



AGENDA

Collier County Local Coordinating Board for the Transportation Disadvantaged

**NOTE: THIS IS AN IN-PERSON MEETING
IN-PERSON COMMITTEE QUORUM REQUIRED**

Collier County Government Center
Admin. Bldg. F, IT Training Room, 5th Floor
3299 Tamiami Trail East
Naples, FL 34112

ANNUAL PUBLIC WORKSHOP

Wednesday – March 6, 2024
1:30 p.m.

1. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance

2. APPROVAL OF AGENDA

3. ANNOUNCEMENT THAT PUBLIC INVOLVEMENT OPPORTUNITIES FOR THE MAJOR UPDATE TO COLLIER AREA TRANSIT'S TRANSIT DEVELOPMENT PLAN WILL BE FORTHCOMING

4. ANNUAL PUBLIC WORKSHOP ON LOCAL TRANSPORTATION DISADVANTAGED (TD) PROGRAM AND PROCESS

- A. Public Comments on Local TD Program and Process
- B. Member Comments on Local TD Program and Process
- C. Annual TD Program LCB Training

5. ADJOURN ANNUAL PUBLIC WORKSHOP

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) 252-5884 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 the Collier Metropolitan Planning Organization 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 that within the MPO's planning process they have been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Collier MPO Title VI Coordinator Ms. Suzanne Miceli (239) 252-5814 or by email at: Suzanne.Miceli@colliercountyfl.gov or in writing to the Collier MPO, attention: Ms. Miceli, at 2885 South Horseshoe Dr., Naples, FL 3104.

EXECUTIVE SUMMARY

ANNOUNCEMENT THAT PUBLIC INVOLVEMENT OPPORTUNITIES FOR THE MAJOR UPDATE TO COLLIER AREA TRANSIT'S TRANSIT DEVELOPMENT PLAN WILL BE FORTHCOMING

ITEM 3

Announcement That Public Involvement Opportunities for the Major Update to Collier Area Transit's (CAT) Transit Development Plan (TDP) will be Forthcoming

OBJECTIVE: To inform the Local Coordinating Board (LCB) and attendees at the LCB Annual Public Workshop that public involvement opportunities for the TDP will be forthcoming.

CONSIDERATIONS: A Major Update to CAT's TDP is prepared every five years and is now underway. The TDP provides a ten-year plan for transit and mobility needs, cost and revenue projections, and community transit goals, objectives, and policies. Development of the TDP, which is anticipated to be completed in June of 2025, will include various public participation and input opportunities. Anyone interested in being included in notifications for public participation and input opportunities can notify Collier MPO (collier.mpo@colliercountyfl.gov or 239-252-5850) or simply monitor the "Latest News" section of Collier MPO's website (<https://www.colliermopo.org>).

STAFF RECOMMENDATION: N/A. Provided for informational purposes.

Prepared By: Dusty May Hansen, MPO Senior Planner

ATTACHMENT(S):

None.

EXECUTIVE SUMMARY
ANNUAL PUBLIC WORKSHOP ON LOCAL TRANSPORTATION DISADVANTAGED
PROGRAM AND PROCESS
ITEM 4C

Presentation of Transportation Disadvantaged Local Coordinating Board Annual Training

OBJECTIVE: To update the Local Coordinating Board (LCB) on the Transportation Disadvantaged program and agency requirements.

CONSIDERATIONS: MPO staff will present a PowerPoint training presentation (**Attachment 1**) regarding the Commission for the Transportation Disadvantaged program and the role of the LCB, LCB member roles and responsibilities, and the role of the MPO.

A brief overview of the Sunshine Law for LCB members is included in **Attachment 2**.

STAFF RECOMMENDATION: For the Board to receive the annual training presentation.

Prepared By: Dusty May Hansen, MPO Senior Planner

ATTACHMENT(S):

1. 2024 LCB Training Presentation
2. Information About the Sunshine Law for Members

Transportation Disadvantaged Local Coordinating Board Training

Presented by the Collier MPO

March 6, 2024



What is a Metropolitan Planning Organization (MPO)?

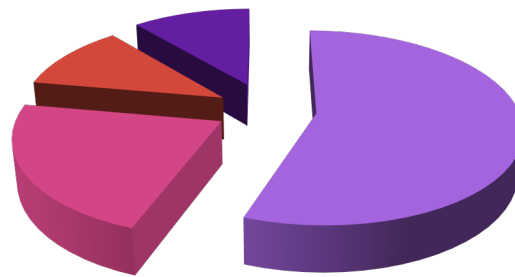
- Designated by federal law:
 - 23 United States Code (U.S.C.) 134, 49 U.S.C. 5303, 23 Code of Federal Regulations 450.310, and 339.175 Florida Statutes.
- Responsible for the development of the area's transportation plans and for coordinating the transportation planning process.
- Exist in all urban areas over 50,000 in population, if the agencies in that area spend federal money on transportation improvements.
- Collier MPO was established in 1982.
 - The goal is to provide a continuing, cooperative, and comprehensive (“3-C”) planning process.



Collier MPO Composition

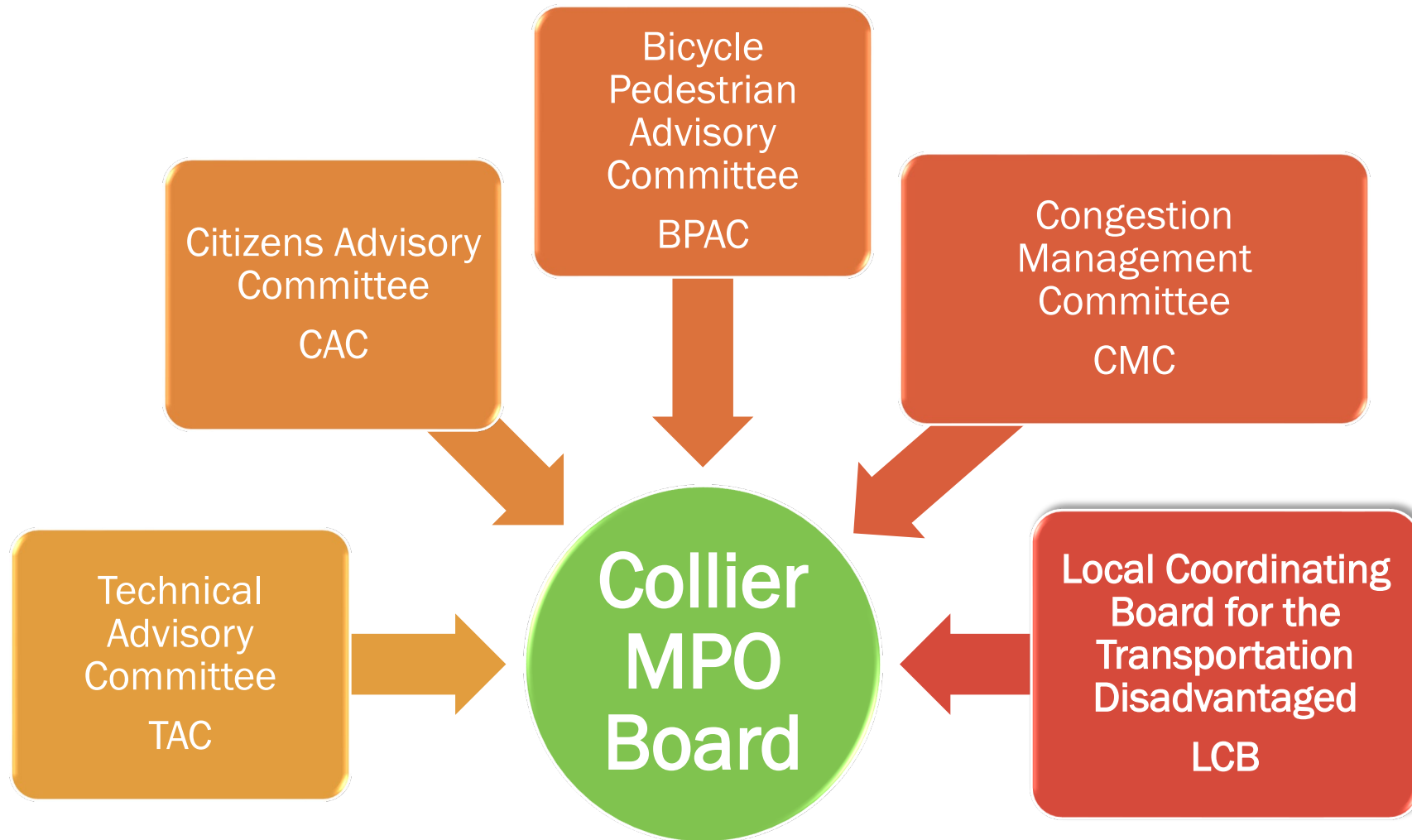
□ Board Representation-Elected Officials From:

- Collier County Five Members
- City of Naples Two Members
- City of Marco Island One Member
- City of Everglades City One Member

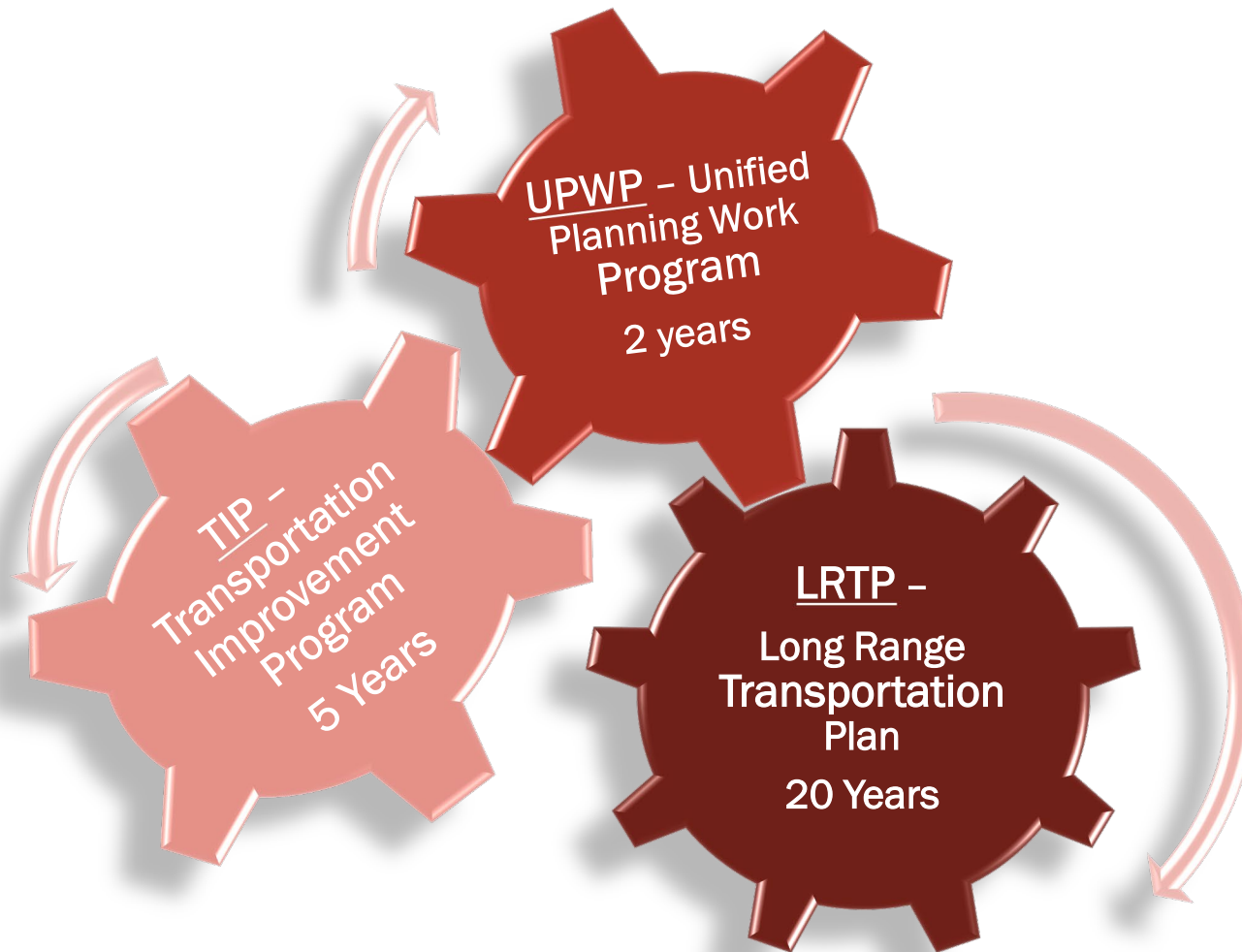


- Collier County
- City of Naples
- City of Marco Island
- City of Everglades City

Collier MPO Committees



MPO Major Planning Activities



Commission for Transportation Disadvantaged (CTD)

Purpose (427.013 F.S.):

- Accomplish the **coordination** of transportation services provided to the transportation disadvantaged.
- **Coordination Defined:** Arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient, and reduces fragmentation and duplication of services.

Goal (427.013 F.S.):

- To assure the cost-effective provision of transportation by qualified CTCs or transportation operators.

Commission for Transportation Disadvantaged (CTD)

- Independent Agency
- Responsible for Coordination of Transportation Services for older adults, persons with disabilities, persons with low-income, and children at risk
- Approves the Appointment of Community Transportation Coordinators (CTCs)
- Governing Documents
 - Chapter 427.013, Florida Statutes
 - Rule 41-2.003, Florida Administrative Code
- Appoints Designated Official Planning Agency



Florida Commission for the Transportation Disadvantaged

Designated Official Planning Agency

Appoints members to the Local Coordinating Board

Provides staff to the Local Coordinating Board

- Quarterly Meetings (Meeting Schedule, Agendas, Minutes, By-Laws, Grievance Procedures, Training)
- Annual Public Meeting/Workshop

Recommends to the Commission a Community Transportation Coordinator (CTC)

- Competitive Procurement Process (Local Procurement Process/Chapter 287, F.S.)
- Memorandum of Agreement between the Commission and CTC
- Recommends CTC designation every five years

Evaluates the Performance of the CTC (along with LCB) annually

Reviews annually the Annual Operating Report prepared by the CTC and submits it to the Local Coordinating Board for approval

In coordination with the CTC and the LCB, develops a Transportation Disadvantaged Service Plan (TDSP)

Local Coordinating Board (LCB)

Chair must be a local elected official from the County that the LCB serves (FAC 41-2.012(1))

Identifies local TD service needs

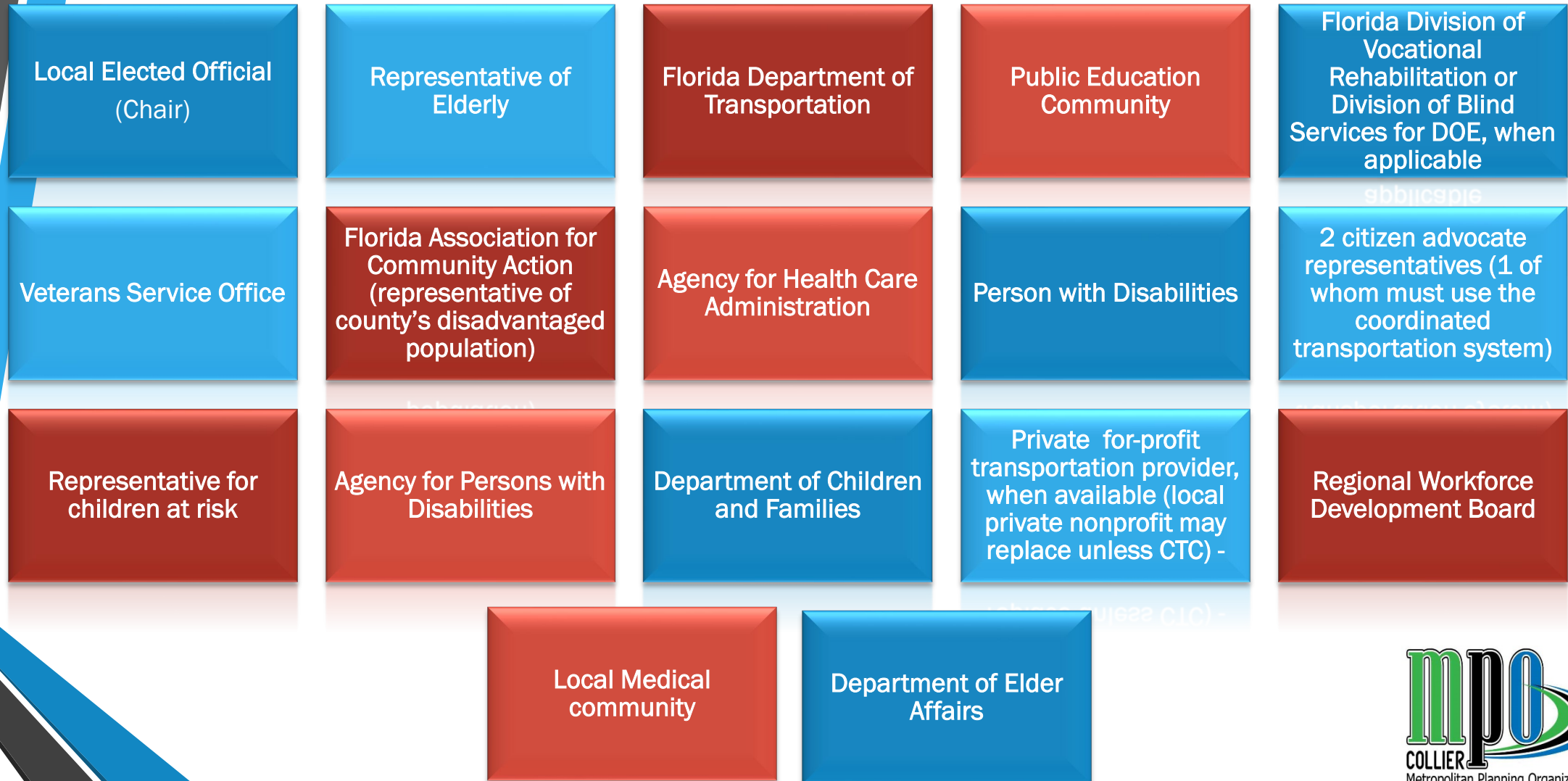
Provide information, advice and direction to the CTC on the coordination of services to be provided through the Coordinated Transportation System

Serves as an advisory body to the Commission regarding a particular service area

Composed of representatives designated by Statute (F.S. 427 and F.A.C. Ch. 41-2).

Reviews local and state service requirements, safety concerns, eligibility and other pertinent issues related to services to be provided through the Coordinated Transportation System

Local Coordinating Board (LCB)



LCB Duties

Assists CTC in establishing eligibility guidelines and trip priorities

Evaluates CTC annually

Reviews and approves the Transportation Disadvantaged Service Plan (TDSP) and Memorandum of Agreement (MOA) between the Commission and the CTC

Appoints a Grievance Committee to process and investigate complaints

Meets at least quarterly

Reviews and recommends other funding applications

Reviews strategies of service provision to the area

Evaluates multicounty or regional transportation opportunities

TD Planning Grant Activities

- CTC Annual Operating Report (AOR) – **September/December**
- Complete the Annual Expenditure Report (AER) – **September**
- LCB Bylaws – reviewed annually/updated - **May**
- Annual Public Hearing/LCB Training – **March**
- Annual CTC Evaluation – **May**
- Memorandum of Agreement (MOA) – **Every 5 years**
- Develop and Annually Update the TDSP – **May**
- Annually Review and Approve the Grievance Policy – **December**
- Review of grant applications, coordination contracts, CTC quarterly reports, and any other action a member recommends – **ongoing**
- Support and provide technical assistance to the LCB (**minimum 4 meetings per year**) by:
 - Preparing meeting agendas, meeting materials, meeting notices, official minutes, and maintaining meeting records.
- Attend and participate in meetings, seminars and workshops sponsored by the CTD and FDOT.

How Is The LCB Funded?

Transportation Disadvantaged Planning Grant and MPO Planning Funds are used for LCB activities



TD Planning Grant

Annual grant agreement between the Commission for the Transportation Disadvantaged and the MPO.

FY 2024 Allocation: \$29,265.



Planning Funds (set forth in the UPWP)

Two-year Agreement between FDOT (as pass-through for FHWA funds) and the MPO. Funds described in the Unified Planning Work Program, Task 6 – Transit and Transportation Disadvantaged Program. Allocations are for both transit and TD Planning.

FY 2024 Personnel Allocation: \$25,000.



Community Transportation Coordinator (CTC) Duties

Plans, administers, monitors, coordinates, arranges and delivers coordinated Transportation Disadvantaged services originating in their designated service area

Prepares annual rate model and submits to the Commission for Transportation Disadvantaged

Coordinates with Planning Agency (MPO) and LCB to develop a Transportation Disadvantaged Service Plan

Prepares and submits an Annual Operating Report

Recommends eligibility guidelines and trip prioritization to the Local Coordinating Board

CTC Agreements with the CTD

Memorandum
of Agreement
(MOA)

Trip &
Equipment
Grant

Community Transportation Coordinator Service Network Types

Sole Source

- provides all services

Partially Brokered

- contracts some services and provides some services

Fully Brokered

- contracts all services

TD Trust Fund Eligibility Definition

Florida Statute 427.011(1) :

Transportation Disadvantaged means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in s. 411. 202, F.S.

CTD Eligibility Criteria

Adopted May 22, 1997

No other funding available

- A customer is not eligible if another purchasing agency is responsible for transportation.

No other means of transportation is available

Cannot utilize public transit

- If fixed route is available, the customer must demonstrate why it can't be used.

Physical or mental disability

- A disability as outlined in the Americans with Disabilities Act of 1990.

Age

- As specified by the CTC and LCB.

Income status is a specified percent of the poverty level

- As specified by the CTC and LCB.

No self-declarations allowed

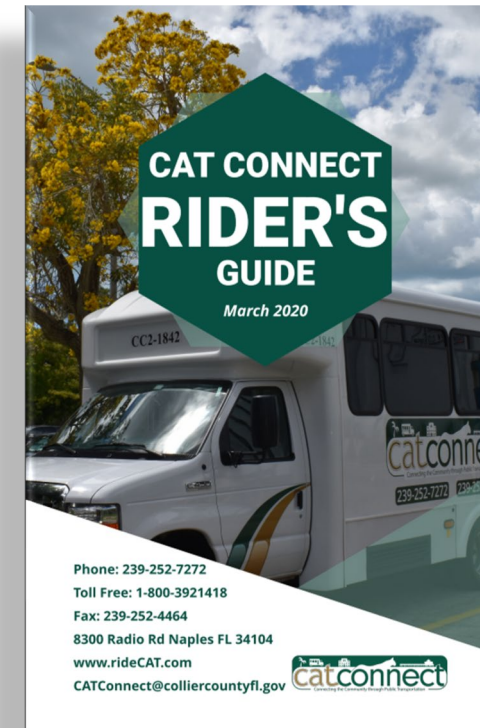
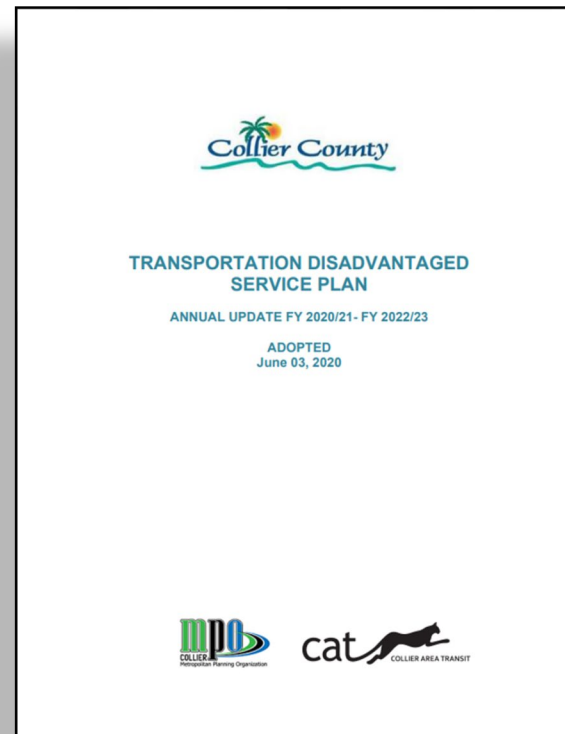
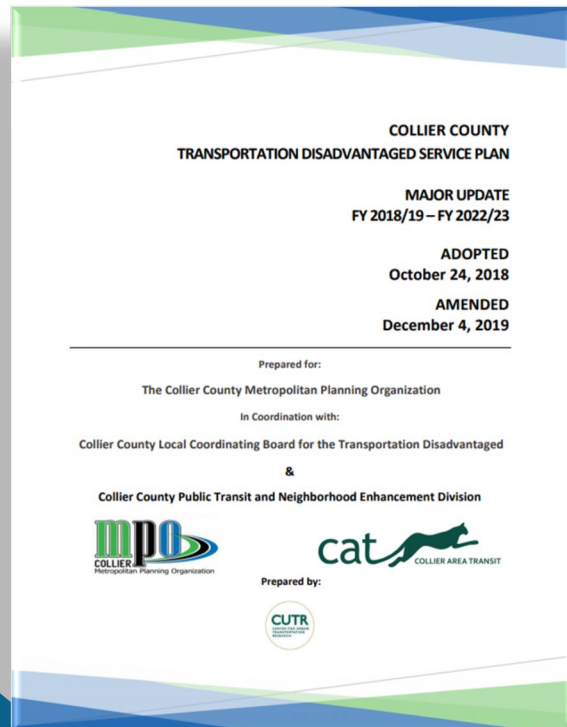
- The CTC must use an enrollment process that substantiates the individual's ability to meet the criteria listed. A person can not sign off on their own disability.

Ability to pay

- The CTC and LCB may establish an ability to pay policy for customers using a sliding scale based on the customers income and/or asset status.

Trip Prioritization

- LCB works with the CTC to establish priorities
- Priorities must be included in the Transportation Disadvantaged Service Plan and Rider's Guide

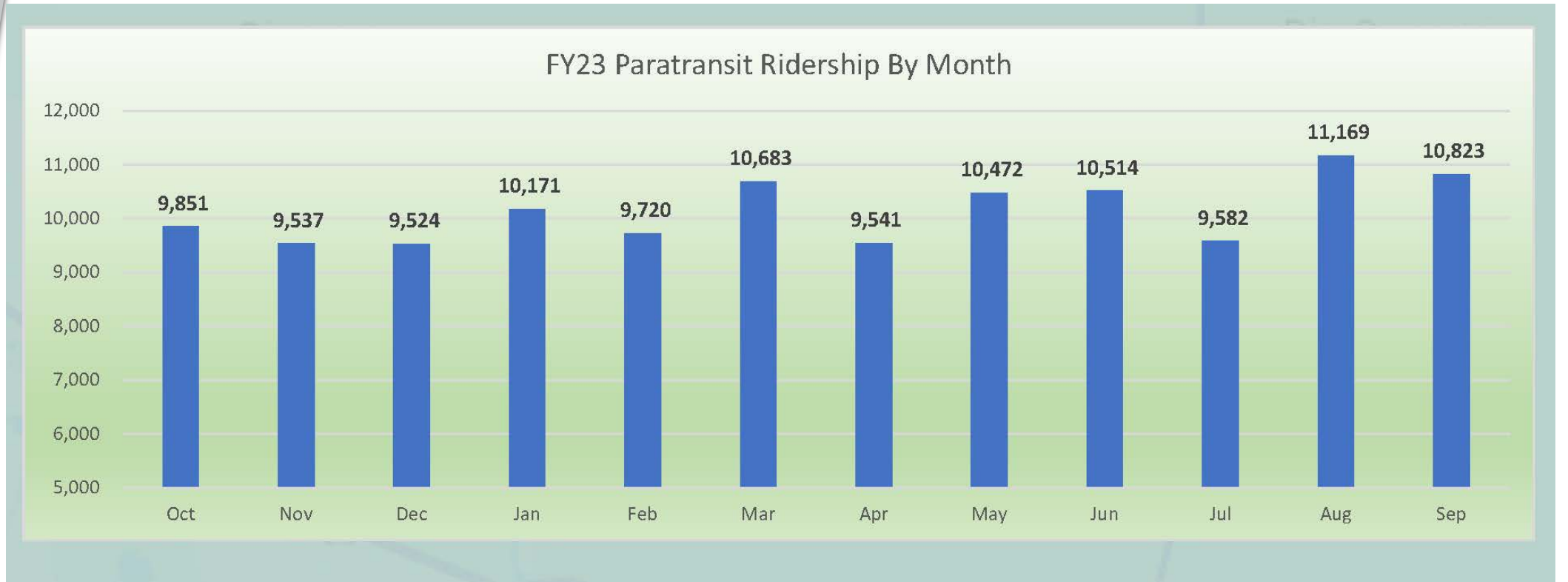


Trip Priority List

Priority	Trip Purpose – Categories and Definitions
1	MEDICAL -- medical, dental, or therapeutic services including hospital appointments; clinic visits; dialysis; health department; speech, occupational, physical therapies; psychiatric, psychological services.
2	EMPLOYMENT -- work or employment training education such as Job Service and vocational technical schools. a. Permanent disability employment trips b. Elderly or Low Income employment trips
3	EDUCATION – K-12 Schools, Higher Education (College and University, Career and Adult Education)
4	SOCIAL for agency-related activity -- Support services such as those through Department of Children and Families, Department of Vocational Rehabilitation, mental health centers, churches, senior citizen programs. This includes civic responsibilities (governmental services, voting), but excludes nutritional programs.
5	NUTRITIONAL -- adult congregate meal programs, breakfast programs, food stamp procurement and food shopping trips.
6	GROUP RECREATION -- Group trips booked through a single reservation request for non-essential, non-employment related activities such as: bowling, bingo, beach, parks, restaurants, libraries, or theaters. A group is defined as a minimum of three (3) passengers having either the same trip origination or destination.
7	PERSONAL BUSINESS -- non-agency activities essential to maintenance of independence including banking, shopping, legal appointments, religious activities, etc. a. Disabled, elderly or low income b. Trips for persons with a self-created transportation hardship

Recent Paratransit Ridership

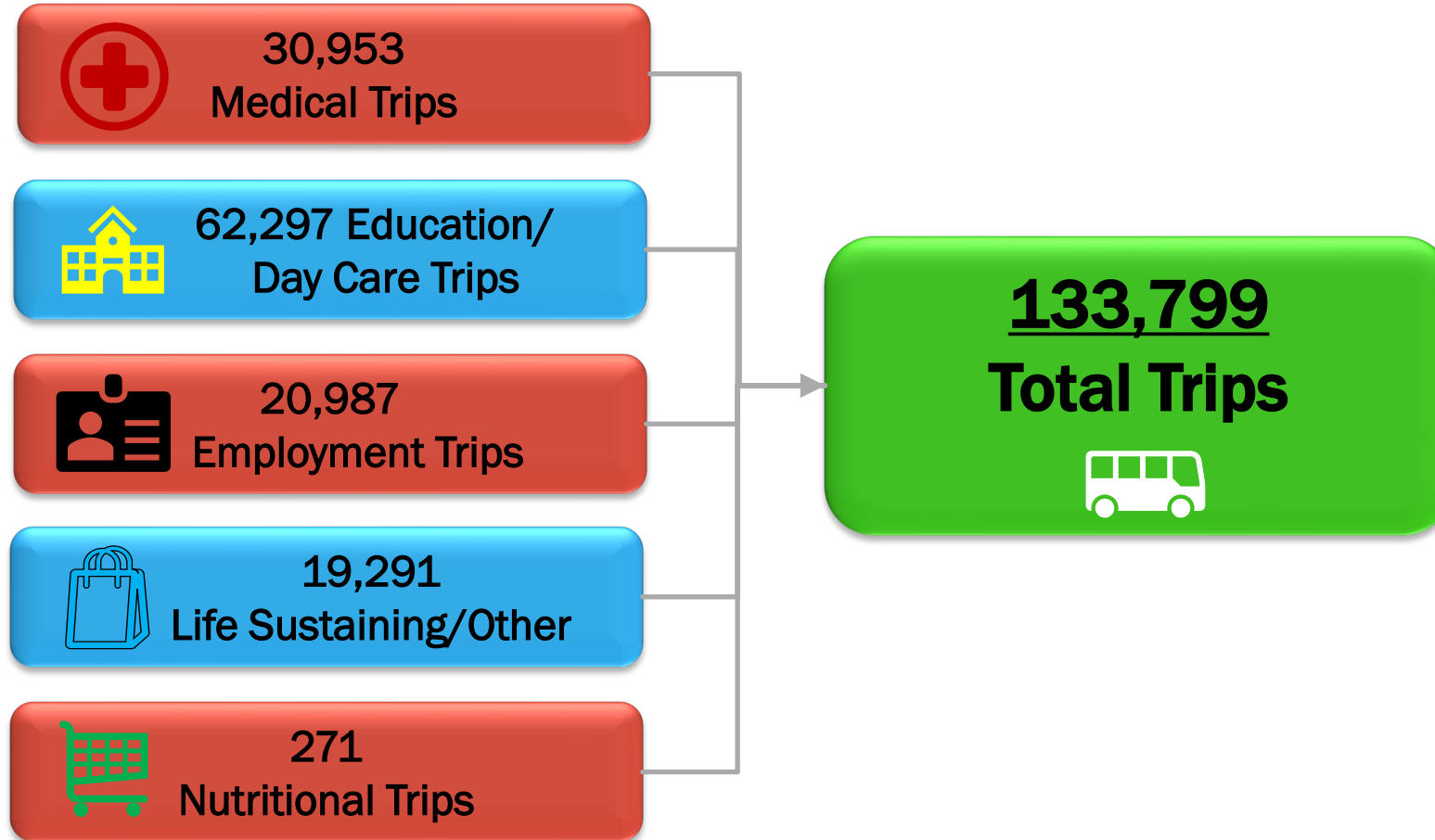
(October 1, 2022 – September 30, 2023)



Coordinated System Trip Information

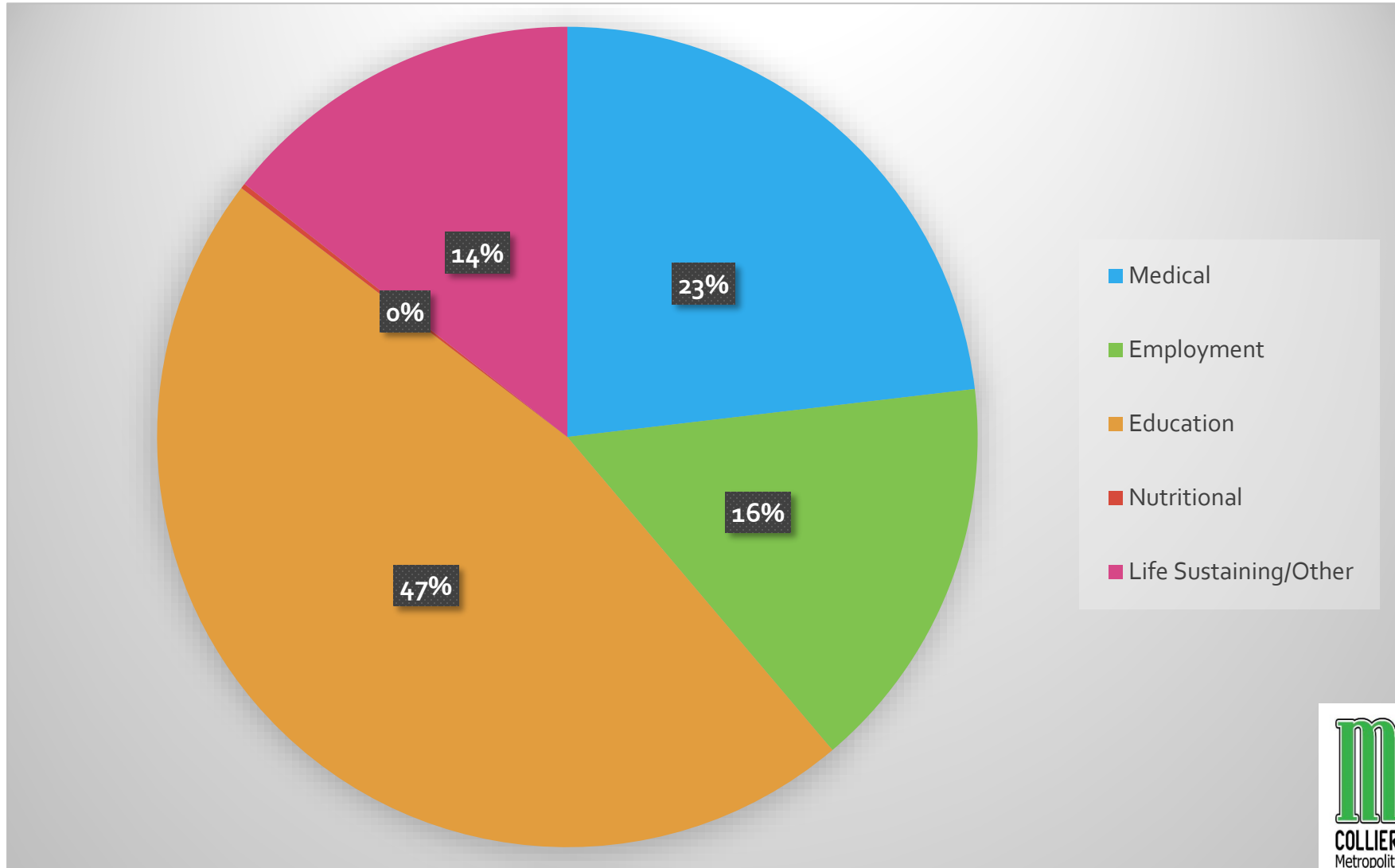
Number of Trips Provided In FY 2023

(From July 1, 2022– June 30, 2023)

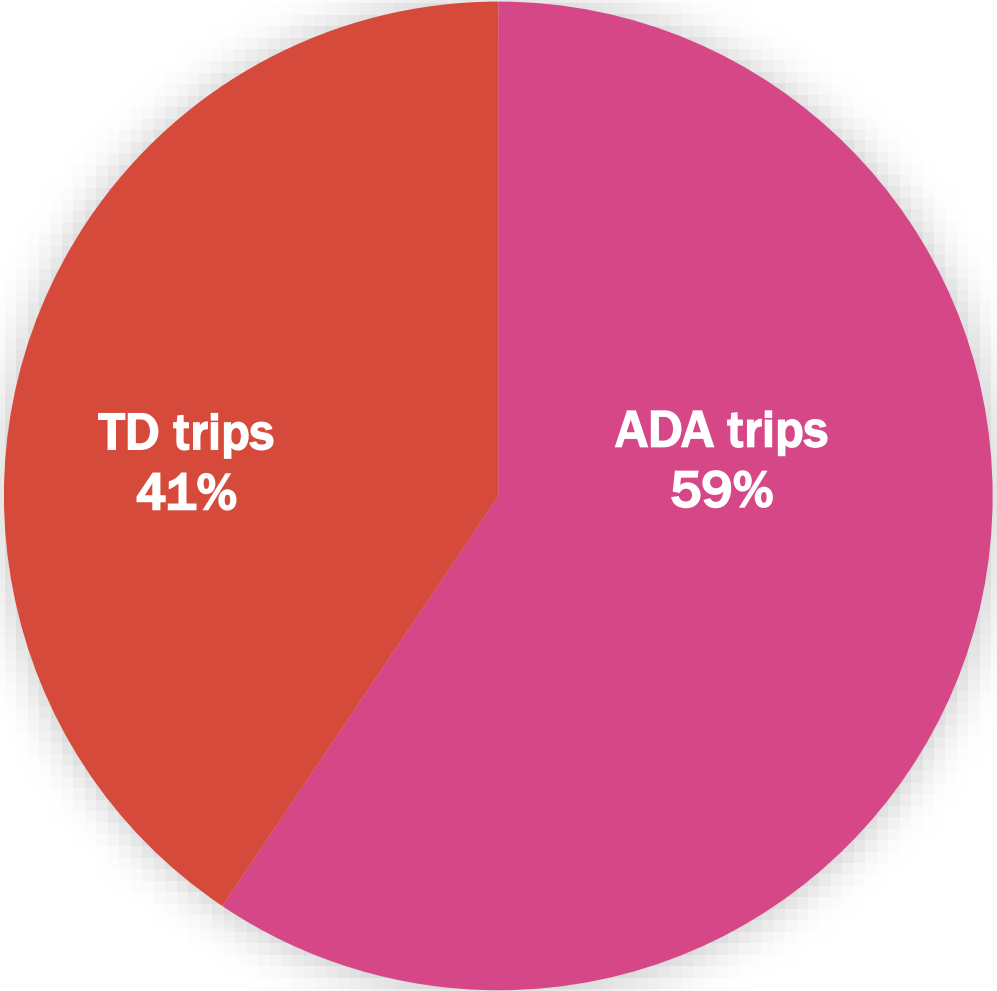


Coordinated System Trip Information

By Trip Purpose in FY 2023



CTC Trip Information By Trip Type in FY 2023



Government in the Sunshine



Applies to any gathering of two or more LCB members.



Applies to any issue on which “*foreseeable action*” will be taken or potentially come before the board for action.



Applies to all functions of covered boards and commissions, whether formal or informal.

“Put your Dollars to Work”

- Funding for the program comes from revenues collected from the **vehicle registrations**.
- If you wish to make a voluntary contribution, there is a box to check on your vehicle registration form to indicate that your additional money is to go to the Transportation Disadvantaged Trust Fund.
- **100% of funds collected in each county goes toward additional trips in that county.**
- Please remember to mark Transportation Disadvantaged Trust Fund for your voluntary contribution and add your dollars to those of your family and friends who are "Putting Their Dollars to Work".

CHECK THE BOX

It Takes So Little To Help So Much!

You can easily help provide transportation for children at risk, seniors, disabled and low-income residents in **YOUR** community!

"I rely on this service to transport me to and from work on a daily basis—I wouldn't be employed without it."
—Jason G.
Palm Beach County, FL

"I have been in a nursing home for three years and this is my only means of transportation."
—Regina E.
Baker County, FL

"Going to the doctor's office, grocery shopping, church and other activities makes my quality of life worth living."
—Bobby V.
Palm Beach County, FL

"It is critical that I have this transportation assistance to my dialysis three times a week."
—Leroy M.
Nassau County, FL

"We don't drive. We would not be able to get anywhere."
—Loretta B.
Flagler County, FL

✓ CHECK THE BOX and donate \$1 or MORE to the Transportation Disadvantaged Voluntary Trust Fund when you register or renew the tag on your car, truck or boat.

100% of All Donations Go To Assist People In YOUR Community.

For additional information please contact:
Florida Commission for the Transportation Disadvantaged
805 Suwannee Street, MS-49
Tallahassee, Florida 32399-0450
1-800-983-2435
www.dot.state.fl.us/ctd



Thank You!

**Dusty Hansen, Senior Planner
Collier MPO**

Dusty.Hansen@colliercountyfl.gov

(239) 252-5850

www.colliermmpo.org



2885 South Horseshoe Drive, Naples, FL 34104 • (239) 252-5814 • collier.mpo@colliercountyfl.gov

INFORMATION ABOUT THE SUNSHINE LAW FOR MEMBERS

The Sunshine Law applies to local government boards and provides citizens with the right of access to the process to provide for citizen involvement in the making of decisions by advisory committees and boards.

Some important aspects of the Sunshine Law that apply to being a member of the MPO's advisory committees or boards are as follows:

- Any discussion between two or members of the same committee/board on any topic that could come before the committee/board for discussion is considered a meeting under the Sunshine Law. *The Sunshine Law specifically applies when two or more members of the same committee/board discuss a matter that may foreseeably come before the same board or committee. This includes written correspondence.*
- There are three basic requirements of the Sunshine Lawⁱ:
 - Meetings of public boards, commissions or committees must be open to the public.
 - Reasonable notice of such meetings must be given.
 - Minutes of the meeting must be taken.

Important reminders for members of the MPO's advisory committees/boards are as follows:

1. No pre or post meeting discussions with other committee/board members regarding matters that may be discussed at a committee/board meeting.
2. Do not use non-member liaisons between members.
3. As a committee/board member, any correspondence or emails to or from you relating to your committee/board service is a public record.
4. If a matter before the committee/board creates a conflict of interest for youⁱⁱ, abstain from voting and from persuasive discussion on the matter.

Source: Sunshine Law Presentation Guide developed by the Collier County Attorney's Office.

ⁱ [Section 286.011, Florida Statutes.](#)

ⁱⁱ [Section 112.3143, Florida Statutes.](#)