

1400 Colonial Blvd., Suite 1  
Fort Myers, FL 33907



P: 239.938.1813 | F: 239.938.1817  
www.swfrpc.org

## COUNCIL MEETING AGENDA

May 19, 2016

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.*

<b>1</b>	<b>INVOCATION</b>	
<b>2</b>	<b>PLEDGE OF ALLEGIANCE</b>	
<b>3</b>	<b>ROLL CALL</b>	
<b>4</b>	<b>PUBLIC COMMENTS</b>	
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	b) Economic Development Committee – <b>Councilman Forrest Banks</b>	

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.

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c)	Energy & Climate Committee – <b>Mr. Don McCormick</b>	
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d)	Estero Bay Agency on Bay Management Committee – <b>Mr. James Beever</b>	Page 299
e)	Executive Committee – <b>Chair Don McCormick</b>	
f)	Legislative Affairs Committee – <b>Mr. Don McCormick</b>	
g)	Quality of Life & Safety Committee – <b>Mayor Willie Shaw</b>	
h)	Regional Transportation Committee – <b>Ms. Margaret Wuerstle</b>	
i)	Interlocal Agreement/Future of the SWFRPC Committee – <b>Councilman Jim Burch</b>	
j)	Water Quality and Water Resources Management- <b>Vice Mayor Mick Denham</b>	
<b>12</b>	<b>NEW BUSINESS</b>	
<b>13</b>	<b>STATE AGENCIES COMMENTS/REPORTS</b>	
<b>14</b>	<b>COUNCIL ATTORNEY’S COMMENTS</b>	
<b>15</b>	<b>COUNCIL MEMBERS’ COMMENTS</b>	
<b>16</b>	<b>ADJOURN</b>	

**NEXT SWFRPC MEETING DATE: JUNE 16, 2016**

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.

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# SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL MEMBERSHIP

## ***OFFICERS***

***Mr. Don McCormick, Chair***

***Councilman Jim Burch, Vice-Chair***

***Mr. Thomas Perry, Secretary***

***Councilman Forrest Banks, Treasurer***

## ***CHARLOTTE COUNTY***

## ***COLLIER COUNTY***

Commissioner Tricia Duffy, Charlotte BCC

Commissioner Tim Nance, Collier BCC

Commissioner Ken Doherty, Charlotte BCC

Commissioner Penny Taylor, Collier BCC

Councilman Gary Wein, City of Punta Gorda

Councilman Reg Buxton, City of Naples

Mr. Donald McCormick, Governor Appointee

(City of Marco Island Vacancy)

Ms. Suzanne Graham, Governor Appointee

Mr. Robert "Bob" Mulhere, Governor Appointee

Mr. Alan D. Reynolds, Governor Appointee

## ***GLADES COUNTY***

## ***HENDRY COUNTY***

Commissioner Tim Stanley, Glades BCC

Commissioner Karson Turner, Hendry BCC

Commissioner Weston Pryor, Glades BCC

Commissioner Don Davis, Hendry BCC

Councilwoman Pat Lucas, City of Moore Haven

Commissioner Sherida Ridgill, City of Clewiston

Mr. Thomas Perry, Governor Appointee

Commissioner Julie Wilkins, City of LaBelle

Mr. Mel Karau, Governor Appointee

## ***LEE COUNTY***

## ***SARASOTA COUNTY***

Commissioner Frank Mann, Lee BCC

Commissioner Carolyn Mason, Sarasota BCC

Commissioner Cecil Pendergrass, Lee BCC

Commissioner Charles Hines, Sarasota BCC

Councilman Jim Burch, City of Cape Coral

Commissioner Rhonda DiFranco, City of North Port

Councilman Forrest Banks, City of Fort Myers

Councilman Fred Fraize, City of Venice

Mayor Anita Cereceda, Town of Fort Myers Beach

Mayor Willie Shaw, City of Sarasota

Vice-Mayor Mick Denham, City of Sanibel

Mr. Felipe Colon, Governor Appointee

Councilman Greg DeWitt, City of Bonita Springs

(Governor Appointee Vacancy)

Ms. Laura Holquist, Governor Appointee

(Governor Appointee Vacancy)

## ***EX-OFFICIO MEMBERS***

Jon Iglehart, FDEP

Derek Burr, FDOT

Phil Flood, SFWMD

Tara Poulton, SWFWMD

## ***STAFF***

Margaret Wuerstle, Executive Director

Jennifer Pellechio, Deputy Director

Beth Nightingale, Legal Consultant

James Beever

Nichole Gwinnett

Rebekah Harp

Charles Kammerer

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

BEER - 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.

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Invocation

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# Agenda Item

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Director's Report

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## EXECUTIVE DIRECTOR'S REPORT: May 19, 2016

### **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. Budget

- Budget Update
- Auditors Report.
- New Revenues: \$369,759

#### b. Budget amendments - 2nd Revision

### 2. Resource Development and Capacity Building

- DEO grant for Clewiston facade program - \$30,000
- DEO grant Cape Coral Economic Development Opportunity Map \$40,000
- DEO grant Labelle Marketing Plan \$30,000
- DEO grant Florida Ocean Alliance: Economic Impact Study of Lake Okeechobee Discharges into the Caloosahatchee River \$28,000
- Water Symposium in September 2016

### 3. Third Quarter FY 2015- 2016 (April - June)

- Grants Awarded:
  - ✓ DEO Clewiston Revitalization Plan
  - ✓ DEO Lee County Rail Study
  - ✓ DEO Ft. Myers MLK Equitable Economy Plan
  - ✓ EPA Wetland Protection Development Grant
- Grants Under Development
  - ✓ FHREDI -Regional Rural Development Grant - On Hold
  - ✓ Re-Entry Community Linkages (RE-LINK) for the SWFL Enterprise Center
  - ✓ EPA Environmental Education local grants program \$91,000
  - ✓ DEP City of Cape Coral Climate Change Resiliency Strategy
- Grants Pending:
  - ✓ Shirley Conroy Grant for Goodwheels \$245,799

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- ✓ Brownfields Grant \$280,000
  - ✓ The Promise Zone application was submitted for Hendry County, Glades County and Immokalee.
  - ✓ Aetna grant for Clewiston facade program - \$100,000
  - ✓ Art Place America National Creative Placemaking Fund for *Painting with Sunlight project*. Participants include the City of Clewiston, the City of Ft. Myers, the City of North Port and the Von Liebig Art Center in Naples. \$450,000
  - ✓ USDA grant for Farmers Market in Clewiston - \$100,000
  - ✓ DEO grant for Charlotte County
  - ✓ DEO grant for Clewiston facade program - \$30,000
  - ✓ DEO grant Cape Coral Economic Development Opportunity Map \$40,000
  - ✓ DEO grant Labelle Marketing Plan \$30,000
  - ✓ DEO grant Florida Ocean Alliance: Economic Impact Study of Lake Okeechobee Discharges into the Caloosahatchee River \$28,000
- Pending Grants: approximately \$1,058,000

# Agenda Item

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Budget Amendments

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# Southwest Florida Regional Planning Council

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OCTOBER 1, 2015 TO SEPTEMBER 30, 2016

2nd Revision to 2015-2016 Approved Budget

## APPROVED BUDGET AMENDMENTS

Revenues	Adopted FY 2016 Budget	Proposed Changes	SWFRPC General Fund	SWFRPC Special Revenue	Proposed Budget Amendment FY2016
Assessments	\$ 477,787	\$ -	\$ 477,787	\$ -	\$ 477,787
Secured Federal/State Grants	187,266	369,759	-	557,025	557,025
*Program Development (Unsecured Grants/Contracts)	100,000	(100,000) *	-	-	-
Secured Contractual	70,150	20,450	-	90,600	90,600
DRIs/NOPCs/Other Reviews	35,000	-	-	35,000	35,000
Rental/Interest/Misc	1,500	4,872	6,372	-	6,372
**Fund Balance from Audit YE 9/30/15 (FY14/15)	640,816	- ***	588,437	-	588,437
<b>Total Income (Revenue)</b>	<b>\$ 1,512,519</b>		<b>\$ 1,072,596</b>	<b>\$ 682,625</b>	<b>\$ 1,755,221</b>

Expenditures (Expenses)					
Direct:					
Salaries (A)	\$ 487,098	\$ 54,203	\$ 154,461	\$ 364,840	\$ 519,301
FICA	37,263	4,147	39,727	-	39,727
Unemployment	-	-	-	-	-
Workers Compensation	3,687	-	3,687	-	3,687
Retirement	35,084	25,000	60,084	-	60,084
Health Insurance (B)	79,799	-	79,799	-	79,799
<b>Total Personnel Expenses</b>	<b>\$ 642,931</b>		<b>\$ 337,758</b>	<b>\$ 364,840</b>	<b>\$ 702,598</b>

Expenses					
Consultants (C)	\$ 33,100	\$ 40,560	\$ 20,843	\$ 34,000	\$ 54,843
Grant/Consulting - Contractual (D)	18,100	74,284	-	92,384	92,384
Audit Fees	32,000	(2,000)	30,000	-	30,000
Travel	12,960	27,040	10,000	30,000	40,000
Telephone	5,100	-	5,100	-	5,100
Postage	2,075	2,900	1,500	3,475	4,975
Equipment Rental (E)	7,335	-	7,335	-	7,335
Insurance (F)	23,207	(6,000)	17,207	-	17,207
Repair/Maint. (Grounds/Bldg/Equip)	5,000	-	5,000	-	5,000
Printing/Reproduction	2,580	5,991	3,571	5,000	8,571
Utilities (Elec/Internet)	21,500	(9,000)	12,500	-	12,500
Advertising	2,750	-	1,900	850	2,750
Other Miscellaneous	2,150	(1,150)	500	500	1,000
Bank Service Charges	2,700	(500)	2,200	-	2,200
Office Supplies	4,000	1,000	4,000	1,000	5,000
Computer Related Expenses (G)	22,969	1,350	22,969	1,350	24,319
Dues and Memberships (H)	25,510	-	23,915	1,595	25,510
Publications	200	-	200	-	200
Professional Development	3,000	-	1,000	2,000	3,000
Meetings/Events	1,250	18,750	2,000	18,000	20,000
Moving	-	42,500	42,500	-	42,500
Capital Outlay-Operations	5,000	1,000	3,000	3,000	6,000
Capital Outlay-Building	4,000	(3,000)	1,000	-	1,000
Long Term Debt	128,000	(106,708)	21,292	-	21,292
Lease Long Term	-	31,500	31,500	-	31,500
**Fund Balance from Audit YE 9/30/15 (FY14/15)	640,816	- ***	588,437	-	588,437
<b>Operational Expense</b>	<b>\$ 1,005,302</b>		<b>\$ 859,469</b>	<b>\$ 193,154</b>	<b>\$ 1,052,623</b>

Fringe/Indirect Allocation	\$ -	\$ -	\$ (124,631)	\$ 124,631	\$ -
Utilized Reserve	(135,714)	(135,714) ****	-	-	-
<b>Total Operational Expenses</b>	<b>869,588</b>	<b>-</b>	<b>734,838</b>	<b>317,785</b>	<b>1,052,623</b>
<b>Total Cash Outlays</b>	<b>\$ 1,512,519</b>	<b>\$ -</b>	<b>\$ 1,072,596</b>	<b>\$ 682,625</b>	<b>\$ 1,755,221</b>

<b>Net Income/Loss</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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\*Program Development (Unsecured Grants/Contracts) was determined based on three previous years budgets which brought in at least \$100,000 in additional revenue after the budget was adopted. To date, the SWFRPC has exceeded the \$100,000 program development by securing funding of \$390,209 as of March 2016.

\*\*Fund Balance from Audit YE 9/30/15 (FY14/15) - included in this fund is the investments, operating funds and net of all assets and liabilities as of 9/30/15.

\*\*\*The Fund Balance - End of Year \$588,437 - is a snapshot as of 9/30/15 per audit report.

\*\*\*\*By securing additional funding of \$390,209, the SWFRPC eliminated the need to utilize reserves.

\*\*\*\*\* The Council approved by resolution on 4/21/16 to include investments in the budget. Investments consist of Money Market and Government Pool. The balance will increase over time as interest accrues.

	Adopted FY 2016 Budget	Proposed Changes	SWFRPC General Fund	SWFRPC Special Revenue	Proposed Budget Amendment FY2016
Investments as of 4/21/16	-	-	\$ 670,290	\$ -	\$ 670,290

Council Approved Amendments: 4/21/16

Council Approved 2nd Revision:

# Agenda Item

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Audit

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**SOUTHWEST FLORIDA REGIONAL  
PLANNING COUNCIL  
BASIC FINANCIAL STATEMENTS  
TOGETHER WITH ADDITIONAL REPORTS  
YEAR ENDED  
SEPTEMBER 30, 2015**

Open Items FY 15:  
SAS Questionnaire - Forrest Banks

**DRAFT**

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## **INDEPENDENT AUDITOR'S REPORT**

Executive Committee and Council Members  
Southwest Florida Regional Planning Council  
1400 Colonial Blvd., Suite 1  
Fort Myers, Florida 33907

### **Report on the Financial Statements**

We have audited the accompanying financial statements of governmental activities and each major fund of Southwest Florida Regional Planning Council (the "Council"), as of and for the year ended September 30, 2015, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We did not audit the financial statements of Florida Retirement Systems Pension Plan (FRS) or Health Insurance Subsidy Pension Plan (HIS) as of and for the year ended June 30, 2015. The Council is required to record its proportionate share of the FRS and HIS liability in the Council's government-wide financial statements as of September 30, 2015 and for the year then ended. Those financial statements were audited by other auditors whose report thereon has been furnished to us, and our opinion, insofar as it relates to the amounts included for Southwest Florida Regional Planning Council's government-wide financial statements, is based on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the

Executive Committee and Council Members  
 Southwest Florida Regional Planning Council  
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assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Summary of Opinions

<u>Opinion Unit</u>	<u>Type of Opinion</u>
Governmental Activities	Unmodified
General Fund	Unmodified
Special Revenue Fund	Unmodified

### Opinions

#### Unmodified Opinions

In our opinion, based on our report and the report of other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Southwest Florida Regional Planning Council as of September 30, 2015, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Emphasis of Matter

During the year ended September 30, 2015, the Council adopted GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, an amendment of GASB Statement No. 27, which is a change in accounting principle that requires an employer participating in a defined benefit pension plan to report the employer's proportionate share of the net pension liability of the defined pension plan. This affects the comparability of amounts reported in the 2014-15 fiscal year with the amount reported for the 2013-14 fiscal year. As a result of the implementation of GASB 68, the Council reported a restatement of net position for the change in accounting principle of \$628,424 (see Note I). The auditor's opinion was not modified with respect to the restatement.

### Other Matters

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the

Executive Committee and Council Members  
 Southwest Florida Regional Planning Council  
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management's discussion and analysis on pages i - vii, Schedule of the Council's Proportionate Share of the Net Pension Liability - Florida Retirement System Pension Plan (FRS), Schedule of Council Contributions - Florida Retirement System Pension Plan (FRS), Schedule of the Council's Proportionate Share of the Net Pension Liability - Health Insurance Subsidy Pension Plan (HIS), Schedule of Council Contributions - Health Insurance Subsidy Pension Plan (HIS), and Notes to Required Supplementary Information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information - management's discussion and analysis (MD&A), Schedule of the Council's Proportionate Share of the Net Pension Liability - Florida Retirement System Pension Plan (FRS), Schedule of Council Contributions - Florida Retirement System Pension Plan (FRS), Schedule of the Council's Proportionate Share of the Net Pension Liability - Health Insurance Subsidy Pension Plan (HIS), Schedule of Council Contributions - Health Insurance Subsidy Pension Plan (HIS), and Notes to Required Supplementary Information, as listed in the table of contents, in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the required supplementary information - management's discussion and analysis (MD&A), Schedule of the Council's Proportionate Share of the Net Pension Liability - Florida Retirement System Pension Plan (FRS), Schedule of Council Contributions - Florida Retirement System Pension Plan (FRS), Schedule of the Council's Proportionate Share of the Net Pension Liability - Health Insurance Subsidy Pension Plan (HIS), Schedule of Council Contributions - Health Insurance Subsidy Pension Plan (HIS), and Notes to Required Supplementary Information, as listed in the table of contents, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

***Other Required Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Southwest Florida Regional Planning Council's basic financial statements. The required supplementary information other than the MD&A - budgetary comparison information is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The required supplementary information other than the MD&A - budgetary comparison information is the responsibility of management as was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial

Executive Committee and Council Members  
Southwest Florida Regional Planning Council  
Page 4

statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the required supplementary information other than MD&A - budgetary comparison information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Council's basic financial statements. The Exhibit - Management's Response to Independent Auditor's Report to Management is not a required part of the basic financial statements but is required by Government Auditing Standards. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

### **Other Reporting Required by Section 218.415, Florida Statutes**

In accordance with Section 218.415, Florida Statutes, we have also issued a report dated May 6, 2016, on our consideration of Southwest Florida Regional Planning Council's compliance with provisions of Section 218.415, Florida Statutes. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing, and to provide an opinion on compliance with the aforementioned Statute. That report is an integral part of an audit performed in accordance with Sections 218.39 and 218.415, Florida Statutes in considering Southwest Florida Regional Planning Council's compliance with Section 218.415, Florida Statutes.

### **Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, we have also issued our report dated May 6, 2016 on our consideration of the Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contract and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Council's internal control over financial reporting and compliance.

TUSCAN & COMPANY, P.A.  
Fort Myers, Florida  
May 6, 2016

**MANAGEMENT'S DISCUSSION  
AND ANALYSIS  
(MD&A)**

**DRAFT**

## SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL

### Management's Discussion and Analysis

As management for the Southwest Florida Regional Planning Council (the "Council") this narrative overview and analysis of the financial statements is designed to provide a helpful viewpoint as to the Council's financial activities for the fiscal year ending September 30, 2015. We recommend readers consider this information in conjunction with the financial statements taken as a whole.

#### Financial Highlights

- The net position of the Council at the close of its fiscal year end was \$380,942. The Council's total net position decreased \$115,633 or 23% from the prior year, as restated.
- As of the close of the fiscal year 2015, the Council reported an ending fund balance of \$588,437, a decrease of \$160,459 from the prior year. \$584,650 of this amount is available for spending at the Council's discretion.
- Total revenues decreased \$983,433, in comparison to the prior year. Total expenses decreased \$779,796, in comparison to the prior year. These decreases had to do with several multi-year contracts expiring and were not renewed. However, more significantly, these decreases were the result of CHNEP separating from the Council on October 1, 2014. The Council had taken these decreases into account for the budget for 2015.
- The mortgage payable was due and payable on June 1, 2016. However, the related building was placed for sale and sold in December 2015 (subsequent to September 30, 2015). Therefore, the note payable of \$879,263 was recorded as a current liability at September 30, 2015.
- Effective June 15, 2015, the Council adopted the provisions of Governmental Accounting Standards Board Statement No. 68 "*Accounting and Financial Reporting for Pensions* (Statement No. 68). The implementation of this accounting standard requires the Council to report its actuarially determined net pension liability of \$565,736 in the government-wide financial statements as of September 30, 2015. It also requires additional disclosure in the notes related to the financial statements and restatement of the prior year net position in the amount of \$628,424.

#### Government-Wide Financial Statements

Government-wide financial statements (statement of net position and statement of activities found on pages 5 and 6, respectively) are intended to provide readers with a broad overview of the Council's finances and financial health in a manner similar to a private sector business. They are prepared using the full accrual method of accounting, (revenue is recognized when earned and expenses are recognized when incurred. Amounts expended for capital assets are capitalized rather than expensed).

The *Statement of Net Position* (page 5) presents information on all of the Council's assets and liabilities, with the difference between the two reported as net position. The Council's capital assets (land, building, equipment, furniture and fixtures, and vehicles) are included in this statement and are reported at

## SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL

### Management's Discussion and Analysis

#### Government-Wide Financial Statements (continued)

historical cost, or fair market value at the date of donation if they were donated to the Council, net of their accumulated depreciation.

The *Statement of Activities* (page 6) presents revenue and expense information showing how the Council's net assets changed during the fiscal year.

#### Governmental Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain financial control over resources that have been segregated for specific activities or objectives. Fund financial statements explain how the Council's services were paid for as well as what remains for future spending. Fund financial statements report the Council's operations in more detail than the government-wide financial statements by providing information about the Council's funds.

Governmental funds financial statements (found on pages 7 and 9) are prepared on the modified accrual basis using the current financial resources measurement focus. Under the modified accrual basis of accounting, revenues are recognized when they become measurable and available as net current assets.

#### Notes to the Financial Statements

The notes to the financial statements provide additional information so that a reader may more fully understand the information provided in the basic financial statements. The information contained in the notes is essential to a full understanding of the government-wide and fund financial statements. The notes are on pages 11 through 48.

Supplementary information consists of more detailed information on the budget to actual revenues and expenditures.

#### Government-Wide Financial Analysis

The government-wide financial statements were designed so that the user could determine if the Council is in a better or worse financial condition from the prior year. The net position may serve, over time, as a useful indicator of the Council's financial position.

The net investment in capital assets are used by the Council to provide services and consequently these assets are not available to liquidate liabilities and are not available for other spending.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**Management's Discussion and Analysis**

**Government-Wide Financial Analysis, (continued)**

The following table reflects a Summary of Net Position for fiscal years 2015 and 2014:

<b>Southwest Florida Regional Planning Council</b>			
<b>Summary of Net Position</b>			
<b>Years Ended September 30</b>			
	<u><b>2015</b></u>	<u><b>2014</b></u>	<u><b>Change</b></u>
<b>Assets:</b>			
Current assets	\$ 655,678	\$ 961,397	\$ (305,719)
Capital assets, net	<u>1,390,168</u>	<u>1,438,249</u>	<u>(48,081)</u>
Total assets	<u>2,045,846</u>	<u>2,399,646</u>	<u>(353,800)</u>
Deferred outflows of resources	<u>334,081</u>	<u>237,534</u>	<u>96,547</u>
<b>Liabilities:</b>			
Current liabilities	946,504	287,968	658,536
Noncurrent liabilities	<u>673,456</u>	<u>1,500,616</u>	<u>(827,160)</u>
Total liabilities	<u>1,619,960</u>	<u>1,788,584</u>	<u>(168,624)</u>
Deferred inflows of resources	<u>379,025</u>	<u>352,021</u>	<u>27,004</u>
<b>Net Position:</b>			
Net investment in capital assets	510,905	483,519	27,386
Restricted	-	-	-
Unrestricted (deficit)	<u>(129,963)</u>	<u>13,056</u>	<u>(143,019)</u>
Total net position	<u>\$ 380,942</u>	<u>\$ 496,575</u>	<u>\$ (115,633)</u>

For the fiscal year 2015, current assets are comprised of cash and cash equivalents of \$368,080, investments of \$135,566, contract and other receivables of \$78,331, due from other governments of \$69,914, and deposits of \$3,787.

For the fiscal year 2015, current liabilities are comprised of accounts payable and accrued expenses of \$59,115, unearned contract, grant and DRI/NOPC revenue of \$8,126, and the balance of the note payable (\$879,263) since it was paid off in December 2015.

The net investment in capital assets of \$510,905 is a component of net position and is comprised of land, building, equipment, furniture and fixtures, and vehicles, net of accumulated depreciation and the outstanding related debt used to acquire the assets.

The unrestricted net asset (deficit) balance of \$(129,963) decreased by \$143,019 due to implementation of GASB No. 68 and the current year operating loss. The unrestricted net asset balance represents resources available for spending.

The following schedule reports the revenues, expenses, and changes in net position for the Council for the current and previous fiscal year:

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**Management's Discussion and Analysis**

**Government-Wide Financial Analysis, (continued)**

**Southwest Florida Regional Planning Council**  
**Summary of Changes in Net Position**  
**Years Ended September 30**

	<u>2015</u>	<u>2014</u>	<u>Change</u>
Revenues:			
Program Revenues			
Charges for services – dues & fees	\$ 561,402	\$ 510,676	\$ 50,726
Contracts, grants and contributions	590,035	1,581,167	(991,132)
General Revenues			
Rental Income	1,250	15,000	(13,750)
Loss on disposition of capital assets	-	(5,433)	5,433
Interest and miscellaneous	4,347	39,057	(34,710)
Total revenues	<u>1,157,034</u>	<u>2,140,467</u>	<u>(983,433)</u>
Expenses:			
Project Planning			
Personnel services	804,098	1,279,801	475,703
Operating expenses	368,204	665,226	297,022
Depreciation	48,081	50,995	2,914
Interest and fiscal charges	52,284	56,441	7,071
Total expenses	<u>1,272,667</u>	<u>2,052,463</u>	<u>\$ (779,796)</u>
Change in net position	(115,633)	88,004	<u>(203,637)</u>
Net Position – Beginning, Prior to Restatement	496,575	1,036,995	
Prior Period Entry	<u>-</u>	<u>(628,424)</u>	
Net Position – Beginning, after Restatement	<u>496,575</u>	<u>408,571</u>	
Net Position - Ending	<u>\$ 380,942</u>	<u>\$ 496,575</u>	

**Budgetary Highlights**

Budget versus actual comparisons are presented in the required supplementary information other than the Management's Discussion and Analysis. The significant budget variations versus actual results were due to the Council budgeted its reserves carryforward and did not have to use them.

*Original to Final Budget Variances*

The Council Members approved several budget amendments during the fiscal year ended September 30, 2015. The amendments were between various revenue and expenditure line items but did change the total budgeted revenues and expenditures in the general fund and the special revenue fund.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**Management's Discussion and Analysis**

**Budgetary Highlights, (continued)**

*Final Budget to Actual Variances*

No financially significant final budget versus actual line item variances were noted in the General Fund for either revenues or expenditures (before indirect expenditure allocations) except salaries and audit fees. Both were less than budgeted.

**Capital Assets**

Non-depreciable capital assets include land. Depreciable capital assets include building, equipment, furniture and fixtures, and vehicles. The following is a schedule of the Council's capital assets as of September 30, 2015 and 2014.

<b>Southwest Florida Regional Planning Council</b>			
<b>Capital Assets</b>			
<b>Years Ended September 30</b>			
	<b>2015</b>	<b>2014</b>	<b>Change</b>
Non-Depreciable Capital Assets			
Land	\$ 375,565	\$ 375,565	\$ -
Depreciable Capital Assets			
Total depreciable capital assets	1,629,297	1,642,128	(12,831)
Less Accumulated Depreciation	(614,694)	(579,444)	(35,250)
Depreciable capital assets, net	1,014,603	1,062,684	(48,081)
Capital Assets, net	\$ 1,390,168	\$ 1,438,249	\$ (48,081)

**Debt Administration**

At September 30, 2015, the Council had \$1,552,719 of outstanding debt, which is comprised as noted below. The following is a detailed schedule of the Council's outstanding debt as of September 30, 2015 and 2014.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**Management's Discussion and Analysis**

**Debt Administration, (continued)**

<b>Southwest Florida Regional Planning Council</b>			
<b>Outstanding Debt</b>			
<b>Years Ended September 30</b>			
	<u><b>2015</b></u>	<u><b>2014*</b></u>	<u><b>Change</b></u>
Note Payable	\$ 879,263	\$ 954,730	\$ (75,467)
Compensated Absences	45,923	45,619	304
OPEB Obligation	61,797	61,797	-
Net Pension Liability	565,736	513,937	51,799
Total Outstanding Debt	<u>1,552,719</u>	<u>1,576,083</u>	<u>\$ (23,364)</u>
Less current portion	<u>879,263</u>	<u>(75,467)</u>	
Noncurrent portion	<u>\$ 673,456</u>	<u>\$ 1,500,616</u>	

\*After restatement for GASB No. 68.

The note payable used to finance the purchase of the office building has a monthly payment of \$10,646, including interest at 5.68%, with a final payment of \$826,523 due June 1, 2016. As such, the note payable was recorded at September 30, 2015 as a current liability.

The amount reported as compensated absences represents the total amount the Council had due at the termination of all employees' employment. The net OPEB obligation is the actuarially determined cost to offer retiree's health, dental, and vision coverage.

Net pension liability reflects the Council's proportionate share of its FRS and HIS liability.

**Other Known Facts and Conditions**

On October 1, 2014, the Charlotte Harbor National Estuary Program (CHNEP) separated from the Southwest Florida Regional Planning Council and relocated to the City of Punta Gorda. The CHNEP employed several staff members who provided direct services on behalf of CHNEP, however, the Regional Planning Council staff performed a significant portion of the administrative function for the CHNEP. The CHNEP contracts and grants were closed out, completed or transferred to the City of Punta Gorda along with the related CHNEP direct service staff

During December 2015, subsequent to the year ended September 30, 2015, the Council sold its building for approximately \$1,200,000. The Council then moved its operations and entered a five year lease.

**Request for Information**

This financial report is designed to provide the reader an overview of the Council. Questions regarding any information provided in this report should be directed to: the Southwest Florida Regional Planning Council, 1400 Colonial Boulevard, Suite 1, Fort Myers, Florida 33907.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**STATEMENT OF NET POSITION**  
**September 30, 2015**

Page 5 of 64

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Current assets:	
Cash and cash equivalents	\$ 368,080
Investments	135,566
Due from other governments - grants	69,914
Receivables - contracts and other	78,331
Deposits	<u>3,787</u>
Total current assets	<u>655,678</u>
Noncurrent assets:	
Capital assets:	
Land	375,565
Depreciable buildings, improvements, equipment and vehicles (net of \$614,694 accumulated depreciation)	<u>1,014,603</u>
Total noncurrent assets	<u>1,390,168</u>
 TOTAL ASSETS	 <u>2,045,846</u>
 <b>DEFERRED OUTFLOWS OF RESOURCES - PENSIONS</b>	 <u>334,081</u>
<b>LIABILITIES</b>	
Current liabilities:	
Accounts payable and accrued expenses	59,115
Due to other governments	-
Unearned revenue - grants	-
Unearned revenue - DRI/NOPC	8,126
Current portion of long-term obligations	<u>879,263</u>
Total current liabilities	946,504
Noncurrent liabilities:	
Noncurrent portion of long-term obligations	673,456
Commitments and Contingencies	<u>-</u>
 TOTAL LIABILITIES	 <u>1,619,960</u>
 <b>DEFERRED INFLOWS OF RESOURCES - PENSIONS</b>	 <u>379,025</u>
 <b>NET POSITION</b>	
Net investment in capital assets	510,905
Restricted	-
Unrestricted (deficit)	<u>(129,963)</u>
 TOTAL NET POSITION	 <u>\$ 380,942</u>

The accompanying notes are an integral part of this statement.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**STATEMENT OF ACTIVITIES**  
**Year Ended September 30, 2015**

Page 6 of 64

	Governmental Activities
<b>EXPENSES</b>	
Governmental Activities	
Project Planning:	
Personnel services	\$ 804,098
Operating expenses	368,204
Depreciation	48,081
Interest and fiscal charges	52,284
<b>TOTAL EXPENSES - GOVERNMENTAL ACTIVITIES</b>	<b>1,272,667</b>
<b>PROGRAM REVENUES</b>	
Charges for services:	
Assessments and fees	561,402
Contracts, local grants and events	190,067
Operating grants and contributions	399,968
<b>TOTAL PROGRAM REVENUES</b>	<b>1,151,437</b>
<b>NET PROGRAM REVENUES (EXPENSES)</b>	<b>(121,230)</b>
<b>GENERAL REVENUES (LOSS)</b>	
Rental income	1,250
Loss on disposition of capital assets	-
Interest and miscellaneous	4,347
<b>TOTAL GENERAL REVENUES (LOSS)</b>	<b>5,597</b>
<b>DECREASE IN NET POSITION</b>	<b>(115,633)</b>
<b>NET POSITION - Beginning of the year, prior to restatement</b>	<b>1,124,999</b>
Prior period entry	(628,424)
<b>NET POSITION - Beginning of the year, as restated</b>	<b>496,575</b>
<b>NET POSITION - End of the year</b>	<b>\$ 380,942</b>

The accompanying notes are an integral part of this statement.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**BALANCE SHEET - GOVERNMENTAL FUNDS**  
**September 30, 2015**

Page 7 of 64

	General Fund	Special Revenue Fund	Total Governmental Funds
<b>ASSETS</b>			
Cash and cash equivalents	\$ 368,080	\$ -	\$ 368,080
Investments	135,566	-	135,566
Due from other governments - grants	-	69,914	69,914
Receivables - contracts and other	-	78,331	78,331
Deposits and other	3,787	-	3,787
Due from other funds	111,040	-	111,040
<b>TOTAL ASSETS</b>	<u>\$ 618,473</u>	<u>\$ 148,245</u>	<u>\$ 766,718</u>

**LIABILITIES AND FUND BALANCE**

<b>LIABILITIES</b>			
Accounts payable and accrued expenses	\$ 30,036	\$ 29,079	\$ 59,115
Due to other funds	-	111,040	111,040
Due to other governments	-	-	-
Unearned revenue - grants	-	-	-
Unearned revenue - DRI/NOPC	-	8,126	8,126
<b>TOTAL LIABILITIES</b>	<u>30,036</u>	<u>148,245</u>	<u>178,281</u>

<b>FUND BALANCE</b>			
Nonspendable	3,787	-	3,787
Restricted	-	-	-
Assigned	584,650	-	584,650
Unassigned	-	-	-
<b>TOTAL FUND BALANCE</b>	<u>588,437</u>	<u>-</u>	<u>588,437</u>

<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<u>\$ 618,473</u>	<u>\$ 148,245</u>	<u>\$ 766,718</u>
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The accompanying notes are an integral part of this statement.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL**  
**FUNDS TO THE STATEMENT OF NET POSITION**  
**September 30, 2015**

Page 8 of 64

	<u>Amount</u>	
Total fund balance for governmental funds	\$ 588,437	
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds.		
Capital assets not being depreciated:		
Land	<u>375,565</u>	375,565
Capital assets being depreciated:		
Building, improvements, equipment and vehicles	1,629,297	
Less accumulated depreciation	<u>(614,694)</u>	
		1,014,603
Deferred outflows and deferred inflows related to pensions are applied to future periods and, therefore, are not reported in the governmental funds.		
Deferred outflows related to pensions	334,081	
Deferred inflows related to pensions	<u>(379,025)</u>	
		(44,944)
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.		
Note payable	(879,263)	
Net pension liability - pension (FRS)	(317,491)	
Net pension liability - HIS	(248,245)	
Compensated absences	(45,923)	
Net OPEB obligation	<u>(61,797)</u>	
		(1,552,719)
Elimination of interfund amounts:		
Due from other funds	(111,040)	
Due to other funds	<u>111,040</u>	
		-
Total net assets of governmental activities	<u>\$ 380,942</u>	

The accompanying notes are an integral part of this statement.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS**  
**Year Ended September 30, 2015**

Page 9 of 64

	General Fund	Special Revenue Fund	Total Governmental Funds
<b>REVENUES</b>			
Federal and state grants	\$ -	\$ 399,968	\$ 399,968
Contracts, local grants and events	-	190,067	190,067
County and city assessments	472,879	-	472,879
NOPC & DRI fees	-	84,023	84,023
DRI monitoring fees	-	4,500	4,500
Rental income	1,250	-	1,250
Interest and miscellaneous	4,347	-	4,347
<b>TOTAL REVENUES</b>	<u>478,476</u>	<u>678,558</u>	<u>1,157,034</u>
<b>EXPENDITURES</b>			
Current			
Personnel services	279,618	541,920	821,538
Operating expenditures	121,525	246,679	368,204
Capital outlay	-	-	-
Debt service	-	127,751	127,751
<b>TOTAL EXPENDITURES</b>	<u>401,143</u>	<u>916,350</u>	<u>1,317,493</u>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<u>77,333</u>	<u>(237,792)</u>	<u>(160,459)</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in	-	237,792	237,792
Operating transfers out	(237,792)	-	(237,792)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>(237,792)</u>	<u>237,792</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>(160,459)</u>	<u>-</u>	<u>(160,459)</u>
<b>FUND BALANCE - Beginning of the year</b>	<u>748,896</u>	<u>-</u>	<u>748,896</u>
<b>FUND BALANCE - End of the year</b>	<u>\$ 588,437</u>	<u>\$ -</u>	<u>\$ 588,437</u>

The accompanying notes are an integral part of this statement.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL  
RECONCILIATION OF THE STATEMENT OF REVENUES,  
EXPENDITURES AND CHANGES IN FUND BALANCE -  
GOVERNMENTAL FUNDS TO THE STATEMENT  
OF ACTIVITIES**

**Year Ended September 30, 2015**

	<u>Amount</u>
Net change (expenditures in excess of revenues and other financing sources (uses)) in fund balance - total governmental funds	\$ (160,459)
The decrease in net position reported for governmental activities in the Statement of Activities is different because:	
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.	
Plus: expenditures for capital assets	-
Less: current year depreciation	(48,081)
Less: proceeds from disposition of capital assets	-
Less: loss on disposition of capital assets	-
	(48,081)
Repayment of debt principal is reported as an expenditure in the governmental funds and thus contributes to the change in fund balance. In the Statement of Net Position, however, repayments of debt principal reduces the liability.	75,467
Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds.	
(Increase) decrease in net pension liability - pension (FRS)	(114,017)
(Increase) decrease in net pension liability - HIS	62,218
Increase (decrease) in deferred outflow	96,547
(Increase) decrease in deferred inflow	(27,004)
Net increase in compensated absences	(304)
Net increase in net OPEB obligation, net	-
	17,440
Interfund transfers increase or decrease the fund balance of the respective funds; however, the transactions offset in the government-wide statements.	
General fund:	
Operating transfers out	237,792
Special revenue fund:	
Operating transfers in	(237,792)
Decrease in net position of governmental activities	<u>\$ (115,633)</u>

The accompanying notes are an integral part of this statement.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**September 30, 2015**

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**NOTE A - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Organization**

Southwest Florida Regional Planning Council (the "Council") is a governmental agency, created on November 8, 1973 via interlocal agreements as provided by Florida Statutes Chapters 163.01 and 163.02, as amended, to assist other governmental and private agencies in the planning of projects in the Southwest Florida area under Florida Statutes, Chapter 186.504. The Council acts as a regional planning agency and exercises its rights and duties pursuant to Florida Statutes Chapters 23, 160, 163, 186 and 380. The Council's principal members consist of Charlotte, Collier, Glades, Hendry, Lee and Sarasota Counties. The Council's Board Members are appointed per statutory requirement. The Council is funded through statutory member assessments, various fees, and multiple federal, state, and local grants and contracts.

Specifically, the Council's mission is:

1. To make the most efficient use of its powers to promote cooperation for mutual advantage in order to provide services and facilities that will accord best with geographic, economic, social, land use, transportation, public safety resources, and other factors influencing the needs and development of local communities within its six county region;
2. To serve as a regional coordinator for the local governmental units comprising the region;
3. To exchange information on and review programs of regional concerns;
4. To promote communication between the local governments for the conservation and compatible development of the Southwest region;
5. To cooperate with Federal, State, and local government and non-government agencies to accomplish regional objectives; and
6. To do all things authorized for a Regional Planning Agency under Chapters 163, 186 and 380 of the Florida Statutes and other applicable Florida, Federal, State, and local laws, rules, and regulations.

**Summary of Significant Accounting Policies**

The following is a summary of the significant accounting policies used in the preparation of these basic financial statements.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**September 30, 2015**

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**NOTE A - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED**

**Summary of Significant Accounting Policies, continued**

The basic financial statements of the Council are comprised of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to the financial statements

**Reporting Entity**

The Council has adopted Governmental Accounting Standards Board (GASB) Statement Number 14, "Financial Reporting Entity" (GASB 14), as amended by GASB Statement Number 39, "Determining Whether Certain Organizations Are Component Units" and GASB Statement Number 61, "the Financial Reporting Entity: Omnibus - An Amendment of GASB Statements No. 14 and No. 34". These Statements require the financial statements of the Council (the primary government) to include its component units, if any. A component unit is a legally separate organization for which the elected officials of the primary government are financially accountable. Based on the criteria established in GASB Statement 14, as amended, there are no potential component units included or required to be included in the Council's financial statements.

The Council assisted in the creation and establishment of Southwest Florida Regional Development Corporation ("Development"), an independent Florida not-for-profit corporation. Development's mission is to develop a resource conservation plan for its service area, as well as to act as a clearinghouse for other conservation groups and efforts. The name of the corporation changed to Independent Development Services Corporation on July 20, 2007.

The Council provides no direct support to Development and does not have authority to exercise economic control over Development. The Council, however, provides Development with bookkeeping services free of charge. The Council cannot appoint or remove the Board members of Development. Therefore, Development is not considered a component unit of the Council, and its financial activity is not included within these financial statements.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**September 30, 2015**

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**NOTE A - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED**

**Government-wide Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the Council and do not emphasize fund types. These governmental activities comprise the primary government. General governmental and intergovernmental revenues support the governmental activities. The purpose of the government-wide financial statements is to allow the user to be able to determine if the Council is in a better or worse financial position than the prior year. The effect of all interfund activity between governmental funds has been removed from the government-wide financial statements.

Government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement 33, "Accounting and Financial Reporting for Nonexchange Transactions."

Amounts paid to acquire capital assets are capitalized as assets in the government-wide financial statements, rather than reported as expenditures. Proceeds of long-term debt are recorded as liabilities in the government-wide financial statements, rather than as other financing sources. Amounts paid to reduce long-term indebtedness of the reporting government are reported as a reduction of the related liability in the government-wide financial statements, rather than as expenditures.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function, and 2) grants and contributions that are restricted to meeting the operational or capital improvements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**September 30, 2015**

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**NOTE A - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED**

**Government-wide Financial Statements, continued**

Program revenues are considered to be revenues generated by services performed and/or by fees charged such as dues, assessments, fees, and operating grants and contracts.

**Fund Financial Statements**

The Council adheres to GASB Number 54, Fund Balance Reporting and Governmental Fund Type Definitions.

The accounts of the Council are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity or retained earnings, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. Fund financial statements for the Council's governmental funds are presented after the government-wide financial statements. These statements display information about major funds individually and nonmajor funds in aggregate for governmental funds.

**Governmental Funds**

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period.

The Council's major funds are presented in separate columns on the governmental fund financial statements. The definition of a major fund is one that meets certain criteria set forth in GASB Statement Number 34, "Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments".

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported in separate columns on the fund financial statements.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**September 30, 2015**

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**NOTE A - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING  
POLICIES, CONTINUED**

**Measurement Focus and Basis of Accounting**

Basis of accounting refers to when revenues and expenditures, or expenses, are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period and soon enough thereafter to pay liabilities of the current period. For this purpose, the Council considers tax revenues to be available if they are collected within sixty days of the end of the current fiscal period.

Revenues susceptible to accrual are interest on investments and intergovernmental revenues. Interest on invested funds is recognized when earned. Intergovernmental revenues that are reimbursements for specific purposes or projects are recognized when all eligibility requirements are met.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include: (1) principal and interest on the long-term debt, if any, which is recognized when due; and (2) expenditures are generally not divided between years by the recording of prepaid expenditures.

When both restricted and unrestricted resources are available for use, it is the Council's policy to use restricted resources first, then unrestricted resources as they are needed.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**September 30, 2015**

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**NOTE A - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED**

**Change in Accounting Principles**

Effective September 30, 2015, the Council adopted the provisions of Government Accounting Standards Board Statement No. 68 "Accounting and Financial Reporting for Pensions" (Statement No. 68). The implementation required the Council to report its proportionate share of the actuarially determined net pension liability of defined benefit plans in the statement of net position, in the Council's financial statements. The Council participates in the FRS defined benefit pension plan and the HIS defined benefit plan administered by the Florida Department of Management Services, Division of Retirement. The effects of implementing this Statement are discussed in a subsequent note.

**Non-current Government Assets/Liabilities**

GASB 34 requires non-current governmental assets, such as land and buildings, and non-current governmental liabilities, such as notes payable and capital leases to be reported in the governmental activities column in the government-wide Statement of Net Position.

**Major Funds**

The Council reports the following major governmental funds:

The General Fund is the Council's primary operating fund. It accounts for all financial resources of the Council, except those required to be accounted for in another fund.

The Special Revenue Fund is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The Council accounts for grant proceeds received and grant expenditures incurred in its Special Revenue Fund as well as all contract and other special purpose revenue such as NOPC and DRI fees.

**Budgetary Information**

The Council has elected to report budgetary comparison of major funds as required supplementary information (RSI).

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**September 30, 2015**

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**NOTE A - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING  
POLICIES, CONTINUED**

**Investments**

The Council adheres to the requirements of Governmental Accounting Standards Board (GASB) Statement Number 31, "Accounting and Financial Reporting for Certain Investments and for External Investment Pools," in which all investments are reported at fair value, with the exception of the Local Government Surplus Funds Investment Pool Trust Fund (State Board of Administration), an external 2a7-like investment pool. The Local Government Surplus Funds Investment Pool Trust Fund's shares are stated at amortized cost (otherwise known as fluctuating net asset value or "NAV"), which approximates fair value.

Investments, including restricted investments (if any), consist of the State of Florida Local Government Surplus Funds Trust Fund and Certificates of Deposit held at local depositories.

**Capital Assets**

Capital assets, which include land, buildings, furniture and fixtures, equipment, and vehicles, are reported in the government-wide financial statements in the Statement of Net Position.

The Council follows a capitalization policy which calls for capitalization of all fixed assets that have a cost or donated value of \$1,000 or more and have a useful life in excess of one year.

All capital assets are valued at historical cost, or estimated historical cost if actual historical cost is not available. Donated capital assets are valued at their estimated fair market value on the date donated. Public domain (infrastructure) capital assets consisting of certain improvements other than building, including curbs, gutters, and drainage systems, are not capitalized, as the Council generally does not acquire such assets. No debt-related interest expense is capitalized as part of capital assets in accordance with GASB Statement Number 34.

Maintenance, repairs, and minor renovations are not capitalized. The acquisition of land and construction projects utilizing resources received from Federal and State agencies are capitalized when the related expenditure is incurred.

Expenditures that materially increase values, change capacities, or extend useful lives

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**September 30, 2015**

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**NOTE A - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED**

**Capital Assets, continued**

are capitalized. Upon sale or retirement, the cost is eliminated from the respective accounts.

Expenditures for capital assets are recorded in the fund statements as current expenditures. However, such expenditures are not reflected as expenditures in the government-wide statements, but rather are capitalized and depreciated.

Depreciable capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Asset</u>	<u>Years</u>
Buildings	45
Improvements Other Than Buildings	7-15
Furniture & Fixtures	7
Equipment	3-10
Vehicles	3

**Budgets and Budgetary Accounting**

The Council has adopted annual budgets for the General Fund and the Special Revenue Fund.

The Council follows these procedures in establishing budgetary data for the General Fund and Special Revenue Fund.

1. During the summer of each year, the Council management submits to the Board a proposed operating budget for the fiscal year commencing on October 1. The operating budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted to obtain public comments.
3. The budget is adopted by approval of the Board Members no later than August 15 each year.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**September 30, 2015**

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**NOTE A - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED**

**Budgets and Budgetary Accounting, continued**

4. Budgets for the General and Special Revenue Funds are adopted on a basis consistent with accounting principles generally accepted in the United States of America.
5. Budget transfers can be made throughout the year between expenditure accounts by approval of the Board Members. The level of control for appropriations is exercised at the fund level.
6. Budget amounts, as shown in these basic financial statements, are as originally adopted or as amended by the Board Members.
7. Appropriations lapse at year-end.
8. ~~The Board Members approved several budget amendments, in both funds, during the fiscal year ended September 30, 2015. The budget amendments increased total budgeted expenditures by \$19,452 in the General Fund and increased total budgeted expenditures by \$103,589 in the Special Revenue Fund.~~

**Encumbrances**

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed by the Council because it is at present not necessary to assure effective budgetary control or to facilitate effective cash planning and control.

**Compensated Absences**

The Council's employees accumulate leave based on various criteria including the number of years of continuous service and job classification.

Leave which is requested and approved prior to the day in which it is taken by the employee (vacation) shall be considered to be scheduled leave. At September 30, any scheduled leave accrued above 160 hours shall be used or forfeited except for the Executive Director which is limited to 200 hours. Any employee who is separated from the Council staff by layoff, resignation, death, disability, or other cause shall be paid for the number of working hours of unused scheduled (vacation) leave accrued, not to exceed 160 hours.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**September 30, 2015**

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**NOTE A - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED**

**Compensated Absences, continued**

Leave not requested/approved prior to the day it is taken (sick time) shall be considered unscheduled. Unscheduled leave may be accumulated to a total of 200 hours. There is no reimbursement for unscheduled leave accrual at the time of an employee's termination from the Council.

**Due From Other Governments**

No allowances for losses on uncollectible accounts has been recorded since the Council considers all amounts to be fully collectible.

**Management Estimates**

The preparation of the basic financial statements in conformity with accounting principles generally accepted in the United States of America requires the Council to make estimates and assumptions that affect the reported amounts of assets, liabilities, fund equity, and disclosure of contingent assets and liabilities at the date of the basic financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

**Net Position**

In the government-wide financial statements no net assets have been identified as restricted. Restricted net assets are those net assets that have constraints as to their use externally imposed by creditors, through debt covenants, by grantors, or by law.

**Fund Balances**

The governmental fund financial statements the Council maintains include nonspendable, assigned, and unassigned fund balances. Nonspendable balances are those that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Criteria include items that are not expected to be converted into cash, for example prepaid expenses and deposits.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**September 30, 2015**

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**NOTE A - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING  
 POLICIES, CONTINUED**

**Fund Balances, continued**

The Council's assigned balances are a result of the Council's Board approval of actions prior to October 1, 2014. The Council's intent and policy is to maintain a minimum assigned fund balance level between four (4) to six (6) months of prior year total expenditures. This assigned fund balance will serve as the Council's operational and capital reserve as well as its disaster reserve. At September 30, 2015, the entire fund balance is classified as assigned since the balance is less than the Council's minimum target fund balance. Any use of the fund balance requires the Council's Board approval.

**Interfund Transactions**

The Council considers interfund receivables (due from other funds) and interfund liabilities (due to other funds) to be loan transactions to and from other funds to cover temporary (three months or less) cash needs. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund are recorded as expenditures/expenses in the reimbursing funds and as reduction of expenditures/expenses in the fund that is reimbursed.

**Pensions**

In the government-wide statement of net position, liabilities are recognized for the Council's proportionate share of each pension plan's net pension liability. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Florida Retirement System (FRS) and the Health Insurance Subsidy (HIS) defined benefit plan and additions to/deductions from fiduciary net position have been determined on the same basis as they are reported by the Plans. For this purpose, benefit payments, (including refunds of employees contributions) are recognized when due and payable in accordance with the benefit terms.

The Council's retirement plans and related amounts are described in a subsequent note.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**September 30, 2015**

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**NOTE A - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED**

**Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of net position reports a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to future periods and so will not be recognized as an outflow of resources (expense/expenditure) until then. The deferred amount on pensions reported in the government-wide statement of net position. The deferred outflows of resources related to pensions are discussed in a subsequent note.

In addition to liabilities, the statement of net position reports a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The deferred amount on pension reported only in the government-wide statement of net position. A deferred amount on pension results from the difference in the expected and actual amounts of experience, earnings, and contributions. This amount is deferred and amortized over the service life of all employees that are provided with pensions through the pension plan except earnings which are amortized over five to seven years.

**Subsequent Events**

Subsequent events have been evaluated through May 6, 2016, which is the date the financial statements were available to be issued.

**NOTE B - CASH AND CASH EQUIVALENTS**

Cash was \$368,080, including cash on hand of \$200 at September 30, 2015.

**Deposits**

The Council's deposit policy allows deposits to be held in demand deposits and money market accounts. All Council depositories are institutions designated as qualified depositories by the State Treasurer at September 30, 2015.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**September 30, 2015**

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**NOTE B - CASH AND CASH EQUIVALENTS, CONTINUED**

**Deposits, continued**

The Council's deposits consist of the following at September 30, 2015:

	Bank Balance	Carrying Amount
Depository Accounts	\$ 414,640	\$ 367,880

These deposits were entirely covered by federal depository insurance or by collateral pursuant to the Public Depository Security Act (Florida Statute 280) of the State of Florida. Bank balances approximate market value. Depository accounts are fully insured and/or collateralized.

**NOTE C - INVESTMENTS**

Florida Statutes and the Council's investment policy authorize investments in the Local Government Surplus Funds Trust Fund (SBA) administered by the State Board of Administration, and certificates of deposit held in financial institutions.

At September 30, 2015, the Council's investments consist of the following:

	Maturity	Interest Rate	Cost Basis	Fair Value (NAV)/ Carrying Amount
<u>General Fund</u>				
Local Government Surplus Trust Fund (SBA)				
Fund "A" (Florida PRIME)			\$ 135,566	\$ 135,566
Total Investments			\$ 135,566	\$ 135,566

The Local Government Surplus Funds Trust Fund (Florida PRIME (formerly Fund "A")) is an external 2a7-like investment pool, administered by the Florida State Board of Administration. The Local Government Surplus Funds Investment Pool Trust Fund is not categorized as it is not evidenced by securities that exist in physical or book entry form. The Local Government Surplus Trust Funds Investment Pool's shares are stated at amortized cost (NAV), which approximates fair value. These

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**September 30, 2015**

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**NOTE C - INVESTMENTS, CONTINUED**

investments are subject to the risk that the market value of an investment, collateral protecting a deposit or securities underlying a repurchase agreements, will decline. The Council's investment in the Fund represented less than 1% of the Fund's total investments. Investments held in the Fund include, but are not limited to, short-term federal agency obligations, treasury bills, repurchase agreements and commercial paper. These short-term investments are stated at cost, which approximates market. Investment income is recognized as earned and is allocated to participants of the Fund based on their equity participation.

At September 30, 2015, the Council reported SBA investments of \$135,566 fair value/cost for amounts held in Florida PRIME. Florida PRIME carried a credit rating of AAAm by Standard and Poors and had a weighted average days to maturity (WAM) of 29 days at September 30, 2015.

**NOTE D - DUE FROM OTHER GOVERNMENTS - GRANTS**

Grants receivable consisted of the following at September 30, 2015:

	<u>Amount</u>
<u>Federal</u>	
US Department of Commerce, Economic Development	
Administration -Advanced Manufacturing	\$ 29,129
Total due from other governments - federal grants	<u>29,129</u>
<u>State</u>	
Florida Division of Emergency Management -	
DEM-HMEP 14/15 (CSFA 20.703)	19,913
Department of Emergency Management - LEPC	
2015-2016 (CSFA 31.067)	12,000
Glades/Hendry - TD (CSFA 55.002)	<u>8,872</u>
Total due from other governments - state grants	<u>40,785</u>
Total due from other governments - grants	<u>\$ 69,914</u>

The grants receivable balances as of September 30, 2015, are considered by management to be fully collectible.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**September 30, 2015**

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**NOTE E - CAPITAL ASSETS ACTIVITY**

The following is a summary of changes in capital assets activity for the year ended September 30, 2015:

	Balance October 1 2014	Increases/ Additions	Decreases/ Deletions	Adjustments/ Reclassifications	Balance September 30 2015
Capital Assets Not Being Depreciated:					
Land	\$ 375,565	\$ -	\$ -	\$ -	\$ 375,565
Total Capital Assets Not Being Depreciated	<u>375,565</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>375,565</u>
Capital Assets Being Depreciated:					
Building & Improvements	1,377,564	-	-	-	1,377,564
Furniture & Fixtures	44,130	-	-	-	44,130
Equipment	198,647	-	(12,831)	-	185,816
Vehicles	21,787	-	-	-	21,787
Total Capital Assets Being Depreciated	<u>1,642,128</u>	<u>-</u>	<u>(12,831)</u>	<u>-</u>	<u>1,629,297</u>
Less Accumulated Depreciation:					
Building & Improvements	(358,573)	(37,722)	-	-	(396,295)
Furniture & Fixtures	(25,314)	(3,226)	-	-	(28,540)
Equipment	(173,772)	(7,133)	12,831	-	(168,074)
Vehicles	(21,785)	-	-	-	(21,785)
Total Accumulated Depreciation	<u>(579,444)</u>	<u>(48,081)</u>	<u>12,831</u>	<u>-</u>	<u>(614,694)</u>
Total Capital Assets Being Depreciated, Net	<u>1,062,684</u>	<u>(48,081)</u>	<u>-</u>	<u>-</u>	<u>1,014,603</u>
Capital Assets, Net	<u>\$ 1,438,249</u>	<u>\$ (48,081)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>1,390,168</u>
				Related debt	<u>(879,263)</u>
				Net investment in capital assets	<u>\$ 510,905</u>

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**NOTE E - CAPITAL ASSETS ACTIVITY, CONTINUED**

Depreciation expense was charged to the following functions during the year ended September 30, 2015:

	<u>Amount</u>
General Government	\$ 48,081
Total Depreciation Expense	<u>\$ 48,081</u>

**NOTE F - DUE TO/FROM OTHER FUNDS**

Interfund receivables and payables at September 30, 2015, are as follows:

<u>Fund</u>	<u>Due from other funds</u>	<u>Due to other funds</u>
General Fund:		
Special Revenue Fund	\$ 111,040	\$ -
Total General Fund	<u>111,040</u>	<u>-</u>
Special Revenue Fund:		
General Fund	<u>-</u>	111,040
Total Special Revenue Fund	<u>-</u>	111,040
Total	<u>\$ 111,040</u>	<u>\$ 111,040</u>

Interfund receivables and payables were eliminated for presentation purposes in the Statement of Net Position at September 30, 2015.

**NOTE G - UNEARNED REVENUE**

Unearned revenue (by type) consisted of the following at September 30, 2015:

<u>Other</u>	<u>Amount</u>
DRI - Palmer Ranch XXIV	\$ 2,500
NOPC - North Point	662
NOPC - Pelican Marsh	464
NOPC - Palmer Ranch	4,500
	<u>\$ 8,126</u>

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**NOTE H - LONG-TERM LIABILITIES**

The following is a summary of changes in long-term liabilities for the year ended September 30, 2015:

	Balance October 1 2014	Additions	Retirements / Adjustments	Balance September 30 2015	Amounts Due Within One Year
Note payable	\$ 954,730	\$ -	\$ (75,467)	\$ 879,263	\$ 879,263
Net Pension Liability - FRS	203,474	114,017	-	317,491	-
Net Pension Liability - HIS	310,463	-	(62,218)	248,245	-
Compensated absences	45,619	92,644	(92,340)	45,923	-
Net OPEB obligation	61,797	-	-	61,797	-
	<u>\$ 1,576,083</u>	<u>\$ 206,661</u>	<u>\$ (230,025)</u>	<u>\$ 1,552,719</u>	<u>\$ 879,263</u>

The following is a summary of the long-term liabilities at September 30, 2015:

	Amount
\$1,525,000 note payable monthly to financial institution in the amount of \$10,646 including interest at 5.68% to finance the purchase of an office building. The note is uncollateralized except for available general revenue and includes prepayment penalties. The loan was due in full June 1, 2016. However, the loan was satisfied in full in November 2015 upon the sale of the building. The mortgage was fully satisfied for \$866,265 plus a prepayment penalty of \$25,851.	\$ 879,263
Net pension obligation - FRS pension plan. This amount is actuarially determined through calculation based upon the audited financial statements of the Florida FRS Plan at June 30, 2015.	317,491
Net pension obligation - HIS plan. This amount is actuarially determined through calculation based upon the audited financial statements of the Florida FRS Plan at June 30, 2015.	248,245
Non-current portion of compensated absences. Employees of the Council are entitled to paid scheduled (vacation) leave based on length of service and job classification.	45,923
Net OPEB obligation. Cumulative difference between annual OPEB cost and the Council's projected payments toward the cost of post employment benefits other than pensions since GASB no. 45 transition date (October 1, 2009)	61,797
	<u>\$ 1,552,719</u>

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**NOTE H - LONG-TERM LIABILITIES, CONTINUED**

The annual debt service requirements at September 30, 2015, were as follows:

<u>Years Ending September 30</u>	<u>Total Principal</u>	<u>Total Interest</u>	<u>Total</u>
Note payable:			
2016	\$ 879,263	\$ 36,339	\$ 915,602
Total Note Payable	879,263	<u>36,339</u>	<u>915,602</u>
Net Pension Liability - FRS	317,491		
Net Pension Liability - HIS	248,245		
Accrued compensated absences	45,923		
Net OPEB obligation	<u>61,797</u>		
Total Long-Term Debt	<u>\$ 1,552,719</u>		

Interest expense related to the note payable for the year ended September 30, 2015 was \$52,284.

The Council's outstanding note payable contains several covenants that require the Council to ensure compliance, including a debt service ratio as well as facilities maintenance, insurance and reporting requirements.

**NOTE I - PRIOR PERIOD ADJUSTMENT**

**GASB Statement No. 68**

The beginning net position of the Council was decreased by \$628,424 due to the adoption of the new GASB Pronouncement, Statement No. 68, *Accounting and Financial Reporting for Pensions*. GASB Statement No. 68 requires the Council to recognize its proportionate share of the net pension liabilities and related pension amounts of the cost-sharing multiple-employer FRS and HIS defined benefit plans.

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**NOTE J - RETIREMENT PLAN - DEFINED BENEFIT PENSION PLAN**

**General Information about the Florida Retirement System**

The Florida Retirement System ("FRS") was created in Chapter 121, Florida Statutes. The FRS was created to provide a defined benefit pension plan ("Pension Plan") for participating public employees. All Council employees are participants in the Statewide Florida Retirement System (FRS) under authority of Article X, Section 14 of the State Constitution and Florida Statutes, Chapters 112 and 121. The FRS was amended in 1998 to add the Deferred Retirement Option Program under the defined benefit plan and amended in 2000 to provide an integrated defined contribution plan alternative to the defined benefit plan for FRS members effective July 1, 2002. This integrated defined contribution pension plan is the FRS Investment Plan. Chapter 112, Florida Statutes, established the Retiree Health Insurance Subsidy (HIS) Program, a separate cost-sharing multiple-employer defined benefit pension plan to assist retired members of any State-administered retirement system in paying the costs of health insurance.

Essentially all regular employees of the Council are eligible to enroll as members of the State-administered FRS. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and Florida Retirement System Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. Such provisions may be amended at any time by further action from the Florida Legislature. The FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement, and consists of two cost-sharing, multiple-employer defined benefit plans (Pension and HIS Plans) and other nonintegrated programs. A comprehensive annual financial report of the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information dated June 30, 2015, is available from the Florida Department of Management Services' Web site ([www.dms.myflorida.com](http://www.dms.myflorida.com)).

The Council's total pension expense, \$39,757 for the year ended September 30, 2015, is recorded in the government-wide financial statements. Total Council retirement actual contribution expenditures were \$63,714 for the year ended September 30, 2015. The Council contributed 100% of the required contributions.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
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**NOTE J - RETIREMENT PLAN - DEFINED BENEFIT PENSION PLAN, CONTINUED**

**FRS Pension Plan**

**Plan Description.** The FRS Pension Plan ("Plan") is a cost-sharing multiple-employer defined benefit pension plan, with a Deferred Retirement Option Program (DROP) for eligible employees. The general classes of membership are as follows:

Regular Class - Members of the FRS who do not qualify for membership in the other classes.

Senior Management Service Class (SMSC) - Members in senior management level positions.

Special Risk Class - Members who are employed as law enforcement officers and meet the criteria to qualify for this class.

Elected Officials - Members who are elected by the voters within the District boundaries.

Employees enrolled in the Plan prior to July 1, 2011, vest at six years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at eight years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of service, except for those members classified as special risk who are eligible for normal retirement benefits at age 55 or at any age after 25 years of service. All members enrolled in the Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service, except for members classified as special risk who are eligible for normal retirement benefits at age 60 or at any age after 30 years of service. Members of both Plans (Pension and HIS) may include up to 4 years of credit for military service toward creditable service. The Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The Plan provides retirement, disability, death benefits, and annual cost of living adjustments to eligible participants.

DROP, subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with an FRS employer. An employee

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**NOTE J - RETIREMENT PLAN - DEFINED BENEFIT PENSION PLAN, CONTINUED**

**FRS Pension Plan, continued**

may participate in DROP for a period not to exceed 60 months after electing to participate. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest. The net pension liability does not include amounts for DROP participants, as these members are considered retired and are not accruing additional pension benefits.

**Benefits Provided.** Benefits under the Plan are computed on the basis of age, and/or years of service, average final compensation, and credit service. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the five highest fiscal years' earnings; for the members initially enrolled on or after July 1, 2011, the average final compensation is the average of the eight highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on retirement plan and/or the class to which the member belonged when the service credit was earned. Members are eligible for in-line-of-duty or regular disability and survivors' benefits. The following chart shows the percentage value of each year of service credit earned:

<u>Class, Initial Enrollment, and Retirement Age/Years of Service</u>	<u>%Value</u>
Regular Class and elected members initially enrolled before July 1, 2011	
Retirement up to age 62, or up to 30 years of service	1.60
Retirement at age 63 or with 31 years of service	1.63
Retirement at age 64 or with 32 years of service	1.65
Retirement at age 65 or with 33 or more years of service	1.68
Regular Class and elected members initially enrolled on or after July 1, 2011	
Retirement up to age 65 or up to 33 years of service	1.60
Retirement at age 66 or with 34 years of service	1.63
Retirement at age 67 or with 35 years of service	1.65
Retirement at age 68 or with 36 or more years of service	1.68
Special Risk Regular	
Service from December 1, 1970 through September 30, 1974	2.00
Service on or after October 1, 1974	3.00
Senior Management Service Class	2.00

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**NOTE J - RETIREMENT PLAN - DEFINED BENEFIT PENSION PLAN, CONTINUED**

**FRS Pension Plan, continued**

As provided in Section 121.101, Florida Statutes, if the member is initially enrolled in the FRS before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is 3 percent per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of 3 percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by 3 percent. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

**Contributions.** The Florida Legislature establishes contribution rates for participating employers and employees. Contribution rates during the year ended September 30, 2015 were as follows:

Class	Percent of Gross Salary*		
	Employee	Employer (1)	Employer (3)
Florida Retirement System, Regular	3.00	7.37	7.26
Florida Retirement System, Senior Management Service	3.00	21.14	21.43
Florida Retirement System, Special Risk	3.00	19.82	22.04
Deferred Retirement Option Program - Applicable to Members from All of the Above Classes	0.00	12.28	12.88
Florida Retirement System, Reemployed Retiree	(2)	(2)	N/A
Florida Retirement System, Elected Official	3.00	43.24	42.27

Notes:

- (1) Employer rates include 1.26 percent for the postemployment health insurance subsidy. Also, employer rates, other than for DROP participants, include 0.04 percent for administrative costs of the Investment Plan. Rates for 7/1/14 - 6/30/15.
- (2) Contribution rates are dependent upon retirement class in which reemployed.
- (3) Employer rates include 1.66 percent for the post employment health insurance subsidy. Also, employer rates, other than for DROP participants, include .04 percent for administrative costs for the Investment Plan. Rates for 7/1/15 - 6/30/16.

\* As defined by the Plan.

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**NOTE J - RETIREMENT PLAN - DEFINED BENEFIT PENSION PLAN, CONTINUED**

**FRS Pension Plan, continued**

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the Pension Plan.** At

September 30, 2015, the Council reported a net pension liability of \$317,491 for its proportionate share of the net pension liability. The net pension liability was measured as of September 30, 2015, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2015. The Council's proportionate share of the net pension liability was based on the Council's 2014-15 fiscal year contributions relative to the total 2014-15 fiscal year contributions of all participating members. At September 30, 2015, the Council's proportionate share was .002458057 percent, which was an decrease of .000876779 percent from its proportionate share measure as of September 30, 2014.

For the year ended September 30, 2015, the Council recognized FRS pension expense of \$31,440. In addition, the Council reported deferred outflows of resources and deferred inflows of resources related to the pension from the following sources at September 30, 2015:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 33,518	\$ 7,530
Change of assumptions	21,073	-
Net difference between projected and actual earnings on pension plan investments	111,829	187,641
Changes in proportion and differences between Council contributions and proportionate share of contributions	130,947	115,072
Council contributions subsequent to the measurement date	<u>10,194</u>	<u>-</u>
Total	<u>\$ 307,561</u>	<u>\$ 310,243</u>

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
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**NOTE J - RETIREMENT PLAN - DEFINED BENEFIT PENSION PLAN, CONTINUED**

**FRS Pension Plan, continued**

The deferred outflows (inflows) of resources related to the pension totaling \$7,079, resulting from Council contributions subsequent to the measurement date, will be recognized as a reduction on the net pension liability in the year ended September 30, 2016. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the pension will be recognized in pension expense over the remaining service period of 6.3 years as follows:

Fiscal Years Ending September 30	Amount
2016	\$ (7,079)
2017	(7,079)
2018	(7,079)
2019	(7,079)
2020	11,874
Thereafter	3,566
Total	<u>\$ (12,876)</u>

**Actuarial Assumptions.** The total pension liability in the July 1, 2015, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60 percent
Real payroll growth	0.65 percent
Salary increases	3.25 percent, average, including inflation
Investment rate of return	7.65 percent, net of pension plan investment expense, including inflation

Mortality rates were based on the Generational RP-2000 with Projection Scale BB.

The actuarial assumptions used in the July 1, 2015, valuation were based on the results of an actuarial experience study for the period July 1, 2008, through June 30, 2013.

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**NOTE J - RETIREMENT PLAN - DEFINED BENEFIT PENSION PLAN, CONTINUED**

**FRS Pension Plan, continued**

The long-term expected rate of return on pension plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation (1)	Annual Arithmetic Return	Compound Annual (Geometric) Return	Standard Deviation
Cash	1.00%	3.2%	3.1%	1.7%
Fixed income	18.00%	4.8%	4.7%	4.7%
Global equity	53.00%	8.5%	7.2%	17.7%
Real estate (property)	10.00%	6.8%	6.2%	12.0%
Private equity	6.00%	11.9%	8.2%	30.0%
Strategic investments	12.00%	6.7%	6.1%	11.4%
Total	<u>100.00%</u>			
Assumed inflation - Mean		2.60%		1.90%

(1) As outlined in the Plan's investment policy

**Discount Rate.** The discount rate used to measure the total pension liability was 7.65 percent. The Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return.

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**NOTE J - RETIREMENT PLAN - DEFINED BENEFIT PENSION PLAN, CONTINUED**

**FRS Pension Plan, continued**

**Sensitivity of the District's Proportionate Share of the Net Position Liability to Changes in the Discount Rate.** The following presents the Council's proportionate share of the net pension liability calculated using the discount rate of 7.65 percent, as well as what the Council's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.65 percent) or 1-percentage-point higher (8.65 percent) than the current rate:

	1% Decrease (6.65%)	Current Discount Rate (7.65%)	1% Increase (8.65%)
Council's proportionate share of the net pension liability	\$ 822,691	\$ 317,491	\$ (102,918)

**Pension Plan Fiduciary Net Position.** Detailed information about pension plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Systems Comprehensive Annual Financial Report dated June 30, 2015.

The FRS CAFR and actuarial reports may also be obtained by contacting the Division of Retirement at:

Department of Management Services  
Division of Retirement  
Bureau of Research and Member Communications  
P.O. Box 9000  
Tallahassee, FL 32315-9000  
850-488-5706 or toll free at 877-377-1737

[http://www.dms.myflorida.com/workforce\\_operations/retirement/publications](http://www.dms.myflorida.com/workforce_operations/retirement/publications)

**Payables to the Pension Plan.** At September 30, 2015, the Council reported a payable of \$5,373 for the outstanding amount of contributions in the pension plan required for the year ended September 30, 2015.

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**NOTE J - RETIREMENT PLAN - DEFINED BENEFIT PENSION PLAN, CONTINUED**

**HIS Plan**

**Plan Description.** The HIS Plan ("HIS Plan") is a cost-sharing multiple-employer defined benefit pension plan established under section 112.363, Florida Statutes. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Division of Retirement within the Florida Department of Management Services.

**Benefits Provided.** For the year ended September 30, 2015, eligible retirees and beneficiaries received a monthly HIS payment equal to the number of years of creditable service completed at the time of retirement multiplied by \$5. The payments are at least \$30 but not more than \$150 per month, pursuant to Section 112.363, Florida Statutes. To be eligible to receive a HIS Plan benefit, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which can include Medicare.

**Contributions.** The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the year ended September 30, 2015, the contribution rate ranged between 1.26 percent and 1.66 percent of payroll pursuant to Section 112.363, Florida Statutes. The Council contributed 100 percent of its statutorily required contributions for the current and preceding three years. HIS Plan contributions are deposited in a separate trust fund from which HIS payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event the legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or cancelled.

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the HIS Plan.**

At September 30, 2015, the Council reported a HIS net pension liability of \$248,245 for its proportionate share of the net HIS Plan's net pension liability. The net pension liability was measured as of September 30, 2015, and the total pension liability was used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2015. The Council's proportionate share of the net HIS liability was based on the District's 2014-15 fiscal year contributions relative to the total 2014-15 fiscal

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**NOTE J - RETIREMENT PLAN - DEFINED BENEFIT PENSION PLAN, CONTINUED**

**HIS Plan, continued**

year contributions of all participating members. At September 30, 2015, the Council's proportionate share was .002434150 percent, which was an decrease of .000886223 percent from its proportionate share measured as of September 30, 2014.

For the fiscal year ended September 30, 2015, the Council recognized HIS expense of \$8,317. In addition, the Council reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ -
Change of assumptions	19,530	-
Net difference between projected and actual earnings on pension plan investments	134	-
Changes in proportion and differences between Council contributions and proportionate share of contributions	4,767	68,782
Council contributions subsequent to the measurement date	<u>2,089</u>	<u>-</u>
Total	<u>\$ 26,520</u>	<u>\$ 68,782</u>

The deferred outflows of resources totaling \$7,141 was related to HIS, resulting from Council contributions subsequent to the measurement date, will be recognized as a reduction on the net pension liability in the year ended September 30, 2016. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense of the remaining service period of 7.2 years as follows:

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**NOTE J - RETIREMENT PLAN - DEFINED BENEFIT PENSION PLAN, CONTINUED**

**HIS Plan, continued**

Fiscal Years Ending September 30	Amount
2016	\$ (7,141)
2017	(7,141)
2018	(7,141)
2019	(7,143)
2020	(7,175)
Thereafter	(8,610)
Total	<u>\$ (44,351)</u>

**Actuarial Assumptions.** The total pension liability in the July 1, 2015, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60 percent
Real Payroll Growth	0.65 percent
Salary Increases	3.25 percent, average, including inflation
Municipal Bond Rate	3.80 percent

Mortality rates were based on the Generational RP-2000 with Projected Scale BB.

Because the HIS Plan is funded on a pay-as-you-go basis, no experience study has been completed for this plan.

**Discount Rate.** The discount rate used to measure the total HIS liability was 3.80 percent. In general, the discount rate for calculating the total HIS liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate selected by the plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index.

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**NOTE J - RETIREMENT PLAN - DEFINED BENEFIT PENSION PLAN, CONTINUED**

**HIS Plan, continued**

**Sensitivity of the District's Proportionate Share of the Net HIS Liability to Changes in the Discount Rate.** The following presents the Council's proportionate share of the net HIS liability calculated using the discount rate of 3.80 percent, as well as what the Council's proportionate share of the net HIS liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.80 percent) or 1-percentage-point higher (4.80 percent) than the current rate:

	1% Decrease (2.80%)	Current Discount Rate (3.80%)	1% Increase (4.80%)
Council's proportionate share of the net HIS liability	\$ 282,864	\$ 248,245	\$ 219,378

**Pension Plan Fiduciary Net Position.** Detailed information about the HIS plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Comprehensive Annual Financial Report dated June 30, 2015.

The FRS CAFR and actuarial reports may also be obtained by contacting the Division of Retirement at:

Department of Management Services  
Division of Retirement  
Bureau of Research and Member Communications  
P.O. Box 9000  
Tallahassee, FL 32315-9000  
850-488-5706 or toll free at 877-377-1737

[http://www.dms.myflorida.com/workforce\\_operations/retirement/publications](http://www.dms.myflorida.com/workforce_operations/retirement/publications)

**Payables to the Pension Plan.** At September 30, 2015 the Council reported a payable of \$1,587 for the outstanding amount of contributions to the HIS plan required for the fiscal ended September 30, 2015.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**NOTE J - RETIREMENT PLAN - DEFINED BENEFIT PENSION PLAN, CONTINUED**

**FRS - Defined Contribution Pension Plan**

The SBA administers the defined contribution plan officially titled the FRS Investment Plan (Investment Plan). The Investment Plan is reported in the SBA's annual financial statements and in the State of Florida Comprehensive Annual Financial Report.

As provided in Section 121.4501, Florida Statutes, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined benefit plan. Council employees participating in DROP are not eligible to participate in the Investment Plan. Employer and employee contributions, including amounts contributed to individual member's accounts, are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Benefit terms, including contribution requirements, for the Investment Plan are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contribution rates that are based on salary and membership class (Regular Class, Elected County Officers, etc.), as the FRS defined benefit plan. Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances amount various approved investment choices. Costs of administering plan, including FRS Financial Guidance Program, are funded through an employer contribution of 0.04 percent of payroll and by forfeited benefits of plan members. Allocations to the investment member's accounts during the 2014-15 fiscal year were as follows:

Class	Percent of Gross Salary*		
	Employee	Employer (1)	Employer (3)
Florida Retirement System, Regular	3.00	7.37	7.26
Florida Retirement System, Senior Management Service	3.00	21.14	21.43
Florida Retirement System, Special Risk	3.00	19.82	22.04
Deferred Retirement Option Program - Applicable to Members from All of the Above Classes	0.00	12.28	12.88
Florida Retirement System, Reemployed Retiree	(2)	(2)	N/A
Florida Retirements System, Elected Official	3.00	43.24	42.27

Notes:

- (1) Employer rates include 1.26 percent for the postemployment health insurance subsidy. Also, employer rates, other than for DROP participants, include 0.04 percent for administrative costs of the Investment Plan. Rates for 7/1/14 - 6/30/15.
- (2) Contribution rates are dependent upon retirement class in which reemployed.
- (3) Employer rates include 1.66 percent for the post employment health insurance subsidy. Also, employer rates, other than for DROP participants, include .04 percent for administrative costs for the Investment Plan. Rates for 7/1/15 - 6/30/16.

\* As defined by the Plan.

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**NOTE J - RETIREMENT PLAN - DEFINED BENEFIT PENSION PLAN, CONTINUED**

**FRS - Defined Contribution Pension Plan, continued**

For all membership classes, employees are immediately vested in their own contributions and are vested after 1 year of service for employer contributions and investment earnings. If an accumulated benefit obligation for service credit originally earned under the FRS Pension Plan is transferred to the Investment Plan, the member must have the years of service required for FRS Pension Plan vesting (including the service credit represented by the transferred funds) to be vested for these funds and the earnings on the funds. Nonvested employer contributions are placed in a suspense account for up to 5 years. If the employee returns to FRS-covered employment within the 5-year period, the employee will regain control over their account. If the employee does not return within the 5 year period, the employee will forfeit the accumulated account balance. For the fiscal year ended September 30, 2015, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to the Council.

After termination and applying to receive benefits, the member may rollover vested funds to another qualified plan, structure a periodic payment under the Investment Plan, receive a lump-sum distribution, leave the funds invested for future distribution, or any combination of these options. Disability coverage is provided; the member may either transfer the account balance to the FRS Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the FRS Pension Plan, or remain in the Investment Plan and rely upon that account balance for retirement income.

The Council's Investment Plan pension expense totaled \$31,999 for the fiscal year ended September 30, 2015.

Payables to the Investment Plan. At September 30, 2015, the Council reported a payable of \$0 for the outstanding amount of contributions to the Plan required for the fiscal year ended September 30, 2015.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
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**NOTE K - COMMITMENTS/CONTINGENCIES**

**Grants**

The Council is currently receiving, and has received in the past, grants which are subject to special compliance audits by the grantor agency. The grantor agency may at times disallow expenditure amounts associated with a contract based on the outcome of an audit. These amounts would constitute a contingent liability of the Council. The Council has not, as of September 30, 2015, been notified of any existing contingent liabilities related to prior grants or the grants currently in process. The Council has not had any special compliance audits conducted by grantor agencies or any disallowed costs during the year ended September 30, 2015. The management of the Council does not believe contingent liabilities, if any exist, to be material.

**NOTE L - ECONOMIC DEPENDENCE**

The Council's operations are substantially dependent on the receipt of revenue from grantor and contract agencies. Loss of these funds and/or large decreases in this type of funding would have a material effect on the financial position of the Council and a negative impact on overall operations. For the fiscal year ended September 30, 2015, approximately 50% of total revenue is attributable to funds received from grantor and contract agencies.

**NOTE M - OPERATING LEASE COMMITMENTS**

The Council leases certain copiers and equipment under agreements classified as operating leases.

Future minimum lease payments under the operating leases are as follows:

Years Ending September 30	Amount
2016	\$ 5,040
2017	5,040
2018	3,780
	<u>\$ 13,860</u>

For the year ended September 30, 2015, total rent expense was \$ 7,964.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
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**NOTE N - INDIRECT EXPENDITURES**

Indirect expenditures (including indirect and fringe benefit costs) based upon a fixed preapproved rate allocated to the Special Revenue Fund during the year ended September 30, 2015, consist of the following:

	<u>Amount</u>
Personnel services:	
Salaries and fringe benefits	\$ 236,950
Operating expenditures	70,186
Debt service	<u>127,751</u>
Total indirect expenditures	<u>\$ 434,887</u>

**NOTE O - POST-EMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (OPEB)**

The Council's defined benefit OPEB Plan provides the opportunity to obtain insurance (health, dental, and vision) benefits to its retired employees. The year ended September 30, 2010, was the Council's transition year. As such, the Council implemented GASB No. 45 on a prospective basis. All retired full-time employees are eligible for OPEB benefits if actively employed by the Council immediately before retirement. As of September 30, 2015, there were zero (0) retirees receiving these benefits. The benefits are provided both with and without contractual agreements. The Council's OPEB policy provides the opportunity for qualified retirees (pre-medicare qualified retirees) the opportunity to purchase health, dental, and vision insurance coverage similar to active full-time employees. As such, the qualified retiree is responsible for 100% of the cost of coverage selected. The Council simply acts as agent for the retiree and submits the premiums paid by the retiree. The Council pays for no portion of the retiree insurance coverage. The Council finances the benefits on a pay-as-you-go basis and recognizes retiree reimbursement of premiums as revenue and the offsetting expenditures at the time the premiums are due.

**Funding Policy**

The Council's OPEB benefits are unfunded. The Council has not determined if a separate trust fund or equivalent arrangement will be established into which the

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
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**NOTE O - POST-EMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (OPEB),**  
**CONTINUED**

**Funding Policy, continued**

Council would make contributions to advance-fund the obligation. Therefore, no separate financial statement is issued. All required disclosures are presented herein. The Council obtained an actuarial valuation for OPEB Plan to measure the current year's subsidies and project these subsidies into the future, making an allocation of that cost to different years. The following schedule of funding progress presents multi-year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.

**Schedule of Funding Progress**

(1) Actuarial Valuation Date	Actuarial Value of Assets (AVA) (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded Actuarial Accrued Liability (UAAL) (b-a)	Funded Ratio (a/b)	Annual Covered Payroll (c)	UAAL as a Percentage of Covered Payroll (b-a)/c
10/01/12	\$ -	\$ 50,030	\$ 50,030	0.0%	\$ 899,507	5.6%
10/01/13	\$ -	\$ 46,936	\$ 46,936	0.0%	\$ 899,507	5.2%
10/01/14	\$ -	\$ 46,936	\$ 46,936	0.0%	\$ 899,507	5.2%

(1) - Initial actuarial valuation dated 10/1/09 (transition year)

**Schedule of Contributions from Employer**

Year Ended	Annual OPEB Cost	Projected Cash Payment*	Percentage of Annual OPEB Cost	Net OPEB Obligation	Actual Cash Payment
9/30/13	\$ 10,275	\$ 6,158	59.9%	\$ 59,864	\$ -
9/30/14	\$ 9,010	\$ 6,888	76.4%	\$ 61,797	\$ -
9/30/15	\$ 9,010	\$ 6,888	76.4%	\$ 61,797	\$ -

\*The Council did not make the expected cash payments of \$6,158, \$6,888 or \$6,888 during the years ended September 30, 2013, 2014 and 2015, respectively because the Council had no retiree participants. Therefore, the actual Net OPEB obligation was \$59,864, \$61,797, and \$61,797 at September 30, 2013, 2014 and 2015, respectively.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**NOTE O - POST-EMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (OPEB),  
CONTINUED**

**Annual OPEB Cost and Net OPEB Obligation**

The annual OPEB cost is the amount that was expensed in the current year. Since the Council's plan is unfunded, the offset to that expense comes from subsidies paid on behalf of the current retirees and their dependents for the current year. This offset is called the expected cash payment. The cumulative difference between the annual OPEB cost for the year and the expected cash payment is called the net OPEB obligation (NOO). The net OPEB obligation is reflected as a liability in the Statement of Net Position. The following table shows the components of the Council's annual OPEB cost for the year and the net OPEB obligation.

<u>Fiscal year ended September 30, 2015</u>	<u>Amount</u>
Annual required contribution (ARC)	\$ -
Less NOO amortization	-
Plus interest on NOO	-
Annual OPEB cost	-
Expected cash payment (projected)*	-
Yearly change in OPEB obligation	-
Net OPEB obligation - beginning of year	61,797
Net OPEB obligation - end of year	<u>\$ 61,797</u>

\*The Council did not make the expected cash payment of \$6,888 during the year ended September 30, 2015 since the Council had no retiree participants. Therefore, the actual Net OPEB obligation is \$61,797.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and healthcare cost trend. Amounts determined regarding the funding status of a plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

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**NOTE O - POST-EMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (OPEB),  
CONTINUED**

**Actuarial Methods and Assumptions**

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of the valuation and the historical pattern of sharing of benefit costs between the employer and plan members. The actual methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial valuation of assets, consistent with the long-term perspective of the calculations.

In the October 1, 2011 actuarial valuation, the entry age normal (level % of pay) actuarial cost method with linear pro-rata to assumed benefit commencement was used. The actuarial assumptions included a 5.0 percent investment rate of return. Since there are no invested plan assets held in trust to finance the OPEB obligations, the investment return discount rate is the long-term expectation of investment return on assets held in Council funds pursuant to its investment policy (5%). The assumptions also included an annual healthcare cost inflation rate trending to 8% (pre-medicare) in 2015, 5% in 2019, and 4.5% thereafter. The unfunded actuarial accrued liability, as calculated, is being amortized over a closed amortization period of 30 years as a level percent of payroll. The assumed rate of payroll growth is 0.0 percent. The assumed rate of inflation is 0.0 percent. The mortality rate table used is RP-2000.

**NOTE P - RISK MANAGEMENT**

The Council is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees, and natural disasters.

Insurance programs for general/professional liability, automobile, and property are through commercial insurance carriers. The Council retains the risk of loss, on insured claims, up to a deductible amount (depending on the type of loss) with the risk of loss in excess of this amount transferred to the insurance carrier. The Council is third party insured for employee health as well as workers' compensation. There were no claims paid in excess of insurance coverage during the past three (3) fiscal years.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**NOTE Q - FUND BALANCE**

Fund balance was classified for the following purposes at September 30, 2015:

<u>Nonspendable fund balance - General Fund</u>		<u>Amount</u>
Deposits	\$	3,787
	\$	<u>3,787</u>
<u>Assigned fund balance - General Fund</u>		<u>Amount</u>
Operating reserves	\$	584,650
	\$	<u>584,650</u>

**NOTE R - SUBSEQUENT EVENT**

On November 20, 2015, the Council sold their existing office building for \$1,200,000. As a result of the sale, the Council satisfied the related mortgage on the building in the amount of \$866,265 plus prepayment penalty of \$25,851. The Council subsequently leased office space under a five year lease beginning on December 1, 2015 with annual base rent of \$42,000 in the first year and graduating to \$51,051 in the fifth and final year.

**REQUIRED SUPPLEMENTARY  
INFORMATION  
OTHER THAN MD&A**

**DRAFT**

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN**  
**FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND -**  
**SUMMARY STATEMENT**  
**Year Ended September 30, 2015**

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	General Fund			Variance Favorable (Unfavorable)
	Original Budget	Final Budget	Actual	
<b>REVENUES</b>				
Federal and state grants	\$ -	\$ -	\$ -	\$ -
Contracts, local grants and events	2,500	-	-	-
County and city assessments	472,941	472,941	472,879	(62)
DRI fees	-	-	-	-
DRI monitoring fees	-	-	-	-
Rental income	15,000	1,541	1,250	(291)
Interest and miscellaneous	5,000	-	4,347	4,347
Fund balance carryforward	708,484	748,895	-	(748,895)
<b>TOTAL REVENUES</b>	<u>1,203,925</u>	<u>1,223,377</u>	<u>478,476</u>	<u>(744,901)</u>
<b>EXPENDITURES</b>				
Current				
Personnel services	456,577	505,262	279,618	225,644
Operating expenditures	704,698	718,115	121,525	596,590
Capital outlay	42,650	-	-	-
Debt service	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<u>1,203,925</u>	<u>1,223,377</u>	<u>401,143</u>	<u>822,234</u>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<u>-</u>	<u>-</u>	<u>77,333</u>	<u>77,333</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating transfers in	-	-	-	-
Operating transfers out	-	-	(237,792)	(237,792)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>-</u>	<u>-</u>	<u>(237,792)</u>	<u>(237,792)</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ -</u>	<u>\$ -</u>	<u>(160,459)</u>	<u>\$ (160,459)</u>
<b>FUND BALANCE, October 1, 2014</b>			<u>748,896</u>	
<b>FUND BALANCE, September 30, 2015</b>			<u>\$ 588,437</u>	

The accompanying notes are an integral part of this statement.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN**  
**FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND -**  
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	General Fund			
	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUES</b>				
Federal and state grants	\$ -	\$ -	\$ -	\$ -
Contracts, local grants and events	2,500	-	-	-
County and city assessments	472,941	472,941	472,879	(62)
DRI fees	-	-	-	-
DRI monitoring fees	-	-	-	-
Rental income	15,000	1,541	1,250	(291)
Interest and miscellaneous	5,000	-	4,347	4,347
Fund balance carryforward	708,484	748,895	-	(748,895)
<b>TOTAL REVENUES</b>	<b>1,203,925</b>	<b>1,223,377</b>	<b>478,476</b>	<b>(744,901)</b>
<b>EXPENDITURES</b>				
Current				
Personnel services				
Salaries	307,031	482,222	304,873	177,349
Fringe benefits:				
FICA	55,809	45,359	46,494	(1,135)
Retirement	58,766	56,166	63,714	(7,548)
Health insurance	128,579	100,884	98,290	2,594
Severance	-	-	-	-
Workers compensation/unemployment	2,329	4,413	3,197	1,216
Allocation of indirect expenditures	(95,937)	(183,782)	(236,950)	53,168
<b>Total personnel services</b>	<b>456,577</b>	<b>505,262</b>	<b>279,618</b>	<b>225,644</b>
Operating expenditures				
Professional fees:				
Legal fees	-	-	-	-
Consultant fees	14,500	40,000	46,395	(6,395)
Grant/Consulting expense	-	-	-	-
Audit fees	20,000	34,620	20,010	14,610
Telephone, rent, supplies, etc:				
Office supplies	5,000	3,175	4,052	(877)
Equipment rental	7,015	7,015	7,964	(949)
Storage unit rental	-	-	-	-
Repairs and maintenance	15,000	10,000	10,311	(311)
Telephone	5,100	5,100	5,749	(649)
Miscellaneous and insurance:				
Insurance	22,500	22,500	22,970	(470)
Other miscellaneous	7,200	5,550	5,162	388
Computer supplies and graphics	27,010	24,070	20,116	3,954
Professional development/meetings:				
Professional development/dues	36,836	14,105	7,049	7,056
Meetings/events	1,303	8,000	-	8,000

The accompanying notes are an integral part of this statement.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN**  
**FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND -**  
**DETAILED STATEMENT, CONTINUED**  
**Year Ended September 30, 2015**

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	General Fund			Variance Favorable (Unfavorable)
	Original Budget	Final Budget	Actual	
Operating expenditures (continued)				
Travel	6,300	2,500	9,131	(6,631)
Postage	2,750	4,212	3,004	1,208
Printing/reproduction	1,500	5,190	3,038	2,152
Utilities	23,200	20,700	20,889	(189)
Advertising/legal notices	750	2,000	5,871	(3,871)
Publications	250	461	-	461
Bad debt	-	-	-	-
MPO grant expenses	-	-	-	-
Amount to be reserved for ED/PR	-	-	-	-
Amount to be reserved for A/C	-	-	-	-
Reserves - operations	708,484	623,146	-	623,146
Allocation of indirect expenditures	(200,000)	(114,229)	(70,186)	(44,043)
<b>Total operating expenditures</b>	<b>704,698</b>	<b>718,115</b>	<b>121,525</b>	<b>596,590</b>
Capital outlay				
Capital purchases	42,650	-	-	-
Allocation of indirect expenditures	-	-	-	-
<b>Total capital outlay</b>	<b>42,650</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt service				
Principal retirement	75,716	75,716	75,467	249
Interest and fiscal charges	52,284	52,284	52,284	-
Allocation of indirect expenditures	(128,000)	(128,000)	(127,751)	(249)
<b>Total debt service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>1,203,925</b>	<b>1,223,377</b>	<b>401,143</b>	<b>822,234</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>77,333</b>	<b>77,333</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating transfers in	-	-	-	-
Operating transfers out	-	-	(237,792)	(237,792)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>(237,792)</b>	<b>(237,792)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(160,459)</b>	<b>\$ (160,459)</b>
<b>FUND BALANCE, October 1, 2014</b>			<b>748,896</b>	
<b>FUND BALANCE, September 30, 2015</b>			<b>\$ 588,437</b>	

The accompanying notes are an integral part of this statement.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN**  
**FUND BALANCE - BUDGET AND ACTUAL - SPECIAL REVENUE**  
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	Special Revenue Fund			
	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUES</b>				
Federal and state grants	\$ 377,796	\$ 428,894	\$ 399,968	\$ (28,926)
Contracts, local grants and events	85,900	123,881	190,067	66,186
County and city assessments	-	-	-	-
DRI fees	60,000	70,000	84,023	14,023
DRI monitoring fees	-	4,510	4,500	(10)
Interest and miscellaneous	-	-	-	-
Fund balance carryforward	-	-	-	-
<b>TOTAL REVENUES</b>	<u>523,696</u>	<u>627,285</u>	<u>678,558</u>	<u>51,273</u>
<b>EXPENDITURES</b>				
Current				
Personnel services	95,937	294,494	541,920	(247,426)
Operating expenditures	299,759	204,791	246,679	(41,888)
Capital outlay	-	-	-	-
Debt service	128,000	128,000	127,751	249
<b>TOTAL EXPENDITURES</b>	<u>523,696</u>	<u>627,285</u>	<u>916,350</u>	<u>(289,065)</u>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<u>-</u>	<u>-</u>	<u>(237,792)</u>	<u>(237,792)</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating transfers in	-	-	237,792	237,792
Operating transfers out	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>-</u>	<u>-</u>	<u>237,792</u>	<u>237,792</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>	<u>\$ -</u>
<b>FUND BALANCE, October 1, 2014</b>			<u>-</u>	
<b>FUND BALANCE, September 30, 2015</b>			<u>\$ -</u>	

The accompanying notes are an integral part of this statement.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN**  
**FUND BALANCE - BUDGET AND ACTUAL - SPECIAL REVENUE**  
**FUND - DETAILED STATEMENT**  
**Year Ended September 30, 2015**

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	Special Revenue Fund			Variance Favorable (Unfavorable)
	Original Budget	Final Budget	Actual	
<b>REVENUES</b>				
Federal and state grants	\$ 377,796	\$ 428,894	\$ 399,968	\$ (28,926)
Contracts, local grants and events	85,900	123,881	190,067	66,186
County and city assessments	-	-	-	-
DRI fees	60,000	70,000	84,023	14,023
DRI monitoring fees	-	4,510	4,500	(10)
Interest and miscellaneous	-	-	-	-
Fund balance carryforward	-	-	-	-
<b>TOTAL REVENUES</b>	<b>523,696</b>	<b>627,285</b>	<b>678,558</b>	<b>51,273</b>
<b>EXPENDITURES</b>				
Current				
Personnel services				
Salaries	-	110,712	304,970	(194,258)
Fringe benefits:				
FICA	-	-	-	-
Retirement	-	-	-	-
Health insurance	-	-	-	-
Workers compensation/unemployment	-	-	-	-
Allocation of indirect expenditures	95,937	183,782	236,950	(53,168)
<b>Total personnel services</b>	<b>95,937</b>	<b>294,494</b>	<b>541,920</b>	<b>(247,426)</b>
Operating expenditures				
Professional fees:				
Legal fees	-	-	-	-
Consultant fees	-	6,850	11,193	(4,343)
Grant/Consulting expense	52,953	54,396	63,533	(9,137)
Audit fees	20,000	-	16,810	(16,810)
Telephone, rent, supplies, etc:				
Office supplies	175	-	442	(442)
Equipment rental	-	-	-	-
Storage unit rental	-	-	-	-
Repairs and maintenance	-	-	-	-
Telephone	-	-	-	-
Miscellaneous and insurance:				
Insurance	-	-	-	-
Other miscellaneous	-	-	-	-
Computer supplies and graphics	60	150	7,210	(7,060)
Professional development/meetings:				
Professional development/dues	3,120	4,851	6,988	(2,137)
Meetings/events	2,150	616	26,771	(26,155)
Travel	18,870	22,170	18,142	4,028

The accompanying notes are an integral part of this statement.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN**  
**FUND BALANCE - BUDGET AND ACTUAL - SPECIAL REVENUE**  
**FUND - DETAILED STATEMENT, CONTINUED**  
**Year Ended September 30, 2015**

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	Special Revenue Fund			Variance Favorable (Unfavorable)
	Original Budget	Final Budget	Actual	
Operating expenditures (continued)				
Postage	37	75	169	(94)
Printing/reproduction	690	1,000	3,393	(2,393)
Utilities	-	-	-	-
Advertising	1,704	454	1,895	(1,441)
Publications	-	-	211	(211)
Bad debt	-	-	19,736	(19,736)
NEP grant expenses	-	-	-	-
MPO grant expenses	-	-	-	-
Reserves - operations	-	-	-	-
Allocation of indirect expenditures	200,000	114,229	70,186	44,043
Total operating expenditures	299,759	204,791	246,679	(41,888)
Capital outlay				
Capital purchases	-	-	-	-
Allocation of indirect expenditures	-	-	-	-
Total capital outlay	-	-	-	-
Debt service				
Principal retirement	-	-	-	-
Interest and fiscal charges	-	-	-	-
Allocation of indirect expenditures	128,000	128,000	127,751	249
Total debt service	128,000	128,000	127,751	249
TOTAL EXPENDITURES	523,696	627,285	916,350	(289,065)
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	-	-	(237,792)	(237,792)
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating transfers in	-	-	237,792	237,792
Operating transfers out	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	237,792	237,792
NET CHANGE IN FUND BALANCE	\$ -	\$ -	-	\$ -
FUND BALANCE, October 1, 2014			-	
FUND BALANCE, September 30, 2015			\$ -	

The accompanying notes are an integral part of this statement.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**SCHEDULE OF COUNCIL'S PROPORTIONATE SHARE OF THE NET**  
**PENSION LIABILITY - FLORIDA RETIREMENT SYSTEM PENSION**  
**PLAN (1)**

	2015	2014
Council's proportion of the net pension liability	0.002458057%	0.003334835%
Council's proportionate share of the net pension liability	\$ 317,491	\$ 203,474
Council's covered-employee payroll	\$ 596,412	\$ 978,831
Council's proportionate share of the net pension liability as a percentage of its covered-employee payroll	53.23%	20.79%
Plan fiduciary net position as a percentage of the total pension liability	92.00%	96.09%

Notes: (1) The amounts presented for each fiscal year were determined as of September 30.

**SCHEDULE OF COUNCIL CONTRIBUTIONS -**  
**FLORIDA RETIREMENT SYSTEM PENSION PLAN (1)**

	2015	2014
Contractually required contribution	\$ 49,187	\$ 84,553
Contributions in relation to the contractually required contribution	49,187	84,553
Contribution deficiency (excess)	-	-
Council's covered-employee payroll	\$ 596,412	\$ 978,831
Contributions as a percentage of covered-employee payroll	8.25%	8.64%

Notes: (1) The amounts presented for each fiscal year were determined as of September 30.

GASB 68 requires information for 10 years. However, until a full 10-year trend is compiled, governments should present information for only those years for which information is available.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**SCHEDULE OF COUNCIL'S PROPORTIONATE SHARE OF THE NET**  
**PENSION LIABILITY - HEALTH INSURANCE SUBSIDY (HIS) PENSION**  
**PLAN (1)**

	2015	2014
Council's proportion of the net pension liability	0.002434150%	0.003320373%
Council's proportionate share of the net pension liability	\$ 248,245	\$ 310,463
Council's covered-employee payroll	\$ 596,412	\$ 978,831
Council's proportionate share of the net pension liability as a percentage of its covered-employee payroll	41.62%	31.72%
Plan fiduciary net position as a percentage of the total pension liability	0.50%	0.99%

Notes: (1) The amounts presented for each fiscal year were determined as of September 30.

**SCHEDULE OF COUNCIL CONTRIBUTIONS -**  
**HEALTH INSURANCE SUBSIDY (HIS) PENSION PLAN (1)**

	2015	2014
Contractually required contribution	\$ 14,527	\$ 17,441
Contributions in relation to the contractually required contribution	14,527	17,441
Contribution deficiency (excess)	-	-
Council's covered-employee payroll	\$ 596,412	\$ 978,831
Contributions as a percentage of covered-employee payroll	2.44%	1.78%

Notes: (1) The amounts presented for each fiscal year were determined as of September 30.

GASB 68 requires information for 10 years. However, until a full 10-year trend is compiled, governments should present information for only those years for which information is available.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION**  
**September 30, 2015**

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**Changes of Assumptions**

Actuarial assumptions for both cost-sharing defined benefit plans are reviewed annually by the Florida Retirement System Actuarial Assumptions Conference. The FRS Pension Plan has a valuation performed annually. The HIS Program has a valuation performed biennially that is updated for GASB reporting in the year a valuation is not performed. The most recent experience study for the FRS Pension Plan was completed in 2014 for the period July 1, 2008, through June 30, 2013. Because the HIS Program is funded on a pay-as-you-go basis, no experience study has been completed for that program. The actuarial assumptions that determined the total pension liability for the HIS Program were based on certain results of the most recent experience study for the FRS Pension Plan.

The total pension liability for each cost-sharing defined benefit plan was determined using the individual entry age actuarial cost method. Inflation increases for both plans is assumed at 2.60%. Payroll growth, including inflation, for both plans is assumed at 3.25%. Both the discount rate and the long-term expected rate of return used for FRS Pension Plan investments is 7.65%. The plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return.

Because the HIS Program uses a pay-as-you-go funding structure, a municipal bond rate of 3.80% was used to determine the total pension liability for the program (Bond Buyer General Obligation 20-Bond Municipal Bond Index). Mortality assumptions for both plans were based on the Generational RP-2000 with Projection Scale BB tables.

**Florida Retirement System Pension Plan**

There were no changes in actuarial assumptions. As of June 30, 2015, the inflation rate assumption remained at 2.6 percent, the real payroll growth assumption was 0.65 percent, and the overall payroll growth rate assumption remained at 3.25 percent. The long-term expected rate of return remained at 7.65 percent.

**Health Insurance Subsidy Pension Plan**

The municipal rate used to determine total pension liability decreases from 4.29 percent to 3.80 percent.

**SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**  
**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION**  
**September 30, 2015**

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**Pension Expense and Deferred Outflows/Inflows of Resources**

In accordance with GASB 68, paragraphs 54 and 71, changes in the net pension liability are recognized in pension expense in the current measurement period, except as indicated below. For each of the following, a portion is recognized in pension expense in the current reporting period, and the balance is amortized as deferred outflows or deferred inflows of resources using a systematic and rational method over a closed period, as defined below:

- Differences between expected and actual experience with regard to economic and demographic factors - amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan (active and inactive employees)
- Changes of assumptions or other inputs - amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan (active and inactive employees)
- Changes in proportion and differences between contributions and proportionate share of contributions - amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan (active and inactive employees)
- Differences between expected and actual earnings on pension plan investments - amortized over five years

Employer contributions to the pension plans from employers are not included in collective pension expense, however, employee contributions are used to reduce pension expense.

The average expected remaining service life of all employees provided with pensions through the pension plans at September 30, 2015, was 6.3 years for FRS and 7.2 years for HIS. The components of collective pension expense reported in the pension allocation schedules for the fiscal year ended September 30, 2015, are presented below for each plan.

**ADDITIONAL REPORTS**

**DRAFT**

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL  
CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF BASIC  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

Executive Committee and Council Members  
Southwest Florida Regional Planning Council  
1400 Colonial Blvd., Suite 1  
Fort Myers, Florida 33907

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America, the basic financial statements of the governmental activities and each major fund of Southwest Florida Regional Planning Council (the "Council") as of and for the year ended September 30, 2015, and the related notes to the financial statements which collectively comprise the Council's basic financial statements as listed in the table of contents and have issued our report thereon dated May 6, 2016.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Council's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. Accordingly, we do not express an opinion on the effectiveness of the Council's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the basic financial statements will not be prevented or detected and

corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined previously. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Southwest Florida Regional Planning Council's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Council's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Council's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

TUSCAN & COMPANY, P.A.  
Fort Myers, Florida  
May 6, 2016

**INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE  
WITH SECTION 218.415, FLORIDA STATUTES**

Executive Committee and Council Members  
Southwest Florida Regional Planning Council  
1400 Colonial Blvd., Suite 1  
Fort Myers, Florida 33907

We have examined Southwest Florida Regional Planning Council's compliance with Section 218.415, Florida Statutes, regarding the investment of public funds during the year ended September 30, 2015. Management is responsible for Southwest Florida Regional Planning Council's compliance with those requirements. Our responsibility is to express an opinion on Southwest Florida Regional Planning Council's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about Southwest Florida Regional Planning Council's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on Southwest Florida Regional Planning Council's compliance with specified requirements.

In our opinion, Southwest Florida Regional Planning Council complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2015.

This report is intended solely for the information and use of the Southwest Florida Regional Planning Council and the Auditor General, State of Florida, and is not intended to be and should not be used by anyone other than these specified parties.

TUSCAN & COMPANY, P.A.  
Fort Myers, Florida  
May 6, 2016

## **INDEPENDENT AUDITOR'S REPORT TO MANAGEMENT**

Executive Committee and Council Members  
Southwest Florida Regional Planning Council  
1400 Colonial Blvd., Suite 1  
Fort Myers, Florida 33907

We have audited the accompanying basic financial statements of Southwest Florida Regional Planning Council (the "Council") as of and for the year ended September 30, 2015 and have issued our report thereon dated May 6, 2016.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America and Chapter 10.550, Rules of the Florida Auditor General. We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters based on an Audit of the Financial Statements Performed in Accordance with Government Auditing Standards. Disclosures in that report, which is dated May 6, 2016, should be considered in conjunction with this report to management.

Additionally, our audit was conducted in accordance with Chapter 10.550, Rules of the Auditor General, which governs the conduct of local governmental entity audits performed in the State of Florida. This letter included the following information, which is not included in the aforementioned auditor's report:

- Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no financially significant prior year comments.
- Section 10.554(1)(i)2., Rules of the Auditor General, requires that we address in the management letter any recommendations to improve financial management. No Such recommendations were noted to improve financial management.

- Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have an effect on the financial statements that is less than material but more than inconsequential. In connection with our audit, we did not have any such findings.
- Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit if the reporting entity be disclosed in the management letter, unless disclosed in the notes to the financial statements. The Council discloses this information in the notes to the financial statements.
- Section 10.554(1)(i)5.a., Rules of the Auditor General, requires a statement be included as to whether or not the local government entity has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that this item is not applicable to the Council.
- Section 10.554(1)(i)5.b., Rules of the Auditor General, requires that we determine whether the annual financial report for the Council for the fiscal year ended September 30, 2015, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a) Florida Statutes, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2015. In connection with our audit, we determined that these two reports were in agreement.
- Pursuant to Sections 10.554(1)(i)5.c. and 10.556(7), Rules of the Auditor General, we applied financial condition assessment procedures. It is management's responsibility to monitor the Council's financial condition. However, we determined this item is not applicable to the Council.
- Pursuant to Section 10.554(1)(i)5.d., Rules of the Auditor General, requires a statement indicating a failure, if any, of a component unit Special District to provide financial information necessary to a proper reporting of the component unit within the audited financial statements of this entity (F.S. Section 218.39(3)(b)). There are no known component special districts required to report within these financial statements.
- Section 10.556(10)(a), Rules of the Auditor General, requires that the scope of our audit to determine the entity's compliance with the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. In connection with our audit, we determined that the Council complied with Section 218.415, Florida Statutes as reported in our Independent Accountant's Report on Compliance with Section 218.415, Florida Statutes dated May 6, 2016, included herein.

**PRIOR YEAR COMMENTS:**

No financially significant comments noted.

**CURRENT YEAR COMMENTS:**

No financially significant comments noted.

Pursuant to Chapter 119, Florida Statutes, this management letter is a public record and its distribution is not limited. Auditing standards generally accepted in the United States of America require us to indicate that this letter is intended solely for the information and use of the Executive Committee, Council members, management, the Auditor General of the State of Florida, federal and state awarding agencies, pass-through entities and other federal and state audit agencies. However, this report is not intended to be and should not be used by anyone other than these specified parties.

DRAFT

TUSCAN & COMPANY, P.A.  
Fort Myers, Florida  
May 6, 2016

**EXHIBIT**

**DRAFT**

# Agenda Item

7c

Proposed Agenda for SWFRPC

Water Seminar (Workshop)

7c

7c

## PROPOSED AGENDA FOR SWFRPC SEMINAR (WORKSHOP)

Note! This seminar is designed exclusively for RPC members and no public comment will be taken. The intent is to have regional agreement as to the problem and the steps planned to alleviate the problem. (The White Paper)

### Introduction and Objectives

Mick Denham

**Water issues for the estuary.** A discussion of the estuary problems when there is too much water and when there is not enough water for a healthy estuary. Definition of what are the ideal estuary conditions.

John Igelhart. FDEP

**Strategic Plan to improve the SWF water issues.** Introduce the Water Quality and Quantity White Paper. What are the important attributes, what support we need from the Federal, State Government and other regional partners

Mayor Ruane. Sanibel Mayor

**Federal and State Program, Plans and Project Definitions:** WRRDA, CERP, CEPP, Modified Water Project, Integrated Work Schedule

Jason Stoltzfus. RPC Staff

### Capital Projects, Plans and Work in Progress

Phil Flood. SFWMD

**Panel Discussion:** Mayor Ruane, Karson Turner, Phil Flood, John Igelhart. Moderator Mick Denham

### Call to Action

Mick Denham

It would seem to me that **four hours** would be sufficient to cover this event. A date in August or September should allow a reasonable time for RPC staff to organize this event

# Agenda Item

8

Staff Summaries

8

8

# Agenda Item

8a

# Grant Activity Sheet (Information Only)

8a

8a

## SWFRPC Grant Summary As Of May 10, 2016

#	Status	Type	Funding Agency	Grant Name	Project Mgr.	Project Name	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	App in Progress	PO	EDA - Economic Development Administration		Jennifer Pellechio	Immokalee Culinary Accelerator	5/20/2016				\$750,000	\$5,000				N/A
2	App in Progress	PO	SBA - Small Business Administration	Program for Investment in Microentrepreneurs (PRIME)	Jason Stoltzfus	Southwest Florida Enterprise Center Commercial Kitchen Bakery	5/18/2016					\$5,000	5/5/2016	5/18/2016		N/A
3	App in Progress	Grant	USDA - US Dept. of Agriculture	Farmers Market and Local Food Promotion Program	Jason Stoltzfus	Clewiston Regional Farmers Market	5/12/2016				\$100,000	\$100,000			Products of this study will include a market analysis, site assessment, vendor outreach, site assessment, financial analysis, and a written plan.	\$0
4	App in Progress	Grant	CTD - FL Commission for the Transportation Disadvantaged		Nichole Gwinnett	FY16-17 TD Planning Agreement					\$38,506	\$38,506	7/1/2016	6/30/2017	TDSP Update, LCB, CTC Evaluation, Quarterly Reports, etc.	\$0
5	Pending	Grant	EPA - Environmental Protection Agency		Jim Beever	Wetland Mitigation Strategy		4/29/2016			\$247,134	\$247,134				\$45,000
6	Pending	PO	USDA - US Dept. of Agriculture	Rural Business Development Grant	Jason Stoltzfus	Immokalee Culinary Accelerator		3/29/2016			\$200,000	\$3,000				N/A
7	Pending	Grant	FDEO - Florida Department of Economic Opportunity	Community Planning Technical Assistance Grant	Jennifer Pellechio	City of Cape Coral Development Opportunity Map		5/2/2016			\$40,000	\$40,000			The creation of an economic development interactive opportunity map for the City of Cape Coral. The map will include shovel ready commercial and industrial sites with relevant information.	\$0
8	Pending	Grant	FDEO - Florida Department of Economic Opportunity	Community Planning Technical Assistance Grant	Margaret Wuerstle	Economic Impact Study of Lake Okeechobee Discharges		5/2/2016			\$28,000	\$28,000			A report on the direct and indirect economic impact of Lake Okeechobee discharges on Lee County tourism and the impact on declines in Lee County residential property values and consumer spending.	\$0
9	Pending	Grant	FDEO - Florida Department of Economic Opportunity	Community Planning Technical Assistance Grant	Margaret Wuerstle	City of Clewiston Downtown District Façade Program		5/2/2016			\$30,000	\$30,000			An inventory of all downtown structures, identification of key structures in need of façade improvements, development of criteria for selecting buildings for improvements, work with property owners to coordinate, design and implement renovations.	\$0

#	Status	Type	Funding Agency	Grant Name	Project Mgr.	Project Name	App Due Date	Date Submitted	Date Awarded/Denied	Date Contract Signed	Project Total	RPC Amt	Start Date	End Date	Deliverables	Total Match Amt-RPC
10	Pending	Grant	FDEO - Florida Department of Economic Opportunity	Community Planning Technical Assistance Grant	Jason Stoltzfus	City of Labelle Tourism Marketing Brochure		5/2/2016			\$30,000	\$30,000			Design, create, and distribute a tourism marketing brochure.	\$0
11	Pending	PO	FDEO - Florida Department of Economic Opportunity	Community Planning Technical Assistance Grant	Jennifer Pellechio	Murdock Villave Community Redevelopment Plan		5/2/2016			\$40,000	\$500			A vision, market analysis and graphical representations of economic GIS maps that will be incorporated in the Murdock Village Community Redevelopment Plan and Comprehensive Plan.	\$0
12	Pending	Grant	FDEO - Florida Department of Economic Opportunity	Community Planning Technical Assistance Grant	Margaret Wuerstle	Strategic Economic Opportunity Plan for the Southwest Florida Rail Corridor		5/2/2016			\$39,000	\$39,000			steps for implementing the goals and objectives identified within the plan for protecting the corridor and bringing economic growth to the community.	\$0
13	Pending	Grant	Aetna Foundation		Jason Stoltzfus	Cultivating Healthy Communities	4/14/2016	4/13/2016			\$100,000	\$100,000			Implement portions of the Clewiston Neighborhood Revitalization plan, including: street lighting, awnings, painting and landscaping.	\$0
14	Pending	Grant	DEM - FL Div. of Emergency Management		Nichole Gwinnett	FY16-17 LEPC Agreement	6/30/2016	4/6/2016			\$59,000	\$59,000	7/1/2016	6/30/2017	Staff support to the LEPC, Plan Development and Exercise, Technical Assistance and Training Coordination/Planning.	\$0
15	Pending	PO	USDA - US Dept. of Agriculture		Jennifer Pellechio	Immokalee Culinary Accelerator	3/30/2016	3/29/2016			\$200,000	\$3,000			SWFRPC was contracted to write the grant proposal	\$0
16	Pending	Grant	HUD-U.S. Department of Housing and Urban Development		Jason Stoltzfus	Promise Zone Designation 2016	2/23/2016	2/23/2016			Technical Assistance	Technical Assistance			Rural designation of a Promise Zone for Immokalee in Collier County, Glades County, and Hendry County	\$0
17	Pending	Grant	EPA- Environmental Protection Agency		Jennifer Pellechio	Brownfields 2016	12/18/2015	12/18/2015			\$280,000	\$280,000			10 ASTM-AAI compliant Phase I ESAs, 1 Generic Quality Assurance Project Plan, 4 SQAPPs, 4 Phase II ESAs, 4 ABCAs	
18	Pending	Contract	DEP-Department of Environmental Protection		Jim Beever	City of Cape Coral Climate Change Resiliency Strategy					\$30,000	\$15,000			The City of Cape Coral Climate Change Vulnerability Assessment and The City of Cape Coral Climate Change Resiliency Strategy (CCRS) Plan	\$15,000

#	Status	Type	Funding Agency	Grant Name	Project Mgr.	Project Name	App Due Date	Date Submitted	Date Awarded/Denied	Date Contract Signed	Project Total	RPC Amt	Start Date	End Date	Deliverables	Total Match Amt-RPC
19	Awarded & Ongoing	PO	Northeast Florida Regional Council	Statewide Regional Evacuation Study Program	Tim Walker	Statewide Regional Evacuation Study Program Update						\$14,200	4/15/2016	6/30/2016	An updated summary document that includes key information on demographics, vulnerability and hazard risk, using a document template and map templates provided to ensure consistency around the state.	N/A
20	Awarded & Ongoing	Grant	CTD - FL Commission for the Transportation Disadvantaged		Nichole Gwinnett	FY15-16 Glades-Hendry TD Agreement			7/1/2015		\$38,573	\$38,573			Update of TDSP, CTC Evaluation, Staff Support, LCB Quarterly Meetings, Committee Meetings, Update By-Laws and Grievance Procedures.	\$0
21	Awarded & Ongoing	Grant	DEM - FL Div. of Emergency Management		Nichole Gwinnett	FY15-16 HMEP Planning and Training Grant				9/28/2015	\$73,922	\$73,922	10/1/2015	9/30/2016	HMEP related projects and trainings	\$0
22	Awarded & Ongoing	Grant	EPA- Environmental Protection Agency		Jim Beaver	Developing a Method to Use Ecosystem Services to Quantify Wetland Restoration Successes	3/17/2015	3/17/2015	8/5/2015	9/15/2015	\$234,071	\$174,071	10/1/2015	9/30/2016	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.	\$60,000
23	Awarded & Ongoing	Grant	DEM - FL Div. of Emergency Management		Nichole Gwinnett	FY15-16 LEPC Agreement	6/30/2015	5/15/2015	6/11/2015	6/11/2015	\$48,000	\$48,000	7/1/2015	6/20/2016	Staff support to the LEPC, Plan Development and Exercise, Technical Assistance and Training Coordination/Planning.	\$0

#	Status	Type	Funding Agency	Grant Name	Project Mgr.	Project Name	App Due Date	Date Submitted	Date Awarded/Denied	Date Contract Signed	Project Total	RPC Amt	Start Date	End Date	Deliverables	Total Match Amt-RPC
24	Awarded & Ongoing	Contract	Glades County		Tim Walker	Glades County Small Quantity Generators (SQG)				5/17/2012	\$3,900	\$3,900	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 wastes is useful for land development planning, emergency protective services, health care and water quality management.	\$0
25	Awarded & Ongoing	Grant	EDA - US Economic Development Administration		Jennifer Pellechio	EDA Planning Grant	1/22/2013	12/18/2013	4/18/2014	4/21/14	\$270,000	\$189,000	1/1/2014	12/31/2016	CEDS Plan, Annual Reports, CEDS Working Committee	\$81,000
26	Awarded & Ongoing	Grant	Visit Florida		Jennifer Pellechio	OUR CREATIVE ECONOMY Marketing	2/9/2015	2/9/2015	6/25/2015	6/26/2015	\$5,000	\$2,500	7/1/2015	6/15/2016	TBD	\$2,500
27	Awarded & Ongoing	Contract	EPA/CHNEP - Charlotte Harbor National Estuary Program		Jim Beever	Mangrove Loss Project	4/4/2014	4/4/2014	12/19/2014		\$243,324	\$60,000	Oct 2014	Sept 2016	Report, transect information, presentations, articles	\$63,800
28	Awarded & Ongoing	Grant	City of Bonita Springs		Jim Beever	Spring Creek Restoration Plan					\$50,000	\$50,000	Jan 2015	May 2016	The Spring Creek Vulnerability Assessment and The Spring Creek Restoration Plan	\$0
29	Awarded & Ongoing	Grant	DEO - FL Dept. of Economic Opportunity		Jennifer Pellechio	Southwest Florida Rail Corridor Preservation Plan		6/16/2015	8/3/2015		\$39,000			5/31/2016	Comprehensive Plan language, GIS maps of the rail corridor, Stakeholder meetings and public involvement activities	
30	Awarded & Ongoing	Grant	DEO - FL Dept. of Economic Opportunity		Margaret Wuerstle	Clewiston Main Street Revitalization Plan		6/16/2015	8/3/2015		\$25,000			5/31/2016	Outreach materials, Public meetings, Develop community vision, Identify low cost strategies for improvement, Final report	
31	Awarded & Ongoing	Grant	DEO - FL Dept. of Economic Opportunity		Margaret Wuerstle	Community Planning Technical Assistance Grants- City of Fort Myers		6/15/2015			\$30,000		10/1/2015	5/31/2016	Educational Program Curriculum, Community Preference Analysis and Visual Preference Assessment, Report results	

#	Status	Type	Funding Agency	Grant Name	Project Mgr.	Project Name	App Due Date	Date Submitted	Date Awarded/Denied	Date Contract Signed	Project Total	RPC Amt	Start Date	End Date	Deliverables	Total Match Amt-RPC
32	Awarded & Ongoing	PO	SFRPC- South Florida Regional Planning Council		Rebekah Harp	Train the Trainers Grant				1/25/2016	\$10,000	\$10,000	1/1/2016	3/31/2017	Trainers and Tools: Building Coastal Flood Hazard Resiliency in Florida's Regional Planning Council Communities.	\$0
33	Awarded & Ongoing	Grant	DEM - FL Div. of Emergency Management		Tim Walker	Collier Hazard Analysis FY15-16				7/1/2015	\$9,693	\$9,693	8/16/2015	6/30/2016		
34	Complete	PO	TBRPC - Tampa Bay Regional Planning Council		Rebekah Harp	2016 Disaster Planning Guide			1/28/2016		\$4,000	\$4,000	2/5/2015	4/30/2016	2015 Disaster Planning Guide for 8 counties English and Spanish	\$0
35	Complete	Contract	DOE - US Dept. of Energy		Rebekah Harp	Solar Ready II		3/22/2013	7/18/2013		\$140,000	\$90,000	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
36	Complete	Grant	DEM - FL Div. of Emergency Management		Nichole Gwinnett	FY14-15 HMEP Planning Grant Modification			9/11/2015		\$13,000	\$13,000	10/1/2015	12/13/2015	Trainings	\$0
37	Complete	Grant	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	\$58,257			SWOT Analysis, Web Survey, REMI, Regional website, branding strategy, brochures	\$30,584
38	Complete	Grant	EPA - US Environmental Protection Agency		Jim Beaver	A Unified Conservation Easement Mapping and Database for the State of Florida	4/15/2013	4/8/2013	6/3/2013		\$294,496	\$148,996	10/1/2013	9/30/2015	GIS database with Conservation Easements	\$145,500
39	Complete	Grant	EPA - US Environmental Protection Agency		Jim Beaver	WQFAM					\$160,000	\$160,000	10/1/2011	9/30/2015	Extention 2014-2015	\$0
40	Complete	Grant	DEM - FL Div. of Emergency Management		Nichole Gwinnett	FY14-15 HMEP Planning				2/4/2015	\$22,000	\$22,000	10/1/2014	9/30/2015	Major Planning Project; travel coordination for LEPC Chairman; LEPC program coordination and quarterly reports.	\$0
41	Complete	Contract	NADO- National Association of Development Organizations		Jennifer Pellechio	CEDS Resiliency Section Technical Assistance										
42	Complete	Grant	CTD - FL Commission for the Transportation Disadvantaged		Nichole Gwinnett	Glades-Hendry TD Planning Agreement FY2014-15			5/16/2014		\$38,573	\$38,573	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

#	Status	Type	Funding Agency	Grant Name	Project Mgr.	Project Name	App Due Date	Date Submitted	Date Awarded/Denied	Date Contract Signed	Project Total	RPC Amt	Start Date	End Date	Deliverables	Total Match Amt-RPC
43	Complete	Contract	DEM - FL Div. of Emergency Management		Nichole Gwinnett	Title III (LEPC) FY14-15			7/1/2014	9/24/2014	\$42,000	\$42,000	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
44	Complete	Grant	DEM - FL Div. of Emergency Management		Tim Walker	Collier Hazard Analysis			12/5/2014		\$8,042	\$8,042	12/23/2014	6/15/2015	There are 4 deliverables stipulated with the contractual agreement.	\$0
45	Complete	PO	TBRPC - Tampa Bay Regional Planning Council		Rebekah Harp	Tampa Bay RPC Graphics and Publications			10/21/2014	10/21/2014			10/21/2014	5/29/2015	As needed publication and graphic design, including FOR (Future of the Regions) award materials and annual report.	\$0
46	Complete	Grant	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	\$5,000	7/1/2014	5/31/2015		\$5,000
47	Complete	Grant	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	\$20,000	12/1/2014	5/31/2015	City of LaBelle Agriculture Tour Plan	\$0
48	Complete	PO	TBRPC - Tampa Bay Regional Planning Council		Rebekah Harp	2015 Disaster Planning Guide			1/28/2015		\$4,000	\$4,000	2/5/2015	3/1/2015	2015 Disaster Planning Guide for eight counties in English and Spanish.	\$0
49	Not Awarded	Grant	USDA - US Dept. of Agriculture		Margaret Wuerstle	Farm to School	5/20/2015	5/20/2015	11/19/2015							
50	Not Awarded	Grant	DEO - FL Dept. of Economic Opportunity		Jennifer Pellechio	Growing Markets for Small Farmers		6/17/2015				\$25,000			Identify needs of local farmers, identify sellers for the market, Prudce a map and marketing materials, Implement action plan	
51	Not Awarded	Grant	WalMart		C.J. Kammerer	GoodWheels	7/17/2015	7/16/2015	9/10/2015			\$50,000			Run transporation routes between Clewsiton and Belle Glade	

#	Status	Type	Funding Agency	Grant Name	Project Mgr.	Project Name	App Due Date	Date Submitted	Date Awarded/Denied	Date Contract Signed	Project Total	RPC Amt	Start Date	End Date	Deliverables	Total Match Amt-RPC
52	Not Awarded	Grant	DEO - FL Dept. of Economic Opportunity		Jennifer Pellechio	SWF "Know Your Zone" Public Education Campaign		6/17/2015	8/7/2015			\$30,000			Design a logo, Prepare education program and curriculum, introduce campaign and schedules, Create Disaster Planning Guide, Present to schools	
53	Not Awarded	Grant	DEO - FL Dept. of Economic Opportunity		Jennifer Pellechio	Strategic Opportunity Plan for Immokalee		5/26/2015	8/7/2015			\$25,000			Task 1: Demographics & Economic Study; Task 2: Community Vision & Stakeholder Engagement ; Task 3: Goal Development (with Steering Committee) ; Task 4: Implementation Guide and Strategic Action Plan (3 – 5 years)	
54	Not Awarded	Grant	DEO - FL Dept. of Economic Opportunity		Jennifer Pellechio	Hendry County Regional Laborshed/Workforce Assessment		6/17/2015	8/7/2015			\$25,000			Hire consultant, Meeting with Hendry County, Draft Material for Hendry presentation, Final assessment and recommendations	
55	Not Awarded	Grant	EDA - US Economic Development Administration		Jennifer Pellechio	EDA- North Port	6/12/2015	6/12/2015	8/3/2015							
56	Not Awarded	Grant	NOAA - National Oceanic and Atmospheric Administration		Jim Beaver	Measuring and Forecasting Future Ecosystem Services in the CHNEP Study Area	3/17/2015	3/17/2015			\$400,000				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.	
57	Not Awarded	Grant	Florida Humanities Council		Jennifer Pellechio	Public Art Field Guide and Map Viewer for Lee County	3/11/2015	3/5/2015	5/11/2015		\$15,000	\$15,000			TBD	\$0
58	Not Awarded	Grant	Artplace America		Margaret Wuerstle	ArtPlace - "OUR CREATIVE ECONOMY"	3/12/2015	3/11/2015			\$3,000,000	\$3,000,000			TBD	\$0
59	Not Awarded	Grant	EPA - US Environmental Protection Agency		John Gibbons	Environmental Workforce Development Job Training	2/3/2015	2/3/2015			\$200,000	\$200,000			OSHA 29 CFR 1910.120 40-Hour HAZWOPER and other training.	\$0
60	Not Awarded	Grant	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	\$200,000			• 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

# Agenda Item

9

Consent Agenda

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## **Consent Agenda Summary**

### **Agenda Item #10(a) - Intergovernmental Coordination and 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, 2016 and ending April 30, 2016.

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

### **Agenda Item #10(b) – 2016 Glades-Hendry LCB Membership Appointments**

Pursuant to Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, and at the request of the respective counties, the Southwest Florida Regional Planning Council is the Designated Official Planning Agency for the Transportation Disadvantaged (TD) Program in Glades County and in Hendry County, which is now a joint service area. As the Planning Agency, the Council is responsible for the appointment of members to serve on the Local Coordinating Board.

The individuals listed below have been recommended to serve on the Local Coordinating Board. The Certification form provided in Attachment A lists the full membership of the Joint Local Coordinating Board and highlights the new nominees' name or other changes in bold. The Planning Agency must certify the Local Coordinating Board membership each fiscal year and any time the Local Coordinating Board membership changes.

**RECOMMENDED ACTION:**

1. Appoint and Rescind the following:
  - A. Appoint Philip Nall as a representative of the local Veterans Service Office.
  - B. Rescind Garry Ensor as a representative of the Public Education Community.
  - C. Rescind Thais Kuoman as a representative of the Regional Workforce Development Board.
  - D. Appoint Suseth Cunningham as a representative of the Regional Workforce Development Board.
  - E. Make additional appointments that may be announced.
2. Authorize the Chairman to endorse the LCB certification form for the LCB provided in Attachment A.

### **Agenda Item #10(c) – FY 16-17 TD Planning Agreement**

The Southwest Florida Regional Planning Council (SWFRPC) has the authority to file a Transportation Disadvantaged (TD) Planning Grant Application for Glades and Hendry Counties and to undertake a TD service project as authorized by Section 427.0159, F.S., and Rule 41-2, FAC. As part of the annual process, the TD Planning Grant Application must be filed. The amount requested in this TD Planning Grant Application for FY16-17 is \$38,575. The planning tasks include:

- Conducting the Annual Transportation Disadvantaged Service Plan (TDSP);
- Community Transportation Coordinator (CTC) Evaluation;
- Staff Support for the Local Coordinating Board (LCB);
- Review of LCB by-laws, grievance procedures, reports; and
- Conducting LCB training.

**RECOMMENDED ACTION:** Endorsement of the FY16-17 TD Planning Grant Application and Resolution for Glades and Hendry Counties.

#### **Agenda Item #10(d) – 2016 Glades-Hendry TDSP Annual Update**

The Southwest Florida Regional Planning Council (SWFRPC) is required to submit an Annual 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. The attached document is the latest version of the TDSP taking into account the comments that were received at the March 2, 2016 Glades-Hendry Joint Local Coordinating Board (LCB) meeting. The Glades-Hendry LCB approved the annual update at its May 4, 2016 meeting. The complete TDSP is located on the SWFRPC's website at:

[http://swfrpc.org/trans\\_dis.html](http://swfrpc.org/trans_dis.html)

**RECOMMENDED ACTION:** Endorsement of the 2016 Glades-Hendry Joint Service Area Transportation Disadvantaged Services Plan (TDSP) Minor Update.

#### **Agenda Item #10(e) – Sarasota County Comp Plan Amendment (DEO 16-1 ESR)**

This request is to redesignate approximately 21 acres of the Palmer Ranch Increment IV Development of Regional Impact (DRI) from commercial/office and industrial uses to residential uses for the development of 140 multi-family dwelling units. The 21 acres have an existing Future Land Use of Major Employment Center (MEC) and Moderate Density Residential and will be changed to Medium Density Residential under the proposed amendment.

Council staff reviewed this change as an NOPC in January 2016 and determined that that the proposed change is not a substantial deviation and that no additional regional impacts will occur (attached).

**RECOMMENDED ACTION:** Staff recommends that this proposal be found not regionally significant

**Agenda Item #10(f) – Village of Estero Comp Plan Amendment (DEO 16-1 ESR)**

The Village of Estero is proposing a series of map and text amendments to its Comprehensive Plan and Land Development Code to support compact walkable development patterns in certain areas near US 41 referred to as the Village Center. These areas are anticipated to include employment, housing, shopping, recreation, and civic uses and total 522 acres of land. This land is currently designated as 347 acres of Urban Community, 112 acres of Suburban, 54 acres of Public Facilities, and 9 acres of Outlying Suburban.

An important feature of these amendments is a new category on the Future Land Use Map to be called “Village Center.” In this category, higher densities may be allowed if certain criteria are met. Final density decisions would be made by the Village Council at the time of rezoning.

**RECOMMENDED ACTION:** Staff recommends that this proposal be found not regionally significant

# --- 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, 2016 and ending April 30, 2016.

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.

5/2016

# ICR Council - FY15-16

SWFRPC #	Name1	Name2	Location	Project Description	Funding Agent	Funding Amount	Council Comments
2016-17	Fred D. Fox	Fred Fox Enterprises, Inc.	Glades County	Glades County - CDBG #15DB-OH-09-32-01-E06			Regionally Significant and Consistent
2016-19	Lee Combs, AICP	Lee County Transit	Lee County	Lee County Transit (LeeTran) - FTA FY 2016 USC 5339 Urbanized Area Formula Grant. Replacement of five (5) ADA Paratransit vans.	FTA	\$509,327.00	Regionally Significant and Consistent

## ***Review in Progress***

<i><b>SWFRPC #</b></i>	<i><b>First Name</b></i>	<i><b>Last Name</b></i>	<i><b>Location</b></i>	<i><b>Project Description</b></i>	<i><b>Funding Agent</b></i>	<i><b>Funding Amount</b></i>	<i><b>Council Comments</b></i>
2016-02			Region	USACOE, Jacksonville District - Draft Environmental Impact Statement for the Herbert Hoover Dike Dam Safety Modification Study in Florida.			Review in Progress
2016-18			Sarasota County	FDEP - Request for Minor Modification for Construction Access. The permitted construction access lies almost one mile north of the northern limit of fil for the 2016 project, significantly extending the shoreline area along which nesting marine turtles and relocated nests may be impacted by construction activities. To minimize impacts to resources the Permittee has requested a modification to add additional temporary construction access areas on the south end of Longboat Key.			Review in Progress

# --- Agenda --- Item

9b

2016 Glades-Hendry LCB  
Membership Appointments

9b

9b

## **MEMBER APPOINTMENTS AND CERTIFICATION FOR THE GLADES AND HENDRY COUNTY JOINT LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED**

Pursuant to Chapter 427, Florida Statutes, Rule 41-2, *Florida Administrative Code*, and at the request of the respective counties, the Southwest Florida Regional Planning Council is the Designated Official Planning Agency for the Transportation Disadvantaged (TD) Program in Glades County and in Hendry County, which is now a joint service area. As the Planning Agency, the Council is responsible for the appointment of members to serve on the Local Coordinating Board.

The individuals listed below have been recommended to serve on the Local Coordinating Board. The Certification form provided in **Attachment A** lists the full membership of the Joint Local Coordinating Board and highlights the new nominees' name or other changes in bold. The Planning Agency must certify the Local Coordinating Board membership each fiscal year and any time the Local Coordinating Board membership changes.

### **Nominations and applications**

Council staff is pursuing nominees to fill existing vacancies on the Local Coordinating Board. Staff may provide additional nominations at the Board meeting. Staff has received assurances from the respective County Commissioners representing the Local Coordinating Board that the appointment process is satisfactory.

### **About the Local Coordinating Board**

The Glades-Hendry Joint Local Coordinating Board typically meets quarterly to guide the functioning of the CTC, Good Wheels, Inc. The next LCB meeting will be held on **September 7, 2016 at 10:30 a.m.** at the RCMA – Krome Center in LaBelle.

The Local Coordinating Board is established to oversee the appointed Community Transportation Coordinator (CTC), in its role of coordinating the provision of transportation service. Some of the basic duties of the Board include:

- 1) Develop, review and approve the annual Transportation Disadvantaged Service Plan (TDSP), including the Memorandum of Agreement, prior to its submittal to the Commission for the Transportation Disadvantaged (CTD);
- 2) In cooperation with the CTC, the Board shall review and provide recommendations to the Commission for the Transportation Disadvantaged on funding applications affecting the transportation disadvantaged;
- 3) Review the coordination strategies of service provision to the transportation disadvantaged in the designated service area;
- 4) Conduct the required annual evaluation of the CTC.

**RECOMMENDED ACTIONS:**

1. Appoint and Rescind the following:
  - A. Appoint **Philip Nall** as a representative of the local Veterans Service Office.
  - B. Rescind **Garry Ensor** as a representative of the Public Education Community.
  - C. Rescind **Thais Kuoman** as a representative of the Regional Workforce Development Board.
  - D. Appoint **Suseth Cunningham** as a representative of the Regional Workforce Development Board.
  - E. Make additional appointments that may be announced.
2. Authorize the Chairman to endorse the LCB certification form for the LCB provided in Attachment A.

## GLADES-HENDRY COUNTY JOINT LOCAL COORDINATING BOARD MEMBERSHIP CERTIFICATION

Planning Agency Name: Southwest Florida Regional Planning Council; 1926 Victoria Ave.; Ft. Myers, FL 33901

Southwest Florida Regional Planning Council named above hereby certifies to the following:

1. The membership of the Glades-Hendry County Joint Local Coordinating Board, established pursuant to Rule 41-2.012(3), *FAC*, does in fact represent the appropriate parties as identified in the following list; and
2. The membership represents, to the maximum extent feasible, a cross section of the local community.

Signature: \_\_\_\_\_ Date: May 19, 2016

SWFRPC Chairperson

	The Glades-Hendry LCB has a Representative of:	Voting Member	Term Expires	Alternate Member	Term Expires
1	The MPO or DOPA shall appoint one elected official to serve as the official Chairperson for all Coordinating Board meetings.	Donna Storter-Long (Vice - Chair)	December 2014	Janet Taylor (Chair)  Darrell Harris (Alternate to Vice-Chair)	December 2016  March 2013
2	A. A local representative of the Florida Department of Transportation (DOT)	Debi Stephens	Agency	Richard Shine	Agency
3	B. A local representative of the Florida Department of Children and Families (DCF)	Aaron Stitt	Agency	(Vacant)	Agency
4	C. A local representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible	Jim Brickel	Agency	<del>Garry Ensor</del>	Agency
5	D. In areas where they exist, a local representative of the Division of Vocational Rehabilitation Services or the Division of Blind Services, representing the Department of Education	Victoria Aguilar	Agency	(Vacant)	Agency
6	E. A person recommended by the local Veterans Service Office, representing Veterans of the county	<b>Philip Nall</b>	Agency	(Vacant)	Agency

	<b>The Glades-Hendry LCB has a Representative of:</b>	<b>Voting Member</b>	<b>Term Expires</b>	<b>Alternate Member</b>	<b>Term Expires</b>
7	F. A person recognized by the Florida Association for Community Action representing the economically disadvantaged	Fred Richards	Agency	(Vacant)	Agency
8	G. A person over age 60 representing the Elderly in the county	Kristina Rodriquez	Agency	Bill Iffland	Agency
9	H. A person with a disability representing the disabled in the county	(Vacant)		(Vacant)	
10	I--1.[One of Two] Citizen Advocates in the County	Ron Stevens	May 2018	(Vacant)	Agency
11	I--2. [One of two] Citizen Advocates this one must be a person who uses the transportation service(s) of the system as their primary means of transportation.	(Vacant)		(Vacant)	
12	J. A local representative for children at risk	Vanessa Fischel	Agency	Sherry Shupp	Agency
13	K. In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator.	N/A		N/A	
14	L. A local representative of the Florida Department of Elder Affairs	Beth Severo	Agency		Agency
15	M. An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the Community Transportation Coordinator	(Vacant)		(Vacant)	
16	N. A local representative of the Florida Agency for Health Care Administration	Joe Martinez	Agency	Patricia Brooks	Agency
17	O. A representative of the Regional Workforce Development Board established in Chapter 445, <i>Florida Statutes</i>	Rebecca Meeler	Agency	<del>Thais Kuoman</del> <b>Suseth Cunningham</b>	Agency
18	P. A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, hospitals, local health department or other home and community based services, etc.	Mary Bartoshuk	March 2019	Nancy Acevedo	December 2016

# --- Agenda --- Item

9c

FY 2016-17 TD Planning Agreement

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## ENDORSEMENT OF THE FY16-17 TRANSPORTATION DISADVANTAGED PLANNING GRANT APPLICATION & RESOLUTION

The Southwest Florida Regional Planning Council (SWFRPC) has the authority to file a Transportation Disadvantaged (TD) Planning Grant Application for Glades and Hendry Counties and to undertake a TD service project as authorized by *Section 427.0159, F.S., and Rule 41-2, FAC*. As part of the annual process, the TD Planning Grant Application must be filed. The amount requested in this TD Planning Grant Application for FY16-17 is \$38,575. The planning tasks include:

- ❖ Conducting the Annual Transportation Disadvantaged Service Plan (TDSP);
- ❖ Community Transportation Coordinator (CTC) Evaluation;
- ❖ Staff Support for the Local Coordinating Board (LCB);
- ❖ Review of LCB by-laws, grievance procedures, reports; and
- ❖ Conducting LCB training.

**RECOMMENDED ACTION:**      Endorsement of the FY16-17 TD Planning Grant Application and Resolution for Glades and Hendry Counties.

<b>Grant Recipient Legal Name</b>	Southwest Florida Regional Planning Council		
<b>Federal Employer Identification Number</b>	59-1515448		
<b>Registered Address</b>	1400 Colonial Boulevard, Suite #1		
<b>City and State</b>	Fort Myers, FL	<b>Zip Code</b>	33907
<b>Contact Person for this Grant</b>	Nichole Gwinnett	<b>Phone Number Format 111-111-1111</b>	239-938-1813
<b>E-Mail Address [Required]</b>	ngwinnett@swfrpc.org	<b>Fax Number Format 111-111-1111</b>	239-938-1817
<b>Project Location [County(ies)]</b>	Glades & Hendry	<b>Proposed Project Start Date</b>	7/1/2016
		<b>End Date</b>	6/30/2017
<b>Fiscal Year Budget Allocation</b>			
Planning Funds Transferred to Trip & Equipment Grant			0.00
Grant Amount Requested for this Application Period			38,575.00
<b>Total Budget Allocation Amount</b>			<b>\$ 38,575.00</b>

I, Margaret Wuerstle , as the authorized Grant Recipient Representative, hereby certify that the information contained in this form is true and accurate and is submitted in accordance with the grant application instructions.

\_\_\_\_\_  
**Signature of Grant Recipient Representative**

5/19/2016  
**Date**

## FY16-17 TD PLANNING GRANT AUTHORIZATION RESOLUTION

A RESOLUTION of the BOARD OF DIRECTORS of the **Southwest Florida Regional Planning Council** (Recipient), hereinafter BOARD, hereby authorizes the execution of a Transportation Disadvantaged Trust Fund Grant Agreement with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD is eligible to receive a Transportation Disadvantaged Trust Fund Grant and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to enter into this grant agreement.
2. The BOARD authorizes **Margaret Wuerstle, Executive Director** to execute the grant agreement on behalf of the **Southwest Florida RPC** with the Florida Commission for the Transportation Disadvantaged.
3. The BOARD authorizes **Margaret Wuerstle, Executive Director** to sign any and all agreements or contracts which are required in connection with the grant agreement.
4. The BOARD authorizes **Margaret Wuerstle, Executive Director** to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the agreement or subsequent agreements.

DULY PASSED AND ADOPTED THIS **19** DAY OF **May, 2016**

**Southwest Florida Regional Planning Council**

**Don McCormick**

Don McCormick, Chair

\_\_\_\_\_  
Signature of Chairperson

ATTEST:

\_\_\_\_\_  
Signature

# --- Agenda --- Item

9d

2016 Glades-Hendry TDSP  
Annual Update

9d

9d

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

The Southwest Florida Regional Planning Council (SWFRPC) is required to submit an Annual 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. The attached document is the latest version of the TDSP taking into account the comments that were received at the March 2, 2016 Glades-Hendry Joint Local Coordinating Board (LCB) meeting. The Glades-Hendry LCB approved the annual update at its May 4, 2016 meeting. The complete TDSP is located on the SWFRPC's website at [http://swfrpc.org/trans\\_dis.html](http://swfrpc.org/trans_dis.html)

**RECOMMENDED ACTION:** Endorsement of the 2016 Glades-Hendry Joint Service Area Transportation Disadvantaged Services Plan (TDSP) Minor Update.

05/2016

# 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 2016**

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

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## **EXHIBITS**

**Exhibit A – Coordinated Transportation System Organization**

**Exhibit B – Eligibility**

**Exhibit C – Vehicle Inventory**

**Exhibit D – System Safety Program Plan & Certification**

**Exhibit E – Rate Structure**

# TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

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**PLACE LOCATOR MAP HERE**

## 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.

**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.

## TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

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**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).

## TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

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- (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.

## TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

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**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.

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**(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.

## TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

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**(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: 1400 Colonial Blvd., #1 Fort Myers, FL 33907

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: \_\_\_\_\_

REPRESENTATION	MEMBER	ALTERNATE	TERM
Chairperson	Janet Taylor	Donna Storter-Long	1 year
Elderly	Kristina Rodriguez	Bill Iffland	Agency
Disabled	Vacant	Vacant	3 yrs.
Citizen Advocate	Ron Stephens	Vacant	3 yrs.
Citizen Advocate/User	Vacant	Vacant	
Children At Risk	Vanessa Fischel	Sherry Shupp	Agency
Community Action	Fred Richards	Vacant	
Public Education	Jim Brickel	Garry Ensor	Agency
Dept. of Transportation	Deborah Stephens	Richard Shine	Agency
Dept. of Children and Families	Aaron Stitt	Vacant	Agency
Dept. of Elder Affairs	Beth Severo	Vacant	Agency
Dept. of Education	Victoria Aguilar	Vacant	Agency
Dept. of Health Care Admin.	Joe Martinez	Patricia Brooks	Agency
Regional Workforce Development Board	Rebecca Meeler	Thais Kuoman	Agency
Veteran Services	Philip Nall	Vacant	3 yrs.
Local Mass Transit	NA	NA	NA
Transportation Industry	Vacant	Vacant	
Local Medical Community	Mary Bartoshuk	Nancy Acevedo	3 yrs.

# TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

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



## TRANSPORTATION DISADVANTAGED SERVICE PLAN LOCAL COORDINATING BOARD ROLL CALL VOTE

Representation	Member	Voted For	Voted Against	Absent From Voting
1. Chairperson	Janet Taylor			
2. Vice-Chairperson	Donna Storter-Long			
3. Elderly	Kristina Rodriguez			
	Bill Iffland (alt.)			
4. Disabled	Vacant			
5. Citizen Advocate	Ron Stephens			
6. Citizen Advocate/User	Vacant			
7. Children at Risk	Vanessa Fischel			
	Sherry Shupp			
8. Community Action	Fred Richards			
9. Public Education	Jim Brickel			
	Garry Ensor			
10. Dept. of Education	Victoria Aguilar			
11. Dept. of Transportation	Deborah Stephens			
	Richard Shine			
12. Dept. of Children & Families	Aaron Stitt			
13. Dept. of Elder Affairs	Beth Severo			
14. Agency for Healthcare Admin.	Joe Martinez			
	Patricia Brooks			
15. Regional Workforce Dev. Board	Rebecca Meeler			
	Thais Kuoman			
16. Veteran Services	Philip Nall			
17. Local Mass Transit	NA			
18. Transportation Industry	Vacant			
19. Local Medical Community	Mary Bartoshuk			
	Nancy Acevedo			

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 4, 2016.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Janet Taylor, Coordinating Board Chairperson

### Approved by the Commission for the Transportation Disadvantaged

\_\_\_\_\_  
Date

\_\_\_\_\_  
Steven Holmes, Executive Director

# TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

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

## 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.



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



### Florida Commission for the Transportation Disadvantaged

The Florida Commission for the Transportation Disadvantaged (CTD) 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.

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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.

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:



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- 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 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

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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, 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.

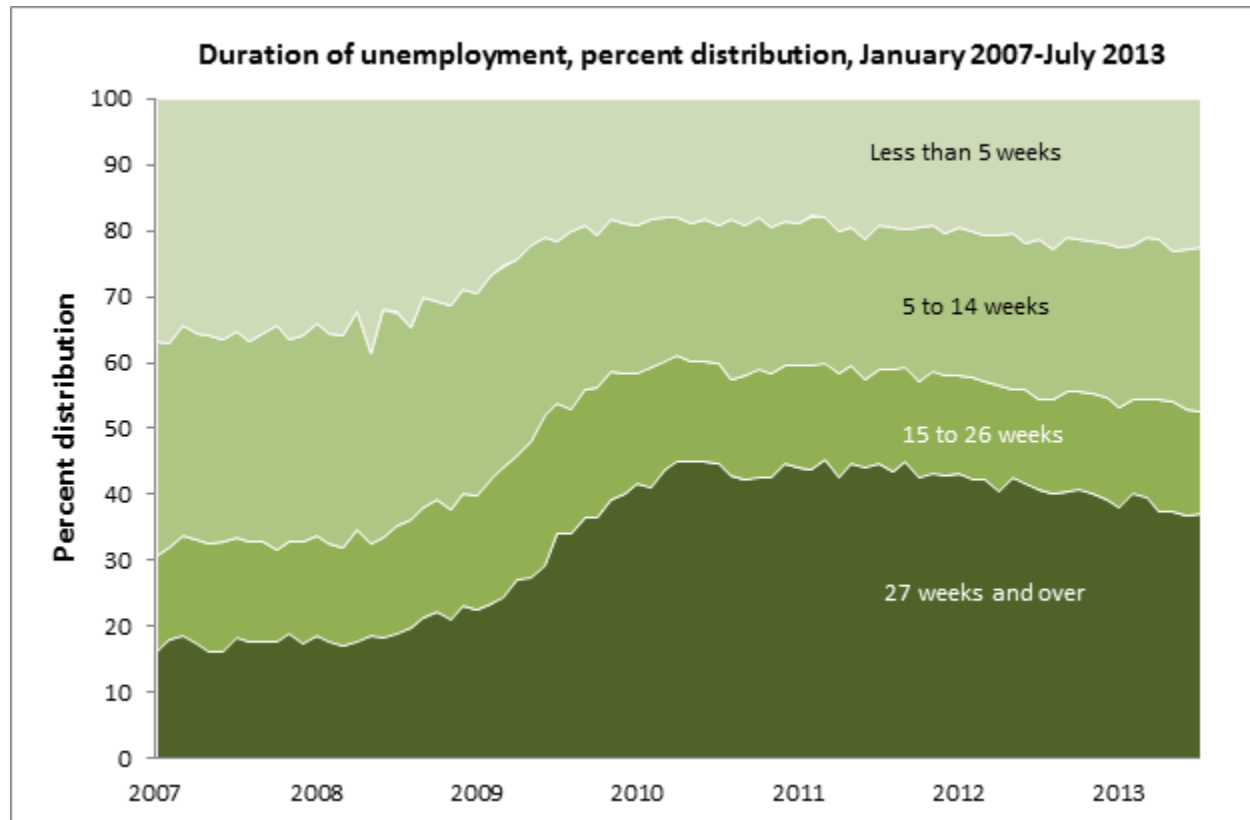
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*Source: Bureau of Labor Statistics, March 2012*

## 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.

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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.

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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>

### 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**

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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 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

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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](mailto:Richard.Shine@dot.state.fl.us)

### Federal Transit Administration (FTA) Grant Programs

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For 2013, the Federal Transit Administration (FTA) implemented MAP-21 (Moving Ahead for Progress in the 21<sup>st</sup> 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

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for the Coordinated Human Service Plan. Good Wheels did not submit a Job Access Reverse Commute or New Freedom grant proposal in 2012.

### 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.

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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.

### 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

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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*

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## 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.

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## 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

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## 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%
<b>TOTAL TRIPS</b>	<b>17,821</b>	<b>-309.62%</b>

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:

<b>Good Wheels, Inc.</b>	10075 Bavaria Road Fort Myers, FL 33919	Contact: Alan Mandel 239-768-2900
<b>Coordination Contractor:</b> 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.

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## 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

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Total Transportation Disadvantaged Population	3,800
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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 IT Scheduling System
- Match for capital to upgrade and maintain the CTC facility

Project	Location	Estimated Cost	Funding Source
Good Wheels – Section 5310 Program Grant – Two replacement buses to provide service to people who are elderly and or disabled.	Region	\$143,892	U.S.C. Section 5310 FTA
Good Wheels, Inc. - 2014 U.S.C. Section 5311 Grant - Operating assistance for rural service area.	Region	\$282,040	U.S.C. Section 5311 FDOT

## 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

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- 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.

### 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 definition of on-time in the Service Plan.	Ongoing
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	Ongoing

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Strategy	Implementation Date
fashion as detailed in the CTC Complaint and Grievance Procedures.	
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
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	Ongoing

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Strategy	Implementation Date
Department of Transportation's recommended Preventative Maintenance and Safety Programs.	

### 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	\$981,074	7 -Wide Body 6 - vans	FTA 5310 funds	6 - Replacement 7 - Expansion	December 2016
	\$164,000	2 – Wide Body	Shirley Conroy	3 - Replacement	
	\$133,000	Freightliner	FTA 5311	Expansion	
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.

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### 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.

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### 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 CTC and Medicaid from 4:30 am to 7:00 pm, Monday thru Friday.

After hours service is provided to Medicaid Program sponsored individuals in Lee County for Lee Memorial Hospitals. Please contact your Medicaid Transportation Broker to schedule a trip.

## 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.

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.

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### 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.

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### 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
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### **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**

Good Wheels will transport CTC clients to medical facilities in Lee County, if scheduling permits.

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.

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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.

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.}
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	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

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	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.		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.

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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. <b>See 2.10 (2.15) for HIPPA Compliance.</b>
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.

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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

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	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

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			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>

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	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.

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	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.

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	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 CTD 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

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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"> <li>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.</li> <li>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.]</li> <li>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.]</li> <li>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.)</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol>
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## TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

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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

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			<p>including, but not limited to: fighting, intoxication and abusive behaviors as follows:</p> <ol style="list-style-type: none"> <li>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.).</li> <li>2. Second Incident, the CTC will meet with all concerned parties and decide if transportation on the paratransit system is appropriate.</li> </ol>
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.

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### 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	<b>MEDICAL</b> – 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	<b>NUTRITIONAL</b> – adult congregate meal programs, breakfast programs, food stamp procurement and food shopping trips.
3	<b>EMPLOYMENT</b> – work or employment related education
4	<b>SOCIAL SERVICE AGENCY</b> – agency related support services, churches, senior citizen programs (excluding nutritional programs).
5	<b>PERSONAL BUSINESS</b> – non-agency activities essential to maintenance of independence including banking, shopping (non-food shopping), legal appointments, etc.
6	<b>RECREATION</b> – 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 2, 2015. This section of the TDSP has four parts:

## TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

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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)

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#### 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.

### 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.

## TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

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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.

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

**CONTACTS FOR SERVICE COMPLAINTS**

<b>Entity</b>	<b>Contact Name &amp; Address</b>	<b>Phone</b>
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) 938-1813 x 232
DOPA staff services	Ms. Nichole Gwinnett TD Planning Agency Staff Southwest Florida Regional Planning Council Royal Palm Square 1400 Colonial Boulevard Suite #1 Fort Myers, FL 33907	(239) 938-1813 x 232
Local Coordinating Board-Chairperson (Hendry County)	Hon. Janet Taylor c/o Ms. Nichole Gwinnett	(239) 938-1813 x 232
Local Coordinating Board-Vice-Chairperson (Glades County)	Hon. Donna Storter-Long c/o Ms. Nichole Gwinnett	(239) 938-1813 x 232
Commission for the Transportation Disadvantaged	Ombudsman Hotline	Phone: (800) 983-2435 TDD (800) 648-4084

# TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

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## 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

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## 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 Nichole Gwinnett at (239) 938-1813, Ext. 232.

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: \_\_\_\_\_

**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.**

## TRANSPORTATION DISADVANTAGED SERVICE PLAN, TDSP

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**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: <b>Service</b> <b>Policy</b> <b>Vehicle</b>	which contracted operator	status of resolution
	total complaints			

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

### FORMAL GRIEVANCE PROCEDURES-

Reviewed December - 2015

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#### 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.

## 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 both Glades and Hendry Counties.

### 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

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- 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

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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.

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- 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.

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*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  
 Royal Palm Square  
 1400 Colonial Boulevard  
 Suite #1  
 Fort Myers, FL 33907  
 (239) 938-1813, 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

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the materials received, and ask for additional information which may be necessary in order to file the 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.

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## 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

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;

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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."

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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.

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### 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) 938-1813 x 232                                                                |
| DOPA staff services                                     | Ms. Nichole Gwinnett<br>TD Planning Agency Staff<br>Southwest Florida Regional Planning Council<br>Royal Palm Square<br>1400 Colonial Boulevard<br>Suite #1<br>Fort Myers, FL 33907                                                                                      | (239) 938-1813 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) 938-1813 x 232                                                                |
| Commission for the Transportation Disadvantaged         | Ombudsman Hotline                                                                                                                                                                                                                                                        | Phone: (800) 983-2435<br>TDD (800) 648-4084                                         |

#### 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, 2015-June 30, 2016 at its meeting of March 2, 2016 in LaBelle, 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

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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.

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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

9e

Sarasota County DEO 16-1 ESR

9e

9e

1400 Colonial Blvd., Suite 1  
Fort Myers, FL 33907



P: 239.938.1813 | F: 239.938.1817  
www.swfipc.org

## LOCAL GOVERNMENT COMPREHENSIVE PLAN AMENDMENTS SARASOTA COUNTY

The Council staff has reviewed the proposed evaluation and appraisal based amendments to the Sarasota County Comprehensive Plan (DEO 16-1ESR). These amendments were developed under the Local Government Comprehensive Planning and Land Development Regulation Act. 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:

| Factors of Regional Significance    |                 |                  |                  |                                                            |
|-------------------------------------|-----------------|------------------|------------------|------------------------------------------------------------|
| <u>Proposed</u><br><u>Amendment</u> | <u>Location</u> | <u>Magnitude</u> | <u>Character</u> | <u>Consistent</u>                                          |
| DEO 16-1ESR                         | No              | No               | No               | (1) Not Regionally Significant<br>(2) Consistent with SRPP |

### RECOMMENDED ACTION:

Approve staff comments. Authorize staff to forward comments to the Department of Economic Opportunity and Sarasota County

04/2016

## 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

## **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.**

## **SARASOTA COUNTY COMPREHENSIVE PLAN AMENDMENT (DEO 16-1ESR)**

**DATE RECEIVED: APRIL 11, 2016**

### **Summary of Proposed Amendment**

This request is to redesignate approximately 21 acres of the Palmer Ranch Increment IV Development of Regional Impact (DRI), Parcels A8 and A9, from commercial/office and industrial uses to residential uses for the development of 140 multi-family dwelling units. The 21 acres have an existing Future Land Use of Major Employment Center (MEC) and Moderate Density Residential and will be changed to Medium Density Residential under the proposed amendment.

Council staff reviewed this change as an NOPC in January 2016 and determined that that the proposed change is not a substantial deviation and that no additional regional impacts will occur (attached).

### **Regional Impacts**

Council staff has reviewed the requested changes and finds that the requested Comprehensive Plan amendments do not directly produce any significant regional impacts that would be inconsistent with the Comprehensive Plan of any other local government within the region.

### **Extra-Jurisdictional Impacts**

Council staff has reviewed the requested changes and finds that the requested Comprehensive Plan amendments do not directly produce any significant extra-jurisdictional impacts that would be inconsistent with the Comprehensive Plan of any other local government within the region.

### **Conclusion**

No adverse effects on regional resources or facilities and no extra-jurisdictional impacts have been identified. Staff finds that this project is not regionally significant.

### **Recommended Action**

Approve staff comments. Authorize staff to forward comments to the Department of Economic Opportunity and Sarasota County.

## **PALMER RANCH INCREMENT IV (PARCELS A8/A9 PROMENADE) NOTICE OF PROPOSED CHANGE IN SARASOTA COUNTY**

### BACKGROUND

Palmer Ranch DRI was originally approved by the Sarasota Board of County Commissioners on December 18, 1984 (Resolution No. 84-418). The existing Palmer Ranch properties are generally located east of U.S. 41, north of Preymore Street, south of Clark Road and west of I-75 (See Attachment I). The existing Palmer Ranch development is approved for 11,550 residential dwelling units, 99 acres  $\pm$  of internal commercial, plus additional square footage of commercial/office approved/planned in designated Activity Centers; and 1.75 million square feet of industrial development. On April 21, 2015, Ordinance No. 2015-010 a second (previous 1991) “Amended and Restated Master Development Order” (MDO) was approved to codify and clarify changes to the MDO because of various amendments over many years, completion of development order conditions, and additions of land. The Application for Master Development Order (AMDO) review process requires that Applications for Incremental Development Approval (AIDA) be submitted to approve specific land uses. To date within the overall Palmer Ranch Master DRI site, 23 AIDAs have been approved for development (see Attachment II Master Development Plan Map). Increment 24 is currently under review and preapplication meeting has been held for Increment 25.

On August 28, 2015 a Palmer Ranch Increment IV Notice of Proposed Change (NOPC) was submitted on a 21.4 acre site (referred to as Parcels A8/A9 Promenade). The property is located south of Clark Road, east and west of McIntosh Road. Increment IV contains Parcels A1 through A9 (see Attachment II). Palmer Ranch Increment IV was originally approved by Sarasota County Resolution No. 89-205 on June 20, 1989 to be developed as professional office (322,000 sq. ft.), light manufacturing (450,000 sq. ft.), and warehouse uses (974,000 sq. ft.) totaling 1,756,000 sq. ft. of uses in gross leasable area. The total land area of this increment was originally 239.5 acres including right-of-way. To date only 141,309 sq. ft. of the nonresidential approved has been constructed in this increment.

### PREVIOUS CHANGES

This increment has been amended three (3) times to date as follows:

- Sarasota County Ordinance No. 97-026, on March 11, 1997, added 21 + acres (Parcels A8 and A9) for Major Employment Center uses instead of Residential, located south of East Sawyer Loop Road and east of McIntosh Road and amended Development Order Conditions;
- Sarasota County Ordinance No. 2014-035, on July 9, 2014, added 180 residential units to Increment IV and amended Development Order Conditions, including the ability for Parcels A2 and A6 to be developed under the provisions of the Planned Unit Development (PUD) Overlay District; and

- Sarasota County Ordinance No. 2015-026, on October 27, 2015 to allow the development of 240 multi-family residential dwelling units instead of the approved light industrial and warehouse uses.

## PROPOSED CHANGES

The developer requests this Notice of Proposed Change to develop 140 multi-family residential dwelling units instead of the approved office and light industrial uses on Parcels A8 and A9 (see Attachment III). A detailed technical analysis has been provided for land use, transportation, drainage, and environmental conditions in the rezone application along with the proposed changes to the Development Order conditions. A companion Comprehensive Plan Amendment was filed which includes an amendment to Sarasota County's Future Land Use Map to change the future land use designation of Parcels A8 and A9 from Major Employment Center to Medium Density Residential. The following revisions to the Increment IV Development Order are detailed below:

### E. LAND USE

1. Palmer Ranch Increment IV shall include a mix of professional office, light industrial, and warehousing uses not to exceed a total of 1,481,000 square feet of gross leasable area, and ~~440~~ 580 residential units. Parcels A-3 through A-5 and A-7 through A-9 shall be developed under the provisions of the Planned Commerce Development (PCD) District Regulations. A-2 and A-6 shall be developed under the provisions of the Planned Unit Development (PUD) Overlay District.
5. All development shall occur in substantial accordance with the Master Development Plan date stamped ~~December 29, 2014~~ December 8, 2015, and attached hereto as Exhibit C. This does not imply or confer any deviations from applicable zoning or land development regulations.

## STAFF ANALYSIS

The 140 additional residential units to this increment were already conceptually approved within the Palmer Ranch Master Development Order as part of the 11,550 total units. There was no conversion of nonresidential uses to residential uses proposed in the NOPC. There were no unresolved local or regional sufficiency questions on the NOPC, Rezone or Comprehensive Plan applications. No additional regional or local impacts were determined to occur from the change.

### Character, Magnitude and Location

The proposed changes will not affect the character, magnitude or location of the DRI, because no change in land use or intensity to the Master DO was necessary.

## REGIONAL RESOURCES AND FACILITIES IMPACT

The transportation facilities conditions for this increment have been met and the 5-Year

Transportation Update analysis provisions of the MDO are in compliance for addressing the transportation impacts of the total Master DRI. Furthermore, no additional impacts were determined regarding stormwater/drainage, and environmental conditions required in the Development Order.

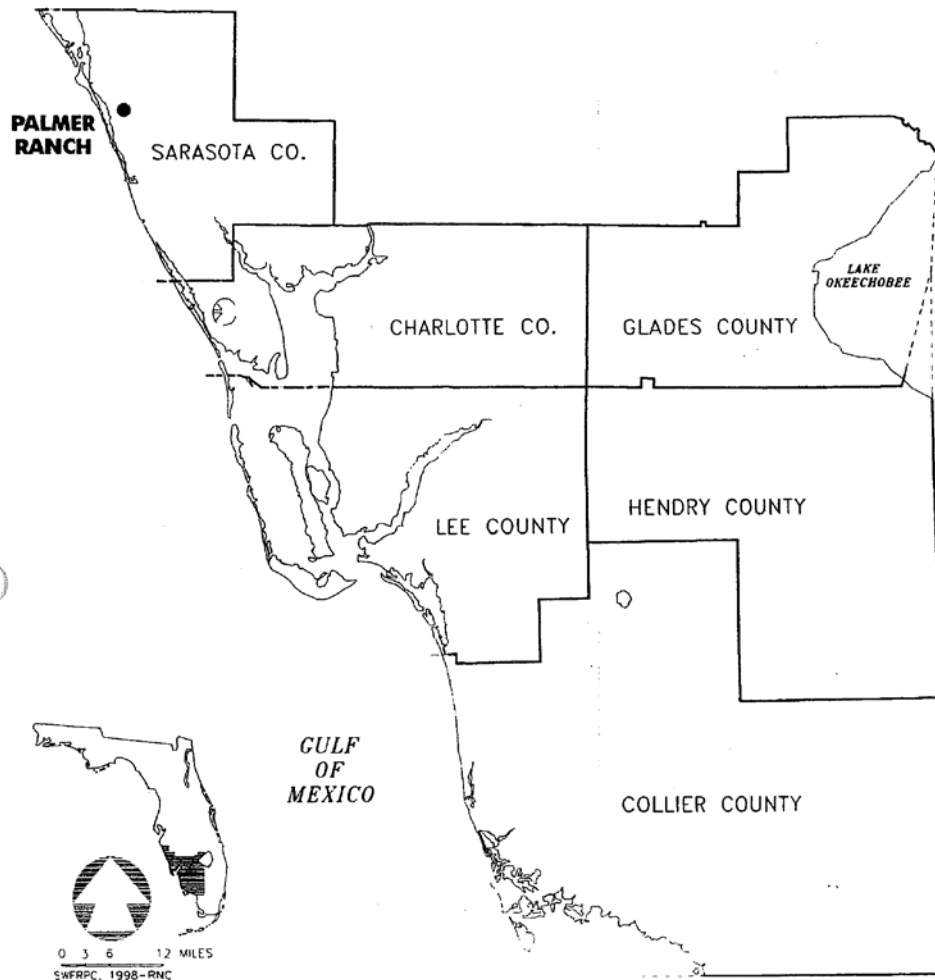
### STAFF CONCLUSIONS

The SWFRPC role in coordinating the DRI review process for this 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”. Furthermore, Chapter 380.06(19)(e)3 states “except for the change authorized by sub-subparagraph 2.f., any addition of land not previously reviewed or any change not specified in paragraph (b) or paragraph (c) shall be presumed to create a substantial deviation. This presumption may be rebutted by clear and convincing evidence”.

It is staff recommendation that proposed change is not a substantial deviation and that no additional regional impacts will occur not previously reviewed by the SWFRPC and as such do not object to the change.

- RECOMMENDED ACTIONS:
1. Notify Sarasota County, the Florida Department of Economy Opportunity and the applicant of staff recommendations and no objection to the NOPC change which is not a substantial deviation and does not create additional regional impacts not previously reviewed by the regional planning council.
  2. Request that Sarasota County provide SWFRPC staff with copies of any development order amendments related to the proposed change as well as any additional information requested of the applicant by DEO or the County.

1/21/2016



**ATTACHMENT I**  
**SOUTHWEST FLORIDA REGION**  
**PALMER RANCH**

CLARK RD

MCINTOSH ROAD

BENEVA RD

CENTRAL SARASOTA PKWY

HONORE AVENUE

US

SARASOTA COUNTY  
WASTEWATER  
SYSTEM

X-1

X-2

40.1 AC

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## INCREMENT APPROVED PROJECTS

INCREMENT I ORDNANCE NO 84-419  
 INCREMENT II ORDNANCE NO 87-382  
 INCREMENT III ORDNANCE NO 87-481  
 INCREMENT IV ORDNANCE NO 88-205  
 INCREMENT V ORDNANCE NO 88-100  
 INCREMENT VI ORDNANCE NO 89-21  
 INCREMENT VII ORDNANCE NO 89-27  
 INCREMENT VIII ORDNANCE NO 89-64  
 INCREMENT IX ORDNANCE NO 89-15  
 INCREMENT X ORDNANCE NO 89-028

INCREMENT XI  
 INCREMENT XII  
 INCREMENT XIII  
 INCREMENT XIV  
 INCREMENT XV  
 INCREMENT XVI  
 INCREMENT XVII  
 INCREMENT XVIII  
 INCREMENT XIX  
 INCREMENT XX  
 INCREMENT XXI  
 INCREMENT XXII  
 INCREMENT XXIII

ORDNANCE NO 87-113, NO 01-025  
 ORDNANCE NO 88-039  
 ORDNANCE NO 88-081  
 ORDNANCE NO 00-011  
 ORDNANCE NO 00-072  
 ORDNANCE NO 00-029  
 ORDNANCE NO 03-038  
 ORDNANCE NO 04-072  
 ORDNANCE NO 12-038  
 ORDNANCE NO 12-047  
 ORDNANCE NO 15-010  
 ORDNANCE NO 15-013

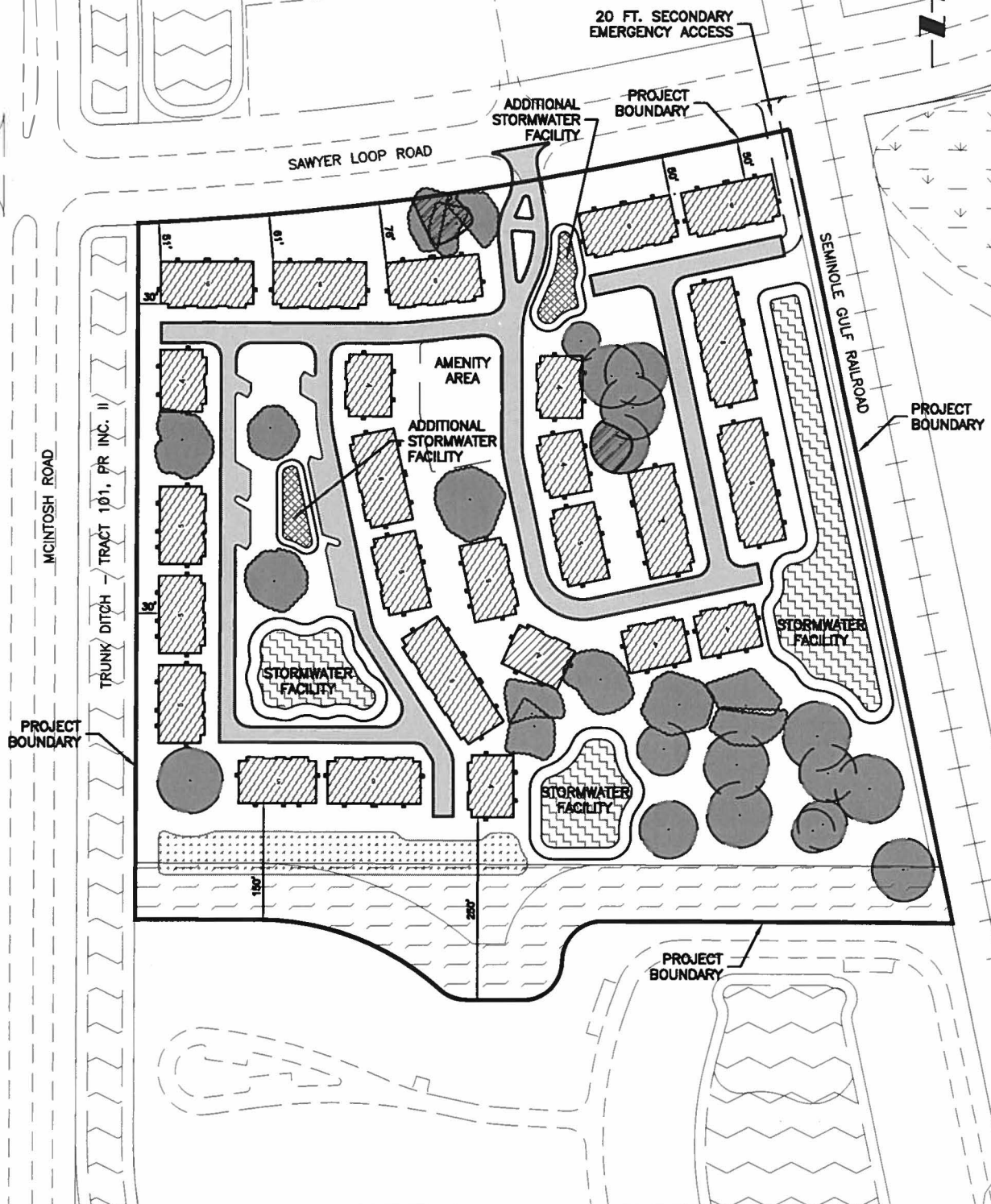


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**Palmer Ranch - Master Development Order  
 Conceptual Master Development Plan Map H-2  
 Palmer Ranch Development of Regional Impact**

Stantec Consulting Services Inc.  
 6900 Professional Parkway East  
 Sarasota, FL 34240  
 Tel 941 907 6900





PROJECT: PALMER RANCH PARCELS A8/A9 (PROMENADE) Attachment III

CLIENT: D.R. HORTON



# Stantec

6900 Professional Parkway East, Sarasota, FL 34240-8414  
Phone 941-907-6900 • Fax 941-907-6910  
Certificate of Authorization #2701 3• [www.stantec.com](http://www.stantec.com)

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## MASTER DEVELOPMENT PLAN

|                 |                          |           |                     |
|-----------------|--------------------------|-----------|---------------------|
| SCALE:          | 1" = 200'                | DATE:     | NOVEMBER 2015       |
| SEC:            | TWP: 15, 22 37S RGE: 18E | REV NO:   |                     |
| PROJECT NO.     | 215612665                | INDEX NO: | 215612665-01P-801EX |
| DRWN BY/EMP NO. | MSC/98616                | SHEET NO: | 1 OF 2              |

LEGEND:

|  |                                    |
|--|------------------------------------|
|  | PROJECT BOUNDARY                   |
|  | STORMWATER FACILITY                |
|  | WETLAND (PRESERVATION AREA)        |
|  | ADDITIONAL STORMWATER FACILITY     |
|  | MESIC HAMMOCK TO REMAIN            |
|  | MITIGATION AREA                    |
|  | PROPOSED ASPHALT DRIVE AND PARKING |
|  | PROPOSED BUILDING                  |
|  | EXISTING CONSERVATION AREA         |
|  | BUFFERS AND OTHER OPEN SPACE       |
|  | GRAND TREE                         |

SITE DATA

| <u>LAND USE</u>         | <u>AREA (AC)<sup>±</sup></u> |
|-------------------------|------------------------------|
| RESIDENTIAL DEVELOPMENT | : 15.49                      |
| LAKES/STORMWATER AREAS  | : 5.34                       |
| MITIGATION AREA         | : 0.56                       |
| TOTAL                   | : 21.39                      |

NOTES:

1. TOTAL NUMBER OF RESIDENTIAL UNITS - 140
2. GROSS RESIDENTIAL DENSITY - 6.54 DU / AC

PROJECT: PALMER RANCH PARCELS A8/A9 (PROMENADE)

CLIENT: D.R. HORTON


**Stantec**

6900 Professional Parkway East, Sarasota, FL 34240-8414  
 Phone 941-907-6900 • Fax 941-907-6910  
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MASTER DEVELOPMENT PLAN

|                               |                                 |
|-------------------------------|---------------------------------|
| SCALE: 1" = 200'              | DATE: NOVEMBER 2015             |
| SEC: 15, 22 TWP: 37S RGE: 18E | REV NO:                         |
| PROJECT NO. 215612665         | INDEX NO: 215612665--01P--801EX |
| DRWN BY/EMP NO. MSC/98616     | SHEET NO: 2 of 2                |

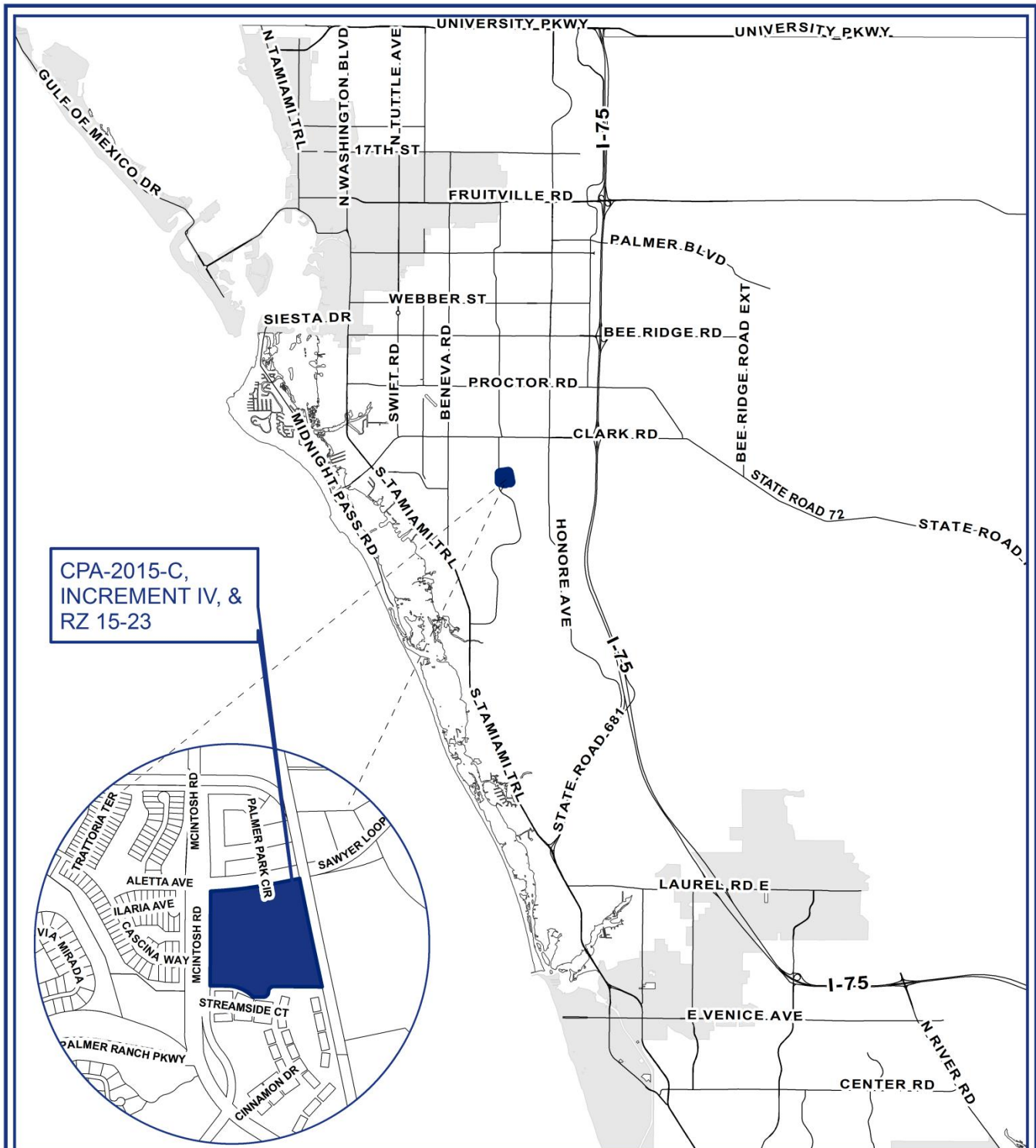
# MAPS

**Sarasota County**

**DEO 16-1ESR**

**Growth Management Plan**

**Comprehensive Plan Amendment**





 RZ 15-23  
 PALMER RANCH  
 INCREMENT IV

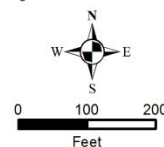
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## 2015 Aerial

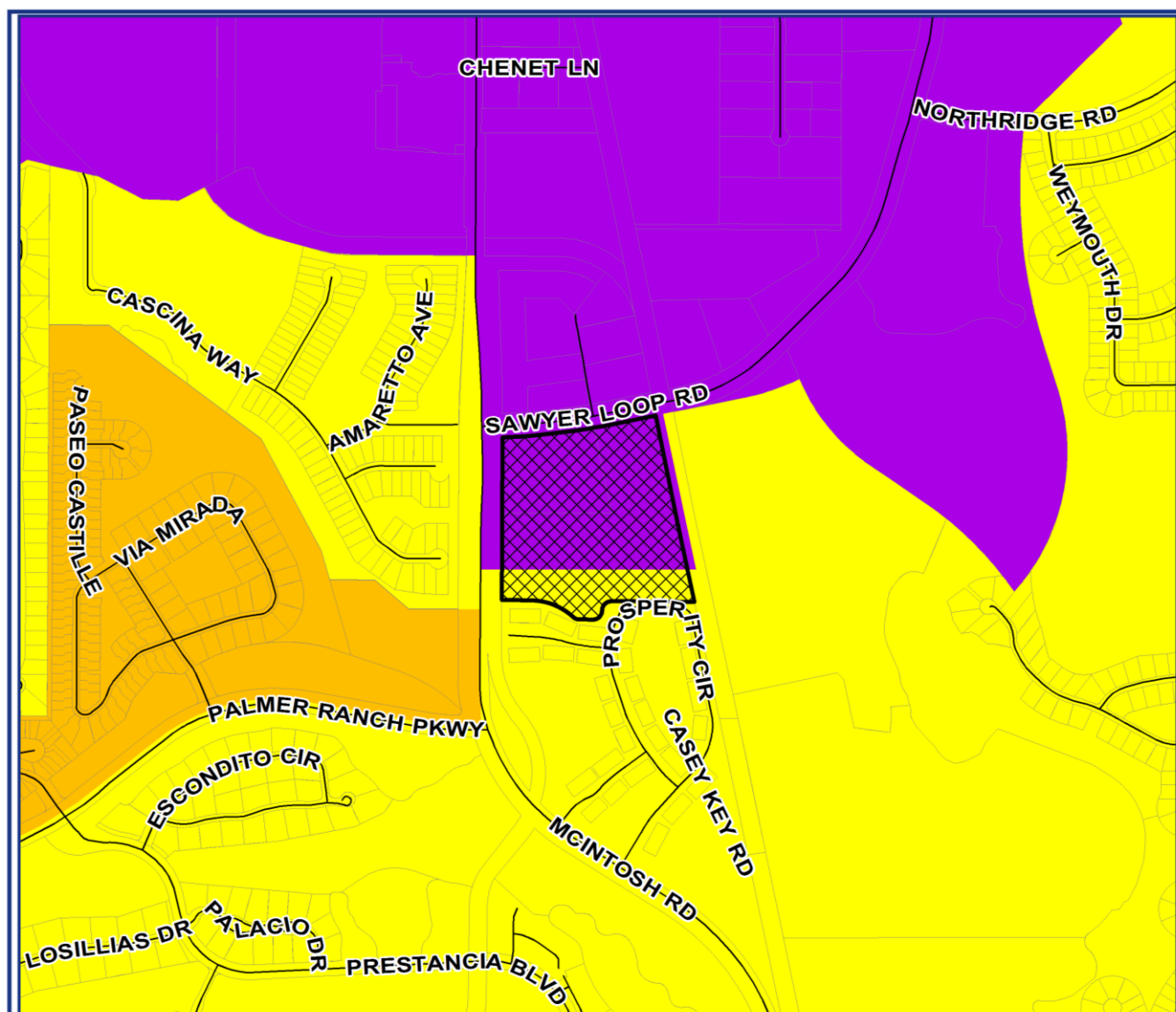
### COMPREHENSIVE PLAN AMENDMENT (CPA)-2015-C, PALMER RANCH INCREMENT IV NOTICE OF PROPOSED CHANGE (NOPC), & REZONE PETITION NO. 15-23

  
 Sarasota County  
 scgov.net | 941.861.5000



Aerial Imagery Provided by Pictometry International:  
 Sarasota County, FL  
 January 2015 4" Resolution  
 N.A.D. 1983 HARN State Plane Florida West FIPS 0902 (U.S. Survey Feet)

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























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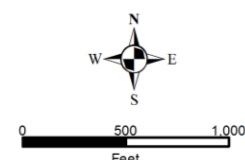
## FUTURE LAND USE DESIGNATION

### COMPREHENSIVE PLAN AMENDMENT (CPA)-2015-C, PALMER RANCH INCREMENT IV NOTICE OF PROPOSED CHANGE (NOPC), & REZONE PETITION NO. 15-23

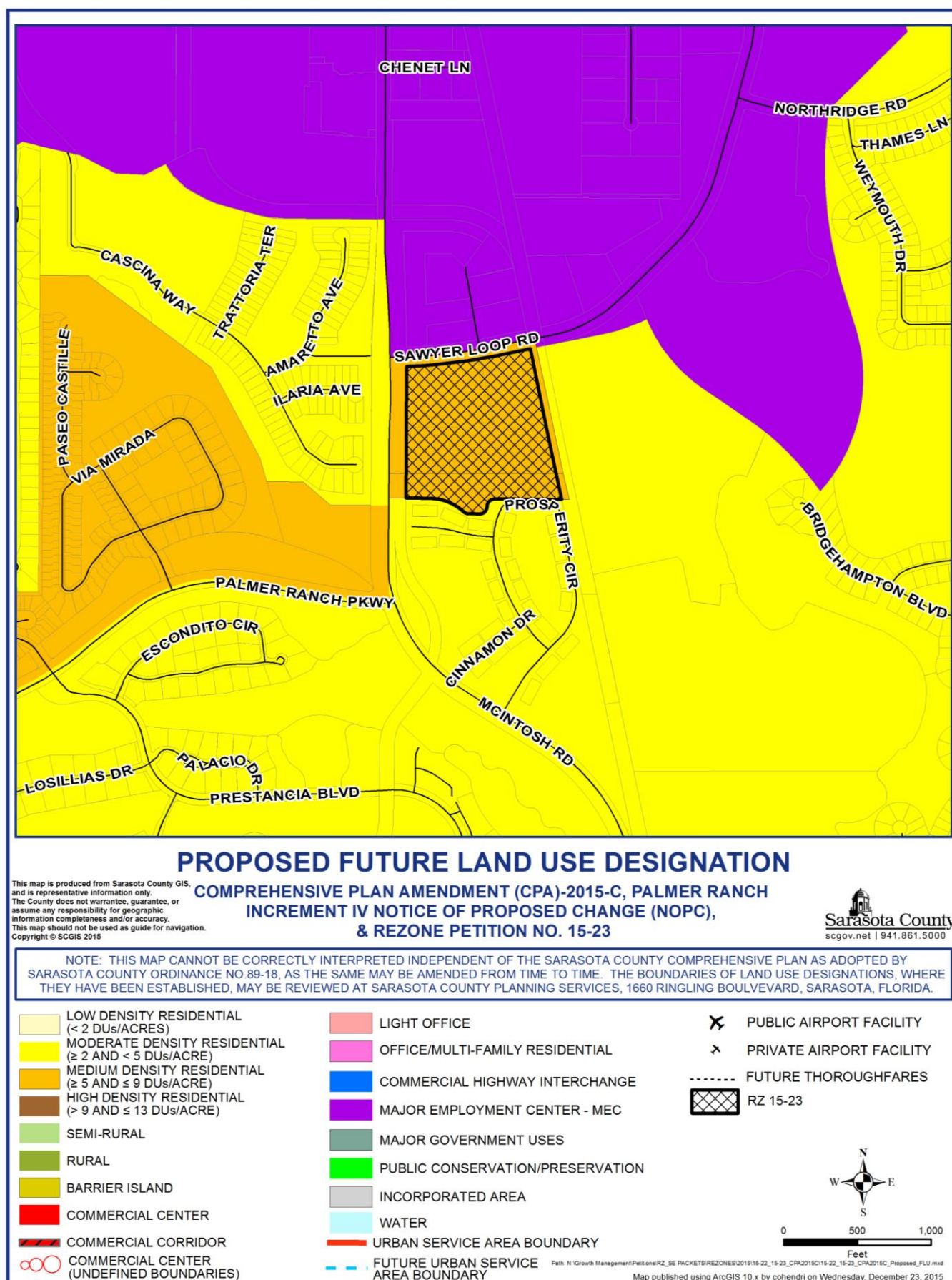
  
**Sarasota County**  
scgov.net | 941.861.5000

**NOTE: THIS MAP CANNOT BE CORRECTLY INTERPRETED INDEPENDENT OF THE SARASOTA COUNTY COMPREHENSIVE PLAN AS ADOPTED BY SARASOTA COUNTY ORDINANCE NO. 89-18, AS THE SAME MAY BE AMENDED FROM TIME TO TIME. THE BOUNDARIES OF LAND USE DESIGNATIONS, WHERE THEY HAVE BEEN ESTABLISHED, MAY BE REVIEWED AT SARASOTA COUNTY PLANNING SERVICES, 1660 RINGLING BOULEVARD, SARASOTA, FLORIDA.**

|                                                                                                                                                     |                                                                                                                           |                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
|  LOW DENSITY RESIDENTIAL<br>( $< 2$ DUs/ACRES)                   |  LIGHT OFFICE                          |  PUBLIC AIRPORT FACILITY  |
|  MODERATE DENSITY RESIDENTIAL<br>( $\geq 2$ AND $< 5$ DUs/ACRE)  |  OFFICE/MULTI-FAMILY RESIDENTIAL       |  PRIVATE AIRPORT FACILITY |
|  MEDIUM DENSITY RESIDENTIAL<br>( $\geq 5$ AND $\leq 9$ DUs/ACRE) |  COMMERCIAL HIGHWAY INTERCHANGE        |  FUTURE THOROUGHFARES     |
|  HIGH DENSITY RESIDENTIAL<br>( $> 9$ AND $\leq 13$ DUs/ACRE)     |  MAJOR EMPLOYMENT CENTER - MEC         |  RZ 15-23                 |
|  SEMI-RURAL                                                      |  MAJOR GOVERNMENT USES                 |                                                                                                                |
|  RURAL                                                           |  PUBLIC CONSERVATION/PRESERVATION      |                                                                                                                |
|  BARRIER ISLAND                                                  |  INCORPORATED AREA                     |                                                                                                                |
|  COMMERCIAL CENTER                                               |  WATER                                 |                                                                                                                |
|  COMMERCIAL CORRIDOR                                             |  URBAN SERVICE AREA BOUNDARY           |                                                                                                                |
|  COMMERCIAL CENTER<br>(UNDEFINED BOUNDARIES)                     |  FUTURE URBAN SERVICE<br>AREA BOUNDARY |                                                                                                                |



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# --- Agenda --- Item

9f

Village of Estero DEO 16-1 ESR

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1400 Colonial Blvd., Suite 1  
Fort Myers, FL 33907



P: 239.938.1813 | F: 239.938.1817  
www.swfRPC.org

## LOCAL GOVERNMENT COMPREHENSIVE PLAN AMENDMENTS VILLAGE OF ESTERO

The Council staff has reviewed the proposed evaluation and appraisal based amendments to the Village of Estero Comprehensive Plan (DEO 16-1ESR). These amendments were developed under the Local Government Comprehensive Planning and Land Development Regulation Act. 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:

| Factors of Regional Significance    |                 |                  |                  |                                                            |
|-------------------------------------|-----------------|------------------|------------------|------------------------------------------------------------|
| <u>Proposed</u><br><u>Amendment</u> | <u>Location</u> | <u>Magnitude</u> | <u>Character</u> | <u>Consistent</u>                                          |
| DEO 16-1ESR                         | No              | No               | No               | (1) Not regionally significant<br>(2) Consistent with SRPP |

### RECOMMENDED ACTION:

Approve staff comments. Authorize staff to forward comments to the Department of Economic Opportunity and the Village of Estero

04/2016

## 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

## **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.**

## VILLAGE OF ESTERO COMPREHENSIVE PLAN AMENDMENT (DEO 16-1ESR)

RECEIVED: APRIL 11, 2016

### Summary of Proposed Amendment

The Village of Estero is proposing a series of map and text amendments to its Comprehensive Plan and Land Development Code to support compact walkable development patterns in certain areas near US 41 referred to as the Village Center. These areas are anticipated to include employment, housing, shopping, recreation, and civic uses and total 522 acres of land. This land is currently designated as 347 acres of Urban Community, 112 acres of Suburban, 54 acres of Public Facilities, and 9 acres of Outlying Suburban.

An important feature of these amendments is a new category on the Future Land Use Map to be called “Village Center.” In this category, higher densities may be allowed if certain criteria are met. Final density decisions would be made by the Village Council at the time of rezoning.

The four ‘tiers’ or levels of development would be described in detail in the Land Development Code. As higher tiers are requested by developers, the allowable ‘base density’ increases and the code’s criteria increase correspondingly. Additional density may be available in exchange for public features offered by developers such as enhanced streetscapes, public hiking and bicycling trails, gathering places (including outdoor cafes), and other amenities or improvements; these increases are called ‘incentive density.’ Density limits for both types of density are summarized in the following chart.

|               | <i>(densities in units per acre)</i> |                   |                 |
|---------------|--------------------------------------|-------------------|-----------------|
|               | Base Density                         | Incentive Density | Maximum Density |
| <b>Tier 1</b> | Up to 6                              | Up to 3           | 9               |
| <b>Tier 2</b> | Up to 10                             | Up to 4           | 14              |
| <b>Tier 3</b> | Up to 15                             | Up to 5           | 20              |
| <b>Tier 4</b> | Up to 21                             | Up to 6           | 27              |

A policy is also added that will designate the CSX/Seminole Gulf rail corridor as a strategic regional transportation corridor. The purpose of this amendment is to recognize the regional nature of this asset and to protect it in its entirety for future transportation purposes.

### Regional Impacts

Council staff has reviewed the requested changes and finds that the requested Comprehensive Plan amendments do not directly produce any significant regional impacts that would be inconsistent with the Comprehensive Plan of any other local government within the region.

### Extra-Jurisdictional Impacts

Council staff has reviewed the requested changes and finds that the requested Comprehensive Plan amendments do not directly produce any significant extra-jurisdictional impacts that would be inconsistent with the Comprehensive Plan of any other local government within the region.

**Conclusion**

No adverse effects on regional resources or facilities and no extra-jurisdictional impacts have been identified. Staff finds that this project is not regionally significant.

**Recommended Action**

Approve staff comments. Authorize staff to forward comments to the Department of Economic Opportunity and the Village of Estero.

# MAPS

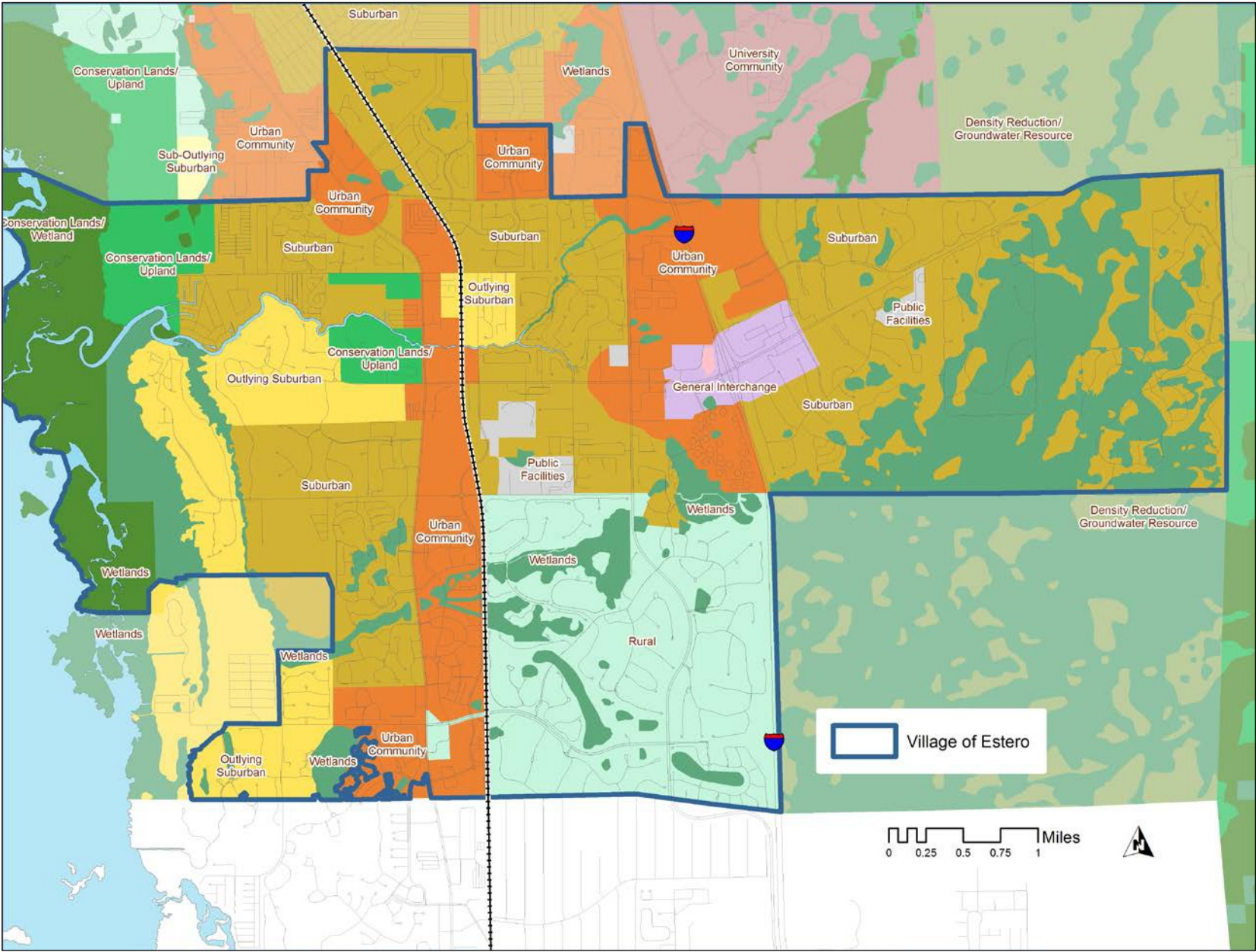
**Village of Estero**

**DEO 16-1ESR**

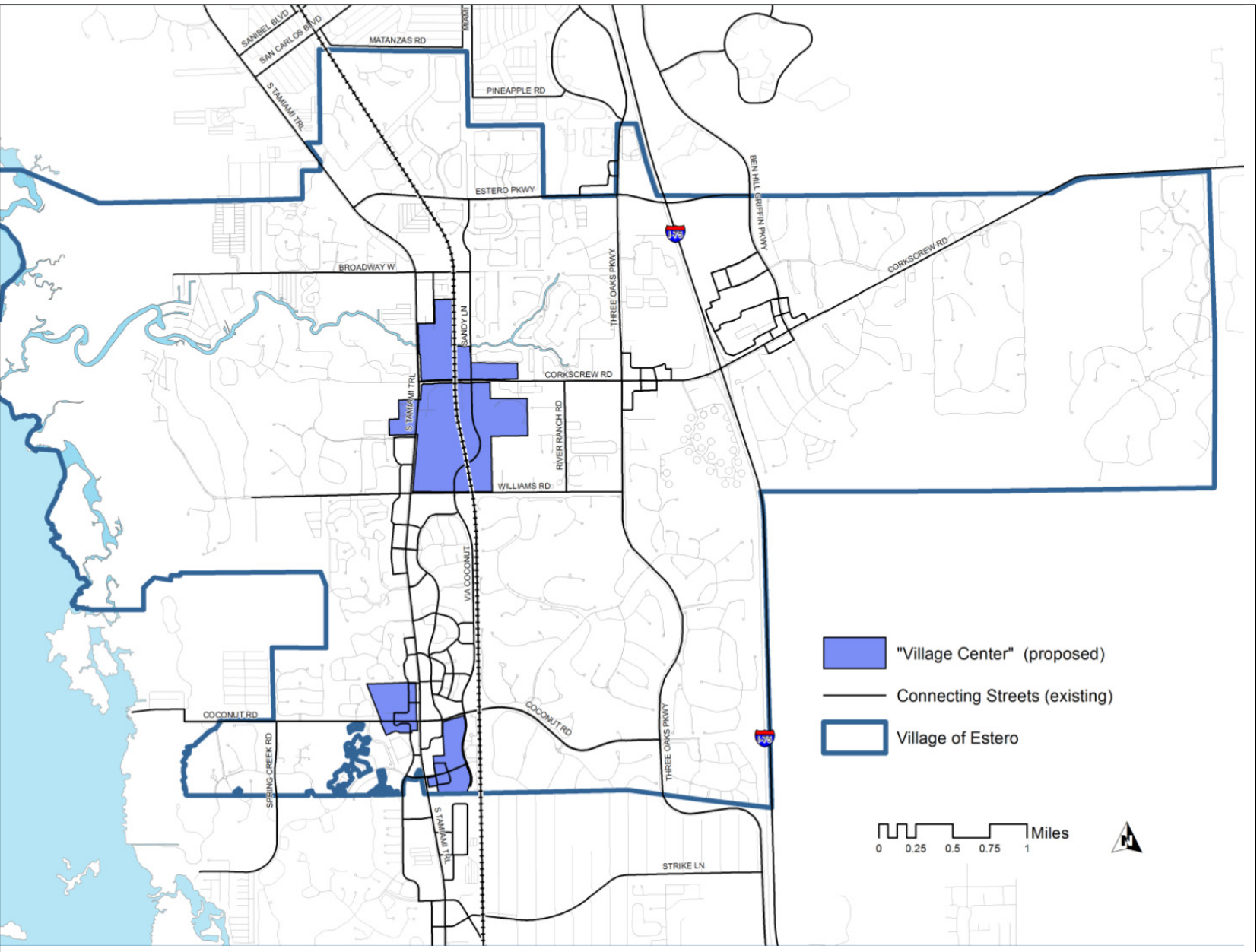
**Growth Management Plan**

**Comprehensive Plan Amendment**

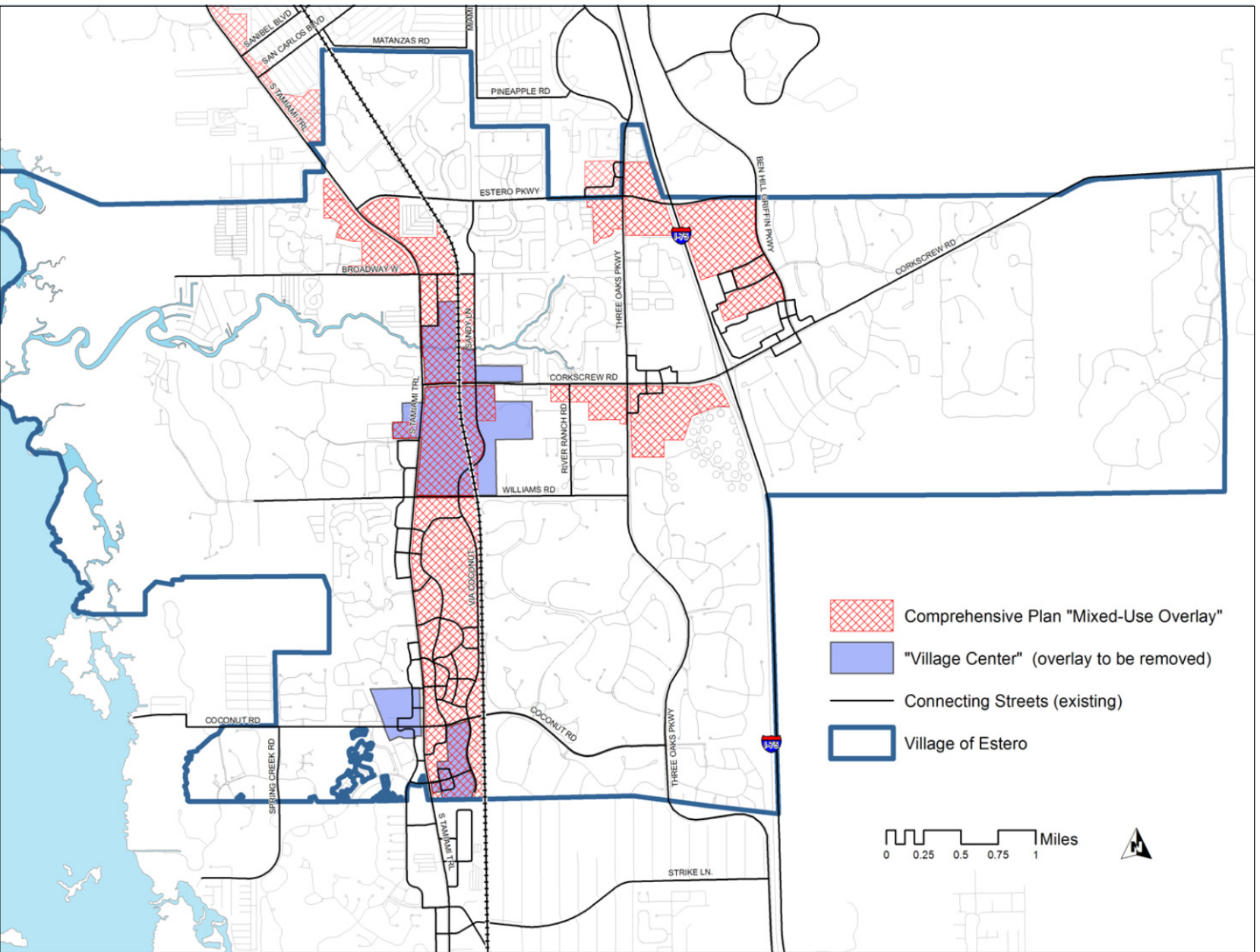
Attachment A – Future Land Use Map (existing)



**Attachment B – Future Land Use Map**  
(area being changed to “Village Center”)



**Attachment C – Mixed-Use Overlay**  
(existing overlay plus “Village Center” area being removed from overlay)



# --- Agenda --- Item

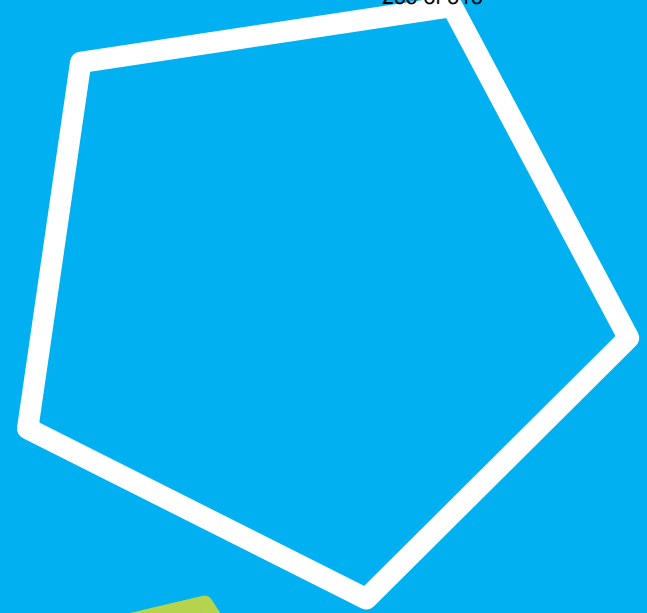
10

Regional Impact

10

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# GROWTH MANAGEMENT PROGRAM



# GROWTH MANAGEMENT PLANNING

Funding for the reviews that Council will see today was funded through local jurisdiction dues and Applicant Fees.



# Palmer Ranch MDO NOPC





# Palmer Ranch Master and Increment IV

## Development Orders Notice of Proposed Change

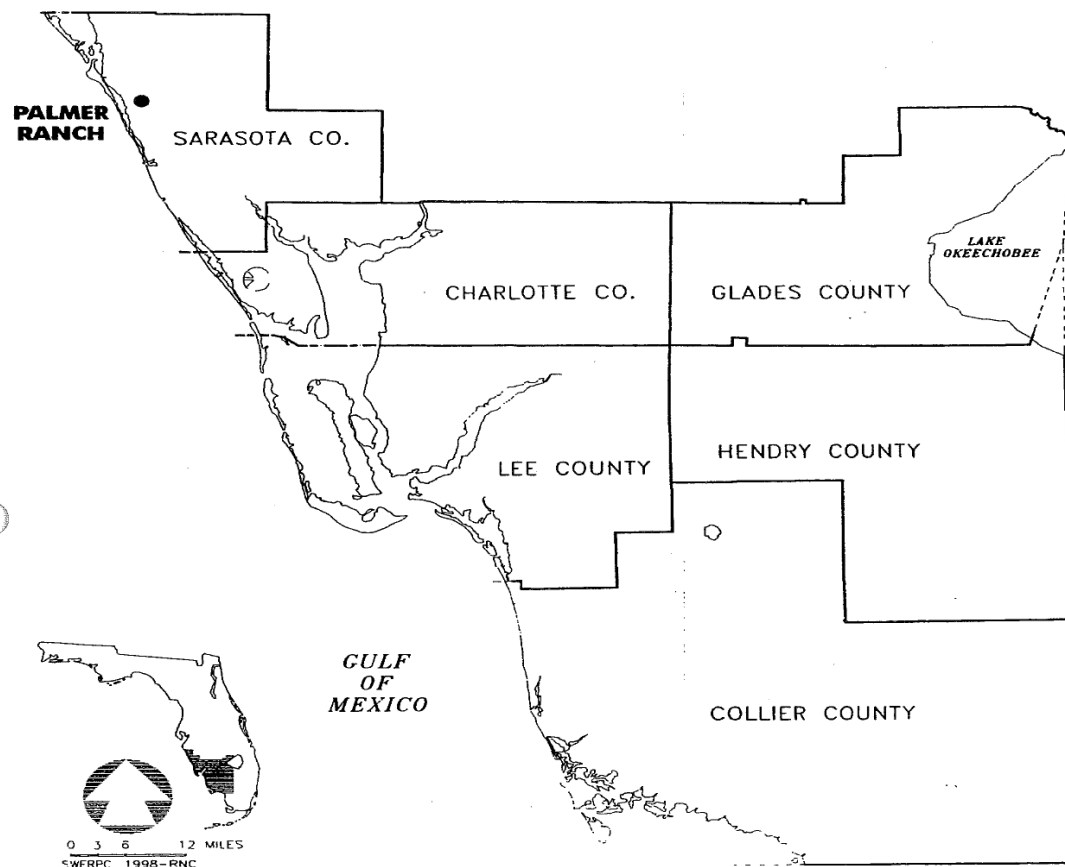
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56 of 313

- Palmer Ranch DRI was originally approved by the Sarasota Board of County Commissioners on December 18, 1984 (Resolution No. 84-418). The existing Palmer Ranch properties are generally located east of U.S. 41, north of Preymore Street, south of Clark Road and west of I-75 (see Location Map).
- The existing development is approved for the following entitlements: 11,500 residential dwelling units; 99+ acres of internal commercial, plus an additional square footage of commercial/office in Activity Centers; and 1,481,000 square feet of office, industrial, light manufacturing and warehouse development (Increment IV).
- The Application for Master Development Order (AMDO) review process requires that Applications for Incremental Development Approval (AIDA) be submitted to approve specific land uses. To date within the overall Palmer Ranch DRI site, twenty-three AIDAs will have been approved for development.

- MDO NOPC submitted to expand the boundaries of the Palmer Ranch Development of Regional Impact (DRI) by approximately 935 acres (see MDO Master Development Plan) and add an additional 2,250 residential units.
- “Prior to undertaking the MDO Amendment Transportation Analysis, a Simultaneous Increase/Decrease of uses within the Palmer Ranch DRI was conducted to demonstrate that the additional acreage does not constitute a significant change to the MDO per Florida Statute Chapter 380.06(19)(e)(5)(b).
- To offset the additional 2,250 dwelling units proposed to be added into the DRI, 10.2 acres of MDO internal commercial entitlement (288,800 square feet) and 931,000 square feet of non-residential entitlement in Increment IV are to be eliminated from the DRI.
- Sarasota County provided a detailed staff assessment of the NOPC and determined the proposed expansion area for residential development is consistent with the Sarasota County Comprehensive Plan and Future Land Use Map. Additionally, adequate levels of service have been demonstrated.

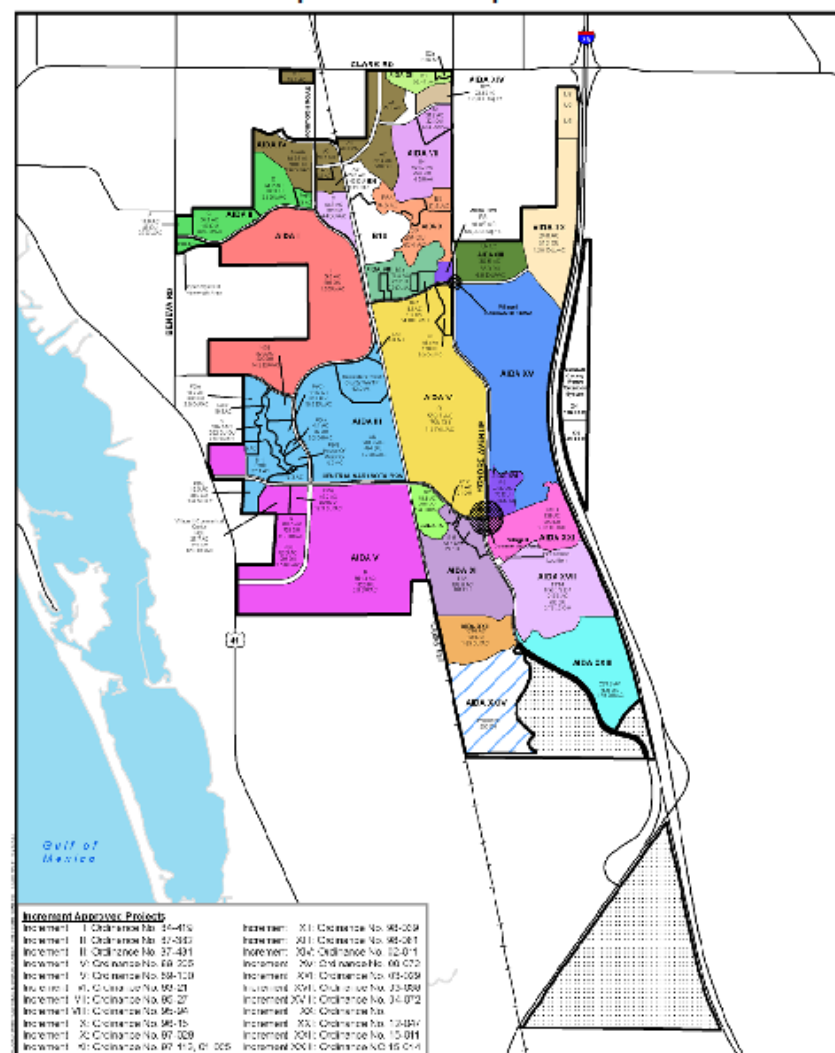
- The applicant is proposing to mitigate any potential incompatibilities between land uses through a Planned Unit Development/Incremental Application for Development Approval, as required by the Palmer Ranch Master Development Order.
- The proposed language changes to the MDO, Increment IV and 5-Year Transportation Reanalysis are acceptable to address proposed changes.
- Assuming the proposed MDO amendment language is adopted, it is staff recommendation that proposed changes to the MDO and Increment IV have been rebutted by clear and convincing evidence are not a substantial deviation and that no additional regional impacts will occur not previously reviewed by the SWFRPC and as such do not object to any of the changes.
- Notify Sarasota County, the Florida Department of Economy Opportunity and the applicant of staff recommendation of no objection to the MDO NOPC changes which are not a substantial deviation and do not create additional regional impacts not previously reviewed by the regional planning council.



# **ATTACHMENT I SOUTHWEST FLORIDA REGION PALMER RANCH**

## MAP SERIES

# PALMER RANCH Proposed Master Development Plan



# The Commons NOPC





# THE COMMONS DRI

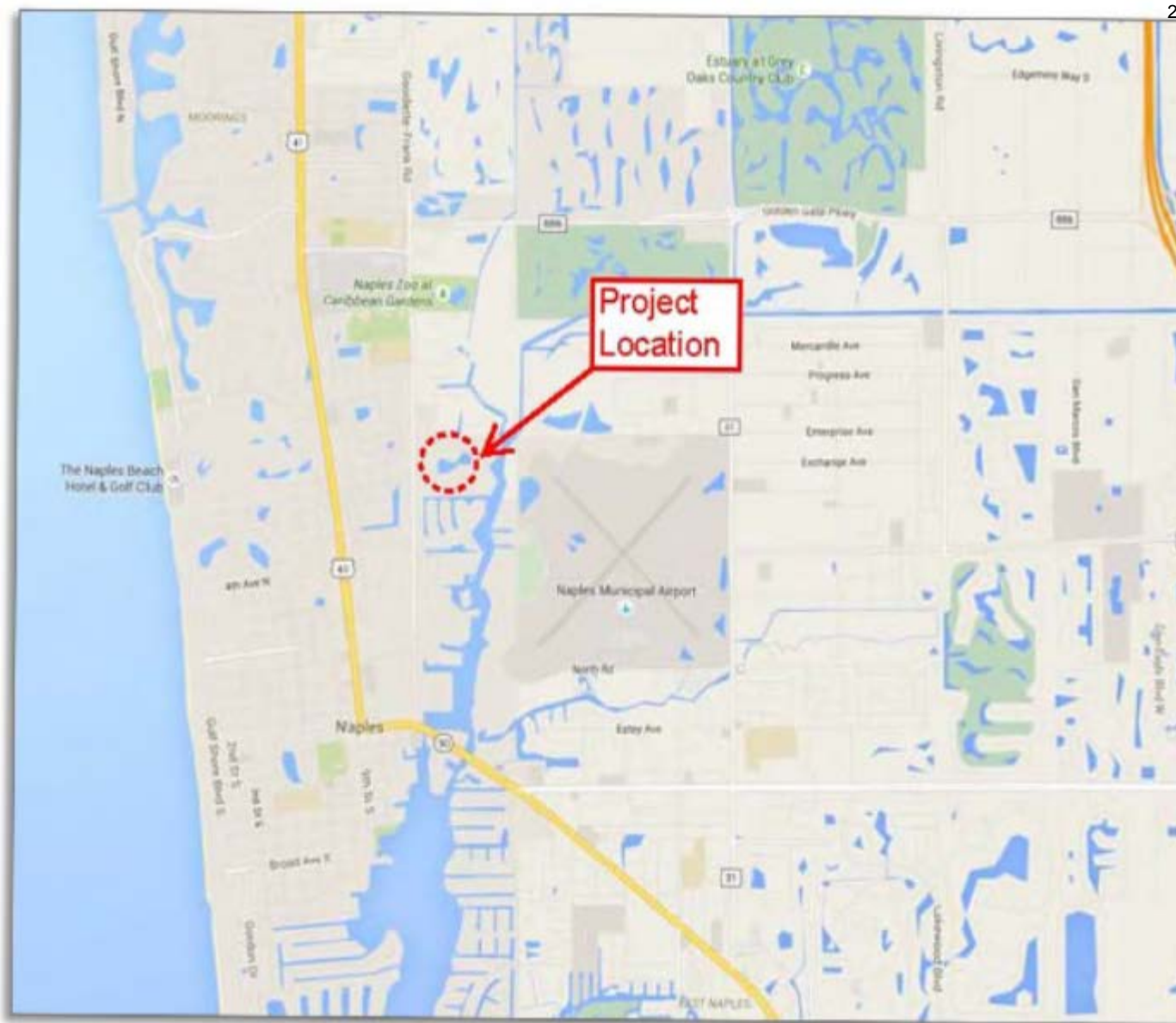
## NOTICE OF PROPOSED CHANGE

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- On April 22, 1980, the Collier County Board of County Commissioners adopted Development Order (DO) #80-1 approving The Commons DRI for a total of 700,000 square feet of office space, 15,000 square feet of retail space, 100 multi-family dwelling units and 19 boat slips on 52 acres (see Attachment I).
- The project currently contains, 248,555 leasable square feet of office and other allowable uses (including a bank and assisted living facility) of the maximum allowable 693,000 square feet, leaving 444,445 square feet remaining. None of the currently allowed 100 dwelling units has been developed. None of the allowable 15,000 square feet of retail use has been developed.
- The Commons was annexed into the City of Naples on March 1, 1989 (Ordinance 89-5766). Although required by the development annexation agreement and Florida Statutes Chapter 380.06(15)(h), the City has never adopted a DRI DO for The Commons, relying on the County DO as the regulatory zoning documents for the subject property.

- The proposal is for the City to first adopt a new DO for the entire 52 acre DRI (a condition of the annexation agreement) (see Map H for entire DRI). The DO will be subject to all the requirements, conditions, and allowances set forth in the previously approved County DO-80-1, and additionally, establish a 15-year buildout date and a maximum trip generation of 1,932 unadjusted two-way PM weekday peak hour trips.
- The City would then (subsequently) consider approval of the DO Amendment to also adopt a companion Planned Development that includes only the 34.10 acres that is the subject of this NOPC.
- Under this process, this NOPC (and related DO Amendment) applies only to the 34.10 acres under the ownership of the applicants, as depicted on Map H-1 (see Map H for 34.10 acres).
- A Transportation Equivalency Matrix has also been included to allow for increase and decrease in land use mixes which is capped by the maximum trip generation.

- The NOPC included new DOs to address the changes proposed and are acceptable to regional staff.
- Staff recommendation is to notify the City of Naples, the Florida Department of Economic Development and the applicant the proposed changes are not a substantial deviation and do not create additional regional impacts not previously reviewed by the regional planning council.





# LEGEND

- SIDEWALK
- BUS STOP
- ACCASUBJECT TO AMENDED D.C.

## MAP "H-1" PLAN VIEW

SCALE: 1" = 100'



THE COMMONS  
DC

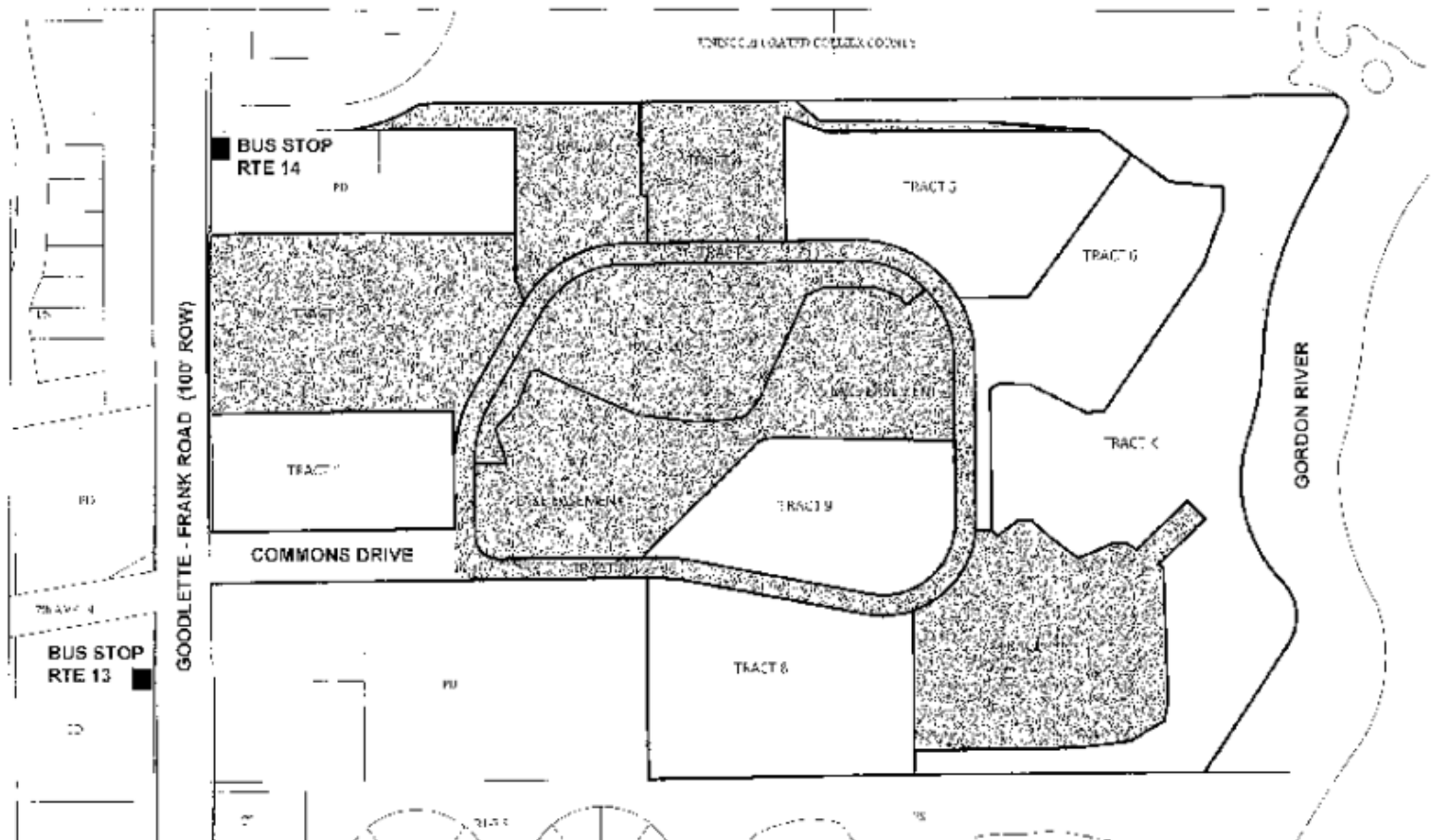
PROJECT NO. 1  
DATE: 08/01/2015  
BY: [Signature]  
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APPROVED: [Signature]



DATE: 08/01/2015  
BY: [Signature]  
CHECKED: [Signature]  
APPROVED: [Signature]

MAP H-1

DATE: 08/01/2015  
BY: [Signature]  
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APPROVED: [Signature]



### Land Area Calculations

|                                       | ACRES | % OF TOTAL |
|---------------------------------------|-------|------------|
| Tract 1 (Goodlette - Frank Road)      | 5.12  | 10.21      |
| Tract 2 (Commons Drive)               | 5.00  | 9.68       |
| Tract 3 (Commons Drive, Gordon River) | 2.84  | 5.66       |
| Tract 4 (Goodlette - Frank Road)      | 21.85 | 43.09      |
| TOTAL                                 | 34.81 | 100.00     |
| Area Subject to Amended D.C.          | 64.12 | 100.00     |

NOTE: THE COMMONS DRIVE AND GORDON RIVER ARE NOT TO BE CONSIDERED AS PART OF THE PROJECT AREA. THE COMMONS DRIVE IS A PUBLIC ROAD AND THE GORDON RIVER IS A PUBLIC WATERWAY.

# Agenda Item

10a

Palmer Ranch MDO NOPC

10a

10a

## **PALMER RANCH MASTER AND INCREMENT IV DEVELOPMENT ORDERS NOTICE OF PROPOSED CHANGE IN SARASOTA COUNTY**

### **BACKGROUND**

Palmer Ranch DRI was originally approved by the Sarasota Board of County Commissioners on December 18, 1984 (Resolution No. 84-418). The existing Palmer Ranch properties are generally located east of U.S. 41, north of Preymore Street, south of Clark Road and west of I-75 (See Attachment I). The existing development is approved for the following entitlements:

- 11,500 residential dwelling units;
- 99+ acres of internal commercial, plus an additional square footage of commercial/office in Activity Centers; and
- 1,481,000 square feet of office, industrial, light manufacturing and warehouse development (Increment IV).

The Application for Master Development Order (AMDO) review process requires that Applications for Incremental Development Approval (AIDA) be submitted to approve specific land uses. To date within the overall Palmer Ranch DRI site, twenty-three AIDAs will have been approved for development.

### **PREVIOUS CHANGES**

The MDO has been amended seventeen (17) times to date. The boundaries of the DRI have been expanded six times since its original approval to incorporate new increments.

### **PROPOSED CHANGES**

On January 21, 2016 a n MDO NOPC was submitted to expand the boundaries of the Palmer Ranch Development of Regional Impact (DRI) by approximately 935 acres (see Attachment II MDO Master Development Plan) and add an additional 2,250 residential units. This application was filed by James Paulmann, agent, representing Palmer Ranch Holdings, Ltd. To offset the additional 2,250 dwelling units proposed to be added into the DRI, 10.2 acres of MDO internal commercial entitlement (288,800 square feet) and 931,000 square feet of non-residential entitlement in Increment IV are to be eliminated from the DRI. The master development plans and development orders for both the Palmer Ranch DRI and Palmer Ranch Increment IV will be updated to reflect the additions of land and conversion of uses. No additional development or changes to approved uses are being proposed for the remaining parcels within Palmer Ranch.

## STAFF ANALYSIS

### DEVELOPMENT ORDER PROPOSED CHANGES

The MDO NOPC was reviewed by SWFRPC staff, state and regional agencies and Sarasota County development review agencies. Sarasota County provided a detailed staff assessment of the NOPC. According to the Comprehensive Plan Future Land Use Map the MDO additional land area is currently designated for expansion as Moderate Density Residential. The proposed expansion area for residential development is consistent with the Sarasota County Comprehensive Plan and Future Land Use Map. Additionally, adequate levels of service have been demonstrated. The applicant is proposing to mitigate any potential incompatibilities between land uses through a Planned Unit Development/Incremental Application for Development Approval, as required by the Palmer Ranch Master Development Order. The following changes to the MDO, Increment IV and 5-Year Transportation Reanalysis are acceptable to address proposed changes.

Proposed revisions to the Palmer Ranch Master Development Order adopted by Ordinance No. 2015-010, as amended, denoted with Strikethrough and Underline:

### LAND USE

#### A. CONDITIONS FOR DEVELOPMENT APPROVAL

2. A total of ~~11,500~~ 14,200 dwelling units (DU's) will be allowed for the Palmer Ranch project or a combination of the land uses in the equivalency matrix, "Exhibit E". In the Incremental Development Orders (IDOs) the total number of DUs, a maximum number of DUs, or a not to exceed number of DUs were approved. Attached to this Master Development Order (MDO) is a schedule of the total number of DUs approved in each of the built-out IDOs and the total number of DUs actually constructed within the respective Increments. The maximum number of DUs approved for these Increments is hereby reduced to the number of DUs existing at build-out, as shown on the attached Schedule, "Exhibit D". DUs that have been removed from the Increments by this reduction shall be available for assignment to other increments as they are applied for. As additional residential increments become built out, the Palmer Ranch shall, in its biennial reports or as part of an Application for Incremental Development Approval, update the attached Schedule and Map H-2, to reduce a maximum number of dwelling units allowed and the process of reducing the same, consisted with this condition.
6. Internal Commercial areas for the entire Palmer Ranch and all subsequent increments shall not exceed ~~99~~ 88.8 acres.
7. The ~~99~~ 88.8 acres of internal commercial development shown on Map H-2 shall be located at the Honore Avenue/ Central Sarasota Parkway intersection and the Honore Avenue/ Palmer Ranch Parkway intersection, unless other locations for internal commercial development have been previously approved in an Incremental development order, or are evaluated and approved in subsequent AIDA's.

## WASTEWATER

### A. CONDITIONS FOR DEVELOPMENT APPROVAL

~~1. None~~

1. At their expense, owners of parcels within each AIDA along Honore Ave south of State Road 681, are required to extend a 12-inch minimum reclaimed water main on Honore Ave along the full frontage of the parcels facing Honore to the southern limit of the South 660 Parcel. The County may enter into oversize agreement(s) with developer's for the upsize of the line concurrent with a development phase.
2. The first Increment of development within the South 660 Parcel is required to construct the wastewater system needed to convey wastewater flows from the South 660 Parcel to the County's wastewater system along Laurel Road.
3. Prior to approval of a Preliminary Subdivision Plan or a Site and Development Plan for the first Increment of property within the South 660 Parcel, the owner shall receive County approval for a Utilities Master Plan and hydraulic models for the entire 660 acres±. The Utilities Master Plan shall be signed and sealed by a registered professional engineer, and shall include the following:
  - a) Identification of the required infrastructure needed to connect the entire 660 acres± to Sarasota County Public Utilities water, wastewater and reclaimed water systems;
  - b) A Lift Station Optimization Plan that will evaluate system impacts for the entire 660 acres±;
  - c) An Irrigation Plan identifying the infrastructure required to supply the sites storage ponds with reclaimed water; and
  - d) Identification of any off-site improvement required to serve the entire 660 acres±.

## WATER SUPPLY

### A. CONDITIONS FOR DEVELOPMENT APPROVAL

1. Palmer Ranch shall receive reimbursements for the construction and installation of water transmission line within the DRI as prescribed in the Stipulation of Settlement{Exhibit J}.
2. Prior to the construction and utilization of on- site non-potable water wells, the Palmer Ranch shall apply for and obtain a Consumptive Use Permit (CUP) pursuant to ~~Chapter 40D-2~~ ~~Chapter 40D-1~~ Chapters 40D-1, and 40D-2, F.A.C.

### B. ISSUES SUBJECT TO FURTHER REVIEW IN AIDA'S

1. Potable Water - Each AIDA shall identify potable water needs and the most feasible sources to satisfy potable water demands.
2. Non-potable Water - Each AIDA shall have definitive land use plans which quantify the irrigation and other non-potable water demands and detail the non-potable water supply source to satisfy demands.
3. If any water wells exist, they shall be located during site investigations for each AIDA, at which time, proposed well locations and other information required for non-potable use shall also be delineated and presented in AIDA documents.

4. Parcels within each AIDA are required to connect to Sarasota County Public Utilities reclaimed water systems when reasonably available. In cases where a connection to reclaimed water is not readily available, then the development shall be constructed with the underground infrastructure needed to establish a reclaimed connection at a future date. Sarasota County's Utility Director is authorized to determine the configuration of a reclaimed water connection or future reclaimed water connection, or waive this requirement in cases where the Utility Director deems the connection requirement impractical.

Proposed revisions to the Palmer Ranch Increment IV Development Order adopted by Ordinance No. 2014-035, as amended, denoted with Strikethrough and Underline:

E. LAND USE

1. Palmer Ranch Increment IV shall include a mix of professional office, light industrial, and warehousing uses not to exceed a total of ~~1,481,000~~ 550,000 square feet of gross leasable area, and 580 residential units. Parcels A-3 through A-5 and A-7 through A-9 shall be developed under the provisions of the Planned Commerce Development (PCD) District Regulations. A -2 and A-6 shall be developed under the provisions of the Planned Unit Development (PUD) Overlay District.
5. All development shall occur in substantial accordance with the Master Development Plan date stamped ~~December 8, 2015~~ May 4, 2016, and attached hereto as Exhibit C. This does not imply or confer any deviations from applicable zoning or land development regulations.

Proposed revisions to the Palmer Ranch 5-Year Transportation Reanalysis adopted by Resolution No. 2015-147, denoted with Strikethrough and Underline:

To supplement and consolidate the functions of the DRI monitoring report in relation to the 5-year traffic reanalysis the following intersections shall be monitored by counting turning movement volumes from 4:00 pm to 6:00 pm counts. This monitoring will meet the intent of the monitoring report requirements for intersections in previously approved incremental development orders and should be incorporated into all future DRI monitoring reports.

- Beneva Road at Palmer Ranch Parkway West
- Honore Avenue at Central Sarasota Parkway
- Honore Avenue at Palmer Ranch Parkway East
- Honore Avenue at Northridge Road
- Honore Avenue at Clark Road
- Honore Avenue and Bay Street extension
- Honore Avenue and SR 681
- McIntosh Road at U.S. 41

- McIntosh Road at Central Sarasota Parkway
- McIntosh Road at Sarasota Square Boulevard
- McIntosh Road at Palmer Ranch Parkway East
- McIntosh Road at Palmer Ranch Parkway West
- McIntosh Road at Sawyer Loop Road
- Potter Park Drive at Central Sarasota Parkway
- Potter Park Drive at Sarasota Square Boulevard
- Sawyer Loop Road East at Northridge Road
- Sawyer Loop Road East at Clark Road
- U.S. 41 at Central Sarasota Parkway

#### CHARACTER, MAGNITUDE, LOCATION

The proposed MDO changes will not affect the character or magnitude of the project, since a land use equivalency matrix (Exhibit E in MDO) and Florida Statute Chapter 380.06(19)(e)5.b., allows for a simultaneous increase and decrease of at least two of the uses within an authorized multiuse DRI can be used to rebut a substantial deviation so as to balance the transportation impacts from this change. However, the additional land area south of the existing DRI will affect somewhat the location of the DRI.

#### REGIONAL RESOURCES AND FACILITIES IMPACT

Regarding regional environmental resources, the MDO NOPC provided an environmental analysis identifying native habitats and a wildlife survey for the additional land areas. According to the analyzes, “no significant impacts to wetlands will occur on site as all major roads and development areas will be designed to avoid any impacts, as will be demonstrated at the time that individual increments are filed for development approvals. If any do occur in later stages of development, they are anticipated to be minor and will be necessary only to accommodate infrastructure needs or to comply with other health and/or safety standards. Minimal impacts to other habitats, as well as connections between habitats to accommodate travel by wildlife and pedestrians, can be accomplished through future planning for actual development”.

“The wetlands on site serve as the main nesting and foraging areas for the wading birds observed. These functions can be maintained by preserving the wetlands. Appropriate protection measures will be employed to protect the existing bald eagle nests and the birds from impacts. If the single gopher tortoise burrow on site is found to be active, the tortoise will be relocated in accordance with existing regulations. Those burrows and tortoise located along the berm adjacent to the site will also be protected in accordance with State-required management guidelines for that species”.

The stormwater, “as with all developments in Sarasota County, as well as the subsequent Palmer Ranch Increments, more detailed information is provided with the application for Incremental Development approval. Also, the detailed modeling of stormwater systems is deferred until the

site and development stage of development. Future attenuation will be provided in proposed stormwater lakes and onsite wetlands”.

Regarding the regional transportation resource, Per Resolution No. 89-98, the Palmer Ranch Development is governed by a 5-year reanalysis that evaluates the total system-wide Palmer Ranch transportation impact on the study area roadway network. “Prior to undertaking the MDO Amendment Transportation Analysis, a Simultaneous Increase/Decrease of uses within the Palmer Ranch DRI was conducted to demonstrate that the additional acreage does not constitute a significant change to the MDO per Florida Statute Chapter 380.06(19)(e)(5)(b). To offset the additional 2,650 dwelling units proposed to be added into the DRI, 10.2 acres of commercial entitlement (288,800 square feet) throughout the DRI and 931,000 square feet of non-residential entitlement in Increment IV were eliminated from the DRI”.

According to “the systems analysis indicates that the roads included in the Master Development Order provide a benefit larger than the impact of the Palmer Ranch land uses at build-out in 2020. The Palmer Ranch land uses and roadways provide a reduction of 29,456 vehicle miles of travel per day (one percent) for roadway segments which exceed Sarasota County’s adopted level-of-service standard volume during peak-hour outside the DRI”. Specifically, the county concurred that proposed change “will result in a decrease of 17 daily and 343 PM peak hour gross trips. However, it will generate an increase of 5,966 and 243 daily and PM peak hour net new trips, respectively”. The analysis states “within the Palmer Ranch DRI boundaries, all roadway segments are anticipated to operate within Sarasota County’s adopted level-of-service standards. No roadway improvements are required to balance the traffic impacts expected from the build-out of the Palmer Ranch land uses”. However, “because the Palmer Ranch DRI is expanding its boundary further to the south, it was recommended that the Bay Street/ Honore Avenue intersection and the S.R. 681/ Honore Avenue intersection be added to the list of required intersections to be monitored in their future Biennial Traffic Monitoring Reports”.

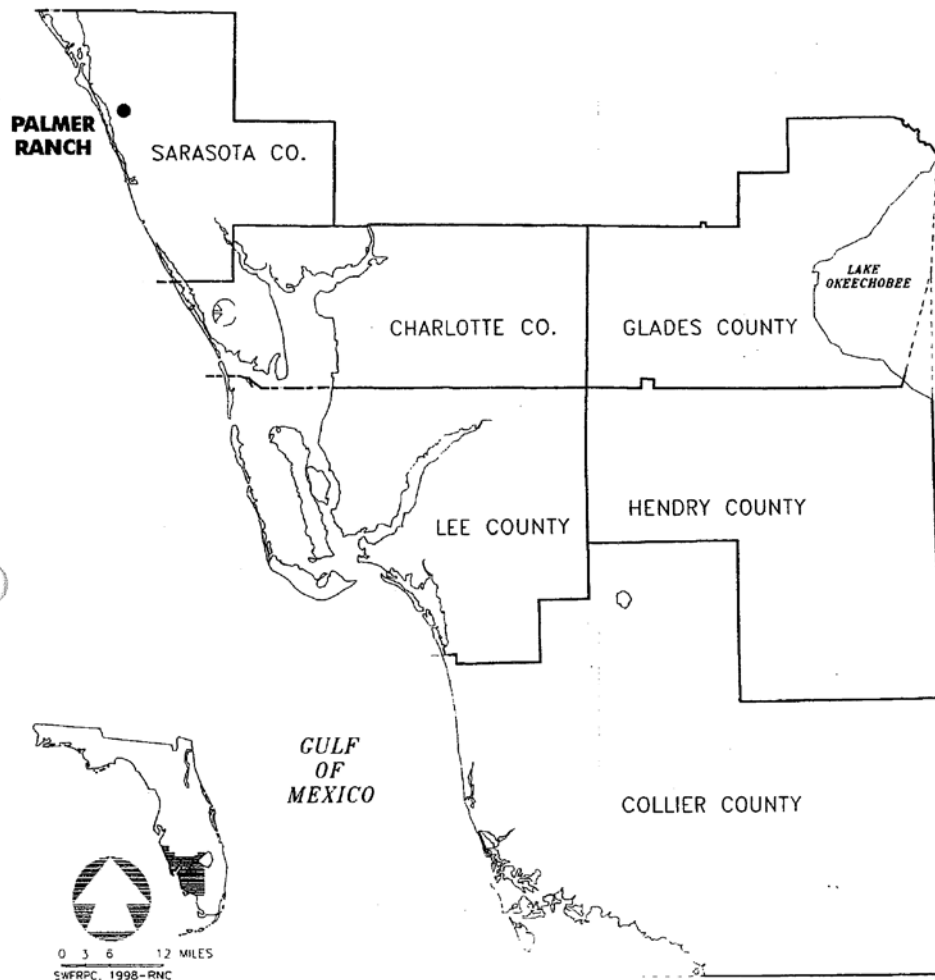
## STAFF CONCLUSIONS

The MDO NOPC to add land and to Simultaneous Increase/Decrease uses within the Palmer Ranch DRI is to determine under the authority of Chapter 380.06(19)(e)3. and 5.b. F.S. Specifically for the land additions, Chapter 380.06(19)(e)3 states “except for the change authorized by sub-subparagraph 2.f., any addition of land not previously reviewed or any change not specified in paragraph (b) or paragraph (c) shall be presumed to create a substantial deviation. This presumption may be rebutted by clear and convincing evidence”. For the increase/decrease in land use, Chapter 380.06(19)(e)5.b. F.S. states “The following changes to an approved development of regional impact shall be presumed to create a substantial deviation. Such presumption may be rebutted by clear and convincing evidence”. Paragraph b. states “Notwithstanding any provision of paragraph (b) to the contrary, a proposed change consisting of simultaneous increases and decreases of at least two of the uses within an authorized multiuse development of regional impact which was originally approved with three or more uses specified in s. 380.0651(3)(c) and (d) and residential use”.

Assuming the proposed MDO amendment language is adopted, it is staff recommendation that proposed changes to the MDO and Increment IV have been rebutted by clear and convincing evidence are not a substantial deviation and that no additional regional impacts will occur not previously reviewed by the SWFRPC and as such do not object to any of the changes.

- RECOMMENDED ACTIONS:
1. Notify Sarasota County, the Florida Department of Economy Opportunity and the applicant of staff recommendation of no objection to the MDO NOPC changes which are not a substantial deviation and do not create additional regional impacts not previously reviewed by the regional planning council.
  2. Request that Sarasota County provide SWFRPC staff with copies of any MDO amendments related to the proposed changes as well as any additional information requested of the applicant by DCA or the County.

5-19-2016



# **ATTACHMENT I** **SOUTHWEST FLORIDA REGION** **PALMER RANCH**

# PALMER RANCH

## Proposed Master Development Plan



# Agenda Item

10b

The Commons NOPC

10b

10b

## **THE COMMONS DRI NOTICE OF PROPOSED CHANGE IN THE CITY OF NAPLES**

### **Background**

In February 1980, the SWFRPC recommended Conditional Approval of "The Commons - Professional Park" DRI located in Collier County on 52 acres immediately east and north of the Naples City limits directly adjacent and west of the Gordon River (see Attachment I, Location Map). The Application for Development Approval (ADA) proposed 700,000 square feet of office space, 15,000 square feet of retail space and 100 multi-family dwelling units. On April 22, 1980, the Collier County Board of County Commissioners adopted Development Order (DO) #80-1 approving The Commons DRI project proposal as presented in the ADA. No buildout date was included in the DO. A previous modification to the DRI, which was not reviewed by the Council, was the addition of 19 boat slips on the Gordon River.

According to the NOPC submittal the project currently contains, 248,555 leasable square feet of office and other allowable uses (including a bank and assisted living facility) of the maximum allowable 693,000 square feet, leaving 444,445 square feet remaining. None of the currently allowed 100 dwelling units has been developed. None of the allowable 15,000 square feet of retail use has been developed.

The Commons was annexed into the City of Naples on March 1, 1989 (Ordinance 89-5766). Although required by the development annexation agreement and Florida Statutes Chapter 380.06(15)(h), the City has never adopted a DRI DO for The Commons, relying on the County DO as the regulatory zoning documents for the subject property.

### **Previous Change**

The DRI was modified one time (May 14, 1980) to provide for minor language clarifications.

### **Proposed Changes**

On December 18, 2015, a Notice of Proposed Change (NOPC) was submitted. After consultation with the Southwest Florida Regional Planning Council staff and Department of Economic Opportunity, it has been determined that the City should first adopt a new DO for the entire 52 acre DRI (a condition of the annexation agreement) (see Attachment II Map H for entire DRI). The DO should be subject to all the requirements, conditions, and allowances set forth in the previously approved County DO-80-1, and additionally, establish a 15-year buildout date and a maximum trip generation of 1,932 unadjusted two-way PM weekday peak hour trips. The City would then (subsequently) consider approval of the DO Amendment to address the changes that are the subject of this NOPC, and also consider the adoption of a companion Planned Development that includes only the 34.10 acres that is the subject of this NOPC. Under that process, this NOPC (and related DO Amendment) apply only to the 34.10 acres under the ownership of the applicants, as depicted on Map H-1 (see Attachment III Map H). A Transportation Equivalency Matrix has also been included to allow for increase and decrease in land use mixes which is capped by the maximum trip generation.

### **Staff Review**

This application will bring the DRI into compliance with state law for establishing a buildout date and adopting a DO when annexing a DRI into the City (FS 380.06(15)(c)2. and (h)). Paragraph (h) states "If the property is annexed by another local jurisdiction, the annexing jurisdiction shall adopt a new development order that incorporates all previous rights and obligations specified in the prior development

order”. The Florida Department of Transportation reviewed and approved the applicant’s Trip Generation Analysis completed to establish a maximum trip generation of 1,932 unadjusted two-way PM weekday peak hour trips (i.e. Trip Cap) and a Transportation Equivalency Matrix to allow for increase and decrease in land use mixes which is capped by the maximum trip generation. As stated in the Trip Generation Analysis, a proposed scenario may consist of 509 dwelling units Multi-Family, 45,000 square feet Shopping Center, 220,300 square feet General Office and 220,300 square feet Medical-Dental Office.

### **Character, Magnitude, Location**

The character of the DRI is not changing because it will remain a mixed used DRI. The magnitude is not changing because the trip cap and Transportation Equivalency Matrix will be incorporated into the DO. The location of the DRI is not changing.

### **Impact on Regional Resources and Facilities**

The water management for the project has been permitted and is not changing. The transportation impacts will be managed by the Transportation Equivalency Matrix to allow for increase and decrease in land use mixes which is capped by the maximum trip generation. Therefore, no additional regional impacts are anticipated to occur from the proposed changes.

### **Multi-jurisdictional Issues**

The proposed change will have multi-jurisdictional impacts as it relates to state and county roads (county road Goodlette-Frank Road adjacent to the site and US 41).

### **Need For Reassessment of the DRI**

There is no need for the reassessment of the DRI since the NOPC proposes a Transportation Equivalency Matrix to allow for increase and decrease in land use mixes which is capped by the maximum trip generation. Chapter 380.06(19)(e)5.b. F.S states “The following changes to an approved development of regional impact shall be presumed to create a substantial deviation. Such presumption may be rebutted by clear and convincing evidence”. Paragraph b. states “Notwithstanding any provision of paragraph (b) to the contrary, a proposed change consisting of simultaneous increases and decreases of at least two of the uses within an authorized multiuse development of regional impact which was originally approved with three or more uses specified in s. 380.0651(3)(c) and (d) and residential use”. The Transportation Equivalency Matrix to allow for increase and decrease in land use mixes which is capped by the maximum trip generation is sufficient to rebut the presumption of a substantial deviation.

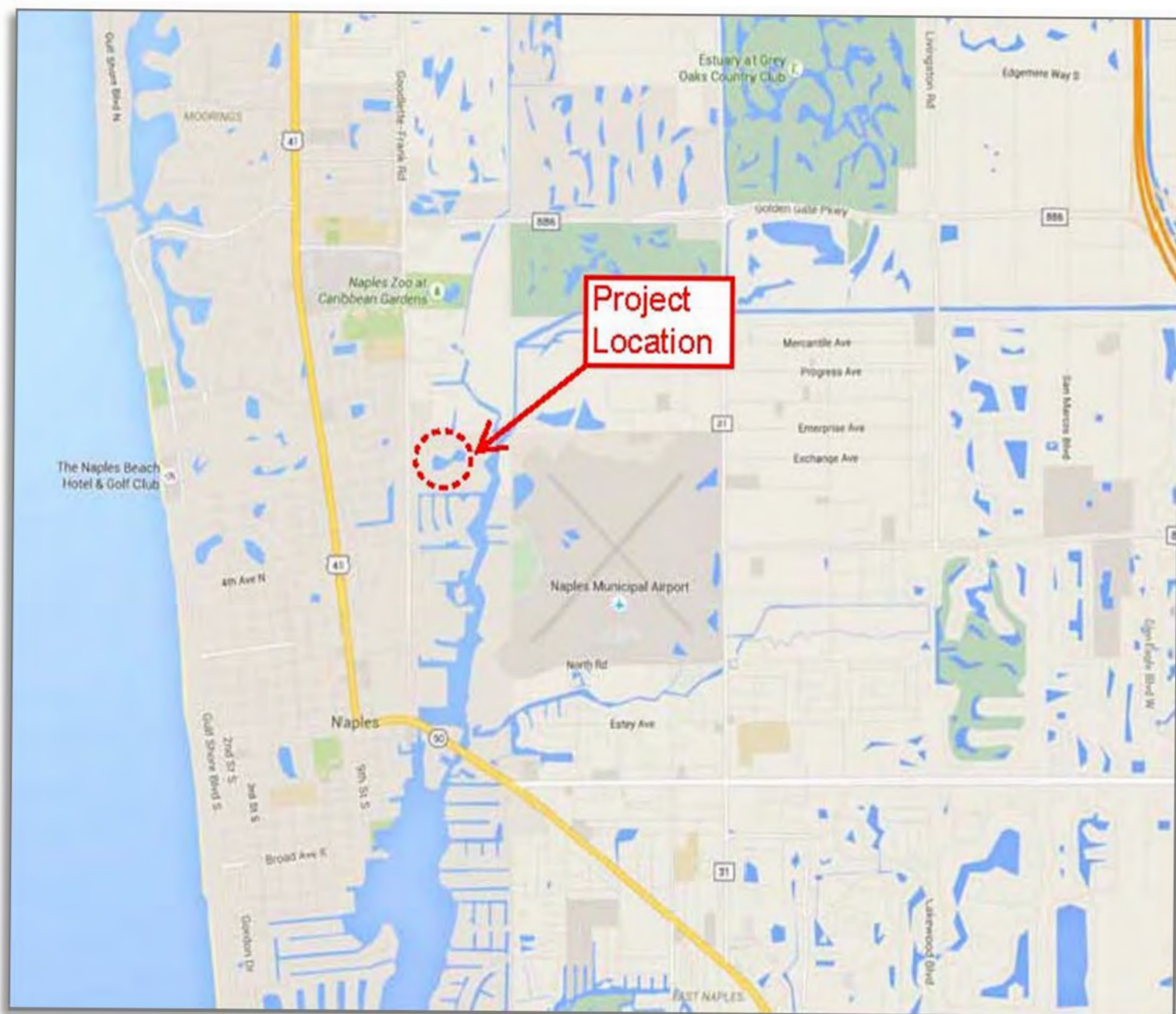
### **Acceptance of Proposed DO Language**

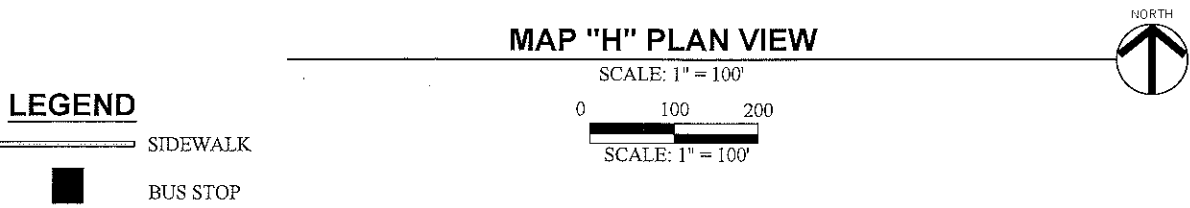
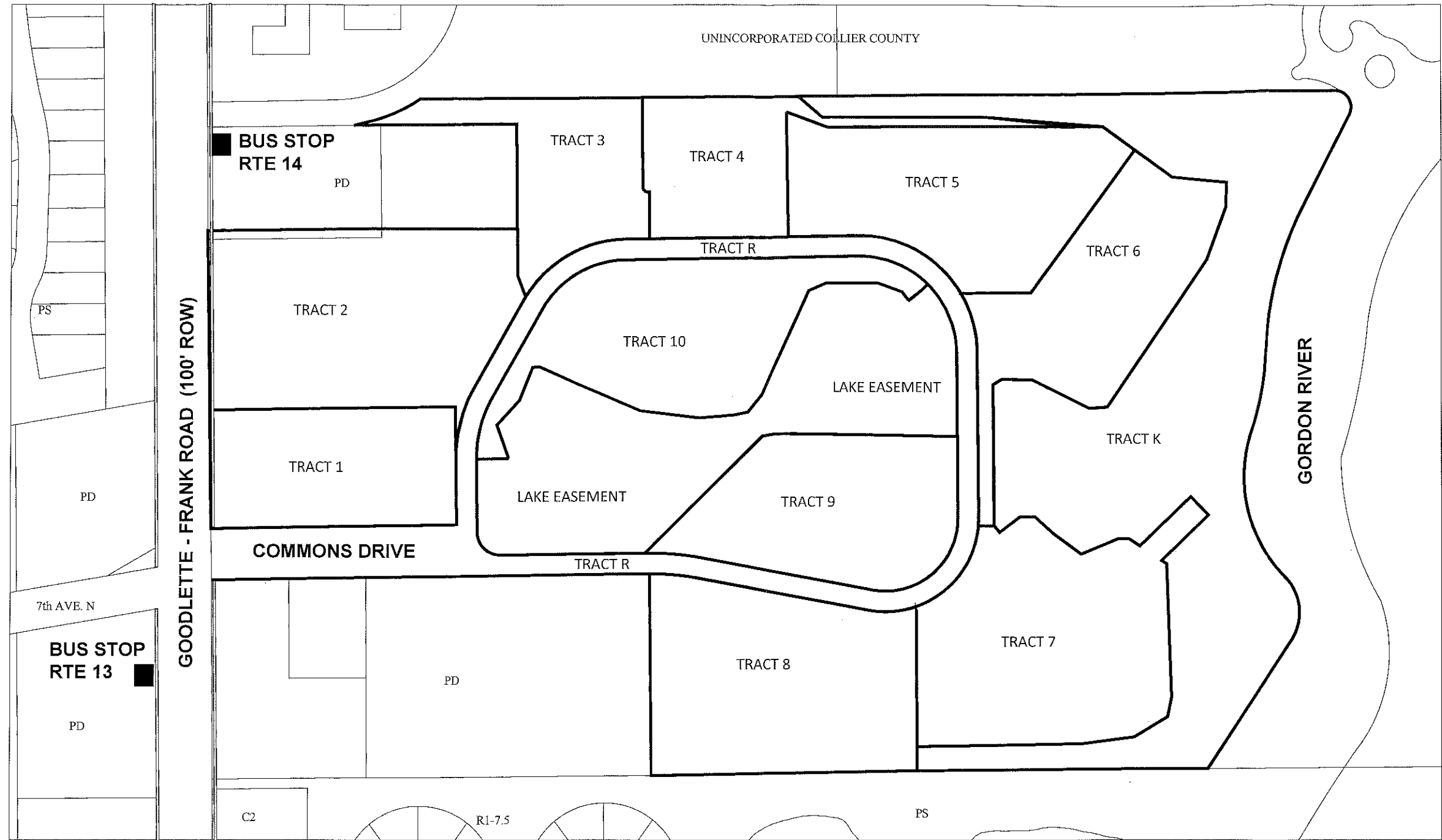
The NOPC included new DOs to address the changes proposed and are acceptable to regional staff. However, one Florida Statute citation error exist where the referencing of the statute in the proposed DOs under the “Whereases” should be 380.06(15)(h) not 380.15(g). The applicant has agreed to make this correction for the final DO to the City of Naples.

**RECOMMENDATIONS:** 1. Notify the City of Naples, the Florida Department of Economic Development and the applicant the proposed changes are not a substantial deviation and do not create additional regional

impacts not previously reviewed by the regional planning council.

2. Request City of Naples staff provide SWFRPC staff with copies of any development orders, or development order amendments, related to the proposed changes.





DRI Land Area Distribution:

|                                      | ACRES | % OF TOTAL |
|--------------------------------------|-------|------------|
| Tract R (Road ROW)                   | 5.32  | 10.23      |
| Lake Easement                        | 5.00  | 9.62       |
| Track K (Conservation, Gordon River) | 7.83  | 15.06      |
| Tracts 1-12 (Development Area)       | 33.85 | 65.09      |
| TOTAL                                | 52.00 | 100.00     |

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|              |          |                   |             |
|--------------|----------|-------------------|-------------|
| DESIGNED BY: | HMA      | DATE:             | AUGUST 2015 |
| DRAWN BY:    | MSK      | DATE:             | AUGUST 2015 |
| CHECKED BY:  | PCM      | DATE:             | AUGUST 2015 |
| SEC-TOWN-RGE | 34-49-25 | HORIZONTAL SCALE: | 1"=100'     |

THE COMMONS  
DRI

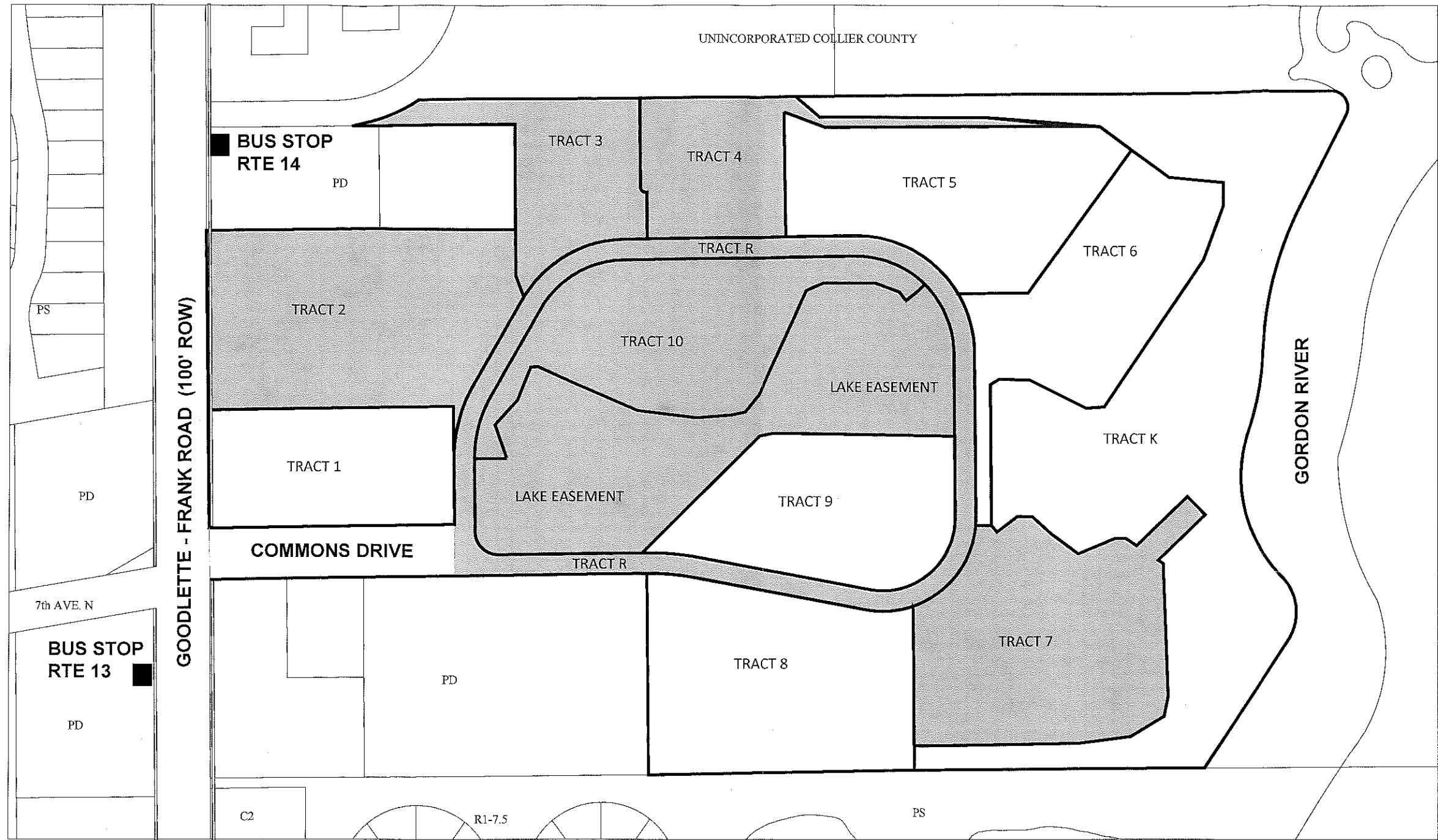
|              |          |                   |             |
|--------------|----------|-------------------|-------------|
| DESIGNED BY: | HMA      | DATE:             | AUGUST 2015 |
| DRAWN BY:    | MSK      | DATE:             | AUGUST 2015 |
| CHECKED BY:  | PCM      | DATE:             | AUGUST 2015 |
| SEC-TOWN-RGE | 34-49-25 | HORIZONTAL SCALE: | 1"=100'     |



950 Encore Way  
Naples, FL 34110  
Phone: (239) 254-2000  
Florida Certificate of  
Authorization No.1772

MAP H  
MASTER DEVELOPMENT PLAN

|               |              |
|---------------|--------------|
| DRAWING NO.   | 2015.036_MST |
| PROJECT NO.   | 2015.036     |
| REFERENCE NO. | —            |



**LEGEND**

- SIDEWALK
- BUS STOP
- AREA SUBJECT TO AMENDED D.O. APPROVED BY RESOLUTION 2016-XX

**MAP "H-1" PLAN VIEW**

SCALE: 1" = 100'

0 100 200

SCALE: 1" = 100'

NORTH

DRI Land Area Distribution:

|                                      | ACRES        | % OF TOTAL    |
|--------------------------------------|--------------|---------------|
| Tract R (Road ROW)                   | 5.32         | 10.23         |
| Lake Easement                        | 5.00         | 9.62          |
| Track K (Conservation, Gordon River) | 7.83         | 15.06         |
| Tracts 1-12 (Development Area)       | 33.85        | 65.09         |
| <b>TOTAL</b>                         | <b>52.00</b> | <b>100.00</b> |
| Area Subject to Amended D.O.         | 34.12        | 65.62         |

**NOTE:** RIGHT-OF-WAY AND LAKE CONFIGURATION MAY BE REDESIGNED OR ALTERED SUBJECT TO CITY OF NAPLES, SFWMD, OR OTHER PERMITTING REQUIREMENTS.

2015.036\_MST.dwg Tab: EXHIBIT H-1 Nov 13, 2015 - 12:43pm Plotter

|              |          |                   |             |
|--------------|----------|-------------------|-------------|
| DESIGNED BY: | HMA      | DATE:             | AUGUST 2015 |
| DRAWN BY:    | MSK      | DATE:             | AUGUST 2015 |
| CHECKED BY:  | PCM      | DATE:             | AUGUST 2015 |
| SEC-TWN-RGE  | 34-49-25 | HORIZONTAL SCALE: | 1"=100'     |

| LETTER | REVISIONS | DATE | REV BY |
|--------|-----------|------|--------|
|        |           |      |        |
|        |           |      |        |
|        |           |      |        |
|        |           |      |        |

THE COMMONS  
DRI

|              |          |                   |             |
|--------------|----------|-------------------|-------------|
| DESIGNED BY: | HMA      | DATE:             | AUGUST 2015 |
| DRAWN BY:    | MSK      | DATE:             | AUGUST 2015 |
| CHECKED BY:  | PCM      | DATE:             | AUGUST 2015 |
| SEC-TWN-RGE  | 34-49-25 | HORIZONTAL SCALE: | 1"=100'     |



950 Encore Way  
Naples, FL 34110  
Phone: (239) 254-2000  
Florida Certificate of  
Authorization No.1772

MAP H-1

|               |              |
|---------------|--------------|
| DRAWING NO.   | 2015.036_MST |
| PROJECT NO.   | 2015.036     |
| REFERENCE NO. | -            |

# --- Agenda --- Item

11

SWFRPC Committee Reports

11

11

# Agenda Item

11a

11a

Budget & Finance Committee

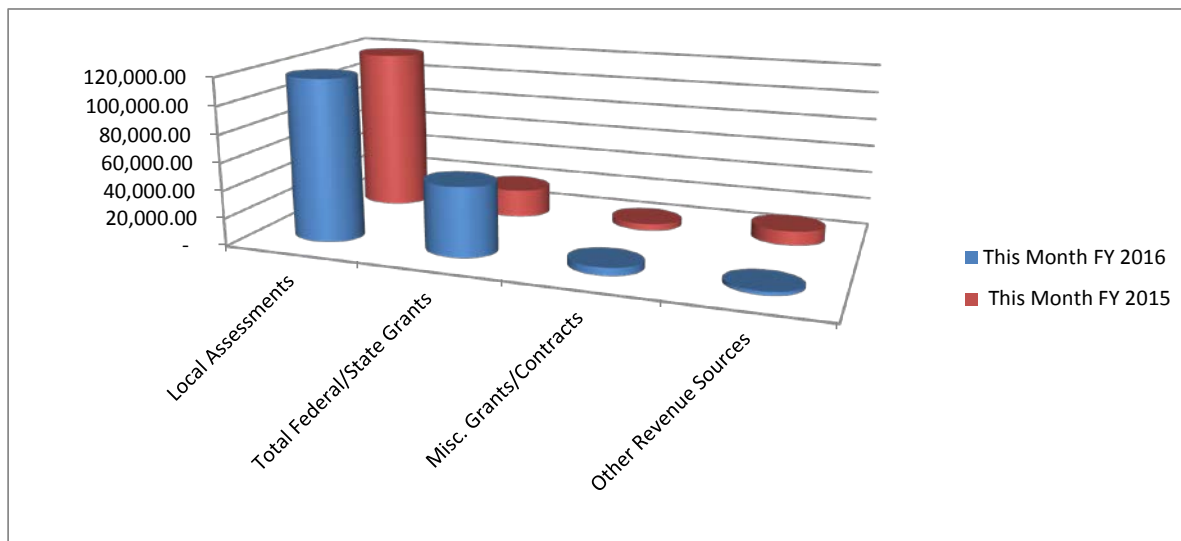
11a

## 2015 - 2016 Workplan & Budget Financial Snapshot Apr-16

### Revenues

Local Assessments  
Total Federal/State Grants  
Misc. Grants/Contracts  
Other Revenue Sources

**Monthly Revenues**



Notes: Local Assessments billed at the beginning of each quarter: October, January, April and July

Federal Grants (EPA) billed monthly: EPA: Ecosystems Services

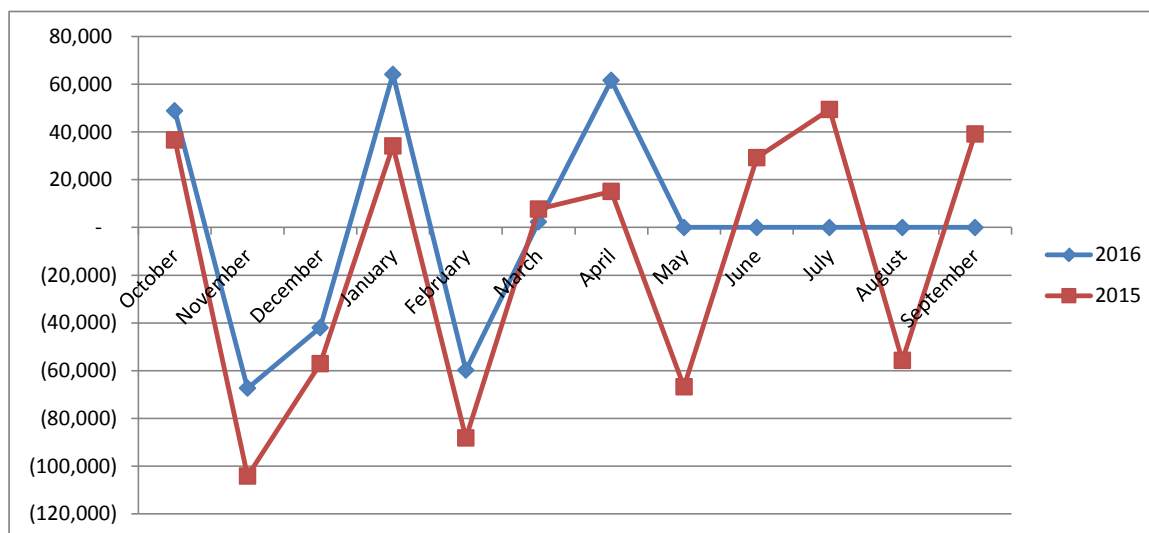
State/Federal Grants billed quarterly: LEPC, HMEP, TD, and ED

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

**Monthly Net Income (Loss)**



**YTD: Net Income \$7,823 Unaudited**

# SWFRPC

## Detail of Reserve

### As of APRIL 30, 2016

***Cash and Cash Equivalents:***

|                                               |                   |
|-----------------------------------------------|-------------------|
| Petty Cash                                    | \$ 200            |
| Bank of America Operating Funds               | 2,560             |
| FineMark Operating Funds                      | 137,295           |
| <b><i>Total Cash and Cash Equivalents</i></b> | <b>\$ 140,055</b> |

***Investments:***

|                                                              |                   |
|--------------------------------------------------------------|-------------------|
| FineMark Money Market                                        | \$ 534,444        |
| Local government Surplus Trust Fund Investment Pool (Fund A) | 135,846           |
| <b><i>Total Investments</i></b>                              | <b>\$ 670,290</b> |
| <b>Total Reserves</b>                                        | <b>\$ 810,345</b> |

**SWFRPC INCOME STATEMENT  
COMPARED WITH BUDGET  
FOR THE ONE MONTH ENDING APRIL 30, 2016**

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|                                             | Current<br>Month  | Year to Date<br>A | FY 2015-2016<br>Approved Budget<br>B | FY 2015-2016<br>(March 2016)<br>Amended Budget | % Of Budget<br>Year to Date | Budget<br>Remaining |
|---------------------------------------------|-------------------|-------------------|--------------------------------------|------------------------------------------------|-----------------------------|---------------------|
| <b>REVENUES</b>                             |                   |                   |                                      |                                                |                             |                     |
| <b>LOCAL ASSESSMENTS</b>                    |                   |                   |                                      |                                                |                             |                     |
| CHARLOTTE COUNTY                            | \$ 12,335         | \$ 37,005         | \$ 49,340                            | \$ 49,340                                      | 75.00%                      | 12,335              |
| COLLIER COUNTY                              | 25,259            | 75,777            | 101,035                              | 101,035                                        | 75.00%                      | 25,258              |
| GLADES COUNTY                               | 964               | 2,892             | 3,856                                | 3,856                                          | 75.01%                      | 964                 |
| HENDRY COUNTY                               | 2,842             | 8,526             | 11,369                               | 11,369                                         | 75.00%                      | 2,843               |
| LEE COUNTY                                  | 37,153            | 113,718           | 157,647                              | 157,647                                        | 72.13%                      | 43,929              |
| CITY OF FORT MYERS                          | 5,208             | 15,623            | 20,831                               | 20,831                                         | 75.00%                      | 5,208               |
| TOWN OF FORT MYERS BEACH INC                | 469               | 1,407             | 1,875                                | 1,875                                          | 75.04%                      | 468                 |
| BONITA SPRINGS                              | 3,436             | 10,308            | 13,746                               | 13,746                                         | 74.99%                      | 3,438               |
| CITY OF SANIBEL                             | 487               | 1,461             | 1,947                                | 1,947                                          | 75.04%                      | 486                 |
| SARASOTA COUNTY                             | 29,036            | 87,108            | 116,142                              | 116,142                                        | 75.00%                      | 29,034              |
| <b>TOTAL LOCAL ASSESSMENTS</b>              | <b>\$ 117,189</b> | <b>\$ 353,825</b> | <b>\$ 477,787</b>                    | <b>\$ 477,787</b>                              | <b>74.05%</b>               | <b>\$ 123,963</b>   |
| <b>FEDERAL / STATE GRANTS</b>               |                   |                   |                                      |                                                |                             |                     |
| DEM -Title III - LEPC 15/16                 | \$ -              | \$ 24,596         | \$ 48,000                            | \$ 48,000                                      | 51.24%                      | \$ 23,404           |
| DEM-HMEP Planning 15/16                     | -                 | 12,385            | 22,000                               | 24,000                                         | 51.60%                      | 11,615              |
| FL CTD - Glades/Hendry TD 15/16             | -                 | 17,358            | 38,573                               | 38,573                                         | 45.00%                      | 21,215              |
| MARC - SOLAR READY                          | -                 | 11,031            | 6,000                                | 6,000                                          | 183.85%                     | (5,031)             |
| DEM - Collier Hazards                       | 4,362             | 8,724             | 9,693                                | 9,693                                          | 90.00%                      | 969                 |
| Economic Development Planning               | -                 | 31,500            | 63,000                               | 63,000                                         | 50.00%                      | 31,500              |
| FED- MARC - SM3 Data Collection             | -                 | 1,000             | -                                    | 1,000                                          | 100.00%                     | -                   |
| FED - MARC - Travel SR11                    | -                 | 380               | -                                    | 500                                            | 76.00%                      | 120                 |
| FED - EPA - Ecosystem Services              | 10,873            | 42,704            | -                                    | 174,071                                        | 24.53%                      | 131,367             |
| STATE- DEM HMEP TRAINING MOD 14/15          | -                 | 48,266            | -                                    | 48,266                                         | 100.00%                     | -                   |
| STATE -DEO Transportation MPO Rail          | 5,000             | 25,000            | -                                    | 39,000                                         | 64.10%                      | 14,000              |
| STATE-DEO MLK Revitalization                | 15,000            | 25,000            | -                                    | 30,000                                         | 83.33%                      | 5,000               |
| STATE-DEO Clewiston Main Street             | 15,000            | 20,000            | -                                    | 25,000                                         | 80.00%                      | 5,000               |
| DEM-HMEP Training 15/16                     | -                 | -                 | -                                    | 49,922                                         | 0.00%                       | 49,922              |
| <b>TOTAL FEDERAL / STATE GRANTS</b>         | <b>\$ 50,235</b>  | <b>\$ 267,944</b> | <b>\$ 187,266</b>                    | <b>\$ 557,025</b>                              | <b>48.10%</b>               | <b>\$ 289,081</b>   |
| <b>MISC. GRANTS / CONTRACTS/CONTRACTUAL</b> |                   |                   |                                      |                                                |                             |                     |
| City of Bonita Springs - Spring Creek       | \$ -              | \$ -              | \$ 30,000                            | \$ 30,000                                      | 0.00%                       | 30,000              |
| VISIT FLORIDA - MARKETING                   | -                 | -                 | 4,000                                | 4,000                                          | 0.00%                       | 4,000               |
| GLADES SQG                                  | -                 | -                 | 3,900                                | 3,900                                          | 0.00%                       | 3,900               |
| City of Punta Gorda - Mangrove Loss         | -                 | 23,250            | 32,250                               | 32,250                                         | 72.09%                      | 9,000               |
| Train the Trainers                          | -                 | -                 | -                                    | 10,000                                         | 0.00%                       | 10,000              |
| Tampa Bay Disaster Planning Guide           | 4,000             | 4,000             | -                                    | 4,000                                          | 100.00%                     | -                   |
| Collier County EDC - Data Research          | -                 | 1,200             | -                                    | 1,200                                          | 100.00%                     | -                   |
| Goodwheels Tech Assistance                  | -                 | 2,250             | -                                    | 2,250                                          | 100.00%                     | -                   |

|                                                        | Current<br>Month  | Year to Date<br>A | FY 2015-2016<br>Approved Budget<br>B | FY 2015-2016<br>(March 2016)<br>Amended Budget | % Of Budget<br>Year to Date | Budget<br>Remaining |
|--------------------------------------------------------|-------------------|-------------------|--------------------------------------|------------------------------------------------|-----------------------------|---------------------|
| Collier County EDC - USDA Grant                        | -                 | 3,000             | -                                    | 3,000                                          | 100.00%                     | -                   |
| <b>TOTAL MISC. GRANTS/CONTRACTS</b>                    | <b>\$ 4,000</b>   | <b>\$ 33,700</b>  | <b>\$ 70,150</b>                     | <b>\$ 90,600</b>                               | <b>37.20%</b>               | <b>\$ 56,900</b>    |
| <b>DRIS/NOPCS/MONITORING</b>                           |                   |                   |                                      |                                                |                             |                     |
| DRI MONITORING FEES                                    | \$ -              | \$ 1,000          | \$ -                                 | \$ -                                           |                             | \$ (1,000)          |
| DRIS/NOPCS INCOME                                      | 2,510             | 23,142            | 35,000                               | 35,000                                         | 66.12%                      | 11,858              |
| <b>TOTAL</b>                                           | <b>\$ 2,510</b>   | <b>\$ 24,142</b>  | <b>\$ 35,000</b>                     | <b>\$ 35,000</b>                               | <b>68.98%</b>               | <b>\$ 10,858</b>    |
| <b>Program Development (Unsecured Grants/Contract)</b> |                   |                   |                                      |                                                |                             |                     |
| *Program Development (Unsecured Grants/Contract)       |                   |                   | 100,000                              | -                                              |                             |                     |
| 2016 Brownfields Symposium                             | \$ 1,000          | \$ 1,000          | \$ -                                 |                                                | N/A                         | \$ (1,000)          |
| Charlotte County DEO TA Grant                          | \$ 500            | \$ 500            | \$ -                                 | \$ -                                           | n/a                         | \$ (500)            |
| <b>TOTAL PROGRAM DEVELOPMENT</b>                       | <b>\$ 1,500</b>   | <b>\$ 1,500</b>   | <b>\$ 100,000</b>                    | <b>\$ -</b>                                    | <b>N/A</b>                  | <b>\$ (1,500)</b>   |
| <b>OTHER REVENUE SOURCES</b>                           |                   |                   |                                      |                                                |                             |                     |
| ABM SPONSORSHIPS                                       | \$ -              | \$ -              | \$ -                                 | \$ -                                           | N/A                         | N/A                 |
| Misc. Income                                           | \$ -              | \$ 6,011          | \$ -                                 | \$ 4,872                                       | 123.38%                     | (1,139)             |
| INTEREST INCOME                                        | -                 | 322               | 1,500                                | 1,500                                          | 21.47%                      | 1,178               |
| Fund A Investment Income                               | -                 | 101               | -                                    | -                                              | N/A                         | (101)               |
| <b>TOTAL OTHER REVENUE SOURCES</b>                     | <b>\$ -</b>       | <b>\$ 6,434</b>   | <b>\$ 1,500</b>                      | <b>\$ 6,372</b>                                | <b>100.98%</b>              | <b>\$ 1,077</b>     |
| <i>Fund Balance</i>                                    | \$ -              | \$ -              | \$ 640,816                           | \$ -                                           |                             |                     |
| <i>Investments (4/21/16)</i>                           |                   |                   |                                      | \$ 670,290                                     |                             |                     |
| <b>TOTAL REVENUES</b>                                  | <b>\$ 175,434</b> | <b>\$ 687,545</b> | <b>\$ 1,512,519</b>                  | <b>\$ 1,837,074</b>                            |                             | <b>\$ 480,379</b>   |
| <b>EXPENSES</b>                                        |                   |                   |                                      |                                                |                             |                     |
| <b>PERSONNEL EXPENSES</b>                              |                   |                   |                                      |                                                |                             |                     |
| SALARIES EXPENSE                                       | \$ 37,453         | \$ 266,226        | \$ 487,098                           | \$ 541,301                                     | 49%                         | 275,075             |
| FICA EXPENSE                                           | 2,812             | 19,984            | 37,263                               | 41,410                                         | 48%                         | 21,426              |
| RETIREMENT EXPENSE                                     | 6,501             | 35,624            | 35,084                               | 60,084                                         | 59%                         | 24,460              |
| HEALTH INSURANCE EXPENSE                               | 4,977             | 38,362            | 79,799                               | 79,799                                         | 48%                         | 41,437              |
| WORKERS COMP. EXPENSE                                  | 108               | 794               | 3,687                                | 3,687                                          | 22%                         | 2,893               |
| UNEMPLOYMENT COMP. EXPENSE                             | -                 | -                 | -                                    | -                                              | n/a                         | 0                   |
| <b>TOTAL PERSONNEL EXPENSES</b>                        | <b>\$ 51,851</b>  | <b>\$ 360,990</b> | <b>\$ 642,931</b>                    | <b>\$ 726,281</b>                              | <b>50%</b>                  | <b>365,291</b>      |
| <b>OPERATIONAL EXPENSES</b>                            |                   |                   |                                      |                                                |                             |                     |
| CONSULTANTS                                            | \$ 15,133         | \$ 55,850         | \$ 33,100                            | \$ 73,660                                      | 76%                         | 17,810              |
| GRANT/CONSULTING EXPENSE                               | 13,200            | 61,355            | 18,100                               | 92,384                                         | 66%                         | 31,029              |
| AUDIT SERVICES EXPENSE                                 | 24,000            | 24,000            | 32,000                               | 30,000                                         | 80%                         | 6,000               |
| TRAVEL EXPENSE                                         | 2,809             | 24,839            | 12,960                               | 40,000                                         | 62%                         | 15,161              |
| TELEPHONE EXPENSE                                      | 195               | 2,581             | 5,100                                | 5,100                                          | 51%                         | 2,519               |
| POSTAGE / SHIPPING EXPENSE                             | 286               | 3,439             | 2,075                                | 4,975                                          | 69%                         | 1,536               |

|                                                        | Current<br>Month  | Year to Date<br>A   | FY 2015-2016<br>Approved Budget<br>B | FY 2015-2016<br>(March 2016)<br>Amended Budget | % Of Budget<br>Year to Date | Budget<br>Remaining |
|--------------------------------------------------------|-------------------|---------------------|--------------------------------------|------------------------------------------------|-----------------------------|---------------------|
| EQUIPMENT RENTAL EXPENSE                               | 422               | 3,895               | 7,335                                | 7,335                                          | 53%                         | 3,440               |
| INSURANCE EXPENSE                                      | 505               | 12,858              | 23,207                               | 17,207                                         | 75%                         | 4,349               |
| REPAIR/MAINT. EXPENSE                                  | -                 | 2,907               | 5,000                                | 5,000                                          | 58%                         | 2,093               |
| PRINTING/REPRODUCTION EXPENSE                          | 20                | 3,848               | 2,580                                | 8,571                                          | 45%                         | 4,723               |
| UTILITIES (ELEC, INTERNET, WATER, GAR)                 | (1,582)           | 7,934               | 21,500                               | 12,500                                         | 63%                         | 4,566               |
| ADVERTISING/LEGAL NOTICES EXP                          | 29                | 475                 | 2,750                                | 2,750                                          | 17%                         | 2,275               |
| OTHER MISC. EXPENSE                                    | -                 | 136                 | 2,150                                | 1,000                                          | 14%                         | 864                 |
| BANK SERVICE CHARGES                                   | 310               | 2,438               | 2,700                                | 2,200                                          | 111%                        | (238)               |
| OFFICE SUPPLIES EXPENSE                                | 321               | 2,644               | 4,000                                | 5,000                                          | 53%                         | 2,356               |
| COMPUTER RELATED EXPENSE                               | 517               | 15,845              | 22,969                               | 24,319                                         | 65%                         | 8,474               |
| DUES AND MEMBERSHIP                                    | -                 | 6,885               | 25,510                               | 25,510                                         | 27%                         | 18,625              |
| PUBLICATION EXPENSE                                    | -                 | -                   | 200                                  | 200                                            | 0%                          | 200                 |
| PROF. DEVELOP.                                         | -                 | 960                 | 3,000                                | 3,000                                          | 32%                         | 2,040               |
| MEETINGS/EVENTS EXPENSE                                | 1,971             | 3,782               | 1,250                                | 20,000                                         | 19%                         | 16,218              |
| MOVING EXPENSE                                         | 315               | 42,418              | -                                    | -                                              | N/A                         | (42,418)            |
| CAPITAL OUTLAY EXPENSE                                 | -                 | 4,351               | 5,000                                | 6,000                                          | 73%                         | 1,649               |
| CAPITAL OUTLAY - BUILDING                              | -                 | -                   | 4,000                                | 1,000                                          | 0%                          | 1,000               |
| LONG TERM DEBT                                         | -                 | 21,292              | 128,000                              | 21,292                                         | 100%                        | 0                   |
| LEASE LONG TERM                                        | 3,500             | 14,000              | -                                    | 31,500                                         | 44%                         | 17,500              |
| UNCOLLECTABLE RECEIVABLES                              | -                 | -                   | -                                    | -                                              | N/A                         | N/A                 |
| FUND BALANCE                                           |                   |                     | \$ 640,816                           |                                                |                             |                     |
| Investments (4/21/16)                                  |                   |                     |                                      | \$ 670,290                                     |                             |                     |
| <b>OPERATIONAL EXP.</b>                                | <b>\$ 61,951</b>  | <b>\$ 318,732</b>   | <b>\$ 1,005,302</b>                  | <b>\$ 1,110,793</b>                            | <b>32%</b>                  | <b>121,771</b>      |
| ALLOCATION FOR FRINGE/INDIRECT (CAPTURED BY GRANTS)    |                   |                     | \$ -                                 |                                                |                             |                     |
| UTILIZED RESERVE                                       |                   |                     | \$ (135,714)                         | \$ -                                           |                             |                     |
| <b>TOTAL OPERATIONAL EXP.</b>                          |                   |                     | <b>\$ 869,588</b>                    | <b>\$ 1,110,793</b>                            |                             |                     |
| <b>TOTAL CASH OUTLAY</b>                               | <b>\$ 113,802</b> | <b>\$ 679,722</b>   | <b>\$ 1,512,519</b>                  | <b>\$ 1,837,074</b>                            |                             |                     |
| <b>NET INCOME (LOSS) BEFORE OTHER INCOME/(EXPENSE)</b> | <b>\$ 61,632</b>  | <b>\$ 7,823</b>     |                                      |                                                |                             |                     |
| <b>OTHER INCOME/(EXPENSE)</b>                          |                   |                     |                                      |                                                |                             |                     |
| Depreciation Expense                                   | \$ -              | \$ (4,099)          |                                      |                                                |                             |                     |
| Gain/Loss on Disposition                               | \$ -              | \$ (287,272)        |                                      |                                                |                             |                     |
| <b>NET INCOME (LOSS) AFTER OTHER INCOME/(EXPENSE)</b>  | <b>\$ 61,632</b>  | <b>\$ (283,548)</b> |                                      |                                                |                             |                     |

SWFRPC  
Balance Sheet  
April 30, 2016

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ASSETS

|                                |    |                            |
|--------------------------------|----|----------------------------|
| Current Assets                 |    |                            |
| Cash - Bank of America Oper.   | \$ | 2,559.51                   |
| Cash - FL Local Gov't Pool     |    | 135,846.06                 |
| Cash - FineMark Oper.          |    | 137,294.56                 |
| Cash - FineMark MM             |    | 534,444.06                 |
| Petty Cash                     |    | 200.00                     |
| Accounts Receivable            |    | 121,681.64                 |
|                                |    | <hr/>                      |
| Total Current Assets           |    | 932,025.83                 |
| Property and Equipment         |    |                            |
| Property, Furniture & Equip    |    | 207,603.57                 |
| Accumulated Depreciation       |    | (190,530.93)               |
|                                |    | <hr/>                      |
| Total Property and Equipment   |    | 17,072.64                  |
| Other Assets                   |    |                            |
| Prepaid Expense                |    | (524.22)                   |
| AR - Unbilled                  |    | 12,667.96                  |
| Amount t.b.p. for L.T.L.-Leave |    | 45,923.44                  |
| FSA Deposit                    |    | 2,881.29                   |
| Rental Deposits                |    | 3,500.00                   |
| Amt t.b.p. for L.T.Debt-OPEP   |    | 63,441.00                  |
| Amount t.b.p. for L.T.Debt     |    | (410.03)                   |
|                                |    | <hr/>                      |
| Total Other Assets             |    | 127,479.44                 |
|                                |    | <hr/>                      |
| Total Assets                   | \$ | <u><u>1,076,577.91</u></u> |

LIABILITIES AND CAPITAL

|                                |    |            |
|--------------------------------|----|------------|
| Current Liabilities            |    |            |
| Deferred Income - EPA_3675     | \$ | 87,850.72  |
| Deferred Palmer XXIV_4097      |    | 26,540.92  |
| Deferred NorthPoint NOPC_5328  |    | 662.23     |
| Deferred Pelican Marsh_5329    |    | 987.72     |
| Deferred Palmer Ranch MDO_NOPC |    | 896.58     |
| Deferred Palmer Ranch IV 8-9   |    | 1,686.72   |
| Deferred Alico-3 Oaks_5334     |    | 1,186.72   |
| Deferred Venice NOPC_5335      |    | 1,186.72   |
| Deferred Commons NOPC_5337     |    | 2,000.00   |
| Deferred BRC Master NOPC_5338  |    | 1,918.14   |
| Deferred BRC Incr 1 NOPC_5339  |    | 1,918.14   |
| Deferred Tern Bay NOPC_5340    |    | 2,500.00   |
| FICA Taxes Payable             |    | 1,577.80   |
| Retirement Fund Payable        |    | 6,176.29   |
| Federal W/H Tax Payable        |    | 1,345.88   |
| United way Payable             |    | 96.00      |
| Deferred Compensation Payable  |    | (375.00)   |
| FSA Payable                    |    | (320.00)   |
| LEPC Contingency Fund          |    | 305.25     |
|                                |    | <hr/>      |
| Total Current Liabilities      |    | 138,140.83 |
| Long-Term Liabilities          |    |            |
| Accrued Annual Leave           |    | 45,923.44  |
| Long Term Debt - OPEB          |    | 63,441.00  |
|                                |    | <hr/>      |
| Total Long-Term Liabilities    |    | 109,364.44 |

Unaudited - For Management Purposes Only

SWFRPC  
Balance Sheet  
April 30, 2016

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|                               |                     |                        |
|-------------------------------|---------------------|------------------------|
| Total Liabilities             |                     | <u>247,505.27</u>      |
| Capital                       |                     |                        |
| Fund Balance-Unassigned       | 338,258.13          |                        |
| Fund Balance-Assigned         | 514,000.00          |                        |
| FB-Non-Spendable/Fixed Assets | 260,362.70          |                        |
| Net Income                    | <u>(283,548.19)</u> |                        |
| Total Capital                 |                     | <u>829,072.64</u>      |
| Total Liabilities & Capital   |                     | <u>\$ 1,076,577.91</u> |

# Agenda Item

11b

11b

Economic Development  
Committee

11b

# Agenda Item

11c

11c

Energy & Climate Committee

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# New Designation Program Will Recognize Community Efforts to Promote Solar Energy Adoption

## What is SolSmart?

SolSmart is a **new community designation program** designed to recognize more than 300 communities that have taken steps to make it easier for businesses and residents to go solar. Communities pursuing the SolSmart designation will be eligible for **no-cost technical assistance** from a team of national solar experts.

The SolSmart program aims to **reduce solar “soft costs,”** the non-hardware costs of going solar like **permitting, financing, and installation.** These costs are passed on to solar customers and can increase the time and money it takes to install a solar energy system.

The SolSmart designation program will provide **high-profile, national recognition** for communities that have made it cheaper and easier for solar customers to invest in solar energy. In addition, achieving designation will let solar companies know that a community is “open for business,” attracting new solar businesses and helping SolSmart communities share the economic development benefits attached to the solar industry.

## Who can participate?

Any city or county government in the United States can apply for designation and receive no-cost technical assistance. The SolSmart program is already working with communities in over 20 states and looks forward to working with cities and counties in all 50 states and D.C.



## Why participate?

### Stakeholder Benefits

- Reducing soft costs can **increase return on investment for solar customers.** Complex or poorly-defined local government policies and processes can add up to \$2,500 to the cost of going solar.
- Eliminating red tape and making approval processes more efficient can **save local governments time and money,** helping communities better manage constrained budgets and limited taxpayer resources.
- Improving local processes and policies for going solar can **improve business prospects for solar companies.** More than one-third of solar installation companies say they avoid serving communities because of permitting difficulties.

### Community Benefits

- **National recognition** on the SolSmart website, media campaign mentions, and other means.
- An **opportunity to receive awards** for exceeding basic program requirements and further distinguishing your community from its peers.
- The opportunity to host a SolSmart Advisor, a **fully-funded temporary staff** assigned to between 30-40 communities for up to six months.

Apply Now at [www.solsmart.org](http://www.solsmart.org)

# New Designation Program Will Recognize Community Efforts to Promote Solar Energy Adoption

## How can my community participate?

Any city or county, regardless of previous experience with solar energy, can apply for SolSmart designation. Once a community completes an intake form at [www.solsmart.org](http://www.solsmart.org), our team will review it to determine whether the community meets the criteria requirements for designation. Communities have the opportunity to receive one of three designation levels – Bronze, Silver, or Gold. Communities that do not meet the criteria for a Bronze designation, or those receiving Bronze or Silver, have the opportunity to receive no-cost technical assistance.



## SolSmart Advisors

Communities pursuing SolSmart designation have the opportunity to apply to host a SolSmart Advisor. SolSmart Advisors **are program-funded and trained staff that will work in a community or region for engagements lasting up to six months**. Advisors will evaluate local solar policies, procedures, and programs to develop action plans and apply proven best practices. Through these efforts, Advisors will assist communities in addressing soft costs and achieving SolSmart designation.

Interested communities need to apply to host a SolSmart Advisor. There will be a competitive selection process based on level of need, potential impact, project feasibility, long-term opportunities for Advisors, Early Adopter status, and a commitment to pursue designation. Communities have **two application periods – Spring 2016 and Summer 2017** – to apply for a SolSmart Advisor.

## About SolSmart

SolSmart is funded by the U.S. Department of Energy SunShot Initiative. A coalition of partner organizations are working together on SolSmart to offer a diverse array of expertise to communities to meet their needs. Team members have extensive experience and familiarity working with municipalities, solar installers, homebuilders, and more.

### Designation Program:

- International City/County Management Association (Lead), National Civic League, Home Innovation Research Labs, Meister Consultants Group, The Solar Foundation

### Technical Assistance:

- The Solar Foundation (Lead), National Renewable Energy Laboratory, Meister Consultants Group, National League of Cities, National Association of Counties, Solar Energy Industries Association, Electric Power Research Institute, Regulatory Assistance Project, Brooks Engineering



Apply Now at [www.solsmart.org](http://www.solsmart.org)

# Agenda Item

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Estero Bay Agency on Bay  
Management Committee

11d

## **Estero Bay Agency on Bay Management**

The regular meeting of the Estero Bay Agency on Bay Management was held on Monday, May 9, 2016 at the 9:30 AM at the SWFRPC offices. Minutes of the April 11, 2016 meeting were approved. Motion by Dr. Beever, Second by Ms. Blake.

The Vice-Chair and Secretary of the EBABM requested switching of positions so that the Vice-Chair would now be Dr. Demers and the Secretary will now be Ms. Whitehead. This was approved unanimously. Motion by Mr. Quasius and second by Dr. Beever.

Ms. Erin Rasnake presented on the new TMDL process and the methodology that is being used to determine TMDLs for Estero Bay and its watershed as well as other waters of Florida. The presentation was verbal. Related links to information presented can be found at the DEP TMDL homepage at <http://www.dep.state.fl.us/water/tmdl/index.htm> with interactive maps at <http://fdep.maps.arcgis.com/home/> .

In Old Business included the inactive EBABM members that provided no response to the EBABM indicating that they want to continue to be members; the planning for the Cela Tega and continued water quality issues from the Caloosahatchee River flows.

Emerging Issues included the Conservation 2020 referendum, the new sea grass mapping of the CHNEP, the sea grass die-off in Florida Bay, and the Spring Creek Study. Announcements included: the introduction of Fred Forbes to the EBABM as the new representative for the City of Bonita Springs, the advertisement of the position of director for the CHNEP, and upcoming meetings on a new water5 quality standard for protection of Human Health in Stuart, Orlando, and Tallahassee.

There were no public comments on items not on the agenda The next Meeting Time and Place, for EBABM is Monday, June 13, 2016 – 9:30 a. m. The next IAS Subcommittee Meeting is Monday- 1:30 PM, May 30, 2016 - 1:30 PM. Adjournment was at 11:16 A.M.

**Recommended Action: Information only.**

## MINUTES ESTERO BAY AGENCY ON BAY MANAGEMENT

Monday, April 11, 2016 – 9:30 AM.

SWFRPC Offices  
1926 Victoria Avenue  
Fort Myers, Florida

1. Call to Order – Mr. Daltry called the meeting to order at 9:35 AM.
2. Attendance- As usual attendance was taken from the sign in sheet:

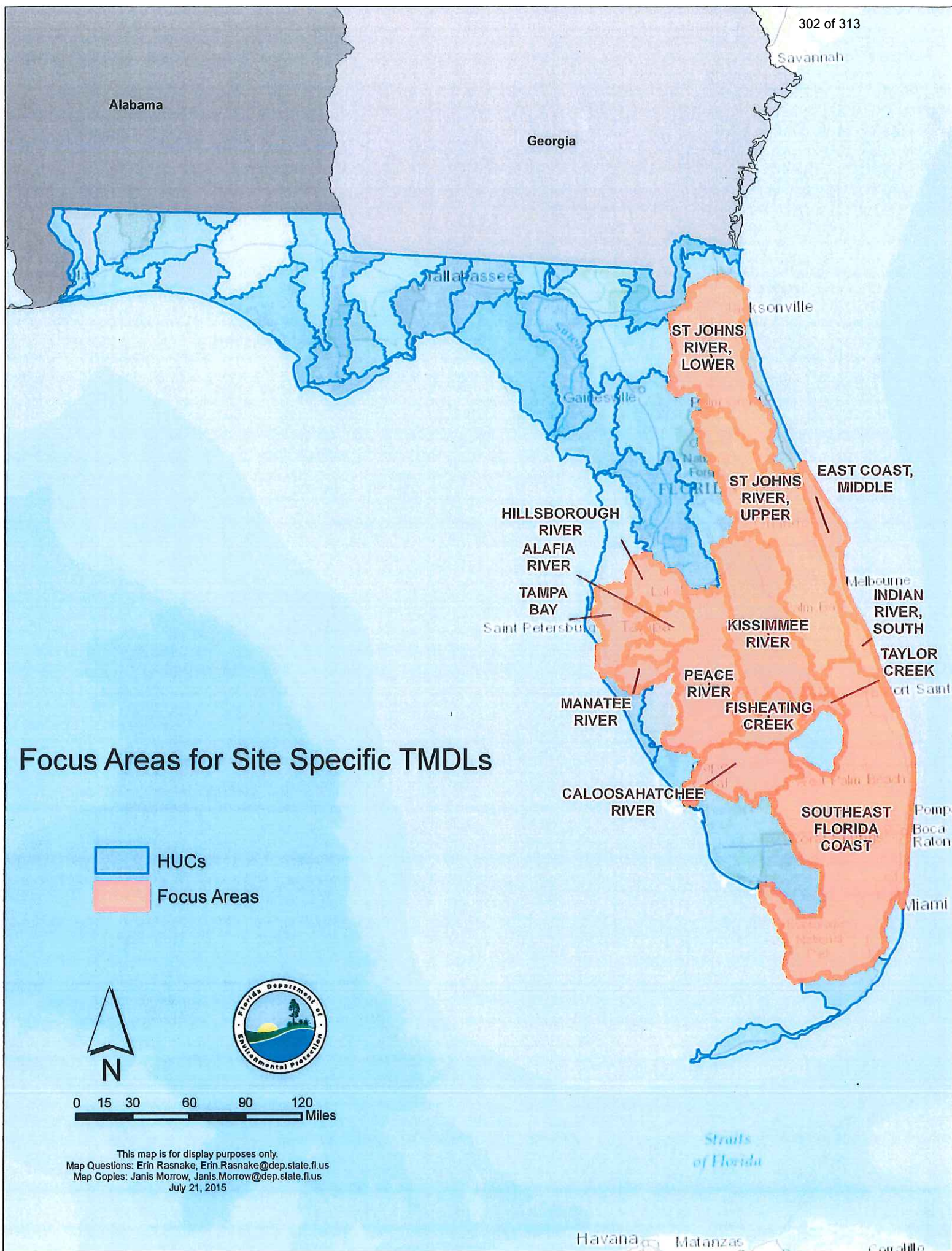
| NAME             | ORGANIZATION                             |
|------------------|------------------------------------------|
| Tom Babcock      | FMB                                      |
| Lisa Beever      | CHNEP                                    |
| Rae Blake        | Town of Fort Myers Beach                 |
| Brenda Brooks    | CREW                                     |
| Peter Cangialosi | ECCL                                     |
| Dave Ceilley     | Scientist                                |
| Marissa Carosso  | Conservancy of Southwest Florida         |
| Brad Cornell     | Audubon Florida                          |
| John Curtis      | Johnson Engineering                      |
| Nora Demers      | Happehatchee Center                      |
| Katy Errington   | Village of Estero                        |
| Win Everham      | FGCU                                     |
| Larry Kiker      | Lee County Board of County Commissioners |
| Lisa Kreiger     | Lee County                               |
| Laura Miller     | LWV                                      |
| Pete Quasius     | Audubon of SW FL                         |
| Heather Stafford | EBAP                                     |
| Patty Whitehead  | Bonita Lion's Club Green Team            |
| Kathryn Young    | Beach Area Civic Association             |

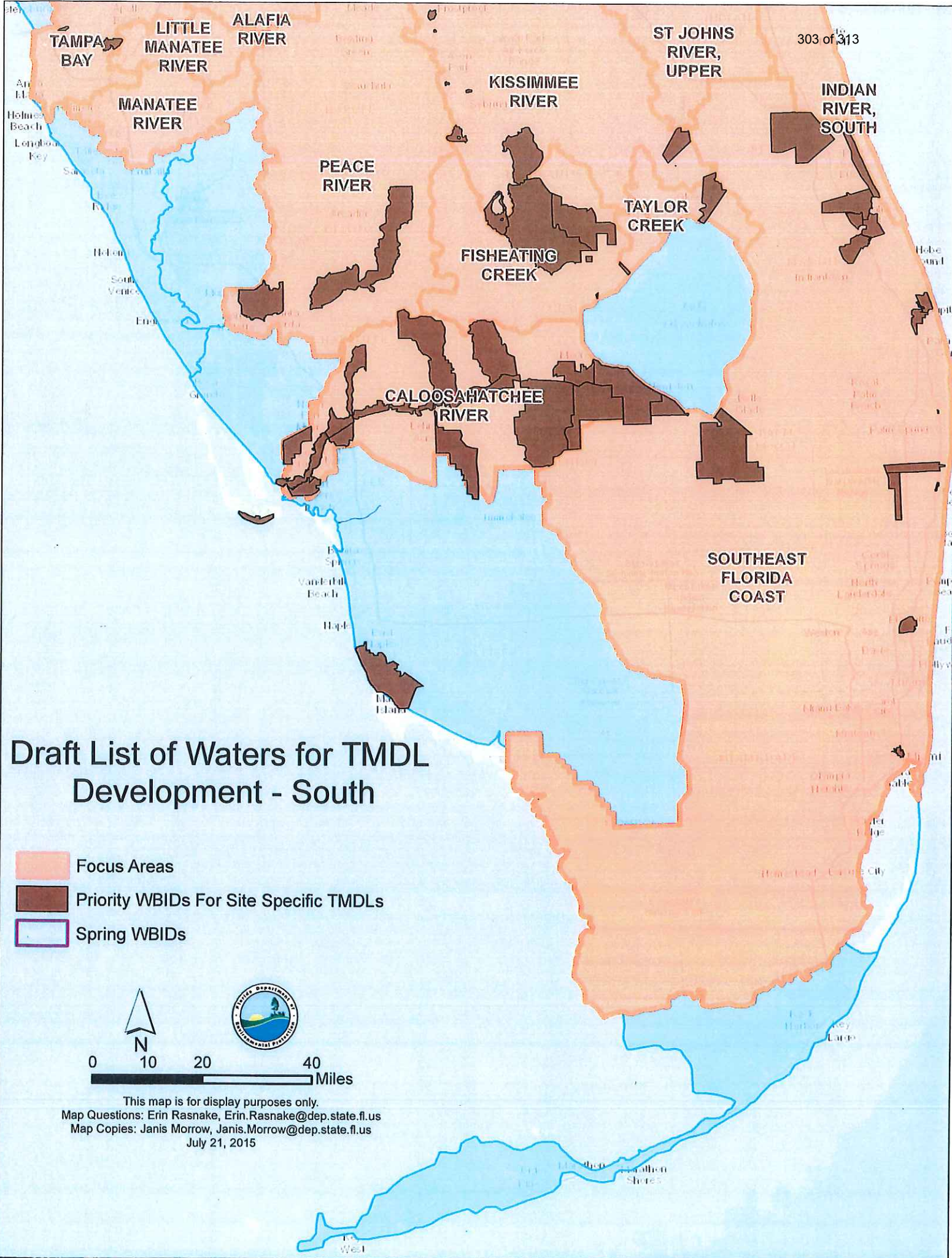
Staff in Attendance: Jim Beever  
Alterantes in attendance: Gary Nychyk,  
Visitors: Roland Ottolini

- 3) Minutes of the March 14, 2016 meeting were edited and then approved as edited. Motion by Ms. Whitehead, Second by Dr. Beever
- 4) Dr. Lisa Beever presented on the CHNEP Restoration targets. A copy of the presentation can be found at <http://www.swfrpc.org/abm.html>
- 5) Mr. Roland Ottolini presented on Lee County Natural Resources Projects. A copy of the presentation can be found at <http://www.swfrpc.org/abm.html>
- 6) In Old Business the inactive EBABM members that provided no response to the EBABM indicating that they want to continue to be members and would appoint a representative included USEPA, USFWS, SFWMD, and Friends of Six Mile Cypress Preserve will receive

their final letters. The City of Fort Myers will be receiving an initial letter on lack of attendance.

- 7) Emerging Issues included the Environmental Overlay for Bonita Springs and Lee County and Eden Oaks.
- 8) Announcements included: a meeting on April 23 at Lovers Key State Park at the wedding gazebo concerning shorebird nesting area protection; the FGCU Earth Day celebration will be on Tuesday 12, 2016; the Lee County Board of County Commissioners will discuss the C2020 referendum language at a April 19<sup>th</sup> afternoon work session 1:30 PM (agenda not yet posted). The BCC does not take public comment at work sessions – so the only opportunity to comment is at the end of the regular morning meeting at 9:30 AM on the 19<sup>th</sup>.
- 9) There were no public comments on items not on the agenda
- 10) Next Meeting Time and Place, for EBABM is Monday, May 9, 2016 – 9:30 a. m.
- 11) Next IAS Subcommittee Meeting: in Monday- 1:30 PM, April 25, 2016 - 1:30 PM
- 12) Adjournment was at 11:58 AM





## Draft List of Waters for TMDL Development - South

- Focus Areas
- Priority WBIDs For Site Specific TMDLs
- Spring WBIDs



0 10 20 40 Miles

This map is for display purposes only.  
Map Questions: Erin Rasnake, [Erin.Rasnake@dep.state.fl.us](mailto:Erin.Rasnake@dep.state.fl.us)  
Map Copies: Janis Morrow, [Janis.Morrow@dep.state.fl.us](mailto:Janis.Morrow@dep.state.fl.us)  
July 21, 2015



## Beach Restoration and Erosion Control

Beach Management Funding Assistance provides grants to local governments for planning and implementing beach and inlet management projects that address erosion and restore healthy beaches, protect upland structures and infrastructure, provide critical habitat for threatened and endangered species, provide recreational opportunities and support local economies through tourism. Annual funding varies year to year.

Activities eligible for funding:

- » beach restoration and nourishment
- » design and engineering studies
- » environmental studies and monitoring
- » inlet management planning
- » inlet sand bypassing
- » dune restoration and vegetation
- » beach erosion control

Projects must be accessible to the public, located within an area listed as critically eroded and be consistent with the state's Strategic Beach Management Plan.

Applications are due late summer each year for funding the following fiscal year.

Contact: [Alex.Reed@dep.state.fl.us](mailto:Alex.Reed@dep.state.fl.us) or 850-245-2980

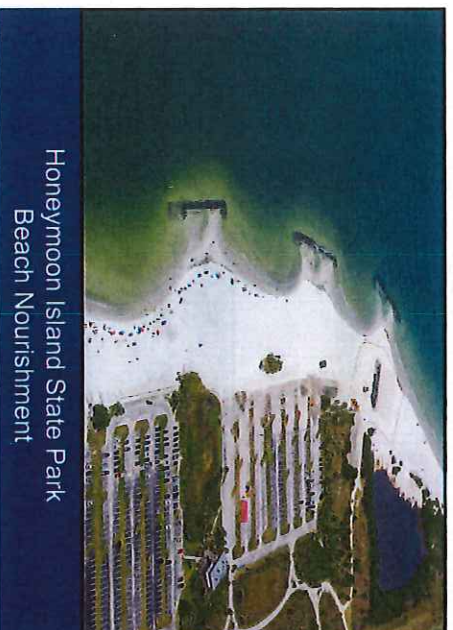
## Other Division Programs

The Nonmandatory Land Reclamation Program provides grants to land owners for reclamation of land mined for phosphate prior to 1975.

Contact: [Alex.Reed@dep.state.fl.us](mailto:Alex.Reed@dep.state.fl.us)

The Deepwater Horizon Program handles funds associated with the Deepwater Horizon Oil Spill.

Contact: [Phil.Coram@dep.state.fl.us](mailto:Phil.Coram@dep.state.fl.us) or [dep.state.fl.us/deepwaterhorizon](mailto:dep.state.fl.us/deepwaterhorizon)



Honeymoon Island State Park  
Beach Nourishment

## Division of Water Restoration Assistance





3900 Commonwealth Blvd., MS# 3600  
Tallahassee, FL 32399-3000  
Phone: 850-245-2836

Learn more about water restoration funding at [dep.state.fl.us/water/waterprojectfunding](http://dep.state.fl.us/water/waterprojectfunding).

# Funding Clean Water



Division of  
Water Restoration Assistance



**The Florida Department of Environmental Protection's Division of Water Restoration Assistance provides grants and loans to improve the quality and quantity of Florida's water resources. Funding is available in several areas.**

### **Drinking Water**

The Drinking Water State Revolving Fund provides low-interest loans to local governments and qualified utilities to plan, design and build, or upgrade drinking water systems. Discounted assistance and principal forgiveness is available for qualified communities. Interest rates on loans are typically 40 percent below market rates.

Applications are accepted year-round and are evaluated for funding throughout the year.

Contact: [Shanin.SpeasFrost@dep.state.fl.us](mailto:Shanin.SpeasFrost@dep.state.fl.us) or 850-245-2991

### **Stormwater and Wastewater**

The Clean Water State Revolving Fund is Florida's largest financial assistance program for water infrastructure. The fund provides low-interest loans to local governments to plan, design and build, or upgrade wastewater, reuse, stormwater and nonpoint source pollution prevention projects. Agricultural best management practices that benefit water quality may also qualify for funding. Interest rates on loans are below market rates and vary based on a community's economic means.

Small communities are eligible for principal forgiveness or grants for projects funded by a CWSRF loan if the community has a population of 10,000 people or fewer and per capita income levels below Florida's average. Projects must be associated with wastewater collection, transmission, treatment, reuse or disposal facilities.

Applications for loans and grants are accepted year-round and are evaluated for funding each August and quarterly thereafter as long as funds are available.

Contact: [Timothy.Banks@dep.state.fl.us](mailto:Timothy.Banks@dep.state.fl.us) or 850-245-2969

### **Nonpoint Source Pollution Prevention**

The Clean Water Act Section 319(h) Grant and the state Total Maximum Daily Load (TMDL) Water Quality Restoration Grant fund projects that reduce pollution from nonpoint sources and urban stormwater. Eligible projects include stormwater treatment, erosion and sediment control, and septic tank pollution abatement.

The Section 319(h) Grant funds projects or programs that benefit Florida's priority watersheds. Local sponsors must provide at least a 40-percent match or in-kind contribution. About \$5 million is received annually from EPA to fund projects.

Activities eligible for funding:

- » demonstration and evaluation of urban and agricultural best management practices
- » best management practices that reduce nonpoint source pollution
- » public education

TMDL Water Quality Restoration Grant funds are available through periodic legislative appropriations to DEP. The program funds stormwater projects that improve impaired waters.

Applications are accepted year-round and evaluated in March, July and November.

Contact: [Kathryn.Merchant@dep.state.fl.us](mailto:Kathryn.Merchant@dep.state.fl.us) or 850-245-2952



Clean Water State Revolving Fund provided loans for Miami-Dade South District Wastewater Treatment Plant.

## WHAT IS THE TIMELINE FOR GETTING FUNDS?

The process can be initiated upon request of a project sponsor at any time. However, the availability of funds is the greatest at the beginning of the State fiscal year. Additional priority list management meetings may be scheduled to obligate leftover funds. Potential SRF participants are encouraged to contact the program staff for further information.

## WHAT ARE THE STEPS IN OBTAINING A LOAN?

First, project information is provided on a **Request for Inclusion** form to establish the project sponsor, a project description, priority score, and estimated project cost. For preconstruction loans this is the only documentation required to be put on the Department's project priority list. If pursuing a construction loan, completion of a planning, design, permitting and site certification process is needed next. The Department will then add the project to its project priority list at a public hearing. Once it is placed on the fundable portion of the priority list for a preconstruction or construction loan a completed **Loan Application** form is sent to the SRF Program. Finally, a **Loan Agreement** drafted by the Department is executed by both parties to the loan. All forms are available on the Department's website at:

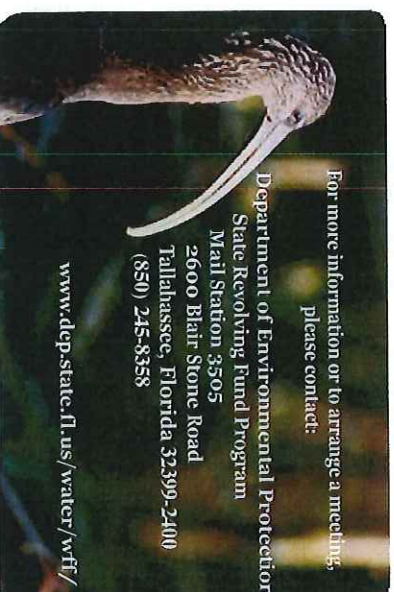
[www.dep.state.fl.us/water/wtf/wwwmanual.htm](http://www.dep.state.fl.us/water/wtf/wwwmanual.htm).

## ARE THERE FEES ASSOCIATED WITH THE SRF?

All loans are charged a loan service fee of 2%. The fee is based on actual project costs so you only get charged for what you actually use. There are no other fees!

## WHY SHOULD I BOTHER WITH THE SRF?

The program has been streamlined to make it easier to get funding and the SRF offers interest rates well below market rates. The value of the subsidy varies with the individual borrower's economic wellbeing which is measured by income, unemployment, and poverty. Generally, interest rates vary from 30% of the market rate for a financially disadvantaged community to 80% of the market rate for a more affluent community. Most communities qualify for rates below 60% of the market rate. In addition to excellent rates, all loans offer fixed rate financing for the principal amount of the loan and for the life of the loan.



For more information or to arrange a meeting, please contact:

Department of Environmental Protection  
State Revolving Fund Program  
Mail Station 3505  
2600 Blair Stone Road  
Tallahassee, Florida 32399-2400  
(850) 245-8358

[www.dep.state.fl.us/water/wtf/](http://www.dep.state.fl.us/water/wtf/)

## State Revolving Fund Program



### Water Pollution Control



City of Alachua  
Reclaimed  
Water



Miami-Dade  
High Level  
Disinfection



East County  
Water Control  
District  
Stormwater  
Facilities



Jacksonville  
Electric  
Authority  
Advanced  
Wastewater  
Treatment

## WHAT IS THE STATE REVOLVING FUND PROGRAM?

The Clean Water Act State Revolving Fund (SRF) Program provides low interest loans for water pollution control activities and facilities. Water pollution control can be divided into point source (a permit for discharge in an urban area is generally involved) and non-point source (stormwater runoff from agricultural operations is generally involved). The Clean Water SRF Program is distinct from the Safe Drinking Water Act SRF that provides funding for drinking water activities and facilities. The Clean Water SRF Program began in 1989 and over 3.6 billion dollars in loans have been made by the Department of Environmental Protection. The Program revolves in perpetuity using state and federal appropriations, loan repayments, investment earnings, and bond proceeds.

## WHAT KINDS OF PROJECTS ARE ELIGIBLE?

Projects eligible for SRF loans include wastewater management facilities, reclaimed wastewater reuse facilities, stormwater management facilities, widely accepted pollution control practices (sometimes called "best management practices") associated with agricultural stormwater runoff pollution control activities, brownfields associated with contamination of ground or surface waters and estuary protection activities and facilities.

## ARE LOANS LIMITED TO CONSTRUCTION FINANCING?

SRF loans are not limited to construction loans. Loans can also be made for the planning and engineering costs necessary for construction. Such loans are described as "preconstruction loans." Preconstruction loans are available for all eligible projects. This type of loan can provide a borrower with the upfront funding necessary to get a project off the ground. When a project involves the control of agricultural runoff, a loan also may be made for the costs associated with widely accepted pollution control practices that include technical services and the purchase of equipment. In summary, loans can be made for just about any activity associated with water pollution control.

## WHO IS ELIGIBLE FOR LOANS?

Eligibility is established in the federal Clean Water Act. Local governments such as municipalities, counties, authorities, special districts, and agencies thereof, are eligible for loans to control wastewater and stormwater pollution. Non-governmental parties (basically any entity that can repay a loan) are eligible for loans to control stormwater pollution related to agricultural operations.

## WHAT ASSISTANCE IS AVAILABLE FOR SMALL COMMUNITIES?

At the beginning of each year, small communities having populations of less than 20,000 are entitled to priority use of 15% of all loan funds. In addition, small communities qualify for loans from the unreserved 85% funds. All projects are prioritized for funding according to a system that favors small projects regardless of who the project sponsor is. Over the years, small communities have accounted for 30% of all loans.

## WHAT ARE THE LOAN TERMS?

Generally, loans are to be repaid over 20 years or the useful life of the project whichever is less. The loan repayment period can be extended to a maximum of 30 years or useful life of the project for projects to benefit a small community with a financial hardship. Preconstruction loans and loans for the costs associated with pollution control associated with agricultural runoff have shorter loan repayment periods (generally 10 years). The interest rate is below market. An interest rate write-down (subsidy) is available to both governmental and non-governmental borrowers. Once established, the rate does not change over the life of the loan. Repayment begins six months after project work is scheduled for completion. Payback consists of equal semiannual repayments. A dedicated revenue source to repay the loan is required. Excess revenue, debt service reserve and other loan security features may vary depending on the source and predictability of the pledged revenue.



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Legislative Affairs Committee

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Quality of Life & Safety  
Committee

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Regional Transportation  
Committee

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# --- Agenda --- Item

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Interlocal Agreement/Future  
of the SWFRPC Committee

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# Agenda Item

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Water Quality and Water  
Resources Management

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