



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

REGULAR MEETING

Wednesday – March 4, 2026

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 3, 2025, Meeting Minutes

5. BOARD ACTION

- A. Elect LCB Vice-Chair
- B. Review and Approve Proposed Rate Model
for FY 2026/2027

6. REPORTS & PRESENTATIONS

- A. Collier Area Transit Fare Study
- B. CTC Quarterly Report
- C. MPO Quarterly Progress Report
- D. FDOT Report

7. OTHER BUSINESS

8. DISTRIBUTION ITEMS

9. BOARD MEMBER COMMENTS

10. NEXT MEETING DATE

May 6, 2026, 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@collier.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**

**Collier County Government Center
Admin Building F, IT Training Room, 5th Floor
3299 Tamiami Trail East, Naples, FL 34112
December 3, 2025 | 1:30 p.m.**

1. CALL TO ORDER

Chair Pernas called the meeting to order at approximately 1:30 p.m.

A. Roll Call

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

Members Present

Tony Pernas, MPO Board Member, Everglades City, *Chair*
Carmen Henry, Southwest Florida Regional Workforce Development Board, *Vice-Chair*
Brett Nelson, Children at Risk (*arrived during Item 5.A.*)
Charles Lascari, Rep. Disabled
Idela Hernandez, Rep. Citizens Advocate/User or Non-User
Michael Stahler, Florida Agency for Health Care Administration
Patti Warren, Fla. Dept. of Edu./Div. of Vocational Rehab Services
Sarah Gualco, Area Agency on Aging SWFL-FL Dept. of Elder Affairs
Victoria Upthegrove, Florida Dept. of Transportation

Members Absent

Cheryl Burnham, Florida Association for Community Action
John Lambcke, Collier Schools Transportation Director
Julia Manning, Local Medical Community
Leah Watson, Agency for Persons with Disabilities
Oscar Gomez, Veterans Services
Tabitha Larrauri, Fla. Dept. of Children and Family Services

MPO Staff

Sean Kingston, Planner III
Dusty Hansen, Planner II
Suzanne Miceli, Operations Support Specialist II

Others Present

Omar De Leon, Public Transit Manager, Collier Area Transit

Ellen Sheffey, Interim Director, Collier County Public Transit & Neighborhood Enhancement Division
Mari Maldonado, Paratransit Manager, Collier Area Transit
Leslie Barnes, General Manager, MV Transportation

B. Pledge of Allegiance

Chair Pernas led the Pledge of Allegiance.

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

None.

3. APPROVAL OF AGENDA

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

4. APPROVAL OF MEETING MINUTES

A. September 10, 2025 Regular Meeting Minutes

Ms. Hernandez moved to approve the Regular Meeting Minutes for September 10, 2025. Mr. Stahler seconded. Passed unanimously.

5. BOARD ACTION

A. Approve Annual Update to the Local Coordinating Board Grievance Policy/Procedures

Ms. Hansen said that in accordance with the Transportation Disadvantaged (TD) Planning Grant, the Local Coordinating Board (LCB) must have a Grievance Policy. This year's annual update to the Grievance Policy includes revisions to enhance clarity; and revisions to reflect updated email addresses for County and MPO staff.

Ms. Hansen provided presentation of the Annual Update to the LCB Grievance Policy & Procedures (which can be viewed in the December 3, 2025 LCB Agenda), mentioning that the purpose of the Grievance Policy is to provide guidance for those who have unresolved complaints related to administration of the transportation disadvantaged program in Collier County, and reviewed the substantive proposed changes to the Grievance Policy.

Mr. Lascari asked if an individual needs to expressly state they want to move forward with the Grievance process, and if Collier Area Transit (CAT) has a formal follow-up procedure for paratransit complaints, noting that while staff are generally helpful and professional, some drivers have been uncooperative, with one even confrontational and refusing to assist him. It was a serious incident, with another rider also contacting CAT to complain about the driver's behavior. He emphasized that riders

should be contacted with a response outlining how their concerns were resolved.

Mr. De Leon explained that the proper process begins with a customer representative, who forwards the complaint to the appropriate staff. That staff member completes the relevant form and sends it to the responsible party to address the issue. The whole process is tracked and should culminate with a client follow-up. He noted that CAT's transportation operator has a contractual responsibility for this procedure. **Mr. De Leon** acknowledged that he was aware of the driver incident and noted that while the initial steps of the process had taken place and CAT did reach out to Mr. Lascari and perform an investigation, the follow-up process was not completed by informing Mr. Lascari of the outcome of the investigation.

A group discussion regarding customer service calls and the appropriate options to select for customer complaints followed. **Ms. Hansen** noted that if a complaint remains unresolved, the complainant does need to affirmatively state the desire to move forward with the Grievance process.

Ms. Gualco raised a question about the proposed revised language removing "working days," and wondered how holidays and weekends would be addressed in the computation of time for deadlines. A group discussion followed, and it was agreed to exclude weekends and Collier County Government holidays from the time periods outlined in the policy.

Mr. Stahler moved to approve the Annual Update to the Local Coordinating Board Grievance Policy/Procedures with the agreed upon revisions. Mr. Lascari seconded. Passed unanimously.

B. Review and Approve the CTC's Final CTD Approved FY 2024-25 Annual Operating Report

Ms. Hansen said every Florida Community Transportation Coordinator (CTC) must submit an Annual Operating Report (AOR). The draft AOR was brought to the LCB in September for review and approval prior to submission to the CTD. Since that time, three data errors in the AOR have been corrected: (i) total trips on the coordinated system were 13,872 higher than reported in the draft (error resulting from the Hope Hospice AOR sheets); (ii) trip revenue sources were adjusted to reallocate \$60,244 from the Commission for the Transportation Disadvantaged (CTD) to Local County Cash (error resulting from dates analyzed in preparing the draft AOR); and (iii) cost per paratransit trip was \$4.70 lower than reported in the draft (down to \$51.38 from \$56.08). Because the data contained in the AOR is interrelated, these three errors triggered a series of minor revisions to the AOR.

Ms. Hansen provided a presentation on some of the information in the AOR (which can be viewed in the December 3, 2025 LCB Agenda).

Ms. Henry moved to approve the CTC's Final FY 2024-25 Annual Operating Report. Mr. Stahler seconded. Passed unanimously.

C. Endorse the Submittal of Federal Transit Administration Sections 5310, 5311 and 5339 Grant Applications and the Associated Projects to Support the CTC

Mr. De Leon said every year FDOT provides Collier County, the designated CTC and provider of mass transportation to the elderly, individuals with disabilities, and those residing in non-urbanized areas of the County, an opportunity to apply for funding via the Federal Transit Administration (FTA) programs. There are three (3) grant applications required to support these services: FTA 5310 to provide capital and operating support to the elderly and individuals with disabilities; FTA 5311 to provide operational funding to support non-urbanized areas; and FTA 5339 to replace, rehabilitate, and purchase buses, vans, and related equipment, as well as construct bus-related facilities in the non-urbanized areas.

Mr. De Leon reviewed the grant applications (which can be viewed in the December 3, 2025 LCB Agenda).

Ms. Henry asked if unused funding from the previous year could roll over and be used for new vehicles.

Mr. De Leon said this year's grant agreements would be taken to the Board of County Commissioners, then new vehicles could be ordered, and then the funds could be utilized.

A group discussion followed. A question was raised about whether any grants are available to expand the fleet in response to population growth. It was noted that no grants for additional fleet vehicles were in place, though a new bus was arriving that week and nine new paratransit vehicles were expected (to replace vehicles that have met their useful life), with plans to retain any existing paratransit vehicles that remain usable.

Ms. Upthegrove moved to endorse the submittal of Federal Transit Administration Sections 5310, 5311 and 5339 grant applications and the associated projects to support the CTC. Mr. Stahler seconded. Passed unanimously.

6. REPORTS & PRESENTATIONS

A. CTC Quarterly Report

Mr. De Leon said there had been a 20% increase of trips since July 2025, which was more than expected. The staff performed well to meet the demand with the resources available, although there was a decline in On-Time Performance (OTP). The CTC is trying to be efficient and handle workloads, and trying to promote service on the weekends to alleviate weekday service loads.

Mr. De Leon reviewed the CTC report (which can be viewed in the December 3, 2025 LCB Agenda).

A group discussion followed. Concerns were raised about the notification system, noting that riders receive a half-hour pickup window the day before, but the next-day alert often narrows it to a 2–7 minute

window, even though actual waits can stretch to an hour or more. Questions were raised about whether the system is automated and if it can be adjusted to reflect real-time conditions more accurately.

An example was shared of a recent hour-and-a-half wait in the sun. It was mentioned that this was the first time some had heard of the issue, while others recalled that similar problems had previously generated many calls and were addressed at the time, with the assumption that the issue had not resurfaced. It was noted that the software provider had already made adjustments once and may need to review the system again. A comparison was made to ride-rideshare apps, which provide real-time GPS tracking of vehicles. It was noted that in some services, such as economy-level ride-share options, pickup times can shift if the system reroutes a driver to a new customer, illustrating how dynamic updates can affect expectations.

The point was made that small operational details like this can significantly affect service quality, and fixing them would meaningfully improve the rider experience. Appreciation was expressed by the CTC for the feedback and for LCB's role in providing up-to-date information about rider experiences.

B. MPO Quarterly Progress Report

Ms. Hansen announced that **Mr. Kingston** would be the lead planner for LCB moving forward.

Mr. Kingston introduced himself, noting that he has been working with Bicycle & Pedestrian Advisory Committee (BPAC). He expressed that he was excited to work with the LCB.

Ms. Hansen reviewed MPO Quarterly report (which can be viewed in the December 3, 2025 LCB Agenda).

C. FDOT Report

Ms. Upthegrove said applications for Federal Transit Administration (FTA) grants were due December 12, 2025.

7. OTHER BUSINESS

A. 2026 Community Transportation Coordinator Evaluation – Opportunities for LCB Members to Participate

Ms. Hansen said that as a requirement of the CTD TD Planning Grant, the LCB must conduct an annual evaluation of the CTC. The Evaluation examines the CTC's compliance with state and local standards, and local standards set forth in the Transportation Disadvantaged Service Plan (TDSP).

MPO staff plan to begin the CTC Evaluation in early 2026. The evaluation includes opportunities for ride-alongs on CATConnect paratransit vehicles to perform on-site observations of the system and interact with CATConnect passengers and caretakers. LCB members are welcome and encouraged to participate in the process.

Ms. Gualco mentioned that it is a valuable experience.

8. DISTRIBUTION ITEMS

A. 2026 Collier MPO Meeting Schedule

This item was distributed.

9. BOARD MEMBER COMMENTS

Mr. Lascari said he had attended a program at the Center for the Blind & Visually Impaired in Daytona Beach, Florida. As a blind person, he found the program very valuable and recommended it for any blind or visually impaired person, noting the empowerment of gaining back one's independence.

10. NEXT MEETING DATE

March 4, 2026, at 1:30 p.m., Annual Public Workshop, Regular Meeting to immediately follow, Collier County Government Center, County Administration Bldg. F, IT Training Room, 5th Floor, 3299 Tamiami Trail E., Naples, FL 34112.

11. ADJOURNMENT

*No further business being conducted, **Chair Pernas** adjourned the meeting at 2:36 p.m.*

EXECUTIVE SUMMARY
BOARD ACTION
ITEM 5A

Elect LCB Vice-Chair

OBJECTIVE: For the Board to elect a Vice-Chair to serve through March, 2027.

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.

The current LCB Vice-Chair is Carmen Henry. MPO Council Member, Tony Pernas, is the current Chair.

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

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

ATTACHMENTS:

1. LCB Bylaws (2025)
2. Rule 41-2.012, FAC

BY-LAWS

of the

**COLLIER COUNTY
Transportation Disadvantaged
Local Coordinating Board**

Endorsed by LCB: May 7, 2025
Adopted by MPO: June 13, 2025

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

ARTICLE I: PREAMBLE

Section 1: Preamble

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

ARTICLE II: NAME AND PURPOSE

Section 1: Name

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

Section 2: Purpose

The primary purpose of the LCB is to assist the Collier Metropolitan Planning Organization (MPO) in identifying local service needs and providing information, advice and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged pursuant to Section 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 or the MPO. Unless otherwise specified in such notice, such resignation shall take effect upon receipt thereof by the Chairperson or the MPO. 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 Section 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 Section 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 Florida Commission for the Transportation Disadvantaged (TD Commission), and the Chairperson of the Collier MPO.
2. Review and approve the Memorandum of Agreement between the 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 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 Disadvantaged Service Plan for consistency with approved minimum guidelines and the goals and objectives of the Board. The Transportation Disadvantaged 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.

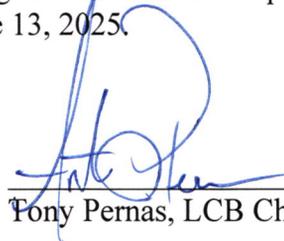
ARTICLE IX: COMMUNICATION WITH OTHER AGENCIES AND ENTITIES

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 7, 2025 by the Collier County Transportation Disadvantaged Local Coordinating Board and subsequently adopted by the Collier Metropolitan Planning Organization on June 13, 2025.

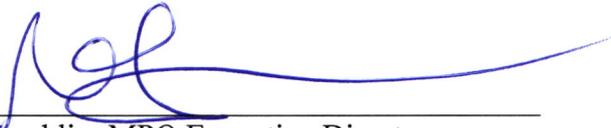


A handwritten signature in blue ink, appearing to read 'Tony Pernas', is written over a horizontal line. The signature is stylized and cursive.

Tony Pernas, LCB Chairman

METROPOLITAN PLANNING ORGANIZATION

By: 
Commissioner Dan Kowal, MPO Chairman

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 2026/2027

OBJECTIVE: To obtain the LCB’s approval for the proposed Fiscal Year (FY) 2026-27 Rate Model, which derives annual unsubsidized rates per passenger trip for inclusion in the FY 26-27 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 of this information is factored into a Rate Model to produce equitable rates for Transportation Disadvantaged (TD) trips provided by the CTC. The rates are reviewed and updated annually and included in the TDSP and the CTC’s Trip and Equipment grant application. The Trip and Equipment grant provides revenue to the CTC for TD trips to support operations of the paratransit system.

The proposed Rate Model Worksheet for FY26-27 is included as **Attachment 1**. A comparison of the current rate model (FY 25-26) and the proposed rate model for FY 26-27 is as follows:

Trip Type	Past FY 24-25 Rate Model	Current FY 25-26 Rate Model	Proposed FY 26-27 Rate Model	Change between current and proposed Rate Models
Ambulatory Trip	\$38.55	\$33.23	\$35.05	+\$1.82
Wheelchair Trip	\$66.08	\$56.97	\$60.09	+\$3.12
Group Trip-Individual	\$24.20	\$21.00	\$22.60	+\$1.60
Group Trip-Group	\$44.71	\$38.20	\$39.29	+\$1.09

The CTD typically reviews the rate model for accuracy prior to review by the LCB. The CTD review is running concurrently to the LCB review to meet the deadline for the LCB agenda. 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: That the Board approve the proposed rate model as presented. Also, that the Board approve the unsubsidized rate per passenger trip type to be applied to all purchased transportation.

Prepared By: Sean Kingston, AICP, PMP Principal Planner

ATTACHMENTS:

1. FY 2026-2027 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

Throughout this version you will see red triangles that include explanatory comments for your review. Please hover your cursor over the triangle to see the comment.

Check Applicable Characteristic:

ORGANIZATIONAL TYPE:

- Governmental
- Private Non-Profit
- Private For Profit

NETWORK TYPE:

- Fully Brokered
- Partially Brokered
- Sole Source

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

Comprehensive Budget Worksheet

Version 1.4

CTC: Collier County Board of Commissioners
County: Collier County

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

	Prior Year's ACTUALS from July 1st of 2025 to June 30th of 2026	Current Year's APPROVED Budget, as amended from July 1st of 2026 to June 30th of 2027	Upcoming Year's PROPOSED Budget from June 30th of 2027 to June 30th of 2028	% 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	\$ 244,868	\$ 247,300	\$ 246,400	1.0%	-0.4%	
Medicaid Co-Pay Received						
Donations/ Contributions						
In-Kind, Contributed Services						
Other	\$ 26,687	\$ 40,000	\$ 40,000	49.9%	0.0%	
Bus Pass Program Revenue						

Local Government

District School Board						
Compl. ADA Services						
County Cash	\$ 3,476,221	\$ 4,153,400	\$ 5,019,000	19.5%	20.8%	
County In-Kind, Contributed Services						
City Cash						
City In-kind, Contributed Services						
Other Cash						
Other In-Kind, Contributed Services						
Bus Pass Program Revenue						

CTD

Non-Spons. Trip Program	\$ 756,485	\$ 622,100	\$ 740,100	-17.8%	19.0%	Other is from Transportation Disadvantaged Planning Grant funds
Non-Spons. Capital Equipment						
Rural Capital Equipment						
Other TD (specify in explanation)	\$ 30,139			-100.0%		
Bus Pass Program Revenue						

USDOT & FDOT

49 USC 5307	\$ 2,617,598	\$ 3,125,700	\$ 2,638,300	19.4%	-15.6%	5307 covered ADA, Preventative Maintenance and fuel.
49 USC 5310	\$ 363,388	\$ 2,129,000	\$ 625,000	485.9%	-70.6%	
49 USC 5311 (Operating)						
49 USC 5311(Capital)						
Block Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)						
Bus Pass Program Revenue						

AHCA

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

DCF

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

DOH

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

DOE (state)

Carl Perkins						
Div of Blind Services						
Vocational Rehabilitation	\$ 7,246	\$ 6,700	\$ 7,600	-7.5%	13.4%	
Day Care Programs						
Other DOE (specify in explanation)						
Bus Pass Program Revenue						

AWI

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

DOEA

Older Americans Act	\$ 3,709			-100.0%		
Community Care for Elderly						
Other DOEA (specify in explanation)						
Bus Pass Program Revenue						

DCA

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

APD

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

DJJ

(specify in explanation)					
Bus Pass Program Revenue					

Other Fed or State

XXX					
XXX					
XXX					
Bus Pass Program Revenue					

Other Revenues

Interest Earnings	\$ 37,681			-100.0%	
XXXX					
XXXX					
Bus Pass Program Revenue					

Balancing Revenue to Prevent Deficit

Actual or Planned Use of Cash Reserve					
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Balancing Revenue is Short By =		None	None		
Total Revenues =	\$7,564,022	\$10,324,200	\$9,316,400	36.5%	-9.8%

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

Operating Expenditures

Labor	\$ 77,182	\$ 79,400	\$ 81,400	2.9%	2.5%
Fringe Benefits	\$ 19,210	\$ 34,700	\$ 35,600	80.6%	2.6%
Services	\$ 449,227	\$ 872,300	\$ 887,700	94.2%	1.8%
Materials and Supplies	\$ 890,779	\$ 976,900	\$ 1,002,200	9.7%	2.6%
Utilities	\$ 52,861	\$ 68,500	\$ 70,200	29.6%	2.5%
Casualty and Liability	\$ 20,923	\$ 30,200	\$ 31,000	44.3%	2.6%
Taxes					
Purchased Transportation:					
Purchased Bus Pass Expenses					
School Bus Utilization Expenses					
Contracted Transportation Services	\$ 5,650,076	\$ 6,123,200	\$ 6,503,600	8.4%	6.2%
Other					
Miscellaneous		\$ 10,000	\$ 10,300		3.0%
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	\$ 403,764	\$ 1,783,200	\$ 625,000	341.6%	-65.0%
Equip. Purchases with Local Revenue		\$ 345,800	\$ 69,400		-79.9%
Equip. Purchases with Rate Generated Rev.					
Capital Debt Service - Principal & Interest					

Total Expenditures =	\$7,564,022	\$10,324,200	\$9,316,400	36.5%	-9.8%
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Once completed, proceed to the Worksheet entitled "Budgeted Rate Base"

\$5,032,100

\$5,032,100

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 =	1,972,900
Rate Per Passenger Mile = \$	2.55
Total <u>Projected</u> Passenger Trips =	136,144
Rate Per Passenger Trip = \$	36.96

Fiscal Year
 2027 - 2028

Avg. Passenger Trip Length =	14.5 Miles
-------------------------------------	-------------------

Rates If No Revenue Funds Were Identified As Subsidy Funds	
Rate Per Passenger Mile = \$	4.72
Rate Per Passenger Trip = \$	68.43

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

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

CTC: Collier County E
 County: Collier County

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			
Leave Blank	Leave Blank	Do NOT Complete Section II for Stretcher Service	Leave Blank

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

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

SECTION III: Escort Service

- Do you want to charge all escorts a fee? Yes No
Skip # 2 - 4 and Go to Section IV
- If you answered Yes to #1, do you want to charge the fee per passenger trip OR Pass. Trip **Leave Blank** per passenger mile? Pass. Mile
- 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
- How much will you charge each escort? Leave Blank

SECTION IV: Group Service Loading

- 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** 1.74 to 1.00

SECTION V: Rate Calculations for Multiple Services:

- 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

\$ 5,032,100.00 \$ 5,032,100.00

		RATES FOR FY: 2027 - 2028			
		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	1,972,900	1,643,734	180,730	Leave Blank	148,436
Rate per Passenger Mile =		\$2.46	\$4.21	\$0.00	\$1.58 \$2.75
					per passenger per group

\$ -
\$ 5,032,100.00 \$ 5,032,100.00

		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	136,144	113,052	14,608	Leave Blank	8,484
Rate per Passenger Trip =		\$35.05	\$60.09	\$0.00	\$22.60 \$39.29
					per passenger per group

\$ 5,032,100.00 \$ 5,032,100.00

- 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 =		\$2.46	\$4.21	\$0.00	\$1.58 \$2.75
					per passenger per group

\$ 5,032,100.00 \$ 5,032,100.00

		Rates If No Revenue Funds Were Identified As Subsidy Funds			
		Ambul	Wheel Chair	Stretcher	Group
Rate per Passenger Mile =		\$4.55	\$7.79	\$0.00	\$2.93 \$5.10
					per passenger per group
Rate per Passenger Trip =		\$64.89	\$111.25	\$0.00	\$41.84 \$72.74
					per passenger per group

Program These Rates Into Your Medicaid Encounter Data

\$ 9,316,400.00

\$ 9,316,400.00

EXECUTIVE SUMMARY
REPORTS AND PRESENTATIONS
ITEM 6A

Collier Area Transit Fare Study

OBJECTIVE: For the Board to review the report summary and presentation on the transit fare study conducted by Collier Area Transit (CAT).

CONSIDERATIONS: CAT's Transit Development Plan (TDP) recommends that a fare study be conducted approximately every five years to assess fare structures and determine whether modification to its fares is warranted.

Consultants Johnson Engineering and Benesch have prepared the fare study to present final recommendations and address Board feedback and required revisions prior to approval by Board of County Commissioners in April. This fare study addresses the TDP recommendation by evaluating the structure, sustainability, and long-term performance of the agency's fare programs and examines both financial and equity considerations to ensure the future fare policies balance revenue needs with community access.

CAT's consultants will provide a presentation on the final fare study at the LCB meeting (**Attachment 2**). The Report Summary outlines its public outreach, elasticity findings, and recommendations for transportation disadvantaged, paratransit, and fixed-route strategies (**Attachment 1**).

STAFF RECOMMENDATION: For the Board to review and comment and provide feedback and required revisions prior to Board of County Commissioners' approval.

Prepared By: Sean Kingston, AICP, PMP Principal Planner

ATTACHMENT(S):

1. CAT Fare Study 2026 Report Summary
2. Presentation on CAT's fare study recommendations



CAT Fare Study Report Summary

February 2026



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1 STUDY PURPOSE

The Collier Area Transit (CAT) Fare Study was conducted to evaluate the structure, sustainability, and long-term performance of the agency's fare programs. The study examined both financial and equity considerations to ensure that future fare policies balance revenue needs with community access.

The study specifically evaluated:

- Financial sustainability amid rising operating costs, including fuel, labor, contracted services, and paratransit demand.
- Equity and affordability impacts across income groups, Americans with Disability Act (ADA) paratransit riders, and Transportation Disadvantaged populations.
- Alignment with peer transit systems throughout Florida and comparable markets.
- ADA and Transportation Disadvantaged cost recovery levels relative to federal guidance and operational realities.
- Long-term ridership stability and revenue resilience under multiple elasticity assumptions.

The analysis included public outreach, one-on-one staff interviews, peer system comparisons, fare elasticity modeling, and scenario testing across fixed route, paratransit, and Transportation Disadvantaged programs.

Together, these efforts ensure that the recommended fare strategy is data-driven, operationally realistic, and aligned with CAT's service goals.

2 PUBLIC OUTREACH

CAT and the Public Transit & Neighborhood Enhancement Division conducted a comprehensive outreach effort to gather input from riders, stakeholders, and frontline staff. Engagement activities were designed to ensure broad community representation and compliance with Title VI and Environmental Justice requirements

Outreach efforts included:

- In-person and virtual public workshops to present fare concepts and gather feedback
- Transfer center outreach to engage active riders during peak travel periods
- Community event engagement to reach non-riders and underrepresented populations
- One-on-one staff interviews with operations and administrative personnel to identify implementation considerations

Key themes:

- Riders recognize rising operating costs
- Support exists for moderate increases tied to service sustainability
- Affordability remains critical for low-income riders
- Interest in employer partnerships and pass-based programs

3 ELASTICITY FINDINGS

Fare elasticity measures how sensitive ridership is to change in price. It helps estimate how riders may respond to fare adjustments and allows CAT to project both ridership and revenue impacts under different scenarios. Elasticity values are expressed as negative, meaning that when fares increase, ridership is expected to decline. The magnitude of the value reflects how responsive riders are to price changes.

For this study, elasticity ranges were developed for both fixed-route and paratransit services based on national research and peer-reviewed literature. These ranges provide a low, midpoint, and high estimate to capture uncertainty and ensure projections reflect a reasonable spectrum of rider behavior.

Fixed Route Elasticity:

- Low: -0.36
- Midpoint: -0.42
- High: -0.47

Paratransit Elasticity:

- Low: -0.09
- Midpoint: -0.17
- High: -0.24

Findings confirm:

- Fixed-route demand is inelastic
- Paratransit demand is less elastic due to rider dependency
- Moderate fare increases are projected to increase revenue across tested ranges

4 RECOMMENDED FIXED-ROUTE STRATEGY

Based on elasticity analysis, peer comparisons, public outreach, and operating cost trends, CAT should adopt a balanced fixed-route strategy that increases revenue in targeted areas while preserving affordability and supporting long-term growth. The recommended approach focuses on modest, data-supported adjustments rather than systemwide fare increases. This strategy strengthens financial sustainability without creating significant disruption for core riders and positions CAT for continued service stability and expansion.

4.1 Day Pass Adjustment

- Increase Full Day Pass from \$3 to \$4
- Increase Reduced Day Pass from \$1.50 to \$2
- Maintain Base Fare and multi-day pass structure
- Include 20% mode shift assumption from Day Pass to Base Fare

4.2 Perk Pass Expansion

- Reduce eligibility threshold from 250 to 100 employees
- Expands access for mid-sized businesses
- Increases recurring monthly pass participation
- Improves administrative efficiency through bulk enrollment

5 RECOMMENDED PARATRANSIT STRATEGY

Paratransit service is essential for riders who have limited or no mobility alternatives, but it is also the most expensive service CAT operates on a per-trip basis. Operating costs have increased significantly in recent years while ADA fares have remained unchanged for more than a decade. To maintain service reliability and long-term sustainability, a measured fare adjustment is recommended that remains affordable for riders, aligns with federal guidelines, and improves revenue recovery without creating undue hardship.

5.1 Paratransit Sustainability Adjustment

- Increase Regular ADA fare from \$3 to \$4
- Increase Reduced ADA fare from \$1 to \$2

5.2 Basis for Recommendation

- ADA fares have remained unchanged since 2012
- Fixed-route fares increased in 2018, but ADA did not
- Operating costs have increased significantly since COVID
- Farebox recovery has declined
- FTA regulations allow ADA fares up to twice the fixed-route base fare
- At \$4, CAT remains within federal limits and aligned with peer agencies

Elasticity modeling indicates that even at the higher tested sensitivity range, revenue increases under this adjustment while ridership impacts remain modest due to the lower elasticity of paratransit demand.

6 TRANSPORTATION DISADVANTAGED RECOMMENDATION

To improve program clarity, strengthen financial sustainability, and better align limited subsidy resources with those in greatest need, a simplified income tier structure is recommended. The proposed structure reduces administrative complexity while maintaining affordability for the lowest-income riders and aligning eligibility thresholds with peer practices.

6.1 Income Tier Simplification Strategy

- 0–100% of Federal Poverty Level (FPL)

Increase fare from \$1.00 to \$2.00

- **101–150% of Federal Poverty Level (FPL)**

Increase fare from \$3.00 to \$4.00

- **151–350% of Federal Poverty Level (FPL)**

Increase fare from \$4.00 to \$5.00

- **Above 350% of Federal Poverty Level (FPL)**

No longer eligible for Transportation Disadvantaged fare program

This structure preserves the strongest subsidy for riders at or below poverty level, moderately adjusts middle tiers, and refocuses program eligibility toward households with demonstrated financial need while maintaining compliance with federal guidance and peer benchmarks.

6.2 Basis for Recommendation

- Targets limited subsidy resources
- Aligns with peer agency income caps
- Simplifies administration
- Improves long-term sustainability
- Maintains affordability for the most financially vulnerable riders

7 CONCLUSION

The recommended fare strategy provides a balanced, forward-looking approach that strengthens financial sustainability while preserving access for those who depend on transit most.

The recommended options:

- Improves farebox recovery in response to rising operating costs
- Aligns paratransit fares with federal guidance and peer benchmarks
- Protect the lowest-income riders through targeted tiered subsidies
- Encourages greater use of fixed-route service where feasible
- Supports employer partnerships to expand workforce mobility
- Simplifies income tier structures to improve administrative efficiency
- Minimize rider disruption by avoiding broad base fare increases

Collectively, these recommendations position CAT to address escalating operating costs, declining recovery ratios, and long-term service sustainability without undermining affordability. The approach strengthens revenue where elasticity modeling shows modest demand sensitivity, focuses subsidies on those with demonstrated financial need, and leverages employer and institutional partnerships to expand ridership. This strategy supports financial resilience, operational efficiency, and equitable mobility for Collier County residents.



6A Attachment 2
LCB 3/4/26

Collier Area Transit Fare Study



Outline



Fare Study
Objectives



Public Outreach



Concepts and
Recommendations



Next Steps



Discussion



Fare Study Objectives

Analyze potential fixed-route and paratransit fare changes

Assess potential ridership and revenue impacts

Identify fare policy recommendations

Minimize adverse impacts to low income and minority persons as required by the Federal Transit Administration (FTA)



Public Outreach

CAT partnered with **Johnson Engineering, LLC** and **Benesch** to evaluate fare structure changes

Workshop presented existing fares, ridership trends, revenue trends, and conceptual alternatives

Open Q&A, guided discussion, and questionnaire used to collect public feedback

Held from 5:00–7:30 PM at **North Collier Regional Park**, August 26th, 2025

Held from 5:00-7:00 PM at **Immokalee Community Park**, August 27th, 2025

Additional presentation and survey conducted at the Immokalee CRA meeting on September 17th, 2025

Materials provided in English, Spanish, and Creole to support inclusive participation



Public Outreach

Dedicated Fare Study 2025 webpage on the CAT website

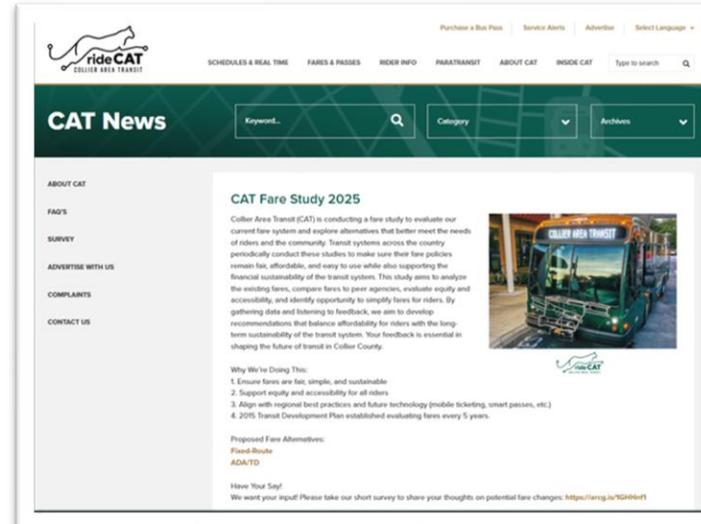
Online public survey was available **August 26th – October 30th**, generating 52 digital responses

Intercept survey conducted at the CAT Intermodal Transfer Station on **September 4th**

Follow-up intercept event on **October 24th** collected **20 paper surveys**

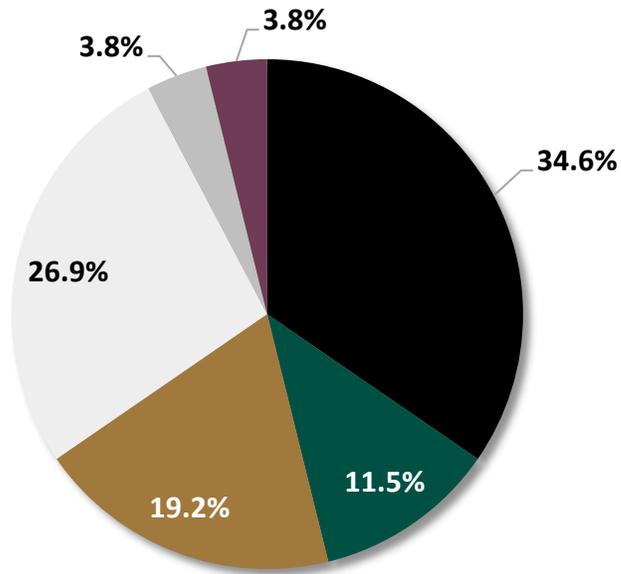
In-person outreach targeted active riders at key locations

One-on-one interviews with **three CAT staff** held on **October 8th** to validate data



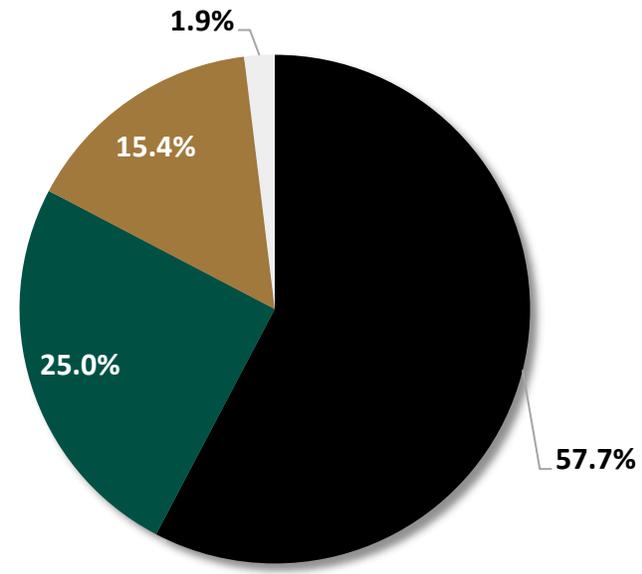
Public Outreach - Results

WHICH FARE INCREMENTS MAKE PAYING WITH CASH MOST CONVENIENT FOR YOU?



- An even dollar
- An even half dollar
- An even quarter dollar
- All of the above
- Other
- No Response

WHICH FARE PURCHASE/PAYMENT OPTION IS MOST CONVENIENT TO YOU?

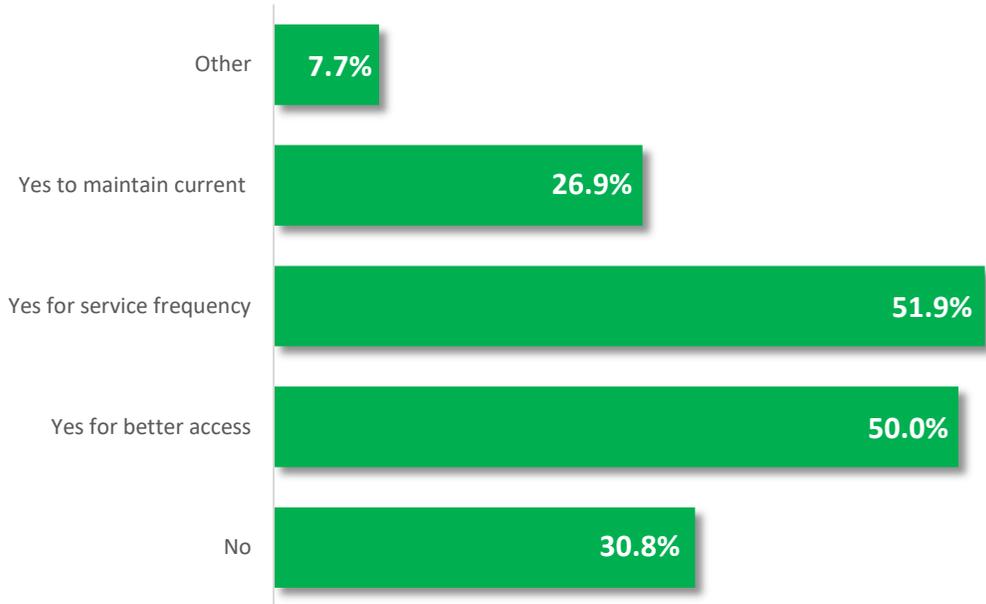


- Smartphone
- Smartcard
- Other
- No response

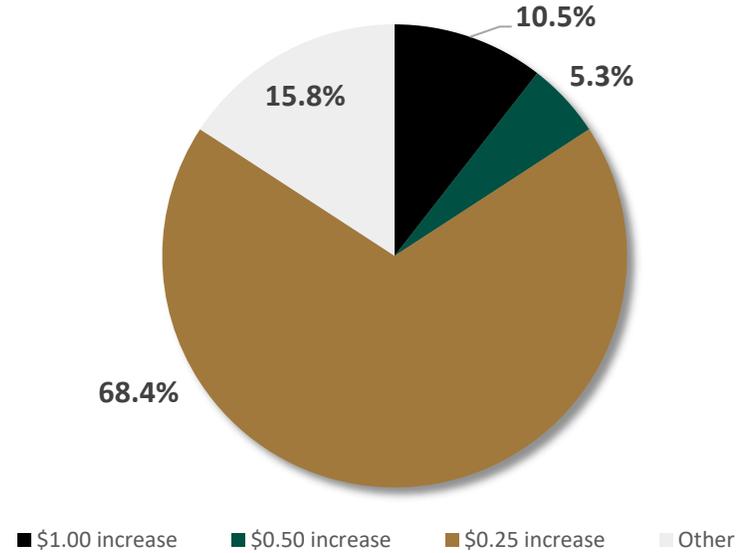


Public Outreach - Results

WOULD YOU SUPPORT A FARE INCREASE IF THE REVENUE WAS USED FOR THE FOLLOWING?

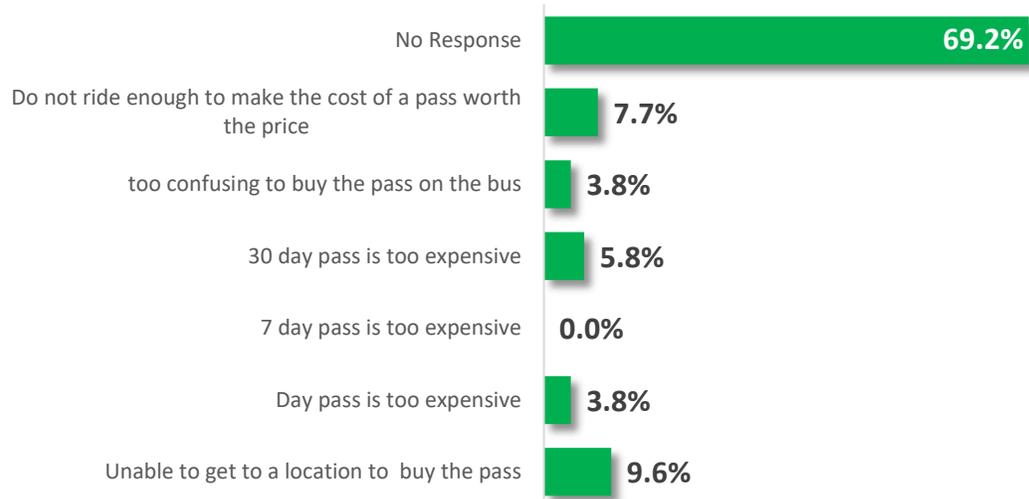


HOW MUCH YOU THINK THE FARES SHOULD BE INCREASED TO COVER THE COST TO PROVIDE ADA SERVICE?

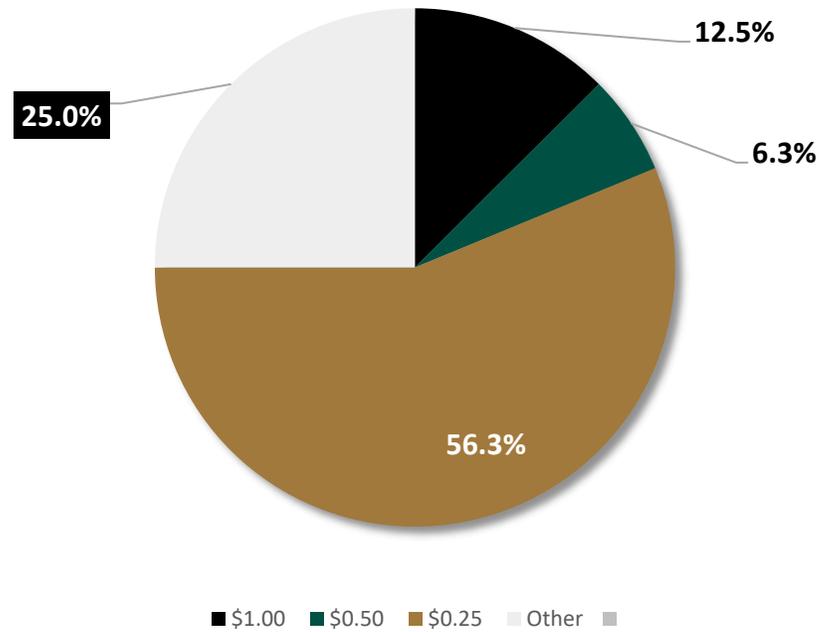


Public Outreach - Results

IF YOU CURRENTLY DO NOT USE PASSES, WHY?



HOW MUCH DO YOU THINK THE TD FARES SHOULD BE INCREASED TO COVER THE COST TO PROVIDE TD SERVICES?



Peer Comparison - Fare Structures

Transit System	Fixed-Route Fares					
	Base One-Way Fare	Daily Pass	Weekly/7-Day Pass	Monthly/30-Day Pass	Transfers	ADA Fare (One-Way)
CAT	\$2.00	\$3.00	\$20.00⁽¹⁾	\$40.00	Y	\$3.00
Breeze Transit	\$1.50	n/a	n/a	\$50.00	N	\$3.00
LeeTran	\$1.50	\$4.00	\$15.00	\$40.00	N	\$3.00
Bayway	\$1.50	\$4.00	n/a	\$35.00	N	\$1.50
ECAT	\$1.75	\$5.25	\$14.50	\$47.00	Y	\$3.50
CCRTA	\$2.00	\$6.00	n/a	\$60.00	Y	\$2.50
CARTA	\$3.50	\$7.00	\$15.00	\$57.00	Y	\$4.00
Citrus Connection	\$1.50	\$3.00	\$12.00	\$47.00	Y	\$2.00
WTS⁽²⁾	\$1.25	\$3.00	\$10.00	\$40.00	Y	\$2.50
GoPasco	\$1.50	\$3.75	n/a	\$37.50	N	\$3.00
Peer Group Mean	\$1.78	\$4.50	\$13.30	\$45.94	-	\$2.78
CAT % From Mean	13%	-33%	50%	-13%	-	8%

¹ CAT replaced their 7-day pass with a 15-day pass.

² WTS charges \$1.25 for transfers paid for in cash.



Fare Elasticity

Fare Elasticity Factor

- Statistical model
- Experience of other systems
- Fixed Route Elasticity midpoint is -0.42
- Paratransit Elasticity midpoint - 0.17

Ridership Impacts

- **Fixed Route**
 - Low elasticity: **-0.36**
 - Midpoint elasticity: **-0.42**
 - High elasticity: **-0.47**
- **Paratransit and TD**
 - Low elasticity: **-0.09**
 - Midpoint elasticity: **-0.17**
 - High elasticity: **-0.24**



Fixed-Route Fare Recommendations



Keeps the \$2.00 base fare

Updates the Day Pass from \$3.00 to better align with peers, whose average daily pass is \$4.50

CAT's current Day Pass is priced 33% below the peer average, indicating room for adjustment

Maintains competitiveness while staying below several higher-priced peer systems

Fare Element	Current	Recommended Action
Base Fare	\$2.00	No change
Day Pass (Full/Reduced)	\$3.00 / \$1.50	Increase to \$4.00 / \$2.00
Perk Pass Program	250+ employees	Expand eligibility to employers with 100+ employees

Perk Pass (100+ Employees)

Financial Benefits

- Expands employer participation base
- Increases recurring monthly pass revenue
- Reduces reliance on cash and single-ride fares
- Reduces cash handling, reconciliation, and farebox counting time
- Improves administrative efficiency through bulk enrollment

Community & Workforce Benefits

- Engages mid-sized businesses that dominate the local economy
- Improves access for shift-based and hourly workers
- Supports workforce stability during peak tourism seasons
- Aligns CAT with peer agency best practices



Fixed-Route Fare Elasticity



Existing		Assumed Elasticity -0.36		
Category	Fare	Proposed - New Fare	Projected Ridership Impact	Projected Revenue Impact
Base Fare - Full	\$ 2.00	\$ 2.00	1,896	\$ 3,791.61
Base Fare - Reduced	\$ 1.00	\$ 1.00	1,155	\$ 1,155.24
Day Pass - Full	\$ 3.00	\$ 4.00	(9,479)	\$ 17,114.90
Day Pass - Reduced	\$ 1.50	\$ 2.00	(5,776)	\$ 5,006.02
Total			(12,204)	\$ 27,067.77

Existing		Assumed Elasticity -0.42		
Category	Fare	Proposed - New Fare	Proposed - Ridership Impact	Difference in Revenue
Base Fare - Full	\$ 2.00	\$ 2.00	2,212	\$ 4,423.54
Base Fare - Reduced	\$ 1.00	\$ 1.00	1,348	\$ 1,347.77
Day Pass - Full	\$ 3.00	\$ 4.00	(11,059)	\$ 14,481.84
Day Pass - Reduced	\$ 1.50	\$ 2.00	(6,739)	\$ 4,235.86
Total			(14,238)	\$ 24,489.02

Existing		Assumed Elasticity -0.47		
Category	Fare	Proposed - New Fare	Proposed Ridership Impact	Difference in Revenue
Base Fare - Full	\$ 2.00	\$ 2.00	2,475	\$ 4,950.16
Base Fare - Reduced	\$ 1.00	\$ 1.00	1,508	\$ 1,508.22
Day Pass - Full	\$ 3.00	\$ 4.00	(12,375)	\$ 12,287.62
Day Pass - Reduced	\$ 1.50	\$ 2.00	(7,541)	\$ 3,594.07
Total			(15,933)	\$ 22,340.07



ADA Recommendations & Elasticity

Increase standard fare from \$3.00 to \$4.00 and reduced fare from \$1.00 to \$2.00

Increases ADA fares to better align with federal guidance and peer agency practices

Elasticity analysis shows limited ridership loss across tested scenarios

Generates net positive revenue under all elasticity assumptions

Helps offset rising ADA operating costs while remaining affordable for dependent riders

Revenue & Ridership Projections				
Fare Elasticity -0.09				
	Old Fare	New Fare	Trip Change	Revenue Impact
Regular ADA	\$ 3.00	\$ 4.00	(1,261)	\$ 36,981
Reduced ADA	\$ 1.00	\$ 2.00	(4,487)	\$ 40,883
Fare Elasticity -0.17				
	Old Fare	New Fare	Trip Change	Revenue Impact
Regular ADA	\$ 3.00	\$ 4.00	(2,381)	\$ 32,499
Reduced ADA	\$ 1.00	\$ 2.00	(8,475.69)	\$ 32,906
Fare Elasticity -0.24				
	Old Fare	New Fare	Trip Change	Revenue Impact
Regular ADA	\$ 3.00	\$ 4.00	(3,362)	\$ 28,576
Reduced ADA	\$ 1.00	\$ 2.00	(11,966)	\$ 25,926

Transportation Disadvantaged Fare Recommendations

Updates Transportation Disadvantaged fares to reflect rising paratransit operating costs

Generates additional revenue to support growing service and operational demands

Maintains equitable, income-based pricing aligned with peer agency practices

Focuses limited subsidy resources on riders with the greatest financial need

Supports long-term service sustainability while preserving access for vulnerable riders

Revenue & Ridership Projection				
Fare Elasticity -0.09				
	Old Fare	New Fare	Trip Change	Revenue Impact
TD at or under PL	\$ 1.00	\$ 2.00	(1,236)	\$ 11,263
101% to 150% of PL	\$ 3.00	\$ 4.00	(81)	\$ 2,384
151% to 300% of PL*	\$ 4.00	\$ 5.00	N/A	\$ N/A
Over 350% of PL	No longer qualifies for Transportation Disadvantaged			
Fare Elasticity -0.17				
	Old Fare	New Fare	Trip Change	Revenue Impact
TD at or under PL	\$ 1.00	\$ 2.00	(2,335)	\$ 9,065
101% to 150% of PL	\$ 3.00	\$ 4.00	(154)	\$ 2,095
151% to 300% of PL*	\$ 4.00	\$ 5.00	N/A	\$ N/A
Over 350% of PL	No longer qualifies for Transportation Disadvantaged			
Fare Elasticity -0.24				
	Old Fare	New Fare	Trip Change	Revenue Impact
TD at or under PL	\$ 1.00	\$ 2.00	(3,296)	\$ 7,142
101% to 150% of PL	\$ 3.00	\$ 4.00	(217)	\$ 1,842
151% to 350% of PL*	\$ 4.00	\$ 5.00	N/A	\$ N/A
Over 350% of PL	No longer qualifies for Transportation Disadvantaged			



Next Steps

Local Coordinating Board Review – March 4th

- Present final recommendations
- Address board feedback and required revisions

BCC Action – April 14th

- Seek approval for proposed changes
- Confirm direction for rollout

Implementation

- Finalize administrative and operational steps
- Coordinate internal teams and external partners
- Establish implementation timeline and monitoring approach





Discussion



EXECUTIVE SUMMARY
REPORTS AND PRESENTATIONS
ITEM 6B

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: Sean Kingston, AICP, PMP Principal Planner

ATTACHMENT(S):

1. CTC Quarterly Report (October 1, 2025 to December 31, 2025)



Collier Area Transit - Paratransit Service 2025

6B Attachment 1
LCB 3/4/26

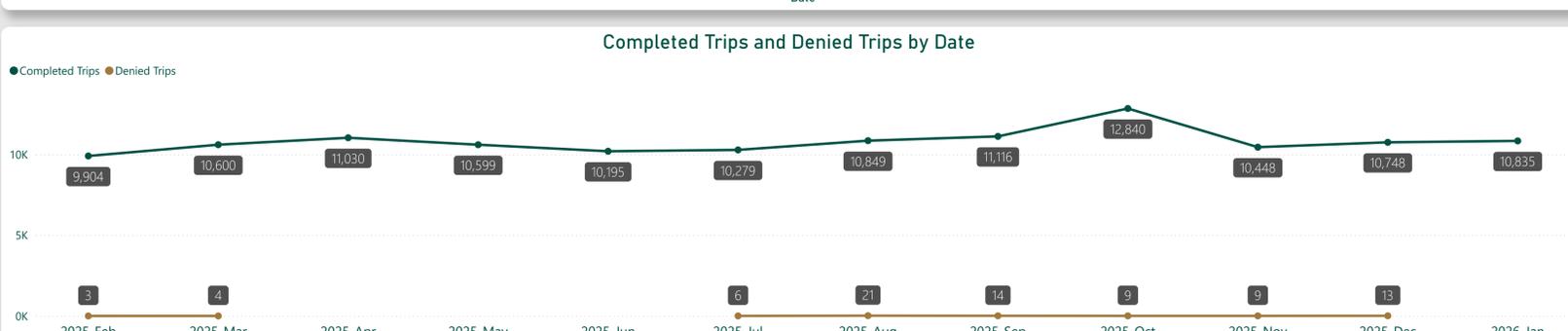
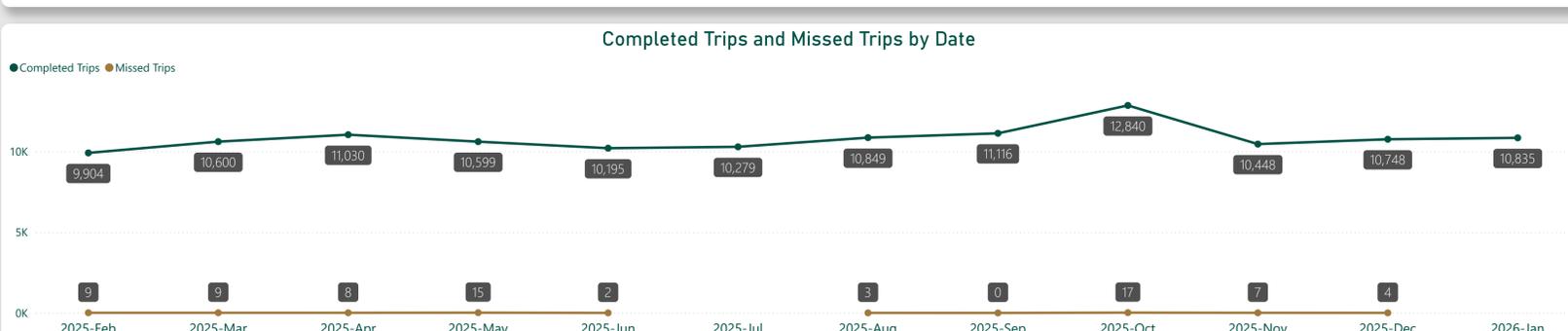
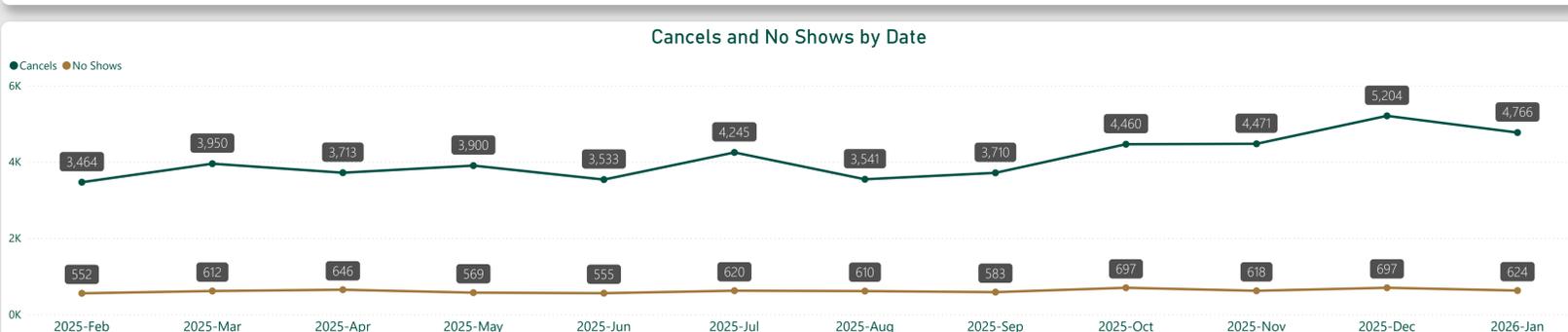
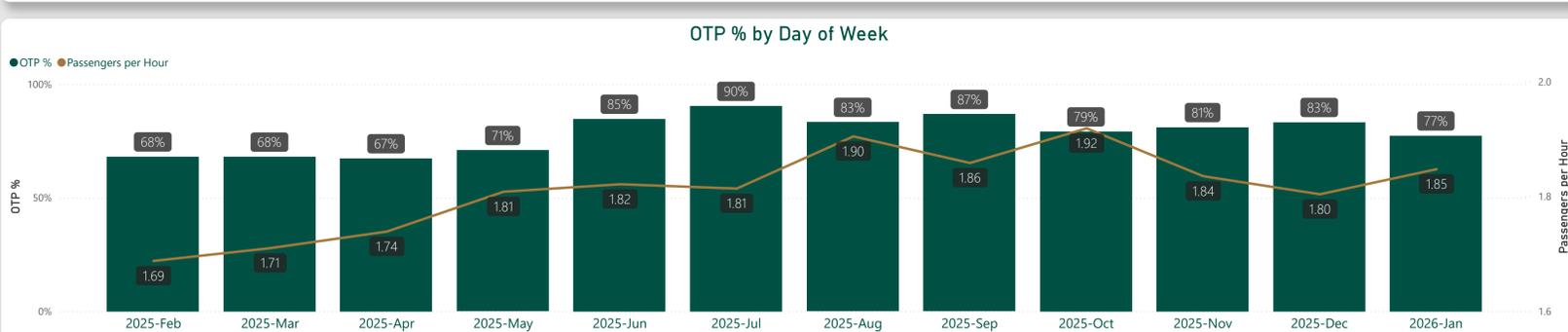
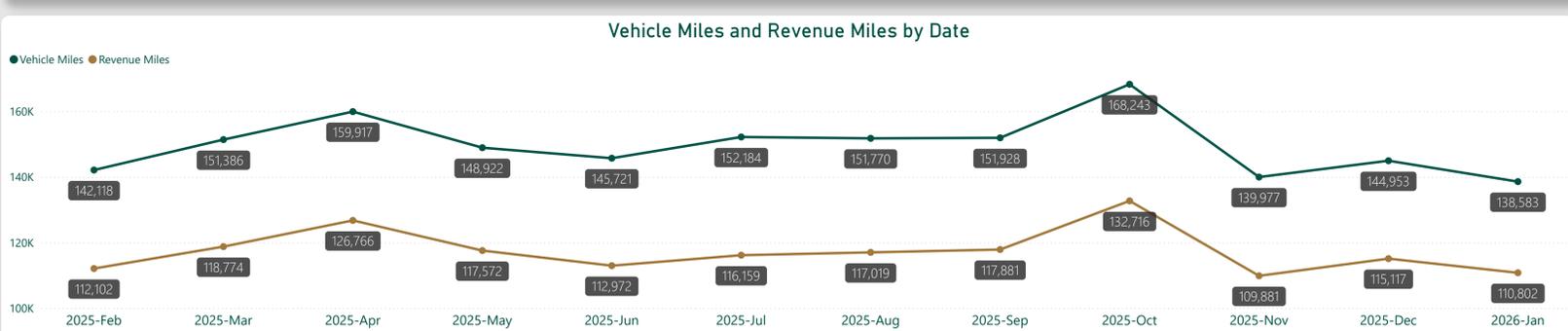
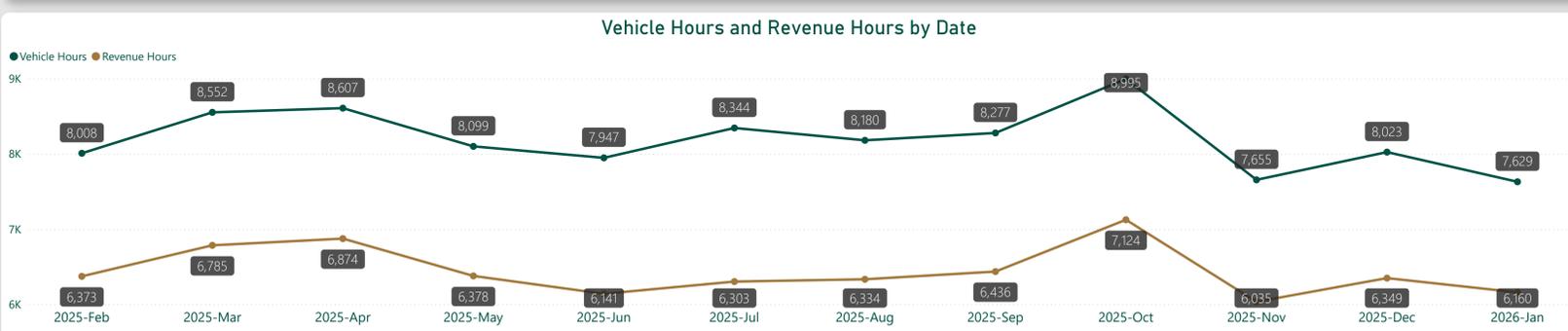
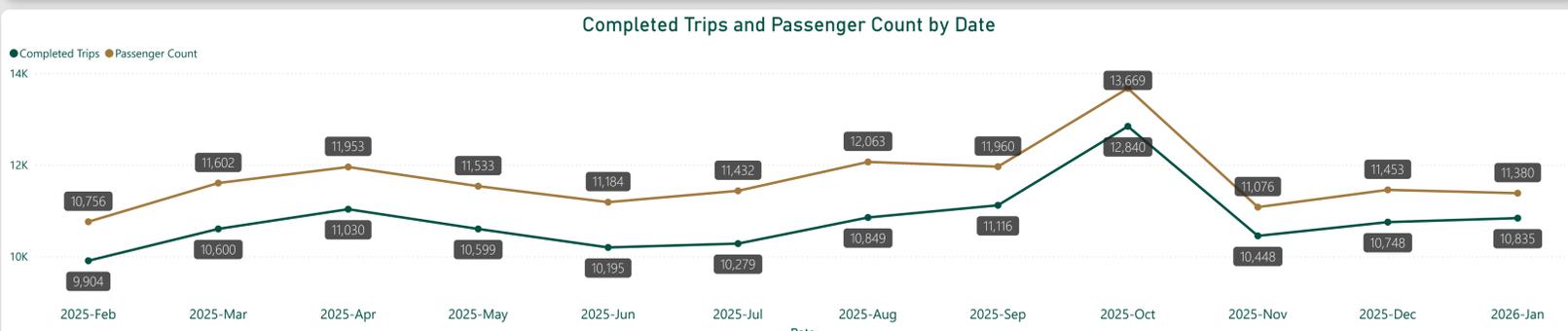
Last updated on
2/20/2026 6:34:13 AM

Trip Date: 2/1/2025, 1/31/2026
 Trip Status: All
 Trip Distance: All
 Has Req Dropoff: All
 Mobility Device: All
 Group Name: All
 Trip Purpose: All
 Trip Duration: 0 to 347



Date	Total Days	Completed Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancel	No Shows	Denied Trips	Passenger Count	PCA	Guest	OTP %	Passengers per Hour
2026-Jan	30	10,835	7,629	6,160	138,583	110,802	4,766	624		11,380	271	274	77%	1.85
Weekday	21	9,558	6,457	5,244	118,301	95,077	4,349	557		9,959	195	206	75%	1.90
Sunday	4	413	370	299	6,498	5,281	141	31		477	31	33	95%	1.59
Saturday	5	864	802	616	13,784	10,444	276	36		944	45	35	99%	1.53
2025-Dec	30	10,748	8,023	6,349	144,953	115,117	5,204	697	13	11,453	435	270	83%	1.80
Weekday	22	9,637	7,022	5,559	127,356	101,034	4,795	604	13	10,198	359	202	82%	1.83
Sunday	4	415	357	284	6,010	4,849	150	36		472	19	38	93%	1.66
Saturday	4	696	644	506	11,587	9,234	259	57		783	57	30	95%	1.55
2025-Nov	29	10,448	7,655	6,035	139,977	109,881	4,471	618	9	11,076	391	237	81%	1.84
Weekday	19	9,111	6,409	5,083	119,052	93,726	3,962	515	9	9,574	289	174	79%	1.88
Sunday	5	488	462	365	7,684	6,152	236	40		563	53	22	96%	1.54
Saturday	5	849	784	587	13,240	10,003	273	63		939	49	41	94%	1.60
2025-Oct	31	12,840	8,995	7,124	168,243	132,716	4,460	697	9	13,669	540	289	79%	1.92
Total	359	129,443	98,316	77,293	1,795,704	1,407,761	48,957	7,383	79	140,061	7,744	2,874	78%	1.81

Date	New Customers	Total Preventable Accidents	Total Complaints	Total Valid Complaints	Total Compliments	Total Road Calls	Call Hold Time	Total Missed Trips
2025-Feb	21	2	4	1	0	3	0:44	9
2025-Mar	32	1	10	4	1	8	0:36	9
2025-Apr	29	3	11	10	1	6	0:37	8
2025-May	35	1	9	4	3	3	0:27	15
2025-Jun	35	3	3	1	0	2	0:32	2
2025-Jul	36	4	9	1	1	6	0:36	0
2025-Aug	35	2	18	11	3	12	0:35	3
2025-Sep	30	3	17	6	2	0	0:38	0
2025-Oct	52	4	9	6	2	8	0:27	17
2025-Nov	25	1	10	7	1	2	0:34	7
2025-Dec	27	1	12	10	0	2	0:32	4
2026-Jan	39	3	27	22	2	6	0:37	0
Total	396	28	139	83	16	58	0:27	74



EXECUTIVE SUMMARY
REPORTS AND PRESENTATIONS
ITEM 6C

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: Sean Kingston, AICP, PMP Principal Planner

ATTACHMENT(S):

1. MPO Quarterly Progress Report for October 1, 2025, through December 31, 2025



FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

SERVICE AREA/COUNTIES:

Collier

INVOICE NUMBER: G3C98 Q2

INVOICE DATE: January 23, 2026

QUARTER SERVICE DATES: October 1 - December 31, 2025

AGENCY

COLLIER METROPOLITAN PLANNING ORGANIZATION

I PROGRAM MANAGEMENT	PROGRESS
A. When necessary and in cooperation with the LCB, solicit and recommend a CTC . 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 appointment and reappointment of voting and non-voting members to the local coordinating board. (41-2.012, FAC)	This task is continual and ongoing.
C. Prepare agendas for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	The agenda for the 12/3/25 LCB regular meeting is enclosed.
D. Prepare official minutes 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 draft meeting minutes of the 12/3/25 regular meeting are enclosed.
E. Provide at least one public workshop 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 committees of the local coordinating board. (Task 3)	MPO Staff has been monitoring an ongoing service complaint by the caretaker of a rider related to travel time and on-time performance. No request to to have the dispute heard by the LCB grievance committee has been made at this time.
G. Develop and update annually by-laws 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 grievance procedures 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 annual update to the Collier LCB Grievance Procedures was reviewed and approved by LCB at its 12/3/25 meeting. The annual update is enclosed.
I. Provide the Commission with a current membership roster and mailing list 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 Collier LCB membership roster is enclosed.
J. Provide public notice 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 ad for the 12/3/25 LCB regular meeting is enclosed.

K. Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)	The draft AOR was reviewed by the LCB and approved for submittal to the CTD at its 9/10/25 meeting. The final CTD approved AOR was reviewed and approved by the LCB at its 12/3/25 meeting. The AOR signature pages are enclosed.
L. Report the actual expenditures (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 previously provided in connection with the Quarter 1 invoice and progress report.

II. SERVICE DEVELOPMENT	PROGRESS
A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) following CTD guidelines. (Task 1)	No activity this quarter.
B. Encourage integration of "transportation disadvantaged" issues into local and regional comprehensive plans . 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 regional workforce boards 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 quarterly reports 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 12/3/25 regular meeting. The CTC also provides a quarterly report to the LCB, which is enclosed.
B. Attend at least one Commission-sponsored training , including but not limited to, the CTD's regional meetings, the CTD's annual training workshop, or other sponsored training. (Task 10)	No activity this quarter.
C. Attend at least one CTD meeting each year within budget/staff/schedule availability.	No activity this quarter.
D. Notify CTD staff of local TD concerns that may require special investigations.	No activity this quarter.
E. Provide training for newly-appointed LCB members. (Task 3)	No activity this quarter.
F. Provide assistance 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.
G. To the extent feasible, collect and review proposed funding applications 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 endorsed the CTC's applications for Federal Transit Administration Sections 5310, 5311, and 5339 grants at its 12/3/25 meeting.

<p>H. Ensure the local coordinating board conducts, as a minimum, an annual evaluation 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>MPO staff announced the opportunity for LCB members to participate in the upcoming 2026 CTC Evaluation at LCB's 12/3/25 meeting.</p>
<p>I. Assist the CTD in joint reviews of the CTC.</p>	<p>No activity this quarter.</p>
<p>J. Ensure the LCB annually reviews coordination contracts 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 coordination contracts were evaluated in connection with the data provided by coordination contractors, as included in the final AOR reviewed and approved by LCB on 12/3/25. Additional evaluation of the coordination contracts will occur in connection with the upcoming 2026 CTC Evaluation.</p>
<p>K. Implement recommendations identified in the CTD's QAPE 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: 1/23/2026

EXECUTIVE SUMMARY
REPORTS AND PRESENTATIONS
ITEM 6D

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: Sean Kingston, AICP, PMP Principal Planner