



# 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, 5<sup>th</sup> Floor  
3299 Tamiami Trail East  
Naples, FL 34112

### REGULAR MEETING

Wednesday – March 6, 2024

Immediately After Public Workshop held at 1:30 p.m.

1. **CALL TO ORDER**
  - A. Roll Call
  - B. Pledge of Allegiance
2. **OPEN TO THE PUBLIC FOR COMMENTS  
ON ITEMS NOT ON THE AGENDA**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MEETING MINUTES**
  - A. December 6, 2023, Meeting Minutes
5. **BOARD ACTION**
  - A. Elect Vice-Chair
  - B. Review and Approve Proposed Rate Model for FY 2024/2025
6. **REPORTS & PRESENTATIONS**
  - A. CTC Quarterly Report
  - B. MPO Quarterly Progress Report
  - C. FDOT Report
7. **OTHER BUSINESS**
8. **DISTRIBUTION ITEMS**
9. **BOARD MEMBER COMMENTS**
10. **NEXT MEETING DATE**

May 1, 2024, at 1:30 p.m., Regular Meeting
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) 252-5884 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](mailto:Suzanne.Miceli@colliercountyfl.gov) or in writing to the Collier MPO, attention: Ms. Miceli, at 2885 South Horseshoe Dr., Naples, FL 3104.*

**MEETING MINUTES**

**LOCAL COORDINATING BOARD  
FOR THE TRANSPORTATION DISADVANTAGED of the  
COLLIER METROPOLITAN PLANNING ORGANIZATION  
REGULAR MEETING**

**Collier County Government Center  
Admin. Bldg. F, IT Training Room, Fifth Floor  
3299 Tamiami Trail East, Naples, FL 34112  
December 6, 2023  
1:30 p.m.**

**1. CALL TO ORDER**

**A. Roll Call**

**MPO Council Member Pernas** called the regular meeting to order at approximately 1:30 p.m.

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

**Members Present**

Tony Pernas, MPO Board member, Everglades City, LCB Chair  
Brett Nelson, Children at Risk (*arrived after roll call*)  
Carmen Henry, Southwest Florida Regional Workforce Development Board (*arrived during item 5.C.*)  
Dylan Vogel, Citizens Advocate/User  
Michael Stahler, Florida Agency for Health Care Administration  
Pa Houa Lee-Yang, Florida Association for Community Action  
Sarah Gualco, Area Agency on Aging SWFL-FL Dept. of Elder Affairs  
Todd Engala, Florida Dept. of Transportation

**Members Absent**

Eileen Streight, Citizens Advocate/Non-User  
Gabrielle Galanti, Local Medical Community  
John Lambcke, Collier Schools Transportation Director  
Leah Watson, Agency for Persons with Disabilities  
Lisa O'Leary, Fla. Dept. of Edu./Div. of Vocational Rehab Services  
Oscar Gomez, Veterans Services  
Tabitha Larrauri, Fla. Dept. of Children and Family Services

**MPO Staff**

Dusty Hansen, Senior Planner  
Suzanne Miceli, Administrative Support Specialist II

**Others Present**

Elena Ortiz-Rosado, Marketing Manager, Collier Area Transit  
Mari Maldonado, Paratransit Manager, Collier Area Transit  
Brian Wells, Director, Collier County Public Transit & Neighborhood Enhancement  
Stephanie Nordin, Autism Collier

Daisy Diaz, Collier Area Transit  
Omar De Leon, Public Transit Manager, Collier Area Transit

**B. Pledge of Allegiance**

**2. OPEN TO THE PUBLIC FOR COMMENTS ON ITEMS NOT ON THE AGENDA**

**Ms. Nordin:** I have a friend with cerebral palsy. She has had a difficult time getting transportation, so I would like to know what her options are.

**Mr. De Leon:** Collier County has a program called Cat Connect, which provides door to door service for individuals with disabilities. There are two programs, the Americans with Disabilities Act, and the Transportation Disadvantaged program. There is an eligibility process to determine if she is eligible for the service. Ms. Maldonado manages the service and can guide you on the application process.

**3. APPROVAL OF AGENDA**

*Ms. Gualco moved to approve the agenda. Mr. Stahler seconded. Passed unanimously.*

**4. APPROVAL OF MEETING MINUTES**

**A. Approval of September 6, 2023 Regular Meeting Minutes**

*Mr. Stahler moved to approve the Regular Meeting Minutes for September 6, 2023. Mr. Vogel seconded. Passed unanimously.*

**B. Approval of October 4, 2023 Special Meeting Minutes**

*Mr. Stahler moved to approve the Special Meeting Minutes for October 4, 2023. Ms. Gualco seconded. Passed unanimously.*

**5. BOARD ACTION**

**A. Approve annual update to the LCB Grievance Procedures**

**Ms. Hansen:** The Transportation Disadvantaged (TD) Planning Grant requires that the Local Coordinating Board (LCB) review and update the Grievance Procedures on an annual basis. The Grievance Procedures provide guidance for passengers that are not satisfied and/or disagree with a decision made as it relates to TD program eligibility or the provision of service. The first attachment in the packet shows the proposed changes. There are a few scrivener's error-type changes. MPO Staff recommends that the Board review, comment on, and approve the updated LCB Grievance Procedures.

**Ms. Gualco:** Are grievance procedures posted for the public, or must the public request the procedures?

**Ms. Hansen:** The grievance procedures are in the Transportation Disadvantaged Service Plan Major, which is posted on our website.

**Mr. De Leon:** The grievance procedures are incorporated into our Rider's Guide and on our

website as well.

*Ms. Gualco moved to approve the annual update to the LCB Grievance Procedures. Mr. Stahler seconded. Passed unanimously.*

## **B. Review Final FY 2022-23 Annual Operating Report**

**Ms. Hansen:** This is a follow up from the September 6, 2023 LCB meeting. The Community Transportation Coordinator (CTC) must submit an Annual Operating Report (AOR) to the Florida Commission for the Transportation Disadvantaged (CTD). The draft AOR was reviewed and approved by LCB at the September 6, 2023 meeting. The CTD has approved the final AOR. Staff requests that the Board review the final FY 2022-2023 AOR and authorize the Chair to sign the AOR certifying that the LCB has reviewed the Report and that a copy has been received by the Planning Agency (the MPO). Mr. De Leon, Transit Manager, will go over the final AOR and any changes that may have been made since the draft was presented.

**Mr. De Leon:** There have been no changes to the report since LCB endorsed the draft.

*Ms. Gualco moved to approve Final FY 2022-23 Annual Operating Report. Mr. Stahler seconded. Passed unanimously.*

## **C. Review and Endorse FTA § 5310, 5311 and 5339 Grant Applications**

**Mr. De Leon:** Every year we have the opportunity by the Florida Department of Transportation (FDOT) to apply for three grant applications for FTA funds. The 5310 grant covers capital assets, such as the replacement of vehicles, and some operating costs. We are applying for this grant to replace four paratransit vehicles and their associated costs. The 5311 grant covers 50% of our rural route operating costs. We use this grant for our operations in County rural areas, such as Immokalee. 5339 is a rural bus and bus facilities grant, which allows us to apply for 100% of capital and maintenance expenses for bus routes in rural areas within the County. The funds come from 80% federal, 10% FDOT, and 10% Collier County. All grants require grant applications and associated documents. We're seeking endorsement so we may submit the documents and continue the process of application for the grants.

**Mr. Pernas:** What happens to the old vehicles?

**Mr. De Leon:** The retired vehicles go to auction. If more than \$5,000 is garnered for the vehicle at auction, some of the money goes back to the grantor, and the remainder goes back to Collier Area Transit, so we can utilize those funds towards the next grant.

**Ms. Gualco:** Is there still a lack of vehicles?

**Mr. De Leon:** Yes. We hope to receive more vehicles soon.

**Mr. Engala:** I believe Michelle Peronto explained that the delay in production was because the procurement contract for TRIPS expired during Covid and there was no procurement for vehicles for approximately two years. The TRIPS contract is back, so we're making up for FY 2022-23 and rolling that forward, so there are fifteen vehicles expected at this time.

*Ms. Henry moved to endorse FTA § 5310, 5311 and 5339 Grant Applications Mr. Vogel seconded. Passed unanimously with Mr. Engala abstaining from voting.*

## 6. REPORTS & PRESENTATIONS

### A. CTC Quarterly Report

**Mr. De Leon** discussed the CTC's Quarterly Report for the last quarter.

**Mr. De Leon:** We are continuing to see an increase in ridership. We see about 500-600 passengers per day. We are operating at 70% on-time. We need more vehicles. We're looking at other opportunities like improved technology for efficiency. Efficiency is key. As part of the TDSP, we also monitor work and medical trips to make sure we are getting people to their appointments on time to meet the goals of the TDSP.

### B. MPO Quarterly Progress Report

**Ms. Hansen:** The Transportation Disadvantaged (TD) Planning Grant, requires MPO staff to present quarterly progress reports of the local TD program administrative support accomplishments as outlined in the grant agreement to the Local Coordinating Board (LCB). From July 1, 2023, through September 30, 2023: The MPO included LCB Board member vacancy announcements in the Collier MPO Newsletter to obtain new volunteer members and secured a replacement for public education. MPO coordinated, prepared for, attended, and prepared meeting minutes for the September 6, 2023 regular meeting. We coordinated the LCB's review and approval of the draft Annual Operating Report at the September meeting. The Actual Expenditures Report of direct federal and local government transportation funds to the CTD was completed and transmitted to the CTD on September 13, 2023. Collier MPO worked with its consultant, Capital Consulting Solutions, and LCB to develop the TDSP Major Update. MPO Staff conducted public outreach to solicit input on the draft document. LCB reviewed the draft TDSP Major at its September 6, 2023 meeting. A special LCB meeting was set for October 4, 2023 for LCB to approve the TDSP Major. The draft was also presented to the Public Transportation Advisory Committee (PTAC), the Technical Advisory Committee (TAC), and the Citizens Advisory Committee (CAC) for review and comment. MPO Staff provided orientation and training materials to new member, John Lambcke, on September 25, 2023.

A group discussion followed, regarding various communication methods that might be utilized to announce the LCB Board vacancies, both digital and printed.

### C. FDOT Report

**Mr. Engala:** Regarding the 5310 funding for Fiscal Year (FY) 2021-23, at the FDOT coordination meeting this morning, I relayed that we are waiting for Central Office to allocate the funding to District One, so can get those busses out. Applications are due December 15, 2023 at 5:00 p.m. In transit, Collier County has started three applications, as you know, for FTA § 5310, 5311 and 5339. Round Three of the FDOT triennials are beginning. The current schedule has been created for the 5310 non-profits up to November 2024. 5310 operating costs are available, although you must meet a 55% to 45% threshold for the urban corridor to apply.

## 7. OTHER BUSINESS

None.

**8. DISTRIBUTION ITEMS**

**A. Final 2024 MPO Meeting Calendar**

*The item was distributed.*

**B. Updated LCB Membership Roster**

*The item was distributed.*

**9. BOARD MEMBER COMMENTS**

None.

**10. NEXT MEETING DATE**

*March 6, 2024, at 1:30 p.m., In-Person, Collier County Government Center, County Administration Bldg. F, IT Training Room, 5th Floor, 3299 Tamiami Trail E., Naples, FL 34112. Annual public workshop with regular meeting to immediately follow.*

**11. ADJOURNMENT**

*No further business being conducted, MPO Council Member Pernas adjourned the meeting at 2:05 p.m.*

**EXECUTIVE SUMMARY**  
**BOARD ACTION**  
**ITEM 5A**

**Elect LCB Vice-Chair**

---

**OBJECTIVE:** For the Board to elect a Vice-Chair.

**CONSIDERATIONS:** The LCB Bylaws and Rule 41-2.012(2), Florida Administrative Code, provide that LCB elect a Vice-Chair each year. The Vice-Chair shall be elected by a majority vote of a quorum of the LCB members. The Vice-Chair shall serve a term of one year starting with the next meeting. In the event of the Chair's absence, the Vice-Chair shall assume the duties of the Chair and conduct the meeting. The Vice-Chair may serve more than one term.

MPO Council Member, Tony Pernas, is the current Chair. There is no Vice-Chair at this time.

**STAFF RECOMMENDATION:** That the Board elect a Vice-Chair.

Prepared By: Dusty May Hansen, MPO Senior Planner

**ATTACHMENTS:**

1. LCB Bylaws (2023)
2. Rule 41-2.012, FAC

**BY-LAWS**

of the

**COLLIER COUNTY  
Transportation Disadvantaged  
Local Coordinating Board**

**Endorsed by LCB: May 3, 2023**  
**Adopted by MPO: May 12, 2023**

**CAO**



**TABLE OF CONTENTS**

<b>Article</b>		<b>Page</b>
<b>I</b>	<b>Preamble .....</b>	<b>1</b>
	<b>Preamble .....</b>	<b>1</b>
<b>II</b>	<b>Name and Purpose.....</b>	<b>1</b>
	<b>Name.....</b>	<b>1</b>
	<b>Purpose.....</b>	<b>1</b>
<b>III</b>	<b>Membership, Appointment, Term of Office, and Termination of Membership.....</b>	<b>1</b>
	<b>Voting Members .....</b>	<b>1</b>
	<b>Alternate Members .....</b>	<b>2</b>
	<b>Non-voting Members.....</b>	<b>3</b>
	<b>Terms of Appointment.....</b>	<b>3</b>
	<b>Termination of Membership .....</b>	<b>3</b>
<b>IV</b>	<b>Officers and Duties.....</b>	<b>3</b>
	<b>Number.....</b>	<b>3</b>
	<b>Chairperson .....</b>	<b>3</b>
	<b>Vice-Chairperson .....</b>	<b>4</b>
<b>V</b>	<b>LCB Meetings .....</b>	<b>4</b>
	<b>Regular Meetings .....</b>	<b>4</b>
	<b>Notice of Meetings .....</b>	<b>4</b>
	<b>Quorum .....</b>	<b>4</b>
	<b>Voting .....</b>	<b>4</b>
	<b>Parliamentary Procedures .....</b>	<b>4</b>
	<b>Public Meetings .....</b>	<b>5</b>
<b>VI</b>	<b>Staff.....</b>	<b>5</b>
	<b>General .....</b>	<b>5</b>
<b>VII</b>	<b>LCB Duties .....</b>	<b>5</b>
	<b>LCB Duties .....</b>	<b>5</b>

<b>VIII</b>	<b>Subcommittees .....</b>	<b>7</b>
	<b>Subcommittees .....</b>	<b>7</b>
<b>IX</b>	<b>Communications with other Agencies and Entities .....</b>	<b>7</b>
	<b>General .....</b>	<b>7</b>
<b>X</b>	<b>Certification .....</b>	<b>7</b>

**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;
- P. A representative of the Florida Agency for Health Care Administration; and
- 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 41-2.012, 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 exist to conduct LCB business when there is an in-person attendance of four (4) of the voting LCB members, or their designated alternates.

**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.

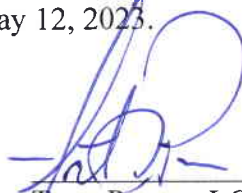
### **ARTICLE IX: COMMUNICATION WITH OTHER AGENCIES AND ENTITIES**

#### **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 May 3, 2023 by the Collier County Transportation Disadvantaged Local Coordinating Board and subsequently adopted by the Collier Metropolitan Planning Organization on May 12, 2023.



\_\_\_\_\_  
Tony Pernas, LCB Chairperson

**METROPOLITAN PLANNING ORGANIZATION**

By:

  
\_\_\_\_\_  
Greg Folley, MPO Chairperson


Attested By:

  
\_\_\_\_\_  
Anne McLaughlin, MPO Executive Director

**Approved as to form and legality:**

**COLLIER COUNTY ATTORNEY**

By:

  
\_\_\_\_\_  
Scott R. Teach, Deputy County Attorney

#### **41-2.012 Coordinating Board Structure and Duties.**

The purpose of the Coordinating Board is to identify local service needs and to provide information, advice, and direction to the Community Transportation Coordinator on the coordination of services to be provided to the transportation disadvantaged through the Florida Coordinated Transportation System (FCTS). Each Coordinating Board is recognized as an advisory body to the Commission in its service area. The members of the Coordinating Board shall be appointed by the Metropolitan Planning Organization or the Designated Official Planning Agency. A Coordinating Board shall be appointed in each county. However, when agreed upon in writing, by all Boards of County Commissions in each county to be covered in the service area, multi-county Coordinating Boards may be appointed. The structure and duties of the Coordinating Board shall be as follows:

(1) The Metropolitan Planning Organization or Designated Official Planning Agency shall appoint one elected official to serve as the official chairperson for all Coordinating Board meetings. The appointed chairperson shall be an elected official from the county that the Coordinating Board serves. For a multi-county Coordinating Board, the elected official appointed to serve as Chairperson shall be from one of the counties involved.

(2) The Coordinating Board shall hold an organizational 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 members of the Coordinating Board present and voting at the organizational meeting. 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.

(3) In addition to the Chairperson, except for multi-county Coordinating Boards which shall have as a representative an elected official from each county, including the Chairperson, one of whom shall be elected Vice-Chairperson, the following agencies or groups shall be represented on the Coordinating Board, in every county as voting members:

- (a) A local representative of the Florida Department of Transportation;
- (b) A local representative of the Florida Department of Children and Family Services;
- (c) A local representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible;
- (d) In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
- (e) A person recommended by the local Veterans Service Office representing the veterans of the county;
- (f) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the county;
- (g) A person over sixty representing the elderly in the county;
- (h) A person with a disability representing the disabled in the county;
- (i) 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;
- (j) A local representative for children at risk;
- (k) In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator;
- (l) A local representative of the Florida Department of Elderly Affairs;
- (m) An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the Community Transportation Coordinator;

- (n) A local representative of the Florida Agency for Health Care Administration;
- (o) A local representative of the Agency for Persons with Disabilities;
- (p) A representative of the Regional Workforce Development Board established in chapter 445, F.S.; and
- (q) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, etc.

(4) Except for the Chairperson, the non-agency members of the Board shall be appointed for three year staggered terms with initial membership being appointed equally for one, two, and three years. The Chairperson shall serve until elected term of office has expired or otherwise replaced by the Designated Official Planning Agency. No employee of a community transportation coordinator shall serve as a voting member of the coordinating board in an area where the community transportation coordinator serves. However, community transportation coordinators and their employees are not prohibited from serving on a coordinating board in an

area where they are not the coordinator. However, an elected official serving as Chairperson of the coordinating board, or other governmental employees that are not employed for the purpose of making provisions for transportation and are not directly supervised by the community transportation coordinator shall not be precluded from serving as voting members of the coordinating board.

(5) The Board shall meet at least quarterly and shall perform the following duties in addition to those duties specifically listed in section 427.0157, F.S.:

(a) Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission and the Chairperson of the designated official planning agency.

(b) Annually, provide the Metropolitan Planning Organization or Designated Official Planning Agency with an evaluation of the Community Transportation Coordinator's performance in general and relative to Commission and local standards as referenced in rule 41-2.006, F.A.C., and the performance results of the most recent Transportation Disadvantaged Service Plan. As part of the Coordinator's performance, the local Coordinating Board shall also set an annual percentage goal increase for the number of trips provided within the system for ridership on public transit, where applicable. In areas where the public transit is not being utilized, the local Coordinating Board shall set an annual percentage of the number of trips to be provided on public transit. The Commission shall provide evaluation criteria for the local Coordinating Board to use relative to the performance of the Community Transportation Coordinator. This evaluation will be submitted to the Commission upon approval by the local coordinating board.

(c) Appoint a Grievance Committee to process and investigate complaints, from agencies, users, transportation operators, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the Coordinating Board or to the Commission, when local resolution cannot be found, for improvement of service. The Coordinating Board shall establish a process and procedures to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Commission's TD Helpline service when local resolution has not occurred. All materials shall be made available in accessible format, upon request by the citizen. Members appointed to the committee shall be voting members of the Coordinating Board.

(d) All coordinating board members should be trained on and comply with the requirements of section 112.3143, F.S., concerning voting conflicts of interest.

*Rulemaking Authority 427.013(9) FS. Law Implemented 427.0157 FS. History--New 5-2-90, Amended 6-17-92, 11-16-93, 1-4-94, 7-11-95, 5-1-96, 10-1-96, 3-10-98, 4-8-01, 12-17-02, 7-3-03, 6-14-18.*

**EXECUTIVE SUMMARY**  
**BOARD ACTION**  
**ITEM 5B**

**Review and Approve Proposed Rate Model for FY 2024/2025**

---

**OBJECTIVE:** To obtain the LCB's approval for the proposed Fiscal Year 2024-25 Rate Model, which derives annual unsubsidized rates per passenger trip for inclusion in the FY 24-25 Trip and Equipment Grant. The rate model is also included in the annual update to the Transportation Disadvantaged Service Plan (TDSP).

**CONSIDERATIONS:** The Florida Commission for the Transportation Disadvantaged (CTD) requires the Community Transportation Coordinator (CTC) to update and submit a rate model annually. 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 proposed rate model as presented. Also, to approve the unsubsidized rate per passenger trip type to be applied to all purchased transportation.

Prepared By: Dusty Hansen, Collier MPO Senior Planner

**ATTACHMENTS:**

1. FY 2024-2025 Proposed Rate Model Worksheet

## Preliminary Information Worksheet

Version 1.4

**CTC Name:** Collier County Board of Commissioners  
**County** (Service Area): Collier County  
**Contact Person:** Trinity Scott  
**Phone #** 239-252-6064

### 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 <b>ACTUALS</b> from Oct 1st of <b>2022</b> to Sept 30th of <b>2023</b>	Current Year's <b>APPROVED</b> Budget, as amended from Oct 1st of <b>2023</b> to Sept 30th of <b>2024</b>	Upcoming Year's <b>PROPOSED</b> Budget from Oct 1st of <b>2024</b> to Sept 30th of <b>2025</b>	% 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	\$ 194,404	\$ 249,200	\$ 252,200	28.2%	1.2%	
Medicaid Co-Pay Received						
Donations/ Contributions						
In-Kind, Contributed Services						
Other	\$ 13,396	\$ 40,000	\$ 40,000	198.6%	0.0%	
<b>Bus Pass Program Revenue</b>						

### Local Government

District School Board						
Compl. ADA Services						
County Cash	\$ 3,601,745	\$ 4,770,500	\$ 4,770,500	32.4%	0.0%	
County In-Kind, Contributed Services						
City Cash						
City In-kind, Contributed Services						
Other Cash						
Other In-Kind, Contributed Services						
<b>Bus Pass Program Revenue</b>						

### CTD

Non-Spons. Trip Program	\$ 781,662	\$ 682,100	\$ 716,100	-12.7%	5.0%	
Non-Spons. Capital Equipment						
Rural Capital Equipment						
Other TD (specify in explanation)						
<b>Bus Pass Program Revenue</b>						

### USDOT & FDOT

49 USC 5307	\$ 982,776	\$ 933,100	\$ 786,700	-5.1%	-15.7%	5307 covered ADA and 3 months of Preventative Maintenance. 5310 funding was not received by FDOT due to lack of contract; application submitted in FY24. Other DOT funds are from FDDC grant received for 1 year.
49 USC 5310	\$ -	\$ 649,500	\$ 576,300		-11.3%	
49 USC 5311 (Operating)						
49 USC 5311 (Capital)						
Block Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)	\$ 13,978	\$ -	\$ -	-100.0%		
<b>Bus Pass Program Revenue</b>						

### AHCA

Medicaid						
Other AHCA (specify in explanation)						
<b>Bus Pass Program Revenue</b>						

### DCF

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

### DOH

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

### DOE (state)

Carl Perkins						Reduced based on actuals and forecast.
Div of Blind Services						
Vocational Rehabilitation	\$ 9,993	\$ 4,800	\$ 6,700	-52.0%	39.6%	
Day Care Programs						
Other DOE (specify in explanation)						
<b>Bus Pass Program Revenue</b>						

### AWI

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

### DOEA

Older Americans Act	\$ 2,366	\$ -	\$ -	-100.0%		Services are not predicatable enough to budget revenues.
Community Care for Elderly						
Other DOEA (specify in explanation)						
<b>Bus Pass Program Revenue</b>						

### DCA

Community Services						
Other DCA (specify in explanation)						
<b>Bus Pass Admin. Revenue</b>						

# 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 <b>ACTUALS</b> from Oct 1st of <b>2022</b> to Sept 30th of <b>2023</b>	Current Year's <b>APPROVED</b> Budget, as amended from Oct 1st of <b>2023</b> to Sept 30th of <b>2024</b>	Upcoming Year's <b>PROPOSED</b> Budget from Oct 1st of <b>2024</b> to Sept 30th of <b>2025</b>	% 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)						
<b>Bus Pass Program Revenue</b>						
DJJ						
(specify in explanation)						
<b>Bus Pass Program Revenue</b>						
Other Fed or State						
xxx						
xxx						
xxx						
<b>Bus Pass Program Revenue</b>						
Other Revenues						
Interest Earnings	\$ 95,267	\$ -	\$ -	-100.0%		Interest is not budgeted.
xxxx						
xxxx						
<b>Bus Pass Program Revenue</b>						
Balancing Revenue to Prevent Deficit						
Actual or Planned Use of Cash Reserve			\$ 427,500			
<b>Balancing Revenue is Short By =</b>		None	None			
<b>Total Revenues =</b>	<b>\$5,695,587</b>	<b>\$7,329,200</b>	<b>\$7,576,000</b>	<b>28.7%</b>	<b>3.4%</b>	

EXPENDITURES (CTC/Operators ONLY / Do NOT include Coordination Contractors!)							
Operating Expenditures							
Labor	\$ 66,011	\$ 76,300	\$ 80,600	15.6%	5.6%	The CPI used is 5.7%. Paratransit Contractor Operator costs are also increased due to contract amendments. Reserves (FY24 \$219,900) (FY25 \$250,000)	
Fringe Benefits	\$ 49,670	\$ 30,900	\$ 32,700	-37.8%	5.8%		
Services	\$ 382,233	\$ 438,700	\$ 439,300	14.8%	0.1%		
Materials and Supplies	\$ 929,186	\$ 1,061,400	\$ 1,147,000	14.2%	8.1%		
Utilities	\$ 61,166	\$ 70,200	\$ 74,200	14.8%	5.7%		
Casualty and Liability	\$ 16,214	\$ 26,000	\$ 27,500	60.4%	5.8%		
Taxes							
Purchased Transportation:							
Purchased Bus Pass Expenses							
School Bus Utilization Expenses							
Contracted Transportation Services	\$ 4,188,687	\$ 4,742,800	\$ 5,119,100	13.2%	7.9%		
Other							
Miscellaneous	\$ 1,534	\$ 14,500	\$ 15,300	845.2%	5.5%		
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	\$ 885	\$ 649,500	\$ 576,300	73289.8%	-11.3%		
Equip. Purchases with Local Revenue	\$ -	\$ 136,200	\$ 64,000		-53.0%		
Equip. Purchases with Rate Generated Rev.							
Capital Debt Service - Principal & Interest							
	\$ 1	\$ 82,700	\$ -	#####	-100.0%		
<b>Total Expenditures =</b>	<b>\$5,695,587</b>	<b>\$7,329,200</b>	<b>\$7,576,000</b>	<b>28.7%</b>	<b>3.4%</b>		

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 =	1,695,750
<b>Rate Per Passenger Mile = \$</b>	<b>2.80</b>
Total <u>Projected</u> Passenger Trips =	116,000
<b>Rate Per Passenger Trip = \$</b>	<b>40.94</b>

Fiscal Year

2024 - 2025

<b>Avg. Passenger Trip Length =</b>	<b>14.6 Miles</b>
-------------------------------------	-------------------

Rates If No Revenue Funds Were Identified As Subsidy Funds	
<b>Rate Per Passenger Mile = \$</b>	<b>4.47</b>
<b>Rate Per Passenger Trip = \$</b>	<b>65.31</b>

**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 E 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 checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" 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 checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" 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 checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" 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 E 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  
Skip # 2 - 4 and Go to Section IV
2. If you answered Yes to #1, do you want to charge the fee per passenger trip OR .....  
 Pass. Trip Leave Blank  
 Pass. 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?  Leave Blank
4. How much will you charge each escort?.....  Leave Blank

#### 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).....   
You Must Complete This Section!
- ..... And what is the projected total number of Group Vehicle Revenue Miles?  Loading Rate 1.85 to 1.00

#### 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: 2024 - 2025			
		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	1,695,750	1,368,836	188,978	Leave Blank	137,936
Rate per Passenger Mile =		\$2.67	\$4.58	\$0.00	\$1.68 \$3.10 <small>per passenger per group</small>

		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	116,000	95,747	13,568	Leave Blank	6,685
Rate per Passenger Trip =		\$38.55	\$66.08	\$0.00	\$24.20 \$44.71 <small>per passenger per group</small>

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	\$0.00
Rate per Passenger Mile for Balance =		\$2.67	\$4.58	\$0.00	\$1.68 \$3.10 <small>per passenger per group</small>

		Rates If No Revenue Funds Were Identified As Subsidy Funds			
		Ambul	Wheel Chair	Stretcher	Group
Rate per Passenger Mile =		\$4.26	\$7.30	\$0.00	\$2.67 \$4.94 <small>per passenger per group</small>
Rate per Passenger Trip =		\$61.49	\$105.41	\$0.00	\$38.61 \$71.31 <small>per passenger per group</small>

Program These Rates Into Your Medicaid Encounter Data

**EXECUTIVE SUMMARY**  
**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 from the last quarter (**Attachment 1**).

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

Prepared By: Dusty May Hansen, MPO Senior Planner

**ATTACHMENT(S):**

1. CTC Quarterly Report (October 1, 2023 to December 31, 2023)

OCTOBER 1 - 31, 2023

Total	Days	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancel	No Shows	Passenger Trips	PCA	Guest
Weekday	22	9574	7401	5977	133823	108984	396	677	10890	1070	246
Saturday	4	585	429	371	8805	7534	35	41	681	70	26
Sunday	5	433	401	334	6548	5574	15	30	519	70	16
<b>Total</b>	<b>31</b>	<b>10592</b>	<b>8231</b>	<b>6682</b>	<b>149177</b>	<b>122092</b>	<b>446</b>	<b>748</b>	<b>12090</b>	<b>1210</b>	<b>288</b>

Average	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancel	No Shows	Passenger Trips	PCA	Guest
Weekday	435	336	272	6083	4954	18	31	495	49	11
Saturday	146	107	93	2201	1884	9	10	170	18	7
Sunday	87	80	67	1310	1115	3	6	104	14	3

Fares to Collect	Fares Deposit	Balance	% Cancel of Total Trips	% No Shows of Total Trips	Prior Year On-Time Performance	On-Time Performance	Increase
\$ 21,940.00	\$21,726.00	(\$214.00)	4%	7%	81.21%	79.48%	-1.73%

Ticket Sales	Sales Deposit	Balance
		\$0.00
<b>Total Deposit</b>	<b>\$21,726.00</b>	

Prior Year	PPH	PPH	Difference
	1.66	1.81	0.15

No Shows Day Suspensions			
	7	14	30
	0	0	0

Accidents (Prev)

## NOVEMBER 1 - 30, 2023

Total	Days	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancel	No Shows	Passenger Trips	PCA	Guest
Weekday	21	8833	6896	5592	127501	103530	425	673	9994	1007	154
Saturday	4	568	441	378	8951	7569	27	43	636	36	32
Sunday	4	353	353	279	5372	4396	11	36	416	50	13
<b>Total</b>	<b>29</b>	<b>9754</b>	<b>7690</b>	<b>6249</b>	<b>141825</b>	<b>115495</b>	<b>463</b>	<b>752</b>	<b>11046</b>	<b>1093</b>	<b>199</b>

Average	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancel	No Shows	Passenger Trips	PCA	Guest
Weekday	402	313	254	5796	4706	19	31	454	46	7
Saturday	142	110	94	2238	1892	7	11	159	9	8
Sunday	71	71	56	1074	879	2	7	83	10	3

Fares to Collect	Fares Deposit	Balance
\$ 20,317.00	\$20,216.00	<b>(\$101.00)</b>
Ticket Sales	Sales Deposit	Balance
		\$0.00
Total Deposit	<b>\$20,216.00</b>	

**Accidents (Prev)**

% Cancel of Total Trips	% No Shows of Total Trips
5%	8%

Prior Year On-Time Performance	On-Time Performance	Increase
79.66%	77.08%	<b>-2.58%</b>

Prior Year PPH	PPH	Difference
1.70	1.77	<b>0.07</b>

No Shows Day Suspensions		
<b>7</b>	<b>14</b>	<b>30</b>



DECEMBER 1 - 31, 2023

Total	Days	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancel	No Shows	Passenger Trips	PCA	Guest
Weekday	20	7836	6274	5053	114361	93045	388	573	8889	907	146
Saturday	5	675	511	439	10199	8600	26	50	757	66	16
Sunday	5	485	464	382	8451	6966	24	102	558	62	11
<b>Total</b>	<b>30</b>	<b>8996</b>	<b>7249</b>	<b>5874</b>	<b>133011</b>	<b>108611</b>	<b>438</b>	<b>725</b>	<b>10204</b>	<b>1035</b>	<b>173</b>

Average	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancel	No Shows	Passenger Trips	PCA	Guest
Weekday	356	285	230	5198	4229	18	26	404	41	7
Saturday	169	128	110	2550	2150	7	13	189	17	4
Sunday	97	93	76	1690	1393	5	20	112	12	2

Fares to Collect	Fares Deposit	Balance
\$ 18,393.00	\$18,268.00	(\$125.00)
Ticket Sales	Sales Deposit	Balance
		\$0.00
Total Deposit	\$18,268.00	

Accidents (Prev)

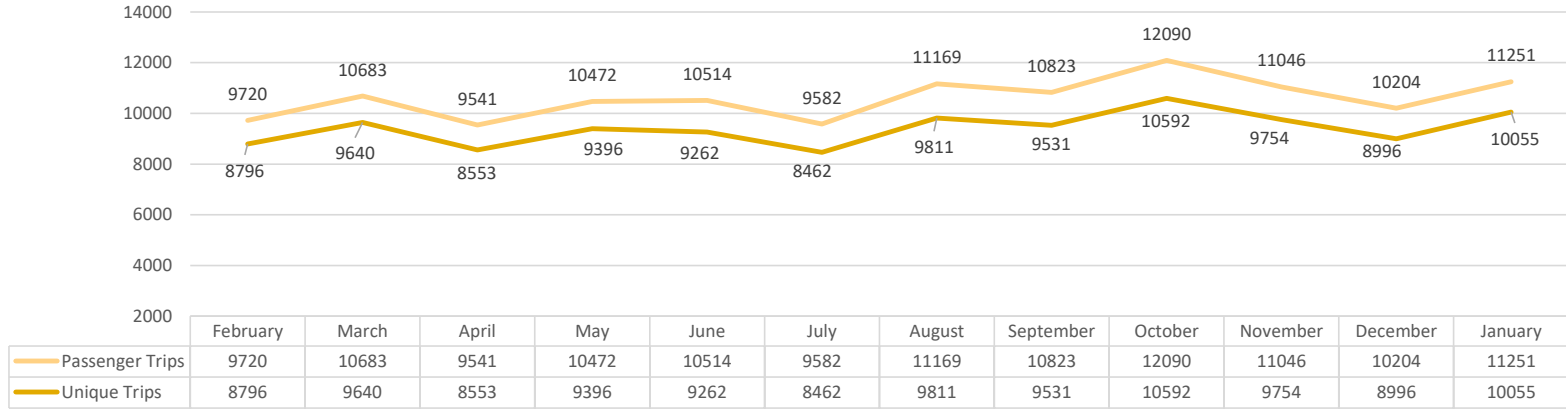
% Cancel of Total Trips	% No Shows of Total Trips
5%	8%

Prior Year On-Time Performance	On-Time Performance	Increase
76.84%	73.55%	-3.29%

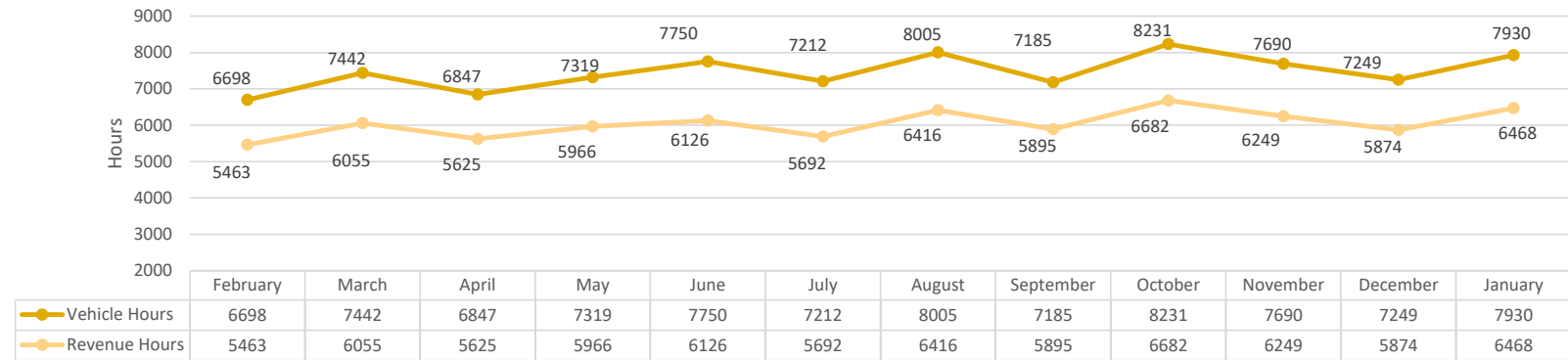
Prior Year PPH	PPH	Difference
1.77	1.74	-0.03

No Shows Day Suspensions		
7	14	30

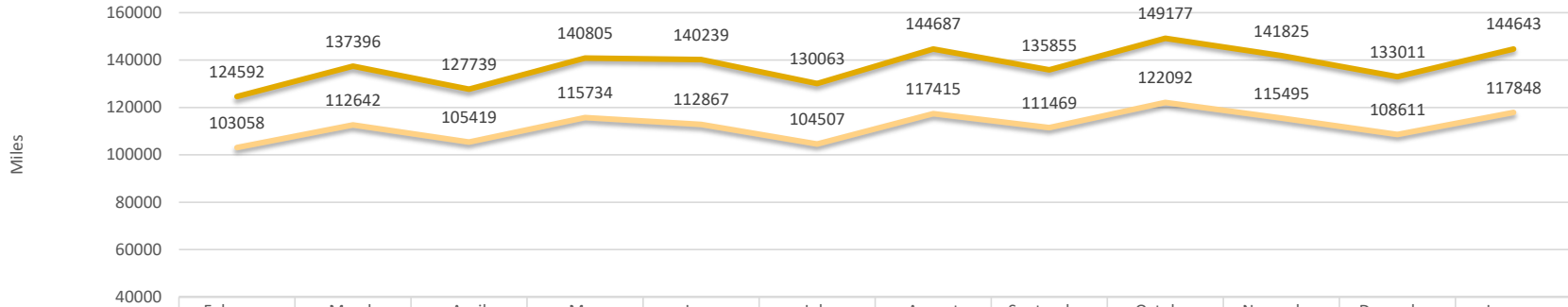
### Passenger Trips and One Way Trips



### Vehicle Hours and Revenue Hours

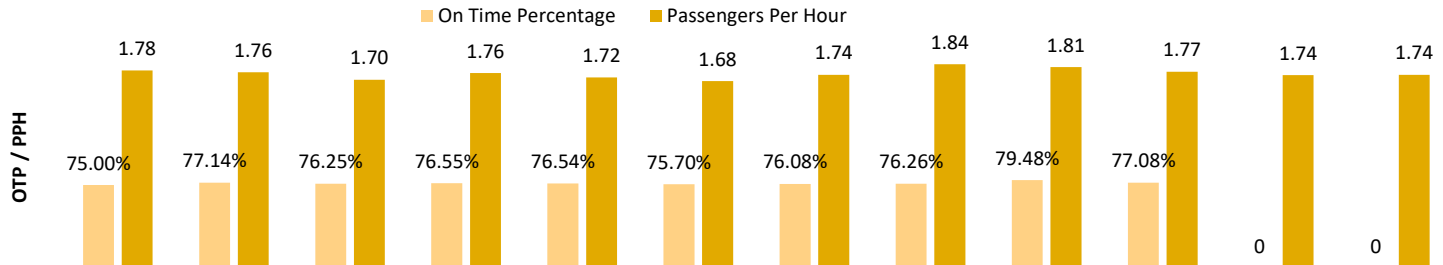


### Vehicle Miles and Revenue Miles



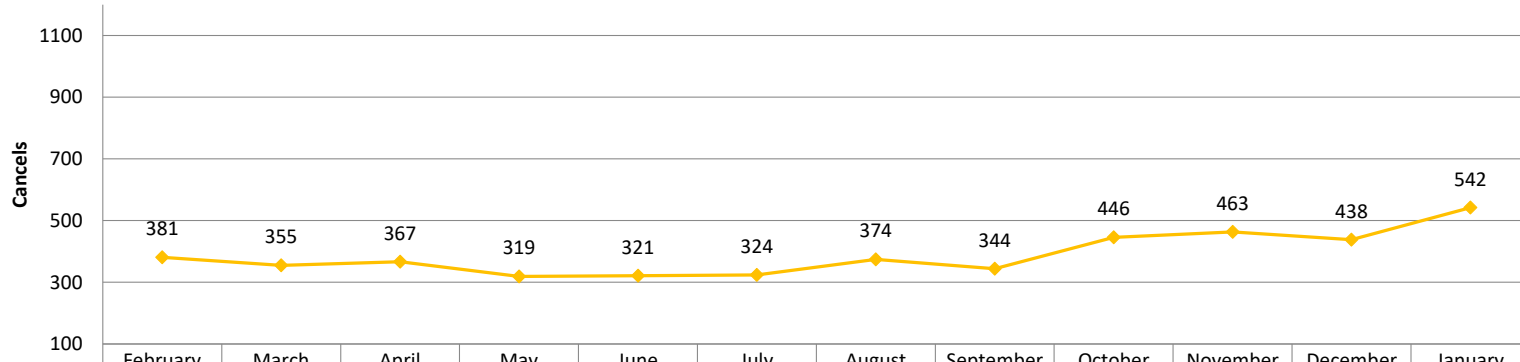
	February	March	April	May	June	July	August	September	October	November	December	January
Vehicle Miles	124592	137396	127739	140805	140239	130063	144687	135855	149177	141825	133011	144643
Revenue Miles	103058	112642	105419	115734	112867	104507	117415	111469	122092	115495	108611	117848

### On-Time Performance and Passengers Per Hour



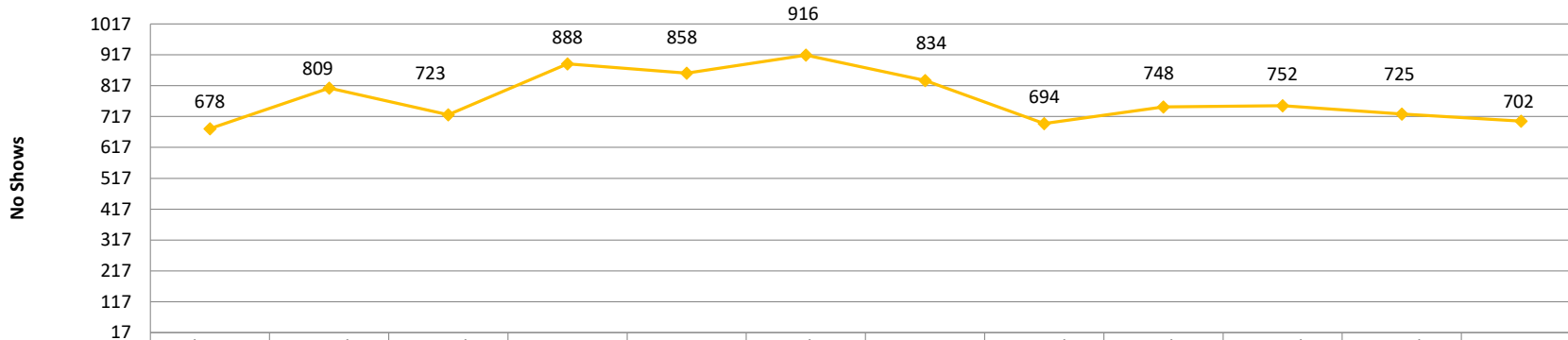
	February	March	April	May	June	July	August	September	October	November	December	January
On Time Percentage	75.00%	77.14%	76.25%	76.55%	76.54%	75.70%	76.08%	76.26%	79.48%	77.08%	0	0
Passengers Per Hour	1.78	1.76	1.70	1.76	1.72	1.68	1.74	1.84	1.81	1.77	1.74	1.74

### Cancellations



February	March	April	May	June	July	August	September	October	November	December	January
381	355	367	319	321	324	374	344	446	463	438	542

### No Show

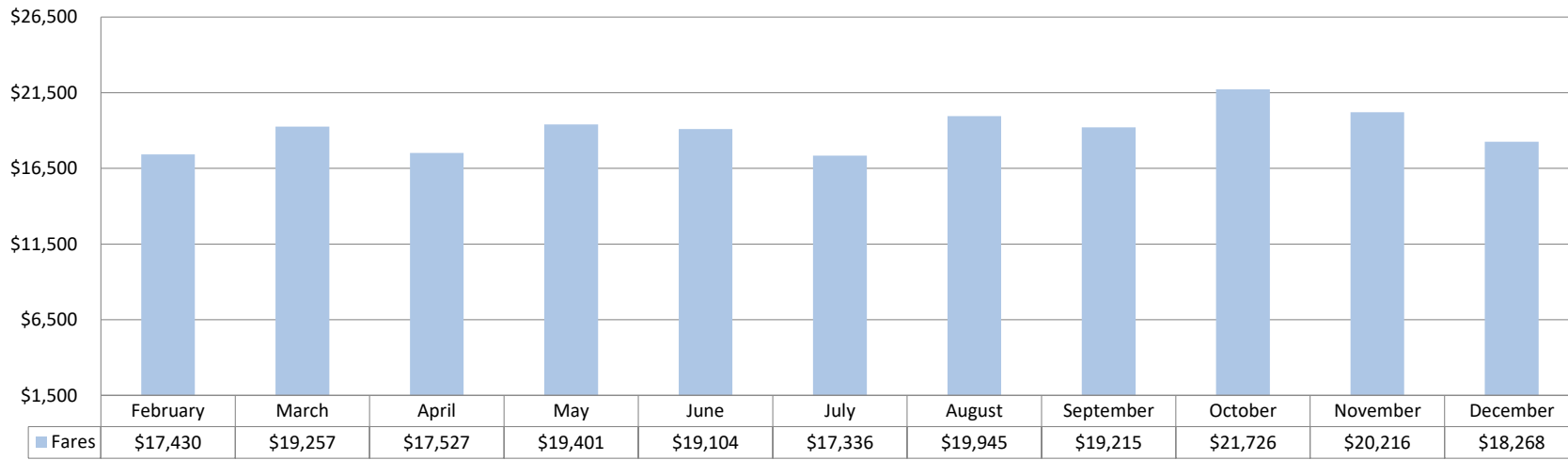


February	March	April	May	June	July	August	September	October	November	December	January
678	809	723	888	858	916	834	694	748	752	725	702

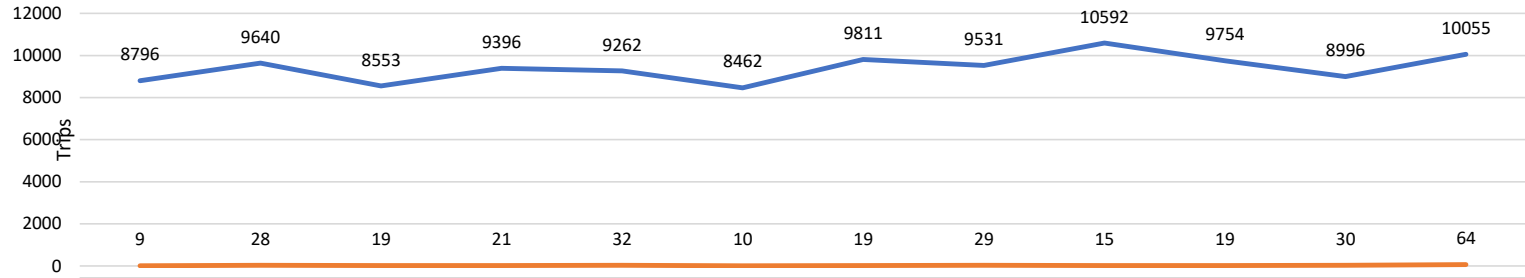
### Suspensions



### Ticket Sales and Fares Collected



### Total Trips & Missed Trips



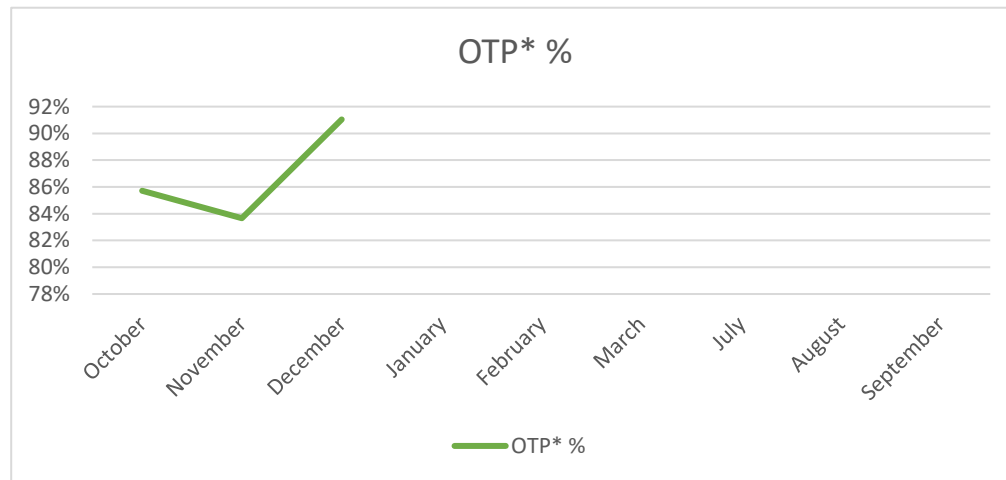
	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24
One Way Trips	8796	9640	8553	9396	9262	8462	9811	9531	10592	9754	8996	10055
Missed Trips	9	28	19	21	32	10	19	29	15	19	30	64

— One Way Trips — Missed Trips

Date Received	Month	Date of Incident	Type	lid/Non-Va	Description	Resolution
10/30/2023	October	10/29/2023	No Show/Missed Trip	Valid	The Passenger was supposed to be picked up yesterday at 4 pm from Davis and Airport. She crossed to street with her daughter to grab a drink and returned at 3:45 pm, and apparently the bus had already passed while she was away. The Passenger waited until 4:30 pm and when she called dispatch she was put on hold for an hour and 15 minutes. She said she also faxed over something saying she was waiting for the bus and to call her back. The Passenger said she was stranded and called the police but they couldn't help her either, until she called St. Matthews House and they were able to transport her home. She had to leave her wheelchair at St. Matthews House because it wouldn't fit in the transportation. She wants a call from a manager about this. She also needs to change the phone number on her file to the one listed here. She has been trying to get it changed for months but apparently it hasn't been changed.	The trip was cancelled by our mistake, called and explained to The Passenger, offered to pick her up to bring it to St. Matthew to pick the chair and we went ahead and picked her and dropped her.
10/30/2023	October	10/30/2023	Late	Valid	The bus arrived late to pick up The Passenger for her 3:30 pm doctors appointment. They arrived at the appointment 10 minutes late and the office cancels appointments if the patients dont arrive after 10 minutes. Caller said this is not hair to The Passenger because she is in pian and limping and now can't see her doctor because CAT was late. Calle said this is the second time this has happened.	Driver was running late due to an accident in Rattlesnake Hammock, called and explained and apologize, she was seen by the Dr.
10/31/2023	October	10/31/2023	Ride Time	Valid	The Passenger goes into work at 7:30 am, but today she arrived at 8 am. She was picked up at 7:11 am and the bus went to NCH, Golden Gate Pkwy, and other places before dropping her off. She said the bus usually goes directly her work to drop her off but today it didn't.  Also, she wants to make sure she wasn't counted as a no show on Friday, Oct 27. She did not work Friday and called and spoke to someone 3 times to cancel the trip; she was told it was handled but the bus arrived to pick her up on Friday anyway.	Called and apologized a vehicle brokedown and routes were affected, trip was change from No-Show to Advance Cancel
11/14/2023	November	11/14/2023	Safety	Valid	Hello, I would like to request review of the driver operating the above CAT Transit vehicle. Around 6 pm, this driver pulled directly out in front of me on Old 41, without consideration. Then proceeded to the intersection where he last minute cut me off and gave me the only option of off road grass lane. I drive a severely heavy service truck, and the stopping capacity is tough. Driver then sits at the red light, through an entire cycle out of spite. How irresponsible. I realize that the sick and elderly use this for transportation, the responsibility is big. This driver needs coaching. Thank you,The Caller	After reviewing the video the driver indeed did as described. Driver was retrained and coach unfortunately he is no longer with MV, as result of some Safety Issues.
12/8/2023	December		Late	Valid	12/6 The CATconnect drivers need to work on being on time.Today will be the 3rd time I will be late for work at my current job.The driver's have also been very late picking me up after work too.There was one time recently where I was 40 or so mins late for work.Also there have been times where the bus is 30-60 mins late picking me up after work.There was one time at my last job like 1.5 or 2 years ago where the bus was 2 hours and 45 mins late picking me up and my dad had to pick me up as I could not get in touch with anyone at the CAT office.There has been more than one occasion occasion where I could not get anyone on the phone to see where my ride was  12/8 I have been late to my current job 3 or 4 times now because the bus was late.Today was the 2nd time I was 40 mins late for work.All drivers need to make sure they are on time for pick ups.The drivers have also been late picking me up from work(I get off at 1pm and have had to wait until almost 2 and after 2pm for the bus.I have also had issues in the past with not being able to get in contact with anyone to see where my ride was.I have also gotten the"The representative you have reached is currently assisting other customers" message thing several times throughout the day  12/8 I would like to make some complaints.The first one being that today was the second time I have been 40mins late to work and the 3rd or 4th time total being late to work in the past few weeks.Also,there have been times in the past that I was not able to get in touch with anyone to see where my ride was.There have been times where I call a few times throughout the day and only get the"The representative you have reached is currently assisting other customers" message thing.Also I have contacted the rideCATconnect app developer twice now to request they give SAMSUNG phones the ability to receive notifications and I still have not heard back from them(Today was the 2nd time I emailed them.)I have also submitted 2 complaint forms on the CAT website(I submitted the 2nd one today and the first one less than a week ago maybe(dk for sure))If you guys could also please contact the rideCATconnect app developer too that would be great.Thank you.	I called and talked to The Passenger and her dad, we will continue monitoring her trips, one of the situations was that she was creating trips, as pick up instead of drop off in the App, we have cancel her privilege to create trips until, she is able to come by and we can train her on how to do it, as always The Father was very grateful and understanding. The complaint is valid as we were late for her pickup.

### Work/Medical Trips - On Time Performance (OTP)

Months	Work/Med Trips	Outside the 30Min Window	OTP* %
October	4002	572	86%
November	3795	620	84%
December	3595	322	91%
January			
February			
March			
July			
August			
September			





**EXECUTIVE SUMMARY**  
**REPORTS AND PRESENTATIONS**  
**ITEM 6B**

**Metropolitan Planning Organization (MPO) Quarterly Progress Report**

---

**OBJECTIVE:** To review and discuss the MPO Quarterly Progress Report.

**CONSIDERATIONS:** In accordance with the Transportation Disadvantaged (TD) Planning Grant, MPO staff will present the Local Coordinating Board (LCB) with quarterly progress reports of the local TD program administrative support accomplishments as outlined in the grant agreement.

**STAFF RECOMMENDATION:** For the Board to review and discuss the MPO Quarterly Progress Report (**Attachment 1**).

Prepared By: Dusty May Hansen, MPO Senior Planner

**ATTACHMENT(S):**

1. MPO Quarterly Progress Report for October 1, 2023, through December 31, 2023



SERVICE AREA/COUNTIES:

Collier

INVOICE NUMBER: G2178 Q2

INVOICE DATE: January 22, 2024

QUARTER SERVICE DATES: October 1 - December 31, 2023

6B Attachment 1  
LCB 3/6/24

AGENCY

Collier Metropolitan Planning Organization

PROGRAM MANAGEMENT	PROGRESS
A. When necessary and in cooperation with the LCB, <b>solicit and recommend a CTC</b> . The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed. (Tasks 2A)	No activity this quarter.
B. Develop and maintain a process for the <b>appointment and reappointment of voting and non-voting members</b> to the local coordinating board. (41-2.012, FAC)	MPO Staff coordinated with LCB members and a representative of Autism Collier to solicit members for three vacancies on LCB.
C. Prepare <b>agendas</b> for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	The LCB meeting agendas for the 10/4/23 special meeting and the 12/6/23 regular meeting are enclosed.
D. Prepare official <b>minutes</b> of local coordinating board meetings regardless of a quorum) and submit a copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 3)	The meeting minutes of the 10/4/23 LCB special meeting are enclosed. The draft meeting minutes of the 12/6/23 LCB meeting are enclosed.
E. Provide at least one <b>public workshop</b> annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 4)	No activity this quarter.
F. Provide staff support for <b>committees</b> of the local coordinating board. (Task 3)	No activity this quarter. The only committee of the LCB is the grievance committee. No grievances were filed, and no staff support was necessary.
G. Develop and update annually <b>by-laws</b> for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	No activity this quarter.
H. Develop, annually update, and implement local coordinating board <b>grievance procedures</b> in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 6)	The LCB approved the annual update to the Grievance Procedures at its 12/6/23 meeting. The annual update to the Grievance Procedures is enclosed.
I. Provide the Commission with a current <b>membership roster and mailing list</b> of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)	The current membership roster is enclosed.
J. Provide <b>public notice</b> of local coordinating board meetings and local public workshops in accordance with the <i>Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	LCB meetings are advertised in the Naples Daily News. The ads for the 10/4/23 LCB special meeting and the 12/6/23 regular meeting are enclosed.

K. Review and comment on the <b>Annual Operating Report</b> for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)	LCB reviewed and approved the draft AOR at its 9/6/23 meeting. LCB reviewed and approved the final AOR at its 12/6/23 meeting. The AOR signature pages are enclosed.
L. Report the <b>actual expenditures</b> (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)	The AER was transmitted to the TD Commission on 9/13/23.

II. SERVICE DEVELOPMENT	PROGRESS
A. Jointly, with the community transportation coordinator and the local coordinating board, develop the <b>Transportation Disadvantaged Service Plan (TDSP)</b> following CTD guidelines. (Task 1)	Collier MPO worked with its consultant, the CTC, and LCB to develop the TDSP Major Update. MPO Staff conducted public outreach to solicit input on the draft document. LCB reviewed the draft TDSP Major at its 9/6/23 meeting. The draft was also presented to PTAC, TAC, and CAC for review and comment. LCB approved the final TDSP Major at its special meeting on 10/4/23. The final TDSP Major was delivered by FedEx to the CTD on 10/9/23 and is enclosed.
B. Encourage integration of “transportation disadvantaged” issues into <b>local and regional comprehensive plans</b> . Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan. (427.015, FS)	This task is continual and ongoing.
C. Encourage the local community transportation coordinator to work cooperatively with <b>regional workforce boards</b> established in Chapter 445, F.S., and provide assistance in the development of innovative transportation services for participants in the welfare transition program. (427.0157, FS)	This task is continual and ongoing.

III. TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A. Provide the LCB with <b>quarterly reports</b> of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	The Planning Grant quarterly progress report was presented to the LCB at the 12/6/23 meeting. The CTC also provides a quarterly report to the LCB, which is enclosed.
B. Attend at least one <b>Commission-sponsored training</b> , including but not limited to, the CTD’s regional meetings, the CTD’s annual training workshop, or other sponsored training. (Task 10)	Collier MPO Staff was registered to attend the CTD’s annual training workshop on 8/29 and 8/30/23, but the workshop was cancelled due to Hurricane Idalia.
C. Attend at least one <b>CTD meeting</b> each year within budget/staff/schedule availability.	MPO Staff attended the CTD’s virtual Business Meeting via Teams on 12/11/23.
D. Notify CTD staff of local <b>TD concerns</b> that may require special investigations.	No activity this quarter.
E. Provide <b>training</b> for newly-appointed LCB members. (Task 3)	No activity this quarter.
F. Provide <b>assistance</b> to the CTC, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss TD needs, service evaluation and opportunities for service improvement.	This task is continual and ongoing. MPO Staff participated in a brainstorming session meeting with CTC staff on 11/30/23.
G. To the extent feasible, collect and review <b>proposed funding applications</b> involving “TD” funds consistent with Chapter 427, F.S., and Rule 41-2, F.A.C., and provide recommendations to the LCB. (427.0157, FS)	LCB reviewed and approved the CTC’s draft grant applications for FTA Sections 5310, 5311, and 5339 grants at its 12/6/23 meeting.

<p>H. Ensure the local coordinating board conducts, as a minimum, an <b>annual evaluation</b> of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's <i>Evaluation Workbook for Community Transportation Coordinators and Providers in Florida</i> (at a minimum using the modules concerning Competition In Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan. (Task 2B)</p>	<p>No activity this quarter.</p>
<p>I. Assist the CTD in <b>joint reviews</b> of the CTC.</p>	<p>No activity this quarter.</p>
<p>J. Ensure the LCB annually reviews <b>coordination contracts</b> to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, F.A.C.</p>	<p>The LCB reviewed the data provided by coordination contractors, as included in the AOR. Further review will be included in the CTC evaluation.</p>
<p>K. Implement recommendations identified in the CTD's <b>QAPE</b> reviews.</p>	<p>No activity this quarter.</p>

Other Items of Development and Update in accordance with Laws, Rules, and Commission policy:

By submission of this Quarterly Report, the information provided is accurate and accountable and corresponds with the activities for this quarter.

s/Anne McLaughlin

\_\_\_\_\_  
Representative

Date: 1/22/2024

**EXECUTIVE SUMMARY**  
**REPORTS AND PRESENTATIONS**  
**ITEM 6C**

**Florida Department of Transportation (FDOT) Report**

---

**OBJECTIVE:** For the Board to receive an update from FDOT.

**CONSIDERATIONS:** FDOT will provide a status report to the LCB at each meeting.

**STAFF RECOMMENDATION:** For the Board to receive the update.

Prepared By: Dusty May Hansen, MPO Senior Planner