



OFFICE OF THE COUNTY ATTORNEY

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MEMORANDUM

DATE: April 9, 2020  
TO: Benita Zarr, Transit Operations Superintendent, Public Works Department  
THROUGH: Mitchell O. Palmer, County Attorney Approved by *M. Palmer 04/09/2020*  
FROM: Katharine M. Zamboni, Assistant County Attorney Approved by *K. Zamboni*  
RE: **Community Transportation Coordinator – Transportation  
Coordination Agreement Template; CAO Matter No. 2020-0113**

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The Public Works Department (Department) requested legal review of a proposed Transportation Coordination Agreement template that would be used between Manatee County, as the Community Transportation Coordinator and Coordinator Contractors, who provide services to transportation disadvantaged clients within Manatee County.

In particular, the Request for Legal Services (RLS) requested revisions to the template agreement to ensure it includes language required by the Florida Commission for the Transportation Disadvantaged (FCTD), in accordance with the County's Memorandum of Agreement with the FCTD, Chapter 427, Florida Statutes, and Chapter 41-2, Florida Administrative Code. There were no other specific legal issues raised in the RLS or by staff. Therefore, I limited my review of the remaining provisions of the proposed template agreement to identifying legal issues that could give rise to a claim or case against the County. My comments and suggested revisions are reflected in the attached redlined document. I express no opinion as to the business judgment of entering into a Transportation Coordination Agreement with Coordinator Contractors.

I trust this response has adequately addressed your request. This concludes my response to this Request for Legal Services. Should you have any further questions or if I can be of further assistance, please do not hesitate to contact this office. We also respectfully request that staff email the final agreement template to our attention.

\* Board Certified in Construction Law

\*\* Board Certified in City, County, & Local Government Law

KMZ  
Enclosure

Copies to: Cheri Coryea, County Administrator  
John Osborne, Deputy County Administrator  
Karen Stewart, Deputy County Administrator  
Chad Butzow, Director, Public Works Department  
William Steele, Transit Division Manager, Public Works Department