW) funding discussions. Environmentally sensitive lands may require a site shift. Wayne Gaither stated that Charlotte County must sponsor the RAISE grant application for the next cycle.

### B. US 41 (SR 45) from Kings Hwy to Peace River Bridge - Comprehensive

Planning/Operational Improvements Study to include but not limited to access management, multi-modal, bicycle and pedestrian connectivity improvements (Wayne Gaither-FDOT/John Elias/Robert Fakhri-Charlotte County)

John Elias noted that in talks with the MPO Staff, County Public Works had agreed to take over the project. Mr. Elias was not sure how Sunseeker Resort will get the traffic signal completed. He noted that the Comprehensive Study will have to take the signal on as an existing condition. Wayne Gaither stated that the Sunseeker signal is a permit job, since it is designed and built by Sunseeker. They had submitted their plans to FDOT, and they had been approved. County staff had copies of these plans. Commissioner Constance requested that the roadway and signal plans be submitted to all MPO Board Members. D'Juan Harris would forward them post-meeting.

## C. <u>Bermont Road (CR 74) Safety Discussion</u> – (FDOT/John Elias/Robert Fakhri-Charlotte County)

John Elias stated that the elected officials' concerns had been heard. Commissioner Constance noted that the execution of speed zones and no passing restrictions had been well received. He observed that the bigger issue was expanding Bermont Road to four lanes.

# **D.** <u>Burnt Store Road Improvements</u> Approximately 1000 feet North of County Line - (FDOT/John Elias/Robert Fakhri-Charlotte County)

John Elias observed that this project had changed a great deal. He had spoken with all interested parties. The PD&E is almost complete. Since funding from Lee County can't be used in Charlotte County, FDOT will now cover that portion of the PD&E. The Design portion has been given to Lee County, and because of the mitigating circumstances, it could be handled as a Design/Build project, but it could be changed if something different needs to be done at Vincent Avenue. It is now a right in – right out situation, but something different could be done. The ROW contribution has been reduced drastically. Burnt Store Coalition members are asked to be patient, since there will be a workshop discussion in September 2023. Much ambiguity surrounds Vincent Avenue (partially in Charlotte County/partially in Lee County, but they don't

want to take responsibility for it). Much communication is under way. Burnt Store Marina was involved in repaving in the past. With previous paving, they had funded their half. Commissioner Constance assumed that the Marina and Lee County will have to address their portion.

#### 11. <u>FY 2023/2024 Unified Planning Work Program (UPWP)/MPO Agreement</u> <u>Amendments</u>

D'Juan Harris discussed these necessary amendments for the second year of two-year document.

The FY 2024 UPWP budget is being amended to include the Safe Street for All grant funding allocation and to update the various grant funding allocations. The revisions/amendments include the following:

- Moving \$20,000 from Task 2 Data Collection & Analysis Planning salary line into its consultant line.
- Adding in Task 4 Long Range Transportation Plan (LRTP) including \$31,469 SL dollars under the consultant line. This funding will be utilized for the development of the 2050 LRTP Update.
- Adding in Task 6 Special Project Planning the new language for Safe Street for All and adding funding under Task 6 - Special Project consultant account the federal grant funding amount of \$249,500 and local share is \$62,500.
- Add additional allocation for FTA 5305(d) in the amount of \$1,192 to Task 8 Transit and Transportation Disadvantaged (TD) Planning.
- Adding additional funding allocation in Task 8 Transit and Transportation Disadvantaged (TD) Planning for TD Planning in the amount of \$1,237.
- > Updating FY 2024 all FY 2024 Statements and Assurances form.
- > Amending the MPO Agreement to reflect all new funding allocations.

Funding Source	Source Level	Previous FY 2024 UPWP Allocation	New FY 2024 UPWP Allocation	UPWP FY 2024 Increase
5305(d)	PL	\$86,491	\$87,683	\$1,192
TD	State	\$23,887	\$25,124	\$1,237
SL	PL	New	\$31,469	\$31,469
SS4A	Federal	New	\$249,500	\$249,500
554A	Local	New	\$62,500	\$62,500

#### **Budgeted Action**:

*Mayor Matthews* made a motion to amend the FY 2024 Unified Planning Work Program (UPWP) to include the following updates: (1) Safe Streets and Roads for All grant award to Task 6 – Special Project Planning in the amount of \$312,000 (includes federal and local share), (2) Add verbiage to Task 6 to include Development of SS4A Comprehensive Safety Action Plan

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Activities, (3) SL funds in the amount of \$31,469 to Task 4 – Long Range Transportation Plan (LRTP), (4) FTA 5305(d) funds in the amount of \$1,192 to Task 8 Transit, and (5) Transportation Disadvantaged (TD) funds in the amount of \$1,237 to Task 8 – TD Planning. This motion allows for transmittal of the amendments to the MPO Agreement, FY 2024 updated Statements and Assurances forms and FDOT Cost Analysis Certification form. These revisions allow staff to make minor non-financial changes and adjustments based upon input received from FDOT. Commissioner Deutsch seconded the motion. It carried unanimously.

#### **12.** <u>MPO Board Resolution Authorizing Execution of Safe Streets and Roads for All</u> (SS4A) Federal Grant Agreement

The Charlotte County-Punta Gorda MPO applied for and was awarded Safe Streets and Roads for all federal grant funding to develop a Comprehensive Safety Action Plan. The Comprehensive Safety Action Plan will provide an in-depth analysis of roadway crash data in Charlotte County and strategically identify project priority recommendations to countermeasure the incidence of crashes in Charlotte County based on the Federal Highway Administration's (FHWA) Safe System Approach. Development of the plan is anticipated to take up to one year (a timeline was provided). Once the plan is adopted, local jurisdictions within Charlotte County will be eligible to apply for SS4A Project Implementation funding for transportation safety improvements of up to \$50,000,000 per project. The goal is to identify and implement shortterm, mid-term and ultimate transportation solutions that will reduce or eliminate serious injuries and fatal crashes on public roadways.

The federal grant award amount is \$249,500. The required local match will be provided by Charlotte County in the amount \$62,500, yielding a total project budget of \$312,000. A resolution authorizing the execution of the SS4A Grant Agreement with the US DOT has been reviewed by the MPO Board Legal Counsel and was provided in the agenda packet.

D'Juan Harris described the grant approach as a streamlined funding strategy which does not pass through FDOT. He reviewed the anticipated timeline. Commissioner Constance noted that a related item had required action in the prior item (Agenda Item #11).

**Commissioner Doherty** made a motion to approve Resolution 2023-02 for signature by the MPO Chair and authorize the MPO Director to execute the Charlotte County-Punta Gorda MPO's Safe Streets and Roads for All Planning Grant Agreement with the United States Department of Transportation (including making minor adjustments as required). **Commissioner Deutsch** seconded the motion. It carried unanimously.

#### 13. Safe Streets and Roads for All (SS4A) Consultant Selection

D'Juan Harris described the consultant selection process. He expressed his thanks to Melissa Reichert and Shaun Cullinan for participating on the SS4A consultant selection committee. He introduced Katie Shannon from VHB who will be assigned as the Consultant Project Manager to develop Charlotte County's Comprehensive Safety Action Plan.

On June 14, 2023, the MPO's SS4A consultant selection committee held in-person presentations amongst three responding GPC consultants vying for the opportunity to develop the Charlotte

County-Punta Gorda Comprehensive Safety Action Plan. The SS4A selection committee ranked the consultants based on the criteria below:

SS4A Selection Committee Scoring Criteria	Possible Score
Understanding of Safe Systems Approach and Pragmatic Examples of Application of Principles	20
Experience Developing Vision Zero / Comprehensive Safety Action Plans	20
Implementation Strategies to Address Issues along High Injury Network (Can be proposed or based on previous case studies)	20
Public Engagement / Public Involvement Strategy / Stakeholder Considerations	15
Innovative Utilization of Technology	15
Response to Questions	10

Upon tallying the scoring criteria, the SS4A selection committee unanimously recommended VHB as the consultant to develop the Charlotte County-Punta Gorda Comprehensive Safety Action Plan (please see Attachment 1 for final scoring sheets).

Once approved by the MPO Board, staff will negotiate a Scope of Services to initiate development of the Comprehensive Safety Action Plan.

*Mayor Matthews* made a motion to approve the selection committee's recommendation of VHB and Associates as the consultant to develop the SS4A Comprehensive Safety Action Plan, authorize MPO Staff to develop a Work Assignment Order and Scope of Services with the selected consultant, and authorize the MPO Chair to sign the Work Assignment Order. *Commissioner Doherty* seconded the motion. It carried unanimously.

#### 14. 2050 Socioeconomic Data Development Update

In May of 2023 the MPO Board entered into a contract with Kimley Horn & Associates to perform the updates for the LRTP 2020 Data Needs for Model Validation effort. The project is scheduled to be completed by December 2023.

William Roll from Kimley Horn & Associates provided updates on the following topics:

- 1) Forecasting Process
- 2) Population and Employment Control Totals
- 3) Outstanding Data Needs
- 4) Next Steps

William Roll noted that the average of the University of Florida's Bureau of Economic and Business Research (BEBR) medium/high figures (with a 90,000-population increase) is an appropriate population forecast approach, especially in growing areas.

Commissioner Herston asked about Senate Bill 102's impact. William Roll noted that as in his residential area of Lakeland, locations will show up as existing commercial. Lower performing commercial properties will flip to residential.

Commissioner Doherty asked about how this scope integrates with the County's program for metro forecasting. It involves the inclusion of building permit data. The data will be merged, and a peer review will be conducted. Commissioner Doherty wanted to make certain of future integration given the different timelines.

#### **15. Public Comments**

CAC Member Richard Russell stated that he was sorry to hear about the Melbourne Street issue being a disconnect with the Sunseeker Resort entry signal. Previously, he had developed some concept plans to address the issue in the entire area, but he had not had any success with FDOT. He was concerned about the lack of foresight and safety in the area.

#### 16. Staff Comments

D'Juan Harris had provided MPO Board Members an MPO Director's Staff Report in their meeting packets.

He thanked Mayor Matthews and MPO Chair Constance for delivering welcome remarks at the June 15, 2023 Florida Commission for the Transportation Disadvantaged (CTD) Business Meeting in Punta Gorda. He also thanked Commissioner/LCB Chair Doherty for his support in hosting the group. He praised County Administrator Flores for authorizing use of the Charlotte Harbor Event and Conference Center for the statewide meeting.

D'Juan Harris noted that Florida Metropolitan Planning Organization Advisory Council (MPOAC) advisory committee votes would be occurring soon regarding the distribution formula for MPO funding. There was a proposition to change the non-TMA (under 200,000 MPO population) amounts to be allocated. Commissioner Constance noted that Charlotte County had missed the mark in the 2020 Census by a mere 2 individuals in the count. D'Juan Harris described the process of how both the MPOAC staff directors and governing board groups would vote on the formulas to distribute the percentage of funds between small and large MPOs. He had campaigned for higher percentages to be allocated to small MPOs, but the results remained to be determined.

#### **17. Member Comments**

Commissioner Deutsch commented on the need for River Road improvements at least down to Winchester Blvd. Although Sarasota County stated they would accomplish these, he noted that basically they haven't done any of them. He described how in the past week, backups on SR 776 occurred that could have impacted River Road. He requested that Sarasota County be contacted regarding their earlier promise, and an offer of assistance from Charlotte County be made.

Commissioner Doherty, speaking as the LCB Chair, thanked D'Juan Harris for bringing up the topic of the CTD Business Meeting, as he was intending to do.

#### 18. Adjournment

There being no further business, the meeting was adjourned at 3:30 p.m. The next regularly scheduled meeting of the MPO Board will be held on Monday, October 16, 2023 at 2:00 p.m. at the Charlotte County Administration Center, 18500 Murdock Circle, Room #119, Port Charlotte, Florida, 33948.

#### AGENDA ITEM # 9-B MPO MEETING SCHEDULE FOR CALENDAR YEAR 2024

**Purpose:** To establish a 2024 Meeting Schedule for the MPO Board, Technical Advisory, Citizens Advisory and Bicycle/Pedestrian Advisory Committees, and the Charlotte Transportation Disadvantaged Local Coordinating Board (LCB)

#### Agenda Item Presented by: MPO Staff

#### **Discussion:**

The MPO staff has prepared a draft Meeting Schedule for the MPO Board, its standing committees and the LCB for calendar year 2024. This draft meeting schedule for 2024 is being presented for consideration.

**Recommendation:** Motion to approve the 2024 Meeting Schedule.

Attachment: 2024 Meeting Schedule (Draft)



## **Draft 2024 Meeting Schedule**

Charlotte County-Punta Gorda MPO 18500 Murdock Circle, Building B, Rm. 200 Port Charlotte, FL 33948 <u>www.ccmpo.com</u> | 941-883-3535

#### STRIKETHROUGH = CANCELLED MEETING OR CHANGES TO MEETING DATE

Metropolitan Planning Organization (MPO) Board Meeting – 2:00 p.m.				
Charlotte County Administration Center, Room #119, 18500 Murdock Circle, Port Charlotte, Florida 33948				
*Monday, January 29, 2024	**Friday, February 16, 2024	Monday, March 18, 2024		
Monday, May 20, 2024	Monday, July 15, 2024	Monday, October 21, 2024		
	Monday, December 16, 2024			
*11:00 a.m. JOINT MEETING with SARASOTA/MANATEE MPO – Venice Community Center, 326 Nokomis				
Avenue S, Venice, FL				
**9:30 a.m. JOINT MEETING with LEE MPO – Burnt Store Road Presbyterian Church, Stewart Hall, 11330				
Burnt Store Road, Punta Gorda, Florida 33955				

Technical Advisory Committee (TAC) Meeting – 9:30 a.m.				
Charlotte Community Foundation, 227 Sullivan Street, Punta Gorda, Florida 33950				
Wednesday, March 6, 2024	Wednesday, April 24, 2024	Wednesday, June 19, 2024		
Wednesday, September 25, 20	24 Wednesday, November 2	0, 2024		

Citizens' Advisory Committee (CAC) Meeting – 1:30 p.m. Charlotte Community Foundation, 227 Sullivan Street, Punta Gorda, Florida 33950				
Wednesday, March 6, 2024	Wednesday, April 24, 2024	Wednesday, June 19, 2024		
Wednesday, September 25, 2024	Wednesday, November 20, 2	2024		

Bicycle/Pedestrian Advisory Committee (BPAC) Meeting – 2:00 p.m. Charlotte County Transit Facility				
545 Theresa Boulevard, Port Charlotte, Florida 33954				
Thursday, March 7, 2024	Thursday, April 25, 2024	Thursday, June 27, 2024		
Thursday, October 3, 2024	Thursday, November 14, 2024			

Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) – 10:00 a.m. Charlotte County Transit Facility 545 Theresa Boulevard, Port Charlotte, Florida 33954		
Thursday, January 3, 2024	Thursday, May 2, 2024	
Thursday, September 5, 2024	Thursday, November 7, 2024	

PLEASE NOTE THESE MEETING DATES ARE TENTATIVE AND SUBJECT TO CHANGE.

#### AGENDA ITEM # 9-C BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) RESIGNATION AND APPOINTMENT

Purpose:To consider the resignation of the BPAC Bicycle Business representative<br/>and appoint a new Bicycle Business Representative on the Charlotte<br/>County- Punta Gorda Metropolitan Planning Organization<br/>Bicycle/Pedestrian Advisory Committee (BPAC)

#### Agenda Item Presented by: MPO Staff

#### **Discussion**:

On September 20, 2023 Bicycle Business Representative Michael Tomaso submitted an email of resignation. On September 27, 2023 the MPO received an application from, Philipp Pfäeffli, who has expressed his interest in serving as the Bicycle Business Representative on the BPAC for a three (3) year term until October 16, 2026.

As required, this volunteer opportunity was advertised in the *Charlotte Sun*, on County's CCTV and on the MPO website.

**Recommendation:** Motion to accept the resignation of Michael Tomaso as the Bicycle Business Representative and appoint Mr. Philipp Pfäeffli as the Bicycle Business Representative on the BPAC for a three (3) year term.

#### Attachments:

- 1. 09 20 2023 Michael Tomaso resignation email
- 2. <u>09 22 2023 Application from Philipp Pfäeffli dated September 22, 2023, seeking appointment as a Bicycle Business Representative on the BPAC.</u>

#### 09 20 223 BPAC Tomaso Resignation

FileMessageHelp $Q$ Tell me what you want to do $\widehat{\mathbb{m}}$ $\sim$ $\overline{\mathbb{m}}$ $\sim$ $\rightarrow$ $ $ $\widehat{\mathbb{m}}$ Share to Teams $ $ $\overline{\mathbb{m}}$	<mark>┡</mark> ~ [ <u>~</u> ~	, P Fin	nd 🚦 🖉 🗸	Q Zoom	•••
Re: BPAC Meeting Reminder					
Michael J Tomaso		S Reply	🏀 Reply All	$\rightarrow$ Forward	<b>i</b>
To Setty-Ann Sherer			·	Wed 9/20	)/2023 4:24 P
Retention Policy 10 Year Items Delete (10 years)	Expires 9/17/203	33			
(i) You replied to this message on 9/21/2023 9:39 AM. If there are problems with how this message is displayed, click here to view it in a web browser.					

Caution – This email originated from outside of our organization. Please do not open any attachments or click on any links from unknown sources or unexpected email.

#### Dear Betty,

I regret to inform you that it has become necessary for me to resign from my volunteer position on BPAC.

Please advise me of what I need to do.

Sincerely and respectfully,

Michael J. Tomaso, Assistant Manager Rich's Bicycle Repairs and More

On Wednesday, September 20, 2023 at 08:31:46 AM EDT, Betty-Ann Sherer <<u>sherer@ccmpo.com</u>> wrote:

## CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION (MPO) ADVISORY COMMITTEE/BOARD APPLICATION

PLEASE TYPE OR PRINT IN INK

Advisory Committee/Board you are applying for:

## Citizens' Advisory Committee (CAC) \_\_\_\_\_ Bicycle/Pedestrian Advisory Committee (BPAC) \_ X Transportation Disadvantaged Local Coordinating Board (LCB)

How Did You Hear of This Committee/Board Vacancy?
<u>Name</u> :
Address:
<u>City, State, Zip</u> :
Year-round Resident?     Yes     No
Email address:
Home Phone:Work Phone:Cell Phone:
Address:
<u>Note</u> : While not required, you are encouraged to attach a resume to this Application and visit the MPO's Website <u>www.ccmpo.com</u> to familiarize yourself with the role
the MPO provides in the community and your role and responsibilities as a potential Committee/Board member.

#### CHARLOTTE COUNTY PUNTA GORDA MPO ADVISORY COMMITTEE/BOARD APLICATION

Occupation- (if retired please indicate)
Education - Diplomas-Certificates-Degrees
Experience-Work, Life, Hobbies etc.
<u>Community Involvement</u> - List organizations/positions currently or previously held (i.e. Civic Boards
and Committees, Home Owners Associations, Clubs, etc.)
·
Applicant's Signature: P.P.A.P. Date:
Applicant's Signature: Date:
You may mail to (18500 Murdock Circle, Building B, Room 200, Port Charlotte, FL 33948), Phone (941)883-3535
email (office@ccmpo.com) your application to the MPO.
We Thank You for your interest in serving the community and the MPO.

#### AGENDA ITEM # 10 MPO DIRECTOR'S ANNUAL EVALUATION

**Purpose:** Request the MPO Board to conduct the annual performance evaluation of MPO Director D'Juan L. Harris.

Agenda Item Presented by: Janette Knowlton, Legal Counsel to MPO Board,

#### **Discussion:**

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Pursuant to the terms of Paragraph 1, of the First Amendment to the Interlocal Agreement for Administrative Services between Charlotte County and the Charlotte County-Punta Gorda MPO, the MPO Director shall be subject to an annual performance evaluation conducted by the MPO governing board. This is the second performance evaluation of Mr. Harris as the MPO Director.

- **Recommendation:** Motion to approve the pay for performance increase set forth by the MPO Board for the MPO Director and retroactive to the date the County implemented its increase.
- Attachments: 1. MPO Board Annual Performance Evaluations

2. 2023 MPO Director Evaluation Tally Sheet

## **MPO DIRECTOR EVALUATION**

MPO DIRECTOR'S NAME: D'Juan Harris \_\_\_\_\_

EVALUATOR'S NAME: Commissioner Joe Tiseo \_\_\_\_\_

Evaluation Period: 10/29/2022 to 09/05/2023 Date: 08/04/2023

#### **EVALUATION INSTRUCTIONS:**

#### • **PERFORMANCE CATEGORIES**

The Performance Categories that comprise this evaluation tool may be considered subjective, but they are closely aligned with the duties that are performed regularly by the incumbent. With each Performance Category, are listed a few key elements for the evaluator to consider. Please score each Performance Category based on the elements listed and other relevant criteria.

#### Rating Scale for Quality of Performance:

The following rating scale should be used to rate each <u>specific</u> statement under each of the performance dimensions of the Personnel Performance Assessment and Evaluation, and to rate <u>overall performance</u> in each of the categories.

- 5 **EXCELLENT**: The incumbent consistently demonstrates performance that significantly surpasses reasonable expectations related to the performance dimension.
- 4 <u>GOOD</u>: The incumbent consistently demonstrates performance that often surpasses reasonable expectations related to the performance dimension. The individual demonstrates no appreciable performance deficiencies.
- 3 <u>SATISFACTORY</u>: The incumbent consistently achieves the reasonable expectations related to the performance dimension. The individual demonstrates an acceptable degree of competence and performance.
- 2 <u>FAIR</u>: The incumbent achieves the minimum of expectations related to the performance dimension. The individual requires development in specific areas in order to meet the reasonable expectations for the performance dimension.
- **0-1** <u>UNSATISFACTORY</u>: The incumbent occasionally achieves minimum expectations related to the performance dimension and may be unsuited for the position.

#### 1. ABILITY TO COMMUNICATE

## Provides effective level of communication to the Board members and the public and follows up regarding issues and services.

- Expresses information orally in a clear and concise manner when making presentations to groups or individuals.
- Ensures open lines of communication with the Board members and all levels of the organization by providing updates related to policy changes, project status, and other items of importance.
- Maintains effective communication with the media, and is proactive in providing information that is important to the public

OVERALL RATING FOR ABILITY TO COMMUNICATE	
-------------------------------------------	--

4.1

#### Comments:

I appreciate our pre-agenda meetings; and your knowledge in transportation issues, and your ability to get to the point with what is important.

#### 2. LEADERSHIP

Provides leadership and supervision for those under his authority to ensure accountability and productivity.

- Leads by example by adhering to the established policies, rules, and procedures, and ensuring that subordinates do the same
- Motivates people, sparks others to take action, and takes action himself to achieve goals and policies of the Board
- Gains commitment from others on new or unpopular policies, methods, and procedures
- Capable and composed in high pressure situations

OVERALL RATING FOR LEADERSHIP	4.0
Comments: I hope to see you grow as this type of leadership is new to you.	

#### 3. INTEGRITY

#### Builds credibility, confidence, and a reputation for professionalism with the public, coworkers, and board members.

- Sets and adheres to high ethical standards of behavior, both personally and professionally
- Leads by example in adhering to the established policies, rules, and procedures, and ensuring that subordinates do the same
- Ensures that all business conducted by the MPO is free of conflicts of interest or practices that might be construed as illegal, unethical, or un-professional

OVERALL RATING FOR INTEGRITY	4.0
Comments: I am sure you will demonstrate the professionalism the job requires and needed to carry out the mission.	the confidence

#### 4. ORGANIZATIONAL AND PROJECT OVERSIGHT

Provide oversight and ensures progress continues toward completing high priority capital projects.

- Establishes a sense of purpose
- Follows through on issues
- Structures direct reports' work appropriately
- Brings people together successfully around tasks
- Manages the process of decision-making well; knows who to involve on what issue
- Sets priorities and manages time well

OVERALL RATING FOR ORGANIZATIONAL AND PROJECT OVERSIGHT	4.0
Comments: I look forward to seeing you manage and build your team.	

#### 5. INTERGOVERNMENTAL RELATIONS AND INTERACTIONS WITH OTHERS

#### Establishes and maintains productive Intergovernmental Relationships (IGR).

- Consistently acts in a manner that is courteous and professional, including attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments
- Maintains effective working relationships with members of the MPO, with citizens, community leaders, other outside agencies and the media
- Acknowledges the efforts of others, and gives appropriate credit for their accomplishments
- · Works effectively with others over whom he has no direct authority
- Skilled at relating to many different types of people

OVERALL RATING FOR INTERGOVERNMENTAL RELATIONS AND INTERACTIONS WITH OTHERS	4.0
Comments:	-

#### 6. BUDGET, PLANNING AND OVERSIGHT

Organizes and presents recommendations to the MPO to meet challenges facing the organization.

- Ensures that the Unified Planning Work Program meets the needs of the board, and is submitted in a timely manner that allows appropriate review and modification
- Develops effective monitoring mechanisms to ensure that the MPO is meeting its committed deadlines and timetables

OVERALL RATING FOR BUDGET PLANNING AND OVERSIGHT	4.0
Comments:	

#### 7. ACCOMPLISHMENTS/GOALS

• Employee has reached goals and/ or shown progress with accomplishments.

OVERALL RATING FOR ACCOMPLISHMENTS/GOALS	4.0
Comments: Please provide your annual goals and achievements.	

#### 8. JUDGMENT AND DECISION MAKING

- Exercises sound judgement in determining those issues that should appropriately be submitted to the Board for consideration or approval.
- Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources, but is also able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain.
- Assumes command of tasks presenting difficult or unusual circumstances and effectively assumes charge of field situations or incidents, when necessary. Able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate; and when it is necessary to only provide guidance and support.

OVERALL RATING FOR JUDGMENT AND DECISION MAKING	4.0
Comments:	

## SUMMARY SHEET

Communication	Leadership	Integrity and Professionalism	Organizational and Project Oversight	Intergovernmental Relations/Interaction with others	Budget Planning and Oversight	Accomplishments /Goals	Judgement and Decision Making
4.1	4.0	4.0	4.0	4.0	4.0	4.0	4.0
OVERALL SCORE	E					32.1	4.0125

## EVALUATOR'S COMMENTS: (if any)

With costs going up, we will have many funding challenges next year. It will be important to continue our efforts to take advantage of all available grants and funding sources. Keep up the good work.

Evaluator's Signature: _	Ant.	Date:	09/11/2023
IPO DIRECTOR'S COM	<u>MENTS</u> : (if any)		
Thanks again for the opp	ortunity!		
MPO Director's Signatur	e: METROPYLITAN PLANNING 25550 Harborview Road   Port Ch Phone: 941.883.3535   Fax: 9	narlotte, FL 33980	e:09/11/2023

## **MPO DIRECTOR EVALUATION**

MPO DIRECTOR'S NAME:	<u>D'Juan Harri</u>	is		
EVALUATOR'S NAME:	Lynne Matth	news		
Evaluation Period:10/1/2	022 to	9/30/2023	Date: 9/14/2023	

### **EVALUATION INSTRUCTIONS:**

#### • PERFORMANCE CATEGORIES

The Performance Categories that comprise this evaluation tool may be considered subjective, but they are closely aligned with the duties that are performed regularly by the incumbent. With each Performance Category, are listed a few key elements for the evaluator to consider. Please score each Performance Category based on the elements listed and other relevant criteria.

#### Rating Scale for Quality of Performance:

The following rating scale should be used to rate each <u>specific</u> statement under each of the performance dimensions of the Personnel Performance Assessment and Evaluation, and to rate <u>overall performance</u> in each of the categories.

- 5 **EXCELLENT**: The incumbent consistently demonstrates performance that significantly surpasses reasonable expectations related to the performance dimension.
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- 2 **FAIR:** The incumbent achieves the minimum of expectations related to the performance dimension. The individual requires development in specific areas in order to meet the reasonable expectations for the performance dimension.
- **0-1** <u>UNSATISFACTORY</u>: The incumbent occasionally achieves minimum expectations related to the performance dimension and may be unsuited for the position.

#### 1. ABILITY TO COMMUNICATE

## Provides effective level of communication to the Board members and the public and follows up regarding issues and services.

- Expresses information orally in a clear and concise manner when making presentations to groups or individuals.
- Ensures open lines of communication with the Board members and all levels of the organization by providing updates related to policy changes, project status, and other items of importance.
- Maintains effective communication with the media, and is proactive in providing information that is important to the public

OVERALL RATING FOR ABILITY TO COMMUNICATE	5
	1

Comments: D'Juan communicates freely with me about many things relevant to both the MPO and FDOT, which keeps information flowing from me to the City staff. This is critically important with the major highways that run through the City of Punta Gorda.

Also, providing a condensed recap of agenda items in advance of the meetings is very helpful to us.

#### 2. LEADERSHIP

Provides leadership and supervision for those under his authority to ensure accountability and productivity.

- Leads by example by adhering to the established policies, rules, and procedures, and ensuring that subordinates do the same
- Motivates people, sparks others to take action, and takes action himself to achieve goals and policies of the Board
- Gains commitment from others on new or unpopular policies, methods, and procedures
- Capable and composed in high pressure situations

OVERALL RATING FOR LEADERSHIP	5
Comments: I feel that in spite of the hardships the MPO team has faced sind D'Juan's leadership continues to keep the team going in a forward momentu	•

METROPOLITAN PLANNING ORGANIZATION 18500 Murdock Circle | Port Charlotte, FL 33948 Phone: 941.883.3535 | Fax: 941.883.3534

#### 3. INTEGRITY

#### Builds credibility, confidence, and a reputation for professionalism with the public, coworkers, and board members.

- Sets and adheres to high ethical standards of behavior, both personally and professionally
- Leads by example in adhering to the established policies, rules, and procedures, and ensuring that subordinates do the same
- Ensures that all business conducted by the MPO is free of conflicts of interest or practices that might be construed as illegal, unethical, or un-professional

OVERALL RATING FOR INTEGRITY	5	
	1	

Comments: Mr. Harris is top notch in the category of integrity, and I trust that he always has the best interest of our community when making decisions.

#### 4. ORGANIZATIONAL AND PROJECT OVERSIGHT

Provide oversight and ensures progress continues toward completing high priority capital projects.

- Establishes a sense of purpose
- Follows through on issues
- Structures direct reports' work appropriately
- Brings people together successfully around tasks
- Manages the process of decision-making well; knows who to involve on what issue
- Sets priorities and manages time well

#### OVERALL RATING FOR ORGANIZATIONAL AND PROJECT OVERSIGHT

4

Comments: This is a little difficult to judge, since there has been so much remotely being done in the absence of office space. But what I do know is that project deadlines have been promptly met.

#### 5. INTERGOVERNMENTAL RELATIONS AND INTERACTIONS WITH OTHERS

#### Establishes and maintains productive Intergovernmental Relationships (IGR).

- Consistently acts in a manner that is courteous and professional, including attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments
- Maintains effective working relationships with members of the MPO, with citizens, community leaders, other outside agencies and the media
- Acknowledges the efforts of others, and gives appropriate credit for their accomplishments
- · Works effectively with others over whom he has no direct authority
- Skilled at relating to many different types of people

OVERALL RATING FOR INTERGOVERNMENTAL RELATIONS AND INTERACTIONS WITH OTHERS	5
Comments: As stated in #1, he is a frequent and welcome communicator, no but with City officials. This is very important to accomplish items on our proj	

#### 6. BUDGET, PLANNING AND OVERSIGHT

Organizes and presents recommendations to the MPO to meet challenges facing the organization.

- Ensures that the Unified Planning Work Program meets the needs of the board, and is submitted in a timely manner that allows appropriate review and modification
- Develops effective monitoring mechanisms to ensure that the MPO is meeting its committed deadlines and timetables

OVERALL RATING FOR BUDGET PLANNING AND OVERSIGHT	5
Comments: Same as #4.	

#### 7. ACCOMPLISHMENTS/GOALS

• Employee has reached goals and/ or shown progress with accomplishments.

OVERALL RATING FOR ACCOMPLISHMENTS/GOALS	4.5
Comments: It is my hope that in the near future we can the staff back environment that will allow them to work at maximum efficiency.	t into an office

#### 8. JUDGMENT AND DECISION MAKING

- Exercises sound judgement in determining those issues that should appropriately be submitted to the Board for consideration or approval.
- Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources, but is also able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain.
- Assumes command of tasks presenting difficult or unusual circumstances and effectively assumes charge of field situations or incidents, when necessary. Able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate; and when it is necessary to only provide guidance and support.

OVERALL RATING FOR JUDGMENT AND DECISION MAKING	5
Comments: Mr. Harris in my opinion is a good leader, very organized and we is always looking for ways to continue moving the organization forward. I tru in making decisions.	

## SUMMARY SHEET

Communication	Leadership	Integrity and Professionalism	Organizational and Project Oversight	Intergovernmental Relations/Interaction with others	Budget Planning and Oversight	Accomplishments /Goals	Judgement and Decision Making
5	5	5	4	5	5	4 01	CT
OVERALL SCORE			L		1		38.5

## EVALUATOR'S COMMENTS: (if any)

It is a pleasure working with D'Juan, and I think we are fortunate to have someone as qualified and diligent as he has proven to be for our organization.

Date: 9/14/2023
I Manual I

#### MPO DIRECTOR'S COMMENTS: (if any)

MPO Team is openly looking into any leads on office space in Charlotte County within our budget. We have feelers out with Charlotte County and the Airport. If the City of Punta Gorda has any available space we would certainly be interested in exploring. Thanks for the review and the opportunity.

09/14/2023 **MPO Director's Signature:** Date:

## **MPO DIRECTOR EVALUATION**

MPO DIRECTOR'S NAM	IE: <u>D</u>	UAN	HARRIS		
EVALUATOR'S NAME:	JAN	nes V	N. HERS.	701	
Evaluation Period:	2022	to _	2023	Date:	9-26-23

#### **EVALUATION INSTRUCTIONS:**

#### • <u>PERFORMANCE CATEGORIES</u>

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#### 1. ABILITY TO COMMUNICATE

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- Ensures open lines of communication with the Board members and all levels of the organization by providing updates related to policy changes, project status, and other items of importance.
- Maintains effective communication with the media, and is proactive in providing information that is
  important to the public

OVERALL RATING FOR ABILITY TO COMMUNICATE EXCELLENT, WELL SPOKEN, POISED COMMUNICATION Comments:

#### 2. LEADERSHIP

Provides leadership and supervision for those under his authority to ensure accountability and productivity.

- Leads by example by adhering to the established policies, rules, and procedures, and ensuring that subordinates do the same
- Motivates people, sparks others to take action, and takes action himself to achieve goals and policies of the Board
- Gains commitment from others on new or unpopular policies, methods, and procedures
- · Capable and composed in high pressure situations

OVERALL RATING FOR LEADERSHIP	5
Comments: LEABERSHIP SKILLS CONTINUE BE EXCELLENT	5 70

METROPOLITAN PLANNING ORGANIZATION

18500 Murdock Circle | Port Charlotte, FL 33948 Phone: 941.883.3535 | Fax: 941.883.3534

#### 3. INTEGRITY

Builds credibility, confidence, and a reputation for professionalism with the public, coworkers, and board members.

- · Sets and adheres to high ethical standards of behavior, both personally and professionally
- Leads by example in adhering to the established policies, rules, and procedures, and ensuring that subordinates do the same
- Ensures that all business conducted by the MPO is free of conflicts of interest or practices that might be construed as illegal, unethical, or un-professional

OVERALL RATING FOR INTEGRITY THE INTEGNITY OF MR HARRIS is Excellent, DEMONSTRATING CONTINUOUS PROFESSIONALISM, CONFIDENCE, & CREDIBILITY Comments:

#### 4. ORGANIZATIONAL AND PROJECT OVERSIGHT

Provide oversight and ensures progress continues toward completing high priority capital projects.

- Establishes a sense of purpose
- Follows through on issues
- Structures direct reports' work appropriately
- Brings people together successfully around tasks
- Manages the process of decision-making well; knows who to involve on what issue
- Sets priorities and manages time well

OVERALL RATING FOR ORGANIZATIONAL AND PROJECT OVERSIGHT

Comments: ORGANIZATTONAL / PROTECT OVERSIGHT, MANAGEMENT SKILLS, 15 EXCELLENT.

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#### 5. INTERGOVERNMENTAL RELATIONS AND INTERACTIONS WITH OTHERS

#### Establishes and maintains productive Intergovernmental Relationships (IGR).

- Consistently acts in a manner that is courteous and professional, including attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments
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- Acknowledges the efforts of others, and gives appropriate credit for their accomplishments
- Works effectively with others over whom he has no direct authority
- Skilled at relating to many different types of people

OVERALL RATING FOR INTERGOVERNMENTAL RELATIONS AND INTERACTIONS WITH OTHERS Comments: MR HARRIS' ABILITIES RELATED TO ALL BULLET POINT SUBJECTS, AS DESCRIBED ABOVE, ARE EXCELLENT. **Comments:** 

#### 6. BUDGET, PLANNING AND OVERSIGHT

Organizes and presents recommendations to the MPO to meet challenges facing the organization.

- Ensures that the Unified Planning Work Program meets the needs of the board, and is submitted in a timely manner that allows appropriate review and modification
- Develops effective monitoring mechanisms to ensure that the MPO is meeting its committed deadlines and timetables

OVERALL RATING FOR BUDGET PLANNING AND OVERSIGHT	5
Comments: MR HARRIS' ABICITIES RECAN OUR UPWP AND MONITORING MECHAN HAVE BEEN EXCELLENT	25B To 11SMS

METROPOLITAN PLANNING ORGANIZATION 18500 Murdock Circle | Port Charlotte, FL 33948 Phone: 941.883.3535 | Fax: 941.883.3534

#### 7. ACCOMPLISHMENTS/GOALS

• Employee has reached goals and/ or shown progress with accomplishments.

OVERALL RATING FOR ACCOMPLISHMENTS/GOALS MENTS: MAHMANIS CONTINUALLY REACHES GOALS, AND CONTINUES TO PROGRESS WITH ACLOMPLISHMENTS RECATED TO ALL ASPECTS OF THE MPO & MPOAC (IMIGHT ADD) Comments:

#### 8. JUDGMENT AND DECISION MAKING

- Exercises sound judgement in determining those issues that should appropriately be submitted to the Board for consideration or approval.
- Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources, but is also able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain.
- Assumes command of tasks presenting difficult or unusual circumstances and effectively assumes charge of field situations or incidents, when necessary. Able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate; and when it is necessary to only provide guidance and support.

OVERALL RATING FOR JUDGMENT AND DECISION MAKING Comments: MR HARRIS'S SOUND JUDGEMENT, LOCICAL DECISIONS, AND COMMAND, PROVIDES THE MPO BOARD ALL NECESSARY CONFIDENCE NEEDED TO VOTE CONFIDENTLY. Comments:

METROPOLITAN PLANNING ORGANIZATION 18500 Murdock Circle | Port Charlotte, FL 33948 Phone: 941.883.3535 | Fax: 941.883.3534

## SUMMARY SHEET

Communication	Leadership	Integrity and Professionalism	Organizational and Project Oversight	Intergovernmental Relations/Interaction with others	Budget Planning and Oversight	Accomplishments /Goals	Judgement and Decision Making
5	5	5	5	5	5	5	5
OVERALL SCORE	:						40

EVALUATOR'S COMMENTS: (if any)
MA HARRIS' ABILITIES CONTINUE LO INCRESSE
MA HARRIS' A BILITIES CONTINUE TO Increase WITH RESPECT TO MIPO DIRECTORSHIP.
Evaluator's Signature: anestur-feist Date: Date: 2-26-23
MPO DIRECTOR'S COMMENTS: (if any)
Thanks for the opportunity to serve the citizens of Charlotte County in this capacity. I will continue to strive to improve throughout my tenure with the Metropolitan Planning Organization.
MPO Director's Signature: Date: Date:
METROPOLITAN PLANNING ORGANIZATION
18500 Murdock Circle   Port Charlotte, FL 33948 Phone: 941.883.3535   Fax: 941.883.3534

## MPO DIRECTOR EVALUATION

MPO DIRECTOR'S NAME: <u>D'Juan Harris</u>					
EVALUATOR'S NAME:Christopher G. Constance, MD					
Evaluation Period: _	10/17/2022	_ to _ <u>10/4/2023</u>	Date:	10/4/2023	

#### **EVALUATION INSTRUCTIONS:**

#### • **PERFORMANCE CATEGORIES**

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- Maintains effective communication with the media, and is proactive in providing information that is important to the public

OVERALL RATING FOR ABILITY TO COMMUNICATE	4.5
Comments:	

#### 2. LEADERSHIP

Provides leadership and supervision for those under his authority to ensure accountability and productivity.

- Leads by example by adhering to the established policies, rules, and procedures, and ensuring that subordinates do the same
- Motivates people, sparks others to take action, and takes action himself to achieve goals and policies of the Board
- Gains commitment from others on new or unpopular policies, methods, and procedures
- Capable and composed in high pressure situations

OVERALL RATING FOR LEADERSHIP	4.5
Comments:	

#### 3. INTEGRITY

Builds credibility, confidence, and a reputation for professionalism with the public, coworkers, and board members.

- Sets and adheres to high ethical standards of behavior, both personally and professionally
- Leads by example in adhering to the established policies, rules, and procedures, and ensuring that subordinates do the same
- Ensures that all business conducted by the MPO is free of conflicts of interest or practices that might be construed as illegal, unethical, or un-professional

OVERALL RATING FOR INTEGRITY	4.5
Comments:	

#### 4. ORGANIZATIONAL AND PROJECT OVERSIGHT

Provide oversight and ensures progress continues toward completing high priority capital projects.

- Establishes a sense of purpose
- Follows through on issues
- Structures direct reports' work appropriately
- Brings people together successfully around tasks
- · Manages the process of decision-making well; knows who to involve on what issue
- Sets priorities and manages time well

OVERALL RATING FOR ORGANIZATIONAL AND PROJECT OVERSIGHT	4.5
Comments:	

#### 5. INTERGOVERNMENTAL RELATIONS AND INTERACTIONS WITH OTHERS

#### Establishes and maintains productive Intergovernmental Relationships (IGR).

- Consistently acts in a manner that is courteous and professional, including attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments
- Maintains effective working relationships with members of the MPO, with citizens, community leaders, other outside agencies and the media
- Acknowledges the efforts of others, and gives appropriate credit for their accomplishments
- · Works effectively with others over whom he has no direct authority
- · Skilled at relating to many different types of people

OVERALL RATING FOR INTERGOVERNMENTAL RELATIONS AND INTERACTIONS WITH OTHERS	4.5
Comments:	

#### 6. BUDGET, PLANNING AND OVERSIGHT

Organizes and presents recommendations to the MPO to meet challenges facing the organization.

- Ensures that the Unified Planning Work Program meets the needs of the board, and is submitted in a timely manner that allows appropriate review and modification
- Develops effective monitoring mechanisms to ensure that the MPO is meeting its committed deadlines and timetables

OVERALL RATING FOR BUDGET PLANNING AND OVERSIGHT	4.5
Comments:	

#### 7. ACCOMPLISHMENTS/GOALS

• Employee has reached goals and/ or shown progress with accomplishments.

OVERALL RATING FOR ACCOMPLISHMENTS/GOALS	4.5
Comments:	

#### 8. JUDGMENT AND DECISION MAKING

- Exercises sound judgement in determining those issues that should appropriately be submitted to the Board for consideration or approval.
- Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources, but is also able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain.
- Assumes command of tasks presenting difficult or unusual circumstances and effectively assumes charge of field situations or incidents, when necessary. Able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate; and when it is necessary to only provide guidance and support.

OVERALL RATING FOR JUDGMENT AND DECISION MAKING	4.5
Comments:	

### SUMMARY SHEET

Communication	Leadership	Integrity and Professionalism	Organizational and Project Oversight	Intergovernmental Relations/Interaction with others	Budget Planning and Oversight	Accomplishments /Goals	Judgement and Decision Making
4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5
OVERALL SCORE	E					36	4.5

## EVALUATOR'S COMMENTS: (if any)

(SEE A-	rtached)		
Evaluator's Signature:	Auten Cations	_ Date:	007 4, 2023

### MPO DIRECTOR'S COMMENTS: (if any)

Thank you again for the opportunity to serve as the Director of the Metropolitan Planning Organization. I will continue to strive to improve and provide the citizens of Charlotte County the highest quality of public service and fiscal stewardship that they deserve.

10/05/2023 **MPO Director's Signature:** Date: METROPOLITAN PLANNING ORGANIZATION 18500 Murdock Circle | Port Charlotte, FL 33948 Phone: 941.883.3535 | Fax: 941.883.3534



Charlotte County Government "To exceed expectations in the delivery of public services."

www.CharlotteCountvFL.com

2023 MPO Executive Director Evaluation

D'Juan Harris has continued his solid performance this past year, despite the horrific effects and long-term consequences of Hurricane Ian. His ability to communicate, be productive and efficient, with his staff and the many regional entities and state agencies, continues to be critical to our success. As the Executive Director of the Charlotte County/Punta Gorda MPO, he has appropriately sought direction from the MPO board. Mr. Harris' participation in the meetings, and proper preparation of the meeting agendas, continues to facilitate the smooth, efficient running of the MPO. The pre-agenda staff meetings, prior to the convening of the MPO, continue to be informative.

As our staff representative to the MPOAC, Mr. Harris has participated in the staff pre-meetings and supported our participation at the MPOAC meetings. The updates the board has received from him, with respect to our federal and state legislative priorities and relevant issues taking place at the state level with FDOT, have been incredibly helpful in moving our agenda and work program forward. His relationships with FDOT staff and his wealth of knowledge concerning their processes have been very advantageous. Mr. Harris has been an important asset and working with the Lee County MPO regarding the Burnt Store Road widening into Lee County. He has participated in the local community meetings regarding the Vincent Avenue intersection at the Charlotte-Lee County line. He continues to adhere to the rules, policies and procedures related to the proper functioning and running of the MPO. He applies these policies appropriately to the situations presented to him and meets all requirements.

Mr. Harris is always engaged and provides information to help facilitate our MPO functions. Our executive director continues to perform his job with integrity, honesty, and professionalism. He willingly accepts constructive criticism in a positive and welcoming manner and works cooperatively to set goals for improvement of both his work and the functioning of the MPO.

Christopher G. Constance, M.D. Chairman, Charlotte County/Punta Gorda Metropolitan Planning Organization Vice Chairman, Charlotte County Board of County Commissioners

> BOARD OF COUNTY COMMISSIONERS 18500 Murdock Circle, Suite 536 | Port Charlotte, FL 33948-1068 Phone: 941.743.1300 | Fax: 941.743.1310

## MPO DIRECTOR EVALUATION

#### MPO DIRECTOR'S NAME: D'juan Harris

EVALUATOR'S NAME: Stephen R. Deutsch

Evaluation Period: <u>10/18/2022</u> to <u>10/4/2023</u> Date: <u>10/4/2023</u>

#### EVALUATION INSTRUCTIONS:

#### PERFORMANCE CATEGORIES

The Performance Categories that comprise this evaluation tool may be considered subjective, but they are closely aligned with the duties that are performed regularly by the incumbent. With each Performance Category, are listed a few key elements for the evaluator to consider. Please score each Performance Category based on the elements listed and other relevant criteria.

#### Rating Scale for Quality of Performance:

The following rating scale should be used to rate each <u>specific</u> statement under each of the performance dimensions of the Personnel Performance Assessment and Evaluation, and to rate <u>overall performance</u> in each of the categories.

- 5 **EXCELLENT:** The incumbent consistently demonstrates performance that significantly surpasses reasonable expectations related to the performance dimension.
- 4 <u>GOOD</u>: The incumbent consistently demonstrates performance that often surpasses reasonable expectations related to the performance dimension. The individual demonstrates no appreciable performance deficiencies.
- 3 <u>SATISFACTORY</u>: The incumbent consistently achieves the reasonable expectations related to the performance dimension. The individual demonstrates an acceptable degree of competence and performance.
- 2 <u>FAIR</u>: The incumbent achieves the minimum of expectations related to the performance dimension. The individual requires development in specific areas in order to meet the reasonable expectations for the performance dimension.
- **0-1** <u>UNSATISFACTORY</u>: The incumbent occasionally achieves minimum expectations related to the performance dimension and may be unsuited for the position.

#### 1. ABILITY TO COMMUNICATE

Provides effective level of communication to the Board members and the public and follows up regarding issues and services.

- Expresses information orally in a clear and concise manner when making presentations to groups or individuals.
- Ensures open lines of communication with the Board members and all levels of the organization by providing updates related to policy changes, project status, and other items of importance.
- Maintains effective communication with the media, and is proactive in providing information that is
  important to the public

OVERALL RATING FOR ABILITY TO COMMUNICATE	4.5
Comments:	

#### 2. LEADERSHIP

Provides leadership and supervision for those under his authority to ensure accountability and productivity.

- Leads by example by adhering to the established policies, rules, and procedures, and ensuring that subordinates do the same
- Motivates people, sparks others to take action, and takes action himself to achieve goals and policies of the Board
- Gains commitment from others on new or unpopular policies, methods, and procedures
- Capable and composed in high pressure situations

OVERALL RATING FOR LEADERSHIP	4.75
Comments: Keeping on Track	

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#### 3. INTEGRITY

Builds credibility, confidence, and a reputation for professionalism with the public, coworkers, and board members.

- Sets and adheres to high ethical standards of behavior, both personally and professionally
- Leads by example in adhering to the established policies, rules, and procedures, and ensuring that subordinates do the same
- Ensures that all business conducted by the MPO is free of conflicts of interest or practices that might be construed as illegal, unethical, or un-professional

OVERALL RATING FOR INTEGRITY	5.0
Comments:	

#### 4. ORGANIZATIONAL AND PROJECT OVERSIGHT

Provide oversight and ensures progress continues toward completing high priority capital projects.

- Establishes a sense of purpose
- Follows through on issues
- · Structures direct reports' work appropriately
- Brings people together successfully around tasks
- Manages the process of decision-making well; knows who to involve on what issue
- · Sets priorities and manages time well

OVERALL RATING FOR ORGANIZATIONAL AND PROJECT OVERSIGHT	4.75
Comments:	

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#### 5. INTERGOVERNMENTAL RELATIONS AND INTERACTIONS WITH OTHERS

#### Establishes and maintains productive Intergovernmental Relationships (IGR).

- Consistently acts in a manner that is courteous and professional, including attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments
- Maintains effective working relationships with members of the MPO, with citizens, community leaders, other outside agencies and the media
- Acknowledges the efforts of others, and gives appropriate credit for their accomplishments
- · Works effectively with others over whom he has no direct authority
- Skilled at relating to many different types of people

OVERALL RATING FOR INTERGOVERNMENTAL RELATIONS AND INTERACTIONS WITH OTHERS	4.5
Comments:	

#### 6. BUDGET, PLANNING AND OVERSIGHT

Organizes and presents recommendations to the MPO to meet challenges facing the organization.

- Ensures that the Unified Planning Work Program meets the needs of the board, and is submitted in a timely manner that allows appropriate review and modification
- Develops effective monitoring mechanisms to ensure that the MPO is meeting its committed deadlines and timetables

OVERALL RATING FOR BUDGET PLANNING AND OVERSIGHT	4.5
Comments:	

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#### 7. ACCOMPLISHMENTS/GOALS

• Employee has reached goals and/ or shown progress with accomplishments.

OVERALL RATING FOR ACCOMPLISHMENTS/GOALS	4.5
Comments:	

#### 8. JUDGMENT AND DECISION MAKING

- Exercises sound judgement in determining those issues that should appropriately be submitted to the Board for consideration or approval.
- Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources, but is also able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain.
- Assumes command of tasks presenting difficult or unusual circumstances and effectively assumes charge of field situations or incidents, when necessary. Able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate; and when it is necessary to only provide guidance and support.

OVERALL RATING FOR JUDGMENT AND DECISION MAKING	4.5
Comments:	

#### SUMMARY SHEET

Communication	Leadership	Integrity and Professionalism	Organizational and Project Oversight	Intergovernmental Relations/Interaction with others	Budget Planning and Oversight	Accomplishments /Goals	Judgement and Decision Making
4.5	4.75	5.0	4.75	4.5	4.5	4.5	4.5
OVERALL SCORE							37

EVALUATOR'S COMMENTS: (if any)

0 C U へへ 10 Date: Evaluator's Signature:

MPO DIRECTOR'S COMMENTS: (if any)

10 25 MPO Director's Signature: Date: **METROPOLITAN PLANNING ORGANIZATION** 25550 Harborview Road | Port Charlotte, FL 33980 Phone: 941.883.3535 | Fax: 941.883.3534

### **2023 MPO Director Evaluation**

	Categories								
Board Members	ABILITY TO COMMUNCIATE	LEADERSHIP	INTEGRITY	ORGANIZATIONAL & PROJECT OVERSIGHT	INTERGOVERNMENTAL RELATIONS & INTERACTIONS WITH OTHERS	BUDGET, PLANNING & OVERSIGHT	ACCOMPLISHMENTS/G OALS	JUDGMENT & DECISION MAKING	TOTAL
Mayor Lynne Matthews	5.0	5.0	5.0	4.0	5.0	5.0	4.5	5.0	38.5
Commissioner Christopher G. Constance	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	36.0
Commissioner Stephen R. Deutsch	4.5	4.75	5.0	4.75	4.5	4.5	4.5	4.5	37.0
Commissioner Joseph Tiseo	4.1	4.0	4.0	4.0	4.0	4.0	4.0	4.0	32.1
Commissioner James Hertson	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	40.0
								TOTAL	183.6
								AVERAGE	36.72

#### OCTOBER 16, 2023 MPO BOARD MEETING

## AGENDA ITEM # 11 <u>FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)</u> <u>REPORT</u>

## **FDOT Led Discussion**

- A. <u>US 41 at Olean Boulevard</u> (Pam Barr/Wayne Gaither-FDOT/Robert Fakhri-Charlotte County)
- B. <u>SR 776 at Flamingo Boulevard</u> (Pam Barr/Wayne Gaither -FDOT/ Robert Fakhri -Charlotte County)
- C. <u>SR 776 at the Charlotte Sports Park</u> Intersection Improvements (Pam Barr/Wayne Gaither -FDOT/ Robert Fakhri -Charlotte County)
- D. <u>I-75 Possible New Interchange North of Kings Hwy Interchange</u> (Pam Barr/Wayne Gaither-FDOT)

## Joint Local and FDOT Discussion

- A. <u>Harbor View Road Combined Funding Strategies</u> (Wayne Gaither-FDOT/John Elias/Robert Fakhri-Charlotte County)
- B. <u>US 41 (SR 45) from Kings Hwy to Peace River Bridge</u> Planning/Operational Improvements Study (Wayne Gaither-FDOT/John Elias/Robert Fakhri-Charlotte County
- C. <u>Bermont Road (CR 74) Safety Discussion</u> (FDOT/John Elias/Robert Fakhri-Charlotte County)



# **District 1 Traffic Operations**

# **Charlotte-Punta Gorda MPO**

US 41 Corridor: Harbor View Blvd: RTOR Restrictions Olean Blvd: RTOR Restrictions 10/16/2023

Florida Department of Transportation



## Introduction

Mark Mathes, P.E. – District 1 Traffic Operations Engineer

## • Walter Breuggeman, P.E. – Interim District 1 Traffic Operations Engineer

- Access Management Permits
- Traffic Studies
- Operations signing and pavement marking
- Steven Davis, P.E. TSM&O Program Engineer
  - Signal Timing/Maintenance
  - TMC Operations
  - ITS Development
  - Innovative Transportation Technology Solutions



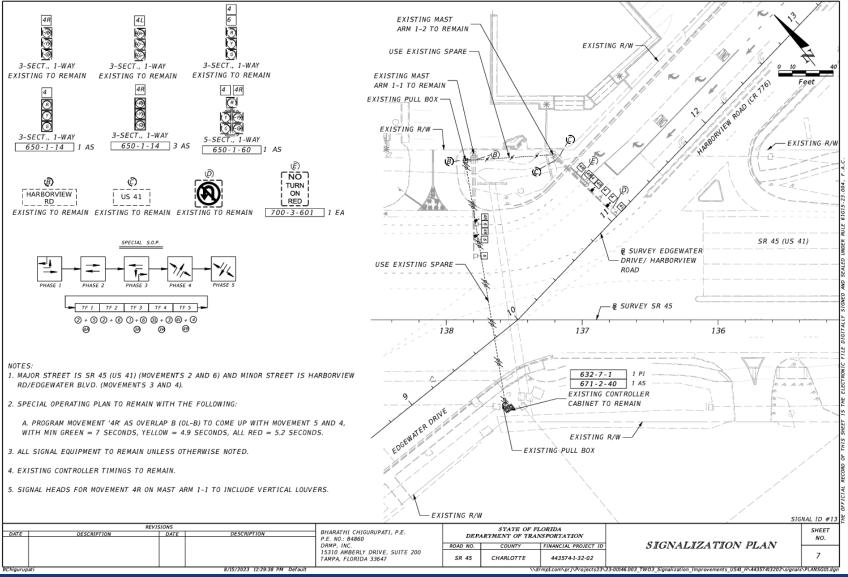
## **WB Harbor View Blvd: RTOR Restrictions Removed**

- Design: 90% complete
  - Coordinating with property owner to finalize plans
  - Cost: \$41,538

## Construction

- Begin: as soon as equipment is procured
- Duration: 3 weeks
- Cost: \$30,000
- Will need County PW assistance to coordinate S&PM updates on Harbor View Rd





Florida Department of Transportation



## **WB Olean Blvd: RTOR Restrictions Removed for Outside Lane**

- Design: Phase II Plans (60%) Complete
  - Completion: End of 2023
  - Cost: \$100,000
- Construction
  - Begin: After procurement of mast arm (6-month lead time),
  - Duration: 4 weeks
  - Cost: \$153,000
  - Will need County PW assistance to coordinate S&PM updates on Olean Blvd





Florida Department of Transportation



# **General Discussion/Questions**



Florida Department of Transportation

### OCTOBER 16, 2023 MPO BOARD MEETING

### AGENDA ITEM # 12 <u>FY 2023-FY 2024 UNIFIED PLANNING WORK PROGRAM (UPWP)</u> <u>AMENDMENTS/MPO AGREEMENT</u>

**Purpose:** To review and approve an amendment to the FY 2023 through FY 2024 Unified Planning Work Program (UPWP). This amendment will add closeout funding from FY 2021/2022 to the specified tasks in the FY 2023 to FY 2024 UPWP. The UPWP amendment will also require an amendment to the MPO Agreement to synchronize all corresponding funding changes.

# Presented by: D'Juan Harris

## Discussion:

This amendment will add \$168,258 from FY 2021/2022 funding that was not expended by the end of FY 2022. These closeout funds are being added to tasks in the current FY2023/2024 UPWP (see summary of task additions below). These revisions will also require an amendment to the MPO's agreement to harmonize all corresponding funding changes. After advisory committee review, this amendment request will be presented at the October 16, 2023, MPO Board Meeting for final approval.

The revisions/amendments include:

- Adding \$36,112 in Task 1 Administration in salaries and benefits account line from FY 2021/2022 closeout
- Adding \$20,519 in Task 2 Data Collection, Analysis & Mapping salaries/benefits account line from FY 2021/2022 closeout
- Adding \$111,627 in Task 4 Long Range Transportation Plan (LRTP) consultant account line from FY 2021/2022 closeout
- Moving \$39,048.14 from FY 2023 Task 2 Data Collection, Analysis & Mapping consultant account line adding \$20,000 in salaries and benefits and \$19,048.14 in consultant line for FY 2024 Task 2 Data Collection, Analysis & Mapping.
- Moving \$1,000 from FY 2024 Task 1 Administration Building Lease -Rent/Storage account line and add \$500 into Subscriptions and \$500 into Repair and Maintenance (R/M) for MPO Equipment & Vehicle.

## **Budget Action**:

Funding Sources	FY 2021/2022 PL Closeout	FY 2024 UPWP Adopted Allocation	FY 2024 UPWP Proposed Allocation	FY 2024 PL Budget Increase
Federal	\$ 168,258	\$601,911	\$770,169	\$168,258
Total	\$ 168,258	\$601,911	\$770,169	\$168,258

<u>Recommendations:</u>	Motion to approve the proposed amendments to the FY 2024 Unified Planning Work Program (UPWP) to include the following updates:
	<ul> <li>Adding \$36,112 in Task 1 – Administration in salaries and benefits account line from FY 2021/2022 closeout</li> <li>Adding \$20,519 in Task 2 – Data Collection, Analysis &amp; Mapping salaries/benefits account line from FY 2021/2022 closeout</li> <li>Adding \$111,627 in Task 4 – Long Range Transportation Plan (LRTP) consultant account line from FY 2021/2022 closeout</li> <li>Moving \$39,048.14 from FY 2023 Task 2- Data Collection, Analysis &amp; Mapping consultant account line adding \$20,000 in salaries and benefits and \$19,048.14 in consultant line for FY 2024 Task 2- Data Collection, Analysis &amp; Mapping.</li> <li>Moving \$1,000 from FY 2024 Task 1 - Administration Building Lease-Rent/Storage account line and add \$500 into Subscriptions and \$500 into R/M Equipment/Vehicle.</li> </ul>
	This motion allows for transmittal of the amendments to the MPO Agreement and FDOT Cost Analysis Certification form. These revisions will allow staff to make minor non-financial changes and adjustments based upon input received from FDOT.
<u>Attachments:</u>	1. <u>UPWP FY 2024 Planning Task Sheets, Planning</u> <u>Agency Participation and Funding Source Tables</u>
	2. <u>Amendment to the MPO Agreement</u>
	3. FDOT Cost Analysis Certification form.
	4. UPWP Revision form

# TASK 1ADMINISTRATION

**Purpose:** Properly manage the transportation planning process in the Charlotte County-Punta Gorda area that responds to the needs of the community. This includes the monitoring and managing of local planning tasks to ensure that the local planning process complies with all state and federal requirements utilizing consultant services as needed.

### **Previous Work:**

- Provided staff support and assistance to the MPO Board and its advisory committees
- Adopted the FY 2021 FY 2022 UPWP in May 2020
- Amended the FY 2021 FY 2022 UPWP as required
- Publicized all meeting information on MPO website, Charlotte County website and the Charlotte County local newspaper in FY 2021 FY 2022
- Submitted monthly signed and approved Visa® credit card statements along with original receipts to Fiscal Services for final review based on monthly deadline provided to allow for Fiscal review and to meet purchasing deadlines-ongoing
- Submitted all required MPO resolutions to MPO legal counsel for review
- Awarded the "*Peggy Walters*" Citizen Mobility Award to a citizen who made significant contributions to transportation planning within Charlotte County July 2021
- Updated Continuity of Operations Plan (COOP)
- Continued maintenance and uploaded all MPO required documents on MPO Web Site
- Prepared and submitted invoices per standards required by 23 C.F.R. 420.121(c) and performed in accordance with 49 C.F.R
- Completed the Joint FDOT/MPO Annual Certification reviews
- Produced board and advisory committee's agenda packets, meeting minutes, and records of committee proceedings as scheduled
- Keep Charlotte Beautiful Calendar providing bicycle laws and safety information
- Executed General Planning Consultant Services contract with three consultants for FY 2021- 2024 as of January 2022.

**Required Activities:** MPO staff will provide the following services:

- Provide day-to-day oversight of overall agency administrative activities and staff management including graphics production, evaluation and resolution of any special issues which may arise
- Provide oversight for development and update of MPO planning document deliverables such as the LRTP, TIP, PPP, etc.
- Provide oversight for Regional Transportation Studies affecting the MPO Planning Area
- Continue to coordinate with Charlotte County Purchasing, and Fiscal Services to maintain invoices for monthly office equipment rental, utilities, office supplies & materials Ongoing
- Approve invoices on a daily basis and submit for payment through the County's Invoicing process Ongoing
- Continue to process various travel arrangements and reimbursement claims according to local and State requirements for MPO staff ongoing
- Prepare and submit payroll based on bi-weekly timesheets to Clerk Payroll within the designated deadlines Ongoing

- Submit monthly signed and approved Visa® credit card statements along with original receipts to Fiscal Services for final review based on monthly deadline provided to allow for Fiscal review and to meet Purchasing deadlines-ongoing
- Continue to process all legal advertising to meet the required deadlines Ongoing
- Assist local agencies and interested parties on planning increased security and safety of the transportation system, including airport, rail and transit modes (daily)
- Distribute agenda packets for all MPO Board and advisory committee meetings to members, adjacent county MPOs, local media and government sponsored information outlets as needed
- Provide orientation, training and staff support to the MPO Board and its advisory committees as needed
- Provide training and support by attending US DOT and FDOT approved training courses as available
- Prepare and submit invoices per the standards required by 23 C.F.R. 420.121(c) and performed in accordance with 49 C.F.R. (quarterly)
- Update as needed the Staff Services Agreement with Charlotte County
- Development and update of the Unified Planning Work Program (UPWP) for FY 2023 and FY 2024 by July 1, 2022, and July 1, 2023
- Participate in FDOT/Charlotte County Public Works/Punta Gorda Public Works Coordination Meetings quarterly
- Continue maintenance on MPO Web Site (ongoing)
- Continue software update and selected peripheral equipment purchases with county IT Department and other Federal, State, and local government Planning Agencies as needed
- Seek justification from FDOT for Capital Purchases exceeding budget estimates as needed
- Procure and or replace the necessary capital equipment to maintain the same level of service as is currently available at the MPO, and security (anti-virus) software will continue to be upgraded as required by 49 CFR. as needed
- MPO Office renovations and modifications to enhance security and improve operations as needed
- Maintain financial records for an annual audit, if required
- Review and revise MPO/TAC/CAC/BPAC Bylaws to reflect the use of telephone and video teleconferencing devices and applications when health and physical emergencies preclude meeting physically as needed
- Sponsor Charlotte County safety programs in Keep Charlotte beautiful calendar annually
- Utilize General Planning Consultant services as needed

# **End Products:**

- Develop MPO planning document deliverables as required by Federal and State Statutes
- Develop Budgets, contracts and financial records reviewed and submitted to FDOT quarterly ongoing
- Board and advisory committee's agenda packets, meeting minutes, and records of committee proceedings as scheduled
- Training, workshop of the MPO Board, MPO Advisory Committees and MPO Staff to enhance understanding of the MPO Process and transportation decision making as needed
- Physical inventory to safeguard equipment and maintenance that meets the requirements of Federal Highway Administration (FHWA) Regulation 49 C.F.R. 18.32(d)(3) and (4) annually
- Disposal of equipment purchased with planning funds consistent with state law and FHWA Regulation 49 C.F.R. Part 18.32(e) updated as needed
- Developed UPWP for FY 2023 and FY 2024 May 2022 and May 2023
- Annual audit report to the Federal Audit Clearinghouse Database March 2023 and March 2024, if

#### CHARLOTTE COUNTY-PUNTA GORDA MPO

required

- Invoices to FDOT for review following end of each quarter through June 30, 2024 quarterly
- Updated documents to reflect the possible reapportionment of the MPO Planning area as needed
- Computer, hardware and software upgrades as needed
- Maintain office supplies to support and execute everyday business as needed
- Financial tasks including grant reimbursements, audit reports, budget, grant reconciliations, timekeeping, inventory, invoice payment, various resolutions, travel processing, meeting/public meeting s ongoing
- MPO website updated and improved on a continuous basis
- Amendment/revision/modification of the UPWP/Section 5305 (d) as needed
- Renovation and rearrangement of MPO office for increased security and efficient operations if needed
- Revise and adopt amended MPO/TAC/CAC/BPAC Bylaws to allow utilization of meeting audio graphic or web teleconferencing methods as needed
- Joint FDOT/MPO annual certification reviews Annually by March 2023 and March 2024
- Keep Charlotte Beautiful safety programs calendar sponsorship July 2023 and July 2024
- Three signed GPC contracts

### Responsible Agency: Charlotte County-Punta Gorda MPO

		TOTAL	<del>\$ 291,228</del>	<mark>\$329,228</mark>
	Year 2 – FY 2024	FHWA (PL)	<u>\$ 291,228</u>	<u>\$329,228</u>
		TOTAL	\$ 321,228	
Funding Sources:	Year 1 - FY 2023	FHWA (PL)	<u>\$ 321,228</u>	

10-16-23 amendment adding \$36,112 of FY 2021/FY2022 closeout in Task 1 salaries/benefits. Moving from FY 2024 Task 1- Adminstration \$1,000 Building/Lease account line moving \$500 in subcriptions account line and \$500 R/M Equipment/vehicle.

Total

Task 1 ADMINISTRATION						
2023						
Funding Source		FHWA			FY	2023 Total
Contract Number		G2813				
Source Level		PL		Total		
MPO Budget Reference						
Lookup Name	20	023 FHWA	20	023 FHWA		
	G	G2813 (PL)		813 (Total)		
Personnel (salary and benefits)	\$	230,132	\$	230,132	\$	230,132
Consultant	\$	-	\$	-	\$	-
Travel	\$	5,500	\$	5,500	\$	5,500
Direct Expenses	\$	82,469	\$	82,469	\$	82,469
Indirect Expenses	\$	-	\$	-	\$	-
Supplies	\$	2,627	\$	2,627	\$	2,627
Equipment	\$	500	\$	500	\$	500
2023 Totals	\$	321,228	\$	321,228	\$	321,228
2024						
Funding Source		FHWA			FY	2024 Total
Contract Number		G2813				
Source		PL		Total		
MPO Budget Reference						
Lookup Name	20	024 FHWA	20	024 FHWA		
	G	2813 (PL)	G2813 (Total)			
Personnel (salary and benefits)	\$	220,132	\$	220,132	\$	220,132
Travel	\$	5,500	\$	5,500	\$	5,500
Direct Expenses	\$	100,469	\$	100,469	\$	100,469
Supplies	\$	2,627	\$	2,627	\$	2,627
Equipment	\$	500	\$	500	\$	500
2024 Totals	\$	329,228	\$	329,228	\$	329,228
	FY 2	023 & 2024				
Personnel (salary and benefits)	\$	450,264				
Consultant	\$	-				
Travel	\$	11,000				
Direct Expenses	\$	182,938				
Indirect Expenses	\$	-				
Supplies	\$	5,254				
Equipment	\$	1,000				
<b>T</b> - 1 - 1	A					

650,456

\$

#### CHARLOTTE COUNTY-PUNTA GORDA MPO

Tasl	( 1 AD	MINISTRAT	ΓΙΟΝ			
		2023				
Funding Source		FH	WA			
Contract Number			813		FY	2023 Total
Source Level		PL		Total		
MPO Budget Reference						
Lookup Name		23 FHWA 813 (PL)	FH	WA G2813 (Total)		
Personnel (salary and benefits)						
Salaries, Benefits and other						
deduction	\$	230,132		-	\$	230,132
Personnel (salary and benefits)	\$	230,132	\$	230,132	\$	230,132
Travel Employees and MPO Board						
Members travel on Charlotte						
County business including conferences, seminars, public						
meetings, MPOAC meetings, etc.						
as well as any in county and						
outside the County mileage						
outside the County filleage	\$	4,000		-	\$	4,000
MPO Board and Committees costs						
related to MPO meeting travels	\$	1,500		-	\$	1,500
Travel Subtotal	\$	5,500	\$	5,500	\$	5,500
Direct Expenses						
Governmental Indirect Cost: These						
services include Attorney Services,						
IT Support, HR, Fleet services,						
Finance, Fiscal Purchasing & other						
support services provided by						
Charlotte County for Charlotte MPO						
	\$	44,847		-	\$	44,847
MPO Self Insurance Costs	Ś				\$	
Building Lease-Rent/Storage Cost		1,172		-		1,172
	\$	15,000		-	\$	15,000
Subcriptions - newspapers, MPO website updates,						
improvements/maintenance, books						
& publication	\$	3,000		-	\$	3,000
Advertising Costs-Boards, Committee meetings, committee						
vacancies, PPP, LRTP, TIP, job						
vacancies,etc.	\$	4,000			\$	4,000
Postage and Freight Costs	\$	2,500			\$	2,500
Janitorial Cleaning Services Costs	\$	850			\$	850
Printing and Binding /Other	Ś	900			\$	900
Equipment Leases/overage costs	- <del>-</del>					
	\$	5,500			\$	5,500
Gas/Oil/Lubricants	\$	750			\$	750
Repair/Maintenance -Building	\$	400			\$	400
Educational Expenses-staff						
training, sponsorship, training						
registration, continue education	\$	2,500			\$	2,500
Communication -cell phone	\$	300			\$	300
R/M Equipment/vehicle	\$	750			\$	750
Direct Expenses Subtotal	\$	82,469	\$	82,469	\$	82,469
Supplies	4				<i>6</i>	
Departmental/Office Supplies	\$	2,627	ć	-	\$ \$	2,627
Supplies Subtotal	\$	2,627	\$	2,627	\$	2,627
Equipment	¢	500		_	\$	500
Peripherals Equipment Equipment Subtotal	\$ \$	500	\$	- 500	\$ \$	500
	<u>ب</u> ب	500	, <del>,</del> ,	500	Ŷ	500

UPWP Modification: 4-7-23 adding \$30,000 from Task 8 salaries and benefits into Task 1 salary and benefits.

#### CHARLOTTE COUNTY-PUNTA GORDA MPO

Funding Source		FH						
Contract Number			813		FY 2024 Total			
Source		PL		Total				
MPO Budget Reference Lookup Name		24 FHWA 2813 (PL)		NA G2813 Total)				
Personnel (salary and benefits)				,				
Salaries, Benefits and other								
deduction	\$	238,244		-	\$	238,244		
Personnel (salary and benefits)	\$	238,244	\$	238,244	\$	238,244		
Travel Employees and MPO Board								
Members travel on Charlotte								
County business including								
conferences, seminars, public								
meetings, MPOAC meetings, etc.								
as well as any in county and								
outside the County mileage	\$	4,000		-	\$	4,000		
MPO Board and Committees costs								
related to MPO meeting travels	\$	1,500		-	\$	1,500		
Travel Subtotal	\$	5,500	\$	5,500	\$	5,500		
Direct Expenses								
Governmental Indirect Cost: These								
services include Attorney Services,								
IT Support, HR, Fleet services,								
Finance, Fiscal Purchasing & other								
support services provided by Charlotte County for Charlotte MPO								
charlotte county for charlotte MPO								
MDO Calf Incurrence Casts	\$	44,847		-	\$	44,847		
MPO Self Insurance Costs	\$	1,172		-	\$	1,172		
Building Lease-Rent/Storage Cost	Ś	11,000			\$	11,000		
Subcriptions - newspapers, MPO	Ş	11,000			Ļ	11,000		
website updates,								
improvements/maintenance, books								
& publication	\$	3,000			\$	3,000		
Advertising Costs-Boards,	Ŧ				+			
Committee meetings, committee								
vacancies, PPP, LRTP, TIP, job								
vacancies,etc.	\$	4,000			\$	4,000		
Postage and Freight Costs	Ś	2,500			\$	2,500		
Janitorial Cleaning Services Costs	\$	850			\$	850		
Printing and Binding /Other	Ŷ	000			Ŷ	830		
Charges & Obligation					~	000		
	\$	800			\$	800		
Equipment Leases/overage costs for copier								
	\$	5,500			<i>c</i>	750		
Gas/Oil/Lubricants Repair/Maintenance -Building	\$	750			\$	750		
	\$	400			\$	400		
Educational Expenses-staff								
training, sponsorship, training registration, continue education								
	\$	2,500			\$	2,500		
Communication -cell phone  R/M Equipment/vehicle	\$	900			\$	900		
R/M Equipment/vehicle	\$ \$	2,450 80 669	\$	- 80,669	\$ \$	2,450		
Direct Expenses Subtotal Supplies	ډ.	80,669	<u>ڊ</u>	30,009	ې ا	80,669		
Departmental/Office Supplies	\$	2,427			\$	2,427		
Supplies Subtotal	ې \$	2,427	\$	- 2,427	\$ \$	2,427		
Equipment	+	_,,	+	_, . <b>_</b> ,		_,,		
Peripherals Equipment	\$	500			\$	500		
Equipment Subtotal	ې \$	500	\$	- 500	\$	500		
Total	\$	327,340	\$	327,340	\$	327,340		
					-			

salaries/benefits. Moving from FY 2024 Task 1- Adminstration \$1,000 Building/Lease account line moving \$500 in subcriptions account line and \$500 R/M Equipment/vehicle .

# TASK 2 DATA COLLECTION, ANALYSIS AND MAPPING

### **Purpose:**

- Monitor and map area travel characteristics and impacting factors such as socio-economic and land use data, transportation system data, and natural, physical, and human environment information
- Continue participation and training in facilitating the Efficient Transportation Decision Making (ETDM) process
- Continue participation and training in Cube Voyager modeling software and Model Task Force Meetings
- Continue training as the modeling software transition from Cube Voyager to Visum software.
- Collaborate with FDOT District One to choose a PTV Visum software platform and develop a schedule for model conversions from Cube Voyager
- Executed General Planning Consultant Services contract with three consultants for FY 2021- 2024 as of Jan 2022

# **Previous Work**:

- Continued coordination with Florida Department of Transportation (FDOT) in the implementation of the ETDM process through analysis of work projects in FY 2019/2020 and FY 2020/2021
- Analyzed accident and congestion data for the safety management system, and participated with the Community Traffic Safety Team (CTST) to identify and propose projects for safety and enhancement funds
- Analyzed traffic data using Cartography Asset Management System (CAMS) and organize crash data for implementing the Congestion Management Process (CMP) to prioritize transportation projects
- Updated Cube Voyager modeling software for use in regional Transportation Model
- Utilized 2010 DIRPM for transportation analysis.
- Utilized 2015 D1RPM for transportation analysis and providing Traffic volumes data to member entities.
- Validated Socio-economic data completed in November 2019
- Validated 2015 District One Regional Planning Model (DIRPM) completed in January 2020.
- Attended webinars and training related to download, install and familial to PTV Visum modeling software
- Analyzed, downloaded, and modified Signal Four crash data reports for presentations at the Board and committee meetings

## **Required Activities:**

- Utilize the Travel Demand Model for analysis of existing network and to develop alternative planning scenarios with Cube Voyager as needed
- Utilize the General Planning Consultant services as needed in the development of socio-economic data for development of 2050 travel demand model
- Update 2015 travel demand model data to 2020 base line data for the development socio economic data.
- Update 2020 validated base year model data to 2050 Future year socio economic data.
- Utilize 2015 District One Regional Planning Model (D1RPM) for regional transportation modeling as

needed.

- Utilize 2020 District One Regional Planning Model (D1RPM) for regional transportation modeling as needed.
- Update data efforts relating to public transportation and multimodal considerations to be done in support of and in conjunction with Task #8 as needed
- Collect primary and secondary data for analysis including the Census Bureau, Bureau of Economic and Business Research (BEBR), County and City Geographic Information Systems (GIS), County and City Public Works Departments, County and City Community Development Departments, Southwest Florida Regional Planning Council (SWFRPC), Sheriff and Police Departments and State agencies to update the travel demand model as needed.
- Continue to update maps of multimodal facilities, crash data and traffic volumes
- Continue to analyze accident and congestion data for the safety management system, and participate with the Community Traffic Safety Team (CTST) to identify and propose projects for safety and enhancement funds (quarterly)
- Continue to enhance the integration and connectivity of the regional transportation system through increased data collection and analysis, including map enhancement as needed
- Continue to identify and catalog information to be placed in a central database for use in the Efficient Transportation Decision Making (ETDM) process, as well as public transportation and multi-modal considerations, including ITS as needed
- Utilize General Planning Consultant services as needed.
- Continue to use Signal Four data for analysis.
- Continue participation in PTV Visum software updates and training activities
- Participation at trainings, conferences including MPOAC and Model Task Force meetings.

### **End Products:**

- Cube Voyager and PTV Visum transportation model scenarios as required throughout FY 2022 and FY 2023 target completion September 2023
- Prioritize lists of projects addressing congestion management in 2022 and 2023, target completion July 2022 and July 2023
- Provide input into bi-monthly Community Traffic Safety Team (CTST) meetings (quarterly) Ongoing
- Review of databases to assist in prioritizing safety, highway, congestion management, and enhancement related projects throughout 2022 and 2023 snapshot adoption date October 2025 (Ongoing)
- Refine and enhance GIS date for MPO plans and projects programs throughout FY 2022 and FY 2023 snapshot adoption date October 2025 (Ongoing)
- Three signed GPC contracts
- Familiarity with the new PTV modeling software and other model related activities
- Validated 2020 base year socio economic data
- Validated 2050 Future year socio economic data
- Completion of mapping crashes, traffic volumes, multimodal network features, and other needs as determined

<b>Responsible Agency:</b>	Charlotte County-Punta Gore	da MPO		
Funding Sources:	Year 1 – FY 2023	FHWA (PL)	<u>\$-85,000</u>	<u>\$45,951.86</u>
		TOTAL	<del>\$ 85,000</del> -	<mark>\$45,951.86</mark>
	Year 2 – FY 2024	FHWA (PL)	<u>\$ 35,000</u>	<u>\$94,567</u>
		TOTAL	<del>\$ 35,000</del>	<mark>\$94,567</mark>

10-16-23 amendment: Moving from FY 23 consultant line \$39,048.14 adding it into FY 2024 Task 2 - \$20,000 in salaries and benefits and \$19,048.14 into consultant line. Also added \$20,519 of FY 2022 closeout into Task 2 - Data Collection, Analysis & Mapping salaries & benefits account line.

Task 2 DATA COLI	.ECTI		S AN	D MAPPING	ì							
		2023										
Funding Source		FH	WA									
Contract Number		G2	813		FY	2023 Total						
Source Level		PL		Total								
Lookup Name	2	023 FHWA	FH	WA G2813								
	6	62813 (PL)		(Total)								
Personnel (salary and benefits)												
Salaries, benefits and other												
deductions	\$	35,000		-	\$	35,000						
Personnel (salary and benefits)	\$	35,000	\$	35,000	\$	35,000						
Consultant												
2050 Socioeconomic (SE) Data	\$	10,951.86		-	\$	10,952						
Consultant Subtotal	\$	10,951.86	\$	10,952	\$	10,952						
Total	\$	45,951.86	\$	45,952	\$							
Total \$ 45,951.86 \$ 45,952 \$ 45,952 2024												
Funding Source FHWA												
Contract Number		G2	813		FY 2024 Total							
Source		PL	Total									
MPO Budget Reference												
Lookup Name	2	024 FHWA	FH	WA G2813								
	6	62813 (PL)		(Total)								
Personnel (salary and benefits)												
Salaries, benefits and other												
deductions	\$	55,519		-	\$	55,519						
Personnel (salary and benefits)												
Subtotal	\$	55,519	\$	55,519	\$	55,519						
Consultant												
2050 Socioeconomic (SE) Data												
Development	\$	39,048.14		_	\$	39,048.14						
Consultant Subtotal	\$	39,048.14	\$	39,048	\$	39,048.14						
Total	\$	94,567.14	\$	94,567	\$	94,567.14						

10-16-23 amendment: Adding \$20,519 in salaries/benefits from FY 2021- FY2022 closeout in Task 2-Data Collection, Anaylsis & Mapping. Moving from FY 2023 \$39,048.14 consultant line adding FY 2024 \$20,000 in Task 2 - salaries/benefits and \$19,048.14 in Task 2 - Consultant line.

# TASK 4LONG RANGE TRANSPORTATION PLANNING (LRTP)

### **Purpose:**

- Apply Florida Standard Urban Transportation Model Structure (FSUTMS) for the management system projects
- Continue participating in the statewide Model Task Force technical meetings leading to conversion of FSUTMS from Cube Voyager to the new Statewide PTV Visum model software
- Routinely evaluate and update the MPO's 2045 Long Range Transportation Plan as needed
- Implement MPO's Long Range Transportation Plan Amendment Procedures as needed
- Utilize 2021-2024 General Planning Consultant services as needed
- Participation in the development of D1RPM update for 2050 LRTP.
- Development of 2050 Long Range Transportation Plan (LRTP) Update with adoption date on October 5<sup>th</sup>, 2025.
- Executed General Planning Consultant Services contract with three consultants for FY 2021- 2024 as of Jan 2022.

## **Previous Work:**

- Adopted 2040 Long Range Transportation Plan (LRTP) Update October 2015
- Endorsed Model Validation (Spring 2015)
- Endorsed Goals, Objectives and Socio-Economic Data for 2045 LRTP
- Hazard Mitigation planning element documentation included in the 2040 LRTP Update
- Adopted FDOT District One Regional Planning Model (D1RPM)
- Adopted 2045 LRTP Socio-Economic Data and endorsed 2015 Model Validation Data
- Refined 2045 Socio-Economics Data control totals completed in December 2019
- Refined 2045 D1RPM Model March 2020
- Validated 2015 District One Regional Planning Model (DIRPM) November 2020
- Three signed GPC contracts.
- Amendments to the 2045 LRTP as needed
- Adopt 2045 LRTP October 2020.
- Updated 2045 computerized transportation planning model (FSUTMS) for traffic impact and alternative analysis.
- Adopted 2020 FDOTs Vision Zero safety performance targets.

## **Required Activities:**

- Incorporate the 2020 Validated Network and Socio-Economic Data into the FSUTMS models
- Utilize 2050 D1RPM for traffic impact and alternative analysis as needed
- Continue to attend training courses on FSUTMS, Cube and transition from Cube to PTV Visum when available

#### CHARLOTTE COUNTY-PUNTA GORDA MPO

- Incorporate the Federal Requirements regarding Congestion Management Process as needed
- Analyze and implement Year of Expenditure (YOE) and Present-Day Costs (PDC) as needed
- Include analysis from Autonomous, Connected Electric, and Shared (ACES) vehicle research provided by FDOT
- Utilize the guidelines in 2016 Florida Strategic Highway Safety Plan (SHSP) to focus on accomplishing the vision of eliminating fatalities and reducing serious injuries on all public roads
- Incorporate federally required safety performance targets for the 2021 and 2022.
- Utilize the FDOTs safety- related performance measures targets and report progress for all five performance measures targets
- Continue to support FDOT statewide Highway Safety Improvement Program (HSIP) interim safety performance measures and FDOT's 2020 safety targets, which set the target at "0" for each performance measure
- Establish performance-based planning in accordance with the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Federal Transportation Act/Fixing America's Surface Transportation (FAST) Act
- Utilize the FDOT District One model for analysis of the existing network as needed
- Coordinate the FDOT District One Consultant to update and validate the 2015 DIRPM model as needed
- Adopt 2050 LRTP by October 3, 2025
- Adopt 2050 Goals and Objectives, Needs Plan and Cost Feasible Plan
- Utilize General Planning Consultant services. (See Appendix H)

### **End Products:**

- Inclusion of the ETDM process into the overall planning process (Ongoing)
- Refine 2045 LRTP with updated Transportation Performance Measures October 2020
- Refine 2045 LRTP with updated Autonomous, Connected Electric, and Shared (ACES) October 2020
- Executed General Planning Consultant Services contract with three consultants for FY 2021- 2024 as of Jan 2022.
- Adopted 2050 LRTP
- Adopted 2050 Goals and Objectives, Needs Plan and Cost Feasible Plan
- 2050 travel demand model.
- Federal Safety Performance targets.

<b>Responsible Agency:</b>	Charlotte County-Punta Gor	da MPO			
Funding Sources:	Year 1 - FY 2023	3 FHWA (PL) <u>\$ 98,904</u>			
		TOTAL	<del>\$ 98,904</del>	<mark>\$40,000</mark>	
	Year 2 - FY 2024	FHWA (PL) FHWA (SL) TOTAL	\$ 108,000 \$ 31,469 <b>\$ 139,469</b>	\$219,627 <b>\$251,096</b>	
		· · ·	<u>\$ 31,469</u> <b>\$ 139,469</b>	<mark>\$251,0</mark> 9	

October 16, 2023 Amendment: adding from FY 2023 consultant line \$58,904 in FY 2024 consultant line; \$109,739 of FY 2022 closeout into the Consultant line for Task 4- Long Range Transportation Plan (LRTP) to assist with the development of the 2050 LRTP Update.

Task 4 LONG RANGE TRANSPORTATION PLAN (LRTP)														
2023														
Funding Source		FHV	VA			FH	WA							
Contract Number		G28	13						FY 2	2023 Total				
Source Level	F	րլ		Total			Т	otal						
Lookup Name	2023	FHWA	FH	WA G2813										
	G281	3 (PL)		(Total)			FHW	A (Total)						
Personnel (salary and benefits)														
Salaries, Benefits and other														
deductions	\$	40,000		-				-	\$	40,000				
Personnel (salary and benefits)	\$	40,000	\$	40,000	\$	-	\$	-	\$	40,000				
Consultant														
2050 LRTP Update	LRTP Update \$ 58,904 -		-				-	\$	58,904					
Consultant Subtotal	\$	58,904	\$	58,904	\$	-	\$	-	\$	58,904				
Total	\$	98,904	\$	98,904	\$	-	\$	-	\$	98,904				
				2024										
Funding Source		FHV	VA		FHWA									
Contract Number		G28	13			G2	813		FY 2	2024 Total				
Source	F	րլ		Total		SL	Т	otal						
Lookup Name	2024	FHWA	FH	WA G2813	20	24 FHWA	FHW	A G2813						
	G281	3 (PL)		(Total)	G	2813 (SL)	(т	otal)						
Personnel (salary and benefits)		. ,		. ,		. ,								
Salaries, Benefits and other	\$	40,000		-				-	\$	40,000				
Personnel (salary and benefits)	\$	40,000	\$	40,000	\$	-	\$	-	\$	40,000				
Consultant														
2050 LRTP Update	\$	179,627		-	\$	31,469 -		-	\$	211,096				
Consultant Subtotal	\$	179,627	\$	179,627	\$	31,469	\$	31,469	\$	211,096				
Total	\$	219,627	\$	219,627	\$	31,469	\$ 31,469		\$	251,096				

Adding \$111,627 from FY 2021 - FY 2022 closeout adding it in FY 2024 Task 4-Long Range Transportaion Plan (LRTP) consultant account line.

	FY 2	2023 & 2024
		TOTAL
Personnel (salary and benefits)	\$	80,000
Consultant	\$	270,000
Total	\$	350,000

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#### Funding Source July 18, 2022

	FUNDINGSOUTCE	wet																			
contract	ding	5011EE evel							FY 2023 Fun	nding	Source						FY 2024 Fun	ding	Source		
COL	Fun	40 <sup>11</sup>	20	2023 2024			Soft Match		Federal		State		Local	S	oft Match		Federal		State		Local
2923	СТД	State	\$	23,887	\$ 25,124	\$	-	\$	-	\$	23,887	\$	-	\$	-	\$	-	\$	25,124	\$	-
62		CTD G2923 TOTAL	\$	23,887	\$ 25,124	\$	-	\$	-	\$	23,887	\$	-	\$	-	\$	-	\$	25,124	\$	-
	Federal Other	Federal	\$	-	\$ 249,500	\$	-	\$	-	\$	-	\$	-	\$	-	\$	249,500.00	\$	-	\$	-
	rederal Other	Federal Other TOTAL	\$	-	\$ 249,500	\$	-	\$	-	\$	-	\$	-	\$	-	\$	249,500	\$	-	\$	-
446	FFY 21 FTA	Federal	\$	48,836	\$ -	\$	12,209	\$	48,836.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
62	5305(d)	FFY 21 FTA 5305(d) G2446 TOTAL	\$	48,836	\$-	\$	12,209	\$	48,836	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
[3		PL	\$	602,575	\$ 809,217.14	\$	132,900.37	\$	602,574.86	\$	-	\$	-	\$	178,476.18	\$	809,217.14	\$	-	\$	-
G2813	FHWA	SL	\$	-	\$ 31,469	\$	-	\$	-	\$	-	\$	-	\$	6,940.62	\$	31,469.00	\$	-	\$	-
0		FHWA G2813 TOTAL	\$	602,575	\$ 840,686.14	\$	132,900	\$	602,575	\$	-	\$	-	\$	185,417	\$	840,686	\$	-	\$	-
	FHWA		\$	-	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	FIWA	FHWA TOTAL	\$	-	\$-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	FTA 5307	Federal	\$	39,418	\$ 300,000	\$	-	\$	39,418.00	\$	-	\$	-	\$	-	\$	300,000.00	\$	-	\$	-
	FTA 5507	FTA 5307 TOTAL	\$	39,418	\$ 300,000	\$	-	\$	39,418	\$	-	\$	-	\$	-	\$	300,000	\$	-	\$	-
	Local	Local	\$	12,717	\$ 75,217	\$	-	\$	-	\$	-	\$	12,717.00	\$	-	\$	-	\$	-	\$	75,217
	LOCAI	Local TOTAL	\$	12,717	\$ 75,217	\$	-	\$	-	\$	-	\$	12,717	\$	-	\$	-	\$	-	\$	75,217
		TOTAL	Ś	727.433	\$ 1,490,527.14	Ś	145,109	Ś	690,829	Ś	23,887	Ś	12,717	Ś	185.417	Ś	1,390,186.14	Ś	25,124	Ś	75,217
			7	,	÷ =,•,•=,·1=	- <b>T</b>	,	7	190,025	7	20,007	*	,	-		-	_,,	<b>T</b>		-	,==,

10-16-23 Amendn	nent includes addi	ing FY 2021/2022 UPWP closeout into FY 20	24 in the amount	of \$168,258 which	will be distributed	d into the followin	ig tasks: Task 1 - Ad	dministration \$36,:	L12 in		
salary/benefits li	ne; Task 2- Data Co	ollection , Anaylsis and Mapping in the am	ount of \$20,519 in	Sal/benefits accou	unt line and Task 4	- Long Range Tran	nsportation Plan (L	RTP) in the amoun	t of \$111,627 in		
the consultant line. Moving from FY 2023 task 2 consultant line \$39,048.14 adding it in FY 2024 Task 2 \$20,000 in sal/benefits line and \$19,048.14 in the consultant line. Moving \$1,000 from FY 2024 Task 1 -											
Administration - Building Lease account line, adding \$500 in subscriptions account line and \$500 in R/M Equipment/vehicle.											

# Agency Participation July 18, 2022

Funding Source	CTD		Federal Other / 21 FTA 5305(		FTA <u>5305(</u>	FHWA			FTA 5307				Local							
Contract							G2446	G2813							2000					
Fiscal Year		2023		2024		2024		2023		2023		2024		2023		2024		2023		2024
Total Budget	\$	23,887	\$	25,124	\$	-	\$	48,836	\$		\$	-	\$		\$	300,000	\$		\$	75,21
Task 1 ADMINISTRATION												Î		1				Î		
Personnel (salary and benefits)	\$	-	\$	-	\$	-	\$	-	\$	230,132	Ś	238,244	\$	-	\$	-	\$	-	\$	
Consultant	\$	-	\$	-	\$	-	\$	-	\$		\$	,	\$	-	\$	-	\$	-	\$	
Travel	\$	-	\$	-	\$	-	\$	-	\$	5,500	\$		\$	-	\$	-	\$	-	\$	
Direct Expenses	\$	-	Ś	-	Ś	-	\$		\$	82,469	\$	,	\$		\$	-	\$	-	Ś	
Supplies	\$	-	\$	-	\$	-	Ś	-	\$	2,627		,	\$	-	\$	-	\$	-	\$	
Equipment	Ś	-	Ś	-	\$	-	\$	-	\$	500		,	\$	-	\$	-	\$	-	\$	
Sub Total	\$	-	Ś	-	\$	-	Ś	-	Ś		\$		Ś	-	\$	-	Ś	-	Ś	
Task 2 DATA COLLECTION, ANAYLSIS AND MAI		<b>3</b>	Ŷ		Ŷ		Ŷ		Ŷ	521,220	Ŷ	327,340	Ŷ		Ŷ		Ŷ		Ŷ	
Personnel (salary and benefits)	\$	-	\$		\$	-	\$	-	Ś	35,000	Ś	55,519	\$	-	\$	-	\$	-	Ś	
Consultant	\$	-	\$	-	\$	-	\$	-	\$	10,952			\$	-	\$	-	\$	-	\$	
Sub Total		_	\$	-	\$	_	\$	-	Ś	,		94,567.14	\$	-	\$	-	\$	-	\$	
Task 3 PUBLIC PARTICPATION PLAN (PPP)	Ļ		Ļ		Ļ		Ļ		Ļ	43,332	Ļ	54,507.14	Ļ		Ļ		Ļ		Ļ	
Personnel (salary and benefits)	\$	-	\$	-	\$	-	\$	-	\$	13,000	ć	13,000	\$		\$	-	\$		\$	
Sub Total	\$	-	\$	-	\$	-	\$	-	Ś	13,000			\$	-	\$	-	\$	-	\$	
Task 4 LONG RANGE TRANSPORTATION PLAN			ڊ	-	د	-	د	-	ڊ	13,000	ڊ	13,000	ډ	-	ڊ	-	ڊ	-	ډ	
Personnel (salary and benefits)	\$	- -	\$	-	\$	-	\$	-	\$	40,000	ć	40,000	\$		\$	-	\$	-	Ś	
Consultant	\$	-	\$	-	\$	-	\$	-	\$	58,904			\$ \$	-	ې \$	-		-	\$ \$	
SL	\$	-	\$	-	\$	-	\$	-	\$	- 30,304	\$		\$	-	\$	_	· ·	-	\$	
-			· ·			-					· ·									
Sub Total	\$	-	\$	-	\$	-	\$	-	\$	98,904	Ş	251,096	\$	-	\$	-	\$	-	\$	
Task 5 TRANSPORTATION IMPROVEMENT PRO		• •																		
Personnel (salary and benefits)	\$	-	\$	-	\$	-	- T	-	\$	30,000		,	\$		\$		\$	-		
Sub Total	\$	-	\$	-	\$	-	\$	-	\$	30,000	Ş	30,000	\$	-	\$	-	\$	-	\$	
Task 6 SPECIAL PROJECT PLANNING																				
Personnel (salary and benefits)	\$	-	\$	-	\$	-	\$	-	\$	25,000			\$		\$	-	- T		\$	
Consultant	\$	-	\$	-	\$		\$	-	\$	-	\$		\$	-	\$	-		-	\$	62,50
Sub Total	\$	-	\$	-	\$	249,500	\$	-	\$	25,000	Ş	25,000	\$	-	\$	-	\$	-	\$	62,50
Task 7 REGIONAL PLANNING AND COORDINAT																				
Personnel (salary and benefits)	\$	-	Ŧ	-	\$	-	Ŷ	-	\$	12,000		,	\$	-	\$		\$	-	\$	
Sub Total	\$	-	\$	-	\$	-	\$	-	\$	12,000	\$	12,000	\$	-	\$	-	\$	-	\$	
Task 8 TRANSIT AND TRANSPORTATION DISAD	1																			
Personnel (salary and benefits)	\$	23,887	\$	25,124	\$	-	\$	46,806	\$	52,691		- ,	\$	-	\$	-	- T	-	\$	
Consultant	\$	-	\$	-	\$	-	\$	-	\$	-	\$		\$	39,418	\$	300,000	\$	-	\$	
Travel	\$	-	\$	-	\$	-	\$	1,080	\$	1,500			\$	-	\$	-	\$	-	\$	
Direct Expenses	\$	-	\$	-	\$	-	\$	950	\$	2,300			\$	-	\$	-	\$	-	\$	
Sub Total	\$	23,887	\$	25,124	\$	-	\$	48,836	\$	56,491	\$	87,683	\$	39,418	\$	300,000	\$	-	\$	
Task 9 AGENCY EXPENDITURE USING LOCAL FU	JNDS	6																		
Personnel (salary and benefits)	\$	-	\$	-	\$	-	\$	-	\$	-	\$		\$	-	\$	-	\$	10,667	\$	10,66
Consultant	\$	-	\$	-	\$	-	\$	-	\$	-	\$		\$	-	\$	-	\$	-	\$	
Travel	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	700	\$	70
Direct Expenses	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,350	\$	1,35
Equipment	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	
Sub Total	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	12,717	\$	12,71
	Ś	23.887	Ś	25,124	\$	249.500	\$	48.836	\$	602,575	\$	840,686.14	\$	39,418	\$	300,000	\$	12,717	\$	75,21
TOTAL PROGRAMMED	<b>Y</b>																			

#### STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION AMENDMENT TO THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT

525-010-02 POLICY PLANNING OGC – 1/18 Page 1 of 2

Financial Project No.: <u>439316-4-14-01</u>	Fund: <u>PL and SL</u>	FLAIR Approp.:					
and 439316-4-14-02	Function: <u>215 and 615</u>	<u>088854</u> FLAIR Obj.:					
	Federal Award Project No.: 0408-060- M	<u>780000</u>					
(item-segment-phase-sequence) Contract No.: G2813	MPO SAM No.: CAF5J662SND5	Org. Code: <u>55012010130</u>					
		Vendor No.: <u>F596000541056</u>					
CFDA Number & Title: 20.205 Highway Planning and Construction							

THIS AMENDMENT TO THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Amendment) is made and entered into on this day of , 2023 by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, 801 North Broadway Avenue, Bartow, Florida 33830 and the Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO), whose address is 25550 Habor View Road, Suite 4, Port Charlotte FL 33980 and whose System for Award Management (SAM) Number is: <u>CAF5J662SND5</u> (collectively the "parties").

#### RECITALS

WHEREAS, the Department and the MPO on May 16, 2022 entered into a Metropolitan Planning Organization Agreement (Agreement), whereby the Department passed through Federal funds to the MPO to assist the MPO in performing transportation planning activities set forth in its Unified Planning Work Program (UPWP).

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

1. Paragraph 4 of the Agreement is amended to reflect:

**Project Cost:** The total budgetary ceiling for the Project is \$1,443,261.00. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 7, Amendments.

The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. No work shall begin before the Agreement is fully executed and a "Letter of Authorization" is issued by the Department. The total of all authorizations shall not exceed the budgetary ceiling established for this agreement and shall be completed within the term of this Agreement:

FINANCIAL PROJECT NO.	AMOUNT	
439316-4-14-01 FY2023 PL	\$641,623.00	
439316-4-14-01 FY2024 PL	\$770,169.00	
439316-4-14-02 FY2024 SL	\$31,469.00	

Exhibit A (Scope of Work) of the Agreement is amended as follows: Add \$168,258 of FY2021/2022 Closeout Funds that were not used at the end of that fiscal year. These funds are being added in FY2023/2024 UPWP - PL Funds -Task 1-Administration - \$36,112; Task 2 -Data Collection, Analysis & Mapping - \$20,519 Sal/benefits line and Tasks 4- Long Range Transportation Plan (LRTP) \$111,627 in consultant line. The MPO is amending its FY 2023 - FY 2024 Unified Planning Work Program (UPWP)/Amended MPO Agreement. This document is the MPO's budget. This will be taken for approval at the October 16, 2023 MPO Board Meeting. This amendment is more fully described in the attached UPWP Revision Form #3.

Except as modified, amended, or changed by this Amendment, all of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the day, month and year set forth above.

MPO	Florida Department of Transportation
Charlotte County-Punta Gorda Metropolitan Planning Organization	
MPO Name	
_Christopher G. Constance, MD	
Signatory (Printed or Typed)	Department of Transportation
Signature	Signature
MPO Chairman	
Title	Title
	DS DC
Janeth S. Furnet	

Legal Review MPO Janette S. Knowlton Counsel to MPO Board LR23-0889

Legal Review Department of Transportation



Florida Department of Transportation

RON DESANTIS GOVERNOR 605 Suwannee Street Tallahassee, FL 32399-0450 KEVIN J. THIBAULT, P.E. SECRETARY

# **Cost Analysis Certification**

Charlotte County-Punta Gorda MPO

# Unified Planning Work Program - FY 2023-FY2024

Modified 10/16/2023

**Revision Number: Revision 3** 

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 <u>Section 216.3475, F.S.</u> Documentation is on file evidencing the methodology used and the conclusions reached.

Name: Pamela Barr

<u>Planning Specialist III, District One</u> Title and District

Pamela Barr

Signature

10/16/2023

FDC	T				UPWP	REVISION FORM
FLORIDA DEP/ MPO: Reasor	ARTMENT OF TRANSPORTATIO				Revision #:	Last updated: 09/09/2022
Fiscal \	Vear.	Contract #:	Fund:		Form:	of:
		Contract #.				01.
	NG CHANGES	Task Name	Part of a De-Ob:	Original \$	Revision Type: Proposed \$	Difference
			TOTAL FUNDING CHANGE			
		-	get Amount for FY			
	Sk #	ES (NON-FINANCIAL) Task Name		Amendment Typ	e	
	Task Pages (inc	d Documentation (to be appended with UP) cluding task budget tables)-Current & Propos pation Budget Table-Current & Proposed	sed 🗖 Signed Cost Cer	tification Budget Table-Current	& Proposed	
	Task Pages (inc Agency Particip	Documentation (to be appended with UPV cluding task budget tables)-Current & Propos pation Budget Table-Current & Proposed r Budget Table-Current & Proposed		tification genda	<ul><li>TIP Modification</li><li>Amended Agree</li></ul>	
Non-Fil	nancial Amendi Task Pages (if a	ment Required Documentation (to be appe a change occurs) - Current & Proposed	nded with UPWP Revision Signatu	ire Form)		
	ving Action					
	Reviewer:		Comments:			
FDOT						
	Action:					
	Reviewer:		Comments:			
FHWA	Action:					
	Reviewer:		Comments:			

Action:

#### OCTOBER 16, 2023 MPO BOARD MEETING

### AGENDA ITEM # 13 URBAN AREA BOUNDARY / FUNCTIONAL CLASSIFICATION REVIEW

# **Purpose:** To review and provide comments on the MPOs Urban Area Boundary/Functional Classification Update.

### Agenda Item Presented by: FDOT Consultant

### **Discussion:**

Federal Functional Classification is a legislative requirement of the Federal Highway Administration (FHWA). The Functional Classification is updated every 10 years to establish a list which of candidate roads in the overall hierarchy of roadways.

The classification is used for planning, budgeting, programming, fiscal management and to evaluate Federal, State and Local highway programs. MPOs and FDOT use the process to develop the Transportation Improvement Plan (TIP) and Statewide Transportation Improvement Plan (STIP).

The first step in the process is to determine the urban area boundary. The second step is the classification of roadways. There are five functional classification categories that are common to rural and urban roads: Principal Arterial, Minor Arterial, Major Collector, Minor Collector and Local.

<b>Recommendation:</b>	To review and comment on the MPOs Urban Area Boundary
	Functional Classification Update.

Attachments: 1. Power Point Presentation

# Federal Functional Classification and Urban Area Boundary Update

**Charlotte County-Punta Gorda MPO** 

Charlotte County Board Meeting October 16, 2023



# Agenda

- What is Functional Classification?
- Why does FDOT use Functional Classification?
- Functional Classification Categories and Characteristics
- Functional Classification Review Process
- Functional Classification Example
- Urban Area Boundary Update Overview
- Current Status, Proposed Changes, and Next Steps
- Process Timeline

# **What is Functional Classification?**

- Process by which streets and highways are grouped into classes, or systems, categorized as 'Urban' or 'Rural'
- Classes are based on many factors to identify the 'function' of the road in the overall network
- Functional Classifications are ranked
  - Highest: Arterials
  - Mid-level: Collectors
  - Lowest: Local



**Principal Arterial** 



**Minor Arterial** 





Collector

Local Street

# **Why does FDOT use Functional Classification?**

- Federal-aid highway program funding eligibility
- Highway Performance Monitoring System (HPMS) federal reporting
- Planning Assists in long-range transportation planning by identifying areas that require improvements or construction projects
- Roadway Design Guides the design of roadways by defining the appropriate standards for each functional class type
- Traffic Management Assists in managing traffic flow and congestion based on functional class

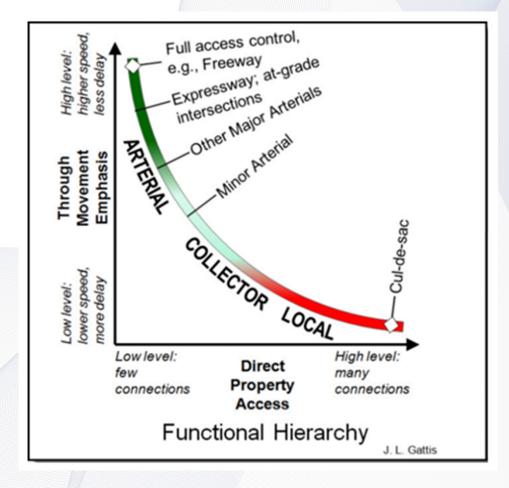


# **Functional Classification Categories**

# Five Functional Classification Categories for urban and rural roads:

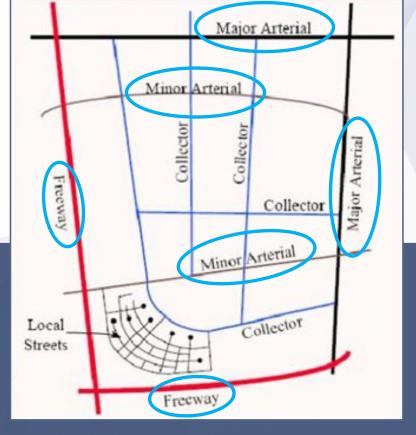
- Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Local

Roads are categorized based on factors including property access, travel distances, travel speeds, and connectivity within the network.



# Higher Level Classifications – Arterials (Principal and Minor)

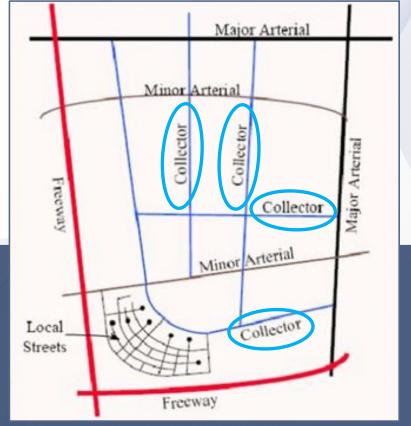
- Includes interstates and other freeways/expressways and 'other' major roadways
- Serve the highest traffic volumes for the longest portions of a trip
- Highest degree of through traffic movement
- Generally have higher design standards
- Lower or no level of property access
- Generally have higher speed limits



5

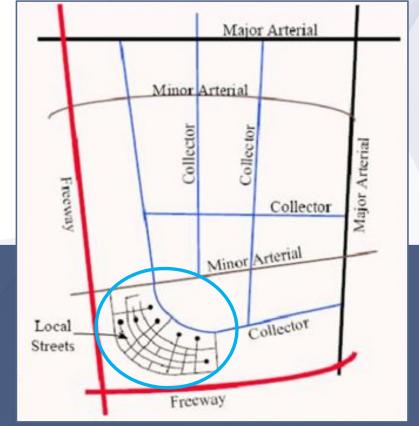
# Mid Level Classifications – Collectors (Major and Minor)

- Designed for travel at lower speeds and shorter distances than arterials
- Distribute traffic between local streets and neighborhoods to higher level arterial systems
- More direct property access than arterials
- May penetrate residential neighborhoods



# Lowest Level Classification – Local Roads/Streets

- Majority of roadway miles are local roads
- Provide basic access between residential and commercial properties
- Serves the most direct property access
- Connects with higher order roads
- Low or no through traffic
- Lowest speeds, low-speed roadway treatments (speed bumps, stop signs, street parking)
- Generally not served by bus routes



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# **Functional Classification Reviews**

- GIS geodatabase format required to perform an expedited review
- District submissions of Functional Classification must include the following supporting data elements:
  - Roadway ID
  - Begin MP
  - End MP
  - AADT
  - Number of Lanes
  - Refer to form for required attributes
- TDA will finalize these elements at a later date

APPLICATION FOR FUNCTIONAL Date: Specieting Agency: <u>FL Dept of Transportation</u> Constar Person: Specieting Agency: <u>FL Dept of Transportation</u> Program From:	CLASSIFICATION CHANGE  Phere Number:	SR 19 Section ends at TR:228 at MP 2.777
Runi Miner Collector     Runi Local      Justification for Proposed Change:	Runi Local Clearer Deisted (Ramoved) Uthus Mair Collector Uthus Mair Collector	
Please attach a location may separately when submitting this separately when submitting this separately segments. Recommended By:	pplication, include Rosdway ID's, Rosd Humber symbols and	Section begins at CR-228 at MP 0.000
Locil Government/Metropolium Plenning (repulsation (APO) (Linim	ac Date	
FDOT - Diseix Office FDOT - Count Office Approved By:	Des	Control Address Under Bundary     Control Address Under Bundary     Control Address Under Address     Control Address Address     Control Address Address     Control Add
Federal Highway Administration	Dete	

# **Functional Classification – Example**

- **Roadway Segment:** Harbor Boulevard from US 41/SR 45 to Midway Boulevard
- **RID and MP:** 01000046 from 0.000 to 1.347
- District: 1
- Number of Lanes: 4
- **AADT:** 10,400 (2022)
- Posted Speed: 35 mph
- **Trip Purposes:** 6 Access to major public facilities (regional medical centers)

**Existing FC:** Urban Major Collector **Proposed FC:** Urban Minor Arterial **Justification:** Significant medical related developments (trip purpose 6), connectivity between collectors (residential) and arterials, traffic volume falls within AADT criteria for Urban Minor Arterials



Segment End

# **Defining Urban Area Boundaries**

		1790 3,929,214					
<b>Census</b>	Finalized Urban Areas Released	1800 5,308,483					
2020	December 2022	1850 23,191,876					
		1900 76,212,168					
	<b>Urban Areas</b> are revised every 10 years based on population counts from decennial census.						
FHWA Urban Area Boundaries a consistent with transportation nee	2000 281,421,908						
<b>Functional classification</b> reviewe conjunction with adjusted urban b		2010 308,745,538					

# **Urban Area Adjustment Considerations**

- Include entire municipality.
- Include areas with Urban Characteristics.
- Include large/significant traffic generators.
- Boundary should follow municipal limits or physical features.
- Boundary should be simple without irregularities.
- Boundary should not split roadways or ramps.

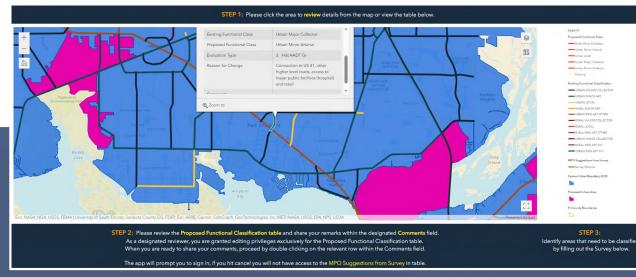
The only official requirement is that an adjusted boundary includes the original urban area delineated by the Census Bureau in its entirety.

# **Current Status**

- FDOT provided Urban Area Boundary Map and proposed Functional Classification information in a GIS based Dashboard to County/MPO for review: <u>D1 Functional</u> <u>Classification (arcgis.com)</u>
- County reviewed and submitted comments through the Web Map, FDOT is currently addressing comments

#### FDOT Functional Classifications

FDOT has identified potential areas for improvement and suggested necessary updates and additions to the existing system. Recognizing the significance of this evaluation, FDOT is taking proactive measures to gather feedback and insights from Metropolitan Planning Organizations (MPOs). This collaborative approach ensures that the proposed changes align effectively with the needs and perspectives of various stakeholders, fostering a more efficient and inclusive road network that will benefit communities across the region.



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## **Proposed Changes to Functional Classification of Charlotte County Roads**

Roadway Name	From	То	Existing Functional Class	Proposed Functional Class
Flamingo Blvd	Buena Vista Cir (S)	US 41	Urban Minor Arterial	Urban Minor Collector
Piper Rd	E Henry St	US 17	Urban Local	Urban Minor Arterial
Zemel Rd	Burnt Store Rd	County Landfill	-	Rural Minor Collector
Zemel Rd	County Landfill	US 41	-	Rural Minor Collector
Quesada Ave	Forrest Nelson Blvd	Harbor Blvd	Urban Local (County)/Urban Major Collector (FDOT)	Urban Major Collector
Harbor Blvd	US 41/SR 45/Tamiami Tr	Midway Blvd	Urban Major Collector	Urban Minor Arterial
Deborah Dr	Roseau Dr	Bal Harbor Blvd	Urban Major Collector	Urban Local
Veterans Boulevard	US 41/SR 45	Kings Highway	Urban Minor Arterial	Urban Principal Arterial
Kings Highway	١ 75	DeSoto County Line	Urban Major Collector	Urban Minor Arterial
Bermont Road/CR 74	US 17/SR 35	Villas Del Sol Apartments	Urban Major Collector	Urban Minor Arterial
Bermont Road/CR 74	Villas Del Sol Apartments	Glades County Line	Rural Major Collector	Rural Minor Arterial

# **Next Steps**

- FDOT will provide the updated Urban Area Boundary Map and proposed Functional Classification information in a GIS based Dashboard to County/MPO for final review.
- FDOT will submit the final Urban Area Boundary Map and proposed Functional Classification information to FHWA, including official application forms and GIS summaries.

Sponsoring Agency: FL Dept of Transportation	Phone Number:
Contact Person:	E-mail:
Roadway Name:	Section Number:
From:	From Mile Post:
To:	To Mile Post:
If 1-Way, Number of Lanes: 1 2 3 4 If 2-Way, Number of Lanes: 2 4 6 8	Status of INot Currently Functionally Classified Roadway: Currently Functionally Classified
AADT and Year:	Source:
FDOT Access Mgmt.         1         2         3         4           Classification:         5         6         7         Not classified	Speed Limit (miles per hour):
Current Functional Classification:	Proposed Functional Classification:
Rural Principal Arterial –     Interstate       Interstate     Interstate       Rural Principal Arterial –     Urban Principal Arterial –       Freeways and Expressways     Rural Principal Arterial –       Other     Other       Rural More Arterial     Urban Principal Arterial –       Rural More Arterial –     Other       Rural More Collector     Urban Minor Arterial       Rural More Collector     Urban Minor Collector	Fural Principal Arterial – Interstate Freeways and Expressways Urban Principal Arteria

Please attach a location map separately when submitting this application, include Roadway ID's, Road Number symbols and Functional classification color coding of roadway segments.

Local Government/Metropolitan Planning Organization (MPO) Chairman	I
FDOT - District Office	D
FDOT - Central Office	ם
Approved By:	

Recommended By:

# **Process Timeline**

Dec. 2022/Jan. 2023	Summer 2023	November 2023	December 2024	1	April 2025
U.S. Census Bureau/FHWA release final Urban Areas	FHWA publishes list of designated TMAs	MPOs submit apportionment plan and MPO boundary maps	FDOT updates business systems wit final smoothed/ adjusted Urban Area Boundaries and approved Functional Classification		FDOT submission of final statewide Urban Area Boundaries and Functional Classification data to FHWA
May 2023 FDOT pro official no		/MPOAC FI	<b>ay 2024</b> DOT and FHWA nalize the	<b>Fall 2024 - 2026</b> MPOs adopt 2050 LRTPs	
to the Dis and MPC	s to Planr	ning Funds (PL)	noothed/adjus ed Urban Area oundaries		

### **Questions & Discussion**

# BUCKLE UP FLORIDA



#### OCTOBER 16, 2023 MPO BOARD MEETING

#### AGENDA ITEM # 14 APPORTIONMENT PLAN UPDATE

Purpose: Review and approval of Apportionment Plan Minor/No Change Update

#### Agenda Item Presented by: MPO Staff Director D'Juan Harris

#### **Discussion:**

Federal laws and regulations require metropolitan planning organizations (MPOs) to be designated for each urban area with a population greater than 50,000 people [23 CFR 450.310(a), 23 USC 134(d)]. This designation is accomplished by agreement between the Governor and the affected units of local government. The federal rules allow the states and units of local government to largely determine the specific composition of the MPOs. In Florida, Section 339.175, Florida Statutes, provides the requirements for MPO membership composition and apportionment of the voting membership.

After each decennial census, MPOs must review the composition of their membership and submit an Apportionment Plan to the Florida Department of Transportation (FDOT) and Florida Governor's Office that meets state and federal requirements. On May 16, 2023, the FDOT announced the start of the MPO Apportionment Process and have given MPOs 180 days to submit their apportionment plans to FDOT.

This apportionment plan update is categorized as a minor "no change" update and the Charlotte County-Punta Gorda MPO Board composition is proposed to remain the same.

However, there is a new 2020 Census-designated urban area that crosses into Lee County MPO's Metropolitan Planning Area (MPA) from the Sarasota/Manatee MPA. This was discussed amongst all three MPO Directors in Lee, Charlotte County-Punta Gorda and Sarasota/Manatee. The consensus was to add language into the Interlocal Agreement between Sarasota/Manatee and Charlotte County-Punta Gorda MPOs to address how the metropolitan transportation planning processes will be coordinated amongst all three MPOs to ensure the development of consistent plans across all three MPA boundaries. This revised Interlocal Agreement will be available for review at the joint Charlotte County-Punta Gorda and Sarasota/Manatee MPO Board Meeting on January 29, 2024.

Recommendation:	Motion to approve "Minor / No Change" Update to the Charlotte County – Punta Gorda's MPO Apportionment Plan
Attachment:	Apportionment Plan Update and Resolution

# **Charlotte County-Punta Gorda** Metropolitan Planning Organization



## Membership Apportionment Plan October 2023



#### Introduction

Federal laws and regulations require metropolitan planning organizations (MPOs) to be designated for each urban area with a population greater than 50,000 people [23 CFR 450.310(a), 23 USC 134(d)]. This designation is accomplished by agreement between the Governor and the affected units of local government. The federal rules allow the states and units of local government to largely determine the specific composition of the MPOs. In Florida, Section 339.175, Florida Statutes, provides the requirements for MPO membership composition and apportionment of the voting membership. Pursuant to these state and federal rules, the Charlotte County – Punta Gorda MPO was created in 1992.

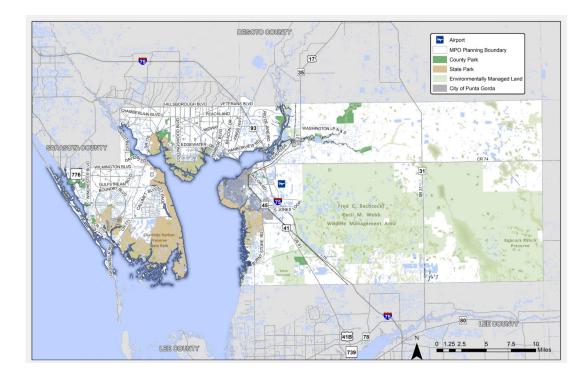
### Metropolitan Planning Area Boundary

The boundaries of the MPA are determined by agreement between the MPO and the Governor and, at minimum, encompass the entire existing urban area (as defined by the Census Bureau) plus the contiguous area expected to become urban within a 20-year forecast period (23 CFR 450.312).

Charlotte County is located on the Gulf Coast of Southwest Florida. Charlotte County comprised of the City of Punta Gorda, FL Metropolitan Statistical Area, which is included in the North Port-Sarasota, FL Combined Statistical Area.

According to the U.S. Census Bureau, the County has a total area of 858 square miles (2,220 km2), of which 680 square miles (1,800 km2) is land and 178 square miles (460 km2) (20.7%) is water. Charlotte Harbor Estuary is an important natural preserve and one of the most productive in Florida.

A map of the MPO's planning area boundary is provided below in "Figure 1." Figure 1: Charlotte County -Punta Gorda Metropolitan Planning Area Boundary Map



### Charlotte County-Punta Gorda MPO Population (2010 & 2020)

The table below displays population changes in the Charlotte County-Punta Gorda MPO area between the 2010 Census and the 2020 Census.

	2010	2020
MPA Area	Population	Population
Total	159,978	188,086

Table 1: Charlotte County-Punta Gorda Metropolitan Planning Area Population

### Current & Proposed MPO Membership

Currently, the Charlotte County-Punta Gorda MPO Board consists of five voting members, representing the City of Punta Gorda, Charlotte County, the Charlotte County Airport Authority, and one non-voting member from the Florida Department of Transportation (FDOT). This board composition, established in a membership apportionment plan approved by the Governor in 1992, remains unchanged with five voting members and one advisory non-voting member, as summarized in Table 2 below:

	C	urrent Membersh	ip	Proposed Membership						
Jurisdiction/Agency/Entity	Number of Voting Members	Number of Non-Voting Members	Percent of Total Votes	Number of Voting Members	Number of Non-Voting Members	Percent of Total Votes				
City of Punta Gorda	1		20%	1		20%				
Charlotte County	3		60%	3		60%				
Punta Gorda Airport Authority	1		20%	1		20%				
FDOT		1	0		1	0				
Other Agency Rep (i.e., School Board)	N/A	N/A	N/A	N/A	N/A	N/A				
Total	5	1	100%	5	1	100%				

Table 2: Current & Proposed MPO Membership\*

\*No changes are proposed in this apportionment plan membership composition.



#### A RESOLUTION OF THE CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION SUPPORTING THE ADOPTION OF THE MPO MEMBERSHIP APPORTIONMENT PLAN

**WHEREAS,** the Charlotte-County Punta Gorda MPO is the agency designated to conduct a continuing, coordinated, and comprehensive transportation planning process in Charlotte County and the City of Punta Gorda; and

**WHEREAS,** Section 134 Title 23 of the United States Code requires the designation of MPOs in urban areas, as defined by the United Census Bureau of the Census; and

**WHEREAS,** the Charlotte-County Punta Gorda MPO met on the 16<sup>th</sup> day of October 2023 to review its voting composition and agreed on the composition presented herein; and

**WHEREAS,** Section 339.175(4)(a), Florida Statutes, requires the Governor to review the composition of the Metropolitan Planning Organizations membership in conjunction with the decennial census.

**NOW, THEREFORE, BE IT RESOLVED,** by the Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO) that:

1. The MPO approves the submittal of a MPO Membership Apportionment Plan to the Governor's Office.

**PASSED AND DULY ADOPTED** this 16<sup>th</sup> day of October 2023.

CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION

By: \_

Christopher G. Constance, MD, Chairman

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Janette S. Knowlton, County Attorney

ATTEST:

By:

D'Juan L. Harris Designated Clerk of the MPO Board

#### OCTOBER 16, 2023 MPO BOARD MEETING

#### AGENDA ITEM # 15 <u>REVIEW AND APPROVAL OF THE SAFE STREETS AND ROADS FOR ALL</u> (SS4A) COMPREHENSIVE SAFETY ACTION PLAN SCOPE

# Purpose:To review and consider approval of the Safe Streets and Roads for All<br/>revised Work Assignment Order and the scope of services for<br/>development of the Comprehensive Safety Action Plan

Agenda Item Presented by:	D'Juan Harris, MPO Staff Director
	Katie Shannon, Vanasse Hangen Brustlin, Inc

#### **Discussion:**

The Charlotte County-Punta Gorda Metropolitan Planning Organization was awarded \$249,500 in federal grant funding to develop a Comprehensive Safety Action (SS4A) Plan. A local match amount of \$62,500 will be provided by Charlotte County for a total budget amount of \$312,000 to develop the action plan.

The action plan will be based on the United States Department of Transportation Federal Highway Administration's Safe System approach. The action plan will identify the High Injury Network based upon existing crash data and provide recommendations to implement countermeasures to reduce the prevalence of serious injuries and fatalities along these high crash corridors within Charlotte County. Recommendations may also be made based on input gained from the community in several public engagement sessions and from an established Task Force comprised of representative stakeholders from the community.

- Recommendation:Motion to recommend MPO Board approve the revisions to the<br/>Work Assignment Order and the scope of services for the<br/>development of the Safe Streets and Roads for All Comprehensive<br/>Safety Action PlanAttachments:1. Safe Streets and Roads for All Revised Work Assignment
  - Order / Comprehensive Safety Action Plan Draft Scope of Services
    - 2. <u>Scope Presentation & Draft Schedule</u>

#### Appendix 1 Charlotte County – Punta Gorda MPO

#### WORK ASSIGNMENT ORDER NUMBER: 23-02

#### GENERAL PLANNING CONSULTANT (GPC)

Pursuant to the Standard Professional Services Agreement entered into by and between the <u>Charlotte</u> <u>County – Punta Gorda MPO</u>, hereinafter referred to as the "MPO" and <u>VHB & Associates</u>. Vanasse Hangen Brustlin, Inc. hereinafter referred to as the "Consultant," a determination has been made by the MPO that there is a need for the performance of or the rendering of services by the Consultant of a certain "Work Assignment Order" under the purview of said Agreement, and the Consultant is hereby authorized to perform or render the particular services described below. THIS WORK ASSISGNMENT ORD<u>ER</u> has been made and entered into this <u>August 1 day of 2023</u> between the parties referenced above.

UPWP TASK No.: <u>#6 Special Project Planning</u>

TASK TITLE: <u>Charlotte County Comprehensive Safety Action Plan</u>

WORK ITEM(S): \_\_\_\_ Charlotte County Comprehensive Safety Action Plan

"Develop and produce the Charlotte County – Punta Gorda Metropolitan Planning Area Safe Streets and Roads for All Comprehensive Safety Action Plan" (Anticipated adoption date is December 2024)

Note: The scope of work to complete the Charlotte County Comprehensive Safety Action Plan will be outlined under Task 6 in the MPO's UPWP for FY 2023/2024, & FY 2024/2025.

#### WORK ITEM(S) OR PHASES OF PROFESSIONAL SERVICES TO BE AUTHORIZED:

Consultant shall perform the work items listed more specifically detailed in Exhibit "1", Charlotte County Comprehensive Safety Action Plan Scope of Services. Compensation to the Consultant for rendering all of the above identified services shall not exceed <u>\$312,000</u> <u>\$262,000</u>. Additions or deletions to the work and compensation detailed in Exhibit "1" will be accomplished through a supplemental agreement, consistent with the executed Standard Professional Services Agreement. Partial compensation may be requested on a periodic basis for unit prices and actual hours incurred. For purposes of this Work Assignment Order, the following sections of the Standard Professional Services Agreement are applicable:

The Consultant stated herein is bound to complete the Charlotte County Comprehensive Safety Action Plan Scope of Services per the terms of the agreement with the United States Department of Transportation / Federal Highway Administration & Charlotte County-Punta Gorda MPO regardless of the GPC contract with the Consultant ends on January 14, 2025 (Refer to the standard professional services agreement). IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized officers on the day, month and year set forth above.

WHVanasse Hangen Brustlin, Inc.         VHB & Associates         Consultant Name         BY:       M	CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION BY:
Marc Hustad, P.E. (Print/Type)	Christopher G. Constance, MD (Print/Type)
Title: Managing Director	Title: MPO Board Chair
ATTEST: Authorized Signature	ATTEST:
Priscilla G. Stovall	D'Juan Harris
(Print/Type)	(Print/Type)
Title: Administrative Office Manager	Title: MPO Director

### Charlotte County – Punta Gorda Metropolitan Planning Organization Comprehensive Safety Action Plan Preliminary Scope of Services

This document outlines the preliminary scope of services to develop a Comprehensive Safety Action Plan for the Charlotte County – Punta Gorda Metropolitan Planning area. The action plan will be based on the United States Department of Transportation Federal Highway Administration's Safe Systems approach. The action plan will identify the High Injury Network in Charlotte County and provide recommendations to equitably implement countermeasures to significantly reduce the prevalence of serious injuries and fatalities along high crash corridors within Charlotte County. The intent of this document is to serve as a guide for proposed consultant services. Upon selection, consultant will develop a final detailed scope of services with the MPO Project Manager.

### Charlotte County Comprehensive Safety Action Plan Tasks

#### **Task 1: General Project Management**

The selected consultant team will finalize a scope of work and schedule for the completion of the Comprehensive Safety Action Plan. Charlotte County-Punta Gorda Metropolitan Planning Organization (herein referenced as "MPO") staff will approve the scope of work. Expectations for the project's scope of work, goals, schedule, and communication channels will be established at the kick-off meeting.

Task 1 will also include work related to project management: invoices, progress reports, and periodic check-ins. Bi- weekly virtual check-ins with the MPO Project Manager (PM) and staff will be held to provide status updates on work activities, deliverables, and upcoming meetings. The Consultant Team will also establish a shared folder on either a Teams or OneDrive platform to share and distribute project materials.

#### Task 1 Deliverables:

- Agenda, presentation, and meeting minutes for two (2) Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan kick-off meetings
- Ongoing project management, consisting of organization oversight of scope, schedule adherence, and quality control
- Submittal of monthly invoices and progress reports
- One (1) shared folder on an agreed upon platform by the MPO

#### Task 1 Meetings:

- One (1) virtual internal kick-off meeting to include the consultant team
- One (1) in-person external kick-off meeting with MPO, Charlotte County and City of Punta Gorda Staff, with up to three (3) consultant staff members in attendance
- Virtual check-in meetings with MPO staff (45-minute Teams calls) every three (3) weeks including periodic calls with Charlotte County and City of Punta Gorda Staff, with up to three (3) consultant staff members in attendance

#### Task 2: Charlotte County Comprehensive Safety Action Plan Task Force

A core component of development of a Comprehensive Safety Action Plans is creating and engaging a task force committee, implementation group or similar body with representative stakeholders from the corresponding community. The task force is charged with oversight of the action plan development and to help to engage key stakeholders that represent different communities and interests. To the greatest extent possible, the task force should incorporate coordination and collaboration with MPO Staff, Charlotte County Staff, City of Punta Gorda Staff, FDOT District 1 Staff, Department of Health, Charlotte County Public Schools, Punta Gorda Chamber of Commerce, Law Enforcement, first responders and emergency medical staff, Punta Gorda Airport, Florida Highway Patrol, homeowners associations, bike/walk advocacy groups and all other relevant stakeholders to help guide strategic, data-backed solutions to pervasive safety issues in corresponding communities. A membership list will be formalized prior to the kick-off meeting with MPO,

Charlotte County, and City of Punta Gorda Staff for review, as well as to develop an outline of meeting dates to help maintain project momentum and schedule. The Consultant Team will establish a notification process to contact Task Force members via email, and if needed, by phone to increase attendance.

This approach will aid in mitigating public contention and could aid in overall buy-in of recommendations from the Action Plan. The first three (3) virtual Task Force Meetings should cover the topics below to be determined in the routine PM meetings, including, but not limited to:

- Project Kick-Off, Public Engagement Strategies
- Comprehensive Action Planning, Vision Zero and Safe Systems Overview
- Regional Crash Profiles (Baseline Data), High Injury Network, Crash Hot Spots by Mode
- Engineering Countermeasures
- Non-Engineering Countermeasures
- Policy Assessment/Draft Resolutions
- Discussion on Community Outreach Best Practices and Scripts to Support Communication Materials
- Develop Priority List of projects based on crash data and equity factors and consensus building
- Assessment of Performance Measures (Safety Dashboard)

An important part of building Task Force members' commitment in the Action Plan will be to conduct a consensus building workshop to build buy-in on the common goal for forthcoming safety work. As such, upon completion of the draft Comprehensive Safety Action Plan, the Consultant Team will host one final workshop with the Task Force to discuss communitywide goals and future steps. The development of the Comprehensive Safety Action Plan will outline guidance on the implementation and monitoring role of the Task Force, which may be established through the development of a new MPO Committee (including a chairperson) or through the incorporation of the responsibility into an existing committee, such as the Citizens' Advisory Committee, Bicycle Pedestrian Advisory Committee or Technical Advisory Committee.

#### Task 2 Deliverables:

- Agenda, presentation, and meeting minutes to support Charlotte County's Comprehensive Safety Action Plan Task Force engagement
- One (1) draft and one (1) final list of Task Force members

#### Task 2 Meetings:

• Four (4) virtual 60- to 90-minute Task Force Meetings, with up to three (3) consultant staff members in attendance.

#### Task 3: Comprehensive Safety Action Plan Brand and Communication Materials

Vision Zero requires a visual brand and public engagement materials that can help build a culture of safety and the safe use of the transportation system by the public. It is critical for communities to participate in formulating goals and strategies to reach the desired results. The Consultant Team will assist MPO staff with the development of a branding package including the development of a unique logo to the Comprehensive Safety Action Plan and complementary PowerPoint template and title block for engagement materials to help bring recognition to the transportation safety program.

In addition to the branding package, the Consultant Team will prepare written and graphic content for distribution online or in person to raise awareness of the Comprehensive Safety Action Plan planning process. It is anticipated up to eight (8) infographics or graphic elements (relevant to Charlotte County) that depict progress in achieving the MPO's Comprehensive Safety Action Plan goals will be required. One (1) of these graphic elements will be a standard flyer with QR code providing notification of the Task 4 Public Engagement and Public Workshop needs, which can be distributed to strategic destinations in the community such as community centers, libraries, and senior centers to help grow attendance at public workshops; additionally one (1) of these graphics will be a postcard with QR code to distribute to the community to support engagement with the public survey. The Consultant Team will also prepare up to four (4) short fact sheets to support the MPO's communications on the Comprehensive Safety Action Plan and grow public interest in community engagement needs. These sheets will be developed in coordination with MPO staff and the Task Force. Example sheets from other successful transportation safety programs have included quotes from health care professionals and/or law enforcement officers that serve on the Task Force on the importance of transportation safety; common safety language prepared as comic strips to share with local youth; or written testimonials from the community on how local people have been impacted by transportation crashes that result in fatal or serious injury crashes. If needed, the Consultant Team will host materials on the Comprehensive Safety Action Plan Dashboard and provide the County a link that can be shared on its website.

The MPO will be responsible for distributing communication materials across their communications outlets.

#### Task 3 Deliverables:

- Up to four (4) draft Vision Zero logos and development of one (1) final logo
- One (1) MPO Comprehensive Safety Action Plan PowerPoint template
- Up to eight (8) infographics: one (1) will be a Community Workshop Flyer; one (1) will be a Public Survey Postcard
- Up to four (4) written fact sheets to support County communications by MPO, Charlotte County, and City of Punta Gorda regarding the Comprehensive Safety Action Plan

#### Task 3 Meetings:

• Discussion on needs for the Vision Zero brand will occur as a recurring agenda item in scheduled PM meetings

#### Task 4: Public Engagement / Public Workshops

The demographic of the Charlotte County-Punta Gorda Metropolitan Planning Area is unique in relation to our regional neighboring counties, in that there is a high percentile of persons over the age of 64 living here. The ideal approach, for education of this contingent of the public is to provide dedicated staff at workshops to clearly demonstrate effective proven safety countermeasures and explain them clearly and concisely in simple language that anyone can understand. Toward this end, the Consultant Team will facilitate four (4) in-person county-wide public workshops to bring residents together to learn about the Vision Zero and Safe System approaches as well as to host a series of interactive activities to gain feedback from the community about crash trends and their transportation safety concerns and needs. This will start with the development of a Public Engagement Strategy in consult with MPO staff, in recognition that the MPO is managing and facilitating all public engagement activities of this plan on behalf of Charlotte County and the City of Punta Gorda

As a part of public engagement, the Consultant Team will prepare one (1) public survey for distribution to gain feedback on the community's top transportation safety concerns and to identify locations of these concerns. The Consultant Team will prepare one (1) draft and one (1) final public survey for public distribution. The MPO will be responsible for distributing public survey announcements across their communications outlets. Following the close-out of the survey, the Consultant Team will prepare one (1) presentation of survey results and brief memorandum to provide a summary of the results.

In addition to the four public workshops, two (2) members of the Consultant Team will attend up to two (2) pop-up events, as identified by MPO staff. Discussion on pop-up event opportunities will be discussed in one of the three Task Force Workshops in Task 2 to identify joint partnership opportunities among the Task Force members. At these events, people will get to learn about the public workshops

Engagement activities will be developed in review and in synergy with the MPO's Public Participation Plan. Utilizing materials prepared in Task 3 and Task 5, the Consultant Team will prepare engagement materials needed for the public workshops. The MPO will be responsible for distributing workshop announcements across their communications outlets and securing appropriate meeting space for all four workshops. As to accommodate reasonable accessibility for the public to attend in person, the MPO staff will identify and reserve up to four (4) locations in the County to host the public workshops. MPO staff will strategically organize public workshop meetings as to support meeting attendance and accommodate accessibility through the County. As such, it is envisioned that a workshop will be held in the four geographic locations of Charlotte County (West, East, South and Mid); at least one (1) of the public workshops will be a joint workshop hosted with the Lee County MPO in February 2024, as requested by the MPO. Up to four (4) consultant team members will attend these workshops, with staff support from the MPO, Charlotte County, and the City of Punta Gorda.

#### Task 4 Deliverables:

- One (1) draft and one (1) final public engagement strategy, outlining activities and material needs for up to four (4) hands-on interactive workshops and two (2) pop-up events to educate the general public on the High Injury Network, crash trends, FHWA's proven safety countermeasures, and draft Comprehensive Safety Action PlanOne (1) draft and one (1) final public survey
- One (1) presentation of public survey results and one (1) 3-page summary of survey results prepared in a technical memorandum

#### Task 4 Meetings:

- Four (4) public meetings with various stakeholders (combination of virtual and in-person assumed), with up to four (4) consultant staff members in attendance
- Two (2) pop-up events with up to two (2) consultant staff members in attendance
- Discussion on the Public Engagement Strategy and community outreach needs will occur as a recurring agenda item in scheduled PM meetings

#### Task 5: Develop High Injury Network

Charlotte County – Punta Gorda MPO's Comprehensive Action Plan will require the Consultant to develop the framework and identify the High Injury Network within the Charlotte County-Punta Gorda MPO Planning area.

#### Task 5.1 – Collision and Contextual Database Development

The Consultant will obtain recent (five-years) fatal and incapacitating/serious injury (KSI) crash data and conduct a detailed analysis to evaluate the locations, causes, and contributing factors for these crashes. This process will start with the download of Signal 4 Analytics (S4) data by the University of Florida, which can be linked to the County roadway network to geo-reference crash locations toward the identification of the High Injury Network and crash trends. In addition to S4 crash data, other readily available data will be combined with the crash data into a GIS database, including roadway characteristics, speed data (e.g., posted speed limits, speed surveys and/or connected vehicle data), context classification, AADT, and active transportation related data. Analysis outputs may describe trends or locations according to the following characteristics:

- Crash severity and trends over time
- Crash type (by roadway user, action/fault reported)
- Person type (i.e., gender, race, age)
- Crash factor (i.e., restraint use, alcohol/ drug use, speeding, etc.)
- Temporal variations (time-of-day, day-of-week, month)
- Roadway type (i.e., number of lanes, AADT, local/FDOT ownership)
- Roadway characteristics (i.e. at intersection, signal, crosswalk, posted speed)
- Network screening (based on crash frequency) and historic crash hot spots

Data needs for the transportation safety data analysis will also include GIS data describing local land use and local points of interest, and the location of areas of the County with more vulnerable roadway users (i.e., persons with disability or households without vehicle) to provide additional insights on underserved communities to capture equity considerations. For this, the Consultant will look to traditional sources, such as Census data related to income level or age of population, or land use data showing the location of schools, assisted living facilities, etc. as provided by Charlotte County. Analysis outputs may describe trends or locations according to the following characteristics:

- Environmental justice communities
- Transportation disadvantaged communities
- Percentage of population below poverty level
- Percentage of minority population
- Percentage of zero-vehicle households

- Percentage of population age 65 or above
- Percentage of population 18 years old or below
- Percentage of population with means of transportation to work other than personal motor vehicle
- Percentage of population with limited English proficiency (LEP)
- Percentage of population with disability
- Percentage of population with underlying high-risk health conditions (i.e., asthma, diabetes, liver disease)
- Land use or development context (i.e. rural/urban, near school/college, shopping center, hospital, schools, community centers, transit route)

Data and data sources will be compiled and organized in a spreadsheet, as well as shared via online webmap for MPO staff review.

#### Task 5.2 – Identification of High Injury Network

Consultant will coordinate with Charlotte County-Punta Gorda MPO Staff and applicable stakeholders to establish an appropriate methodology and identify a High Injury Network (HIN). The HIN will identify the locations and corridors within the Charlotte County-Punta Gorda MPO Planning area with the highest frequencies of KSI crashes. The Consultant will coordinate with Charlotte County-Punta Gorda MPO Staff and stakeholders to develop an HIN that represents between 40% and 60% of the KSI collisions within the study area. The HIN will provide the framework for recommendations for implementation projects.

The Consultant will create a draft memorandum and GIS-deliverables showing results of network screening and hot spot analysis, and methodology toward the identification of the HIN. The Consultant will respond to one round of comments from Charlotte County-Punta Gorda MPO Staff and applicable stakeholders. Based on the comments received from the reviewers, the Consultant will finalize the HIN and associated deliverables.

#### Task 5.3 – Crash Analysis and Collision Profiles Technical Memorandum

The Consultant will prepare a technical memorandum summarizing the key findings from the crash analysis, contextual analysis, and HIN. The technical memorandum will include maps, tables, and charts reflecting key takeaways about roadway characteristics, behavioral factors, environmental, and socioeconomic factors that may be contributing to fatalities or seriously injured throughout the transportation system. The crash analysis will highlight and focus on factors and features that appear to be prominent contributing factors in KSI crashes, including, but not limited to, lighting conditions, speed, urban vs. rural, intersection vs. mid-block, number of travel lanes, and roadway type. These will be shared in a series of ten (10) collision profiles that reflect fundamental safety challenges in the region. The Consultant will respond to one round of comments from Charlotte County-Punta Gorda MPO Staff and applicable stakeholders. Maps will be prepared and shared with the MPO in both print and digital formats.

Based on the comments received from the reviewers, the Consultant will finalize the Collision Profiles and associated deliverables.

#### Task 5 Deliverables:

- Collision database in spreadsheet and GIS format, enhanced with contextual data
- Up to ten (10) maps reflecting the identification of countywide crash patterns, rates, and trends
- Up to ten (10) maps reflecting the High Injury Network
- Up to ten (10) maps reflecting contextual (i.e., built environment, regulatory, or social vulnerability data) overlaid with the HIN
- Up to ten (10) collision profiles that define key factors associated with fatal and severe injuries, including the identification of both focused and systemic issues related to roadway characteristics, land use, and/or other factors indicative of increased crash risk
- One (1) draft and one (1) final High Injury Network Methodology Technical Memorandum
- One (1) draft and one (1) final Crash Analysis and Collision Profile Technical Memorandum

#### Task 5 Meetings:

• Discussion on the Project Prioritization Criteria and Strategies will occur as a recurring agenda item in scheduled PM meetings

#### **Task 6: Policy Review**

Given the structure of this project, the policy review will focus on the integration of MPO, FDOT, City of Punta Gorda, and Charlotte County policies to help remove barriers to future implementation for projects, programs, and strategies. Policy barriers will be an important topic of discussion in Task 2. The Consultant will review and document existing regional transportation and land use policies, plans, guidelines, and standards that could be a barrier to reaching zero serious injuries and fatalities and identify opportunities to integrate data and recommendations into the Action Plan. A summary of each document with recommendations for policy changes will be referenced in the Action Plan. The Consultant expects to review six (6) core documents and several supplemental documents as identified by the MPO staff.

#### Task 6 Deliverables:

• One (1) draft and one (1) final technical memorandum in review of transportation and land use policies, plans, guidelines, and standards that could be a barrier to reaching zero serious injuries and fatalities.

#### Task 6 Meetings:

• Discussion on policies will occur in scheduled PM meetings

#### Task 7: Countermeasure Identification and Comprehensive Safety Action Plan Implementation Guidance

#### Task 7.1. Project Prioritization Criteria

The Consultant Team will work closely with MPO, County, and the City of Punta Gorda staff, as well as Task Force to develop a set of criteria that will inform prioritization for safety projects, programs, and strategies. The prioritization approach will integrate the equity analysis/Justice40, SS4A, FHWA Safe System, and specific MPO-identified criteria to assess the impacts of proposed projects and strategies, give higher priority to underserved and disadvantaged areas, and give higher priority to projects that would benefit vulnerable roadway users (people outside of vehicles). The criteria may prioritize proven countermeasures that have a low-cost and high benefit, and those that can be implemented quickly.

#### Task 7.2. Countermeasure Identification and Prioritization

Using the prioritization method and criteria developed in Task 7.1 for the proposed safety projects, the Consultant will develop a spreadsheet-based document with identified criteria and potential strategies for the Comprehensive Safety Action Pan toward establishing a prioritized list of project recommended countermeasures. The criteria may prioritize proven countermeasures that have a low-cost and high benefit, and those that can be implemented quickly.

Building on FHWA's Proven Safety Countermeasures, NHTSA's Countermeasures That Work, data in the Crash Modification Clearing House, FDOTs Speed Management strategies, and local studies on the effectiveness of specific countermeasures in the region, the Consultant Team will identify up to 100 specific countermeasures appropriate for Charlotte County and the specific collision profiles. The countermeasures, strategies, and project recommendations will reflect best practices, emerging technologies, and include engineering and non-engineering measures such as education and enforcement opportunities. Alternatives will be proposed that offer transportation safety improvements along the County's High Injury Network (including corridors and intersections), multi-use trails, or transit facilities, as determined through the data analysis conducted in Task 5.

The spreadsheet-based document will consist of brief descriptions to support the identification of prioritized projects, programs and strategies for the Comprehensive Safety Action Plan. The priority list will categorize the proposed implementation recommendations as near, mid, and long-term solutions for potential advancement into the production pipeline, as outlined in Task 7.3.

#### Task 7.3. Implementation Plan

After completing prior tasks and collecting feedback from the MPO Board and Staff, County Staff, City of Punta Gorda Staff, the Task Force, the Charlotte County School Board Staff, the community, the Consultant Team, as well as from results of the countermeasures prioritization process, the Consultant Team will create an Implementation Plan for the

strategies identified for inclusion in the Comprehensive Safety Action Plan. For each strategy, the Consultant Team will identify metrics to track performance over time, staff needs, external engagement opportunities, community partners, a high-level cost to complete, and potential funding opportunities for future implementation especially the SS4A implementation grants. Each of these strategies will be aligned with a specified timeline of short-term (1-3 years), midterm (4-6 years), or long-term (7 years or more) to complete. In certain instances, the Consultant Team will identify opportunities to create incremental progression toward the final installation of safety measures, starting with low-cost solutions that can be implemented in the short-term or mid-term while long-term planning can be allowed to continue. The Implementation Plan will be documented in a technical memorandum that creates alignment with the MPO's mission, responsibilities and procedures, and budget and staffing over a five-year period. This will allow the MPO and local government stakeholders to prioritize projects and programs and create a timeline for implementation.

#### Task 7.4. Establish Action Plan Vision, Goals and Objectives

A key part of implementing a Comprehensive Safety Action Plan is adopting the Safe Systems approach across the entire transportation system and setting a program mission and specific goals. Based on the findings of previous work efforts, as well as the outcomes of Task 8.2, the Consultant Team will establish Action Plan Vision, Goals and Objectives in collaboration with the Task Force.

#### Task 7.5. Data Management Plan

A sustainable Vision Zero Program starts with data. With the goal to update a Comprehensive Safety Action Plan Dashboard annually, an ideal standard practice is to organize all associated data and catalog pertinent metadata, including but not limited to: data owner, data source, date, frequency of update, and usage. This Data Management Plan will build off of the spreadsheet established in Task 5.1, and include an outline of standard practices dialog that will allow MPO Staff or consultant support to update the data behind all the applications, that would then automatically update the analytics and visualizations. This guidance will be shared with the extended team and data QA and reviews will be completed upon loading data into the MPO ArcGIS online account.

#### Task 7 Deliverables

- One (1) Technical Memorandum of Project Prioritization Methodology/Criteria
- One (1) draft and one (1) final spreadsheet-based countermeasure and prioritization method tool, with up to 100 countermeasures and 10 educational strategies
- One (1) draft and one (1) final spreadsheet-based Implementation Plan Outlining Proposed Projects, Programs and Strategies for Implementation
- One (1) draft and (1) one (1) Implementation Plan outlining
- Prioritized Projects, Programs and Strategies in the Comprehensive Safety Action Plan
- Vision, Goals and Objectives
- Near, Mid, and Long- Term (Ultimate) Implementation Actions based on funding
- High-level present day costs estimates for project recommendations

#### Task 7 Meetings

• Discussion on Implementation Guidance will occur in scheduled PM meetings

#### **Task 8: Comprehensive Safety Action Plan Document**

Consultant will develop a Comprehensive Safety Action Plan based on the findings from work conducted under previous tasks. The Action Plan will establish crash trends and emphasize projects that will serve to reduce or eliminate crash statistics within underserved communities, inclusive of guidance that reflects tactical urbanism/low-cost quick build options. To the greatest extent possible, the Consultant will include feedback from all public outreach efforts, MPO Staff and Advisory Committees, the MPO Board, SS4A Task Force, City of Punta Gorda, Charlotte County and all other key stakeholders within the Charlotte County Punta Gorda MPO Planning area.

#### Task 8 Deliverables:

- Draft Charlotte County Comprehensive Safety Action Plan
- Draft Final Charlotte County Comprehensive Safety Action Plan
- Final Report Charlotte County Comprehensive Safety Action Plan

#### Task 8 Meetings:

- Discussion on the Comprehensive Safety Action Plan Document will occur in scheduled PM meetings
- Presentation of Draft Charlotte County Comprehensive Safety Action Plan to MPO Board, Bicycle/Pedestrian and Technical and Citizens' Advisory Committee Meetings (4 total), with up to 2 Consultant Staff in Attendance
- Presentation of Draft Final Charlotte County Comprehensive Safety Action Plan to MPO Board, Bicycle Pedestrian and Technical and Citizens' Advisory Committee Meetings (4 total), with up to 2 Consultant Staff in attendance

#### **Task 9: Comprehensive Safety Action Plan Dashboard**

Using data and baseline information collected in Task 4, Consultant will develop a Comprehensive Safety Action Plan Dashboard. The Dashboard will be web-based and will incorporate real-time safety data to track and monitor progress of safety data in the Charlotte County-Punta Gorda MPO Planning area. The dashboard will be user-friendly and provide progress tracking and evaluation results of implemented strategies of the Comprehensive Safety Action Plan. As an ESRI business partner, the Consultant Team has a depth of knowledge in relating GIS and spatial data from various data sources and allowing the use of RESTful data services such as ESRI ArcGIS online to quickly bring these disparate data together. Similar to the City of Orlando's Comprehensive Safety Action Plan and dashboard, the Consultant Team will create a dashboard enabled with automated processes to continually collect and provide data on traffic crashes nightly utilizing Florida's Signal Four Analytics. This will provide an application to track metrics on a daily basis including a progress meter displaying the number of fatal and incapacitating crashes in relation to the past year with the ability to view by communities in the County. Adding other input-based metrics such as number of projects and project expenditures by year and by district will allow a quick comparison with the ultimate safety performance measures such as fatalities and serious injuries over time.

In addition to crash data, the Consultant Team will display additional demographic and socioeconomic data to allow users of the dashboard to understand impacts to the community and the County's most vulnerable roadway users. This will provide the County and the City of Punta Gorda with the opportunity to gain a better understanding of socioeconomic factors that contribute to higher incidents of crashes. This dashboard will include an equity friendly focus to allow participation from across the community, presenting opportunities for engagement with stakeholders and the public as a centralized location for the distribution of educational information, announcements, or annual reports.

Development of the dashboard will occur through two strategic meetings with MPO staff, with supplemental conversations to occur in scheduled PM meetings. Meeting content will generally cover the following:

- Meeting 1: Discussion on data sources, graphic materials, and type of interactive mapping to include in the dashboard, at story board development in consideration of dashboard layout
- Meeting 2: Refinement of draft dashboard and review of written content to support navigation of the dashboard and understanding of material

#### Task 9 Deliverables:

• Web-based Comprehensive Action Plan Safety Dashboard

#### Task 9 Meetings:

• Two (2) meetings with MPO staff and up to two (2) consultant staff

#### VHB - Labor and Fee Estimate

WPI NO: <u>IV/A</u> FINANCIAL ID NO: <u>IV/A</u> TYPE PROJECT: <u>Comprehensive Safety Action Plan</u> CONTRACT NO: <u>TBD</u> CONSULTANT NAME: <u>VHB</u> CONSULTANT PHONE NO: VHB PROJECT NO: <u>84203.23</u> CCPMPO Comprehensive Safety Action. PROJECT NAME: <u>Plan</u> Limit - From: Limit - To:

County: Charlotte County-Punta Gorda MPO

Project Mgr: <u>Katie Shannon, AICP, CNU-a, LEED GA</u> Fax No.: <u>407-839-4008</u>

VHB PROJECT NO.: <u>04205.25</u>													107-859-4008	
	Project	PIC			Traffic Data	Engineer	Planner	Planner	GIS	Graphic	Contract	Total	Salary	Average
Task	Manager	Manager	Sr. Engineer	Planner	Analyst			Intern	Specialist	Designer	Coordinator	Hours	Cost	Rate per
No. Task Description	\$150.00	\$250.00	\$325.00	\$200.00	\$110.00	\$180.00	\$110.00	\$70.00	\$250.00	\$150.00	\$110.00	by Task	by Task	Task
nsk 1: General Project Management	50	1	4	0	0	1	4	0	1	0	12	73	\$9,920.00	\$135.89
1.0. Kickoff Meetings (2 meetings, 3pp)	6	1	4			1	4		1			17	\$3,320.00	\$195.29
1.0. Monthly check-ins (3pp)	20											20	\$3,000.00	\$150.00
1.0. Ongoing Project Management/Monthly Progress Reports / Invoices	24										12	36	\$3,600.00	\$100.00
ask 2: Charlotte County Comprehensive Safety Action Plan Task Force	36	0	26	0	0	0	16	24	0	0	0	54	\$17,290.00	\$320.19
2.0. Task Force Meetings - Attendance - 4x, 3ppl, 6 hours each	24		24									48	\$11,400.00	\$237.50
2.0. Task Force Meetings - Prep & List of Task Force Members	12		2				16	24				54	\$5,890.00	\$109.07
ask 3: Comprehensive Safety Action Plan Brand and Communication Material	L 4	0	0	0	0	0	0	0	0	24	0	28	\$4,200.00	\$150.00
3.1. Develop Project Brand	4									24		28	\$4,200.00	\$150.00
ask 4: Public Engagement / Public Workshops	48	2	18	0	0	0	40	24	0	16	0	200	\$22,030.00	\$110.15
4.1. Public Engagement Strategy	8	2	2									12	\$2,350.00	\$195.83
4.2. Public Workshops 4x, 4ppl, 2 pop-up, 2 ppl	40		16				40	24		16		136	\$19,680.00	\$144.71
ask 5: Develop High Injury Network	34	0	14	0	0	0	0	0	0	0	0	48	\$9,650.00	\$201.04
5.1. Collision and Contextual Database Development	2		2									4	\$950.00	\$237.50
5.2. High Injury Network Identification	16		4									20	\$3,700.00	\$185.00
5.3. Collision Profiles	16		8									24	\$5,000.00	\$208.33
ask 6: Policy Review	8	0	2	0	0	8	24	0	0	0	0	42	\$5,288.00	\$125.90
6.1. Review of Existing Local Policies and Guidelines	8		2			8	24					42	\$5,288.00	\$125.90
ask 7: Countermeasure Identification and Comprehensive Safety Action Plan	1 32	4	4	0	0	16	56	40	0	0	0	152	\$32,265.00	\$212.27
7.1. Project Prioritization Criteria	16	2	2			8	16	16				60	\$7,870.00	\$131.17
7.2. Countermeasure Identification and Prioritization	16	2	2			8	40	24				92	\$11,070.00	\$120.33
7.3. Implementation Plan	16		2				24	24	12			78	\$10,370.00	
7.4. Establish Vision, Goals, and Objectives	2	2	2				8					14	\$2,330.00	
7.5. Data Management Plan	2		1									3	\$625.00	
ask 8: Comprehensive Safety Action Plan Document	64	0	8	0	12	0	72	56	0	0	0	212	\$25,360.00	\$119.62
Task 8.1. Draft Action Plan	40		4		4		40	24				112	\$13,820.00	\$123.39
Task 8.2. Draft Action Plan Revisions	16		2		4		16	16				54	\$6,370.00	\$117.96
Task 8.3. Final Action Plan	8		2		4		16	16				46	\$5,170.00	\$112.39
ask 9: Comprehensive Safety Action Plan Dashboard	8	0	2	0	0	0	0	0	0	0	0	10	\$1,850.00	\$185.00
Task 9 Dashboard Development	8		2									10	\$1,850.00	\$185.00
eimburseables (6 trips, 2 people, total of 12 at \$300 trip )													\$3,600.00	
otal Lumpsum Amount	236	5	60	0	12	25	172	120	1	24	12	619	\$131,453.00	\$212.36
•						-						Valerin (WBE firm)	\$26,200.00	10%
													****	400/

F&P \$104,320.00 40%

TOTAL

**\$261,973.00** 100%

#### Fehr & Peers - Labor and Fee Estimate

WPI NO.: <u>N/A</u> FINANCIAL ID NO.: <u>N/A</u> TYPE PROJECT: <u>Comprehensive Safety Action Plan</u> CONTRACT NO.: <u>TBD</u> SUB CONSULTANT NAME: <u>Fehr & Peers</u> UB CONSULTANT PHONE NO.: CCPMPO Comprenensive Satety Action

PROJECT NAME: <u>Plan</u> Limit - From: Limit - To: County: <u>Charlotte County-Punta Gorda MPO</u>

						TOTAL	\$104,320.00	<i> </i>
otal Lumpsum Amount	129	57	224	60	13	507	\$104,320.00	\$205.76
Task 9 Dashboard Development	16	8	120	32		176	\$27,760.00	\$157.73
ask 9: Comprehensive Safety Action Plan Dashboard	16	8	120	32	0	176	\$27,760.00	\$157.73
Task 8.3. Final Action Plan	1	1				2	\$560.00	\$280.00
Task 8.2. Draft Action Plan Revisions	4	4				8	\$2,240.00	\$280.00
Task 8.1. Draft Action Plan	8	4				12	\$3,240.00	\$270.00
sk 8: Comprehensive Safety Action Plan Document	13	9	0	0	0	22	\$6,040.00	\$274.55
7.5. Data Management Plan	4	2	16			22	\$3,860.00	\$175.45
7.4. Establish Vision, Goals, and Objectives						0	\$0.00	#DIV/0!
7.3. Implementation Plan	4	2				6	\$1,620.00	\$270.00
7.2. Countermeasure Identification and Prioritization	8	4				12	\$3,240.00	\$270.00
7.1. Project Prioritization Criteria	4	2				6	\$1,620.00	\$270.00
ask 7: Countermeasure Identification and Comprehensive Safety Action Plan	12	6	0	0	0	18	\$10,340.00	\$574.44
6.1. Review of Existing Local Policies and Guidelines	8	8				16	\$4,480.00	\$280.00
ask 6: Policy Review	8	8	0	0	0	16	\$4,480.00	\$280.00
5.3. Collision Profiles	16	8	80	16		120	\$19,920.00	\$166.00
5.2. High Injury Network Identification	8	2	24	12		46	\$7,660.00	\$166.52
5.1. Collision and Contextual Database Development	2	2	36			40	\$6,160.00	\$154.00
ask 5: Develop High Injury Network	26	12	104	28	0	206	\$33,740.00	\$163.79
4.2. Public Workshops 4x, 4ppl, 2 pop-up, 2 ppl	12						\$3,000.00	#DIV/0!
4.1. Public Engagement Strategy	2	2					\$1,120.00	#DIV/0!
ask 4: Public Engagement / Public Workshops	14	2	0	0	0	0	\$4,120.00	#DIV/0!
3.1. Develop Project Brand							\$0.00	#DIV/0!
ask 3: Comprehensive Safety Action Plan Brand and Communication Materia	0	0	0	0	0	0	\$0.00	#DIV/0!
2.0. Task Force Meetings - Prep & List of Task Force Members	8	4				12	\$3,240.00	\$270.00
2.0. Task Force Meetings - Attendance - 4x, 3ppl, 6 hours each	8	4	-	-	-	12	\$3,240.00	\$270.00
Task 2: Charlotte County Comprehensive Safety Action Plan Task Force	16	8	0	0	0	12	\$6,480.00	\$540.00
1.0. Ongoing Project Management/Monthly Progress Reports / Invoices	16				13	29	\$4,000.00	\$137.93
1.0. Monthly check-ins (3pp)	14	4				18	\$4,740.00	\$263.33
1.0. Kickoff Meetings (2 meetings, 4pp)	8	2				10	\$2,620.00	\$262.00
ask 1: General Project Management	38	6	0	0	13	57	\$11,360.00	\$199.30
No. Task Description	\$250.00	\$310.00	\$140.00	\$140.00	\$115.00	by Task	by Task	Task
Task	Manager	Manager	Specialist	Designer	Coordinator	Hours	Cost	Rate pe
	Project	PIC	Data Analytics/GIS	Graphic	Contract	Total	Salary	Average
F&P PROJECT NO.: <u>84203.23</u>						Fax No.	:	
B CONSULTANT PHONE NO.:						FIOJECLINIGI	: Kristof Devastey	

#### Valerin - Labor and Fee Estimate

WPI NO.: <u>N/A</u> FINANCIAL ID NO.: <u>N/A</u> TYPE PROJECT: <u>Comprehensive Safety Action Plan</u> CONTRACT NO.: <u>TBD</u> SUB CONSULTANT NAME: <u>VHB</u> SUB CONSULTANT PHONE NO.: CCMMPO Comprehensive Safety Action PROJECT NAME: <u>Plan</u> Limit - From: Limit - To: County: <u>Charlotte County-Punta Gorda MPO</u>

SUB CONSULTANT PHONE NO.: Valerin PROJECT NO.: 84203.23					: <u>Valerie Ciudad-Real</u> :	Real		
	Marketing	Community	Graphic	Multimedia	Total	Salary	Average	
Task	Manager	Outreach Specialist	Designer	Specialist	Hours	Cost	Rate per	
No. Task Description	\$135.00	\$130.00	\$115.00	\$125.00	by Task	by Task	Task	
Fask 1: General Project Management	6	20	0	0	26	\$3,410.00	\$131.15	
1.0. Kickoff Meetings (2 meetings, 4pp)	4	8			12	\$1,580.00	\$131.67	
1.0. Monthly check-ins (3pp)					0	\$0.00	#DIV/0!	
1.0. Ongoing Project Management/Monthly Progress Reports / Invoices	2	12			14	\$1,830.00	\$130.71	
Task 2: Charlotte County Comprehensive Safety Action Plan Task Force	4	12	0	0	16	\$2,100.00	\$131.25	
2.0. Task Force Meetings - Attendance - 4x, 3ppl, 6 hours each	4	12			16	\$2,100.00	\$131.25	
2.0. Task Force Meetings - Prep & List of Task Force Members					0	\$0.00	#DIV/0!	
Task 3: Comprehensive Safety Action Plan Brand and Communication Materials	0	0	24	0	24	\$2,760.00	\$115.00	
3.1. Develop Project Brand			24		24	\$2,760.00	\$115.00	
Fask 4: Public Engagement / Public Workshops	60	52	18	8	138	\$17,930.00	\$129.93	
4.1. Public Engagement Strategy	60	12	18		90	\$11,730.00	\$130.33	
4.2. Public Workshops 4x, 4ppl, 2 pop-up, 2 ppl		40		8	48	\$6,200.00	\$129.17	
Fask 5: Develop High Injury Network	0	0	0	0	0	\$0.00	#DIV/0!	
5.1. Collision and Contextual Database Development					0	\$0.00	#DIV/0!	
5.2. High Injury Network Identification					0	\$0.00	#DIV/0!	
5.3. Collision Profiles					0	\$0.00	#DIV/0!	
Task 6: Policy Review	0	0	0	0	0	\$0.00	#DIV/0!	
6.1. Review of Existing Local Policies and Guidelines					0	\$0.00	#DIV/0!	
Task 7: Countermeasure Identification and Comprehensive Safety Action Plan Impl	0	0	0	0	0	\$0.00	#DIV/0!	
7.1. Project Prioritization Criteria					0	\$0.00	#DIV/0!	
7.2. Countermeasure Identification and Prioritization					0	\$0.00	#DIV/0!	
7.3. Implementation Plan					0	\$0.00		
7.4. Establish Vision, Goals, and Objectives					0	\$0.00		
7.5. Data Management Plan					0	\$0.00		
Task 8: Comprehensive Safety Action Plan Document	0	0	0	0	0	\$0.00	#DIV/0!	
Task 8.1. Draft Action Plan					0	\$0.00	#DIV/0!	
Task 8.2. Draft Action Plan Revisions					0	\$0.00	#DIV/0!	
Task 8.3. Final Action Plan					0	\$0.00	#DIV/0!	
Task 9: Comprehensive Safety Action Plan Dashboard	0	0	0	0	0	\$0.00	#DIV/0!	
Task 9 Dashboard Development					0	\$0.00	#DIV/0!	
Total Lumpsum Amount	10	32	24	0	204	\$26,200.00	\$128.43	
					TOTAL	\$26,200.00		

CCPMPO Comprehensive Safety Action

					Sched	lule									
	WPI NO.:									JECT NAME:		ounty Comp	rehensive Sa	fety Action I	<u>Plan</u>
	FINANCIAL ID NO.: <u>N/A</u> TYPE PROJECT: <u>Comprehensive Safety Action Plan</u> CONTRACT NO.: <u>TBD</u> CONSULTANT NAME: <u>VHB</u>									Limit - From: Limit - To:					
												ounty-Punta	Gorda MPO		
										Project Mgr:	Katie Shann	ion, AICP, CN	NU-a, LEED G	<u>iA</u>	
	VHB PROJECT NO.:	84203.23													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov
Task 1   General Project Management															
1.0. Kickoff Meetings (2 meetings, 4pp) 1.0. Monthly check-ins (3pp)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
1.0. Ongoing Project Management/Monthly Progress Reports / Invo	nices						•	•							•
	Jices	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Task 2   Charlotte County Comprehensive Safety Action P	lan Task Force								_	_			-	_	_
2.0. Task Force Meetings - Attendance - 4x, 3ppl					*				*				*		*
2.0. Task Force Meetings - Prep & List of Task Force Members			•	•											
Task 3  Comprehensive Safety Action Plan Brand and Con	nmunication Ma	terials													
3.1. Develop Project Brand					•	_									
Task 4   Public Engagement / Public Workshops / Plannin	g Charettes														
4.1. Public Engagement Strategy	-			٠	٠										
4.2. Public Workshops 4x, 4ppl; 2 pop-up events TBD						*			*			*		*	
Task 5   Develop High Injury Network				•											
5.1. Collision and Contextual Database Development 5.2. High Injury Network Identification		•		•			•								
5.3. Collision Profiles				•		•	•		•						
									-						
Task 6  Policy Review															
6.1. Review of Existing Local Policies and Guidelines				٠				•							
				· I											
Task 7   Countermeasure Identification and Compreshens           7.1. Project Prioritization Criteria	sive Safety Action	n Plan Imp	plementati	ion Guidan	nce		•		•	_					
7.2. Countermeasure Identification and Prioritization							•	•	•		•				
7.3. Implementation Plan										•	-		•		
7.4. Establish Vision, Goals, and Objectives					•	•									
7.5. Data Management Plan				•		•									
Task 8   Comprehensive Safety Action Plan Document Task 8.1. Draft Action Plan								•		•					
Task 8.1. Draft Action Plan Task 8.2. Draft Action Plan Revisions								•		•		-			
Task 8.3. Final Action Plan										•		•			•
												-			-
Task 9   Comprehensive Safety Action Plan Dashboard															
Task 9. Dashboard Development				•				•							

#### Legend

Draft Deliverable 😑 Final Deliverable 

Final Deliverable Virtual Stakeholder Meeting/ Community Workshop 粩 In-Person Stakeholder Meeting/ Community Workshop 🍀



## **whb**, Fehrt Peers valerin

Charlotte County-Punta Gorda MPO Safe Streets and Roads for All Comprehensive Safety Action Plan

**CC-PG MPO BOARD MEETING** October 16, 2023

## **Attachment 2**

# Agenda

1. Background

## 2. Scope of Services

Task 1. General Project Management
Task 2. Charlotte County Comprehensive Safety Action Plan Task Force
Task 3. Comprehensive Safety Action Plan Brand and Communication Materials
Task 4. Public Engagement / Public Workshops
Task 5. Develop High Injury Network
Task 6. Policy Review
Task 7. Countermeasure Identification and Comprehensive Safety Action Plan Implementation Guidance
Task 8. Comprehensive Safety Action Plan Document
Task 9. Comprehensive Safety Action Plan Dashboard

## 3. Schedule

## 4. Questions

# Background

JIL



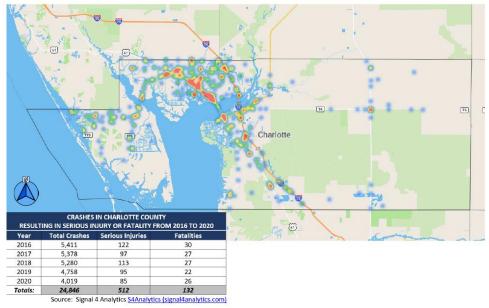
# Charlotte County-Punta Gorda MPO's Call to Action

## Public Commitment to Target Zero Fatalities and Serious Injuries by 2045

- 2016 2020: 512 serious injuries and 132 fatalities
- Fatality rate exceeds the national average
- Received SS4A funds for a VZ Action Plan
- Hired Consultant to Create the Action Plan



CHARLOTTE COUNTY - PUNTA GORDA MPO Safe Streets and Roads for All Comprehensive Safety Action Plan Grant Charlotte County Heat Map of Fatalities & ATTACHMENT C Serious Injuries from 2016 to 2020



Charlotte County Commitment to Target Zero Fatalities & Serious Injuries

# Scope of Services



# Task 1: General Project Management

**PURPOSE:** Ensure timely delivery of quality deliverables

- Agenda, presentation, and meeting minutes for two kick-off meetings
- Ongoing project management, consisting of organization oversight of scope, schedule adherence, and quality control
- Submittal of monthly invoices and progress reports
- One shared folder on agreed upon platform





# Task 2: Charlotte County Safety Action Plan Task Force

**PURPOSE:** Create synergy between MPO, County, municipal and other stakeholders, gaining insight on important outcomes and a consistent understanding of areas of concern

- One draft, one final list of Task Force members
- Agenda, presentation, and meeting minutes for four virtual 60- to 90-minute Task Force Meetings





# Task 3: Brand and Communication Materials

**PURPOSE:** Establish community recognition and buy-in

- Up to four draft Vision Zero logos and development of one final logo
- One MPO Comprehensive Safety Action Plan PowerPoint template
- Up to eight infographics: one will be a Community Workshop Flyer; one will be a Public Survey Postcard
- Up to four written fact sheets to support County communications





# Task 4: Public Engagement / Public Workshops

**PURPOSE:** Understand community concerns and gain feedback to inform plan development and supplement the data-driven approach to identify top areas and trends

### **DELIVERABLES:**

- One draft, one final public engagement strategy
- Four hands-on interactive workshops and two pop-up events with education on the High Injury Network, crash trends, FHWA's proven safety countermeasures, and draft Comprehensive Safety Action Plan
- One draft, one final public survey
- One summary and one presentation of survey results



Orlando Police Officers are recognized ambassadors for safe behaviors on Orlando's roads... Leveraging technology of traffic management systems and law enforcement operations further support efforts in promoting safer use by everyone.

#VisionZeroOrlando





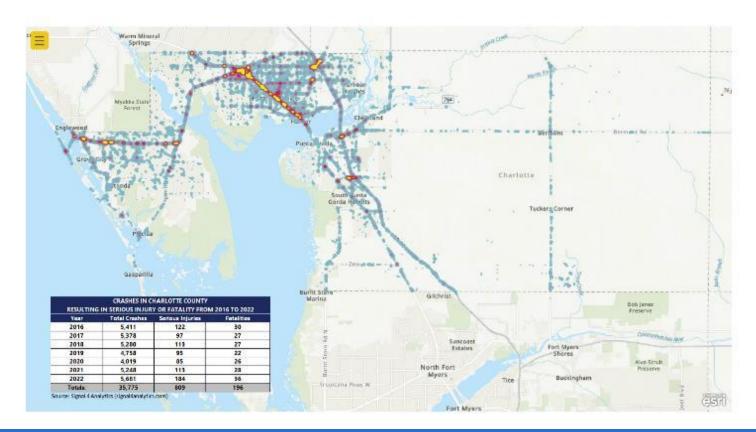
# Task 5: Develop the High-Injury Network

TASK 5.1 - Collision and Contextual Database Development TASK 5.2 - High Injury Network Identification

TASK 5.3 - Collision Profiles

### **DELIVERABLES AND ANALYSIS:**

- Countywide crash patterns, rates, and trends
- High Injury Network (HIN)
- Contextual information (i.e., built environment or social vulnerability data) overlaid with the HIN
- Collision profiles that define key factors associated with fatal and severe injuries





# Task 6: Policy Review

**PURPOSE:** Better operationalize and implement VZ action items

### **DELIVERABLES:**

 One draft, one final technical memorandum in review of transportation and land use policies, plans, guidelines, and standards that could be a barrier to reaching zero serious injuries and fatalities





# Task 7: Countermeasure Identification and Implementation Guidance

**PURPOSE:** Establish a toolbox of countermeasures specific to the safety needs of Charlotte County and implementation needs for the MPO and its partners

### **DELIVERABLES:**

- One Technical Memorandum of Project Prioritization Methodology/Criteria
- One draft, one final spreadsheet-based countermeasure and prioritization method tool, with up to 100 countermeasures and 10 educational strategies
- One draft, one final spreadsheet-based Implementation Plan Outlining Proposed Projects, Programs and Strategies for Implementation
- One draft, one final Implementation Plan
- One Data Management Plan

TASK 7.1 - Project Prioritization Criteria

TASK 7.2 -Countermeasure Identification and Prioritization

TASK 7.3 -Implementation Plan

TASK 7.4 -Establish Vision, Goals, and Objectives

TASK 7.5 – Data Management Plan



# Phased Approach to Implementation

### **Short-Term Actions**

- Signal Retiming
- Education and Awareness
- Speed Limit Reductions
- Safety Improvements
- Lighting Upgrades
- Turn Lane Extensions
- LPIs and Raised Crosswalks

### **Mid-Term Actions**

- Corridor Access Management
- Complete Streets or Lane Repurposing
- Intersection Improvements including Roundabouts
- RRFBs and PHBs
- ITS and TSM&O

### **Long-term Actions**

- LDC & Comprehensive
   Plan Updates
- Transportation Demand
   Management
- Off-road Trails and Multipurpose Paths
- Transit
- Innovative Intersections

Evaluation Equity Education Enforcement Engineering



# Task 8: Comprehensive Safety Action Plan Document

**PURPOSE:** Develop a public-facing document that outlines outcomes of the plan development process and specific needs to meet the MPO's Call to Action

- Draft Charlotte County Comprehensive Safety Action Plan
- Draft Final Charlotte County Comprehensive Safety Action Plan
- Final Report Charlotte County Comprehensive Safety Action Plan





# Task 9: Comprehensive Safety Action Plan Dashboard

**PURPOSE:** Create a platform where people can review data and provide input on crash trends

### **DELIVERABLES:**

- Web-based
  - Comprehensive Safety Action Plan Dashboard

V2 Experience × + https://experience.arcgis.com/experience/5ebd2c1/d4c0427787076fffc122442



#### EL PASO \* ONE VISION FOR SAFE STREETS

Welcome to the El Paso Vision Zero online dashboard. Use this tool to explore and visual and locations within the city using data between 2017 and 2021. The interactive cards be three ways to explore the data. Hover over the card of interest to see more information ar to" button.

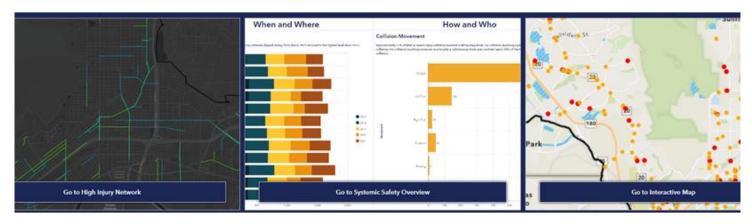
14 50

This dashboard was developed as a component of the Vision Zero program in El Paso. Vit collection of tools, policies, strategies, and infrastructure aimed at eliminating all roadway and injuries.

30% of fatal and severe injury collisions in El Paso occur on state-maintained streets. The in occur on local streets managed by the City of El Paso. The information shown on this pagkey trends seen in collisions occurring on local streets.

For the best performance please use a laptop or desktop computer to view the dashboar

#### To learn more about Vision Zero, please visit the project website.



# Schedule

1



# Critical Path Items



# Questions

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### **Comprehensive Safety Action Plan Schedule**

	WPI NO.: <u>N/A</u> FINANCIAL ID NO.: <u>N/A</u> TYPE PROJECT: <u>Comprehensive Safety Action Plan</u> CONTRACT NO.: <u>TBD</u> CONSULTANT NAME: <u>VHB</u> VHB PROJECT NO.: <u>84203.23</u>								PROJECT NAME: <u>Charlotte County Comprehensive Safety Action Plan</u> Limit - From: Limit - To: County: <u>Charlotte County-Punta Gorda MPO</u> Project Mgr: <u>Katie Shannon, AICP, CNU-a, LEED GA</u>								
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
and the Concerned Durie at Managament	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov		
Cask 1   General Project Management         1.0. Kickoff Meetings (2 meetings, 4pp)	•																
1.0. Monthly check-ins (3pp)	•	•	•	•	•	•	•	•	•	•	•	•	•	•			
1.0. Ongoing Project Management/Monthly Progress Reports	s / Invoices	•	•	•	•	•	•	•	•	•	•	•	•	•	•		
ask 2   Charlotte County Comprehensive Safety Act	tion Plan Task Force																
2.0. Task Force Meetings - Attendance - 4x, 3ppl				-	*				*				*		*		
2.0. Task Force Meetings - Prep & List of Task Force Member	rs		•	•													
ask 3   Comprehensive Safety Action Plan Brand an	d Communication Ma	atorials															
3.1. Develop Project Brand					•												
ask 4   Public Engagement / Public Workshops / Pla	anning Charettes																
4.1. Public Engagement Strategy	0			•	•												
4.2. Public Workshops 4x, 4ppl; 2 pop-up events TBD						*			*			*		*			
ask 5   Develop High Injury Network																	
5.1. Collision and Contextual Database Development		•		٠													
5.2. High Injury Network Identification				•			•										
5.3. Collision Profiles						•			•								
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ask 6  Policy Review 6.1. Review of Existing Local Policies and Guidelines								•									
on the weight of existing local rolicies and ourdennes								•									
ask 7   Countermeasure Identification and Compre	shensive Safety Actio	on Plan Imp	olementati	on Guidan	се												
7.1. Project Prioritization Criteria							٠		•								
7.2. Countermeasure Identification and Prioritization								•			•						
7.3. Implementation Plan										•			•				
7.4. Establish Vision, Goals, and Objectives					•	•											
7.5. Data Management Plan				•		•											
ask 8   Comprehensive Safety Action Plan Docume	nt																
Task 8.1. Draft Action Plan								•		•							
Task 8.2. Draft Action Plan Revisions										•		•					
Task 8.3. Final Action Plan												•			٠		
ask 9  Comprehensive Safety Action Plan Dashboar	rd																
Task 9. Dashboard Development				•				•									

Legend

Draft Deliverable 🔍 Virtual Stakeholder Meeting/ Community Workshop 粩 In-Person Stakeholder Meeting/ Community Workshop 🗱

OCTOBER 16, 2023 MPO BOARD MEETING

AGENDA ITEM # 17 STAFF COMMENTS

#### CHARLOTTE COUNTY – PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION STAFF DIRECTOR REPORT October 16, 2023 MPO Board Meeting

- 07/18/2023 MPO Board Follow Up & Staff Meeting
- 07/25/2023 .GOV Transition Discussion with County IT Staff
- 07/26/2023 FMPP Meeting in Orlando, FL
- 07/27/2023 MPOAC Statewide Meeting in Orlando, FL
- 08/02/2023 Safe Streets and Roads for All Invoice Training
- 08/03/2023 Joint Lee and Collier Technical Advisory Committee Meeting
- 08/07/2023 Charlotte County Chamber Government Affairs Committee Meeting
- 08/08/2023 Southwest Florida FSUTMS Users Group (SWFUG) Meeting
- 08/09/2023 Collier-Lee-Charlotte Traffic Incident Management (TIMs) Team Meeting at Southwest Area Office
- 08/10/2023 Safe Streets and Roads for All Scope Clarification Meeting
- 08/11/2023 EV "Charge at Work" Marketing Meeting
- 08/17/2023 2020 Urban Area Boundary/Functional Classification Discussion with FDOT and County Partners
- 08/18/2023 MPO Staff Discussion with FHWA on Draft FY23 PAR Review
- 08/22/2023 MPO Staff Meeting and CTST Technical Walkthrough Meeting
- 08/22/2023 Charlotte County / Punta Gorda / MPO / FDOT Local Agency Programs Coordination Meeting
- 08/23/2023 Tips on Public Speaking Webinar
- 08/23/2023 Community Traffic Safety Teams (CTST) Meeting
- 08/24/2023 BIG Data Q3 Meeting
- 08/25/2023 Safe Streets and Roads for All Coordination Discussion
- 08/18/2023 Harborview Road Widening Raise Grant Debrief with FDOT
- 09/05/2023 2020 Urban Area Boundary/Functional Classification Review Meeting
- 09/06/2023 Resilient Infrastructure and Transportation Initiatives Webinar
- 09/07/2023 Lee County MPO Technical Advisory Committee Meeting
- 09/11/2023 Statewide MPO Carbon Reduction Strategy Virtual Meeting
- 09/15/2023 Safe Streets and Roads for All Coordination Discussion
- 09/15/2023 Work Program Coordination Meeting with FDOT District One Staff (SWAO Office)
- 09/18/2023 2050 LRTP Discussion
- 09/19/2023 Charlotte Board of County Commissioners Workshop

09/20/2023 – Equity in Roadway Safety Workshop: Strategies for Meaningful Public Involvement in Roadway Safety Planning

- 09/21/2023 Charlotte County Punta Gorda MPO SE Data Review Workshop
- 09/26/2023 Technical and Citizen's Advisory Pre-Walkthrough
- 09/27/2023 Charlotte County Punta Gorda MPO Technical and Citizen's Advisory Committee Meeting Day
- 09/28/2023 FDOT District 1 Charlotte County Punta Gorda MPO / Central Office SUN Trail Coordination Meeting
- 09/28/2023 Safe Streets and Roads for All Internal Stakeholders Kick-Off Meeting
- 10/05/2023 Lee County MPO Technical Advisory Committee Meeting
- 10/05/2023 Charlotte County Punta Gorda Bicycle Pedestrian Advisory Committee Meeting

**10/05/2023** - Cybersecurity and Infrastructure Security Agency (CISA) Approved MPO's requested .GOV Domain Address of CCPGMPO.GOV Email and Website Files will be transitioned over to new address soon

10/11/2023 – Pre-MPO Board Meeting with FDOT / CC-PG MPO / Charlotte County