

# COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

## Commission Business Meeting



**Agenda**  
**April 12, 2012**  
**Holiday Inn Hotel & Suites**  
**Ocala Conference Center**  
**3600 SW 38th Avenue**  
**Ocala, Florida 34474**

**9:00 am - until completion of business**

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

**Conference Code: 524736**

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

| Item # | Agenda Item   | Speaker(s)   |
|--------|---|--|
| I      | Call to Order   | Chairman Darm  |
| II     | Pledge of Allegiance  | Chairman Darm  |
| III    | Welcome from the Chair  | Chairman Darm  |
| IV     | Introduction of Commissioners/Advisors/Public   | Commissioners/Advisors/Others  |
| V      | Welcome from Marion County  | County Commissioner Mike Amsden  |
| VI     | Commissioner/Advisor Reports  | Commissioners/Advisors   |
| VII    | Public Comments<br>(Comments limited to the current agenda items)   | Public   |
|        | <b>Action Items</b>   |  |
| VIII   | Approval of Minutes<br>• February 3, 2012   | Chairman Darm  |
| IX     | Community Transportation Coordinator Designations:<br>• Citrus County<br>• Gadsden County<br>• Gilchrist County<br>• Gulf County<br>• Leon County<br>• Liberty County<br>• Madison County | Lon Frye<br>Citrus County Transit<br>Vanita Anderson<br>Apalachee RPC<br>Lynn Godfrey<br>North Central Fla. RPC<br>Vanita Anderson<br>Apalachee RPC<br>Colleen Roland<br>Capital Region Transportation Planning Agency<br>Vanita Anderson<br>Apalachee RPC<br>Lynn Godfrey<br>North Central Fla. RPC |

|       |  |  |
|-------|--|--|
|       | <ul style="list-style-type: none"> <li>• Nassau County</li> <li>• Okaloosa County</li> <li>• Palm Beach County</li> <li>• Pinellas County</li> <li>• Volusia County</li> </ul> | Ed Lehman<br>Northeast Fla. RPC<br>Julia Pearsall<br>Okaloosa Walton TPO<br>Angie Morlok<br>Palm Beach<br>Heather Sobush<br>Pinellas County MPO<br>Carole Hinkley<br>Volusia Transportation Planning<br>Organization |
| X     | Joint Administrative Procedures Committee Letter – Proposed Rule Changes   | Tom Barnhart<br>General Counsel  |
| XI    | FY 2011-12 Budget Report   | David Copa<br>CTD Finance Director   |
| XII   | FY 2012–13 Budget Presentation and Program Allocations   | David Copa<br>CTD Finance Director   |
| XIII  | Assessment of the Impact of Managed Care on the Coordinated Transportation System  | Dr. Jim Dewey, BEBR,<br>University of South Florida  |
|       | <b>Informational Items</b>   |  |
| XIV   | Suwannee Valley Transit Authority Progress Report  | Gwen Pra, Administrator,<br>Suwannee Valley Transit<br>Authority   |
| XV    | Executive Director’s Report  | Steve Holmes   |
| XVI   | Commissioner/Advisor Comments  | Commissioners/Advisors   |
| XVII  | Public Comment   | Public   |
| XVIII | 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:** April 12, 2012

**AGENDA ITEM:**

VIII. Approval of Minutes

**BACKGROUND INFORMATION:**

The Commission met on February 3, 2012, in Tallahassee, Florida.

**ATTACHMENTS:**

Minutes of the February 3, 2012, Commission Meeting

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Recommend Commission approval of the February 3, 2012, minutes.



\_\_\_\_\_  
Steve Holmes  
Executive Director  
Date: April 12, 2012

**ACTION TAKEN AT MEETING:**

# MEETING SUMMARY

## Commission for the Transportation Disadvantaged Commission Business Meeting

The Capitol  
Cabinet Meeting Room  
Tallahassee, FL

February 3, 2012  
10:00 AM

| <b>Commissioners Present</b>  | <b>Commissioners Absent</b> |
|-------------------------------|-----------------------------|
| Chairman David Darm           | Walter Schoenig             |
| Vice-Chairman Mike Willingham |                             |
| Charlotte Temple              |                             |
| Mike Horan                    |                             |
| Bryan Vaughan                 |                             |
| Jill Houghton via phone       |                             |

| <b>Advisors Present</b> | <b>Advisors Absent</b> |
|-------------------------|------------------------|
| Beth Kidder             |                        |
| Kent Carroll            |                        |
| Diane Harris            |                        |
| Juan Flores             |                        |
| David Ramga             |                        |
| Buddy Cloud via phone   |                        |
| Holly Carson via Phone  |                        |

### Others Present

Steve Holmes, Tom Barnhart, Karen Somerset, David Copa, Vicki Scheffer, Robert Craig Sheri Powers, John Irvine, Elmer Melendez, Shawn Daniel, Terry McCue, Ray Anderson, Kevin Murdy, Louie Minardi, Howard Vanselow, Julie Ramga, Teresa Fortner, Melody Cox, Ivan Maldonado, Julia Pearsall, David McDonald, Sheila Shepherd, Sharon Peeler, Margie Wilcox, Darryl Minardi, Connie Conley, Gwendolyn Pra, Ron Garrison, Nick Cambas, Marion Hart, Kenneth Harley, Kendra Alex, Michael Garner, Lisa Bacot, Michele Ogilvie, Bill Hearndon, Corey and Natasha Simon, Shawn Mitchell, Sandi Mazza, Brett Bacot, Jim Edwards via phone.

### Call to Order

Chairman Darm called the meeting to order.

Steve Holmes called the roll. A quorum was present.

**Pledge of Allegiance**

Chairman Darm led the Pledge of Allegiance.

**Welcome from the Chair**

Chairman Darm welcomed and thanked everyone for a successful Transportation Disadvantaged Day at the Capitol which was held the day before.

**Introduction of Commissioners/Advisors**

Commissioners and Advisors introduced themselves.

**Welcome from StarMetro**

Ron Garrison, Executive Director of StarMetro, and President of Florida Public Transit Association, welcomed everyone to Tallahassee.

**Public Comments**

Chairman Darm asked for public comments. There were none.

**Approval of Minutes**

Chairman Darm called for the approval of the October 28, November 8, and December 7, 2011 minutes. Steve Holmes stated that there were two errors in the October 28 minutes. On page 6, 1<sup>st</sup> paragraph, "Suwannee Valley Transit Authority" should read "Suwannee River Economic Council." On page 6, Action Taken for Clay County, "Baker County Council on Aging" should read "Clay County Council on Aging."

**ACTION TAKEN: Commissioner Horan moved and Commissioner Temple seconded to approve the October 28 minutes with changes, and to approve the November 8 and December 7, 2011 minutes. The motion carried unanimously.**

**Community Transportation Coordinator Designations**

**Pasco County** – Jim Edwards, Pasco County MPO, presented.

**ACTION TAKEN: Commissioner Vaughan moved and Vice-Chairman Willingham seconded to accept Pasco County Board of County Commissioners as the CTC for Pasco County. The motion carried unanimously.**

**Taylor County** – Melody Cox, Taylor County Board of County Commissioners, presented.

**ACTION TAKEN: Commissioner Horan moved and Commissioner Vaughan seconded to accept Big Bend Transit as the CTC for Taylor County. The motion carried unanimously.**

### **Sunshine Law Overview**

Tom Barnhart, CTD General Counsel, gave an overview of the Sunshine Law and Public Records Law. There are three basic requirements of the Sunshine Law: 1) Meetings of public boards or commissions must be open to the public; 2) Reasonable notice (7 days before) of such meetings must be advertised in the Florida Administrative Weekly; and 3) Minutes of the meetings must be taken, promptly recorded and open to public inspection. Board members may not discuss Commission business privately among themselves, and may not use Commission staff as a liaison to communicate information between board members.

The Florida Supreme Court has interpreted the definition of "public records" found in Section 119.011(12), Florida Statutes, to encompass all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge. If a commissioner receives material relating to commission business (by hard copy or through email) they should forward a copy to the Executive Director of the Commission so that it can be made a part of the record. All public records must be responded to promptly and in good faith. Reasonable fees are allowed to be charged for public records. Reasonable fees are allowed for personnel to retrieve the records if it's an extensive public records request.

Additional information can be found at [www.ethics.state.fl.us](http://www.ethics.state.fl.us)

### **Medicaid Reform Presentation**

Beth Kidder, Assistant Deputy Secretary for Medicaid Operations, Agency for Health Care Administration, gave an overview of how Medicaid reform would affect the non-emergency transportation contract. She stated that almost all Medicaid services would be moved to managed care. Medicaid will start phasing in non-emergency transportation services the latter part of 2013. In the next six months, AHCA and CTD will work together to come up with a transition plan. Details will be coming out by July 1, 2012.

Additional information and updates can be found at [www.ahca.myflorida.com](http://www.ahca.myflorida.com). On the bottom of the webpage, click the blue Statewide Medicaid Managed Care Program rectangle.

### **Managed Health Care Presentation**

Dr. Michael Garner, President and CEO of the Florida Association of Health Plans, discussed how the state is shifting accountability to health plans for services provided to Medicaid beneficiaries. Health plans will provide bid proposals to provide Medicaid services. The time is now for the CTC's to be proactive and contact the health plans as they are developing their networks to make sure they are as competitive as possible in the bid process. A discussion ensued regarding the bidding process.

### **Overview of StarMetro Transportation Services**

Ron Garrison, Director of StarMetro, and President of Florida Public Transit Association, gave an overview of services provided by StarMetro. Some of the major points included StarMetro now has 40 transfer points instead of one since they decentralized in July,

2011. They received a \$15 million grant from the City of Tallahassee to make 94 percent of the sidewalks accessible. They are the first in the country to have information in Braille at the Star Stops.

At this time Chairman Darm called for a break so the Commission could take photos with Governor Scott.

Chairman Darm called the meeting back to order.

Steve Holmes called the roll. A quorum was present.

**Commissioner/Advisor Reports**

Juan Flores, Florida Department of Transportation's (FDOT) State Freight and Logistics Administrator, introduced himself. He was filling in for Ed Coven, FDOT's Commission Advisor.

**Single Agency Audit Update**

David Copa gave an overview of how the Commission staff conducts vendor single agency audits. Vendors are required to submit a single agency audit if they receive state assistance equal to or in excess of \$500,000 per year. He stated that of the 578 non-compliant audits that the FDOT Inspector General identified in January, 2010, all had been completed, and there were no current audits outstanding. Changes have been put into place to ensure that this doesn't happen again. Mr. Copa recognized Janie Brannon and Ray Anderson for their outstanding efforts.

Mr. Copa stated that the contract the Commission signed with AHCA effective December 1, 2008, required that a single agency audit be conducted on the Commission in accordance with federal and state law. To date no such audit has been conducted. On January 26, 2012, the Commission entered into a contract with Harvey, Covington and Thomas to perform audits of the outstanding years.

Commissioner Vaughan asked why the audits weren't completed in the past. Karen Somerset responded that it was due to prior leadership interpretation.

**Legislative Update**

Chairman Darm stated that at this time there was not much to report on except the successful Transportation Disadvantaged Day at the Capitol.

**Executive Director's Report**

Steve Holmes thanked Karen Somerset and staff for welcoming him on board and helping him in the transition. He also thanked those who had reached out to him since he became the Executive Director. Mr. Holmes gave an overview of his vision for the Commission.

**Public Comment**

Julia Pearsall congratulated the CTD staff and Mr. Holmes for the fine job they had done, and stated her confidence had been restored in the Commission. In regards to

advertising in the Florida Administrative Weekly (FAW), she stated that MPO's are exempt from advertising in the FAW so her planning council advertises meetings locally. She stated that if planning organizations are not advertising locally, they are doing a disservice to the program.

**Adjournment**

Commissioner Vaughan moved and Commissioner Horan seconded to adjourn the meeting.

*Minutes compiled by Vicki Scheffer.*

***Note: This meeting has been summarized to reduce paperwork in accordance with policies of State government. If an accessible format or more information than is provided herein is needed, please contact the Commission for Transportation Disadvantaged at (850) 410-5700 or 1-800-983-2435 for assistance. A copying or printing fee may be charged to the requesting party.***

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

**MEETING DATE:** April 12, 2012

**AGENDA ITEM:**

IX. CTC DESIGNATION – Citrus 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 Citrus County Board of County Commissioners (BOCC) is the DOPA for Citrus County. The Citrus County Board of County Commissioner d/b/a Citrus County Transit is also the current CTC for Citrus County and is providing non-sponsored transportation and Medicaid non-emergency transportation (NET) services to the citizens of Citrus County.

The Citrus Local TD Coordinating Board met on March 15, 2012 and voted in support of the Citrus County BOCC being re-appointed as the Citrus County Community Transportation Coordinator.

Pursuant to Chapter 287, Florida Statutes, as a governmental entity the Citrus County BOCC is not subject to the typical competitive selection process. As a public transit system, Citrus County Transit has been able to capitalize on opportunities to use multiple local resources to provide cost effective transportation to the coordinated system. The Citrus County BOCC is able and willing to continue to provide transportation services. No problems are anticipated at this time.

Citrus County DOPA representatives will be available at the CTC meeting to confirm the County's formal approval to continue as the CTC.

**ATTACHMENTS:**

- Local LCB Board recommendation letter
- Draft Citrus County BOCC recommendation letter

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Contingent on final confirmation of recommendation by the Citrus County BOCC, approve the Citrus County BOCC d/b/a Citrus County Transit as the Citrus County CTC for Citrus County for the period beginning July 1, 2012 to June 30, 2017.



Steve Holmes  
Executive Director  
Date: April 12, 2012

**ACTION TAKEN AT MEETING:**



Board of County Commissioners  
Fleet & Transportation Management Division  
Transportation Section

P.O. Box 1930  
Lecanto, Florida 34460

(352) 527-7630 • FAX (352) 527-7635

March 15, 2012

Mr. Winn Webb, Chairman  
Citrus County Board of County Commissioners  
PO Box 110  
Inverness, Florida 34450

Re: Continuance of Citrus County Transit as the Community Transportation Coordinator (CTC) for Citrus County

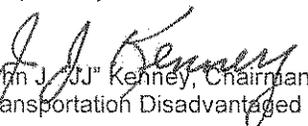
Mr. Chairman,

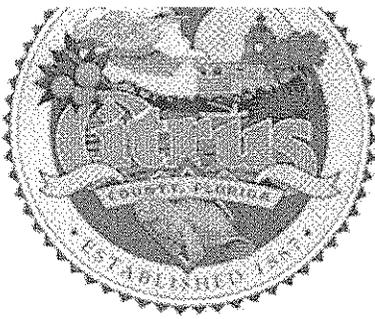
Please be advised that at its March 15, 2012 Transportation Disadvantaged Coordinating Board meeting, the Board members voted to recommend that Citrus County Transit continue as the Community Transportation Coordinator for Citrus County.

The Board members considered all the factors appropriate to the recommendation of the CTC. We believe that Citrus County Transit continues to be the best candidate for Community Transportation Coordinator for Citrus County.

Therefore, on behalf of the Transportation Disadvantaged Coordinating Board, I would ask that you approve the choice to confirm our recommendation of Citrus County Transit as the Community Transportation Coordinator for Citrus County at the Commission's next board meeting.

Respectfully,

  
John J. "JJ" Kenney, Chairman  
Transportation Disadvantaged Coordinating Board



# Board of County Commissioners

*Executive Office*

110 N Apopka Ave.  
Inverness, Florida 34450

(352) 341-6560 • FAX (352) 341-6564

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March 13, 2012

Mr. Steven E. Holmes  
Executive Director  
Florida Commission for the Transportation Disadvantaged  
605 Suwannee Street, Mail Station 49  
Tallahassee, FL 32399-0450

RE: Citrus County Board of County Commissioners (Designated Official Planning Agency)

Dear Mr. Holmes:

As the Chairman of the Citrus County Board of County Commissioners, let me convey to you this letter and the enclosed Resolution, Number 2012-\_\_\_\_\_, concerning the Citrus County Commissioner's recommendation for Community Transportation Coordinator for the Citrus County designated service area.

As the Resolution makes clear, after assessment by our staff and consideration at our regularly scheduled meeting, the Citrus County Board of County Commissioners voted to recommend Citrus County Transit as the Community Transportation Coordinator for Citrus County.

Therefore, on behalf of the Citrus County Board of County Commissioners, I would ask that you invoke 287.057 (f) 12, Florida Statutes, exempting the State from the State's formal procurement process for competitive bidding and authorize Citrus County Transit to be the Community Transportation Coordinator for the Citrus County Board of County Commissioners.

Please let us know how we at the Citrus County Board of County Commissioners may continue to assist.

Respectfully,

Winn Webb  
Chairman, Citrus County Board of County Commissioners  
WW/jmh

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

**MEETING DATE:** April 12, 2012

**AGENDA ITEM:**

IX. CTC DESIGNATION – Gadsden 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 Apalachee Regional Planning Council (ARPC) is the DOPA for Gadsden County. The Big Bend Transit, Inc. currently the designated CTC for Gadsden County and is providing non-sponsored transportation disadvantaged and Medicaid non-emergency transportation (NET) services to the citizens of Gadsden County.

Pursuant to Chapter 287, F.S., the Apalachee Regional Planning Council (ARPC) completed a competitive selection process to recommend a CTC to serve Gadsden County for the next 5 year period. Through the Florida Administrative Weekly and the local newspaper, the ARPC sought letters of interest and qualifications. Big Bend Transit, Inc. was the only respondent to a Request for Interest and Qualifications on Feb 24, 2012 and has expressed their desire to remain the CTC. After a review by the ARPC staff, it was determined Big Bend Transit, Inc. had the experience, qualifications, integrity and reliability to continue performing as the CTC.

On March 29, 2012 the ARPC approved the recommendation to retain Big Bend Transit, Inc. as the CTC effective July 1, 2012 to June 30, 2017.

**ATTACHMENTS:**

- Recommendation letter from ARPC
- ARPC Resolution

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Approve the Apalachee Regional Planning Council's recommendation and designate Big Bend Transit, Inc. as the Community Transportation Coordinator for Gadsden County for the period beginning July 1, 2012 to June 30, 2017.



Steve Holmes  
Executive Director  
Date: April 12, 2012

**ACTION TAKEN AT MEETING:**



## Apalachee Regional Planning Council

Serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson  
Liberty, Leon and Wakulla Counties and their municipalities

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March 29, 2012

Steve Holmes  
Executive Director  
Commission for the Transportation Disadvantaged  
605 Suwannee Street, MS-49  
Tallahassee, Florida 32399-0450

### Gadsden County Community Transportation Coordinator Recommendation

Dear Mr. Holmes:

The Apalachee Regional Planning Council adopted the enclosed resolution recommending that Big Bend Transit, Inc. continue serving as the Gadsden County Community Transportation Disadvantaged Coordinator and be designated by the Florida Commission for the Transportation Disadvantaged (CTD) effective July 1, 2012, for a five year appointment. Minutes of the Council's meeting will be forwarded to you as soon as they are prepared. Big Bend Transit, Inc. is currently the designated CTC for Gadsden County. The current contract will expire June 30, 2012.

The Council issued a request for interest and qualifications on February 2, 2012, through legal ads in the Florida Administrative Weekly and the local newspaper. Letters of Interest and Qualifications were due February 24, 2012. The Council received one response, Big Bend Transit, Inc. After a review by the ARPC staff, it was determined that the applicant had the experience, qualifications, integrity and reliability to continue performing as the CTC. Staff determined that the proposal complied with the requirements of Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code. The staff recommendation to the Council was that Big Bend Transit, Inc. continues as the Gadsden County Community Transportation Coordinator. The Council adopted the committee's recommendation by resolution.

The Council respectfully requests that this item be placed on the April 18, 2012 CTD meeting agenda for designation of the Gadsden County CTC.

If you have any questions or need any additional information, please do not hesitate to contact Ms. Vanita Anderson, TD Program Coordinator.

Sincerely,

Charles D. Blume  
Executive Director

cc: Gadsden County Transportation Disadvantaged Coordinating Board

Attachments: Adopted Resolution  
Support documents

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20776 Central Avenue East, Suite #1 • Blountstown, Florida 32424  
Telephone: 850-674-4571 • Facsimile: 850-674-4574  
[www.thearpc.com](http://www.thearpc.com)

**RESOLUTION  
OF THE APALACHEE REGIONAL PLANNING COUNCIL  
RECOMMENDING A COMMUNITY TRANSPORTATION COORDINATOR FOR  
GADSDEN COUNTY TO THE  
FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED**

**WHEREAS**, the Apalachee Regional Planning Council is the designated official planning agency for the Transportation Disadvantaged program in Gadsden County; and

**WHEREAS**, the Apalachee Regional Planning Council as part of their statutory duty must recommend to the Florida Commission for the Transportation Disadvantaged a Community Transportation Coordinator; and

**WHEREAS**, the Apalachee Regional Planning Council has considered the need to supply services under this program that best meet the demand in a cost-effective and cost-efficient manner; and

**WHEREAS**, the existing Memorandum of Agreement between the Florida Commission for the Transportation Disadvantaged and the current Community Transportation Coordinator expires on June 30, 2012; and

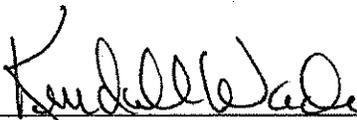
**WHEREAS**, Big Bend Transit, Inc. has proven itself to be a highly effective Community Transportation Coordinator for the past twenty-two years; and

**WHEREAS**, Big Bend Transit, Inc. is knowledgeable of the available resources, demands, and needs of the transportation disadvantaged; and

**NOW THEREFORE BE IT RESOLVED** that the Apalachee Regional Planning Council recommends to the Florida Commission for the Transportation Disadvantaged that Big Bend Transit, Inc. be retained as the Community Transportation Coordinator in Gadsden County for a five year period beginning July 1, 2012 and ending June 30, 2017.

**UNANIMOUSLY APPROVED THIS 29<sup>th</sup> DAY OF MARCH, 2012.**

**SIGNED:**

  
\_\_\_\_\_  
Kendall Wade, Chairman  
Apalachee Regional Planning Council

**ATTEST:**

  
\_\_\_\_\_  
Charles D. Blume, Executive Director  
Apalachee Regional Planning Council

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

**MEETING DATE:** April 12, 2012

**AGENDA ITEM:**

IX. CTC DESIGNATION – Gilchrist 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 North Central Florida Regional Planning Council (NCFRPC) is the DOPA for Gilchrist County. Suwannee River Economic Council, Inc., (SREC) is currently the CTC for Gilchrist County and is providing both TD and Medicaid non-emergency transportation (NET) services.

At the November 8, 2011, Commission Meeting, the Commissioners requested NCFRPC reissue their RFP to clarify the scoring process of the RFP. RFP#11-2 was published on December 16, 2011, and clarified that the recommendation would be based on overall ranking versus total cumulative points. The RFP was advertised both in a local newspaper and the Florida Administrative Weekly. Two responses were received by qualified organizations. The selection committee of three independently reviewed, scored and ranked the proposals. The rankings were then combined to determine the overall ranking of the proposals.

On February 23, 2012, the NCFRPC approved the Committee's recommendation for Suwannee River Economic Council (SREC) to remain the CTC for Gilchrist County (Resolution #2012-04). The Gilchrist County Local Coordinating Board also approved this recommendation at its meeting held on February 15, 2012.

**ATTACHMENTS:**

- Recommendation letter from the NCFRPC
- NCFRPC Resolution #2012-04

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Recommend the Commission approve NCFRPC's recommendation and designate Suwannee River Economic Council, Inc., as the Community Transportation Coordinator for Gilchrist County for the period May 1, 2012 to June 30, 2016.



Steve Holmes

Executive Director

Date: April 12, 2012

**ACTION TAKEN AT MEETING:**



Serving  
Alachua • Bradford  
Columbia • Dixie • Gilchrist  
Hamilton • Lafayette • Madison  
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653 - 1603 • 352.955.2200

February 27, 2012

Mr. David Darm, Chairman  
Florida Commission for the Transportation Disadvantaged  
605 Suwannee Street, MS-49  
Tallahassee, Florida 32399-0450

RE: Gilchrist County Community Transportation Coordinator Designation

Dear Commissioner Darm:

This letter is in regard to the designation of the Community Transportation Coordinator for Gilchrist County. Suwannee River Economic Council, Inc. is currently the designated Community Transportation Coordinator for Gilchrist County. Suwannee River Economic Council, Inc.'s designation expires March 31, 2012.

The North Central Florida Regional Planning Council issued a request for proposals for Gilchrist County Community Transportation Coordinator on December 16, 2011. The following firms submitted proposals in response to the request for proposals:

1. MV Transportation, Inc.; and
3. Suwannee River Economic Council, Inc.

The North Central Florida Regional Planning Council authorized its Executive Director to appoint a Technical Review Committee to evaluate and score the proposals for the Gilchrist County Community Transportation Coordinator. The Technical Review Committee members evaluated the proposals. The Committee members' scores were based on the same criteria and from a solely technical standpoint. The assignment of points was done individually by each reviewer and not as a consensus of the Committee.

The total raw scores of each Committee member established a rank order for each reviewer. The rank order scores of all Committee members were combined to determine the following final rank score:

1. Suwannee River Economic Council, Inc.
2. MV Transportation, Inc.

The Gilchrist County Transportation Disadvantaged Coordinating Board also recommended that Suwannee River Economic Council, Inc. be designated the Community Transportation Coordinator for Gilchrist County at its February 15, 2012 meeting.

Dedicated to improving the quality of life of the Region's citizens,  
by coordinating growth management, protecting regional resources,  
promoting economic development and providing technical services to local governments.

12 MAR - 1 PM 1:52  
TRANSPORTATION  
DISADVANTAGED  
COMMISSION

Mr. David Darm  
February 27, 2012  
Page 2

At its February 23, 2012 meeting, the North Central Florida Regional Planning Council approved the attached resolution recommending that the Florida Commission for the Transportation Disadvantaged designate Suwannee River Economic Council, Inc. as the Gilchrist County Community Transportation Coordinator for a five-year period effective April 1, 2012.

Attached are copies of the proposals and proposal scores. If you have any questions or need any additional information, please do not hesitate to contact Lynn Godfrey, AICP, Senior Planner, at extension 110.

Sincerely,

A handwritten signature in black ink, appearing to read "SRK", with a horizontal line underneath and a small flourish at the end.

Scott R. Koons, AICP  
Executive Director

Attachments

xc: Steven Holmes, Executive Director, Florida Commission for the Transportation Disadvantaged  
Gary Coles, Senior-Vice President, MV Transportation, Inc.  
Frances Terry, Executive Director, Suwannee River Economic Council, Inc.  
Gilchrist County Transportation Disadvantaged Board

RESOLUTION NO. 2012-04

A RESOLUTION OF THE NORTH CENTRAL FLORIDA REGIONAL  
PLANNING COUNCIL RECOMMENDING SUWANNEE RIVER  
ECONOMIC COUNCIL, INC. AS THE COMMUNITY TRANSPORTATION  
COORDINATOR FOR GILCHRIST COUNTY

WHEREAS, the North Central Florida Regional Planning Council has the authority to recommend the Community Transportation Coordinator for Gilchrist County;

WHEREAS, the North Central Florida Regional Planning Council issued a request for proposals for Gilchrist County Community Transportation Coordinator on December 16, 2011;

WHEREAS, the North Central Florida Regional Planning Council appointed a Technical Review Committee to score and rank the proposals;

WHEREAS, the Technical Review Committee ranked the proposals in the following order:

1. Suwannee River Economic Council, Inc.; and
2. MV Transportation, Inc.

WHEREAS, the Technical Review Committee recommended that the North Central Florida Regional Planning Council recommend to the Florida Commission for the Transportation Disadvantaged the designation of Suwannee River Economic Council, Inc. as the Community Transportation Coordinator for Gilchrist County;

NOW, THEREFORE, BE IT RESOLVED BY THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL THAT:

In accordance with Chapter 427, Florida Statutes, the North Central Florida Regional Planning Council recommends to the Florida Commission for the Transportation Disadvantaged that Suwannee River Economic Council, Inc. be designated the Community Transportation Coordinator for Gilchrist County for a five-year period effective April 1, 2012.

APPROVED AND ADOPTED by the North Central Florida Regional Planning Council this 23rd day of February 2012.

NORTH CENTRAL FLORIDA  
REGIONAL PLANNING COUNCIL

ATTEST:

  
\_\_\_\_\_  
Scott R. Koons, Executive Director

  
\_\_\_\_\_  
Roy Ellis, Chairman

(SEAL REQUIRED)

PROPOSAL RANKING SHEET  
 GILCHRIST COUNTY REQUEST FOR PROPOSALS FOR CTC DESIGNATION  
 SELECTION OF COORDINATOR

RANK ORDER

| FIRM                                     | Michael Escalante | Lynn Franson Godfrey | Marlie Sanderson | TOTAL RANK ORDER SCORES | RANK ORDER |
|--|-------------------|----------------------|------------------|-------------------------|------------|
| 1. MV Transportation, Inc.               | 2                 | 2                    | 2                | 6                       | 2          |
| 2. Suwannee River Economic Council, Inc. | 1                 | 1                    | 1                | 3                       | 1          |

  
 \_\_\_\_\_  
 Signature of Executive Director

2/6/12  
 \_\_\_\_\_  
 Date

Scott R. Koons  
 \_\_\_\_\_  
 (Print Name of Executive Director)

GILCHRIST COUNTY REQUEST FOR PROPOSALS  
SHORT LIST OF COMMUNITY TRANSPORTATION COORDINATORS

| FIRM                                     | MANAGEMENT RESOURCES (MAX 36 POINTS) | PROPOSER'S EXPERIENCE (MAX 48 POINTS) | FINANCIAL CAPACITY TO UNDERTAKE PROJECT (MAX 48 POINTS) | COORDINATION ABILITY (MAX 54 POINTS) | OPERATIONAL ABILITY (MAX 60 POINTS) | VEHICLE ACQUISITION (MAX 48 POINTS) | TOTAL POINTS |
|--|--------------------------------------|---------------------------------------|---|--------------------------------------|-------------------------------------|-------------------------------------|--------------|
| 1. MV Transportation, Inc.               | 30                                   | 48                                    | 40  | 45                                   | 52                                  | 38                                  | 253          |
| 2. Suwannee River Economic Council, Inc. | 36                                   | 48                                    | 48  | 53                                   | 60                                  | 48                                  | 293          |

2/3/12

Date



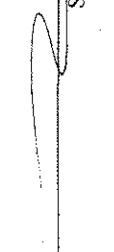
Signature of Review Committee Member

Michael Escalante

(Print Name of Review Committee Member)

GILCHRIST COUNTY REQUEST FOR PROPOSALS  
SHORT LIST OF COMMUNITY TRANSPORTATION COORDINATORS

| FIRM                                     | MANAGEMENT RESOURCES (MAX 36 POINTS) | PROPOSER'S EXPERIENCE (MAX 48 POINTS) | FINANCIAL CAPACITY TO UNDERTAKE PROJECT (MAX 48 POINTS) | COORDINATION ABILITY (MAX 54 POINTS) | OPERATIONAL ABILITY (MAX 60 POINTS) | VEHICLE ACQUISITION (MAX 48 POINTS) | TOTAL POINTS |
|--|--------------------------------------|---------------------------------------|---|--------------------------------------|-------------------------------------|-------------------------------------|--------------|
| 1. MV Transportation, Inc.               | 36                                   | 48                                    | 40  | 52                                   | 56                                  | 42                                  | 274          |
| 2. Suwannee River Economic Council, Inc. | 36                                   | 48                                    | 48  | 54                                   | 60                                  | 48                                  | 294          |


  
 \_\_\_\_\_  
 Signature of Review Committee Member

2/2/12  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Lynn Franson Godfrey  
 (Print Name of Review Committee Member)

GILCHRIST COUNTY REQUEST FOR PROPOSALS  
SHORT LIST OF COMMUNITY TRANSPORTATION COORDINATORS

| FIRM                                     | MANAGEMENT RESOURCES (MAX 36 POINTS) | PROPOSER'S EXPERIENCE (MAX 48 POINTS) | FINANCIAL CAPACITY TO UNDERTAKE PROJECT (MAX 48 POINTS) | COORDINATION ABILITY (MAX 54 POINTS) | OPERATIONAL ABILITY (MAX 60 POINTS) | VEHICLE ACQUISITION (MAX 48 POINTS) | TOTAL POINTS |
|--|--------------------------------------|---------------------------------------|---|--------------------------------------|-------------------------------------|-------------------------------------|--------------|
| 1. MV Transportation, Inc.               | 36                                   | 40                                    | 48  | 54                                   | 54                                  | 44                                  | 276          |
| 2. Suwannee River Economic Council, Inc. | 34                                   | 44                                    | 48  | 53                                   | 60                                  | 48                                  | 287          |



Signature of Review Committee Member

Marlie Sanderson

(Print Name of Review Committee Member)

2/2/12

Date

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

**MEETING DATE:** April 12, 2012

**AGENDA ITEM:**

IX. CTC DESIGNATION – Gulf 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 Apalachee Regional Planning Council (ARPC) is the DOPA for Gulf County. The Gulf County Association for Retarded Citizens, Inc. d.b.a. Gulf County Transportation is currently the designated CTC for Gulf County and is providing non-sponsored transportation disadvantaged and Medicaid non-emergency transportation (NET) services to the citizens of Gulf County.

Pursuant to Chapter 287, F.S., the Apalachee Regional Planning Council (ARPC) completed a competitive selection process to recommend a CTC to serve Gulf County for the next 5 year period. Through a local newspaper and the Florida Administrative Weekly, the ARPC sought letters of interest and qualifications. Gulf County Transportation was the only respondent to a request for interest and qualifications on Feb 2, 2012 and has expressed their desire to remain the CTC. After a review by the ARPC staff, it was determined Gulf County Transportation had the experience, qualifications, integrity and reliability to continue performing as the CTC.

On March 29, 2012 the ARPC approved the recommendation to retain Gulf County Transportation as the CTC effective July 1, 2012 to June 30, 2017.

**ATTACHMENTS:**

- Recommendation letter from ARPC
- ARPC Resolution

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Approve the Apalachee Regional Planning Council's recommendation and designate Gulf County Association of Retarded Citizens, Inc as the Community Transportation Coordinator for Gulf County for the period beginning July 1, 2012 to June 30, 2017.



Steve Holmes

Executive Director

Date: April 12, 2012

**ACTION TAKEN AT MEETING:**



## Apalachee Regional Planning Council

Serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson  
Liberty, Leon and Wakulla Counties and their municipalities

---

March 29, 2012

Steve Holmes  
Executive Director  
Commission for the Transportation Disadvantaged  
605 Suwannee Street, MS-49  
Tallahassee, Florida 32399-0450

### Gulf County Community Transportation Coordinator Recommendation

Dear Mr. Holmes:

The Apalachee Regional Planning Council adopted the enclosed resolution recommending that Gulf County Association for Retarded Citizens, Inc., d.b.a. Gulf County Transportation, continue serving as the Gulf County Community Transportation Disadvantaged Coordinator and be designated by the Florida Commission for the Transportation Disadvantaged (CTD) effective July 1, 2012, for a five year appointment. Minutes of the Council's meeting will be forwarded to you as soon as they are prepared. Gulf County Association for Retarded Citizens, Inc., d.b.a. Gulf County Transportation, is currently the designated CTC for Gulf County. The current contract will expire June 30, 2012.

The Council issued a request for interest and qualifications on February 2, 2012, through legal ads in the Florida Administrative Weekly and the local newspaper. Letters of Interest and Qualifications were due February 24, 2012. The Council received one response, Gulf County Association for Retarded Citizens, Inc., d.b.a. Gulf County Transportation. After a review by the ARPC staff, it was determined that the applicant had the experience, qualifications, integrity and reliability to continue performing as the CTC. Staff determined that the proposal complied with the requirements of Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code. The staff recommendation to the Council was that Gulf County Association for Retarded Citizens, Inc., d.b.a. Gulf County Transportation continues as the Gulf County Community Transportation Coordinator. The Council adopted the committee's recommendation by resolution.

The Council respectfully requests that this item be placed on the April 18, 2012 CTD meeting agenda for designation of the Gulf County CTC.

If you have any questions or need any additional information, please do not hesitate to contact Ms. Vanita Anderson, TD Program Coordinator.

Sincerely,

  
Charles D. Blume  
Executive Director

cc: Gulf County Transportation Disadvantaged Coordinating Board

Attachments: Adopted Resolution  
Support documents

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20776 Central Avenue East, Suite #1 • Blountstown, Florida 32424  
Telephone: 850-674-4571 • Facsimile: 850-674-4574  
[www.thearpc.com](http://www.thearpc.com)

**RESOLUTION  
OF THE APALACHEE REGIONAL PLANNING COUNCIL  
RECOMMENDING A COMMUNITY TRANSPORTATION COORDINATOR FOR  
GULF COUNTY TO THE  
FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED**

**WHEREAS**, the Apalachee Regional Planning Council is the designated official planning agency for the Transportation Disadvantaged program in Gulf County; and

**WHEREAS**, the Apalachee Regional Planning Council as part of their statutory duty must recommend to the Florida Commission for the Transportation Disadvantaged a Community Transportation Coordinator; and

**WHEREAS**, the Apalachee Regional Planning Council has considered the need to supply services under this program that best meet the demand in a cost-effective and cost-efficient manner; and

**WHEREAS**, the existing Memorandum of Agreement between the Florida Commission for the Transportation Disadvantaged and the current Community Transportation Coordinator expires on June 30, 2012; and

**WHEREAS**, Gulf County Association for Retarded Citizens, Inc., d.b.a. Gulf County Transportation has proven itself to be a highly effective Community Transportation Coordinator for the past twenty-two years; and

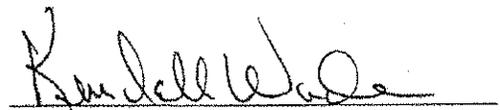
**WHEREAS**, Gulf County Association for Retarded Citizens, Inc., d.b.a. Gulf County Transportation is knowledgeable of the available resources, demands, and needs of the transportation disadvantaged; and

**NOW THEREFORE BE IT RESOLVED** that the Apalachee Regional Planning Council recommends to the Florida Commission for the Transportation Disadvantaged that Gulf County Association for Retarded Citizens, Inc., d.b.a. Gulf County Transportation be retained as the Community Transportation Coordinator in Gulf County for a five year period beginning July 1, 2012 and ending June 30, 2017.

**UNANIMOUSLY APPROVED THIS 29<sup>th</sup> DAY OF MARCH, 2012.**

**SIGNED:**

**ATTEST:**

  
Kendall Wade, Chairman  
Apalachee Regional Planning Council

  
Charles D. Blume, Executive Director  
Apalachee Regional Planning Council

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

**MEETING DATE:** April 12, 2012

**AGENDA ITEM:**

IX. CTC DESIGNATION – Leon 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 Capital Region Transportation Planning Agency (CRTPA) is the DOPA for Leon County. StarMetro is currently the designated CTC for Leon County and is providing non-sponsored transportation disadvantaged and Medicaid non-emergency transportation (NET) services to the citizens of Leon County.

Pursuant to Chapter 287, Florida Statutes, StarMetro, as a governmental entity, is able and willing to continue to provide transportation services. StarMetro submitted documents highlighting its ability to provide transportation to CRTPA.

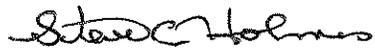
On March 26, 2012, the CRTPA approved the recommendation to retain StarMetro as the CTC effective July 1, 2012 to June 30, 2017.

**ATTACHMENTS:**

- Recommendation letter from CRTPA
- CRTPA Resolution
- Leon LCB Resolution

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Approve the Capital Region Transportation Planning Agency's recommendation and designate StarMetro as the Community Transportation Coordinator for Leon County for the period beginning July 1, 2012 to June 30, 2017.

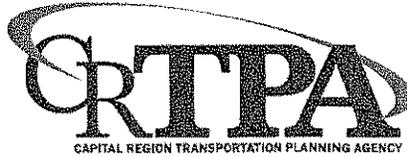


Steve Holmes

Executive Director

Date: April 12, 2012

**ACTION TAKEN AT MEETING:**



300 South Adams Street, Box A-19  
Tallahassee, FL 32301  
Phone: 850 891-6800

12 MAR 27 PM 3:16

TRANSPORTATION  
DISADVANTAGED  
COMMISSION

March 27, 2012

Mr. Steven Holmes  
Executive Director  
Florida Commission for the Transportation Disadvantaged  
605 Suwannee Street  
Tallahassee, Florida 32301

**RE: Continued Designation of Star Metro as the Leon County Community  
Transportation Coordinator (CTC)**

Dear Mr. Holmes:

The contract between the Florida Commission for the Transportation Disadvantaged (FCTD) and Star Metro expires this June.

The Leon County Transportation Disadvantaged Coordinating Board (LCB) and the Capital Region Transportation Planning Agency (CRTPA) enthusiastically recommend that the Commission again contract with Star-Metro for the next five years. We are pleased that the City of Tallahassee has consented to continue in that role.

Star-Metro has been the CTC since 2002. From the first day they have provided excellent service. But more importantly, they move forward on a daily basis to not only sustain their excellence but evolve their expertise in a manner worthy of emulation. Not only do they deliver a cost effective service, but have worked to develop as many options as possible for those who cannot provide their own transportation.

I look forward to the FCTD Business Meeting on April 12 and presenting this request to your board for approval. Should you require additional information, please contact me.

Best Regards,

Colleen D. Roland  
Transportation Planner

Enclosed: Governmental CTC Package



RESOLUTION 2012-3-2E

THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY ON THE 26<sup>TH</sup> OF MARCH, 2012 CONSIDERED THE FOLLOWING:

WHEREAS, the Capital Region Transportation Planning Agency is the official designated planning agency for the Transportation Disadvantaged Program in the City of Tallahassee and Leon County; and

WHEREAS, as part of their statutory duty must recommend to the Florida Commission for the Transportation Disadvantaged a Community Transportation Coordinator; and

WHEREAS, the Capital Region Transportation Planning Agency has considered the need to supply services under this program that best meet the demand in a cost-effective and cost-efficient manner; and

WHEREAS, StarMetro has proven itself to be a highly effective Community Transportation Coordinator for the last ten years; and

WHEREAS, StarMetro is knowledgeable of the available resources, demands, and needs of the transportation disadvantaged; and

WHEREAS StarMetro is a division of the City of Tallahassee, a governmental agency and this recommendation is not required to comply with the competitive procurement procedures outlines in Chapter 287, Florida Statutes.

NOW THEREFORE BE IT RESOLVED that the Capital Region Transportation Planning Agency recommends to the Florida Commission for the Transportation Disadvantaged that StarMetro be retained as the Community Transportation Coordinator in Leon County, Florida, for a five year period beginning June 21, 2012.

UNANIMOUSLY APPROVED THIS 26<sup>th</sup> DAY OF MARCH, 2012.

Signed:

Jane G. Sauls, Chair

Capital Region Transportation Planning Agency

Attest:

Harry D. Reed, III

Executive Director, CRTPA

**RESOLUTION NO. 2011-4**

**RESOLUTION RECOMMENDING TO THE  
FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED  
THAT STAR METRO BE DESIGNATED AS THE  
COMMUNITY TRANSPORTATION COORDINATOR**

**WHEREAS**, the LEON COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD (hereinafter the LCB) is official oversight board for the Transportation Disadvantaged Program in the City of Tallahassee and Leon County; and

**WHEREAS**, as part of their statutory duty the LCB must recommend to the CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) a Community Transportation Coordinator; and

**WHEREAS**, the LCB has considered the need to supply services under this program that best meet the demand in a cost-effective and cost-efficient manner; and

**WHEREAS**, STAR METRO has proven their knowledgeable of the available resources, demands, and needs of the transportation disadvantaged; and

**WHEREAS**, STAR METRO is a division of the City of Tallahassee, a governmental agency, and this recommendation is not required to comply with the competitive procurement procedures outlines in Chapter 287, Florida Statutes.

**NOW, THEREFORE, BE IT RESOLVED BY THE LEON COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD that**

1. The CRTPA recommends to the Florida Commission for the Transportation Disadvantaged that STAR METRO be designated as the Community Transportation Coordinator in Leon County, Florida, for a FIVE year period beginning JULY 2012; and
2. This resolution shall become effective immediately upon its adoption.

**DONE, ADOPTED, AND PASSED** by the LEON COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD this 13<sup>th</sup> day of April, 2011.

BY:   
AKIN AKINYEMI, CHAIR

ATTEST:





March 16, 2012

Mrs. Colleen Roland  
The Capital Region Transportation Planning Agency  
408 N. Adams Street, 4th Floor  
Tallahassee, FL 32301

Dear Mrs. Roland:

This letter is to express written interest in continuing to serve as the Community Transportation Coordinator for Leon County.

StarMetro is committed to continue improving transportation coordination in Leon County, and is committed to be in full compliance with Chapter 427 and the Leon County Transportation Disadvantaged Services Plan which address our plan to address coordinated transportation in Leon County. A copy of the TDSP is enclosed.

In May 2011, StarMetro hosted the Capital Mobility Summit that was attended by over 130 transportation stakeholders representing local transportation providers, government representatives, planners, state agencies, as well as public and human service organizations in our region. Following this event, StarMetro organized a meeting of the various human service and transportation agencies who attended the Mobility Summit and many representatives from these agencies agreed to serve as members of a Capital Region Human Services Mobility Coalition. This Coalition will be created to further improve coordination among public and human service transportation systems, agencies and consumers.

StarMetro as a Department of The City of Tallahassee is self-insured in compliance with all provisions of Florida Statue 768.28 which govern tort liability for all public entities with the state. The city maintains a fully funded reserve account, and in accordance to state and federal guidelines as a city, the City of Tallahassee maintains accounting systems (i.e. purchasing, accounts payable, accounts receivable, budget) which are audited annually by a third party accounting agency

As public governmental entity, the City of Tallahassee is governed by a commission of appointed City Commissioners with a Mayor, a City Manager and three Assistant City Managers. StarMetro is a city department. StarMetro (formerly known as Taltran) has been in existence as a public transit agency for over 30 year providing both fixed route and paratransit transportation. The City of Tallahassee and StarMetro have been the Leon County Community Transportation Coordinator since 2002. A copy of StarMetro's organizational chart is enclosed as well as a copy of the City's most recent financial

555 Appleyard Drive  
Tallahassee, FL 32304  
850-891-5200  
TDD: 800-955-8711

JOHN R. MARKS, III  
Mayor

ANITA FAVORS THOMPSON  
City Manager

ANDREW GILLUM  
Mayor Pro Tem

JAMES R. ENGLISH  
City Attorney

GIL ZIFFER  
Commissioner

JAMES O. COOKE, IV  
Interim City Treasurer-Clerk

MARK MUSTIAN  
Commissioner

SAM M. McCALL  
City Auditor

NANCY MILLER  
Commissioner



audit showing the City's ability to manage and coordinate multiple services and funding to meet the needs of the general public or other transportation disadvantaged.

A copy of our last Federal Transit Administration Triennial review is enclosed to demonstrate full compliance with the Americans with Disabilities Act, P.L. 101-336, Chapter 760, F.S., and any applicable local regulations governing disabled accessibility requirements, access to transportation, and discrimination. This document provides evidence to support our compliance with safety requirements as specified in Section 341.061, Florida Statutes and compliance with any state, federal, or local laws relating to drug testing.

StarMetro is committed to provide the most economically cost effective, quality services to the transportation disadvantaged, and plans to include coordination with the public school system, the private sector operators and other governmental agencies that provide services to the transportation disadvantaged in Leon County.

StarMetro has reviewed the Memorandum of Agreement and is committed to comply with all requirements listed in this document.

Please contact me if I may be of any further assistance.

  
Sincerely,

Ivan Maldonado  
Superintendent of Paratransit Operations

IM/im



555 Appleyard Drive  
Tallahassee, FL 32304  
850-891-5200  
TDD: 800-955-8711

JOHN R. MARKS, III  
Mayor

ANITA FAVORS THOMPSON  
City Manager

ANDREW GILLUM  
Mayor Pro Tem

JAMES R. ENGLISH  
City Attorney

GIL ZIFFER  
Commissioner

JAMES O. COOKE, IV  
Interim City Treasurer-Clerk

MARK MUSTIAN  
Commissioner

SAM M. McCALL  
City Auditor

NANCY MILLER  
Commissioner

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

**MEETING DATE:** April 12, 2012

**AGENDA ITEM:**

IX. CTC DESIGNATION – Liberty 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 Apalachee Regional Planning Council (ARPC) is the DOPA for Liberty County. The Liberty County Board of County Commissioners (BOCC), d.b.a. Liberty Transit is currently the designated CTC for Liberty County and is providing transportation disadvantaged and Medicaid non-emergency transportation (NET) services to the citizens of Liberty County through the county's local transit division.

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

Therefore, the ARPC recommends Liberty County BOCC be re-designated as the CTC effective July 1, 2012 to June 30, 2017.

**ATTACHMENTS:**

- Recommendation letter from ARPC
- ARPC Resolution

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Approve the ARPC's recommendation and designate Liberty County BOCC as the Community Transportation Coordinator for Liberty County for the period beginning July 1, 2012 to June 30, 2017.



Steve Holmes  
Executive Director  
Date: April 12, 2012

**ACTION TAKEN AT MEETING:**



## Apalachee Regional Planning Council

Serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson  
Liberty, Leon and Wakulla Counties and their municipalities

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March 29, 2012

Steve Holmes  
Executive Director  
Commission for the Transportation Disadvantaged  
605 Suwannee Street, MS-49  
Tallahassee, Florida 32399-0450

### Liberty County Community Transportation Coordinator Recommendation

Dear Mr. Holmes:

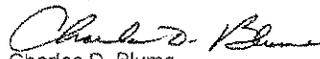
The Apalachee Regional Planning Council adopted the enclosed resolution recommending that Liberty County Board of County Commission, d.b.a. Liberty Transit, continue serving as the Liberty County Community Transportation Disadvantaged Coordinator and be designated by the Florida Commission for the Transportation Disadvantaged (CTD) effective July 1, 2012, for a five year appointment. Minutes of the Council's meeting will be forwarded to you as soon as they are prepared. Liberty County Board of County Commission, d.b.a. Liberty Transit, is currently the designated CTC for Liberty County. The current contract will expire June 30, 2012.

The Council did not issue a competitive process for the community transportation coordinator for Liberty County. As a governmental entity interested in continuing to serve as the CTC, staff assessed the qualifications and determined that Liberty County Board of County Commission, d.b.a. Liberty Transit, had the experience, qualifications, integrity and reliability to continue performing as the CTC. Staff determined that Liberty County Board of County Commission, d.b.a. Liberty Transit, complied with the requirements of Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code. The staff recommendation to the Council was that Liberty County Board of County Commission, d.b.a. Liberty Transit, continues as the Liberty County Community Transportation Coordinator. The Council adopted the committee's recommendation by resolution.

The Council respectfully requests that this item be placed on the April 18, 2012 CTD meeting agenda for designation of the Liberty County CTC.

If you have any questions or need any additional information, please do not hesitate to contact Ms. Vanita Anderson, TD Program Coordinator.

Sincerely,

  
Charles D. Blume  
Executive Director

cc: Liberty County Transportation Disadvantaged Coordinating Board

Attachments: Adopted Resolution  
Support documents

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20776 Central Avenue East, Suite #1 • Blountstown, Florida 32424  
Telephone: 850-674-4571 • Facsimile: 850-674-4574  
[www.thearpc.com](http://www.thearpc.com)

**RESOLUTION  
OF THE APALACHEE REGIONAL PLANNING COUNCIL  
RECOMMENDING A COMMUNITY TRANSPORTATION COORDINATOR FOR  
LIBERTY COUNTY TO THE  
FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED**

**WHEREAS**, the Apalachee Regional Planning Council is the designated official planning agency for the Transportation Disadvantaged program in Liberty County; and

**WHEREAS**, the Apalachee Regional Planning Council as part of their statutory duty must recommend to the Florida Commission for the Transportation Disadvantaged a Community Transportation Coordinator; and

**WHEREAS**, the Apalachee Regional Planning Council has considered the need to supply services under this program that best meet the demand in a cost-effective and cost-efficient manner; and

**WHEREAS**, the existing Memorandum of Agreement between the Florida Commission for the Transportation Disadvantaged and the current Community Transportation Coordinator expires on June 30, 2012; and

**WHEREAS**, Liberty County Board of County Commission, d.b.a. Liberty Transit has proven itself to be a highly effective Community Transportation Coordinator for the past twenty-two years; and

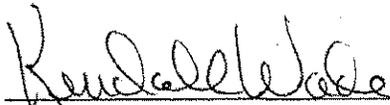
**WHEREAS**, Liberty County Board of County Commission, d.b.a. Liberty Transit is knowledgeable of the available resources, demands, and needs of the transportation disadvantaged; and

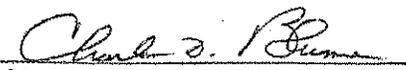
**NOW THEREFORE BE IT RESOLVED** that the Apalachee Regional Planning Council recommends to the Florida Commission for the Transportation Disadvantaged that Liberty County Board of County Commission, d.b.a. Liberty Transit be retained as the Community Transportation Coordinator in Liberty County for a five year period beginning July 1, 2012 and ending June 30, 2017.

**UNANIMOUSLY APPROVED THIS 29<sup>th</sup> DAY OF MARCH, 2012.**

**SIGNED:**

**ATTEST:**

  
\_\_\_\_\_  
Kendall Wade, Chairman  
Apalachee Regional Planning Council

  
\_\_\_\_\_  
Charles D. Blume, Executive Director  
Apalachee Regional Planning Council

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

**MEETING DATE:** April 12, 2012

**AGENDA ITEM:**

IX. CTC DESIGNATION – Madison 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 North Central Florida Regional Planning Council (NCFRPC) is the DOPA for Madison County. Big Bend Transit, Inc. is currently the designated CTC for Madison County and is providing non-sponsored transportation disadvantaged and Medicaid non-emergency transportation (NET) services to the citizens of Madison County.

Pursuant to Chapter 287, F.S., the NCFRPC completed a competitive selection process to recommend a CTC to serve Madison County for the next 5 year period. NCFRPC issued a Request for Proposals on January 6, 2012. Big Bend Transit, Inc. was the only respondent to the Request for Proposals and has expressed their desire to remain the CTC. After a review by the NCFRPC staff, it was determined Big Bend Transit, Inc. had the experience, qualifications, integrity and reliability to continue performing as the CTC.

On March 22, 2012 the NCFRPC recommended that the Commission for the Transportation Disadvantaged select Big Bend Transit, Inc. as the CTC effective July 1, 2012 to June 30, 2017.

**ATTACHMENTS:**

- Recommendation letter from NCFRPC
- NCFRPC Resolution
- Big Bend Transit Letter of Interest

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Approve the NCFRPC recommendation and designate Big Bend Transit, Inc. as the Community Transportation Coordinator for Madison County for the period beginning July 1, 2012 to June 30, 2017.



Steve Holmes  
Executive Director  
Date: April 12, 2012

**ACTION TAKEN AT MEETING:**



Serving  
Alachua • Bradford  
Columbia • Dixie • Gilchrist  
Hamilton • Lafayette • Madison  
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653 - 1 800 • 352.955.2200

March 26, 2012

Mr. David Darm, Chairman  
Florida Commission for the Transportation Disadvantaged  
605 Suwannee Street, MS-49  
Tallahassee, Florida 32399-0450

RE: Madison County Community Transportation Coordinator Designation

Dear Commissioner Darm:

This letter is in regard to the designation of the Community Transportation Coordinator for Madison County. Big Bend Transit, Inc. is currently the designated Community Transportation Coordinator for Madison County. Big Bend Transit, Inc.'s designation expires June 30, 2012.

The North Central Florida Regional Planning Council issued a request for proposals for Madison County Community Transportation Coordinator on January 6, 2012. Big Bend Transit, Inc. submitted the only proposal in response to the request for proposals.

At its March 22, 2012 meeting, the North Central Florida Regional Planning Council approved the attached resolution recommending that the Florida Commission for the Transportation Disadvantaged designate Big Bend Transit, Inc. as the Madison County Community Transportation Coordinator for a five-year period effective July 1, 2012. The Madison County Transportation Disadvantaged Coordinating Board also recommended that Big Bend Transit, Inc. be designated the Community Transportation Coordinator for Madison County at its March 5, 2012 meeting.

Please find enclosed Big Bend Transit, Inc.'s proposal for Community Transportation Coordinator designation. If you have any questions or need any additional information concerning this matter, please do not hesitate to contact Lynn Godfrey, AICP, Senior Planner, at extension 110.

Sincerely,

Scott R. Koons, AICP  
Executive Director

Enclosures

xc: Steven Holmes, Executive Director, Florida Commission for the Transportation Disadvantaged  
Ted Waters, Big Bend Transit, Inc.  
Madison County Transportation Disadvantaged Coordinating Board

t:\ynn\rfp\mad12\rfpctfd.docx

Dedicated to improving the quality of life of the Region's citizens,  
by coordinating growth management, protecting regional resources,  
promoting economic development and providing technical services to local governments.

12 MAR 29 PM 12:30  
TRANSPORTATION  
DISADVANTAGED  
COMMISSION

RESOLUTION NO. 2012-05

A RESOLUTION OF THE NORTH CENTRAL FLORIDA REGIONAL  
PLANNING COUNCIL RECOMMENDING BIG BEND TRANSIT, INC. AS  
THE COMMUNITY TRANSPORTATION COORDINATOR FOR MADISON  
COUNTY, FLORIDA

WHEREAS, the North Central Florida Regional Planning Council has the authority to recommend the Community Transportation Coordinator for Madison County, Florida;

WHEREAS, the North Central Florida Regional Planning Council issued a request for proposals for Community Transportation Coordinator for Madison County, Florida on January 6, 2012;

WHEREAS, the North Central Florida Regional Planning Council received one proposal from Big Bend Transit, Inc. in response to the request for proposals;

WHEREAS, Big Bend Transit, Inc. is willing to provide the services necessary to serve the transportation disadvantaged population in Madison County, Florida;

WHEREAS, Big Bend Transit, Inc. has the appropriate personnel, financial capacity, vehicle and equipment resources, experience and qualifications to serve the transportation disadvantaged population; and

WHEREAS, Big Bend Transit, Inc. has demonstrated plans to coordinate transportation services to maximize the effectiveness of the coordinated transportation system.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL THAT:

In accordance with Chapter 427, Florida Statutes, the North Central Florida Regional Planning Council recommends to the Florida Commission for the Transportation Disadvantaged that Big Bend Transit, Inc. be designated the Community Transportation Coordinator for Madison County, Florida for a five-year period effective July 1, 2012.

APPROVED AND ADOPTED by the North Central Florida Regional Planning Council this 22nd day of March 2012.

NORTH CENTRAL FLORIDA  
REGIONAL PLANNING COUNCIL

ATTEST:

  
\_\_\_\_\_  
Scott R. Koons, Executive Director

  
\_\_\_\_\_  
Roy Ellis, Chair

(SEAL REQUIRED)

# Big Bend Transit, Inc.

February 23, 2012

P.O. Box 1721  
Tallahassee, Florida 32302  
850/574-6266

Mr. Scott R. Koons, Executive Director  
North Central Florida Regional Planning Council  
2009 N.W. 67 Place, Suite A  
Gainesville, Florida 32653-1603

Dear Mr. Koons:

Big Bend Transit, Inc. is pleased to submit an original and six (6) copies of a proposal for the Community Transportation Coordinator (CTC) for Madison County.

This application proposes Big Bend Transit, Inc. as the CTC and as a significant service provider, and as subcontracting transportation services to the extent necessary to fulfill the needs of funding agencies and the service standards of the Florida Commission for the Transportation Disadvantaged and the Madison County Transportation Disadvantaged Coordinating Board. We believe this approach to the continued provision of specialized paratransit services in Madison County to be in the best interest of all involved. This opinion is based on the following:

- \* Big Bend Transit, as a CTC and an Operator, has been actively involved in the specialized paratransit industry for many years.
- \* Big Bend Transit, as a CTC and an Operator, has demonstrated its ability to provide safe, efficient and quality transportation service to user agencies and transportation disadvantaged persons in Madison County for over twenty-two years.
- \* Big Bend Transit, as a CTC and an Operator, has contributed significantly to the advancements and improvements to specialized community transportation services in Madison County that have occurred over the past several years.
- \* Big Bend Transit, as a CTC and an Operator, has in place in Madison County a committed staff of local personnel, knowledgeable of the area and its needs, and experienced in the management and operation of specialized paratransit services.

Big Bend Transit, Inc. is well qualified to continue as the Community Transportation Coordinator for Madison County as demonstrated by the following:

Mr. Scott R. Koons

Page 2

February 23, 2012

- \* Big Bend Transit has been involved in the design, implementation, management, and operation of coordinated, specialized paratransit systems in North Florida since 1980. We currently manage four systems and operate in five systems.
- \* Big Bend Transit has consistently complied with regulations of the State of Florida Commission for the Transportation Disadvantaged regarding services to the transportation disadvantaged; including, the development of Memorandum of Agreements and Service Plans, Purchase of Service Contracts, System Safety Program Plans, Operator/Coordination Agreements, and completion of Annual Operating Reports.
- \* Big Bend Transit employs appropriate proprietary and paratransit industry computer software, to accomplish or assist the reservation, eligibility determination, routing, scheduling, accounting, reporting and maintenance functions.
- \* Big Bend Transit donates transportation services for health- and education-related events in Madison County.
- \* Big Bend Transit has committed to emergency evacuation transportation agreements for residential care facilities in Madison County.
- \* Big Bend Transit has proposed a management/operations team for the Madison County program that possess and demonstrates experience and expertise in all areas of specialized paratransit services; including, coordination, contracting, communication, procurement, monitoring, insurance, maintenance, etc.

Big Bend Transit, Inc. is committed to advancing the provision of specialized paratransit services in Madison County. We view the formal selection of, and contracted term for, the CTC as enabling us to apply the financial and management resources required to expand and improve on the already solid foundation of the Madison County Coordinated Transportation System.

We welcome and appreciate the opportunity to continue in the advancement of mobility for the transportation disadvantaged in Madison County.

Sincerely,

Big Bend Transit



Ted Waters  
General Manager

enclosures (7)

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

**MEETING DATE:** April 12, 2012

**AGENDA ITEM:**

IX. CTC DESIGNATION – Nassau 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 Northeast Florida Regional Council (NEFRC) is the DOPA for Nassau County. Nassau County Council on Aging, Inc., is currently the CTC for Nassau County and is providing both non-sponsored transportation disadvantaged (TD) and Medicaid non-emergency transportation (NET) services.

The NEFRC advertised a Request for Qualifications on February 23, 2012, for the provision of transportation service in Nassau County in the Florida Administrative Weekly and Fernandina Beach Newsleader. Two responses were received from qualified organizations and a Request for Proposal (RFP) was issued. Only Nassau County Council on Aging, Inc., submitted a response to the RFP.

**ATTACHMENTS:**

- NEFRC Resolution # 2012-7

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Recommend the Commission approve NEFRC's recommendation and designate Nassau County Council on Aging, Inc., as the Community Transportation Coordinator for Nassau County for the period July 1, 2012 to June 30, 2017.



Steve Holmes

Executive Director

Date: April 12, 2012

**ACTION TAKEN AT MEETING:**

# Resolution

*Northeast Florida Regional Council*

**2012-7**

**Recommending**

## **Nassau County Council On Aging as the Community Transportation Coordinator for Nassau County**

**WHEREAS**, the Northeast Florida Regional Council has the authority to recommend the Community Transportation Coordinator for Nassau County; and

**WHEREAS**, the Northeast Florida Regional Council issued a request for proposals for Nassau County Community Transportation Coordinator on March 12, 2012, and

**WHEREAS**, the Nassau County Council on Aging was the sole respondent to the RFP; and

**WHEREAS**, the Nassau County Council on Aging has been the Community Transportation Coordinator since 1983 and has a history of effective and efficient provision of transportation to the Transportation Disadvantaged; and

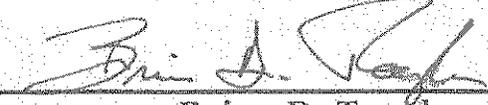
**WHEREAS**, the Northeast Florida Regional Council staff recommended that the Northeast Florida Regional Council recommend to the Florida Commission for the Transportation Disadvantaged the designation of the Nassau County Council on Aging as the Community Transportation Coordinator for Nassau County.

**NOW, THEREFORE, BE IT RESOLVED**, that the Northeast Florida Regional Council recommends to the Florida Commission for the Transportation Disadvantaged that the Nassau County Council on Aging be designated the Community Transportation Coordinator for Nassau County for a five-year period effective July 1, 2012.

*Unanimously adopted by the Northeast Florida Regional Council in a regular meeting assembled in the City of Jacksonville, the fifth day of April, 2012.*



  
\_\_\_\_\_  
**Robert Sgroi**  
President

  
\_\_\_\_\_  
**Brian D. Teeple**  
CEO

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

**MEETING DATE:** April 12, 2012

**AGENDA ITEM:**

IX. CTC DESIGNATION – Okaloosa 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 Okaloosa-Walton Transportation Planning Organization (TPO) is the DOPA for Okaloosa County. The Okaloosa County Board of County Commissioners (BOCC) is currently the designated CTC for Okaloosa County and is providing transportation disadvantaged and Medicaid non-emergency transportation services to the citizens of Okaloosa County through the local transit division.

Okaloosa 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 Designated Official Planning Agency believes the Okaloosa Co BOCC is the best candidate for the designation of CTC based on the requirements of Chapter 427, F.S., Rule 41-2, F.A.C., good performance reviews, Local Coordinating Board approval, and an overall good customer satisfaction rating. In addition, consideration was given to the fact that Okaloosa County BOCC has consistently contributed cash and FTA Section 5307 funds to support the CTC's capital and operating needs. Without the support of the County, the CTC would not have been able to provide Medicaid service.

Therefore, the Okaloosa-Walton TPO and the Okaloosa County Local Coordinating Board, recommends Okaloosa County BOCC be re-designated as the CTC effective July 1, 2012 to June 30, 2017.

**ATTACHMENTS:**

- Recommendation letter from Okaloosa-Walton TPO
- Okaloosa-Walton TPO Resolution #O-W 12-01
- Okaloosa County TD Coordinating Board letter supporting the CTC recommendation
- Excerpt of August 16, 2011 Okaloosa County BOCC minutes (Page 13)

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Approve the Okaloosa-Walton TPO's recommendation and designate Okaloosa County BOCC as the Community Transportation Coordinator for Okaloosa County for the period beginning July 1, 2012 to June 30, 2017.



Steve Holmes

Executive Director

Date: April 12, 2012

**ACTION TAKEN AT MEETING:**

**Okaloosa-Walton**  
**Transportation Planning**  
**Organization**  
**OWTPO**

James T. Wood, Jr  
Chairman

Wayne Graham  
Vice Chairman

P.O. Box 11399 • 32524-1399 Pensacola, FL • Street Address: 4081 E. Olive Road-Suite A • 32514  
P: 850.332.7976 • 1.800.226.8914 • F: 850.637.1923 • www.wfrpc.org

March 6, 2012

Mr. Steve Holmes, Executive Director  
Commission for Transportation Disadvantaged  
605 Suwannee Street MS 0450  
Tallahassee, FL 32399-0450

Dear Mr. Holmes:

At the February 16, 2012 meeting, the Okaloosa-Walton Transportation Planning Organization (O-W TPO) voted to recommend to the Commission for Transportation Disadvantaged that Okaloosa County continue as the single designated Community Transportation Coordinator for Okaloosa County.

The items that document the process are enclosed:

- Minutes from the August 16, 2012 Okaloosa County BOCC minutes recommending that the County continue as CTC.
- Draft minutes from the October 26, 2011 LCB recommending that the Commission for Transportation Disadvantaged re-appoint Okaloosa County BOCC as the single CTC for Okaloosa County.
- Okaloosa-Walton TPO Resolution O-W 12-01 approved February 16, 2012 recommending the reappointment of Okaloosa County.
- Qualification Questionnaire completed by the CTC.

The County is the local transit provider and has continued to provide excellent service for the transportation disadvantaged citizens of Okaloosa County. They have had consistent rider satisfaction and good evaluations by the local board. The County has consistently contributed cash and FTA Section 5307 funds to support the CTC's capital and operating needs. Without the support of the County, the CTC would not have been able to provide Medicaid service. For these reasons TPO staff, the TPO and the LCB recommend Okaloosa County as the best selection for CTC.

Sincerely,



Terry Joseph, Executive Director  
West Florida Regional Planning Council



Staff to TPO  
Area..."

"...planning for the future transportation needs of the Okaloosa-Walton Urbanized

## RESOLUTION O-W 12-01

### A RESOLUTION OF THE OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION RECOMMENDING THE OKALOOSA BOARD OF COUNTY COMMISSIONERS CONTINUE AS THE COMMUNITY TRANSPORTATION COORDINATOR FOR OKALOOSA COUNTY

---

**WHEREAS**, the Okaloosa County Board of County Commissioners (BOCC) has been designated by the Florida Commission for Transportation Disadvantaged (CTD) as the Community Transportation Coordinator (CTC) for Okaloosa County; and

**WHEREAS**, the Okaloosa County Transportation Disadvantaged Coordinating Board is the advisory board that is composed of representatives who provide assistance to the CTC relative to the coordination of transportation disadvantaged services; and

**WHEREAS**, the Okaloosa County Transportation Disadvantaged Coordinating Board approved the Memorandum of Agreement between the BOCC and the CTD on October 26, 2011; and

**WHEREAS**, the Okaloosa County BOCC desires to continue as the CTC for Okaloosa County and approved the request of a Memorandum of Agreement with the CTD on August 16, 2011; and

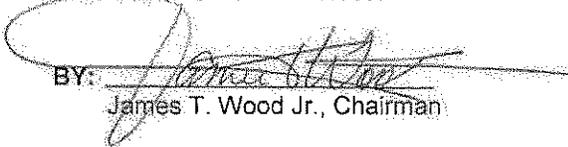
**WHEREAS**, according to Chapter 427.015 (2) F. S., the Metropolitan Planning Organization is the organization that "shall recommend to the commission a single community transportation coordinator".

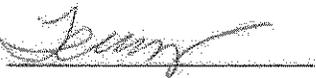
**NOW, THEREFORE, BE IT RESOLVED BY THE OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION THAT:**

The Okaloosa County BOCC continues to serve as the CTC for Okaloosa County.

Passed and duly adopted by the Okaloosa-Walton Transportation Planning Organization on this 16<sup>th</sup> day of February 2012.

**OKALOOSA-WALTON TRANSPORTATION  
PLANNING ORGANIZATION**

BY:   
James T. Wood Jr., Chairman

ATTEST: 

## OKALOOSA COUNTY

### TRANSPORTATION DISADVANTAGED COORDINATING BOARD

P. O. Box 11399 4081 E Olive Road  
Pensacola, Florida 32524-1399

(850) 332-7976  
FAX 637-1923/ 1-800-226-8914

Wayne Harris  
Chairperson

Staff to the Board:  
Okaloosa Walton TPO

Beatrice Love-Moore  
Vice-Chairperson

July 12, 2011

Okaloosa County Commissioner Wayne Harris  
Okaloosa Board of County Commissioners  
1804 Lewis Turner Blvd., Ste. 100  
Fort Walton Beach, Florida 32547

Dear Commissioner Harris,

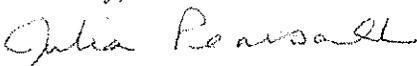
This letter is to ascertain the county's interest in continuing the responsibility of the Community Transportation Coordinator (CTC) for Okaloosa County. The Commission of Transportation Disadvantaged has adjusted all CTC contracts to run on the state fiscal year, July 1 through June 30. The current contract with the Commission for Transportation Disadvantaged is scheduled to end June 30, 2012, with a new five-year contract beginning July 1, 2012.

The county has the right to continue the CTC function without a competitive bid, if the county chooses to continue to serve in this function. If the county declines to serve, the TPO staff will initiate a competitive procurement process to secure another entity to assume this role.

The Okaloosa County Transportation Disadvantaged Coordinating Board, which is staffed by TPO staff, advises and guides the CTC for Okaloosa County. The TPO endorses the decisions of the Board, and the Florida Commission for the Transportation Disadvantaged has approval authority, including executing the Memorandum of Agreement directly with the CTC.

For more information on Community Transportation and the role of the CTC, please contact Julia Pearsall, TPO staff, by phone at 332-7976, Extension 231 or email [Julia.Pearsall@wfrpc.org](mailto:Julia.Pearsall@wfrpc.org). Please let me know the county's preference by August 24, 2011. Thank you for your assistance.

Sincerely,



Julia Pearsall, Transportation Planner

Copy:

Lani Birchett, Okaloosa County Transit Coordinator

James Campbell, Okaloosa County BOCC Chair

James D Curry, Okaloosa County Administrator

Bobby Jernigan, Executive Director, Commission for Transportation Disadvantaged

**Our Commitment - Mobility**

- Frequency improvements, Saturday and Sunday service, are not feasible in the near term
- Evening service improvements deemed most appropriate for increasing ridership
- New service from Niceville to Destin feasible in the ten-year timeframe

GROWTH MANAGEMENT - FINAL PLAT APPROVAL, HIDDEN VALLEY PHASE II

Mr. Kampert presented the final plat for Hidden Valley Phase II, a proposed 11-lot single-family residential subdivision as submitted by Emerald Coast Associates on behalf of Hidden Valley of Crestview, LLC. The property contains 4.12 acres and is located on Poverty Creek Road in Crestview. Mr. Harris made motion, seconded by Mr. Amunds, to grant final plat approval. 5 years.

GROWTH MANAGEMENT - JULIA PEARSALL, COMMUNITY TRANSPORTATION COORDINATOR DESIGNATION

Mr. Kampert stated Julia Pearsall, Transportation Planner with the Okaloosa Walton Transportation Planning Organization (OWTPO), will address the Board regarding the Community Transportation Coordinator (CTC) designation.

Ms. Pearsall stated the Board has served as the CTC for the transportation disadvantaged population (since 2007). If the Board desires to continue serving in this capacity, the Memorandum of Agreement may be extended for a new five-year term. Ms. Pearsall advised if the Board elects not to continue as CTC, the competitive bid process will be implemented to seek a replacement CTC.

Mr. Harris made motion, seconded by Mr. Roberts, for the Board to continue as the Community Transportation Coordinator for the transportation disadvantaged population. The current agreement will expire on June 30, 2012. The new five-year MOA will begin July 1, 2012. Upon inquiry by Mr. Parisot, Ms. Pearsall stated if the position is advertised for bid, Tallahassee will choose who will run this transportation program. 5 years.

GROWTH MANAGEMENT - INTERLOCAL AGREEMENT WITH FORT WALTON BEACH FOR USE OF SHIP FUNDS

Mr. Kampert requested approval of an interlocal agreement with the City of Fort Walton Beach for use of State Housing

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

**MEETING DATE:** April 12, 2012

**AGENDA ITEM:**

IX. CTC DESIGNATION – Palm Beach 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 Palm Beach MPO is the DOPA for Palm Beach County. Palm Beach County Board of County Commissioners, through the local transit agency, Palm Tran is currently the designated CTC for Palm Beach County and has 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 Palm Beach MPO believes Palm Beach Board of County Commissioners is the best candidate for the designation of CTC based on the requirements of Chapter 427, F.S., Rule 41-2, F.A.C., good performance reviews, Local Coordinating Board approval, and an overall good customer satisfaction rating. Therefore, the Palm Beach MPO and the Palm Beach County Local Coordinating Board, recommends Palm Beach County Board of County Commissioners be re-designated as the CTC effective July 1, 2012 to June 30, 2017.

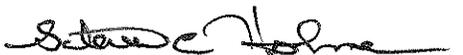
The Palm Beach County Transportation Disadvantaged Local Coordinating Board meets quarterly. In order to be timely with the designation of the CTC without unnecessary delay, they are requesting the CTD approve the Palm Beach BCC, contingent on the LCB approval at its April 18, 2012 meeting.

**ATTACHMENTS:**

- Recommendation letter from Palm Beach MPO
- Palm Beach MPO Resolution 1-12
- Palm Beach Board of County Commissioners Letter of Interest
- Palm Beach Board of County Commissioners Resolution R-2012-0371

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Approve the Palm Beach MPO recommendation and designate Palm Beach Board of County Commissioners as the Community Transportation Coordinator for Palm Beach County for the period beginning July 1, 2012 to June 30, 2017, contingent upon the LCB's approval on April 18, 2012.



Steve Holmes  
Executive Director  
Date: April 12, 2012

**ACTION TAKEN AT MEETING:**



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**PALM BEACH  
METROPOLITAN PLANNING ORGANIZATION**

---

2300 North Jog Road, 4th Floor, West Palm Beach, Florida 33411-2749

Phone: (561) 684-4170 Fax: (561) 233-5664 www.pbcgov.com/mpo

March 15, 2012

Steve Holmes, Executive Director  
Commission for the Transportation Disadvantaged  
Florida Commission for the Transportation Disadvantaged  
605 Suwannee Street, MS-49  
Tallahassee, Florida 32399-0450

12 MAR 20 AM 10:57  
TRANSPORTATION  
DISADVANTAGED  
COMMISSION

**RE: Commission for the Transportation Disadvantaged  
April 12, 2012 Meeting  
Palm Beach County Community Transportation Coordinator  
Designation**

Dear Mr. Holmes:

The five year Memorandum of Agreement between the Palm Beach County Board of County Commissioners (BCC) and the Commission for the Transportation Disadvantaged (CTD) expires on June 30, 2012.

On March 15, 2012 the Palm Beach Metropolitan Planning Organization (MPO) voted to recommend the BCC, doing business as Palm Tran, continue as the Community Transportation Coordinator (CTC) in Palm Beach County. The following supporting documents are enclosed.

- MPO Resolution 1-12
- BCC Letter of interest
- BCC Agenda
- BCC Resolution
- 2007 through 2011 Transportation Disadvantaged Local Coordinating Board CTC reviews
- 2007 through 2011 CTC Statistics

The Palm Beach County Transportation Disadvantaged Local Coordinating Board (LCB) meets quarterly. The next meeting will not be held until after the CTD's meeting. In order to expedite the designation of the CTC without unnecessary delay, we are requesting the CTD approve the BCC as the CTC for

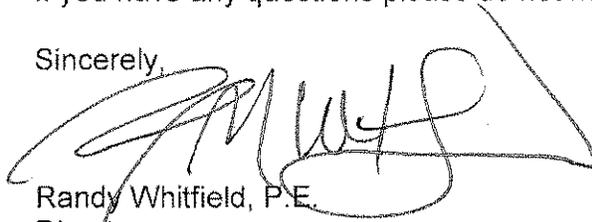
Steve Holmes, Executive Director  
Commission for the Transportation Disadvantaged  
Florida Commission for the Transportation Disadvantaged  
RE: **Commission for the Transportation Disadvantaged  
April 12, 2012 Meeting  
Palm Beach County Community Transportation Coordinator  
Designation**

Page 2

Palm Beach County, contingent on the LCB approval at its April 18, 2012 meeting.

If you have any questions please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Randy Whitfield". The signature is stylized and somewhat cursive, with a large loop at the end.

Randy Whitfield, P.E.  
Director

RMW/eer

Enclosure (6)

cc: Karen Somerset, Assistant Director, CTD  
Chuck Cohen, Executive Director, Palm Tran  
Ron Jones, Director, Palm Tran CONNECTION  
Angela Morlok, Principal Planner, Palm Beach MPO

RESOLUTION MPO 1-12

RESOLUTION APPROVING THE BOARD OF COUNTY  
COMMISSIONER CONTINUE AS THE DESIGNATED COMMUNITY  
TRANSPORTATION COORDINATOR FOR PALM BEACH COUNTY

WHEREAS, the Board of County Commissioners (BCC) has been designated by the Florida  
Commission for the Transportation Disadvantaged (CTD) as the Community Transportation  
Coordinator (CTC) for Palm Beach County; and

WHEREAS, the BCC expressed interest to continue as the CTC for Palm Beach County;  
and

WHEREAS, the MPO desires to have the BCC continue as the CTC for Palm Beach County.

NOW THEREFORE, BE IT RESOLVED BY THE PALM BEACH METROPOLITAN  
PLANNING ORGANIZATION THAT:

The BCC continue as the CTC for Palm Beach County.

The foregoing Resolution was offered by MAYOR Woodie McDuffie  
who moved its adoption. The motion was seconded by  
Commissioner Paulette Burdick, and upon being put to a vote, the motion passed. The  
Chairman thereupon declared the Resolution duly adopted this 15th day of  
March, 2012.

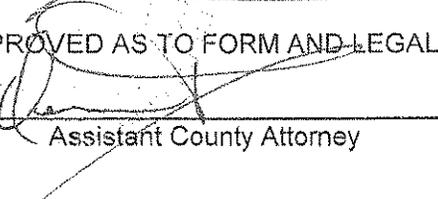
PALM BEACH METROPOLITAN PLANNING ORGANIZATION

By:   
Chairman

ATTEST:

By:   
Executive Secretary

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By:   
Assistant County Attorney



## Palm Tran

3201 Electronics Way • West Palm Beach, FL 33407-4618  
Phone: (561) 841-4200 • Fax: (561) 841-4291



Palm Beach County  
Board of County Commissioners  
Shelley Vana, Chair  
Steven L. Abrams, Vice Chairman  
Karen T. Marcus  
Paulette Burdick  
Burt Aaronson  
Jess R. Santamaria  
Priscilla A. Taylor

County Administrator  
Robert Weisman

---

February 27, 2012

Randy Whitfield, Director  
Palm Beach Metropolitan Planning Organization  
2300 North Jog Road, 4<sup>th</sup> Floor  
West Palm Beach, FL 33411-2749

Dear Mr. Whitfield:

By this letter, the Palm Beach County Board of County Commissioners (BCC) doing business as Palm Tran, express their interest in continuing as the Community Transportation Coordinator (CTC) in Palm Beach County. The BCC was designated as the CTC by the MPO in 1981 and in 1985, the first Memorandum of Agreement (MOA) was signed between Palm Beach County and the Florida Commission for the Transportation Disadvantaged.

Thank you for your consideration of this matter.

Sincerely,

Charles D. Cohen  
Executive Director



RESOLUTION NO. R-2012- 0371

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REQUESTING THE PALM BEACH METROPOLITAN PLANNING ORGANIZATION APPROVE AND RECOMMEND THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA CONTINUE AS THE DESIGNATED COMMUNITY TRANSPORTATION COORDINATOR FOR PALM BEACH COUNTY

**WHEREAS**, the Board of County Commissioners of Palm Beach County, Florida had been designated by the Florida Commission for the Transportation Disadvantaged as the Community Transportation Coordinator for Palm Beach County; and

**WHEREAS**, the Palm Beach Metropolitan Planning Organization is the designated Official Planning Agency for Palm Beach County by the Florida Commission for the Transportation Disadvantaged; and

**WHEREAS**, the Palm Beach Metropolitan Planning Organization is responsible to recommend to the Florida Commission for the Transportation Disadvantaged a Community Transportation Coordinator for Palm Beach County; and

**WHEREAS**, the Board of County Commissioners of Palm Beach County, Florida has been providing transportation services for the Transportation Disadvantaged residents of Palm Beach County; and

**WHEREAS**, the Board of County Commissioners of Palm Beach County, Florida has determined that it would be in the best interests of the Transportation Disadvantaged residents of Palm Beach County to continue as the designated Community Transportation Coordinator for Palm Beach County.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY

COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA THAT:

1. Board of County Commissioners of Palm Beach, Florida desires to continue as the designated Community Transportation coordinator for Palm Beach County; and
2. Board of County Commissioners of Palm Beach, Florida requests the Palm Beach Metropolitan Planning Organization adopt a resolution officially recommending the Board of County Commissioners of Palm Beach County, Florida as the Community Transportation Coordinator for Palm Beach County; and
3. Palm Beach Metropolitan Planning Organization notifies the Florida Commission for the Transportation Disadvantaged accordingly.

The foregoing Resolution was offered by Commissioner Taylor who moved its adoption. The motion was seconded by Marcus and upon being put to a vote, the vote was as follows:

|  |               |
|--|---------------|
| Commissioner Shelley Vana, Chair             | <u>Absent</u> |
| Commissioner Steven L. Abrams, Vice Chairman | <u>Aye</u>    |
| Commissioner Karen T. Marcus                 | <u>Aye</u>    |
| Commissioner Paulette Burdick                | <u>Aye</u>    |
| Commissioner Burt Aaronson                   | <u>Aye</u>    |
| Commissioner Jess R. Santamaria              | <u>Absent</u> |
| Commissioner Priscilla A. Taylor             | <u>Aye</u>    |

The Chair thereupon declared the Resolution duly passed and adopted this 6th day of March, 2012.

PALM BEACH COUNTY, FLORIDA, BY ITS  
BOARD OF COUNTY COMMISSIONERS  
SHARON R. BOCK, CLERK & COMPTROLLER

By: Tracy Powell  
Deputy Clerk

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

By: [Signature]  
County Attorney

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

**MEETING DATE:** April 12, 2012

**AGENDA ITEM:**

IX. CTC DESIGNATION – Pinellas 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 Pinellas County Metropolitan Planning Organization (Pinellas MPO) is the DOPA for Pinellas County. The Pinellas MPO is currently the CTC. They have expressed an interest to no longer serve in this capacity. Pinellas Suncoast Transit Authority (PSTA) currently operates the Transit System and is the CTC's subcontractor to transport the transportation disadvantaged citizens of Pinellas County.

Pursuant to Chapter 287, Florida Statutes, PSTA, as a governmental entity, is able and willing to continue to provide transportation services. PSTA has submitted documents highlighting its ability to provide transportation and has the support of the Pinellas MPO.

On March 14, 2012, the Pinellas MPO recommended that the Commission for the Transportation Disadvantaged select PSTA to be the Pinellas County CTC effective July 1, 2012 to June 30, 2017.

**ATTACHMENTS:**

- Recommendation letter from Pinellas MPO
- Pinellas MPO Resolution #12-2
- PSTA Letter of Interest and Qualifications

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Approve the Pinellas MPO's recommendation and designate PSTA as the Community Transportation Coordinator for Pinellas County for the period beginning July 1, 2012 to June 30, 2017.



Steve Holmes

Executive Director

Date: April 12, 2012

**ACTION TAKEN AT MEETING:**



March 29, 2012

Steve Holmes, Executive Director  
Commission for the Transportation Disadvantaged  
605 Suwannee Street, MS 49  
Tallahassee, FL 32399-0450

Dear Mr. Holmes:

Enclosed please find Resolution #12-2 adopted by the Pinellas County Metropolitan Planning Organization (MPO) on Wednesday, March 14, 2012 recommending that the Commission for the Transportation Disadvantaged approve the Pinellas Suncoast Transit Authority (PSTA) as the Community Transportation Coordinator (CTC) for Pinellas County. For many years now, the MPO in its role as the CTC, has had a strong partnership with PSTA to deliver transportation services to the disadvantaged. Since January of this year, PSTA has been overseeing the day to day operations of the TD Program through a contract with the MPO, with the intent of moving toward designation of PSTA as the CTC effective July 1, 2012.

In addition to the MPO's resolution, I have also attached a letter of interest from PSTA, PSTA's qualifications to be Pinellas County's CTC per Chapter 287, Florida Statutes, and a resolution from PSTA's Board for the CTD's review. Heather Sobush, of my staff, will call into the April CTD meeting to present this resolution for consideration.

If you have any questions, please feel free to contact me or Heather Sobush at (727) 464-8200.

Sincerely,

Sarah E. Ward, Interim Executive Director  
Pinellas County  
Metropolitan Planning Organization

SEW/HS:af  
Attachments

cc: Brad Miller, PSTA Executive Director



**A RESOLUTION OF THE PINELLAS COUNTY  
METROPOLITAN PLANNING ORGANIZATION  
RECOMMENDING THE  
PINELLAS SUNCOAST TRANSIT AUTHORITY (PSTA)  
AS THE COMMUNITY TRANSPORTATION COORDINATOR  
FOR PINELLAS COUNTY**

WHEREAS, the Pinellas County Metropolitan Planning Organization (MPO), serving as the Designated Official Planning Agency for the Transportation Disadvantaged (TD) Program, is required by Chapter 427 of the Florida Statutes to recommend a qualified Community Transportation Coordinator (CTC) to the Florida Commission for the Transportation Disadvantaged (CTD) every five years;

WHEREAS, the existing CTC designation is set to expire on June 30, 2013 but the MPO would like to designate a different entity as CTC effective July 1, 2012; and

WHEREAS, the CTD, in accordance with Chapter 287 of the Florida Statutes, allows a governmental agency to serve as the CTC; and

WHEREAS, the MPO has received the recommended proposed designation of the PSTA as the County's CTC and find it is consistent with the goals and objectives of the Pinellas County TD Service Plan.

NOW, THEREFORE, BE IT RESOLVED that the Pinellas County Metropolitan Planning Organization, duly assembled in regular session this 14<sup>th</sup> day of March, 2012, recommends to the Florida Commission for the Transportation Disadvantaged that the Pinellas Suncoast Transit Authority be approved as the Community Transportation Coordinator for Pinellas County, Florida.



\_\_\_\_\_  
Dave Eggers, Chairman  
Pinellas County  
Metropolitan Planning Organization

ATTEST:



\_\_\_\_\_  
Sarah E. Ward, Interim Executive Director



February 22, 2012

Ms. Sarah Ward, Interim Executive Director  
Pinellas County Metropolitan Planning Agency (MPO)  
600 Cleveland Street, Suite 750  
Clearwater, Florida 33755

Dear Ms. Ward:

This letter hereby confirms PSTA's interest in being designated the Community Transportation Coordinator (CTC) for Pinellas County. To this end, attached please find the applicable items contained in Rule 41-2.010 (4) listed below:

- a) Documentation identifying the PSTA's plan with the scope and nature of the services and coordination required.
- b) Documentation identifying the PSTA's resources, and accounting system techniques to be used in their audit trail for all services.
- c) Documentation identifying the PSTA's organizational structure and key personnel, their financial capacity, equipment resources, and experience and qualifications, including the most recent financial audit by a certified public accountant in accordance with Section 216.349, F.S.
- d) Documentation demonstrating the PSTA's ability to coordinate a multitude of funding and service provisions, in addition to serving the needs of the general public or other transportation disadvantaged.
- e) Documentation identifying the PSTA's plans to comply with the provisions of the Americans with Disabilities Act, P.L. 101-336, Chapter 760, F.S., and any applicable local regulations governing disabled accessibility requirements, access to transportation, and discrimination.
- f) Documentation identifying the PSTA's plans for the provision of the most economically cost effective, quality services to the transportation disadvantaged, and plans which demonstrate coordination with the public school system, local public transit systems, private sector operators and other governmental agencies that provide services to the transportation disadvantaged within the designated service area.
- g) Documentation identifying the PSTA's plans to comply with safety requirements as specified in Section 341.061, Florida Statutes.
- h) Documentation identifying the PSTA's plans to comply with any state, federal, or local laws relating to drug testing.

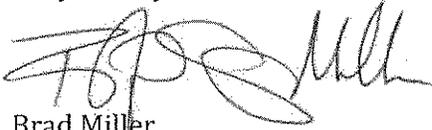
Ms. Sarah Ward, Interim Executive Director  
February 22, 2012  
Page 2 of 2

- i) Documentation the PSTA has reviewed the Memorandum of Agreement.
- j) Documentation that the Pinellas County MPO, in its role as Designated Planning Agency for Pinellas County, has advised the PSTA of any current and planned local resources.

Please analyze PSTA's enclosed documentation and submit it with your agency's recommendation to the Florida Commission for the Transportation Disadvantaged.

If you need any additional information in order to complete your analysis and make your recommendation to the Commission, please let me know.

Respectfully,

A handwritten signature in black ink, appearing to read 'Brad Miller', written over a horizontal line.

Brad Miller  
Chief Executive Officer  
Pinellas Suncoast Transit Authority

**Pinellas Suncoast Transit Authority's Qualifications as the  
Community Transportation Coordinator (CTC) for Pinellas County  
(Per Chapter 287 F.S. and Rule 41-2.010 F.A.C.)**

- a) **Documentation identifying the proposer's plan with the scope and nature of the services and coordination required.**

*The Pinellas County Transportation Disadvantaged (TD) Program was established in 1979 with the enactment of F.S. Chapter 427. In 1981, the Pinellas County Metropolitan Planning Organization (MPO) was designated the Coordinated Community Transportation Provider. As a result of new legislation in 1989, the Coordinated Community Transportation Provider designation was removed and in 1990, the Florida Commission for the Transportation Disadvantaged (CTD) designated the MPO as the Community Transportation Coordinator (CTC) for Pinellas County. As the CTC, the MPO was responsible for managing the County's TD Program and for coordinating all transportation disadvantaged services in Pinellas County. In 1992, the MPO began to create a brokered system of service delivery that involved establishing a network of transportation providers that would be assigned to service transportation disadvantaged customers by a management firm contracted to handle ride scheduling services from a centralized office. Later that year, PSTA partnered with the MPO and Local Coordinating Board to provide cost-effective bus passes to TD clients at a discounted rate to the CTC. This has included developing specialized bus passes exclusively for the TD and Medicaid NET programs, and distribution of those passes through PSTA's Customer Service Centers located throughout the county. In 2010, PSTA utilized a New Freedom grant to create a Mobility Management program. One of the goals of the grant was to work towards PSTA becoming the CTC. Towards this end, PSTA hired a Mobility Manager who has experience being disabled and transportation disadvantaged. In a continuing effort to improve coordination in the delivery of transportation services to the disadvantaged community, responsibility for operating the TD Program was moved to PSTA on January 1, 2012. The Mobility Manager supervises Mobility staff who work together to administer both the DART and TD programs. This action allows TD Program services to be fully integrated with PSTA's Demand Response Transportation (DART) services, thereby improving the cost effectiveness of the two programs from the standpoint of client eligibility review and application process, trip scheduling and reporting. The move also recognizes the importance of utilizing the bus system to handle the transportation needs of TD Program clients to the fullest extent possible.*

*The total number of persons estimated to be transportation disadvantaged in Pinellas County for 2011 is 77,941. This includes disabled and non-disabled, low-income persons with no access to an automobile. Of the 77,941 transportation disadvantaged people residing in Pinellas County, an estimated 50,000 were served through the coordinated system in 2010. This includes 26,371 Transportation Disadvantaged Program non-sponsored clients and Medicaid-eligible recipients. Another 15,936 received sponsored transportation services other than Medicaid through agencies serving under coordination contracts.*

*To continue serving TD Program clients who are unable to ride the bus, PSTA currently has in place provider contracts with Clearwater Yellow Cab and Care Ride for taxi sedan and wheelchair van service. PSTA replaces the role of management firm in the TD Program and is now solely responsible for handling customer requests for service and related call-intake, assigning trips to their contracted providers, as appropriate, for those who are unable to ride the bus, determining eligibility, and managing client records. In addition, the MPO has entered into coordination agreements with a*

number of non-profit agencies (4) that are able to provide transportation to their disadvantaged clients in a cost-effective manner. There are 14 coordination contract operators providing transportation disadvantaged service. PSTA intends to enter into contracts with these agencies upon receiving the CTC designation.

- b) Documentation identifying the proposer's resources, and accounting system techniques to be used in their audit trail for all services.**

*As reflected in the most recently completed financial audit, only minor findings have been identified regarding PSTA accounting practices and financial policies. PSTA will continue to employ policies and practices reflected in that audit to ensure TD program coordinated trips and revenues can be appropriately audited if necessary. In addition, hard copy and electronic records will be maintained for at least five years.*

- c) Documentation identifying the proposers organizational structure and key personnel, their financial capacity, equipment resources, and experience and qualifications, including the most recent financial audit by a certified public accountant in accordance with Section 216.349, F.S.**

*As indicated under a), PSTA will oversee the TD program in coordination the existing Demand Response Transportation Transit (DART) services program. That program provides complementary ADA trips to ADA eligible persons in accordance with the ADA implementing guidelines. The DART program provided over 270,000 trips to ADA eligible persons with an available fleet of 201 contract vehicles in 2011.*

*In addition to the DART program, PSTA serves as the fixed-route bus service operator in Pinellas County. Presently, PSTA has over 500 employees and 175 buses, and serves 21 of the 24 communities in Pinellas County plus unincorporated areas. PSTA currently operates buses on 35 local routes (29 base routes, 1 circulator, and 5 commuter routes) and 1 trolley service. In addition, Routes 100X and 300X provide express service to Tampa. The PSTA weekday peak fleet requirement was 159 in FY 2011.*

*The most recent financial audit by a certified public accountant was completed on September 30, 2010 and is attached.*

- d) Documentation demonstrating the proposer's ability to coordinate a multitude of funding and service provisions, in addition to serving the needs of the general public or other transportation disadvantaged.**

*To fulfill its responsibilities as DART service provider and operator of fixed-route services in Pinellas County, PSTA uses a variety of funding sources. A list of funding sources is provided to demonstrate the mix of operating funds used by PSTA.*

- *Passenger fares*
- *Advertising*
- *Investments and Interest*
- *Ad Valorem Tax*
- *City and other local contributions*

- Fuel Tax Reimbursements
- State and Federal Grants

*As part of its efforts to better serve customers, PSTA uses the noted revenue streams to offer a number of transportation services and programs. As indicated under c), PSTA operates the DART program and fixed-route bus services in Pinellas County. Presently, PSTA has over 500 employees and 175 buses, and serves 21 of the 24 communities in Pinellas County plus unincorporated areas. PSTA currently operates buses on 35 local routes (29 base routes, 1 circulator, and 5 commuter routes) and 1 trolley service. In addition, Routes 100X and 300X provide express service to Tampa. The PSTA weekday peak fleet requirement was 159 in FY 2011. Reduced fares for seniors and youth are available on the fixed-route service and some TD customers are also eligible to receive reduced cost bus passes. ADA customers pay a \$4.00 fare for a one-way door-to-door trip.*

- e) **Documentation identifying the proposer's plans to comply with the provisions of the Americans with Disabilities Act, P.L. 101-336, Chapter 760, F.S., and any applicable local regulations governing disabled accessibility requirements, access to transportation, and discrimination.**

*Pinellas County's ADA-eligible population was estimated to be 70,926 in 2011. In accordance with the ADA provisions, PSTA offers paratransit services to these persons for trips with origins and destinations located within 3/4 mile of a fixed route. Those paratransit services are provided through the PSTA DART program. To better serve this population, PSTA has prepared an ADA service area map which delineates the specific areas of the county where ADA-eligible persons may be picked-up or dropped-off.*

*To support the DART program, PSTA provides training for all personnel who work with the disabled community. That training includes procedures on how to communicate and assist those with disabilities, including training on the operation of ramps and lifts on service vehicles. Information on how to use the DART service is available to disabled persons either on the internet, in brochures, or through the DART program customer service phone line.*

*In addition to the DART program, PSTA is currently implementing a bus stop improvement plan designed to bring all existing and future PSTA bus stops in conformance with ADA guidelines. As part of this effort, PSTA is improving passenger boarding and alighting areas, performing curb retrofits, and enhancing connectivity to adjacent sidewalks that provide a complete accessible route for bus service customer travel.*

- f) **Documentation identifying the proposer's plans for the provision of the most economically cost effective, quality services to the transportation disadvantaged, and plans which demonstrate coordination with the public school system, local public transit systems, private sector operators and other governmental agencies that provide services to the transportation disadvantaged within the designated service area.**

*PSTA offers a number of programs that offer cost effective services to a variety of transportation disadvantaged populations in the community.*

Senior Special Citizen Program – *This program allows passengers to ride PSTA's regular bus routes for a reduced fare by presenting a PSTA Special Citizen Photo ID or a Government-issued Photo ID showing age.*

Medicare Cardholders – Passengers may show an original red/white/blue Medicare Card to ride PSTA fixed-route bus service for a reduced fare.

Medicaid NET – PSTA offers free 5-day, 10-day, and 31-day bus passes for Medicaid eligible bus passengers through an agreement with Greater Pinellas Transportation Management Services. The Agreement allows GPTMS to purchase these bus passes at a 49.5% discount off of the full fare value of each pass. The non-emergency transportation (NET) program for Medicaid beneficiaries is mandated by the State and PSTA has created innovative and economical fare pass options for these persons.

Disabled Special Citizen Program – This program allows eligible individuals to ride PSTA’s regular bus routes for a reduced fare by presenting a PSTA issued photo ID card upon boarding. Passengers wishing to take advantage of this program must fill out an application and have a doctor certify the disability.

DART – Consistent with ADA implementing regulations, the Demand Response Transportation (DART) program provides demand response transportation services for people who, because of their disability, are unable to independently use regular and accessible PSTA buses.

TD Program – PSTA has provided discounted bus passes to the CTC for several years. In January of 2012, PSTA entered into an agreement with the Pinellas County Metropolitan Planning Organization, acting as the CTC, to provide management services for the TD Program. PSTA coordinates the service delivery, record keeping, accounting, billing, quality assurance, client eligibility determination and registration, call in-take, and complaint resolution. PSTA offers a 10 and 31 day bus pass or appropriate paratransit services for TD eligible clients.

**g) Documentation identifying the proposer’s plans to comply with safety requirements as specified in Section 341.061, Florida Statutes.**

Safety is a primary concern for PSTA. To that end, the agency has developed a System Safety Program Plan (SSPP). The SSPP establishes operational and maintenance procedures designed to protect property and maximize the safety of passengers, employees and all those who come in contact with the system. A copy of the SSPP is attached. The goals of the SSPP include the following:

- Conserve life and property
- Prevent and reduce accidents
- Minimize and control safety hazards
- Maintain safe operational continuity of the system

Objectives of the SSPP include the following:

- To plan, implement and maintain a system safety effort, which results in continuous improvement in the safety performance of PSTA
- To reduce passenger incidents and property damage
- To reduce frequency of employee lost time injuries
- To provide measurable standards in the area of bus operations and vehicle maintenance that improve safety performance

- *To improve the capability for a safe workplace and service*
- *To require participation in enhancing PSTA safety by requiring managers in key departments to have specific system safety responsibilities*

**h) Documentation identifying the proposer's plans to comply with any state, federal, or local laws relating to drug testing.**

*PSTA has a formal drug and alcohol testing policy in accordance with the U.S. Department of Transportation and the Federal Transit Administration. A copy of that policy is attached.*

**i) Documentation the proposer has reviewed the Memorandum of Agreement.**

*The memorandum of agreement (MOA) is attached.*

**j) Documentation the Planning Agency has advised the proposer of any current and planned local resources.**

*The attached memorandum of agreement (MOA) stipulates current and planned local resources to be supplied by the Planning Agency.*

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

**MEETING DATE:** April 12, 2012

**AGENDA ITEM:**

IX. CTC DESIGNATION – Volusia 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 Volusia Transportation Planning Organization (TPO) is the DOPA for Volusia County.

As the local transit agency, VOTRAN is currently the designated CTC for Volusia County and has 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 Volusia TPO believes VOTRAN is the best candidate for the designation of CTC based on the requirements of Chapter 427, F.S., Rule 41-2, F.A.C., good performance reviews, Local Coordinating Board approval, and an overall good customer satisfaction rating.

Therefore, the Volusia TPO and the Volusia County Local Coordinating Board, recommends VOTRAN be re-designated as the CTC effective July 1, 2012 to June 30, 2017.

**ATTACHMENTS:**

- Recommendation letter from Volusia TPO
- Volusia TPO Resolution 2012-09
- VOTRAN letter of continuation as CTC
- Volusia TPO letter to VOTRAN seeking confirmation

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Approve the Volusia TPO's recommendation and designate VOTRAN as the Community Transportation Coordinator for Volusia County for the period beginning July 1, 2012 to June 30, 2017.



Steve Holmes

Executive Director

Date: April 12, 2012

**ACTION TAKEN AT MEETING:**



KDWL 2012-10

March 27, 2012

Mr. Steve Holmes, Executive Director  
Commission for the Transportation Disadvantaged  
605 Suwannee Street, Mail Station 49  
Tallahassee, FL 321399-0450

Re: Resolution 2012-09 recommending Votran as the CTC for Volusia County

Dear Mr. Holmes:

Enclosed you will find Resolution 2012-09 recommending Votran as the Community Transportation Coordinator (CTC) for Volusia County.

Members and staff of the Volusia TPO considered the appropriate factors to the recommendation of the CTC found in both Chapters 287 and 427, Florida Statutes, as well as criteria set forth in Rule 41-2 of the Florida Administrative Code. Using these criteria, and comparing Votran's efforts as the current CTC to the TDLCB's CTC evaluation, Votran continues to be the best candidate for community transportation coordinator for Volusia County.

On behalf of the Volusia TPO, I would ask the TD Commission to confirm our recommendation of Votran as the Community Transportation Coordinator for Volusia County at their next commission meeting.

Thank you for your attention in this matter.

Sincerely,

City of South Daytona, Vice Mayor Nancy Long  
Vice Chairperson, Volusia TPO

Enclosure: as noted above

Beverly Beach  
Daytona Beach  
Daytona Beach Shores  
DeBary

DeLand  
DeLtona  
Edgewater  
Flagler Beach

Holly Hill  
Lake Helen  
New Smyrna Beach  
Oak Hill

Orange City  
Ormond Beach  
Pierson  
Ponce Inlet

Port Orange  
South Daytona  
Volusia County

**VOLUSIA TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2012-09**

**RESOLUTION OF THE VOLUSIA TRANSPORTATION PLANNING ORGANIZATION RECOMMENDING  
TO THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED THAT VOTRAN BE  
REDESIGNATED AS THE COMMUNITY TRANSPORTATION COORDINATOR**

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**WHEREAS**, Chapter 427 of the Florida Statutes required that the Volusia Transportation Planning Organization (VTPO) serving as the designated planning agency for the transportation disadvantaged program recommend, every five years, a qualified Community Transportation Coordinator (CTC) to the Florida Commission for the Transportation Disadvantaged (CTD); and

**WHEREAS**, The Commission for the Transportation Disadvantaged Competitive Procurement Manual, compiled in accordance with Chapter 287, F.S., allows the TPO to nominate a governmental agency to serve as the CTC; and

**WHEREAS**, the CTC is responsible for ensuring that coordinated transportation services are provided to the transportation-disadvantaged population in the designated service area of Volusia County. Accordingly, the CTC arranges for the provision of transportation services in a manner that is cost-effective, efficient, and reduces fragmentation and duplication of services; and

**WHEREAS**, in 1994, Votran was designated the CTC for Volusia County and currently serves as the CTC; and

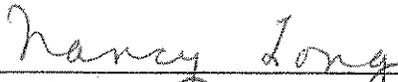
**WHEREAS**, Votran deems it appropriate and in the best interest of the public health, safety and welfare to continue in its designated role as the CTC;

**NOW THEREFORE, BE IT RESOLVED** by the Volusia TPO that the:

1. Volusia TPO recommends to the Florida Commission for the Transportation Disadvantaged that Votran be re-designated as the CTC for Volusia County; and
2. Volusia TPO notifies the Florida Commission for the Transportation Disadvantaged of the recommendation in accordance with this Resolution and Chapter 427 of the Florida Statutes.

**DONE AND RESOLVED** at the regularly convened meeting of the Volusia TPO held on the 27<sup>th</sup> day of March 2012.

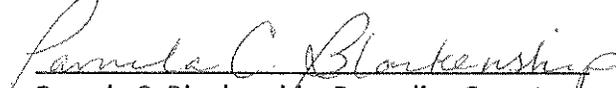
**VOLUSIA TRANSPORTATION PLANNING ORGANIZATION**

  
\_\_\_\_\_  
City of South Daytona, Vice Mayor Nancy Long  
Vice Chairperson, Volusia TPO

**CERTIFICATE:**

The undersigned duly qualified and acting Recording Secretary of the Volusia TPO certified that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Volusia TPO held on March 27, 2012.

**ATTEST:**

  
\_\_\_\_\_  
Pamela C. Blankenship, Recording Secretary



RECEIVED  
FEB 17 2012

BY: .....

February 16, 2012

KFL-2012-02

Mr. Karl Welzenbach  
Executive Director  
Volusia TPO  
2570 W. International Speedway Blvd.  
Suite 100  
Daytona Beach, FL 32114

Dear Mr. Welzenbach,

Votran, as a service of Volusia County Government, has taken on the responsibilities of Community Transportation Coordinator (CTC) since 1994. Please be advised that Votran is interested in continuing in the role of Community Transportation Coordinator for the Volusia County service area.

Should you have any questions, please feel free to contact me at (386) 756-7496, ext. 4126.

Sincerely,

Kenneth R. Fischer  
General Manager

cc: Dave Byron

KF:np

950 BIG TREE ROAD — SOUTH DAYTONA, FLORIDA 32119-8815  
(386) 756-7496 — FAX (386) 756-7487



A service of Volusia County Government



KDWL-2012-04

February 7, 2012

Mr. Kenneth R. Fischer, General Manager  
Votran  
950 Big Tree Road  
South Daytona, FL 32119-8815

Dear Mr. Fischer,

This letter is to ascertain the county's interest in continuing the responsibility of the Community Coordination Contractor (CTC), through the transit agency known as Votran, for Volusia County.

The county, doing business as Votran, may continue the CTC function without a competitive bid (Chapter 287 F.S.) if the county should choose to continue to serve in this function. Should the county decline to serve, the TPO staff will need to initiate a competitive procurement process to secure another entity to assume this role.

The Volusia TPO Transportation Disadvantaged Local Coordinating Board (TDLCB), which is staffed by TPO staff, advises and guides the CTC for Volusia County. The TPO endorses the decisions of the board and the Florida Commission for the Transportation Disadvantaged (CTD), which has approval authority, including the execution of the Memorandum of Agreement directly with the CTC.

Please let us know your preference by February 27, 2012.

Thank you for your assistance in this matter.

Sincerely,

Karl Welzenbach  
Executive Director, Volusia TPO

cc: Frank T. Bruno, Jr., TDLCB Chairman

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|                      |               |                  |              |                |
|----------------------|---------------|------------------|--------------|----------------|
| Beverly Beach        | DeLand        | Holly Hill       | Orange City  | Port Orange    |
| Daytona Beach        | Deltona       | Lake Helen       | Ormond Beach | South Daytona  |
| Daytona Beach Shores | Edgewater     | New Smyrna Beach | Pierson      | Volusia County |
| DeBary               | Flagler Beach | Oak Hill         | Ponce Inlet  |                |

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

**MEETING DATE:** April 12, 2012

**AGENDA ITEM:**

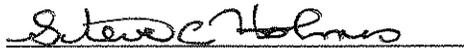
X. Joint Administrative Procedures Committee Letter – Proposed Rule Changes

**BACKGROUND INFORMATION:**

The Commission received the attached letter from the Joint Administrative Procedures Committee recommending the repeal of Rule Section 41-2.001, .003 and .016. They also recommended the Commission review Rule Section 41-2.007 and .013. Tom Barnhart will be providing an overview of the recommendations and action needed by the Commission.

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Approve the processing of repealing Rule Sections 41-2.001, .003 and .016.



Steve Holmes

Executive Director

Date: April 12, 2012

**ACTION TAKEN AT MEETING:**

MIKE HARIDOPoulos  
President



Senator Eilyn Setnor Bogdanoff, Chair  
Representative Lake Ray, Vice Chair  
Senator Mike Fasano  
Senator René Garcia  
Senator Alan Hays  
Senator Bill Montford  
Senator Christopher L. "Chris" Smith  
Representative Frank Artiles  
Representative Matt Gaetz  
Representative Tom Goodson  
Representative Hazelle P. "Hazel" Rogers  
Representative Barbara Watson

THE FLORIDA LEGISLATURE  
JOINT ADMINISTRATIVE  
PROCEDURES COMMITTEE

DEAN CANNON  
Speaker



KENNETH J. PLANTE  
COORDINATOR  
Room 680, Pepper Building  
111 W. Madison Street  
Tallahassee, Florida 32399-1400  
Telephone (850) 488-9110  
Fax (850) 922-6934  
www.japc.state.fl.us  
joint.admin.procedures@leg.state.fl.us

February 14, 2012

Mr. Steve Holmes  
Executive Director  
Commission for the Transportation Disadvantaged  
605 Suwannee Street, MS-49  
Tallahassee, Florida 32399

Re: Commission for the Transportation Disadvantaged  
Rule Sections 41-2.001, .003, .007, .013, and .016

Dear Mr. Holmes:

In addition to reviewing proposed rules, the Joint Administrative Procedures Committee is required to maintain a continuous review of all agency rules. See Joint Rules of the Florida Legislature 4.6 (2011). In fulfilling that obligation, we have reviewed certain sections within rule chapter 41-2, F.A.C., because they do not appear to meet the definition of a rule or may not be up-to-date.

**41-2.001** This rule section is entitled "Purpose," and it does not appear to meet the definition of a rule. See sec. 120.52(16), Fla. Stat. Instead, it appears to be simply an introduction that does not include any statements of general applicability that implement, interpret, or prescribe law or policy or descriptions of the Commission's procedures or practice requirements. If the Commission believes that this rule section does meet the definition of a rule, please provide the basis for that determination. If the Commission agrees that it does not meet the definition of a rule, please initiate the appropriate rulemaking procedures to repeal it.

**41-2.003** Similarly, rule section 41-2.003, which is entitled Commission Organization and Personnel, does not appear to meet the definition of a rule. Instead, it appears to contain information that belongs in the Commission's Statement of Agency

12 FEB 17 11:10  
COMMISSION  
ADMINISTRATIVE  
PROCEDURES

Organization and Operation. See rule section 28-101.001, F.A.C. In particular, the first two subsections appear to be internal management procedures, while the third subsection provides the Commission's address. To the extent that the address in subsection (3) is used to advise citizens where they can obtain copies of material referenced in the Commission's other rules, the Department of State's rule section 1B-30.005(2)(c) requires that all references to material incorporated into a rule include a "statement describing how an affected person may obtain a copy of the incorporated material." Thus, the address provided in rule section 41-2.003 would not appear to be sufficient to cover the incorporations by reference in rule sections 41-2.007, 2.013, and 2.014.

If the Commission believes that rule section 41-2.003 meets the definition of a rule, please provide the basis for that determination. If the Commission agrees that it does not meet the definition of a rule, please initiate the rulemaking process to repeal this rule section. In addition, please review the language in Rule Chapter 41-2 incorporating material by reference for compliance with the requirements of Chapter 120, Florida Statutes.

- 41-2.007 In subsection (7), the Commission provides, in part, "Each Community Transportation Coordinator shall utilize the Chart of Accounts defined in the American Association of State Highway and Transportation Officials, Inc., Comprehensive Financial Management Guidelines For Rural and Small Urban Public Transportation Providers, dated September 1992, incorporated herein by reference, for its financial management." Is this 1992 Chart of Accounts still the correct material, or is an update required? Also, please note the comment above about each reference to incorporated material requiring information on obtaining a copy of that material.
- 41-2.013 In subsection (1), the Commission incorporates by reference its Emergency Fund Directives from July of 1997. However, there are some references on recent agendas from Commission meetings to a set of Emergency Fund Directives adopted by the Commission in August of 1999. What are the current Commission Emergency Fund Directives? If they are not the same as the July 1997 directives incorporated by reference here, please initiate the rulemaking process immediately to bring the Commission's rule in line with its current, unadopted procedures.
- 41-2.016 This rule section provides only, "The Commission shall monitor and aggressively pursue the elimination of transportation barriers prohibiting accessibility and promote compliance with any state, federal, or local government regulations relating to transportation accessibility." This does not appear to meet the definition of a rule. Instead, it appears to merely restate what the Commission is required to do by law. Section 427.013(4), Florida Statutes, requires that the Commission "Identify barriers prohibiting the coordination and accessibility of

Mr. Steve Holmes  
February 14, 2012  
Page 3

transportation services to the transportation disadvantaged and aggressively pursue the elimination of these barriers.”

If the Commission believes that this rule section meets the definition of a rule, please provide the basis for that determination. If the Commission agrees that it does not meet the definition of a rule, please initiate the rulemaking process to repeal this rule section.

If you have any questions or need me to elaborate further on any of the above, please let me know. Otherwise, I look forward to your response.

Sincerely,

A handwritten signature in black ink, appearing to read "B. T. Moore", written in a cursive style.

Brian T. Moore  
Chief Attorney

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

**MEETING DATE:** April 12, 2012

**AGENDA ITEM:**

XI. FY 2011 – 12 Budget Report

**BACKGROUND INFORMATION:**

David Copa will provide the Commission with a status report of the FY 2011-12 Budget.

**ATTACHMENTS:**

2011/12 Budget and Contract Status Report as of March 29, 2012

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Accept the FY 2011-12 Budget Report.



Steve Holmes

Executive Director

Date: April 12, 2012

**ACTION TAKEN AT MEETING:**

**Commission for the Transportation Disadvantaged**  
**2011/12 Budget and Contract Status Report**  
**as of March 29, 2012**

**Salaries and Benefits**

|                                 |                  |
|---------------------------------|------------------|
| Budget                          | \$854,493        |
| Expenditures to Date            | <u>\$525,169</u> |
| Current Balance                 | \$329,324        |
| Projected Expenditures *        | <u>\$255,597</u> |
| Estimated Balance June 30, 2102 | <u>\$73,727</u>  |

Notes

\* Projected expenditures are based on (1) payments to twelve Full Time Employees (FTE) until June 30, 2012; and (2) hiring two Full Time Employees beginning April 27, 2012 and paying them until June 30, 2012.

**Other Personal Services**

|                                 |                 |
|---------------------------------|-----------------|
| Budget                          | \$26,600        |
| Expenditures to Date            | <u>\$14,423</u> |
| Current Balance                 | \$12,177        |
| Projected Expenditures*         | <u>\$5,865</u>  |
| Estimated Balance June 30, 2102 | <u>\$6,312</u>  |

Notes

\* Projected expenditures are based on payments to one part time employee until June 30, 2012

**Expenses**

|                                 |                  |
|---------------------------------|------------------|
| Budget                          | \$358,155        |
| Expenditures to Date            | <u>\$136,530</u> |
| Current Balance                 | \$221,625        |
| Projected Expenditures*         | <u>\$81,733</u>  |
| Estimated Balance June 30, 2102 | <u>\$139,892</u> |

Notes

\* Projected expenditures are based on the following estimated costs  
 - Travel, \$20,000  
 - Office Expenses \$9,000  
 - Lease Space \$52,000

**Contracted Services**

|                                 |                  |
|---------------------------------|------------------|
| Budget                          | \$306,530        |
| Expenditures to Date            | <u>\$30,042</u>  |
| Current Balance                 | \$276,488        |
| Projected Expenditures*         | <u>\$163,511</u> |
| Estimated Balance June 30, 2102 | <u>\$112,977</u> |

Notes

\* Projected expenditures are based on the following estimated costs  
 - Temporary Staff until June 30, 2012 \$17,000  
 - Quality Assurance \$125,000  
 - Financial Audit \$21,000

**Other Capital Outlay**

|                                 |                |
|---------------------------------|----------------|
| Budget                          | \$10,000       |
| Expenditures to Date            | <u>\$200</u>   |
| Current Balance                 | \$9,800        |
| Projected Expenditures          | <u>\$0</u>     |
| Estimated Balance June 30, 2102 | <u>\$9,800</u> |

Notes

**Commission for the Transportation Disadvantaged**  
**2011/12 Budget and Contract Status Report**  
**as of March 29, 2012**

**Non-Sponsored Trans. Disadvantaged Grants Prog.**

Notes

|                                 |                     |
|---------------------------------|---------------------|
| Budget                          | \$39,904,800        |
| Expenditures to Date            | <u>\$17,089,450</u> |
| Current Balance                 | \$22,815,350        |
| Projected Expenditures          | <u>\$22,784,069</u> |
| Estimated Balance June 30, 2102 | \$31,281            |

---

**Non-Emergency Medicaid Trans. Program**

Notes

|                                 |                     |
|---------------------------------|---------------------|
| Budget                          | \$62,287,575        |
| Expenditures to Date            | <u>\$39,334,432</u> |
| Current Balance                 | \$22,953,143        |
| Projected Expenditures          | <u>\$22,953,144</u> |
| Estimated Balance June 30, 2102 | \$0                 |

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

**MEETING DATE:** April 12, 2012

**AGENDA ITEM:**

XII. FY 2012 – 13 Budget Presentation and Program Allocations

**BACKGROUND INFORMATION:**

David Copa will provide the Commission with a presentation on the FY 2012 -13 Budget and Program Allocations.

**ATTACHMENTS:**

2012/13 Budget and Contract Status Report

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Approve the FY 2012-13 Budget and Program Allocations.



Steve Holmes

Executive Director

Date: April 12, 2012

**ACTION TAKEN AT MEETING:**

**Commission for the Transportation Disadvantaged  
2012/13 Budget and Contract Status Report**

**Salaries and Benefits**

Notes

|                                 |                             |
|---------------------------------|-----------------------------|
| Budget                          | \$854,493                   |
| Expenditures to Date            | <u>\$0</u>                  |
| Current Balance                 | \$854,493                   |
| Projected Expenditures          | <u>                    </u> |
| Estimated Balance June 30, 2103 | <u>\$854,493</u>            |

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**Other Personal Services**

Notes

|                                 |                             |
|---------------------------------|-----------------------------|
| Budget                          | \$26,600                    |
| Expenditures to Date            | <u>\$0</u>                  |
| Current Balance                 | \$26,600                    |
| Projected Expenditures          | <u>                    </u> |
| Estimated Balance June 30, 2103 | <u>\$26,600</u>             |

---

**Expenses**

Notes

|                                 |                             |
|---------------------------------|-----------------------------|
| Budget                          | \$358,155                   |
| Expenditures to Date            | <u>\$0</u>                  |
| Current Balance                 | \$358,155                   |
| Projected Expenditures          | <u>                    </u> |
| Estimated Balance June 30, 2102 | <u>\$358,155</u>            |

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**Contracted Services**

Notes

|                                 |                             |
|---------------------------------|-----------------------------|
| Budget                          | \$306,530                   |
| Expenditures to Date            | <u>\$0</u>                  |
| Current Balance                 | \$306,530                   |
| Projected Expenditures          | <u>                    </u> |
| Estimated Balance June 30, 2102 | <u>\$306,530</u>            |

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**Other Capital Outlay**

Notes

|                                 |                             |
|---------------------------------|-----------------------------|
| Budget                          | \$10,000                    |
| Expenditures to Date            | <u>\$0</u>                  |
| Current Balance                 | \$10,000                    |
| Projected Expenditures          | <u>                    </u> |
| Estimated Balance June 30, 2102 | <u>\$10,000</u>             |

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**Commission for the Transportation Disadvantaged  
2012/13 Budget and Contract Status Report**

**Non-Sponsored Trans. Disadvantaged Grants Prog.**

Notes

|                                 |                     |
|---------------------------------|---------------------|
| Budget                          | \$44,604,801        |
| Expenditures to Date            | <u>\$0</u>          |
| Current Balance                 | \$44,604,801        |
| Projected Expenditures          |                     |
| Estimated Balance June 30, 2102 | <u>\$44,604,801</u> |

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**Non-Emergency Medicaid Trans. Program**

Notes

|                                 |              |
|---------------------------------|--------------|
| Budget                          | \$65,486,126 |
| Expenditures to Date            | <u>\$0</u>   |
| Current Balance                 | \$65,486,126 |
| Projected Expenditures          |              |
| Estimated Balance June 30, 2102 | <u>\$0</u>   |

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

**MEETING DATE:** April 12, 2012

**AGENDA ITEM:**

XIII. Assessment of the Impact of Managed Care on the Coordinated Transportation System

**BACKGROUND INFORMATION:**

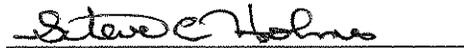
The Commission agreed to engage the Bureau of Economic and Business Research (BEBR) at the University of Florida to conduct an assessment of the impact of Managed Care on the Coordinated Transportation Program. Steve Holmes and Karen Somerset met with Dr. Jim Dewey and his staff and discussed further the scope of this study. Dr. Dewey will be presenting the revised scope of the study for the Commission's consideration.

**ATTACHMENTS:**

None

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Approve the scope of work for the Assessment of the Impact of Florida Managed Care on the Coordinated Transportation System.



Steve Holmes

Executive Director

Date: April 12, 2012

**ACTION TAKEN AT MEETING:**

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

**MEETING DATE:** April 12, 2012

**AGENDA ITEM:**

XIV. Suwannee Valley Transit Authority Progress Report

**BACKGROUND INFORMATION:**

The Commission approved the designation of Suwannee Valley Transit Authority as the CTC for Columbia, Hamilton and Suwannee Counties during its October 28, 2011 with the following six month benchmarks:

1. SVTA does not have contracts with its Operators;
2. SVTA is at least three months behind on payments to Operators;
3. SVTA's drivers are not trained according to TD and Medicaid Standards;
4. SVTA had a \$163,147 budget deficit for fiscal year October 1, 2009 to September 30, 2010 (the Audit was at least nine months late); and
5. SVTA charges each Operator that provides Medicaid transportation an 8% administration fee and a \$2.00 co-pay fee per trip.

Ms. Gwen Pra will be providing the Commission with a progress report of the accomplishments that have been made to date by Suwannee Valley Transit Authority as well as future plans.

**ATTACHMENTS:**

None

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Presentation is informational only.



\_\_\_\_\_  
Steve Holmes  
Executive Director  
Date: April 12, 2012

**ACTION TAKEN AT MEETING:**