



**CITRUS COUNTY TRANSPORTATION DISADVANTAGED LOCAL
COORDINATING BOARD (LCB)**

REGULAR MEETING

Thursday, November 14, 2024, at 9:30 a.m.

MEETING LOCATION: Lecanto Government Building, 3600 W. Sovereign Path, Room 166, Lecanto, FL

AGENDA

A. CALL TO ORDER

1. Moment of Silence
2. Pledge of Allegiance
3. Introduction of Board Members and Staff
4. Declaration of Quorum
5. Enter Proof of Public Notice into the Record

B. APPROVAL/MODIFICATION OF AGENDA (Limited to Board and Staff comment only)

C. REVIEW/APPROVAL OF MINUTES – AUGUST 8, 2024

D. REPORTS

1. Quarterly Report for July 1 through September 30, 2024, by the Community Transportation Coordinator (CTC) - Joanne Granger, Transit Director
2. Key Training Center Quarterly Report for July 1 through September 30, 2024 – Theresa Flick, Programs and Services Director

E. ACTION ITEMS

1. Review and Approval of the Annual Operating Report (AOR) for State Fiscal Year 2024 by the Community Transportation Coordinator (CTC) Agency
2. Annual Review and Approval of the Citrus County Transportation Disadvantaged Local Coordinator Board (LCB) Bylaws

F. FEATURE PRESENTATION

Local Representative for Children at Risk by Dierdre LaBelle, Board Member

G. CITIZEN COMMENTS

H. BOARD MEMBER COMMENTS

I. MPO STAFF COMMENTS

J. ADJOURNMENT AND NEXT MEETING – The annual public workshop of the Citrus County Transportation Disadvantaged Local Coordinating Board (LCB) is scheduled for Thursday, February 13, 2025, beginning at 9:30 a.m., followed by the LCB regular meeting which will begin no earlier than 10:00 a.m. at the Lecanto Government Building, 3600 W. Sovereign Path, Room 166, Lecanto, Florida.

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

REVIEW/APPROVAL OF MINUTES – AUGUST 8, 2024, LCB REGULAR PUBLIC MEETING

Review and approve the Minutes of the Thursday, August 8, 2024, Regular Public Meeting of the Citrus County Transportation Disadvantaged Local Coordinating Board (LCB).

Staff Recommendation: It is recommended the LCB review and approve the Minutes of the August 8, 2024, Regular Public Meeting.

Attachment: Meeting Minutes from Thursday, August 8, 2024, Regular Public Meeting



CITRUS COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (LCB)

Thursday, August 8, 2024

MINUTES

The Citrus County Transportation Disadvantaged Local Coordinating Board (LCB) held a regular quarterly meeting on August 8, 2024, at 9:30 a.m. at the Lecanto Government Building, 3600 W. Sovereign Path, Room 166, Lecanto, Florida. The meeting was advertised in the Citrus Chronicle newspaper and the agenda was available on the Hernando/Citrus MPO website.

MEMBERS PRESENT

Ruthie Schlabach, Chairman, Citrus County Commissioner
David Douglas, Vice Chairman, Citizen Advocate – Transit User as Primary Means
Elizabeth Alacci, Florida Department of Children and Family Services
Walter “Bud” Osborne, Veteran Services Representative
Stephen Brown, Person with a Disability
Joanne Granger, Transit Services Director, Mass Transit Coordinator
Deirdre Barrett LaBelle, Local Representative for Children at Risk
Casey Ladd, Florida Department of Elder Affairs
Gisela Ruiz, Florida Department of Health Care Administration
Jerry Flanders, Regional Workforce Development Board, Alternate
Katie Lucas, Local Medical Community Representative
Jeannette Estes, State of Florida Agency for Persons with Disabilities

MEMBERS ABSENT

Dave Newell, Florida Department of Transportation, District 7

OTHERS PRESENT

Bob Esposito, MPO Executive Director
Mary Elwin, MPO Coordinator
Joy Turner, MPO Administrative Assistant III
Theresa Flick, Programs and Services Director, Key Training Center

MEETING CALLED TO ORDER

- Chairman Schlabach called the meeting to order at 9:33 a.m. and led the moment of silence.
- The Pledge of Allegiance and the introductions of Board and staff followed the moment of silence.
- A quorum was declared, and the affidavit of publication was read into the record.

APPROVAL/MODIFICATION OF AGENDA

Agenda Item E4, Review and Approval of the 2025 Meeting Schedule, is being added under Action Items and Agenda Item E3, Review and Approval of the Annual Operating Reports (AOR), is being postponed until November 14, 2024.

Motion: A motion was made by Ms. Lucas to approve the agenda, as amended. The motion was seconded by Vice Chairman Douglas and the motion passed 8-0.

[It is noted for the record that LCB member, Elizabeth Allacci, representing the Florida Department of Children and Family Services, arrived at the meeting.]

REVIEW/APPROVAL OF MINUTES – MAY 9, 2024, REGULAR PUBLIC MEETING

[It is noted for the record that LCB member, Stephen Brown, representing a Person with a Disability, arrived at the meeting.]

Motion: A motion was made by Vice Chairman Douglas to approve the May 9, 2024, Minutes of the LCB's Regular Public Meeting. The motion was seconded by Ms. LaBelle and the motion passed 10-0.

REPORTS

Community Transportation Coordinator (CTC) Quarterly Report – Joanne Granger, Transit Director

Ms. Granger, representing the CTC, reported that April and May trip totals remained steady while June trips dropped due to limited operational days (20) caused by excessive heat. Total trips for July returned to normal and the CTC expects that trend to continue through the balance of the year.

Key Training Center Quarterly Report – Theresa Flick, Programs and Services Director

Ms. Flick, representing The Key Training Center, reported that 18,301 trips were provided April through June 2024. The majority of trips were for ambulatory passengers (16,051) and 2,250 trips were provided for wheelchair users. Most trips were for doctor and dental appointments (9,151) followed by 8,235 trips for educational purposes. There were 366 trips for shopping and 549 trips for leisure/recreation.

[It is noted for the record that LCB member, Gisela Ruiz, representing the Florida Department of Health Care Administration, arrived at the meeting.]

ACTION ITEMS

1. REVIEW AND APPROVAL OF THE FY2025 ANNUAL UPDATE TO THE ADOPTED TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP) FY 2023-FY 2027

Ms. Elwin reviewed the annual update of the Transportation Disadvantaged Service Plan with the Board. Chairman Schlabach noted that half of the Citrus County population is eligible for transportation disadvantaged services. Chairman Schlabach asked if the US Census is the best gauge for accurate population versus data from the Bureau of Economic & Business Research (BEBR). Ms. Elwin noted that BEBR data was used for the 2024 projections at the *medium* level and is footnoted on page 24. Ms. Estes requested that her name to be corrected to *Jeannette* on page 3 and Chairman Schlabach requested that her title remain as Chairman versus Chair. Chairman Schlabach asked for an update on bus-stop shelter benches. Ms. Granger relayed that of the seven shelters that were purchased, six have been installed. The Hernando school bus shelter is in the permitting process and should be installed before the end of the county fiscal year.

[It is noted for the record that LCB member, Bud Osborn, representing Veterans Services, arrived at the meeting.]

Chairman Schlabach asked for an update on ridership for the reinstated Homosassa route. Ms. Granger affirmed she would provide an update at the next LCB meeting, November 14, 2024. Chairman Schlabach suggested including route data from the Beverly Hills to the Target complex in the November 14 update, especially for employment ridership. Mr. Flanders asked how a business is added to the Door-to-Door Stop Locations list on page 13. Ms. Granger responded a business would call Citrus County Transit. Ms. Granger relayed route stops are also driven by passenger input. Ms. Elwin shared that Citrus County Transit conducts an annual survey to obtain community input on what is needed from the transit system. Ms. Estes asked if an appeals process existed for riders who are suspended from transit service. Ms. Granger confirmed a grievance procedure existed and Ms. Granger makes the initial decision, but the complainant can raise a concern to the Grievance Committee. If the complainant is not satisfied with the Grievance Committee, the concern can be sent to the Commission for the Transportation Disadvantaged (CTD) ombudsman. Ms. Elwin acknowledged the goal is to not escalate a complaint and commended Ms. Granger and her team for their responsiveness to the needs of the riders.

Motion: A motion was made by Ms. Lucas to approve the Annual Update to the Adopted Transportation Disadvantaged Service Plan (TDSP) FY 2023-FY 2027 for submittal to the Commission for the

Transportation Disadvantaged (CTD) after updating Table 4, *Door-to-Door Stop Locations*, to include the Target complex, Starbucks, and the soon to open Hobby Lobby. The motion was seconded by Vice Chairman Douglas and the motion passed 12-0.

2. REVIEW AND APPROVAL OF THE ANNUAL EXPENDITURE REPORT (AER) OF THE COMMUNITY TRANSPORTATION COORDINATOR (CTC)

Motion: A motion was made by Ms. LaBelle to approve the Annual Expenditure Report (AER) for FY 2023-FY 2024 and submittal to the Commission for the Transportation Disadvantaged (CTD). The motion was seconded by Vice Chairman Douglas and the motion passed 12-0.

3. REVIEW AND APPROVAL OF THE ANNUAL OPERATING REPORT (AOR) OF THE COMMUNITY TRANSPORTATION COORDINATOR (CTC)

Agenda Item E3 was postponed until November 14, 2024.

4. REVIEW AND APPROVAL OF THE 2025 MEETING SCHEDULE

Motion: A motion was made by Ms. Lucas to approve the 2025 Meeting Schedule with consideration being given to move the August 14, 2025, meeting to September 11, 2025, in order to allow sufficient time to prepare the Annual Operating Report (AOR) for its submittal by September 15, 2025. The motion was seconded by Mr. Brown and the motion passed 12-0.

FEATURE PRESENTATION

Katie Lucas, Volunteer Coordinator for HPH Hospice and LCB member representing the Local Medical Community, gave a feature presentation on hospice services in Citrus County. She explained that hospice is more about education and communication versus death and dying. Hospice provides services to help the patient live the best life left to live, not just for the patient but for the entire family. Ms. Lucas relayed that HPH is an affiliate of Chapters Health System which is the largest not-for-profit hospice in the country and services are paid through Medicare, Medicaid, insurance, and there is a foundation to raise funds, so no individual is turned away.

Ms. Lucas emphasized the myth that “*people go to hospice to die*” is not true. Hospice also provides five days of respite per month. Respite can be used when there is a need to ensure a loved one is cared for at the hospice house to enable caregivers to attend events such as weddings, graduations, travel, etc., and respite can be used to monitor a patient when there is a change in medication. Ms. Lucas shared that most hospice patients are at home and hospice can provide at-home services and equipment to ensure the patient’s needs are met. There are weekly meetings with the clinical manager, nurses, physician(s), and social worker so that the patient’s status can be shared within the group based on varied observations. Finally, Ms. Lucas conveyed that generally hospice is provided for six months but services may be extended based on the individual's decline and, in some cases, patients have graduated from hospice either permanently or to return later. The Board thanked Ms. Lucas for her informative presentation.

Dierdre LaBelle, Local Representative for Children at Risk, volunteered to present at the November 14, 2024, LCB meeting.

CITIZEN COMMENTS

There were no citizen comments.

BOARD MEMBER COMMENTS

- Ms. Labelle thanked Ms. Granger for sharing the Citrus County Transit route maps at the May 9, 2024, LCB meeting. The Learning Coalition recently moved to Emerald Oaks Plaza in Crystal River, and they have been sharing the printed route maps with their clients.
- Ms. Estes, representative for the State of Florida Agency for Persons with Disabilities, expressed her appreciation for being a member of the LCB and thanked Theresa Flick and the Key Learning Center for being one of their best “Key” providers and ensuring the success of individuals with disabilities to live their best lives.

MPO STAFF COMMENTS

Mr. Esposito provided the following updates:

- There will be two public workshops for the 2050 Long-Range Transportation Plan (LRTP) on August 5, 2024, at 2:00 p.m. in Brooksville and at 5:00 p.m. in Inverness. The workshops can be attended in person or virtually. An email invitation was sent earlier this week – please share with others who would benefit from this information. *[Subsequent to the meeting, the workshops were postponed due to tropical storm Debby and rescheduled for August 22, 2024.]*
- A 2055 Florida Transportation Plan development is also in progress. A flyer was distributed for the public and partners to engage in the process, and the website is <https://www.floridaftp.com>.
- A Gulf Coast Safe Streets Summit Dignitary Panel Representative is needed for an October 9, 2024, meeting from 1:00-5:00 pm at the Port Tampa Bay Cruise Terminal-2, 651 Channelside Drive, Tampa, Florida. The Summit is an educational event that brings together community partners to elevate our efforts on how to design and implement safe and equitable transportation facilities for all modes of transportation. Each MPO/TPO is being asked to provide high level decision makers (appointed, elected, board member, county administrator, division director or community leader) to be part of a moderated dignitary panel. The moderator will ask questions to prompt a dialogue following Gil Penalosa's presentation. It's envisioned that panelists will respond and discuss doable change they now see possible.

ADJOURNMENT AND NEXT MEETING

The next regular meeting of the Citrus County Transportation Disadvantaged Local Coordinating Board (LCB) is scheduled for Thursday, November 14, 2024, beginning at 9:30 a.m., at the Lecanto Government Building, 3600 W. Sovereign Path, Room 166, Lecanto, Florida. The meeting agenda and back-up materials are available online at: www.hernandocounty.us/hernandocitrusmpo.

Chairman Schlabach adjourned the meeting at 10:45 a.m.

QUARTERLY REPORT FOR JULY 1 THROUGH SEPTEMBER 30, 2024, BY THE COMMUNITY TRANSPORTATION COORDINATOR (CTC) AGENCY, Joanne Granger, Transit Director

As an informational item, attached is the Community Transportation Coordinator (CTC) Quarterly Report for the period of July 1, 2024, through September 30, 2024.

This is an informational item; no action is required.

Staff Recommendation: It is recommended the LCB review the quarterly report and provide comments as desired. No action is required by the LCB at this time.

Attachment: CTC Quarterly Report

County:	Citrus			
CTC:	Citrus County Transit			
Contact:	Joanne Granger			
Email:	Joanne.Granger@citrusbocc.com			
	2024			
Trips By Type of Service	Jul	Aug	Sep	Average
Deviated Fixed Route*	2,549	2,392	2,299	2,413
Ambulatory	2,254	2,209	1,947	2,137
Wheelchair	246	215	199	220
Total Trips By Type of Service	5,049	4,816	4,445	4,770
Passenger Trips By Purpose				
Education/Training/Daycare	89	182	183	151
Employment	656	648	583	629
Medical	629	474	423	509
Nutritional	707	704	556	656
Life-Sustaining/Other	419	416	401	412
Total Trips by Purpose	2,500	2,424	2,146	
Passenger Trips by Funding Source				
CTD-Commission for the Transportation Disadvantaged	1,856	1,832	1,625	1,771
CTD-VA Hospital (Tampa/Gainesville/ The Villages)	28	14	22	21
APD-Agency for Persons with Disabilities	0	0	0	0
DOEA-Department of Elderly Affairs-Veterans	0	0	0	0
DOEA-Department of Elderly Affairs-Congregate Dining	0	0	0	0
Other-Public	616	578	499	564
Total Trips By Funding Source	2,500	2,424	2,146	2,357

Note:

September - Closed for the Labor Day holiday and 3 days for Hurricane Helene evacuations.

Does not include the approximately 200 transported from water rescues during Helene.

**KEY TRAINING CENTER QUARTERLY REPORT FOR JULY 1 THROUGH SEPTEMBER 30, 2024,
Theresa Flick, Program and Service Director**

As an informational item, attached is the Key Training Center Quarterly Report for the period of July 1, 2024, through September 30, 2024.

This is an informational item; no action is required.

Staff Recommendation: It is recommended the LCB review the quarterly report and provide comments as desired. No action is required by the LCB at this time.

Attachment: Key Training Center Quarterly Report



KEY TRAINING CENTER
Kindness, Love, Dignity and Respect

Chester V. Cole
Forever in our hearts

Corporate Officers

Carolyn Zemanik
President, Board of Directors

Melissa Walker
Executive Director
(352) 795-5541 ext 203
kcenter@tampabay.rr.com

Programs and Services

Theresa Flick, Director
(352) 795-5541 ext 224
pdkte@keytrainingcenter.org

Social Services

Bill Rutterman, Supervisor
(352) 795-5541 ext 219
sss@keytrainingcenter.org

Day Services

Barbara Branch, Director
(352) 795-5541 ext 244
bbranchres@keytrainingcenter.org

Residential Services

Brian Kantorczyk, Director
(352) 795-5541 ext 227
resdir@keytrainingcenter.org

Fiscal Management

Leo Doucette, Director
(352) 795-5541 ext 303
super@keytrainingcenter.org

Human Resources

Stephen Arena, Director
(352) 795-5541 ext 308
hrdir@keytrainingcenter.org

Key Center Foundation

Tinker Bowen, Director KCF
(352) 795-5541 ext 106
tinker@keytrainingcenter.org

Community Relations

Amanda Oestreich, Development & Community Relations Manager
(352) 795-5541 ext 313
foundation@keytrainingcenter.org or amanda@keytrainingcenter.org

Retail Operations

Mo Brown, Manager
(352) 795-5541 ext 101
ROM@keytrainingcenter.org
Inverness (352) 726-0271
Lecanto (352) 527-0037
Crystal River (352) 564-9477
Wildwood (352) 661-3049
Labels / Inverness (352) 419-7591
Delivery/Pickup (352) 726-0271

Maintenance

Chris Linhart, Director Fleet & Facilities
(352) 795-5541 ext 230
clinhart@keytrainingcenter.org

To: Joanne Granger, CCT
From: Theresa Flick, KTC
Re: Quarterly data (July/Aug/Sept 2024)

Trips by type of service:

Demand response	17,409
Ambulatory	15,109
Wheelchair	2,300

Passenger types by purpose:

Medical	8,704
Employment	0
Educational	7,834
Shopping	349
Other (Leisure/rec)	522

5399 W. Gulf to Lake Hwy. • Lecanto, Florida 34461
Phone: (352) 795-5541 • Fax: (352) 795-1805 • TDD: 1-800-545-1833, Ext. 347
www.keytrainingcenter.org • www.facebook.com/KeyTrainingCenter

REVISED 5/08/2020

REVIEW AND APPROVAL OF THE ANNUAL OPERATING REPORT (AOR) FOR STATE FISCAL YEAR 2024 BY THE COMMUNITY TRANSPORTATION COORDINATOR (CTC)

Each Community Transportation Coordinator (CTC) is required to prepare and submit an Annual Operating Report (AOR) to the Commission for the Transportation Disadvantaged (CTD) by September 15. The report was submitted by the deadline. This report included information from the CTC, contractors and Coordinated Contractors regarding trips, mileage, vehicles, 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 the LCB review and approve the Annual Operating Report (AOR) for State Fiscal Year 2024, authorize the Chair's signature thereon, and submittal of the executed AOR to the CTD.

Attachment: AOR



CTC Organization

County: Citrus
Fiscal Year: 7/1/2023 - 6/30/2024

CTC Status: Approved
CTD Status: Approved

Date Initiated: 9/6/2024

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: Ruthie Davis Schlabach
CTC Contact: Joanne Granger
CTC Contact Title: Director
CTC Contact Email: Joanne.Granger@citrusbocc.com
Phone: (352) 527-7634

CTC Certification

I, Joanne Granger, 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, Ruthie Davis Schlabach, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(6), F.A.C. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature): _____



Organization – Coordination Contractor

County: Citrus

CTC Status: Approved

CTC Organization: Citrus County Transit

Fiscal Year: 7/1/2023 - 6/30/2024

Upload Date: 9/6/2024

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: Adults with Disabilities and Seniors
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: Approved

CTC Organization: Citrus County Transit

Fiscal Year: 07/01/2023 - 06/30/2024

CTD Status: Approved

	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	25,832	63,170	89,002	24,000	51,807	75,807
Non-Ambulatory	2,477	7,312	9,789	2,697	10,040	12,737
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	28,309	70,482	98,791	26,697	61,847	88,544
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	61,672	61,672	0	56,280	56,280
Comm for the Transportation Disadvantaged (CTD)	23,115	N/A	23,115	22,256	N/A	22,256
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)	5,074	8,246	13,320	4,387	4,329	8,716
Local Government	120	0	120	54	618	672
Local Non-Government	0	564	564	0	620	620
Other Federal & State Programs	0	0	0	0	0	0
Total - Revenue Source	28,309	70,482	98,791	26,697	61,847	88,544



CTC Trips (cont'd)

County: Citrus
Fiscal Year: 07/01/2023 - 06/30/2024

CTC Status: Approved
CTD Status: Approved

CTC Organization: Citrus County
Transit

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	10,132	0	10,132	10,356	0	10,356
Children At Risk	383	0	383	133	0	133
Persons With Disabilities	9,664	70,482	80,146	7,389	61,847	69,236
Low Income	5,550	0	5,550	5,084	0	5,084
Other	2,580	0	2,580	3,735	0	3,735
Total - Passenger Type	28,309	70,482	98,791	26,697	61,847	88,544
Trip Purpose - One Way						
Medical	6,515	35,241	41,756	7,046	30,923	37,969
Employment	6,198	0	6,198	4,937	13,606	18,543
Education/Training/Daycare	1,303	31,717	33,020	1,165	15,463	16,628
Nutritional	9,318	1,410	10,728	8,957	1,236	10,193
Life-Sustaining/Other	4,975	2,114	7,089	4,592	619	5,211
Total - Trip Purpose	28,309	70,482	98,791	26,697	61,847	88,544
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	735	199	934	841	184	1,025
Total - UDPHC	735	199	934	841	184	1,025
Unmet & No Shows						
Unmet Trip Requests	0	N/A	0	0	N/A	0
No Shows	1,005	N/A	1,005	839	N/A	839
Customer Feedback						
Complaints	24	N/A	24	81	N/A	81
Commendations	23	N/A	23	48	N/A	48



Coordination Contractor Trips

County: Citrus **CTC Status:** Approved **CTC Organization:** Citrus County Transit
Fiscal Year: 07/01/2023 - 06/30/2024 **Upload Date:** 9/6/2024 **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	63,170	51,807
Non-Ambulatory	7,312	10,040
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	70,482	61,847
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)	61,672	56,280
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)	8,246	4,329
Local Government	0	618
Local Non-Government	564	620
Other Federal & State Programs	0	0
Total - Revenue Source	70,482	61,847



Coordination Contractor Trips (cont'd)

County: Citrus	CTC Status: Approved	CTC Organization: Citrus County Transit
Fiscal Year: 07/01/2023 - 06/30/2024	Upload Date: 9/6/2024	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	70,482	61,847
Low Income	0	0
Other	0	0
Total - Passenger Type	70,482	61,847
Trip Purpose - One Way		
Medical	35,241	30,923
Employment	0	13,606
Education/Training/Daycare	31,717	15,463
Nutritional	1,410	1,236
Life-Sustaining/Other	2,114	619
Total - Trip Purpose	70,482	61,847
Unduplicated Passenger Head Count (UDPHC)		
UDPHC	199	184
Total - UDPHC	199	184
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: Approved

CTC Organization: Citrus County
Transit

Fiscal Year: 07/01/2023 - 06/30/2024

CTD Status: Approved

	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	402,855	246,295	649,150	390,309	224,162	614,471
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	402,855	246,295	649,150	390,309	224,162	614,471
Roadcalls & Accidents						
Roadcalls	12	2	14	7	4	11
Chargeable Accidents	0	1	1	0	0	0
Vehicle Inventory						
Total Number of Vehicles	21	36	57	22	39	61
Number of Wheelchair Accessible Vehicles	21	10	31	22	12	34
Drivers						
Number of Full Time & Part Time Drivers	19	36	55	16	30	46
Number of Volunteer Drivers	0	0	0	0	0	0



Coordination Contractor Vehicles & Drivers

County: Citrus

CTC Status: Approved

CTC Organization: Citrus County
Transit

Fiscal Year: 07/01/2023 - 06/30/2024

Upload Date: 9/6/2024

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	246,295	224,162
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	246,295	224,162
Roadcalls & Accidents		
Roadcalls	2	4
Chargeable Accidents	1	0
Vehicle Inventory		
Total Number of Vehicles	36	39
Number of Wheelchair Accessible Vehicles	10	12
Drivers		
Number of Full Time & Part Time Drivers	36	30
Number of Volunteer Drivers	0	0



CTC Revenue Sources

County: Citrus

CTC Status: Approved

CTC Organization: Citrus County Transit

Fiscal Year: 07/01/2023 - 06/30/2024

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Revenue Sources						
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 0	\$ 583,312	\$ 583,312	\$ 0	\$ 380,428	\$ 380,428
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	\$ 580,385	N/A	\$ 580,385	\$ 494,826	N/A	\$ 494,826
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	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Department of Transportation (DOT)						
49 USC 5307	\$ 868,098	\$ 0	\$ 868,098	\$ 637,955	\$ 0	\$ 637,955
49 USC 5310	\$ 0	\$ 78,000	\$ 78,000	\$ 0	\$ 31,354	\$ 31,354
49 USC 5311	\$ 255,309	\$ 0	\$ 255,309	\$ 206,165	\$ 0	\$ 206,165
49 USC 5311 (f)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Block Grant	\$ 142,164	\$ 0	\$ 142,164	\$ 76,362	\$ 0	\$ 76,362
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	\$ 161,962	\$ 0	\$ 161,962	\$ 278,550	\$ 4,752	\$ 283,302
County In-Kind	\$ 44,689	\$ 0	\$ 44,689	\$ 0	\$ 0	\$ 0
City Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Cash	\$ 18,326	\$ 0	\$ 18,326	\$ 1,891	\$ 0	\$ 1,891
Other In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Non-Government						
Farebox	\$ 44,056	\$ 0	\$ 44,056	\$ 44,870	\$ 0	\$ 44,870
Donations/Contributions	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 0	\$ 4,843	\$ 4,843	\$ 0	\$ 3,606	\$ 3,606
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	\$ 2,114,989	\$ 666,155	\$ 2,781,144	\$ 1,740,619	\$ 420,140	\$ 2,160,759



Coordination Contractor Revenue Sources

County: Citrus

CTC Status: Approved

CTC Organization: Citrus County
Transit

Fiscal Year: 07/01/2023 - 06/30/2024

Upload Date: 9/6/2024

Coordination Contractor: CCARC, Inc. dba
Key Training Center

	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)	\$ 583,312	\$ 380,428
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	\$ 78,000	\$ 31,354
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	\$ 0	\$ 4,752
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	\$ 4,843	\$ 3,606
Other Federal & State Programs		
Other Federal Programs	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0
Total - Revenue Sources	\$ 666,155	\$ 420,140



CTC Expense Sources

County: Citrus

CTC Status: Approved

CTC Organization: Citrus County
Transit

Fiscal Year: 07/01/2023 - 06/30/2024

CTD Status: Approved

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Expense Sources						
Labor	\$ 964,068	\$ 222,365	\$ 1,186,433	\$ 763,941	\$ 231,091	\$ 995,032
Fringe Benefits	\$ 389,073	\$ 27,574	\$ 416,647	\$ 314,814	\$ 28,176	\$ 342,990
Services	\$ 127,150	\$ 168,872	\$ 296,022	\$ 86,498	\$ 114,529	\$ 201,027
Materials & Supplies Consumed	\$ 369,638	\$ 324,405	\$ 694,043	\$ 280,676	\$ 261,217	\$ 541,893
Utilities	\$ 30,824	\$ 21,318	\$ 52,142	\$ 15,051	\$ 22,971	\$ 38,022
Casualty & Liability	\$ 19,845	\$ 101,879	\$ 121,724	\$ 247,762	\$ 102,626	\$ 350,388
Taxes	\$ 0	\$ 1,269	\$ 1,269	\$ 0	\$ 1,002	\$ 1,002
Miscellaneous	\$ 47,171	\$ 0	\$ 47,171	\$ 2,725	\$ 0	\$ 2,725
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Purchases	\$ 139,310	\$ 0	\$ 139,310	\$ 29,152	\$ 0	\$ 29,152
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 77,644	\$ 77,644	\$ 0	\$ 67,763	\$ 67,763
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	\$ 2,087,079	\$ 945,326	\$ 3,032,405	\$ 1,740,619	\$ 829,375	\$ 2,569,994



Coordination Contractor Expense Sources

County: Citrus

CTC Status: Approved

CTC Organization: Citrus County
Transit

Fiscal Year: 07/01/2023 - 06/30/2024

Upload Date: 9/6/2024

Coordination Contractor: CCARC, Inc. dba
Key Training Center

Expense Sources	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Labor	\$ 222,365	\$ 231,091
Fringe Benefits	\$ 27,574	\$ 28,176
Services	\$ 168,872	\$ 114,529
Materials & Supplies Consumed	\$ 324,405	\$ 261,217
Utilities	\$ 21,318	\$ 22,971
Casualty & Liability	\$ 101,879	\$ 102,626
Taxes	\$ 1,269	\$ 1,002
Miscellaneous	\$ 0	\$ 0
Interest	\$ 0	\$ 0
Leases & Rentals	\$ 0	\$ 0
Capital Purchases	\$ 0	\$ 0
Contributed Services	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 77,644	\$ 67,763
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	\$ 945,326	\$ 829,375

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

Email: Joanne.Granger@citrusbocc.com

Demographics	Number
Total County Population	0
Unduplicated Head Count	934



Trips By Type of Service	2022	2023	2024
Fixed Route (FR)	0	0	0
Deviated FR	0	0	0
Complementary ADA	0	0	0
Paratransit	91,403	88,544	98,791
TNC	0	0	0
Taxi	0	0	0
School Board (School Bus)	0	0	0
Volunteers	0	0	0
TOTAL TRIPS	91,403	88,544	98,791

Vehicle Data	2022	2023	2024
Vehicle Miles	526,307	614,471	649,150
Roadcalls	6	11	14
Accidents	0	0	1
Vehicles	58	61	57
Drivers	46	46	55

Passenger Trips By Trip Purpose	2022	2023	2024
Medical	39,009	37,969	41,756
Employment	19,464	18,543	6,198
Ed/Train/DayCare	18,160	16,628	33,020
Nutritional	7,036	10,193	10,728
Life-Sustaining/Other	7,734	5,211	7,089
TOTAL TRIPS	91,403	88,544	98,791

Financial and General Data	2022	2023	2024
Expenses	\$2,368,845	\$2,569,994	\$3,032,405
Revenues	\$2,272,851	\$2,160,759	\$2,781,144
Commendations	25	48	23
Complaints	29	81	24
Passenger No-Shows	840	839	1,005
Unmet Trip Requests	120	0	0

Passenger Trips By Revenue Source	2022	2023	2024
CTD	19,113	22,256	23,115
AHCA	0	0	0
APD	45,879	56,280	61,672
DOEA	0	0	0
DOE	0	0	0
Other	26,411	10,008	14,004
TOTAL TRIPS	91,403	88,544	98,791

Performance Measures	2022	2023	2024
Accidents per 100,000 Miles	0	0	0.15
Miles between Roadcalls	87,718	55,861	46,368
Avg. Trips per Passenger	99.68	86.38	105.77
Cost per Trip	\$25.92	\$29.03	\$30.70
Cost per Paratransit Trip	\$25.92	\$29.03	\$30.70
Cost per Total Mile	\$4.50	\$4.18	\$4.67
Cost per Paratransit Mile	\$4.50	\$4.18	\$4.67

Trips by Provider Type	2022	2023	2024
CTC	23,933	26,697	28,309
Transportation Operator	0	0	0
Coordination Contractor	67,470	61,847	70,482
TOTAL TRIPS	91,403	88,544	98,791

**ANNUAL REVIEW AND APPROVAL OF THE CITRUS COUNTY TRANSPORTATION
DISADVANTAGED LOCAL COORDINATING BOARD (LCB) BYLAWS**

Pursuant to the grant award requirements, the Commission for the Transportation Disadvantaged (CTD) requires that the Transportation Disadvantaged Local Coordinating Board (LCB) review and approve their Bylaws on an annual basis. The Bylaws were last updated on February 8, 2024, during the prior grant award period. Staff is proposing the following updates:

- Updated verbiage for conciseness (Item B2,11)
- Include “Florida” in the name of the Agency for Persons with Disabilities (Item B2,15).
- Verbiage for alternate representatives is updated to “should” rather than “may” be designated to encourage State agency members to identify an alternate representative (Item 3C).

Staff Recommendation: It is recommended the LCB review and approve the LCB Bylaws and authorize the Chair’s signature thereon.

Attachment: Current Adopted LCB Bylaws, Updated Draft LCB Bylaws



**BYLAWS OF THE
CITRUS COUNTY
TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD (LCB)**

**HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION
789 Providence Boulevard
Brooksville, FL 34601
Contact: 352-754-4082
www.HernandoCitrusMPO.us
email: mpo@hernandocounty.us**

Approved February 10, 2022
Amended February 9, 2023, February 8, 2024, November 14, 2024

A. PREAMBLE

The following sets forth the Bylaws which shall serve to guide the functioning of the Citrus County Transportation Disadvantaged Local Coordinating Board (LCB). The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes (F.S.), and Rule 41-2, Florida Administrative Code (F.A.C.), governing the coordination of transportation services provided to the transportation disadvantaged within Citrus County.

B. NAME AND PURPOSE

The name of the Coordinating Board shall be the "Citrus County Transportation Disadvantaged Local Coordinating Board (LCB)."

The purpose of the LCB is to identify local service needs and to provide information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged within Citrus County, through the Florida Coordinated Transportation System (FCTS), in accordance with 427.0157, F.S., and Rule 41-2.012, F.A.C.

C. MEMBERSHIP

1. APPOINTMENT OF MEMBERS

Pursuant to Chapter 427.0157, Florida Statutes and Rule 41-2.012, F.A.C., the directors of the public agencies and local government departments and/or divisions identified shall each appoint one (1) person to represent it on the Committee. Persons appointed to the Committee shall be technically qualified representatives employed by that agency, department, or division for the purpose of planning, engineering, and/or administration, with responsibility for comprehensive planning or the operation, control, development, or improvement of the transportation system. Each member will have one (1) vote.

Non-agency members of LCB shall be appointed by the Hernando/Citrus Metropolitan Planning Organization ("MPO")¹ Board. Each volunteer member will have one (1) vote.

2. VOTING MEMBERS

The MPO Board shall appoint individuals to serve as voting members on the LCB as follows:

- a. Chair - the MPO Board shall appoint one elected official from Citrus County who shall serve as the Chair for the LCB at all its meetings.
- b. The following agencies and groups shall be represented as voting members on the LCB:
 - (1) A local representative of the Florida Department of Transportation.
 - (2) A local representative of the Florida Department of Children and Family Services.
 - (3) A local representative of the Public Education Community which could include, but not be limited to, a representative of the Citrus County District School Board, School Board Transportation Office, or Head Start Program in areas where the Citrus County School District is responsible.

¹ The Hernando/Citrus Metropolitan Planning Organization is the Designated Official Planning Agency (DOPA) for Citrus County for purposes of Chapter 427, F.S.

- (4) To the extent existing within Citrus County, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education.
- (5) A person recommended by the Citrus County Veterans Service Office representing the veterans of the county.
- (6) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in Citrus County.
- (7) A person over sixty representing the elderly in Citrus County.
- (8) A person with a disability representing the disabled in Citrus County.
- (9) Two citizen advocate representatives in Citrus County; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation.
- (10) A local representative for children at risk.
- (11) ~~To the extent existing within Citrus County, t~~The Chair or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator ~~(the General Manager or designee of the County's Transit System (TheBus)).~~
- (12) A local representative of the Florida Department of Elder Affairs.
- (13) An experienced representative of the local private for-profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the Community Transportation Coordinator.
- (14) A local representative of the Florida Agency for Health Care Administration.
- (15) A local representative of the [Florida](#) Agency for Persons with Disabilities.
- (16) A representative of the Regional Workforce Development Board established in Chapter 445, F.S.
- (17) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long-term care facilities, assisted living facilities, hospitals, local health department or other home and community-based services, etc.; and,
- (18) Such other voting members as may be designated under Rule 41-2.012(3), F.A.C., as such rule may be amended or renumbered from time to time.

3. ALTERNATE MEMBERS

Alternate representatives ~~should~~ may be designated to act on behalf of represented agency members with the privileges accorded thereto, except nominating, voting for office or standing for office. Alternate agency representatives must be employed or designated by the represented agency. Alternates would not be required to attend a meeting if the primary member is able to be present at the meeting.

The MPO Board shall appoint non-agency alternate members to serve in the absence of the primary member of the agencies.

Each alternate may vote in the absence of the primary member representative on a one vote per member basis.

NON-VOTING MEMBERS

The MPO Board may appoint non-voting members to the LCB.

**2-8-24 Updated for scrivener error missing 2.b.(15)*

4. TERMS OF APPOINTMENT

Except for the Chair and state agency representatives, the non-agency members of the LCB shall be appointed for three (3) year staggered terms with the initial membership being appointed equally for one, two, and three years. Upon expiration of a member's term, the individuals may be reappointed to serve an additional term or terms unless otherwise prohibited by statute or governing administrative rule.

5. RESIGNATION; TERMINATION OF MEMBERSHIP

A member of the LCB may resign at any time by providing written notice to the MPO staff. Unless otherwise specified in the notice, the resignation shall take effect when it is received by the MPO staff. Each member of the LCB is expected to demonstrate his/her interest in the LCB's activities by attending the scheduled meetings. If a voting non-agency member has three (3) or more un-excused consecutive absences, the LCB may remove such member upon a majority vote of the voting members. If that voting member is an agency representative rather than a citizen member, the MPO staff shall notify the Florida Transportation Disadvantaged Commission (CTD).

D. OFFICERS AND DUTIES

The LCB shall have a Chair and a Vice Chair as its officers.

1. CHAIR

The Chair is appointed by the MPO Board in accordance with Section C above. The Chair shall preside at all meetings and review the official meeting minutes. The Chair shall serve until replaced by the MPO Board or until the individual is no longer in office, in accordance with Rule 41-2.012(4), F.A.C.

2. VICE CHAIR

The LCB shall hold an organizational meeting each year for the purpose of electing a Vice Chair. The Vice Chair shall be elected by a majority vote of the voting members where a quorum is present. The Vice Chair shall serve a term of one year starting with the first meeting after his/her election. In the event of the Chair's absence or at the direction of the Chair, the Vice Chair shall assume the duties of the Chair and conduct meetings.

3. ABSENCE OF CHAIR OR VICE CHAIR

If both officers are absent from a meeting, an acting Chair will be elected by those members present for the purpose of presiding over that specific meeting.

E. MEETINGS

1. REGULAR MEETINGS AND ANNUAL PUBLIC WORKSHOP

The LCB shall meet at least quarterly as required by Section 427.0157, F.S. and Rule 41-2.012(5), F.A.C., but may meet more often as necessary to meet its responsibilities.

2. NOTICE OF MEETINGS

Meetings will be noticed in accordance with the Hernando/Citrus MPO Public Participation Plan (PPP). The meeting notice and associated agendas will be transmitted to the Transportation Disadvantaged Local Coordinating Board Members and posted to the MPO website approximately one week prior to meetings.

3. QUORUM

At all meetings of the LCB, the presence in person of a majority of the voting members currently seated shall be necessary and sufficient to constitute a quorum for the transaction of business.

4. VOTING

At all meetings of the LCB, at which a quorum is present, all matters, except as otherwise expressly required by law or these Bylaws, shall be decided by the vote of a majority of the members of the LCB present.

F. STAFF

The LCB utilizes the staff of the Hernando/Citrus MPO to assist it in fulfilling its responsibilities as set forth in Chapter 427, F.S., and Chapter 41-2, F.A.C. The LCB may also utilize volunteers to assist it.

G. DUTIES OF THE LCB

Pursuant to F.S. 427.0157 and Rule 41-2 the LCB shall perform the following duties:

1. Review and approve the coordinated community Transportation Disadvantaged Service Plan, including the memorandum of agreement, prior to submittal to the Commission for the Transportation Disadvantaged (also referred to as the "Commission").
2. Evaluate services provided in meeting the approved plan.
3. In cooperation with the Community Transportation Coordinator, review and provide recommendations to the Commission on funding applications affecting the transportation disadvantaged.
4. Assist the Community Transportation Coordinator in establishing priorities with the recipients of non-sponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Funds.
5. Evaluate multi-county or regional transportation opportunities.
6. Work cooperatively with regional workforce boards established in Chapter 445, Florida Statutes, to assist in the development of innovative transportation services for participants on public assistance.
7. Upon request by the MPO Board, review and make recommendations to the MPO Board on those matters so designated; and,
8. The LCB shall have the following duties as set forth in Rule 41-2.012, F.A.C., as may be amended :
 - a. Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission for Transportation Disadvantaged.
 - b. Annually provide the Hernando/Citrus MPO Board with an evaluation of the Community Transportation Coordinator's performance in general and relative to Commission and local standards as referenced in Rule 41-2.006, F.A.C.,

and the performance results of the most recent Transportation Disadvantaged Service Plan. As part of the coordinator's performance, the LCB shall also set an annual percentage goal increase for the number of trips provided within the system for ridership on public transit, where applicable. In areas where the public transit is not being utilized, the LCB shall set an annual percentage of the number of trips to be provided on public transit. The Commission shall provide evaluation criteria for the LCB to use relative to the performance of the Community Transportation Coordinator. This evaluation will be submitted to the Commission for Transportation Disadvantaged upon approval by the LCB.

- c. Appoint a Grievance Committee to process and investigate complaints, from agencies, users, transportation operators, potential users of the system and the Community Transportation Coordinator in the designated service area and make recommendations to the LCB or to the Commission, when local resolution cannot be found, for improvement of service. The LCB shall establish a process and procedures to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Commission's TD Helpline service when local resolution has not occurred. All materials shall be made available in accessible format, upon request by the citizen. Only voting members of the LCB may be appointed to the Grievance Committee. Appointments to the Grievance Committee shall be for one year unless otherwise provided.
- d. Receive training on, and comply with, the requirements of Chapter 112.3143, F.S., concerning voting conflicts of interest.

H. COMMITTEES

In addition to the Grievance Committee, the LCB may appoint such other committees necessary to fulfill its responsibilities. The designation and appointment of any committee shall be based upon a majority vote of the voting members where a quorum is present.

I. AMENDMENTS TO THESE BYLAWS

These bylaws serve as the rules of procedure for the Board and may be amended by a majority vote of the voting members where a quorum is present provided all members have received written copies of proposed amendments with the regular agenda prior to the meeting.

J. CERTIFICATION

The Citrus County Transportation Disadvantaged Local Coordinating Board certifies these Bylaws were approved by a majority of the voting members where a quorum was present on the date shown below.

~~Ruthie Schlach~~, Chairman
Citrus County Local Coordinating Board

Dated: _____

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

BY _____
MPO Attorney

DRAFT



**BYLAWS OF THE
CITRUS COUNTY
TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD (LCB)**

**HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION
789 Providence Boulevard
Brooksville, FL 34601
Contact: 352-754-4082
www.HernandoCitrusMPO.us
email: mpo@hernandocounty.us**

Approved February 10, 2022
Amended February 9, 2023, February 8, 2024, November 14, 2024

A. PREAMBLE

The following sets forth the Bylaws which shall serve to guide the functioning of the Citrus County Transportation Disadvantaged Local Coordinating Board (LCB). The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes (F.S.), and Rule 41-2, Florida Administrative Code (F.A.C.), governing the coordination of transportation services provided to the transportation disadvantaged within Citrus County.

B. NAME AND PURPOSE

The name of the Coordinating Board shall be the "Citrus County Transportation Disadvantaged Local Coordinating Board (LCB)."

The purpose of the LCB is to identify local service needs and to provide information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged within Citrus County, through the Florida Coordinated Transportation System (FCTS), in accordance with 427.0157, F.S., and Rule 41-2.012, F.A.C.

C. MEMBERSHIP

1. APPOINTMENT OF MEMBERS

Pursuant to Chapter 427.0157, Florida Statutes and Rule 41-2.012, F.A.C., the directors of the public agencies and local government departments and/or divisions identified shall each appoint one (1) person to represent it on the Committee. Persons appointed to the Committee shall be technically qualified representatives employed by that agency, department, or division for the purpose of planning, engineering, and/or administration, with responsibility for comprehensive planning or the operation, control, development, or improvement of the transportation system. Each member will have one (1) vote.

Non-agency members of LCB shall be appointed by the Hernando/Citrus Metropolitan Planning Organization ("MPO")¹ Board. Each volunteer member will have one (1) vote.

2. VOTING MEMBERS

The MPO Board shall appoint individuals to serve as voting members on the LCB as follows:

- a. Chair - the MPO Board shall appoint one elected official from Citrus County who shall serve as the Chair for the LCB at all its meetings.
- b. The following agencies and groups shall be represented as voting members on the LCB:
 - (1) A local representative of the Florida Department of Transportation.
 - (2) A local representative of the Florida Department of Children and Family Services.
 - (3) A local representative of the Public Education Community which could include, but not be limited to, a representative of the Citrus County District School Board, School Board Transportation Office, or Head Start Program in areas where the Citrus County School District is responsible.

¹ The Hernando/Citrus Metropolitan Planning Organization is the Designated Official Planning Agency (DOPA) for Citrus County for purposes of Chapter 427, F.S.

- (4) To the extent existing within Citrus County, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education.
- (5) A person recommended by the Citrus County Veterans Service Office representing the veterans of the county.
- (6) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in Citrus County.
- (7) A person over sixty representing the elderly in Citrus County.
- (8) A person with a disability representing the disabled in Citrus County.
- (9) Two citizen advocate representatives in Citrus County; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation.
- (10) A local representative for children at risk.
- (11) The Chair or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator .
- (12) A local representative of the Florida Department of Elder Affairs.
- (13) An experienced representative of the local private for-profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the Community Transportation Coordinator.
- (14) A local representative of the Florida Agency for Health Care Administration.
- (15) A local representative of the Florida Agency for Persons with Disabilities.
- (16) A representative of the Regional Workforce Development Board established in Chapter 445, F.S.
- (17) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long-term care facilities, assisted living facilities, hospitals, local health department or other home and community-based services, etc.; and,
- (18) Such other voting members as may be designated under Rule 41-2.012(3), F.A.C., as such rule may be amended or renumbered from time to time.

3. ALTERNATE MEMBERS

Alternate representatives should be designated to act on behalf of represented agency members with the privileges accorded thereto, except nominating, voting for office or standing for office. Alternate agency representatives must be employed or designated by the represented agency. Alternates would not be required to attend a meeting if the primary member is able to be present at the meeting.

The MPO Board shall appoint non-agency alternate members to serve in the absence of the primary member of the agencies.

Each alternate may vote in the absence of the primary member representative on a one vote per member basis.

NON-VOTING MEMBERS

The MPO Board may appoint non-voting members to the LCB.

**2-8-24 Updated for scrivener error missing 2.b.(15)*

4. TERMS OF APPOINTMENT

Except for the Chair and state agency representatives, the non-agency members of the LCB shall be appointed for three (3) year staggered terms with the initial membership being appointed equally for one, two, and three years. Upon expiration of a member's term, the individuals may be reappointed to serve an additional term or terms unless otherwise prohibited by statute or governing administrative rule.

5. RESIGNATION; TERMINATION OF MEMBERSHIP

A member of the LCB may resign at any time by providing written notice to the MPO staff. Unless otherwise specified in the notice, the resignation shall take effect when it is received by the MPO staff. Each member of the LCB is expected to demonstrate his/her interest in the LCB's activities by attending the scheduled meetings. If a voting non-agency member has three (3) or more un-excused consecutive absences, the LCB may remove such member upon a majority vote of the voting members. If that voting member is an agency representative rather than a citizen member, the MPO staff shall notify the Florida Transportation Disadvantaged Commission (CTD).

D. OFFICERS AND DUTIES

The LCB shall have a Chair and a Vice Chair as its officers.

1. CHAIR

The Chair is appointed by the MPO Board in accordance with Section C above. The Chair shall preside at all meetings and review the official meeting minutes. The Chair shall serve until replaced by the MPO Board or until the individual is no longer in office, in accordance with Rule 41-2.012(4), F.A.C.

2. VICE CHAIR

The LCB shall hold an organizational meeting each year for the purpose of electing a Vice Chair. The Vice Chair shall be elected by a majority vote of the voting members where a quorum is present. The Vice Chair shall serve a term of one year starting with the first meeting after his/her election. In the event of the Chair's absence or at the direction of the Chair, the Vice Chair shall assume the duties of the Chair and conduct meetings.

3. ABSENCE OF CHAIR OR VICE CHAIR

If both officers are absent from a meeting, an acting Chair will be elected by those members present for the purpose of presiding over that specific meeting.

E. MEETINGS

1. REGULAR MEETINGS AND ANNUAL PUBLIC WORKSHOP

The LCB shall meet at least quarterly as required by Section 427.0157, F.S. and Rule 41-2.012(5), F.A.C., but may meet more often as necessary to meet its responsibilities.

2. NOTICE OF MEETINGS

Meetings will be noticed in accordance with the Hernando/Citrus MPO Public Participation Plan (PPP). The meeting notice and associated agendas will be transmitted to the Transportation Disadvantaged Local Coordinating Board Members and posted to the MPO website approximately one week prior to meetings.

3. QUORUM

At all meetings of the LCB, the presence in person of a majority of the voting members currently seated shall be necessary and sufficient to constitute a quorum for the transaction of business.

4. VOTING

At all meetings of the LCB, at which a quorum is present, all matters, except as otherwise expressly required by law or these Bylaws, shall be decided by the vote of a majority of the members of the LCB present.

F. STAFF

The LCB utilizes the staff of the Hernando/Citrus MPO to assist it in fulfilling its responsibilities as set forth in Chapter 427, F.S., and Chapter 41-2, F.A.C. The LCB may also utilize volunteers to assist it.

G. DUTIES OF THE LCB

Pursuant to F.S. 427.0157 and Rule 41-2 the LCB shall perform the following duties:

1. Review and approve the coordinated community Transportation Disadvantaged Service Plan, including the memorandum of agreement, prior to submittal to the Commission for the Transportation Disadvantaged (also referred to as the "Commission").
 2. Evaluate services provided in meeting the approved plan.
 3. In cooperation with the Community Transportation Coordinator, review and provide recommendations to the Commission on funding applications affecting the transportation disadvantaged.
 4. Assist the Community Transportation Coordinator in establishing priorities with the recipients of non-sponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Funds.
 5. Evaluate multi-county or regional transportation opportunities.
 6. Work cooperatively with regional workforce boards established in Chapter 445, Florida Statutes, to assist in the development of innovative transportation services for participants on public assistance.
 7. Upon request by the MPO Board, review and make recommendations to the MPO Board on those matters so designated; and,
 8. The LCB shall have the following duties as set forth in Rule 41-2.012, F.A.C., as may be amended :
 - a. Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission for Transportation Disadvantaged.
 - b. Annually provide the Hernando/Citrus MPO Board with an evaluation of the Community Transportation Coordinator's performance in general and relative to Commission and local standards as referenced in Rule 41-2.006, F.A.C.,
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and the performance results of the most recent Transportation Disadvantaged Service Plan. As part of the coordinator's performance, the LCB shall also set an annual percentage goal increase for the number of trips provided within the system for ridership on public transit, where applicable. In areas where the public transit is not being utilized, the LCB shall set an annual percentage of the number of trips to be provided on public transit. The Commission shall provide evaluation criteria for the LCB to use relative to the performance of the Community Transportation Coordinator. This evaluation will be submitted to the Commission for Transportation Disadvantaged upon approval by the LCB.

- c. Appoint a Grievance Committee to process and investigate complaints, from agencies, users, transportation operators, potential users of the system and the Community Transportation Coordinator in the designated service area and make recommendations to the LCB or to the Commission, when local resolution cannot be found, for improvement of service. The LCB shall establish a process and procedures to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Commission's TD Helpline service when local resolution has not occurred. All materials shall be made available in accessible format, upon request by the citizen. Only voting members of the LCB may be appointed to the Grievance Committee. Appointments to the Grievance Committee shall be for one year unless otherwise provided.
- d. Receive training on, and comply with, the requirements of Chapter 112.3143, F.S., concerning voting conflicts of interest.

H. COMMITTEES

In addition to the Grievance Committee, the LCB may appoint such other committees necessary to fulfill its responsibilities. The designation and appointment of any committee shall be based upon a majority vote of the voting members where a quorum is present.

I. AMENDMENTS TO THESE BYLAWS

These bylaws serve as the rules of procedure for the Board and may be amended by a majority vote of the voting members where a quorum is present provided all members have received written copies of proposed amendments with the regular agenda prior to the meeting.

J. CERTIFICATION

The Citrus County Transportation Disadvantaged Local Coordinating Board certifies these Bylaws were approved by a majority of the voting members where a quorum was present on the date shown below.

Chairman
Citrus County Local Coordinating Board

Dated: _____

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

BY Victoria Anderson
MPO Attorney