

# COMMISSION FOR THE TRANSPORTATION DISADVANTAGED



## Business Meeting Agenda December 15, 2022 1:00 PM until Completion

*Dr. Phillip Stevens, Chairman  
Christinne Gray, Commissioner  
Lillian Barrios, Commissioner  
Renee Knight, Commissioner  
Dr. Robin Tellez, Commissioner*

[Virtual Meeting Link](#)  
(Microsoft Teams)

**Conference Call-In Number: 1-850-739-5589**  
**Conference Code: 83932588#**

Item #	Agenda Item	Speaker(s)
I.	Call to Order	Chairman Phil Stevens
II.	Pledge of Allegiance	Chairman Stevens
III.	Introduction of Commissioners and Advisors	Commissioners and Advisors
IV.	Public Comments (Comments limited to the current agenda items)	Public
	<b>Action Items</b>	
V.	Approval of August 29, 2022, Meeting Minutes	Chairman Stevens
VI.	Approval of 2023 Commission Meeting Schedule	Chairman Stevens
VII	Community Transportation Coordinator (CTC) Designations	
	Leon County	Kwentin Eastberg, Apalachee Regional Planning Council
	Jackson County	Kwentin Eastberg, Apalachee Regional Planning Council
	Jefferson County	Kwentin Eastberg, Apalachee Regional Planning Council
VIII.	Review and Approval of 2022 Annual Performance Report	David Darm, Executive Director

	<b>Information Items</b>	
IX.	Legislative Budget Requests for FY23-24	David Darm
X.	Executive Director Report	David Darm
XI.	Commissioner and Advisor Reports	Commissioners and Advisors
XII.	Public Comments	Public
XIII.	Commissioner and Advisor Closing Comments	Commissioners and Advisors
XIV.	Adjournment	Chairman Stevens
	Next Meeting: March 15, 2023 – Tallahassee, FL	

When operating under Florida's Government in the Sunshine Law, the Florida Supreme Court recognizes the importance of public participation in open meetings. The Commission provides that right of access at each public meeting and adheres to Chapter 286.011, Florida Statutes. This meeting will be recorded and a summary of the discussion will be published at a future date.

Members of the public interested in speaking during the "Public Comments" segments are encouraged to complete the attached public comment card and return to David Darm prior to the meeting date at: [David.Darm@dot.state.fl.us](mailto:David.Darm@dot.state.fl.us). The chairman will call on each speaker in the order public comment cards are received. Public comments are limited to five (5) minutes per speaker.

In accordance with the Americans with Disabilities Act (ADA), and Chapter 286.26, Florida Statutes, persons in need of special accommodation to participate in the meeting (including an agenda) shall email David Darm or contact our office listed below, at least 48 hours before the meeting:

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

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

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

**MEETING DATE:** December 15, 2022

**AGENDA ITEM:**

IV and XII. Public Comments

**BACKGROUND INFORMATION:**

When operating under Florida's Government in the Sunshine Law, the Florida Supreme Court recognizes the importance of public participation in open meetings. The Commission provides that right of access at each public meeting and adheres to Chapter 286.011, Florida Statutes.

The Commission facilitates two "Public Comments" segments on its agenda. For participants interested in providing public comments, the Commission requests speakers complete the attached public comment form and return to David Darm prior to the meeting date at [David.Darm@dot.state.fl.us](mailto:David.Darm@dot.state.fl.us). The chairman will call on speakers in the order public comment cards are received.

Participants planning to speak during the first public comments segment (Item IV) of the agenda must direct their remarks to agenda items only. The Commission welcomes input on any topic during the second public comments segment (Item XII) of the agenda. Pursuant to Commission Rule 41-2.018, F.A.C., all speakers are limited to five minutes per public comment.

**ATTACHMENT:**

Public Comment Form



Commission for the Transportation  
Disadvantaged  
**PUBLIC COMMENT FORM**

## Instructions:

1. Complete comment form, including your address. PLEASE TYPE OR PRINT
2. Email comment card to [David.Darm@dot.state.fl.us](mailto:David.Darm@dot.state.fl.us) or provide at Commission Business Meeting
3. The chairman will call on speakers in the order comment cards are received. Please indicate below whether you plan on participating via webinar or conference call.
4. Comments must be limited to five (5) minutes per speaker.

How will you be participating in this meeting? Webinar\_\_\_\_\_Conference Call\_\_\_\_\_

Name\_\_\_\_\_

E-Mail\_\_\_\_\_

Phone\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_

Zip Code\_\_\_\_\_ County\_\_\_\_\_

Representing\_\_\_\_\_

Subject\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Support\_\_\_\_\_ Oppose\_\_\_\_\_ Neutral\_\_\_\_\_

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

**MEETING DATE:** December 15, 2022

**AGENDA ITEM:**

V. Approval of Minutes – August 29, 2022

**BACKGROUND INFORMATION:**

The Commission held its business meeting in Orlando on August 29, 2022.

**ATTACHMENTS:**

Minutes of the August 29, 2022 Commission Business Meeting

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Approve Minutes from the previous Commission Business Meeting.

# MEETING SUMMARY

## Commission for the Transportation Disadvantaged Commission Business Meeting

Renaissance Orlando at SeaWorld  
6677 Sea Harbor Drive  
Orlando, FL 32821, US

August 29th, 2022  
2:00 PM

<i><b>Commissioners Present</b></i>	<i><b>Commissioners Absent</b></i>
Dr. Phillip Stevens, Chair	
Christinne Gray, Vice Chair- Virtual Appearance	
Renee Knight	
Lillian Barrios	
Don Elwell	
Dr. Robin Tellez- Virtual Appearance	

<i><b>Advisors Present</b></i>	<i><b>Advisors Absent</b></i>
Rachelle Munson, CTD General Counsel	Erica Floyd-Thomas, AHCA
Kent Carroll, APD	Dennis Latta, FDVA
	Liz Stutts, FDOT
	Krysta Carter, DOEA
	Diane Harris, DCF

### Call to Order

Chair Stevens called the meeting to order. Executive Director David Darm called the roll. A quorum was present.

### Pledge of Allegiance

Chair Stevens led the Pledge of Allegiance.

### Welcome and Introductions

Chair Stevens invited the Commissioners and Advisors to introduce themselves. He informed participants that the meeting was being recorded and all feedback received, including comments within the webinar chat box, will be reflected in the meeting minutes.

### Public Comments

No public comments were received.

### **Presentation by the Central Florida Regional Transportation Authority (LYNX)**

Norm Hickling, Director of Mobility Services with LYNX, presented a few highlights as far as opportunities and challenges. He reported that the Pre-Covid trip demand was currently at 80%. The first seven months of this year, 300,000 trips were provided, stating that TD and ADA trips were 6% higher than the same time last year. Employment and medical centers are opening back up and everyone is getting comfortable with participating in the services again. Medical and dialysis services continue to be the number one trip demand request.

One of the challenges presented is a request for a new service provider, in a few short months a decision will be made on who the new service provider will be. Funding impacts continue to be a concern. Norm Hickling asked that the Commissioners look and discuss this issue for the future. No vehicles can be purchased from the State of Florida due to the supply chain issues, getting additional vehicles will be a big help.

Mr. Hickling stated that there are 14 agencies who are under contract, many of them are concerned about how they are going to maintain the vehicles that they have because they are unable to get parts, and they can't get warranty work done quickly. Operator and staff issues continue to make recruiting process tough. New phone systems are being considered to help improve the customers' experience, including text messages going out and returning the customers phone calls. In addition, updating the map systems so it is easier to get around central Florida, and updating the scheduling and reservation system.

Chairman Stevens asked for any comments. No comments were received.

### **Approval of June 24, 2022, Meeting Minutes**

**ACTION TAKEN:** Commissioner Elwell moved, and Commissioner Knight seconded the motion, to approve the meeting minutes as presented. the motion carried unanimously.

### **Review and Approval of the FY22-23 Annual Regulatory Plan**

General Counsel Rachelle Munson expressed that every year the Commission is required to submit their rule making goals for the next year. This report is the Annual Regulatory Plan. She explained that this is just a guide and there are no specific rules currently.

Ms. Munson stated that the Annual Regulatory Plan is not prohibited nor restricted in any manner if any rule making this Commission develops is made over the next year. This is an action item and will need a formal vote from the Commission.

Chairman Stevens asked for a motion to approve the Annual Regulatory Plan

**ACTION TAKEN:** Commissioner Knight moved, and Commissioner Barrios seconded the motion, to approve the Regulatory Plan as presented. the motion carried unanimously.

### **Executive Director Report**

David Darm recognized CTD Staff and the University of Florida for their hard work in planning and coordinating the CTD Annual Conference. He shared some highlights from the vision summit that took place in Stuart on May 23, 2022. He said much of the discussion focused on the workforce shortages and impacts of cost of living increases on the system. Stakeholders

expressed that has been hard to compete with other businesses like Amazon, FedEx and UPS, which offering higher wages. This is becoming an industry wide challenge. Stakeholders participating in the Vision Summit highlighted some strategies to help address this problem:

- Bonuses to entice people to stay at the job.
- Outreach efforts and recruiting young people.
- Redefining how people view public transportation as a career path vs. an entry level job.

Some challenges with the recommended strategies are young people failing drug tests, their inability to be flexible, and the challenges of working with difficult customers.

The TD Rate Model and funding challenges were also discussed at the Vision Summit. This included the impacts of the new funding formula within the Trip & Equipment Grant and the challenges with delivering services under the Medicaid program. Mr. Darm suggested that the Commission explore this as workshop discussion in the future.

Other topics discussed during the Vision Summit included the phenomenon of ridership for transit services continues to be low, while the demand for paratransit services is steadily rising. Some agencies are using Micro-Transit as an alternative model to address this challenge. Stakeholders representing planning agencies expressed interest in revisiting some of the requirements of the Planning Grant program and identifying updates that can be made to the manuals. Another big issue is “Quality vs. Equity”, which is a challenge across the state. We want to make sure we have a fair approach to the system and have more discussions in the future on this topic.

Mr. Darm also presented a snapshot of the budget. The revenues are projected at \$59.8 million, which represents a slight decrease than what was originally projected. The budget on the expenses side is slightly higher, however some of that is attributed to the Innovative Service Development Grant, which is being supported by the cash within the TD Trust Fund. The budget is monitored every quarter with any updates made as needed.

Chairman Stevens asked for any comments. No comments were received.

### **Public Comments**

No public comments were received.

### **Closing Remarks and Adjournment**

No Remarks or comments were received. Chair Stevens asked for a motion to adjourn.

**ACTION TAKEN:** Commissioner Tellez moved, and Commissioner Elwell seconded the motion, to adjourn the meeting. The motion carried unanimously.

*Minutes compiled by Brooke Haire.*

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



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

**MEETING DATE:** December 15, 2022

**AGENDA ITEM:**

VI. Approval of 2023 Commission Meeting Schedule

**BACKGROUND:**

The Commission is required to meet at least on a quarterly basis (s. 427.012(4), F.S.). The attached schedule provides the proposed dates for Commission business meetings and other events for 2023. All proposed dates and locations are tentative and subject to change at the discretion of the Commission Chairperson.

**ATTACHMENTS:**

2022 Meeting/Event Schedule

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Discuss and approve the 2023 Meeting/Event Schedule.

## Commission for the Transportation Disadvantaged 2023 Meeting/Event Schedule

<i>Date</i>	<i>Event</i>
March 15, 2023	Business Meeting Tallahassee
March 16, 2023	Public Transportation & Transportation Disadvantaged Legislative Awareness Day
May 25, 2023	Business Meeting Location TBD
August 28, 2023	Business Meeting Renaissance at SeaWorld Orlando, FL
August 29 – 30, 2023	Annual TD Conference Renaissance at SeaWorld Orlando, FL
December 14, 2023	Business Meeting Virtual

\*All dates are tentative

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

**MEETING DATE:** December 15, 2022

**AGENDA ITEM:**

VII. Community Transportation Coordinator Designation – Leon County

**BACKGROUND INFORMATION:**

Chapter 427, Florida Statutes, tasks the Designated Official Planning Agency (DOPA) with recommending to the Commission a single Community Transportation Coordinator (CTC). Apalachee Regional Planning Council is the DOPA for Leon County. The City of Tallahassee/StarMetro is currently the appointed CTC for Leon County and is providing TD services to the citizens of Leon County.

Pursuant to Chapter 287, Florida Statutes, the City of Tallahassee/StarMetro, as a governmental entity, is able and willing to continue to provide transportation services. As a transit agency, the City of Tallahassee/StarMetro has been able to capitalize on opportunities to develop shuttle services and utilize all resources including their fixed route services in addition to traditional paratransit services to provide cost effective transportation to those who are transportation disadvantaged.

Apalachee Regional Planning Council met on March 24, 2022 and voted to recommend the City of Tallahassee/StarMetro be re-appointed as the Community Transportation Coordinator for Leon County for the period July 1, 2022, through June 30, 2027.

**ATTACHMENTS:**

- Tallahassee City Commission Minutes, June 22, 2022, Item 9.04 (Consent Agenda Item), expressing interest in continuing as the CTC
- Apalachee Regional Planning Council Letter
- Apalachee Regional Planning Council Resolution # 2022-4

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Approve Apalachee Regional Planning Council's recommendation and designate the City of Tallahassee/StarMetro as the Community Transportation Coordinator for Leon County for the period beginning July 1, 2022, to June 30, 2027.



## **Wednesday, June 22, 2022 City Commission Meeting**

**CITY COMMISSION MEETING  
3:00 P.M.  
City Hall, 2nd Floor  
City Commission Chambers**

**Citizens wishing to provide input on the June 22, 2022 City Commission meeting agenda may:**

- 1. Provide comments in person at the meeting; or**
- 2. Provide comments during the meeting via video conference; register before 9pm on June 21, 2022 at [www.talgov.com/citizeninput](http://www.talgov.com/citizeninput).**

**For those choosing to attend in person, capacity is limited to allow adequate room for physical distancing.**

**More details about these options are available at [www.Talgov.com/CitizenInput](http://www.Talgov.com/CitizenInput). Anyone needing assistance should contact the City Treasurer-Clerk's Office by calling 850-891-8130.**

**Watch the commission meeting LIVE through: WCOT Channel 13, [Talgov.com](http://Talgov.com) Homepage, [CityofTLH](#) Facebook, [CityofTLH](#) Twitter**

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### **1. CALL TO ORDER**

1.01 This is the portion of the meeting where the call to order takes place. There is no written content.

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### **2. INVOCATION**

2.01 This is the portion of the meeting where the invocation takes place. The public may participate if they wish. There is no written content.

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### **3. PLEDGE OF ALLEGIANCE**

3.01 This is the portion of the meeting where the pledge of allegiance takes place. There is no written content.

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### **4. AGENDA MODIFICATION**

4.01 Modifications

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### **5. PRESENTATIONS**

5.01 This is the portion of the meeting where presentations take place. There are no presentations listed for this meeting. Presentations are routinely listed for the first meeting of each month.

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### **6. ANNOUNCEMENTS**

6.01 This is the portion of the meeting for announcements. There are no announcements for this meeting.

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### **7. CITIZEN INPUT ON AGENDA ITEMS**

7.01 Citizen input on agenda items

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### **8. APPEARANCES BY CITY COMMISSION APPOINTED BOARDS AND COMMITTEES, AND OTHER GOVERNMENTS**

8.01 This is the portion of the meeting where appearances by City Commission appointed boards and committees, and other governments take place. There is no written content.

## **9. CONSENT**

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9.01 Approval to Negotiate and Execute Signatory Airline-Airport Use and Lease Agreements with American Airlines, Delta Air Lines, FedEx and Execute a Non-Signatory Agreement with Silver Airways for Tallahassee International Airport -- David Pollard, Aviation

9.02 (PULLED FROM CONSENT AND RENUMBERED AS 10.01) Acceptance of Florida Department of Juvenile Justice Contract in Support of the TEMPO Program -- Kimball Thomas, Housing & Community Resilience

9.03 Acceptance of a \$2,500 donation from Gayla Parks State Farm for the City's Neighborhood Awards Program -- Ashley Edwards, Parks, Recreation and Neighborhood Affairs

9.04 Approval of StarMetro to Continue as the Community Transportation Coordinator for Leon County -- Angela Baldwin, StarMetro

9.05 Approve two Resolutions and authorize the transfer of real estate and real property rights from the City of Tallahassee to the Florida Department of Transportation (FDOT) for improvements associated with N. Meridian Road (S.R. 155) -- Steve Shafer, Underground Utilities & Public Infrastructure

9.06 Approval of Resolution No. 22-R-20 Authorizing Issuance of Not Exceeding \$62,500,000 City of Tallahassee, Florida Taxable Energy System Refunding Revenue Bonds, Series 2022 -- James O. Cooke, IV, City Treasurer-Clerk

9.07 Approval of Minutes -- James O. Cooke, IV, City Treasurer-Clerk

## **10. ITEMS PULLED FROM CONSENT**

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10.01 (PREVIOUSLY ITEM 9.02) Acceptance of Florida Department of Juvenile Justice Contract in Support of the TEMPO Program -- Kimball Thomas, Housing & Community Resilience

## **11. CITY COMMISSION**

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11.01 This portion of the meeting is set aside for the elected body to bring forward items to be acted upon. There are no City Commission items listed for this meeting.

## **12. INTRODUCTION OF ORDINANCES**

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12.01 Introduction of Ordinance No. 22-O-19, the Voluntary Annexation Petition for Parcel ID: 11-11-20-630-000-0, Centerville Road, South of I-10 -- Robert Wigen, Resource Management

## **13. POLICY FORMATION AND DIRECTION**

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13.01 Approval to Rename the Capital City Amphitheater and Suwannee Street in Honor of Julian "Cannonball" and Nathaniel "Nat" Adderley -- Ashley Edwards, Parks, Recreation & Neighborhood Affairs and Steve Shafer, Underground Utilities & Public Infrastructure

13.02 Authorize the City Manager, or Designee, to negotiate and execute the necessary agreements with Burrell Aviation Tallahassee, LLC and Flightline Development Corporation, Inc. for the lease and development of airport property and facilities at the Tallahassee International Airport -- David Pollard, Aviation

13.03 Approval to negotiate and execute agreements with Project Alpha stakeholders for the lease and development of Airport property to accommodate Project Alpha -- David Pollard, Aviation

13.04 Request to Support the State of Florida Becoming a Member of the Southern Rail Commission -- Thomas Whitley, Strategic Innovation

13.05 Approve recommendation of award for construction of the Pinewood Drive, Delta Office Park Stormwater Outfall to Talcon Group LLC (IFB 033-22-RM) -- Steve Shafer, Underground Utilities & Public Infrastructure

## **14. BREAK**

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14.01 This is the portion of the meeting where a break takes place prior to the public hearings. There is no written content.

## **15. 6:00 P.M. PUBLIC HEARINGS**

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15.01 Adoption of Resolution 22-R-19 Approving the City's Local Housing Assistance Plan for 2022-2025 -- Kimball Thomas, Housing & Community Resilience

15.02 First and Only Public Hearing on the Adoption of the 2022-2023 HUD Annual Action Plan -- Kimball Thomas, Housing & Community Resilience

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**16. UNAGENDAED BUSINESS / SPEAKERS**

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16.01 This is the portion of the meeting for unagendaed business/speakers. There is no written content.

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**17. CITY COMMISSION INFORMATION AND SHARING OF IDEAS**

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17.01 This is the portion of the meeting for City Commission information and sharing of ideas. There is no written content.



## **Agenda Item Details**

Meeting	Jun 22, 2022 - City Commission Meeting
Category	9. CONSENT
Subject	9.04 Approval of StarMetro to Continue as the Community Transportation Coordinator for Leon County -- Angela Baldwin, StarMetro
Type	Action (Consent)
Fiscal Impact	No
Recommended Action	Option 1: Approve StarMetro to continue as the Community Transportation Coordinator for Leon County, and authorize the City Manager or his designee to execute all agreements as appropriate.
Goals	Impact on Poverty Quality of Life

For more information, please contact: Angela Baldwin, StarMetro, 891-5196

## ***Statement of Issue***

Chapter 427.11 Florida Statutes and Rule 41-2 Florida Administrative Code, require that all Florida counties provide transportation services for those considered transportation disadvantaged through physical, mental or economic circumstances. A Community Transportation Coordinator (CTC) in each county administers these services. In January 2002, the City Commission approved StarMetro to be recommended to the Metropolitan Planning Organization (MPO) as the Leon County Community Transportation Coordinator. The approval was based on continued funding of this program to minimize the fiscal and operating impact to the City of Tallahassee. The current Memorandum of Agreement for Leon County with the Commission for the Transportation Disadvantaged expires on June 30, 2022.

## ***Recommended Action***

Option 1: Approve StarMetro to continue as the Community Transportation Coordinator for Leon County, and authorize the City Manager or his designee to execute all agreements as appropriate.

## ***Fiscal Impact***

No fiscal impact to the City. Costs associated with the operation of these services are covered by the agencies purchasing transportation, through state funding for transportation services in the rural area and matching funds provided by Leon County.

## **Supplemental Material/Issue Analysis**

### ***History/Facts & Issues***

Chapter 427.11 Florida Statutes and Rule 41-2 Florida Administrative Code, require that all Florida counties provide services for the transportation disadvantaged. Florida residents are considered transportation disadvantaged if they are physically, mentally, or economically unable to provide their own transportation. The Florida Commission for the Transportation Disadvantaged oversees the disbursement of funds and operation of Transportation Disadvantaged Programs in each county.

Transportation disadvantaged trips in Leon county are funded through various sources including the Commission for Transportation Disadvantaged Trip and Equipment grant, Florida Department of Transportation Section 5311 Rural Transportation grant, and the Agency for Persons with Disabilities. In Leon County, there were 76,718 para-transit trips and 6,528 fixed-route trips made under the coordinated system during the last reporting period (July 2020 - June 2021).

The Memorandum of Agreement with the Commission for the Transportation Disadvantaged expires on June 30, 2022. A new Community Transportation Coordinator must be selected and in place, at the time the contract expires.

The process for selecting a Community Transportation Coordinator is as follows:

- The Apalachee Regional Planning Council addressed the topic and adopted a resolution at their January 27, 2022, meeting, recommending the City of Tallahassee as the designated Community Transportation Coordinator for Leon County.
- The Transportation Disadvantaged Local Coordinating Board discussed the topic and recommended the City of Tallahassee as the designated Community Transportation Coordinator for Leon County at their February 9, 2022, meeting.
- The Apalachee Regional Planning Council submitted the recommendations to the Florida Commission for the Transportation Disadvantaged.
- The Commission for the Transportation Disadvantaged discussed the recommendations and designated the Community Transportation Coordinator at their February 15, 2022, quarterly business meeting.

Upon final approval, the Commission for the Transportation Disadvantaged will enter into a five-year Memorandum of Agreement with StarMetro.

There are numerous benefits to StarMetro continuing as the Community Transportation Coordinator:

- Funding through the Transportation Disadvantaged Program is used to address staffing levels mandated by the ADA guidelines for StarMetro at no cost to the City.
- Increased trips through the coordinated system bus pass programs provide additional federal funding for StarMetro.
- Centralization of all transportation services into one location is better coordination of resources for the citizens of our community.
- Current providers under contract within the service area would continue.

The annualized cost for staffing and operation of the TD program for FY21 is \$628,731. Currently, an average weighted administrative fee of \$6.18 per paratransit trip is being charged for the coordination of the program. Costs associated with the operations of these services are covered by the agencies purchasing transportation, through state funding for transportation services in the rural area and matching funds provided by Leon County.

### ***Department(s) Review***

City Attorney's Office, Resource Management, and Grants & Enterprise Resources

### ***Options***

1. Approve StarMetro to continue as the Community Transportation Coordinator for Leon County, and authorize the City Manager or his designee to execute all agreements as appropriate.

Pros: Allows the City to take advantage of funding, which provides alternative mobility options for transportation disadvantaged citizens in the City of Tallahassee who otherwise do not qualify for Dial-A-Ride services.

Cons: StarMetro would be responsible for overseeing paratransit transportation services provided to Leon County residents.

2. Do not approve and provide alternative direction to staff.

Pros: None could be identified

Cons: Result in transportation disadvantaged citizens in Leon County being denied transportation.



*Attachments/References*

None



# APALACHEE REGIONAL PLANNING COUNCIL

Local Partnerships. Regional Impact.

November 3, 2022

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

## Leon County Community Transportation Coordinator Recommendation

Dear Mr. Darm,

The Apalachee Regional Planning Council adopted the enclosed resolution recommending that Star Metro, continue serving as the Leon County Community Transportation Disadvantaged Coordinator and be designated by the Florida Commission for the Transportation Disadvantaged (CTD). This resolution was adopted amid ongoing financial negotiations between the City of Tallahassee (Star Metro) and Leon County governments. The discussions delayed the process and required an extension to the original contract agreement. At this time all negotiations have ended, and Star Metro/City of Tallahassee remains committed to being the CTC for Leon County. This recommendation would have an effective date of January 1, 2023, through June 30, 2027. Minutes of the Council's meeting will be forwarded to you as soon as they are prepared. Star Metro is currently the designated CTC for Leon County. The current contract, with extensions, will expire December 31, 2022.

The Council did not issue a competitive process for the community transportation coordinator for Leon County. As a governmental entity interested in continuing to serve as the CTC, staff assessed the qualifications and determined that Star Metro/City of Tallahassee compiled with the requirements of Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code. The staff recommendation to the ARPC Board was that Star Metro/City of Tallahassee, continues as the Leon County Community Transportation Coordinator. The ARPC Board adopted staff's recommendation by resolution.

The Council respectfully requests that this item be placed on the next CTD meeting agenda, tentatively scheduled in December (date tba) for designation of the Leon County CTC.

If you have any questions or need any additional information, please do not hesitate to contact Kwentin Eastberg, ARPC Deputy Director and TD Program Coordinator.

Sincerely,

Chris Rietow  
Executive Director

cc: Leon County Transportation Disadvantaged Coordinating Board

Attachments: Adopted Resolution, and Support Documents



# APALACHEE REGIONAL PLANNING COUNCIL

Local Partnerships. Regional Impact.

## RESOLUTION NO. 2022 – 4

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

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

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

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

**WHEREAS**, the existing Memorandum of Agreement between the Florida Commission for the Transportation Disadvantaged and the current Community Transportation Coordinator expires on June 30, 2022; and

**WHEREAS**, City of Tallahassee – Star Metro, has proven itself to be a highly effective Community Transportation Coordinator for the past five years; and

**WHEREAS**, City of Tallahassee – Star Metro, is knowledgeable of the available resources, demands, and needs of the transportation disadvantaged; and

**NOW THEREFORE BE IT RESOLVED** that the Apalachee Regional Planning Council recommends to the Florida Commission for the Transportation Disadvantaged that Star Metro, be retained as the Community Transportation Coordinator in Leon County for a five-year period beginning July 1, 2022, through June 30, 2027.

*Duly adopted by the Apalachee Regional Planning Council Board  
on this 24<sup>th</sup> day of March 2022.*

SIGNED:

  
Kristin Dozier, Chair

ATTEST:

  
Chris Rietow, Executive Director

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

**MEETING DATE:** December 15, 2022

**AGENDA ITEM:**

VII. Community Transportation Coordinator Designation – Jackson County

**BACKGROUND INFORMATION:**

Chapter 427, Florida Statutes, tasks the Designated Official Planning Agency (DOPA) with recommending to the Commission a single Community Transportation Coordinator (CTC). Apalachee Regional Planning Council (ARPC) is the DOPA for Jackson County. Jackson County Transportation, d.b.a. J-Trans is currently the appointed CTC for Jackson County and is providing TD services to the citizens of Jackson County.

The planning agency began the procurement process with the issuance of the Request for Interest and Qualifications on November 4, 2022. J-Trans was the only proposal received. The proposal was reviewed by staff and found to be fully responsive to request.

At its November 22, 2022, board meeting, the Apalachee Regional Planning Council Board approved staff's recommendation for J-Trans to continue as the designated CTC for Jackson County. This designation shall be effective July 1, 2022, through June 30, 2027.

**ATTACHMENTS:**

- Apalachee Regional Planning Council Transmittal Letter, December 5, 2022
- Apalachee Regional Planning Council Resolution #2022 - 11

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Approve the Apalachee Regional Planning Council's recommendation and designate J-Trans as the Community Transportation Coordinator for Jackson County for the period beginning July 1, 2023, to June 30, 2027.



# APALACHEE REGIONAL PLANNING COUNCIL

Local Partnerships. Regional Impact.

December 5, 2022

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

**Re: Jackson County Community Transportation Coordinator Recommendation**

Dear Mr. Darm:

The Apalachee Regional Planning Council (ARPC) adopted the enclosed resolution recommending that Jackson County Transportation, Inc., d.b.a JTrans, continue serving as the Jackson County Community Transportation Disadvantaged Coordinator and be designated by the FL Commission for the Transportation Disadvantaged (CTD) effective July 1, 2023, for a five-year appointment. Minutes of the ARPC meeting will be forwarded to you as soon as they are prepared. Jackson County Transportation, Inc., d.b.a JTrans, is currently the designated CTC for Jackson County. The current contract will expire June 30, 2023.

The ARPC issued a request for interest and qualifications (RFQ) on November 4, 2022, through legal ads in the Florida Administrative Register and the local newspaper. Announcements for RFQ's were also distributed through the CTD email list serve and published on the ARPC website. Letters of Interest and Qualifications were due November 18, 2022. The ARPC received one response, Jackson County Transportation, Inc., d.b.a JTrans. After a review by the ARPC staff, it was determined that the applicant had the experience, qualifications, integrity, and reliability to continue performing as the CTC. ARPC staff determined that the proposal complied with the requirements of Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code. The ARPC staff recommendation to the ARPC was that Jackson County Transportation, Inc., d.b.a JTrans should continue as the Jackson County Community Transportation Coordinator. The ARPC adopted the ARPC staff review committee's recommendation by resolution.

The ARPC respectfully requests that this item be placed on the December 15, 2022 CTD meeting agenda for designation of the Jackson County CTC.

If you have any questions or need any additional information, please do not hesitate to contact Kwentin Eastberg, ARPC TD Program Coordinator at the number listed below.

Sincerely,

Chris Rietow  
Executive Director

cc: Jackson County Transportation Disadvantaged Coordinating Board

Attachments: Adopted Resolution, and Support Documents





# APALACHEE REGIONAL PLANNING COUNCIL

Local Partnerships. Regional Impact.

## RESOLUTION NO. 2022 – 11

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

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

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

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

**WHEREAS**, the existing Memorandum of Agreement between the Florida Commission for the Transportation Disadvantaged and the current Community Transportation Coordinator expires on June 30, 2023; and

**WHEREAS**, Jackson County Transportation, Inc., d.b.a JTrans has proven itself to be a highly effective Community Transportation Coordinator for the past five years; and

**WHEREAS**, Jackson County Transportation, Inc., d.b.a JTrans is knowledgeable of the available resources, demands, and needs of the transportation disadvantaged; and

**NOW THEREFORE BE IT RESOLVED** that the Apalachee Regional Planning Council recommends to the Florida Commission for the Transportation Disadvantaged that Jackson County Transportation, Inc., d.b.a JTrans be retained as the Community Transportation Coordinator in Jackson County for a five-year period beginning July 1, 2023, through June 30, 2028.

***Duly adopted by the Apalachee Regional Planning Council Board  
on this 22<sup>nd</sup> day of November 2022.***

SIGNED:

  
Kristin Dozier, Chair

ATTEST:

  
Chris Rietow, Executive Director

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

**MEETING DATE:** December 15, 2022

**AGENDA ITEM:**

VII. Community Transportation Coordinator Designation – Jefferson County

**BACKGROUND INFORMATION:**

Chapter 427, Florida Statutes, tasks the Designated Official Planning Agency (DOPA) with recommending to the Commission a single Community Transportation Coordinator (CTC). Apalachee Regional Planning Council (ARPC) is the DOPA for Jefferson County. Big Bend Transit, Inc., currently the appointed CTC for Jefferson County and is providing TD services to the citizens of Jefferson County.

The planning agency began the procurement process with the issuance of the Request for Interest and Qualifications on November 4, 2022. Big Bend Transit was the only proposal received. The proposal was reviewed by staff and found to be fully responsive to request.

At its November 22, 2022, board meeting, the Apalachee Regional Planning Council Board approved staff's recommendation for Big Bend Transit to continue as the designated CTC for Jefferson County. This designation shall be effective July 1, 2022, through June 30, 2027.

**ATTACHMENTS:**

- Apalachee Regional Planning Council Transmittal Letter, December 5, 2022
- Apalachee Regional Planning Council Resolution #2022 - 12

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Approve the Apalachee Regional Planning Council's recommendation and designate Big Bend Transit as the Community Transportation Coordinator for Jefferson County for the period beginning July 1, 2023, to June 30, 2027.



# APALACHEE REGIONAL PLANNING COUNCIL

Local Partnerships. Regional Impact.

December 5, 2022

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

**Re: Jefferson County Community Transportation Coordinator Recommendation**

Dear Mr. Darm:

The Apalachee Regional Planning Council (ARPC) adopted the enclosed resolution recommending that Big Bend Transit, Inc., continue serving as the Jefferson County Community Transportation Disadvantaged Coordinator and be designated by the FL Commission for the Transportation Disadvantaged (CTD) effective July 1, 2023, for a five-year appointment. Minutes of the ARPC meeting will be forwarded to you as soon as they are prepared. Big Bend Transit, Inc., is currently the designated CTC for Jefferson County. The current contract will expire June 30, 2023.

The ARPC issued a request for interest and qualifications (RFQ) on November 4, 2022, through legal ads in the Florida Administrative Register and the local newspaper. Announcements for RFQ's were also distributed through the CTD email list serve and published on the ARPC website. Letters of Interest and Qualifications were due November 18, 2022. The ARPC received one response, Big Bend Transit, Inc. After a review by the ARPC staff, it was determined that the applicant had the experience, qualifications, integrity, and reliability to continue performing as the CTC. ARPC staff determined that the proposal complied with the requirements of Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code. The ARPC staff recommendation to the ARPC was that Big Bend Transit, Inc., should continue as the Jefferson County Community Transportation Coordinator. The ARPC adopted the ARPC staff review committee's recommendation by resolution.

The ARPC respectfully requests that this item be placed on the December 15, 2022 CTD meeting agenda for designation of the Jefferson County CTC.

If you have any questions or need any additional information, please do not hesitate to contact Kwentin Eastberg, ARPC TD Program Coordinator at the number listed below.

Sincerely,

Chris Rietow  
Executive Director

cc: Jefferson County Transportation Disadvantaged Coordinating Board

Attachments: Adopted Resolution, and Support Documents





# APALACHEE REGIONAL PLANNING COUNCIL

Local Partnerships. Regional Impact.

## RESOLUTION NO. 2022 – 12

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

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

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

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

**WHEREAS**, the existing Memorandum of Agreement between the Florida Commission for the Transportation Disadvantaged and the current Community Transportation Coordinator expires on June 30, 2023; and

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

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

**NOW THEREFORE BE IT RESOLVED** that the Apalachee Regional Planning Council recommends to the Florida Commission for the Transportation Disadvantaged that Big Bend Transit, Inc., be retained as the Community Transportation Coordinator in Jefferson County for a five-year period beginning July 1, 2023, through June 30, 2028.

*Duly adopted by the Apalachee Regional Planning Council Board  
on this 22<sup>nd</sup> day of November 2022.*

SIGNED:

  
Kristin Dozier, Chair

ATTEST:

  
Chris Rietow, Executive Director

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

**MEETING DATE:** December 15, 2022

**AGENDA ITEM:**

VIII 2022 Annual Performance Report

**BACKGROUND:**

Pursuant to s. 427.013(13), F.S., the Commission is required to submit an annual report to the Governor, the President of the Senate, and the Speaker of the House of Representatives by January 1 of each year. The report consists of performance data on services delivered by the Coordinated Transportation System from the previous state fiscal year (July 1, 2021 through June 30, 2022).

The DRAFT 2022 Annual Performance Report (APR) is being presented for discussion and approval at the December 15, 2022 Commission Business Meeting. The APR includes two sets of data: 1) a **macro-level, systemwide** overview of the services provided by the Coordinated System in FY 2021-22, captured in the Annual Operating Reports submitted by CTCs; and 2) a **micro-level, programmatic** overview of services funded by the CTD Trip & Equipment (T&E) Grant program in FY 2021-22, captured by the invoice data submitted by CTCs to be reimbursed under the grant.

Due to the time required to compile, review and analyze all data for publication of this report, the DRAFT version does not include all datasets and tables that will be represented in the final version. The Commission contracted with Thomas Howell Ferguson (THF) to assist in conducting the analysis of performance data within this year's APR, with a particular focus on the T&E Grant invoice data.

The DRAFT report can be accessed at: [Florida Commission for the Transportation Disadvantaged - Home \(fdot.gov\)](https://www.fdot.gov/transportation-disadvantaged). David Darm, Commission Executive Director, and Jeff Barbacci and Casey Perkins, representing THF, will provide an overview of the report's content.

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

The Commission should discuss and approve the content of the 2022 Annual Performance Report, providing Commission staff authority to edit and make technical changes prior to its final submittal to the Governor and Legislature on January 1, 2023.

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

**MEETING DATE:** December 15, 2022

**AGENDA ITEM:**

IX. Legislative Budget Requests for Fiscal Year 2023-24

**BACKGROUND:**

Each year, the Florida Department of Transportation (FDOT) submits a Legislative Budget Request (LBR) for the Governor and Legislature to consider as part of the General Appropriations Act for the upcoming fiscal year. The Commission's budget is administratively housed within FDOT and is included as part of the Department's LBR.

For Fiscal Year 2023-24, the Commission is requesting \$10 million in additional budget authority for its grant programs:

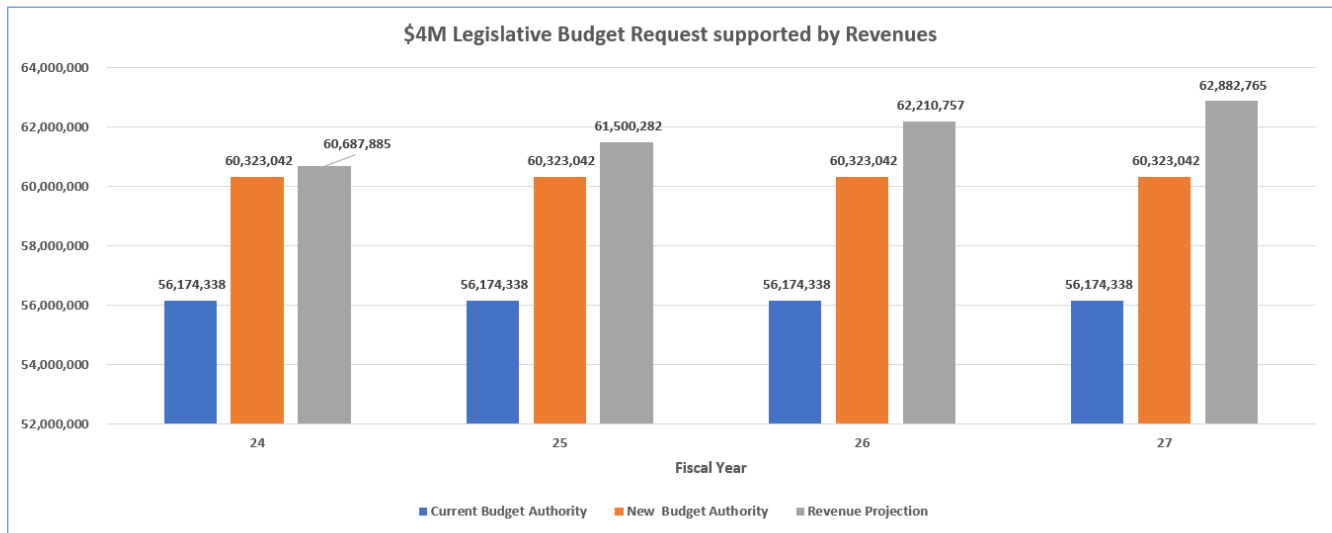
- **\$4 million in recurring (year-over-year) revenue.** This request is supported by projected revenues to the Transportation Disadvantaged Trust Fund (TDTF) and (if approved) much of the funding would be distributed to all 67 counties through the Trip & Equipment Grant funding formula. The intent of this request is to provide support to existing TD services and adjust for the rise in costs of providing services under the current economic conditions. See Exhibit A
- **\$6 million in non-recurring (one fiscal year) revenue to the Innovative Service Development (ISD) Grant.** This request is supported by unexpended funds within the TDTF and represents a \$2 million increase to the \$4 million that was appropriated in 2022-23. The intent of this request is to support competitive grant projects that test for new and innovative services, including greater cross-county mobility options to the TD population. See Exhibit B

In addition, the Commission is requesting \$148,704 in additional administrative budget to create a new full-time staff position, which (if approved) would assist the organization in performing data analytics, and to raise the salaries to retain a talented and skilled workforce.

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

For information purposes only.

## Exhibit A



## Exhibit B

### Cash Analysis FY2022-2023 Supporting 6M Legislative ISD Budget Request for FY23-24

Cash Receipts 11/22/2022	95,679,174
Revenue Projections 6/30/2023	12,567,465
<b>Total Cash &amp; Projections 6/30/2022</b>	<b>108,246,639</b>
Total Expenditures 6/30/2022	(74,242,099)
<b>Cash Balance 6/30/2023</b>	<b><u>34,004,540</u></b>

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

**MEETING DATE:** December 15, 2022

**AGENDA ITEM:**

X. Executive Director Report

David Darm will include the following updates in his Executive Director Report:

- NEW Invoice Template for Trip & Equipment Grant Program
- Annual Operating Report (AOR) Study
- Current Year (22-23) Innovative Service Development Grant Projects

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

For information purposes only.

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

**MEETING DATE:** December 15, 2022

**AGENDA ITEM:**

IV and XII. Public Comments

**BACKGROUND INFORMATION:**

When operating under Florida's Government in the Sunshine Law, the Florida Supreme Court recognizes the importance of public participation in open meetings. The Commission provides that right of access at each public meeting and adheres to Chapter 286.011, Florida Statutes.

The Commission facilitates two "Public Comments" segments on its agenda. For participants interested in providing public comments, the Commission requests speakers complete the attached public comment form and return to David Darm prior to the meeting date at [David.Darm@dot.state.fl.us](mailto:David.Darm@dot.state.fl.us). The chairman will call on speakers in the order public comment cards are received.

Participants planning to speak during the first public comments segment (Item IV) of the agenda must direct their remarks to agenda items only. The Commission welcomes input on any topic during the second public comments segment (Item XII) of the agenda. Pursuant to Commission Rule 41-2.018, F.A.C., all speakers are limited to five minutes per public comment.

**ATTACHMENT:**

Public Comment Form



Commission for the Transportation  
Disadvantaged  
**PUBLIC COMMENT FORM**

## Instructions:

1. Complete comment form, including your address. PLEASE TYPE OR PRINT
2. Email comment card to [David.Darm@dot.state.fl.us](mailto:David.Darm@dot.state.fl.us) or provide at Commission Business Meeting
3. The chairman will call on speakers in the order comment cards are received. Please indicate below whether you plan on participating via webinar or conference call.
4. Comments must be limited to five (5) minutes per speaker.

How will you be participating in this meeting? Webinar\_\_\_\_\_Conference Call\_\_\_\_\_

Name\_\_\_\_\_

E-Mail\_\_\_\_\_

Phone\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_

Zip Code\_\_\_\_\_ County\_\_\_\_\_

Representing\_\_\_\_\_

Subject\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Support\_\_\_\_\_ Oppose\_\_\_\_\_ Neutral\_\_\_\_\_