

# COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

## Commission Business Meeting



**Agenda**  
**December 7, 2011**  
**2740 Centerview Drive**  
**Tallahassee, FL 32399**  
**10:00 am - until completion**

*David Darm, Chairman*  
*Mike Willingham, Vice-Chairman*  
*Walter Schoenig, Commissioner*  
*Charlotte Temple, Commissioner*  
*Jill Houghton, Commissioner*  
*Mike Horan, Commissioner*  
*Bryan Vaughan, Commissioner*

**Conference Call Number: 888-808-6959**  
**Conference Code: 34767**

Item #	Agenda Item	Speaker(s)
I	Call to Order	Chairman Darm
II	Welcome from the Chair	Chairman Darm
III	Introduction of Commissioners/Advisors and the Public	Commissioners/Advisors and Others
IV	Public Comments Comments limited to the current agenda items	Public
<b>Action Items</b>		
V	Community Transportation Coordinator Designations: Brevard County Manatee County	Jim Liesenfelt Jim Van Pelt
VI	Annual Performance Report	Robert Craig
VII	Executive/Personnel Committee Recommendation for Executive Director Position	Commissioner Mike Willingham
<b>Informational Items</b>		
VIII	Public Comment	Public
IX	Commissioner/Advisor Comments	Commissioners/Advisors
X	Adjournment	Chairman Darm

When operating under Florida's Government in the Sunshine Law, the Florida Supreme Court recognizes the importance of public participation in open meetings. The Commission provides that right of access at each public meeting and adheres to Chapter 286.011, Florida Statutes. A comment card for each speaker is required, and this limits public comment to five (5) minutes per speaker.

In accordance with the Americans with Disabilities Act (ADA), and Chapter 286.26, Florida Statutes, persons in need of special accommodation to participate in the meeting (including an agenda) shall contact our office, at least 48 hours before the meeting by email at [vicki.scheffer@dot.state.fl.us](mailto:vicki.scheffer@dot.state.fl.us) or by the following listed below:

Commission for the Transportation Disadvantaged  
605 Suwannee Street, MS-49  
Tallahassee, FL 32399-0450  
(850) 410-5703 or (800) 983-2435  
(850) 410-5708 (TDD/TTY).

This meeting is subject to change upon the chairman's request.

**State of Florida**  
**Commission for the Transportation Disadvantaged**  
**Commission Business Meeting**

**MEETING DATE:** December 7, 2011

**AGENDA ITEM:** CTC DESIGNATION – Brevard County.

**BACKGROUND INFORMATION:** Chapter 427, Florida Statutes, tasks the Designated Official Planning Agency (DOPA) with recommending to the Commission a single Community Transportation Coordinator (CTC). The Brevard County Metropolitan Planning Organization (MPO) is the DOPA for Brevard County. The Brevard County Board of County Commissioners (BOCC) as Space Coast Area Transit is currently the designated CTC for Brevard County and is providing TD (not Medicaid NET) services to the citizens of Brevard County.

Brevard County BOCC expressed their desire to remain the CTC. Pursuant to Chapter 287.057(3)(f)12, Florida Statutes, services or commodities provided by governmental agencies are not subject to competitive solicitation.

The Planning Agency believes the Brevard Co BOCC is the best candidate for the designation of CTC based on the requirements of Chapter 427, F.S., Rule 41-2, F.AC., good performance reviews, local coordinating board approval, and an overall good customer satisfaction rating. In addition, consideration should be given to the fact that Brevard County BOCC has provided millions of dollars of local government funding over the last few years in supplemental funding for the transportation disadvantaged program. This supplemental funding has provided additional opportunities for transportation to those who are disadvantaged.

Therefore, the Brevard County MPO, along with the Brevard County Local Coordinating Board, recommends Brevard County BOCC d/b/a Space Coast Area Transit be re-designated as the CTC effective January 1, 2012 to June 30, 2016.

**ATTACHMENTS:**

- Cover letter from Brevard County MPO
- Brevard County MPO Resolution #12-11
- Brevard County BOCC letter seeking re-designation.
- Brevard County BOCC resolution III.B.9, from 11/1/2011 meeting

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Approve the Brevard County MPO's recommendation and designate Brevard County BOCC d/b/a Space Coast Area Transit as the Community Transportation Coordinator for Brevard County for the period beginning January 1, 2012 to June 30, 2016.



Karen Somerset  
Interim Executive Director  
Date: December 7, 2011

**ACTION TAKEN AT MEETING:**



# MOVING BREVARD INTO THE FUTURE



## Space Coast Area Transit

401 South Varr Avenue  
Cocoa, FL 32922

Phone: (321) 635-7815  
Bus Info: (321) 633-1878  
Fax: (321) 633-1905



## Space Coast Commuter Assistance

460 S. Harbor City Blvd.  
Melbourne, FL 32901

Phone: (321) 952-4563  
Fax: (321) 952-4546



## Volunteers In Motion

401 S. Varr Avenue  
Cocoa, FL 32922

Phone: (321) 635-7999  
Fax: (321) 633-1905



RideSCAT.com

November 15, 2011

Ms. Karen Somerset  
Interim Executive Director  
Florida Commission for the  
Transportation Disadvantaged  
605 Suwannee St, MS 49  
Tallahassee, FL 32399-0450

Re: CTC Designation

Dear Ms. Somerset:

Enclosed please find Resolution 12-11 adopted by the Space Coast Transportation Planning Organization on November 10, 2011 designating that the Brevard County Board of County Commissioners d/b/a Space Coast Area Transit continue as the Community Transportation Coordinator for Brevard County. In addition, a copy of the Brevard County Commissioner's letter stating its desire to continue as the Community Transportation Coordinator and the benefits of the County serving as the Community Transportation Coordinator is attached.

I will call into the December CTD meeting to present this Resolution for consideration. Please contact with any details of the meeting.

If you need anything further information, please do not hesitate to contact me at (321) 635-7815 ext. 601 or e-mail at [Jim.Liesenfelt@brevardcounty.us](mailto:Jim.Liesenfelt@brevardcounty.us).

Sincerely,

James P. Liesenfelt  
Transit Services Director

Encl: Resolution 12-11  
BoCC Letter

TRANSPORTATION  
DISADVANTAGED  
COMMISSION

11 NOV 16 AM 11:44



**RESOLUTION 12-11**

**RESOLUTION** recommending Brevard County Board of County Commissioners continue as the Community Transportation Coordinator for Brevard County.

**WHEREAS**, the Space Coast Transportation Planning Organization is the designated and constituted body responsible for the urban transportation planning process for the Palm Bay-Melbourne and Titusville Urban Areas; and

**WHEREAS**, the Space Coast Transportation Planning Organization serves as the Designated Official Planning Agency for the Commission for the Transportation Disadvantaged in Brevard County, Florida; and

**WHEREAS**, the Space Coast Transportation Planning Organization is responsible to recommend a Community Transportation Coordinator in Brevard County; and

**WHEREAS**, the Brevard County Local Coordinating Board for the Transportation Disadvantaged has recommended that the Brevard County Board of County Commissioners continue as the Community Transportation Coordinator; and

**WHEREAS**, the Brevard County Board of County Commissioners expressed the desire to continue as the Community Transportation Coordinator.

**NOW THEREFORE BE IT RESOLVED** by the Space Coast Planning Organization that:

1. The Space Coast Transportation Planning Organization supports the continued designation of the Brevard County Board of County Commissioners as the Community Transportation Coordinator in Brevard County, Florida.

**DONE, ORDERED AND ADOPTED THIS 10<sup>TH</sup> DAY OF NOVEMBER, 2011.**

SPACE COAST TRANSPORTATION  
PLANNING ORGANIZATION

A handwritten signature in black ink, appearing to read "Larry Schultz".

LARRY SCHULTZ, CHAIRMAN

ATTEST:

A handwritten signature in black ink, appearing to read "Stephany Eley".  
STEPHANY ELEY, SECRETARY



ROBIN L. FISHER, Commissioner, District 1  
400 South Street, First Floor, Ste. 1-A  
Titusville, FL 32780-7698  
E-mail: robin.fisher@brevardcounty.us

Telephone: (321) 264-6750  
Fax: (321) 264-6751

November 1, 2011

Larry Schultz, Chairman  
Space Coast TPO  
2725 Judge Fran Jamieson Way  
Viera, FL 32940

Dear Chairman Schultz,

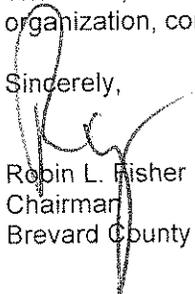
The Brevard County Board of County Commissioners (Brevard BOCC) doing business as Space Coast Area Transit has expressed the desire to continue as the Community Transportation Coordinator (CTC) for Brevard County. The Brevard County Local Coordinating Board, at their April 25, 2011 meeting, recommended that Space Coast Area Transit continue as the CTC in Brevard County.

Pursuant to Chapter 287, Florida Statutes, Brevard BOCC is able and willing to continue to provide transportation services and act as the CTC in Brevard County. As the designated public transportation provider in Brevard County, the Brevard BOCC has been able to coordinate and capitalize on opportunities to improve Transportation Disadvantaged service in the following manner:

- Coordinating Transportation Disadvantaged service demand with its fixed service to provide greater transportation options at lower costs.
- Provide service and funding to programs that serve the transportation needs of Developmentally Disabled and Senior citizens.
- Utilize Federal Capital funds to purchase vehicles through its vanpool program to provide low cost lease of equipment to Human Service Agencies providing Transportation Disadvantaged service.
- Coordinating with the Florida DOT and transit agencies in Florida DOT District 5, to provide and oversee Federal funding for Elderly and Disabled, Rural, Job Access & Reverse Commute and New Freedom programs.
- Provided over 30 years of safe, efficient and effective Transportation Disadvantaged service.
- Coordinating Planning efforts for various Florida DOT, Federal Transit Administration and Florida Commission for the Transportation Disadvantaged.

Therefore, it is recommended that Brevard County Board of Commissioners, as the most appropriate organization, continue as the Community Transportation Coordinator for Brevard County, Florida.

Sincerely,

  
Robin L. Fisher  
Chairman  
Brevard County Commission

Meeting Date
11/1/2011



AGENDA	
Section	Consent
Item No.	III.B.9

**AGENDA REPORT**  
**BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS**

SUBJECT:	Letter of Recommendation to the Space Coast TPO, Re: Coordinated Transportation Services in Brevard County
DEPT/OFFICE:	Transit Services Department

Requested Action:  
It is requested that the Board of County Commissioners authorize the Chairman to submit a letter to the Space Coast Transportation Planning Organization (TPO) authorizing Space Coast Area Transit to continue as the Community Transportation Coordinator (CTC) in Brevard County.

Summary Explanation & Background:

Florida Administrative Code 41-2 establishes the Florida Commission for the Transportation Disadvantaged (Florida CTD) with the assigned responsibility to accomplish the coordination of transportation services provided to the Transportation Disadvantaged.

The code also establishes local coordinating boards to advise on implementing the transportation disadvantaged program in designated service areas. These boards are tasked with recommending to the Florida CTD an entity to serve as the Community Transportation Coordinator (CTC) for the local area, and that entity to enter into a contract with the Florida CTD to receive funds and provide services. In Brevard County, the county government has served as the CTC for years, providing services as "Space Coast Area Transit."

The code also establishes the role of the Space Coast TPO as the designated official planning agency to assist the local coordinating board with this task. Every five years, the CTC designation is reviewed by the local coordinating board and the TPO, and a recommendation is made to the Florida CTD. Brevard County's CTC designation is due for renewal in December 2011.

The Brevard County Local Coordinating Board for the Transportation Disadvantaged, at their April 2011 meeting, recommended that in the best interest of the transportation disadvantaged, to renew the designation of the Brevard County Board of County Commissioners as the CTC, allowing Space Coast Area Transit to continue to provide these services.

Once the Space Coast TPO recommends Brevard County to continue as the CTC, that recommendation is forwarded to the Florida CTD for their approval. If the CTD approves Brevard County as the CTC, a Memorandum of Agreement will be submitted to the Board for their approval at a later Board Meeting.

If Brevard County is not approved as the CTC, then SCAT would lose \$1,095,960 in Transportation Disadvantaged funds and will effect other Transportation Disadvantaged services funded with Federal and State funds. The exact impact would depend on what organization would take over as the CTC in the county.

Fiscal Impact:

FY2011-12	Business Area	Cost Center	Amount	Description
	4135	303196	\$1,095,960	Transportation Disadvantaged Grant

Name: James P. Liesenfelt, Transit Services Director  
Phone: (321) 635-7815 ext. 601

Clerk to the Board instruction: Please return original letter to Transit Services to include in package to TPO.

Exhibits Attached: Letter to Space Coast TPO

Contract /Agreement (if attached): Reviewed by County Attorney		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
County Manager's Office		Department			PR <input type="checkbox"/>
Howard Tipton, County Manager		James P. Liesenfelt, Transit Services Director			



November 2, 2011

MEMORANDUM

TO: James P. Liesenfelt, Transit Services Director

RE: Item III.B.9., Letter of Recommendation to the Space Coast TPO for Coordinated Transportation Services in Brevard County

The Board of County Commissioners, in regular session on November 1, 2011, authorized the Chairman to submit a letter to the Space Coast Transportation Planning Organization (TPO); and authorized Space Coast Area Transit (SCAT) to continue as the Community Transportation Coordinator (CTC) in Brevard County.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS  
MITCH NEEDELMAN, CLERK

*Tammy Etheridge*

Tammy Etheridge, Deputy Clerk

/cm

Encl. (1)

cc: Chairman Fisher  
Finance  
Budget

**State of Florida**  
**Commission for the Transportation Disadvantaged**  
**Commission Business Meeting**

**MEETING DATE:** December 7, 2011

**AGENDA ITEM:** CTC DESIGNATION – Manatee County

**BACKGROUND INFORMATION:** Chapter 427, Florida Statutes, tasks the Designated Official Planning Agency (DOPA) with recommending to the Commission a single Community Transportation Coordinator (CTC). The Sarasota/Manatee Metropolitan Planning Organization (MPO) is the DOPA for Manatee County. The Manatee County Board of County Commissioners (BOCC) as Manatee County Area Transit is currently the designated CTC for Manatee County and is providing TD (not Medicaid NET) services to the citizens of Manatee County.

Manatee County BOCC expressed their desire to remain the CTC. Pursuant to Chapter 287.057(3)(f)12, Florida Statutes, services or commodities provided by governmental agencies are not subject to competitive solicitation. In addition, the Local Coordinating Board (LCB) has evaluated the CTC and supports the recommendation.

The Planning Agency believes the Manatee BOCC is the best candidate for the designation of CTC based on the requirements of Chapter 427, F.S., Rule 41-2, F.AC., good performance reviews, local coordinating board approval, and an overall good customer satisfaction rating.

Due to changes in the 2011 CTD Commission Meeting schedule, the MPO will not meet until after the CTD meeting. The Sarasota/Manatee MPO meeting is December 12, 2011. They will take formal action to support and recommend that Manatee County continue their role as the CTC. In order to expedite the designation and recommendation without unnecessary delay, they are requesting the CTD approve the continuation, contingent upon the MPO's formal approval at its December 12, 2011 meeting.

Sarasota/Manatee MPO recommends Manatee County BOCC, Manatee County Area Transit be re-designated as the CTC effective January 1, 2012 to June 30, 2016.

**ATTACHMENTS:**

- Cover letter from Sarasota/Manatee MPO
- Manatee County LCB Evaluation & Recommendation supporting re-designation.
- Manatee County BOCC Resolution R-11-242
- Agenda Item #VII-4, Sarasota/Manatee MPO Meeting Package and Resolution #2011-05

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Approve the Sarasota/Manatee MPO's recommendation and designate Manatee County BOCC, Manatee County Area Transit as the CTC for Manatee County, for the period beginning January 1, 2012 to June 30, 2016, contingent upon final approval by the Sarasota/Manatee MPO at their December 12, 2011 Board meeting.



Karen Somerset  
Interim Executive Director  
Date: December 7, 2011

**ACTION TAKEN AT MEETING:**



**Metropolitan  
Planning  
Organization**

November 29, 2011

[www.mympo.org](http://www.mympo.org)

**Commissioner David Garofalo, Chair  
Mayor Shirley Groover Bryant, Vice Chair**

Commissioner Joseph Barbetta  
Sarasota County

Councilwoman Marianne Barnebey  
City of Bradenton

Councilman Jim Bennett  
City of Venice

Mayor Rich Bohnenberger  
Anna Maria, Bradenton Beach & Holmes  
Beach

Mayor Shirley Groover Bryant  
City of Palmetto

Commissioner Larry Bustle  
Manatee County

Commissioner David Garofalo  
City of North Port

Commissioner Donna Hayes  
Manatee County

Commissioner Joe McClash  
Manatee County

Commissioner Nora Patterson  
Sarasota County

Commissioner Jack Rynerson  
Sarasota-Manatee Airport Authority

Commissioner Shannon Snyder  
City of Sarasota

Commissioner Jon Thaxton  
Sarasota County

Vice Mayor Terry Turner  
City of Sarasota

Commissioner Phill Younger  
Town of Longboat Key

Billy Hattaway, District Secretary  
Florida Department of Transportation

Ms. Karen Somerset, Executive Director  
Commission for the Transportation Disadvantaged  
605 Suwannee Street  
Tallahassee, Florida 32399

**RE: Sarasota/Manatee Metropolitan Planning Organization  
Community Transportation Coordinator  
Recommendation/Manatee County**

Dear Ms. Somerset:

The Manatee Board of County Commissioners (BCC), through its Manatee County Area Transit (MCAT) system, has been the Community Transportation Coordinator (CTC) since 1990. The five year Memorandum of Agreement (MOA) between the BCC and the Commission for the Transportation Disadvantaged (CTD) expired on June 30, 2011. However, due to issues with the Medicaid program, the MOA was extended to December 30, 2011.

At the November 16, 2011 Manatee County Local Coordinating Board meeting (LCB), the LCB recommended that Manatee County continue as the CTC. Additionally, at the November 21, 2011 Manatee Board of County Commissioners meeting, the Manatee BCC expressed their interest, through resolution 2011-6, that Manatee BCC continue as the Community Transportation Coordinator.

The next Sarasota/Manatee Metropolitan Planning Organization (MPO) Board meeting is December 12, 2011, at which time we anticipate the MPO's formal support and recommendation that Manatee County continue in their role as the CTC

Due to changes in the Commission for the Transportation Disadvantaged 2011 meeting schedule the MPO will not meet until after the CTD's meeting. In order to expedite the designation and recommendation of the CTC without unnecessary delay, we are requesting the CTD approve the continued designation of Manatee Board of County Commissioners as the CTC for Manatee County, at their December 7, 2011 meeting, contingent on the MPO Board's approval at its December 12, 2011 Board meeting.



Michael P. Howe  
Executive Director

**Sarasota/Manatee  
Metropolitan Planning Organization**

7632 15<sup>th</sup> Street East  
Sarasota, Florida 34243-3248

(941) 359-5772  
Fax (941) 359-5779

Email: [mpo@MymPO.org](mailto:mpo@MymPO.org)

Ms. Karen Somerset  
November 29, 2011  
Page Two

Your assistance in this very important approval is greatly appreciated. If you need any additional information, please contact Jim Van Pelt, Public Transportation Planner.

Thank you,

A handwritten signature in black ink that reads "Michael P. Howe". The signature is written in a cursive style with a large, looped initial "M".

Michael P. Howe  
Executive Director

MPH:DHne



**MANATEE COUNTY  
COMMUNITY TRANSPORTATION COORDINATOR**

**ANNUAL REVIEW/EVALUATION  
FISCAL YEAR 2010/2011**

**CONDUCTED BY:**

**Manatee County  
Transportation Disadvantaged  
Local Coordinating Board**

**CHAIRMAN**

Rich Bohnenberger  
Mayor, Holmes Beach

**MEMBER AGENCIES**

FLORIDA DEPARTMENT OF  
TRANSPORTATION

VETERAN'S AFFAIRS

AGENCY FOR HEALTH CARE  
ADMINISTRATION

DEPARTMENT OF ELDER AFFAIRS

PUBLIC EDUCATION

FLORIDA DEPARTMENT OF  
CHILDREN & FAMILIES

DIVISION OF BLIND SERVICES

EARLY CHILDHOOD SERVICES

SUNCOAST WORKFORCE BOARD

MANATEE COUNTY HEALTH DEPARTMENT

**CITIZEN MEMBERS**

Manatee Community Action Center/Dian McKinney  
ECONOMICALLY DISADVANTAGED

Jeremy Whatnough  
ELDERLY CITIZENS

Manasota ARC/Robert Berg  
CITIZENS WITH DISABILITIES

George McKay  
CITIZENS ADVOCATE

Joan Marice Sardo  
CITIZENS ADVOCATE USER

Jeannine Buzbee  
Easter Seals S.W. Florida  
PRIVATE NON-PROFIT PROVIDER

**COMMUNITY  
TRANSPORTATION COORDINATOR**

MANATEE COUNTY AREA TRANSIT

**DESIGNATED OFFICIAL  
PLANNING AGENCY**

Sarasota/Manatee  
Metropolitan Planning Organization  
7632 15<sup>th</sup> Street East  
Sarasota, Florida 34243-3248

(941) 359-5772 Fax (941) 359-5779

Email mpo@mympo.org  
www.sarasota-manatecmpo.org

On November 16, 2011, the Manatee County Transportation Disadvantaged Local Coordinating Board unanimously approved the recommendation to have Manatee County Board of County Commissioners, through Manatee County Area Transit, continue as the Community Transportation Coordinator.

*David H. Zickelboon*

*Vice Chairman for*

Mayor Rich Bohnenberger

Chair, Manatee Local Coordinating Board

11/16/2011  
Date

RESOLUTION R-11-242

A RESOLUTION OF MANATEE COUNTY BOARD OF COUNTY COMMISSIONERS REQUESTING THE SARASOTA/MANATEE METROPOLITAN PLANNING ORGANIZATION APPROVE AND RECOMMEND THAT THE MANATEE COUNTY BOARD OF COUNTY COMMISSIONERS CONTINUE TO BE THE DESIGNATED COMMUNITY TRANSPORTATION COORDINATOR (CTC) FOR MANATEE COUNTY

WHEREAS, IN 1982, Manatee County was designated the Florida Community Transportation Coordination Provider for Manatee County; and

WHEREAS, in 1990, this designation became the Community Transportation Coordinator for Manatee County; and

WHEREAS, Manatee County Government has been providing and coordinating transportation disadvantaged services and has determined that it is in the best interests of the citizens to continue in the designated role as the Community Transportation Coordinator for Manatee County.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Manatee County, Florida, that:

1. Manatee County Government requests that it continue to be the designated Community Transportation Coordinator for Manatee County, and that
2. Manatee County Government requests that the Sarasota/Manatee Metropolitan Planning Organization adopt a resolution officially recommending Manatee County Government as the Community Transportation Coordinator for Manatee County and notify the Florida Transportation Disadvantaged Commission accordingly.

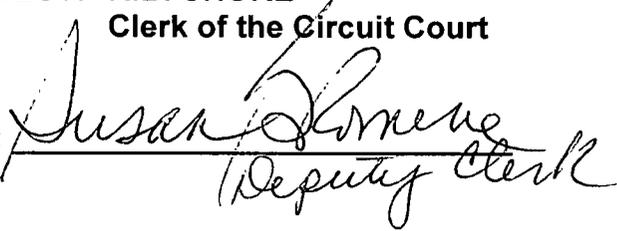
ADOPTED with a quorum present and voting this 21<sup>st</sup> day of November, 2011.

BOARD OF COUNTY COMMISSIONERS  
MANATEE COUNTY, FLORIDA

By: 

CAROL WHITMORE, Chairman

ATTEST: R.B. SHORE  
Clerk of the Circuit Court

By: 



# MANATEE COUNTY GOVERNMENT

## AGENDA MEMORANDUM

<b>SUBJECT</b>	Continuation of Manatee County as Designated Community Transportation Coordinator	<b>TYPE AGENDA ITEM</b>	Consent
<b>DATE REQUESTED</b>	November 21, 2011	<b>DATE SUBMITTED/REVISED</b>	November 8, 2011
<b>BRIEFINGS? Who?</b>	N/A	<b>CONSEQUENCES IF DEFERRED</b>	Loss of a \$500K TD Grant
<b>DEPARTMENT/DIVISION</b>	Public Works/Transit Division	<b>AUTHORIZED BY TITLE</b>	Ron Schulhofer, Director Public Works Department
<b>CONTACT PERSON TELEPHONE/EXTENSION</b>	Carl Hunsinger, Transit Division Manager, Ext. 7440	<b>PRESENTER/TITLE TELEPHONE/EXTENSION</b>	Carl Hunsinger, Transit Division Manager, Ext. 7440
<b>ADMINISTRATIVE APPROVAL</b>		<i>[Signature]</i>	
<b>ACTION DESIRED</b> INDICATE WHETHER 1) REPORT; 2) DISCUSSION; 3) FORM OF MOTION; OR 4) OTHER ACTION REQUIRED			
Adoption of Resolution R-11-242 requesting that the Sarasota/Manatee Metropolitan Planning Organization (MPO) recommend and approve that Manatee County remain the designated Community Transportation Coordinator (CTC) for Manatee County. The Resolution must be adopted in time to meet the MPO Board deadline for action at the December 12, 2011, MPO Board meeting.			
<b>ENABLING/REGULATING AUTHORITY</b> Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy			
Comp Plan 6.0 Transit Element			
<b>BACKGROUND/DISCUSSION</b>			
See Page 2		<b>APPROVED IN OPEN SESSION</b>	
<b>COUNTY ATTORNEY REVIEW</b>		NOV 8 1 2011	
Check appropriate box	<b>BOARD OF COUNTY COMMISSIONERS MANATEE COUNTY, FLORIDA</b>		
<input type="checkbox"/>	<b>REVIEWED</b> Written Comments: <input type="checkbox"/> Attached <input type="checkbox"/> Available from Attorney (Attorney's initials: _____)		
<input checked="" type="checkbox"/>	<b>NOT REVIEWED (No apparent legal issues.)</b>		
<input type="checkbox"/>	<b>NOT REVIEWED (Utilizes exact form or procedure previously approved by CAO.)</b>		
<input type="checkbox"/>	<b>OTHER</b>		
<b>ATTACHMENTS:</b> (List in order as attached)		<b>INSTRUCTIONS TO BOARD RECORDS:</b>	
Resolution R-11-242		Return signed copy of R-11-242 to Carl Hunsinger, Transit Division, for transmittal to MPO <i>Carl 11/22/11</i>	
<b>COST:</b>	N/A	<b>SOURCE (ACCT # &amp; NAME):</b>	N/A
<b>COMMENTS:</b>	N/A	<b>AMT./FREQ. OF RECURRING COSTS: (ATTACH FISCAL IMPACT STATEMENT)</b>	N/A

**Background/Discussion (Continued)**

- As the Community Transportation Coordinator (CTC), a Memorandum of Agreement (MOA) is executed on a regular basis with the Florida Transportation Disadvantaged Commission.
- Per the Sarasota/Manatee Metropolitan Planning Organization (MPO), Manatee County's MOA with the Transportation Disadvantaged Commission will expire on December 30, 2011. Prior to entering into a new MOA, the MPO must receive a request from Manatee County to remain the designated CTC.
- Resolution R-11-242 is an administratively necessary document which requests that Manatee County remain the designated CTC.

CONSENT SECTION

**AGENDA ITEM #VII-4**

**RECOMMEDATION OF MANATEE COUNTY GOVERNMENT AS THE  
COMMUNITY TRANSPORTATION COORDINATOR  
FOR MANATEE COUNTY**

**Presenter:** MPO Staff

**Summary:** Chapter 427, Florida Statutes, requires that the Sarasota/Manatee Metropolitan Planning Organization (MPO), serving as the designated planning agency, with the advisory assistance of the Local Coordinating Board, shall recommend qualified Community Transportation Coordinators to the Florida Commission for the Transportation Disadvantaged (CTD).

The Commission for the Transportation Disadvantaged Competitive Procurement Manual, in accordance with Chapter 287, 287.057(3)(f)12 allows the planning agency to nominate a governmental agency to serve as the Community Transportation Coordinator (CTC).

Manatee County Government has submitted Resolution R-11-242 requesting that it be designated as the CTC for Manatee County.

Staff is seeking acceptance of this request from Manatee County and the Sarasota/Manatee MPO Board's passage of Resolution No. 2011-05 which recommends to the CTD that Manatee County Government be so designated.

- Attachment:**
1. Resolution 2011-05
  2. Manatee County Resolution R-11-242 Requesting Designation as the CTC for Manatee County
  3. Letter of Recommendation from the Manatee County Local Coordinating Board

**Recommended**

**Action:** A Motion Authorizing the MPO Chair to Sign Resolution No. 2011-05 Recommending to the CTD that Manatee County Government be Designated CTC for Manatee County Beginning January 1, 2012 through June 30, 2016

**RESOLUTION NO. 2011-05**

**A RESOLUTION OF THE  
SARASOTA/MANATEE METROPOLITAN PLANNING ORGANIZATION  
RECOMMENDING MANATEE COUNTY GOVERNMENT AS THE  
COMMUNITY TRANSPORTATION COORDINATOR FOR MANATEE COUNTY**

**WHEREAS**, Manatee County Community Transportation Coordinator, Manatee County Board of County Commissioners through the Manatee County Area Transit system is responsible for the coordination of transportation disadvantaged services within the County and;

**WHEREAS**, the Manatee County Board of County Commissioners through the Manatee County Area Transit system has resolved to request designation as the Community Transportation Coordinator for Manatee County and;

**WHEREAS**, the Manatee County Board of County Commissioners through the Manatee County Area Transit system has demonstrated abilities as a transportation provider.

**NOW, THEREFORE, BE IT RESOLVED BY THE SARASOTA/MANATEE METROPOLITAN PLANNING ORGANIZATION BOARD THAT:**

The Sarasota/Manatee Metropolitan Planning Organization recommends to the Florida Commission for the Transportation Disadvantaged that Manatee County Board of County Commissioners be approved as the Community Transportation Coordinator for Manatee County effective January 1, 2012 through June 30, 2016.

The foregoing Resolution was offered and moved for adoption by \_\_\_\_\_ and was seconded by \_\_\_\_\_, and upon being put to a vote, the vote was as follows: \_\_\_\_\_.

The Chairman of the MPO, thereupon declared the Resolution duly passed this 12<sup>th</sup> day of December, 2011.

Signed:

\_\_\_\_\_  
David Garofalo, MPO Chair  
Sarasota/Manatee MPO

Attested:

\_\_\_\_\_  
Michael P. Howe, Executive Director  
Sarasota/Manatee MPO

**State of Florida**  
**Commission for the Transportation Disadvantaged**  
**Commission Business Meeting**

**MEETING DATE:** December 7, 2011

**AGENDA ITEM:** 2011 Annual Performance Report

**BACKGROUND INFORMATION:**

Chapter 427.013(13), FS, charges the Commission to submit an Annual Report to the Governor, the President of the Senate, and the Speaker of the House of Representatives by January 1 of each year. This report consists of the individual county and statewide program achievements throughout the last reporting year (July – June). Community Transportation Coordinators are required to submit their reports to the Commission by September 15 each year. Due to management changes for Suwannee Valley Transit Authority, Columbia, Hamilton and Suwannee Counties were unable to submit data for this year. Since this report contains information for only 64 counties, the numbers in this report will be skewed when compared to the numbers in last year's report.

Robert Craig, Area 2 Project Manager, will provide an overview of this year's results. The current presentation is not final and will be further refined as staff continues analyzing the report for errors or misstatements and makes clerical adjustments as needed.

**ATTACHMENTS:**

Overview of Major Highlights of the 2011 Annual Performance Report.

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Approve the FY 2010-11 Annual Performance report and provide the Executive Director the authority to edit and make technical changes prior to its final submittal to the Governor and Legislature on January 1, 2012.



---

Karen Somerset  
Interim Executive Director  
Date: December 7, 2011

**ACTION TAKEN AT MEETING:**



# Annual Performance Report FY 2010/11 Highlights

---

Presented to the Commission for the  
Transportation Disadvantaged

December 7, 2011

# Reporting Requirements

- According to Rule 41-2.0162, the Commission receives the data in this report for all 67 Counties by September 15<sup>th</sup> of each year.
- The Commission submits this report to the Governor, the Speaker of the House and President of the Senate by January 1<sup>st</sup> of each year.
- Note: The CTC for Columbia, Hamilton and Suwannee Counties was unable to submit data for this report. Since this report contains information for only 64 Counties, the numbers in this report will be skewed when compared to the numbers in last year's report.

# Major Highlights

- ❖ 1.87% decrease in Total Trips (51,596,487 to 50,630,016)
- ❖ 66.29% decrease in Unmet Trip Requests (677,966 to 228,516)
- ❖ 4.01% increase in Cost per Total Trip (\$7.23 to \$7.52)
- ❖ 0.73% decrease in Cost per Mile (\$2.74 to \$2.72)
- ❖ 78.71% increase in Reported Complaints (9,890 to 17,674)

# Other Highlights

- ❖ 14.05% decrease in Commendations (4,058 to 3,488)
- ❖ Total Vehicles in System decreased 5.86% (5,492 to 5,170)
- ❖ Driver hours decreased 1.58% (8,816,747 to 8,677,366)
- ❖ Passenger No-Shows decreased 13.34% (292,264 to 253,278)

# Operating Statistics

<b>Operating Statistics</b>	<b>2010</b>	<b>2011</b>	<b>Percent Change</b>
CTCs	48	48	0.00%
Counties Served	67	67	0.00%
Passengers Served	827,469	682,622	-17.50%
Passenger Trips	51,596,487	50,630,016	-1.87%
Vehicle Miles	130,634,598	130,347,796	-0.22%
Operating Revenue	338,772,927	341,869,136	-0.93%
Operating Expense	373,047,498	380,557,737	2.01%
Vehicles	5,492	5,170	-5.86%
Roadcalls	2,675	2,734	2.21%
Accidents	984	881	-6.87%

# One-Way Trips by Service

<b>Trip Types</b>	<b>2010</b>	<b>2011</b>	<b>Percent Change</b>
Fixed Route	32,938,524	35,969,889	9.20%
Deviated Fixed Route	809,931	606,060	-25.17%
Paratransit Ambulatory	13,295,276	10,824,186	-18.59%
Paratransit Non-Ambulatory	4,368,109	3,131,530	-28.31%
Stretcher	43,015	38,317	-10.92%
School Board	141,632	60,034	-57.61%
Total Trips By Type	51,596,487	50,630,016	-1.87%

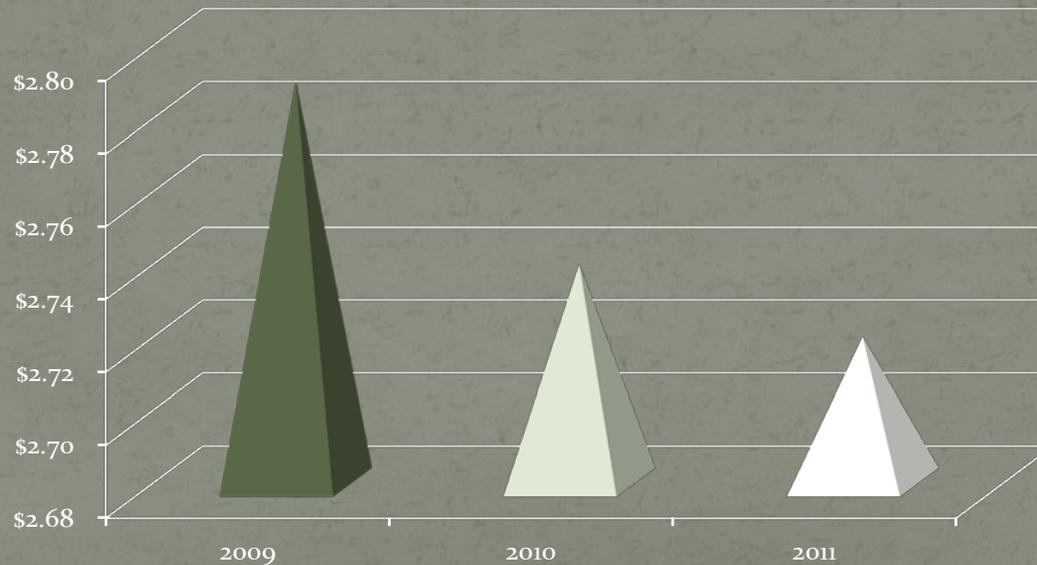
# Trips by Trip Purpose

Trip Purpose	2010	2011	Percent Change
Medical	17,892,479	17,645,554	-1.38%
Employment	6,917,089	3,968,029	-42.63%
Education/Training	9,608,394	10,513,031	9.42%
Nutritional	3,765,680	10,577,857	180.90%
Other	13,412,845	7,925,545	-40.91%
Total	51,596,487	50,630,016	-1.87%

# Operating Expense per Total Miles

This performance measure decreased by 0.73% (\$2.74 to \$2.72).

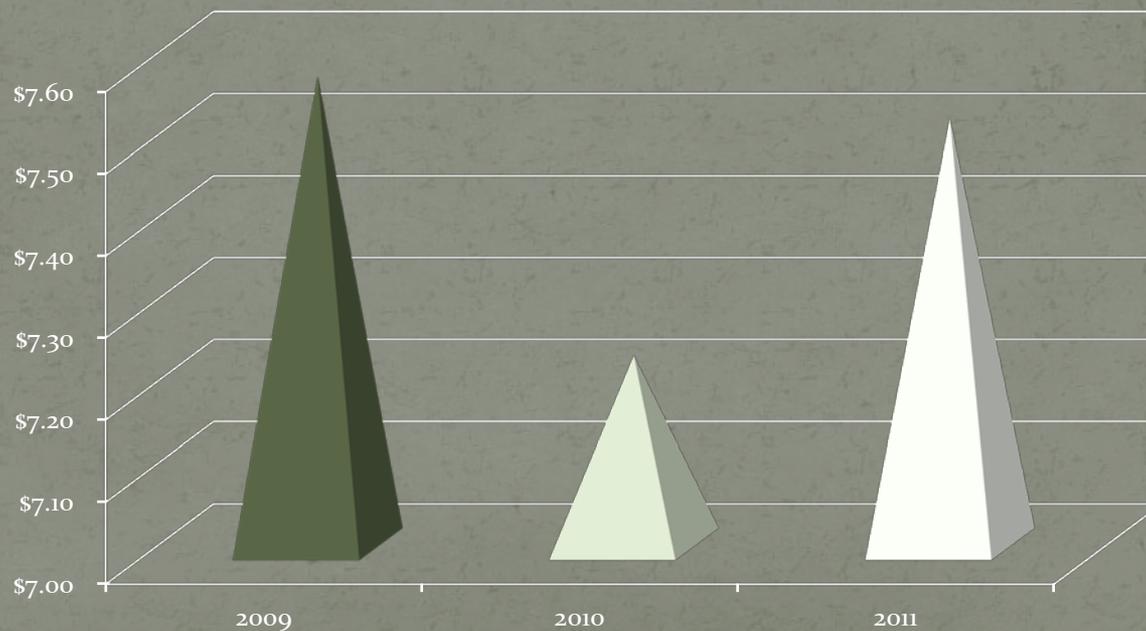
## Operating Expense Per Total Mile



# Operating Expense per Total Trips

The Operating Expense per Total Passenger Trip increased by 4.01% (\$7.23 to \$7.52).

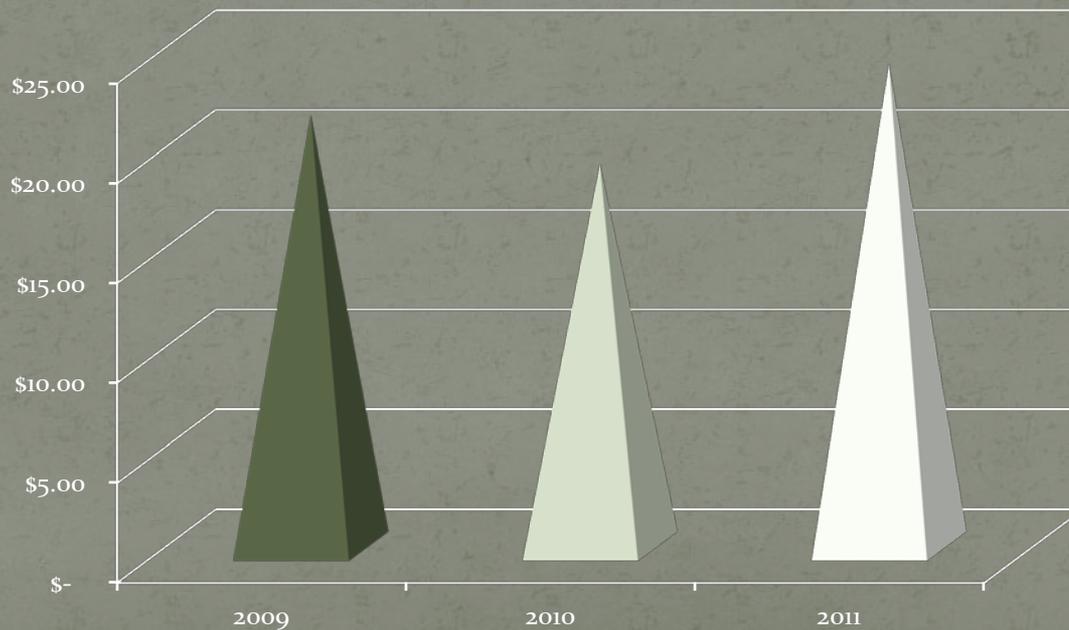
## Operating Expense per Total Passenger Trip



# Operating Expense per Paratransit Trip

The Operating Expense per Paratransit Trip increased by 26.07% (\$19.18 to \$24.18).

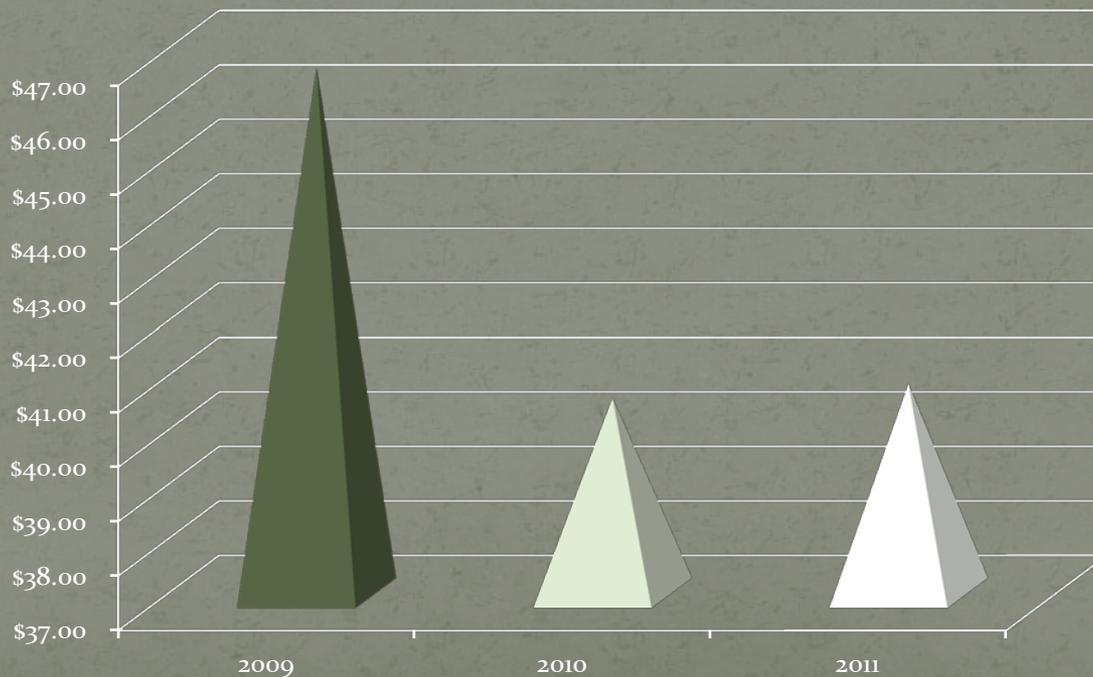
Operating Expense per Paratransit Trip



# Operating Expense per Driver Hour

The Operating Expense per Driver Hour increased by 0.64% (\$40.59 to \$40.85).

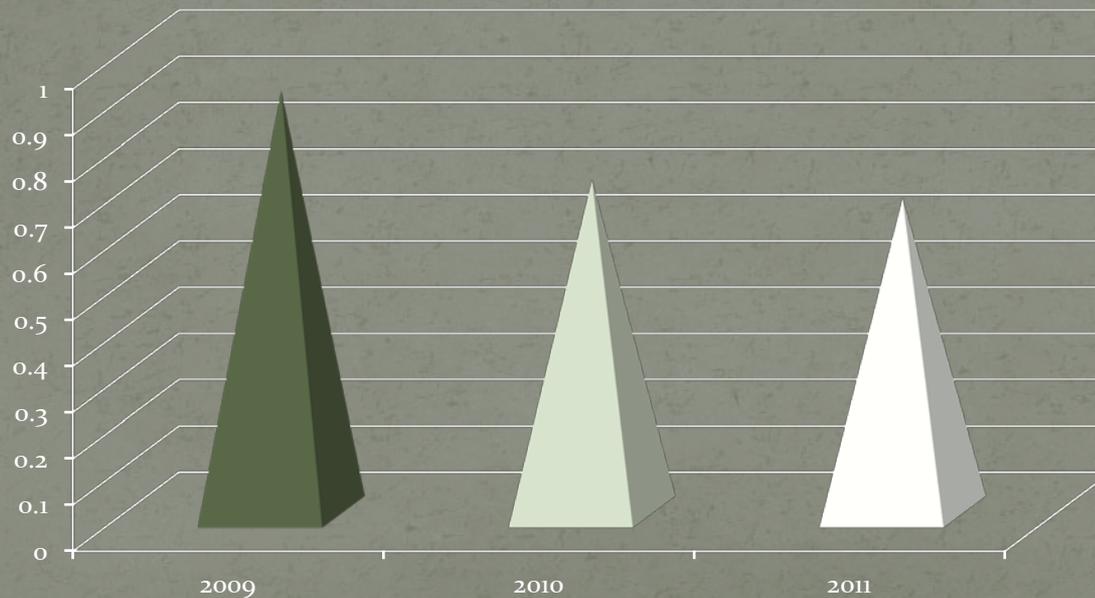
Operating Expense per Driver Hour



# Accidents per 100K Miles Traveled

Accidents per 100,000 decreased by 5.56% (0.72 to 0.68).

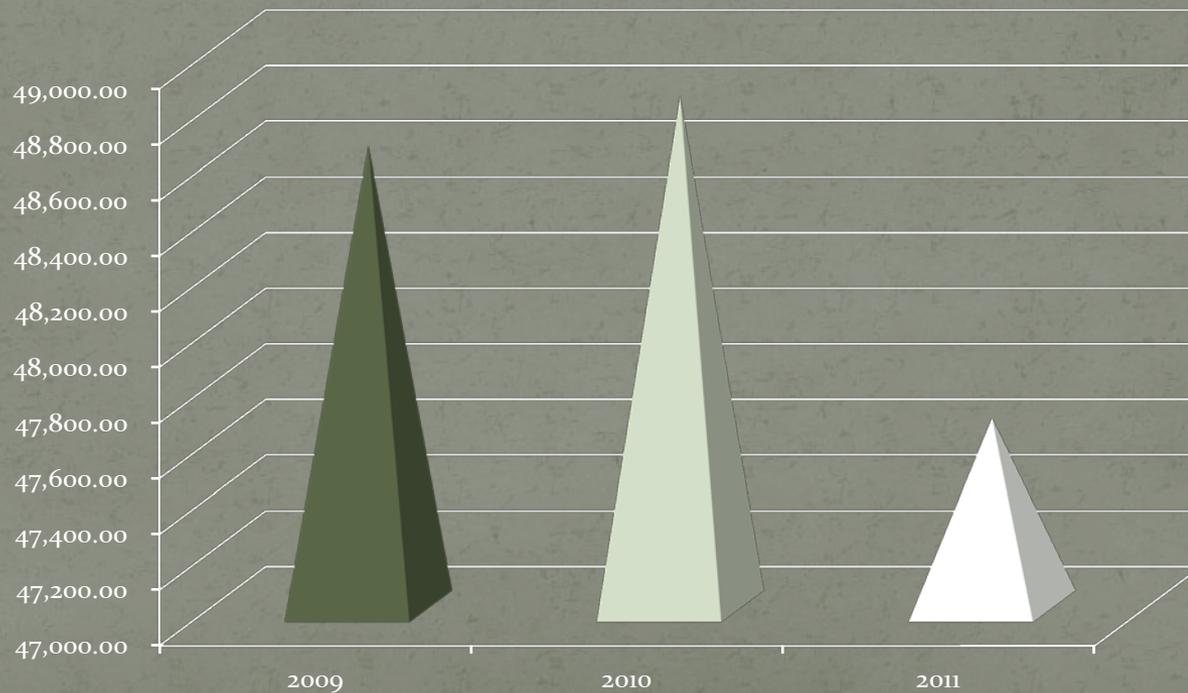
Accidents per 100,000



# Vehicle Miles Between Roadcalls

Vehicle miles between roadcalls decreased by 2.37%  
(48,835 to 47,677).

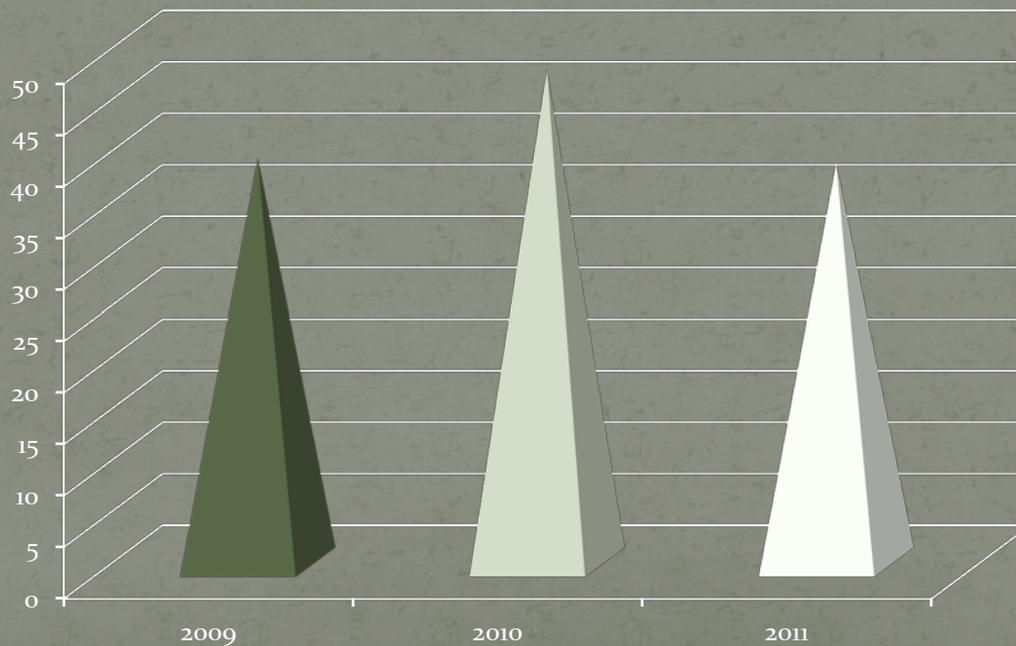
Vehicle Miles Between Roadcalls



# Average Trips Taken per Paratransit Passenger

The average trip per paratransit passenger decreased 19.03% (47.92 to 38.80).

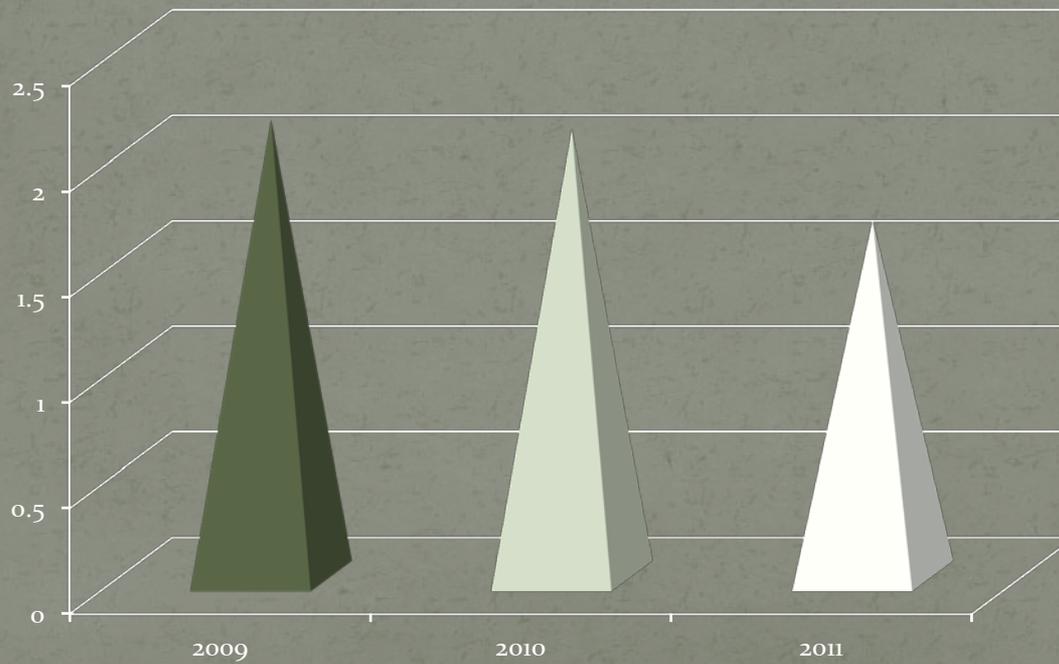
Average Trip Per Paratransit Passenger



# Average Trips per Driver Hour

There was a 20.28% decrease in trips per driver hour (2.12 to 1.69).

Trips Per Driver Hour



# The Next Step

- ❖ Continue to analyze data.
- ❖ Submit a copy to the Governor, Senate President, and Speaker of the House by January 1, 2012.
- ❖ Early next year, distribute to Commissioners, Legislators, CTCs, Planning Agencies, and Other Interested Parties.

**State of Florida**  
**Commission for the Transportation Disadvantaged**  
**Commission Business Meeting**

**MEETING DATE:** December 7, 2011

**AGENDA ITEM:** Executive/Personnel Committee Recommendation for Executive Director Position

**BACKGROUND INFORMATION:**

The Executive/Personnel Committee met November 29, 2011. The Committee members interviewed six candidates for the Executive Director position. After careful consideration, the Committee members voted to recommend the Commission offer Steve Holmes the position as Executive Director.

**ATTACHMENTS:**

- Steve Holmes State Employment Application

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Accept and approve Executive/Personnel Committee recommendation to offer Steve Holmes the position as Executive Director.



---

Karen Somerset  
Interim Executive Director  
Date: November 8, 2011

**ACTION TAKEN AT MEETING:**

Mr. Holmes' Application Available on Request from Vicki Scheffer.

[Vicki.Scheffer@dot.state.fl.us](mailto:Vicki.Scheffer@dot.state.fl.us)

(850) 410-5703