



COUNCIL MEETING AGENDA

May 21, 2015

9:00am – 11:30am

Mission Statement:

To work together across neighboring communities to consistently protect and improve the unique and relatively unspoiled character of the physical, economic and social worlds we share...for the benefit of our future generations.

1	INVOCATION	
2	PLEDGE OF ALLEGIANCE	
3	ROLL CALL	
4	PUBLIC COMMENTS	
5	AGENDA	Page 14
6	MINUTES OF THE MARCH 13, and APRIL 16, 2015 MEETINGS	Page 15
7	DIRECTOR'S REPORT	Page 30
	a) Introduction of Cynthia Orndoff, PH.D.	Page 32
	b) DEO Grant Process	Page 33
	c) Hendry County Farm Tours Update	Page 34
	d) Promise Zone Update	Page 35
8	STAFF SUMMARIES	
	a) Grant Activity Sheet (Information Only)	Page 45
9	CONSENT AGENDA	
	a) Intergovernmental Coordination and Review	Page 55
	b) Glades-Hendry Transportation Disadvantaged Service Plan	Page 59
10	REGIONAL IMPACT	
	a) LCEC- Five Year Plan for New & Expanded Substations 2015-2020	Page 175
	b) City of North Port, CPAL-14-035, DEO15-1ESR	Page 184
	c) Tollgate NOPC	Page 195
	d) Palmer Ranch, Increment 20, NOPC	Page 208
11	COMMITTEE REPORTS	
	a) Budget & Finance Committee – Councilman Kit McKeon	
	- Financial Statements for April 2015	Page 229
	b) Economic Development Committee – Councilman Forrest Banks	
	c) Energy & Climate Committee – Mr. Don McCormick	
	d) Estero Bay Agency on Bay Management Committee – Mr. James Beever	Page 239
	e) Executive Committee – Chair Robert Mulhere	

Two or more members of the Charlotte Harbor National Estuary Program may be in attendance and may discuss matters that could come before the Charlotte Harbor National Estuary Program, respectively, for consideration.

In accordance with the Americans with Disabilities Act (ADA), any person requiring special accommodations to participate in this meeting should contact the Southwest Florida Regional Planning Council 48 hours prior to the meeting by calling (239) 338-2550; if you are hearing or speech impaired call (800) 955-8770 Voice/(800) 955-8771 TDD.

1926 Victoria Avenue | Fort Myers, FL 33901



P: 239.338.2550 | F: 239.338.2560 | www.swfrpc.org

COUNCIL MEETING AGENDA

	f) Legislative Affairs Committee – Mr. Don McCormick
	g) Quality of Life & Safety Committee – Mayor Willie Shaw
	h) Regional Transportation Committee – Ms. Margaret Wuerstle
12	NEW BUSINESS
13	STATE AGENCIES COMMENTS/REPORTS
14	COUNCIL ATTORNEY'S COMMENTS
15	COUNCIL MEMBERS' COMMENTS
16	ADJOURN

NEXT SWFRPC MEETING DATE: June 18, 2015

NOTES: Both the Executive Committee and Budget & Finance Committee will be meeting immediately prior to the SWFRPC meeting on May 21, 2015.

Two or more members of the Peace River Basin Management Advisory Committee and Charlotte Harbor National Estuary Program may be in attendance and may discuss matters that could come before the Peace River Basin Management Advisory Committee and Charlotte Harbor National Estuary Program, respectively, for consideration.

In accordance with the Americans with Disabilities Act (ADA), any person requiring special accommodations to participate in this meeting should contact the Southwest Florida Regional Planning Council 48 hours prior to the meeting by calling (239) 338-2550; if you are hearing or speech impaired call (800) 955-8770 Voice/(800) 955-8771 TDD.

SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL MEMBERSHIP

CHAIR..... Mr. Robert “Bob” Mulhere
 VICE CHAIR..... Mr. Don McCormick
 SECRETARY..... Councilman Forrest Banks
 TREASURER..... Mr. Thomas Perry

CHARLOTTE COUNTY

Commissioner Tricia Duffy, Charlotte Co BCC
 Commissioner Ken Doherty, Charlotte Co BCC
 Councilwoman Nancy Prafke, City of Punta Gorda
 Ms. Suzanne Graham, Governor Appointee
 Mr. Donald McCormick, Governor Appointee

GLADES COUNTY

Commissioner Weston Pryor, Glades Co BCC
 Commissioner Tim Stanley, Glades Co BCC
 Councilwoman Pat Lucas, City of Moore Haven
 Mr. Thomas C. Perry, Governor Appointee

LEE COUNTY

Commissioner Frank Mann, Lee Co BCC
 Commissioner Cecil Pendergrass, Lee Co BCC
 Councilman Jim Burch, City of Cape Coral
 Vice Mayor Mick Denham, City of Sanibel
 Councilman Forrest Banks, City of Fort Myers
 Mayor Anita Cereceda, Town of Fort Myers Beach
 (City of Bonita Springs Vacancy)
 Ms. Laura Holquist, Governor Appointee
 (Gubernatorial Appointee Vacancy)

COLLIER COUNTY

Commissioner Tim Nance, Collier Co BCC
 Commissioner Penny Taylor, Collier Co BCC
 Councilwoman Teresa Heitmann, City of Naples
 (City of Marco Island Vacancy)
 Mr. Robert “Bob” Mulhere, Governor Appointee
 Mr. Alan D. Reynolds, Governor Appointee

HENDRY COUNTY

Commissioner Karson Turner, Hendry Co BCC
 Commissioner Don Davis, Hendry Co BCC
 Commissioner Sherida Ridgill, City of Clewiston
 Commissioner Daniel Akin, City of LaBelle
 Mr. Mel Karau, Governor Appointee

SARASOTA COUNTY

Commissioner Carolyn Mason, Sarasota Co BCC
 Commissioner Charles Hines, Sarasota Co BCC
 Vice-Mayor Rhonda DiFranco, City of North Port
 Councilman Kit McKeon, City of Venice
 Mayor Willie Shaw, City of Sarasota
 (Gubernatorial Appointee Vacancy)
 Mr. Felipe Colón, Governor Appointee

EX-OFFICIO MEMBERS

Phil Flood, SFWMD
 Jon Iglehart, FDEP
 Melissa Dickens, SWFWMD
 Carmen Monroy, FDOT

SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL STAFF

MARGARET WUERSTLE.....EXECUTIVE DIRECTOR
 NICOLE BERCUME-BASS.....LEGAL COUNSEL

James Beever
 Maryann Devanas
 Nichole Gwinnett

Rebekah Harp
 Charles Kammerer
 Jennifer Pellechio

Jerilyn Walker
 Timothy Walker

SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL (SWFRPC) ACRONYMS

ABM - Agency for Bay Management - Estero Bay Agency on Bay Management

ADA - Application for Development Approval

ADA - Americans with Disabilities Act

AMDA -Application for Master Development Approval

BEBR - Bureau of Economic Business and Research at the University of Florida

BLID - Binding Letter of DRI Status

BLIM - Binding Letter of Modification to a DRI with Vested Rights

BLIVR -Binding Letter of Vested Rights Status

BPCC -Bicycle/Pedestrian Coordinating Committee

CAC - Citizens Advisory Committee

CAO - City/County Administrator Officers

CDBG - Community Development Block Grant

CDC - Certified Development Corporation (a.k.a. RDC)

CEDS - Comprehensive Economic Development Strategy (a.k.a. OEDP)

CHNEP - Charlotte Harbor National Estuary Program

CTC - Community Transportation Coordinator

CTD - Commission for the Transportation Disadvantaged

CUTR - Center for Urban Transportation Research

DEO - Department of Economic Opportunity

DEP - Department of Environmental Protection

DO - Development Order

DOPA - Designated Official Planning Agency (i.e. MPO, RPC, County, etc.)

EDA - Economic Development Administration

EDC - Economic Development Coalition

EDD - Economic Development District

EPA – Environmental Protection Agency

FAC - Florida Association of Counties

FACTS - Florida Association of CTCs

FAR - Florida Administrative Register (formerly Florida Administrative Weekly)

FCTS - Florida Coordinated Transportation System

FDC&F -Florida Department of Children and Families (a.k.a. HRS)

FDEA - Florida Department of Elder Affairs

FDLES - Florida Department of Labor and Employment Security

FDOT - Florida Department of Transportation

FHREDI - Florida Heartland Rural Economic Development Initiative

FIAM – Fiscal Impact Analysis Model

FLC - Florida League of Cities

FQD - Florida Quality Development

FRCA -Florida Regional Planning Councils Association

FTA - Florida Transit Association

IC&R - Intergovernmental Coordination and Review

IFAS - Institute of Food and Agricultural Sciences at the University of Florida

JLCB - Joint Local Coordinating Boards of Glades & Hendry Counties

JPA - Joint Participation Agreement

JSA - Joint Service Area of Glades & Hendry Counties

LCB - Local Coordinating Board for the Transportation Disadvantaged

LEPC - Local Emergency Planning Committee

MOA - Memorandum of Agreement

MPO - Metropolitan Planning Organization

MPOAC - Metropolitan Planning Organization Advisory Council

MPOCAC - Metropolitan Planning Organization Citizens Advisory Committee

MPOTAC - Metropolitan Planning Organization Technical Advisory Committee

NADO – National Association of Development Organizations

NARC -National Association of Regional Councils

NOPC -Notice of Proposed Change

OEDP - Overall Economic Development Program

PDA - Preliminary Development Agreement

REMI – Regional Economic Modeling Incorporated

RFB - Request for Bids

RFI – Request for Invitation

RFP - Request for Proposals

RPC - Regional Planning Council

SHIP -State Housing Initiatives Partnership

SRPP – Strategic Regional Policy Plan

TAC - Technical Advisory Committee

TDC - Transportation Disadvantaged Commission (a.k.a. CTD)

TDPN - Transportation Disadvantaged Planners Network

TDSP - Transportation Disadvantaged Service Plan

USDA - US Department of Agriculture

WMD - Water Management District (SFWMD and SWFWMD)



Apalachee • Central Florida
 East Central Florida • North Central Florida
 Northeast Florida • South Florida • Southwest Florida
 Tampa Bay • Treasure Coast • West Florida • Withlacoochee

104 West Jefferson Street, Tallahassee, FL 32301-1713 • 850.224.3427

Regional Planning Council Functions and Programs

March 4, 2011

- **Economic Development Districts:** Regional planning councils are designated as Economic Development Districts by the U. S. Economic Development Administration. From January 2003 to August 2010, the U. S. Economic Development Administration invested \$66 million in 60 projects in the State of Florida to create/retain 13,700 jobs and leverage \$1 billion in private capital investment. Regional planning councils provide technical support to businesses and economic developers to promote regional job creation strategies.
- **Emergency Preparedness and Statewide Regional Evacuation:** Regional planning councils have special expertise in emergency planning and were the first in the nation to prepare a Statewide Regional Evacuation Study using a uniform report format and transportation evacuation modeling program. Regional planning councils have been preparing regional evacuation plans since 1981. Products in addition to evacuation studies include Post Disaster Redevelopment Plans, Hazard Mitigation Plans, Continuity of Operations Plans and Business Disaster Planning Kits.
- **Local Emergency Planning:** Local Emergency Planning Committees are staffed by regional planning councils and provide a direct relationship between the State and local businesses. Regional planning councils provide thousands of hours of training to local first responders annually. Local businesses have developed a trusted working relationship with regional planning council staff.
- **Homeland Security:** Regional planning council staff is a source of low cost, high quality planning and training experts that support counties and State agencies when developing a training course or exercise. Regional planning councils provide cost effective training to first responders, both public and private, in the areas of Hazardous Materials, Hazardous Waste, Incident Command, Disaster Response, Pre- and Post-Disaster Planning, Continuity of Operations and Governance. Several regional planning councils house Regional Domestic Security Task Force planners.
- **Multipurpose Regional Organizations:** Regional planning councils are Florida's only multipurpose regional entities that plan for and coordinate intergovernmental solutions on multi-jurisdictional issues, support regional economic development and provide assistance to local governments.
- **Problem Solving Forum:** Issues of major importance are often the subject of regional planning council-sponsored workshops. Regional planning councils have convened regional summits and workshops on issues such as workforce housing, response to hurricanes, visioning and job creation.
- **Implementation of Community Planning:** Regional planning councils develop and maintain Strategic Regional Policy Plans to guide growth and development focusing on economic development, emergency preparedness, transportation, affordable housing and resources of regional significance. In addition, regional planning councils provide coordination and review of various programs such as Local Government Comprehensive Plans, Developments of Regional Impact and Power Plant Ten-year Siting Plans. Regional planning council reviewers have the local knowledge to conduct reviews efficiently and provide State agencies reliable local insight.

- **Local Government Assistance:** Regional planning councils are also a significant source of cost effective, high quality planning experts for communities, providing technical assistance in areas such as: grant writing, mapping, community planning, plan review, procurement, dispute resolution, economic development, marketing, statistical analysis, and information technology. Several regional planning councils provide staff for transportation planning organizations, natural resource planning and emergency preparedness planning.
- **Return on Investment:** Every dollar invested by the State through annual appropriation in regional planning councils generates 11 dollars in local, federal and private direct investment to meet regional needs.
- **Quality Communities Generate Economic Development:** Businesses and individuals choose locations based on the quality of life they offer. Regional planning councils help regions compete nationally and globally for investment and skilled personnel.
- **Multidisciplinary Viewpoint:** Regional planning councils provide a comprehensive, multidisciplinary view of issues and a forum to address regional issues cooperatively. Potential impacts on the community from development activities are vetted to achieve win-win solutions as council members represent business, government and citizen interests.
- **Coordinators and Conveners:** Regional planning councils provide a forum for regional collaboration to solve problems and reduce costly inter-jurisdictional disputes.
- **Federal Consistency Review:** Regional planning councils provide required Federal Consistency Review, ensuring access to hundreds of millions of federal infrastructure and economic development investment dollars annually.
- **Economies of Scale:** Regional planning councils provide a cost-effective source of technical assistance to local governments, small businesses and non-profits.
- **Regional Approach:** Cost savings are realized in transportation, land use and infrastructure when addressed regionally. A regional approach promotes vibrant economies while reducing unproductive competition among local communities.
- **Sustainable Communities:** Federal funding is targeted to regions that can demonstrate they have a strong framework for regional cooperation.
- **Economic Data and Analysis:** Regional planning councils are equipped with state of the art econometric software and have the ability to provide objective economic analysis on policy and investment decisions.
- **Small Quantity Hazardous Waste Generators:** The Small Quantity Generator program ensures the proper handling and disposal of hazardous waste generated at the county level. Often smaller counties cannot afford to maintain a program without imposing large fees on local businesses. Many counties have lowered or eliminated fees, because regional planning council programs realize economies of scale, provide businesses a local contact regarding compliance questions and assistance and provide training and information regarding management of hazardous waste.
- **Regional Visioning and Strategic Planning:** Regional planning councils are conveners of regional visions that link economic development, infrastructure, environment, land use and transportation into long term investment plans. Strategic planning for communities and organizations defines actions critical to successful change and resource investments.
- **Geographic Information Systems and Data Clearinghouse:** Regional planning councils are leaders in geographic information systems mapping and data support systems. Many local governments rely on regional planning councils for these services.

Agenda Item

1

Invocation

1

1

--- Agenda --- Item

2

Pledge of Allegiance

2

2

Agenda Item

3

Roll Call

3

3

Agenda Item

4

Public Comments

4

4

Agenda Item

5

Agenda

5

5

Agenda Item

6

Minutes

6

6

**MINUTES OF THE
SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL
MARCH 13, 2015 MEETING**

The meeting of the **Southwest Florida Regional Planning Council** was held on **March 13, 2015** at the offices of the Southwest Florida Regional Planning Council – 1st Floor Conference Room at 1926 Victoria Avenue in Fort Myers, Florida. Chair Mr. Robert Mulhere called the meeting to order at **9:04 AM** Commissioner Mann then led an invocation and the Pledge of Allegiance. Chair Robert Mulhere discussed the Extraordinary Circumstance Approval. SWFRPC Administrative Assistant, Jerilyn Walker conducted the roll call.

MEMBERS PRESENT

Charlotte County: Commissioner Bill Truex as alt. for Commissioner Tricia Duffy, Commissioner Ken Doherty, Councilwoman Nancy Prafke, Mr. Don McCormick

Collier County: Mr. Bob Mulhere, Mr. Alan Reynolds

Glades County: Commissioner Weston Pryor, Commissioner Tim Stanley, Mr. Thomas Perry

Hendry County: Commissioner Karson Turner, Commissioner Daniel Akin, Mr. Melvin Karau

Lee County: Commissioner Frank Mann, Councilman Jim Burch, Councilman Mick Denham

Sarasota County: Commissioner Charles Hines, Commissioner Rhonda DiFranco, Mayor Willie Shaw, Councilman Kit McKeon

Ex-Officio: Ms. Sara Catala for Ms. Carmen Monroy – FDOT,
Mr. Phil Flood – SFWMD, Ms. Melissa Dickens – SWFWMD

MEMBERS ABSENT

Charlotte County: Ms. Suzanne Graham

Collier County: Commissioner Penny Taylor, Commissioner Tim Nance, Councilwoman Teresa Heitmann

Glades County: Councilwoman Pat Lucas

Hendry County: Commissioner Don Davis, Commissioner Sherida Ridgill

Lee County: Commissioner Cecil Pendergrass, Mayor Anita Cereceda, Ms. Laura Holquist, Councilman Forrest Banks

Sarasota County: Mr. Felipe Colón

Ex-Officio: Jon Iglehart -FDEP

Ms. Walker announced there is a quorum.

AGENDA ITEM #5 PUBLIC COMMENTS

There were no public comments made at this time.

AGENDA ITEM #6

A motion was made by Commissioner Doherty to accept the agenda with one correction to Item 11 (i); Commissioner Turner seconded the motion and the motion passed unanimously.

AGENDA ITEM #7 Minutes of the January 15, 2015 and February 19, 2015

Commissioner Turner made a motion to approve the minutes of the January 15, 2015 and February 19, 2015 meetings as presented and the motion was seconded by Commissioner Doherty. The motion carried unanimously.

AGENDA ITEM #8 DIRECTOR'S REPORT

Ms. Wuerstle introduced Councilman Kit McKeon to present the audit and budget amendments. Councilman Kit McKeon introduced Jeff Tuscan to present the 2014 Audit. Jeff Tuscan reviewed and explained audit.

Councilman Burch made a motion to approve the 2014 Audit as presented and the motion was seconded by Commissioner Turner. The motion carried unanimously.

Ms. Wuerstle presented budget amendments to the board. Ms. Wuerstle explained that some grants came in after the original budget was adopted. In addition some grants are for two years and all the money cannot be spent in the first year so the revenue had to be split between the years.

Mr. Thomas Perry made a motion to approve the 2015 Budget amendments as presented and the motion was seconded by Commissioner Turner. The motion carried unanimously.

Discussion ensued about refinancing the building, which has a balloon payment due June 2016. The discussion included the possibility of selling the building with a long term lease back to the RPC. Ms. Wuerstle and the Finance Committee will be looking into options and will report next month.

Ms. Wuerstle requested that the Council approve a MOU for the Investment in Manufacturing Partnership program so that the application could be submitted for the second round. This project is a partnership with SFRPC and TBRPC to create an I-75 medical manufacturing corridor.

A motion was made by Councilman Burch to approve the MOU as presented; Mayor Shaw seconded the motion and the motion passed unanimously.

Ms. Wuerstle presented a resolution for the senate bills 484, 562 and 832. Chair Mulhere discussed the resolution and explained that at this time it was probably not in the Council's best interest to adopt the resolution. Intense discussion ensued about the issues in the Senate bills 484, 562 and 832. Strategies were discussed. The resolution was not adopted.

**AGENDA ITEM #9(a)
Grant Activity Sheet**

This item was for information purposes only.

**AGENDA ITEM #10
CONSENT AGENDA**

A motion was made by Commissioner Turner to approve the consent agenda as presented; Commissioner Doherty seconded the motion and the motion passed unanimously.

**AGENDA ITEM #11
REGIONAL IMPACT**

Ms. Maryann Devanas presented PowerPoint presentations on the following items.

**AGENDA ITEM #11(a)
Collier County Comprehensive Plan Amendment (DEO 15-1ESR)**

Chair Mr. Mulhere abstained from voting on this item.

A motion was made by Commissioner Mann to approve as presented; Commissioner Turner seconded the motion and the motion passed unanimously.

**AGENDA ITEM #11(b)
City of Moore Haven Comprehensive Plan Amendment (DEO 15-1ESR)**

A motion was made by Commissioner Turner to approve as presented; Commissioner Pryor seconded the motion and the motion passed unanimously.

AGENDA ITEM #11(c)
City of Clewiston Comprehensive Plan Amendment (DEO 15-1ESR)

Mr. Thomas Perry abstained from voting on this item.

A motion was made by Commissioner Turner to approve as presented; Commissioner Truex seconded the motion and the motion passed unanimously.

AGENDA ITEM #11(d)
Palmer Ranch AIDA Master Development Order Update

Mr. Dan Trescott presented this. Mr. Al Reynolds abstained from voting on this item.

A motion was made by Commissioner Hines to approve as presented; Councilman Burch seconded the motion and the motion passed unanimously.

AGENDA ITEM #11(e)
Palmer Ranch AIDA NOPC (Increment XXII 9A)

Mr. Al Reynolds abstained from voting on this item.

A motion was made by Commissioner Truex to approve as presented; Commissioner Doherty seconded the motion and the motion passed unanimously.

AGENDA ITEM #11(f)
Palmer Ranch AIDA NOPC (Increment XXII 9B)

Mr. Al Reynolds abstained from voting on this item.

A motion was made by Commissioner Truex to approve as presented; Commissioner Doherty seconded the motion and the motion passed unanimously.

AGENDA ITEM #11(g)
Pelican Preserve DRI -Review of City of Fort Myers Development Order

A motion was made by Commissioner Mann to approve as presented; Commissioner Doherty seconded the motion and the motion passed unanimously.

AGENDA ITEM #11(h)
Sarasota County Comprehensive Plan Amendment (DEO 15-1ESR)

Mr. Al Reynolds abstained from voting on this item.

A motion was made by Commissioner Doherty to approve as presented; Commissioner Truex seconded the motion and the motion passed unanimously.

AGENDA ITEM #11(i)
Charlotte County Comprehensive Plan Amendment (DEO 15-1ESR)

This item was continued to next month's agenda.

AGENDA ITEM #11(j)
Sarasota County Comprehensive Plan Amendment (DEO 15-3ESR)

A motion was made by Commissioner Akins to approve as presented; Mayor Shaw seconded the motion and the motion passed unanimously.

AGENDA ITEM #11(k)
Collier County Comprehensive Plan Amendment (DEO 15-2ESR)

A motion was made by Commissioner Truex to approve as presented; Commissioner Doherty seconded the motion and the motion passed unanimously.

AGENDA ITEM #11(l)
Sarasota County Comprehensive Plan Amendment (DEO 15-2ESR)

A motion was made by Commissioner Doherty to approve as presented; Commissioner Truex seconded the motion and the motion passed unanimously.

AGENDA ITEM #11(m)
Town of Longboat Key Comprehensive Plan Amendment (DEO 15-1ESR)

A motion was made by Councilman Burch to approve as presented; Commissioner Doherty seconded the motion and the motion passed unanimously.

REGIONAL ISSUES

AGENDA ITEM #12(a)
Regional Water Management Activities presentation – Phil Flood

Mr. Phil Flood gave a PowerPoint on Regional Water Management Activities.

AGENDA ITEM #12(b)
“Caloosahatchee Watershed – Regional Water Management Issues Resolution”

Mr. Phil Flood presented the Resolution for Caloosahatchee Watershed for approval.

A motion was made by Councilman Burch to approve as presented; Councilman Denham seconded the motion and the motion passed unanimously.

AGENDA ITEM #13(a)
Budget & Finance Committee

Councilman Kit McKeon reported that overall we are on track with the budget. However, due to the fact that the CHNEP left, the RPC has a cash-flow issue. In order to float the agency until assessments come in and grant projects are reimbursed, \$50,000 will be moved from the government pool into the bank to cover operations.

AGENDA ITEM #13(b)
Economic Development Committee

Councilman Banks stated that the committee did not meet so he had no report at this time.

AGENDA ITEM #13(c)
Energy & Climate Committee

Mr. McCormick stated that staff is still working on the solar energy project and that we were still looking for communities to step up and adopt the solar energy recommendations.

AGENDA ITEM #13(d)
Estero Bay Agency on Bay Management (EBABM) Committee

Mr. Beever gave the committee report.

AGENDA ITEM #13(e)
Executive Committee

Chair Mulhere presented the Executive Director's evaluation and contract. Chair Mulhere recommended a 3% raise for the Executive Director.

**A motion was made by Commissioner Turner to approve the contract and 3% raise;
 Commissioner Mann seconded the motion and the motion passed unanimously.**

AGENDA ITEM #13(f)
Legislative Affairs Committee

Mr. Don McCormick stated that he had no report at this time.

AGENDA ITEM #13(g)
Quality of Life & Safety Committee

Mayor Shaw stated that he would have a presentation for next month since the committee was meeting immediately following the Council meeting.

AGENDA ITEM #13(h)
Regional Transportation Committee

Ms. Wuerstle stated that the committee did not meet and she had no report at this time.

AGENDA ITEM #14 NEW BUSINESS

There were no new business issues.

AGENDA ITEM #15 STATE AGENCIES COMMENTS/REPORTS

SFWMD - Mr. Flood had nothing new to report.

FDOT - Ms. Catala stated that the advisory committee will be working with all agencies June thru August. There will be seminars held in Southwest Florida. She will keep the Council updated on the seminars.

FDEP - Mr. Iglehart had no updates.

SWFWMD - Ms. Dickens had no updates at this time.

AGENDA ITEM #16 COUNCIL ATTORNEY'S COMMENTS

Ms. Mohr stated that she would be calling the ethic committee today about the quorum issue and would report back next month.

AGENDA ITEM #17 COUNCIL MEMBERS' COMMENTS

Commissioner Truex thanked everyone.

Councilman Burch reminded everyone about the March 27 League of City Seminar.

Mr. Al Reynolds stated that the Urban Land Institute was holding a session on growth in Lee and Collier Counties. He said that he would send the flyer to Ms. Wuestle, who could distribute it to all the members.

Councilman Mick Denham announced that there would be an Ethics training course on May 1, 2015 for all elected officials in Sanibel.

Mr. Tom Perry had no comments or updates at this time.

AGENDA ITEM #18 ADJOURNMENT

A motion was made by Chair Mr. Mulhere to adjourn the meeting; Commissioner Mann seconded the motion and the motion passed unanimously.

The meeting adjourned at 11:26 a.m.

Councilman Forrest Banks, Secretary

The meeting was duly advertised in the February 26, 2015 issue of the **FLORIDA ADMINISTRATIVE REGISTER**, Volume 41, Number 39.

**.MINUTES OF THE
SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL
April 16, 2015 MEETING**

The meeting of the **Southwest Florida Regional Planning Council** was held on **April 16, 2015** at the offices of the Southwest Florida Regional Planning Council - 1st Floor Conference Room at 1926 Victoria Avenue in Fort Myers, Florida. Chair Mr. Robert Mulhere called the meeting to order at **9:02 AM** Mayor Shaw then led an invocation and the Pledge of Allegiance. Chair Robert Mulhere discussed Extraordinary Circumstance Approval and introduced Counsel new attorney Nichole Bercume-Bars. At this time Ms. Bercume-Bars explained there is nothing in the Florida Statue that prohibits members on the phone from participating. Ms. Wuerstle added that FRCA stated other RPC's have changed the number to make a quorum and added to by-laws. SWFRPC Administrative Assistant, Jerilyn Walker conducted the roll call.

MEMBERS PRESENT

Charlotte County: Commissioner Tricia Duffy, Commissioner Ken Doherty, Councilwoman Nancy Prafke, Mr. Don McCormick

Collier County: Mr. Bob Mulhere, Mr. Alan Reynolds, Commissioner Taylor, Commissioner Nance, Councilwoman Heitmann.

Glades County: Mr. Thomas Perry

Hendry County: Commissioner Don Davis,

Lee County: Commissioner Frank Mann, Councilman Jim Burch, Councilman Mick Denham, Commissioner Cecil Pendergrass, Councilman Forrest Banks

Sarasota County: Commissioner Charles Hines, Commissioner Carolyn Mason, Mayor Willie Shaw, Councilman Kit McKeon, Commissioner Cheryl Cook

Ex-Officio: Ms. Sara Catala for Ms. Carmen Monroy - FDOT,
Mr. Phil Flood - SFWMD, Ms. Melissa Dickens - SWFWMD
Jon Iglehart -FDEP

MEMBERS ABSENT

Charlotte County: Ms. Suzanne Graham

Collier County:

Glades County: Councilwoman Pat Lucas, Commissioner Weston Pryor, Commissioner Tim Stanley

Hendry County: Commissioner Daniel Akin, Commissioner Sherida Ridgdill,
Commissioner Karson Turner, Mr. Mel Karau

Lee County: Mayor Anita Cereceda, Ms. Laura Holquist

Sarasota County: Mr. Felipe Colón

Ex-Officio:

Ms. Walker announced there is a quorum.

AGENDA ITEM #5 PUBLIC COMMENTS

There were no public comments made at this time.

AGENDA ITEM #6

A motion was made by Commissioner Doherty to accept the agenda Councilman Banks seconded the motion and the motion passed unanimously.

AGENDA ITEM #7

Minutes of the March13, 2015 will be in next month agenda.

AGENDA ITEM #8 DIRECTOR'S REPORT

Ms. Wuerstle explained that she still needed to review the minutes from the last meeting and that they will be in the packet next month. Ms. Wuerstle showed the Annual Report Video. Councilman Burch thanked staff for the video. Commissioner Duffy commented that it was well done. Chair Mulhere stated that it is important to get the video out to each of our communities with maybe a presentation and at the end ask "what can we do for you". Mr. McCormick suggested showing the video to our legislators to help them understand what we do and explain that our work is not all about DRI. Ms. Wuerstle announced that the budget update would be handled under the budget and finance committee by Councilman McKeon. Ms. Wuerstle provided an update on the status of the building. She stated that the realtor may have a party interested in buying the building with a 5 year lease back. Ms. Wuerstle is working to find out more details and will provide another update next month. Ms. Wuerstle gave an update on HB 933 and SB 1216.

AGENDA ITEM #9(a) Grant Activity Sheet

This item was for information purposes only.

**AGENDA ITEM #10
CONSENT AGENDA**

A motion was made by Commissioner Turner to approve the consent agenda as presented; Commissioner Doherty seconded the motion. The motion passed unanimously.

**AGENDA ITEM #11
REGIONAL IMPACT**

Ms. Maryann Devanas presented PowerPoint presentations on the following items.

**AGENDA ITEM #11(a)
Charlotte County Comprehensive Plan Amendment (DEO 15-2ESR)**

A motion was made by Commissioner Duffy to approve the item as presented; Commissioner Doherty seconded the motion. The motion passed unanimously.

**AGENDA ITEM #11(b)
City of Punta Gorda Comprehensive Plan Amendment (DEO 15-1ESR)**

A motion was made by Councilwoman Prafke to approve the item as presented; Commissioner Mann seconded the motion. The motion passed unanimously.

**AGENDA ITEM #11(c)
Palmer Ranch (NOPC IV)**

Mr. Alan Reynolds abstained from the vote.

A motion was made by Commissioner Hines to approve the item as presented; Commissioner Mason seconded the motion. The motion passed unanimously.

REGIONAL ISSUES

**AGENDA ITEM #12(a)
Update on the Florida Transportation Plan by Sarah Catala**

Ms. Sarah Catala gave a PowerPoint presentation on the Florida Transportation Plan. Ms. Catala announced an upcoming Florida Transportation Plan workshop in Fort Myers either June 22 or June 23 at the new Lee Tran facility. Councilman Banks encouraged everyone to promote this event to their councils and communities and to please participate. Ms. Catala announced that the Town meeting will be in Orlando in the timeframe of August. Ms. Catala stated that Carmon Monroy, Director of Southwest Area office, got promoted to Director of Office Policy Planning in Tallahassee and will be leaving the area the end of April.

AGENDA ITEM #13(a)
Budget & Finance Committee

Councilman Kit McKeon reported we are moving in the right direction up 25,000 from last month and on track with grants coming in. Councilman McKeon reported that no additional reserve funds have been needed. Mayor Denham asked how much money the RPC's get from the state. Mr. Mulhere and Ms. Wuerstle answer zero for the last four year. Prior to that it was 225,000.00.

AGENDA ITEM #13(b)
Economic Development Committee

Councilman Banks no report at this time.

AGENDA ITEM #13(c)
Energy & Climate Committee

Mr. McCormick announced the committee had some success implementing best management practices with the City of Labelle and City of Bonita Springs. Hendry County is pending adoption and the City of Cape Coral is working on incorporating best practices. Mr. McCormick stated that he is also working with the City of Punta Gorda.

AGENDA ITEM #13(d)
Estero Bay Agency on Bay Management (EBABM) Committee

Mr. Beever announced that Wayne Daltry was the new chair for the ABM Committee. He replaced Karen Bickford who is no longer with Lee County. A presentation was made on the distribution of the Restore money Mr. Beever explained that Southwest Florida will not receive any of this money and that it will be distributed in the Panhandle down to Tampa.

AGENDA ITEM #13(e)
Executive Committee

Chair Mulhere announced they did not meet. However, they will be meeting prior to the next RPC meeting. They will discuss summer meetings.

AGENDA ITEM #13(f)
Legislative Affairs Committee

Mr. Don McCormick announced that he had no report at this time. Commissioner Mann asked if the Committee was planning on meeting next month. Mr. McCormick explained what was happening in the legislative session. Mr. McCormick then scheduled a meeting for April 30, 2015 at 9:00 am in the RPC conference room to discuss various topics.

AGENDA ITEM #13(g)
Quality of Life & Safety Committee

Mayor Shaw announced that the Committee considered going after a Burn Criminal Justice grant with Sarasota as the lead. After discussion, staff did not have enough time to put the grant together but will be ready for the next round. This grant would be used to build a relationship with law enforcement and target areas in the region.

AGENDA ITEM #13(h)
Regional Transportation Committee

Ms. Wuerstle stated that the committee did not meet and she had no report at this time.

AGENDA ITEM #14
NEW BUSINESS

New Business Mr. Mulhere announced no new business at this time.

AGENDA ITEM #15
STATE AGENCIES COMMENTS/REPORTS

SFWMD - Mr. Flood had nothing new to report at this time.

FDOT - Ms. Catala had nothing new to report at this time.

FDEP - Mr. Iglehart had nothing new to report at this time.

SWFWMD - Ms. Dickens announced that April is water conservation month. She stated that this will be her last meeting before she goes on maternity leave and that Tara Poulton will be filling in while she is on leave.

AGENDA ITEM #16
COUNCIL ATTORNEY'S COMMENTS

The attorney had no comments at this time.

AGENDA ITEM #17
COUNCIL MEMBERS' COMMENTS

Mr. McCormick reminded everyone about the best management practice for Solar Ready and asked that everyone please take back the information back to their managers.

Mayor Shaw thanked the Planning Council and Mr. Inglehart for the Brownsfield event Sarasota cleaned up with two clean closings.

AGENDA ITEM #18
ADJOURNMENT

A motion was made by Chair Mr. Mulhere to adjourn the meeting Commissioner Mann seconded the motion and the motion passed unanimously.

The meeting adjourned at 10:50 a.m.

Councilman Forrest Banks, Secretary

The meeting was duly advertised in the April 02, 2015 issue of the FLORIDA ADMINISTRATIVE REGISTER, Volume 41, Number, 64.

	Agenda
	Item

7

Director's Report

7

7



EXECUTIVE DIRECTOR'S REPORT: May 21, 2015

Mission Statement:

To work together across neighboring communities to consistently protect and improve the unique and relatively unspoiled character of the physical, economic and social worlds we share...for the benefit of our future generations.

1. Management / Operations

- a. DEO Grant process open
- b. Hendry County Mini Farm Tours
- b. Budget Update
- c. Building options: Sale or Lease
- d. Watershed Committee

2. Resource Development and Capacity Building

- a. FRCA: No updates
- b. Promise Zone notification: Documents attached

3. Second Quarter FY 2014-2015 (January - March)

- a. Implementation of Workplan:
 - Grants Submitted:
 - ✓ The Brownfields Grant has been submitted - \$600,000
 - ✓ NEA for the *Our Creative Economy* project has been submitted - \$200,000
 - ✓ National Endowment for the Humanities for *Our Creative Economy* \$15,000
 - ✓ EPA Environmental Workforce Development and Job Training \$200,000
 - ✓ I-75 Medical Manufacturing Corridor designation
 - Grants Under Development:
 - ✓ FDOT Highway Beautification Grant, Clewiston Project
 - Pending Grants: approximately \$1,015,000 in various grants

--- Agenda --- Item

7a

Introduction of Cynthia Orndoff,
PH.D.

7a

7a

--- Agenda --- Item

7b

DEO Grant Process

7b

7b

--- Agenda --- Item

7e

Hendry County Farm Tours Update

7e

7e

--- Agenda --- Item

7f

Promise Zone Update

7f

7f

8 New Promise Zones Announced

On April 28, 2015, the Obama Administration announced the next round of urban, rural, and tribal communities that have received a Promise Zone designation.

For the Second Round Promise Zones competition, 123 applications were received from 38 states along with Washington, D.C. and Puerto Rico. Representatives from the 12 federal partners reviewed and evaluated applications to select the next round of designations.

A set of eight communities were selected for Promise Zone designation.

Rural and Tribal Finalists

Lead Organization	City	State
Southwest Florida Regional Planning Council	Southwest Florida	FL
Turtle Mountain Band of Chippewa Indians	Turtle Mountain	ND
University of Puerto Rico-Rio Piedras Campus	Vieques and Culebra	PR

Promise Zones Second Round Finalists

The purpose of selecting Promise Zones finalists is to recognize communities whose applications reflect **high-quality strategies** under the criteria set forth in the [Application Guide](#), but are not selected as Promise Zone designees.

The participating federal agencies will seek to expand national knowledge about Promise Zones Finalist communities and will communicate regularly with Finalists about opportunities for relevant funding or technical assistance that may become available.

However, no preference points or other Promise Zone designation benefits will be given to Finalists. Please note that Promise Zone Finalists are not precluded from applying for a Promise Zone designation in a future round of competition.

A competition to select a third round of Promise Zones will commence later this year in the Summer of 2015,

Rural and Tribal Finalists Descriptions

Southwest Florida

Lead Organization: Southwest Florida Regional Planning Council

Located in the Southwest Florida, the target community is a rural region home to 76,676 residents and has a significant young population. While the area has a low cost of living and an abundance of developable land, it also faces a poverty rate of 31.19%, high unemployment, and is comprised of a largely unskilled workforce. To address these issues, the Southwest Florida Regional Planning Council—which has over 40 years of experience of bringing together diverse partners to accomplish common goals—created a strategic plan focusing on five goals aimed at improving the quality of life and providing new opportunities for residents: creating jobs, enhancing economic activity, improving educational opportunities, reducing crime, and improving community infrastructure. The activities under that will be used to achieve these goals include marketing the region based on the communities' target industries, training workers and connecting them to jobs, providing resources to help small businesses form and grow, developing markets for locally grown fresh food, promoting eco-tourism, improving educational opportunities for residents, expanding community policing and other resources to reduce crime, and seeking funding to provide much-needed community infrastructure.

Turtle Mountain

Lead Organization: Turtle Mountain Band of Chippewa Indians

Encompassing two reservations, tribal trust/owned lands, and Rolette County in North Dakota, the Turtle Mountain target community is home to 18,188 residents. Persistent poverty is pervasive with poverty rates ranging from 38% to a staggering 57% across the region. The region suffers from social distress, high unemployment (69.25%), dilapidated and overcrowded housing conditions with sometimes more than 15 people to a one bedroom mobile home, incredibly high energy costs, high drop-out rates, few jobs, and a lack of access to health food resulting in increased health issues. Led by Turtle Mountain Band of Chippewa Indians, the partnership—which includes Spirit Lake Tribe, Pathways to Prosperity, and 63 implementation partners—has a strategic plan which will use results-based accountability to accelerate and strengthen community revitalization by increasing capacity and optimizing effectiveness of all partners. The strategic plan is comprised of six integrated goals: stabilizing families and communities; enhancing cradle to career education and leadership; increasing health, wellness, and nutrition; implementing holistic agriculture; increasing sustainable economic activity; and expanding renewable energy. A broad range of activities to successfully reach the outlined goals will be based on a comprehensive, holistic, strategic sustainability plan. One such example is a plan for a manufacturing plant which will produce energy efficient homes powered by renewable energy while establishing jobs for newly trained employees. The Turtle Mountain target community will utilize the assets of its dedicated people, high caliber implementation partners, scenic lands, and rich cultural heritage to achieve their goals.

Vieques and Culebra, Puerto Rico

Lead Organization: University of Puerto Rico-Rio Piedras Campus

The Vieques and Culebra target community comprises the archipelago off Puerto Rico's eastern coast and is home to 11,118 residents. Despite being an international tourist destination, these islands continue to struggle. The islands have high level of needs based on analysis of poverty and unemployment rates. Labor participation rates in Vieques and Culebra are 47% and 50% respectively. The poverty level is 45% in Vieques and 57% in Culebra, which is three and four times higher than the rate in the U.S. Between 2008-2013. Serious and violent crime rates per 1,000 people were 33 in Vieques and 31 in Culebra, rates more than twice higher than the country average. Despite limited economic opportunities for residents' in Vieques and Culebra, continuous external investment reflects their high growth potential. Both islands have a very high concentration of world renowned touristic, historic, and cultural attractions, and can provide opportunity for development of businesses and social enterprises, increasing economic activities and creating jobs. Led by University of Puerto Rico – Rio Piedras Campus (UPR-RP) which has a long tradition of collaborating with communities in Vieques and Culebra, the islands' communities revitalization plan will collaborate with local private and public partners to create jobs, reduce serious and violent crime, improve education opportunities, increase economic activity, improve access to high quality psychological services and establish structures planning and institution building. A range of activities to successfully reach the outlined goals include four main projects: the creation of the Alliance for Small and Medium Enterprise Development; Vente Pa' la Plaza Events-Placemaking through Public Arts, the establishment of a Social Justice Center, and establishment of a Special School District.

8 NEW FEDERAL PROMISE ZONES ANNOUNCED

On April 28, 2015, the urban, rural, and tribal communities that have received a Promise Zone designation was announced.

123 applications were received from 38 states along with Washington, D.C. and Puerto Rico

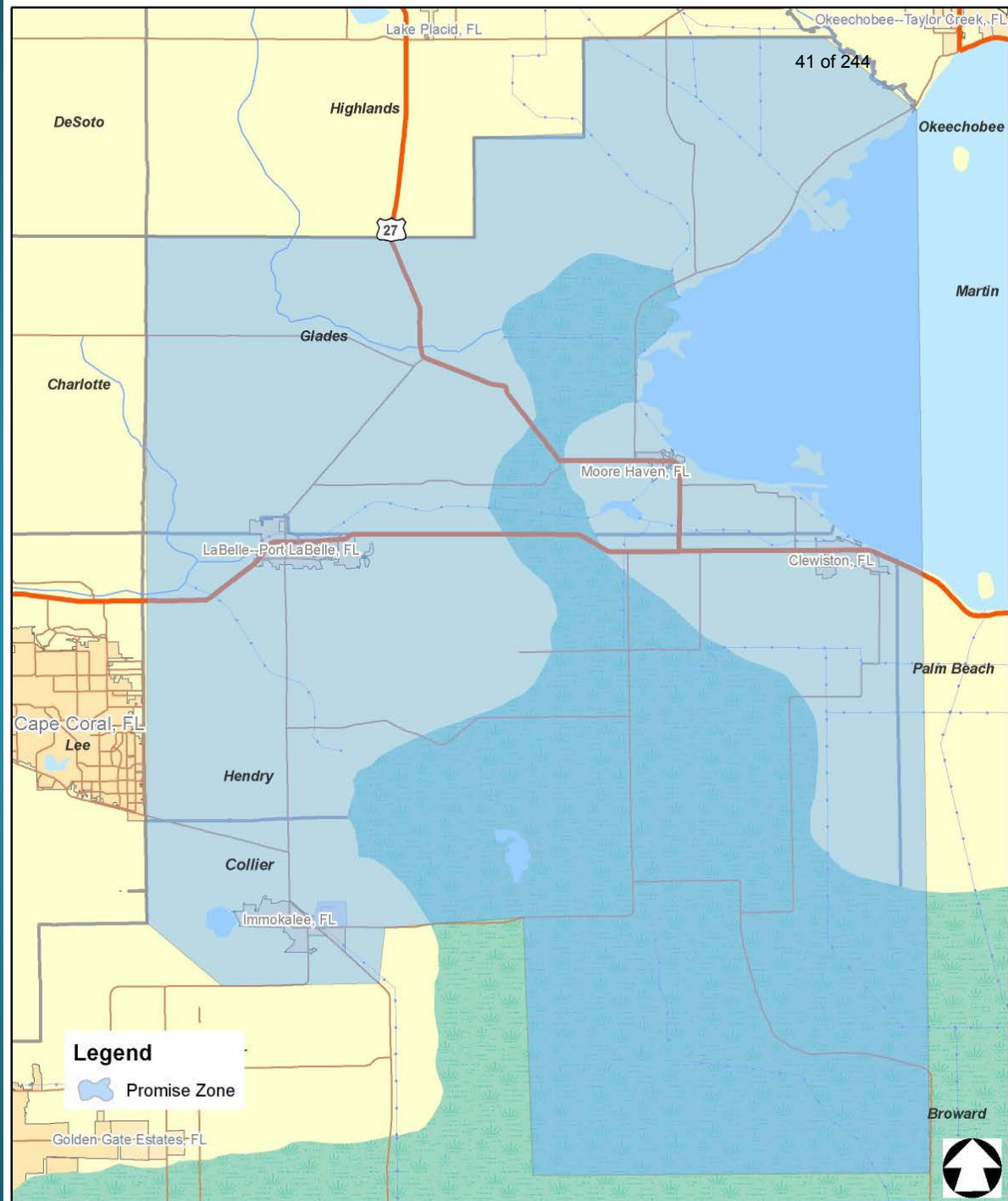
RURAL AND TRIBAL FINALISTS



40 of 244

Lead Organization	City	State
Southwest Florida Regional Planning Council	Southwest Florida	FL
Turtle Mountain Band of Chippewa Indians	Turtle Mountain	ND
University of Puerto Rico-Rio Piedras Campus	Vieques and Culebra	PR

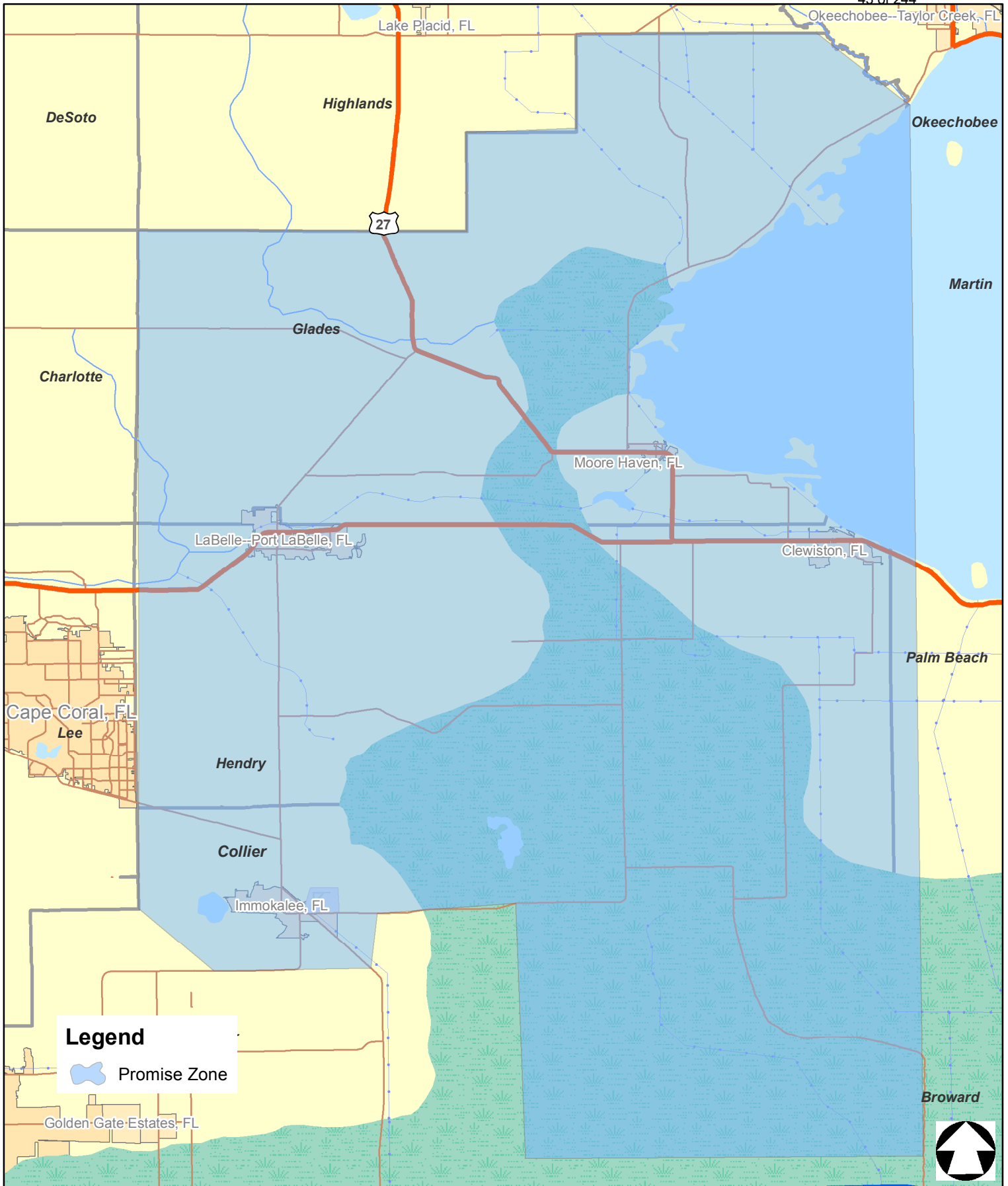
SOUTHWEST FLORIDA PROMISE ZONE



BENEFITS

- Federal agencies will seek to expand national knowledge about Promise Zones Finalist communities and
- Will communicate regularly with Finalists about opportunities for relevant funding or technical assistance that may become available.





Southwest Florida Promise Zone



Southwest Florida
Regional Planning
Council

Agenda Item

8

Staff Summaries

8

8

Agenda Item

8a

Grant Activity Sheet (Information Only)

8a

8a

SWFRPC Grant Summary As Of May 11, 2015

#	Agency	Type	Awarded	Funding Agency	Project Mgr.	Project Name	LOI Due Date	LOI Date Submitted	App Due Date	Date Submitted	Date Awarded/Denied	Date Contract Signed	Project Total	RPC Amt	Start Date	End Date	Deliverables	Total Match Amt-RPC
1	SWFRPC	PO	Yes	TBRPC - Tampa Bay Regional Planning Council	Rebekah Harp	Tampa Bay RPC Graphics and Publications					10/21/2014	10/21/2014			10/21/2014		As needed publication and graphic design, including FOR (Future of the Regions) award materials and annual report.	\$0.00
2	SWFRPC	PO	Yes	TBRPC - Tampa Bay Regional Planning Council	Rebekah Harp	2015 Disaster Planning Guide					1/28/2015		\$4,000.00	\$4,000.00	2/5/2015	3/1/2015	2015 Disaster Planning Guide for eight counties in English and Spanish.	\$0.00
3	SWFRPC	Grant	Yes	DEM - FL Div. of Emergency Management	Tim Walker	Collier Hazard Analysis					12/5/2014		\$8,042.00	\$8,042.00	12/23/2014	6/15/2015	There are 4 deliverables stipulated with the contractual agreement.	\$0.00
4	SWFRPC	Grant	Yes	DEM - FL Div. of Emergency Management	Nichole Gwinnett	FY14-15 HMEP Planning						2/4/2015	\$22,000.00	\$22,000.00	10/1/2014	9/30/2015	Major Planning Project; travel coordination for LEPC Chairman; LEPC program coordination and quarterly reports.	\$0.00
5	SWFRPC	Grant	Yes	EPA - US Environmental Protection Agency	Jim Beever	WQFAM							\$160,000.00	\$160,000.00	10/1/2011	9/30/2015	Extention 2014-2015	
6	SWFRPC	Contract	Yes	Glades County	Tim Walker	Glades County Small Quantity Generators (SQG)						5/17/2012	\$3,900.00	\$3,900.00	5/17/2012	5/16/2017	The goal of the assessment, notification, and verification program is to inform Small Quantity Generators (SQGs) of their legal responsibilities, limit the illegal disposal of hazardous waste, and identify the location of waste operators for an update to State officials. Also, local knowledge of hazardous waste is useful for land development planning, emergency protective services, health care and water quality management.	\$0.00

#	Agency	Type	Awarded	Funding Agency	Project Mgr.	Project Name	LOI Due Date	LOI Date Submitted	App Due Date	Date Submitted	Date Awarded/Denied	Date Contract Signed	Project Total	RPC Amt	Start Date	End Date	Deliverables	Total Match Amt-RPC
7	SWFRPC	Contract	Yes	DOE - US Dept. of Energy	Rebekah Harp	Solar Ready II	1/24/2013	1/24/2013		3/22/2013	7/18/2013		\$140,000.00	\$90,000.00	7/1/2013	1/1/2016	Recruit local governments to review and adopt BMPs. Host stakeholder meetings and/or training programs, providing technical assistance to local governments as needed, and tracking any policy adoptions and local government feedback.	\$50,000.00
8	SWFRPC	Grant	Yes	EPA - US Environmental Protection Agency	Jim Beever	A Unified Conservation Easement Mapping and Database for the State of Florida			4/15/2013	4/8/2013	6/3/2013		\$294,496.00	\$148,996.00	10/1/2013	9/30/2015	GIS database with Conservation Easements	\$145,500.00
9	SWFRPC	Grant	Yes	EDA - US Economic Development Administration	Jennifer Pellechio	EDA Planning Grant			1/22/2013	12/18/2013	4/18/2014	4/21/14	\$270,000.00	\$189,000.00	1/1/2014	12/31/2016	CEDS Plan, Annual Reports, CEDS Working Committee	\$81,000.00
10	SWFRPC	Grant	Yes	EDA - US Economic Development Administration	Jennifer Pellechio	Advanced Manufacturing in West Central Florida An Ecosystem Analysis Supporting Regional Development				12/26/2013	9/3/2014		\$116,514.00	\$58,257.00			SWOT Analysis, Web Survey, REMI, Regional website, branding strategy, brochures	\$30,584.45
11	SWFRPC	Grant	Yes	Visit Florida	Margaret Wuerstle	Our Creative Economy: Video - Southwest Florida Regional Strategy for Public Art			2/18/2014	2/18/2014	5/14/2014	7/17/14	\$10,000.00	\$5,000.00	7/1/2014	5/31/2015		\$5,000.00
12	SWFRPC	Contract	Yes	EPA/CHNEP - Charlotte Harbor National Estuary Program	Jim Beever	Mangrove Loss Project			4/4/2014	4/4/2014	12/19/2014		\$243,324.00	\$60,000.00			Report, transect information, presentations, articles	\$63,800.00
13	SWFRPC	Grant	Yes	DEO - FL Dept. of Economic Opportunity	Margaret Wuerstle	Agriculture Tours to Promote Assets and Economic Development in the City of LaBelle			6/6/2014	5/7/2014	8/26/2014		\$25,000.00	\$20,000.00	12/1/2014	5/31/2015	City of LaBelle Agriculture Tour Plan	\$0.00
14	SWFRPC	Grant	Yes	CTD - FL Commission for the Transportation Disadvantaged	Nichole Gwinnett	Glades-Hendry TD Planning Agreement FY2014-15					5/16/2014		\$38,573.00	\$38,573.00	7/1/2014	6/30/2015	Update of TDSP, CTC Evaluation, Staff Support, LCB Quarterly Meetings, Committee Meetings, Update By-Laws and Grievance Procedures.	\$0.00

#	Agency	Type	Awarded	Funding Agency	Project Mgr.	Project Name	LOI Due Date	LOI Date Submitted	App Due Date	Date Submitted	Date Awarded/D enied	Date Contract Signed	Project Total	RPC Amt	Start Date	End Date	Deliverables	Total Match Amt-RPC
15	SWFRPC	Contract	Yes	DEM - FL Div. of Emergency Management	Nichole Gwinnett	Title III (LEPC) FY14-15					7/1/2014	9/24/2014	\$42,000.00	\$42,000.00	7/1/2014	6/30/2015	LEPC Program Coordination; attendance during four (4) local quarterly meetings; attendance during four (4) state quarterly meetings; quarterly reports; quarterly news articles/updates; annual LEPC plan update; industry compliance support; housing of chemical data, meeting minutes; exercise coordination; publishing of public availability notice; etc .	\$0.00
16	SWFRPC	Grant	Yes	City of Bonita Springs	Jim Beever	Spring Creek Restoration Plan					8/27/2014	8/26/14	\$50,000.00	\$50,000.00	9/1/2014	9/30/2015	The Spring Creek Vulnerability Assessment and The Spring Creek Restoration Plan	\$0.00
17	SWFRPC	Grant	To Be Submitted	FDOT - Florida Department of Transportation	Maryann Devanas	Florida Highway Beautification Grant - City of Clewiston			10/1/2015									
18	SWFRPC	Grant	To Be Submitted	EDA - US Economic Development Administration	Jennifer Pellechio	EDA- North Port			6/12/2015									
	SWFRPC	Grant	To Be Submitted	USDA - US Dept. of Agriculture	Margaret Wuerstle	Farm to School			5/20/2015									
19	SWFRPC	Grant	To Be Submitted	EPA- Enivronmental Protection Agency	Jim Beever	Wetlands Program Development Grants			5/15/2015									
20	SWFRPC	Grant	Pending	NOAA - National Oceanic and Atmospheric Administration	Jim Beever	Measuring and Forecasting Future Ecosystem Services in the CHNEP Study Area	1/30/2015	1/30/2015	3/17/2015	3/17/2015				\$400,000.00			Products of the study will include updated valuations of the ecosystem services provided by existing conservation lands in the CHNEP; an updated conservation lands mapping of the project study area; a documentation and quantification of the ecosystem services provided by each habitat type, etc.	\$0.00

#	Agency	Type	Awarded	Funding Agency	Project Mgr.	Project Name	LOI Due Date	LOI Date Submitted	App Due Date	Date Submitted	Date Awarded/Denied	Date Contract Signed	Project Total	RPC Amt	Start Date	End Date	Deliverables	Total Match Amt-RPC
21	SWFRPC	Grant	Pending	EPA - US Environmental Protection Agency	John Gibbons	Environmental Workforce Development Job Training			2/3/2015	2/3/2015			\$200,000.00	\$200,000.00			OSHA 29 CFR 1910.120 40-Hour HAZWOPER and other training.	\$0.00
22	SWFRPC	Grant	Pending	Visit Florida	Jennifer Pellechio	OUR CREATIVE ECONOMY Marketing			2/9/2015	2/9/2015			\$5,000.00	\$2,500.00			TBD	\$2,500.00
23	SWFRPC	Grant	Pending	NEA - National Endowment for the Arts	Margaret Wuerstle	Our Creative Economy - A Regional Strategy for Southwest Florida's Public Art and Cultural Venues			1/15/2015	1/14/2015			\$400,000.00	\$200,000.00			• Asset Mapping • A Regional Strategy for Enhancing Public Art: A SWOT • Southwest Florida's Public Art and Cultural Venues Field and Tour Guide	\$113,472.00
24	SWFRPC	Grant	Pending	EPA - US Environmental Protection Agency	Dottie Cook	Southwest Florida Brownfields Coalition			12/19/2014	12/19/2014			\$600,000.00	\$600,000.00				\$0.00
25	SWFRPC	Contract	Pending	NACo - National Association of Counties	Jennifer Pellechio	NACo County Prosperity Summit			10/3/2014	10/3/2014			\$0.00	\$0.00			Summit	\$0.00
26	SWFRPC	Grant	No	Florida Humanities Council	Jennifer Pellechio	Public Art Field Guide and Map Viewer for Lee County	01/15/2015	01/15/2015	3/11/2015	3/5/2015	5/11/2015		\$15,000.00	\$15,000.00			TBD	\$0.00
27	RC&DC	Grant	No	Southwest Florida Community Foundation	Nichole Gwinnett	SWFRPC & RC&DC Collaboration			9/30/2014	9/30/2014			\$25,000.00	\$25,000.00			Provide information to the non-profit community about collaborative models that have succeeded in our area and to share proven effective practices for non-profits working together.	\$0.00
28	SWFRPC	Grant	No	USDA - US Dept. of Agriculture	Dottie Cook	Southwest Florida Rural Promise Zone	10/17/2014	10/14/2014	11/21/2014	11/21/2014			Technical Assistance	Technical Assistance			Rural designation of a Promise Zone for Immokalee in Collier County, Glades County, and Hendry County	\$0.00

#	Agency	Type	Awarded	Funding Agency	Project Mgr.	Project Name	LOI Due Date	LOI Date Submitted	App Due Date	Date Submitted	Date Awarded/Denied	Date Contract Signed	Project Total	RPC Amt	Start Date	End Date	Deliverables	Total Match Amt-RPC
29	RC&DC	Grant	No	Dreyfus Foundation - The Max and Victoria Dreyfus Foundation	Beth Nightingale	"Our Creative Economy - A Regional Strategy for Southwest Florida Public Art, Festivals and Cultural Venues"	11/10/2014	11/10/2014					\$20,000.00	\$20,000.00			1. complete the Lee County public art descriptions (name of artist, year of creation, material, and significance); 2. provide QR Codes for Lee County's public art assets which will drive traffic to the Guide and direct users to other public art assets and venues; and 3. Create and promote a photo share site to encourage making art (photography) from art (public art assets and venues).	\$0.00
30	RC&DC	Grant	No	The Awesome Foundation	Barbara Hawkes	2015 Zombicon Festival: Documentary Video			10/15/2014	10/2/2014							WGCU Public Media, an affiliate of Florida Gulf Coast University (FGCU), in Fort Myers, FL will create a documentary regarding the ZombiCon festival.	
31	SWFRPC	Grant	No	NEH - National Endowment for the Humanities	Jay McLeod	ZombiCon: Dying for the Arts			8/13/2014	8/13/2014	2/3/2015		\$75,000.00	\$45,000.00			Film Script/Storyline developed, in collaboration with humanities scholars.	\$0.00
32	SWFRPC	Grant	No	Artplace America	Margaret Wuerstle	ArtPlace - "OUR CREATIVE ECONOMY"			3/12/2015	3/11/2015			\$3,000,000.00	\$3,000,000.00			TBD	\$0.00
33	RC&DC	Grant	No	Atilus, LLC	Rebekah Harp	RC&DC Website			9/30/2014	9/30/2014	12/31/2014		\$20,000.00	\$20,000.00			New website, 2-year hosting, Adwords setup, and BoardMa tool (50 licenses).	
34	SWFRPC	Grant	No	DEO - FL Dept. of Economic Opportunity	Jennifer Pellechio	Economic Development Plan for Immokalee				10/22/2014	10/1/2014		\$25,000.00	\$25,000.00			TBD	\$0.00
35	SWFRPC	Grant	No	Bloomberg Philanthropies	Margaret Wuerstle	Painting with Sunlight			12/15/2014	12/15/2014	3/5/2015		\$1,275,000.00	\$900,000.00			Each of the six host cities will be provided an application that is unique to their site. The project highlights new opportunities for renewable energy by using solar energy to highlight and promote the arts.	\$61,875.00
36	SWFRPC	Grant	No	Rauschenberg/SWFLA Community Foundation	Jennifer Pellechio	Dr. Martin Luther King Jr. Blvd and Veronica S. Shoemaker Blvd Corridors Retail Market Analysis and Community Preference Survey	1/6/2015	1/6/2015			2/2/2015		\$50,000.00	\$50,000.00			TBD	\$0.00

#	Agency	Type	Awarded	Funding Agency	Project Mgr.	Project Name	LOI Due Date	LOI Date Submitted	App Due Date	Date Submitted	Date Awarded/Denied	Date Contract Signed	Project Total	RPC Amt	Start Date	End Date	Deliverables	Total Match Amt-RPC
50	SWFRPC	Grant	No	USDA - US Dept. of Agriculture	Rebekah Harp	Farm to School - HUB			4/24/2013	4/24/2013	11/20/2013		\$140,725.00	\$13,360.00	1/1/2014	9/30/2015	<ul style="list-style-type: none"> •Host regional stakeholder meeting. •Hire and Train two food service processors. •Secure warehouse rental space •Distributing food from hub to school districts •Completion of project – self sustaining 	\$40,728.00
51	SWFRPC	Grant	No	USDA - US Dept. of Agriculture	Nichole Gwinnett	Opportunity Buy Program Coordinator			4/23/2013	4/23/2013	11/20/2013		\$99,667.00	\$15,000.00	11/1/2013	10/31/2015	A part time employee will be assigned to develop and coordinate this program over a two year period. After the program is implemented and stable, it will be turned over to the school districts for their continued usage.	\$53,621.00
68	SWFRPC	Grant	No	DEO - FL Dept. of Economic Opportunity	Jennifer Pellechio	SWFL - Comprehensive Economic Development Strategy (CEDS) Incorporates Economic Resiliency			6/6/2014	6/5/2014	9/9/2014		\$25,000.00	\$25,000.00		5/31/2015	<p>This project will create an in-depth study analysis based on the federal change requirements to the document incorporating economic vulnerabilities as it related to jobs and employers. The outcome of the integrated technical assistance would be a general framework for considering economic resilience in the CEDS for Southwest Florida.</p> <p>The project would build upon the national model by creating "Resiliency Specific Action Plans" to address the top economic vulnerabilities and strengthen economic resilience. These would include specific economic diversification strategies and projects.</p>	\$0.00

#	Agency	Type	Awarded	Funding Agency	Project Mgr.	Project Name	LOI Due Date	LOI Date Submitted	App Due Date	Date Submitted	Date Awarded/Denied	Date Contract Signed	Project Total	RPC Amt	Start Date	End Date	Deliverables	Total Match Amt-RPC
69	RC&DC	Grant	No	USDA - US Dept. of Agriculture	Nichole Gwinnett	Fort Myers Food Desert Farmer's Market			6/20/2014	6/19/2014	9/29/2014		\$97,792.00	\$97,792.00			1. Establish a year-round daily farm stand and weekend Farmer's Market offering affordable, fresh, local produce. 2. Support farmers, food producers and value added vendors with training and workshops and provide opportunities for independent entrepreneurs. 3. Expand the access of the residents of the surrounding food desert to locally grown and produced food and encourage consumption of nutritious, fresh foods.	\$0.00
70	RC&DC	Grant	No	Artplace America	Beth Nightingale	Artplace Creative Placemaking	11/3/2014	10/29/2014	3/1/2015		1/9/2015						Print and online directories of public art.	
71	RC&DC	Grant	No	Sunoco Foundation	Barbara Hawkes	Safety Training for Agriculture-Related Staff (STARS)	Open	10/23/2014			1/1/2015		\$350,000.00	\$350,000.00			Eligibility Quiz. Letter of Inquiry (LOI) - If LOI reflects the Foundation's priorities, you will be asked to complete a full application.	

Agenda Item

9

9

Consent Agenda

9

9

CONSENT AGENDA SUMMARY

Agenda Item #9(a) - Intergovernmental Coordination and Review

There were two Clearinghouse items reviewed during the months of April. There are currently three projects under review.

RECOMMENDED ACTION: Approve the administrative action on the Clearinghouse Review items.

Agenda Item #9(b) - Glades-Hendry Transportation Disadvantaged Service Plan

The Southwest Florida Regional Planning Council (SWFRPC) is required to submit a Minor Update of the Glades-Hendry Joint Service Area Transportation Disadvantaged Service Plan (TDSP) to the Florida Commission for the Transportation Disadvantaged (CTD). The TDSP is a multi-year plan required by the CTD that calls for an annually updated tactical plan coordinated with other transportation planning documents.

The TDSP contains development, service and quality assurance components related to the delivery of the Transportation Disadvantaged Program. The CTD requires a TDSP in order to meet the requirements to maintain eligibility for state funding. Attached is the latest version of the TDSP taking into account the comments that were received at both the March 4, 2015 and May 6, 2015 Glades-Hendry Joint Local Coordinating Board meetings. The final document approved through the Glades-Hendry Joint Local Coordinating Board (May 6, 2015) and SWFRPC (May 21, 2015) is due to the CTD by June 30, 2015.

RECOMMENDED ACTION: Endorsement of the 2015 Glades-Hendry Joint Service Area Transportation Disadvantaged Service Plan (TDSP) Minor Update.

RECOMMENDED ACTION: Approve consent agenda as presented.

05/2015

--- Agenda --- Item

9a

Intergovernmental Coordination and
Review

9a

9a

Project Review and Coordination Regional Clearinghouse Review

The attached report summarizes the project notifications received from various governmental and non-governmental agencies seeking federal assistance or permits for the period beginning April 1, 2015 and ending April 30, 2015.

The staff of the Southwest Florida Regional Planning Council reviews various proposals, Notifications of Intent, Preapplications, permit applications, and Environmental Impact Statements for compliance with regional goals, objectives, and policies of the Regional Comprehensive Policy Plan. The staff reviews such items in accordance with the Florida Intergovernmental Coordination and Review Process (Chapter 29I-5, F.A.C.) and adopted regional clearinghouse procedures.

Council staff reviews projects under the following four designations:

Less Than Regionally Significant and Consistent - no further review of the project can be expected from Council.

Less Than Regionally Significant and Inconsistent - Council does not find the project to be of regional importance, but notes certain concerns as part of its continued monitoring for cumulative impacts within the noted goal areas.

Regionally Significant and Consistent - Project is of regional importance and appears to be consistent with Regional goals, objectives and policies.

Regionally Significant and Inconsistent - Project is of regional importance and appears not to be consistent with Regional goals, objectives, and policies. Council will oppose the project as submitted, but is willing to participate in any efforts to modify the project to mitigate the concerns.

The report includes the SWFRPC number, the applicant name, project description, location, funding or permitting agency, and the amount of federal funding, when applicable. It also includes the comments provided by staff to the applicant and to the FDEP-State Clearinghouse in Tallahassee.

RECOMMENDED ACTION: Approval of the administrative action on Clearinghouse Review items.

05/2015

ICR Council - 2014

SWFRPC #	Name1	Name2	Location	Project Description	Funding Agent	Funding Amount	Council Comments
2015-14	Doug Fowler, Executive Director	Lighthouse of SWFL	Region	Lighthouse of SWFL - Section 5310 Capital Assistance - in order to assume ownership of four (4) new vehicles originally approved for use by another agency. Lighthouse of SWFL is submitting this application to purchase the four vehicles.	FTA	\$76,509.00	Regionally Significant and Consistent
2015-15	J. Corbett Alday	Guardian Community Resource	Collier County	CDBG Grant # B-14-UC-12-0016, B- 13-UC-12-0016, B-12-UC-12-0016, B-11-UC-12-0016 - Youth Haven, Inc. - Safe and Secure Home for Collier Youth Phases II and III.	HUD	\$479,000.00	Regionally Significant and Consistent

Review in Progress

<i>SWFRPC #</i>	<i>First Name</i>	<i>Last Name</i>	<i>Location</i>	<i>Project Description</i>	<i>Funding Agent</i>	<i>Funding Amount</i>	<i>Council Comments</i>
2015-05			Lee County	Lee County Transit - Section 5311 Non-Urbanized Program Grant - Rural Operating Assistance for Lee County.	FTA	\$184,582.00	Review in Progress
2015-13			Sarasota County	FDEP - Joint Coastal Permit (File No. 0333315-001-JC) - City of Sarasota and the USACOE - The proposed project is to nourish 1.6 miles of shoreline on Lido Key from Department Reference Monuments R-34.5 to R-44.			Review in Progress
2015-16			Collier County	CB&I Coastal Planning & Engineering, Inc. - Request for Additional Information No. 1 - FDEP # 0331817-001-JC, Collier County Beach Nourishment and Doctors Pass Maintenance Dredging.			Review in Progress

--- Agenda --- Item

9b

Glades-Hendry Transportation
Disadvantaged Service Plan

9b

9b

ENDORESEMENT OF THE GLADES-HENDRY JOINT SERVICE AREA TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP) MINOR UPDATE

The Southwest Florida Regional Planning Council (SWFRPC) is required to submit a Minor Update of the Glades-Hendry Joint Service Area Transportation Disadvantaged Service Plan (TDSP) to the Florida Commission for the Transportation Disadvantaged (CTD). The TDSP is a multi-year plan required by the CTD that calls for an annually updated tactical plan coordinated with other transportation planning documents.

The TDSP contains development, service and quality assurance components related to the delivery of the Transportation Disadvantaged Program. The CTD requires a TDSP in order to meet the requirements to maintain eligibility for state funding. **Attached** is the latest version of the TDSP taking into account the comments that were received at both the March 4, 2015 and May 6, 2015 Glades-Hendry Joint Local Coordinating Board meetings. The final document approved through the Glades-Hendry Joint Local Coordinating Board (May 6, 2015) and SWFRPC (May 21, 2015) is due to the CTD by June 30, 2015.

RECOMMENDED ACTION: Endorsement of the 2015 Glades-Hendry Joint Service Area Transportation Disadvantaged Services Plan (TDSP) Minor Update.

05/2015

Transportation Disadvantaged SERVICE PLAN

TDSP

A Five-year Plan for the Glades-Hendry County Joint Service Area



Florida Commission for the

Good Wheels
Transportation for the Disabled and Disadvantaged

CTA
Transportation
Disadvantaged

Minor Update May 2015

Prepared By:

Southwest Florida Regional Planning Council (Designated Official Planning Agency)
Glades-Hendry Joint Local Coordinating Board
Good Wheels, Inc. (Community Transportation Coordinator)



TRANSPORTATION DISADVANTAGED SERVICE PLAN CONTENTS

GLOSSARY OF TERMS AND ABBREVIATIONS	vi
COORDINATING BOARD MEMBERSHIP CERTIFICATION	1
LOCAL COORDINATING BOARD ROLL CALL VOTE	2
SECTION I. DEVELOPMENT PLAN	
A. Introduction of Service Area	3
1. Background of the Transportation Disadvantaged Program	3
2. Community Transportation Coordinator Designation Date/History	6
3. Organization Chart	9
4. Consistency Review of Other Plans	9
a) Local Government Comprehensive Plans	9
b) Southwest Florida Regional Planning Council's "Strategic Regional Policy Plan"	10
c) Transit Development Plans (where applicable)	11
d) Commission for the Transportation Disadvantaged 5 year/20 year Plan	11
e) MPO Long Range Plan (where applicable)	11
f) Transportation Improvement Plans (where applicable)	11
B. Service Area Profiles/Demographic (Glades County)	15
1. Service Area Description	15
2. Demographics	16
a) Land Use	16
b) Population/Composition	16
c) Employment	19
d) Major Trips by Purpose	20
C. Service Area Profiles/Demographic (Hendry County)	22
1. Service Area Description	22
2. Demographics	23
a) Land Use	23
b) Population/Composition	23
c) Employment	25
d) Major Trips by Purpose	26
e) Inventory of Available Transportation Services	26
D. Service Analysis	26
1. Forecasts of Transportation Disadvantaged Population	27
2. Needs Assessment	29
3. Barriers to Coordination	30
E. Goals, Objectives and Strategies	30
F. Implementation Schedule	33

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area



SECTION II. SERVICE PLAN

A. Operations Element.....	36
1. Types, Hours & Days of Service.....	36
a) Types of Service.....	36
b) Group Trips.....	36
c) Subscription Service	36
d) Demand Responsive Service	36
e) Non-Emergency Medical Stretcher Service.....	36
f) Wheelchair Service	36
g) Florida Agency for Health Care Administration Medicaid Program Trips	36
h) Hours and Days of Service	37
2. Accessing Services.....	37
a) Reservations	37
b) Holidays	37
c) No-Shows.....	38
d) Cancellations	38
e) Fares	38
f) Transportation Disadvantaged Program Eligibility.....	38
g) Transportation Disadvantaged Program Trip Priorities Policy	39
3. Transportation Operators and Coordination Contractors.....	39
4. School Bus Utilization	39
5. Vehicle Inventory	39
6. System Safety Program Plan Certification	39
7. Inter-County Services.....	39
8. Emergency Preparedness & Response	40
9. Educational Efforts/Marketing	40
10. Acceptable Alternatives	41
11. Service Standards.....	41
12. Local & Service Complaint & Formal Grievance Procedures/Process	53
13. CTC Monitoring Procedures of Operations and Coordination Contractors.....	79
14. Coordination Contract Evaluation Criteria.....	79
B. Cost/Revenue Allocation and Rate Structure Justification	79

SECTION III. QUALITY ASSURANCE80

A. Annual Evaluation of the Community Transportation Coordinator80

SECTION I TABLES:

Table 1: Glades County Population Estimates	17
Table 2: Historic and Projected Glades County Population	17
Table 3: Glades County Housing Unit Estimates	18
Table 4: Glades County Households	18
Table 5: Glades County Poverty Data	19
Table 6: Average Annual Unemployment Rates	20
Table 7: Major Private Sector Employers – Glades County	20
Table 8: 2012 Trips by Purpose, In the Joint Service Area of Glades County	21
Table 9: School Enrollment of Three Years and Over in School – Glades County	21
Table 10: Education Attainment – Glades County	22
Table 11: Hendry County Population	23
Table 12: Hendry County Population Projections	23
Table 13: Components of Population Change	23
Table 14: Population Age Breakdown	24
Table 15: Hendry County Elementary/High School Education	24
Table 16: Post-Secondary Education Serving Hendry County	24
Table 17: Major Private Sector Employers	25
Table 18: County Non-Farm Employment by Industry	25
Table 19: Employment Status & Labor Force	25
Table 20: Commuting to Work – Workers 16 Years of Age and Older	26
Table 21: 2012 Trips by Purpose, In the Joint Service Area of Hendry County	26
Table 22: Forecasts of TD Population in Glades County, Florida	27
Table 23: Forecasts of TD Population in Hendry County, Florida	27
Table 24: 2012 Glades County Potential Transportation Disadvantaged Population (Category I) Estimates	27
Table 25: 2012 Glades County Potential Transportation Disadvantaged Population (Category II) Estimates	28
Table 26: 2012 Hendry County Potential Transportation Disadvantaged Population (Category I) Estimates	28
Table 27: 2012 Hendry County Potential Transportation Disadvantaged Population (Category II) Estimates	28

SECTION II TABLES:

Table 1: Glades-Hendry TDSP – Policies and Standards, Evaluation & Monitoring	41
Table 2: Local Standards	48



TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

EXHIBITS

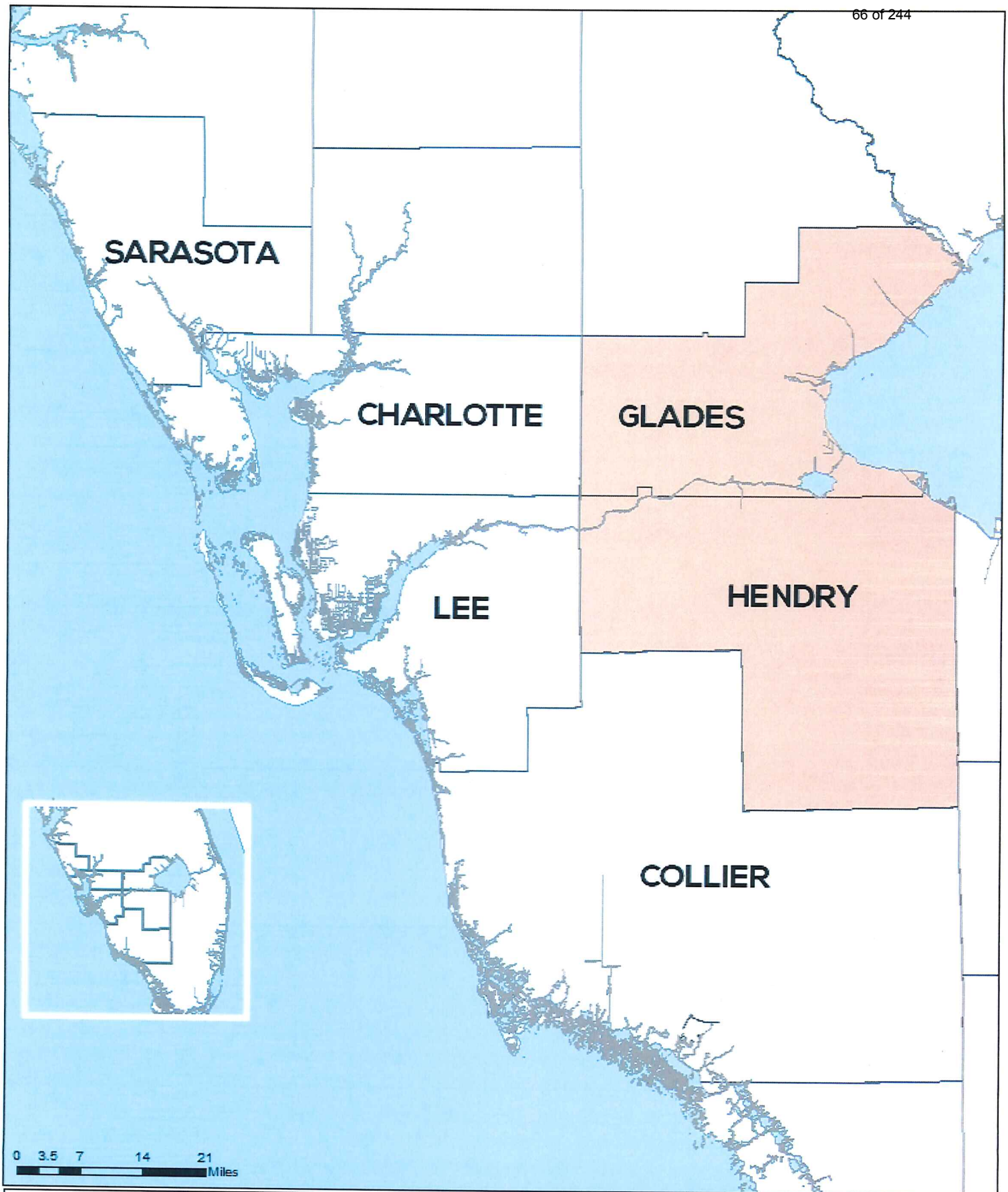
Exhibit A – Coordinated Transportation System Organization

Exhibit B – Transportation Disadvantaged and/or Medicaid Determination Form

Exhibit C – Vehicle Inventory

Exhibit D – System Safety Program Plan & Certification

Exhibit E – Rate Structure



**SOUTHWEST FLORIDA
REGIONAL PLANNING
COUNCIL** www.swfrc.org

GLADES & HENDRY COUNTY LOCATION MAP

COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

GLOSSARY OF TERMS AND ABBREVIATIONS

The following glossary is intended to coordinate terminology within the Florida Coordinated Transportation System. It is imperative that when certain words or phrases are used, the definition must be universally acknowledged.

Accidents: when used in reference to the AOR, the total number of reportable accidents that occurred whereby the result was either property damage of \$1,000 or more, or personal injury that required evacuation to a medical facility, or a combination of both.

(AER) Actual Expenditure Report: an annual report completed by each state member agency and each official planning agency, to inform the Commission in writing, before September 15 or each year, of the specific amount of funds the agency expended for transportation disadvantaged services.

Advance Reservation Service: shared or individual paratransit service that is readily delivered with at least prior day notification, seven days a week, 24 hours a day.

Agency: an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private non-profit transportation service providing entity.

(ADA) Americans with Disabilities Act: a federal law, P. L. 101-336, signed by the President of the United States on July 26, 1990 providing protection for persons with disabilities.

(AOR) Annual Operating Report: an annual report prepared by the community transportation coordinator detailing its designated service area operating statistics for the most recent operating year.

(APR) Annual Performance Report: an annual report issued by the Commission for the Transportation Disadvantaged that combines all the data submitted in the Annual Operating Reports and the CTD Annual Report.

(ASE) Automotive Service Excellence: a series of tests that certify the skills of automotive technicians in a variety of maintenance areas.

Availability: a measure of the capability of a transportation system to be used by potential riders, such as the hours the system is in operation, the route spacing, the seating availability, and the pick-up and delivery time parameters.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

Bus: any motor vehicle designed for carrying more than 10 passengers and used for the transportation of persons for compensation.

Bus Lane: a street or highway lane intended primarily for buses, either all day or during specified periods, but used by other traffic under certain circumstances.

Bus Stop: a waiting, boarding, and disembarking area, usually designated by distinctive signs and by curbs or pavement markings.

(CUTR) Center for Urban Transportation Research: a research group located at the University of South Florida's College of Engineering.

(CMBE) Certified Minority Business Enterprise: any small business concern which is organized to engage in commercial transactions, which is domiciled in Florida, and which is at least 51 percent owned by minority persons and whose management and daily operations are controlled by such persons. These businesses should be certified by the Florida Department of Management Services.

Chapter 427, Florida Statutes: the Florida statute establishing the Commission for the Transportation Disadvantaged and prescribing its duties and responsibilities.

Commendation: any documented compliment of any aspect of the coordinated system, including personnel, vehicle, service, etc.

(CDL) Commercial Driver's License: a license required if a driver operates a commercial motor vehicle, including a vehicle that carries 16 or more passengers (including the driver), or a vehicle weighing more than 26,000 pounds.

Commission: the Commission for the Transportation Disadvantaged as authorized in Section 427.013, Florida Statutes.

(CTD) Commission for the Transportation Disadvantaged: an independent agency created in 1989 to accomplish the coordination of transportation services provided to the transportation disadvantaged. Replaced the Coordinating Council on the Transportation Disadvantaged. **(CTC)**

Community Transportation Coordinator: (formerly referred to as "coordinated community transportation provider") a transportation entity competitively procured or recommended by the appropriate official planning agency and local Coordinating Board and approved by the Commission, to ensure that safe, quality coordinated transportation services are provided or arranged in a cost effective manner to serve the transportation disadvantaged in a designated service area.

Competitive Procurement: obtaining a transportation operator or other services through a competitive process based upon Commission-approved procurement guidelines.

Complaint: any documented customer concern involving timeliness, vehicle condition, quality of service, personnel behavior, and other operational policies.

Complete (or Full) Brokerage: type of CTC network in which the CTC does not provide any one-street transportation services itself, but contracts with transportation operators or coordination contractors for the delivery of all transportation services.

Coordinated Transportation System: includes the CTC, the transportation operators and coordination contractors under contract with the CTC, the official planning agency, and local Coordinating Board involved in the provision of service delivery to the transportation disadvantaged within the designated service area.

Coordinated Trips: passenger trips provided by or arranged through a CTC.

Coordinating Board: an entity in each designated service area composed of representatives who provide assistance to the community transportation coordinator relative to the coordination of transportation disadvantaged services.

Coordination: the arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost effective, safe, efficient, and reduces fragmentation and duplication of services. Coordination is not the same as total consolidation of transportation disadvantaged services in any given service area.

Coordination Contract: a written contract between the community transportation coordinator and any agency who receives transportation disadvantaged funds and performs some, if not all of, its own services, as well as services to others, when such service has been analyzed by the CTC and proven to be a safer, more effective and more efficient service from a total system perspective. The Commission's standard contract reflects the specific terms and conditions that will apply to those agencies who perform their own transportation, as well as joint utilization and cost provisions for transportation services to and from the coordinator.

Deadhead: the miles or hours that a vehicle travels when out of revenue service. From dispatch point to first pick-up, and from last drop-off to home base, or movements from home base to maintenance garage or fuel depot, and return.

Demand Response: a paratransit service that is readily delivered with less than prior day notification, seven days a week, 24 hours a day. This service can be either an individual or shared ride.

Designated Service Area: a geographical area subject to approval by the Commission, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.

Disabled Passenger: anyone with a physical or mental impairment that substantially limits at least one of the major life activities (i.e., caring for one's self, walking, seeing, hearing, speaking, learning).

Dispatcher: the person responsible for having every scheduled run leave the yard or garage on time and maintain a schedule, matching the work force with the work load on a minute-by-minute basis. In demand-response transportation, the person who assigns the customers to vehicles and notifies the appropriate drivers.

Driver Hour: the period of one hour that person works whose main responsibility is to drive vehicles.

Economies of Scale: cost savings resulting from combined resources (e.g., joint purchasing agreements that result in a lower cost per gallon or quantity discount for fuel).

Effectiveness Measure: a performance measure that indicates the level of consumption per unit of output. Passenger trips per vehicle mile is an example of an effectiveness measure.

Efficiency Measure: a performance measure that evaluates the level of resources expended to achieve a given level of output. An example of an efficiency measure is operating cost per vehicle per vehicle mile.

Emergency: any occurrence, or threat thereof, whether accidental, natural or caused by man, in war or in peace, which results or may result in substantial denial of services to a designated service area for the transportation disadvantaged.

Emergency Fund: transportation disadvantaged trust fund monies set aside to address emergency situations and which can be utilized by direct contract, without competitive bidding, between the Commission and an entity to handle transportation services during a time of emergency.

Employees: the total numbers of persons employed in an organization.

Fixed Route: (also known as Fixed Route/Fixed Schedule) service in which the vehicle(s) repeatedly follows a consistent time schedule and stopping points over the same route, whereby such schedule, route or service is not at the users request (e.g. conventional city bus, fixed guide way).

- (FAC) Florida Administrative Code:** a set of administrative codes regulating the State of Florida.
- (FCTS) Florida Coordinated Transportation System:** a transportation system responsible for coordination and service provisions for the transportation disadvantaged as outlined in Chapter 427, Florida Statutes.
- (FDOT) Florida Department of Transportation:** a governmental entity. The CTD is housed under the Florida Department of Transportation for administrative purposes.
- (FS) Florida Statutes:** the laws governing the State of Florida.
- (FTE) Full Time Equivalent:** a measure used to determine the number of employees based on a 40-hour work week. One FTE equals 40 work hours per week.
- (FAC) Fully Allocated Costs:** the total cost, including the value of donations, contributions, grants or subsidies, of providing coordinated transportation, including those services which are purchased through transportation operators or provided through coordination contracts.
- General Trips:** passenger trips by individuals to destinations of their choice, not associated with any agency program.
- Goal:** broad conditions that define what the organization hopes to achieve.
- Grievance Process:** a formal plan that provides a channel for the adjustment of grievances through discussions at progressively higher levels of authority, culminating in mediation, if necessary.
- In Service:** the time a vehicle begins the route to provide transportation service to the time the route is completed.
- In-Take Clerk/Reservationist:** an individual whose primary responsibility is to accept requests for trips, enter dates on requests, determine eligibility and provide customer service.
- Latent Demand:** demand that is not active (i.e., the potential demand of persons who are not presently in the market for a good or service).
- Limited Access:** the inability of a vehicle, facility or equipment to permit entry or exit to all persons. Lack of accessibility of vehicle, facility or other equipment.
- Load Factor:** the ratio of use to capacity of equipment or a facility during a specified time period.

Local Government: an elected and/or appointed public body existing to coordinate, govern, plan, fund, and administer public services within a designated, limited geographic area of the state.

Local Government Comprehensive Plan: a plan that meets the requirements of Sections 163.3177 and 163.3178, Florida Statutes.

(LCB) Local Coordinator Board: an entity in each designated service area composed of representatives appointed by the official planning agency. Its purpose is to provide assistance to the community transportation coordinator concerning the coordination of transportation disadvantaged services.

(MIS) Management Information System: the mechanism that collects and reports key operating and financial information for managers on a continuing and regular basis.

(MOA) Memorandum of Agreement: the state contract included in the transportation disadvantaged service plan for transportation disadvantaged services purchased by federal, state or local government transportation disadvantaged funds. This agreement is between the Commission and the community transportation coordinator and recognizes the community transportation coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for a designated service area.

(MPO) Metropolitan Planning Organization: the area-wide organization responsible for conducting the continuous, cooperative and comprehensive transportation planning and programming in accordance with the provisions of 23 U.S.C. s. 134, as provided in 23 U.S.C. s. 104(f)(3). Also serves as the official planning agency referred to in Chapter 427, F.S.

Network type: describes how a community transportation coordinator provides service, whether as a complete brokerage, partial brokerage, or sole provider.

Non-coordinated Trip: a trip provided by an agency, entity, or operator who is in whole or in part subsidized by local, state, or federal funds, and who does not have coordination/operator contract with the community transportation coordinator.

Nonsponsored Trip: transportation disadvantaged services that are sponsored in whole by the Transportation Disadvantaged Trust Fund.

Objective: specific, measurable conditions that the organization establishes to achieve its goals.

Off Peak: a period of day or night during which travel activity is generally low and a minimum of transit service is operated.

(OPA) Official Planning Agency: the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning. The Metropolitan Planning Organization shall serve as the planning agency in areas covered by such organizations.

Operating Cost: the sum of all expenditures that can be associated with the operation and maintenance of the system during the particular period under consideration.

Operating Cost per Driver Hour: operating costs divided by the number of driver hours, a measure of the cost efficiency of delivered service.

Operating Cost per Passenger Trip: operating costs divided by the total number of passenger trips, a measure of the efficiency of transporting riders. One of the key indicators of comparative performance of transit properties since it reflects both the efficiency with which service is delivered and the market demand for the service.

Operating Cost per Vehicle Mile: operating costs divided by the number of vehicle miles, a measure of the cost efficiency of delivered service.

Operating Environment: describes whether the community transportation coordinator provides service in an urban or rural service area.

Operating Expenses: sum of all expenses associated with the operation and maintenance of a transportation system.

Operating Revenues: all revenues and subsidies utilized by the operator in the provision of transportation services.

Operating Statistics: data on various characteristics of operations, including passenger trips, vehicle miles, operating costs, revenues, vehicles, employees, accidents, and road calls.

Operator Contract: a written contract between the community transportation coordinator and the transportation operator to perform transportation services.

Organization Type: describes the structure of a community transportation coordinator, whether it is a private-for-profit, private non-profit, government, quasi-government, or transit agency.

Paratransit: elements of public transit that provide service between specific origins and destinations selected by the individual user with such service being provided at a time that is agreed upon between the user and the provider of the service. Paratransit services are provided by sedans, vans, buses, and other vehicles.

Partial Brokerage: type of CTC network in which the CTC provides some of the on-street transportation services and contracts with one or more other transportation operators, including coordination contractors, to provide the other portion of the on-street transportation disadvantaged services, including coordination contractors.

Passenger Miles: a measure of service utilization which represents the cumulative sum of the distances ridden by each passenger. This is a duplicated mileage count. For example: If 10 people ride together for 10 miles, there would be 100 passenger miles.

Passenger Trip: a unit of service provided each time a passenger enters the vehicle, is transported, and then exits the vehicle. Each different destination would constitute a passenger trip. This unit of service is also known as a one-way passenger trip.

Passenger Trips per Driver Hour: a performance measure used to evaluate service effectiveness by calculating the total number of passenger trips divided by the number of driver hours.

Passenger Trips per Vehicle Mile: a performance measure used to evaluate service effectiveness by calculating the total number of passenger trips divided by the number of vehicle miles.

Performance Measure: statistical representation of how well an activity, task, or function is being performed. Usually computed from operating statistics by relating a measure of service output or utilization to a measure of service input or cost.

Potential TD Population: (formerly referred to as TD Category I) includes persons with disabilities, senior citizens, low income persons, and high risk or at risk children. These persons are eligible to receive certain governmental and social service agency subsidies for program-related trips.

Program Trip: a passenger trip supplied or sponsored by a human service agency for the purpose of transporting clients to and from a program of that agency (e.g., sheltered workshops, congregate dining, and job training).

Public Transit: means the transporting of people by conveyances or systems of conveyances traveling on land or water, local or regional in nature, and available for use by the public. Public transit systems may be governmental or privately owned. Public transit specifically includes those forms of transportation commonly known as paratransit.

Purchased Transportation: transportation services provided for an entity by a public or private transportation provider based on a written contract.

(RFB) Request for Bids: a competitive procurement process.

(RFP) Request for Proposals: a competitive procurement process.

(RFQ) Request for Qualifications: a competitive procurement process.

Reserve Fund: transportation disadvantaged trust fund monies set aside each budget year to insure adequate cash is available for incoming reimbursement requests when estimated revenues do not materialize.

Revenue Hours: total vehicle hours used in providing passenger transportation, excluding deadhead time.

Revenue Miles: the total number of paratransit service miles driven while TD passengers are actually riding on the vehicles. This figure should be calculated from first passenger pick-up until the last passenger drop-off, excluding any breaks in actual passenger transport. For example: if 10 passengers rode 10 miles together, there would be 10 revenue miles.

Ridesharing: the sharing of a vehicle by clients of two or more agencies, thus allowing for greater cost efficiency and improved vehicle utilization.

Roadcall: any in-service interruptions caused by failure of some functionally necessary element of the vehicle, whether the rider is transferred or not. Roadcalls exclude accidents.

Rule 41-2, F.A.C.: the rule adopted by the Commission for the Transportation Disadvantaged to implement provisions established in Chapter 427, F.S.

Scheduler: a person who prepares an operating schedule for vehicles on the basis of passenger demand, level of service, and other operating elements such as travel times or equipment availability.

Shuttle: a transit service that operates on a short route, or in a small geographical area, often as an extension to the service of a longer route.

Sole Source: (also referred to as Sole Provider) network type in which the CTC provides all of the transportation disadvantaged services.

Sponsored Trip: a passenger trip that is subsidized in part or in whole by a local, state, or federal government funding source (not including monies provided by the TD Trust Fund).

Standard: something established by authority, custom, or general consent as a model or example.

Stretcher Service: a form of non-emergency paratransit service whereby the rider is transported on a stretcher, litter, gurney, or other device that does not meet the dimensions of a wheelchair as defined in the Americans with Disabilities Act.

Subscription Service: a regular and recurring service in which schedules are prearranged, to meet the travel needs of riders who sign up for the service in advance. The service is characterized by the fact that the same passengers are picked up at the same location and time and are transported to the same location, and then returned to the point of origin in the same manner.

(SSPP) System Safety Program Plan: a documented organized approach and guide to accomplishing a system safety program set forth in Florida Rule 14-90.

Total Fleet: this includes all revenue vehicles held at the end of the fiscal year, including those in storage, emergency contingency, awaiting sale, etc.

(TQM) Total Quality Management: a management philosophy utilizing measurable goals and objectives to achieve quality management practices.

Transportation Alternative: those specific transportation services that are approved by rule to be acceptable transportation alternatives, and defined in s. 427.018, F.S.

(TD) Transportation Disadvantaged: those persons, including children as defined in s. 411.202 F.S., who because of physical or mental disability, income status, or inability to drive due to age or disability are unable to transport themselves or to purchase transportation and have no other form of transportation available. These persons are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, or medically necessary or life-sustaining activities.

Transportation Disadvantaged Funds: any local government, state or available federal funds that are for the transportation of the transportation disadvantaged. Such funds may include, but are not limited to, funds for planning, Medicaid transportation, transportation provided pursuant to the ADA, administration of transportation disadvantaged services, operation, procurement and maintenance of vehicles or equipment, and capital investments. Transportation disadvantaged funds do not include funds expended by school districts for the transportation of children to public schools or to receive service as a part of their educational program.

Transportation Disadvantaged Population: (formerly referred to as TD Category II) persons including children, who, because of disability, income status, or inability to drive due to age or disability are unable to transport themselves.

(TDSP) Transportation Disadvantaged Service Plan: a three-year implementation plan, with annual updates developed by the CTC and the planning agency which contains the provisions of service delivery in the coordinated transportation system. The plan shall be reviewed and recommended by the local Coordinating Board.

Transportation Disadvantaged Trust Fund: a fund administered by the Commission for the Transportation Disadvantaged in which all fees collected for the transportation disadvantaged program shall be deposited. The funds deposited will be appropriated by the legislature to the Commission to carry out the Commission's responsibilities. Funds that are deposited may be used to subsidize a portion of a transportation disadvantaged person's transportation costs which are not sponsored by an agency.

Transportation Operator: a public, private for profit, or private non-profit entity engaged by the community transportation coordinator to provide service to the transportation disadvantaged pursuant to an approved coordinated transportation system transportation disadvantaged service plan.

Transportation Operator Contract: the Commission's standard coordination/operator contract between the community transportation coordinator and the transportation operator that outlines the terms and conditions for any services to be performed.

Trend Analysis: a common technique used to analyze the performance of an organization over a period of time.

Trip Priorities: various methods for restricting or rationing trips.

Trip Sheet: a record kept of specific information required by ordinance, rule or operating procedure for a period of time worked by the driver of a public passenger vehicle in demand-response service. Also known as a drive log.

(UPHC) Unduplicated Passenger Head Count: the actual number of people that were provided paratransit transportation services, not including personal care attendants, non-paying escorts, or persons provided fixed schedule/fixed route service.

Unmet Demand: the number of trips desired but not provided because of insufficient service supply.

Urbanized Area: a city (or twin cities) that has a population of 50,000 or more (central city) and surrounding incorporated and unincorporated areas that meet certain criteria of population size of density.

(USDHHS) U.S. Department of Health and Human Services: a federal agency regulating health and human services.

(USDOT)U.S. Department of Transportation: a federal agency regulating the transportation field.

Van Pool: a prearranged ride-sharing service in which a number of people travel together on a regular basis in a van. Van pools are commonly a company-sponsored van that has a regular volunteer driver.

Vehicle Inventory: an inventory of vehicles used by the CTC, transportation operators, and coordination contractors for the provision of transportation disadvantaged services.

Vehicle Miles: the total distance traveled by revenue vehicles, including both revenue miles and deadhead miles.

Vehicle Miles per Vehicle: a performance measure used to evaluate resource utilization and rate of vehicle depreciation, calculated by dividing the number of vehicle miles by the total number of vehicles.

Vehicles: number of vehicles owned by the transit agency that are available for use in providing services.

Volunteers: individuals who do selected tasks for the community transportation coordinator or its contracted operator, for little or no compensation.

Will-Calls: these are trips that are requested on a demand response basis, usually for a return trip. The transportation provider generally knows to expect a request for a will-call trip, but cannot schedule the trip in advance because the provider does not know the exact time a passenger will call to request his/her trip.


COORDINATING BOARD MEMBERSHIP CERTIFICATION

Name: Southwest Florida Regional Planning Council

Address: 1926 Victoria Avenue Fort Myers FL

The Metropolitan Planning Organization/Designated Official Planning Agency named above hereby certifies to the following:

1. The membership of the Local Coordinating Board, established pursuant to Rule 41-2.013(3), FAC, does in fact represent the appropriate parties as identified in the following lists; and
2. The membership represents, to the maximum extent feasible, a cross section of the local community.

Signature: 

Date: 5-6-15

REPRESENTATION	MEMBER	ALTERNATE	TERM
Chairperson	Janet Taylor	Donna Storter-Long	1 year
Dept. of Transportation (FDOT)	Deborah Stephens	Richard Shine	Agency
Dept. of Children and Families (DCF)	Aaron Stitt	Vacant	Agency
Public Education Community	Michael Carter	Garry R. Ensor	Agency
Dept. of Education	Victoria Aguilar	Vacant	Agency
Veteran Services	Gordon Bryant	Vacant	3 yrs.
Community Action	Fred Richards	Vacant	Agency
Elderly	Kristina Rodriguez	Bill Iffland	Agency
Disabled	Vacant	Vacant	
Citizen Advocate	Ron Stephens	Vacant	3 yrs.
Citizen Advocate/User	Vacant	Vacant	
Children At Risk	Vanessa Fischel	Sherry Shupp	Agency
Local Mass Transit	NA	NA	NA
Dept. of Elder Affairs	Theresa Davis	Angela Wood	Agency
Transportation Industry	Vacant	Vacant	
Dept. of Health Care Admin. (ACHA)	Joe Martinez	Karen Brooks	Agency
Regional Workforce Development Board	Rebecca Meeler	Thais Kuoman	Agency
Local Medical Community	Mary Bartoshuk	Vacant	3 yrs.

TRANSPORTATION DISADVANTAGED SERVICE PLAN LOCAL COORDINATING BOARD ROLL CALL VOTE

Representation		Member	Aye	Nay	Absent From Voting
1.	Chairperson	Janet Taylor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Vice-Chairperson	Donna Storter-Long	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Dept. of Transportation (FDOT)	Deborah Stephens or Richard Shine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Dept. of Children & Families (DCF)	Aaron Stitt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Public Education Community	Michael Carter or Gary Ensor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.	Dept. of Education	Victoria Aguilar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Veteran Services	Gordon Bryant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Community Action	Fred Richards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Elderly	Kristina Rodriguez or Bill Iffland (alt.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.	Disabled	Vacant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Citizen Advocate	Ron Stephens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Citizen Advocate/User	Vacant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Children at Risk	Vanessa Fischel or Sherry Shupp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Local Mass Transit	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Dept. of Elder Affairs	Theresa Davis or Angela Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.	Transportation Industry	Vacant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Agency for Health Care Admin. (ACHA)	Joe Martinez or Karen Brooks (alt.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Regional Workforce Dev. Board	Rebecca Meeler or Thais Kuoman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19.	Local Medical Community	Mary Bartoshuk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Coordinating Board hereby certifies that an annual evaluation of this Community Transportation Coordinator was conducted consistent with the policies of the Commission for the Transportation Disadvantaged and all recommendations of that evaluation have been incorporated in this Transportation Disadvantaged Service Plan. We further certify that the rates contained herein have been thoroughly reviewed, evaluated and approved. This Transportation Disadvantaged Service Plan was reviewed in its entirety and approved by this Board at an official meeting held on **May 6, 2015**.

5/6/2015

Date _____

Janet B. Taylor
Commissioner Janet Taylor, Coordinating Board Chairperson

Approved by the Commission for the Transportation Disadvantaged

Date _____

Steven Holmes, Executive Director

SECTION I. DEVELOPMENT PLAN

A. Introduction of Service Area

1. Background of the Transportation Disadvantaged Program

Transportation Disadvantaged

The purpose of this section is to provide information about the organization and development of Florida's Transportation Disadvantaged Program in the joint service area of Glades and Hendry Counties. This Plan shall serve as the Coordinated Public Transit – Human Services Transportation Plan under the federal Safe Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

The transportation disadvantaged are defined in Chapter 427, Florida Statutes as:

“those persons who because of physical or mental disability, income status, age are unable to transport themselves or purchase transportation and are, therefore, dependent on others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities or children who are handicapped or high-risk or at risk as defined in Section 422.202, Florida Statutes.”

The 1979 Florida Legislature passed the Transportation Services Act, (Chapter 427, *Florida Statutes*), which called for the coordination at the County level of all Federal and State expenditures for the “transportation disadvantaged”. At that time, the Coordinating Council of the Transportation Disadvantaged (CCTD) was formed. Besides overseeing the coordination of state and federally funded programs that provided or purchased transportation for its clients, the Council also provided evaluation and identification of policies, laws and rule changes to improve mobility for those people in need of access to transportation for their daily living.

In 1989, the Florida Legislature reviewed Chapter 427, *Florida Statutes*, according to the State's Regulatory Sunset Act, Chapter 11.61, *Florida Statutes*. During this legislative review, the Legislature reenacted Chapter 427, *Florida Statutes*, with major revisions. As a result, the Commission for the Transportation Disadvantaged is the agency authorized to implement the transportation disadvantaged program in Florida. Through Chapter 427, *Florida Statutes*, and Rule 41-2, *Florida Administrative Code*, the Commission for the Transportation Disadvantaged is responsible for accomplishing the coordination of transportation services provided to transportation disadvantaged individuals in the State of Florida.

The following sections identify each of the major components of Florida's Transportation Disadvantaged Program.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

Florida Commission for the Transportation Disadvantaged (CTD)

The Florida Commission for the Transportation Disadvantaged is an independent commission housed administratively within the Florida Department of Transportation and reports to the Governor and the Legislature. The purpose of the Commission is to accomplish the coordination of transportation services to the transportation disadvantaged. The Commission is responsible for establishing policies, procedures and standards for the delivery of statewide coordinated transportation disadvantaged services; administering the Transportation Disadvantaged Trust Fund; providing statewide training and technical assistance to local partners in establishing coordinated transportation systems, managing contracts, and developing a five-year plan to address the transportation needs of transportation disadvantaged persons. The Commission works cooperatively with state, local and federal agencies to assure that state agencies purchase transportation services from within the coordinated system unless a more cost-effective provider outside the system can be found. Currently, all of Florida's 67 counties have coordinated systems managed by 49 community transportation coordinators. Some of these community transportation coordinators serve regional areas.

The Florida Commission for the Transportation Disadvantaged (CTD) is comprised of 7 members all of whom are appointed by the Governor. Five of the members must have significant experience in the operation of a business, and it is the intent of the Legislature that, when making an appointment, the Governor selects persons who reflect the broad diversity of the business community in this state, as well as the racial, ethnic, geographical and gender diversity of the population of this state. Two of the members must have a disability and use the transportation disadvantaged system.

Each member shall represent the needs of the transportation disadvantaged throughout the state. A member may not subordinate the needs of the transportation disadvantaged in general in order to favor the needs of others residing in a specific location in the state.

Members are appointed to a term of four years and may be reappointed for one (1) additional four-year term. According to Florida Statute 427.012, at any given time, at least one member must be at least 65 years of age. The Governor may remove any member of the Commission for cause.

The Chairperson shall be appointed by the Governor and the Vice-Chairperson of the Commission shall be elected annually from the membership of the Commission.

Designated Official Planning Agencies (DOPA)

The Designated Official Planning Agency is responsible for transportation disadvantaged planning in a given area. In the urbanized areas of the state, the planning agencies are metropolitan planning organizations (MPOs). In the rural areas of the state, organizations which are eligible to serve as planning agencies are:

- County or city governments;
- Regional Planning Councils;
- Metropolitan planning organizations;
- Local planning organizations that are currently performing planning activities in the service area.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

The planning agency is responsible for:

- Preparing a Transportation Improvement Program that includes a TD element.
- Recommending a Community Transportation Coordinator to the TD Commission.
- Appointing a Local Coordinating Board for the Transportation Disadvantaged.
- Providing staff support to the Local Coordinating Board.
- Preparing and submitting grant applications to the Commission.
- Preparing and submitting the Coordinated Transportation Development Plan, (TDSP) and its annual updates to the Commission.

The Southwest Florida Regional Planning Council is the designated official planning agency for Glades and Hendry Counties.

Local Coordinating Board - (LCB)

The Designated Official Planning Agency is responsible for appointing a local coordinating board in each county. The purpose of the coordinating board is to provide advice and direction to the Community Transportation Coordinator concerning the coordination of transportation services. According to Rule 41-2 of the Florida Administrative Code, there are 16 members appointed to the local coordinating board. The Designated Official Planning Agency appoints an elected official from both Hendry and Glades Counties to serve as the official co-chairperson for all local coordinating board meetings. The Co-Vice-Chairpersons are elected annually by the voting members of the Board.

The duties of the Local Coordinating Board include:

- Review and approve the Memorandum of Agreement and the Service Plan drafted by the CTC, prior to submittal to the Commission.
- Evaluate services provided by the CTC under the approved service plan.
- In cooperation with the CTC, review and provide recommendations to the Commission on funding applications affecting the transportation disadvantaged.
- Review the coordination strategies of service provision to the transportation disadvantaged in the designated service area.
- Evaluated multi-county or regional transportation opportunities.
- Appoint a Grievance Committee to serve as a mediator.
- Prepare a consolidated Annual Budget Estimate.
- Review and approve the Coordinated Transportation Development Plan (TDSP) and its updates for consistency with approved guidelines, goals and objectives of the Local Coordinating Board.
- Work in conjunction with the planning agencies in the recommended selection of the Community Transportation Coordinator.

The Glades and Hendry County Local Coordinating Boards became the Joint Local Coordinating Board for the Transportation Disadvantaged Program for the Glades and Hendry County Joint Service Area through a local initiative which was adopted by the Florida Commission for the Transportation Disadvantaged November 16, 2000 and then locally enacted December 15, 2001 by the Glades and

Hendry Local Coordinating Boards, Glades and Hendry County Commissions and the Southwest Florida Regional Planning Council.

Community Transportation Coordinator (CTC)

The Community Transportation Coordinator is the agency or organization in each county responsible for ensuring that coordinated transportation services are provided to serve the transportation disadvantaged. The Community Transportation Coordinator may provide all or a portion of transportation disadvantaged service in a designated service area. Community Transportation Coordinators may also subcontract or broker services if it is cost effective and efficient. The Community Transportation Coordinator (CTC) is responsible for the short-range operational planning, administration, monitoring, coordination, arrangement and delivery of transportation disadvantaged services originating within their designated service area on a full-time basis. In that context they have the following powers and duties:

- Develop, implement and monitor an approved *Coordinated Transportation Development Service Plan*.
- Execute uniform contracts for service.
- Collect annual operating data for submittal to the TD Commission.
- Review annually all transportation operator contracts.
- Maximize the utilization of school bus and public transportation services in accordance with Chapter 427.0158.
- In cooperation with a functioning Coordinating Board, review all applications for local government, federal and state transportation disadvantaged funds, and develop and implement cost effective coordination strategies.
- In cooperation with the Coordinating Board, develop and implement and monitor a one- year approved service plan.
- In cooperation with the Coordinating Board, develop and negotiate a Memorandum of Agreement outlining the services planned for submittal to the Commission.
- Have full responsibility for the delivery of transportation services for the transportation disadvantaged as outlined in Chapter 427.015(2), *F.S.*

Based on either negotiations or a competitive proposal process, the designated official planning agency selects a Community Transportation Coordinator (CTC) for recommendation to the Florida Commission for the Transportation Disadvantaged which has final approval.

Good Wheels, Inc. is the designated CTC for the Glades and Hendry Joint Service Area. The CTC contracts out some of the service to transportation operators.

2. Community Transportation Coordinator Designation Date/History

The history of Glades and Hendry Counties' Transportation Disadvantaged Program is varied. In the early years, service was provided through Tri-County Senior Services. Later, Tri-County Senior Services

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

was designated the Community Coordinated Transportation Provider and continued to provide service until 1990. From January of 1990 until May of 1991 no agency served in the coordinator role for the program. It was not until May of 1991 that Goodwill of Southwest Florida, Inc. was appointed as the Community Transportation Coordinator. Goodwill formed a separate organization, Good Wheels, Inc. to perform the coordination duties of the TD program. Good Wheels served as the CTC in the Glades and Hendry service area from FY 1990 to FY 1999. During FY 1999, Good Wheels restructured its management team.

During the 1999-2000 FY, the SWFRPC conducted a competitive procurement process for a partial brokerage community transportation coordinator. Through that process, on May 18, 2000 the Commission for the Transportation Disadvantaged designated Good Wheels, Inc. to be the CTC for Glades and Hendry County for a three-year contract starting July 1, 2000.

During the 2002-2003 FY, the SWFRPC conducted a competitive procurement process for a community transportation coordinator. Through that process, on April 25, 2003 the Commission for the Transportation Disadvantaged designated Good Wheels, Inc. to be the CTC for Glades and Hendry County for a three-year contract starting July 1, 2003.

Pursuant to the Commission for the Transportation Disadvantaged Director Order issued on September 22, 2003, all Memorandum of Agreements (MOAs) are now extended two years – bringing the MOA in Glades and Hendry to a close June 30, 2008.

During the 2007-08 FY, the Southwest Florida Regional Planning Council conducted a competitive procurement process for a community transportation coordinator. Through that process, on June 20, 2008, the Commission for the Transportation Disadvantaged designated Good Wheels, Inc. to be the CTC for the Joint Service Area of Glades and Hendry County for a five-year contract for the period of July 1, 2008 through June 30, 2013.

During the 2012-13 FY, the Southwest Florida Regional Planning Council conducted a competitive procurement process for a community transportation coordinator. Through that process, on March 21, 2013, the Commission for the Transportation Disadvantaged designated Good Wheels, Inc. to be the CTC for the Joint Service Area of Glades and Hendry County for a five-year contract for the period of July 1, 2013 through June 30, 2018.

Existing Unemployment Conditions in Glades and Hendry Counties

Glades County's unemployment rate in December 2012 was 8.6 percent. In November, 2012 Glades County's unemployment rate was 9.0 percent. In November 2012, Hendry County had the highest unemployment rate in the state at 11.5 percent. As of December 20 12, Hendry County's unemployment rate was 9.9 percent.

Florida's unemployment rate continued its gradual decline, reaching an even 8.1 percent in November 2012 (*Source: Agency for Workforce Innovation*). With the economy showing signs of improvement,

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

Florida's annual job growth rate has been positive for the past 14 months and the unemployment rate has dropped 1.9 percent from a year ago.

Since December 2012, Florida had a net gain of 54,900 jobs to the economy, which were seasonally adjusted from December 2011 to December 2012. All rates are not seasonally adjusted and were taken from the *State of Florida Agency for Workforce Innovation*. The United States' unemployment rate in November 2011 was 8.6%, slightly down from 9.0% in October (*Source: Bureau of Labor Statistics*).

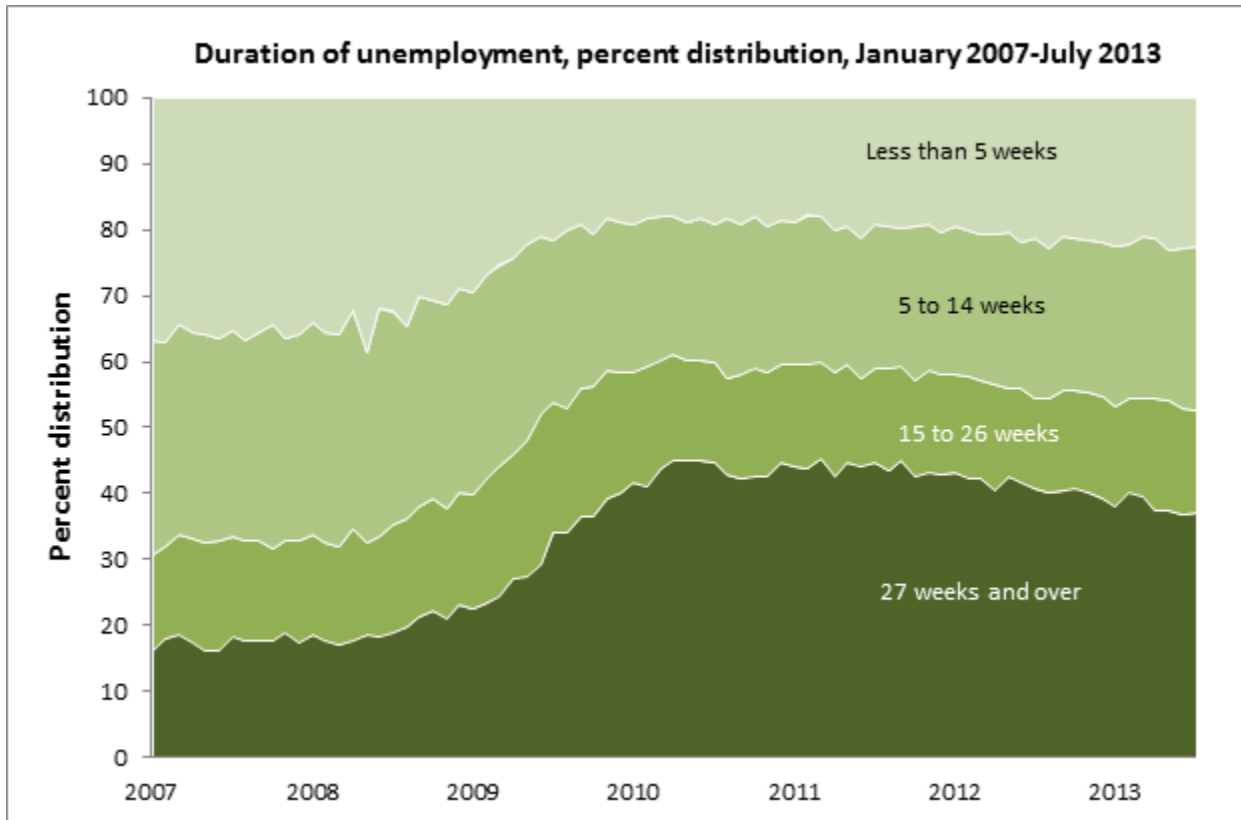
State unemployment rates, 2012

In 2012, 24 states had annual average unemployment rates that were significantly lower than the U.S. rate of 7.9 percent, while 9 states recorded rates significantly above it. The remaining 12 states had unemployment rates that were not statistically different from the U.S. rate.

Source: Bureau of Labor Statistics, March 2012

Duration of unemployment in January 2013

In January 2013, 38.1 percent of unemployed persons had been jobless for 27 weeks or more. In February 2012, 43.9 percent of unemployed persons had been jobless for 27 weeks or more.



The number of long-term unemployed (those jobless for 27 weeks or more) in Florida was 4,766 in December 2012. The number of long-term unemployed (those jobless for 27 weeks or more) in Florida was 4,246 in July 2013. The unemployment rate in Florida in 2011 was 10.3% and in 2012 the unemployment rate dropped to 8.6 which is a -1.7 percent.

3. Organization Chart

Exhibit A identifies all those involved in the provision of transportation disadvantaged service in Glades and Hendry Counties.

4. Consistency Review of Other Plans

Planning staff has identified a summary of local comprehensive plans that the TDSP is consistent with outlining the provisions of paratransit and rural public transportation that the TDSP is consistent with. It must be emphasized that because of the increasingly “regional” aspects of travel patterns and employment opportunities in the counties of Southwest Florida, that transportation must be viewed as part of a larger picture.

a) Local Government Comprehensive Plans

The Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the Glades County Comprehensive Plan and with the Hendry County Comprehensive Plan.

Glades

The *Glades County Comprehensive Plan* was adopted in 1991 and the *Transportation Circulation Element* was amended on September 6, 1992. The Comprehensive Plan indicates that “Glades County does not have any mass transit program, nor is there any proposed. The county does provide a number of services to some of its elderly and handicapped population through social service agencies.” The Department of Community Affairs accepted Glades County’s revised Evaluation and Appraisal Report (EAR) in October 2010. The Glades County Comprehensive plan has been adopted and continues not to have a mass transit program because of the County’s small population numbers and the lack of a viable demand for those transportation services.

Hendry

The Hendry County Comprehensive Plan was adopted on March 5, 1991 and amended in 1993, 1994 and 1997, which provided a update on April 13, 1999. The update contained a Traffic Circulation Element, which stated that the county will “provide and maintain a safe, convenient and efficient traffic circulation system, to meet the needs of the County’s existing development and projected future growth.” The Traffic Circulation Element is a requirement of the State Statutes pertaining to Comprehensive Planning and is composed of goals, objectives and policies for a locally desirable road circulation system. Although the County’s Comprehensive Plan provides for a Traffic Circulation Element that provides for a multimodal type of transportation system that includes roads, bicycles and pedestrian access, the plan does not address public transportation facilities or other mobility issues related to disabled users. Hendry County’s Evaluation and Appraisal Report (EAR) and the amendments were adopted in October 2010.

b) Southwest Florida Regional Planning Council’s “Strategic Regional Policy Plan”

The Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the Strategic Regional Policy Plan of the Southwest Florida Regional Planning Council, 1995 and as amended in September 2001. The Regional Transportation Element is contained in Volume Two at pages 75-91 of the Strategic Regional Policy Plan and includes an acronym list. There are many issues identified and each issue contains goals and strategies, which have actions and indicators. The Southwest Florida Regional Planning Council adopted its Evaluation Appraisal Report (EAR) for the Strategic Regional Policy Plan on September 15, 2011. The Regional Transportation Element is addressed within the EAR on page 46. Both the SRPP and EAR are located on the SWFRPC’s website at <http://www.swfrpc.org/srpp.html>

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

c) Transit Development Plans (where applicable)

Since neither Glades nor Hendry Counties are recipients of Federal Transit Administration (FTA) Section 5307 funds for public transportation, neither county is required to develop a Transit Development Plan. However, because of the increasingly “regional” aspects of travel patterns and employment opportunities in the counties of Southwest Florida, the Transit Development Plans of the counties surrounding Glades and Hendry should be reviewed.

d) Commission for the Transportation Disadvantaged 5 year/20 year Plan

The *Transportation Disadvantaged Service Plan* is consistent, to the maximum extent feasible, with the Commission for the Transportation Disadvantaged’s 5 year/20 year Plan.

e) MPO Long Range Plan (where applicable)

Not applicable.

f) Transportation Improvement Plans (where applicable)

Not applicable.

Special Studies:

Glades/Hendry Counties Transit Development Project for Good Wheels, Inc., June 2003, by the Community Transit Association of America (CTAA)

In 2001, Good Wheels became a recipient of a U.S. Department of Agriculture funded study conducted by the Community Transit Association of America, (CTAA) to study the feasibility of (and needs for) public transit services in Glades and Hendry Counties. This study determined in June 2003 that there is some need for service [from places in Hendry or Glades County], “to Fort Myers and Lehigh Acres for medical and educational needs. Other agencies felt increased transportation around the two counties was needed for those who do not qualify for the current Transportation Disadvantaged service being offered by Good Wheels.” This study presented several options for service development. These included fixed route service, demand responsive service, route deviation, checkpoint service, zone service and taxi service. The study further refined its recommendations to offer several ‘options’ utilizing fixed route or shuttles. In response to this study, in January 2005, Good Wheels initiated the “Dial-A-Ride” program with FTA 5311 funds.

Rural Transit Planning and Marketing Assessment

In 2004-05, the Florida Department of Transportation, District 1 Office of Modal Development, contracted with the Center for Urban Transportation Research at the University of South Florida (CUTR) to conduct a *Rural Transit Planning and Marketing Assessment* study of the rural areas within its district. It was anticipated that through this effort a number of characteristics would be further defined, including the volume of the services needed to meet the needs of the communities served; opportunities for the inter-county/cross jurisdictional service arrangements; identification of service enhancements that may enable local transportation service providers to better meet the needs of their

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

service areas; and marketing efforts that will educate local residents and visitors of the transportation options that are currently available and those that may be added as a result of the study. The study area included all of Glades and Hendry Counties, as well as the other rural counties of FDOT's District One. The findings in this study concerning the need for public transit include:

- There are specific populations where the need for public transit service is critical.
- There is significant variation among the need for public transit service among the residents of the study area.
- Public transit should be part of a county's comprehensive planning process;
- Health care and work trips are most critical;

And findings specific to the Glades and Hendry areas where public transit is needed include:

- Service from LaBelle to Fort Myers, with an emphasis placed on medical and shopping trips and service to the airport. . . using smaller vehicles and increased frequency.
- Service in and around LaBelle to satisfy medical needs.

Florida Department of Transportation, District One, Intermodal Systems Development / Modal Development Office, Heartland Rural Mobility Plan Project Status and Overview, March 24, 2009

- The Heartland Rural Mobility Plan (HRMP) is a comprehensive multi-jurisdictional planning effort the Florida Department of Transportation, District One, Intermodal Systems Development/ Modal Development Office is completing in partnership with the Florida Heartland Rural Economic Development Initiative, Inc. (FHREDI).
- The two partners inaugurated this project in March of 2007.
- The Center for Urban Transportation Research (CUTR) at the University of South Florida is conducting the planning effort for District One, with the assistance of a subcontracted planning firm.
- The project includes an extensive public involvement process including workshops and regional forums. FHREDI staff assisted with public outreach.
- The purpose of the Heartland Rural Mobility Plan is to develop and implement a comprehensive mobility improvement process, with an emphasis on passenger transportation and commuter services, for the six counties and four communities included in the FHREDI region, referred to as the "Heartland." The six counties are DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee (in District One). The four communities include Belle Glade, Pahokee, and South Bay in Palm Beach County (in District Four) and Immokalee in Collier County (in District One).
- Districts One and four staffs are coordinating on this effort, and linking this initiative with other projects of regional significance.

- District One has developed a strategic approach to meet the mobility needs of the Heartland, including employment transportation.
- The Heartland Rural Mobility Plan project is designed to meet the requirements of Florida Statutes, associated with Transportation Development Plans (Reference: Chapter 341.071).
- This planning effort is establishing a sound business foundation for the resulting mobility improvement.
- Results:
 1. Define the mobility needs of the Heartland area, especially within economic development and land use frameworks, and
 2. Recommend a governing structure that could include a regional mobility entity, including a finance plan.
- The Center for Urban Transportation Research presented the final Heartland Rural Mobility Plan findings and recommendations to the FHREDI area counties and communities in the second calendar quarter of 2009.
- The Department of Transportation, District One, Modal Development Office has identified the Central Florida Regional Planning Council (CFRPC) as the agency which will serve as the “conveyor” of the Heartland Rural Mobility Plan. The CFRPC has hired a Mobility Manager to assist communities in the HRMP study area in identifying mobility options to meet community needs.
- The HRMP identified 12 pilot projects for evaluation and implementation in the Heartland area. Good Wheels is presently operating two of these projects:
 - Good Wheels is maintaining the fixed-route Lake Region Commuter Service along the State Road 80 corridor from Clewiston in Hendry County to Belle Glade in Palm Beach County.
 - Good Wheels is also operating a circulator within the City of Clewiston. This fixed route service intersects with the Lake Region Commuter Service in Clewiston.

For more information, please contact Richard Shine, District Transit Programs Administrator, Florida Department of Transportation, District One, Modal Development Office, at 239-461-4321 or at Richard.Shine@dot.state.fl.us

Federal Transit Administration (FTA) Grant Programs

For 2013, the Federal Transit Administration (FTA) implemented MAP-21 (Moving Ahead for Progress in the 21st Century) which consolidated the New Freedom and Elderly and Disabled Programs. The Florida Department of Transportation conducts an annual grant application process for FTA grant funds.

The new FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities under MAP-21 is intended to enhance mobility for seniors and persons with disabilities by providing funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services. Eligible activities under Section 5310 include a requirement where at least 55% of program funds must be used on capital projects that are public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable. The remaining 45% may be used for public transportation projects that exceed the requirements of the ADA or projects that improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit. Also, the funds could be used for alternatives to public transportation that assist seniors and individuals with disabilities.

The new FTA Section 5311 Formula Grants for Rural Areas under MAP-21 provides capital, planning, and operating assistance to states to support public transportation in rural areas with populations less than 50,000, where many residents often rely on public transit to reach their destinations. The following is what is new under Section 5311:

- Low-Income populations in rural areas are now incorporated as a formula factor, similar to the repealed Job Access and Reverse Commute (JARC) program.
- Planning is now an eligible activity.
- The Tribal program provides \$25 million in formula funds and \$5 million for discretionary awards.
- Appalachian Development Public Transportation Assistance Formula Program is a set aside program.
- Administration, planning, and technical assistance set-aside for states reduced to 10% from 15%.
- Cost of unsubsidized portion of privately provided intercity bus service that connects feeder service is now eligible as in-kind local match.
- Certain expenditures by vanpool operators may be used as local match.

All agencies applying for funds through the Florida Department of Transportation, District One process are required to obtain a review of their grant application by the Local Coordinating Board, for coordination purposes. Grant applicants are encouraged to contact the staff of the Designated Official Planning Agency, the Southwest Florida Regional Planning Council (SWFRPC) to schedule the LCB's review of their grant application. The LCB's review of these grant applications fulfills the requirements for the Coordinated Human Service Plan. Good Wheels did not submit a Job Access Reverse Commute or New Freedom grant proposal in 2012.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

Public Participation

The Glades and Hendry Joint Service Area Transportation Disadvantaged Coordinating Board includes representatives of public, private and non-profit transportation and human services providers as well as the public to participate in the development and update of the Glades and Hendry County Joint Service Area Transportation Disadvantaged Service Plan. The Transportation Disadvantaged Service Plan is developed through input of the Glades and Hendry Joint Service Area Transportation Disadvantaged Board whose membership includes citizens and human service providers. The public participation process feeds into the Coordinated Human Services Plan.

The Local Coordinating Board meetings are held in accessible locations and open to the public. In addition to the membership listed above, the mailing list for the LCB quarterly agendas include transportation partners, transportation disadvantaged passengers and advocates, human service organizations, faith-based and community based organizations, local school districts and others. The Glades and Hendry LCB seeks input from the public at all its meetings and makes a concerted effort to include many community partners and advocacy groups in the planning, evaluation and service development processes throughout the year. In addition, an annual public hearing is held and advertised to the public as required under the CTD regulations.

B. Service Area Profiles/Demographics (Glades County)

1. Service Area Description

Good Wheels, Inc. serves as the Community Transportation Coordinator (CTC) for both Glades and Hendry Counties. Therefore, a Joint Transportation Disadvantaged Service Plan is being prepared to address their common transportation needs. From the initial planning stages of the start-up for transportation under the Transportation Disadvantaged Program, the Counties have been treated as a single service area. There are several reasons that support this planning approach. First, the Counties share a common border around which many residents of each county live. Because of their general proximity, these residents often patronize the same service facilities, such as medical clinics, hospitals or schools, in Fort Myers and Belle Glade as well as other areas. Another reason is that a majority of social service agencies that currently serve the transportation disadvantaged groups provides services in both counties.

It is these factors that provide a basis for developing a joint TDSP for Glades and Hendry Counties. Each of the sections throughout this plan has been developed to address the transportation disadvantaged needs in both counties.

In order to ensure that the TDSP is grounded on a factual analysis of each County's planning area's population and economy, existing data in the form of research studies, census data, planning and operations documents of various agencies were collected and analyzed to develop an accurate demographic and economic data base. It is from this data base that projections for the TDSP period were developed.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

Glades County

Glades County is located in the southern part of Florida, adjacent to the west side of Lake Okeechobee. Glades County is bordered on the south by Hendry County, on the west by Charlotte County, and to the north by Highlands County. Glades County is approximately 763 square miles, of which 185 square miles are covered by water; 45 square miles belong to the Brighton Indian Reservation, and approximately one square mile to the City of Moore Haven. The County is generally divided in half by Fisheating Creek, which runs in an east to west direction. The Caloosahatchee River creates a similar but more southerly division along the County's southern border. Main transportation arteries in Glades County include State Roads 78 and 80 running east to west adjacent to the Caloosahatchee River on the northern and southern banks, respectively, and US 27 running north to south into Moore Haven.

2. Demographics

a) Land Use

Glades County can be characterized as being a rural area with large areas of land allotted for sugar and citrus production, as well as for cattle rangelands. There are also large areas of unimproved wetlands and commercial forest lands. There are also large tracts of vacant land which is only second in total land area after rangelands.

Two areas of the county deserve special classifications transcending land use designations. The first is the Brighton Indian Reservation which could be considered "Federal Public Ownership." Since the uses common to the site are similar to the county as a whole, however, they are included in the county totals. Glades County has no land use authority within the reservation.

The second area that deserves special notice is the lands and waters contained within Lake Okeechobee Canal and dike systems. These areas are either the lake itself, overflow lands (lands expected to flood) or public works area (dikes or other filled lands). These lands are either owned outright by as public agency (usually the South Florida Water Management District or the Florida Department of Environmental Protection) or are covered by an easement prohibiting most uses. The easement is also usually held by a public agency. Consequently, the county does not have final land use authority over these properties.

The Federal Indian Reservation, the Lake Okeechobee "lands," and the City of Moore Haven comprise the properties within Glades County over which the county does not have final land use authority. The Reservation measures some 35,800 acres, the Lake's land measures 146,624 acres, and the city some 640 acres for a total of 183,064 acres.

b) Population/Composition

According to the Florida Census, the 2012 population for Glades County was 13,107 (**Table 1**). The 2000 population for Glades County was 10,576. The 2004 population of Glades County was

estimated at 11,098. Population density in the county was 14 persons per square mile. The current population distribution of Glades County has two major nodes, one at Buckhead Ridge and the other at Moore Haven. There are also other lightly populated areas distributed along State Road 78 in the southwest section of the county. The county seat, Moore Haven, with a population of 1,600 in 2001, is located in the southeastern section of the County along Lake Okeechobee. Using population density as a criterion, the area of greatest concentration is Buckhead Ridge, with Moore Haven being second. Both areas have population densities of greater than 1,000 per square mile. The population of unincorporated Glades County was 8,952 or 84.6% of the total population. The unincorporated portion of the county's population has been growing since 1990.

TABLE 1

Glades County Population Estimates													Estimates Base	Census 2000
	July 1, 2012	July 1, 2011	July 1, 2010	July 1, 2009	July 1, 2008	July 1, 2007	July 1, 2006	July 1, 2005	July 1, 2004	July 1, 2003	July 1, 2002	July 1, 2001	April 1, 2000	April 1, 2000
Glades County	13,107	13,129	12,933	10,964	11,076	10,970	11,090	11,264	11,098	10,920	10,881	10,733	10,576	10,576
Hendry County	37,447	38,696	39,017	39,503	39,638	39,438	39,160	38,562	37,248	36,440	36,261	36,175	36,184	36,210

Source: U.S. Census Bureau Data Set: 2012 Population Estimates

Trends

From its creation in 1922, Glades County has experienced a trend of slow population growth. However, over the past several decades, the population has increased in excess of the national average growth by three times. The population has increased from 3,669 in 1970 to 5,992 in 1980 to 7,591 in 1990 to 10,576 in 2000. This represents an increase of 188% during the three decade period. Glades County is projected to continue to grow over the next 20 years as shown below in **Table 2**. By 2010, the population of the County was expected to increase to 12,884 persons for an increase of 21.8% from 2000.

TABLE 2

Historic and Projected Glades County Population

Year	1970	1980	1990	2000	2010	2020	2030	2040
Population	3,669	5,992	7,591	10,576	12,884	13,700	14,900	15,900

Sources: A. Bureau of Economic and Business Research, March 1997; 1980, 1990, 2000, U.S.

Florida Population Studies Vol. 46, Bulletin 165, March 2013

Census of Population

Their 1990 data from Table DP-1, "Profile of General Demographic Characteristics: 1990" U.S. Census. Projections from the *Florida Statistical Abstract 2000* Table 1.84, "Projections: Population Estimates April 1, 1999 and Projections Specified Years, April 1, 2005 through 2030 in the State and Counties of Florida."

Housing Unit Estimates

A study of the number of Housing Units is provided in **Table 3**. The number of Housing Units increased in Glades County from 5,790 in 2000 to 6,903 in 2012. The Housing Unit Estimates for Glades County are shown in Table 3 below. Estimates are provided from July 1, 2002 to July 1, 2012.

TABLE 3

Geographic Area	Glades County Housing Unit Estimates											Estimates Base	Census 2000
	July 1, 2012	July 1, 2011	July 1, 2010	July 1, 2009	July 1, 2008	July 1, 2007	July 1, 2006	July 1, 2005	July 1, 2004	July 1, 2003	July 1, 2002	April 1, 2000	April 1, 2000
Glades County	6,903	6,942	6,976	6,172	6,124	6,067	6,024	5,940	5,878	5,853	5,843	5,790	5,790
Hendry County	14,471	14,510	14,559	13,595	13,310	13,306	13,081	12,678	12,525	12,455	12,416	12,294	12,294

Source: US Census Bureau 2012

Household size

Density in the county can also be determined from the number of households that exist. Density has a direct bearing on transportation operations. (Persons per household figures are also used to calculate the economically disadvantaged persons within Glades County, discussed below.) **Table 4** provides the number and density of households in Glades County. The number of households in 2012 was 4,445, in 2011 it was 4,506, in 2010 it was 4,533, in 2000 it was 3,852, and in 1990 it was 2,885, while in 1980 there were 2,224, an increase of 49.9% or 2,221 households. The 1980 Census estimated the average household size for Glades County at 2.69. By 1990, this average had slipped to 2.57. This trend suggests that the average household size will continue to diminish, while the absolute number of households in Glades County will continue to grow. This decrease may be due in part to Glades County having a substantial number of older people, who are retired and living in smaller households.

TABLE 4

Glades County Households

Year	Number of Households	Number of Persons/Household
1970	1,115	3.24
1980	2,224	2.69
1990	2,885	2.57
1995	3,340	2.56
2000	3,852	2.51
2010	4,533	2.52
2011	4,506	2.52
2012	4,445	2.52

Source: BEBR, 1995; 1980, 1990, 2000, 2010 Census, Florida Population Studies-January 2013

Poverty

In 2011, Glades County had 22.2% and Hendry County had 29.6% of the population which earned below the poverty level (**Table 5**). In 2004, over 120,000 Southwest Floridians reportedly earned below the poverty threshold, which is approximately 9% of households. Both Hendry and Glades Counties have higher percentages, 17% and 12% of the population, respectively, earned below the poverty level.

TABLE 5
Poverty Data (in percentages)

County	2000	2004	2006	2011
Charlotte	9.0	8.1	7.5	10.5
Collier	8.9	8.8	9.7	12.2
Glades*	15.5	12.1	12.5	22.2
Hendry*	19.5	16.7	18.3	29.6
Lee	9.4	8.9	9.0	12.0
Sarasota	9.1	8.9	9.3	10.5
Florida	11.7	11.9	12.6	13.8

Source: U.S. Census Bureau, 2007-2011 American Community Survey

Source: StatsAmerica.org

Median Age and Cohort Studies

As Glades County's population has grown, the median age has also been increasing. This can influence the demand for TD services since it is the elderly cohort, eligible for TD services by just its elderly status that is growing more rapidly in relation to the younger age ranges. Elsewhere in the TDSP, the issues of elders and driving are addressed.

In 1970, the median age for the county was 27.1 which increased to 35.4 by 1980, with the 60 plus age cohort representing 21.8% of the total population. The median age again rose in 1990 to 40.0 with the same cohort now representing 27.2% of the county population. In 2000, with the median age now at 40.2, the cohort (now age 65+) is 18.8% of the population.

c) Employment

Per statistics from the Comprehensive Economic Development Strategy (CEDS) 2012 Plan by the Southwest Florida Regional Planning Council, Glades County experienced an unemployment rate of 10.4% and Hendry County experienced an unemployment rate of 14.7%. Table 6 illustrates the average annual unemployment rates for the Southwest Florida Region.

TABLE 6
Average Annual Unemployment Rates

County	Percentage of Unemployment 2010
Charlotte	11.9%
Collier	11.6%
Glades	10.4%
Hendry	14.7%
Lee	12.6%
Sarasota	11.9%

Source: Comprehensive Economic Development Strategy 2012 Plan, SWFRPC

Places of Employment

Table 7 provides a listing of the top private employers in the joint service area of Glades County and in Hendry County. Some of the companies on the listing have a centralized employment center, e.g., one big office. In future editions of the TDSP, the locations of these companies will be mapped, in order to show specific areas where work trips are clustered.

TABLE 7
Major Private Sector Employers – Glades County

Name	Type	Employees
Moore Haven Correctional Facility	Corrections	219
Lykes Brothers	Agriculture	100
Brighton Seminole Bingo	Gaming	80
Glades Electric Co-Op	Electricity	65
A. Duda & Sons	Agriculture	25
Thomas Grinding	Manufacturing	21
Oldcastle	Mulch	19
Wedgworth	Fertilizer	15
Vulcan Florida Rock	Mining	15

Source: Glades County Economic Development Council, Inc., 2012

d) Major Trips by Purpose

Many trips taken by persons who are transportation disadvantaged are for purposes other than employment. In fact, the Commission for the Transportation Disadvantaged's 2013 Annual Performance Report, (APR) stated that Medical trips were the highest. See the trip purposes shown in **Table 8**.

TABLE 8
2012 Trips by Purpose, In the Joint Service Area of Glades County

Purpose	Number of trips	Percentage Change from 2011
Medical	1,968	1.03%
Employment	----	NA
Education/Training/Daycare	1,531	1.03%
Nutritional	360	1.02%
Life sustaining/Other	----	NA
TOTAL TRIPS	3,859	3.08%

Source: CTD's Annual Performance Report, January 1, 2013

Education

The Glades County School District is the second smallest school district in Florida and is directed by an elected school board and superintendent. The district has about 1,441 full time equivalent (FTE) students, 126 teachers, 50 Instructional Aides, 5 Guidance Counselors, 5.25 Librarians/Media Specialists and Support Staff, , 15.33 District Administrators and Administrative Support Staff, and 49.67 Student Support Services and Other Support Services.. **Table 9** illustrates school enrollment three years and over for Glades County and **Table 10** illustrates Glades County education attainment.

TABLE 9
School Enrollment of Three Years and Over in School – Glades County

Nursery school, preschool	121
Kindergarten	177
Elementary School (*Grades 1-8)	1098
High School	613
College or Graduate School	244

Source: U.S. Census Bureau 2007-2011 American Community Survey

TABLE 10
Education Attainment – Glades County

	2011
Less than high school diploma	2,383
High School graduate ,GED, or alternative	3,183
Some college or associate's degree	2,643
Bachelor's Degree or higher	940
Percent high school graduate or higher, percent of persons age 25+	74.0%
Percent bachelor's degree or higher, persons age 25+	10.3%

Source: U.S. Census Bureau, 2007-2011 American Community Survey

C. Service Area Profiles/Demographics (Hendry County)

1. Service Area Description

Hendry County

Hendry County is located in the southern part of the Florida adjacent to Lake Okeechobee. It is bordered on the north by Glades County, the south by Collier County, the west by Lee County and the east by Palm Beach and Broward Counties. The County is some 1,163 square miles in size, virtually all of it undeveloped or agricultural land. The Caloosahatchee River runs generally along the county's northwestern border, and separates the county's northwestern corner from the remainder of the county. Most of the county's settled areas are also located along this northern border.

Most of the population of Hendry County is concentrated in and around the incorporated cities of Clewiston and LaBelle. Like Glades County, the percentage of the population in the unincorporated sections of Hendry County, continues to increase.

There are a few subdivisions in other areas of Hendry County and the large Port LaBelle development lies just east of the City of LaBelle. There is little residential urban sprawl in the traditional sense. There is little concentration of commercial uses, except in reasonable proximity to residential areas. Strictly defined, industrial uses are few and small. The largest industrial-type facilities are agricultural uses, serving sugar cane and citrus.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

2. Demographics

a) Land Use

The land use and economy are dominated by agricultural activity: primarily sugar cane, citrus, vegetable and raising cattle. Sugar refining and citrus processing are also a part of the County's agricultural economy. Hendry County has several land owners with vast agricultural land holdings. The development of citrus agriculture has been particularly rapid in recent years. The intensity of land development from citrus agriculture, and the conversion of other agricultural uses to citrus growing, will begin to place some pressures on Hendry County's facilities, services and resources. Citrus products must be processed, must be moved to markets, and new workers and satellite industries are to be expected.

b) Population/Composition

TABLE 11
Hendry County Population

Population Statistics	
Year	Population Figures
1980	18,599
1990	25,773
2000	36,210
2003	37,064
2010	39,699 39,140

Source: 2010 United States Census Bureau

TABLE 12
Hendry County Population Projections

Population Projections	
Year	Population Figures
2020	41,500
2030	46,400

Source: 2010 U.S. Census Bureau

TABLE 13
Components of Population Change

In-Migration	1,907
Out-Migration	2,287
Net-Migration	-380

Source: eFlorida 2012

TABLE 14
Population Age Breakdown

0-15	30%
16-54	13.3%
55-84	18.3%
85+	1%

Source: Hendry County Economic Development Council 2012

TABLE 15
Hendry County Elementary/High School Education

Public Schools	14
Nonpublic Schools	1
Public School Teachers	392
Nonpublic School Teachers	23.8

Source: Hendry County Economic Development Council 2013

TABLE 16
Post-Secondary Education Serving Hendry County

Colleges/Universities
Nova University
Florida Atlantic University
Florida Gulf Coast University
Edison State College
West Palm Beach State College
Lee County Vo-Tech
Education Center of Southwest Florida

Source: Hendry County Economic Development Council 2013

c) Employment

TABLE 17
Major Private Sector Employers

Employer	Product or Service	# of Employees
U.S. Sugar Corporation	Sugar & Citrus Processing	1800
Southern Gardens	Citrus Processing	430
A. Duda & Sons	Truck/Citrus Farm	320
Hendry Regional Medical Center	Health Care	220
Gulf Harvesting		150
Everglades Harvesting & Hauling		304
Wal-Mart		195

Source: Hendry County Economic Development Council 2013

TABLE 18
County Non-Farm Employment by Industry

Construction	2.9%
Manufacturing	3.6%
Trans/Comm/Public Utilities	15.0%
Information	0.8%
Financial Activities	2.7%
Professional & Business Services	2.5%
Leisure & Hospitality	7.0%
Other Services	1.3%
Public Administration	11.6%

Source: eFlorida 2012

TABLE 19
Employment Status & Labor Force

Subject	Number
Population 16 years and over	14,991
Management, business, science and arts occupations	2,498
Service Occupations	3,352
Sales and Office Occupations	3,211
Natural Resources, construction, and maintenance occupations	4,387
Production, transportation, and material moving occupations	1,543

TABLE 20
Commuting To Work – Workers 16 Years of Age and Older

Subject	Number
Car, truck or van – drove alone	9,050
Car, truck or van – carpooled	2,883
Public transportation (including taxicab)	1,225
Walked	465
Other means	371
Worked at home	690

d) Major Trip Purposes

TABLE 21
2012 Trips by Purpose, In the Joint Service Area of Hendry County

Purpose	Number of trips	Percent change from 2011
Medical	15,123	1.01%
Employment	0	-318%
Education/Training/Daycare	1,295	5.43%
Nutritional	1,227	0.97%
Life-Sustaining/Other	176	0.97%
TOTAL TRIPS	17,821	-309.62%

Source: CTD's Annual Performance Report, January 1, 2013

e) Inventory of Available Transportation Services

The following is a list of transportation operators in the Glades and Hendry Joint Service Area:

Good Wheels, Inc.	10075 Bavaria Road Fort Myers, FL 33919	Contact: Alan Mandel 239-768-2900
Coordination Contractor: Hendry/Glades Mental Health	601 W. Alverdez Avenue Clewiston, FL 33440	Contact: Joe Hosick Phone: 863-983-1423
Sunrise Community/UCP	402 South Francisco St. Clewiston, FL 33440	Contact: Leslie Steine 863-902-1133

D. Service Analysis

This section provides estimates of the need and demand for transportation services within the Transportation Disadvantaged (TD) population in Glades and Hendry Counties, Florida.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

1. Forecasts of Transportation Disadvantaged Population

TD Population Forecasts

There are two categories of TD population in the State of Florida – “Potential TD Population” a/ka TD Category I. This category includes disabled, elderly, low-income persons and children who are “high-risk” or “at risk”.

TD Category II includes persons who are unable to transport themselves or to purchase transportation. These individuals are eligible to receive the same subsidies as those in Category I, plus they’re eligible to receive TD Trust Fund monies for non-sponsored general trips.

Tables 22, 23 and 24 break down the two categories of the TD population in the State of Florida.

TABLE 22
Forecasts of TD Population in Glades County, Florida

TD Population Figures	Year				
	2011	2012	2013	2014	2025
Category I	5104	5199	5298	5397	6626
Category II	898	913	930	947	1153

Source: <http://www.dot.state.fl.us/ctd/2012>

TABLE 23
Forecasts of TD Population in Hendry County, Florida

TD Population Figures	Year						
	2009	2010	2011	2012	2013	2014	2025
Category I	14,459	14,756	15,062	15374	15694	16023	20,211
Category II	3,526	3,592	3,660	3729	3800	3871	4,785

Source: <http://www.dot.state.fl.us/ctd/2012>

TABLE 24
2012 Glades County Potential Transportation Disadvantaged Population (Category I) Estimates

Segments	Population Estimates
Disabled, Non-Elderly, Low Income	187
Disabled, Non-Elderly, Non-Low Income	970
Disabled, Elderly, Low-Income	84
Disabled, Elderly, Non-Low Income	923
Non-Disabled, Elderly, Low Income	156
Non-Disabled, Elderly, Non-Low Income	1,723
Non-Disabled, Non-Elderly, Low	1,255

Income	
Total Potential Transportation Disadvantaged Population	5,298

Source: <http://www.dot.state.fl.us/ctd> 2013

Table 25

2012 Glades County Potential Transportation Disadvantaged Population (Category II) Estimates

Segments	Population Estimates
Transportation Disabled, Non-Elderly, Low Income	52
Transportation Disabled, Non-Elderly, Non-Low Income	268
Transportation Disabled, Elderly, Low Income	29
Transportation Disabled, Elderly, Non-Low Income	326
Non-Transportation Disabled, Low Income, No Auto, No Fixed-Route Transit	255
Total Transportation Disadvantaged Population	930

Source: <http://www.dot.state.fl.us/ctd> 2013

TABLE 26

2012 Hendry County Potential Transportation Disadvantaged Population (Category I) Estimates

Segments	Population Estimates
Disabled, Non-Elderly, Low Income	508
Disabled, Non-Elderly, Non-Low Income	2,137
Disabled, Elderly, Low-Income	444
Disabled, Elderly, Non-Low Income	2,122
Non-Disabled, Elderly, Low Income	803
Non-Disabled, Elderly, Non-Low Income	3,839
Non-Disabled, Non-Elderly, Low Income	5,841
Total Potential Transportation Disadvantaged Population	15,694

Source: <http://www.dot.state.fl.us/ctd> 2013

TABLE 27

2012 Hendry County Potential Transportation Disadvantaged Population (Category II) Estimates

	Population Estimates
Transportation Disabled, Non-Elderly, Low Income	171
Transportation Disabled, Non-Elderly, Non-Low Income	722
Transportation Disabled, Elderly, Low Income	193
Transportation Disabled, Elderly, Non-Low Income	924
Non-Transportation Disabled, Low Income, No Auto, No Fixed-Route Transit	1,790

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

Total Transportation Disadvantaged Population	3,800
---	-------

Source: <http://www.dot.state.fl.us/ctd> 2013

2. Needs Assessment

The purpose of this section is to assess the transportation needs and demand for individuals with disabilities, elderly, low income and high risk and at risk children. This section attempts to identify any gaps in transportation services that are needed in the service area. This also satisfies the Coordinated Human Services Plan requirements.

The coordinated transportation disadvantaged program as coordinated by the Community Transportation Coordinator (CTC) has identified these funding needs:

- Operating assistance
- Match for operating assistance
- Capital assistance for vehicles
- Match for capital assistance for vehicles
- Capital assistance to upgrade and maintain the CTC facility
- Match for capital to upgrade and maintain the CTC facility

Project	Location	Estimated Cost	Funding Source
Good Wheels – Section 5310 Program Grant – One replacement bus and one replacement minivan to provide service to people who are elderly and or disabled.	Region	\$102,720	U.S.C. Section 5310 FTA
Good Wheels, Inc. - 2014 U.S.C. Section 5311 Grant - Operating assistance for rural service area.	Region	\$50,000	U.S.C. Section 5311 FDOT
Hope Hospice and Community Services, Inc. – Section 5310 Program – PACE Transportation Project: Enhanced access to healthcare for seniors.	Region	\$220,000	U.S.C. Section 5310 FDOT
United Cerebral Palsy of SWFL, Inc. - Section 5310 Program Grant - Program vehicle replacement purchase.	Hendry County	\$47,822	U.S.C. 5310 FTA

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

3. Barriers to Coordination

The main barrier to ongoing coordination in Hendry/Glades County will be the "Medicaid Managed Care" program. In the 2nd half of 2014 direct responsibilities for Medicaid "NET" will no longer reside with CTCs. This could have a significant impact on coordinated transportation. Additionally, the transportation disadvantaged program's current funding levels limit the ability to coordinate transportation for other services beyond medical care.

E. Goals, Objectives and Strategies

Goal 1: Coordination of Service

- 1.1 The CTC will continue to communicate and coordinate with state and local governments, planning agencies, Local Coordinating Boards, social service agencies and others who provide subsidy and/or planning or technical assistance and/or who purchase transportation service.
- 1.2 The CTC will continue to communicate and coordinate with CTCs in other counties to promote ride-sharing practices and formulate cost efficient and effective transportation arrangements.
- 1.3 The CTC will continue to communicate and coordinate with people who schedule trips in order to provide timely and cost-efficient and effective transportation service.
- 1.4 The CTC will work toward establishing accessible transfer facilities to enhance coordination, reduce duplication of service and enable the safe, convenient and cost efficient and effective transfer of passengers between transportation systems. The CTC will update the LCB through reports to the planning agency, on the status of the transfer facilities.

The CTC will provide the local TD planning staff with a report that includes the number of monthly sponsored and non-sponsored passenger trips coordinated by the CTC which shows the number of passenger trips delivered for each funding source.

- 1.5 The CTC will continue to utilize wheelchair accessible, air conditioned, comfortable vehicles or modes best suited to passengers' needs in order to better serve all riders.
- 1.6 The CTC will continue to transport the disadvantaged in both Hendry and Glades Counties for medical, day care, nutrition, and life sustaining purposes. Need exists for pre-K transportation to prepare children for school, as well as transportation for veterans to hospitals located in Palm Beach and Cape Coral.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

Goal 2: Provision of Service

Strategy 2: Provide a comfortable, cost-efficient and cost-effective coordinated transportation service that meets the needs of the transportation disadvantaged within funding limitations.

- 2.1 As new resources become available, the CTC will increase transportation service to areas/people/hours/days of the week not currently being served as feasible.
- 2.2 The CTC will provide on-time service, pursuant to definition of On-Time in the Service Plan.
- 2.3 Should the need for additional funded capacity arise, as determined by the LCB, the CTC will initiate a competitive procurement process and sub-contract with suitable operators to provide needed service.

Goal 3: Service Quality

Strategy 3: Assure that quality transportation service is being provided through periodic monitoring and evaluations.

- 3.1 The CTC will conduct random sample ridership surveys in order to evaluate customer satisfaction with transportation service.

These surveys will be made available to planning staff whenever requested and yearly at the planning agency evaluation.
- 3.2 The CTC will handle complaints and grievances in a timely fashion as detailed in the CTC's Complaint and Grievance Procedures.
- 3.3 The CTC will, provide reports to the local TD planning staff of the number of monthly complaints and grievances received the nature of the complaints and grievances, and a summary of how they were resolved.

Goal 4: Training about and Marketing of Service

Strategy 4: Continue to train participants and to market and promote transportation service that can be provided within the limits of available resources.

- 4.1 The CTC will carry out a public information program to assist current and prospective riders in the proper use of the transportation system.

- 4.2 The CTC will have brochures, reservation information, complaint and grievance procedures and other useful information available to riders on all vehicles and at agencies.
- 4.3 The CTC will provide opportunities designed to educate the community regarding the need for sponsored transportation, the services available and the need for the expansion of services, by speaking to clubs and other networks.
- 4.4 The CTC shall ensure that all staff and local board members and advisors are aware of the different services and programs Good Wheels provides.
- 4.5 Carry out appropriate training programs for all driving personnel including sensitivity training, basic First Aid and CPR.
- 4.6 Investigate and implement new training programs, as appropriate.

Goal 5: Resource Management

Strategy 5: Maximize the use of human and financial resources and equipment.

- 5.1 Increase revenue by identifying and taking advantage of existing and new private and public funding sources.
- 5.2 To reduce and/or control expenses, continue to monitor and analyze the cost of administration and operations.
- 5.3 Plan for the acquisition of air conditioned, comfortable and ADA accessible vehicles to replace an aging fleet or to expand services.
- 5.4 The CTC is to continue purchasing fuel as a public agency, qualify for tax rebates.
- 5.5 The CTC is to continue locating its vehicles in Hendry or Glades, in order to reduce deadhead miles.

Goal 6: Safety

Strategy 6: Continue to operate a safe transportation system as set forth in the CTC's Systems Safety Program Plan (SSPP).

- 6.1 Update the SSPP at least on an annual basis.
- 6.2 Continue to make safety and loss prevention the responsibility of all personnel.
- 6.3 Continue to conduct annual safety checks on all equipment.

- 6.4 Continue to provide a hazard-free environment and a safe, drug and alcohol free workplace.
- 6.5 Require physical examinations for all personnel as set forth in the SSPP.
- 6.6 Continue drug and alcohol testing as set forth in the Substance Abuse Policy (an addendum to the SSPP).
- 6.7 Expand safety and training program.
- 6.8 Continue to maintain vehicles in accordance with Florida Department of Transportation's recommended Preventive Maintenance and Safety Programs.

F. Implementation Schedule

The Implementation Schedule is tied directly into the goals, objectives and strategies. The implementation schedule is updated annually.

Strategy	Implementation Date
1.1 The CTC will continue to communicate and coordinate with state and local governments, planning agencies, Local Coordinating Boards, social service agencies and others who provide subsidy and/or planning or technical assistance and/or who purchase transportation service.	Ongoing
1.2 The CTC will continue to communicate and coordinate with CTCs in other counties to promote ride-sharing practices and formulate cost efficient and effective transportation arrangements.	Ongoing
1.3 The CTC will continue to communicate and coordinate with people who schedule trips in order to provide timely and cost-efficient and effective transportation service.	Ongoing
1.4 The CTC will work toward establishing accessible transfer facilities to enhance coordination, reduce duplication of service and enable the safe, convenient and cost efficient and effective transfer of passengers between transportation systems. The CTC will update the LCB through reports to the planning agency, on the status of transfer facilities.	Ongoing
1.5 The CTC will on an ongoing basis, provide the local TD planning staff with a report that includes the number of monthly sponsored and non-sponsored passenger trips coordinated by the CTC which shows the number of passenger trips delivered for each funding source.	Ongoing
1.6 The CTC will continue to utilize wheelchair accessible, air conditioned, comfortable vehicles or modes best suited to passengers' needs in order to better serve all riders.	Ongoing
2.1 As new resources become available, the CTC will increase transportation service to areas/people/hours/days of the week not currently being served.	As Needed/Feasible
2.2 The CTC will provide on-time service, pursuant to the	Ongoing

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

Strategy	Implementation Date
definition of on-time in the Service Plan.	
2.3 Should the need for additional capacity arise with funding, as determined by the LCB, the CTC will initiate a competitive procurement process and subcontract with suitable operators to provide needed service.	Ongoing
3.1 The CTC will conduct random sample ridership surveys in order to evaluate customer satisfaction with transportation service. These surveys will be made available to planning staff whenever requested and yearly at the planning agency evaluation.	Monthly
3.2 The CTC will handle complaints and grievances in a timely fashion as detailed in the CTC Complaint and Grievance Procedures.	Ongoing
3.3 The CTC will, on an ongoing basis, provide trend reports to the Planning Agency staff of the number of complaints and grievances received the nature of the complaints and grievances and a summary of how they were resolved.	Quarterly
4.1 Carry out a public information program to assist current and prospective riders in the proper use of the transportation system.	Ongoing
4.2 Have brochures, reservation information, complaint and grievance procedures and other useful information available to riders on all vehicles at agencies.	Ongoing
4.3 Provide opportunities designed to educate the community regarding the need for sponsored transportation, the service available and the need for the expansion of services, by speaking to clubs and other networks.	Ongoing
4.4 The CTC shall ensure that all staff and the local board members and advisors are aware of the different services and programs Good Wheels provides.	Ongoing
4.5 Carry out appropriate training programs for all driving personnel including sensitivity training, basic First Aid and CPR.	Ongoing
4.6 Investigate and implement new training programs as appropriate.	Ongoing
5.1 Increase revenue by identifying and taking advantage of existing and new private and public funding sources.	Ongoing
5.2 To reduce and/or control expenses, continue to monitor and analyze the cost of administration and operations.	Ongoing
5.3 Plan for the acquisition of air conditioned, comfortable and accessible vehicles to replace an aging fleet or to expand services.	Annually
5.4 The CTC is to continue purchasing fuel as a public agency, qualify for tax rebates.	Ongoing
5.5 The CTC is to continue locating its vehicles in Glades or Hendry Counties in order to reduce deadhead miles.	Ongoing
6.1 Update the SSPP at least on an annual basis.	Annually

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area



Strategy	Implementation Date
6.2 Continue to make safety and loss prevention the responsibility of all personnel.	Ongoing
6.3 Continue to conduct safety checks on all equipment.	Ongoing
6.4 Continue to provide a hazard-free environment and a safe drug and alcohol free workplace.	Ongoing
6.5 Require physical examinations for all personnel as set forth in the SSPP.	Ongoing
6.6 Continue drug and alcohol testing as set forth in the Substance Abuse Policy.	Ongoing
6.7 Expand the safety and training program.	As Needed
6.8 Continue to maintain vehicles in accordance with Florida Department of Transportation's recommended Preventative Maintenance and Safety Programs.	Ongoing

5-Year Transportation Disadvantaged Capital Improvement Program

The TD Transportation Capital Improvement Program identifies transportation improvements in the way of purchases, such as vehicles and communications equipment. It groups improvements into staging periods and includes realistic estimates of costs and revenues for the program period. This section will be updated on an annual basis.

Implementation Date	Estimated Cost	Description of Purchase	Anticipated Funding Source	New or Replacement	Date Priority Established
2014-15	\$450,175	5 Wide Body	FTA 5310 funds	Replacement	June 2014
2015-16	\$231,210	5 – Low-Floor Mini Vans	FTA 5310 funds	Replacement	June 2015
2015-16	\$1,156,050	25 – Low-Floor Mini Vans	FTA 5310 funds	Expansion	June 2015
2016-17	\$450,175	5 Wide Body	FTA 5310 funds	Replacement	June 2015
2017-18	\$450,175	5 Wide Body	FTA 5310 funds	Replacement	June 2015
2018-19	\$450,175	5 Wide Body	FTA 5310 funds	Replacement	June 2015

Source: Good Wheels 2015

Good Wheel's is in the need of \$15,000 to \$230,000 for IT upgrades in order to improve scheduling and accounting communication. This will be a 2016 project.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

II. SERVICE PLAN

A. Operations Element

1. Types, Hours and Days of Service

a) Types of Service

Provider	Ambulatory	Wheelchair	Stretcher	Advance Reservation	Subscription	Door to Door	Curb to Curb	Door Through Door
Good Wheels, Inc.	√	√	√	√	√	√	√	

b) Group Trips

A group trip is defined as five or more individuals traveling on a vehicle at the same time.

c) Subscription Service

Subscription service is defined as a regular and recurring service in which schedules are prearranged to meet the travel needs of riders who sign up for the service in advance. The service is characterized by the fact that the same passengers are picked up at the same location and time and are transported to the same location and then returned to the point of origin in the same manner.

d) Demand Responsive Service

Demand responsive service is generally available from 6:00 a.m. until 6:30 p.m. Monday through Friday.

e) Non-Emergency Medical Stretcher Service

Requests for non-emergency medical stretcher service must be made at least two hours before the required time of travel.

f) Wheelchair Service

Wheelchair service is offered countywide. Drivers are not permitted to assist persons in wheelchairs up or down any steps. When a wheelchair, scooter or other assistance device is needed, passengers must notify the reservationist making the trip reservation,

g) Florida Agency for Health Care Administration Medicaid Program Trips

Medicaid service is being provided by Good Wheels through contracts with Medicaid Transportation Brokers and is no longer part of the CTC.

h) Hours and Days of Service

Office Hours: 8:00 a.m. to 5:00 p.m. Monday through Friday excluding holidays (see below).

General Service hours are 5:00 a.m. to 8:00 p.m. Monday through Saturday. Passengers are advised to be ready for pickup one hour before their scheduled appointment time. All return trips are scheduled in advance. There is a 30 minute pickup window for return trips.

Passengers should expect their return trip to arrive at the scheduled time or up to 30 minutes after their scheduled pickup time. Passengers can expect their return trip to take up to 90 minutes from the time they are seated on the vehicle.

Demand responsive service is generally available from 6:00 a.m. to 6:30 p.m. Monday through Friday.

Non-emergency medical stretcher service is available under the Medicaid Program from 4:30 am to 7:00 pm, Monday thru Friday.

After hours service is provided to Medicaid Program sponsored individuals. The phone numbers to call for after hour's service are: 239-768-2900 (Ft. Myers residents) or 1-800-741-1570. Bluebird is contracted by Good Wheels to provide after-hours dispatch service. Bluebird is able to determine passenger eligibility and authorize transportation.

2. Accessing Services

a) Reservations:

Requests for transportation are made with Good Wheels. Trip reservations must be made Monday through Friday from 8:00 a.m. to 5:00 p.m. Special arrangements may be made for trips outside of these hours of operation. Trips must be scheduled by noon the day before service is provided. 72 hour advance notification is required for Medicaid Program sponsored service.

Return trips must be scheduled in advance. Passengers should also be advised that some trips cannot be picked up before 10:30 a.m., and "take homes" are based on when the vehicle is available (not when the person is ready). Passengers should be advised there will be extended waits for their return pickups.

Peak travel times are 7:30 a.m. to 9:30 a.m. and 3:30 p.m. to 5:30 p.m. Good Wheels has limited capacity to transport passengers during these times. Therefore, passengers are encouraged to schedule their reservations between 10:30 am and pick up before 2:00 pm for trips during these times as soon as possible.

b) Holidays

Service will not be provided on the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

c) No-Shows

When the passenger fails to cancel their pick-up arrangement more than an hour prior to a driver's arrival, then their trip is defined as a no-show. No-shows effect the provision of service, because the no-show takes up resources (of time, fuel, vehicles, etc.) that could be otherwise used to transport an actual client. Failure to give required notice of cancellations and/or no shows can result in actions up to and including suspension of services and/or termination from program.

d) Cancellations

Trip cancellations must be made to Good Wheels at least two hours prior to the driver's arrival. If a passenger needs to cancel a trip, they should call Good Wheels when they know this, at (239) 768-2900 in Fort Myers or (800) 741-1570, to make a cancellation. Cancellations affect the efficiency that can be achieved through coordination. A cancellation is defined as a trip reservation made but canceled more than two hours, prior to the drivers' arrival— If a passenger does not call to cancel their trip, they may be penalized.

e) Fares

Passengers sponsored by Florida's Transportation Disadvantaged Program must pay a \$2.00 passenger fare.

Good Wheels operates a Dial-a-Ride in Glades and Hendry Counties. People can use it by calling (800) 741-1570.

Good Wheels operates a fixed route in Clewiston which circulates around Clewiston and stops at the Wal-Mart. At this point, it connects with the Clewiston-Belle Glade route. Fares are \$1.00.

Coordinated transportation is available to the general public. Any individual may call Good Wheels to schedule a trip, and pay the full cost of the services provided. Generally, the cost of this service is comparable to taxi service. This service must be scheduled in advance.

f) Transportation Disadvantaged Program Eligibility:

- No other means of transport
- Disability
- Income *The LCB's policy is for the CTC to provide transportation to persons' whose household income is at 80% of the poverty levels.*

Individuals must apply for Transportation Disadvantaged Program eligibility for their transportation to be sponsored by the Florida Commission for the Transportation Disadvantaged. Good Wheels shall implement the application/eligibility process. **Exhibit B** is an example of the application used for Transportation Disadvantaged Program eligibility.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

g) **Transportation Disadvantaged Program Trip Priorities Policy:**

Only medical trips are provided with the Transportation Disadvantaged Trust Funds.

Service Complaints:

People with complaints can call either the Good Wheels 1-800-741-1570 phone number or the Florida Commission for the Transportation Disadvantaged's Ombudsman Hotline number at 800-983-2435. Both numbers are posted in the vehicles.

3. **Transportation Operators and Coordination Contractors**

According to Rule 41-2, F.A.C., the CTC shall jointly develop and enter into a coordination contract with agencies who receive government transportation disadvantaged funds and who, from a total system approach, can meet more effectively and efficiently their own transportation needs than the CTC. The contract shall include the requirements of reporting, insurance, safety, and other terms outlined in the MOA that apply equally to any transportation operator. The contract also shall include any relative information regarding joint utilization and cost arrangements for the provision of transportation services to and from the coordinator.

The CTC may provide the trips itself, or subcontract them to qualified operators. The rates paid to transportation operators are negotiated between each transportation provider and the CTC. The rates are covered in the sample carrier contract, a copy of which can be obtained from the CTC.

The following is a list of transportation operators in the Glades and Hendry Joint Service Area:

Good Wheels, Inc.	10075 Bavaria Road Fort Myers, FL 33919	Contact: Alan Mandel 239-768-2900
Coordination Contractor: Hendry/Glades Mental Health	601 W. Alverdez Avenue Clewiston, FL 33440	Contact: Joe Hosick Phone: 863-983-1423
Sunrise Community/UCP	402 South Francisco Street Clewiston, FL 33440	Contact: Leslie Steine 863-902-1133

4. **School Bus Utilization**

School buses are not currently utilized in the coordinated system.

5. **Vehicle Inventory**

Vehicle inventories are shown as **Exhibit C**.

6. **System Safety Program Plan Certification**

Good Wheels Annual Safety Certification is shown as **Exhibit D**.

7. **Inter-County Services**

Inter-county services are provided by local carriers. Medicaid passengers traveling to medical appointments must contact the CTC. The necessity to travel out of the service area will be verified by

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

the CTC. In the past, Good Wheels operated an inter-county service between the cities of Clewiston, LaBelle, and Fort Myers from September 1995 to April 1999. This was discontinued in 1999.

Good Wheels is presently operating a Dial-A-Ride program. This service is funded through FTA 5311 funds. A passenger calls Good Wheels to schedule a trip. This service operates in the Hendry/Glades service area and passengers can arrange trips to Lehigh Acres. The Dial-A-Ride flyer is provided at the end of the Service Plan component.

Good Wheels receives federal and state grant funds to operate a regularly scheduled route from Clewiston in Hendry County to Belle Glade in Palm Beach County. This service connects to route operated by Palm Tran.

8. Emergency Preparedness & Response

Procedures for transportation in the time period before an evacuation due to natural disasters and/or emergencies are addressed by the LCB's Standard/Policy 2.11.

The CTC, through contractual agreements with carriers and in the System Safety Program Plan (SSPP) establishes policies for the handling of emergencies, accidents and delays. Carriers are required to notify the CTC and appropriate emergency personnel immediately if an emergency, accident or delay occurs. Appropriate emergency personnel can include police, fire or ambulance. Solicit appropriate medical or emergency assistance, if an accident or other emergency occurs. The CTC must also be notified of schedule delays. The carrier must also submit a written accident or incident report and management analysis, within 24 hours. If bodily injury and/or property damage exceeds levels outlined in U.S. DOT, the driver is required to undergo drug and alcohol testing as per Federal guidelines. If delays occur, the CTC may reassign trips. Where possible, passengers will be notified of extended delays and alternate arrangements.

In the event of an accident, the carrier must follow up with a written accident report and a management analysis within 24 hours. In the event of bodily injury or property damage in excess of U.S. DOT guidelines, the driver must submit to drug and alcohol testing in accordance with U.S. DOT and Federal Transit Administration (FTA) guidelines. To handle delays, each carrier is required to have one back-up vehicle for every six vehicles in service. If delays occur, the CTC may reassign trips to other service providers. If an extended delay results, the passenger will be notified and a satisfactory resolution will be reached.

9. Educational Efforts/Marketing

Good Wheels has public information brochures. In addition to the brochure, Good Wheels visits various government, community and social service agency meetings.

The LCB has identified the need for Good Wheels to keep the community informed. Reaching out to the customary user groups of the coordinated system will continue to be an important part of this effort. Good Wheels and the LCB will need to work together to keep the passengers, the sponsoring agencies and the public informed regarding changes in service delivery.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

Along with continually educating the users and the LCB, another important aspect of training is for Good Wheels to maintain its program to train its employees. The types of training conducted are for new employees, and on-going operations training for current staff.

Brochures describing the coordinated transportation system briefly discussing eligibility criteria and the scope of the services provided are distributed to social service agencies within the service area.

10. Acceptable Alternatives

There have been no acceptable alternatives for the provision of transportation service identified in Glades or Hendry Counties.

11. Service Standards

TABLE 1
Glades-Hendry County TDSP – Policies and Standards, Evaluation and Monitoring

Rule 41-2.006 (4)(a), F.A.C.	Drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident and reasonable suspicion, return to duty and follow-up as required by Federal Highway Administration (FTA).	A review conducted by FDOT, FHWA or FTA will determine compliance with this standard.	All safety sensitive job positions comply with the pre-employment, randomization, post accident and reasonable suspicion testing requirements of the Federal Transit Administration.
Rule 41-2.006 (4)(b), F.A.C.	An escort of a passenger and dependent children are to be transported as locally negotiated and identified in the local Service Plan.	This can be evaluated by vehicle inspection.	In order to enhance the safety of passengers and drivers, children under age 15 or other people who, due to age or disabilities may be at risk to themselves or others must be accompanied by an escort or attended to by an attendant. Escorts must be provided by the passenger or the agency paying for their trip. The escort must be able to provide the necessary assistance to the passenger. Escorts are transported at no additional charge. The CTC reserves the right to refuse to transport a passenger or group of passengers if they need an escort, but do not have one. The need for an escort is determined in advance of the trip. "Traveling companions" are not the same as required. Escorts that have to be picked up or dropped off before/after passengers are not considered escorts, but are regular trips. {See notes to this policy, at end of Table One.}

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

Rule 41-2.006(4)(c), F.A.C.	Use of Child restraint devices shall be determined locally as to their responsibility and cost of such device in the local Service Plan	Evaluated by inspection of the vehicle.	All passengers under the age of 5 and/or under 45 pounds will be required to use a child restraint device. This device will be provided by parent or sponsoring agency or by Good Wheels upon arrangement.
Rule 41-2.006(4)(d), FAC	Passenger property that can be carried by the passenger and/or driver in one trip and can safely bestow on the vehicle shall be allowed to be transported with the passenger at no additional charge. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices or intravenous devices.	Evaluated by inspection of the vehicle.	Passengers shall be allowed to have four pieces of personal property which they can place in their lap or stow under their seat. Passengers must be able to independently carry all items brought onto the vehicle. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices or intravenous devices.
Rule 41-2.006(4)(e),FAC	Vehicle transfer points shall provide shelter, security and safety of passengers	This standard can be evaluated by the inspection of transfer points.	The CTC does not generally use transfers in the coordinated system, but if they are used, vehicle transfer points shall be located in a safe, secured place that provides shelter.
Rule 41-2.006(4)(f), FAC	A local toll-free phone number for complaints or grievances shall be posted inside the vehicle. The local complaint process shall be outlined as a section in the Local Service Plan including advising the dis-satisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board.	This standard can be evaluated by inspection of the vehicle.	The local toll free phone number will be included in the complaint process. This number will be posted on right visor of all vehicles in 3" sized numbers. It is (800) 741-1570.
Rule 41-2.006(4)(g), FAC	Out of service area trips shall be provided when determined locally and approved by the Local Coordinating Board, except in instances where local ordinances prohibit such trips.	This standard can be evaluated by the inspection of records of out-of-service area trips.	Both Medicaid recipients and TD clients are being transported out of the joint service area of Glades and Hendry Counties and this has proven to be absolutely necessary. Out of county trips must be verified by contacting the passengers' medical provider.
Rule 41-2.006(4)(h), FAC	Interior of all vehicles shall be free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger; (Vehicle cleanliness)	Inspection of the contracted operators and CTC vehicles will determine if this standard is being met.	Interior of all vehicles shall be free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger. All vehicles shall be cleaned (interior and exterior) on a regular schedule.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

Rule 41-2.006((4)(i), FAC	Billing requirements of the Community Transportation Coordinator to subcontractors shall be determined locally by the Local Coordinating Board and provided in the local Service Plan. All payments shall be paid to subcontractors within seven (7) calendar days after receipt of said payment by the Community Transportation Coordinator. If the contractor (CTC) receives less than full payment, then the contractor shall be required to disburse only the funds received on a pro rata basis with each subcontractor receiving a prorated portion based on the amount due on the payment. A Vendor Ombudsman within Commission of Banking and Finance has been established to advocate for vendors. (Except in instances where the Community Transportation Coordinator is a non-governmental entity)	The LCB will be able to evaluate this standard based on the evaluation of [records of] payments made to operators.	The CTC shall pay all bills to the subcontracted transportation operator within seven days after receipt of payment. Task I-C of the TD Planning Grant states that the Planning Agency shall ensure that operator payments are addressed as a standard LCB agenda item.
Rule 41-2.006(4)(j), FAC	Passenger/trip database must be maintained or accessible by the Community Transportation Coordinator on each rider being transported within the system.	Review of random sample of records.	For each passenger transported within the system, the CTC will collect the name, phone number, address, funding source eligibility and special requirements on each passenger in a database. See 2.10 (2.15) for HIPPA Compliance.
Rule 41-2.006(4)(k), FAC	Adequate seating for paratransit services shall be provided to each rider and escort, child or personal care attendant, and no more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.	Random inspection of vehicles.	Vehicle seating should not exceed the manufacturer's recommended capacity.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

Rule 41-2.006(4)(i), FAC	Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle.	This standard may be measured at the time of vehicle inspection (Route supervision).	Drivers shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with specific passengers, upon pickup except in situations where the driver regularly transports the rider on a recurring basis. All drivers will have a name badge displayed at all times when transporting passengers.
Rule 41-2.006(4)(m), FAC	The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seatbelt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. In door-through-door paratransit service categories, the driver shall also be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian and driver.	This standard may be evaluated upon inspection of the vehicle.	All drivers shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include holding hands, or allowing the passenger to hold an arm; opening the vehicle door, fastening the seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices and closing the vehicle door. Other assistance may be provided as needed and accepted. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down any steps; only ramps are to be used.
Rule 41-2.006(4)(n), FAC	Smoking is prohibited in any vehicle. Requirements for drinking and eating on board the vehicle will be addressed in the local Service Plan.	This standard may be evaluated upon inspection of the vehicle.	There will be no smoking on any vehicles in the coordinated system. Eating and drinking on board the vehicles is prohibited.
Rule 41-2.006(4)(o), FAC	The Community Transportation Coordinator and the Local Coordinating Board shall jointly develop a policy on passenger no shows. Assessing fines to passengers for no shows is acceptable	A policy which defines no-shows and establishes a procedure by which the no-	Passenger no-shows are defined as trips not canceled one hour before scheduled pickup. When a passenger is considered a no-show, the driver will attempt to communicate with them through CTC

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

	but such policy and process shall be identified in the local Service Plan.	shows will be handled should be developed and addressed in the service plan.	<p>dispatch. They will be notified through the use of a door hanger which notes the time the driver arrived. For a TD Grant non-sponsored trip, upon the third no-show, the CTC will send a letter to the person to advise that their service will be suspended for thirty days. {See copy of CTC's "no-show" letter.} For trips sponsored by other funding sources, the CTC shall contact the agency when a no-show occurs. Agencies should also contact the CTC when they become aware of cancellations or no-show situations.</p> <p>----- The Medicaid policy on no-shows is incorporated into this policy by reference.</p> <p>----- The Policy on no-shows shall be communicated to the passengers and agencies by the CTC when adopted, and thereafter to all newly enrolled passengers. The information shall be distributed to all newly enrolled passengers. The information shall be distributed in the appropriate format and shall be available in alternative formats upon request.</p>
Rule 41-2.006(4)(p), FAC	All vehicles ordered or put into service after the adoption of this section of the Rule, and providing service within the coordinated system, shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base. All vehicles that are not equipped with two-way communications shall have two years to be in compliance after May 1, 1996.	This standard can be evaluated by inspection of the vehicles.	All vehicles are equipped with two-way radios or cell phones.
Rule 41-2.006(4)(q), FAC	All vehicles ordered or put into service after the adoption of this section of the rule and providing service within the coordinated system shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible. All vehicles that are not equipped with an air conditioner and/or heater shall have two years to be in compliance after May 1, 1996.	This standard can be evaluated at the time of vehicle inspection.	All vehicles in the coordinated system shall have working air conditioning and heating. Vehicles that do not have a working air conditioner and heater will be scheduled for repair or replacement as soon as possible. Should a vehicle incur a problem, it will be repaired as soon as possible. The owner/operator is responsible for repair. The priority of the LCB is that the CTC provide transportation. If a vehicle's air conditioning or heating is not functioning properly, and if there are no other vehicles available, the passengers will be

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

			transported.
Rule 41-2.006(4)(r), FAC	First Aid policy shall be determined locally and provided in the local Service Plan.	Inspection of the drivers' records.	All drivers will be trained in First Aid every two years. All vehicles are equipped with a First Aid kit.
Rule 41-2.006(4)(s), FAC	Cardiopulmonary Resuscitation [CPR] policy shall be determined locally and provided in the local service plan.	This standard can be evaluated by an inspection of the drivers' records.	All drivers will be trained in Cardiopulmonary Resuscitation [CPR] every two years.
Rule 41-2.006(4)(t), FAC	Driver criminal background screening shall be determined locally, dependent upon purchasing agencies' requirements and provided in the local Transportation Disadvantaged Service Plan.	This standard can be evaluated by an inspection of the drivers' records.	All drivers in the coordinated system have a favorable FDLE background, ("favorable" according to the Department of Children and Families policies and procedures.)
Rule 41-2.006(4)(u), FAC	In areas where fixed route transportation is available, the Community Transportation Coordinator should jointly establish with the Local Coordinating Board (LCB) a percentage of total trips that will be placed on the fixed route system. (Fixed-Route Utilization)	In areas where fixed route transportation is available, the performance indicator will be used to measure the effective use of public transit systems within the coordinated system.	The LCB has established a goal of 2.2% to be placed with the fixed-route transit system.
Rule 41-2.006(4)(v), FAC	The Community Transportation Coordinator should establish and address the passenger pick-up window in the local Transportation Disadvantaged Service Plan. This policy should also be communicated to contracted operators, drivers, purchasing agencies and passengers.	This can be measured by a sampling of trips and through a review of customer complaints. This Policy does not apply to ADA trips.	<p>Passengers are not given a set pick-up time. Instead, they are told to be ready for their ride to arrive up to an hour before their APPOINTMENT time. The CTC may negotiate special pick-up arrangements with the customer, in advance, as the situation dictates.</p> <p>Passengers will be dropped off at their appointment before the appointment with certain exceptions negotiated in advance.</p> <p>Passengers can expect their return trip to take up to 90 minutes from the time they are seated on the vehicle. (Policy amended 04-02-2004)</p>
Rule 41-2.006(4)(w), FAC	The Community Transportation Coordinator and the LCB should jointly establish and address the percentage of trips that will be on-time in the local Transportation Disadvantaged Service Plan. This performance measure should be communicated to contracted	This can be measured by a sampling of trips and through a review of customer complaints. This	<p>The CTC will have an 85% on-time performance rate for all completed trips.</p> <p>The Evaluations of the CTC's on-time performance will be measured based upon the time the person is to be dropped off for their appointment and the time the person is to be picked up on a scheduled return</p>

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

	operators, drivers, purchasing agencies and passengers.	Policy does not apply to ADA trips.	trip. These are considered separate trips.
Rule 41-2.006(4)(x), FAC	The Community Transportation Coordinator should establish and address in the local Transportation Disadvantaged Service Plan a minimum 24 hour advanced notification time to obtain services. This policy should also be communicated to contracted operators, drivers, purchasing agencies and passengers.	Not identified.	There will be a minimum 24 hour notice requirement for all trips scheduled within the coordinated system. (72 business hours for Medicaid trips.) Non-Medicaid reservations must be made before Noon the day before the requested trip. Passengers with an urgent need to travel should call the CTC. Same day trip requests cannot be guaranteed, however, the CTC will attempt to assist the passenger.
Rule 41-2.006(4)(y), FAC	The Community Transportation Coordinator and the LCB should jointly establish and address in the service plan a performance measure to evaluate the safety of the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of its contracted operators and the LCB's evaluation of the Community Transportation Coordinator. This measure should be used in the Community Transportation Coordinator's evaluation of its contracted operators and the LCB's evaluation of the Community Transportation Coordinator.	This information can be gathered from the AOR.	The standards for accidents will be 1.2, or fewer, accidents per 100,000 miles for the evaluation period, based on the AOR definitions of accidents.
Rule 41-2.006(4)(z), FAC	The Community Transportation Coordinator and the LCB should jointly establish and address in the local service plan a performance measure to evaluate the reliability of the vehicles used in the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of its contracted operators and the LCB's evaluation of the Community Transportation Coordinator.	This information can be obtained from the AOR.	The standard for road calls will be an average of 10,000 miles or more between each road call (e.g., the system wide total, not each individual vehicle).
Rule 41-2.006(4)(aa), FAC	This performance measure can be used to address the accessibility of the service. The Community Transportation Coordinator and the LCB should jointly determine if a standard for call hold time is needed in the coordinated system and address this in the local service plan. If	The Call Hold Time standard can only be evaluated with computerized phone systems.	The customer should not be put on hold for more than 3 minutes on average.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

	determined to be necessary, this standard should be included in the LCB's evaluation of the Community Transportation Coordinator.		
Rule 41-2.006(4)(bb), FAC	The Community Transportation Coordinator and the LCB should jointly establish and address in the local service plan a performance measure to evaluate the quality of service provided within the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of its contracted operators, and the LCB's evaluation of the Community Transportation Coordinator.	Complaint files. Service Complaints are defined in the Quality Assurance Component; Service Complaint and Formal Grievance Procedures Section of the TDSP.	Complaints shall not exceed 1% of total trips provided during the evaluation period. The LCB should evaluate the CTC based upon the number of complaints that are resolved, versus unresolved. A noticeable increase in the number of complaints as reported in the quarterly report to the LCB shall be discussed by the LCB.

TABLE 2
Local Standards

2.01	Service Effectiveness 2.01a – Expense 2.01b – Revenue 2.01c – Subsidy 2.01d – Ridership 2.01e – Service Quality 2.01f – Level of Service 2.01g -- Safety	The data for measuring these standards can be found in the CTC's Annual Report (AOR)	CTC: The CTC shall continually look for methods to: 1. Increase the number of passenger trips per driver hour; 2) Minimize any yearly increase to the cost per passenger trip; and 3) Minimize any yearly increase to the cost per Driver Hour.
2.02	Contract Monitoring	Review of the CTC's operators monitoring files.	The CTC monitors its contracted operators. The CTC will perform an annual evaluation of the contracted operators using the Local Coordinating Board evaluation process, using applicable portions of the evaluation materials, and provide a copy of the annual evaluation of the operators, to the DOPA.
2.03	Ride time	The CTC needs to document which agencies have ride time limits and other exceptions. Community Care for the Elderly (CCE) = 90 minutes. This Policy does not apply to ADA trips.	The CTC will make every effort to abide by funding agencies stated ride times. Passengers can expect to return home within two hours of their pick up. In situations where it becomes apparent that the ride time will exceed two hours (accidents and vehicular breakdowns); the CTC will make every effort to contact the families of the passengers by telephone.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

	Voice Mail Changes	Voice mail changes—make sure the recording says, “We have recently changed “xyz” or “we will be changing xyz on a date in the future.”	Voice Mail Changes – The CTC must ensure that customers are provided with sufficient notification of pending MAJOR changes to the phone system for scheduling trips or for reporting complaints. The recording should offer in English and in Spanish, the date of the change (and providing a thirty-day notice, if possible) and describing the changes that will take place.
2.05	Contracts – standardization of transportation operator and coordination contracts. Transportation Operator Contracts: Rule	Contract file will be reviewed during the annual review of the CTC.	The suggested contract format is used.
2.06	Eligibility Criteria	As established	The CTC will transport the general public who shall be charged the going rate for trips. Persons are eligible for transportation if their trip is sponsored by a funding agency. If no funding agency is available, and if the person meets the definitions of transportation disadvantaged, then they are eligible for transportation. The LCB’s policy is for the CTC to provide transportation to persons whose household income is at 80% of the poverty levels. Persons to be transported contact the CTC for an application.
2.07	Prioritization of Trips	Evaluated by review of records on file	See Prioritization Policy at the end of Table 2.
2.08	Insurance	The CTC requires that the Community Transportation Coordinators carry \$100,000 per person/\$200,000 per incident in insurance, pursuant to Rule 41-2.006, <i>Florida Administrative Code</i> . Monitor: files	The CTC carries \$1 million per County regulations. The CTC only requires its subcontracted operators to carry \$100,000/\$200,000. The subcontractors must have the CTC named as an additional insured. Insurance requirements for subcontractors are covered in more detail in the operators’ contracts.
2.09	System Safety Program Plans (SSPP)	See Chapter 341.061(2)(a) <i>Florida Statutes</i> , and Rule 14-90, <i>Florida Administrative Code</i> .	Updated annually.
2.10	LCB’s Policy on the \$2.00 fare co-payment on the non-sponsored trip grant; other copayment issues.	As established.	The CTC charges a \$2.00 fare on each non-sponsored trip. The monies collected are used for the local match for the trip grant. All co-payments are \$2.00 except Medicaid, which has a \$1.00 copayment.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

2.11	LCB's Policy on Transportation during "storms."	Presences of letters on file; Copies of Agencies' contingency plans on file with the CTC; CTC is to monitor storm warnings and weather conditions.	<p>The LCB has a policy regarding provision of transportation to persons during storms. Components of the policy include:</p> <ol style="list-style-type: none"> 1. The CTC is closed when Lee Tran is closed; when ADA services stop. The CTC becomes a member of the Lee County Emergency Operations Team. 2. The CTC has the right to not transport (out) clients of a center, if they believe that they will not be able to get a person back. [The CTC has the right to cancel trips.] 3. The program director (at a center) has the right to call the CTC the morning of the trip, and cancel trips for the day, if they feel the weather is too severe. Their signal shall be if the Lee County Schools are not transporting that day. [On weekends, or days when schools are shut, the CTC shall use its best judgment.] 4. Centers must work with the CTC to develop a Contingency Plan that outlines what the center will do with its clients, in the event that the CTC cannot come pick the clients up at the "normal time," due to severe storms. The contingency plan should be developed with the understanding that the delay may be for an unknown length of time. Centers should make sure that the family members of clients receive a copy of the contingency plan (or a page that outlines what the family members should expect.) 5. The features in 2, 3 and 4 should free up enough trips to allow the CTC to go get people who were transported out to a location without a contingency plan. 6. Clients at centers will be picked up as soon as it is safe to do so, and as soon as there are trips available. 7. For the purpose of this policy, a storm was defined as "sustained wind of 39 miles per hour or more, and/or major flooding of streets." "Gale force" winds are 39 to 46 mph.
------	---	--	---

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

2.12	Distribution of replacement vehicles acquired through grants.	The CTC will provide the TDSP with an annually updated vehicle inventory of all vehicles used in the coordinated transportation system.	02-09-2001: Vehicles received through any grant funding source will be used to replace existing ADA-compliant or non-ADA regulation compliant vehicles currently in the system, according to the following priorities: 1.) Gasoline vehicles with over 175,000 miles, or diesel vehicles with over 225,000 miles, or vehicles over 5 years old; 2.) Non-ADA accessible vehicles; 3.) All other vehicles including sedans, standard vans, and other accessible vehicles. It is the goal to have each vehicle in our system ADA compliant.
2.13	Required use of seatbelts	CTC will ensure that all appropriate vehicles are equipped with functioning seatbelts.	Adopted 05-11-2001. Passengers riding vehicles equipped with seatbelts will be required to use them. Persons utilizing wheelchairs will have the chair restrained, and will be required to utilize a personal securement device to ensure that they stay in the chair. All wheelchairs for transport must be complete and well maintained and in good working order to include fully operational brakes. Section 37.165©(3) of the DOT's ADA regulations allows a transit operator to establish a policy that requires all riders to have their common wheelchairs secured while aboard a transit vehicle. Therefore, service will be denied to a rider who refuses to allow his or her common wheelchair to be secured. Wheelchairs will be adequately secured or stored. If a passenger refuses to be secured, the passenger will not be transported. The CTC is to implement this policy immediately, and communicate it to all passengers and funding agencies. Under Section 37.5 of the DOT's ADA regulations, a transit operator is not permitted to mandate the use by wheelchair users of seatbelts and shoulder harnesses, unless the operator mandates the use of these devices by all passengers, including those sitting in vehicle seats. All passengers are required to use seatbelts.
2.14	CTC's right to refuse to transport persons with disruptive behavior.	This is monitored through a review of accident/incident records.	When an agency has an existing policy regarding behavioral problems, the CTC abides by the agencies' existing policy. Unless such behavior endangers other passengers, the driver or other motorists. In that case, the CTC may take whatever action is necessary to insure the safety of all concerned. If no policy exists and for TD passengers the CTC will deal with behavioral problems

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

			<p>including, but not limited to: fighting, intoxication and abusive behaviors as follows:</p> <ol style="list-style-type: none"> 1. First incident, a written warning to advise the person or his/her parent, guardian or responsible agency that an incident has occurred. (Unless the First Incident is of a serious, life threatening nature, then skip immediately to Step #2. It is also understood that the Driver may call 911 or the Police if ever needed.). 2. Second Incident, the CTC will meet with all concerned parties and decide if transportation on the paratransit system is appropriate.
2.15	Compliance with HIPPA	As required.	The CTC is compliant with HIPPA regulations.
2.16	Use of "scooter" type mobility devices	Daily Observation	Good Wheels is unable to transport clients in scooters because they cannot be secured safely in our vehicles. Passengers who ride in scooters must be able to transfer to a seat or use an approved wheelchair when being transported by Good Wheels, Inc. This is a safety issue and we are concerned for your safety as well as other passengers and our driver.
2.17	Definition of "group trip"		A group trip shall be defined as five (5) individuals.

Standard/Policy 2.07 GLADES-HENDRY LCB PRIORITIZATION POLICY FOR NON-SPONSORED TRIPS BY TRIP PURPOSE – Updated May 2011

Coordinated Trips that are funded by the Transportation Disadvantaged Trust Fund are managed by the Community Transportation Coordinator (CTC) according to the Local Coordinating Board's Prioritization Policy. The Policy ranks certain trip purposes in a priority order. The funding is allocated according to a monthly spending plan. Trips are provided based on trip efficiency, seating availability and available funding. There may be times when the Community Transportation Coordinator cannot provide every trip requested. Passengers may be asked if they could take their trip on a different day, when there may be more funding available. The CTC has been directed to impose performance measures on all trip requests.

Priority Order	Trip Purposes – Categories and Definitions
1	MEDICAL – medical, dental or therapeutic services including hospital appointments, clinic visits, dialysis, health department, mental health centers, speech, occupational, physical therapies, psychiatric, psychological services, pharmaceuticals, etc.
2	NUTRITIONAL – adult congregate meal programs, breakfast programs, food stamp procurement and food shopping trips.
3	EMPLOYMENT – work or employment related education
4	SOCIAL SERVICE AGENCY – agency related support services, churches, senior citizen programs (excluding nutritional programs).
5	PERSONAL BUSINESS – non-agency activities essential to maintenance of independence including banking, shopping (non-food shopping), legal appointments, etc.
6	RECREATION – non-essential, non-employment related trips to activities such as: bowling, bingo, beach, parks, restaurants, libraries, theaters, etc.

12. Local Service Complaint and Formal Grievance Procedure/Process

The Glades and Hendry Joint Local Coordinating Board for the Transportation Disadvantaged have a Service Complaint Procedure and a Formal Grievance Procedure, which is **reviewed annually**. This section was reviewed by the LCB and approved December 3, 2014. This section of the TDSP has four parts:

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

First, a summary of the Service Complaint process is provided. Then, a summary of the Formal Grievance Procedures is provided.

The summaries are designed to fit on brochures. The CTC must make its brochures available.

Then, the Service Complaint Process is provided in full, and lastly, the Formal Grievance Procedures are provided in full.

The LCB's complete Service Complaint and Formal Grievance Procedures as contained in the TDSP are consistent with the Commission for the Transportation Disadvantaged's *Uniform Service Reporting*; January 1996; this document is available upon request from the Commission for the Transportation Disadvantaged.

GLADES AND HENDRY JOINT COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED

Summary of the

-- SERVICE COMPLAINT PROCEDURE/PROCESS --

As contained in the Transportation Disadvantaged Service Plan (TDSP)

Existence of Complaint Policy and Procedures:

The Glades and Hendry Joint Local Coordinating Board for the Transportation Disadvantaged have adopted procedures for the Community Transportation Coordinator to use to address complaints from agencies, users, potential users, subcontractors, and other interested parties. The policies are to be followed by the Community Transportation Coordinator – Good Wheels, Inc. – (CTC) and any of its operators. These procedures provide definitions of terms used in the process, identify how complaints are received by the CTC; provide a process and forms for the CTC to record complaints, and how the complaints were resolved; explains how the CTC is to collect monthly and annual data for reporting to the LCB, and explains what to do when a complaint cannot be resolved. The procedures also provide contact names and addresses.

Definitions:

Service inquiries are requests for information about the service and can occur once or several times in the course of a day's service. An example of a service inquiry is when a customer calls the CTC and says, "My bus is a few minutes late, where is it?" Service inquiries are reported to the driver or dispatcher or to other individuals involved with the daily operations, and are usually resolved by the CTC immediately or within the course of a reasonable time period suitable to the complainant. Service inquiries do not have to be 'recorded' as a complaint.

Service complaints are routine incidents that occur on a daily basis, are reported to the driver or dispatcher, or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. Service complaints should be recorded as 'complaints.' The CTC is to total these service complaints on a yearly basis for the CTC's Annual Operating Report, (AOR). If unresolved, a routine service complaint can result in a **formal grievance**. [The Local Coordinating Board has a separate "Formal Grievance Procedure," contained in the TDSP. Please review it for additional information.] Local service complaints are driven by the inability of the community transportation coordinator or transportation operators to meet local service standards established by the community transportation coordinator and local coordinating board.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

GLADES AND HENDRY JOINT COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED

Summary of the

FORMAL GRIEVANCE PROCEDURES-

As contained in the Transportation Disadvantaged Service Plan (TDSP)

Introduction

The Joint Local Coordinating Board for the Transportation Disadvantaged has established rules and procedures to address grievances from agencies, users, potential users, subcontractors, and other interested parties relating to the coordination of non-emergency transportation services.

A Formal Grievance is a concern regarding the operation or administration of coordinated Transportation Disadvantaged services by transportation operators, the Community Transportation Coordinator, the Designated Official Planning Agency, or the Local Coordinating Board. A formal grievance may also be a service complaint that has been left unresolved for more than 45 days.

The Local Coordinating Board shall “appoint a Grievance Committee to serve as a mediator to process and investigate complaints, from agencies, users, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the Coordinating Board for improvement of service. The Coordinating Board shall establish procedures to provide ... opportunities for issues to be brought before such committee and to address them in a timely manner...”

The LCB does not have “adjudicative” or “determinative” powers.

The *Formal Grievance Procedures as contained in the LCB’s TDSP* contains the following sections:

Section 1: Creation

Section 2: Definitions

Section 3: Objectives

Section 4: Membership

Section 5: Terms of Members

Section 6: Grievance Procedures

Section 7: Filing the formal grievance

Section 8: If Mediation is not successful:

Section 9: A meeting of the ad hoc grievance resolution committee is held

Section 10: If the grievance is not resolved through the meeting of the ad hoc grievance resolution committee

Section 11: Prohibition against Retaliation Appeals to the Commission for the Transportation Disadvantaged

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

THE GLADES AND HENDRY COUNTIES JOINT LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED -- SERVICE COMPLAINT PROCEDURE/PROCESS -- *Reviewed Annually*

Existence of Complaint Policy and Procedures:

The Glades and Hendry Counties Joint Local Coordinating Board for the Transportation Disadvantaged has established the following procedures for the Community Transportation Coordinator to use to address complaints from agencies, users, potential users, subcontractors, and other interested parties.

Definition of Service Inquiry:

Service inquiries are requests for information about the service and can occur once or several times in the course of a day's service. An example of a service inquiry is when a customer calls the CTC and says, "My bus is a few minutes late, where is it?" Service inquiries are reported to the driver or dispatcher or to other individuals involved with the daily operations, and are usually resolved by the CTC immediately or within the course of a reasonable time period suitable to the complainant. Service inquiries do not have to be 'recorded' as a complaint.

Definition of Service Complaint:

Service complaints are routine incidents that occur on a daily basis, are reported to the driver or dispatcher, or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. Service complaints should be recorded as 'complaints.' The CTC is to total these service complaints on a yearly basis for the CTC's Annual Operating Report, (AOR). Service Complaints may include but are not limited to:

- "My bus is late." [beyond the On-Time Policy for the service area.] Late trips (late pickup and or late drop-off);
- No-show by transportation operator;
- No-show by client;
- Client behavior;
- Driver behavior
- Passenger discomfort
- Service denial (refused service to client without an explanation as to why, e.g. may not qualify, lack of TD funds, etc.)

If unresolved, a routine service complaint can result in a formal grievance. [The Local Coordinating Board has a separate "Grievance Procedure," available from the DOPA staff.] Local service complaints are driven by the

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

inability of the community transportation coordinator or transportation operators to meet local service standards established by the community transportation coordinator and local coordinating board.

Forms to Use to record a complaint:

The Community Transportation Coordinator shall utilize the attached form to log complaints. This form is consistent with that provided by the **Commission for the Transportation Disadvantaged's Uniform Service Reporting [for Service Complaints] January 1996**. This document, which is available upon request from the Commission for the Transportation Disadvantaged, is a guide to the proper method to identify a complaint, determine its validity, complete a service report, and achieve customer satisfaction. Carriers are to use the same forms. Each complaint shall be assigned a Log Number to assist in tracking the resolution of each complaint. All service complaints should be recorded.

Letting the Consumer know how to complain:

The Community Transportation Coordinator (CTC) shall make reasonable efforts to ensure that its customers know how to complain. The CTC should announce the existence of its complaint process in its brochures and other printed material, in its telephone recordings, and in signs posted inside of the vehicles. The CTC should ensure that its information on how to complain is provided to persons in accessible formats as needed.

Posting Of Contacts in the Vehicles:

The CTC must ensure that the contact numbers for the CTC, for the CTD's Ombudsman Hotline are posted in each vehicle.

Reporting Complaints:

A monthly summary of all complaints and their status of resolution should be provided by the Community Transportation Coordinator to the Designated Official Planning Agency. [See sample form, attached.] The Designated Official Planning Agency will then provide the most current summaries to the Local Coordinating Board for its next meeting. The Community Transportation Coordinator shall collect service complaint statistics by operator, and by county.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

Surveying customers to determine satisfaction levels and to make route improvements based on future demand:

The Local Coordinating Board requires the Community Transportation Coordinator to conduct periodic surveys of consumers in order to determine their level of satisfaction with services. These surveys are also used by the Local Coordinating Board to evaluate the Community Transportation Coordinator on factors associated with customer satisfaction. The surveys also can be used to determine where the demand for service is.

The Community Transportation Coordinator is to conduct random surveys of consumers each year. It is suggested that they conduct some surveys each month. [Although they could do some in April and some in October.] The Community Transportation Coordinator is to 'send out' enough surveys, in order to obtain 150 responses.

These surveys shall be On-Board surveys conducted by drivers, and telephonic surveys conducted by LCB members. In addition to this, the Commission for the Transportation Disadvantaged's Quality Assurance team conducts random sample surveys of passengers telephonically, during the biannual review of the Community Transportation Coordinators

The Community Transportation Coordinator will provide the surveys to the Designated Official Planning Agency within a month after the survey is conducted. And, the DOPA will request the CTD's QAPE to provide the DOPA with results of its surveys. Planning staff [with assistance from the Local Coordinating Board's appropriate committee] will tabulate the surveys and provide a report to the Local Coordinating Board for its next meeting.

Agency Surveys:

The DOPA will conduct mailed out surveys of the agencies on an annual basis (September) to determine their levels of satisfaction with the County TD Program. The CTC shall provide the DOPA with current mailing list of agencies they provide transportation to by September 15th.

Standards & Policies:

The Local Coordinating Board sets performance standards for the Community Transportation Coordinator. The Local Coordinating Board evaluates the Community Transportation Coordinator's performance based upon these standards and policies.

Commission's Ombudsman Hotline:

The Commission for the Transportation Disadvantaged has an Ombudsman Program to assist individuals with complaints. The toll-free Ombudsman Hotline is-1-800-983-2435.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

GLADES AND HENDRY COUNTIES JOINT LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED

CONTACTS FOR SERVICE COMPLAINTS

Entity	Contact Name & Address	Phone
Community Transportation Coordinator	Alan Mandel Good Wheels	(239) 768-6184 Customer Service (239) 768-2900 Reservations (800) 741-1570
Designated Official Planning Agency (DOPA)	Southwest Florida Regional Planning Council	(239) 338-2550 x 232
DOPA staff services	Ms. Nichole Gwinnett TD Planning Agency Staff Southwest Florida Regional Planning Council 1926 Victoria Avenue Fort Myers, FL 33901	(239) 338-2550 x 232
Local Coordinating Board-Chairperson (Glades County)	Hon. Donna Storter-Long c/o Ms. Nichole Gwinnett	(239) 338-2550 x 232
Local Coordinating Board-Vice-Chairperson (Hendry County)	Hon. Janet Taylor c/o Ms. Nichole Gwinnett	(239) 338-2550 x 232
Commission for the Transportation Disadvantaged	Ombudsman Hotline	Phone: (800) 983-2435 TDD (800) 648-4084

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

SERVICE REPORT

County _____ Log # _____

Date of contact: _____ Time: _____ Received by: _____

Commendation [] Suggestion [] Complaint [] Valid: Yes [] No []

Name: _____ Phone: _____

Address: _____

Contact: _____

WHERE? Fixed Route: _____ ADA _____ Paratransit: _____ Operator: _____

Vehicle Number _____ Other (Medicaid, dispatcher, scheduler, etc.): _____

WHAT? _____ **Service** (ride time, schedules, timeliness, attitude/conduct, drivers' skill)
 _____ **Policy** (fares, co-payments, operation hours, prioritization, denied services)
 _____ **Vehicle** (safety, equipment, cleanliness)

Date of Occurrence: _____ Time: _____ Location: _____

Statement of Reported Circumstances: _____

Resolution: No [] Yes [] (If yes, complete section on Back.)

Intake Signature: _____; Date: _____

Critical Issue? No [] Yes [] & REFER TO SUPERVISOR IMMEDIATELY

Critical issues include: physical, verbal, or substance abuse; any life threatening situation (reckless driving, passenger abandonment, accidents/incidents.)

Has this person reported this same problem before? No []. Yes [] When?

Log # _____

Log # _____

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

SERVICE REPORT – PAGE 2

Log # _____, continued

Follow up Date: _____ Comments: _____

Signature: _____ Date: _____

Findings: (attach statements of all parties involved.) _____

Signature: _____ Date: _____

Resolution

Action Taken/Date: _____

Was Corrective action necessary? No ☐ Yes ☐ Explain: _____

Is customer satisfied with resolution? Yes ☐ No ☐ Unknown ☐

If **NO**, inform the customer of Local Coordinating Board's **Formal Grievance Procedures**.

[They may contact Brian Raimondo at (239) 338-2550, Ext. 211.

Did customer file a formal grievance? Yes ☐ No ☐ Unknown ☐

[☐] Provide the Customer with the Commission for the Transportation Disadvantaged's
Ombudsman Hotline Phone Number which is: Phone: (800) 983-2435; TDD (800) 648-4084

Signature: _____ Date: _____

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

Carriers are to use these forms to record complaints. Please use one form per complaint, do not group complaints onto one form. Use the Log # when responding to inquiries about each complaint.

Monthly Summary of Service Complaints received by the CTC [or other Doorways] *and how they were resolved.*

Service (ride time, schedules, timeliness, attitude/conduct)

Policy (fares, co-payments, operation hours, prioritization, “won’t go to...”)

Vehicle (safety, equipment, cleanliness)

Log #	date of contact	involved what: Service Policy Vehicle	which contracted operator	status of resolution
	total complaints			

THE GLADES AND HENDRY COUNTIES JOINT LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED

FORMAL GRIEVANCE PROCEDURES-

Reviewed December - 2014

Introduction

The Glades and Hendry Counties Joint Local Coordinating Board for the Transportation Disadvantaged has established the following rules and procedures to address grievances from agencies, users, potential users, subcontractors, and other interested parties.

Authority

According to Rule 41-2.012(5)(c), *Florida Administrative Code*, the Local Coordinating Board shall “appoint a Grievance Committee to serve as a mediator to process and investigate complaints, from agencies, users, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the Coordinating Board for improvement of service. The Coordinating Board shall establish procedures to provide ... opportunities for issues to be brought before such committee and to address them in a timely manner...”

It should be noted that there is a difference between “hearing” a grievance and “hearing and determining” a grievance. Neither the Grievance Resolution Committee nor the Local Coordinating Board has the authority to “hear and determine” a grievance. They only have the authority to “Hear” and advise. When an entity makes a determination of the rights, duties, privileges, benefits, or legal relationships of a specified person or persons, it is exercising “adjudicative” or “determinative” powers. Deciding a grievance between two independent parties may fall within these parameters, depending on the nature of the grievance. Chapter 427, *Florida Statutes*, grants no adjudicative powers to anyone.

Even though the Local Coordinating Board does not have determinative authority, the recognition of problems by the various members of the Local Coordinating Board is a very useful method to resolve many issues. In addition, it should be noted that since the Local Coordinating Board is involved in the development and approval of the Community Transportation Coordinator’s Service Plan, and since the Local Coordinating Board also conducts the annual evaluation of the Community Transportation Coordinator, there are significant opportunities for the Local Coordinating Board to make changes where needed.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

Formal Grievance Policy and Procedures:

Section 1: Creation

1.1 There is hereby created a formal grievance procedure for the Glades County transportation disadvantaged program as specified by the Commission for the Transportation Disadvantaged pursuant to Chapter 427, *Florida Statutes*, and Rule 41-2.012, *Florida Administrative Code*, hereinafter referred to as the Grievance Process. The following rules and procedures shall constitute the grievance process to be utilized in the Coordinated Community Transportation System in Glades County. ***This same policy and procedure is followed in Hendry County.***

Section 2: Definitions

2.1 As used in these rules and procedures the following words and terms shall have the meanings assigned therein. Additional transportation disadvantaged program definitions can be found in Chapter 427, *Florida Statutes*, and Rule 41-2, *Florida Administrative Code*.

- A) **Community Transportation Coordinator:** (CTC) Means a transportation entity recommended by a Metropolitan Planning Organization or by the appropriate designated official planning agency as provided for in Chapter 427 *Florida Statutes*, in an area outside the purview of a Metropolitan Planning Organization and approved by the Commission for the Transportation Disadvantaged, to ensure that coordinated transportation services are provided to serve the transportation disadvantaged population in a designated service area.
- B) **Designated Official Planning Agency** (DOPA) means the official body or agency designated by the Commission for the Transportation Disadvantaged to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the designated official planning agency in areas covered by such organizations.
- C) **Transportation Disadvantaged** (TD) user of the system, means, in Chapter 427.011 (1), *Florida Statute*, "Those persons who because of physical or mental disability, income status, or age, or who for other reasons are unable to transport themselves or to purchase transportation, and are therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life sustaining activities, or children who are disabled or high risk or at risk as defined in Chapter 411.202, *Florida Statutes*."
- D) **Agency:** Means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit entity providing transportation services as all or part of its charter.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

- E) **Transportation Operator:** Means one or more public, private for-profit or private non-profit entities engaged by the community transportation coordinator to provide service to transportation disadvantaged persons pursuant to a Transportation Disadvantaged Service Plan, (TDSP).
- F) **Service Complaint:** events that may occur on a daily basis and are reported to the driver or dispatcher or other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. For more information, see the Local Coordinating Board's policy on Complaints, [*elsewhere in the TDSP*].
- G) **Formal Grievance** documents any concerns regarding the operation or administration of Transportation Disadvantaged services by the transportation operator, the Community Transportation Coordinator, the Designated Official Planning Agency, or the Local Coordinating Board. A formal grievance may also be a service complaint that has been left unresolved for more than 45 days. The formal grievance should demonstrate or establish their concerns as clearly as possible. Formal Grievances may include but are not limited to:
- Recurring or unresolved **Service Complaints**. (see above definition;)
 - Violations of specific laws governing the provision of TD services i.e. Chapter 427 F.S., Rule 41-2 F.A.C. and accompanying documents, Sunshine Law, Americans with Disabilities Act, (ADA;)
 - Coordination disputes;
 - Agency compliance;
 - Conflicts of interest;
 - Supplanting of funds;
 - Billing and/or accounting procedures;
 - Policies of the Local Coordinating Board (LCB), particularly the Prioritization Policy.
- H) **Administrative Hearing process:** Chapter 120, *Florida Statutes*.
- I) **Ombudsman Program** means a toll free phone number established and administered by the Commission for the Transportation Disadvantaged to enable persons to access information and /or file complaints or grievances regarding transportation services provided under the coordinated effort of the community transportation coordinator. See contact information for phone numbers.

Section 3: Objectives

- 3.1 The objective of the local coordinating board's grievance process shall be to process, investigate and make recommendations in a timely manner on formal grievances that are not resolved between the

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

grievant and the other party (or parties.) It is not the objective of the grievance process to have “adjudicative” or “determinative” powers.

- 3.2 The community transportation coordinator and its service operators and other transportation subcontractors must post the contact person’s name and telephone number regarding the reporting of complaints [and the reporting of grievances] in each vehicle.
- 3.3 The grievance procedures and all documents pertaining to the grievance process will be made available to the grieving party.
- 3.4 The grievance procedures and all documents pertaining to the grievance process will be made available, upon request, in a format accessible to persons with disabilities.
- 3.5 Other than this grievance process, aggrieved parties with proper standing may also have recourse through Chapter 120, *Florida Statutes*, the Administrative Hearing Process, or through the judicial court system.

Section 4: Membership

- 4.1 The local coordinating board’s ad hoc grievance resolution committee shall be composed of a minimum of three (3) voting members or alternates of the local coordinating board. Members shall be appointed to the Ad hoc grievance resolution committee by the LCB chairperson or his/her designee. The Ad hoc grievance resolution committee membership shall include a representative of users of the coordinated transportation system. The LCB chairperson or his/her designee reserves the right to make reappointments to the Ad hoc grievance resolution committee should any conflicts of interest arise.
- 4.2 The LCB chairperson or his/her designee shall appoint one member of the Ad hoc grievance resolution committee to serve as its chairperson.
- 4.3 The LCB chairperson’s designee shall be a member of the TD planning staff from the designated official planning agency. The TD planning staff serves as facilitators to the grievance process. Every effort shall be made by the participants of the ad hoc grievance resolution committee to conduct the process as diplomatically as possible.
- 4.4 In cases where a grievance involves the private or personal or professional interests of a member of the ad hoc grievance resolution committee, such member shall be disqualified from hearing such a grievance.
- 4.5 Local Coordinating Board members who represent affected agencies will be invited to grievance hearings as advisors.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

- 4.6 No member of the local coordinating board shall appear before the Grievance Committee as an agent or attorney for any person.

Section 5: Terms of Members

- 5.1 The members of the ad hoc grievance resolution committee shall serve at the pleasure of the LCB chairperson or his/her designee, for the duration of the grievance for which they are appointed.
- 5.2 The members of the ad hoc grievance resolution committee may be removed for cause by the LCB chairperson or his/her designee.
- 5.3 The quorum shall be a simple majority. Meetings shall be held at such times as the ad hoc grievance resolution committee may determine and/or as necessitated by the formally filed grievance.

Section 6: Grievance Procedures

- 6.1 Grievance procedures have been developed by the Local Coordinating Board, based upon guidelines from the Commission for the Transportation Disadvantaged.
- 6.2 The Local Coordinating Board's grievance procedures are for the purposes of listening to the grievance, providing advice and making recommendations to the affected parties of the grievance. The Local Coordinating Board may not exercise adjudicative powers. Aggrieved parties with proper standing may also have recourse through Chapter 120, *Florida Statutes*, Administrative Hearing Process, or the judicial court.
- 6.3 When necessary, the Designated Official Planning Agency's Transportation Disadvantaged Program staff shall provide assistance to individuals to prepare written grievances.
- 6.4 The formal grievance process shall be open to any person or agency wishing to address concerns involving: purchasing agencies, users, potential users, private for-profit operators, private non-profit operators, the Coordinator, the Designated Official Planning Agency, elected officials and drivers.
- 6.5 The administrators of the grievance process shall make every effort to ensure that the grieving party has exercised the other procedures in place, including the LCB's Complaint procedures or the CTC's internal complaints procedures for its subcontractors.

Note: If it is an unresolved service complaint, the grievant will be asked if they have contacted the community transportation coordinator for assistance in resolving their complaint. The grievant should have made reasonable effort to have their service complaint resolved by the CTC. The community transportation coordinator is responsible for resolving service complaints.

If the CTC has an internal grievance policy, appropriate grievances will be forwarded back to the CTC for resolution, prior to being considered as a formal grievance for the local coordinating board.

Section 7: Filing the formal grievance

7.1 The grievant should demonstrate or establish their concerns as clearly as possible. The grievance should try to demonstrate or establish a clear violation of a specific law, regulation, or contractual arrangement. Copies of pertinent laws and regulations may be obtained from the Designated Official Planning Organization's Transportation Disadvantaged Program staff.

7.2 The grievance must be filed to the Grievance Committee within ninety (90) days after the occurrence of the event giving rise to the grievance. The grievance shall be sent to:

Southwest Florida Regional Planning Council
Transportation Disadvantaged Program
Local Coordinating Board Ad Hoc Grievance Resolution Committee
1926 Victoria Avenue
Fort Myers, FL 33901
(239) 338-2550, Ext. 232

7.3 The grievance shall include:

- a. the name and address and telephone number of the grievant; *They do not have to have an address or phone in order to file a grievance, but they need a place which will receive mail for them, and a phone where we may contact them.*
- b. a statement of the grounds for the grievance, supplemented by supporting documentation, made in a clear and concise manner. This shall include a description of the efforts taken by the grievant to resolve the issue; and
- c. an explanation by the relief desired by the grievant. If the grievant does not supply the above information to substantiate the grievance(s) no further action will be taken. [See section 6.3, above, about assistance in getting formal grievances reduced to writing]

7.4 The date the formal grievance containing items a, b, and c, above, is received in writing shall be the date the formal grievance was filed.

7.5 Upon receipt of the formal grievance, the designated official planning agency transportation disadvantaged planning staff will have 10 working days to contact the grievant by telephone*, to discuss the materials received, and ask for additional information which may be necessary in order to file the

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

grievance. (* when the designated official planning agency makes or attempts to make these telephonic contacts, they will enter records of the calls into a log for that grievance.)

- 7.6 If the designated official planning agency transportation disadvantaged planning staff is unable to establish contact by telephone within the ten (10) working days; they will write a letter to the grievant, and send it by certified mail to the grievant. The letter will indicate that the formal grievance has been received, and that telephonic contact was unsuccessful, and that the grievance has either been filed, or that additional information is necessary in order to file the grievance.
- 7.7 The designated official planning agency will have ten (10) working days from the date the grievance was filed to contact the chairperson of the local coordinating board, telephonically to inform of the receipt of the formal grievance, and proceed with the selection of the ad hoc grievance resolution committee. If the chairperson is not available, the DOPA staff may then contact the vice-chairperson.
- 7.8 The designated official planning agency will have 10 working days from the date the grievance was filed to contact the community transportation coordinator (if the grievance involves the CTC,) to inform that a formal grievance has been filed.
- 7.9 The designated official planning agency will have 10 working days from the date the LCB chair was contacted about the grievance [in Section 7.7] to contact members of the local coordinating board to establish the membership of the ad hoc grievance resolution committee. Pursuant to Section 4.2 of this Process, the chairperson of the ad hoc grievance resolution committee will be established at this time.
- 7.10 After the designated official planning agency has received an agreement to serve as a member of the ad hoc grievance resolution committee from the sufficient amount of local coordinating board members, the designated official planning agency will have 10 working days to set up a meeting to mediate the grievance. The grievant, the chairperson of the ad hoc grievance resolution committee, the designated official planning agency staff will attend the mediation. [The CTC will be included in this meeting, if the grievance involves the CTC.]
- 7.11 After the mediation meeting, the designated official planning agency shall prepare a report regarding the meeting outcome. The report shall be sent to the grievant, the LCB chairperson, and the chairperson (and all members) of the ad hoc grievance resolution committee within 10 working days of the date of the meeting.
- 7.12 The Chairperson of the AD-hoc Grievance Committee or DOPA staff will check with the grieving party in 10 working days, to determine whether they are resolved.
- 7.13 If mediation is successful, the grievance is closed.

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

Section 8: If Mediation is not successful:

- 8.1 If the grievance is not resolved through mediation the grievant may request in writing that their grievance be heard by the ad hoc grievance resolution committee. The grievant has 10 days from their receipt of the report (mentioned in Section 7.11) to notify the chairperson of the ad hoc grievance resolution committee through the designated official planning agency.
- 8.2 Upon receipt of the written notice described in Section 8.1, the designated official planning agency has 15 working days to contact the chairperson and other members of the ad hoc grievance resolution committee, the grievant, and the involved parties, to set a grievance meeting date and location.
- 8.3 The Grievant and all involved parties shall be notified of the meeting date and location at least 7 working days prior to the meeting date by certified mail, return receipt requested.

Section 9: A meeting of the ad hoc grievance resolution committee is held:

- 9.1 All involved parties have a right to present their views to the Grievance Committee, either orally or in writing. In addition, all parties may present evidence.
- 9.2 The Grievance Committee may at any time during the course of the meeting question the parties and their witnesses on any facts which it deems material to the alleged improper action.
- 9.3 The entire meeting shall be recorded electronically, on tape. Any party requesting a copy of the transcription shall pay all costs incurred in furnishing the copy of the transcription.
- 9.4 The Grievance Committee will follow a meeting agenda in accordance with the procedures herein set forth:
 - A. Call to Order;
 - B. Presentation of Grievance;
 1. Presentation of grievance by Grievant, which will also include witnesses, if applicable, and
 2. Response of concerned parties, which will include witnesses, if applicable.
 - C. Discussion of grievance, which shall take place in accordance with Roberts Rules of Order amongst the Grievance Committee, staff, the grievant and other interested parties. Discussion shall focus solely on the grievance as filed by the grievant;
 - D. Following discussion of the grievance, the Grievance Committee may submit a recommendation to the Coordinating Board in response to the grievance; and

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

E. Close meeting.

9.5 Upon conclusion of the grievance meeting, the ad hoc grievance resolution committee must submit a written report of the meeting proceedings to the chairperson of the local coordinating board within 10 working days. The report must outline the grievance, and provide the findings/recommendations of the ad hoc grievance resolution committee.

9.6 If the grievance is resolved through the Meeting process, the grievance process will end. The final report will be forwarded to the members of the local coordinating board.

Section 10: If the grievance is not resolved through the meeting of the ad hoc grievance resolution committee

10.1 If the grievance is not resolved through the meeting of the ad hoc grievance resolution committee, the grievant may request in writing that their grievance be heard by the local coordinating board. This request shall be sent to the Chairperson of the Local Coordinating Board, through the designated official planning agency, and must be made within 10 working days of their receipt of the ad hoc grievance resolution committee's report (in Section 9.5). Immediately following the meeting of the ad hoc grievance resolution committee, the grievant may make their request that their grievance be heard by the Local Coordinating Board, however, the time frame will "wait" until the ad hoc grievance resolution committee's report is prepared and received, as described in 9.5.

10.2 The Local Coordinating Board chairperson shall have 15 working days to set a meeting date. Members of the Local Coordinating Board shall have at least 10 working days' notice of such meeting. The meeting of the local coordinating board shall be advertised appropriately.

10.3 The grievance shall be presented at the meeting of the local coordinating board. The Local Coordinating Board will follow a meeting agenda in accordance with the procedures herein set forth:

A. Call to Order;

B. Presentation of Grievance;

1. Presentation of grievance by Grievant, which will also include witnesses, if applicable, and

2. Response of concerned parties, which will include witnesses, if applicable.

C. Discussion of grievance, which shall take place in accordance with Roberts Rules of Order amongst the Local Coordinating Board, staff, the grievant and other interested parties. Discussion shall focus solely on the grievance as filed by the grievant;

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

D. Following discussion of the grievance, the Local Coordinating Board may submit recommendations to the appropriate parties in response to the grievance; and

E. Close meeting.

10.4 The results, findings and recommendations of the local coordinating board shall be outlined in a final report to be completed within 10 working days of the meeting. The report shall be forwarded to the grievant, members of the Local Coordinating Board, the Community Transportation Coordinator, and all other persons/agencies directly involved in this grievance process.

10.5 If the grievance has not been resolved through these local coordinating board procedures, the grievant may request that their grievance be heard by the Commission for the Transportation Disadvantaged.

Section 11: Prohibition against Retaliation

11.1 No individual shall be unlawfully denied Transportation Disadvantaged services because such individual has filed a grievance related to the Transportation Disadvantaged Program or has testified or is about to testify in any such proceeding or investigation related to the Transportation Disadvantaged Program. [This shall be monitored by the DOPA.]

Appeals to the Commission for the Transportation Disadvantaged

Should a grievant remain dissatisfied with the Local Coordinating Board or Community Transportation Coordinator's recommendation, he or she may contact the Commission for the Transportation Disadvantaged at the following address:

Commission for the Transportation Disadvantaged
605 Suwannee Street, MS-49
Tallahassee, Florida 32399-0450

The Commission for the Transportation Disadvantaged also has an Ombudsman Program to assist individuals with complaints. The CTD's toll-free Ombudsman Hotline is-1-800-983-2435.

Chapter 427, *F.S.* does not expressly confer the power or authority for the Commission for the Transportation Disadvantaged to "hear and determine" a grievance between two third parties. The Commission for the Transportation Disadvantaged may choose to listen to grievances and it can investigate them from a fact-finding perspective. It cannot be the "judge" or "arbiter" of the grievance in the sense of determining that one party's version of the facts is right and the other is wrong, and order the wrong party to somehow compensate the right party. On the other hand, the grievance may bring to light a problem within "the system."

TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

However, if the grievance showed that one of the parties with whom the Commission for the Transportation Disadvantaged contracts was acting so aberrantly as to not be in compliance with its contract, the Commission for the Transportation Disadvantaged could exercise whatever contractual rights it has to correct the problem. Accordingly, the Commission for the Transportation Disadvantaged may take part in the grievance process, if it wants to, for purposes of listening to the grieving parties and gathering the facts of the matter. It may not decide the grievance, where doing so would amount to an exercise of adjudicative powers.

~~~~~

## TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

### THE GLADES AND HENDRY COUNTIES JOINT LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED GRIEVANCE RESOLUTION CONTACTS

| ENTITY                                                  | CONTACT NAME & ADDRESS                                                                                                                                                                                                                                                   | PHONE                                                                               |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Community Transportation Coordinator                    | Alan Mandel<br>Good Wheels                                                                                                                                                                                                                                               | (239) 768-6184<br>Customer Service<br>(239) 768-2900 Reservations<br>(800) 741-1570 |
| Designated Official Planning Agency (DOPA)              | Southwest Florida Regional Planning Council                                                                                                                                                                                                                              | (239) 338-2550 x 232                                                                |
| DOPA staff services                                     | Ms. Nichole Gwinnett<br>TD Planning Agency Staff<br>Southwest Florida Regional Planning Council<br>1926 Victoria Avenue<br>Fort Myers, FL 33901                                                                                                                          | (239) 338-2550 x 232                                                                |
| Local Coordinating Board Chairperson & Vice-Chairperson | Hon. Janet Taylor<br>Chairperson<br>(Hendry County)<br>Hon. Donna Storter-Long –<br>Vice-Chair<br>(Glades County)<br>c/o Ms. Nichole Gwinnett<br>TD Planning Agency Staff<br>Southwest Florida Regional Planning Council<br>1926 Victoria Avenue<br>Fort Myers, FL 33901 | 239) 338-2550 x 232                                                                 |
| Commission for the Transportation Disadvantaged         | Ombudsman Hotline                                                                                                                                                                                                                                                        | Phone: (800) 983-2435<br>TDD (800) 648-4084                                         |

#### CTD's Medicaid Complaint & Grievance Procedures

As of June 1, 2014 the Medicaid funded trips were removed from the coordinated system, and neither the CTC, nor the LCB will have any involvement in their coordination or delivery. Therefore, the CTC will only be responsible for resolving complaints/grievances that arise from Medicaid trips it arranged or provided as an exception. The Local Coordinating Board will only be responsible for Medicaid complaints/grievances arranged or provided by the designated community transportation coordinator, or by carriers under contract to the community transportation coordinator.

## TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

Complaints that arise from Medicaid trips agencies or companies in the Medicaid Managed Care system will not be addressed by the LCB.

1. To issue a complaint, a customer must first contact the local transportation provider. The complaint may be made verbally over the telephone or may send the complaint in writing. All complaints, even if the problem is resolved while on the phone, must be recorded. The customer may obtain the local provider's contact information for filing a complaint from their local Rider's Guide or by calling the toll free TD Helpline 1-800-983-2435 or from the website [www.dot.state.fl.us/ctd](http://www.dot.state.fl.us/ctd). All complaints will be documented by the provider to include the date/time, customer's name & contact information, Medicaid ID number, subject of the concern, provider's findings, response, and actions taken to resolve the concern. These complaint records will be forwarded to the Commission for the Transportation Disadvantaged on a quarterly basis.
2. After the local transportation provider receives the complaint, the provider will investigate the complaint and inform the customer of the findings, including any actions taken (either verbally or in writing, or both.) If the customer is not satisfied with the findings/actions, the customer may request to file a formal grievance with the Local Coordinating Board. The local provider will be responsible for providing the customer with the local Coordinating Board's contact information and an accessible copy of the local Grievance Procedures.
3. The Local Coordinating Board will hear all customer grievances not resolved satisfactorily by the provider. If the Local Coordinating Board does not resolve the grievance, the customer will be informed of his/her right to file a formal grievance with the Commission for the Transportation Disadvantaged. The customer may begin this process by contacting the Commission through the TD Helpline at 1-800-983-2435 or via mail at: Florida Commission for the Transportation Disadvantaged; 605 Suwannee St., MS-49; Tallahassee, FL 32399-0450 or by email at [www.dot.state.fl.us/ctd](http://www.dot.state.fl.us/ctd). Upon request of the customer, the Commission will provide the customer with an accessible copy of the Commission's Grievance Procedures.
4. If the Commission is unable to resolve the grievance, the customer will be referred to the Office of Administrative Appeals or other legal venues appropriate to the specific nature of the grievance.

All of the steps above must be attempted in the listed order before a complaint or grievance will move to the next step. The customer should be sure to try and have as many details as possible, when filing a complaint, such as dates, times, names, vehicle numbers, etc.

There is an Ombudsman Program, provided by the Commission for the Transportation Disadvantaged, which is available to anyone who requests assistance in resolving complaints. The Ombudsman Program may be reached through the toll free TD Helpline at 1-800-983-2435 or via email at [www.dot.state.fl.us/ctd](http://www.dot.state.fl.us/ctd). By requesting assistance of the Ombudsman Program in resolving complaints, the complaint will still follow, in order, all of the established steps listed above. The Ombudsman will document each complaint and upon request of the customer, file the complaint with the local provider on the customer's behalf, to begin the local complaint

## TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

process. If the customer has already filed the complaint locally and remains unsatisfied, the Ombudsman will assist the customer with the next step in the complaint or grievance process.

The customer has the right to file a formal grievance with the Office of Administrative Appeals or other venues appropriate to the specific nature of the complaint.

### Medicaid Fair Hearing Requirements

In addition, the customer has the right to request a Medicaid fair hearing. A Medicaid compensable service provider acting on behalf of the customer and with the customer's written consent may request a Medicaid fair hearing. Parties to the Medicaid fair hear include the Commission, as well as the customer and his or her representative or the representative of a deceased customer's estate.

#### A. Request Requirements

The customer or provider may request a Medicaid fair hearing within 90 calendar days of the date of the notice of action. The customer or provider may request a Medicaid fair hearing by contacting:

Department of Children and Families  
Office of Public Assistance Appeals Hearings  
1317 Winewood Boulevard, Building 1, Room 309  
Tallahassee, Florida 32399-0700

#### B. General Plan Duties

The Commission for the Transportation Disadvantaged will:

1. Continue the customer's benefits while Medicaid fair hearing is pending if:
  - a. The Medicaid fair hearing is filed timely, meaning on or before the later of the following:
    - Within 10 workdays of the date on the notice of action (add 5 workdays if the notice is sent via U.S. mail); and
    - The intended effective date of the plan's proposed action.
  - b. The Medicaid fair hearing involves the termination, suspension, or reduction of previously authorized course of treatment;
  - c. The services were ordered by an authorized provider;
  - d. The authorization period has not expired; and

## TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

- e. The customer requests extension of benefits.
2. Ensure that punitive action is not taken against a provider who requests a Medicaid fair hearing on the customer's behalf or supports a customer request for a Medicaid fair hearing. If the Commission for the Transportation Disadvantaged continues or reinstates customer benefits while the Medicaid fair hearing is pending, the benefits must be continued until one of the following occurs:
  - a. The customer withdraws the request for a Medicaid fair hearing.
  - b. Ten (10) workdays pass from the date of the Commission's adverse decision and the customer has not requested a Medicaid fair hearing with continuation of benefits until a Medicaid fair hearing decision is reached. (Add 5 workdays if the notice is sent via U.S. mail.)
  - c. A Medicaid fair hearing decision adverse to the customer is made.
  - d. The authorization expires or authorized service limits are met.

The Commission must authorize or provide the disputed services promptly, and as expeditiously as the customer's health condition requires, if the services were not furnished while the Medicaid fair hearing was pending and the Medicaid fair hearing officer reverses a decision to deny, limit, or delay services.

The Commission must pay for disputed services, in accordance with state policy and regulations, if the services were furnished while the Medicaid fair hearing was pending and the Medicaid fair hearing officer reverses a decision to deny, limit, or delay services.

### Medicaid Beneficiary Appeals Notice

#### (Section 10B.2.14)

When the Vendor or its subcontracted transportation provider denies eligibility of transportation services to a beneficiary, the beneficiary must be informed of his/her right to appeal by sending, by mail, an initial decision letter outlining the reason the Vendor or subcontracted transportation provider is denying transportation services. This letter shall be provided to the beneficiary no later than seven (7) calendar days following such decision to deny.

The Vendor must establish, as part of its implementation plan, a formal beneficiary appeals process whereby a beneficiary may bring his/her complaint for resolution prior to the beneficiary beginning the formal Medicaid grievance procedures.

Beneficiary transportation cannot be limited or suspended during the review period while the appeal is being reviewed. Beneficiaries must be allowed to schedule and receive transportation services throughout the appeal process.



## TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

### 13. CTC Monitoring Procedures of Operators and Coordination Contractors

The Community Transportation Coordinator will perform an annual evaluation of contracted operators ensuring compliance with the System Safety Program Plan, locally approved standards, Commission for the Transportation Disadvantaged standards, annual operating data and insurance requirements.

### 14. Coordination Contract Evaluation Criteria

Good Wheels in cooperation with the local Coordinating Board will determine whether agencies, from a total system approach, can perform more effectively and more efficiently their own transportation.

#### B. Cost/Revenue Allocation and Rate Structure Justification

Good Wheel's rate structure is shown in **Exhibit E**. The Glades-Hendry Joint Local Coordinating Board reviewed the rate sheets of Good Wheels for the period of July 1, 2013-June 30, 2014 at its meeting of May 1, 2013 in Moore Haven, Florida.

### **III. QUALITY ASSURANCE**

#### **A. Annual Evaluation of the Community Transportation Coordinator**

The purpose of this section is to identify process used by the Local Coordinating Board and the planning agency in the evaluation of the Community Transportation Coordinator. This section will address what steps the Local Coordinating Board will take to monitor and evaluate the services provided by or coordinated through the Coordinator, based on the locally established service standards, and consistent with those of the Florida Commission for the Transportation Disadvantaged Commission.

Pursuant to Chapter 427 *Florida Statutes* 427.015(2), the performance of the coordinator shall be evaluated based on the commission's approved evaluation criteria by the coordinating board at least annually.

Although a committee is not required by Rule 41-2, *Florida Administrative Code (FAC)* in order to conduct the required annual evaluation, sometimes the LCB makes use of a committee to carry out the evaluation. In those cases this is the process the committee follows:

At the December LCB meeting, the LCB appoints two or three members to a Committee for the Evaluation of the CTC, composed of voting and advisory members of the LCB. The Committee will be assisted by Planning staff and the staff of the CTC.

Planning staff is responsible for providing the committee with the materials needed to conduct the evaluation. This includes gathering documents such as the annual operating reports, previous evaluation reports, system safety plan reports, lists of contacts, and other documents, from the CTC.

The CTC's staff is responsible for conducting surveys of passengers and of agency representatives twice during the course of their fiscal year. The CTC is also responsible for providing the results of these surveys to the planning staff. The CTC is encouraged to sample a random 10% of the passengers in each survey.

Planning staff and the CTC also work together on preparing the "blank" evaluation booklet for the committee to use. Planning staff locates the last evaluation report and updates it so that the "Previous Year" contains the most current information, and the "Evaluation Year" is blank. Planning staff also locates the most current reports with recommendations and accompanying status reports, and updates the "Blank" Evaluation report in those sections.

The Evaluation Committee meets initially to conduct the following tasks: Review the evaluation process, agree to a schedule of events, review the evaluation resources and distribute the work-load fairly among the participants. The Evaluation Committee can meet any time for this initial briefing and could do so in the 10 minutes just after the September LCB meeting. However, there are some significant constraints to when the evaluation must be completed: Keeping in mind that the TDSP must

## TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

be annually updated by the end of May, and that the Evaluation process feeds into the TDSP update, the Evaluation process must be completed in time for the draft evaluation report to go to the LCB in March. Since much of the data for the "Evaluation Year" column in the Evaluation Report is taken from the CTD's *Annual Performance Report*, which is not published until January, the Evaluation must be completed in February.

The Evaluation Committee makes use of several resources in order to conduct the Evaluation. These resources include standardized worksheets and reports from the Commission for the Transportation Disadvantaged; material from different sections of the TDSP, including the goals and objectives and standards and policies, and passenger surveys compiled by the CTC, and, previous evaluations.

The worksheets are taken from the Commission for the Transportation (CTD's) "*LCB-CTC Evaluation Workbook*," July 2007 edition which has been locally modified. It contains the following sections:

- Section 1A: General Questions
- Section 1B: Reporting Timeliness and Accountability
- Section 2: Local Standards.
- Section 3: Competition
- Section 4: Availability
- Section 5: Rates and Costs.
- Section 6: Revenues.
- Section 7: Coordination.
- Previous LCB review -- status report
- Previous CTD-QAPE Review – Status Report
- Section 8: Summary of this Evaluation.

The Worksheet on Rates and Costs is utilized in the annual update to the *TDSP Cost/Revenue Allocation and Rate Structure Justification Element*, located in *Component III of the TDSP*.

The Worksheet #8 on the Summary of the Evaluation is also used in the annual update of the TDSP, and is inserted in the *TDSP Quality Assurance Element*, located in *Component III of the TDSP*.

Committee members and Planning staff conduct interviews with the CTC's staff to complete the Worksheets. Then the Committee evaluates the CTC based on the findings obtained during these interviews. The Committee communicates findings, suggestions, and develops recommendations which are forwarded through planning staff to the LCB as draft final report.

## TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

The Five-Year Plan for the Glades-Hendry Joint Service Area

---

The Draft Evaluation Report contains findings, suggestions and recommendations. These are distributed to the Local Coordinating Board, for its review and approval. If the LCB has additional recommendations, planning staff adds these to the Report, and then Planning staff sends the LCB's approved evaluation report on the Coordinator to the CTD, and uses the recommendations to prepare the annual update of the *Transportation Disadvantaged Service Plan*.

# Agenda Item

10

10

Regional Impact

10

10

# GROWTH MANAGEMENT PROGRAM

**Local jurisdiction dues and applicant fees funded the reviews that are presented to Council.**



# ELECTRICAL SUBSTATION PLANNING REPORT

163 of 244  
LEE COUNTY  
ELECTRIC  
COOPERATIVE  
2015-2020

The LCEC is requesting approval of the utility's current five-year plan for the new or expanded electrical substations within southwest Florida.

- **NORTH SYSTEM Lee County - SE Cape Coral - Trafalgar Substation:** This substation will be located on a 2.41-acre site on Santa Barbara Blvd., south of SE 8<sup>th</sup> St. and will provide facilities with an anticipated capacity of 50 MVA. The improvement's in service date is scheduled 2017.
- **EAST SYSTEM Collier County - Immokalee - Lake Trafford Substation:** Located on a 7.13 acre site on SR 29. The proposed facilities will provide an expansion of the existing distribution system and will have an anticipated capacity of 50 MVA. The improvement's in service date is 2015.
- **SOUTH SYSTEM Collier County - Marco Island - Marco Substation:** This substation will be located on a 1.42-acre site on Collier Boulevard, east of Heathwood Dr. and will expand existing facilities to an anticipated capacity of 90 MVA. The proposed facilities will provide for system distribution improvements. The improvement's in service date is scheduled for 2015.

# RECOMMENDATIONS

- All the sites listed are currently owned by LCEC. When the improvements are in service the substations will enhance the distribution and transmission functions of the existing regional electrical grid.
- The infrastructure development as described in the documentation will enhance the health, safety and welfare of the region's population.
- The improvements will not negatively impact any identified regional resources or facilities, and will not negatively impact any adjacent jurisdictions.
- **Based on the information provided, Council staff finds that these facilities are Regionally Significant and Consistent.**



# COMPREHENSIVE PLAN AMENDMENTS



# CPAL 14-035, DEO 15-1 ESR





# City of North Port Activity Center “The Springs”

Amendments change FLUM, FLUE with addition of Policies 2.7.11 - 2.7.22

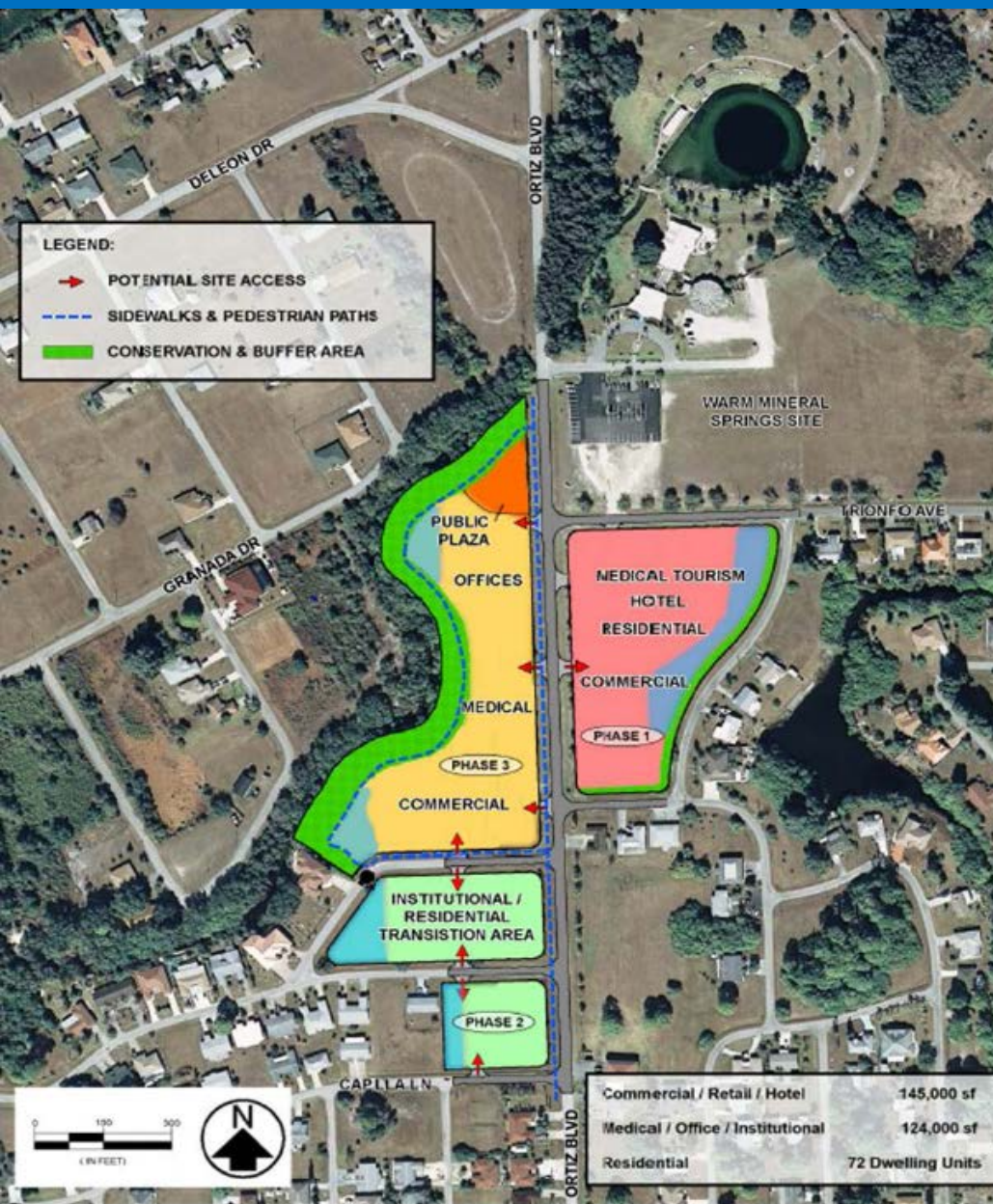
- Change land use designation on 14.1 acres from Med. Density Residential to Activity Center ( ½ Acre annexed).
- Add text amendment policies that add mixed use urban design elements protecting WMS & the original policies protecting the Spring.
- Density/intensity capped at:
  - 72 units
  - 269,00 S.F. non-residential/Commercial
  - Height limitation - 3 stories
  - FAR of .6



Proposed amendment uses focus on wellness  
& relate directly to the WMS.



# City of North Port Activity Center “The Springs”



DEVELOPMENT MASTER PLAN  
FOR  
WARM MINERAL SPRINGS  
WELLNESS CENTER

WEILER ENGINEERING CORPORATION  
EDP 0050  
**WEC** *excellence in engineering*  
201 WEST MARION AVENUE - SUITE 1306 | PUNTA GORDA | FL 33908  
TEL 941-505-1700 | FAX 941-505-1702 | WWW.WEILERENGINEERING.COM

| DATE       | DESCRIPTION | BY       |
|------------|-------------|----------|
| 12/11/2013 | 10000000    | 10000000 |
| 12/11/2013 | 10000000    | 10000000 |
| 12/11/2013 | 10000000    | 10000000 |

## Analysis:

Staff finds that the changes protect the policies of the WMS, provide for the archaeological possible finds and protect the state jurisdictional waterway.

## Recommendation:

Council staff finds that the requested changes are not regionally significant in magnitude and character, have mitigated the concerns related to its location and are consistent with the Strategic Regional Policy Plan.

Council staff recommends Approval .

# Palmer Ranch DRI

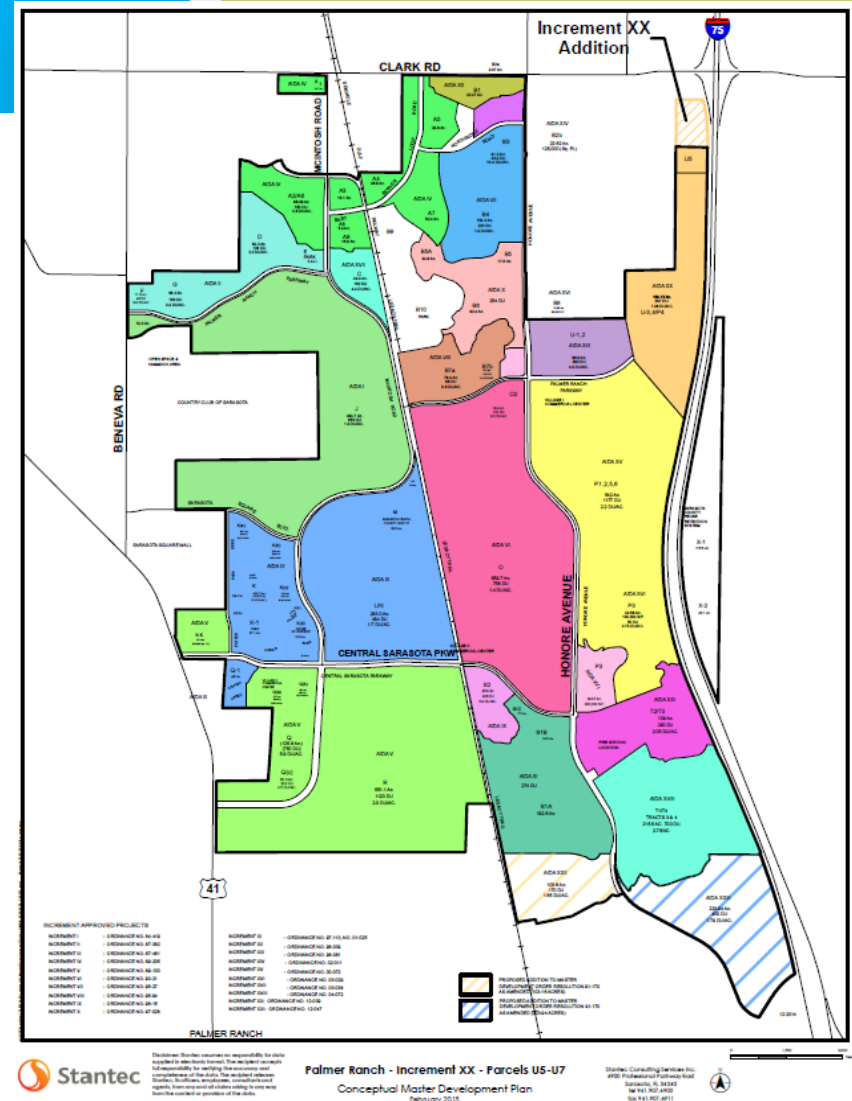
## Increment XX

# NOPC

### Proposal:

1. NOPC amend the Palmer Ranch MDO by adding 24.9 acres to the existing DRI boundary.  
(These acres plus the 13.34 ac, which are within the boundaries of Palmer Ranch DRI, comprise the 37.48 acres)
2. NOPC to add 37.48± acres, Parcels U-5 thru U-7 to Increment XX of Palmer Ranch.
  - 267 D.U. approved for Increment XX
  - Add 75 D.U.
  - Total of 342 D.U.
  - Units are allocated from the total of 11,550 D.U. under the Palmer Ranch Master D. O.

Small scale comprehensive plan amendment to change the northern 8.07 acres from Commercial Highway Interchange to Medium Density Residential on the Future Land use Map.







# Palmer Ranch DRI

## Increment XX

171 of 244

# NOPC

### Analysis:

The SWFRPC role in coordinating the review process of NOPCs is to determine under the authority of Chapter 380.06(19)(a) F.S. if "any proposed change to a previously approved development creates a reasonable likelihood of additional regional impact, or any type of regional impact created by the change not previously reviewed by the regional planning agency."

Council staff's finds that no additional regional impacts will occur from the proposed changes to add acreage to the Master Development Order or in the addition of acreage to Increment XX. There are no multi-jurisdictional issues, and character, magnitude and location of the DRI are not affected by the proposed change.

### Recommendation:

Council staff recommends Approval for:

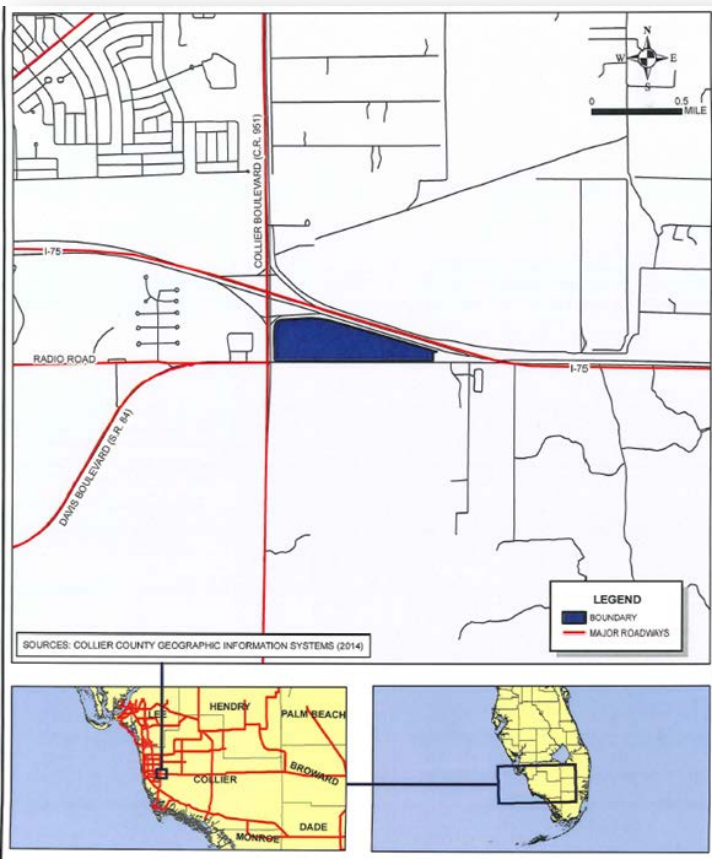
1. Addition of 24.9 acres to Palmer Ranch DRI boundary amending Master Development Order.
2. Approve to add 37.48± acres, comprised of Parcels U-5 through U-7 to Palmer Ranch Increment XX.



# Tollgate Commerce Center

172 of 244

## NOPC



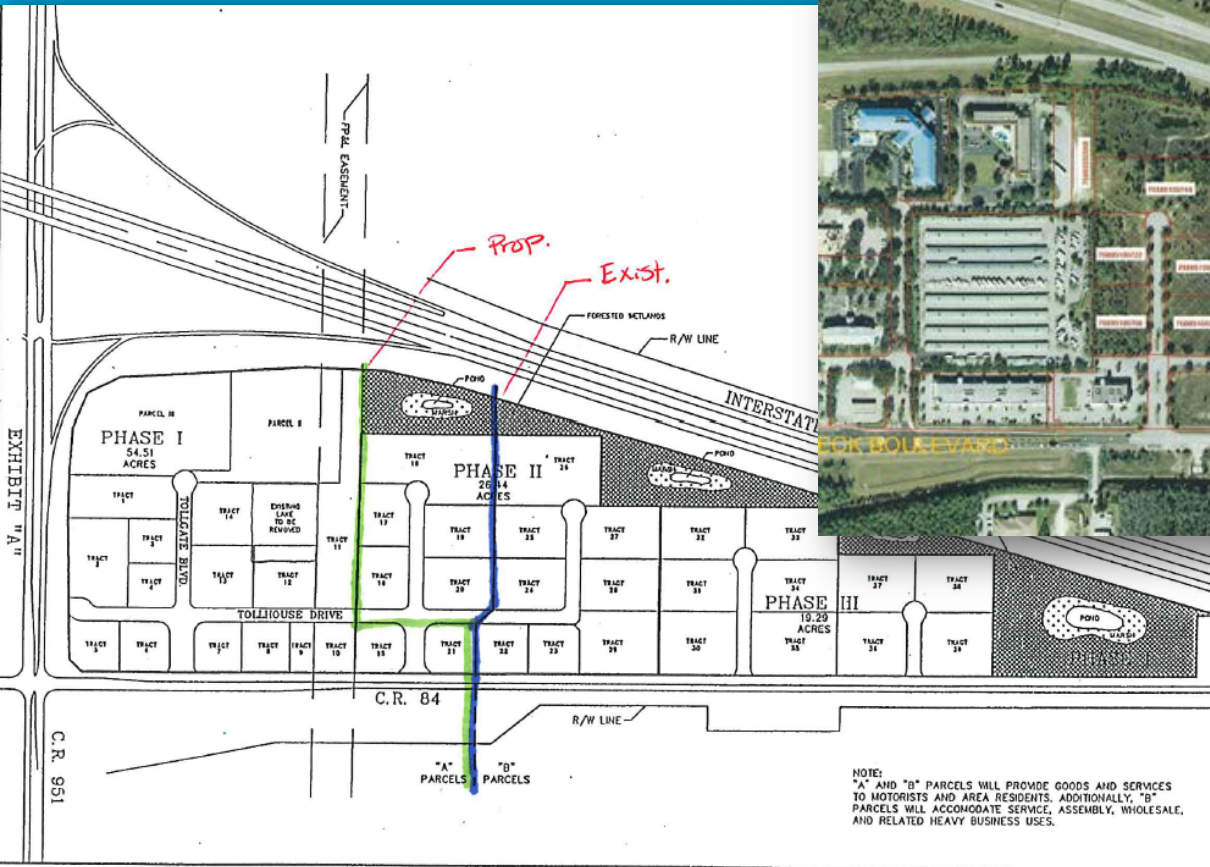
Located in Collier County on CR 84 just south of I-75 and east of CR 951.

- DRI 100.23 acres
- Original D. O. adopted 1984



# Tollgate Commerce Center

## NOPC



The proposed change is to convert Lots 16-20 (8.93 acres) within Tollgate Commercial Center Phase 3 from Commercial use to Commercial/Light Industrial.

# Tollgate Commerce Center

174 of 244

## NOPC

### Analysis:

Staff reviewed the application to convert 8.93 acres from Commercial to Light Industrial Commercial and found that it represents less than a 9% change to the original land use assignment and finds that the request has minimal, if any influence, on the regional facilities or resources.

There are no multi-jurisdictional issues, and character, magnitude and location of the DRI are not affected by the proposed change.

Additionally, Council staff 's review of Section 380.06(19) F. S. finds that the request is not presumed to be a Substantial Deviation.

### Recommendation:

Council staff recommends Approval of the change to land use designation and does not find it to be a substantial deviation.

# Agenda Item

10a

10a

LCEC- Five Year Plan for New  
& Expanded Substations 2015-  
2020

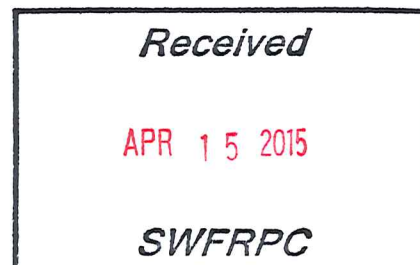
10a



Post Office Box 3455  
North Fort Myers, FL 33918-3455  
(239) 995-2121 • FAX (239) 656-2239  
[www.lcec.net](http://www.lcec.net)

April 13, 2015

Margaret Wuerstle  
Executive Director  
Southwest Florida Regional Planning Council  
1926 Victoria Avenue  
Fort Myers, FL 33901



Subject: 2015 Electric Substation Planning Report to Regional Planning Council

Dear Ms. Wuerstle:

In accordance with Florida Statute 186.0201, Lee County Electric Cooperative, Inc. (LCEC) is providing a report for the current plus five-year period (2015-2020) its current plans to either site new or expand existing substations within the Southwest Florida Regional Planning Council. The report consists of a summary table and associated location maps.

Should you have any questions, please contact me at (239) 656-2360.

Sincerely,

Clark Hawkins  
Manager, Design & Engineering  
Lee County Electric Cooperative, Inc.  
LCEC

**Lee County Electric Cooperative, Inc. (LCEC)****2015 Electric Substation Planning Report to Regional Planning Councils****Summary:**

The attached table (and referenced maps) contains LCEC's current plan to site new or expand existing substations over the current and 5-year period 2015 thru 2020.

**Background:**

In June 2006, Senate Bill No. 980 was approved which requires electric utilities, on or before June 1 of every year, to notify regional planning council(s) of the utilities' current plans over a 5-year period to site electric substations within the local governments contained within each region. Included in this notification shall be an identification of whether each electric substation planned within a general area is a distribution or transmission electric substation, a listing of the proposed substations' site acreage needs and anticipated capacity, and maps showing general locations of the planned electric substations.

LCEC's service area is located in segments of Charlotte, Lee, Collier, and Hendry Counties. Communities served include: Cape Coral, North Fort Myers, Pine Island, Sanibel / Captiva Islands, Marco Island, Lehigh Acres, Immokalee, Everglades City, and Ochopee.

(end)

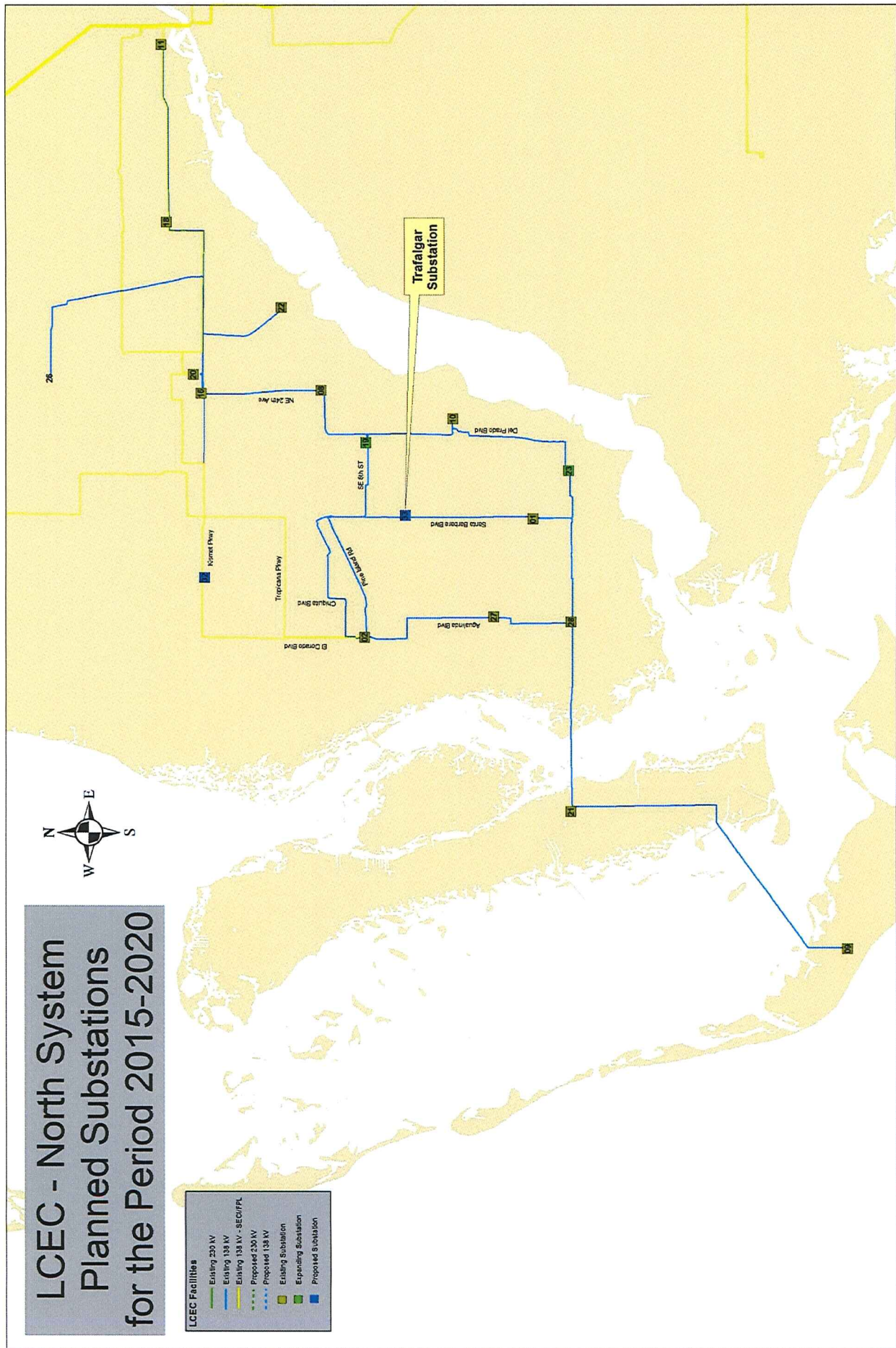
Table 1

## LCEC Planned Substations for the Period 2015-2020

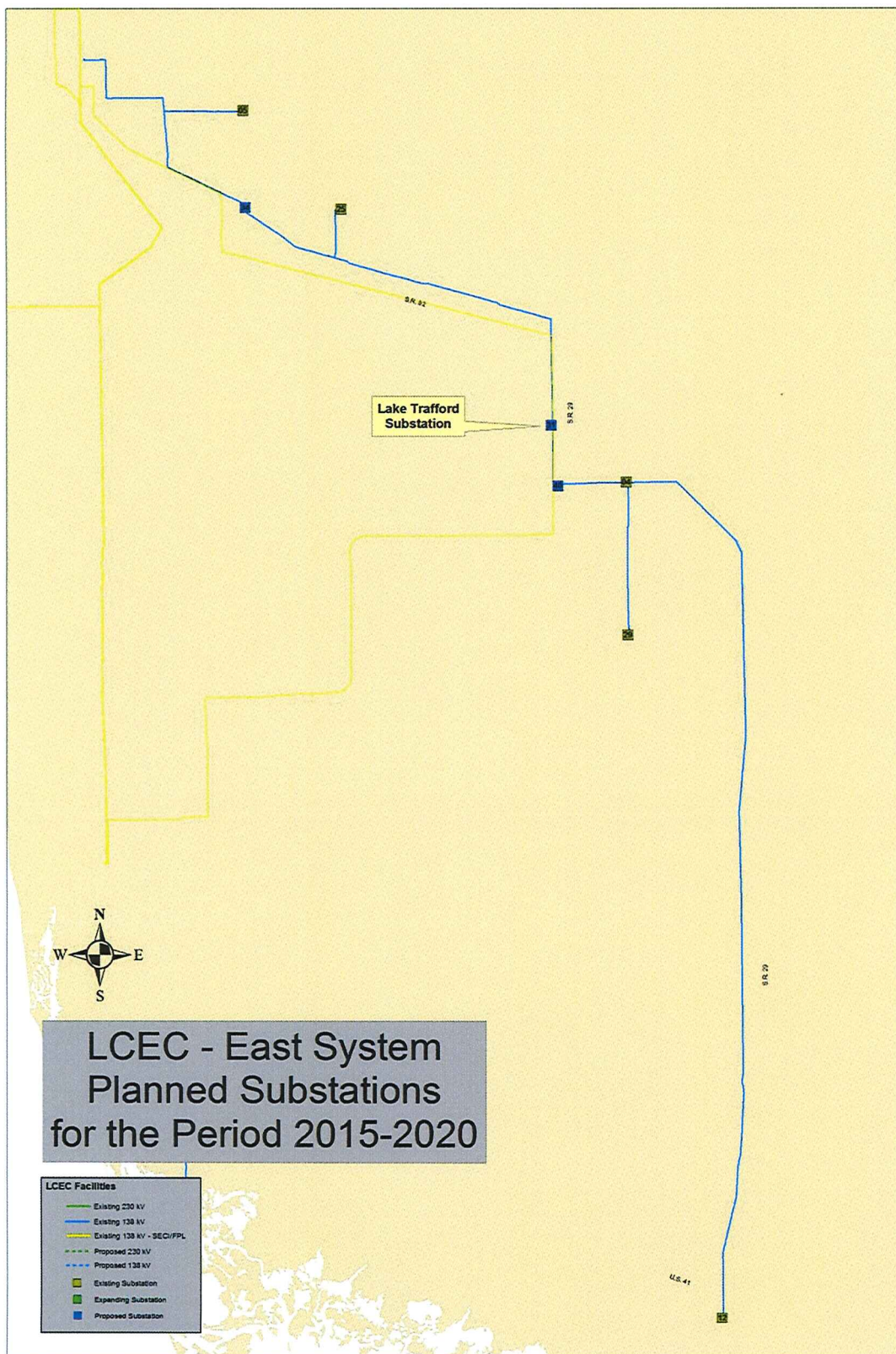
| General Location | Site Acquired | Substation    | Substation Type | Approximate Site Acreage | Anticipated Capacity, MVA | In Service Date | Map Reference |
|------------------|---------------|---------------|-----------------|--------------------------|---------------------------|-----------------|---------------|
| Immokalee        | Yes           | Lake Trafford | Distribution    | 7.13                     | 50                        | 2015            | 31            |
| Marco            | Yes           | Marco         | Distribution    | 1.42                     | 90 (expansion)            | 2015            | 07            |
| SE Cape Coral    | Yes           | Trafalgar     | Distribution    | 2.41                     | 50                        | 2017            | 33            |

(end)

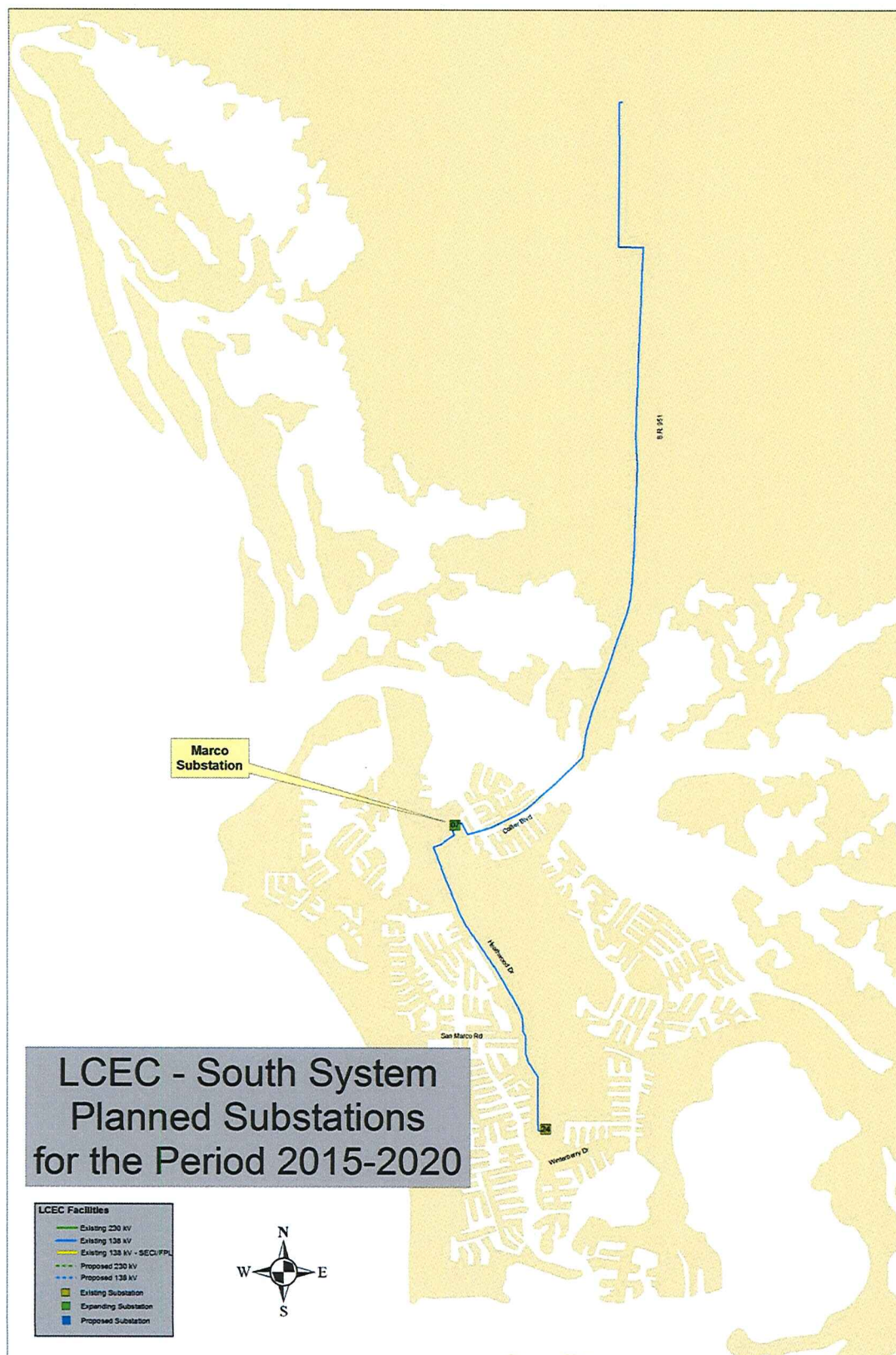












1926 Victoria Avenue | Fort Myers, FL 33901



P: 239.338.2550 | F: 239.338.2560 | www.swfrpc.org

April 20, 2015

Mr. Clark Hawkins  
Manager, Design & Engineering  
Lee County Electric Cooperative, Inc.  
P.O. Box 3455  
North Fort Myers, FL 33918-3455

**RE: LCEC Five-Year Plan for Locations of Electrical  
New & Expanded Substations 2015-2020**

Dear Mr. Hawkins:

The staff of the Southwest Florida Regional Planning Council reviews various proposals, notifications of intent, pre-applications, permit applications, and Environmental Impact Statements for compliance with the regional Goals, Strategies, and Actions, as determined by the Strategic Regional Policy Plan, September 15, 2011. The staff reviews such items in accordance with the Florida Intergovernmental Coordination and Review Process (Chapter 29I-5, F.A.C.). These designations determine Council staff procedure in regards to the reviewed project. The four designations are:

Less Than Regionally Significant and Consistent no further review of the project can be expected from Council.

Less Than Regionally Significant and Inconsistent Council does not find the project of regional importance, but will note certain concerns as part of its continued monitoring for cumulative impact within the noted goal area.

Regionally Significant and Consistent project is of regional importance, and appears to be consistent with Regional goals, objectives, and policies.

Regionally Significant and Inconsistent project is of regional importance and does not appear to be consistent with Regional goals, objectives, and policies. Council will oppose the project as submitted, but is willing to participate in any efforts to modify the project to mitigate the concerns.

The above referenced document has been reviewed by this office. Based on the information contained in the correspondence dated April 13, 2015 and on local knowledge, the Southwest Florida Regional Planning Council has the following comments about this planning report:

The Lee County Electric Cooperative is requesting approval of the utility's current five-year plan for the locations of new and the expansion of an existing electrical substations within southwest

Florida. Based on the maps and tables presented, two (2) substation will be located in Collier County (Immokalee - Lake Trafford and Marco Island) and one in Lee County (SE Cape Coral - Trafalgar). The sites for these facilities vary in size from approximately 1.42 acres to 7 acres. The system improvements are proposed for the five year (2015-2020) planning period and include:

- 1) Collier County - Immokalee - Lake Trafford Substation: This substation will be located on a 7.13-acre site on SR 29. The proposed facilities will improve the existing distribution system and will have an anticipated capacity of 50 MVA. The improvement's in service date is 2015;
- 2) Collier County - Marco Island - Marco Substation: This substation will be located on a 1.42-acre site South of North Barfield Drive and East of Elkcam Circle, and will expand existing facilities to 90 MVA. The proposed facilities will provide for system distribution improvements. The improvement's in service date is scheduled for 2015; and
- 3) Lee County - SE Cape Coral - Trafalgar Substation: This substation will be located on a 2.41-acre site on Santa Barbara Boulevard and will provide facilities with an anticipated capacity of 50 MVA. The improvement in service date is scheduled for 2017.

All the subject sites listed are currently owned by LCEC and when the improvements are added all of the proposed substations will enhance the distribution and transmission functions of the existing regional electrical grid.

Based on the information provided in the application, Council staff finds that these facilities are Regionally Significant and Consistent given that the requested actions will provide improvements to the electrical infrastructure in the region. The infrastructure development as described in the documentation will enhance the health, safety and welfare of the region's population. In addition, the proposed improvements will not negatively impact any identified regional resources or facilities, and will not negatively impact any adjacent jurisdictions.

Council staff also finds that no further review of this plan will be necessary from Council unless unforeseen circumstances occur that change the overall requested improvements. Should you or any other party request this finding to be reconsidered or have any questions concerning staff review of this item, please contact Maryann Devanas at the Southwest Florida Regional Planning Council.

Sincerely,

**Southwest Florida Regional Planning Council**

  
Margaret Wuerstle  
Executive Director

MW/MD

10b

10b

## LOCAL GOVERNMENT COMPREHENSIVE PLAN AMENDMENTS CITY OF NORTH PORT

The Council staff has reviewed proposed amendments to the City of North Port Comprehensive Plan changing the Future Land Use designation on 14 acres and adding Future Land Use Policies. A synopsis of the requirements of the Act and Council responsibilities is provided as Attachment I. Comments are provided in Attachment II. Site location maps can be reviewed in Attachment III.

Staff review of the proposed amendments was based on whether they were likely to be of regional concern. This was determined through assessment of the following factors:

1. Location--in or near a regional resource or regional activity center, such that it impacts the regional resource or facility; on or within one mile of a county boundary; generally applied to sites of five acres or more; size alone is not necessarily a determinant of regional significance;
2. Magnitude--equal to or greater than the threshold for a Development of Regional Impact of the same type (a DRI-related amendment is considered regionally significant); and
3. Character--of a unique type or use, a use of regional significance, or a change in the local comprehensive plan that could be applied throughout the local jurisdiction; updates, editorial revisions, etc. are not regionally significant.

A summary of the results of the review follows:

| <u>Proposed<br/>Amendment</u> | <u>Location</u> | <u>Factors of Regional Significance</u> |                  |                                                                  |
|-------------------------------|-----------------|-----------------------------------------|------------------|------------------------------------------------------------------|
|                               |                 | <u>Magnitude</u>                        | <u>Character</u> | <u>Consistent</u>                                                |
| DEO 15-1ESR<br>CPAL-14-035    | yes             | no                                      | no               | (1) not regionally<br>significant<br>(2) consistent with<br>SRPP |

**RECOMMENDED ACTION:** Approve staff comments. Authorize staff to forward comments to the Department of Economic Opportunity and the City of North Port.



**Attachment I****COMMUNITY PLANNING ACT****Local Government Comprehensive Plans**

The Act requires each municipal and county government to prepare a comprehensive plan that must include at least the following nine elements:

1. Future Land Use Element;
2. Traffic Circulation Element;  
A local government with all or part of its jurisdiction within the urbanized area of a Metropolitan Planning Organization shall prepare and adopt a transportation element to replace the traffic circulation; mass transit; and ports, aviation, and related facilities elements. [9J-5.019(1), FAC]
3. General Sanitary Sewer, Solid Waste, Drainage, and Potable Water and Natural Groundwater Aquifer Recharge Element;
4. Conservation Element;
5. Recreation and Open Space Element;
6. Housing Element;
7. Coastal Management Element for coastal jurisdictions;
8. Intergovernmental Coordination Element; and
9. Capital Improvements Element.

The local government may add optional elements (e. g., community design, redevelopment, safety, historical and scenic preservation, and economic).

All local governments in Southwest Florida have adopted revised plans:

Charlotte County, Punta Gorda  
 Collier County, Everglades City, Marco Island, Naples  
 Glades County, Moore Haven  
 Hendry County, Clewiston, LaBelle  
 Lee County, Bonita Springs, Cape Coral, Fort Myers, Fort Myers Beach, Sanibel  
 Sarasota County, Longboat Key, North Port, Sarasota, Venice

## **Attachment I**

### **Comprehensive Plan Amendments**

A local government may amend its plan at any time during the calendar year. Six copies of the amendment are sent to the Department of Economic Opportunity (DEO) for review. A copy is also sent to the Regional Planning Council, the Water Management District, the Florida Department of Transportation, and the Florida Department of Environmental Protection.

The proposed amendments will be reviewed by DEO in two situations. In the first, there must be a written request to DEO. The request for review must be received within forty-five days after transmittal of the proposed amendment. Reviews can be requested by one of the following:

- the local government that transmits the amendment,
- the regional planning council, or
- an affected person.

In the second situation, DEO can decide to review the proposed amendment without a request. In that case, DEO must give notice within thirty days of transmittal.

Within five working days after deciding to conduct a review, DEO may forward copies to various reviewing agencies, including the Regional Planning Council.

#### **Regional Planning Council Review**

The Regional Planning Council must submit its comments in writing within thirty days of receipt of the proposed amendment from DEO. It must specify any objections and may make recommendations for changes. The review of the proposed amendment by the Regional Planning Council must be limited to "effects on regional resources or facilities identified in the Strategic Regional Policy plan and extra-jurisdictional impacts which would be inconsistent with the comprehensive plan of the affected local government.

After receipt of comments from the Regional Planning Council and other reviewing agencies, DEO has thirty days to conduct its own review and determine compliance with state law. Within that thirty-day period, DEO transmits its written comments to the local government.

**NOTE: THE ABOVE IS A SIMPLIFIED VERSION OF THE LAW. REFER TO THE STATUTE (CH. 163, FS) FOR DETAILS.**

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL  
LOCAL GOVERNMENT COMPREHENSIVE PLAN REVIEW  
FORM 01**

**LOCAL GOVERNMENT:**

The City of North Port

**DATE AMENDMENT RECEIVED:**

April 6, 2015

**DATE AMENDMENT MAILED TO LOCAL GOVERNMENT AND STATE:**

Pursuant to Section 163.3184, Florida Statutes, Council review of proposed amendments to local government Comprehensive Plans is limited to adverse effects on regional resources and facilities identified in the Strategic Regional Policy Plan and extra-jurisdictional impacts that would be inconsistent with the Comprehensive Plan of any affected local government within the region. A written report containing the evaluation of these impacts, pursuant to Section 163.3184, Florida Statutes, is to be provided to the local government and the State land planning agency within 30 calendar days of receipt of the amendment.

May 6, 2015

**1. AMENDMENT NAME:**

**Application Number:** The City of North Port, **CPAL-14-035**, DEO 15-1 ESR

**2. DESCRIPTION OF AMENDMENT(S):**

The City of North Port is proposing to amend their Comprehensive Plan Future Land Use Policies, adding to Activity Center 7- Policies 2.7.11 through 2.7.22, and to amend the Future Land Use Map 2-7 designating approximately 14.1 acres of Medium Density Residential and .46 acres annexed into the City of North Port from Sarasota County Medium Density Residential to the newly identified subsection Activity Center 7A, and to amend Figure 1 to add density and intensity to Activity Center 7A.

Due to the geological, historic and other dynamics of the adjacent publicly owned Warm Mineral Springs, a 81 acre property, the Comprehensive Plan amendments are held separate from the existing Activity Center 7 and are identified under a subsection as Activity Center 7A. The proposed amendments provide mixed use urban design elements, which take into consideration the unique history of the area, environmental concerns and the historic and ecological significance of Warm Mineral Springs and the adjacent waterways.

**FLU Policy 2.7.11: AC#7A.** Development within Area A of the Activity Center 7 shall include a mixture of commercial, institutional, office, professional, tourism, or residential uses, varying heights and scale of buildings, and innovative land use designs, which enhance and provide new economic development opportunities that are complimentary to Warm Mineral Springs.



**FLU Policy 2.7.12: AC#7A.** Development shall provide a cohesive design which incorporates design elements of the Warm Mineral Springs community and the Sarasota School of Architecture features. Features such as public art shall also be incorporated into the design.

**FLU Policy 2.7.13: AC#7A.** To support a healthy and sustainable activity center, all development shall establish practices and implement design standards that conserve land and natural resources, reduce energy use, water consumption, waste water generation, and greenhouse gases to the greatest extent feasible.

**FLU Policy 2.7.14: AC#7A.** Non-residential uses shall be oriented and focused towards the intersection of Ortiz Blvd and Trionfo Ave. with transition areas of buffers and step-down uses adjacent to existing single-family residential lots and neighborhoods.

**FLU Policy 2.7.15: AC#7A.** New development shall be designed with reduced or zero right-of-way setbacks to encourage street-oriented commercial activities such as street front stores, outdoor venues and seating, access from adjacent pedestrian facilities, and other features that enhance the activity center experience as a people-centric location as opposed to auto-centric design.

**FLU Policy 2.7.16: AC#7A.** Public plazas shall be utilized as gathering places and a location of civic activity which is accessible through multimodal transportation opportunities, including but not limited to, bike and pedestrian trails, nearby transit stops, and streets designed for safe pedestrian crossings and accessible to all age groups.

**FLU Policy 2.7.17: AC#7A.** All new development shall include design considerations for the preservation of existing habitat and natural Florida friendly vegetated areas. Site design shall consider appropriate combinations of expansion or enhancement of these natural areas, incorporating them into useable areas that promote the historic and ecological significance of the Springs and adjacent water bodies.

**FLU Policy 2.7.18: AC#7A.** The City of North Port shall work with developers in AC #7A. to promote environmental stewardship of the natural systems by coordinating on grant and funding opportunities, which may include extension of public sewer and water quality improvements, and Low Impact Design pilot project(s), to protect and improve Warm Mineral Springs and the surrounding area.

**FLU Policy 2.7.19: AC#7A.** Prior to a development plan, a Master Utility Plan shall be developed and approved by North Port Utilities to accommodate the projected build-out of AC-7A.

**FLU Policy 2.7.20: AC#7A.** New development shall be designed to reduce off-street parking and associated large impervious surface areas through the use of shared parking, on-street parking design for Ortiz Blvd., complete streets design, transit and other alternative approaches by providing connectivity to multimodal systems that connect the activity center to regional connections, such as US 41 and area transit hubs.

**FLU Policy 2.7.21: AC#7A.** Existing single-family development shall be protected through appropriate landscape buffers, transition of uses, and lighting design which reduces off-site light pollution adjacent to these properties.

**FLU Policy 2.7.22: AC#7A.** Developers shall work closely with the City to redevelop the tree canopy within the area by being permitted to submit an alternative landscape plan which provides equivalent vegetative cover as required by the Land Development Code, but may substitute alternative considerations to gain additional tree canopy. Areas of focus should include transportation corridors and right-of-way trees, project perimeters, and within parking areas.

The intent of the proposal is to develop a Mixed Use Development with primary uses of medical and office, institutional, and commercial. These uses are focused on wellness and directly related to the use of Warm Mineral Springs. Recognizing that a development this intense is out of scale with the surrounding area and inconsistent with the intent of the Future Land Use Element Policies, the proposed development plans limit the commercial/non-residential to approximately 46% of the Activity Center or 269,000 square feet of non-residential/commercial uses and 72 residential dwelling units. In addition to the square foot limitation, the maximum building heights will be limited to three stories. These development limits are provided for in the Development Master Plan and in the Planned Unit Development (PUD) rezone.

City of North Port intends to extend water and wastewater services to the proposed activity center. The proposed amendment, **FLU Policy 2.7.19: AC#7A**, speaks directly to this issue stating; Prior to a development plan, a Master Utility Plan shall be developed and approved by North Port Utilities to accommodate the projected build-out of AC-7A

During city hearings the applicant provided geological testing as well as cultural surveys. As a result of raised concerns it was determined that a consultant archaeologist will monitor land modifications/excavations in the areas of impacts deeper than one meter with a plan for fortuitous finds. The Development Master Plan and rezone conditions address the environmental concerns related to the location impacts of being adjacent to the Warm Mineral Springs Creek and the watershed areas that have a potential for impacting the manatee protection area. These concerns are addressed in the, Zoning Conditions of Approval (i), which states; Any development proposed in AC#7A, which abuts the creek flowing from Warm Mineral Springs to the Myakka River shall contact Florida Department of Environmental Protection (FDEP) manatee (mammal) experts to determine the best management practices for development, and any mitigation necessary to protect manatees which may utilize this tributary. Prior to development approval by the City, the applicant shall provide written documentation of all correspondence and discussion with FDEP.

The proposed amendments are limited to the City of North Port's Activity Center and as such, Council staff finds that the amendments do not adversely affect any significant regional resources or facilities that are identified in the Strategic Regional Policy Plan. Staff's review further found that the request was not regionally significant due to its lack of magnitude, and character; and that the proposed changes would not impact any adjacent jurisdiction.

Additionally, staff found that the proposed activity center will enhance and support the Warm Mineral Springs as a destination and stimulate the area's economy.

**3. ADVERSE EFFECTS TO SIGNIFICANT REGIONAL RESOURCES AND FACILITIES IDENTIFIED IN THE STRATEGIC REGIONAL POLICY PLAN:**

Council staff has reviewed the proposed changes and revisions to the Comprehensive Plan of the City of North Port and finds that the proposed amendments to adopt changes to the Future Land Use Map and Future Land Use Policies does not adversely affect any significant regional resources or facilities that are identified in the Strategic Regional Policy Plan.

**4. EXTRAJURISDICTIONAL IMPACTS INCONSISTENT WITH THE COMPREHENSIVE PLANS OF LOCAL GOVERNMENTS WITHIN THE REGION**

Council staff has reviewed the requested changes and finds that the requested Comprehensive Plan amendments do not produce any significant extra-jurisdictional impacts that would be inconsistent with the Comprehensive Plan of any other local government within the region.

**Request a copy of the adopted version of the amendment?   X   Yes      No**

**Attachment III**

# **Maps**

**City of North Port  
CPAL -14-035, DEO 15-1ESR**

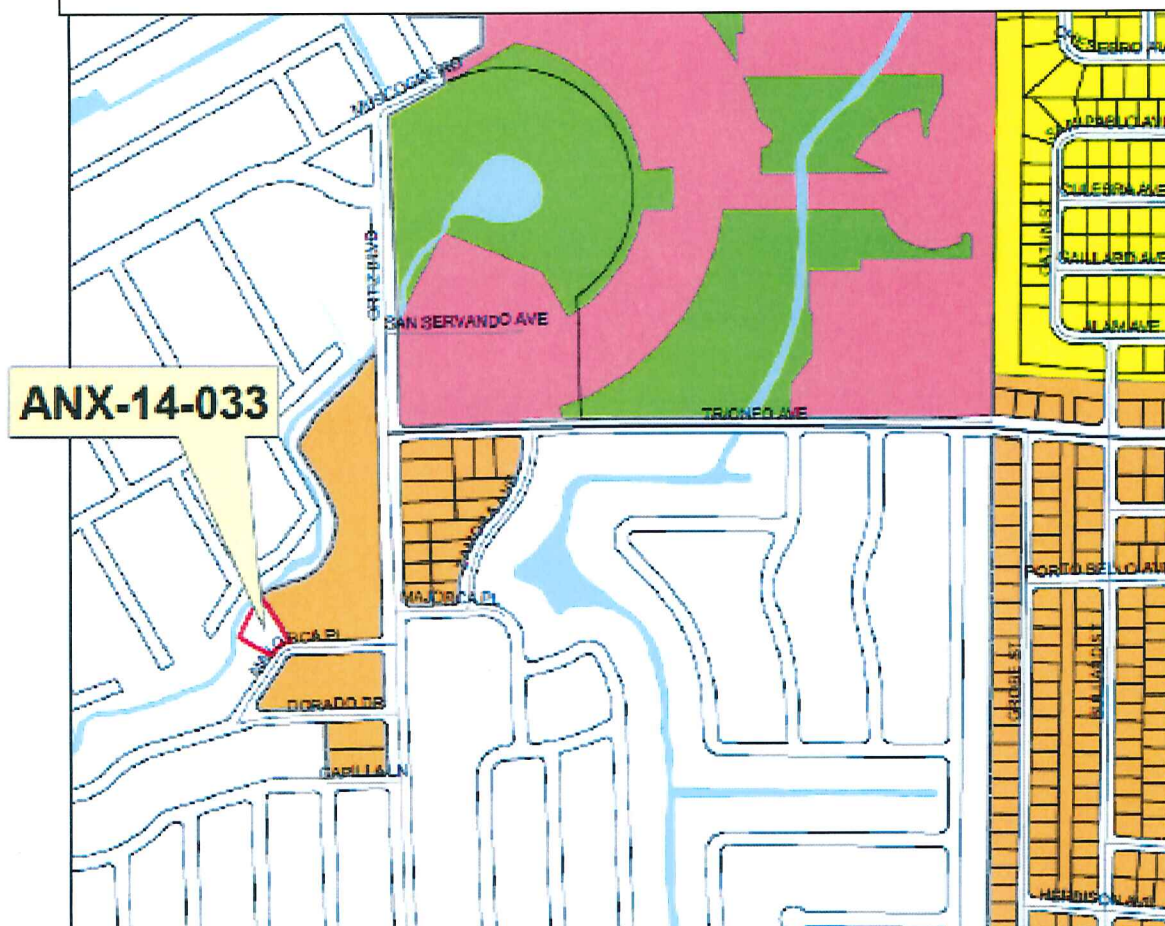
**Growth Management Plan  
Comprehensive Plan Amendments**

# City of North Port, Sarasota County

Comprehensive Plan Amendment

CPAL 14-035, DEO 15-1

## Annexation Area and Existing Land Use



- |                            |                                                    |
|----------------------------|----------------------------------------------------|
| AGRICULTURAL ESTATES       | UTILITY INDUSTRIAL CORRIDOR                        |
| LOW DENSITY RESIDENTIAL    | CONSERVATION (TDR SENDING ZONE)                    |
| MEDIUM DENSITY RESIDENTIAL | RECREATION/OPEN SPACE (TDR SENDING ZONE)           |
| HIGH DENSITY RESIDENTIAL   | PUBLIC                                             |
| PROFESSIONAL OFFICE        | ACTIVITY CENTER (TDR RECEIVING ZONE - EXCEPT AG-3) |
| COMMERCIAL                 | VILLAGE                                            |
| INDUSTRIAL                 | Petition Area                                      |

0 365 770 1,540  
Feet

NOTE: THIS MAP CANNOT BE CORRECTLY INTERPRETED INDEPENDENTLY OF THE CITY OF NORTH PORT COMPREHENSIVE PLAN AS ADOPTED BY ORDINANCE NO. 87-27, AS SAME MAY BE AMENDED FROM TIME TO TIME.



Prepared by NDS/Planning Division  
May 16, 2014

Disclaimer: This map is for reference purposes only and is not to be construed as a legal document. Any reliance on the information contained herein is at the user's risk. The City of North Port and its agents assume no responsibility for any loss or liability resulting from the use of this map.

Map of North Port, Florida, showing land use zones and an annexation area. The map includes streets such as San Servando Ave, Tricheo Ave, and various residential streets. The land use zones are color-coded according to the legend.





# Agenda Item

10c

10c

Tollgate NOPC

10c

## **SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**

### **TOLLGATE COMMERCIAL CENTER DRI NOTICE OF PROPOSED CHANGE**

#### **BACKGROUND**

The Tollgate Commercial Center Development of Regional Impact (DRI) is a previously reviewed and approved multi-use project located in Collier County on CR 84 just south of Interstate 75 and east of CR 951 encompassing approximately 100.23 acres. The original Development Order was conditionally approved and subsequently adopted on January 14, 1984, by the Collier County Board of County Commissioners. The original parameters of the project were for development on 69 acres and include 75,200 square feet of commercial, 300,000 square feet of industrial, 200 hotel rooms and 45,000 square feet of office uses. The project Development Order has since been amended five (5) times.

This project has been ongoing since it was approved in 1992 and is mostly a built out development. At the present time, the entire infrastructure necessary for the Tollgate Commercial Center project has been completed. Most of the commercial sites on the property have been sold or are under contract for sale.

#### **PREVIOUS CHANGES**

There have been five previous changes to the Tollgate Commercial Center DRI. These changes were as follows:

1. On February 11, 1992, the Collier County Board of County Commissioners adopted Resolution 92-100. In summary, the applicant requested that the project be modified to include an additional 30.84 acres of surplus Florida Department of Transportation right-of-way and that the conditions relative to transportation, drainage, wastewater/water supply, and housing be substantially amended. The SWFRPC requested that the suggested Development Order be further revised.
2. On April 7, 1992, the Collier County Board of County Commissioners adopted the second amendment to the Development Order. Section 4.c.3., Transportation, was amended to require: (1) concurrency management through annual monitoring, (2) transportation impacts to the roads and intersections be appropriately addressed, and (3) the determination of proportional share of the regional roadway improvements be in accordance with Section 163.220, F.S. the amendment also revised Section 4.F., Housing; striking the termination dates for an affordable housing funding mechanism.
3. On February 11, 1997, the Collier County Board of County Commissioners adopted a third amendment to the Development Order. Resolution 97-75 amended the Development Order by extending the DRI termination date from December 31, 1997 to December 30, 2002.



4. On December 2, 2003, Resolution 03-428 amended the Development Order by extending the DRI buildout date from December 30, 2002 to December 29, 2007. In addition, Section 380.06(19)(c), F.S. automatically extended the buildout date to December 29, 2010. Consistent with these actions and the Florida Senate Bill 1752 (2010) the project build out date was extended for 24 months to December 29, 2012.
5. On October 28, 2014, Resolution 14-229 amended the Development Order 84-1, for the Tollgate Commercial Center Development of Regional Impact by extending the expiration date and the build-out date to August 1, 2021.

### **PROPOSED CHANGES**

On March 4, 2015, the SWFRPC staff received a Notice of Proposed Change (NOPC) to the Development Order for the Tollgate Commercial Center DRI. The proposed change is to convert Lots 16-20 (8.93 acres) within Tollgate Commercial Center Phase 3 from Commercial use to Commercial/Light Industrial. This proposed use change does not change the built-out date or any phasing date.

The Tollgate Commercial Center DRI is heavily developed and is seeking the change due to future development plans of potential buyers who would require a larger parcel(s) with the Commercial/Light Industrial designation.

### **STAFF ANALYSIS**

Staff reviewed the application to convert 8.93 acres from Commercial to Light Industrial Commercial within Tollgate Commercial Center and found that that amount of change represents less than a 9% change to the original land use acreage. Based on the information provided in the NOPC application, Council staff finds that the request has minimal, if any influence, on the regional facilities or resources due to the proposed change of land use.

Council staff believes that the proposed change meets the statute criteria in Section 380.06(19) Florida Statute because there are no additional regional impacts due to this request and the request is not presumed to be a Substantial Deviation.

### **CHARACTER, MAGNITUDE, LOCATION**

The land use change does not affect the character, magnitude and/or location of the DRI.

### **REGIONAL RESOURCES AND FACILITIES IMPACT**

The proposed change will not create additional impacts on regional resources or facilities..

### **MULTI-JURISDICTIONAL ISSUES**

The Tollgate Commercial Center DRI is located in Collier County and does not create additional significant regional impacts to other jurisdictions in the region, and therefore, there are no multi-jurisdictional impacts created by the proposed change.

### **NEED FOR REASSESSMENT OF THE DRI**

The proposed changes do not require the DRI to be reassessed because no additional regional impacts, not previously reviewed and mitigated in the DRI, were identified.

### **ACCEPTANCE OF PROPOSED D.O. LANGUAGE**

The NOPC did not included proposed DO language.

### **STAFF CONCLUSIONS**

The SWFRPC role in coordinating the review process of NOPCs is to determine under the authority of Chapter 380.06(19)(a) F.S. if "any proposed change to a previously approved development creates a reasonable likelihood of additional regional impact, or any type of regional impact created by the change not previously reviewed by the regional planning agency."

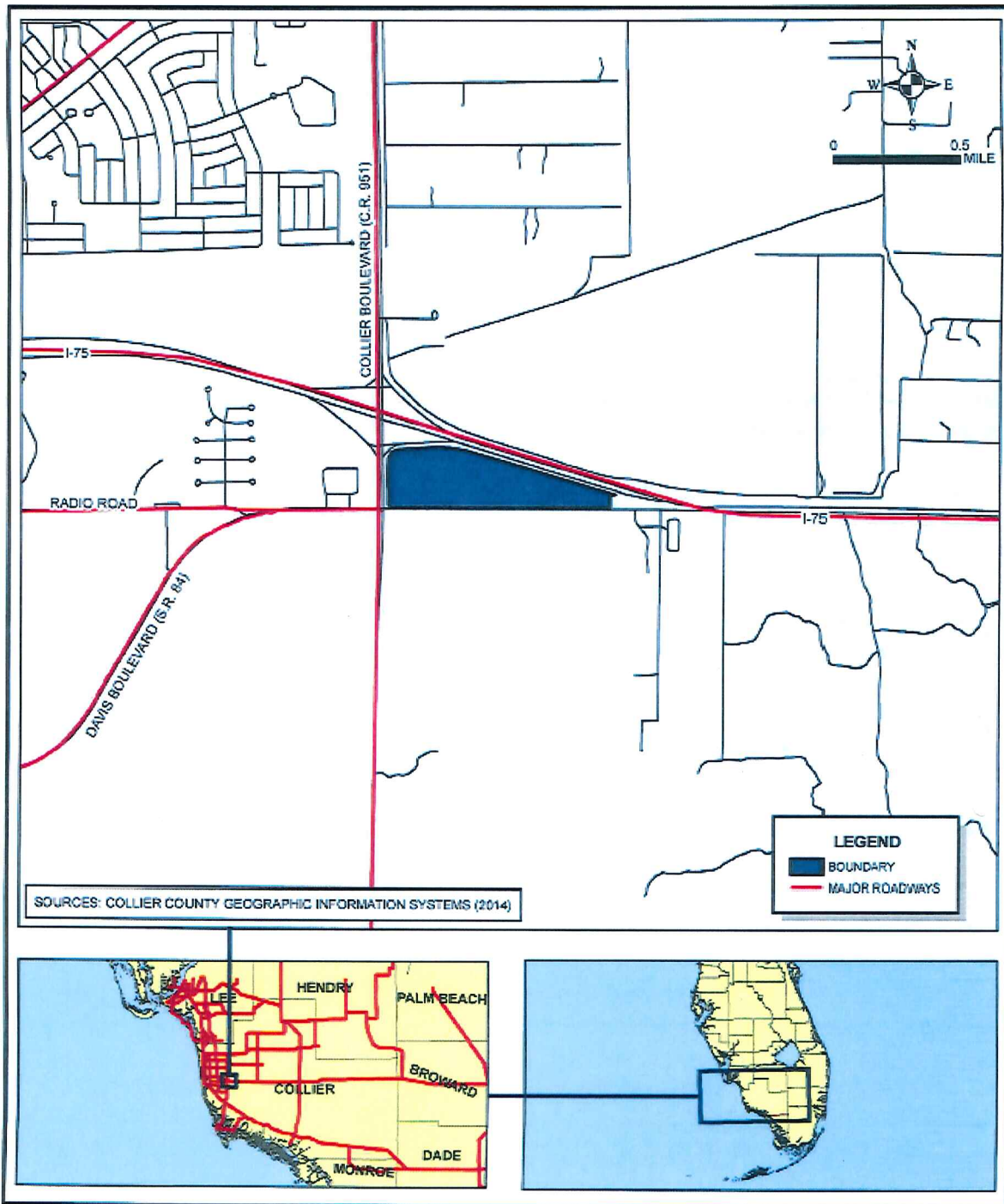
It is Council staff's opinion that no additional regional impacts will occur from the proposed change and do not object to the change.

**RECOMMENDED ACTIONS:** 1. Approve the change to land use designation that Council staff finds is not a substantial deviation and does not create any additional regional impact not previously reviewed by the SWFRPC.

# MAPS

Maps listed below and following are included in the report for reference.

1. Site Location Map
2. Aerial View
3. Master Development Plan



**DE** DAVIDSON ENGINEERING, INC.  
 4365 RADIO ROAD, SUITE 201  
 NAPLES, FL 34104  
 PHONE: 239-434-6060

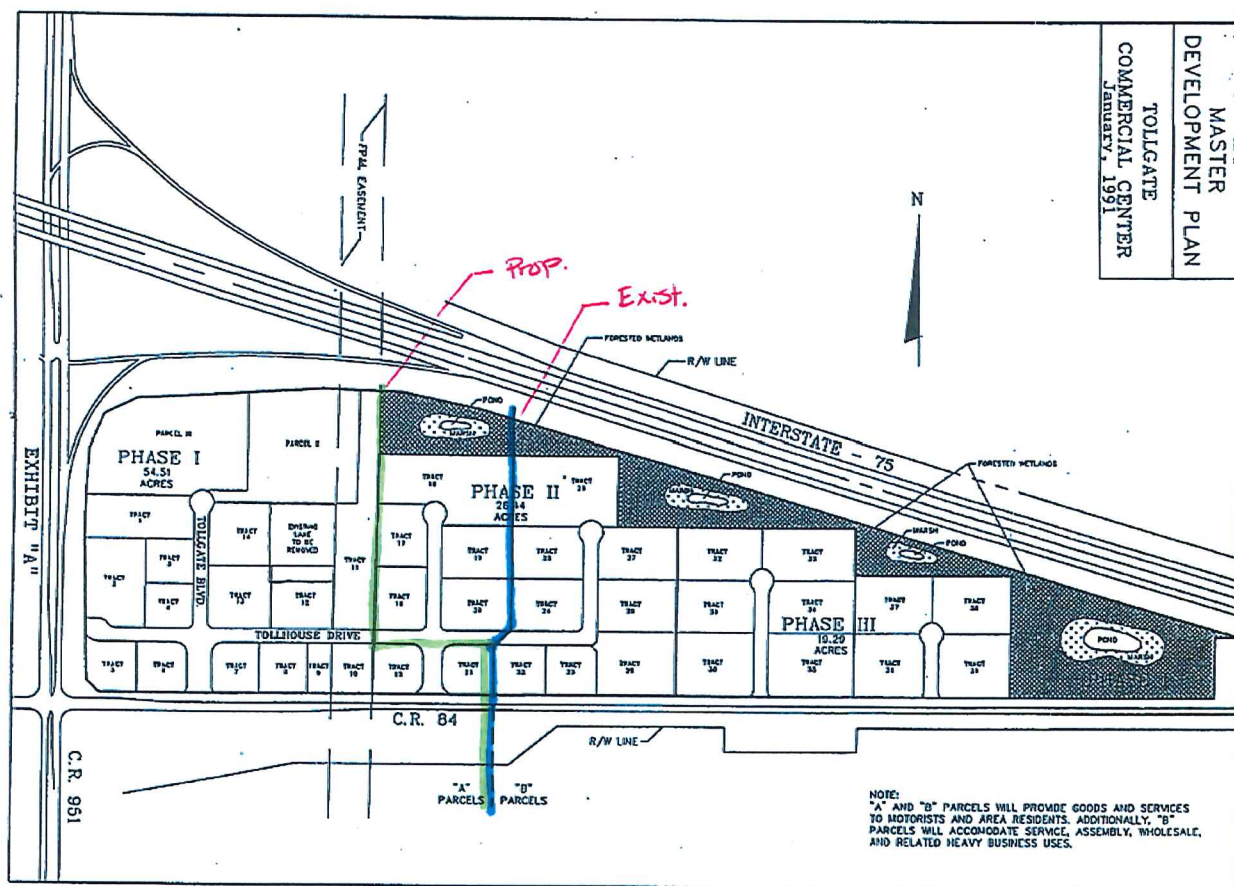
## TOLLGATE COMMERCIAL CENTER DRI LOCATION MAP





Aerial View





## Master Development Plan with Existing and Proposed Land Use Limits

# **AGENCY REVIEW LETTERS**

1. Florida Department of Transportation
2. SWFRPC Environmental Review
3. South Florida Water Management District
4. Collier County Water, Wastewater Availability





## Florida Department of Transportation

RICK SCOTT  
GOVERNOR

10041 Daniels Parkway  
Fort Myers, FL 33913

JIM BOXOLD  
SECRETARY

March 23, 2015

Ms. Maryann Devanas  
Planner I  
Southwest Florida Regional Planning Council  
1926 Victoria Ave.  
Fort Myers, FL 33901

**RE: Tollgate Commercial Center Development of Regional Impact (DRI), Notice of Proposed Change (NOPC) – FDOT Comments and Recommendations**

Dear Ms. Devanas:

The Florida Department of Transportation (FDOT), District One, has reviewed the Tollgate Commercial Center DRI NOPC (dated March 3, 2015) in accordance with the requirements of Florida Statutes (F.S.) Chapter 380.06. The Department offers the Southwest Florida Regional Planning Council the following comments and recommendations for your consideration.

The Tollgate Commercial Center DRI encompasses approximately 100.23 acres and is generally located south of I-75, east of CR 951/Collier Boulevard and north of Beck Boulevard in Collier County, Florida.

The NOPC proposes to convert lots 16 thru 20 within the Tollgate Commercial Center Phase 3 from Commercial to Commercial/Light Industrial for a total of 8.93 acres.

The Department notes that the proposed conversion from "Commercial" to "Commercial/Light Industrial" for lots 16 thru 20 would generate less traffic compared to the existing approved condition. *The Department has determined that the changes associated with the NOPC, are not anticipated to adversely impact important state transportation resources or facilities.*

Thank you for providing FDOT with the opportunity to review and comment on the proposed NOPC. If you have any questions please free to contact me at (239) 225-1981 or [sarah.catala@dot.state.fl.us](mailto:sarah.catala@dot.state.fl.us).

Sincerely,

Sarah Catala  
SIS/Growth Management Coordinator  
FDOT District One

cc: Mr. Ray Eubanks, Florida Department of Economic Opportunity

[www.dot.state.fl.us](http://www.dot.state.fl.us)

---

 1926 Victoria Avenue | Fort Myers, FL 33901



---

 P: 239.338.2550 | F: 239.338.2560 | [www.swfrpc.org](http://www.swfrpc.org)

**From:** Jim Beaver  
**Sent:** Tuesday, March 31, 2015 3:31 PM  
**To:** Maryann Devanas  
**Cc:** Margaret Wuerstle; Jennifer Pellechio; Tim Walker  
**Subject:** RE: Tollgate Commercial Plaza DRI NOPC

I have reviewed the proposed Tollgate Commercial Plaza DRI NOPC, Collier County Ordinance No. 92-010, prepared for Davidson Engineering by Trebilcock Consulting Solutions, PA Dated February 26, 2015.

The proposed PUD amendment (PUDA) proposes a conversion of 9.83 acres commercial areas (Parcel A) to commercial/ light industrial (Parcel B). "A" and "B" parcels will provide goods and services to motorists and area residents. Additionally, "B" parcels will accommodate service, assembly, wholesale and related heavy business uses. This change does not appear to have any change effects on conditions for the project in the areas of Wetlands, Vegetation and Wildlife, or Historical and Archeological. I did not see letters of service regarding the effects of this land use change on potable water and wastewater utility supply for the change from commercial to industrial. These, indicating that utility service is available for the industrial types anticipated, should be obtained by the applicant to accompany the NOPC submission.

The submitted materials on the provided disk concentrate on traffic impact analysis. I did not see indication if the new light industrial and heavy business uses will include potential hazardous waste generation or disposal. This is a matter that should be considered.

Jim Beaver  
 Southwest Florida Regional Planning Council  
 1926 Victoria Avenue  
 Fort Myers, Florida 33901  
 Telephone (239) 338-2550 ext 224  
 Fax (239) 338-2560  
 E-mail: [jbeever@swfrpc.org](mailto:jbeever@swfrpc.org)  
 Website: <http://www.swfrpc.org/>



**South Florida Water Management District submitted comments via email on April 28, 2015**

The South Florida Water Management District (District) has completed its review of the Notice of Proposed Change for the Tollgate Commercial Center Development of Regional Impact project (ADA #09-1984-002) and has no comments. The District offers its technical assistance to the Southwest Florida Regional Planning Council, Collier County and the Department of Economic Opportunity in developing sound, sustainable solutions to meet the project's future water supply needs and to protect the region's water resources.

If you have any questions or need additional information, please let me know.

Terry Manning, Policy and Planning Analyst  
South Florida Water Management District  
Water Supply Coordination Unit  
3301 Gun Club Road, MSC 4223  
West Palm Beach, FL 33406  
Phone: 561-682-6779  
Fax: 561-681-6264  
E-Mail: [tmanning@sfwmd.gov](mailto:tmanning@sfwmd.gov)



April 2, 2015

Jessica Harrelson, Project Manager  
Davidson Engineering  
4365 Davis Blvd.  
Naples, FL 34104

VIA: E-MAIL

Subject: Tollgate Commercial Center  
Parcel #: 76885100803 and related  
Water, Wastewater and IQ Availability

Dear Ms. Harrelson:

Water and Wastewater services are available for the above referenced project: a 10" water main and a 6" force main serve the commercial center. Individual developed parcels within the commercial center are served by 8" water mains and 8" gravity mains. Irrigation Quality (IQ) water is not available to the project at this time.

Specific connection points for the system tie-ins to water and wastewater lines may be made after submission and approval by the Planning and Project Management Department, validating that the up/downstream systems are adequate to handle the increase in demand and flow.

This letter implies no guarantee that other developments throughout the District will not have an impact on the quantity of potable water and sewage treatment and disposal capacity available to this property until the project has received a commitment for service.

Should you have any further questions, please feel free to contact me at (239) 252-5366.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kris Van Lengen".

Kris Van Lengen, Principal Planner  
Planning and Project Management Department

cc: Aaron Cromer, Principal Project Manager

Brett Rosenblum, Engineering Review



Planning & Project Management Department • 3339 Tamiami Trail East, Suite 303 • Naples, Florida 34112-5361 • 239-252-4285 • FAX 239-252-5378

# Agenda Item

10d

10d

Palmer Ranch, Increment 20,  
NOPC

10d

## **SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**

### **PALMER RANCH DRI MASTER DEVELOPMENT ORDER NOTICE OF PROPOSED CHANGE**

**and**

### **INCREMENT XXNOTICE OF PROPOSED CHANGE**

#### **Background**

The Palmer Ranch Development of Regional Impact (DRI) is an approved mixed-use master-planned development located in central Sarasota County, Florida. The DRI is generally bounded to the east by I-75, Beneva Road and U.S. 41 on the west, Clark Road to the north, and Preymore Street to the south. The original Master Development Order (MDO) document was approved by the Sarasota Board of County Commissioners on December 18, 1984. The MDO, including the Conceptual Master Development Plan (Map H-2) for the Palmer Ranch DRI is presently being implemented pursuant to the terms and conditions of the amended and restated MDO (Ordinance No. 2015-010, as amended). The amended and restated MDO which was adopted on April 21, 2015 by the Sarasota Board of County Commissioners. The amended and restated MDO calls for planning and developing the 5,198-acre Palmer Ranch DRI in incremental developments.

Palmer Ranch Master Development is approved for 11,150 residential dwelling units; 99± acres of internal commercial, plus additional square footage of commercial/office in designated Activity Centers and 1.75 million square feet of industrial development. To date, 22 Incremental Development Orders have been approved within the Palmer Ranch DRI.

#### **Previous Changes**

On December 18, 1984, the Sarasota Board of County Commissioners adopted Resolution No. 84-418, which approved the Palmer Ranch DRI (#08-8283-032) Master Development Order (MDO). Since that time, the Palmer Ranch MDO has been amended nineteen (19) times. The previous amendments involved the following:

1. Resolution No. 86-203, adopted by the Sarasota Board of County Commissioners on May 13, 1986, to reflect changes to Land Use/Housing conditions;
2. Resolution No. 89-98, adopted by the Sarasota Board of County Commissioners on March 21, 1989, to formally adopt the Transportation Reanalysis that provided supplemental traffic impacts and transportation conditions to address compliance with projected 1995 levels of development of the Palmer Ranch DRI.
3. Resolution No. 89-99, adopted by the Sarasota Board of County Commissioners on March 21, 1989, to formally establish the Affordable Housing Program within the Palmer Ranch Master Development and map identifying areas for the provision of required low and moderate income housing within the Palmer Ranch DRI.
4. Resolution No. 91-170, adopted by the Sarasota Board of County Commissioners on July 9, 1991, to formally adopt the "Eastside Environmental System Analysis," add 127.2 ± acres northeast of the original boundary and amend the Master Development Order supplement necessary to provide detailed information concerning issues including native habitats, rare and



endangered species, drainage, water quality, floodplains, and historical and archaeological resources. It also included modifications relating to the park locations, internal commercial areas, and the legal description.

5. Resolution No. 99-179, adopted by the Sarasota Board of County Commissioners on July 14, 1999, to provide impact fee credits and reimbursements for certain road, park, and utility improvements made by the development, and the addition of 1.5 ± acres to Parcel S. This resolution is consistent with the Stipulation of Settlement agreed to in conjunction with the lawsuit filed by Palmer Ranch against Sarasota County.
6. Resolution No. 2000-095, adopted by the Sarasota Board of County Commissioners on April 26, 2000, provided for the relocation of a designated school site from Parcel Q-1 to Parcel U-3 and the re-designation of Parcel Q-1a from “institutional (school)” to “internal commercial.”
7. Resolution No. 2000-216, adopted by the Sarasota Board of County Commissioners on September 26, 2000, adopted an Updated Transportation Reanalysis identifying the roadway improvements necessary to balance and/or mitigate off-site traffic impacts associated with further development in the Palmer Ranch DRI.
8. Resolution No. 2004-077, adopted by the Sarasota Board of County Commissioners on April 14, 2004, amended the legal description to add 38.6 acres ± to the southernmost boundary and changed the reporting requirements from annual to biennial reports.
9. Ordinance No. 2006-024, adopted by the Sarasota Board of County Commissioners on March 22, 2006, “memorialized” the process that Palmer Ranch has utilized to reallocate un-built dwelling units from previously approved Increments to other areas within Palmer Ranch. This amendment revised the Master Development Plan to reflect the correct number of dwelling units within each built-out increment.
10. Resolution No. 2008-098, adopted by the Sarasota Board of County Commissioners on June 10, 2008, re-designated Parcel Q-1a, within Increment III, from Institutional to Commercial and re-designated Parcel Q-1b, also within Increment III, from Residential to Commercial.
11. Resolution No. 2011-226, adopted by the Sarasota Board of County Commissioners on December 7, 2011, amended the legal description to add 38.4 acres ± to the southeastern-most boundary of the Palmer Ranch Master Development.
12. Resolution No. 2012-223, adopted by the Sarasota Board of County Commissioners on November 7, 2012, updated the Conceptual Master Development Plan (Map H-2) to show Increment XX.
13. Resolution No. 2012-253, adopted by the Sarasota Board of County Commissioners on December 12, 2012, updated the Conceptual Master Development Plan (Map H-2) to show Increment XXI.
14. Resolution No. 2013-196, adopted by the Sarasota Board of County Commissioners on November 20, 2013, increased the total number of residential units allowed in the Palmer Ranch DRI by 10%, from 10,500 to 11,550 dwelling units.
15. Resolution No. 2014-125, adopted by the Sarasota Board of County Commissioners on July 9, 2014 amended Transportation A.2, removing Sawyer Loop Road West from the list of collector roads to be constructed and removed Land/Soils Condition A.2 relating to Radon testing.
16. Resolution No. 2015-010, adopted by the Sarasota Board of County Commissioners on April 21, 2015 amended, restated and ratification of previously approved Master Development Order for the Palmer Ranch DRI with amended conditions.



17. Resolution 2015-011, adopted by the Sarasota Board of County Commissioners on April 15, approving the addition of Palmer Ranch Increment XXII with conditions.
18. Ordinance No. 2015-010, adopted by the Sarasota Board of County Commissioners on April 21, 2015, amendment, restatement and ratification of approved Master Development Order for the Palmer Ranch Incremental DRI, and amended the legal description to add 103 acres  $\pm$  to the southern-most boundary of the Palmer Ranch Master Development.
19. Ordinance No. 2015-013, adopted by the Sarasota Board of County Commissioners on April 22, 2015, amended the legal description to add 224 acres  $\pm$  to the southeastern-most boundary of the Palmer Ranch Master Development.

### **Increment XX, Parcel U5-U7**

Parcel U5-U7 is located directly north of Palmer Ranch DRI, Increment XX, which is located in the Northeastern section of Palmer Ranch, immediately west of I-75 and south of Clark Road.

Palmer Ranch Increment IV was originally approved by Sarasota County Resolution No. 2012-039 on November 15, 2012. This application is the first amendment to the original increment.

There has been no change in local government jurisdiction for any portion of the development since the last approval or issued development order.

### **Proposed Changes**

On February 12, 2015 the Palmer Ranch, Increment XX, Notice of Proposed Change (NOPC) was submitted to add 37.48 $\pm$  acres, comprised of Parcels U-5 through U-7 to Increment XX of Palmer Ranch. The intended use of the property is for the extension of existing development, Arbor Lakes a medium density residential development just south of the property. The intent is to develop 75 dwelling units (D.U.) as an addition to the approved 267 D.U.s. for a total of 342 D.U.s. The units are not additions to the approved amount of 11,550 D.U.s. under the Palmer Ranch Master Development Order (Resolution No. 2013-196), they are units allocated from the approved total.

In addition, a concurrent NOPC was submitted to amend the Palmer Ranch Master Development Order (MDO) by adding 24.9 acres to the existing DRI boundary. The addition of these acres plus the 13.34 acres, which are within the boundaries of the Palmer Ranch DRI, comprise the 37.48 acres for the Increment XX NOPC.

The Conceptual Development Plan for Increment XX has been revised to reflect the proposed change and is attached.

The approval of the NOPC will result in a revised Master Development Plan (Map C-3) for Increment XX. As part of this NOPC to Increment XX, the following maps will be updated:

- Habitat Preservation and Alteration Plan (Map F-2)
- Conceptual Surface Water Management Plan (Map G-1/G-2)
- Master Development Order Conceptual Master Development Plan (Map H-2)

- Master Pedestrian and Circulation Plan (Map 1-2/MPCP)

The NOPC application does not amend the existing build-out date, which is December 15, 2018.

This proposed change requires a small scale comprehensive plan amendment. The amendment proposes to change the northern 8.07 acres from Commercial Highway Interchange to Medium Density Residential on the Future Land use Map.

### **Regional Staff Analysis**

Increment XX is actively being developed with more than 50% of the originally approved units holding construction permits. Council staff does not believe that the extension of the existing development of Arbor Lakes by the approval of Increment XX, NOPC, will result in the creation of regional impacts beyond those already analyzed during the initial review and approval of Increment XX. As planned the additional acreage will extend the existing development of Arbor Lakes, extending public services and future transportation routes.

SWFRPC staff finds that the requested addition to Palmer Ranch Increment XX does not constitute a Substantial Deviation. The NOPC proposed allocation of 75 residential units is approved as part of the Palmer Ranch Master Development Order approved dwelling units and therefore it can be said that no increases in residential dwelling units is proposed. Staff also finds that the proposed increase of 75 residential units and the services supporting the development do not create significant impacts on regional resources or facilities and does not impact adjacent jurisdictions.

### **Housing**

The proposal to develop housing on this parcel is consistent with the Sarasota Comprehensive Plan Goal 1; to enhance Sarasota County's sustainability and a community by encouraging the development of affordable, safe and sanitary housing with variety, density, size, tenure, cost and in various locations to accommodate the needs, preferences and financial capabilities of current and future residents.

### **Transportation**

The NOPC proposes a northern expansion (Phase II) of Arbor Lakes on Palmer Ranch on Parcel U5 and U7 located on the extension of Palmer Ranch Parkway East between Honore Avenue and I-75 just south of Clark Road. Arbor Lakes' current plan is to construct one connection to the south with an emergency access point to the north that may be converted to a full connection in the future.

Sarasota County requires two driveway connections once a development constructs more than 100 units. However, Sarasota County has historically allowed more than 100 units with one full access point and an emergency access. The County has opined that up to 325 units with a single access point would be the upper limit to meet capacity at an ingress/egress point. The 325-unit threshold is based on the County's estimation of when an unsignalized driveway connection begins to have capacity issues for the stop-control approaches. Aggregating the 75 units on parcels U5 and U7 with the 267

units approved as part of Phase I, a total of 342 units are proposed within Arbor Lakes, thus requiring two connections. Arbor Lakes' current plan is to construct one connection to the south with an emergency access point to the north that may be converted to a full connection in the future.

The site access analysis evaluates only the connection to the south as a worst case scenario. If a secondary connection is made to the north, it will reduce the traffic load at the Honore Avenue/Palmer Ranch Parkway East intersection. It is anticipated that 20 to 30 percent of traffic will use the northern connection which would connect to Clark Road at the existing Catamaran Drive signalized intersection. The Catamaran Drive/Clark Road intersection is not included in the specific access point and off-site intersection improvement list that Palmer Ranch is responsible for per the Master Development Order.

Off-Site Transportation impacts from the property were accounted for in the Palmer Ranch 2014 Transportation Reanalysis which was submitted to Sarasota County. Review of the impact on the adjacent roadway found that the proposed development of the additional 75 residential units do not appear to adversely impact the adjacent roadway segments aside from some traffic management recommendations.

Florida Department of Transportation Comments and Recommendations are found in the letter dated May 8, 2015 and attached to this report.

## Drainage

The Conceptual Environmental and Surface Water Management Plan prepared for Increment XX (March 2012) and updated for the addition of Parcel U5 – U9, proposes to treat and attenuate stormwater from the developable portion of the 194 ± acre site in multiple proposed stormwater lakes. The plan for Increment XX's additional land will tie directly into the surface water management plan for Arbor Lakes that is already in place. This plan demonstrates that the proposed development will not create adverse impacts upstream or downstream of the project, or to adjacent natural or built areas of the County as a whole.

Southwest Florida Water Management District (SWFRPC) indicated in their technical assistance comments, that the Surface Water Management Plan detailed only the pre and post-development modeling for a 100 year storm and states that the applicant/developer will be required to demonstrate no adverse impacts from any floodplain encroachment for lesser storms, (10 year and 25 year) and to demonstrate that the project will not cause adverse flooding impacts to onsite or offsite property. SWFWMD recommends that this review comment be incorporated into future Development Orders.

## Habitats

The parcels comprising the NOPC are 37.5 acres located in the northeastern portion of the Palmer Ranch DRI. Interstate 75 (I-75) borders the project to the east. Cedar Cove Manufactured Home Community borders to the west. The Arbor Lakes subdivision borders the parcels to the south, and agricultural land borders the parcels to the north. Approximately 33.20 acres of uplands occur within Parcels U5 – U7. The majority (89%) of uplands within the project area have previously been altered

from their natural condition. On-going use of the site for agricultural purposes, primarily as pastures for cattle, eliminated former native habitats.

Parcels U5 – U7 have been extensively studied for the presence of state and federally listed wildlife during the environmental analysis contributing to the *Eastside Environmental Systems Analysis and Master Development Order Supplement for the Palmer Ranch DRI Application*, during previous environmental analyses, and during supplemental field work for this application. As part of approval of the *Eastside Analysis* and *MDO*, Palmer Ranch granted a Permanent Easement to the Florida Game and Fresh Water Fish Commission, now the Florida Fish and Wildlife Conservation Commission (FWC) over a 200-acre parcel on Palmer Ranch east of Interstate 75. That Permanent Easement shall resolve potential threats to any threatened or endangered species or species of special concern, with the exception of bald eagles and red-cockaded woodpeckers, on the entire DRI site.

One area of mesic hammock totaling 0.38 acres was identified on the property of Increment XX during the *Eastside Analysis*. This area is located in the southwest corner of the project boundary, adjacent to Wetland #146. The entirety of this wetland fringing mesic hammock will be preserved. No impacts to mesic hammock or the adjacent live oak woodland are proposed. To date, a total of 9.60 acres of mesic hammock impacts have occurred in early increments and roadway corridors within Palmer Ranch. With the inclusion of 0.38 acres preserved in the addition to Increment XX, a total of 43.74 acres of mesic hammock will be preserved and from this accounting, the DRI is compliant with the MDO condition to preserve at least 40 acres of mesic hammock within the DRI boundaries.

#### Potable Water and Waste Water

Wastewater treatment services will be provided by the Sarasota County Environmental Services, Utilities (f/k/a Central County Utilities in this area), which includes the Palmer Ranch in its regional franchise area.

Potable water will be provided to the site by the Sarasota County Environmental Services, Utilities, who currently has adequate capacity to serve the project.

#### **Character, Magnitude, Location**

The addition of this acreage to Increment XX, as defined, does not affect the character, magnitude and/or location of the DRI.

#### **Regional Goals, Resources and Facilities**

Because there will not be an increase in approved development levels of the Master Development Order, no regional goals, resources or facilities not previously reviewed for impacts will change.

#### **Multi-Jurisdictional Issues**

No multi-jurisdictional issues will result from the proposed land use changes.

### **Need For Reassessment of The DRI**

There is no need to reassess the DRI as a result of the proposed changes.

### **ACCEPTANCE OF PROPOSED D.O. LANGUAGE**

The NOPC did not include proposed DO language.

### **STAFF CONCLUSIONS**

The SWFRPC role in coordinating the review process of NOPC is to determine under the authority of Chapter 380.06(19)(a) F.S. if "any proposed change to a previously approved development creates a reasonable likelihood of additional regional impact, or any type of regional impact created by the change not previously reviewed by the regional planning agency."

It is Council staff's finding that no additional regional impacts will occur from the proposed changes to add acreage to the Master Development Order or in the addition of acreage to Increment XX, that were not previously reviewed by the SWFRPC and as such do not object to the change.

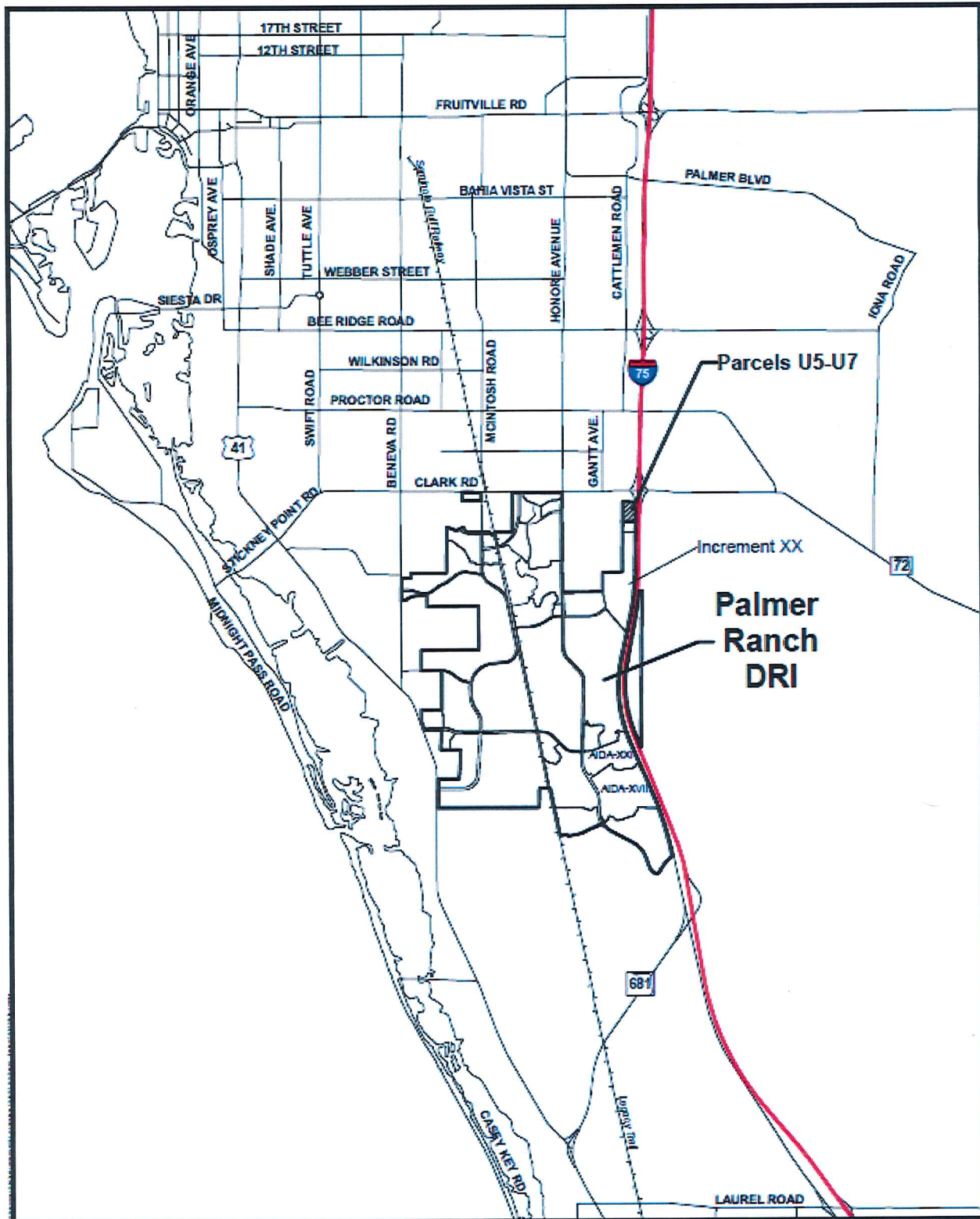
- RECOMMENDED ACTIONS:**
1. Approve to amend the Palmer Ranch Master Development Order (MDO) by adding 24.9 acres to the existing Palmer Ranch DRI boundary.
  2. Approve to add 37.48± acres, comprised of Parcels U-5 through U-7 to Increment XX of Palmer Ranch.

05-15

# MAPS

Maps listed below and following are included in the report for reference.

1. Site Location Map
2. Aerial Delineating the Palmer Ranch Increment XX Expansion
3. Conceptual Development Plan
4. Habitat Preservation and Alteration Plan



Disclaimer: Stantec does not warrant or accept liability for the accuracy or completeness of the information provided in this document. The information is provided for informational purposes only and should not be used for any other purpose without the consent of Stantec.

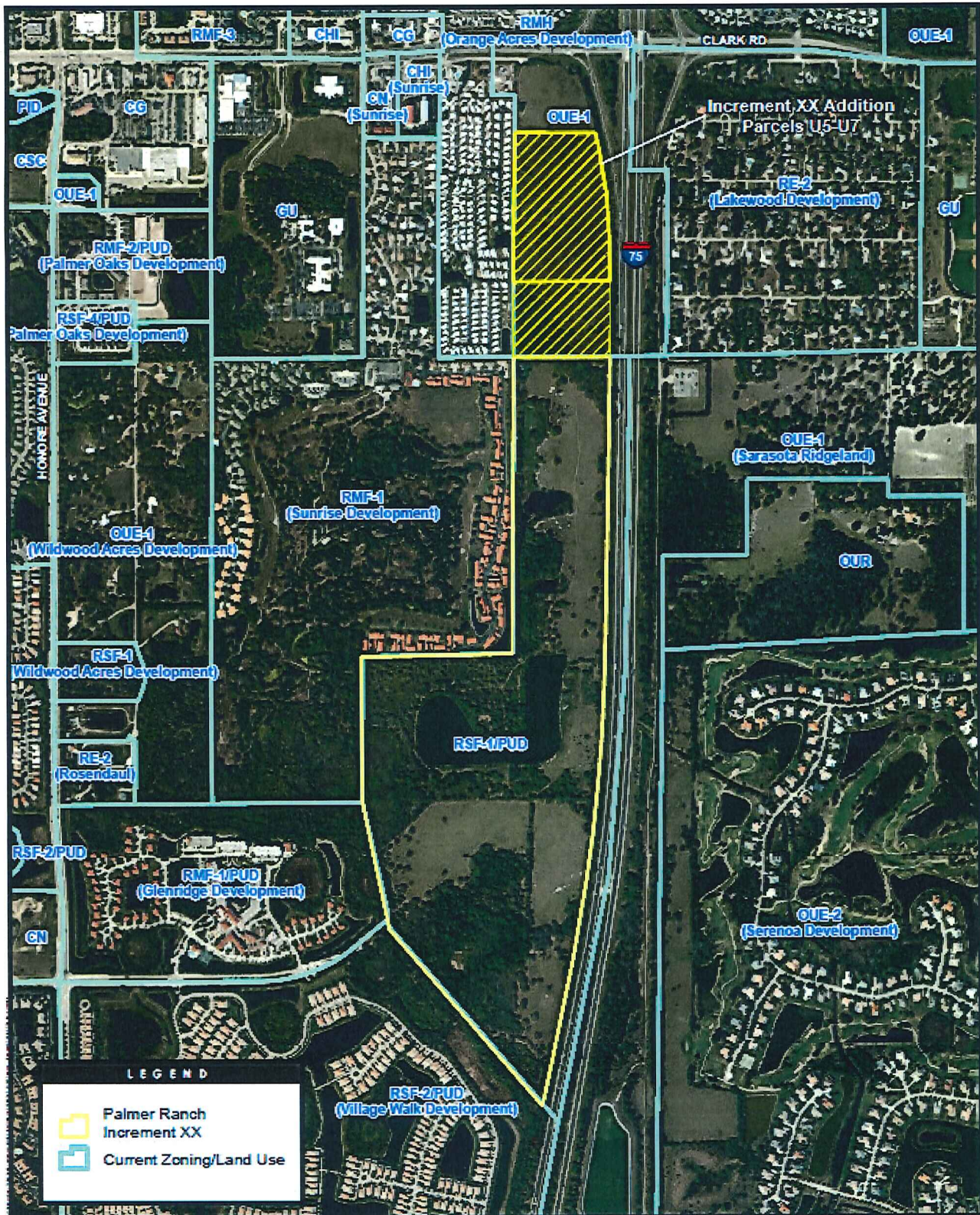
**Palmer Ranch - Master Development Order - Parcels U5-U7**

Location Map  
February 2015

Stantec Consulting Services Inc.  
4900 Professional Parkway East  
Suite 100, N. 2430  
Tel: 941.707.4700  
Fax: 941.707.4711







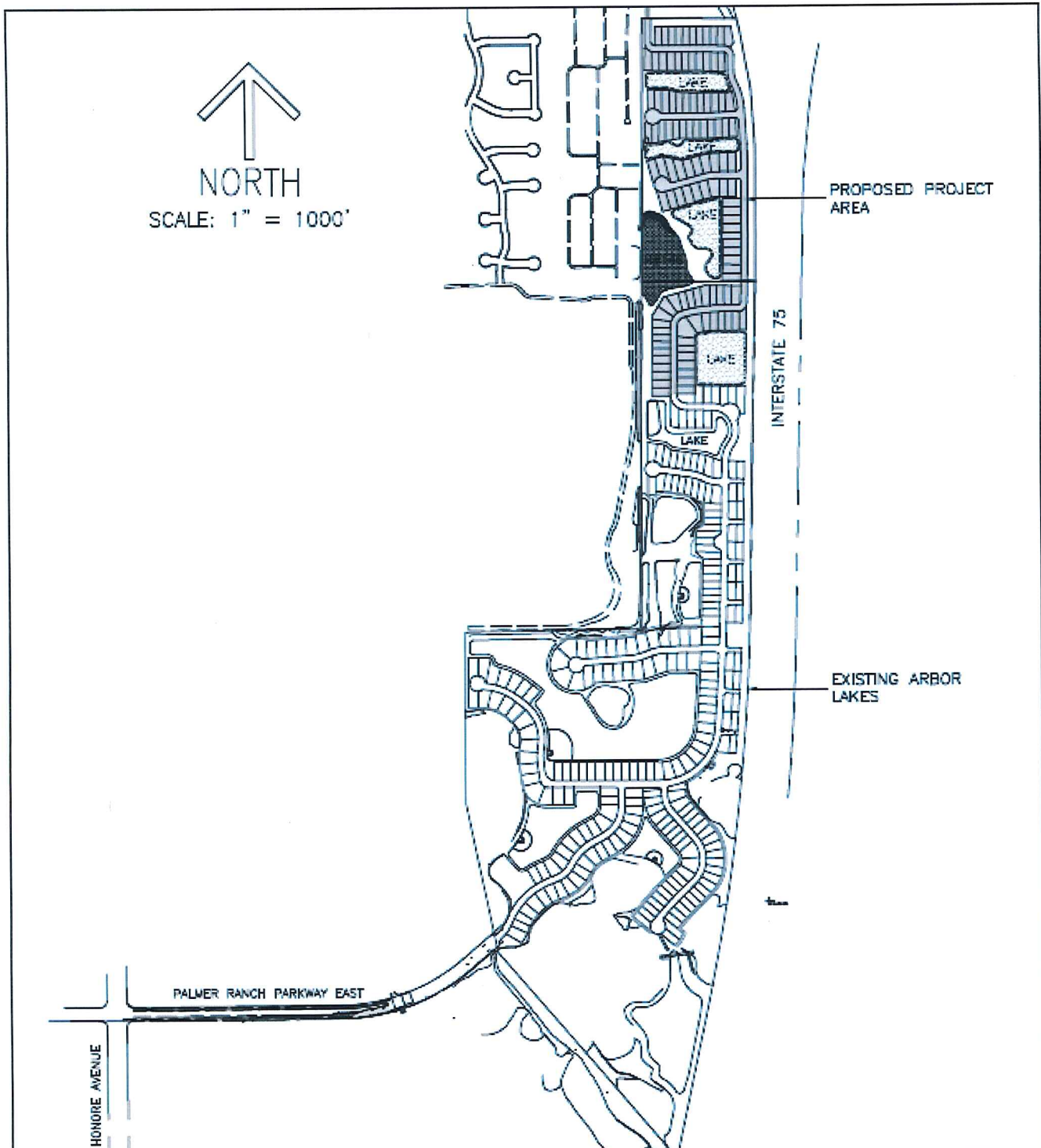
Disclaimer: Stantec assumes no responsibility for data supplied to this form. Stantec, the Stantec logo and the Stantec logo are trademarks of Stantec. The Stantec logo is a registered trademark of Stantec. Stantec, the Stantec logo and the Stantec logo are trademarks of Stantec. Stantec, the Stantec logo and the Stantec logo are trademarks of Stantec.

**Palmer Ranch - Increment XX - Parcels U5-U7**  
**Notification of Proposed Change (NOPC)**  
**Aerial Map and Existing Zoning/Land Use**  
 February 2015

Stantec Consulting Services Inc.  
 6900 Professional Parkway East  
 Suite 100, N. 24240  
 Edmonton, AB T6C 2E1  
 Tel: 781.922.4700  
 Fax: 781.922.4711







PROJECT: PALMER RANCH — INCREMENT XX (PARCEL U5 & U7) REZONING  
 CLIENT: TAYLOR MORRISON

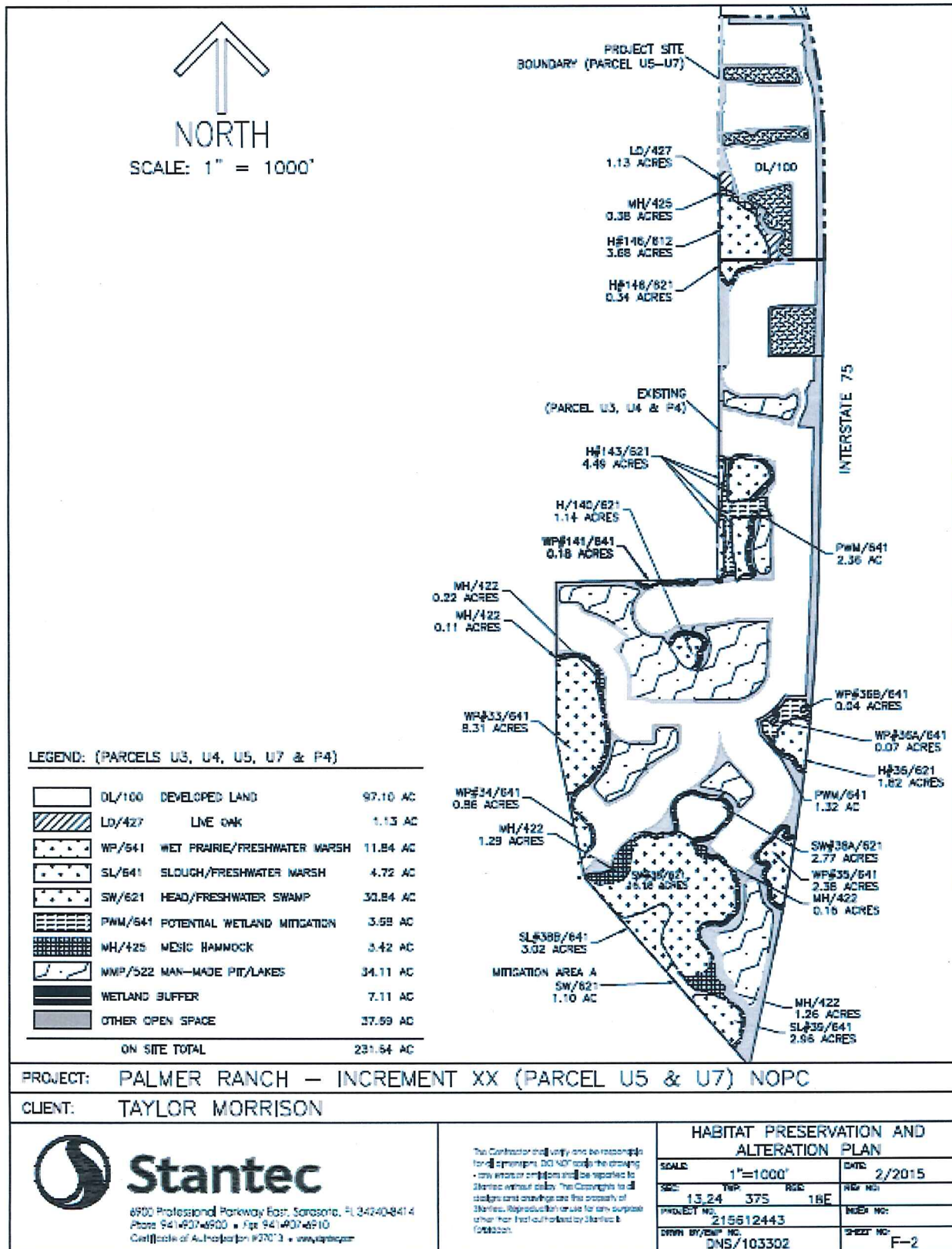


**Stantec**

6900 Professional Parkway East, San Jose, CA 95128-6414  
 Phone 941-907-6600 • Fax 941-907-5910  
 Certificate of Authorization #27010 • www.stantec.com

The Contractor shall verify and be responsible for all dimensions. DO NOT scale the drawing. Any errors or omissions shall be reported to Stantec without delay. The Contractor is all designs and drawings are the property of Stantec. Reproduction or use for any purpose other than that authorized by Stantec is prohibited.

|                 |               |           |        |
|-----------------|---------------|-----------|--------|
| SCALE           | 1"=1000'      | DATE      | 2/2015 |
| SHEET           | 13.24 37S 18E | REV NO.   |        |
| PROJECT NO.     | 215612246     | INDEX NO. |        |
| WORK BY/EMP NO. | DNS/103302    | SHEET NO. | 2 of 2 |



Saved: 2/11/2015 12:41:01 PM DSEIWE | Plotted: 2/11/2015 4:07:25 PM DSEIWE | V:\2155\active\215512443\planning\drawing\01-PLANNING\shhbs\215512443-001-X06.dwg\layout1

## **AGENCY REVIEW LETTERS**

1. Southwest Florida Water Management District
2. Florida Department of Transportation
3. Southwest Florida Regional Planning Council Environmentalist



An Equal  
Opportunity  
Employer

## Southwest Florida Water Management District

2379 Broad Street, Brooksville, Florida 34604-6899  
(352) 796-7211 or 1-800-423-1476 (FL only)  
WaterMatters.org

**Bartow Service Office**  
170 Century Boulevard  
Bartow, Florida 33830-7700  
(863) 534-1448 or  
1-800-492-7862 (FL only)

**Sarasota Service Office**  
6750 Fruitville Road  
Sarasota, Florida 34240-9711  
(941) 377-3722 or  
1-800-320-3503 (FL only)

**Tampa Service Office**  
7601 U.S. 301 North (Fort King Highway)  
Tampa, Florida 33637-6759  
(813) 985-7481 or  
1-800-836-0797 (FL only)

**Michael A. Babb**  
Chair, Hillsborough  
**Randell S. Maggard**  
Vice Chair, Pasco  
**Jeffrey M. Adams**  
Secretary, Pinellas  
**David W. Dunbar**  
Treasurer, Hillsborough, Pinellas  
**Carole Boruff**  
Former Chair, Manatee  
**N. Paul Scott, Jr.**  
Former Chair, Polk  
**Ed Armstrong**  
Pinellas  
**Bryan K. Boewick**  
DeSoto, Hardee, Highlands  
**Thomas E. Brenson**  
Hernando, Marion  
**Wendy Griffin**  
Hillsborough  
**George W. Mann**  
Polk  
**Michael A. Moran**  
Charlotte, Sarasota  
**Vacant**  
Citrus, Lake, Levy, Sumter

**Robert N. Soften, P.E.**  
Executive Director

May 4, 2015

Maryann Devanas  
Planner I  
Southwest Florida Regional Planning Council  
1926 Victoria Avenue  
Fort Myers, FL 33901

Subject: Palmer Ranch DRI – Increment XX

Dear Ms. Devanas:

The Southwest Florida Water Management District (District) has reviewed the referenced application. Our technical assistance comments are as follows:

1. There are no Special Flood Hazard Areas in this location on the effective or preliminary FEMA FIRM. However, the County's Little Sarasota Bay model depicts locations within the project area where water is expected to accumulate during a 100 year storm. This model information is used by District staff in the review of permit applications.
2. The applicant identifies potential impacts to wetlands. Early coordination with the District's Regulatory section is encouraged for ERP permitting. Mr. Al Gagne, Environmental Manager, at (813) 985-7481, ext. 4352, or [albert.gagne@watermatters.org](mailto:albert.gagne@watermatters.org) may be contacted for further information and assistance.
3. The Surface Water Management Plan only details the pre and post-development modeling for a 100 year storm. Please be advised that District Environmental Resource Permit (ERP) permitting will require the applicant to also demonstrate no adverse impacts from any floodplain encroachment for lesser storms (i.e. 2.33 year, 10 year and 25 year storm). Additionally, it will need to be demonstrated that the project will not cause adverse flooding impacts to onsite or offsite property. The District recommends this comment be incorporated into the Development Order.

We appreciate this opportunity to participate in the review process. If we may be of further assistance, please do not hesitate to contact me at (352) 796-7211, ext. 4422, or [melissa.dickens@watermatters.org](mailto:melissa.dickens@watermatters.org).

Sincerely,

Melissa Dickens, AICP  
Staff Planner

cc: Suzanne Ray, FDEP  
Al Gagne, SWFWMD  
Steven Lopes, SWFWMD

Dave Kramer, SWFWMD  
Dawn Turner, SWFWMD  
Tara Poulton, SWFWMD





## Florida Department of Transportation

RICK SCOTT  
GOVERNOR

10041 Daniels Parkway  
Fort Myers, FL 33913

JIM BOXOLD  
SECRETARY

May 8, 2015

Ms. Maryann Devanas  
Planner I  
Southwest Florida Regional Planning Council  
1926 Victoria Ave.  
Fort Myers, FL 33901

**RE: Palmer Ranch Development of Regional Impact (DRI) Increment XX, Notice of Proposed Change (NOPC), Parcels U5 and U7 – FDOT Comments and Recommendations**

Dear Ms. Devanas:

The Florida Department of Transportation (FDOT), District One, has reviewed the Palmer Ranch DRI Increment XX, NOPC, Parcels U5 and U7 in accordance with the requirements of Florida Statutes (F.S.) Chapter 380.06. The Department offers the Southwest Florida Regional Planning Council (SWFRPC) the following comments and recommendations for your consideration.

Palmer Ranch Increment XX was approved by the Sarasota Board of County Commissioners on November 7, 2012 (Ordinance No. 2012-039). The original boundary contains a total of 194.12 acres (located east of Honore Avenue, south of Clark Road, and west of I-75), and was approved for 267 dwelling units. This NOPC proposes to add 75 dwelling units and 37.48 acres to the originally approved Increment XX. In addition, a concurrent NOPC was submitted to amend the Palmer Ranch Master Development Order (MDO) by adding 24.09 acres to the existing DRI boundary. As stated in the Application for NOPC to Palmer Ranch MDO, the 24.09 acres plus 13.34 acres (within the boundaries of the Palmer Ranch DRI), make up the 37.48 acres for the Increment XX NOPC.

***FDOT Comment #1: Please verify acreages as summarized above (13.34 + 24.09 = 37.43 acres, versus the reported 37.48 acres) and on pdf page 38 of the Application for NOPC to Palmer Ranch MDO.***

### Traffic

The NOPC for Increment XX consists of Parcels U5 and U7, and is located outside of the adopted boundaries of the Palmer Ranch Master DRI; east of Honore Avenue, south of Clark Road, and west of I-75. The developer proposes to build an additional 75 single-family dwelling units on Increment XX. The additional 75 dwelling units are within the approved 11,550 units as amended in Resolution No. 2013-196.

[www.dot.state.fl.us](http://www.dot.state.fl.us)

Ms. Maryann Devanas  
 Palmer Ranch DRI, Increment XX, NOPC, Parcels U5 and U7 – FDOT Comments and Recommendations  
 May 8, 2015  
 Page 2 of 4

The Transportation analysis submitted as part of this NOPC states that although the subject property is not currently within the Palmer Ranch DRI, the impacts from the property were accounted for in the Palmer Ranch 2014 Transportation Reanalysis (which was submitted to Sarasota County in late September 2014).

The 2014 Transportation Reanalysis assumed 74 single-family dwelling units for Parcel U5, and concluded that the roads included in the MDO provide a benefit larger than the impact of the approved Palmer Ranch land uses at buildout.

The Department notes that the Palmer Ranch DRI is proposing to add 75 single-family dwelling units as part of Increment XX, which is one additional unit than analyzed in the 2014 Reanalysis. The one unit increase does not represent a substantial increase and will not generate more than one additional AM peak-hour and PM peak-hour trip.

***FDOT Comment #2: The Increment XX NOPC identifies 24.09 additional acres (proposed in addition to the approved DRI boundary) and 75 dwelling units; however, the 2014 Transportation Reanalysis does not reference the additional 24.09 acres in the analysis; the Reanalysis references Parcel U5, but not Parcel U7. Please explain why this additional acreage, which includes proposed additional development, is not referenced in the 2014 Transportation Reanalysis and why the additional acreage does not constitute a substantial deviation per F.S. 380.06(19)(e)3.***

#### **Site Access**

The approved Arbor Lakes development, directly south of the proposed NOPC, plans to construct two connections; a southern access via Honore Avenue/Palmer Ranch Parkway intersection, and a northern access via the Catamaran Drive/Clark Road intersection. As noted in the NOPC Increment XX Traffic Impact Analysis (revised in April 2015 to account for the northern access to meet Sarasota County's two driveway connection requirements), Arbor Lakes is currently approved for 267 units. With the addition of 75 units, a total of 342 units are proposed within Arbor Lakes.

To demonstrate the traffic impacts for the two site access locations, the applicant analyzed traffic from all 342 dwelling units. The estimated external trips generated by the development are 249 AM peak-hour two-way trip ends (62 entering; 187 exiting) and 318 PM peak-hour two-way trip ends (200 entering; 118 exiting).

Traffic from the 342 dwelling units was distributed based on the existing turning movements with 50% to the Honore Avenue/Palmer Ranch Parkway East intersection and the remaining 50% to the Catamaran Drive/Clark Road intersection. An intersection analysis was also performed using Highway Capacity Software (HCS) for the existing plus project traffic conditions.

The analysis indicates that both intersections will operate at level-of-service 'B' during both the AM and PM peak hours, which is within Sarasota County's adopted level-of-service standard of 'C'. Additionally, the existing turn lanes at each intersection have adequate storage length to accommodate the existing plus project traffic demand.

[www.dot.state.fl.us](http://www.dot.state.fl.us)



Ms. Maryann Devanas  
Palmer Ranch DRI, Increment XX, NOPC, Parcels U5 and U7 – FDOT Comments and Recommendations  
May 8, 2015  
Page 4 of 4

Thank you for providing FDOT with the opportunity to review and comment on the proposed NOPC. If you have any questions please free to contact me at (239) 225-1981 or [sarah.catala@dot.state.fl.us](mailto:sarah.catala@dot.state.fl.us).

Sincerely,



Sarah Catala  
SIS/Growth Management Coordinator  
FDOT District One

CC: *Mr. Ray Eubanks, Florida Department of Economic Opportunity*

1926 Victoria Avenue | Fort Myers, FL 33901



P: 239.338.2550 | F: 239.338.2560 | [www.swfrpc.org](http://www.swfrpc.org)

I have reviewed the proposed Palmer Ranch Increment XX, prepared for Taylor Morrison of Florida, Inc. by Stantec Consulting Services, Inc. Dated February 11, 2015

The applicant requests this Notice of Proposed Change to add 37.48± acres to Increment XX. This acreage is located west of I-75 immediately north of the existing Increment XX. This additional acreage is the subject of a small scale comprehensive plan amendment, amendment to the I-75/Clark Road Sector Plan, and Notice of Proposed Change to the Master Development Order. The Master Development Plan for Increment XX has been revised, as necessary, to correctly reflect the proposed change. Additionally the number of dwelling units will increase from 267 dwelling units to 342 dwelling units.

Approximately 33.20 acres of uplands occur within Parcels U5 – U7 of Increment XX. The majority (89%) of uplands within the project area have previously been altered from their natural condition. Conversion for the historical and on-going use of the site for agricultural purposes, primarily as pastures for beef cattle, has eliminated former native habitats. Parcels U5 – U7 contain two (2) wetlands and one (1) upland-cut cattle pond. The limits of onsite wetlands and other surface waters (OSW) were previously established by the Southwest Florida Water Management District (SWFWMD) and Florida Department of Environmental Protection (DEP) as part of the Eastside Analysis permitting reviews and more recently by SWFWMD under a formal jurisdictional determination Petition No. 701088 / 42041914.000 issued on November 20, 2014. No listed species were observed or are documented on the site.

Proposed impacts to natural wetlands in the project area are consistent with those identified on Map F-2 and include impacts associated with lot placement to Wetland #150 (0.08 acres). This wetland was previously impacted by the construction of the adjacent offsite stormwater pond and the onsite agricultural activities. This wetland has reduced ecological function based on historical and adjacent uses and is proposed to be impacted. Wetland #146 located in the southwest corner of the parcel will be preserved in its entirety. No additional impacts are proposed to natural wetlands as part of the addition to Increment XX. One area of mesic hammock totaling 0.38 acres was identified in the Addition to Increment XX during the *Eastside Analysis*. This area is located in the southwest corner of the project boundary, adjacent to Wetland #146. The entirety of this wetland fringing mesic hammock will be preserved. No impacts to mesic hammock or the adjacent live oak woodland are proposed. This area of mesic hammock will be subjected to management as described in the attached Resource Management Plan to control nuisance and exotic vegetation. Throughout the Palmer Ranch *Eastside*, a total of 53.28 acres of mesic hammocks were identified and mapped. To date, a total of 9.60 acres of mesic hammock impacts have occurred in early Increments and roadway corridors within Palmer Ranch. With the inclusion of 0.38 acres preserved in the Addition to Increment XX, a total balance of 43.74 acres of mesic hammock has been preserved or remains in future DRI

Increments. From this accounting, the DRI is on track to comply with the MDO condition to preserve at least 40 acres of mesic hammock within the DRI boundaries.

Based on the materials provided the Palmer Ranch Increment XX NOPC appears to be consistent with the SRPP and the Sarasota County Comp Plan in the areas of Vegetation and Wildlife, and Wetlands.

Jim Beaver  
Southwest Florida Regional Planning Council  
1926 Victoria Avenue  
Fort Myers, Florida 33901  
Telephone (239) 338-2550 ext 224  
Fax (239) 338-2560  
E-mail: [jbeever@swfrpc.org](mailto:jbeever@swfrpc.org)  
Website: <http://www.swfrpc.org/>



# Agenda Item

11

11

## SWFRPC Committee Reports

11

11

# Agenda Item

11a

11a

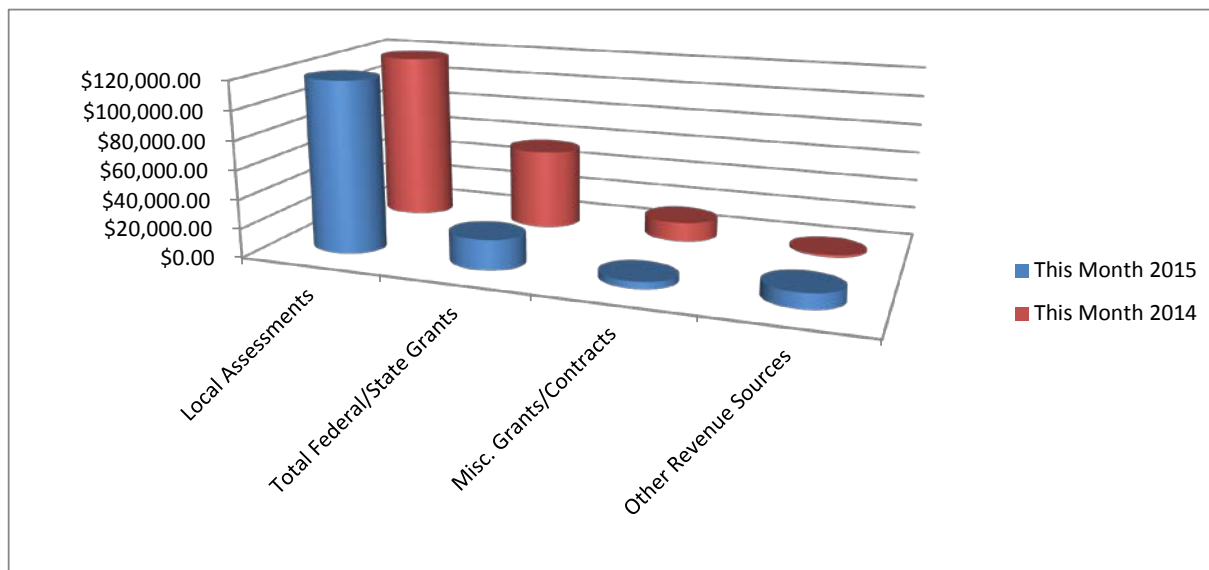
Budget & Finance Committee

11a

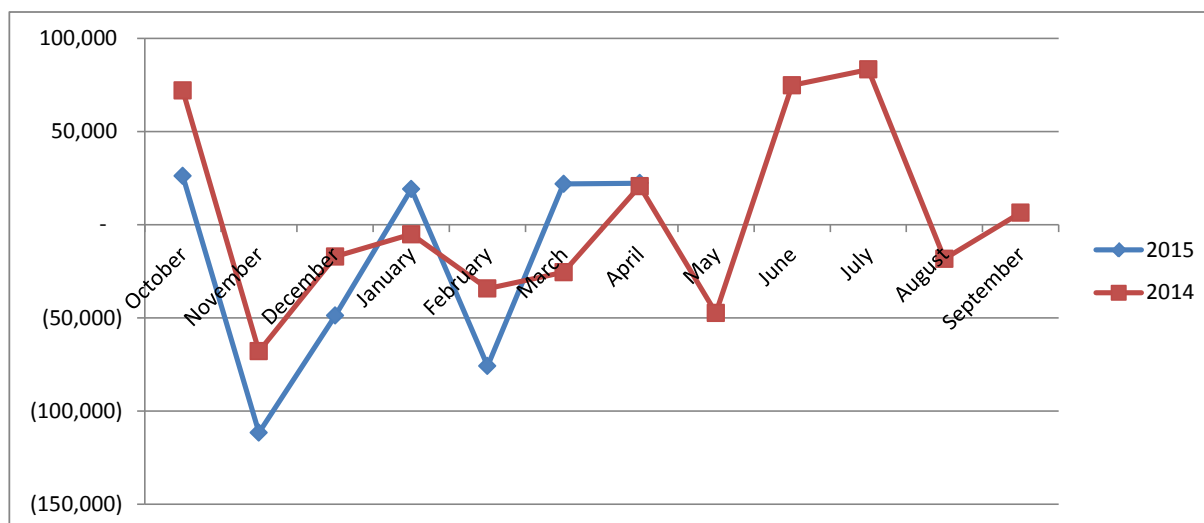
## 2014 - 2015 Workplan & Budget Financial Snapshot Apr-15

### Revenues

Local Assessments  
Total Federal/State Grants  
Misc. Grants/Contracts  
Other Revenue Sources



Notes: Local Assessments billed at the beginning of each quarter: October, January, April and July  
Federal Grants (EPA) billed monthly: EPA: FAMWQ and Conservation Easement  
State/Federal Grants billed quarterly: LEPC, HMEP, TD, and ED  
Misc. Grants/Contracts billed quarterly: MARC Solar Ready  
Misc. Grants/Contracts billed by deliverable: SQG, Interagency PO'S  
Other(DRI) billed /recorded monthly as cost reimbursement



**YTD: Net Income \$(147,007) Unaudited**

**SWFRPC  
INCOME STATEMENT  
COMPARED WITH BUDGET  
FOR THE SIX MONTHS ENDING APRIL 30, 2015**

|                                     | Current<br>Month  | Year to<br>Date<br>A | FY 2014-2015<br>Approved Budget<br>B | FY 2014-2015 (March<br>2015)<br>Amended Budget | % Of Budget year to<br>Date | Budget Remaining  |
|-------------------------------------|-------------------|----------------------|--------------------------------------|------------------------------------------------|-----------------------------|-------------------|
| <b>REVENUES</b>                     |                   |                      |                                      |                                                |                             |                   |
| <b>LOCAL ASSESSMENTS</b>            |                   |                      |                                      |                                                |                             |                   |
| CHARLOTTE COUNTY                    | \$ 12,276         | \$ 36,828            | \$ 49,104                            | \$ 49,104                                      | 75.00%                      | \$ 12,276         |
| COLLIER COUNTY                      | \$ 25,025         | \$ 75,075            | \$ 100,100                           | \$ 100,100                                     | 75.00%                      | \$ 25,025         |
| GLADES COUNTY                       | \$ 949            | \$ 2,848             | \$ 3,797                             | \$ 3,797                                       | 75.01%                      | \$ 949            |
| HENDY COUNTY                        | \$ 2,836          | \$ 8,507             | \$ 11,342                            | \$ 11,342                                      | 75.00%                      | \$ 2,835          |
| LEE COUNTY                          | \$ 38,868         | \$ 116,604           | \$ 155,480                           | \$ 155,480                                     | 75.00%                      | \$ 38,876         |
| SARASOTA COUNTY                     | \$ 28,897         | \$ 86,691            | \$ 115,588                           | \$ 115,588                                     | 75.00%                      | \$ 28,897         |
| CITY OF FORT MYERS                  | \$ 5,013          | \$ 15,057            | \$ 20,124                            | \$ 20,124                                      | 74.82%                      | \$ 5,067          |
| TOWN OF FORT MYERS BEACH INC        | \$ 474            | \$ 1,422             | \$ 1,897                             | \$ 1,897                                       | 74.97%                      | \$ 475            |
| BONITA SPRINGS                      | \$ 3,392          | \$ 10,177            | \$ 13,569                            | \$ 13,569                                      | 75.00%                      | \$ 3,392          |
| CITY OF SANIBEL                     | \$ 485            | \$ 1,456             | \$ 1,940                             | \$ 1,940                                       | 75.03%                      | \$ 484            |
| <b>TOTAL LOCAL ASSESSMENTS</b>      | <b>\$ 118,215</b> | <b>\$ 354,663</b>    | <b>\$ 472,941</b>                    | <b>\$ 472,941</b>                              | <b>74.99%</b>               | <b>\$ 118,278</b> |
| <b>FEDERAL / STATE GRANTS</b>       |                   |                      |                                      |                                                |                             |                   |
| EPA FAMWQ                           | \$ -              | \$ 13,029            | \$ 36,000                            | \$ 18,833                                      | 69.18%                      | \$ 5,804          |
| EPA-CONSERVATION                    | \$ 9,458          | \$ 42,900            | \$ 95,944                            | \$ 84,020                                      | 51.06%                      | \$ 41,120         |
| DEM-LEPC -14/15                     | \$ -              | \$ 18,631            | \$ 40,909                            | \$ 42,000                                      | 44.36%                      | \$ 23,369         |
| DEM-HMEP 14/15                      | \$ -              | \$ 2,087             | \$ 58,370                            | \$ 22,000                                      | 9.49%                       | \$ 19,913         |
| Economic Development Planning       | \$ -              | \$ 30,486            | \$ 63,000                            | \$ 63,000                                      | 48.39%                      | \$ 32,514         |
| EDA TECHNICAL ASSISTANCE            | \$ -              | \$ 29,128            | \$ -                                 | \$ 58,256                                      | 50.00%                      | \$ 29,128         |
| MARC - SOLAR READY                  | \$ -              | \$ 13,077            | \$ 45,000                            | \$ 26,656                                      | 49.06%                      | \$ 13,579         |
| TD GLADES 14/15                     | \$ -              | \$ 15,152            | \$ 38,573                            | \$ 38,573                                      | 39.28%                      | \$ 23,421         |
| DEM - Collier Hazards               | \$ 3,619          | \$ 3,619             | \$ -                                 | \$ 8,042                                       | 45.00%                      | \$ 4,423          |
| CITY OF LABELLE FARM TOUR           | \$ 7,500          | \$ 12,000            | \$ -                                 | \$ 20,000                                      | 60.00%                      | \$ 8,000          |
| CHNEP MANATEE                       | \$ -              | \$ (5,000)           | \$ -                                 | \$ -                                           | N/A                         | \$ 5,000          |
| <b>TOTAL FEDERAL / STATE GRANTS</b> | <b>\$ 20,577</b>  | <b>\$ 175,109</b>    | <b>\$ 377,796</b>                    | <b>\$ 381,380</b>                              | <b>45.91%</b>               | <b>\$ 206,271</b> |



|                                             | Current<br>Month  | Year to<br>Date<br>A | FY 2014-2015<br>Approved Budget<br>B | FY 2014-2015 (March<br>2015)<br>Amended Budget | % Of Budget year to<br>Date | Budget Remaining    |
|---------------------------------------------|-------------------|----------------------|--------------------------------------|------------------------------------------------|-----------------------------|---------------------|
| <b>MISC. GRANTS / CONTRACTS/CONTRACTUAL</b> |                   |                      |                                      |                                                |                             |                     |
| GLADES SQG                                  | \$ -              | \$ -                 | \$ 3,900                             | \$ 3,900                                       | 0.00%                       | \$ 3,900            |
| VISIT FLORIDA- Video                        | \$ -              | \$ -                 | \$ 5,000                             | \$ 5,000                                       | 0.00%                       | \$ 5,000            |
| NEFRC PO # 943                              | \$ -              | \$ 8,256             | \$ 7,000                             | \$ 8,256                                       | 100.00%                     | \$ -                |
| NEFRC SRESP                                 | \$ 1,250          | \$ 1,250             |                                      | \$ 8,000                                       | 15.63%                      | \$ 6,750            |
| City of Bonita Springs                      | \$ -              | \$ -                 | \$ 20,000                            | \$ 50,000                                      | 0.00%                       | \$ 50,000           |
| DRI MONITORING FEES                         | \$ -              | \$ 2,000             | \$ 4,000                             | \$ 4,000                                       | 50.00%                      | \$ 2,000            |
| DRIS/NOPCS INCOME                           | \$ 3,504          | \$ 36,448            | \$ 56,000                            | \$ 56,000                                      | 65.09%                      | \$ 19,552           |
| City of Punta Gorda - Mangrove Loss         | \$ -              | \$ 14,875            | \$ 50,000                            | \$ 27,250                                      | 54.59%                      | \$ 12,375           |
| TBRPC-GRAPHICS                              | \$ -              | \$ 2,947             | \$ -                                 | \$ 1,850                                       | 159.30%                     | \$ (1,097)          |
| TBRPC -Disaster Guide (graphics)            | \$ -              | \$ 4,000             |                                      | \$ 4,000                                       | 100.00%                     | \$ -                |
| <b>TOTAL MISC. GRANTS/CONTRACTS</b>         | <b>\$ 4,754</b>   | <b>\$ 69,776</b>     | <b>\$ 145,900</b>                    | <b>\$ 168,256</b>                              | <b>41.47%</b>               | <b>\$ 98,480</b>    |
| <b>OTHER REVENUE SOURCES</b>                |                   |                      |                                      |                                                |                             |                     |
| IT EVENT                                    | \$ -              | \$ 6,108             | \$ -                                 | \$ 5,363                                       | 113.89%                     | \$ (745)            |
| Brownfields Event                           |                   | \$ 2,250             |                                      | \$ 2,800                                       | 80.36%                      | \$ 550              |
| ABM SPONSORSHIPS                            |                   | \$ 5,000             | \$ 2,500                             | \$ 2,500                                       | 200.00%                     | \$ (2,500)          |
| CHNEP Audit                                 | \$ 10,310         | \$ 10,310            | \$ -                                 | \$ -                                           | N/A                         | \$ (10,310)         |
| RENTAL SPACE-SENATOR                        | \$ -              | \$ 1,250             | \$ 15,000                            | \$ -                                           | N/A                         | \$ (1,250)          |
| INTEREST INCOME                             | \$ -              | \$ 357               | \$ 1,500                             | \$ 1,500                                       | 23.78%                      | \$ 1,143            |
| Pool B Investment Income                    | \$ 21             | \$ 172               | \$ -                                 | \$ -                                           | N/A                         | \$ (172)            |
| MISC. INCOME                                | \$ -              | \$ 18                | \$ 3,500                             | \$ 3,500                                       | 0.52%                       | \$ 3,482            |
| <b>TOTAL OTHER REVENUE SOURCES</b>          | <b>\$ 10,331</b>  | <b>\$ 25,464</b>     | <b>\$ 22,500</b>                     | <b>\$ 15,663</b>                               | <b>162.58%</b>              | <b>\$ (9,801)</b>   |
| <i>CARRY OVER Fund Balance</i>              | \$ -              | \$ -                 | \$ 708,484                           | \$ 748,895                                     |                             |                     |
| <b>TOTAL REVENUES</b>                       | <b>\$ 153,877</b> | <b>\$ 625,013</b>    | <b>\$ 1,727,621</b>                  | <b>\$ 1,787,135</b>                            | <b>35%</b>                  | <b>\$ 1,162,122</b> |

## EXPENSES

|                            |           |            |            |            |      |            |
|----------------------------|-----------|------------|------------|------------|------|------------|
| <b>PERSONNEL EXPENSES</b>  |           |            |            |            |      |            |
| SALARIES EXPENSE           | \$ 55,716 | \$ 388,034 | \$ 729,525 | \$ 694,945 | 56%  | \$ 306,911 |
| FICA EXPENSE               | \$ 4,171  | \$ 28,803  | \$ 55,809  | \$ 53,209  | 54%  | \$ 24,406  |
| RETIREMENT EXPENSE         | \$ 4,563  | \$ 32,993  | \$ 58,766  | \$ 56,166  | 59%  | \$ 23,173  |
| HEALTH INSURANCE EXPENSE   | \$ 11,164 | \$ 62,081  | \$ 128,579 | \$ 125,579 | 49%  | \$ 63,498  |
| WORKERS COMP. EXPENSE      | \$ 369    | \$ 2,583   | \$ 2,329   | \$ 2,329   | 111% | \$ (254)   |
| UNEMPLOYMENT COMP. EXPENSE | \$ -      | \$ 12      | \$ -       | \$ -       | N/A  | \$ (12)    |

|                                                        | Current<br>Month  | Year to<br>Date<br>A | FY 2014-2015<br>Approved Budget<br>B | FY 2014-2015 (March<br>2015)<br>Amended Budget | % Of Budget year to<br>Date | Budget Remaining    |
|--------------------------------------------------------|-------------------|----------------------|--------------------------------------|------------------------------------------------|-----------------------------|---------------------|
| <b>TOTAL PERSONNEL EXPENSES</b>                        | <b>\$ 75,982</b>  | <b>\$ 514,506</b>    | <b>\$ 975,008</b>                    | <b>\$ 932,228</b>                              | <b>55%</b>                  | <b>\$ 417,722</b>   |
| <b>EXPENSES</b>                                        |                   |                      |                                      |                                                |                             |                     |
| <b>OPERATIONAL EXPENSES</b>                            |                   |                      |                                      |                                                |                             |                     |
| CONSULTANTS                                            | \$ 9,403          | \$ 35,070            | \$ 14,500                            | \$ 46,850                                      | 75%                         | \$ 11,780           |
| GRANT/CONSULTING EXPENSE                               | \$ -              | \$ 6,629             | \$ 54,396                            | \$ 54,396                                      | 12%                         | \$ 47,767           |
| AUDIT SERVICES EXPENSE                                 | \$ 21,620         | \$ 34,620            | \$ 40,000                            | \$ 40,000                                      | 87%                         | \$ 5,380            |
| AUDIT EXPENSES-CHNEP                                   | \$ -              | \$ (6,500)           | \$ -                                 | \$ -                                           | N/A                         | \$ 6,500            |
| TRAVEL EXPENSE                                         | \$ 2,338          | \$ 19,675            | \$ 25,170                            | \$ 35,670                                      | 55%                         | \$ 15,995           |
| TELEPHONE EXPENSE                                      | \$ 680            | \$ 3,108             | \$ 5,100                             | \$ 5,100                                       | 61%                         | \$ 1,992            |
| POSTAGE / SHIPPING EXPENSE                             | \$ 1,078          | \$ 2,889             | \$ 2,787                             | \$ 4,287                                       | 67%                         | \$ 1,398            |
| EQUIPMENT RENTAL EXPENSE                               | \$ 1,781          | \$ 5,115             | \$ 7,015                             | \$ 7,015                                       | 73%                         | \$ 1,900            |
| INSURANCE EXPENSE                                      | \$ 1,184          | \$ 20,395            | \$ 22,500                            | \$ 22,500                                      | 91%                         | \$ 2,105            |
| REPAIR/MAINT. EXPENSE                                  | \$ 2,441          | \$ 7,126             | \$ 15,000                            | \$ 15,000                                      | 48%                         | \$ 7,874            |
| PRINTING/REPRODUCTION EXPENSE                          | \$ 488            | \$ 1,951             | \$ 2,190                             | \$ 6,190                                       | 32%                         | \$ 4,239            |
| UTILITIES (ELEC, WATER, GAR)                           | \$ 1,060          | \$ 11,210            | \$ 23,200                            | \$ 23,200                                      | 48%                         | \$ 11,990           |
| ADVERTISING/LEGAL NOTICES EXP                          | \$ 390            | \$ 1,400             | \$ 2,454                             | \$ 2,454                                       | 57%                         | \$ 1,054            |
| OTHER MISC. EXPENSE                                    | \$ 527            | \$ 2,118             | \$ 4,500                             | \$ 4,500                                       | 47%                         | \$ 2,382            |
| BANK SERVICE CHARGES                                   | \$ 50             | \$ 1,553             | \$ 2,700                             | \$ 2,700                                       | 58%                         | \$ 1,147            |
| OFFICE SUPPLIES EXPENSE                                | \$ 113            | \$ 2,767             | \$ 5,175                             | \$ 5,175                                       | 53%                         | \$ 2,408            |
| COMPUTER RELATED EXPENSE                               | \$ 652            | \$ 13,369            | \$ 27,070                            | \$ 27,070                                      | 49%                         | \$ 13,701           |
| DUES AND MEMBERSHIP                                    | \$ -              | \$ 9,832             | \$ 29,700                            | \$ 29,700                                      | 33%                         | \$ 19,868           |
| PUBLICATION EXPENSE                                    | \$ -              | \$ 211               | \$ 250                               | \$ 461                                         | 46%                         | \$ 250              |
| PROF. DEVELOP.                                         | \$ 683            | \$ 3,411             | \$ 10,256                            | \$ 10,256                                      | 33%                         | \$ 6,845            |
| MEETINGS/EVENTS EXPENSE                                | \$ 489            | \$ 7,045             | \$ 3,453                             | \$ 11,616                                      | 61%                         | \$ 4,571            |
| CAPITAL OUTLAY EXPENSE                                 |                   | \$ -                 | \$ 7,500                             | \$ 7,500                                       | 0%                          | \$ 7,500            |
| CAPITAL OUTLAY - BUILDING                              |                   | \$ -                 | \$ 35,150                            | \$ 35,150                                      | 0%                          | \$ 35,150           |
| LONG TERM DEBT                                         | \$ 10,646         | \$ 74,521            | \$ 128,000                           | \$ 128,000                                     | 58%                         | \$ 53,479           |
| UNCOLLECTABLE RECEIVABLES                              |                   |                      |                                      | \$ 7,233                                       | 0%                          | \$ 7,233            |
| RESERVE FOR OPERATIONS EXPENSE                         | \$ -              | \$ -                 | \$ 708,484                           | \$ 748,895                                     | 0%                          | \$ 748,895          |
| <b>OPERATIONAL EXP.</b>                                | <b>\$ 55,620</b>  | <b>\$ 257,514</b>    | <b>\$ 1,176,550</b>                  | <b>\$ 1,280,918</b>                            | <b>20%</b>                  | <b>\$ 1,023,404</b> |
| ALLOCATION FOR FRINGE/INDIRECT<br>(CAPTURED BY GRANTS) |                   |                      | \$ (423,937)                         | \$ (426,011)                                   |                             |                     |
| <b>TOTAL OPERATIONAL EXP.</b>                          |                   |                      | \$ 752,613                           | \$ 854,907                                     |                             |                     |
| <b>TOTAL CASH OUTLAY</b>                               | <b>\$ 131,603</b> | <b>\$ 772,020</b>    | <b>\$ 1,727,621</b>                  | <b>\$ 1,787,135</b>                            | <b>43%</b>                  | <b>\$ 1,015,115</b> |
| <b>NET INCOME (LOSS)</b>                               | <u>\$ 22,274</u>  | <u>\$ (147,007)</u>  |                                      |                                                |                             |                     |

# SWFRPC

## Detail of Reserve

### As of April 30, 2015

***Cash and Cash Equivalents:***

|                                               |                          |
|-----------------------------------------------|--------------------------|
| Petty Cash                                    | \$ 200                   |
| Bank of America Operating Funds               | 144,661                  |
| <b><i>Total Cash and Cash Equivalents</i></b> | <b><u>\$ 144,861</u></b> |

***Investments:***

|                                                              |                                 |
|--------------------------------------------------------------|---------------------------------|
| Iberia Bank CD                                               | \$ 318,083                      |
| Local government Surplus Trust Fund Investment Pool (Fund A) | 134,448                         |
| Local government Surplus Trust Fund (Fund B)                 | -                               |
| <b><i>Total Investments</i></b>                              | <b><u>\$ 452,531</u></b>        |
| <b>Total Reserves</b>                                        | <b><u><u>\$ 597,392</u></u></b> |

SWFRPC  
Balance Sheet  
April 30, 2015

ASSETS

|                                |    |                     |
|--------------------------------|----|---------------------|
| Current Assets                 |    |                     |
| Cash - Bank of America Oper.   | \$ | 144,661.21          |
| Cash - Iberia CDs              |    | 318,082.85          |
| Cash - FL Local Gov't Pool     |    | 134,448.03          |
| Petty Cash                     |    | 200.00              |
| Accounts Receivable            |    | 132,442.27          |
| Accounts Receivable-RC&D       |    | (61.25)             |
|                                |    | <hr/>               |
| Total Current Assets           |    | 729,773.11          |
| Property and Equipment         |    |                     |
| Property, Furniture & Equip    |    | 2,014,488.05        |
| Accumulated Depreciation       |    | (576,325.59)        |
|                                |    | <hr/>               |
| Total Property and Equipment   |    | 1,438,162.46        |
| Other Assets                   |    |                     |
| Amount t.b.p. for L.T.L.-Leave |    | 45,619.07           |
| FSA Deposit                    |    | 2,881.29            |
| Amt t.b.p. for L.T.Debt-OPEP   |    | 61,797.00           |
| Amount t.b.p. for L.T.Debt     |    | 911,228.47          |
|                                |    | <hr/>               |
| Total Other Assets             |    | 1,021,525.83        |
|                                |    | <hr/>               |
| Total Assets                   | \$ | <u>3,189,461.40</u> |

LIABILITIES AND CAPITAL

|                               |    |              |
|-------------------------------|----|--------------|
| Current Liabilities           |    |              |
| Accounts Payable              | \$ | 56,072.22    |
| Deferred Income NEP Local     |    | 3,190.00     |
| Deferred Income - FAMWQ       |    | 5,804.03     |
| Deferred EPA Conservation     |    | 12,076.63    |
| Deferred-Palmer Ranch XXII    |    | 7,819.83     |
| Deferred Palmer XXIII-B       |    | 18,253.19    |
| Deferred Palmer Park          |    | 1,518.69     |
| Deferred Palmer Ranch DRI XX  |    | 3,023.21     |
| Deferred Tollgate             |    | 2,500.00     |
| Deferred NorthPoint NOPC      |    | 2,500.00     |
| FICA Taxes Payable            |    | 18,403.61    |
| Federal W/H Tax Payable       |    | (3,499.55)   |
| United way Payable            |    | 497.00       |
| Deferred Compensation Payable |    | 700.00       |
| FSA Payable                   |    | 601.15       |
| LEPC Contingency Fund         |    | 305.25       |
|                               |    | <hr/>        |
| Total Current Liabilities     |    | 129,765.26   |
| Long-Term Liabilities         |    |              |
| Accrued Annual Leave          |    | 45,619.07    |
| Long Term Debt - OPEB         |    | 61,797.00    |
| Long Term Debt - Bank of Am.  |    | 911,228.47   |
|                               |    | <hr/>        |
| Total Long-Term Liabilities   |    | 1,018,644.54 |
|                               |    | <hr/>        |
| Total Liabilities             |    | 1,148,409.80 |

Unaudited - For Management Purposes Only

SWFRPC  
Balance Sheet  
April 30, 2015

|                               |                     |                            |
|-------------------------------|---------------------|----------------------------|
| Capital                       |                     |                            |
| Fund Balance-Unassigned       | 235,897.08          |                            |
| Fund Balance-Assigned         | 514,000.00          |                            |
| FB-Non-Spendable/Fixed Assets | 1,438,162.46        |                            |
| Net Income                    | <u>(147,007.94)</u> |                            |
| Total Capital                 |                     | <u>2,041,051.60</u>        |
| Total Liabilities & Capital   | \$                  | <u><u>3,189,461.40</u></u> |

# --- Agenda --- Item

11b

11b

Economic Development  
Committee

11b

# Agenda Item

11c

11c

Energy & Climate Committee

11c



# Agenda Item

11d

11d

# Estero Bay Agency on Bay Management Committee

11d

## **Estero Bay Agency on Bay Management**

The regular meetings of the Estero Bay Agency on Bay Management were held on April 13, 2015 and on May 4, 2015.

At the April meeting Dr. Lisa Beever presented on the RESTORE Act funding situation. A link on the presentation can be found at

[http://www.swfrpc.org/content/Natural\\_Resources/ABM/RESTORE\\_Act\\_for\\_EBABM.pdf](http://www.swfrpc.org/content/Natural_Resources/ABM/RESTORE_Act_for_EBABM.pdf)

EBABM Membership was also approved for the Happehatchee Center in Estero, founded by Ellen Peterson, a founding member of the EBABM

At the May meeting Mr. Tom Mayo presented on the proposed updates to the FGCU master plan/

Next Meeting Time and Place, for EBABM is Monday, June 8, 2015 – 9:30 a. m.

Next IAS and Principles Subcommittee Meeting: in Monday, May 25, 2015

**Recommended Action: Information only.**

# Agenda Item

11e

11e

Executive Committee

11e

# Agenda Item

11f

11f

Legislative Affairs Committee

11f

# Agenda Item

11g

11g

Quality of Life & Safety  
Committee

11g

# --- Agenda --- Item

11h

11h

Regional Transportation  
Committee

11h