



**Citrus County Transportation Disadvantaged Local Coordinating Board
Thursday, November 19, 2020 at 10:30 a.m.**

**MEETING LOCATION:
Citrus County Transit Center, 1300 South Lecanto Highway, Lecanto,
FL**

AGENDA

A CALL TO ORDER

1. Moment of Silence
2. Pledge of Allegiance
3. Introduction of Committee Members and Staff
4. Declaration of Quorum

B APPROVAL/MODIFICATION OF AGENDA – Board/Staff comment only

C REVIEW/APPROVAL OF MINUTES – 8/20/2020

D CORRESPONDENCE/INFORMATIONAL ITEMS

1. Commission for the Transportation Disadvantaged (CTD) 10/28 Business meeting
2. Annual CTD Training Conference
3. 2020 Legislative Policy Positions – State Transportation Trust Fund
4. Voting Conflict information
5. Member Vacancies
6. Proposed Calendar for 2021

E ACTION ITEMS

1. Annual Operating Report

F CITRUS COUNTY TRANSIT – Lon Frye

1. Transit System Review
2. Quarterly report

G KEY CENTER – Theresa Flick

H CITIZEN COMMENTS

I COMMITTEE MEMBER COMMENTS/UPDATES

J ADJOURNMENT AND NEXT MEETING –The next meeting of the LCB is tentatively scheduled for Thursday, February 11, 2021, at 10:30 a.m. at the Citrus Transit Center, 1300 South Lecanto Highway, Lecanto, FL

The meeting agenda and back-up materials are available online at:
www.hernandocounty.us/hernandocitrusmpo.

C REVIEW OF MINUTES

The minutes from the Thursday, August 20, 2020 Meeting are attached for review and approval.

Attachment: Meeting Minutes from Thursday, August 20, 2020

**CITRUS COUNTY
TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD
August 20, 2020 Minutes**

The Citrus County Transportation Disadvantaged Local Coordinating Board (LCB) held a public meeting on August 20, 2020 via ZOOM Webinar. The meeting was advertised in the Citrus Chronicle and the agenda was available on the MPO Website.

MEMBERS PRESENT:

Jimmie T. Smith, Citrus County Commissioner
David Douglas, Citrus County, Public Transit User
Beverly Isabelle, Daystar Life Center
Elizabeth Watson, Persons with Disabilities Agency
Tamyika Young, Florida Agency for Health Care Administration
Sandra Woodard, Local Representative Children at Risk
Ginger West, Florida Association for Community Action
William Burda, Citrus County Citizen Advocate
Stephen Brown, Citrus County Resident, Disabled
Tracy Noyes, Florida Department of Transportation
Christine Mestrovich, Career Source, Regional Workforce Development Board
Jeffrey Aboumrad, Florida Division of Vocational Rehabilitation
Katie Lucas, Local Representative Medical Community

MEMBERS ABSENT:

Terence Garrity, Private For-Profit Transportation
Marilyn Farmer, Public Education Community

OTHERS PRESENT:

Steve Diez, MPO Executive Director
Carlene Riecse, Transportation Planner III
Terri Saenz, Administrative Assistant III
Cayce Dagenhart, Transportation Planner II
Lon Frye, Citrus County Transit Director
Theresa Flick, Director, Key Training Center

A. CALL TO ORDER

Chairman Smith called the regular meeting of the LCB to order at 10:31am.

B. APPROVAL OF THE AGENDA

Motion: Sandra Woodard moved to approve the agenda, a second was made by Katie Lucas and the motion carried unanimously.

C. REVIEW/APPROVAL – May 21, 2020 Minutes

Motion: Dave Douglas moved to approve the May 21, 2020, LCB minutes which included the workshop and regular meeting as presented. A second was made by Katie Lucas and the motion carried unanimously.

D. CORRESPONDENCE/INFORMATIONAL ITEMS

1. Commission for the Transportation Disadvantaged (CTD) Update

Mr. Diez mentioned that the full packet of the CTD business meeting of June 8, 2020 can be found by clicking on the link in the agenda packet. The Innovation and Service Grant for Citrus County Transit was awarded in the amount of approximately \$51,548 to expand veterans service to The Villages, Tampa and King's Row. It is estimated to provide about 600 trips annually.

2. Advantage Ride Pilot Program Support Letter to the CTD

The Planning Agency sent a letter in support of the program and a copy can be found in your packet.

3. Complaint Letter – Dianne Rucker

Mr. Diez stated the CTD requested that the MPO staff invite Ms. Rucker to this meeting. Letters were sent as well as an agenda packet.

Mr. Frye addressed her letter with their Assistant County Administrator. He noted that Ms. Rucker was never trespassed. They had not heard from her for about 4 months and they considered her concerns being addressed.

Mr. Diez stated the matter should be closed and that status be conveyed to Kyle Mills with the Commission for the Transportation Disadvantaged.

4. Annual Operating Report (AOR)

Mr. Diez expressed that this report is due September 15th of every year and that it involves data from the CTC's, their contractors, etc. on trips, mileage, revenue, etc., however the CTD website has had problems so the deadline has been extended. We will have an update at the November LCB meeting.

E. CITRUS COUNTY TRANSIT – Lon Frye

1. Quarterly Report

Mr. Frye revealed that their quarterly report is unprecedented due to the pandemic and the challenges they faced. They shut down all deviated routes and put all assets into paratransit services as well as extended the hours from 6am to 6pm. They also suspended fares due to the pandemic and state of emergency.

2. Current and Future Changes

Mr. Frye continued that operationally paratransit fares are suspended with same day trips. With paratransit trips they can control number of people on the bus which allows for social distancing. They are assisting with Meals on Wheels (food delivery) and taking precautions to clean interior of buses.

They have noticed a new influx of passengers using transit for employment over the past 6 weeks.

If they have the ability of expanding their day to make more trips happen, they intend to do so. This will be a management decision with no increase to staffing or hours. They are exclusively doing home pickup currently and have been able to manage their overtime.

All drivers are required to wear masks and they are highly encouraging the passengers to wear them while on the bus.

They have discontinued service to the Homosassa route due to equity issues serving different areas, leaving them to service all areas equally.

Veterans trips through the TD grant are done to Tampa on Tuesday, Gainesville on Wednesday, and The Villages on Thursday. These are all with home pickup and very liberal, e.g., trip to Tampa on Friday if they have resources.

F. KEY CENTER UPDATE -- Theresa Flick

Theresa Flick from the Key Center informed the group that they have had no positive COVID Cases among their residents, however 4 of their staff did test positive. The residents and clients are strongly encouraged to wear face masks.

They are complying with physical distancing and have gradually seen an increase in attendance in people coming to the day program, which has increased their transportation services.

Chairman Smith commended Ms. Flick on their ability to have zero cases.

G. CITIZEN COMMENTS

There were no citizen comments

H. COMMISSION MEMBER COMMENTS

Sandra Woodard with the Early Learning Coalition of the Nature Coast mentioned that their Child Safety Program (Car Seat Program) was shut down due to COVID and now the Child Passenger Coordinator, Sue Littnan has retired, so there will be no more program. She does not foresee it being reinstated. There are other entities within the county that do help with that program and that

have trained installers, e.g., local sheriff's office, and limited ability with the health department and Healthy Start program that serves children and families. The statewide entity that oversees that program is the Florida Safe Kids Coalition.

Chairman Jimmie Smith announced this will be his last meeting.

I. MPO COMMENTS

Mr. Diez stated the next MPO meeting will be on September 10th in Brooksville and the next LCB meeting will be on November 19, 2020.

J. ADJOURNMENT AND NEXT MEETING

ADJOURNMENT AND NEXT MEETING: The next regular meeting of the LCB is scheduled for Thursday, November 19, 2020, at 10:30 a.m. tentatively at Citrus County Transit Center, 1600 Lecanto Highway, Lecanto, FL

The meeting agenda and back-up materials are available online at:

www.hernandocounty.us/hermandocitrusmpo

There being no further business to discuss, Chairman Smith adjourned the LCB meeting at 11:00am.

D CORRESPONDENCE/INFORMATION ITEMS

1. Commission for the Transportation Disadvantaged (CTD) 10/28 Business meeting

The CTD's October 28, 2020, Business meeting addressed several issues which may be of interest to the LCB. A copy of the agenda is attached and the full packet can be found at: https://ctd.fdot.gov/docs/MeetingPackages/2020Meetings/20201028_CTDAgendapkg.pdf

Of particular note:

- Trip and Equipment Grants

Rule 41-2.014(5) and 41-2.007 include the current allocation methodology for trip and equipment grant funding for the Transportation Disadvantaged Program. The CTD staff has been working on amendments to the formula in an effort to promote year-over-year stability while incentivizing cost effective deliver of trip and equipment grant funded services.

The proposed language amends the current allocation methodology to include four variables to the methodology: TD eligible population, centerline miles, trip and equipment grant services and base funding.

The proposed changes are not anticipated to negatively impact the Citrus TD program.

- Quorum Requirements for Local Coordinating Boards

LCB meetings are required to have a minimum number of board members physically present in the same location to establish a quorum. On March 20, 2020, Governor Ron DeSantis issued Executive Order 20-69 in response to the COVID-19 public health emergency, which suspended the requirements for local government bodies to hold in-person meetings. This allowed local government bodies, including LCBs, to hold meetings through virtual or telephonic means. The executive order expired November 1, 2020.

Attachments: October 28, 2020, CTD agenda and back up info

COMMISSION FOR THE TRANSPORTATION DISADVANTAGED



Business Meeting Agenda October 28, 2020 1:00 PM until Completion

*Marion Hart, Chairman
Dr. Phillip Stevens, Vice-Chairman
Renee Knight, Commissioner
Christinne Rudd, Commissioner
Dr. Robin Tellez, Commissioner
Mike Willingham, Commissioner*

GoToMeeting Webinar:
<https://global.gotomeeting.com/join/794113117>
Alternative Conference Call-In Number:
888-585-9008; Conference Code: 837-653-349

Item #	Agenda Item	Speaker(s)
I.	Call to Order	Chairman Marion Hart
II.	Pledge of Allegiance	Chairman Marion Hart
III.	Introduction of Commissioners and Advisors	Commissioners and Advisors
IV.	Public Comments (Comments limited to the current agenda items)	Public
Action Items		
V.	Approval of August 26, 2020 Meeting Minutes	Chairman Marion Hart
VI.	Community Transportation Coordinator Designation for Martin County	Ricardo Vazquez, Martin County MPO
VII.	Fiscal Year 2020-21 Innovation and Service Development Grant Recommendations (Third Round Applications)	Commissioner Renee Knight
VIII.	Amendments to Rule Chapter 41-2.007 and 41-2.014, F.A.C. – Trip & Equipment Grant Allocation Formula	Commissioner Phil Stevens Rachelle Munson, CTD General Counsel
Information Items		
IX.	Upcoming Annual Performance Report and Other Analysis Reports	Jeff Barbacci and Casey Perkins, Thomas Howell Ferguson

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|-------|--|---|
| X. | Technical Assistance for the Innovation & Service Development Grant | Martin Catala,
University of South Florida-
Center for Urban
Transportation Research |
| XI. | Americans with Disabilities Act (ADA) Complimentary Paratransit Services | David Darm,
CTD Executive Director |
| XII. | Quorum Requirements for Local Coordinating Boards | David Darm,
CTD Executive Director |
| XIII. | Commissioner and Advisor Reports | Commissioners and Advisors |
| XIV. | Public Comments | Public |
| XV. | Commissioner and Advisor Closing Comments | Commissioners and Advisors |
| XVI. | Adjournment | Chairman Hart |

Next Meeting: December 2020 (Date To Be Determined)

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. This meeting will be recorded and a summary of the discussion will be published at a future date.

Members of the public interested in speaking during the “Public Comments” segments are encouraged to complete the attached public comment card and return to David Darm prior to the meeting date at: David.Darm@dot.state.fl.us. The chairman will call on each speaker in the order public comment cards are received. Public comments are limited 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 email David Darm or contact our office listed below, at least 48 hours before the meeting:

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.

41-2.007 Reporting Requirements.

(1) Each state agency shall, by September 15 of each year, provide the Commission with an accounting of the actual amount of funds expended and the total number of trips purchased during the previous fiscal year.

(2) Each Designated Official Planning Agency shall provide to the Commission prior to each state fiscal year, an estimate of all transportation disadvantaged funds anticipated to be available for the upcoming state fiscal year budget. The estimate shall include the following information:

(a) Each local government agency within jurisdiction of the Official Planning Agency shall report an estimate of the direct federal funds and local government transportation disadvantaged funds anticipated to be available through the coordinated system for the upcoming state fiscal year to the Official Planning Agency, and

(b) The Official Planning Agency shall request from each federal government agency within its jurisdiction, an estimate of the direct federal transportation disadvantaged funds anticipated to be available through the coordinated system for the upcoming state fiscal year.

(3) The estimate mentioned in subsection (2) above shall include the following information identified by county:

(a) A brief description of the project or program;

(b) The dollar amount of transportation disadvantaged funds reported by categories of Coordinated, Non-Coordinated, Transportation Alternatives, or Other if applicable; and

(c) The estimated number of one-way passenger trips to be provided reported by categories of Coordinated, Non-Coordinated, Transportation Alternatives, or Other if applicable.

(4) Each Metropolitan Planning Organization or designated official planning agency shall annually compile a report accounting for all local government and direct federal funds for transportation for the disadvantaged expended in its jurisdiction, and forward this report by September 15 to the Commission.

(5) Upon receipt of the state agency and Official Planning Agency combined annual budget estimates, the Commission shall develop and distribute a statewide report outlining the expected expenditures for all transportation disadvantaged services through the coordinated system for the state fiscal year.

(6) Each Community Transportation Coordinator shall by September 15 of each year report required operating statistics to the Commission. The operational statistics will be compiled into a report by the Commission and utilized as a part of the analysis of the Community Transportation Coordinator's performance evaluation ~~and the trip and equipment grant distribution~~. The Community Transportation Coordinator's report shall be reviewed by the Coordinating Board with a copy provided to the Metropolitan Planning Organization or Designated Official Planning Agency.

(7) 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. A copy of this document may be obtained from the Commission office located at 2740 Centerview Drive, Suite 1A, Tallahassee, Florida 32301. A copy of the document may also be viewed at Comprehensive Financial Management Guidelines on the Commission's website at www.dot.state.fl.us/ctd/, Community Transportation Coordinators with existing and equivalent accounting systems will not be required to adopt this Chart of Accounts but will be required to prepare all reports, invoices, and fiscal documents relating to the transportation disadvantaged functions and activities using the chart of accounts and accounting definitions as outlined in the above referenced manual.

(8) The Commission shall make an annual report to the Governor, the President of the Senate, and the Speaker of the House of Representatives by January 1 of each year. The report will contain a summary of the Commission's accomplishments for the preceding state fiscal year, the most current operational statistics for transportation disadvantaged services, identified unmet needs and a financial status of the Transportation Disadvantaged Trust Fund. Copies of the report will also be made available to member departments, Metropolitan Planning Organizations, Designated Official Planning Agencies and Community Transportation Coordinators, and others upon request.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.012(8), 427.013(3), (7), (8), (9), (12), (13), (16), 427.0135(1), 427.015(1) FS. History—New 5-2-90, Amended 6-17-92, 11-17-92, 1-4-94, 7-11-95, 5-1-96, 3-10-98, 12-6-09, 3-5-13.

41-2.014 Grants Program.

(1) Eligible Applicants. Grant funds will be allocated annually to the following entities:

- (a) Community Transportation Coordinators who have an executed Memorandum of Agreement.
- (b) Metropolitan Planning Organizations or Designated Official Planning Agencies approved by the Commission.

(2) Types of Grants.

(a) Trip and Equipment Related. Trip and equipment related grant funds may be used for the provision of non-sponsored transportation disadvantaged services and for the purchase of capital equipment to be used for services provided to the transportation disadvantaged. Capital equipment expenditures will be limited to no more than 25% of the Commission participation and the required match.

(b) Planning Related. Planning related grant funds may be used by an eligible Metropolitan Planning Organization or Designated Official Planning Agency to assist the Commission in their responsibilities at the local level as identified in chapter 427, F.S., including support to the local Coordinating Board.

(c) Innovation and Service Development. Innovation and service development related grant funds may be awarded competitively to support projects that:

- 1. Enhance the access of older adults, persons with disabilities, and low income individuals to healthcare, shopping, education, employment, public services, and recreation;
- 2. Assist in the development, improvement, and use of transportation systems in non-urbanized areas;
- 3. Promote the efficient coordination of services;
- 4. Encourage private transportation provider participation.

(3) Match Requirement. Eligible grant recipients for the trip and equipment grants only, must provide at least 10% of the total project cost as a local match. The match must be cash generated from local sources. Voluntary dollar collections do not require a match.

(4) Distribution of Grant Funds. On or about December 15 of eEach year, the Commission shall allocate a portion identified as the Grants Program of the Transportation Disadvantaged Trust Fund in the following manner:

(a) An annual amount of \$1,372,060 of the Grants Program shall be designated for planning grants to assist the Commission with implementation and maintenance of the program at the local level. Beginning with the 2002/2003 grant cycle, the annual cap will be adjusted by the same percentage increase equivalent to state employees as set by the Legislature.

(b) The voluntary dollar collections will be returned to the county where said funds were collected. The voluntary dollar collections shall be designated for additional trips at the local level.

(c) The remaining portion of funds, except as specified in paragraph 41-2.014(4)(b), F.A.C., will be appropriated for the Grants Program and designated for trip and equipment related grants, subject to limitations of paragraphs 41-2.014(1)(a) and (2)(a), F.A.C.

(5) Distribution of Trip and Equipment Related Grant Funds. Each eligible applicant's allocation will be determined for the county or counties within the designated service area for which the applicant provides coordinated transportation disadvantaged services.

~~(a) In order to maintain system and service stability, the Commission's Fiscal Year 99/00 Allocation of Trip and Equipment Grant Funds, dated 02/99, incorporated herein by reference, shall be the base allocation for each subsequent year's distribution for trip and equipment related grant funds. No county shall receive less than the base allocation unless the Commission's five year cash-flow forecast falls below the Fiscal Year 99/00 levels allocated to the trip and equipment grant related program.~~

~~(b) If the level of funding available for distribution to the trip and equipment grant program falls below the base as stated in paragraph 41-2.014(5)(a), F.A.C., a proportionate adjustment to the base allocation will be made. Such adjustment will be based on the five year cash flow forecast of the Commission, and each county's share of the Fiscal Year 99/00 trip and equipment related grant allocation.~~

~~(c) (a) Allocation of additional trip and equipment grant funds above the amount used in the base allocation will be allocated to eligible applicants shall be based on a comparative ranking of all eligible applicants in each of the following four categories:~~

~~1. The applicant's total county area in square miles as a percentage of the total square miles of all eligible applicants. The county's total transportation disadvantaged eligible population as a percentage of the state's total transportation disadvantaged eligible population, based on the U.S. Census Bureau American Community Survey 5-Year Population Estimates.~~

~~2. Total system passenger trips provided as a percentage of all eligible applicant trips reported. The county's total centerline miles of public roads as a percentage of the state's total centerline miles of public roads, based on public mileage data reported by~~

the Federal Highway Administration.

3. Total system vehicle miles traveled as a percentage of all eligible applicants vehicle miles traveled and reported. The county's total transportation disadvantaged services provided by trip and equipment grant funds as a percentage of the state's total transportation disadvantaged services provided by trip and equipment grant funds, as reported on the invoices submitted by applicants for reimbursement under the trip and equipment grant program.

4. Total county population as a percentage of the total population of all eligible applicants. The county's total allocated amount of trip and equipment grant funds as a percentage of the state's total allocated amount of trip and equipment grant funds, based on allocated amounts from the previous fiscal year.

(d) (b) For the 2021-2022 fiscal year, each category shall represent the following percentages of the state's total allocated amount for the trip and equipment grant program: Each category will represent one fourth of the trip related grant funds.

1. 2.5% based on the state's total transportation disadvantaged eligible population.

2. 2.5% based on the state's total centerline miles of public roads.

3. 15% based on the state's total transportation disadvantaged services provided by trip and equipment grant funds.

4. 80% based on the state's total allocated amount from the 2020-2021 fiscal year.

(c) For the 2022-2023 fiscal year and each fiscal year thereafter, each category shall represent the following percentages of the state's total allocated amount for the trip and equipment grant program:

1. 5% based on the state's total transportation disadvantaged eligible population.

2. 5% based on the state's total centerline miles of public roads.

3. 30% based on the state's total transportation disadvantaged services provided by trip and equipment grant funds.

4. 60% based on the state's total allocated amount from the previous fiscal year.

(d) The Commission, in calculating allocated amounts, shall weigh each dataset described in subsection (5)(a) as follows:

1. Every person identified within the state's transportation disadvantaged population shall be weighted equally.

2. Every centerline mile of the state's public roads shall be weighted equally.

3. Each trip and mile provided by trip and equipment grant funds shall be weighted relative to the unit cost at which they are reimbursed. Each bus pass purchased with trip and equipment grant funds shall be weighted higher than the unit cost at which they are reimbursed in order to incentivize their use in service areas where a fixed-route system is available.

(e) Fund allocations pursuant to subparagraph (5)(a) of this rule shall be administered each fiscal year based on available data from the previous year or applicable period as determined by the Commission. The latest required operational statistics report which is submitted by September 15 of each year will be used for obtaining the applicant's coordinated vehicle miles and coordinated passenger trips data. For purpose of this section, coordinated vehicle miles or passenger trips shall not include those services provided through an approved transportation alternative.

(6) Distribution of Planning Related Grants. Planning related grant funds will be apportioned for distribution to the planning agencies as follows:

(a) 25% of the planning allocation shall be divided into shares equal to the percentage of population each county has relative to the total state population, with each planning agency receiving a share for each county within its jurisdiction;

(b) 75% of the planning allocation shall be divided into shares equal to the number of counties throughout the state, with each planning agency receiving no more than one share for each county within its jurisdiction. Eligible applicants not requiring the total amount of funding available may recommend to the Coordinating Board that any excess funds be allocated to the Community Transportation Coordinator for additional non-sponsored trip needs. The Commission shall reallocate any eligible excess funds to that particular county or service area's normal allocation. A local cash match of at least 10% shall be required to obtain this additional allocation.

(7) Distribution of Innovation and Service Development Grant Funds. Innovation and service development related grant funds will be awarded competitively to support such projects based upon available funding identified by the Commission.

(8) All grant applicants will provide their request for funds to the Commission no later than October 1 each year, unless otherwise approved by the Commission.

(9) Prioritization of Non-sponsored Transportation Services. The Community Transportation Coordinator, with approval of the Coordinating Board, shall have the authority to prioritize trips for non-sponsored transportation disadvantaged services which are purchased with Transportation Disadvantaged Trust Funds. Any prioritization of trips or eligibility criteria which is developed shall consider all of the following criteria:

- (a) Cost Effectiveness and Efficiency.
- (b) Purpose of Trip.
- (c) Unmet Needs.
- (d) Available Resources.

Rulemaking Authority 427.013(9), 427.013(10) FS. Law Implemented 427.013, 427.0159, 427.016 FS. History—New 5-2-90, Amended 6-17-92, 7-21-93, 6-26-94, 10-1-96, 3-10-98, 1-13-04, 8-5-18.

PROPOSED



Ron DeSantis
Governor

Marion Hart, Jr.
Chairperson

Phillip W. Stevens, Ph.D.
Vice Chairperson

David Darm
Executive Director

TO: Designated Official Planning Agencies
FROM: David Darm, Executive Director
DATE: October 15, 2020
SUBJECT: Quorum Requirements for Local Coordinating Boards

The Commission has received inquiries regarding the quorum requirements for Local Coordinating Boards (LCBs). This memo serves to provide guidance and clarification on these requirements, specifically on whether board members are required to attend meetings “in person” to establish a quorum.

In-Person Quorum Requirement

In consideration of the COVID-19 public health emergency, Governor Ron DeSantis issued Executive Order 20-69 on March 20, 2020, which suspended “any Florida Statute that requires a quorum to be present in person or requires a local government body to meet at a specific public place.” The order cited Attorney General Opinion (AGO) 2020-03, which provided “that local government bodies may only conduct meetings by teleconferencing or other technological means if either a statute permits a quorum to be present by means other than in-person” or if the in-person requirement is lawfully suspended due to a state of emergency. Executive Order 20-69 expires November 1, 2020.

The Commission has taken the position that the LCB functions as a “local government body,” as board members are appointed in each Florida county (or multi-county service area) by the metropolitan planning organization or designated official planning agency (s. 427.0157, F.S.). Though the LCB is defined as an “advisory body to the Commission” in Rule 41-2.012, F.A.C., neither the statute or rule explicitly shield the board from the requirement of physical and in-person attendance for establishing a quorum. Therefore, unless executive mandate or rule provides otherwise, quorum can only be established by board members physically present and in person for the meetings.

As of the date of this memo, in-person quorum requirements for LCBs will be reinstated effective November 1, 2020. The LCB must have a physical quorum present to take action on agenda items. Moreover, based on a review of attorney general opinions,¹ board members not physically present may still participate and vote on matters if a quorum is established by those physically present. Further, board members who are at-risk or show symptoms of contracting COVID-19 should only participate via telephone conference or web-based platform.

Memorandum
October 15, 2020
Page Two

Public Access and Participation

Notwithstanding the requirements cited above, the provisions of the Sunshine Law, Sections 286.011 and 286.012, F.S., do not restrict a public meeting from being conducted through teleconferencing or other technological means, so long as there is proper notice and sufficient access for members of the general public to attend.

It is strongly encouraged that a telephone conference call-in number and/or a web-based link be provided for members of the public to attend in order to ensure sufficient meeting space is available for board members who must be physically present to establish a quorum.

Additional Guidance

We understand these requirements present unique challenges in meeting the deliverables of the Planning Grant. The Commission will facilitate regional conference calls with planning agency staff in the coming weeks to assist in identifying strategies that may mitigate these challenges. We will also monitor the progress of meeting these deliverables and provide an update at a future Commission Business Meeting.

We appreciate everyone's efforts to fulfill these requirements while staying safe. We look forward to working with you in the coming weeks.

/dd

D CORRESPONDENCE/INFORMATION ITEMS

2. CTD Annual Training Conference Update

The Annual CTD Training Workshop/Conference was conducted October 6 – 9, 2020. Due to COVID, the conference was held virtually. The agenda of the conference is attached for LCB review.

No action is required

Attachment: Agenda



Tuesday, October 6

9:00 AM EDT - 10:00 AM EDT Tuesday, October 6

State and Federal Updates (Sponsored by Proterra)
 Yvette Taylor, Kevin J. Thibault, Murriah Dekle, Lisa Bacot, Michael Hennessy, Shane Levy

10:30 AM EDT - 11:30 AM EDT Tuesday, October 6

(FTMN) Communicating Through COVID
 Alissa Kostyk, Stephanie Rank, Courtney Grigsby, Lisa Bacot, Mark Mistretta
 AICP CREDIT ELIGIBLE

(FTPN) What's New In Transit Planning?
 Brian Waterman, Kohl Malo, Richard Dreyer, Amy Keys, Sarah Goolsby, Gabe Matthews
 AICP CREDIT ELIGIBLE

(FTSON) Florida Transit on the Lookout to Fight Human Trafficking
 Annie Sovcik, Paul Goyette, Stephanie Lewis

1:30 PM EDT - 2:45 PM EDT Tuesday, October 6

Virtual Tradeshow

3:15 PM EDT - 4:30 PM EDT Tuesday, October 6

CTC Essentials: Sponsored by the Commission for the Transportation Disadvantaged
 Cecile Del Moral, Karen Somerset, John Irvine, Sheri Powers

FTA 101: Updates & Best Practices
 Rob Sachnin, Lisa Bacot, Brittany Lavender, Courtney Roberts, Greg Chilik, Holly Liles, Eron Thompson, Jeremy Baker

Lasting Lessons from the Pandemic (Sponsored by Creative Bus Sales)
 Amy Keys, Nicole Dufva, Bruce Detweiler, Tara Crawford, Ricky Walker, Tamara Lima, Alice Bravo

Wednesday, October 7



9:00 AM EDT - 10:00 AM EDT Wednesday, October 7

30th Anniversary of the American's with Disabilities Act: Then, Now and the Future (Sponsored by Engie)
 Lisa Bacot, Lex Frieden, Marshall Burns, Kristen Joyner, Kilian Ollivier

10:30 AM EDT - 11:30 AM EDT Wednesday, October 7

(ATSUN) Shared Mobility Session

Lisa Bacot, Chris Campbell, Hannah Katz, Patrick Murray, Emma Dejesus, Jennifer Flynn

AICP CREDIT ELIGIBLE

(FTSON) Florida Transit Safety and Operations Network Quarterly Meeting

Stephanie Lewis, Paul Goyette, James Egbert, Tony Brandin, Ashley Porter, Jafari Bowden

Maintenance Consortium Meeting and Review of the FDOT Preventative Maintenance Standards Manual

Amy Keys, Randy Free, Todd O'Neal, Stephen Wachtler, Tony Brandin, Joe Cheney, Jr, Elvis Dovalos, Todd Parsons

12:00 PM EDT - 1:00 PM EDT Wednesday, October 7

Lunch and Listen Acoustic Set with Salted Vine (Sponsored by Coachcrafters) & Trivia!

Salted Vine , Lisa Bacot

1:30 PM EDT - 2:30 PM EDT Wednesday, October 7

Federal Transit Funding During (& After) COVID-19 (Sponsored by Florida Transportation Systems)

Lisa Bacot, Ed Redfern, Joel Rubin, Jayson White

How to Protect Your Drivers and Passengers from COVID-19

Les Burres, Amy Keys, Sandra McClellan, John Mienik, Brent Phillips

TD Planners Virtual Roundtable: Sponsored by the Commission for the Transportation Disadvantaged

Cecile Del Moral, Karen Somerset, John Irvine, Sheri Powers, Stephanie Lewis

3:00 PM EDT - 4:30 PM EDT Wednesday, October 7

Virtual Tradeshow

Thursday, October 8



9:00 AM EDT - 10:00 AM EDT Thursday, October 8

Federal Updates from CTAA and APTA (Sponsored by Ecolane)

Paul Skoutelas, Scott Bogren, Lisa Bacot, Brad Miller, Susan Starwalt

AICP CREDIT ELIGIBLE

10:30 AM EDT - 11:30 AM EDT

Thursday, October 8

(ATSUN) Autonomous Vehicle Session

Amy Keys, Michael Feldman, Jacob Labutka, Jennifer (Jenn) Foote, Alexander Kolpakov

AICP CREDIT ELIGIBLE

(RTAP) Small and Rural Transit Agencies Roundtable

Stephanie Lewis, Neil Rodriguez, Roberta Yegidis, Bill Mayer, Tony Brandin, Heather Kay

(TMAARC) Planning for an Electric Bus Fleet

Lisa Bacot, Alison Smyth, Stephen Wachtler

12:00 PM EDT - 2:00 PM EDT

Thursday, October 8

Virtual Tradeshow

2:15 PM EDT - 3:15 PM EDT

Thursday, October 8

MPO and Transit Agency Coordination in the Planning Process

Cecile Del Moral, Jeff Kramer, Cassandra Borchers, Mark Reichert, Whit Blanton

AICP CREDIT ELIGIBLE

Recruitment Processes During Extraordinary Times (Sponsored by Luminator Technology Group)

William Hutchings, Liliane Finke, Tellis Chandler, Kelli O'Leary, Paula Humber, Amy Keys

The Surprising Places Discrimination Shows Up in the Workplace (Sponsored by Nations Bus Corp)

Lisa Bacot, Jessica Price, Mindy Price

3:30 PM EDT - 5:00 PM EDT

Thursday, October 8

FPTA Awards Ceremony

Murriah Dekle, Wendy Ellis, Joel Volinski, Karen Deigl, Dean Kirkland-McMillan, Juan Battle, Liz Stutts, Bobby Westbrook, Lisa Bacot, Rob Gregg, Nathaniel Ford, Jim Liesenfelt

D CORRESPONDENCE/INFORMATION ITEMS

3. 2020 Legislative Policy Position

Current state law limits the amount of funding that can be made available from the State Transportation Trust Fund (STTF) for transit projects for both capital and operating expenses. These limitations, which are not in place for roadway funding, makes transit funding from the STTF less predictable for the purposes of planning and project implementation and limits the ability of MPOs to implement priority transit projects. A proposal to remove the distinction between transit and highway projects for the purpose of spending funds from the STTF from the FPTA is as follows:

- Make FDOT and Transportation Disadvantaged Trust Fund (TDTF) grants more flexible:
 - extend TDTF grants for each county to the next year,
 - allow TDTF to be used for meal, grocery and prescription deliveries,
 - at a minimum earmark the TDTF dollars to ensure the funds go back to the TD trust fund and not elsewhere
 - Allow other FDOT grants to be used on transit improvement and operating funds
- Waive the 50/50 match for the State Public Transit Block Grant for a set period of time and include a sunset provision.

No action is required.

Attachment: N/A

D CORRESPONDENCE/INFORMATION ITEMS

4. Member Conflict of Interest

Section 112.3143, Florida Statutes outlines requirements relating to voting conflicts by the Board members.

No appointed public officer shall participate in any matter which would inure to the officer's special private gain or loss; which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained; or which he or she knows would inure to the special private gain or loss of a relative or business associate of the public officer, without first disclosing the nature of his or her interest in the matter.

Per the Statutes, the term "public officer" includes any person elected or appointed to hold office in any agency including any person serving on an advisory body.

No action is required.

Attachments: Chapter 112.3143, Florida Statutes

The 2019 Florida Statutes

[Title X](#)
PUBLIC OFFICERS, EMPLOYEES,
AND RECORDS

[Chapter 112](#)
PUBLIC OFFICERS AND EMPLOYEES:
GENERAL PROVISIONS

[View Entire
Chapter](#)

112.3143 Voting conflicts.—

(1) As used in this section:

(a) “Principal by whom retained” means an individual or entity, other than an agency as defined in s. [112.312\(2\)](#), that for compensation, salary, pay, consideration, or similar thing of value, has permitted or directed another to act for the individual or entity, and includes, but is not limited to, one’s client, employer, or the parent, subsidiary, or sibling organization of one’s client or employer.

(b) “Public officer” includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body.

(c) “Relative” means any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

(d) “Special private gain or loss” means an economic benefit or harm that would inure to the officer, his or her relative, business associate, or principal, unless the measure affects a class that includes the officer, his or her relative, business associate, or principal, in which case, at least the following factors must be considered when determining whether a special private gain or loss exists:

1. The size of the class affected by the vote.
2. The nature of the interests involved.
3. The degree to which the interests of all members of the class are affected by the vote.
4. The degree to which the officer, his or her relative, business associate, or principal receives a greater benefit or harm when compared to other members of the class.

The degree to which there is uncertainty at the time of the vote as to whether there would be any economic benefit or harm to the public officer, his or her relative, business associate, or principal and, if so, the nature or degree of the economic benefit or harm must also be considered.

(2)(a) A state public officer may not vote on any matter that the officer knows would inure to his or her special private gain or loss. Any state public officer who abstains from voting in an official capacity upon any measure that the officer knows would inure to the officer’s special private gain or loss, or who votes in an official capacity on a measure that he or she knows would inure to the special private gain or loss of any principal by whom the officer is retained or to the parent organization or subsidiary of a corporate principal by which the officer is retained other than an agency as defined in s. [112.312\(2\)](#); or which the officer knows would inure to the special private gain or loss of a relative or business associate of the public officer, shall make every reasonable effort to disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for the state public

officer to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote.

(b) A member of the Legislature may satisfy the disclosure requirements of this section by filing a disclosure form created pursuant to the rules of the member's respective house if the member discloses the information required by this subsection.

(3)(a) No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss; which he or she knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained, other than an agency as defined in s. 112.312(2); or which he or she knows would inure to the special private gain or loss of a relative or business associate of the public officer. Such public officer shall, prior to the vote being taken, publicly state to the assembly the nature of the officer's interest in the matter from which he or she is abstaining from voting and, within 15 days after the vote occurs, disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes.

(b) However, a commissioner of a community redevelopment agency created or designated pursuant to s. 163.356 or s. 163.357, or an officer of an independent special tax district elected on a one-acre, one-vote basis, is not prohibited from voting, when voting in said capacity.

(4) No appointed public officer shall participate in any matter which would inure to the officer's special private gain or loss; which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained; or which he or she knows would inure to the special private gain or loss of a relative or business associate of the public officer, without first disclosing the nature of his or her interest in the matter.

(a) Such disclosure, indicating the nature of the conflict, shall be made in a written memorandum filed with the person responsible for recording the minutes of the meeting, prior to the meeting in which consideration of the matter will take place, and shall be incorporated into the minutes. Any such memorandum shall become a public record upon filing, shall immediately be provided to the other members of the agency, and shall be read publicly at the next meeting held subsequent to the filing of this written memorandum.

(b) In the event that disclosure has not been made prior to the meeting or that any conflict is unknown prior to the meeting, the disclosure shall be made orally at the meeting when it becomes known that a conflict exists. A written memorandum disclosing the nature of the conflict shall then be filed within 15 days after the oral disclosure with the person responsible for recording the minutes of the meeting and shall be incorporated into the minutes of the meeting at which the oral disclosure was made. Any such memorandum shall become a public record upon filing, shall immediately be provided to the other members of the agency, and shall be read publicly at the next meeting held subsequent to the filing of this written memorandum.

(c) For purposes of this subsection, the term "participate" means any attempt to influence the decision by oral or written communication, whether made by the officer or at the officer's direction.

(5) If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

(6) Whenever a public officer or former public officer is being considered for appointment or reappointment to public office, the appointing body shall consider the number and nature of the memoranda of conflict previously filed under this section by said officer.

History.—s. 6, ch. 75-208; s. 2, ch. 84-318; s. 1, ch. 84-357; s. 2, ch. 86-148; s. 5, ch. 91-85; s. 3, ch. 94-277; s. 1408, ch. 95-147; s. 43, ch. 99-2; s. 6, ch. 2013-36.

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D CORRESPONDENCE/INFORMATION ITEMS

5. Member Vacancies

Current vacancies on the LCB:

- Chairman representing Citrus County (pending appointment by the Citrus BOCC)
- Citrus County Veterans Services
- Florida Department of Elderly Affairs
- Florida Department of Children and Family Services

MPO staff has sent notifications to the 3 departmental entities requesting a member representative but we have not received any individuals for the positions.

Attachments: N/A

D CORRESPONDENCE/INFORMATION ITEMS

6. 2021 Calendar

Attached is a copy of the proposed meeting schedule for 2021. Meetings will continue to be conducted on Thursday beginning at 10:30 a.m. at the Citrus Transit Center, 1300 South Lecanto Highway, Lecanto, FL.

- February 11, 2021
- May 20, 2021 (annual public meeting and regular meeting)
- August 12, 2021
- November 18, 2021

The MPO meeting calendar is scheduled for approval by the MPO Board on November 12, 2020.

Attachments: 2021 Calendar



HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION

2021 BOARD / COMMITTEE MEETING SCHEDULE

1661 Blaise Drive
Brooksville, FL 34601
Phone (352) 754-4082

	HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION	HERNANDO/CITRUS TECHNICAL ADVISORY COMMITTEE	HERNANDO/CITRUS CITIZENS ADVISORY COMMITTEE	HERNANDO/CITRUS BICYCLE/PEDESTRIAN ADVISORY COMMITTEE	HERNANDO COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD	CITRUS COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD	METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL
TIME:	1:30 PM	10:00 AM	1:00 PM	3:30 PM	10:00 AM	10:30 AM	
JANUARY	21 (THURSDAY)	27 (WEDNESDAY)*	27 (WEDNESDAY)*	27 (WEDNESDAY)*			28 (THURSDAY)
FEBRUARY	18 (THURSDAY)	24 (WEDNESDAY)**	24 (WEDNESDAY)**	24 (WEDNESDAY)**	10 (WEDNESDAY)*	11 (THURSDAY)**	
MARCH	18 (THURSDAY)						
APRIL	15 - tentative (THURSDAY)	21 (WEDNESDAY)*	21 (WEDNESDAY)*	21 (WEDNESDAY)*			29 (THURSDAY)
MAY	13 (THURSDAY)	26 (WEDNESDAY)**	26 (WEDNESDAY)**	26 (WEDNESDAY)**	19 (WEDNESDAY)*	20 (THURSDAY)**	
JUNE	17 (THURSDAY)	30 tentative (WEDNESDAY)*	30 tentative (WEDNESDAY)*	30 tentative (WEDNESDAY)*			
JULY	15 - tentative (THURSDAY)						29 (THURSDAY)
AUGUST	19 (THURSDAY)	25 (WEDNESDAY)**	25 (WEDNESDAY)**	25 (WEDNESDAY)**	11 (WEDNESDAY)*	12 (THURSDAY)**	
SEPTEMBER	23 (THURSDAY)	29 (WEDNESDAY)*	29 (WEDNESDAY)*	29 (WEDNESDAY)*			
OCTOBER	21 (THURSDAY)						28 (THURSDAY)
NOVEMBER - no MPO					17 (WEDNESDAY)*	18 (THURSDAY)**	
DECEMBER	9 (THURSDAY)	1 (WEDNESDAY)**	1 (WEDNESDAY)**	1 (WEDNESDAY)**			

2021 HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION (MPO) BOARD MEETING LOCATION: 3600 W. Sovereign Path, Room 166, Lecanto , FL

*HERNANDO/CITRUS MPO COMMITTEE MEETING LOCATION (TDLCB, TAC, CAC, BPAC): Hernando County Building Division Training Facility, 1661 Blaise Drive, Brooksville, FL

**HERNANDO/CITRUS MPO COMMITTEE MEETING LOCATION (LCB, TAC, CAC, BPAC): Citrus Transit Center, 1300 South Lecanto Highway, Lecanto, FL

METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL (MPOAC) MEETING LOCATION: Orlando Airport Marriott Lakeside, 7499 Augusta National Drive, Orlando, FL 32822

E ACTION ITEMS

1. Annual Operating Report (AOR)

Each county is required to prepare and submit an Annual Operating Report to the Commission for the Transportation Disadvantaged (CTD) by September 15. Due to issues regarding the CTD website, the submittal date was extended. This report includes information from the CTC, contractors and Coordinated Contractors regarding trips, mileage, vehicle, employees, revenue, and expenses.

Once these reports are reviewed and approved by the CTD, an Annual Performance Report is prepared. This report is published to meet the statutory requirements outlined in Section 427-.13 (12), Florida Statutes to provide an overview of the program and a summary of trends statewide.

Staff Recommendation: It is recommended that the LCB Commission approve the AOR and authorize the Vice-Chairman's signature thereon

Attachment: AOR for signature



CTC Organization

County: Citrus

Fiscal Year: 7/1/2019 - 6/30/2020

CTC Status: Completed

CTD Status: Completed

Date Initiated: 9/16/2020

CTC Organization Name: Citrus County Transit
Address: 1300 S Lecanto Highway
City: Lecanto
State: FL
Zip Code: 34461
Organization Type: County
Network Type: Partial Brokerage
Operating Environment: Rural
Transportation Operators: No
Number of Transportation Operators: 0
Coordination Contractors: Yes
Number of Coordination Contractors: 1
Provide Out of County Trips: Yes
Local Coordinating Board (LCB) Chairperson: Jimmie T. Smith
CTC Contact: Lon Frye
CTC Contact Title: Director
CTC Contact Email: Lon.Frye@citrusbocc.com
Phone: (352) 527-7634

CTC Certification

I, Lon Frye, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____

LCB Certification

I, Jimmie T. Smith, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(7) F.S. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature): _____

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY 
County Attorney's Office



Organization – Coordination Contractor

County: Citrus

CTC Status: Complete

CTC Organization: Citrus County Transit

Fiscal Year: 7/1/2019 - 6/30/2020

Upload Date: 9/21/2020

Coordination Contractor Name: CCARC, Inc. dba Key Training Center
Address: 5399 W. Gulf to Lake Hwy
City: Lecanto
State: FL
Zip Code: 34461
Organization Type: Private Non Profit
Operating Environment: Rural
Provide Out of County Trips: Yes
Who Do You Serve: Intellectually disbaled adults
Contact Person: Theresa Flick
Contact Title: Director of Program Operations
Contact Email: pdktc@keytrainingcenter.org
Phone: (352) 795-5541

Coordination Contractor Certification

By submission of this form, I, Theresa Flick, as the authorized representative of CCARC, Inc. dba Key Training Center , hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____



CTC Trips

County: Citrus

CTC Status: Complete

CTC Organization: Citrus County Transit

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Service Type - One Way						
Fixed Route/Fixed Schedule						
Daily Pass Trips	0	N/A	0	0	N/A	0
Weekly Pass Trips	0	N/A	0	0	N/A	0
Monthly Pass Trips	0	N/A	0	0	N/A	0
Deviated Fixed Route Service	0	N/A	0	0	N/A	0
Complementary ADA Service	0	N/A	0	0	N/A	0
Paratransit						
Ambulatory	20,982	57,638	78,620	19,182	77,084	96,266
Non-Ambulatory	1,629	7,530	9,159	1,960	9,088	11,048
Stretcher	0	0	0	0	0	0
Transportation Network Companies	0	N/A	0	0	N/A	0
Taxi	0	N/A	0	0	N/A	0
School Board (School Bus)	0	N/A	0	0	N/A	0
Volunteers	0	N/A	0	0	N/A	0
Total - Service Type	22,611	65,168	87,779	21,142	86,172	107,314
Contracted Transportation Operator						
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC)	0	N/A	0	0	N/A	0
Total - Contracted Transportation Operator Trips	0	0	0	0	0	0
Revenue Source - One Way						
Agency for Health Care Administration (AHCA)	0	0	0	0	0	0
Agency for Persons with Disabilities (APD)	0	53,888	53,888	0	64,629	64,629
Comm for the Transportation Disadvantaged (CTD)	20,162	N/A	20,162	17,852	N/A	17,852
Dept of Economic Opportunity (DEO)	0	0	0	0	0	0
Dept of Children and Families (DCF)	0	0	0	0	0	0
Dept of Education (DOE)	0	0	0	0	0	0
Dept of Elder Affairs (DOEA)	0	0	0	0	0	0
Dept of Health (DOH)	0	0	0	0	0	0
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	1,634	9,775	11,409	1,794	0	1,794
Local Government	754	1,303	2,057	1,354	0	1,354
Local Non-Government	61	202	263	142	21,543	21,685
Other Federal & State Programs	0	0	0	0	0	0
Total - Revenue Source	22,611	65,168	87,779	21,142	86,172	107,314



**Transportation
Disadvantaged**

CTC Trips (cont'd)

County: Citrus

CTC Status: Complete

CTC Organization: Citrus County
Transit

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	5,237	0	5,237	5,592	0	5,592
Children At Risk	146	0	146	147	0	147
Persons With Disabilities	6,903	65,168	72,071	5,073	86,172	91,245
Low Income	10,136	0	10,136	9,393	0	9,393
Other	189	0	189	937	0	937
Total - Passenger Type	22,611	65,168	87,779	21,142	86,172	107,314
Trip Purpose - One Way						
Medical	4,461	13,034	17,495	4,398	18,234	22,632
Employment	2,349	6,517	8,866	1,743	8,617	10,360
Education/Training/Daycare	788	39,753	40,541	734	53,564	54,298
Nutritional	9,019	3,258	12,277	9,483	910	10,393
Life-Sustaining/Other	5,994	2,606	8,600	4,784	4,847	9,631
Total - Trip Purpose	22,611	65,168	87,779	21,142	86,172	107,314
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	694	209	903	503	204	707
Total - UDPHC	694	209	903	503	204	707
Unmet & No Shows						
Unmet Trip Requests	115	N/A	115	108	N/A	108
No Shows	566	N/A	566	576	N/A	576
Customer Feedback						
Complaints	10	N/A	10	1	N/A	1
Commendations	3	N/A	3	2	N/A	2



**Transportation
Disadvantaged**

Coordination Contractor Trips

County: Citrus	CTC Status: Complete	CTC Organization: Citrus County Transit
Fiscal Year: 07/01/2019 - 06/30/2020	Upload Date: 9/21/2020	Coordination Contractor: CCARC, Inc. dba Key Training Center

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Service Type - One Way		
Fixed Route/Fixed Schedule		
Daily Pass Trips	N/A	N/A
Weekly Pass Trips	N/A	N/A
Monthly Pass Trips	N/A	N/A
Deviated Fixed Route Service	N/A	N/A
Complementary ADA Service	N/A	N/A
Paratransit		
Ambulatory	57,638	77,084
Non-Ambulatory	7,530	9,088
Stretcher	0	0
Transportation Network Companies	N/A	N/A
Taxi	N/A	N/A
School Board (School Bus)	N/A	N/A
Volunteers	N/A	N/A
Total - Service Type	65,168	86,172
Contracted Transportation Operator		
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC)	N/A	N/A
Total - Contracted Transportation Operator Trips	0	0
Revenue Source - One Way		
Agency for Health Care Administration (AHCA)	0	0
Agency for Persons with Disabilities (APD)	53,888	64,629
Comm for the Transportation Disadvantaged (CTD)	N/A	N/A
Dept of Economic Opportunity (DEO)	0	0
Dept of Children and Families (DCF)	0	0
Dept of Education (DOE)	0	0
Dept of Elder Affairs (DOEA)	0	0
Dept of Health (DOH)	0	0
Dept of Juvenile Justice (DJJ)	0	0
Dept of Transportation (DOT)	9,775	0
Local Government	1,303	0
Local Non-Government	202	21,543
Other Federal & State Programs	0	0
Total - Revenue Source	65,168	86,172



**Transportation
Disadvantaged**

Coordination Contractor Trips (cont'd)

County: Citrus

CTC Status: Complete

CTC Organization: Citrus County
Transit

Fiscal Year: 07/01/2019 - 06/30/2020

Upload Date: 9/21/2020

Coordination Contractor: CCARC, Inc. dba
Key Training Center

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Passenger Type - One Way		
Older Adults	0	0
Children At Risk	0	0
Persons With Disabilities	65,168	86,172
Low Income	0	0
Other	0	0
Total - Passenger Type	65,168	86,172
Trip Purpose - One Way		
Medical	13,034	18,234
Employment	6,517	8,617
Education/Training/Daycare	39,753	53,564
Nutritional	3,258	910
Life-Sustaining/Other	2,606	4,847
Total - Trip Purpose	65,168	86,172
Unduplicated Passenger Head Count (UDPHC)		
UDPHC	209	204
Total - UDPHC	209	204
Unmet & No Shows		
Unmet Trip Requests	N/A	N/A
No Shows	N/A	N/A
Customer Feedback		
Complaints	N/A	N/A
Commendations	N/A	N/A



CTC Vehicles & Drivers

County: Citrus

CTC Status: Complete

CTC Organization: Citrus County Transit

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Vehicle Miles						
Deviated Fixed Route Miles	0	N/A	0	0	N/A	0
Complementary ADA Service Miles	0	N/A	0	0	N/A	0
Paratransit Miles	267,475	222,870	490,345	198,737	260,461	459,198
Transportation Network Companies (TNC) Miles	0	N/A	0	0	N/A	0
Taxi Miles	0	N/A	0	0	N/A	0
School Board (School Bus) Miles	0	N/A	0	0	N/A	0
Volunteers Miles	0	N/A	0	0	N/A	0
Total - Vehicle Miles	267,475	222,870	490,345	198,737	260,461	459,198
Roadcalls & Accidents						
Roadcalls	3	9	12	3	8	11
Chargeable Accidents	0	0	0	0	0	0
Vehicle Inventory						
Total Number of Vehicles	23	41	64	15	41	56
Number of Wheelchair Accessible Vehicles	0	11	11	15	11	26
Drivers						
Number of Full Time & Part Time Drivers	17	30	47	24	30	54
Number of Volunteer Drivers	0	0	0	0	0	0



Coordination Contractor Vehicles & Drivers

County: Citrus

CTC Status: Complete

CTC Organization: Citrus County Transit

Fiscal Year: 07/01/2019 - 06/30/2020

Upload Date: 9/21/2020

Coordination Contractor: CCARC, Inc. dba Key Training Center

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Vehicle Miles		
Deviated Fixed Route Miles	N/A	N/A
Complementary ADA Service Miles	N/A	N/A
Paratransit Miles	222,870	260,461
Transportation Network Companies (TNC) Miles	N/A	N/A
Taxi Miles	N/A	N/A
School Board (School Bus) Miles	N/A	N/A
Volunteers Miles	N/A	N/A
Total - Vehicle Miles	222,870	260,461
Roadcalls & Accidents		
Roadcalls	9	8
Chargeable Accidents	0	0
Vehicle Inventory		
Total Number of Vehicles	41	41
Number of Wheelchair Accessible Vehicles	11	11
Drivers		
Number of Full Time & Part Time Drivers	30	30
Number of Volunteer Drivers	0	0



CTC Revenue Sources

County: Citrus

CTC Status: Complete

CTC Organization: Citrus County Transit

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Complete

Revenue Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 0	\$ 313,556	\$ 313,556	\$ 0	\$ 357,905	\$ 357,905
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Health (DOH)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commission for the Transportation Disadvantaged (CTD)						
Non-Sponsored Trip Program	\$ 440,858	N/A	\$ 440,858	\$ 351,869	N/A	\$ 351,869
Non-Sponsored Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
TD Other	\$ 11,275	N/A	\$ 11,275	\$ 0	N/A	\$ 0
Department of Transportation (DOT)						
49 USC 5307	\$ 252,138	\$ 0	\$ 252,138	\$ 120,032	\$ 0	\$ 120,032
49 USC 5310	\$ 0	\$ 58,399	\$ 58,399	\$ 374,778	\$ 0	\$ 374,778
49 USC 5311	\$ 209,557	\$ 0	\$ 209,557	\$ 149,558	\$ 0	\$ 149,558
49 USC 5311 (f)	\$ 123,494	\$ 0	\$ 123,494	\$ 0	\$ 0	\$ 0
Block Grant	\$ 56,658	\$ 0	\$ 56,658	\$ 74,779	\$ 0	\$ 74,779
Service Development	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commuter Assistance Program	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other DOT	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Government						
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
County Cash	\$ 140,483	\$ 8,856	\$ 149,339	\$ 301,698	\$ 0	\$ 301,698
County In-Kind	\$ 29,304	\$ 0	\$ 29,304	\$ 0	\$ 0	\$ 0
City Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Non-Government						
Farebox	\$ 19,343	\$ 0	\$ 19,343	\$ 27,291	\$ 0	\$ 27,291
Donations/Contributions	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 0	\$ 1,104	\$ 1,104	\$ 0	\$ 20,563	\$ 20,563
Other Federal & State Programs						
Other Federal Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total - Revenue Sources	\$ 1,283,110	\$ 381,915	\$ 1,665,025	\$ 1,400,005	\$ 378,468	\$ 1,778,473



**Transportation
Disadvantaged**

Coordination Contractor Revenue Sources

County: Citrus

CTC Status: Complete

CTC Organization: Citrus County
Transit

Fiscal Year: 07/01/2019 - 06/30/2020

Upload Date: 9/21/2020

Coordination Contractor: CCARC, Inc. dba
Key Training Center

Revenue Sources	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Revenue Sources		
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 313,556	\$ 357,905
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 0	\$ 0
Dept of Health (DOH)	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0
Commission for the Transportation Disadvantaged (CTD)		
Non-Sponsored Trip Program	N/A	N/A
Non-Sponsored Capital Equipment	N/A	N/A
Rural Capital Equipment	N/A	N/A
TD Other	N/A	N/A
Department of Transportation (DOT)		
49 USC 5307	\$ 0	\$ 0
49 USC 5310	\$ 58,399	\$ 0
49 USC 5311	\$ 0	\$ 0
49 USC 5311 (f)	\$ 0	\$ 0
Block Grant	\$ 0	\$ 0
Service Development	\$ 0	\$ 0
Commuter Assistance Program	\$ 0	\$ 0
Other DOT	\$ 0	\$ 0
Local Government		
School Board (School Bus)	N/A	N/A
County Cash	\$ 8,856	\$ 0
County In-Kind	\$ 0	\$ 0
City Cash	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0
Local Non-Government		
Farebox	\$ 0	\$ 0
Donations/Contributions	\$ 0	\$ 0
In-Kind Services	\$ 0	\$ 0
Other Non-Government	\$ 1,104	\$ 20,563
Other Federal & State Programs		
Other Federal Programs	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0
Total - Revenue Sources	\$ 381,915	\$ 378,468



**Transportation
Disadvantaged**

CTC Expense Sources

County: Citrus

CTC Status: Complete

CTC Organization: Citrus County
Transit

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Complete

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Labor	\$ 588,048	\$ 146,334	\$ 734,382	\$ 487,980	\$ 104,632	\$ 592,612
Fringe Benefits	\$ 224,261	\$ 15,601	\$ 239,862	\$ 189,144	\$ 12,019	\$ 201,163
Services	\$ 82,976	\$ 59,873	\$ 142,849	\$ 99,366	\$ 73,466	\$ 172,832
Materials & Supplies Consumed	\$ 153,267	\$ 137,178	\$ 290,445	\$ 178,332	\$ 175,769	\$ 354,101
Utilities	\$ 14,594	\$ 20,673	\$ 35,267	\$ 11,546	\$ 21,271	\$ 32,817
Casualty & Liability	\$ 26,359	\$ 120,604	\$ 146,963	\$ 6,527	\$ 120,737	\$ 127,264
Taxes	\$ 0	\$ 652	\$ 652	\$ 0	\$ 1,870	\$ 1,870
Miscellaneous	\$ 9,934	\$ 0	\$ 9,934	\$ 10,690	\$ 0	\$ 10,690
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Purchases	\$ 154,367	\$ 5,778	\$ 160,145	\$ 416,420	\$ 12,285	\$ 428,705
Contributed Services	\$ 29,304	\$ 0	\$ 29,304	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 42,048	\$ 42,048	\$ 0	\$ 30,535	\$ 30,535
Purchased Transportation Services						
Bus Pass	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Total - Expense Sources	\$ 1,283,110	\$ 548,741	\$ 1,831,851	\$ 1,400,005	\$ 552,584	\$ 1,952,589



**Transportation
Disadvantaged**

Coordination Contractor Expense Sources

County: Citrus

CTC Status: Complete

CTC Organization: Citrus County
Transit

Fiscal Year: 07/01/2019 - 06/30/2020

Upload Date: 9/21/2020

Coordination Contractor: CCARC, Inc. dba
Key Training Center

Expense Sources	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Labor	\$ 146,334	\$ 104,632
Fringe Benefits	\$ 15,601	\$ 12,019
Services	\$ 59,873	\$ 73,466
Materials & Supplies Consumed	\$ 137,178	\$ 175,769
Utilities	\$ 20,673	\$ 21,271
Casualty & Liability	\$ 120,604	\$ 120,737
Taxes	\$ 652	\$ 1,870
Miscellaneous	\$ 0	\$ 0
Interest	\$ 0	\$ 0
Leases & Rentals	\$ 0	\$ 0
Capital Purchases	\$ 5,778	\$ 12,285
Contributed Services	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 42,048	\$ 30,535
Purchased Transportation Services		
Bus Pass	N/A	N/A
School Board (School Bus)	N/A	N/A
Transportation Network Companies (TNC)	N/A	N/A
Taxi	N/A	N/A
Contracted Operator	N/A	N/A
Total - Expense Sources	\$ 548,741	\$ 552,584

County: Citrus
 CTC: Citrus County Transit
 Contact: Lon Frye
 1300 S Lecanto Highway
 Lecanto, FL 34461
 352-527-7634

Demographics	Number
Total County Population	0
Unduplicated Head Count	903



Email: Lon.Frye@citrusboocc.com

Trips By Type of Service	2018	2019	2020	Vehicle Data	2018	2019	2020
Fixed Route (FR)	0	0	0	Vehicle Miles	744,930	459,198	490,345
Deviated FR	45,041	0	0	Roadcalls	18	11	12
Complementary ADA	0	0	0	Accidents	3	0	0
Paratransit	116,219	107,314	87,779	Vehicles	67	56	64
TNC	0	0	0	Drivers	54	54	47
Taxi	0	0	0				
School Board (School Bus)	0	0	0				
Volunteers	0	0	0				
TOTAL TRIPS	161,260	107,314	87,779				

Passenger Trips By Trip Purpose	2018	2019	2020
Medical	25,540	22,632	17,495
Employment	13,014	10,360	8,866
Ed/Train/DayCare	56,479	54,298	40,541
Nutritional	19,899	10,393	12,277
Life-Sustaining/Other	46,328	9,631	8,600
TOTAL TRIPS	161,260	107,314	87,779

Financial and General Data	2018	2019	2020
Expenses	\$2,042,735	\$1,952,589	\$1,831,851
Revenues	\$2,135,242	\$1,778,473	\$1,665,025
Commendations	2	2	3
Complaints	4	1	10
Passenger No-Shows	1,158	576	566
Unmet Trip Requests	369	108	115

Passenger Trips By Revenue Source	2018	2019	2020
CTD	17,471	17,852	20,162
AHCA	0	0	0
APD	89,194	64,629	53,888
DOEA	0	0	0
DOE	0	0	0
Other	54,595	24,833	13,729
TOTAL TRIPS	161,260	107,314	87,779

Performance Measures	2018	2019	2020
Accidents per 100,000 Miles	0.40	0	0
Miles between Roadcalls	41,385	41,745	40,862
Avg. Trips per Passenger	20.62	151.79	97.21
Cost per Trip	\$12.67	\$18.20	\$20.87
Cost per Paratransit Trip	\$12.67	\$18.20	\$20.87
Cost per Total Mile	\$2.74	\$4.25	\$3.74
Cost per Paratransit Mile	\$2.74	\$4.25	\$3.74

Trips by Provider Type	2018	2019	2020
CTC	72,338	21,142	22,611
Transportation Operator	0	0	0
Coordination Contractor	88,922	86,172	65,168
TOTAL TRIPS	161,260	107,314	87,779

F CITRUS TRANSIT – LON FRYE

1. Transit system review - Discussion regarding options for moving forward
2. The quarterly report for the period from July 1, 2020 through September 30, 2020 is attached for the LCB's review.

No action is needed.

Attachment: Quarterly Report for period July 1, 2020-September 30, 2020

County:	Citrus			
CTC:	Citrus County Transit			
Contact:	Lon Frye			
Email:	lon.frye@citrusbocc.com			
	2020			
Trips By Type of Service	July	Aug	Sept	Average
Deviated Fixed Route	0	0	0	0
Ambulatory	1,816	1,730	1,909	1,818
Wheelchair	173	146	158	159
Total Trips By Type of Service	1,989	1,876	2,067	1,977
Passenger Trips By Purpose				
Education/Training/Daycare	51	79	204	111
Employment	385	446	504	445
Medical	605	502	478	528
Nutritional	295	240	249	261
Life-Sustaining/Other	653	609	632	631
Total Trips by Purpose	1,989	1,876	2,067	1,958
Passenger Trips by Funding Source				
CTD-Commission for the Transportation Disadvantaged	1,361	1,243	1,443	1,349
CTD-VA Hospital (Tampa/Gainesville/ The Villages)	24	6	21	17
APD-Agency for Persons with Disabilities	0			0
DOEA-Department of Elderly Affairs-Veterans	0			0
DOEA-Department of Elderly Affairs-Congregate Dining	0			0
Other-Public	604	627	603	611
Total Trips By Funding Source	1,989	1,876	2,067	1,977

***Deviated Fixed Route Service Suspended as of March 30.

***Congregate Dining Suspended as of March 14.