



AGENDA

**Collier County Local Coordinating Board
for the Transportation Disadvantaged**
Collier County Government Center
County Administration Building F
Information Technology Training Room
5th Floor – 3299 Tamiami Trail E.
Naples, FL 34112

REGULAR MEETING

**Wednesday – March 13, 2019
Immediately After Public Workshop held at 2:30 p.m.**

1. **CALL TO ORDER**
2. **OPEN TO THE PUBLIC FOR
COMMENTS ON ITEMS NOT ON
THE AGENDA**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MEETING MINUTES**
 - A. December 5, 2018 Regular Meeting Minutes
5. **BOARD ACTION**
 - A. Election of a Vice-Chair
 - B. Approval of Proposed Rate Model
 - C. Review and Approval of Updated LCB Bylaws
6. **REPORTS & PRESENTATIONS (No
Presentation)**
 - A. CTC Quarterly Report
7. **OTHER BUSINESS**
8. **DISTRIBUTION ITEMS**
9. **BOARD MEMBER COMMENTS**
10. **NEXT MEETING DATE**

May 1, 2019 at 2:30 p.m.
11. **ADJOURNMENT**

This meeting of the Collier County Local Coordinating Board (LCB) for the Transportation Disadvantaged is open to the public and citizen input is encouraged. Any person wishing to speak on any scheduled item may do so upon recognition by the Chairperson. Staff requests that all cell phones and other such devices be turned off during meeting.

Any person desiring to have an item placed on the agenda shall make a request in writing, with a description and summary of the item, to the MPO Executive Director or the LCB Chair by calling (239) 252-5814 14 days prior to the date of the next scheduled meeting of the LCB. In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting should contact MPO Executive Director Anne McLaughlin 72 hours prior to the meeting by calling (239) 252-5814.

Any person who decides to appeal a decision of this board will need a record of the proceedings pertaining thereto, and therefore may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

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 they have been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Collier MPO by calling Ms. McLaughlin at (239) 252-5884 or by writing to her at 2885 South Horseshoe Dr., Naples, FL 34104.

**LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED
OF THE
COLLIER METROPOLITAN PLANNING ORGANIZATION
3299 TAMiami TRAIL EAST, BLDG. F, 5TH FLOOR
December 5, 2018 Meeting Minutes
2:30P.M.**

1. Call to Order

A. Roll Call

Commissioner Fiala called the meeting to order at 2:33 p.m.

Ms. Intriago called roll and confirmed that a quorum was present.

LCB MEMBERS PRESENT

Commissioner Donna Fiala, Board of County Commissioners (BCC), Chairwoman
Susan Corris, Southwest Florida Regional Workforce Development Board
Steven Felter, FDOT
Cheryl Burnham, Florida Association for Community Action
Emely Kafle, Children at Risk
Oscar Gomez, Veteran Services
Maribel Perez, Agency for Health Care Administration

LCB MEMBERS ABSENT

Felix Soto, Florida Department of Children and Families
Rebecca MacKenzie, Area Agency on Aging
Harold Kurzman, Elderly, Vice-Chairman
David Ogilvie, Public Education
Robert Richards, Department of Education
Irene Johnson, Veteran Services
Dylan Vogel, Citizens Advocate/User
Sherry Brenner, Disabled

MPO STAFF

Anne McLaughlin, Executive Director
Karen Intriago, Administrative Assistant

OTHERS PRESENT

Omar DeLeon, PTNE
Braian Morales, MV
Birgitta Grasser
Josh Thomas, PTNE
Joseph Martinez, Agency for Health Care Administration

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

Commissioner Fiala Thanked Birgitta Grasser for attending every LCB meeting and letting staff know about issues that needed to be addressed.

Birgitta Grasser noted that she is very pleased with the quality and attitude of the paratransit drivers, stated that it has improved tremendously.

3. Approval of Agenda

Ms. Kafle moved to approve the Agenda. Second by Ms. Corris. Motion carried unanimously.

4. Approval of Meeting Minutes

A. October 24, 2018 Regular Meeting

Ms. Corris moved to approve the October 24, 2018 Meeting Minutes. Second by Ms. Burnham. Motion carried unanimously.

5. Board Action

A. Review and Endorsement of submittal of FTA 5310, 5311 and 5339 Grant

Applications

Mr. Thomas noted that the objective was to receive endorsement for the Federal Transit Administration Section 5310, 5311 and 5339 applications for submission to the Florida Department of Transportation (FDOT). 5310 is requesting funds to purchase six replacement paratransit vehicles included with six radios and tablets for those vehicles. The federal share for 5310 is \$398,726, with a 10% FDOT state share and a 10% PTNE local share. 5311 is requesting funds for the operation of transportation services to residents in rural communities of Collier County. There has been an adjustment on the funding amount requested for 5311 to \$706,375. 5339 is requesting the same project as last year, to design a Superstop in the Immokalee area that would consist of sawtooth bays for buses to pull into off the street. These funds would be used to supplement capital grant funds awarded through the Federal TIGER Grant Program for the same facility. These applications will be presented at the December 11th Board of County Commissioners meeting for endorsement followed by a submittal to FDOT.

Commissioner Fiala asked if the vehicles being requested are being added on to the stock or if they are replacements.

Mr. De Leon noted that the vehicles get replaced when they have met their useful life. The old vehicles after being replaced are taken to auction. The funds received from these auctions are typically put towards the grant application.

Ms. Kafle moved to approve the submittal of FTA 5310,5311 and 5339 Grant Applications. Second by Ms. Corris. Motion carried, 6 yes 1 no.

6. Reports and Presentations

A. CTC Quarterly Report

Mr. Morales noted that there has been growth for the month of July. Time performance has improved by 11.9%. Comparing the report to last year there was a dip in passengers per hour from 1.65 to 1.38. PTNE staff are looking for ways to increase the passenger per hour. The passenger per hour affects the number of vehicles out on the roads, the more vehicles the more resources are being consumed. PTNE staff would like to maintain the number of passengers as high as possible, but without degrading the on-time performance. Mr. Morales also noted that for the month of August there were 1185 more paratransit trips compared to last year. Over the years there has been a 5% growth in paratransit. The month of August also had an increase of 5.8 % on-time performance. Mr. Morales stated that the month of September could not be compared to last year due to Hurricane Irma.

7. Other Business

None.

8. Distribution Items

None.

9. Board Member Comments

Mr. Martinez expressed his appreciation for being on the LCB since 1999 and hoped that his participation on the Board made a positive effect. Mr. Martinez will be retiring on December 31st.

Commissioner Fiala thanked Mr. Martinez for the many years of service he provided to the LCB.

Commissioner Fiala wished the Board members a Happy Holiday and a Happy New Year.

10. Next Meeting Date

March 6, 2019 at 2:30 p.m.

11. Adjournment

With no further comments Commissioner Fiala adjourned the meeting at approximately 2:55 p.m.

BOARD ACTION
ITEM 5A

Election of a Vice-Chairperson

OBJECTIVE: For the Board to nominate and elect a vice-chairperson.

CONSIDERATIONS: Each year, the LCB must appoint a Vice-Chairperson. Harold Kurzman is the current Vice-Chairperson. Any regular (voting) member may nominate or be nominated as an officer.

- Commissioner Donna Fiala, *Chair*
- David Ogilvie, Public Education
- Dylan Vogel, Citizen Advocate / User
- Emily Kafle, Children at Risk
- Felix Soto, Florida Department of Children and Families
- Irene Johnson, Veterans Services
- Harold Kurzman, Elderly, *Current Vice Chair*
- Maribel Perez, Agency for Health Care Administration
- Robert Richards, Florida Department of Education Division of Vocational Rehabilitation
- Cheryl Burnham, Community Action
- Susan Corris, Southwest Florida Works
- Rebecca MacKenzie, Area Agency on Aging SWFL
- Sherry Brenner, Disabled Representative
- Birgitta Grasser, Citizens Advocate/ Non-User

STAFF RECOMMENDATION: A motion by a Board Member nominating a vice-chairperson and election by the committee.

Prepared By: Brandy Otero, Collier MPO Senior Planner

ATTACHMENTS:

None

BOARD ACTION
ITEM 5B

Approval of Proposed Rate Model

OBJECTIVE: To obtain the LCB's approval for the Fiscal Year 2018-19 Rate Model which derives annual unsubsidized rates per passenger trip for inclusion in the 2018 Transportation Disadvantaged Service Plan (TDSP) update and the FY 18-19 Trip and Equipment Grant.

CONSIDERATIONS: The Florida Commission for the Transportation Disadvantaged (CTD), through a Memorandum of Agreement with Collier County, requires the Community Transportation Coordinator (CTC) to update and submit a Transportation Disadvantaged Service Plan (TDSP). The TDSP identifies the types of paratransit service that will be provided for the community and the rates that will be assessed for that service. The rate calculations consider budgeted revenues, operating expenses and associated level of service that will be provided. All this information is factored into a Rate Model to produce equitable rates required for payment by Transportation Disadvantaged (TD) and Americans with Disabilities Act (ADA) passengers using the service. The rates are reviewed and updated annually and included in the TDSP and the Trip and Equipment grant application. The Trip and Equipment grant provides revenue to support operations of the paratransit system.

The CTD typically reviews the rate model for accuracy prior to review by the LCB. In order to meet the deadline for the LCB agenda, the CTD review is running concurrently to the LCB review. Revisions may be required by the CTD. In the event that any revisions are made, PTNE staff will report on the revised rates at the next LCB meeting.

STAFF RECOMMENDATION: To approve the rate model as presented which will be included in the next TDSP and the Trip and Equipment Grant. Also, to approve the unsubsidized rate per passenger trip type to be applied to all purchased transportation.

Prepared By: Brandy Otero, Collier MPO Senior Planner

ATTACHMENTS:

1. Rate Model Worksheet

Preliminary Information Worksheet

Version 1.4

CTC Name: Collier County Board of Commissioners
County (Service Area): Collier County
Contact Person: Michelle Arnold
Phone # 239-252-5841

Check Applicable Characteristic:

ORGANIZATIONAL TYPE:

- Governmental
- Private Non-Profit
- Private For Profit

NETWORK TYPE:

- Fully Brokered
- Partially Brokered
- Sole Source

Once completed, proceed to the Worksheet entitled "Comprehensive Budget"

Comprehensive Budget Worksheet

Version 1.4

CTC: Collier County Board of Commissioners
County: Collier County

1. Complete applicable **GREEN** cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from Oct 1st of 2017 to Sept 30th of 2018	Current Year's APPROVED Budget, as amended from Oct 1st of 2018 to Sept 30th of 2019	Upcoming Year's PROPOSED Budget from Oct 1st of 2019 to Sept 30th of 2020	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

REVENUES (CTC/Operators ONLY / Do NOT include coordination contractors!)

Local Non-Govt

Farebox	\$ 225,375	\$ 225,100	\$ 228,900	-0.1%	1.7%	
Medicaid Co-Pay Received						
Donations/ Contributions						
In-Kind, Contributed Services						
Other	\$ 22,602	\$ 25,000	\$ 5,000	10.6%	-80.0%	
Bus Pass Program Revenue						

Local Government

District School Board						
Compl. ADA Services						
County Cash	\$ 2,812,008	\$ 3,349,500	\$ 4,248,100	19.1%	26.8%	
County In-Kind, Contributed Services						
City Cash						
City In-kind, Contributed Services						
Other Cash						
Other In-Kind, Contributed Services						
Bus Pass Program Revenue						

CTD

Non-Spons. Trip Program	\$ 729,262	\$ 709,400	\$ 709,400	-2.7%	0.0%	
Non-Spons. Capital Equipment						
Rural Capital Equipment						
Other TD (specify in explanation)						
Bus Pass Program Revenue						

USDOT & FDOT

49 USC 5307	\$ 246,978	\$ 518,100	\$ 518,100	109.8%	0.0%	5310 funding fluctuates due to timing of delivery. FY18 is based on the amended budget and current vehicle orders. FY19 is based on the current 18/19 application submittal
49 USC 5310	\$ 347,148	\$ 618,600	\$ 448,600	78.2%	-27.5%	
49 USC 5311 (Operating)						
49 USC 5311 (Capital)						
Block Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)						
Bus Pass Program Revenue						

AHCA

Medicaid						
Other AHCA (specify in explanation)						
Bus Pass Program Revenue						

DCF

Alcohol, Drug & Mental Health						
Family Safety & Preservation						
Comm. Care Dis./Aging & Adult Serv.						
Other DCF (specify in explanation)						
Bus Pass Program Revenue						

DOH

Children Medical Services						
County Public Health						
Other DOH (specify in explanation)						
Bus Pass Program Revenue						

DOE (state)

Carl Perkins						
Div of Blind Services						
Vocational Rehabilitation	\$ 5,013	\$ 4,300	\$ 4,300.00	-14.2%	0.0%	
Day Care Programs						
Other DOE (specify in explanation)						
Bus Pass Program Revenue						

AWI

WAGES/Workforce Board						
Other AWI (specify in explanation)						
Bus Pass Program Revenue						

DOEA

Older Americans Act	\$ 3,177	\$ -		-100.0%		Sr Services trips are based on available funding. In recent years it is not a consistent funding source as such it is not a budgeted revenue. No trips have been provided for FY19Q1.
Community Care for Elderly						
Other DOEA (specify in explanation)						
Bus Pass Program Revenue						

DCA

Community Services						
Other DCA (specify in explanation)						
Bus Pass Admin. Revenue						

Comprehensive Budget Worksheet

Version 1.4

CTC: Collier County Board of Commissioners
County: Collier County

1. Complete applicable **GREEN** cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from Oct 1st of 2017 to Sept 30th of 2018	Current Year's APPROVED Budget, as amended from Oct 1st of 2018 to Sept 30th of 2019	Upcoming Year's PROPOSED Budget from Oct 1st of 2019 to Sept 30th of 2020	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are $\geq \pm 10\%$ and Also $> \pm \$50,000$
1	2	3	4	5	6	7

APD

Office of Disability Determination						
Developmental Services						
Other APD (specify in explanation)						
Bus Pass Program Revenue						

D.J.J

(specify in explanation)						
Bus Pass Program Revenue						

Other Fed or State

xxx						
xxx						
xxx						
Bus Pass Program Revenue						

Other Revenues

Interest Earnings	\$ 5,525			-100.0%		Interest Earnings are not budgeted due to the small amount. Actual revenues become part of carryforward or local revenue in subsequent year.
xxxx						
xxxx						
Bus Pass Program Revenue						

Balancing Revenue to Prevent Deficit

Actual or Planned Use of Cash Reserve	\$ 164,586	\$ -	\$ -			
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Balancing Revenue is Short By =		None	None			
Total Revenues =	\$4,561,674	\$5,450,000	\$6,162,400	19.5%	13.1%	

EXPENDITURES (CTC/Operators ONLY / Do NOT include Coordination Contractors!)

Operating Expenditures

Labor	\$ 56,355	\$ 57,000	\$ 58,600	1.1%	2.8%	Material and Supplies fluctuations are due to fleet needs. Fleet expenditures are sized annually under County Budget Instructions. Utilities increased in FY18 due to FPL rate increases. Cost savings have been realized for cas/lab. Contracted Transportation Services has increased due to rebidding of the contract effective 4.1.19. Miscellaneous expenditures increased for an increased budget in marketing. A 2.9% CPI as published on Dec 2018 (Miami-Fort Lauderdale) was used for small expenditures outside Contracted Transportation Services and Fleet Service/Materials and Supplies.
Fringe Benefits	\$ 22,895	\$ 23,500	\$ 24,100	2.6%	2.6%	
Services	\$ 286,079	\$ 311,200	\$ 355,000	8.8%	14.1%	
Materials and Supplies	\$ 593,667	\$ 567,700	\$ 729,300	-4.4%	28.5%	
Utilities	\$ 32,302	\$ 38,400	\$ 39,500	18.9%	2.9%	
Casualty and Liability	\$ 8,600	\$ 10,400	\$ 10,700	20.9%	2.9%	
Taxes						
Purchased Transportation:						
Purchased Bus Pass Expenses						
School Bus Utilization Expenses						
Contracted Transportation Services	\$ 3,178,613	\$ 3,752,600	\$ 4,473,900	18.1%	19.2%	
Other						
Miscellaneous	\$ 36,015	\$ 22,100	\$ 22,700	-38.6%	2.7%	
Operating Debt Service - Principal & Interest						
Leases and Rentals						
Contrib. to Capital Equip. Replacement Fund						
In-Kind, Contributed Services	\$ -	\$ -	\$ -			
Allocated Indirect	\$ -	\$ -	\$ -			
Capital Expenditures						
Equip. Purchases with Grant Funds	\$ 310,956	\$ 592,600	\$ 398,700	90.6%	-32.7%	
Equip. Purchases with Local Revenue	\$ 36,192	\$ 74,500	\$ 49,900	105.8%	-33.0%	
Equip. Purchases with Rate Generated Rev.						
Capital Debt Service - Principal & Interest						
Total Expenditures =	\$4,561,674	\$5,450,000	\$6,162,400	19.5%	13.1%	

Once completed, proceed to the Worksheet entitled "Budgeted Rate Base"

Budgeted Rate Base Worksheet

Version 1.4

CTC: Collier County Board of Commissioners

County: Collier County

1. Complete applicable **GREEN** cells in column 3; **YELLOW** and **BLUE** cells are automatically completed in column 3
2. Complete applicable **GOLD** cells in column and 5

		Upcoming Year's BUDGETED Revenues				
		from	What amount of the Budgeted Revenue in col. 2 will be generated at the rate per unit determined by this spreadsheet, OR used as local match for these type revenues?		Budgeted Rate Subsidy Revenue EXCLUDED from the Rate Base	What amount of the Subsidy Revenue in col. 4 will come from funds to purchase equipment, OR will be used as match for the purchase of equipment?
		Oct 1st of 2019 to Sept 30th of 2020	3	4	5	6
		1	2			
APD						
Office of Disability Determination	\$	-	\$	-	\$	-
Developmental Services	\$	-	\$	-	\$	-
Other APD	\$	-	\$	-	\$	-
Bus Pass Program Revenue	\$	-	\$	-	\$	-
DJJ						
DJJ	\$	-	\$	-	\$	-
Bus Pass Program Revenue	\$	-	\$	-	\$	-
Other Fed or State						
xxx	\$	-	\$	-	\$	-
xxx	\$	-	\$	-	\$	-
xxx	\$	-	\$	-	\$	-
Bus Pass Program Revenue	\$	-	\$	-	\$	-
Other Revenues						
Interest Earnings	\$	-	\$	-	\$	-
xxxx	\$	-	\$	-	\$	-
xxxx	\$	-	\$	-	\$	-
Bus Pass Program Revenue	\$	-	\$	-	\$	-
Balancing Revenue to Prevent Deficit						
Actual or Planned Use of Cash Reserve	\$	-	\$	-	\$	-
Total Revenues =	\$	6,162,400	\$	4,730,900	\$	1,431,500
			\$	448,600		

EXPENDITURES (CTC/Operators ONLY)		\$	982,900
Operating Expenditures		Amount of Budgeted Operating Rate Subsidy Revenue	
Labor	\$	58,600	
Fringe Benefits	\$	24,100	
Services	\$	355,000	
Materials and Supplies	\$	729,300	
Utilities	\$	39,500	
Casualty and Liability	\$	10,700	
Taxes	\$	-	
Purchased Transportation:			
Purchased Bus Pass Expenses	\$	-	
School Bus Utilization Expenses	\$	-	
Contracted Transportation Services	\$	4,473,900	
Other	\$	-	
Miscellaneous	\$	22,700	
Operating Debt Service - Principal & Interest	\$	-	
Leases and Rentals	\$	-	
Contrib. to Capital Equip. Replacement Fund	\$	-	
In-Kind, Contributed Services	\$	-	
Allocated Indirect	\$	-	
Capital Expenditures			
Equip. Purchases with Grant Funds	\$	398,700	
Equip. Purchases with Local Revenue	\$	49,900	
Equip. Purchases with Rate Generated Rev.	\$	-	
Capital Debt Service - Principal & Interest	\$	-	
	\$	-	
Total Expenditures =	\$	6,162,400	
<i>minus EXCLUDED Subsidy Revenue =</i>	\$	<i>1,431,500</i>	
Budgeted Total Expenditures INCLUDED in			
Rate Base =	\$	4,730,900	
Rate Base Adjustment ¹ =			
Adjusted Expenditures Included in Rate			
Base =	\$	4,730,900	

¹ Rate Base Adjustment Cell

If necessary and justified, this cell is where you could optionally adjust proposed service rates up or down to adjust for program revenue (or unapproved profit), or losses from the Actual period shown at the bottom of the Comprehensive Budget Sheet. This is not the only acceptable location or method of reconciling for excess gains or losses. If allowed by the respective funding sources, excess gains may also be adjusted by providing system subsidy revenue or by the purchase of additional trips in a period following the Actual period. If such an adjustment has been made, provide notation in the respective explanation area of the Comprehensive Budget tab.

¹The Difference between Expenses and Revenues for Fiscal Year: 2017 - 2018

Once Completed, Proceed to the Worksheet entitled "Program-wide Rates"

Worksheet for Program-wide Rates

CTC: Collier County Board Version 1.4
 County: Collier County

1. Complete Total Projected Passenger Miles and ONE-WAY Passenger Trips (GREEN cells) below

- Do **NOT** include trips or miles related to Coordination Contractors!
- Do **NOT** include School Board trips or miles UNLESS.....
- INCLUDE** all ONE-WAY passenger trips and passenger miles related to services you purchased from your transportation operators!
- Do **NOT** include trips or miles for services provided to the general public/private pay UNLESS..
- Do **NOT** include escort activity as passenger trips or passenger miles unless charged the full rate for service!
- Do **NOT** include fixed route bus program trips or passenger miles!

PROGRAM-WIDE RATES	
Total <u>Projected</u> Passenger Miles =	1,304,974
Rate Per Passenger Mile = \$	3.63
Total <u>Projected</u> Passenger Trips =	103,450
Rate Per Passenger Trip = \$	45.73

Fiscal Year

2019 - 2020

Avg. Passenger Trip Length =	12.6 Miles
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Rates If No Revenue Funds Were Identified As Subsidy Funds	
Rate Per Passenger Mile = \$	4.72
Rate Per Passenger Trip = \$	59.57

Once Completed, Proceed to the Worksheet entitled "Multiple Service Rates"

Vehicle Miles

The miles that a vehicle is scheduled to or actually travels from the time it pulls out from its garage to go into revenue service to the time it pulls in from revenue service.

Vehicle Revenue Miles (VRM)

The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles exclude:

- Deadhead
- Operator training, and
- Vehicle maintenance testing, as well as
- School bus and charter services.

Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger.

Worksheet for Multiple Service Rates

CTC: Collier County B Version 1.4
 County: Collier County

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

SECTION I: Services Provided

1. Will the CTC be providing any of these Services to transportation disadvantaged passengers in the upcoming budget year?.....

Ambulatory	Wheelchair	Stretcher	Group
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Go to Section II for Ambulatory Service	Go to Section II for Wheelchair Service	STOP! Do NOT Complete Sections II - V for Stretcher Service	Go to Section II for Group Service

SECTION II: Contracted Services

1. Will the CTC be contracting out any of these Services TOTALLY in the upcoming budget year?....

Ambulatory	Wheelchair	Stretcher	Group
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Answer # 2 for Ambulatory Service	Answer # 2 for Wheelchair Service	Do Not Complete Section II for Stretcher Service	Answer # 2 for Group Service

2. If you answered YES to #1 above, do you want to arrive at the billing rate by simply dividing the proposed contract amount by the projected Passenger Miles / passenger trips?.....

Ambulatory	Wheelchair	Stretcher	Group
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
		Do NOT Complete Section II for Stretcher Service	

3. If you answered YES to #1 & #2 above, how much is the proposed contract amount for the service?
 How many of the total projected Passenger Miles relate to the contracted service?
 How many of the total projected passenger trips relate to the contracted service?

Ambulatory	Wheelchair	Stretcher	Group
Leave Blank	Leave Blank	Leave Blank	Leave Blank

Effective Rate for Contracted Services:
 per Passenger Mile =
 per Passenger Trip =

Ambulatory	Wheelchair	Stretcher	Group
Go to Section III for Ambulatory Service	Go to Section III for Wheelchair Service	Do NOT Complete Section II for Stretcher Service	Go to Section III for Group Service

4. If you answered # 3 & want a Combined Rate per Trip PLUS a per Mile add-on for 1 or more services, INPUT the Desired per Trip Rate (but must be less than per trip rate in #3 above =
 Rate per Passenger Mile for Balance =

Combination Trip and Mile Rate			
Leave Blank and Go to Section III for Ambulatory Service	Leave Blank and Go to Section III for Wheelchair Service	Do NOT Complete Section II for Stretcher Service	Leave Blank and Go to Section III for Group Service

Worksheet for Multiple Service Rates

CTC: Collier County B Version 1.4
 County: Collier County

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

SECTION III: Escort Service

1. Do you want to charge all escorts a fee?..... Yes No
 Answer # 2, 3 & 4
2. If you answered Yes to #1, do you want to charge the fee per passenger trip OR Pass. Trip Pass. Mile
 per passenger mile?.....
3. If you answered Yes to # 1 and completed # 2, for how many of the projected Passenger Trips / Passenger Miles will a passenger be accompanied by an escort? Passenger Trips
4. How much will you charge each escort?..... per Passenger Trip

SECTION IV: Group Service Loading

1. If the message "You Must Complete This Section" appears to the right, what is the projected total number of Group Service Passenger Miles? (otherwise leave blank).....
 Loading Rate 2.67 to 1.00
- And what is the projected total number of Group Vehicle Revenue Miles?

SECTION V: Rate Calculations for Multiple Services:

1. Input Projected Passenger Miles and Passenger Trips for each Service in the GREEN cells and the Rates for each Service will be calculated automatically
 - * Miles and Trips you input must sum to the total for all Services entered on the "Program-wide Rates" Worksheet, MINUS miles and trips for contracted services IF the rates were calculated in the Section II above
 - * Be sure to leave the service BLANK if you answered NO in Section I or YES to question #2 in Section II

		RATES FOR FY: 2019 - 2020			
		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	1,304,974	= 1,041,340	+ 218,152	+ Leave Blank	+ 45,482
Rate per Passenger Mile =		\$3.28	\$5.63	\$0.00	\$1.79 \$4.78 per passenger per group

		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	103,450	= 83,244	+ 18,858	+ Leave Blank	+ 1,348
Rate per Passenger Trip =		\$40.66	\$69.70	\$0.00	\$22.12 \$59.17 per passenger per group

2. If you answered # 1 above and want a COMBINED Rate per Trip PLUS a per Mile add-on for 1 or more services,....

		Combination Trip and Mile Rate			
		Ambul	Wheel Chair	Stretcher	Group
...INPUT the Desired Rate per Trip (but must be less than per trip rate above) =				Leave Blank	
Rate per Passenger Mile for Balance =		\$3.28	\$5.63	\$0.00	\$1.79 \$4.78 per passenger per group

		Rates if No Revenue Funds Were Identified As Subsidy Funds			
		Ambul	Wheel Chair	Stretcher	Group
Rate per Passenger Mile =		\$4.28	\$7.34	\$0.00	\$2.33 \$6.23 per passenger per group
Rate per Passenger Trip =		\$52.98	\$90.83	\$0.00	\$28.83 \$77.11 per passenger per group

Program These Rates into Your Medicaid Encounter Data

Preliminary Information Worksheet

Version 1.4

CTC Name: Collier County Board of Commissioners
County (Service Area): Collier County
Contact Person: Michelle Arnold
Phone # 239-252-5841

Check Applicable Characteristic:

ORGANIZATIONAL TYPE:

- Governmental
- Private Non-Profit
- Private For Profit

NETWORK TYPE:

- Fully Brokered
- Partially Brokered
- Sole Source

Once completed, proceed to the Worksheet entitled "Comprehensive Budget"

Comprehensive Budget Worksheet

Version 1.4

CTC: Collier County Board of Commissioners
County: Collier County

1. Complete applicable **GREEN** cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from Oct 1st of 2017 to Sept 30th of 2018	Current Year's APPROVED Budget, as amended from Oct 1st of 2018 to Sept 30th of 2019	Upcoming Year's PROPOSED Budget from Oct 1st of 2019 to Sept 30th of 2020	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

REVENUES (CTC/Operators ONLY / Do NOT include coordination contractors!)

Local Non-Govt

Farebox	\$ 225,375	\$ 225,100	\$ 228,900	-0.1%	1.7%	
Medicaid Co-Pay Received						
Donations/ Contributions						
In-Kind, Contributed Services						
Other	\$ 22,602	\$ 25,000	\$ 5,000	10.6%	-80.0%	
Bus Pass Program Revenue						

Local Government

District School Board						
Compl. ADA Services						
County Cash	\$ 2,812,008	\$ 3,349,500	\$ 4,248,100	19.1%	26.8%	
County In-Kind, Contributed Services						
City Cash						
City In-kind, Contributed Services						
Other Cash						
Other In-Kind, Contributed Services						
Bus Pass Program Revenue						

CTD

Non-Spons. Trip Program	\$ 729,262	\$ 709,400	\$ 709,400	-2.7%	0.0%	
Non-Spons. Capital Equipment						
Rural Capital Equipment						
Other TD (specify in explanation)						
Bus Pass Program Revenue						

USDOT & FDOT

49 USC 5307	\$ 246,978	\$ 518,100	\$ 518,100	109.8%	0.0%	5310 funding fluctuates due to timing of delivery. FY18 is based on the amended budget and current vehicle orders. FY19 is based on the current 18/19 application submittal
49 USC 5310	\$ 347,148	\$ 618,600	\$ 448,600	78.2%	-27.5%	
49 USC 5311 (Operating)						
49 USC 5311 (Capital)						
Block Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)						
Bus Pass Program Revenue						

AHCA

Medicaid						
Other AHCA (specify in explanation)						
Bus Pass Program Revenue						

DCF

Alcohol, Drug & Mental Health						
Family Safety & Preservation						
Comm. Care Dis./Aging & Adult Serv.						
Other DCF (specify in explanation)						
Bus Pass Program Revenue						

DOH

Children Medical Services						
County Public Health						
Other DOH (specify in explanation)						
Bus Pass Program Revenue						

DOE (state)

Carl Perkins						
Div of Blind Services						
Vocational Rehabilitation	\$ 5,013	\$ 4,300	\$ 4,300.00	-14.2%	0.0%	
Day Care Programs						
Other DOE (specify in explanation)						
Bus Pass Program Revenue						

AWI

WAGES/Workforce Board						
Other AWI (specify in explanation)						
Bus Pass Program Revenue						

DOEA

Older Americans Act	\$ 3,177	\$ -		-100.0%		Sr Services trips are based on available funding. In recent years it is not a consistent funding source as such it is not a budgeted revenue. No trips have been provided for FY19Q1.
Community Care for Elderly						
Other DOEA (specify in explanation)						
Bus Pass Program Revenue						

DCA

Community Services						
Other DCA (specify in explanation)						
Bus Pass Admin. Revenue						

Comprehensive Budget Worksheet

Version 1.4

CTC: Collier County Board of Commissioners
County: Collier County

1. Complete applicable **GREEN** cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from Oct 1st of 2017 to Sept 30th of 2018	Current Year's APPROVED Budget, as amended from Oct 1st of 2018 to Sept 30th of 2019	Upcoming Year's PROPOSED Budget from Oct 1st of 2019 to Sept 30th of 2020	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

APD

Office of Disability Determination						
Developmental Services						
Other APD (specify in explanation)						
Bus Pass Program Revenue						

DJJ

(specify in explanation)						
Bus Pass Program Revenue						

Other Fed or State

xxx						
xxx						
xxx						
Bus Pass Program Revenue						

Other Revenues

Interest Earnings	\$ 5,525			-100.0%		Interest Earnings are not budgeted due to the small amount. Actual revenues become part of carryforward or local revenue in subsequent year.
xxxx						
xxxx						
Bus Pass Program Revenue						

Balancing Revenue to Prevent Deficit

Actual or Planned Use of Cash Reserve	\$ 164,586	\$ -	\$ -			
---------------------------------------	------------	------	------	--	--	--

Balancing Revenue is Short By =		None	None			
Total Revenues =	\$4,561,674	\$5,450,000	\$6,162,400	19.5%	13.1%	

EXPENDITURES (CTC/Operators ONLY / Do NOT include Coordination Contractors!)

Operating Expenditures

Labor	\$ 56,355	\$ 57,000	\$ 58,600	1.1%	2.8%	Material and Supplies fluctuations are due to fleet needs. Fleet expenditures are sized annually under County Budget Instructions. Utilities increased in FY18 due to FPL rate increases. Cost savings have been realized for cas/lab. Contracted Transportation Services has increased due to rebidding of the contract effective 4.1.19. Miscellaneous expenditures increased for an increased budget in marketing. A 2.9% CPI as published on Dec 2018 (Miami-Fort Lauderdale) was used for small expenditures outside Contracted Transportation Services and Fleet Service/Materials and Supplies.
Fringe Benefits	\$ 22,895	\$ 23,500	\$ 24,100	2.6%	2.6%	
Services	\$ 286,079	\$ 311,200	\$ 355,000	8.8%	14.1%	
Materials and Supplies	\$ 593,667	\$ 567,700	\$ 729,300	-4.4%	28.5%	
Utilities	\$ 32,302	\$ 38,400	\$ 39,500	18.9%	2.9%	
Casualty and Liability	\$ 8,600	\$ 10,400	\$ 10,700	20.9%	2.9%	
Taxes						
Purchased Transportation:						
Purchased Bus Pass Expenses						
School Bus Utilization Expenses						
Contracted Transportation Services	\$ 3,178,613	\$ 3,752,600	\$ 4,473,900	18.1%	19.2%	
Other						
Miscellaneous	\$ 36,015	\$ 22,100	\$ 22,700	-38.6%	2.7%	
Operating Debt Service - Principal & Interest						
Leases and Rentals						
Contrib. to Capital Equip. Replacement Fund						
In-Kind, Contributed Services	\$ -	\$ -	\$ -			
Allocated Indirect	\$ -	\$ -	\$ -			
Capital Expenditures						
Equip. Purchases with Grant Funds	\$ 310,956	\$ 592,600	\$ 398,700	90.6%	-32.7%	
Equip. Purchases with Local Revenue	\$ 36,192	\$ 74,500	\$ 49,900	105.8%	-33.0%	
Equip. Purchases with Rate Generated Rev.						
Capital Debt Service - Principal & Interest						
Total Expenditures =	\$4,561,674	\$5,450,000	\$6,162,400	19.5%	13.1%	

Once completed, proceed to the Worksheet entitled "Budgeted Rate Base"

Worksheet for Program-wide Rates

CTC: Collier County Board Version 1.4
 County: Collier County

1. Complete Total Projected Passenger Miles and ONE-WAY Passenger Trips (**GREEN** cells) below

- Do **NOT** include trips or miles related to Coordination Contractors!
- Do **NOT** include School Board trips or miles UNLESS.....
- INCLUDE** all ONE-WAY passenger trips and passenger miles related to services you purchased from your transportation operators!
- Do **NOT** include trips or miles for services provided to the general public/private pay UNLESS..
- Do **NOT** include escort activity as passenger trips or passenger miles unless charged the full rate for service!
- Do **NOT** include fixed route bus program trips or passenger miles!

PROGRAM-WIDE RATES	
Total <u>Projected</u> Passenger Miles =	1,304,974
Rate Per Passenger Mile = \$	3.63
Total <u>Projected</u> Passenger Trips =	103,450
Rate Per Passenger Trip = \$	45.73

Fiscal Year

2019 - 2020

Avg. Passenger Trip Length =	12.6 Miles
-------------------------------------	-------------------

Rates If No Revenue Funds Were Identified As Subsidy Funds	
Rate Per Passenger Mile = \$	4.72
Rate Per Passenger Trip = \$	59.57

Once Completed, Proceed to the Worksheet entitled "Multiple Service Rates"

Vehicle Miles

The miles that a vehicle is scheduled to or actually travels from the time it pulls out from its garage to go into revenue service to the time it pulls in from revenue service.

Vehicle Revenue Miles (VRM)

The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles exclude:

- Deadhead
- Operator training, and
- Vehicle maintenance testing, as well as
- School bus and charter services.

Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger.

Worksheet for Multiple Service Rates

CTC: Collier County B Version 1.4
 County: Collier County

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

SECTION I: Services Provided

1. Will the CTC be providing any of these Services to transportation disadvantaged passengers in the upcoming budget year?.....

Ambulatory	Wheelchair	Stretcher	Group
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Go to Section II for Ambulatory Service	Go to Section II for Wheelchair Service	STOP! Do NOT Complete Sections II - V for Stretcher Service	Go to Section II for Group Service

SECTION II: Contracted Services

1. Will the CTC be contracting out any of these Services TOTALLY in the upcoming budget year?....

Ambulatory	Wheelchair	Stretcher	Group
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Answer # 2 for Ambulatory Service	Answer # 2 for Wheelchair Service	Do Not Complete Section II for Stretcher Service	Answer # 2 for Group Service

2. If you answered YES to #1 above, do you want to arrive at the billing rate by simply dividing the proposed contract amount by the projected Passenger Miles / passenger trips?.....

Ambulatory	Wheelchair	Stretcher	Group
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
		Do NOT Complete Section II for Stretcher Service	

3. If you answered YES to #1 & #2 above, how much is the proposed contract amount for the service?
 How many of the total projected Passenger Miles relate to the contracted service?
 How many of the total projected passenger trips relate to the contracted service?

Ambulatory	Wheelchair	Stretcher	Group
Leave Blank	Leave Blank	Leave Blank	Leave Blank

Effective Rate for Contracted Services:
 per Passenger Mile =
 per Passenger Trip =

Ambulatory	Wheelchair	Stretcher	Group
Go to Section III for Ambulatory Service	Go to Section III for Wheelchair Service	Do NOT Complete Section II for Stretcher Service	Go to Section III for Group Service

4. If you answered # 3 & want a Combined Rate per Trip PLUS a per Mile add-on for 1 or more services, INPUT the Desired per Trip Rate (but must be less than per trip rate in #3 above =
 Rate per Passenger Mile for Balance =

Combination Trip and Mile Rate			
Leave Blank and Go to Section III for Ambulatory Service	Leave Blank and Go to Section III for Wheelchair Service	Do NOT Complete Section II for Stretcher Service	Leave Blank and Go to Section III for Group Service

Worksheet for Multiple Service Rates

CTC: Collier County B Version 1.4
 County: Collier County

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

SECTION III: Escort Service

1. Do you want to charge all escorts a fee?..... Yes No
 Answer # 2, 3 & 4
2. If you answered Yes to #1, do you want to charge the fee per passenger trip OR Pass. Trip Pass. Mile
 per passenger mile?.....
3. If you answered Yes to # 1 and completed # 2, for how many of the projected Passenger Trips / Passenger Miles will a passenger be accompanied by an escort? Passenger Trips
4. How much will you charge each escort?..... per Passenger Trip

SECTION IV: Group Service Loading

1. If the message "You Must Complete This Section" appears to the right, what is the projected total number of Group Service Passenger Miles? (otherwise leave blank).....
 Loading Rate 2.67 to 1.00
- And what is the projected total number of Group Vehicle Revenue Miles?

SECTION V: Rate Calculations for Multiple Services:

1. Input Projected Passenger Miles and Passenger Trips for each Service in the GREEN cells and the Rates for each Service will be calculated automatically
 - * Miles and Trips you input must sum to the total for all Services entered on the "Program-wide Rates" Worksheet, MINUS miles and trips for contracted services IF the rates were calculated in the Section II above
 - * Be sure to leave the service BLANK if you answered NO in Section I or YES to question #2 in Section II

		RATES FOR FY: 2019 - 2020			
		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	1,304,974	= 1,041,340	+ 218,152	+ Leave Blank	+ 45,482
Rate per Passenger Mile =		\$3.28	\$5.63	\$0.00	\$1.79 \$4.78 per passenger per group

		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	103,450	= 83,244	+ 18,858	+ Leave Blank	+ 1,348
Rate per Passenger Trip =		\$40.66	\$69.70	\$0.00	\$22.12 \$59.17 per passenger per group

2. If you answered # 1 above and want a COMBINED Rate per Trip PLUS a per Mile add-on for 1 or more services,...

		Combination Trip and Mile Rate			
		Ambul	Wheel Chair	Stretcher	Group
...INPUT the Desired Rate per Trip (but must be less than per trip rate above) =				Leave Blank	
Rate per Passenger Mile for Balance =		\$3.28	\$5.63	\$0.00	\$1.79 \$4.78 per passenger per group

		Rates if No Revenue Funds Were Identified As Subsidy Funds			
		Ambul	Wheel Chair	Stretcher	Group
Rate per Passenger Mile =		\$4.28	\$7.34	\$0.00	\$2.33 \$6.23 per passenger per group
Rate per Passenger Trip =		\$52.98	\$90.83	\$0.00	\$28.83 \$77.11 per passenger per group

Program These Rates into Your Medicaid Encounter Data

BOARD ACTION
ITEM 5C

Review and Approval of Updated LCB Bylaws

OBJECTIVE: To review and approve the update to the attached bylaws.

CONSIDERATIONS: The LCB is required to review and approve their bylaws annually. The LCB bylaws have been revised to add a local representative of the Agency for Persons with Disabilities, consistent with the updates to Chapter 41-2, Florida Administrative Code. The proposed changes are shown in ~~striketrough~~/underline format.

STAFF RECOMMENDATION: For the Board to review and approve the updates to the LCB bylaws.

Prepared By: Brandy Otero, Collier MPO Senior Planner

ATTACHMENTS:

1. Draft 2019 LCB Bylaws

Item 5C - Attachment 1

BY-LAWS

of the

**COLLIER COUNTY
Transportation Disadvantaged
Local Coordinating Board**

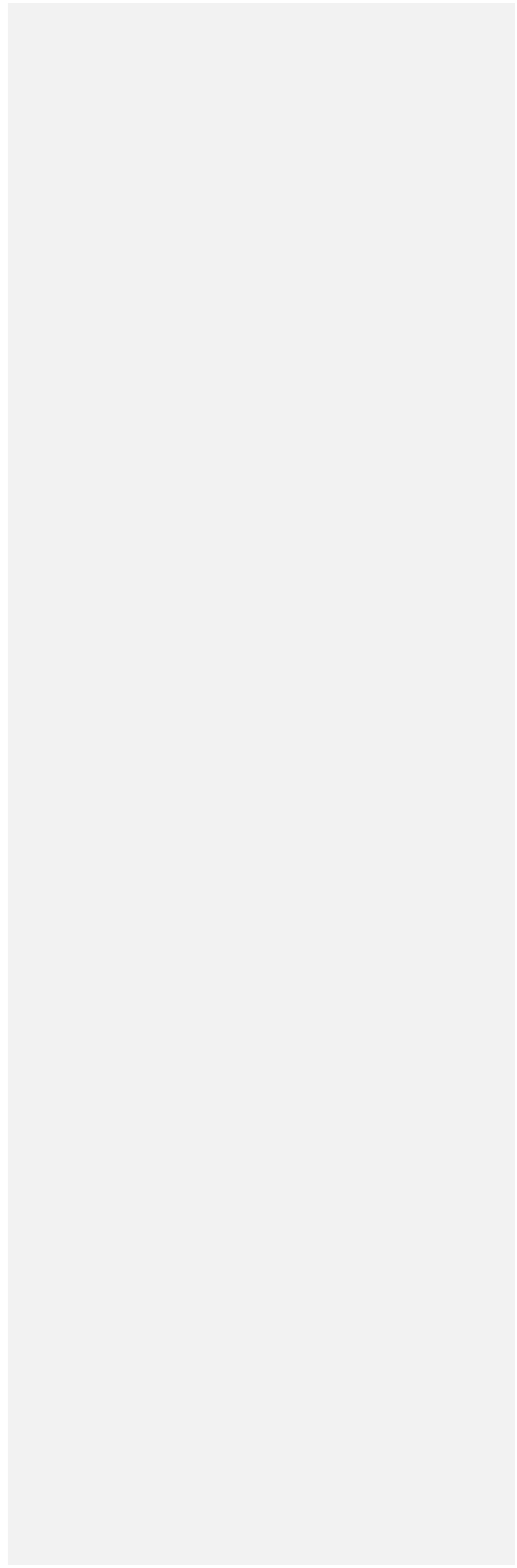
Endorsed by LCB: ~~March 13, 2019~~
Adopted by MPO: ~~April 12, 2019~~

- Deleted: December 6
- Deleted: 7
- Deleted: February
- Deleted: 9
- Deleted: 8

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

ARTICLE I: PREAMBLE

Section 1: Preamble

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

ARTICLE II: NAME AND PURPOSE

Section 1: Name

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

Section 2: Purpose

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

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

Section 1: Voting Members

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

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

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

Deleted: .

Q. A local representative of the Agency for Persons with Disabilities.

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

Section 2: Alternate Members

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

attend a meeting must be a representative of the same interest as the primary member.

Section 3: Non-Voting Members

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

Section 4: Terms of Appointment

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

Section 5: Termination of Membership

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

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

ARTICLE IV: OFFICERS AND DUTIES

Section 1: Number

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

Section 2: Chairperson

The Collier MPO Board shall appoint an elected official from Collier County or one of its municipalities to serve as the official Chairperson for all LCB meetings. The Chairperson shall preside at all meetings, and in the event of his/her absence, or at his/her direction; the Vice-Chairperson shall assume the powers and duties of the Chairperson. The Chairperson shall serve until their elected term of office has expired or replaced by the Collier MPO.

Section 3: Vice-Chairperson

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

ARTICLE V: LCB MEETINGS

Section 1: Regular Meetings

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

Section 2: Notice of Meetings

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

Section 3: Quorum

A quorum shall consist of seven (7) of the voting LCB members, or their designated alternates, at all meetings of the Board in order to conduct business.

Section 4: Voting

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

Section 5: By-Laws and Parliamentary Procedures

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

Section 6: Public Meetings

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

ARTICLE VI: STAFF

Section 1: General

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

ARTICLE VII: LCB DUTIES

Section 1: LCB Duties

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

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

by the LCB.

5. In cooperation with the Coordinator CTC, review and provide recommendations to the TD Commission on all applications for local, state, or federal funds relating to transportation of the transportation disadvantaged in the county to ensure that any expenditures within the county are provided in the most cost effective and efficient manner. The LCB shall develop and implement a process by which the LCB and CTC have an opportunity to become aware of any federal, state, or local government funding requests and provide recommendations regarding the expenditure of such funds.
6. Review coordination strategies for service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours and types of service in an effort to increase ridership to a broader population. Such strategies should also encourage multi-county and regional transportation service agreements between area CTCs and consolidation of adjacent counties when it is appropriate and cost effective to do so and seek the involvement of the private and public sector, volunteers, public transit, school districts, elected officials and any others in any plan for improved service delivery.
7. Appoint a Grievance committee to serve as a mediator to process, investigate, resolve complaints from agencies, users, potential users of the system and the CTC in the designated service area, and make recommendations to the LCB for improvement of service. The LCB shall establish procedures to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner in accordance with the Commission's Local Grievance Guidelines. Members appointed to the committee shall be voting members of the LCB.
8. In coordinating with the CTC, jointly develop applications for funds that may become available.
9. Review and recommend approval of the Transportation Development Service Plan for consistency with approved minimum guidelines and the goals and objectives of the Board. The Transportation Development Service Plan shall include a vehicle inventory of those vehicles purchased with transportation-disadvantaged funds.
10. Evaluate multi-county or regional transportation opportunities (Fla. Stat. § 427.0157(6), as amended).
11. Annually hold a public hearing for the purpose of receiving input on unmet transportation needs or any other areas that relate to the local transportation services.
12. Work cooperatively with regional workforce boards established in chapter 445 to provide assistance in the development of innovative transportation services for

participants in the welfare transition program (Fla. Stat. § 427.0157(7), as amended).

ARTICLE VIII: SUBCOMMITTEES

Section 1: Subcommittees

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

ARTICLE IX: COMMUNICATION WITH OTHER AGENCIES AND ENTITIES

Section 1: General

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

ARTICLE X: CERTIFICATION

The undersigned hereby certifies that he/she is the Chairperson of the Collier County Transportation Disadvantaged Local Coordinating Board and that the foregoing is a full, true and correct copy of the By-laws of this LCB as endorsed on ~~March 13, 2019~~ by the Collier County Transportation Disadvantaged Local Coordinating Board and subsequently adopted by the Collier Metropolitan Planning Organization on ~~April 12, 2019~~.

- Deleted: December
- Deleted: 6
- Deleted: 7
- Deleted: February
- Deleted: 9
- Deleted: 8

Donna Fiala, LCB Chairperson

METROPOLITAN PLANNING ORGANIZATION

By: _____
Reg A. Buxton, MPO Chairman

Deleted: William L. McDaniel, Jr.

Attested By: _____
Anne McLaughlin, MPO Executive Director

Approved as to form and legality:

COLLIER COUNTY ATTORNEY

By: _____
Scott R. Teach, Deputy County Attorney

REPORTS AND PRESENTATIONS
ITEM 6A

Community Transportation Coordinator (CTC) Quarterly Report

OBJECTIVE: To review and discuss the CTC Quarterly Report.

CONSIDERATIONS: Public Transit and Neighborhood Enhancement (PTNE) Division staff representing Collier Area Transit (CAT) will present the operating statistics for the paratransit system.

STAFF RECOMMENDATION: For the Board to review and discuss the CTC Quarterly Report.

Prepared By: Brandy Otero, Collier MPO Senior Planner

ATTACHMENTS:

1. CTC Quarterly Report

October 1-31 2018

Total	Days	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancel	No Shows	Passenger Trips	PCA	Guest
Weekday	23	8618	7109	5782	127688	110821	1057	134	8676	15	43
Saturday	4	572	545	429	9951	8221	64	9	578	2	4
Sunday	4	245	269	228	4734	4132	45	3	245	0	0
Total	31	9435	7922	6440	142373	123174	1166	146	9499	17	47

Average	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancel	No Shows	Passenger Trips	PCA	Guest
Weekday	375	309	251	5552	4818	46	6	377	1	2
Saturday	143	136	107	2488	2055	16	2	145	1	1
Sunday	61	67	57	1184	1033	11	1	61	0	0

Same Month Year Prior

	Days	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancel	No Shows	Passenger Trips	PCA	Guest
Weekday	1	1203	1407	885	18372	15660	174	(97)	296	(885)	(22)
Saturday	0	28	84	33	1311	680	(21)	(12)	(49)	(71)	(6)
Sunday	(1)	1	23	29	674	672	1	(21)	(38)	(28)	(11)
Total	0	1232	1514	948	20357	17012	154	(130)	209	(984)	(39)

Fares to Collect	Fares Deposit	Balance	% Cancel of Total Trips	% No Shows of Total Trips	Prior Year On-Time Performance	On-Time Performance	Increase
\$ 21,459.00	\$21,649.00	\$ 190.00	12%	2%	91.53%	88.37%	-3.16%

Ticket Sales	Sales Deposit	Balance
\$5,913.00	\$5,913.00	\$0.00
Total Deposit	\$27,562.00	

Prior Year	PPH	PPH	Difference
	1.69	1.47	-0.22

No Shows Day Suspensions		
7	14	30
0	0	0

Accidents

November 1-30 2018

Total	Days	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancel	No Shows	Passenger Trips	PCA	Guest
Weekday	21	7678	6539	5318	117211	101452	1200	104	7698	5	15
Saturday	4	594	558	436	10184	8101	77	9	599	3	2
Sunday	4	258	292	228	4588	3897	64	8	258	0	0
Total	29	8530	7390	5982	131983	113450	1341	121	8555	8	17

Average	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancel	No Shows	Passenger Trips	PCA	Guest
Weekday	366	311	253	5581	4831	57	5	367	0	1
Saturday	149	140	109	2546	2025	19	2	150	1	1
Sunday	65	73	57	1147	974	16	2	65	0	0

Same Month Year Prior

	Days	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancel	No Shows	Passenger Trips	PCA	Guest
Weekday	0	477	1285	744	15209	11520	137	(116)	(425)	(839)	(63)
Saturday	0	76	131	67	2183	1227	(27)	(23)	5	(67)	(4)
Sunday	0	55	102	63	1299	1001	19	0	8	(40)	(7)
Total	0	608	1518	875	18691	13748	129	(139)	(412)	(946)	(74)

Fares to Collect	Fares Deposit	Balance	% Cancel of Total Trips	% No Shows of Total Trips	Prior Year On-Time Performance	On-Time Performance	Increase
\$ 19,442.00	\$19,456.00	\$ 14.00	16%	1%	88.03%	90.38%	2.35%

Ticket Sales	Sales Deposit	Balance
\$5,076.00	\$5,076.00	\$0.00
Total Deposit	\$24,532.00	

Prior Year	PPH	PPH	Difference
	1.76	1.43	-0.33

No Shows Day Suspensions		
7	14	30
0	0	0

Accidents

December 1-31 2018

Total	Days	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancel	No Shows	Passenger Trips	PCA	Guest
Weekday	20	6785	5945	4768	104150	89390	1058	208	6810	9	16
Saturday	5	755	710	557	12835	10455	82	19	763	2	6
Sunday	5	359	408	322	7202	6179	72	41	359	0	0
Total	30	7899	7063	5647	124187	106024	1212	268	7932	11	22

Average	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancel	No Shows	Passenger Trips	PCA	Guest
Weekday	339	297	238	5208	4470	53	10	341	0	1
Saturday	151	142	111	2567	2091	16	4	153	0	1
Sunday	72	82	64	1440	1236	14	8	72	0	0

Same Month Year Prior

	Days	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancel	No Shows	Passenger Trips	PCA	Guest
Weekday	0	311	1143	637	11555	8733	(17)	19	(511)	(775)	(47)
Saturday	0	64	153	53	1971	820	(54)	(26)	(50)	(103)	(11)
Sunday	0	45	116	79	1830	1487	(15)	11	14	(29)	(2)
Total	0	420	1411	769	15356	11040	(86)	4	(547)	(907)	(60)

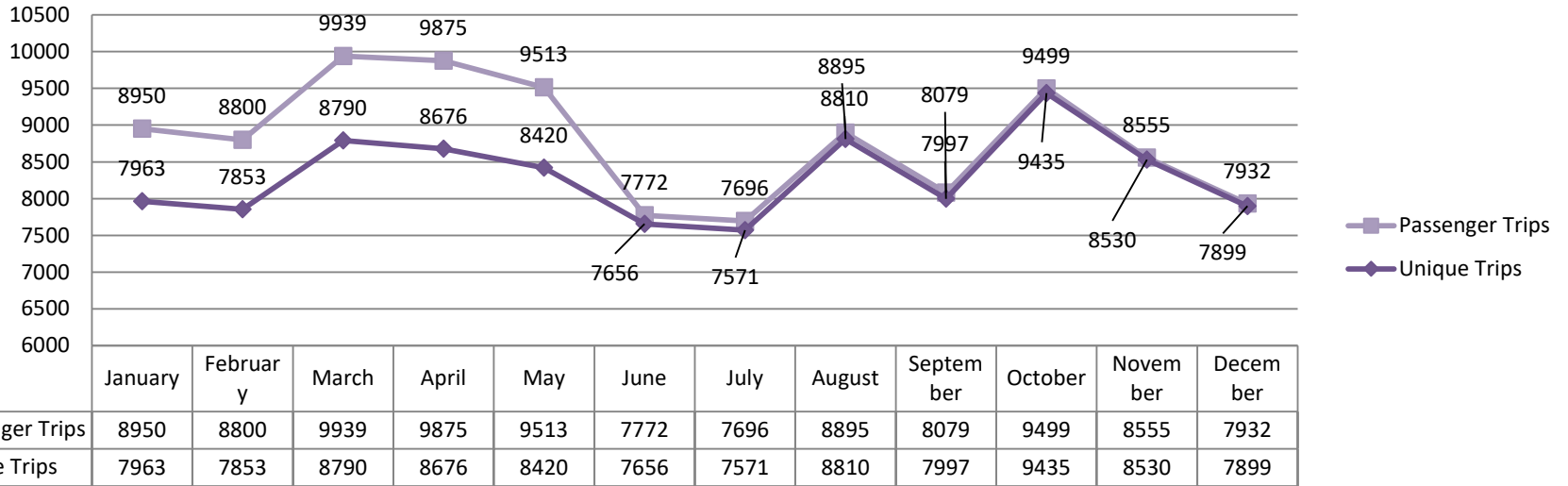
Fares to Collect	Fares Deposit	Balance	% Cancel of Total Trips	% No Shows of Total Trips	Prior Year On-Time Performance	On-Time Performance	Increase
\$ 17,630.00	\$17,679.00	\$ 49.00	15%	3%	87.28%	87.79%	0.51%
Ticket Sales	Sales Deposit	Balance					
\$4,607.00	\$4,607.00	\$0.00					
Total Deposit	\$22,286.00						

Prior Year	PPH	PPH	Difference
0	1.74	1.40	-0.34

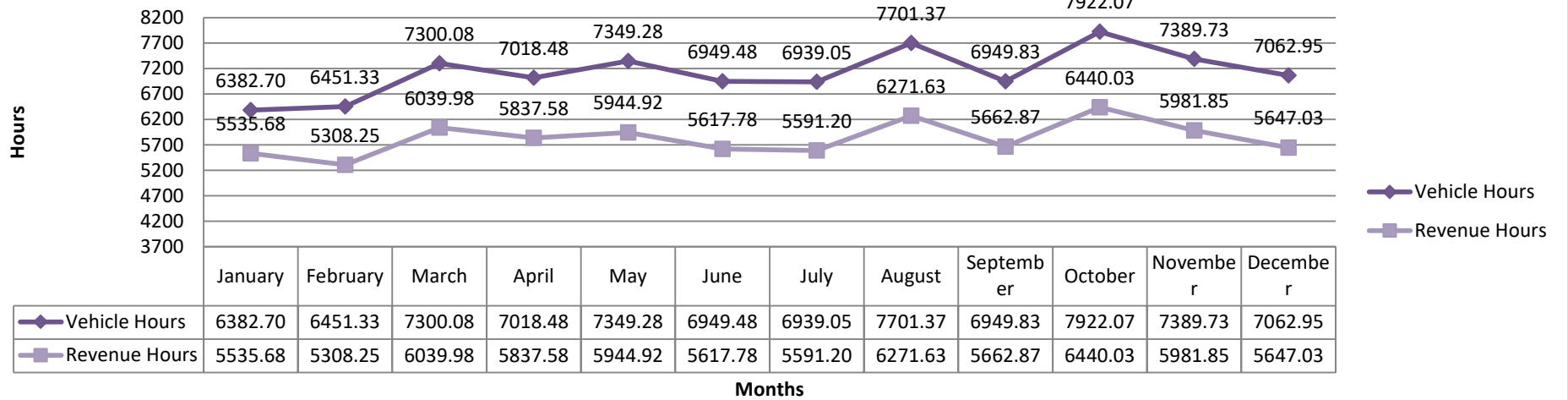
No Shows Day Suspensions		
7	14	30
0	0	0

Accidents

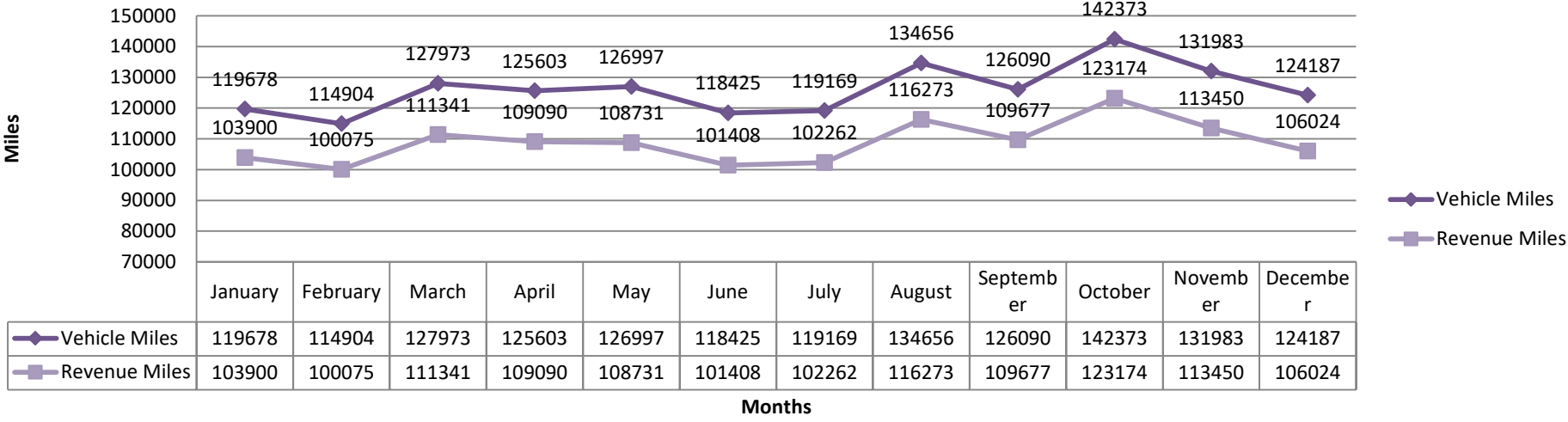
Passenger Trips and One Way Trips



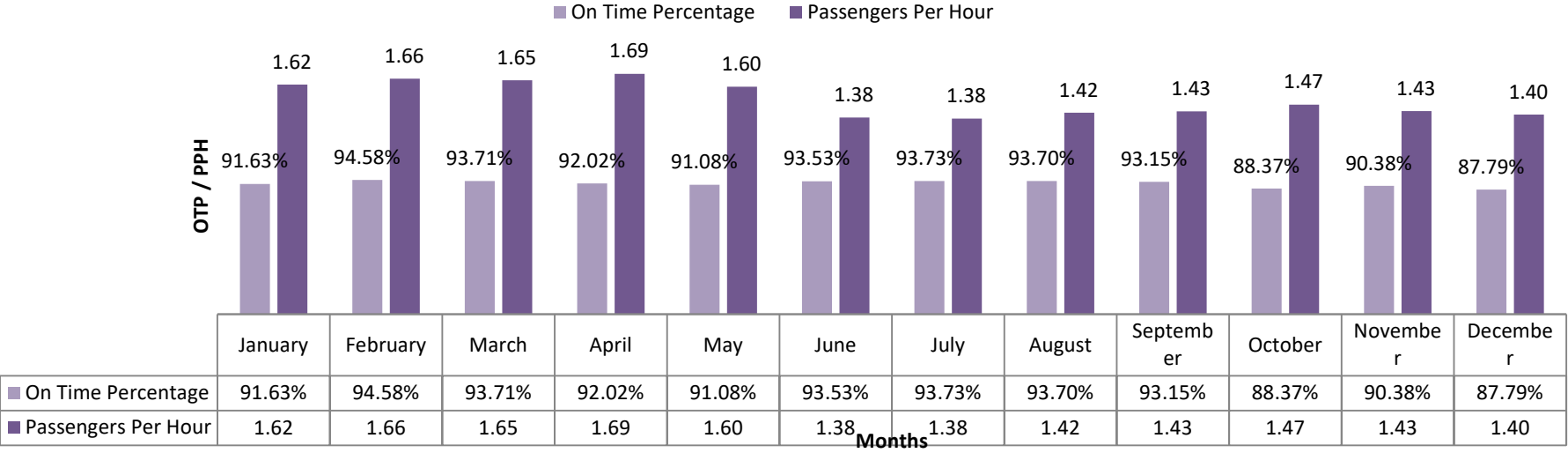
Vehicle Hours and Revenue Hours



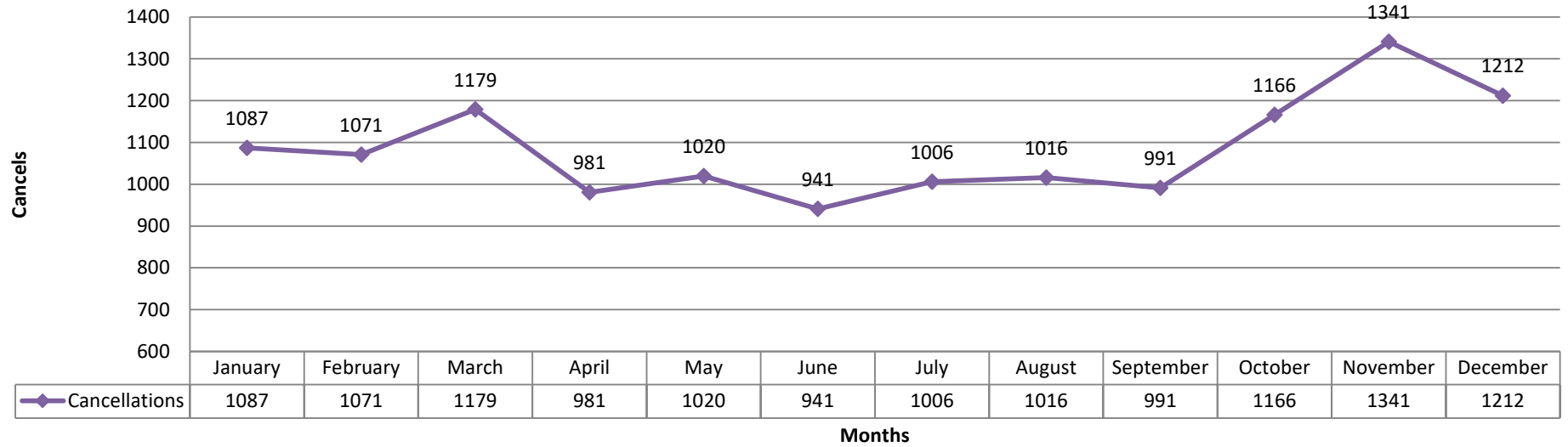
Vehicle Miles and Revenue Miles



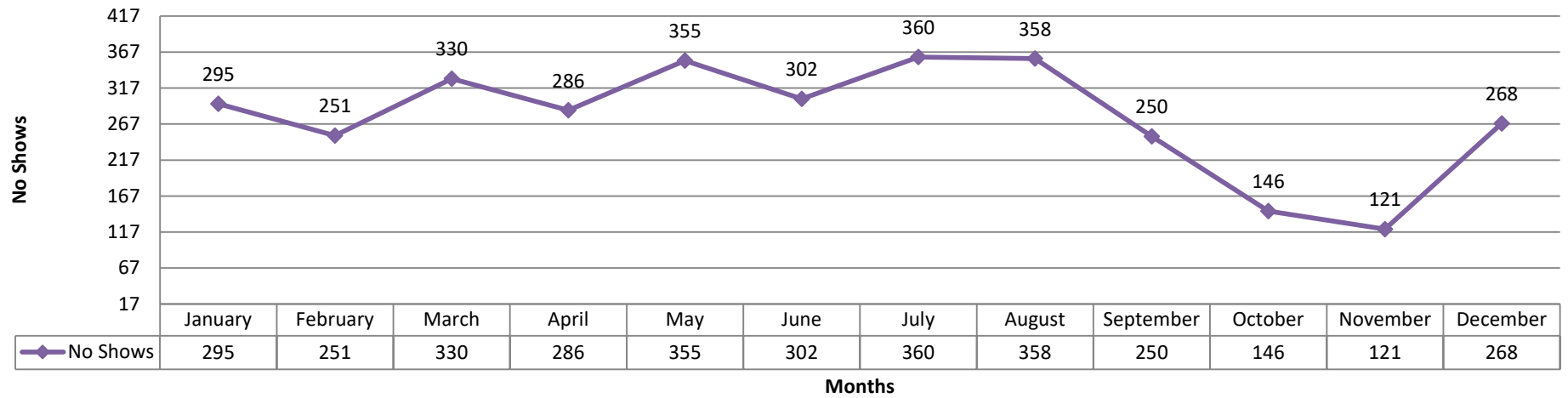
On-Time Performance and Passengers Per Hour



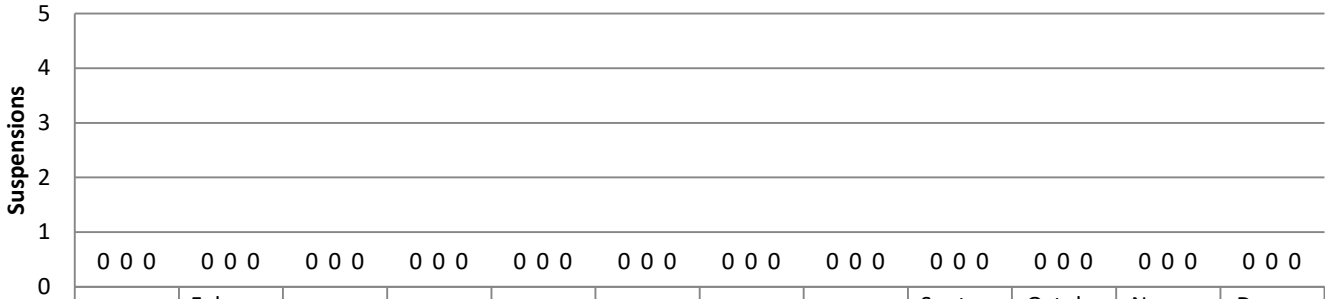
Cancellations



No Show



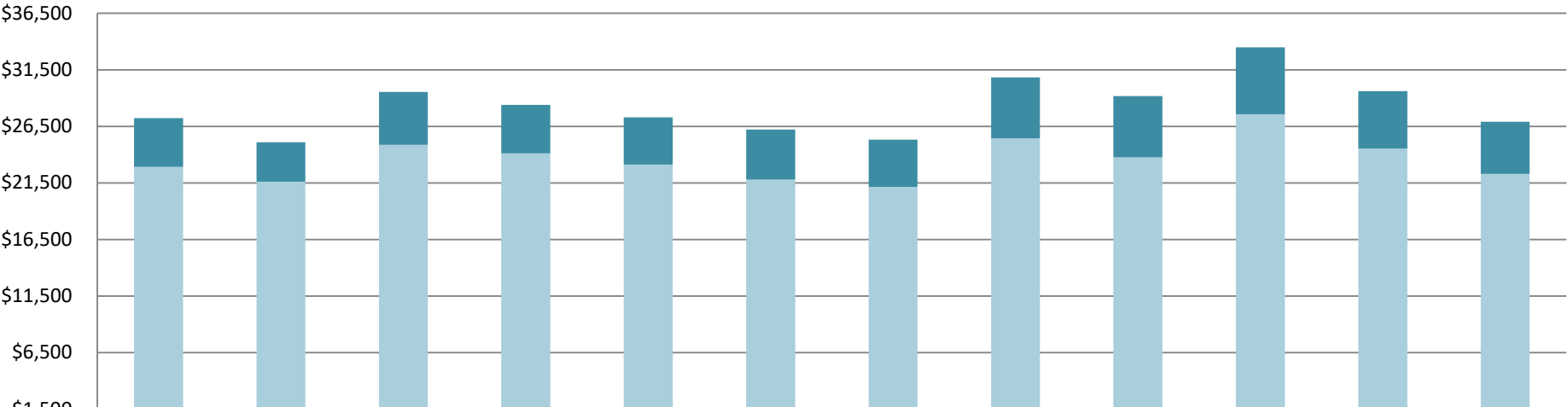
Suspensions



	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
	January	February	March	April	May	June	July	August	September	October	November	December
7 Day Suspension	0	0	0	0	0	0	0	0	0	0	0	0
14 Day Suspension	0	0	0	0	0	0	0	0	0	0	0	0
30-Day Suspension	0	0	0	0	0	0	0	0	0	0	0	0

Months

Ticket Sales and Fares Collected



	January	February	March	April	May	June	July	August	September	October	November	December
Passes	\$4,309	\$3,493	\$4,678	\$4,283	\$4,188	\$4,420	\$4,170	\$5,407	\$5,415	\$5,913	\$5,076	\$4,607
Fares	\$22,904	\$21,607	\$24,856	\$24,110	\$23,109	\$21,791	\$21,145	\$25,427	\$23,762	\$27,562	\$24,532	\$22,286

Total Trips & Missed Trips

