Advisory Boards

Minutes and Records

November 29, 2025

11/29/2025

November 29, 2025

1. Affordable Housing Advisory Committee

1.A. Affordable Housing Advisory Committee- November 18, 2025 *(2025-4804)*

ATTACHMENTS

1. November 18, 2025 AHAC Public Notice
2. November 18, 2025 AHAC Agenda Packet-FINAL
3. September 18, 2025 AHAC Meeting Minutes- SIGNED
4. Sign-In and Public Speaker

2. All Terrain Vehicle Park Ad Hoc Committee

2.A. All Terrain Vehicle Park Ad Hoc Committee - No Meeting *(2025-4825)*

ATTACHMENTS

None

3. Animal Services Advisory Commitee

3.A. November 19, 2025, Domestic Animal Services Advisory Committee Meeting *(2025-4478)*

ATTACHMENTS

1. Notice of Public Meeting November 19, 2025
2. 4. 11.19.2025 DAS Advisory Committee Meeting Agenda
3. DAS Advisory Committee 11-19-2025 Meeting Packet
4. 5. a. DAS Advisory Committee 09.09.25 Workshop Meeting Signed Minutes
5. 5. b. DAS Advisory Committee 10.15.25 Meeting Signed Minutes
6. 11-19-2025 DAS Meeting Agenda Email page

4. Bayshore Beautification MSTU Advisory Committee

5. Bayshore/Gateway Triangle Local Redevelopment Adv Board

6. Black Affairs Advisory Board

7. Board of Building Adjustments and Appeals

8. Coastal Advisory Committee

9. CSRM Coastal Storm Risk Management Feasibility Study Advisory Committee

10. Code Enforcement Board

10.A Code Enforcement Advisory Board - November 21, 2025 *(2025-4863)*

.

ATTACHMENTS

1. November 21, 2025 Public Notice
2. November 21, 2025 CEB Agenda

11. Collier County Citizens Corps

12. Contractors Licensing Board

13. Comprehensive Watershed Improvement Program Committee

14. Development Services Advisory Committee

14.A Development Services Advisory Committee (DSAC) — October 01, 2025 *(2025-4696)*
.

ATTACHMENTS

1. DSAC 10-01-2025 FINAL Agenda Packet
2. DSAC 10.01.25 Meeting FINAL Minutes Signed
3. DSAC 10-01-25 Public Notice

15. Emergency Medical Authority

16. Floodplain Management Planning Committee

17. Forest Lakes Roadway and Drainage MSTU Advisory Committee

17.A Forest Lakes Roadway and Drainage MSTU Advisory Committee — November 4, 2025 *(2025-4851)*
.

ATTACHMENTS

1. 1028 Forest Lakes MSTU 1104
2. Agenda & Backup - Forest Lakes MSTU 11-04-25
3. Signed Minutes - Forest Lakes MSTU 10-07-25

18. Golden Gate Beautification MSTU Advisory Committee

18.A Golden Gate Beautification MSTU Advisory Committee — November 18, 2025 *(2025-4852)*
.

ATTACHMENTS

1. 1112 Golden Gate MSTU 1118
2. Agenda & Backup - Golden Gate MSTU 11-18-25

18.B Golden Gate Beautification MSTU Advisory Committee - November 24, 2025 *(2025-4853)*
.

ATTACHMENTS

1. 1120 Golden Gate MSTU 1124
2. Agenda & Backup - Golden Gate MSTU 11-24-25

19. Golden Gate Community Center Advisory Board

19.A Golden Gate Community Center Advisory Board - 11-03-2025 *(2025-4663)*
.

ATTACHMENTS

1. Advisory Board Minutes=10-06-2025-Signed
2. Advisory Board Agenda=11-3-2025
3. Golden Gate Community Center Advisory Board _ Collier County, FL

20. Golden Gate Estates Land Trust Committee

21. Golden Gate City Economic Development Zone Advisory Board

22. Haldeman Creek Dredging Maintenance MSTU Adv Committee

23. Historical/Archeological Preservation Board

24. Immokalee Community Redevelopment Advisory Board

24.A Immokalee Community Redevelopment Advisory Board — November 12, 2025 *(2025-4806)*
.

ATTACHMENTS

1. CRA Public Notice - 11.12.25
2. CRA Agenda - 11.12.25
3. CRA Minutes - 10.29.25

25. Infrastructure Surtax Citizen Oversight Committee (ad hoc)

26. Land Acquisition Advisory Committee

26.A CCLAAC Meeting 11-05-2025 *(2025-4691)*
.

ATTACHMENTS
None

27. Lely Golf Estates Beautification MSTU Advisory Committee

27.A Lely Golf Estates Beautification MSTU Advisory Committee — November 20, 2025 *(2025-4854)*
.

ATTACHMENTS

1. 1114 Lely MSTU 1120
2. Agenda & Backup - Lely MSTU 11-20-25
3. Signed Minutes - Lely MSTU 10-16-25

28. Library Advisory Board

28.A Library Advisory Board - November 19, 2025 *(2025-4818)*

.

ATTACHMENTS

1. Hybrid Remote LAB Meeting Notice_November 19 2025
2. LAB - AGENDA - Nov 19 2025_FINAL
3. Approved October 15 2025 LAB Meeting Minutes

29. Ochopee Fire Control District Advisory Committee

30. Parks and Recreation Advisory Board

30.A *Parks and Recreation Advisory Board 11-19-25* *(2025-4826)*

.

ATTACHMENTS

1. PARAB November 2025 Agenda
2. PARAB Minutes 10-15-2025 Signed
3. PARAB Minutes 09-17-2025 Signed
4. Collier County Parks & Recreation Advisory Board _ Collier County, FL

31. Pelican Bay Services Division Board

31.A Pelican Bay Sservices Division Board - Nov. 12, 2025 *(2025-4800)*

.

ATTACHMENTS

1. Pelican Bay Services Division Board Public Notice - Nov. 12, 2025
2. Pelican Bay Services Division Board Agenda Packet - Nov. 12, 2025
3. Pelican Bay Services Division Board Approved Minutes - Oct. 8, 2025

32. Productivity Committee

33. Public Art Committee

34. Public Safety Coordinating Council

35. Public Transit Advisory Committee

35.A Public Transit Advisory Committee - November 19, 2025 *(2025-4855)*

.

ATTACHMENTS

1. 1112 PTAC 1119
2. Agenda & Backup - PTAC 11-19-25
3. Signed Minutes - PTAC 09-17-25

36. Radio Road Beautification Advisory Committee

36.A Radio Road Beautification MSTU Advisory Committee — November 5, 2025 *(2025-4850)*

.

ATTACHMENTS

1. 1030 Radio Road MSTU 1105
2. Agenda & Backup - Radio Road MSTU 11-05-25

37. Rock Road MSTU

38. Tourist Development Council

39. Vanderbilt Beach Beautification MSTU Advisory Committee

39.A Vanderbilt Beach MSTU Advisory Committee — November 6, 2025 *(2025-4849)*

.

ATTACHMENTS

1. 1030 Vanderbilt Beach MSTU 1106
2. Agenda & Backup - Vanderbilt Beach MSTU 11-06-25
3. Signed Minutes - Vanderbilt Beach MSTU - 10-02-25

40. Vanderbilt Waterways MSTU

41. Water and Wastewater Authority

Collier County Government

Communications, Government & Public Affairs
3299 Tamiami Trail E., Suite 102
Naples, Florida 34112-5746

September 12, 2025

FOR IMMEDIATE RELEASE

Notice of Public Meeting
Affordable Housing Advisory Committee
Collier County, Florida

November 18, 2025
9:00 a.m.

Notice is hereby given that the **Affordable Housing Advisory Committee** will meet on **Tuesday, November 18, 2025,** at **9:00 a.m.** in Conference Room 609/610 located at 2800 North Horseshoe Dr., Naples, Florida.

About the public meeting:

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 Board of County Commissioners meeting.

Two or more members of the Collier County Planning Commission (CCPC) 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 CCPC meeting.

All interested parties are invited to attend, and to register to speak. All registered public speakers will be limited to three minutes unless changed by the chairman.

Collier County Ordinance No. 2004-05 requires that all lobbyists shall, before engaging in any lobbying activities (including, but not limited to, addressing the Board of County Commissioners, an advisory board or quasi-judicial board), register with the Clerk to the Board at the Board Minutes and Records Department.

Anyone who requires 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 Division, located at 3335 Tamiami Trail E., Suite 101, 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.

For more information, call Cormac Giblin at (239) 252-2460 or Priscilla Doria at (239) 252-2413.

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Collier County
Affordable Housing Advisory Committee
(AHAC)

AGENDA

Growth Management Community Development Department
Conference Rooms 609/610
2800 N. Horseshoe Dr., Naples, FL 34104

November 18, 2025, 9:00 AM

AHAC MEMBERS

Steve Hruby, Chair
Jennifer Faron, Vice Chair
Mary Waller, Member
Gary Hains, Member
Hannah Roberts, Member
Andrew Terhune, Member
Commissioner Dan Kowal, BCC Liaison
Arol Buntzman, Member
Todd Lyon, Member
Paul Shea, Member
Catherine Myers, Member
Bob Mulhere, Non-Voting Member

NOTE: ALL PERSONS WISHING TO SPEAK ON ANY AGENDA ITEM MUST REGISTER PRIOR TO SPEAKING. ALL REGISTERED SPEAKERS WILL RECEIVE UP TO THREE (3) MINUTES UNLESS THE TIME IS ADJUSTED BY THE CHAIRMAN. DURING COMMITTEE DISCUSSION, COMMITTEE MEMBERS MAY ASK DIRECT QUESTIONS TO INDIVIDUALS. PLEASE WAIT TO BE RECOGNIZED BY THE CHAIRMAN AND STATE YOUR NAME AND AFFILIATION FOR THE RECORD BEFORE COMMENTING.

IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS MEETING, YOU ARE ENTITLED, AT NO COST TO YOU, THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE COLLIER COUNTY FACILITIES MANAGEMENT DEPARTMENT. ASSISTED LISTENING DEVICES FOR THE HEARING IMPAIRED ARE AVAILABLE IN THE COUNTY COMMISSIONER'S OFFICE.

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

2. ROLL CALL OF COMMITTEE MEMBERS AND STAFF

a. Re-appointments – Hruby, Lyon, Farron
b. Excused Absences -Bob Mulhere

3. APPROVAL OF AGENDA AND MINUTES

a. Approval of today's agenda
b. Approval of September 16, 2025, meeting minutes

4. INFORMATIONAL ITEMS AND PRESENTATIONS

a. Immokalee Fair Housing Alliance development update (Arol Buntzman)
b. B2R2O Project Update (Michael Puchalla)
c. Ekos on Creekside (McDowell Partners-Scarlett Perez)
d. KaiCasa (Habitat for Humanity- Lisa Lefkow)
e. The Teale (Ryan Hyler)

5. PUBLIC COMMENT

a. Persons wishing to speak must register prior to speaking. All registered speakers will receive up to three (3) minutes unless the time is adjusted by the Chairman.

6. DISCUSSION ITEMS

a. Update on Annual Compliance Monitoring of Developer PUD Commitments (Kristi Sonntag/Don Luciano)
b. County Surplus Land (S. Harrington)
c. 2025 SHIP Incentive Strategies Report (C. Giblin/S. Harrington)

7. STAFF AND COMMITTEE GENERAL COMMUNICATIONS

a. Board updates

8. NEW BUSINESS

9. ADJOURN

10. NEXT AHAC MEETING DATE AND LOCATION: January 20, 2026, at 9:00 AM Conference Room 609/610 - Growth Management Community Development Department

MEETING MINUTES OF THE COLLIER COUNTY AFFORDABLE HOUSING ADVISORY COMMITTEE

Naples, Florida

September 16, 2025

LET IT BE REMEMBERED, the Collier County Affordable Housing Advisory Committee, in and for the County of Collier, having conducted business herein, met on this date at 9 a.m. in REGULAR SESSION at the Collier County Growth Management Department building, Conference Room #609/610, 2800 North Horseshoe Drive, Naples, Florida, 34104 with the following members present:

Chairman: Stephen Hruby
Vice chairman: Jennifer Faron
Mary Waller
Gary Hains
Hannah Roberts (Excused Absence)
Andrew Terhune (Virtual Attendance)
Arol Buntzman
Todd Lyon (Excused Absence)
Paul Shea
Catherine Myers
Dan Kowal, BCC
Bob Mulhere (Excused Absence)

County Staff Members Present:
Cormac Giblin, Director, Housing Policy & Economic Development
Sarah Harrington, Manager- Planning, Housing Policy & Economic Development
Priscilla Doria, Ops Support Specialist II, Housing Policy & Economic Development
Kristi Sonntag, Director, Community & Human Services Division
Lisa Carr, Supervisor- Grants, Community & Human Services Division
Mike Bosi, Director, Planning & Zoning Division
Heidi Ashton, Managing Assistant County Attorney, County Attorney's Office
Courtney DaSilva, Assistant County Attorney, County Attorney's Office

Any persons in need of a verbatim record of the meeting may request a copy of the audio recording from the Collier County Growth Management Department.

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE**
   Meeting called to order at 9 a.m.

2. **ROLL CALL OF COMMITTEE MEMBERS AND STAFF**
   - Todd Lyon- Excused absence
   - Bill Mulhere – Excused absence
   - Hannah Roberts – Excused absence
   - Andrew Terhune – In attendance via virtual participation

   Roll called and a quorum established.

3. **APPROVAL OF AGENDA AND MINUTES**
   A. **Approval of today's agenda**
      - Chairman Hruby made a motion to approve the agenda.
      - The committee approved the agenda with no changes. Motion passed unanimously.

   B. **Approval of July 15, 2025, meeting minutes**
      Chairman Hruby made a motion to approve the July 15, 2025, meeting minutes. Minutes approved as presented and motion passed unanimously.

4. **INFORMATIONAL ITEMS AND PRESENTATIONS**
   A. **Greenfield Partners – Workforce Housing (Gene Gorab/Matt Lewis)**
      - Greenfield Partners would like to introduce themselves to the AHAC. They focus on workforce housing, targeting essential workers and collaborating with employers for housing solutions.

   B. **2025 Housing Demand Model (S. Harrington/C. Giblin)**
      - Report represents number of cost burdened households, yearly population growth, existing available supply, and units needed yearly by income level.
      - 3,176 – Remaining Affordable Units needed (Yearly)
      - Housing Demand Model is updated annually as an internal planning tool to show the significant deficit of affordable units in the county, particularly for low-income households.

      [Questions and comments by committee members continued]

C. July 2025 Apartment Survey (Lisa Carr)

- Lisa Carr, Supervisor- Grants, presented the July apartment survey.
- Survey reflects all apartment complexes in Naples and Immokalee to include address, phone number, bedroom rates for 1-2-3 bedrooms, total units in development, and total available units by July 1, 2025.

5. PUBLIC COMMENT

- Alex Ballina, President, Florida Development Building Group, LLC (FDBG)
  - Developer with focus on workforce housing projects has a property located at 1465 Golden Gate Parkway that could benefit from Live Local.
  - Mr. Ballina would like to know the county's policy and process in the application of Live Local as it applies to the maximum density allowed.
  - Requests help and support of the committee to work with the County to address the maximum density allowed under the Live Local Act.

6. DISCUSSION ITEMS

A. 2025 Local Government Area Local Government Area of Opportunity (LGAO) review and selection

The committee heard presentations by representatives of both LGAO applications, followed by a question-and-answer session for each applicant respectively.

McDowell Housing Partners, presented by Scarlett Perez, Director of Development

- Project Name: Ekos Old 41
- Location: Naples- North Naples
- Number of units proposed: 80 (12 @ 30%AMI; 32 units @ 60% AMI; 36 Units @ 70% AMI)
- Estimated completion Date: Fall 2028
- Multi-Family Developer all over the state of Florida
- Three active developments in Collier and 100% occupied and two developments in the pipeline.
- Proposed development qualifies for Live Local

Rural Neighborhoods, presented by Steven Kirk, President

- Project Name: Renaissance Hall Senior Living, LLLP
- Location: Naples- Golden Gate City

- Number of units proposed: 100 (15 @ 30%AMI; 35 units @ 50% AMI; 4 units @ 60% AMI; 44 Units @ 70% AMI; 2 units @ 80% AMI)
- Estimated completion Date: December 2027
- Developer has extensive experience, developing 2,700 units across Florida.
- Eight current projects in Collier County totaling 340 rental units
- Proposed project has community support and complies with environmental regulations.
- Emphasizes self-management to ensure quality living conditions for residents.

The Committee deliberated and selected Rural Neighborhoods, Renaissance Hall Senior Living project as the LGAO recipient. Motion passed unanimously.

B. AHAC Member Terms Expiring: Review Applications & Vote

- The committee reviewed the six applicants for the three terms expiring on October 1, 2025.
    1. Stephen J. Hruby, current member (Chairman)
    2. Jennifer L. Faron, current member (Vice Chair)
    3. Todd Lyon, current member
    4. Althea M. Irving
    5. Kristin Reagan
    6. Taneisha Rodriguez
- Mr. Giblin read out loud a letter prepared by Mr. Lyon expressing his interest in continuing serving on the committee.
- Stephen Hruby and Jennifer Faron provided individual statements as to their interest to continue serving on the committee.
- Taneisha Rodgriguez was in attendance and given the opportunity to address the committee to provide an introduction, background, and interest in serving on the committee.
- The committee members deliberated and unanimously agreed to re-elect Stephen Hruby, Jennifer Faron, and Todd Lyon for a new term period.
- Final Board approval will be made at an upcoming Board meeting.

C. 2025 SHIP Incentive Strategies Report (S. Harrington)

- The final draft 2025 SHIP Incentive Strategies Report was reviewed for final acceptance by the committee. Motion to accept the final report with no other changes passed unanimously.

- Staff will present the report for final Board approval at an upcoming Board of County Commission meeting and submit report to the State.

7. STAFF AND COMMITTEE GENERAL COMMUNICATIONS

A. June/July 2025 Affordable Housing Website Analytics (Kristi Sonntag)

- Analytic Report issued by Quest to reflect website views and where traffic is originating from.
  - 2,941 – views in June 2025 (919 page views from google)
  - 4,610 – views in July 2025 (1,231 page views from google)

8. NEW BUSINESS

9. ADJOURN

Meeting adjourned at 10:58 a.m.

10. NEXT MEETING DATE AND LOCATION:

November 18, 2025, at 9:00 A.M in Conference Room 609/610- Growth Management Community Development Department

COLLIER COUNTY AFFORDABLE HOUSING ADVISORY COMMITTEE

_____

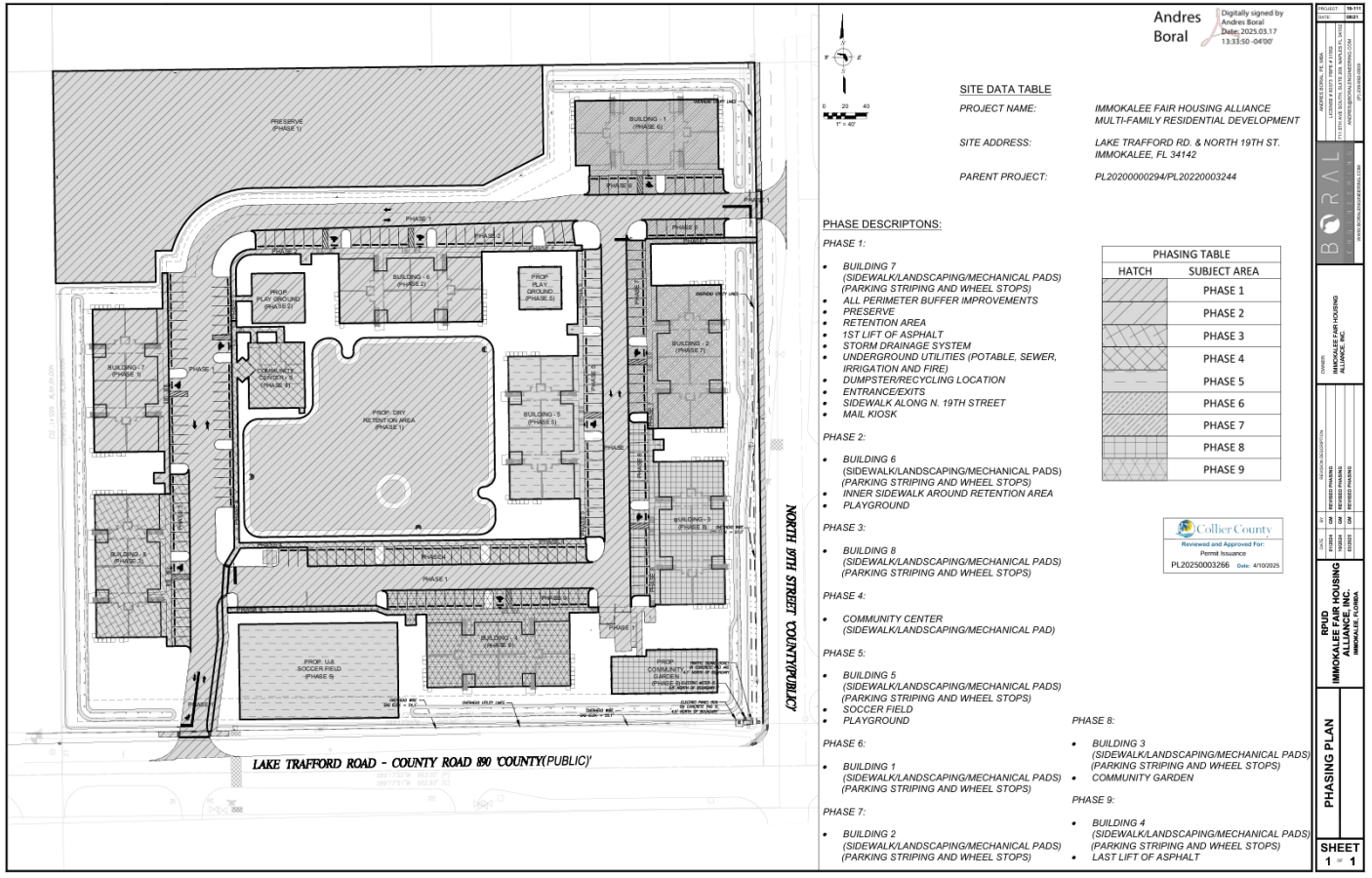
Stephen Hruby, Chairman

These minutes were approved by the committee on _____,

as presented _____, *or as amended* _____.

11.18.2025 Update

IMMOKALEE FAIR HOUSING ALLIANCE, INC.



Building #7

IMMOKALEE FAIR HOUSING ALLIANCE, INC.



Playground #1

IMMOKALEE FAIR HOUSING ALLIANCE, INC.



Playground #1

IMMOKALEE FAIR HOUSING ALLIANCE, INC.





Building #6

IMMOKALEE FAIR HOUSING ALLIANCE, INC.



Building #8

IMMOKALEE FAIR HOUSING ALLIANCE, INC.



Community Center

IMMOKALEE FAIR HOUSING ALLIANCE, INC.



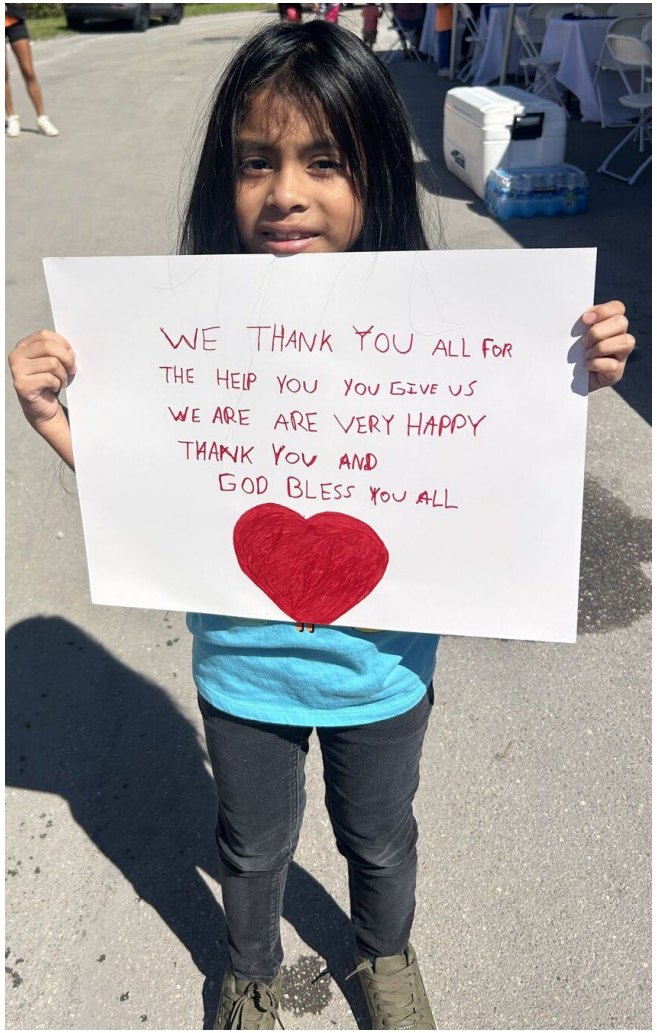
Building #5 Pad

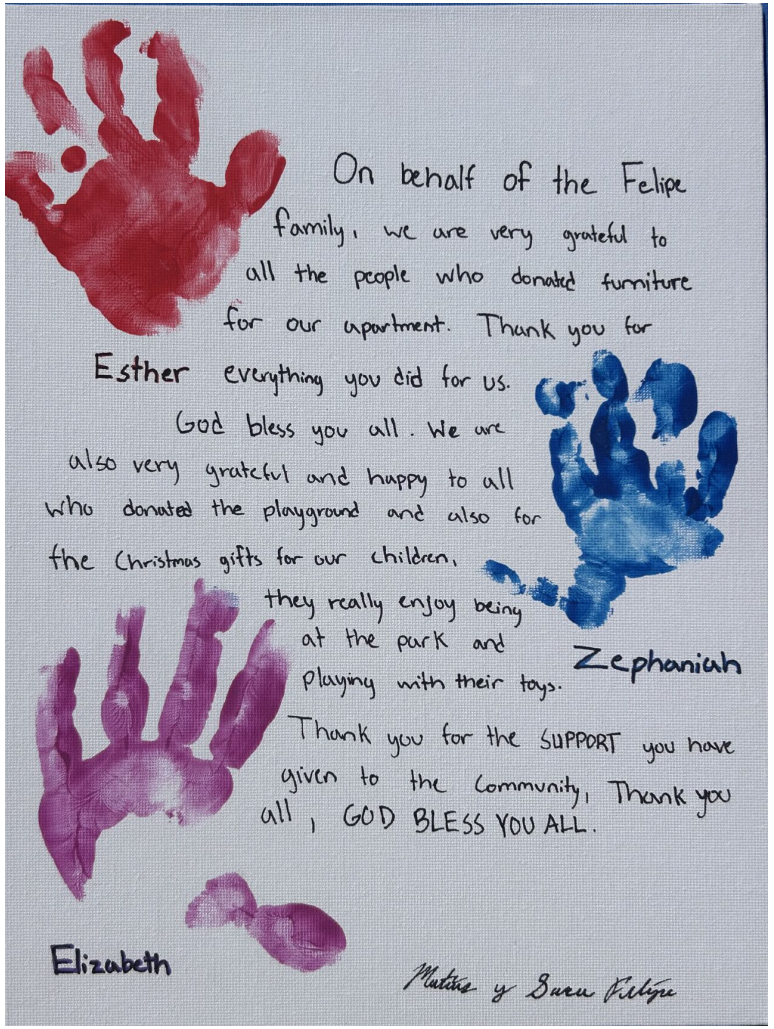
IMMOKALEE FAIR HOUSING ALLIANCE, INC.

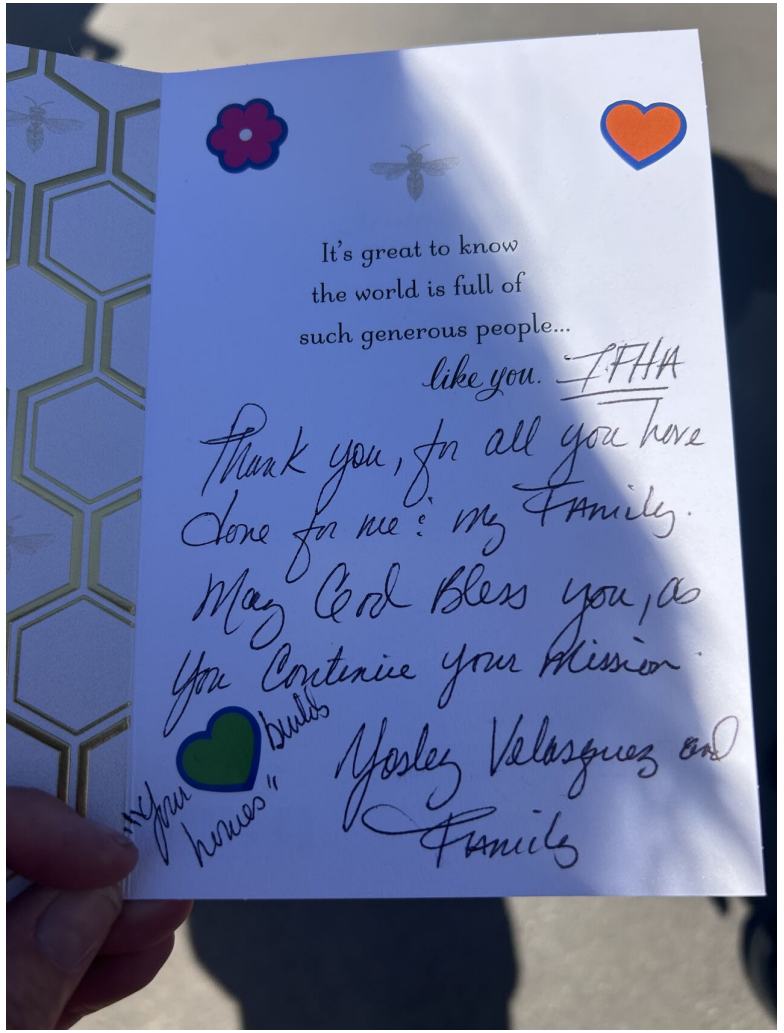


Appreciation

IMMOKALEE FAIR HOUSING ALLIANCE, INC.







PROJECT GATEWAY
GOLDEN GATE PARKWAY / 60TH ST. RESIDENTIAL SUBDISTRICT

B2R20
Build-to-Rent-to-Own

COLLIER COUNTY COMMUNITY
LAND TRUST

PROJECT GATEWAY TEAM

Build to Rent to Own

B2R20
Build-to-Rent-to-Own

- **Program structuring & design**
- Project **underwriting** & **financial analysis**
- **Capital structure** formation

Naples-Area Non-Profit Partners

COLLIER COUNTY COMMUNITY LAND TRUST

- **501(c)(3)** project sponsor
- Unlocks **tax exemptions** and **non-profit loan products**
- **Owner and operator entity** during Program Period

HELP
HOUSING. EDUCATION. LENDING PROGRAMS

- Beneficiary **screening** & **intake evaluation**
- Wraparound services (**homebuyer education, credit counseling**, etc.)

THE HOUSING ALLIANCE

- **Advocacy** & **coalition building**
- **Employer partnership**
- **Pipeline** building

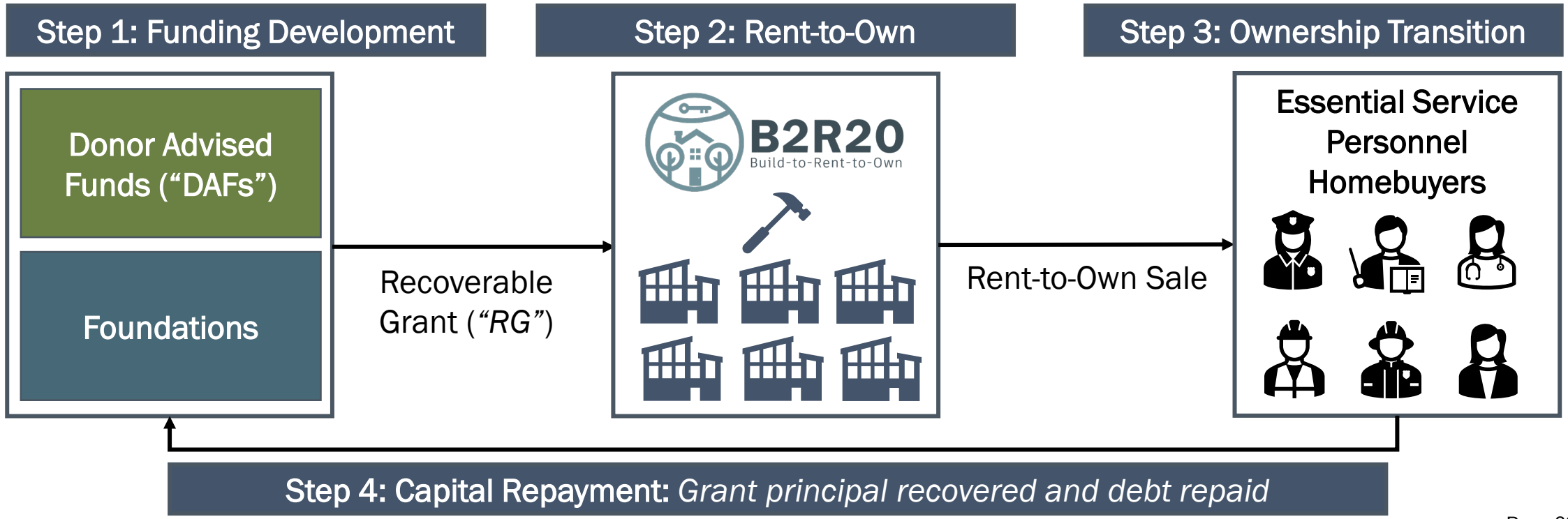
B2R2O MISSION

Offer stable, secure financial pathway to homeownership in order to:

- Retain, attract, and increase the tenure of a high-quality community workforce in Collier County
- Ensure project's long-term affordability to provide future opportunities for low- and moderate-income homebuyers

B2R2O INTRODUCTION

Build to Rent to Own ("B2R2O") is a charitable initiative to "***Restore the American Dream***" by developing ***perpetually affordable "starter homes"*** for workforce families, all while ***repaying grantor capital***.

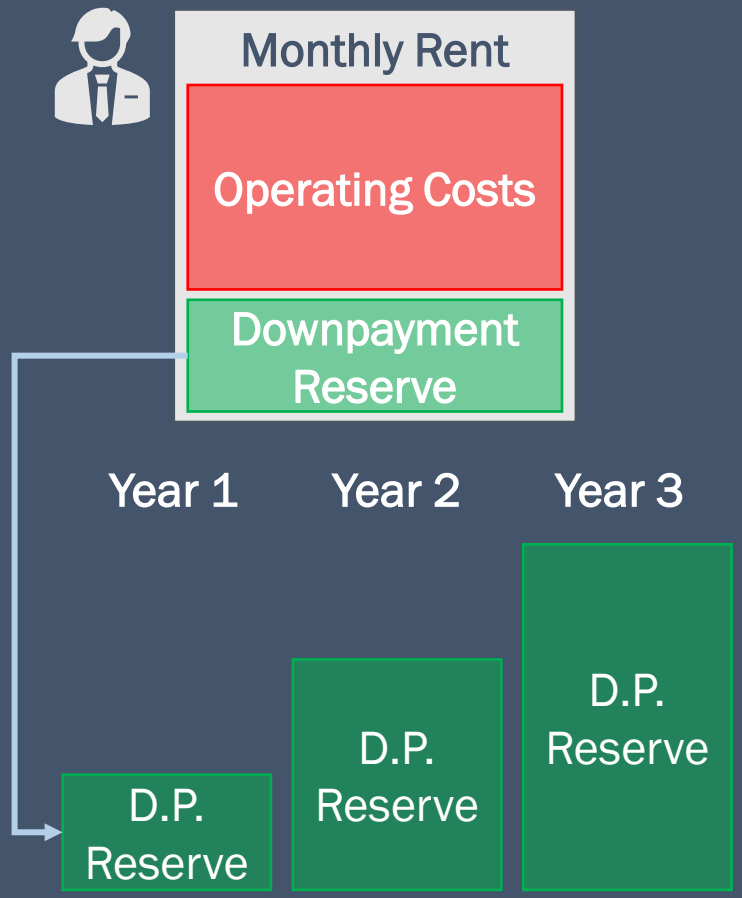




STEP 1: BENEFICIARY SELECTION

Members of the community workforce apply for the B2R2O Program:

- MUST be employed full-time in Collier County
- MUST meet income and credit score minimums
- PREFERENCE for essential service personnel and County employees

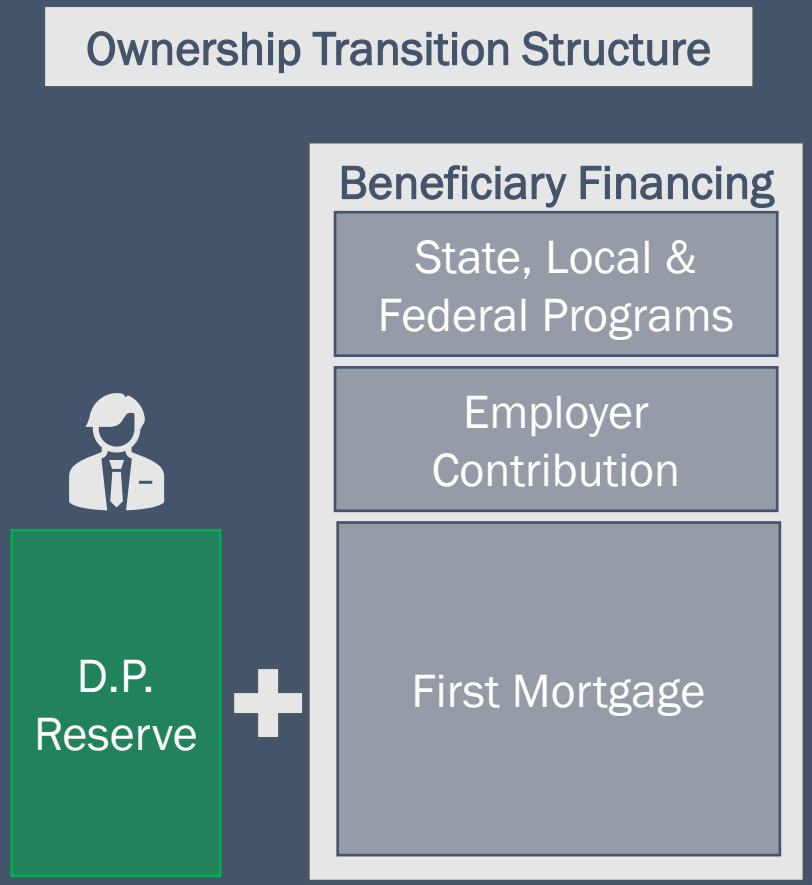


STEP 2: RENT TO OWN AGREEMENT

Selected Beneficiaries enter the B2R2O Program through a Rent to Own Agreement:

- 3 year rental period
- Mandatory participation in educational program
- Rent charged tied to AMI cap (~30% of income)
- Percentage of rent charged goes towards funding a reserve account for Beneficiary's downpayment

STEP 3: OWNERSHIP TRANSITION



After the 3-year rental period, B2R20 assists Beneficiaries in purchasing their unit through:

- Traditional retail mortgages through partner banks and financial institutions
- Employer-funded downpayment assistance
- Other State, Local & Federal programs designed to assist low- and moderate- income homebuyers

PROJECT GATEWAY INTRODUCTION

A 36-unit townhome development in prime ESP commuter location.

PROJECT GATEWAY EXECUTIVE SUMMARY

Project

- **36-unit townhome** development (3-bedrooms, 2.5-bath, one car garage)
- **100% Affordable:**
  - 19 units ≤ 80% of AMI
  - 17 units ≤ 120% of AMI
- Offering **ESPs and community workforce members** in the Naples area access to **homeownership** in **one of the most expensive housing markets in the country**
- **~$1,000 per month** credit to **downpayment reserve account ($36,000 total** over the 3-year program period)

Impact & Outcomes

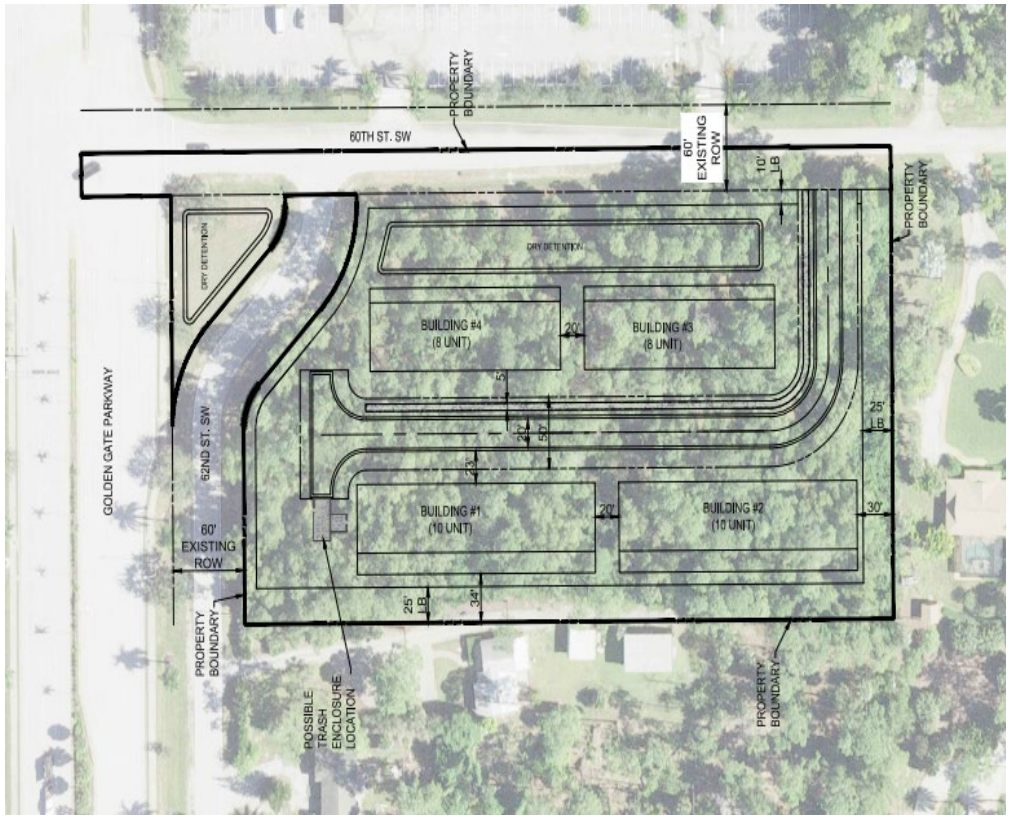
- *36+ families of essential service personnel and community workforce given direct access to*:
  - **Brand new townhomes** ideally located **close to employers** (e.g. schools, hospitals)
  - A **supportive & affordable** "rent-to-own" program designed around their budgets
  - **Wraparound services** and educational programming provided by affiliate non-profit
- Long-term stewardship of project by **501(c)(3) Collier County Community Land Trust** to ensure homes serve as a **perpetual resource** for **future generations** of affordable homeowners

GOLDEN GATE PARKWAY / 60TH ST. RESIDENTIAL SUBDISTRICT

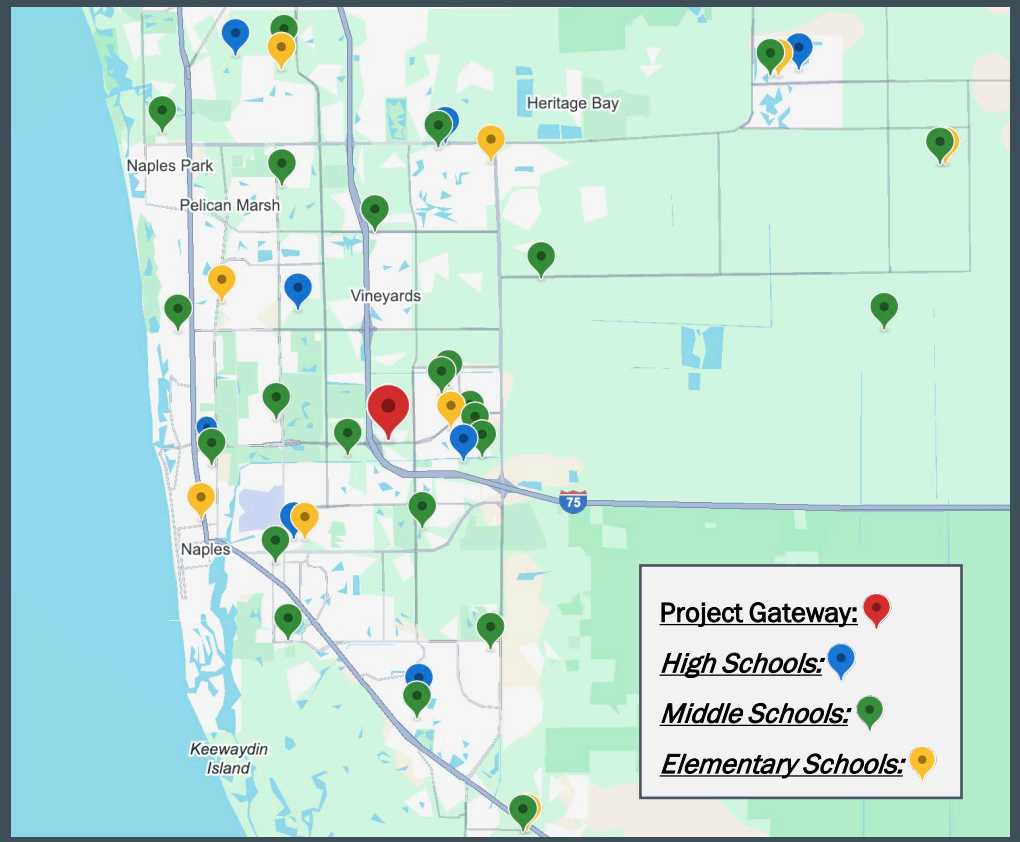
4.17 Acre Land Site



Site Concept Plan

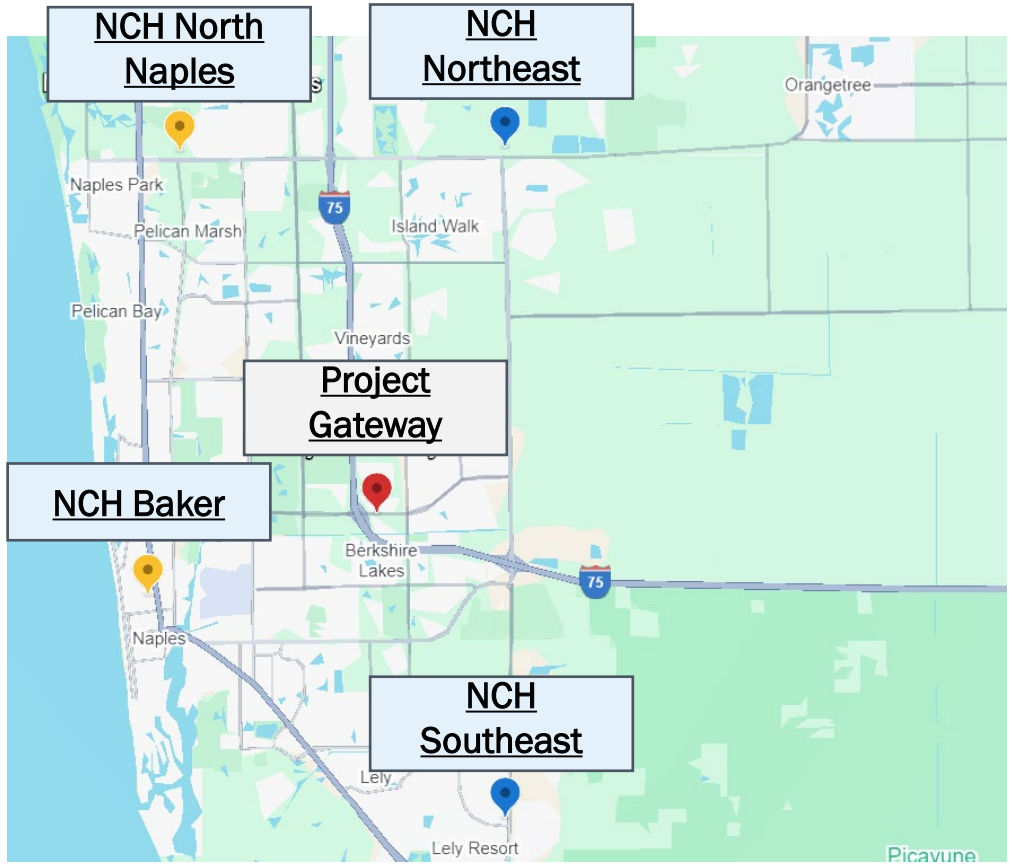


MAX 30 MINUTES [1] TO 42 PUBLIC SCHOOLS



[1] Per Google Maps, "Typical In Season Monday Morning"

MAX 30 MINUTES [1] TO NCH LOCATIONS



GOLDEN GATE PARKWAY / 60TH ST. RESIDENTIAL SUBDISTRICT
APPLICATION TIMELINE

Pre-Application Meeting: June 4th, 2025

First Round Submission: August 15th, 2025

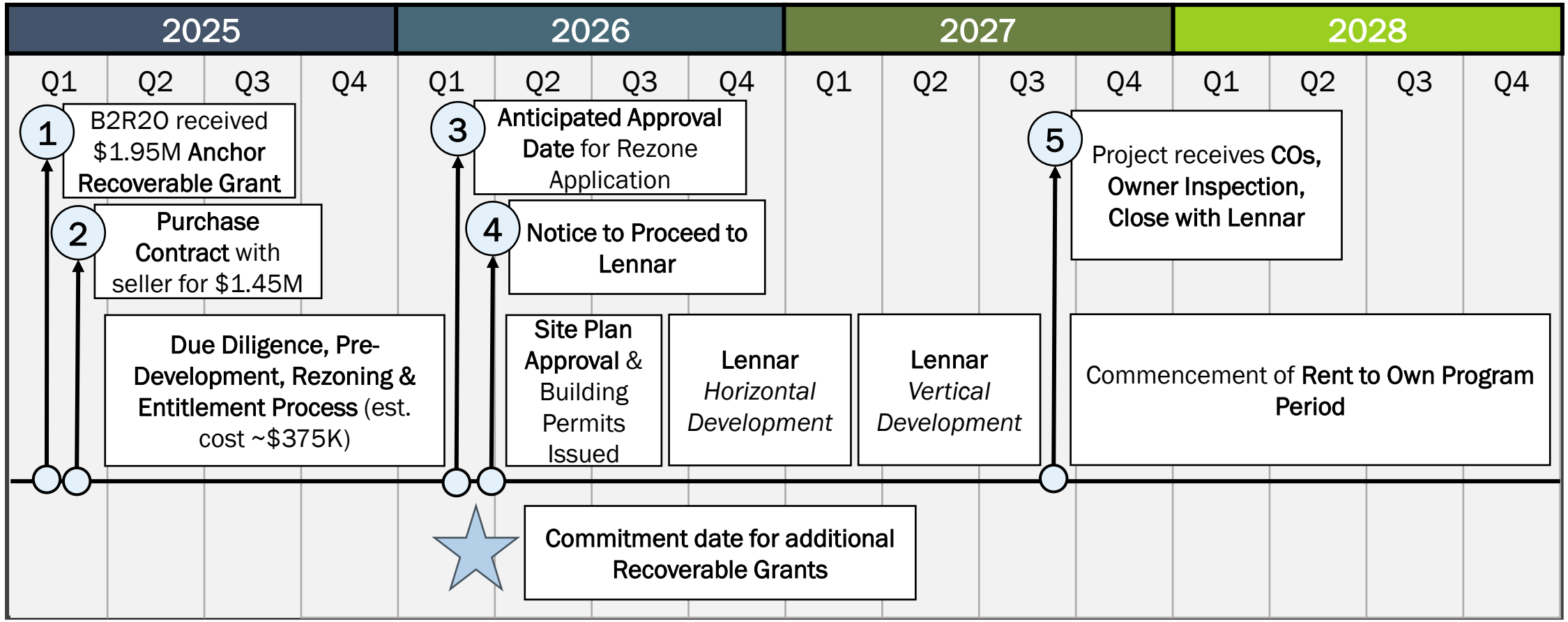
Neighborhood Information Meeting: November 3rd, 2025

Second Round Submission: October 29th, 2025

Anticipated Planning Commission Hearing: Q4’25 – Q1’26

Anticipated BCC Hearing: Q1’26

ENTITLEMENT, DEVELOPMENT & CONSTRUCTION TIMELINE



Collier County Development Update: Ekos Creekside AHAC Meeting 11/18/2025

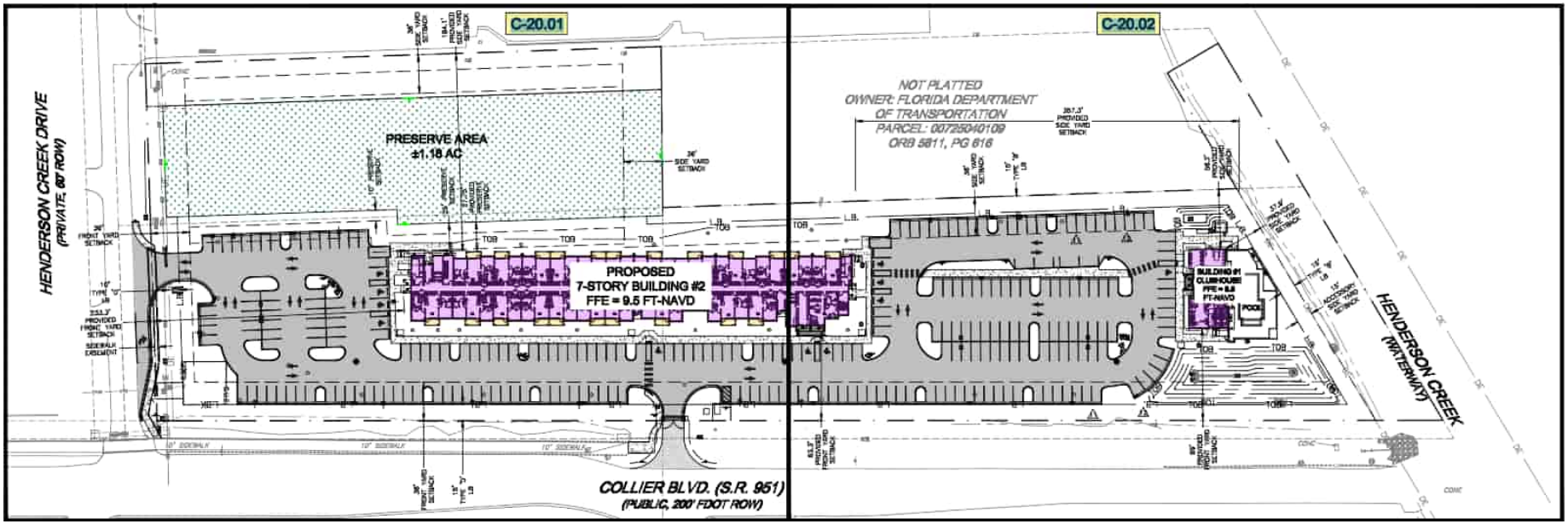


Project Location

6360 Collier Blvd, Naples FL 33114



Project Overview



- Utilized Live Local Preemption and Live Local SAIL Funding
- Number of Units: 160
- Property Type: Midrise 7 Stories
- 98 One Bed/Ba, 48 Two Bed/Ba, 14 Three Bed/Two Ba
- Construction Type: Block & Concrete Plank
- Standalone Clubhouse with Fitness Center, Multipurpose Room, Computer Room and Pool
- Funding: 4% LIHTC + SAIL + Tax Exempt MMRB + Collier County Surtax
- Development Cost: $63,023,794



Unit Mix

UNIT MIX SUMMARY

AMI	Count	%	SF	%
30%	16	10%	11,687	10%
40%	-	-	-	-
50%	80	50%	59,091	50%
60%	-	-	-	-
80%	64	40%	47,404	40%
110%	-	-	-	-
Market	-	-	-	-
Total	**160**	**100%**	**118,182**	**100%**

Unit Type	Count	%	Avg. SF	Total SF
0	-	-	-	-
1	98	61%	613	60,074
2	48	30%	895	42,960
3	14	9%	1,082	15,148
4	-	-	-	-
Total	**160**	**100%**	**739**	**118,182**

Note: *The units will remain affordable for 99 years under the Collier County Ground Lease.*

Project Schedule

Financial Closing: 9/29/2025

Notice to Proceed: 10/6/2025

Construction Completed to Date

- Installation of the Silt Fence
- Clearing and Grubbing Complete

Construction Scheduled Next 60 to 90 Days

- Hot Tap Force Main on Henderson Creek Drive
- Install Turn Lane on Henderson Creek Drive
- Fill and Grade Site
- Underground Storm and Sanitary Sewer

Future Milestones

- Clubhouse Vertical Construction: February 2026
- Residential Building Vertical Construction: February 2026
- Total Dry-In: October 2026
- Substantial Completion: June 2027
- Final Completion: July 2027
- Stabilization: April 2028









Construction Progress



THANK YOU!

Contact Info

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McDowell HOUSING PARTNERS

Habitat for Humanity®
of Collier County

2025-10-20





2025-09-23




2025-08-29





2025-05-21





2025-01-11





2024-12-16



PUD Monitoring - Affordable Housing
2024 / 2025

Name	Status
Allura	Scheduled 10/21/25
Amersite (Fiori)	☑
Ascend Naples RPUD	☑
Aspire (Blue Coral)	☑
Bellmar Village	☑
Bembridge	☑
Briarwood	☑
Brightshore Village	☑
Bristol Pines	In process
Carman Drive 15	☑
Collier Blvd Lord's Way Tract G (Milano)	Scheduled 10/16/25
Collier Blvd Lord's Way Tract A-F	☑
Courthouse Shadows (Marea)	☑
Esperanza Place	☑
Evans CPUD	☑
Fiddlers Creek (Marco Shores)	☑
Golden Gate Golf Course	☑
Hammock Park	☑
Haven at North Naples	☑
Immokalee Fair Housing	Pending response - 2nd request
Isles of Capri	☑
JLM Living East	Pending response
Kaicasa	☑
Liberty Landing	☑
Meridian Village	☑
NN Research	Pending response - 2nd request
NC Square	☑
Orange Blossom	Pending response - 2nd request
PFCF-NSV	Pending response

PUD Monitoring - Affordable Housing
2024 / 2025

Name	Status
Randall Curve	Pending response
Regal Acres aka Majestic Place	☑
Rivergrass Village	☑
Santa Barbara Landings	Pending response
Santa Barbara Whitaker (Marlowe)	Pending response
The Crest - Vincentian	☑
The Town of Big Cypress	☑
Tree Farm	☑

Executive Summary

Recommendation to approve and authorize the Chair to sign a Resolution adopting the inventory list of County-owned real property declared appropriate for use as affordable housing and approve the publication of the inventory list to the County's website in compliance with Section 125.379, Florida Statutes.

OBJECTIVE: To provide housing that is affordable in Collier County and to further the goals set forth in the Housing Element of the Growth Management Plan.

CONSIDERATIONS: In 2006, the Florida Legislature enacted Section 125.379, Florida Statutes, wherein each County is tasked to triennially prepare an inventory list of all real property within its jurisdiction to which the County holds fee simple title that may be declared appropriate for use or sale for the benefit of affordable housing. The Board of County Commissioners (Board) must review the inventory list at a public hearing and revise it as it chooses. Following the public hearing, the governing body must adopt a Resolution that includes an inventory list of such properties.

The Statute provides possible options for the appropriate usage of this property to benefit affordable housing. The property may be offered for sale, and the proceeds, above any amounts reimbursed to County funds, are available for eligible uses. The land, or the proceeds from the sale, may be used for one of the following activities:

1. Affordable housing through a long-term land lease requiring the development and maintenance of affordable housing.
2. Offered for sale and the proceeds used to purchase land for the development of affordable housing or to increase the local government fund earmarked for affordable housing.
3. Sold with a restriction that requires the development of the property as permanent affordable housing.
4. Donated to a nonprofit housing organization for the construction of permanent affordable housing.
5. Make the property available for use for the production and preservation of permanent affordable housing.

The Real Property Management Section identified the properties included in the inventory list as suitable for affordable housing, which is attached hereto. All County departments and Constitutional offices have been notified of the inventory list, and no County purpose has been identified for the properties identified in the inventory list.

Senate Bill 102, also known as the "Live Local Act," amended Section 125.379, Florida Statutes, to further require that the County's affordable housing inventory list be published on the County website once adopted by the Board. The Affordable Housing Advisory Committee (AHAC) discussed this list at the November 18th meeting, and once adopted by the Board, it may be posted on the website and made publicly available in accordance with the Statute.

This item is consistent with the Collier County strategic plan objective to support comprehensive affordable housing opportunities.

FISCAL IMPACT: There is no direct fiscal impact at this time. Approval of the resolution fulfills the statutory requirement to review and affirm the County's surplus property inventory for affordable housing. Any future sale or disposition of these parcels will reimburse applicable County funds, with remaining proceeds directed to affordable housing initiatives in accordance with Section 125.379, Florida Statutes.

GROWTH MANAGEMENT IMPACT: Designation of County-owned parcels for the development of housing that is affordable furthers the Goals, Objectives, and Policies of the Growth Management Plan and specifically the Housing Element.

LEGAL CONSIDERATIONS: The attached Resolution, which is required by Section 125.379, Florida Statutes, is approved for form and legality and requires a majority vote for Board action. - CLD

RECOMMENDATION(S): To approve and authorize the Chair to sign a Resolution adopting the inventory list of County-owned real property declared appropriate for use as affordable housing and approve the publication of the inventory list to the County's website in compliance with Section 125.379, Florida Statutes.

PREPARED BY: Sarah Harrington, Manager, Housing Policy and Economic Development

ATTACHMENTS:
1. Inventory List Resolution 11.12.25

RESOLUTION NO. 25-____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA ADOPTING AN INVENTORY LIST OF COUNTY-OWNED REAL PROPERTY APPROPRIATE FOR USE AS AFFORDABLE HOUSING; APPROVING THE INVENTORY LIST FOR PUBLICATION ON COUNTY WEBSITE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 125.379, Florida Statutes, requires counties to prepare an inventory list of all real property within its jurisdiction to which the county holds fee simple title which is appropriate for use as affordable housing every three years; and

WHEREAS, Section 125.379, Florida Statutes, also requires the Board of County Commissioners (Board) to review the inventory list at a public hearing, revise it as the Board deems necessary, and adopt a Resolution that includes the Board approved list following the public hearing; and

WHEREAS, Section 125.379, Florida Statutes, further requires the County to publish the Board approved inventory list on the County's website to encourage potential development; and

WHEREAS, the Board reviewed the inventory list prepared by County staff at a public hearing and determined that the inventory list attached hereto as Exhibit "A" is appropriate for use as affordable housing.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, THAT:

1. The inventory list attached hereto as Exhibit "A" is adopted as appropriate for use as affordable housing.
2. County staff is directed to publish the inventory list to the County website.
3. This Resolution shall become effective upon adoption.

This Resolution adopted after motion, second and majority vote favoring same, this _____ day of _____, 2025.

CRYSTAL K. KINZEL, CLERK

By:_____
Deputy Clerk

BOARD OF COUNTY COMMISSIONERS
COLLIER COUNTY, FLORIDA

By:_____
Burt L. Saunders, Chairman

Approved as to form and legality:

_____
Courtney L. DaSilva
Assistant County Attorney

CLD
11/10/25

[25-EIS-05255/1977487/1]

Exhibit "A"

Inventory List for Affordable Housing					
Folio	**Address**	**Improved Status**	**Acres**	**Legal Description Based on Property Appraiser**	**Zoning**
38903720006	4221 70TH AVE NE, NAPLES 34120	Vacant	1.59	GOLDEN GATE EST UNIT 43 W 105FT OF TR 33	E - Developable
41105960004	1020 DESOTO BLVD S, NAPLES 34117	Vacant	1.64	GOLDEN GATE EST UNIT 84 N 105FT OF TR 67	E - Developable
56401280004	Rose Ave, IMMOKALEE 34142	Vacant	0.09	MAINLINE W 40FT OF E 120FT OF N 94.58FT OF TR A OR 580 PG 936	RMF-6
56401320003	302 ROSE AVE, IMMOKALEE 34142	Vacant	0.09	MAINLINE TR A W 40FT OF E 80FT OF N 94.58FT	RMF-6
00117280001	408 SCHOOL DR, IMMOKALEE 34142	Vacant	0.15	3 47 29 N 98.5 FT OF W 165 FT OF SW1/4 OF SE1/4 OF SW1/4 LESS N 48.5FT	RMF-6
00070920000	3571 CARSON RD, IMMOKALEE 34142	Vacant	0.28	30 46 29 BEG NE CNR OF SW1/4 OF SE1/4, W 1056FT, S 236FT TO POB, S 47FT, W 132FT, N 47FT, E 132FT,TO POB OR 1177 PG 1647	Village Residential District (VR)
1058920500	12323 UNION ROAD	Vacant	6.86	4 52 28 A PARCEL OF LAND IN THE SE1/4 AS DESC IN OR 3844 PG 2978 AND REFERENCED AS PARCEL "B"	Residential Tourist District (RT)
38457520008	Soll St, NAPLES 34109	Vacant	2.73	GOLDEN GATE EST UNIT 35 W 180FT OF TR 114	E

Executive Summary

Recommendation to approve and submit the 2025 State Housing Initiatives Partnership Incentive Strategies Report to Florida Housing Finance Corporation and Florida Housing Coalition as required by section 420.9076, Florida Statutes.

OBJECTIVE: To comply with section 420.9076, Florida Statutes, and provide an annual report that evaluates the implementation of affordable housing incentives in eleven (11) required areas

CONSIDERATIONS: As a State Housing Initiatives Partnership (SHIP) program recipient, Collier County must prepare an annual report that reviews established policies, procedures, ordinances, land development regulations, and the local Comprehensive Plan. At a minimum, the Affordable Housing Advisory Committee (AHAC) shall submit a report to the local governing body, the Board of County Commissioners (BCC), that evaluates the implementation of the eleven (11) required affordable housing incentives required by statute. This required Incentives Strategies Report had been due to the Florida Housing Finance Corporation (FHFC) every three (3) years until, in 2020, House Bill 1339 made this an annual requirement of the SHIP program.

The eleven (11) incentives required to be reviewed are:

1. Expedited Permitting (for housing that is affordable)
2. Modification of Impact Fees
3. Flexible Densities
4. Reservation of Infrastructure Capacity
5. Parking and Setback Requirements
6. Accessory Dwelling Units
7. Flexible Lot Configurations
8. Modification of Street Requirements
9. Process of Ongoing Review (provisions that could impact housing affordability)
10. Public Land Inventory and
11. Development Near Transportation.

In addition to the required incentives, AHAC has made recommendations on the following five (5) additional topics:

1. AHAC recommends implementing affordable housing by right in the commercial zoning district per the Collier County Community Housing Plan.
2. AHAC recommends the creation of a transparent publicly accessible database with a corresponding GIS map to identify, locate, and provide data and long-term monitoring results for all housing that is affordable in Collier County.
3. AHAC desires to take a greater role in advocacy efforts to review, recommend, and promote affordable housing issues and developments.
4. AHAC requests that staff identify challenges and opportunities presented through the State's recent adoption of the Live Local Act (LLA).
5. AHAC recommends continued use of Collier County Surtax funding for affordable housing land acquisition, including the development and use of evaluation criteria for reviewing parcels and proposed developments.

The AHAC may also explore and report on other incentives as directed by the Board.

The AHAC meets every other month and reviewed the above noted incentives. Some of the eleven (11) required areas of incentives were addressed through the 2017 Collier County Community Housing Plan (CHP). Based on the recommendations in the 2017 CHP, some of the required incentives are either recently completed, in the process of implementation, or have already been reviewed and evaluated by County staff, the Development Services Advisory Committee (DSAC), and forwarded to the Planning Commission and the BCC for review and approval.

A draft SHIP Incentives Strategies Report was presented at a public hearing of AHAC on July 15 and September 16, 2025. An advertisement and summary of the SHIP Incentives Strategies Report with notice of the November 18, 2025, AHAC meeting, was published in the Naples Daily News on October 9, 2025. In addition, the SHIP Incentives Strategies Report was also made available on the Collier County website.

No public comments were received at the public hearing or prior to the meeting. The SHIP Incentives Strategies Report was reviewed and approved by AHAC on September 16, 2025, to forward it to the BCC for acceptance and submittal to FHFC.

The BCC has ninety (90) days from the submittal of the SHIP Incentives Report to act on the recommendations and amend the Local Housing Assistance Plan (LHAP) to include any new or amended incentives.

This item is consistent with the Collier County strategic plan objective to support comprehensive affordable housing opportunities.

FISCAL IMPACT: Costs associated with the SHIP Incentives Strategies Report, including advertising fees in addition to staff time and resources for compiling the Report. Execution of this report will ensure that Collier County continues to participate in and receive future funding for the SHIP Program, which is budgeted in the SHIP Fund (1053). The SHIP Incentives Strategies Report outlined in the Report may assist in the development of future housing initiatives which may budgeted in the Affordable Workforce Housing Fund (1075).

GROWTH MANAGEMENT IMPACT: The State Housing Initiatives Partnership (SHIP) program assists Collier County in addressing goals and objectives in the Housing Element of the Growth Management Plan.

LEGAL CONSIDERATIONS: This item is approved for form and legality and requires a majority vote for Board action. - CLD

RECOMMENDATION(S): To approve and submit the 2025 State Housing Initiatives Partnership Incentive Strategies Report to Florida Housing Finance Corporation and Florida Housing Coalition as required by section 420.9076, Florida Statutes.

PREPARED BY: Sarah Harrington, Planning Manager, Housing Policy and Economic Development Division

ATTACHMENTS:

1. 2025 State Housing Initiatives Partnership Incentive Strategies Report -Final 10.17.25

SHIP Affordable Housing Incentive Strategies Report

Affordable Housing Advisory Committee Report to Board of County Commissioners

SUBMITTED TO: ROB DEARDUFF, FLORIDA HOUSING FINANCE CORPORATION

THROUGH: COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS

DATE SUBMITTED: xx/xx/2025

PREPARED BY: HOUSING POLICY & ECONOMIC DEVELOPMENT DIVISION, COMMUNITY & HUMAN SERVICES DIVISION, and AHAC

BACKGROUND

As a recipient of State Housing Initiatives Partnership funds, Collier County established an Affordable Housing Advisory Committee in 1993 (Ord 93-19) and repealed and replaced early versions with Ord. 2013-27, further amended by Ord.2020-27 as required by the Florida Statutes, Sec. 420.9076.

The AHAC is responsible for reviewing and evaluating local plans, policies, procedures, land development regulations, the Comprehensive Plan, and other aspects of County housing activities that affect the production of affordable housing. Further, the AHAC is specifically directed by the SHIP Statute to consider and evaluate the implementation of the incentives set out in Florida Statutes, Sec. 420.9076 (4)(a)-(k).

Based on the AHAC evaluation, it may recommend to local government that it make modifications of, exceptions to, or creation of new plans, policies, procedures, and other governing vehicles which would encourage production of affordable housing.

As approved by the Collier County Board of County Commissioners, the recommendations are then used to amend the Local Housing Assistance Plan (LHAP) and the local Comprehensive Plan Housing Element.

COMMITTEE COMPOSITION

The Board of County Commission appointed or re-appointed members to the Committee via Ordinance 2020-27 recognizing the requirement to appoint an elected official and, on January 09, 2024, appointed a new Board Elected Official. Florida Statutes, Sec. 420.9076 (2) lists the categories from which committee members must be selected. Each AHAC must have a locally elected official from the county or municipality participating in the SHIP program. The locally elected official must be from the County or municipality. The elected official will count as a member of the AHAC for purposes of meeting the number of members requirements.

There must be at least eight committee members but no more than eleven committee members with representation from at least six of the following categories:

(a) A citizen who is actively engaged in the residential home-building industry in connection with affordable housing.
(b) A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
(c) A citizen who is a representative of those areas of labor actively engaged in homebuilding in connection with affordable housing.
(d) A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
(e) A citizen who is actively engaged as a for-profit provider of affordable housing.
(f) A citizen who is actively engaged as a not-for-profit provider of affordable housing.
(g) A citizen who is actively engaged as a real estate professional in connection with affordable housing.
(h) A citizen who actively serves on the local planning agency pursuant to s. 163.3174. If the local planning agency is comprised of the governing board of the county or municipality, the governing board may appoint a designee who is knowledgeable in the local planning process.
(i) A citizen who resides within the jurisdiction of the local governing body making the appointments.
(j) A citizen who represents employers within the jurisdiction.
(k) A citizen who represents essential services personnel, as defined in the local housing assistance plan.

The currently appointed AHAC Committee members are included here, along with their category affiliation.

Category Represented	Name	Date Appointed	Term Expiration Date
Elected Official	Dan Kowal	12/13/2024	01/01/2026
Residential Home Building Industry	Stephen J. Hruby	11/08/2022	10/01/2028
Non-Profit Provider	Arol I. Buntzman	11/12/2024	10/01/2027
Labor Engaged in Home Building	Gary Hains	11/12/2024	10/01/2027
Banking Industry	Catherine Myers	11/12/2024	10/01/2027
Employers within Jurisdiction	Andrew Terhune	06/13/2023	10/01/2026
Essential Services Personnel	Todd Lyon	11/08/2022	10/01/2028
Member of the Collier County Planning Commission	Paul Shea	03/08/2022	10/01/2026
Resident in Jurisdiction	Mary Waller	10/27/2020	10/01/2026
Employers within Jurisdiction	Hannah Roberts	06/13/2023	10/01/2026
Real Estate Professional	Jennifer L. Faron	11/08/2022	10/01/2028

AFFORDABLE HOUSING RECOMMENDATIONS

The AHAC has reviewed local government plans, policies, procedures, ordinances, regulations, statutes, and the comprehensive plan, among other documents applicable to affordable housing, to evaluate their impacts on affordable housing.

Further, the AHAC has specifically considered and evaluated the strategies set out in Florida Statutes, Sec. 420.9076 (4)(a)-(k).

Based on this review and evaluation, the AHAC has formulated recommendations to the County Commission that it incorporate into its housing strategy certain changes designed to encourage production of affordable housing.

The AHAC, from its review, consideration, evaluation, and recommendations, drafts and submits this report to the County Commission and to Florida Housing Finance Corporation, which details the scope of its work and the resulting following recommendations.

(Recommendations continue on next page, this space intentionally left blank)

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RECOMMENDATION 1: Complete the Implementation and Adoption of four (4) Regulatory Relief Initiatives previously approved through the Collier County Community Housing Plan. These Initiatives include:

(a) Permit housing that is affordable by right in Commercial Zoning Districts
(b) Increase allowed density in Activity Centers from 16 units per acre (upa) to 25 upa
(c) For any properties designated as Strategic Opportunity Sites (SOS), allow a maximum density of 25 upa
(d) Establish a policy to encourage higher density along transit corridors.

Meeting Synopsis:

The County's Affordable Housing Advisory Committee (AHAC) has reviewed various staff and consultant (Johnson Engineering) recommendations to provide development standards and regulatory relief for housing that is affordable.

AHAC has reviewed and provided input on four (4) additional initiatives during 2024 and will continue to work to bring forward development standards providing regulatory relief for housing that is affordable. At their May 2024 AHAC meeting, the text for the implementing Land Development Code (LDC) amendments was presented to the committee, and the committee voted to recommend that the Board of County Commissioners approve the LDC Amendments.

Existing Strategy:

Growth Management Plan amendments authorizing these four (4) initiatives were recommended for adoption by the Collier County Planning Commission on October 5, 2023, and the Board of County Commissioners (BCC) on November 14, 2023.

Schedule for Implementation:

The LDC amendments to implement the recommended initiatives were approved by the BCC on September 23, 2025. The BCC elected to move forward with items, b, c, and d.

RECOMMENDATION 2: AHAC recommends the creation of a transparent, publicly accessible database with a corresponding GIS map to identify, locate, and provide data and long-term monitoring results for all housing that is affordable in Collier County.

Meeting Synopsis:

The County's Affordable Housing Advisory Committee (AHAC) determined a need for citizens to locate information pertaining to affordable housing within Collier County.

Existing Strategy:

In 2023, staff compiled and verified a database of active, affordable housing commitments in Collier County. The database's information was then presented in a visually concise map to the AHAC at their August meeting. Feedback from the AHAC meeting was incorporated and the final map brought back to AHAC. The map was then published on the county's website. The Community and Human Services Division has also created a website repository for all affordable housing compliance monitoring reports, making them available for public viewing.

Schedule for Implementation:

Ongoing annual review and update of the database's information with corresponding updates to the affordable housing map is completed by staff. Planned enhancements to the map include more descriptive status symbols and identifying renter or owner-occupied developments.

RECOMMENDATION 3: AHAC should take a greater role in advocacy efforts to review, recommend, and promote affordable housing issues and developments.

Meeting Synopsis:

The County's Affordable Housing Advisory Committee (AHAC) determined a need to identify areas of action to facilitate the production of more housing that is affordable.

Existing Strategy:

AHAC formed a sub-committee to create the work plan with assistance from staff. In 2023, the work plan was completed and brought to the AHAC for review and approval. That work plan has now been incorporated as a recommendation in the Housing Incentives Strategies Report.

Schedule for Implementation:

The AHAC will continue to review, recommend, and promote the development of affordable housing. On-going discussion in 2026 to include reviewing the SHIP Incentives Report at AHAC's every other monthly meeting to assess progress and update associated timelines.

On at least an annual basis, the AHAC will ***Review***:

- The number of newly completed and ongoing projects to build affordable housing in order to incorporate those findings into its future work plans.
- Data containing the number of available and occupied rental units ("the Apartment Survey).
- The impact of affordable housing projects that have been completed and are open; and make recommendations on any changes to plans, programs, policies, and incentives that will improve outcomes in the future.
- Data containing the annual monitoring for developer compliance to commitments as completed by CHS and PUD Monitoring.

AHAC will ***Recommend***:

- Approval of developments containing an affordable housing component in Collier County.
- The consideration of policies, plans, and programs by the BCC that will encourage the development and preservation of affordable housing. Such as:
    - The Housing Plan LDC amendments.
    - RFMUD Affordable Housing Density Bonus program.
    - Accessory Dwelling Units (ADUs) Pilot Program
- Proposed developer presentations to AHAC prior to CCPC and BCC.
- LGAO Applicants to present proposals to AHAC
- Consideration of impact fee policies to promote the construction of more affordable units.
- Consideration of changes to parking requirements for affordable housing developments as directed by State Statute.

AHAC will ***Promote***:

- Substantive and impactful policies and programs through active participation and engagement in the community.
- Community support for projects under consideration at Neighborhood Information Meetings (NIMS). AHAC members will volunteer to participate in NIMS for developments related to affordable housing and report back to AHAC at the next meeting.
- The understanding of local employer needs and plans for workforce housing.
- The construction of workforce housing by positively engaging developers in official and unofficial communications.

RECOMMENDATION 4: AHAC recommends staff identify challenges and opportunities presented through the State's recent adoption of the Live Local Act (LLA), including:

a) Identify parcels eligible for use with the Live Local Act.
b) Identification of areas where the Live Local Act conflicts with existing local development regulations.
c) Develop solutions to resolve these conflicts while ensuring all life/safety regulations are appropriately adhered to and unintended detrimental impact is mitigated.
d) Participate in a public forum with all stakeholders to brainstorm the issues developers are facing in relation to implementing the Live Local Act.

Meeting Synopsis:

The County's Affordable Housing Advisory Committee (AHAC) determined a need to evaluate the Live Local Act (LLA). LLA offers certain benefits regarding maximum densities and building height within a one-mile radius to developers who agree to abide by the 30-year affordability restriction and other requirements. The AHAC generated the need and outsourced the coordination and hosting of a meeting to discuss the impact and practicality of the LLA and identify obstacles existing in the present codes that will hinder its use.

Existing Strategy:

Staff compiled and provided AHAC a map of all properties zoned commercial, industrial, and mixed-use eligible for LLA. The County and AHAC identified areas where the LLA benefits cannot be maximized due to conflicts with other existing regulations such as parking, setback, and street requirements.

Schedule for Implementation:

AHAC supported a forum with all stakeholders to brainstorm the issues developers are facing in relation to implementing the LLA; a follow-up discussion ensued to further discuss the problem areas. On-going discussion in 2026 to include reviewing and evaluating proposed regulations and developments on a rolling and as-requested basis.

RECOMMENDATION 5: Continued Use of Collier County Surtax Funding for Affordable Housing Land Acquisition, including the development and use of evaluation criteria for reviewing parcels and proposed developments.

Meeting Synopsis:

Ordinance 2018-21 imposed a countywide local government infrastructure surtax of one percent (1%) (commonly referred to as the Surtax funds) collected on all authorized taxable transactions occurring within Collier County as authorized by F.S. 212.055(2). The tax was authorized to begin on January 1, 2019, and continue for seven years or until the aggregate funds of $490 million were collected, whichever was sooner. Of the aggregate $490 million, $20 million is allocated for land acquisition specifically for affordable housing—the Surtax Fund sunset on December 31, 2023.

In 2023, oversight of the Surtax Affordable Housing Land Acquisition program was transferred to the Growth Management and Community Development Department, and the Department engaged with AHAC to establish a process to expend the funding, including creation of review criteria. The Board of County Commissioners adopted these evaluation criteria in March 2023 and the Infrastructure Surtax Citizen Oversight Committee in June 2023. An application for developers to request surtax funds was created and released in September 2023 by the Housing Policy and Economic Development Division.

Existing Strategy:

Evaluation criteria for acquiring lands using surtax funds were created in 2023 and are comprised of a multifaceted approach, including reviews conducted by multiple divisions within the Growth Management and Community Development Department. On an as-needed basis, proposed acquisitions are brought to the AHAC and the Surtax Oversight Committee for recommendations and ultimately to the Board of County Commissioners for approval.

Schedule for Implementation:

At this point, land acquisition for two developments has been approved to use surtax funds: Renaissance Hall, located on the Golden Gate Golf Course ($4,605,900), and Ekos on Collier ($3,750,000). The BCC has also directed that an additional $5,950,000 in surtax funding be used in the Williams property Acquisition. Approximately $5,700,000 remains available for allocation in the land acquisition fund.

Statute Required Incentives

The AHAC has reviewed, considered, and evaluated the following required strategies provided in the SHIP Statute at Florida Statutes, Sec. 420.9076(4):

(a) The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects, as provided in s. 163.3177(6)(f)3.
(b) All allowable fee waivers provided for the development or construction of affordable housing.
(c) The allowance of flexibility in densities for affordable housing.
(d) The reservation of infrastructure capacity for housing for very low-income, low-income, and moderate-income persons.
(e) Affordable accessory residential units.
(f) The reduction of parking and setback requirements for affordable housing.
(g) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
(h) The modification of street requirements for affordable housing.
(i) The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
(j) Preparing a printed inventory of locally owned public lands suitable for affordable housing.
(k) The support of development near transportation hubs, major employment centers, and mixed-use developments.

420.9076(4)(a)
EXPEDITED PERMITTING

Meeting Synopsis:
No meetings.

Existing Strategy:
Collier County has had an Expedited/Fast-Track permitting process in place for housing that is affordable since 2007. Based upon AHAC and community stakeholders' input during the development of the 2017 Community Housing Plan (CHP), the Expedited Permitting process was reviewed and updated with the adoption of Resolution 2018-40 on February 27, 2018.

Schedule for Implementation:
Resolution 2018-40 has been implemented, and affordable housing developers have successfully utilized the improved process.

AHAC Recommendation:
Existing programs and policies are working as intended; no changes are recommended at the present time. AHAC encourages State and Federal Government partners to implement expedited review permitting processes and the BCC to make expedited review permitting processes a legislative priority.

420.9076(4)(b)
ALLOWABLE FEE WAIVERS

Meeting Synopsis:
Impact Fees have been discussed during various meetings since 2023. Some members were aware of communities that base impact fees on the square footage of each home, thereby having a lower impact fee for housing that is affordable. Other members indicated that discounting impact fees would be helpful for a reduction of the total cost of homes that are affordable. However, eliminating impact fees can lead to a structure that does not provide enough revenue to provide the basic infrastructure necessary to cover the cost of streets, water, sewer, etc. Some believe that homes that are affordable should contribute to the infrastructure of the community. Other members have noted that the current Impact Fee Deferral system does not work well for affordable rental housing development and should be modified to better match the financing timeframes of Low-Income Housing Tax Credit (LIHTC) properties and other affordable rental developments.

Existing Strategy:
Collier County has had an Impact Fee Deferral program in place for housing that is affordable since the late 1980s. Based upon recommendations from the 2017 Community Housing Plan, the Impact Fees Deferral program was modified and improved via Ordinance #2018-28 on February 27, 2018. The Impact Fee Deferral program granted 24 rental deferrals in Fiscal Year (FY) 2024 year to date and 0 rental deferrals in FY 2023. Deferrals are available on a first-come, first-served basis. The aggregate amount of impact fee rental deferrals granted shall be limited, in total, to 225 units per fiscal year with no rollover of units. For FY 2023, Collier County issued Impact Fee Deferrals for 86 ownership units totaling $1,071,536.97. For FY 2024, Collier County issued Impact Fee Deferrals for 88 ownership units totaling $1,123,104.33.

Schedule for Implementation:
Collier County Board of Commissioners approved the use of grant funds as an alternative funding source to support developments principally financed with Low-Income Housing Tax Credit Projects, Tax Exempt Bond Financing, or other qualifying affordable housing developments. In 2024, AHAC will consider rental housing developer needs related to the existing Impact Fee Deferral program.

AHAC Recommendation:
In 2026, explore an Impact Fee Deferral Pilot Program utilizing alternative funding sources to support long-term affordable rental housing.

Further, it is recommended that the County should review opportunities to increase the length of the deferral period available for rental housing to align with various financing sources.

420.9076(4)(c)

FLEXIBLE DENSITIES

Meeting Synopsis:
AHAC has discussed densities since 2023. Many in Collier County have come to the realization that increased density is needed to produce more housing that is affordable The Collier County Land Development Code has recently been amended to allow for greater density bonuses for affordable developments. Continued implementation of the Housing Plan recommendations will explore additional density opportunities.

Existing Strategy:
Throughout most of Collier County, residential zoning has a base density of 4 units per acre. Collier County has had an affordable housing density bonus program since 1990 Ord.#90-89. As a result of the 2017 Community Housing Plan and AHAC, Collier County amended its Land Development Code to increase density for units that are affordable through Ordinance #2019-02, adopted on February 12, 2019. The Affordable Housing Density Bonus (AHDB) program now provides up to 16 units per acre.

Applicants who have requested additional density above base residential zoning and require a Growth Management Plan Amendment have been recommended by the Collier County Planning Commission and required by the Board of County Commissioners to set aside a minimum number of units in proposed developments that will be made affordable for a minimum of 30 years to households earning at or below 120% of the Area Median Income. This process has allowed for the approval of several hundred new affordable units this year alone.

Schedule for Implementation:
The proposed increases in density were heard by the Planning Commission and the BCC in the fourth quarter of 2023 and throughout 2024 on a requested basis.

AHAC Recommendation:
Recommend approval of the proposed regulatory relief initiatives to increase density in Collier County for Housing that is Affordable.

AHAC further supports CPCC and Board policy that negotiates a public good for those applicants requesting density with a minimum of 30% of units developed to be provided to households at or below 100% of the Area Median Income (with emphasis on rental units at the 50% and 80%AMI levels) and encourages the development of a written policy formalizing this policy.

420.9076(4)(d)
RESERVATION OF INFRASTRUCTURE CAPACITY

Meeting Synopsis:
Collier County does not reserve infrastructure capacity. Collier County is not experiencing any capacity limitations.

Existing Strategy:
Collier County does not need to reserve infrastructure capacity at this time.

Implementation:
None needed.

AHAC Recommendation:
No changes are recommended at the present time.

420.9076(4)(e)
PARKING AND SETBACK REQUIREMENTS

Meeting Synopsis:
AHAC has regularly discussed these topics since the development of the Community Housing Plan (CHP) in 2017.

Existing Strategy:
The County currently has two processes where developers can request a reduction of parking and setback requirements. Deviations from existing requirements can be requested through the Site Development Plan (SDP) process or the rezoning to Planned Unit Development (PUD) process. Recommendations to modify some setback requirements for housing that is affordable were included in Ordinance 2021-05 amending the Land Development Code, adopted February 9, 2021.

Schedule for Implementation:
On-going discussion in 2024. Reduction of parking and setback requirements are on an as-requested basis.

AHAC Recommendation:
In 2026, the AHAC will recommend practical application of The Live Local Act (LLA) for parcels not meeting parking and setback requirements. LLA may require additional parking and setback relief for developments in compliance with State Statute.

420.9076(4)(f)
AFFORDABLE ACCESSORY DWELLING UNITS

Meeting Synopsis:
Accessory Dwelling Units (ADUs) have been discussed at multiple meetings since 2023 by AHAC

members. In 2023 County staff was directed by the Board of County Commissioners to determine the feasibility of ADUs in the Urban Golden Gate Estates area. County staff are evaluating this option, developing a program to seek input from area residents to see if residents are interested in building ADUs on their property, and determining how the ADUs would be incorporated into the LDC and monitored for affordability. AHAC and County staff discussed whether having income restrictions on the ADUs would be a benefit or hindrance to the program. County staff conducted a pilot study of residents seeking feedback about ADUs, and the collected information will be used to develop a recommendation for ADUs. The County's Land Development Code (LDC) Amendment staff has drafted amendments to allow for renting guest houses for properties that are zoned Estates and located west of Collier Boulevard. This modification will allow for properties that are homesteaded to participate in the Pilot program, which is proposed to run for 5 years from the date the Board approves the LDC amendments. Additionally, Staff will bring to the Board annually a report on the participation of the program to inform of its utilization and determination as to the possibility of transitioning the Pilot program to a permanent program. Currently, there are 3,558 parcels zoned Estates within the Urban Area, of which 400 have guest houses. If adopted by the Board as a Pilot Program, this would include existing ADUs and newly built ADUs.

Existing Strategy:
Collier County does not allow for the rental of Accessory Dwelling Units (ADUs) LDC Section 5. 03.03. The County only allows construction of "Guesthouses" on large single-family lots of with a minimum lot size of one acre or more. Furthermore, the LDC prohibits the rental of any guesthouse as they are to be used for personal reasons only.

Schedule for Implementation:
Continue to explore in 2026.
Form Sub-committee in 2026.
Revisit ADU policies for future consideration.

AHAC Recommendation:
AHAC supports the efforts of County Staff and the Board of County Commissions (BCC) to determine whether ADUs would be accepted by residents and a meaningful source of additional attainable housing or a source that frees up other attainable housing units. AHAC encourages the BCC to fully explore this option and recognizes that feedback from residents is an important part of this issue.

This idea was tabled after being heard by the Board of County Commissioners.

420.9076(4)(g)
FLEXIBLE LOT CONFIGURATIONS

Meeting Synopsis:
This strategy was discussed extensively with the adoption of the 2017 Community Housing Plan. At that time, it was recommended that the County consider adopting some elements of "smart code". Through this process, amendments were made to the Land Development Code in February 2021 with the adoption of Ord. 2021-05.

Existing Strategy:
Zero lot line development is allowed in Planned Unit Development (PUDs) and as a Conditional Use under Cluster Housing. Recently Ordinance 2021-05 clarified that Cluster Development of affordable housing is allowed by right in the RMF-6 Zoning District.

Schedule for Implementation:
Continue to explore in 2026.
Missing Middle Housing Initiative.
Allow between two to four units in Single Family zoning.

AHAC Recommendation:
No changes are recommended at the present time.

420.9076(4)(h)
MODIFICATION OF STREET REQUIREMENTS

Meeting Synopsis:
As part of the regulatory relief proposed in the 2017 Community Housing Plan, modifications to street requirements have been discussed in 2019-2021.

Existing Strategy:
Historically, street requirements for affordable housing developments are considered, on a case-by-case basis, as deviations in the PUD approval process or variances in the conventional zoning process. In February 2021, Ordinance 2021-05 added a new section to the LDC to allow design deviations for housing that is affordable, including modifications to internal, privately maintained roadways and sidewalks.

Schedule for Implementation:
On-going discussion in 2024. Modifications of street requirements are approved on an as-needed basis.

AHAC Recommendation:
In 2026, AHAC recommends evaluating the effectiveness of Ordinance 2021-05.

420.9076(4)(i)
PROCESS OF ONGOING REVIEW

Meeting Synopsis:
Previous AHAC discussions on this topic included the following comments: Ongoing implementation and enforcement for new processes and Land Development Code (LDC) regulation require permanent, dedicated County staff. Any changes made will require monitoring to ensure the rules continue to be followed. Monitoring uses resources both from the County and the developers. In addition, educating and promoting a favorable environment for developers and builders will draw more partners into working in the County. Closer coordination between growth

management planning, zoning, development review, housing policy, and economic development, and the Community & Human Services (CHS) is critical for the success of process changes and approval for developments. New coordination created will reduce or eliminate many of the repeated review cycles.

Existing Strategy:
Housing Policy responsibilities previously located within the Community & Human Services (CHS) Division under the Public Services Department were transitioned and elevated as its own division under the Growth Management Community Development Department (GMCDD) as the Housing Policy and Economic Development Division. This move enables closer collaboration and communication between housing policy staff and planners within areas such as zoning, comprehensive planning, and coastal resiliency. Long-term monitoring will remain with CHS, and CHS will remain included in and privy to affordable housing commitments drafted by the Housing Policy and Economic Development Division.

Schedule for Implementation:
Ongoing

AHAC Recommendation:
No changes are recommended at the present time.

420.9076(4)(j)
PUBLIC LAND INVENTORY

Meeting Synopsis:
Since 2018, AHAC meetings have regularly discussed public lands. In 2023, AHAC members reviewed the list of County-Owned lands.

Existing Strategy:
The County's Real Property office maintains a list of county-owned properties as required by F.S. 125.379. This inventory is circulated to county departments for review and determination of whether properties are needed to implement department operations or program mandates. Available properties are presented to the Board of County Commissioners (BCC) and advertised for sale in the local newspaper.

The BCC adopted Resolution 2018-39 to encourage the co-location of public facilities and housing that is affordable. In 2018, two County-owned parcels known as Bembridge and Manatee were part of a Request for Information (RFI) process, with multiple developers submitting proposals for the development of the 5-acre Bembridge site. In 2019, through an Invitation to Negotiate (ITN) process, the County selected McDowell Housing Partners to construct 82 units of affordable rental housing. This project, called Ekos, on Santa Barbara, opened in 2024 and is governed by a Developer Agreement with a 99-year ground lease ensuring long term affordability. During 2018-2019, the BCC decided not to move forward with proposals for the Manatee site.

In 2019, the County acquired the defunct Golden Gate Golf Course. In 2020 through an ITN

process, the County selected Rural Neighborhoods, Inc. to develop a portion (25+/- acres) of this publicly owned property for affordable rental housing for seniors, veterans, and Essential Service Personnel (ESP). A long-term land lease and developer agreement have been executed, and construction on 252 apartments and 120 senior housing units is expected to commence in the summer of 2024.

Schedule for Implementation:

An annual review of county-owned lands list has been implemented. Promotion and advertisement of the county-owned lands eligible for construction of affordable housing to developers is ongoing. Use of surtax funding to purchase new properties will assist in adding to the inventory.

AHAC Recommendation:
While an annual review of and frequent discussion about the county-owned lands list occurred in 2023 and 2024, AHAC recommends formalizing a process to include an evaluation of the properties by the County's Real Property Division for the annual review of the county-owned surplus lands eligible for constructing affordable housing. AHAC also recommends promoting and advertising the surplus public inventory lands eligible for constructing affordable housing. Recent changes to State Statute provide a highly prescriptive procedure for addressing surplus properties.

420.9076(4)(k)
SUPPORT OF DEVELOPMENT NEAR TRANSPORTATION HUBS

Meeting Synopsis:
Discussed during the spring and summer of 2021 as part of the Community Housing Plan, regulatory relief, and development standards modifications to the Land Development Code (LDC).

Existing Strategy:
This issue was reviewed during the development of the 2017 Community Housing Plan (CHP) with recommendations for the County to consider integration of bus routes (Collier Area Transit, CAT) with affordable housing locations, development of Strategic Opportunity Sites, and higher housing densities in existing Activity Centers.

Schedule for Implementation:
This recommendation was heard and recommended for adoption by the Planning Commission on October 5, 2023, and scheduled for presentation to the Board of County Commissioners during the fourth quarter of 2023. Implementing LDC amendments were approved by the BCC on September 23, 2025.

AHAC Recommendation:
Implement the recommended LDC Amendments to prioritize higher density along transit corridors ranging from 13 units per acre (upa) to 25 upa.

PUBLIC NOTICES

Fictitious Business

NOTICE IS HEREBY GIVEN that the undersigned desiring to engage in business under fictitious name of Exquisite Watches and Jewelry located at 4200 Gulf Shore Blvd North in the County of Collier in the City of Naples, FL 34103, intends to register the said name with the Division of Corporations of The Florida Department of State, Tallahassee, Florida.
Dated at Naples, Florida, this 7, day of October, 2025.
Owner, Thomas Gatto
October 9 2025
LSAR0385330

Foreclosure / Sheriff Sales

Notice of Sheriff's Sale

NOTICE IS HEREBY GIVEN that pursuant to a WRIT OF EXECUTION issued in the Circuit Court of Collier County, Florida, on the 17th day of February, 2023, in the cause wherein MICHELLE A. KINDER, TRUSTEE OF THE MICHELLE A. KINDER TRUST U/T/D OCTOBER 11, 2011, plaintiff(s) and PATRICK SUSEMIHL, AN INDIVIDUAL, MATTHEW J NEHER, AN INDIVIDUAL AND GREENTECH MINING, INC., A DELAWARE CORPORATION, defendant(s), case no. 112022CA002164, in said court; I, Kevin J. Rambosk, as Sheriff of Collier County, Florida, have levied upon all the right, title and interest of the defendant(s), PATRICK SUSEMIHL, in and to the following described REAL property to-wit:
UNIT NO. 203 BUILDING 6, OF ANTIGUA AT ANTILLES, A CONDOMINIUM, TOGETHER WITH THE PRORATA INTEREST IN THE COMMON ELEMENTS AND COMMON PROPERTY OF THE CONDOMINIUM AND LIMITED COMMON ELEMENTS APPURTENANT THERETO, MORE PARTICULARLY DELINEATED AND IDENTIFIED IN THE DECLARATION OF CONDOMINIUM OF ANTIGUA AT ANTILLES, A CONDOMINIUM, RECORDED IN O.R. BOOK 5912, AT PAGE 1836, ET SEQ., OF THE PUBLIC RECORDS OF COLLIER COUNTY, FLORIDA AND AS AMENDED.
TOGETHER WITH ALL THE TENEMENTS, HEREDITAMENTS AND APPURTENANCES THERETO BELONGING OR IN ANYWISE APPERTAINING.
THE PHYSICAL ADDRESS OF PROPERTY: 163 INDIES DRIVE EAST, APARTMENT 203, NAPLES, FL 34114
PARCEL IDENTIFICATION NUMBER: 22750101389
Name(s) of owner(s) of above described real property: Patrick Susemihl
And on the 6th day of November, 2025, at the Collier County Sheriff's Office 2373 East Horseshoe Drive, Naples, FL 34104, at the hour of 10:00 AM, or shortly thereafter, I will offer for sale all of the defendant(s), PATRICK SUSEMIHL, right, title, and interest in aforesaid property at public outcry and will sell same, subject to all prior liens, encumbrances and judgments, if any, to the highest and best bidder for CASH IN HAND. The proceeds to be applied as far as may be to the payment of costs and the satisfaction of the above described execution.
Kevin J. Rambosk, as Sheriff
Collier County Florida
by: /s/April Ide, Deputy Sheriff
Dates Advertised:
10/2/2025, 10/9/2025,
10/16/2025, 10/23/2025
In accordance with the American with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact Civil Process Manager, whose office is located at Collier County Sheriff's Office, 2373 E Horseshoe Drive, Naples, FL 34104, telephone; 239-252-0880, at least seven days prior to the proceeding; If hearing impaired, (TDD) 1-800-955-8771, or Voice (V) 1-800-955-8770, via Florida Relay Service.
No.11698428 Oct. 2, 9, 16, 23, 2025

Foreclosure / Sheriff Sales

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TOGETHER WITH ALL THE TENEMENTS, HEREDITAMENTS AND APPURTENANCES THERETO BELONGING OR IN ANYWISE APPERTAINING.
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Govt Public Notices

CORKSCREW GROVE STEWARDSHIP DISTRICT NOTICE OF THE DISTRICT'S INTENT TO USE THE UNIFORM METHOD OF COLLECTION OF NON-AD VALOREM SPECIAL ASSESSMENTS

Notice is hereby given that the Corkscrew Grove Stewardship District (the "District") intends to use the uniform method of collecting non-ad valorem special assessments to be levied by the District pursuant to Section 197.3632, Florida Statutes. The Board of Supervisors of the District will conduct a public hearing on October 30, 2025, at 1:00 p.m. at 1020 Sanitation Road, Immokalee, FL 34142.
The purpose of the public hearing is to consider the adoption of a resolution authorizing the District to use the uniform method of collecting non-ad valorem special assessments (the "Uniform Method") to be levied by the District on properties located on land included in, or to be added to, the District.
The District may levy non-ad valorem special assessments for the purpose of financing, acquiring, maintaining and/or operating facilities, services and improvements within and without the boundaries of the District, to consist of, among other things, roadway, water, sewer and reclaimed water systems, stormwater management, trails, landscape, streetscape, signage, electric, street lighting, and any other lawful improvements or services of the District.
Owners of the properties to be assessed and other interested parties may appear at the public hearing and be heard regarding the use of the Uniform Method. This hearing is open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing may be continued to a date, time and location to be specified on the record at the hearing. There may be occasions when Supervisors or District Staff may participate by speaker telephone.
Pursuant to provisions of the Americans with Disabilities Act, any

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ing special accommodate in the hearing is asked to t Office at PFM LLC, 3501 Quadrangle Suite 270, Orlando, Florida 407-723-5900, at least eight (48) hours before the and/or meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 who can aid you in contacting the District Office.
Each person who decides to appeal any decision made by the Board with respect to any matter considered at the hearing is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.
Lynne Mullins
District Manager
No.11576919
10/2, 10/9, 10/16, 10/23/25

CORKSCREW GROVE STEWARDSHIP DISTRICT NOTICE OF PUBLIC HEARINGS TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2025 AND FISCAL YEAR 2026 PROPOSED BUDGETS; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

The Board of Supervisors ("Board") of the Corkscrew Grove Stewardship District ("District") will hold public hearings and regular meeting as follows:
DATE: October 30, 2025
TIME: 1:00 P.M.
LOCATION: 1020 Sanitation Road, Immokalee, FL 34142
The purpose of the public hearings is to receive comments and objections on the adoption of the District's proposed budgets for the fiscal year ending September 30, 2025, and the fiscal year beginning October 1, 2025, and ending September 30, 2026 ("Proposed Budgets"). A regular Board meeting of the District will also be held at the above time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budgets may be obtained at the offices of the District Manager, PFM Group Consulting, LLC, 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817, 407-723-5900 ("District Manager's Office"), during normal business hours.
The public hearings and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearings and/or meeting may be continued in progress to a date, time certain, and place to be specified on the record at the public hearings and/or meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.
Any person requiring special accommodations at the public hearing or meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the public hearing and meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for

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aid in contacting the District Manager's Office.
Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.
District Manager
Lynne Mullins
No.11577017 Oct. 9, 16, 2025

Public Notice

Notice is hereby given that the Collier County Affordable Housing Advisory Committee will meet Tuesday, November 18, 2025, at 9:00 am in the Growth Management Community Development Department Building, 2800 North Horseshoe Drive, Room # 609/610, Naples, FL 34104, to adopt its evaluation and final local housing incentive strategies recommendations.
At this public hearing, the Affordable Housing Advisory Committee (AHAC) will take public comment on the 2025 State Housing Initiatives Partnership (SHIP) Incentive Strategies Report.
The 2025 SHIP Incentive Strategies Report addresses the following State required affordable housing incentives: Expedited Approvals of Development Orders or Permits for Affordable Housing, Allowable Fee Waivers, Flexible Densities, Reservation of Infrastructure Capacity, Parking & Setback Requirements, Accessory Dwelling Units, Flexible Lot Configurations, Modification of Street Requirements, Process of Reviewing Government Action that Increases the Cost of Housing, Public Land Inventory, and Development Near Transportation Hubs.
In addition to the required incentives, AHAC has made recommendations on the five (5) following topics: (1) implement affordable housing by right in commercial zoning district per the Collier County Community Housing Plan (CHP); (2) create a publicly accessible database with corresponding GIS map to provide long-term monitoring for affordable housing in Collier County; (3) for AHAC to take a greater role in advocacy efforts of affordable housing issues and developments; (4) for Collier County staff to report to AHAC challenges and opportunities presented through the State's recent adopting of the Live Local Act; and (5) continue the use of Collier County Surtax Funding for affordable housing land acquisition.
A copy of the Affordable Housing Advisory Committee evaluation and recommendations of the report can be obtained by interested parties at the Housing Policy & Economic Development Division located at 2800 N. Horseshoe Drive, Ste. 201, Naples, Florida 34104.
All interested parties are invited to register to speak at the AHAC meeting on November 18, 2025. All registered public speakers will be limited to three minutes unless additional time is granted by the chairperson. Written comments may be submitted to Cormac Giblin

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at
Cormac.Giblin@colliercountyfl.gov
until November 10, 2025, at 5:00 PM.
Collier County Ordinance No. 2003-53, as amended by Ordinance Nos. 2004-05 and 2007-24, requires that all lobbyist shall, before engaging in any lobbying activities (including but not limited to, addressing the Board of County Commissioners, an advisory board or quasi-judicial board), register with the Clerk to the Board at the Board Minutes and Records Department.
If you are a person with a disability who needs any accommodation in order to participate in the proceeding, are you entitled, at no cost to you, the provision of certain assistance, please contact the Collier Facilities Management Department, located at 3335 Tamiami Trail East, Suite 1, Naples, FL 34112, (239) 252-8380, at least two days prior to the meeting. Assisted listening devices for the hearing impaired are available in the Facilities Management Division. For more information call (239) 252-2460.
No.11738425 Oct. 9, 2025

Notice To Creditors

IN THE CIRCUIT COURT FOR COLLIER COUNTY, FLORIDA
PROBATE DIVISION
File No. 11-2025-CP-002348-0001-01
IN RE: Estate of ANTHONY J. CREANE

NOTICE TO CREDITORS
The administration of the estate of ANTHONY J. CREANE, deceased, whose date of death was July 22, 2025, is pending in the Circuit Court for COLLIER, Florida, Probate Division, the address of which is 3315 Tamiami Trail East, Naples, FL 34112. The names and addresses of the personal representative and the personal representative's attorney are set forth below.
All creditors of the decedent and other persons having claims or demands against decedent's estate on whom a copy of this notice is required to be served must file their claims with this court ON OR BEFORE THE LATER OF 3 MONTHS AFTER THE TIME OF THE FIRST PUBLICATION OF THIS NOTICE OR 30 DAYS AFTER THE DATE OF SERVICE OF A COPY OF THIS NOTICE ON THEM.
All other creditors of the decedent and other persons having claims or demands against decedent's estate must file their claims with this court WITHIN 3 MONTHS AFTER THE DATE OF THE FIRST PUBLICATION OF THIS NOTICE.
ALL CLAIMS NOT FILED WITHIN THE TIME PERIODS SET FORTH IN FLORIDA STATUTES 733.702 WILL BE FOREVER BARRED.
NOTWITHSTANDING THE TIME PERIODS SET FORTH ABOVE, ANY CLAIM FILED TWO (2) YEARS OR MORE AFTER THE DECEDENT'S DATE OF DEATH IS BARRED.
The personal representative or curator has no duty to discover whether any property held at the time of the decedent's death by the decedent or the decedent's surviving spouse is property to which the Florida Community Property Rights at Death Act as described in ss.

Notice To Creditors

732.216-732.228 applies, or may apply, unless a written demand is made by a creditor or a beneficiary as specified under s. 732.2211. The written demand must be filed with the clerk.
The date of first publication of this notice is September 30, 2025.

Attorney for Personal Representative:
VICTOR DEBIANCHI, JR., P.A.
1720 HARRISON ST., STE 6CE
HOLLYWOOD, FL 33020

Personal Representative:
MARGARET A. DANYLOWITZ & VICTOR P. DEBIANCHI, JR., as Co-Personal Representatives
October 2, 9 2025
LSAR0381079

Public Notices

NOTICE OF CERTIFICATION OF TAX ROLL
Pursuant to Section 193.122, Florida Statutes, VICKIE DOWNS, Property Appraiser of COLLIER COUNTY, FLORIDA, hereby gives notice that the 2025 Tax Roll for COLLIER COUNTY, FLORIDA, was certified to the Tax Collector on the 6 th day of October, 2025, for the collection of taxes.
October 9,2025 11733525

Richard W. Maloney, M.D. Notice of Retirement
Effective 10-30-2025, I Richard W. Maloney, MD, am retiring from practice. Patients needing copies of medical records should contact, Aesthetic Surgery Center, at 1175 Creekside Parkway, Suite 100, Naples, Florida 34108.
October 2, 9, 16, 23 2025
LSAR0375971

Garage Sales Work

Clear out your clutter! Place your ad today.



Find your new best friend.

Check the classified listings everyday.

THE WORLD'S LIGHTEST WHEELCHAIR



For those of us—or our loved ones—who are finding our mobility slowing down and may need the use of a wheelchair, there's a remarkable breakthrough that's changing lives. The Featherweight Wheelchair, weighing just 13 pounds*, is nothing like the bulky, heavy models of the past that can weigh over 35 pounds. Imagine lifting your wheelchair in and out of a car without straining your back, gliding effortlessly through your garden, joining your family at the park, or going for a medical checkup, without the worry of fatigue. Why not take the first step toward renewed independence with this ultra-lightweight innovation?

In recent years, we've seen great advancements in mobility aids—from canes and walkers to rollators and scooters—all designed to help people stay active and independent. But until now, there hasn't been a truly revolutionary wheelchair. That's changed thanks to a team of engineers who've created something extraordinary: the world's lightest wheelchair, weighing only 13.5 pounds. Aptly named the Featherweight Wheelchair, this breakthrough has already been called a game-changer by those who use it.

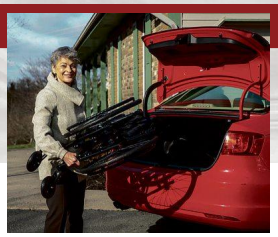


The first thing you'll notice about the Featherweight is just how incredibly light it is. At only 13.5 pounds, it's easy for just about anyone to lift into a car, store at home, or take on the go. It's not only lightweight but also strong, stylish, and easy to maneuver. The lighter the chair, the easier it is to push, propel, and lift. With its sleek design and custom color options, the Featherweight Wheelchair isn't just practical—it's something you'll feel good about using every day.

*13lbs. Without the rear wheels, 19 lbs. all in



Jennifer F. us
Verified Buyer
01/09/25
★★★★★ **Lightweight Wheelchair**
It's so light weight that it's no problem to lift in and out of the back of my car. It's also easy to set up and collapse down. It is very compact and the wheels come off for compact packing alongside luggage or groceries etc. My Mom finds it very comfortable to ride in as well and enjoys the look. We both love it.


Easy to Transport and Store

Why take our word for it?

CALL NOW, and **receive $50 OFF** when you purchase a **Matte Black Featherweight Wheelchair! Only $599!**

Mention **CODE 50FEATHER** to start your journey towards effortless mobility.

Scan Me

855-520-6122
*13.5 lbs. with the rear wheels removed.
Overall weight, with rear wheels, is 19 lbs.

1800 WHEELCHAIR.COM
Since 1997

MEETING MINUTES OF THE COLLIER COUNTY AFFORDABLE HOUSING ADVISORY COMMITTEE

Naples, Florida

September 16, 2025

LET IT BE REMEMBERED, the Collier County Affordable Housing Advisory Committee, in and for the County of Collier, having conducted business herein, met on this date at 9 a.m. in REGULAR SESSION at the Collier County Growth Management Department building, Conference Room #609/610, 2800 North Horseshoe Drive, Naples, Florida, 34104 with the following members present:

Chairman: Stephen Hruby
Vice chairman: Jennifer Faron
Mary Waller
Gary Hains
Hannah Roberts (Excused Absence)
Andrew Terhune (Virtual Attendance)
Arol Buntzman
Todd Lyon (Excused Absence)
Paul Shea
Catherine Myers
Dan Kowal, BCC
Bob Mulhere (Excused Absence)

County Staff Members Present:
Cormac Giblin, Director, Housing Policy & Economic Development
Sarah Harrington, Manager- Planning, Housing Policy & Economic Development
Priscilla Doria, Ops Support Specialist II, Housing Policy & Economic Development
Kristi Sonntag, Director, Community & Human Services Division
Lisa Carr, Supervisor- Grants, Community & Human Services Division
Mike Bosi, Director, Planning & Zoning Division
Heidi Ashton, Managing Assistant County Attorney, County Attorney's Office
Courtney DaSilva, Assistant County Attorney, County Attorney's Office

Any persons in need of a verbatim record of the meeting may request a copy of the audio recording from the Collier County Growth Management Department.

MEETING MINUTES OF THE COLLIER COUNTY AFFORDABLE HOUSING ADVISORY COMMITTEE

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at 9 a.m.

2. ROLL CALL OF COMMITTEE MEMBERS AND STAFF

- Todd Lyon- Excused absence
- Bill Mulhere – Excused absence
- Hannah Roberts – Excused absence
- Andrew Terhune – In attendance via virtual participation

Roll called and a quorum established.

3. APPROVAL OF AGENDA AND MINUTES

A. Approval of today's agenda

- Chairman Hruby made a motion to approve the agenda.
- The committee approved the agenda with no changes. Motion passed unanimously.

B. Approval of July 15, 2025, meeting minutes

Chairman Hruby made a motion to approve the July 15, 2025, meeting minutes. Minutes approved as presented and motion passed unanimously.

4. INFORMATIONAL ITEMS AND PRESENTATIONS

A. Greenfield Partners – Workforce Housing (Gene Gorab/Matt Lewis)

- Greenfield Partners would like to introduce themselves to the AHAC. They focus on workforce housing, targeting essential workers and collaborating with employers for housing solutions.

B. 2025 Housing Demand Model (S. Harrington/C. Giblin)

- Report represents number of cost burdened households, yearly population growth, existing available supply, and units needed yearly by income level.
- 3,176 – Remaining Affordable Units needed (Yearly)
- Housing Demand Model is updated annually as an internal planning tool to show the significant deficit of affordable units in the county, particularly for low-income households.

[Questions and comments by committee members continued]

C. July 2025 Apartment Survey (Lisa Carr)

- Lisa Carr, Supervisor- Grants, presented the July apartment survey.
- Survey reflects all apartment complexes in Naples and Immokalee to include address, phone number, bedroom rates for 1-2-3 bedrooms, total units in development, and total available units by July 1, 2025.

5. PUBLIC COMMENT

- Alex Ballina, President, Florida Development Building Group, LLC (FDBG)
  - Developer with focus on workforce housing projects has a property located at 1465 Golden Gate Parkway that could benefit from Live Local.
  - Mr. Ballina would like to know the county's policy and process in the application of Live Local as it applies to the maximum density allowed.
  - Requests help and support of the committee to work with the County to address the maximum density allowed under the Live Local Act.

6. DISCUSSION ITEMS

A. 2025 Local Government Area Local Government Area of Opportunity (LGAO) review and selection

The committee heard presentations by representatives of both LGAO applications, followed by a question-and-answer session for each applicant respectively.

McDowell Housing Partners, presented by Scarlett Perez, Director of Development

- Project Name: Ekos Old 41
- Location: Naples- North Naples
- Number of units proposed: 80 (12 @ 30%AMI; 32 units @ 60% AMI; 36 Units @ 70% AMI)
- Estimated completion Date: Fall 2028
- Multi-Family Developer all over the state of Florida
- Three active developments in Collier and 100% occupied and two developments in the pipeline.
- Proposed development qualifies for Live Local

Rural Neighborhoods, presented by Steven Kirk, President

- Project Name: Renaissance Hall Senior Living, LLLP
- Location: Naples- Golden Gate City

- Number of units proposed: 100 (15 @ 30%AMI; 35 units @ 50% AMI; 4 units @ 60% AMI; 44 Units @ 70% AMI; 2 units @ 80% AMI)
- Estimated completion Date: December 2027
- Developer has extensive experience, developing 2,700 units across Florida.
- Eight current projects in Collier County totaling 340 rental units
- Proposed project has community support and complies with environmental regulations.
- Emphasizes self-management to ensure quality living conditions for residents.

The Committee deliberated and selected Rural Neighborhoods, Renaissance Hall Senior Living project as the LGAO recipient. Motion passed unanimously.

B. AHAC Member Terms Expiring: Review Applications & Vote

- The committee reviewed the six applicants for the three terms expiring on October 1, 2025.
    1. Stephen J. Hruby, current member (Chairman)
    2. Jennifer L. Faron, current member (Vice Chair)
    3. Todd Lyon, current member
    4. Althea M. Irving
    5. Kristin Reagan
    6. Taneisha Rodriguez
- Mr. Giblin read out loud a letter prepared by Mr. Lyon expressing his interest in continuing serving on the committee.
- Stephen Hruby and Jennifer Faron provided individual statements as to their interest to continue serving on the committee.
- Taneisha Rodgriguez was in attendance and given the opportunity to address the committee to provide an introduction, background, and interest in serving on the committee.
- The committee members deliberated and unanimously agreed to re-elect Stephen Hruby, Jennifer Faron, and Todd Lyon for a new term period.
- Final Board approval will be made at an upcoming Board meeting.

C. 2025 SHIP Incentive Strategies Report (S. Harrington)

- The final draft 2025 SHIP Incentive Strategies Report was reviewed for final acceptance by the committee. Motion to accept the final report with no other changes passed unanimously.

- Staff will present the report for final Board approval at an upcoming Board of County Commission meeting and submit report to the State.

7. STAFF AND COMMITTEE GENERAL COMMUNICATIONS

A. June/July 2025 Affordable Housing Website Analytics (Kristi Sonntag)

- Analytic Report issued by Quest to reflect website views and where traffic is originating from.
  - 2,941 – views in June 2025 (919 page views from google)
  - 4,610 – views in July 2025 (1,231 page views from google)

8. NEW BUSINESS

9. ADJOURN

Meeting adjourned at 10:58 a.m.

10. NEXT MEETING DATE AND LOCATION:

November 18, 2025, at 9:00 A.M in Conference Room 609/610- Growth Management Community Development Department

COLLIER COUNTY AFFORDABLE HOUSING ADVISORY COMMITTEE

Stephen Hruby, Chairman

These minutes were approved by the committee on November 18, 2025 ,

as presented X , *or as amended* _____ .

Agenda Item No. 5A **Agenda Item Topic** ROUTS
(For Public Comment, list topic)

Meeting Date: 11/18/25

Name: CHRIS HALL **Address:** 4540 TRAIL BLVD

Representing/Petitioner: NA **Other:**

COLLIER COUNTY ORDINANCE NO. 2003-53, AS AMENDED BY ORDINANCE 2004-05 AND 2007-24, REQUIRES THAT ALL LOBBYIST SHALL, BEFORE ENGAGING IN ANY LOBBYING ACTIVITIES (INCLUDING, BUT NOT LIMITED TO, ADDRESSING THE BOARD OF COUNTY COMMISSIONERS), REGISTER WITH THE CLERK TO THE BOARD AT THE BOARD MINUTES AND RECORDS DEPARTMENT

YOU ARE LIMITED TO THREE (3) MINUTES FOR YOUR COMMENTS AND ARE TO ADDRESS ONLY THE CHAIR

PUBLIC COMMENT IS NOT INTENDED TO BE A FORUM FOR SELF-PROMOTION. PUBLIC COMMENT SPEAKERS WHO ENGAGE IN ADVERTISING THEIR BUSINESS, PERSONAL POLITICKING OR OTHER FORMS OF SELF-PROMOTION WILL BE ASKED TO LEAVE THE PODIUM.

PLACE COMPLETED FORM ON THE TABLE TO THE LEFT OF THE DAIS – PLEASE PRINT CLEARLY

Collier County

GROWTH MANAGEMENT
COMMUNITY DEVELOPMENT

Affordable Housing Advisory Committee

Sign-in Sheet (Public)

November 18, 2025

Please Print

NAME	REPRESENTING	PHONE No. or email
DARRICK HATCH	HABITAT COLLIER	DHATCH@HABITATCOLLIER.ORG
LISA LEFKOW	HABITAT COLLIER	LLEFKOW@HABITATCOLLIER.ORG
Michael Pucha lla	HELP, ECCLT, Housing Alliance	
Shane Young	The Housing Alliance	syoung@thehousingalliance.org
John Robertson	ROBERTSON FAMILY INVESTMENTS	johnf.robertson@comcast.net
Arol Buntzman	Immokalee Fair Housing	
Judith Seve	Proverbs 31 Consulting	info@proverbs31consulting.com
JONATHAN STERNBACH	McDOWELL HOUSING PARTNERS	JSTERNBACH@MCDHOUSING.COM
CHRIS HALL	BCC	Chris.Hall@Comcast.com
Yolanda Flores	Monarca	yolanda@nsdlv.org
Susan Golden		skgoldengirls@comcast.net

Collier County Government

Communications, Government & Public Affairs
3299 Tamiami Trail E., Suite 102
Naples, Florida 34112-5746

November 12, 2025

FOR IMMEDIATE RELEASE
Notice of Public Meeting
Collier County
Domestic Animal Services Advisory Committee
Collier County, Florida
November 19, 2025
6:00 p.m.

Notice is hereby given that the **Collier County Domestic Animal Services Advisory Board** will meet on **Wednesday, November 19,** at **6:00 p.m.** the meeting has been moved to Conference Room 609/610 of the Growth Management Community Development Department building, 2800 N. Horseshoe Drive, Naples, Florida.

The agenda will be available on the Collier County Government website at: DAS Advisory Committee November 19, 2025, Meeting Agenda

Remote participation is a courtesy and at the user's risk. The County is not responsible for technical issues.

The public may attend either remotely or in person.
Individuals who would like to participate remotely should register at: November 19, 2025 DAS Advisory Committee Meeting

The deadline to register is 6:00 p.m., November 19. Individuals who register will receive an email in advance of the meeting with instructions on how to participate.

About the public meeting:

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

All interested parties are invited to attend and to register to speak. All registered public speakers will be limited to three minutes unless changed by the chairman.

Collier County Ordinance No. 2004-05 requires that all lobbyists shall, before engaging in any lobbying activities (including, but not limited to, addressing the Board of County Commissioners, an advisory board or quasi-judicial board), register with the Clerk to the Board at the Board Minutes and Records Department.

Anyone who requires 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 Division, located at 3335 Tamiami Trail E., Suite 101, Naples, Florida 34112, or (239) 252-8380, as soon as possible, but no later than 48 hours before the scheduled event. Such reasonable accommodation will be provided at no cost to the individual.

For more information, email Alexandra Casanova at Alexandra.Casanova@collier.gov

Collier County

Domestic Animal Services Advisory Committee
Agenda

Wednesday, November 19, 2025
6:00 pm
2800 N. Horseshoe Dr., Naples, FL 34104
Growth Management Community Development,
Conference Rooms 609/610

NOTICE: Persons wishing to speak on any Agenda item will receive up to three (3) minutes unless the Chairman adjusts the time. Speakers are required to fill out a "Speaker Registration Form," list the topic they wish to address, and hand it to the Staff member before the meeting begins. Please wait to be recognized by the Chairman and speak into a microphone. State your name and affiliation before commenting. During the discussion, Committee Members may direct questions to the speaker.

Please silence cell phones and digital devices. There may not be a break in this meeting. Please leave the room to conduct any personal business. All parties participating in the public meeting are to observe Robert's Rules of Order and wait to be recognized by the Chairman. Please speak one at a time and into the microphone so the Hearing Reporter can record all statements. The public is welcome to attend either in person or remotely.

Individuals who wish to participate remotely should register for the meeting using the Webex Meeting link on the webpage: November 19, 2025 DAS Advisory Committee Meeting

The registration deadline for the meeting is 6:00 p.m., November 19. Individuals who register will receive an email in advance of the meeting detailing how they can participate

1. Call to Order
2. Roll Call – Establish a Quorum
3. Pledge of Allegiance
4. Approval of Agenda (Action Item)
5. Approval of Minutes (Action Item)
    a. September 9, 2025, Workshop Minutes ……*Attachment on Pages 3-7*
    b. October 15, 2025- Meeting Minutes ……*Attachment on Pages 8-13*
6. Public Comment– Items not addressed on this Agenda
7. Public Comment - Agenda Items in Sequence.
8. Staff Updates
    a. Leadership Report……*Attachment on Page 14*
9. Old Business
    a. Stray Hold Period for Dogs and Cats-……*Attachment on Pages 15-29*
    b. Shelter Operations and Procedures
10. New Business

a. Return for Life Adoption Agreement -
b. Adoption Process Updates – Contracts, Staff Scripts, Intake Forms -
c. TNR Medical Package
    i. Intake Checklist for TNRs - ……*Attachment on Page 30*
d. Open Questions Format for Committee Members

11. Advisory Board Member Comments
12. Adjourn

Future Meeting Dates:
December 17, 2025

Collier County

Domestic Animal Services Advisory Committee
Agenda

Wednesday, November 19, 2025
6:00 pm
2800 N. Horseshoe Dr., Naples, FL 34104
Growth Management Community Development,
Conference Rooms 609/610

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1. Call to Order
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d. Open Questions Format for Committee Members

11. Advisory Board Member Comments
12. Adjourn

Future Meeting Dates:
December 17, 2025

MINUTES OF THE MEETING
OF
COLLIER COUNTY
DOMESTIC ANIMAL SERVICES ADVISORY BOARD WORKSHOP
Naples, Florida
September 9, 2025

LET IT BE REMEMBERED that the Collier County Domestic Animal Services Advisory Board, in and for the County of Collier, having conducted business herein, met on this date at 6 p.m. for a **MEETING** at Growth Management Community Development Department Room 609/610 2800 N. Horseshoe DR. Naples, Florida, with the following members present:

CHAIRMAN: Allen Schantzen
Michele Antonia
Kelly Hyland
Susan Mehas
Meredith McLean
Alexandra Casanova
Sherry Reno (absent)

County Staff in Attendance

James French, Department Head, GMCD Alexandra Casanova, Manager, Domestic Animal Services

Any persons in need of the verbatim record of the meeting may request a copy of the audio recording from Domestic Animal Services.

I. Call to order

II. Roll Call- Establish a Quorum
A quorum of 4 was confirmed.

III. Pledge of Allegiance
Pledge of Allegiance was recited.

IV. Approval of agenda

Kelly Hyland- Motion to add public comment in after Board Ordinance Review. Before Board comments.
Motion to approve- Susan Mehas
Motion Seconded- Kelly Hyland
Motion passed unanimously.

V. Animal Services Advisory Board Ordinance Review

Meredith Mclean- There is a document to review with recommendations from the County Attorney's office.
Alan Schantzen- As the chair, I would like to take issue that this document didn't show up until this evening.
James French- The Board of County commissioners ordered the County Attorney to work on the makeup of the DAS advisory board ordinance. This information was just sent to me late this afternoon. It will be advertised and taken to the BOCC for review. Not adoption.
Alan Schantzen- Should we have rushed this workshop to address something that we didn't have. I don't know if I could call these suggested changes or a change that is coming regardless.
James French- This is the summary of the items that will be advertised to by the County Attorney's office. I want to share this with you tonight. This is not a final document, this is an advertisement, a summary of the information. There was some communication in regard to some of the board's comments at the last meeting. A summary of some of the suggestions that I carried forward to the County Attorney's office to consider. The board can still change this, but this is a summary of the information that was provided to us.
Alan Schantzen- When you say the board are you talking about the advisory board or BOCC?
James French- The board having jurisdiction is the Board of County Commissions.

Suggested Ordinance 2025-43- ***James French, Department Head, GMCD***

Repeal and replace ordinance. This ordinance reinstates and reestablishes the Domestic Animal Services Advisory Committee**.** It replaces ordinance 2004-6. Outlines the committee creation, purpose, function, membership procedures and authority. All recommendations go the County Manager or designee.

Section 2- Functions, power and duties.

A. **Operational review**- Evaluates the intake of animals, fostering, adoption, return to owner, staffing, training and best practices in shelter management.
B. **Fiscal oversight**- Review the budget on an annual basis. High level of spending and budget allocations that have been granted in the past. Fee schedule, grants for sustainability and accountability.
C. **Veterinary and medical considerations**- Board will recognize that all medical decisions remain with licensed veterinarians. Provide input only on non-clinical aspects of veterinary operations including budget and resources.

D. **Volunteer and Behavior programs**- Everything we encourage with our partners. Recommend strategies to recruit, train and retain volunteers.
E. **Community outreach and branding**- Encourage participation in community events. Provide guidance on branding, marketing materials and messaging.
F. **Accountability and reporting-** Review quarterly and annual reports. Submit annual report to the Board of County Commissioners, which is a requirement, on how you are functioning as a committee and your take based on information that has been provided to you on how things are really going.

Alan Schantzen- I don't see anything in this where we make recommendations to the Board of County Commissioners regarding the facilities, is that going away?
James French- Its more streamlined and more to the point. Where you get into the overall operations of the facility which will include capital improvements as much as daily maintenance.

Section 3- Appointment and Composition

A. Appointment and Composition- 5 Member board. 1 Finance and accounting, 1 Animal welfare rescue representative, 1 community outreach representative**,** 1 volunteer program or non-for-profit management representative, 1 Citizen at large.
B. Restrictions- With the exception of Patty Baker Humane society, Individuals from rescue groups or animal agencies would not be eligible**.** To avoid conflict.

Kelly Hyland- The way it is written that anyone who benefits from DAS would not be able to be on the board so why is Patty Baker Humane society allowed.
James French- Patty Baker Humane society does not receive services from Collier County they are a rescue partner to the county. In the event they become a vendor that would change.
Kelly Hyland- What would be the reason that individuals from other rescue groups or animal agencies are not eligible.
James French- Because they receive benefits such as spay and neuter services.
Kelly Hyland- What if they don't
James French- Then they would be eligible.

Section 4- Terms of office

A. Three members will serve a term of four years.
B. Two members will serve a term of three years
C. Thereafter each appointment will be for a term of four years

Alan Schantzen- Would we be electing and voting for additional members or are they going to be appointed.
James French- Appointments are made and serve at the pleasure of the Board of County Commissioners.
Susan Mehas- Why are there term limits now, 4 years and out.
James French- To offset two-three which is inline with our other committees. If it is a comment of the board, we will provide your comments to the BOCC.

Section 5- Attendance requirements, Removal from office.
Any member of the committee may be removed from office with or without cause by a majority vote of the Board of County Commissioners.
James French- Attendance is governed by ordinance 2011-55 which is consistent with all of the other committees.

Section 6-Officers, quorum, rules of procedure
Chairman, Vice chairman and secretary will serve 1-year terms and will be elected by the committee.
The presence of 3 or more members shall constitute a quorum. 3 affirmative votes needed

Section 7- Reimbursement of expenses
Members of the committee shall serve without compensation but can be reimbursed for pre-approved expenses related to engagement of certification courses or attend a course on animal welfare.

Susan Mehas- If there is another document that is going to filter out of this can we see it before it goes to the commission.
James French- Ms. McLean will send that to you. This is scheduled for "advertisement" only in two weeks with the Board of County Commissioners.
Susan Mehas- I still think Meredith should have the ability to keep an eye on the veterinarian. Making sure everything is ok. She should have some oversight.
James French- That's an administrative decision with the County Managers office and is not the role of this committee.
Alan Schantzen- It says the committee may advise only on non-clinical matters.
James French- We have hired a licensed professional veterinarian that is regulated only by the State of Florida. Not by the DAS director, Growth Management Community Development Head or the County Manager. State law says that position shall do their job without interference.
Susan Mehas- Can you tell us who it is
James French- Dr. Erica Unz. She worked for UF, ASPCA and Miami Dade. We have had her as a contractor, and she serves now as the Chief Veterinarian for Collier County.
Alan Schantz- This came from the County Attorney's office. Has the County Manager had a chance to preview this?
James French- This was forwarded to us from the County Manager originally from the County Attorney's office. The document has been completed and filed with clerk for advertisement. This will go before the board in two weeks.
Michelle Antonia- Under Function power and duties, it says we can advise on non-clinical matters, what would be an example of a resource.
James French- It could be a piece of equipment or more staff.

VI. Public comment
No Public comment.

VII. Advisory Board Member comments
Susan Mehas- Where are we on the social media for the cats. I thought we hired someone for the cats.
Meredith McLean- There is a cat page that is run by volunteers, it is not run by DAS staff. A staff member has been tasked with creating a schedule of posts to make sure we are balancing out cat and dog posts, events we are hosting and educational information.
Alan Schantzen- In reference to timely information being sent to the board, I would really like to see a draft agenda at least a day before our meeting. When I have questions about the agenda please respond to my emails.

VIII. Next Meeting
Wednesday, October 15, 2025

IX. Adjourn

******

There being no further business for the good of the County, the meeting was concluded at 7:30 pm.

Collier County Domestic Animal Services

_____
Allen Schantzen- Chairman

These minutes were approved by the Committee/Chairman on _____ (check one) as presented_____, or as amended _____.

MINUTES OF THE MEETING
OF
COLLIER COUNTY

DOMESTIC ANIMAL SERVICES ADVISORY COMMITTEE
Naples, Florida
October 15, 2025

LET IT BE REMEMBERED that the Collier County Domestic Animal Services Advisory Board, in and for the County of Collier, having conducted business herein, met on this date at 6 p.m. for a **MEETING** at Growth Management Community Development Department Room 609/610 2800 N. Horseshoe DR. Naples, Florida, with the following members present:

CHAIRMAN: Allen Schantzen
Michele Antonia
Kelly Hyland
Susan Mehas
Meredith McLean
Alexandra Casanova
Sherry Reno (absent)

County Staff in Attendance
James French, Department Head, GMCD
Alexandra Casanova, Manager, Domestic Animal Services
Any persons in need of the verbatim record of the meeting may request a copy of the audio recording from Domestic Animal Services.

I. Call to order

II. Roll Call- Establish a Quorum
A quorum of 4 was confirmed.

III. Pledge of Allegiance
Pledge of Allegiance was recited.

IV. Approval of agenda

Motion to approve- Susan Mehas
Motion seconded- Michelle Antonia
Motion passed unanimously.

V. Agenda and Minutes
A. February 16, 2025, DASAB Meeting minutes

Allen already signed.

B. March 19, 2025, DASAB Meeting minutes
Allen already signed.

C. April 16, 2025, DASAB Meeting minutes
Motion to approve- Michelle Antonia
Motion Seconded- Susan Mehas
Motion approved unanimously.

D. August 27, 2025, DASAB Meeting minutes
Motion to approve- Michelle Antonia
Motion seconded- Susan Mehas
Motion passed unanimously.

VI. Public comment- Items not addressed on this agenda
Tom Kapp- Happy that enforcement is not responsibility of this board. Boards' only responsibility is what happens inside of the shelter. Policies and procedures, welfare of animals. Asked about Policies and procedures manual. We need to strengthen policies on return to owner. Discussed a recent case where a sick animal was returned to the owner with no follow up.
Allen Schantzen- Conversation is already happening. Working on reporting up the ladder and quality of care. I will follow up on that.

VII. Public comment- Agenda Items in Sequence

VIII. Staff Updates

A. Leadership report

. September statistics-
Meredith McLean
Currently 43 staff members. 28 are full-time county employees. 15 are Key staff. Administrative Support II- with HR. New positions as of October 1, 2025- Operations Support Specialist and 3 Customer service representatives.

Current- 323 Animals, 242 Cats and 78 dogs and 3 other animals.
9/2025- Intake 372 Cats, 132 dogs and 17other. Total of 521 Animals.
Outcomes- 283 Adoptions, 150 Transfers. 50% increase YOY. Due to increase in partnerships and veterinary care.
Foster- 163 animals that are true foster.
3 Animals- Ambassador programs.
ACO- 226 Cases open, 130 Closed, 68 Citations issued.

Building- Will be shutting down 3 at the end of this month.

Allen Schanzten- Regarding building 3- Coordinate and map out areas to limit interaction between staff and residents visiting. Please put that in place and bring it back for review.

Susan Mehas- The 131 Cats transferred out, is that part of the total considered to be adopted.
Meredith McLean- No that is a different number. Adoptions and transfers out are two different numbers.
Susan Mehas- For the euthanasia number, that is strictly medical correct **Meredith McLean**- Medical and behavioral. Behavioral is rare. Majority are medical.
Kelly Hyland- When the cats are being released, who is handling that.
Meredith McLean- FTR- Finder to returns. Could be a rescue group. If cats come in that don't have either of those options staff will put them back where they came from.
Kelly Hyland- Do we have a list of transfer/rescue organizations DAS uses.
Meredith McLean- Yes, I can send that to you.
Kelly Hyland- There is two different reports and the numbers don't match. I want to confirm who is in charge of the numbers on these reports and why they don't match, confirm fosters on hand.
Meredith McLean- There are two different reports. The one you have in front of you is what we call the State Mandated report which is required by law. The report in your email is a chameleon report. Only true intakes are reported on the state report.
Kelly Hyland- What is the true number for fosters on hand.
Meredith McLean- The numbers on the report are from June. If you want breakdowns for the current month, I will have to get that back to you.
Michelle Antonia- When an animal care specialist returns a cat, is there a caretaker.
Meredith McLean- There is because they have asked for the cat back even if they don't return it or pick it up themselves.

. FY26 DAS Budget

Allen Schantzen- Annual proposed draft of the budget. I will request a summation be done on a quarterly basis. If the board agrees. What is the process for internal transfers and how we execute them. Would transfer be something the board needs to oversee.
Meredith McLean- That would be done with finance. I will get an answer for the second part of the question and get back with you.
Kelly Hyland- If this is for Domestic Animal Services, under appropriations by program it says Domestical Animal Control. Page 73.
Meredith McLean- I can look into that program number and get back with you.
Susan Mehas- Page 73, are the donations dollars only?
Meredith McLean- Yes.

IX. Old Business

A. Ordinance Sub Committee Update

Meredith McLean- This relates to items that revolve around animal control. We have to move this off our agenda because a lot of this would be very specific to animal control.
Allen Schantzen- Not that we can't discuss it, but this group is related to the campus.
Meredith McLean- A lot of the items that were discussed revolve around what happens in the field.

B. September 23,2025, Board of County Commissioners Meeting items

. DAS Board Restructure

Meredith McLean- Items 3 and 4 were approved. The fee schedule was approved yesterday. The board restructure is the original copy from the BOCC meeting. Changes were made at approval. It is no longer a board, it was changed to a committee, 7 members, 1 appointed from each district. We will take applications and the BOCC will approve those seats. With 2 At-large members. It did take the quorum down to 3. It has been signed; I will email you a copy tomorrow.
Allen Schantzen- We can put this on as an agenda item to discuss each one, take everyone's input. The last meeting the draft was given to us the same night, this meeting the signed ordinance is given to us the night of the meeting. I don't feel this is anyway to run a board. This has already been signed into law, the only way we are going to make changes is to make this an agenda item for the next meeting.
James French- The BOCC was fully aware of the interests of this board. They worked with the county attorney on this. Changing the ordinance is not on your agenda, if you want to bring it up at another meeting you can. Right now you have a brand-new ordinance. How are we putting it in place.
Kelly Hyland- We need communication to be more open. No one comes to us to ask our advice. No one is asking for our input. We have never taken anything to the commissioners.
Allen Schantzen- We need to visit the shelter more often. We need to be giving constructive input on the immediate needs.
James French- There is a great deal of work to be done. Communication is key to any successful organization. I never want to take an action item to the BOCC that I haven't run by you. Many of these things may be within my purview, but I still want you to know.

. DAS Fee Schedule

Allen Schantzen- That was passed at yesterday's meeting. Any changes.
Meredith Mclean- Yes and no changes.

. DAS Ordinance 2013-33

Allen Schantzen- Just need to clarify the 3–5-day hold.
Meredith McLean- It was written that it is a minimum of 3 days, we are currently at 5 days.

Susan Mehas- The information I found was that cats are given a 5-day stray hold as well as dogs.
Meredith McLean- Cats that have a microchip are held for 5 days. Dogs are held for 5 days either way.
Susan Mehas- That is not right. The wording on this bothers me. It is not fair to say the cats have to have a microchip and dogs don't.
Kelly Hyland- Do you want to make a motion to try to get it amended.
Meredith McLean- We can bring it back for discussion. But I will be submitting information to show why it is not recommended to hold every stray cat for 5 days.

. DAS Ordinance 2013-55

Kelly Hyland- On Page 3 Section 14- We made it clear that it was not a good idea to give a 24 hour notice in advance of inspections. Page 6 we suggested that a notice "will" be issued not "could" be issued. We were advised to review and give this more teeth. We did that and now it was changed back and none of our suggestions were added.
Allen Schantzen- But it is not directly related to the campus. It's not part of our responsibilities. We are governed by our ordinance.
James French- The order came down from the chairman to move forward. They did not seek the input of staff or the committee.

C. Standard Operating Procedures (SOPs) Update
Meredith McLean- One completed to review with the board. Call out rules. Many more are under draft. I should be able to present them at the December meeting.
Allen Schantzen- You are mirroring this off other counties.
Meredith McLean- A combination of other animal organizations and county level.

X. New Business

A. Microchips Code Section 14-41-Microchip
Meredith McLean- Microchip is considered a legal identification for an animal.
Kelly Hyland- Is there a time limit if an animal comes to DAS that an animal isn't returned to the registered owner.
Meredith McLean- When we scan the chip, we have to go with what is legal which is contacting the registered owner on the microchip.

B. Foster and Foster to adopt program update.
Meredith McLean- We currently have 84 currently in Foster to Adopt. We have 163 animals in actual foster. Larger portion is underage kittens.

XI. Advisory Board Member comments
Michelle Antonia- Made contact with the Immokalee Technical College- Department Chair. She is currently out but we she returns we are going to set up a meeting to discuss community outreach and education for spay and neuter.

Susan Mehas- Reviewed potential marketing in Spanish newsletter and Yellow pages. Reviewed need for specific scripts for shelter staff regarding education. DAS should be a return for life shelter. If someone adopts a pet from DAS and needs to return it for any reason they should be able to return to DAS. Current return policy is only 30 days. **Allen Shantzen**- Website for board is missing the applicant link for open seats **Meredith McLean**- After definition for committee changed it was temporarily removed. **Allen Shantzen**- Staging work areas during building closure is imperative, to limit interaction between the public and employees. Need to look into CAT bus stations for marketing opportunities. School sport field fences are great places for advertisement.

XII. Next Meeting
Wednesday November 19, 2025

XIII. Adjourn

******

There being no further business for the good of the County, the meeting was concluded at 8:21pm.

Collier County Domestic Animal Services

_____
Allen Schantzen- Chairman

These minutes were approved by the Committee/ Chairman on _____(check one) as presented _____, or as amended _____.

Collier County
DOMESTIC ANIMAL SERVICES

Animal Intakes from 10/01/2025 to 10/31/2025

	Cats	Dogs	Other	Total
Surrendered by Owner	9	14	13	36
Stray	481	128	11	620
Confiscated	1	6	0	7
Transferred from within Florida	0	1	0	1
Born in Shelter	5	5	0	10
Total	496	154	24	674

Animal Outcomes from 10/01/2025 to 10/31/2025

	Cats	Dogs	Other	Total
Adoption	122	76	1	199
Reclamation by Owner	5	44	0	49
Died in Care	6	3	0	9
Euthanasia at Owner's Request	2	4	0	6
Euthanasia by Court Order	0	0	0	0
Transfer to another public or private animal shelter	123	26	5	154
Euthanasia	14	3	1	18
Returned in Field/Trapped, Neutered, Returned (TNR)	32	0	0	32
Lost in Care/Missing Animals	1	0	0	1
Total	305	156	6	467

Sec. 14-41. - Disposition of Impounded Animals.

1. Impounded animals with identification not suspected of having an infectious or contagious disease shall be held for a minimum of three full days (72 hours) to provide time for the animal's owner to notify staff of intent to recover the animal. Upon the owner's acknowledgement of an impounded animal, the animal will be held for a minimum of five full days (120 hours) from the date of impoundment, after which time the animal shall be considered abandoned and shall become the property of the Division. All animals other than dogs, cats with identification, or livestock, for which an owner has not been identified or deemed to have an owner by an identification tag or other identification, shall immediately be considered abandoned and shall become the property of the Division. The Division may, at its discretion, place such animal(s) for adoption, place in foster care, transfer the animal(s) to another shelter, transfer the animal(s) to rescue or make disposition pursuant to law at the time, but shall not euthanize these animals for a minimum of five full days (120 hours).
2. If an impounded animal is suffering from or suspected to have an infectious or contagious disease, or is injured or debilitated to such an extent that it is experiencing pain or suffering as determined by a veterinarian or competent designee(s), or the animal poses an immediate substantial risk to staff or visitors to the shelter, the animal may be euthanized prior to the expiration of the three day (72 hour) hold.
3. Impoundment of cattle require legal notifications as specified in F.S. § 588.17.
4. The County Manager or designee shall make at least three attempts to contact the owner of an impounded animal, if the owner's identity is known or easily ascertained, before the animal's humane disposition. Dogs, identified cats, and other animals not claimed within the specified hold period, may be adopted, transferred, or may be euthanized by any method specified in F.S. § 828.058.
5. Animals that are impounded for safe keeping at the request of a first-responding agency due to the death or medical emergency or incarceration of its owner or caretaker, shall be held for a minimum of five days (120 hours). After five days (120 hours) the Division will hold the animals for an additional five days (120 hours) and the County Manager or designee shall make at least three attempts to contact the owner during this time. Animals not claimed after this ten-day (240-hour) period, may be adopted, transferred, placed with a qualified foster, or may be euthanized, at the discretion of the County Manager or designee.
6. Animals shall be released to owners on presentation of proof of ownership and payment of costs and fees. Proof of ownership may include a County rabies/license tag, veterinary records, tattoo, bill of sale, adoption contract, registered (RFID) microchip, affidavits from two separate neighbors, other reliable documentary or anecdotal evidence deemed reliable by the County Manager or designee;

along with a signed affidavit affirming ownership. If ownership cannot be proven, the animal must remain at Domestic Animal Services for the established hold period prior to reclaiming.

A. *Fees.*

(1) Fees related to impoundments may include, but are not limited to; impoundment fees, advertising fees for impounded livestock, laboratory and veterinarian fees, transportation fees, and daily board.

(2) Fees are established and revised by resolutions adopted by the board of county commissioners.

B. *Microchipping.*

(1) Dogs and cats that have been impounded shall be implanted with a radio frequency identification devise (RFID) (microchip) by animal services' staff at the owner's expense prior to being released to the owner.

(2) Animals that are already microchipped when impounded, must have the information on the microchip recorded by animal services. The information must be accurate and current. If the information is not current, the owner must come into compliance with this section prior to having the animal released.

(3) At the discretion of the County Manager or designee, the animal may be released to the owner with a Notice to Comply to have the animal microchipped and applicable payment specified by resolution. The fee will be refundable within thirty (30) days if services are provided by a non-animal services licensed veterinarian. The owner will be required to submit a statement within fifteen (15) days, signed by a licensed veterinarian, confirming that the animal has been so implanted and provide the microchip number to animal services. Failure to provide proof of microchipping shall result in a penalty as specified in the penalty schedule. No microchipping is required if a licensed veterinarian certifies in writing that microchipping would endanger the animal's health.

C. *Mandatory spay/neuter.*

(1) Dogs and cats that have been impounded shall be spayed/neutered at the owner's expense prior to being released to the owner.

(2) No spay/neuter is required if a licensed veterinarian certifies in writing that the surgery would endanger the animal's health or if a licensed veterinarian with whom the pet owner has a previously established doctor-patient-client relationship certifies in writing that the animal is of appropriate health, conformation, and temperament to be bred. Such certification is to be made on a sworn statement provided by the County. The owner of the animal will also certify on an affidavit to be provided by the County that he or she will comply with the provisions of this Ordinance or all laws and ordinances governing the regulation of

breeders. An owner shall not use this exemption more than one (1) time per animal; mandatory sterilization is required based on a second impoundment. The animal shall only be released to the owner with a signed Notice to Comply allowing the owner fifteen (15) days to comply with and/or register as a Hobby Breeder or Commercial-Breeder. Failure to register as a Hobby Breeder or Commercial-Breeder will result in a penalty as specified in the penalty schedule.

7. *Voluntary surrender.*
   A. Person(s) wishing to surrender an animal shall be allowed to do so at the discretion of the County Manager or designee. Every person who voluntarily surrenders an animal must provide a valid photo identification that shows proof of residence and sign a form acknowledging that the surrender is voluntary and acknowledging the discretion of the animal control division to dispose of the animal. Animal services shall not be liable for the disposition of any voluntarily surrendered animal after receipt of the animal from its owner. The animal shall be immediately available for adoption, placement or other appropriate disposition once surrendered.
   B. Person(s) surrendering animals shall be responsible for paying an intake fee.
   C. Person(s) wishing to surrender an animal with the request for euthanasia shall be allowed to do so at the discretion of animal services. It is not the policy or practice of animal services to supply "on-demand" euthanasia procedures, but in the interest of relieving a suffering animal, or for aggressive animals that pose a safety risk, animal services may provide the service for a fee, at the County Manager's or designee's sole discretion.
   D. No surrendered or stray animals from outside the Divisions jurisdiction shall be accepted except for humane reasons or if the animal was previously adopted from the Division; such animals shall be referred to another agency. The photo identification of the owner/person wishing to surrender an animal that shows an address outside of the Divisions jurisdiction shall be used as the current address of the animal.
   E. An animal that has bitten a human may be surrendered to the Division for quarantine pursuant to the applicable provisions of the Florida Administrative Code 64D-3, as may be amended. An animal surrendered for quarantine to the Division is subject to all requirements Section Sixteen [§ 14-41] prior to reclaim.
   F. It is a violation of this section for any person to falsely identify himself or herself as an owner or owner's agent.
8. Animals not claimed within the appropriate holding period may be adopted, subject to the provisions below:
   A. Adoption fees are established and revised by resolutions adopted by the board of county commissioners.
   B.

In order to adopt an animal, a person must be at least 18 years of age and provide photo identification and/or other proof of residency.

C. Administration of the neuter/spay program shall remain under the control of the County Manager or designee. Accounting for the disbursement of the neuter/spay fees shall be in accordance with procedures of the county's finance department.

D. Dogs and cats that are adopted shall be microchipped by animal services' staff.

E. Dogs and cats that are adopted shall be spayed/neutered by animal services' veterinarian or a licensed veterinarian contracted by animal services prior to being released to the adopter.

F. If a dog or cat adopted from animal services is not sterilized prior to placement in the adopter's home, the adopter shall have the animal sterilized by a licensed veterinarian within 30 days of the adoption or prior to the animal's sexual maturity. The adopter shall enter into a written agreement with the county guaranteeing such sterilization and pay a deposit from the adopter as established by Resolution of the Board of County Commissioners, which deposit shall be refundable upon presentation to the Division or written evidence by the veterinarian performing the sterilization surgery that the animal has been sterilized as specified in F.S. § 823.15. If the subsequent sterilization is not performed by animal services' veterinarian or a licensed veterinarian contracted by animal services, the adopter shall be responsible for the expense and shall forfeit the deposit. Assumption of financial responsibility does not relieve the adopter of the requirement to provide written proof of sterilization within the specified time limit. Animal Control Officers are authorized to impound or to issue a Notice to Comply and/or citations for failure to sterilize any dog or cat adopted from the animal shelter.

G. The County Manager or designee has the final authority to approve the adoption of any animal. The County Manager or designee may refuse an adoption if it determines that the adoption is not in the best interest of the animal, or detrimental to the health, safety or welfare of the general public.

9. No person, or on behalf of any other person or entity whatsoever, shall acquire or attempt to acquire actual or constructive possession of any animal for any use in research, testing, animal fighting, or animal sacrifice, from the actual or constructive possession of any county animal services center, or from any person or entity operating or controlling any animal custody facility, pound, or animal shelter that is then leased from the county by a lease that prohibits such use, or is then under a contract with the county which contract prohibits such use. Such use includes the immediate or eventual sale, transfer, gift, trade, donation, delivery, or any other provision of any animal for use in research, testing, and/or animal sacrifice. No employee, volunteer, worker, agent or other representative of any such entity shall knowingly release from the actual or constructive possession of any such entity, any animal for any such known or suspected use.

10. Failure to comply with the requirements of this section shall be a violation of this Ordinance and punishable as provided in Section Fifteen (§ 14-40).

(Ord. No. 2018-33, § 1; Ord. No. 2024-26, § 1; Ord. No. 2025-44, § 5)

Florida Animal Shelter List

Organization	Stray Hold (Dog)
Example	
Lee County Domestic Animal Services	3 Days No Microchip or Identification; 5 Day Hold for Microchip or Other Identification
Polk County Animal Control	4 Days No Microchip or Identification; 7 Day Hold for Microchip or Other Identification
Charlotte County Animal Control	5 Day Hold
Pinellas County Animal Services Departmer	4 Days No Microchip or Identification; 7 Day Hold for Microchip or Other Identification
Sarasota County Sheriff's Office - Animal Services Shelter	5 Days No Microchip or Identification; 7 Day Hold for Microchip or Other Identification
Miami-Dade County Animal Services	3 Days No Microchip or Identification; 5 Day Hold for Microchip or Other Identification
Orange County Animal Services	3 Days No Microchip or Identification; 5 Day Hold for Microchip or Other Identification
Hillsborough Animal Control	3 Days No Microchip or Identification; 7 Day Hold for Microchip or Other Identification

Month	Stray Intakes (Cats)	Reclaimed by Owner (Cats)	Year Range
Oct 2022	172	4	Oct 2022–Sep 2023
Nov 2022	156	17	Oct 2022–Sep 2023
Dec 2022	116	2	Oct 2022–Sep 2023
Jan 2023	125	8	Oct 2022–Sep 2023
Feb 2023	121	4	Oct 2022–Sep 2023
Mar 2023	187	5	Oct 2022–Sep 2023
Apr 2023	331	7	Oct 2022–Sep 2023
May 2023	336	6	Oct 2022–Sep 2023
Jun 2023	278	10	Oct 2022–Sep 2023
Jul 2023	259	5	Oct 2022–Sep 2023
Aug 2023	311	3	Oct 2022–Sep 2023
Sep 2023	221	7	Oct 2022–Sep 2023
Oct 2023	208	3	Oct 2023–Sep 2024
Nov 2023	203	3	Oct 2023–Sep 2024
Dec 2023	128	1	Oct 2023–Sep 2024
Jan 2024	157	10	Oct 2023–Sep 2024
Feb 2024	130	6	Oct 2023–Sep 2024
Mar 2024	174	5	Oct 2023–Sep 2024
Apr 2024	318	3	Oct 2023–Sep 2024
May 2024	388	5	Oct 2023–Sep 2024
Jun 2024	327	4	Oct 2023–Sep 2024
Jul 2024	326	5	Oct 2023–Sep 2024
Aug 2024	275	0	Oct 2023–Sep 2024
Sep 2024	132	3	Oct 2023–Sep 2024
Oct 2024	320	5	Oct 2024–Sep 2025
Nov 2024	233	7	Oct 2024–Sep 2025
Dec 2024	228	2	Oct 2024–Sep 2025
Jan 2025	223	2	Oct 2024–Sep 2025
Feb 2025	227	5	Oct 2024–Sep 2025
Mar 2025	264	4	Oct 2024–Sep 2025
Apr 2025	419	5	Oct 2024–Sep 2025
May 2025	485	9	Oct 2024–Sep 2025
Jun 2025	526	2	Oct 2024–Sep 2025
Jul 2025	275	3	Oct 2024–Sep 2025
Aug 2025	432	3	Oct 2024–Sep 2025
Sep 2025	338	2	Oct 2024–Sep 2025
	9349	175	
Cat	**RTO**	**Rate**	**1.87%**

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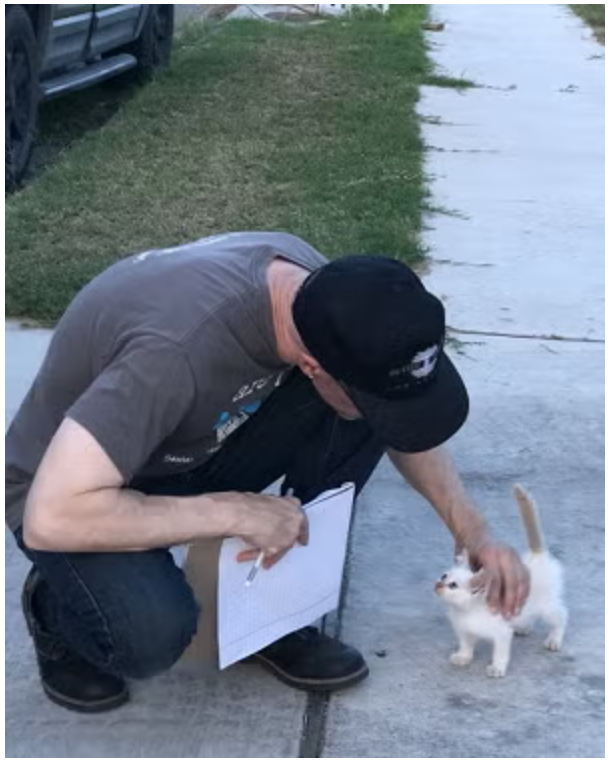
Found a free-roaming friendly cat? Put them back.

June 21, 2023

If you haven't read **"The dilemma of the friendly outdoor cat" program spotlight**, it's worth checking out—especially if your organization struggles with the idea of returning such kitties through your trap-

neuter-vaccinate-return (TNVR) program. Published in October 2020, it remains one of our most popular spotlights. It's also timely, because a community cat program can alleviate some of the strain you're feeling at this time of year (Hello kitten season!). Since you're flooded with cats and probably don't have much time to read, here are some key points about the friendly cat issue:

- **Someone made friendly cats friendly.** Someone loves them and wants them back.
- **They might be pet cats.** The 2019-2020 American Pet Products Association (APPA) National Pet Owners survey found that roughly one-third of people allow their cats some outdoor access.
- **Few pet cats are reclaimed from shelters.** Microchipping is on the rise, which facilitates returning cats but reclaim rates of 2% to 5% have persisted for decades.
- **Cats are 13 times more likely** to be reunited with their families by returning home on their own (some studies cite more than 60% fall into this category) or being found by owners searching the neighborhood.
- **Healthy cats have at least one feeding station.** The APPA study found 14% of respondents care for free-roaming cats; 95% provide food and water, 43% provide shelter, 20% get the cats spayed or neutered, and 13% provide additional medical care.



- **Cats get stressed and sick in shelters**, and even the friendliest cat can appear terrified or aggressive. Such factors reduce the chance of adoption and increase the risk that they won't make it out alive.
- **Yes, outdoor cats face risks, but shelters aren't 100% safe places for cats.** Plus, **research refutes the idea** that outdoor cats die from a variety of illnesses.
- **Cats want their friends back.** Felines can and do form close social bonds, and some have been known to offer protection and support to other cats.

When our 2022 national dataset shows 569 cats dying every day, any cat who can stay in a good situation should. There are relinquished pets and sick cats who need your resources. Returning friendly cats is just common sense and should be a component of any TNVR program.

More resources:

- **"The unintended consequences of pulling friendly cats"** townhall
- **"Cats Outside, It's Going to be OK"** townhall
- **"What makes a home?"** podcast
- **"One million cats and counting"** podcast
- **"Returning cats" chapter**, ***Community Cat Programs*** handbook



Liz Finch
Senior Writer
Best Friends Network

If you enjoyed this program spotlight, you can find our complete catalog of spotlights here.

Type: Blog

Issues: Community Cats

Species: Cats

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Collier County
DOMESTIC ANIMAL SERVICES

Community Cats Receive:

Consistent with common practices in the animal sheltering industry, all community cats receive the following prior to being returned to home:

- **Spay or Neuter Surgery**
  - Performed under anesthesia with appropriate pain management
- **Ear Tip**
  - The universal identifier for sterilized and vaccinated community cats.
- **Rabies Vaccination**
  - Core vaccine required by law to protect both feline and public health.
- **FVRCP Vaccination**
  - Core feline vaccine protecting against viral rhinotracheitis, calicivirus, and panleukopenia.
- **Microchip**
  - To track colony management and improve data accuracy.
- **Miscellaneous**
  - Other medications and services as prescribed by the doctor.

MINUTES OF THE MEETING
OF
COLLIER COUNTY
DOMESTIC ANIMAL SERVICES ADVISORY BOARD WORKSHOP
Naples, Florida
September 9, 2025

LET IT BE REMEMBERED that the Collier County Domestic Animal Services Advisory Board, in and for the County of Collier, having conducted business herein, met on this date at 6 p.m. for a **MEETING** at Growth Management Community Development Department Room 609/610 2800 N. Horseshoe DR. Naples, Florida, with the following members present:

CHAIRMAN: Allen Schantzen
Michele Antonia
Kelly Hyland
Susan Mehas
Meredith McLean
Alexandra Casanova
Sherry Reno (absent)

County Staff in Attendance

James French, Department Head, GMCD Alexandra Casanova, Manager, Domestic Animal Services

Any persons in need of the verbatim record of the meeting may request a copy of the audio recording from Domestic Animal Services.

I. Call to order

II. Roll Call- Establish a Quorum
A quorum of 4 was confirmed.

III. Pledge of Allegiance
Pledge of Allegiance was recited.

IV. Approval of agenda

Kelly Hyland- Motion to add public comment in after Board Ordinance Review. Before Board comments.
Motion to approve- Susan Mehas
Motion Seconded- Kelly Hyland
Motion passed unanimously.

V. Animal Services Advisory Board Ordinance Review

Meredith Mclean- There is a document to review with recommendations from the County Attorney's office.
Alan Schantzen- As the chair, I would like to take issue that this document didn't show up until this evening.
James French- The Board of County commissioners ordered the County Attorney to work on the makeup of the DAS advisory board ordinance. This information was just sent to me late this afternoon. It will be advertised and taken to the BOCC for review. Not adoption.
Alan Schantzen- Should we have rushed this workshop to address something that we didn't have. I don't know if I could call these suggested changes or a change that is coming regardless.
James French- This is the summary of the items that will be advertised to by the County Attorney's office. I want to share this with you tonight. This is not a final document, this is an advertisement, a summary of the information. There was some communication in regard to some of the board's comments at the last meeting. A summary of some of the suggestions that I carried forward to the County Attorney's office to consider. The board can still change this, but this is a summary of the information that was provided to us.
Alan Schantzen- When you say the board are you talking about the advisory board or BOCC?
James French- The board having jurisdiction is the Board of County Commissions.

Suggested Ordinance 2025-43- ***James French, Department Head, GMCD***

Repeal and replace ordinance. This ordinance reinstates and reestablishes the Domestic Animal Services Advisory Committee**.** It replaces ordinance 2004-6. Outlines the committee creation, purpose, function, membership procedures and authority. All recommendations go the County Manager or designee.

Section 2- Functions, power and duties.

A. **Operational review**- Evaluates the intake of animals, fostering, adoption, return to owner, staffing, training and best practices in shelter management.
B. **Fiscal oversight**- Review the budget on an annual basis. High level of spending and budget allocations that have been granted in the past. Fee schedule, grants for sustainability and accountability.
C. **Veterinary and medical considerations**- Board will recognize that all medical decisions remain with licensed veterinarians. Provide input only on non-clinical aspects of veterinary operations including budget and resources.

D. **Volunteer and Behavior programs**- Everything we encourage with our partners. Recommend strategies to recruit, train and retain volunteers.
E. **Community outreach and branding**- Encourage participation in community events. Provide guidance on branding, marketing materials and messaging.
F. **Accountability and reporting-** Review quarterly and annual reports. Submit annual report to the Board of County Commissioners, which is a requirement, on how you are functioning as a committee and your take based on information that has been provided to you on how things are really going.

Alan Schantzen- I don't see anything in this where we make recommendations to the Board of County Commissioners regarding the facilities, is that going away?
James French- Its more streamlined and more to the point. Where you get into the overall operations of the facility which will include capital improvements as much as daily maintenance.

Section 3- Appointment and Composition

A. Appointment and Composition- 5 Member board. 1 Finance and accounting, 1 Animal welfare rescue representative, 1 community outreach representative**,** 1 volunteer program or non-for-profit management representative, 1 Citizen at large.
B. Restrictions- With the exception of Patty Baker Humane society, Individuals from rescue groups or animal agencies would not be eligible**.** To avoid conflict.

Kelly Hyland- The way it is written that anyone who benefits from DAS would not be able to be on the board so why is Patty Baker Humane society allowed.
James French- Patty Baker Humane society does not receive services from Collier County they are a rescue partner to the county. In the event they become a vendor that would change.
Kelly Hyland- What would be the reason that individuals from other rescue groups or animal agencies are not eligible.
James French- Because they receive benefits such as spay and neuter services.
Kelly Hyland- What if they don't
James French- Then they would be eligible.

Section 4- Terms of office

A. Three members will serve a term of four years.
B. Two members will serve a term of three years
C. Thereafter each appointment will be for a term of four years

Alan Schantzen- Would we be electing and voting for additional members or are they going to be appointed.
James French- Appointments are made and serve at the pleasure of the Board of County Commissioners.
Susan Mehas- Why are there term limits now, 4 years and out.
James French- To offset two-three which is inline with our other committees. If it is a comment of the board, we will provide your comments to the BOCC.

Section 5- Attendance requirements, Removal from office.
Any member of the committee may be removed from office with or without cause by a majority vote of the Board of County Commissioners.
James French- Attendance is governed by ordinance 2011-55 which is consistent with all of the other committees.

Section 6-Officers, quorum, rules of procedure
Chairman, Vice chairman and secretary will serve 1-year terms and will be elected by the committee.
The presence of 3 or more members shall constitute a quorum. 3 affirmative votes needed

Section 7- Reimbursement of expenses
Members of the committee shall serve without compensation but can be reimbursed for pre-approved expenses related to engagement of certification courses or attend a course on animal welfare.

Susan Mehas- If there is another document that is going to filter out of this can we see it before it goes to the commission.
James French- Ms. McLean will send that to you. This is scheduled for "advertisement" only in two weeks with the Board of County Commissioners.
Susan Mehas- I still think Meredith should have the ability to keep an eye on the veterinarian. Making sure everything is ok. She should have some oversight.
James French- That's an administrative decision with the County Managers office and is not the role of this committee.
Alan Schantzen- It says the committee may advise only on non-clinical matters.
James French- We have hired a licensed professional veterinarian that is regulated only by the State of Florida. Not by the DAS director, Growth Management Community Development Head or the County Manager. State law says that position shall do their job without interference.
Susan Mehas- Can you tell us who it is
James French- Dr. Erica Unz. She worked for UF, ASPCA and Miami Dade. We have had her as a contractor, and she serves now as the Chief Veterinarian for Collier County.
Alan Schantz- This came from the County Attorney's office. Has the County Manager had a chance to preview this?
James French- This was forwarded to us from the County Manager originally from the County Attorney's office. The document has been completed and filed with clerk for advertisement. This will go before the board in two weeks.
Michelle Antonia- Under Function power and duties, it says we can advise on non-clinical matters, what would be an example of a resource.
James French- It could be a piece of equipment or more staff.

VI. Public comment
No Public comment.

VII. Advisory Board Member comments
Susan Mehas- Where are we on the social media for the cats. I thought we hired someone for the cats.
Meredith McLean- There is a cat page that is run by volunteers, it is not run by DAS staff. A staff member has been tasked with creating a schedule of posts to make sure we are balancing out cat and dog posts, events we are hosting and educational information.
Alan Schantzen- In reference to timely information being sent to the board, I would really like to see a draft agenda at least a day before our meeting. When I have questions about the agenda please respond to my emails.

VIII. Next Meeting
Wednesday, October 15, 2025

IX. Adjourn

******

There being no further business for the good of the County, the meeting was concluded at 7:30 pm.

Collier County Domestic Animal Services

Allen Schantzen- Chairman

These minutes were approved by the Committee/Chairman on 11/19/25 (check one) as presented ✓, or as amended _____.

MINUTES OF THE MEETING
OF
COLLIER COUNTY

DOMESTIC ANIMAL SERVICES ADVISORY COMMITTEE
Naples, Florida
October 15, 2025

LET IT BE REMEMBERED that the Collier County Domestic Animal Services Advisory Board, in and for the County of Collier, having conducted business herein, met on this date at 6 p.m. for a **MEETING** at Growth Management Community Development Department Room 609/610 2800 N. Horseshoe DR. Naples, Florida, with the following members present:

CHAIRMAN: Allen Schantzen
Michele Antonia
Kelly Hyland
Susan Mehas
Meredith McLean
Alexandra Casanova
Sherry Reno (absent)

County Staff in Attendance
James French, Department Head, GMCD
Alexandra Casanova, Manager, Domestic Animal Services
Any persons in need of the verbatim record of the meeting may request a copy of the audio recording from Domestic Animal Services.

I. Call to order

II. Roll Call- Establish a Quorum
A quorum of 4 was confirmed.

III. Pledge of Allegiance
Pledge of Allegiance was recited.

IV. Approval of agenda

Motion to approve- Susan Mehas
Motion seconded- Michelle Antonia
Motion passed unanimously.

V. Agenda and Minutes
A. February 16, 2025, DASAB Meeting minutes

Allen already signed.

B. March 19, 2025, DASAB Meeting minutes
Allen already signed.

C. April 16, 2025, DASAB Meeting minutes
Motion to approve- Michelle Antonia
Motion Seconded- Susan Mehas
Motion approved unanimously.

D. August 27, 2025, DASAB Meeting minutes
Motion to approve- Michelle Antonia
Motion seconded- Susan Mehas
Motion passed unanimously.

VI. Public comment- Items not addressed on this agenda
Tom Kapp- Happy that enforcement is not responsibility of this board. Boards' only responsibility is what happens inside of the shelter. Policies and procedures, welfare of animals. Asked about Policies and procedures manual. We need to strengthen policies on return to owner. Discussed a recent case where a sick animal was returned to the owner with no follow up.
Allen Schantzen- Conversation is already happening. Working on reporting up the ladder and quality of care. I will follow up on that.

VII. Public comment- Agenda Items in Sequence

VIII. Staff Updates

A. Leadership report

. September statistics-
Meredith McLean
Currently 43 staff members. 28 are full-time county employees. 15 are Key staff. Administrative Support II- with HR. New positions as of October 1, 2025- Operations Support Specialist and 3 Customer service representatives.

Current- 323 Animals, 242 Cats and 78 dogs and 3 other animals.
9/2025- Intake 372 Cats, 132 dogs and 17other. Total of 521 Animals.
Outcomes- 283 Adoptions, 150 Transfers. 50% increase YOY. Due to increase in partnerships and veterinary care.
Foster- 163 animals that are true foster.
3 Animals- Ambassador programs.
ACO- 226 Cases open, 130 Closed, 68 Citations issued.

Building- Will be shutting down 3 at the end of this month.

Allen Schanzten- Regarding building 3- Coordinate and map out areas to limit interaction between staff and residents visiting. Please put that in place and bring it back for review.

Susan Mehas- The 131 Cats transferred out, is that part of the total considered to be adopted.
Meredith McLean- No that is a different number. Adoptions and transfers out are two different numbers.
Susan Mehas- For the euthanasia number, that is strictly medical correct **Meredith McLean**- Medical and behavioral. Behavioral is rare. Majority are medical.
Kelly Hyland- When the cats are being released, who is handling that.
Meredith McLean- FTR- Finder to returns. Could be a rescue group. If cats come in that don't have either of those options staff will put them back where they came from.
Kelly Hyland- Do we have a list of transfer/rescue organizations DAS uses.
Meredith McLean- Yes, I can send that to you.
Kelly Hyland- There is two different reports and the numbers don't match. I want to confirm who is in charge of the numbers on these reports and why they don't match, confirm fosters on hand.
Meredith McLean- There are two different reports. The one you have in front of you is what we call the State Mandated report which is required by law. The report in your email is a chameleon report. Only true intakes are reported on the state report.
Kelly Hyland- What is the true number for fosters on hand.
Meredith McLean- The numbers on the report are from June. If you want breakdowns for the current month, I will have to get that back to you.
Michelle Antonia- When an animal care specialist returns a cat, is there a caretaker.
Meredith McLean- There is because they have asked for the cat back even if they don't return it or pick it up themselves.

. FY26 DAS Budget

Allen Schantzen- Annual proposed draft of the budget. I will request a summation be done on a quarterly basis. If the board agrees. What is the process for internal transfers and how we execute them. Would transfer be something the board needs to oversee.
Meredith McLean- That would be done with finance. I will get an answer for the second part of the question and get back with you.
Kelly Hyland- If this is for Domestic Animal Services, under appropriations by program it says Domestical Animal Control. Page 73.
Meredith McLean- I can look into that program number and get back with you.
Susan Mehas- Page 73, are the donations dollars only?
Meredith McLean- Yes.

IX. Old Business

A. Ordinance Sub Committee Update

Meredith McLean- This relates to items that revolve around animal control. We have to move this off our agenda because a lot of this would be very specific to animal control.
Allen Schantzen- Not that we can't discuss it, but this group is related to the campus.
Meredith McLean- A lot of the items that were discussed revolve around what happens in the field.

B. September 23,2025, Board of County Commissioners Meeting items

. DAS Board Restructure

Meredith McLean- Items 3 and 4 were approved. The fee schedule was approved yesterday. The board restructure is the original copy from the BOCC meeting. Changes were made at approval. It is no longer a board, it was changed to a committee, 7 members, 1 appointed from each district. We will take applications and the BOCC will approve those seats. With 2 At-large members. It did take the quorum down to 3. It has been signed; I will email you a copy tomorrow.
Allen Schantzen- We can put this on as an agenda item to discuss each one, take everyone's input. The last meeting the draft was given to us the same night, this meeting the signed ordinance is given to us the night of the meeting. I don't feel this is anyway to run a board. This has already been signed into law, the only way we are going to make changes is to make this an agenda item for the next meeting.
James French- The BOCC was fully aware of the interests of this board. They worked with the county attorney on this. Changing the ordinance is not on your agenda, if you want to bring it up at another meeting you can. Right now you have a brand-new ordinance. How are we putting it in place.
Kelly Hyland- We need communication to be more open. No one comes to us to ask our advice. No one is asking for our input. We have never taken anything to the commissioners.
Allen Schantzen- We need to visit the shelter more often. We need to be giving constructive input on the immediate needs.
James French- There is a great deal of work to be done. Communication is key to any successful organization. I never want to take an action item to the BOCC that I haven't run by you. Many of these things may be within my purview, but I still want you to know.

. DAS Fee Schedule

Allen Schantzen- That was passed at yesterday's meeting. Any changes.
Meredith Mclean- Yes and no changes.

. DAS Ordinance 2013-33

Allen Schantzen- Just need to clarify the 3–5-day hold.
Meredith McLean- It was written that it is a minimum of 3 days, we are currently at 5 days.

Susan Mehas- The information I found was that cats are given a 5-day stray hold as well as dogs.
Meredith McLean- Cats that have a microchip are held for 5 days. Dogs are held for 5 days either way.
Susan Mehas- That is not right. The wording on this bothers me. It is not fair to say the cats have to have a microchip and dogs don't.
Kelly Hyland- Do you want to make a motion to try to get it amended.
Meredith McLean- We can bring it back for discussion. But I will be submitting information to show why it is not recommended to hold every stray cat for 5 days.

. DAS Ordinance 2013-55

Kelly Hyland- On Page 3 Section 14- We made it clear that it was not a good idea to give a 24 hour notice in advance of inspections. Page 6 we suggested that a notice "will" be issued not "could" be issued. We were advised to review and give this more teeth. We did that and now it was changed back and none of our suggestions were added.
Allen Schantzen- But it is not directly related to the campus. It's not part of our responsibilities. We are governed by our ordinance.
James French- The order came down from the chairman to move forward. They did not seek the input of staff or the committee.

C. Standard Operating Procedures (SOPs) Update
Meredith McLean- One completed to review with the board. Call out rules. Many more are under draft. I should be able to present them at the December meeting.
Allen Schantzen- You are mirroring this off other counties.
Meredith McLean- A combination of other animal organizations and county level.

X. New Business

A. Microchips Code Section 14-41-Microchip
Meredith McLean- Microchip is considered a legal identification for an animal.
Kelly Hyland- Is there a time limit if an animal comes to DAS that an animal isn't returned to the registered owner.
Meredith McLean- When we scan the chip, we have to go with what is legal which is contacting the registered owner on the microchip.

B. Foster and Foster to adopt program update.
Meredith McLean- We currently have 84 currently in Foster to Adopt. We have 163 animals in actual foster. Larger portion is underage kittens.

XI. Advisory Board Member comments
Michelle Antonia- Made contact with the Immokalee Technical College- Department Chair. She is currently out but we she returns we are going to set up a meeting to discuss community outreach and education for spay and neuter.

Susan Mehas- Reviewed potential marketing in Spanish newsletter and Yellow pages. Reviewed need for specific scripts for shelter staff regarding education. DAS should be a return for life shelter. If someone adopts a pet from DAS and needs to return it for any reason they should be able to return to DAS. Current return policy is only 30 days. **Allen Shantzen**- Website for board is missing the applicant link for open seats **Meredith McLean**- After definition for committee changed it was temporarily removed. **Allen Shantzen**- Staging work areas during building closure is imperative, to limit interaction between the public and employees. Need to look into CAT bus stations for marketing opportunities. School sport field fences are great places for advertisement.

XII. Next Meeting
Wednesday November 19, 2025

XIII. Adjourn

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There being no further business for the good of the County, the meeting was concluded at 8:21pm.

Collier County Domestic Animal Services

Allen Schantzen- Chairman

These minutes were approved by the Committee/ Chairman on 11/19/25 (check one) as presented ✓, or as amended _____.

Collier County
Domestic Animal Services

Domestic Animal Services Advisory Committee

Today's Date:	Meeting Date:	Meeting Time:	News Releases
November 12, 2025	November 19, 2025	6:00 PM	

Public Meeting
Domestic Animal Services Advisory Committee

Review Agenda and Meeting Materials
DAS Advisory Committee November 19, 2025, Meeting Agenda

Individuals who would like to participate remotely should register at: November 19, 2025 DAS Advisory Committee Meeting

***You will be unable to join the meeting after the scheduled start time ***

We welcome your attendance and feedback.

Contact:
Name: Alexandra Casanova
Phone Number: 239-252-2465
Email: Alexandra.Casanova@collier.gov

Date:
Wednesday
November 19, 2025
6:00 PM

Location:
2800 N. Horseshoe Dr

Collier County Growth Management Community Development Department Building

Conference Room 609/610

Collier County Government

Communications, Government & Public Affairs
3299 Tamiami Trail E., Suite 102
Naples, Florida 34112-5746

November 6, 2025

FOR IMMEDIATE RELEASE

Notice of Public Meeting
Collier County Code Enforcement Board
Collier County, Florida

November 21, 2025
9:00 a.m.

Notice is hereby given that the **Collier County Code Enforcement Board** will meet on **Friday, November 21, 2025,** at **9:00 a.m.** in the Board of County Commissioners Chambers, third floor, Collier County Government Center, 3299 Tamiami Trail E., Naples, Florida. The meeting will be broadcast live with closed captioning on Collier Television channel 97/98 and via live streaming at http://tv.colliergov.net/internetchannel/watch-now.

About the public meeting:

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 Board of County Commissioners meeting.

All interested parties are invited to attend, and to register to speak. All registered public speakers will be limited to three minutes unless changed by the chairman.

Collier County Ordinance No. 2004-05 requires that all lobbyists shall, before engaging in any lobbying activities (including, but not limited to, addressing the Board of County Commissioners, an advisory board or quasi-judicial board), register with the Clerk to the Board at the Board Minutes and Records Department.

Anyone who requires an auxiliary aid or service for effective communication, or other reasonable accommodations to participate in this proceeding, should contact the Collier County Facilities Management Division, located at 3335 Tamiami Trail E., Suite 101, 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.

For more information, call Thomas Iandimarino at (239) 252-5706. ###

COLLIER COUNTY
Code Enforcement Board
Nuisance Abatement Board

AGENDA

Board of County Commission Chambers
Collier County Government Center
3299 Tamiami Trail East, 3rd Floor
Naples, FL 34112

November 21, 2025
9:00 AM

Robert Kaufman, Chair
Kathleen Elrod, Member
John Fuentes, Member
Lee Rubenstein, Member
Tarik N. Ayasun, Member
Ronald J. Doino Jr, Member
Vacant, Alternate
Vacant, Alternate

Notice: Respondents may be limited to twenty (20) minutes for case presentation unless additional time is granted by the Board. Persons wishing to speak on any agenda item will receive up to five (5) minutes unless the time is adjusted by the Chairman.

All parties participating in the public hearing are asked to observe Roberts Rules of Order and speak one at a time so that the court reporter can record all statements being made.

Any person who decides to appeal a decision of this Board will need a record of the proceedings pertaining thereto, and therefore may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Neither Collier County nor the Code Enforcement Board shall be responsible for providing this record.

1. Pledge of Allegiance

2. Roll Call

3. Approval of Minutes

4. Approval of Agenda

5. Public Hearings/Motions

5.A. Motions

5.A.1. Motion for Continuance of Imposition of Fines Hearing

5.A.1.1. CASE NO: **CESD20200003242**

OWNER: **KLUCKHUHN FAMILY RESIDENTIAL TRUST**
OFFICER: Ryan Kitts
VIOLATIONS: Collier County Land Development Code 04-41, as amended, Sections 10.02.06(B)(1)(a) and 10.02.06(B)(1)(e)(i). Construction of a boat house to include new decking and a roof without the required permits.

FOLIO NO: 52398960004
PROPERTY ADDRESS: 194 Trinidad St, Naples, FL 34113

5.A.2. Motion for Extension of Compliance Deadline

5.A.3. Motion for Re-Hearing

5.B. Stipulations (Non-Contested Cases and Present at the Hearing)

5.C. Emergency Cases

5.D. Hearings

5.D.1. CASE NO: **CESD20240004843**

OWNER: **Cathleen Purdy**
OFFICER: Jason Packard
VIOLATIONS: Collier County Land Development Code 04-41, as amended, Sections 10.02.06(B)(1)(a), 10.02.06(B)(1)(e) and 10.02.06(B)(1)(e)(i). Exterior door replaced without Collier County Permits and/or approvals.

FOLIO NO: 432160220
PROPERTY ADDRESS: 211 Deerwood Cir, Naples, FL 34113

5.D.2. CASE NO: **CESD20240011372**

OWNER: **FARO INTERNATIONAL GROUP LLC**
OFFICER: Brian Owen
VIOLATIONS: Collier County Land Development Code 04-41, as amended, Sections 10.02.06(B)(1)(a), 10.02.06(B)(1)(e) and 10.02.06(B)(1)(e)(i). Two chicken coops and one pigeon coop constructed on site without proper county permits or inspections.

FOLIO NO: 45965600005

PROPERTY ADDRESS: 2340 21st St SW, Naples, FL 34117

5.D.3. CASE NO: **CELU20250011084**

OWNER: **Yoandy Herrera Suarez and Yesnicey Bouquet Pena**

OFFICER: Craig Cooper

VIOLATIONS: Collier County Land Development Code 04-41, as amended, Sections 1.04.01(A) and 2.02.03, and Collier County Code of Laws and Ordinances, Chapter 130, Article III, Sections 130-95 and 130-96(a). Unlicensed recreational vehicles being occupied in the back of the property.

FOLIO NO: 38904720005

PROPERTY ADDRESS: 4252 66th Ave NE, Naples, FL 34120

5.D.4. CASE NO: **CESD20240002185**

OWNER: **AZTECA SUPER MARKET 2000 INC**

OFFICER: Maria Rodriguez

VIOLATIONS: Collier County Land Development Code 04-41, as amended, Sections 10.02.06(B)(1)(a), 10.02.06(B)(1)(e) and 10.02.06(B)(1)(e)(i). Removal of interior walls in the Laundromat and projection room without first obtaining the authorization of the required Permit(s), Inspections and Certificate(s) of Occupancy as required by the Collier County Building Department.

FOLIO NO: 81681120001

PROPERTY ADDRESS: 208 W Main St, Immokalee, FL 34142

5.D.5. CASE NO: **CEROW20250010811**

OWNER: **895 24TH AVE ANNEX LLC**

OFFICER: Brian Owen

VIOLATIONS: Collier County Code of Laws and Ordinances, Chapter 110, Article II, Sections 110-31(a) and 110-32. Estates zoned property with permit CEROW20250010811 is in expired status.

FOLIO NO: 37594240006

PROPERTY ADDRESS: 423 24th Ave NW, Naples, FL 34120

5.D.6. CASE NO: **CESD20240006519**

OWNER: **895 24TH AVE ANNEX LLC**

OFFICER: Brian Owen

VIOLATIONS: Collier County Land Development Code 04-41, as amended, Sections 10.02.06(B)(1)(a), 10.02.06(B)(1)(e) and 10.02.06(B)(1)(e)(i). Right-of-Way and Single-Family Home building permits are expired.

FOLIO NO: 37594240006

PROPERTY ADDRESS: 423 24th Ave NW, Naples, FL 34120

5.D.7. CASE NO: **CESD20230002881**

OWNER: **Eduardo Silguero and Natividad Silguero**
OFFICER: Sherry Patterson
VIOLATIONS: Collier County Land Development Code 04-41, as amended, Sections 10.02.06(B)(1)(a), 10.02.06(B)(1)(e) and 10.02.06(B)(1)(e)(i). Required Collier County Building Permits, Inspections and Certificate of Completion/Occupancy was not obtained prior to the initial placement of mobile home, and/or for the after the fact additions.
FOLIO NO: 63863720001
PROPERTY ADDRESS: 709 Broward St, Immokalee, FL 34142

5.D.8. CASE NO: **CEROW20240008767**

OWNER: **Armando Martinez**
OFFICER: Charles Marinos
VIOLATIONS: The Florida Building Code 8th Edition (2023), Chapter 1, Section 109.1, and Collier County Code of Laws and Ordinances, Chapter 110, Article II, Section 110-31(a). Existing Right-of-Way driveway apron on an unimproved estates zoned property with two expired Right-of-Way permits pending owed fees.
FOLIO NO: 39322240001
PROPERTY ADDRESS: 735 18th St NE, Naples, FL 34120

5.D.9. CASE NO: **CEPM20240003805**

OWNER: **KINGS CROWN CONDOMINIUM MOTEL ASSOCIATION**
OFFICER: Larry Sweet
VIOLATIONS: Collier County Code of Laws and Ordinances, Chapter 22, Article VI, Sections 22-228(1), 22-231(11), 22-231(12)(b), 22-231(19) and 22-241(1). Boarded entry doors and exterior walls. Electrical systems in disrepair. Exterior walls in disrepair. Pool and pool area are not maintained in sanitary condition.
FOLIO NO: 27531160007
PROPERTY ADDRESS: 10540 Gulf Shore Dr, Naples, FL 34108

5.D.10. CASE NO: **CESD20240006496**

OWNER: **Chad M Kappes and Nicole A Kappes**
OFFICER: Brian Owen
VIOLATIONS: Collier County Land Development Code 04-41, as amended, Sections 10.02.06(B)(1)(a), 10.02.06(B)(1)(e) and 10.02.06(B)(1)(e)(i). Kitchen remodel without proper permits.
FOLIO NO: 51960000924
PROPERTY ADDRESS: 14669 Beaufort Cir, Naples, FL 34119

5.D.11. CASE NO: **CESD20230000123**

OWNER: **Yohenis Martinez**

OFFICER: Brian Owen

VIOLATIONS: Collier County Land Development Code 04-41, as amended, Sections 10.02.06(B)(1)(a) and 10.02.06(B)(1)(e)(i). An improved estates zoned property with multiple unpermitted structures and improvements including a large metal building retrofitted with electrical and plumbing, and two smaller sheds.

FOLIO NO: 45847880008

PROPERTY ADDRESS: 1311 11th St SW, Naples, FL 34117

5.D.12. CASE NO: **CEAU20230000125**

OWNER: **Yohenis Martinez**

OFFICER: Brain Owen

VIOLATIONS: The Florida Building Code 7th Edition (2020), Section 105.1. An improved estates zoned property with a fence erected in the front prior to obtaining proper Collier County permitting.

FOLIO NO: 45847880008

PROPERTY ADDRESS: 1311 11th St SW, Naples, FL34117

5.D.13. CASE NO: **CESD20240010501**

OWNER: **BAYSHORE TOMORROW LLC**

OFFICER: Delicia Pulse

VIOLATIONS: Collier County Land Development Code 04-41, as amended, Sections 10.02.06(B)(1)(a), 10.02.06(B)(1)(e) and 10.02.06(B)(1)(e)(i). Unpermitted improvements.alterations consisting of but not limited to: Pavers installed outside around building for public use, a canopy installed at doors, a dock with wooden stairway for public use, interior renovations consisting of but not limited to: stairway, bathrooms, a mezzanine for public use, separate office spaces, electric and plumbing.

FOLIO NO: 48171360000

PROPERTY ADDRESS: 3270 Bayshore Dr, Naples, FL 34112

5.D.14. CASE NO: **CEOCC20250003218**

OWNER: **BAYSHORE TOMORROW LLC**

OFFICER: Stephanie Guttum

VIOLATIONS: Collier County Code of Laws and Ordinances, Chapter 126, Article IV, Section 126-111(b). On the Pontoon Boat LLC needing required parking matrix to operate at 3270 Bayshore Dr, Naples, FL 34112.

FOLIO NO: 48171360000

PROPERTY ADDRESS: 3270 Bayshore Dr, Naples, FL 34112

6. Old Business

6.A. Motion for Reduction/Abatement of Fines

6.B. Motion for Imposition of Fines and Liens

6.B.1. CASE NO: **CESD20200003242**

OWNER:	**KLUCKHUHN FAMILY RESIDENTIAL TRUST**
OFFICER:	Ryan Kitts
VIOLATIONS:	Collier County Land Development Code 04-41, as amended, Sections 10.02.06(B)(1)(a) and 10.02.06(B)(1)(e)(i). Construction of a boat house to include new decking and a roof without the required permits.
FOLIO NO:	52398960004
PROPERTY ADDRESS:	194 Trinidad St, Naples, FL 34113

6.B.2. CASE NO: **CEPM20220002333**

OWNER:	**TREETOPS OF NAPLES**
OFFICER:	Joanathan Musse
VIOLATIONS:	Collier County Code of Laws and Ordinances, Chapter 22, Article VI, Sections 22-228(1) and 22-231(12)(p). Flooring in unit 5221, 5206, and 5401 Treetops Dr, in severe disrepair, chipping, cracking, loose material, hole in center of floor and soft areas throughout.
FOLIO NO:	440080004
PROPERTY ADDRESS:	5405 Treetops Dr, Unit 5221, 5206, and 5401, Naples, FL 34113

6.B.3. CASE NO: **CESD20180012140**

OWNER:	**Armando Yzaguirre**
OFFICER:	Joseph Mucha
VIOLATIONS:	Collier County Land Development Code 04-41, as amended, Sections 10.02.06(B)(1)(a) and 10.02.06(B)(1)(e). Expired Collier County Building Permit for convenience store under construction.
FOLIO NO:	63865360003
PROPERTY ADDRESS:	233 New Market Rd E, Immokalee, FL 34142

6.B.4. CASE NO: **CESD20210004950**

OWNER:	**Carlos Valdes and Dulce Valdes**
OFFICER:	Donald Joseph
VIOLATIONS:	Collier County Land Development Code 04-41, as amended, Sections 10.02.06(B)(1)(a) and 10.02.06(B)(1)(e)(i). Unpermitted additions and alterations consisting of but not limited to: covered storage area with a bathroom, outdoor sink, water softener equipment, commercial refrigerator, and propane tanks.
FOLIO NO:	26081640007
PROPERTY ADDRESS:	191 Smallwood Dr, Chokoloskee, FL 34138

6.B.5. CASE NO: **CEVR20240002227**

OWNER: **Cristhian M Lopez, Misleydis C Rodriguez and Ricardo M Rodriguez Leyva**

OFFICER: Charles Marinos

VIOLATIONS: Collier County Land Development Code 04-41, as amended, Sections 10.02.06(B)(1)(a), 10.02.06(B)(1)(e) and 3.05.01(B). Removal of native vegetation where the total area cleared exceeds the one (1) acre allowed to be cleared by the building permit issued for construction of the principal structure and alteration of land through placement of fill that removed or otherwise destroyed vegetation without first obtaining approval from the County.

FOLIO NO: 40574960005

PROPERTY ADDRESS: 2719 10th Ave NE, Naples, FL 34120

6.B.6. CASE NO: **CESD20230007234**

OWNER: **Livia Liste**

OFFICER: Rickey Migal

VIOLATIONS: Collier County Land Development Code 04-41, as amended, Sections 10.02.06(B)(1)(a) and 10.02.06(B)(1)(e)(i). Unpermitted addition(s) to the rear portion of the residential structure.

FOLIO NO: 36432200002

PROPERTY ADDRESS: 5431 30th Ave SW, Naples, FL 34116

6.B.7. CASE NO: **CESD20230001825**

OWNER: **Marta Alonzo, Salvador Huex Alonzo and Edna E Castano**

OFFICER: Stephanie Guttum

VIOLATIONS: Collier County Land Development Code 04-41, as amended, Sections 10.02.06(B)(1)(a) and 10.02.06(B)(1)(e)(i). Modifications have been made to this mobile home, including but not limited to enclosing the MH in a framed shell - 4 walls and a roof over roof - and the add-on storage area that were done without the required county permits.

FOLIO NO: 61842240009

PROPERTY ADDRESS: 3131 Tamiami Trail E Lot 52, Naples, FL 34112

6.B.8. CASE NO: **CEVR20230008759**

OWNER: **EDINGTON PLACE LLC**

OFFICER: Doug Williams

VIOLATIONS: Collier County Land Development Code 04-41, as amended, Section 3.05.01(B). Mechanical clearing of vegetation on a vacant lot without a permit.

FOLIO NO: 727400006

PROPERTY ADDRESS: 1095 Barefoot Williams Rd, Naples, FL 34113

6.B.9. CASE NO: **CESD20230007938**

OWNER: **Yordis Gutierrez and Zulema Sol Garcia**

OFFICER: Jeremiah Matos

VIOLATIONS: Collier County Land Development Code 04-41, as amended, Sections 10.02.06(B)(1)(a), 10.02.06(B)(1)(e) and 10.02.06(B)(1)(e)(i). Structures, including two (2) sheds/shade structures, electrical box/electric light pole, animal pens, animal coupe(s), and a tiki hut, all in the rear of the home, erected prior to obtaining the proper Collier County permit(s).

FOLIO NO: 40303640004

PROPERTY ADDRESS: 2021 Everglades Blvd N, Naples, FL 34120

6.B.10. CASE NO: **CESD20240002270**

OWNER: **Yenny Rodriguez Pino and Rockny Garcia Rodriguez**

OFFICER: Charles Marinos

VIOLATIONS: Collier County Land Development Code 04-41, as amended, Sections 10.02.06(B)(1)(a), 10.02.06(B)(1)(e) and 10.02.06(B)(1)(e)(i). An improved estates zoned property with interior garage renovations, adding walls, split A/C unit, electrical, and a side door added to access exterior. Permits required but not obtained. Exterior electrical modifications for A/C unit, power outlet and plumbing modifications for a washer and dryer set. Permits required but not obtained. Wood dog kennels in the rear of the property. Permits required but not obtained. Demolition permits will be required for all electrical and plumbing modifications not retained through a separate permit.

FOLIO NO: 39394880004

PROPERTY ADDRESS: 2380 2nd Ave SE, Naples, FL 34117

6.B.11. CASE NO: **CESD20230010938**

OWNER: **Mayra L Calvillo**

OFFICER: Thomas Pitura

VIOLATIONS: Collier County Land Development Code 04-41, as amended, Sections 10.02.06(B)(1)(a) and 10.02.06(B)(1)(e)(i). Exterior and interior remodeling to include but not limited to: new exterior window, kitchen and bath remodeling without the required permit(s).

FOLIO NO: 67840120002

PROPERTY ADDRESS: 2161 Pine Woods Cir, Naples, FL 34105

6.B.12. CASE NO: **CESD20230008794**

OWNER: **Santiago Ospina and Jorge Ospina**

OFFICER: Brian Owen

VIOLATIONS: Collier County Land Development Code 04-41, as amended, Sections 10.02.06(B)(1)(a), 10.02.06(B)(1)(e) and 10.02.06(B)(1)(e)(i). An improved estates zoned property with conversion of a pre-existing attached garage on

the front of the house including but not limited to plumbing and electrical utilities, installation of HVAC ductwork and exterior penetrations. Construction of an addition on the rear of the home with the appearance of an attached garage. Exterior door and window changeouts throughout the home.

FOLIO NO: 37983600008

PROPERTY ADDRESS: 3410 13th Ave SW, Naples, FL 34117

6.B.13. CASE NO: **CESD20230008795**

OWNER: **Santiago Ospina and Jorge Ospina**

OFFICER: Brian Owen

VIOLATIONS: Collier County Land Development Code 04-41, as amended, Sections 10.02.06(B)(1)(a), 10.02.06(B)(1)(e) and 10.02.06(B)(1)(e)(i). An improved estates zoned property with a shed under renovation in the rear, originally built with no permits, including but not limited to: electrical, interior renovation, septic, and plumbing all done with no permits.

FOLIO NO: 37983600008

PROPERTY ADDRESS: 3410 13th Ave SW, Naples, FL 34117

6.B.14. CASE NO: **CEVR20210009902**

OWNER: **IRON RANCH CONTAINERS INC**

OFFICER: Charles Marinos

VIOLATIONS: Collier County Land Development Code 04-41, as amended, Sections 3.05.01(B) and 10.02.06(B)(1)(a). Removal of native and/or Prohibited Exotic vegetation from unimproved property using heavy machinery without first obtaining required vegetation removal permit from Collier County and local and/or State approval.

FOLIO NO: 304320004

PROPERTY ADDRESS: 1370 Dove Tree St, Naples, FL 34117

6.B.15. CASE NO: **CELU20210010367**

OWNER: **IRON RANCH CONTAINERS INC**

OFFICER: Charles Marinos

VIOLATIONS: Collier County Land Development Code 04-41, as amended, Sections 1.04.01(A) and 2.02.03. Storing vehicles, mobile homes, and storage containers is not allowable use for this undeveloped Ag zoned property. Office trailers on property without permits or county approval.

FOLIO NO: 304280005

PROPERTY ADDRESS: 1340 Dove Tree St, Naples, FL 34117

6.B.16. CASE NO: **CEVR20210010368**

OWNER: **IRON RANCH CONTAINERS INC**

OFFICER:	Charles Marinos
VIOLATIONS:	Collier County Land Development Code 04-41, as amended, Sections 3.05.01(B) and 10.02.06(B)(1)(a). Removal of native and/or Prohibited Exotic vegetation from unimproved property using heavy machinery without first obtaining required vegetation removal permit from Collier County and local and/or State approval.
FOLIO NO:	304280005
PROPERTY ADDRESS:	1340 Dove Tree St, Naples, FL 34117

6.C. Motion to Rescind Previously Issued Order

6.D. Motion to Amend Previously Issued Order

7. New Business

8. Consent Agenda

8.A. Request to Forward Cases to County Attorney's Office as Referenced in Submitted Executive Summary.

9. Reports

10. Comments

11. Nuisance Abatement Board

11.A. Hearings

12. Next Meeting Date - THURSDAY JANUARY 22, 2026, AT 9:00AM

13. Adjourn

Collier County

Growth Management Community Development Department

Development Services Advisory Committee Meeting

Wednesday, October 01, 2025
3:00 pm

2800 N. Horseshoe Dr.
Naples, FL 34104
Growth Management Community Development Department
Conference Room 609/610

Please contact Heather Cartwright-Yilmaz at (239) 252-8389 if you have any questions or wish to meet with staff.

Collier County
GROWTH MANAGEMENT
COMMUNITY DEVELOPMENT

Development Services Advisory Committee

Agenda

Wednesday, October 01, 2025

3:00 pm

2800 N. Horseshoe Dr., Naples, FL 34104

Growth Management Community Development, Conference Rooms 609/610

NOTICE:

Persons wishing to speak on any Agenda item will receive up to three (3) minutes unless the Chairman adjusts the time. Speakers are required to fill out a "Speaker Registration Form", list the topic they wish to address, and hand it to the Staff member before the meeting begins. Please wait to be recognized by the Chairman and speak into a microphone. State your name and affiliation before commenting. During the discussion, Committee Members may direct questions to the speaker.

Please silence cell phones and digital devices. There may not be a break in this meeting. Please leave the room to conduct any personal business. All parties participating in the public meeting are to observe Roberts Rules of Order and wait to be recognized by the Chairman. Please speak one at a time and into the microphone so the Hearing Reporter can record all statements being made.

1. Call to order – Chairman
2. Approval of Agenda
3. Approval of Minutes:
    a. DSAC-LDR: 08.19.2025 (Page: 04)
    b. DSAC-IFR: 08.27.2025 (Page: 09)
    c. DSAC: 09.03.2025 (Page: 15)
    d. DSAC-LDR: 09.16.2025 (Page: 23)
4. Public Speakers

For more information, please contact Heather Cartwright-Yilmaz at (239) 252-8389
or at Heather.Yilmaz@colliercountyfl.gov

5. Staff Announcements/Updates
    a. Zoning Division – [**Mike Bosi**]
    b. Community Planning & Resiliency Division – [**Christopher Mason**]
    c. Housing Policy & Economic Development Division – [**Cormac Giblin**]
    d. Development Review Division – [**Jaime Cook**]
    e. Operations & Regulatory Mgmt. Division – [**Michael Stark**]
    f. Building Review & Permitting Division – [**Building Division**]
    g. Collier County Fire Review – [**Michael Cruz, Captain**]
    h. North Collier Fire Review – [**Chief Sean Lintz or designee**]
    i. Code Enforcement Division – [**Thomas Iandimarino**]
    j. Public Utilities Department – [**Matt McLean or designee**]
    k. Transportation Management Services

       Transportation Engineering Division – [**Jay Ahmad or designee**]
6. New Business
    a. PL20250010243 - Development Order Process and Timeframes – LDCA
7. Old Business
8. Committee Member Comments
9. Adjourn

FUTURE MEETING DATES:

November 05, 2025 – 3:00 PM
December 03, 2025 – 3:00 PM

MINUTES OF THE COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE
LAND DEVELOPMENT REVIEW SUBCOMMITTEE MEETING
Naples, Florida
August 19th, 2025

LET IT BE REMEMBERED, the Collier County Development Services Advisory Committee Meeting and Collier County, having conducted business herein, met on this date at 3:00 PM in REGULAR SESSION at the Growth Management Community Development Department Room 609/610 2800 N. Horseshoe DR. Naples, Florida with the following members present:

Chairman:	Clay Brooker
	Blair Foley
	Jeff Curl
	Mark McLean
	Robert Mulhere

The following County Staff were in attendance:
Jaime Cook, Director, Development Review, GMCD
Eric Johnson, Manager – Planning, GMCD
Richard Henderlong, Planner III, GMCD
Angela Galiano, Planner II, GMCD
Heather Cartwright-Yilmaz, Management Analyst, GMCD

Any person who decides to appeal a decision of This Board you will need a record of the proceedings pertaining thereto and therefore may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, Neither Collier County nor This Board shall be responsible for providing this record.

1. **CALL TO ORDER – Chairman**
   Chairman- Clay Brooker
   Development Services Advisory Committee – Land Development Review Subcommittee, Tuesday, 19th August 2025

2. **APPROVAL OF AGENDA**
   Robert Mulhere made the motion.
   Mark Mclean seconded
   Motion passed

3. **Old Business**
   None

4. **New Business**
   a. PL20250005385 – Scrivener's Errors and Cross-Reference Corrections
      Angela Galiano- Planner II
      - 2025 Scrivener's Error Amendment. Serves to clean up and address agency, department names and cross references, Consistency throughout LDC
      - Affects 21 Sections and 2 sections of the appendix
      - Department of Community Affairs changed to the department of commerce
      - Florida Exotic Pest Plant Council- changed name to Florida Invasive Species Council (FISC)
      - Growth Management Department changed to Growth Management Community Development Department
      - Spelling Issues
      - Lighting design for technical standards are being updated to the current version Updating IESNA RP 8.00 to ANSI/IES RP-8-22
      - Updating Zoning district name
      - No Substantiative Changes

      Clay Brooker- Motion to approve
      Robert Mulhere- second
      Motion passed.

   b. PL20250006145 – Removal of Prohibited Exotic Vegetation
      Eric Johnson- Planning Manager
      - 03.05.08 LDC- Amendment
      - Once a property gets a CO on an Estate- zoned lot, applicant shall only be responsible for removing prohibited exotic vegetation within 30 feet of the

addition or modification of structures that are described in any permit application submitted for principal or asseccory structures on or after 12/12/2023

- BCC intent for LDC amendment was to loosen the restrictions on exotic removal for small additions, such as a 10'x12' storage shed. Cost of exotics removal far exceeds the costs of the actual permitted additions.
- *Mr. Johnson Referenced exhibit B- Minutes from 3/2025 Minutes*. *Page 205. Board of County Commissioners meeting to discuss amendment.*
- *Committee discussion ensued around the topic*
- **Mr. Mclean** referenced Item C #2 3950- Does not apply to structures under 60sq ft. **Mr. Mulhere** suggested to amend to 100sqft and he would support.
- **Mr. Foley-** Made a motion to deny. It's important to state the exotic propagation and for the fuel for the wildfires in the estates area. Can't support.

Motion to Deny- Blair Foley
Motion seconded- Jeff Curl
Motion carries 3-2. Dissenstions from Bob Mulhere and Mark Mclean.
Will go to full DSAC for review for denial.

c. PL20250007882 – Administrative Plat Approval
Richard Henderlong- Planner III, GMCD

- Mr. Henderlong presented Petition 20250007882 that modifies the LDC to comply with Florida Law Chapter 2025-164/Senate Bill 784 which amends FL Statute 177.071 as adopted by the Governor on June 20th,2025 and became effective 7/1/2025.

- On July 8th, 2025 the BOCC adopted resolution number 2025-131(*Exhibit C.),* designating the Development Review Division within the Growth Management Community Development Department as the "Administrative Authority" to review and process plat or replat submittals.

- The County Attorney advised staff of a typographic error in the resolution that the words "Administrative Authority: should read as an "Administrative Official" being the county's official .

- LDC Section including Appendix A and Appendix C were revised to state that the "Administrative Official" shall be the authorized authority to sign plats, replats and construction/maintenance agreements.

- Companion Administrative Code amendment was included as Exhibit A. On page 3 Line 46, the word "board" is being replaced with "administrative official."

Motion to approve- Robert Mulhere
Motion seconded- Jeff Curl
Motion carries unanimously

Blair Foley- How does this affect if something is already in process?
Jaime Cook- Executive decision was made that anything approved prior June 30th,2025 went to the board. Anything July 1st,2025 of after will come to me for approval
Mark Mclean- Under administrative official, is it only your position?
Jaime Cook- In my absence Mike Bosi, Jaime French or County Manager can sign.
Clay Brooker- Lot line adjustments, Lot split
Jaime Cook- Those are already administrative

5. **Public Speakers**
   No public speakers

6. **UPCOMING DSAC-LDR SUBCOMMITTEE MEETING DATES DISCUSSION:**
   a. Tuesday, September 16, 2025
   b. Tuesday, November 18, 2025

7. **ADJOURN**
   Clay Brooker- Motion
   Robert Mulhere- Second

There being no further business for the good of the County, the meeting was adjourned by the order of the chairman at 3:50 p.m.

COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE
LAND DEVELOPMENT REVIEW SUBCOMMITTEE

~~**Clay Brooker, Chairman**~~ BLAIR FOLEY, VICE CHAIR

These minutes were approved by the Committee/Chairman on 10/1/25, (check one) as submitted ✓ or as amended _____.

MINUTES OF THE COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE
IMPACT FEE REVIEW SUBCOMMITTEE MEETING
Naples, Florida
August 27th, 2025

LET IT BE REMEMBERED, the Collier County Development Services Advisory Committee Meeting and Collier County, having conducted business herein, met on this date at 3:00 PM in REGULAR SESSION at Growth Management Community Development Department Room 609/610 2800 N. Horseshoe DR with the following members present.

Chairman:	Mario Valle- Chair
	Bill Varian-Interim
	Nick Kouloheras – (Excused)
	Clay Brooker- (Excused)
	Robert Mulhere

The following County Staff were in attendance:
Gino Santabarbara, Manager, Impact Fees – Corporate Financial & Management Services
Heather Cartwright-Yilmaz, Management Analyst / Staff Liaison, GMCD

Also in attendance by Zoom
Nilgun Kamp- Benesch and Associates

Any person who decides to appeal a decision of This Board you will need a record of the proceedings pertaining thereto and therefore may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, Neither Collier County nor This Board shall be responsible for providing this record.

1. **CALL TO ORDER – Chairman**
   Chairman- Mario Valle
   Development Service Advisory Committee – Impact Fee Review Subcommittee, Wednesday August 27th, 2025
   a. Selection of Committee Chairman and Vice Chairman (Conflict Areas)
      - **Mario Valle**- Chairman
      - **Bill Varian**- Interim (Conflict Areas)

2. **APPROVAL OF AGENDA**
   Mario Valle- Need to move Items B and E to the end due to conflict

3. **Old Business**
   a. Collier School Impact Fee Update Study – DRAFT Report 04-25-2025

Presenter Nilgun Kamp- Benesch and Associates – Answering questions committee presented on 7-16-25

- **Mario Valle**- Was FFE included as part of the analysis- Understanding was that when we open a school Impact fee's covered the initial FFE. But after they were not allowed.
- **Nilgun Kamp**- The outside council for the County felt with the changes to the impact fee legislation it was a grey area, so all FFE was removed.
- **Robert Mulhere**- Basis for that being those costs would not be considered capital.
- **Nilgun Kamp**- The way capital is defined, it raises a question mark. Based on wording the attorney felt it was best to remove FFE.
- **Mario Valle**- What does Collier County have in their impact fee fund?
- **Gino Santabarbara**- Estimated $50-$70 million in reserves for the next school to be built.
- **Nilgun Kamp**- Estimated cost of new school is $190 Million.
- **Robert Mulhere**- Majority of growth will be East of 951. New Towns/Villages have to provide a certain amount of acreage for civic use. There is an agreement to provide those sites to the school board at $22,500 per acre. How has the land cost been calculated given that is a lot less than the cost per acre in the urban area.
- **Nilgun Kamp**- Land cost was calculated at $75,000.00. If they have an agreement that they are consistently getting land at $22,000, we can address that.
- **Robert Mulhere**- Committee will provide all of those documents.
- **Bill Varian**- What is the land inventory currently that the school board has.
- **Nilgun Kamp**- Even if they land bank, we are charging new developments for what the existing community invested in.
- **Mario Valle**- Why aren't we taking into account the capacity of charter schools. They are funded by the state and provide student capacity.
- **Nilgun Kamp**- Charter schools are not included completely. We don't charge for their students, value of the inventory or their funding. State Statute states impact fee cannot be

used for Charter schools unless the charter school is directly mitigating need for a public school and is built to the standards of the public schools.

- **Mario Valle**- So we are not counting the students that attend charter schools within the calculation of the school impact fee in terms of the school need.
- **Nilgun Kamp**- Yes.
- **Mario Valle**- If they don't need to build on the land they currently have so they sell a parcel of land that is not needed, how are we capturing that net gain of the appreciation of those lots?
- **Nilgun Kamp**- Impact fees are based on current value and marginal cost of building a school. Not historical cost in the case of land value that may have increased. Impact fees are a snapshot in time.

b. Collier County Correctional Facilities Impact Study – DRAFT report 10-31-2024
Mario Valle Excused himself for this portion of the meeting due to conflict.
Bill Varian took over as chair.

- *Question from Nick Kouloheras*- LOS based on national standards and how involved is the sheriff in the number of beds.
- **Gino Santabarbara**- Our county is the only one that still does the AUIR. We work with Sheriff and correctional facilities to determine what needs they have.
- **Bill Varian**- What is our capacity between our two facilities
- **Nilgun Kamp-** I have the number of beds**.** 1304**.**
- **Bill Varian-** Will David Lawrence take away the need or does it become apart of the correctional facilities.
- **Nilgun Kamp**- David Lawrence center will be additional because there is need to house the special needs inmates. It is not included in the study because it wasn't built yet. We also have debt service on the current jail. One goes through 2033 the other goes through 2029.

c. Collier County Emergency Medical Services Impact Fee Update Study – DRAFT Report 10-31-2024

- **Mario Valle**- Disagrees with the inclusion of the EOC in the study when we are not going to be replicating that in the future. It skews the cost in the impact fee dramatically. It's not fair to the Collier County Taxpayer to be paying for something that is not going to be replicated.
- **Nilgun Kamp**- We are including the square footage because it's an investment the county and existing taxpayers made into the infrastructure. We value it at the average cost of all the other buildings. It equates to several stations if it makes more sense to build additional EMS stations.
- **Mario Valle**- Including it at a rate of 100% when we have no intention of replicating it, skews the square footage numbers necessary for other EMS buildings.
- **Nilgun Kamp**- Cost is split between EMS, Government buildings and Law enforcement. It reflects the square footage the community invested in up to this point. There is no reason an asset cannot be taken and converted into a different type within the same category if the service requires something different in the future.
- **Robert Mulhere**- We can make a recommendation to have the EOC removed from the calculations. *No recommendation was made during this meeting.*

d. Collier County General Government Buildings Impact Fee Update Study – DRAFT Report 10-31-2024

- ***Gino Santabarbara read Clay Brooker's*** question- What makes collier county buildings cost of construction so much higher than other counties in the State of Florida.
- ***Mario Valle read the answer provided by Nilgun Kamp.***

- **Mario Valle-** Local construction cost and labor extraction ability is higher than other metropolitan areas. We want to have a higher level of service within our buildings.

e. Collier County Law Enforcement Impact Fee Update Study – DRAFT Report 10-31-2024
Mario Valle excused himself for this portion of the meeting due to conflict.
- **Bill Varian**- There is nothing anticipated in the CIP.
- **Gino Santabarbara**- The fee is going down significantly for that reason.

f. Collier County Library Facilities Impact Fee Update Study – DRAFT Report 10-31-2024
- **Bill Varian**- In the CIP there are no plans to build a library.
- **Mario Valle**- Impact fees collected need to be used within 7 years. When was the last library that was constructed in Collier County.
- **Nilgun Kamp**- Golden Gate. We are currently paying debt service on the East Naples Library.
- **Mario Valle**- We have to include the debt service until that gets paid. Part of the impact fees collected post construction go to pay the debt service.
- **Bill Varian**- How much of the debt is left?
- **Nilgun Kamp**- We have debt until 2034 on the South Regional Library and Golden Gate Library.

g. Collier County Parks and Recreation Impact Fee Update Study – DRAFT Report 10-31-2024
- *No questions. Was not discussed during this meeting.*

h. Collier County Road Impact Fee Update Study – DRAFT Report 10-31-2024
- **Robert Mulhere**- Going up directly related to construction cost and land cost.
- **Mario Valle**- Legislature changed what areas impact fees can be used in based on where the home is being constructed relative to the impact fee district.
- **Nilgun Kamp**- Road Impact fees have impact fee benefit districts. Collier County has 8 benefit districts. Whoever pays the fee will see the most benefit from it.

4. New Business

a. Review Questions: July 16th Meeting
- Answers are documented above.
- **Bill Varian**- With all of the relief acts that have come out of the Governor's office about burdensome requirements, are impact fees under that umbrella?
- **Nilgun Kamp**- No. Senate bill 180 talks about Land Use Regulations. Impact fees are not considered Land Use Regulations.

5. PUBLIC SPEAKERS

Emelia Vazquez- Collier Building Industry Association (CBIA)
Thanked Gino. Wants to meet with Gino and the impact fee taskforce committee to go over the questions they have.

6. **UPCOMING DSAC-IFR SUBCOMMITTEE MEETING DATES DISCUSSION:**
   a. Wednesday September 17th, 2025- if needed. ***Not needed
   b. Wednesday, October 22, 2025- if needed. ***Not needed

Bill Varian – Interim Chair

- Made a motion to adjourn the meeting.

7. **ADJOURN**

There being no further business for the good of the County, the meeting was adjourned by the order of the chairman at 4:19 p.m.

COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE
IMPACT FEE REVIEW SUBCOMMITTEE

Mario Valle, Chairman

These minutes were approved by the Committee/Chairman on 10/01/2025, (check one) as submitted X or as amended _____.

MINUTES OF THE COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING

Naples, Florida
September 3, 2025

LET IT BE REMEMBERED, the Collier County Development Services Advisory Committee and Collier County, having conducted business herein, met on this date at 3:00 PM in REGULAR SESSION at the Collier County Growth Management Community Department Building, Conference Room #609/610, 2800 N. Horseshoe Dr., Naples, Florida, 34102 with the following members present:

Chairman:	William J. Varian
Vice Chairman:	Blair Foley
	James Boughton
	Clay Brooker
	Jeffrey Curl
	Laura Spurgeon DeJohn
	John English
	Marco Espinar
	Norm Gentry
	Nicholas Kouloheras
	Mark McLean
	Chris Mitchell
	Robert Mulhere
	Hannah Roberts – AHAC (Non-voting)
	Jeremy Sterk
	Mario Valle

The following County staff were in attendance
James French, Department Head, GMCD
Mike Bosi, Director – Zoning, GMCD
Christopher Mason, Director – Community Planning & Resiliency, GMCD
Jaime Cook, Director – Development Review, GMCD
Michael Stark, Director – Operations & Regulatory Management, GMCD
James French, Department Head, GMCD Designee for Building Review & Permitting Division, GMCD
Captain Michael Cruz, Collier County Fire Review – NOT IN ATTENDANCE
Captain Bryan Horbal, North Collier Fire Review
Thomas Iandimarino, Director – Code Enforcement, GMCD
Stephen Sarabia, Project Manager II – Public Utilities Engineering & Project Management, PUD
Lorraine Lantz, Manager – Transportation Management Services, Transportation Engineering Division
Eric Johnson, LDC Planning Manager – GMCD
Richard Henderlong, Planner III – Zoning, GMCD
Angela Galiano, Planner II – Zoning, GMCD
Heather Cartwright-Yilmaz, Management Analyst I / Staff Liaison, GMCD
Gino Santabarbara, Manager, Impact Fees – Corporate Financial & Management Services

Any person who decides to appeal a decision of This Board you will need a record of the proceedings pertaining thereto, and therefore may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, neither Collier County nor This Board shall be responsible for providing this record.

1. **CALL TO ORDER– Chairman**
   William Varian
   Development Service Advisory Committee, Wednesday, September 3, 2025, was called to order at 3:00 PM.

2. **APPROVAL OF AGENDA**
   William Varian- Motioned to amend the Agenda moving Old Business- Impact Review Study up.
   Motion Seconded-Jeff Curl
   Motion passed unanimously

3. **APPROVAL OF MINUTES**
   a. **DSAC-IFR: 07.16.2025**
      Motion to Approve- Robert Mulhere
      Motion Seconded- Blair Foley
   b. **DSAC: 08.06.2025**
      Motion to Approve- Jeff Curl
      Motion Seconded- Chris Mitchell
      Minutes approved unanimously

4. **PUBLIC SPEAKERS**
   Amelia Vasquez, CBIA
   Thanks county staff Gino for agreeing to meet with CBIA later this month. They want to be head of the table. They have an impact fee committee and would like to be involved and engaged in discussion on impact fees. Thanks Bill and Tom for starting the discussion on what they are going through as an industry. Would like CBIA leadership involved in discussion for Human Resources in the future.

5. **STAFF ANNOUNCEMENTS**
   a. **Zoning Division – [Mike Bosi, Director]**
   b. **Community Planning & Resiliency Division – [Christopher Mason, Director]**
      - Vulnerability assessment completed. Moving into adaptation plan. Will be working with a consultant starting in October.
      - Completed a repetitive loss area analysis with FEMA to determine areas that are susceptible to flood loss.
      - Preliminary FEMA Maps for interior portion of county. Looking to complete and release maps by Fall of 2026.
   c. **Housing Policy & Economic Development – [Cormac Giblin, Director]**
      620 New affordable housing units housed YTD.
      Board approved 3 of 4 Land development code amendments at their last meeting**.**

d. Development Review Division – [Jaime Cook, Director]

- Staff notes- Joe Bianci has relocated to Maine. Looking to fill the position**.**

e. Operations Support & Regulatory Management Division – [James French, Department Head]

- Report submitted shows stabilization YOY in the single-family home market.
- Concerns- Discussed meeting with HR Staff at recent meeting.
  William Varian- Amy Lyberg, Alberto and Stephanie from HR were present for meeting. Tom Lykos, local builder, was present as well. Discussed pay scales, discussed recruiting for open positions. Discussed implementing training programs to work on promoting from within.
  James French- 4 new positions approved to fill. 1 Code Enforcement, 1 Animal Control Officer, 1 Building plans reviewer, 1 Building inspector. I have asked for an independent study to determine competitive wages. Struggling to keep employees due to neighboring counties offering higher wages, lower cost of living, sign on bonuses.

f. Building Review & Permitting Division – [James French, Department Head]

- Discussed certain repairs being forced to go through engineering for review before permits issuance. William Varian and Mario Valle gave examples of bathroom remodels being forced to go through engineering when it should not have been needed.
- Fee Schedule- We received a $2M loan from the General fund to keep operations active for this year. Reserve payroll fund has enough to sustain 3 months of operations. Contracted with Raftelis to do a fee study. Looking at 5-year plan to implement increases in fees. I want to bring the plan back to DASAC at your next meeting to review and provide your feedback. Then on to the BOCC at their October meeting to vote on.

g. Collier County Fire Review – [Michael Cruz, Captain]

No Report- Not present

h. North Collier Fire Review – [Bryan Horbel, Captain]

- 613 permits came in. 2 day turn around on plan review. 44 permits were in turned around in 1 ½ day turn around. Next day on inspections. 1365 new construction inspections. 2 open Plan reviewer positions.

i. Code Enforcement Division – [Thomas Iandimarino, Director]

- Handfull of Code Lein relief applications come through that are moving forward to the BCC. Due to change in ownership/property sales.
  William Varian- From June-July cases/inspections doubled. Any specific reason?
  Thomas Iandimarino- Catching up on inspections that were missed while staff was out on training/vacations from the previous months. A saturation patrol was done down Golden Gate Blvd and cross streets.
  Mario Valle- How is the program going since you took over Animal control?
  Thomas Iandimarino- Animal control officers we have are doing a good job. We are struggling to hire qualified people who will stay and can handle the hard parts of the job.

j. Public Utilities Department – [Stephen Sarabia, Project Manager II]

- Nothing new to report.

k. Transportation Management Services, Transportation Engineering – [Lorraine Lantz, Manager]

- Access management policy has been updated and revised. New Resolution number is 2025-150. Mike Sawyer will be sending it out and it will be posted on our website.
- Ribbon cutting for Immokalee Tiger project has been rescheduled for 10/1/25 at 9:30am.
- Golden Gate Parkway Corridor study will host a public meeting in November. Tentatively scheduled for November 20th, 2025.
  Clay Brooker- Wilson extension has been put on hold. Can you explain why.
  Lorraine Lantz- Put it on hold to look at additional alignments, look into the mine, coordinate with property owners and the landfill operations.

6. NEW BUSINESS

a. PL20250009062 - Reasonable Accommodation for Certified Recovery Residencies LDCA

Heidi Ashton- Cicko-Managing Assistant County Attorney
Courtney DaSilva- Assistant County Attorney
Petition PL20250009062 in relation to Florida Statute 397.487

Clay Brooker- Can you give a summary of what we are creating. Why we are doing this and give us an example of what kind of accommodation might be requested of the BCC.
Heidi Ashton-Cicko- Occupancy related accommodations.
Clay Brooker- The RUB is going to be traditional family home with 6 occupants and is now going to have 8 unrelated recovering individuals living there. Is notice going out to all surrounding homes and is there opportunity to be heard?
Heidi- Notice will go out to residents within 150ft of the property. Decision must be made within 60 days and back to the property owner.
Clay Brooker- Is the 150ft and not advertised the parameters in the State Law or is that what the county is proposing?
Heidi- Zoning director will have to look at compatibility before making a decision.
William Varian- Could this be an existing residence that is adapted or remodeled.
Heidi- They generally go into a single-family home. But it could be a request for reasonable accommodation. We are trying to prevent density from being an issue.
Mark McLean- Is there a requirement for supervision on site
Courtney- There is a separate state statute that will govern how many people need to supervise depending on occupancy.
Mark McLean- This allows occupancy up to 8, does that state statute say 6 or 10 and if this is 8 would be unsupervised.
Courtney- The state statute has classification levels depending on how many occupants are actually in the home. That statute will dictate how many supervisors need to be there. That is unrelated to this process
Heidi- Currently in certain zoning districts you can have up to 6 unrelated people. This does not address density. That is not what this ordinance is about. If you want to make a recommendation that density should be something that is considered as part of a reasonable accommodation process, you can make the recommendation.
Clay Brooker- Density is not on the table for negotiation when it comes to accommodation. That's what's written in the code as proposed. There is also a safeguard built in where compatibility is required. The required notice should be larger than 150ft.

Heidi- As to the 6 resident sober home, we are currently preempted. We are limiting the reasonable accommodation request to design standards as opposed to number occupants.
William Varian- Does this allow for this to happen everywhere.
Heidi- We feel it does if we open the density. That is why we have excluded it. As we evaluate the federal law, we might have to open it up and include density**.**
Clay Brooker- There is overconcentration limitation here. The burden would be on the applicant to show there is not an overconcentration of recovery residences in near proximity to one another.
Mark McLean- Could an HOA guideline supersede this?
Heidi- This state law does not preempt the HOA rules you agree to when you buy in.
Clay Brooker- Motion to recommend approval with the following suggestions.

1. Density exclusion as a reasonable accommodation be kept included in the proposal.
2. Notice to surrounding properties owners be increased from 150ft to 500ft in the urban areas and 1000ft in the rural areas.
3. In regard to proximity definition, we will adopt what is already in the code as 1000ft.

Motion seconded- Jeff Curl.
Motion passed unanimously

b. PL20250005385 - Scrivener's Errors and Cross-Reference Corrections LDCA
Angela Galiano, Planner II, Zoning, GMCD
LDR Subcommittee reviewed and approved on 8/19/2025
Motion to Approve- Clay Brooker
Motion seconded by- Mark McLean
Motion passed unanimously

c. PL20250006145 - Removal of Prohibited Exotic Vegetation LDCA
Eric Johnson, LDC Planning Manager, GMCD
2023- Commissioner Hall asked the staff to update the LDC as it pertains to the removal of exotic vegetation. LDCA-PL20230018350. Subcommittee reviewed approval with changes.
DSAC recommended denial February 7th, 2024**.**
Collier County Planning commission recommended denial**.**
BOCC voted to continue. Staff drafted new language**.**

New petition
Main change in language is

- If a property has a CO for a principal dwelling that the applicant on an estate zoned lot shall only be responsible for removing exotics within 30 feet of the proposed addition or modification submitted on or after December 12th, 2023.

Jeff Curl- We should be encouraging exotic removal. Not writing an ordinance to exempt it. For wildfire 2prevention, reduce fire load.
Clay Brooker- We discussed this at the LDC subcommittee meeting. Existing code requires removal of all exotics.
Mark McLean- I make a motion based on the subcommittee's denial 3-2 we adopt their denial.

Motion to adopt denial- Mark McLean
Motion seconded by- Jeff Curl
Motion to Recommend denial passed 10-1

d. PL20250007882 - Administrative Plat Approval LDCA
Richard Henderlong, Planner III, Zoning, GMCD
Motion to approve- Jeff Curl- I move to approve the amended draft provided by staff and reviewed by legal.
Motion seconded by- Mark McLean
Motion passed unanimously

e. PL20250008677 - Plat, Replat and Construction Documents, Code of Law Amendment (Informational Item only)

f. Fee Schedule Status
Discussed in Staff announcements with James French, Department Head, GMCD

7. OLD BUSINESS

a. Review Impact Fee Recommendations – Corporate Financial & Management Services
Gino Santabarbara, Manager, Impact Fees – Corporate Financial & Management Services

William Varian- Gino would like a recommendation from this board for the impact fee review to move forward to the BCC.
Mario Valle- Impact Fee Subcommittee chairman. Vast majority of the methodology was fine. An area that board questioned was in the School impact fees, in regard to land acquisitions. Developers were contributing land at $22,000.00 per acre. That information should be adopted back into the study.
William Varian- In the study they are carrying $73,000.00 per acre. Most of the developments would be East of 951, we believe that most of those developers have made an agreement for $22,000.00 as part of their agreement. So why are we carrying $73,000.00 per acre?
Mario Valle- Has a disagreement with the Emergency Services methodology including funding to build an additional Emergency Operations Center for $14 Million dollars when we have no plans to build another EOC. It has a meaningful financial impact to the Collier County taxpayers. Impact fees will be reviewed again in 5 years. It could be re-addressed at that time.
Robert Mulhere- We talked about implementing a regular review cycle, a certain number, every couple of years. What was that?
Gino Santabarbara- Once these impact fees are approved there will be a 4-year phase in. After that we will be reviewing and addressing 2 categories per year going forward.
Nick Kouloheras- How do we change the process where the methodology is changed in future studies.

Mario Valle- Methodology has been consistent. The time in between reviews has been the issue and considerable increases because of the time has been the problem. As the impact fee committee chairman, I make a motion for the impact fees I reviewed, except for Law enforcement and corrections, that the DSAC committee accept the methodology for all of them noting that there is a question of the inclusion of the Emergency Operations Center within the EMS Impact Fee review. The BOCC should take that into consideration.
Robert Mulhere- Amendment- the inclusion of the consultants agreement to look at the potential of including a lower per acre cost in Eastern Collier.
Mario Valle- Accepts the amendment.
Motion Seconded- Robert Mulhere
Motion passed unanimously.

Mario Valle excused himself for the discussion on Law Enforcement and Corrections.

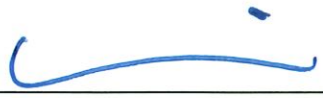
Law Enforcement and corrections- Impact Fee
Motion to Approve- Robert Mulhere
Motion seconded-
Motion passed unanimously

8. COMMITTEE MEMBER COMMENTS
None

9. ADJOURN

There being no further business for the good of the County, the meeting was adjourned at 5:00PM.

COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE



William Varian, Chairman

These minutes were approved by the Committee/Chairman on 10/1/25,
(check one) as submitted ✓ or as amended _____.

MINUTES OF THE COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE
LAND DEVELOPMENT REVIEW SUBCOMMITTEE MEETING
Naples, Florida
September 16, 2025

LET IT BE REMEMBERED, the Collier County Development Services Advisory Committee Land Development Review Subcommittee and Collier County, having conducted business herein, met on this date at 3:00 PM in REGULAR SESSION at the Growth Management Community Development Department Room #609/610 2800 N. Horseshoe Dr., Naples, Florida 34102 with the following members present:

Chairman:	Clay Brooker
	Blair Foley
	Jeff Curl - EXCUSED
	Mark McLean
	Robert Mulhere - EXCUSED

The following County Staff were in attendance:
Michael Bosi, Director, Planning and Zoning, GMCD
Lisa Blacklidge, Manager, GMCD
Michele Mosca, Planner III, GMCD
Eric Johnson, LDC Planning Manager, GMCD
Richard Henderlong, Planner III, GMCD
Angela Galiano, Planner II, GMCD
Heather Cartwright-Yilmaz, Management Analyst/Liaison, GMCD

Any person who decides to appeal a decision of This Board you will need a record of the proceedings pertaining thereto and therefore may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, Neither Collier County nor This Board shall be responsible for providing this record.

1. **CALL TO ORDER – Chairman**
   Chairman- Clay Brooker
   Development Service Advisory Committee – Land Development Review Subcommittee, Tuesday, 16th September 2025

2. **APPROVAL OF AGENDA**
   Motion to hear Item B first**.**
   Mark McLean made the motion.
   Blair Foley Motion seconded
   Motion passed

3. **Old Business**
   None

4. **New Business**
   b. PL20250010243- Development Order Process and Timeframes – LDCA
   Richard Henderlong, Planner III, GMCD
   On June 24th, 2025, the governor approved Senate Bill 1080 which amended Statutes FS.125.022, FS.163.31801 and FS.166.033. That regulates the review and approval of land development permits and development order applications by local governments.

   The new Law Chapter 2025-177 will become effective on October 1st, 2025.
   1. The required processing starts with an acknowledgement of receipt within 5 days.
   2. Application must be reviewed for completeness within 30 days
   3. Non-quasi-judicial hearing applications must be approved or denied within 120 days.
   4. Quasi-judicial applications within 180 days.
   5. During a public meeting/hearing and applicant can request an extension in writing.

   Blair Foley- Based on my experience no applications that have been submitted have been acknowledged in 5 days. All the county has to do within 5 days is acknowledge receipt. Within 30 days it must be reviewed for completeness.
   Mark McLean- So then an application could sit without being reviewed and then rejected at 29 days
   Lisa Blacklidge- We are still going to try to process and review within the 5-day mark.
   Mark McLean- But it could happen
   Lisa Blacklidge- We are trying to improve timelines
   Mark McLean- These timelines don't designate between types of applications.
   Blair Foley- Under the 3rd submittal, in plans and plats, if we have a third submittal the county is great about getting in done. If there is a minor submittal, would we still have 2 reviewers or less, is that still applicable.
   Lisa Blacklidge- It is still applicable. 1st, 2nd and 3rd submittal is still intake.

Richard Henderlong- First- If an applicant makes a substantial change to 15% or more in density or the square footage of the parcel, it automatically resets the 120–180-day timeclock. Secondly, the statute requires the county to issue refunds as a percentage of the application fee in the event it fails to meet the review time.

1. 10 percent for failure to issue written notice of completeness or areas of deficiencies within 30 days after receiving the application submittal or request for additional information
2. 20 percent for failure to send written notice or areas of deficiencies within 10 days of the second request for information and the applicant submits required information within 30 days
3. 50 percent if the county fails to approve, approve with conditions, or deny the application within 30 days after conclusion of the 120-day or 180-day public hearing timeframe
4. 100 percent if the county fails to act after 30 days and the conclusion of the 120-day or 180-day timeframe
5. If the applicant and county agree to an extension of time, the delay is caused by the applicant or attributable to a force majeure, the county is not required to issue a refund.

Clay Brooker-The language "the waiver of time limits is submitted" is used throughout this. Is the applicant releasing the county from its deadline to respond?
Richard Henderlong- Yes. You are waiving the statutory time limits.
Mark McLean- Once you put them on the statutory obligation to respond, when they kick something out you have 10 days to respond. By waiving yours, you are also waiving theirs.
Lisa Blacklidge- That would only apply to intake. If you are under review the 10 days does not apply. 120-180 days start when you pay and go to review.
Blair Foley- Will there be any communication with staff during this process
Lisa Blacklidge- Yes. Development review, you will have the option when you submit. You will have the option when you get your correction letter and 15 days prior to the 120 mark.
Clay Brooker- If I have a rezone that goes CCPC and BCC and I'm at 180 days, takes 30 days between CCPC and BCC, 45 days before CCPC, I am at 75 days off my 180 days. Is that the way it's really supposed to work.
Lisa Blacklidge- Not sure why it did that.
Mike Bosi- That is why we have talked about developing the waiver timeline.
Mark McLean- The intent of this is to prevent municipalities from taking a year to permit something. What this is now, if you are not on your toes and you do not sign a waiver you can get pushed out with a denial.
Richard Henderlong- This does take effect on 10/1/25
Clay Brooker- The state law says what it says. This mirrors it. I do not see the refund codifying anywhere. Admin code maybe?
Mike Bosi- Its still applicable. It should be in admin code.
Lisa Blacklidge- 120/180 days have been in code for years.

Mark McLean- The intention is to speed the system up, but if you sign a waiver, it could actually slow everything down. If you sign the waiver the county has an open-ended timeframe to approve.

Motion to approve to send to DSAC- Blair Foley- with the codification of the fees in the admin code.
Motion seconded- Mark McLean
Motion passed

a. PL20240006969 - Rural Fringe Mixed Use District (RFMUD) Restudy – LDCA
Eric Johnson, LDC Planning Manager, GMCD
Will amend 3 different sections of the Land Development code. Section 20307, 20308 and 020601.

In 1999 the State of Florida imposed a Final Order on Collier County to perform a 3 year Rural and Agricultural Assessment of the GMP:
1. Protect prime AG areas- prevent premature conversion to other land uses
2. Protect natural resources- water quality & quantity, listed species & their habitat
3. Discourage urban sprawl.

Areas designated as "sending" are areas of higher quality habitat to direct growth away; "receiving" are areas where development is more suitable. Landowners in the sending areas can voluntarily use the program to obtain and sell their TDR credits to developers in the receiving areas. This LDC amendment adopts GMPA (Ord. 2023-25)

LDC Changes
1. Increases the number of base TDR credits generated per acre/per non-conforming lot.
2. Changing the calculation of TDR Bonus Credits
3. Addition of Conservation TDR credits.
4. Addition of Belle Meade Hydrologic enhancement overlay provisions.
5. Changes to Environmental Restoration and Maintenance TDR bonus credit
6. Introduction of Business and Industrial Uses in the receiving lands with specific uses, development standards and locational criteria to be identified within the LDC
7. Revising the table of allowable uses for RFMUD receive lands-Outside Rural villages
8. Changes to Rural Village design and density bonus for low-income residential housing units.
9. Addition of Clustering provisions for RFMUD sending lands.
10. Introduction of neighborhood commercial uses with affordable housing projects with specific uses, design and development standards
11. Reduction of open space requirements for housing that is affordable projects.
12. Allowance of active recreation in the sending lands as conditional uses
13. Additional development standards and location criteria for housing the is affordable within the receiving lands.

Mark Mclean- How do you transfer density from one area to another

Mike Bosi- You have to own the property. 4 TDR for 5 Acres. 2 for your first participation bonus. You have restoration and conveyance. Create development rights agreement. You take the TDR so they can be utilized. Using TDR, you can get that up to 1 unit per 5 Acres. Grouping TDR with another 5 acre parcel you can develop a subdivision with 1 unit per acre. Or you can take the credits and develop a village.
Mark McLean- Why are we doing this here, who is this benefiting.
Mike Bosi- These were determined in 1999-2000, The criteria was based on environmental data.
Mark McLean- So the data that's created this is 25 years old. The traffic in these areas is already extremely bad.
Clay Brooker- If you own land that is currently blue, (receiving lands) you're suggesting now that you take away the TDR possibility to that landowner, they are going to have something to say about it.
Mike Bosi- Based on the previous 25 years of development, yes that's my suggestion.
Clay Brooker- If I own a sending land in Belle Meade and I strip for credits, can I sell them to NW receiving land.
Mike Bosi- Yes, there is no restriction on where a sending land credit can be spent at.
Clay Brooker- If there are no receiving lands anywhere, then the program has come to a stall
Lisa Blacklidge- There is no more NW receiving lands, but in the southern area there is still some areas.
Mike Bosi- There is still land available in the Southern area.
Lisa Blacklidge- North Belle Meade and Belle Meade there is a lot of acreage available.
Blair Foley- What is the timing on this? There is a lot of information in this.
Eric- We are aiming for a nighttime CCPC hearing in November. If you feel like you need more time to review, then take more time.
Clay Brooker- We need Bob Mulhere to get his eyes on this.
Blair Foley- Can we make a motion to continue to the next LDC meeting with Bob and Jeff present.

Motion to Continue- Blair Foley
Motion seconded- Mark McLean

5. **Public Speakers**
   No public speakers

6. **REMINDERS OF UPCOMING DSAC-LDR SUBCOMMITTEE MEETING DATES DISCUSSION:**
   a. Tuesday November 18, 2025
   b. Tuesday December 16, 2025

7. **ADJOURN**
   Blair Foley- Motion to adjourn

There being no further business for the good of the County, the meeting was adjourned by the order of the chairman at 4:09 p.m.

COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE
LAND DEVELOPMENT REVIEW SUBCOMMITTEE

~~**Clay Brooker, Chairman**~~ BLAIR FOLEY, VICE CHAIR

These minutes were approved by the Committee/Chairman on 10/1/25, (check one) as submitted ✓ or as amended _____.

Collier County

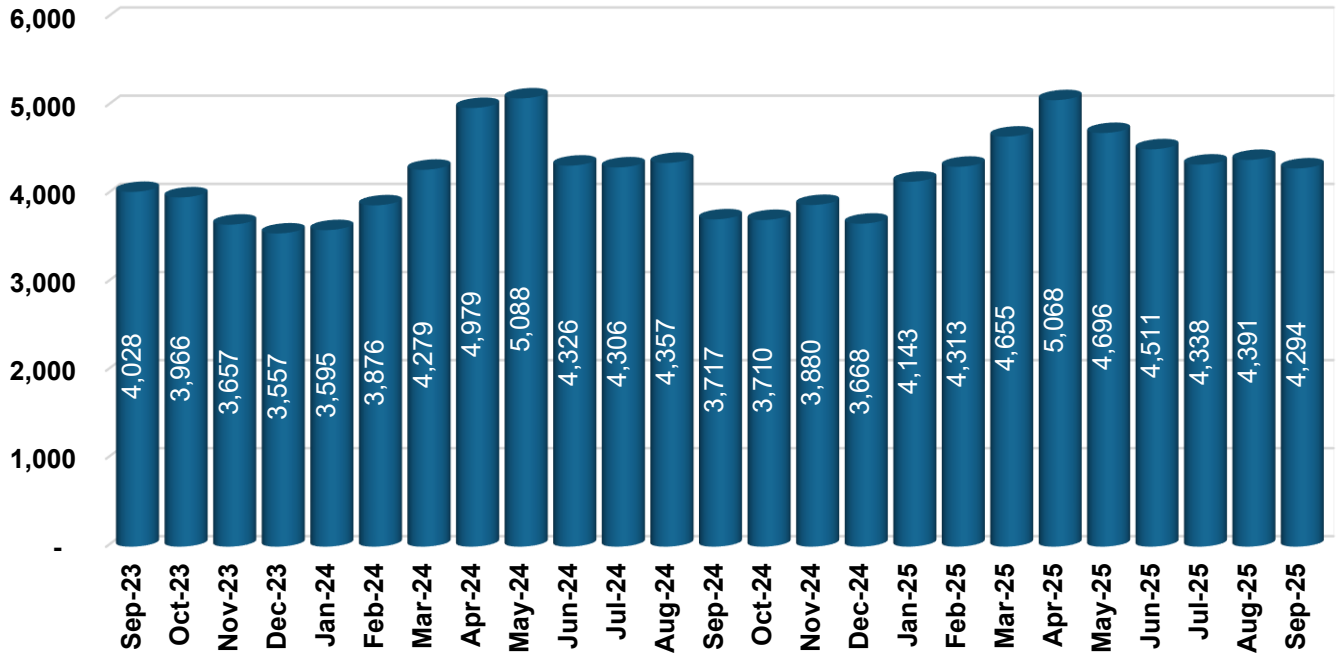
September 2025

Monthly Statistics

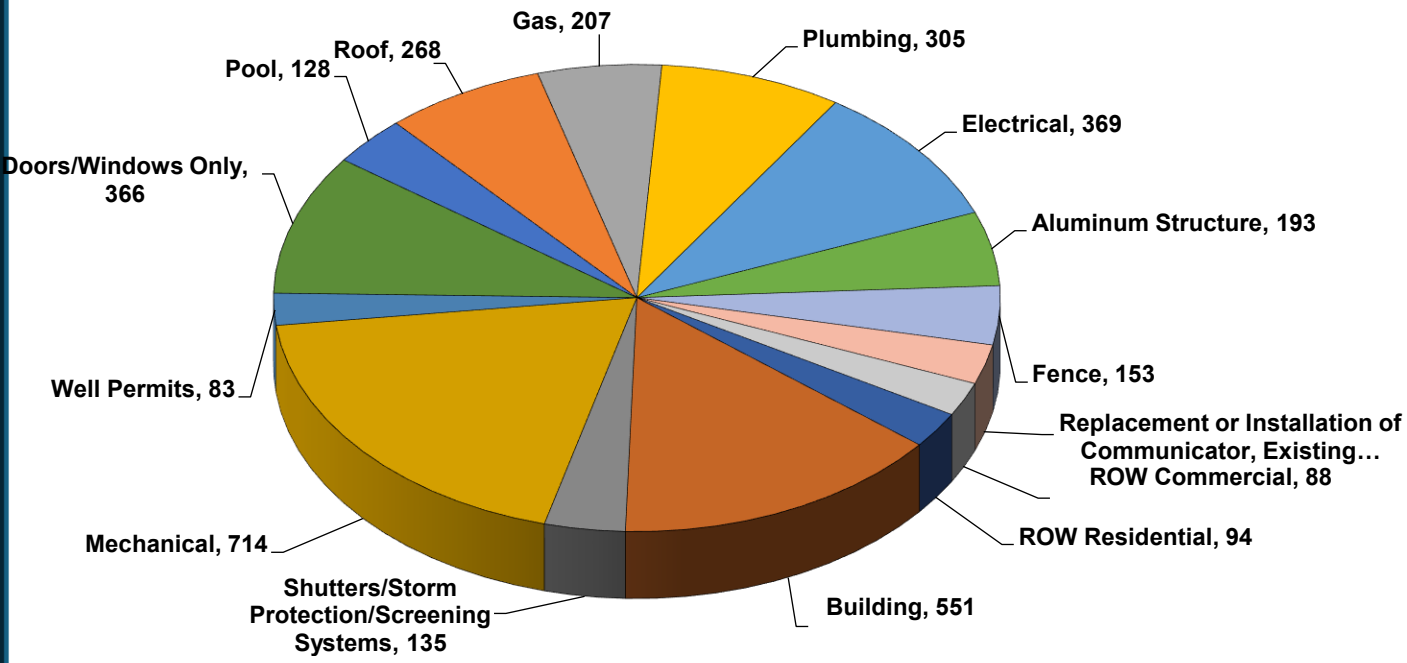


Building Plan Review Statistics

All Permits Applied by Month

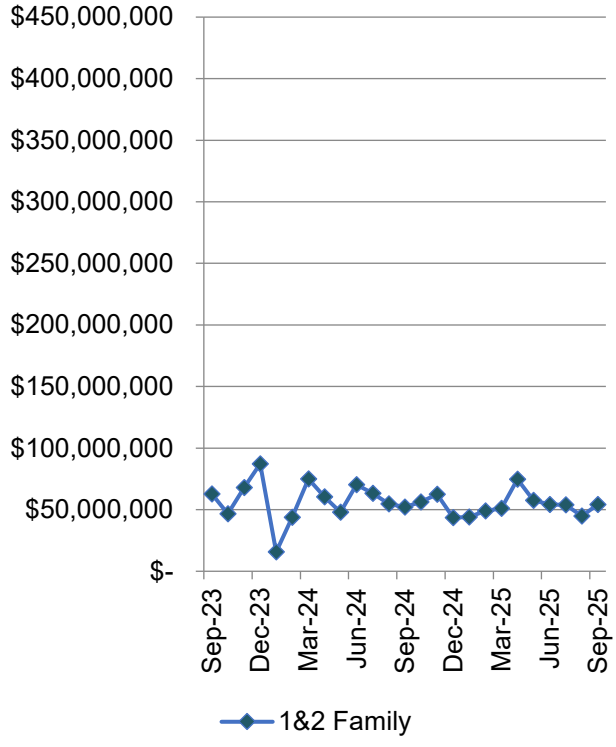


Top 15 of 35 Building Permit Types Applied

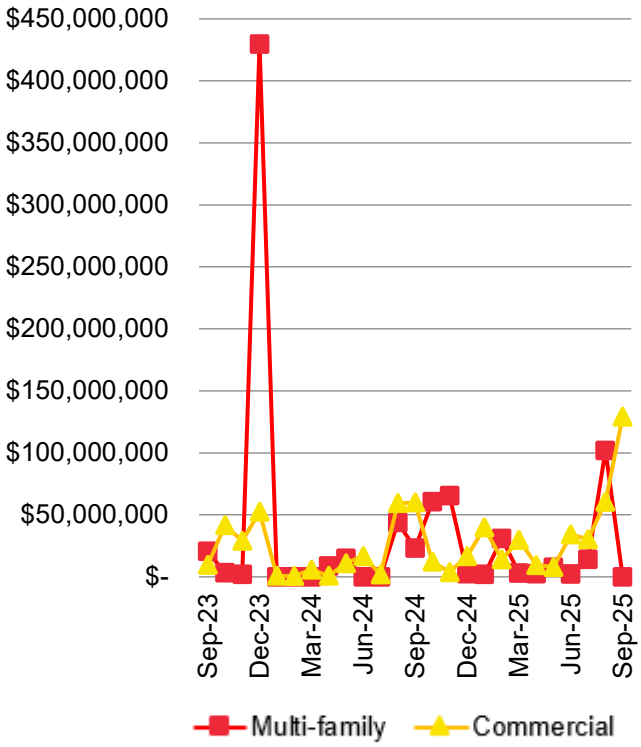


Building Plan Review Statistics

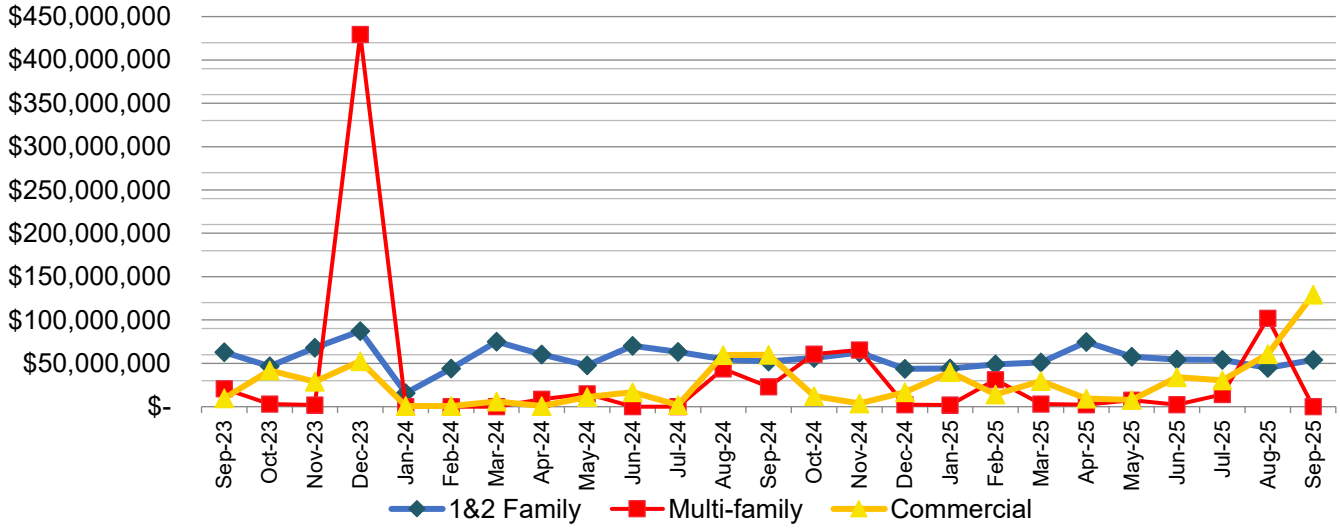
Monthly 1 & 2 Family Total Construction Value by Applied Date



Monthly Multi-family & Commercial Total Construction Value by Applied Date

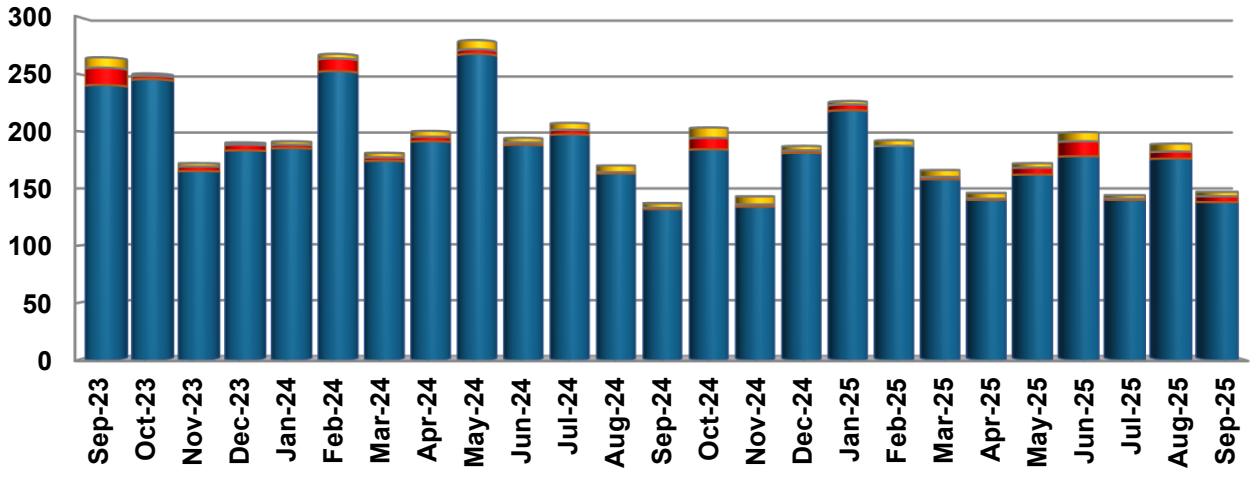


Monthly Total Construction Value by Applied Date



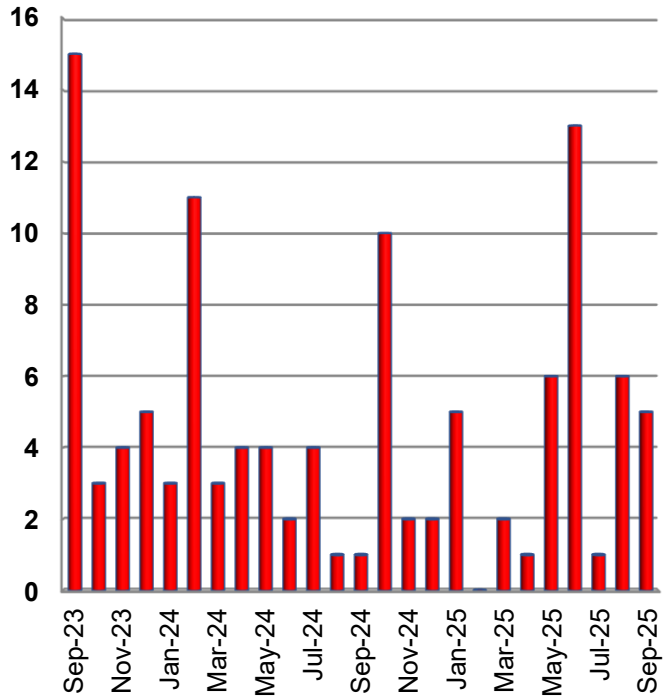
Building Plan Review Statistics

New Construction Building Permits Issued by Month

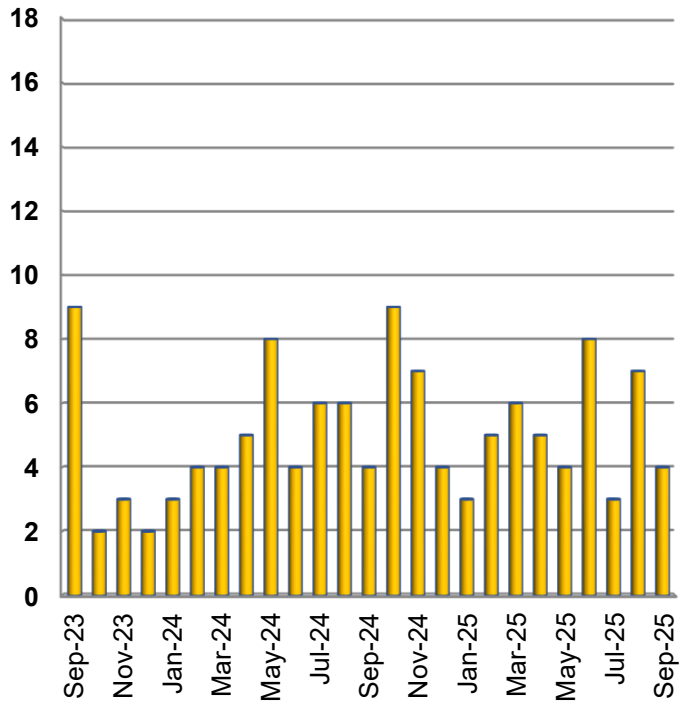


	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25
Commercial	9	2	3	2	3	4	4	5	8	4	6	6	4	9	7	4	3	5	6	5	4	8	3	7	4
Multi-family	15	3	4	5	3	11	3	4	4	2	4	1	1	10	2	2	5	0	2	1	6	13	1	6	5
1&2 Family	240	245	165	183	185	252	174	191	267	188	197	163	132	184	134	181	218	187	158	140	162	178	140	176	138

New Multi-family Building Permits Issued by Month

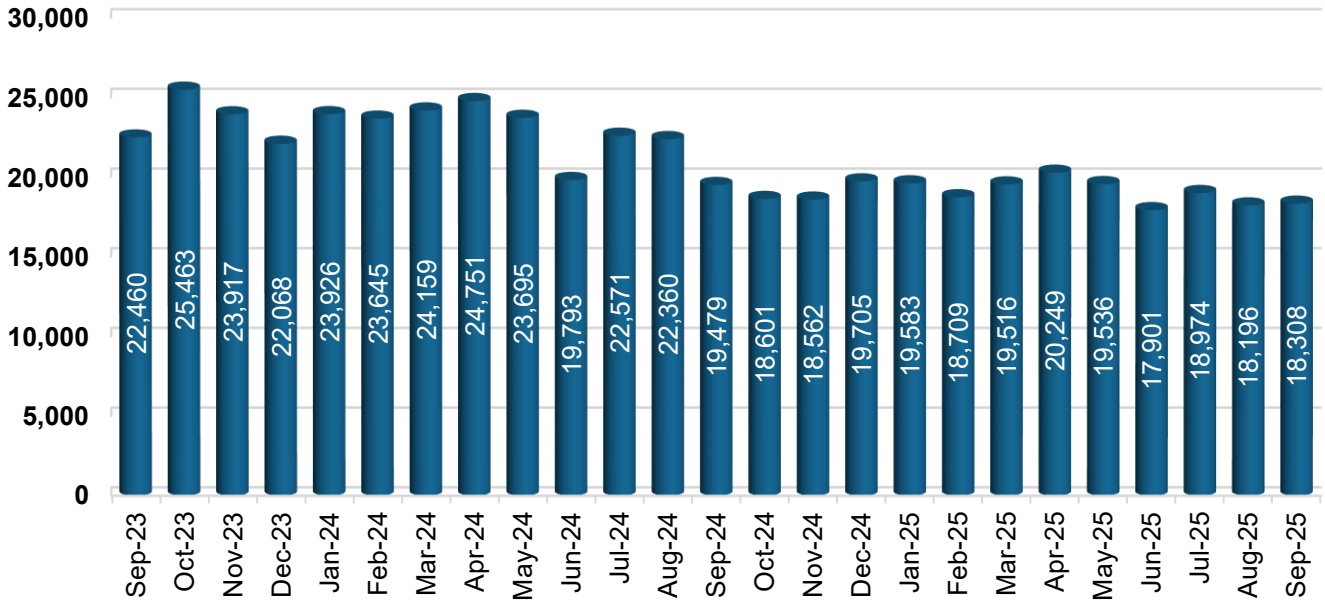


New Commercial Building Permits Issued by Month

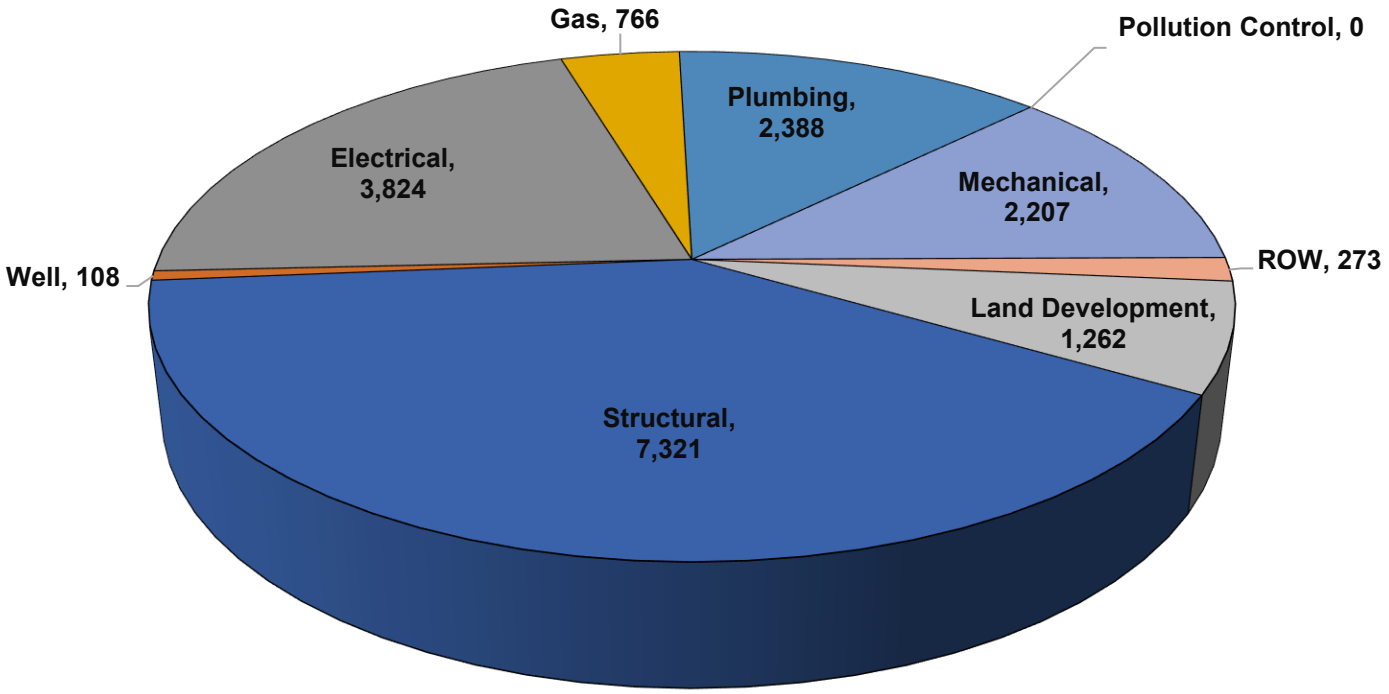


Building Inspections Statistics

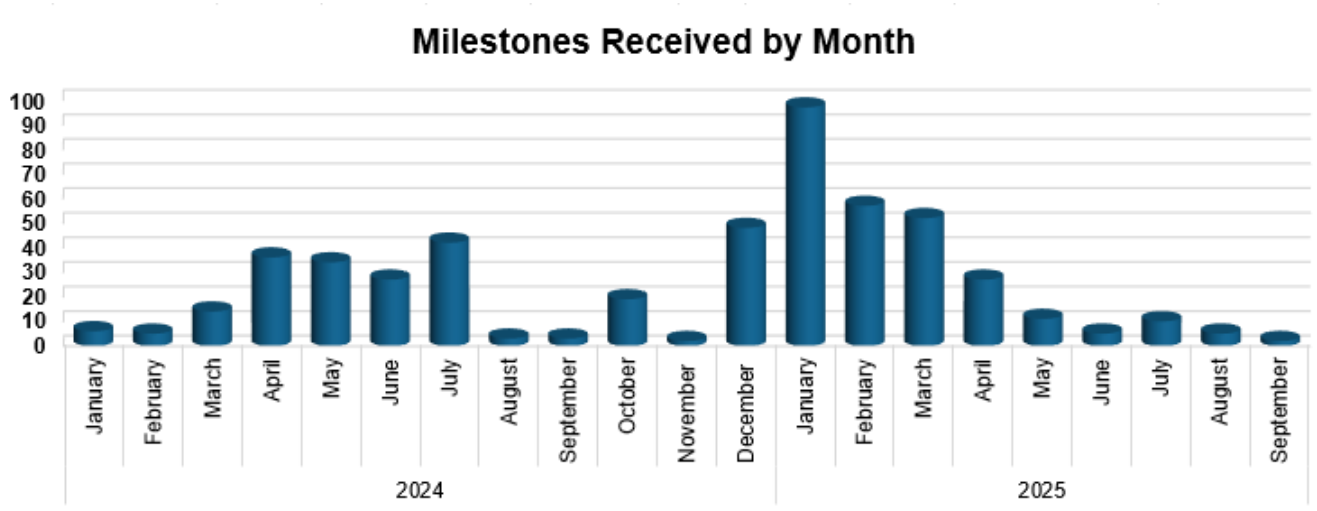
Building Inspections

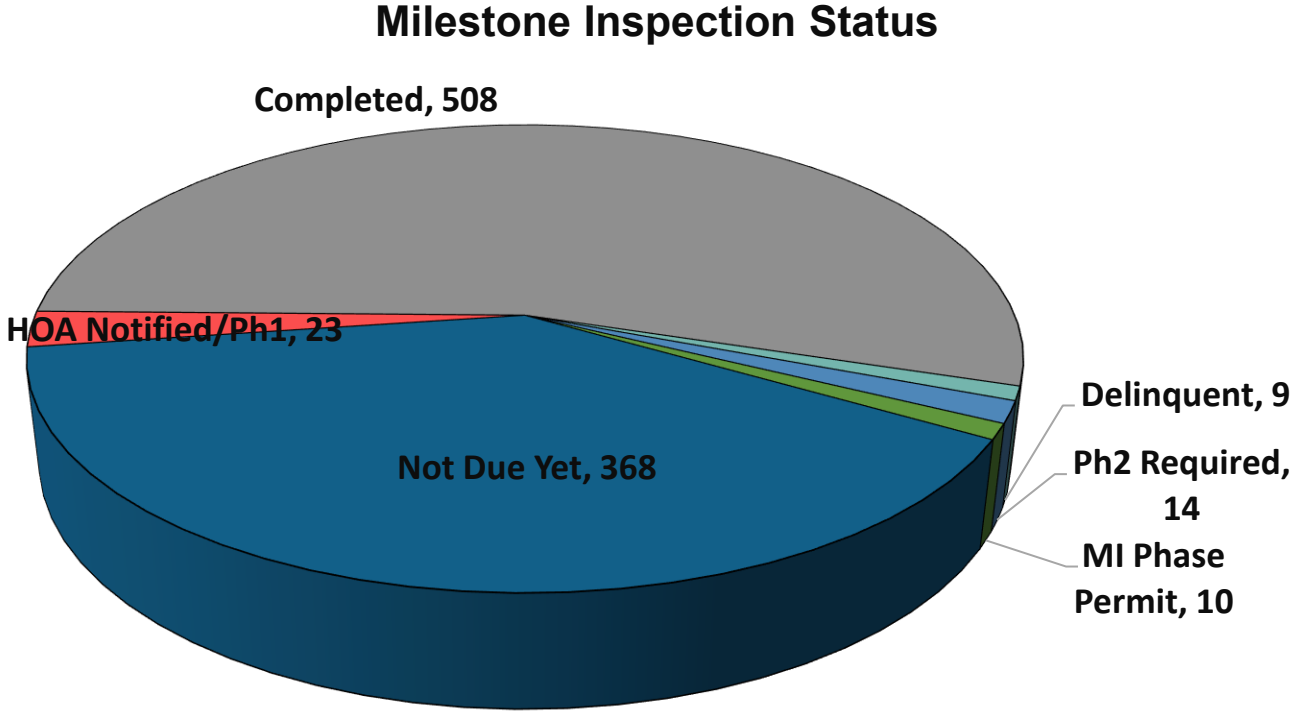


Types of Building Inspections

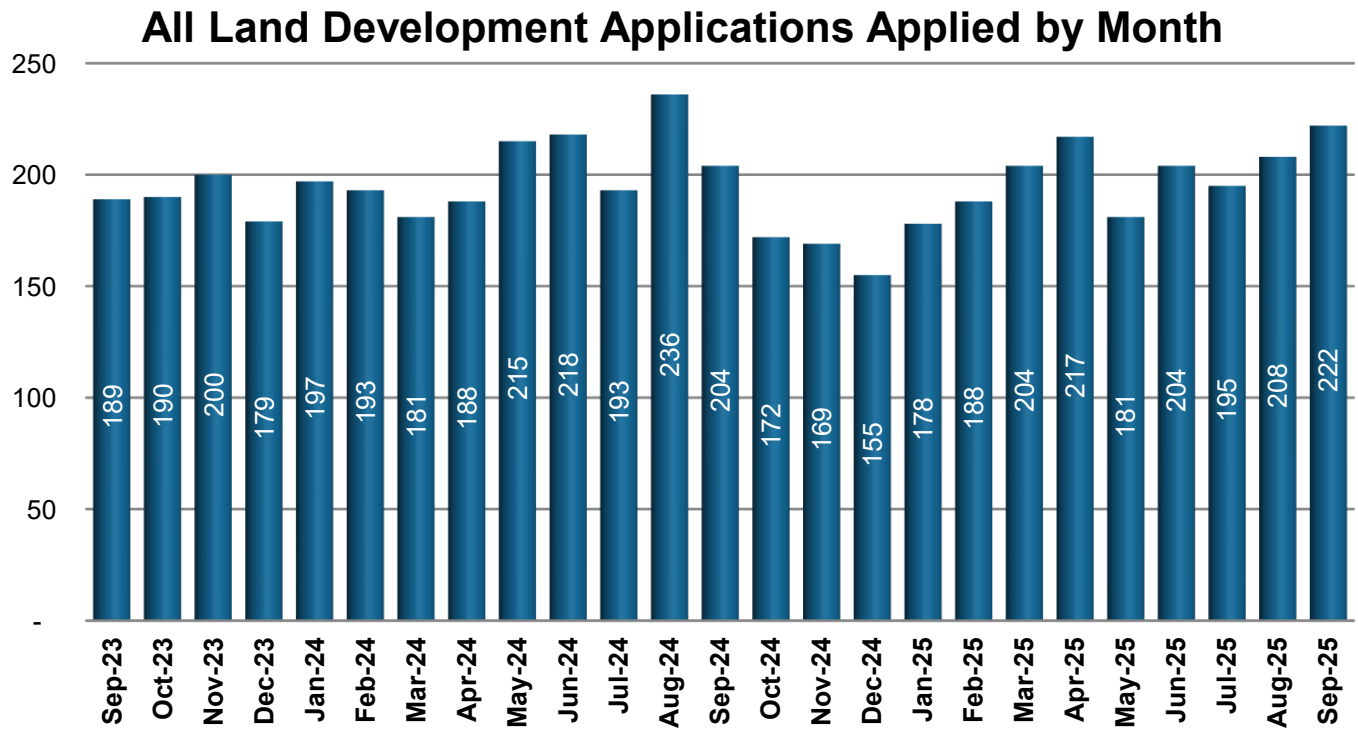


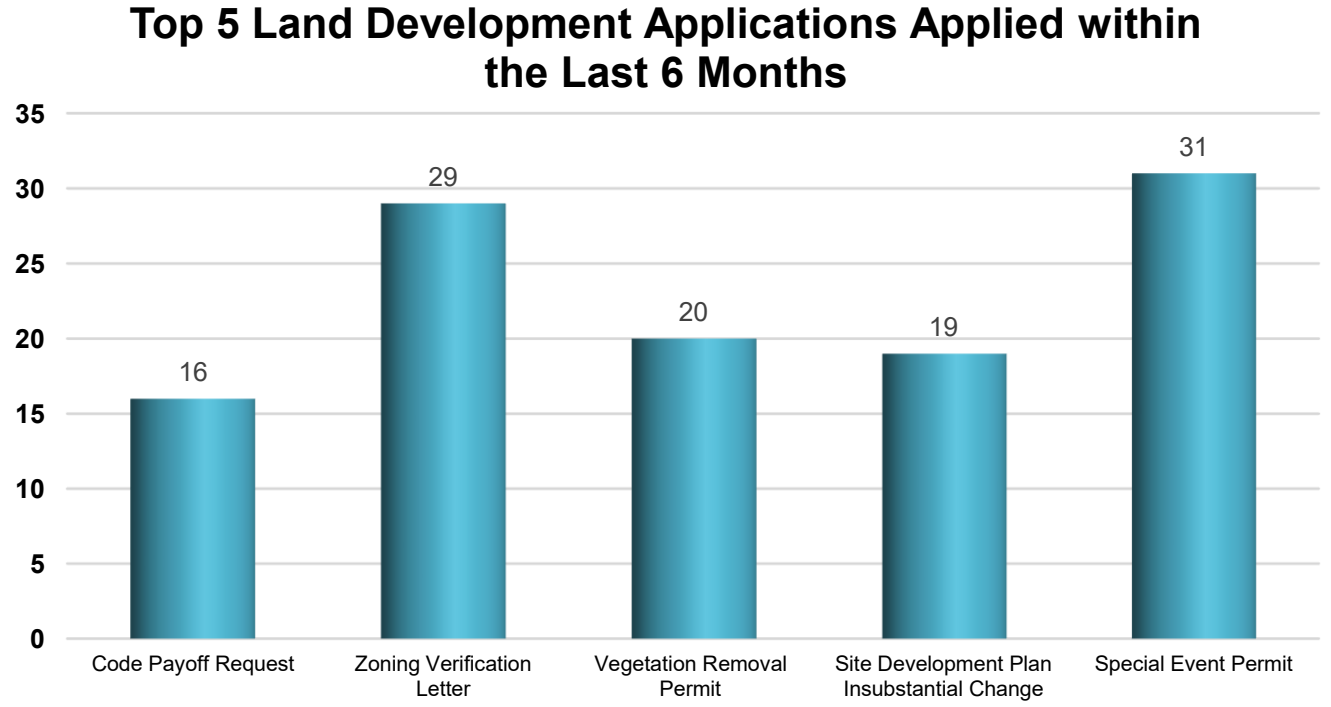
Building Inspections Statistics





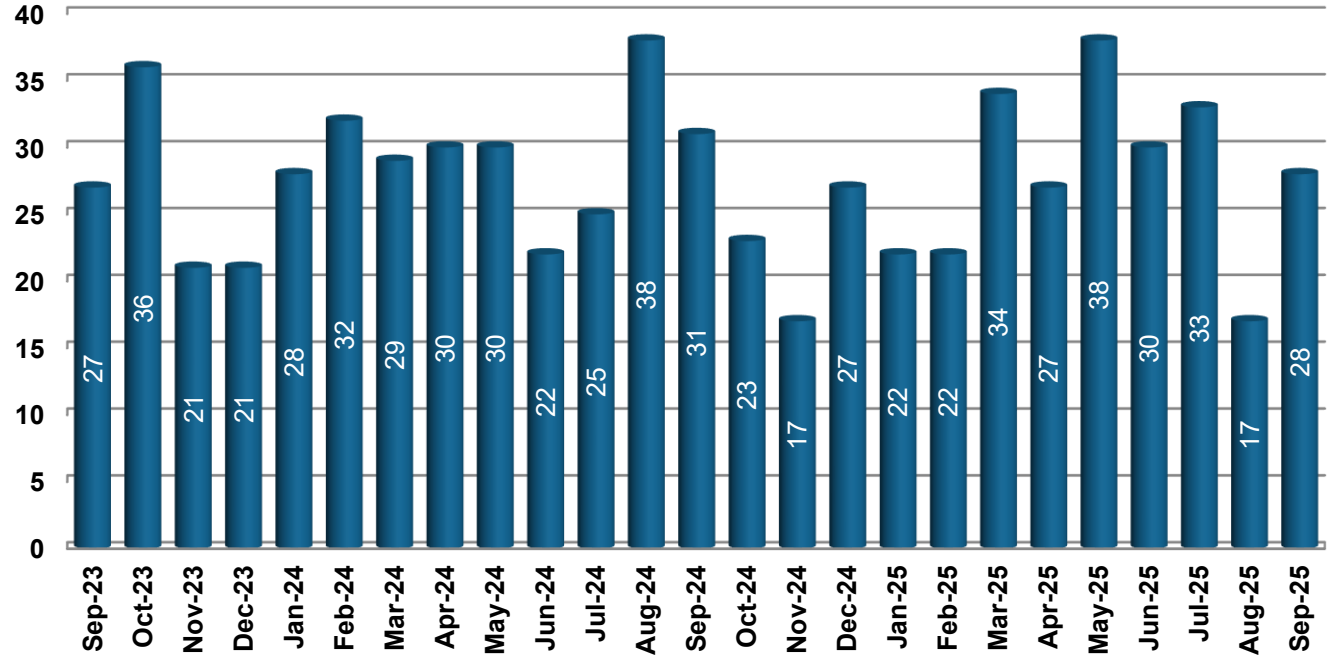
Land Development Services Statistics



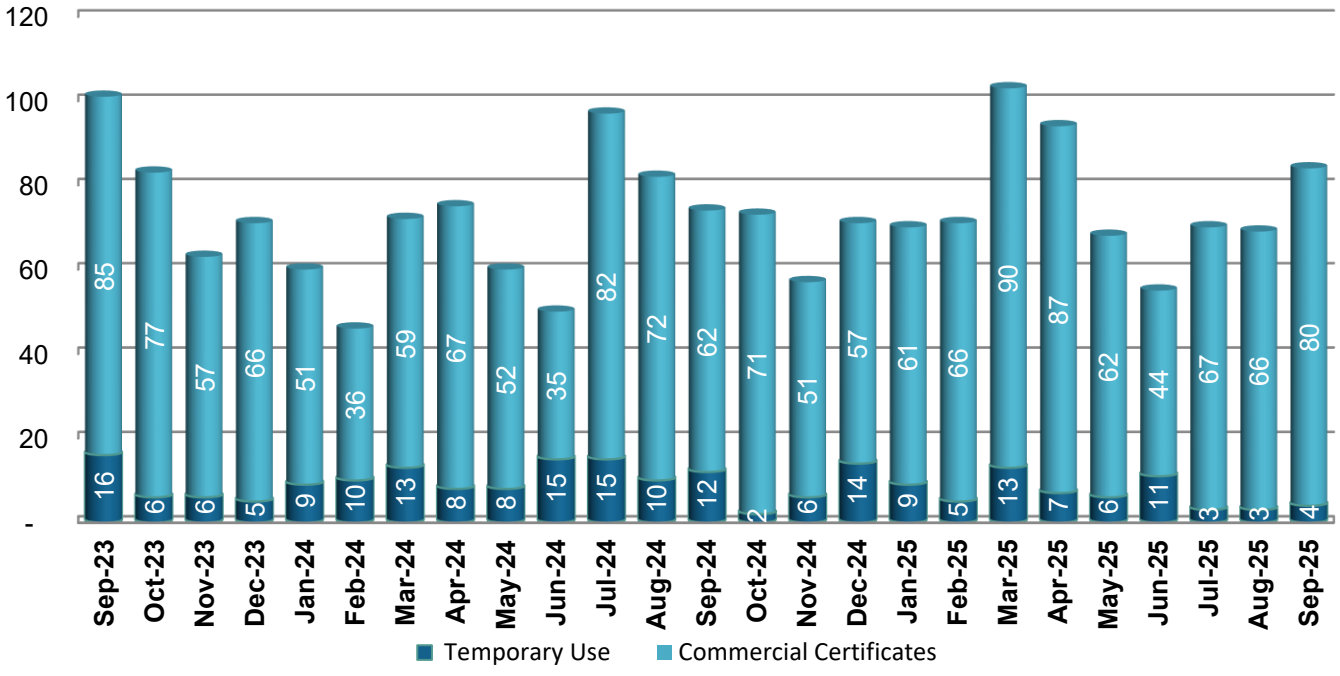


Land Development Services Statistics

Pre-application Meetings by Month

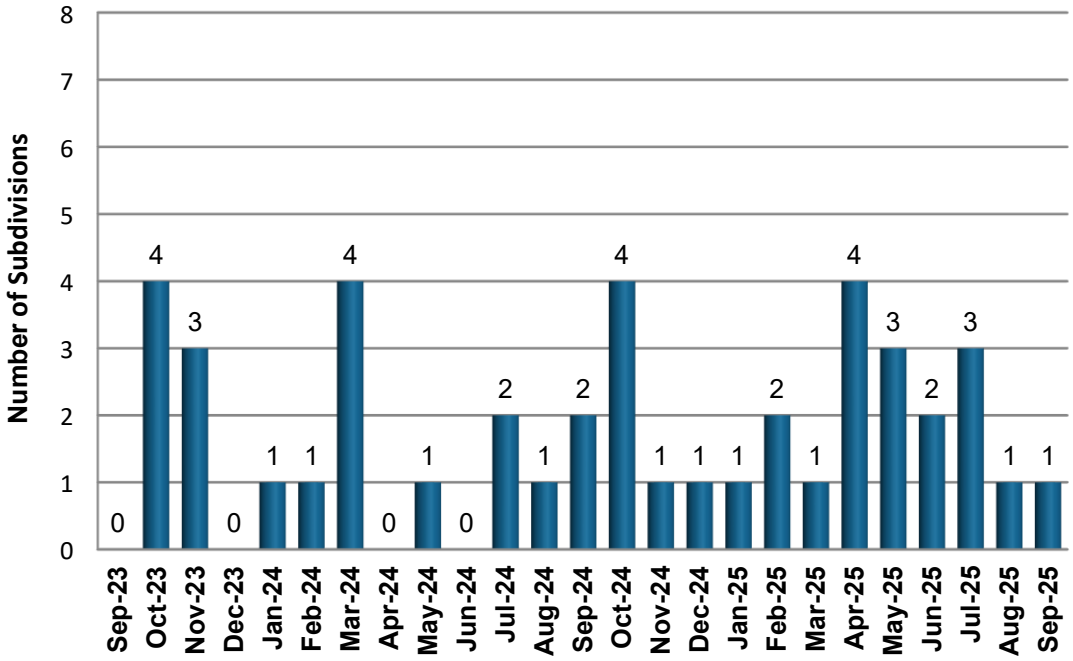


Front Zoning Counter Permits Applied by Month



Land Development Services Statistics

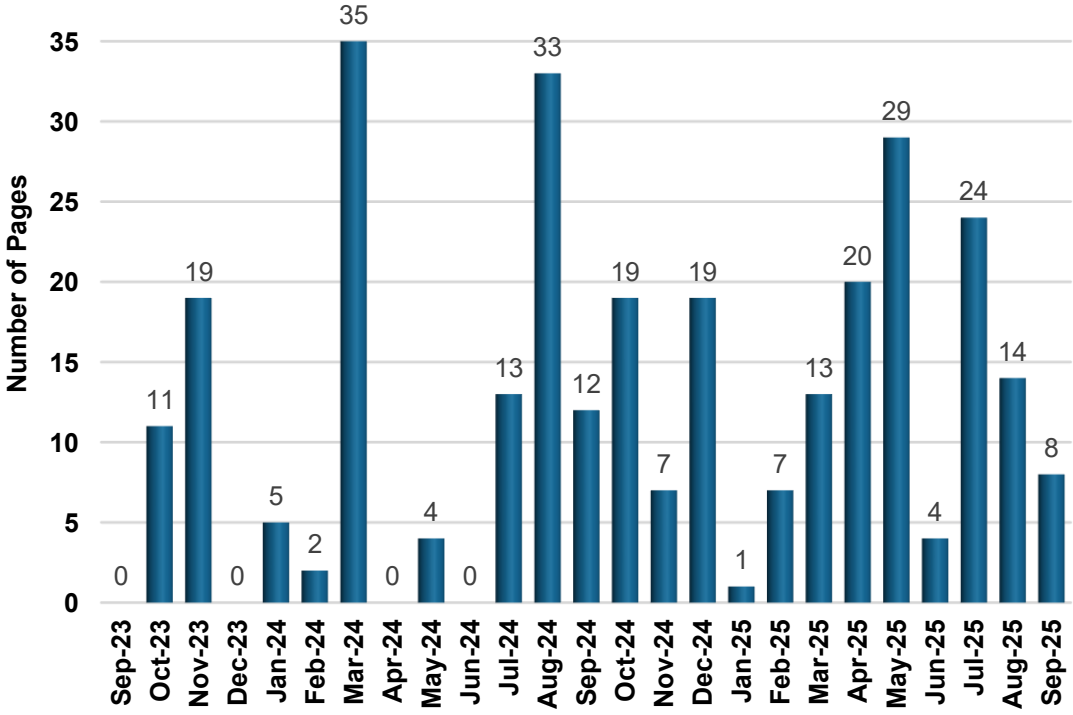
Number of New Subdivisions Recorded per Month



Yearly Totals Subdivisions
2020 – 25
2021 – 33
2022 – 29
2023 – 21
2024 – 18
2025 – 19

Yearly Totals Lots
2021 – 1353
2022 – 3100
2023 – 1212
2024 – 1559
2025 – 1543

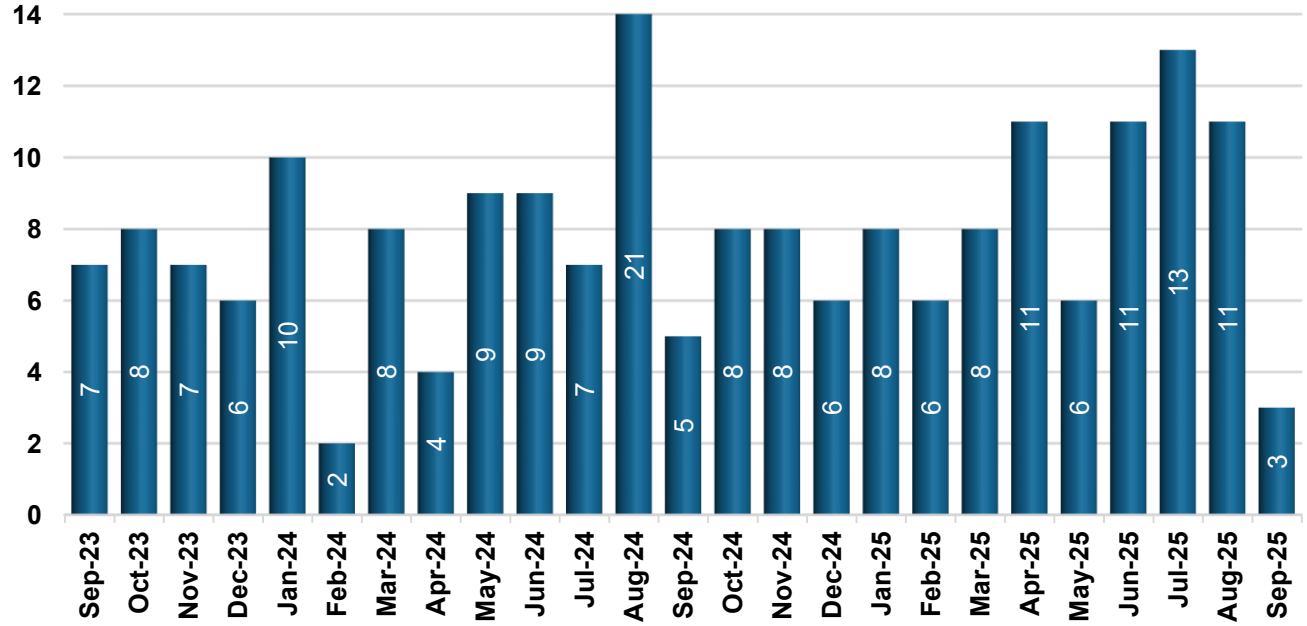
Plat Pages Recorded per Month



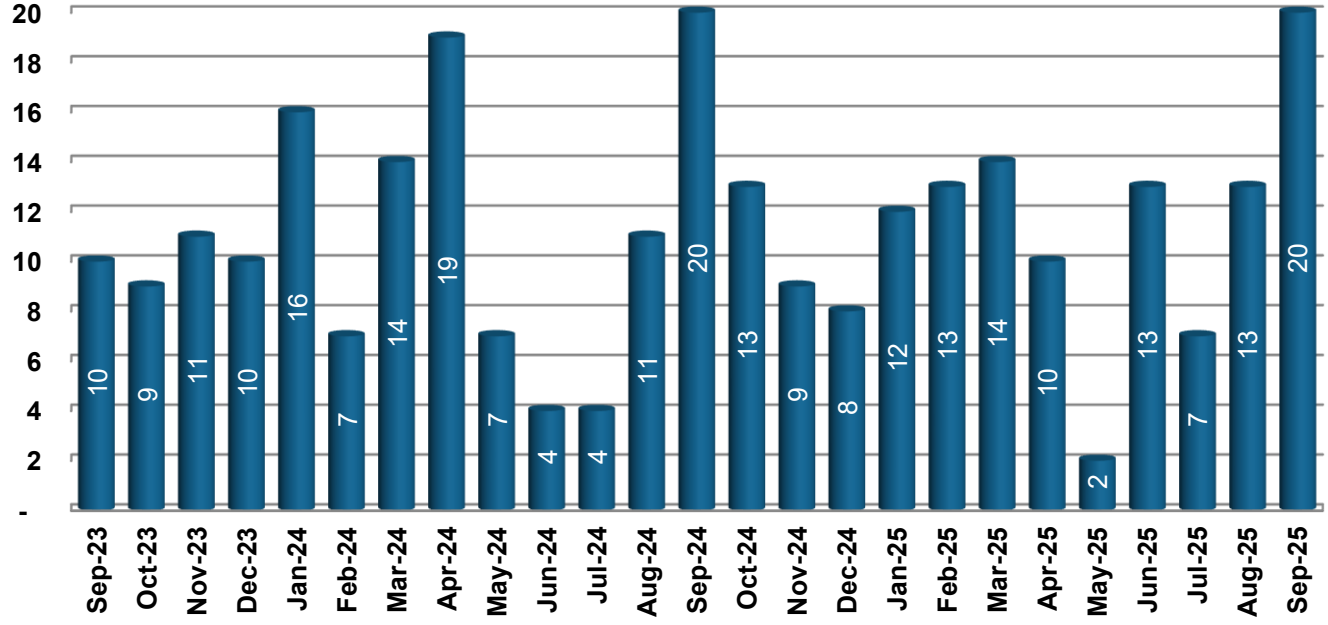
Yearly Totals Pages
2020 – 152
2021 – 188
2022 – 175
2023 – 100
2024 – 154
2025 – 124

Land Development Services Statistics

Monthly Total of Subdivision Applications (PSPA, PSP, PPL, PPLA, ICP, FP, CNST) by Month

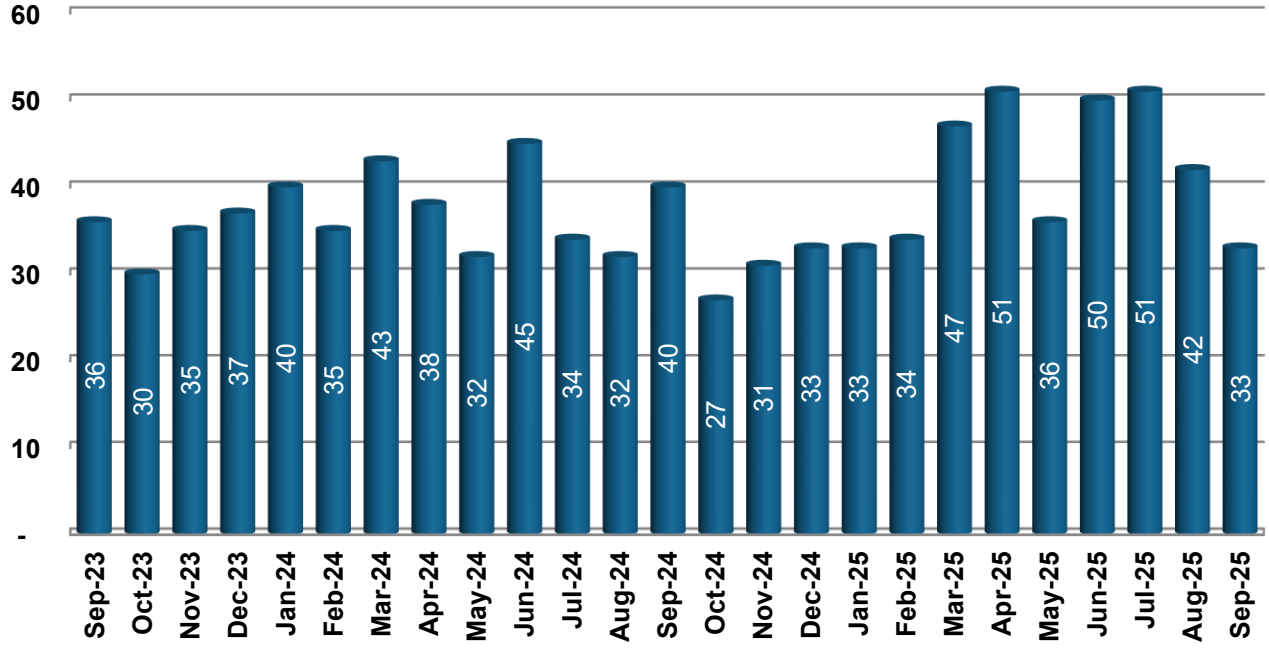


Monthly Total of Subdivision Re-submittals/Corrections (PSPA, PSP, PPL, PPLA, ICP, FP, CNST) by Month

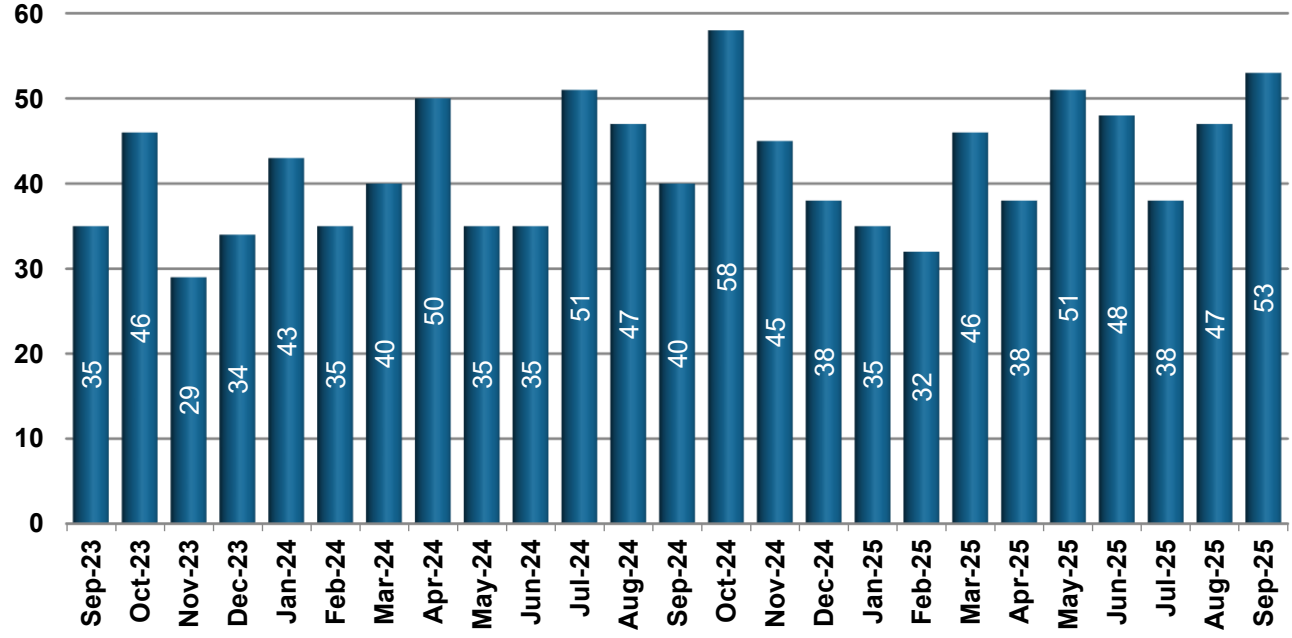


Land Development Services Statistics

Monthly Total of Site Plan Applications (SIP, SIPI, SDP, SDPA, SDPI, NAP) by Month

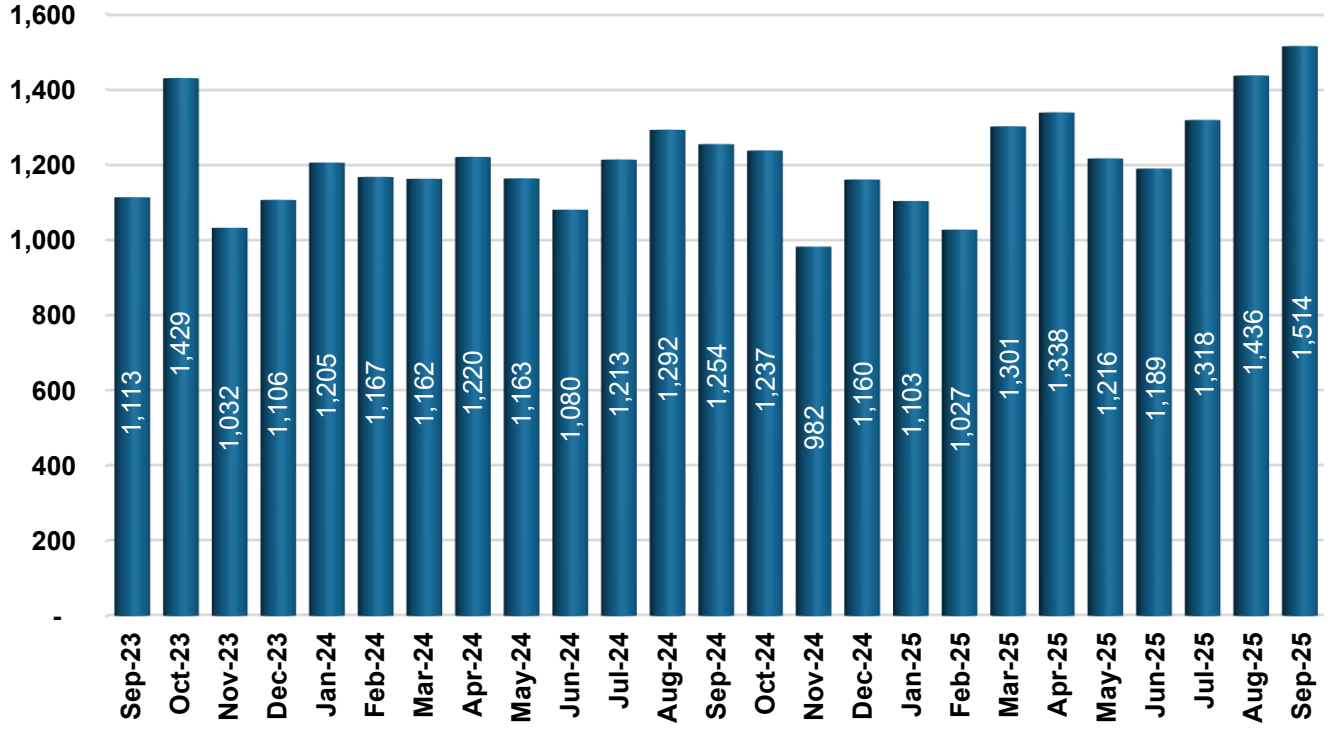


Monthly Total of Site Plan Re-submittals/Corrections (SIP, SIPI, SDP, SDPA, SDPI, NAP) by Month

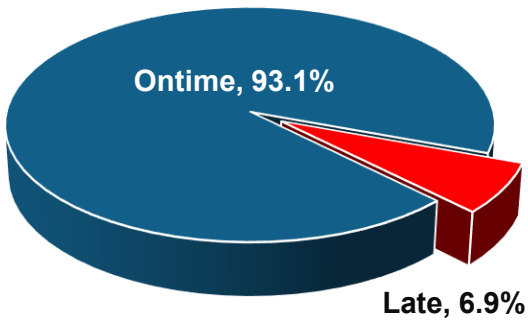


Reviews for Land Development Services

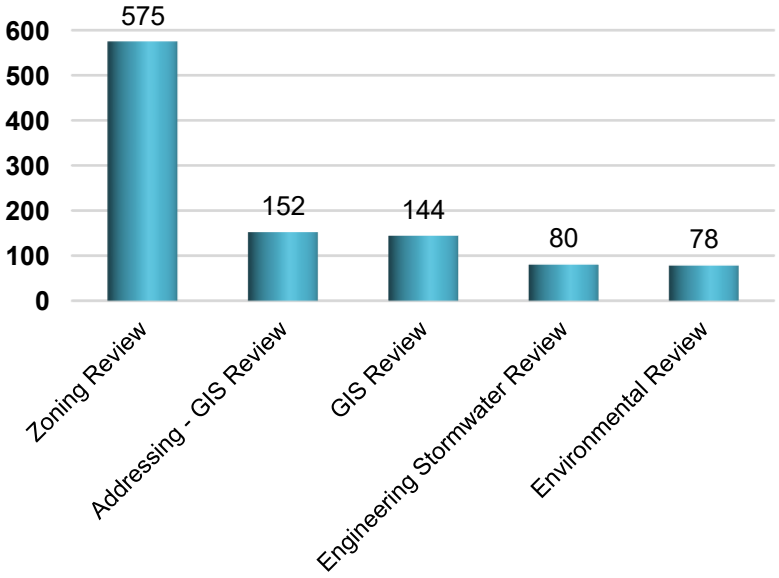
Number of Land Development Reviews



Percent Ontime for the Month

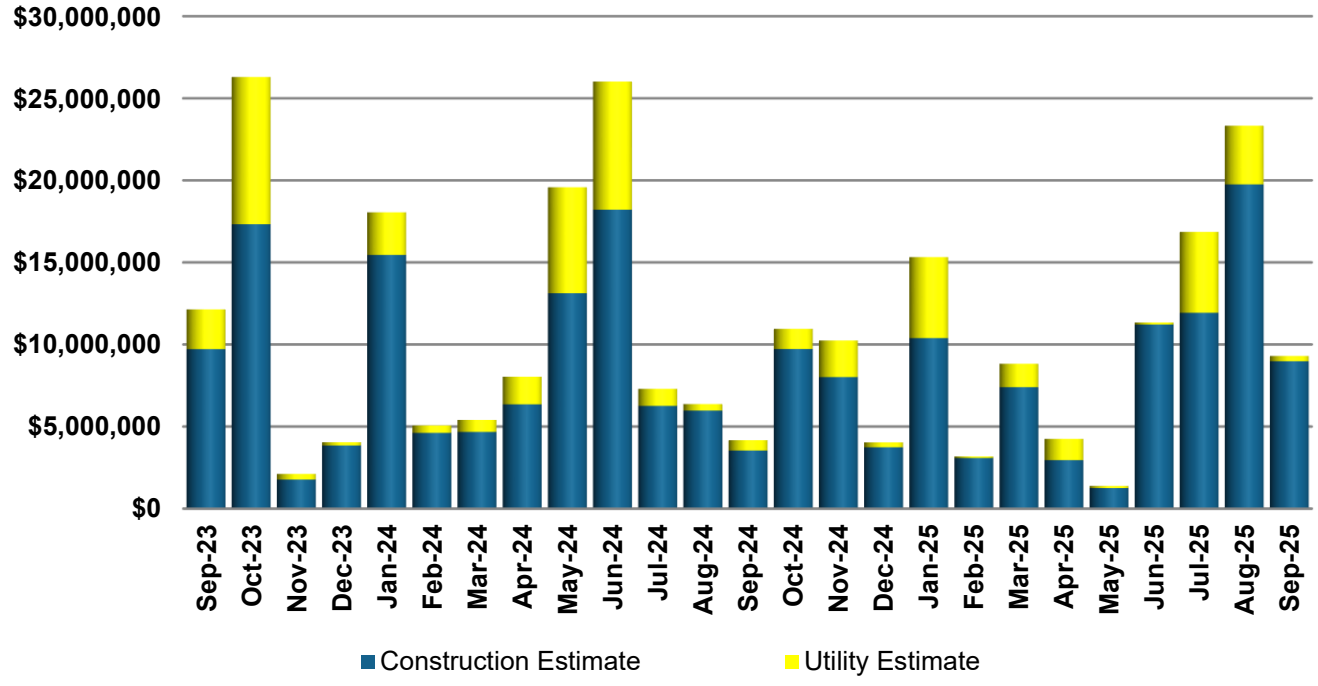


Top 5 Land Development Reviews

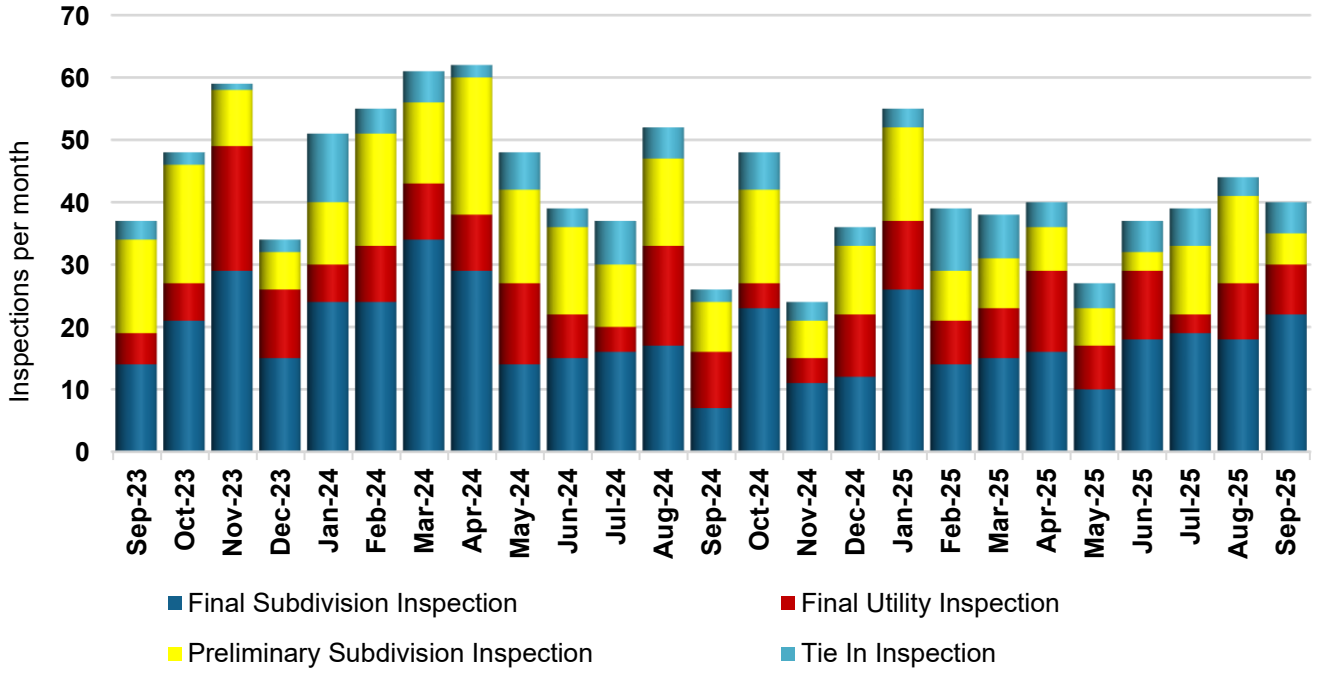


Land Development Services Statistics

Total Applied Construction Valuation Estimate

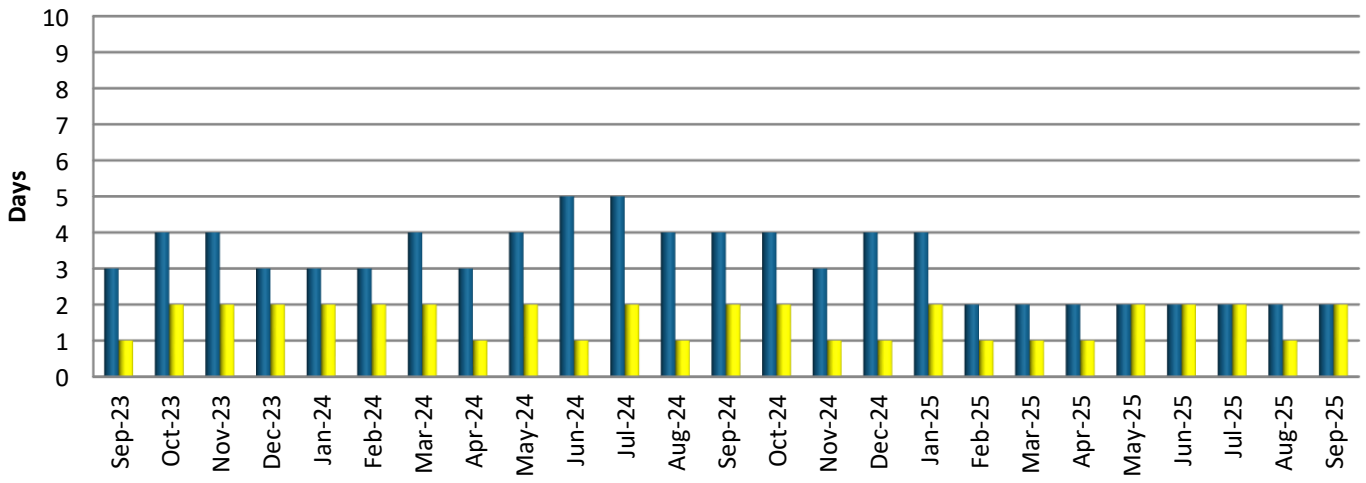


Site & Utility Inspections



Fire Review Statistics

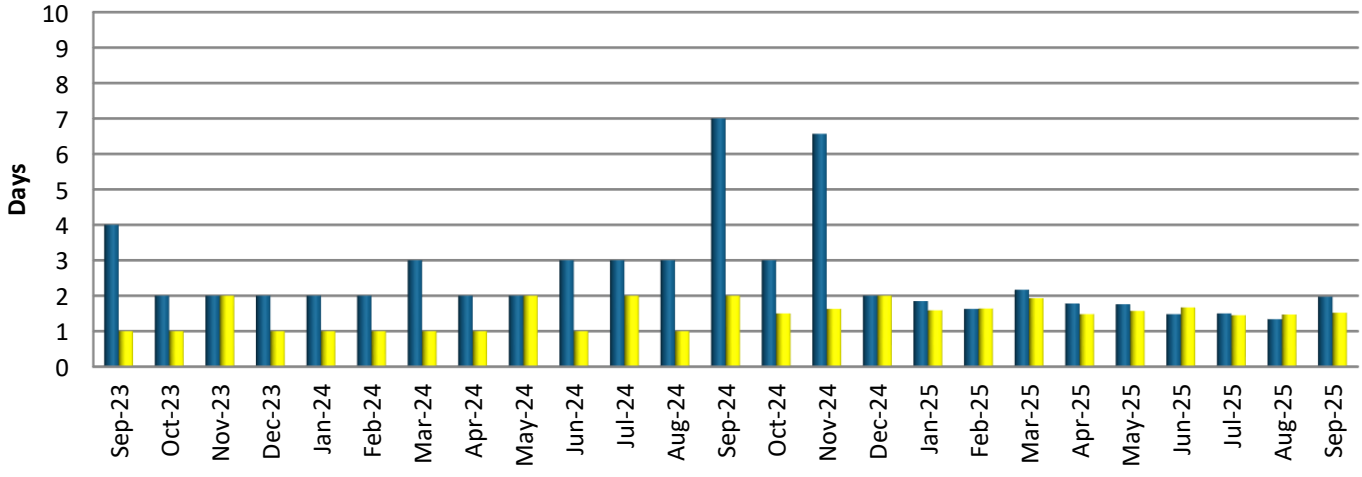
Building Fire Review Average Number of Days



Total Number of Building Fire Reviews by Month

Fire District	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25
North Collier	525	616	543	411	459	406	508	581	684	634	647	646	733	655	459	481	588	491	621	818	820	771	750	613	755
Collier County (Greater Naples)	397	442	395	403	382	429	425	552	517	511	482	407	464	447	390	432	459	436	484	622	537	547	431	408	549

Planning Fire Review Average Number of Days



Total Number of Planning Fire Reviews by Month

Fire District	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25
North Collier	37	52	48	57	60	57	37	44	40	43	51	51	62	63	47	46	55	65	47	49	79	48	60	44	59
Collier County(Greater Naples)	60	62	50	39	56	53	60	75	61	55	68	67	64	48	64	58	44	95	75	58	116	87	49	70	61

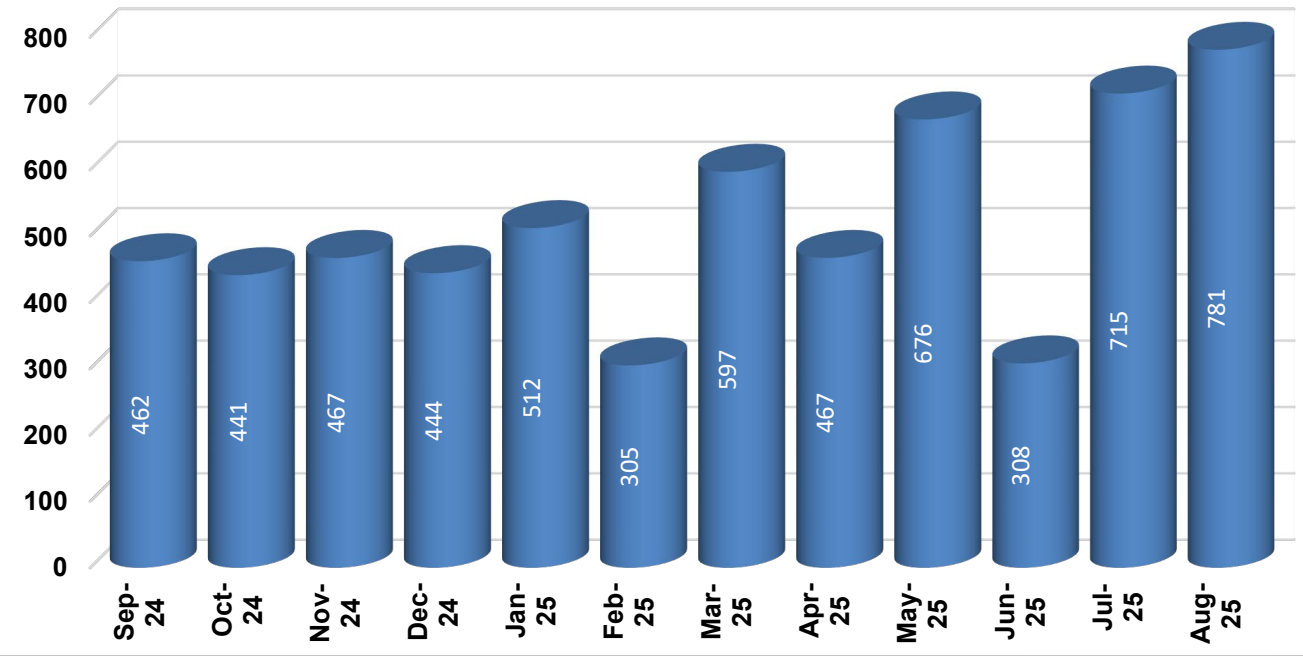
Collier County

September 2025 Code Enforcement Monthly Statistics

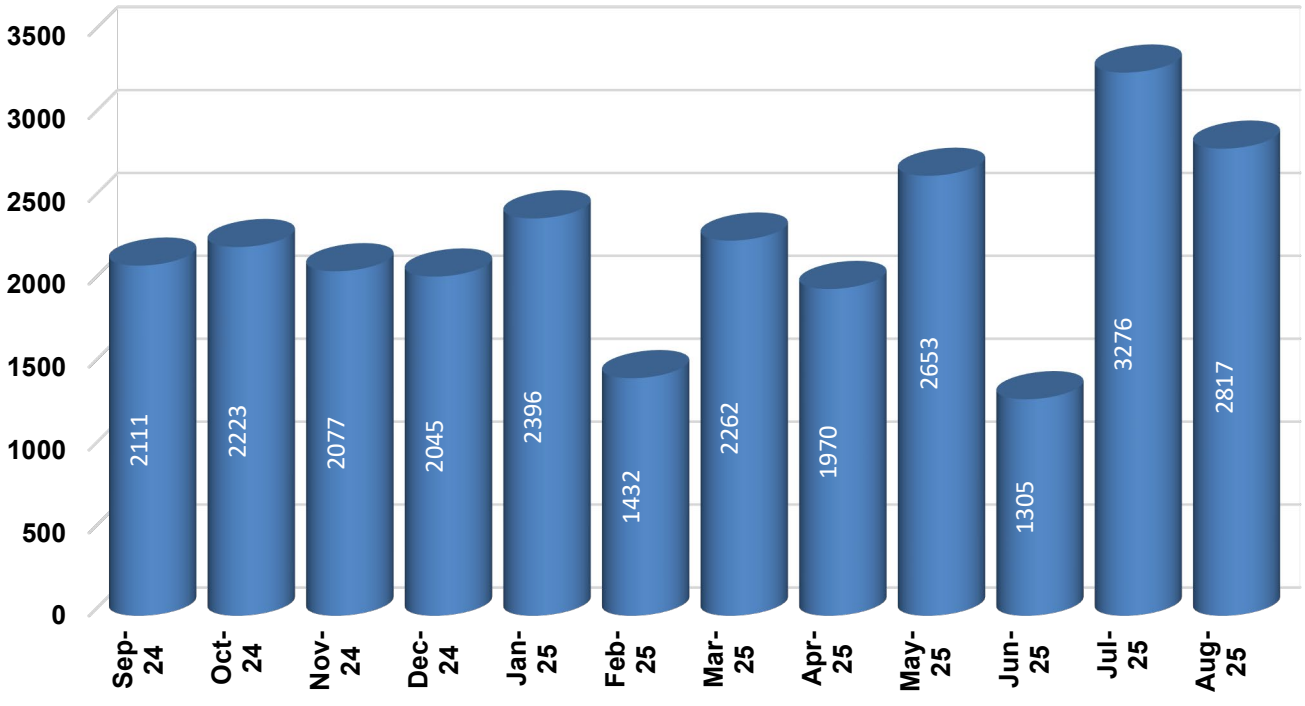


Code Enforcement Reports

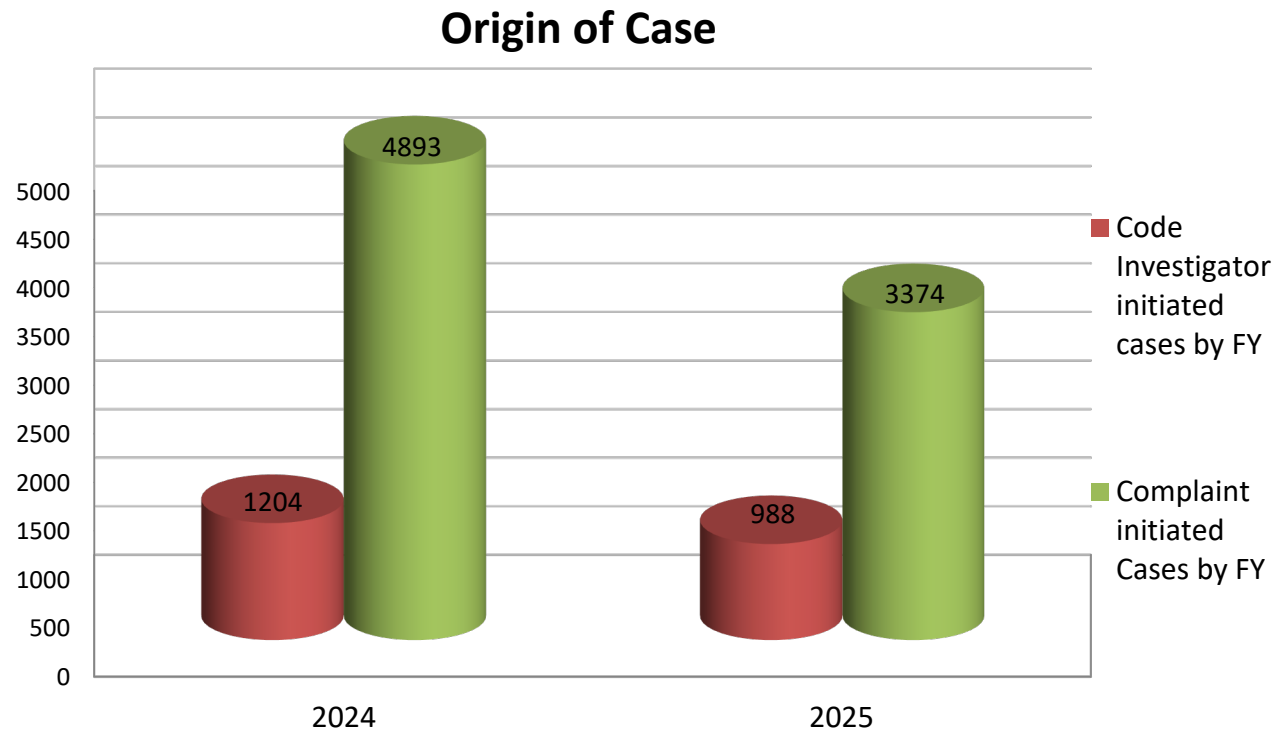
Cases Opened Per Month

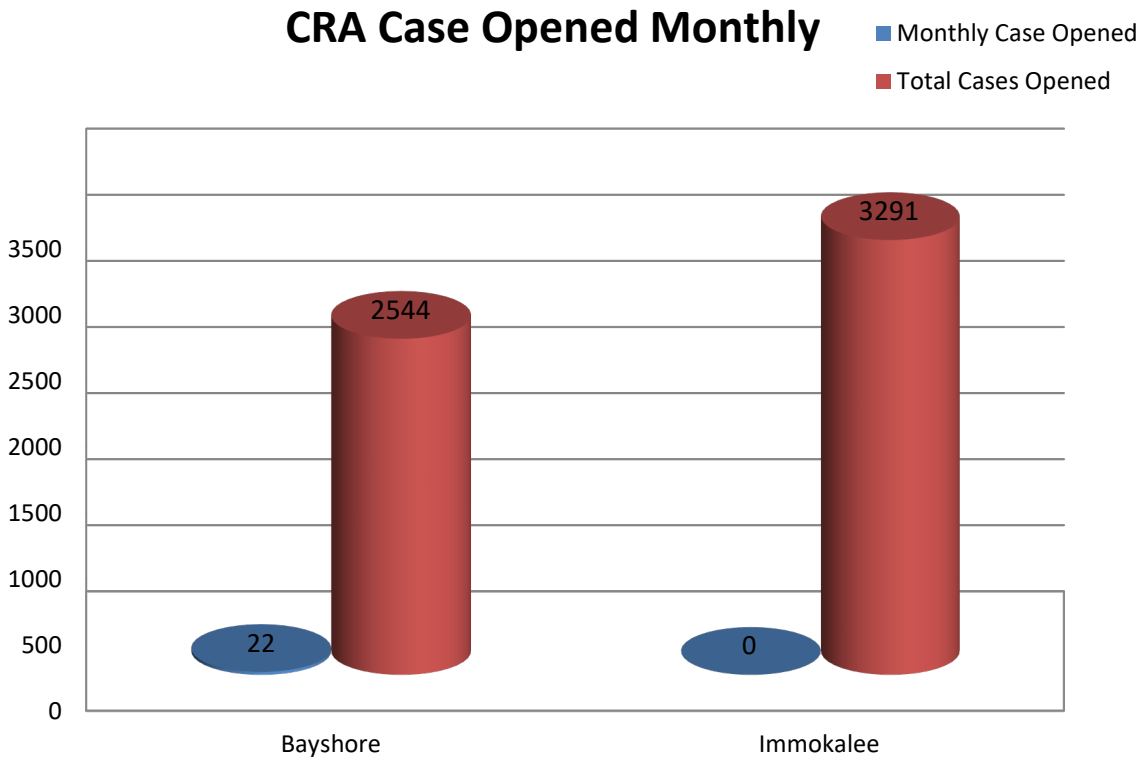


Code Inspections Per Month



Code Enforcement Reports



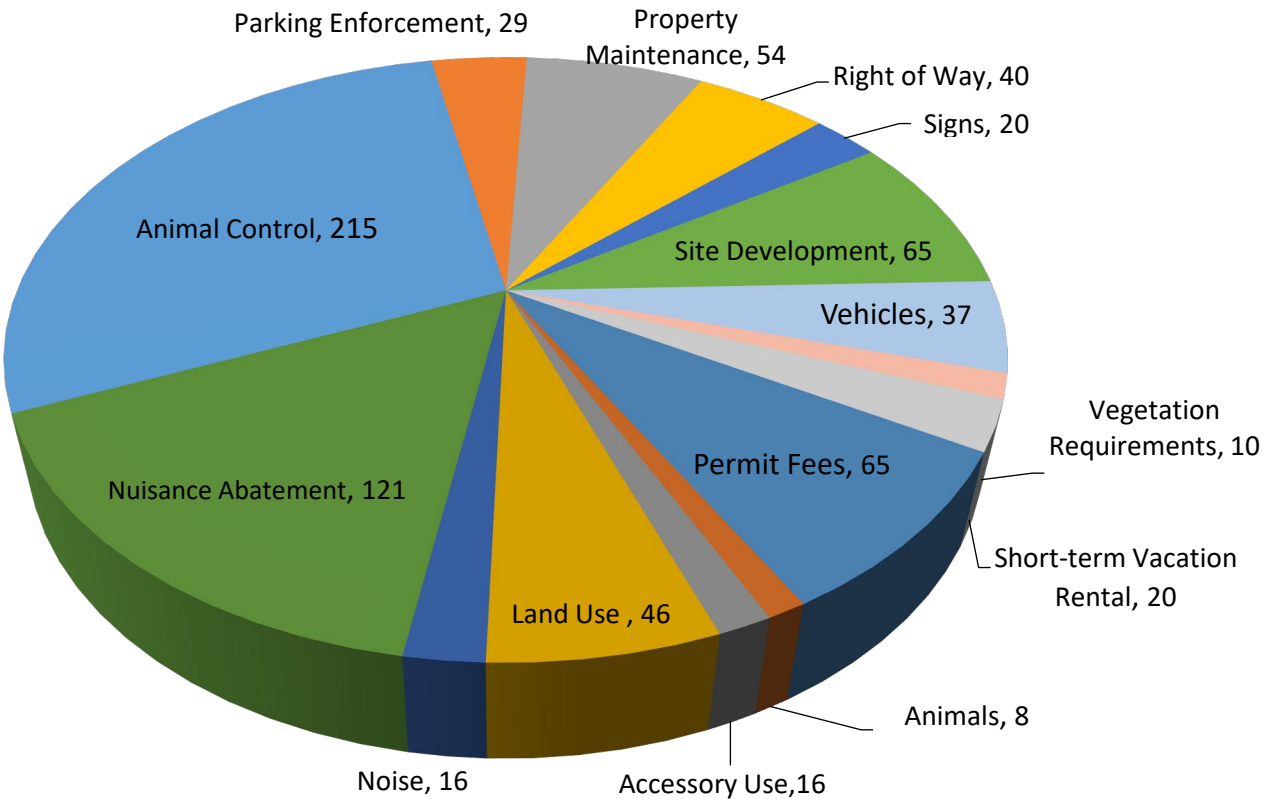


Code Enforcement Reports

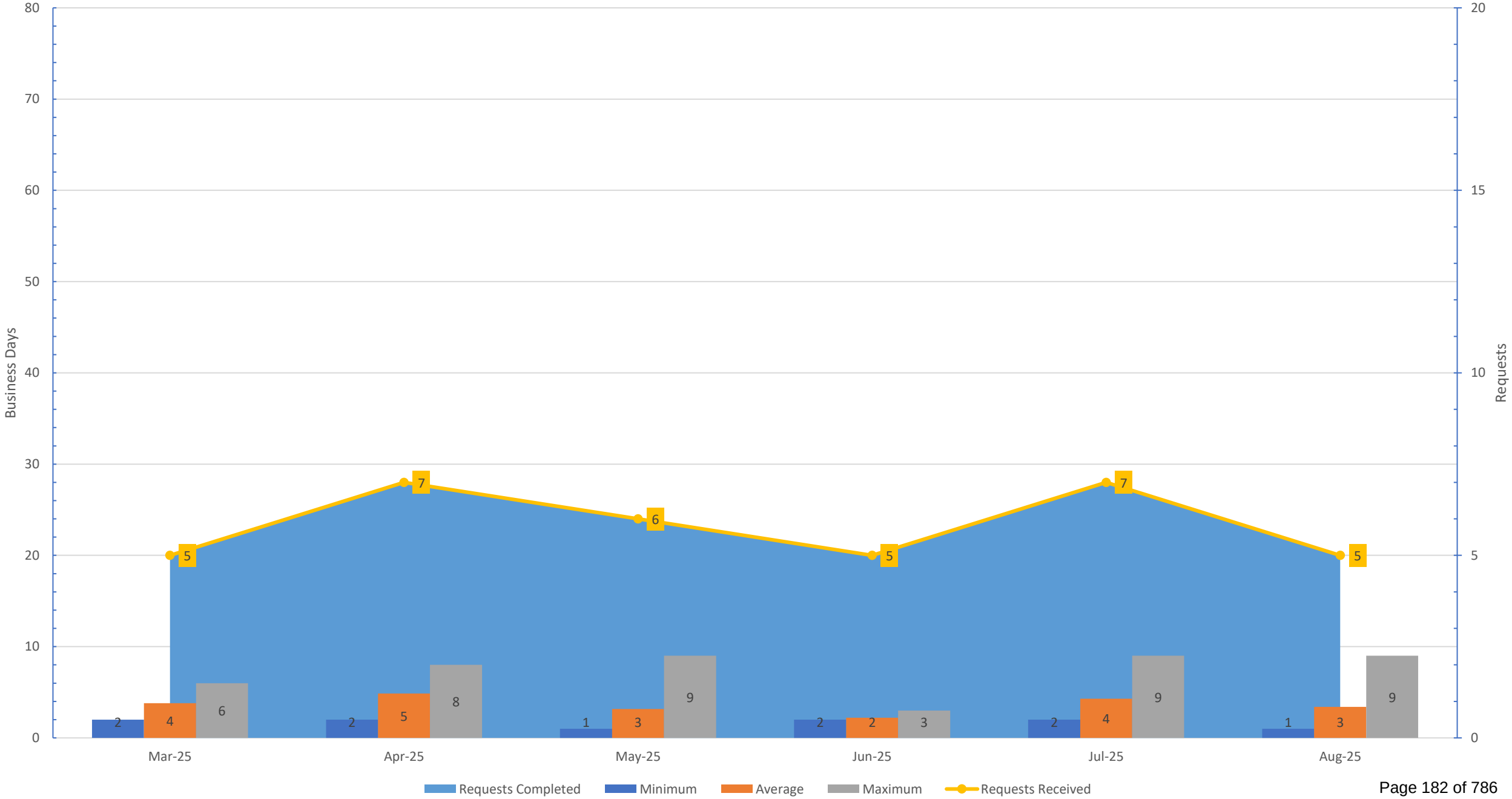
August 22, 2025 – September 17, 2025 Highlights

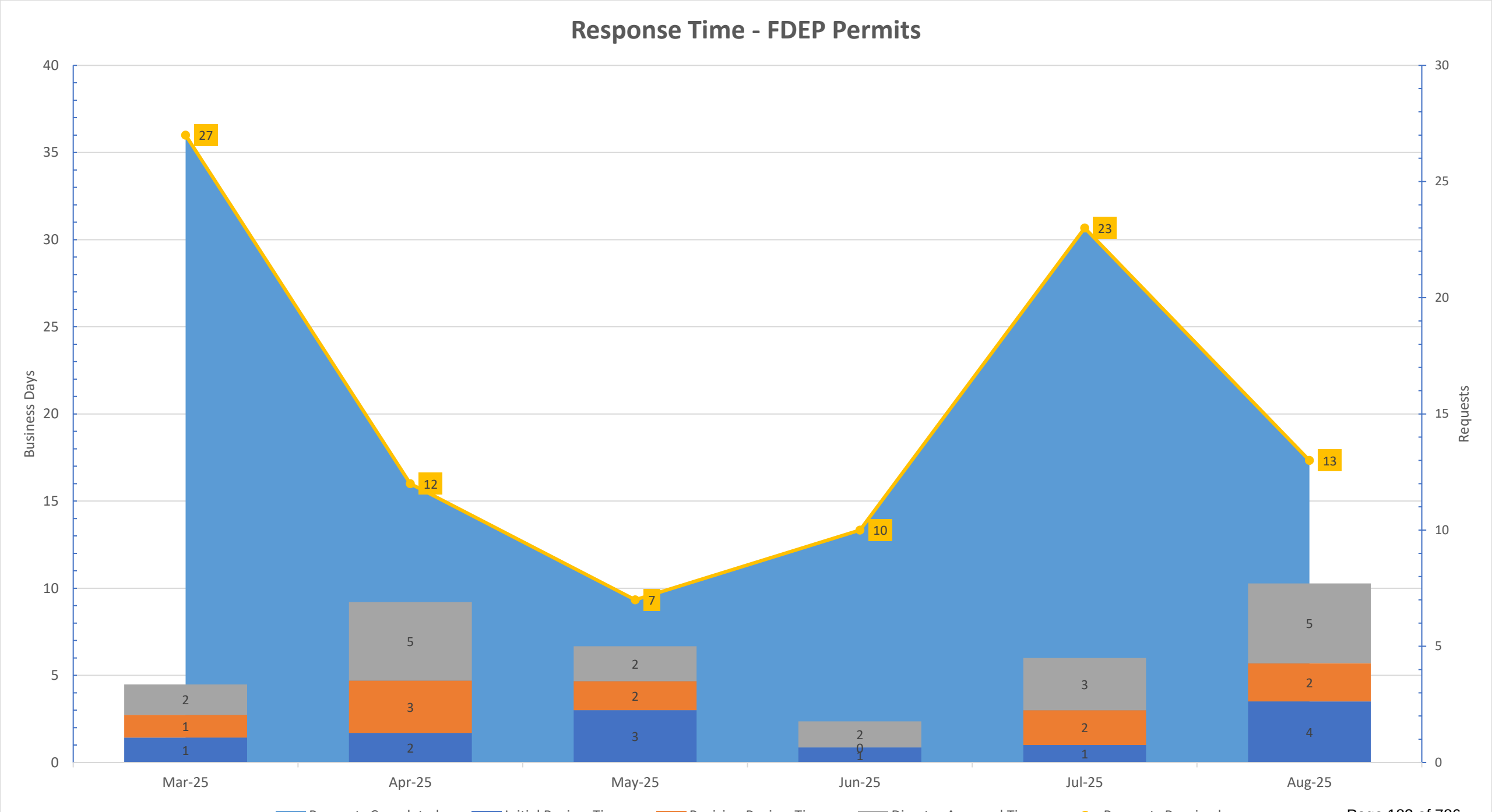
- Cases opened: 781
- Cases closed due to voluntary compliance: 498
- Property inspections: 2817
- Lien searches requested: 506

Top 15 Code Cases by Category



Response Time - Letters of Availability




Response Time - FDEP Permits
Business Days
Requests
40
35
30
25
20
15
10
5
0
30
25
20
15
10
5
0
27
12
7
10
23
13
2
1
1
5
3
2
2
2
3
2
0
1
3
2
1
5
2
4
Mar-25
Apr-25
May-25
Jun-25
Jul-25
Aug-25
Requests Completed
Initial Review Time
Revision Review Time
Director Approval Time
Requests Received

LAND DEVELOPMENT CODE AMENDMENT

PETITION
PL20250010243

ORIGIN
Growth Management Community Development Department (GMCDD)

SUMMARY OF AMENDMENT
This amendment shall establish compliance with the Laws of Florida, Chapter 2025-177 that revised timeframes for processing applications for approval of development permits or development orders. It defines the term "substantial change" and provides refund parameters in situations where the county fails to meet certain timeframes. The timeframes are not applicable to statutory Areas of Critical State Concern (ACSC). LDC amendments are reviewed by the Board of County Commissioners (Board), Collier County Planning Commission (CCPC), Development Services Advisory Committee (DSAC), and the Land Development Review Subcommittee of the DSAC (DSAC-LDR).

HEARING DATES

Board	TBD
CCPC	TBD
DSAC	10/01/25
DSAC-LDR	09/16/25

LDC SECTION TO BE AMENDED

10.02.03	Requirements for Site Development, Site Improvement Plans and Amendments thereof
10.02.04	Requirements for Subdivision Plats
10.02.08	Requirements for Amendments to the Official Zoning Atlas
10.02.13	Planned Unit Development (PUD) Procedures
10.04.01	Determination of Completeness
10.04.03	Applications Subject to Type II Review
10.08.00	CONDITIONAL USE PROCEDURES
10.09.00	VARIANCE PROCEDURES

ADVISORY BOARD RECOMMENDATIONS

DSAC-LDR	DSAC	CCPC
Approval with recommendations	TBD	TBD

BACKGROUND

On June 24, 2025, the governor approved Senate Bill 1080 which amended certain statues (i.e., F.S.125.022 and F.S. 166.033) that regulate the review and approval of land development permits and development order applications by local governments. The new law, Chapter 2025-177, will become effective on October 1, 2025. It requires counties by F.S.125.022, and municipalities by F.S.166.033, to specify minimun information for certain applications; revise timeframes for processing applications for development permits or orders; provide for refund parameters when the county fails to meet certain timeframes, and expedites the review for comprehensive plan amendments.

The LDC amendment identifies those applications, and development order permits for clear communication and timely responses to applicants and recognizes the refund provisions resulting from processing delays. The required processing of an application starts with an acknowledgement of receipt within five business days of an application. Next, the application must be reviewed for completeness within 30 days, with any deficiencies being specified. Non-quasi-judicial hearing applications must be approved or denied within 120 days from when the application is deemed complete and quasi-judicial hearing applications within 180 days. During a public meeting or hearing, the applicant and county may agree, in writing, to an extension of time. If there is a "substantial change" (defined in the statue as 15 percent or more in proposed density, intensity, or square footage of a parcel) to the application, the timeframes restart.

Pursuant to F.S.125.022 (3)(a), "When reviewing an application for a development permit or development order that is certified by a professional listed in F.S. 403.0877, the county may not request additional information from the applicant more than three times, unless the applicant waives the limitation in writing."
F.S. 125.022 (d) also states: "Before the third request for addition information, the applicant must be offered a meeting to attempt to resolve any outstanding issues."

If the County fails to meet the statue's stipulated timeframes, a percentage of refunds must be issued to the applicant as follows:

- 10 percent for failure to issue written notice of completeness or areas of deficiencies within 30 days after receiving the application submittal or request for additional information,
- 20 percent for failure to send written notice or areas of deficiencies within 10 days of the second request for information and the applicant submits required information within 30 days,
- 50 percent if the county fails to approve, approve with conditions, or deny the application within 30 days after conclusion of the 120-day or 180-day public hearing timeframe, and
- 100 percent if the county fails to act after 30 days and the conclusion of the 120-day or 180-day timeframe.

Additionally, if "…the applicant and county agree to an extension of time, the delay is caused by the applicant, or attributable to a force majeure or other extraordinary circumstance," the county is not required to issue a refund.

In accordance with the amended F.S. 177.071-Approval of Plat by Governing Bodies, final plats are now administratively reviewed and approved by a designated authority (County Manager or designee). In LDC section 10.04.03, the amendment will delete "*Final Plats*" from the graphic illustration for Applications Subject to Type II Review.

Also, this proposed amendment will modify relevant sections of the Land Development Code and Administrative Code for Land Development to comply with the Laws of Florida Chapter 2025-177, particularly F.S. 125.022.

DSAC-LDR Subcommittee recommendations: On September 16, 2025, the subcommittee unanimously recommended approval with the condition that staff include the required statutory percentage of refundable application fees in either the Administrative Code or County's fee schedule. Further, the subcommittee recommended staff include a processing time frame chart to the review of an application for completeness as presented during the meeting. The chart has been incorporated as Exhibit C.

FISCAL & OPERATIONAL IMPACTS
A percentage of refund fees to the applicant can occur in the event of an application processing delay. Operationally, the county will incur administrative costs to update applications review time frames.

GMP CONSISTENCY
The proposed LDC amendment has been reviewed by Comprehensive Planning staff and may be deemed consistent with the GMP.

EXHIBITS: A) Administrative Code Amendment, B) Laws of Florida Chapter 2025-177, C) Processing Time Frames

Amend the LDC as follows:

10.02.03 Requirements for Site Development, Site Improvement Plans and Amendments thereof

H. *Time limits for review, approval, and construction of site **development plans**, site improvement plans, and amendments thereof.*

1. Site development plans, site improvement plans, and amendments thereof, will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the applicant, or until the time frames specified in F.S. 125.022. If a waiver of time limits is submitted and a response is not received within this time, the application for the site development plan, site improvement plan, and amendments thereof will be considered withdrawn and cancelled. If there is no waiver of time limits submitted, and the applicant exceeds the time limits specified in F.S. 125.022, the application will be considered denied. Further review of the project will require a new application subject to the ~~then~~ current LDC.

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10.02.04 Requirements for Subdivision Plats

This section shall be read in conjunction with subdivision design standards, in particular, LDC Chapters 3, 4, and 6.

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B. *Construction Plans and Final Subdivision Plats (PPLs).* Construction plans and final subdivision plats are commonly referred to as "plans and plat."

* * * * * * * * * * * * *

3. *County Manager review of construction plans and final subdivision plats.*

* * * * * * * * * * * * *

c. Once the construction plans and final subdivision plats are submitted by the applicant for review by the County Manager or designee, they will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the applicant, or until the time frames specified in F.S. 125.022. If a waiver of time limits is submitted and a response is not received within this time, the application for construction plans and final subdivision plat review will be considered withdrawn and cancelled. If there is no waiver of time limits submitted, and the applicant exceeds the time limits specified in F.S. 125.022, the application will be considered denied.

Further review of the project will require a new application and the appropriate fees paid by the applicant.

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10.02.08 Requirements for Amendments to the Official Zoning Atlas

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D. All proposals for zoning amendments shall be submitted as established in the Administrative Code and accompanied by all pertinent information required by the LDC and which may be required by the Planning Commission for proper consideration of the matter, along with payment of such fees and charges as have been established by the Board of County Commissioners. No application for zoning amendment shall be heard by the Planning Commission until such fees and charges have been paid.

~~1.~~ Rezoning application processing time. Once an application has been determined to be complete, the application will remain active until ~~An application for a rezoning, amendment or change will be considered "open" when the determination of "sufficiency" has been made and the application is assigned a petition processing number. An application for a rezoning, amendment or change will be considered "closed" when~~ the applicant withdraws the subject application through written notice or ceases to supply necessary information to continue processing or otherwise actively pursue the rezoning, amendment or change, for a period of 6 months, or until the time frames specified in F.S. 125.022. If a waiver of time limits is submitted and the petitioner withdraws the application through written notice or a response is not received within 6 months, the project will be considered withdrawn. If there is no waiver of time limits submitted, and the applicant exceeds the time limits specified in F.S. 125.022, the application will be considered denied. ~~An application deemed "closed" will not receive further processing and shall be withdrawn.~~ An application "closed" through inactivity shall be deemed withdrawn. The County Manager or designee will notify the applicant of closure, however, failure to notify by the county shall not eliminate the ~~"closed"~~ withdrawn or denied status of a petition. ~~An application deemed "closed" may be re-opened by submission of a new application, repayment of all application fees and the grant of a determination of "sufficiency". Further review of the request will be subject to the then current code~~. Further review of the project will require a new application and the appropriate fees paid by the applicant. ~~An application deemed "closed" may be re-opened by submission of a new application, repayment of all application fees and the grant of a determination of "sufficiency". Further review of the request will be subject to the then current code.~~

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10.02.13 Planned Unit Development (PUD) Procedures

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B. *Procedures for planned unit development zoning.* Petitions for rezoning to PUD in accordance with LDC section 10.02.08 shall be submitted and processed as for a rezoning amendment generally pursuant to LDC section 10.02.08 and in accordance with the following special procedures:

* * * * * * * * * * * * *

6. *Action by Board of County Commissioners.* Unless the application is withdrawn by the applicant, exceeds the time limits specified in F.S. 125.022 ~~or deemed "closed" pursuant to LDC section 2.03.06~~, the Board of County Commissioners shall, upon receipt of the Planning Commission's recommendation, advertise and hold a public hearing on the application. The notice and hearing shall be on the PUD rezone application, PUD master plan of development and PUD ordinance, as recommended by the Planning Commission to the Board of County Commissioners. The Board of County Commissioners shall either approve the proposed rezoning to PUD; approve with conditions or modifications; or deny the application for PUD rezoning.

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10.04.01 Determination of Completeness

* * * * * * * * * * * * *

B. Approval of regulated **development** and certificates to operate for wellfield operations.

5. *Administrative review.* Certificates to operate shall be processed and reviewed, and shall be administratively approved, approved with conditions, or denied by the County Manager as provided in this section. Application for certificate to operate shall be made on a form prepared by the County Manager.

a. Completeness review.

i. Within 30 days of receipt of a completed application, the County Manager shall review the application for compliance with the standards of LDC sections 3.06.12 and 3.06.13 hereof.

ii. If the application is found not to be in compliance, the County Manager shall advise the owner/operator of the noted deficiencies or required information by certified mail return receipt requested to the address listed in the application.

iii. Within 30 days of the owner's/operator's receipt of the county's notice, the owner/operator shall:

(a) Provide the requested information or provide written notice to the County Manager of its intent to either furnish the requested information; or

(b) Provide written notice to the County Manager of its intent to have the application processed "as is" with the information it then contains

b. Substantive review.

i. Upon a determination by the County Manager that the application is complete, or upon receipt of written notice from the [sic] owner/operator that the application should be processed as is, the County Manager shall issue a determination of completeness and provide a copy to the owner/operator by ~~regular U.S.~~ electronic mail.

ii. Within 30 days of issuance of a determination of completeness, the County Manager shall render a written evaluation of the application in accordance with the standards of sections 3.06.12 and 3.06.13 hereof and render a notice of intent to issue or deny the application, a copy of which shall be sent to the owner/operator by ~~regular U.S.~~ electronic mail.

iii. The owner/operator may appeal an adverse notice of intent to the board as provided in LDC section 10.04.11, hereof.

iv. The certificate to operate will be issued or denied by the department within 15 days of issuance of the notice of intent, unless an appeal is taken as provided in section (iii) above

c. Extension of administrative review and withdrawal [of] application.

i. The County Manager may, in his sole discretion, extend the time frame for administrative review set forth in LDC section 10.04.01 B.5.a. and LDC section 10.04.01 B.5.b. hereof or until the time frames specified in F.S. 125.022 for the purposes of requesting and receiving additional information necessary to complete the substantive review of the application.

ii. If the owner/operator does not provide the information requested by the County Manager or advises the county that the application is to be processed "as is" within 45 days of such request, the application shall be considered withdrawal [withdrawn] and fees paid shall be surrendered.

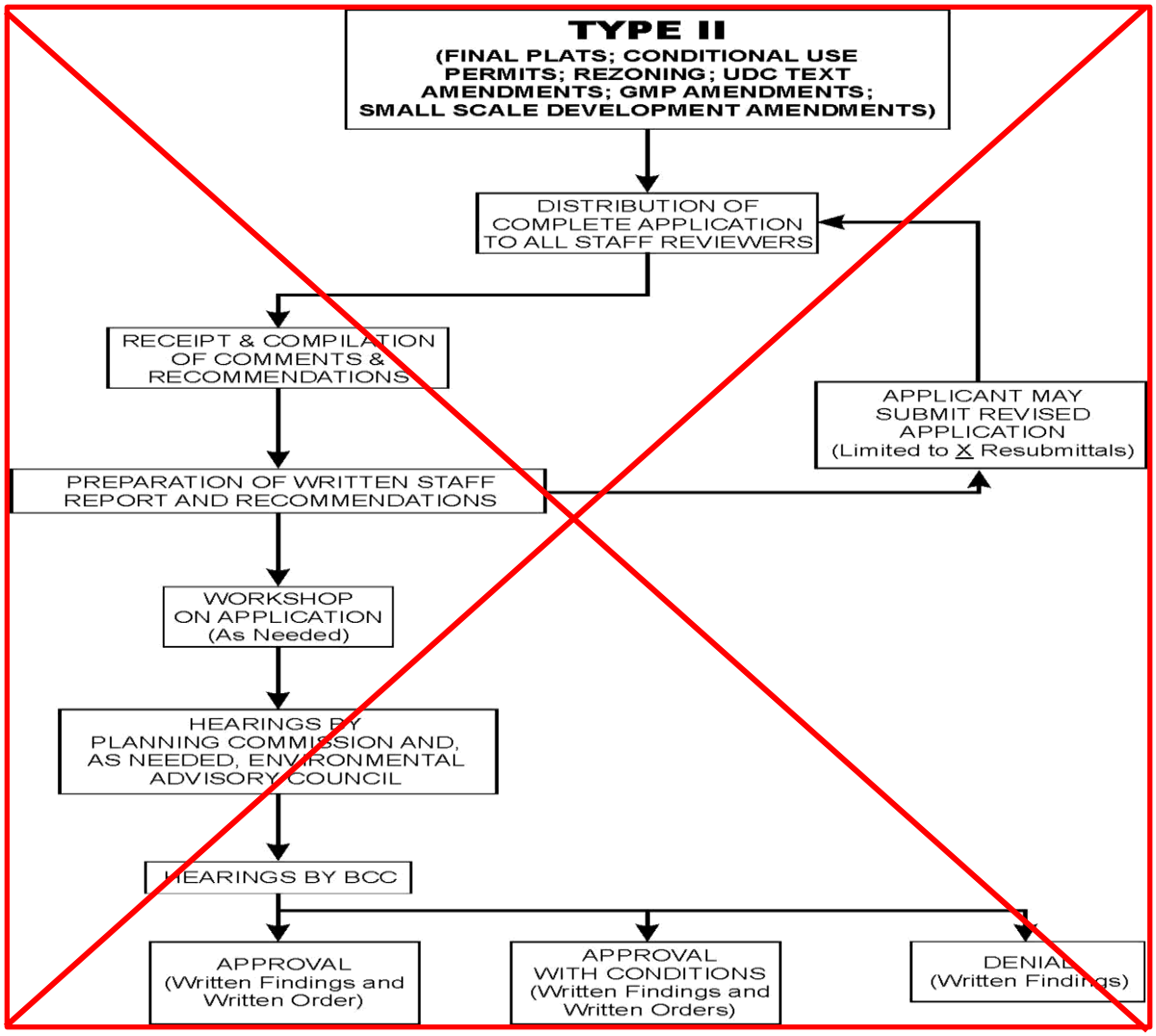
iii. The owner/operator may voluntarily withdraw the application at any time prior to the issuance of the County Manager's notice of intent by submitting a written notice to the County Manager stating its intent to withdraw.

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10.04.03 - Applications Subject to Type II Review

The following applications are subject to Type II review: Conditional use Permits; Rezoning; LDC Text Amendments; GMP Amendments; and ~~s~~Small-~~s~~Scale ~~d~~Development Amendments. For a graphic depiction of the review procedure, please see Illustration 10.04.03 A.



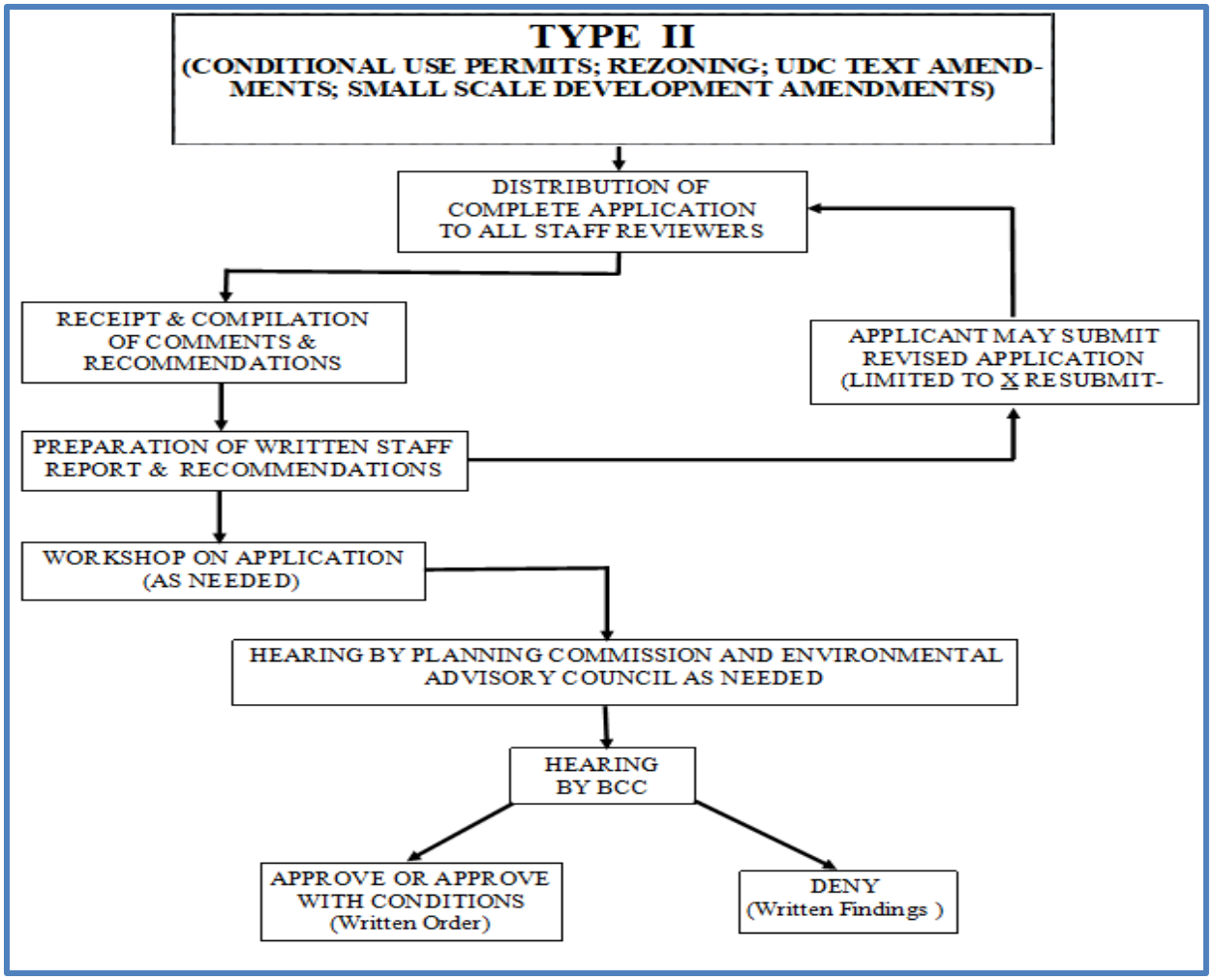


Illustration 10.04.03 A.

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10.08.00 CONDITIONAL USE PROCEDURES

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C. *Application.* The Administrative Code shall establish the submittal requirements for a conditional use application.

~~1.~~ Conditional use application processing time. ~~An application for a **conditional use** will be considered "open," when the determination of "sufficiency" has been made and the application is assigned a petition processing number. An application for a **conditional use** will be considered "closed" when~~ Once an application for a conditional use has been determined to be complete, the application will remain active until the applicant withdraws the subject application through written notice or ceases to supply necessary information to continue processing or otherwise actively pursue the conditional use, for a period of ~~6~~ six months or until the time frames specified in F.S. 125.022. If a waiver of time limits is submitted and the

petitioner withdraws the application through written notice or a response is not received within six months, the project will be considered withdrawn. If there is no waiver of time limits submitted, and the applicant exceeds the time limits specified in F.S.125.022, the application will be considered denied. ~~An application deemed "closed" will not receive further processing and shall be withdrawn and an application "closed" through inactivity shall be deemed withdrawn.~~ The ~~Planning and Zoning Department~~ County Manager or designee will notify the applicant of closure by certified mail, return receipt requested; however, failure to notify by the County shall not eliminate the ~~"closed"~~ withdrawn or denied status of a petition. Further review of the project will require a new application, and the appropriate fees paid by the applicant. ~~An application deemed "closed" may be re-opened by submitting a new application, repayment of all application fees and granting of a determination of "sufficiency." Further review of the request will be subject to the then current LDC.~~

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10.09.00 VARIANCE PROCEDURES

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I. *Variance application processing time.* ~~An application for a variance will be considered "open" when the determination of "sufficiency" has been made and the application is assigned a petition processing number. An application for a variance will be considered "closed" when~~ Once an application for a variance has been determined to be complete, the application will remain active until the petitioner withdraws the subject application through written notice or ceases to supply necessary information to continue processing or otherwise actively pursue the variance, for a period of ~~6~~ six months or until the time frames specified in F.S. 125.022. If a waiver of time limits is submitted and the petitioner withdraws the application through written notice or a response is not received within six months, the project will be considered withdrawn. If there is no waiver of time limits submitted, and the applicant exceeds the time limits specified in F.S.125.022, the application will be considered denied. ~~An application deemed "closed" will not receive further processing and shall be withdrawn and an application "closed" through inactivity shall be deemed withdrawn.~~ The ~~planning services department~~ County Manager or designee will notify the applicant of closure, however, failure to notify by the county shall not eliminate the ~~"closed"~~ withdrawn or denied status of a petition. ~~An application deemed "closed" may be re-opened by submitting a new application, repayment of all application fees and granting of a determination of "sufficiency". Further review of the request will be subject to the then current code~~. Further review of the project will require a new application and the appropriate fees paid by the applicant.

~~1. Applicability. All applications for a variance whether submitted before or after June 26, 2003, shall comply with the processing time procedures set forth in section I. above.~~

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Collier County Land Development Code | *Administrative Procedures Manual*
Chapter 4 | Administrative Procedures

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I. Site Development Plan

I.1 Conceptual Site Plan (CSP)

Reference LDC sections 10.02.03 C.

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Review Process The Development Review Division will review the application, identify whether additional materials are needed and review the application for compliance with LDC section 10.02.03 and other provisions of the LDC.

Once submitted for review, the application will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the **applicant**. If a response is not received within this time or the applicant exceeds the time limits specified in F.S.125.022, or withdraws the application through written notice, the application review will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees. If there is no waiver of time limits submitted by the applicant and the applicant exceeds the time limits specified in F.S.125.022, the application will be considered denied.

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I.2. Site Development Plan (SDP)

Reference LDC sections 10.02.03. and other provisions of the **LDC.**

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Review Process The Development Review Division will review the application, identify whether additional materials are needed and approve, approve with conditions or deny the application utilizing the criteria identified in the applicable LDC sections.

Once submitted for review, the application will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the **applicant**. If a response is not received within this time or the applicant exceeds the time limits specified in F.S.125.022, or withdraws the application through written notice, the application review will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees. If there is no waiver of time limits submitted by the applicant and the applicant exceeds the time limits specified in F.S.125.022, the application will be considered denied.

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I.3. Site Improvement Plan (SIP)

Reference LDC sections 10.02.03 E. and other provisions of the **LDC.**

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Review Process The Development Review Division will review the application, identify whether additional materials are needed and approve, approve with conditions or deny the application utilizing the criteria identified in the applicable LDC sections.

Once submitted for review, the application will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the **applicant**. If a response is not received within this time or the applicant exceeds the time limits specified in F.S.125.022, or withdraws the application through written notice, the application review will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees. If there is no waiver of time limits submitted by the applicant and the applicant exceeds the time limits specified in F.S.125.022, the application will be considered denied.

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I.3.a. Immokalee Nonconforming Mobile Home Parks or Mobile Home Sites-Existing Conditions Site Improvement Plan

Reference LDC sections 2.03.07 G.6.

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Review Process The Development Review Division will review the application, identify whether additional materials are needed and approve, approve with conditions or deny the application utilizing the criteria identified in the applicable LDC sections.

Once submitted for review, the application will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the **applicant**. If a response is not received within this time or the applicant exceeds the time limits specified in F.S.125.022, or withdraws the application through written notice, the application review will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees. If there is no waiver of time limits submitted by the applicant and the applicant exceeds the time limits specified in F.S.125.022, the application will be considered denied.

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Chapter 5 | Subdivision Procedures

D. Construction Plan and Final Subdivision Plat (PPL)

D.1. Construction Plan and Final Subdivision Plat - Standard

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Review Process The Development Review Division will review the application, identify whether additional materials are needed and review the application for compliance with **LDC** sections 10.02.04 B and 10.02.04 C and other provisions of the **LDC**.

Once submitted for review, the construction plans and final subdivision plat application will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the **applicant.** If a response is not received within this time or the applicant exceeds the time limits specified in F.S.125.022, the application will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees. . If there is no waiver of time limits submitted by the applicant and the applicant exceeds the time limits specified in F.S.125.022, the application will be considered denied.

The County Manager or designee will provide a recommendation to the Board of County Commissioners to approve, approve with conditions, or deny the final subdivision plat.

For **applicants** requesting building permits before plat recording, the county will stamp the final plat as "Preliminary Plat for Building Permit Issuance" after Board approval of the plat and receipt of the fully executed construction and maintenance agreement and performance security after County Attorney approval

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D.2. Construction Plans and Final Subdivision Plat Amendment (PPLA)

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Review Process The Development Review Division will review the application, identify whether additional materials are needed and review the application for compliance with **LDC** sections 10.02.04 B and 10.02.04 C and other provisions of the **LDC**.

Once submitted for review, the construction plans and final subdivision plat amendment application will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the **applicant.** If a response is not received within this time or the applicant exceeds the time limits specified in F.S.125.022, the application will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees. If there is no waiver of time limits submitted by the applicant and the applicant exceeds the time limits specified in F.S.125.022, the application will be considered denied.

The County Manager or designee will provide a recommendation to the Board of County Commissioners to approve, approve with conditions, or deny the final subdivision plat.

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D.3. Final Subdivision Plat- For Townhouse Fee Simple Development

Reference **LDC** sections 10.02.04.B and 10.02.04 C and other provisions of the **LDC**.

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Review Process The Development Review Division will review the application, identify whether additional materials are needed and review the application for compliance with **LDC** sections 10.02.04 B and 10.02.04 C and other provisions of the **LDC**.

Once submitted for review, the townhouse construction plans and final subdivision plat application will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the **applicant**. If a response is not received within this time or the applicant exceeds the time limits specified in F.S.125.022, or withdraws the application through written notice, the application review will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees. If there is no waiver of time limits submitted by the applicant and the applicant exceeds the time limits specified in F.S.125.022, the application will be considered denied.

The County Manager or designee will provide a recommendation to the Board of County Commissioners to approve, approve with conditions, or deny the final subdivision plat.

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E. Construction Plans (CNSTR)

E.1. Construction Plans - Standard

Reference LDC sections 10.02.04 E.

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Review Process The Development Review Division will review the application, identify whether additional materials are needed and review the application for compliance with LDC section 10.02.04 E and shall approve or deny the application.

Once submitted for review, the construction plans application will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the applicant. If a response is not received within this time or the applicant exceeds the time limits specified in F.S.125.022, the application for review will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees. If there is no waiver of time limits submitted by the applicant and

the applicant exceeds the time limits specified in F.S.125.022, the application will be considered denied.

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E.2. Insubstantial Change to Construction Plans – (ICP)

Reference LDC sections 10.02.04 B.5 and 10.02.05 A.5

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Review Process The Development Review Division will review the application and identify whether additional materials are needed and review the application for compliance with LDC sections 10.02.04 and 10.02.05 and any other applicable LDC sections.

Once submitted for review, the insubstantial change application will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the applicant. If a response is not received within this time or the applicant exceeds the time limits specified in F.S.125.022, the application for review will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees. If there is no waiver of time limits submitted by the applicant and the applicant exceeds the time limits specified in F.S.125.022, the application will be considered denied.

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F. Minor Final Subdivision Plat (FP)

Reference **LDC** section 10.02.04 D.

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Review Process The Development Review Division will review the application, identify whether additional materials are needed and review the application for compliance with and shall approve, approve with conditions, or deny the minor final subdivision plat.

Once submitted for review, the minor final subdivision plat application will remain under review so long as a resubmittal in response to a county reviewer's comments is received within 270 days of the date on which the comments were sent to the **applicant**. If a response is not received within this time or until the time frames specified in F.S.125.022, the application for review will be considered withdrawn and cancelled. Further review of the project will require a new application together with appropriate fees. . If there is no waiver of time limits submitted by the applicant and the applicant exceeds the time limits specified in F.S.125.022, the application will be considered denied.

The County Manager or designee will provide a recommendation to the BCC to approve, approve with conditions, or deny the minor final subdivision plat.

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Text underlined is new text to be added
~~Text strikethrough is current text to be deleted~~

CHAPTER 2025-177

Committee Substitute for Senate Bill No. 1080

An act relating to local government land regulation; amending s. 125.022, F.S.; requiring counties to specify minimum information necessary for certain applications; revising timeframes for processing applications for approval of development permits or development orders; defining the term "substantive change"; providing refund parameters in situations where the county fails to meet certain timeframes; providing exceptions; amending s. 163.3180, F.S.; prohibiting a school district from collecting, charging, or imposing certain fees unless they meet certain requirements; providing a standard of review for actions challenging such fees; amending s. 553.80, F.S.; specifying certain purposes for which local governments may use certain fees to carry out activities relating to obtaining or finalizing a building permit; amending s. 163.31801, F.S.; revising the voting threshold required for approval of certain impact fee increase ordinances by local governments, school districts, and special districts; requiring that certain impact fee increases be implemented in specified increments; prohibiting a local government from increasing an impact fee rate beyond certain phase-in limitations under certain circumstances; deleting retroactive applicability; amending s. 163.3184, F.S.; providing that if comprehensive plan amendments are not adopted at a specified hearing, such amendments must be formally adopted within a certain time period or they are deemed withdrawn; increasing the time period within which comprehensive plan amendments must be transmitted; amending s. 166.033, F.S.; requiring municipalities to specify minimum information necessary for certain applications; revising timeframes for processing applications for approval of development permits or development orders; defining the term "substantive change"; providing refund parameters in situations where the municipality fails to meet certain timeframes; providing exceptions; providing effective dates.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Section 125.022, Florida Statutes, is amended to read:

125.022 Development permits and orders.—

(1) A county shall specify in writing the minimum information that must be submitted in an application for a zoning approval, rezoning approval, subdivision approval, certification, special exception, or variance. A county shall make the minimum information available for inspection and copying at the location where the county receives applications for development permits and orders, provide the information to the applicant at a preapplication meeting, or post the information on the county's website.

(2) Within 5 business days after receiving an application for approval of a development permit or development order, a county shall confirm receipt of

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the application using contact information provided by the applicant. Within 30 days after receiving an application for approval of a development permit or development order, a county must review the application for completeness and issue a written notification to the applicant ~~letter~~ indicating that all required information is submitted or specify in writing ~~specifying~~ with particularity any areas that are deficient. If the application is deficient, the applicant has 30 days to address the deficiencies by submitting the required additional information. For applications that do not require final action through a quasi-judicial hearing or a public hearing, the county must approve, approve with conditions, or deny the application for a development permit or development order within 120 days after the county has deemed the application complete.~~, or 180 days~~ For applications that require final action through a quasi-judicial hearing or a public hearing, the county must approve, approve with conditions, or deny the application for a development permit or development order within 180 days after the county has deemed the application complete. Both parties may agree in writing or in a public meeting or hearing to ~~a reasonable request for~~ an extension of time, particularly in the event of a force majeure or other extraordinary circumstance. An approval, approval with conditions, or denial of the application for a development permit or development order must include written findings supporting the county's decision. The timeframes contained in this subsection do not apply in an area of critical state concern, as designated in s. 380.0552. The timeframes contained in this subsection restart if an applicant makes a substantive change to the application. As used in this subsection, the term "substantive change" means an applicant-initiated change of 15 percent or more in the proposed density, intensity, or square footage of a parcel.

(3)(a)~~(2)(a)~~ When reviewing an application for a development permit or development order that is certified by a professional listed in s. 403.0877, a county may not request additional information from the applicant more than three times, unless the applicant waives the limitation in writing.

(b) If a county makes a request for additional information and the applicant submits the required additional information within 30 days after receiving the request, the county must review the application for completeness and issue a letter indicating that all required information has been submitted or specify with particularity any areas that are deficient within 30 days after receiving the additional information.

(c) If a county makes a second request for additional information and the applicant submits the required additional information within 30 days after receiving the request, the county must review the application for completeness and issue a letter indicating that all required information has been submitted or specify with particularity any areas that are deficient within 10 days after receiving the additional information.

(d) Before a third request for additional information, the applicant must be offered a meeting to attempt to resolve outstanding issues. If a county makes a third request for additional information and the applicant submits

the required additional information within 30 days after receiving the request, the county must deem the application complete within 10 days after receiving the additional information or proceed to process the application for approval or denial unless the applicant waived the county's limitation in writing as described in paragraph (a).

(e) Except as provided in subsection (7) ~~(5)~~, if the applicant believes the request for additional information is not authorized by ordinance, rule, statute, or other legal authority, the county, at the applicant's request, shall proceed to process the application for approval or denial.

(4) A county must issue a refund to an applicant equal to:

(a) Ten percent of the application fee if the county fails to issue written notification of completeness or written specification of areas of deficiency within 30 days after receiving the application.

(b) Ten percent of the application fee if the county fails to issue a written notification of completeness or written specification of areas of deficiency within 30 days after receiving the additional information pursuant to paragraph (3)(b).

(c) Twenty percent of the application fee if the county fails to issue a written notification of completeness or written specification of areas of deficiency within 10 days after receiving the additional information pursuant to paragraph (3)(c).

(d) Fifty percent of the application fee if the county fails to approve, approves with conditions, or denies the application within 30 days after conclusion of the 120-day or 180-day timeframe specified in subsection (2).

(e) One hundred percent of the application fee if the county fails to approve, approves with conditions, or denies an application 31 days or more after conclusion of the 120-day or 180-day timeframe specified in subsection (2).

A county is not required to issue a refund if the applicant and the county agree to an extension of time, the delay is caused by the applicant, or the delay is attributable to a force majeure or other extraordinary circumstance.

(5)~~(3)~~ When a county denies an application for a development permit or development order, the county shall give written notice to the applicant. The notice must include a citation to the applicable portions of an ordinance, rule, statute, or other legal authority for the denial of the permit or order.

(6)~~(4)~~ As used in this section, the terms "development permit" and "development order" have the same meaning as in s. 163.3164, but do not include building permits.

(7)~~(5)~~ For any development permit application filed with the county after July 1, 2012, a county may not require as a condition of processing or issuing

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a development permit or development order that an applicant obtain a permit or approval from any state or federal agency unless the agency has issued a final agency action that denies the federal or state permit before the county action on the local development permit.

(8)~~(6)~~ Issuance of a development permit or development order by a county does not in any way create any rights on the part of the applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the county for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law. A county shall attach such a disclaimer to the issuance of a development permit and shall include a permit condition that all other applicable state or federal permits be obtained before commencement of the development.

(9)~~(7)~~ This section does not prohibit a county from providing information to an applicant regarding what other state or federal permits may apply.

Section 2. Present paragraph (j) of subsection (6) of section 163.3180, Florida Statutes, is redesignated as paragraph (k), and a new paragraph (j) is added to that subsection, to read:

163.3180 Concurrency.—

(6)

(j) A school district may not collect, charge, or impose any alternative fee in lieu of an impact fee to mitigate the impact of development on educational facilities unless such fee meets the requirements of s. 163.31801(4)(f) and (g). In any action challenging a fee under this paragraph, the school district has the burden of proving by a preponderance of the evidence that the imposition and amount of the fee meet the requirements of state legal precedent.

Section 3. Paragraph (a) of subsection (7) of section 553.80, Florida Statutes, is amended to read:

553.80 Enforcement.—

(7)(a) The governing bodies of local governments may provide a schedule of reasonable fees, as authorized by s. 125.56(2) or s. 166.222 and this section, for enforcing this part. These fees, and any fines or investment earnings related to the fees, may only be used for carrying out the local government's responsibilities in enforcing the Florida Building Code, including, but not limited to, any process or enforcement related to obtaining or finalizing a building permit. When providing a schedule of reasonable fees, the total estimated annual revenue derived from fees, and the fines and investment earnings related to the fees, may not exceed the total estimated annual costs of allowable activities. Any unexpended balances must be carried forward to future years for allowable activities or must be refunded at the discretion of the local government. A local government may not carry

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forward an amount exceeding the average of its operating budget for enforcing the Florida Building Code for the previous 4 fiscal years. For purposes of this subsection, the term "operating budget" does not include reserve amounts. Any amount exceeding this limit must be used as authorized in subparagraph 2. However, a local government that established, as of January 1, 2019, a Building Inspections Fund Advisory Board consisting of five members from the construction stakeholder community and carries an unexpended balance in excess of the average of its operating budget for the previous 4 fiscal years may continue to carry such excess funds forward upon the recommendation of the advisory board. The basis for a fee structure for allowable activities must relate to the level of service provided by the local government and must include consideration for refunding fees due to reduced services based on services provided as prescribed by s. 553.791, but not provided by the local government. Fees charged must be consistently applied.

1. As used in this subsection, the phrase "enforcing the Florida Building Code" includes the direct costs and reasonable indirect costs associated with review of building plans, building inspections, reinspections, and building permit processing; building code enforcement; and fire inspections associated with new construction. The phrase may also include training costs associated with the enforcement of the Florida Building Code and enforcement action pertaining to unlicensed contractor activity to the extent not funded by other user fees.

2. A local government must use any excess funds that it is prohibited from carrying forward to rebate and reduce fees, to upgrade technology hardware and software systems to enhance service delivery, to pay for the construction of a building or structure that houses a local government's building code enforcement agency, or for training programs for building officials, inspectors, or plans examiners associated with the enforcement of the Florida Building Code. Excess funds used to construct such a building or structure must be designated for such purpose by the local government and may not be carried forward for more than 4 consecutive years. An owner or builder who has a valid building permit issued by a local government for a fee, or an association of owners or builders located in the state that has members with valid building permits issued by a local government for a fee, may bring a civil action against the local government that issued the permit for a fee to enforce this subparagraph.

3. The following activities may not be funded with fees adopted for enforcing the Florida Building Code:

a. Planning and zoning or other general government activities <u>not related to obtaining a building permit</u>.

b. Inspections of public buildings for a reduced fee or no fee.

c. Public information requests, community functions, boards, and any program not directly related to enforcement of the Florida Building Code.

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d. Enforcement and implementation of any other local ordinance, excluding validly adopted local amendments to the Florida Building Code and excluding any local ordinance directly related to enforcing the Florida Building Code as defined in subparagraph 1.

4. A local government must use recognized management, accounting, and oversight practices to ensure that fees, fines, and investment earnings generated under this subsection are maintained and allocated or used solely for the purposes described in subparagraph 1.

5. The local enforcement agency, independent district, or special district may not require at any time, including at the time of application for a permit, the payment of any additional fees, charges, or expenses associated with:

a. Providing proof of licensure under chapter 489;

b. Recording or filing a license issued under this chapter;

c. Providing, recording, or filing evidence of workers' compensation insurance coverage as required by chapter 440; or

d. Charging surcharges or other similar fees not directly related to enforcing the Florida Building Code.

Section 4. Effective January 1, 2026, paragraphs (g) and (h) of subsection (6) of section 163.31801, Florida Statutes, are amended to read:

163.31801 Impact fees; short title; intent; minimum requirements; audits; challenges.—

(6) A local government, school district, or special district may increase an impact fee only as provided in this subsection.

(g)1. A local government, school district, or special district may increase an impact fee rate beyond the phase-in limitations established under paragraph (b), paragraph (c), paragraph (d), or paragraph (e) by establishing the need for such increase in full compliance with the requirements of subsection (4), provided the following criteria are met:

a.~~1.~~ A demonstrated-need study justifying any increase in excess of those authorized in paragraph (b), paragraph (c), paragraph (d), or paragraph (e) has been completed within the 12 months before the adoption of the impact fee increase and expressly demonstrates the extraordinary circumstances necessitating the need to exceed the phase-in limitations.

b.~~2.~~ The local government jurisdiction has held at least ~~not less than~~ two publicly noticed workshops dedicated to the extraordinary circumstances necessitating the need to exceed the phase-in limitations set forth in paragraph (b), paragraph (c), paragraph (d), or paragraph (e).

c.~~3.~~ The impact fee increase ordinance is approved by ~~at least~~ a unanimous ~~two-thirds~~ vote of the governing body.

2. An impact fee increase approved under this paragraph must be implemented in at least two but not more than four equal annual increments beginning with the date on which the impact fee increase ordinance is adopted.

3. A local government may not increase an impact fee rate beyond the phase-in limitations under this paragraph if the local government has not increased the impact fee within the past 5 years. Any year in which the local government is prohibited from increasing an impact fee because the jurisdiction is in a hurricane disaster area is not included in the 5-year period.

~~(h) This subsection operates retroactively to January 1, 2021.~~

Section 5. Paragraphs (b) and (c) of subsection (3) of section 163.3184, Florida Statutes, are amended to read:

163.3184 Process for adoption of comprehensive plan or plan amendment.—

(3) EXPEDITED STATE REVIEW PROCESS FOR ADOPTION OF COMPREHENSIVE PLAN AMENDMENTS.—

(b)1. If a plan amendment or amendments are adopted, the local government, after the initial public hearing held pursuant to subsection (11), shall transmit, within 10 working days after the date of adoption, the amendment or amendments and appropriate supporting data and analyses to the reviewing agencies. The local governing body shall also transmit a copy of the amendments and supporting data and analyses to any other local government or governmental agency that has filed a written request with the governing body.

2. The reviewing agencies and any other local government or governmental agency specified in subparagraph 1. may provide comments regarding the amendment or amendments to the local government. State agencies shall only comment on important state resources and facilities that will be adversely impacted by the amendment if adopted. Comments provided by state agencies shall state with specificity how the plan amendment will adversely impact an important state resource or facility and shall identify measures the local government may take to eliminate, reduce, or mitigate the adverse impacts. Such comments, if not resolved, may result in a challenge by the state land planning agency to the plan amendment. Agencies and local governments must transmit their comments to the affected local government such that they are received by the local government not later than 30 days after the date on which the agency or government received the amendment or amendments. Reviewing agencies shall also send a copy of their comments to the state land planning agency.

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3. Comments to the local government from a regional planning council, county, or municipality shall be limited as follows:

a. The regional planning council review and comments shall be limited to adverse effects on regional resources or facilities identified in the strategic regional policy plan and extrajurisdictional impacts that would be inconsistent with the comprehensive plan of any affected local government within the region. A regional planning council may not review and comment on a proposed comprehensive plan amendment prepared by such council unless the plan amendment has been changed by the local government subsequent to the preparation of the plan amendment by the regional planning council.

b. County comments shall be in the context of the relationship and effect of the proposed plan amendments on the county plan.

c. Municipal comments shall be in the context of the relationship and effect of the proposed plan amendments on the municipal plan.

d. Military installation comments shall be provided in accordance with s. 163.3175.

4. Comments to the local government from state agencies shall be limited to the following subjects as they relate to important state resources and facilities that will be adversely impacted by the amendment if adopted:

a. The Department of Environmental Protection shall limit its comments to the subjects of air and water pollution; wetlands and other surface waters of the state; federal and state-owned lands and interest in lands, including state parks, greenways and trails, and conservation easements; solid waste; water and wastewater treatment; and the Everglades ecosystem restoration.

b. The Department of State shall limit its comments to the subjects of historic and archaeological resources.

c. The Department of Transportation shall limit its comments to issues within the agency's jurisdiction as it relates to transportation resources and facilities of state importance.

d. The Fish and Wildlife Conservation Commission shall limit its comments to subjects relating to fish and wildlife habitat and listed species and their habitat.

e. The Department of Agriculture and Consumer Services shall limit its comments to the subjects of agriculture, forestry, and aquaculture issues.

f. The Department of Education shall limit its comments to the subject of public school facilities.

g. The appropriate water management district shall limit its comments to flood protection and floodplain management, wetlands and other surface waters, and regional water supply.

h. The state land planning agency shall limit its comments to important state resources and facilities outside the jurisdiction of other commenting state agencies and may include comments on countervailing planning policies and objectives served by the plan amendment that should be balanced against potential adverse impacts to important state resources and facilities.

(c)1. The local government shall hold a second public hearing, which shall be a hearing on whether to adopt one or more comprehensive plan amendments pursuant to subsection (11). If the local government fails, within 180 days after receipt of agency comments, to hold the second public hearing, ~~and to adopt the comprehensive plan amendments,~~ the amendments are deemed withdrawn unless extended by agreement with notice to the state land planning agency and any affected person that provided comments on the amendment. If the amendments are not adopted at the second public hearing, the amendments shall be formally adopted by the local government within 180 days after the second public hearing is held or the amendments are deemed withdrawn ~~The 180-day limitation does not apply to amendments processed pursuant to s. 380.06~~.

2. All comprehensive plan amendments adopted by the governing body, along with the supporting data and analysis, shall be transmitted within 30 ~~10~~ working days after the final adoption hearing to the state land planning agency and any other agency or local government that provided timely comments under subparagraph (b)2. If the local government fails to transmit the comprehensive plan amendments within 30 ~~10~~ working days after the final adoption hearing, the amendments are deemed withdrawn.

3. The state land planning agency shall notify the local government of any deficiencies within 5 working days after receipt of an amendment package. For purposes of completeness, an amendment shall be deemed complete if it contains a full, executed copy of:

a. The adoption ordinance or ordinances;

b. In the case of a text amendment, the amended language in legislative format with new words inserted in the text underlined, and words deleted stricken with hyphens;

c. In the case of a future land use map amendment, the future land use map clearly depicting the parcel, its existing future land use designation, and its adopted designation; and

d. Any data and analyses the local government deems appropriate.

4. An amendment adopted under this paragraph does not become effective until 31 days after the state land planning agency notifies the local government that the plan amendment package is complete. If timely challenged, an amendment does not become effective until the state land

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planning agency or the Administration Commission enters a final order determining the adopted amendment to be in compliance.

Section 6. Section 166.033, Florida Statutes, is amended to read:

166.033 Development permits and orders.—

(1) A municipality shall specify in writing the minimum information that must be submitted for an application for a zoning approval, rezoning approval, subdivision approval, certification, special exception, or variance. A municipality shall make the minimum information available for inspection and copying at the location where the municipality receives applications for development permits and orders, provide the information to the applicant at a preapplication meeting, or post the information on the municipality's website.

(2) Within 5 business days after receiving an application for approval of a development permit or development order, a municipality shall confirm receipt of the application using contact information provided by the applicant. Within 30 days after receiving an application for approval of a development permit or development order, a municipality must review the application for completeness and issue a written notification to the applicant ~~letter~~ indicating that all required information is submitted or specify in writing ~~specifying~~ with particularity any areas that are deficient. If the application is deficient, the applicant has 30 days to address the deficiencies by submitting the required additional information. For applications that do not require final action through a quasi-judicial hearing or a public hearing, the municipality must approve, approve with conditions, or deny the application for a development permit or development order within 120 days after the municipality has deemed the application complete., ~~or 180 days~~ For applications that require final action through a quasi-judicial hearing or a public hearing, the municipality must approve, approve with conditions, or deny the application for a development permit or development order within 180 days after the municipality has deemed the application complete. Both parties may agree in writing or in a public meeting or hearing to ~~a reasonable request for~~ an extension of time, particularly in the event of a force majeure or other extraordinary circumstance. An approval, approval with conditions, or denial of the application for a development permit or development order must include written findings supporting the municipality's decision. The timeframes contained in this subsection do not apply in an area of critical state concern, as designated in s. 380.0552 or chapter 28-36, Florida Administrative Code. The timeframes contained in this subsection restart if an applicant makes a substantive change to the application. As used in this subsection, the term "substantive change" means an applicant-initiated change of 15 percent or more in the proposed density, intensity, or square footage of a parcel.

(3)(a)~~(2)(a)~~ When reviewing an application for a development permit or development order that is certified by a professional listed in s. 403.0877, a

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municipality may not request additional information from the applicant more than three times, unless the applicant waives the limitation in writing.

(b) If a municipality makes a request for additional information and the applicant submits the required additional information within 30 days after receiving the request, the municipality must review the application for completeness and issue a letter indicating that all required information has been submitted or specify with particularity any areas that are deficient within 30 days after receiving the additional information.

(c) If a municipality makes a second request for additional information and the applicant submits the required additional information within 30 days after receiving the request, the municipality must review the application for completeness and issue a letter indicating that all required information has been submitted or specify with particularity any areas that are deficient within 10 days after receiving the additional information.

(d) Before a third request for additional information, the applicant must be offered a meeting to attempt to resolve outstanding issues. If a municipality makes a third request for additional information and the applicant submits the required additional information within 30 days after receiving the request, the municipality must deem the application complete within 10 days after receiving the additional information or proceed to process the application for approval or denial unless the applicant waived the municipality's limitation in writing as described in paragraph (a).

(e) Except as provided in subsection (7) ~~(5)~~, if the applicant believes the request for additional information is not authorized by ordinance, rule, statute, or other legal authority, the municipality, at the applicant's request, shall proceed to process the application for approval or denial.

(4) A municipality must issue a refund to an applicant equal to:

(a) Ten percent of the application fee if the municipality fails to issue written notification of completeness or written specification of areas of deficiency within 30 days after receiving the application.

(b) Ten percent of the application fee if the municipality fails to issue written notification of completeness or written specification of areas of deficiency within 30 days after receiving the additional information pursuant to paragraph (3)(b).

(c) Twenty percent of the application fee if the municipality fails to issue written notification of completeness or written specification of areas of deficiency within 10 days after receiving the additional information pursuant to paragraph (3)(c).

(d) Fifty percent of the application fee if the municipality fails to approve, approves with conditions, or denies the application within 30 days after conclusion of the 120-day or 180-day timeframe specified in subsection (2).

Exhibit C – Processing Time Frames
DRAFT

Text underlined is new text to be added

~~Text strikethrough is current text to be deleted~~

Processing Time Frames
Pursuant to F. S. 125.022 Development Permits and Orders

Note: Processing Time Frames do not apply to Building Permits, pursuant to F.S. 125.022(6) and Florida Building Code 553.792 (1) A through G.

WEBSITE

" A County must specify in writing the minimum information to be submitted in an application for a zoning, rezoning, or subdivision approval, certification, special exception, or variance. The County shall make the minimum information available, ... at the location where the county receives the application for development permits and orders, provide the information to the applicant at a pre-application meeting or post the information on the county's website."

INTAKE

Within 5 business days after receiving the application, the county shall confirm receipt of the application and within 30 days after receiving the application, the county must *review the application for completeness* and issue written notification indicating that all required information is submitted or specify any areas of deficiency.

If County Request For Additional Information	Applicant's Submittal Response	County Issues a Letter of Response to Applicant's Response that all Information has been Submitted or Specify Areas of Deficiency)
1st Request	Within 30 days	Letter within 30 days
2nd Request		Letter within 10 days
Before 3rd Request by County for Additional Information *Applicant must be offered a meeting to resolve outstanding issues.*		
3rd Request	Within 30 days	Within 10 days, **information must be deemed complete** or *proceed to process the application for approval or denial, unless the applicant waives the time limits.*

REVIEW

- Within 120 days, if applications do not require a quasi-judicial or public hearing, the county must approve, approve with conditions, or deny the application.
- Within 180 days, for applications that do require a quasi-judicial or public hearing, the county must approve, approve with conditions, or deny the application.
- Both the county and applicant may agree in writing or in a public meeting or hearing to an extension of time , in the event of a force majeure (due to causes outside of the control of the county and applicant) or other extraordinary circumstance.

Additional County requirement: An application remains under review, so long as a resubmittal in response to the County's rejection comments are received within 270 days. Otherwise, the application is withdrawn and cancelled.

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RAFTELIS



Collier County

Building Department Fee Study

October 1, 2025

Agenda

1. Study Objectives
2. Background / History
3. Methodology
4. Results / Findings
5. Financial Projections

Study Objectives

- Identify the cost of providing service ("revenue requirements")
- Evaluate the ability of building fees to fund revenue requirements
- Update the schedule of fees and charges
- Ensure compliance with Florida Statute:
  - Chapter 553.80(7)(a)
    - Level of Operating Reserves



Building Department Background

- Building Department operates as an Enterprise Fund
- According to the GASB:

  "Enterprise Funds should be used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that costs of providing services to the general public on a continuing basis be financed or recovered primarily through user charges."

  - Revenues should be derived solely from fees for services
    - No General Fund support
- Permits processed (Realized Revenues) each year varies by construction activity
  - Not predicable – immediately affected by economy / weather events / capital expenditure frequency
  - Competition of Services – Private Providers
    - Must maintain base service level (employees / ability to serve)

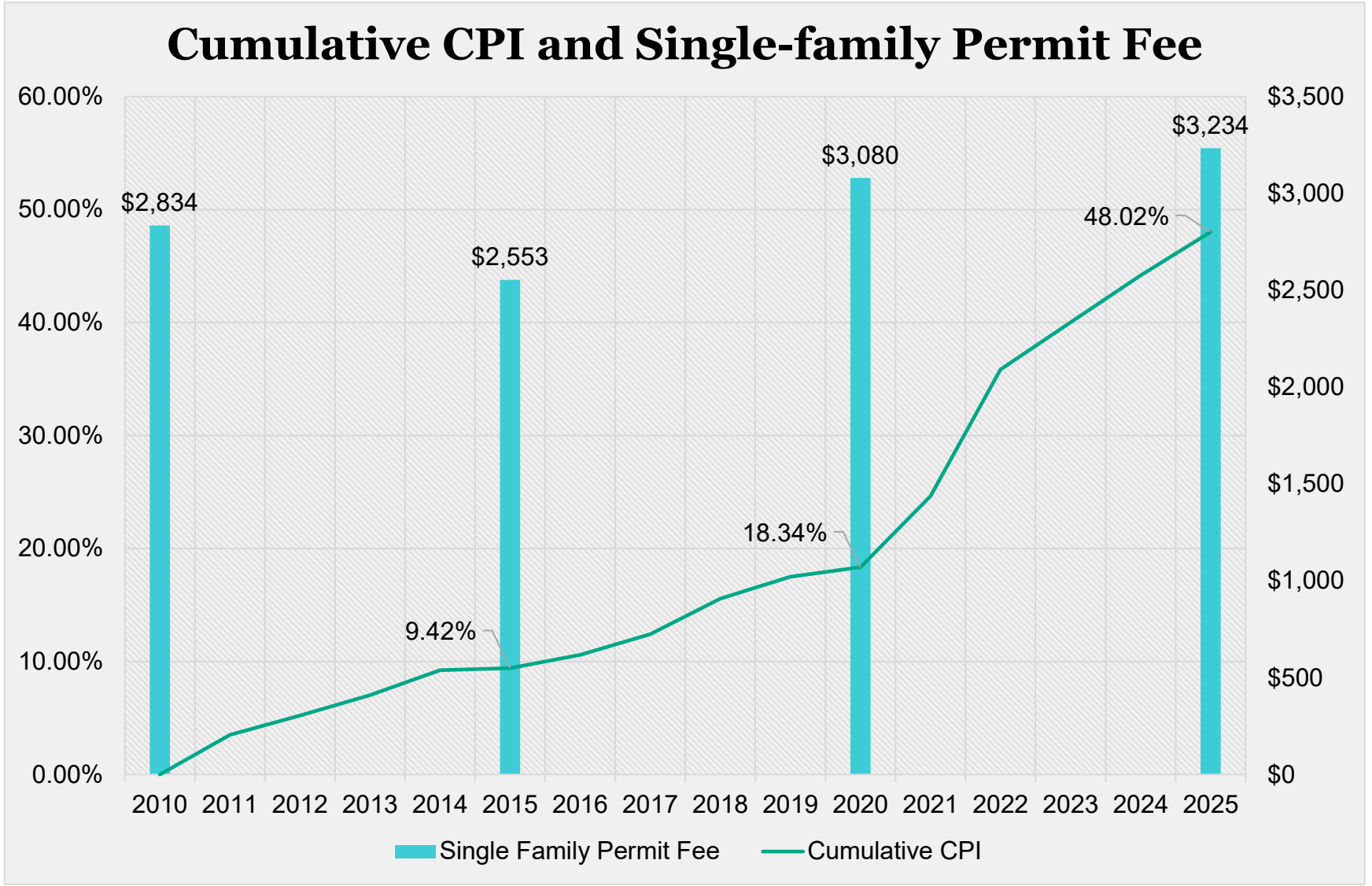
Summary of Historical Permit Activity
Four Fiscal Years Ended September 30,

Fiscal Year	Estimated Applications / Permits Issued	Estimated Permit Fee Revenue
2021	48,953	$22,772,644
2022	47,881	21,639,427
2023	43,509	18,219,411
2024	42,019	17,559,463
2025 [1]	43,400	19,236,437

[1] Amounts shown are estimated values based on YTD information provided by the County.

Building Department Background

- Cumulative Inflation since 2010 is 48% or 2.7% per year
- Permit Fee has only increased 14% or approximately 0.9% per year
- Permit Fee shown assumes 3,000 sq. ft. SFR and 28 inspections



Methodology



Fee Evaluation Process – Permit & Planning Fees

- Step 1 – Identify total operating costs allocated to Building Department
  - Recognized the Department's operating budget
  - Projected for five Fiscal Year Period for Fund Balance strategy analysis
- Step 2 – Identify "Target Revenues" based on projected building planning and permit service activity
  - Reviewed historical building permit activity Fiscal Years 2021 - 2024 and YTD 2025
  - Assumed 2024 and 2025 activity being most representative of future annual development activity (next 3 to 5 years)

Fee Evaluation Process – Permit & Planning Fees (cont'd.)

- Step 3 – Develop revenue requirements (amount to be funded from rate revenues)
  - Estimated total operating expenses
  - Developed capital funding plan (buildings, software, and vehicles)
  - Evaluated sufficiency of revenues to fully fund revenue requirement
  - Evaluated operating reserve requirements
    - Considered F.S. requirements for fund maintenance
- Step 4 – Design proposed permit and planning fees to fund revenue requirements
  - Evaluated "Miscellaneous / Specific" fees (offset to primary fees)
    - Accounts for approximately 75% of revenues
  - Developed permit and plan review fees (based on square footage and valuation)
    - Accounts for approximately 25% of revenues
- Step 5 – Prepare and adopt rate resolution to implement rate recommendations

Results / Findings – Revenue Requirements

- Key Assumptions / Findings:
  - Based on historical five-year trends, Fiscal Year 2025 and proposed 2026 budget
  - Includes funding of capital reserves
- Observation: Rate revenue deficiency due to:
  - Increased operating costs
  - Reduced permit activity
  - Competition from private providers
  - Need to improve operating reserves – Provides readiness to serve based on market fluctuations in activity and construction type
- Fee increases anticipated in 2026 and Consider Adopting CPI Index for Future Years
  - County should monitor the forecast each year:
    - Potential large variations in construction/permit activity

Revenue Requirements – Fiscal Year 2026 and 2027		
	2026 (Test Year)	2027
Total Operating Expenses	$329,342,825	$30,505,2955
Other Revenue Requirements (capital funding and loan repayment)	29,093	1,698,232
Deposits to Operating Reserves	5,811,441	1,404,875
Less Income from Other Sources [1]	(5,953,700)	(3,648,000)
Net Revenue Requirements Funded from Plan Review and Permit Fees	$29,229,660	$29,960,401
Plan Review and Permit Inspection Fees – Existing Fees	19,236,257	29,229,660
Rate Revenue Surplus / (Deficiency)	($9,993,403)	($730,741)
Adjustment to Revenues Recognized (fee increases):		
Percent of Revenue Increase / (Reduction) Recognized	52.0%	2.5%

[1] FY2026 includes approximately $2.4M in other department transfers of which $1.200M is a loan from Impact Fee Fund 1015 and $2.242M loan from Building Department Capital Fund 3025 which will be paid back in equal installments during FYs 2027 to 2029.

Specific Activity Permit Fees

- Represents plan review / permits for specific activities
  - Specific Construction activities – single events or inspections
    - e.g., Water Heater Replacement, A/C Change Outs, Demolitions
  - Other activities – re-inspections, Contractor license administration, investment income, etc.
- Prepared cost recovery analysis for each specific fee
  - Conducted staff interviews to identify tasks / time / employee to perform services
  - Included indirect cost allocations to promote full cost recovery
    - Includes management / vehicles / IT-related costs / supervision
- Proposed specific fees based on cost recovery analysis and identification of the fiscal position of fund

Primary Miscellaneous Fee Comparison

Permit	No. of Occurrences / Permits (Avg)	Existing	Proposed	Difference
Building Application Fee	44,194	$50.00	$100.00	$50.00
Inspection Fee	37,569	65.00	110.00	45.00
A/C Change Out	6,261	60.00	100.00	40.00
Fence (Application and Inspection)	1,749	70.00	145.00	75.00
Lawn Irrigation	1,413	35.00	100.00	65.00
Solar Panels – Residential (Application and Inspection)	1,018	85.00	210.00	65.00
Water Heater Replacement (Application and Inspection)	1,016	35.00	100.00	65.00

Primary Permit Fees

- Represents plan review / inspection services for major development
  - New Home and Commercial Building Construction
  - Additions to Existing Structures
  - Tear down and Rebuilds
  - Requires Numerous Inspections as Construction progresses
- Designed to Recover Remainder of Department Funding Needs (revenue requirements)
  - Approximately 25% of the Total Permit Fee Revenue
  - Most uncertain revenue due to volatility of Services provided
    - frequency of permits (number of construction projects)
    - size of construction (scope of services provided)
    - Competition for Services (private provider – reduced revenue realized)

Results / Findings – Plan Review & Inspection

- Rate Recommendation:
  - Adjustments to:
    - Permit Minimums:
    - Price per S.F. and Valuation

Proposed Plan Review and Permit Fees (New Construction)		
Permit Fees:	**Existing Rates**	**Fiscal Year 2026**
Structural Fee per S.F.	$0.055 (Minimum $100)	$0.11 (Minimum $150)
Structural Fee per S.F. of Total Area in a Unit (Four or More Floors)	$0.17	$0.34
Electrical Fee per S.F.	$0.055 (Minimum $100)	$0.11 (Minimum $150)
Electrical Fee per S.F. of Total Area in a Unit (Four or More Floors)	$0.09	$0.18
Plumbing Fee per S.F.	$0.055 (Minimum $100)	$0.11 (Minimum $150)
Plumbing Fee per S.F. of Total Area in a Unit (Four or More Floors)	$0.07	$0.14
Mechanical Fee per S.F.	$0.055 (Minimum $100)	$0.11 (Minimum $150)
Mechanical Fee per S.F. of Total Area in a Unit (Four or More Floors)	$0.07	$0.14

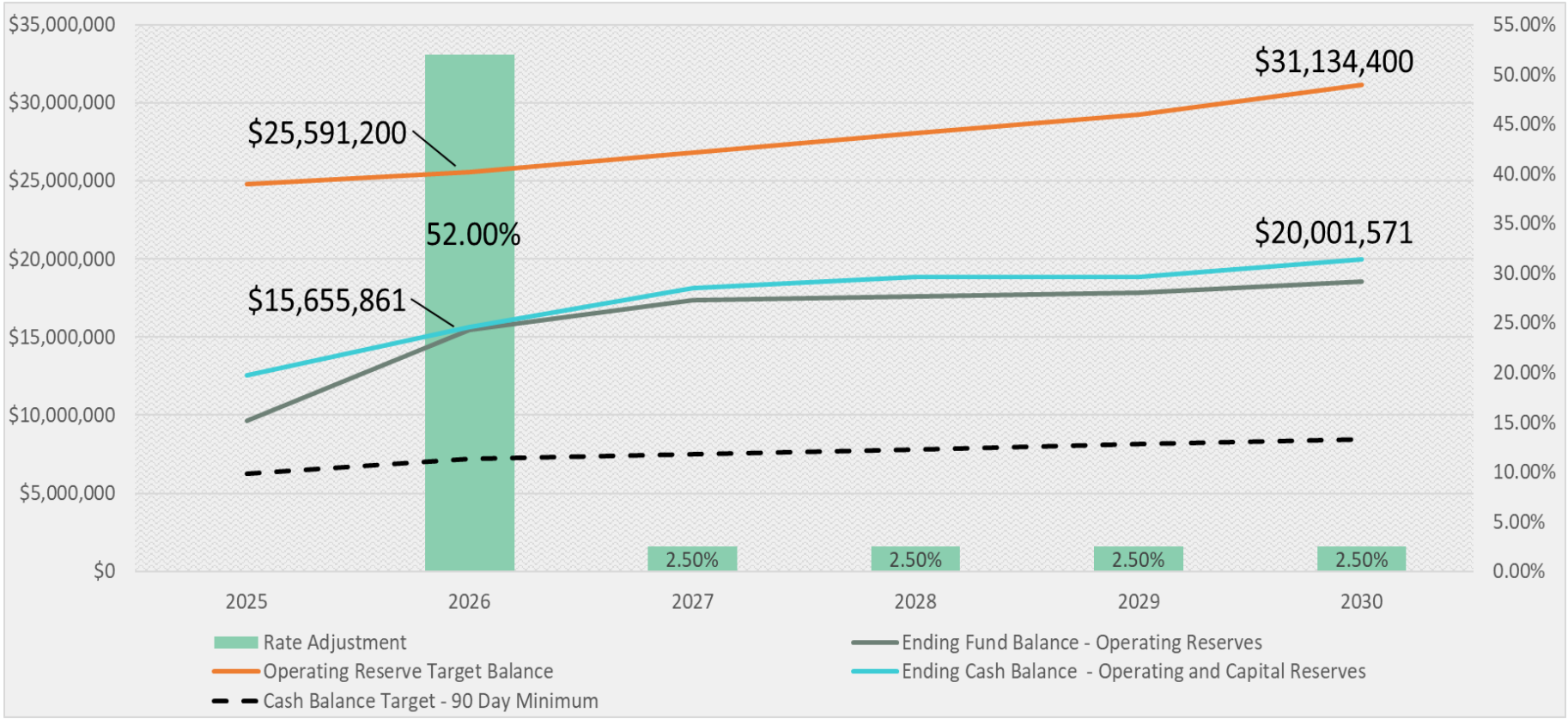
Cash Reserves

- Pursuant to Florida Statutes, Chapter 553.80 (7)(a)
  - Operating reserves cannot be greater than average operating budget for the last 4 fiscal years
  - Capital reserves are not considered a component of operating reserves

	Operating	Capital
Estimated Cash Balance End FY 2025	$9,622,745	$2,946,500
Operating Reserve Target (F.S.)	24,807,500	
Amount for Under F.S. Target	**($15,184,755)**	

Financial Projections– Operating Reserve

- Key Assumptions / Findings:
  - Rate increases to recover rate (Cash Flow) deficiency in fiscal years 2026
  - Revenue Adjustments
    - 52% in FY 2026
    - CPI Adjustment – Future Years
  - Need to monitor rates/ reserves and adjust accordingly



Observation and Recommendation Summary

- Building Department revenues do not appear to recover total allocated costs
  - Currently being Subsidized by other Department transfers
  - Rate Adjustments Recommended for FY 2026 – Implemented in January 2026
  - Recommend an annual CPI adjustment to minimize general inflation impacts on costs
- Current and projected operating reserve balance in an under-funded position
  - FY 2025 deficiencies anticipated to lower operating reserve to less than half of the targeted amount
  - Net of capital reserves – capital reserves set aside for vehicle replacement and equipment replacement (General Plant)
    - County should establish a separate capital reserve for annual transfers
    - Funds set aside for replacement of enterprise assets

Observation and Recommendation Summary (cont'd.)

- Consider for adoption the proposed plan review fees, permit fees, and the miscellaneous fees
- Review the cost recovery analysis and operating reserve annually in budget process
- Recommend to review fees every 3 years to reflect:
  - Changes in building permit activity and Department costs to provide service
  - Reserve fund balances to comply with Florida Statutes

Q&A

Other Jurisdiction Comparison

Preliminary Comparison of Plan Review and Permit (Inspection) Fees – With Other Local Governments	
	Residential Development
Assumed Sq. Ft.	3,000
Collier County:	
Existing Rates	$3,234
Proposed Rates	5,458
Other Local Governments:	
Sarasota County	$4,928
Charlotte County	3,075
City of Marco Island	2,546
City of Naples	2,137
City of Ft. Myers	5,561

Attendance Roster – Date: October 01, 2025

Development Services Advisory Committee

Must have (8) members for a quorum

Committee Members	
James Boughton: EXCUSED	**Norman Gentry**:
Clay Brooker: EXCUSED	**Mark McLean**:
Jeffrey Curl:	**Chris Mitchell**:
Laura Spurgeon DeJohn: EXCUSED	**Robert Mulhere**:
Nicholas Kouloheras:	**Jeremy Sterk**: EXCUSED
John English: EXCUSED	**Mario Valle**:
Marco Espinar:	**William Varian**:
Blair Foley:	**Hannah Roberts**: EXCUSED

Attendance Roster – Date: October 01, 2025

Development Services Advisory Committee

Staff Members

James French Department Head, GMCDD	Present
Michael Bosi Director, Planning & Zoning	Present
Christopher Mason Director, Community Planning & Resiliency	Present
Cormac Giblin Director, Housing Policy and Economic Development	Present
Jaime Cook Director, Development Review	Lisa Blacklidge - Present
Michael Stark Director, Operation & Regulatory Support	Present
John McCormick Director, Building Review & Permitting	James French - Present
Thomas Iandirmarino Director, Code Enforcement	Present
Matt McLean or designee Director, Public Utilities	Claudia Vargas - Present
Jay Ahmad or designee ***Matt Thomas, Manager Director, Transportation Engineering	
Diane Lynch, Management Analyst II Staff Liaison, Operations & Regulatory Management	Not Present
Heather Cartwright-Yilmaz, Management Analyst I Staff Liaison, Operations & Regulatory Management	Present

Other County Staff Presenting NOT listed above.

Name	Signature

Attendance Roster – Date: October 01, 2025

Development Services Advisory Committee

Public Sign-in Sheet

Please Print

NAME	REPRESENTING	PHONE NO.

MINUTES OF THE COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING

Naples, Florida
October 01, 2025

LET IT BE REMEMBERED, the Collier County Development Services Advisory Committee and Collier County, having conducted business herein, met on this date at 3:00 PM in REGULAR SESSION at the Collier County Growth Management Community Department Building, Conference Room #609/610, 2800 N. Horseshoe Dr., Naples, Florida, 34102 with the following members present:

Chairman:	William J. Varian
Vice Chairman:	Blair Foley
	James Boughton - Excused
	Clay Brooker - Excused
	Jeffrey Curl
	Laura Spurgeon DeJohn - Excused
	John English - Excused
	Marco Espinar
	Norm Gentry
	Nicholas Kouloheras
	Mark McLean
	Chris Mitchell
	Robert Mulhere
	Hannah Roberts – AHAC (Non-voting) - Excused
	Jeremy Sterk - Excused
	Mario Valle

The following County staff were in attendance
James French, Department Head, GMCD
Mike Bosi, Director – Zoning, GMCD
Christopher Mason, Director – Community Planning & Resiliency, GMCD
Cormac Giblin, Director – Housing Policy & Economic Development, GMCD
Lisa Blacklidge, Manager – Development Review, GMCD
Jaime Cook, Director – Development Review, GMCD
Michael Stark, Director – Operations & Regulatory Management, GMCD
James French, Department Head, GMCD Designee for Building Review & Permitting Division, GMCD
Captain Michael Cruz, Collier County Fire Review
Captain Bryan Horbal, North Collier Fire Review
Thomas Iandimarino, Director – Code Enforcement, GMCD
Claudia Vargas, Project Manager I – Public Utilities Engineering & Project Management, PUD
Matt Thomas, Manager – Transportation Management Services, Transportation Engineering Division
Eric Johnson, LDC Planning Manager – GMCD
Richard Henderlong, Planner III – Zoning, GMCD
Heather Cartwright-Yilmaz, Management Analyst / Staff Liaison, GMCD

Any person who decides to appeal a decision of This Board you will need a record of the proceedings pertaining thereto, and therefore may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, neither Collier County nor This Board shall be responsible for providing this record.

1. **CALL TO ORDER– Chairman**
   William Varian
   Development Service Advisory Committee, Wednesday, October 1st, 2025, was called to order at 3:00 PM.

2. **APPROVAL OF AGENDA**
   William Varian- Motioned to amend the Agenda moving Items F (Building review and permitting) to last.
   Motion Seconded-Jeff Curl
   Motion passed unanimously

3. **APPROVAL OF MINUTES**
   A. ***DSAC-LDR: 08.19.2025***
      Motion to approve- Mark Mclean
      Motion seconded- William Varian
      Motion passed unanimously

   B. ***DSAC-IFR: 08.27.2025***
      Motion to approve-Mario Valle
      Motion seconded- William Varian
      Motion passed unanimously

   C. ***DSAC: 09.03.2025***
      Motion to approve- Blair Foley
      Motion seconded- Jeff Curl
      Motion passed unanimously

   D. ***DSAC-LDR: 09.16.2025***
      Motion to approve-Blair Foley
      Motion seconded- Mark McLean
      Motion passed unanimously

4. **PUBLIC SPEAKERS**
   None

5. **STAFF ANNOUNCEMENTS**
   a. **Zoning Division – [Mike Bosi, Director]**
      - New Staff member joined. Received one notice**.**
      - BOCC approved a handout to bring to neighborhood meetings. Explains NIM Process.

b. Community Planning & Resiliency Division – [Christopher Mason, Director]

- The division has completed two studies over the last year. Repetitive loss area analysis and Vulnerability Assessment.
- Submitted request for two new studies. Adaptation plan which is a component of the Vulnerability Assessment and updating Flood Management plan for the first time in two years.

c. Housing Policy & Economic Development – [Cormac Giblin, Director]

- Last BCC meeting board adopted the last incentives from the housing plan.
- Allow up to 25 units per acre in the development of an activities center if you include affordable housing.
- All up to 25 units per acre by doing a development along a transit route with a transit-oriented design and include affordable housing.

Nicholas Kouloheras- What is the minimum requirement of affordable housing to qualify
Cormac Giblin- 30% of the units. 6 or 7 of the 25.

d. Development Review Division – [Lisa Blacklidge, Manager]

- No updates.

e. Operations Support & Regulatory Management Division – [Michael Stark, Director]

- Permit applications have increased in 2025 by 3.8% up to 51,667
- Business center staff have improved the turnaround time from 1.2 days to .7
- Call volume increased in September to 5712 calls with only 576 abandoned calls
- The department has 623.5 positions with 67 positions in the pipeline.

Blair Foley- We talked about improving timing and the ability to get projects through sufficiency. Do we have some data in the package or is that something you can work on?
Michael Stark- We were talking about the intake process. We have developed some Power BI reports. We will have something for the next meeting.

f. Collier County Fire Review – [Michael Cruz, Captain]

- Applicants submitted for our open positions, Inspector and Water Technician, that will be running out of Fire and Life Safety office.
- October 3rd is Fire Prevention safety day. Hosting and event at Coastland Center Mall.

g. North Collier Fire Review – [Bryan Horbel, Captain]

- We had 755 plans come in. 2-day turnaround.
- 59 Planning permits with a 2-day turnaround.
- New Construction inspections conducted 1353
- Next day on inspections.
- Added Inspector to the team and we have Plan Review position open**.**
- Annual Halloween party October 25th. 5-7pm. Headquarters station 85.

h. Code Enforcement Division – [Thomas Iandimarino, Director]

- Park Rangers are now underneath Code Enforcement. Acquired new handheld printers to print citations on parking violations on the beaches and boat ramps.

i. Public Utilities Department – [Claudia Vargas, Project Manager]

- Emails have changed domain to Collier.gov. The website has changed domain as well to Collier.gov.

j. Transportation Management Services, Transportation Engineering – [Matthew Thomas, Supervisor of Project Management]

- Vanderbilt beach widening- 4-6 lanes west of Airport Road. 1.8 Miles. Watson Civil Construction has been awarded the contract. Anticipated to start 01/2026. 2 years for final completion.
- Vanderbilt Beach extension phase 1 at 79% of work and 84% completion of time.
- Immokalee Road median improvements. There is a total of 6 median improvements including restricting left turn movements eliminating traffic conflicts on Immokalee Road. 5 are completed. The last one should be completed in late October.
- Green Boulevard- Adding 5-foot bike lanes on either side of Green Blvd. Relocating two bus shelters and replacing existing drainage structures. Completed on time and within budget on September 23rd.
- Everglades Blvd and 43rd intersection drainage improvements. Quality Enterprises is the contractor and has completed 20% of the work. Anticipated completion of the project is June 3rd, 2026

k. Building Review & Permitting Division – [James French, Department Head]- Moved to the end.

- New Construction Study- Retrofit and Maintenance are the top categories. Mechanical, Electrical, windows and roofs.
- Discussed contractors not filing permits in a timely manner for My Florida Safe Home program. Residents almost missing strict deadlines and the department having to intervene to get projects moving.
- 20-25,000 Building inspections monthly.
- Milestone inspections- 508 completed, 368 not due, 9 Delinquent. 14 Phase 2 permits have been identified. Consistent with Florida Condo Safety Mandate from the State of Florida
- Land Development services are maintaining 93% on time.
- We are going to continue to pilot the self-certification program for the contractors to expand some of our video inspections.

William Varian- Has there been discussion on penalties
James French- If it's a licensed contractor we do have the ability to charge twice the fee**.**
William Varian- If it's a repeat offender it's something you may want to consider

Collier County Building Department Fee Study
Robert Orie- [Senior Principal, Raftelis]

Study Objectives

- Identify the cost of providing service
- Evaluate the ability of the building fees to fund the revenue requirements.
- Update the schedule of fees and charges
- Ensure compliance with Florida Statutes. Chapter 553.80(7)(a)

Building Department Background

- Cumulative inflation since 2010 is 48% or 2.7% per year
- Permit fees have only increased 14% or approximately .9% per year.
- Permit fees reviewed assume 3000sqft SFR and 28 inspections.

Fee Evaluation Process

- Identify total operating cost allocated to the Building Department
- Identify "Target Revenues" based on projected building planning and permit service activity.
- Reviewed historical building permit activity from 2021-2024 and YTD 2025. Assumed 2024 and 2025 would be most representative of future development activity
- Develop revenue requirements
- Design proposed permit and planning fees to fund revenue requirements
- Prepare and adopt rate resolution to implement rate recommendations

Results /Findings

- Fee increases anticipated in 2026 and consider using CPI Index for future years. County Should monitor the forecast each year.
- Rate recommendation is doubling the current fees in most areas.
- Revenue adjustments 52% in 2026. CPI adjustment for future year

Cash Reserves

- Pursuant to Florida Statutes, Chapter 553.80(7)(a) Operating reserves cannot be greater than average operating budget for the last 4 fiscal years.
- Capital Reserves are not considered a component of operating reserves
- Reserve target is $24,807,500 we are behind by $15,184,755

Recommendations

- Building department revenues do not appear to recover the total cost of services provided.
- Rate adjustment recommended FY 2026 to be implemented January 2026
- Annual CPI adjustment to minimize general inflation impacts on cost.
- Review rates every 3 years.

James French- If permitting shut off today, we have 3 months of payroll. Payroll has increased 35-40% while not doing a fee increase since 2012. Rate increases should have been done 10 years ago.
William Varian- How are the rents being charged calculated

James French- We used current market value. $20.00 per square foot. We charge North Collier $50,000.00 per year. That doesn't cover the cost of computers or use of City View. That was a number that was negotiated a long time ago.
Robert Mulhere- Building department, planning and zoning are general funds.
James French- Planning, Zoning, Engineering and Environmental are within 131 cost centers.
Robert Mulhere- Are you getting ready to move forward to the board soon correct
James French- Board has taken a position for us to go back and look at inefficiencies throughout the county. They have asked ResourceX to go through everything.
Robert Mulhere- I do think it's important if there is any type of activities that we may not be charging for, to look into those. It may have been imbedded into the presentation.
James French- I could provide this to you, but not before the board meeting. We can break that down for you. We could bring it based on your recommendation to the board and demonstrate that to the board.
Robert Mulhere- Appreciate the recommendation for a more regular review of fees. 3 years is a good number. Considering the CPI and volume.
Mark McLean- When you're dealing with current numbers, with this future projection and higher rates, are you projected to be fully staffed and possible raises?
James French- I only wanted a snapshot of what we can look back and defend. 3 years is a good window.
Robert Mulhere- Today is the start of the new budget year. That budget includes all of the vacant positions you wanted to fill. Unless the position was denied.
James French- They developed a work force pool. Parks and Rec, General fund, specialty funded positions, Animal control, are guaranteed open positions that I can fill here so long as I have an available candidate to negotiate filling the position.
Robert Mulhere- There is an assumption of a certain amount of cost that may be lower than the overall budgeted labor amount. We are covered now and with a regular rate review.
James French- As I build the reserve fund balance, I have the ability to go back to the board and ask for a Reserve fund transfer. We had those services that we collected money for that were yet to be delivered. We have been pulling that down from 4 million down to 1.2 million now. WE do have some money left.
Nick Koulaheras- What I worry most about is we ripped the band aid off just to put a bigger one on. What I picked up from slides is we do all of this and are still not there yet, we never get to the state statute of what the reserve should be. I like the idea of a 3-year review but with a CPI index tracking in-between, so you are never 3 years behind.
William Varian- I think you can hear, we are not opposed to any of this because we are going to get the service, we just want to make sure we do this right.
Mark McLean- It's about getting not just what you need today, but what you are going to need 36 months from now.
Mario Valle- The industry and our clients would be willing to pay to get the level of service needed.
James French- If it's the direction of the committee based off of what we worked on with the consultant, to focus more on the reserve fund balance so there is consistency and dependability in the regulatory side of our industry and not relying on the general fund. I am with you. I am still a little reluctant to get full support. In the past when we have had a healthy reserve fund balance, we have always been a target.

Norm- You are on the right track while worrying about the reserve fund, it's a balance. But the last time we raised fees was in 2010
James French – The last time we increased fees was in 2010.
Jeff Curl- So our motion moving forward is to focus on the reserves, I agree with Nick to have the Consumer price index being worked in and revisiting every 3 years. Does that handcuff you in anyway?
James French- Yes no later than 3 years, the only thing that would take DSAC involvement, we are going to have a defendable CPI that relates to your industry, but it would still have to go to the board for adoption.

Robert Mulhere- I will make a motion that we support the consultant's recommendation for Jamie to take it to the board. Including supporting a 3-year re-study by adjusting those fees, if necessary, on an annual basis based on the CPI.
Motion seconded- Mark McLean
Motion passed unanimously

Robert Mulhere- For the meeting are you looking for someone to be at the board meeting with you or a letter of support?
James French- A letter of support would be helpful. From the chairman.
Robert Mulhere- Let us know if you can get a time. I will be there on the 28th.

6. NEW BUSINESS

a. PL20250010243 - Development Order Process and Timeframes- LDCA
Richard Henderlong, Planner III, GMCD

On June 24th, 2025, the governor approved Senate Bill 1080 which amended Statutes FS.125.022, FS.163.31801 and FS.166.033. That regulates the review and approval of land development permits and development order applications by local governments.

The new Law Chapter 2025-177 will become effective on October 1st, 2025.

1. The required processing starts with an acknowledgement of receipt within 5 days.
2. Application must be reviewed for completeness within 30 days
3. Non-quasi-judicial hearing applications must be approved or denied within 120 days.
4. Quasi-judicial applications within 180 days.

During a public meeting/hearing an applicant can request an extension in writing

If an applicant makes a substantial change to 15% or more in density or the square footage of the parcel, it automatically resets the 120–180-day timeclock. Secondly, the statute requires the county to issue refunds as a percentage of the application fee in the event it fails to meet the review time.

1. 10 percent for failure to issue written notice of completeness or areas of deficiencies within 30 days after receiving the application submittal or request for additional information

2. 20 percent for failure to send written notice or areas of deficiencies within 10 days of the second request for information and the applicant submits required information within 30 days
3. 50 percent if the county fails to approve, approve with conditions, or deny the application within 30 days after conclusion of the 120-day or 180-day public hearing timeframe
4. 100 percent if the county fails to act after 30 days and the conclusion of the 120-day or 180-day timeframe
5. If the applicant and county agree to an extension of time, the delay is caused by the applicant or attributable to a force majeure, the county is not required to issue a refund.

Marco Espinar- Why 120 days
Richard Henderlong- That is determined by the State Legislators
Mark McLean- When the applications come in are they being taken in order they came in or based on need
Richard Henderlong- It starts at intake once the application is deemed complete.

Blair Foley- Motion to approve PL20250010243
Motion seconded- Jeff Curl
Motion passed unanimously

William Varian- I just want to confirm that you would like me to do a letter based on the fee schedule. That I have the committee support.

Robert Mulhere- I make a motion that the chairman prepares a letter supporting the fee increase.

Motion Seconded- Norm Gentry
Motion passed unanimously

7. OLD BUSINESS

8. COMMITTEE MEMBER COMMENTS
None

9. ADJOURN

Future Meeting dates
November 5th, 2025 3:00 PM
December 3rd, 2025 3:00PM

There being no further business for the good of the County, the meeting was adjourned at 4:50PM.

COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE

_____
William Varian, Chairman

These minutes were approved by the Committee/Chairman on 11/5/25,
(check one) as submitted ✓ or as amended _____.

Collier County Government

Communications, Government & Public Affairs
3299 Tamiami Trail E., Suite 102
Naples, Florida 34112-5746

September 15, 2025

FOR IMMEDIATE RELEASE

Notice of Public Meeting
Development Services Advisory Committee
Collier County, Florida

October 01, 2025
3:00 p.m.

Notice is hereby given that the **Collier County Development Services Advisory Committee** will meet on **Wednesday, October 01, 2025,** at **3:00 p.m.** in Conference Room 609/610 of the Growth Management Community Development Department building, 2800 N. Horseshoe Drive, Naples, Florida.

Individuals who would like to participate in person must complete and submit a speaker form prior to the beginning of the discussion about the item.

About the public meeting:
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 Board of County Commissioners meeting.

All interested parties are invited to attend and to register to speak. All registered public speakers will be limited to three minutes unless changed by the chairman.

Collier County Ordinance No. 2004-05 requires that all lobbyists shall, before engaging in any lobbying activities (including, but not limited to, addressing the Board of County Commissioners, an advisory board or quasi-judicial board), register with the Clerk to the Board at the Board Minutes and Records Department.

Anyone who requires 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 Division, located at 3335 Tamiami Trail E., Suite 101, 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.

For more information, call Heather Cartwright-Yilmaz at (239) 252-8389.

###

Collier County Government

Communications, Government & Public Affairs
3299 Tamiami Trail E., Suite 102
Naples, Florida 34112-5746

colliercountyfl.gov
twitter.com/CollierPIO
facebook.com/CollierGov
youtube.com/CollierGov

October 28, 2025

FOR IMMEDIATE RELEASE

Notice of Public Meeting
Forest Lakes Roadway & Drainage MSTU Advisory Committee
Collier County, Florida

November 4, 2025
10:00 a.m.

Notice is hereby given that the **Forest Lakes Roadway & Drainage Municipal Service Taxing Unit (MSTU) Advisory Committee** will meet on **Tuesday, November 4, 2025,** at **10:00 a.m.** in the Clubhouse at Forest Lakes, 1058 Forest Lakes Drive, Naples, Florida.

Individuals who would like to participate in person must complete and submit a speaker form prior to the beginning of the discussion about the item.

The agenda will be available on the Collier County Government website at www.collierptne.com/mtsu/forest-lakes-roadway-drainage-advisory-commitee/.

About the public meeting:

Two or more members of the Collier County 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 meeting.

All interested parties are invited to attend, and to register to speak. All registered public speakers will be limited to three minutes unless changed by the chairman.

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For more information, call Jeffrey Felger at (239) 252-5775.

FOREST LAKES

ROADWAY AND DRAINAGE M.S.T.U.
ADVISORY COMMITTEE
8300 Radio Road
Naples, FL 34104

AGENDA

November 4, 2025

1. **CALL TO ORDER**
2. **ATTENDANCE**

Advisory Committee:

Greg Pollock – Chair (4/21/2026)
Kathy Thomson – Vice Chair (4/21/2027)
Patrick Bernal (4/21/2027)
Marianne Fanning (4/21/2026)
Jerry Norsic (4/21/2028)

County Staff:

Ellen Sheffey – Director, PTNE
Jeffrey Felger – MSTU Project Manager
Rosio Garcia- MSTU Operations Analyst

Contractor(s):

Aaron Gross – Ground Zero Landscaping

3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES – OCTOBER 7, 2025**
5. **CONTRACTOR REPORTS**
   - **a.** Ground Zero Landscaping – Aaron Gross
6. **PROJECT MANAGERS REPORT – Jeffrey Felger**
   - **a.** BUDGET REPORT
7. **ONGOING BUSINESS**
   - **a.** Shopping Center Screening – Fence & Sod Burm
   - **b.** Sidewalk Light Poles
     - Pole #33 Replacement (Woodshire Ln)- Working with Simmonds for an option. Possibly have it as an LED because it might help with brightening up that area at night.
   - **c.** Tigris - will be spraying the Lakes mid-November and will be on a monthly cycle
   - **d.** Lake #15 Wall Replacement – working on design bids
   - **e.** Lake Fountain Maintenance- Lake Doctors will be working on lake #9 (warranty work)- and then working on lake #14- two fountains.
8. **NEW BUSINESS**
   - **a.** Lakes #8 & #7 - Rip-Rap Replenishment
   - **b.** Fertilizer October/November- Gound Zero Landscaping - will start we have the Site One PO opened.
   - **c.** Front entrance lights on the ground- I will be speaking to Simmonds for a quote for replacement.
   - **d.** Does entrance flooding fall under the ordinance parameters?
   - **e.** What is a reasonable expectation for stormwater retention on the roads & what funds are available.
   - **f.** What roadway would you like to repave? What would you like to cap your budget at?

g. Sidewalk Replacement - I will be conducting the yearly sidewalk assessment at the start of December.

h. Resident emailed in about Pump station- near the entrance. White Fence would cover it and make it look nice as you enter the community. - I will need to speak to PUD and see if they will allow.

i. Working with Shenandoah for a quote to do swale reshaping on the golf course.

COMMITTEE MEMBER COMMENTS

PUBLIC COMMENTS

ADJOURNMENT

NEXT MEETING

DECEMBER 2ND, 2025 - 10:00 AM
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
1058 FOREST LAKES DRIVE, NAPLES, FL 34112
(239) 261-5497

FOREST LAKES

ROADWAY AND DRAINAGE M.S.T.U. ADVISORY COMMITTEE

8300 Radio Road - Naples, FL 34104

MINUTES

OCTOBER 7, 2025

I. CALL TO ORDER

Vice Chair Thomson called the meeting to order at 10:00 A.M. Roll call was taken, and a quorum of four were present.

II. ATTENDANCE

Advisory Committee	Greg Pollock – Chair (Excused)
	Kathy Thomson – Vice Chair
	Patrick Bernal
	Marianne Fanning
	Jerry Norsic
Staff	Ellen Sheffey – Director, PTNE (Interim – Excused)
	Jeffrey Felger – Project Manager
	Judy Sizensky – Project Manager
	Rosio Garcia – Operations Coordinator
	Keyla Castro - Keyla Castro - Operations Support Analyst II (ZOOM)
Contractors	Aaron Gross - Ground Zero Landscaping
	Wendy Warren - Premier Staffing (Transcription)
Public Attendees	Doug Burnham – General Manager, QRGC
	Jack Hedenstrom - Resident
	Deborah Hestrup – Resident
	Rick Korb - QRGC
	Stacie Young – Resident

III. APPROVAL OF AGENDA

Mr. Norsic moved to approve the October 7, 2025, Agenda of the Forest Lakes Roadway and Drainage MSTU Advisory Committee. Second by Mr. Bernal. Carried unanimously 4 - 0.

IV. APPROVAL OF MINUTES – September 2, 2025

Mr. Norsic moved to approve the minutes of the September 2, 2025, Forest Lakes Roadway and Drainage MSTU Advisory Committee meeting as presented. Second by Mr. Bernal. Carried unanimously 4 – 0.

Ms. Sizensky *introduced Jeffrey Felger, Project Manager for the MSTU. Mr. Felger previously worked for the Collier County Road Maintenance Division as a Road and Bridge Inspection Supervisor. He replaces Dan Schumacher who retired September 30, 2025.*

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported:

- Landscaping is well trimmed and in good condition.

- Penta flowers in the entryway will be replaced with Impatiens flowers in November.
- A landscape plan to beautify the front entrance will be prepared for the Committee to review at the November meeting. Aged Junipers will be removed.
- Maintenance will be performed on the swale of the third hole of the golf course.
- Brazilian Pepper trees on the southwest corner of Woodshire Lane, overhanging the fence, should be trimmed back. A County tree contractor should be contacted for removal of the hanging branches.

VI. PROJECT MANAGERS REPORT

A. Budget Report

(*The full report is included in the distributed Agenda meeting packet, which is accessible at the link shown at the end of these Minutes).*
Forest Lakes MSTU Fund 1626 Budget for October 7, 2025, prepared October 3, 2025.

Ms. Sizensky provided an overview of the budget highlighting:

Purchase Orders

1. City of Naples – reclaimed irrigation water.
2. Carter Fence Company – Woodshire Lane fence.
3. FPL – electricity.
4. Ground Zero Landscaping – grounds maintenance.
   a. Incidentals – landscape materials and refurbishment.
   b. Maintenance – regular landscape, swales & irrigation maintenance.
5. Lake Doctors – lake fountain(s).
6. LJA Engineering – engineering consulting services.
7. Premier Staffing – transcription services.
8. Simmonds Electrical – lighting & general electrical services.
9. SiteOne Landscape Supply – irrigation parts and pumps.
10. Tigris Aquatic Services – Lake's maintenance, aquatic vegetation control.

Budget Summary

1. Line 1, Revenue – Millage assessed and Interest totals $849,700, a decrease of $419,100 over 2024, due to a millage rate reduction from 4.000 to 2.5000.
2. Line 2, Carry Forward – Unexpended Prior Year (2025) Funds 3,617,825.
3. Line 3, Revenue Total – A total of $4,467,525.
4. Line 23, Operating Expense – Of the $349,225 budgeted, $136,575 is committed to existing Purchase Orders, leaving the remainder of $212,650 available within budget for additional operating expenses as needed.
5. Line 28, County Overhead – Of the $109,200 budgeted, $0 has been transferred. (PTNE Staff & support, Property Appraiser & Tax Collector).
6. Line 31, Capital Reserves - $4,009,100 remains for future improvements.
7. Line 32, All Expenses – Of the $4,467,525 budgeted, $136,575 remains committed to existing Purchase Orders leaving $4,330,950 available within budget for additional expenses as needed.
8. Line 33, FY-26 Budget Grand Total – budgeted Revenues (Line 3) and All Expenses (Line 32) are equal and cancel-out, $136,575 remains committed to existing Purchase Orders,

General

- The MSTU Millage Rate of 2.5000 per $1000.00 of taxable value maintains MSTU Roadways, Stormwater Drainage, and assets within the taxing district.

- The Ad Valorem property tax value increased 7.03% for fiscal year 2026 over 2025.
- Funds collected by the Forest Lakes MSTU cannot be utilized outside of the MSTU.

Ms. Sizensky noted:

- The Fiscal Year 2026 budget is effective October 1, 2025.
- The 2026 tax millage rate is 2.5000 per $1,000.00 of taxable value.
- The Office of Budget Management assumes 5% of the millage assessed will be delinquent and factors the assumption into the budget.
- A Purchase Order has been issued to Carter Fence for purchase of equipment and installation of the Woodshire Lane fence.
- The *Asset Management Plan*, prepared June 4, 2024, which estimates life expectancies of MSTU assets and corresponding expenditure projections to fund maintenance and repairs of these assets through 2028, totaling $2,140,995, will be updated.

B. Ordinance Amendment

Ms. Sizensky reported:

The proposed Amendment to Section One of Ordinance 91-107 was approved by the Board of County Commissioners on September 23, 2025.

Lake Wall Replacements and Lake Riprap replenishment are incorporated into the Amendment of Section One of Ordinance 91 -10, permitting the MSTU to undertake repairs to the Quail Run Golf Club property with approval by the Committee.

Lake #15 Wall Repair

- Design and construction plans for the wall repair/replacement will be requested from a County approved contractor.
- Upon completion of a final design, approval by a licensed structural engineer will be obtained to proceed.
- The MSTU will oversee and consider fiscal responsibility for the project subject to approval by the Committee.
- Project installation will be coordinated with the Quail Run Golf Club.

Mr. Burnham will provide Ms. Sizensky and Mr. Felger with the name and contact information of a contractor for retaining wall construction for golf courses.

Lake Riprap Replenishment

- Quail Run Golf Club (QRGC) requested the MSTU provide riprap material for their lakes, with club Staff to perform the installation.
- A quote for riprap material, based on Mr. Burnham's tonnage estimate and stone size, will be solicited from PMI in accordance with the *Asphalt Maintenance and Related Services Contract.*
- The proposed cost sharing arrangement will be presented to the Committee for consideration.
- Mr. Burnham will advise preferred time for installation.

VII. ONGOING BUSINESS

A. Shopping Center Screening – Fence & Riprap Berm

Ms. Sizensky reported:

Fence Installation Woodshire Lane/Pine Ridge Crossing Shopping Center

- A Purchase Order was issued to Carter Fence LLC in the amount of $15,025.00 to purchase equipment and install a black vinyl fence extending from the existing fence south of this area to The Crossings parking lot entrance off Woodshire Lane at the north end.
- Ground Zero Landscaping will construct a riprap berm in the ravine, and install a weed mat roll cloth and riprap, at a cost of $2,717.25.

B. Sidewalk Light Poles

Ms. Sizensky reported:

Lamp replacement

- Simmonds Electrical installed streetlamp bulbs around the perimeter with GE brand High Pressure Sodium (HPS) bulbs.
- A retrofit conversion option to replace the HPS lamps, which are being phased out with amber LED's, will be considered when an option becomes available.

Pole #33 Replacement (Woodshire Lane)

- Sternberg is researching replacement options for pole #33.

VIII. NEW BUSINESS

A. **Lake Fountain Maintenance**

- A quote to repair the Lake 14 pump station has been requested.
- Lake Doctors will perform maintenance on the Lake #9 pump installed on March 26, 2025, at a cost of $10,130.

B. Fertilizer October/November

Ground Zero Landscaping will apply fertilizer in accordance with the schedule in October.

IX. COMMITTEE MEMBER COMMENTS

Feature projects for the MSTU are drainage and roadway paving.

X. PUBLIC COMMENTS

Woodshire Villas Code Complaint Update

- Mr. Hedenstrom of Woodshire Villas reported a Code Complaint was filed with the County stating the hedge planted by Kite Realty Group on the shared property line with Pine Ridge Crossing does not conform to the five-foot height code specification.
- Code Enforcement responded that the hedge planted is acceptable.
- The Woodshire Villas Association planted a hedge on their property line. Irrigation is available in the area.
- The request for new hedge planting will be revisited upon installation of the new fence.
- Mr. Hedenstrom will provide the Code Complaint number to Ms. Sizensky and Mr. Felger.

Holiday Décor

Landscape accent lighting at the community entrance on Forest Lakes Boulevard should be considered for November-December.

XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Vice Chair at 10:58 A.M.

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE

_____

Greg Pollock, Chair

The Minutes were approved by the Committee on _____,2025 as presented ____, or as amended ____.

https://www.collierptne.com/forest-lakes-roadway-drainage-advisory-committee/

NEXT MEETING: **NOVEMBER 4, 2025 - 10:00 A.M.**
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
NAPLES, FL 34105
(239) 261-5497

Forest Lakes M.S.T.U.
Fund 1626
November 4, 2025
FY26

	FY-26	Vendor	Item	PO#	Budget	Commitments	Expenditures	Available
1	MILLAGE COLLECTED & INTEREST		MSTU Revenues		$ (849,700.00)	$ -	$ -	$ (849,700.00)
2	CARRY FORWARD		Unexpended Prior Year Funds		$ (3,617,825.00)	$ -	$ -	$ (3,617,825.00)
3	**ALL REVENUES**				**$ (4,467,525.00)**	**$ -**	**$ -**	**$ (4,467,525.00)**
4	ENG. FEES & OTHERS (631403)				$ 25,000.00	$ 2,301.00	$ -	$ 22,699.00
5	INDIRECT COST REIMBURSE	Collier County	Indirect Cost	Direct Pay	$ 4,200.00	$ 4,200.00	$ -	$ -
6	INTERDEPARTMENT PAYMENT						$ -	$ -
7	LANDSCAPE INCIDENTALS (634990)				$ 20,000.00	$ 15,000.00	$ -	$ 5,000.00
		Ground Zero Landscaping	Grounds Maintenance			$ 70,000.00	$ -	$ -
8	**OTHER CONTRACTUAL (634999)**				**$ 113,900.00**	**$ 70,000.00**	**$ -**	**$ 43,900.00**
		Pavement Management	Sidewalks and Curbs	4500241924		$ 30,000.00	$ -	$ 30,000.00
			Lake Maintenance			$ 10,000.00		$ 10,000.00
		Carter Fence	Black Chain Link Fence	4500240046		$ 15,025.00	$ -	$ -
9	**OTHER CONTRACTUAL (639990)**				**$ 134,625.00**	**$ 55,025.00**	**$ -**	**$ 79,600.00**
10	ELECTRICITY	FPL	Electricity		$ 13,500.00	$ 13,273.93	$ 1,026.07	$ (800.00)
11	WATER & SEWER	City of Naples	Water - Reclaimed Irrigation		$ 3,000.00	$ 3,000.00	$ -	$ -
12	INSURANCE GENERAL	Collier County	Insurance	Direct Pay	$ 900.00	$ 900.00	$ -	$ -
		SiteOne	Irrigation Parts & Pumps	4500242321		$ 9,000.00	$ -	$ -
		Naples Electric Motor Works	Pump Station Services			$ 4,250.00	$ -	$ -
13	SPRINKLER SYSTEM				$ 12,000.00	$ 13,250.00	$ -	$ (1,250.00)
14	MULCH				$ 1,000.00	$ -	$ -	$ 1,000.00
15	LIGHTING MAINTENANCE (646451)	Simmonds Electrical	Electrical Services		$ 10,000.00	$ 14,000.00	$ -	$ (4,000.00)
16	LICENSE & PERMITS				$ 2,000.00	$ -	$ -	$ 2,000.00
17	OTHER MISCELLANEOUS (649990)	Premier Staffing	Transcription		$ 3,000.00	$ 2,500.00	$ -	$ 500.00
18	OFFICE SUPPLIES				$ 100.00	$ -	$ -	$ 100.00
19	COPYING CHARGES	J.M. Todd	Copier CPC		$ 200.00	$ 150.00	$ -	$ 50.00
20	FERT HERB CHEM				$ 500.00	$ -	$ -	$ 500.00
21	OTHER OPERATING				$ 300.00	$ -	$ -	$ 300.00
22	TRAFFIC SIGNS (63710)				$ 5,000.00	$ -	$ -	$ 5,000.00
23	**OPERATING EXPENSES**				**$ 349,225.00**	**$ 193,599.93**	**$ 1,026.07**	**$ 154,599.00**
					$ -		$ -	$ -
24	**CAPITAL OUTLAY**				**$ -**	**$ -**	**$ -**	**$ -**
25	PTNE STAFF & DIVISION OVERHEAD				$ 72,700.00	$ -	$ -	$ 72,700.00
26	PROPERTY APPRAISER				$ 10,000.00	$ -	$ 2,418.81	$ 7,581.19
27	TAX COLLECTOR				$ 26,500.00	$ -	$ -	$ 26,500.00
28	**COUNTY OVERHEAD**				**$ 109,200.00**	**$ -**	**$ 2,418.81**	**$ 106,781.19**
29	RESERVES FOR CAPITAL				$ 4,009,100.00	$ -	$ -	$ 4,009,100.00
30								
31	**CAPITAL RESERVES**				**$ 4,009,100.00**	**$ -**	**$ -**	**$ 4,009,100.00**
32	**ALL EXPENSES**				**$ 4,467,525.00**	**$ 193,599.93**	**$ 3,444.88**	**$ 4,270,480.19**
33	**FY-26 BUDGET GRAND TOTAL**		= ALL REVENUES - ALL EXPENSES		**$ -**	**$ 193,599.93**	**$ 3,444.88**	**$ (197,044.81)**

129,715,669	FY 13 Final Taxable Value	-2.4%
129,977,881	FY 14 Final Taxable Value	0.2%
140,171,072	FY 15 Final Taxable Value	7.8%
152,711,783	FY 16 Final Taxable Value	8.9%
165,722,702	FY 17 Final Taxable Value	8.5%
190,428,196	FY 18 Final Taxable Value	14.9%
202,132,375	FY 19 Final Taxable Value	6.1%
210,299,015	FY 20 Final Taxable Value	4.0%
219,999,549	FY 21 Final Taxable Value	4.6%
227,701,198	FY 22 Final Taxable Value	3.5%
257,799,765	FY 23 Final Taxable Value	13.2%
294,456,887	FY 24 Final Taxable Value	14.2%

Total Available Balance	**$ 4,270,480.19**
Plus Commited And Not Spent	**$ 193,599.93**
Estimated Cash	**$ 4,464,080.12**

Prepared 10.28.2025 MV

Forest Lakes M.S.T.U.
Fund 1626
November 4, 2025
FY26

316,446,199	FY 25 Gross Taxable Value	7.5%	
338,697,670	FY 26 Gross Taxable Value	7.0%	
7.03%	**Adjustment FY 25 to FY 26**		
	FY 26 Gross MSTU Revenue	FY 25	
Millage	**2.5000**	4.0000	**4.0 mill cap**
Tax Dollars	**$846,744**	$1,265,785	**($419,041)**

FOREST LAKES

ROADWAY AND DRAINAGE M.S.T.U. ADVISORY COMMITTEE

8300 Radio Road - Naples, FL 34104

MINUTES

OCTOBER 7, 2025

I. CALL TO ORDER

Vice Chair Thomson called the meeting to order at 10:00 A.M. Roll call was taken, and a quorum of four were present.

II. ATTENDANCE

Advisory Committee	Greg Pollock – Chair (Excused)
	Kathy Thomson – Vice Chair
	Patrick Bernal
	Marianne Fanning
	Jerry Norsic
Staff	Ellen Sheffey – Director, PTNE (Interim – Excused)
	Jeffrey Felger – Project Manager
	Judy Sizensky – Project Manager
	Rosio Garcia – Operations Coordinator
	Keyla Castro - Keyla Castro - Operations Support Analyst II (ZOOM)
Contractors	Aaron Gross - Ground Zero Landscaping
	Wendy Warren - Premier Staffing (Transcription)
Public Attendees	Doug Burnham – General Manager, QRGC
	Jack Hedenstrom - Resident
	Deborah Hestrup – Resident
	Rick Korb - QRGC
	Stacie Young – Resident

III. APPROVAL OF AGENDA

Mr. Norsic moved to approve the October 7, 2025, Agenda of the Forest Lakes Roadway and Drainage MSTU Advisory Committee. Second by Mr. Bernal. Carried unanimously 4 - 0.

IV. APPROVAL OF MINUTES – September 2, 2025

Mr. Norsic moved to approve the minutes of the September 2, 2025, Forest Lakes Roadway and Drainage MSTU Advisory Committee meeting as presented. Second by Mr. Bernal. Carried unanimously 4 – 0.

Ms. Sizensky *introduced Jeffrey Felger, Project Manager for the MSTU. Mr. Felger previously worked for the Collier County Road Maintenance Division as a Road and Bridge Inspection Supervisor. He replaces Dan Schumacher who retired September 30, 2025.*

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported:

- Landscaping is well trimmed and in good condition.

- Penta flowers in the entryway will be replaced with Impatiens flowers in November.
- A landscape plan to beautify the front entrance will be prepared for the Committee to review at the November meeting. Aged Junipers will be removed.
- Maintenance will be performed on the swale of the third hole of the golf course.
- Brazilian Pepper trees on the southwest corner of Woodshire Lane, overhanging the fence, should be trimmed back. A County tree contractor should be contacted for removal of the hanging branches.

VI. PROJECT MANAGERS REPORT

A. Budget Report

(The full report is included in the distributed Agenda meeting packet, which is accessible at the link shown at the end of these Minutes).
Forest Lakes MSTU Fund 1626 Budget for October 7, 2025, prepared October 3, 2025.

Ms. Sizensky provided an overview of the budget highlighting:

Purchase Orders

1. City of Naples – reclaimed irrigation water.
2. Carter Fence Company – Woodshire Lane fence.
3. FPL – electricity.
4. Ground Zero Landscaping – grounds maintenance.
   a. Incidentals – landscape materials and refurbishment.
   b. Maintenance – regular landscape, swales & irrigation maintenance.
5. Lake Doctors – lake fountain(s).
6. LJA Engineering – engineering consulting services.
7. Premier Staffing – transcription services.
8. Simmonds Electrical – lighting & general electrical services.
9. SiteOne Landscape Supply – irrigation parts and pumps.
10. Tigris Aquatic Services – Lake's maintenance, aquatic vegetation control.

Budget Summary

1. Line 1, Revenue – Millage assessed and Interest totals $849,700, a decrease of $419,100 over 2024, due to a millage rate reduction from 4.000 to 2.5000.
2. Line 2, Carry Forward – Unexpended Prior Year (2025) Funds 3,617,825.
3. Line 3, Revenue Total – A total of $4,467,525.
4. Line 23, Operating Expense – Of the $349,225 budgeted, $136,575 is committed to existing Purchase Orders, leaving the remainder of $212,650 available within budget for additional operating expenses as needed.
5. Line 28, County Overhead – Of the $109,200 budgeted, $0 has been transferred. (PTNE Staff & support, Property Appraiser & Tax Collector).
6. Line 31, Capital Reserves - $4,009,100 remains for future improvements.
7. Line 32, All Expenses – Of the $4,467,525 budgeted, $136,575 remains committed to existing Purchase Orders leaving $4,330,950 available within budget for additional expenses as needed.
8. Line 33, FY-26 Budget Grand Total – budgeted Revenues (Line 3) and All Expenses (Line 32) are equal and cancel-out, $136,575 remains committed to existing Purchase Orders,

General

- The MSTU Millage Rate of 2.5000 per $1000.00 of taxable value maintains MSTU Roadways, Stormwater Drainage, and assets within the taxing district.

- The Ad Valorem property tax value increased 7.03% for fiscal year 2026 over 2025.
- Funds collected by the Forest Lakes MSTU cannot be utilized outside of the MSTU.

Ms. Sizensky noted:

- The Fiscal Year 2026 budget is effective October 1, 2025.
- The 2026 tax millage rate is 2.5000 per $1,000.00 of taxable value.
- The Office of Budget Management assumes 5% of the millage assessed will be delinquent and factors the assumption into the budget.
- A Purchase Order has been issued to Carter Fence for purchase of equipment and installation of the Woodshire Lane fence.
- The *Asset Management Plan*, prepared June 4, 2024, which estimates life expectancies of MSTU assets and corresponding expenditure projections to fund maintenance and repairs of these assets through 2028, totaling $2,140,995, will be updated.

B. Ordinance Amendment

Ms. Sizensky reported:

The proposed Amendment to Section One of Ordinance 91-107 was approved by the Board of County Commissioners on September 23, 2025.

Lake Wall Replacements and Lake Riprap replenishment are incorporated into the Amendment of Section One of Ordinance 91 -10, permitting the MSTU to undertake repairs to the Quail Run Golf Club property with approval by the Committee.

Lake #15 Wall Repair

- Design and construction plans for the wall repair/replacement will be requested from a County approved contractor.
- Upon completion of a final design, approval by a licensed structural engineer will be obtained to proceed.
- The MSTU will oversee and consider fiscal responsibility for the project subject to approval by the Committee.
- Project installation will be coordinated with the Quail Run Golf Club.

Mr. Burnham will provide Ms. Sizensky and Mr. Felger with the name and contact information of a contractor for retaining wall construction for golf courses.

Lake Riprap Replenishment

- Quail Run Golf Club (QRGC) requested the MSTU provide riprap material for their lakes, with club Staff to perform the installation.
- A quote for riprap material, based on Mr. Burnham's tonnage estimate and stone size, will be solicited from PMI in accordance with the *Asphalt Maintenance and Related Services Contract.*
- The proposed cost sharing arrangement will be presented to the Committee for consideration.
- Mr. Burnham will advise preferred time for installation.

VII. ONGOING BUSINESS

A. Shopping Center Screening – Fence & Riprap Berm

Ms. Sizensky reported:

Fence Installation Woodshire Lane/Pine Ridge Crossing Shopping Center

- A Purchase Order was issued to Carter Fence LLC in the amount of $15,025.00 to purchase equipment and install a black vinyl fence extending from the existing fence south of this area to The Crossings parking lot entrance off Woodshire Lane at the north end.
- Ground Zero Landscaping will construct a riprap berm in the ravine, and install a weed mat roll cloth and riprap, at a cost of $2,717.25.

B. Sidewalk Light Poles

Ms. Sizensky reported:

Lamp replacement

- Simmonds Electrical installed streetlamp bulbs around the perimeter with GE brand High Pressure Sodium (HPS) bulbs.
- A retrofit conversion option to replace the HPS lamps, which are being phased out with amber LED's, will be considered when an option becomes available.

Pole #33 Replacement (Woodshire Lane)

- Sternberg is researching replacement options for pole #33.

VIII. NEW BUSINESS

A. Lake Fountain Maintenance

- A quote to repair the Lake 14 pump station has been requested.
- Lake Doctors will perform maintenance on the Lake #9 pump installed on March 26, 2025, at a cost of $10,130.

B. Fertilizer October/November

Ground Zero Landscaping will apply fertilizer in accordance with the schedule in October.

IX. COMMITTEE MEMBER COMMENTS

Feature projects for the MSTU are drainage and roadway paving.

X. PUBLIC COMMENTS

Woodshire Villas Code Complaint Update

- Mr. Hedenstrom of Woodshire Villas reported a Code Complaint was filed with the County stating the hedge planted by Kite Realty Group on the shared property line with Pine Ridge Crossing does not conform to the five-foot height code specification.
- Code Enforcement responded that the hedge planted is acceptable.
- The Woodshire Villas Association planted a hedge on their property line. Irrigation is available in the area.
- The request for new hedge planting will be revisited upon installation of the new fence.
- Mr. Hedenstrom will provide the Code Complaint number to Ms. Sizensky and Mr. Felger.

Holiday Décor

Landscape accent lighting at the community entrance on Forest Lakes Boulevard should be considered for November-December.

XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Vice Chair at 10:58 A.M.

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE

Greg Pollock, Chair

The Minutes were approved by the Committee on Nov 4 ,2025 as presented ✓, or as amended ____.

https://www.collierptne.com/forest-lakes-roadway-drainage-advisory-committee/

NEXT MEETING: **NOVEMBER 4, 2025 - 10:00 A.M.**
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
NAPLES, FL 34105
(239) 261-5497

Collier County Government

Communications, Government & Public Affairs
3299 Tamiami Trail E., Suite 102
Naples, Florida 34112-5746

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November 12, 2025

FOR IMMEDIATE RELEASE

Notice of Hybrid Remote Public Meeting
Golden Gate Beautification MSTU Advisory Committee
Collier County, Florida

November 18, 2025
4:30 p.m.

Notice is hereby given that the **Golden Gate Beautification Municipal Service Taxing Unit (MSTU) Advisory Committee** will meet on **Tuesday, November 18, 2025,** at **4:30 p.m.** This will be a Hybrid Remote meeting and held at the Golden Gate Community Center, 4701 Golden Gate Parkway, Naples, Florida. The public may participate either remotely or in person.

Individuals who would like to participate remotely should contact Rosio Garcia at Rosio.Garcia@collier.gov by noon on November 18.

Remote participation is provided as a courtesy and is at the user's risk. The County is not responsible for technical issues.

The agenda will be available on the Collier County Government website at https://www.collierptne.com/mtsu/golden-gate-beautification-advisory-committee/.

About the public meeting:

Two or more members of the Collier County 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 meeting.

All interested parties are invited to attend, and to register to speak. All registered public speakers will be limited to three minutes unless changed by the chairman.

Collier County Ordinance No. 2004-05 requires that all lobbyists shall, before engaging in any lobbying activities (including, but not limited to, addressing the Board of County Commissioners, an advisory board or quasi-judicial board), register with the Clerk to the Board at the Board Minutes and Records Department.

Anyone who requires an auxiliary aid or service for effective communication, or other reasonable accommodations to participate in this proceeding, should contact the Collier County Facilities Management Division, located at 3335 Tamiami Trail E., Suite 101, 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.

For more information, call Jeffrey Felger at (239) 252-5775.

###

GOLDEN GATE BEAUTIFICATION M.S.T.U.

8300 Radio Road
Naples, FL 34104

NOVEMBER 18, 2025

1. **CALL TO ORDER**
2. **ATTENDANCE**

Advisory Committee	Patricia Spencer – Chair (10/06/2029) Florence "Dusty" Holmes (10/06/2029) Ron Jefferson (10/06/2026) - Committee Vacancy - - Committee Vacancy -
Staff	Ellen Sheffey – PTNE Director Jeffrey Felger – Project Manager Rosio Garcia – Operation Analyst
Contractors	Mike McGee – Landscape Architect (McGee & Assoc) Joan Cruz – Grounds Maintenance (Superior Landscaping) Wendy Warren – Transcription (Premier)

3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF AGENDA**
5. **APPROVAL OF MINUTES**
   - **a.** September 16, 2025
   - **b.** October 21, 2025
6. **LANDSCAPE MAINTENANCE REPORT – SUPERIOR LANDSCAPING**
7. **LANDSCAPE ARCHITECT'S REPORTS – M^C^GEE & ASSOCIATES**
   - **a.** Sunshine Boulevard
   - **b.** Coronado Parkway & Hunter Boulevard
   - **c.** Tropicana Boulevard
8. **PROJECT MANAGER'S REPORT**
   - **a.** Budget Report
9. **ONGOING BUSINESS**
   - **a.** Irrigation Extension - Pkwy Median 2 & New Bridge over Santa Barbara Canal
     - Estimated Cost – Road, Bridge, & Stormwater Division (RBSD)- Pam Lulich is writing the executive summary. More info will be available soon.
   - **b.** Sunshine Irrigation Pump Station – it is running, but on a clock. Got the word from Naples Pumps that we need to switch to Motorola. The pump and the computer can't currently talk to each other. I've been working with Collier County Irrigation department. And I will be working with Contemporary Controllers for a quote.
   - **c.** Holiday Decorations 2025 – Will be installed the 16th of November

d. Working with Simmonds Electric on the missing light pole - From the accident on 28th and Tropicana. Spoke with Risk, they stated that we pay for it up front and they will reimburse us on the cost.

10. NEW BUSINESS

a. Fertilizing - Will take place mid-November to beginning of December- Superior landscape

b. Mulching - Will take place mid-December- Southeast Spreading INC.

c. Mcgee - A new landscape design- Sunshine- the Hardwoods are in good shape just the turf and plants areas got effected from the pump not working.

d. Pressure washing the bricks- Spoke with Superior if this is in their wheelhouse- To clean the pavers (Coronado and Hunter)

e. Tree Scapes - and Motorola- Irrigation controllers.

11. PUBLIC COMMENTS

12. ADJOURNMENT

NEXT MEETING:
DECEMBER 16, 2025 – 4:30 PM
GOLDEN GATE COMMUNITY CENTER
4701 GOLDEN GATE PARKWAY
NAPLES, FL 34116



GOLDEN GATE M.S.T.U. ADVISORY COMMITTEE

8300 Radio Road
Naples, FL 34104
September 16, 2025

MINUTES

I. CALL TO ORDER

The meeting was called to order at 4:28 P.M. by Chair Spencer. Attendance was called and a quorum of three was established.

II. ATTENDANCE

Advisory Committee	Patricia Spencer – Chair
	Paula Rogan – Vice Chair (Excused)
	Florence "Dusty" Holmes
	Ron Jefferson
	Open Seat
Staff	Ellen Sheffey – PTNE Interim Director (Excused)
	Dan Schumacher – Project Manager
Landscape	Mike McGee – Landscape Architect, McGee & Associates
	Armando Yzaguirre – Grounds Maintenance, A & M Property Maintenance (Excused)
Others	Wendy Warren – Transcription, Premier

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was not recited.

IV. APPROVAL OF AGENDA

Ms. Holmes motioned to approve the Agenda of the Golden Gate MSTU Advisory Committee as presented. Second by Mr. Jefferson. Carried unanimously 3 - 0.

V. APPROVAL OF MINUTES – August 19, 2025

Chair Spencer moved to approve the Golden Gate MSTU Advisory Committee meeting minutes of August 19, 2025, as presented. Second by Mr. Jefferson. Carried unanimously 3 - 0.

VI. LANDSCAPE MAINTENANCE REPORT

Mr. Schumacher reported:

- Routine landscape maintenance services have been performed on all MSTU roadways.
- Sunshine Boulevard median refurbishments are pending resolution of the irrigation issues.

Grounds Maintenance Multi-Year Contract

- A multi-year contract for three (3) years with a two (2) year renewal option has been awarded to Superior Landscaping and Lawn Service.
- He will drive through the community for a new vendor orientation if the paperwork is submitted prior to the end of September.

VII. LANDSCAPE ARCHITECT'S REPORT – McGee & Associates

(*The full report is included in the distributed Agenda meeting packet, which is accessible at the link shown at the end of these Minutes).*

Mr. McGee summarized the September 3, 2025, observation report noting format highlighting designation:

- Yellow - maintenance recommendation.
- Red - multiple plant loss will occur if not addressed.
- Purple – plants are under warranty and the responsibility of the landscaping contractor to replace.
- Blue (RFQ) – a quote for replacement plants has been requested.
- Strikethrough – items have been, or are being, addressed.

All locations

- Increase irrigation schedule in dry areas.
- Review accent lighting fixtures for cleaning and/or replacement.
- Tracer spray, to identify herbicide applications and provide a visual guide of where the herbicide has been sprayed, should be used to help prevent over spraying, drift, and accidental application to unintended areas.

Sunshine Boulevard

- All replacement plantings are on hold due to irrigation pump system not functioning.
- Review all duckbill guy systems on trees to ensure proper condition.
- All volunteer weeds and tree sprouts need to be removed.

Coronado Parkway & Hunter Boulevard

- A quote has been requested for replacement of Perennial Peanut in Median numbers 3, 4, 5, 6, 10 and 11, east and west ends, and 12. Mr. McGee is unable to identify the cause and suggested replacement with a different material such as Ecoturf.
- Recommend all paver areas be cleaned with "Wet & Forget Outdoor" mold and mildew remover.
- Recommend reviewing all valve locations for green reflective markers that are missing.
- Median end numbering needs to be repainted.

- Median #6 – Remove concrete debris from FPL streetlight pole damaged by a vehicle.
- Medians #5, #6, and #12: Remove Alexander palms, and one stump, and replant with ten-foot clear trunk Alexander palms.
- Median #11 – Recommend reviewing plantings and irrigation upon repair of the median guardrail.
- Median #14
    - Recommend removal of rock/concrete debris from median prior to mulching.
    - Repair paver border. Extend base twelve inches beyond current edge of pavers.

Tropicana Boulevard

- All Volunteer plants and vines growing within ground covers or shrub beds need to be removed.
- Recommend all paver areas be pressure washed and treated with "Wet & Forget" mold treatment spray.
- Repaint median end numbering.
- Median #2: Remove the coupler valve box top and lid and install new ones.
- Median #3 (bridge): Remove Blueberry Flax Lily growing in Iris.
- Median #4 and #5:
    - Remove Asparagus fern growing in Juniper plants.
    - Install four Crape Myrtles.

Fertilizer Schedule

The 2025 – 2026 recommended fertilization schedule for all roadways are included with the report.

Comments

Mr. Schumacher reported:

- A vehicular accident downed a decorative light pole on the south end of Median #5.
- Power was turned off and Simmonds Electrical, Inc. notified, and a repair/replacement quote requested.
- An insurance claim will be filed with the Risk Management Division if an accident report is available from the Sheriff's Office.

VIII. PROJECT MANAGER'S REPORT

Mr. Schumacher reported:

A. Budget Report

(*The full report is included in the distributed Agenda meeting packet, which is accessible at the link shown at the end of these Minutes).*

Golden Gate MSTU Fund 1621 Budget for September 16, 2025, prepared September 8, 2025.

- Purchase Orders
    1. Agriculture Service International – irrigation services.
    2. A & M Property Maintenance – ground maintenance.
        a. Incidentals – landscape plants, materials, and refurbishment.
        b. Maintenance – regular landscape & irrigation maintenance.
    3. FPL – electricity.
    4. Howard Fertilizer – fertilizer.
    5. Lykins-Signtek – "Welcome Sign"
    6. McGee & Associates – landscape architectural services.
    7. Naples Christmas Lighting – Holiday decorations.
    8. Naples Electric motor Works (NEMW) – pump station maintenance.

9. Premier Staffing – transcription services.
10. Simmonds Electrical – electrical maintenance and repairs.
11. SiteOne Landscape Supply – irrigation parts & components.
12. Southeast Spreading – mulch.
13. Tree Scaping of Naples – tree pruning and removal.

- Budget Summary
  1. Line 1, Revenues and Interest – Of the $743,200 budgeted, $783,427 has been collected, a surplus of $40,227.
  2. Line 2, Carry Forward – Unexpended Prior Year (2024) Funds $2,006,206.
  3. All Revenues – Of the $2,749,406 budgeted, $783,427 has been collected leaving an available balance of $1,966,978 (the sum of lines 1 and 2) minus Expenditures.
  4. Line 21, Operating Expense – Of $384,906 budgeted, $78,834 is committed on to existing Purchase Orders and $267,453 is expended, leaving the remainder of $42,618 available within budget for additional operating expenses as needed.
  5. Line 25, County Overhead – Of the $87,300 budgeted, $87,171 has been transferred, and a balance of $126 remains for transfer (PTNE Staff & support, Property Appraiser, & Tax Collector).
  6. Line 28, Capital Projects – Of the $2,277,200 budgeted, a Purchase Order in the amount of $31,738 has been issued for irrigation repairs, leaving $2,245,461 available for improvement projects.
  7. Line 29, All Expenses – Of $2,749,406 budgeted, $106,572 is committed in existing Purchase Orders, $354,624 has been expended, leaving a remainder of $2,288,208 available for MSTU expenditures.
  8. Line 30, FY-25 Budget Grand Total – budgeted Revenues (Line 3) and All Expenses (Line 28) are equal and cancel-out, $106,572 remains committed to existing Purchase Orders, collected Revenues exceed Expenses by $428,802 and $322,229 are Unexpended.

- General
  1. MSTU Tax Rate: 0.5000 Mills is for beautification improvements and maintenance within the taxing district.
  2. The Ad Valorem taxable value increased 8.94% for fiscal year 2025 over 2024 generating additional revenue of $129,275.
  3. Tax millage and interest collected by the Golden Gate Beautification MSTU may only be utilized by the MSTU and within the MSTU district boundary.

Mr. Schumacher noted:

- The Capital Projects category will fund pump station repairs and the proposed irrigation and landscape project(s) on Golden Gate Parkway.
- Uncommitted funds available within budget are eligible for transfer to other categories upon approval by the Committee.
- The Office of Budget Management (OMB) will be requested to add a line item in the FY-26 budget to allocate $150,000 for each of the four MSTU roadways in the Capital Improvements category dedicated to funding expenses incurred for disaster/catastrophic events.

Fiscal Year 2026 Budget

- The FY-26 budget is effective October 1, 2025.

- The Ad Valorem taxable value will be updated in the FY-26 budget.
- Funds not spent on FY-25 will be carried forward to FY-26.
- Asset Management Plan assets and expenditure projections to fund maintenance will be updated for 2026.

B. Committee Terms Expiring and Reapplications

Mr. Schumacher reported two seats, each for a four-year term, are available on the Golden Gate Beautification MSTU Advisory Committee.

Patricia Spencer and Florence Holmes applied for reappointment.

The applicants recommended will be considered for appointment to the Advisory Committee at the October meeting of the Board of County Commissioners.

Meeting Schedule

The October 21,2025 is cancelled. The next MSTU meeting is scheduled for November 18, 2025.

IX. ONGOING BUSINESS

A. Parkway Landscape & Irrigation Median Improvements

Proposed Cost Share – Road, Bridge & Stormwater Division (RBSD)

- Estimated cost proposals for Landscape and Irrigation improvements on Golden Gate Parkway/Golden Gate Bridge, west of the welcome sign at the intersection of Santa Barbara Boulevard, and east toward the bridge over the canal, were presented.
- Irrigation installation will commence, based on the contractor's availability and issuance of a Purchase Order.
- The formal bid package for landscaping will be distributed on September 25, 2025.
- A Notice-to-Proceed will be issued upon completion of the irrigation installation.
- The Road Maintenance Division will be responsible for installing and maintaining the improvements.

Mr. Jefferson motioned to approve the Road Maintenance Division's cost sharing proposal for Parkway Landscape and Irrigation Median Improvements from Santa Barbara Boulevard to 52nd. Terrace SW (including the Parkway canal bridge) for an amount of fifty per cent of total cost, not to exceed $70,000.00. Second by Ms. Holmes. Carried unanimously 3 – 0.

List of Beautification Master Plan

The Committee will consider participating in the landscape improvement project for Santa Barbara Boulevard from I75 to Copperleaf Lane at a future date.

B. Sunshine Irrigation Pump Station

Mr. Schumacher reported:

- Agricultural Services International (ASI) installed a pre-manufactured *Rain Bird* Compact Low Profile VFD Pump Station.
- The FPL power pole is single phase power input; the irrigation pump motor is three phase power output. The Variable Frequency Drive (VFD) will be revised with a compatible VFD component.
- The meter and/or piping will be moved into an underground box.
- ASI is scheduled to complete the installation week ending September 27, 2025.

- The vendor is paid when the project is complete.

X. NEW BUSINESS

Mr. Schumacher reported:

A. Holiday Décor 2025

- Naples Christmas Lighting, a Division of Sight N Sound, submitted quote #1097, dated September 11, 2025, in the amount of $3,500.00, to install holiday decorations and lighting in the Right-of-Way (ROW) on Golden Gate Parkway, at the intersection of Santa Barbara Blvd.
- The Committee decorations will incorporate the renovated community sign and surrounding foliage.
- Warm white and multi-colored lights will be placed in palm bushes.
- Four Palm trees behind the sign will be wrapped with lights.
- Decorations will be confined to the mulched bed area.
- Text and email contact information was provided to report seasonal light outages.

Mr. Schumacher *will confirm the low plants in front of the sign will be lit.*

Mr. Jefferson motioned to approved Naples Christmas Lighting's quote #1097, dated September 11, 2025, for an amount not to exceed $5,000.00, to install holiday decorations and LED lighting in the Right-of-Way on Golden Gate Parkway, at the intersection of Santa Barbara Boulevard. Second by Ms. Holmes. Carried unanimously 3 – 0

XI. COMMITTEE MEMBER COMMENTS

Mr. Schumacher updated the Committee on the Public Utility Department's (PUD) relocation of the Tropicana Pedestrian Shelter.

- Q Grady Minor & Associates, LLC, the civil engineering consultants for the project, was notified of the Committees recommendation to remove the structure.
- Pavers and the trash receptacle for the existing shelter will be salvaged and stored by the County for use in other areas as needed.

Mr. Schumacher *will recommend removal of the structure down to the anchor poles.*

XII. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 5:23 P.M.

GOLDEN GATE MSTU ADVISORY COMMITTEE

_____

Patricia Spencer, Chair

The Minutes were approved by the Committee on _____,2025 as presented ____ or as amended ____.

GoldenGateBeautificationMSTU/CollierPTNE

NEXT MEETING: **OCTOBER 21, 2025 – 4:30 PM**
GOLDEN GATE COMMUNITY CENTER
4701 GOLDEN GATE PARKWAY
NAPLES, FL 34116



GOLDEN GATE M.S.T.U. ADVISORY COMMITTEE

8300 Radio Road
Naples, FL 34104
October 21, 2025

MINUTES

I. CALL TO ORDER

The meeting was called to order at 4:31 P.M. by Chair Spencer. Attendance was called and a quorum was not established.

II. ATTENDANCE

Advisory Committee	Patricia Spencer – Chair
	Florence "Dusty" Holmes
	Ron Jefferson (Excused)
	Open Seat
	Open Seat
Staff	Ellen Sheffey – PTNE Interim Director
	Jeffrey Felger – Project Manager
Landscape	Mike McGee – Landscape Architect, McGee & Associates
	Joaquin Pena – Grounds Maintenance, Superior Landscaping & Lawn Service
Others	Wendy Warren – Transcription, Premier

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

IV. APPROVAL OF AGENDA

Staff noted that due to absence of a quorum the meeting would be held as an informational meeting in accordance with the Agenda.

V. APPROVAL OF MINUTES – September 19, 2025

The minutes of September 19, 2025, Golden Gate Beautification MSTU Advisory Committee meeting, will be considered at the November 18, 2025, meeting.

VI. LANDSCAPE MAINTENANCE REPORT

Mr. Felger reported:

- A multi-year contract for three (3) years with a two (2) year renewal option has been awarded to Superior Landscaping & Lawn Service.
- Routine landscape maintenance services will commence on all MSTU roadways.
- Sunshine Boulevard median refurbishments are pending resolution of the irrigation issues.

VII. LANDSCAPE ARCHITECT'S REPORT – McGee & Associates

An observation report will be presented at the November 18, 2025, meeting.

VIII. PROJECT MANAGER'S REPORT

Mr. Felger reported:

A. Budget Report

(*The full report is included in the distributed Agenda meeting packet, which is accessible at the link shown at the end of these Minutes).*

Golden Gate MSTU Fund 1621 Budget for October 21, 2025, prepared October 15, 2025.

Purchase Orders

1. Agriculture Services International – irrigation services.
2. FPL – electricity.
3. McGee & Associates – landscape architectural services.
4. Naples Christmas Lighting – Holiday decorations.
5. Naples Electric motor Works (NEMW) – pump station maintenance.
6. Premier Staffing – transcription services.
7. Simmonds Electrical – electrical maintenance and repairs.
8. SiteOne Landscape Supply – irrigation parts & components.
9. Southeast Spreading – mulch.
10. Superior Landscaping & Maintenance
    a. Incidentals – landscape plants, materials, and refurbishment.
    b. Maintenance – regular landscape & irrigation maintenance.
11. Tree Scaping of Naples – tree pruning and removal.

Budget Summary

1. Line 1, Revenues and Interest – Millage assessed and Interest totals $781,500, an increase of $38,300 over FY 24.
2. Line 2, Carry Forward – Unexpended Prior Year (2025) Funds Total $2,538,938.
3. All Revenues – A total of $3,320,438 (Millage Assessed, Interest, and FY-25 Carry Forward Funds).
4. Line 21, Operating Expense – Of the $420,800 budgeted, $298,110 is committed on to existing Purchase Orders and $122 is expended, leaving the remainder of $122,566 available within budget for additional operating expenses as needed.
5. Line 25, County Overhead – Of the $90,700 budgeted, $1,391 has been transferred, and a balance of $89,308 remains for transfer (PTNE Staff & support, Property Appraiser, & Tax Collector).
6. Line 28, Capital Projects – Of the $3,320,438 budgeted, a Purchase Order in the amount of $31,738 has been issued for irrigation repairs, leaving $2,777,200 available for improvement projects.

7. Line 29, All Expenses – Of $3,320,438 budgeted, $329,848 is committed in existing Purchase Orders, $1,514 has been expended, leaving a remainder of $2,989,075 available for MSTU expenditures.
8. Line 30, FY-25 Budget Grand Total – budgeted Revenues (Line 3) and All Expenses (Line 28) are equal and cancel-out, $106,572 remains committed to existing Purchase Orders, collected Revenues exceed Expenses by $428,802 and $322,229 are Unexpended.

General

1. The Fiscal Year 2026 budget is effective October 1, 2025.
2. MSTU Tax Rate: 0.5000 Mills is for beautification improvements and maintenance within the taxing district.
3. The Ad Valorem taxable value increased 8.94% for fiscal year 2025 over 2024 generating additional revenue of $38,300.
4. The Office of Budget Management assumes 5% of the millage assessed will be delinquent and factors the assumption into the budget.
5. The *Asset Management Plan* which estimates life expectancies of MSTU assets and corresponding expenditure projections to fund maintenance and repairs of these assets through 2028 will be updated.
6. Tax millage collected and interest by the Golden Gate Beautification MSTU may only be utilized by the MSTU and within the MSTU district boundary.

Mr. Felger noted:

1. The Capital Projects category will fund pump station repairs and the proposed irrigation and landscape project(s) on Golden Gate Parkway.
2. An invoice in the amount of $31,738.40 has been received from Agricultural Services International (ASI) for the installation of an irrigation pump on Sunshine Boulevard.
3. Uncommitted funds available within budget are eligible for transfer to other categories upon approval by the Committee.
4. An inquiry will be made to the Office of Budget Management (OMB) for addition of a line item in the FY-26 budget to allocate $150,000 for each of the four MSTU roadways in the Capital Improvements category dedicated to funding expenses incurred disaster/catastrophic events.

B. Advisory Committee Appointments

Mr. Felger reported the Board of County Commissioners has reappointed Patricia Spencer and Florence Holmes to the Golden Gate Beautification MSTU Advisory Committee.

Two seats, each for a four-year term, are available on the Golden Gate Beautification MSTU Advisory Committee.

IX. ONGOING BUSINESS

Mr. Felger reported:

A. Parkway Landscape & Irrigation Median Improvements

Proposed Cost Share – Road, Bridge & Stormwater Division (RBSD)

- The MSTU approved the Road Maintenance Division's cost sharing proposal for Parkway Landscape and Irrigation Median Improvements from Santa Barbara Boulevard to 52nd. Terrace SW (including the Parkway canal bridge) for an amount of fifty per cent of total cost, not to exceed $70,000.00 at the September 16, 2025, meeting.

- Pamela Lulich, Manager, Landscape Operation, is preparing an *Executive Summary* for Landscape and Irrigation improvements on Golden Gate Parkway/Golden Gate Bridge, west of the welcome sign at the intersection of Santa Barbara Boulevard, and east toward the bridge over the canal, were presented.
- Irrigation installation will commence, based on the contractor's availability and issuance of a Purchase Order.
- The formal bid package for landscaping will be distributed on September 25, 2025.
- A Notice-to-Proceed will be issued upon completion of the irrigation installation.
- The Road Maintenance Division will be responsible for installing and maintaining the improvements.

Ms. Lulich will be invited to the November meeting of the Golden Gate MSTU to provide an update on the project.

B. Irrigation

Mr. Felger reported:

Sunshine Irrigation Pump Station

- Agricultural Services International (ASI) installed a pre-manufactured *Rain Bird* Compact Low Profile VFD Pump Station.
- A quote will be requested from Naples Electric Motor Works (NEMW) for purchase and installation of an upgraded filter for the new pump.
- The quote will be presented to the Committee for consideration at the November meeting.
- The Road Maintenance Division utilizes the Motorola™ system for irrigation for all County roadways.

Irrigation System Conversion

- Terms of a potential contract with HydroPoint will be researched to determine if the current system can be converted to Motorola™.
- Conversion of the MSTU's irrigation system from HydroPoint to Motorola™ would provide continuity with the County equipment.
- The HydroPoint controller(s) would be replaced with Motorola™ controllers.
- A quote(s) will be requested from a qualified contractor(s) for the purchase and installation of the Motorola™ controller(s).
- The quote will be presented to the Committee at the November 2025 meeting for consideration.

X. NEW BUSINESS

Mr. Felger reported:

A. Holiday Décor 2025

- Naples Christmas Lighting, a Division of Sight N Sound, will install holiday decorations and lighting in the Right-of-Way (ROW) on Golden Gate Parkway, at the intersection of Santa Barbara Boulevard, the second week of November.
- The decorations will incorporate the renovated community sign and surrounding foliage.
- Warm white and multi-colored lights will be placed in palm bushes.
- Four Palm trees behind the sign will be wrapped with lights.

B. Tree Scaping of Naples

Mr. Felger presented quote number 11431, in the amount of $8,898.00 and quote number 11432 in the amount of $19,180.00, dated October 21, 2025, from Tree Scaping of Naples, Inc.

The quotes will be considered by the Committee at the November 18, 2025, meeting.

C. Light Pole Replacement

- A vehicular accident downed a decorative light pole on the south end of Median #5.
- A Request for Quote has been requested from Simmonds Electrical.
- An insurance claim will be filed with the Risk Management Division if an accident report is available from the Sheriff's Office.

D. Fertilization

Fertilizer will be applied in November/December in accordance with McGee & Associates schedule.

E. Mulch

- Cocoa Brown mulch will be installed on the medians on confirmation the irrigation system is functioning as intended.
- An inventory of mulch warehoused at the CAT Station will be undertaken. Additional quantities will be ordered as needed.

F. Meeting Time/Location Change

Members present confirmed that meetings scheduled monthly at the Golden Gate Community Center at 4:30 P.M. were convenient.

XI. COMMITTEE MEMBER COMMENTS

Members noted irrigation restoration, median maintenance and beautification are their priorities for the MSTU.

XII. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 4:56 P.M.

GOLDEN GATE MSTU ADVISORY COMMITTEE

_____

Patricia Spencer, Chair

The Minutes were approved by the Committee on _____,2025 as presented _____ or as amended ____.

GoldenGateBeautificationMSTU/CollierPTNE

NEXT MEETING: **NOVEMBER 18, 2025 – 4:30 PM**
GOLDEN GATE COMMUNITY CENTER
4701 GOLDEN GATE PARKWAY
NAPLES, FL 34116

McGee & Associates
Landscape Architecture

Project: GOLDEN GATE BEAUTIFICATION, M.S.T.U. **Landscape Architect Report:** November 2025
Location: Sunshine Blvd.
Project Manager: Jeffrey Felger, Project Manager II, Collier County Public Transit & Neighborhood Enhancements
Consultant: McGee & Associates **Consultant's Representative:** Michael A. McGee, rla, isa
Landscape Contractor: **Contractor's Representative:**
Observation Date: 11/4/2025 **Report Date:** 11/4/2025 **Report No.:** 1 (FY-25-26)

AC - Indicates major items recommended to be discussed by Advisory Committee **S** - Indicates items recommended to be addressed by staff, **C** - Indicates items recommended to be addressed by Contractor

LOCATION/WORK AREA	AC	S	C	R	MAINTENANCE SERVICES OBSERVATIONS & RECOMMENDATIONS	RESPONSE or COMMENTS
					MONTHLY ADDRESSED	Yellow - Highlighting indicates maintenance recommendations. Red – Items if not addressed will result in multiple plant loss.
All locations	X	X			All replacement recommendations are considered on hold due to irrigation pump system not functioning. Normal maintenance issues will continue to be reviewed.	
		X	X		All duckbill guy systems on trees need to be reviewed to make sure they are in proper condition.	
		X	X		All volunteer weds and tree sprouts need to be removed.	
		X	X		All areas are heavily water stressed due to irrigation system not functioning. All replacement plantings must be put on hold. Currently report items are being put on hold. A major renovation planting will be required to reestablish median landscapes.	
Median #1		X	X	4	South End: South tip Juniper plants are dead and need to be removed and replaced. Apparent decline would be contributed water stress, but spider mites and/or a blight may also have contributed. (4) 3 gal. Juniper parsonii are recommended to fill-in missing plants.	
		X	X	15	North End: The Blueberry flax lily bed has lost over 50% of the plants. It is recommended at this point to remove the remaining flax lilies and renovate the bed with a different plant. Install (52) 2 gal., Zamia pumila – Coontie on 3 ft. centers 3 ft. off tree trunks, back of curbs and turf edges.	
		X	X	17	North end.	**M&A 6/5/25:** North end: Previous replacement Sabal palm has died and needs to be replaced. Match existing. This type of palm will require (2) bubblers and additional hand watering to survive its planting.
		X	X	18	North end: Juniper parsonii need to be replaced. (13) Juniper parsonii 3 gal. size are recommended for replacement	
		X	X	18	Sand cordgrass bed: The bed has plants that are dead or missing. (6) Sand cordgrass, 3 gal. size are recommended to fill-in replacement.	
		X	X	18	South end: Juniper replacement plants have declined and/or dead due to sever water stress. (9) 3 gal. Juniper parsonii are recommended to fill-in missing plants.	
		X	X	18	Middle Bed: Yellow African iris plants are declined and/or dead. (4) 1 gal. Yellow African Iris are recommended to fill-in missing plants..	
Median #2		X		12	At address 2224: A previously planted Tabebuia tree in the turf area at some point was removed and not replaced. (1) 65 gal. Floss Silk (Ceiba Speciosa), 11'-13' Ht., 3.5 Cal., 5'-6' Spr. (or, 36" dia. B&B) is recommended for replacement.	

McGee & Associates
Landscape Architecture

GOLDEN GATE BEAUTIFICATION, M.S.T.U. **Location: Sunshine Blvd.** **Report Date:** 11/4/2025 **Report No.:** 1 (FY25-26)

LOCATION/WORK AREA	AC	S	C	R	MAINTENANCE SERVICES OBSERVATIONS & RECOMMENDATIONS	RESPONSE or COMMENTS
		X	X	18	South end: Area of previous auto damaged Juniper need to be renovated. Remove damaged or dead plants. (26) 3 gal. Juniper parsonii in double row	
		X	X	19	At address 2248: Renovation Yellow African Iris have declined and need to be replaced. Also: remove volunteer Blueberry Flax plants in Iris. (10) 3 gal. Yellow African Iris are recommended to fill-in missing plants.	**M&A 5/7/24:** Remove volunteer Frangi Pangi tree in Iris bed.
		X	X	18	At address 2184: (1) Tabebuia Ipe has been removed. (1) 65 gal. Tabebuia Ipe tree, 11'-13' Ht., 3.5 Cal., 5'-6' Spr. (or, 36" dia. B&B) is recommended for replacement.	**M&A 9/5/23:** The tree has been blown over by the recent winds. ~~The north duckbill anchor was installed about 12" not installed to its recommended 24" depth and as a result the tree pulled the anchor up.~~
		X	X	18	At address 2184: The Bougainvillea silhouettes are off color and are stunted in growth. Additional fertilization is highly recommended. Mulch should be pulled away from being in contact with the plant trunks.	**M&A 2/8/23:** (6) plants have declined and/or missing and need to be replaced. 3 gal. size. **M&A 4/4/23:** Plant count is now up to (10) plants and area is dry.
		X	X	18	At address 2160: (1) Tabebuia tree trunk has been girdled by staking straps. The girdling location has healed over but will remain a weak point for the main trunk. At this location an included bark branch union is present. Reduction of this branch is recommended to reduce weight.	
		X	X	18	North End at 2052: Juniper parsoni have large amount of dead and brown foliage which appears to be result of insect (e.g. spider mites) or fungal disease. Contractor should review to treat issue and prune out dead foliage.	**M&A 5/3/22:** Contractor determined Juniper had a Blight disease and bed has been treated. Approx. 39-40 plants involved. **M&A 12/6/22** (14) 3 gal. Juniper parsoni needed to finish replacements.
Median #3 - Pump Station Location- 5 hp, 6" well, VFD		X	X	12	At address 1944: Install (2) Dwarf Bougainvillea 'Helen Johnson' 3 gal. size.	
Median #4		X	X		No major issues observed.	
Median #5		X	X	18	(20+/-) renovation Blueberry flax plants have declined and need to be replaced. Issue appears to irrigation coverage. Install (20) 1 gal. Blueberry flax.	**M&A 6/4/24:** Based upon additional plants dying it is recommended the remaining Blueberry Flax lilies be removed and the area planted with Zamia. (25) 2 gal., Zamia pumila – Coontie on 3 ft. centers 3 ft. off tree trunks, back of curbs and turf edges.
Median #6		X	X	5	At address 1790 or South End: Juniper plantings have sustained vehicular damage as well as water stress causing approximately 50% of the Juniper plants to have dead foliage or entire plants are dead. It is recommended to remove all damaged and declined plants and then review for replacements or renovation.	
		X	X	7	At address 1740-1730: One Golden Tabebuia tree, flagged with white tape, has sever trunk issues due to unhealed previous pruning cuts and removal and replacement is recommended. Replace with Pink Trumpet tree, Handroanthus impetiginosus 11'-13' Ht., 3.5 Cal., 5'-6' Spr., 36" dia. B&B or 65 Gal. size container.	
		X	X	11	At address 1750 & 1760: ~~Prune back existing Bougainvillea to a 24-inch diameter.~~ Install (8) Dwarf Bougainvillea 'Helen Johnson' 3 gal. size.	
		X	X	17	At address 1720: Water stress has caused the decline of Iris plants. (20) 3 gal. Yellow African iris plants.	**M&A 6/4/24:** Remove volunteer Blueberry Flax lilies.
		X	X	27	At address 1740: The Bougainvillea silhouettes are off color and are stunted in growth.	**M&A 4/4/23:** Bougainvillea plants have declined and/or dead.

GOLDEN GATE BEAUTIFICATION, M.S.T.U. **Location: Sunshine Blvd.** **Report Date:** 11/4/2025 **Report No.:** 1 (FY25-26)

LOCATION/WORK AREA	AC	S	C	R	MAINTENANCE SERVICES OBSERVATIONS & RECOMMENDATIONS	RESPONSE or COMMENTS
					Plants should be reviewed for irrigation coverage and additional fertilization. Mulch should be pulled away from being in contact with the plant trunks.	Recommended to remove all. (37) 3 gal. Bougainvillea 'Silhouettes'
18th Place SW Median		**X**	**X**		Bougainvillea needs to be pruned and vines removed.	
		X		3	Median did not get mulched.	
	X	**X**			Recommendation: Remove all surface vegetation (Bougainvillea shrubs) and lower grade 3-inches. Install (7) 3 gal., Aechmea "Raspberry Bromeliad Mulch entire median with 3-inch depth of Rice Rock mulch to include filter cloth below Rice Rock mulch.	**M&A 6/4/24:** With rainy season approaching it is recommended preparations begin to renovate median as listed. M&A 11/5/24 with rainy season ending any replanting's will require truck watering at planting and for a period of establishment.
18th Ave. S.W. Median		**X**		3	Median did not get mulched. Recommend mulching	
	X	**X**			Recommendation: Remove all surface vegetation and lower grade 3-inches. Install (8) 3 gal., Aechmea "Raspberry Bromeliad Mulch entire median with 3-inch depth of Rice Rock mulch to include filter cloth below Rice Rock mulch.	**M&A 6/4/24:** With rainy season approaching it is recommended preparations begin to renovate median as listed. **M&A 11/5/24:** with rainy season ending any replanting's will require truck watering at planting and for a period of establishment.
					QUARTERLY ADDRESSED	
Accent/Street Lighting	**X**				It is recommended all lights be reviewed for cleaning or replacements if needed. Some fixtures appear to have hazy and/or dirty lenses which reduce light levels.	
Lighting Electric Meters & Irrigation Controller Electric Source Locations					Lighting Electric Meter 2271 Sunshine Blvd., 1 SUN, Alley off 23rd Ave. SW Lighting Electric Meter & Irrigation Controller Electric, 1995 Sunshine Blvd., 2 SUN, Alley off 20th PL. SW Lighting Electric Meter 4642 18th Pl. SW, 3 SUN, North R/W	
Fertilizations:			**X**		Attached is the FY25-26 fertilization schedule	
Irrigation:		**X**	**X**		Previous month water use total per WeatherTrak controller estimate 0 gallons. Apparently pump station is still offline. Pump station is on site not confirmed it is operational.	

McGee & Associates
Landscape Architecture

GOLDEN GATE BEAUTIFICATION, M.S.T.U. **Location: Sunshine Blvd.** **Report Date:** 11/4/2025 **Report No.:** 1 (FY25-26)

LOCATION/WORK AREA	AC	S	C	R	MAINTENANCE SERVICES OBSERVATIONS & RECOMMENDATIONS	RESPONSE or COMMENTS

GOLDEN GATE MSTU FY 25-26 RECOMMENDED FERTILIZATION SCHEDULE - ALL ROADWAYS

Plant Type	Turf / St. Augustine	Palm Trees	Shrubs & Grn. Cover Beds	Perennial Peanut
Month / Areas	(72,234 S.F., Estimated)		(30,000 S.F., Estimated)	(9,000 S.F., Estimated)
January	16-0-8 (with trace elements) 4 lb. per 1000 S.F. (288 lbs. (6-50 lb. bags)	8-0-12-4 Mg-90 day release (116) Alexander palms: 4 lbs. per palm, (16) Paurotis palms: 10 lbs. per palm, (3) Foxtail palms: 5 lbs. per palm (13- 50 lb. bags)	8-0-10 Ultra (Florikote Collier blend) 15 lbs. per 1000 S.F. (6 - 50 lb.bags)	8-0-10 Ultra (Florikote Collier blend) 15 lbs. per 1000 S.F. (4 - 50 lb.bags)
Febuary				
March		Place order for March Applications		
April	16-0-8 (with trace elements) 4 lbs. per 1000 S.F. (288 lbs. (6-50 lb. bags)	8-0-12-4 Mg-90 day release (116) Alexander palms: 4 lbs. per palm, (16) Paurotis palms: 10 lbs. per palm, (3) Foxtail palms: 5 lbs. per palm (13- 50 lb. bags)	8-0-10 Ultra (Florikote Collier blend) 15 lbs. per 1000 S.F. (6 - 50 lb.bags)	0-0-22-22S-11Mg 4.6 lbs. per 1000 S.F. (50 lbs.(1-50 lb. bag)
May	Iron plus Soil Acidifier	Place order for June Applications	Iron plus Soil Acidifier	
June	16-0-8 (with trace elements) 4 lbs. per 1000 S.F. (288 lbs. (6-50 lb. bags)	8-0-12-4 Mg-90 day release (116) Alexander palms: 4 lbs. per palm, (16) Paurotis palms: 10 lbs. per palm, (3) Foxtail palms: 5 lbs. per palm (13- 50 lb. bags)	8-0-10 Ultra (Florikote Collier blend) 15 lbs. per 1000 S.F. (6 - 50 lb.bags)	8-0-10 Ultra (Florikote Collier blend) 15 lbs. per 1000 S.F. (4 - 50 lb.bags)
July		Place order for August Applications		
August		0-0-22-22S-11Mg (16) Paurotis palms: 3 lbs. per palm (1-50 lb. bag)		0-0-22-22S-11Mg 4.6 lbs. per 1000 S.F. (50 lbs.(1-50 lb. bag)
September		Place order for October Applications		
October	16-0-8 (with trace elements) 4 lbs. per 1000 S.F. (288 lbs. (6-50 lb. bags)	8-0-12-4 Mg-90 day release (116) Alexander palms: 4 lbs. per palm, (16) Paurotis palms: 10 lbs. per palm, (3) Foxtail palms: 5 lbs. per palm (13- 50 lb. bags)	8-0-10 Ultra (Florikote Collier blend) 15 lbs. per 1000 S.F. (6 - 50 lb.bags)	8-0-10 Ultra (Florikote Collier blend) 15 lbs. per 1000 S.F. (4 - 50 lb.bags)
November				
December		Place order for January Applications		

Canopy & Palm trees: (e.g. Sabal palmns, Live Oaks, Crape Myrtles, Silk Floss, Orchid, Holly, Handroanthus spp. (Tabebuia) are not to receive any additional fertilizer unless it is a new or replacement planting.

Optional: At maintenance Consultants Recommendation. Blooming Plants - Bougainvillea, Blueberry Flax Lily, African Iris

Optional: Add to pest and/or disease control sprayings for shrubs and turf: Ferromec AC 15-0-0 plus 6% iron, 3% sulfur @ 1.5 gal./100 gal. H2O

Do not apply to any flower buds or blossoms in flower.

Contractor shall field measure turf and plant areas in order to determine required quanities of product needed per application.

- Indicates months the contractor is to request Project Manager to place fertilizer orders for next application month

- Indicates period of no Nitrogen applications.

McGee & Associates
Landscape Architecture

Project: GOLDEN GATE BEAUTIFICATION, M.S.T.U.
Location: Coronado Parkway & Hunter Blvd.
Project Manager: Jeffrey Felger, Project Manager II, Collier County Public Transit & Neighborhood Enhancements
Consultant: McGee & Associates
Landscape Contractor:
Observation Date: 11/4/2025

Landscape Architect Report: November 2025
Consultant's Representative: Michael A. McGee, rla, isa
Contractor's Representative:
Report Date: 11/4/2025
Report No.: 1 (FY-25-26)

AC - Indicates major items recommended to be discussed by Advisory Committee **S** - Indicates items recommended to be addressed by staff, **C** - Indicates items recommended to be addressed by Contractor

LOCATION/WORK AREA	AC	S	C	R	MAINTENANCE SERVICES OBSERVATIONS & RECOMMENDATIONS	RESPONSE or COMMENTS
					MONTHLY ADDRESSED	Yellow - Highlighting indicates maintenance recommendations. Red – Items if not addressed will result in multiple plant loss.
Coronado Pkwy. - All locations		X	X	5	It is recommended that any future herbicide spray treatments with handheld sprayers use a colored tracer in the mix.	
		X	X	6	The irrigation coverage of the perennial peanut needs to be reviewed in Median #3, 4 east & west ends, 5 east & west ends, 6 east & west ends, 10 east & west ends, 11 east & west ends, and 12.	
	X	X			Recommended all paver areas be pressure washed and treated with "Wet & Forget" mold treatment spray.	
		X			Recommend reviewing all valve locations for green reflective markers that are missing.	
		X			Median end numbering needs to be repainted.	
Median #1- Pavers		X			Pressure cleaning recommended	
Median #2- Pavers		X			Pressure cleaning recommended	
Median #3		X	X	5	Perennial peanut ~~bed contains weeds and~~ there is a large area of missing plants. (240) 1 gal. Golden Glory are recommended to fill-in missing plants.	
Median #4		X	X	5	East end: Perennial peanut plantings are missing plants. (99) 1 gal. Golden Glory are recommended to fill-in missing plants.	
		X	X	5	Middle area: Yellow African Iris are dead or missing. (4) 3 gal. Yellow African Iris are recommended to fill-in missing plants	
		X	X	5	West end: Perennial peanut plantings are missing plants. (54) 1 gal. Golden Glory are recommended to fill-in missing plants.	
Median #5		X	X	5	Perennial peanut plantings are missing plants. (64) 1 gal. Golden Glory are recommended to fill-in missing plants.	
		X	X	5	West end: Alexander palm needs to be removed and replaced. (1) 10 ft. clear trunk Alexander palm recommended for replacement.	
Median #6		X	X	4	East end: FPL concrete streetlight pole was hit by vehicle. ~~Remove concrete debris.~~ No apparent damage to plants, but review irrigation may be needed.	
		X	X	5	East end: Perennial peanut plantings are missing plants. (10) 1 gal. Golden Glory are recommended to fill-in missing plants.	
		X	X	6	A previous storm damaged Alexander palm that was removed and the stump left behind needs to be replaced. Stump removal and replanting is recommended. (1) 10 ft. clear trunk Alexander palm recommended for replacement.	
Median #7		X	X		No major issues observed	
Median #8		X	X		No major issues observed	
Median #9 - Pavers		X	X		Pressure cleaning recommended	

McGee & Associates
Landscape Architecture

GOLDEN GATE BEAUTIFICATION, M.S.T.U. **Location:** Coronado Pkwy. & Hunter Blvd. **Report Date:** 11/4/2024 **Report No.:** 1 (FY25-26)

LOCATION/WORK AREA	AC	S	C	R	MAINTENANCE SERVICES OBSERVATIONS & RECOMMENDATIONS	RESPONSE or COMMENTS
Median #10		X	X	5	West end: Perennial peanut plantings are missing plants. (150) 1 gal. Golden Glory are recommended to fill-in missing plants.	
		X	X	5	West end: African iris plantings contain weeds, with 15 plants missing. (15) 3 gal. Yellow African Iris are recommended to fill-in missing plants.	
		X	X	7	East end: (200) 1 gal. Golden Glory are recommended to fill-in missing plants.	
Median #11 Bridge		X	X		Inside lane median guardrail was hit by vehicle. Recommend reviewing plantings and irrigation after repair.	
		X	X	5	East end: (20) 1 gal. Golden Glory are recommended to fill-in missing plants.	
Median #12		X	X	4	West end: (20) 1 gal. Golden Glory are recommended to fill-in missing plants.	
		X	X	12	Middle of median: Alexander palm has severe trunk fugus damage due to a previous wound and needs to be removed, flagged with white ribbon. (1) 10 ft. clear trunk Alexander palm recommended for replacement.	
Median #13		X	X		No major issues observed	
Median #14		X	X	20	Repair 12 L.F. of paver border, remove & replace soldier course edge to include compacted base and mortar edging. Base shall extend 12-inches beyond current edge of pavers.	
Hunter Blvd. - All locations		X			Median end numbering needs to be repainted.	
	X	X			Recommended all paver areas be pressure washed and treated with “Wet & Forget” mold treatment spray.	
Median #1		X	X		No major issues observed	
Median #2		X	X	6	North end.	**M&A 6/5/25:** North end: Recent rains have allowed liriope plants to regrow. (~~25~~ 6) Recently planted Liriope plants are in decline, dead, or missing.
Median #3		X	X	6	South end:	**M&A 6/5/25:** South end: Recent rains have allowed liriope plants to regrow. (~~6~~ 2) Recently planted Liriope plants are in decline, dead, or missing.
		X	X	6	North end: (50+/-) perennial peanut are missing. (50) 1 gal. Golden Glory are recommended to fill-in missing plants.	
		X	X	6	At address 2340: Bougainvillea Miss Alice (white) are in decline, dead, or missing. (7) 3 gal. Bougainvillea Miss Alice (white) are recommended to fill-in missing plants	
		X	X	6	At address 2330: Bougainvillea Miss Alice (white) are in decline, dead, or missing. (9) 3 gal. Bougainvillea Miss Alice (white) are recommended to fill-in missing plants.	
Median #4		X	X	5	North end: The last Alexander palm to the south was previously removed. It is recommended to replant at this time. (1) 10 ft. clear trunk Alexander palm.	
		X	X	6	At address 2300: (35+/-) perennial peanut are missing. (35) 1 gal. Golden Glory are recommended to fill-in missing plants.	
		X	X	6	North end: ~~Also the previous existing perennial peanut plants that were removed are re-sprouting and need to be spray with herbicide.~~	**M&A 6/5/25:** North end: Recent rains have allowed liriope plants to regrow. ~~Bed is also dry.~~ (~~13~~ 10) Recently planted Liriope plants are in decline, dead, or missing.

McGee & Associates
Landscape Architecture

GOLDEN GATE BEAUTIFICATION, M.S.T.U. **Location:** Coronado Pkwy. & Hunter Blvd. **Report Date:** 11/4/2024 **Report No.:** 1 (FY25-26)

LOCATION/WORK AREA	AC	S	C	R	MAINTENANCE SERVICES OBSERVATIONS & RECOMMENDATIONS	RESPONSE or COMMENTS
Median #5 **Pump station –** Median #5, 7.5 hp, 8" well feeds Hunter & Coronado, Hydropoint Controller in median		X	X	6	South end: Perennial peanuts are over 50% missing. Recommend remove remainder and replant - seven staggered rows, offsets as follows: 3-4 feet off tree trunks, 2-feet from back of curb & 3-feet off paver edges. (120) Liriope 'Big Blue', 18" o.c. in 1 gal. size. (re-verify rows & count)	
Median #6		X	X	5	South end:(~~20~~ 35+/-) perennial peanut are missing. (35) 1 gal. Golden Glory are recommended to fill-in missing plants.	
		X	X	10	At address 2018: (1) Jatropha tree is missing. (1) 6 ft. Jatropha tree overall ht. multi-stem plant.	
Median #7		X	X	6	At address 1991: Fire burnt one Iris.	
Median #8		X	X	3	At address 5250: Strangler figs in ~~Sabal palms and~~ Saw palmettos.	
		X	X	5	Middle area: (10) Muhly grass are missing. (10) 3 gal. Muhly grass are recommended to fill-in missing plants.	
		X	X	6	East end: The recently planted perennial peanut look very bad. (25+/-) are in decline, dead, or missing. ~~Some foliage is dwarfed which is an indicator of too much herbicide others are very yellow which could be over watering related or nutritional. Application of 0-0-22-22S-11mg fertilizer is highly recommended.~~	**MA 6/03/25:** Based upon the amount of missing and/or dead perennial peanut it is recommended this area of the median be renovated as follows: (159) Liriope 'Big Blue', 18" o.c. in 1 gal. size. New plantings are to have offsets as follows: 3-4 feet off tree trunks, 2-feet from back of curb & 3-feet off paver edges (36) 3 gal. Muhly grass plants between the Oak tree and the Bougainvillea shrubs. If not renovated (121) 1 gal. Golden Glory perennial peanut needed to replace missing.
Median #9		X	X	2	West end: Alexander palm has no center frond spear. Flagged for removal and replacement. (1) 10 ft. clear trunk Alexander palm recommended for replacement.	
				5	East end:(25+/-) perennial peanut are missing. Fill in with one gal. size Golden Glory. (25) 1 gal. Golden Glory are recommended to fill-in missing plants.	
		X	X	6	West end:(~~25~~ 57+/-) perennial peanut are missing. Fill in with one gal. size Ecoturf. (57) 1 gal. Ecoturf are recommended to fill-in missing plants.	
Median #10		X	X	2	(38+/-) perennial peanut are missing. (38) 1 gal. Golden Glory are recommended to fill-in missing plants.	
Median #11		X	X		No major issues observed	
Median #12		X	X	22	Median: Recommend repair of 12 L.F. of paver border, remove & replace soldier course edge to include compacted base and mortar edging. Base shall extend 12-inches beyond current edge of pavers.	
					QUARTERLY ADDRESSED	
Fertilization:		X	X		See attached FY 25-26 fertilization schedule, If October fertilizer did not get applied then it is recommended to apply as soon as possible.	
General Irrigation:					Previous month water use total per WeatherTrak controller estimate 242,444 gallons.	

McGee & Associates
Landscape Architecture

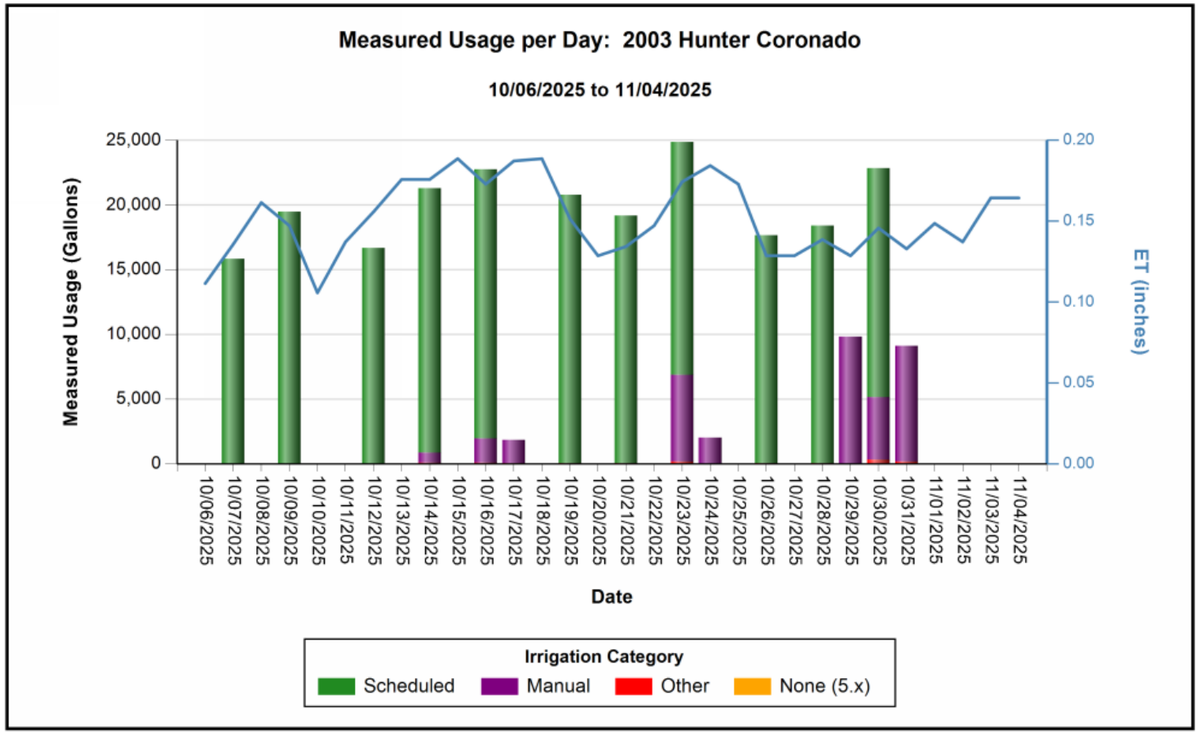
GOLDEN GATE BEAUTIFICATION, M.S.T.U. **Location:** Coronado Pkwy. & Hunter Blvd. **Report Date:** 11/4/2024 **Report No.:** 1 (FY25-26)

LOCATION/WORK AREA	AC	S	C	R	MAINTENANCE SERVICES OBSERVATIONS & RECOMMENDATIONS	RESPONSE or COMMENTS

Collier County
Site: Golden Gate MSTU
09105378 - 2003 Hunter Coronado

Single Controller
Measured Usage History Report

WeatherTRAK



GOLDEN GATE MSTU FY 25-26 RECOMMENDED FERTILIZATION SCHEDULE - ALL ROADWAYS				
Plant Type	**Turf / St. Augustine**	**Palm Trees**	**Shrubs & Grn. Cover Beds**	**Perennial Peanut**
Month / Areas	**(72,234 S.F., Estimated)**		**(30,000 S.F., Estimated)**	**(9,000 S.F., Estimated)**
January	16-0-8 (with trace elements) 4 lb. per 1000 S.F. (288 lbs. (6-50 lb. bags)	8-0-12-4 Mg-90 day release (116) Alexander palms: 4 lbs. per palm, (16) Paurotis palms: 10 lbs. per palm, (3) Foxtail palms: 5 lbs. per palm (13- 50 lb. bags)	8-0-10 Ultra (Florikote Collier blend) 15 lbs. per 1000 S.F. (6 - 50 lb.bags)	8-0-10 Ultra (Florikote Collier blend) 15 lbs. per 1000 S.F. (4 - 50 lb.bags)
Febuary				
March		Place order for March Applications		
April	16-0-8 (with trace elements) 4 lbs. per 1000 S.F. (288 lbs. (6-50 lb. bags)	8-0-12-4 Mg-90 day release (116) Alexander palms: 4 lbs. per palm, (16) Paurotis palms: 10 lbs. per palm, (3) Foxtail palms: 5 lbs. per palm (13- 50 lb. bags)	8-0-10 Ultra (Florikote Collier blend) 15 lbs. per 1000 S.F. (6 - 50 lb.bags)	0-0-22-22S-11Mg 4.6 lbs. per 1000 S.F. (50 lbs.(1-50 lb. bag)
May	Iron plus Soil Acidifier	Place order for June Applications	Iron plus Soil Acidifier	
June	16-0-8 (with trace elements) 4 lbs. per 1000 S.F. (288 lbs. (6-50 lb. bags)	8-0-12-4 Mg-90 day release (116) Alexander palms: 4 lbs. per palm, (16) Paurotis palms: 10 lbs. per palm, (3) Foxtail palms: 5 lbs. per palm (13- 50 lb. bags)	8-0-10 Ultra (Florikote Collier blend) 15 lbs. per 1000 S.F. (6 - 50 lb.bags)	8-0-10 Ultra (Florikote Collier blend) 15 lbs. per 1000 S.F. (4 - 50 lb.bags)
July		Place order for August Applications		
August		0-0-22-22S-11Mg (16) Paurotis palms: 3 lbs. per palm (1-50 lb. bag)		0-0-22-22S-11Mg 4.6 lbs. per 1000 S.F. (50 lbs.(1-50 lb. bag)
September		Place order for October Applications		
October	16-0-8 (with trace elements) 4 lbs. per 1000 S.F. (288 lbs. (6-50 lb. bags)	8-0-12-4 Mg-90 day release (116) Alexander palms: 4 lbs. per palm, (16) Paurotis palms: 10 lbs. per palm, (3) Foxtail palms: 5 lbs. per palm (13- 50 lb. bags)	8-0-10 Ultra (Florikote Collier blend) 15 lbs. per 1000 S.F. (6 - 50 lb.bags)	8-0-10 Ultra (Florikote Collier blend) 15 lbs. per 1000 S.F. (4 - 50 lb.bags)
November				
December		Place order for January Applications		
Canopy & Palm trees: (e.g. Sabal palmns, Live Oaks, Crape Myrtles, Silk Floss, Orchid, Holly, Handroanthus spp. (Tabebuia) are not to receive any additional fertilizer unless it is a new or replacement planting.				
Optional: At maintenance Consultants Recommendation. Blooming Plants - Bougainvillea, Blueberry Flax Lily, African Iris				
Optional: Add to pest and/or disease control sprayings for shrubs and turf: Ferromec AC 15-0-0 plus 6% iron, 3% sulfur @ 1.5 gal./100 gal. H2O				
Do not apply to any flower buds or blossoms in flower.				
Contractor shall field measure turf and plant areas in order to determine required quanities of product needed per application.				
	- Indicates months the contractor is to request Project Manager to place fertilizer orders for next application month			
	- Indicates period of no Nitrogen applications.			

McGee & Associates

Landscape Architecture

Project: GOLDEN GATE BEAUTIFICATION, M.S.T.U. **Landscape Architect Report:** November 2025
Location: Tropicana Blvd.
Project Manager: Jeffrey Felger, Project Manager II, Collier County Public Transit & Neighborhood Enhancements
Consultant: McGee & Associates **Consultant's Representative:** Michael A. McGee, rla, isa
Landscape Contractor: **Contractor's Representative:**
Observation Date: 11/4/2025 **Report Date:** 11/4/2025 **Report No.:** 1 (FY-25-26)

AC - Indicates major items recommended to be discussed by Advisory Committee **S** - Indicates items recommended to be addressed by staff, **C** - Indicates items recommended to be addressed by Contractor.

LOCATION/WORK AREA	AC	S	C	R	MAINTENANCE SERVICES OBSERVATIONS & RECOMMENDATIONS	RESPONSE or COMMENTS
					MONTHLY ADDRESSED	Yellow - Highlighting indicates maintenance recommendations. Red – Items if not addressed will result in multiple plant loss.
All locations:		X	X	4	Median numbers need to be repainted on the ends of the medians.	
	X	X			Recommended all paver areas be pressure washed and treated with "Wet & Forget" mold treatment spray.	
Median #1		X	X		No major issue observed.	
Median #2		X	X		The volunteer Asparagus fern needs to be removed from within the north end of the Bougainvillea shrubs.	
		X	X	22	The existing quick coupler valve box is broken and deformed and needs to have the top box and lid removed and new ones installed.	
Pedestrian shelter (31st Ave. SW)		X			Pedestrian shelter area is to be removed. No major issue observed.	
Median #3 Bridge		X	X	4	South end: Remove Blueberry Flax lily regrowing in Iris	
		X	X	14	North end: On tip of median 3 Juniper have been runover and removal and replacement is recommended. (3) Juniper parsonii 3 gal. size.	
Median #4		X	X	10	North end: Remove volunteer ~~Oyster plants~~ and Asparagus fern in Juniper plants.	
		X	X	23	At address 2930: Recommend removing two Crape myrtles install (2) Crape Myrtle 'Natchez', White, 30 gal., 2" cal., 8'-10' ht., 5'-6' spr., Multi-stem (4 min.). Will require (1) bubbler location with (2) adjustable flood bubblers per tree.	
Pedestrian Shelter (28th Ave. SW)		X			There are four Sabal palms within the right-of-way just west of the shelter that are the MSTU's previous planting. It is recommended these palms be added into the next tree trimming cycle.	
		X			Pavers should be cleaned	
Median #5		X	X	21	At address 2672: Holly tree has totally defoliated, and main trunk bark is cracking. Decline would contribute to mature age of 16+/- years and past site conditions. Recommendation is to schedule removal by excavation and replant with ~~Ilex x attenuate – East Palatka Holly 10' Ht., 3' spr., 3.5" cal. in 65 gal. container~~	**M&A 8/5/25:** Recommend changing tree type from holly to Crape Myrtle 'Muskogee', Pink, 30 gal., 2" cal., 8'-10' ht., 5'-6' spr., Multi-stem (4 min.)
		X	X	22	At address 2600-2582: Holly tree has totally defoliated, root system is rotting, main trunk has severe rot due to previous pruning wounds not compartmentalizing and healing over. Recommendation is to schedule removal by excavation and replant with ~~Ilex x attenuate – East Palatka Holly 10' Ht., 3' spr., 3.5" cal. in 65 gal. container~~	**M&A 8/5/25:** Recommend changing tree type from holly to Crape Myrtle 'Muskogee', Pink, 30 gal., 2" cal., 8'-10' ht., 5'-6' spr., Multi-stem (4 min.)
		X	X	21	At address 2520: ~~Remove volunteer Crape myrtles growing in Bougainvillea bed.~~ **- UNDER REVIEW -**	**M&A 11/7/22:** it is recommended due to the amount of shade over this planting location that the existing Bougainvillea and Crape myrtle sprouts be removed, and the area planted with

McGee & Associates
Landscape Architecture

GOLDEN GATE BEAUTIFICATION, M.S.T.U. **Location:** Tropicana Blvd. **Report Date:** 11/4/2025 **Report No.:** 1 (FY-25-26)

LOCATION/WORK AREA	AC	S	C	R	MAINTENANCE SERVICES OBSERVATIONS & RECOMMENDATIONS	RESPONSE or COMMENTS
						Bromeliads. (45) Neoregelia carolinae 'Tricolor', 6" pots, 24" o.c.+/-, first row 4' off back of curb. **M&A 9/5/23:** It appears carpe myrtle sprouts have been treated with herbicide. **M&A 11/4/25:** Renovation planting listed above is still recommended.
		X		2	At address 2600: Recommend Oak, 18" caliper, 50% damaged in main trunk from broken off large branch be monitored yearly.	**M&A 6/6/23:** This Oak is adjacent to the declined Holly tree at address 2701 that is being recommended for removal and replacement. It is recommended that this Oak tree be coordinated for removal by excavation and replace with Quercus virginiana 'Cathedral' 11'-13' ht., 3.5 cal., 5' spr. 36" dia. root ball or 65 gal. container.
Median #6 (Pavers only)		**X**			No major issue observed. Recommended pavers be pressure washed and treated with "Wet & Forget" mold treatment spray.	
					QUARTERLY ADDRESSED	
Accent/Street Lighting		**X**			Light pole #4 totally damaged in accident. Pole and foundation will need to be addressed. (West Alley off 28th Ave. SW Lighting Disconnect & Sensor)	
		X			At 7:30 AM light fixtures in median 6 & north end of median 5 were on.	
		X		11	Multiple accent lighting fixtures appear to have corroded metal edges and hazy and/or dirty lenses which reduce light levels. It is recommended all lights be reviewed for cleaning or replacements if needed.	
		X		11	Median #1 south light pole fixture has been turned out of alignment with the median.	
Lighting Disconnect & Sensor Locations V					East R/W between 13th Ave. & PL. Lighting Disconnect & Sensor West Alley off 28th Ave. SW Lighting Disconnect & Sensor West R/W in Alley between G.G. Pkwy. & 26th PL. SW, Lighting Disconnect & Sensor West R/W at corner of 30th PL. SW & Tropicana Lighting Disconnect & Sensor	
Fertilizations:		**X**	**X**		Attached is the recommended FY 25-26 fertilization schedule, If October fertilizer did not get applied then it is recommended to apply as soon as possible.	
Irrigation:		**X**			Previous month water use total per WeatherTrak controller estimate 270,987 gallons.	

McGee & Associates
Landscape Architecture

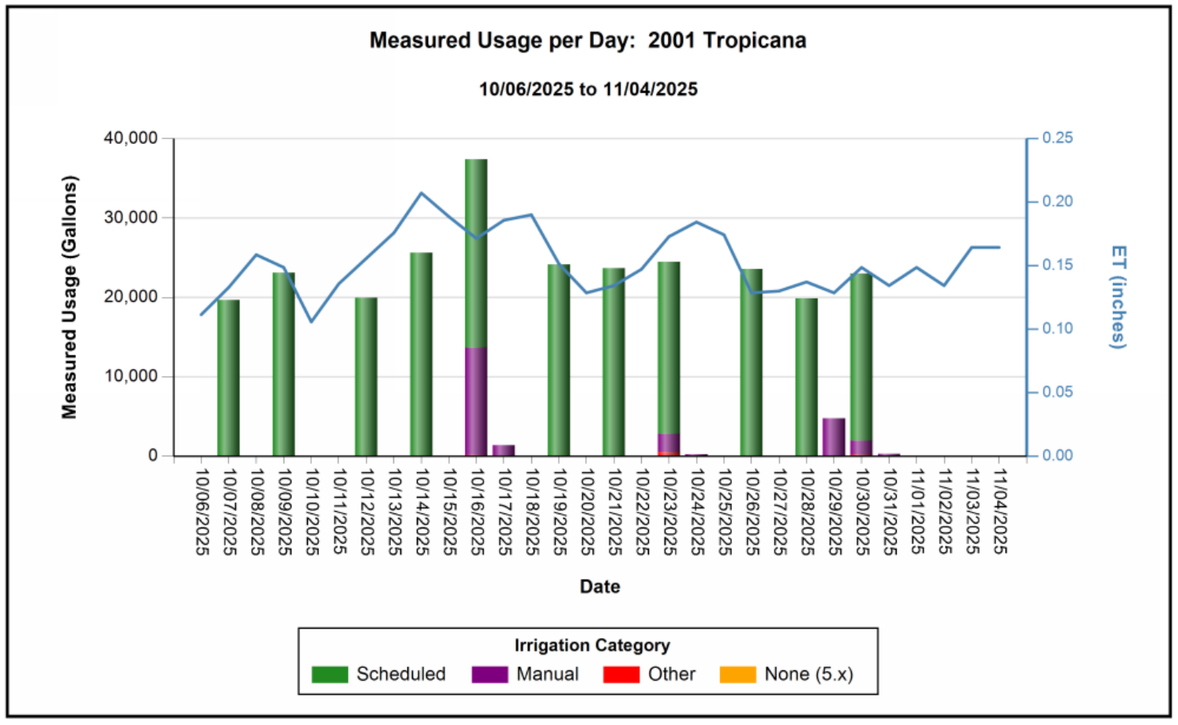
GOLDEN GATE BEAUTIFICATION, M.S.T.U. **Location:** Tropicana Blvd. **Report Date:** 11/4/2025 **Report No.:** 1 (FY-25-26)

LOCATION/WORK AREA	AC	S	C	R	MAINTENANCE SERVICES OBSERVATIONS & RECOMMENDATIONS	RESPONSE or COMMENTS

Collier County
Site: Golden Gate MSTU
09012040 - 2001 Tropicana

Single Controller
Measured Usage History Report

WeatherTRAK



GOLDEN GATE MSTU FY 25-26 RECOMMENDED FERTILIZATION SCHEDULE - ALL ROADWAYS				
Plant Type	**Turf / St. Augustine**	**Palm Trees**	**Shrubs & Grn. Cover Beds**	**Perennial Peanut**
Month / Areas	**(72,234 S.F., Estimated)**		**(30,000 S.F., Estimated)**	**(9,000 S.F., Estimated)**
January	16-0-8 (with trace elements) 4 lb. per 1000 S.F. (288 lbs. (6-50 lb. bags)	8-0-12-4 Mg-90 day release (116) Alexander palms: 4 lbs. per palm, (16) Paurotis palms: 10 lbs. per palm, (3) Foxtail palms: 5 lbs. per palm (13- 50 lb. bags)	8-0-10 Ultra (Florikote Collier blend) 15 lbs. per 1000 S.F. (6 - 50 lb.bags)	8-0-10 Ultra (Florikote Collier blend) 15 lbs. per 1000 S.F. (4 - 50 lb.bags)
Febuary				
March		Place order for March Applications		
April	16-0-8 (with trace elements) 4 lbs. per 1000 S.F. (288 lbs. (6-50 lb. bags)	8-0-12-4 Mg-90 day release (116) Alexander palms: 4 lbs. per palm, (16) Paurotis palms: 10 lbs. per palm, (3) Foxtail palms: 5 lbs. per palm (13- 50 lb. bags)	8-0-10 Ultra (Florikote Collier blend) 15 lbs. per 1000 S.F. (6 - 50 lb.bags)	0-0-22-22S-11Mg 4.6 lbs. per 1000 S.F. (50 lbs.(1-50 lb. bag)
May	Iron plus Soil Acidifier	Place order for June Applications	Iron plus Soil Acidifier	
June	16-0-8 (with trace elements) 4 lbs. per 1000 S.F. (288 lbs. (6-50 lb. bags)	8-0-12-4 Mg-90 day release (116) Alexander palms: 4 lbs. per palm, (16) Paurotis palms: 10 lbs. per palm, (3) Foxtail palms: 5 lbs. per palm (13- 50 lb. bags)	8-0-10 Ultra (Florikote Collier blend) 15 lbs. per 1000 S.F. (6 - 50 lb.bags)	8-0-10 Ultra (Florikote Collier blend) 15 lbs. per 1000 S.F. (4 - 50 lb.bags)
July		Place order for August Applications		
August		0-0-22-22S-11Mg (16) Paurotis palms: 3 lbs. per palm (1-50 lb. bag)		0-0-22-22S-11Mg 4.6 lbs. per 1000 S.F. (50 lbs.(1-50 lb. bag)
September		Place order for October Applications		
October	16-0-8 (with trace elements) 4 lbs. per 1000 S.F. (288 lbs. (6-50 lb. bags)	8-0-12-4 Mg-90 day release (116) Alexander palms: 4 lbs. per palm, (16) Paurotis palms: 10 lbs. per palm, (3) Foxtail palms: 5 lbs. per palm (13- 50 lb. bags)	8-0-10 Ultra (Florikote Collier blend) 15 lbs. per 1000 S.F. (6 - 50 lb.bags)	8-0-10 Ultra (Florikote Collier blend) 15 lbs. per 1000 S.F. (4 - 50 lb.bags)
November				
December		Place order for January Applications		
Canopy & Palm trees: (e.g. Sabal palmns, Live Oaks, Crape Myrtles, Silk Floss, Orchid, Holly, Handroanthus spp. (Tabebuia) are not to receive any additional fertilizer unless it is a new or replacement planting.				
Optional: At maintenance Consultants Recommendation. Blooming Plants - Bougainvillea, Blueberry Flax Lily, African Iris				
Optional: Add to pest and/or disease control sprayings for shrubs and turf: Ferromec AC 15-0-0 plus 6% iron, 3% sulfur @ 1.5 gal./100 gal. H2O				
Do not apply to any flower buds or blossoms in flower.				
Contractor shall field measure turf and plant areas in order to determine required quanities of product needed per application.				
	- Indicates months the contractor is to request Project Manager to place fertilizer orders for next application month			
	- Indicates period of no Nitrogen applications.			

Golden Gate M.S.T.U.
Fund 1621
November 18, 2025

	FY-25	Vendor	Item	PO#	Budget	Commitments	Expenditures	Available
1	MILLAGE COLLECTED & INTEREST		MSTU Revenues		$ (775,000.00)	$ -	$ (6,619.97)	$ (768,380.03)
2	CARRY FORWARD		Unexpended Prior Year Funds		$ (2,454,738.40)	$ -	$ -	$ (2,454,738.40)
	ALL REVENUES				**$ (3,229,738.40)**	**$ -**	**$ (6,619.97)**	**$ (3,223,118.43)**
		McGee & Associates	Landscape Architect (FY-25)	4500234204		$ 8,472.70	$ -	
3	ENG. FEES & OTHERS (631403)				$ 35,000.00	$ 8,472.70	$ -	$ 26,527.30
4	INDIRECT COST REIMBURSE (634970)	Collier County	Indirect Cost	Direct Pay	$ 4,900.00	$ 4,900.00	$ -	$ -
		Superior Landscaping & Maintenance		4500241695		$ 60,000.00	$ -	
5	LANDSCAPE INCIDENTALS (634990)				$ 50,000.00	$ 60,000.00	$ -	$ (10,000.00)
		Superior Landscaping & Maintenance		4500241695		$ 130,000.00	$ 15,537.50	
6	OTHER CONTRACTUAL (634999)				$ 224,100.00	$ 130,000.00	$ 15,537.50	$ 78,562.50
		Tree Scaping	Tree & Palm - Pruning	4500241163		$ 40,000.00	$ -	
		Naples Electric Motor Works	Pump Station Services			$ -	$ -	
7	OTHER CONTRACTUAL (639990)				$ 50,000.00	$ 40,000.00	$ -	$ 10,000.00
8	ELECTRICITY (643100)	FPL	Electricity	4700005322	$ 3,500.00	$ 3,331.39	$ 368.61	$ (200.00)
9	INSURANCE GENERAL(645100)	Collier County	Insurance	Direct Pay	$ 600.00	$ 600.00	$ -	$ -
	BUILDING RM							
12	SPRINKLER SYSTEM(646311)	SiteOne	Irrigation Parts & Pumps		$ 10,000.00	$ 18,461.33	$ 888.67	$ (9,350.00)
13	MULCH(646318)	Southeast Spreading			$ 25,000.00	$ 23,500.00	$ -	$ 1,500.00
		Simmonds Electrical	Electrical Services			$ 4,440.00	$ 560.00	$ -
14	LIGHTING MAINTENANCE(646451)				$ 5,000.00	$ 4,440.00	$ 560.00	$ -
15	LICENSE & PERMITS(649010)				$ 2,000.00	$ -	$ -	$ 2,000.00
		Premier Staffing	Transcription	4500242472		$ 3,500.00	$ -	
		Naples Christmas Lighting DBA Sight	Holiday Decorations	4500242578		$ 3,500.00	$ -	
16	OTHER MISCELLANEOUS (649990)				$ 5,000.00	$ 7,000.00	$ -	$ (2,000.00)
17	OFFICE SUPPLIES (651110)				$ -	$ -	$ -	$ -
18	COPYING CHARGES(651210)	J.M. Todd	Copier CPC	4500241387	$ 200.00	$ 150.00	$ -	$ 50.00
19	FERT HERB CHEM(652310)				$ 5,000.00	$ -	$ -	$ 5,000.00
20	OTHER OPERATING (652990)				$ 500.00	$ -	$ -	$ 500.00
21	**OPERATING EXPENSES**				**$ 420,800.00**	**$ 300,855.42**	**$ 17,354.78**	**$ 102,589.80**
22	PTNE STAFF & DIVISION OVERHEAD (911011)				$ 69,000.00	$ -	$ -	$ 69,000.00
23	PROPERTY APPRAISER (930600)				$ 6,200.00	$ -	$ 1,391.23	$ 4,808.77
24	TAX COLLECTOR (930700)				$ 15,500.00	$ -	$ 198.60	$ 15,301.40
25	**COUNTY OVERHEAD**				**$ 90,700.00**	**$ -**	**$ 1,589.83**	**$ 89,110.17**
26		Agricultural Serv International	Irrigation Pump Sunshine Blvd	4500238759		$ 31,738.40	$ -	
27	IMPROVEMENTS GENERAL (763100)				$ 2,808,938.40	$ 31,738.40	$ -	$ 2,777,200.00
28	**CAPITAL PROJECTS**				**$ 2,808,938.40**	**$ 31,738.40**	**$ -**	**$ 2,777,200.00**
28	**ALL EXPENSES**				**$ 3,320,438.40**	**$ 332,593.82**	**$ 18,944.61**	**$ 2,968,899.97**
29	**FY-26 BUDGET GRAND TOTAL**		= ALL REVENUES - ALL EXPENSES		**$ 90,700.00**	**$ 332,593.82**	**$ 12,324.64**	**$ (254,218.46)**

Golden Gate M.S.T.U.
Fund 1621
November 18, 2025

516,253,177	FY 13 Final Taxable Value	7.8%		
533,888,677	FY 14 Final Taxable Value	3.4%		
575,541,732	FY 15 Final Taxable Value	7.8%		
611,031,317	FY 16 Final Taxable Value	6.2%		
673,743,701	FY 17 Final Taxable Value	10.3%		
749,340,700	FY 18 Final Taxable Value	11.2%		
813,136,298	FY 19 Final Taxable Value	8.5%		
885,583,987	FY 20 Final Taxable Value	8.9%		
987,248,891	FY 21 Final Taxable Value	11.5%		
1,067,233,321	FY 22 Final Taxable Value	8.1%		
1,214,827,173	FY 23 Final Taxable Value	13.8%	+9.1% Average	
1,351,201,209	FY 24 Final Taxable Value	11.2%		
$1,473,376,239	**FY 25 Gross Taxable Value**			
8.94%	**Adjustment FY 24 to FY 25**			
	FY 25 Gross MSTU Revenue	FY 24		
Millage	**0.5000**	0.5000	**0.5 mill cap**	
Tax Dollars	**$736,688**	$675,601	**$129,275**	**Increase**

Total Available Balance	**$ 2,968,899.97**
Plus Commited And Not Spent	**$ 332,593.82**
Estimated Cash	**$ 3,301,493.79**

Prepared 11.14.2025 MV

CONTEMPORARY CONTROLS &
COMMUNICATIONS, INC.
505 W Hichpochee ave.
Suite 200, B107
LaBelle, FL 33935

Proposal

Date	Estimate No.
11/14/2025	10735

Name/Address

COLLIER COUNTY BOARD Of COUNTY COMMISSION
3299 TAMIAMI TRAIL E. STE 700
NAPLES, FLORIDA 34112
ATTENTION:A/P Dept

Ship To

COLLIER COUNTY GOVERNMENT
Gloden Gate
Jeffrey Felger
Project Manager II
Public Transit & Neighborhood Enhancement

PO #	Project

Description	Qty	Rate	Total
Hunter & Coronado Package 3 MAC 36 Installed in your enclosure			
IRRInet AC 24DO/8DI W/O Radio (Item 3.1)	1	1,726.92	1,726.92
IRRInet-M AC 12DO/4DI (Item 3.2)	1	1,293.24	1,293.24
XPR5350 UHF RADIO & RADIO KIT (Item 3.3)	1	1,131.00	1,131.00
UHF YAGI ANTENNA 7.1 dB (N-FEMALE) (Item 3.4)	1	247.73	247.73
IRRInet POWER SUPPLY 100-240VAC / 12VDC (Item 3.5)	1	231.27	231.27
115 VOLT-24V @3.125 AMP TRANSFORMER (Item 3.6)	1	76.57	76.57
120V-20Amp Hardwire W/Filter 2W+G (Item 3.7)	1	189.06	189.06
MLB-12-AC SWITCHABLE OUTPUT PROTECTION (Item 3.8)	3	378.00	1,134.00
LEV T7299-W TR GFCI/SWITCH COMBO (Item 3.9)	1	56.16	56.16
4 SQ OUTLET BOX 2 1/8 DP 1/2 AND 3/4 KO WELDED (Item 3.10)	1	7.02	7.02
12 VOLT 7Ah BATTERY (Item 3.11)	1	57.76	57.76
Assembly and Delivered (Item 3.14)	1	765.00	765.00
INSTALLATION AND OPTIMIZATION OF IRRIGATION CONTROLS: (Remove and install controllers and connect to existing wires) (Item 13.1)	20	90.00	1,800.00
CENTRAL/FIELD PROGRAMMING (Item 13.2)	2	150.00	300.00
		Total	$9,015.73

Phone #	Fax #	E-mail
863-675-2372		holman863@embarqmail.com

CONTEMPORARY CONTROLS &
COMMUNICATIONS, INC.
505 W Hichpochee ave.
Suite 200, B107
LaBelle, FL 33935

Proposal

Date	Estimate No.
11/14/2025	10736

Name/Address

COLLIER COUNTY BOARD Of COUNTY COMMISSION
3299 TAMIAMI TRAIL E. STE 700
NAPLES, FLORIDA 34112
ATTENTION:A/P Dept

Ship To

COLLIER COUNTY GOVERNMENT
Gloden Gate
Jeffrey Felger
Project Manager II
Public Transit & Neighborhood Enhancement

PO #	Project

Description	Qty	Rate	Total
2001 Tropicana Package 3 MAC 36			
IRRInet AC 24DO/8DI W/O Radio (Item 3.1)	1	1,726.92	1,726.92
IRRInet-M AC 12DO/4DI (Item 3.2)	1	1,293.24	1,293.24
XPR5350 UHF RADIO & RADIO KIT (Item 3.3)	1	1,131.00	1,131.00
UHF YAGI ANTENNA 7.1 dB (N-FEMALE) (Item 3.4)	1	247.73	247.73
IRRInet POWER SUPPLY 100-240VAC / 12VDC (Item 3.5)	1	231.27	231.27
115 VOLT-24V @3.125 AMP TRANSFORMER (Item 3.6)	1	76.57	76.57
120V-20Amp Hardwire W/Filter 2W+G (Item 3.7)	1	189.06	189.06
MLB-12-AC SWITCHABLE OUTPUT PROTECTION (Item 3.8)	3	378.00	1,134.00
LEV T7299-W TR GFCI/SWITCH COMBO (Item 3.9)	1	56.16	56.16
4 SQ OUTLET BOX 2 1/8 DP 1/2 AND 3/4 KO WELDED (Item 3.10)	1	7.02	7.02
12 VOLT 7Ah BATTERY (Item 3.11)	1	57.76	57.76
24" SS Enclosure (Item 7.12)	1	3,674.00	3,674.00
24" W-12"H-10"D STAINLESS STEEL PED (Item 7.12)	1	1,040.00	1,040.00
Assembly and Delivered (Item 3.14)	1	765.00	765.00
INSTALLATION AND OPTIMIZATION OF IRRIGATION CONTROLS: (Remove and install controllers, connect to existing wires) (Item 13.1)	24	90.00	2,160.00
CENTRAL/FIELD PROGRAMMING (Item 13.2)	2	150.00	300.00
Total			$14,089.73

Phone #	Fax #	E-mail
863-675-2372		holman863@embarqmail.com

CONTEMPORARY CONTROLS &
COMMUNICATIONS, INC.
505 W Hichpochee ave.
Suite 200, B107
LaBelle, FL 33935

Proposal

Date	Estimate No.
11/14/2025	10737

Name/Address

COLLIER COUNTY BOARD Of COUNTY COMMISSION
3299 TAMIAMI TRAIL E. STE 700
NAPLES, FLORIDA 34112
ATTENTION:A/P Dept

Ship To

COLLIER COUNTY GOVERNMENT
Gloden Gate
Jeffrey Felger
Project Manager II
Public Transit & Neighborhood Enhancement

PO #	Project

Description	Qty	Rate	Total
Sunshine Package 3 MAC 36 Installed in your enclosure			
IRRInet AC 24DO/8DI W/O Radio (Item 3.1)	1	1,726.92	1,726.92
IRRInet-M AC 12DO/4DI (Item 3.2)	1	1,293.24	1,293.24
XPR5350 UHF RADIO & RADIO KIT (Item 3.3)	1	1,131.00	1,131.00
UHF YAGI ANTENNA 7.1 dB (N-FEMALE) (Item 3.4)	1	247.73	247.73
IRRInet POWER SUPPLY 100-240VAC / 12VDC (Item 3.5)	1	231.27	231.27
115 VOLT-24V @3.125 AMP TRANSFORMER (Item 3.6)	1	76.57	76.57
120V-20Amp Hardwire W/Filter 2W+G (Item 3.7)	1	189.06	189.06
MLB-12-AC SWITCHABLE OUTPUT PROTECTION (Item 3.8)	3	378.00	1,134.00
LEV T7299-W TR GFCI/SWITCH COMBO (Item 3.9)	1	56.16	56.16
4 SQ OUTLET BOX 2 1/8 DP 1/2 AND 3/4 KO WELDED (Item 3.10)	1	7.02	7.02
12 VOLT 7Ah BATTERY (Item 3.11)	1	57.76	57.76
BACK PLATE FOR 24" ENCLOSURE (N/B)	1	87.50	87.50
Assembly and Delivered (Item 3.14)	1	765.00	765.00
INSTALLATION AND OPTIMIZATION OF IRRIGATION CONTROLS: (Remove and install controllers and connect to existing wires) (Item 13.1)	20	90.00	1,800.00
CENTRAL/FIELD PROGRAMMING (Item 13.2)	2	150.00	300.00
		Total	$9,103.23

Phone #	Fax #	E-mail
863-675-2372		holman863@embarqmail.com

Tree Scaping of Naples, Inc.
LCC20170001172
1180 23rd Street SW
Naples, FL 34117
(239)331-3103
treescapingnaples@hotmail.com
www.treescapingofnaples.net
Gustavo Leon, Arborist, FL-6703A

Quote

Date: 10/21/2025
Quote No.: 11429

Transportation Management Services
Dept. - Collier County
8300 Radio Rd
Naples, FL 34104
Attn: Jeffrey Felger
jeffrey.felger@collier.gov
239-252-5775 office

Qty	Location	Description	Unit Price	Total
0		service area: Golden Gate City MSTU -- Per Contract 23-8069	$0.00	$0.00
55	Coronado	A.2 Line Item 1 -- alexander palms trimmed	$20.00	$1,100.00
3		A.2 Line Item 6 -- foxtail palms trimmed	$26.00	$78.00
26		A.2 Line Item 12 -- sabal palms trimmed	$40.00	$1,040.00
8		A.1.1 Line Item 9, under 30' -- Crape Myrtle trees trimmed	$55.00	$440.00
16		A.1.1 Line Item 21, under 30' -- Live Oak trees trimmed	$115.00	$1,840.00
2		A.1.1 Line Item 28, under 30' -- Red Maples trees trimmed	$125.00	$250.00
62	Hunter	A.2 Line Item 1 -- alexander palms trimmed	$20.00	$1,240.00
18		A.2 Line Item 12 -- sabal palms trimmed	$40.00	$720.00
21		A.1.1 Line Item 9, under 30' -- Crape Myrtle trees trimmed	$55.00	$1,155.00
1		A.1 1 Line Item 10, under 30' -- Floss Silk tree trimmed	$65.00	$65.00
5		A.1.1 Line Item 18, under 30' -- Jatropha trees trimmed	$45.00	$225.00
28		A.1.1 Line Item 21, under 30' -- Live Oak trees trimmed	$115.00	$3,220.00
49	Sunshine	A.2 Line Item 12 -- sabal palms trimmed	$40.00	$1,960.00
32		A.1.1 Line Item 9, under 30' -- Crape Myrtle trees trimmed	$55.00	$1,760.00
4		A.1.1 Line Item 10, under 30' -- Floss Silk trees trimmed	$65.00	$260.00
24		A.1.1 Line Item 21, under 30' -- Live Oak trees trimmed	$115.00	$2,760.00
23		A.1.1 Line Item 32, under 30' -- Tabebuia trees trimmed	$65.00	$1,495.00
69	Tropicana	A.2 Line Item 12 -- sabal palms trimmed	$40.00	$2,760.00
20		A.1.1 Line Item 9, under 30' -- Crape Myrtle trees trimmed	$55.00	$1,100.00
10		A.1.1 Line Item 14, under 30' -- Holly trees trimmed	$55.00	$550.00
2		A.1.1 Line Item 15, under 30' -- Hong Kong Orchid trees trimmed	$115.00	$230.00
1		A.1.1 Line Item 16, under 30' -- Jacaranda tree trimmed	$85.00	$85.00
32		A.1.1 Line Item 21, under 30' -- Live Oak trees trimmed	$115.00	$3,680.00
1		A.1.1 Line Item 32, under 30' -- Tabebuia trees trimmed	$65.00	$65.00

Total $28,078.00

Upon acceptance of this quote, please sign and return to sender.This quote and pricing are valid for 30 days.Payment in full due upon receipt of invoice. We accept cash, check, and credit card (with a 3.5% surcharge added).

We are fully licensed and insured (certificates available upon request), and FDOT TTC certified. All pruning is done to ISA and American Natural (A-300) standards. Tree Scaping is not responsible for damages to underground pipes, irrigation systems, cables,etc.

Tree Scaping of Naples, Inc.
LCC20170001172
1180 23rd Street SW
Naples, FL 34117
(239)331-3103
treescapingnaples@hotmail.com
www.treescapingofnaples.net
Gustavo Leon, Arborist, FL-6703A

Quote

Date: 10/21/2025
Quote No.: 11432

Transportation Management Services
Dept. - Collier County
8300 Radio Rd
Naples, FL 34104
Attn: Jeffrey Felger
jeffrey.felger@collier.gov
239-252-5775 office
service address:Golden Gate City - Hunter, Coronado, Sunshine, Tropicana

Qty	Location	Description	Unit Price	Total
0		CORONADO	$0.00	$0.00
8		A.1.1 Line Item 9, under 30' -- crape myrtle trees trimmed	$55.00	$440.00
2		A.1.1 Line Item 28, under 30' -- red maple trees trimmed	$125.00	$250.00
16		A.1.1 Line Item 21, under30' -- live oak trees trimmed	$115.00	$1,840.00
0		HUNTER	$0.00	$0.00
21		A.1.1 Line Item 9, under 30' -- crape myrtle trees trimmed	$55.00	$1,155.00
1		A.1.1 Line Item 10, under 30' -- floss silk tree trimmed	$65.00	$65.00
5		A.1.1 Line Item 18, under 30' -- jatropha trees trimmed	$45.00	$225.00
28		A.1.1 Line Item 21, under 30' -- live oak trees trimmed	$115.00	$3,220.00
0		SUNSHINE	$0.00	$0.00
32		A.1.1 Line Item 9, under 30' -- crape myrtle trees trimmed	$55.00	$1,760.00
4		A.1.1 Line item 10, under 30' -- floss silk trees trimmed	$65.00	$260.00
23		A.1.1 Line Item 32, under 30' -- tababuia trees trimmed	$65.00	$1,495.00
24		A.1.1 Line Item 21, under 30' -- live oak trees trimmed	$115.00	$2,760.00
0		TROPICANA	$0.00	$0.00
20		A.1.1 Line Item 9, under 30' -- crape myrtle trees trimmed	$55.00	$1,100.00
10		A.1.1 Line Item 14, under 30' -- holly trees trimmed	$55.00	$550.00
2		A.1.1 Line Item 15, under 30' -- hong kong orchid trees trimmed	$115.00	$230.00
1		A.1.1 Line Item 16, under 30' -- jacaranda tree trimmed	$85.00	$85.00
1		A.1.1 Line Item 32, under 30' -- tababuia tree trimmed	$65.00	$65.00
32		A.1.1 Line Item 21, under 30' -- live oak trees trimmed	$115.00	$3,680.00

Total $19,180.00

Upon acceptance of this quote, please sign and return to sender.This quote and pricing are valid for 30 days.Payment in full due upon receipt of invoice. We accept cash, check, and credit card (with a 3.5% surcharge added).

We are fully licensed and insured (certificates available upon request), and FDOT TTC certified. All pruning is done to ISA and American Natural (A-300) standards. Tree Scaping is not responsible for damages to underground pipes, irrigation systems, cables,etc.

Tree Scaping of Naples, Inc.
LCC20170001172
1180 23rd Street SW
Naples, FL 34117
(239)331-3103
treescapingnaples@hotmail.com
www.treescapingofnaples.net
Gustavo Leon, Arborist, FL-6703A

Quote

Date: 10/21/2025
Quote No.: 11431

Transportation Management Services
Dept. - Collier County
8300 Radio Rd
Naples, FL 34104
Attn:Jeffrey Felger
jeffrey.felger@collier.gov
239-252-5775 office

Qty	Location	Description	Unit Price	Total
55	Coronado	A.2 Line Item 1 - alexander palms trimmed	$20.00	$1,100.00
62	Hunter	A.2 Line Item 1 - alexander palms trimmed	$20.00	$1,240.00
3	Coronado	A.2 Line Item 6 - foxtail palms trimmed	$26.00	$78.00
26	Coronado	A.2 Line Item 12 - sabal palms trimmed	$40.00	$1,040.00
18	Hunter	A.2 Line Item 12 - sabal palms trimmed	$40.00	$720.00
49	Sunshine	A.2 Line Item 12 - sabal palms trimmed	$40.00	$1,960.00
69	Tropicana	A.2 Line Item 12 - sabal palms trimmed	$40.00	$2,760.00

Total $8,898.00

Upon acceptance of this quote, please sign and return to sender.This quote and pricing are valid for 30 days.Payment in full due upon receipt of invoice. We accept cash, check, and credit card (with a 3.5% surcharge added).

We are fully licensed and insured (certificates available upon request), and FDOT TTC certified. All pruning is done to ISA and American Natural (A-300) standards. Tree Scaping is not responsible for damages to underground pipes, irrigation systems, cables,etc.

SUPERIOR
LANDSCAPING & LAWN SERVICE, INC.

P.O. Box 35-0095 ·Miami ·FL · 33135-0095
Office (305) 634-0717 · Fax (305) 634-0744
www.superiorlandscaping.com

Proposal Date **11/17/2025**

Customer/Billing Information

Golden Gate MSTU

Naples Fl
Jeffrey Felger

Job Site Information

Golden Gate MSTU

Job Description

This proposal is for the pressure washing requested at Coronado Pkwy, Hunter st, and the small area at Tropicana.

If an item or service is not specifically detailed or included in the proposal provided then it is excluded and has not been not considered for pricing

Line Item Breakdown

Large Plants **Specifications**

Chemical Materials

Quantity	U/M	Description	Unit Price	Total Price
5		1 Gal. Driveway, Concrete and Masonry Cleaner	**19.53**	**97.64**
27	hrs	1 Supervisor	**55.00**	**1,485.00**
27	hrs	1 Helper	**35.00**	**945.00**
				-
				-
				-
				-

Total Price **2,527.64**

Thank you for your consideration of this proposal.
If you have any questions, please contact **Jesse Castillo at (305) 634-0717.**

Payment Terms: A fifty percent (50%) deposit is due upon acceptance of this proposal and prior to commencing with work. Progress invoice will follow at the seventy-five percent (75%) completion point. Balance is due upon completion of job. All invoices are due upon receipt. Past due accounts will acquire an eighteen percent (18%) interest per year. Should collection activities be warranted, the client shall be responsible for any related expenses including but not limited to attorney's fees and court costs. There is a fifty-dollar ($50.00) fee for each check returned for non-sufficient funds. Any alterations made to this document, will make it void.

SUPERIOR
LANDSCAPING & LAWN SERVICE, INC.

P.O. Box 35-0095 ·Miami ·FL · 33135-0095
Office (305) 634-0717 · Fax (305) 634-0744
www.superiorlandscaping.com

Guarantee: Superior Landscaping & Lawn Service, Inc. is not liable or responsible for any loss, repair or replacement of any of the above mentioned due to high winds, hail, lightning storms, heavy rains, vandalism, floods, heat, construction, insect plagues or infestation, inadequate irrigation, tornadoes, hurricanes or other Acts of God.

ACCEPTANCE OF PROPOSAL

WHEREFORE, Contractor and Owner, or Owner's Agent, have accepted the scope and terms of this proposal. Owner or Owner's Agent gives express permission to Contractor to enter said property and confirms that it is clear from any hidden danger or defects.

Owner or Owner's Agent

By: _____

Name: _____

Title: _____

Date: _____

Contractor:
Superior Landscaping & Lawn Service, Inc.

By: _____

Name: _____

Title: _____

Date: _____

Thank you for your business!

Simmonds Electrical of Naples, Inc.

8941 Quality Rd
Bonita Springs, FL 34135-7000

STREET LIGHTING • SIGNALIZATION • GENERATORS
INDUSTRIAL AND COMMERCIAL

Phone: (239) 643-2770
Fax: (239) 643-6873

Golden Gate MSTU
8300 Radio Road
Naples, FL 34104
239-252-5775 Work
239-227-4011 Mobile
Mr. Jeffrey Felger

October 22, 2025
Quote # 2517123

We hereby submit specifications and estimates for: **Golden Gate MSTU Tropicana Blvd Pole Replacement**

Furnish and install (1) complete Lumec pole.
Straighten and reuse existing concrete pole foundation.
Furnish and install fuses and fuse holders at pole's base.
MOT included.

Current lead for the Lumec pole is 10-12 weeks. Subject to can change without notice per vendor.

Man Hr	Per Hr	Number Men	Type	Est Material/Equip	Calendar Days	Engineering/Sublet
32	$ 70.00	2-3	Electrical	$ 9,564.97	120	$ -

Total Material, Labor and Equipment **$ 11,804.97** (not to exceed)

Note: For estimating purposes only. Actual time and materials may vary based on conditions encountered.
Invoice will be based on time and material, and will be itemized per Annual Contract **23-8074**.

We hereby propose to furnish the above complete in accordance with the above specifications for the sum of
Eleven Thousand Eight Hundred Four Dollars and Ninety Seven Cents

Estimate valid for 30 days.

Collier County Government

Communications, Government & Public Affairs
3299 Tamiami Trail E., Suite 102
Naples, Florida 34112-5746

November 20, 2025

FOR IMMEDIATE RELEASE

Notice of Public Meeting
Golden Gate Beautification MSTU Advisory Committee
Collier County, Florida

November 24, 2025
5:00 p.m.

Notice is hereby given that the **Golden Gate Beautification Municipal Service Taxing Unit (MSTU) Advisory Committee** will meet on **Monday, November 24, 2025,** at **5:00 p.m.** at the Golden Gate Community Center, 4701 Golden Gate Parkway, Naples, Florida.

The agenda will be available on the Collier County Government website at https://www.collierptne.com/mtsu/golden-gate-beautification-advisory-committee/.

About the public meeting:

Two or more members of the Collier County 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 meeting.

All interested parties are invited to attend, and to register to speak. All registered public speakers will be limited to three minutes unless changed by the chairman.

Collier County Ordinance No. 2004-05 requires that all lobbyists shall, before engaging in any lobbying activities (including, but not limited to, addressing the Board of County Commissioners, an advisory board or quasi-judicial board), register with the Clerk to the Board at the Board Minutes and Records Department.

Anyone who requires an auxiliary aid or service for effective communication, or other reasonable accommodations to participate in this proceeding, should contact the Collier County Facilities Management Division, located at 3335 Tamiami Trail E., Suite 101, 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.

For more information, call Jeffrey Felger at (239) 252-5775.

###

GOLDEN GATE BEAUTIFICATION M.S.T.U.

8300 Radio Road
Naples, FL 34104

NOVEMBER 24, 2025

1. **CALL TO ORDER**
2. **ATTENDANCE**

Advisory Committee	Patricia Spencer – Chair (10/06/2029)
	Florence "Dusty" Holmes (10/06/2029)
	Ron Jefferson (10/06/2026)
	- Committee Vacancy -
	- Committee Vacancy -
Staff	Ellen Sheffey – PTNE Director
	Jeffrey Felger – Project Manager
Contractors	Wendy Warren – Transcription (Premier)

3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF AGENDA**
5. **APPROVAL OF MINUTES**
   - **a.** September 16, 2025
   - **b.** October 21, 2025
6. **PROJECT MANAGER'S REPORT - QUOTES**
   - **a.** Contemporary Controls & Communications, Inc
   - **b.** Tree Scaping of Naples, Inc
   - **c.** Superior Landscaping
   - **d.** Simmonds Electrical of Naples, Inc
7. **PUBLIC COMMENTS**
8. **ADJOURNMENT**

NEXT MEETING:
DECEMBER 16, 2025 – 4:30 PM
GOLDEN GATE COMMUNITY CENTER
4701 GOLDEN GATE PARKWAY
NAPLES, FL 34116



GOLDEN GATE M.S.T.U. ADVISORY COMMITTEE

8300 Radio Road
Naples, FL 34104
September 16, 2025

MINUTES

I. CALL TO ORDER

The meeting was called to order at 4:28 P.M. by Chair Spencer. Attendance was called and a quorum of three was established.

II. ATTENDANCE

Advisory Committee	Patricia Spencer – Chair
	Paula Rogan – Vice Chair (Excused)
	Florence "Dusty" Holmes
	Ron Jefferson
	Open Seat
Staff	Ellen Sheffey – PTNE Interim Director (Excused)
	Dan Schumacher – Project Manager
Landscape	Mike McGee – Landscape Architect, McGee & Associates
	Armando Yzaguirre – Grounds Maintenance, A & M Property Maintenance (Excused)
Others	Wendy Warren – Transcription, Premier

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was not recited.

IV. APPROVAL OF AGENDA

Ms. Holmes motioned to approve the Agenda of the Golden Gate MSTU Advisory Committee as presented. Second by Mr. Jefferson. Carried unanimously 3 - 0.

V. APPROVAL OF MINUTES – August 19, 2025

Chair Spencer moved to approve the Golden Gate MSTU Advisory Committee meeting minutes of August 19, 2025, as presented. Second by Mr. Jefferson. Carried unanimously 3 - 0.

VI. LANDSCAPE MAINTENANCE REPORT

Mr. Schumacher reported:

- Routine landscape maintenance services have been performed on all MSTU roadways.
- Sunshine Boulevard median refurbishments are pending resolution of the irrigation issues.

Grounds Maintenance Multi-Year Contract

- A multi-year contract for three (3) years with a two (2) year renewal option has been awarded to Superior Landscaping and Lawn Service.
- He will drive through the community for a new vendor orientation if the paperwork is submitted prior to the end of September.

VII. LANDSCAPE ARCHITECT'S REPORT – McGee & Associates

(*The full report is included in the distributed Agenda meeting packet, which is accessible at the link shown at the end of these Minutes).*

Mr. McGee summarized the September 3, 2025, observation report noting format highlighting designation:

- Yellow - maintenance recommendation.
- Red - multiple plant loss will occur if not addressed.
- Purple – plants are under warranty and the responsibility of the landscaping contractor to replace.
- Blue (RFQ) – a quote for replacement plants has been requested.
- Strikethrough – items have been, or are being, addressed.

All locations

- Increase irrigation schedule in dry areas.
- Review accent lighting fixtures for cleaning and/or replacement.
- Tracer spray, to identify herbicide applications and provide a visual guide of where the herbicide has been sprayed, should be used to help prevent over spraying, drift, and accidental application to unintended areas.

Sunshine Boulevard

- All replacement plantings are on hold due to irrigation pump system not functioning.
- Review all duckbill guy systems on trees to ensure proper condition.
- All volunteer weeds and tree sprouts need to be removed.

Coronado Parkway & Hunter Boulevard

- A quote has been requested for replacement of Perennial Peanut in Median numbers 3, 4, 5, 6, 10 and 11, east and west ends, and 12. Mr. McGee is unable to identify the cause and suggested replacement with a different material such as Ecoturf.
- Recommend all paver areas be cleaned with "Wet & Forget Outdoor" mold and mildew remover.
- Recommend reviewing all valve locations for green reflective markers that are missing.
- Median end numbering needs to be repainted.

- Median #6 – Remove concrete debris from FPL streetlight pole damaged by a vehicle.
- Medians #5, #6, and #12: Remove Alexander palms, and one stump, and replant with ten-foot clear trunk Alexander palms.
- Median #11 – Recommend reviewing plantings and irrigation upon repair of the median guardrail.
- Median #14
    - Recommend removal of rock/concrete debris from median prior to mulching.
    - Repair paver border. Extend base twelve inches beyond current edge of pavers.

Tropicana Boulevard

- All Volunteer plants and vines growing within ground covers or shrub beds need to be removed.
- Recommend all paver areas be pressure washed and treated with "Wet & Forget" mold treatment spray.
- Repaint median end numbering.
- Median #2: Remove the coupler valve box top and lid and install new ones.
- Median #3 (bridge): Remove Blueberry Flax Lily growing in Iris.
- Median #4 and #5:
    - Remove Asparagus fern growing in Juniper plants.
    - Install four Crape Myrtles.

Fertilizer Schedule

The 2025 – 2026 recommended fertilization schedule for all roadways are included with the report.

Comments

Mr. Schumacher reported:

- A vehicular accident downed a decorative light pole on the south end of Median #5.
- Power was turned off and Simmonds Electrical, Inc. notified, and a repair/replacement quote requested.
- An insurance claim will be filed with the Risk Management Division if an accident report is available from the Sheriff's Office.

VIII. PROJECT MANAGER'S REPORT

Mr. Schumacher reported:

A. Budget Report

(*The full report is included in the distributed Agenda meeting packet, which is accessible at the link shown at the end of these Minutes).*

Golden Gate MSTU Fund 1621 Budget for September 16, 2025, prepared September 8, 2025.

- Purchase Orders
    1. Agriculture Service International – irrigation services.
    2. A & M Property Maintenance – ground maintenance.
        a. Incidentals – landscape plants, materials, and refurbishment.
        b. Maintenance – regular landscape & irrigation maintenance.
    3. FPL – electricity.
    4. Howard Fertilizer – fertilizer.
    5. Lykins-Signtek – "Welcome Sign"
    6. McGee & Associates – landscape architectural services.
    7. Naples Christmas Lighting – Holiday decorations.
    8. Naples Electric motor Works (NEMW) – pump station maintenance.

9. Premier Staffing – transcription services.
10. Simmonds Electrical – electrical maintenance and repairs.
11. SiteOne Landscape Supply – irrigation parts & components.
12. Southeast Spreading – mulch.
13. Tree Scaping of Naples – tree pruning and removal.

- Budget Summary
  1. Line 1, Revenues and Interest – Of the $743,200 budgeted, $783,427 has been collected, a surplus of $40,227.
  2. Line 2, Carry Forward – Unexpended Prior Year (2024) Funds $2,006,206.
  3. All Revenues – Of the $2,749,406 budgeted, $783,427 has been collected leaving an available balance of $1,966,978 (the sum of lines 1 and 2) minus Expenditures.
  4. Line 21, Operating Expense – Of $384,906 budgeted, $78,834 is committed on to existing Purchase Orders and $267,453 is expended, leaving the remainder of $42,618 available within budget for additional operating expenses as needed.
  5. Line 25, County Overhead – Of the $87,300 budgeted, $87,171 has been transferred, and a balance of $126 remains for transfer (PTNE Staff & support, Property Appraiser, & Tax Collector).
  6. Line 28, Capital Projects – Of the $2,277,200 budgeted, a Purchase Order in the amount of $31,738 has been issued for irrigation repairs, leaving $2,245,461 available for improvement projects.
  7. Line 29, All Expenses – Of $2,749,406 budgeted, $106,572 is committed in existing Purchase Orders, $354,624 has been expended, leaving a remainder of $2,288,208 available for MSTU expenditures.
  8. Line 30, FY-25 Budget Grand Total – budgeted Revenues (Line 3) and All Expenses (Line 28) are equal and cancel-out, $106,572 remains committed to existing Purchase Orders, collected Revenues exceed Expenses by $428,802 and $322,229 are Unexpended.

- General
  1. MSTU Tax Rate: 0.5000 Mills is for beautification improvements and maintenance within the taxing district.
  2. The Ad Valorem taxable value increased 8.94% for fiscal year 2025 over 2024 generating additional revenue of $129,275.
  3. Tax millage and interest collected by the Golden Gate Beautification MSTU may only be utilized by the MSTU and within the MSTU district boundary.

Mr. Schumacher noted:

- The Capital Projects category will fund pump station repairs and the proposed irrigation and landscape project(s) on Golden Gate Parkway.
- Uncommitted funds available within budget are eligible for transfer to other categories upon approval by the Committee.
- The Office of Budget Management (OMB) will be requested to add a line item in the FY-26 budget to allocate $150,000 for each of the four MSTU roadways in the Capital Improvements category dedicated to funding expenses incurred for disaster/catastrophic events.

Fiscal Year 2026 Budget

- The FY-26 budget is effective October 1, 2025.

- The Ad Valorem taxable value will be updated in the FY-26 budget.
- Funds not spent on FY-25 will be carried forward to FY-26.
- Asset Management Plan assets and expenditure projections to fund maintenance will be updated for 2026.

B. Committee Terms Expiring and Reapplications

Mr. Schumacher reported two seats, each for a four-year term, are available on the Golden Gate Beautification MSTU Advisory Committee.

Patricia Spencer and Florence Holmes applied for reappointment.

The applicants recommended will be considered for appointment to the Advisory Committee at the October meeting of the Board of County Commissioners.

Meeting Schedule

The October 21,2025 is cancelled. The next MSTU meeting is scheduled for November 18, 2025.

IX. ONGOING BUSINESS

A. Parkway Landscape & Irrigation Median Improvements

Proposed Cost Share – Road, Bridge & Stormwater Division (RBSD)

- Estimated cost proposals for Landscape and Irrigation improvements on Golden Gate Parkway/Golden Gate Bridge, west of the welcome sign at the intersection of Santa Barbara Boulevard, and east toward the bridge over the canal, were presented.
- Irrigation installation will commence, based on the contractor's availability and issuance of a Purchase Order.
- The formal bid package for landscaping will be distributed on September 25, 2025.
- A Notice-to-Proceed will be issued upon completion of the irrigation installation.
- The Road Maintenance Division will be responsible for installing and maintaining the improvements.

Mr. Jefferson motioned to approve the Road Maintenance Division's cost sharing proposal for Parkway Landscape and Irrigation Median Improvements from Santa Barbara Boulevard to 52nd. Terrace SW (including the Parkway canal bridge) for an amount of fifty per cent of total cost, not to exceed $70,000.00. Second by Ms. Holmes. Carried unanimously 3 – 0.

List of Beautification Master Plan

The Committee will consider participating in the landscape improvement project for Santa Barbara Boulevard from I75 to Copperleaf Lane at a future date.

B. Sunshine Irrigation Pump Station

Mr. Schumacher reported:

- Agricultural Services International (ASI) installed a pre-manufactured *Rain Bird* Compact Low Profile VFD Pump Station.
- The FPL power pole is single phase power input; the irrigation pump motor is three phase power output. The Variable Frequency Drive (VFD) will be revised with a compatible VFD component.
- The meter and/or piping will be moved into an underground box.
- ASI is scheduled to complete the installation week ending September 27, 2025.

- The vendor is paid when the project is complete.

X. NEW BUSINESS

Mr. Schumacher reported:

A. Holiday Décor 2025

- Naples Christmas Lighting, a Division of Sight N Sound, submitted quote #1097, dated September 11, 2025, in the amount of $3,500.00, to install holiday decorations and lighting in the Right-of-Way (ROW) on Golden Gate Parkway, at the intersection of Santa Barbara Blvd.
- The Committee decorations will incorporate the renovated community sign and surrounding foliage.
- Warm white and multi-colored lights will be placed in palm bushes.
- Four Palm trees behind the sign will be wrapped with lights.
- Decorations will be confined to the mulched bed area.
- Text and email contact information was provided to report seasonal light outages.

Mr. Schumacher *will confirm the low plants in front of the sign will be lit.*

Mr. Jefferson motioned to approved Naples Christmas Lighting's quote #1097, dated September 11, 2025, for an amount not to exceed $5,000.00, to install holiday decorations and LED lighting in the Right-of-Way on Golden Gate Parkway, at the intersection of Santa Barbara Boulevard. Second by Ms. Holmes. Carried unanimously 3 – 0

XI. COMMITTEE MEMBER COMMENTS

Mr. Schumacher updated the Committee on the Public Utility Department's (PUD) relocation of the Tropicana Pedestrian Shelter.

- Q Grady Minor & Associates, LLC, the civil engineering consultants for the project, was notified of the Committees recommendation to remove the structure.
- Pavers and the trash receptacle for the existing shelter will be salvaged and stored by the County for use in other areas as needed.

Mr. Schumacher *will recommend removal of the structure down to the anchor poles.*

XII. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 5:23 P.M.

GOLDEN GATE MSTU ADVISORY COMMITTEE

_____

Patricia Spencer, Chair

The Minutes were approved by the Committee on _____,2025 as presented ____ or as amended ____.

GoldenGateBeautificationMSTU/CollierPTNE

NEXT MEETING: **OCTOBER 21, 2025 – 4:30 PM**
GOLDEN GATE COMMUNITY CENTER
4701 GOLDEN GATE PARKWAY
NAPLES, FL 34116



GOLDEN GATE M.S.T.U. ADVISORY COMMITTEE

8300 Radio Road
Naples, FL 34104
October 21, 2025

MINUTES

I. CALL TO ORDER

The meeting was called to order at 4:31 P.M. by Chair Spencer. Attendance was called and a quorum was not established.

II. ATTENDANCE

Advisory Committee	Patricia Spencer – Chair
	Florence "Dusty" Holmes
	Ron Jefferson (Excused)
	Open Seat
	Open Seat
Staff	Ellen Sheffey – PTNE Interim Director
	Jeffrey Felger – Project Manager
Landscape	Mike McGee – Landscape Architect, McGee & Associates
	Joan Cruz – Grounds Maintenance, Superior Landscaping & Lawn Service (Excused)
Others	Wendy Warren – Transcription, Premier

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

IV. APPROVAL OF AGENDA

Staff noted that due to absence of a quorum the meeting would be held as an informational meeting in accordance with the Agenda.

V. APPROVAL OF MINUTES – September 19, 2025

The minutes of September 19, 2025, Golden Gate Beautification MSTU Advisory Committee meeting, will be considered at the November 18, 2025, meeting.

VI. LANDSCAPE MAINTENANCE REPORT

Mr. Felger reported:

- A multi-year contract for three (3) years with a two (2) year renewal option has been awarded to Superior Landscaping & Lawn Service.
- Routine landscape maintenance services will commence on all MSTU roadways.
- Sunshine Boulevard median refurbishments are pending resolution of the irrigation issues.

VII. LANDSCAPE ARCHITECT'S REPORT – McGee & Associates

An observation report will be presented at the November 18, 2025, meeting.

VIII. PROJECT MANAGER'S REPORT

Mr. Felger reported:

A. Budget Report

(*The full report is included in the distributed Agenda meeting packet, which is accessible at the link shown at the end of these Minutes).*

Golden Gate MSTU Fund 1621 Budget for October 21, 2025, prepared October 15, 2025.

Purchase Orders

1. Agriculture Services International – irrigation services.
2. FPL – electricity.
3. McGee & Associates – landscape architectural services.
4. Naples Christmas Lighting – Holiday decorations.
5. Naples Electric motor Works (NEMW) – pump station maintenance.
6. Premier Staffing – transcription services.
7. Simmonds Electrical – electrical maintenance and repairs.
8. SiteOne Landscape Supply – irrigation parts & components.
9. Southeast Spreading – mulch.
10. Superior Landscaping & Maintenance
    a. Incidentals – landscape plants, materials, and refurbishment.
    b. Maintenance – regular landscape & irrigation maintenance.
11. Tree Scaping of Naples – tree pruning and removal.

Budget Summary

1. Line 1, Revenues and Interest – Millage assessed and Interest totals $781,500, an increase of $38,300 over FY 24.
2. Line 2, Carry Forward – Unexpended Prior Year (2025) Funds Total $2,538,938.
3. All Revenues – A total of $3,320,438 (Millage Assessed, Interest, and FY-25 Carry Forward Funds).
4. Line 21, Operating Expense – Of the $420,800 budgeted, $298,110 is committed on to existing Purchase Orders and $122 is expended, leaving the remainder of $122,566 available within budget for additional operating expenses as needed.
5. Line 25, County Overhead – Of the $90,700 budgeted, $1,391 has been transferred, and a balance of $89,308 remains for transfer (PTNE Staff & support, Property Appraiser, & Tax Collector).

6. Line 28, Capital Projects – Of the $3,320,438 budgeted, a Purchase Order in the amount of $31,738 has been issued for irrigation repairs, leaving $2,777,200 available for improvement projects.
7. Line 29, All Expenses – Of $3,320,438 budgeted, $329,848 is committed, and $1,514 has been expended, leaving a remainder of $2,989,075 available for MSTU expenditures.

General

1. The Fiscal Year 2026 budget is effective October 1, 2025.
2. MSTU Tax Rate: 0.5000 Mills is for beautification improvements and maintenance within the taxing district.
3. The Ad Valorem taxable value increased 8.94% for fiscal year 2025 over 2024 generating additional revenue of $38,300.
4. The Office of Budget Management assumes 5% of the millage assessed will be delinquent and factors the assumption into the budget.
5. The *Asset Management Plan* which estimates life expectancies of MSTU assets and corresponding expenditure projections to fund maintenance and repairs of these assets through 2028 will be updated.
6. Tax millage collected and interest by the Golden Gate Beautification MSTU may only be utilized by the MSTU and within the MSTU district boundary.

Mr. Felger noted:

1. The Capital Projects category will fund pump station repairs and the proposed irrigation and landscape project(s) on Golden Gate Parkway.
2. An invoice in the amount of $31,738.40 has been received from Agricultural Services International (ASI) for the installation of an irrigation pump on Sunshine Boulevard.
3. Uncommitted funds available within budget are eligible for transfer to other categories upon approval by the Committee.
4. An inquiry will be made to the Office of Budget Management (OMB) for addition of a line item in the FY-26 budget to allocate $150,000 for each of the four MSTU roadways in the Capital Improvements category dedicated to funding expenses incurred disaster/catastrophic events.

B. Advisory Committee Appointments

Mr. Felger reported the Board of County Commissioners has reappointed Patricia Spencer and Florence Holmes to the Golden Gate Beautification MSTU Advisory Committee.

Two seats, each for a four-year term, are available on the Golden Gate Beautification MSTU Advisory Committee.

IX. ONGOING BUSINESS

Mr. Felger reported:

A. Parkway Landscape & Irrigation Median Improvements

Proposed Cost Share – Road, Bridge & Stormwater Division (RBSD)

- The MSTU approved the Road Maintenance Division's cost sharing proposal for Parkway Landscape and Irrigation Median Improvements from Santa Barbara Boulevard to 52nd. Terrace SW (including the Parkway canal bridge) for an amount of fifty per cent of total cost, not to exceed $70,000.00 at the September 16, 2025, meeting.
- Pamela Lulich, Manager, Landscape Operations, is preparing an *Executive Summary* for Landscape and Irrigation improvements on Golden Gate Parkway/Golden Gate Bridge,

west of the welcome sign at the intersection of Santa Barbara Boulevard, and east toward the bridge over the canal.
- Irrigation installation will commence, based on the contractor's availability and issuance of a Purchase Order.
- The formal bid package for landscaping will be distributed on September 25, 2025.
- A Notice-to-Proceed will be issued upon completion of the irrigation installation.
- The Road Maintenance Division will be responsible for installing and maintaining the improvements.

Ms. Lulich will be invited to the November meeting of the Golden Gate MSTU to provide an update on the project.

B. Irrigation

Mr. Felger reported:

Sunshine Irrigation Pump Station

- Agricultural Services International (ASI) installed a pre-manufactured *Rain Bird* Compact Low Profile VFD Pump Station.
- A quote will be requested from Naples Electric Motor Works (NEMW) for purchase and installation of an upgraded filter for the new pump.
- The quote will be presented to the Committee for consideration at the November meeting.
- The Road Maintenance Division utilizes the Motorola™ system for irrigation for all County roadways.

Irrigation System Conversion

- Terms of a potential contract with HydroPoint will be researched to determine if the current system can be converted to Motorola™.
- Conversion of the MSTU's irrigation system from HydroPoint to Motorola™ would provide continuity with the County equipment.
- The HydroPoint controller(s) would be replaced with Motorola™ controllers.
- A quote(s) will be requested from a qualified contractor(s) for the purchase and installation of the Motorola™ controller(s).
- The quote will be presented to the Committee at the November 2025 meeting for consideration.

X. NEW BUSINESS

Mr. Felger reported:

A. Holiday Décor 2025

- Naples Christmas Lighting, a Division of Sight N Sound, will install holiday decorations and lighting in the Right-of-Way (ROW) on Golden Gate Parkway, at the intersection of Santa Barbara Boulevard, the second week of November.
- The decorations will incorporate the renovated community sign and surrounding foliage.
- Warm white and multi-colored lights will be placed in palm bushes.
- Four Palm trees behind the sign will be wrapped with lights.

B. Tree Scaping of Naples

Mr. Felger presented quote number 11431, in the amount of $8,898.00 and quote number 11432 in the amount of $19,180.00, dated October 21, 2025, from Tree Scaping of Naples, Inc.

The quotes will be considered by the Committee at the November 18, 2025, meeting.

C. Light Pole Replacement

- A vehicular accident downed a decorative light pole on the south end of Median #5.
- A Request for Quote has been requested from Simmonds Electrical.
- An insurance claim will be filed with the Risk Management Division if an accident report is available from the Sheriff's Office.

D. Fertilization

Fertilizer will be applied in November/December in accordance with McGee & Associates schedule.

E. Mulch

- Cocoa Brown mulch will be installed in the medians on confirmation the irrigation system is functioning as intended.
- An inventory of mulch warehoused at the CAT Station will be undertaken. Additional quantities will be ordered as needed.

F. Meeting Time/Location Change

Members present confirmed that meetings scheduled monthly at the Golden Gate Community Center at 4:30 P.M. were convenient.

XI. COMMITTEE MEMBER COMMENTS

Members noted irrigation restoration, median maintenance and beautification are their priorities for the MSTU.

XII. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 4:56 P.M.

GOLDEN GATE MSTU ADVISORY COMMITTEE

_____

Patricia Spencer, Chair

The Minutes were approved by the Committee on _____,2025 as presented _____ or as amended ____.

GoldenGateBeautificationMSTU/CollierPTNE

NEXT MEETING: **NOVEMBER 18, 2025 – 4:30 PM**
GOLDEN GATE COMMUNITY CENTER
4701 GOLDEN GATE PARKWAY
NAPLES, FL 34116

CONTEMPORARY CONTROLS &
COMMUNICATIONS, INC.
505 W Hichpochee ave.
Suite 200, B107
LaBelle, FL 33935

Proposal

Date	Estimate No.
11/14/2025	10735

Name/Address

COLLIER COUNTY BOARD Of COUNTY COMMISSION
3299 TAMIAMI TRAIL E. STE 700
NAPLES, FLORIDA 34112
ATTENTION:A/P Dept

Ship To

COLLIER COUNTY GOVERNMENT
Gloden Gate
Jeffrey Felger
Project Manager II
Public Transit & Neighborhood Enhancement

PO #	Project

Description	Qty	Rate	Total
Hunter & Coronado Package 3 MAC 36 Installed in your enclosure			
IRRInet AC 24DO/8DI W/O Radio (Item 3.1)	1	1,726.92	1,726.92
IRRInet-M AC 12DO/4DI (Item 3.2)	1	1,293.24	1,293.24
XPR5350 UHF RADIO & RADIO KIT (Item 3.3)	1	1,131.00	1,131.00
UHF YAGI ANTENNA 7.1 dB (N-FEMALE) (Item 3.4)	1	247.73	247.73
IRRInet POWER SUPPLY 100-240VAC / 12VDC (Item 3.5)	1	231.27	231.27
115 VOLT-24V @3.125 AMP TRANSFORMER (Item 3.6)	1	76.57	76.57
120V-20Amp Hardwire W/Filter 2W+G (Item 3.7)	1	189.06	189.06
MLB-12-AC SWITCHABLE OUTPUT PROTECTION (Item 3.8)	3	378.00	1,134.00
LEV T7299-W TR GFCI/SWITCH COMBO (Item 3.9)	1	56.16	56.16
4 SQ OUTLET BOX 2 1/8 DP 1/2 AND 3/4 KO WELDED (Item 3.10)	1	7.02	7.02
12 VOLT 7Ah BATTERY (Item 3.11)	1	57.76	57.76
Assembly and Delivered (Item 3.14)	1	765.00	765.00
INSTALLATION AND OPTIMIZATION OF IRRIGATION CONTROLS: (Remove and install controllers and connect to existing wires) (Item 13.1)	20	90.00	1,800.00
CENTRAL/FIELD PROGRAMMING (Item 13.2)	2	150.00	300.00
		Total	$9,015.73

Phone #	Fax #	E-mail
863-675-2372		holman863@embarqmail.com

CONTEMPORARY CONTROLS &
COMMUNICATIONS, INC.
505 W Hichpochee ave.
Suite 200, B107
LaBelle, FL 33935

Proposal

Date	Estimate No.
11/14/2025	10736

Name/Address

COLLIER COUNTY BOARD Of COUNTY COMMISSION
3299 TAMIAMI TRAIL E. STE 700
NAPLES, FLORIDA 34112
ATTENTION:A/P Dept

Ship To

COLLIER COUNTY GOVERNMENT
Gloden Gate
Jeffrey Felger
Project Manager II
Public Transit & Neighborhood Enhancement

PO #	Project

Description	Qty	Rate	Total
2001 Tropicana Package 3 MAC 36			
IRRInet AC 24DO/8DI W/O Radio (Item 3.1)	1	1,726.92	1,726.92
IRRInet-M AC 12DO/4DI (Item 3.2)	1	1,293.24	1,293.24
XPR5350 UHF RADIO & RADIO KIT (Item 3.3)	1	1,131.00	1,131.00
UHF YAGI ANTENNA 7.1 dB (N-FEMALE) (Item 3.4)	1	247.73	247.73
IRRInet POWER SUPPLY 100-240VAC / 12VDC (Item 3.5)	1	231.27	231.27
115 VOLT-24V @3.125 AMP TRANSFORMER (Item 3.6)	1	76.57	76.57
120V-20Amp Hardwire W/Filter 2W+G (Item 3.7)	1	189.06	189.06
MLB-12-AC SWITCHABLE OUTPUT PROTECTION (Item 3.8)	3	378.00	1,134.00
LEV T7299-W TR GFCI/SWITCH COMBO (Item 3.9)	1	56.16	56.16
4 SQ OUTLET BOX 2 1/8 DP 1/2 AND 3/4 KO WELDED (Item 3.10)	1	7.02	7.02
12 VOLT 7Ah BATTERY (Item 3.11)	1	57.76	57.76
24" SS Enclosure (Item 7.12)	1	3,674.00	3,674.00
24" W-12"H-10"D STAINLESS STEEL PED (Item 7.12)	1	1,040.00	1,040.00
Assembly and Delivered (Item 3.14)	1	765.00	765.00
INSTALLATION AND OPTIMIZATION OF IRRIGATION CONTROLS: (Remove and install controllers, connect to existing wires) (Item 13.1)	24	90.00	2,160.00
CENTRAL/FIELD PROGRAMMING (Item 13.2)	2	150.00	300.00
Total			$14,089.73

Phone #	Fax #	E-mail
863-675-2372		holman863@embarqmail.com

CONTEMPORARY CONTROLS &
COMMUNICATIONS, INC.
505 W Hichpochee ave.
Suite 200, B107
LaBelle, FL 33935

Proposal

Date	Estimate No.
11/14/2025	10737

Name/Address

COLLIER COUNTY BOARD Of COUNTY COMMISSION
3299 TAMIAMI TRAIL E. STE 700
NAPLES, FLORIDA 34112
ATTENTION:A/P Dept

Ship To

COLLIER COUNTY GOVERNMENT
Gloden Gate
Jeffrey Felger
Project Manager II
Public Transit & Neighborhood Enhancement

PO #	Project

Description	Qty	Rate	Total
Sunshine Package 3 MAC 36 Installed in your enclosure			
IRRInet AC 24DO/8DI W/O Radio (Item 3.1)	1	1,726.92	1,726.92
IRRInet-M AC 12DO/4DI (Item 3.2)	1	1,293.24	1,293.24
XPR5350 UHF RADIO & RADIO KIT (Item 3.3)	1	1,131.00	1,131.00
UHF YAGI ANTENNA 7.1 dB (N-FEMALE) (Item 3.4)	1	247.73	247.73
IRRInet POWER SUPPLY 100-240VAC / 12VDC (Item 3.5)	1	231.27	231.27
115 VOLT-24V @3.125 AMP TRANSFORMER (Item 3.6)	1	76.57	76.57
120V-20Amp Hardwire W/Filter 2W+G (Item 3.7)	1	189.06	189.06
MLB-12-AC SWITCHABLE OUTPUT PROTECTION (Item 3.8)	3	378.00	1,134.00
LEV T7299-W TR GFCI/SWITCH COMBO (Item 3.9)	1	56.16	56.16
4 SQ OUTLET BOX 2 1/8 DP 1/2 AND 3/4 KO WELDED (Item 3.10)	1	7.02	7.02
12 VOLT 7Ah BATTERY (Item 3.11)	1	57.76	57.76
BACK PLATE FOR 24" ENCLOSURE (N/B)	1	87.50	87.50
Assembly and Delivered (Item 3.14)	1	765.00	765.00
INSTALLATION AND OPTIMIZATION OF IRRIGATION CONTROLS: (Remove and install controllers and connect to existing wires) (Item 13.1)	20	90.00	1,800.00
CENTRAL/FIELD PROGRAMMING (Item 13.2)	2	150.00	300.00
		Total	$9,103.23

Phone #	Fax #	E-mail
863-675-2372		holman863@embarqmail.com

Tree Scaping of Naples, Inc.
LCC20170001172
1180 23rd Street SW
Naples, FL 34117
(239)331-3103
treescapingnaples@hotmail.com
www.treescapingofnaples.net
Gustavo Leon, Arborist, FL-6703A

Quote

Date: 10/21/2025
Quote No.: 11429

Transportation Management Services
Dept. - Collier County
8300 Radio Rd
Naples, FL 34104
Attn: Jeffrey Felger
jeffrey.felger@collier.gov
239-252-5775 office

Qty	Location	Description	Unit Price	Total
0		service area: Golden Gate City MSTU -- Per Contract 23-8069	$0.00	$0.00
55	Coronado	A.2 Line Item 1 -- alexander palms trimmed	$20.00	$1,100.00
3		A.2 Line Item 6 -- foxtail palms trimmed	$26.00	$78.00
26		A.2 Line Item 12 -- sabal palms trimmed	$40.00	$1,040.00
8		A.1.1 Line Item 9, under 30' -- Crape Myrtle trees trimmed	$55.00	$440.00
16		A.1.1 Line Item 21, under 30' -- Live Oak trees trimmed	$115.00	$1,840.00
2		A.1.1 Line Item 28, under 30' -- Red Maples trees trimmed	$125.00	$250.00
62	Hunter	A.2 Line Item 1 -- alexander palms trimmed	$20.00	$1,240.00
18		A.2 Line Item 12 -- sabal palms trimmed	$40.00	$720.00
21		A.1.1 Line Item 9, under 30' -- Crape Myrtle trees trimmed	$55.00	$1,155.00
1		A.1 1 Line Item 10, under 30' -- Floss Silk tree trimmed	$65.00	$65.00
5		A.1.1 Line Item 18, under 30' -- Jatropha trees trimmed	$45.00	$225.00
28		A.1.1 Line Item 21, under 30' -- Live Oak trees trimmed	$115.00	$3,220.00
49	Sunshine	A.2 Line Item 12 -- sabal palms trimmed	$40.00	$1,960.00
32		A.1.1 Line Item 9, under 30' -- Crape Myrtle trees trimmed	$55.00	$1,760.00
4		A.1.1 Line Item 10, under 30' -- Floss Silk trees trimmed	$65.00	$260.00
24		A.1.1 Line Item 21, under 30' -- Live Oak trees trimmed	$115.00	$2,760.00
23		A.1.1 Line Item 32, under 30' -- Tabebuia trees trimmed	$65.00	$1,495.00
69	Tropicana	A.2 Line Item 12 -- sabal palms trimmed	$40.00	$2,760.00
20		A.1.1 Line Item 9, under 30' -- Crape Myrtle trees trimmed	$55.00	$1,100.00
10		A.1.1 Line Item 14, under 30' -- Holly trees trimmed	$55.00	$550.00
2		A.1.1 Line Item 15, under 30' -- Hong Kong Orchid trees trimmed	$115.00	$230.00
1		A.1.1 Line Item 16, under 30' -- Jacaranda tree trimmed	$85.00	$85.00
32		A.1.1 Line Item 21, under 30' -- Live Oak trees trimmed	$115.00	$3,680.00
1		A.1.1 Line Item 32, under 30' -- Tabebuia trees trimmed	$65.00	$65.00

Total $28,078.00

Upon acceptance of this quote, please sign and return to sender.This quote and pricing are valid for 30 days.Payment in full due upon receipt of invoice. We accept cash, check, and credit card (with a 3.5% surcharge added).

We are fully licensed and insured (certificates available upon request), and FDOT TTC certified. All pruning is done to ISA and American Natural (A-300) standards. Tree Scaping is not responsible for damages to underground pipes, irrigation systems, cables,etc.

Tree Scaping of Naples, Inc.
LCC20170001172
1180 23rd Street SW
Naples, FL 34117
(239)331-3103
treescapingnaples@hotmail.com
www.treescapingofnaples.net
Gustavo Leon, Arborist, FL-6703A

Quote

Date: 10/21/2025
Quote No.: 11432

Transportation Management Services
Dept. - Collier County
8300 Radio Rd
Naples, FL 34104
Attn: Jeffrey Felger
jeffrey.felger@collier.gov
239-252-5775 office
service address:Golden Gate City - Hunter, Coronado, Sunshine, Tropicana

Qty	Location	Description	Unit Price	Total
0		CORONADO	$0.00	$0.00
8		A.1.1 Line Item 9, under 30' -- crape myrtle trees trimmed	$55.00	$440.00
2		A.1.1 Line Item 28, under 30' -- red maple trees trimmed	$125.00	$250.00
16		A.1.1 Line Item 21, under30' -- live oak trees trimmed	$115.00	$1,840.00
0		HUNTER	$0.00	$0.00
21		A.1.1 Line Item 9, under 30' -- crape myrtle trees trimmed	$55.00	$1,155.00
1		A.1.1 Line Item 10, under 30' -- floss silk tree trimmed	$65.00	$65.00
5		A.1.1 Line Item 18, under 30' -- jatropha trees trimmed	$45.00	$225.00
28		A.1.1 Line Item 21, under 30' -- live oak trees trimmed	$115.00	$3,220.00
0		SUNSHINE	$0.00	$0.00
32		A.1.1 Line Item 9, under 30' -- crape myrtle trees trimmed	$55.00	$1,760.00
4		A.1.1 Line item 10, under 30' -- floss silk trees trimmed	$65.00	$260.00
23		A.1.1 Line Item 32, under 30' -- tababuia trees trimmed	$65.00	$1,495.00
24		A.1.1 Line Item 21, under 30' -- live oak trees trimmed	$115.00	$2,760.00
0		TROPICANA	$0.00	$0.00
20		A.1.1 Line Item 9, under 30' -- crape myrtle trees trimmed	$55.00	$1,100.00
10		A.1.1 Line Item 14, under 30' -- holly trees trimmed	$55.00	$550.00
2		A.1.1 Line Item 15, under 30' -- hong kong orchid trees trimmed	$115.00	$230.00
1		A.1.1 Line Item 16, under 30' -- jacaranda tree trimmed	$85.00	$85.00
1		A.1.1 Line Item 32, under 30' -- tababuia tree trimmed	$65.00	$65.00
32		A.1.1 Line Item 21, under 30' -- live oak trees trimmed	$115.00	$3,680.00

Total $19,180.00

Upon acceptance of this quote, please sign and return to sender.This quote and pricing are valid for 30 days.Payment in full due upon receipt of invoice. We accept cash, check, and credit card (with a 3.5% surcharge added).

We are fully licensed and insured (certificates available upon request), and FDOT TTC certified. All pruning is done to ISA and American Natural (A-300) standards. Tree Scaping is not responsible for damages to underground pipes, irrigation systems, cables,etc.

Tree Scaping of Naples, Inc.
LCC20170001172
1180 23rd Street SW
Naples, FL 34117
(239)331-3103
treescapingnaples@hotmail.com
www.treescapingofnaples.net
Gustavo Leon, Arborist, FL-6703A

Quote

Date: 10/21/2025
Quote No.: 11431

Transportation Management Services
Dept. - Collier County
8300 Radio Rd
Naples, FL 34104
Attn:Jeffrey Felger
jeffrey.felger@collier.gov
239-252-5775 office

Qty	Location	Description	Unit Price	Total
55	Coronado	A.2 Line Item 1 - alexander palms trimmed	$20.00	$1,100.00
62	Hunter	A.2 Line Item 1 - alexander palms trimmed	$20.00	$1,240.00
3	Coronado	A.2 Line Item 6 - foxtail palms trimmed	$26.00	$78.00
26	Coronado	A.2 Line Item 12 - sabal palms trimmed	$40.00	$1,040.00
18	Hunter	A.2 Line Item 12 - sabal palms trimmed	$40.00	$720.00
49	Sunshine	A.2 Line Item 12 - sabal palms trimmed	$40.00	$1,960.00
69	Tropicana	A.2 Line Item 12 - sabal palms trimmed	$40.00	$2,760.00

Total $8,898.00

Upon acceptance of this quote, please sign and return to sender.This quote and pricing are valid for 30 days.Payment in full due upon receipt of invoice. We accept cash, check, and credit card (with a 3.5% surcharge added).

We are fully licensed and insured (certificates available upon request), and FDOT TTC certified. All pruning is done to ISA and American Natural (A-300) standards. Tree Scaping is not responsible for damages to underground pipes, irrigation systems, cables,etc.

SUPERIOR
LANDSCAPING & LAWN SERVICE, INC.

P.O. Box 35-0095 ·Miami ·FL · 33135-0095
Office (305) 634-0717 · Fax (305) 634-0744
www.superiorlandscaping.com

Proposal Date **11/17/2025**

Customer/Billing Information

Golden Gate MSTU

Naples Fl
Jeffrey Felger

Job Site Information

Golden Gate MSTU

Job Description

This proposal is for the pressure washing requested at Coronado Pkwy, Hunter st, and the small area at Tropicana.

If an item or service is not specifically detailed or included in the proposal provided then it is excluded and has not been not considered for pricing

Line Item Breakdown

Large Plants **Specifications**

Chemical Materials

Quantity	U/M	Description	Unit Price	Total Price
5		1 Gal. Driveway, Concrete and Masonry Cleaner	**19.53**	**97.64**
27	hrs	1 Supervisor	**55.00**	**1,485.00**
27	hrs	1 Helper	**35.00**	**945.00**
				-
				-
				-
				-

Total Price **2,527.64**

Thank you for your consideration of this proposal.
If you have any questions, please contact **Jesse Castillo at (305) 634-0717.**

Payment Terms: A fifty percent (50%) deposit is due upon acceptance of this proposal and prior to commencing with work. Progress invoice will follow at the seventy-five percent (75%) completion point. Balance is due upon completion of job. All invoices are due upon receipt. Past due accounts will acquire an eighteen percent (18%) interest per year. Should collection activities be warranted, the client shall be responsible for any related expenses including but not limited to attorney's fees and court costs. There is a fifty-dollar ($50.00) fee for each check returned for non-sufficient funds. Any alterations made to this document, will make it void.

SUPERIOR
LANDSCAPING & LAWN SERVICE, INC.

P.O. Box 35-0095 ·Miami ·FL · 33135-0095
Office (305) 634-0717 · Fax (305) 634-0744
www.superiorlandscaping.com

Guarantee: Superior Landscaping & Lawn Service, Inc. is not liable or responsible for any loss, repair or replacement of any of the above mentioned due to high winds, hail, lightning storms, heavy rains, vandalism, floods, heat, construction, insect plagues or infestation, inadequate irrigation, tornadoes, hurricanes or other Acts of God.

ACCEPTANCE OF PROPOSAL

WHEREFORE, Contractor and Owner, or Owner's Agent, have accepted the scope and terms of this proposal. Owner or Owner's Agent gives express permission to Contractor to enter said property and confirms that it is clear from any hidden danger or defects.

Owner or Owner's Agent

By: _____

Name: _____

Title: _____

Date: _____

Contractor:
Superior Landscaping & Lawn Service, Inc.

By: _____

Name: _____

Title: _____

Date: _____

Thank you for your business!

Simmonds Electrical of Naples, Inc.

8941 Quality Rd
Bonita Springs, FL 34135-7000

STREET LIGHTING • SIGNALIZATION • GENERATORS
INDUSTRIAL AND COMMERCIAL

Phone: (239) 643-2770
Fax: (239) 643-6873

Golden Gate MSTU
8300 Radio Road
Naples, FL 34104
239-252-5775 Work
239-227-4011 Mobile
Mr. Jeffrey Felger

October 22, 2025
Quote # 2517123

We hereby submit specifications and estimates for: **Golden Gate MSTU Tropicana Blvd Pole Replacement**

Furnish and install (1) complete Lumec pole.
Straighten and reuse existing concrete pole foundation.
Furnish and install fuses and fuse holders at pole's base.
MOT included.

Current lead for the Lumec pole is 10-12 weeks. Subject to can change without notice per vendor.

Man Hr	Per Hr	Number Men	Type	Est Material/Equip	Calendar Days	Engineering/Sublet
32	$ 70.00	2-3	Electrical	$ 9,564.97	120	$ -

Total Material, Labor and Equipment **$ 11,804.97** (not to exceed)

Note: For estimating purposes only. Actual time and materials may vary based on conditions encountered.
Invoice will be based on time and material, and will be itemized per Annual Contract **23-8074**.

We hereby propose to furnish the above complete in accordance with the above specifications for the sum of
Eleven Thousand Eight Hundred Four Dollars and Ninety Seven Cents

Estimate valid for 30 days.

GOLDEN GATE COMMUNITY CENTER ADVISORY BOARD (GGCCAB)
MEETING MINUTES
10/06/2025

ADVISORY BOARD MEMBERS PRESENT:

WILLIE BRICE, ADVISORY BOARD MEMBER

ANGELA RICHBERG, ADVISORY BOARD MEMBER

CONSTANCE BETTINGER, ADVISORY BOARD MEMBER

LIZETTE HOMAR-RAMOS, ADVISORY BOARD MEMBER

ADVISORY BOARD MEMBERS NOT PRESENT:

KAYDEE TUFF, ADVISORY BOARD CHAIR

ALSO PRESENT:

MICHAEL OSORIO, INTERIM REGIONAL MANAGER, REGION 1 – PARKS & RECREATION

RAY CORIANO, GGCC SUPERVISOR – PARKS & RECREATION

MARIAH BOSETTI, GGCC TRANSCRIPTIONIST – PARKS & RECREATION

Willie Bryson

I. Call to Order

~~Ms. Tuff~~ called the Meeting to order at 6:02 PM.

II. Attendance/Establish a Quorum

Roll Call was taken by Mr. Brice. Ms. Tuff was not present. Mr. Brice, Ms. Richberg, Ms. Homar-Ramos, and Ms. Bettinger were present. A quorum was established.

III. Pledge of Allegiance

Mr. Coriano led the Pledge of Allegiance.

IV. Approval of Agenda

Mr. Brice called for a motion to approve the Meeting Agenda. Ms. Bettinger entered the motion, which was seconded by Ms. Richberg. All members present were in favor. The motion was carried.

V. Approval of Minutes – September 3rd, 2025

Mr. Brice called for a motion to approve the Meeting Minutes from September 3rd, 2025. Ms. Bettinger entered the motion; it was seconded by Ms. Richberg. All members were in favor. The motion was carried.

VI. Public Comments

No members of the Public were present.

VII. Monthly Budget Report

Mr. Coriano provided the Budget overview for September.

FY2025 Budget Amended: $553,700.00

A. Revenues

1. **FY2025 Amended: $954,400.00**
2. **Actual Monthly Revenues for GGCC: SEPTEMBER: $9,779.63**
3. **FY2025 Total Actuals: $949,278.26**
4. **Available: $5,121.74**

   At 99.7% Consumption on Revenues for FY2025.

B. Operating Expenses:

1. **FY2025 Amended: $749,000.00**
2. **Actual Monthly Expenses for GGCC: SEPTEMBER: $18,944.16**
3. **FY2025 Total Actuals: $547,757.05**
4. **Available: $168,689.95**

   At 85.1% Consumption on Expenses for FY2025.

   Mr. Coriano stated that he has not yet received the final report from OMB on the final numbers for FY2025. Ms. Bettinger asked if the Budget Report needed to be approved or accepted by the Advisory Board. Mr. Coriano stated that we haven't done it in the past, but we can talk to Ms. Tuff (Advisory Board Chairperson) and maybe start next month for the new fiscal year. It certainly wouldn't hurt. Mr. Brice stated that the Advisory Board could acknowledge the Budget Report as given by Mr. Coriano.

VIII. Community Center & Wheels Park Facilities Updates

Mr. Coriano gave updates on the following Community Center & Wheels Park Facilities projects.

A. Community Center:

1. **Restroom Floors (Open Item)**

   There was not much to update on this item. Facilities must complete a report on what they are going to do and what the costs are going to be for the project. Facilities want to start the project by the end of the Fall, probably by Thanksgiving time.

2. **Gym Floor (Open Item)**
   A similar situation to the restroom floors. We did get a project manager assigned to this project. Mr. Dayne Atkinson, Supervisor of Project Management, brought the new project manager, Mr. Edmond Kushi, out for introductions and a facility tour. We would be looking at about three weeks for project completion, around the end of Summer 2026.

3. **Marquee Sign (Open Item)**
   Purchase Order is approved. The permits are approved. Lykins Signtek just must wait for Growth Management (GMD) to release the funds.

4. **Shade Panel in Playground**
   The shade panel edge is frayed and needs to be repaired. It will be funded with FEMA money from Hurricane Ian. Mr. Coriano needs to get the contractor information from Mr. Arcia, Field Supervisor, Parks & Recreation.

5. **Floor Polishing at Center & Wheels Park**
   The floors look a little better after the deep cleaning & polishing. They are contracted to come in and do it twice a year, with the next cleaning scheduled for January or February.

6. **Replacement of Air Vents throughout the Center**
   Facilities came and replaced the air conditioning vent screens in all of the hallways and some of the rental rooms. They are having a hard time finding the right replacements for the six vent screens in the Auditorium and the three in the Gym.

B. Wheels Skate & BMX Park

1. **Announcing Tower Tarp Replacement (Open Item)**
   We are still waiting for funding from FEMA. Hopefully, there will be an update at the next meeting.

2. **Skate Park Maintenance**
   The County is unable to use J Ramps for the maintenance of the Skate Park. They would need to become a county vendor for us to use them.

IX. Old Business

Mr. Coriano gave updates on the following Old Business Agenda items:

A. Storage Charge for Room Rentals

We were able to identify the keys for and open all the cabinets in Room B. The Naples Woodcarvers Club does have some expensive equipment in its cabinet, so we have left those locked. They haven't been in this season yet, but once they do, we will talk to them to see the possibility of them being able to move that out. Mr. Coriano was able to explain the situation to Mr. Lilly from the Studio Players and Pastor Paul Getter from New Life Apostolic Church. Mr. Lilly understood the liability issue, but he wasn't happy about it. Ms. Bettinger asked Mr. Coriano if he had given them a deadline to move by, and Mr. Coriano stated that he was, for now, just making them aware.

B. Winter/Spring 2026 Programs

Programs have been entered and are in beta testing now. The highlights will be the basketball league and volleyball clinics. Registration will start on December 1st.

C. Special Events Planning

There was a change in date for our Christmas event, from the 12th to the 19th of December. Ms. Bettinger asked if we were going to have the train again. Mr. Coriano stated that the company we used last year came back with a higher price than last year, at about $2,000. A lot of people liked it last year, but that is a pricey increase. So, we're not sure yet.

X. New Business

Mr. Coriano gave updates on the following New Business Agenda items:

A. FY2026 Amended Budget

The main areas that he looks at are what we need to bring in and what is being used for operating. We had an increase in Revenues from $1,023,900 in FY2025 to $954,000 for FY2026. For Operating Expenses, we went from $733,000 in FY2025 to $767,253 for FY2026. The amount that we receive from the Ad Valorem went up from $721,000 in FY2025 to $780,500 in FY2026 (there wasn't a rate increase; values just went up). The only thing that is of concern is our Recreational Camps' Revenues also went up; we will give it a try, given the circumstances with the allocation of the Senior Center. Facility Rentals and Athletic Programs Revenues have increased based on what we have done this past year. Also, a little concerning given the situation with the Senior Center.

B. Wheels/Naples BMX Events

1. **Naples BMX "Banging Bars" Race (Friday, December 12th)**
   Naples BMX Regional Race is a smaller race to prepare for the State Qualifier.

2. **Naples BMX State Qualifier (Thursday, January 8th – Sunday, January 11th)**
   This is a full state race. We expect approximately 3,500 people daily at the event. We do charge them for the use of the Park for these events.

XI. Member Comments

+Ms. Homar-Ramos stated that she would PASS.

+Ms. Bettinger asked if there was a Wi-Fi signal booster in the building, and if it would be further boosted when the Senior Center comes? Does it need to be boosted? Mr. Coriano stated that we would have to contact IT to come and take a look to see what they can do. We may just need to get an upgraded modem. He will contact Mr. Robert Cruz, the Help Desk Supervisor in IT, to see what they can do for us. Ms. Bettinger asked if, with the restrooms being renovated, Mr. Coriano had a chance to talk with the farmers' market about bringing in porta-johns? Mr. Coriano stated that he hadn't yet, but that was a good point.

+Ms. Richberg asked why the farmers' market uses our restrooms and not porta-johns. Mr. Osorio stated that they do rent the space, and we have to provide facilities for them as renters. Mr. Coriano stated that we only allow people from the market to use the restrooms on the west side of the building. But with the construction, we wouldn't have much choice in letting them use the east side restrooms. Mr. Osorio stated that Mr. Coriano may have to decide that the market has to take off for a week or two.

+Ms. Bettinger stated that there is a new open carry law. She asked if we should post a sign to show that people can't open carry their guns in the park and the facility. Mr. Coriano stated that it was a good point. He hadn't heard anything about needing a sign, but he will reach out to Mr. Hanrahan and ask about it.

+Ms. Bettinger stated that Room B isn't a lockable room. Even though we still aren't sure what will happen with early voting and/or the Senior Center. She asked if the Advisory Board needed to direct Mr. Coriano to make it lockable for early primary voting. Mr. Coriano stated that it was an easy fix; he would just need to contact Facilities and place a work order.

+Mr. Brice stated that OBS & ORM say we have all this money in our reserves. We want to use the money, and we ask that the money be used, but we can't get what we want done right away, and we have to wait. We try to use it, but they won't let us use it. Mr. Coriano stated that the system has been streamlined. Mr. Brice asked if we could put in a Purchase Order for something and get it tomorrow? Mr. Coriano stated not that fast.

+Mr. Brice stated that we have the money; what is stopping us from getting it done? He can go back two years in the Minutes and see projects there that we are still talking about. If we have the money, what is stopping us from getting it done? Mr. Coriano stated that Ms. Tuff always said that we wouldn't have a problem using our reserve funds for projects and necessary updates, BUT not if the County should be paying for it, either partially or fully.

XII. Adjournment

With no further topics for discussion, Mr. Brice called for a motion to adjourn the Meeting. Ms. Bettinger entered the motion; Ms. Homar-Ramos seconded the motion, and all members present agreed. The Meeting was adjourned at 7:42PM.

Golden Gate Community Center Advisory Board

Kaydee Tuff

Kaydee Tuff, Chairman

These minutes approved by the Board on 11/03/2025 as presented,

or as amended _____.

Next Meeting, Monday, November 3rd, 2025, at 6:00PM
Golden Gate Community Center • 4701 Golden Gate Parkway, Rm. C, Naples, FL 34116

GOLDEN GATE COMMUNITY CENTER
ADVISORY BOARD
AGENDA

November 3rd, 2025
6:00 p.m.

I. Call to Order

II. Attendance – Establish a Quorum

III. Pledge of Allegiance

IV. Approval of Agenda

V. Approval of Minutes – October 6th, 2025

VI. Public Comments

VII Monthly Budget Report

FY2026 = 1605 – 157710

A. Revenues:

1. FY2026 Amended: **$1,023,900.00**
2. Actual Monthly Revenues for GGCC: **October 2025 - $11,731.91**
3. FY2026 Total Actuals: **$11,731.91**
4. Available: **$1,012,168.09**

B. Operating Expenses:

1. FY2026 Amended: **$767,253.00**
2. Actual Monthly Expenses for GGCC: **October 2025 - $8,188.64**
3. FY2026 Total Actuals: **$8,188.64**
4. Available: **$146,138.28**

VIII. Community Center & Wheels Park Facilities Updates

A. Community Center:

1. Restroom Floors (Open Item)

2. Gym Floor (Open Item)

3. Marquee Sign (Open Item)
4. Shade Panel in Playground
5. Replacements of Air Vents through the Center
6. Replacement of Canister Lights in Main Lobby

C. Wheels Skate & BMX Park:

1. Announcing Tower Tarp Replacement (Open Item)
2. Skate Park Maintenance
3. BMX Track Turns

IX. Old Business

A. Special Events Planning – Halloween Event

B. FY2026 Amended Budget

C. Wheels/Naples BMX Events

1. Naples BMX “Banging Bars” Race (Friday, December 12th)
2. Naples BMX State Qualifier (Thursday, January 8th – Sunday, January 11th)

X. New Business

A. Board Member Position Availability

B. Request to Name the Gymnasium

XI. Member Comments

XII. Adjournment

The next meeting is scheduled for Monday, December 1st, 2025,
Golden Gate Community Center, Room C
4701 Golden Gate Pkwy, Naples, FL 34116

Golden Gate Community Center Advisory Board

Published on October 22, 2025

Notice of Public Meeting

Golden Gate Community Center Advisory Board

Collier County, Florida

November 3, 2025

6:00 p.m.

Notice is hereby given that the **Golden Gate Community Center Advisory Board** will meet on **Monday, November 3,** at **6:00 p.m.** This meeting will be held at the Golden Gate Community Center, Conference Room C, 4701 Golden Gate Parkway, Naples, Florida.

About the public meeting:

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

All interested parties are invited to attend, and to register to speak. All registered public speakers will be limited to three minutes unless changed by the chairman.

Collier County Ordinance No. 2004-05 requires that all lobbyists shall, before engaging in any lobbying activities (including, but not limited to, addressing the Board of County Commissioners, an advisory board or quasi-judicial board), register

with the Clerk to the Board at the Board Minutes and Records Department.

Anyone who requires an auxiliary aid or service for effective communication, or other reasonable accommodations to participate in this proceeding, should contact the Collier County Facilities Management Division, located at 3335 Tamiami Trail E., Suite 101, 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.

For more information, call the Collier County Parks & Recreation Division at (239) 252-4000.

Tagged as:

Media Releases Public Notices Parks News Releases

Collier County Government

Communications, Government & Public Affairs
3299 Tamiami Trail E., Suite 102
Naples, Florida 34112-5746

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October 31, 2025

FOR IMMEDIATE RELEASE

Notice of Hybrid Remote Public Meeting
Collier County Community Redevelopment Agency
Immokalee Community Redevelopment Advisory Board
Collier County, Florida

November 12, 2025
9:00 a.m.

Notice is hereby given that the **Immokalee Community Redevelopment Advisory Board** will meet on Wednesday**, November 12th** at **9:00 a.m.** This will be a Hybrid Remote Meeting, and it will be held at **the Careersource SWFL, 750 South 5th Street, Immokalee, Florida**. Some of the Board Members and staff may be appearing remotely, with staff present in person. The public may attend either remotely or in person.

Individuals who would like to participate remotely should email Yuridia Zaragoza at Yuridia.Zaragoza@collier.gov by November 11th at 4:00 p.m.

The agenda will be posted on the Immokalee CRA's website at https://immokaleecra.com/meetings-information-1.

Remote participation is provided as a courtesy and is at the user's risk. The County is not responsible for technical issues.

About the public meeting:

Two or more members of the Collier County 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 meeting of those boards, councils or agencies.

All interested parties are invited to attend, and to register to speak. All registered public speakers will be limited to three minutes unless changed by the chairman.

Collier County Ordinance No. 2004-05 requires that all lobbyists shall, before engaging in any lobbying activities (including, but not limited to, addressing the Board of County Commissioners, an advisory board or quasi-judicial board), register with the Clerk to the Board at the Board Minutes and Records Department.

Anyone who requires an auxiliary aid or service for effective communication, or other reasonable accommodations to participate in this proceeding, should contact the Collier County Facilities Management Division, located at 3335 Tamiami Trail E., Suite 101, 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.

For more information, call Yuridia Zaragoza at (239) 867-0025**.**

###

Collier County Community Redevelopment Agency
IMMOKALEE CRA
The Place to Call Home!

CRA Board

Commissioner
William McDaniel Jr.
Co-Chair
District 5

Commissioner
Dan Kowal
Co-Chair
District 4

Commissioner
Burt L. Saunders
District 3

Commissioner
Chris Hall
District 2

Commissioner
Rick LoCastro
District 1

CRA Advisory Board

Mike Facundo
Chairman

Bernardo Barnhart
Vice-Chair

Mark Lemke
Anne Goodnight
Yvar Pierre
Paul Thein
Lupita Vazquez Reyes
Jimmy Nieves
Oscar Lugo
Edward "Ski" Olesky
Estil Null

CRA Staff

John Dunnuck
Executive Director
Facilities & CRA

Christie Betancourt
CRA Assistant Director

Yvonne Blair
CRA Project Manager

Yuridia Zaragoza
CRA Operations Support
Specialist I

Meeting of the Collier County Community Redevelopment Agency
Immokalee Community Redevelopment Advisory Board.

AGENDA
Hybrid Remote Public Meeting
(*Please see details below)

CareerSource SWFL
750 South 5th Street
Immokalee, FL 34142
239.867.0025 (CRA Office)

November 12, 2025 – 9:00 A.M.

A. Call to Order.
B. Pledge of Allegiance and Prayer.
C. Roll Call and Announcement of a Quorum.
D. Voting Privileges for Board Members via Zoom. *(Action Item)*
E. Approval of Agenda. *(Action Item)*
F. Approval of Consent Agenda. *(Action Item)*
   1. Minutes
      i. Immokalee CRA Board Meeting for October 29, 2025 (Enclosure 1) (Pages 5-18)
   2. Budget Reports (Enclosure 2) (Pages 19-26)
   3. Staff Reports
      i. Assistant Director Report (Enclosure 3) (Pages 27-30)
      ii. Project Manager Report (Enclosure 4) (Pages 31-46)
      iii. Project Manager Field Observation Report (Enclosure 5) (Pages 47-50)
      iv. Community Meetings (Enclosure 6) (Pages 51-52)
G. Public Comments on General Topics not on the Current or Future Agenda.
H. Announcements.
   1. Public Comment speaker slips
   2. Communications Folder
I. Other Agencies.
   1. FDOT updates
   2. Other Community Agencies
      i. Immokalee Water and Sewer District (IWSD)
      ii. Collier County Code Enforcement
      iii. Collier County Sheriff's Department
      iv. Collier County Parks and Recreation
      v. Immokalee Eastern Chamber of Commerce
J. Community Presentations.
   1. Immokalee Water & Sewer District (Enclosure 7) (Pages 53-72)
   2. El Gran Taco Loco Project (Enclosure 8) (Pages 73-88)
K. Old Business.
   1. Contactor Maintenance Reports
      i. A&M Property Maintenance Report & Schedule (Enclosure 9) (Pages 89-90)
   2. Development Report by Johnson Engineering (Enclosure 10) (Pages 91-111)
   3. 2025/2026 Strategic Plan Update
      i. Budget Update

4. Immokalee Regional Airport Improvements
    i. Staff Report for Global Flight Training Solutions (GFTS) Update
5. Brief Staff project update
    i. Immokalee Sidewalk Phase III – Eustis Ave. and W. Delaware Ave.
    ii. First Street Corridor Safety Project

L. New Business
M. Public Comments
N. Next Meeting Date. The **CRA Board** will meet on ***Wednesday, December 10, 2025,*** at 9:00 A.M. at the **Immokalee Community Park.**
O. Adjournment

*** Hybrid Remote Public Meeting**

Some Advisory Board members and staff may be appearing remotely, with staff present in person. The public may attend either virtually or in person.

If you would like to provide public comment, participate, and/or attend the meeting, please contact Yuridia Zaragoza via email at Yuridia.Zaragoza@collier.gov by November 11, at 4:00 P.M.

You may attend the meeting in person on November 12, 2025, at the CareerSource SWFL conference room, 750 South 5th Street, Immokalee, FL 34142.

The public is reminded that the CDC and Department of Health recommend social distancing and avoiding public gatherings when possible.

All meetings will be publicly noticed in the W. Harmon Turner Building (Building F), posted at the Immokalee Public Library, and provided to the County Public Information Department for distribution. Please contact Yuridia Zaragoza at 239.867.0025 for additional information. In accordance with the American with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact Yuridia Zaragoza at least 48 hours before the meeting. The public should be advised that members of the CRA/MSTU Advisory Committee are also members of other Boards and Committees, including, but not limited to: the Immokalee Fire Commission. In this regard, matters coming before the Advisory Committee/Board may come before one or more of the referenced Board and Committees from time to time.

IMMOKALEE CRA Collier County Community Redevelopment Agency
Florida's 21st century

MINUTES

Meeting of the Collier County Community Redevelopment Agency Immokalee Community Redevelopment Advisory Board on October 29, 2025. The Advisory Board members, staff, and public appeared virtually and in person.

Hybrid Remote Public Meeting
CareerSource
750 South 5th Street
Immokalee, FL 34142

A. Call to Order.
The meeting was called to order by CRA Chair Michael "Mike" Facundo at 9:00 A.M.

B. Pledge of Allegiance and Opening Prayer.
Michael "Mike" Facundo led the Pledge of Allegiance.

Executive Pastor Armando Yzaguirre with the Fellowship Church led the Opening Prayer.

C. Roll Call and Announcement of a Quorum.
Christie Betancourt opened a roll call. A quorum was announced for the CRA Board.
CRA Advisory Board Members Present in Person:
Michael "Mike" Facundo, Bernardo Barnhart, Mark Lemke, Patricia "Anne" Goodnight, Yvar Pierre, Paul Thein, Jimmy Nieves, Oscar Lugo and Estil Null.
CRA Advisory Board Members Present via Zoom:
None.
CRA Advisory Board Members Absent/Excused:
Lupita Vazquez Reyes and Edward "Ski" Olesky.
Others Present in Person:
Marie Striebel, Judith Seva, Samy Penagor, Joseph "Joe" Mucha, Rick Newtown, Armando Yzaguirre, Melissa Silva, Kaitlyn Zindle, Silvia Puente, Sarah Harrington, Said Gomez, and Commissioner William "Bill" L. McDaniel, Jr.
Others Present via Zoom:
Andrea Halman, Hugo Osorio, Jacob Stauffer, Samantha Gutierrez, Stephanie Chavez, Yolanda Flores, Delia Bustamante, Cynthia Salinas, Adesky Smart, and Yvelande Astreide.

Staff Present in Person: John Dunnuck, Christie Betancourt, Yvonne Blair, and Yuridia Zaragoza.

D. Voting Privileges for Board Members via Zoom
No Action Taken.

E. Approval of Agenda.
Staff presented the Agenda to the board for approval. The Agenda was approved as presented.

CRA Action: Ms. Patricia "Anne" Goodnight made a motion to approve the Agenda as presented. Mr. Mark Lemke seconded the motion, and it passed by unanimous vote. 8-0.

F. Approval of Consent Agenda
   1. Minutes
      i. Immokalee CRA Board Meeting for September 17, 2025 (Enclosure 1)
   2. Budget Reports (Enclosure 2)
   3. Code Enforcement Report (Enclosure 3)
   4. Staff Reports
      i. Assistant Director Report (Enclosure 4)
      ii. Project Manager Report (Enclosure 5)
      iii. Project Observation Field Report (Enclosure 6)
      iv. Community Meetings (Enclosure 7)

Staff presented the Consent Agenda to the boards for approval. Enclosures 1 through 7 are under the Consent Agenda. The Consent Agenda was approved as presented.

CRA Action: ***Ms. Patricia "Anne" Goodnight made a motion to approve the Consent Agenda as presented. Mr. Paul Thein seconded the motion, and it passed by unanimous vote. 8-0.***

G. Public Comments.
CRA Staff added public comments at the beginning and end of the meeting. Comments may also be addressed on specific Agenda Items. All public comment speakers have 3 minutes unless the board decides to give more time.

H. Announcements.
   1. Public Comments speaker slips
   CRA Staff commented on the public 3-minute speaker slip policy for each Topic. The Board will give more time if they feel it's necessary.

   2. Communications Folder
   Staff provided a hard copy of all attachments in the communication folder to the board members. Staff reviewed the communication folder with the board and members of the public. Included in the folder were the public notice of the Immokalee Community Redevelopment Advisory Board Meeting, Articles on the TIGER Ribbon Cutting Ceremony, an article on the Aldi's opening and Winn-Dixie closing, Executive Summary of the Land Development Code presented at the BCC Meeting, and the 12th Annual Christmas Tree Lighting event flyer.

   3. 2025 FRA Conference Update (Enclosure 8)
   CRA Staff provided a recap of the 2025 Florida Redevelopment Association (FRA) Conference. Ms. Christie Betancourt commented that Commissioner Dan Kowal attended this year's conference as well.

   Mr. Paul Thein provided insight into his experience at the 2025 FRA Conference. He was thoroughly impressed by the number of participants at this conference. In the breakout sessions, he was able to learn more about how one can leverage public and private partnerships and grants.

He learned about the CRA funds and how the funds can advance the tax base and return investment to the community. A couple of projects presented at the conference were able to highlight the improvements made in the community. Mr. Thein said there could be a couple of projects that could probably be done in Immokalee.

Mr. Michael "Mike" Facundo asked Mr. Paul Thein what could be applied within the Immokalee Community.

Mr. Paul Thein commented that an opportunity could exist with the culinary accelerator, but more about food production to benefit jobs. He further discussed how collaborations/partnerships could work with other organizations in the community to help provide this opportunity and create a job production plan. A couple of organizations mentioned were St. Matthew's House and CareerSource.

Mr. Thein also provided insight into a transportation concept and said that although CAT offers a great program, there is a company that offers rides and is reimbursed through Medicaid. The only thing that would need to be done is for the individual to schedule the trip. Mr. Thein highlighted the public and private partnerships and said that if leveraged correctly, many opportunities could be present in the community. He thanked the staff for allowing him to attend, and he hopes to attend next year.

I. Other Agencies

1. FDOT Updates
   No Updates.

2. Other Community Agencies
   i. Immokalee Water and Sewer District (IWSD)
      No update.
   ii. Collier County Code Enforcement
      Mr. Joseph "Joe" Mucha provided information on Code Enforcement job opportunities. They are hiring another Manager; Ms. Cristina Perez is currently the Interim Manager. Once someone is hired, they could end up hiring a supervisor. Code Enforcement is also in the process of hiring 6 code officers. There is a possibility that a code officer may work in Immokalee to fill the shoes of Ms. Maria Rodriguez. Ms. Maria Rodriguez has about 2 months before she retires.

      As for the animal control side, staff are in the process of hiring a senior officer. They have been unable to fill the position since December of last year, but they continue to move forward. They are also in the process of hiring two animal patrol officers and two additional officers.

   iii. Collier County Parks and Recreation
      Mr. Said Gomez provided updates on the Immokalee parks. Park staff are currently running the after-school program at Immokalee South Park.

They have 21 kids and 7 kids under the VPK program. At the Immokalee Community Park, they have over 45 kids in their after-school program.

Park staff recently held their Halloween Trunk or Treat event. It was well attended. Park staff saw about 400 to 500 people. There was a lot of participation from the community, and many are looking forward to next year. The community members would like to see something different next year, so park staff will look into making a Haunted House.

As for the Immokalee Sports Complex, at the PARAB meeting, it was asked that park staff provide and post regular updates. Park staff have posted the updates at the Immokalee Parks and will also post updates on their website. He also mentioned that the Ave Maria University is utilizing the pool at the Immokalee Sports Complex.

Park staff are also running their basketball program and fitness classes. Park staff are also working on the Christmas Around the World gala event and how it will run this year and also discussing plans for next year. The Christmas Around the World Parade and Gala event will be on December 6, 2025.

Mr. Paul Thein asked if any Pilates classes are held.

Mr. Said Gomez confirmed that Pilates classes are being held at the gymnasium. They have up to 35 participants already registered. Also, park staff recently held their first 3k run/walk; they had over 50 participants. It was well attended by the community. Mr. Gomez thanked Lipman and Suncoast for sponsoring the event. They anticipate holding another event just like this since it was well attended.

Mr. Paul Thein said he would like to connect park staff with Recycle the Cycle, who are looking to start a cycling club.

iv. Immokalee Eastern Chamber of Commerce
No update.

v. Bondage2Freedom Foundation
Ms. Marie Striebel introduced herself. She is the founder of the Bondage2Freedom Foundation. She is dedicated to ending the demand for childhood sexual abuse of any kind through prevention and education. By advocating for laws that protect children, such as Erin's Law, which has been passed in 39 states, Florida is not one of them. Erin's Law teaches body safety, boundaries, safe touch, unsafe touch, safe secrets, and unsafe secrets throughout the school system.

Ms. Striebel is also a STAND fellow survivor leader of the systemic change with the World without Exploitation Organization located in Washington D.C.

She commented on her experience as a survivor and said she would like to organize an event for the people of Immokalee to bring awareness, prevention and resources.

Ms. Marie Striebel said she attended the Epstein-Maxwell rally in D.C. in September 2025 to stand in support of the survivor sisters. Due to the closeness of Epstein's residence and the amount of human/sex trafficking that is being done, Ms. Striebel would like to help protect the children in the community.

A discussion was held on the statistics of trafficking in Florida. Ms. Striebel also commented on the high-risk communities.

Mr. John Dunnuck asked Ms. Marie Striebel if she had any discussions with the Sheriff's Office. Ms. Striebel said she has not. Mr. Dunnuck commented that he used to work for Boward College on the East Coast, and he recalled seeing a stat with Florida being number 2 in the nation in regard to sex trafficking. Staff will see what they can do to get Ms. Striebel in touch with the Sheriff's Office.

Ms. Marie Striebel hopes to have an event to get Christmas Dinners and Christmas Trees for the families in Immokalee and raise awareness of human/sex trafficking.

vi. Collier County Library – Immokalee Library

Ms. Silvia Puente introduced herself. She is the branch manager of the Immokalee Library. They have had a lot of exciting events at the library. The Immokalee Library had a meet up with Pete the Cat and they hosted a slime event. Over 200 people attended both events. The library staff continues to have family story times, toddler story times, preschool story times, and craft/STEM programs twice a month. The Immokalee Library has new furniture and carpeting. Ms. Puente invited everyone to see the new improvements.

J. Community Presentations

1. El Gran Taco Loco Project (Enclosure 9)

Due to unforeseen circumstances, the owner and presenter were unable to present the El Gran Taco Project. The board tabled this item.

K. Old Business

1. Contractor Maintenance Reports

i. A&M Property Maintenance Report & Schedule (Enclosure 10)

Staff presented the November look-ahead schedule for all the maintenance work on Main Street, 1st Street and the Triangle area, and the October work that was completed. Staff also attached the estimates for the Zocalo, which is all related to Christmas. The estimates include work regarding the shelling, incidental work to inspect and replace defective lightbulbs of the Christmas decorations, and the trimming of all canopy trees, sabal, and cabbage palms. Staff have approved the work, but they wanted to make the board aware of all that was approved.

Mr. Armando Yzaguirre said all maintenance is going as planned. The trash on Main Street is starting to pick up, but A&M staff continue to move forward and pick up the trash. Mr. Yzaguirre asked the staff when they would like the Holiday decorations to go up. Staff and board members agreed that A&M staff should start putting up the decorations the day after Thanksgiving.

Ms. Christie Betancourt said CRA staff will ask A&M staff to decorate the Zocalo earlier this year. It will most likely have to be done earlier than Thanksgiving.

Mr. Yzaguirre said discussions have been held with CRA staff about getting the outlets checked out. There will be an additional fee if A&M staff check the outlet sooner, unless they check during their installation of the Christmas decorations.

Mr. John Dunnuck commented that Facilities Management will test the outages before A&M installs the Holiday Decorations.

2. Development Report by Johnson Engineering (Enclosure 11)
Ms. Kaitlyn Zindle highlighted a couple of new developments. Listed under Zoning Petitions is 3206 Lake Trafford Rd, where the Immokalee Fire District seeks a comparable use determination to allow a public safety facility. Also listed is the RCMA Immokalee MPUD, where a request is being made for three lake excavations.

Under Development Review Petitions are ALDI - 0751 Renovation; they have put in their application but are missing architectural plans to complete the submittal. El Gran Taco Loco is also listed; the county staff issued their first comment letter. The Mendoza Housing development recently had its pre-app meeting. Ms. Zindle also provided information on the Immokalee Recycle Drop-off Center, Scale House, and Control Center, and the Silver Strand Mine. The Silver Strand Mine has 2 other companion items, which include the Silver Strand Mine Variance and Silver Strand Mine III for conditional use.

Ms. Zindle also presented information on the previous projects with recent activity. This included the Sainvilus Subdivision, Pepper Ranch Preserve, A&H Invest Multi-Tenant Commercial Building, Immokalee Sports Complex, Onda Rose Multi-Family, and Florida Army National Guard Readiness Center.

The Final Actions/Letters were issued to 418 Jefferson Ave W, Little Ceasars Immokalee, Boys and Girls Club of Immokalee Gym, Pathway Early Learning Center Immokalee, Immokalee Airport GFTS Parcel A South Aircraft Hangar, 502 New Market Rd E.

CRA staff commented that the Doggie Day Care, which is looking to be located on 502 New Market Rd E, has reached out to staff. They would like to get a letter of support from the Immokalee CRA Board. Staff will follow up and see if they will come present at a future meeting.

Ms. Patricia "Anne" Goodnight commented that the Development Report is very informative and hopes that staff can continue to provide this report. Ms. Christie Betancourt also commented on how informative this report is and how it helps staff with others who are looking to start something within the community.

3. 2025/2026 Strategic Plan Update (Enclosure 12)
   Ms. Christie Betancourt provided the Budget Update before presenting the 2025/2026 Strategic Plan Update. The Strategic Plan included the changes made to the Strategic Plan lifecycle.

   Ms. Betancourt highlighted the importance of staff being aware of staying on track with projects, updating the budget priorities, and making sure the budget amount is accurate. If any other item needs to be added, Ms. Betancourt asked that staff be made aware so that it could be added to the Strategic Plan. Staff will continue to keep the Immokalee Strategic Plan updated to be in line with the Collier County Strategic Plan.

CRA Action: ***Ms. Patricia "Anne" Goodnight made a motion to approve the updated 2025/2026 Strategic Plan as presented. Mr. Mark Lemke seconded the motion, and it passed by unanimous vote. 7-0.***

4. Budget Update (Enclosure 13)
   Ms. Christie Betancourt provided information on the updated Budget Priorities 2025/2026 list. The changes made were highlighted. Ms. Betancourt commented on the importance of having items in the plan and budget. Due to the Budget update, staff are also planning for the next fiscal year.

   The First Street Corridor Safety Improvement Project #33831 (Grant) 50250 (CRA) was previously estimated to be around 1.5 million. However, the funding has changed. The Immokalee CRA has to pay for the acquisitions, it's estimated to be about $200,000. Since staff need to get easements, a change has occurred in the project timeline, which has caused the Grants Department to be flagged.

   Due to this, the grant is being reduced by the amount of the construction of Phase I. The amount reduced is about $176,000. Even with the reduced amount, it has been assured by the Grants Department that the funds will be given back after staff get the easement acquisitions and complete the design for the construction of Phase II.

   Within this process, CRA Staff will have to pay for the complete design of Phase II. Staff estimate this to be about $76,696.50. Ms. Christie Betancourt said that an increase of $200,000 was made under the CRA Fund for this project and noted that staff also shifted the funding source. A million dollars from the CDBG Grant is no longer coming in for this Fiscal Year; however, an amount of $600,000 will be coming in for Fiscal Year 2027. Staff commented that the current overall cost estimate of the project is an estimate. Overall, staff wanted to make the board aware that funds were reallocated. Staff clarified that no reimbursement will be given for the cost of the design for Phase II of the First Street Pedestrian Safety Improvement Project.

Mr. Michael "Mike" Facundo asked if the owners within the easements are willing to sell. Staff commented that they are not there yet, but they will use the authority of the Transportation Division to address this matter. Staff clarified the cost of the design of the First Street Corridor Safety Improvement Project.

Mr. John Dunnuck commented on the discussion he had with Ms. Trinity Scott, who is the Department Head of the Transportation Division, regarding the First Street Corridor Safety Improvement Project and the importance of moving the project forward.

Mr. Paul Thein commented on the need to have a plan and budget set aside to follow the plan for the community. He further provided information on an open session called, Tearing Down the Silos, that will be held on November 4, 2025, at the CareerSource building. A consultant has been hired to come in and talk about what could be done within the strategic plans, initiatives, and grants to help better the community.

Ms. Christie Betancourt provided information on the minor changes for the Immokalee Sidewalk Phase III Project – Eustis Avenue & West Delaware Avenue Project #33873 (Grant) #50244 (CRA). The CRA and MSTU funds are for this project. Staff are presenting an accurate number since a contract has been awarded. The CRA and MSTU are each paying $99,589.75 for the construction of this project. The grant fund for this project is $987,000.

Ms. Christie Betancourt also highlighted the addition of $50,000 under Economic Development. The Board has previously approved this amount.

Mr. Michael "Mike" Facundo commented on the estimated construction cost of the First Street Corridor Safety Improvement Project and recommended that staff keep in mind the cost of construction and be cautious of inflationary costs, especially with the way things are currently going regarding the federal government. Ms. Christie Betancourt provided information on what is done and said that it's a requirement to think about having a higher estimated cost in case of a scenario just like this. She said an updated Opinion of Probable Cost "OPC" will be conducted when we get closer to construction of the this project.

A discussion was held on how the current government shutdown is impacting EBT, SNAP, and childcare. Mr. Mark Lemke commented that from the Health Department's standpoint, they haven't had any stop payments on WIC. The Health Department has continued to receive funding so far. Mr. Mark Lemke commented on how the funding works and said the federal government gives funding to the State. The State disburses it. From Mr. Lemke's understanding, the state has a reserve, so they may be able to carry the WIC program for a while.

Mr. Michael "Mike" Facundo commented on the current effect that is happening within childcare and said 600 RCMA employees in Florida are being laid off. There was a grant that was not given due to the shutdown, and it has affected the Migrant Program for RCMA. He said a full impact will not be seen until time goes on.

CRA Action: ***Mr. Paul Thein made a motion to approve the Updated Budget Priorities 2025/2026 list as presented. Mr. Patricia "Anne" Goodnight seconded the motion, and it passed by unanimous vote. 7-0.***

5. New Market Road Commercial Project (Parcel along Pinellas Street)
   i. Staff Report for Vacating the Alley update (Enclosure 14)
   Staff provided a report for vacating the alley for a parcel along Pinellas Street. Staff were directed by the board to obtain an in-house valuation of the 20-foot alley. The estimated value was $25,800. Staff reached out to the Transportation Department, and CRA staff were informed that they met with the property owner and came to a consensus on October 17, 2025. The County identified a public benefit component tied to drainage improvements that will be incorporated into the petitioner's property. The design, permitting, and long-term maintenance of these improvements will be handled by the petitioner under the direction and review of the Transportation Department. Since the public benefit has been clearly defined, the CRA input is no longer required as part of the formal vacation process. The CRA's role in establishing the valuation and facilitating coordination with county staff is complete.

   Mr. Paul Thein asked about the $25,000 valuation and what the improvement could be with this amount. CRA staff commented that it would mostly be drainage improvements to the surrounding area. Overall, no action is needed for this item.

6. Immokalee Regional Airport Improvements
   i. Staff Report for Global Flight Training Solutions (GFTS) (Enclosure 15)
   Mr. John Dunnuck provided background information on his predecessor, who committed to incentivizing a company that was coming into the airport to provide landscape improvements.

   The company decided to move forward with the landscape improvements as part of their project that they started at the Immokalee Regional Airport. The predecessor left before this project was finalized; however, due to the commitment made, CRA staff strongly feel that they need to follow through with incentivizing. Staff have added funds to follow through with this item. Mr. Dunnuck commented on the options and said this could be a two-year payout or a one-time lump sum. He said the idea of this commitment was for the company to beautify its area to make sure it's welcoming. The company has brought in a great program that brings in students to train and learn about being a pilot.

   Ms. Christie Betancourt commented that this company expanded its project and built two more hangars. Due to their expansion, the cost of the landscaping was discussed between staff, Mr. Greg Oravec, the previous CRA Director, and the Immokalee Regional Airport Director. All agreed to move forward with the improvements.

   Mr. Paul Thein commented on his personal experience of the Immokalee Regional Airport and commented on the much-needed landscape in the area. Mr. John Dunnuck clarified that in the end, the County is the owner of the Immokalee Regional Airport.

Mr. Mark Lemke asked if the total amount being asked for funding is the total amount of the landscaping improvements or just a portion. Ms. Christe Betancourt confirmed that it's a portion that was previously agreed on. Other expenses were incurred on landscaping, but a portion was agreed upon for the improvement made on the outskirts of the company's building.

Commissioner McDaniel provided insight and said these improvements were discussed and approved before the Land Development Code revisions were made.

Mr. Michael "Mike" Facundo commented that this matter is a nice concept of private and public sector collaboration.

After much discussion, the CRA Board made a recommendation to approve the payment for the landscaping improvements of Global Flight Training Solutions.

CRA Action: ***Mr. Paul Thein made a motion to approve the payment of up to $36,764 to Global Flight Training Solutions for landscaping improvements at the Immokalee Regional Airport. Mr. Mark Lemke seconded the motion, and it passed by unanimous vote. 7-0.***

7. Brief Staff Project update
   i. Immokalee Sidewalk Phase III – Eustis Ave. and W Delaware Ave.
   Staff provided an overview of the project and information on the progress of the Immokalee Sidewalk Phase III project. Staff have a contractor who will be issued a Notice to Proceed next month once the drain structures are manufactured. Once the structures are manufactured and delivered, staff will use a Notice to Proceed, and the project will start. The project should take about 8 months to complete.

   ii. First Street Corridor Safety Project
   Staff received a bid for Phase I of the First Street Corridor Safety Project. The lowest bidder was $205,310. Staff are in the process of rewarding the lowest bidder. The next bidder was $100,000 more than the lowest bidder. The design engineer is in the process of delivering a Design Entity Letter of Recommended Award (DELORA), and they have received 3 of the 5 required references for prior jobs; FDOT, Seminole Tribe, and others have given their recommendations. As of right now, Procurement would like to have 5 recommendations, so staff are trying to receive 2 more recommendations.

   As soon as staff complete the DELORA, they will be able to submit the contract to the Board of Collier County Commissioners. This item will most likely be on the December 10, 2025, Agenda. Staff will then be able to proceed with a Notice to Proceed on Phase 1. Phase One consists of 11 streetlights from Eustis Ave down to School Drive.

L. <u>New Business.</u>
No New Business.

M. Citizen Comments.

Ms. Patricia "Anne" Goodnight commented on a discussion previously held about the improvements at the Health Department. Mr. Mark Lemke previously commented on the need for the road to be repaved and to have speed bumps in the parking lot. Ms. Goodnight said she witnessed 3 vehicles pull out of traffic and cut through the parking lot to get onto Immokalee Drive. She feels that this needs to be addressed.

Mr. Mark Lemke commented that there's a PO from the County to have two speed bumps installed. The Health Department staff will look into this and see if they need extra speed bumps installed. If not, the Health Department will install one or two bumps. Mr. John Dunnuck followed up and said county staff let the paving project be completed, staff then decided to cut the PO and are now getting ready to install the speed bumps.

Ms. Patricia "Anne" Goodnight also provided information on the Immokalee Fire Department. The Immokalee Fire Department will have ALS (Advanced Lighting) that will be on each truck. This will be done once the department gets the permit from the State. She commented that this would be a lifesaver for the Immokalee community. Ms. Goodnight will notify Ms. Christie Betancourt of the opening ceremony to celebrate this achievement so that she may share it with the community members.

Ms. Sarah Harrington provided updates on the Coller County for Housing Policy and Economic Development division. They have been working on the developer status update and are looking across the County to see what developments are in process and reaching out to other developers. The developers in Immokalee have been very responsive. The Immokalee Fair Housing Alliance (IFHA) has one building completely occupied. The IFHA anticipates doing a fundraising event to have enough funds to progress with the next building. Ms. Harrington commented that she was able to participate in a panel discussion for affordable housing at Florida Gulf Coast University, and they were able to highlight the Immokalee Fair Housing Alliance for their recent actions.

Ms. Sarah Harrington also said that staff are working on compiling a list of surplus land. There are a few in Collier County, specifically in Immokalee. All land labeled as surplus land has been taken to the Board of Collier County Commissioners; the list was approved many years ago. Ms. Harrington followed up and said surplus land is a small parcel of land that could be used for affordable housing or other benefits, if there's an opportunity. Once the county staff provides an updated list to the board, it will be posted online.

Commissioner McDaniel commented on the closure of the Winn-Dixie, which was the only large grocery chain in the community. Commissioner McDaniel asked for consent from the other Collier County Commissioners to extend an additional bus route from the parking lot at the Winn-Dixie over to one of the three Publix in Ave Maria, Randall Blvd, or the new one coming in at Orange Blossom. This Bus Route will occur 3 days a week; Friday, Saturday, and Sunday, and it will occur twice a day during these days. The ride will be free. This has been set up for a 12-month run with a quarterly update. It's $111,000 for the extra bus route, and 50% of the expenses is being offset by the Collier Community Foundation.

Aldi's is expected to open up; however, there is no timeline yet on when the opening will occur. Subsequently, Aldi does not accept WIC (Women, Infants, and Children's) program, so other arrangements will have to be made for individuals who rely on this.

Commissioner McDaniel also clarified that Immokalee Road is still Immokalee Road. The Board of Collier County Commissioners voted to do a memorial designated for Charlie Kirk. There will be 4 signs up.

Commissioner McDaniel provided information on the property that was brought by Collier County. County staff are in the final negotiations with the Fair Board, Swamp Buggy, and the Junior Deputy's Ranch to relocate them. The County will then negotiate with Barron Collier and exchange acres that wrap around the old landfill. Commissioner McDaniel commented that he is working with County staff to see if they can apply for a Brownfield grant through the Regional Planning Council.

Commissioner McDaniel further commented on the acquisitions of the Williams Preserve. There is a road right-of-way to extend Little League South to bring it down through to Immokalee Road. County staff have been given directions to begin the process of rezoning, swapping the farm fields out of the RLSA and putting in Parks and Recreation so that fields and other things can be done for the community. Also, to move the slough area into the RLSA. The RLSA is the Rural Land Stewardship Area, which could enhance the water quality of Lake Trafford and also help water retention.

Board members and staff members further discussed the closing of Winn-Dixie and the previous discussions of Immokalee being part of a food desert. Commissioner McDaniel clarified that Aldi bought out Winn-Dixie and it's a transition that is occurring in all areas that have a Winn-Dixie. Overall, there are concerns about the closing of Winn-Dixie, but staff will continue to support the community as best as they can. Commissioner McDaniel commented that he will provide the informational flyers regarding the extended bus route.

Ms. Delia Bustamente commented on the Zoom Chat that the Bus Advertisements on the route extension will need to be translated in various languages. CRA Staff will share the information as soon as they receive the flyer from County staff.

Ms. Christie Betancourt commented that CRA staff are proposing to meet at the CareerSource SWFL for November and December. The CRA Board members agreed to have both meetings at the CareerSource SWFL building.

Ms. Sarah Harrington provided information on food banks that are ramping up due to the possibility of SNAP benefits not being reloaded. She also commented that individuals who are impacted by a loss of occupation. She recommended that they connect with CareerSource. She is available to assist if anyone would like to connect with CareerSource.

Mr. Michael "Mike" Facundo commented on the high spirit of the Immokalee Community during times like this and said he appreciated the support of all who are giving to the community.

N. Next Meeting Date
The **Immokalee Community Redevelopment Advisory Board** will meet on Wednesday, **November 12, 2025**, at 9:00 A.M. at CareerSource SWFL.

O. Adjournment
Meeting adjourned at 10:34 A.M.

**** Zoom Meeting chat is attached to the minutes for the record.***

Zoom Chat
October 29, 2025 Immokalee CRA Hybrid Public Meeting

00:40:26 Andrea Halman: Thank you Paul
01:21:30 Andrea Halman: No
01:35:42 Andrea Halman: Something happened to the sound
01:36:18 Yolanda Flores: i can hear
01:38:41 Andrea Halman: Ok I can hear you
01:57:54 Delia Bustamante: Advertisement on this is needed in varios languages so that all the community can use it. Can the WIC office help with that?
01:58:31 Delia Bustamante: To spread the word or provide fliers.

Collier County Community Redevelopment Agency

IMMOKALEE CRA

The Place to Call Home

Certification of Minutes Approval Form

Prepared by:

Christie Betancourt, CRA Assistant Director
Immokalee Community Redevelopment Area

Approved by:

Michael "Mike" Facundo, Chairman

The Minutes for the October 29, 2025, CRA Advisory Board were approved by the CRA Advisory Board on November 12, 2025, as presented.

The next meeting will be a CRA Advisory Board meeting and will be held on ~~December 1, 2025~~, January 21, 2026 at 9:00 A.M. at the Immokalee Community Park.

All meetings will be publicly noticed in the W. Harmon Turner Building (Building F), posted at the Immokalee Public Library and provided to the County Public Information Department for distribution. Please call Christie Betancourt, at 239-867-0028 for additional information. In accordance with the American with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact Christie Betancourt, CRA Assistant Director, at least 48 hours before the meeting. The public should be advised that members of the CRA Advisory Board are also members of the other Boards and Committees, including, but not limited to: Immokalee Fire Commission, and the Collier County Housing Authority; etc. In this regard, matters coming before the Advisory Board may come before one or more of the referenced Board and Committees from time to time.

Collier County Government

Communications, Government & Public Affairs
3299 Tamiami Trail E., Suite 102
Naples, Florida 34112-5746

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November 14, 2025

FOR IMMEDIATE RELEASE

Notice of Hybrid Remote Public Meeting
Lely Beautification MSTU Advisory Committee
Collier County, Florida

November 20, 2025
2:00 p.m.

Notice is hereby given that the **Lely Beautification Municipal Service Taxing Unit (MSTU) Advisory Committee** will meet on **Thursday, November 20, 2025,** at **2:00 p.m.** This will be a Hybrid Remote meeting and held in the Conference Room at the South Regional Library, 8065 Lely Cultural Pkwy, Naples, Florida. The public may participate either remotely or in person.

Individuals who would like to participate remotely should contact Rosio Garcia at Rosio.Garcia@collier.gov by noon on November 20.

Remote participation is provided as a courtesy and is at the user's risk. The County is not responsible for technical issues.

The agenda will be available on the Collier County Government website at https://www.collierptne.com/mtsu/lely-golf-estates-beautification-advisory-committee/.

About the public meeting:

Two or more members of the Collier County 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 meeting.

All interested parties are invited to attend, and to register to speak. All registered public speakers will be limited to three minutes unless changed by the chairman.

Collier County Ordinance No. 2004-05 requires that all lobbyists shall, before engaging in any lobbying activities (including, but not limited to, addressing the Board of County Commissioners, an advisory board or quasi-judicial board), register with the Clerk to the Board at the Board Minutes and Records Department.

Anyone who requires an auxiliary aid or service for effective communication, or other reasonable accommodations to participate in this proceeding, should contact the Collier County Facilities Management Division, located at 3335 Tamiami Trail E., Suite 101, 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.

For more information, call Jeffrey Felger at (239) 252-5775.

###

GOLF ESTATES BEAUTIFICATION MSTU

ADVISORY COMMITTEE

8300 Radio Road
Naples, FL 34104

AGENDA

November 20, 2025

1. **CALL TO ORDER**
2. **ATTENDANCE**

Kathleen Dammert - Vice Chair (10/1/26)
Dimitra Arneson (10/1/26)
Michael Mann (10/1/29)
Lisa McGarity (10/1/29)
-Committee Vacancy-

Ellen Sheffey – Interim Director, PTNE
Jeffrey Felger – Project Manager
Rosio Garcia – Operations Coordinator
Michael McGee – McGee & Associates
Armando Yzaguirre – A&M Property Maint.
Wendy Warren – Premier Staffing

3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES –** October 16, 2025
5. **CHAIR'S REPORT**
6. **CONTRACTOR REPORTS**
   - **a.** Landscape Architect's Report – McGee & Associates (M&A)
   - **b.** Landscape Maintenance – A&M Property Maintenance (A&M)
7. **PROJECT MANAGER'S REPORT – Jeffrey Felger**
   - **a.** Budget Report
   - **b.** Lighting Inspection Report
   - **c.** Radar Speed Reports
   - **d.** Committee Applications - Bonnie R. Karen
8. **ONGOING BUSINESS**
   - **a.** 2025 Holiday Lighting - Installed
   - **b.** Irrigation issues - Everything is up and running
9. **NEW BUSINESS**
   - **a.** Perennial Peanut plant - other options
   - **b.** Fertilization - A&M
   - **c.** Lights out - working with A&M and Simmonds to get a total/QUOTE
   - **d.** Quotes - Tree scrapes of Naples / Motorola / Mulch
10. **COMMITTEE MEMBER COMMENTS**
11. **PUBLIC COMMENT**
12. **ADJOURNMENT**

NEXT MEETING:

DECEMBER 18TH, 2025 AT 2:00 PM
South Regional Library
8065 Lely Cultural Pkwy
Naples, FL 34113, (239) 252-7542

GOLF ESTATES BEAUTIFICATION MSTU

ADVISORY COMMITTEE

8300 Radio Road
Naples, FL 34104

Minutes

OCTOBER 16, 2025

I. Call to Order

The meeting was called to order at 2:00 P.M. Roll call was taken, and a quorum of three were established.

II. Attendance

Committee Members: Kathleen Dammert, Vice Chair; Michael Mann, Lisa McGarity, Dimitra Arneson (Excused); Open Seat
County Staff: Ellen Sheffey, Acting Director, PTNE (Excused); Jeffrey Felger, Project Manager, PTNE Division; Judith Sizensky, Project Manager, PTNE Division; Rosio Garcia, Operations Analyst, PTNE Division; Keyla Castro, Operations Support Specialist, PTNE (ZOOM)
Contractors: Armando Yzaguirre, A & M Property Maintenance; Wendy Warren, Premier Staffing

III. Approval of Agenda

Ms. McGarity moved to approve the Agenda of the Lely Golf Estates Beautification MSTU Advisory Committee as amended: Second by Mr. Mann. Carried unanimously 3 - 0.
Add: Item 9A-2: Holiday Décor – Forest Hills and Augusta Boulevards Monument.
Second by Mr. Mann. Carried unanimously 3 - 0.

IV. Approval of Minutes – August 21, 2025, and September 18, 2025

Ms. McGarity moved to approve the Lely Golf Estates Beautification MSTU Advisory Committee meeting minutes of the August 21, 2025, and September 18, 2025, as presented. Second by Vice Chair Dammert. Carried unanimously 3 - 0.

V. Chair's Report

Summary reports will commence pending the election of a Committee Chairperson.

VI. Contractor Reports

A. Landscape Architect's Report – McGee & Associates (M&A)

A report will be presented at the November 20, 2025, meeting.

B. Landscape Maintenance Report – A & M Property Maintenance (A&M)

Mr. Yzaguirre reported:

- Routine maintenance is being performed as scheduled.
- An irrigation issue with the flow meter was resolved and Mr. Felger re-set the meter.
- Solarization of the annual planting areas for St. Andrews Blvd. and Doral Circle to reduce weeds, insects and/or disease will be complete prior to installation of the winter plantings.

Winter Annual Plantings
St Andrews Median #1 and Doral Circle Median #23

Mr. Yzaguirre reported seasonal plant installation at the two entrances cost $5,500.00 in 2024.

Committee Discussion

- McGee & Associates planting Scheme B, modified, installed in 2024, may not be feasible due to limited availability of some flower species such as Geraniums.
- Alternative arrangements were considered including Butterfly "Series" Pentas, Salvia, and Alyssum.
- The members agreed on White Alyssum, Midnight Salvia, and the Red and Deep Pink Butterfly "Series" Pentas.
- Plant pot size will be one gallon.

Vice Chair Dammert motioned to approve an amount not to exceed $6,000.00 to purchase and plant White Alyssum, Midnight Salvia and Red and Deep Pink Butterfly "Series" Pentas at the monument entrances on St. Andrews Boulevard and Doral Circle. Second by Ms. McGarity. Carried unanimously 3 – 0.

VII. Project Manager's Report – Jeffrey Felger

Mr. Felger reported:

A. Budget Report

Lely Golf Estates MSTU Fund 1620 Budget for October 16, 2025, prepared October 14, 2025.
(*The full report is included in the distributed Agenda meeting packet, which is accessible at the link shown at the end of these Minutes).*

Mr. Felger presented an overview of the budget highlighting:

Purchase Orders

1. A & M Property Maintenance (A&M)
   - Incidentals are for landscape refurbishment and miscellaneous.
   - Grounds Maintenance is for regularly scheduled tasks and irrigation repairs.
2. Agricultural Services International – Irrigation services
3. Collier County PUD – Water
4. FPL – Electricity
5. Howard Fertilizer & Chemical Co.- Fertilizer
6. McGee & Associates – Landscape Architecture
7. Premier Staffing – Transcription Services
8. Sight N Sound, dba Naples Christmas Lighting – Holiday Decorations
9. Simmonds Electrical – Electrical Maintenance and LED Fixtures
10. SiteOne Landscape Supply – Irrigation Parts & Pumps
11. Southeast Spreading - Mulch
12. Tree Scaping of Naples – Tree Pruning and Removal

Budget Summary

1. Line 1, Revenue – Millage assessed and Interest totals $457,200, an increase of $24,500 over FY 24.
2. Line 2, Carry Forward – Unexpended Prior Year (2025) Funds total 755,459.
3. Line 3, Revenue Total – A total of $1,212,659 (Millage Assessed and FY-25 Carry Forward).

4. Line 24, Operating Expense – Of the $370,659 budgeted, $257,114 is committed to existing Purchase Orders, leaving the remainder of $113,545 available within budget for additional operating expenses as needed.
5. Line 28, County Overhead – Of the $81,400 budgeted, $859 has been transferred leaving a remainder of $80,561 for transfer (PTNE Staff & support, Property Appraiser & Tax Collector).
6. Line 30, Capital Projects – A balance of $610,600 remains for improvement projects.
7. Line 32, Capital Reserves - $150,00 is budgeted for insurance due to catastrophic events.
8. Line 33, All Expenses – Of the $1,212,659 budgeted, $257,114 remains committed to existing Purchase Orders and $838 has been Expended leaving $954,707vailable within budget for additional expenses as needed.

General

1. The Fiscal Year 2026 budget is effective October 1, 2025.
2. MSTU Tax Rate: 2.00 Mills is for beautification improvements and maintenance within the taxing district.
3. The Ad Valorem taxable value increased 5.42% for fiscal year 2025 over 2024 generating additional revenue of $24,500.
4. The Office of Budget Management assumes 5% of the millage assessed will be delinquent and factors the assumption into the budget.
5. The *Asset Management Plan* which estimates life expectancies of MSTU assets and corresponding expenditure projections to fund maintenance and repairs of these assets through 2028 will be updated.
6. Tax millage collected and interest by the Lely Golf Estates Beautification MSTU may only be utilized by the MSTU and within the MSTU district boundary.

Mr. Felger noted:

- Additional spreading of cocoa brown mulch will be undertaken by A & M Property Maintenance in November/December 2026.
- Requests for Quotes (RFQ) are being solicited from Simmonds Electrical to repair the pole and/or lamp outages.
- Fertilizer will be applied in November/December in accordance with McGee & Associates schedule.

B. Lighting Inspection Report

(*The full report is included in the distributed Agenda meeting packet, which is accessible at the link shown at the end of these Minutes).*

October 2, 2025 Observation Report

- St. Andrews Boulevard: three single luminaires are out.
- All lamp poles are fitted with Lumec-brand LED replacements.
- The monument lights at the Baltusrol Drive entrance to Pinehurst Estates will be added to the report.

C. Radar Speed Report

Radar Speed Sign Report

Two (2) Traffic Logix SafePace 100 speed monitoring signs are installed on Saint Andrews Boulevard, eastbound by the Lely Presbyterian Church (*Radar 1*) and westbound at Pine Valley Circle (*Radar 2*).

- A data report has not been available for the past thirty days.
- Traffic Logix will be contacted to find a solution to the issue.
- Speed monitoring options will be researched for future consideration.

D. Committee Application

Mr. Felger reported that the Board of County Commissioners appointed Lisa Rice McGarity to the Lely Golf Estate Beautification MSTU Advisory Committee for a four-year term.

One seat for a four-year term is available on the Committee. An application was received from Bonnie R. Karen. Ms. Karen's application will be considered by the Advisory Committee for recommendation to the Board of County Commissioners at the November meeting.

VII. Ongoing Business

Mr. Felger reported:

A. Traffic Signage

- The Board of County Commissioners (BCC) approved the transfer of street and STOP signs to the MSTU in March 2025.
- A *Traffic Signs* inventory report by location with financial projection of cost replacement was prepared for the Procurement Division.
  - Sixty-four signs on decorative poles (36 street name and STOP signs and twenty-eight speed limit and crosswalk signs).
  - Estimated replacement cost is $109,912.00.
- The project will go "out to bid" as the cost exceeds the threshold determined by the Procurement Division.
- Upon quote approval, a contract will be awarded and sign production and installation sequences planned.

B. Sign Lights

- Simmonds Electrical of Naples, Inc. installed Dabmar bronze light fixtures with LED bulbs and PermaPosts at the St. Andrews Boulevard and Doral Circle sign monuments.

IX. New Business

Mr. Felger reported:

A. Holiday Décor 2025

1. St. Andrews Boulevard Entrance and Doral Circle
   - Naples Christmas Lighting, a division of Sight N Sound, submitted quote #1095, dated September 5, 2025, in the amount of $5,600.00 to install holiday decorations and coaxial lights at the Lely MSTU entrances on Saint Andrews Boulevard and Doral Circle in November 2025.
   - The design will replicate the 2024 plan and be installed by mid-November.
   - Text and email contact information was provided to report seasonal light outages.

***Mr. Felger** will confirm method of contact to report light outages, and confirm turnaround time for repairs, to Naples Christmas Lighting.*

Ms. McGarity motioned to approve Naples Christmas Lighting's proposal #1095, dated September 5, 2025, in the amount of $5,600.00, to install holiday decorations and coaxial lighting

at the Lely MSTU entrances on Saint Andrews Boulevard and Doral Circle. Second by Vice Chair Dammert. Carried unanimously 3 – 0.

2. Forest Hills Boulevard and Augusta Boulevard

Ms. McGarity presented a proposal to decorate the monument at Forest Hills and Augusta Boulevards. She highlighted:

- A decorative twenty-four-inch holiday wreath and garland will be placed on the monument.
- Colored solar lights will be installed to complement the decorations.
- Mr. Felger will purchase the accessories.

Mr. Mann motioned to approve up to $75.00 to purchase a holiday wreath and colored string lights for the monument at Forest Hill Boulevard and Augusta Boulevard. Second by Ms. McGarity. Carried unanimously 3 – 0.

B. Planting Scheme B (continued)

A & M removed the summer seasonal plants. Solarization of the bed soil will commence in preparation for installation of winter flowers.

C. McGee & Associates FY-26 Landscape Architectural Maintenance Consulting Services.

McGee & Associates submitted a proposal in the amount of $21,375.00, for Annual Services for Landscape Architectural Maintenance Consulting Services for the Lely Golf Estates Beautification MSTU for FY-26.

Mr. Mann motioned to approve McGee & Associates contract proposal dated September 17, 2025, for Annual Services for Landscape Architectural Maintenance Consulting Services for the "Lely Golf Estates, MSTU" as permitted by Contract #18-7432-LA "Professional Services Agreement - Library Landscape Architecture Category" "Fixed Term Continuing Contract", in the amount of $21,375.00, for Fiscal Year 2026. Second by Ms. McGarity. Carried unanimously 3 – 0.

D. Irrigation

- Mr. Felger has been working with Mr. Yzaguirre and his staff to activate non-working zones in three medians.
- The Road Maintenance Division utilizes the Motorola™ system for irrigation for all County roadways.
- Conversion of the MSTU's irrigation system from HydroPoint to Motorola™ would provide continuity with the County equipment.
- The HydroPoint controller(s) would be replaced with Motorola™ controllers.
- **Ms. Sizensky** will provide information on conversion to the Motorola™ controller to Mr. Felger.
- A quote(s) will be requested from a qualified contractor(s) for the purchase and installation of the Motorola™ controller(s).
- The quote will be presented to the Committee at the November 2025 meeting for consideration.

X. Committee Member and Staff Comments

The Members noted that the most important undertaking for the MSTU is the street and STOP sign project.

XI. Public Comments
None

XII. Adjournment
There being no further business to come before the Committee, the meeting was adjourned at 3:30 P.M.

LELY GOLF ESTATES BEAUTIFICATION MSTU ADVISORY COMMITTEE

_____

Kathleen Dammert, Vice Chair

These Minutes were approved by the Committee on _____,2025 as presented ___ or as amended ___.

Lely Golf Estates Beautification MSTU/CollierPTNE

NEXT MEETING: **NOVEMBER 20, 2025 – 2:00 PM**
SOUTH REGIONAL LIBRARY
8065 LELY CULTURAL PARKWAY
NAPLES, FL 34113
239.252.7542

McGee & Associates
Landscape Architecture

Project: LELY GOLF ESTATES BEAUTIFICATION, M.S.T.U. **Landscape Architect Observation Report:** September 2025
Location: MSTU DISTRICIT ROADWAYS
Project Manager: Dan Schumacher, Collier County Public Services Division, Public Transportation & Neighborhood Enhancements Department
Consultant: McGee & Associates **Consultant's Representative:** Michael A. McGee, rla, isa
Contractor: A & M Property Management **Contractor's Representative:** Armando Yzaguirre
Report Date: FY24-25, 11/6/2025 **Observation Date:** 11/5/2025 **Report No.** 1 (FY25-26)

AC - Indicates major or repeating items recommended to be discussed by the Advisory Committee
S - Indicates items to be addressed by staff. **C** - Indicates items to be addressed by Contractor
Contractor is requested to address items as soon as possible and indicate in **RESPONSE/COMMENTS** column when and which items are corrected.
Note: Copy picture out of comment boxes a*nd then paste to additional sheet if picture is desired in larger size.*

LOCATION/WORK AREA	AC	S	C	R	OBSERVATION & RECOMMENDATIONS	ADDITIONAL COMMENTS
All locations		X	X		It is recommended that all herbicide spraying use a color tracer dye in the mix.	Yellow - Highlighting indicates maintenance recommendations. Red – Items if not addressed will result in multiple plant loss. Strikethrough - Indicates items that have been addressed or are being addressed.
		X	X		All planting areas need to be reviewed for mulch. Apply a 3-inch unsettled depth of mulch.	
St. Andrews Blvd. & US 41 Inbound R/W South		X	X	2	Prune Paurotis palm sprouts or lower stalks two-feet away from sidewalk edge.	
		X	X		Clean soil and fertilizer off sidewalk left from annual plantings.	
		X	X		Remove dead Paurotis palm fronds from within clumps.	
		X	X		Remove volunteer tree growing in the Variegated Ginger on the south end of the sign.	
		X	X		Clean up dead Screw pine foliage within planting beds. The MSTU is responsible for a 10 foot wide areas behind the back of the sidewalk per a license agreement to landscape, irrigate and maintain the area.	
		X	X		The Spider lily plants need to be cleaned up and treated for fungus. Also the torpedo grass growing in the plants needs to be treated as well.	
		X	X		On east side of shopping center driveway there are two dead Juniper parsonii plants that need to be removed and replaced.	**M&A 11/5/25:** (2) Juniper parsonii 3 gal.
		X	X	12	The 3rd large Royal palm from US 41 within the shopping center plantings that are under the control of the MSTU appears to have been hit by lightning. ~~Removal and~~ replacement is recommended. (1) Royal palm 8-foot of gray trunk.	
Outbound R/W North Suncoast Credit Union side		X			The banding around the main entry sign copy is peeling away and needs to be re-applied.	
		X	X		Clean soil and fertilizer off sidewalk left from annual plantings.	
		X	X	2	Prune Paurotis palm sprouts or lower stalks two-feet away from sidewalk edge.	
		X	X	3	Cleanup dead Paurotis palm fronds on the ground scattered around the sign and plantings.	
		X	X	2	Blueberry flax lilies have torpedo grass in them. It appears they may have been treated but no Torpedo grass appears to be in decline. Additional treatment should occur.	

LELY GOLF ESTATES BEAUTIFICATION, M.S.T.U. **Report Date:** FY24-25 11/6/2025 **Observation Date:** 11/5/2025 **Report :** 1 (FY25-26)

LOCATION/WORK AREA	AC	S	C	R	OBSERVATION & RECOMMENDATIONS	ADDITIONAL COMMENTS
		X	X	7	At the shopping center entry ~~there is 33 l.f.+/- of perennial peanut between sidewalk and valley gutter that has torpedo grass in it. Recommended spraying areas for total kill and then replanting with two staggered rows of (65) perennial peanut 'Golden Glory', 1 gal. 12" o.c.~~	**M&A 6/5/25:** ~~(56) of the newly planted Perennial peanuts have been severely water stressed and appear dead. Replacement is recommended.~~ **M&A 9/3/25:** At this point due to the entrie loss of perennial peanut it is recommended to spray area to kill existing vegetation and then remove top 3-inch of vegetation & soil for St. Agustine 'Floratam' sod. Apporx. 300 s.f. of bed area.
St. Andrews Blvd.						
Median #1		X	X		Prune off the Crinum lily leaf spot fungus foliage and treat plants for fungus.	
Median #2		X	X		Remove volunteer Oyster plants in Bougainvillea shrubs.	
		X	X		Remove volunteer palm located on east end of median in Sabal palm group.	
		X	X		Review irrigation coverage in turf area on south side of median.	
Median #3		X	X		No major issues observed.	
		X	X	9	East median end: ~~Perennial peanut need additional fill in plants. (15) 1 gal. 'Golden Glory'~~	**M&A 6/5/25:** ~~If this location was one where newly planted replacement plants were installed then they need to be reviewed for replacements.~~ **M&A 9/3/25:** Due to the number of perennial peanut loss it is recommended to spray and kill remaining and then replant with Yellow Bulbine. (30) Yellow Bulbine 1 gal., 2 ft. off back of curb.
Median #4		X	X	9	East median end: ~~Perennial peanut need additional fill in plants. (20) 1 gal. 'Golden Glory'~~	**M&A 6/5/25:** ~~If this location was one where newly planted replacement plants were installed then they need to be reviewed for replacements.~~ **M&A 9/3/25:** Due to the number of perennial peanut loss it is recommended to spray and kill remaining and then replant with Yellow Bulbine. (35) Yellow Bulbine 1 gal., 2 ft. off back of curb.
Median #5		X	X		At address 140: ~~Holly tree is in heavy decline, and it is recommended to remove it.~~ Install (1) Lagerstroemia fauriei 'Muskogee' – Crape myrtle 30 gal., 2" cal, 8'-10' ht., 5'-6' spr., single trunk standard.	
		X	X		At address 152 (4) of the recently replanted Yellow African Iris need to be replaced under warranty. Planting area needs to be mulched	**M&A 11/5/25:** Iris plant dead or in heavy decline are now up to a total of (20). The Iris plant bed is dry and damage to the plant foliage appears to be from lack of water. It is also recommended that all raised sprinkler heads be lowered. Heads along back of curbing be 12-inch pop ups with heads set just above grade or soil. Heads in the center of the beds be lowered so that only the 12-inch pop up head is exposed above the grade/soil. If additional heads are needed or heads need to re-arranged, then that should occur so that proper coverage is accomplished.
		X	X		At address 164: (2) of the recently replanted Yellow African Iris need to be replaced	**M&A 11/5/25:** Iris plant dead or in heavy decline are now up to

LELY GOLF ESTATES BEAUTIFICATION, M.S.T.U. **Report Date:** FY24-25 11/6/2025 **Observation Date:** 11/5/2025 **Report :** 1 (FY25-26)

LOCATION/WORK AREA	AC	S	C	R	OBSERVATION & RECOMMENDATIONS	ADDITIONAL COMMENTS
					under warranty. Planting area needs to be mulched	a total of (6). See irrigation comments for median #5 address 152 above.
		X	X		At address 240: (2) of the recently replanted Yellow African Iris need to be replaced under warranty. Planting area needs to be mulched	**M&A 11/5/25:** Iris plant dead or in heavy decline are now up to a total of (6). See irrigation comments for median #5 address 152 above.
Median #6		X	X		At address 232: (2) of the recently replanted Yellow African Iris need to be replaced under warranty. Planting area needs to be mulched	**M&A 11/5/25:** Iris plant dead or in heavy decline are now up to a total of (4). See irrigation comments for median #5 address 152 above.
Median #7		X	X		No major issues observed.	
Median #8		X	X		West end: (3) of the recently replanted Yellow African Iris need to be replaced under warranty. Planting area needs to be mulched	
	X	X	X	17	East end: Approximately (16) dwarf Bougainvillea are defoliated and half of them have heavy stem decline. Recommended considering renovation of this Bougainvillea planting area.	**M&A 3/7/24:** There are (8) missing or declined Bougainvillea 'Helen Johnson'. Replacement is recommended to occur in rainy season with 3 gal. size plants.
Median #8A		X	X		No major issues observed.	
Median #9		X			No major issues observed.	
Median #10		X	X		West end: Areas of weed removal in the perennial peanut has left open spots that need to be filled in. (20) Golden Glory Perennial peanut, 1 gal. size	
		X	X	16	At address 379: Bougainvillea 'Helen Johnson' are missing or declined and need replacements. Install (14) Bougainvillea 'Helen Johnson' 3 gal. size plants.	**M&A 5/1/24:** ~~At the request of the Committee a review was performed on St. Andrews Blvd. median #10 and the following was forwarded to the project manager. East half of median needs (22) dwarf Bougainvillea 3 gal. replacements; on the west half (15) dwarf Bougainvillea 3 gal. replacements; On the east end the existing perennial peanut plantings contains large number of weeds that has resulted in, after the weeds are addressed, (35-40) 1 gal. size Golden Glory perennial peanut replacements will be needed to fill the bed.~~ **M&A 9/3/25:** An alternate to peanut replacement would be to remove remaining peanut and install Bulbine (68) 1 gal. Orange Bulbine on 18" o.c., 2 ft. off curb.
Forest Hills Blvd						
Median #11		X	X		No major issues observed.	
Median #12		X	X		North end: Perennial peanut plants have declined to a point where removal and replanting with Bulbine is needed. (60) 1 gal. Orange Bulbine on 18" o.c., 2 ft. off curb.	
Forest Hills Cart Crossing & Lake		X	X		No major issues observed.	
Valley Stream Cr. Median #13		X	X	3	Two of the three Duckbill tree anchor cables have been cut or broke. Reinstall two new cables. When the new cables are installed hand, prune Bougainvillea away from the cables and maintain a one-foot clearance around all cables. Also treat the tree to kill the Carpenter ants in the lower main trunk branch.	
		X	X	11	Plumbago shrubs appear to have died and need to be replaced.	

LELY GOLF ESTATES BEAUTIFICATION, M.S.T.U. **Report Date:** FY24-25 11/6/2025 **Observation Date:** 11/5/2025 **Report :** 1 (FY25-26)

LOCATION/WORK AREA	AC	S	C	R	OBSERVATION & RECOMMENDATIONS	ADDITIONAL COMMENTS
					Install (5) 3 gal. size.	
	X	X		31	The south purple Trumpet tree rolled over during the storm. It was observed that the trunk had rotated out of the root ball and may have broken some main roots. Based upon what was observed while the tree was down it is recommended this tree be replaced because it may no ever re-root properly and become secure.	**M&A 05/04/23:** Handroanthus impetiginosis (Purple Trumpet tree) 11'-13' Ht., 3.5 Cal., 5'-6' Spr., 36" dia. B&B or 65 Gal. size container. **M&A 04/3/25:** Contractor can contact SGB Plants, Steven at 1-954-554-4484 for Purple Trumpet tree.
Pebble Beach Blvd.						
Median #14		X	X	4	South median end: Perennial peanut need additional fill in plants. (10) 1 gal. 'Golden Glory'	**M&A 09/3/25:** Spray to kill remaining perennial peanut. Install (50) yellow Bulbine 1 gal. size. First row to be two feet off back of curbing.
Median #15		X	X	4	South median end: Perennial peanut need additional fill in plants. (30) 1 gal. 'Golden Glory'	**M&A 09/3/25:** Spray to kill remaining perennial peanut. Install (50) yellow Bulbine 1 gal. size. First row to be two feet off back of curbing.
		X	X	4	North median end: Perennial peanut need additional fill in plants. (10) 1 gal. 'Golden Glory'	**M&A 09/3/25:** Spray to kill remaining perennial peanut. Install (50) yellow Bulbine 1 gal. size. First row to be two feet off back of curbing.
		X	X		Address 16 thru 24: Median had minor flooding with mulch washed outside of median.	
Median #16		X	X	4	South median end: The Perennial peanut bed is full of tornedo grass weeds. The only solution to remove the torpedo grass is to totally kill all plants in the bed and then replant at some date after it is confirmed torpedo grass is gone. ~~Replanting can occur with (62) 1 gal. size plants either Perennial peanut 'Golden Glory or Orange Bulbine.~~	**M&A 08/07/25:** Spray to kill remaining perennial peanut. Install (50) yellow Bulbine 1 gal. size. First row to be two feet off back of curbing.
		X	X		Address 24 thru 32: Median had minor flooding with mulch washed outside of median.	
Median #17		X	X		Address 116: Newly renovated plantings of African iris are and have been dry. The Iris plant bed is dry and damage to the plant foliage appears to be from lack of water. It is also recommended that all raised sprinkler heads be lowered. Heads along back of curbing be 12-inch pop ups with heads set just above grade or soil. Heads in the center of the beds be lowered so that only the 12-inch pop up head is exposed above the grade/soil. If additional heads are needed or heads need to re-arranged, then that should occur so that proper coverage is accomplished.	
		X	X		Address 132: Newly renovated plantings of African iris are and have been dry. The Iris plant bed is dry and damage to the plant foliage appears to be from lack of water. It is also recommended that all raised sprinkler heads be lowered. Heads along back of curbing be 12-inch pop ups with heads set just above grade or soil. Heads in the center of the beds be lowered so that only the 12-inch pop up head is exposed above the grade/soil. If additional heads are needed or heads need to re-arranged, then that should occur so that proper coverage is accomplished.	
		X	X	5	At address 140: Dwarf Bougainvillea dead or missing. Install (15) 3 gal. size Bougainvillea 'Helen Johnson' variety.	
		X	X	8	Address 108: Previous Holly tree replacement has died. Replacement should be under contractor warranty.	**M&A 08/07/25:** Install Lagerstroemia fauriei 'Muskogee' – Crape myrtle 30 gal., 2" cal, 8'-10' ht., 5'-6' spr. standard (single trunk)
	X	X	X	8	The north and south ends of median have large areas of declined and/or dead dwarf	

LELY GOLF ESTATES BEAUTIFICATION, M.S.T.U. **Report Date:** FY24-25 11/6/2025 **Observation Date:** 11/5/2025 **Report :** 1 (FY25-26)

LOCATION/WORK AREA	AC	S	C	R	OBSERVATION & RECOMMENDATIONS	ADDITIONAL COMMENTS
					Bougainvillea, which renovation is recommended at this time. A meeting discussion with the committee is recommended.	
		X	X		Address 132 thru 148: Median had minor flooding with mulch washed outside of median.	
		X	X	13	It is recommended that all the Bougainvillea in this median be fertilized in July with 8-0-10 fertilizer at a rate of 4 ounces per shrub applied directly around the main stem of the shrubs.	
Median #18				5	South median end: At pervious auto accident at light pole. ~~replacement site the Perennial peanut need additional fill in plants. (40) 1 gal. 'Golden Glory'~~	**M&A 08/07/25:** Spray to kill remaining perennial peanut. Install (50) yellow Bulbine 1 gal. size. First row to be two feet off back of curbing.
		X	X		Address 151 thru 164: Median had minor flooding with mulch washed outside of median.	
		X	X	15	At address 156: (9) Bougainvillea 'Helen Johnson' are missing or declined and need replacements. Replacement is recommended to occur in rainy season. Install (9) Bougainvillea 'Helen Johnson'3 gal. size plants.	
Median #19		X	X	5	South median end: At pervious auto accident at light pole.	**M&A 08/07/25:** Spray to kill remaining perennial peanut. Install (60) yellow Bulbine 1 gal. size. First row to be two feet off back of curbing.
		X			(5) L.F. of curbing was damaged by previous auto accident.	
Pebble Beach Blvd. Golf Cart Crossing		X	X		Spray Spider lilies for fungus.	
		X	X	5	Southwest corner: (20) Spider lily plants 3 gal. size need to be replaced.	
Thorncrest Ln. cul-de-sac #20	X	X		2	Due to age and amount of decline it is recommended to renovate this cul-de-sac during this rainy season.	**M&A 09/08/22:** Renovation on hold, Remove dead plants. **M&A 08/07/25**: Install (15) dwarf Bougainvillea 'Helen Johnson' 3 gal. size
Briarcliff Ln. Cu-de-sac #21	X	X		2	Due to age and amount decline it is recommended to renovate this cul-de-sac during this rainy season.	**M&A 08/07/25:** Install (16) dwarf Bougainvillea 'Helen Johnson' 3 gal. size
Heather Grove Ln. Cul-de-sac #22		X		2	(5) Bougainvillea plants on the eastern side have been run over and need to be reviewed for removal. Any replacements would need to wait until rainy season has started.	**M&A 08/07/25:** Install (6) dwarf Bougainvillea 'Helen Johnson' 3 gal. size
Baltusrol Signs		X	X		Inbound side: removed perennial peanut area in front of sign needs to be replanted with Bulbine. Install (60) Bulbine 1 gal. size, match existing color.	
Doral Cr. East R/W		X	X	2	Treat Torpedo grass in Liriope plants at benches.	
West R/W & Rattlesnake Hammock Rd.		X	X		Irrigation head is broken along back of sidewalk. It has created a washout and the piping is exposed.	
		X	X		The soil elevation along the edge of the sidewalk has washed away and needs to be replaced and the entire iris and Podocarpus ebds need to be mulched.	
		X	X		Behind the podocarpus hedge adjacent property plants need to be pruned back to fence and debris removed.	
		X	X	5	All volunteer plants (e.g. snake plants, Mango trees) and others need to be removed from within or in front of Podocarpus hedge.	

LELY GOLF ESTATES BEAUTIFICATION, M.S.T.U. **Report Date:** FY24-25 11/6/2025 **Observation Date:** 11/5/2025 **Report :** 1 (FY25-26)

LOCATION/WORK AREA	AC	S	C	R	OBSERVATION & RECOMMENDATIONS	ADDITIONAL COMMENTS
		X	X	5	The western half of the Podocarpus hedge along the back of the sidewalk has not been mulched.	
		X	X	5	White African Iris plants are dead or missing and need to be replaced. (21) 3 gal. size plants	
Median #23		X	X		Clean soil and fertilizer off curbing and pavement left from annual plantings.	
		X	X		Remove volunteer shrub and weeds from within northernmost Variegated Ginger plants	
				10	~~Two~~ ~~Three~~ Four Ixora 3 gal. shrubs have declined and need to be replaced. Based upon other plant growth if existing Ixora could be relocated that would be acceptable.	
		X	X	11	It is recommended (2) White Gieger trees be planted at variegated ginger locations to create shade for ginger. Cordia boissieri White Geiger, ≥ 7' ht., 3" cal., > 4' spr., 32" B&B or 45 Gal. Single leader trunk.	**M&A 4/3/25:** Recommend changing tree type to dwarf white Tabebuia, Tabebuia bahamensis, ≥ 7' ht., 3" cal., > 4' spr., 32" B&B or 45 Gal. Single leader trunk. Contractor can contact Becker Tree Farms at 772-546-3541 or Vida Verde Farms 19901 SW 232 Street, Miami, Fl 33170 **M&A 7/3/25**: Recommend planting the white Gieger trees even if the size must be reduced.
		X	X	14	Recommended replacement Tree for Golden Trumpet Tree in median #23, Bulnesia arborea 'Verawood Tree', 11'–13' ht., 3.5" cal., 5'-6' spr., 36" B&B or 65 Gal. Single leader trunk.	
Median #24 Treasure Point Cul-de-sac		X	X	5	Remove volunteer Strangler fig vines from within Sabal palm trunks.	
Warren St. Pumping Station		X	X		Water use tracking was paused and will occur in next month's report. Please edge around and blow clean reuse meter box, potable water box and all valve boxes.	
		X	X		The reuse water supply float valve into the mixing chamber is leaking due to a missing piece on the valve. Recommend fixing as soon as possible.	
Valley Stream Cr. Irrigation					Water use tracking was paused and will occur in next month's report	
Fertilization		X	X		Please confirm October fertilizations occurred and if not apply as soon as possible.	

LELY GOLF ESTATES BEAUTIFICATION, M.S.T.U. **Report Date:** FY24-25 11/6/2025 **Observation Date:** 11/5/2025 **Report :** 1 (FY25-26)

LOCATION/WORK AREA	AC	S	C	R	OBSERVATION & RECOMMENDATIONS	ADDITIONAL COMMENTS

LELY GOLF ESTATES MSTU FY 24-25 RECOMMENDED MINIMUM FERTILIZATION SCHEDULE

Plant Type	Turf / St. Augustine	Trees & Palms	Shrubs & Grn. Covers Beds & Blooming Plants	Perennial Peanut Beds
Areas	(7,000 S.F. +/-)		(54,875 S.F. +/-)	(5000 S.F. +/-)
Month				
10/1/2024	16-0-8 (with trace elements) 5.5 lb. per 1000 S.F. (38.5 lbs. (2-20 lb. bags)	8-0-10 (Lesco Palm & Tropical) Area Applications 1 lb. per 100 S.F. (3 - 50 lb.bags) and Per Tree Applications 1 cup per inch of trunk diameter (12) - 50 lb.bags)	8-0-10 (Lesco Palm & Tropical) Area Applications 1.5 lb. per 100 S.F. (17 - 50 lb.bags)	0-0-22-22S-11Mg 4.6 lbs. per 1000 S.F. (23 lbs.)
11/1/2024				
12/1/2024				
1/1/2025	16-0-8 (with trace elements) 5.5 lb. per 1000 S.F. (38.5 lbs. (2-20 lb. bags)	8-0-10 (Lesco Palm & Tropical) Area Applications 1 lb. per 100 S.F. (3 - 50 lb.bags) and Per Tree Applications 1 cup per inch of trunk diameter (12) - 50 lb.bags)	8-0-10 (Lesco Palm & Tropical) Area Applications 1.5 lb. per 100 S.F. (17 - 50 lb.bags)	
2/1/2025				
3/1/2025				Peanut / Legume Soil Inoculant (Garden Nature Soil Inoculant) Area Application 10 OZ. / 100 S.F. (31 lbs or 50-10 oz. bags)
4/1/2025				
5/1/2025	16-0-8 (with trace elements) 5.5 lb. per 1000 S.F. (38.5 lbs. (2-20 lb. bags)	8-0-10 (Lesco Palm & Tropical) Area Applications 1 lb. per 100 S.F. (3 - 50 lb.bags) and Per Tree Applications 1 cup per inch of trunk diameter (12) - 50 lb.bags)	8-0-10 (Lesco Palm & Tropical) Area Applications 1.5 lb. per 100 S.F. (17 - 50 lb.bags)	0-0-22-22S-11Mg 4.6 lbs. per 1000 S.F. (23 lbs.)
6/1/2025				
7/1/2025				
8/1/2025	Sul-Po-Mag (0-0-22) (K-mag Natural) 1.5 lb. per 100 S.F. (2 - 50 lb. bags)		Sul-Po-Mag (0-0-22) (K-mag Natural) 1 lb. per 100 S.F. (11 - 50 lb. bags)	0-0-22-22S-11Mg 4.6 lbs. per 1000 S.F. (23 lbs.)
9/1/2025				

Shrubs - Podocarpus, Muhly grass, Sand Cordgrass, Ground covers - Juniper, Blooming Plants - Allamanda, Bougainvillea, Fire Bush, Thryallis, Plumbago, Crown of Thorn, Ixora, Spider lily

Add to pest and/or disease control sprayings for shrubs and turf: Ferromec AC 15-0-0 plus 6% iron,

3% sulfur @ 1.5 gal./100 gal. H2O. Do not apply to any flower buds or blossoms in flower.

Application Rates: Alexander, Pigmy Date palms: 2 lbs. per palm, Paurotis palm: 1 lb. per 100 sq. ft., Foxtail, Queen, Royal palms: 5 lbs. per palm,

Crape myrtles, Holly trees, Tabebuia trees, 4 lbs. per tree, Do not individually fertilize Washingtonia palms, Sabal palms or any tree over 12 inches in diameter.

Fertilizers listed by manufacturer's name are provide to establish a minimum analysis and a approved equal standard.

Contractor shall field measure turf and plant areas in order to determine required quanities of product needed per application.

- Indicates period for no Nitrogen fertilizer applications.

LELY GOLF ESTATES M.S.T.U.
Fund 1620
November 20, 2025

	FY-26	Vendor	Item	PO#	Budget	Commitments	Expenditures	Available
1	MILLAGE COLLECTED & INTEREST		MSTU Revenues		$ (457,200.00)	$ -	$ (1,156.16)	$ (456,043.84)
2	CARRY FORWARD		Unexpended Prior Year Funds		$ (755,459.65)	$ -	$ -	$ (755,459.65)
3	**ALL REVENUES**				**$ (1,212,659.65)**	**$ -**	**$ (1,156.16)**	**$ (1,211,503.49)**
		McGee & Associates	Landscape Architect (FY-25)	4500234203		$ 9,213.95	$ -	
4	ENG. FEES & OTHERS				$ 25,000.00	$ 9,213.95	$ -	$ 15,786.05
5	INDIRECT COST REIMBURSE	Collier County	Indirect Cost	Direct Pay	$ 6,400.00	$ 6,400.00	$ -	$ -
		A&M Property Maint	Landscape Incidentals	4500234775	$ 45,000.00	$ 43,950.00	$ 1,050.00	$ -
6	LANDSCAPE INCIDENTALS (634990)				$ 45,000.00	$ 43,950.00	$ 1,050.00	$ -
7	OTHER CONTRACTUAL (634999)	A&M Property Maint	Grounds Maintenance		$ 142,700.00	$ 89,601.00	$ 10,399.00	$ 42,700.00
8	OTHER CONTRACTUAL (639990)	Tree Scaping	Tree & Palm - Pruning	4500241338	$ 47,700.00	$ 15,000.00	$ -	$ 32,700.00
9	ELECTRICITY	FPL	Electricity	4700005320	$ 5,200.00	$ 4,963.59	$ 366.41	$ (130.00)
10	WATER AND SEWER	Collier County Public Utilities	Water - Irrigation	4700005160	$ 10,000.00	$ 11,727.92	$ 372.08	$ (2,100.00)
11	INSURANCE GENERAL	Collier County	Insurance	Direct Pay	$ 800.00	$ 800.00	$ -	$ -
		Naples Electric Motor Works	Pump Station Service	Pending	$ -	$ 4,250.00	$ -	$ -
		SiteOne	Irrigation Parts & Pumps	4500242319	$ -	$ 8,842.25	$ 157.75	$ 9,000.00
		Agricultural Services International	Warran Street Pump Station	4500241210	$ -	$ 5,000.00	$ -	$ 5,000.00
		Agricultural Services International	Warran Street Pump Station	4500238658	$ -	$ 3,859.65	$ -	$ 3,859.65
12	SPRINKLER SYSTEM				$ 8,859.65	$ 21,951.90	$ 157.75	$ (13,250.00)
13	MULCH	Southeast Spreading	Mulch		$ 10,000.00	$ 17,400.00	$ -	$ (7,400.00)
14	LIGHTING MAINTENANCE	Simmonds Electrical	Electrical Services	4500241141	$ 35,000.00	$ 9,944.71	$ 10,055.29	$ 15,000.00
15	LICENSE & PERMITS				$ 2,000.00	$ -	$ -	$ 2,000.00
16	BUILDING RM							
		Naples Christmas Lighting	Holiday Decorations	4500242576	$ 4,600.00	$ 5,600.00	$ -	$ (1,000.00)
		Premier Staffing	Transcription	4500242473	$ -	$ 6,600.00	$ -	$ (6,600.00)
17	OTHER MISCELLANEOUS (649990)				$ 13,000.00	$ 12,200.00	$ -	$ 800.00
18	OFFICE SUPPLIES				$ 100.00	$ -	$ -	$ 100.00
19	COPYING CHARGES	J.M. Todd	Copier CPC	4500241387	$ 200.00	$ 150.00	$ -	$ 50.00
20	FERT HERB CHEM	Howard Fertilizer	Fertilizer		$ 3,500.00	$ -	$ -	$ 3,500.00
21	COMPUTER SOFTWARE				$ -	$ -	$ -	$ -
22	OTHER OPERATING				$ 200.00	$ -	$ -	$ 200.00
23	TRAFFIC SIGNS				$ 15,000.00	$ -	$ -	$ 15,000.00
24	**OPERATING EXPENSES**				**$ 370,659.65**	**$ 243,303.07**	**$ 22,400.53**	**$ 104,956.05**
25	PTNE STAFF & DIVISION OVERHEAD				$ 68,100.00	$ -	$ -	$ 68,100.00
26	PROPERTY APPRAISER				$ 3,400.00	$ -	$ 838.47	$ 2,561.53
27	TAX COLLECTOR				$ 9,900.00	$ -	$ 34.68	$ 9,865.32
28	**COUNTY OVERHEAD**				**$ 81,400.00**	**$ -**	**$ 873.15**	**$ 80,526.85**
29	IMPROVEMENTS GENERAL				$ 610,600.00	$ -	$ -	$ 610,600.00
30	**CAPITAL PROJECTS**				**$ 610,600.00**	**$ -**	**$ -**	**$ 610,600.00**
31	RESERVES FOR INSURANCE				$ 150,000.00	$ -	$ -	$ 150,000.00
32	**CAPITAL RESERVES**				**$ 150,000.00**	**$ -**	**$ -**	**$ 150,000.00**
33	**ALL EXPENSES**				**$ 1,212,659.65**	**$ 243,303.07**	**$ 23,273.68**	**$ 946,082.90**
34	**FY-26 BUDGET GRAND TOTAL**		= ALL REVENUES - ALL EXPENSES		**$ -**	**$ 243,303.07**	**$ 22,117.52**	**$ (265,420.59)**

92,697,303	FY 13 Final Taxable Value	-3.3%
95,718,423	FY 14 Final Taxable Value	3.3%
99,596,489	FY 15 Final Taxable Value	4.1%
106,888,467	FY 16 Final Taxable Value	7.3%
116,823,687	FY 17 Final Taxable Value	9.3%
127,802,080	FY 18 Final Taxable Value	9.4%

Total Available Balance	**$ 946,082.90**
Plus Commited And Not Spent	**$ 243,303.07**
Estimated Cash	**$ 1,189,385.97**

LELY GOLF ESTATES M.S.T.U.
Fund 1620
November 20, 2025

Prepared 11/13/25 MV

135,136,761	FY 19 Final Taxable Value	5.7%			
142,494,654	FY 20 Final Taxable Value	5.4%			
152,194,183	FY 21 Final Taxable Value	6.8%			
156,289,928	FY 22 Final Taxable Value	2.7%			
180,384,272	FY 23 Final Taxable Value	##########	+6.3% Average		
203,796,660	FY 24 Final Taxable Value	##########			
$214,844,295	**FY 25 Gross Taxable Value**				
5.42%	**Adjustment FY 24 to FY 25**				
	FY 25 Gross MSTU Revenue	FY 24			
Millage	**2.0000**	2.0000	**2.0 mill cap**		
Tax Dollars	**$429,688.59**	$407,600	**$68,920**	**Increase**	

LELY MSTU LIGHTING INSPECTION			Inspection Date:		11/6/25	
ST. ANDREWS ENTRANCE - FROM US-41						
TUBE		**A**	**B**	**C**	**D**	**E**
Sign - Enter	1	☐				
Sign - Exit	2	☐				
SPOT		**O**	**A**	**B**	**Notes**	
Flagpole - US	1	☐			▪ Current outages are sequenced in RED.	
Flagpole - FL	2	☐			▪ Outages repaired in the past month are sequenced in GRAY.	
Flagpole - BCC	3	☐			▪ Dim Metal Halide replacements in PURPLE.	
LUMINAIRE		**O**	**A**	**B**		
Single	1	☐				
Single	2	☐				
Single	3	☑				
Single	4	☐				
Single	5	☐				
Single	6	☐				
Single	7	☐				
Single	8	☑				
Single	9	☐				
Single	10	☑				
Single	11	☐				
PEBBLE BEACH BLVD						
LUMINAIRE		**O**	**A**	**B**		
Double	1	☐				
Double	2	☐				
Double	3	☐				
Double	4	☐				
Double	5	☐				
Double	6	☐				
Double	7	☐				
Double	8	☐				
Double	9	☐				
Double	10	☐				
Double	11	☐				
Double	12	☐				
Double	13	☐				
Double	14	☐				
Double	15	☐				
Double	16	☐				
Double	17	☐				
Double	18	☐				
Double	19	☐				
Double	20	☐				
Double	21	☐				
Single	22	☐				
Single	23	☐				

LELY MSTU LIGHTING INSPECTION			11/6/25		Notes
FOREST HILLS @ AUGUSTA					
'LELY' SIGN		**O**	**A**	**B**	
Solar Light	--	☐			
DORAL CIRCLE					
TUBES		**O**	**A**	**B**	
Sign - Enter	1	☐			
Sign - Exit	2	☐			
LUMINAIRE		**O**	**A**	**B**	
Double	1	☐			
Double	2	☐			
Single	3	☐			
Single	4	☐			
Single	5	☐			
Single	6	☐			

Count by Speed Range Report

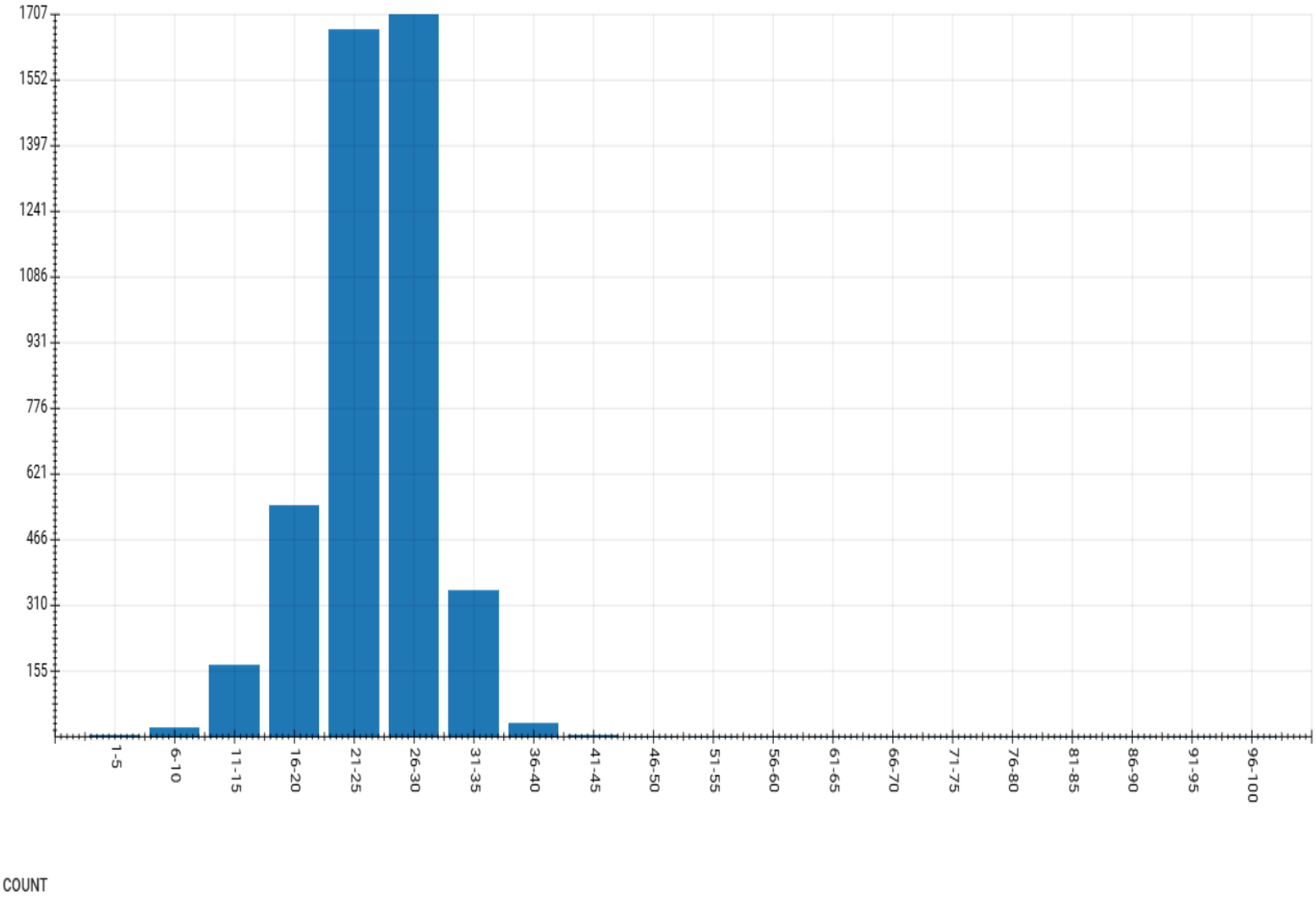
Location: Radar 1 - SAB NB

Address: 110 Saint Andrews Blvd

Report period: 2025-09-01 to 2025-09-30

Count By Speed Range

Speed (mph)	Count
1-5	2
6-10	19
11-15	167
16-20	545
21-25	1670
26-30	1707
31-35	344
36-40	30
41-45	2
46-50	0
51-55	0
56-60	0
61-65	0
66-70	0
71-75	0
76-80	0
81-85	0
86-90	0
91-95	0
96-100	0
Total	4486



Generated on November 17, 2025 at 12:37 PM

SafePace Cloud powered by Web Director®

Count by Speed Range Report

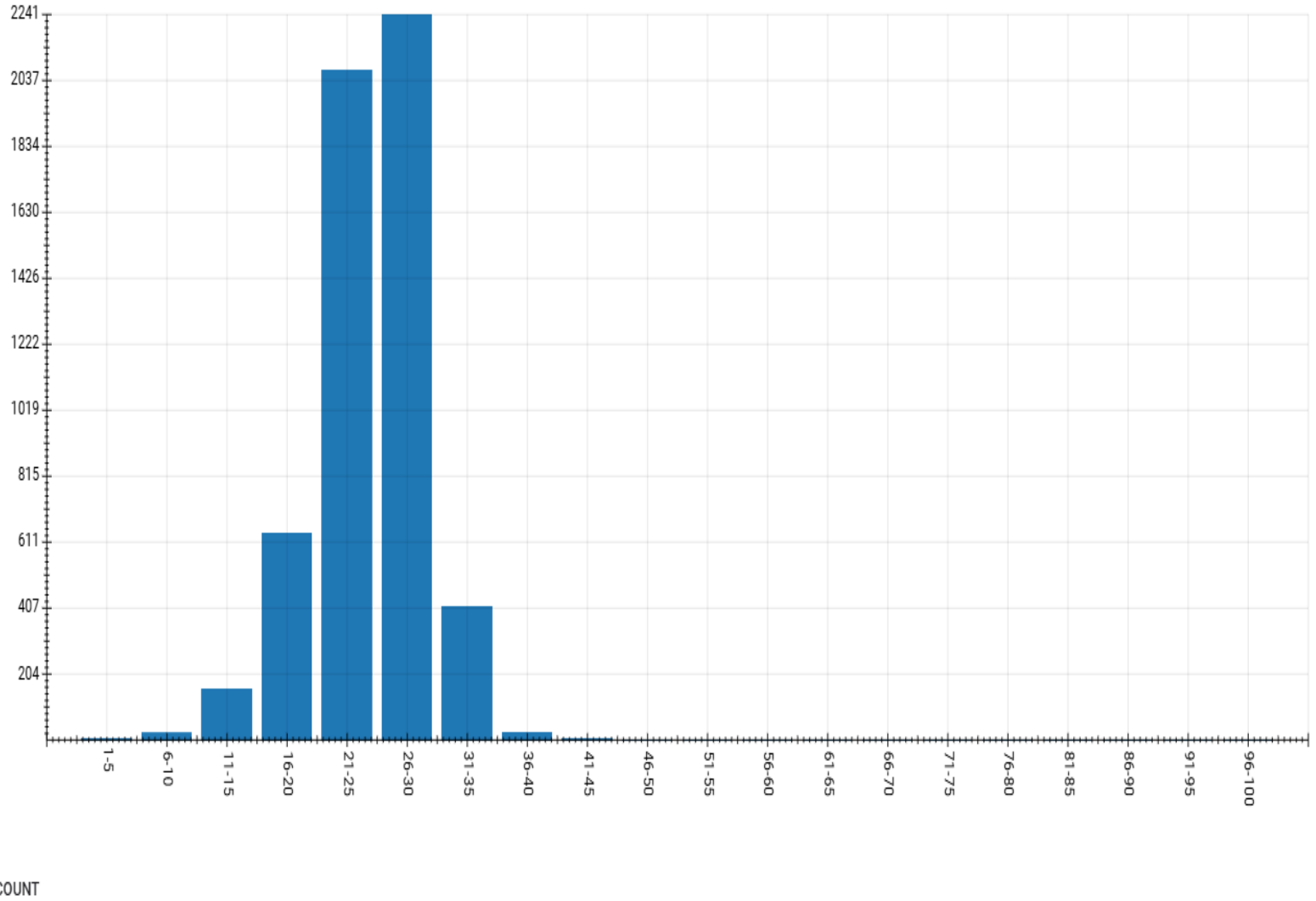
Location: Radar 1 - SAB NB

Address: 110 Saint Andrews Blvd

Report period: 2025-10-01 to 2025-10-31

Count By Speed Range

Speed (mph)	Count
1-5	2
6-10	22
11-15	158
16-20	638
21-25	2069
26-30	2241
31-35	413
36-40	24
41-45	3
46-50	0
51-55	0
56-60	0
61-65	0
66-70	0
71-75	0
76-80	0
81-85	0
86-90	0
91-95	0
96-100	0
Total	5570



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Count by Speed Range Report

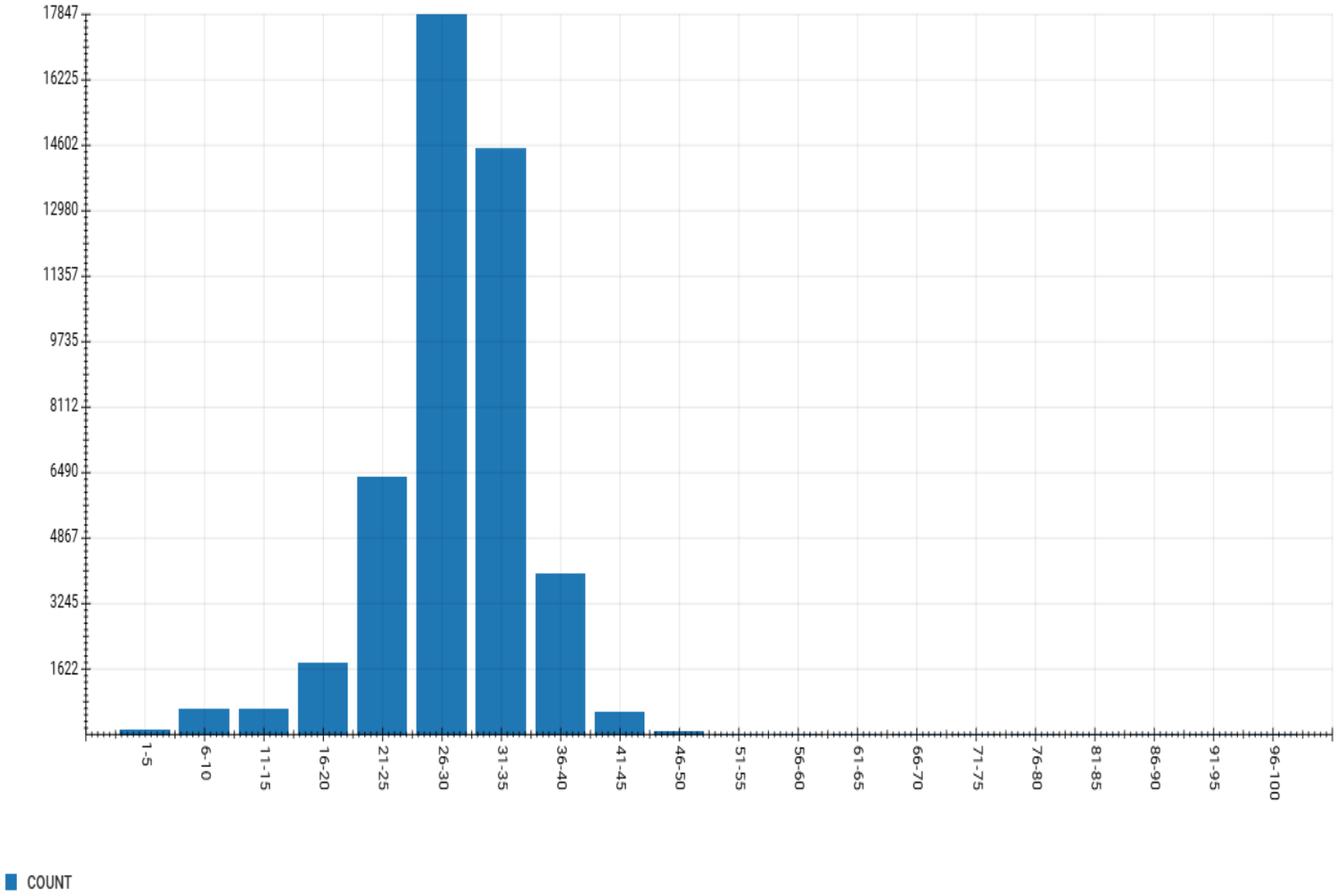
Location: Radar 2 - SAB SB

Address: 255 Saint Andrews Blvd

Report period: 2025-09-01 to 2025-09-30

Count By Speed Range

Speed (mph)	Count
1-5	111
6-10	632
11-15	623
16-20	1767
21-25	6377
26-30	17847
31-35	14502
36-40	3984
41-45	559
46-50	72
51-55	7
56-60	5
61-65	1
66-70	3
71-75	1
76-80	0
81-85	0
86-90	0
91-95	0
96-100	0
Total	46491



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Count by Speed Range Report

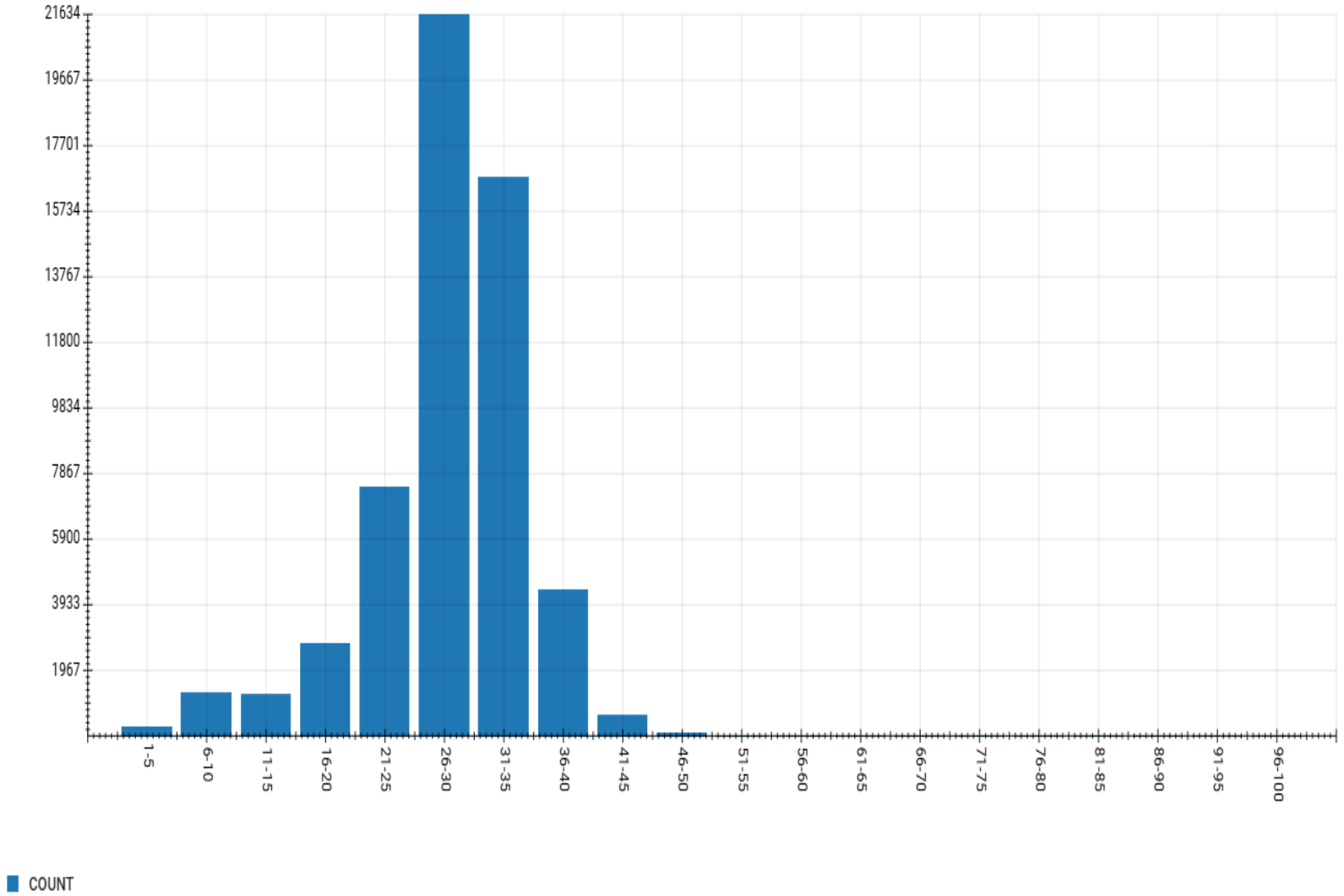
Location: Radar 2 - SAB SB

Address: 255 Saint Andrews Blvd

Report period: 2025-10-01 to 2025-10-31

Count By Speed Range

Speed (mph)	Count
1-5	281
6-10	1282
11-15	1231
16-20	2775
21-25	7467
26-30	21634
31-35	16745
36-40	4393
41-45	606
46-50	76
51-55	14
56-60	6
61-65	0
66-70	0
71-75	0
76-80	0
81-85	0
86-90	0
91-95	0
96-100	0
Total	56510



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Advisory Board Application Form

Collier County Government
3299 Tamiami Trail East, Suite 800
Naples, FL 34112
(239) 252-8400

Application was received on: 10/01/2025 10:53:09 AM

Name: Bonnie R Karen

Email Address: bonkaren@live.com

Home Address: 351 Hidden Valley Drive

City/Zip Code: Naples, 34113

Primary Phone: 239-682-9191

Secondary Phone:

Board or Committee: Lely Golf Estates Beautification MSTU Advisory Committee

Category (if Applicable):

Place of Employment? Self Employed

Do you or your employer do business with the County? No

How many years have you lived in Collier County? More than 15

Home many months out of the year do you reside in Collier County? I am a year-round resident

Have you been convicted or found guilty of a criminal offense (any level felony or first degree misdemeanor only)? No

Would you and/or any organizations with which you are affiliated benefit from decisions or recommendations made by this advisory board? No

Are you a registered voter in Collier County? Yes

Do you currently hold an elected office? No

Do you now serve, or have you ever served on a Collier County board or committee? No

Please list your community activities and positions held:

Education: College

Experience / Background: College

A&M Property Maintenance, LLC
4396 OWENS WAY
AVE MARIA, FL 34142 US
+12395030303
aandmtotal@yahoo.com

Estimate

ADDRESS
CCBOCC
3299 Tamiami Trail E
Suite 700
Naples, FL 34112-5749 USA

SHIP TO
CCBOCC
Lely Golf Estates MSTU
8300 Radio Road
Naples, FL 34104 USA

ESTIMATE # 1720
DATE 11/19/2025

P.O. NUMBER
4500241744

ACTIVITY	QTY	RATE	AMOUNT
OUTBOUND R/W NORTH: Suncoast Credit Union Side			
ST ANDREWS Median #3 Median #4 Median #10 West End Median #10 Address 379 Median #12 North End Median #14 South End Median #15 South End Median #15 North End Median #16 South End Median #18 South End			
PEBBLE BEACH BLVD Median #19 South End			
PEBBLE BEACH CROSSING Baltusrol Sign (Inbound)			
Spray to kill exisiting perennial peanut and remove and dispose			
(40) Supervisor (per staff hour) 1 man, 11 hours	11	75.00	825.00
(41) Laborer /Helper (per staff hour) 1 man, 11 hours	11	75.00	825.00
Install new plant material			
Material Cost: 563 1-gal Bulbines	563	5.00	2,815.00
Material Cost: 1 pallet St. Augustine Floratam Sod	1	250.00	250.00
Material Mark-Up	3,065	0.15	459.75
(40) Supervisor (per staff hour) 1 man, 28 hours	26	75.00	1,950.00
(41) Laborer/Helper (per staff hour) 1 man, 28 hours	26	75.00	1,950.00

We appreciate your business

TOTAL	$9,074.75

Accepted By

Accepted Date

We appreciate your business

A&M Property Maintenance, LLC
4396 OWENS WAY
AVE MARIA, FL 34142 US
+12395030303
aandmtotal@yahoo.com

Estimate

ADDRESS
CCBOCC
3299 Tamiami Trail E
Suite 700
Naples, FL 34112-5749 USA

SHIP TO
CCBOCC
Lely Golf Estates MSTU
8300 Radio Road
Naples, FL 34104 USA

ESTIMATE # 1721
DATE 11/19/2025

P.O. NUMBER
4500241744

ACTIVITY	QTY	RATE	AMOUNT
ST ANDREWS BLVD & DORAL COURT			
Pressure Washing			
(40) Supervisor (per staff hour) 1 man, 20 hours	20	75.00	1,500.00

TOTAL **$1,500.00**

Accepted By

Accepted Date

We appreciate your business

CONTEMPORARY CONTROLS &
COMMUNICATIONS, INC.
505 W Hichpochee ave.
Suite 200, B107
LaBelle, FL 33935

Proposal

Date	Estimate No.
10/23/2025	10728

Name/Address

COLLIER COUNTY BOARD Of COUNTY COMMISSION
3299 TAMIAMI TRAIL E. STE 700
NAPLES, FLORIDA 34112
ATTENTION:A/P Dept

Ship To

COLLIER COUNTY GOVERNMENT
LELY
Jeffrey Felger
Project Manager II
Public Transit & Neighborhood Enhancement

PO #	Project

Description	Qty	Rate	Total
36 station (2 wire) & Remote installed in existing enclosures'			
IRRInet-M AC 12DO/4DI (Item 3.2)*	1	1,293.24	1,293.24
XPR5350 UHF RADIO & RADIO KIT(Item 3.3)*	1	1,131.00	1,131.00
UHF YAGI ANTENNA 7.1 dB (N-FEMALE) (Item 3.4)	1	247.73	247.73
IRRInet POWER SUPPLY 100-240VAC / 12VDC (Item 3.5)	1	231.27	231.27
115 VOLT-24V @3.125 AMP TRANSFORMER (Item 3.6)	1	76.57	76.57
120V-20Amp Hardwire W/Filter 2W+G (Item 3.7)	1	189.06	189.06
GFI W / SWITCH LEVITRON (Item 3.9)	1	56.16	56.16
4 SQ OUTLET BOX 2 1/8 DP 1/2 AND 3/4 KO WELDED (Item 3.10)	1	7.02	7.02
POWERSONIC 12 VOLT 7Ah BATTERY (Item 3.11)	1	57.76	57.76
DECODER INTERFACE KIT-IRRInet-M (N/B)*	1	2,273.44	2,273.44
1 OUTPUT DECODER (N/B)*	36	117.00	4,212.00
SURGE PROTECTION DECODER (every 500') (N/B)*	10	99.84	998.40
DIRECT BURY SPLICE KIT	75	7.48	561.00
Assembly of equipment & Flashing (Item 3.14)	1	765.00	765.00
INSTALLATION AND OPTIMIZATION OF IRRIGATION CONTROLS (Item 13.6)	20	90.00	1,800.00
Slave MAC-12 station			
IRRInet-M AC 12DO/4DI (Item 1.1)*	1	1,293.24	1,293.24
XPR5350 UHF RADIO & RADIO KIT (Item 1.2)*	1	1,131.00	1,131.00
UHF YAGI ANTENNA 7.1 dB (N-FEMALE) (Item 1.3)	1	247.73	247.73

Total

Phone #	Fax #	E-mail
863-675-2372		holman863@embarqmail.com

CONTEMPORARY CONTROLS &
COMMUNICATIONS, INC.
505 W Hichpochee ave.
Suite 200, B107
LaBelle, FL 33935

Proposal

Date	Estimate No.
10/23/2025	10728

Name/Address

COLLIER COUNTY BOARD Of COUNTY COMMISSION
3299 TAMIAMI TRAIL E. STE 700
NAPLES, FLORIDA 34112
ATTENTION:A/P Dept

Ship To
COLLIER COUNTY GOVERNMENT LELY Jeffrey Felger Project Manager II Public Transit & Neighborhood Enhancement

PO #	Project

Description	Qty	Rate	Total
IRRInet POWER SUPPLY 100-240VAC / 12VDC (Item 1.4)	1	231.27	231.27
115 VOLT-24V @3.125 AMP TRANSFORMER (Item 1.5)	1	76.57	76.57
120V-20Amp Hardwire W/Filter 2W+G (Item 1.6)	1	189.06	189.06
MLB-12-AC SWITCHABLE OUTPUT PROTECTION (Item 1.7)	1	378.00	378.00
LEV T7299-W TR GFCI/SWITCH COMBO (Item 1.8)	1	56.16	56.16
4 SQ OUTLET BOX 2 1/8 DP 1/2 AND 3/4 KO WELDED (Item 1.9)	1	7.02	7.02
POWERSONIC 12 VOLT 7Ah BATTERY (Item 1.10)	1	57.76	57.76
Assembly of equipment & Flashing (Item 1.13)	1	595.00	595.00
INSTALLATION AND OPTIMIZATION OF IRRIGATION CONTROLS (Item 13.6)	8	90.00	720.00
* TARIFF		1,233.24	1,233.24
		Total	$20,115.70

Phone #	Fax #	E-mail
863-675-2372		holman863@embarqmail.com

Tree Scaping of Naples, Inc.
LCC20170001172
1180 23rd Street SW
Naples, FL 34117
(239)331-3103
treescapingnaples@hotmail.com
www.treescapingofnaples.net
Gustavo Leon, Arborist, FL-6703A

Quote

Date: 10/21/2025
Quote No.: 11430

Transportation Management Services
Dept. - Collier County
8300 Radio Rd
Naples, FL 34104
Attn:Jeffrey Felger
jeffrey.felger@collier.gov
239-252-5775 office

Qty	Location	Description	Unit Price	Total
0		service area: Lely MSTU --- Per Contract 23-8069	$0.00	$0.00
45		A.2 Line Item 1 -- alexander palms trimmed	$20.00	$900.00
98		A.2 Line Item 12 -- sabal palms trimmed	$40.00	$3,920.00
2		A.2 Line Item 14 -- thatch palms trimmed	$25.00	$50.00
35		A.2 Line Item 11 -- royal palms trimmed	$75.00	$2,625.00
116		A.2 Line Item 6 -- foxtail palms trimmed	$26.00	$3,016.00
4		A.1.1 Line Item 3, under 30' -- Black Olive trees trimmed	$115.00	$460.00
23		A.1.1 Line Item 9, under 30' -- Crape Myrtle trees trimmed	$55.00	$1,265.00
3		A.1.1 Line Item 18, under 30' -- Jatropha trees trimmed	$45.00	$135.00
42		A.1.1 Line Item 14, under 30' -- Holly trees trimmed	$55.00	$2,310.00
8		A.1.1 Line Item 32, under 30' -- Tabebuia trees trimmed	$65.00	$520.00
10		A.1.2 Line Item 21, over 30' -- Live Oak trees trimmed	$215.00	$2,150.00

Total $17,351.00

Upon acceptance of this quote, please sign and return to sender.This quote and pricing are valid for 30 days.Payment in full due upon receipt of invoice. We accept cash, check, and credit card (with a 3.5% surcharge added).

We are fully licensed and insured (certificates available upon request), and FDOT TTC certified. All pruning is done to ISA and American Natural (A-300) standards. Tree Scaping is not responsible for damages to underground pipes, irrigation systems, cables,etc.

Simmonds Electrical of Naples, Inc.

8941 Quality Rd
Bonita Springs, FL 34135-7000

STREET LIGHTING • SIGNALIZATION • GENERATORS
INDUSTRIAL AND COMMERCIAL

Phone: (239) 643-2770
Fax: (239) 643-6873

Lely MSTU
4800 Davis Blvd
Naples, FL 34104
(239) 452-0710 Mobile
Mr. Jeffrey Felger

October 22, 2025
Quote # 2517019R

We hereby submit specifications and estimates for: **St. Andrews Lumec LED Fixture Replacement**

Option 1:
Furnish and install (3) LED retrofit replacement fixtures.

Man Hr	Per Hr	Number Men	Type	Est Material/Equip	Calendar Days	Engineering/Sublet
16	$ 70.00	2	Electrical	$ 3,099.16	120	$ -

Total Material, Labor and Equipment **$ 4,219.16** (not to exceed)

Note: For estimating purposes only. Actual time and materials may vary based on conditions encountered. Invoice will be based on time and material, and will be itemized per Annual Contract **23-8074**.

We hereby propose to furnish the above complete in accordance with the above specifications for the sum of
Four Thousand Two Hundred Nineteen Dollars and Sixteen Cents

Estimate valid for 30 days.

Simmonds Electrical of Naples, Inc.

8941 Quality Rd
Bonita Springs, FL 34135-7000

STREET LIGHTING • SIGNALIZATION • GENERATORS
INDUSTRIAL AND COMMERCIAL

Phone: (239) 643-2770
Fax: (239) 643-6873

Lely MSTU
4800 Davis Blvd
Naples, FL 34104
(239) 452-0710 Mobile
Mr. Jeffrey Felger

October 22, 2025
Quote # 2017022

We hereby submit specifications and estimates for: **St. Andrews Lumec LED Driver Replacement**

Furnish and install (4) LED drivers.

Man Hr	Per Hr	Number Men	Type	Est Material/Equip	Calendar Days	Engineering/Sublet
16	$ 70.00	2	Electrical	$ 907.55	120	$ -

Total Material, Labor and Equipment **$ 2,027.55** (not to exceed)

Note: For estimating purposes only. Actual time and materials may vary based on conditions encountered. Invoice will be based on time and material, and will be itemized per Annual Contract **23-8074**.

We hereby propose to furnish the above complete in accordance with the above specifications for the sum of
Two Thousand Twenty Seven Dollars and Fifty Five Cents

Estimate valid for 30 days.

GOLF ESTATES BEAUTIFICATION MSTU
ADVISORY COMMITTEE
8300 Radio Road
Naples, FL 34104

Minutes
OCTOBER 16, 2025

I. Call to Order
The meeting was called to order at 2:00 P.M. Roll call was taken, and a quorum of three were established.

II. Attendance
Committee Members: Kathleen Dammert, Vice Chair; Michael Mann, Lisa McGarity, Dimitra Arneson (Excused); Open Seat
County Staff: Ellen Sheffey, Acting Director, PTNE (Excused); Jeffrey Felger, Project Manager, PTNE Division; Judith Sizensky, Project Manager, PTNE Division; Rosio Garcia, Operations Analyst, PTNE Division; Keyla Castro, Operations Support Specialist, PTNE (ZOOM)
Contractors: Armando Yzaguirre, A & M Property Maintenance; Wendy Warren, Premier Staffing

III. Approval of Agenda
Ms. McGarity moved to approve the Agenda of the Lely Golf Estates Beautification MSTU Advisory Committee as amended: Second by Mr. Mann. Carried unanimously 3 - 0.
Add: Item 9A-2: Holiday Décor – Forest Hills and Augusta Boulevards Monument.
Second by Mr. Mann. Carried unanimously 3 - 0.

IV. Approval of Minutes – August 21, 2025, and September 18, 2025
Ms. McGarity moved to approve the Lely Golf Estates Beautification MSTU Advisory Committee meeting minutes of the August 21, 2025, and September 18, 2025, as presented. Second by Vice Chair Dammert. Carried unanimously 3 - 0.

V. Chair's Report
Summary reports will commence pending the election of a Committee Chairperson.

VI. Contractor Reports
A. Landscape Architect's Report – McGee & Associates (M&A)
A report will be presented at the November 20, 2025, meeting.

B. Landscape Maintenance Report – A & M Property Maintenance (A&M)
Mr. Yzaguirre reported:
- Routine maintenance is being performed as scheduled.
- An irrigation issue with the flow meter was resolved and Mr. Felger re-set the meter.
- Solarization of the annual planting areas for St. Andrews Blvd. and Doral Circle to reduce weeds, insects and/or disease will be complete prior to installation of the winter plantings.

Winter Annual Plantings
St Andrews Median #1 and Doral Circle Median #23

Mr. Yzaguirre reported seasonal plant installation at the two entrances cost $5,500.00 in 2024.

Committee Discussion

- McGee & Associates planting Scheme B, modified, installed in 2024, may not be feasible due to limited availability of some flower species such as Geraniums.
- Alternative arrangements were considered including Butterfly "Series" Pentas, Salvia, and Alyssum.
- The members agreed on White Alyssum, Midnight Salvia, and the Red and Deep Pink Butterfly "Series" Pentas.
- Plant pot size will be one gallon.

Vice Chair Dammert motioned to approve an amount not to exceed $6,000.00 to purchase and plant White Alyssum, Midnight Salvia and Red and Deep Pink Butterfly "Series" Pentas at the monument entrances on St. Andrews Boulevard and Doral Circle. Second by Ms. McGarity. Carried unanimously 3 – 0.

VII. Project Manager's Report – Jeffrey Felger

Mr. Felger reported:

A. Budget Report

Lely Golf Estates MSTU Fund 1620 Budget for October 16, 2025, prepared October 14, 2025.
(The full report is included in the distributed Agenda meeting packet, which is accessible at the link shown at the end of these Minutes).

Mr. Felger presented an overview of the budget highlighting:
Purchase Orders

1. A & M Property Maintenance (A&M)
   - Incidentals are for landscape refurbishment and miscellaneous.
   - Grounds Maintenance is for regularly scheduled tasks and irrigation repairs.
2. Agricultural Services International – Irrigation services
3. Collier County PUD – Water
4. FPL – Electricity
5. Howard Fertilizer & Chemical Co.- Fertilizer
6. McGee & Associates – Landscape Architecture
7. Premier Staffing – Transcription Services
8. Sight N Sound, dba Naples Christmas Lighting – Holiday Decorations
9. Simmonds Electrical – Electrical Maintenance and LED Fixtures
10. SiteOne Landscape Supply – Irrigation Parts & Pumps
11. Southeast Spreading - Mulch
12. Tree Scaping of Naples – Tree Pruning and Removal

Budget Summary

1. Line 1, Revenue – Millage assessed and Interest totals $457,200, an increase of $24,500 over FY 24.
2. Line 2, Carry Forward – Unexpended Prior Year (2025) Funds total 755,459.
3. Line 3, Revenue Total – A total of $1,212,659 (Millage Assessed and FY-25 Carry Forward).

4. Line 24, Operating Expense – Of the $370,659 budgeted, $257,114 is committed to existing Purchase Orders, leaving the remainder of $113,545 available within budget for additional operating expenses as needed.
5. Line 28, County Overhead – Of the $81,400 budgeted, $859 has been transferred leaving a remainder of $80,561 for transfer (PTNE Staff & support, Property Appraiser & Tax Collector).
6. Line 30, Capital Projects – A balance of $610,600 remains for improvement projects.
7. Line 32, Capital Reserves - $150,00 is budgeted for insurance due to catastrophic events.
8. Line 33, All Expenses – Of the $1,212,659 budgeted, $257,114 remains committed to existing Purchase Orders and $838 has been Expended leaving $954,707vailable within budget for additional expenses as needed.

General

1. The Fiscal Year 2026 budget is effective October 1, 2025.
2. MSTU Tax Rate: 2.00 Mills is for beautification improvements and maintenance within the taxing district.
3. The Ad Valorem taxable value increased 5.42% for fiscal year 2025 over 2024 generating additional revenue of $24,500.
4. The Office of Budget Management assumes 5% of the millage assessed will be delinquent and factors the assumption into the budget.
5. The *Asset Management Plan* which estimates life expectancies of MSTU assets and corresponding expenditure projections to fund maintenance and repairs of these assets through 2028 will be updated.
6. Tax millage collected and interest by the Lely Golf Estates Beautification MSTU may only be utilized by the MSTU and within the MSTU district boundary.

Mr. Felger noted:

- Additional spreading of cocoa brown mulch will be undertaken by A & M Property Maintenance in November/December 2026.
- Requests for Quotes (RFQ) are being solicited from Simmonds Electrical to repair the pole and/or lamp outages.
- Fertilizer will be applied in November/December in accordance with McGee & Associates schedule.

B. Lighting Inspection Report

(The full report is included in the distributed Agenda meeting packet, which is accessible at the link shown at the end of these Minutes).

October 2, 2025 Observation Report

- St. Andrews Boulevard: three single luminaires are out.
- All lamp poles are fitted with Lumec-brand LED replacements.
- The monument lights at the Baltusrol Drive entrance to Pinehurst Estates will be added to the report.

C. Radar Speed Report

Radar Speed Sign Report

Two (2) Traffic Logix SafePace 100 speed monitoring signs are installed on Saint Andrews Boulevard, eastbound by the Lely Presbyterian Church (*Radar 1*) and westbound at Pine Valley Circle (*Radar 2*).

- A data report has not been available for the past thirty days.
- Traffic Logix will be contacted to find a solution to the issue.
- Speed monitoring options will be researched for future consideration.

D. Committee Application

Mr. Felger reported that the Board of County Commissioners appointed Lisa Rice McGarity to the Lely Golf Estate Beautification MSTU Advisory Committee for a four-year term.

One seat for a four-year term is available on the Committee. An application was received from Bonnie R. Karen. Ms. Karen's application will be considered by the Advisory Committee for recommendation to the Board of County Commissioners at the November meeting.

VII. Ongoing Business

Mr. Felger reported:

A. Traffic Signage

- The Board of County Commissioners (BCC) approved the transfer of street and STOP signs to the MSTU in March 2025.
- A *Traffic Signs* inventory report by location with financial projection of cost replacement was prepared for the Procurement Division.
  - Sixty-four signs on decorative poles (36 street name and STOP signs and twenty-eight speed limit and crosswalk signs).
  - Estimated replacement cost is $109,912.00.
- The project will go "out to bid" as the cost exceeds the threshold determined by the Procurement Division.
- Upon quote approval, a contract will be awarded and sign production and installation sequences planned.

B. Sign Lights

- Simmonds Electrical of Naples, Inc. installed Dabmar bronze light fixtures with LED bulbs and PermaPosts at the St. Andrews Boulevard and Doral Circle sign monuments.

IX. New Business

Mr. Felger reported:

A. Holiday Décor 2025

1. St. Andrews Boulevard Entrance and Doral Circle

- Naples Christmas Lighting, a division of Sight N Sound, submitted quote #1095, dated September 5, 2025, in the amount of $5,600.00 to install holiday decorations and coaxial lights at the Lely MSTU entrances on Saint Andrews Boulevard and Doral Circle in November 2025.
- The design will replicate the 2024 plan and be installed by mid-November.
- Text and email contact information was provided to report seasonal light outages.

***Mr. Felger** will confirm method of contact to report light outages, and confirm turnaround time for repairs, to Naples Christmas Lighting.*

Ms. McGarity motioned to approve Naples Christmas Lighting's proposal #1095, dated September 5, 2025, in the amount of $5,600.00, to install holiday decorations and coaxial lighting

at the Lely MSTU entrances on Saint Andrews Boulevard and Doral Circle. Second by Vice Chair Dammert. Carried unanimously 3 – 0.

2. Forest Hills Boulevard and Augusta Boulevard

Ms. McGarity presented a proposal to decorate the monument at Forest Hills and Augusta Boulevards. She highlighted:

- A decorative twenty-four-inch holiday wreath and garland will be placed on the monument.
- Colored solar lights will be installed to complement the decorations.
- Mr. Felger will purchase the accessories.

Mr. Mann motioned to approve up to $75.00 to purchase a holiday wreath and colored string lights for the monument at Forest Hill Boulevard and Augusta Boulevard. Second by Ms. McGarity. Carried unanimously 3 – 0.

B. Planting Scheme B (continued)

A & M removed the summer seasonal plants. Solarization of the bed soil will commence in preparation for installation of winter flowers.

C. McGee & Associates FY-26 Landscape Architectural Maintenance Consulting Services.

McGee & Associates submitted a proposal in the amount of $21,375.00, for Annual Services for Landscape Architectural Maintenance Consulting Services for the Lely Golf Estates Beautification MSTU for FY-26.

Mr. Mann motioned to approve McGee & Associates contract proposal dated September 17, 2025, for Annual Services for Landscape Architectural Maintenance Consulting Services for the "Lely Golf Estates, MSTU" as permitted by Contract #18-7432-LA "Professional Services Agreement - Library Landscape Architecture Category" "Fixed Term Continuing Contract", in the amount of $21,375.00, for Fiscal Year 2026. Second by Ms. McGarity. Carried unanimously 3 – 0.

D. Irrigation

- Mr. Felger has been working with Mr. Yzaguirre and his staff to activate non-working zones in three medians.
- The Road Maintenance Division utilizes the Motorola™ system for irrigation for all County roadways.
- Conversion of the MSTU's irrigation system from HydroPoint to Motorola™ would provide continuity with the County equipment.
- The HydroPoint controller(s) would be replaced with Motorola™ controllers.
- **Ms. Sizensky** will provide information on conversion to the Motorola™ controller to Mr. Felger.
- A quote(s) will be requested from a qualified contractor(s) for the purchase and installation of the Motorola™ controller(s).
- The quote will be presented to the Committee at the November 2025 meeting for consideration.

X. Committee Member and Staff Comments

The Members noted that the most important undertaking for the MSTU is the street and STOP sign project.

XI. Public Comments
None

XII. Adjournment
There being no further business to come before the Committee, the meeting was adjourned at 3:30 P.M.

LELY GOLF ESTATES BEAUTIFICATION MSTU ADVISORY COMMITTEE

Kathleen Dammert

Kathleen Dammert, Vice Chair

These Minutes were approved by the Committee on November 20, 2025 as presented ✓ or as amended ___.

Lely Golf Estates Beautification MSTU/CollierPTNE

NEXT MEETING: **NOVEMBER 20, 2025 – 2:00 PM**
SOUTH REGIONAL LIBRARY
8065 LELY CULTURAL PARKWAY
NAPLES, FL 34113
239.252.7542

Collier County Government

Communications, Government & Public Affairs
3299 Tamiami Trail E., Suite 102
Naples, Florida 34112-5746

October 30, 2025

FOR IMMEDIATE RELEASE

Notice of Hybrid Remote Public Meeting
Collier County Library Advisory Board
Collier County, Florida

November 19, 2025
10:30 a.m.

Notice is hereby given that the **Collier County Library Advisory Board** will meet on **Wednesday, November 19,** at **10:30 a.m.** This will be a Hybrid Remote meeting, and it will be held at the Headquarters Library Sugden Theater located at 2385 Orange Blossom Drive, Naples. Some of the Board members may be appearing remotely, with staff present in person. The public may attend either remotely or in person.

Individuals who would like to participate in person must complete and submit a speaker form prior to the beginning of the discussion about the item. Individuals who would like to participate remotely must complete and submit the online speaker registration form prior to the beginning of the meeting.

Individuals who would like to participate remotely, should contact Karen Tibbetts via email at Karen.Tibbetts@collier.gov by 1:00 p.m. on November 17.

Remote participation is provided as a courtesy and is at the user's risk. The County is not responsible for technical issues.

About the public meeting:

Two or more members of the Collier County 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 meeting of those boards, councils or agencies.

All interested parties are invited to attend, and to register to speak. All registered public speakers will be limited to three minutes unless changed by the chairman.

Collier County Ordinance No. 2004-05 requires that all lobbyists shall, before engaging in any lobbying activities (including, but not limited to, addressing the Board of County Commissioners, an advisory board or quasi-judicial board), register with the Clerk to the Board at the Board Minutes and Records Department.

Anyone who requires an auxiliary aid or service for effective communication, or other reasonable accommodations to participate in this proceeding, should contact the Collier County Facilities Management Division, located at 3335 Tamiami Trail E., Suite 101, 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.

For more information, call Tanya Williams at (239) 252-7350.

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COLLIER COUNTY LIBRARY ADVISORY BOARD
Wednesday, November 19, 2025, 10:30 a.m.
Headquarters Library – Hybrid Meeting
AGENDA

NOTICE: The public is welcome to attend Library Advisory Board meetings. Visitors will be asked to sign in and briefly describe the purpose of their visit. If the visitor is attending to discover more about the workings of the Library Advisory Board, s/he is welcome to stay for the duration of the meeting. If the visitor has a specific purpose, the Chair will recognize the visitor during Public Comments to speak for up to three (3) minutes. Additional time may be granted to the speaker at the discretion of the Chair. Robert's Rules of Order prevails. Silence cell phones and digital devices.

Call to order

1. Grant LAB Member(s) remote attendance *(Motion & Approval)*

Pledge of Allegiance

Approval of Minutes

Awards and Recognitions

1. Library Division Cheers for Peers Recipients October
2. County Service Awards and VIP Certificates
    i. 30-year anniversary: Tanya Williams (AD)
    ii. 10-year anniversary: Bryan Watt (SR)
    iii. 1-year anniversary: Saruthna Fleury (NR); Aracely Santiago-Reyes (HQ); Cheryl Schrader (NR); Angie Alvarado (HQ/VB); Alma Todd (MI)
    iv. VIP: George Sims (NR); Denise McMahon & SR Team

Board Reports

1. Report of Officers
2. Report of Committees
    i. November 14 LAB Subcommittee Meeting – Rebeca Seitz

Presentations

1. Report of the Friends of the Library
2. Report of the Library Director
    i. General Operations
    ii. Southwest Florida Library Network
    iii. State Library

Public Petitions to the Board for Future Consideration

Public Comments on General Topics Related to the Library Division

Unfinished Business

1. Follow-up: Impact Fees
2. Follow-up: Public Request for Adult Book Discussions at Vanderbilt Beach Branch
3. Follow-up: ResourceX Next Steps

New Business

1. 2026 Library Advisory Board Meeting Dates / Locations *(Motion & Approval)*

Public Comments on General Topics Related to the Library Division

Adjournment

Naples, Florida, October 15, 2025

LET IT BE KNOWN that the LIBRARY ADVISORY BOARD met on this date at 10:30 a.m. in the Headquarters Library with the following members present:

CHAIR:	Joy White – District 4
VICE-CHAIR:	Rebeca Seitz – District 1
SECRETARY:	Jennifer Ashford – District 2
	Marjorie H. Gagnon – District 5 (via Webex)
	Leyanis Muniz – District 3

ALSO PRESENT:
Tanya Williams, Division Director Library
Karen Tibbetts, Library Operations Support Specialist I
Denise McMahon, Manager, South Regional Library
Julie Blatt, Manager, Naples Regional Library
Brenda Rasch, Branch Manager, Marco Island Branch Library
Kim Spina, Manager, Acquisitions
Wesley Gunther, Library Program Coordinator
Andrew Meyer, Library Program Coordinator
Irene Johnson, Librarian I, Headquarters Library
Patricia Weikel, Program Coordinator, Headquarters Library
Gisele Tadros, Program Coordinator, Naples Regional Library
Sam Sine, Library Specialist I, Headquarters Library
Connie Kindsvater, Past President FOL
Carla Grieve, Collier County Resident
Nicole Rolando, Collier County Resident
Marsha Oenick, Collier County Resident (via Webex)
Ann Marie Dezio, Collier County Resident (via Webex)

CALL TO ORDER

1) **Grant LAB Member remote attendance** *(Motion & Approval)*
   - Ms. White made a motion to allow Mrs. Gagnon remote attendance to today's meeting via Webex. Mrs. Muniz seconded, and the motion was carried unanimously. Quorum was met for this meeting and was directed by Ms. White.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

Ms. White asked for approval of the meeting minutes of September 17, 2025. Ms. White moved to approve the minutes with one minor correction. Mrs. Seitz seconded, and the motion was carried unanimously.

Awards and Recognitions

1) **Library Division Cheers for Peers Recipients for September**
   - Copies of the September Cheers for Peers recipients were provided to LAB members.
   - Ms. Williams read the list of staff members being recognized.
2) **County Service Awards and VIP Certificates**
   i. Ms. Williams presented VIP certificates to the following staff members:
      a. Irene Johnson (HQ, Youth Services)

b. Patti Weikel (HQ, Youth Services)
c. Giselle Tadros (NR, Youth Services)
d. Sam Sine (HQ, Circulation)

ii. Ms. Williams reported that three of the VIPs were submitted on behalf of Library patrons in appreciation of the Youth Services that staff provide.

BOARD REPORTS

1) **Report of Officers**
2) **Report of Committees**
   a) **October 10 LAB Subcommittee Meeting – Rebeca Seitz**

- Mrs. Seitz reported that the subcommittee met to further discuss the proposed partnerships and development with the community.
- The group continued to discuss the original topics to determine viability to expand services/revenue at the Library.

Café:

- The subcommittee discussed having a local food vendor at the Headquarters Library in the solarium rather than the outside parking lot.
- Mrs. Seitz stated that a request for proposal (RFP) needs to be made to get feedback from local vendors to determine if they could fulfill the needs of this initiative.
- She was unsure if this would be a request to be made by the Library or the FOL.
- Ms. Williams stated that the County has concession vendors, and the scope of work would need to be very specific.
- Mrs. Kindsvater stated that the FOL President rescheduled the October 24 annual Board Meeting to October 17 at 2pm in the Rees Room at the Naples Regional Library.
- She added that any requests the LAB might have to discuss with the FOL Board should be sent in writing to Marlene at the FOL office to include in the meeting packet that is provided to the Board members.
- Ms. Tibbetts will provide LAB members with Marlene's contact information and the FOL Board Meeting Schedule.

Education of Content Creators - Words & Wonders Workshop

- Mrs. Seitz stated that the subcommittee determined that this initiative would not be able to move forward until a Foundation has been established.
- This topic needs to be discussed with the FOL for their feedback regarding support of this initiative.
- Mrs. Kindsvater stated that the LAB is welcome to attend all FOL meetings, and reiterated that written notification would need to be sent to Marlene for any items to be added to the FOL meeting agenda.

Merchandise Series

- The subcommittee discussed the sale of merchandise and the processing of payments.
- Ms. Williams stated that Library staff can handle transactions for merchandise; however, inventory of the items would create additional work for staff.
- Mrs. Seitz stated that the subcommittee discussed alternatives to burdening Library staff with collecting and processing payments for merchandise.

- They suggested looking into having volunteers handle the processing of merchandise.
- Ms. Williams electronically provided LAB members with the County's County Manager Administrative Procedure (CMA) #5913 regarding its volunteer program guidelines.
- Per CMA 5913, volunteers would not be allowed to handle Library money.

Gala

- Mrs. Seitz stated that a Library Gala would need to be supported by a Foundation.
- She reiterated that this would need to be reviewed with the FOL for their feedback regarding support of this initiative.
- She stated that she found two sources with successful foundations that would be willing to work with the LAB and FOL.
- She added that the one in Seattle has the most successful foundation in the nation and the one in Minneapolis was also agreeable.
- She found that successful FOL organizations have helped in other markets to create foundations.
- Mrs. Kindsvater stated that the FOL has new board members and welcomes the LAB to bring this information to them for discussion.

- Mrs. Seitz stated that the next LAB Subcommittee meeting will be held on Friday, November 14 at 10:00 am at the South Regional Library.

PRESENTATIONS

1) Report of the Friends of the Library (FOL)

- Arnie Rubin, FOL incoming President, was unable to attend today's meeting. He provided a written report to Board Member Connie Kindsvater.
- Per Mr. Rubin's report, Mrs. Kindsvater stated that the FOL received 4 out of 4 stars from Charity Navigator, a national ranking service for non-profits. They scored in the excellent range for their financials and use of income to support its mission.
- Sarah Penner, New York Times bestselling author, wowed the audience at the Norris Center last Thursday.
- There are two more Signature Series author programs. Lew Paper's new novel centers around the disappearance of Jimmy Hoffa fifty years ago.
- The first FOL board meeting is scheduled for Friday, October 17 at 2pm in the Rees Room at the Naples Regional Library on Central Avenue. You are welcome to attend.
- There are still tickets available to the Nick Linn and Nonfiction Series. You can purchase tickets on the FOL website.
- If you have not renewed your membership to the Friends, please consider joining. Members allow us to support activities and programs.
- It is $50 for individuals and $75 for families.

2) Report of the Library Director

i. General Operations

b) Facilities & Projects Update

- Ms. Williams stated that the new gates at Headquarters Library are being installed.
- The signage at Headquarters Library has also been replaced.
- The circulation desk at the Estates Branch Library has been redone.
- The plumbing pipe is being replaced at the Estates Branch Library.
- The bathroom countertops are being replaced at the Estates Branch Library.

b) Operations Update

- Ms. Williams reported that she sent emails to LAB members and Library staff announcing her permanent assignment to Library Director effective 10/6.
- She added that she will also be supervising the Museum Director.
- Ms. Williams stated that she reports to Strategic Initiatives, and they report to the County Manager.
- She added that she is no longer doing double duty with Strategic Initiatives and that her vacated position will eventually be filled.
- Ms. Williams informed everyone that after the first of the year she will be moving forward with the FY2026 mission and goals.
- She stated that agency-wide the new email platform is "@collier.gov". Emails forwarded from the previous platform "@colliercountyfl.gov" will end on December 31.
- Ms. Williams provided the 2025 AUIR report to LAB members electronically.
- The Library's AUIR report has been sent to the Growth Management Division to compile and present to the Planning Commission on November 6.
- Ms. Williams will actively involve the LAB in the 2026 AUIR process moving forward.
- The AUIR (Annual Update and Inventory Report) is presented to the Board of County Commissioners (BCC) annually.
- The Library must maintain a certain amount of square footage per capita (1000 people).
- The 2025-2026 State Aid documents will need to be updated to certify Tanya Williams as the new Library Director. This information will be presented to the BCC at their November meeting in order to meet the December 1 State Aid deadline.
- Ms. Williams stated that she was happy to report that the County Manager has approved the Library to close at 5pm for the following upcoming Holidays: Wednesday, November 26 (Thanksgiving), Wednesday, December 24 (Christmas) and Wednesday, December 31 (New Year's Eve).

c) Programming Update

- Ms. Williams stated that October is Library Card Sign-up Month, and to date, 724 new library cards were issued.

d) Staffing Update

- Ms. Williams stated that there were two new hires in August: Madison Slinkard (HQ) and Shelley Berardi (EN).
- There are some positions that are pending Human Resources and interviews have been concluded for some other vacant positions.

e) FY 26 Budget Opening

- Ms. Williams stated that the BCC voted tax neutrality for FY 2026.
- The Library's budget was not impacted by this decision.
- Ms. Williams stated that some projects will have the funds not spent in FY25 carried over to FY26.
- The Library's current operations and book funds are approximately $10.6 million.

f) 2025 AUIR

- Ms. Williams stated that with the population increase since 2019, along with the projected growth in the County, the surplus of square footage of the past

20 years will end in FY2029. This will result with the Library having a small deficit in its square footage for the AUIR.

- The County follows the estimated permanent population that is generated annually by the University of Florida using the Bureau of Economic and Business Research (BEBR) Population Program to provide demographic research analysis for Florida. A 20% multiplier is used to gauge the adjusted seasonal population.
- Ms. Williams stated that she attended Commissioner McDaniel's meeting last Wednesday and that two public organizations were in attendance, Collier Enterprises and Barron Collier Companies.
- The proposed township in the Big Cypress area off Oil Well Road between the Orange Tree and Ave Maria developments is estimated to grow significantly in the next 20-25 years.
- She added that the Library may consider initially opening a storefront within another government space within the development.
- Mrs. Seitz asked if there would be a corresponding budget increase.
- Ms. Williams indicated that part of the AUIR highlights debt services.
- The Library receives impact fees from new residences, and the money is allocated to a special fund. Unfortunately, this does not generate enough money to build a new library facility.
- The Library has had to take out loans (bonds) to fund the building of its facilities. The Library currently is paying on loans for South Regional and Golden Gate Branch libraries. The current debt of $617,000 per year should be paid off in 2034.
- The County's General Fund loaned money to the Library to debt services during the years where the collection of impact fees fell short.
- Mrs. Seitz asked if the impact funds that the library receives are affected by the BCC's decision to lower impact fees.
- Ms. Williams stated that impact fees are generated from new residences, not commercial development.
- Impact fees are generally included in a seller's price; however, Ms. Williams will ask one of the County's impact fee staff members for clarification.
- Ms. Williams stated that the Collier County Public Library (CCPL) system cannot be compared to Lee County Public Library system as they are funded differently.
- Lee County has its own milleage rate designated for its libraries. CCPL is a part of the County's General Fund.
- June will kick off the 2026 AUIR, and Ms. Williams plans to reeducate the LAB to better understand the process.

g) Aged Accounts Write-Off for FY2021 *(Motion & Approval)*

- Ms. Williams stated that unfortunately, due to the deadline for submitting this information to the BCC, there was not enough time to present the aged accounts write-offs for FY21 to the LAB prior to submission. Therefore, a motion is not needed, as this information has already been loaded into the system for review/approval for an upcoming BCC meeting.
- Each year the Library submits 5-year's arrears aged accounts that are uncollectible to the BCC to write off.
- This year, the Library submitted the FY2021 aged accounts write-off in the amount of $163,000.

- Mrs. Seitz stated that this overall .33% of materials not returned to the library is probably due to the transient and aged population in the County. Since this amount seems fairly low, she wondered how it compared to other systems.
- Ms. Williams stated that the bulk of the money for other systems is from lost or damaged materials, as many libraries do not charge late fines.
- It is easier for these libraries to use collection agencies for outstanding money owed, as they are collecting on materials are County/taxpayer assets.
- Mrs. Seitz asked if the CCPL has considered doing away with late fees.
- Ms. Williams stated that in the past she did try to propose this; however, the current political climate is not conducive to pursue the topic at this time.

h) FY2026 Annual Plan of Service *(Motion & Approval)*

- Ms. Williams electronically provided LAB members with the Library's 2023-2027 Strategic Plan / 2025-2026 Annual Plan of Service.
- She stated that the AUIR directly influences strategic planning and the Executive Summary for the Annual Plan of Service is being drafted now to meet the December 1 deadline.
- She stated that there were no drastic changes from the previous year's report.
- The Annual Plan of Service provides information on what CCPL will do this year.
- Ms. Williams stated that she plans to take a hard look and rewrite some of this information and will present the draft Annual Plan of Service to the LAB at the beginning of summer to review.
- Ms. Williams provided LAB members with handouts of the Library's policies.
- She stated that many of the policy sections listed have not been reviewed since 2011.
- She added that originally the Library's policies were within one document and were not easily revised over time.
- Ms. Williams stated that she will be working with library staff on revisions and will present them to the LAB for their review and input.
- Ms. Williams stated that the secondary list has newer dates, such as the fines/fees schedule that was updated in 2016.
- She added that she tried to revise the fines/fees schedule year's ago; however, the BCC at the time was not in favor of raising fees.
- Ms. Williams stated that the room use policy piggybacks with the fines and fees schedule.
- Ms. Williams will be reviewing the Library's 5-year Strategic Plan and taking into consideration the County's directives with ResourceX, Strategic Initiatives and the County's Strategic Plan.
- Mrs. Seitz asked if Ms. Williams could provide the LAB with an update on ResourceX at the next meeting.

3) Reconsideration Request Received – Wesley Gunther, Administration *(Motion & Approval)*

Mr. Gunther stated that two requests for reconsideration were submitted to the Library by the same patron.

- Mr. Gunther provided the Request for Reconsideration of Library Materials packets to LAB members for their review. The packet included responses to the concerns of the patron, awards, honors, and reviews of the book, and copies of the pages mentioned in the reconsideration request.

- The requests were received on September 9 regarding the graphic novel titled *"The New Girt"* by Cassandra Calin and the book *"Hazel Bly and the Deep Blue Sea"* by Ashley Herring Blake.

"The New Girl" by Cassandra Calin

- Mr. Gunther stated that the patron objected to the mention of menstruation/period in about every chapter with pictures of sitting on the toilet, underwear down, and girl on girl crush (this was only one line in the book).
- The patron stated that her 9-year-old daughter enjoys graphic novels and when she selected the book, the mother thought it would be a neat story of an immigrant's transition to a new life but did not anticipate the content to be not what she expected from the children's library.
- The patron indicated that they read the book in its entirety and felt that readers might worry about getting a period based on the way it was depicted. The patron was also concerned about normalizing same sex attraction and exposure to content that is not age appropriate for elementary grades.
- The patron recommended moving this book out of the children's section and shelving it in the young adult section. The patron felt that since the main character is a 13-year-old that the book is better suited for middle and high school grades. The patron also recommends labeling the book with LGBTQ themes and putting it in this themed area.
- Mr. Gunther stated that the Library added three copies of this book to its collection in July 2024. As of October 10, 2025, there were 59 checkouts.
- Mr. Gunther provided a synopsis from the back cover of the book. This graphic novel about change and acceptance follows Lia, who moves from Romania and struggles with her first period in a new environment. It follows the struggles Lia experiences with differences in her home, her language, and even her body.
- Mr. Gunther added that the Library's catalog also includes the book summary provided by the publisher and created by CCPL and OCLC catalogers.
- He further stated that the illustrations do not show any blood, only effects, emotions, and feelings described via character texts. He provided panels from the book at the end of the packet provided.
- There was only one instance in which one of the girls in the friend group mentions to another character that she decided not to tell Lia of her crush. It was not brought back at any other time in the book.
- In review of the book, the depiction of the main character dealing with her periods throughout the title focuses on how she learns to manage them and how they impact her. A child's feelings and emotions surrounding such an event should be brought up with their parent or guardian, much like Lia does in the text.
- *"The New Girl"* has been incredibly well reviewed by several sources which included age ranges. Publishers Weekly, ages 8-12, Kirkus Reviews, ages 8-12, School Library Journal, grades 4 to 9.
- Professional Reviews and a reading of the title suggest that it is appropriately shelved in the Juvenile section of the library. The topics in question are presented using appropriate language for the recommended reading level. The objected material is not presented in an obscene or sexual way.
- Mr. Gunther stated that CCPL does not provide sticker content labels or subject warnings for material with a text, as such practice singles out selected topics/subjects as 'different'. Content warnings are made redundant by best practices for cataloging/material storage/staff services and can simply be avoided by looking at the materials physically or via the catalog before check-out.

- It is the responsibility of the patron to curate what material they or their children engage with. Subjects for the title are provided at the end of the packet provided.
- The CCPL Juvenile collection contains titles for a wide reading and age range. It will not always contain materials that are agreeable to every person or child. It is the patron's responsibility to curate their children's reading material.
- The patron stated that topics of value within the material included the difficulty of starting over, fitting in, making friends, and missing old life/country.
- After the Library's review of the title, the story contains all aspects mentioned by the patron, and the title provides a well-received, popular and well-reviewed book that addresses a life event that is experienced by a significant portion of the population.
- Moving the book based on an objection to its core topic, periods and menstruation, would set precedent for moving titles based on personal beliefs regarding the perceived morality of all bodily functions. Menstruation is normal, presents a wide array of challenges for children and adults and literature depicting it in a relatable way is an invaluable resource for the community.
- Moving or removing the title based on one character having a crush on another of the same gender because it goes against a personal belief would set a precedent for moving materials based solely on religious beliefs or cultural practices an individual may not agree with.
- In summary, the Collier County Public Library's recommendation is to leave the title shelved as it is in the Juvenile Graphics collection.
- Mrs. Seitz made a motion for the Collier County Public Library to retain the book titled *"The New Girl"* by Cassandra Calin shelved in its current location in the Juvenile Graphic section in its collection. Ms. White seconded, and the motion was carried unanimously.

"Hazel Bly and the Deep Blue Sea" by Ashley Herring Blake

- Mr. Gunther stated that the patron objected to the same sex couple displays of affection which introduces bisexual concepts and non-binary gender.
- The patron stated that her 9-year-old daughter only read the first couple of chapters, and she read some along with her daughter.
- She stated that her daughter was drawn to the mystery of the accident and mermaid tale, but that was hardly the focus at the beginning of the book. The patron did not catch the LGBTQ theme when she read the description of the book.
- The patron is concerned that exposure to the content is not age appropriate for elementary grades.
- The patron recommended moving this book out of the children's section and shelving it in the young adult section. The patron felt that since the main character is a 13-year-old that the book is better suited for middle and high school grades. The patron also recommends labeling the book with LGBTQ themes and putting it in this themed area.
- The patron understood the book to be about grief based on the description and reading some of it with her daughter, but it also introduces concepts about relationships, sex and gender.
- Mr. Gunther stated that the Library added three copies of this book to its collection in June 2021. As of October 10, 2025, there were 16 checkouts.
- Mr. Gunther provided a synopsis from the book's dust jacket. The book is about a girl navigating grief, trauma and friendship. The main character Hazel Bly had a perfect life in California until her Mum was suddenly gone when a kayaking trip went horribly wrong. Needing a fresh start, Hazel, her other mother, Mama, and her little sister, Peach lived all over the country for the last two years until they settled in

Rose Harbor, Maine. Hazel's world is infiltrated when Mama runs into an old childhood friend, Claire. To make matters worse, Claire has a daughter, Lemon, who is Hazel's age and rambles on about a local 150-year-old mermaid myth. Soon Hazel finds herself just as obsessed, because what if magic was real and if you could emerge from the darkness of grief stronger than before?

- Mr. Gunther added that the contents of the title are plainly displayed in the synopsis and in the library record.
- *"Hazel Bly and the Deep Blue Sea"* was well reviewed by several sources which included age ranges. Publishers Weekly, ages 8-12, School Library Journal, grades 4-8, Little Brown & Co (title publisher) suggested ages 8-12, grades 4-6.
- Mr. Gunther stated that the objected materials are not introduced in an obscene or sexual way. Instances where sex, (the physical attributes of an individual, not the act of having sex which is never mentioned or brought forward), relationships, and gender are brought up and dealt with in an appropriate and respectful manner.
- The character, Jules, is presented as non-binary, introducing themselves as a character using the pronouns 'they/them' on pg. 72. Occasional reminders are given to other characters who may not refer to them as desired.
- Mr. Gunther stated that CCPL does not provide sticker content labels or subject warnings for material with a text, as such practice singles out selected topics/subjects as 'different'. Content warnings are made redundant by best practices for cataloging/material storage/staff services and can simply be avoided by looking at the materials physically or via the catalog before check-out. The patron facing record provides an overview of the book's contents; created and compiled by CCPL and OCLC catalogers.
- It is the responsibility of the patron to curate what material they or their children engage with. Subjects for the title are provided at the end of the packet provided.
- The CCPL Juvenile collection contains titles for a wide reading and age range. It will not always contain materials that are agreeable to every person or child. It is the patron's responsibility to curate their children's reading material.
- After the Library's review of the title, the tropes and topics of the plotline are determined to be age appropriate with no obscene language or descriptions of the objected material for the age range. The title provides a very sad yet hopeful story around themes of friendship, grief, loss, healing past trauma, accepting the differences in others, confronting internal doubts, and discovering oneself after living with trauma. The title is praised regarding how the topics are written and engaged with by the characters and the author, with sensitivity and a message of healing.
- In summary, the Collier County Public Library's recommendation is to leave the title shelved as it is in the Juvenile Graphics collection.
- Discussion ensued regarding the diverse population of the community and reiterating the fact that the Library's catalog provides information on the subject and genre of this book.
- Mrs. Muniz asked if patrons know how to view the Library's catalog.
- Mr. Gunther stated that Library staff provide this information at the time a new library card is generated.
- Mrs. Seitz made a motion for the Collier County Public Library to retain the book titled *"Hazel Bly and the Deep Blue Sea"* by Ashley Herring Blake shelved in its current location in the Juvenile Graphic section in its collection. Mrs. Ashford seconded, and the motion was carried unanimously.

PUBLIC COMMENTS ON GENERAL TOPICS RELATED TO THE LIBRARY DIVISION

- Mrs. Rolando stated that she reviewed the Library's event calendar for next year and noticed that no book discussions are scheduled to be held at the Vanderbilt Beach Branch.
- Ms. Williams stated that CCPL is currently focusing on programming at the regional locations, as they are better equipped to better accommodate the number of patrons interested than the smaller locations.
- Ms. Williams stated that staffing levels determine the programs that can be offered.
- Vanderbilt Beach patrons are encouraged to attend programs at the Headquarters Library, and East Naples patrons are encouraged to attend programs at the South Regional Library.
- Unfortunately, due to the lessening of staff over the years, it is not sustainable to offer some programming at the smaller branch locations.
- Ms. Williams stated that she needs time to review programming more carefully and have division-wide operational discussions with staff to best set up library programming
- Mrs. Rolando indicated that the book discussions were stopped just this past season, despite patrons requesting this programming at the Vanderbilt Beach location.
- Ms. Williams stated that the Library factors in public input and the direction of the LAB when making decisions regarding programming.
- She added that currently every aspect of the Library's operations is being reviewed to determine best practices.
- Mrs. Seitz stated that, as the Library exists to serve the community, it would be helpful when looking at the lens of community relations, the directive she was given by the County Manager's office with regards to the LAB subcommittee on partnerships and development and the formation of a foundation, was to 1) move slowly and 2) give plenty of notice.
- She added that the LAB was not informed of the removal of Library services that already existed and suggested that the LAB be informed months in advance so they and the public can look at and discuss possible options before final decisions are made.
- Ms. Williams asked again for her to be given time to look at the Library division as a whole. She added that she must also weigh the directives that she is given to follow.
- She agrees that the public needs to be informed when these decisions are being discussed as far in advance that they can.
- If the public has opposition to those decisions, there are County public forums to bring up those concerns and for the LAB to address.
- Mrs. Seitz asked if the decision was final to no longer have book discussions at the Vanderbilt Beach branch. Ms. Williams replied that yes, at this time, no book discussions are scheduled at that location.
- Discussion ensued and the LAB agreed that they understand the concerns of the Vanderbilt Beach community since they've had to deal with the possibility of this location closing and now the removal of book discussions, without any notice.
- Mrs. Ashford stated that the Vanderbilt Beach branch is in her district, and during a recent visit it appeared that the staff were unaware that book discussions were not being scheduled.
- Mrs. Rolando stated that the public requested these programs and were looking forward to them. If funding is an issue, who should they speak to about this.
- Ms. Williams replied that it wasn't a funding issue as much as it is a staffing issue.

- She added that much more goes into this type of programming than having someone spend an hour with a group for a book discussion. There is the planning to prepare the program while also ensuring that the branch is served with core services.
- Ms. Williams wants all to know that the request has been heard and she will be looking into this.
- She emphasized that the Library's first priority is the checking in and out of materials and patron services, and that book discussions are secondary.
- She will be meeting with staff to better assess programming, what's being offered, how it's being offered, the impact on current staff levels, and how we can best meet the needs of the communities that we serve.
- Ms. Williams reminded everyone that for at least the past six months, the Library has been focusing on the issue of the possibility of the Vanderbilt Beach branch closing. CCPL now needs the time to evaluate book discussion programming.
- She added that book discussions are seasonal, not year-round programs.
- Ms. White requested to add this item to the agenda for next month for an update.
- Ms. Williams wanted to emphasize that the Library will not prevent a group of people from using the available space at the Library to have a book discussion.

UNFINISHED BUSINESS – None

NEW BUSINESS

1) **Library Policy Review Project**
   - Ms. Williams provided electronic copies of the Library's Memorandum of Understanding (MOU) with the FOL and CCPL and the County Manager Administrative Procedure (CMA) #5913 - Volunteer Program.
   - She stated that an amendment to the MOU is being considered due to County staffing changes.
   - Mrs. Kindsvater stated that the FOL's purpose is to raise funds for the Library through its author events.
   - Per CMA 5913 and its volunteer program guidelines, volunteers cannot replace paid staff.
   - Ms. Williams stated that County volunteers go through the application process including a background check and fingerprinting. The Library currently has approximately 160 volunteers.
   - The LAB Subcommittee discussed having volunteers handle the sale of Library merchandise; however, volunteers cannot do the work of paid staff and are not allowed to handle money.
   - Ms. Williams stated that she will be meeting with the Museum, Parks, and Domestic Animal Services Divisions on October 21 at 10am to review the volunteer handbook for possible revisions.
   - Mrs. Seitz would like feedback from Library staff to know if the current County policy, with regard to what volunteers can work, assists or hinders staff in using the facilities and resources to serve the public.
   - There was a momentary pause in the meeting while the computer for the remote meeting access was recharged.
   - Ms. Williams reminded everyone that the County has a zero-dollar gift policy.
   - This restrictive policy developed from an incident that happened years ago when the County Manager and a few commissioners were criminally charged with accepting

gifts. Also, at that time several one of our libraries was, in essence, being run by volunteers.

- Mrs. Seitz asked if the LAB could request the BCC to allow the Library Director to have the authority to handle Library volunteer policies.
- Ms. Williams replied that she must follow the County's administrative policies.

PUBLIC COMMENTS ON GENERAL TOPICS RELATED TO THE LIBRARY DIVISION – None

ADJOURNMENT

There being no further business to come before the Library Advisory Board, the meeting was adjourned at 12:20pm.

Ms. Williams will update LAB members as to the format of the Library Advisory Board meeting scheduled to be held on Wednesday, November 19, 2025, at the Headquarters Library, 2385 Orange Blossom Drive, Naples, FL 34109.

Approved by:

Joy White, Chair
Library Advisory Board

Parks & Recreation Advisory Board

MEETING AGENDA

LOCATION: **NORTH COLLIER REGIONAL PARK**

DATE: Wednesday, **November 19,** 2025

ADDRESS: 15000 Livingston Road Naples, FL 34109

TIME: **2:00 PM**

I. CALL TO ORDER

a) Welcome by the Director

b) Roll Call

c) Verification of Quorum

II. PLEDGE OF ALLEGIANCE AND INVOCATION

III. APPROVAL OF THE AGENDA

IV. APPROVAL OF PREVIOUS MEETING MINUTES

V. NEW BUSINESS

a) **Golden Gate Community Center Gymnasium Memorial – John Mullins**

b) Meeting Schedule Discussion – **Marissa Baker**

c) ~~Raquet Sports at Paradise Coast Sports Complex – Curly Davis~~

d) Needs Assessment – Jeanine McPherson

VI. OLD BUSINESS

a) Vacant Chairs – Miguel Rojas

VII. ADDITIONAL MATERIALS

a) Golden Gate Community Center Advisory Board Minutes

b) Immokalee Sports Complex – Email Update

VIII. BOARD / PUBLIC COMMENTS

IX. MANAGER UPDATES

X. DIRECTOR'S REPORT

XI. ADJOURNMENT

NOTE: THIS AGENDA IS SUBJECT TO CHANGE AND MAY BE MODIFIED BY THE DIRECTOR OR THE BOARD

MINUTES OF THE COLLIER COUNTY PARKS AND RECREATION ADVISORY BOARD MEETING

Immokalee, Florida — October 15, 2025

LET IT BE REMEMBERED, the Collier County Parks and Recreation Advisory Board, in and for the County of Collier, having conducted business herein, met on this date at 6:00 P.M. in REGULAR SESSION at 321 N 1st St, Immokalee, FL 34142, USA, with the following members present:

Vice Chairman: Josh Fruth
Rebecca Gibson-Laemel
Eric Kelly

ALSO PRESENT:
James Hanrahan – Director
Said Gomez – Regional Manager
Brian Maloney – Director, Facilities
Eric Short – Superintendent, Maintenance

Any persons needing the verbatim record of the meeting may request a copy of the audio recording from the Collier County Parks and Recreation Department.

1. Call to Order

PRESIDING Chairman Edward "Ski" Olesky called the meeting to order at 6:00 p.m.

The Pledge of Allegiance and invocation were conducted.

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2. Agenda review:

No motion or vote recorded.

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3. Approval of the meeting

No motion or vote recorded.

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4. New Business

No new business discussed.

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5. Old Business

A. Immokalee Sports Complex Update – Presentation by Brian Maloney

Mr. Brian Maloney, Director of Facilities, provided an update on the Immokalee Sports Complex project.

Highlights included:

Project divided into three phases: Phase 1A (open turf fields and lighting), Phase 1B (restroom and storage), Phase 2 (aquatics center). Design 100% complete; permitting ongoing with variance petition for landscaping reduction to accommodate full-size fields. Approvals: construction phasing plan, Immokalee Water and Sewer District, South

Florida Water Management District Water Use Permit and ERP. Procurement timeframe: eight months; construction: nine months; fields projected completion 2027. Stormwater management: perforated piping and gravel underlayment, exfiltration trenches, new outlet structure. Construction start projected September 2026; fields maintained until then, with alternatives (e.g., Big Corkscrew, CRA sites) to be coordinated with YSFA presidents.

Discussion:

Discrepancy noted on 2027 timeline, with staff confirming it was presented since April 2024. Concerns raised about soccer season closure (December 2025–2026), stormwater flooding, and community communication. Staff committed to monthly updates, working with organizations on alternatives, and addressing flooding with current drainage plans.

No action required; informational presentation.

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6. Board / Public Comments

1. Public comments were received as follows:

- Maria Sierra raised questions about the projected timeline (disputed 2027 completion), fields closure during soccer season, alternative plans, and stormwater management.
- Tom expressed concern about construction timing conflicting with soccer season, lack of a plan during closure, and requested a pre-construction meeting.
- Randy Geron discussed summer field closures, impacts on youth programs, fairness with other parks, and lighting issues.
- Ms. Marcy inquired about budget ($4.2 million set aside, potential $3 million additional), procurement, and economic factors.
- Mr. Mangrove questioned delays from prior projections, procurement process, and contractor outreach.
- Additional speakers thanked staff, requested online updates, and highlighted transportation concerns for relocated programs.

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7. Manager Updates

No additional staff reports presented.

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8. Director's Report

Board expressed frustration with project delays and turnover, emphasizing the need for accountability and seeing the project through.

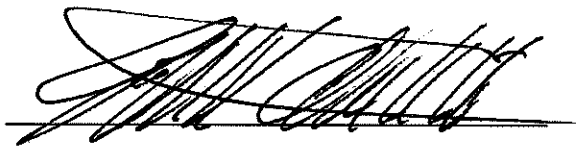
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9. Adjournment

Motion: To adjourn.

Meeting adjourned at 6:58 p.m.

COLLIER COUNTY
PARKS AND RECREATION ADVISORY BOARD



Edward "Ski" Olesky, Chairman

These minutes were approved by the Board/Chairman on _____, as presented (choose one) _____, or as amended _____.

MINUTES OF THE COLLIER COUNTY PARKS AND RECREATION ADVISORY BOARD MEETING

Naples, Florida — September 17, 2025

LET IT BE REMEMBERED, the Collier County Parks and Recreation Advisory Board, in and for the County of Collier, having conducted business herein, met on this date at 2:00 P.M. in REGULAR SESSION at 15000 Old Livingston Rd, Naples, FL 34109, USA, with the following members present:

Chairman: Edward "Ski" Olesky
Vice Chairman: Josh Fruth
Rebecca Gibson-Laemel
Jessica Bergel
Eric Kelly

ALSO PRESENT:
James Hanrahan – Director
Marissa Baker – Regional Manager
Randi Swinderman – Regional Manager
Said Gomez – Regional Manager
Eric Short – Superintendent, Maintenance
Tiffany Sawyer – Naples Boat Show Presenter

Any persons needing the verbatim record of the meeting may request a copy of the audio recording from the Collier County Parks and Recreation Department.

1. Call to Order

Chairman Edward "Ski" Olesky called the meeting to order at 2:00 p.m. The Pledge of Allegiance was recited, followed by a moment of silence.

Roll call was taken; a quorum was established.

2. Agenda review:

Motion: To approve the agenda as presented.

Moved by: Jessica Bergel
Seconded by: Rebecca Gibson-Laemel
Vote: Motion passed unanimously (5-0).

3. Approval of the meeting

Motion: To approve the minutes of the August 13, 2025 meeting.

Moved by: Josh Fruth
Seconded by: Jessica Bergel
Vote: Motion passed unanimously (5-0).

4. New Business

A. Naples Boat Show – Presentation by Tiffany Sawyer Shank

Ms. Tiffany Sawyer Shank, Executive Director of the Marine Industries Association of Collier County (MIACC), presented an overview of the Naples Boat Show to be held at Sugden Regional Park.

Highlights included:

59th annual Naples Boat Show; 4th year hosted at Sugden.
Over 150 vendors, 250 boats on display between land (Sugden) and water (Naples City Dock).
Attendance averages 5,000–7,000 visitors over four days (max 1,500–2,000 at one time).
Parking plan: free parking at County Government Center with trolley shuttle; paid parking at Sugden.
Layout uses the large grass field and ski area back lot for displays; playground and beach remain open to public.
Safety: fencing for setup/breakdown; on-site security; staff monitors lake path users.
Vendor support: MIACC secures all contracts for waste, security, Fire Department, CCSO, and permitting.
Long-term goals:
• Floating docks expansion (potential use of renovated Dock 5).

• Boat ramp improvement (current ramp unsafe; collaboration with Facilities to replace lime rock ramp).

Discussion:

Board and staff praised MIACC's collaboration in balancing community access with event operations.
Attendance has fluctuated (lower during initial relocation from airport, then recovery). Vendor participation has grown, increasing show quality.
Ski shows by Michael's Waterski School run concurrently on Saturday–Sunday.
Members noted importance of maintaining public communication (signage, dog walker outreach).
Future discussions will revisit possible sponsorship/partnership models.

No action required; informational presentation.

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5. Old Business

A. Legends Concert Series – Update

Marissa Baker reported on Mr. Randall's concert series at Sugden Park.
Temporary Use Permit application submitted; awaiting site layout, agency responses (Emergency Management, Sheriff, Fire/EMS), and alcohol license.
Event dates confirmed: January 10, February 21, March 21, 2026 (adjusted to avoid Naples Boat Show conflict).
Board expressed support; no action required.

B. Vacancy Applicants

Applications remain open for Board vacancies. Additional applications will be provided for November meeting interviews.
Discussion of possible working group model to engage passionate community members (e.g., Immokalee, Golden Gate) if vacancies persist.

Consensus: continue recruiting, explore working group concept as suppleme

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6. Board / Public Comments

No formal public comments were recorded.
Board discussed importance of timely filling vacancies and exploring advisory "working groups" to capture diverse community input.

7. Manager Updates

Region 3 – Said Gomez

Sports Complex: youth soccer and Pop Warner active; strong fitness center growth.
Community Park: after-school (BBK) at near capacity; hiring for supervisor underway.
South Park: preschool BBK active; collaboration with 105.5 radio for Christmas toy drive.
Max Hasse: after-school program thriving; Kyle Bergenzer appointed permanent supervisor.

Region 4 – Randi Swinderman

Big Corkscrew: 18 in VPK; "Trunk or Treat" Oct 24; new staff (Cooper Cox) developing track program.
Veterans Park: LED lighting upgrade completed; Special Olympics hosting pickleball program.
Vineyards Park: new program leader Bill Shanahan; acting/sports classes; 35 children in after-school.
AIR: "Bootacular" set for Oct 17 (≈4,000 attendees expected); Parents Night Out successful.

Region 2 – Marissa Baker

Sugden Park: hosting Boat Show and Legends Series; ongoing sailing/ski programming.
East Naples: staff retirement; recruiting supervisor; working to reinstate after-school program; collaboration with pickleball operator on "Parent's Night Out."
Eagle Lakes: typical programming; hiring program leader.
Paradise Coast Sports Complex: hosting FC Naples season ticket game; youth soccer and flag football.

8. Director's Report – James Hanrahan

Maintenance: 951 boat ramp reconstruction nearly complete; Barefoot concession building repairs underway.
Marina vendor contract terminated; staff coordinating transition to minimize disruption at Port of the Islands, Cocohatchee, Goodland.
Events: Snowfest and Christmas Around the World scheduled same weekend (December 2025) with staffing coordination.
Staffing: New Assistant Director of Sports position posted (formerly under Tourism, now Parks). Goal: oversee Paradise Coast contract, U.S. Open Pickleball, tourism relations.
Promotions & Hiring: Kyle Bergenzer permanent supervisor; 15 new hires completed orientation; succession planning emphasized.
Facilities: Artificial turf project delays in Immokalee due to design variance; project now under new management team with close oversight.

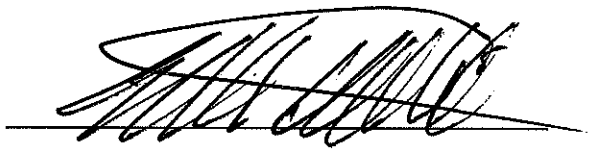
9. Adjournment

Motion: To adjourn.

Moved by: Josh Fruth
Seconded by: Jessica Bergel
Vote: Motion passed unanimously (5-0).

Meeting adjourned at 2:58 p.m.

COLLIER COUNTY
PARKS AND RECREATION ADVISORY BOARD



Edward "Ski" Olesky, Chairman

These minutes were approved by the Board/Chairman on _____, as presented (choose one) _____, or as amended _____.

Collier County Parks & Recreation Advisory Board

Published on November 14, 2025

Notice of Public Meeting
Collier County Parks & Recreation Advisory Board

Collier County, Florida

November 19, 2025

2:00 p.m.

Notice is hereby given that the **Collier County Parks & Recreation Advisory Board** will meet on **Wednesday, November 19**, at **2:00 p.m.** This meeting will be held at the North Collier Regional Park Room A, 15000 Livingston Road, Naples, Florida.

About the public meeting:

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

All interested parties are invited to attend, and to register to speak. All registered public speakers will be limited to three minutes unless changed by the chairman.

Collier County Ordinance No. 2004-05 requires that all lobbyists shall, before engaging in any lobbying activities (including, but not limited to, addressing the Board of County Commissioners, an advisory board or quasi-judicial board), register with the Clerk to the Board at the Board Minutes and Records Department.

Anyone who requires an auxiliary aid or service for effective communication, or other reasonable accommodations to participate in this proceeding, should contact the Collier County Facilities Management Division, located at 3335 Tamiami Trail E., Suite 101, 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.

For more information, call the Collier County Parks & Recreation Division at (239) 252-4000.

Tagged as:

Media Releases Public Notices

Collier County Government

Communications, Government & Public Affairs
3299 Tamiami Trail E., Suite 102
Naples, Florida 34112-5746

October 29, 2025

FOR IMMEDIATE RELEASE

Notice of Public Meeting
Pelican Bay Services Division Board
Collier County, Florida

November 12, 2025
1:30 p.m.

Notice is hereby given that the **Pelican Bay Services Division Board** will meet on **Wednesday, November 12,** at **1:30 p.m.** in the Community Center at Pelican Bay, 8960 Hammock Oak Drive, Naples, Florida.

Individuals who would like to participate in person must complete and submit a speaker form prior to the beginning of the discussion about the item.

The agenda will be available on the Collier County Government website on the PBSD webpage**.**

About the public meeting:

Two or more members of the Collier County 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 meeting of those boards, councils or agencies.

All interested parties are invited to attend, and to register to speak. All registered public speakers will be limited to three minutes unless permission for additional time is granted by the chairman.

Collier County Ordinance No. 2004-05 requires that all lobbyists shall, before engaging in any lobbying activities (including, but not limited to, addressing the Board of County Commissioners, an advisory board or quasi-judicial board), register with the Clerk to the Board at the Board Minutes and Records Department.

Anyone who requires an auxiliary aid or service for effective communication, or other reasonable accommodations to participate in this proceeding, should contact the Collier County Facilities Management Division, located at 3335 Tamiami Trail E., Suite 101, 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.

For more information, call (239) 252-1355.

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PELICAN BAY SERVICES DIVISION
Municipal Services Taxing & Benefit Unit

NOTICE OF PUBLIC MEETING **WEDNESDAY, NOVEMBER 12, 2025**

THE PELICAN BAY SERVICES DIVISION BOARD WILL MEET AT 1:30 PM ON NOVEMBER 12 AT THE COMMUNITY CENTER AT PELICAN BAY, 8960 HAMMOCK OAK DRIVE, NAPLES, FLORIDA, 34108.

AGENDA

1. Pledge of Allegiance
2. Roll Call
3. Agenda approval
4. Approval of 10/8/25 Regular Session meeting minutes
5. Audience comments
6. Administrator's Report
    a. Update on projects
    b. Review of the Oct. 31 financials
7. *Nomination to PBF Government Affairs Committee
8. Chairman's Report
    a. Clam Bay Committee
9. Old Business
10. New Business/Miscellaneous Correspondence
11. Adjournment

**indicates possible action items*

ANY PERSON WISHING TO SPEAK ON AN AGENDA ITEM WILL RECEIVE UP TO THREE (3) MINUTES PER ITEM TO ADDRESS THE BOARD. THE BOARD WILL SOLICIT PUBLIC COMMENTS ON SUBJECTS NOT ON THIS AGENDA AND ANY PERSON WISHING TO SPEAK WILL RECEIVE UP TO THREE (3) MINUTES. THE BOARD ENCOURAGES YOU TO SUBMIT YOUR COMMENTS IN WRITING IN ADVANCE OF THE MEETING. ANY PERSON WHO DECIDES TO APPEAL A DECISION OF THIS BOARD WILL NEED A RECORD OF THE PROCEEDING PERTAINING THERETO, AND THEREFORE MAY NEED TO ENSURE THAT A VERBATIM RECORD IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS MEETING YOU ARE ENTITLED TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE PELICAN BAY SERVICES DIVISION AT (239) 252-1355.

PELICAN BAY SERVICES DIVISION BOARD REGULAR SESSION
OCTOBER 8, 2025

The Pelican Bay Services Division Board met on Wednesday, October 8, 2025, at 1:30 p.m. at the Community Center at Pelican Bay, 8960 Hammock Oak Drive, Naples, Florida 34108.
In attendance were:

Pelican Bay Services Division Board
Michael Fogg, Chairman
Joe Chicurel, Vice-Chairman
Jacob Damouni *(absent)*
Nick Fabregas
Peter Griffith
Brad Hildebrandt
Bob Lufkin *(by telephone)*
Cindy Polke
Michael Rodburg
Greg Stone *(absent)*
Rick Swider
Michael Weir

Pelican Bay Services Division Staff
Neil Dorrill, Administrator
Dawn Brewer, Ops. Support Spec. II
Chad Coleman, Deputy Director
Darren Duprey, Supervisor – Field I
Dave Greenfield, Supervisor - Field II
Karin Herrmann, Project Manager I
Lisa Jacob, Project Manager II
Barbara Shea, Admin. Support Spec. II

Also Present
Carol Hartman, Pelican Bay Foundation

APPROVED AGENDA *(AS PRESENTED)*

1. Pledge of Allegiance
2. Roll Call
3. Agenda approval
4. Approval of 6/11/25 Regular Session meeting minutes
5. Audience comments
6. Administrator's Report
    a. Update on projects
    b. Review of the Sept. 30 financials
7. PBF Government Affairs Committee
8. Committee Reports
    a. Landscape & Safety
        i. *Approval of a pilot project to replace crosswalks at one intersection
    b. Water Management
9. Chairman's Report
    a. Clam Bay update
10. Old Business
11. New Business/Miscellaneous Correspondence
12. Adjournment

ROLL CALL

Mr. Damouni and Mr. Stone were absent, Mr. Lufkin participated by phone, and a quorum was established.

Mr. Fogg motioned, Mr. Rodburg seconded to allow Mr. Lufkin to appear by phone due to extraordinary circumstances. The motion carried unanimously.

AGENDA APPROVAL

Mr. Griffith motioned, Mr. Fogg seconded to approve the agenda as presented. The motion carried unanimously.

APPROVAL OF 6/11/2025 REGULAR SESSION MEETING MINUTES

Mr. Griffith motioned, Mr. Fabregas seconded to approve the 6/11/25 regular session meeting minutes as presented. The motion carried unanimously.

AUDIENCE COMMENTS

None

ADMINISTRATOR'S REPORT

UPDATE ON PROJECTS

OPERATIONS BUILDING PROJECT

Mr. Dorrill provided a recent photo and update of our Operations Building construction project including (1) the project is at substantial completion including site work and improvements, (2) a new entry road was installed which was cost shared with the Collier County Utilities Dept., and (3) a certificate of occupancy is expected in the very near future. Mr. Coleman commented that we are waiting on a few additional approvals including fire marshal and FDEP approvals. Mr. Dorrill commented that the board will be invited to the dedication of the new building.

SIDEWALK PROJECT

Mr. Dorrill reported that our sidewalk improvement project is now complete, which is a great new amenity to the community. He commented that last month our sidewalks passed the required County D.O.T. inspections, and therefore the one-year warranty period began at the time of that approval. Mr. Dorrill reported that final invoice reconciliation for the project is underway. He noted that we may do a "demo" with a vendor in consideration of purchasing a riding pressure washer to be used for staff to clean our new sidewalks.

CLAM PASS/SAND RECLAMATION WORK

Mr. Dorrill provided a recent video of the coastline from Wiggins Pass to Clam Pass Park, exhibiting outstanding conditions in general. He commented on some areas of mangrove die-off in the Bay Colony area, which are now showing some improvement. Mr. Dorrill commented that maintenance will be performed in die-off areas within Clam Pass Park and we will also be permitting new hand-dug channels in this area to improve tidal flushing which will improve mangrove health. He reported that our Clam Pass dredge project is scheduled to begin in about a month, for which we have received TDC funding approval.

Mr. Dorrill reported that last week, one of our sand reclamation projects began, starting with the reclamation of sand behind the Brighton to be used to reconstruct the dune in this area. This work will be followed by the County's beach renourishment project in late fall/early winter. Ms. Jacob

commented that she expects this project to last 3-4 months. Mr. Dorrill commented that a second sand reclamation project in and around Clam Pass Park will commence later this fall.

Ms. Polke questioned how the six-feet high sand pile behind South Beach will be addressed. Mr. Dorrill responded that this sand will be excavated and used to reconstruct the dune in this area. He noted that per our permit, sand dredged from Clam Pass will first be used to fill the template on the south side of the Pass (historically about 60%), and then the remainder will be deposited in the template on the north side of the Pass.

Ms. Polke questioned how the sand will be removed out of the canals within the Clam Bay system. Mr. Dorrill commented that there is an area just south of "Section C" where some dredging is planned. He noted that we have never removed sand out of the areas north of Clam Pass as our existing permits do not allow this. Mr. Dorrill commented that he will follow up with Dr. Dabees (Engineer with Humiston & Moore) on this issue.

Ms. Polke commented on her sighting of a speedboat entering Clam Pass last weekend. Mr. Dorrill noted that this is not unusual and that this may have been possible as a result of extraordinary high tides and related higher water levels, caused by the harvest moon. Ms. Polke commented on the sand piled up at the first bridge east of Clam Pass, which is restricting water flow and causing the reduction of wildlife. Mr. Dorrill commented that there is a correlation between dredging events and a subsequent increase in wildlife. He noted that the sand discussed by Ms. Polke is part of our sand reclamation project and will be used to reconstruct the dune in this area.

Mr. Dorrill commented that staff has observed that there is very little debris in the sand which was overwashed into mangrove areas, and therefore, our reclamation efforts will not be hindered. He noted that in some areas the sand is eight feet deep. Mr. Dorrill reported that we are planning to do further work to eliminate the ancient mangrove roots, located just offshore.

BAY COLONY DUNE SWALE

Mr. Dorrill commented on the Bay Colony dune swale which is the main drainage facility and outfall for all of the buildings along the Bay Colony beach. He noted that the PBSD has been working with the Contessa and the master HOA for some time to complete the dune swale further south and running back towards the east. Mr. Dorrill noted that these areas were never developed in accordance with the original master plan of Bay Colony and as a result, the conservation area that is just south of the Contessa has experienced a substantial mangrove die-off. Several months ago, PBSD staff met with the Contessa and Bay Colony management staff during which Mr. Dorrill suggested that if Bay Colony/Contessa were willing to convey drainage easements (to the PBSD), that currently do not exist, and undertake certain improvements to that system (to increase flow), then the PBSD would maintain those in perpetuity. Mr. Dorrill commented that this will require a recommendation from the PBSD Board, approval by the BCC, and further engineering and construction by Bay Colony/Contessa. Subsequent to all of these actions, the PBSD would assume the maintenance obligation of these drainage areas. Mr. Dorrill commented that draft easements and an executive summary are under review by the respective attorneys.

PINE CREST

Mr. Dorrill reported that a lake bank restoration project has been completed at Pine Crest Lake 2-3, to address erosion and escarpment. Work included re-grading and the addition of rip rap and fill. He noted that the project was completed on time and under budget.

REVIEW OF THE SEPTEMBER 30 FINANCIALS

Mr. Dorrill reviewed the September 30 financial statements and discussed highlights including (1) $5.922 million in cash, (2) $1.391 million in outstanding payables, and (3) $5.187 million in total assessments received. He noted that overall, at year end, total expenditures came in within budget.

PBF GOVERNMENT AFFAIRS COMMITTEE

Ms. Carol Hartman, PBF Board, provided a discussion of the history/mission/goals of the proposed PBF Government Affairs Committee which included the following highlights.

- Ms. Hartman is a newly appointed member of the PBF Board of Directors.
- At an August PBF Board meeting, the board created a new Government Affairs Committee.
- Ms. Hartman was appointed chair of this new committee.
- A solicitation of applications to join this committee has been posted; 4 applications have been received. Mr. Hartman will bring recommended member names to the board on 10/27.
- The purpose of this committee has been advertised in the PBF e-blast and included in today's agenda packet. There is some overlap of interests with PBSD interests.
- There are 6,500 owners and 1,800 registered voters in Pelican Bay; $8 billion in assessed value.
- Pelican Bay is among the largest HOAs in the state.
- The PBF is looking to be more engaged at the state level in relation to PB interests, seeking to add lobbying efforts to protect PB interests.
- Ms. Hartman would like a PBSD Board member to join this committee.
- Once the committee is established, a charter will be established, and shared with the PBSD.
- The intent of the committee is to supplement the work of the PBSD, especially at the state and federal level.

Ms. Polke commented that she is excited about this committee and would like to join it. She noted that recently she attempted to reach out to Governor Desantis regarding PB beach renourishment issues, without any success.

Dr. Chicurel commented that of the 12 items listed under "purpose and scope" of this committee, seven are PBSD responsibilities dictated by County ordinances. He noted that the PBSD Board is comprised of members of the PB community. He questioned why the PBF needs to create a committee which is duplicating what the PBSD does. Ms. Hartman commented that the interests of each entity are not identical; PBF needs are different and distinct from the PBSD.

Dr. Chicurel expressed concern that the PBSD Board was referred to as a weakness within a PBF master plan document. Ms. Hartman apologized for this. She noted that the intent of this new committee is to utilize the capabilities of PB residents to advance the interests of Pelican Bay which are not currently being addressed.

Mr. Griffith commented that he agreed with Dr. Chicurel's comments.

Ms. Polke commented that Ms. Hartman's work is very important and suggested that the PBSD is not doing everything correctly. She questioned why the PBSD did not schedule an emergency dredge of Clam Pass after the 2024 hurricanes. Ms. Polke noted that we need more open dialogue.

Mr. Rodburg commented that the work of this committee would be a positive in relation to lobbying efforts and legislation review at the state level. He noted that the Board of County Commissioners has delegated certain responsibilities to the PBSD; the PBSD Board is advisory to the BCC. Mr. Rodburg questioned whether a PBSD Board member can serve on this committee.

Mr. Fogg commented that he supports the PBF in creating this committee, especially for lobbying efforts related to PB interests. He cautioned about certain circumstances where there would be a conflict of interest between this new committee and the PBSD Board. Mr. Fogg noted that PBSD Board members are publicly elected and that PBSD meetings are all publicly held.

Mr. Swider commented on the expertise and depth of knowledge of PBSD consultants, who have provided reports and recommendations to us over the past 30 years.

COMMITTEE REPORTS

LANDSCAPE & SAFETY

Dr. Chicurel reported that the Landscape & Safety Committee met on 9/11/25 and noted that the background information for the proposed pilot project to replace crosswalks at one intersection was included in the agenda packet. His discussion of this proposal included the following.

- At two Landscape & Safety Committee meetings (Spring 2025), Johnson Engineering reviewed seven different options to remedy our crosswalk issues (many of them continue to fail, requiring constant repairs), and the community and committee discussed these options at length, learning and understanding technical information regarding crosswalk construction.
- The Landscape & Safety Committee voted unanimously to recommend to the full board that we proceed with a pilot project to see if a new construction approach using similar colored pavers, rated for heavy traffic and large trucks, utilizing weep holes to prevent water buildup in the crosswalk basin, would result in a stable crosswalk, that is ADA compliant and consistent with the look of the existing crosswalks throughout Pelican Bay.

Ms. Polke commented that she attended recent Landscape & Safety Committee meetings and feels that this proposed expenditure is an unnecessary expense. She suggested that our crosswalks are repairable and that this project is not urgent or a priority. Ms. Polke commented that trees and beaches are more important and that we should let the community vote on this issue.

In response, Dr. Chicurel commented (1) this issue was brought to the committee by staff, as staff is constantly addressing loose and/or damaged crosswalk pavers, (2) there have been resident accidents as a result of loose and/or damaged pavers, (3) stronger pavers, graded for heavy traffic, are needed in our community, and (4) this is a pilot project; not an expected community-wide project.

Mr. Griffith commented in favor of the proposed pilot project, using the proposed stronger pavers which will look the same as the existing pavers. He noted that although this is the more expensive option, we will not have to replace all of our crosswalks. Mr. Griffith commented that the committee did not make a firm decision on the length of time needed to adequately review the sturdiness of the newly installed pavers.

Dr. Chicurel motioned, Mr. Griffith seconded that the PBSD Board approves a pilot construction project replacing the two crosswalks at the intersection of Gulf Park Drive and Ridgewood Drive utilizing the specifications provided by Johnson Engineering. The motion carried 8-1, with Ms. Polke dissenting.

WATER MANAGEMENT

Mr. Swider commented that the Water Management Committee met on Oct. 6 and reviewed the coastal engineering assessment and management recommendations regarding the Bay Colony dune swale by Dr. Mohamed Dabees, Coastal Engineer with Humiston & Moore Engineers. The committee

and staff agreed with the recommendations, and agreed not to undertake a large restoration project to include a concrete pipe. Mr. Coleman commented that the committee recommended that the board approves going forward with the Humiston & Moore recommendations, which were read by Mr. Swider as follows.

- Continue to monitor the physical and environmental changes along the swale banks and beach/dune systems.
- Develop a nature-based plan to restore the vegetations and mangrove shorelines along the dune back slopes where possible.
- Restore and maintain dune vegetation to reduce sand over wash into the swale during heavy rain and storm events.
- Periodic monitoring of the hydraulic function and water flow in the swale to address any blockage or restriction to the flow.

Mr. Fogg commented that this issue came about as a result of the inundation of sand into the Bay Colony dune swale from 2024 hurricanes. He noted that a few individuals in Bay Colony had suggested a multi-million-dollar pipe hardening solution. Mr. Fogg commented that he agrees with Humiston & Moore recommendations and suggested that we meet with Bay Colony to discuss them. Ms. LuAnn Giovannelli, General Manager/COO of Bay Colony Community Association, commented that there are a few (but not all) Bay Colony residents who favor a pipe hardening solution and that she agreed that a meeting of stakeholders to discuss the Humiston & Moore recommendations would be beneficial.

CHAIRMAN'S REPORT

CLAM BAY

Mr. Fogg commented that several months ago there was a proposal, driven by Seagate and Naples Cay residents (with concerns on water quality issues in their canals and damage in Outer Clam Bay from hurricanes), for the creation of a Clam Bay oversight committee. At a July BCC Board meeting, the BCC made a decision not to form a new committee, and requested that the PBSD commits to working with Seagate and Naples Cay on Clam Bay issues.

Mr. Fogg reported that he attended a meeting on Sept. 9 with staff and key residents of Seagate and Naples Cay to discuss Clam Bay issues; notes on this meeting were included in the agenda packet. He suggested that the next Clam Bay Committee meeting is conducted as a workshop. Mr. Fogg discussed the following issues which were addressed at the Sept. 9 meeting.

- The possibility of an annual dredge was discussed, and if this direction were taken, an analysis of the optimal time of year should be studied. This may improve water quality in Outer Clam Bay.
- Historically, Clam Pass has been dredged in the fall, after the storm season, often causing sand deposits in the Pass.
- A survey is needed to trigger a dredge project. It was suggested that a survey is targeted for the late fall to enable a spring dredge event.
- We are facing permit renewal delays due to staff shortages in the U.S.A.C.E. Humiston & Moore recommends renewing our permit "as is" to prevent a further approval delay.
- It was suggested that Humiston & Moore, along with staff, takes a broader view, starting from scratch, of what a desired plan would be in view of current environmental circumstances.

- Seagate resident Patrick Wack has suggested that the Clam Bay Committee meets on some sort of regular session at least every other month, in season.

Ms. Polke questioned why we cannot obtain a dredging permit from the Florida Environmental Protection Agency, in light of delays in the renewal of our permit with the U.S.A.C.E. Mr. Rodburg responded that both U.S.A.C.E. and FDEP dredging permits are required. Ms. Polke commented that Florida Fish and Wildlife (FWC) stated that they never received a request (in 2025) for an emergency dredge of Clam Pass. Ms. Polke commented that we have extensive sand in Clam Bay canals which is preventing water flow to the Gulf; 13 years with no dredging has not helped. She suggested that January/February would be a good time of year for an annual dredge.

Mr. Rodburg commented that the permit requested from FWC was to reclaim the over washed sand behind South Beach, to restore the dunes. Because of turtle nesting in this area, we were denied approval for this project in the spring/summer timeframe and FWC suggested that we submit another request later in the season. Later on, we did submit another request which was approved, and now this work has begun. He noted that Ms. Polke's letter to FWC referred to Clam Pass dredging, which had nothing to do with our PBSD request. Ms. Polke commented that we are permitted to dredge during turtle season and we did not make use of our permit (to dredge during spring/summer 2025).

Mr. Rodburg commented that the purpose of dredging Clam Pass is to preserve the tidal flows so as to maintain the health of the mangroves and overall ecosystem, and has nothing to do primarily with beach renourishment or over washed sand. He noted that we have been asked to take a closer look at the parameters needed for a dredge event and whether our templates are appropriate. Mr. Rodburg commented that our next dredge event is scheduled to occur in about a month and is based on a long-running program of tidal ratio monitoring.

Mr. Rodburg reported that a Clam Bay Committee meeting is scheduled for Nov. 20, which should have occurred in early October. Unfortunately, the scheduled meeting in early October had to be canceled when we lost our quorum for the meeting. He noted that it is difficult to schedule committee meetings when committee members do not respond to inquiries on availability to attend a meeting. Mr. Rodburg commented that Ms. Polke never responded as to her availability to attend our Nov. 20 Clam Bay Committee meeting.

OPERATIONS BUILDING DEDICATION CEREMONY

Mr. Coleman suggested that the board attends a dedication ceremony of our new Operations Building directly following a monthly board meeting.

POSSIBLE LIVE STREAMING OF PBSD BOARD MEETINGS

Mr. Fogg commented that at the last board meeting there was some discussion on the possibility of the PBF live streaming our board meetings. Mr. Dorrill commented that in the past, the PBF live streamed a joint PBSD/PBF meeting. He noted that the BCC Chamber has this capability, and could be used if the board thought a specific board meeting was important enough to live stream. Mr. Rodburg commented that the County is clearly not in favor of ZOOM meetings and suggested that the PBF could live stream our meetings, if they chose to. Mr. Fogg suggested that staff follows up with the PBF to determine whether they would be interested in live streaming our board meetings.

ADJOURNMENT

The meeting was adjourned at 3:06 p.m.

_____
Michael Fogg, Chairman

Minutes approved [___] *as presented* OR [___] *as amended* ON [_____] *date*

Pelican Bay Services Division Project Tracking Summary 11/7/2025

PBSD New Maintenance Facilities (Project 50211)
Construction is at substantial completion and a Temporary Certificate of Occupancy is imminent.

Sidewalk Improvements (Project 50212)
The work is completed and the sidewalk passed inspection on 9/9/2025. A one-year warranty is in effect beginning on 9/9/2025. The Contractor will submit a final invoice and then the project will be closed out.

Clam Pass
Funding in the amount of $434,758.50 was obtained from the Tourist Development Council to dredge Clam Pass and reclaim sand to rebuild the dune at Clam Pass Park. Work began on November 3 and is anticipated to be completed within 3-4 months. The contractor will also reclaim sand from Clam Pass Park beach, and the South beach restaurant area to rebuild the dune. Planting of mangroves back in Clam Bay and dune vegetation will follow this project.

Sand Reclamation and Dune Restoration
The Division was given approval by Florida Fish & Wildlife Conservation Commission and work began on October 1 to reclaim sand that was pushed east into the mangroves by Hurricanes Helene and Milton. This sand will be used to rebuild the dune and be completed ahead of Collier County Coastal Zone Management beach renourishment project anticipated to begin in December. The approximate cost for this project is $1.4 million

Collier County Coastal Zone Management Beach Renourishment
Collier County Coastal Zone Management's beach renourishment project is anticipated to begin in December starting at Marker 36. The contractor will work from the area slightly south of the North Beach restaurant and head north back to Vanderbilt Beach. PBSD will pay approximately $2.4 million for the sand which includes costs for trucking, environmental monitoring, surveying, placement/grading, and project management for the portion generally from Marker 36 to the Bay Colony Beach Club.

Mangrove and Dune Plantings
Following the Collier County beach renourishment project, mangroves will be replanted in Clam Bay and sand tolerant plantings (seagrape, buttonwood, sea oats) will be installed along the new dune.

Contessa and Bay Colony Community Association Drainage Easements
The Contessa Condominium and Bay Colony Community Association have initiated the process to grant PBSD drainage easements to improve flow and effectively extend the existing Dune Swale drainage easement further south across the Contessa property to the southern property line shared with BCCA and allow for both entities to obtain permit approval for construction of initial drainage improvements, that once completed, are intended to maintained by PBSD.

Pinecrest Lake 2-3 Restoration
Lake bank restoration project is completed. Erosion was repaired with a combination of regrading and sod, and riprap.

Pelican Bay Decorative Traffic Signs
The first set of 30 new decorative traffic signs are in production and the work is tentatively scheduled to begin in late December/early January. All traffic signs will be replaced over a period of five years.

PELICAN BAY
BALANCE SHEET
Oct 31, 2025
(UNAUDITED)

	Operating Fund	Street Lighting	Pelican Bay Landscape, Safety, Lake & Beach Projects	Clam Bay Capital Projects	Assessment Funded Activities	Pelican Bay Financed Capital Projects	
OLD FUND NUMBER	109	778	322	320		323	
	1007000000	1008000000	3041000000	3040000000	Total	3042000000	TOTAL
ASSETS							
Cash and investments	1,474,756.67	148,509.56	2,718,594.21	142,861.30	4,484,721.74	376,910.52	4,861,632.26
Interest receivable	-	-	-	-	-	-	-
Trade receivable, net	-	-	-	-	-	-	-
ROU Lease Receivable-Current	-	-	-	-	-	-	-
Due from other Funds	-	-		-	-	-	-
Due from other governments	840.08	-	29,760.60	-	30,600.68	-	30,600.68
Total assets	1,475,596.75	148,509.56	2,748,354.81	142,861.30	4,515,322.42	376,910.52	4,892,232.94
LIABILITIES AND FUND BALANCE							
Liabilities:							
Accounts payable	46,998.27	4,960.81	213,896.34	-	265,855.42	15,779.80	281,635.22
Wages payable	-	-		-	-	-	-
Retainage payable	-		251,860.14	-	251,860.14	325,000.00	576,860.14
Due to other Government	-	-	-	-	-	-	-
Deferred Inflows-Leases	-	-	-	-	-	-	-
Commercial Paper Loan	-	-	5,130,000.00	-	5,130,000.00	-	5,130,000.00
Total liabilities	46,998.27	4,960.81	5,595,756.48	-	5,647,715.56	340,779.80	5,988,495.36
Fund balances:							
Fund balance	1,428,598.48	143,548.75	(2,847,401.67)	142,861.30	(1,132,393.14)	36,130.72	(1,096,262.42)
Total liabilities and fund balances	1,475,596.75	148,509.56	2,748,354.81	142,861.30	4,515,322.42	376,910.52	4,892,232.94
	-	-	-	-	-	-	-
Fund Balance at the end of the period	1,428,598.48	143,548.75	(2,847,401.67)	142,861.30		36,130.72	
Approved Project Financing Available to Draw						-	
Unspent balance of projects:							
Small projects under $200K	-	-	1,233,109.61	-		-	
50103-PBSD Signage	-	-	395,190.63	-		-	
50126-Beach Renourishment	-	-	4,629,764.58	-		-	
50211-PBSD OPS BLD	-	-	774,869.27	-		-	
50212-PBSD PH2-SW	-	-	281,247.81	-		-	
51026-PBSD Lake Bank Restoration	-	-	483,591.49	-		-	
51100-Clam Bay Restoration	-	-	-	363,698.04		-	
Total unspent balance of major projects	-	-	7,797,773.39	363,698.04		-	
Budgeted reserves:							
991000-Reserve for contingencies	136,400.00	11,000.00	-	-		-	
991700-Reserve for disaster relief	-	-	-	-		-	
992090-Reserve for sinking fund	-	-	-	-		-	
993000-Reserve for capital outlay	129,100.00	28,900.00	-	-		-	
994500-Reserve for future construction and improvement	-	-	-	-		-	
998000-Reserve for cash	475,000.00	40,000.00	-	-		-	
Total budgeted reserves	701,200.00	79,900.00	-	-		-	
Budgeted commitments at the end of the period	701,200.00	79,900.00	7,797,773.39	363,698.04		-	
	727,398.48	63,648.75	(10,645,175.06)	(220,836.74)		36,130.72	

Financing Recap:	
Funding for current sidewalk program planned	6,500,000.00
Funding reserved for future capital projects	3,500,000.00
Financing Secured	10,000,000.00

This is the difference between interest earned on unspent proceeds and accrued interest paid on the borrowing.

PELICAN BAY
INCOME STATEMENT
OPERATING FUND - 1007000000
Oct 31, 2025
(UNAUDITED)

	Adopted Budget	Amended Budget	Commitments	October	November	en	Total Expenditures	Variance	% Budget Consumed
REVENUES AND CARRYFORWARD									
Special assessments	5,888,200.00	5,888,200.00	-	-	-		-	(5,888,200.00)	0.0%
FEMA	-	-	-	-	-		-	-	#DIV/0!
Interest	80,000.00	80,000.00	-	-	-		-	(80,000.00)	0.0%
Miscellaneous	-	-	-	-	-		-	-	#DIV/0!
Transfers in	-	-	-	-	-		-	-	#DIV/0!
Negative 5% of estimated revenue	(298,500.00)	(298,500.00)	-	-	-		-	298,500.00	
Budgeted carryforward	1,521,800.00	1,532,300.00	-	-	-		-	(1,532,300.00)	
Total revenues + carryforward	**7,191,500.00**	**7,202,000.00**	**-**	**-**	**-**		**-**	**(7,202,000.00)**	**0.0%**
EXPENDITURES AND RESERVES									
Personal services									
Salaries, taxes and retirement	2,223,838.00	2,223,838.00	-	104,893.50	-		104,893.50	2,118,944.50	4.7%
Health, dental, life insurance; Short term, lo	508,862.00	508,862.00	508,862.00	-	-		-	-	100.0%
Total personal services	2,732,700.00	2,732,700.00	508,862.00	104,893.50	-		104,893.50	2,118,944.50	**22.5%**
Operating									
182602-Lake & Stormwater Management fi	851,700.00	851,700.00	463,171.78	23,936.08	-		23,936.08	364,592.14	57.2%
182901-Right of way beautification field	1,813,300.00	1,823,800.00	1,226,475.83	132,379.20	-		132,379.20	464,944.97	74.5%
Total operating	2,665,000.00	2,675,500.00	1,689,647.61	156,315.28	-		156,315.28	829,537.11	**69.0%**
Capital outlay	145,100.00	145,100.00	-	-	-		-	145,100.00	0.0%
Transfers out	199,500.00	199,500.00	-	53,332.85	-		53,332.85	146,167.15	26.7%
Total expenditures	5,742,300.00	5,752,800.00	2,198,509.61	314,541.63	-		314,541.63	3,239,748.76	43.7%
Budgeted reserves									
991000-Reserve for contingencies	184,400.00	184,400.00	-	-	-		-	184,400.00	
991700-Reserve for disaster relief	700,000.00	700,000.00	-	-	-		-	700,000.00	
993000-Reserve for capital outlay	129,100.00	129,100.00	-	-	-		-	129,100.00	
998000-Reserve for cash	475,000.00	475,000.00	-	-	-		-	475,000.00	
Total reserves	1,449,200.00	1,449,200.00	-	-	-		-	1,488,500.00	
Total expenditures + reserves	**7,191,500.00**	**7,202,000.00**	**2,198,509.61**	**314,541.63**	**-**		**314,541.63**	**4,728,248.76**	34.9%
EXCESS OF REVENUE OVER EXPENDITURES	-	-		**(314,541.63)**	-		**(314,541.63)**		

1,743,140.11	Carryforward as of 9/30/25
1,428,598.48	Fund Balance as of 10/31/2025
-	

PELICAN BAY
INCOME STATEMENT
STREET LIGHTING - 1008000000
Oct 31, 2025
(UNAUDITED)

	Adopted Budget	Amended Budget	Commitments	October	November	Total Expenditures	Variance	% Budget Consumed
REVENUES AND CARRYFORWARD								
Current Ad Valorem Taxes	932,000.00	932,000.00	-	-	-	-	(932,000.00)	0.0%
Miscellaneous revenue	-	-	-	-	-	-	-	#DIV/0!
Interest	9,000.00	9,000.00	-	-	-	-	(9,000.00)	0.0%
Insurance refunds	-	-	-	-	-	-	-	#DIV/0!
Negative 5% of estimated revenue	(47,100.00)	(47,100.00)	-	-	-	-	47,100.00	
Transfers in	-	-	-	-	-	-	-	
Budgeted carryforward	125,600.00	125,600.00	-	-	-	-	(125,600.00)	
Total revenues + carryforward	**1,019,500.00**	**1,019,500.00**	-	-	-	-	**(1,019,500.00)**	**0.0%**
EXPENDITURES AND RESERVES								
Personal services								
Salaries, taxes and retirement	124,694.00	124,694.00	-	5,835.48	-	5,835.48	118,858.52	4.7%
Health, dental, life insurance; Short term, long term disability; V	19,806.00	19,806.00	19,806.00	-	-	-	-	100.0%
Total operating	144,500.00	144,500.00	19,806.00	5,835.48	-	5,835.48	118,858.52	**17.7%**
Operating								
182701-Street Lighting Field Operations	255,900.00	255,900.00	137,442.53	17,664.15	-	17,664.15	100,793.32	60.6%
Total operating	255,900.00	255,900.00	137,442.53	17,664.15	-	17,664.15	100,793.32	**60.6%**
Capital outlay	400.00	400.00	-	-	-	-	400.00	0.0%
Transfers out	538,800.00	538,800.00	-	-	-	-	538,800.00	0.0%
Total expenditures	939,600.00	939,600.00	157,248.53	23,499.63	-	23,499.63	758,851.84	19.2%
Budgeted reserves								
991000-Reserve for Contingencies	11,000.00	11,000.00	-	-	-	-	11,000.00	
993000-Reserve for capital outlay	28,900.00	28,900.00	-	-	-	-	28,900.00	
998000-Reserve for cash	40,000.00	40,000.00	-	-	-	-	40,000.00	
Total reserves	79,900.00	79,900.00	-	-	-	-	79,900.00	
Total expenditures + reserves	**1,019,500.00**	**1,019,500.00**	**157,248.53**	**23,499.63**	-	**23,499.63**	**838,751.84**	17.7%
EXCESS OF REVENUE OVER EXPENDITURES	-	-		**(23,499.63)**	-	**(23,499.63)**		

167,048.38	Carryforward as of 9/30/25
143,548.75	Fund Balance as of 10/31/2025
-	

PELICAN BAY
INCOME STATEMENT
PELICAN BAY LANDSCAPE, SAFETY, LAKE & BEACH PROJECTS - 3041000000
Oct 31, 2025
(UNAUDITED)

	Adopted Budget	Amended Budget	Commitments	October	November	Total Expenditures	Variance	% Budget Consumed
REVENUES AND CARRYFORWARD								
Special assessments	5,716,600.00	5,716,600.00	-	-	-	-	(5,716,600.00)	0.0%
Misc Revenue	-	-	-	-	-	-	-	#DIV/0!
Interest	40,000.00	40,000.00	-	-	-	-	(40,000.00)	0.0%
Insurance refunds	-	-	-	-	-	-	-	#DIV/0!
Transfers in	1,035,000.00	1,035,000.00	-	-	-	-	(1,035,000.00)	0.0%
Negative 5% of estimated revenue	(287,800.00)	(287,800.00)	-	-	-	-	287,800.00	
Budgeted carryforward	136,500.00	2,286,862.87	-	-	-	-	(2,286,862.87)	
Total revenues + carryforward	**6,640,300.00**	**8,790,662.87**	-	-	-	-	**(8,790,662.87)**	**0.0%**
EXPENDITURES AND RESERVES								
Projects:								
50066-PBSD Landscape Improvement	250,000.00	276,031.38	50,288.00	5,040.00	-	5,040.00	220,703.38	20.0%
50103-PBSD Signage	150,000.00	395,190.63	214,990.72	-	-	-	180,199.91	54.4%
50126-Beach Renourishment	3,878,100.00	4,629,781.58	2,235,058.00	17.00	-	17.00	2,394,706.58	48.3%
50158-PBSD Roadway Safety	100,000.00	110,959.34	20,608.50	-	-	-	90,350.84	18.6%
50178-Sidewalk Maintenance/Enhancement	-	18,104.57	18,104.57	-	-	-	-	100.0%
50211-PBSD OPS BLD	478,700.00	786,597.75	310,216.36	11,728.48	-	11,728.48	464,652.91	40.9%
50212-PBSD PH1-SW	-	281,247.81	272,372.51	-	-	-	8,875.30	96.8%
50272-Streetlight Maint.	-	172,123.52	103,963.69	-	-	-	68,159.83	60.4%
50307-PB Drain/Pipe Maint.	500,000.00	660,930.80	139,696.50	-	-	-	521,234.30	
51026-PBSD Lake Bank Restoration	400,000.00	576,195.49	26,500.00	92,604.00	-	92,604.00	457,091.49	20.7%
Total expenditures	5,756,800.00	7,907,162.87	3,391,798.85	109,389.48	-	109,389.48	4,405,974.54	**1.4%**
Transfers out	883,500.00	883,500.00	-	14,600.00	-	14,600.00	868,900.00	1.7%
Total expenditures	6,640,300.00	8,790,662.87	3,391,798.85	123,989.48	-	123,989.48	5,274,874.54	1.4%
Budgeted reserves								
998900-Reserve for Proj	-	-	-	-	-	-	-	
993000-Reserve for capital outlay	-	-	-	-	-	-	-	
992090-Reserve for sinking fund	-	-	-	-	-	-	-	
991700-Reserve for disaster relief	-	-	-	-	-	-	-	
Total reserves	-	-	-	-	-	-	-	#DIV/0!
Total expenditures + reserves	**6,640,300.00**	**8,790,662.87**	**3,391,798.85**	**123,989.48**	-	**123,989.48**	**5,274,874.54**	40.0%
EXCESS OF REVENUE OVER EXPENDITURES	-	-		**(123,989.48)**	-	**(123,989.48)**		

2,406,587.81	Carryforward as of 9/30/25
2,282,598.33	Fund Balance as of 10/31/2025
5,130,000.00	Commercial Paper loan

PELICAN BAY
INCOME STATEMENT
CLAM BAY CAPITAL PROJECT FUND - 3040000000
Oct 31, 2025
(UNAUDITED)

	Adopted Budget	Amended Budget	Commitments	October	November	er	Total Expenditures	Variance	% Budget Consumed
REVENUES AND CARRYFORWARD									
Special assessments	268,100.00	268,100.00	-	-	-		-	(268,100.00)	0.0%
Interest	6,000.00	6,000.00	-	-	-		-	(6,000.00)	0.0%
Transfer In	-	-	-	-	-		-	-	#DIV/0!
Negative 5% of estimated revenue	(13,800.00)	(13,800.00)	-	-	-		-	13,800.00	0.0%
Budgeted carryforward	29,300.00	154,525.79	-	-	-		-	(154,525.79)	
Total revenues + carryforward	**289,600.00**	**414,825.79**	**-**	**-**	**-**		**-**	**(414,825.79)**	**0.0%**
EXPENDITURES AND RESERVES									
Projects:									
51100-Clam Bay Restoration	275,000.00	400,225.79	49,844.59	36,527.75			36,527.75	313,853.45	21.6%
Total operating	275,000.00	400,225.79	49,844.59	36,527.75	-		36,527.75	313,853.45	**21.6%**
Transfers out	14,600.00	14,600.00	-	-	-		-	14,600.00	0.0%
Total expenditures	289,600.00	414,825.79	49,844.59	36,527.75	-		36,527.75	328,453.45	20.8%
Budgeted reserves									
991000-Reserve for contingencies	-	-	-	-	-		-	-	
998000-Reserve for cash	-	-	-	-	-		-	-	
Total reserves	-	-		-	-				
Total expenditures + reserves	**289,600.00**	**414,825.79**	**49,844.59**	**36,527.75**	**-**		**36,527.75**	**328,453.45**	20.8%
EXCESS OF REVENUE OVER EXPENDITURES	**-**	**-**		**(36,527.75)**	**-**		**(36,527.75)**		

179,389.05	Carryforward as of 9/30/25
142,861.30	Fund Balance as of 10/31/2025
-	

PELICAN BAY
INCOME STATEMENT
COMMERCIAL PAPER - 3042000000
Oct 31, 2025
(UNAUDITED)

	Adopted Budget	Amended Budget	Commitments	October	November	December	Total Expenditures	Variance	% Budget Consumed
REVENUES AND CARRYFORWARD									
Loan Proceeds	-	-	-	-	-	-	-	-	#DIV/0!
Interest			-	-	-	-	-	-	#DIV/0!
Budgeted carryforward	-	-	-	-	-	-	-	-	#DIV/0!
		-	-	-	-	-	-	-	#DIV/0!
			-	-	-	-	-	-	
Total revenues + carryforward	-	-	-	-	-	-	-	-	**#DIV/0!**
EXPENDITURES AND RESERVES									
Projects:									
50212-Pelican Bay Sidewalk Improvements Phase 2		-	-	-	-	-	-	-	#DIV/0!
Total Expenditure	-	-	-	-	-	-	-	-	**#DIV/0!**
Transfers out	-	-	-	-	-	-	-	-	#DIV/0!
Total expenditures	-	-	-	-	-	-	-	-	#DIV/0!
Budgeted reserves									
993000-Reserve for capital	-	-	-	-	-	-	-	-	
Total reserves	-	-		-	-	-			
Total expenditures + reserves	-	-	-	-	-	-	-	-	#DIV/0!
EXCESS OF REVENUE OVER EXPENDITURES	-	-		-	-	-	-		

36,130.72	Carryforward as of 9/30/25
36,130.72	Fund Balance as of 10/31/2025
-	

Barbara Shea

From: Cindy Polke
Sent: Monday, November 3, 2025 11:11 AM
To: Barbara Shea
Cc: NeilDorrill; Chad Coleman
Subject: Agenda Items for consideration

Barbara,
I would like to ask for the following items be considered for discussion to the November 12th agenda:

Discuss adding a stop light at Gulf Park and Tamiami Trail N.

Obtain drone videos of the areas PBSD is responsible for maintaining in the Pelican Bay Community: Clam Bay, Clam Pass, the beaches, adjacent waterways, Berm, lakes, streets, signs, landscape, pipes, and sidewalks.

Add PBSD board member emails and phone numbers on the website with their consent.

Term limits for PBSD members

Schedule beginning and end of year PBSD workshops for board members to meet informally in public.

Thanks,

Cindy Polke

Under Florida Law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by telephone or in writing.

Barbara Shea

Subject: FW: Traffic Light – Gulf Park and US 41

----- Forwarded Message -----
From: Michael and Rosalie Johnson-Fogg <johnson-fogg@att.net>
To: John Duken (PBF BOD) <john.duken@pelicanbay.org>
Sent: Thursday, October 30, 2025 at 04:11:14 PM EDT
Subject: Re: Traffic Light Discussion – Gulf Park and US 41

Hi John,

This issue goes back quite a while. Many residents complained over the danger posed by vehicles turning left (going north) out of Gulf Park onto 41, Both because that is inherently dangerous, requiring the vehicle crossing 4 or 5 lanes of high speed traffic on 41, and because it is endangers north bound vehicles turning on to Gulf Park from 41. Often Gulf Park exiting traffic does not wait for both north and south bound lanes of 41 to clear before exiting, and park themselves in the north bound turn lane on 41, blocking the intersection and the view of oncoming 41 south bound traffic from those turning on Gulf Park. So the danger is clear and the FDOT study of the intersection concluded that it meets their criteria for a traffic light installation. However, they also state that there is no FDOT money available in their 5 year plan.

Several years ago, PBSD in response to concern over this issue did what it could within the confines of Pelican Bay, by putting in "right turn only" signage and temporary barriers to encourage same. PBSD has no jurisdiction over the intersection itself as it on 41 which is a State road. This was done to some degree as a trial. Most vehicles follow the signage, those that don't appear mainly to be non-residents of Pelican Bay, such as contractors. There has been little feed back from the community to the PBF or PBSD suggesting the change was not supported by the community. A few residents have mentioned at PBSD meetings the risk encountered by vehicles wishing to turn left from Gulf park having to cross 3 lanes of southbound 41 to make a u-turn., something that can be dangerous if vehicle owners are not patient.

Some residents (not clear how many) would prefer to go further and put a traffic light at the intersection and some (not clear how many) would not. Those against mainly appear to be residents who live adjacent to the intersection and have concerns over the increased in noise generated from vehicles starting and accelerating from the light. An added benefit of a traffic light is it's positive effect on traffic calming. Almost everyone agrees that traffic on 41 travels too fast.

Installation of a traffic light is possible per FDOT if Pelican Bay pays for the installation, estimated at $2.0 million. It might also be possible to mount a lobbying campaign to move the project up on FDOT's priority list, and perhaps have them pay for it (perhaps an issue for the "Government Affairs Committe"). The outstanding issue is community support one way or another. In discussions with Susan Levine it was agreed that this issue might best be addressed as a safety issue within the PBF strategic planning activity. PBF is better positioned than PBSD to poll residents and set up community meetings on these type of topics, but the issue has not been a high priority in their considerations.

Based on PBSD actions and early encouragement FDOT are prepared make PBSD's temporary right turn solution permanent by extending the median on 41, to prevent the left turn out of Gulf Park. They would do this as part of a resurfacing project planned for 41 in 2027. For those that favor the traffic light solution there is concern that if this is done it would take the traffic light solution off the table, at least for the foreseeable future.

PBSD's position is that the right turn only solution is a safety improvement and has been in place for some time. We have not taken a position on the traffic light.
My best reading of the current board is that we would support and be pleased to work with PBF to pursue installation of a traffic light if it has broad support in the community. I am not sure whether PBSD could contribute funds to the installation, being outside our jurisdiction, although the end of the day that does not matter because it is the residents of Pelican Bay who would be paying one way or another.

Another thing to ascertain on the traffic light is whether this would receive support from the Sheriff's office and County Commissioners both of whom would have a say in this.

Hope this is helpful. Please call me if you want to discuss further.

Best regards,

MJF

PELICAN BAY SERVICES DIVISION BOARD REGULAR SESSION
OCTOBER 8, 2025

The Pelican Bay Services Division Board met on Wednesday, October 8, 2025, at 1:30 p.m. at the Community Center at Pelican Bay, 8960 Hammock Oak Drive, Naples, Florida 34108.
In attendance were:

Pelican Bay Services Division Board
Michael Fogg, Chairman
Joe Chicurel, Vice-Chairman
Jacob Damouni *(absent)*
Nick Fabregas
Peter Griffith
Brad Hildebrandt
Bob Lufkin *(by telephone)*
Cindy Polke
Michael Rodburg
Greg Stone *(absent)*
Rick Swider
Michael Weir

Pelican Bay Services Division Staff
Neil Dorrill, Administrator
Dawn Brewer, Ops. Support Spec. II
Chad Coleman, Deputy Director
Darren Duprey, Supervisor – Field I
Dave Greenfield, Supervisor - Field II
Karin Herrmann, Project Manager I
Lisa Jacob, Project Manager II
Barbara Shea, Admin. Support Spec. II

Also Present
Carol Hartman, Pelican Bay Foundation

APPROVED AGENDA *(AS PRESENTED)*

1. Pledge of Allegiance
2. Roll Call
3. Agenda approval
4. Approval of 6/11/25 Regular Session meeting minutes
5. Audience comments
6. Administrator's Report
    a. Update on projects
    b. Review of the Sept. 30 financials
7. PBF Government Affairs Committee
8. Committee Reports
    a. Landscape & Safety
        i. *Approval of a pilot project to replace crosswalks at one intersection
    b. Water Management
9. Chairman's Report
    a. Clam Bay update
10. Old Business
11. New Business/Miscellaneous Correspondence
12. Adjournment

ROLL CALL

Mr. Damouni and Mr. Stone were absent, Mr. Lufkin participated by phone, and a quorum was established.

Mr. Fogg motioned, Mr. Rodburg seconded to allow Mr. Lufkin to appear by phone due to extraordinary circumstances. The motion carried unanimously.

AGENDA APPROVAL

Mr. Griffith motioned, Mr. Fogg seconded to approve the agenda as presented. The motion carried unanimously.

APPROVAL OF 6/11/2025 REGULAR SESSION MEETING MINUTES

Mr. Griffith motioned, Mr. Fabregas seconded to approve the 6/11/25 regular session meeting minutes as presented. The motion carried unanimously.

AUDIENCE COMMENTS

None

ADMINISTRATOR'S REPORT

UPDATE ON PROJECTS

OPERATIONS BUILDING PROJECT

Mr. Dorrill provided a recent photo and update of our Operations Building construction project including (1) the project is at substantial completion including site work and improvements, (2) a new entry road was installed which was cost shared with the Collier County Utilities Dept., and (3) a certificate of occupancy is expected in the very near future. Mr. Coleman commented that we are waiting on a few additional approvals including fire marshal and FDEP approvals. Mr. Dorrill commented that the board will be invited to the dedication of the new building.

SIDEWALK PROJECT

Mr. Dorrill reported that our sidewalk improvement project is now complete, which is a great new amenity to the community. He commented that last month our sidewalks passed the required County D.O.T. inspections, and therefore the one-year warranty period began at the time of that approval. Mr. Dorrill reported that final invoice reconciliation for the project is underway. He noted that we may do a "demo" with a vendor in consideration of purchasing a riding pressure washer to be used for staff to clean our new sidewalks.

CLAM PASS/SAND RECLAMATION WORK

Mr. Dorrill provided a recent video of the coastline from Wiggins Pass to Clam Pass Park, exhibiting outstanding conditions in general. He commented on some areas of mangrove die-off in the Bay Colony area, which are now showing some improvement. Mr. Dorrill commented that maintenance will be performed in die-off areas within Clam Pass Park and we will also be permitting new hand-dug channels in this area to improve tidal flushing which will improve mangrove health. He reported that our Clam Pass dredge project is scheduled to begin in about a month, for which we have received TDC funding approval.

Mr. Dorrill reported that last week, one of our sand reclamation projects began, starting with the reclamation of sand behind the Brighton to be used to reconstruct the dune in this area. This work will be followed by the County's beach renourishment project in late fall/early winter. Ms. Jacob

commented that she expects this project to last 3-4 months. Mr. Dorrill commented that a second sand reclamation project in and around Clam Pass Park will commence later this fall.

Ms. Polke questioned how the six-feet high sand pile behind South Beach will be addressed. Mr. Dorrill responded that this sand will be excavated and used to reconstruct the dune in this area. He noted that per our permit, sand dredged from Clam Pass will first be used to fill the template on the south side of the Pass (historically about 60%), and then the remainder will be deposited in the template on the north side of the Pass.

Ms. Polke questioned how the sand will be removed out of the canals within the Clam Bay system. Mr. Dorrill commented that there is an area just south of "Section C" where some dredging is planned. He noted that we have never removed sand out of the areas north of Clam Pass as our existing permits do not allow this. Mr. Dorrill commented that he will follow up with Dr. Dabees (Engineer with Humiston & Moore) on this issue.

Ms. Polke commented on her sighting of a speedboat entering Clam Pass last weekend. Mr. Dorrill noted that this is not unusual and that this may have been possible as a result of extraordinary high tides and related higher water levels, caused by the harvest moon. Ms. Polke commented on the sand piled up at the first bridge east of Clam Pass, which is restricting water flow and causing the reduction of wildlife. Mr. Dorrill commented that there is a correlation between dredging events and a subsequent increase in wildlife. He noted that the sand discussed by Ms. Polke is part of our sand reclamation project and will be used to reconstruct the dune in this area.

Mr. Dorrill commented that staff has observed that there is very little debris in the sand which was overwashed into mangrove areas, and therefore, our reclamation efforts will not be hindered. He noted that in some areas the sand is eight feet deep. Mr. Dorrill reported that we are planning to do further work to eliminate the ancient mangrove roots, located just offshore.

BAY COLONY DUNE SWALE

Mr. Dorrill commented on the Bay Colony dune swale which is the main drainage facility and outfall for all of the buildings along the Bay Colony beach. He noted that the PBSD has been working with the Contessa and the master HOA for some time to complete the dune swale further south and running back towards the east. Mr. Dorrill noted that these areas were never developed in accordance with the original master plan of Bay Colony and as a result, the conservation area that is just south of the Contessa has experienced a substantial mangrove die-off. Several months ago, PBSD staff met with the Contessa and Bay Colony management staff during which Mr. Dorrill suggested that if Bay Colony/Contessa were willing to convey drainage easements (to the PBSD), that currently do not exist, and undertake certain improvements to that system (to increase flow), then the PBSD would maintain those in perpetuity. Mr. Dorrill commented that this will require a recommendation from the PBSD Board, approval by the BCC, and further engineering and construction by Bay Colony/Contessa. Subsequent to all of these actions, the PBSD would assume the maintenance obligation of these drainage areas. Mr. Dorrill commented that draft easements and an executive summary are under review by the respective attorneys.

PINE CREST

Mr. Dorrill reported that a lake bank restoration project has been completed at Pine Crest Lake 2-3, to address erosion and escarpment. Work included re-grading and the addition of rip rap and fill. He noted that the project was completed on time and under budget.

REVIEW OF THE SEPTEMBER 30 FINANCIALS

Mr. Dorrill reviewed the September 30 financial statements and discussed highlights including (1) $5.922 million in cash, (2) $1.391 million in outstanding payables, and (3) $5.187 million in total assessments received. He noted that overall, at year end, total expenditures came in within budget.

PBF GOVERNMENT AFFAIRS COMMITTEE

Ms. Carol Hartman, PBF Board, provided a discussion of the history/mission/goals of the proposed PBF Government Affairs Committee which included the following highlights.

- Ms. Hartman is a newly appointed member of the PBF Board of Directors.
- At an August PBF Board meeting, the board created a new Government Affairs Committee.
- Ms. Hartman was appointed chair of this new committee.
- A solicitation of applications to join this committee has been posted; 4 applications have been received. Mr. Hartman will bring recommended member names to the board on 10/27.
- The purpose of this committee has been advertised in the PBF e-blast and included in today's agenda packet. There is some overlap of interests with PBSD interests.
- There are 6,500 owners and 1,800 registered voters in Pelican Bay; $8 billion in assessed value.
- Pelican Bay is among the largest HOAs in the state.
- The PBF is looking to be more engaged at the state level in relation to PB interests, seeking to add lobbying efforts to protect PB interests.
- Ms. Hartman would like a PBSD Board member to join this committee.
- Once the committee is established, a charter will be established, and shared with the PBSD.
- The intent of the committee is to supplement the work of the PBSD, especially at the state and federal level.

Ms. Polke commented that she is excited about this committee and would like to join it. She noted that recently she attempted to reach out to Governor Desantis regarding PB beach renourishment issues, without any success.

Dr. Chicurel commented that of the 12 items listed under "purpose and scope" of this committee, seven are PBSD responsibilities dictated by County ordinances. He noted that the PBSD Board is comprised of members of the PB community. He questioned why the PBF needs to create a committee which is duplicating what the PBSD does. Ms. Hartman commented that the interests of each entity are not identical; PBF needs are different and distinct from the PBSD.

Dr. Chicurel expressed concern that the PBSD Board was referred to as a weakness within a PBF master plan document. Ms. Hartman apologized for this. She noted that the intent of this new committee is to utilize the capabilities of PB residents to advance the interests of Pelican Bay which are not currently being addressed.

Mr. Griffith commented that he agreed with Dr. Chicurel's comments.

Ms. Polke commented that Ms. Hartman's work is very important and suggested that the PBSD is not doing everything correctly. She questioned why the PBSD did not schedule an emergency dredge of Clam Pass after the 2024 hurricanes. Ms. Polke noted that we need more open dialogue.

Mr. Rodburg commented that the work of this committee would be a positive in relation to lobbying efforts and legislation review at the state level. He noted that the Board of County Commissioners has delegated certain responsibilities to the PBSD; the PBSD Board is advisory to the BCC. Mr. Rodburg questioned whether a PBSD Board member can serve on this committee.

Mr. Fogg commented that he supports the PBF in creating this committee, especially for lobbying efforts related to PB interests. He cautioned about certain circumstances where there would be a conflict of interest between this new committee and the PBSD Board. Mr. Fogg noted that PBSD Board members are publicly elected and that PBSD meetings are all publicly held.

Mr. Swider commented on the expertise and depth of knowledge of PBSD consultants, who have provided reports and recommendations to us over the past 30 years.

COMMITTEE REPORTS

LANDSCAPE & SAFETY

Dr. Chicurel reported that the Landscape & Safety Committee met on 9/11/25 and noted that the background information for the proposed pilot project to replace crosswalks at one intersection was included in the agenda packet. His discussion of this proposal included the following.

- At two Landscape & Safety Committee meetings (Spring 2025), Johnson Engineering reviewed seven different options to remedy our crosswalk issues (many of them continue to fail, requiring constant repairs), and the community and committee discussed these options at length, learning and understanding technical information regarding crosswalk construction.
- The Landscape & Safety Committee voted unanimously to recommend to the full board that we proceed with a pilot project to see if a new construction approach using similar colored pavers, rated for heavy traffic and large trucks, utilizing weep holes to prevent water buildup in the crosswalk basin, would result in a stable crosswalk, that is ADA compliant and consistent with the look of the existing crosswalks throughout Pelican Bay.

Ms. Polke commented that she attended recent Landscape & Safety Committee meetings and feels that this proposed expenditure is an unnecessary expense. She suggested that our crosswalks are repairable and that this project is not urgent or a priority. Ms. Polke commented that trees and beaches are more important and that we should let the community vote on this issue.

In response, Dr. Chicurel commented (1) this issue was brought to the committee by staff, as staff is constantly addressing loose and/or damaged crosswalk pavers, (2) there have been resident accidents as a result of loose and/or damaged pavers, (3) stronger pavers, graded for heavy traffic, are needed in our community, and (4) this is a pilot project; not an expected community-wide project.

Mr. Griffith commented in favor of the proposed pilot project, using the proposed stronger pavers which will look the same as the existing pavers. He noted that although this is the more expensive option, we will not have to replace all of our crosswalks. Mr. Griffith commented that the committee did not make a firm decision on the length of time needed to adequately review the sturdiness of the newly installed pavers.

Dr. Chicurel motioned, Mr. Griffith seconded that the PBSD Board approves a pilot construction project replacing the two crosswalks at the intersection of Gulf Park Drive and Ridgewood Drive utilizing the specifications provided by Johnson Engineering. The motion carried 8-1, with Ms. Polke dissenting.

WATER MANAGEMENT

Mr. Swider commented that the Water Management Committee met on Oct. 6 and reviewed the coastal engineering assessment and management recommendations regarding the Bay Colony dune swale by Dr. Mohamed Dabees, Coastal Engineer with Humiston & Moore Engineers. The committee

and staff agreed with the recommendations, and agreed not to undertake a large restoration project to include a concrete pipe. Mr. Coleman commented that the committee recommended that the board approves going forward with the Humiston & Moore recommendations, which were read by Mr. Swider as follows.

- Continue to monitor the physical and environmental changes along the swale banks and beach/dune systems.
- Develop a nature-based plan to restore the vegetations and mangrove shorelines along the dune back slopes where possible.
- Restore and maintain dune vegetation to reduce sand over wash into the swale during heavy rain and storm events.
- Periodic monitoring of the hydraulic function and water flow in the swale to address any blockage or restriction to the flow.

Mr. Fogg commented that this issue came about as a result of the inundation of sand into the Bay Colony dune swale from 2024 hurricanes. He noted that a few individuals in Bay Colony had suggested a multi-million-dollar pipe hardening solution. Mr. Fogg commented that he agrees with Humiston & Moore recommendations and suggested that we meet with Bay Colony to discuss them. Ms. LuAnn Giovannelli, General Manager/COO of Bay Colony Community Association, commented that there are a few (but not all) Bay Colony residents who favor a pipe hardening solution and that she agreed that a meeting of stakeholders to discuss the Humiston & Moore recommendations would be beneficial.

CHAIRMAN'S REPORT

CLAM BAY

Mr. Fogg commented that several months ago there was a proposal, driven by Seagate and Naples Cay residents (with concerns on water quality issues in their canals and damage in Outer Clam Bay from hurricanes), for the creation of a Clam Bay oversight committee. At a July BCC Board meeting, the BCC made a decision not to form a new committee, and requested that the PBSD commits to working with Seagate and Naples Cay on Clam Bay issues.

Mr. Fogg reported that he attended a meeting on Sept. 9 with staff and key residents of Seagate and Naples Cay to discuss Clam Bay issues; notes on this meeting were included in the agenda packet. He suggested that the next Clam Bay Committee meeting is conducted as a workshop. Mr. Fogg discussed the following issues which were addressed at the Sept. 9 meeting.

- The possibility of an annual dredge was discussed, and if this direction were taken, an analysis of the optimal time of year should be studied. This may improve water quality in Outer Clam Bay.
- Historically, Clam Pass has been dredged in the fall, after the storm season, often causing sand deposits in the Pass.
- A survey is needed to trigger a dredge project. It was suggested that a survey is targeted for the late fall to enable a spring dredge event.
- We are facing permit renewal delays due to staff shortages in the U.S.A.C.E. Humiston & Moore recommends renewing our permit "as is" to prevent a further approval delay.
- It was suggested that Humiston & Moore, along with staff, takes a broader view, starting from scratch, of what a desired plan would be in view of current environmental circumstances.

- Seagate resident Patrick Wack has suggested that the Clam Bay Committee meets on some sort of regular session at least every other month, in season.

Ms. Polke questioned why we cannot obtain a dredging permit from the Florida Environmental Protection Agency, in light of delays in the renewal of our permit with the U.S.A.C.E. Mr. Rodburg responded that both U.S.A.C.E. and FDEP dredging permits are required. Ms. Polke commented that Florida Fish and Wildlife (FWC) stated that they never received a request (in 2025) for an emergency dredge of Clam Pass. Ms. Polke commented that we have extensive sand in Clam Bay canals which is preventing water flow to the Gulf; 13 years with no dredging has not helped. She suggested that January/February would be a good time of year for an annual dredge.

Mr. Rodburg commented that the permit requested from FWC was to reclaim the over washed sand behind South Beach, to restore the dunes. Because of turtle nesting in this area, we were denied approval for this project in the spring/summer timeframe and FWC suggested that we submit another request later in the season. Later on, we did submit another request which was approved, and now this work has begun. He noted that Ms. Polke's letter to FWC referred to Clam Pass dredging, which had nothing to do with our PBSD request. Ms. Polke commented that we are permitted to dredge during turtle season and we did not make use of our permit (to dredge during spring/summer 2025).

Mr. Rodburg commented that the purpose of dredging Clam Pass is to preserve the tidal flows so as to maintain the health of the mangroves and overall ecosystem, and has nothing to do primarily with beach renourishment or over washed sand. He noted that we have been asked to take a closer look at the parameters needed for a dredge event and whether our templates are appropriate. Mr. Rodburg commented that our next dredge event is scheduled to occur in about a month and is based on a long-running program of tidal ratio monitoring.

Mr. Rodburg reported that a Clam Bay Committee meeting is scheduled for Nov. 20, which should have occurred in early October. Unfortunately, the scheduled meeting in early October had to be canceled when we lost our quorum for the meeting. He noted that it is difficult to schedule committee meetings when committee members do not respond to inquiries on availability to attend a meeting. Mr. Rodburg commented that Ms. Polke never responded as to her availability to attend our Nov. 20 Clam Bay Committee meeting.

OPERATIONS BUILDING DEDICATION CEREMONY

Mr. Coleman suggested that the board attends a dedication ceremony of our new Operations Building directly following a monthly board meeting.

POSSIBLE LIVE STREAMING OF PBSD BOARD MEETINGS

Mr. Fogg commented that at the last board meeting there was some discussion on the possibility of the PBF live streaming our board meetings. Mr. Dorrill commented that in the past, the PBF live streamed a joint PBSD/PBF meeting. He noted that the BCC Chamber has this capability, and could be used if the board thought a specific board meeting was important enough to live stream. Mr. Rodburg commented that the County is clearly not in favor of ZOOM meetings and suggested that the PBF could live stream our meetings, if they chose to. Mr. Fogg suggested that staff follows up with the PBF to determine whether they would be interested in live streaming our board meetings.

ADJOURNMENT

The meeting was adjourned at 3:06 p.m.

Michael Fogg, Chairman

Minutes approved [✓] *as presented* OR [___] *as amended* ON [11/12/25] *date*

Collier County Government

Communications, Government & Public Affairs
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Naples, Florida 34112-5746

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November 12, 2025

FOR IMMEDIATE RELEASE

Notice of Hybrid Remote Public Meeting
Public Transit Advisory Committee (PTAC)
Collier County, Florida

November 19, 2025
1:00 p.m.

Notice is hereby given that the **Public Transit Advisory Committee (PTAC)** will meet on **Wednesday, November 19,** at **1:00 p.m**. This will be a Hybrid Remote meeting and it will be held at the Collier County Museum, Lecture Hall, 3331 Tamiami Trail East, Naples, Florida. The public may attend either remotely or in person.

Individuals who would like to participate remotely should contact Omar Deleon at Omar.Deleon@collier.gov or call (239) 252-4996 by **noon on November 19**.

Remote participation is provided as a courtesy and is at the user's risk. The County is not responsible for technical issues.

The agenda will be available on the Collier County Government website at https://www.ridecat.com/inside-cat/ptac/.

About the public meeting:

Two or more members of the Collier County 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 meeting.

All interested parties are invited to attend, and to register to speak. All registered public speakers will be limited to three minutes unless changed by the chairman.

Collier County Ordinance No. 2004-05 requires that all lobbyists shall, before engaging in any lobbying activities (including, but not limited to, addressing the Board of County Commissioners, an advisory board or quasi-judicial board), register with the Clerk to the Board at the Board Minutes and Records Department.

Anyone who requires an auxiliary aid or service for effective communication, or other reasonable accommodations to participate in this proceeding, should contact the Collier County Facilities Management Division, located at 3335 Tamiami Trail E., Suite 101, 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.

For more information, call Omar Deleon at (239) 252-4996.

Public Transit Advisory Committee
Collier Area Transit
Hybrid Meeting
Collier County Government Center Human Resources Building "B"
HR Training Room
3303 Tamiami Trail East Naples, Florida
November 19th, 2025
1:00 p.m.

Agenda Packet

1) Call to Order
2) Roll Call
3) Approval of Agenda
4) Approval of Minutes
    a. September 17, 2025
5) Committee Action
    a. Membership Applications – Meghan E Brown
    b. 5311, 5310, 5339 – Grant Application
6) Reports and Presentations
    a. Marketing Update
7) Member Comments
8) Public Comments
9) Next Meeting Date – December 17th, 2025, Human Resources Building "B" HR Training Room
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

NAPLES, FLORIDA

SEPTEMBER 17, 2025

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 1:00 P.M. in REGULAR SESSION at Collier County Government Center, Human Resources Building B, 3303 Tamiami Trail E, Naples, Florida 34112 with the following members present:

Chair:	John DiMarco, III
Vice Chair:	Peter Berry
	Cliff Donenfeld
	Dewey Enderle
	Sonja Lee Samek (Excused)
	Benita Staadecker
	Open Seat

ALSO PRESENT: Omar DeLeon, Public Transit Manager, Collier County PTNE
Keyla Castro, Operations Support Specialist, Collier County PTNE
Rosio Garcia, Operations Coordinator, PTNE Division
Elena Ortiz-Rosado, Events, Sales and Marketing Coordinator, PTNE
Leslie Barnes, General Manager, MV Transportation
Nolan Begley, Fixed Route Manager, MV Transportation
Jacob Stauffer, Transit Planner, MV Transportation
Carmen T. Monroy, Transportation Planning Manager, CTS Engineering

1. Call to Order
Chair DiMarco called the meeting to order at 1:00 P.M.

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

3. Approval of Agenda
Mr. Enderle moved to approve the Agenda as presented. Second by Chair DiMarco. Carried unanimously 5 - 0.

4. Approval of Minutes
a. August 20, 2025
Ms. Staadecker moved to approve the minutes of the August 20, 2025, Public Transit Advisory Committee meeting as presented. Second by Mr. Enderle. Carried unanimously 5 – 0.

5. Committee Action
a. Membership Application
Mr. DeLeon presented Executive Summary *"Membership Application"* for Meghan E. Brown, noting one seat for a three-year term is available on the Committee.

The application will be considered by the Committee at the next meeting of the PTAC.

b. TDP Major Update
Mr. Showalter presented the Executive Summary "*FY25 Major Update of the Transit Development Plan"* to seek endorsement of the TDP from the Public Transit Advisory Committee (PTAC). He noted:

- 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.
- The requirements that must be met in the TDP Annual Progress Report are outlined in Rule14-73.001 of the *Florida Administrative Code*.
- The FY2025 TDP Major Update outlines the progress Collier Area Transit (CAT) has made in the past five years towards achieving the goals and objectives outlined in the last TDP Major Update.
- The TDP is also a planning document outlining CAT goals and objectives for the next ten years.
- The plan includes a Public Outreach component, public surveys, focus and working group meetings, and stakeholder interviews.
- TDP is a collaboration between CAT, Collier Metropolitan Organization (MPO) and a consulting team from Stantec.
- The update is developed in coordination with the Metropolitan Planning Organization's (MPO) long range transportation plan.

Comments

Mr. DeLeon responded to queries:

- The business plan is data driven.
- Peer data focused on top performing neighbors with similar geographic characteristics.
- Avenues to inform the public about proposed system changes include the County website, the County Commissioner newsletter, and Public Workshops. Additional Social Media venues such as a video suggested by the Committee will be considered.
- MPO, CAT Staff, Advisory Committee and Public feedback and comments have been incorporated into the documents.

FY25 TDP Consultant Presentation

Carmen Monroy, Senior Planning Transportation Manager, CTS Engineering, Inc., presented the guidelines applied, data collected, and recommendations for the FY25 Transit Development Plan.

- Agencies contributing to the TDP review process include PTAC (Public Transit Advisory Committee), TAC (Collier MPO Technical Advisory Committee), CAC (Collier MPO Citizens Advisory Committee), MPO (Collier MPO Board) and the BOCC (Collier County Board of County Commissioners.
- Public Engagement is ongoing with a thirty-day public comment period opening in early November 2025.
- Data Collected and Applied
    - Demographic data for Collier County including Collier County residents working in Lee County and vice versa.
    - CAT Peer Evaluation rating CAT's Performance Compared to its Peers.
    - Public Outreach including Onboard and Online Surveys, Stakeholder Interviews, Workforce Development Board, Local Community Events, Listening Group Sessions, and Public Workshops in Golden Gate City and Immokalee.
- Evaluation Methodology
    - Route alignments, patterns, and bus stop locations.
    - Current and anticipated demand.
    - Assessment of Transit Markets.
    - Assessment of productivity/Efficiency.
    - Public outreach and policy directives.
- Recommendations - New/Modified Transit Routes and Mobility on Demand Enhancements
    - Developed based on assessments, policy, directives and evaluation criteria.
    - Factors considered in prioritizing recommendations include Public Outreach, Transit Markets, Proximity, and Efficiency.
- Other recommendations
    - Additional Bus shelters.
    - Evaluation and implementation of technology including data collection and alternative fuels.
    - Future Studies for consideration including fare evaluation, the Immokalee Road Corridor, Mobility on Demand and Operations requirements and Pilot Projects.
    - Expansion of Park-and-Ride lots/systems.

- Ten Year *Implementation Plan Cost Estimate Overview* Study
  - Financial projections for maintenance of existing transit services.
  - New transit services.
  - Transit frequency improvements.
- TDP/LRTP (Long Range Transit Plan) Coordination Underway
  - Coordination with MPO data and use of LRTP socio-economic forecasts for baseline and future year data in the TDP
  - Consistency between TDP and LRTP goals, objectives and transit projects
  - TDP revenue estimates through 2035 extended to 2050 for us in the 2050 LRTP.
  - Developing transit cost estimates through 2050 for use in the LRTP Cost Feasible Plan.

Recommendation

Ms. Staadecker motioned to recommend the Metropolitan Planning Organization and Board of County Commissioner approve the Collier Area Transit Fiscal Year 2025 Major Update of the Transit Development Plan as presented by Staff. Second by Vice Chair Berry. Carried unanimously 5 – 0.

6. Reports and Presentations

None

7. Member and Staff Comments

Airport transit should be considered.

8. Public Comments

None

9. Next Meeting Date October 15, 2025 - 1:00 P.M.
Collier County Government Center
Human Resources Building "B"
3303 Tamiami Trail E
Naples, FL. 34112

10. Adjournment

There being no further business for the good of the County, the meeting was adjourned by the chair at 1:54 P.M.

Public Transit Advisory Committee

_____

John DiMarco III, Chair

These minutes approved by the Board/Committee on _____,2025 as presented_____ or as amended _____.

EXECUTIVE SUMMARY
Committee Action
Item 5a
Membership Application – Meghan Brown

Objective:
To obtain recommendation for Meghan Brown to join the Public Transit Advisory Committee (PTAC).

Considerations:
PTNE staff submits for the Public Transit Advisory Committee consideration, an application from Meghan Brown to join PTAC. Ms. Brown is a user of the CAT system and holds a Bachelors and Masters from Trinity College Dublin.

Applicant	Affiliation	Term	Status
Meghan Brown	**System Rider**	**3 years**	**Resident**

Recommendation:
That the PTAC recommend that the Board of County Commissioners approve the membership of Meghan Brown to PTAC at their next available Board meeting.

Attachments:
PTAC Application

Prepared by: Omar De leon, Transit Manager, PTNE Division

Advisory Board Application Form

Collier County Government
3299 Tamiami Trail East, Suite 800
Naples, FL 34112
(239) 252-8400

Application was received on: 07/25/2025 11:23:38 PM

Name: Meghan E Brown

Email Address: brownme@tcd.ie

Home Address: 871 Meadowland Dr, Unit C, Naples, FL 34108

City/Zip Code: Naples, 34108

Primary Phone: 716-866-4137

Secondary Phone:

Board or Committee: Public Transit Advisory Committee

Category (if Applicable):

Place of Employment? Business Owner; Self-Employed

Do you or your employer do business with the County? No

How many years have you lived in Collier County? 5-10

Home many months out of the year do you reside in Collier County? I am a year-round resident

Have you been convicted or found guilty of a criminal offense (any level felony or first degree misdemeanor only)? No

Would you and/or any organizations with which you are affiliated benefit from decisions or recommendations made by this advisory board? Yes

If yes, Please Explain: I am a user of the CAT system and therefore any decisions from the committee may impact me directly, although I suppose in a limited capacity since I often use other means of transport.

Are you a registered voter in Collier County? Yes

Do you currently hold an elected office? No

Do you now serve, or have you ever served on a Collier County board or committee? No

Please list your community activities and positions held: Associate Leadership Collier - Class of 2025

Education: Trinity College Dublin, BA / MA

Experience / Background: Trinity College Dublin, BA / MA

EXECUTIVE SUMMARY
Reports and Presentation
Item 5b
Grant Application for 5310, 5311, and 5339

Objective:
To report intent to submit Federal Transit Administration (FTA) Section 5310, 5311 and 5339 applications for submission to the Florida Department of Transportation (FDOT).

Considerations:
Pursuant to 49 U.S.C the Federal Transit Administration (FTA) programs 5310, 5311 and 5339 enables Collier County, a designated Community Transportation Coordinator, and provider of mass transportation to the elderly, individuals with disabilities, and those residing in non-urbanized areas of the County to apply for annual funding to support these Collier County residents. There are three (3) grant applications required to support these services: FTA 5310 to provide capital support to the elderly, individuals with disabilities; FTA 5311 to provide operational funding to support non-urbanized areas and FTA 5339 to replace, rehabilitate, and purchase buses, vans, and related equipment, as well as construct bus-related facilities in the non-urbanized areas.

FTA Section 5310 Grant Request
The 5310 Capital and Operating grant application requests in FY26 support the Collier Area Transit (CAT) System's purchase of replacement vehicles and operating expenses to support the paratransit service. Funding in the amount of $694,400 will be used to purchase four replacement paratransit vehicles and equipment that have met their useful life. The purchase of the replacement vehicles will not be an increase the overall paratransit fleet inventory. This grant acquisition will provide for the ongoing transportation services to the elderly and disabled residents of Collier County. The funding and match requirements are outlined in the chart below.

FTA Section 5311 Grant Request
The 5311 Operation grant application request in FY26 is for $1,558,000 and will be utilized to provide transit services in the non-urbanized areas of Collier County. This operations grant requires a 50% local match. If the grant is approved for the full amount requested, the funding allocation will be $779,000 of Federal funds and $779,000 of Local funds.

Section 5311 funding for operating assistance is essential to continue the existing level of service being provided for the non-urbanized areas of the County.

FTA Section 5339 Grant Request
The 5339 Capital grant application request in FY26 supports the CAT System to purchase one 40 ft. fixed route bus to replace an existing bus that has met its useful life and the purchase and installation of a Canopy for the Immokalee Transfer Station in the amount of $1,503,750. The purchase of the replacement vehicles will not be an increase in the overall fixed route fleet inventory. The funding and match requirements are outlined in the chart below.

Funding Request:

Grant	Federal Funding	State Match	Local Match	Total
5310	$ 555,520	$ 69,440	$ 69,440	$ 694,400
5311 Rural	$ 779,000	$ 0	$ 779,000	$ 1,558,000
5339 Rural	$ 1,203,000	$ 300,750	$ 0	$ 1,503,750
Total	$ 2,537,520	$ 370,190	$ 848,440	$ 3,756,150

Recommendation:
That the PTAC endorse the submittal of the applications.

Attachment:
Draft Grant Applications

Prepared by: Omar De leon, Transit Manager, PTNE Division

Florida Department of Transportation

Capital & Operating Assistance Application

49 U.S.C. Section 5310, CFDA 20.513

Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities

STOP: Before starting your application, make sure all agency profile information is up-to-date in TransCIP. The agency profile provides critical information. If the agency profile is incorrect, your application may be considered incomplete or ineligible for consideration.

Agency Name:	Collier County Board of County Commissioners	Use drop-down to select or type to enter
Project Type(s):	Capital	Use drop-down to select
	Operating	Use drop-down to select
FDOT District:	One	Use drop-down to select

Revenue Vehicle Inventory Certification	
Instructions:	Applicants must ensure that the inventory in TransCIP is updated and includes all revenue vehicles. Only required fields must be completed. However, we encourage agencies to enter as much information as is readily available. Failure to update inventory information will have a negative impact on your application. This information is critical in determining need and replacement status. Additionally, lack of updated information may cause a service enhancement project to not receive funding. Each District will determine the deadline for vehicle information data entry to align with the Federal Fiscal Year (FFY) 2026 application process. All updates must be completed by the deadline identified by your District, which may be different from that of other application elements. The name of the accountable personnel and date of last inventory update must be provided in the fields below.
Certification:	Corene Sanger
Date:	11/6/2025

Transportation Program Operating and Administrative Expenses

Expenses: The Estimated Transportation Program Operating & Administrative Expenses table must include all expense associated with the applicant's transportation program. Expenses must be reported by type as provided in the Program Budget tab and the below definitions table:

1-digit Level: Not applicable
2-digit Level: For example, 5010 Labor
3-digit Level: For example, 5011 Operators Salaries and Wages

Object Class	Code	Definition
Labor	**5010**	Labor expenses arise from the performance of work by employees. Labor expenses include pay and allowances owed to employees in exchange for the services provided to the transit agency. It also includes bonuses, shift differentials, overtime premiums, minimum guarantees, paid absences, and fringe benefits.
Operators' Salaries and Wages	5011	Operators' salaries and wages include the cost of labor, excluding paid absences and fringe benefits, for the transit agency's employees who are classified as revenue vehicle operators or crewmembers. These expenses include wages for performing activities related to vehicle operations such as: · Report time · Platform time · Turn-in time · Accident reporting time These expenses also cover wages paid to back-up (extra board drivers) such as stand-by time. In small transit systems, operators also may be scheduled to perform vehicle maintenance duties that are typically performed by vehicle maintenance employees. These duties may include servicing revenue vehicles (e.g., fueling, interior cleaning, and exterior washing) and limited inspection and maintenance of revenue vehicles. Operators sometimes are temporarily assigned duties other than driving their vehicles in revenue service such as: · training time either as a student or instructor · revenue vehicle movement control as dispatchers or road supervisors · movement of revenue vehicles among maintenance and operating facilities · maintenance of bus stops and shelters · general administration assignment such as customer service and marketing
Operators' Paid Absences	5012	This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for revenue vehicle operators or crewmembers.
Other Salaries and Wages	5013	This object class includes the cost of labor, excluding paid absences and fringe benefits, of employees of the transit agency who are not classified as revenue vehicle operators or crewmembers (e.g., maintenance workers, administrative staff, and transit managers).
Other Paid Absences	5014	This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for its employees that are not classified as revenue vehicle operators or crewmembers.
Fringe Benefits	5015	Fringe benefits are the expenses for employment benefits that an employee receives in addition to his or her base salaries and wages. Fringe benefits include payments associated with the employee's labor that do not arise from the performance of work, but still arise from the employment relationship. Fringe benefits can be divided into the following four categories: 1. Employment Taxes: federal, Medicare, and Social Security taxes. 2. Health and Welfare Expenses: medical and dental insurance plans (to include hospital, surgical, and pharmaceutical plans); short-term disability and life insurance plans; workers' compensation or Federal Employees Liability Act Contribution; and unemployment plans. 3. Retirement Costs/Pension Plans: pension plans, long-term disability plans, and other postemployment benefits (OPEB). 4. Other Fringe Benefits: uniform and work clothing; tool allowances; employee and family transit passes; reimbursements for moving and education; assistance for dependent care, childcare, and adoption; employee discounts; and other fringe benefits not described in the categories listed above. Other Postemployment Benefits (OPEB) In addition to pensions, some transit agencies provide other postemployment benefits (OPEB). OPEB includes postemployment healthcare and life insurance that are provided separately from a pension plan.
Services	**5020**	Services are the labor and other work provided by outside organizations for fees and related expenses. Outside organizations may be private companies or public entities. The agency reports work done by personnel within the reporting unit as salaries and wages and fringe benefits. For example, if the reporting unit is a city, then transit-related work done by city employees, even those outside the transit division, is reported as salaries and wages and fringe benefits, not services. Services provided by an outside organization are usually procured as a substitute for in-house employee labor, except in the case of independent audits, which could not be performed by employees. Agencies usually substitute services for in-house labor because the skills offered by the outside organization are needed for only a short period of time or internal staff does not have the requisite skills. This object class includes all costs that are part of the service agreement. For example, if in a contract for custodial service the custodial company provides the cleaning supplies, the cost of these supplies belongs to Services, not Other Materials and Supplies. The services object class does not include purchased transportation service. A contractor that provides vehicle operators is considered a purchased transportation provider, and any other labor or materials provided by that contractor, including fuel, parts, and maintenance, belong to the purchased transportation object class.
Materials and Supplies	**5030**	The expenses in the following three object classes include products obtained from outside suppliers or those manufactured internally. The cost of the material or supply includes freight-in, purchase discounts, cash discounts, sales taxes, and excise taxes (except on fuel and lubricants). Charges to this object class include both materials and supplies issued from inventory for use, and materials and supplies purchased for immediate use (i.e., items used without going through inventory).
Fuel and Lubricants	5031	This object class includes fuel used to propel revenue and non-revenue vehicles and lubricants such as motor oil, transmission fluid, and grease. Purchase and cash discounts are included in the cost of the fuel or lubricant. Sales or excise taxes are not included in the cost; they are reported separately under Taxes (5060). The agency reports fuel costs net of fuel taxes, even if the agency paid the taxes initially and was later reimbursed. Note that modes powered by electricity report propulsion power under Revenue Vehicle Operation Utilities.
Tires and Tubes	5032	This object class includes the cost of tires and tubes, whether they are rented, leased or purchased. Do not report rented and leased tires and tubes under Operating Lease Expenses (5220). Purchase discounts, cash discounts, sales taxes, and excise taxes are included in the cost of the tires and tubes.
Other Materials and Supplies	5039	The expenses in this object class include products obtained from outside suppliers or those manufactured internally that are not covered in the two preceding object classes. The cost of the material or supply includes shipping costs, purchase discounts, cash discounts, sales taxes, and excise taxes. Costs associated with this object class include materials and supplies issued from inventory or purchased for immediate use (i.e., items used without going through inventory).

Transportation Program Operating and Administrative Revenues

Revenues: The Estimated Transportation Program Operating & Administrative Revenues table must include all funding sources used to support projected expenses. Revenues should be reported by type as provided in the application and the below definitions table:

1-digit Level: For example, 4100 Directly Generated Fares
2-digit Level: For example, 4110 Passenger Fares
3-digit Level: For example, 4111 Passenger-Paid Fares

Object Class	Code	Definition
Directly Generated Funds	**4100**	Directly Generated Funds are funds that a transit agency earns from non-governmental sources. These revenues are generated by the transit agency.
Passenger Fares	4110	This revenue object class includes revenues earned from carrying passengers. This object class applies equally to directly operated (DO) and purchased transportation (PT) services. Generally, fares are the amounts paid by the rider to use transit services, to include the base fare, zone premiums, express service premiums, extra cost transfers, and quantity purchase discounts applicable to the passenger's ride. Agencies report the full amount of PT fare revenues regardless of whether the buyer or seller retains the revenue. Agencies may collect passenger fares in any of the following ways: 1. Before service is provided (e.g., through the sale of media such as passes, tickets and tokens sold to passengers) 2. Directly at the point of service (e.g., fare box, turnstile) 3. After the service is provided (e.g., through weekly or monthly billing) In some circumstances, several agencies share a fare card program and will periodically divide funds among themselves so that each agency within the program receives the appropriate amount of fare revenue. In such cases, each agency reports its share of the revenues. Passenger fares include Passenger-Paid Fares (4111) and Organization-Paid Fares (4112). Passenger fares do not include subsidies (e.g., subsidies from private organizations or subsidies from other sectors of operations), which are provided to support the general provision of transit service. Passenger fares also do not include fare assistance from other entities, such as governments, to provide a reduced fare or free fare for a general class of users (e.g., senior citizens, students). The agency reports subsidies and fare assistance in the appropriate private, state, local, or Federal Government sources of funds.
Passenger-Paid Fares	4111	Passenger-paid fares reflect the amount of the fare that the passengers pay on their own behalf. Passenger-paid fares may include the following examples: 1. Full Adult Fares: revenues earned by transporting passengers for the full adult fare. 2. Senior Citizen Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are older than a prescribed age limit. 3. Student Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are enrolled in an educational institution. 4. Child Fares: revenues earned from carrying passengers who pay a special, reduced fare because they are younger than a prescribed age limit. 5. Fares for Individuals with Disabilities: revenues earned from carrying passengers who pay a special, reduced fare because they are persons with disabilities. 6. Ferryboat Services: revenues earned from walk-on pedestrians, bicyclists, and public transportation vehicles passenger fares. For vehicles, the agency reports passenger fares for each occupant of the vehicle, including the driver. However, vehicle and bicycle ferriage fees are not included in passenger-paid fares but are reported in Non-public Transportation Revenues (4130). 7. Vanpool Services: For publicly sponsored vanpool (VP) services, passenger fares have unique provisions. For VP services, passenger fares include all fees and costs paid by the passengers. These costs often include fuel costs, maintenance expenses, lease payments, tolls and other out-of-pocket costs. 8. Special Ride Fares: revenues earned from carrying passengers who pay a special, reduced fare for a reason other than those specified above. 9. Handling Fees: revenues earned from charges for processing payment and issuing fare cards (e.g., an agency charges an initial start-up fee when issuing new cards, or charges extra fees for using one-time paper cards). 10. Non-show Fares: revenues earned from fares for deposit purposes, passengers who do not show up for a ordered dial-a-ride
Organization-Paid Fares	4112	Organization-paid fares are paid for by an organization rather than by the passenger. Organization-paid fares also include funds for rides given along special routes for which a beneficiary of the service may guarantee funds. Organization-paid fares may result from agreements between the reporter and an agency or organization that pays a set amount in return for unlimited and/or reduced fare transit service for the persons covered by the agreement. Examples of organization-paid fares may include the following: 1. State and Local Government: revenues earned by providing rides for employees of state and local government (e.g., fares for postal workers or police officers). 2. Reduced Fare Reimbursements: revenues earned by providing rides for its members or beneficiaries. A common example is a university paying a transit agency to permit students to ride free after showing their valid student identification cards. 3. Special Route Guarantees: amounts paid for by organizations other than governments (e.g., industrial firms, shopping centers, public and private universities) to guarantee a minimum amount of funds on a line operated and/or to provide or maintain services to a specific area, especially for the benefit of the paying organization. 4. Other Special Contract Transit Fares: revenues earned under contractual arrangements with non-government entities for transit fares other than those arrangements specified in the above categories. A common example is a senior center that pays part of the cost of a route serving the center.
Park-and-Ride Parking Revenue	4120	The agency earns park-and-ride parking revenue from parking fees paid by passengers who drive to park-and-ride facilities operated by the agency to use transit service. The agency reports revenues earned from the operation of parking lots that are not park-and-ride locations in Other Agency Revenues (4150).
Non-Public Transportation Revenues	4130	This object class includes revenue for providing transportation services to private groups or entities or for carrying freight. The most common examples are the following: 1. Charter Service Revenues: revenues earned from operating vehicles under charter service contracts. 2. Freight Tariffs: revenues earned from carrying freight on routes whose primary purpose is passenger operations. These are the revenues earned from carrying all types of freight on passenger routes. It includes fees for carrying vehicles and bicycles on ferries. See ferryboat services example in Passenger-Paid Fares (4111). 3. School Bus Service Revenues: revenues earned from operating vehicles under school bus contracts. It is the amount paid by schools for the operation of buses exclusively to carry children to and from school. 4. Sight-seeing Fares: revenues earned from operating vehicles in sight-seeing service.
Auxiliary Transportation Funds	4140	Auxiliary transportation funds are earned from activities related to the provision of transit service but are not payment for transit service. Auxiliary funds result from business-type activities in which an agency earns supplemental revenues. For example, a transit agency is not in the advertising or concessions business, but it is able to earn additional funds by providing or leasing out these additional services to the public. Auxiliary funds include the following: 1. Advertising revenues 2. Concessions 3. Other auxiliary transportation revenues
Advertising Revenues	4141	Advertising revenues include funds earned from displaying advertising materials on transit system vehicles and property and includes agency media.
Concessions	4142	Concessions are revenues earned from granting operating rights to businesses (e.g., newsstands, candy counters) on property and equipment maintained by the transit agency (e.g., stations, vehicles). This also includes revenues from vending machines available on property maintained by the transit agency for public use.
Other Auxiliary Transportation Revenues	4149	The agency earns other auxiliary transportation revenues from auxiliary operations other than those specified above. This might include, but is not limited to merchandising, photo identification (ID) fees, locker rentals, movie licensing fees, naming rights, and fines for fare evasion or illegal parking.
Other Agency Revenues	4150	This object class includes revenues earned from activities not associated with the provision of the transit agency's transit service. Other agency revenues do not include funds received from local, state, or federal governments. Examples of other agency revenues include: 1. Sales of Maintenance Services: revenues earned from sales or performing maintenance services on property not owned or used by the transit agency. 2. Sales of Fuel: revenues earned from sales of fuel. 3. Sales of Assets: revenue received in the sale of an asset that is in excess of the asset's book value. See Sales and Disposals of Assets (4630) for a detailed example. 4. Rental of Revenue Vehicles: revenues earned from leasing transit agency revenue vehicles to other operators. 5. Rental of Buildings and Other Property: revenues earned from leasing transit system buildings (other than station concessions) and property to other organizations. 6. Rental of Real Estate: revenues earned from leasing real estate owned by the transit agency to other organizations. This includes revenues from joint development projects. 7. Rental Car Fees: revenues earned from rental car services. 8. Investment Income: revenues earned from investing in marketable securities and dividends received from state insurance pools. Investment income does not include earnings on capital grant funds advanced by the grantor; such earnings are to be credited to the same account as the capital grant itself. 9. Interest Income: revenues earned by placing funds in an interest-bearing account. 10. Student Fees: revenues generated by an educational institution from student fees to operate its own transit service. Student fees are different from student fares, which are amounts paid by the students for transit service. 11. Parking Facilities Revenue: revenues earned from parking fees generated from parking facilities not normally used as park-and-ride locations. Revenues earned from operating park-and-ride facilities are reported in Park-and-Ride Parking Revenue (4120). 12. Donations: funds from donations and grants from private foundations. 13. Other Agency Revenues: revenues that might include, but are not limited to: warranty claims, funds from lawsuits, Freedom of Information Act (FOIA) requests, revenue from vending machines available exclusively for employee use, administrative fees charged to other agencies,

Utilities	**5040**	This object class includes expenses for electricity, gas, water, telephone, heating oil, fuel for backup generators, and internet.	Revenues Accrued through a Purchased Transportation Agreement	4160	This object class includes revenue accrued by the transit agency as a seller of transportation services through purchased transportation agreements. This includes the contract funds earned (payments and accruals) by a reporter under contract to another reporter or public agency. The purchased transportation agreement must meet the requirements for a true Contractual Relationship. Revenue accrued through an agreement that does not meet these requirements is reported as Organization-Paid Fares (4112), Other Agency Revenues (4150), Local Government Funds (4300), or State Government Funds (4400), as appropriate.
Casualty and Liability Costs	**5050**	Expenses related to loss protection and losses incurred by the transit agency. These expenses include: · Compensation of others for their losses due to acts for which the transit agency is liable. · The costs of protecting the transit agency from losses through conventional insurance and other risk financing programs (e.g., self-insurance and insurance pools). · Agency losses due to the liable actions of others that are covered by other corporate insurance. Note that refunds and paybacks received from state insurance pools are netted from Casualty and Liability Costs. Transit agencies often incur self-insurance costs. Note that premiums also include self-insurance costs. Casualty and Liability Costs include the following: 1. Premiums for Physical Damage Insurance: premiums applicable to the reporting period to insure the transit agency from loss through damage to its own property caused by collision, fire, theft, flood, earthquakes and other types of losses. 2. Premiums for Public Liability and Property Damage Insurance: premiums applicable to the reporting period to insure the transit agency against loss from liability for incidents by the transit agency which cause damage to the person or property of others. 3. Payouts for Insured Public Liability and Property Damage Settlements: payments (or accruals) of actual liability to others arising from culpable acts of the transit agency that are covered by public liability insurance. 4. Payouts for Uninsured Public Liability and Property Damage Settlements: payments (or accruals) of actual liability to others arising from culpable acts of the transit agency that are not covered by public liability insurance. 5. Provision for Uninsured Public Liability and Property Damage Settlements: periodic estimates of liability to others arising from culpable acts of the transit agency that relate to the current period that are not covered by public liability insurance. 6. Premiums for Other Corporate Insurance: premiums applicable to the reporting period to insure the transit agency from losses other than damage to its property or liability for its culpable acts (e.g., fidelity bonds, business records insurance). 7. Other Corporate Losses: charges for actual losses resulting from events covered by the other corporate insurance. The agency reports costs of employees engaged in insuring and processing claims for and against the reporting agency in Labor, as appropriate. The agency reports the costs of repairing damaged property in Labor and Other Material and Supplies (5039), as appropriate. The costs of writing off property damaged beyond repair are reported as Extraordinary or Special Items (5280), depending on the circumstances of the impairment.	Subsidy from Other Sectors of Operations	4170	Occasionally, the transit operation is only one part of a larger transportation entity. Such transit agencies may receive subsidies from other sectors of operations within the larger transportation entity to help cover the cost of transit. For example, a transportation authority that is responsible for airports, ports, or bridges, as well as for public transit, may apply excess funds from airport operations to transit operations. Subsidies from other sectors of operations may include: · Subsidies from utility rates where the transit agency is a utility company · Subsidies from bridge and tunnel tolls owned and operated by the transit agency · Subsidies from other sources provided by the same entity that operates the transit service
Taxes	**5060**	Tax expenses are the charges and assessments levied against the transit agency by federal, state and local governments. Sales taxes, excise taxes, freight-in and other acquisition costs are not included in this object class. Instead, they are accounted for as part of the cost of the material or service purchased. Reimbursement of Taxes Paid Reimbursement, or refunds, of taxes paid include the receipt or accrual of state government payments to help cover the cost of taxes incurred by the transit agency. Reimbursement of taxes is netted from the associated expense on which the tax was originally levied. The agency does not report reimbursements of taxes as revenue. For example, some states reimburse transit agencies for taxes paid on fuel. Agencies net refunds of fuel taxes from fuel tax expense, rather than reporting them as revenue.	Extraordinary and Special Items	4180	Extraordinary items are events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. 1. Unusual nature means that the underlying event or transaction has a high degree of abnormality and is clearly unrelated to, or only incidentally related to, the ordinary and typical activities of the transit agency. 2. Infrequency of occurrence means that the underlying event or transaction would not reasonably be expected to recur in the foreseeable future, taking into account the environment in which the transit agency operates. Special items are events or transactions that are either unusual in nature or infrequent, but not both. The agency determines an extraordinary event or transaction to be material if it is material in relation to the agency's income before extraordinary items, to the trend of annual earnings before extraordinary items, or is material by other appropriate criteria. Examples of material extraordinary items include recoveries received for damages from a natural disaster, such as a hurricane or earthquake. Assets impaired by and recoveries received from these events are considered extraordinary because they are abnormal in occurrence and are not reasonably expected to recur in the foreseeable future. Extraordinary and special items are distinguishable from normal operating items and are thus reported separately. The nature and financial effects of each event or transaction is disclosed on the face of the statement of activities or in the notes to the financial statements. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that are directly generated. For example, agencies report insurance recoveries for property damaged in a natural disaster in this object class.
Purchased Transportation Expenses	**5100**	Purchased Transportation (PT) expenses include the payments or accruals to sellers or providers of service, including fare revenues retained by the seller. It does not include the capital leasing portion of the contract. Purchased vanpool service has its own unique issues. Please refer to Vanpool for more detail.	Total Recoveries	4190	Total recoveries include proceeds recovered from insurance companies to indemnify the transit agency for insured acts that resulted in a liability for damage to transit personnel or property or damage to the person or property of others. Total recoveries include monies received for items or events that are not classified as Extraordinary or Special (4180). For example, the agency reports proceeds received from insurance companies for physical damage claims resulting from an accident as insurance recoveries. Total recoveries also include amounts recovered from others held liable to damage to the transit agency's property. For example, the agency reports proceeds received from third parties involved in an accident as insurance recoveries. The agency reports full proceeds received from the insurance company as insurance recoveries; the agency does not net monies from the related asset replacement cost.
Purchased Transportation in Report	5101	This object class includes the payments or accruals to sellers or providers of service, including fare revenues retained by the seller. The agency reports Purchased Transportation (PT) expenses in this object class when they report the associated service in their own National Transit Database (NTD) report. If the other party reports the service, the expenses belong to the object class Purchased Transportation Filing Separate Report (5102). Please refer to Reporting Contractor Expenses for more information.	**Directly Generated Dedicated Funds**	**4200**	This object class includes taxes and fees levied by a transit agency that is organized as an independent political entity with its own taxation authority. The revenues to the transit agency originating from local, state, or federal governments, which have been raised through the taxing authority of the grantor governmental unit, are considered Local Government Funds (4300), State Government Funds (4400), or Federal Funds (4500).
Purchased Transportation Filing Separate Report	5102	The agency reports Purchased Transportation (PT) expenses in this object class when the other party reports the associated service data (e.g., miles, ridership) in their own NTD report. The agency that reports the service data then reports PT expenses in the object class Purchased Transportation in Report (5101). Reporting Contractor Expenses The expenses in this object class must include the total amount paid by the buyer to the seller. The seller's actual expenses are often less than this amount, since the seller receives a profit included in the expenses paid by the buyer; the actual expenses will be greater than the amount paid if the seller suffers a loss. Since buying agencies are reporting, the expenses recorded are the buyer's expenses, and the buyer reports the total amount paid to the seller.	Income Taxes	4210	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the transit agency.
Miscellaneous Expenses	**5090**	This object class includes expenses that cannot be attributed to any of the other expense object classes. Agencies must check to be sure an expense does not belong in a different object class before reporting it as miscellaneous. Some common miscellaneous expenses are listed below. 1. Dues and Subscriptions: Fees for membership in industry organizations and subscriptions to periodicals. 2. Travel and Meetings: Air, train or bus fares and allowances for transportation of traveling transit agency employees and related officials. In addition, this expense includes food and lodging, charges for participation in industry conferences, and other related business meeting expenses. 3. Bridge, Tunnel, and Highway Tolls: Payments made to authorities and other organizations for the use of bridges, tunnels, highways, and other facilities. 4. Entertainment Expense: Costs of social activities and other incidental costs relating to meals, beverages, lodgings, transportation, and gratuities. 5. Charitable Donations: Contributions to charitable organizations made by the transit agency. 6. Fines and Penalties: Costs of fines and penalties incurred by the transit agency. 7. Bad Debt Expense: Amounts owed to the transit agency that the agency has determined to be uncollectable.	Sales Taxes	4220	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the transit agency.
ADA Expenses	**5910**	The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. Agencies must report the total expenses that result from ADA requirements for complementary paratransit in demand response (DR) and demand response-taxi (DT) modes. In this object class, agencies report the portion of their operating expenses that is attributable to ADA-required service. This object class is not exclusive of other operating expense object classes. For example, if you spent $10,000 on vehicle fuel, and $1,000 of this was to fuel a vehicle used for ADA service, then you would report $10,000 under Fuel and Lubricants (5031) and $1,000 under ADA Expenses (5910).	Property Taxes	4230	Revenues earned by taxing property subject to the taxing authority of the transit agency.
Reconciling Items	**5200**	Reconciling items are expenses that are not included as capital expenses or as mode-specific operating expenses. If reconciling items represent cash expenditures such as operating lease expenses, the agency reports them as Funds Applied. The agency reports non-cash expenditures such as depreciation as Funds Not Applied.	Fuel Taxes	4240	Revenues earned by taxing fuel subject to the taxing authority of the transit authority. This object class was previously known as gasoline taxes but includes all fuel taxes.
Interest Expenses	5210	Interest expenses are charges for the use of capital borrowed by the transit agency. Interest expenses may accrue on both short-term debt and Long-Term Debt obligations. 1. Interest on Long-Term Debt Obligations: charges for the use of capital borrowed on a long-term basis (the liability for which is usually represented by bonds or loans) employed in the operation of the transit system. Interest charges pertaining to construction debt that are capitalized will not be reflected as interest expense. 2. Interest on Short-Term Debt Obligations: charges for the use of capital borrowed on a short-term basis employed in the operation of the transit agency.	Other Taxes	4250	Revenues earned by levying other taxes by the authority of the transit agency. Examples include cigarette/tobacco, payroll, excise, and vehicle rental taxes.
Operating Lease Expenses	5220	Operating lease expenses include payments for the use of Capital Assets not owned by the transit agency. Operating leases allow the transit agency to use assets, but do not allow them the rights of asset ownership (e.g., transfer of title). As such, operating leases are not capitalized as assets, but are recorded as operating expenses during the reporting period. Some operating leases include costs that the agency must separate out and report under Services (5020). If part of the lease cost covers a service, rather than just the cost of the use of the asset, the agency reports this under Services (5020) rather than operating lease expenses. This also applies to Capital Leases (5230) and Related Parties Lease Agreements (5240).	Bridge, Tunnel, and Highway Tolls	4260	Tolls enacted by the authority of the transit agency on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
Capital Leases	5230	Other than an operating lease, an agency may also have a capital lease. A lease is considered a capital lease if it meets any of the following four criteria at its inception (the earlier of the date of the lease agreement or commitment): 1. Transfer of ownership: the lease transfers ownership (e.g., transfer of title) of the property to the transit agency by the end of the agreed-upon lease term. 2. Bargain purchase option: the lease contains a provision that allows the transit agency to purchase the leased property for a reduced price (reduced compared to expected fair value of the property at the date that the purchase option becomes exercisable). 3. Lease term: lease term is equal to or greater than 75% of the estimated useful life of the leased property. However, if the beginning of the lease term falls within the last 25% of the total estimated useful life of the leased property, this criterion cannot be used for classifying the lease as a capital lease. 4. Minimum lease payments: the present value at the beginning of the lease term of the minimum lease payments to be paid by the transit agency, excluding executory costs such as insurance, maintenance, and taxes, is equal to or greater than 90% of the fair value of the property at lease inception. The agency reports the current portion of capital leases in operating expenses for the reporting period. The current portion of capital leases includes lease payments made for capital leases during the reporting period. The noncurrent portion of capital leases is capitalized and reported as Capital Lease Obligations (2230).	High Occupancy Tolls	4270	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and alternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying a toll. Revenue from these tolls, when enacted by the authority of the transit agency, belongs to this object class.

Related Parties Lease Agreements	5240	Other than operating and capital leases, transit agencies may also have related parties lease agreements. Related parties leases are leases with terms and payment amounts that are substantially less than they would be in usual circumstances because the transit agency is related to the lessor. Common examples include: · A state government's department of transportation purchases buses and leases them to transit agencies in the state at half the market rate. · A county government leases land to a local transit agency for use as a parking lot for a dollar a year.
Voluntary Non-Exchange Transactions	5250	This object class is for the provider to record the non-exchange expenses when all applicable eligibility requirements have been met. In a voluntary non-exchange transaction, an agency gives or receives value (e.g., revenue vehicle) without directly receiving or giving equal value (e.g., cash) in return. This is different from an exchange transaction, in which each party receives and gives up essentially equal values. Voluntary non-exchange transactions result from legislative or contractual agreements, other than exchanges, entered into willingly by the parties to the agreement. An example of a voluntary non-exchange transaction is when one transit agency builds capital assets, such as railways and train stations, and transfers the assets to another transit agency that operates them. Other examples of voluntary non-exchange transactions include certain grants and private donations. The provider in a non-exchange transaction recognizes a decrease in assets when all applicable eligibility requirements of the non-exchange transaction have been met. The provider reports resources transmitted before eligibility requirements are met as Assets (e.g., an advance). Receiving agencies can find guidance for reporting the non-exchange transaction under the Non-Added Revenue: Voluntary Non-Exchange Transaction (4620).
Depreciation	5260	Depreciation is the depletion of the cost of Capital Assets; it reflects the loss in value of capital assets over the years. In order to account for the reduction in value and usefulness of tangible property, the agency expenses a portion of the cost as depreciation each year of the asset's life. The agency reports the amount depreciated during the reporting period as an operating expense/reconciling item. Typically, as a non-cash expenditure, the agency reports depreciation as Funds Not Applied. Agencies choose their own depreciation method provided that the depreciation value is measured in a systematic and rational manner. Agencies also report the cost of writing off property damaged beyond repair that do not qualify as extraordinary and special items in this object class.
Amortization of Intangibles	5270	Amortization is the systematic spreading of the value of Intangible Assets other than Goodwill over the asset's estimated useful life. Generally, agencies use the straight-line method to amortize intangible assets. The agency reports the amount amortized during the reporting period as an operating expense/reconciling item. Typically, the agency reports amortization as Funds Not Applied since it is not a cash expenditure.
Extraordinary and Special Items	5280	Extraordinary items are material events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. Examples of material extraordinary items include capital assets that were impaired by extraordinary events such as Hurricane Sandy or Hurricane Katrina. The agency reports these impaired values as extraordinary items rather than regular operating expenses to highlight their unusual and infrequent nature. If a material event or transaction is unusual in nature or occurs infrequently but not both, it does not meet criteria for classification as an extraordinary item; instead, the agency classifies it as a special item. Both extraordinary and special items are distinguishable from normal operating items and the agency thus reports them separately.
Other Reconciling Items	5290	Other Reconciling Items are any other costs that cannot be captured in the above reconciling items object classes, such as funds to another agency through a cooperative agreement and expenses for purchased transportation services not meeting NTD requirements for a contractual agreement.
ADA Related Reconciling Items	5920	The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. Agencies must report the total expenses that result from ADA requirements for complementary paratransit in demand response (DR) and demand response-taxi (DT) modes. In this object class, agencies report the portion of their reconciling item expenses that are attributable to ADA-required service. This object class is not exclusive of other reconciling item object classes. For example, if you spent $10,000 to lease vehicles, and $1,000 of this was to lease a vehicle used for ADA service, then you would report $10,000 under Operating Lease Expenses (5220) and $1,000 under ADA Related Reconciling Items (5920).

Other Dedicated Funds	4290	Revenues dedicated to transit other than taxes or tolls. These are often fees imposed on the public by the transit agency. Examples include the following: 1. Vehicle licensing and registration fees 2. Driver's license fees 3. Communications access fees and surcharges 4. Lottery and casino proceeds
Local Government Funds	**4300**	These are funds received from municipal and county governments.
General Revenues of the Local Government	4310	There are essentially two common ways a local government can provide funds to a transit agency. 1. The government may appropriate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other entities such as schools and police forces. The agency reports this non-dedicated funding as General Revenues of the Local Government. 2. The government may also levy a tax or fee, the proceeds of which only go to transportation. This is a dedicated fund and the agency reports it under Local Funds Dedicated to Transit at Their Source.
Income Taxes	4321	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the local government.
Sales Taxes	4322	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the local government.
Property Taxes	4323	Revenues earned by taxing property subject to the taxing authority of the local government.
Fuel Taxes	4324	Revenues earned by taxing fuel subject to the taxing authority of the local government. This object class was previously known as gasoline taxes but includes all fuel taxes.
Other Taxes	4325	Revenues earned by levying other taxes by the authority of the local government. Examples include cigarette/tobacco, payroll, excise, and vehicle rental taxes.
Bridge, Tunnel, and Highway Tolls	4326	Tolls enacted by the authority of the local government on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
High Occupancy Tolls	4327	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and alternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying a toll. Revenue from these tolls, when enacted by the authority of the local government, belongs to this object class.
Other Dedicated Funds	4329	Revenues dedicated to transit other than taxes or tolls. These are often fees imposed on the public by the local government. Examples include the following: 1. Vehicle licensing and registration fees 2. Driver's license fees 3. Communications access fees and surcharges 4. Lottery and casino proceeds
Extraordinary and Special Items	4330	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from local sources. For example, agencies report county disaster relief funds in this object class.
Other Local Funds	4390	These are funds from local government that cannot be considered either an allocation from the general revenues, or a dedicated fund. Other local funds typically include local grants or other miscellaneous local funds.
State Government Funds	**4400**	These are funds received from state, commonwealth, or territory governments.
General Revenues of the State Government	4410	There are essentially two common ways a state government can provide funds to a transit agency. 1. The government may allocate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other programs. The agency reports this non-dedicated funding as General Revenues of the State Government. 2. The agency reports dedicated sources of revenue under State Transportation Funds (4420).
State Transportation Fund	4420	Many states set up a State Transportation Fund that is separate from the General Fund. It usually has several dedicated sources of funding, often including funding sources such as fuel taxes, vehicle registration fees, or bonds backed by such sources. The Transportation Fund typically funds both transit agencies and other transportation needs such as the highway department. Agencies are not required to report the individual sources of funding that support the State Transportation Fund.
Extraordinary and Special Items	4430	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from state sources. For example, agencies report state relief funds in this object class.
Federal Funds	**4500**	Federal funds generally fall into three categories: 1. Funds for operating assistance: Operating assistance funding is explicitly intended to be spent on operations, and in most cases requires 50% local match. 2. Funds for capital assistance: Capital assistance funding is required to be spent on capital, and in most cases requires 20% local match. 3. Funds for capital assistance spent on operations: In some cases, capital assistance may be spent on activities that are normally considered operating, such as preventive maintenance and Americans with Disabilities Act (ADA) service. This typically requires 20% local match. Although these funds are capital grants, the agency reports it as an operating expense because it spent the funds on operations. The local match portion of a grant is not part of the Federal Funds. It is part of Directly Generated Funds (4100), Directly Generated Dedicated Funds (4200), Local Government Funds (4300), or State Government Funds (4400). This includes in-kind matches such as land and services.
Non-Added Revenues	**4600**	Non-added revenues are funds received by the transit agency that are not included in the total funds earned during the operating period.
Contributed Services	4610	Contributed services are in-kind services received by the reporting agency from another entity or person where there is no payment for the services. Since there is no actual cost for the contributed service, the NTD includes the value of the service as non-added revenue. An example of a contributed service is when a retired lawyer provides pro-bono legal services to the local transit agency. On the other hand, when the transit agency is a part of a larger entity (like a department of city government) and the larger entity pays for the service, the reporter must report the cost of the service, as described in Full Cost of the Service.
Voluntary Non-Exchange Transactions	4620	This object class is for the receiver to record the non-exchange value when all applicable eligibility requirements have been met. In a voluntary non-exchange transaction, an agency gives or receives value (e.g., revenue vehicle) without directly receiving or giving equal value (e.g., cash) in return. This is different from an exchange transaction, in which each party receives and gives up essentially equal values. An example of a voluntary non-exchange transaction is when one government agency builds capital assets and transfers the assets to another transit agency that operates them. The recipient of a non-exchange transaction recognizes non-exchange receivables or funds when all applicable eligibility requirements have been met. Examples of eligibility requirements might include situations where the receiving agency is required to wait for a period of time before it has access to the transferred asset, or where the provider's transfer of asset is contingent upon an agreed upon action taken by the recipient. The agency records non-exchange receivables as current or noncurrent assets. The recipient reports resources transmitted before eligibility requirements are met as deferred revenues (liability). Providing agencies can find guidance for reporting the non-exchange transaction under the Reconciling Items: Voluntary Non-Exchange Transaction (5250).
Sales and Disposals of Assets	4630	Sales and disposals of assets include, but are not limited to sales of equipment, buildings, real estate and other property. Funds from sales and disposals of capital assets are not considered revenues earned because these transactions involve the conversion of existing assets into cash and not an increase in asset value. Consequently, NTD does not include this amount in the total funds earned during the reporting period. If an asset is sold for an amount higher than its book value (cost less accumulated depreciation), the agency records the difference between the sale price and book value as a gain in Other Agency Revenues (4150).
Transportation Development Credits	4640	In some states, funds spent on transportation at the state level can be used as a non-federal match for federal grants to transit agencies. These are known as Transportation Development Credits (TDCs) or toll credits. Since these credits are not actually used to cover expenses, NTD does not include these credits in the total funds earned.

Proposed Budget for Transportation Program

Statement of Need

Please provide a narrative interpretation of how the below budget reflects your agency's need. Explain the purpose of the grant request in terms of the need for funding availability (as opposed to project merits, which must be described in the Proposed Project Description). A description of any budget shortfall may be included. Please limit your response to the space provided.	The funds are necessary to maintain vehicles in a state of good repair and ensure Collier's TAM plan is being addressed as local funds have not been allocated for Capital projets. The grant funding is essential in order to replace four vehicles the associated equipment including (4) wireless routers, and (4) tablets that have met their useful life.

Budget for Year of Anticipated Award

All applicants for all request types must complete this budget form. For each component, amounts reported should be based on projected values for the year of anticipated award for the current grant application.

Instructions: Amounts reflected in the Program Budget must be limited to those operating and administrative expenses/revenues supporting the applicant's transportation program. For agencies whose primary purpose is not transportation, the transportation program budget must be separated out from general administration and other agency functions. Shared costs such as facility rental and utilities must be allocated to the transportation program on a reasonable and specified basis.

Current and Pending Section 5310 Awards

Instructions: List all current and pending Section 5310 contracts.

Contract Number or Pending	Execution Date or Not Applicable	Expiration Date or Not Applicable	Original Amount	Current Balance	Expected Closeout Date
G2Y32	6/11/2024	12/31/2025	$405,932	$405,932	6/30/2026
G3D56	6/3/2025	12/31/2027	$690,038	$690,038	12/31/2027
G2Y74	6/14/2025	12/31/2025	$567,218	$567,218	6/30/2026
G2Y33	5/29/2025	12/31/2025	$721,687	$721,687	6/30/2026

Budget for Year of Anticipated Award

All applicants for all request types must complete this budget form. For each component, amounts reported should be based on projected values for the year of anticipated award for the current grant application.

Instructions: Amounts reflected in the Program Budget must be limited to those operating and administrative expenses/revenues supporting the applicant's transportation program. For agencies whose primary purpose is not transportation, the transportation program budget must be separated out from general administration and other agency functions. Shared costs such as facility rental and utilities must be allocated to the transportation program on a reasonable and specified basis.

Operating & Administrative Expenses

Instructions	Object Class	Code	Amount
Use drop-down to select	Services	5020	$6,665,300
Use drop-down to select	Fuel and Lubricants	5031	$1,763,400
Use drop-down to select	Miscellaneous Expenses	5090	$296,400
Use drop-down to select	Other Salaries and Wages	5013	$537,000

Use drop-down to select	Other Materials and Supplies	5039	$45,000
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
			$9,307,100

Operating & Administrative Revenues			
Instructions	**Object Class**	**Code**	**Amount**
Use drop-down to select	Passenger Fares	4110	$1,149,400
Use drop-down to select	Local Government Funds	4300	$8,060,500
Use drop-down to select	Other Agency Revenues	4150	$97,200
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
			$9,307,100

Current System Description	
Instructions:	The Current System Description Tab provides space for a short description of who the applicant is a is in a question and answer format with designated text boxes (the applicant's response to the que provided or word counts where indicated). If the applicant is a CTC, relevant pages of a Transportat and Annual Operating Report (AOR) containing the above information may be uploaded to TransC
Question:	**Response**
Please provide a brief general overview of the organization structure and type (i.e., government authority, private non-profit, etc.)	Collier Area Transit provides seasonal and permanent residents of Collier County with an accessible Board of County Commissioners local government authority. These include seven days a week of fi with approximately 19 to 20 routes per system on a daily basis. The paratransit program, which is c transportation services to individuals who do not have access to any other means of transportation programs.
In the last state fiscal year (July-June) have there been any organizational changes or operating changes?	Since the last submittal, there has been no substantial change to the agency operationaly. There w Director of the agency is currently Ellen Sheffey.
Program mission, goals, and/or objectives	The mission of CATConnect is to identify and safely meet the transportation needs of Collier Coun cost effective and environmentally sound team commitment. CATConnect's goals are committed to transportation system by enhancing the effectiveness of transfers between paratransit and fixed-ro efficient coordinated transportation service, CATConnect educates and publicizes fixed-route and p general public, agency-sponsored clients, visitors, and other potential customers. Moreover, CATCo and ensures the provision of high-quality transportation services.
Service, route, and trip types provided	The CATConnect pickup time may be as early as 4:00 AM and the latest pickup time may be as late approximately 25 routes and/or manifests each day using Collier County owned vehicles that cover Immokalee, and Marco Island area. The trip types Collier provides are medical, nutritional, employm

What are the sources of the transportation program's funding for operations (e.g., state, local, federal, private foundations, fares, other program fees?)?	The operations are funded through the Federal Transit Administration 5307, 5310 and 5311 progra Transportation, Agency for persons with disabilities, Florida Commission for the Transportation Dis These include funding for individuals with disabilities, low income, and elderly in both the urbanize County.

How does your agency ensure that passengers are eligible recipients of 5310-funded transportation service? What proportion of passengers/clientele are seniors and/or individuals with disabilities?	All paratransit passengers go through an application process to ensure eligibility of the 5310 funde need to renew their application every three years. 96% of the trips provided between 10/01/2023 - that are seniors and/or individuals with disabilities.
To what extent does your agency serve minority populations? You may cite your agency's Title VI program to identify minority population groups served.	Collier Area Transit operates its programs and services without regard to race, color, or national ori Civil Rights Act. CAT operates services to, from, and within areas identified with large minority popu minority census block group, while 50 percent of the service provided has the majority (50 percent census block groups. CAT is continually providing information to LEP residents of the community.
Briefly describe your agency's vehicle maintenance program. Which services are outsourced (e.g., oil changes)? Explain how vehicles are maintained without interruptions in service.	All vehicles are maintained by the Collier County Fleet Management Division staff specifically assig Center located at 8300 Radio Road. A preventative maintenance schedule for all CAT vehicles is ma are maintained without interrupting transportation service.

Service Characteristics	
Instructions:	The service characteristics sheet is used to determine and report the anticipated quantitative impac agency's transportation program. A calculation column has been provided to calculate the necessa transportation program and if awarded. Please include the source of the data, e.g., Trapeze, direct records, etc.
Service Characteristic	**Value**
Unlinked Passenger Trips (UPT) The number of boardings on public transportation vehicles during the fiscal year. Transit agencies must count passengers each time they board vehicles, no matter how many vehicles they use to travel from their origin to their destination. If a transit vehicle changes routes while passengers are onboard (interlining), transit agencies should not recount the passengers. Employees or contractors on transit agency business are not passengers. For demand response (DR) modes, transit agencies must include personal care attendants and companions in UPT counts as long as they are not employees of the transit agency. This includes attendants and companions that ride fare free.	
Unduplicated Passengers per Year Unique (non-repeat) passengers served within the reporting year	

Activity Line Item Codes

Operating Assistance

Description	ALI Code
Operating Assistance	30.09.01

Vehicles

Description	ALI Code
Bus - Replacement Over 30'	11.12.03
Bus - Expansion Over 30'	11.13.03
Bus - Replacement Under 30'	11.12.04
Bus - Expansion Under 30'	11.13.04
Vans - Replacement	11.12.15
Vans - Expansion	11.13.15
Sedan - Replacement	11.12.16
Sedan - Expansion	11.13.16

Equipment

Description	ALI Code
Bus Passenger Shelters Acquisition	11.32.10
Shop Equipment Acquisition	11.42.06
ADP Hardware Acquisition	11.42.07
ADP Software Acquisition	11.42.08
Surveillance/Security (Bus) Acquisition	11.42.09
Fare Collection (Mobile) Acquisition	11.42.10
Support Vehicles Acquisition	11.42.11
Miscellaneous Equipment Acquisition	11.42.20
Radios Acquisition	11.62.03
Radios Construction	11.63.03

Preventative Maintenance

Description	ALI Code
Preventative Maintenance	11.7A.00

Mobility Management

Description	ALI Code
Mobility Management	11.7L.00

Facilities

Description	ALI Code
Admin Building Engineering & Design	11.41.01
Admin Building Acquisition	11.42.01
Admin Building Construction	11.43.01
Admin Building Rehab/Renovation	11.44.01
Admin Building Lease	11.46.01
Maintenance Facility Engineering & Design	11.41.02
Maintenance Facility Acquisition	11.42.02

Maintenance Facility Construction	11.43.02
Maintenance Facility Rehab/Renovation	11.44.02
Maintenance Facility Lease	11.46.02
Admin/Maint Facility Engineering & Design	11.41.03
Admin/Maint Facility Acquisition	11.42.03
Admin/Maint Facility Construction	11.43.03
Admin/Maint Facility Rehab/Renovation	11.44.03
Admin/Maint Facility Lease	11.46.03
Storage Facility Engineering & Design	11.41.04
Storage Facility Acquisition	11.42.04
Storage Facility Construction	11.43.04
Storage Facility Rehab/Renovation	11.44.04
Storage Facility Lease	11.46.04
Yards & Shops Engineering & Design	11.41.05
Yards & Shops Acquisition	11.42.05
Yards & Shops Construction	11.43.05
Yards & Shops Rehab/Renovation	11.44.05
Yards & Shops Lease	11.46.05

Vehicle Request

Instructions:	Applicants must submit a full request description as part of the application. Responses must be entered in a question/answer format where indicated. Where a field or word count is included, the length of the applicant's response must not exceed the space or word count provided. The project description should not repeat the Current System Description.

Project Type	Examples	Types of Vehicles			
Expansion Vehicles	Expansion vehicles are those acquisitions of revenue vehicles which expand existing transit services. Such as new routes, increased frequency on existing routes, and/or increases in paratransit or demand responsive systems.	Sedans	Unmodified Vans/Commuter Vans, Modified Minivans	Medium to Heavy Duty Transit and Cutaway Buses <30' (Modified MinibusesTransit Bus Standard Cutaway, Small Cutaway Bus, Small Cutaway w/ Low Floor)	Medium to Heavy Duty Transit and Cutaway Buses >30' (Transit Bus)
Replacement Vehicles	Replacement vehicles are those acquisitions of revenue vehicles which are intended to replace those which have recached the end of minimum normal service life. It is important to **note** that agencies must clearly identify which vehicles from the existing fleet will be repalced along with the age and mileage of each vehicle to be replaced.				

Project Area		
Instructions:	Identify the geographic area(s) within which the proposed project will be constructed or primarily used. **The dropdown list of areas will display options within the district selected on the Request Overview & Eligibility sheet.**	Reference Map

Area:	Large Urban - Bonita Springs-Estero	Use drop-down to select service area

Project Description	
Instructions:	Describe the project being requested within the application.
The grant application is to purchase Four (4) Replacement Vehicles for paratransit service. The new vehicles will replace vehicles that will meet their useful life in 2025. By replacing the vehicles Collier County will be achieving its TAM Goal to maintain a state of good repair for rolling stock.	

Project-Related Improvements	
Instructions:	Describe how the grant funding will improve your agency's transportation service in one or more areas. If an area is not intended to be improved by the proposed project, indicate "Not Applicable". Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to illustrate how transportation service will be enhanced.
Will the project allow your agency to: Provide more hours of service and/or more trips? How many more drivers will be available to your system with the addition of the requested vehicle(s)?	Grant funding will not provide more hours but will allow for the sustainment of the current service and increase reliability with the purchase of four replacement vehicles.
Expand service to a larger geographic area within the District? Please specify zip codes, or communities.	The Funding will not expand service, the funding will be utilized to ensure the existing service to the urbanized areas of Collier County with the purchase of four replacement vehicles.

Reduce headways/increase frequency?	Grant funding will not reduce headways/nor increase frequency.

Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan? *Example:* The vehicle replacements in this application were identified using the prioritization tool in agency's most recent TAM Plan, in order for the agency's fleet to meet its State of Good Repair targets.	The funding will support Collier County's TAM plan by ensuring vehicles are replaced as they meet their life expectency.
Address projected vulnerabilities? Examples of vulnerabilities related to the purchase of fleet vehicles include, but are not limited to: 1. Vehicle failure: Public transportation fleets rely on a variety of vehicle components. Shortages for vehicle components can lead to service disruptions, delays, and potential safety risks for passengers. 2. Lack of maintenance: Inadequate maintenance practices can result in breakdowns, accidents, and service disruptions. Regular maintenance and inspections are crucial to ensure the safety and reliability of the fleet.	Grant funding will be used to purchase four vehicles that have met their useful life. By replaceing these vehicles it reduces chances of vehicles breaking down, and disrupting transit service, as well as reduce the overall vehicle maintenance costs.
Expand access to essential services? Examples of essential services expansion include transportation to medical appointments, community engagement activities or transportation to individuals with disabilities or special needs.	The funding will not expand but maintain the existing transit service access to essential services to individuals with disabilities or no access to transportation services. Maintaining a vehicle replacement plan is a key element to ensuring continued access to essential services.
Enhance passenger experience (e.g., added amenities)?	Passenger experience will be enhanced by providing a reliable service with four new replacement vehicles that will allow CAT to reduce breakdowns by retiring four vehicles that have met their useful life.

Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?	A reduction of costs will be captured in vehicle maintenance as four vehicles that have met their useful life shall be retired upon receipt of replacement vehicles. Additionally, transportation significantly spurs economic activity in underserved and disadvantaged communities. Improved transportation access connects underserved/disadvanted to jobs, education, healthcare, and essential services, expanding their employment opportunities and increasing their earning potential. This increased mobility also stimulates local businesses by providing customers with easier access to goods and services, leading to job creation and economic growth within the community.
Overcome any challenges or difficulties your agency is experiencing?	The funding will assist in meeting the demand for maintaining capital assets in a state of good repair. As vehicles age and experience wear and tear, the cost for maintenance and parts replacement become very expensive and place a heavy burden on the operating budget. These capital grant funds will alleviate some of that burden and allow the transit agency to allocate more funds towards the provision of the service itself.
If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. How will the project improve your organization's overall operations and provision of public transportation services?	All records including manifests and passenger information are in the Ecolane Software which requires an individual log in and password to access. All sensitive paper records are maintainted under lock and key and are kept for five to seven years in an archive room. Grant records are maintained by the Collier County Grants Compliance Office.
How will your agency maintain adequate financial, maintenance, and operating records to comply with Federal Tranist Administration (FTA) reporting requirements? FTA reporting requirements include, but are not limited to, detailed project information for the Annual Program of Projects, Project Status Reports, Milestone Activity Reports, NTD reporting, DBE reports, etc.	The software Faster system will be used to handle documentation and tracking of the replacement vehicle for maintenance records to guarantee maintenance plan is being followed. The faster program will be utilized to capture the necessary information to meet the FTA requirements and reporting needs.
If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider how to reduce the size of the project to be consistent with the funding awarded.	Yes, the transportation program will continue to operate. However, the continued use of older vehicles will continue to reduce system reliability and increase maintenance cost as vehicles that should be retired will remain in revenue service.

Please provide a description of local support and coordination for the project. This can be exemplified by explaining the integration of the proposed project within a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, a Congestion Management Plan, Strategic Plan, Capital Improvement Plan, and/or other Transit Supportive Plans. Applicants should also include a list of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders.	The funding has been identified as a plausible resource for maintaining our capital replacement within our Transportation Development Plan. Replacement vehicles have also been incorporated within our MPO process for unfunded projects list that is incorporated within the Transportation Improvement Program.

Project Readiness	
Instructions: If the proposed project is for vehicles, equipment, or other capital items, please provide a detailed description of project activities:	
If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.	The cost estimate is based on the TRIPS contract
Please provide a full, detailed timeline of the project. The schedule should contain sufficient detail that identifies all steps or phases needed to implement the work proposed, and whether the proposed timeline is achievable. Moreover, the project schedule should identify all major project milestones. Examples of such milestones include approval of purchase orders, specifications, and estimates; procurement goals; delivery; installation; and invoicing FDOT for reimbursement.	Grant award and acceptance process about 2 to 3 months PO Request about a month Vehicle production and delivery about 6 to 9 months
If you are requesting a vehicle that requires a driver with a Commercial Driver's License (CDL), how will your organization ensure that your driver(s) maintain CDL certification?	N/A This application is not requesting any vehicles that require a CDL certification.

If the requested vehicles will be used by a lessee or private operator under contract to the applicant agency, how will oversight be undertaken of the proposed lessee/operator? Has an equitable plan for distribution of vehicles to lessees and/or private operators been completed?	Collier County has a contract with MV Transportation Inc. who have drivers dedicated to the paratransit service. The vehicles will not be leased, they will be operated by Collier County's contracted vendor for the paratransit operations. Collier County staff (Fleet Management Division) is responsible for vehicle maintenance. The vehicle operators are regularly monitored to ensure that the vehicles are being used for their intended purpose.
Describe any local support and coordination or public outreach that has already occurred. Consider including a list of all parties involved in delivering the project and describe details on stakeholder collaboration efforts. If applicable, list any transit supportive plans that cite the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), TDSP, a Comprehensive Plan, or a Congestion Management Plan? Some private nonprofit applicants may not have completed external outreach as part of the application development process. If this is the case, applicants should focus their response on their agency's interaction with the Community Transportation Coordinator (CTC) and any organizational contributions to the Transportation Disadvantaged Service Plan (TDSP) development or update process. Some private nonprofit applicants *will* have conducted local coordination that is appropriate to document in this field (e.g., meetings with funding partners, client surveys, and collaboration with other organizations).	The projects are referenced in the Transportation Disadvantaged Service Plan which went through an elaborate public outreach process. There will be no other project parties involved in the delivery of this project.

Proof of Local Match – Capital Projects

Instructions:

Local match amounts and sources must be clearly identified below. Reviewers will use the information provided here to determine whether proposed sources of local match are eligible and sufficient to support the requested award.

The Section 5310 federal share of eligible capital expenses may not exceed 80%. Some combination of state, local, or private funding sources must be identified and committed to provide the required non-Federal share. The non-Federal share may be cash, or in kind. Funds may be local, private, state, or (up to one half) unrestricted Federal funds. Funds may not include any borrowed against the value of capital equipment funded in whole or in part by State and/or Federal sources.

The Section 5310 Program permits up to one half the required match to be derived from other unrestricted Federal funds. Federal funds are unrestricted when a Federal agency permits its funds to match Section 5310. Essentially, all Federal Social Service Programs using transit services are unrestricted, such as Medicaid, employment training, vocational rehabilitation services and Temporary Assistance for Needy Families; other U.S. DOT Programs are not considered unrestricted Federal funds.

Contract revenue from the provision of transportation services to social service agencies may also be used as local match. The costs associated with providing the contract revenue service must be included in the project budget if using contract revenue as match. Non-cash, in-kind contributions such as donations of goods or services and volunteered services are eligible to be counted towards the local match only if the value of such is formally documented, supported and pre-approved by the District Office. Any funds committed as match to another Federal program may not be used to match Section 5310 funds. Local match may be derived from any non-U.S. Department of Transportation (USDOT) Federal Program, State Programs, Local Contributions or Grants.

Applicants may not borrow funds to use as match nor may they place liens on Section 5310-funded vehicles or equipment. The breakdown of funding for the Section 5310 grant program is 80% Federal, 10% State, 10% Local for capital projects, meaning the Federal share of eligible capital costs may not exceed 80% of the total award. State funds may support up to 10% of eligible capital costs with the remaining 10% being supported by a local match.

Supporting documentation must be uploaded into TransCIP.

Required Match (10%):		**$68,000**
Revenue Type *Use dropdown to select*	**Description**	**Amount**
Local Government	10% local cash match	$68,000
Total	-	**$68,000**

Vehicle Request

General Instructions:

All vehicle requests must be supported with a completed sample order form in order to generate a more accurate estimation of the vehicle cost. If using the TRIPS Contract, the order form can be obtained from http://www.tripsflorida.org/contracts.html:

1. Select Desired Vehicle (Cutaway, Minibus etc.)
2. Choose Vendor (use drop down arrow next to vendor name to see information)
3. Select Order Packet
4. Complete Order Form

If not using the TRIPS contract, a quote should be uploaded from the desired vendor. This supporting documentation should be uploaded in TransCIP. Once uploaded in TransCIP, applicants should check the box to indicate the forms have been uploaded.

Table Instructions:

Under Description, select the project type from the drop down box. Under Detail, which is required to complete, include lift or ramp and vehicle make. For example, 2023 Ford Transit with ramp. For Useful Life information, see reference table in Resources tab. In the Fuel Type, enter the main energy source for the vehicle (gasoline, diesel, electric, etc.) Please note, when filling out Passenger Seats and Wheelchair Positions, if both wheelchair positions are occupied the ambulatory seats will be reduced to eight (8). Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment. Cost estimates should be supported by order forms or quotes.

Requests should be listed in order of priority. Unit costs must be listed in whole numbers only. If more space is needed to accommodate your request, add more rows to the table.

Instructions	Description	Detail	ALI	Fuel Type	Useful Life (Years)	Passenger Seats	Wheelchair Positions	Quantity	Unit Cost	Total Cost	Federal Share	State Share	Local Share	Order Form Completed
Use drop-down to select request description	Bus - Replacement Under 30'	2026 Chevrolet, Chevy 4500, Turtle Top Terra Transit MD, Cutaway 23'	11.12.04	Gasoline	5	12	2	1	$170,000	$170,000	$136,000	$17,000	$17,000	☑
Use drop-down to select request description	Bus - Replacement Under 30'	2026 Chevrolet, Chevy 4500, Turtle Top Terra Transit MD, Cutaway 23'	11.12.04	Gasoline	5	12	2	1	$170,000	$170,000	$136,000	$17,000	$17,000	☑
Use drop-down to select request description	Bus - Replacement Under 30'	2026 Chevrolet, Chevy 4500, Turtle Top Terra Transit MD, Cutaway 23'	11.12.04	Gasoline	5	12	2	1	$170,000	$170,000	$136,000	$17,000	$17,000	☑
Use drop-down to select request description	Bus - Replacement Under 30'	2026 Chevrolet, Chevy 4500, Turtle Top Terra Transit MD, Cutaway 23'	11.12.04	Gasoline	5	12	2	1	$170,000	$170,000	$136,000	$17,000	$17,000	☑
Use drop-down to select request description										$0	$0	$0	$0	☐
Use drop-down to select request description										$0	$0	$0	$0	☐
Use drop-down to select request description										$0	$0	$0	$0	☐
Use drop-down to select request description										$0	$0	$0	$0	☐
Use drop-down to select request description										$0	$0	$0	$0	☐
Use drop-down to select request description										$0	$0	$0	$0	☐
	Total	-	-	-	-	48	8	4	-	$680,000	$544,000	$68,000	$68,000	-

Vehicles to be Replaced

Instructions: Vehicles listed for replacement must be included in the TransCIP 2.0 Inventory. If more space is needed to accommodate your list, add more rows to the table. List vehicles in order of priority for replacement.

FDOT Control #	VIN	Make	Type	Model	Year	Fuel Type	Ramp or Lift	Passenger Seats	Wheelchair Positions	Status	Mileage
98139	57WMD2C64GM100120	VPG	ds Minivan w	MOVT-MV1	2016	Gasoline	Ramp	3	1	Active	191886
10076	1FDFE4FS9KDC45799	Ford	Transit	Challenger	2019	Gasoline	Lift	12	3	Active	295269
10073	1FDFE4FS1KDC49376	Ford	Transit	Challenger	2019	Gasoline	Lift	12	3	Active	270238
10077	1FDFE4FS3KDC49377	Ford	Transit	Challenger	2019	Gasoline	Lift	12	3	Active	258288
Total/Average								39	10		253,920

Service Characteristics			
Service Characteristic	**Before Project**	**If the grant is awarded**	**Data Collection/Calculation Method**
Unlinked Passenger Trips (UPT)	123512	123,512	Paratransit Software
Unduplicated Passengers per Year	1314	1,314	Paratransit Software

Vehicle Category (Source: FTA Useful Life of Transit Buses - 2007)			Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus	
Typical Characteristics(GVWR&Lengths)	Factory original (OEM)		Factory original (OEM)		Factory original (OEM)		GVWR 6000-7000LBS	
Vehicle Type (Source: NTD)	Equipment (non-revenue)		Automobile (AO)		Van (VN)		Van (VN)	
	Formerly Type "G"		Formerly Type "F"		Formerly Type "F"		Formerly Type "E"	
Vehicle Description	Service Trucks		Sedans/Station		Vans/Commuter		Mini Vans	
Typical Contract Source	DMS		DMS		DMS		TRIPS	
Year	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**
2026	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2025	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2024	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2023	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2022	5	150,000	4	100,000	4	100,000	5	200,000
2021	5	150,000	4	100,000	4	100,000	5	200,000
2020	5	150,000	4	100,000	4	100,000	5	200,000
2019	5	150,000	4	100,000	4	100,000	5	200,000
2018	5	150,000	4	100,000	4	100,000	5	200,000
2017	5	150,000	4	100,000	4	100,000	5	200,000
2016	5	150,000	4	100,000	4	100,000	5	200,000
2015	5	150,000	4	100,000	4	100,000	5	200,000
2014	5	150,000	4	100,000	4	100,000	5	200,000
2013	5	150,000	4	100,000	4	100,000	5	200,000
2012	5	150,000	4	100,000	4	100,000	5	200,000
2011	5	150,000	4	100,000	4	100,000	5	200,000
2010	5	150,000	4	100,000	4	100,000	5	200,000
2009	5	150,000	4	100,000	4	100,000	4	100,000
2008	5	150,000	4	100,000	4	100,000	4	100,000
2007	5	150,000	4	100,000	4	100,000	4	100,000
2006	5	150,000	4	100,000	4	100,000	4	100,000

)OT Vehicle Useful Life 2006-2026

Light-Duty Van, Sedan or Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Medium-Duty Bus	
GVWR 8500-10360LBS 18-22FT in legth		GVWR 10050-22000LBS 21-38FT in legth		GVWR 10050-14500LBS 21-25FT in legth		GVWR 11000-14500LBS 21-28FT in legth		GVWR 22000-33000LBS 28-38FT in legth	
Van (VN)		Cutaway (CU)		Cutaway (CU)		Cutaway (CU)		Bus (BU)	
Formerly Type "E"		Formerly Type "D"		Formerly Type "D"		Formerly Type "D"		Formerly Type "C"	
MiniBus		Transit Bus -		Small Cutaway		Transit Bus - Small		Medium Duty Bus	
TRIPS		TRIPS		TRIPS		TRIPS		TRIPS	
Age	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**
5	**200,000**	**5**	**200,000**	**5**	**200,000**	**5**	**200,000**		
5	**200,000**	**5**	**200,000**	**5**	**200,000**	**5**	**200,000**		
5	**200,000**	**5**	**200,000**	**5**	**200,000**	**5**	**200,000**		
5	**200,000**	**5**	**200,000**	**5**	**200,000**	**5**	**200,000**		
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	7	200,000		
4	100,000	5	150,000	5	150,000	7	200,000		
4	100,000	5	150,000	5	150,000	7	200,000		
4	100,000	5	150,000	5	150,000	7	200,000		
4	100,000	5	150,000	5	150,000	7	200,000		

Medium-Duty Bus		Medium-Duty Bus		Heavy-Duty Large Bus	
GVWR 22000-33000LBS 28-38FT in legth		GVWR 34000LBS 29-35FT GVWR 22000-33000LBS 28-38FT in		GVWR 34000-40000LBS 30-40-60FT in legth	
Cutaway (CU)		Bus (BU)		Bus (BU)	
Formerly Type "C"		Formerly Type "B"		Formerly Type "A"	
Medium Duty Bus		Medium Duty Bus (El		Heavy Duty	
TRIPS		TRIPS		FPTA Consortium	
Age	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**
				12	**500,000**
				12	**500,000**
				12	**500,000**
				12	**500,000**
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000

Equipment Request

Instructions:	Applicants must submit a full request description as part of the application. Responses must be entered in a question/answer format where indicated. Where a field or word count is included, the length of the applicant's response must not exceed the space or word count provided. The project description should not repeat the Current System Description.

Project Type	Examples
Equipment	—Fare boxes —Communications equipment —Security/surveillance equipment for vehicles and/or buildings —Shop equipment (alignment machines, bus washing machines, tire changers, etc.) —Bus shelters —Bus stop signage —Wheelchair lifts —Other miscellaneous equipment

Project Area		
Instructions:	Identify the geographic area(s) within which the proposed project will be constructed or primarily used. **The dropdown list of areas will display options within the district selected on the Request Overview & Eligibility sheet.**	Reference Map

Area:	Large Urban - Bonita Springs-Estero	Use drop-down to select service area

Project Description	
Instructions:	Describe the project being requested within the application.
Purchase of needed eletronic equipment including (4) wireless routers and (4) tablets for new replacement vehicles.	

Project-Related Improvements	
Instructions:	Describe how the grant funding will improve your agency's transportation service in one or more areas. If an area is not intended to be improved by the proposed project, indicate "Not Applicable". Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to illustrate how transportation service will be enhanced.
Will the project allow your agency to: Provide more hours of service and/or more trips?	Grant funding will not provide more hours but will allow for the sustainment of the current service and increase reliability and safety with the purchase of four radios, tablets, and routers for the replacement vehicles.
Expand service to a larger geographic area within the District?	The Funding will not expand service.

Reduce headways/increase frequency?	Grant funding will not reduce headways/nor increase frequency.

Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan? *Example:* The equipment replacements in this application were identified using the prioritization tool in agency's most recent TAM Plan, in order for the agency's assets to meet State of Good Repair targets.	The equipment is part of the vehicle replacement, which has been identified within the TAM Plan.
Address projected vulnerabilities?	Grant funding will be used to purchase four tablets, and routers to replace those that have reached the end of their useful life. Replacing this equipment will address vulnerabilities related to the maintenance of reliability and safety of the vehicles, as these devices are critical forms of communication.
Expand access to essential services?	No, the access will not be expanded.
Enhance passenger experience (e.g., added amenities)?	Yes, passengers will experience highten reliability by the utiliziation of technology to maintian operations on time.

Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?	Reduced transportation costs are enabled by the technology on the tablets, which maximizes operational efficiency. Additionally, the radios will allow for safe communication with the operator.
Overcome any challenges or difficulties your agency is experiencing?	The funding will assist in meeting the demand for maintaining capital assets in a state of good repair.
If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. How will the project improve your organization's overall operations and provision of public transportation services?	Maintenance records are managed by the Fleet Divison using a software called "Faster."
How will your agency maintain adequate financial, maintenance, and operating records to comply with Federal Tranist Administration (FTA) reporting requirements? FTA reporting requirements include, but are not limited to, detailed project information for the Annual Program of Projects, Project Status Reports, Milestone Activity Reports, NTD reporting, DBE reports, etc.	The funding will be utilized to ensure that the bus service continues to operate at its current level. This will be achieved by using technology to track the buses and keep them on schedule. For the maintenance of records, Collier County utilizes various software. Financial records are managed using SAP to track revenues and expenses. Operational data is managed using Ecolane, a paratransit software that captures all trips and necessary details of the operations of service. Finally, grant records are maintained by the Collier County Grants Compliance Office. These tools are utlized to compile data for the necessary reports.

If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider providing an explanation of the scalability of the project?	Yes, the transportation program will continue to operate.

Project Readiness	
If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.	Estimates have been obtained from listed prices online and quote from vendors.
Please provide a full, detailed timeline of the project. The schedule should contain sufficient detail that identifies all steps or phases needed to implement the work proposed, and whether the proposed timeline is achievable. Moreover, the project schedule should identify all major project milestones. Examples of such milestones include approval of purchase orders, specifications, and estimates; procurement goals; delivery; installation; and invoicing FDOT for reimbursement.	Grant award and acceptance process about 2 to 3 months PO Request about a month Equipment delivery is approximately 9 months Post Delivery 3 months for final invoice
If the requested equipment will be used by a lessee or private operator under contract to the applicant agency, how will oversight be undertaken of the proposed lessee/operator? Has an equitable plan for distribution of equipment to lessees and/or private operators been completed?	Collier County has a contract with MV Transportation Inc. who have drivers dedicated to the paratransit service. The vehicles will not be leased, they will be operated by Collier County's contracted vendor for the paratransit operations. Collier County staff (Fleet Management Division) is responsible for vehicle maintenance. The vehicle operators are regularly monitored to ensure that the technology on the bus are being used for their intended purpose.

Describe any local support and coordination or public outreach that has already occurred. Consider including a list of all parties involved in delivering the project and describe details on stakeholder collaboration efforts. If applicable, list any transit supportive plans that cite the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), TDSP, a Comprehensive Plan, or a Congestion Management Plan? Some private nonprofit applicants may not have completed external outreach as part of the application development process. If this is the case, applicants should focus their response on their agency's interaction with the Community Transportation Coordinator (CTC) and any organizational contributions to the Transportation Disadvantaged Service Plan (TDSP) development or update process. Some private nonprofit applicants *will* have conducted local coordination that is appropriate to document in this field (e.g., meetings with funding partners, client surveys, and collaboration with other organizations).	The projects are referenced in the Transportation Disadvantaged Service Plan which went through an elaborate public outreach process. There will be no other project parties involved in the delivery of this project.

Proof of Local Match – Capital Projects

Instructions:

Local match amounts and sources must be clearly identified below. Reviewers will use the information provided here to determine whether proposed sources of local match are eligible and sufficient to support the requested award.

The Section 5310 federal share of eligible capital expenses may not exceed 80%. Some combination of state, local, or private funding sources must be identified and committed to provide the required non-Federal share. The non-Federal share may be cash, or in kind. Funds may be local, private, state, or (up to one half) unrestricted Federal funds. Funds may not include any borrowed against the value of capital equipment funded in whole or in part by State and/or Federal sources.

The Section 5310 Program permits up to one half the required match to be derived from other unrestricted Federal funds. Federal funds are unrestricted when a Federal agency permits its funds to match Section 5310. Essentially, all Federal Social Service Programs using transit services are unrestricted, such as Medicaid, employment training, vocational rehabilitation services and Temporary Assistance for Needy Families; other U.S. DOT Programs are not considered unrestricted Federal funds.
Contract revenue from the provision of transportation services to social service agencies may also be used as local match. The costs associated with providing the contract revenue service must be included in the project budget if using contract revenue as match. Non-cash, in-kind contributions such as donations of goods or services and volunteered services are eligible to be counted towards the local match only if the value of such is formally documented, supported and pre-approved by the District Office. Any funds committed as match to another Federal program may not be used to match Section 5310 funds. Local match may be derived from any non-U.S. Department of Transportation (USDOT) Federal Program, State Programs, Local Contributions or Grants.

Applicants may not borrow funds to use as match nor may they place liens on Section 5310-funded vehicles or equipment. The breakdown of funding for the Section 5310 grant program is 80% Federal, 10% State, 10% Local for capital projects, meaning the Federal share of eligible capital costs may not exceed 80% of the total award. State funds may support up to 10% of eligible capital costs with the remaining 10% being supported by a local match.

Supporting documentation must be uploaded into TransCIP.

Required Match (10%):		**$1,440**
Revenue Type *Use dropdown to select*	**Description**	**Amount**
Local Government	10% reqired local cash match	$1,440
Total	-	**$1,440**

Equipment Request	
General Instructions:	All vehicle requests must be supported with a completed sample order form or Independent Cost Estimate in order to generate a more accurate estimation of the equipment cost. If using the TRIPS Contract, the order form can be obtained from http://www.tripsflorida.org/contracts.html: 1. Select Desired Equipment 2. Choose Vendor (use drop down arrow next to vendor name to see information) 3. Select Order Packet 4. Complete Order Form If not using the TRIPS, a quote should be uploaded from the desired vendor. This supporting documentation should be uploaded in TransCIP. Once uploaded in TransCIP, applicants should check the box to indicate the forms have been uploaded.
Table Instructions:	List the number of items under Quantity and select a Description from the drop down box that best describes your project. Under Detail, provide futher details, which is required to complete (i.e. two-way radio or stereo radio, computer hardware/software, etc.). If more space is needed to accommodate your request, add more rows to the table. The Department strongly encourages agencies seek quotes and/or independent cost estimates for equipment during the application development process to ensure full project cost is accounted for in the request. Unit costs must be listed in whole numbers only. Detail should be provided at the item level: for example, if multiple types of equipment are being requested there may be multiple lines in the table with the same ALI code, but with different details (e.g., office furniture, tablets, other technology hardware), useful life, quantities, and unit costs. Quotes or independent cost estimates must be provided for each type of item.

Instructions	Description	ALI	Detail	Useful Life (Years)	Quantity	Unit Cost	Total Cost	Federal Share	State Share	Local Share
Use drop-down to select request description	ADP Hardware Acquisition	11.42.07	OnBoard Tablet	5	4	$275	$1,100	$880	$110	$110
Use drop-down to select request description	Miscellaneous Equipment Acquisition	11.42.20	Router/WiFi equipment	5	4	$3,325	$13,300	$10,640	$1,330	$1,330
Use drop-down to select request description							$0	$0	$0	$0
Use drop-down to select request description							$0	$0	$0	$0
Use drop-down to select request description							$0	$0	$0	$0
	Total						$14,400	$11,520	$1,440	$1,440

Service Characteristics			
Service Characteristic	**Before Project**	**If the grant is awarded**	**Data Collection/Calculation Method**
Unlinked Passenger Trips (UPT)	123512		
Unduplicated Passengers per Year	1314		

Instructions for TransCIP Attachments

Each form and certification provides FDOT with information it must have to make required assurances to the Federal government and to make project selections. It is important that each required form and certification be complete and correct. Applicants should be aware that there are criminal sanctions for furnishing false information in order to obtain federal grants (18 U.S.C. 1001, Crimes and Criminal Procedure – Statements or entries generally).

The complete application should be uploaded into the Department's grant management system (TransCIP). Electronic resolutions, applications, and acceptance of grant awards are acceptable. Incomplete, illegible, or unsigned applications may be rejected.

Questions regarding Section 5310 applications or the application process should be directed to the FDOT District Office in the applicant's service area, as shown in the Resources tab. All signature pages must be completed following the board resolution date. Some forms may not be required based on the type of application being submitted, please review the following details to understand form requirements. Each applicant will be responsible for attaching applicable forms to project application within TransCIP.

1 - Grant Proposal Excel Workbook - Each program application should contain the Grant Proposal provided within this Excel Workbook. This workbook has a built in validation process to ensure completion based on the projects submitted. Once complete Excel Workbook should be uploaded to TransCIP within the associated opportunity.

2 - Cover Letter - A sample cover letter is included in the grant application for reference. The cover letter must be completed on agency letterhead and signed by the agency representative authorized in the Governing Board's Resolution. This representative must be the same individual referenced throughout the application as "the authorized agency representative." This ensures one consistent point of contact for questions and follow-up regarding the application.

3 - Governing Board's Resolution - A sample resolution form is included in the grant application for reference. The resolution must be completed on agency letterhead and signed by the chairperson of the agency's board. A new signed resolution must be submitted for each grant application and reference each program that is being applied for in that year.

4 - Public Hearing Notice - An opportunity for a public hearing is required ONLY for public agencies requesting capital grants under Section 5310. An application for Section 5310 submitted by a public agency should contain a copy of the notice of public hearing and an affidavit of publication. A sample public notice is in the application. A public notice should contain all pertinent information relating to the project (such as number and types of vehicles as well as the estimated cost of the vehicles) and should be published at least one time in a newspaper of general circulation in the applicant's service area, no less than 15 or more than 30 days prior to the submission of an application. The notice should state that persons requesting a hearing must notify the applicant of the request, in writing, and send a copy of the request for a hearing to the FDOT District Office.

The deadline for hearing requests must be prior to the date applications are due at the District Office. If a hearing is requested:
1 - A hearing must be conducted;
2 - The FDOT District Office must be notified of the date, time, and location of the hearing; and
3 - A copy of the minutes of the hearing (to include a discussion of issues raised and resolution of issues) must be submitted to the FDOT District Office, before a Section 5310

5 - CTC Agreement or Certification - If the applicant is a CTC, this information should be uploaded in TransCIP using the appropriate link. A copy of the CTC's certification must be uploaded.

If the applicant is not a CTC, a copy of the written coordination agreement (or letter of support) between the applicant and the CTC in the appropriate service area should be uploaded. The agreement must be specific as to how the services to be provided will be complimentary to the services the CTC provides, and how duplication and fragmentation of services will be avoided.

If the applicant's service extends into areas covered by more than one CTC, copies of all applicable coordination agreements should be uploaded into TransCIP.
An executed Commission for the Transportation Disadvantaged Coordination Contract or similar document may serve as the written coordination agreement.
Applications submitted without the appropriate coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement.

Agencies must keep their CTC Agreements current and valid at all times when receiving an award under the Section 5310 Program. Agencies must also keep their CTC Agreements current and valid every year until the vehicle(s) reaches its useful life requirement and the title is released.

6 - FDOT Certification and Assurances - To be completed and signed by the individual authorized by the governing board of the applicant agency and uploaded into TransCIP.

7 - Standard Lobbying Certification - All grant awards issued to a recipient in the amount of $100,000 or more must include a standard lobbying certification signed by the authorized agency representative.

8 - Leasing Certification - This certification must be completed by all applicants for capital assistance and signed by the authorized agency representative. This certification does not need to be completed if the applicant plans to lease the vehicle. It also must be completed to certify that the agency will NOT lease the vehicle if that is the case.

9 - Certification of Equivalent Service - The "Certification of Equivalent Service" must be completed for all non-accessible vehicles.

10 - Form 424: Application for Federal Assistance - ALL applicants must complete the Standard Application for Federal Assistance (OMB 4040-0004 Form 424). The code assigned to the Section 5310 Program in the Catalog of Federal Domestic Assistance is 20.513. This code should be shown in Section 11 of the form followed by the title: "Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program."

Further instructions for Form 424 can be found on the "Resources" tab with in this workbook.

11 - Federal Certifications and Assurances - The last page (Appendix A) of the annual Federal Register Notice that applies to Federal Certifications and Assurances provides applicants with a single signature page on which an applicant and its attorney must certify compliance with the requirements of the various FTA grants or cooperative agreements. The Federal Register Notice is revised annually and is usually available around January 1 of each year. Applicants may obtain a copy of the current year document through the internet at the FTA website. If unable to access the form, applicants may contact their FDOT District Office for assistance. The appropriate signed Federal certification/assurance form must be included in the application when it is submitted to the FDOT District Office.

If the FTA Certifications & Assurances are not available for the year of application, applicants may use the previous year's form. When the current year form becomes available, applicants must submit an updated form. The signature page for Federal Certifications and Assurances (include the page listing the certification categories) must be signed by the individual authorized by the applicant's governing board to sign and submit applications, and its attorney.

All applicants must use the current year form and it must be the actual form from the FTA. This form cannot be an edited version of a prior year's forms or a recreation of the form. DO NOT copy Federal Certifications & Assurances onto agency letterhead for signature, it will be returned to you and delay processing your grant request.

12 - Title VI Plan ***(Required if not previously submitted to District)*** **-** If an applicant has not previously submitted their Title VI plan to the Department, a copy must be included with the application. Returning applicants may provide the Title VI Concurrence letter.

13 - Protection of the Environment ***(Required if the proposed project is for facilities)*** - Most transit projects funded under Section 5310 will be classified by FTA as categorical exclusions. Examples of categorical exclusions include purchase of transit vehicles, and purchase of office equipment. If the proposed project is for construction or acquisition of facilities or other buildings, further evaluation may be required before a determination can be made that the project is a categorical exclusion. A Categorical Exclusion (CE) is described in 23 CFR 771, as a project which, based upon experience with similar actions, does not individually or cumulatively have a significant environmental effect, and is excluded from the requirement to prepare an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). Therefore, a project that qualifies as a CE generally requires a lower level of documentation. These projects do not bring significant impacts to planned growth or land use for the area; do not require the relocation of significant numbers of people; do not have a significant impact on any natural, cultural, recreational, historic, or other resources; do not involve significant air, noise, or water quality impacts; do not have significant impacts on travel patterns; and do not otherwise individually or cumulatively have any significant environmental impacts.

Types of projects that have been determined by FTA to qualify as CEs, and normally do not require any further National Environmental Policy Act (NEPA) approvals by FTA, are listed in 23 CFR 771.118(c). Additional actions which meet the criteria for a CE but may be designated as CEs only after FTA approval are listed in 23 CFR 771.118(d). In these cases, the applicant must submit documentation which demonstrates that the specific conditions or criteria for these CEs are satisfied and that significant environmental effects will not result. To meet the requirements of a CE determination, a proposed project may not be impermissibly segmented from a larger project. This means that a project may be proposed to be implemented in phases or as part of a larger undertaking, but must still demonstrate independent utility, connect logical termini, and should not restrict consideration of alternatives. In order to meet a CE designation, a proposed project cannot have substantial controversy on environmental grounds, or significant impact to properties protected by Section 4(f) of the US DOT Act (public park and recreation lands, wildlife and waterfowl refuges, and historic sites) or Section 106 of the National Historic Preservation Act (cultural resources including historic and archaeological sites). The presence of features such as wetlands and floodplains within the project area would likely also require additional documentation.

The applicant should contact the Florida Department of Transportation (FDOT) District Office for assistance with determining the level of documentation required. The FDOT will use a description of the proposed project, along with any maps or figures to assist with determining if a proposed project is likely to meet FTA criteria for a CE. See the Resources tab for a link to the FTA Region 4 Categorical Exclusion checklist.

14 - Local Clearinghouse Agency/RPC Cover Letter ***(Required if proposed project is for facilities)*** - If the grant application is for facilities, please include a copy of the cover letter submitted to the local clearinghouse agency or RPC.

15 - Organization Chart - Upload a full organizational chart for your organization into TransCIP as part of your application documents, this is required for all program applications regardless to type of project.

16 - Proof of Local Match - Supporting documentation of match funds must be uploaded into TransCIP. Proof may include, but is not limited to:

(1) Transportation Disadvantaged (TD) allocation,
(2) Letter on official letterhead from the applicant's CEO attesting to match availability and commitment,
(3) Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.

17 - Proof of Non-Profit Status - Upload proof of non-profit status (if a private-non-profit agency).

18 - Certification of Incorporation - Provide if applicant is a private-non-profit agency. Please visit https://dos.myflorida.com/sunbiz/start-business/efile/fl-nonprofit-corporation/ for more information

19 - Completed Sample Order Form - To identify vehicle type and estimated cost visit http://tripsflorida.org/. NOTE: All vehicle requests must be supported with a completed sample order form for estimating the vehicle cost. The order form can be obtained from http://www.tripsflorida.org/contracts.html

1. Select Desired Vehicle (Cutaway, Minibus etc.)
2. Choose Vendor (use drop down arrow next to vendor name to see information)
3. Select Order Packet
4. Complete Exhibit A (Order Form)

The Florida Department of Management Services Contract can be found at Florida Department of Management DMS (https://www.dms.myflorida.com/)

20 - Transportation Operating Procedure (TOP)/System Safety Program Plan (SSPP) - Most FDOT subrecipients fall under the requirements of Florida Administrative Code Rule 14-90. Some recipients only receive grant awards through the Federal Transit Administration's Section 5310 Program. The Transportation Operating Procedure (TOP) applies only to agencies receiving ONLY 5310 funds from FDOT/FTA. The TOP will include procedures related to maintenance, operations (Driver Training Policy), and safety. The agency's TOP will be subject to FDOT triennial review every 3 years (a template can be found within the FDOT State Management Plan).

All returning subrecipients must include the most recent TOP in the application package if revisions were made. If no revisions were completed, the returning subrecipient should upload the TOP approval letter issued by the local FDOT District. If an applicant is a first-time applicant, then the applicant should upload a commitment letter stating that a compliant TOP will be developed will be developed prior to award; no official award will be made by FDOT until the applicant has a fully adopted and FDOT approved TOP. Upon request, FDOT will provide technical assistance concerning the development of a TOP.

21 - Triennial Review- Closeout/Concurrence Letter or CAP - Required if the agency's latest Triennial Review included a CAP. The CAP is required once a deficiency and /or area of concern is identified after FDOT completes a triennial review and inspection. For more information see FDOT's Triennial Review Process as part of the State Management Plan at https://www.fdot.gov/transit/currentpages/navigation/grantsadministration.shtm.

22 - Affidavit Regarding Labor and Services - Requires an authorized representative of the applicant (if a nongovernmental entity) to attest that the applicant does not use coercion for labor or services as defined in 787.06, Florida Statutes. Required when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity.

You may upload other relevant documents such as project timelines, scopes or RFPs into TransCIP in the "Additional Documents" folder associated with the application.

I have read and understood the contents of this tab. ☑

Evaluation

Section 5310 funds shall be awarded to eligible recipients on the basis of merit and n

GENERAL - USED FOR ALL PROJECTS	
Point Value	
1. Project Description	
40 Points	Based on review team member assessment o
2. Need Assessment	
15 Points	**Financial Need:** Based on the review of the a
5 Points	**Service Gaps:** Based on identified supply and project area (GIS web map).
Subtotal: 60 Points	

TRADITIONAL PROJECTS ONLY	
Point Value	
1. Project Merits - New Sub-Recipient - Only	
30 Points	Category only used if the applicant does not
2. Section 5310 Performance Measures	
20 Points	**Gaps in Service Filled:** Provision of transpor individuals with disabilities measured in numb have without program support as a result of
20 Points	**Ridership:** Actual or estimated number of ric disabilities and seniors on Section 5310–supp
Subtotal: Maximum 40 Points	

NON-TRADITIONAL PROJECTS ONLY	
Point Value	
1. Project Merits - New Sub-Recipient - Only	
30 Points	Category only used if the applicant does not
2. Section 5310 Performance Measures	
20 Points	**Service Improvements:** Increases or enhanc that impact availability of transportation serv Service improvements may also be predicate changes to physical infrastructure (e.g., trans availability of transportation services for seni

20 Points	**Ridership:** Actual or estimated number of ric individuals with disabilities on Section 5310 s
Subtotal: Maximum 40 Points	
Total: 100 Points	

What's on the

Visit the FDOT TRIPS website (https://tripsflorida.org/) for all active contracts. The Flo Florida Department of Management DMS website (https://www.dms.myflorida.com)

Navigate to: business_operations/state_purchasing/state_contracts_and_agreements/

Useful Life Requirements

ASSET	USEFUL LIFE
	TROLLEY
Fixed guideway steel-wheeled	25 years
Fixed guideway electric, rubber tires	15 years
Simulated trolleys (rubber tires, internal combustion engine)	Refer to bus useful life
Rail Vehicles	25 years, see circular
	FERRIES
Passenger ferries	25 years
Other ferries (w/o refurbishment)	30 years
Other ferries (w/refurbishment)	60 years
	FACILITIE
Buildings- concrete, steel and frame construction	40 years
	OTHER CAPITAL E
Fare boxes	10 years
Computer hardware	4 years
Computer hardware- Domain controllers	4 years
Mobile data computers (real-time dispatching)	7 years
Computer software	4 years
Computer software- HASTUS	4 years

Computer software- ADP	4 years
Scheduling/fleet management software	4 years
Communications equipment, mobile radios, base stations	10 years
Security/Surveillance equipment, cameras for vehicles	Same as useful life of vehicle
Security/Surveillance equipment, cameras for buildings	10 years
Shop equipment- Alignment machines, bus washing, tire changers	10 years
Bus lift	20 years
Wheelchair lift	Same as useful life of vehicle
Bus shelters	15 years
Bus shelter/stop benches	10 years
Office furniture	10 years
Carpeting	5 years
Repeater tower	25 years
Engine for bus/trolley	4 years
Bus stop signage	10 years
HVAC parts	5 years
Asphalt parking lot	15 years
Thermal diesel particle filter cleaner	10 years
Commercial roofing	15 years

Local Clearinghouses / Region

Clearinghouse/RPC	Contact Information
West Florida RPC 4081-A East Olive Rd. Pensacola, FL 32514	Austin Mount austin.mount@wfrpc.org (850) 332-7976 (800) 226-8914
Apalachee RPC 2507 Callaway Rd. Suite 200 Tallahassee, FL 32303	Chris Rietow crietow@thearpc.com (850) 488-6211
North Central Florida RPC 2009 NW 67th Place	Scott Koons skoons@ncfrpc.org

Gainesville, FL 32653-1603	(352) 955-2200 ext. 103
Northeast Florida RPC 6850 Belfort Oaks Place Jacksonville, FL 32216	Eric Anderson eamderspm@nefrpc.org (904) 279-0880 ext. 178
East Central Florida RPC 455 North Garland Avenue Fourth Floor Orlando, FL 32801	Brenda Defoe-Surprenant bdefoe-surprenant@ecfrpc.org (407) 245-0300 ext. 336
Central Florida RPC Post Office Drawer 2089 Bartow, FL 33830	Marybeth Soderstrom msoderstrom@cfrpc.org (863) 534-7130 ext. 134
Tampa Bay RPC 4000 Gateway Center Blvd. Suite 100 Pinellas Park, FL 33782-6141	John Meyer johnm@tbrpc.org (727) 570-5151 ext. 10
Southwest Florida RPC 1926 Victoria Ave Fort Myers, FL 33901	Nicole Gwinnett ngwinnett@swfrpc.org (239) 338-2550 ext. 232
Treasure Coast RPC 421 Southwest Camden Ave Stuart, FL 34994	Stephanie Heidt sheidt@tcrpc.org (772) 221-4060
South Florida RPC 3440 Hollywood Blvd. Suite 140 Hollywood, FL 33021	Kathe Lerch klerch@sfrpc.com (954) 985-4416

FDOT District Off

District 1	801 N. Broadway Ave. Bartow, FL 33830
Paul A. Simmons	(863) 519-2388 Paul.Simmons@dot.state.fl.us
Michelle Peronto	(863) 519-2551 Michelle.Peronto@dot.state.fl.us
Dale Hanson	(863) 519-2321

Dale Hanson	Dale.Hanson@dot.state.fl.us
Stacy Booth	(863) 519-2562 Stacy.Booth@dot.state.fl.us
Victoria Upthegrove	(863) 519-2484 Victoria.Upthegrove@dot.state.fl.us
Michele Forestt	(863) 519-2412 Michele.Forestt@dot.state.fl.us
District 2	1109 South Marion Ave. Lake City, FL 32025
Geanelly Reveron	(904) 360-5684 Geanelly.Reveron@dot.state.fl.us
Janell Damato	(904) 360-5687 Janell.Damato@dot.state.fl.us
Faith Powell	(904) 360-5685 Faith.Powell@dot.state.fl.us
Heather Fish	(904) 360-5693 Heather.Fish@dot.state.fl.us
District 3	
Scott Walters	(850) 330-1553 Scott.Walters@dot.state.fl.us
Debbie "Toni" Prough	(850) 330-1558 Debbie.Prough@dot.state.fl.us
District 4	
Birgit Olkuch	(954) 777-4689 Birgit.Olkuch@dot.state.fl.us
Lisa Maack	(954) 777-4683 Lisa.Maack@dot.state.fl.us
Stephanie Quintana	(954) 777-4632 Stephanie.Quintana@dot.state.fl.us
Marie Dorismond	(954) 777-4605 Marie.Dorismond@dot.state.fl.us
District 5	719 South Woodland Blvd. DeLand, FL 32720
Jo Santiago-Mercer	(321) 319-8175 Jo.Santiago-Mercer@dot.state.fl.us
Carlos Colon	(321) 319-8173 Carlos.Colon@dot.state.fl.us
Jamie Ledgerwood	(386) 943-5195 Jamie.Ledgerwood@dot.state.fl.us
District 6	

District 6

Raymond Freeman	(305) 470-5255 Raymond.Freeman@dot.state.fl.us
Simon Huang	(305) 470-5496 Simon.Huang@dot.state.fl.us
Lyllian Mena	(305) 470-5102 Raymond.Freeman@dot.state.fl.us

District 7

Chris Leffert	(813) 975-6403 Chris.Leffert@dot.state.fl.us
Dave Newell	(813) 975-6195 Dave.Newell@dot.state.fl.us
Maria DeJesus	(813) 975-6406 maria.dejesus@dot.state.fl.us
Michelle Sikavitsas	(813) 975-4837 michelle.sikavitsas@dot.state.fl.us

Ambulatory - A person who is able to walk and move about freely without being cor

Annual Operating Report (AOR) - A report outlining the expenses and revenues inc

Applicant - An agency applying for Section 5310 Federal Assistance. See also "new a

Authorizing Federal and State Legislation - Legislation authorizing the Section 531 341.051, Florida Statutes; and Chapter 14-73, Florida Administrative Code.

Community transportation coordinator (CTC) - A transportation entity recommenc area outside the purview of an MPO, to ensure that coordinated transportation servic

Contractor - The administering entity of the Transit Research Inspection and Procure purpose of procuring vehicles at the lowest cost possible while ensuring that the best activities under the Section 5310 Program.

Corrective Action Plan (CAP) – A required plan to address any deficiency and /or ar as part of the State Management Plan

Designated Official Planning Agency - A planning entity so designated by the Flori services.

Disabled person - See elderly individual and persons with disabilities.

Disadvantaged Business Enterprise (DBE) - DBEs are for-profit, small business conc business operations.

District office - Florida Department of Transportation District Public Transportation C

District Program of Projects (POP) - A district listing of each applicant agency for w project cost. The district program of project includes certification by the District Office of Grant Award and/or Public Transportation Grant Agreement is executed.

Eligible expenses - Section 5310 funds may be used for the capital and/or operating paratransit vehicles (including sedans and station wagons), radios and communicatior goods such as spare components with a useful life of more than one (1) year and a pe passenger facilities related to Section 5310-funded vehicles, support facilities and equ exceeds the requirements of the Americans with Disabilities Act of 1990, projects that public transportation that assist seniors and individuals with disabilities with transport activities are performed in house. The Federal share for eligible capital expenses may

Eligible expenses, operating - For the Section 5310 program, eligible operating exp less operating revenues. The federal share for net eligible operating costs may not ex

Eligible recipient, 5310 - For the Section 5310 Program, funds may be awarded to p transportation to seniors and/or persons with disabilities under a coordination agreer may apply for Section 5310 funds, then sub-contract with the CTC for provision of ser Agreements current and valid at all times when receiving an award under the Section recipients. "Shared-ride" means two or more passengers in the same vehicle who are

Human service transportation - Transportation services provided by or on behalf of disadvantaged populations, especially individuals with disabilities, older adults, and p

Incurred - Commitment or obligation to spend funds for goods to be received or ser

Individual with a disability - An individual who, because of illness, injury, age, conge ambulatory capability), cannot use effectively, without special facilities, planning or de

Job Access and Reverse Commute Program (JARC) - The Federal Transit Administr welfare recipients and eligible low-income individuals to and from jobs and activities employment opportunities.

Limited English Proficiency (LEP) - Individuals who do not speak English as their pri individuals may be entitled to language assistance with respect to a particular type of activities by LEP persons.

Locally developed, coordinated public transit-human services transportation pla strategies for meeting those local needs, and prioritizes transportation services for fu developed Transportation Disadvantaged Service Plan (TDSP) will qualify in most inst

Metropolitan Planning Organization (MPO) - MPOs are the policy and planning bo

Minority persons include the following: (1) American Indian and Alaska Native, which tribal affiliation or community attachment. (2) Asian, which refers to people having or India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. (includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or othe the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Non-ambulatory - A person who has a mobility impairment that prevents them from

Nonprofit organization - A corporation or association determined by the U. S. Secre 501(a) or one incorporated within Florida which is certified as not for profit by the Sec

One-way passenger trips - A person who rides a transportation vehicle in one direct

Operating revenue - For Section 5310, operating revenue includes the sum of all far Operating revenue excludes revenues from contracts with social service agencies that

Private organization - Non-public organizations, bodies which are not municipalities Tribes (except private nonprofit corporations formed by Indian Tribes); are not public State, county, or municipal.

Program of Projects (POP) - A list of projects to be funded in a grant application sul sub-recipients and indicates whether they are private non-profit agencies or local gov brief description of the projects, total project cost and Federal share for each project,

Public agency- An authority, commission, committee, council, department, division, b

Public transit - The transporting of people by conveyances or systems of conveyance forms of transportation commonly known as "paratransit" characterized by their non-

Public Transportation Grant Agreement (PTGA) - A contract between FDOT and a five years), at the discretion of FDOT.

Recipient - The Florida Department of Transportation, a State Agency designated by Highway Administration (FHWA) funds are flexed to Section 5310 to support services

Recurring applicant - An applicant for Section 5310 Federal Assistance who applies

Rural areas - An area encompassing a population of fewer than 50,000 people that h

Sub-recipient - A private non-profit organization, if the public transportation service elderly individuals and individuals with disabilities or certifies that there are not any n

Transit Development Plan (TDP) - A locally adopted document, addressing a minim Organization. It is consistent with the applicable approved local government compre services and proposed service improvements, capital and operating costs of the prop

Transportation disadvantaged - Those persons who because of physical or mental therefore, dependent upon others to obtain access to health care, employment, educ 411.202 F.S.

Transportation Disadvantaged Service Plan (TDSP) - A plan developed by the CTC areas of need. The TDSP may serve as the Local Coordinated Human Services Transp

Transportation Improvement Program (TIP) - A continuing, cooperative and comp period. The MPO submits the TIP to the Florida Department of Transportation as requ

Transportation operator contract - A written contract between the CTC and the tra

Form 424 Ins

1	Type of Submission should be "Application"
2	Type of Application should be "New"
3	"Not Applicable"
4	"Not Applicable"
5. A	"Not Applicable"
5 B	Federal Award Identifier (FTA Grant Number) is nc
	This number will be assigned after submission of S
6	State use only (if applicable)
7	State Application Identifier is "1001"

8.a, b, c,	Enter legal name of applicant, name of primary or assistance activity, enter employer/taxpayer identi
d e, f	organization's UEI number (received from Dun an name, telephone number, e-mail and fax of the pe
9	Type of Applicant 1: Select Applicant Type
10	Name of Federal Agency should be "Federal Trans
11	Catalog of Federal Domestic Assistance Number is
	CFDA Title should be: Enhanced Mobility of Senio
12	"Not Applicable"
13	"Not Applicable"
14	List the areas affected by project (cities, counties,
	Can be submitted on a separate piece of paper.
15	Enter a brief descriptive title of the project. If appr location. This is where the applicant should define operating assistance for transit services.
16	List (a) the applicant's Congressional District Find your district here: https://www.house.go
17	Enter the proposed start date and end date of the
18	Enter the amount of the grant request. For **capita** 10% of the total cost, and the state amount is 10% project cost and the applicant amount is 50% of tl
19	Check "c. Program is not covered by E.O. 12372."
20	Check the applicable box. If "yes", provide explana

21	Must be signed by the governing board represent

Resources a

Procurement Guidance for Transit Agencies (June 2024)
FTA Circular 9070.1H: Enhanced Mobility of Seniors and Individuals with Disabilities P
State Management Plan
Congressional Districts
Department of Management Services
Disclosure of Lobbying Activities
Federal Audit Clearinghouse
FTA Certifications & Assurances
My Florida Marketplace
Standard Form 424
Sunbiz
TransCIP 2.0 – FDOT's Transit Grant Management System
TRIPS Florida
FTA NEPA Categorical Exclusion Checklist
FTA Mobility Management Information & Resources
Florida UZA Map

ces

Criteria

eed in accordance with the below evaluation criteria:

	Detail
f project merit and District project priorities.	
agency's budget and other factors outlined in scorecard criteria.	
d demand for transportation service to 5310-eligible populations in the	

	Detail
currently provide transportation services.	
tation options that would not otherwise be available for seniors and bers of seniors and people with disabilities afforded mobility they would not the traditional Section 5310 project	
les (as measured by one-way trips) provided annually for individuals with orted vehicles and services as a result of the traditional Section 5310 project	

	Detail
currently provide transportation services.	
ements related to geographic coverage, service quality, and/or service times ices for seniors and individuals with disabilities.	
d by projects designed to provide **Physical Improvements:** Additions or portation facilities, sidewalks, etc.), technology, and vehicles that impact ors and individuals with disabilities.	

des (as measured by one-way trips) provided annually for seniors or upported vehicles and services

e Market

rida Department of Management Services Contract can be found at the

state_term_contract/motor_vehicles/pricing

SOURCE
S
FTA Circular 5010.1D
FTA Circular 5010.1D
FTA Circular 5010.1D
FTA Circular 5010.1D
FTA Circular 5010.1D
FTA Circular 5010.1D
FTA Circular 5010.1D
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FTA Circular 5010.1D
QUIPMENT
Manufacturer /Industry Standards
GAAP Guidelines/Industry Standards
Industry Standards
Manufacturer
GAAP Guidelines/Industry Standards
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Industry Standards
Industry Standards
Grantee experience
GASB
Manufacturer
Industry Standards

nal Planning Councils (RPC)

Counties Covered
Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton, & Washington
Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla
Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Marion, Suwannee, Taylor, Union

Madison, Marion, Suwannee, Taylor, Union
Baker, Clay, Duval, Flagler, Nassau, Putnam, St. Johns
Brevard, Lake, Orange, Osceola, Seminole, Sumter, Volusia
DeSoto, Hardee, Highlands, Okeechobee, Polk
Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas
Charlotte, Collier, Glades, Hendry, Lee, Sarasota
Indian River, Martin, Palm Beach, St. Lucie
Broward, Miami-Dade, Monroe

fice Contacts

10041 Daniels Parkway Fort Myers, FL 33913
District Modal Development Manager
Transit Programs Administrator
Transit Projects Coordinator (ATKINS)

Counties: *Highlands, Hardee, Okeechobee, DeSoto, Polk*

Transit Projects Coordinator
Counties: *Charlotte, Lee, Glades, Hendry*

Transit Projects Coordinator
Counties*: Sarasota, Manatee, Collier*

Transit Support Consultant

2198 Edison Ave
Jacksonville, FL 32204

Intermodal Systems Development Manager

Rural/Urban Transportation Coordinator

Transportation Coordinator

Passenger Operations Specialist IV

1074 Highway 90
Chipley, FL 32428

District Modal Development Manager

Public Transit Program Specialist

3400 W Commercial Blvd.
Ft. Lauderdale, FL 33309

District Modal Development Administrator

Passenger Operations Manager

Transit Coordinator

Transit Coordinator

420 W. Landstreet Road
Orlando, FL 32824

Passenger Operations Supervisor

Transit Project Coordinator

Transit Project Coordinator

1000 N.W. 111 Avenue

Miami, Florida 33172
Passenger Operations Manager
Passenger Operations Specialist
Passenger Operations Specialist
11201 N. Malcolm McKinley Dr. Tampa, FL 33612
Transit Programs Administrator
Transit Programs Coordinator
Transit Programs Coordinator
Transit Programs Coordinator

Glossary

nfined to a bed or wheelchair.
:urred during the preceding 12 months.
pplicant" and "recurring applicant."
0 program are: Fixing America's Surface Transportation Act (FAST Act) Section 3(
ded by an MPO, or by the appropriate designated official planning agency, as prc es are provided to the transportation disadvantaged population in a designated
ment Services (TRIPS) who is under contract to the Florida Department of Transp : product is available for the program. The Contractor is also responsible to coorc
ea of concern identified after FDOT completes a triennial review and inspection. I
da Commission for the Transportation Disadvantaged to conduct planning and s
:erns where socially and economically disadvantaged individuals own at least a 5
Office or District Office of Modal Development and/or staff.

/hich a grant award is proposed, a description of the equipment to be awarded, a
e that all applicants and projects so proposed either meet all program requireme

expense of transportation services to seniors and/or individuals with disabilities.
ns equipment, wheelchair lifts and restraints, vehicle rehabilitation, vehicle overha
er unit cost over $300, initial installation costs, vehicle procurement/testing, vehic
uipment for Section 5310-funded vehicles, operating costs associated with provid
improve access to fixed route service and decrease reliance by individuals with c
tation. An applicant applying for preventative maintenance costs must have a Dis
not exceed eighty percent (80%).

enses include the total administrative, management, and operation costs directly
ceed fifty percent 50%.

ublic agency Community Transportation Coordinators (CTCs), private-non-profit
ment with a CTC. When the CTC is a private for-profit agency, the designated offi
vice. Recipients must be either a CTC or providing service under the terms of a w
5310 Program. Private taxi companies that provide shared-ride taxi service to the
otherwise not traveling together.

f a human service agency to provide access to agency services and/or to meet th
eople with low incomes.

vices to be rendered.

enital malfunction, or other incapacity or temporary or permanent disability (inclu
esign, public transportation service or a public transportation facility.

ation formula grant program for projects relating to the development and maint
related to their employment, and for public transportation projects designed to t

imary language and who have a limited ability to read, speak, write, or understan
service, benefit, or encounter. DOT recipients are required to take reasonable ste

an - means a plan that identifies the transportation needs of individuals with disa
nding and implementation. Projects considered for Section 5310 funding must se
ances. All stakeholders identified in the circular must be included in the developn

odies, designated by the Governor, responsible for transportation planning in urb

n refers to people having origins in any of the original peoples of North and Sout
igins in any of the original peoples of the Far East, Southeast Asia, or the Indian s
(3) Black or African American, which refers to people having origins in any of the
er Spanish culture or origin, regardless of race. (5) Native Hawaiian or Other Pacif

n being able to walk or move about freely.

etary of the Treasury to be an organization described by 26 U.S.C. Section 501(c)
cretary of State.

ion between two points for a specific purpose.

es paid by passengers, whether such fares are paid at the time service is provided
pay for transportation of social service clients.

s or other political subdivisions of the State of Florida; are not public agencies or
corporations, boards or commissions established under the law of any state; or a

bmitted to the Federal Transit Administration by the Florida Department of Trans
vernmental authorities, designates the areas served (including rural areas), and id
and the amount of funds used for program administration from the ten percent

oureau, board, section or any other unit or entity of the state or of a town, city, m

es, traveling on land or water, local or regional in nature, and available for use by
-scheduled, non-fixed route nature.

local sponsor of a transportation project, defining a project and FDOT's participa

the Governor to receive funds apportioned by formula to the States under Sectic
s for individuals with disabilities.

every year.

as not been designated in the most recent decennial census as an urban area by

provided is unavailable, insufficient, or inappropriate; or a governmental authori
on-profit organizations readily available in the area to provide the services.

ıum five-year time frame. It is prepared by the public transit provider, in coopera
hensive plan. The TDP includes an assessment of the need for transit services in t
osed services, existing and proposed sources of funding and a staged implement

disability, income status, or age, or who, for other reasons, are unable to transpo
ation, shopping, social activities, or other life-sustaining activities, or children wh

and approved by the Local Coordinating Board that identifies service gaps and
ortation Plan. The TDSP is updated annually but includes a five-year planning wir

ɔrehensive planning process that delineates transportation improvements recomr
ıired by Chapter 339, Florida Statutes.

nsportation operator prepared at the local level that outlines the terms and cond

structions

ɔt needed at this time.

State POP.

ganizational unit (including division, if applicable), which will undertake the
fication number (EIN/TIN) as assigned by Internal Revenue Service, enter the
d Bradstreet), enter the complete address of the applicant (including country), and
erson to contact on matters related to this application.

sit Administration"

s: 20.513

rs and Individuals with Disabilities

states etc.).

opriate (e.g., construction or real property projects), attach a map showing project
if the project is for capital or operating, e.g. capital purchase of vehicle(s) or

t and (b) any Congressional District(s) affected by the program or project.
v/representatives/find-your-representative

project (dates must be within the same 12-month period/calendar year).

l applications, the federal amount is 80% of the total cost, the applicant amount is
% of the total cost. For **operating** applications, the federal amount is 50% of the total
he total project cost.

ation in attachment.

tative that was authorized to sign this particular application.

nd Links

rogram Guidance

)06; 49 U.S.C. Section 5310; FTA Circular 9070.1G; Section

ovided for in Sections 427.015(1), Florida Statutes, in an service area.

ortation to establish statewide vehicle contracts for the linate, assist as needed, and report in all procurement

For more information see FDOT's Triennial Review Process

upport functions for the transportation disadvantaged

1% interest and also control management and daily

ınd the proposed Federal, state and local share of the
nts or will meet all program requirements before a Notice

Eligible expenses are limited to buses, vans or other
ıul, data processing hardware/software, other durable
:le inspection and vehicle preventative maintenance,
ling transit service, costs associated with transit service that
lisabilities on complementary paratransit, and alternative to
:trict approved maintenance plan and a cost allocation if

incident to the provision of public transportation services

CTCs, and to private non-profit organizations providing
cial planning agency responsible for designating the CTC
/ritten agreement with a CTC. Agencies must keep their CTC
e general public on a regular basis are eligible sub-

e basic, day-to-day mobility needs of transportation-

ıding an individual who is a wheelchair user or has semi-

enance of transportation services designed to transport
:ransport residents of urban and rural areas to suburban

d English can be limited English proficient, or "LEP." These
eps to ensure meaningful access to their programs and

bilities, older adults, and people with low incomes, provide
erve identified needs of the disabled population. A locally
nent of the TDSP.

)an areas.

:h America (including Central America), and who maintain
;ubcontinent, including, for example, Cambodia, China,
Black racial groups of Africa. (4) Hispanic or Latino, which
ic Islander, which refers to people having origins in any of

which is exempt from taxation under 26 U.S.C. Section

d or via a prepaid arrangement such as passes or tokens.

instrumentalities of one or more states; are not Indian
are not subject to direct control by public authority, Federal,

;portation. The program of projects (POP) lists the
entifies any tribal entities. In addition, the POP includes a
(10%) allowed.

ıunicipality, county or other local governing body.

the general public. Public transit specifically includes those

ıtion. PTGA's may be for one year or multiple years (up to

on 5310(b)(1), or a local government authority when Federal

the Secretary of Commerce.

ty that is approved by the State to coordinate services for

ation with the appropriate Metropolitan Planning
he local area, identifies the local transit policies, existing
cation plan. A TDP is updated annually.

rt themselves or to purchase transportation and are,
o are handicapped or high-risk as defined in Chapter

provides recommended strategies to provide service in
ndow.

mended for Federal and state funding during the program

itions for any services to be performed.

Cover Letter

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
GRANT APPLICATION

Collier County Board of County Commissioners submits this Application for the Section 5310 Program Grant and agrees to comply with all assurances and requirements applicable to the Section 5310 Program.

Collier County Board of County Commissioners further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless FDOT and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense arising out of the non-compliance by the Agency, its officers, agents or employees, with any of the assurances stated in this Application.

This Application is submitted on this ***9th*** day of ***December***, ***2025*** with an original resolution or certified copy of the original resolution authorizing ***the Chairman of the Board of County Commissioners*** to sign this Application.

Authorized representative signs below certifying that all information contained in this application is true and accurate.

Collier County Board of County Commissioners
Agency Name

Signature

Burt L. Saunders – Chairman
Typed Name and Title of Authorized Representative

December 09, 2025
Date

Governing Board's Resolution

(On Agency Letterhead)

A **RESOLUTION** of the ***(Governing Board)*** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, ***(Applicant)*** has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE ***(Governing Board)***, FLORIDA:

This resolution applies to the Federal Program under U.S.C. Section 5310.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

(Authorized Individual by Name and Title) is authorized to sign the application, execute subsequent agreements, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS ***Date***, ***Year***

By

_____

Signature, Chairperson of the Board

_____

Typed Name and Title

ATTEST:

_____

LocaliQ
Florida
GANNETT

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Omar Deleon
PTNE Division
Collier Area Transit -Legals
8300 Radio RD
Naples FL 34104-5428

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the Naples Daily News, a newspaper published in Collier County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Govt Public Notices, was published on the publicly accessible website of Collier and Lee Counties, Florida, or in a newspaper by print in the issues of, on:

NDN Naples Daily News 11/12/2025
NDN naplesnews.com 11/12/2025

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 11/12/2025

Legal Clerk

Notary, State of WI, County of Brown

9-3-29

My commission expires

Publication Cost:	$336.00		
Tax Amount:	$0.00		
Payment Cost:	$336.00		
Order No:	11831480	# of Copies:	
Customer No:	1126645	1	
PO #:			

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

KONGMENG YANG
Notary Public
State of Wisconsin

Public Notice

Correction to the quantity of replacement paratransit vehicles

Public Notice is hereby given that Collier County will apply to the Florida Department of Transportation (FDOT) for a capital grant under Section 5310 of the Federal Transit Act of 1991, as amended, for the purchase of four (4) replacement paratransit vehicles and the purchase of electronic equipment including (4) wireless routers and (4) tablets for new replacement vehicles in the amount of 694,400. The total grant application is Collier County will apply to FDOT for a grant under Section 5311 of the Federal Transit Act of 1991, as amended, for the operation expenses of fixed-route services in the non-urbanized area. Collier County will also apply to FDOT for a grant under Section

5339 of the Federal Transit Act of 1991, as amended for the purchase of one (1) replacement fixed-route bus and the purchase and installation of a canopy for the Immokalee Transfer Station in the amount of $1,503,750. Each of these purchases would be intended for the provision of public transit services within Collier County, FL. This notice is to provide an opportunity for a Public Hearing for these projects. This public notice is to ensure that these projects and the contemplated services will not duplicate current or proposed services provided by existing transit or paratransit operators in the area. This hearing will be conducted if and only if a written request for the hearing is received by December 5th 2025. Requests for a hearing must be sent to Omar De Leon, Collier Area Transit, 8300 Radio Rd, Naples, Florida 34104 and copy to FDOT, District One Modal Development Office/Public Transit Southwest Urban Area Office at 801 North Broadway, Bartow, FL 33830. Any interested party may obtain more information about these grants by contacting the PTNE Division at (239) 252-5840 between the hours of 8 a.m. to 5 p.m., Monday through Friday.

Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services should contact Omar De Leon at Omar.DeLeon@collier.gov , Collier County Transportation Management Services Department, Public Transit & Neighborhood Enhancement Division 8300 Radio Rd, Naples, FL 34104; (239) 252-5840.

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; 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." Any person who believes he/she has been discriminated against on these conditions may file a complaint with the Florida Commission on Human Relations at 850-488-7082 or 800-342-8170 (voice messaging). Collier Area Transit has a Disadvantaged Business Enterprise (DBE) goal of 1.73%.

Nov. 12, 2025

Contract # TD2303

Effective: 7/01/2023 to 6/30/2028

STATE OF FLORIDA
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is between the COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, hereby referred to as the "Commission," and Collier County Board of County Commissioners (Collier Area Transit), 3299 Tamiami Trail East, Naples, Florida, 34112, the COMMUNITY TRANSPORTATION COORDINATOR, designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Collier county(ies), and hereafter referred to as the "Coordinator."

This Agreement is made in consideration of the mutual benefits to both parties; said consideration acknowledged hereto by the parties as good and valuable consideration.

The Parties Agree:

I. The Coordinator Shall:

A. Become and remain totally apprised of all of the Transportation Disadvantaged resources available or planned in their designated service area. This knowledge will be used to plan, coordinate, and implement the most cost effective transportation disadvantaged transit system possible under the economic and other conditions that exist in the designated service area.

B. Plan and work with Community Transportation Coordinators in adjacent and other areas of the state to coordinate the provision of community trips that might be handled at a lower overall cost to the community by another Coordinator. This includes honoring any Commission-approved statewide certification program that allows for intercounty transportation opportunities.

C. Arrange for all services in accordance with Chapter 427, Florida Statutes, and Rule 41-2, FAC, and as further required by the Commission and the local Coordinating Board approved Transportation Disadvantaged Service Plan.

D. Return any acquired profits or surplus funds originating through the course of business as the Coordinator that are beyond the amounts(s) specifically identified and approved in the accompanying Transportation Disadvantaged Service Plan. Such profits or funds shall be returned to the Coordinator's transportation system or to any subsequent Coordinator, as a total transportation system subsidy, to be applied to the immediate following operational year. The Coordinator will include similar language in all coordination contracts to assure that transportation disadvantaged related revenues are put back into transportation disadvantaged services.

E. Accomplish this Project by:

1. Developing a Transportation Disadvantaged Service Plan for approval by the local Coordinating Board and the Commission. Coordinators who are newly designated to a particular service area shall submit a local Coordinating Board approved Transportation Disadvantaged Service Plan, within 120 calendar days following the execution of the Coordinator's initial memorandum of agreement with the Commission, for approval by the Commission. All subsequent Transportation Disadvantaged Service Plans shall be submitted and approved with the corresponding memorandum of agreement. The approved Transportation Disadvantaged Service Plan will be implemented and monitored to provide for community-wide transportation services for purchase by non-sponsored transportation disadvantaged persons, contracting social service agencies, and other entities that use local, state, or federal government funds for the purchase of transportation for the transportation disadvantaged.

2. Maximizing the use of available public school transportation resources and public fixed route or fixed schedule transit services and assuring that private or public transit, paratransit operators, and school boards have been afforded a fair opportunity to participate to the maximum extent feasible in the planning process and in the development of the provisions of the Transportation Disadvantaged Service Plan for the transportation disadvantaged.

3. Providing or arranging 24-hour, 7-day per week transportation disadvantaged service as required in the designated service area by any Federal, State or Local Government agency sponsoring such services. The provision of said services shall be furnished in accordance with the prior notification requirements identified in the local Coordinating Board and Commission approved Transportation Disadvantaged Service Plan.

4. Complying with all local, state, and federal laws and regulations that apply to the provision of transportation disadvantaged services.

5. Submitting to the Commission an Annual Operating Report detailing demographic, operational, and financial data regarding coordination activities in the designated service area. The report shall be prepared on forms provided by the Commission and according to the instructions of said forms.

F. Comply with Audit and Record Keeping Requirements by:

1. Utilizing the Commission recognized Chart of Accounts defined in the *Transportation Accounting Consortium Model Uniform Accounting System for Rural and Specialized Transportation Providers* (uniform accounting system) for all transportation disadvantaged accounting and reporting purposes. Community Transportation Coordinators with existing and equivalent accounting systems are not required to adopt the Chart of Accounts in lieu of their existing Chart of Accounts but shall prepare all reports, invoices, and fiscal documents relating to the transportation disadvantaged functions and activities using the chart of accounts and accounting definitions as outlined in the above referenced manual.

2. Assuming the responsibility of invoicing for any transportation services arranged, unless otherwise stipulated by a purchase of service contract or coordination contract.

3. Maintaining and filing with the Commission, local Coordinating Board, and all purchasing agencies/entities such progress, fiscal, inventory, and other reports as those entities may require during the period of this Agreement.

4. Providing copies of finance and compliance audits to the Commission and local Coordinating Board as requested by the Commission or local Coordinating Board.

G. Retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings. The Coordinator shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by persons duly authorized by the Commission or this Agreement. They shall have full access to and the right to examine any of the said records and documents during the retention period.

H. Comply with Safety Requirements by:

1. Complying with Section 341.061, F.S., and Rule 14-90, FAC, concerning System Safety; or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board; and

2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing. Conduct drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration.

I. Comply with Commission insurance requirements by maintaining at least minimum liability insurance coverage in the amount of $200,000 for any one person and $300,000 per occurrence at all times during the existence of this Agreement for all transportation services purchased or provided for the transportation disadvantaged through the Community Transportation Coordinator. Upon the execution of this Agreement, the Coordinator shall add the Commission as an additional **named insured** to all insurance policies covering vehicles transporting the transportation disadvantaged. In the event of any cancellation or changes in the limits of liability in the insurance policy, the insurance agent or broker shall notify the Commission. The Coordinator shall insure that contracting transportation operators and coordination contractors also maintain the same minimum liability insurance, or an equal governmental insurance program. Insurance coverage in excess of $1 million per occurrence must be approved by the Commission and the local Coordinating Board before inclusion in the Transportation Disadvantaged Service Plan or in the justification of rates and fare structures. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida and written verification of insurance protection in accordance with Section 768.28, Florida Statutes, shall be provided to the Commission upon request.

J. Safeguard information by not using or disclosing any information concerning a user of services under this Agreement for any purpose not in conformity with the local, state and federal regulations (45 CFR, Part 205.50), except upon order of a court, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.

K. Protect Civil Rights by:

1. Complying with state and federal laws including but not limited to laws regarding discrimination on the basis of sex, race, religion, age, disability, sexual orientation, or national origin. The Coordinator gives this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance and agreeing to complete a Civil Rights Compliance Questionnaire if so requested by the Commission.

2. Agreeing that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the Coordinator, its successors, subcontractors, transferee, and assignees for the period during which such assistance is provided. Assure that all operators, subcontractors, subgrantee, or others with whom the Coordinator arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the Coordinator agrees that the Commission may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.

L. To the extent allowed by Section 768.28, Florida Statutes, and only to the monetary and other limitations contained therein, indemnify and hold harmless the Commission and all of the Commission's members, officers, agents, and employees; purchasing agency/entity officers, agents, and employees; and the local, state, and federal governments from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Coordinator during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which the Commission or said parties may be subject, except that neither the Coordinator nor any of its sub-contractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the Commission or any of its members, officers, agents or employees; purchasing agency/entity, officers, agents, and employees; and local, state, or federal governments. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency/entity or Coordinator to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency/entity or political subdivision of the State of Florida or the federal government to be sued by third parties in any matter arising out of any Agreement or contract. Notwithstanding the foregoing, pursuant to Section 768.28, Florida Statutes, no agency or subdivision of the state shall be required to indemnify, insure, or assume any liability for the Commission's negligence.

M. Comply with standards and performance requirements of the Commission, the local Coordinating Board approved Transportation Disadvantaged Service Plan, and any purchase of service contracting agencies/entities. Failure to meet the requirements or obligations set forth in this MOA, and performance requirements established and monitored by the local Coordinating Board in the approved Transportation Disadvantaged Service Plan, shall be due cause for non-payment of reimbursement invoices until such deficiencies have been addressed or corrected to the satisfaction of the Commission.

N. Comply with subcontracting requirements by executing or negotiating contracts for transportation services with Transportation Operators and Coordination Contractors, and assuring that the conditions of such contracts are maintained. The requirements of Part 1, Paragraph E.5. through M are to be included in all contracts, subcontracts, coordination contracts, and assignments made by the Coordinator for services under this Agreement. Said contracts, subcontracts, coordination contracts, and assignments will be reviewed and approved annually by the Coordinator and local Coordinating Board for conformance with the requirements of this Agreement.

O. Comply with the following requirements concerning drivers and vehicles:

1. 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.

2. 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 seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. In certain paratransit service categories, the driver may 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.

3. All vehicles shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base.

4. All vehicles 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.

P. Comply with other requirements as follows:

1. Transport an escort of a passenger and dependent children as locally negotiated and identified in the local Transportation Disadvantaged Service Plan.

2. Determine locally in the Transportation Disadvantaged Service Plan, the use, responsibility, and cost of child restraint devices.

3. Transport with the passenger at no additional charge, passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.

4. Provide shelter, security, and safety of passengers at vehicle transfer points.

5. Post a local or other toll-free number for complaints or grievances inside each vehicle. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board.

6. Provide out-of-service-area trips, when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips.

7. Keep interior of all vehicles 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.

8. Determine locally by the local Coordinating Board and provide in the local Transportation Disadvantaged Service Plan the billing requirements of the Community Transportation Coordinator. All bills shall be paid to subcontractors within 7 calendar days after receipt of said payment by the Coordinator, in accordance with Section 287.0585, Florida Statutes.

9. Maintain or have access to a passenger/trip database on each rider being transported within the system.

10. Provide each rider and escort, child, or personal care attendant adequate seating for paratransit services. 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.

11. First Aid shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

12. Cardiopulmonary Resuscitation shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

II. The Commission Shall:

A. Recognize the Coordinator as the entity described in Section 427.011(5), Florida Statutes, and Rule 41-2.002(4), F.A.C.

B. Attempt to insure that all entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the Coordinator's system.

III. The Coordinator and the Commission Further Agree:

A. Nothing in this Agreement shall require the Commission to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable state law. If any of the provisions of this Agreement is found by a court of law to violate any applicable state law, the purchasing agency/entity will at once notify the Commission in writing in order that appropriate changes and modifications may be made by the Commission and the Coordinator to the end that the Coordinator may proceed as soon as possible with the provision of transportation services.

B. If any part or provision of this Agreement is held invalid, the remainder of this Agreement shall be binding on the parties hereto.

C. Termination Conditions:

1. Termination at Will - This Agreement may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt required, or in person with proof of delivery.

2. Termination for Breach - Unless the Coordinator's breach is waived by the Commission in writing, the Commission may, by written notice to the Coordinator, terminate this Agreement upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Commission of breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement, and shall not act as a waiver or estoppel to enforcement of any provision of this Agreement. The provisions herein do not limit the Commission's right to remedies at law or to damages.

D. This agreement will expire unless an extension is granted to the Coordinator in writing by the Commission, in accordance with Chapter 287, Florida Statutes.

E. Renegotiations or Modifications of this Agreement shall only be valid when they have been reduced to writing, duly approved by the Commission, and signed by both parties hereto.

F. Notice and Contact:

The name and address of the contract manager for the Commission for this Agreement is: **Executive Director, 605 Suwannee Street, MS-49, Tallahassee, FL 32399-0450**. The representative/position of the Coordinator responsible for administration of the program under this Agreement is:
Director, Collier County Board of County Commissioners (Collier Area Transit)
3299 Tamiami Trail East, Naples, FL 34112

In the event that either party designates different representatives after execution of this Agreement, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this Agreement.

This document has been reviewed in its entirety and approved by the local Coordinating Board at its official meeting held on May 3, 2023.

Coordinating Board Chairperson , Tony Pernas

WITNESS WHEREOF, the parties hereto have caused these presents to be executed.

COMMUNITY TRANSPORTATION COORDINATOR:

Collier Co Board of County Commissioners
Agency Name

Printed Name of Authorized Individual

Signature:

Rick LoCastro, Chairman

Title:

STATE OF FLORIDA, COMMISSION FOR THE TRANSPORTATION DISADVANTAGED:

David Darm
Printed Name of Authorized Individual

Signature:

Title: Executive Director

Approved as to form and legality

Jeffrey A. Klatzkow, County Attorney

ATTEST
CRYSTAL K. KINZEL, CLERK
BY:

Attest as to Chairman's signature only

Rev. 04/02/2012

8

CAO

FDOT Certification and Assurances

Collier County Board of County Commissioners certifies and assures to the Florida Department of Transportation regarding its Application under U.S.C. Section 5310 dated ***9th*** day of ***December***, ***2025***:

1. It shall adhere to all Certifications and Assurances made to the federal government in its Application.
2. It shall comply with Florida Statues:
    - Section 341.051–Administration and financing of public transit and intercity bus service programs and projects
    - Section 341.061 (2)–Transit Safety Standards; Inspections and System Safety Reviews
    - Section 252.42 – Government equipment, services and facilities: In the event of any emergency, the division may make available any equipment, services, or facilities owned or organized by the state or its political subdivisions for use in the affected area upon request of the duly constituted authority of the area or upon the request of any recognized and accredited relief agency through such duly constituted authority.
3. It shall comply with Florida Administrative Code **(Does not apply to Section 5310 only recipients):**
    - Rule Chapter 14-73–Public Transportation
    - Rule Chapter 14-90–Equipment and Operational Safety Standards for Bus Transit Systems
    - Rule Chapter 14-90.0041–Medical Examination for Bus System Driver
    - Rule Chapter 41-2–Commission for the Transportation Disadvantaged
4. It shall comply with FDOT's:
    - Bus Transit System Safety Program Procedure No. 725-030-009 **(Does not apply to Section 5310 only recipients)**
    - Transit Vehicle Inventory Management Procedure No. 725-030-025
    - Public Transportation Vehicle Leasing Procedure No. 725-030-001
    - Guidelines for Acquiring Vehicles
    - Procurement Guidance for Transit Agencies (2024)
5. It has the fiscal and managerial capability and legal authority to file the application. Local matching funds will be available to purchase vehicles/equipment at the time an order is placed.
6. It will carry adequate insurance to maintain, repair, or replace project vehicles/equipment in the event of loss or damage due to an accident or casualty.
7. It will maintain project vehicles/equipment in good working order for the useful life of

the vehicles/equipment.

8 It will return project vehicles/equipment to FDOT if, for any reason, they are no longer needed or used for the purpose intended.

9 It recognizes FDOT's authority to remove vehicles/equipment from its premises, at no cost to FDOT, if FDOT determines the vehicles/equipment are not used for the purpose intended, improperly maintained, uninsured, or operated unsafely.

10 It will not enter into any lease of project vehicles/equipment or contract for transportation services with any third party without prior approval of FDOT.

11 It will notify FDOT within **24 hours** of any accident or casualty involving project vehicles/equipment and submit related reports as required by FDOT.

12 It will notify FDOT and request assistance if a vehicle should become unserviceable.

13 It will submit an annual financial audit report to FDOT (FDOTSingleAudit@dot.state.fl.us), if required.

14 It will undergo a triennial review and inspection by FDOT to determine compliance with the baseline requirements. If found not in compliance, it must send a progress report to the local FDOT District office on a quarterly basis outlining the agency's progress towards compliance.

15 Executive Order 20-44: If agency is required by the Internal Revenue Code to file IRS Form 990 and is named in statute. Agencies (sub-recipients) shall submit an Annual Report to the Department, including the most recent IRS Form 990, detailing the total compensation for each member of the agency's executive leadership team. Total compensation shall include salary, bonuses, cashed-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. Agency shall inform the Department of any changes in total executive compensation during the period between the filing of Annual Reports within 60 days of any change taking effect. Annual Reports shall be in the form approved by the Department and shall be submitted to the Department at fdotsingleaudit@dot.state.fl.us within 180 days following the end of each tax year of the agency receiving Department funding.

12/09/2025 Date

_____ Signature of Authorized Representative

Burt L Saunders- Chairman Typed Name and Title of Authorized Representative

Standard Lobbying Certification

The undersigned ***Collier County Board of County Commissioners*** certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," (a copy of the form can be obtained from **FDOT's website**) in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

NOTE: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such expenditure or failure.

The ***(Contractor)***, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

12/09/2025 **Date**

_____ **Signature of Contractor's Authorized Official**

Burt L. Saunders - Chairman **Typed Name and Title of Authorized Representative**

Leasing Certification

Memorandum for FTA 5310

12/09/2025

Date:

From:

Signature

Burt L. Saunders- Chairman

Typed Name and Title of Authorized Representative

Collier County Board of County Commissioners

Typed Agency Name

To: Florida Department of Transportation, District Office Modal Development Office/Public Transit

Subject: FFY26/SFY27 GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION, OPERATING OR CAPITAL ASSISTANCE FOR ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM, 49 UNITED STATES CODE SECTION 5310

Leasing:

Will the **Collier County Board of County Comissioners**, as applicant to the Federal Transit Administration Section 5310 Program, lease the proposed vehicle(s) or equipment out to a third-party?

☒ No

☐ Yes

If yes, specify to whom:

NOTE: It is the responsibility of the applicant agency to ensure District approval of all lease agreements.

Certification of Equivalent Service

CERTIFICATION OF EQUIVALENT SERVICE

Collier County Board of County Commissioners certifies that its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

1. Response time;
2. Fares;
3. Geographic service area;
4. Hours and days of service;
5. Restrictions on trip purpose;
6. Availability of information and reservation capability; and
7. Constraints on capacity or service availability.

In accordance with 49 CFR Part 37, public entities operating demand responsive systems for the general public which receive financial assistance under 49 U.S.C. 5310 and 5311 of the Federal Transit Administration (FTA) funds must file this certification with the appropriate state program office before procuring any inaccessible vehicles or employing private entities such as Transportation Network Companies (TNCs) or taxi services in demand-responsive services of any kind. Such public entities not receiving FTA funds shall also file the certification with the appropriate state office program. Such public entities receiving FTA funds under any other section of the FTA Programs must file the certification with the appropriate FTA regional office. This certification is valid for no longer than one year from its date of filing. Non-public transportation systems that serve their own clients, such as social service agencies, are required to complete this form.

Executed this ***9th*** day of ***December***, ***2025***

Burt l. Saunders, Chairman

Typed Name and Title of Authorized Representative

Signature of Authorized Representative

OMB Number: 4040-0004
Expiration Date: 11/30/2025

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [x] New
- [ ] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier: 1001

8. APPLICANT INFORMATION:

* a. Legal Name: Collier County Board of County Commissioners

* b. Employer/Taxpayer Identification Number (EIN/TIN): 56-6000558

* c. UEI: JWKJKYRPLLU6

d. Address:

* Street1: 3299 Tamiami Trail East, Suite 700

Street2:

* City: Naples

County/Parish:

* State: FL: Florida

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 34112-5746

e. Organizational Unit:

Department Name: Transportation Management Svcs

Division Name: PTNE

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr.

* First Name: Omar

Middle Name:

* Last Name: De Leon

Suffix:

Title:

Organizational Affiliation: Collier County

* Telephone Number: 239-252-4996

Fax Number:

* Email: omar.deleon@collier.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.513

CFDA Title:

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

5310_Areas_Affected.pdf | Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Section 5310 Capital Application to purchase four replacement vehicles. In addition, (4)tablet and (4) routers for the use of those vehicles. In the Bonita Springs-Estero UZA.

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 19 * b. Program/Project: 19&26

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 10/01/2025 * b. End Date: 09/30/2026

18. Estimated Funding ($):

* a. Federal	555,520.00
* b. Applicant	
* c. State	69,440.00
* d. Local	69,440.00
* e. Other	
* f. Program Income	
* g. TOTAL	694,400.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr. * First Name: Burt

Middle Name: L.

* Last Name: Saunders

Suffix:

* Title: Chairman, Board of County Commissioners

* Telephone Number: 239-252-8603 Fax Number:

* Email: Burt.Saunders@collier.gov

* Signature of Authorized Representative: * Date Signed: 12/09/2025

Place holder, will upload FY26 Certification upon completion.

Federal Certifications and Assurances

Please upload Federal Certifications and Assurances signature page and the page listing the certification categories into TransCIP using the appropriate link within application. If current year Certifications and Assurances are not available at the time of application submittal, please submit previous year's version. District Offices will inform all applicants when current year Certifications and Assurances are available.

DocuSign Envelope ID: E529F118-4D56-4167-975C-E298CD448448

FDOT

Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

JARED W. PERDUE, P.E.
SECRETARY

May 25, 2023

Mr. Brian Wells
Collier Area Transit
8300 Radio Road
Naples, FL 34104

Re: Title VI Plan Concurrence

Dear Mr. Wells:

The Florida Department of Transportation, District One concurs with the Title VI Plan for Collier Area Transit as required for all Federal Transit Administration recipients as per the FTA Circular C4702.1B. This concurrence means that Collier Area Transit meets the requirements as set out in the Circular and may receive grant funds. Please continue to follow the requirements set forth in the stated Circular.

Should you have any questions, please contact Missiel Da Silva via e-mail at Missiel.dasilva@dot.state.fl.us or by phone at 863-519-2562.

Sincerely,

DocuSigned by:
Missiel Da Silva
A8528335DDC6411...

Missiel Da Silva
Transit Projects Coordinator

Cc: Michelle S. Peronto, District Transit Programs Administrator, FDOT
Omar DeLeon, Collier Area Transit
Caroline Soto, Collier Area Transit
Brandy Otero, Collier Area Transit
Nicole Diaz, Collier Area Transit

Not Applicable

Protection of the Environment

Required **if the proposed project is for the construction of facilities.** Please see below for supplementary information.

Most transit projects funded under Section 5310 will be classified by FTA as categorical exclusions. Examples of categorical exclusions include purchase of transit vehicles, and purchase of office equipment. If the proposed project is for construction or acquisition of facilities or other buildings, further evaluation may be required before a determination can be made that the project is a categorical exclusion. A Categorical Exclusion (CE) is described in 40 Code of Federal Regulations (CFR) 1508.4 and 23 CFR 771, as a project which, based upon experience with similar actions, does not individually or cumulatively have a significant environmental effect, and is excluded from the requirement to prepare an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). Therefore, a project that qualifies as a CE generally requires a lower level of documentation. These projects do not bring significant impacts to planned growth or land use for the area; do not require the relocation of significant numbers of people; do not have a significant impact on any natural, cultural, recreational, historic, or other resources; do not involve significant air, noise, or water quality impacts; do not have significant impacts on travel patterns; and do not otherwise individually or cumulatively have any significant environmental impacts.

Types of projects that have been determined by FTA to qualify as CEs, and normally do not require any further National Environmental Policy Act (NEPA) approvals by FTA, are listed in 23 CFR 771.118(c). Additional actions which meet the criteria for a CE but may be designated as CEs only after FTA approval are listed in 23 CFR 771.118(d). In these cases, the applicant must submit documentation which demonstrates that the specific conditions or criteria for these CEs are satisfied and that significant environmental effects will not result.

To meet the requirements of a CE determination, a proposed project may not be impermissibly segmented from a larger project. This means that a project may be proposed to be implemented in phases or as part of a larger undertaking, but must still demonstrate independent utility, connect logical termini, and should not restrict consideration of alternatives. In order to meet a CE designation, a proposed project cannot have substantial controversy on environmental grounds, or significant impact to properties protected by Section 4(f) of the US DOT Act (public park and recreation lands, wildlife and waterfowl refuges, and historic sites) or Section 106 of the National Historic Preservation Act (cultural resources including historic and archaeological sites). The presence of features such as wetlands and floodplains within the project area would likely also require additional documentation.

The applicant should contact the Florida Department of Transportation (FDOT) District Office for assistance with determining the level of documentation required. The FDOT will use a description of the proposed project, along with any maps or figures to assist with determining if a proposed project is likely to meet FTA criteria for a CE. ***The CE worksheet is provided for reference only and not required for application submittal.***

FTA Region 4
CATEGORICAL EXCLUSION and
DOCUMENTED CATEGORICAL EXCLUSION WORKSHEET

Note: The purpose of this worksheet is to assist sponsoring agencies (grantees) in gathering and organizing materials for environmental analysis required under the National Environmental Policy Act (NEPA), particularly for projects that may qualify as a Categorical Exclusion (CE) or Documented Categorical Exclusion (DCE). The use and submission of this particular worksheet is NOT required. The worksheet is provided merely as a helpful tool for assembling information needed by FTA to determine the likelihood and magnitude of potential project impacts. **NOTE: Fields are expandable, so feel free to use more than a line or two if needed.**

Submission of the worksheet does not satisfy NEPA requirements. FTA must concur in writing in the sponsoring agency's NEPA recommendation. Project activities may not begin until this process is complete. Contact the FTA Region 4 office at (206) 220-7954 if you have any questions or require assistance. If this is the first time you have filled out this form, FTA encourages you to review http://www.fta.dot.gov/documents/FTA_CE_Presentation.pdf. Feel free to contact Region 4 for additional assistance. **Please see the end of this document for submittal procedures.** For links to other agencies or for further topical guidance, please go to Region 4's Grantee Resources: Environment site.

I. PROJECT DESCRIPTION

Sponsoring Agency	Date Submitted	FTA Grant Number(s) (if known)
Project Title		
Project Description (brief, 1-2 sentences)		
Purpose and Need for Project (brief, 1-2 sentences, include as an attachment if adopted statement is lengthy)		
Project Location (include City and Street address)		
Project Contact (include phone number and email address)		
If your project involves construction, include the following maps: • Project Vicinity • Project Site Plan • USGS quad		

II. NEPA Class of Action

Answer the following questions to determine the project's potential class of action. If the answer to any of the questions in Sections A or B is "YES", contact the FTA Regional office to determine whether the project requires preparation of a NEPA environmental assessment (EA).

A. Will the project significantly impact the natural, social and/or economic environment?

☐ YES (contact FTA Regional office)
☐ NO (continue)

B.1 Is the significance of the project's social, economic or environmental impacts unknown?

☐ YES (contact FTA Regional office)
☐ NO (continue)

B.2 Is the project likely to require detailed evaluation of more than a few potential impacts?

☐ YES (contact FTA Regional office)
☐ NO (continue)

B.3 Is the project likely to generate intense public discussion, concern or controversy, even though it may be limited to a relatively small subset of the community?

☐ YES (contact FTA Regional office)
☐ NO (continue)

C. Does the project appear on the following list of potential Categorical Exclusions (CEs)?

The projects listed below are generally categorically excluded from further NEPA analysis under 23 CFR 771.117(c) unless certain circumstances exist, such as the presence of wetlands, historic buildings and structures, parklands and floodplains in the project area.

☐ YES (If checked AND there are no special circumstances, as described above, mark the applicable activity and proceed to the signature block on the back page.)
☐ NO (continue to Section D)

☐ Activities not involving or directly leading to construction (technical studies, planning, preliminary engineering, etc.)

☐ Utility installations along or across a transit facility

☐ Construction of bicycle and pedestrian facilities, excluding those requiring construction in new right-of-way

☐ Installation of noise barriers or alterations to existing publicly-owned buildings to provide for noise reduction

☐ Landscaping

☐ Installation of fencing, signs, pavement markings, toll facilities, control centers, vehicle test centers, small passenger shelters, traffic signals, railroad warning devices, and signal controls with no substantial land acquisition or traffic disruption

☐ Emergency repairs under 23 USC 125

☐ Acquisition of scenic easements

☐ Ridesharing activities

☐ Bus, ferry, and rail car rehabilitation (including conversions to alternative fuels)

☐ Alterations to facilities or vehicles to make them accessible to elderly or handicapped persons

☐ Program administration (including safety programs), technical assistance, and operating assistance to continue existing service or increase service to meet routine changes in demand

☐ Purchase and lease of vehicles and equipment for use on existing facilities or new facilities that also qualify as CEs (including the capital cost of contracts for transit services)

☐ Track, railbed, and wayside system maintenance and improvements when carried out in existing right-of-way

☐ Purchase and installation of operating, maintenance and Intelligent Transportation Systems (ITS) equipment to be located solely within the transit facility and with no significant off-site impacts

☐ Mitigation banking

☐ Resurfacing and restriping

☐ Routine maintenance

D. Does the project appear on the following list of potential documented Categorical Exclusions?

These projects may be categorical exclusions under 23 CFR § 771.177(d), but require additional documentation demonstrating that the specific conditions or criteria for the CEs are satisfied and that significant effects will not result.

☐ YES (Check and continue to Part III)
☐ NO (Contact FTA Regional Office)

☐ Grade separations requiring land acquisition to replace existing at-grade railroad crossings and bridge rehabilitation (including approaches to bridges and excluding historic bridges or bridges providing access to ecologically sensitive areas)

☐ Corridor Fringe Parking facilities (generally located adjacent to a mass transportation corridor such as an Interstate highway system)

☐ Carpool programs and activities requiring land acquisition and construction

☐ Safety improvements including seismic retrofit and mitigation of wildlife hazards

☐ Construction of new bus storage and maintenance facilities and new ITS control centers in areas used predominantly for industrial or transportation purposes where such construction is consistent with existing zoning and located on a street with adequate capacity to handle anticipated traffic

☐ Rehabilitation or reconstruction of existing rail and bus buildings and ancillary facilities where only minor amounts of additional land are required and there is not a substantial increase in the number of users

☐ Construction of bus transfer facilities (an open area consisting of passenger shelters, boarding areas, kiosks, and related street improvements) when located in a commercial area or other high activity center in which there is adequate street capacity for projected bus traffic

☐ Construction of rail storage and maintenance facilities (or other similarly sized support facilities) in areas used predominantly for industrial or transportation purposes where such construction is consistent with existing zoning and where there is no significant noise impact on the surrounding community

☐ Area-wide coordination of multiple ITS elements

☐ Advance land acquisition including:

- Acquisition of underutilized private railroad rights-of-way (ROW) to ensure that adjacent land uses remain generally compatible with the continued transportation use of the ROW
- Acquisition of land for hardship or protective purposes, consistent with 23 CFR 771.117 (D)(12)

(Note: the eligibility of hardship and protective buys is very limited and must be approved, in writing, by the Regional FTA office before proceeding with any acquisition activities. Failure to do so will render the project ineligible for Federal participation.)

III. Information Required for Documented Categorical Exclusions

If you checked "Yes" to any of the options in Part II, Section D, complete Part III and submit to FTA.

A. Detailed Project Description

Include a project description and explain how the proposal satisfies the purpose and need identified in Part I.

B. Location and Zoning

Attach a map identifying the project's location and surrounding land uses. Note any critical resource areas (historic, cultural or environmental) or sensitive noise or vibration receptors (schools, hospitals, churches, residences, etc). Briefly describe the existing zoning of the project area and indicate whether the proposed project is consistent. Include a description of the community (geographic, demographic, economic and population characteristics) in the vicinity of the project.

C. Traffic

Describe potential traffic and parking impacts, including whether the existing roadways have adequate capacity to handle increased bus or other vehicular traffic. Include a map or diagram if the project will modify existing roadway configurations. Describe connectivity to other transportation facilities and modes.

D. Aesthetics

Will the project have an adverse effect on a scenic vista?

☐ No
☐ Yes, describe

Will the project substantially degrade the existing visual character or quality of the site and its surroundings?

☐ No
☐ Yes, describe

Will the project create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?

☐ No
☐ Yes, describe

E. Air Quality

Does the project have the potential to impact air quality?

☐ NO
☐ YES, describe

Is the project located in an Environmental Protection Agency (EPA)-designated non-attainment or maintenance area?

☐ NO
☐ YES, indicate the criteria pollutant and contact FTA to determine if a hot spot analysis is necessary.

- ☐ Carbon Monoxide (CO)
- ☐ Ozone (O_3)
- ☐ Particulate Matter (PM_{10})

If the non-attainment area is also in a metropolitan area, was the project included in the MPO's Transportation Improvement Program (TIP) air quality conformity analysis?

☐ NO
☐ YES

Date of USDOT conformity finding

F. Coastal Zone

Is the proposed project located in a designated coastal zone management area?

☐ No
☐ Yes, describe coordination with the State regarding consistency with the coastal zone management plan and attach the State finding, if available.

G. Environmental Justice

Indicate whether the project will have disproportionately high and adverse impacts on minority or low-income populations. Describe any potential adverse effects. Describe outreach efforts targeted specifically at minority or low-income populations.

H. Floodplains

Is the proposed project located within the Federal Emergency Management Agency (FEMA) 100-year floodplain?

☐ No

☐ Yes, describe potential impacts and include the FEMA map with the project location identified.

I. Hazardous Materials

Is there any known or potential contamination at the project site?

☐ No, describe the steps taken to determine whether hazardous materials are present on the site.

☐ Yes, note mitigation and clean-up measures that will be taken to remove hazardous materials from the project site.

J. Navigable Waterways

Does the proposed project cross or have the potential to impact a navigable waterway?

☐ No

☐ Yes, describe potential impacts and any coordination with the US Coast Guard.

K. Noise and vibration

Does the project have the potential to increase noise or vibration?

☐ NO

☐ YES, describe impact and provide map identifying sensitive receptors such as schools, hospitals, parks and residences. If the project will result in a change in noise and vibration sources, you must use FTA's "Transit Noise and Vibration Impact Assessment" methodology to determine impact.

L. Prime and Unique Farmlands

Does the proposal involve the use of any prime or unique farmlands?

☐ No

☐ Yes, describe potential impacts and any coordination with the Soil Conservation Service of the U.S. Department of Agriculture.

M. Resources

Does the project have the potential to impact any of the resources listed below?

☐ NO

☐ YES, if checked, describe resource and impacts. Impacts to cultural, historic, or recreational properties may trigger Section 4(f) evaluation, which requires consideration of avoidance alternatives.

☐ Natural

☐ Cultural

☐ Historic—Indicate whether there are any historic resources in the vicinity of the project. Attach photos of structures more than 45 years old that are within or adjacent to the project site.

☐ Recreational

☐ Biological--The project sponsor must obtain a list of threatened and endangered species in the project area from the US Fish and Wildlife Service (USFWS) and the National Oceanic and Atmospheric Administration-Fisheries (NOAA-Fisheries). Attach species map, if available. Describe any critical habitat, essential fish habitat or other ecologically sensitive areas. See appendix for more information.

☐ Other, describe

N. Seismic

Are there any unusual seismic conditions in the project vicinity? If so, indicate on project map and describe the seismic standards to which the project will be designed.

☐ No

☐ Yes, describe

O. Water Quality

Does the project have the potential to impact water quality, including during construction.

☐ No

☐ Yes, describe potential impacts

Will there be an increase in new impervious surface or restored pervious surface?

☐ No

☐ Yes, describe potential impacts and proposed treatment for stormwater runoff.

Is the project located in the vicinity of an EPA-designated sole source aquifer?

☐ No

☐ Yes, describe potential impacts and include a map of the sole source aquifer with project location identified.

P. Wetlands

Does the proposal temporarily or permanently impact wetlands or require alterations to streams or waterways?

☐ No
☐ Yes, describe potential impacts

Q. Construction Impacts

Describe the construction plan and identify impacts due to construction noise, utility disruption, debris and spoil disposal, and staging areas. Address air and water quality impacts, safety and security issues, and disruptions to traffic and access to property.

R. Cumulative and Indirect Impacts

Are cumulative and indirect impacts likely?

☐ No
☐ Yes, describe the reasonably foreseeable:

a) Cumulative Impacts, which results from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency (Federal or non-Federal) or person undertakes such other actions. Cumulative impacts can result from individually minor but collectively significant actions taking place over a period of time.

b) Indirect impacts, which are caused by the action and are later in time or farther removed in distance, but are still reasonably foreseeable. Indirect impacts may include growth inducing effects and other effects related to induced changes in the pattern of land use, population density or growth rate, and related effects on air, water and other natural systems, including ecosystems.

S. Property Acquisition

If property is to be acquired for the project, indicate whether acquisition will result in relocation of businesses or individuals.

Note: To ensure the eligibility for federal participation, grantees may not acquire property with either local or federal funds prior to completing the NEPA process and receiving written concurrence in the NEPA recommendation. For acquisitions over $250,000, FTA concurrence in the property's valuation is also required.

T. Public Notification

Describe public outreach efforts undertaken on behalf of the project. Indicate opportunities for public hearings, (e.g. board meetings, open houses, special hearings). Indicate any significant concerns expressed by agencies or the public regarding the project.

U. Mitigation Measures

Describe all measures to be taken to mitigate project impacts.

V. Other Federal Actions

Provide a list of other federal NEPA actions related to the proposed project or in the vicinity.

W. State and Local Policies and Ordinances

Is the project in compliance with all applicable state and local policies and ordinances?

☐ No, describe

☐ Yes

X. Related Federal and State/Local Actions

☐ Corps of Engineers (Section 10, Section 404)
☐ Coast Guard Permit
☐ Coastal Zone Management Certification
☐ Critical Area Ordinance Permit
☐ ESA and EFH Compliance
☐ Flood Plain Development Permit
☐ Forest Practice Act Permit
☐ Hydraulic Project Approval
☐ Local Building or Site Development Permits
☐ Local Clearing and Grubbing Permit
☐ National Historic Preservation Act-Section 106
☐ National Pollutant Discharge Elimination System Baseline General for Construction
☐ Shoreline Permit
☐ Solid Waste Discharge Permit
☐ Section 4(f) or 6(f) (Recreational and Historic Properties)
☐ Section 106 (Historic Properties)
☐ Stormwater Site Plan (SSP)
☐ Temporary Erosion and Sediment Control Plan (TESC)
☐ Water Rights Permit
☐ Water Quality Certification—Section 401
☐ Tribal Permits (if any, describe below)
☐ Other

Describe as applicable:

Submit two paper copies of this form, attachments, and a transmittal letter recommending a NEPA finding to the address below. Submit an electronic version to your area FTA Community Planner. Contact FTA at the number below if you are unsure who this is or if you need the email address. Modifications are typically necessary. When the document is approved, FTA may request additional copies.

Federal Transit Administration, Region 10
915 2nd Avenue, Suite 3142
Seattle, WA 98174-1002

phone: (206) 220-7954
fax: (206) 220-7959

Appendix:
Topical guidance links

Air Quality

http://www.fhwa.dot.gov/environment/conformity/ref_guid/sectionf.htm
http://www.epa.gov/oar/oaqps/greenbk/ for a listing of non-attainment areas.

Coastal Zone Management

http://www.ocrm.nos.noaa.gov/czm/czmsitelist.html for a list of state programs.

Cumulative and Indirect Impacts

http://www.fhwa.dot.gov/environment/2nd_cml.htm
http://environment.fhwa.dot.gov/guidebook/qaimpact.htm

Endangered Species Act and Consultation

http://endangered.fws.gov/consultations/sec7_faq.html#2 for frequently asked questions on the Endangered Species Act and the Section 7 Consultation process.

Endangered Species List

This list must be less than 6 months old at the time the DCE documentation is submitted to FTA. If the list is older than 6 months, you must verify that there have been no changes to the list.

For species under the jurisdiction of NOAA-Fisheries, go to http://www.nwr.noaa.gov/1salmon/salmesa/index.htm, click on ESU Maps.

For species under the jurisdiction of USFWS, contact the nearest Ecological Services office. For a directory of USFWS offices, go to http://offices.fws.gov/directory/.

Environmental Justice

http://www.fta.dot.gov/office/planning/ep/subjarea/envjust.html
http://www.fhwa.dot.gov/environment/ej2.htm

Farmlands

http://www.info.usda.gov/nrcs/fpcp/fppa.htm

Floodplain

http://www.fta.dot.gov/office/planning/ep/subjarea/water/fldplns.html

Hazardous Materials

http://www.fta.dot.gov/office/planning/ep/subjarea/hazmat.html

Historic, Archaeological and Cultural Resources

http://www.fta.dot.gov/office/planning/ep/subjarea/histcult.html

Magnuson-Stevens Fishery Conservation and Management Act

http://www.nwr.noaa.gov/1habcon/habweb/efh/msa2.html
http://www.nmfs.noaa.gov/sfa/magact

Navigable Waterways

http://www.fta.dot.gov/office/planning/ep/subjarea/water/navwater.html

NEPA

http://www.fhwa.dot.gov/legsregs/directives/fapg/cfr0771.htm
http://ceq.eh.doe.gov/nepa/regs/ceq/toc_ceq.htm
http://environment.fhwa.dot.gov/guidebook/index.htm
http://www.fta.dot.gov/office/planning/ep/index.html

Noise and Vibration

http://www.fta.dot.gov/office/planning/ep/subjarea/noisevibration.html

Property Acquisition

http://www.fhwa.dot.gov/hep/49cfr24.htm

Tribal Consultation

http://www.fhwa.dot.gov/environment/natvamrc/tcqa.htm

Section 4(f)

http://www.fta.dot.gov/office/planning/ep/subjarea/parklands.html#Bckgrd
http://www.section4f.com/
http://www.fhwa.dot.gov/environment/4_f.htm

Section 6(f)

http://www.nps.gov/ncrc/programs/lwcf/protect.html

Sole Source Aquifer

http://www.epa.gov/safewater/ssanp.html

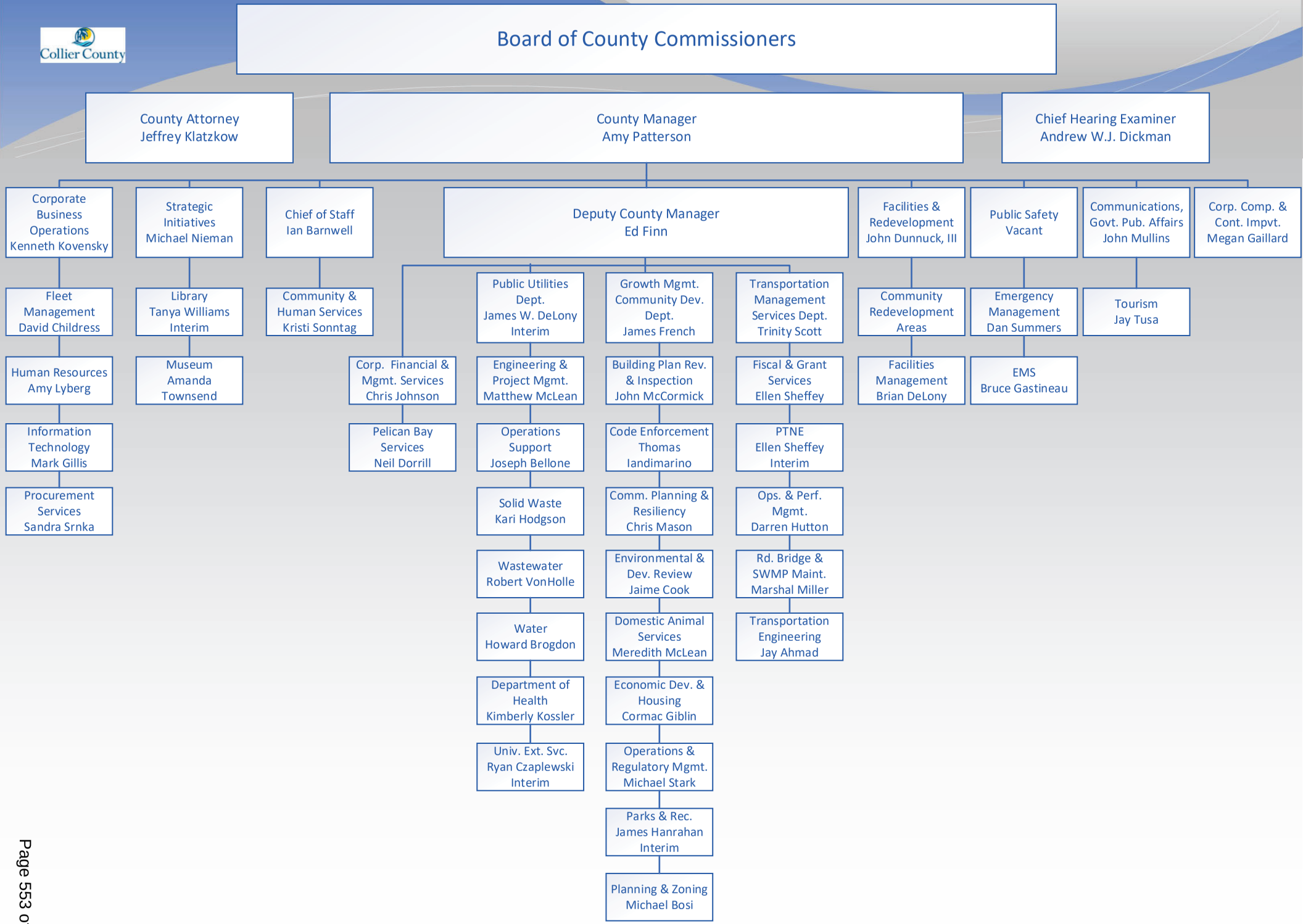
Water Quality

http://www.fta.dot.gov/office/planning/ep/subjarea/water/waterqual.html

not applicable

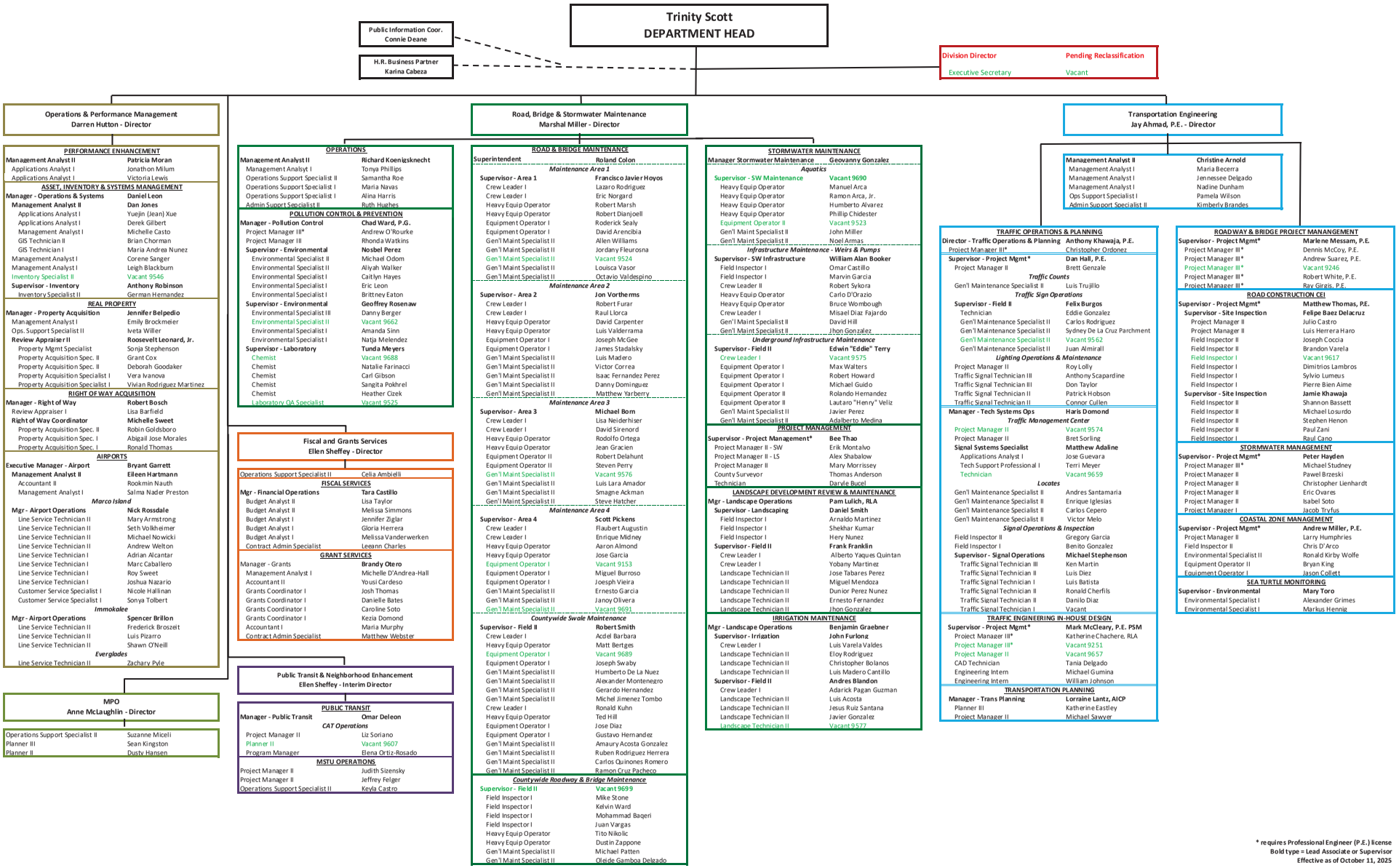
Local Clearinghouse Agency/RPC Cover Letter

If grant application is for facilities, please upload a copy of the cover letter submitted to the local clearinghouse agency or Regional Planning Council (RPC) within TransCIP.

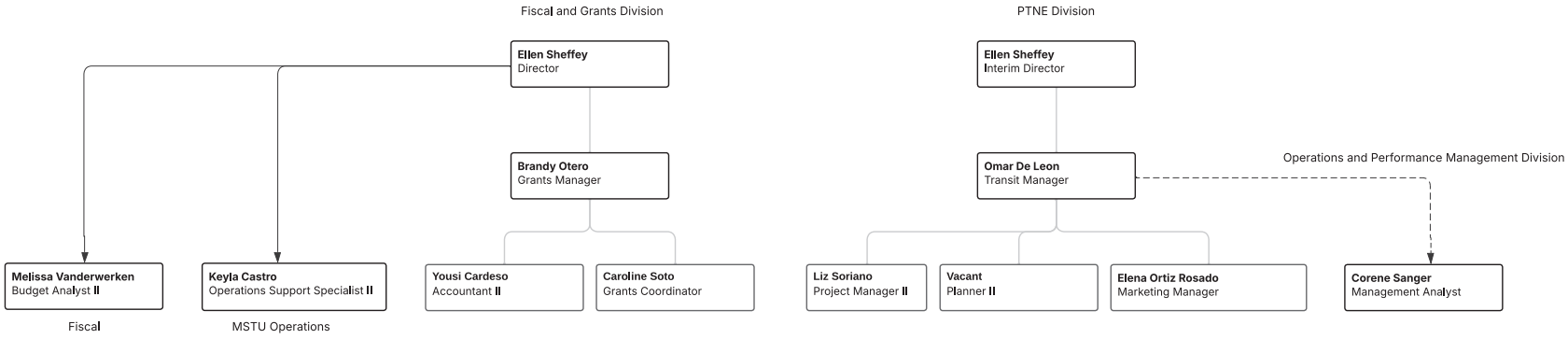


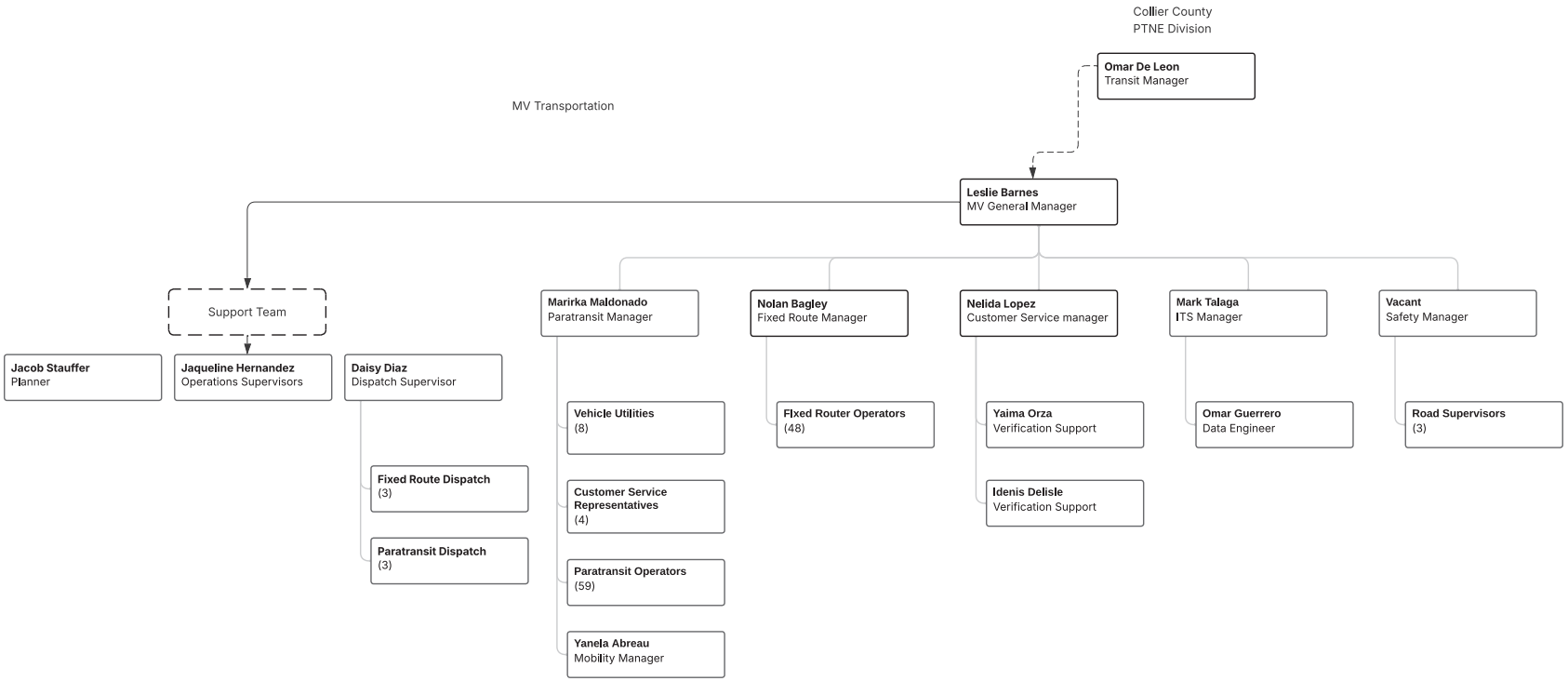
September 10,2025

Transportation Management Services Department



* requires Professional Engineer (P.E.) license
Bold type = Lead Associate or Supervisor
Effective as of October 11, 2025


Fiscal and Grants Division
Ellen Sheffey
Director
Brandy Otero
Grants Manager
Melissa Vanderwerken
Budget Analyst II
Fiscal
Keyla Castro
Operations Support Specialist II
MSTU Operations
Yousi Cardeso
Accountant II
Caroline Soto
Grants Coordinator
PTNE Division
Ellen Sheffey
Interim Director
Omar De Leon
Transit Manager
Operations and Performance Management Division
Liz Soriano
Project Manager II
Vacant
Planner II
Elena Ortiz Rosado
Marketing Manager
Corene Sanger
Management Analyst


Collier County
PTNE Division
Omar De Leon
Transit Manager
MV Transportation
Leslie Barnes
MV General Manager
Support Team
Jacob Stauffer
Planner
Jaqueline Hernandez
Operations Supervisors
Daisy Diaz
Dispatch Supervisor
Fixed Route Dispatch
(3)
Paratransit Dispatch
(3)
Marirka Maldonado
Paratransit Manager
Vehicle Utilities
(8)
Customer Service Representatives
(4)
Paratransit Operators
(59)
Yanela Abreau
Mobility Manager
Nolan Bagley
Fixed Route Manager
Fixed Router Operators
(48)
Nelida Lopez
Customer Service manager
Yaima Orza
Verification Support
Idenis Delisle
Verification Support
Mark Talaga
ITS Manager
Omar Guerrero
Data Engineer
Vacant
Safety Manager
Road Supervisors
(3)

[County Manager Letterhead]

[Date]

Victoria Upthegrove
Transit Project Coordinator
FDOT, District One, Modal Development Office/Public Transit
801 North Broadway Avenue
Bartow, FL 33830

Re: 5310 Match Commitment

Dear Ms. Upthegrove,

Collier County attests to having local funds available in the Collier Area Transit Transportation Disadvantaged Operating budget to meet the ten percent local match requirement for the FTA 5310 Grant Application and commits to using $69,354 towards this grant project if awarded.

Sincerely,

Amy Patterson,
County Manager

not applicable

Certification of Incorporation

All first-time private non-profit applicants must upload a copy of their certification of incorporation within TransCIP.

Not applicable

Proof of Non-Profit Status

All private non-profit applicants must upload proof of non-profit status within TransCIP .

not applicable

Transportation Operating Procedure (TOP)

(Applies to Section 5310-only Applicants)

Upload the agency's most recent TOP within TransCIP, if not already on file with your District Office. If no revisions were completed, the returning grant recipient should submit the TOP approval letter issued by the local FDOT District. If an applicant is a first-time applicant, then the applicant should submit a commitment letter stating that a compliant TOP will be developed prior to award; no official award will be made by FDOT until the applicant has a fully adopted and FDOT approved TOP. Upon request, FDOT will provide technical assistance concerning the development of a TOP.

AFFIDAVIT REGARDING LABOR AND SERVICES

Effective July 1, 2024, pursuant to §787.06(13), Florida Statutes, when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services.

Nongovernmental Entity's Name: _____
Address: _____
Phone Number: _____
Authorized Representative's Name: _____
Authorized Representative's Title: _____
Email Address: _____

AFFIDAVIT

I, *insert nongovernmental entity's authorized representative name*, as authorized representative attest that *insert nongovernmental entity's name*does not use coercion for labor or services as defined in §787.06, Florida Statutes.

Under penalty of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.

_____
(Signature of authorized representative) Date

STATE
COUNTY OF
Sworn to (or affirmed) and subscribed before me, by means of ☐ physical presence or ☐online notarization, this day of , (year), by

_____
Notary Public

_____
Commission Expires
Personally Known ☐ OR Produced Identification ☐
Type of Identification Produced

Collier County is a governmental entity. Under § 787.06, Fla. Stat., the human-trafficking affidavit requirement is directed to non-governmental entities contracting with public agencies. As a governmental entity already prohibited by statute from engaging in human trafficking, Collier County is not the intended signatory for this affidavit.

Florida Department of Transportation

Capital & Operating Assistance Application

49 U.S.C. Section 5311, CFDA 20.509

Formula Grants for Rural Areas

STOP: Before starting your application, make sure all agency profile information is up-to-date in TransCIP. The agency profile provides critical information. If the agency profile is incorrect, your application may be considered incomplete or ineligible for consideration.

Agency Name:	Collier County Board of County Commissioners	Use drop down to select or type to enter
Project Type(s):	Operating	Use drop-down to select
	Operating	Use drop-down to select
FDOT District:	One	Use drop down to select

Revenue Vehicle Inventory Certification	
Instructions:	Applicants must ensure that the inventory in TransCIP is updated and includes all revenue vehicles. Only required fields must be completed. However, we encourage agencies to enter as much information as is readily available. Failure to update inventory information will have a negative impact on your application. This information is critical in determining need and replacement status. Additionally, lack of updated information may cause a service enhancement project to not receive funding. Each District will determine the deadline for vehicle information data entry to align with the Federal Fiscal Year (FFY) 2026 application process. All updates must be completed by the deadline identified by your District, which may be different from that of other application elements. The name of the accountable personnel and date of last inventory update must be provided in the fields below.
Certification:	Omar DeLeon
Date:	10/29/2025

Transportation Program Operating and Administrative Expenses

Expenses: The Estimated Transportation Program Operating & Administrative Expenses table must include all expense associated with the applicant's transportation program. Expenses must be reported by type as provided in the Program Budget tab and the below definitions table:

1-digit Level: Not applicable
2-digit Level: **For example, 5010 Labor**
3-digit Level: **For example, 5011 Operators Salaries and Wages**

Object Class	Code	Definition
Labor	**5010**	Labor expenses arise from the performance of work by employees. Labor expenses include pay and allowances owed to employees in exchange for the services provided to the transit agency. It also includes bonuses, shift differentials, overtime premiums, minimum guarantees, paid absences, and fringe benefits.
Operators' Salaries and Wages	5011	Operators' salaries and wages include the cost of labor, excluding paid absences and fringe benefits, for the transit agency's employees who are classified as revenue vehicle operators or crewmembers. These expenses include wages for performing activities related to vehicle operations such as: · Report time · Platform time · Turn-in time · Accident reporting time These expenses also cover wages paid to back-up (extra board drivers) such as stand-by time. In small transit systems, operators also may be scheduled to perform vehicle maintenance duties that are typically performed by vehicle maintenance employees. These duties may include servicing revenue vehicles (e.g., fueling, interior cleaning, and exterior washing) and limited inspection and maintenance of revenue vehicles. Operators sometimes are temporarily assigned duties other than driving their vehicles in revenue service such as: · training time either as a student or instructor · revenue vehicle movement control as dispatchers or road supervisors · movement of revenue vehicles among maintenance and operating facilities · maintenance of bus stops and shelters · general administration assignment such as customer service and marketing
Operators' Paid Absences	5012	This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for revenue vehicle operators or crewmembers.
Other Salaries and Wages	5013	This object class includes the cost of labor, excluding paid absences and fringe benefits, of employees of the transit agency who are not classified as revenue vehicle operators or crewmembers (e.g., maintenance workers, administrative staff, and transit managers).
Other Paid Absences	5014	This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for its employees that are not classified as revenue vehicle operators or crewmembers.
Fringe Benefits	5015	Fringe benefits are the expenses for employment benefits that an employee receives in addition to his or her base salaries and wages. Fringe benefits include payments associated with the employee's labor that do not arise from the performance of work, but still arise from the employment relationship. Fringe benefits can be divided into the following four categories: 1. Employment Taxes: federal, Medicare, and Social Security taxes. 2. Health and Welfare Expenses: medical and dental insurance plans (to include hospital, surgical, and pharmaceutical plans); short-term disability and life insurance plans; workers' compensation or Federal Employees Liability Act Contribution; and unemployment plans. 3. Retirement Costs/Pension Plans: pension plans, long-term disability plans, and other postemployment benefits (OPEB). 4. Other Fringe Benefits: uniform and work clothing; tool allowances; employee and family transit passes; reimbursements for moving and education; assistance for dependent care, childcare, and adoption; employee discounts; and other fringe benefits not described in the categories listed above. Other Postemployment Benefits (OPEB) In addition to pensions, some transit agencies provide other postemployment benefits (OPEB). OPEB includes postemployment healthcare and life insurance that are provided separately from a pension plan.
Services	**5020**	Services are the labor and other work provided by outside organizations for fees and related expenses. Outside organizations may be private companies or public entities. The agency reports work done by personnel within the reporting unit as salaries and wages and fringe benefits. For example, if the reporting unit is a city, then transit-related work done by city employees, even those outside the transit division, is reported as salaries and wages and fringe benefits, not services. Services provided by an outside organization are usually procured as a substitute for in-house employee labor, except in the case of independent audits, which could not be performed by employees. Agencies usually substitute services for in-house labor because the skills offered by the outside organization are needed for only a short period of time or internal staff does not have the requisite skills. This object class includes all costs that are part of the service agreement. For example, if in a contract for custodial service the custodial company provides the cleaning supplies, the cost of these supplies belongs to Services, not Other Materials and Supplies. The services object class does not include purchased transportation service. A contractor that provides vehicle operators is considered a purchased transportation provider, and any other labor or materials provided by that contractor, including fuel, parts, and maintenance, belong to the purchased transportation object class.
Materials and Supplies	**5030**	The expenses in the following three object classes include products obtained from outside suppliers or those manufactured internally. The cost of the material or supply includes freight-in, purchase discounts, cash discounts, sales taxes, and excise taxes (except on fuel and lubricants). Charges to this object class include both materials and supplies issued from inventory for use, and materials and supplies purchased for immediate use (i.e., items used without going through inventory).
Fuel and Lubricants	5031	This object class includes fuel used to propel revenue and non-revenue vehicles and lubricants such as motor oil, transmission fluid, and grease. Purchase and cash discounts are included in the cost of the fuel or lubricant. Sales or excise taxes are not included in the cost; they are reported separately under Taxes (5060). The agency reports fuel costs net of fuel taxes, even if the agency paid the taxes initially and was later reimbursed. Note that modes powered by electricity report propulsion power under Revenue Vehicle Operation Utilities.
Tires and Tubes	5032	This object class includes the cost of tires and tubes, whether they are rented, leased or purchased. Do not report rented and leased tires and tubes under Operating Lease Expenses (5220). Purchase discounts, cash discounts, sales taxes, and excise taxes are included in the cost of the tires and tubes.
Other Materials and Supplies	5039	The expenses in this object class include products obtained from outside suppliers or those manufactured internally that are not covered in the two preceding object classes. The cost of the material or supply includes shipping costs, purchase discounts, cash discounts, sales taxes, and excise taxes. Costs associated with this object class include materials and supplies issued from inventory or purchased for immediate use (i.e., items used without going through inventory).

Transportation Program Operating and Administrative Revenues

Revenues: The Estimated Transportation Program Operating & Administrative Revenues table must include all funding sources used to support projected expenses. Revenues should be reported by type as provided in the application and the below definitions table:

1-digit Level: **For example, 4100 Directly Generated Fares**
2-digit Level: **For example, 4110 Passenger Fares**
3-digit Level: **For example, 4111 Passenger-Paid Fares**

Object Class	Code	Definition
Directly Generated Funds	**4100**	Directly Generated Funds are funds that a transit agency earns from non-governmental sources. These revenues are generated by the transit agency.
Passenger Fares	4110	This revenue object class includes revenues earned from carrying passengers. This object class applies equally to directly operated (DO) and purchased transportation (PT) services. Generally, fares are the amounts paid by the rider to use transit services, to include the base fare, zone premiums, express service premiums, extra cost transfers, and quantity purchase discounts applicable to the passenger's ride. Agencies report the full amount of PT fare revenues regardless of whether the buyer or seller retains the revenue. Agencies may collect passenger fares in any of the following ways: 1. Before service is provided (e.g., through the sale of media such as passes, tickets and tokens sold to passengers) 2. Directly at the point of service (e.g., fare box, turnstile) 3. After the service is provided (e.g., through weekly or monthly billing) In some circumstances, several agencies share a fare card program and will periodically divide funds among themselves so that each agency within the program receives the appropriate amount of fare revenue. In such cases, each agency reports its share of the revenues. Passenger fares include Passenger-Paid Fares (4111) and Organization-Paid Fares (4112). Passenger fares do not include subsidies (e.g., subsidies from private organizations or subsidies from other sectors of operations), which are provided to support the general provision of transit service. Passenger fares also do not include fare assistance from other entities, such as governments, to provide a reduced fare or free fare for a general class of users (e.g., senior citizens, students). The agency reports subsidies and fare assistance in the appropriate private, state, local, or Federal Government sources of funds.
Passenger-Paid Fares	4111	Passenger-paid fares reflect the amount of the fare that the passengers pay on their own behalf. Passenger-paid fares may include the following examples: 1. Full Adult Fares: revenues earned by transporting passengers for the full adult fare. 2. Senior Citizen Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are older than a prescribed age limit. 3. Student Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are enrolled in an educational institution. 4. Child Fares: revenues earned from carrying passengers who pay a special, reduced fare because they are younger than a prescribed age limit. 5. Fares for Individuals with Disabilities: revenues earned from carrying passengers who pay a special, reduced fare because they are persons with disabilities. 6. Ferryboat Services: revenues earned from walk-on pedestrians, bicyclists, and public transportation vehicles passenger fares. For vehicles, the agency reports passenger fares for each occupant of the vehicle, including the driver. However, vehicle and bicycle ferriage fees are not included in passenger-paid fares but are reported in Non-public Transportation Revenues (4130). 7. Vanpool Services: For publicly sponsored vanpool (VP) services, passenger fares have unique provisions. For VP services, passenger fares include all fees and costs paid by the passengers. These costs often include fuel costs, maintenance expenses, lease payments, tolls and other out-of-pocket costs. 8. Special Ride Fares: revenues earned from carrying passengers who pay a special, reduced fare for a reason other than those specified above. 9. Handling Fees: revenues earned from charges for processing payment and issuing fare cards (e.g., an agency charges an initial start-up fee when issuing new cards, or charges extra fees for using one-time paper cards). 10. No-show Fines: revenues earned from fines for demand-response passengers who do not show up for a scheduled pickup.
Organization-Paid Fares	4112	Organization-paid fares are paid for by an organization rather than by the passenger. Organization-paid fares also include funds for rides given along special routes for which a beneficiary of the service may guarantee funds. Organization-paid fares may result from agreements between the reporter and an agency or organization that pays a set amount in return for unlimited and/or reduced fare transit service for the persons covered by the agreement. Examples of organization-paid fares may include the following: 1. State and Local Government: revenues earned by providing rides for employees of state and local government (e.g., fares for postal workers or police officers). 2. Reduced Fare Reimbursements: revenues earned by providing rides for its members or beneficiaries. A common example is a university paying a transit agency to permit students to ride free after showing their valid student identification cards. 3. Special Route Guarantees: amounts paid for by organizations other than governments (e.g., industrial firms, shopping centers, public and private universities) to guarantee a minimum amount of funds on a line operated and/or to provide or maintain services to a specific area, especially for the benefit of the paying organization. 4. Other Special Contract Transit Fares: revenues earned under contractual arrangements with non-government entities for transit fares other than those arrangements specified in the above categories. A common example is a senior center that pays part of the cost of a route serving the center.
Park-and-Ride Parking Revenue	4120	The agency earns park-and-ride parking revenue from parking fees paid by passengers who drive to park-and-ride facilities operated by the agency to use transit service. The agency reports revenues earned from the operation of parking lots that are not park-and-ride locations in Other Agency Revenues (4150).
Non-Public Transportation Revenues	4130	This object class includes revenue for providing transportation services to private groups or entities or for carrying freight. The most common examples are the following: 1. Charter Service Revenues: revenues earned from operating vehicles under charter service contracts. 2. Freight Tariffs: revenues earned from carrying freight on routes whose primary purpose is passenger operations. These are the revenues earned from carrying all types of freight on passenger routes. It includes fees for carrying vehicles and bicycles on ferries. See ferryboat services example in Passenger-Paid Fares (4111). 3. School Bus Service Revenues: revenues earned from operating vehicles under school bus contracts. It is the amount paid by schools for the operation of buses exclusively to carry children to and from school. 4. Sight-seeing Fares: revenues earned from operating vehicles in sight-seeing service.
Auxiliary Transportation Funds	4140	Auxiliary transportation funds are earned from activities related to the provision of transit service but are not payment for transit service. Auxiliary funds result from business-type activities in which an agency earns supplemental revenues. For example, a transit agency is not in the advertising or concessions business, but it is able to earn additional funds by providing or leasing out these additional services to the public. Auxiliary funds include the following: 1. Advertising revenues 2. Concessions 3. Other auxiliary transportation revenues
Advertising Revenues	4141	Advertising revenues include funds earned from displaying advertising materials on transit system vehicles and property and includes agency media.
Concessions	4142	Concessions are revenues earned from granting operating rights to businesses (e.g., newsstands, candy counters) on property and equipment maintained by the transit agency (e.g., stations, vehicles). This also includes revenues from vending machines available on property maintained by the transit agency for public use.
Other Auxiliary Transportation Revenues	4149	The agency earns other auxiliary transportation revenues from auxiliary operations other than those specified above. This might include, but is not limited to merchandising, photo identification (ID) fees, locker rentals, movie licensing fees, naming rights, and fines for fare evasion or illegal parking.
Other Agency Revenues	4150	This object class includes revenues earned from activities not associated with the provision of the transit agency's transit service. Other agency revenues do not include funds received from local, state, or federal governments. Examples of other agency revenues include: 1. Sales of Maintenance Services: revenues earned from sales or performing maintenance services on property not owned or used by the transit agency. 2. Sales of Fuel: revenues earned from sales of fuel. 3. Sales of Assets: revenue received in the sale of an asset that is in excess of the asset's book value. See Sales and Disposals of Assets (4630) for a detailed example. 4. Rental of Revenue Vehicles: revenues earned from leasing transit agency revenue vehicles to other operators. 5. Rental of Buildings and Other Property: revenues earned from leasing transit system buildings (other than station concessions) and property to other organizations. 6. Rental of Real Estate: revenues earned from leasing real estate owned by the transit agency to other organizations. This includes revenues from joint development projects. 7. Rental Car Fees: revenues earned from rental car services. 8. Investment Income: revenues earned from investing in marketable securities and dividends received from state insurance pools. Investment income does not include earnings on capital grant funds advanced by the grantor; such earnings are to be credited to the same account as the capital grant itself. 9. Interest Income: revenues earned by placing funds in an interest-bearing account. 10. Student Fees: revenues generated by an educational institution from student fees to operate its own transit service. Student fees are different from student fares, which are amounts paid by the students for transit service. 11. Parking Facilities Revenue: revenues earned from parking fees generated from parking facilities not normally used as park-and-ride locations. Revenues earned from operating park-and-ride facilities are reported in Park-and-Ride Parking Revenue (4120). 12. Donations: funds from donations and grants from private foundations. 13. Other Agency Revenues: revenues that might include, but are not limited to: warranty claims, funds from lawsuits, Freedom of Information Act (FOIA) requests, revenue from vending machines available exclusively for employee use, administrative fees charged to other organizations,

Utilities	**5040**	This object class includes expenses for electricity, gas, water, telephone, heating oil, fuel for backup generators, and internet.	Revenues Accrued through a Purchased Transportation Agreement	4160	This object class includes revenue accrued by the transit agency as a seller of transportation services through purchased transportation agreements. This includes the contract funds earned (payments and accruals) by a reporter under contract to another reporter or public agency. The purchased transportation agreement must meet the requirements for a true Contractual Relationship. Revenue accrued through an agreement that does not meet these requirements is reported as Organization-Paid Fares (4112), Other Agency Revenues (4150), Local Government Funds (4300), or State Government Funds (4400), as appropriate.
Casualty and Liability Costs	**5050**	Expenses related to loss protection and losses incurred by the transit agency. These expenses include: · Compensation of others for their losses due to acts for which the transit agency is liable. · The costs of protecting the transit agency from losses through conventional insurance and other risk financing programs (e.g., self-insurance and insurance pools). · Agency losses due to the liable actions of others that are covered by other corporate insurance. Note that refunds and paybacks received from state insurance pools are netted from Casualty and Liability Costs. Transit agencies often incur self-insurance costs. Note that premiums also include self-insurance costs. Casualty and Liability Costs include the following: 1. Premiums for Physical Damage Insurance: premiums applicable to the reporting period to insure the transit agency from loss through damage to its own property caused by collision, fire, theft, flood, earthquakes and other types of losses. 2. Premiums for Public Liability and Property Damage Insurance: premiums applicable to the reporting period to insure the transit agency against loss from liability for incidents by the transit agency which cause damage to the person or property of others. 3. Payouts for Insured Public Liability and Property Damage Settlements: payments (or accruals) of actual liability to others arising from culpable acts of the transit agency that are covered by public liability insurance. 4. Payouts for Uninsured Public Liability and Property Damage Settlements: payments (or accruals) of actual liability to others arising from culpable acts of the transit agency that are not covered by public liability insurance. 5. Provision for Uninsured Public Liability and Property Damage Settlements: periodic estimates of liability to others arising from culpable acts of the transit agency that relate to the current period that are not covered by public liability insurance. 6. Premiums for Other Corporate Insurance: premiums applicable to the reporting period to insure the transit agency from losses other than damage to its property or liability for its culpable acts (e.g., fidelity bonds, business records insurance). 7. Other Corporate Losses: charges for actual losses resulting from events covered by the other corporate insurance. The agency reports costs of employees engaged in insuring and processing claims for and against the reporting agency in Labor, as appropriate. The agency reports the costs of repairing damaged property in Labor and Other Material and Supplies (5039), as appropriate. The costs of writing off property damaged beyond repair are reported as Extraordinary or Special Items (5280), depending on the circumstances of the impairment.	Subsidy from Other Sectors of Operations	4170	Occasionally, the transit operation is only one part of a larger transportation entity. Such transit agencies may receive subsidies from other sectors of operations within the larger transportation entity to help cover the cost of transit. For example, a transportation authority that is responsible for airports, ports, or bridges, as well as for public transit, may apply excess funds from airport operations to transit operations. Subsidies from other sectors of operations may include: · Subsidies from utility rates where the transit agency is a utility company · Subsidies from bridge and tunnel tolls owned and operated by the transit agency · Subsidies from other sources provided by the same entity that operates the transit service
Taxes	**5060**	Tax expenses are the charges and assessments levied against the transit agency by federal, state and local governments. Sales taxes, excise taxes, freight-in and other acquisition costs are not included in this object class. Instead, they are accounted for as part of the cost of the material or service purchased. Reimbursement of Taxes Paid Reimbursement, or refunds, of taxes paid include the receipt or accrual of state government payments to help cover the cost of taxes incurred by the transit agency. Reimbursement of taxes is netted from the associated expense on which the tax was originally levied. The agency does not report reimbursements of taxes as revenue. For example, some states reimburse transit agencies for taxes paid on fuel. Agencies net refunds of fuel taxes from fuel tax expense, rather than reporting them as revenue.	Extraordinary and Special Items	4180	Extraordinary items are events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. 1. Unusual nature means that the underlying event or transaction has a high degree of abnormality and is clearly unrelated to, or only incidentally related to, the ordinary and typical activities of the transit agency. 2. Infrequency of occurrence means that the underlying event or transaction would not reasonably be expected to recur in the foreseeable future, taking into account the environment in which the transit agency operates. Special items are events or transactions that are either unusual in nature or infrequent, but not both. The agency determines an extraordinary event or transaction to be material if it is material in relation to the agency's income before extraordinary items, to the trend of annual earnings before extraordinary items, or is material by other appropriate criteria. Examples of material extraordinary items include recoveries received for damages from a natural disaster, such as a hurricane or earthquake. Assets impaired by and recoveries received from these events are considered extraordinary because they are abnormal in occurrence and are not reasonably expected to recur in the foreseeable future. Extraordinary and special items are distinguishable from normal operating items and are thus reported separately. The nature and financial effects of each event or transaction is disclosed on the face of the statement of activities or in the notes to the financial statements. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that are directly generated. For example, agencies report insurance recoveries for property damaged in a natural disaster in this object class.
Purchased Transportation Expenses	**5100**	Purchased Transportation (PT) expenses include the payments or accruals to sellers or providers of service, including fare revenues retained by the seller. It does not include the capital leasing portion of the contract. Purchased vanpool service has its own unique issues. Please refer to Vanpool for more detail.	Total Recoveries	4190	Total recoveries include proceeds recovered from insurance companies to indemnify the transit agency for insured acts that resulted in a liability for damage to transit personnel or property or damage to the person or property of others. Total recoveries include monies received for items or events that are not classified as Extraordinary or Special (4180). For example, the agency reports proceeds received from insurance companies for physical damage claims resulting from an accident as insurance recoveries. Total recoveries also include amounts recovered from others held liable to damage to the transit agency's property. For example, the agency reports proceeds received from third parties involved in an accident as insurance recoveries. The agency reports full proceeds received from the insurance company as insurance recoveries; the agency does not net monies from the related asset replacement cost.
Purchased Transportation in Report	5101	This object class includes the payments or accruals to sellers or providers of service, including fare revenues retained by the seller. The agency reports Purchased Transportation (PT) expenses in this object class when they report the associated service in their own NTD report. If the other party reports the service, the expenses belong to the object class Purchased Transportation Filing Separate Report (5102). Please refer to Reporting Contractor Expenses for more information.	**Directly Generated Dedicated Funds**	**4200**	This object class includes taxes and fees levied by a transit agency that is organized as an independent political entity with its own taxation authority. The revenues to the transit agency originating from local, state, or federal governments, which have been raised through the taxing authority of the grantor governmental unit, are considered Local Government Funds (4300), State Government Funds (4400), or Federal Funds (4500).
Purchased Transportation Filing Separate Report	5102	The agency reports Purchased Transportation (PT) expenses in this object class when the other party reports the associated service data (e.g., miles, ridership) in their own NTD report. The agency that reports the service data then reports Purchased Transportation (PT) expenses in the object class Purchased Transportation in Report (5101). Reporting Contractor Expenses The expenses in this object class must include the total amount paid by the buyer to the seller. The seller's actual expenses are often less than this amount, since the seller receives a profit included in the expenses paid by the buyer; the actual expenses will be greater than the amount paid if the seller suffers a loss. Since buying agencies are reporting, the expenses recorded are the buyer's expenses, and the buyer reports the total amount paid to the seller.	Income Taxes	4210	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the transit agency.
Miscellaneous Expenses	**5090**	This object class includes expenses that cannot be attributed to any of the other expense object classes. Agencies must check to be sure an expense does not belong in a different object class before reporting it as miscellaneous. Some common miscellaneous expenses are listed below. 1. Dues and Subscriptions: Fees for membership in industry organizations and subscriptions to periodicals. 2. Travel and Meetings: Air, train or bus fares and allowances for transportation of traveling transit agency employees and related officials. In addition, this expense includes food and lodging, charges for participation in industry conferences, and other related business meeting expenses. 3. Bridge, Tunnel, and Highway Tolls: Payments made to authorities and other organizations for the use of bridges, tunnels, highways, and other facilities. 4. Entertainment Expense: Costs of social activities and other incidental costs relating to meals, beverages, lodgings, transportation, and gratuities. 5. Charitable Donations: Contributions to charitable organizations made by the transit agency. 6. Fines and Penalties: Costs of fines and penalties incurred by the transit agency. 7. Bad Debt Expense: Amounts owed to the transit agency that the agency has determined to be uncollectable.	Sales Taxes	4220	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the transit agency.
ADA Expenses	**5910**	The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. Agencies must report the total expenses that result from ADA requirements for complementary paratransit in demand response (DR) and demand response-taxi (DT) modes. In this object class, agencies report the portion of their operating expenses that is attributable to ADA-required service. This object class is not exclusive of other operating expense object classes. For example, if you spent $10,000 on vehicle fuel, and $1,000 of this was to fuel a vehicle used for ADA service, then you would report $10,000 under Fuel and Lubricants (5031) and $1,000 under ADA Expenses (5910).	Property Taxes	4230	Revenues earned by taxing property subject to the taxing authority of the transit agency.
Reconciling Items	**5200**	Reconciling items are expenses that are not included as capital expenses or as mode-specific operating expenses. If reconciling items represent cash expenditures such as operating lease expenses, the agency reports them as Funds Applied. The agency reports non-cash expenditures such as depreciation as Funds Not Applied.	Fuel Taxes	4240	Revenues earned by taxing fuel subject to the taxing authority of the transit authority. This object class was previously known as gasoline taxes but includes all fuel taxes.
Interest Expenses	5210	Interest expenses are charges for the use of capital borrowed by the transit agency. Interest expenses may accrue on both short-term debt and Long-Term Debt obligations. 1. Interest on Long-Term Debt Obligations: charges for the use of capital borrowed on a long-term basis (the liability for which is usually represented by bonds or loans) employed in the operation of the transit system. Interest charges pertaining to construction debt that are capitalized will not be reflected as interest expense. 2. Interest on Short-Term Debt Obligations: charges for the use of capital borrowed on a short-term basis employed in the operation of the transit agency.	Other Taxes	4250	Revenues earned by levying other taxes by the authority of the transit agency. Examples include cigarette/tobacco, payroll, excise, and vehicle rental taxes.
Operating Lease Expenses	5220	Operating lease expenses include payments for the use of Capital Assets not owned by the transit agency. Operating leases allow the transit agency to use assets, but do not allow them the rights of asset ownership (e.g., transfer of title). As such, operating leases are not capitalized as assets, but are recorded as operating expenses during the reporting period. Some operating leases include costs that the agency must separate out and report under Services (5020). If part of the lease cost covers a service, rather than just the cost of the use of the asset, the agency reports this under Services (5020) rather than operating lease expenses. This also applies to Capital Leases (5230) and Related Parties Lease Agreements (5240).	Bridge, Tunnel, and Highway Tolls	4260	Tolls enacted by the authority of the transit agency on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
Capital Leases	5230	Other than an operating lease, an agency may also have a capital lease. A lease is considered a capital lease if it meets any of the following four criteria at its inception (the earlier of the date of the lease agreement or commitment): 1. Transfer of ownership: the lease transfers ownership (e.g., transfer of title) of the property to the transit agency by the end of the agreed-upon lease term. 2. Bargain purchase option: the lease contains a provision that allows the transit agency to purchase the leased property for a reduced price (reduced compared to expected fair value of the property at the date that the purchase option becomes exercisable). 3. Lease term: lease term is equal to or greater than 75% of the estimated useful life of the leased property. However, if the beginning of the lease term falls within the last 25% of the total estimated useful life of the leased property, this criterion cannot be used for classifying the lease as a capital lease. 4. Minimum lease payments: the present value at the beginning of the lease term of the minimum lease payments to be paid by the transit agency, excluding executory costs such as insurance, maintenance, and taxes, is equal to or greater than 90% of the fair value of the property at lease inception. The agency reports the current portion of capital leases in operating expenses for the reporting period. The current portion of capital leases includes lease payments made for capital leases during the reporting period. The noncurrent portion of capital leases is capitalized and reported as Capital Lease Obligations (2230).	High Occupancy Tolls	4270	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and alternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying a toll. Revenue from these tolls, when enacted by the authority of the transit agency, belongs to this object class.

Related Parties Lease Agreements	5240	Other than operating and capital leases, transit agencies may also have related parties lease agreements. Related parties leases are leases with terms and payment amounts that are substantially less than they would be in usual circumstances because the transit agency is related to the lessor. Common examples include: · A state government's department of transportation purchases buses and leases them to transit agencies in the state at half the market rate. · A county government leases land to a local transit agency for use as a parking lot for a dollar a year.
Voluntary Non-Exchange Transactions	5250	This object class is for the provider to record the non-exchange expenses when all applicable eligibility requirements have been met. In a voluntary non-exchange transaction, an agency gives or receives value (e.g., revenue vehicle) without directly receiving or giving equal value (e.g., cash) in return. This is different from an exchange transaction, in which each party receives and gives up essentially equal values. Voluntary non-exchange transactions result from legislative or contractual agreements, other than exchanges, entered into willingly by the parties to the agreement. An example of a voluntary non-exchange transaction is when one transit agency builds capital assets, such as railways and train stations, and transfers the assets to another transit agency that operates them. Other examples of voluntary non-exchange transactions include certain grants and private donations. The provider in a non-exchange transaction recognizes a decrease in assets when all applicable eligibility requirements of the non-exchange transaction have been met. The provider reports resources transmitted before eligibility requirements are met as Assets (e.g., an advance). Receiving agencies can find guidance for reporting the non-exchange transaction under the Non-Added Revenue: Voluntary Non-Exchange
Depreciation	5260	Depreciation is the depletion of the cost of Capital Assets; it reflects the loss in value of capital assets over the years. In order to account for the reduction in value and usefulness of tangible property, the agency expenses a portion of the cost as depreciation each year of the asset's life. The agency reports the amount depreciated during the reporting period as an operating expense/reconciling item. Typically, as a non-cash expenditure, the agency reports depreciation as Funds Not Applied. Agencies choose their own depreciation method provided that the depreciation value is measured in a systematic and rational manner. Agencies also report the cost of writing off property damaged beyond repair that do not qualify as extraordinary and special items in this object class.
Amortization of Intangibles	5270	Amortization is the systematic spreading of the value of Intangible Assets other than Goodwill over the asset's estimated useful life. Generally, agencies use the straight-line method to amortize intangible assets. The agency reports the amount amortized during the reporting period as an operating expense/reconciling item. Typically, the agency reports amortization as Funds Not Applied since it is not a cash expenditure.
Extraordinary and Special Items	5280	Extraordinary items are material events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. Examples of material extraordinary items include capital assets that were impaired by extraordinary events such as Hurricane Sandy or Hurricane Katrina. The agency reports these impaired values as extraordinary items rather than regular operating expenses to highlight their unusual and infrequent nature. If a material event or transaction is unusual in nature or occurs infrequently but not both, it does not meet criteria for classification as an extraordinary item; instead, the agency classifies it as a special item. Both extraordinary and special items are distinguishable from normal operating items and the agency thus reports them separately.
Other Reconciling Items	5290	Other Reconciling Items are any other costs that cannot be captured in the above reconciling items object classes, such as funds to another agency through a cooperative agreement and expenses for purchased transportation services not meeting NTD requirements for a contractual agreement.
ADA Related Reconciling Items	5920	The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. Agencies must report the total expenses that result from ADA requirements for complementary paratransit in demand response (DR) and demand response-taxi (DT) modes. In this object class, agencies report the portion of their reconciling item expenses that are attributable to ADA-required service. This object class is not exclusive of other reconciling item object classes. For example, if you spent $10,000 to lease vehicles, and $1,000 of this was to lease a vehicle used for ADA service, then you would report $10,000 under Operating Lease Expenses (5220) and $1,000 under ADA Related Reconciling Items (5920).

Other Dedicated Funds	4290	Revenues dedicated to transit other than taxes or tolls. These are often fees imposed on the public by the transit agency. Examples include the following: 1. Vehicle licensing and registration fees 2. Driver's license fees 3. Communications access fees and surcharges 4. Lottery and casino proceeds
Local Government Funds	**4300**	These are funds received from municipal and county governments.
General Revenues of the Local Government	4310	There are essentially two common ways a local government can provide funds to a transit agency. 1. The government may appropriate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other entities such as schools and police forces. The agency reports this non-dedicated funding as General Revenues of the Local Government. 2. The government may also levy a tax or fee, the proceeds of which only go to transportation. This is a dedicated fund and the agency reports it under Local Funds Dedicated to Transit at Their Source.
Income Taxes	4321	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the local government.
Sales Taxes	4322	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the local government.
Property Taxes	4323	Revenues earned by taxing property subject to the taxing authority of the local government.
Fuel Taxes	4324	Revenues earned by taxing fuel subject to the taxing authority of the local government. This object class was previously known as gasoline taxes but includes all fuel taxes.
Other Taxes	4325	Revenues earned by levying other taxes by the authority of the local government. Examples include cigarette/tobacco, payroll, excise, and vehicle rental taxes.
Bridge, Tunnel, and Highway Tolls	4326	Tolls enacted by the authority of the local government on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
High Occupancy Tolls	4327	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and alternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying a toll. Revenue from these tolls, when enacted by the authority of the local government, belongs to this object class.
Other Dedicated Funds	4329	Revenues dedicated to transit other than taxes or tolls. These are often fees imposed on the public by the local government. Examples include the following: 1. Vehicle licensing and registration fees 2. Driver's license fees 3. Communications access fees and surcharges 4. Lottery and casino proceeds
Extraordinary and Special Items	4330	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from local sources. For example, agencies report county disaster relief funds in this object class.
Other Local Funds	4390	These are funds from local government that cannot be considered either an allocation from the general revenues, or a dedicated fund. Other local funds typically include local grants or other miscellaneous local funds.
State Government Funds	**4400**	These are funds received from state, commonwealth, or territory governments.
General Revenues of the State Government	4410	There are essentially two common ways a state government can provide funds to a transit agency. 1. The government may allocate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other programs. The agency reports this non-dedicated funding as General Revenues of the State Government. 2. The agency reports dedicated sources of revenue under State Transportation Funds (4420).
State Transportation Fund	4420	Many states set up a State Transportation Fund that is separate from the General Fund. It usually has several dedicated sources of funding, often including funding sources such as fuel taxes, vehicle registration fees, or bonds backed by such sources. The Transportation Fund typically funds both transit agencies and other transportation needs such as the highway department. Agencies are not required to report the individual sources of funding that support the State Transportation Fund.
Extraordinary and Special Items	4430	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from state sources. For example, agencies report state relief funds in this object class.
Federal Funds	**4500**	Federal funds generally fall into three categories: 1. Funds for operating assistance: Operating assistance funding is explicitly intended to be spent on operations, and in most cases requires 50% local match. 2. Funds for capital assistance: Capital assistance funding is required to be spent on capital, and in most cases requires 20% local match. 3. Funds for capital assistance spent on operations: In some cases, capital assistance may be spent on activities that are normally considered operating, such as preventive maintenance and Americans with Disabilities Act (ADA) service. This typically requires 20% local match. Although these funds are capital grants, the agency reports it as an operating expense because it spent the funds on operations. The local match portion of a grant is not part of the Federal Funds. It is part of Directly Generated Funds (4100), Directly Generated Dedicated Funds (4200), Local Government Funds (4300), or State Government Funds (4400). This includes in-kind matches such as land and services.
Non-Added Revenues	**4600**	Non-added revenues are funds received by the transit agency that are not included in the total funds earned during the operating period.
Contributed Services	4610	Contributed services are in-kind services received by the reporting agency from another entity or person where there is no payment for the services. Since there is no actual cost for the contributed service, the NTD includes the value of the service as non-added revenue. An example of a contributed service is when a retired lawyer provides pro-bono legal services to the local transit agency. On the other hand, when the transit agency is a part of a larger entity (like a department of city government) and the larger entity pays for the service, the reporter must report the cost of the service, as described in Full Cost of the Service.
Voluntary Non-Exchange Transactions	4620	This object class is for the receiver to record the non-exchange value when all applicable eligibility requirements have been met. In a voluntary non-exchange transaction, an agency gives or receives value (e.g., revenue vehicle) without directly receiving or giving equal value (e.g., cash) in return. This is different from an exchange transaction, in which each party receives and gives up essentially equal values. An example of a voluntary non-exchange transaction is when one government agency builds capital assets and transfers the assets to another transit agency that operates them. The recipient of a non-exchange transaction recognizes non-exchange receivables or funds when all applicable eligibility requirements have been met. Examples of eligibility requirements might include situations where the receiving agency is required to wait for a period of time before it has access to the transferred asset, or where the provider's transfer of asset is contingent upon an agreed upon action taken by the recipient. The agency records non-exchange receivables as current or noncurrent assets. The recipient reports resources transmitted before eligibility requirements are met as deferred revenues (liability). Providing agencies can find guidance for reporting the non-exchange transaction under the Reconciling Items: Voluntary Non-Exchange Transaction (5250).
Sales and Disposals of Assets	4630	Sales and disposals of assets include, but are not limited to sales of equipment, buildings, real estate and other property. Funds from sales and disposals of capital assets are not considered revenues earned because these transactions involve the conversion of existing assets into cash and not an increase in asset value. Consequently, NTD does not include this amount in the total funds earned during the reporting period. If an asset is sold for an amount higher than its book value (cost less accumulated depreciation), the agency records the difference between the sale price and book value as a gain in Other Agency Revenues (4150).
Transportation Development Credits	4640	In some states, funds spent on transportation at the state level can be used as a non-federal match for federal grants to transit agencies. These are known as Transportation Development Credits (TDCs) or toll credits. Since these credits are not actually used to cover expenses, NTD does not include these credits in the total funds earned.

Proposed Budget for Transportation Program

Statement of Need	
Please provide a narrative interpretation of how the below budget reflects your agency's need. Explain the purpose of the grant request in terms of the need for funding availability (as opposed to project merits, which must be described in the Proposed Project Description). Please limit your response to 250 words.	Section 5311 funding for operating assistance is essential if service is to continue for the non-urbanized areas of the County. The budget is reflective of the funds necessary to operate routes in the rural area, the routes are a key component of economic development in the areas they serve.

Current and Pending Section 5311 Awards

Instructions: List all current and pending Section 5311 contracts.

Contract Number or Pending	Execution Date or Not Applicable	Expiration Date or Not Applicable	Original Amount	Current Balance	Expected Closeout Date
G2B95	2/24/2023	12/31/2025	$2,264,610	$582,177	6/30/2026
G3974	2/12/2025	12/31/2026	$1,568,510	$1,568,510	12/31/2026
Pending 410120-2-84-25	n/a	n/a	$860,522	$860,522	

Budget for Year of Anticipated Award

All applicants for all request types must complete this budget form. For each component, amounts reported should be based on projected values for the year of anticipated award for the current grant application.

Instructions: Amounts reflected in the Program Budget must be limited to those operating and administrative expenses/revenues supporting the applicant's transportation program. For agencies whose primary purpose is not transportation, the transportation program budget must be separated out from general administration and other agency functions. Shared costs such as facility rental and utilities must be allocated to the transportation program on a reasonable and specified basis.

Operating & Administrative Expenses

Instructions	Object Class	Code	Amount
Use drop-down to select Object Class	Services	5020	$ 6,665,300
Use drop-down to select Object Class	Fuel and Lubricants	5031	$ 1,763,400
Use drop-down to select Object Class	Miscellaneous Expenses	5090	$ 296,400
Use drop-down to select Object Class	Other Salaries and Wages	5013	$ 537,000

Use drop-down to select Object Class	Other Materials and Supplies	5039	$ 45,000
Use drop-down to select Object Class		-	$ -
Use drop-down to select Object Class		-	$ -
Use drop-down to select Object Class		-	$ -
Use drop-down to select Object Class		-	$ -
Use drop-down to select Object Class		-	$ -
Use drop-down to select Object Class		-	$ -
Use drop-down to select Object Class		-	$ -
			$ 9,307,100

Operating & Administrative Revenues			
Instructions	**Object Class**	**Code**	**Amount**
Use drop-down to select Object Class	Passenger Fares	4110	$ 1,149,400
Use drop-down to select Object Class	Local Government Funds	4300	$ 8,060,500
Use drop-down to select Object Class	Other Agency Revenues	4150	$ 97,200
Use drop-down to select Object Class		-	$ -

Current System Description

Instructions: The Current System Description Tab provides space for a short description of your organization and the services it provides. The form is in a question and answer format with designated text boxes. The applicant's response to the question must not exceed the space provided or word counts where indicated. If the applicant is a CTC, relevant pages of a Transportation Disadvantaged Service Plan (TDSP) and Annual Operating Report (AOR) containing the above information may be provided within TransCIP.

Questions:	Response	Maximum Word Count	Word Count
Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including:	The Collier County Board of County Commissioners is the governing body for the Public Transportation System in Collier County. Operating under the oversight of the Collier County Division of Public Transit & Neighborhood Enhancement (PTNE) within the Collier County Transportation Management Services Department, Collier Area Transit (CAT) serves as the principal public transit provider for Collier County, catering to the areas of Naples, Marco Island, and Immokalee.	100	67
Program mission, goals, and/or objectives	To provide safe, accessible, reliable, convenient, and courteous mobility services to our customers. CAT aims to provide dependable, convenient, and affordable mobility services, ensuring the safety and efficiency of its workforce, residents, and visitors. We offer appealing and eco-friendly mobility alternatives to reduce carbon footprints and environmental effects. Building strategic partnerships that raise awareness and educate communities about mobility choices is integral to bolstering the viability of our services, fostering livability, and enriching economic and social well-being.	100	77
Service, route, and trip types provided	Fixed Route Service - Route 19 connecting Immokalee to urban areas, Route 121 offering express service to Marco Island, Route 128 connecting residents to grocery shopping within the rural area and Routes 22 and 23 providing local transit within Immokalee. These routes facilitate access to vital services and employment opportunities, aligning with federal objectives to support low-income individuals in non-urbanized regions.	100	61
Please inform the Department of any major organizational or operational changes since the submittal of your last application, examples include: implementation of mobility on demand services or leadership changes.	Since the last submittal, there has been no substantial change to the agency operationaly. There was a change in leadership, the Interim Director of the agency is currently Ellen Sheffey.	100	30

According to your Title VI Plan, what populations do you serve?	Based on 2020 ACS Estimates, approximately 14.6% of the population residing in the CAT service area speak a language other than English. The two major languages other than English are Spanish and Creole. As a large portion of the residents served are considered LEP persons, we have created services to accomodate the other languages commonly seen in Collier.	100	58

Service Characteristics		
Instructions:	The service characteristics sheet is used to determine and report the anticipated quantitative impacts of the proposed project on your agency's transportation program. A calculation column has been provided to calculate the necessary data for both the current transportation program and if awarded. Please include the source of the data, e.g., Trapeze, direct observation, driver logs, maintenance records, etc.	
Service Characteristic	**Value**	**Data Collection/ Calculation**
Unlinked Passenger Trips (UPT) The number of boardings on public transportation vehicles during the fiscal year. Transit agencies must count passengers each time they board vehicles, no matter how many vehicles they use to travel from their origin to their destination. If a transit vehicle changes routes while passengers are onboard (interlining), transit agencies should not recount the passengers. Employees or contractors on transit agency business are not passengers. For demand response (DR) modes, transit agencies must include personal care attendants and companions in UPT counts as long as they are not employees of the transit agency. This includes attendants and companions that ride fare free.	170,022	Data collected using farebox's on-board Fixed Route buses.
Unduplicated Passengers per Year Unique (non-repeat) passengers served within the reporting year	170,022	Data collected using farebox's on-board Fixed Route buses.

Activity Line Item Codes

Operating Assistance

Description	ALI Code
Operating Assistance	30.09.01

Vehicles

Description	ALI Code
Bus - Replacement Over 30'	11.12.03
Bus - Expansion Over 30'	11.13.03
Bus - Replacement Under 30'	11.12.04
Bus - Expansion Under 30'	11.13.04
Vans - Replacement	11.12.15
Vans - Expansion	11.13.15
Sedan - Replacement	11.12.16
Sedan - Expansion	11.13.16

Equipment

Description	ALI Code
Bus Passenger Shelters Acquisition	11.32.10
Shop Equipment Acquisition	11.42.06
ADP Hardware Acquisition	11.42.07
ADP Software Acquisition	11.42.08
Surveillance/Security (Bus) Acquisition	11.42.09
Fare Collection (Mobile) Acquisition	11.42.10
Support Vehicles Acquisition	11.42.11
Miscellaneous Equipment Acquisition	11.42.20
Radios Acquisition	11.62.03
Radios Construction	11.63.03

Preventative Maintenance

Description	ALI Code
Preventative Maintenance	11.7A.00

Mobility Management

Description	ALI Code
Mobility Management	11.7L.00

Facilities

Description	ALI Code
Admin Building Engineering & Design	11.41.01
Admin Building Acquisition	11.42.01
Admin Building Construction	11.43.01
Admin Building Rehab/Renovation	11.44.01
Admin Building Lease	11.46.01
Maintenance Facility Engineering & Design	11.41.02
Maintenance Facility Acquisition	11.42.02

Maintenance Facility Construction	11.43.02
Maintenance Facility Rehab/Renovation	11.44.02
Maintenance Facility Lease	11.46.02
Admin/Maint Facility Engineering & Design	11.41.03
Admin/Maint Facility Acquisition	11.42.03
Admin/Maint Facility Construction	11.43.03
Admin/Maint Facility Rehab/Renovation	11.44.03
Admin/Maint Facility Lease	11.46.03
Storage Facility Engineering & Design	11.41.04
Storage Facility Acquisition	11.42.04
Storage Facility Construction	11.43.04
Storage Facility Rehab/Renovation	11.44.04
Storage Facility Lease	11.46.04
Yards & Shops Engineering & Design	11.41.05
Yards & Shops Acquisition	11.42.05
Yards & Shops Construction	11.43.05
Yards & Shops Rehab/Renovation	11.44.05
Yards & Shops Lease	11.46.05

Operating Award Request

Instructions: Applicants must submit a full request description as part of the application. Responses must be entered in a question/answer format where indicated. Where a field or word count is included, the length of the applicant's response must not exceed the space or word count provided. The project description should not repeat the Current System Description. Operating Award Requests should be entered in whole numbers only.

Operating Award Request

Budget Category	Total	Federal	Local
Salaries		$0	$0
Fringe Benefits		$0	$0
Contractual Services	$1,558,000	$779,000	$779,000
Other Direct Costs		$0	$0
a.		$0	$0
b.		$0	$0
c.		$0	$0
d.		$0	$0
e.		$0	$0
f.		$0	$0
g.		$0	$0
h.		$0	$0
i.		$0	$0
j.		$0	$0
k.		$0	$0
l.		$0	$0
m.		$0	$0
n.		$0	$0
o.		$0	$0
p.		$0	$0
Indirect Costs		$0	$0
Total	**$1,558,000**	**$779,000**	**$779,000**
The above information should be transferred to Form 424.	The total should match 18g within Form 424.	The total should match 18a within Form 424.	The total should match 18d within Form 424.

Proof of Local Match – Operating Projects

Instructions:

The Section 5311 federal share of eligible operating expenses may not exceed 50%. Some combination of state, local, or private funding sources must be identified and committed to provide the required non-Federal share. The non-Federal share may be cash, or in kind. Funds may be local, private, state, or (up to one half) unrestricted Federal funds. Funds may not include any borrowed against the value of capital equipment funded in whole or in part by State and/or Federal sources.

The Section 5311 Program permits up to one half the required match to be derived from other unrestricted Federal funds. Federal funds are unrestricted when a Federal agency permits its funds to match Section 5311. Essentially all Federal Social Service Programs using transit services are unrestricted, such as Medicaid, employment training, vocational rehabilitation services and Temporary Assistance for Needy Families; other U.S. DOT Programs are not considered unrestricted Federal funds. Contract revenue from the provision of transportation services to social service agencies may also be used as local match. The costs associated with providing the contract revenue service must be included in the project budget if using contract revenue as match.

Non-cash, in-kind contributions such as donations of goods or services and volunteered services are eligible to be counted towards the local match only if the value of such is formally documented, supported and pre-approved by the District Office. Any funds committed as match to another Federal program may not be used to match Section 5311 funds.

Local match may be derived from any non-U.S. Department of Transportation (USDOT) Federal Program, state programs, local contributions or grants.

Applicants may not borrow funds to use as match nor may they place liens on Section 5311-funded vehicles or equipment.

	The authorized representative that signs the proof of local match must be the same representative authorized by the Governing Board's Resolution. Supporting documentation of match funds must be uploaded into TransCIP. Proof may include, but is not limited to: (1) Transportation Disadvantaged (TD) allocation, (2) Letter on official letterhead from the applicant's CEO attesting to match availability and commitment, (3) Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.
Required Match (50%)	**$779,000**

Revenue Type *Use dropdown to select*	**Description**	**Amount**
Local Government	General Fund	$779,000
	Operating Match Total:	**$779,000**

Project Description	
Instructions:	Describe the project being requested within the application.

Funding is sought to sustain rural transit routes in Collier County, Florida, including Route 19 connecting Immokalee to urban areas, Route 121 offering express service to Marco Island, Route 128 connecting residents grocery shopping within the rural area and Routes 22 and 23 providing local transit within Immokalee. These routes facilitate access to vital services and employment opportunities, aligning with federal objectives to support low-income individuals in non-urbanized regions.

Project-Related Improvements	
Instructions:	Describe how the grant funding will improve your agency's transportation service in one or more areas. Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to illustrate how transportation service will be enhanced.
Consider the below questions when identifying project related improvements. Will the project allow your agency to: Provide more hours of service and/or more trips? Expand service to a larger geographic area? Reduce headways/increase frequency? Expand access to essential services	Grant funding will not extend the current service but the funding will allow the agency to maintain the existing service.

Service Characteristics			
Service Characteristic	**Before Project**	**If the grant is awarded**	**Data Collection/Calculation Method**
Unlinked Passenger Trips (UPT)	**170,022**	170,022	Data collected using Farebox's on board Fixed Route buses.
Unduplicated Passengers per Year	**170,022**	170,022	Data collected using Farebox's on board Fixed Route buses.

Vehicle Category (Source: FTA Useful Life of Transit Buses - 2007)			Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus	
Typical Characteristics(GVWR&Lengths)	Factory original (OEM)		Factory original (OEM)		Factory original (OEM)		GVWR 6000-7000LBS	
Vehicle Type (Source: NTD)	Equipment (non-revenue)		Automobile (AO)		Van (VN)		Van (VN)	
	Formerly Type "G"		Formerly Type "F"		Formerly Type "F"		Formerly Type "E"	
Vehicle Description	Service Trucks		Sedans/Station		Vans/Commuter		Mini Vans	
Typical Contract Source	DMS		DMS		DMS		TRIPS	
Year	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**
2026	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2025	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2024	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2023	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2022	5	150,000	4	100,000	4	100,000	5	200,000
2021	5	150,000	4	100,000	4	100,000	5	200,000
2020	5	150,000	4	100,000	4	100,000	5	200,000
2019	5	150,000	4	100,000	4	100,000	5	200,000
2018	5	150,000	4	100,000	4	100,000	5	200,000
2017	5	150,000	4	100,000	4	100,000	5	200,000
2016	5	150,000	4	100,000	4	100,000	5	200,000
2015	5	150,000	4	100,000	4	100,000	5	200,000
2014	5	150,000	4	100,000	4	100,000	5	200,000
2013	5	150,000	4	100,000	4	100,000	5	200,000
2012	5	150,000	4	100,000	4	100,000	5	200,000
2011	5	150,000	4	100,000	4	100,000	5	200,000
2010	5	150,000	4	100,000	4	100,000	5	200,000
2009	5	150,000	4	100,000	4	100,000	4	100,000
2008	5	150,000	4	100,000	4	100,000	4	100,000
2007	5	150,000	4	100,000	4	100,000	4	100,000
2006	5	150,000	4	100,000	4	100,000	4	100,000

)OT Vehicle Useful Life 2006-2026

Light-Duty Van, Sedan or Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Medium-Duty Bus	
GVWR 8500-10360LBS 18-22FT in legth		GVWR 10050-22000LBS 21-38FT in legth		GVWR 10050-14500LBS 21-25FT in legth		GVWR 11000-14500LBS 21-28FT in legth		GVWR 22000-33000LBS 28-38FT in legth	
Van (VN)		Cutaway (CU)		Cutaway (CU)		Cutaway (CU)		Bus (BU)	
Formerly Type "E"		Formerly Type "D"		Formerly Type "D"		Formerly Type "D"		Formerly Type "C"	
MiniBus		Transit Bus -		Small Cutaway		Transit Bus - Small		Medium Duty Bus	
TRIPS		TRIPS		TRIPS		TRIPS		TRIPS	
Age	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**
5	**200,000**	**5**	**200,000**	**5**	**200,000**	**5**	**200,000**		
5	**200,000**	**5**	**200,000**	**5**	**200,000**	**5**	**200,000**		
5	**200,000**	**5**	**200,000**	**5**	**200,000**	**5**	**200,000**		
5	**200,000**	**5**	**200,000**	**5**	**200,000**	**5**	**200,000**		
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	7	200,000		
4	100,000	5	150,000	5	150,000	7	200,000		
4	100,000	5	150,000	5	150,000	7	200,000		
4	100,000	5	150,000	5	150,000	7	200,000		
4	100,000	5	150,000	5	150,000	7	200,000		

Medium-Duty Bus		Medium-Duty Bus		Heavy-Duty Large Bus	
GVWR 22000-33000LBS 28-38FT in legth		GVWR 34000LBS 29-35FT GVWR 22000-33000LBS 28-38FT in		GVWR 34000-40000LBS 30-40-60FT in legth	
Cutaway (CU)		Bus (BU)		Bus (BU)	
Formerly Type "C"		Formerly Type "B"		Formerly Type "A"	
Medium Duty Bus		Medium Duty Bus (El		Heavy Duty	
TRIPS		TRIPS		FPTA Consortium	
Age	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**
				12	**500,000**
				12	**500,000**
				12	**500,000**
				12	**500,000**
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000

Ins

Each form and certification provides FDOT with information
that each required form and certification be complete and c
obtain federal grants (18 U.S.C. 1001, Crimes and Criminal P

The complete application should be uploaded into the Dep
are acceptable. Incomplete, illegible, or unsigned applicatio

Questions regarding Section 5311 applications or the applic
Resources tab. All signature pages must be completed follo
please review the following details to understand form requ

1 - Grant Proposal Excel Workbook - Each program appli
validation process to ensure completion based on the proje

2 - Cover Letter - A sample cover letter is included in the g
representative authorized in the Governing Board's Resoluti
agency representative." This ensures one consistent point o

3 - Governing Board's Resolution - A sample resolution fo
signed by the chairperson of the agency's board. A new sig
in that year.

4 - Public Hearing Notice - An opportunity for a public he
5311 submitted by a public agency should contain a copy o
notice should contain all pertinent information relating to th
published at least one time in a newspaper of general circul
The notice should state that persons requesting a hearing n
Office.

The deadline for hearing requests must be prior to the date
1 - A hearing must be conducted;
2 - The FDOT District Office must be notified of the date, tir
3 - A copy of the minutes of the hearing (to include a discus
award can be made.

5 - Local Clearinghouse Agency/RPC Cover Letter ***(Requi***
letter submitted to the local clearinghouse agency or RPC.

6 - FDOT Certification and Assurances - To be completed
TransCIP.

7 - Standard Lobby Certification - All grant awards issued
authorized agency representative.

8 - FTA Section 5333 (b) Assurance - All applicants must i
following assurance, the recipient of Section 5311 and/or 53
following actions: (1) signing the Special Warranty for the R
approved by the (Department of Labor (DOL); or (3) obtaini

9 - Leasing Certification - This certification must be compl
does not need to be completed if the applicant plans to lea

10 - Certification of Equivalent Service - The "Certificatio

11 - Form 424: Application for Federal Assistance - ALL a
assigned to the Section 5311 Program in the Catalog of Fed
"Formula Grants for Rural Areas, Section 5311." Further instr

12 - Federal Certifications and Assurances - The last page
applicants with a single signature page on which an applica
agreements. The Federal Register Notice is revised annually
through the internet at the FTA website. If unable to access
certification/assurance form must be included in the applica

If the FTA Certifications & Assurances are not available for t
applicants must submit an updated form. The signature pag
the individual authorized by the applicant's governing boar

All applicants must use the current year form and it must be
form. DO NOT copy Federal Certifications & Assurances ont

13 - Title VI Plan ***(Required if not previously submitted to Di***
with the application. A template for this attachment may be
Title VI Plan's concurrence letter.

14 - Protection of the Environment ***(Required if the propos***
exclusions. Examples of categorical exclusions include purch
of facilities or other buildings, further evaluation may be rec
described in 23 CFR 771, as a project which, based upon exp
excluded from the requirement to prepare an Environmenta
requires a lower level of documentation. These projects do
numbers of people; do not have a significant impact on any
impacts; do not have significant impacts on travel patterns;

Types of projects that have been determined by FTA to qua
listed in 23 CFR 771.118(c). Additional actions which meet th
cases, the applicant must submit documentation which dem
will not result.

To meet the requirements of a CE determination, a propose
be implemented in phases or as part of a larger undertaking
alternatives. In order to meet a CE designation, a proposed
protected by Section 4(f) of the US DOT Act (public park an
Preservation Act (cultural resources including historic and ar
also require additional documentation. The applicant should
of documentation required. The FDOT will use a description
meet FTA criteria for a CE. See the "Resources" tab for a link

15 - Organization Chart - Upload a full organizational char
applications regardless to type of project.

16 - Proof of Local Match - Supporting documentation of
(1) Transportation Disadvantaged (TD) allocation,
(2) Letter on official letterhead from the applicant's CEO a
(3) Written statements from county commissions, state ag

17 - Completed Sample Order Form - To identify vehicle t
sample order form for estimating the vehicle cost. The orde
1. Select Desired Vehicle
2. Choose Vendor (use drop down arrow next to vendor nam
3. Select Order Packet
4. Complete Exhibit A (Order Form)
The Florida Department of Management Services Contract c

18 - Triennial Review- Closeout/Concurrence Letter or C
area of concern is identified after FDOT completes a triennia
Management Plan at https://www.fdot.gov/transit/currentp

19 - Affidavit Regarding Labor and Services - Requires a
coercion for labor or services as defined in 787.06, Florida S
governmental entity.

You may upload other relevant documents such as

I have read and understood the contents of thi

tructions for TransCIP Attachments

it must have to make required assurances to the Federal government and to make project sel
correct. Applicants should be aware that there are criminal sanctions for furnishing false inform
Procedure – Statements or entries generally).

artment's grant management system (TransCIP). Electronic resolutions, applications, and accep
ns may be rejected.

cation process should be directed to the FDOT District Office in the applicant's service area, as
wing the board resolution date. Some forms may not be required based on the type of applica
uirements. Each applicant will be responsible for attaching applicable forms to project applicati

cation should contain the Grant Proposal provided within this Excel Workbook. This workbook
cts submitted. Once complete Excel Workbook should be uploaded to TransCIP within the ass

rant application for reference. The cover letter must be completed on agency letterhead and s
ion. This representative must be the same individual referenced throughout the application as
f contact for questions and follow-up regarding the application.

orm is included in the grant application for reference. The resolution must be completed on ag
ned resolution must be submitted for each grant application and reference each program that

aring is required ONLY for public agencies requesting capital grants under Section 5311. An ap
f the notice of public hearing and an affidavit of publication. A sample public notice is in the a
he project (such as number and types of vehicles as well as the estimated cost of the vehicles)
lation in the applicant's service area, no less than 15 or more than 30 days prior to the submiss
must notify the applicant of the request, in writing, and send a copy of the request for a hearing

applications are due at the District Office. If a hearing is requested:

me, and location of the hearing; and
ssion of issues raised and resolution of issues) must be submitted to the FDOT District Office, b

red if proposed project is for facilities) - If the grant application is for facilities, please include a

and signed by the individual authorized by the governing board of the applicant agency and

l to a recipient in the amount of $100,000 or more must include a standard lobbying certificati

nclude a signed FTA Section 5333 (B) Assurance form, available in the 5311 Grant Application.
311(f) assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b)
ural Area Program (see FTA Circular C9040.1G, Chapter VIII); (2) agreeing to alternative compa
ng a waiver from the DOL.)

eted by all applicants for capital assistance and signed by the authorized agency representativ
se the vehicle. It also must be completed to certify that the agency will NOT lease the vehicle i

n of Equivalent Service" must be completed for all non-accessible vehicles.

applicants must complete the Standard Application for Federal Assistance (OMB 4040-0004 Fo
deral Domestic Assistance is 20.509. This code should be shown in Section 11 of the form follo
ructions for Form 424 can be found on the "Resources" tab with in this workbook.

e (Appendix A) of the annual Federal Register Notice that applies to Federal Certifications and
nt and its attorney must certify compliance with the requirements of the various FTA grants or
and is usually available around January 1 of each year. Applicants may obtain a copy of the cu
the form, applicants may contact their FDOT District Office for assistance. The appropriate sig
ation when it is submitted to the FDOT District Office.

he year of application, applicants may use theprevious year's form. When the current year for
ge for Federal Certifications and Assurances (include the page listing the certification categorie
d to sign and submit applications, and its attorney.

e the actual form from the FTA. This form cannot be an edited version of a prior year's forms o
to agency letterhead for signature, it will be returned to you and delay processing your grant r

strict) **-** If an applicant has not previously submitted their Title VI plan to the Department, a co
obtained from your District office and/or the FDOT State Management Plan. Existing grantees

sed project is for facilities) - Most transit projects funded under Section 5311 will be classified b
ase of transit vehicles, and purchase of office equipment. If the proposed project is for constru
quired before a determination can be made that the project is a categorical exclusion. A Catego
perience with similar actions, does not individually or cumulatively have a significant environme
l Assessment (EA) or an Environmental Impact Statement (EIS). Therefore, a project that qualifi
not bring significant impacts to planned growth or land use for the area; do not require the rel
natural, cultural, recreational, historic, or other resources; do not involve significant air, noise,
and do not otherwise individually or cumulatively have any significant environmental impacts.

lify as CEs, and normally do not require any further National Environmental Policy Act (NEPA) a
he criteria for a CE but may be designated as CEs only after FTA approval are listed in 23 CFR 7
onstrates that the specific conditions or criteria for these CEs are satisfied and that significant

d project may not be impermissibly segmented from a larger project. This means that a projec
g, but must still demonstrate independent utility, connect logical termini, and should not restri
project cannot have substantial controversy on environmental grounds, or significant impact t
d recreation lands, wildlife and waterfowl refuges, and historic sites) or Section 106 of the Nati
rchaeological sites). The presence of features such as wetlands and floodplains within the proje
d contact the Florida Department of Transportation (FDOT) District Office for assistance with d
of the proposed project, along with any maps or figures to assist with determining if a propos
to the FTA Region 4 Categorical Exclusion checklist.

rt for your organization into TransCIP as part of your application documents, this is required fo

match funds must be uploaded into TransCIP. Proof may include, but is not limited to:

ttesting to match availability and commitment,
gencies, city managers, mayors, town councils, organizations, accounting firms and financial ins

type and estimated cost visit http://tripsflorida.org/. NOTE: All vehicle requests must be suppor
r form can be obtained from http://www.tripsflorida.org/contracts.html

ne to see information)

can be found at Florida Department of Management DMS (https://www.dms.myflorida.com/)

CAP - Required if the agency's latest Triennial Review included a CAP. The CAP is required once
al review and inspection. For more information see FDOT's Triennial Review Process as part of t
ages/navigation/grantsadministration.shtm.

n authorized representative of the applicant (if a nongovernmental entity) to attest that the ap
tatutes. Required when a contract is executed, renewed, or extended between a nongovernme

project timelines, scopes or RFPs into TransCIP in the "Additional Documents" folder ass
application.

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or water quality

approvals by FTA, are
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Resources

What's on the Market

Visit the FDOT TRIPS website (https://tripsflorida.org/) for all active contracts. The Florida Department of Management Services Contract can be found at the Florida Department of Management DMS website (https://www.dms.myflorida.com)

Navigate to:
business_operations/state_purchasing/state_contracts_and_agreements/state_term_contract/motor_vehicles/pricing

Useful Life Requirements

ASSET	USEFUL LIFE	SOURCE
TROLLEYS		
Fixed guideway steel-wheeled	25 years	FTA Circular 5010.1D
Fixed guideway electric, rubber tires	15 years	FTA Circular 5010.1D
Simulated trolleys (rubber tires, internal combustion engine)	Refer to bus useful life	FTA Circular 5010.1D
Rail Vehicles	25 years, see circular	FTA Circular 5010.1D
FERRIES		
Passenger ferries	25 years	FTA Circular 5010.1D
Other ferries (w/o refurbishment)	30 years	FTA Circular 5010.1D
Other ferries (w/refurbishment)	60 years	FTA Circular 5010.1D
FACILITIES		
Buildings- concrete, steel and frame construction	40 years	FTA Circular 5010.1D
OTHER CAPITAL EQUIPMENT		
Fare boxes	10 years	Manufacturer /Industry Standards
Computer hardware	4 years	GAAP Guidelines/Industry Standards
Computer hardware- Domain controllers	4 years	Industry Standards
Mobile data computers (real-time dispatching)	7 years	Manufacturer
Computer software	4 years	GAAP Guidelines/Industry Standards
Computer software- HASTUS	4 years	Manufacturer
Computer software- ADP	4 years	Industry Standards
Scheduling/fleet management software	4 years	GAAP Guidelines/Industry Standards
Communications equipment, mobile radios, base stations	10 years	GAAP Guidelines/Industry Standards
Security/Surveillance equipment, cameras for vehicles	Same as useful life of vehicle	
Security/Surveillance equipment, cameras for buildings	10 years	Industry Standards
Shop equipment- Alignment machines, bus washing, tire changers	10 years	Manufacturer
Bus lift	20 years	Manufacturer
Wheelchair lift	Same as useful life of vehicle	
Bus shelters	15 years	Industry Standards
Bus shelter/stop benches	10 years	Manufacturer
Office furniture	10 years	Manufacturer
Carpeting	5 years	Manufacturer
Repeater tower	25 years	Manufacturer
Engine for bus/trolley	4 years	Industry Standards
Bus stop signage	10 years	Industry Standards
HVAC parts	5 years	Grantee experience
Asphalt parking lot	15 years	GASB
Thermal diesel particle filter	10 years	Manufacturer
Commercial roofing	15 years	Industry Standards

Local Clearinghouses / Regional Planning Councils (RPC)

Clearinghouse/RPC	Contact Information	Counties Covered
West Florida RPC 4081-A East Olive Rd. Pensacola, FL 32514	Austin Mount austin.mount@wfrpc.org (850) 332-7976 (800) 226-8914	Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton, & Washington
Apalachee RPC 2507 Callaway Rd. Suite 200	Chris Rietow crietow@thearpc.com (850) 488-6211	Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla

Tallahassee, FL 32303		
North Central Florida RPC 2009 NW 67th Place Gainesville, FL 32653-1603	Scott Koons skoons@ncfrpc.org (352) 955-2200 ext. 103	Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Marion, Suwannee, Taylor, Union
Northeast Florida RPC 6850 Belfort Oaks Place Jacksonville, FL 32216	Eric Anderson eamderspm@nefrpc.org (904) 279-0880 ext. 178	Baker, Clay, Duval, Flagler, Nassau, Putnam, St. Johns
East Central Florida RPC 455 North Garland Avenue Fourth Floor Orlando, FL 32801	Brenda Defoe-Surprenant bdefoe-surprenant@ecfrpc.org (407) 245-0300 ext. 336	Brevard, Lake, Orange, Osceola, Seminole, Sumter, Volusia
Central Florida RPC Post Office Drawer 2089 Bartow, FL 33830	Marybeth Soderstrom msoderstrom@cfrpc.org (863) 534-7130 ext. 134	DeSoto, Hardee, Highlands, Okeechobee, Polk
Tampa Bay RPC 4000 Gateway Center Blvd. Suite 100 Pinellas Park, FL 33782-6141	John Meyer johnm@tbrpc.org (727) 570-5151 ext. 10	Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas
Southwest Florida RPC 1926 Victoria Ave Fort Myers, FL 33901	Nicole Gwinnett ngwinnett@swfrpc.org (239) 338-2550 ext. 232	Charlotte, Collier, Glades, Hendry, Lee, Sarasota
Treasure Coast RPC 421 Southwest Camden Ave Stuart, FL 34994	Stephanie Heidt sheidt@tcrpc.org (772) 221-4060	Indian River, Martin, Palm Beach, St. Lucie
South Florida RPC 3440 Hollywood Blvd. Suite 140 Hollywood, FL 33021	Kathe Lerch klerch@sfrpc.com (954) 985-4416	Broward, Miami-Dade, Monroe

FDOT District Office Contacts

District 1	801 N. Broadway Ave. Bartow, FL 33830	10041 Daniels Parkway Fort Myers, FL 33913
Paul Simmons	(863) 519-2388 Paul.Simmons@dot.state.fl.us	District Modal Development Manager
Michelle Peronto	(863) 519-2551 Michelle.Peronto@dot.state.fl.us	Transit Programs Administrator
Dale Hanson	(863) 519-2321 Dale.Hanson@dot.state.fl.us	Transit Projects Coordinator (ATKINS) Counties: *Highlands, Hardee, Okeechobee, DeSoto, Polk*
Stacy Booth	(863) 519-2562 Stacy.Booth@dot.state.fl.us	Transit Projects Coordinator Counties: *Charlotte, Lee, Glades, Hendry*
Victoria Upthegrove	(863) 519-2484 Victoria.Upthegrove@dot.state.fl.us	Transit Projects Coordinator Counties: *Sarasota, Manatee, Collier*
Michele Forestt	(863) 519-2412 Michele.Forestt@dot.state.fl.us	Transit Support Consultant
District 2	1109 South Marion Ave. Lake City, FL 32025	2198 Edison Ave Jacksonville, FL 32204
Geanelly Reveron	(904) 360-5684 Geanelly.Reveron@dot.state.fl.us	Transit Manager
Janell Damato	(904) 360-5687 Janell.Damato@dot.state.fl.us	Rural/Urban Transportation Coordinator
Faith Powell	(904) 360-5685 Faith.Powell@dot.state.fl.us	Transportation Coordinator
Heather Fish	(904) 360-5693 Heather.Fish@dot.state.fl.us	Passenger Operations Specialist IV
District 3		1074 Highway 90 Chipley, FL 32428
Scott Walters	(850) 330-1553 Scott.Walters@dot.state.fl.us	District Modal Development Manager
Debbie "Toni" Brough	(850) 330-1558	Public Transit Program Specialist

Debbie "Toni" Prough	Debbie.Prough@dot.state.fl.us	Public Transit Program Specialist
District 4		3400 W Commercial Blvd. Ft. Lauderdale, FL 33309
Birgit Olkuch	(954) 777-4689 Birgit.Olkuch@dot.state.fl.us	District Modal Development Administrator
Lisa Maack	(954) 777-4683 Lisa.Maack@dot.state.fl.us	Passenger Operations Manager
Stephanie Quintana	(954) 777-4632 Stephanie.Quintana@dot.state.fl.us	Transit Coordinator
Marie Dorismond	(954) 777-4605 Marie.Dorismond@dot.state.fl.us	Transit Coordinator
District 5	719 South Woodland Blvd. DeLand, FL 32720	420 W. Landstreet Road Orlando, FL 32824
Jo Santiago-Mercer	(321) 319-8175 Jo.Santiago-Mercer@dot.state.fl.us	Passenger Operations Supervisor
Carlos Colon	(321) 319-8173 Carlos.Colon@dot.state.fl.us	Transit Project Coordinator
Jamie Ledgerwood	(386) 943-5195 Jamie.Ledgerwood@dot.state.fl.us	Transit Project Coordinator
District 6		1000 N.W. 111 Avenue Miami, FL 33172
Raymond Freeman	(305) 470-5255 Raymond.Freeman@dot.state.fl.us	Passenger Operations Manager
Simon Huang	(305) 470-5496 Simon.Huang@dot.state.fl.us	Passenger Operations Specialist
Lyllian Mena	(305) 470-5102 Raymond.Freeman@dot.state.fl.us	Passenger Operations Specialist
District 7		11201 N. Malcolm McKinley Dr. Tampa, FL 33612
Chris Leffert	(813) 975-6403 Chris.Leffert@dot.state.fl.us	Transit Programs Administrator
Dave Newell	(813) 975-6195 Dave.Newell@dot.state.fl.us	Transit Programs Coordinator
Maria DeJesus	(813) 975-6406 maria.dejesus@dot.state.fl.us	Transit Programs Coordinator
Michelle Sikavitsas	(813) 975-4837 michelle.sikavitsas@dot.state.fl.us	Transit Programs Coordinator

Form 424 Instructions

Item	Entry
1	Type of Submission should be "Application"
2	Type of Application should be "New"
3	"Not Applicable"
4	"Not Applicable"
5. A	"Not Applicable"
5 B	Federal Award Identifier (FTA Grant Number) is not needed at this time. This number will be assigned after submission of State POP.
6	State use only (if applicable)
7	State Application Identifier is "1001"
8.a, b, c, d, e, and f	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter employer/taxpayer identification number (EIN/TIN) as assigned by Internal Revenue Service, enter the organization's UEI number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.
9	Type of Applicant 1: Select Applicant Type
10	Name of Federal Agency should be "Federal Transit Administration"
11	Catalog of Federal Domestic Assistance (CFDA) Number is: 20.509. CFDA Title should be: Formula Grants for Rural Areas, Section 5311
12	"Not Applicable"
13	"Not Applicable"
14	List the areas affected by project (cities, counties, states etc.). Can be submitted as a separate attachment.
15	Enter a brief descriptive title of the project. If appropriate (e.g., construction or real property projects), attach a map showing project location. For pre-applications, use a separate sheet to provide a summary description of this project.

16	List (a) the applicant's Congressional District and (b) any Congressional District(s) affected by the program or project. Find your district here: https://www.house.gov/representatives/find-your-representative
17	Enter the proposed start date and end date of the project (dates must be within the same 12-month period/calendar year).
18	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item
19	Check the applicable box
20	Check the applicable box. If "yes", provide explanation in attachment.
21	Must be signed by the governing board representative that was authorized to sign this particular application.

Resources and Links

Procurement Guidance for Transit Agencies (June 2024)
Section 5311 FTA Circular
State Management Plan 2024
FDOT Grants Administration Website
Congressional Districts
Department of Management Services (DMS)
Disclosure of Lobbying Activities
Federal Audit Clearinghouse
FTA Certifications & Assurances
My Florida Marketplace
Standard Form 424
Sunbiz
TransCIP – FDOT's Transit Grant Management System
TRIPS Florida
FTA NEPA Categorical Exclusion Checklist
· Sunbiz

Cover Letter

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
GRANT APPLICATION

Collier County Board of County Commissioners submits this Application for the Section 5311 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

Collier County Board of County Commissioners further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless the FDOT and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense out of the non-compliance by the Agency, its officers, agents or employees, with any of the assurances stated in this Application.

This Application is submitted on this ***9th*** day of ***December***, ***2025*** with an original resolution or certified copy of the original resolution authorizing ***the Chairman of the Board of County Commissioners*** to sign this Application.

Authorized representative signs below certifying that all information contained in this application is true and accurate.

Collier County Board of County Commissioners

Agency Name

Signature

Burt L. Saunders – Chairman, Board of County Commissioners

Typed Name and Title of Authorized Representative

12/9/2025

Date

Governing Board's Resolution

A **RESOLUTION** of the ***Collier County Board of County Commissioners*** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, ***Collier County Board of County Commissioners*** has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE ***Collier County Board of County Commissioners***, FLORIDA:

This resolution applies to the Federal Program under U.S.C. Section 5311.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

(Authorized Individual by Name and Title) is authorized to sign the application, accept a grant award, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS ***Date***, ***Year***

By

_____

Signature, Chairperson of the Board

Burt L. Saunders, Chairman

Typed Name and Title

ATTEST:

Public Hearing Notice and Publisher's Affidavit (public agencies only)

Upload a copy of the notice of public hearing and an affidavit of publication within TransCIP with other application documentation.

Public Notice–Sample

All interested parties within ***(Counties Affected)*** are hereby advised that ***(Public Agency Name)*** is applying to the Florida Department of Transportation for a capital grant under Section 5311 of the Federal Transit Act of 1991, as amended, for the purchase of ***Description of Equipment)*** to be used for the provision of public transit services within ***(Defined Area of Operation)***

This notice is to provide an opportunity for a Public Hearing for this project. This public notice is to ensure that this project and the contemplated services will not duplicate current or proposed services provided by existing transit or paratransit operators in the area.

This hearing will be conducted if and only if a written request for the hearing is received by ***(Specify Due Date).***

Requests for a hearing must be addressed to ***(Public Agency Name and Address)*** and a copy sent to ***(Name and Address of Appropriate FDOT District Office)***.

All public notices must include the following language:

Florida Law and Title VI of the Civil Rights Act of 1964 Prohibits Discrimination in Public accommodation on the basis of race, color, sex, religion, national origin, age, disability, income or of marital status.

Persons believing they have been discriminated against on these conditions may file a complaint with the Florida Commission on Human Relations at 850-488-7082 or 800-342-8170 (voice messaging).

Not applicable

Local Clearinghouse Agency/RPC Cover Letter

If grant application is for facilities, please include a copy of the cover letter submitted to the local clearinghouse agency or Regional Planning Council (RPC). Applicant must upload letter into TransCIP with other application documentation.

FDOT Certification and Assurances

Collier County Board of County Commissioners certifies and assures to the Florida Department of Transportation regarding its Application under U.S.C. Section 5311 dated ***9th*** day of ***December***, ***2025***:

1. It shall adhere to all Certifications and Assurances made to the federal government in its Application.
2. It shall comply with Florida Statues:
    - Section 341.051–Administration and financing of public transit and intercity bus service programs and projects
    - Section 341.061 (2)–Transit Safety Standards; Inspections and System Safety Reviews
    - Section 252.42 – Government equipment, services and facilities: In the event of any emergency, the division may make available any equipment, services, or facilities owned or organized by the state or its political subdivisions for use in the affected area upon request of the duly constituted authority of the area or upon the request of any recognized and accredited relief agency through such duly constituted authority.
3. It shall comply with Florida Administrative Code:
    - Rule Chapter 14-73–Public Transportation
    - Rule Chapter 14-90–Equipment and Operational Safety Standards for Bus Transit Systems
    - Rule Chapter 14-90.0041–Medical Examination for Bus System Driver
    - Rule Chapter 41-2–Commission for the Transportation Disadvantaged
4. It shall comply with FDOT's:
    - Bus Transit System Safety Program Procedure No. 725-030-009 (Does not apply to Section 5310 only recipients)
    - Public Transit Substance Abuse Management Program Procedure No. 725-030-035
    - Transit Vehicle Inventory Management Procedure No. 725-030-025
    - Public Transportation Vehicle Leasing Procedure No. 725-030-001
    - Guidelines for Acquiring Vehicles
    - Procurement Guidance for Transit Agencies
5. It has the fiscal and managerial capability and legal authority to file the application.
6. Local matching funds will be available to purchase vehicles/equipment at the time an order is placed.
7. It will carry adequate insurance to maintain, repair, or replace project

vehicles/equipment in the event of loss or damage due to an accident or casualty.

8 It will maintain project vehicles/equipment in good working order for the useful life of the vehicles/equipment.

9 It will return project vehicles/equipment to FDOT if, for any reason, they are no longer needed or used for the purpose intended.

10 It recognizes FDOT's authority to remove vehicles/equipment from its premises, at no cost to FDOT, if FDOT determines the vehicles/equipment are not used for the purpose intended, improperly maintained, uninsured, or operated unsafely.

11 It will not enter into any lease of project vehicles/equipment or contract for transportation services with any third party without prior approval of FDOT.

12 It will notify FDOT within **24 hours** of any accident or casualty involving project vehicles/ equipment, and submit related reports as required by FDOT.

13 It will notify FDOT and request assistance if a vehicle should become unserviceable.

14 It will submit an annual financial audit report to FDOT (FDOTSingleAudit@dot.state.fl.us), if required.

15 It will undergo a triennial review and inspection by FDOT to determine compliance with the baseline requirements. If found not in compliance, it must send a progress report to the local FDOT District office on a quarterly basis outlining the agency's progress towards compliance.

12/9/2025

_____

Date

_____

Signature of Contractor's Authorized Official

Burt L. Saunders, Chairman

Name and Title of Contractor's Authorized Official

Standard Lobbying Certification

The undersigned ***Collier County Board of County Commissioners*** certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," (a copy of the form can be obtained from **FDOT's website**) in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

NOTE: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such expenditure or failure.

The ***(Contractor)***, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

12/9/2025 **Date**

_____ **Signature of Contractor's Authorized Official**

Burt L. Saunders - Chairman
Name and Title of Contractor's Authorized Official

FTA Section 5333 (b) Assurance

(Note: By signing the following assurance, the recipient of Section 5311 and/or 5311(f) assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b) by one of the following actions: (1) signing the Special Warranty for the Rural Area Program (see FTA Circular C 9040.IH, Chapter VIII **(2) agreeing to alternative comparable arrangements approved by the (Department of Labor (DOL); or (3) obtaining a waiver from the DOL.)**

The Collier County Board of County Commissioners (hereinafter referred to as the "Recipient") HEREBY ASSURES that the "Special Section 5333 (b) Warranty for Application to the Small Urban and Rural Program" has been reviewed and certifies to the Florida Department of Transportation that it will comply with its provisions and all its provisions will be incorporated into any contract between the recipient and any sub-recipient which will expend funds received as a result of an application to the Florida Department of Transportation under the FTA Section 5311 Program.

December 9, 2025
Date

Burt L. Saunders- Chairman
Name and title of authorized representative

_____
Signature of authorized representative

Note: All applicants must complete the following form and submit it with the above Assurance.

LISTING OF RECIPIENTS, OTHER ELIGIBLE SURFACE TRANSPORTATION PROVIDERS, UNIONS OF SUB-RECIPIENTS, AND LABOR ORGANIZATIONS REPRESENTING EMPLOYEES OF SUCH PROVIDERS, IF ANY

1 Identify Recipients of Transportation Assistance Under this Grant.	2 Site Project by Name, Description, and Provider (e.g. Recipient, other Agency, or Contractor)	3 Identify Other Eligible Surface Transportation Providers (Type of Service)	4 Identify Unions (and Providers) Representing Employees of Providers in Columns 1, 2, and 3
Collier County Board of County Commissioners	Application FTA Section 5311 Operating Assistance funding of FY26/27 for Collier Area Transit to provide continuing public transportation services to residents of the non-urbanized areas of Collier County traveling within the rural area and/or the adjacent urban area and returning to the rural domicile.	Collier Area Transit for the urban transit service.	Transport workers Union Local 525 AFL-CIO 2595 North Courtenay Pkwy. Suite 104 Merritt Island, FL 32953

Leasing Certification

Memorandum for FTA 5311

December 9, 2025
Date:

Burt L. Saunders- Chairman
From:

Signature

Burt L. Saunders- Chairman
Typed name and title

Collier County Board of County Commissioners
Typed or printed agency name

To: Florida Department of Transportation, District Office Modal Development Office/Public Transit

Subject: ***FFY26/SFY27*** GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION, OPERATING OR CAPITAL GRANTS FOR RURAL AREAS PROGRAM, 49 UNITED STATES CODE SECTION 5311

Leasing:

Will the **Collier County Board of County Commissioners**, as applicant to the Federal Transit Administration Section 5311 Program, lease the proposed vehicle(s) or equipment out to a third-party?

☒ No

☐ Yes

If yes, specify to whom:

NOTE: It is the responsibility of the applicant agency to ensure District approval of all lease agreements.

Certification of Equivalent Service

CERTIFICATION OF EQUIVALENT SERVICE

Collier County Board of County Commissioners certifies that its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

1. Response time;
2. Fares;
3. Geographic service area;
4. Hours and days of service;
5. Restrictions on trip purpose;
6. Availability of information and reservation capability; and
7. Constraints on capacity or service availability.

In accordance with 49 CFR Part 37, public entities operating demand responsive systems for the general public which receive financial assistance under 49 U.S.C. 5310 and 5311 of the Federal Transit Administration (FTA) funds must file this certification with the appropriate state program office before procuring any inaccessible vehicles or employing private entities such as Transportation Network Companies (TNCs) or taxi services in demand-responsive services of any kind. Such public entities not receiving FTA funds shall also file the certification with the appropriate state office program. Such public entities receiving FTA funds under any other section of the FTA Programs must file the certification with the appropriate FTA regional office. This certification is valid for no longer than one year from its date of filing. Non-public transportation systems that serve their own clients, such as social service agencies, are required to complete this form.

Executed this ***9th*** day of ***December***, ***2025***

Burt l. saunders, Chairman

Typed Name and Title of Authorized Representative

Signature of Authorized Representative

OMB Number: 4040-0004
Expiration Date: 11/30/2025

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [x] New
- [ ] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier: 1001

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN): 56-6000558

* c. UEI: JWKJKYRPLLU6

d. Address:

* Street1: 3299 Tamiami Trail East, Suite 700
Street2:
* City: Naples
County/Parish:
* State: FL: Florida
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 34112-5746

e. Organizational Unit:

Department Name: Transportation Management Svcs

Division Name: PTNE

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr.
* First Name: Omar
Middle Name:
* Last Name: DeLeon
Suffix:

Title: Transit Manager

Organizational Affiliation: Collier County

* Telephone Number: 239-252-4996
Fax Number:

* Email: Omar.DeLeon@collier.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

*** 12. Funding Opportunity Number:**

20.509

* Title:

Formula Grants for Rural Area

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

5311_Areas_Affected.pdf | Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Operational funding request to 5311 to cover costs of operating in the identified rural parts of Collier County.

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 19 * b. Program/Project: 19&26

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 10/01/2026 * b. End Date: 09/30/2027

18. Estimated Funding ($):

* a. Federal	779,000.00
* b. Applicant	
* c. State	
* d. Local	779,000.00
* e. Other	
* f. Program Income	
* g. TOTAL	1,558,000.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr. * First Name: Burt

Middle Name: L.

* Last Name: Saunders

Suffix:

* Title: Chairperson, Board of County Commissioners

* Telephone Number: 239-252-8603 Fax Number:

* Email: Burt.Saunders@collier.gov

* Signature of Authorized Representative: * Date Signed: 12/09/2025

Place Holder

Federal Certifications and Assurances

Please upload Federal Certifications and Assurances signature page and the page listing the certification categories into TransCIP using the appropriate link within application. If current year Certifications and Assurances are not available at the time of application submittal, please submit previous year's version. District Offices will inform all applicants when current year Certifications and Assurances are available.

DocuSign Envelope ID: E529F118-4D56-4167-975C-E298CD448448

Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

JARED W. PERDUE, P.E.
SECRETARY

May 25, 2023

Mr. Brian Wells
Collier Area Transit
8300 Radio Road
Naples, FL 34104

Re: Title VI Plan Concurrence

Dear Mr. Wells:

The Florida Department of Transportation, District One concurs with the Title VI Plan for Collier Area Transit as required for all Federal Transit Administration recipients as per the FTA Circular C4702.1B. This concurrence means that Collier Area Transit meets the requirements as set out in the Circular and may receive grant funds. Please continue to follow the requirements set forth in the stated Circular.

Should you have any questions, please contact Missiel Da Silva via e-mail at Missiel.dasilva@dot.state.fl.us or by phone at 863-519-2562.

Sincerely,

DocuSigned by:
Missiel Da Silva
A8528335DDC6411...
Missiel Da Silva
Transit Projects Coordinator

Cc: Michelle S. Peronto, District Transit Programs Administrator, FDOT
Omar DeLeon, Collier Area Transit
Caroline Soto, Collier Area Transit
Brandy Otero, Collier Area Transit
Nicole Diaz, Collier Area Transit

Not applicable

Protection of the Environment

Required **if the proposed project is for the construction of facilities.** Please see below for supplementary information.

Most transit projects funded under Section 5311 will be classified by FTA as categorical exclusions. Examples of categorical exclusions include purchase of transit vehicles, and purchase of office equipment. If the proposed project is for construction or acquisition of facilities or other buildings, further evaluation may be required before a determination can be made that the project is a categorical exclusion. A Categorical Exclusion (CE) is described in 40 Code of Federal Regulations (CFR) 1508.4 and 23 CFR 771, as a project which, based upon experience with similar actions, does not individually or cumulatively have a significant environmental effect, and is excluded from the requirement to prepare an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). Therefore, a project that qualifies as a CE generally requires a lower level of documentation. These projects do not bring significant impacts to planned growth or land use for the area; do not require the relocation of significant numbers of people; do not have a significant impact on any natural, cultural, recreational, historic, or other resources; do not involve significant air, noise, or water quality impacts; do not have significant impacts on travel patterns; and do not otherwise individually or cumulatively have any significant environmental impacts.

Types of projects that have been determined by FTA to qualify as CEs, and normally do not require any further National Environmental Policy Act (NEPA) approvals by FTA, are listed in 23 CFR 771.118(c). Additional actions which meet the criteria for a CE but may be designated as CEs only after FTA approval are listed in 23 CFR 771.118(d). In these cases, the applicant must submit documentation which demonstrates that the specific conditions or criteria for these CEs are satisfied and that significant environmental effects will not result.

To meet the requirements of a CE determination, a proposed project may not be impermissibly segmented from a larger project. This means that a project may be proposed to be implemented in phases or as part of a larger undertaking, but must still demonstrate independent utility, connect logical termini, and should not restrict consideration of alternatives. In order to meet a CE designation, a proposed project cannot have substantial controversy on environmental grounds, or significant impact to properties protected by Section 4(f) of the US DOT Act (public park and recreation lands, wildlife and waterfowl refuges, and historic sites) or Section 106 of the National Historic Preservation Act (cultural resources including historic and archaeological sites). The presence of features such as wetlands and floodplains within the project area would likely also require additional documentation.

The applicant should contact the Florida Department of Transportation (FDOT) District Office for assistance with determining the level of documentation required. The FDOT will use a description of the proposed project, along with any maps or figures to assist with determining if a proposed project is likely to meet FTA criteria for a CE. ***The CE worksheet is provided for reference only and not required for application submittal.***

FTA Region 4
CATEGORICAL EXCLUSION and
DOCUMENTED CATEGORICAL EXCLUSION WORKSHEET

Note: The purpose of this worksheet is to assist sponsoring agencies (grantees) in gathering and organizing materials for environmental analysis required under the National Environmental Policy Act (NEPA), particularly for projects that may qualify as a Categorical Exclusion (CE) or Documented Categorical Exclusion (DCE). The use and submission of this particular worksheet is NOT required. The worksheet is provided merely as a helpful tool for assembling information needed by FTA to determine the likelihood and magnitude of potential project impacts. **NOTE: Fields are expandable, so feel free to use more than a line or two if needed.**

Submission of the worksheet does not satisfy NEPA requirements. FTA must concur in writing in the sponsoring agency's NEPA recommendation. Project activities may not begin until this process is complete. Contact the FTA Region 4 office at (206) 220-7954 if you have any questions or require assistance. If this is the first time you have filled out this form, FTA encourages you to review http://www.fta.dot.gov/documents/FTA_CE_Presentation.pdf. Feel free to contact Region 4 for additional assistance. **Please see the end of this document for submittal procedures.** For links to other agencies or for further topical guidance, please go to Region 4's Grantee Resources: Environment site.

I. PROJECT DESCRIPTION

Sponsoring Agency	Date Submitted	FTA Grant Number(s) (if known)
Project Title		
Project Description (brief, 1-2 sentences)		
Purpose and Need for Project (brief, 1-2 sentences, include as an attachment if adopted statement is lengthy)		
Project Location (include City and Street address)		
Project Contact (include phone number and email address)		
If your project involves construction, include the following maps: • Project Vicinity • Project Site Plan • USGS quad		

II. NEPA Class of Action

Answer the following questions to determine the project's potential class of action. If the answer to any of the questions in Sections A or B is "YES", contact the FTA Regional office to determine whether the project requires preparation of a NEPA environmental assessment (EA).

A. Will the project significantly impact the natural, social and/or economic environment?

☐ YES (contact FTA Regional office)
☐ NO (continue)

B.1 Is the significance of the project's social, economic or environmental impacts unknown?

☐ YES (contact FTA Regional office)
☐ NO (continue)

B.2 Is the project likely to require detailed evaluation of more than a few potential impacts?

☐ YES (contact FTA Regional office)
☐ NO (continue)

B.3 Is the project likely to generate intense public discussion, concern or controversy, even though it may be limited to a relatively small subset of the community?

☐ YES (contact FTA Regional office)
☐ NO (continue)

C. Does the project appear on the following list of potential Categorical Exclusions (CEs)?

The projects listed below are generally categorically excluded from further NEPA analysis under 23 CFR 771.117(c) unless certain circumstances exist, such as the presence of wetlands, historic buildings and structures, parklands and floodplains in the project area.

☐ YES (If checked AND there are no special circumstances, as described above, mark the applicable activity and proceed to the signature block on the back page.)
☐ NO (continue to Section D)

☐ Activities not involving or directly leading to construction (technical studies, planning, preliminary engineering, etc.)

☐ Utility installations along or across a transit facility

☐ Construction of bicycle and pedestrian facilities, excluding those requiring construction in new right-of-way

☐ Installation of noise barriers or alterations to existing publicly-owned buildings to provide for noise reduction

- ☐ Landscaping
- ☐ Installation of fencing, signs, pavement markings, toll facilities, control centers, vehicle test centers, small passenger shelters, traffic signals, railroad warning devices, and signal controls with no substantial land acquisition or traffic disruption
- ☐ Emergency repairs under 23 USC 125
- ☐ Acquisition of scenic easements
- ☐ Ridesharing activities
- ☐ Bus, ferry, and rail car rehabilitation (including conversions to alternative fuels)
- ☐ Alterations to facilities or vehicles to make them accessible to elderly or handicapped persons
- ☐ Program administration (including safety programs), technical assistance, and operating assistance to continue existing service or increase service to meet routine changes in demand
- ☐ Purchase and lease of vehicles and equipment for use on existing facilities or new facilities that also qualify as CEs (including the capital cost of contracts for transit services)
- ☐ Track, railbed, and wayside system maintenance and improvements when carried out in existing right-of-way
- ☐ Purchase and installation of operating, maintenance and Intelligent Transportation Systems (ITS) equipment to be located solely within the transit facility and with no significant off-site impacts
- ☐ Mitigation banking
- ☐ Resurfacing and restriping
- ☐ Routine maintenance

D. Does the project appear on the following list of potential documented Categorical Exclusions?

These projects may be categorical exclusions under 23 CFR § 771.177(d), but require additional documentation demonstrating that the specific conditions or criteria for the CEs are satisfied and that significant effects will not result.

☐ YES (Check and continue to Part III)
☐ NO (Contact FTA Regional Office)

- ☐ Grade separations requiring land acquisition to replace existing at-grade railroad crossings and bridge rehabilitation (including approaches to bridges and excluding historic bridges or bridges providing access to ecologically sensitive areas)
- ☐ Corridor Fringe Parking facilities (generally located adjacent to a mass transportation corridor such as an Interstate highway system)
- ☐ Carpool programs and activities requiring land acquisition and construction

☐ Safety improvements including seismic retrofit and mitigation of wildlife hazards

☐ Construction of new bus storage and maintenance facilities and new ITS control centers in areas used predominantly for industrial or transportation purposes where such construction is consistent with existing zoning and located on a street with adequate capacity to handle anticipated traffic

☐ Rehabilitation or reconstruction of existing rail and bus buildings and ancillary facilities where only minor amounts of additional land are required and there is not a substantial increase in the number of users

☐ Construction of bus transfer facilities (an open area consisting of passenger shelters, boarding areas, kiosks, and related street improvements) when located in a commercial area or other high activity center in which there is adequate street capacity for projected bus traffic

☐ Construction of rail storage and maintenance facilities (or other similarly sized support facilities) in areas used predominantly for industrial or transportation purposes where such construction is consistent with existing zoning and where there is no significant noise impact on the surrounding community

☐ Area-wide coordination of multiple ITS elements

☐ Advance land acquisition including:

- Acquisition of underutilized private railroad rights-of-way (ROW) to ensure that adjacent land uses remain generally compatible with the continued transportation use of the ROW
- Acquisition of land for hardship or protective purposes, consistent with 23 CFR 771.117 (D)(12)

(Note: the eligibility of hardship and protective buys is very limited and must be approved, in writing, by the Regional FTA office before proceeding with any acquisition activities. Failure to do so will render the project ineligible for Federal participation.)

III. Information Required for Documented Categorical Exclusions

If you checked "Yes" to any of the options in Part II, Section D, complete Part III and submit to FTA.

A. Detailed Project Description

Include a project description and explain how the proposal satisfies the purpose and need identified in Part I.

B. Location and Zoning

Attach a map identifying the project's location and surrounding land uses. Note any critical resource areas (historic, cultural or environmental) or sensitive noise or vibration receptors (schools, hospitals, churches, residences, etc). Briefly describe the existing zoning of the project area and indicate whether the proposed project is consistent. Include a description of the community (geographic, demographic, economic and population characteristics) in the vicinity of the project.

C. Traffic

Describe potential traffic and parking impacts, including whether the existing roadways have adequate capacity to handle increased bus or other vehicular traffic. Include a map or diagram if the project will modify existing roadway configurations. Describe connectivity to other transportation facilities and modes.

D. Aesthetics

Will the project have an adverse effect on a scenic vista?

☐ No
☐ Yes, describe

Will the project substantially degrade the existing visual character or quality of the site and its surroundings?

☐ No
☐ Yes, describe

Will the project create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?

☐ No
☐ Yes, describe

E. Air Quality

Does the project have the potential to impact air quality?

☐ NO
☐ YES, describe

Is the project located in an Environmental Protection Agency (EPA)-designated non-attainment or maintenance area?

☐ NO
☐ YES, indicate the criteria pollutant and contact FTA to determine if a hot spot analysis is necessary.

- ☐ Carbon Monoxide (CO)
- ☐ Ozone (O_3)
- ☐ Particulate Matter (PM_{10})

If the non-attainment area is also in a metropolitan area, was the project included in the MPO's Transportation Improvement Program (TIP) air quality conformity analysis?

☐ NO
☐ YES

Date of USDOT conformity finding

F. Coastal Zone

Is the proposed project located in a designated coastal zone management area?

☐ No
☐ Yes, describe coordination with the State regarding consistency with the coastal zone management plan and attach the State finding, if available.

G. Environmental Justice

Indicate whether the project will have disproportionately high and adverse impacts on minority or low-income populations. Describe any potential adverse effects. Describe outreach efforts targeted specifically at minority or low-income populations.

H. Floodplains

Is the proposed project located within the Federal Emergency Management Agency (FEMA) 100-year floodplain?

☐ No

☐ Yes, describe potential impacts and include the FEMA map with the project location identified.

I. Hazardous Materials

Is there any known or potential contamination at the project site?

☐ No, describe the steps taken to determine whether hazardous materials are present on the site.

☐ Yes, note mitigation and clean-up measures that will be taken to remove hazardous materials from the project site.

J. Navigable Waterways

Does the proposed project cross or have the potential to impact a navigable waterway?

☐ No

☐ Yes, describe potential impacts and any coordination with the US Coast Guard.

K. Noise and vibration

Does the project have the potential to increase noise or vibration?

☐ NO

☐ YES, describe impact and provide map identifying sensitive receptors such as schools, hospitals, parks and residences. If the project will result in a change in noise and vibration sources, you must use FTA's "Transit Noise and Vibration Impact Assessment" methodology to determine impact.

L. Prime and Unique Farmlands

Does the proposal involve the use of any prime or unique farmlands?

☐ No

☐ Yes, describe potential impacts and any coordination with the Soil Conservation Service of the U.S. Department of Agriculture.

M. Resources

Does the project have the potential to impact any of the resources listed below?

☐ NO

☐ YES, if checked, describe resource and impacts. Impacts to cultural, historic, or recreational properties may trigger Section 4(f) evaluation, which requires consideration of avoidance alternatives.

☐ Natural

☐ Cultural

☐ Historic—Indicate whether there are any historic resources in the vicinity of the project. Attach photos of structures more than 45 years old that are within or adjacent to the project site.

☐ Recreational

☐ Biological--The project sponsor must obtain a list of threatened and endangered species in the project area from the US Fish and Wildlife Service (USFWS) and the National Oceanic and Atmospheric Administration-Fisheries (NOAA-Fisheries). Attach species map, if available. Describe any critical habitat, essential fish habitat or other ecologically sensitive areas. See appendix for more information.

☐ Other, describe

N. Seismic

Are there any unusual seismic conditions in the project vicinity? If so, indicate on project map and describe the seismic standards to which the project will be designed.

☐ No

☐ Yes, describe

O. Water Quality

Does the project have the potential to impact water quality, including during construction.

☐ No

☐ Yes, describe potential impacts

Will there be an increase in new impervious surface or restored pervious surface?

☐ No

☐ Yes, describe potential impacts and proposed treatment for stormwater runoff.

Is the project located in the vicinity of an EPA-designated sole source aquifer?

☐ No

☐ Yes, describe potential impacts and include a map of the sole source aquifer with project location identified.

P. Wetlands

Does the proposal temporarily or permanently impact wetlands or require alterations to streams or waterways?

☐ No
☐ Yes, describe potential impacts

Q. Construction Impacts

Describe the construction plan and identify impacts due to construction noise, utility disruption, debris and spoil disposal, and staging areas. Address air and water quality impacts, safety and security issues, and disruptions to traffic and access to property.

R. Cumulative and Indirect Impacts

Are cumulative and indirect impacts likely?

☐ No
☐ Yes, describe the reasonably foreseeable:

a) Cumulative Impacts, which results from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency (Federal or non-Federal) or person undertakes such other actions. Cumulative impacts can result from individually minor but collectively significant actions taking place over a period of time.

b) Indirect impacts, which are caused by the action and are later in time or farther removed in distance, but are still reasonably foreseeable. Indirect impacts may include growth inducing effects and other effects related to induced changes in the pattern of land use, population density or growth rate, and related effects on air, water and other natural systems, including ecosystems.

S. Property Acquisition

If property is to be acquired for the project, indicate whether acquisition will result in relocation of businesses or individuals.

Note: To ensure the eligibility for federal participation, grantees may not acquire property with either local or federal funds prior to completing the NEPA process and receiving written concurrence in the NEPA recommendation. For acquisitions over $250,000, FTA concurrence in the property's valuation is also required.

T. Public Notification

Describe public outreach efforts undertaken on behalf of the project. Indicate opportunities for public hearings, (e.g. board meetings, open houses, special hearings). Indicate any significant concerns expressed by agencies or the public regarding the project.

U. Mitigation Measures

Describe all measures to be taken to mitigate project impacts.

V. Other Federal Actions

Provide a list of other federal NEPA actions related to the proposed project or in the vicinity.

W. State and Local Policies and Ordinances

Is the project in compliance with all applicable state and local policies and ordinances?

☐ No, describe

☐ Yes

X. Related Federal and State/Local Actions

☐ Corps of Engineers (Section 10, Section 404)
☐ Coast Guard Permit
☐ Coastal Zone Management Certification
☐ Critical Area Ordinance Permit
☐ ESA and EFH Compliance
☐ Flood Plain Development Permit
☐ Forest Practice Act Permit
☐ Hydraulic Project Approval
☐ Local Building or Site Development Permits
☐ Local Clearing and Grubbing Permit
☐ National Historic Preservation Act-Section 106
☐ National Pollutant Discharge Elimination System Baseline General for Construction
☐ Shoreline Permit
☐ Solid Waste Discharge Permit
☐ Section 4(f) or 6(f) (Recreational and Historic Properties)
☐ Section 106 (Historic Properties)
☐ Stormwater Site Plan (SSP)
☐ Temporary Erosion and Sediment Control Plan (TESC)
☐ Water Rights Permit
☐ Water Quality Certification—Section 401
☐ Tribal Permits (if any, describe below)
☐ Other

Describe as applicable:

Submit two paper copies of this form, attachments, and a transmittal letter recommending a NEPA finding to the address below. Submit an electronic version to your area FTA Community Planner. Contact FTA at the number below if you are unsure who this is or if you need the email address. Modifications are typically necessary. When the document is approved, FTA may request additional copies.

Federal Transit Administration, Region 10
915 2nd Avenue, Suite 3142
Seattle, WA 98174-1002

phone: (206) 220-7954
fax: (206) 220-7959

Appendix:
Topical guidance links

Air Quality

http://www.fhwa.dot.gov/environment/conformity/ref_guid/sectionf.htm
http://www.epa.gov/oar/oaqps/greenbk/ for a listing of non-attainment areas.

Coastal Zone Management

http://www.ocrm.nos.noaa.gov/czm/czmsitelist.html for a list of state programs.

Cumulative and Indirect Impacts

http://www.fhwa.dot.gov/environment/2nd_cml.htm
http://environment.fhwa.dot.gov/guidebook/qaimpact.htm

Endangered Species Act and Consultation

http://endangered.fws.gov/consultations/sec7_faq.html#2 for frequently asked questions on the Endangered Species Act and the Section 7 Consultation process.

Endangered Species List

This list must be less than 6 months old at the time the DCE documentation is submitted to FTA. If the list is older than 6 months, you must verify that there have been no changes to the list.

For species under the jurisdiction of NOAA-Fisheries, go to http://www.nwr.noaa.gov/1salmon/salmesa/index.htm, click on ESU Maps.

For species under the jurisdiction of USFWS, contact the nearest Ecological Services office. For a directory of USFWS offices, go to http://offices.fws.gov/directory/.

Environmental Justice

http://www.fta.dot.gov/office/planning/ep/subjarea/envjust.html
http://www.fhwa.dot.gov/environment/ej2.htm

Farmlands

http://www.info.usda.gov/nrcs/fpcp/fppa.htm

Floodplain

http://www.fta.dot.gov/office/planning/ep/subjarea/water/fldplns.html

Hazardous Materials

http://www.fta.dot.gov/office/planning/ep/subjarea/hazmat.html

Historic, Archaeological and Cultural Resources

http://www.fta.dot.gov/office/planning/ep/subjarea/histcult.html

Magnuson-Stevens Fishery Conservation and Management Act

http://www.nwr.noaa.gov/1habcon/habweb/efh/msa2.html
http://www.nmfs.noaa.gov/sfa/magact

Navigable Waterways

http://www.fta.dot.gov/office/planning/ep/subjarea/water/navwater.html

NEPA

http://www.fhwa.dot.gov/legsregs/directives/fapg/cfr0771.htm
http://ceq.eh.doe.gov/nepa/regs/ceq/toc_ceq.htm
http://environment.fhwa.dot.gov/guidebook/index.htm
http://www.fta.dot.gov/office/planning/ep/index.html

Noise and Vibration

http://www.fta.dot.gov/office/planning/ep/subjarea/noisevibration.html

Property Acquisition

http://www.fhwa.dot.gov/hep/49cfr24.htm

Tribal Consultation

http://www.fhwa.dot.gov/environment/natvamrc/tcqa.htm

Section 4(f)

http://www.fta.dot.gov/office/planning/ep/subjarea/parklands.html#Bckgrd
http://www.section4f.com/
http://www.fhwa.dot.gov/environment/4_f.htm

Section 6(f)

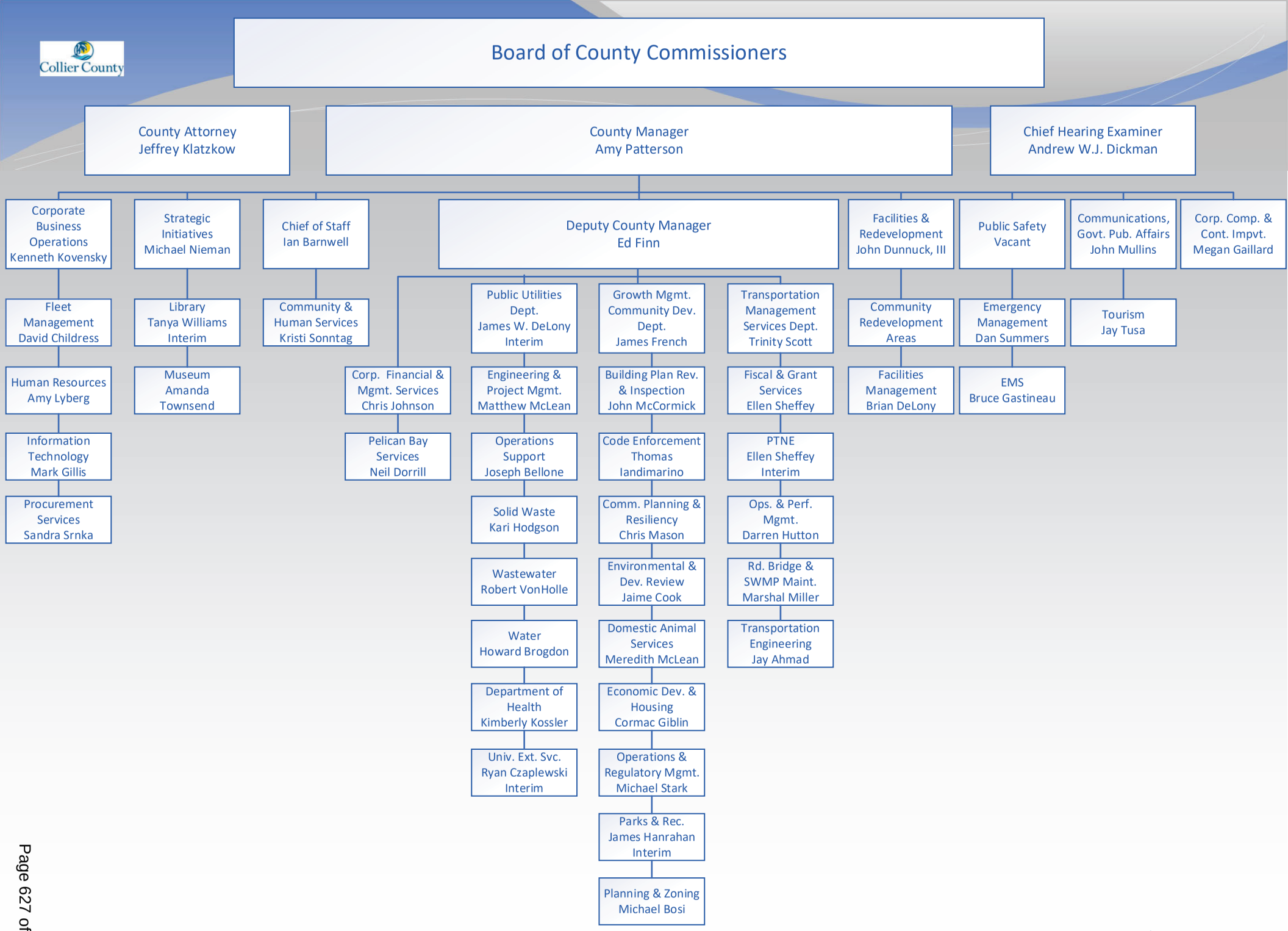
http://www.nps.gov/ncrc/programs/lwcf/protect.html

Sole Source Aquifer

http://www.epa.gov/safewater/ssanp.html

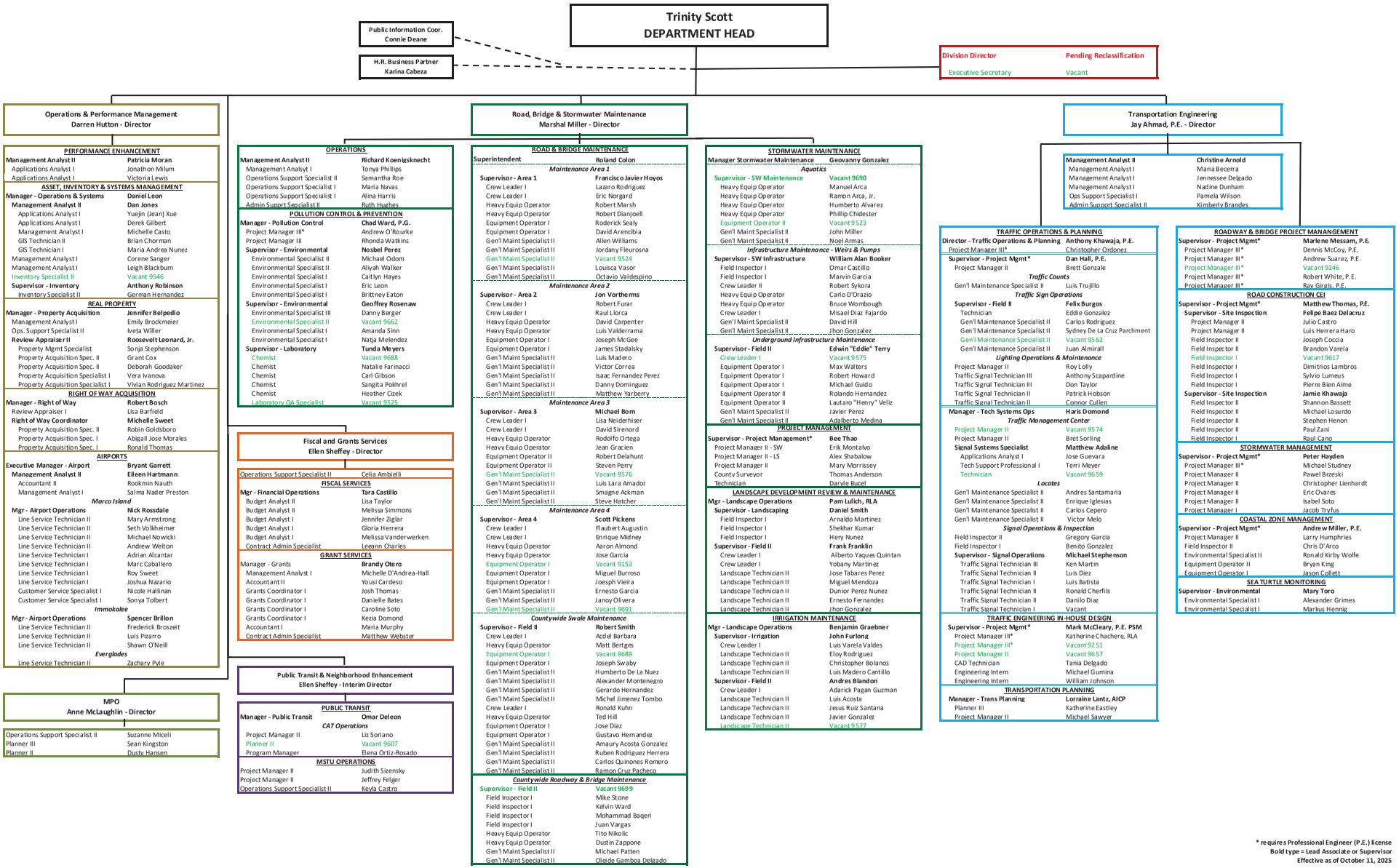
Water Quality

http://www.fta.dot.gov/office/planning/ep/subjarea/water/waterqual.html

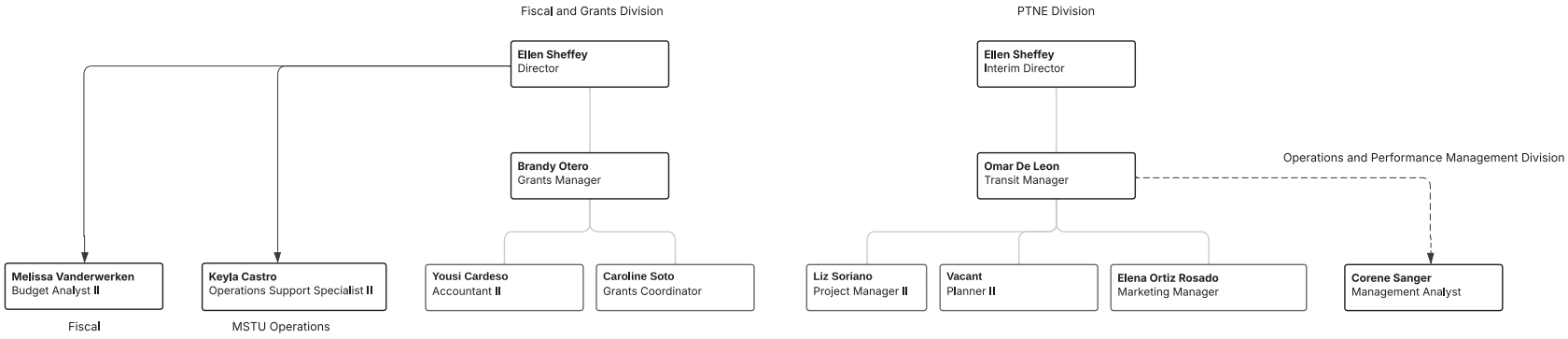


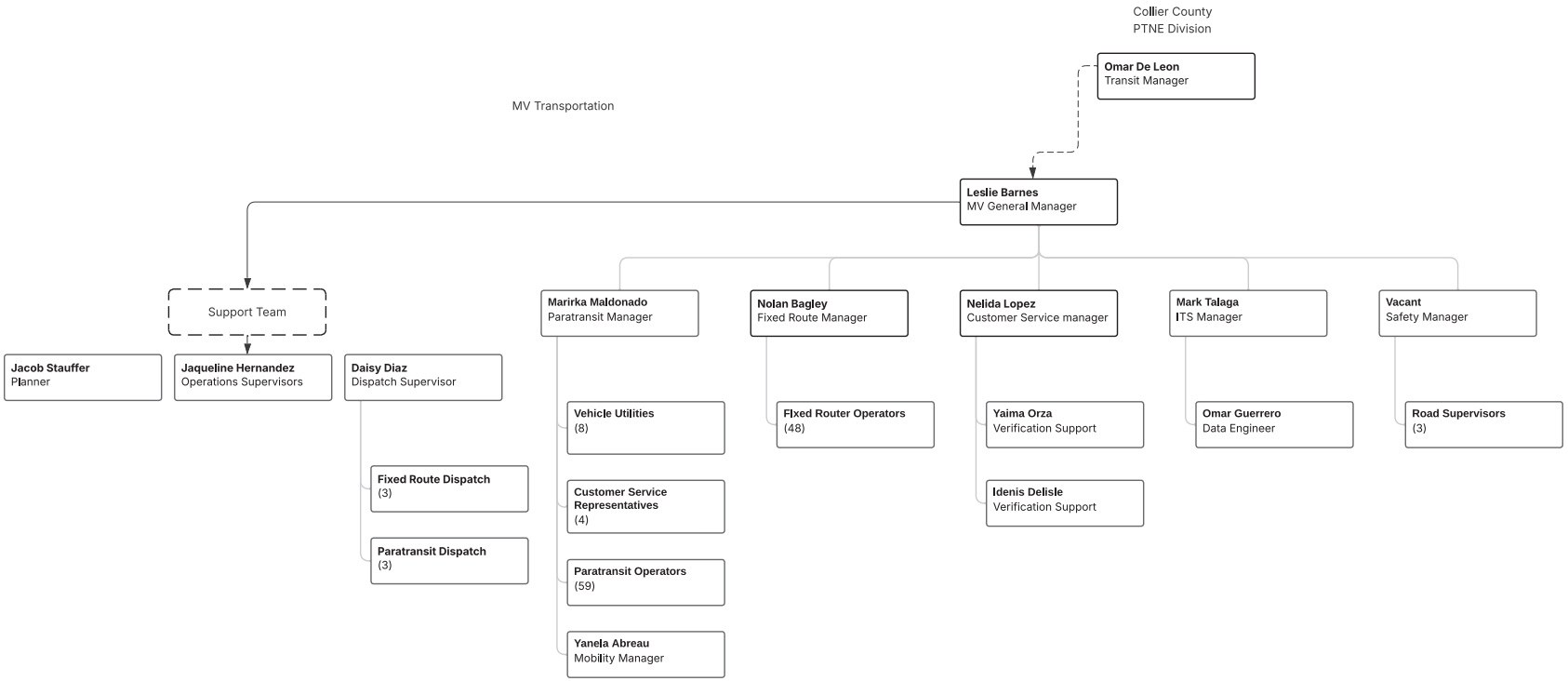
September 10,2025

Transportation Management Services Department



* requires Professional Engineer (P.E.) license
Bold type = Lead Associate or Supervisor
Effective as of October 11, 2025


Fiscal and Grants Division
Ellen Sheffey
Director
Brandy Otero
Grants Manager
Melissa Vanderwerken
Budget Analyst II
Keyla Castro
Operations Support Specialist II
Yousi Cardeso
Accountant II
Caroline Soto
Grants Coordinator
Fiscal
MSTU Operations
PTNE Division
Ellen Sheffey
Interim Director
Omar De Leon
Transit Manager
Operations and Performance Management Division
Liz Soriano
Project Manager II
Vacant
Planner II
Elena Ortiz Rosado
Marketing Manager
Corene Sanger
Management Analyst


Collier County
PTNE Division
Omar De Leon
Transit Manager
MV Transportation
Leslie Barnes
MV General Manager
Support Team
Jacob Stauffer
Planner
Jaqueline Hernandez
Operations Supervisors
Daisy Diaz
Dispatch Supervisor
Fixed Route Dispatch
(3)
Paratransit Dispatch
(3)
Marirka Maldonado
Paratransit Manager
Vehicle Utilities
(8)
Customer Service Representatives
(4)
Paratransit Operators
(59)
Yanela Abreau
Mobility Manager
Nolan Bagley
Fixed Route Manager
Fixed Router Operators
(48)
Nelida Lopez
Customer Service manager
Yaima Orza
Verification Support
Idenis Delisle
Verification Support
Mark Talaga
ITS Manager
Omar Guerrero
Data Engineer
Vacant
Safety Manager
Road Supervisors
(3)

[County Manager Letterhead]

[Date]

Victoria Upthegrove
Transit Project Coordinator
FDOT, District One, Modal Development Office/Public Transit
801 North Broadway Avenue
Bartow, FL 33830

Re: 5311 Match Commitment

Dear Ms. Upthegrove,

Collier County attests to having local funds available in the Collier Area Transit Transportation Disadvantaged Operating budget to meet the fifty percent local match requirement for the FTA 5311 Grant Application and commits to using $779,000 towards this grant project if awarded.

Sincerely,

Amy Patterson,
County Manager

DocuSign Envelope ID: 274E331F-22F7-42AE-8CB4-2A3D936C57EA

Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

JARED W. PERDUE, P.E.
SECRETARY

April 28, 2023

Mr. Daren Hutton, Interim Division Director
Collier Area Transit
8300 Radio Road
Naples, FL 34104

RE: Collier Area Transit 2023 Triennial Review Final Compliance Notification

Dear Mr. Hutton:

This letter is a confirmation of compliance for Collier Area Transit regarding the 2023 Triennial Review by the Florida Department of Transportation (FDOT) in partnership with Atkins North America and The University of South Florida / Center for Urban Transportation Research (CUTR).

The purpose of the Triennial Review is to determine subrecipient compliance with the State and Federal requirements as described in the State Management Plan and in accordance with the Federal Transit Administration (FTA) Section 5307, 5310 and 5311 Programs. FDOT District Offices are required to conduct a Triennial Review of subrecipients. The review must be performed every three (3) years in a manner compliant with the standardized Triennial Review Process Guide provided by the FDOT Central Office.

An on-site review was performed at 8300 Radio Road, Naples, FL 34104 on Tuesday, January 24, 2023. Following the site visit, a Draft Report was issued by the District outlining the areas reviewed, compliance deficiencies and recommendation of actions the subrecipient should undertake to remedy the deficiency. Collier Area Transit has addressed and satisfied all deficiencies outlined in the Draft Report to comply with the FTA Section 5307, 5310 and 5311 Programs. The attached Final Report and Final CAP confirms Collier Area Transit was found to be compliant with the Department's 2023 Triennial Review.

FDOT, District One Transit Office, congratulates you on your compliance with the Triennial Review standards. We appreciate your attention to the importance of creating and maintaining safe and equitable passenger transportation programs in the communities we service.

Sincerely,

DocuSigned by:
Missiel Da Silva
A8528335DDC6411...

Missiel Da Silva
Transit Projects Coordinator

Cc: Michelle S. Peronto, FDOT Transit Programs Administrator
Paul A. Simmons, FDOT Modal Development Administrator
Omar DeLeon, Collier Area Transit
Brandy Otero, Collier Area Transit

AFFIDAVIT REGARDING LABOR AND SERVICES

Effective July 1, 2024, pursuant to §787.06(13), Florida Statutes, when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services.

Nongovernmental Entity's Name: _____
Address: _____
Phone Number: _____
Authorized Representative's Name: _____
Authorized Representative's Title: _____
Email Address: _____

AFFIDAVIT

I, *insert nongovernmental entity's authorized representative name*, as authorized representative attest that *insert nongovernmental entity's name*does not use coercion for labor or services as defined in §787.06, Florida Statutes.

Under penalty of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.

_____
(Signature of authorized representative) Date

STATE
COUNTY OF
Sworn to (or affirmed) and subscribed before me, by means of ☐ physical presence or ☐online notarization, this day of , (year), by

_____
Notary Public

_____
Commission Expires
Personally Known ☐ OR Produced Identification ☐
Type of Identification Produced

Collier County is a governmental entity. Under § 787.06, Fla. Stat., the human-trafficking affidavit requirement is directed to non-governmental entities contracting with public agencies. As a governmental entity already prohibited by statute from engaging in human trafficking, Collier County is not the intended signatory for this affidavit.

Florida Department of Transportatic

Capital Assistance Application



49 U.S.C. Section 5339, CFDA 20.526

Bus and Bus Facilities Formula Capital Program for Ru

STOP: Before beginning your application, make sure all agency profile information is up-to-date in Tr provides critical information. If the agency profile is incorrect, your application may be considered ir consideration.

Agency Name:	Collier County Board of County Commissioners
FDOT District:	One

on

ıral Areas

ransCIP. The agency profile
ıcomplete or ineligible for

Use drop-down to select or type to enter

Use drop-down to select

Revenue Vehicle Inventory Certification	
Instructions:	Applicants must ensure that the inventory in TransCIP is updated and includes all revenue vehicles. Only required fields must be completed. However, we encourage agencies to enter as much information as is readily available. Failure to update inventory information will have a negative impact on your application. This information is critical in determining need and replacement status. Additionally, lack of updated information may cause a service enhancement project to not receive funding. Each District will determine the deadline for vehicle information data entry to align with the Federal Fiscal Year 2026 application process. All updates must be completed by the deadline identified by your District, which may be different from that of other application elements. The name of the accountable personnel and date of last inventory update must be provided in the fields below.
Certification:	Omar De Leon
Date:	10/29/2025

Transportation Program Operating and Administrative Expenses

Expenses: The Estimated Transportation Program Operating & Administrative Expenses table must include all expense associated with the applicant's transportation program. Expenses must be reported by type as provided in the Program Budget tab and the below definitions table:

1-digit Level: Not applicable
2-digit Level: **For example, 5010 Labor**
3-digit Level: **For example, 5011 Operators Salaries and Wages**

Object Class	Code	Definition
Labor	**5010**	Labor expenses arise from the performance of work by employees. Labor expenses include pay and allowances owed to employees in exchange for the services provided to the transit agency. It also includes bonuses, shift differentials, overtime premiums, minimum guarantees, paid absences, and fringe benefits.
Operators' Salaries and Wages	5011	Operators' salaries and wages include the cost of labor, excluding paid absences and fringe benefits, for the transit agency's employees who are classified as revenue vehicle operators or crewmembers. These expenses include wages for performing activities related to vehicle operations such as: · Report time · Platform time · Turn-in time · Accident reporting time These expenses also cover wages paid to back-up (extra board drivers) such as stand-by time. In small transit systems, operators also may be scheduled to perform vehicle maintenance duties that are typically performed by vehicle maintenance employees. These duties may include servicing revenue vehicles (e.g., fueling, interior cleaning, and exterior washing) and limited inspection and maintenance of revenue vehicles. Operators sometimes are temporarily assigned duties other than driving their vehicles in revenue service such as: · training time either as a student or instructor · revenue vehicle movement control as dispatchers or road supervisors · movement of revenue vehicles among maintenance and operating facilities · maintenance of bus stops and shelters · general administration assignment such as customer service and marketing
Operators' Paid Absences	5012	This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for revenue vehicle operators or crewmembers.
Other Salaries and Wages	5013	This object class includes the cost of labor, excluding paid absences and fringe benefits, of employees of the transit agency who are not classified as revenue vehicle operators or crewmembers (e.g., maintenance workers, administrative staff, and transit managers).
Other Paid Absences	5014	This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for its employees that are not classified as revenue vehicle operators or crewmembers.
Fringe Benefits	5015	Fringe benefits are the expenses for employment benefits that an employee receives in addition to his or her base salaries and wages. Fringe benefits include payments associated with the employee's labor that do not arise from the performance of work, but still arise from the employment relationship. Fringe benefits can be divided into the following four categories: 1. Employment Taxes: federal, Medicare, and Social Security taxes. 2. Health and Welfare Expenses: medical and dental insurance plans (to include hospital, surgical, and pharmaceutical plans); short-term disability and life insurance plans; workers' compensation or Federal Employees Liability Act Contribution; and unemployment plans. 3. Retirement Costs/Pension Plans: pension plans, long-term disability plans, and other postemployment benefits (OPEB). 4. Other Fringe Benefits: uniform and work clothing; tool allowances; employee and family transit passes; reimbursements for moving and education; assistance for dependent care, childcare, and adoption; employee discounts; and other fringe benefits not described in the categories listed above. Other Postemployment Benefits (OPEB) In addition to pensions, some transit agencies provide other postemployment benefits (OPEB). OPEB includes postemployment healthcare and life insurance that are provided separately from a pension plan.
Services	**5020**	Services are the labor and other work provided by outside organizations for fees and related expenses. Outside organizations may be private companies or public entities. The agency reports work done by personnel within the reporting unit as salaries and wages and fringe benefits. For example, if the reporting unit is a city, then transit-related work done by city employees, even those outside the transit division, is reported as salaries and wages and fringe benefits, not services. Services provided by an outside organization are usually procured as a substitute for in-house employee labor, except in the case of independent audits, which could not be performed by employees. Agencies usually substitute services for in-house labor because the skills offered by the outside organization are needed for only a short period of time or internal staff does not have the requisite skills. This object class includes all costs that are part of the service agreement. For example, if in a contract for custodial service the custodial company provides the cleaning supplies, the cost of these supplies belongs to Services, not Other Materials and Supplies. The services object class does not include purchased transportation service. A contractor that provides vehicle operators is considered a purchased transportation provider, and any other labor or materials provided by that contractor, including fuel, parts, and maintenance, belong to the purchased transportation object class.
Materials and Supplies	**5030**	The expenses in the following three object classes include products obtained from outside suppliers or those manufactured internally. The cost of the material or supply includes freight-in, purchase discounts, cash discounts, sales taxes, and excise taxes (except on fuel and lubricants). Charges to this object class include both materials and supplies issued from inventory for use, and materials and supplies purchased for immediate use (i.e., items used without going through inventory).
Fuel and Lubricants	5031	This object class includes fuel used to propel revenue and non-revenue vehicles and lubricants such as motor oil, transmission fluid, and grease. Purchase and cash discounts are included in the cost of the fuel or lubricant. Sales or excise taxes are not included in the cost; they are reported separately under Taxes (5060). The agency reports fuel costs net of fuel taxes, even if the agency paid the taxes initially and was later reimbursed. Note that modes powered by electricity report propulsion power under Revenue Vehicle Operation Utilities.
Tires and Tubes	5032	This object class includes the cost of tires and tubes, whether they are rented, leased or purchased. Do not report rented and leased tires and tubes under Operating Lease Expenses (5220). Purchase discounts, cash discounts, sales taxes, and excise taxes are included in the cost of the tires and tubes.
Other Materials and Supplies	5039	The expenses in this object class include products obtained from outside suppliers or those manufactured internally that are not covered in the two preceding object classes. The cost of the material or supply includes shipping costs, purchase discounts, cash discounts, sales taxes, and excise taxes. Costs associated with this object class include materials and supplies issued from inventory or purchased for immediate use (i.e., items used without going through inventory).

Transportation Program Operating and Administrative Revenues

Revenues: The Estimated Transportation Program Operating & Administrative Revenues table must include all funding sources used to support projected expenses. Revenues should be reported by type as provided in the application and the below definitions table:

1-digit Level: **For example, 4100 Directly Generated Fares**
2-digit Level: **For example, 4110 Passenger Fares**
3-digit Level: **For example, 4111 Passenger-Paid Fares**

Object Class	Code	Definition
Directly Generated Funds	**4100**	Directly Generated Funds are funds that a transit agency earns from non-governmental sources. These revenues are generated by the transit agency.
Passenger Fares	4110	This revenue object class includes revenues earned from carrying passengers. This object class applies equally to directly operated (DO) and purchased transportation (PT) services. Generally, fares are the amounts paid by the rider to use transit services, to include the base fare, zone premiums, express service premiums, extra cost transfers, and quantity purchase discounts applicable to the passenger's ride. Agencies report the full amount of PT fare revenues regardless of whether the buyer or seller retains the revenue. Agencies may collect passenger fares in any of the following ways: 1. Before service is provided (e.g., through the sale of media such as passes, tickets and tokens sold to passengers) 2. Directly at the point of service (e.g., fare box, turnstile) 3. After the service is provided (e.g., through weekly or monthly billing) In some circumstances, several agencies share a fare card program and will periodically divide funds among themselves so that each agency within the program receives the appropriate amount of fare revenue. In such cases, each agency reports its share of the revenues. Passenger fares include Passenger-Paid Fares (4111) and Organization-Paid Fares (4112). Passenger fares do not include subsidies (e.g., subsidies from private organizations or subsidies from other sectors of operations), which are provided to support the general provision of transit service. Passenger fares also do not include fare assistance from other entities, such as governments, to provide a reduced fare or free fare for a general class of users (e.g., senior citizens, students). The agency reports subsidies and fare assistance in the appropriate private, state, local, or Federal Government sources of funds.
Passenger-Paid Fares	4111	Passenger-paid fares reflect the amount of the fare that the passengers pay on their own behalf. Passenger-paid fares may include the following examples: 1. Full Adult Fares: revenues earned by transporting passengers for the full adult fare. 2. Senior Citizen Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are older than a prescribed age limit. 3. Student Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are enrolled in an educational institution. 4. Child Fares: revenues earned from carrying passengers who pay a special, reduced fare because they are younger than a prescribed age limit. 5. Fares for Individuals with Disabilities: revenues earned from carrying passengers who pay a special, reduced fare because they are persons with disabilities. 6. Ferryboat Services: revenues earned from walk-on pedestrians, bicyclists, and public transportation vehicles passenger fares. For vehicles, the agency reports passenger fares for each occupant of the vehicle, including the driver. However, vehicle and bicycle ferriage fees are not included in passenger-paid fares but are reported in Non-public Transportation Revenues (4130). 7. Vanpool Services: For publicly sponsored vanpool (VP) services, passenger fares have unique provisions. For VP services, passenger fares include all fees and costs paid by the passengers. These costs often include fuel costs, maintenance expenses, lease payments, tolls and other out-of-pocket costs. 8. Special Ride Fares: revenues earned from carrying passengers who pay a special, reduced fare for a reason other than those specified above. 9. Handling Fees: revenues earned from charges for processing payment and issuing fare cards (e.g., an agency charges an initial start-up fee when issuing new cards, or charges extra fees for using one-time paper cards). 10. No-show Fines: revenues earned from fines for deemed passenger passengers who do not show up for a scheduled pickup
Organization-Paid Fares	4112	Organization-paid fares are paid for by an organization rather than by the passenger. Organization-paid fares also include funds for rides given along special routes for which a beneficiary of the service may guarantee funds. Organization-paid fares may result from agreements between the reporter and an agency or organization that pays a set amount in return for unlimited and/or reduced fare transit service for the persons covered by the agreement. Examples of organization-paid fares may include the following: 1. State and Local Government: revenues earned by providing rides for employees of state and local government (e.g., fares for postal workers or police officers). 2. Reduced Fare Reimbursements: revenues earned by providing rides for its members or beneficiaries. A common example is a university paying a transit agency to permit students to ride free after showing their valid student identification cards. 3. Special Route Guarantees: amounts paid for by organizations other than governments (e.g., industrial firms, shopping centers, public and private universities) to guarantee a minimum amount of funds on a line operated and/or to provide or maintain services to a specific area, especially for the benefit of the paying organization. 4. Other Special Contract Transit Fares: revenues earned under contractual arrangements with non-government entities for transit fares other than those arrangements specified in the above categories. A common example is a senior center that pays part of the cost of a route serving the center.
Park-and-Ride Parking Revenue	4120	The agency earns park-and-ride parking revenue from parking fees paid by passengers who drive to park-and-ride facilities operated by the agency to use transit service. The agency reports revenues earned from the operation of parking lots that are not park-and-ride locations in Other Agency Revenues (4150).
Non-Public Transportation Revenues	4130	This object class includes revenue for providing transportation services to private groups or entities or for carrying freight. The most common examples are the following: 1. Charter Service Revenues: revenues earned from operating vehicles under charter service contracts. 2. Freight Tariffs: revenues earned from carrying freight on routes whose primary purpose is passenger operations. These are the revenues earned from carrying all types of freight on passenger routes. It includes fees for carrying vehicles and bicycles on ferries. See ferryboat services example in Passenger-Paid Fares (4111). 3. School Bus Service Revenues: revenues earned from operating vehicles under school bus contracts. It is the amount paid by schools for the operation of buses exclusively to carry children to and from school. 4. Sight-seeing Fares: revenues earned from operating vehicles in sight-seeing service.
Auxiliary Transportation Funds	4140	Auxiliary transportation funds are earned from activities related to the provision of transit service but are not payment for transit service. Auxiliary funds result from business-type activities in which an agency earns supplemental revenues. For example, a transit agency is not in the advertising or concessions business, but it is able to earn additional funds by providing or leasing out these additional services to the public. Auxiliary funds include the following: 1. Advertising revenues 2. Concessions 3. Other auxiliary transportation revenues
Advertising Revenues	4141	Advertising revenues include funds earned from displaying advertising materials on transit system vehicles and property and includes agency media.
Concessions	4142	Concessions are revenues earned from granting operating rights to businesses (e.g., newsstands, candy counters) on property and equipment maintained by the transit agency (e.g., stations, vehicles). This also includes revenues from vending machines available on property maintained by the transit agency for public use.
Other Auxiliary Transportation Revenues	4149	The agency earns other auxiliary transportation revenues from auxiliary operations other than those specified above. This might include, but is not limited to merchandising, photo identification (ID) fees, locker rentals, movie licensing fees, naming rights, and fines for fare evasion or illegal parking.
Other Agency Revenues	4150	This object class includes revenues earned from activities not associated with the provision of the transit agency's transit service. Other agency revenues do not include funds received from local, state, or federal governments. Examples of other agency revenues include: 1. Sales of Maintenance Services: revenues earned from sales or performing maintenance services on property not owned or used by the transit agency. 2. Sales of Fuel: revenues earned from sales of fuel. 3. Sales of Assets: revenue received in the sale of an asset that is in excess of the asset's book value. See Sales and Disposals of Assets (4630) for a detailed example. 4. Rental of Revenue Vehicles: revenues earned from leasing transit agency revenue vehicles to other operators. 5. Rental of Buildings and Other Property: revenues earned from leasing transit system buildings (other than station concessions) and property to other organizations. 6. Rental of Real Estate: revenues earned from leasing real estate owned by the transit agency to other organizations. This includes revenues from joint development projects. 7. Rental Car Fees: revenues earned from rental car services. 8. Investment Income: revenues earned from investing in marketable securities and dividends received from state insurance pools. Investment income does not include earnings on capital grant funds advanced by the grantor; such earnings are to be credited to the same account as the capital grant itself. 9. Interest Income: revenues earned by placing funds in an interest-bearing account. 10. Student Fees: revenues generated by an educational institution from student fees to operate its own transit service. Student fees are different from student fares, which are amounts paid by the students for transit service. 11. Parking Facilities Revenue: revenues earned from parking fees generated from parking facilities not normally used as park-and-ride locations. Revenues earned from operating park-and-ride facilities are reported in Park-and-Ride Parking Revenue (4120). 12. Donations: funds from donations and grants from private foundations. 13. Other Agency Revenues: revenues that might include, but are not limited to: warranty claims, funds from lawsuits, Freedom of Information Act (FOIA) requests, revenue from vending machines available exclusively for employee use, administrative fees charged to other organizations,

Utilities	**5040**	This object class includes expenses for electricity, gas, water, telephone, heating oil, fuel for backup generators, and internet.	Revenues Accrued through a Purchased Transportation Agreement	4160	This object class includes revenue accrued by the transit agency as a seller of transportation services through purchased transportation agreements. This includes the contract funds earned (payments and accruals) by a reporter under contract to another reporter or public agency. The purchased transportation agreement must meet the requirements for a true Contractual Relationship. Revenue accrued through an agreement that does not meet these requirements is reported as Organization-Paid Fares (4112), Other Agency Revenues (4150), Local Government Funds (4300), or State Government Funds (4400), as appropriate.
Casualty and Liability Costs	**5050**	Expenses related to loss protection and losses incurred by the transit agency. These expenses include: - Compensation of others for their losses due to acts for which the transit agency is liable. - The costs of protecting the transit agency from losses through conventional insurance and other risk financing programs (e.g., self-insurance and insurance pools). - Agency losses due to the liable actions of others that are covered by other corporate insurance. Note that refunds and paybacks received from state insurance pools are netted from Casualty and Liability Costs. Transit agencies often incur self-insurance costs. Note that premiums also include self-insurance costs. Casualty and Liability Costs include the following: 1. Premiums for Physical Damage Insurance: premiums applicable to the reporting period to insure the transit agency from loss through damage to its own property caused by collision, fire, theft, flood, earthquakes and other types of losses. 2. Premiums for Public Liability and Property Damage Insurance: premiums applicable to the reporting period to insure the transit agency against loss from liability for incidents by the transit agency which cause damage to the person or property of others. 3. Payouts for Insured Public Liability and Property Damage Settlements: payments (or accruals) of actual liability to others arising from culpable acts of the transit agency that are covered by public liability insurance. 4. Payouts for Uninsured Public Liability and Property Damage Settlements: payments (or accruals) of actual liability to others arising from culpable acts of the transit agency that are not covered by public liability insurance. 5. Provision for Uninsured Public Liability and Property Damage Settlements: periodic estimates of liability to others arising from culpable acts of the transit agency that relate to the current period that are not covered by public liability insurance. 6. Premiums for Other Corporate Insurance: premiums applicable to the reporting period to insure the transit agency from losses other than damage to its property or liability for its culpable acts (e.g., fidelity bonds, business records insurance). 7. Other Corporate Losses: charges for actual losses resulting from events covered by the other corporate insurance. The agency reports costs of employees engaged in insuring and processing claims for and against the reporting agency in Labor, as appropriate. The agency reports the costs of repairing damaged property in Labor and Other Material and Supplies (5039), as appropriate. The costs of writing off property damaged beyond repair are reported as Extraordinary or Special Items (5280), depending on the circumstances of the impairment.	Subsidy from Other Sectors of Operations	4170	Occasionally, the transit operation is only one part of a larger transportation entity. Such transit agencies may receive subsidies from other sectors of operations within the larger transportation entity to help cover the cost of transit. For example, a transportation authority that is responsible for airports, ports, or bridges, as well as for public transit, may apply excess funds from airport operations to transit operations. Subsidies from other sectors of operations may include: - Subsidies from utility rates where the transit agency is a utility company - Subsidies from bridge and tunnel tolls owned and operated by the transit agency - Subsidies from other sources provided by the same entity that operates the transit service
Taxes	**5060**	Tax expenses are the charges and assessments levied against the transit agency by federal, state and local governments. Sales taxes, excise taxes, freight-in and other acquisition costs are not included in this object class. Instead, they are accounted for as part of the cost of the material or service purchased. Reimbursement of Taxes Paid Reimbursement, or refunds, of taxes paid include the receipt or accrual of state government payments to help cover the cost of taxes incurred by the transit agency. Reimbursement of taxes is netted from the associated expense on which the tax was originally levied. The agency does not report reimbursements of taxes as revenue. For example, some states reimburse transit agencies for taxes paid on fuel. Agencies net refunds of fuel taxes from fuel tax expense, rather than reporting them as revenue.	Extraordinary and Special Items	4180	Extraordinary items are events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. 1. Unusual nature means that the underlying event or transaction has a high degree of abnormality and is clearly unrelated to, or only incidentally related to, the ordinary and typical activities of the transit agency. 2. Infrequency of occurrence means that the underlying event or transaction would not reasonably be expected to recur in the foreseeable future, taking into account the environment in which the transit agency operates. Special items are events or transactions that are either unusual in nature or infrequent, but not both. The agency determines an extraordinary event or transaction to be material if it is material in relation to the agency's income before extraordinary items, to the trend of annual earnings before extraordinary items, or is material by other appropriate criteria. Examples of material extraordinary items include recoveries received for damages from a natural disaster, such as a hurricane or earthquake. Assets impaired by and recoveries received from these events are considered extraordinary because they are abnormal in occurrence and are not reasonably expected to recur in the foreseeable future. Extraordinary and special items are distinguishable from normal operating items and are thus reported separately. The nature and financial effects of each event or transaction is disclosed on the face of the statement of activities or in the notes to the financial statements. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that are directly generated. For example, agencies report insurance recoveries for property damaged in a natural disaster in this object class.
Purchased Transportation Expenses	**5100**	Purchased Transportation (PT) expenses include the payments or accruals to sellers or providers of service, including fare revenues retained by the seller. It does not include the capital leasing portion of the contract. Purchased vanpool service has its own unique issues. Please refer to Vanpool for more detail.	Total Recoveries	4190	Total recoveries include proceeds recovered from insurance companies to indemnify the transit agency for insured acts that resulted in a liability for damage to transit personnel or property or damage to the person or property of others. Total recoveries include monies received for items or events that are not classified as Extraordinary or Special (4180). For example, the agency reports proceeds received from insurance companies for physical damage claims resulting from an accident as insurance recoveries. Total recoveries also include amounts recovered from others held liable to damage to the transit agency's property. For example, the agency reports proceeds received from third parties involved in an accident as insurance recoveries. The agency reports full proceeds received from the insurance company as insurance recoveries; the agency does not net monies from the related asset replacement cost.
Purchased Transportation in Report	5101	This object class includes the payments or accruals to sellers or providers of service, including fare revenues retained by the seller. The agency reports Purchased Transportation (PT) expenses in this object class when they report the associated service in their own NTD report. If the other party reports the service, the expenses belong to the object class Purchased Transportation Filing Separate Report (5102). Please refer to Reporting Contractor Expenses for more information.	**Directly Generated Dedicated Funds**	**4200**	This object class includes taxes and fees levied by a transit agency that is organized as an independent political entity with its own taxation authority. The revenues to the transit agency originating from local, state, or federal governments, which have been raised through the taxing authority of the grantor governmental unit, are considered Local Government Funds (4300), State Government Funds (4400), or Federal Funds (4500).
Purchased Transportation Filing Separate Report	5102	The agency reports Purchased Transportation (PT) expenses in this object class when the other party reports the associated service data (e.g., miles, ridership) in their own NTD report. The agency that reports the service data then reports Purchased Transportation (PT) expenses in the object class Purchased Transportation in Report (5101). Reporting Contractor Expenses The expenses in this object class must include the total amount paid by the buyer to the seller. The seller's actual expenses are often less than this amount, since the seller receives a profit included in the expenses paid by the buyer; the actual expenses will be greater than the amount paid if the seller suffers a loss. Since buying agencies are reporting, the expenses recorded are the buyer's expenses, and the buyer reports the total amount paid to the seller.	Income Taxes	4210	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the transit agency.
Miscellaneous Expenses	**5090**	This object class includes expenses that cannot be attributed to any of the other expense object classes. Agencies must check to be sure an expense does not belong in a different object class before reporting it as miscellaneous. Some common miscellaneous expenses are listed below. 1. Dues and Subscriptions: Fees for membership in industry organizations and subscriptions to periodicals. 2. Travel and Meetings: Air, train or bus fares and allowances for transportation of traveling transit agency employees and related officials. In addition, this expense includes food and lodging, charges for participation in industry conferences, and other related business meeting expenses. 3. Bridge, Tunnel, and Highway Tolls: Payments made to authorities and other organizations for the use of bridges, tunnels, highways, and other facilities. 4. Entertainment Expense: Costs of social activities and other incidental costs relating to meals, beverages, lodgings, transportation, and gratuities. 5. Charitable Donations: Contributions to charitable organizations made by the transit agency. 6. Fines and Penalties: Costs of fines and penalties incurred by the transit agency. 7. Bad Debt Expense: Amounts owed to the transit agency that the agency has determined to be uncollectable.	Sales Taxes	4220	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the transit agency.
ADA Expenses	**5910**	The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. Agencies must report the total expenses that result from ADA requirements for complementary paratransit in demand response (DR) and demand response-taxi (DT) modes. In this object class, agencies report the portion of their operating expenses that is attributable to ADA-required service. This object class is not exclusive of other operating expense object classes. For example, if you spent $10,000 on vehicle fuel, and $1,000 of this was to fuel a vehicle used for ADA service, then you would report $10,000 under Fuel and Lubricants (5031) and $1,000 under ADA Expenses (5910).	Property Taxes	4230	Revenues earned by taxing property subject to the taxing authority of the transit agency.
Reconciling Items	**5200**	Reconciling items are expenses that are not included as capital expenses or as mode-specific operating expenses. If reconciling items represent cash expenditures such as operating lease expenses, the agency reports them as Funds Applied. The agency reports non-cash expenditures such as depreciation as Funds Not Applied.	Fuel Taxes	4240	Revenues earned by taxing fuel subject to the taxing authority of the transit authority. This object class was previously known as gasoline taxes but includes all fuel taxes.
Interest Expenses	5210	Interest expenses are charges for the use of capital borrowed by the transit agency. Interest expenses may accrue on both short-term debt and Long-Term Debt obligations. 1. Interest on Long-Term Debt Obligations: charges for the use of capital borrowed on a long-term basis (the liability for which is usually represented by bonds or loans) employed in the operation of the transit system. Interest charges pertaining to construction debt that are capitalized will not be reflected as interest expense. 2. Interest on Short-Term Debt Obligations: charges for the use of capital borrowed on a short-term basis employed in the operation of the transit agency.	Other Taxes	4250	Revenues earned by levying other taxes by the authority of the transit agency. Examples include cigarette/tobacco, payroll, excise, and vehicle rental taxes.
Operating Lease Expenses	5220	Operating lease expenses include payments for the use of Capital Assets not owned by the transit agency. Operating leases allow the transit agency to use assets, but do not allow them the rights of asset ownership (e.g., transfer of title). As such, operating leases are not capitalized as assets, but are recorded as operating expenses during the reporting period. Some operating leases include costs that the agency must separate out and report under Services (5020). If part of the lease cost covers a service, rather than just the cost of the use of the asset, the agency reports this under Services (5020) rather than operating lease expenses. This also applies to Capital Leases (5230) and Related Parties Lease Agreements (5240).	Bridge, Tunnel, and Highway Tolls	4260	Tolls enacted by the authority of the transit agency on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
Capital Leases	5230	Other than an operating lease, an agency may also have a capital lease. A lease is considered a capital lease if it meets any of the following four criteria at its inception (the earlier of the date of the lease agreement or commitment): 1. Transfer of ownership: the lease transfers ownership (e.g., transfer of title) of the property to the transit agency by the end of the agreed-upon lease term. 2. Bargain purchase option: the lease contains a provision that allows the transit agency to purchase the leased property for a reduced price (reduced compared to expected fair value of the property at the date that the purchase option becomes exercisable). 3. Lease term: lease term is equal to or greater than 75% of the estimated useful life of the leased property. However, if the beginning of the lease term falls within the last 25% of the total estimated useful life of the leased property, this criterion cannot be used for classifying the lease as a capital lease. 4. Minimum lease payments: the present value at the beginning of the lease term of the minimum lease payments to be paid by the transit agency, excluding executory costs such as insurance, maintenance, and taxes, is equal to or greater than 90% of the fair value of the property at lease inception. The agency reports the current portion of capital leases in operating expenses for the reporting period. The current portion of capital leases includes lease payments made for capital leases during the reporting period. The noncurrent portion of capital leases is capitalized and reported as Capital Lease Obligations (2230).	High Occupancy Tolls	4270	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and alternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying a toll. Revenue from these tolls, when enacted by the authority of the transit agency, belongs to this object class.

Related Parties Lease Agreements	5240	Other than operating and capital leases, transit agencies may also have related parties lease agreements. Related parties leases are leases with terms and payment amounts that are substantially less than they would be in usual circumstances because the transit agency is related to the lessor. Common examples include: · A state government's department of transportation purchases buses and leases them to transit agencies in the state at half the market rate. · A county government leases land to a local transit agency for use as a parking lot for a dollar a year.
Voluntary Non-Exchange Transactions	5250	This object class is for the provider to record the non-exchange expenses when all applicable eligibility requirements have been met. In a voluntary non-exchange transaction, an agency gives or receives value (e.g., revenue vehicle) without directly receiving or giving equal value (e.g., cash) in return. This is different from an exchange transaction, in which each party receives and gives up essentially equal values. Voluntary non-exchange transactions result from legislative or contractual agreements, other than exchanges, entered into willingly by the parties to the agreement. An example of a voluntary non-exchange transaction is when one transit agency builds capital assets, such as railways and train stations, and transfers the assets to another transit agency that operates them. Other examples of voluntary non-exchange transactions include certain grants and private donations. The provider in a non-exchange transaction recognizes a decrease in assets when all applicable eligibility requirements of the non-exchange transaction have been met. The provider reports resources transmitted before eligibility requirements are met as Assets (e.g., an advance). Receiving agencies can find guidance for reporting the non-exchange transaction under the Non-Added Revenue: Voluntary Non-Exchange
Depreciation	5260	Depreciation is the depletion of the cost of Capital Assets; it reflects the loss in value of capital assets over the years. In order to account for the reduction in value and usefulness of tangible property, the agency expenses a portion of the cost as depreciation each year of the asset's life. The agency reports the amount depreciated during the reporting period as an operating expense/reconciling item. Typically, as a non-cash expenditure, the agency reports depreciation as Funds Not Applied. Agencies choose their own depreciation method provided that the depreciation value is measured in a systematic and rational manner. Agencies also report the cost of writing off property damaged beyond repair that do not qualify as extraordinary and special items in this object class.
Amortization of Intangibles	5270	Amortization is the systematic spreading of the value of Intangible Assets other than Goodwill over the asset's estimated useful life. Generally, agencies use the straight-line method to amortize intangible assets. The agency reports the amount amortized during the reporting period as an operating expense/reconciling item. Typically, the agency reports amortization as Funds Not Applied since it is not a cash expenditure.
Extraordinary and Special Items	5280	Extraordinary items are material events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. Examples of material extraordinary items include capital assets that were impaired by extraordinary events such as Hurricane Sandy or Hurricane Katrina. The agency reports these impaired values as extraordinary items rather than regular operating expenses to highlight their unusual and infrequent nature. If a material event or transaction is unusual in nature or occurs infrequently but not both, it does not meet criteria for classification as an extraordinary item; instead, the agency classifies it as a special item. Both extraordinary and special items are distinguishable from normal operating items and the agency thus reports them separately.
Other Reconciling Items	5290	Other Reconciling Items are any other costs that cannot be captured in the above reconciling items object classes, such as funds to another agency through a cooperative agreement and expenses for purchased transportation services not meeting NTD requirements for a contractual agreement.
ADA Related Reconciling Items	5920	The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. Agencies must report the total expenses that result from ADA requirements for complementary paratransit in demand response (DR) and demand response-taxi (DT) modes. In this object class, agencies report the portion of their reconciling item expenses that are attributable to ADA-required service. This object class is not exclusive of other reconciling item object classes. For example, if you spent $10,000 to lease vehicles, and $1,000 of this was to lease a vehicle used for ADA service, then you would report $10,000 under Operating Lease Expenses (5220) and $1,000 under ADA Related Reconciling Items (5920).

Other Dedicated Funds	4290	Revenues dedicated to transit other than taxes or tolls. These are often fees imposed on the public by the transit agency. Examples include the following: 1. Vehicle licensing and registration fees 2. Driver's license fees 3. Communications access fees and surcharges 4. Lottery and casino proceeds
Local Government Funds	**4300**	These are funds received from municipal and county governments.
General Revenues of the Local Government	4310	There are essentially two common ways a local government can provide funds to a transit agency. 1. The government may appropriate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other entities such as schools and police forces. The agency reports this non-dedicated funding as General Revenues of the Local Government. 2. The government may also levy a tax or fee, the proceeds of which only go to transportation. This is a dedicated fund and the agency reports it under Local Funds Dedicated to Transit at Their Source.
Income Taxes	4321	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the local government.
Sales Taxes	4322	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the local government.
Property Taxes	4323	Revenues earned by taxing property subject to the taxing authority of the local government.
Fuel Taxes	4324	Revenues earned by taxing fuel subject to the taxing authority of the local government. This object class was previously known as gasoline taxes but includes all fuel taxes.
Other Taxes	4325	Revenues earned by levying other taxes by the authority of the local government. Examples include cigarette/tobacco, payroll, excise, and vehicle rental taxes.
Bridge, Tunnel, and Highway Tolls	4326	Tolls enacted by the authority of the local government on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
High Occupancy Tolls	4327	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and alternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying a toll. Revenue from these tolls, when enacted by the authority of the local government, belongs to this object class.
Other Dedicated Funds	4329	Revenues dedicated to transit other than taxes or tolls. These are often fees imposed on the public by the local government. Examples include the following: 1. Vehicle licensing and registration fees 2. Driver's license fees 3. Communications access fees and surcharges 4. Lottery and casino proceeds
Extraordinary and Special Items	4330	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from local sources. For example, agencies report county disaster relief funds in this object class.
Other Local Funds	4390	These are funds from local government that cannot be considered either an allocation from the general revenues, or a dedicated fund. Other local funds typically include local grants or other miscellaneous local funds.
State Government Funds	**4400**	These are funds received from state, commonwealth, or territory governments.
General Revenues of the State Government	4410	There are essentially two common ways a state government can provide funds to a transit agency. 1. The government may allocate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other programs. The agency reports this non-dedicated funding as General Revenues of the State Government. 2. The agency reports dedicated sources of revenue under State Transportation Funds (4420).
State Transportation Fund	4420	Many states set up a State Transportation Fund that is separate from the General Fund. It usually has several dedicated sources of funding, often including funding sources such as fuel taxes, vehicle registration fees, or bonds backed by such sources. The Transportation Fund typically funds both transit agencies and other transportation needs such as the highway department. Agencies are not required to report the individual sources of funding that support the State Transportation Fund.
Extraordinary and Special Items	4430	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from state sources. For example, agencies report state relief funds in this object class.
Federal Funds	**4500**	Federal funds generally fall into three categories: 1. Funds for operating assistance: Operating assistance funding is explicitly intended to be spent on operations, and in most cases requires 50% local match. 2. Funds for capital assistance: Capital assistance funding is required to be spent on capital, and in most cases requires 20% local match. 3. Funds for capital assistance spent on operations: In some cases, capital assistance may be spent on activities that are normally considered operating, such as preventive maintenance and Americans with Disabilities Act (ADA) service. This typically requires 20% local match. Although these funds are capital grants, the agency reports it as an operating expense because it spent the funds on operations. The local match portion of a grant is not part of the Federal Funds. It is part of Directly Generated Funds (4100), Directly Generated Dedicated Funds (4200), Local Government Funds (4300), or State Government Funds (4400). This includes in-kind matches such as land and services.
Non-Added Revenues	**4600**	Non-added revenues are funds received by the transit agency that are not included in the total funds earned during the operating period.
Contributed Services	4610	Contributed services are in-kind services received by the reporting agency from another entity or person where there is no payment for the services. Since there is no actual cost for the contributed service, the NTD includes the value of the service as non-added revenue. An example of a contributed service is when a retired lawyer provides pro-bono legal services to the local transit agency. On the other hand, when the transit agency is a part of a larger entity (like a department of city government) and the larger entity pays for the service, the reporter must report the cost of the service, as described in Full Cost of the Service.
Voluntary Non-Exchange Transactions	4620	This object class is for the receiver to record the non-exchange value when all applicable eligibility requirements have been met. In a voluntary non-exchange transaction, an agency gives or receives value (e.g., revenue vehicle) without directly receiving or giving equal value (e.g., cash) in return. This is different from an exchange transaction, in which each party receives and gives up essentially equal values. An example of a voluntary non-exchange transaction is when one government agency builds capital assets and transfers the assets to another transit agency that operates them. The recipient of a non-exchange transaction recognizes non-exchange receivables or funds when all applicable eligibility requirements have been met. Examples of eligibility requirements might include situations where the receiving agency is required to wait for a period of time before it has access to the transferred asset, or where the provider's transfer of asset is contingent upon an agreed upon action taken by the recipient. The agency records non-exchange receivables as current or noncurrent assets. The recipient reports resources transmitted before eligibility requirements are met as deferred revenues (liability). Providing agencies can find guidance for reporting the non-exchange transaction under the Reconciling Items: Voluntary Non-Exchange Transaction (5250).
Sales and Disposals of Assets	4630	Sales and disposals of assets include, but are not limited to sales of equipment, buildings, real estate and other property. Funds from sales and disposals of capital assets are not considered revenues earned because these transactions involve the conversion of existing assets into cash and not an increase in asset value. Consequently, NTD does not include this amount in the total funds earned during the reporting period. If an asset is sold for an amount higher than its book value (cost less accumulated depreciation), the agency records the difference between the sale price and book value as a gain in Other Agency Revenues (4150).
Transportation Development Credits	4640	In some states, funds spent on transportation at the state level can be used as a non-federal match for federal grants to transit agencies. These are known as Transportation Development Credits (TDCs) or toll credits. Since these credits are not actually used to cover expenses, NTD does not include these credits in the total funds earned.

Proposed Budget for Transportation Program

Statement of Need	
Please provide a narrative interpretation of how the below budget reflects your agency's need. Explain the purpose of the grant request in terms of the need for funding availability (as opposed to project merits, which must be described in the Proposed Project Description). A description of any budget shortfall may be included. Please limit your response to the space provided.	Collier Area Transit provides provides public transit services throughout Collier County, including regions like Naples, Marco Island, and Immokalee. The need is specific for the service provided in the rural portion of the county including Immokalee and Golden Gate Estates. The requested funding will be utilized for the purchase of a replacement bus. In doing so, Collier Area Transit will be addressing the goals set within the Transit Asset Management Plan to replace vehicles as they meet their useful life. Additionally, the funding will be utilized to purchase and construct a canopy for the Immokalee Transfer Station.

Budget for Year of Anticipated Award

All applicants for all request types must complete this budget form. For each component, amounts reported should be based on projected values for the year of anticipated award for the current grant application.

Instructions: Amounts reflected in the Program Budget must be limited to those operating and administrative expenses/revenues supporting the applicant's transportation program. For agencies whose primary purpose is not transportation, the transportation program budget must be separated out from general administration and other agency functions. Shared costs such as facility rental and utilities must be allocated to the transportation program on a reasonable and specified basis.

Operating & Administrative Expenses

Instructions	Object Class	Code	Amount
Use drop-down to select	Services	5020	$6,665,300
Use drop-down to select	Fuel and Lubricants	5031	$1,763,400
Use drop-down to select	Miscellaneous Expenses	5090	$296,400
Use drop-down to select	Other Salaries and Wages	5013	$537,000
Use drop-down to select	Other Materials and Supplies	5039	$45,000
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
			$9,307,100

Operating & Administrative Revenues			
Instructions	Object Class	Code	Amount
Use drop-down to select	Passenger Fares	4110	$1,149,400
Use drop-down to select	Local Government Funds	4300	$8,060,500
Use drop-down to select	Other Agency Revenues	4150	$97,200
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
			$9,307,100

Current System Description	
Instructions:	Current System Description Tab provides space for a short description of who the applicant is and what services they provide. The form is in a question and answer format with designated text boxes (the applicant's response to the question must not exceed the space provided or word counts where indicated). If the applicant is a CTC, relevant pages of a Transportation Disadvantaged Service Plan (TDSP) and Annual Operating Report (AOR) containing the above information may be provided within TransCIP.
Questions:	**Response**
Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including:	The Collier County Board of County Commissioners oversees the public transportation infrastructure in Collier County. The county's transit system, known as Collier Area Transit (CAT), functions under the guidance of the Collier County Division of Public Transit & Neighborhood Enhancement (PTNE), which is a part of the Collier County Transportation Management Services Department. CAT provides transit services throughout Collier County including urban and rural services. The service area includes regions like Naples, Marco Island, and Immokalee. The grant application is specific to the service in the rural portion of the county.
In the last state fiscal year (July-June) have there been any organizational changes or operating changes?	The agency had a leadership change, the current interim Director is Ellen Sheffey. No major operational changes.
Program mission, goals, and/or objectives	Collier County aims to achieve several key objectives. These include operating dependable, user-friendly, and cost-efficient mobility services that effectively address the transportation requirements of our employees, residents, and guests while prioritizing safety and efficiency. We work towards this by bolstering the resilience of Collier County, safeguarding both our man-made and natural resources, offering appealing and convenient mobility alternatives that mitigate carbon emissions and environmental impacts in our communities. Additionally, we seek to foster significant partnerships that enhance awareness and education regarding mobility options and contribute to the vitality of mobility services, ultimately enhancing the livability and promoting economic and social well-being of our area.

Service, route, and trip types provided	The operating hours for these routes span from as early as 3:45 AM to as late as 8:20 PM. The service, which is part of the grant plan, aims to facilitate accessibility for individuals residing in the non-urbanized regions of Collier County. The grant funds will be allocated to sustain the operation of fixed routes, thereby granting access to essential services such as healthcare, shopping, education, employment, public services, and recreational opportunities for those living in non-urbanized areas. Since many of these vital services are unavailable in rural areas, a significant portion of the population is compelled to travel to urban areas in order to access them.
What are the sources of the transportation program's funding for operations (e.g., state, local, federal, private foundations, fares, other program fees?)?	Funding for these operations is derived from multiple sources, including the Federal Transit Administration's 5307, 5310, and 5311 programs, the Florida Department of Transportation, the Agency for Persons with Disabilities, the Florida Commission for the Transportation Disadvantaged, and various local funding programs. These funding sources are instrumental in supporting individuals with disabilities, low-income individuals, and the elderly across both urbanized and non-urbanized areas within the county.
Briefly describe your agency's vehicle maintenance program. Which services are outsourced (e.g., oil changes)? Explain how vehicles are maintained without interruptions in service.	The maintenance of all vehicles is the responsibility of the specialized Collier County Fleet Management Division team assigned to Transit, situated at the CAT Operations Center on 8300 Radio Road. This team diligently maintains a preventative maintenance schedule for all CAT vehicles, ensuring that maintenance is performed without causing any disruptions to transportation services. The spares ratio is evaluated regularly for peak service to ensure no interuptions occur to the service.

Service Characteristics		
Instructions:	The service characteristics sheet is used to determine and report the anticipated quantitative impacts of the proposed project on your agency's transportation program. A calculation column has been provided to calculate the necessary data for both the current transportation program and if awarded. Please include the source of the data, e.g., Trapeze, direct observation, driver logs, maintenance records, etc.	
Service Characteristic	**Value**	**Data Collection/ Calculation Method**
Unlinked Passenger Trips (UPT) The number of boardings on public transportation vehicles during the fiscal year. Transit agencies must count passengers each time they board vehicles, no matter how many vehicles they use to travel from their origin to their destination. If a transit vehicle changes routes while passengers are onboard (interlining), transit agencies should not recount the passengers. Employees or contractors on transit agency business are not passengers. For demand response (DR) modes, transit agencies must include personal care attendants and companions in UPT counts as long as they are not employees of the transit agency. This includes attendants and companions that ride fare free	170,022	Electronic farebox and Mobile Fare Application
Unduplicated Passengers per Year Unique (non-repeat) passengers served within the reporting year	170,022	Electronic farebox and Mobile Fare Application

Activity Line Item Codes

Vehicles

Description	ALI Code
Bus - Replacement Over 30'	11.12.03
Bus - Expansion Over 30'	11.13.03
Bus - Replacement Under 30'	11.12.04
Bus - Expansion Under 30'	11.13.04
Vans - Replacement	11.12.15
Vans - Expansion	11.13.15
Sedan - Replacement	11.12.16
Sedan - Expansion	11.13.16

Equipment

Description	ALI Code
Bus Passenger Shelters Acquisition	11.32.10
Shop Equipment Acquisition	11.42.06
ADP Hardware Acquisition	11.42.07
ADP Software Acquisition	11.42.08
Surveillance/Security (Bus) Acquisition	11.42.09
Fare Collection (Mobile) Acquisition	11.42.10
Support Vehicles Acquisition	11.42.11
Miscellaneous Equipment Acquisition	11.42.20
Radios Acquisition	11.62.03
Radios Construction	11.63.03

Facilities

Description	ALI Code
Admin Building Engineering & Design	11.41.01
Admin Building Acquisition	11.42.01
Admin Building Construction	11.43.01
Admin Building Rehab/Renovation	11.44.01
Admin Building Lease	11.46.01
Maintenance Facility Engineering & Design	11.41.02
Maintenance Facility Acquisition	11.42.02
Maintenance Facility Construction	11.43.02
Maintenance Facility Rehab/Renovation	11.44.02
Maintenance Facility Lease	11.46.02
Admin/Maint Facility Engineering & Design	11.41.03
Admin/Maint Facility Acquisition	11.42.03
Admin/Maint Facility Construction	11.43.03
Admin/Maint Facility Rehab/Renovation	11.44.03
Admin/Maint Facility Lease	11.46.03
Storage Facility Engineering & Design	11.41.04

Storage Facility Acquisition	11.42.04
Storage Facility Construction	11.43.04
Storage Facility Rehab/Renovation	11.44.04
Storage Facility Lease	11.46.04
Yards & Shops Engineering & Design	11.41.05
Yards & Shops Acquisition	11.42.05
Yards & Shops Construction	11.43.05
Yards & Shops Rehab/Renovation	11.44.05
Yards & Shops Lease	11.46.05

Vehicle Request

Instructions: Applicants must submit a full request description as part of the application. Responses must be entered in a question/answer format where indicated. Where a field or word count is included, the length of the applicant's response must not exceed the space or word count provided. The project description should not repeat the Current System Description.

Project Type	Examples	Types of Vehicles			
Expansion Vehicles	Expansion vehicles are those acquisitions of revenue vehicles which expand existing transit services. Such as new routes, increased frequency on existing routes, and/or increases in paratransit or demand responsive systems.	Sedans,	Unmodified Vans/Commuter Vans, Modified Minivans	Medium to Heavy Duty Transit and Cutaway Buses <30' (Modified Minibuses, Transit Bus, Standard Cutaway, Small Cutaway Bus, Small Cutaway w/ Low Floor)	Medium to Heavy Duty Transit and Cutaway Buses >30' (Transit Bus)
Replacement Vehicles	Replacement vehicles are those acquisitions of revenue vehicles which are intended to replace those which have recached the end of minimum normal service life. It is important to **note** that agencies must clearly identify which vehicles from the existing fleet will be repalced along with the age and mileage of each vehicle to be replaced.				

Project Description
One replacement 40-foot bus for fixed-route services is the subject of the grant proposal. A fixed route bus, which has met its useful life, will be replaced with the new bus. Collier County will meet its TAM Goal of keeping rolling stock in good repair by replacing the vehicles.

Project-Related Improvements	
Instructions:	Describe how the grant funding will improve your agency's transportation service in one or more areas. If an area is not intended to be improved by the proposed project, indicate "Not Applicable". Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to illustrate how transportation service will be enhanced.
Will the project allow your agency to: Provide more hours of service and/or more trips?	While grant funding won't increase hours worked, it will enable the continuation of the current service and improve reliability by enabling the purchase of a replacement bus.
Expand service to a larger geographic area within the same District?	The service area will remain the same, but the grant funding will be used to buy a replacement vehicle so, the current rural area service may continue to provide dependable service.

Reduce headways/increase frequency?	Funding from grants won't cause headways to decrease or frequency to rise.

Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan? *Example:* The vehicle replacements in this application were identified using the prioritization tool in agency's most recent TAM Plan, in order for the agency's fleet to meet its State of Good Repair targets.	The financing will guarantee that buses are replaced when the life expectancy is reached, supporting Collier County's TAM plan.
Address projected vulnerabilities?	With useful life mileage overages of fleet still in use, the Grant funding will guarantee that vehicles are replaced as soon as possible, preventing service interruptions.
Expand access to essential services?	Although the program won't be expanded, it will keep low-income and rural residents connected to the important services they need. To ensure continuing access to vital services, maintaining a vehicle replacement plan is a crucial component.
Enhance passenger experience (e.g., added amenities)?	By offering a dependable service with a new replacement vehicle that will enable CAT to decrease breakdowns by retiring a vehicle that has reached the end of its useful life, the passenger experience will be improved.
Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/ disadvantaged communities?	Once a vehicle has reached the end of its useful life it is retired and replaced with a new vehicle. In doing so a decrease in cost will be reflected in vehicle maintenance. Additionally, transportation significantly spurs economic activity in underserved and disadvantaged communities. Improved transportation access connects residents to jobs, education, healthcare, and essential services, expanding their employment opportunities and increasing their earning potential. This increased mobility also stimulates local businesses by providing customers with easier access to goods and services, leading to job creation and economic growth within the community.
Overcome any opertations and administrative challenges or difficulties your agency is experiencing?	The funds will help satisfy the need for keeping capital assets in a satisfactory condition of repair. The cost of maintenance and part replacement rise dramatically as vehicles become older and wear out, placing a significant load on the operating budget. By easing part of that load, these capital grant funds will enable the transit organization to devote more resources to the actual providing of the service.

If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. How will the project improve your organization's overall operations and provision of public transportation services?	The grant award will be utilized to maintain our current public transportation services by funding the replacement of one aging, high-mileage bus, that has met its useful life ensuring the existing operational fleet size is sustained. This replacement directly impacts our organization's overall operations by significantly improving service reliability and supporting a TAM Plan. Specifically, the aging vehicle is a frequent source of costly and unpredictable roadcalls, which disrupt schedules, strand passengers, and divert maintenance staff from preventative tasks. Acquiring a new, reliable bus will mitigate these mechanical failures, drastically reducing roadcalls and subsequent service delays, thereby allowing our maintenance team to focus on proactive care. This action not only ensures service continuity but also lowers long-term maintenance costs and improves the average fleet age, moving us closer to our TAM plan targets and providing the public with a more dependable transportation system.
How will your agency maintain adequate financial, maintenance, and operating records to comply with Federal Tranist Administration (FTA) reporting requirements? FTA reporting requirements include, but are not limited to, detailed project information for the Annual Program of Projects, Project Status Reports, Milestone Activity Reports, NTD reporting, DBE reports, etc.	The software Faster system will be used to handle documentation and tracking of the replacement vehicle for maintenance records to guarantee maintenance plan is being followed. The faster program will be utilized to capture the necessary information to meet the FTA requirements and reporting needs.
If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider providing an explanation of the scalability of the project?	The transit program will indeed keep running. Nonetheless, since vehicles that need to be retired will continue to be in use for commercial purposes, the ongoing usage of older vehicles will lower system dependability and raise maintenance costs.

Project Readiness	
Instructions: If the proposed project is for vehicles, equipment, or other capital items, please provide a detailed description of project activities:	
If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.	The bus will be purchased using a contract; prices will be set for the contract base year and will be adjusted annually based on the Producer Price Index (PPI).
Please provide a full, detailed timeline of the project. The schedule should contain sufficient detail that identifies all steps or phases needed to implement the work proposed, and whether the proposed timeline is achievable. Moreover, the project schedule should identify all major project milestones. Examples of such milestones include approval of purchase orders, specifications, and estimates; procurement goals; delivery; installation; and invoicing FDOT for reimbursement.	Replacement bus: After being notified of the award, the rolling stock contract will be submitted to FDOT for approval. Purchase Order Approval- 1 month 14 months Delivery of Rolling Stock from the time of PO 1 month for post-delivery Buy America Review 3 months post delivery to Submit Invoice to FDOT for reimbursement

If you are requesting a vehicle that requires a driver with a Commercial Driver's License (CDL), how will your organization ensure that your driver(s) maintain CDL certification?	Dispatchers monitor vehicle assignments. A CDL license is necessary for all Fixed Route operators, and it is reviewed every month to make sure renewals are done on time.
If the requested vehicles or equipment will be used by a lessee or private operator under contract to the applicant agency, how will oversight be undertaken of the proposed lessee/operator? Has an equitable plan for distribution of vehicles/equipment to lessees and/or private operators been completed?	The vehicle will be operated by a single private operator, and maintenance is handled by Collier County employees (Fleet Management Division). To make sure the vehicles are being utilized for the correct purpose, the Operator is routinely observed.
Describe any local support and coordination or public outreach that has already occurred. Applicants should consider including a lists of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders. In addition, applicants can elaborate on the transit supportive plan that cites the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, or a Congestion Management Plan.	The Transit Development Plan, which underwent a thorough public engagement process, includes references to the projects. Additionally, the project is mentioned in Collier's Transit Asset Management Plan. This project will not be delivered in collaboration with any other project parties.

Vehicle Request	
General Instructions:	All vehicle requests must be supported with a completed sample order form in order to generate a more accurate estimation of the vehicle cost. If using the TRIPS Contract, the order form can be obtained from http://www.tripsflorida.org/contracts.html: 1. Select Desired Vehicle (Cutaway, Minibus etc.) 2. Choose Vendor (use drop down arrow next to vendor name to see information) 3. Select Order Packet 4. Complete Order Form If not using the TRIPS, a quote should be uploaded from the desired vendor. This supporting documentation should be uploaded in TransCIP. Once uploaded in TransCIP, applicants should check the box to indicate the forms have been uploaded.
Table Instructions:	Under Description, select the project type from the drop down box. Under Detail, which is required to complete, include lift or ramp and vehicle make. For example, 2023 Ford Transit with ramp. For Useful Life information, see reference table in Resources tab. In the Fuel Type, enter the main energy source for the vehicle (gasoline, diesel, electric, etc.) Please note, when filling out Passenger Seats and Wheelchair Positions, if both wheelchair positions are occupied the ambulatory seats will be reduced to eight (8). Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment. Cost estimates should be supported by order forms or quotes. Requests should be listed in order of priority. Unit costs must be listed in whole numbers only. If more space is needed to accommodate your request, add more rows to the table.

Instructions	Description	Detail	ALI	Fuel Type	Useful Life (Years)	Passenger Seats	Wheelchair Positions	Quantity	Unit Cost	Total Cost	Federal Share	State (TRC) Share	Toll Revenue Credit Request (Yes/No)	Order Form Completed
Use drop-down to select request description	Bus - Replacement Over 30'	Bus - Replacement Over 30'	11.12.03	Diesel	12	38	2	1	$793,000	$793,000	$793,000	$198,250		☐
Use drop-down to select request description										$0	$0	$0		☐
Use drop-down to select request description										$0	$0	$0		☐
Use drop-down to select request description										$0	$0	$0		☐
Use drop-down to select request description										$0	$0	$0		☐
Use drop-down to select request description										$0	$0	$0		☐
Use drop-down to select request description										$0	$0	$0		☐
Use drop-down to select request description										$0	$0	$0		☐
Use drop-down to select request description										$0	$0	$0		☐
Use drop-down to select request description										$0	$0	$0		☐
Use drop-down to select request description										$0	$0	$0		☐
Total	-	-	-	-	-	38	2	1	-	793,000	793,000	198,250	-	-

Vehicles to be Replaced											
Instructions:	Vehicles listed for replacement must be included in your organization's TransCIP 2.0 Inventory. If more space is needed to accommodate your list, add more rows to the table. List vehicles in order of priority for replacement.										
FDOT Control #	**VIN**	**Make**	**Type**	**Model**	**Year**	**Fuel Type**	**Ramp or Lift**	**Passenger Seats**	**Wheelchair Positions**	**Status**	**Mileage**
N/A	15GGB2710C1180509	Gillig	BU-Bus	G27B102N4	2011	Diesel	Ramp	32	2	Active	
Total/Average								32	2		

Service Characteristics			
Service Characteristic	**Before Project**	**If the grant is awarded**	**Data Collection/Calculation Method**
Unlinked Passenger Trips (UPT)	**170,022**	170,022	Electronic Fareboxes and Mobile Ticketing System
Unduplicated Passengers per Year	**170,022**	170,022	Electronic Fareboxes and Mobile Ticketing System

Vehicle Category (Source: FTA Useful Life of Transit Buses - 2007)			Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus	
Typical Characteristics(GVWR&Lengths)	Factory original (OEM)		Factory original (OEM)		Factory original (OEM)		GVWR 6000-7000LBS	
Vehicle Type (Source: NTD)	Equipment (non-revenue)		Automobile (AO)		Van (VN)		Van (VN)	
	Formerly Type "G"		Formerly Type "F"		Formerly Type "F"		Formerly Type "E"	
Vehicle Description	Service Trucks		Sedans/Station		Vans/Commuter		Mini Vans	
Typical Contract Source	DMS		DMS		DMS		TRIPS	
Year	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**
2026	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2025	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2024	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2023	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2022	5	150,000	4	100,000	4	100,000	5	200,000
2021	5	150,000	4	100,000	4	100,000	5	200,000
2020	5	150,000	4	100,000	4	100,000	5	200,000
2019	5	150,000	4	100,000	4	100,000	5	200,000
2018	5	150,000	4	100,000	4	100,000	5	200,000
2017	5	150,000	4	100,000	4	100,000	5	200,000
2016	5	150,000	4	100,000	4	100,000	5	200,000
2015	5	150,000	4	100,000	4	100,000	5	200,000
2014	5	150,000	4	100,000	4	100,000	5	200,000
2013	5	150,000	4	100,000	4	100,000	5	200,000
2012	5	150,000	4	100,000	4	100,000	5	200,000
2011	5	150,000	4	100,000	4	100,000	5	200,000
2010	5	150,000	4	100,000	4	100,000	5	200,000
2009	5	150,000	4	100,000	4	100,000	4	100,000
2008	5	150,000	4	100,000	4	100,000	4	100,000
2007	5	150,000	4	100,000	4	100,000	4	100,000
2006	5	150,000	4	100,000	4	100,000	4	100,000

OT Vehicle Useful Life 2006-2026

Light-Duty Van, Sedan or Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Medium-Duty Bus	
GVWR 8500-10360LBS 18-22FT in legth		GVWR 10050-22000LBS 21-38FT in legth		GVWR 10050-14500LBS 21-25FT in legth		GVWR 11000-14500LBS 21-28FT in legth		GVWR 22000-33000LBS 28-38FT in legth	
Van (VN)		Cutaway (CU)		Cutaway (CU)		Cutaway (CU)		Bus (BU)	
Formerly Type "E"		Formerly Type "D"		Formerly Type "D"		Formerly Type "D"		Formerly Type "C"	
MiniBus		Transit Bus -		Small Cutaway		Transit Bus - Small		Medium Duty Bus	
TRIPS		TRIPS		TRIPS		TRIPS		TRIPS	
Age	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**
5	**200,000**	**5**	**200,000**	**5**	**200,000**	**5**	**200,000**		
5	**200,000**	**5**	**200,000**	**5**	**200,000**	**5**	**200,000**		
5	**200,000**	**5**	**200,000**	**5**	**200,000**	**5**	**200,000**		
5	**200,000**	**5**	**200,000**	**5**	**200,000**	**5**	**200,000**		
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	7	200,000		
4	100,000	5	150,000	5	150,000	7	200,000		
4	100,000	5	150,000	5	150,000	7	200,000		
4	100,000	5	150,000	5	150,000	7	200,000		
4	100,000	5	150,000	5	150,000	7	200,000		

Medium-Duty Bus		Medium-Duty Bus		Heavy-Duty Large Bus	
GVWR 22000-33000LBS 28-38FT in legth		GVWR 34000LBS 29-35FT GVWR 22000-33000LBS 28-38FT in		GVWR 34000-40000LBS 30-40-60FT in legth	
Cutaway (CU)		Bus (BU)		Bus (BU)	
Formerly Type "C"		Formerly Type "B"		Formerly Type "A"	
Medium Duty Bus		Medium Duty Bus (El		Heavy Duty	
TRIPS		TRIPS		FPTA Consortium	
Age	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**
				12	**500,000**
				12	**500,000**
				12	**500,000**
				12	**500,000**
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000

Equipment Request

Instructions:	Applicants must submit a full request description as part of the application. Responses must be entered in a question/answer format where indicated. Where a field or word count is included, the length of the applicant's response must not exceed the space or word count provided. The project description should not repeat the Current System Description.

Project Type	Examples
Equipment	—Fare boxes —Communications equipment —Security/surveillance equipment for vehicles and/or buildings —Shop equipment (alignment machines, bus washing machines, tire changers, etc.) —Bus shelters —Bus stop signage —Wheelchair lifts —Other miscellaneous equipment

Project Description
Purchase and install a canopy for the Immokalee Transfer Station.

Project-Related Improvements	
Instructions:	Describe how the grant funding will improve your agency's transportation service in one or more areas. If an area is not intended to be improved by the proposed project, indicate "Not Applicable". Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to illustrate how transportation service will be enhanced.
Provide more hours of service and/or more trips?	Grant funding will not provide more hours of service.

Expand service to a larger geographic area within the District?	The Funding will not expand service.
Reduce headways/increase frequency?	Grant funding will not reduce headways/nor increase frequency.

Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan? *Example:* The equipment replacements in this application were identified using the prioritization tool in agency's most recent TAM Plan, in order for the agency's assets to meet State of Good Repair targets.	The construction of the canopy for the Immokalee Transfer Station aligns with the goal of CAT's Transit Development Plan.
Address projected vulnerabilities?	Yes, while the Immokalee Transfer Facility has been completed, there is a need to add a canopy to protect the passengers from the elements.
Expand access to essential services?	No the access will not be expanded.
Enhance passenger experience (e.g., added amenities)?	Yes, it will enhance the passengers exerience. The canopy will protect passengers from the elements of being outdoors while they wait for the bus.

Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?	No, it will not improve access or reduce cost. It will be constructed to meets ADA requirements.
Overcome any challenges or difficulties your agency is experiencing?	Yes, sense the construction of the transfer station, passengers are having to wait for the bus in the elements with no cover.
If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. In the case that a grant award is granted to maintain services as opposed to expand them, it is important to explain how the award would still improve the overall operations and provision of transportation services. Make sure to include information on how the agency will maintain adequate financial, maintenance, and operating records and comply with FTA reporting requirements including information for the Annual Program of Projects Status Reports, Milestone Activity Reports, NTD reporting, DBE reports etc.?	No it will not be used to maintain service. The canopy will be incorporated into our asset management system to ensure we are complying with FTA requirements.
If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider providing an explanation of the scalability of the project?	Yes, the transportation program will continue to operate.

Project Readiness

Instructions:	If the proposed project is for vehicles, equipment, or other capital items, please provide a detailed description of project activities:
If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.	Estimates have been obtained from listed prices online and quote from vendor.
Please provide a full, detailed timeline of the project. The schedule should contain sufficient detail that identifies all steps or phases needed to implement the work proposed, and whether the proposed timeline is achievable. Moreover, the project schedule should identify all major project milestones. Examples of such milestones include approval of purchase orders, specifications, and estimates; procurement goals; delivery; installation; and invoicing FDOT for reimbursement.	Grant award and acceptance process about 2 to 3 months PO Request about a month equipment delivery about 9 months Post Deliver 3 months for final invoice Bus Stop Improvements (4): Upon receiving notice of award. Procure construction - 2months Construction - 6 Months
If the requested equipment will be used by a lessee or private operator under contract to the applicant agency, how will oversight be undertaken of the proposed lessee/operator? Has an equitable plan for distribution of equipment to lessees and/or private operators been completed?	Not applicable, it is a stationary item.
Describe any local support and coordination or public outreach that has already occurred. Applicants should consider including a lists of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders. In addition, applicants can elaborate on the transit supportive plan that cites the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, or a Congestion Management Plan.	The projects are referenced in the Transit Development Plan which went through an elaborate public outreach process. There will be no other project parties involved in the delivery of this project.

Equipment Request	
General Instructions:	All equipment requests must be supported with a completed sample order form or Independent Cost Estimate in order to generate a more accurate estimation of the equipment cost. If using the TRIPS Contract, the order form can be obtained from http://www.tripsflorida.org/contracts.html: 1. Select Desired equipment 2. Choose Vendor (use drop down arrow next to vendor name to see information) 3. Select Order Packet 4. Complete Order Form If not using the TRIPS, a quote should be uploaded from the desired vendor. This supporting documentation should be uploaded in TransCIP. Once uploaded in TransCIP, applicants should check the box to indicate the forms
Table Instructions:	List the number of items under Quantity and select a Description from the drop down box that best describes your project. Under Detail, provide futher details, which is required to complete (i.e. two-way radio or stereo radio, computer hardware/software, etc.). If more space is needed to accommodate your request, add more rows to the table. The Department strongly encourages agencies seek quotes and/or independent cost estimates for equipment during the application development process to ensure full project cost is accounted for in the request. Unit costs must be listed in whole numbers only. Detail should be provided at the item level: for example, if multiple types of equipment are being requested there may be multiple lines in the table with the same ALI code, but with different details (e.g., office furniture, tablets, other technology hardware), useful life, quantities, and unit costs. Quotes or independent cost estimates must be provided for each type of item.

Instructions	Description	ALI	Detail	Useful Life (Years)	Quantity	Unit Cost	Total Cost	Federal Share	State (TRC) Share	Toll Revenue Credit Request (Yes/No)
Use drop-down to select request description	Miscellaneous Equipment Acquisition	11.42.20	Canopy Installation	30	1	$410,000	$410,000	$410,000	$102,500	
Use drop-down to select request description							$0	$0	$0	
Use drop-down to select request description							$0	$0	$0	
Use drop-down to select request description							$0	$0	$0	
Use drop-down to select request description							$0	$0	$0	
	Total						$410,000	$410,000	$102,500	-

Service Characteristics			
Service Characteristic	**Before Project**	**If the grant is awarded**	**Data Collection/Calculation Method**
Unlinked Passenger Trips (UPT)	**170,022**	170,022	Electronic Fareboxes and Mobile Ticketing System
Unduplicated Passengers per Year	**170,022**	170,022	Electronic Fareboxes and Mobile Ticketing System

Each form and certification provides FDOT with information it must
certification be complete and correct. Applicants should be aware th
Procedure – Statements or entries generally).

The complete application should be uploaded into the Department'
illegible, or unsigned applications may be rejected.

Questions regarding Section 5339 applications or the application pr
be completed following the board resolution date. Some forms may
Each applicant will be responsible for attaching applicable forms to

1 - Grant Proposal Excel Workbook - Each program application sh
completion based on the projects submitted. Once complete Excel W

2 - Cover Letter - A sample cover letter is included in the grant app
Governing Board's Resolution. This representative must be the same
for questions and follow-up regarding the application.

3 - Governing Board's Resolution - A sample resolution form is in
agency's board. A new signed resolution must be submitted for each

4 - Public Hearing Notice - An application for Section 5339 submit
the application. A public notice should contain all pertinent informat
least one time in a newspaper of general circulation in the applicant
requesting a hearing must notify the applicant of the request, in writ

The deadline for hearing requests must be prior to the date applicat
1 - A hearing must be conducted;
2 - The FDOT District Office must be notified of the date, time, and l
3 - A copy of the minutes of the hearing (to include a discussion of i

5 - CTC Agreement or Certification - If the applicant is a CTC, this

If the applicant is not a CTC, a copy of the written coordination agre
be specific as to how the services to be provided will be compliment

If the applicant's service extends into areas covered by more than or
An executed Commission for the Transportation Disadvantaged Coo
Applications submitted without the appropriate coordination agreer

Agencies must keep their CTC Agreements current and valid at all ti
year until the vehicle(s) reaches its useful life requirement and the ti

6 - FDOT Certification and Assurances - To be completed and sig

7 - Standard Lobbying Certification - All grant awards issued to a
representative.

8 - Leasing Certification - This certification must be completed by
the applicant plans to lease the vehicle. It also must be completed to

9 - Certification of Equivalent Service - The "Certification of Equiv

10 - Form 424: Application for Federal Assistance - ALL applicant
Program in the Catalog of Federal Domestic Assistance is 20.526. Th

Further instructions for Form 424 can be found on the "Resources" t

11 - Federal Certifications and Assurances - The last page (Appen
signature page on which an applicant and its attorney must certify c
is usually available around January 1 of each year. Applicants may ob
their FDOT District Office for assistance. The appropriate signed Fed

If the FTA Certifications & Assurances are not available for the year c
updated form. The signature page for Federal Certifications and Ass
board to sign and submit applications, and its attorney.

All applicants must use the current year form and it must be the actu
Certifications & Assurances onto agency letterhead for signature, it

12 - FTA Section 5333 (b) Assurance - All applicants must include
comply with the labor protection provisions of 49 U.S.C. 5333(b) by
agreeing to alternative comparable arrangements approved by the

13 - Title VI Plan ***(Required if not previously submitted to District)*** **-**
applicants may provide the Title VI Concurrence letter.

14 - Protection of the Environment ***(Required if the proposed proje***
categorical exclusions include purchase of transit vehicles, and purch
required before a determination can be made that the project is a ca
does not individually or cumulatively have a significant environment
Therefore, a project that qualifies as a CE generally requires a lower
relocation of significant numbers of people; do not have a significan
not have significant impacts on travel patterns; and do not otherwis

Types of projects that have been determined by FTA to qualify as CE
Additional actions which meet the criteria for a CE but may be desig
demonstrates that the specific conditions or criteria for these CEs ar
may not be impermissibly segmented from a larger project. This me
independent utility, connect logical termini, and should not restrict c
grounds, or significant impact to properties protected by Section 4(f
Historic Preservation Act (cultural resources including historic and ar
documentation.

The applicant should contact the Florida Department of Transportat
proposed project, along with any maps or figures to assist with dete
Exclusion checklist.

15 - Local Clearinghouse Agency/RPC Cover Letter ***(Required if p***
clearinghouse agency or RPC.

16 - Triennial Review- Closeout/Concurrence Letter or CAP - Re
after FDOT completes a triennial review and inspection. For more inf
https://www.fdot.gov/transit/currentpages/navigation/grantsadmini

17 - Organization Chart - Upload a full organizational chart for you
project.

18 - Proof of Local Match - Supporting documentation of match fu
(1) Transportation Disadvantaged (TD) allocation,
(2) Letter on official letterhead from the applicant's CEO attesting
(3) Written statements from county commissions, state agencies, c

19 - Completed Sample Order Form - To identify vehicle type and
estimating the vehicle cost. The order form can be obtained from ht
1. Select Desired Vehicle (Cutaway, Minibus etc.)
2. Choose Vendor (use drop down arrow next to vendor name to se
3. Select Order Packet
4. Complete Exhibit A (Order Form)
The Florida Department of Management Services Contract can be fo

20 - Affidavit Regarding Labor and Services - Requires an author
defined in 787.06, Florida Statutes. Required when a contract is exec

You may upload other relevant documents such as

I have read and understood the contents of this tab.

Instructions for TransCIP Attachments

have to make required assurances to the Federal government and to n
at there are criminal sanctions for furnishing false information in orde

s grant management system (TransCIP). Electronic resolutions, applicat

ocess should be directed to the FDOT District Office in the applicant's
not be required based on the type of application being submitted, ple
project application within TransCIP.

ould contain the Grant Proposal provided within this Excel Workbook.
Workbook should be uploaded to TransCIP within the associated oppo

lication for reference. The cover letter must be completed on agency l
individual referenced throughout the application as "the authorized a

cluded in the grant application for reference. The resolution must be c
h grant application and reference each program that is being applied f

ted by a public agency should contain a copy of the notice of public h
tion relating to the project (such as number and types of vehicles as w
's service area, no less than 15 or more than 30 days prior to the subm
ting, and send a copy of the request for a hearing to the FDOT District

ions are due at the District Office. If a hearing is requested:

ocation of the hearing; and
issues raised and resolution of issues) must be submitted to the FDOT

information should be uploaded in TransCIP using the appropriate link

ement (or letter of support) between the applicant and the CTC in the
tary to the services the CTC provides, and how duplication and fragme

ne CTC, copies of all applicable coordination agreements should be up
ordination Contract or similar document may serve as the written coord
ment may be rejected by FDOT. Grant awards will not be made without

mes when receiving an award under the Section 5339 Program. Agenc
tle is released.

ned by the individual authorized by the governing board of the applica

recipient in the amount of $100,000 or more must include a standard

all applicants for capital assistance and signed by the authorized agen
o certify that the agency will NOT lease the vehicle if that is the case.

valent Service" must be completed for all non-accessible vehicles.

s must complete the Standard Application for Federal Assistance (OMB
is code should be shown in Section 11 of the form followed by the title

ab with in this workbook.

dix A) of the annual Federal Register Notice that applies to Federal Ce
ompliance with the requirements of the various FTA grants or coopera
btain a copy of the current year document through the internet at the
eral certification/assurance form must be included in the application w

of application, applicants may use the previous year's form. When the
urances (include the page listing the certification categories) must be s

ual form from the FTA. This form cannot be an edited version of a prio
will be returned to you and delay processing your grant request.

a signed FTA Section 5333 (B) Assurance form. By signing the followin
one of the following actions: (1) signing the Special Warranty for the R
(Department of Labor (DOL); or (3) obtaining a waiver from the DOL.)

If an applicant has not previously submitted their Title VI plan to the D

ct is for facilities) - Most transit projects funded under Section 5339 w
hase of office equipment. If the proposed project is for construction or
ategorical exclusion. A Categorical Exclusion (CE) is described in 23 CFR
al effect, and is excluded from the requirement to prepare an Environm
level of documentation. These projects do not bring significant impact
t impact on any natural, cultural, recreational, historic, or other resourc
e individually or cumulatively have any significant environmental impac

Es, and normally do not require any further National Environmental Pol
nated as CEs only after FTA approval are listed in 23 CFR 771.118(d). In
e satisfied and that significant environmental effects will not result. To
ans that a project may be proposed to be implemented in phases or a
consideration of alternatives. In order to meet a CE designation, a prop
f) of the US DOT Act (public park and recreation lands, wildlife and wat
rchaeological sites). The presence of features such as wetlands and floo

ion (FDOT) District Office for assistance with determining the level of d
rmining if a proposed project is likely to meet FTA criteria for a CE. See

roposed project is for facilities) - If the grant application is for facilities,

quired if the agency's latest Triennial Review included a CAP. The CAP i
formation see FDOT's Triennial Review Process as part of the State Ma
stration.shtm.

ur organization into TransCIP as part of your application documents, th

unds must be uploaded into TransCIP. Proof may include, but is not lim

to match availability and commitment,
city managers, mayors, town councils, organizations, accounting firms a

estimated cost visit http://tripsflorida.org/. NOTE: All vehicle requests
tp://www.tripsflorida.org/contracts.html

e information)

ound at Florida Department of Management DMS (https://www.dms.m

ized representative of the applicant (if a nongovernmental entity) to at
cuted, renewed, or extended between a nongovernmental entity and a

project timelines, scopes or RFPs into TransCIP in the "Additional

☑

nake project selections. It is important that each required form and
r to obtain federal grants (18 U.S.C. 1001, Crimes and Criminal

tions, and acceptance of grant awards are acceptable. Incomplete,

service area, as shown in the Resources tab. All signature pages must
ease review the following details to understand form requirements.

This workbook has a built in validation process to ensure
rtunity.

etterhead and signed by the agency representative authorized in the
gency representative." This ensures one consistent point of contact

ompleted on agency letterhead and signed by the chairperson of the
or in that year.

earing and an affidavit of publication. A sample public notice is in
ell as the estimated cost of the vehicles) and should be published at
ission of an application. The notice should state that persons
Office.

District Office, before a Section 5339 award can be made.

k. A copy of the CTC's certification must be uploaded.

appropriate service area should be uploaded. The agreement must
ntation of services will be avoided.

loaded into TransCIP.
dination agreement.
t an appropriate coordination agreement.

ies must also keep their CTC Agreements current and valid every

ant agency and uploaded into TransCIP.
lobbying certification signed by the authorized agency

cy representative. This certification does not need to be completed if

B 4040-0004 Form 424). The code assigned to the Section 5339
e: "Grants for Buses and Bus Facilities"

rtifications and Assurances provides applicants with a single
ative agreements. The Federal Register Notice is revised annually and
FTA website. If unable to access the form, applicants may contact
hen it is submitted to the FDOT District Office.

current year form becomes available, applicants must submit an
signed by the individual authorized by the applicant's governing

r year's forms or a recreation of the form. DO NOT copy Federal

g assurance, the recipient of Section 5339 assistance assures it will
ural Area Program (see FTA Circular C9040.1G, Chapter VIII); (2)

epartment, a copy must be included with the application. Returning

ill be classified by FTA as categorical exclusions. Examples of
acquisition of facilities or other buildings, further evaluation may be
R 771, as a project which, based upon experience with similar actions,
mental Assessment (EA) or an Environmental Impact Statement (EIS).
s to planned growth or land use for the area; do not require the
ces; do not involve significant air, noise, or water quality impacts; do
cts.

licy Act (NEPA) approvals by FTA, are listed in 23 CFR 771.118(c).
n these cases, the applicant must submit documentation which
meet the requirements of a CE determination, a proposed project
s part of a larger undertaking, but must still demonstrate
osed project cannot have substantial controversy on environmental
erfowl refuges, and historic sites) or Section 106 of the National
odplains within the project area would likely also require additional

documentation required. The FDOT will use a description of the
e the Resources tab for a link to the FTA Region 4 Categorical

please include a copy of the cover letter submitted to the local

is required once a deficiency and /or area of concern is identified
nagement Plan at

his is required for all program applications regardless to type of

nited to:

and financial institutions.

must be supported with a completed sample order form for

myflorida.com/)

ttest that the applicant does not use coercion for labor or services as
governmental entity.

Documents" folder associated with the application.

Resource

Evaluation Cr

Section 5339 funds shall be awarded to eligible recipients on the basis of me
Quantified scores and ranks are developed to enable further analysis and ma
record of the reason for decision-making. The final decision to award any ap

Criteria	Detail
Funding Program Access	Section 5339 Rural funding is very limited. To the extent possible funding should be prioritized for projects that do not have the opportunity to funded elsewhere. Based on the number of programs available to fund the project, the District will assign points out of a maximum 30 for this category.
Needs Assessment (1)	Based on the review of the agency's budget and other factors outlined in scorecard criteria.
Needs Assessment (2)	Project is identified in the FDOT State Group Transit Asset Management (TAM) Plan or agency TAM plan.
Project Description	Based on review team member assessment of project merit and District project priorities.
Total Score	**Informs project prioritization relative to other project proposals evaluated for the same application period on a 100-point scale.**

What's on the M

Visit the FDOT TRIPS website (https://tripsflorida.org/) for all active contracts
Contract can be found at the DMS website (https://www.dms.myflorida.com
business_operations/state_purchasing/state_contracts_and_agreements/state

Useful Life Requirements

ASSET	USEFUL LIFE

TROLLEYS	
Fixed guideway steel-wheeled	25 years
Fixed guideway electric, rubber tires	15 years
Simulated trolleys (rubber tires, internal combustion engine)	Refer to bus useful life
Rail Vehicles	25 years, see circular
FERRIES	
Passenger ferries	25 years
Other ferries (w/o refurbishment)	30 years
Other ferries (w/refurbishment)	60 years
FACILITIES	
Buildings- concrete, steel and frame construction	40 years
OTHER CAPITAL EQU	
Fare boxes	10 years
Computer hardware	4 years
Computer hardware- Domain controllers	4 years
Mobile data computers (real-time dispatching)	7 years
Computer software	4 years
Computer software- HASTUS	4 years
Computer software- ADP	4 years
Scheduling/fleet management software	4 years
Communications equipment, mobile radios, base stations	10 years
Security/Surveillance equipment, cameras for vehicles	Same as useful life of vehicle
Security/Surveillance equipment, cameras for buildings	10 years
Shop equipment- Alignment machines, bus washing, tire changers	10 years
Bus lift	20 years
Wheelchair lift	Same as useful life of vehicle
Bus shelters	15 years
Bus shelter/stop benches	10 years
Office furniture	10 years
Carpeting	5 years
Repeater tower	25 years
Engine for bus/trolley	4 years

Bus stop signage	10 years
HVAC parts	5 years
Asphalt parking lot	15 years
Thermal diesel particle filter cleaner	10 years
Commercial roofing	15 years

Local Clearinghouses / Regi (RPCs)

Clearinghouse/RPC	Contact Information
West Florida RPC	Austin Mount
4081-A East Olive Rd.	austin.mount@wfrpc.org
Pensacola, FL 32514	(850) 332-7976
	(800) 226-8914
Apalachee RPC	Chris Rietow
2507 Callaway Rd.	crietow@thearpc.com
Suite 200	(850) 488-6211
Tallahassee, FL 32303	
North Central Florida RPC	Scott Koons
2009 NW 67th Place	skoons@ncfrpc.org
Gainesville, FL 32653-1603	(352) 955-2200 ext. 103
Northeast Florida RPC	Eric Anderson
6850 Belfort Oaks Place	eamderspm@nefrpc.org
Jacksonville, FL 32216	(904) 279-0880 ext. 178
East Central Florida RPC	Brenda Defoe-Surprenant
455 North Garland Avenue	bdefoe-surprenant@ecfrpc.org
Fourth Floor	(407) 245-0300 ext. 336
Orlando, FL 32801	
Central Florida RPC	Marybeth Soderstrom
Post Office Drawer 2089	msoderstrom@cfrpc.org
Bartow, FL 33830	(863) 534-7130 ext. 134
Tampa Bay RPC	John Meyer
4000 Gateway Center Blvd.	johnm@tbrpc.org
Suite 100	(727) 570-5151 ext. 10
Pinellas Park, FL 33782-6141	
Southwest Florida RPC	Nicole Gwinnett
1926 Victoria Ave	ngwinnett@swfrpc.org
Fort Myers, FL 33901	(239) 338-2550 ext. 232

Treasure Coast RPC	Stephanie Heidt
421 Southwest Camden Ave	sheidt@tcrpc.org
Stuart, FL 34994	(772) 221-4060
South Florida RPC	Kathe Lerch
3440 Hollywood Blvd.	klerch@sfrpc.com
Suite 140	(954) 985-4416
Hollywood, FL 33021	

FDOT District Offic

District 1	801 N. Broadway Ave. Bartow, FL 33830
Paul Simmons	(863) 519-2388 Paul.Simmons@dot.state.fl.us
Michelle Peronto	(863) 519-2551 Michelle.Peronto@dot.state.fl.us
Dale Hanson	(863) 519-2321 Dale.Hanson@dot.state.fl.us
Stacy Booth	(863) 519-2562 Stacy.Booth@dot.state.fl.us
Victoria Upthegrove	(863) 519-2484 Victoria.Upthegrove@dot.state.fl.u
Michele Forestt	(863) 519-2412 Michele.Forestt@dot.state.fl.us
District 2	1109 South Marion Ave. Lake City, FL 32025
Geanelly Reveron	(904) 360-5684 Geanelly.Reveron@dot.state.fl.us
Janell Damato	(904) 360-5687 Janell.Damato@dot.state.fl.us
Faith Powell	(904) 360-5685 Faith.Powell@dot.state.fl.us
Heather Fish	(904) 360-5693 Heather.Fish@dot.state.fl.us
District 3	
Scott Walters	(850) 330-1553 Scott.Walters@dot.state.fl.us
Debbie "Toni" Prough	(850) 330-1558

Debbie "Toni" Prough	Debbie.Prough@dot.state.fl.us
District 4	
Birgit Olkuch	(954) 777-4689 Birgit.Olkuch@dot.state.fl.us
Lisa Maack	(954) 777-4683 Lisa.Maack@dot.state.fl.us
Stephanie Quintana	(954) 777-4632 Stephanie.Quintana@dot.state.fl.us
Marie Dorismond	(954) 777-4605 Marie.Dorismond@dot.state.fl.us
District 5	719 South Woodland Blvd. DeLand, FL 32720
Jo Santiago-Mercer	(321) 319-8175 Jo.Santiago-Mercer@dot.state.fl.us
Carlos Colon	(321) 319-8173 Carlos.Colon@dot.state.fl.us
Jamie Ledgerwood	(386) 943-5195 Jamie.Ledgerwood@dot.state.fl.us
District 6	
Raymond Freeman	(305) 470-5255 Raymond.Freeman@dot.state.fl.us
Simon Huang	(305) 470-5496 Simon.Huang@dot.state.fl.us
Lyllian Mena	(305) 470-5102 Raymond.Freeman@dot.state.fl.us
District 7	
Chris Leffert	(813) 975-6403 Chris.Leffert@dot.state.fl.us
Dave Newell	(813) 975-6195 Dave.Newell@dot.state.fl.us
Maria DeJesus	(813) 975-6406 maria.dejesus@dot.state.fl.us
Michelle Sikavitsas	(813) 975-4837 michelle.sikavitsas@dot.state.fl.us

Ambulatory - A person who is able to walk and move about freely without l

Annual Operating Report (AOR) - A report outlining the expenses and rev

Applicant - An agency applying for Section 5339 Federal Assistance. See als

Authorizing Federal and State Legislation - Legislation authorizing the Se 341.051, Florida Statutes; and Chapter 14-73, Florida Administrative Code.

Community transportation coordinator (CTC) - A transportation entity re outside the purview of an MPO, to ensure that coordinated transportation se

Contractor - The administering entity of the Transit Research Inspection anc purpose of procuring vehicles at the lowest cost possible while ensuring that activities under the Section 5339 Program.

Corrective Action Plan (CAP) – A required plan to address any deficiency a part of the State Management Plan.

Designated Official Planning Agency - A planning entity so designated by

Disadvantaged Business Enterprise (DBE) - DBEs are for-profit, small busi

District office - Florida Department of Transportation District Public Transp

District Program of Projects (POP) - A district listing of each applicant age cost. The district program of project includes certification by the District Offi Award and/or Public Transportation Grant Agreement is executed.

Eligible expenses - Section 5339 funds may be used for the capital expense radios and communications equipment, wheelchair lifts and restraints, vehicl one (1) year and a per unit cost over $300, initial installation costs, vehicle pr

Eligible recipient, 5339 - For the Section 5339 Program, funds may be awa transportation to seniors and/or persons with disabilities under a coordinatic apply for Section 5310 funds, then sub-contract with the CTC for provision o Agreements current and valid at all times when receiving an award under the "Shared-ride" means two or more passengers in the same vehicle who are ot

Expanded service - Adding a new service to an already existing system.

FDOT control number - Is assigned by the Contractor once the vehicle has

Human service transportation - Transportation services provided by or on

Incurred - Commitment or obligation to spend funds for goods to be receiv

Large Urbanized Area - An urbanized area (UZA) with a population of 200,(

Limited English Proficiency (LEP) - Individuals who do not speak English as individuals may be entitled to language assistance with respect to a particula

Metropolitan Planning Organization (MPO) - MPOs are the policy and pla

New applicant - An applicant for Section 5339 assistance that has not recei

New service - A first time applicant starting a new service.

Non-ambulatory - A person who has a mobility impairment that prevents t

Nonprofit organization - A corporation or association determined by the U or one incorporated within Florida which is certified as not for profit by the S

One-way passenger trips - A person who rides a transportation vehicle in c

Operating revenue - For Section 5339, operating revenue includes the sum
Operating revenue excludes revenues from contracts with social service ager

Private organization - Non-public organizations, bodies which are not mur
(except private nonprofit corporations formed by Indian Tribes); are not pub
county, or municipal

Program of Projects (POP) - A list of projects to be funded in a grant appli
sub-recipients and indicates whether they are private non-profit agencies or
brief description of the projects, total project cost and Federal share for each

Public agency- An authority, commission, committee, council, department,

Public transit - The transporting of people by conveyances or systems of cc
forms of transportation commonly known as "paratransit" characterized by t

Public Transportation Grant Agreement (PTGA) - A contract between FDO
years), at the discretion of FDOT.

Recipient - The Florida Department of Transportation, a State Agency desig
Highway Administration (FHWA) funds are flexed to Section 5339.

Recurring applicant - An applicant for Section 5339 Federal Assistance whc

Rural areas - An area encompassing a population of fewer than 50,000 peo

Small Urbanized Area (UZA) - A UZA with a population of at least 50,000 b

Sub-recipient - A private non-profit organization, if the public transportatio
elderly individuals and individuals with disabilities or certifies that there are r

Transit Development Plan (TDP) - A locally adopted document, addressing
Organization. It is consistent with the applicable approved local governmen
services and proposed service improvements, capital and operating costs of

Transportation disadvantaged - Those persons who because of physical o
dependent upon others to obtain access to health care, employment, educat

Transportation Disadvantaged Service Plan (TDSP) - A plan developed by
of need. The TDSP may serve as the Local Coordinated Human Services Tran

Transportation Improvement Program (TIP) - A continuing, cooperative a
period. The MPO submits the TIP to the Florida Department of Transportatio

Transportation operator contract - A written contract between the CTC an

Urbanized area - An area encompassing a population of not less than 50,00

Form 424 Inst

1	Type of Submission should be "Applicat
2	Type of Application should be "New"
3	"Not Applicable"

4	"Not Applicable"
5. A	"Not Applicable"
5 B	Federal Award Identifier (FTA Grant Nur This number will be assigned after subm
6	State use only (if applicable)
7	State Application Identifier is "1001"
8.a, b, c, d e, f	Enter legal name of applicant, name of will undertake the assistance activity, en Internal Revenue Service, enter the orga complete address of the applicant (inclu person to contact on matters related to
9	Type of Applicant 1: Select Applicant Ty
10	Name of Federal Agency should be "Fed
11	Catalog of Federal Domestic Assistance CFDA Title: Bus and Bus Facilities for Ru
12	"Not Applicable"
13	"Not Applicable"
14	List the areas affected by project (cities,
15	Enter a brief descriptive title of the proj a map showing project location.
16	List (a) the applicant's Congressional D or project. Find your district here: https:
17	Enter the proposed start date and e month period/calendar year).
18	Enter the amount of the grant reque cost.
19	Check "c. Program is not covered by E.C
20	Check the applicable box. If "yes", provi
21	Must be signed by the governing board

Resources ar

Florida Urban Areas Map (2020 Census)
Procurement Guidance for Transit Agencies (June 2024)
FTA Circular 9040.1H: Rural Areas Formula Grant Programs Guidance (2024)
State Management Plan
Congressional Districts
Department of Management Services (DMS)
Disclosure of Lobbying Activities
Federal Audit Clearinghouse
FTA Certifications & Assurances
My Florida Marketplace
Sunbiz
TransCIP – FDOT's Transit Grant Management System
TRIPS Florida
FTA NEPA Categorical Exclusion Checklist

es

iteria

erit and need in accordance with the below evaluation criteria.
ay be used to drive project prioritization or simply serve as a
plicant is at the discretion of the FDOT District Office.

Maximum Score
30
15
15
40
100

Market

s. The Florida Department of Management Services (DMS)
and navigate to:
e_term_contract/motor_vehicles/pricing).

SOURCE

FTA Circular 5010.1D
FTA Circular 5010.1D
FTA Circular 5010.1D
FTA Circular 5010.1D
FTA Circular 5010.1D
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Industry Standards
Grantee experience
GASB
Manufacturer
Industry Standards

onal Planning Councils

Covered Counties
Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton, & Washington
Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla
Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Marion, Suwannee, Taylor, Union
Baker, Clay, Duval, Flagler, Nassau, Putnam, St. Johns
Brevard, Lake, Orange, Osceola, Seminole, Sumter, Volusia
DeSoto, Hardee, Highlands, Okeechobee, Polk
Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas
Charlotte, Collier, Glades, Hendry, Lee, Sarasota

Indian River, Martin, Palm Beach, St. Lucie
Broward, Miami-Dade, Monroe

ce Contacts

10041 Daniels Parkway Fort Myers, FL 33913
District Modal Development Manager
Transit Programs Administrator
Transit Projects Coordinator (ATKINS) Counties: *Highlands, Hardee, Okeechobee, DeSoto, Polk*
Transit Projects Coordinator Counties: *Charlotte, Lee, Glades, Hendry*
Transit Projects Coordinator Counties*: Sarasota, Manatee, Collier*
Transit Support Consultant
2198 Edison Ave Jacksonville, FL 32204
Transit Manager
Rural/Urban Transportation Coordinator
Transportation Coordinator
Passenger Operations Specialist IV
1074 Highway 90 Chipley, FL 32428
District Modal Development Manager
Public Transit Program Specialist

Public Transit Program Specialist
3400 W Commercial Blvd. Ft. Lauderdale, FL 33309
District Modal Development Administrator
Passenger Operations Manager
Transit Coordinator
Transit Coordinator
420 W. Landstreet Road Orlando, FL 32824
Passenger Operations Supervisor
Transit Project Coordinator
Transit Project Coordinator
1000 N.W. 111 Avenue Miami, FL 33172
Passenger Operations Manager
Passenger Operations Specialist
Passenger Operations Specialist
11201 N. Malcolm McKinley Dr. Tampa, FL 33612
Transit Programs Administrator
Transit Programs Coordinator
Transit Programs Coordinator
Transit Programs Coordinator

Glossary

being confined to a bed or wheelchair.

enues incurred during the preceding 12 months.

o "new applicant" and "recurring applicant."

ction 5310 program are: Fixing America's Surface Transportation Act (FAST Act) Section 3006

commended by an MPO, or by the appropriate designated official planning agency, as provi

ervices are provided to the transportation disadvantaged population in a designated service

d Procurement Services (TRIPS) who is under contract to the Florida Department of Transport

t the best product is available for the program. The Contractor is also responsible to coordin

nd /or area of concern identified after FDOT completes a triennial review and inspection. For

the Florida Commission for the Transportation Disadvantaged to conduct planning and sup

ness concerns where socially and economically disadvantaged individuals own at least a 51%

ortation Office or District Office of Modal Development and/or staff.

ncy for which a grant award is proposed, a description of the equipment to be awarded, and

ce that all applicants and projects so proposed either meet all program requirements or will

of public transportation services t. Eligible expenses are limited to buses, vans or other para

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ocurement/testing, vehicle inspection and vehicle preventative maintenance, passenger facil

rded to public agency Community Transportation Coordinators (CTCs), private-non-profit CT

on agreement with a CTC. When the CTC is a private for-profit agency, the designated officia

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e Section 5310 Program. Private taxi companies that provide shared-ride taxi service to the g

therwise not traveling together.

been purchased, received and titled to the recipient with the Department of Transportation a

behalf of a human service agency to provide access to agency services and/or to meet the b

ed or services to be rendered.

000 or more individuals, as determined by the Bureau of Census.

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ved an award in the last two fiscal years.

hem from being able to walk or move about freely.

J. S. Secretary of the Treasury to be an organization described by 26 U.S.C. Section 501(c) wh

Secretary of State.

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of all fares paid by passengers, whether such fares are paid at the time service is provided o
ncies that pay for transportation of social service clients.
nicipalities or other political subdivisions of the State of Florida; are not public agencies or ins
lic corporations, boards or commissions established under the law of any state; or are not su

cation submitted to the Federal Transit Administration by the Florida Department of Transpc
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n project, and the amount of funds used for program administration from the ten percent (10
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onveyances, traveling on land or water, local or regional in nature, and available for use by th
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OT and a local sponsor of a transportation project, defining a project and FDOT's participatic

nated by the Governor to receive funds apportioned by formula to the States under Section

applies every year.
ple that has not been designated in the most recent decennial census as an urbanized area b
ut less than 200,000, as determined by the Bureau of the Census.
n service provided is unavailable, insufficient, or inappropriate; or a governmental authority
not any non-profit organizations readily available in the area to provide the services.
g a minimum five-year time frame. It is prepared by the public transit provider, in cooperatic
t comprehensive plan. The TDP includes an assessment of the need for transit services in the
the proposed services, existing and proposed sources of funding and a staged implementati
r mental disability, income status, or age, or who, for other reasons, are unable to transport t
tion, shopping, social activities, or other life-sustaining activities, or children who are handica
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and comprehensive planning process that delineates transportation improvements recomme
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d the transportation operator prepared at the local level that outlines the terms and conditic
)0 people that has been defined and designated in the most recent decennial census as an u

tructions

ion"

nber) is not needed at this time.

nission of State POP.

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anization's UEI number (received from Dun and Bradstreet), enter the
uding country), and name, telephone number, e-mail and fax of the
this application.

pe

deral Transit Administration"

(CFDA) Number: 20.526

ral Areas

counties, states etc.).

ect. If appropriate (e.g., construction or real property projects), attach

District and (b) any Congressional District(s) affected by the program
//www.house.gov/representatives/find-your-representative

nd date of the project (dates must be within the same 12-

est. For **capital** applications, the federal amount is 80% of the total

). 12372."

de explanation in attachment.

l representative that was authorized to sign this particular application.

ıd Links



5; 49 U.S.C. Section 5310; FTA Circular 9070.1G; Section

ded for in Sections 427.015(1), Florida Statutes, in an area
area.

tation to establish statewide vehicle contracts for the
ate, assist as needed, and report in all procurement

more information see FDOT's Triennial Review Process as

port functions for the transportation disadvantaged
interest and also control management and daily business

the proposed Federal, state and local share of the project
meet all program requirements before a Notice of Grant

transit vehicles (including sedans and station wagons),
such as spare components with a useful life of more than
ities, support facilities and equipment.

CCs, and to private non-profit organizations providing
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as the first lienholder.
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English can be limited English proficient, or "LEP." These
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nized areas.

hich is exempt from taxation under 26 U.S.C. Section 501(a)

r via a prepaid arrangement such as passes or tokens.

strumentalities of one or more states; are not Indian Tribes
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ɔrtation. The program of projects (POP) lists the
tifies any tribal entities. In addition, the POP includes a
)%) allowed.
ıicipality, county or other local governing body.
e general public. Public transit specifically includes those

ɔn. PTGA's may be for one year or multiple years (up to five

5339(b)(1), or a local government authority when Federal

ɔy the Secretary of Commerce.

that is approved by the State to coordinate services for

ɔn with the appropriate Metropolitan Planning
local area, identifies the local transit policies, existing
ion plan. A TDP is updated annually.
:hemselves or to purchase transportation and are, therefore,
ıpped or high-risk as defined in Chapter 411.202 F.S.
ɔvides recommended strategies to provide service in areas

nded for Federal and state funding during the program

ɔns for any services to be performed.
rbanized area by the Secretary of Commerce.

Collier County
TRANSPORTATION
MANAGEMENT SERVICES

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

GRANT APPLICATION

Collier County Board of County Commissioners submits this Application for the Section 5339 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

Collier County Board of County Commissioners further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless the Department and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense out of the non-compliance by the Agency, its officers, agents or employees, with any of the assurances stated in this Application.

This Application is submitted on this ***9th*** day of ***December***, ***2025*** with an original resolution or certified copy of the original resolution authorizing ***Burt L. Saunders, Chairman*** to sign this Application.

Authorized representative signs below certifying that all information contained in this application is true and accurate.

Collier County Board of County Commissioners

Agency Name

Signature

Burt L. Saunders, Chairman

Typed Name and Title of Authorized Representative

12/9/2025

Date

Governing Board's Resolution

A **RESOLUTION** of the ***(Governing Board)*** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, ***(Applicant)*** has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY ***(Governing Board)*** FLORIDA:

This resolution applies to Federal Program(s) under U.S.C. Section(s) 5339.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

(Authorized Individual by Name and Title) is authorized to sign the application, accept a grant award, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS ***Date, Year***

By

_____

Signature, Chairperson of the Board

_____

Typed Name and Title

ATTEST:

_____

LocaliQ
Florida
GANNETT

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Omar Deleon
PTNE Division
Collier Area Transit -Legals
8300 Radio RD
Naples FL 34104-5428

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the Naples Daily News, a newspaper published in Collier County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Govt Public Notices, was published on the publicly accessible website of Collier and Lee Counties, Florida, or in a newspaper by print in the issues of, on:

NDN Naples Daily News 11/12/2025
NDN naplesnews.com 11/12/2025

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 11/12/2025

Legal Clerk

Notary, State of WI, County of Brown

9-3-29

My commission expires

Publication Cost:	$336.00		
Tax Amount:	$0.00		
Payment Cost:	$336.00		
Order No:	11831480	# of Copies:	
Customer No:	1126645	1	
PO #:			

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

KONGMENG YANG
Notary Public
State of Wisconsin

Public Notice

Correction to the quantity of replacement paratransit vehicles

Public Notice is hereby given that Collier County will apply to the Florida Department of Transportation (FDOT) for a capital grant under Section 5310 of the Federal Transit Act of 1991, as amended, for the purchase of four (4) replacement paratransit vehicles and the purchase of electronic equipment including (4) wireless routers and (4) tablets for new replacement vehicles in the amount of 694,400. The total grant application is Collier County will apply to FDOT for a grant under Section 5311 of the Federal Transit Act of 1991, as amended, for the operation expenses of fixed-route services in the non-urbanized area. Collier County will also apply to FDOT for a grant under Section

5339 of the Federal Transit Act of 1991, as amended for the purchase of one (1) replacement fixed-route bus and the purchase and installation of a canopy for the Immokalee Transfer Station in the amount of $1,503,750. Each of these purchases would be intended for the provision of public transit services within Collier County, FL. This notice is to provide an opportunity for a Public Hearing for these projects. This public notice is to ensure that these projects and the contemplated services will not duplicate current or proposed services provided by existing transit or paratransit operators in the area. This hearing will be conducted if and only if a written request for the hearing is received by December 5th 2025. Requests for a hearing must be sent to Omar De Leon, Collier Area Transit, 8300 Radio Rd, Naples, Florida 34104 and copy to FDOT, District One Modal Development Office/Public Transit Southwest Urban Area Office at 801 North Broadway, Bartow, FL 33830. Any interested party may obtain more information about these grants by contacting the PTNE Division at (239) 252-5840 between the hours of 8 a.m. to 5 p.m., Monday through Friday.

Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services should contact Omar De Leon at Omar.DeLeon@collier.gov , Collier County Transportation Management Services Department, Public Transit & Neighborhood Enhancement Division 8300 Radio Rd, Naples, FL 34104; (239) 252-5840.

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; 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." Any person who believes he/she has been discriminated against on these conditions may file a complaint with the Florida Commission on Human Relations at 850-488-7082 or 800-342-8170 (voice messaging). Collier Area Transit has a Disadvantaged Business Enterprise (DBE) goal of 1.73%.

Nov. 12, 2025

Contract # TD2303

Effective: 7/01/2023 to 6/30/2028

STATE OF FLORIDA
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is between the COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, hereby referred to as the "Commission," and Collier County Board of County Commissioners (Collier Area Transit), 3299 Tamiami Trail East, Naples, Florida, 34112, the COMMUNITY TRANSPORTATION COORDINATOR, designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Collier county(ies), and hereafter referred to as the "Coordinator."

This Agreement is made in consideration of the mutual benefits to both parties; said consideration acknowledged hereto by the parties as good and valuable consideration.

The Parties Agree:

I. The Coordinator Shall:

A. Become and remain totally apprised of all of the Transportation Disadvantaged resources available or planned in their designated service area. This knowledge will be used to plan, coordinate, and implement the most cost effective transportation disadvantaged transit system possible under the economic and other conditions that exist in the designated service area.

B. Plan and work with Community Transportation Coordinators in adjacent and other areas of the state to coordinate the provision of community trips that might be handled at a lower overall cost to the community by another Coordinator. This includes honoring any Commission-approved statewide certification program that allows for intercounty transportation opportunities.

C. Arrange for all services in accordance with Chapter 427, Florida Statutes, and Rule 41-2, FAC, and as further required by the Commission and the local Coordinating Board approved Transportation Disadvantaged Service Plan.

D. Return any acquired profits or surplus funds originating through the course of business as the Coordinator that are beyond the amounts(s) specifically identified and approved in the accompanying Transportation Disadvantaged Service Plan. Such profits or funds shall be returned to the Coordinator's transportation system or to any subsequent Coordinator, as a total transportation system subsidy, to be applied to the immediate following operational year. The Coordinator will include similar language in all coordination contracts to assure that transportation disadvantaged related revenues are put back into transportation disadvantaged services.

E. Accomplish this Project by:

1. Developing a Transportation Disadvantaged Service Plan for approval by the local Coordinating Board and the Commission. Coordinators who are newly designated to a particular service area shall submit a local Coordinating Board approved Transportation Disadvantaged Service Plan, within 120 calendar days following the execution of the Coordinator's initial memorandum of agreement with the Commission, for approval by the Commission. All subsequent Transportation Disadvantaged Service Plans shall be submitted and approved with the corresponding memorandum of agreement. The approved Transportation Disadvantaged Service Plan will be implemented and monitored to provide for community-wide transportation services for purchase by non-sponsored transportation disadvantaged persons, contracting social service agencies, and other entities that use local, state, or federal government funds for the purchase of transportation for the transportation disadvantaged.

2. Maximizing the use of available public school transportation resources and public fixed route or fixed schedule transit services and assuring that private or public transit, paratransit operators, and school boards have been afforded a fair opportunity to participate to the maximum extent feasible in the planning process and in the development of the provisions of the Transportation Disadvantaged Service Plan for the transportation disadvantaged.

3. Providing or arranging 24-hour, 7-day per week transportation disadvantaged service as required in the designated service area by any Federal, State or Local Government agency sponsoring such services. The provision of said services shall be furnished in accordance with the prior notification requirements identified in the local Coordinating Board and Commission approved Transportation Disadvantaged Service Plan.

4. Complying with all local, state, and federal laws and regulations that apply to the provision of transportation disadvantaged services.

5. Submitting to the Commission an Annual Operating Report detailing demographic, operational, and financial data regarding coordination activities in the designated service area. The report shall be prepared on forms provided by the Commission and according to the instructions of said forms.

F. Comply with Audit and Record Keeping Requirements by:

1. Utilizing the Commission recognized Chart of Accounts defined in the *Transportation Accounting Consortium Model Uniform Accounting System for Rural and Specialized Transportation Providers* (uniform accounting system) for all transportation disadvantaged accounting and reporting purposes. Community Transportation Coordinators with existing and equivalent accounting systems are not required to adopt the Chart of Accounts in lieu of their existing Chart of Accounts but shall prepare all reports, invoices, and fiscal documents relating to the transportation disadvantaged functions and activities using the chart of accounts and accounting definitions as outlined in the above referenced manual.

2. Assuming the responsibility of invoicing for any transportation services arranged, unless otherwise stipulated by a purchase of service contract or coordination contract.

3. Maintaining and filing with the Commission, local Coordinating Board, and all purchasing agencies/entities such progress, fiscal, inventory, and other reports as those entities may require during the period of this Agreement.

4. Providing copies of finance and compliance audits to the Commission and local Coordinating Board as requested by the Commission or local Coordinating Board.

G. Retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings. The Coordinator shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by persons duly authorized by the Commission or this Agreement. They shall have full access to and the right to examine any of the said records and documents during the retention period.

H. Comply with Safety Requirements by:

1. Complying with Section 341.061, F.S., and Rule 14-90, FAC, concerning System Safety; or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board; and

2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing. Conduct drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration.

I. Comply with Commission insurance requirements by maintaining at least minimum liability insurance coverage in the amount of $200,000 for any one person and $300,000 per occurrence at all times during the existence of this Agreement for all transportation services purchased or provided for the transportation disadvantaged through the Community Transportation Coordinator. Upon the execution of this Agreement, the Coordinator shall add the Commission as an additional **named insured** to all insurance policies covering vehicles transporting the transportation disadvantaged. In the event of any cancellation or changes in the limits of liability in the insurance policy, the insurance agent or broker shall notify the Commission. The Coordinator shall insure that contracting transportation operators and coordination contractors also maintain the same minimum liability insurance, or an equal governmental insurance program. Insurance coverage in excess of $1 million per occurrence must be approved by the Commission and the local Coordinating Board before inclusion in the Transportation Disadvantaged Service Plan or in the justification of rates and fare structures. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida and written verification of insurance protection in accordance with Section 768.28, Florida Statutes, shall be provided to the Commission upon request.

J. Safeguard information by not using or disclosing any information concerning a user of services under this Agreement for any purpose not in conformity with the local, state and federal regulations (45 CFR, Part 205.50), except upon order of a court, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.

K. Protect Civil Rights by:

1. Complying with state and federal laws including but not limited to laws regarding discrimination on the basis of sex, race, religion, age, disability, sexual orientation, or national origin. The Coordinator gives this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance and agreeing to complete a Civil Rights Compliance Questionnaire if so requested by the Commission.

2. Agreeing that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the Coordinator, its successors, subcontractors, transferee, and assignees for the period during which such assistance is provided. Assure that all operators, subcontractors, subgrantee, or others with whom the Coordinator arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the Coordinator agrees that the Commission may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.

L. To the extent allowed by Section 768.28, Florida Statutes, and only to the monetary and other limitations contained therein, indemnify and hold harmless the Commission and all of the Commission's members, officers, agents, and employees; purchasing agency/entity officers, agents, and employees; and the local, state, and federal governments from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Coordinator during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which the Commission or said parties may be subject, except that neither the Coordinator nor any of its sub-contractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the Commission or any of its members, officers, agents or employees; purchasing agency/entity, officers, agents, and employees; and local, state, or federal governments. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency/entity or Coordinator to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency/entity or political subdivision of the State of Florida or the federal government to be sued by third parties in any matter arising out of any Agreement or contract. Notwithstanding the foregoing, pursuant to Section 768.28, Florida Statutes, no agency or subdivision of the state shall be required to indemnify, insure, or assume any liability for the Commission's negligence.

M. Comply with standards and performance requirements of the Commission, the local Coordinating Board approved Transportation Disadvantaged Service Plan, and any purchase of service contracting agencies/entities. Failure to meet the requirements or obligations set forth in this MOA, and performance requirements established and monitored by the local Coordinating Board in the approved Transportation Disadvantaged Service Plan, shall be due cause for non-payment of reimbursement invoices until such deficiencies have been addressed or corrected to the satisfaction of the Commission.

N. Comply with subcontracting requirements by executing or negotiating contracts for transportation services with Transportation Operators and Coordination Contractors, and assuring that the conditions of such contracts are maintained. The requirements of Part 1, Paragraph E.5. through M are to be included in all contracts, subcontracts, coordination contracts, and assignments made by the Coordinator for services under this Agreement. Said contracts, subcontracts, coordination contracts, and assignments will be reviewed and approved annually by the Coordinator and local Coordinating Board for conformance with the requirements of this Agreement.

O. Comply with the following requirements concerning drivers and vehicles:

1. 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.

2. 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 seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. In certain paratransit service categories, the driver may 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.

3. All vehicles shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base.

4. All vehicles 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.

P. Comply with other requirements as follows:

1. Transport an escort of a passenger and dependent children as locally negotiated and identified in the local Transportation Disadvantaged Service Plan.

2. Determine locally in the Transportation Disadvantaged Service Plan, the use, responsibility, and cost of child restraint devices.

3. Transport with the passenger at no additional charge, passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.

4. Provide shelter, security, and safety of passengers at vehicle transfer points.

5. Post a local or other toll-free number for complaints or grievances inside each vehicle. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board.

6. Provide out-of-service-area trips, when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips.

7. Keep interior of all vehicles 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.

8. Determine locally by the local Coordinating Board and provide in the local Transportation Disadvantaged Service Plan the billing requirements of the Community Transportation Coordinator. All bills shall be paid to subcontractors within 7 calendar days after receipt of said payment by the Coordinator, in accordance with Section 287.0585, Florida Statutes.

9. Maintain or have access to a passenger/trip database on each rider being transported within the system.

10. Provide each rider and escort, child, or personal care attendant adequate seating for paratransit services. 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.

11. First Aid shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

12. Cardiopulmonary Resuscitation shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

II. The Commission Shall:

A. Recognize the Coordinator as the entity described in Section 427.011(5), Florida Statutes, and Rule 41-2.002(4), F.A.C.

B. Attempt to insure that all entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the Coordinator's system.

III. The Coordinator and the Commission Further Agree:

A. Nothing in this Agreement shall require the Commission to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable state law. If any of the provisions of this Agreement is found by a court of law to violate any applicable state law, the purchasing agency/entity will at once notify the Commission in writing in order that appropriate changes and modifications may be made by the Commission and the Coordinator to the end that the Coordinator may proceed as soon as possible with the provision of transportation services.

B. If any part or provision of this Agreement is held invalid, the remainder of this Agreement shall be binding on the parties hereto.

C. Termination Conditions:

1. Termination at Will - This Agreement may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt required, or in person with proof of delivery.

2. Termination for Breach - Unless the Coordinator's breach is waived by the Commission in writing, the Commission may, by written notice to the Coordinator, terminate this Agreement upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Commission of breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement, and shall not act as a waiver or estoppel to enforcement of any provision of this Agreement. The provisions herein do not limit the Commission's right to remedies at law or to damages.

D. This agreement will expire unless an extension is granted to the Coordinator in writing by the Commission, in accordance with Chapter 287, Florida Statutes.

E. Renegotiations or Modifications of this Agreement shall only be valid when they have been reduced to writing, duly approved by the Commission, and signed by both parties hereto.

F. Notice and Contact:

The name and address of the contract manager for the Commission for this Agreement is: **Executive Director, 605 Suwannee Street, MS-49, Tallahassee, FL 32399-0450**. The representative/position of the Coordinator responsible for administration of the program under this Agreement is:
Director, Collier County Board of County Commissioners (Collier Area Transit)
3299 Tamiami Trail East, Naples, FL 34112

In the event that either party designates different representatives after execution of this Agreement, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this Agreement.

This document has been reviewed in its entirety and approved by the local Coordinating Board at its official meeting held on May 3, 2023.

Coordinating Board Chairperson , Tony Pernas

WITNESS WHEREOF, the parties hereto have caused these presents to be executed.

COMMUNITY TRANSPORTATION COORDINATOR:

Collier Co Board of County Commissioners
Agency Name

Printed Name of Authorized Individual

Signature:

Rick LoCastro, Chairman

Title:

STATE OF FLORIDA, COMMISSION FOR THE TRANSPORTATION DISADVANTAGED:

David Darm
Printed Name of Authorized Individual

Signature:

Title: Executive Director

Approved as to form and legality

Jeffrey A. Klatzkow, County Attorney

ATTEST
CRYSTAL K. KINZEL, CLERK
BY:
Attest as to Chairman's signature only

Rev. 04/02/2012

8

CAO

FDOT Certification and Assurances

Collier County Board of County Commissioners certifies and assures to the Florida Department of Transportation regarding its Application under U.S.C. Section 5339 dated ***9th*** day of ***December***, ***2025***:

1. It shall adhere to all Certifications and Assurances made to the federal government in its Application.
2. It shall comply with Florida Statues:
    - Section 341.051–Administration and financing of public transit and intercity bus service programs and projects
    - Section 341.061 (2)–Transit Safety Standards; Inspections and System Safety Reviews
    - Section 252.42 – Government equipment, services and facilities: In the event of any emergency, the division may make available any equipment, services, or facilities owned or organized by the state or its political subdivisions for use in the affected area upon request of the duly constituted authority of the area or upon the request of any recognized and accredited relief agency through such duly constituted authority.
3. It shall comply with Florida Administrative Code (Rule Chapter 14-73–Public Transportation)
    - Rule Chapter 14-90–Equipment and Operational Safety Standards for Bus Transit Systems
    - Rule Chapter 14-90.0041–Medical Examination for Bus System Driver
    - Rule Chapter 41-2– Commission for the Transportation Disadvantaged
4. It shall comply with FDOT's:
    - Bus Transit System Safety Program Procedure No. 725-030-009
      (Does not apply to Section 5310 only recipients)
    - Public Transit Substance Abuse Management Program Procedure No. 725-030-035
    - Transit Vehicle Inventory Management Procedure No. 725-030-025
    - Public Transportation Vehicle Leasing Procedure No. 725-030-001
    - Guidelines for Acquiring Vehicles
    - Procurement Guidance for Transit Agencies
5. It has the fiscal and managerial capability and legal authority to file the application.
6. Local matching funds will be available to purchase vehicles/equipment at the time an order is placed.
7. It will carry adequate insurance to maintain, repair, or replace project vehicles/equipment in the event of loss or damage due to an accident or casualty.
8. It will maintain project vehicles/equipment in good working order for the useful life of the vehicles/equipment.

9 It will return project vehicles/equipment to FDOT if, for any reason, they are no longer needed or used for the purpose intended.

10 It recognizes FDOT's authority to remove vehicles/equipment from its premises, at no cost to FDOT, if FDOT determines the vehicles/equipment are not used for the purpose intended, improperly maintained, uninsured, or operated unsafely.

11 It will not enter into any lease of project vehicles/equipment or contract for transportation services with any third party without prior approval of FDOT.

12 It will notify FDOT within **24 hours** of any accident or casualty involving project vehicles/equipment and submit related reports as required by FDOT.

13 It will notify FDOT and request assistance if a vehicle becomes unserviceable.

14 It will submit an annual financial audit report to FDOT (FDOTSingleAudit@dot.state.fl.us), if required.

15 It will undergo a triennial review and inspection by FDOT to determine compliance with the baseline requirements. If found not in compliance, it must send a progress report to the local FDOT District office on a quarterly basis outlining the agency's progress towards compliance.

12/09/2025 Date

_____ Signature of Authorized Representative

Burt L. Saunders, Chairman Typed Name and Title of Authorized Representative

Standard Lobbying Certification Form

The undersigned Collier County Board of County Commissioners certifies, to the best of his or her knowledge and belief, that:

1 No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," (a copy of the form can be obtained from FDOT's website) in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]

3 The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

NOTE: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such expenditure or failure.

The ***Collier County Board of County Commissioners***, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

__12/09/2025_____ **Date**

_____ **Signature of Contractor's Authorized Official**

__Burt L. Saunders, Chairman_____**Typed Name and Title of Authorized Representative**

Leasing Certification

MEMORANDUM for FTA 5339

Date: **December 9, 2025**

From: **Burt L. Saunders, Chairman** _____
(Typed name and title) (Signature)

Collier County Board of County Commissioners
(Typed or printed agency name)

To: **Florida Department of Transportation, District Office**
Modal Development Office / Public Transit

Subject: ***FFY 26/SFY 27*** GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION, CAPITAL GRANTS FOR NON-URBANIZED AREAS PROGRAM, 49 UNITED STATES CODE SECTION 5339

Leasing

Will the Collier County Board of County Commissioners, as applicant to the Federal Transit Administration Section 5339 Program, lease the proposed vehicle(s) (or any other equipment that may be awarded to the Applicant) to a third-party?

☐Yes ☒ No

If yes, specify to whom: _____

_____

NOTE: ***It is the responsibility of the applicant agency to ensure District approval of all lease agreements.***

Certification of Equivalent Service

CERTIFICATION OF EQUIVALENT SERVICE

Collier County Board of County Commissioners certifies that its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

1. Response time;
2. Fares;
3. Geographic service area;
4. Hours and days of service;
5. Restrictions on trip purpose;
6. Availability of information and reservation capability; and
7. Constraints on capacity or service availability.

In accordance with 49 CFR Part 37, public entities operating demand responsive systems for the general public which receive financial assistance under 49 U.S.C. 5310, 5311 and 5339 of the Federal Transit Administration (FTA) funds must file this certification with the appropriate state program office before procuring any inaccessible vehicles or employing private entities such as Transportation Network Companies (TNCs) or taxi services in demand-responsive services of any kind. Such public entities not receiving FTA funds shall also file the certification with the appropriate state office program. Such public entities receiving FTA funds under any other section of the FTA Programs must file the certification with the appropriate FTA regional office. This certification is valid for no longer than one year from its date of filing. Non-public transportation systems that serve their own clients, such as social service agencies, are required to complete this form.

Executed this ***9th*** day of ***December***, ***2025***

Burt L. Saunders, Chairman

Typed Name and Title of Authorized Representative

Signature of Authorized Representative

OMB Number: 4040-0004
Expiration Date: 11/30/2025

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [x] New
- [ ] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier: 1001

8. APPLICANT INFORMATION:

* a. Legal Name: Collier County Board of County Commissioners

* b. Employer/Taxpayer Identification Number (EIN/TIN): 56-6000558

* c. UEI: JWKJKYRPLLU6

d. Address:

* Street1: 3299 Tamiami Trail East, Suite 700

Street2:

* City: Naples

County/Parish:

* State: FL: Florida

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 34112-5746

e. Organizational Unit:

Department Name: Transportation Management Svcs

Division Name: PTNE

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr.

* First Name: Omar

Middle Name:

* Last Name: DeLeon

Suffix:

Title: Transit Manager

Organizational Affiliation: Collier County

* Telephone Number: 239-252-4996

Fax Number:

* Email: Omar.DeLeon@collier.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.526

CFDA Title:

Bus and Bus Facilities Program

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

5339AreasAffected.pdf | Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Capital Funding request for 5339 to purchase one 40' Fixed-Route bus and the purchase and installation of a canopy for the Immokalee Transfer Station in the rural areas of Collier County.

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 19 * b. Program/Project: 19&26

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 10/01/2026 * b. End Date: 09/30/2027

18. Estimated Funding ($):

* a. Federal	1,203,000.00
* b. Applicant	
* c. State	300,750.00
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	1,503,750.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr. * First Name: Burt

Middle Name: L.

* Last Name: Saunders

Suffix:

* Title: Chairman, Board of County Commissioners

* Telephone Number: 239-252-8603 Fax Number:

* Email: Burt.Saunders@colliercountyfl.gov

* Signature of Authorized Representative: * Date Signed: 12/09/2025

Place holder, will upload FY26 Certification upon completion.

Federal Certifications and Assurances

Please upload Federal Certifications and Assurances signature page and the page listing the certification categories into TransCIP using the appropriate link within application. If current year Certifications and Assurances are not available at the time of application submittal, please submit previous year's version. District Offices will inform all applicants when current year Certifications and Assurances are available.

FTA Section 5333 (b) Assurance

Note: By signing the following assurance, the recipient of Section 5339 assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b) by one of the following actions: (1) signing the Special Warranty for the Rural Area Program (see FTA Circular C 9040.1H); (2) agreeing to alternative comparable arrangements approved by the Department of Labor (DOL); or (3) obtaining a waiver from the DOL.

Collier County Board of County Commissioners (hereinafter referred to as the "Recipient") HEREBY ASSURES that the "Special Section 5333 (b) Warranty for Application to the Small Urban and Rural Program" has been reviewed and certifies to the Florida Department of Transportation that it will comply with its provisions and all its provisions will be incorporated into any contract between the recipient and any sub-recipient which will expend funds received as a result of an application to the Florida Department of Transportation under the FTA Section 5339 Program.

___December 9th, 2025_____ **Date**

_____ **Signature of Contractor's Authorized Official**

___Burt L Saunders_____ **Typed Name and Title of Authorized Representative**

Note: All applicants must complete the following form and submit it with the above Assurance. LISTING OF RECIPIENTS, OTHER ELIGIBLE SURFACE TRANSPORTATION PROVIDERS, UNIONS OF SUB-RECIPIENTS, AND LABOR ORGANIZATIONS REPRESENTING EMPLOYEES OF SUCH PROVIDERS, IF ANY

(See Appendix for Example)

1 Identify Recipients of Transportation Assistance Under this Grant	2 Site Project by Name, Description, and Provider (e.g. Recipient, other Agency, or Contractor)	3 Identify Other Eligible Surface Transportation Providers (Type of Service)	4 Identify Unions (and Providers) Representing Employees of Providers in Columns 1, 2, and 3
Collier County Board of County Commissioners	Application FTA Section 5339 Funding of FY26/27 for Collier Area Transit to purchase a 40' bus to provide service to residents of the non-urbanized areas of Collier County traveling within the rural area and/or the adjacent urban area and returning to rural domicile. Additionally the application is to fund the purchase and construction of a canopy at the Immokalee Transfer Station.	Collier Area Transit for transit service	Transport workers Union Local 525 AFL-CIO 2595 North Courtenay Pkwy. Suite 104 Merritt Island, FL 32953

DocuSign Envelope ID: E529F118-4D56-4167-975C-E298CD448448

Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

JARED W. PERDUE, P.E.
SECRETARY

May 25, 2023

Mr. Brian Wells
Collier Area Transit
8300 Radio Road
Naples, FL 34104

Re: Title VI Plan Concurrence

Dear Mr. Wells:

The Florida Department of Transportation, District One concurs with the Title VI Plan for Collier Area Transit as required for all Federal Transit Administration recipients as per the FTA Circular C4702.1B. This concurrence means that Collier Area Transit meets the requirements as set out in the Circular and may receive grant funds. Please continue to follow the requirements set forth in the stated Circular.

Should you have any questions, please contact Missiel Da Silva via e-mail at Missiel.dasilva@dot.state.fl.us or by phone at 863-519-2562.

Sincerely,

DocuSigned by:
Missiel Da Silva
A8528335DDC6411...

Missiel Da Silva
Transit Projects Coordinator

Cc: Michelle S. Peronto, District Transit Programs Administrator, FDOT
Omar DeLeon, Collier Area Transit
Caroline Soto, Collier Area Transit
Brandy Otero, Collier Area Transit
Nicole Diaz, Collier Area Transit

Not Applicable

Local Clearinghouse Agency/RPC Cover Letter

If grant application is for facilities, please upload a copy of the cover letter submitted to the local clearinghouse agency or Regional Planning Council (RPC) within TransCIP.

AFFIDAVIT REGARDING LABOR AND SERVICES

Effective July 1, 2024, pursuant to §787.06(13), Florida Statutes, when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services.

Nongovernmental Entity's Name: _____
Address: _____
Phone Number: _____
Authorized Representative's Name: _____
Authorized Representative's Title: _____
Email Address: _____

AFFIDAVIT

I, *insert nongovernmental entity's authorized representative name*, as authorized representative attest that *insert nongovernmental entity's name*does not use coercion for labor or services as defined in §787.06, Florida Statutes.

Under penalty of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.

_____
(Signature of authorized representative) Date

STATE
COUNTY OF
Sworn to (or affirmed) and subscribed before me, by means of ☐ physical presence or ☐online notarization, this day of , (year), by

_____
Notary Public

_____
Commission Expires
Personally Known ☐ OR Produced Identification ☐
Type of Identification Produced

Collier County is a governmental entity. Under § 787.06, Fla. Stat., the human-trafficking affidavit requirement is directed to non-governmental entities contracting with public agencies. As a governmental entity already prohibited by statute from engaging in human trafficking, Collier County is not the intended signatory for this affidavit.

EXECUTIVE SUMMARY
Reports and Presentation
Item 6a
Transit Agency Marketing Initiatives

Objective:
To provide aa overview of the Transit Agency's marketing strategy and execution, highlighting current, historical, and planned initiatives focused on educating the community of the service, enhancing the customer experience, and increasing community engagement.

Considerations:
This presentation will serves to inform the Committee of ongoing activities and planned initiatives within the Marketing and Communications.

Recommendation:
None.

Attachment:
N/A

Prepared by: Omar De leon, Transit Manager, PTNE Division

MINUTES OF THE PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

NAPLES, FLORIDA

SEPTEMBER 17, 2025

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 1:00 P.M. in REGULAR SESSION at Collier County Government Center, Human Resources Building B, 3303 Tamiami Trail E, Naples, Florida 34112 with the following members present:

Chair:	John DiMarco, III
Vice Chair:	Peter Berry
	Cliff Donenfeld
	Dewey Enderle
	Sonja Lee Samek (Excused)
	Benita Staadecker
	Open Seat

ALSO PRESENT: Omar DeLeon, Public Transit Manager, Collier County PTNE
Keyla Castro, Operations Support Specialist, Collier County PTNE
Rosio Garcia, Operations Coordinator, PTNE Division
Elena Ortiz-Rosado, Events, Sales and Marketing Coordinator, PTNE
Leslie Barnes, General Manager, MV Transportation
Nolan Begley, Fixed Route Manager, MV Transportation
Jacob Stauffer, Transit Planner, MV Transportation
Carmen T. Monroy, Transportation Planning Manager, CTS Engineering
Dusty Hanse, Planner II, MPO

1. **Call to Order**
   Chair DiMarco called the meeting to order at 1:00 P.M.

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

3. **Approval of Agenda**
   Mr. Enderle moved to approve the Agenda as presented. Second by Chair DiMarco. Carried unanimously 5 - 0.

4. **Approval of Minutes**
   a. **August 20, 2025**
      Ms. Staadecker moved to approve the minutes of the August 20, 2025, Public Transit Advisory Committee meeting as presented. Second by Mr. Enderle. Carried unanimously 5 – 0.

5. **Committee Action**
   a. **Membership Application**
      Mr. DeLeon presented Executive Summary *"Membership Application"* for Meghan E. Brown, noting one seat for a three-year term is available on the Committee.

      The application will be considered by the Committee at the next meeting of the PTAC.

   b. **TDP Major Update**
      Mr. Showalter presented the Executive Summary "*FY25 Major Update of the Transit Development Plan"* to seek endorsement of the TDP from the Public Transit Advisory Committee (PTAC). He noted:
      - 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.
      - The requirements that must be met in the TDP Annual Progress Report are outlined in Rule14-73.001 of the *Florida Administrative Code*.
      - The FY2025 TDP Major Update outlines the progress Collier Area Transit (CAT) has made in the past five years towards achieving the goals and objectives outlined in the last TDP Major Update.
      - The TDP is also a planning document outlining CAT goals and objectives for the next ten years.
      - The plan includes a Public Outreach component, public surveys, focus and working group meetings, and stakeholder interviews.
      - TDP is a collaboration between CAT, Collier Metropolitan Organization (MPO) and a consulting team from Stantec.
      - The update is developed in coordination with the Metropolitan Planning Organization's (MPO) long range transportation plan.

Comments

Mr. DeLeon responded to queries:

- The business plan is data driven.
- Peer data focused on top performing neighbors with similar geographic characteristics.
- Avenues to inform the public about proposed system changes include the County website, the County Commissioner newsletter, and Public Workshops. Additional Social Media venues such as a video suggested by the Committee will be considered.
- MPO, CAT Staff, Advisory Committee and Public feedback and comments have been incorporated into the documents.

FY25 TDP Consultant Presentation

Carmen Monroy, Senior Planning Transportation Manager, CTS Engineering, Inc., presented the guidelines applied, data collected, and recommendations for the FY25 Transit Development Plan.

- Agencies contributing to the TDP review process include PTAC (Public Transit Advisory Committee), TAC (Collier MPO Technical Advisory Committee), CAC (Collier MPO Citizens Advisory Committee), MPO (Collier MPO Board) and the BOCC (Collier County Board of County Commissioners.
- Public Engagement is ongoing with a thirty-day public comment period opening in early November 2025.
- Data Collected and Applied
    - Demographic data for Collier County including Collier County residents working in Lee County and vice versa.
    - CAT Peer Evaluation rating CAT's Performance Compared to its Peers.
    - Public Outreach including Onboard and Online Surveys, Stakeholder Interviews, Workforce Development Board, Local Community Events, Listening Group Sessions, and Public Workshops in Golden Gate City and Immokalee.
- Evaluation Methodology
    - Route alignments, patterns, and bus stop locations.
    - Current and anticipated demand.
    - Assessment of Transit Markets.
    - Assessment of productivity/Efficiency.
    - Public outreach and policy directives.
- Recommendations - New/Modified Transit Routes and Mobility on Demand Enhancements
    - Developed based on assessments, policy, directives and evaluation criteria.
    - Factors considered in prioritizing recommendations include Public Outreach, Transit Markets, Proximity, and Efficiency.
- Other recommendations
    - Additional Bus shelters.
    - Evaluation and implementation of technology including data collection and alternative fuels.
    - Future Studies for consideration including fare evaluation, the Immokalee Road Corridor, Mobility on Demand and Operations requirements and Pilot Projects.
    - Expansion of Park-and-Ride lots/systems.

- Ten Year *Implementation Plan Cost Estimate Overview* Study
  - Financial projections for maintenance of existing transit services.
  - New transit services.
  - Transit frequency improvements.
- TDP/LRTP (Long Range Transit Plan) Coordination Underway
  - Coordination with MPO data and use of LRTP socio-economic forecasts for baseline and future year data in the TDP
  - Consistency between TDP and LRTP goals, objectives and transit projects
  - TDP revenue estimates through 2035 extended to 2050 for us in the 2050 LRTP.
  - Developing transit cost estimates through 2050 for use in the LRTP Cost Feasible Plan.

Recommendation

Ms. Staadecker motioned to recommend the Metropolitan Planning Organization and Board of County Commissioner approve the Collier Area Transit Fiscal Year 2025 Major Update of the Transit Development Plan as presented by Staff. Second by Vice Chair Berry. Carried unanimously 5 – 0.

6. **Reports and Presentations**
   None

7. **Member and Staff Comments**
   Airport transit should be considered.

8. **Public Comments**
   None

9. **Next Meeting Date**

   October 15, 2025 - 1:00 P.M.
   Collier County Government Center
   Human Resources Building "B"
   3303 Tamiami Trail E
   Naples, FL. 34112

10. **Adjournment**
    There being no further business for the good of the County, the meeting was adjourned by the chair at 1:54 P.M.

Public Transit Advisory Committee

_____

John DiMarco III, Chair

These minutes approved by the Board/Committee on 19th ,2025 as presented 8 or as amended _____.

Collier County Government

Communications, Government & Public Affairs
3299 Tamiami Trail E., Suite 102
Naples, Florida 34112-5746

October 30, 2025

FOR IMMEDIATE RELEASE

Notice of Hybrid Remote Public Meeting
Radio Road Beautification MSTU Advisory Committee
Collier County, Florida

November 5, 2025
3:00 p.m.

Notice is hereby given that the **Radio Road Beautification Municipal Service Taxing Unit (MSTU) Advisory Committee** will meet on **Wednesday, November 5,** at **3:00 p.m.** This will be a Hybrid Remote meeting and it will be held at the Collier Area Transit Conference Room at 8300 Radio Road, Naples, Florida. Some of the Board members may be appearing remotely, with staff present in person. The public may attend either remotely or in person.

Individuals who would like to participate remotely should contact Rosio Garcia at Rosio.Garcia@collier.gov by noon on November 5.

Remote participation is provided as a courtesy and is at the user's risk. The County is not responsible for technical issues.

The agenda will be available on the Collier County Government website at Radio Road Beautification Advisory Committee | Collier PTNE Collier PTNE.

About the public meeting:

Two or more members of the Collier County 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 meeting.

All interested parties are invited to attend, and to register to speak. All registered public speakers will be limited to three minutes unless changed by the chairman.

Collier County Ordinance No. 2004-05 requires that all lobbyists shall, before engaging in any lobbying activities (including, but not limited to, addressing the Board of County Commissioners, an advisory board or quasi-judicial board), register with the Clerk to the Board at the Board Minutes and Records Department.

Anyone who requires an auxiliary aid or service for effective communication, or other reasonable accommodations to participate in this proceeding, should contact the Collier County Facilities Management Division, located at 3335 Tamiami Trail E., Suite 101, 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.

For more information, call Judy Sizensky at (239) 252-4980.

###

Radio Road Beautification M.S.T.U.

Advisory Committee
8300 Radio Road
Naples Florida 34104

November 5, 2025
3:00 PM

AT **CAT CONFERENCE ROOM-8300 RADIO ROAD, NAPLES 34104**

Others are encouraged to attend via Zoom video conference

AGENDA

1. **CALL TO ORDER**
2. **ATTENDANCE**

Advisory Committee	
	Harry Wilson - Chairperson (3/3/29)
	Michael Cashman-Vice Chairman (3/3/26)
	Jason Zullo (3/3/29)
	-Vacant-
	-Vacant-
Staff	Judy Sizensky - Project Manager
	Rosio Garcia - Operations Analyst
	Joan Cruz-Supervisor-Superior Landscaping
Transcriptionist	Wendy Warren

3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES**
   - **a.** June 16, 2025
   - **b.** August 11, 2025
   - **c.** September 8, 2025
   - **d.** October 13, 2025
5. **LANDSCAPE – SUPERIOR LANDSCAPE, JOAN CRUZ**
6. **PROJECT MANAGER REPORT- JUDY SIZENSKY**
   - **a.** Review of **Current Budget FY26 – November 2025**
   - **b.** Update on additional new plantings, mulch, and irrigation
   - **c.** Update on trimming of Calusia and trees over sidewalk
7. **OLD BUSINESS**
8. **NEW BUSINESS**
9. **COMMITTEE MEMBER COMMENTS**
10. **PUBLIC COMMENTS**
11. **ADJOURNMENT**

NEXT MEETING:
TBD
CAT TRANSFER STATION – CAT CONFERENCE ROOM

Radio Road Beautification M.S.T.U.
Advisory Committee
8300 Radio Road
Naples, Florida 34104

June 16, 2025

I. CALL TO ORDER

Vice Chair Wilson called the meeting to order at 3:32 P.M. A quorum of three established.

II. ATTENDANCE

Advisory Committee:	Harry Wilson, Chair
	Michael Cashman, Vice Chair
	Jason Zullo
	(Open Seat)
	(Open Seat)
County Staff:	Judith Sizensky, Project Manager, PTNE Division
	Rosio Garcia, Operations Coordinator, PTNE Division
	Keyla Castro, Operations Support Specialist, PTNE Division
Landscape:	Joan Cruz, Superior Landscaping and Lawn Service (Excused)
Transcriptionist	Wendy Warren, Premier Staffing

III. APPROVAL OF AGENDA

Chair Wilson moved to approve the Agenda of the Radio Road Beautification MSTU Advisory Committee as presented. Second by Mr. Zullo. Carried unanimously 3 – 0.

IV. APPROVAL OF MINUTES – April 21, 2025

Chair Wilson moved to approve the minutes of the April 21, 2025, Radio Road Beautification MSTU Advisory Committee meeting as presented. Second by Mr. Zullo. Carried unanimously 3 – 0.

V. LANDSCAPE MAINTENANCE REPORT

Ms. Sizensky reported:

Devonshire Boulevard Median Landscaping

- She met Mr. Zullo and Mr. Cruz on site to review landscaping ideas for the medians.
- Mr. Zullo developed plans to incorporate plants suggested during the walk through and removing the Juniper.
- Trees in the medians obstructing line of sight were removed.
- Irrigation system communication access has been requested from the County to improve operational reliability, a key component to ensure new plantings will thrive.

VI. PROJECT MANAGER REPORT – Judy Sizensky

A. Budget Report

Radio Road MSTU Fund 1625 Budget for June 9, 2025, prepared June 2, 2025.

Ms. Sizensky provided an overview of the budget highlighting:

- **Purchase Orders**
  1. FPL – Electricity.
  2. Forestry Resources – Mulch.
  3. Contemporary Controls & Communications, Inc. – Motorola Irrigation Central Control Systems Parts and Services.
  4. Premier Staffing – Transcription Services.
  5. SiteOne Landscape Supply – Irrigation Parts & Pumps.
  6. Superior Landscaping Services –
     - Incidentals are for landscape refurbishment and miscellaneous.
     - Grounds Maintenance includes irrigation repairs.

- **Budget**
  1. Line 5 – Estimated Ad Valorem Tax Revenue and Interest is $199,100.
  2. Line 2, Carry Forward – Unexpended Prior Year (2024) Funds total $45,000.
  3. All Revenues – Of the $234,100 budgeted, $193,120 has been collected leaving a balance of $40,979 (including taxes, interest, carry forward funds and a 5% estimated negative revenue) to be collected.
  4. Line 33, Operating Expense – Of the $163,600 budgeted, $53,359 is committed to existing Purchase Orders and $69,671 is expended, leaving the remainder of $40,569 available within budget for additional operating expenses as needed.
  5. Lines 37 and 39, County Overhead – Of the $50,500 budgeted, $50,455 has been transferred, and a balance of $44 remains for transfer (PTNE Staff & Overhead, Property Appraiser, & Tax Collector).
  6. Line 42, All Expenses – Of the $234,100 budgeted, $53,359 is committed in existing Purchase Orders, $120,126 has been expended, leaving the remainder of $60,613 available for MSTU expenditures.

- **General**
  1. MSTU tax rate 0.0001 mills is for beautification and maintenance within the taxing district.
  2. Funds not spent in Fiscal Year 2025 will be carried forward into Fiscal Year 2026.
  3. Tax millage collected by the Radio Road Beautification MSTU may only be utilized by the MSTU and within the MSTU district boundary.
  4. The FY-26 Budget is effective October 1, 2025.

Ms. Sizensky noted:

1. The Ad Valorem property tax value increased 0.91% for fiscal year 2025 over 2024 generating additional revenue of $17,981.
2. Uncommitted funds available within budget are eligible for transfer to other categories upon approval by the Committee.
3. Contemporary Controls & Communications, Inc. invoice in the amount of $24,339, for conversion to Motorola™, was paid.
4. The irrigation pump is nearing the end of its useful life; replacement cost could be significant.
5. The Road Maintenance Division will submit an invoice for FY-25 irrigation expenses.
6. The 2023 Purchase Order for Preferred Materials will be removed.

B. Review Quotes for Devonshire Boulevard Medians

Ms. Sizensky reported:

- Superior Landscaping submitted a proposal dated May 17, 2025, in the amount of $12,056.05 to remove deteriorating landscaping and install new plants in Devonshire Boulevard Median #4 and one-half of Median #3.
- Plant selection includes Variegated Shell Ginger, Liriope, Green Island Ficus, Red Congo, Yellow African Iris, and Panama Rose.
- Irrigation will be adjusted to accommodate new plantings.
- The available balance in the FY-25 budget for MSTU improvements is $60,613.

Committee discussion:

- All landscaping work for the medians should be undertaken during the rainy season.

Mr. Cashman motioned to approve Superior Landscaping installing new plants on all of Devonshire Boulevards, consistent with the plant list submitted on the May 17, 2025, proposal, for an amount not to exceed $40,000.00. Second by Chair Wilson. Carried unanimously 3 – 0.

Rich King Memorial Greenway

Ms. Sizensky reported:

- The grass buffer abutting the power line was damaged by a Florida Power & Light (FPL) contractor during maintenance.
- Sod or small white stones can be installed to refurbish the area.
- Deteriorating plants should be replaced.

Recommendation

The Committee agreed to refurbish the buffer area with small white stones and replace plants/shrubs, as necessary.

VII. OLD BUSINESS

Ms. Sizensky reported:

- Berkshire Commons is responsible for the irrigation lines on the south side of Devonshire Boulevard. Plants in the area died because of system malfunction.
- A Code Complaint has been filed with the County against Berkshire Commons for non-compliance with landscaping requirements for the area.
- Mr. Zullo will meet with County Code Enforcement Officials, Tuesday, June 17th to review the areas for which Berkshire Commons is responsible and suggest plants or shrubs to be placed which are appropriate for the area.

VIII. NEW BUSINESS

Next Meeting

The Committee agreed to schedule a meeting of the MSTU Advisory Committee for August 11, 2025, at 3:00 P.M.

IX. COMMITTEE MEMBER COMMENTS

None

X. PUBLIC COMMENTS

None

XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 4:03 P.M.

NEXT MEETING **August 11, 2025 - 3:00 PM**
CAT Transfer Station – CAT Conference Room
8300 Radio Road
Naples, Florida 34104

RADIO ROAD MSTU ADVISORY COMMITTEE

_____

Harry Wilson, Chair

The Minutes were approved by the Committee on _____,2025 as presented ____or as amended ___.

Radio Road Beautification M.S.T.U.
Advisory Committee
8300 Radio Road
Naples, Florida 34104

August 11, 2025

I. CALL TO ORDER

Vice Chair Cashman called the meeting to order at 2:58 P.M. Roll call was taken, and a quorum was not established.

II. ATTENDANCE

Advisory Committee:	Harry Wilson, Chair - Excused
	Michael Cashman, Vice Chair
	Jason Zullo
	(Open Seat)
	(Open Seat)
County Staff:	Judith Sizensky, Project Manager, PTNE Division
	Rosio Garcia, Operations Coordinator, PTNE Division
	Keyla Castro, Operations Support Specialist, PTNE Division
Landscape:	Joan Cruz, Superior Landscaping and Lawn Service
Transcriptionist	Wendy Warren, Premier Staffing

III. APPROVAL OF AGENDA

Ms. Sizensky noted that due to absence of a quorum the meeting of the Radio Road Beautification MSTU Advisory Committee would be held as an informational meeting in accordance with the Agenda.

IV. APPROVAL OF MINUTES – June 16, 2025

The minutes of the June 16, 2025, Radio Road Beautification MSTU Advisory Committee meeting will be considered at the September 8, 2025, meeting.

V. LANDSCAPE MAINTENANCE REPORT

Mr. Cruz reported:

Devonshire Boulevard Median Landscaping

- Existing landscape material was removed in preparation for installation of new plantings.
- Landscaping material will be planted on all of Devonshire Boulevards week of August 16, 2025, consistent with the plant list submitted on May 17, 2025.
- The irrigation schedule will be adjusted to ensure health of new plantings. Once plants are established, water requirements will be moderate.

Mr. Zullo reported:

- Berkshire Lakes Master Association installed new landscaping at the corners of Devonshire Belleville Boulevards.

Ms. Sizensky reported:

- Bees present in the valve box, will be removed.
- Mulch will be ordered and applied for the installation of new plantings.
- Irrigation system communication access has been requested from the County to improve operational reliability, a key component to ensure new plantings will thrive.

Ms. Sizensky *will invite a Motorola representative and County irrigation staff to the September 8, 2025, meeting of the Radio Road MSTU to discuss a solution to irrigation system issues.*

VI. PROJECT MANAGER REPORT – Judy Sizensky

A. Budget Report

Radio Road MSTU Fund 1625 Budget for August 11, 2025, prepared August 6, 2025.

Ms. Sizensky provided an overview of the budget highlighting:

- **Purchase Orders**
  1. FPL – Electricity.
  2. Forestry Resources – Mulch.
  3. Contemporary Controls & Communications, Inc. – Motorola Irrigation Central Control Systems Parts and Services.
  4. Premier Staffing – Transcription Services.
  5. SiteOne Landscape Supply – Irrigation Parts & Pumps.
  6. Superior Landscaping Services –
     - Incidentals are for landscape refurbishment and miscellaneous.
     - Grounds Maintenance includes irrigation repairs.

- **Budget**
  1. Line 5 – Estimated Ad Valorem Tax Revenue and Interest is $199,100.
  2. Line 2, Carry Forward – Unexpended Prior Year (2024) Funds total $45,000.
  3. All Revenues – Of the $234,100 budgeted, $197,423 has been collected leaving a balance of $1,676 (including taxes, interest, carry forward funds and a 5% estimated negative revenue) to be collected.
  4. Line 33, Operating Expense – Of the $163,600 budgeted, $83,386 is committed to existing Purchase Orders and $79,644 is expended, leaving the remainder of $569 available within budget for additional operating expenses as needed.
  5. Lines 37 and 39, County Overhead – Of the $51,000 budgeted, $50,519 has been transferred, and a balance of $480 remains for transfer (PTNE Staff & Overhead, Property Appraiser, & Tax Collector).
  6. Line 42, All Expenses – Of the $234,100 budgeted, $83,386 is committed in existing Purchase Orders, $130,164 has been expended, leaving the remainder of $20,549 available for MSTU expenditures.

- **General**
  1. MSTU tax rate 0.0001 mills is for beautification and maintenance within the taxing district.
  2. Funds not spent in Fiscal Year 2025 will be carried forward into Fiscal Year 2026.
  3. Tax millage collected by the Radio Road Beautification MSTU may only be utilized by the MSTU and within the MSTU district boundary.
  4. The Ad Valorem property tax value increased 0.91% for fiscal year 2025 over 2024 generating additional revenue of $17,981.

5. The FY-26 Budget is effective October 1, 2025.

Ms. Sizensky noted:

1. Superior Landscaping's Purchase Order for Incidentals, Line 18, was increased from $30,000 to $56,660 to fund landscape renovation of the medians on Devonshire Boulevard.
2. Superior Landscaping's balance for 2025 monthly maintenance, Line 22, is $17,968.
3. The balance due Contemporary Controls & Communications for conversion to the Motorola™ irrigation system will be processed on resolution of pending system malfunctions.
4. Mulch is the sole remaining expenditure for Fiscal Year 2025.
5. The Road Maintenance Division will provide an invoice for FY-25 irrigation expenses.
6. The 2023 Purchase Order for Preferred Materials will be removed.
7. Uncommitted funds available within budget are eligible for transfer to other categories upon approval by the Committee.

B. Review Status for New Plantings

Ms. Sizensky reported:

- Superior Landscaping will install new plantings including Variegated Shell Ginger, Liriope, Green Island Ficus, Red Congo, Yellow African Iris, and Panama Rose on Devonshire Boulevard medians.
- Irrigation will be adjusted to accommodate new plantings.

VII. OLD BUSINESS

Advisory Committee Seats

Ms. Sizensky reported:

- Two seats on the Radio Road Beautification MSTU Advisory Committee are available. Residency within the boundaries of the MSTU and voter registration are requirements for membership.
- Interested parties for membership on the Advisory Committee can access the Online Application at https://www.colliercountyfl.gov/government/advisory-boards-and-authorities/online-advisory-board-application.
- Applications received will be considered by the Advisory Committee. The candidate(s) recommended will be provided to the Board of County Commissioners for appointment to the Advisory Committee.

VIII. NEW BUSINESS

Irrigation System

Ms. Sizensky reported:

- Irrigation system communication access has been requested from the County to improve operational reliability, a key component to ensure new plantings will thrive.
- Schematic drawings and instructions detailing communication details for irrigation system functions will be requested from Motorola™.
- Motorola™ and County irrigation system representatives will be invited to the September 8th meeting to discuss a resolution to the irrigation system inconsistencies.

IX. COMMITTEE MEMBER COMMENTS

Next Meeting

The Committee agreed to schedule a meeting of the MSTU Advisory Committee for September 8, 2025, at 3:00 P.M.

X. PUBLIC COMMENTS
None

XI. ADJOURNMENT
There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:39 P.M.

NEXT MEETING **September 8, 2025 - 3:00 PM**
CAT Transfer Station – CAT Conference Room
8300 Radio Road
Naples, Florida 34104

RADIO ROAD MSTU ADVISORY COMMITTEE

_____

Harry Wilson, Chair

The Minutes were approved by the Committee on _____,2025 as presented ____or as amended ___.

Radio Road Beautification M.S.T.U.
Advisory Committee
8300 Radio Road
Naples, Florida 34104

SEPTEMBER 8, 2025

I. CALL TO ORDER

Vice Chair Cashman called the meeting to order at 3:03 P.M. Roll call was taken, and a quorum was not established.

II. ATTENDANCE

Advisory Committee:	Harry Wilson, Chair - Excused
	Michael Cashman, Vice Chair
	Jason Zullo
	(Open Seat)
	(Open Seat)
County Staff:	Judith Sizensky, Project Manager, PTNE Division
	Rosio Garcia, Operations Coordinator, PTNE Division
	Keyla Castro, Operations Support Specialist, PTNE Division
Landscape:	Joan Cruz, Superior Landscaping and Lawn Service
	Jesse Castillo, Superior Landscaping and Lawn Service
Transcriptionist	Wendy Warren, Premier Staffing

III. APPROVAL OF AGENDA

Ms. Sizensky noted that due to absence of a quorum the meeting of the Radio Road Beautification MSTU Advisory Committee would be held as an informational meeting in accordance with the Agenda.

IV. APPROVAL OF MINUTES

A. June 16, 2025

B. August 11, 2025

The minutes of the June 16, 2025, and August 11, 2025, Radio Road Beautification MSTU Advisory Committee meeting will be considered at the October 13, 2025, meeting.

V. LANDSCAPE MAINTENANCE REPORT

Mr. Cruz reported:

Devonshire Boulevard Median Landscaping

- Landscaping material, consistent with the plant list submitted on May 17, 2025, was planted on Devonshire Boulevard medians.
- One tree is scheduled to be planted on September 12, 2025.
- Sod will be installed in September 2025.
- The irrigation schedule will be adjusted to ensure health of new plantings. Once plants are established, water requirements will be moderate.

Ms. Sizensky reported:

- Mulch will be ordered and installed in newly planted areas.
- An irrigation technician from Superior Landscaping visited the site and corrected some malfunctions.
- The communication and service continuity have improved.

VI. PROJECT MANAGER REPORT – Judy Sizensky

A. Budget Report

Radio Road MSTU Fund 1625 Budget for September 8, 2025, prepared September 4, 2025.

Ms. Sizensky provided an overview of the budget highlighting:

- **Purchase Orders**
  1. FPL – Electricity.
  2. Contemporary Controls & Communications, Inc. – Motorola Irrigation Central Control Systems Parts and Services.
  3. Forestry Resources – Mulch.
  4. Premier Staffing – Transcription Services.
  5. SiteOne Landscape Supply – Irrigation Parts & Pumps.
  6. Superior Landscaping Services –
     - Incidentals are for landscape refurbishment and miscellaneous.
     - Ground Maintenance includes irrigation repairs.

- **Budget**
  1. Ad Valorem Taxes, Line 3 – Of the $197,600 millage assessed, $193,503 has been collected, leaving a balance of $4,096 to be collected. Investment Interest, Line 2, totals $2,034.
  2. Unexpended Prior Year (2024) Funds, Line 8, total $45,000.
  3. Total Revenue, Line 12 – Of the $234,100 budgeted, $198,050 has been collected leaving a balance of $36,049 (including taxes, interest, carry forward funds and a 5% estimated negative revenue) to be collected.
  4. Operating Expense, Line 33 – Of the $163,600 budgeted, $72,690 is committed to existing Purchase Orders and $86,749 is expended, leaving the remainder of $4,160 available within budget for additional operating expenses as needed.
  5. County Overhead, Lines 37 and 39 – Of the $51,000 budgeted, $50,519 has been transferred, and a balance of $480 remains for transfer (PTNE Staff & Overhead, Property Appraiser, & Tax Collector).
  6. All Expenses, Line 42 – Of the $234,100 budgeted, $72,690 is committed in existing Purchase Orders, $137,269 has been expended, leaving the remainder of $24,140 available for MSTU expenditures.

- **General**
  1. MSTU tax rate 0.0001 mills is for beautification and maintenance within the taxing district.
  2. Funds not spent in Fiscal Year 2025 will be carried forward into Fiscal Year 2026.
  3. Tax millage collected by the Radio Road Beautification MSTU may only be utilized by the MSTU and within the MSTU district boundary.
  4. The Ad Valorem property tax value increased 0.91% for fiscal year 2025 over 2024 generating additional revenue of $17,981.
  5. The FY-26 Budget is effective October 1, 2025.

Ms. Sizensky noted:

1. Superior Landscaping's Purchase Order for Incidentals, Line 18, was increased from $30,000 to $56,660 to fund landscape renovation of the medians on Devonshire Boulevard.
2. Superior Landscaping's balance for 2025 monthly maintenance, Line 22, is $12,358.
3. The Road Maintenance Division will provide an invoice for FY-25 irrigation expenses.
4. The 2023 Purchase Order for Preferred Materials will be removed.
5. Uncommitted funds available within budget are eligible for transfer to other categories upon approval by the Committee.

B. Update on New Plantings and Irrigation

Ms. Sizensky reported:

- A list will be compiled of additional shrubs and plants to enhance the landscape on Devonshire Boulevard and the Rich King Memorial Greenway.
- Refurbishment will include Jasmine, two trees and flowers/shrubs for Devonshire Boulevard and Clusia for the Rich King Memorial Greenway.
- Superior Landscape will provide a quote for Committee consideration at the October meeting.

VII. OLD BUSINESS

Advisory Committee Seats

Ms. Sizensky reported:

- Two seats on the Radio Road Beautification MSTU Advisory Committee are available. Residency within the boundaries of the MSTU and voter registration are requirements for membership.
- Interested parties for membership on the Advisory Committee can access the Online Application at https://www.colliercountyfl.gov/government/advisory-boards-and-authorities/online-advisory-board-application.
- Applications received will be considered by the Advisory Committee. The candidate(s) recommended will be provided to the Board of County Commissioners for appointment to the Advisory Committee.

VIII. NEW BUSINESS

Irrigation Pump

- The Committee queried if the MSTU should consider installation of a new irrigation pump in 2026.
- **Ms. Sizensky** noted Naples Electric Motor Works (NEMW) determined the pump does not need replacement at this time.
- If the pump fails, a quote will be requested from qualified vendors.
- Approval of a quote to purchase and install a new pump requires unanimous motion by the Committee and is funded by the Improvements General Category.

IX. COMMITTEE MEMBER COMMENTS

Next Meeting

The Committee agreed to cancel the November 11, 2025, MSTU Advisory Committee meeting and reconvenes December 8, 2025, at 3:00 P.M.

X. PUBLIC COMMENTS
None

XI. ADJOURNMENT
There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:38 P.M.

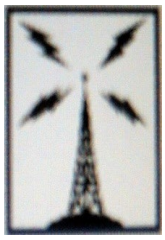
NEXT MEETING **October 13, 2025 - 3:00 PM**
CAT Transfer Station – CAT Conference Room
8300 Radio Road
Naples, Florida 34104

RADIO ROAD MSTU ADVISORY COMMITTEE

_____

Harry Wilson, Chair

The Minutes were approved by the Committee on _____,2025 as presented ____or as amended ____.



Radio Road Beautification M.S.T.U.
Advisory Committee
8300 Radio Road
Naples, Florida 34104

OCTOBER 13, 2025

I. CALL TO ORDER

Vice Chair Cashman called the meeting to order at 3:04 P.M. Roll call was taken, and a quorum was not established.

II. ATTENDANCE

Advisory Committee:	Harry Wilson, Chair (Excused)
	Michael Cashman, Vice Chair
	Jason Zullo
	(Open Seat)
	(Open Seat)
County Staff:	Judith Sizensky, Project Manager, PTNE Division
	Jeffrey Felger, Project Manager
	Rosio Garcia, Operations Coordinator, PTNE Division
	Keyla Castro, Operations Support Specialist, PTNE Division
Landscape:	Joan Cruz, Superior Landscaping and Lawn Service
	Jesse Castillo, Superior Landscaping and Lawn Service
Transcriptionist	Wendy Warren, Premier Staffing

III. APPROVAL OF AGENDA

Ms. Sizensky noted that due to absence of a quorum the meeting of the Radio Road Beautification MSTU Advisory Committee would be held as an informational meeting in accordance with the Agenda.

IV. APPROVAL OF MINUTES

A. June 16, 2025
B. August 11, 2025
C. September 8, 2025

The minutes of the June 16, 2025, August 11, 2025, and September 8, 2025, Radio Road Beautification MSTU Advisory Committee meeting will be considered at the November 5, 2025, meeting.

Mr. Zullo joined the meeting at 3:19 P.M.

V. LANDSCAPE MAINTENANCE REPORT

Mr. Cruz reported:

Devonshire Boulevard Median Landscaping

- Mulch will be installed on Devonshire Boulevard medians week of October 25, 2025.
- Declining Bulbine plants will be replaced under warranty.

- The irrigation schedule will be adjusted to ensure health of new plantings. Once plants are established, water requirements will be moderate.

Ms. Sizensky reported:

Landscaping

- Clusia plants are pruned annually.
- The Condominium Association is responsible for trimming and removing invasive vines from the Clusia hedge bordering Association property.

Irrigation Pump

- Naples Electric Motor Works (NEMW) determined the pump does not need replacement at this time.
- If the pump fails, a quote will be requested from qualified vendors.
- Purchase and installation of a new pump requires approval by the Committee and would be funded by the Capital Outlay Category.

VI. PROJECT MANAGER REPORT – Judy Sizensky

A. Budget Report

Radio Road MSTU Fund 1625 Budget for October 13, 2025, prepared October 2, 2025.

Ms. Sizensky provided an overview of the budget highlighting:

- **Purchase Orders**
  1. FPL – Electricity.
  2. Contemporary Controls & Communications, Inc. – Motorola Irrigation Central Control Systems Parts and Services.
  3. Forestry Resources – Mulch.
  4. Premier Staffing – Transcription Services.
  5. SiteOne Landscape Supply – Irrigation Parts & Pumps.
  6. Superior Landscaping Services –
     - Incidentals are for landscape refurbishment and miscellaneous.
     - Ground Maintenance includes irrigation repairs.

- **Budget**
  1. Line 3, Ad Valorem Tax Millage – Millage assessed totals $211,700, an increase of $18,196 over 2024.
  2. Line 2, Interest – Investment Interest of $1,500 has been credited.
  3. Line, 8, Carry Forward - Unexpended Prior Year (2025) Funds total $108,900.
  4. Line 12, Total Revenue – $311,400, including interest, carry forward amounts, and contributions, minus a 5% ($10,700) reserve for estimated uncollected revenue.
  5. Operating Expense, Line 33 – Of the $239,300 budgeted, $4,650 is committed to existing Purchase Orders, leaving the remainder of $234,650 available within budget for additional operating expenses as needed.
  6. County Overhead, Lines 37 and 39 – $50,600 budgeted, $50,519 remains for transfer (PTNE Staff & Overhead, Property Appraiser, & Tax Collector).
  7. All Expenses, Line 42 – Of the $309,800 budgeted, $4,650 is committed in existing Purchase Orders, leaving the remainder of $306,750 available for MSTU expenditures.

- **General**
  1. The Fiscal Year 2026 budget is effective October 1, 2025.
  2. Unspent fiscal year 2025 funds were carried forward to 2026.
  3. The Ad Valorem property tax value increased 5.60% for fiscal year 2025 over 2024 generating additional revenue of $18,196.
  4. The MSTU tax rate for 2026 is 0.1000 per $1000.00 of taxable value.
  5. Tax millage collected by the Radio Road Beautification MSTU may only be utilized by the MSTU and within the MSTU district boundary.

Ms. Sizensky noted:

1. Consideration will be given to earmarking funds ($45,000.00), in the Capital Outlay Category of the Budget for purchase and installation of a new irrigation pump.
2. The Road Maintenance Division will provide an invoice for FY-25 irrigation expenses.
3. Uncommitted funds available within budget are eligible for transfer to other categories upon approval by the Committee.

B. Update on Remaining New Plantings, Mulch, and Irrigation

Ms. Sizensky reported:

Landscape Quotes

Superior Landscaping submitted quotes dated October 13, 2025, in the amount of $9,745.50, for plantings on Devonshire Boulevard and the Rich King Memorial Greenway.

- Devonshire Boulevard refurbishment includes one Magnolia tree, Asian Jasmin and Floratam Grass (as needed).
- Twelve Clusia shrubs and Floratam Grass will be planted in Rich King Memorial Greenway in the area damaged by Florida Power & Light construction.

Committee members present recommended approving the installation of tree and plant material on Devonshire Boulevard and Rich King Memorial Greenway as proposed by Superior Landscaping and Lawn Service on October 13, 2025.

Mulch

Mulch will be ordered from Forestry Resources upon receipt of a Purchase Order.

Well Access for Irrigation

Ms. Sizensky will research the potential for a well exclusively designated to the Radio Road MSTU to provide adequate irrigation to Devonshire Boulevard.

C. Discuss Additional Plantings (if needed)

Ms. Sizensky noted additional landscape improvements will be considered at a future meeting.

VII. OLD BUSINESS

Advisory Committee Seats

Ms. Sizensky reported:

- Two seats on the Radio Road Beautification MSTU Advisory Committee are available. Residency within the boundaries of the MSTU and voter registration are requirements for membership.
- Interested parties for membership on the Advisory Committee can access the Online Application at https://www.colliercountyfl.gov/government/advisory-boards-and-authorities/online-advisory-board-application.

- Applications received will be considered by the Advisory Committee. The candidate(s) recommended will be provided to the Board of County Commissioners for appointment to the Advisory Committee.

VIII. NEW BUSINESS

None

IX. COMMITTEE MEMBER COMMENTS

Next Meeting

Members agreed to schedule an Advisory Committee meeting for November 5, 2025, at 3:00 P.M.

X. PUBLIC COMMENTS

None

XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Vice Chair at 3:43 P.M.

NEXT MEETING **November 5, 2025 - 3:00 PM**
CAT Transfer Station – CAT Conference Room
8300 Radio Road
Naples, Florida 34104

RADIO ROAD MSTU ADVISORY COMMITTEE

_____

Harry Wilson, Chair

The Minutes were approved by the Committee on _____,2025 as presented ____or as amended ____.

RADIO ROAD MSTU
FUND 1625000000
November 5, 2025

			Vendor	Item	FY 26 PO#	Amended Budget	Commitments	Expenditures	Total
1		OVERNIGHT INTEREST				$ -	$ -	$ -	$ -
2		INVESTMENT INTEREST				$ (1,500.00)	$ -	$ -	$ (1,500.00)
3		DEL AD VALOREM				$ (211,700.00)		$ -	$ (211,700.00)
4		INTEREST TAX COLLECTOR				$ -	$ -	$ -	$ -
5		**REVENUE STRUCTURE**				**$ (213,200.00)**	**$ -**	**$ -**	**$ (213,200.00)**
6		TRANSFERS FROM PROP APP				$ -	$ -	$ -	$ -
7		TRANSFERS FROM TAX COLL				$ -	$ -		$ -
8		CARRY FORWARD GEN				$ (108,900.00)	$ -	$ -	$ (108,900.00)
9		CARRY FORWARD OF ENCUMB					$ -	$ -	$ -
10		NEG 5% EST REV				$ 10,700.00	$ -	$ -	$ 10,700.00
11		**TRANSFERS & CONTRIB**				**$ (98,200.00)**	**$ -**		**$ (98,200.00)**
12		**TOTAL REVENUE**				**$ (311,400.00)**	**$ -**	**$ -**	**$ (311,400.00)**
13	631403	ENGINEERING FEES				$ -	$ -	$ -	$ -
14	634970	INDIRECT COST	Collier County			$ 2,300.00	$ 2,300.00	$ -	$ -
15	634980	INTERDEPT PAYMENT				$ 4,000.00	$ -	$ -	$ 4,000.00
18	634990	LANDSCAPE INCIDENTALS	Superior Landscaping	Incidentals	4500241164	$ 30,000.00	$ 53,000.00	$ -	$ (23,000.00)
23	634999	OTHER CONTRACTUAL	Superior Landscaping	Maintenance	4500241164	$ 186,500.00	$ 58,401.82	$ 4,718.18	$ 123,380.00
24	643100	ELECTRICITY	FP&L	Electricity	4700005092	$ 2,500.00	$ 1,807.19	$ 92.81	$ 600.00
25	645100	INSURANCE GENERAL	Collier County	Insurance	Direct Pay	$ 300.00	$ 300.00	$ -	$ -
	646311	SPRINKLER MAINTENANCE	SiteOne	Irrigation Parts & Supplies	4500242323	$ 9,000.00	$ 3,000.00	$ -	$ 6,000.00
27	646318	MULCH	Forestry Resources		4500241986	$ 1,500.00	$ -	$ 1,038.80	$ 461.20
28	649100	LEGAL ADVERTISING	Gannett Media NDN			$ 500.00	$ -	$ -	$ 500.00
29	649990	OTHER MISCELLANEOUS	Premier Staffing	Transcriptionist Services	4500242470	$ 2,500.00	$ 2,500.00	$ -	$ -
30	651210	COPY CHARGES	JM TODD	Monthly CPC (Shared)	4500241387	$ 200.00	$ 150.00	$ -	$ 50.00
31	652310	FERT HERB CHEM				$ -	$ -	$ -	$ -
32	652990	OTHER OPERATING SUPPLIES				$ -	$ -	$ -	$ -
33		**OPERATING EXPENSE**				**$ 239,300.00**	**$ 121,459.01**	**$ 5,849.79**	**$ 111,991.20**
34	763100	IMPROVEMENTS GENERAL				$ 19,900.00		$ -	$ 19,900.00
35		**CAPITAL OUTLAY**				**$ 19,900.00**	**$ -**	**$ -**	**$ 19,900.00**
36		911011 TRANS to 1011				$ 46,400.00	$ -	$ -	$ 46,400.00
37		**TRANSFERS**				**$ 46,400.00**	$ -	$ -	**$ 46,400.00**
		930600 TC BUDGET TRANS				$ 1,600.00		**$ -**	$ 1,600.00
		930700 TC BUDGET TRANS				$ 4,200.00		**$ -**	$ 4,200.00
39		**TRANSFERS CONST**				**$ 5,800.00**	**$ -**	**$ -**	**$ 5,800.00**
42		**TOTAL BUDGET**				**$ 311,400.00**	**$ 121,459.01**	**$ 5,849.79**	**$ 184,091.20**

Taxable Value	Fiscal Year	% from prior fiscal year
984,103,688	FY 12 Final Taxable Value	
955,918,992	FY 13 Final Taxable Value	-2.86%
967,155,849	FY 14 Final Taxable Value	1.18%
996,994,678	FY 15 Final Taxable Value	3.09%
1,066,174,009	FY 16 July Taxable Value	6.94%
1,145,697,249	FY 17 July Taxable Value	7.46%
1,242,647,732	FY 18 July Taxable Value	8.46%
1,304,336,542	FY 19 July Taxable Value	4.96%
1,359,693,426	FY 20 July Taxable Value	4.24%
1,414,713,178	FY 21 July Taxable Value	4.05%
1,492,545,736	FY 22 July Taxable Value	5.50%
1,752,181,904	FY 23 July Taxable Value	17.40%
1,958,171,593	FY 24 July Taxable Value	11.76%
2,004,571,067	FY 25 July Taxable Value	2.37%
2,117,965,896	FY 25 July Taxable Value	5.66%

Total Available Ba	$ 184,091.20
Plus Commited A	$ 121,459.01
Estimated Cash	**$ 305,550.21**

Prepared 10/28/25 MV

RADIO ROAD MSTU
FUND 1625000000
November 5, 2025
FY 26

Collier County Government

Communications, Government & Public Affairs
3299 Tamiami Trail E., Suite 102
Naples, Florida 34112-5746

October 30, 2025

FOR IMMEDIATE RELEASE

Notice of Hybrid Remote Public Meeting
Vanderbilt Beach Beautification MSTU Advisory Committee
Collier County, Florida

November 6, 2025
2:00 p.m.

Notice is hereby given that the **Vanderbilt Beach Beautification Municipal Service Taxing Unit (MSTU) Advisory Committee** will meet on **Thursday, November 6,** at **2:00 p.m.** This will be a Hybrid Remote meeting and it will be held at the Cocohatchee River Marina, 13535 Vanderbilt Drive, Naples, Florida. Some of the Board members may be appearing remotely, with staff present in person. The public may attend either remotely or in person.

Individuals who would like to participate remotely should contact Rosio Garcia at Rosio.Garcia@colliercountyfl.gov by noon on November 6.

Remote participation is provided as a courtesy and is at the user's risk. The County is not responsible for technical issues.

The agenda will be available on the Collier County Government website at https://www.collierptne.com/mtsu/vanderbilt-beach-beautification-mstu-advisory-committee/.

About the public meeting:

Two or more members of the Collier County 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 meeting.

All interested parties are invited to attend, and to register to speak. All registered public speakers will be limited to three minutes unless changed by the chairman.

Collier County Ordinance No. 2004-05 requires that all lobbyists shall, before engaging in any lobbying activities (including, but not limited to, addressing the Board of County Commissioners, an advisory board or quasi-judicial board), register with the Clerk to the Board at the Board Minutes and Records Department.

Anyone who requires an auxiliary aid or service for effective communication, or other reasonable accommodations to participate in this proceeding, should contact the Collier County Facilities Management Division, located at 3335 Tamiami Trail E., Suite 101, 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.

For more information, call Judy Sizensky at (239) 252-4980.

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Vanderbilt Beach M.S.T.U.

Advisory Committee
8300 Radio Road
Naples, FL 34104

NOVEMBER 6, 2025, 2:00 PM

Committee Members and Project Manager will meet at
Cocohatchee River Marina-13535 Vanderbilt Drive, Naples, FL 34110
All others are encouraged to attend via Zoom video conference

AGENDA

1. **Call to order**
2. **Attendance**

Advisory Committee	Bruce Forman - Chairman	(11/13/2027)
	Bill Sjostrom - Vice Chairman	(11/13/2028)
	Gabriella R. Miyamoto	(11/13/2027)
	William Harris	(11/13/2028)
	-Vacant-	
	Aaron Gross, Ground Zero Landscaping	
	Judy Sizensky– Project Manager	
	Rosio Garcia – Operations Coordinator	
	Wendy Warren- Transcriptionist	

3. **Approval of the agenda**
4. **Approval of the Minutes –** October 2, 2025
5. **Landscape Maintenance Report -** Aaron Gross, Ground Zero Landscaping Services
6. **Project Manager Report – Judy Sizensky**
   - **a.** Current Budget FY26 – November 2025
   - **b.** The RFQ will go out again. The variation in the prices caused concern regarding the alternate concrete bid item. There is time to rebid as this project will not begin until April 2026. The bids are due November 17th, I will put it on the January 13, 2026, BCC meeting agenda.
   - **c.** Gulf Shore Drive (north section beginning 10701 Gulf Shore Drive) Davidson Engineering will prepare the plans and construction documents. The PO for engineering has been issued. The RFQ will go out once plans are completed and the RFQ bids will be presented at the following meeting.
   - **d.** Gulf Shore Drive – (Southeast section @ Buzz's Lighthouse) RWA.
   - **e.** Traffic signal relocation Vanderbilt Beach Rd & Vanderbilt Drive-. DRMP, Inc, (PO 4500237965) which we used on Crosswalks project, is 90% completed with plans.
   - **f.** SCS has received PO 4500241994 for power washing. They have begun power washing and painting the Halas bridge. They will schedule the Bluebill bridge once they find an MOT company.
   - **g.** Wiggins Pass median reconfiguration-Jacobs Engineering is now on board for the plans. I will meet them on-site on November 4, 2025.
   - **h.** Mulch has been ordered, and Aaron Gross will install.
   - **i.** Road Maintenance cleaned the sidewalk and trimmed the landscaping back along the north side of the Bluebill Bridge.
7. **Old Business**
8. **New Business**
   - **a.** An engineer will be requested for the 700' fence extension at Connor Park.
   - **b.** Application for committee member-applicant Ryan Schwartz
9. **Public Comment**
10. **Adjourn**

NEXT MEETING DATE
TBD
COCOHATCHEE RIVER MARINA, 13535 VANDERBILT DR, NAPLES, FL 34110

Vanderbilt Beach M.S.T.U

Advisory Committee

8300 Radio Road
Naples, FL 34104

OCTOBER 2, 2025

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Forman called the meeting to order at 2:01 P.M. Roll call was taken, and a quorum of four were established. The Pledge of Allegiance was recited.

II. ATTENDANCE

Advisory Committee:	Bruce Forman – Chair
	William Sjostrom – Vice Chair
	Gabriella R. Miyamoto
	William Arell Harris
	Open Seat
Staff:	Judy Sizensky - Project Manager
	Rosio Garcia – Operations Analyst
	Keyla Castro - Operations Support Analyst II
Others:	Aaron Gross – Ground Zero Landscaping (Excused)
	Wendy Warren – Transcriptionist

III. APPROVAL OF THE AGENDA

Ms. Miyamoto moved to approve the Agenda of the Vanderbilt Beach MSTU Advisory Committee as presented. Second by Vice Chair Sjostrom. Carried unanimously 4 - 0.

IV. APPROVAL OF THE MINUTES – August 7, 2025

Ms. Miyamoto moved to approve the minutes of the August 7, 2025, minutes of the Vanderbilt Beach MSTU Advisory Committee meetings as presented. Second by Mr. Harris. Carried unanimously 4 – 0.

V. LANDSCAPE MAINTENANCE REPORT

Mr. Gross reported:

- Landscaping is in good condition.
- New plantings were installed.
- Fertilizer will be applied in accordance with the schedule.
- County Brown mulch will be installed inclusive of The Regatta of Naples at the corner of Vanderbilt Drive and Vanderbilt Beach Road.

Ms. Sizensky reported:

<u>Bluebill Bridge Area Maintenance</u>

- The County owns, but does not maintain, the area north of the Bluebill Avenue bridge.

- Ground Zero Landscaping will clean debris in the area on the north side of the Bluebill Avenue bridge.
- Road Maintenance is responsible to prune and remove vegetation hanging over the bridge and sidewalk. The Division will be contacted to perform maintenance.

Conner Park Landscaping South Side

- Ground Zero Landscaping submitted Estimate Number E278 in the amount of $21,651.48 and Number E279 in the amount of $43,741.69, dated August 26, 2025, to install a Clusia hedge bordering the Conner Park sidewalk and edge of the native area along the canal.
- The Committee recommended a fence be installed on the south side of Conner Park.
- A quote to survey the area and extend the fence on the south side of Conner Park, approximately seven-hundred feet to the water, will be requested from Capital Contractors.
- The contractor will file an application with the County for the required permit.
- The fence and landscaping project will be undertaken simultaneously.

VI. PROJECT MANAGER REPORT – Judy Sizensky

Ms. Sizensky reported:

A. Budget FY-26 – October 2025

Vanderbilt Beach MSTU Fund 1617 Budget for October 2, 2025, prepared October 2, 2025.

Purchase Orders

1. Collier County Utilities – Water and Sewer.
2. Capital Contractors – Fence Installation.
3. Davidson Engineering – Sidewalk construction Gulf Shore Drive.
4. DRMP – Engineering services.
5. FPL – Electricity.
6. Ground Zero Landscaping –
   - Incidentals include landscape refurbishment and miscellaneous.
   - Ground Maintenance and Non-Bid Items include Conner Park and irrigation repairs.
6. Preferred Materials – Installation of crosswalks.
7. Premier Staffing – Transcription services.
8. Quality Enterprises USA – Vanderbilt Drive sidewalk project.
8. RWA Engineering – Design services for the Greenway multi-use path project, Phase I and II.
9. Site One Landscape Supply – Irrigation parts & pumps.

Budget Summary

1. Line 1, Ad Valorem Tax Millage: Millage assessed totals $1,906,700, an increase of $120,400 over 2024.
2. Lines 4, Interest: Investment interest of $28,000 has been credited.
3. Line 11, Carry Forward – Unexpended prior year funds total $7,379,400.
4. Line 15, Total Revenue - $9,234,121, including interest, carry forward amounts, and contributions, minus a 5% ($96,700) reserve for estimated uncollected revenue.
5. Line 37, Operating Expense - Of the $8,115,416 budgeted, $238,916 is committed to existing Purchase Orders leaving a budget remainder of $7,876,500 available within budget for additional operating expenses as needed.
6. Line 39, Capital Outlay - $1,000,000 is budgeted for the current fiscal year long term projects, consistent with the MSTU ordinance and upon a motion from the Advisory Committee.

7. Line 40, Transfer to Fund 111 - Of the $106,400 budgeted $0 has been transferred (PTNE Staff and Support).
8. Line 44, Transfer Construction – $52,500 remains for transfer (Property Appraiser and Tax Collector).
9. Line 46, Capital Reserves - Of the $110,300 budgeted for anticipated Maintenance and Capital projects in future fiscal years as identified in the Asset Management Plan, $0 has been spent and a balance of $110,300 remains.
10. Line 47, Total Budget – Of the $9,384,616 budgeted, tabulated commitments to existing purchase orders total $238,916, leaving a remainder of $9,145,700 for FY-26 MSTU expenditures.

General

1. Available funds are sufficient to finance the Traffic Signal box relocation at Vanderbilt Beach Road and Vanderbilt Drive, the Greenway Multi-Use Path, sidewalk installation on the north and southeast sides of Gulf Shore Drive, Wiggins Pass median reconstruction and Halis bridge cleaning.
2. The Ad Valorem property tax value increased 6.6% for fiscal year 2025 over 2024 generating additional revenue of $120,400.
3. The Fiscal Year 2026 budget is effective October 1, 2025. Unspent Fiscal Year 2025 funds were carried forward to 2026.
4. The MSTU Tax Rate for 2026 is 0.5000 mills.
5. Tax millage collected and interest, to maintain and improve MSTU assets, can only be utilized by the MSTU and within the district boundary.

B. Greenway Multi-Use Bike Path – Vanderbilt Drive – Gulf Shore Drive

Ms. Sizensky reported:

- A 10-foot bike and pedestrian path north of The Dunes of Naples on Vanderbilt Drive near the bridge cannot be navigated at high tide or during extreme rain events.
- RWA Engineering designed plans for the Vanderbilt Drive sidewalk improvements, Phases I and II, from The Dunes of Naples north to the Marina Bay Club of Naples.
- RWA's "Probable Opinion of Cost" for Phases I and II construction was $656,258.42.
- BID TAB 25-0813, Vanderbilt Drive Sidewalk Replacement, was distributed to *Asphalt Maintenance and Related Services* firms on contract with the County on August 18, 2025.
- Four contractors submitted bids for the project.
- The lowest lump sum quote in the amount of $693,231.00 was received from Quality Enterprises USA.
- The contract recommendation for Quality Enterprises USA will be submitted to the Board of County Commissioners (BCC) for award consideration on December 9, 2025.
- RWA will obtain the required County permit.
- Environmental Protection Agency (EPA) permits were issued for the original bridge construction and pathway; EPA will receive a copy and review the new permit.
- The Road Maintenance Division will be responsible for maintaining the walkway following completion of construction.
- Phases I and II of the Greenway multi use sidewalk improvement project on Vanderbilt Drive north will be undertaken simultaneously.
- Construction will be scheduled based on contractor's availability, ideally in April 2026.

C. Gulf Shore Drive Sidewalks North

Ms. Sizensky reported:

- Davidson Engineering will prepare plans and construction documents for concrete sidewalk installation on the west side of Gulf Shore Drive, from 10701 Gulf Shore Drive north, including reconfiguration of the swale. Existing pavers in areas such as driveways will remain intact.
- The Purchase Order will be issued in October, 2025.
- A Request for Quote (RFQ) will be distributed on completion of the plans.
- The bids will be presented to the Committee for consideration.

D. Gulf Shore Drive Sidewalks Southeast

Ms. Sizensky reported RWA Engineering Inc. submitted a proposal to develop plans and provide an Opinion of Cost for an elevated boardwalk-style pedestrian walkway on the southeast side of Gulf Shore Drive from Buzz's Lighthouse Restaurant north to Le Playa Beach & Golf Resort.

Study Goals

- Pedestrian safety incorporating ADA compliance standards.
- Reorganization of the infrastructure to increase performance of the drainage system.
- Introduction of a user-friendly walkway to the community.
- Traffic calming.

Next Steps

- The boardwalk style plan, including recommendations, will be presented to the Committee for consideration.

E. Traffic Signal Box

Ms. Sizensky reported:

- The Committee approved the relocation of the County's Traffic Signal Box on the northwest corner of Vanderbilt Drive to the Right of Way (ROW) on the south side of Vanderbilt Beach Road.
- A Work Order in the amount of $44,563 was issued to DRMP, Inc., a licensed engineer on contract with the County, to prepare plans for the relocation of the box.
- DRMP will submit final plans for the project to Traffic Operations.
- On submission of a final quote from DRMP a work order will be processed.
- The plans will be submitted to Southern Signal for a quote to remove the signal box and relocate it to the south side of Vanderbilt Beach Road by the entrance to the parking garage.
- The project is contingent upon approval of the Traffic Operations Division.
- The MSTU will be invoiced for the project cost.
- Relocation of the box will improve the appearance of the landscaped areas at The Regatta Vanderbilt Beach.

F. Bridge Refurbishment

Ms. Sizensky reported:

Bluebill Avenue Bridge and Frank Halas Bridge

Service Contracting Solutions, (SCS), submitted a proposal dated August 22, 2025, in the amount of $78,656.32, to pressure wash and paint the Bluebill Avenue and Halas Bridges.

- Bluebill Avenue - Top of Bridge Area: Pressure wash inside and outside of roadside concrete rail barriers, sidewalks, and barrier side facing the sidewalk. Apply two coats of paint on barriers. Total cost $65,601.12.

- Halas Bridge - Side Wall Facing the Cocohatchee River Park to Abutment: Pressure wash all concrete wall surfaces and paint concrete barrier above fluted concrete. Total cost $13,055.20.

Mr. Harris motioned to approve Service Contracting Solutions proposal dated August 22, 2025, in the amount of $78,656.32, to pressure wash and paint the Bluebill Avenue bridge and the Frank Halas Bridge in accordance with Service Agreement 23-8169. Second by Vice Chair Sjostrom. Carried unanimously 4 – 0.

Ms. Sizensky *will issue a Purchase Order to Service Contracting Solutions (SCS) for the project.*

G. Wiggins Pass Median Reconfiguration

Ms. Sizensky reported:

- A work order in the amount of $49,160 has been requested for Johnson Engineering, LLC. for design plans to reconfigure the turn-around section at the entrance to Delnor-Wiggins Pass State Park.
- The design plans will be presented at a future meeting and upon Committee approval, Requests for Quotes will be issued.
- MSTU participation in cost sharing of the project will be at the discretion of the Committee.
- A Memorandum of Understanding for the Program (MOA) will be developed for the participating parties.
- In coordination with the designer, Ground Zero Landscaping will landscape the turnaround on completion of construction.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Conner Park Fence Extension

Ms. Sizensky will Request a Quote to extend the fence on the south side of Conner Park approximately seven-hundred feet to the water.

IX. COMMITTEE AND PUBLIC COMMENTS

Future improvements for Committee Consideration

Vanderbilt Drive North

Ms. Sizensky will consult with RWA Engineering on opportunities to improve drainage and beautify Vanderbilt Drive around the Anchorage, The Dunes of Naples and Marina Bay Club of Naples.

Solar Lights on Vanderbilt Drive

Solar spotlights to enhance landscaping on Vanderbilt Drive will be considered. Property owners will be consulted if the light installation borders their residence.

X. ADJOURN

There being no further business for the good of the County, the meeting was adjourned by the Chair at 3:06 P.M.

Bruce Forman, Chair

The minutes approved by the Board/Committee on_____,2025 "*as submitted*" [___] or "*as amended*" [___].

NEXT MEETING

NOVEMBER 6, 2025 - 2:00 P.M.
Cocohatchee River Marina
13535 Vanderbilt Drive
Naples, Florida

VANDERBILT BEACH MSTU
FUND 161700000
November 6, 2025
FY26

		Vendor	Item	PO#	Budget	Commitments	Expenditures	Total
1	CUR AD VALOREM TAX				$ (1,906,700.00)	$ -		$ (1,906,700.00)
2	DEL AD VALOREM				$ -	$ -		$ -
3	STATE REVENUE							$ -
4	OVERNIGHT INTEREST				$ -	$ -		$ -
5	INVESTMENT INTEREST				$ (28,000.00)	$ -		$ (28,000.00)
6	INTEREST TAX COLL.				$ -	$ -		$ -
7	**REVENUE STRUCTURE**				**$ (1,934,700.00)**	**$ -**	**$ -**	**$ (1,934,700.00)**
8	TRANSFERS FROM PROP APP				$ -	$ -	$ -	$ -
9	TRANSFERS FROM TAX COLL				$ -	$ -	$ -	$ -
10	REIMBURSEMENT - INTERDEPT.				$ -	$ -	$ -	$ -
11	CARRY FORWARD GENERAL				$ (7,379,400.00)	$ -	$ -	$ (7,379,400.00)
12	CARRY FOR OF ENCUMB AMT				$ (167,216.40)	$ -	$ -	$ (167,216.40)
13	NEG 5% EST REV				$ 96,700.00	$ -	$ -	$ 96,700.00
14	**TRANSFERS & CONTRIB**				**$ (7,449,916.40)**	**$ -**	**$ -**	**$ (7,449,916.40)**
15	**TOTAL REVENUE**				**$ (9,384,616.40)**		**$ -**	**$ (9,384,616.40)**
16	ENG FEES				$ 83,042.50	$ 83,014.50	$ -	$ 28.00
17	SURVEYING FEES				$ 100,000.00	$ -	$ -	$ 100,000.00
18	INDIRECT COST	Collier County	Indirect Cost	Direct Pay	$ 9,700.00	$ 9,700.00	$ -	$ -
19	INTERDEPT PAYMENT	Collier County	Stop Signs & Hardware	Direct Pay	$ 1,000.00	$ -	$ -	$ 1,000.00
20	LANDSCAPE INCIDENTALS				$ 100,000.00	$ 111,500.00	$ -	$ (11,500.00)
		RWA Engineering	Sidewalk Improvements - Phase I	4500231986	$ 58,363.00	$ 25,825.50	$ -	
		Preferred Materials	Brick paver crosswalk	4500232149	$ 437,124.80	$ 99,236.40	$ -	
		Ground Zero	Landscape Maintenance	10341435		$ 92,500.00		
		RWA Engineering	Sidewalk Improvements - Phase II	4500236702	$ 33,632.00	$ 9,112.00	$ -	
21	OTHER CONTRACTUAL				$ 7,696,173.90	$ 226,673.90	$ -	$ 7,469,500.00
22	PAINTING CONTRACTURAL	Florida Service Painting	Bluebill & Halas Bridges	4500241994	$ -	$ 147,051.12	$ -	$ (147,051.12)
23	POST FREIGHT UPS				$ 100.00	$ -	$ -	$ 100.00
24	ELECTRICITY	FPL	Electricity		$ 700.00	$ 523.97	$ 26.03	$ 150.00
25	WATER AND SEWER	Collier County Utility	Water & Sewer		$ 100,000.00	$ 60,000.00	$ -	$ 40,000.00
26	RENT BUILDINGS				$ -	$ -	$ -	$ -
27	INSURANCE GENERAL	Collier County	Insurance General	Direct	$ 1,300.00	$ 1,300.00	$ -	$ -
28	SPRINKLER SYSTEM MAIN	Site One	Irrigation Parts		$ 10,000.00	$ 3,000.00	$ -	$ 7,000.00
29	MULCH				$ 5,000.00	$ 1,335.60	$ -	$ 3,664.40
30	LICENCES AND PERMITS				$ 2,000.00	$ -	$ -	$ 2,000.00
31	CLERKS RECORDING FEES				$ 1,000.00	$ -	$ -	$ 1,000.00
32	LEGAL ADVERTISMENT					$ -	$ -	$ -
		Premier Staffing	Transcriptionist Serv.			$ 2,500.00	$ -	$ -
33	OTHER MISCELLANEOUS				$ 2,500.00	$ 2,500.00	$ -	$ -
34	OFFICE SUPPLIES				$ 200.00		$ -	$ 200.00
35	COPYING CHARGES	JM Todd	Monthly CPC (shared) (monthly lease)		$ 200.00	$ 150.00	$ -	$ 50.00
36	FERT HERB CHEM				$ 2,000.00	$ -		$ 2,000.00
37	OTHER OPER SUPPLIES				$ 500.00		$ -	$ 500.00
38	**OPERATING EXPENSE**				**$ 8,115,416.40**	**$ 646,749.09**	**$ 26.03**	**$ 7,468,641.28**
39	IMPROVEMENTS GENERAL				$ 1,000,000.00	$ -		$ 1,000,000.00
40	**CAPITAL OUTLAY**				**$ 1,000,000.00**	**$ -**	**$ -**	**$ 1,000,000.00**
41	TRANS TO 1011 UNINCOR				$ 106,400.00	$ -	$ -	$ 106,400.00
42	**TRANSFERS**				**$ 106,400.00**	**$ -**	**$ -**	**$ 106,400.00**
43	Budget Trans Appraiser				$ 15,000.00	$ -	$ 3,553.97	$ 11,446.03
44	Budget Trans Tax Collector				$ 37,500.00	$ -	$ -	$ 37,500.00
45	**TRANSFERS CONST**				**$ 52,500.00**	$ -	**$ 3,553.97**	**$ 48,946.03**
46	**RESV For Capital Out**				**$ 110,300.00**	$ -	**$ -**	**$ 110,300.00**
47	**RESERVES**				**$ 110,300.00**	$ -	**$ -**	**$ 110,300.00**
48	**TOTAL BUDGET**				**$ 9,384,616.40**	**$ 646,749.09**	**$ 3,580.00**	**$ 8,734,287.31**

VANDERBILT BEACH MSTU
FUND 161700000
November 6, 2025
FY26

2,068,487,415	FY 10 Final Taxable Value
2,005,897,752	FY 11 Final Taxable Value
1,910,384,837	FY 12 Final Taxable Value
1,904,053,751	FY 13 July 1 Taxable Value
1,945,640,639	FY 14 July 1 Taxable Value
2,044,186,286	FY 15 July 1 Taxable Value
2,195,715,846	FY 16 July 1 Taxable Value
2,385,578,106	FY 17 July 1 Taxable Value
2,560,181,524	FY 18 July 1 Taxable Value
2,673,862,805	FY 19 July 1 Taxable Value
2,805,690,115	FY 20 July 1 Taxable Value
2,874,630,743	FY 21 July 1 Taxable Value
2,977,182,419	FY22 July 1 Taxable Value
3,404,417,979	FY23 July 1 Taxable Value
3,512,537,975	FY24 July 1 Taxable Value
3,830,022,767	FY25 July 1 Taxable Value
4,100,463,599	FY26 July 1 Taxable Value
	6.60%
	FY 26 **FY 25**

Total Available Balance	$	8,734,287.31
Plus Commited And Not Spent	$	646,749.09
Estimated Cash	**$**	**9,381,036.40**
Estimated Cash Less Uncollected Ad Valorem Taxes	**$**	**7,474,336.40**

Prepared on 11/3/2025 MV

November 5, 2025

Ms. Judy Sizensky
MSTU Project Manager II
Public Transit and Neighborhood Enhancement (PTNE)
8300 Radio Road
Naples, FL 34104

Subject: Gulf Shore Drive Pathway – Feasibility Study
Collier County Contract #18-7432-CE - RWA Inc. Project No. 180121.00.12

Dear Ms. Sizensky:

RWA, Inc. (Consultant) is pleased to submit to the Vanderbilt Beach MSTU (Client) our proposal to provide professional services in the areas of surveying and mapping for the subject project. The work order to perform this assignment will be subject to the provisions of Contract #18-7432-CE "Professional Services Library Civil Engineering Category" awarded to RWA Inc. (Consultant) by Collier County (County).

This proposal provides for the collection of existing site conditions in the form of a limited design phase survey. Outlined below is our understanding of the project profile and the assumptions we have made to develop our scope and associated fees in response to your request for proposal.

PROJECT PROFILE

- The surveying and mapping data and information collected by this project will be the first step in preparing a study that will evaluate the opportunities and existing constraints to complete a pathway project along Gulfshore Boulevard in the southern portion of Vanderbilt Beach.
- The project limits will begin at the intersection of Vanderbilt Beach Road and Gulfshore Boulevard and will end 200' to the north of the existing mid-point crosswalk for the LaPlaya Beach Resort.
- The underlying concept of the study is to evaluate using the eastside of the right of way for a continuous pathway and the west side of the right of way to improve drainage system capacity and performance.

PROJECT ASSUMPTIONS

- The Client desires to retain the services of RWA, Inc. and proceed with the Project as described within this proposal.
- This proposal includes performing all services described within this scope on a one-time basis.
- The client will make available all pertinent information, permits and documents associated with the required Project, including, but not limited to, AutoCAD files, engineers' reports, architectural drawings, other designers' drawings, design calculations and copies of existing permit applications and approvals.
- Unless otherwise specified, the project will be surveyed with data in State Plain Coordinates, NAD 83 adjustment and the elevations will be in NAVD 88.

- This project will not provide any final design, permitting or construction phase services.
- The Project will not impact listed species or suitable habitat.

SCOPE OF SERVICES

1.0 Project Meeting and Coordination Services

1.1. Consultant will coordinate with the Client as needed for the duration of the project.

1.2. Consultant will hold a study "on-site" kick-off meeting with the Client to understand the project parameters, limitations, Client's vision, and receive initial Client provided direction for the project.

1.3. Consultant will provide the Client with project's updates during the duration of the project on a bi-monthly basis.

1.4. Attend up to eight (8) meetings with the Client. Meetings will be held virtually unless an "in-person" or "on-site" meeting will better facilitate the project at that time.

2.0 Limited Design Phase Survey

2.1. Consultant will generate a map of existing conditions within the right-of-way for the limits of the project. Existing improvements to be located will include the following items with existing elevations for each when applicable:

- Edge of pavement
- Pavement markings
- Centerline of pavement
- Above ground utilities
- Power poles
- Transformers pads
- Street light poles
- Drainage culverts and stormwater inlets
- Drainage ditches and swales with basic cross sections
- Drainage outfalls from right of way to Vanderbilt Bay with spot elevations along these established corridors.
- Sidewalks and pathways
- Trees (6" in diameter or larger)
- Fencing and monument signs

2.2. Consultant will locate and stake out all front lot corners along Gulf Shore Drive for viewing by Collier County and within each parcel collect up to twelve (12) topographic elevations to define existing pavement locations and/or drainage patterns.

2.3. Based upon a Collier County provided property title search plot up to three (3) known easements of record for each parcel and/or easements of record within applicable recorded subdivision plats.

2.4. Consultant will provide Prepare one (1) standalone exhibit of the collected data to document the existing conditions within the right of way and provide a CAD file to the Client of all collected and plotted information.

3.0 Site Inventory Services – Landscape Architecture

3.1. Consultant will visit the site on two (2) separate at different times of the day to document site conditions and pedestrian interaction.

3.2. Consultant will provide the Client with a list of documents / files needed to identify potential conflicts and provide conceptual solutions for the project.

3.3. Consultant will review the infrastructure information provided by Client for completeness and accuracy.

3.4. Consultant will observe pedestrian interaction with the project site and document concerns and findings.

3.5. Consultant will document unique special site features, issues and/or conflicts to be included in the final design survey as part of the 2nd phase of the project.

3.6. Consultant will provide the Client with a summary of findings, recommendations, and all digitized files at the conclusion of this task.

4.0 Site Inventory Services – Civil Engineering

4.1. Data Collection – Consultant will perform the following services:

- Consultant will provide the Client with a list of documents / files needed to identify potential conflicts and provide conceptual solutions for the project.
- Consultant will review the infrastructure information provided by Client for completeness and accuracy. This could include construction plans, as-built plans or record drawings.
- Consultant will collect and review pertinent permit documents that affect the project.
- Consultant will document unique special site features, issues and/or conflicts to be included in the final design survey as part of the 2nd phase of the project.
- Consultant will document unique site issues and/or conflicts and discuss with the Client with the Client to determine proper course of action.
- Consultant will provide the Client with a summary of findings, recommendations, and all digitized files at the conclusion of this task.

4.2. Utility Coordination – Consultant will perform the following services:

- Consultant will request a design ticket(s) from Sunshine 811 and coordinate with the utility purveyors located within the project boundaries.
- Consultant will collect utility information from the purveyors within the project site.
- Consultant will verify the purveyors' provided utility information within the project site that is located above ground and visible.
- Consultant will summarize the findings of their review and prepare a written summary for the Client.

4.3. ADA Compliance – Consultant will perform the following services:

- Consultant will evaluate the current topography, walks, cubs, and site features along the proposed pedestrian accessible route for compliance based upon a visual inspection.

- Consultant will recommend solutions for areas along the accessible route which may need individual solutions to be ADA compliance.
- Consultant will summarize the findings of their review and prepare a written summary for the Client.

5.0 Landscape Architecture Analysis and Conceptual Design

5.1. Site Analysis - Consultant will perform the following services:

1.0 Review the current site conditions and landscape opportunities within the ROW.

2.0 Assess the site features for potential conflicts with pedestrian circulation.

3.0 Assess the view zones where pedestrians and vehicles interact.

4.0 Assess mid-block crossing opportunities.

5.0 Assess connectivity along Gulf Shore Drive to the public beach access.

6.0 Assess the connection points of hardscape variations to design detailing for coherence.

7.0 Consultant will summarize the findings of their review and prepare a written summary for the Client.

5.2. Irrigation System Analysis – Consultant will perform the following services:

- Evaluate the current MTSU owned irrigation system (if present) and assess the salvageable of the irrigation assets.
- Recommend water sources, efficient delivery of water, and integration into the County-wide system.
- Summarize the findings of their review and prepare a written summary for the Client.

5.3. Street & Pedestrian Lighting Analysis - Consultant will perform the following services:

- Evaluate the current photometrics of the streetlights on the west side of the ROW for appropriate pedestrian levels on the east side of the ROW and at pedestrian / vehicular crossings.
- Recommend additional pedestrian lighting if required to provide safe pedestrian interaction with the site.
- Summarize the findings of their review and prepare a written summary for the Client.

5.4. Pedestrian Corridor Planning - Consultant will perform the following services:

- Provide a conceptual pedestrian corridor that can comply with the ADA requirements for an accessible route.
- Meet with the Client to discuss conceptual pedestrian corridor map to acquire feedback of design direction.
- Revise the conceptual pedestrian corridor map based on Client feedback for Client approval.
- Add the conceptual pedestrian corridor map to the written summary for the Client.
- Provide an Order of Magnitude for the development costs of the proposed pedestrian corridor.

5.5. Conceptual Design - Consultant will perform the following services:

- Design two (2) different typical cross sections for the accessible route at points of design variations based on the approved conceptual pedestrian corridor map.
- Design typical details for conflicts and adjoining hardscapes along the accessible route of the approved conceptual pedestrian corridor map.
- Provide the Client with the conceptual design for review and comment.
- Research lighting, irrigation, planting materials, and hardscape products to achieve the Client's vision for aesthetics; maximize pedestrian connectivity and functionality within the corridor; and meet ADA requirements.
- Consultant will modify the conceptual design and add to the written summary for the Client.

6.0 Civil Engineering Analysis and Conceptual Design

6.1. Meet with the SFWMD to discuss and document applicable criteria that may apply to the project at the time of final design.

6.2. Meet with applicable Collier County Departments to determine if any upcoming Capital Improvement Projects are planned within the next 24 months within the project limits.

6.3. Identify potential design constraints or existing condition limitations that will need to be studied in detail during the design phase of the project.

6.4. Consultant will assess the current stormwater system for conflicts, storage, water quality, and document existing baseline conditions.

6.5. Consult will provide a conceptual design to upgrade the current stormwater management and drainage systems for capacity, performance and resiliency. As part of this task the area of focus will be to improve the existing roadway swales to have the east and west side of the roadway function as one system and upgrade the existing stormwater outfalls.

6.6. Devise a plan to remove the existing sidewalks that are near or at the end of useful service life and/or are non-ADA compliant in phases if applicable.

6.7. Consultant will summarize the findings of their review and prepare a written summary for the Client.

7.0 Feasibility Study – Findings and Recommendations

7.1. Prepare executive summary.

7.2. Organize and present all elements of the consultant engagement into the final work product with included recommendations.

7.3. Provide an Order of Magnitude estimate for the anticipated development costs within the project limits.

7.4. Prepare for, attend and provide needed follow-up for one (1) meeting with the MSTU committee to present the Feasibility Study.

8.0 Reimbursable Expenses

Project expenses as designated and provided for within the existing agreement shall be reimbursable to the Consultant.

PROFESSIONAL SERVICE FEES

The professional service fee estimates for the associated scope of services are listed below.

Scope of Services		Fee	Type
1.0	Project Meeting and Coordination Services	$ 13,032	Fixed
2.0	Limited Design Phase Survey	$ 58,144	Fixed
3.0	Site Inventory Services – Landscape Architecture	$ 23,534	Fixed
4.0	Site Inventory Services - Civil Engineering	$ 24,080	Fixed
5.0	Landscape Architecture Analysis and Conceptual Design	$ 46,470	Fixed
6.0	Civil Engineering Analysis and Conceptual Design	$ 41,578	Fixed
7.0	Feasibility Study – Findings and Recommendations	$ 19,850	Fixed
8.0	Reimbursable Expenses	$ 2,500	Fixed
	TOTAL	**$ 216,156**	

Excluded Services

Professional services to be provided by the Consultant are limited to those described in the Scope of Services. All other services are specifically excluded.

Thank you for this opportunity to provide Professional Services to Collier County and for considering RWA, Inc. for this project. Should you have any questions or require additional information, please feel free to contact me at (239) 597-0575.

Sincerely,

Christopher O. Wright, P.E.
President

Enclosures: Exhibit "A" – Project Budget Worksheet
Project Schedule

Exhibit "A"

Project Budget Worksheet

Gulf Shore Drive Pathway - Feasibility Study (RWA Project No. 180121.00.12)

Start Date: 12/1/2024

Task No.	Task Name	Principal		Senior PM		Project Manager		Senior Engineer		Engineer		Sr GIS Specialist		Senior Designer		Senior Architect		Architect		Clerical Admin		Surveyor and Mapper		Survey Crew - 2 man		Expenses		Estimated Totals	
	Rate Code																												
	Hourly Fee	$238.00		$201.00		$165.00		$175.00		$136.00		$149.00		$128.00		$177.00		$148.00		$73.00		$142.00		$152.00					
		Hrs	Extension	Hrs	Extension	Hrs	Extension	Hrs	Extension	Hrs	Extension	Hrs	Extension	Hrs	Extension	Hrs	Extension	Hrs	Extension	Hrs	Extension	Hrs	Extension	Hrs	Extension	Unit	Extension	Hrs	Extension
1.0	**Project Meeting and Coordination Services**	**21.0**	**4,998.00**	**25.0**	**5,025.00**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**17.0**	**3,009.00**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**63.0**	**13,032.00**
1.1	Client Coordination	8.0	1,904.0	8.0	1,608.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	**16.0**	**3,512.00**
1.2	On-Site Meeting	3.0	714.0	3.0	603.0	-	-	-	-	-	-	-	-	-	-	3.0	531.0	-	-	-	-	-	-	-	-	-	-	**9.0**	**1,848.00**
1.3	Project Updates	2.0	476.0	6.0	1,206.0	-	-	-	-	-	-	-	-	-	-	6.0	1,062.0	-	-	-	-	-	-	-	-	-	-	**14.0**	**2,744.00**
1.4	Project Meetings	8.0	1,904.0	8.0	1,608.0	-	-	-	-	-	-	-	-	-	-	8.0	1,416.0	-	-	-	-	-	-	-	-	-	-	**24.0**	**4,928.00**
2.0	**Limited Design Phase Survey**	**12.0**	**2,856.00**	**8.0**	**1,608.00**	**32.0**	**5,280.00**	**-**	**-**	**-**	**-**	**66.0**	**9,834.00**	**-**	**-**	**-**	**-**	**-**	**-**	**6.0**	**438.00**	**48.0**	**6,816.00**	**206.0**	**31,312.00**	**-**	**-**	**378.0**	**58,144.0**
2.1	Field Locate Existing Improvements	4.0	952.0	2.0	402.0	12.0	1,980.0	-	-	-	-	18.0	2,682.0	-	-	-	-	-	-	2.0	146.0	24.0	3,408.0	170.0	25,840.0	-	-	**232.0**	**35,410.00**
2.2	Lot Corners and Project Locates	4.0	952.0	2.0	402.0	8.0	1,320.0	-	-	-	-	18.0	2,682.0	-	-	-	-	-	-	2.0	146.0	8.0	1,136.0	36.0	5,472.0	-	-	**78.0**	**12,110.00**
2.3	Known Easement Identification	2.0	476.0	2.0	402.0	6.0	990.0	-	-	-	-	10.0	1,490.0	-	-	-	-	-	-	1.0	73.0	8.0	1,136.0		-	-	-	**29.0**	**4,567.00**
2.4	Exhibit of Existing Conditions	2.0	476.0	2.0	402.0	6.0	990.0	-	-	-	-	20.0	2,980.0	-	-	-	-	-	-	1.0	73.0	8.0	1,136.0		-	-	-	**39.0**	**6,057.00**
3.0	**Site Inventory Services - LA**	**6.0**	**1,428.00**	**16.0**	**3,216.00**	**-**	**-**	**-**	**-**	**-**	**-**	**10.0**	**1,490.00**	**18.0**	**2,304.00**	**52.0**	**9,204.00**	**26.0**	**3,848.00**	**28.0**	**2,044.00**	**-**	**-**	**-**	**-**	**-**	**-**	**156.0**	**23,534.0**
3.1	Site Visits		-	4.0	804.0	-	-	-	-	-	-	2.0	298.0		-	16.0	2,832.0	8.0	1,184.0	-	-	-	-	-	-	-	-	**30.0**	**5,118.00**
3.2	Existing Documents		-	2.0	402.0	-	-	-	-	-	-	2.0	298.0	6.0	768.0	4.0	708.0	2.0	296.0	16.0	1,168.0	-	-	-	-	-	-	**32.0**	**3,640.00**
3.3	Data Review	2.0	476.0	2.0	402.0	-	-	-	-	-	-	2.0	298.0	4.0	512.0	4.0	708.0	2.0	296.0	-	-	-	-	-	-	-	-	**16.0**	**2,692.00**
3.4	Pedestrian Study	2.0	476.0	4.0	804.0	-	-	-	-	-	-	2.0	298.0	6.0	768.0	12.0	2,124.0	6.0	888.0	4.0	292.0	-	-	-	-	-	-	**36.0**	**5,650.00**
3.5	Unique Site Features	1.0	238.0	2.0	402.0	-	-	-	-	-	-	2.0	298.0	2.0	256.0	8.0	1,416.0	4.0	592.0	4.0	292.0	-	-	-	-	-	-	**23.0**	**3,494.00**
3.6	Summary of Findings	1.0	238.0	2.0	402.0	-	-	-	-	-	-		-		-	8.0	1,416.0	4.0	592.0	4.0	292.0	-	-	-	-	-	-	**19.0**	**2,940.00**
4.0	**Site Inventory Services - Civil**	**3.0**	**714.00**	**16.0**	**3,216.00**	**-**	**-**	**32.0**	**5,600.00**	**48.0**	**6,528.00**	**20.0**	**2,980.00**	**20.0**	**2,560.00**	**-**	**-**	**-**	**-**	**34.0**	**2,482.00**	**-**	**-**	**-**	**-**	**-**	**-**	**173.0**	**24,080.0**
4.1	Data Collection	1.0	238.0	4.0	804.0	-	-	8.0	1,400.0	8.0	1,088.0		-		-	-	-	-	-	16.0	1,168.0	-	-	-	-	-	-	**37.0**	**4,698.00**
4.2	Utility Coordination		-	4.0	804.0	-	-	12.0	2,100.0	20.0	2,720.0	8.0	1,192.0	4.0	512.0	-	-	-	-	16.0	1,168.0	-	-	-	-	-	-	**64.0**	**8,496.00**
4.3	ADA Compliance	2.0	476.0	8.0	1,608.0	-	-	12.0	2,100.0	20.0	2,720.0	12.0	1,788.0	16.0	2,048.0	-	-	-	-	2.0	146.0	-	-	-	-	-	-	**72.0**	**10,886.00**
5.0	**LA Analysis and Conceptual Design**	**6.0**	**1,428.00**	**18.0**	**3,618.00**	**-**	**-**	**-**	**-**	**-**	**-**	**46.0**	**6,854.00**	**52.0**	**6,656.00**	**80.0**	**14,160.00**	**88.0**	**13,024.00**	**10.0**	**730.00**	**-**	**-**	**-**	**-**	**-**	**-**	**300.0**	**46,470.0**
5.1	Site Analysis	2.0	476.0	2.0	402.0	-	-	-	-	-	-	2.0	298.0	2.0	256.0	8.0	1,416.0	8.0	1,184.0	2.0	146.0	-	-	-	-	-	-	**26.0**	**4,178.00**
5.2	Irrigation System Analysis		-	2.0	402.0	-	-	-	-	-	-	8.0	1,192.0	4.0	512.0	8.0	1,416.0	8.0	1,184.0	2.0	146.0	-	-	-	-	-	-	**32.0**	**4,852.00**
5.3	Street and Pedestrian Lighting Analysis		-	2.0	402.0	-	-	-	-	-	-	8.0	1,192.0	4.0	512.0	12.0	2,124.0	8.0	1,184.0	2.0	146.0	-	-	-	-	-	-	**36.0**	**5,560.00**
5.4	Pedestrian Corridor Planning	2.0	476.0	4.0	804.0	-	-	-	-	-	-	12.0	1,788.0	18.0	2,304.0	24.0	4,248.0	32.0	4,736.0	2.0	146.0	-	-	-	-	-	-	**94.0**	**14,502.00**
5.5	Conceptual Design	2.0	476.0	8.0	1,608.0	-	-	-	-	-	-	16.0	2,384.0	24.0	3,072.0	28.0	4,956.0	32.0	4,736.0	2.0	146.0	-	-	-	-	-	-	**112.0**	**17,378.00**
6.0	**Civil Analysis and Conceptual Design**	**18.0**	**4,284.00**	**54.0**	**10,854.00**	**-**	**-**	**60.0**	**10,500.00**	**52.0**	**7,072.00**	**20.0**	**2,980.00**	**46.0**	**5,888.00**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**250.0**	**41,578.0**
6.1	SFWMD Meeting and Research	2.0	476.0	6.0	1,206.0	-	-	4.0	700.0	4.0	544.0		-		-	-	-	-	-	-	-	-	-	-	-	-	-	**16.0**	**2,926.00**
6.2	Collier County CIP Coordination	4.0	952.0	8.0	1,608.0	-	-	4.0	700.0	4.0	544.0		-		-	-	-	-	-	-	-	-	-	-	-	-	-	**20.0**	**3,804.00**
6.3	Design Constraints and Limitations	2.0	476.0	8.0	1,608.0	-	-	8.0	1,400.0	4.0	544.0	6.0	894.0	16.0	2,048.0	-	-	-	-	-	-	-	-	-	-	-	-	**44.0**	**6,970.00**
6.4	Existing Drainage Assessment	2.0	476.0	8.0	1,608.0	-	-	16.0	2,800.0	12.0	1,632.0	4.0	596.0	16.0	2,048.0	-	-	-	-	-	-	-	-	-	-	-	-	**58.0**	**9,160.00**
6.5	Conceptual Stormwater Design	4.0	952.0	12.0	2,412.0	-	-	16.0	2,800.0	24.0	3,264.0	8.0	1,192.0	12.0	1,536.0	-	-	-	-	-	-	-	-	-	-	-	-	**76.0**	**12,156.00**
6.6	Sidewalk Removal and Phasing	2.0	476.0	4.0	804.0	-	-	6.0	1,050.0	2.0	272.0	2.0	298.0	2.0	256.0	-	-	-	-	-	-	-	-	-	-	-	-	**18.0**	**3,156.00**
6.7	Summary of Findings	2.0	476.0	8.0	1,608.0	-	-	6.0	1,050.0	2.0	272.0		-		-	-	-	-	-	-	-	-	-	-	-	-	-	**18.0**	**3,406.00**
7.0	**Feasibility Study - Findings and Recommendations**	**12.0**	**2,856.00**	**14.0**	**2,814.00**	**-**	**-**	**16.0**	**2,800.00**	**18.0**	**2,448.00**	**-**	**-**	**8.0**	**1,024.00**	**14.0**	**2,478.00**	**26.0**	**3,848.00**	**10.0**	**730.00**	**6.0**	**852.00**	**-**	**-**	**-**	**-**	**124.0**	**19,850.0**
7.1	Executive Summary	2.0	476.0	2.0	402.0	-	-	-	-	-	-	-	-	-	-	2.0	354.0	2.0	296.0	2.0	146.0	-	-	-	-	-	-	**10.0**	**1,674.00**
7.2	Study Preparation	4.0	952.0	4.0	804.0	-	-	6.0	1,050.0	2.0	272.0	-	-	4.0	512.0	4.0	708.0	10.0	1,480.0	2.0	146.0	4.0	568.0	-	-	-	-	**40.0**	**6,492.00**
7.3	Anticipated Development Costs	2.0	476.0	4.0	804.0	-	-	10.0	1,750.0	16.0	2,176.0	-	-	4.0	512.0	4.0	708.0	10.0	1,480.0	4.0	292.0	-	-	-	-	-	-	**54.0**	**8,198.00**
7.4	MSTU Meeting and Follow-Up	4.0	952.0	4.0	804.0	-	-	-	-	-	-	-	-	-	-	4.0	708.0	4.0	592.0	2.0	146.0	2.0	284.0	-	-	-	-	**20.0**	**3,486.00**
8.0	**Reimbursable Expenses**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**1.0**	**2,500.00**	**1.0**	**2,500.0**
a			-		-	-	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.0	2,500.0	**1.0**	**2,500.00**
b			-		-	-	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	**-**
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d			-		-	-	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	**-**
TOTALS		**57.0**	**13,566.0**	**126.0**	**25,326.0**	**32.0**	**5,280.00**	**108.0**	**18,900.00**	**118.0**	**16,048.0**	**162.0**	**24,138.0**	**144.0**	**18,432.0**	**146.0**	**25,842.00**	**140.0**	**20,720.00**	**88.0**	**6,424.00**	**54.0**	**7,668.00**	**206.0**	**31,312.00**	**1.0**	**2,500.00**	**1,382.0**	**216,156.00**

PROJECT SCHEDULE

Project Name:	Gulf Shore Drive - Feasibility Study
Collier County Project No.:	TBD
Consultant:	RWA Inc.
Description:	Investigative work to determine the existing conditions for a possible pathway project along Gulf Shore Drive
Contract Number:	18-7432-CE
PO No.:	TBD
Notice to Proceed Date:	TBD

		2025			2026					
Task	**Task Description**	**OCT**	**NOV**	**DEC**	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUN**
1.0 Project Meeting and Coordination Services										
2.0 Limited Design Phase Survey										
3.0 Site Inventory Services - LA										
4.0 Site Inventory Services - Civil										
5.0 LA Analysis and Conceptual Design										
6.0 Civil Analysis and Conceptual Design										
7.0 Feasibility Study - Findings and Recommendations										

OPINION OF PROBABLE COST					
Delnor-Wiggins Pass Bus Bay Improvements					
Jacobs Engineering Group, Inc.					
November 6, 2025					
ITEM NUMBER	**DESCRIPTION**	**UNIT**	**QUANTITY**	**UNIT PRICE**	**TOTAL**
101-1	MOBILIZATION	LS	1	$40,000.00	$40,000.00
102-1	MAINTENANCE OF TRAFFIC	LS	1	$20,000.00	$20,000.00
104- 10- 3	SEDIMENT BARRIER- STAKED SILT FENCE (TYPE III)	LF	500	$7.50	$3,750.00
110- 1- 1	CLEARING AND GRUBBING (ALL)(EX TREE TRIMMING & REMOVAL, REMOVAL OF EXIST SIDEWALK, PAVEMENT, ETC..)	LS	1	$25,000.00	$25,000.00
120- 6	EMBANKMENT (TOTAL)	CY	10	$120.00	$1,200.00
160- 4	TYPE "B" STABILIZATION (LBR 40) (12")	SY	25	$50.00	$1,250.00
285-709	OPTIONAL BASE, GROUP 9	SY	25	$75.00	$1,875.00
334- 1- 55	SUPERPAVE ASPHALTIC CONC, TRAFFIC E, PG 76-22	TN	5	$225.00	$1,125.00
337- 7- 88	ASPHALT CONC. FRICTION COURSE, TRAFFIC C, FC-12.5. PG 76-22	TN	100	$225.00	$22,500.00
327- 70- 6	MILLING EXIST ASPH PAVT, 1.5" AVG DEPTH	SY	1137	$12.00	$13,644.00
425-1522	INLETS, DT BOT, TYPE C,>10'	EA	1	$15,000.00	$15,000.00
430-175-118	PIPE CULVERT, OPTIONAL MATERIAL, ROUND, 18" S/CD	LF	95	$250.00	$23,750.00
520- 1- 10	CONCRETE CURB & GUTTER, TYPE F	LF	88	$75.00	$6,600.00
520- 2 - 4	CONCRETE CURB, TYPE D	LF	30	$50.00	$1,500.00
522- 2	CONCRETE SIDEWALK AND DRIVEWAYS, 6" THICK (INCL, B&A AREA, BENCH SLABS, ETC..)	SY	35	$125.00	$4,375.00
527- 2	DETECTABLE WARNINGS	SF	20	$50.00	$1,000.00
700 -1-111	SINGLE COLUMN GROUND SIGN ASSEMBLY, F&I GROUND MOUNT, LESS THAN 12 SF	EA	3	$600.00	$1,800.00
700-1-600	SINGLE COLUMN GROUND SIGN ASSEMBLY, REMOVE	EA	3	$250.00	$750.00
751-38-50	BENCH, RELOCATE	EA	2	$600.00	$1,200.00
CC-01	PAVEMENT MARKINGS & STRIPING (INCL. PAINT & THERMOPLASTIC)	LS	1	$5,000.00	$5,000.00
CC-02	CURB PAINT CAT LOGO DESIGN	LS	1	$500.00	$500.00
CC-03	LANDSCAPE & IRRIGATION (INCL MULCH. SHRUBS, HEDGE ALL.)	LS	1	$3,500.00	$3,500.00
				TOTAL CONSTRUCTION COST:	$195,319.00
				CONTINGENCY (25%)	$48,829.75
				GRAND TOTAL CONSTRUCTION COST:	**$244,148.75**

Advisory Board Application Form

Collier County Government
3299 Tamiami Trail East, Suite 800
Naples, FL 34112
(239) 252-8400

Application was received on: 10/06/2025 05:42:20 PM

Name: Ryan Schwartz

Email Address: ryan@napleshomes.com

Home Address: 139 Seabreeze Ave

City/Zip Code: Naples, 34108

Primary Phone: 239-500-8000

Secondary Phone:

Board or Committee: Vanderbilt Beach Beautification MSTU Advisory Committee

Category (if Applicable):

Place of Employment? Realtor

Do you or your employer do business with the County? No

How many years have you lived in Collier County? 10-15

Home many months out of the year do you reside in Collier County? I am a year-round resident

Have you been convicted or found guilty of a criminal offense (any level felony or first degree misdemeanor only)? No

Would you and/or any organizations with which you are affiliated benefit from decisions or recommendations made by this advisory board? No

Are you a registered voter in Collier County? Yes

Do you currently hold an elected office? No

Do you now serve, or have you ever served on a Collier County board or committee? No

Please list your community activities and positions held: I am a local Realtor and have been a Collier County resident for over 12 years. I've lived in Vanderbilt Beach since 2018 and specialize in selling real estate within this neighborhood. I maintain strong relationships with many of the residents and manage the Vanderbilt Beach Facebook page, where I help keep the community informed about local updates and connected with one another.

Education: Attended Rollins College and Lynn University, focusing on business.

Experience / Background: Attended Rollins College and Lynn University, focusing on business.

Vanderbilt Beach M.S.T.U

Advisory Committee
8300 Radio Road
Naples, FL 34104

OCTOBER 2, 2025

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Forman called the meeting to order at 2:01 P.M. Roll call was taken, and a quorum of four were established. The Pledge of Allegiance was recited.

II. ATTENDANCE

Advisory Committee:	Bruce Forman – Chair
	William Sjostrom – Vice Chair
	Gabriella R. Miyamoto
	William Arell Harris
	Open Seat
Staff:	Judy Sizensky - Project Manager
	Rosio Garcia – Operations Analyst
	Keyla Castro - Operations Support Analyst II
Others:	Aaron Gross – Ground Zero Landscaping (Excused)
	Wendy Warren – Transcriptionist

III. APPROVAL OF THE AGENDA

Ms. Miyamoto moved to approve the Agenda of the Vanderbilt Beach MSTU Advisory Committee as presented. Second by Vice Chair Sjostrom. Carried unanimously 4 - 0.

IV. APPROVAL OF THE MINUTES – August 7, 2025

Ms. Miyamoto moved to approve the minutes of the August 7, 2025, minutes of the Vanderbilt Beach MSTU Advisory Committee meetings as presented. Second by Mr. Harris. Carried unanimously 4 – 0.

V. LANDSCAPE MAINTENANCE REPORT

Mr. Gross reported:

- Landscaping is in good condition.
- New plantings were installed.
- Fertilizer will be applied in accordance with the schedule.
- County Brown mulch will be installed inclusive of The Regatta of Naples at the corner of Vanderbilt Drive and Vanderbilt Beach Road.

Ms. Sizensky reported:

Bluebill Bridge Area Maintenance

- The County owns, but does not maintain, the area north of the Bluebill Avenue bridge.

- Ground Zero Landscaping will clean debris in the area on the north side of the Bluebill Avenue bridge.
- Road Maintenance is responsible to prune and remove vegetation hanging over the bridge and sidewalk. The Division will be contacted to perform maintenance.

Conner Park Landscaping South Side

- Ground Zero Landscaping submitted Estimate Number E278 in the amount of $21,651.48 and Number E279 in the amount of $43,741.69, dated August 26, 2025, to install a Clusia hedge bordering the Conner Park sidewalk and edge of the native area along the canal.
- The Committee recommended a fence be installed on the south side of Conner Park.
- A quote to survey the area and extend the fence on the south side of Conner Park, approximately seven-hundred feet to the water, will be requested from Capital Contractors.
- The contractor will file an application with the County for the required permit.
- The fence and landscaping project will be undertaken simultaneously.

VI. PROJECT MANAGER REPORT – Judy Sizensky

Ms. Sizensky reported:

A. Budget FY-26 – October 2025

Vanderbilt Beach MSTU Fund 1617 Budget for October 2, 2025, prepared October 2, 2025.

Purchase Orders

1. Collier County Utilities – Water and Sewer.
2. Capital Contractors – Fence Installation.
3. Davidson Engineering – Sidewalk construction Gulf Shore Drive.
4. DRMP – Engineering services.
5. FPL – Electricity.
6. Ground Zero Landscaping –
   - o Incidentals include landscape refurbishment and miscellaneous.
   - o Ground Maintenance and Non-Bid Items include Conner Park and irrigation repairs.
6. Preferred Materials – Installation of crosswalks.
7. Premier Staffing – Transcription services.
8. Quality Enterprises USA – Vanderbilt Drive sidewalk project.
8. RWA Engineering – Design services for the Greenway multi-use path project, Phase I and II.
9. Site One Landscape Supply – Irrigation parts & pumps.

Budget Summary

1. Line 1, Ad Valorem Tax Millage: Millage assessed totals $1,906,700, an increase of $120,400 over 2024.
2. Lines 4, Interest: Investment interest of $28,000 has been credited.
3. Line 11, Carry Forward – Unexpended prior year funds total $7,379,400.
4. Line 15, Total Revenue - $9,234,121, including interest, carry forward amounts, and contributions, minus a 5% ($96,700) reserve for estimated uncollected revenue.
5. Line 37, Operating Expense - Of the $8,115,416 budgeted, $238,916 is committed to existing Purchase Orders leaving a budget remainder of $7,876,500 available within budget for additional operating expenses as needed.
6. Line 39, Capital Outlay - $1,000,000 is budgeted for the current fiscal year long term projects, consistent with the MSTU ordinance and upon a motion from the Advisory Committee.

7. Line 40, Transfer to Fund 111 - Of the $106,400 budgeted $0 has been transferred (PTNE Staff and Support).
8. Line 44, Transfer Construction – $52,500 remains for transfer (Property Appraiser and Tax Collector).
9. Line 46, Capital Reserves - Of the $110,300 budgeted for anticipated Maintenance and Capital projects in future fiscal years as identified in the Asset Management Plan, $0 has been spent and a balance of $110,300 remains.
10. Line 47, Total Budget – Of the $9,384,616 budgeted, tabulated commitments to existing purchase orders total $238,916, leaving a remainder of $9,145,700 for FY-26 MSTU expenditures.

General

1. Available funds are sufficient to finance the Traffic Signal box relocation at Vanderbilt Beach Road and Vanderbilt Drive, the Greenway Multi-Use Path, sidewalk installation on the north and southeast sides of Gulf Shore Drive, Wiggins Pass median reconstruction and Halis bridge cleaning.
2. The Ad Valorem property tax value increased 6.6% for fiscal year 2025 over 2024 generating additional revenue of $120,400.
3. The Fiscal Year 2026 budget is effective October 1, 2025. Unspent Fiscal Year 2025 funds were carried forward to 2026.
4. The MSTU Tax Rate for 2026 is 0.5000 mills.
5. Tax millage collected and interest, to maintain and improve MSTU assets, can only be utilized by the MSTU and within the district boundary.

B. Greenway Multi-Use Bike Path – Vanderbilt Drive – Gulf Shore Drive

Ms. Sizensky reported:

- A 10-foot bike and pedestrian path north of The Dunes of Naples on Vanderbilt Drive near the bridge cannot be navigated at high tide or during extreme rain events.
- RWA Engineering designed plans for the Vanderbilt Drive sidewalk improvements, Phases I and II, from The Dunes of Naples north to the Marina Bay Club of Naples.
- RWA's "Probable Opinion of Cost" for Phases I and II construction was $656,258.42.
- BID TAB 25-0813, Vanderbilt Drive Sidewalk Replacement, was distributed to *Asphalt Maintenance and Related Services* firms on contract with the County on August 18, 2025.
- Four contractors submitted bids for the project.
- The lowest lump sum quote in the amount of $693,231.00 was received from Quality Enterprises USA.
- The contract recommendation for Quality Enterprises USA will be submitted to the Board of County Commissioners (BCC) for award consideration on December 9, 2025.
- RWA will obtain the required County permit.
- Environmental Protection Agency (EPA) permits were issued for the original bridge construction and pathway; EPA will receive a copy and review the new permit.
- The Road Maintenance Division will be responsible for maintaining the walkway following completion of construction.
- Phases I and II of the Greenway multi use sidewalk improvement project on Vanderbilt Drive north will be undertaken simultaneously.
- Construction will be scheduled based on contractor's availability, ideally in April 2026.

C. Gulf Shore Drive Sidewalks North

Ms. Sizensky reported:

- Davidson Engineering will prepare plans and construction documents for concrete sidewalk installation on the west side of Gulf Shore Drive, from 10701 Gulf Shore Drive north, including reconfiguration of the swale. Existing pavers in areas such as driveways will remain intact.
- The Purchase Order will be issued in October, 2025.
- A Request for Quote (RFQ) will be distributed on completion of the plans.
- The bids will be presented to the Committee for consideration.

D. Gulf Shore Drive Sidewalks Southeast

Ms. Sizensky reported RWA Engineering Inc. submitted a proposal to develop plans and provide an Opinion of Cost for an elevated boardwalk-style pedestrian walkway on the southeast side of Gulf Shore Drive from Buzz's Lighthouse Restaurant north to Le Playa Beach & Golf Resort.

Study Goals

- Pedestrian safety incorporating ADA compliance standards.
- Reorganization of the infrastructure to increase performance of the drainage system.
- Introduction of a user-friendly walkway to the community.
- Traffic calming.

Next Steps

- The boardwalk style plan, including recommendations, will be presented to the Committee for consideration.

E. Traffic Signal Box

Ms. Sizensky reported:

- The Committee approved the relocation of the County's Traffic Signal Box on the northwest corner of Vanderbilt Drive to the Right of Way (ROW) on the south side of Vanderbilt Beach Road.
- A Work Order in the amount of $44,563 was issued to DRMP, Inc., a licensed engineer on contract with the County, to prepare plans for the relocation of the box.
- DRMP will submit final plans for the project to Traffic Operations.
- On submission of a final quote from DRMP a work order will be processed.
- The plans will be submitted to Southern Signal for a quote to remove the signal box and relocate it to the south side of Vanderbilt Beach Road by the entrance to the parking garage.
- The project is contingent upon approval of the Traffic Operations Division.
- The MSTU will be invoiced for the project cost.
- Relocation of the box will improve the appearance of the landscaped areas at The Regatta Vanderbilt Beach.

F. Bridge Refurbishment

Ms. Sizensky reported:

Bluebill Avenue Bridge and Frank Halas Bridge

Service Contracting Solutions, (SCS), submitted a proposal dated August 22, 2025, in the amount of $78,656.32, to pressure wash and paint the Bluebill Avenue and Halas Bridges.

- Bluebill Avenue - Top of Bridge Area: Pressure wash inside and outside of roadside concrete rail barriers, sidewalks, and barrier side facing the sidewalk. Apply two coats of paint on barriers. Total cost $65,601.12.

- Halas Bridge - Side Wall Facing the Cocohatchee River Park to Abutment: Pressure wash all concrete wall surfaces and paint concrete barrier above fluted concrete. Total cost $13,055.20.

Mr. Harris motioned to approve Service Contracting Solutions proposal dated August 22, 2025, in the amount of $78,656.32, to pressure wash and paint the Bluebill Avenue bridge and the Frank Halas Bridge in accordance with Service Agreement 23-8169. Second by Vice Chair Sjostrom. Carried unanimously 4 – 0.

***Ms. Sizensky** will issue a Purchase Order to Service Contracting Solutions (SCS) for the project.*

G. Wiggins Pass Median Reconfiguration

Ms. Sizensky reported:

- A work order in the amount of $49,160 has been requested for Johnson Engineering, LLC. for design plans to reconfigure the turn-around section at the entrance to Delnor-Wiggins Pass State Park.
- The design plans will be presented at a future meeting and upon Committee approval, Requests for Quotes will be issued.
- MSTU participation in cost sharing of the project will be at the discretion of the Committee.
- A Memorandum of Understanding for the Program (MOA) will be developed for the participating parties.
- In coordination with the designer, Ground Zero Landscaping will landscape the turnaround on completion of construction.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Conner Park Fence Extension

Ms. Sizensky will Request a Quote to extend the fence on the south side of Conner Park approximately seven-hundred feet to the water.

IX. COMMITTEE AND PUBLIC COMMENTS

Future improvements for Committee Consideration

Vanderbilt Drive North

Ms. Sizensky will consult with RWA Engineering on opportunities to improve drainage and beautify Vanderbilt Drive around the Anchorage, The Dunes of Naples and Marina Bay Club of Naples.

Solar Lights on Vanderbilt Drive

Solar spotlights to enhance landscaping on Vanderbilt Drive will be considered. Property owners will be consulted if the light installation borders their residence.

X. ADJOURN

There being no further business for the good of the County, the meeting was adjourned by the Chair at 3:06 P.M.

Bruce Forman, Chair

The minutes approved by the Board/Committee on 11/10 ,2025 "*as submitted*" [X] or "*as amended*" [ ].

NEXT MEETING

NOVEMBER 6, 2025 - 2:00 P.M.
Cocohatchee River Marina
13535 Vanderbilt Drive
Naples, Florida