



**Public Transit Advisory Committee  
Collier Area Transit  
Hybrid Meeting  
Collier Area Transit (CAT) Conference Room  
8300 Radio Road, Naples, Florida 34104  
July 12<sup>th</sup>, 2022  
1:30 p.m.**

**Agenda Packet**

- 1) Call to Order
- 2) Roll Call
- 3) Approval of Agenda
- 4) Approval of Minutes
  - a. April 19, 2022 Minutes
  - b. May 17, 2022 Minutes
  - c. June 21, 2022 Minutes
- 5) Committee Action
  - a. PTAC Member Attendance
- 6) Reports and Presentations
  - a. COA Changes for Season 2022
  - b. Recognition of Arthur E. Dobberstein
- 7) Member Comments
- 8) Public Comments
- 9) Next Meeting Date – August 16<sup>th</sup>, 2022, Collier County Museum Lecture Hall
- 10) Adjournment

Two or more members of the Board of County Commissioners may be present and may participate at the meeting. The subject matter of this meeting may be an item for discussion and action at a future BCC meeting.

Collier Area Transit operates in compliance with Federal Transit Administration, (FTA) program requirements and ensures that transit services are made available and equitably distributed and provides equal access and mobility to any person without regard to race, color, or national origin, disability, gender or age. Title VI of the *Civil Rights Act of 1964*; FTA Circular 4702.1A, "Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients.

Anyone who required an auxiliary aid or service for effective communication, or other reasonable accommodations in order to participate in this proceeding, should contact the Collier County Facilities Management Department located at 3335 Tamiami Trail East, Naples, Florida 34112 or 239-252-8380 as soon as possible, but no later than 48 hours before the scheduled event. Such reasonable accommodations will be provided at no cost to the individual.

## MINUTES OF THE PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

April 19, 2022 Naples, Florida,

LET IT BE REMEMBERED, the Public Transit Advisory Committee in and for the County of Collier, having conducted business herein, met on this date at 3:00 P.M. in REGULAR SESSION at Collier County Museum Lecture Hall, 3331 Tamiami Trail E, Naples, Florida with the following members present:

Chairman: John DiMarco, III  
Vice-Chairman: Peter Berry  
Devon Browne  
James Caton  
Sonja Lee Samek

ALSO PRESENT: Michelle Arnold, Director, Collier County PTNE  
Omar DeLeon, Public Transit Manager, Collier County PTNE  
Alexander Showalter, Senior Planner, Collier County PTNE  
Elena Ortiz Rosado, Events, Sales & Marketing, Collier County PTNE  
Jacob Stauffer, Transit Planner, MV Transportation  
Gene Vertus, Senior ITS Manager, MV Transportation

**1. Call to Order**

**Chairman DiMarco** called the meeting to order at 3:00 P.M.

**2. Roll Call**

Roll call was taken, and a quorum of five was established.

*Ms. Arnold reported James Bennett has resigned from The Public Transit Advisory Committee. The available seat will be advertised in accordance with County policy and applicants presented to the Committee for membership recommendation.*

**3. Approval of Agenda**

*Mr. Berry moved to approve the PTAC Agenda for April 19, 2022, as presented. Second by Ms. Samek. Carried unanimously 5 - 0.*

**4. Approval of Minutes**

**a. February 15, 2022**

*Ms. Samek moved to approve the minutes of the February 15, 2022, Public Transit Advisory Committee meeting as presented. Second by Mr. Berry. Carried unanimously 5 – 0.*

**5. Committee Action**

None

**6. Reports and Presentations**

**a. Technology Improvements**

**Mr. Vertus**, Senior ITS Manager, MV Transportation, presented the Executive Summary “*Technology Improvements*” and updated the Committee on technology enhancements, ongoing and completed, for Collier Area Transit (CAT).

Staff has researched and procured the best technology available to stay up to date with the latest Intelligent Transportation Systems (ITS).

Completed Projects

- Masabi Mobile Pay, August 2020, provides a safe, contactless fare option via smart phones with apps such as Google and Apple pay. In 2022, the app had 5,334 users in January, 5376 in February, and 6,258 in March.
- Wi-Fi connectivity, August 2020, provides riders opportunity on both fixed route and paratransit buses to safely connect and surf the web while traveling.
- Ecolane scheduling software, July 2021, a fully automated software solution that will schedule standard paratransit demand response trips.
- AngleTrax Surveillance Cameras, January 2022, live feed capability unified on board all buses.
- CAT Connect Mobile App, March 2022, a component of the Ecolane software, is a fully integrated system providing passengers flexibility to manage trips on-line, identify bus location details and utilize an account-based system called CAT Cash.

### Pending Projects

The Board of County Commissioners approved the contract with INEO dba Engie, on March 8, 2022, which will allow the replacement of the Avail Technologies Computer Aided Dispatch/Automatic Vehicle locator (CAD/AVL) system with a turnkey, industry ITS standard system.

### System enhancements include:

- Mobile Data Terminals (MDT) which allow single log-on for operators.
- Automatic Voice Annunciation System (AVA) for ADA compliance.
- Automated Passenger Counter (APC) for easy fare collection.
- Integration with Farebox (or Genfare) solution.
- Integration with Collier Area Transit (CAT) Mobile Ticketing system.
- On board infotainment system.
- Business intelligence tools for incident management.
- Fully operational schedule software.
- Integration with Traffic Signal Priority (TSP) to fully automate via the CAD/AVL system, utilizing the bus schedule and real time vehicle location (helps move buses when running late).

### Farebox Replacement Consideration

Replacement of the Farebox with the Genfare product is under negotiations. The newer Genfare system can provide passengers more effective ways to board and pay for fares.

Staff responded to Committee inquiries noting:

- Camera System application provides “Livestream” capability: The driver’s activation of the “panic button” alerts the dispatchers in the CAT office of the emergency. Monitors identify the exact bus and its location. Cameras are operational on buses and data is recorded for retention.
- Implementation of a Paratransit *Ecolane* Service APP went live on March 1, 2022. Notification to the public includes flyers on the paratransit buses and Facebook posts. With the app, passengers can book and cancel trips with their mobile phone or on-line and can prepay for trips with an account-based system called CAT Cash. A Cat Cash account can be set up with cash or check. Credit card payment will be implemented in Phase 2 of the project. A video will be published shortly to assist customers on the use of the application. *Chair DiMarco noted the application is working very well, all components are accessible and the “voice over” is a benefit which should be promoted in marketing the app.*
- Nine (9) percent of passengers are using the app. Traditional usage is five (5) to seven (7) percent. A smaller sign promoting the app, posted at bus stops, has been highly effective.
- Staff will review an incentive program (SunPass offers discounts and rebates to subscribers) for customers utilizing the app.
- The Transit app, a mobile app providing real-time public transit data, assists riders with trip planning.
- Masabi accepts Google and Apple Pay; additional forms of payment are under review.
- Consider advertisement of Wi-Fi availability on buses posted on Facebook.
- CAT collaborates with Traffic Operations on methods to reduce traffic accidents. *Mr. Caton offered to provide Staff information on a company which manufactures a vehicle protection alert device to deter accidents.*

**b. Off-Season Schedule Changes, Effective April 24, 2022**

**Mr. Stauffer**, Transit Planner, MV Transportation, presented the Executive Summary “*Off-Season Schedule Changes*” and updated the Committee on the service modifications being implemented for the off-season schedule change on April 24, 2022. Adjusting run times based on the actual run time data recorded on the buses were implemented. He noted:

Notable Route Timing Changes

- Route 22 has removed the last loop due to low ridership at the end of the day.
- Route 24 has included more time in each loop to allow drivers to maintain on-time performance, an additional fifth loop to Sunny Grove and the addition of a second bus.
- Route 25 has adjusted timing to improve connections with Routes 20 and 26.

Upgrades to Schedule Brochure

- Map graphics are enlarged for ease of timetable to timepoints comparison.
- Inbound and outbound portions of each loop are identified.
- A QR code is embedded on each page to direct the user to CAT’s mobile app.

The Committee discussed:

- QR bar code access and bus schedules are available at government facilities, the library, Chamber of Commerce, parks & recreation, and some area hotels.
- Additional facilities suggested for QR code access included sports complexes, hospitals, and Workforce Naples.
- Code usage data is not available yet for analyzing “best points” for information gathering.

**c. System Ridership March 2020-Present**

**Mr. Showalter**, Senior Planner, PTNE, presented executive summary “*YOY (Year Over Year) Route Performance*” to discuss changes in ridership over the past two years. He noted:

- Graph comparison data represents March 2020 – February 2021 (green bar), the beginning of the pandemic, and March 2021 to February 2022 (blue bar). The blue checkered bar represents route changes implemented.
- Monthly ridership consistently increased by month from March 2021 to February 2022.
- February 2022’s ridership was just shy of April 2020, demonstrating a good recovery.

Ridership by Route

- Route 24 posted a distinct increase in ridership resulting from the removal Route 18 service.
- Routes 22 and 23 ridership was consistent.
- Route 11 ridership increased significantly with the addition of two (2) buses all day.
- Route 26 ridership increased; consolidation of Routes 20 and 26 is planned for next season.

Recommendations from the COA are reinforced through the data showing low ridership in certain routes considered for consolidation and rerouting.

**7. Member Comments**

**Staff** addressed member inquiries:

- The live digital interactive Infotainment system, mentioned in the ITS report, is available on all buses. The menu provides information on routes, performance, etc.

- Kiosks at the Government Center offer digital advertising.
- Increasing student awareness of the apps is beneficial in planning transportation to school and events.
- Para transit is fully staffed. The Lighthouse notified Staff improved transportation is an asset for event attendance.
- Promotion of apps on social media should be encouraged.

CAT Promotional Events

In honor of Earth Day, ridership on CAT's fixed-route buses will be free on Saturday, April 23, 2022.

Arthur Dobberstein Board of County Commissioners Proclamation

**Ms. Arnold** noted a ceremony will be held to recognize the significant contribution Arthur Dobberstein made to the Public Transit Advisory Committee. Members will be notified of the event.

**8. Public Comments**

None

**9. Next Meeting Date**

May 17, 2022 - Collier County Museum, Lecture Hall, 3331 Tamiami Trail East, Naples, FL.

**10. Adjournment**

**There being no further business for the good of the County, the meeting was adjourned by order of the chair at 4:05 P.M.**

**Public Transit Advisory Committee**

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**John DiMarco III, Chairman**

These minutes approved by the Board/Committee on \_\_\_\_\_, 2022 as presented \_\_\_\_\_ or as amended \_\_\_\_\_.

## MINUTES OF THE PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

May 17, 2022 Naples, Florida,

LET IT BE REMEMBERED, the Public Transit Advisory Committee in and for the County of Collier, having conducted business herein, met on this date at 3:00 P.M. in REGULAR SESSION at Collier County Museum Lecture Hall, 3331 Tamiami Trail E, Naples, Florida with the following members present:

Chairman: John DiMarco, III  
Vice-Chairman: Peter Berry (ZOOM)  
Devon Browne (ZOOM)  
James Caton (ZOOM)  
Sonja Lee Samek (Excused)

ALSO PRESENT: Michelle Arnold, Director, Collier County PTNE  
Omar DeLeon, Public Transit Manager, Collier County PTNE  
Brandy Otero, Principal Planner, Collier County Museum  
Jacob Stauffer, Transit Planner, MV Transportation (ZOOM)

**1. Call to Order**

**Chairman DiMarco** called the meeting to order at 3:02 P.M.

**2. Roll Call**

Roll call was taken, and a quorum was not established.

*Ms. Arnold reported the Board of County Commissioners reappointed James Caton to the Public Transit Advisory Committee for a three- year term commencing April 12, 2022, and ending March 22, 2025.*

**3. Approval of Agenda**

**The Committee agreed to hold an informational meeting in accordance with the Agenda.**

**4. Approval of Minutes**

**a. April 19, 2022**

**Continued to the next meeting.**

**5. Committee Action**

**a. Fiscal Year 2022 TDP Annual Update**

**Mr. DeLeon** presented an Executive Summary “*Fiscal Year 2020 Transit Development Plan (TDP) Annual Update*” for consideration. The five-year planning document identifies recommendations and implementation strategies to achieve the goals and objectives of Collier Area Transit. He provided an overview of the update noting:

**Section 1: Overview**

- To receive State Block Grant Funds for system operations, each transit agency must develop a Transit Development Plan (TDP) Major Update every five (5) years and an Annual Progress Report for all other years.
- The deadline to submit all TDP updates to the Florida Department of Transportation (FDOT) for approval is September, 2022.
- Comments received will be included for the record that is communicated to the Board of County Commissioners for final approval before transmitting to FDOT. The Annual Progress Report:
  - Outlines the progress Collier Area Transit has made over the past year towards achieving the goals and objectives identified in the TDP Major Update, approved October 27, 2020, by the Board of County Commissioners and approved by FDOT on December 4, 2020.
  - Requires review through the Collier Area Transit Public Participation Plan process, which includes endorsement from the Public Transit Advisory Committee and a fifteen-day public comment period (commencing May 16, 2022, and expiring on May 30, 2022).

**Section 2: Previous Year’s Accomplishments**

This section provides a review of the past year’s implementation actions and describes improvements made since the last Annual Progress Report.

**Service Improvements**

- Collier County completed a Comprehensive Operation Analysis (COA) in July 2021.
- The COA set up a road map for improvements to the CAT system over the next few years.



- Significant changes were introduced during the first quarter of Fiscal Year 21/22.
- The changes were made to improve operational efficiencies resulting in steady growth in ridership for November 2021 through April 2022.

#### Additional Improvements

- Bus Shelter renovations.
- Paratransit software upgrades.
- Technology updates, benefitting customer service, efficiency, and safety, including sourcing an upgrade to the CAD/AVL System.
- Marketing programs to promote and educate the public about CAT's service.

### **Section 3: Revisions and Recommendations**

This section provides a review of the past year's accomplishments compared to the original implementation plan. The 2021-2030 Collier County Major TDP Update included a comprehensive list of activities leading up to the creation of an implementation plan guiding the County's development of services over a ten-year planning horizon.

With each annual update, an additional tenth year is added to the implementation plan. Collier County will actively pursue funding opportunities to implement recommendations from the 2021-2030 TDP.

### **Section 4: Goals, Objectives, and Policies**

The TDP contains seven goals, each designed with objectives and initiatives to meet the corresponding goal. The section includes a revised list of projects or services needed to meet the goals and objectives.

*Ms. Arnold noted:*

*Several of the goals, objectives and initiatives identified in the prior year plan are modified as they are repetitive and/or the targets no longer applicable or relevant.*

### **Section 5: Financial Plan**

This section provides the revised financial plan consisting of the capital and operating costs and revenues associated with maintaining the existing system and with the implementation of the 10-year *Needs Plan*. The format is a planning tool and does not represent a commitment of funding or incorporate adjustments for inflation.

#### **Next Steps**

- The Plan will be on the Board of County Commissioners Agenda for June 2022.
- Approval by the Public Transit Advisory Committee is required for submission to the BCC.
- Comments and suggestions by Committee members should be forwarded to Ms. Arnold or Mr. DeLeon prior to submission to the BCC.
- Public comments will be documented.
- The final Annual Progress Report must be submitted to the Florida Department of Transportation (FDOT) in September 2022.

***Chair DiMarco moved to endorse the Fiscal Year 2022 Annual Progress Report to the Transit Development Plan. Vice Chair Berry, Mr. Browne and Mr. Caton concurred.***

**6. Reports and Presentations**

None

**7. Member Comments**

**Ms. Arnold** noted the available seat on the Public Transit Advisory Committee will be advertised in accordance with County policy and applicants presented to the Committee for membership recommendation.

**Vice Chair Berry** suggested notifying the Naples branch of the Society of Human Resource Management (SHRM) of the vacancy.

**Vice Chair Berry** complimented Staff on the TDP report's comprehensive and professional presentation.

**8. Public Comments**

None

**9. Next Meeting Date**

June 21, 2022 - Collier County Museum Lecture Hall, 3331 Tamiami Trail East, Naples, FL.

**10. Adjournment**

**There being no further business for the good of the County, the meeting was adjourned by order of the chair at 3:20 P.M.**

**Public Transit Advisory Committee**

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**John DiMarco III, Chairman**

These minutes approved by the Board/Committee on \_\_\_\_\_, 2022 as presented \_\_\_\_\_ or as amended \_\_\_\_\_.

## MINUTES OF THE PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

June 21, 2022 Naples, Florida,

LET IT BE REMEMBERED, the Public Transit Advisory Committee in and for the County of Collier, having conducted business herein, met on this date at 3:00 P.M. in REGULAR SESSION at Collier County Museum Lecture Hall, 3331 Tamiami Trail E, Naples, Florida with the following members present:

Chairman:	John DiMarco, III
Vice-Chairman:	Peter Berry (ZOOM)
	Devon Browne (Excused)
	James Caton (Excused)
	Sonja Lee Samek
	Vacancy
	Vacancy

ALSO PRESENT: Michelle Arnold, Director, Collier County PTNE  
Omar DeLeon, Public Transit Manager, Collier County PTNE  
Brandy Otero, Principal Planner, Collier County Museum  
Alexander Showalter, Senior Planner, Collier County PTNE  
Jacob Stauffer, Transit Planner, MV Transportation  
Patrick Bernal, Applicant PTNE Advisory Committee  
Dewey Enderle, Applicant PTNE Advisory Committee  
Martin de St. Pierre, Applicant PTNE Advisory Committee

**1. Call to Order**

**Chairman DiMarco** called the meeting to order at 3:02 P.M.

**2. Roll Call**

Roll call was taken, and a quorum was not established.

**3. Approval of Agenda**

**The Committee agreed to hold an informational meeting in accordance with the Agenda.**

**4. Approval of Minutes**

**a. April 19, 2022**

**b. May 17, 2022**

**c. June 21, 2022**

**Continued to the next meeting.**

**5. Committee Action**

**a. New Membership Application**

**Mr. Showalter** reported there are two (2) advisory seats available on the Public Transit Advisory Committee (PTAC). The terms are for 4-years, and applications were received from Dewey Enderle, Patrick Anthony Bernal, and Martin de St. Pierre.

A Committee consensus recommending the appointment of two new members for the PTAC Advisory Committee is sought for submission to the Board of County Commissioners (BCC) for final approval.

**Mr. Enderle, Mr. Bernal, and Mr. de St. Pierre** addressed the Committee on their desires to be seated on the Committee.

Recommendation for Dewey Enderle

***Chair Di Marco recommended the Board of County Commissioners appoint Dewey Enderle to the Advisory Committee. Vice Chair Berry and Ms. Samek concurred.***

Recommendation for Patrick Bernal

***Chair DiMarco acknowledged Mr. Bernal would be an asset to the Committee and requested he be considered for a future open position on the Advisory Committee. Vice Chair Berry and Ms. Samek agreed.***

Recommendation for Martin de St. Pierre

***Chair DiMarco recommended the Board of County Commissioners appoint Mr. de St. Pierre to the PTNE Advisory Committee. Vice Chair Berry and Ms. Samek endorsed the recommendation.***

**b. Disadvantaged Business Enterprise Goal**

**Mr. DeLeon** presented an Executive Summary “*Disadvantage Business Enterprise (DBE) Goal FY23 to FY25*” for consideration. He provided an overview noting:

Conditions

- The Collier County Board of Commissioners receives Federal financial assistance from the Federal Transit Administration (FTA) and the Florida Department of Transportation (FDOT).
- As a condition of receiving the assistance the Board must comply with Title 49 of the Code of Federal Regulations (F.F.R.), part 26.
- The Board is required to have a DBE program to ensure DBE’s have an equal opportunity to receive and participate in FTA and DOT assisted contracts.

Goals

- Collier Area Transit (CAT) will re-establish its goal for FY23, FY24 and FY25 to conform to the three (3) year reevaluation period.
- Historical Collier County DBE participation data for FY 19, 20 and 21 was shown to have a median of 2.52% DBE participation.
- An adjusted figure was established utilizing median past participation figure and the base figure of 1.53%. The adjusted figure resulted in 2.03%.
- CAT will try to hire disadvantaged business for at least 2.03% of its contracts during the specific fiscal years.

Construction Projects

- Projects include renovation of bus stop shelters and improvements to benefit ADA standards.
- The transit facility at 8300 Radio Road has exceeded its useful life. Renovation must conform to the County building codes. Demolition and reconstruction of the building is under consideration.
- Security improvements to the Transfer station such as roll down gates are out for bid.

Public Workshops

- CAT hosted two (2) workshops on June 16, 2022, and June 23, 2022, to discuss the DBE Program, methodology for goal establishment and information on the solicitation process, including how to register and bid on projects.

Board Consideration

- The BCC will consider the proposed goal at their July 12, 2022, meeting prior to submission to FTA’s Civil Right Office for acceptance.

*Staff confirmed funds are available in the budget to finance the projects under consideration.*

**Chair DiMarco endorsed the Disadvantage Business Enterprise (DBE) plan and goal for Fiscal Years 2023, 2024, and 2025. Vice Chair Berry and Ms. Samek concurred.**

**6. Reports and Presentations**

**a. CAT KPI Dashboard & Heatmap**

**Mr. Showalter** presented an Executive Summary “*Key Performance Indicators*” for consideration. He provided an overview noting the purpose is to update the Committee on the goals and objectives selected in previous meetings, and present PTNE’s BI tool that can be used to monitor and evaluate services.

- Transit Staff previously presented five (5) goals, listed in the *Transit Development Plan (TDP) - Actionable Items*.

- As recommended by the Committee, Staff has created a tool than can consistently monitor selected criteria and compare current and past data.
- Data in the tool tracks ridership, boarding and alighting locations as a heat map, on-time performance, complaints, and accidents.
- The “heat map” generates live data and identifies “hot spots” providing Staff an opportunity to modify and/or change routes in season.
- The tool will identify data compared against an assigned goal and identify if designated goals are being met.

*Members requested the numerical information, which is internal not public, be published quarterly for their review.*

**7. Member Comments**

None

**8. Public Comments**

Nash Thayka, Manager for the residence hotel on Juliet Blvd off Immokalee Road, suggested addition, or relocation, of westbound bus stops on Immokalee Road to provide ridership easier access to work.

*Staff will research options, such as Park and Ride, to facilitate timely transportation to businesses.*

**9. Next Meeting Date**

July 12, 2022, 1:30 p.m. – 8300 Radio Road, Naples, FL. 34104

**10. Adjournment**

**There being no further business for the good of the County, the meeting was adjourned by order of the chair at 4:00 P.M.**

**Public Transit Advisory Committee**

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**John DiMarco III, Chairman**

These minutes approved by the Board/Committee on \_\_\_\_\_, 2022 as presented \_\_\_\_\_ or as amended \_\_\_\_\_.

**EXECUTIVE SUMMARY**  
**Committee Action**  
**Item 5a**  
**PTAC Member Attendance**

**Objective:**

To review attendance record to identify any members with low attendance.

**Considerations:**

As requested by the committee, staff has reviewed the past attendance records of the Public Transit Advisory Committee members for the current fiscal year along with the committee rules regarding attendance requirements. In-person attendance of at least four members at each committee meetings is required to obtain a quorum. All committee members are encouraged to attend all meetings in-person for the proper operation of the committee.

As shown on the attached attendance spreadsheet, there were several meetings held, without sufficient in-person attendance to have a quorum, allowing required actions to move forward without committee formal action. The findings from this presentation shall help guide the committee in determining what the next steps are towards a well-attended, functioning committee.


**Recommendation:**

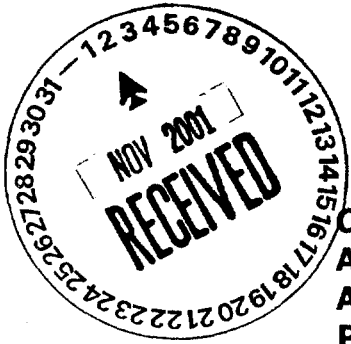
Committee reviews member attendance records and PTAC rules and act accordingly.

**Attachment:**

Ordinance 2001-055 – Creation of PTAC and bylaws.  
Member Attendance for Fiscal Year 2022

**Prepared by:**  **Date:** 7-8-2022  
Alexander Showalter, Senior Planner

**Approved by:**  **Date:** 7-8-2022  
Michelle Arnold, PTNE Division Director



ORDINANCE ESTABLISHING STANDARDS FOR CREATION AND REVIEW OF COUNTY BOARDS AND PROVIDING FOR A POLICY DECLARATION; PROVIDING DEFINITIONS; PROVIDING FOR CREATION OF NEW BOARDS; PROVIDING EXEMPTION; PROVIDING QUALIFICATIONS AND REQUIREMENTS FOR MEMBERSHIP; PROVIDING PROCESS OF APPOINTMENT; PROVIDING TERMS OF OFFICE; PROVIDING ATTENDANCE REQUIREMENT; PROVIDING SCHEDULE FOR REVIEW OF BOARDS; PROVIDING FOR REPEAL OF ORDINANCE NO. 86-41, AS AMENDED; PROVIDING FOR CONFLICT AND SEVERABILITY; PROVIDING FOR INCLUSION IN CODE OF LAWS AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, that:

**SECTION ONE: Policy Declaration.**

It is hereby declared to be the policy of the Board of County Commissioners of Collier County, Florida, to promote economy, efficiency and improve service in the transaction of the public business by County Boards. Nothing in this Ordinance shall be construed to prohibit or restrict the County Commission from amending or abolishing, at any time, any Board currently in existence or thereafter created.

**SECTION TWO: Definitions.**

The term "Board" is defined to include every agency, advisory board, regulatory board, quasi-judicial board, committee, task force or any other group created and funded in whole or in part by the Board of County Commissioners.

The term "Commission" is defined as the Board of County Commissioners of Collier County, Florida.

**SECTION THREE: Creation of New Boards.**

A. All Boards created after the effective date of this Ordinance shall be created by ordinance only, except for Ad-Hoc or Task Force Committees. Such ordinance shall set forth the Board's purpose; functions; powers; responsibilities; jurisdiction; membership requirements and restrictions; terms and conditions of appointment to and removal from the Board; and the specific staff support necessary to prepare an annual report, either oral or written, to be presented to the Commission.

B. Prior to the advertised public hearing held for the adoption of said ordinance, the County Manager shall submit to the Commission a report setting forth following information concerning the proposed new Board:

- 1) Whether the establishment of the board will create sufficient betterment to the community to justify the Commission's delegation of a portion of its authority.
- 2) Whether another Board, either public or private, already in existence, could serve, or is serving the same purpose.

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3) The costs, both direct and indirect, of establishing and maintaining the new Board.

4) Whether creation of the new Board is necessary to enable the County to obtain state or federal grants or other financing.

5) Whether the Board should have bonding authority.

6) Whether creation of a new Board is the best method to achieve the benefit desired.

**SECTION FOUR: Exemption to Ordinance Requirement: Ad Hoc Committees and Task Force Committees.**

The Commission may, by resolution, appoint an Ad-Hoc or Task Force Committee for a specific project, if the duration of the Committee does not exceed three (3) years duration. The resolution must set forth the duties and responsibilities of the Committee and contain language that automatically dissolves the Committee within the specified year from the date of adoption of the Committee members by the Commission.

**SECTION FIVE: Qualifications and Requirements for Membership on Boards.**

A. All members of County Boards shall be permanent residents and electors of Collier County and should be reputable and active in community service. The foregoing requirement may be exempted, however, if an ordinance creating a board specifies the need for membership outside Collier County's boundaries. In addition, all Board members should have demonstrated an interest in the activity or service, which is the purpose of the Board. The provisions of this paragraph may be exempted, however, if an ordinance creating a board specifies the need for membership outside Collier County's boundaries.

B. Any member of a County Board who ceases to be a resident of Collier County during his or her term of office shall immediately advise the Commission of such change in status. Upon such notice, the Commission shall declare the position to be vacant and shall promptly fill same pursuant to the provisions of Section Six, herein.

C. The Commission's primary consideration in appointing Board members shall be to provide the Board with the technical, professional, financial, business or administrative expertise necessary to effectively accomplish the Board's purpose. Categories of expertise referenced by County Boards' Ordinances as qualifications for Board membership are considered to be primarily directory and not mandatory.

D. No person shall serve on more than two County Boards simultaneously. If application is made for service on a third Board, the applicant must resign simultaneously from one of his or her current Board positions, or the application for a third Board shall be disqualified. This provision, however, may be waived to allow for service on additional Boards provided the Commission votes unanimously to waive such provision.

E. No member of any County Board shall become a candidate for an elective political office and continue to serve on such Board during his or her candidacy. Should any County Board member become a candidate for an elective political office, such

candidacy shall be deemed a tender of resignation from such Board and the Board shall immediately advise the Commission in writing of said resignation. The Commission shall deem the position vacant upon receipt of written notice of said resignation. The Board member shall not serve at any meetings after his or her position becomes vacant pursuant to this Ordinance.

F. The commencement of a legal challenge by a Board member as a plaintiff in a lawsuit against Collier County shall constitute a conflict of interest with Collier County and shall be deemed a tender of resignation from such Board. The County Board member's position shall automatically be considered vacant and the Commission shall promptly fill same pursuant to the provisions of Section Six, herein.

G. No member of any County Board, as defined herein, shall print or create, or have printed or created, or use or distribute any business or informational card depicting the County logo or in any way representing such Board member as a representative of Collier County or as a County Board member. The County Manager or his or her designee may, upon request and prior approval in writing, authorize the County Board members to obtain a County photo identification card identifying such members as a County advisory Board member.

#### **SECTION SIX: Process of Appointment.**

A. Vacancies occurring on any Board shall be publicized, but need not be advertised, in a publication of general circulation within the County, and vacancy notices are to be posted in the County libraries and the County Government Center.

B. Prior to making appointments to Boards, staff shall provide the Commission with a list outlining the qualifications and demographic background of each candidate for Board membership, along with a list detailing the qualifications and demographic backgrounds of present members seeking reappointment on each board to which an appointment is being made.

#### **SECTION SEVEN: Term of Office.**

A. Terms of office shall be staggered.

B. Terms of office for Board members shall be limited to two consecutive terms of service on any one Board; provided, however, that appointment of a Board member to an initial term of one year shall not be considered a "term of office" for purpose of the limitations set forth in this Section, and such members shall be entitled to serve two additional terms if so appointed.

C. Appointments to fill a vacancy for the remainder or balance of a term of office shall be considered a term of office for the purpose of the limitations set forth in Section Seven B, above, only if the remainder of the term to be served exceeds fifty percent (50%) of the full term.

D. By unanimous vote of the Commission, the limitations set forth in Section Seven B above may be waived.

E. Nothing set forth in this Section shall prohibit any individual from being reappointed to a Board after a hiatus of two (2) years.

F. All members of Boards created by the Commission shall serve at the pleasure of the Commission and may automatically be removed by a majority vote of the quorum of the Commission.

#### **SECTION EIGHT: Attendance Requirement.**

It is the intent and strong desire of the Commission that there be full attendance of advisory Board members at all meetings of the Boards, recognizing, however, that it may be necessary for Board members to be absent from a meeting due to unusual or emergency circumstances. Nevertheless, full attendance at Board meetings is encouraged and necessary for the proper operation of the Boards and in furtherance thereof the following requirements are established:

A. Any Board member who is absent for more than one-half of the Board's meetings in a given fiscal year shall be deemed to have tendered his or her resignation from such Board. The Commission shall, as soon as practicable after such resignation, declare the position to be vacant and shall promptly fill same pursuant to the provisions of Section Six herein. The Board members shall not serve at any meetings after his or her position is declared vacant by the Commission.

B. In the event that any Board member is absent from two consecutive meetings without a satisfactory excuse acceptable to the Board chairperson, the Board chairperson shall state such fact at the next regularly scheduled Board meeting and shall thereafter notify, in writing, the Executive Manager to the Commission of the Board member's failure to attend without a satisfactory excuse. The Commission shall review the Board chairperson's notification at the Commission meeting and shall declare the Board member's position to be vacant if the Commission concurs that the Board member was absent from two consecutive Board meetings without a satisfactory excuse, and shall promptly fill same pursuant to the provisions of Section Six herein. The Board member shall not serve at any meetings after his or her position is declared vacant.

C. A member of a Board shall be deemed absent from a meeting when he or she is not present during at least seventy five percent (75%) of the meeting.

#### **SECTION NINE: Review of Boards.**

Each Board shall be reviewed in the following manner:

A. All Boards shall be reviewed every four (4) years from the year the Board was first established.

B. The County Manager or his designee shall provide notice to the Board prior to its date of review. On or before January 15<sup>th</sup> of the year in which a Board is to be reviewed, its Chairperson shall submit to the County Manager a report setting forth the following information regarding the Board:

- 1.) Whether the Board is serving the purpose for which it was created.
- 2.) Whether the Board is adequately serving current community needs.
- 3.) A list of the Board's major accomplishments for the preceding twelve month period.

4.) Whether there is any other Board or agency, either public or private, which is serving or would better serve the purpose for which the Board was created.

5.) Whether the ordinance creating the Board should be amended to allow the board to more adequately serve the purpose for which it was created.

6.) Whether the Board's membership requirements should be modified.

7.) The cost, both direct and indirect, of maintaining the Board.

C. On or before February 15<sup>th</sup> of the year in which a Board is to be reviewed, the County Manager shall deliver to the Commission the report submitted by the Chairperson of each Board, pursuant to Section Nine (B) of this Ordinance, together with any recommendation or comments the County Manager may have. In order to assist the County Manager and the Commission in the evaluation of the Chairperson's report, the County Manager and Commission may review applicable minutes of meetings of the Boards. All Boards shall be required to forward the minutes of all Board meetings to the Commission in a timely manner.

D. During March of the year in which a Board is to be reviewed, the Chairperson shall make an oral presentation to the Commission. Said presentation shall be based upon the report submitted to the County Manager pursuant to Section Nine (B) of this Ordinance. At the conclusion of said oral presentation any Commissioner may request the formation of a subcommittee consisting of three (3) members of the Commission. Said subcommittee shall evaluate the Chairperson's report, the County Manager's recommendations and any other information it deems relevant to determine whether the Board shall continue in its present form. The subcommittee shall report to the Commission not later than within ninety (90) days after their initial meeting.

E. At the conclusion of this review process, the Commission shall determine whether to abolish, continue, consolidate or modify the Board for the ensuing four years.

#### **SECTION TEN: Repeal of Ordinance No. 86-41, As Amended.**

Collier County Ordinance No. 86-41, as amended by Ordinance No. 92-44, 98-46, and 2000-24, is hereby repealed in its entirety.

#### **SECTION ELEVEN: Conflict and Severability.**

In the event this Ordinance conflicts with any other ordinance of Collier County or other applicable law, the more restrictive shall apply. If any phrase or portion of the Ordinance is held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion.

#### **SECTION TWELVE: Inclusion in the Code of Laws and Ordinances.**

The provisions of this Ordinance shall become and be made a part of the Code of Laws and Ordinances of Collier County, Florida. The sections of the Ordinances may be renumbered or relettered to accomplish such, and the word "ordinance" may be changed to "section," "article," or any other appropriate word. All references in the

Code of Laws and Ordinances to Ordinance No. 86-41 and its amendments shall be changed to reflect the number assigned to this Ordinance.

**SECTION THIRTEEN: Effective Date.**

This Ordinance shall become effective upon receipt of notice from the Secretary of State that this Ordinance has been filed with the Secretary of State.

**PASSED AND DULY ADOPTED** by the Board of County Commissioners of Collier County, Florida this 23<sup>rd</sup> day of October, 2001.

ATTEST  
DWIGHT E. BROOK, Clerk

Attest as to Chairman's  
signature only.

By: Jeri Michael D.C.  
Deputy Clerk

BOARD OF COUNTY COMMISSIONERS,  
COLLIER COUNTY, FLORIDA.

By: James D. Carter  
JAMES D. CARTER, Ph.D., Chairman

Approved as to form  
and legal sufficiency:

David C. Weigel  
David C. Weigel  
County Attorney

h:public/kay/ordinances

This ordinance filed with the  
Secretary of State's Office the  
29<sup>th</sup> day of Oct., 2001  
and acknowledgement of that  
filing received this 2<sup>nd</sup> day  
of Nov., 2001.

By: Ellie Hoffman  
Deputy Clerk

STATE OF FLORIDA)

COUNTY OF COLLIER)

I, DWIGHT E. BROCK, Clerk of Courts in and for the Twentieth Judicial Circuit, Collier County, Florida, do hereby certify that the foregoing is a true copy of:

ORDINANCE NO. 2001-55

Which was adopted by the Board of County Commissioners on the 23rd day of October, 2001, during Regular Session.

WITNESS my hand and the official seal of the Board of County Commissioners of Collier County, Florida, this 24th day of October, 2001.

DWIGHT E. BROCK  
Clerk of Courts and Clerk  
Ex-officio to Board of  
County Commissioners

*Teri Michaels, D.C.*  
By: Teri Michaels,  
Deputy Clerk

2001 OCT 29 PM 4:35  
DEPARTMENT OF STATE  
TALLAHASSEE, FLORIDA

FILED

## PTAC Committee Member Attendance Log Fiscal Year 2022

<u>COMMITTEE MEMBER</u>	2021							2022				
	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>
James Bennett	x	x - zoom	<i>no mtg</i>	x - zoom	x	<i>no mtg</i>	<i>resigned</i>					
Peter Berry	x	x - zoom	<i>no mtg</i>	x - zoom	x	<i>no mtg</i>	x	x - zoom	x - zoom			
Devon Browne	x	x - zoom	<i>no mtg</i>	<i>excused</i>	x - zoom	<i>no mtg</i>	x	x - zoom	<i>excused</i>			
James Caton	<i>excused</i>	<i>excused</i>	<i>no mtg</i>	x - zoom	<i>excused</i>	<i>no mtg</i>	x	x - zoom	<i>excused</i>			
John DiMarco	x - zoom	x	<i>no mtg</i>	x - zoom	x	<i>no mtg</i>	x	x	x			
Arthur Dobberstein	<i>x</i>	x	<i>no mtg</i>	x	<i>resigned</i>							
Sonja Lee Samek	x - zoom	x - zoom	<i>no mtg</i>	<i>excused</i>	x	<i>no mtg</i>	x	<i>excused</i>	x			

7.8.22

**EXECUTIVE SUMMARY**  
**Reports and Presentations**  
**Item 6a**  
**Comprehensive Operations Analysis (COA) Changes for Season 2022**

**Objective:**

Review proposed COA service changes and actions towards completing these changes for the upcoming season in Fall 2022.

**Considerations:**

Collier County Public Transit and Neighborhood Enhancement hired Kimley Horn to work with staff on a Comprehensive Operations Analysis (COA). The COA completed a thorough analysis of the fixed-route service and provided recommendations designed to improve productivity and service efficiency. There are selected enhancements are on the agenda that staff is reviewing in hopes to implement this upcoming fall.

- Route 27 improvements – recommendation to divert the route off Collier Blvd to provide service along Immokalee Road to the new Big Corkscrew Island Regional Park. This change will be dependent on results from route timing and rider surveys.
- Route 19 and Route 28 – recommendation to analyze for consolidation of the routes to avoid duplicative service, while still providing a consistent route between Immokalee and Naples.
- Route 20 and Route 26 – recommendation to analyze for consolidation because they have similar service areas and low ridership. The merge of the two routes may improve consistency of service resulting in higher ridership along the adjusted path.
- Route 25 – recommendation to re-align a portion of route to US41 North instead of going north on Goodlette-Frank. The route would no longer service the CAT headquarters and would instead loop between the Walmart on Collier Blvd and the Pine Ridge and Goodlette-Frank intersection.

Staff will be surveying the riders and running simulated routes to time the practicality of the recommendations. If all the needed analysis cannot be completed within time to implement in the fall the improvements may be delayed to the Seeing of 2023.


**Recommendation:**

None

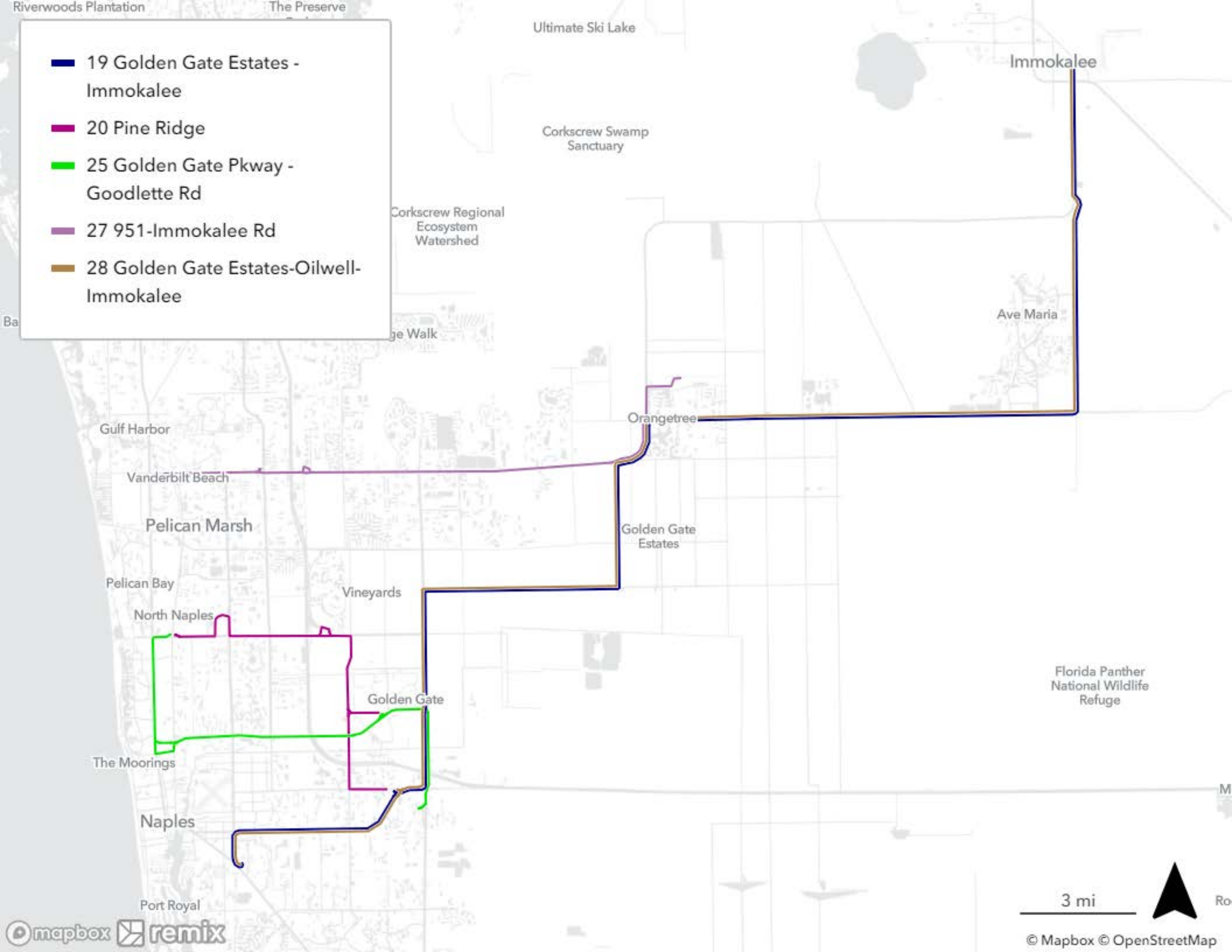
**Attachment:**

COA Proposed Season 2022 Changes  
Current Route Paths 2022

Prepared by:  Date: 7/8/2022  
Alexander Showalter, Senior Planner

Approved by:  Date: 7-8-2022  
Michelle Arnold, PTNE Division Director

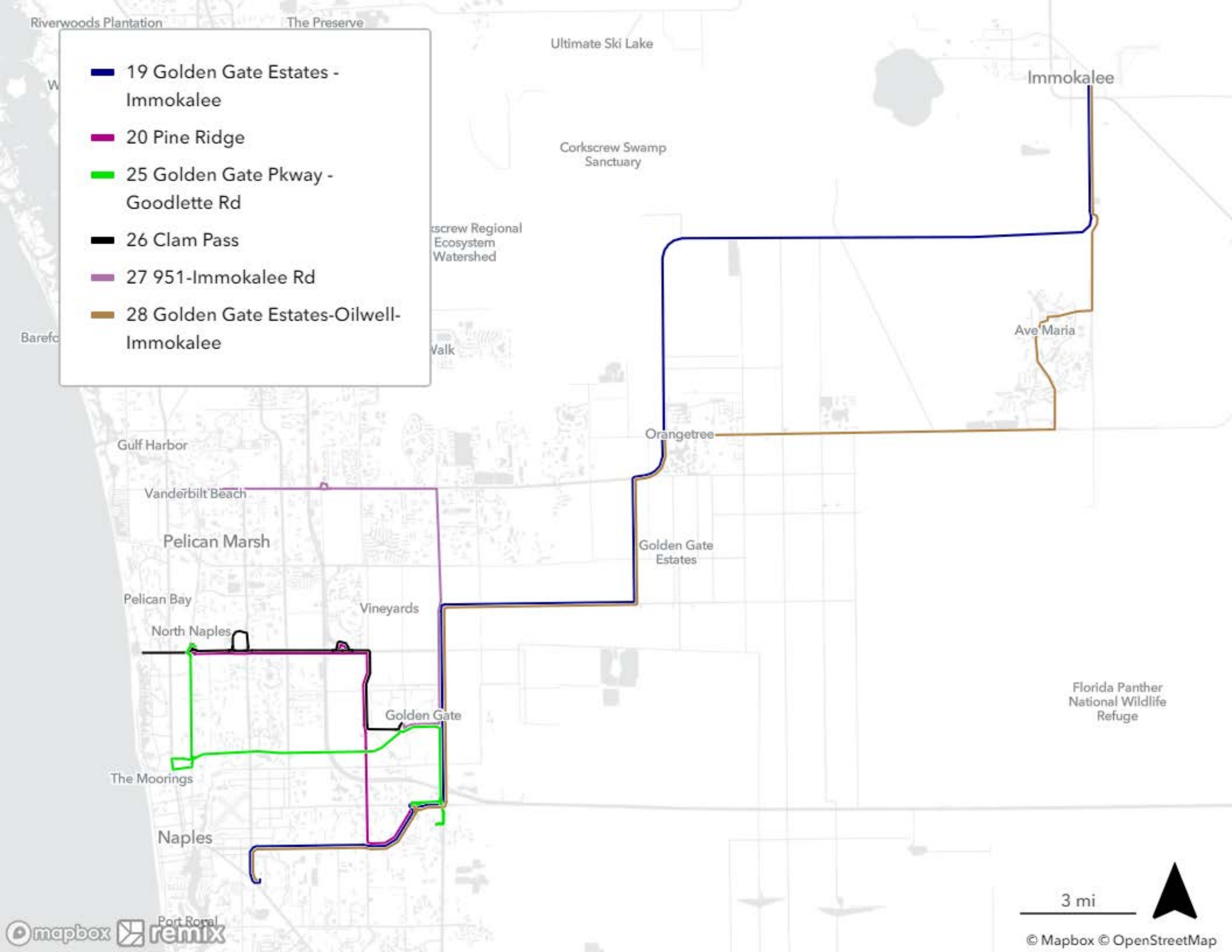




- 19 Golden Gate Estates - Immokalee
- 20 Pine Ridge
- 25 Golden Gate Pkway - Goodlette Rd
- 27 951-Immokalee Rd
- 28 Golden Gate Estates-Oilwell-Immokalee

3 mi





- 19 Golden Gate Estates - Immokalee
- 20 Pine Ridge
- 25 Golden Gate Pkway - Goodlette Rd
- 26 Clam Pass
- 27 951-Immokalee Rd
- 28 Golden Gate Estates-Oilwell-Immokalee

3 mi



**EXECUTIVE SUMMARY**  
**Reports and Presentations**  
**Item 6b**  
**Recognition of Arthur E. Dobberstein**

**Objective:**

To recognize Arthur E. Dobberstein's contributions to the Public Transit Advisory Committee and public transit in Collier County with a commemorative plaque.

**Considerations:**

As an active volunteer throughout Collier County, Arthur also chose to devote part of his time to the Public Transit Advisory Committee as a valued board member. With lifelong experience working with transit, he was committed to making his home in Collier a transit-friendly place to live. Art was especially proud of his contributions to the Public Transit Advisory Committee for 9 years, including serving as Chairman for 3 years.

Collier Area Transit would like to recognize Arthur's contributions to our agency by installing a commemorative plaque on a bench located at the Collier Area Transit headquarters on Radio Road.

**Recommendation:**

None

**Attachment:**

None

**Prepared by:**  **Date:** 7-8-2022  
Alexander Showalter, Senior Planner

**Approved by:**  **Date:** 7-8-2022  
Michelle Arnold, PTNE Division Director