

**CHARLOTTE COUNTY TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD (LCB)
REGULAR MEETING AGENDA**

SEPTEMBER 7, 2023

10:00 AM

**Charlotte County Transit Facility
545 Theresa Blvd
Port Charlotte, Florida 33954**

**The meeting also will be available via Microsoft TEAMS®
(Please see the next page for details)**

- 1. Call to Order & Roll Call**
- 2. Pledge of Allegiance**
- 3. Public Comments on Agenda Items**
- 4. Consent Agenda:**
 - A. Approval of Minutes: May 4, 2023 LCB Meeting**
 - B. LCB 2024 Calendar of Quarterly Meetings**
- 5. Approval of Local Coordinating Board (LCB) Bylaws**
- 6. Annual Operating Report**
- 7. Quarterly Report**
- 8. Public Comments**
- 9. Staff Comments**
- 10. Member Comments**
- 11. Adjournment (NEXT MEETING – NOVEMBER 9, 2023 at the Charlotte County Transit Facility, 545 Theresa Blvd., Port Charlotte, FL 33954)**

****Please let us know if you or your alternate cannot attend.***

No stenographic record by a certified court reporter is made of these meetings. Accordingly, anyone seeking to appeal any decisions involving the matters herein will be responsible for making a verbatim record of the meeting/testimony and evidence upon which any appeal is to be based. (F.S. 286.0105)

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND CHAPTER 286.26 FLORIDA STATUTES, PERSONS NEEDING SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING. CALL (941) 883-3535 BETWEEN 8:00 A.M. AND 4:00 P.M., MONDAY THROUGH FRIDAY.

The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes he or she has been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Charlotte County-Punta Gorda MPO Title VI Coordinator Wendy W. Scott at (941) 883-3535 or by writing her at the address below:

CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION
Charlotte County Administration Center, 18500 Murdock Circle, Port Charlotte, FL 33948
Telephone: (941) 883-3535

The Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) will hold a quarterly meeting on September 7, 2023 in person (with virtual participation also available). Please contact the MPO staff to obtain Microsoft TEAMS log-in information. Persons wishing to provide public comment still will be allowed to do so by alternative means. Written comments may be submitted by either emailing the comments to office@ccmpo.com or mailing the comments to MPO LCB Staff, 18500 Murdock Circle, Port Charlotte, Florida, 33948. Comments must be received for the meeting by 4 p.m. September 6, 2023. The comments will be read by an MPO staff member during the meeting for that item to be placed in the record. More information regarding the LCB Agenda is available on the MPO website at www.ccmpo.com.

SEPTEMBER 7, 2023
LCB MEETING

CONSENT AGENDA ITEMS #4

SEPTEMBER 7, 2023
LCB MEETING

AGENDA ITEM # 4-A
APPROVAL OF MINUTES: MAY 4, 2023 LCB MEETING

Purpose: To review and approve the Minutes of the previous LCB Meeting.

Agenda Item Presented by: MPO Staff

Discussion: To Be Determined

Recommendation: Motion to approve the Minutes of the May 4, 2023 LCB Meeting

Attachment: Minutes of the May 4, 2023 LCB Meeting

CHARLOTTE COUNTY TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD (LCB)
MEETING
MAY 4, 2023

Minutes of a regular meeting held in a hybrid format on May 4, 2023 utilizing TEAMS remotely and in-person at the Transit Facility, 545 Theresa Blvd. in Port Charlotte, FL 33954.

MEMBERS PRESENT IN-PERSON

Commissioner Ken Doherty, *Charlotte County Commissioner (LCB Chair)*
Linda Faieta, *Public Education-School Transportation alternate*
Donna Fain, *Agency for People with Disabilities*
Angela Hemstreet, *Goodwill, Economically Disadvantaged Representative*
Carmen Henry, *Regional Workforce Development*
Maricela Morado, *Area Agency on Aging-Florida Department of Elder Affairs*
Mariah Roller, *Area Agency on Aging-Florida Department of Elder Affairs alternate*
Michelle Peronto, *FDOT, District One Modal Development Office*
M. Suzanne Roberts, *Virginia B. Andes Volunteer Community Clinic - Medical Community Representative (LCB Vice Chair)*
Joseph Sabatino, *Citizen Advocate*
Duane Siegfried, *Representative for Elderly Interests*
Michael Stahler, *Agency for Health Care Administration (AHCA)*

MEMBERS PRESENT REMOTELY

Dottie Fulton, *Citizen Advocate-User (encountered some technical issues)*
Maryjane Nickerson, *Goodwill, Economically Disadvantaged Representative alternate*

ABSENT MEMBERS

Vacant, *Disabled Representative*
Vacant, *Children-at-Risk Representative*
Leigh Ann Bellamy, *Division of Blind Services*
Jocene Henderson, *Veterans Affairs-excused*
Tabitha Larrauri, *Department of Children & Families*
Ryan Lybeck, *Local Private-for-Profit Transportation Industry Representative*

STAFF PRESENT IN-PERSON

Wendy Scott, *MPO Planner*
Betty-Ann Sherer, *MPO Planner*
Laks Gurram, *MPO Principal Planner*
Heidi Maddox, *Charlotte County Transit*

OTHERS IN ATTENDANCE IN-PERSON

Richard Weingarten, *Citizen*

OTHERS IN ATTENDANCE REMOTELY

Jerry Livingston, *Charlotte County Fiscal*
Cheri Sytsma, *Citizen/Transit User*

1. Call to Order & Roll Call

LCB Chair Ken Doherty called the regular LCB Meeting to order at 10:00 a.m. An in-person quorum was present.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Public Comments on Agenda Items

Rich Weingarten asked LCB Chair Doherty if he could defer his comments until Agenda Item #6. It was agreed that this was permissible.

4. Consent Agenda Item

- A. **Approval of Minutes: January 5, 2023 LCB Public Meeting Minutes**
- B. **Approval of Minutes: January 5, 2023 Regular LCB Meeting Minutes**
- C. **Florida Commission for the Transportation Disadvantaged (CTD) Annual Planning Grant to the MPO**

Suzanne Roberts made a motion to approve the Consent Agenda. Joe Sabatino seconded the motion. The Consent Agenda was approved unanimously.

5. Transportation Disadvantaged Trust Fund (TDTF) Trip and Equipment Grant

Heidi Maddox stated that funding for the upcoming year's Trip and Equipment Grant had increased approximately \$25,000 compared to the prior year figures found in the LCB packet.

New figures for FY 2023/2024 are:

| | |
|-----------------------------------|------------|
| Trip & Equipment Grant allocation | \$ 569,883 |
| Local Match | \$ 63,320 |
| Total Funding | \$ 633,203 |

| | |
|------------------|-------|
| Voluntary Dollar | \$ 77 |
| Local Match | \$ 8 |
| Total | 85 |

Grand Total \$ 633,288

6. FY 2021/2022-FY 2025/2026 Transportation Disadvantaged Service Plan/Coordinated Public Transit-Human Services Transportation Plan (TDSP/CPT-HSTP) Annual Update Including Rate Model Calculations

Staff reviewed the revisions that would be added to the existing TDSP to finalize the First Annual Update of the document. Recently provided materials arriving after meeting packet distribution dealt with Transit's No-Show Policy (an internal policy found in Appendix C) and a five-year comparison page that LCB Members had requested in prior years. Copies of this information had been emailed to LCB Members and other interested parties separately and printed copies were available at the meeting. Besides the rate model calculations, most other changes were of a minor nature.

Joe Sabatino inquired about recent declining figures reflected in the five-year rate comparison page. Heidi Maddox noted that the ridership had declined, while the projected expenses had remained flat. She noted there were savings obtained in the new driver contract, where payment to the contractor dropped from \$40/hour to \$28/hour. Projected numbers were used to determine the rates. Discussion focused on declines in ridership. Joe Sabatino asked what part the LCB could play in increasing ridership through program awareness. LCB Chair Doherty hoped that the situation in Charlotte County would stabilize after experiencing the effects of the COVID-19 Pandemic followed by the impact of Hurricane Ian. He characterized Charlotte County Transit service as much needed with the right model in place.

Suzanne Roberts inquired about the expected decrease in projected mileage in 2024. Heidi Maddox stated that the new Charlotte County Transit Facility had a more central location in the Mid-County area versus the old Airport Road location in South County, resulting in a major impact to total mileage.

A question arose regarding whether driver salaries had been reduced with the new contract. To the contrary, there had been an approximate \$1 pay increase for drivers, but the County costs had declined due to the suspension of other benefit requirements. It was noted that given the type of Transit vehicles in the fleet, a Commercial Driver's License (CDL) was no longer a requirement for Charlotte County Transit drivers.

Rich Weingarten commented that the fleet was incredibly new, noting that 30 of 32 vehicles were within a two-year span. He wondered about the replacement plan going forward. Heidi Maddox responded that there was now a two-year lead time from vehicle order to receipt. No replacement of vehicles was expected in this fiscal year and three were expected in the next. It was anticipated that replacement of vehicles would trickle out. Those with a 4-year lifespan and over 100,000 miles would be replaced first. LCB Chair Doherty asked if County Fleet develops the transit fleet analysis. Heidi Maddox responded that Transit does this inhouse in cooperation

with FDOT. She expected that the newer vehicles with a robust preventative maintenance plan would hold up well.

Suzanne Roberts made a motion to update the FY 2021-2022/FY 2025-2026 Transportation Disadvantaged Service Plan (TDSP) / Charlotte County Coordinated Public Transit – Human Services Transportation Plan (including the rate model calculations); allowing Transit staff to make minor technical adjustments to the rate model per CTD staff guidance. **Maricela Morado** seconded the motion. It passed unanimously.

7. 2023 CTC Evaluation

Wendy Scott reviewed highlights of the 2023 CTC Evaluation document.

Pursuant to Florida Statutes, Chapter 427, and Florida Administrative Code, Rule 41-2, the Local Coordinating Board (LCB), with the assistance of the Official Planning Agency (OPA), conducts an annual performance evaluation of the Community Transportation Coordinator (CTC). In Charlotte County, the designated CTC is the Charlotte County Board of County Commissioners (BCC), the governing board of the County Transit Division. This year, the CTC Evaluation was conducted on February 13-15, 2023 by MPO Staff (Wendy Scott and Betty-Ann Sherer) and LCB Member Maricela Morado. Charlotte County Transit Staff had taken care of a loose headrest issue noted. Driver Deborah Richards received high praise from the evaluation group and in passenger surveys. Marketing efforts will be addressed in conjunction with Charlotte County Transit's next Transit Development Plan (TDP).

The CTC Evaluation document was developed utilizing sections of the CTC Evaluation Workbook and sample materials provided by the Florida Commission for the Transportation Disadvantaged (CTD). This year's review involved a bus inspection and ride-along, as well as examination of documentation provided by Transit Division staff. Additionally, surveys of riders and a vendor were conducted.

Joe Sabatino inquired about the possibility of increasing service hours. Currently, there are limited service hours and locations on Saturday from 9 a.m. to 6 p.m. Weekday service is provided from 6:30 a.m. – 6 p.m. Suzanne Roberts inquired about the possibility of a pilot program for second shift riders. Heidi Maddox stated that the biggest challenge currently is for the contractor to find drivers. Carmen Henry pointed out that the new policy of not requiring a CDL for drivers was a hiring plus for the contractor and should be stressed in recruitment. Heidi Maddox stated that new driver applicants come into the Transit Facility to meet with a Transit Supervisor. Prospective drivers are given the opportunity to see if it is the right job for them. LCB Chair Doherty requested that Transit staff meet with Gordon Burger and County Administration to assess voids in the system, by targeting needs such as time of day/days of week/locations (future hot spots), and then, decide if the additional costs can be justified. At a certain point, consideration could then be given to trying a pilot program.

Suzanne Roberts believed that with the opening of the Sunseeker Resort, in addition to employees, the local senior population will want to go there without driving to it. Joe Sabatino stated that riders might pay a mileage premium, or drivers could receive higher pay if coordinated with the contractor to offer enhanced services.

Heidi Maddox discussed Transit's marketing strategy that will tie to the Transit Development Plan (TDP) which is due to FDOT in September 2024. A Post-Covid marketing study and a fare study are envisioned as part of the TDP development. Transit fares in Counties to the north and south have already been reinstated.

Heidi Maddox noted that the current Transit software is no longer supported, since some of it was developed 15 years ago. She described new Transit software developed by Ecolane that will allow riders to book their own trips and know where bus is located in relation to their pickup, etc. Suzanne Roberts observed that younger transit ridership might increase given their experience with technology.

Carmen Henry discussed displaced worker assistance currently available. Her agency had assisted Lee County's 911 program in the past to help offset the cost of training programs to current employers. She offered to discuss this with her Director and provide information to Charlotte County Transit on this program.

Suzanne Roberts made a motion to approve the 2023 Annual CTC Evaluation, and Joe Sabatino seconded the motion. The motion carried unanimously.

8. Community Transportation Coordinator Quarterly Reports for October-December 2022 and January-March 2023

Given the timing of the holiday period and a very short turnaround time, the CTC Quarterly Report covering the October-December 2022 timeframe was not available for the January 5, 2023 LCB meeting. Therefore, it was reviewed along with the January-March 2023 report. Section 5310 and 5311 revenue grant information was not shown due to technology issues post-Hurricane Ian. Trips were holding steady on Senior Friendship Center and CTD-funded rides.

Coordinated Partner trips were also discussed. Joe Sabatino asked about Homeless Coalition increases in March. Heidi Maddox stated that a community outreach was done for family shopping trips. Joe Sabatino noted that such efforts help to increase ridership by creating awareness.

Regarding unmet trips, Heidi Maddox discussed a new method of tracking them. Previously, a different trip time from the initial one requested could be offered, and if the second choice was accepted, no unmet trip would be counted. Now, if the rider does not get the requested time and instead accepts a second choice, it will count as an unmet trip. This will help with data analysis. Transit dispatchers are making detailed notes for a thorough assessment of requested timing, locations, etc. Joe Sabatino noted that employment and medical requests are most prevalent. Michelle Peronto noted that there was a need to display data on second choice fulfillment trips at the next meeting.

Duane Siegfried inquired about standing order appointments. Heidi Maddox stated that 50% of trips are this type of subscription-based ride.

Heidi Maddox described how one suspended rider had her entire family call to complain resulting in six complaints on one issue only.

9. Section 5311 Grant Application Update

Heidi Maddox noted that Federal transportation legislation includes the FTA Section 5311 (Rural) funding program, which is aimed at enhancing mobility for transit passengers located in non-urbanized areas. Charlotte County Transit applied in April 2023 for an operating Section 5311 grant at the invitation of the FDOT Transit Office, since there is unused funding available for Federal Fiscal Year 2020/2021. This opportunity was not offered during the normal cycle of grant funding (so it is termed “off cycle.”).

Maricela Morado made a motion to endorse the FTA Section 5311 Grant Application, and Suzanne Roberts seconded the motion. Michelle Peronto abstained due to her involvement in FDOT's grant approval process. The motion carried unanimously, except for this abstention.

10. Public Comments

No public comments were given until Agenda Item #12.

11. Staff Comments

Wendy Scott gave the following report:

- Thanks to everyone for participating in the LCB Meeting. Also, the MPO Board has officially approved long-time member Angela Hemstreet's transfer from the Children-At-Risk spot on the LCB to the Economically Disadvantaged representative. MPO Staff looks forward to continuing to work with her and her staff.
- There are currently two LCB vacancies: (1) a representative for disabled interests who is a disabled individual, and (2) a representative for Children-at-Risk (which, by definition, could reflect any number of juvenile concerns).
- MPO Staff had monitored the Florida Commission for the Transportation Disadvantaged (CTD) Business Meeting on March 15, 2023 (held virtually in Tallahassee). The CTD also was holding TD Legislative Day at the Capitol and monitoring funding actions proposed by the Governor and State Legislature for the state budget. Betty-Ann Sherer also had listened to the March 22, 2023 Grant Workshop held by the CTD staff.
- MPO Staff was happy to report that the Florida Commission for the Transportation Disadvantaged (CTD) will hold their next statewide business meeting here in Punta Gorda on Thursday, June 15, 2023 at 9 am at the Charlotte Harbor Event Center. The day before on Wednesday, June 14, 2023, the group will be touring the Transit Facility. The CTD Business Meeting that day will be LCB Members' rare opportunity to meet Commissioners and Staff in person here in the local area. The opportunity to view remotely will also be provided. MPO Staff will be forwarding information to LCB Members as it is received.

Betty-Ann Sherer praised FDOT's Safe Mobility for Life programs and distributed their reference book to interested LCB Members.

Heidi Maddox reported that two new Transit Staff members have been hired. One is Jennifer Gregoire, a Senior Administrative employee who had greeted LCB members at the door that morning. Also, a new Transit Operations Coordinator would be joining their staff on May 10, 2023 to handle procurement contracts and compliance matters.

12. Member Comments

Suzanne Roberts thanked Charlotte County Transit for assisting passengers who travel to the Virginia B. Andes Community Clinic (VBA), noting that their ridership had increased. She was thrilled that the Clinic would be partnering with Charlotte County on the future mobile medical bus, especially regarding needed transit trips for follow-up Clinic visits.

Laks Gurram stated that MPO Staff will be working with Charlotte County Transit in the upcoming development of the MPO's 2050 Long Range Transportation Plan (LRTP).

Carmen Henry described CareerSource Southwest Florida's recent efforts post Hurricane Ian, including schooling, employer outreach and utilization of an emergency grant through the National Dislocated Worker Program. It is designed to place people into temporary fairly long-term positions with costs covered by CareerSource Southwest Florida. She noted that this funding is still available, and her office staff is happy to assist interested parties.

Maricela Morado introduced the Area Agency on Aging for Southwest Florida's new executive administrative assistant, Mariah Roller who will be serving as Ms. Morado's LCB alternate. It was noted that their organization still has hurricane relief funds available for the elderly and disabled. She provided the elder helpline: 866-413-5337 The Elder Helpline – Area Agency on Aging for SWFL (aaaswfl.org)

Joseph Sabatino described the efforts of the Charlotte County Community Organizations Active in a Disaster (COAD) COAD Florida, including the Committee on Unmet Needs. He noted that a major public announcement would be forthcoming soon.

Duane Siegfried had never observed Charlotte County Transit vehicles in his subdivision (River Club in Port Charlotte off Harbor View Road). He stated that he would publicize the service through that area's Homeowners Association (HOA).

Angela Hemstreet noted that it was refreshing to observe the LCB's open analysis and great questions discussed. She described her organization's wraparound service needs for clients who were wanting assistance with better employment or first transitional needs. She noted the examples of requalifying for food stamps, as well as employees using transit service to commute.

Linda Faieta discussed the School Board's struggle to obtain drivers who do need a CDL license. She stated that she will spread the word on Transit's driver needs. She also thanked Charlotte County Transit for their service provision to the community.

Michelle Peronto gave a brief description of how FDOT's District One Transit Office partners with Charlotte County Transit to assist with obtaining Federal Transit Administration (FTA) grant funding. She discussed efforts to make the transit system whole and seamless using a combination of Transportation Disadvantaged (TD) funding from the State, as well as Charlotte County and other State and Federal programs. She also mentioned:

- Charlotte County's "Off-Cycle" application for FTA Section 5311 (Rural) Operating Funding
- Charlotte County Transit's fabulous staff efforts regarding Hurricane Ian
- Nationwide driver and other employee shortage concerns;" love of the job" is paramount
- Nationwide vehicle shortage issues that now center on chassis shortages in addition to chip shortages/Transit vehicle production competition with commercial, emergency services and RV vehicle needs/24-month order lead time on transit vehicles
- Transit Development Plan (TDP) Florida Administrative Code (FAC) 14.73 upcoming changes/CUTR survey regarding TDPs/TDP and LRTP efforts
- Commuter Assistance Program/Marketing of the Commute Connector app for employment carpool and vanpool options (developed by Trans Systems as consultant)/ app is an easy and good way to understand transportation options
- FPTA/FDOT/CUTR Professional Development Workshop and Transit Safety and Operations Summit on June 5-7, 2023 at the Embassy Suites on the University of South Florida campus 2023 FPTA/FDOT/CUTR Professional Development Workshop & Transit Safety and Operations Summit (usf.edu)
- Charlotte County Transit's favorable completion of the FDOT Triennial Review, noting a Best Practice on Contractor Oversight
- FDOT Staff: Candice Monroy would be on leave in May/ New Transit Projects Coordinator Missiel Da Silva would service as an alternate

Cheri Sytsma, Citizen/Transit User, voiced her concerns regarding her transit service including non-availability of desired reservation times, required length of appointment stay (minimum of 2 hours), need for additional service evenings and weekends, need for additional service to adjoining Counties (Lee and Sarasota). She noted that Charlotte County Transit was making efforts to improve service. She requested that Transit representatives attend association meetings (low vision and blind community) to conduct presentations and enhance the Transit website and written literature to assist this community. LCB Chair Ken Doherty appreciated Ms. Sytsma's comments. He stated that staff will reach out to integrate improvements into the program, continue to monitor the service and educate each other.

LCB Chair Ken Doherty observed that as we are recovering as a community, residents in some hard-hit areas, such as West County, are getting increasingly frustrated and angry over how slowly some repairs are occurring. The County is also dealing with insurance and FEMA issues just as the residents are. The process must be followed to seek reimbursement. The challenge is that some recovery efforts will take years to accomplish, and this fact is now apparent. He still is maintaining a positive outlook and praised groups such as COAD's Unmet Needs Committee.

13. Adjournment (Next Meeting – September 7, 2023) at the Charlotte County Transit Facility, 545 Theresa Blvd., Port Charlotte, FL 33954)

The next LCB meeting was scheduled for September 7, 2023 at the Transit Facility located at 545 Theresa Blvd. in Port Charlotte, FL 33954. The meeting was adjourned at 11:30 a.m.

SEPTEMBER 7, 2023
LCB MEETING

AGENDA ITEM # 4-B
LCB 2024 CALENDAR OF QUARTERLY MEETINGS

Purpose: To provide LCB members with a proposed schedule of LCB meeting dates for 2024

Agenda Item Presented by: MPO Staff

Discussion:

Below are the proposed 2024 LCB Meeting Dates. A minimum of four meetings must be held annually with at least one held in every calendar quarter.

All meetings will be held either virtually or at the Charlotte County Transit Conference Room, 545 Theresa Blvd, Port Charlotte, Florida 33954. The planning staffs from neighboring LCBs have been alerted to these dates to minimize scheduling conflicts for LCB members serving on multiple boards.

- Quarter I: January 3, 2024
- Quarter II: May 2, 2024
- Quarter III: September 5, 2024
- Quarter IV: November 7, 2024

Recommendation: Informational item (for placement on personal calendars)

Attachment: None

SEPTEMBER 7, 2023
LCB MEETING

AGENDA ITEM # 5
APPROVAL OF LOCAL COORDINATING BOARD (LCB) BYLAWS

Purpose: To provide the draft revised LCB Bylaws for annual review and consideration

Agenda Item Presented by: MPO staff

Discussion:

The Commission for the Transportation Disadvantaged (CTD) requires that the LCB Bylaws be reviewed annually. Staff recommends the following non-substantive revisions to the LCB Bylaws:

- Cover page and document headers: Date change
- Page 8: Amend signature page with date change

Recommendation: Motion to approve the draft 2023 LCB Bylaws

Attachment: Draft 2023 LCB Bylaws

**CHARLOTTE COUNTY TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD (LCB)
BYLAWS**

ADOPTED

SEPTEMBER 7, 2023

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

BYLAWS

1. PURPOSE

The purpose of the Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) is to confer with and advise the Community Transportation Coordinator (CTC) on the coordinated transportation in Charlotte County.

Other functions of the LCB shall include, but are not limited to the following:

- (a) To find solutions to enhance the CTC operations to provide for a cost effective, rider convenient, viable and reliable method of transportation.
- (b) To provide a focal point for transportation disadvantaged information that can be used and coordinated with other planning efforts.
- (c) To provide a forum for development, discussion, and interchange of ideas to be utilized for the provision of transportation disadvantaged services.
- (d) To make recommendations regarding any grievances pertaining to transportation disadvantaged services which are not resolved by the CTC, and to assist in resolving those grievances as required.
- (e) To identify and develop responses to local service needs.

2. DEFINITIONS

- | | |
|----------|---|
| CCTD | Charlotte County Transit Division of the Charlotte County Board of County Commissioners (BCC). |
| CPT-HSTP | Coordinated Public Transit-Human Services Transportation Plan – a plan developed using the core TDSP and enhanced with additional information as required for service delivery of Federal Section 5310 and Section 5311 programs. |
| CTC | Community Transportation Coordinator - The Charlotte County Board of County Commissioners (BCC) through the CCTD functions as the CTC for Charlotte County. |
| CTD | Commission for the Transportation Disadvantaged - The Agency created by Chapter 427 F.S., whose purpose under law is to accomplish the coordination of transportation services provided to the transportation disadvantaged. |

| | |
|------|---|
| LCB | Charlotte County Transportation Disadvantaged Local Coordinating Board - defined under Section 427.011(7), F.S., as “an advisory entity in each designated service area composed of representatives appointed by the Metropolitan Planning Organization (MPO) Board, or Official Planning Agency (OPA), to provide assistance to the Community Transportation Coordinator (CTC) relative to the coordination of transportation services.” |
| MOA | Memorandum of Agreement - The state contract included in the Transportation Disadvantaged Service Plan (TDSP) for transportation disadvantaged service purchased by federal, state, or local government transportation disadvantaged funds. |
| MPO | The Charlotte County-Punta Gorda Metropolitan Planning Organization - The MPO functions as the OPA for Transportation Disadvantaged Services in Charlotte County. |
| OPA | Official Planning Agency - The body selected to plan for Transportation Disadvantaged Services in a given service area, including staffing the LCB. |
| TDSP | Transportation Disadvantaged Service Plan - A five-year implementation plan, with annual updates developed by the CTC and the MPO which contains the provisions of service delivery in the coordinated transportation system. |

3. MEMBERSHIP

In accordance with Section 427.0157, F.S., all members of the LCB shall be appointed by the MPO Board. In making these appointments, the MPO Board shall attempt to appoint individuals who have positions of responsibility within their agency at a level high enough to allow them to adequately represent their agency during Board discussions and when votes are being taken.

A. Voting Members

In addition to the Chair, the following agencies or other groups shall be represented on the Board as voting members:

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 District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible;

4. A local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Florida Department of Education;
5. A person who is recognized by the Florida Department of Veterans Affairs as a representative of the veterans in the county;
6. A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the county;
7. A person over sixty (60) years of age representing the elderly in the county;
8. A person with a disability representing individuals who are disabled in the county;
9. Two (2) citizen advocate representatives in the county; one who must use the transportation service(s) of the system as a primary means of transportation;
10. A local representative for children at risk;
11. A local representative of the Florida Department of Elder Affairs (through the Area Agency on Aging);
12. An experienced representative of the local private for profit transportation industry;
13. A local representative of the Florida Agency for Health Care Administration;
14. A local representative of the Agency for Persons with Disabilities
15. A representative of the Regional Workforce Development Board established in Chapter 445, F.S.; and
16. 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 service.

Additional non-voting members may be appointed by the MPO Board. The public mass transit operator shall be appointed as a non-voting member to the Board. The representative of the local private sector shall refrain from voting on any agenda item pertaining to contracts with operators, grievances filed against operators or such items as may be construed as a conflict of interest. No employee of the CTC shall serve as a voting member of the LCB.

B. Alternates

Each voting agency member of the LCB may name alternates who may vote in the absence of that member on a one-vote-per-member basis.

4. OFFICERS

A. Chair

The MPO Board shall appoint an elected official from any governmental entity in the county, to serve as the official Chair to preside at all LCB meetings. The Chair shall serve until his/her elected term of office has expired or he/she is replaced by the MPO Board.

The Chair shall preside at all meetings and shall be responsible for the conduct of all meetings. The Chair shall be responsible for pertinent Committee correspondence and information releases. The Chair shall also serve as a liaison between the LCB and the CTC whenever the need arises. Authority not specifically designated in this document is reserved to the Chair.

B. Vice Chair

The Board may hold an organizational meeting each year during the first scheduled meeting of the calendar year for the purpose of electing a Vice Chair. The Vice Chair shall be elected by a majority vote of a quorum of the members of the Board present and voting at the organizational meeting. The Vice Chair shall serve a term of one year starting with the first meeting after the election. The Vice Chair may serve more than one term.

The Vice Chair shall, during the absence of the Chair or his/her inability to serve, have and exercise all of the duties and powers of the Chair. The Vice Chair shall also perform such other duties as may be assigned him/her by the Chair.

If both the Chair and Vice Chair are absent from a meeting, the meeting may be chaired by a voting member selected by vote.

5. TERMS OF APPOINTMENT

Except for the Chair and agency representatives, the members of the LCB shall be appointed for three years. Individuals can be reappointed for more than one term.

6. ATTENDANCE

The MPO shall consider rescinding the appointment of any member of the Board who fails to attend three consecutive meetings. The LCB may notify the CTC if any State agency representative or their alternate fails to attend three consecutive meetings.

7. STAFF SUPPORT

The MPO shall provide the LCB with sufficient staff support and resources to enable the LCB to fulfill its responsibilities as set forth in Chapter 427.0157, F.S., This responsibility includes providing sufficient:

- (a) Staff to manage and oversee the operations of the LCB; and
- (b) Staff to assist in the scheduling of meetings, preparation of meeting agenda packets, and other necessary administrative duties.

Staff will assist the Chair with the preparation, duplication, and distribution of all materials necessary for the LCB meetings.

8. MEETINGS

The LCB shall meet as often as necessary in order to meet its responsibilities. However, as required by Section 427.0157, F.S., the LCB shall meet at least quarterly. All meetings, including committee and subcommittee meetings, will function under the "Government in the Sunshine Law". All meetings will provide opportunity for public comments on agenda items.

One public meeting will be held each year for the purpose of receiving input on unmet needs or any other areas that relate to the local transportation disadvantaged services. The public meeting will be held at a place and time that is convenient and accessible to the general public. The public meeting may be incorporated with a regular business meeting of the LCB or a public meeting held jointly with the CTD will satisfy this annual requirement.

A two week notice shall be given for regular meetings. Agenda materials shall be made available and sent to the LCB no less than one week in advance of any regular meeting. Special meetings may be called by the Chair with a minimum of three (3) calendar days prior to any special or emergency meeting. Members may place items on the agenda by notification of staff.

Staff is responsible for maintaining an official set of Minutes for each LCB meeting. The Minutes shall include an attendance roster and reflect official actions taken by the LCB. Copies of all LCB Minutes shall be sent to the CTD and the Chair of the MPO Board. A quorum to conduct business shall be six (6) voting members.

9. STANDING GRIEVANCE COMMITTEE

- (A) There is hereby created a Charlotte County Transportation Disadvantaged Grievance Committee pursuant to Chapter 427, F.S., and Rule 41-2 of the Florida Administrative Code (FAC) and as referenced in the Memorandum of Agreement (MOA) between the CTC and the CTD. The body formed will hereinafter be referred to as the Grievance Committee.

- (B) The objective of the Grievance Committee shall be to develop rules and procedures to ensure quality control and to provide participating users, funding agencies and transportation providers with an impartial body to hear complaints and settle disputes concerning services rendered.
- (C) Membership of the Grievance Committee shall be the same as the membership of the voting members of the LCB as explained in Section 3 item A of these Bylaws and shall be concurrent with membership of the LCB.
- (D) The Vice Chair of the LCB will serve as Chair of the Grievance Committee. In the event the Vice Chair is the representative of the local private sector, then the Grievance Committee shall elect by majority vote a different Chair. In this case, the LCB Vice Chair will not Chair the Grievance Committee.
- (E) A quorum shall be present for any official action. Meetings shall be held at such times as the Grievance Committee may determine or as requested by the LCB.
- (F) The grievance process will be specified in the Grievance Procedures. These procedures will address complaints that may emanate from continued tardiness in pick up time window, driver behavior and deportment, passenger discomfort, irregularities in the system of delivery or decisions made to deny, reduce or terminate services will constitute grievances for users or funding agencies. This may also include complaints about charges or billing constituent grievances by a funding agency or transportation provider, and other complaints that may be heard at the discretion of the Grievance Committee.

10. DUTIES

According to Section 427.0157, F.S., the LCB has the following duties:

- A. Review and approve the coordinated Community Transportation Disadvantaged Service Plan (TDSP), following Memorandum of Agreement (MOA) execution, so that the document may be submitted to the CTD within 120 days after the MOA is signed. The TDSP functions also as the Coordinated Public Transit-Human Services Transportation Plan.
- B. Evaluate services provided in meeting the approved plan.
 - 1. The LCB shall conduct an annual performance evaluation of the CTC. This evaluation shall be conducted using evaluation criteria developed by the CTD. The evaluation of the CTC shall be both in general and relative to specific criteria as it pertains to obtainable goals listed in the TDSP and recommendations contained in the CTD's quality assurance reviews.

2. The results of this evaluation shall be forwarded to the MPO for its consideration as it develops its recommendation concerning the redesignation of the CTC. The results of this evaluation and the MPO's recommendation shall be forwarded to the CTD.
- C. In cooperation with the CTC in reviewing and providing recommendations to the CTD on funding applications affecting the transportation disadvantaged, the LCB shall:
 1. Request federal, state, or local government agencies to provide for LCB review of all applications or purchase of service requests for client services which contain funds for transportation disadvantaged services. Such funds may include expenditures for operating, capital or administrative needs.
 2. Present to the CTD any unresolved funding requests without delaying the application process.
- D. Assist the CTC in establishing priorities with regard to the recipients of non-sponsored TD services that are purchased with TD Trust Fund moneys.
- E. Review the coordination strategies of service provision to the transportation disadvantaged in the designated service area.
- F. Evaluate multi-county or regional opportunities.
- G. Work cooperatively with Regional Workforce Boards as established, chapter 445, F.S., to provide for the development of innovative transportation services for participants.

11. PARLIAMENTARY PROCEDURES

The Board will conduct business using parliamentary procedures according to the latest version of Robert's Rules of Order.

12. AMENDMENTS

These Bylaws may be amended by the affirmative vote of a majority of a quorum at any regular meeting. Whenever possible, proposed amendments shall be submitted to the membership one week prior to the meeting at which it is to be considered.

These Bylaws and any and all amendments to the Bylaws will become effective upon affirmative vote of a majority of a quorum.

These Bylaws for the Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) were originally adopted on August 2, 1990 by the LCB and subsequently amended as follows:

November 16, 1993
June 28, 1996
January 14, 2000
July 17, 2003
September 10, 2009
November 7, 2011
November 15, 2012
November 14, 2013
September 11, 2014
September 10, 2015
September 8, 2016
September 7, 2017
September 6, 2018
September 5, 2019
September 10, 2020
September 9, 2021
September 8, 2022
September 7, 2023

PASSED AND DULY ADOPTED after motion, second and majority vote favoring same, this September 7, 2023.


CHARLOTTE COUNTY-PUNTA GORDA
METROPOLITAN PLANNING
ORGANIZATION

BY: _____
D’Juan L. Harris, Director

CHARLOTTE COUNTY
TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD

BY: _____
Kenneth Doherty, LCB Chair

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

By: 
Janette S. Knowlton, County Attorney

SEPTEMBER 7, 2023
LCB MEETING

AGENDA ITEM # 6
ANNUAL OPERATING REPORT

Purpose: To review and approve the Annual Operating Report

Agenda Item Presented by: Charlotte County Staff

Discussion:

Pursuant to Florida Statutes, Chapter 427, and Rule 41-2 of the Florida Administrative Code, the Community Transportation Coordinator (CTC) provides the Florida Commission for the Transportation Disadvantaged (CTD) an Annual Operating Report (AOR) by September 15th of each year. This report identifies the coordinated services that were arranged or provided by the CTC during the past year. It contains an accounting of revenues and expenses, in addition to other transportation disadvantaged program information. The draft AOR is typically forwarded in advance to CTD staff for review and comment prior to final submission.

Recommendation: Motion to approve the Draft FY 2022/2023 Annual Operating Report (including allowing staff to make minor technical adjustments per guidance from CTD staff)

Attachment: [FY 2022/2023 DRAFT Annual Operating Report received 09 06 2023](#)



CTC Organization

County: Charlotte

Fiscal Year: 7/1/2022 - 6/30/2023

CTC Status: Submitted

CTD Status: Under Review

Date Initiated: 8/14/2023

CTC Organization Name: Charlotte County BOCC Transit Division

Address: 545 Theresa Blvd

City: Port Charlotte

State: FL

Zip Code: 33948

Organization Type: County

Network Type: Sole Source

Operating Environment: Urban

Transportation Operators: No

Number of Transportation Operators: 0

Coordination Contractors: No

Number of Coordination Contractors: 0

Provide Out of County Trips: Yes

Local Coordinating Board (LCB) Chairperson: Kenneth W. Doherty

CTC Contact: Richard Kolar

CTC Contact Title: Transit Operations Manager

CTC Contact Email: Richard.Kolar@charlottecountyfl.gov

Phone: (941) 833-6234

CTC Certification

I, Richard Kolar, 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, Kenneth W. Doherty, 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): _____



CTC Trips

County: Charlotte

CTC Status: Submitted

CTC Organization: Charlotte County
BOCC Transit
Division

Fiscal Year: 07/01/2022 - 06/30/2023

CTD Status: Under Review

| | 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 | 16,057 | 0 | 16,057 | 22,672 | 0 | 22,672 |
| Non-Ambulatory | 7,267 | 0 | 7,267 | 5,319 | 0 | 5,319 |
| 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 | 23,324 | 0 | 23,324 | 27,991 | 0 | 27,991 |
| 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 | 0 | 0 | 0 | 0 | 0 |
| Comm for the Transportation Disadvantaged (CTD) | 18,595 | N/A | 18,595 | 20,946 | N/A | 20,946 |
| 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) | 1,403 | 0 | 1,403 | 2,151 | 0 | 2,151 |
| 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) | 2,195 | 0 | 2,195 | 2,784 | 0 | 2,784 |
| Local Government | 1,131 | 0 | 1,131 | 2,110 | 0 | 2,110 |
| Local Non-Government | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Federal & State Programs | 0 | 0 | 0 | 0 | 0 | 0 |
| Total - Revenue Source | 23,324 | 0 | 23,324 | 27,991 | 0 | 27,991 |



CTC Trips (cont'd)

County: Charlotte

CTC Status: Submitted

CTC Organization: Charlotte County
BOCC Transit
Division

Fiscal Year: 07/01/2022 - 06/30/2023

CTD Status: Under Review

| | Selected Reporting Period | | | Previous Reporting Period | | |
|--|--------------------------------|--------------------------|---------------|--------------------------------|--------------------------|---------------|
| | CTC & Transportation Operators | Coordination Contractors | Total | CTC & Transportation Operators | Coordination Contractors | Total |
| Passenger Type - One Way | | | | | | |
| Older Adults | 9,680 | 0 | 9,680 | 18,381 | 0 | 18,381 |
| Children At Risk | 2,706 | 0 | 2,706 | 0 | 0 | 0 |
| Persons With Disabilities | 5,714 | 0 | 5,714 | 5,013 | 0 | 5,013 |
| Low Income | 3,405 | 0 | 3,405 | 4,456 | 0 | 4,456 |
| Other | 1,819 | 0 | 1,819 | 141 | 0 | 141 |
| Total - Passenger Type | 23,324 | 0 | 23,324 | 27,991 | 0 | 27,991 |
| Trip Purpose - One Way | | | | | | |
| Medical | 6,064 | 0 | 6,064 | 5,872 | 0 | 5,872 |
| Employment | 6,764 | 0 | 6,764 | 8,296 | 0 | 8,296 |
| Education/Training/Daycare | 3,265 | 0 | 3,265 | 5,232 | 0 | 5,232 |
| Nutritional | 1,633 | 0 | 1,633 | 4,229 | 0 | 4,229 |
| Life-Sustaining/Other | 5,598 | 0 | 5,598 | 4,362 | 0 | 4,362 |
| Total - Trip Purpose | 23,324 | 0 | 23,324 | 27,991 | 0 | 27,991 |
| Unduplicated Passenger Head Count (UDPHC) | | | | | | |
| UDPHC | 1,096 | 0 | 1,096 | 992 | 0 | 992 |
| Total - UDPHC | 1,096 | 0 | 1,096 | 992 | 0 | 992 |
| Unmet & No Shows | | | | | | |
| Unmet Trip Requests | 1,021 | N/A | 1,021 | 693 | N/A | 693 |
| No Shows | 339 | N/A | 339 | 509 | N/A | 509 |
| Customer Feedback | | | | | | |
| Complaints | 41 | N/A | 41 | 62 | N/A | 62 |
| Commendations | 0 | N/A | 0 | 0 | N/A | 0 |



CTC Vehicles & Drivers

County: Charlotte

CTC Status: Submitted

CTC Organization: Charlotte County
BOCC Transit
Division

Fiscal Year: 07/01/2022 - 06/30/2023

CTD Status: Under Review

| | 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 | 234,213 | 0 | 234,213 | 180,267 | 0 | 180,267 |
| 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 | 234,213 | 0 | 234,213 | 180,267 | 0 | 180,267 |
| Roadcalls & Accidents | | | | | | |
| Roadcalls | 23 | 0 | 23 | 2 | 0 | 2 |
| Chargeable Accidents | 0 | 0 | 0 | 0 | 0 | 0 |
| Vehicle Inventory | | | | | | |
| Total Number of Vehicles | 34 | 0 | 34 | 38 | 0 | 38 |
| Number of Wheelchair Accessible Vehicles | 28 | 0 | 28 | 32 | 0 | 32 |
| Drivers | | | | | | |
| Number of Full Time & Part Time Drivers | 17 | 0 | 17 | 14 | 0 | 14 |
| Number of Volunteer Drivers | 5 | 0 | 5 | 8 | 0 | 8 |



CTC Revenue Sources

County: Charlotte

CTC Status: Submitted

CTC Organization: Charlotte County
BOCC Transit
Division

Fiscal Year: 07/01/2022 - 06/30/2023

CTD Status: Under Review

| | 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 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| 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) | \$ 18,072 | \$ 0 | \$ 18,072 | \$ 20,532 | \$ 0 | \$ 20,532 |
| 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 | \$ 347,882 | N/A | \$ 347,882 | \$ 352,614 | N/A | \$ 352,614 |
| 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 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| 49 USC 5310 | \$ 45,627 | \$ 0 | \$ 45,627 | \$ 48,670 | \$ 0 | \$ 48,670 |
| 49 USC 5311 | \$ 49,817 | \$ 0 | \$ 49,817 | \$ 219,736 | \$ 0 | \$ 219,736 |
| 49 USC 5311 (f) | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Block Grant | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| 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 | \$ 459,138 | \$ 0 | \$ 459,138 | \$ 439,573 | \$ 0 | \$ 439,573 |
| County In-Kind | \$ 101,332 | \$ 0 | \$ 101,332 | \$ 98,877 | \$ 0 | \$ 98,877 |
| 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 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Donations/Contributions | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| In-Kind Services | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Other Non-Government | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| 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 | \$ 1,021,868 | \$ 0 | \$ 1,021,868 | \$ 1,180,002 | \$ 0 | \$ 1,180,002 |



CTC Expense Sources

County: Charlotte

CTC Status: Submitted

CTC Organization: Charlotte County
BOCC Transit
Division

Fiscal Year: 07/01/2022 - 06/30/2023

CTD Status: Under Review

| | Selected Reporting Period | | | Previous Reporting Period | | |
|--|--------------------------------|--------------------------|---------------------|--------------------------------|--------------------------|---------------------|
| | CTC & Transportation Operators | Coordination Contractors | Total | CTC & Transportation Operators | Coordination Contractors | Total |
| Expense Sources | | | | | | |
| Labor | \$ 245,779 | \$ 0 | \$ 245,779 | \$ 283,880 | \$ 0 | \$ 283,880 |
| Fringe Benefits | \$ 108,129 | \$ 0 | \$ 108,129 | \$ 141,548 | \$ 0 | \$ 141,548 |
| Services | \$ 415,388 | \$ 0 | \$ 415,388 | \$ 544,929 | \$ 0 | \$ 544,929 |
| Materials & Supplies Consumed | \$ 59,400 | \$ 0 | \$ 59,400 | \$ 67,372 | \$ 0 | \$ 67,372 |
| Utilities | \$ 36,978 | \$ 0 | \$ 36,978 | \$ 35,751 | \$ 0 | \$ 35,751 |
| Casualty & Liability | \$ 4,300 | \$ 0 | \$ 4,300 | \$ 3,108 | \$ 0 | \$ 3,108 |
| Taxes | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Miscellaneous | \$ 8,181 | \$ 0 | \$ 8,181 | \$ 327 | \$ 0 | \$ 327 |
| Interest | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Leases & Rentals | \$ 5,496 | \$ 0 | \$ 5,496 | \$ 5,104 | \$ 0 | \$ 5,104 |
| Capital Purchases | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Contributed Services | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Allocated Indirect Expenses | \$ 138,217 | \$ 0 | \$ 138,217 | \$ 97,983 | \$ 0 | \$ 97,983 |
| 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 | \$ 1,021,868 | \$ 0 | \$ 1,021,868 | \$ 1,180,002 | \$ 0 | \$ 1,180,002 |

County: Charlotte
 CTC: Charlotte County BOCC Transit Division
 Contact: Richard Kolar
 545 Theresa Blvd
 Port Charlotte, FL 33948
 941-833-6234
 Email: Richard.Kolar@charlottecountyfl.gov

Demographics Number

Total County Population 0
 Unduplicated Head Count 1,096



| Trips By Type of Service | 2021 | 2022 | 2023 |
|---------------------------------|---------------|---------------|---------------|
| Fixed Route (FR) | 0 | 0 | 0 |
| Deviated FR | 0 | 0 | 0 |
| Complementary ADA | 0 | 0 | 0 |
| Paratransit | 26,652 | 27,991 | 23,324 |
| TNC | 0 | 0 | 0 |
| Taxi | 0 | 0 | 0 |
| School Board (School Bus) | 0 | 0 | 0 |
| Volunteers | 0 | 0 | 0 |
| TOTAL TRIPS | 26,652 | 27,991 | 23,324 |

Passenger Trips By Trip Purpose

| | | | |
|-----------------------|---------------|---------------|---------------|
| Medical | 6,396 | 5,872 | 6,064 |
| Employment | 9,062 | 8,296 | 6,764 |
| Ed/Train/DayCare | 3,465 | 5,232 | 3,265 |
| Nutritional | 4,531 | 4,229 | 1,633 |
| Life-Sustaining/Other | 3,198 | 4,362 | 5,598 |
| TOTAL TRIPS | 26,652 | 27,991 | 23,324 |

Passenger Trips By Revenue Source

| | | | |
|--------------------|---------------|---------------|---------------|
| CTD | 20,901 | 20,946 | 18,595 |
| AHCA | 0 | 0 | 0 |
| APD | 0 | 0 | 0 |
| DOEA | 0 | 2,151 | 1,403 |
| DOE | 0 | 0 | 0 |
| Other | 5,751 | 4,894 | 3,326 |
| TOTAL TRIPS | 26,652 | 27,991 | 23,324 |

Trips by Provider Type

| | | | |
|-------------------------|---------------|---------------|---------------|
| CTC | 26,652 | 27,991 | 23,324 |
| Transportation Operator | 0 | 0 | 0 |
| Coordination Contractor | 0 | 0 | 0 |
| TOTAL TRIPS | 26,652 | 27,991 | 23,324 |

| Vehicle Data | 2021 | 2022 | 2023 |
|---------------------|-------------|-------------|-------------|
| Vehicle Miles | 239,486 | 180,267 | 234,213 |
| Roadcalls | 12 | 2 | 23 |
| Accidents | 3 | 0 | 0 |
| Vehicles | 39 | 38 | 34 |
| Drivers | 42 | 22 | 22 |

Financial and General Data

| | | | |
|---------------------|-----------|-------------|-------------|
| Expenses | \$960,012 | \$1,180,002 | \$1,021,868 |
| Revenues | \$960,012 | \$1,180,002 | \$1,021,868 |
| Commendations | 0 | 0 | 0 |
| Complaints | 16 | 62 | 41 |
| Passenger No-Shows | 605 | 509 | 339 |
| Unmet Trip Requests | 472 | 693 | 1,021 |

Performance Measures

| | | | |
|-----------------------------|---------|---------|---------|
| Accidents per 100,000 Miles | 1.25 | 0 | 0 |
| Miles between Roadcalls | 19,957 | 90,134 | 10,183 |
| Avg. Trips per Passenger | 27.73 | 28.22 | 21.28 |
| Cost per Trip | \$36.02 | \$42.16 | \$43.81 |
| Cost per Paratransit Trip | \$36.02 | \$42.16 | \$43.81 |
| Cost per Total Mile | \$4.01 | \$6.55 | \$4.36 |
| Cost per Paratransit Mile | \$4.01 | \$6.55 | \$4.36 |

SEPTEMBER 7, 2023
LCB MEETING

AGENDA ITEM # 7
QUARTERLY REPORT

Purpose: To provide a quarterly report of Transportation Disadvantaged (TD) transit activities

Agenda Item Presented by: Charlotte County Staff

Discussion:

The quarterly report for April-June 2023 will be presented to describe recent activities of the Community Transportation Coordinator. This is an informational item.

Recommendation: None

Attachment: Quarterly Report April-June 2023

CHARLOTTE COUNTY TRANSPORATION DISADVANTAGED AND PUBLIC TRANSPORTATION TRIP REPORT FISCAL YR 22/23

| Month | Enhanced Mobility | SFC | TD | Coordinated Partners | Rural | Public Transit | FY 22/23 Total Trips | FY21/22 Total Trips | Variance |
|---------------------------------|-------------------|-------|--------|----------------------|-------|----------------|----------------------|---------------------|----------|
| October | 78 | 96 | 1,155 | 78 | 47 | 1,487 | 2,941 | 7,969 | (5,028) |
| November | 103 | 134 | 1,351 | 61 | 53 | 6,438 | 8,140 | 12,160 | (4,020) |
| December | 112 | 120 | 1,491 | 60 | 78 | 2,137 | 3,998 | 4,657 | (659) |
| January | 116 | 66 | 1,644 | 100 | 80 | 2,211 | 4,217 | 4,242 | (25) |
| February | 117 | 108 | 1,533 | 73 | 77 | 2,230 | 4,138 | 4,405 | (267) |
| March | 152 | 140 | 1,722 | 134 | 85 | 2,883 | 5,116 | 4,957 | 159 |
| April | 156 | 123 | 1,590 | 59 | 81 | 2,959 | 4,968 | 5,238 | (270) |
| May | 175 | 135 | 1,719 | 76 | 128 | 3,333 | 5,566 | 4,865 | 701 |
| June | 171 | 134 | 1,685 | 53 | 104 | 3,243 | 5,390 | 5,781 | (391) |
| July | - | - | - | - | - | - | - | - | - |
| August | - | - | - | - | - | - | - | - | - |
| September | - | - | - | - | - | - | - | - | - |
| Total | 1,181 | 1,056 | 13,890 | 694 | 733 | 26,921 | 44,475 | 54,274 | (9,799) |
| Q1 No Shows/Cancellations: 535 | | | | | | | | | |
| Q2 No Shows/Cancellations: 540 | | | | | | | | | |
| Q3 No Shows/Cancellations: 526 | | | | | | | | | |
| November Waterfest Trips: 4,481 | | | | | | | | | |

Enhanced Mobility: Enhanced Mobility for Seniors and Individuals with Disabilities

SFC: Senior Friendship Centers

TD: Transportation Disadvantaged Commission

Coordinated Partners: Non Profit Coordinated Trips

Rural: Rural Areas

CHARLOTTE COUNTY TRANSPORTATION DISADVANTAGED REVENUE REPORT FISCAL YR 22/23

| Month | Senior Friendship Center | Transportation Disadvantaged Commission | Enhanced Mobility for Seniors & Individuals with Disabilities (5310) | Rural (5311) | Total Revenue |
|--------|--------------------------|---|--|--------------|---------------|
| Oct-22 | \$ 1,275.74 | \$ 23,092.80 | \$ - | \$ - | \$ 24,368.54 |
| Nov-22 | \$ 2,044.56 | \$ 24,912.55 | \$ - | \$ - | \$ 26,957.11 |
| Dec-22 | \$ 1,723.70 | \$ 28,546.61 | \$ - | \$ - | \$ 30,270.31 |
| Jan-23 | \$ 815.04 | \$ 30,465.52 | \$ - | \$ - | \$ 31,280.56 |
| Feb-23 | \$ 1,460.02 | \$ 29,034.53 | \$ - | \$ - | \$ 30,494.55 |
| Mar-23 | \$ 1,739.70 | \$ 34,257.58 | \$ - | \$ - | \$ 35,997.28 |
| Apr-23 | \$ 1,653.04 | \$ 31,108.45 | \$ - | \$ - | \$ 32,761.49 |
| May-23 | \$ 2,112.85 | \$ 33,502.56 | \$ - | \$ - | \$ 35,615.41 |
| Jun-23 | \$ 2,044.56 | \$ 32,228.76 | \$ - | \$ - | \$ 34,273.32 |
| Jul-23 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Aug-23 | \$ - | \$ - | \$ - | \$ 25,424.31 | \$ 25,424.31 |
| Sep-23 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total | \$ 14,869.21 | \$ 267,149.36 | \$ - | \$ 25,424.31 | \$ 307,442.88 |

| |
|---|
| <p>CHARLOTTE COUNTY TRANSIT NON PROFIT COORDINATED PARTNERS TRIPS REPORT FISCAL</p> <p>YR 22/23</p> |
|---|

| Month | C.A.R.E. | Homeless Coalition | Vets | Total |
|--------|----------|--------------------|------|-------|
| Oct-22 | 31 | 20 | 27 | 78 |
| Nov-22 | 6 | 5 | 50 | 61 |
| Dec-22 | 21 | - | 39 | 60 |
| Jan-23 | 53 | 4 | 43 | 100 |
| Feb-23 | 35 | 6 | 32 | 73 |
| Mar-23 | 32 | 52 | 50 | 134 |
| Apr-23 | 17 | 22 | 20 | 59 |
| May-23 | 21 | 31 | 24 | 76 |
| Jun-23 | 10 | 23 | 20 | 53 |
| Jul-23 | | | | - |
| Aug-23 | | | | - |
| Sep-23 | | | | - |
| Total | 226 | 163 | 305 | 694 |

CHARLOTTE COUNTY TRANSIT QUARTERLY PURPOSE REPORT FISCAL YR 22/23
FY23 Q1

| One-Way Trips By Trip Purpose | Q1 | Total One-way Trips | Percent | Q1 |
|--|--------|---------------------|---------|------|
| Medical | 3,222 | 3,222 | | 25% |
| Nutritional (Meal site + Grocery only) | 1,032 | 1,032 | | 8% |
| Education/Training | 1,654 | 1,654 | | 13% |
| Employment | 3,394 | 3,394 | | 27% |
| Life-Enhancing | 3,440 | 3,440 | | 27% |
| Trip Purpose Totals | 12,742 | 12,742 | | 100% |

FY23 Q2

| One-Way Trips By Trip Purpose | Q2 | Total One-way Trips | Percent | Q2 |
|--|--------|---------------------|---------|------|
| Medical | 4,152 | 7,374 | | 27% |
| Nutritional (Meal site + Grocery only) | 1,064 | 2,096 | | 8% |
| Education/Training | 2,020 | 3,674 | | 13% |
| Employment | 4,270 | 7,664 | | 28% |
| Life-Enhancing | 3,515 | 6,955 | | 25% |
| Trip Purpose Totals | 15,021 | 27,763 | | 100% |

FY23 Q3

| One-Way Trips By Trip Purpose | Q3 | Total One-way Trips | Percent | Q3 |
|--|--------|---------------------|---------|------|
| Medical | 4,113 | 11,487 | | 27% |
| Nutritional (Meal site + Grocery only) | 856 | 2,952 | | 7% |
| Education/Training | 2,039 | 5,713 | | 14% |
| Employment | 4,385 | 12,049 | | 29% |
| Life-Enhancing | 3,061 | 10,016 | | 24% |
| Trip Purpose Totals | 14,454 | 42,217 | | 100% |

CHARLOTTE COUNTY TRANSIT UNMET TRIPS REPORT FISCAL YR 22/23

| Unmet Trips October-December 2022 | Medical | Nutritional | Education - Training | Employment | Life Enhancing | Total |
|--|----------------|--------------------|---------------------------------|-------------------|-----------------------|--------------|
| October | | | 2 | 3 | 23 | 28 |
| November | 34 | | | 4 | 37 | 75 |
| December | 15 | | 3 | 7 | 38 | 63 |
| Quarterly Totals | 49 | - | 5 | 14 | 98 | 166 |
| Unmet Trips January-March 2023 | Medical | Nutritional | Education - Training | Employment | Life Enhancing | Total |
| January | 30 | 1 | 1 | 41 | 36 | 109 |
| February | 40 | | 3 | 49 | 26 | 118 |
| March | 47 | 2 | 2 | 43 | 26 | 120 |
| Quarterly Totals | 117 | 3 | 6 | 133 | 88 | 347 |
| Unmet Trips April-June 2023 | Medical | Nutritional | Education - Training | Employment | Life Enhancing | Total |
| April | 52 | 3 | 5 | 56 | 15 | 131 |
| May | 50 | 1 | - | 48 | 6 | 105 |
| June | 30 | 4 | 3 | 41 | 17 | 95 |
| Quarterly Totals | 132 | 8 | 8 | 145 | 38 | 331 |

CHARLOTTE COUNTY TRANSIT COMPLAINT REPORT FISCAL YR 22/23

1st Quarter as of 12/30/2022

| Type of Issue | Previous Quarter | This Quarter |
|------------------|------------------|--------------|
| Policy Complaint | - | 6 |
| Q1 Total Issues | - | 6 |

2nd Quarter as of 3/31/2023

| Type of Issue | Previous Quarter | This Quarter |
|----------------------------|------------------|--------------|
| Wrong Time/Date of Service | - | 1 |
| No Timeslot available | - | 1 |
| Safety Complaint | - | 2 |
| Policy Complaint | 6 | 5 |
| Q2 Total Issues | 6 | 9 |

3rd Quarter as of 6/30/2023

| Type of Issue | Previous Quarter | This Quarter |
|----------------------------|------------------|--------------|
| Wrong Time/Date of Service | 1 | - |
| No Timeslot available | 1 | - |
| Missed Ride | - | 3 |
| Safety Complaint | 2 | 4 |
| Policy Complaint | 5 | 9 |
| Q3 Total Issues | 9 | 16 |