



FLAGLER COUNTY
TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD QUARTERLY
MEETING
MEETING AGENDA

Flagler County Government Services Building, 1769 East Moody Blvd., Building
2, Finance & Budget Conference Room, 3rd floor Bunnell, FL 32110
Zoom Meeting ID: 846 9180 9998
Call in # +1 786-635-1003 or +1
470-250-9358

Wednesday, February 14, 2024, at 10:00 a.m.

1. Welcome, Call to Order – Chair Sullivan
2. Presentation – NEFRC
3. Service Overview – Flagler County Public Transit
4. Public Comment
5. Additional Discussion
6. Adjournment – Chair Sullivan

County Government Services Building
1769 East Moody Blvd., Building 2, Finance & Budget Conference Room, 3rd floor
Bunnell, FL 32110

The Flagler County Transportation Disadvantaged Program

*Prepared by the
Northeast Florida
Regional Council*



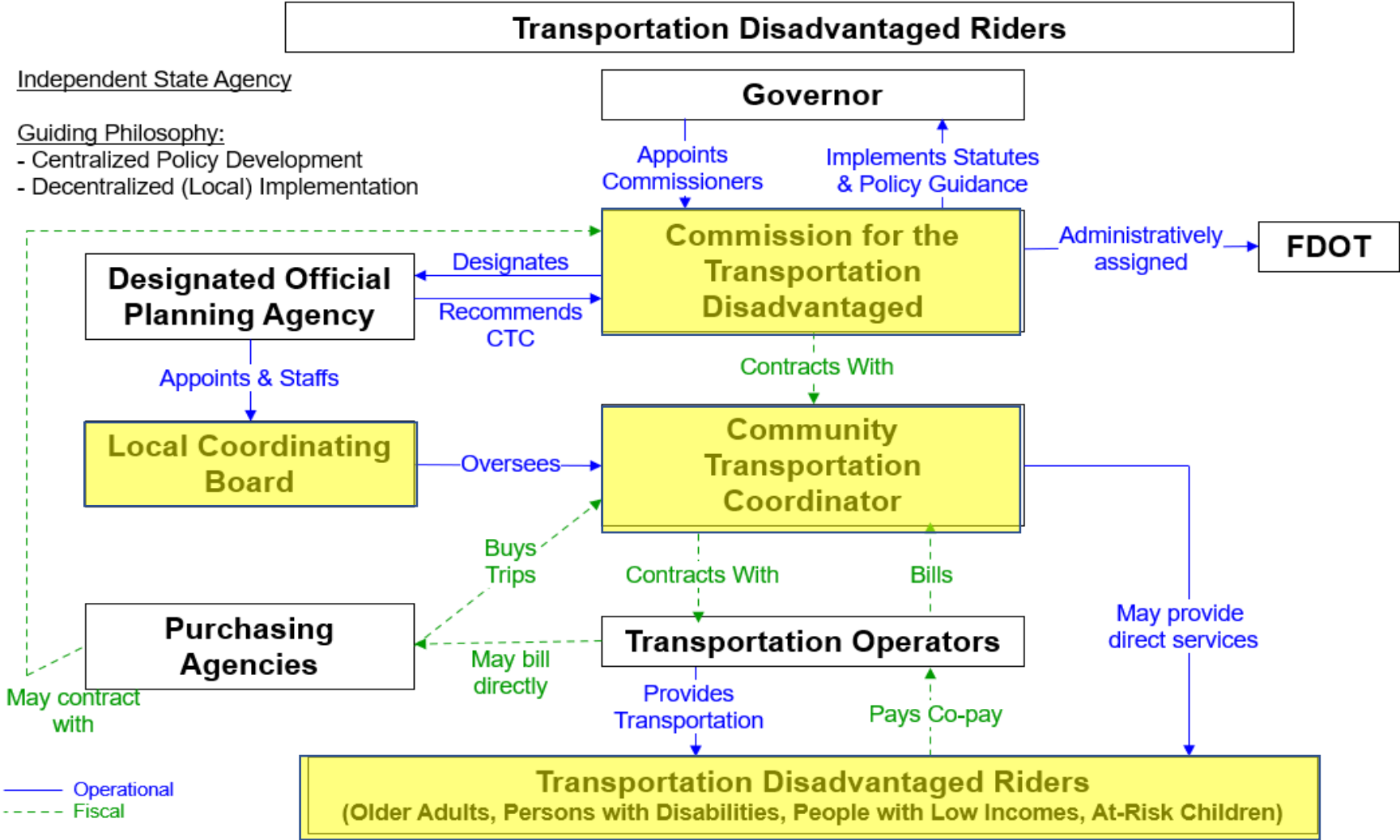
Key Definitions & Governing Statues of Program

Florida State Legislature created the Transportation Disadvantaged Commission (CTD) and Transportation Disadvantaged (TD) Trust Fund in 1989.

What is Transportation Disadvantaged?

- “Transportation disadvantaged” means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in s. 411.202. (F.S)”
427.011 (F.S)
- The Transportation Disadvantaged Program is a coordinated state-wide effort that groups riders together for a shared ride service. Transportation services are available in all 67 Florida counties for those who are eligible and have no access to transportation. Federal, State, and Local agencies join together to provide necessary transportation to medical appointments, employment, educational, and other life-sustaining services.
- [Florida State Statue 427.011-427.017](#)
- [Florida State Administrative Code 41-2](#)

Florida's Coordinated Transportation System Organizational Structure... At A Glance



➔

Where You Participate

Commission for the Transportation Disadvantaged (CTD)

The Commission for the Transportation Disadvantaged (CTD) oversees the coordination of TD services across Florida's 67 counties. The CTD is made up of a 7-member governor-appointed board, with 8 ex-officio members, representing purchasing agencies, and staff that monitors activity at a regional level.

Responsibilities

- Approves the designation of every CTC at least every five years.
- Administers the TD Trust Fund, including the awarding of grants.
- Reviews and approves Commission publications, including the Annual Performance Report.
- Develops/approves policies governing coordinated transportation (e.g., rules, procedures, etc.).
- Participates in professional development events, including an annual training workshop.
- Appoints and oversees Executive Director.

Designated Official Planning Agency (DOPA)

The Northeast Florida Regional Council has proudly served as the CTD designated official planning agency for Baker, Clay, Flagler, Nassau, St. Johns, and Putnam since 1994. The Council was made the designated planning agency for Duval county in 2021.

Responsibilities

- Assist the Community Transportation Coordinator and Local Coordinating Board in the implementation of local Transportation Disadvantaged program(s).
- Staffs Local Coordinating Board.
- Appoints members to Local Coordinating Board(s).
- Procures and recommends Community Transportation Coordinator.
- Coordinates and conducts transportation planning activities for its service area.

Local Coordinating Board (LCB)

The Commission for the Transportation Disadvantaged (CTD) outlines 17 suggested stakeholders from varied communities to form LCB voting membership. These representatives collectively advocate the needs of their communities at LCB meetings to create the local coordinated system.

LCB Community Representation

- | | |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| 1. Elected official
<i>*serves as chair of LCB</i> | 9. Disabled Community |
| 2. Florida Department of Transportation | 10. Citizen Advocates (2)
<i>*at least one is a TD rider</i> |
| 3. Florida Department of Children and Family Services | 11. Children at Risk |
| 4. Public Education Community | 12. Mass Transit Representative
<i>*except in cases where a CTC exists</i> |
| 5. Vocational Rehabilitation/Blind Services
<i>*in areas where they exist</i> | 13. Florida Department of Elder Affairs |
| 6. Veterans Services | 14. Private for-profit-transportation |
| 7. Florida Association for Community Action
<i>*representing the economically disadvantaged</i> | 15. Florida Agency for Healthcare Administration |
| 8. Elderly Community | 16. Medical Community |
| | 17. Workforce Development Board |

Local Coordinating Board (LCB) *Continued*

The LCB meets quarterly and provides guidance on local coordination of transportation services.

Responsibilities

- Assists in establishing eligibility guidelines and trip priorities.
- Assist with the development of the TD Service Plan.
- Evaluates the performance of CTC.
- Identifies and prioritizes local service needs.
- Appoints a grievance committee.
- Reviews and recommends other funding applications.
- Reviews strategies of service provision to the area.
- Evaluates local and regional transportation opportunities.

Community Transportation Coordinator (CTC)

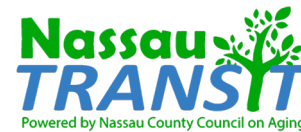
CTCs are contracted agencies that provide transportation to TD customers in designated service areas.

CTCs are funded by the CTD and must abide by their standards, including receiving guidance from an LCB.

CTC by County	
Baker	Baker Council on Aging
Clay	Jacksonville Transportation Authority <i>*MV Transportation (Contracted Operator)</i>
Duval	Jacksonville Transit Authority
Flagler	Flagler County Public Transit
Nassau	NassauTransit
Putnam	The Ride Solution
St. Johns	St. Johns Council on Aging

Responsibilities

- Coordinates transportation services for a county.
- Provides and/or contracts with transportation operators to deliver trips for TD customers.
- Determines TD eligibility and performs gatekeeping duties.
- Invoices purchasing agencies.
- Assists Local Coordinating Board in developing their Transportation Disadvantaged Service Plan.
- Submits annual operating report (AOR) data.



How To Ride With Flagler County Public Transit

The Flagler County Local Coordinating Board establishes eligibility to receive “non-sponsored” trips through Flagler County Public Transit .

Eligibility

- Potential riders must not be eligible for transportation services sponsored or provided by another program or agency as part of an agency’s eligible services.
- Potential riders must be a resident of Flagler County.
- Potential riders must have no access to their own method of personal transportation, or another household member, and are therefore transportation dependent on others.
- Potential riders must have a documented household income that does not exceed 150% of the federal poverty guidelines. Household income includes ALL income that an applicant receives prior to disbursement to any assisted living facility or care provider.



How To Ride With Flagler County Public Transit

Application Process

- Applications are available through Flagler County Public Transit's website.
- Applicants may be requested to submit documentation from a physician or other medical professional.
- An in-person, functional assessment may be requested by Flagler County Public Transit .



How To Ride With Flagler County Public Transit

The Flagler County Local Coordinating Board establishes TD trip prioritization for Flagler County Public Transit.

Trip Prioritization

1. Medical
2. Nutritional
3. Employment
4. Educational
4. Social Service Agency Trips
5. Shopping
6. Recreation or Other



How To Ride With Flagler County Public Transit

CTCs are contracted agencies that provide transportation to TD customers in designated service areas.

CTCs are funded by the CTD and must abide by their standards, including receiving guidance from an LCB.

Hours of Service

Hours of Operation:

Monday	5:00 am – 6:00 pm
Tuesday	5:00 am – 6:00 pm
Wednesday	5:00 am – 6:00 pm
Thursday	5:00 am – 6:00 pm
Friday	5:00 am – 6:00 pm
Saturday	8:00 am – 6:00 pm

**Dialysis-related transportation available on weekends and holidays*

Out-of-County Routes:

Jacksonville	Friday Only
Volusia County	Tuesday & Thursday
St. Augustine	Friday Only
Gainesville	Friday Only





**FLAGLER COUNTY
TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD (LCB) QUARTERLY MEETING**

MEETING AGENDA

Flagler County Government Services Building, 1769 East Moody Blvd., Building 2,
Finance & Budget Conference Room, 3rd floor Bunnell, Fl. 32110
Zoom Meeting ID: 846 9180 9998
Call in # +1 786-635-1003 or +1 470-250-9358

Wednesday, February 14, 2024, immediately following the Public Hearing
*Denotes Required Action Item

1. Welcome, Call to Order, Roll Call/Quorum Review – Chair Sullivan
2. Additions, Deletions, Changes to the Agenda – Chair Sullivan
3. Approval of November 8, 2023, Meeting Minutes – Chair Sullivan *
4. Election of Vice-Chair*
5. Grievance Committee Appointments*
6. Evaluation Committee Appointments*
7. Grievance Procedure Review*
8. LCB Membership – Review/Approval*
 - a. Current Membership Vacancies – LCB Volunteer Form
9. Northeast Florida Regional Council Update – Ms. Jones
 - a. Annual CTC Evaluation – Discussion of date/time for ride-along
10. Community Transportation Coordinator (CTC) System Update – Ms. Thomas
 - a. CTC Quarterly Update
 - b. Annual Operation Report*
 - c. Grants Update* (Approval if required)
11. Old Business
12. New Business
13. Public Comment – LIMITED TO 3 MINUTES PER SPEAKER
14. Member and Department Reports
15. Adjournment – Chair Sullivan

Next LCB Meeting: May 8, 2024, at 10:00 a.m.
Flagler County Government Services Building, 1769 East Moody Blvd., Building 2,
Finance & Budget Conference Room, 3rd floor Bunnell, Fl. 32110



**Flagler County Transportation Disadvantaged
Local Coordinating Board Quarterly Meeting**

Wednesday, November 8, 2023

Northeast Florida Regional Council
Elizabeth Payne, AICP
Chief Executive Officer

Flagler County Commission
Hon. David Sullivan, Chair

Florida Transportation
Disadvantaged Commission
Dr. Phillip Stevens, Chair

MINUTES

*Denotes Required Action Item

1. Welcome, Call to Order, Roll Call/Quorum Review

A quarterly meeting of the Flagler County Transportation Disadvantaged (TD) Local Coordinating Board (LCB) was held in person on Wednesday, November 8, 2023, and via Zoom virtual meeting. LCB Chair David Sullivan called the meeting to order at 10:00 a.m. with the following members present:

Representing:	Voting Member:
Elected Official/Chairperson	David Sullivan (In-person)
FDOT	Carlos Colon (In-person)
Public Education	Rashawnda Lloyd-Miller (Virtual)
Citizen Advocate/User	Jill Dempsey (In-person)
Children at Risk	Phyllis Pearson (In-person)
Dept. of Elder Affairs	Janet Dickinson (Virtual)
Dept. of Health Care Admin.	Pamela Hagley (Virtual)
Agency for Persons w/ Disabilities	Sheryl Stanford (Virtual)

Members Not Present

Dept. of Children and Families	Christina Gillis
Dept. of Education (Voc. Rehab.)	Rochelle Price
Veterans Services	Eric Flores Febles
Community Action (Econ. Disadvantaged)	Emanuel Roberts
Citizen Advocate/Non-user	Cathy Heigher
Regional Workforce Dev. Board	Marilyn Edwards

Community Transportation Coordinator Staff Present
Pia Thomas, Trevor Martin (In-Person)

Planning Agency Staff Present
Summer Jones, Sheron Forde, Robert Jordan (In-Person)

Guests
Stephan Harris (Virtual)

After a roll call took place, a quorum was confirmed.

2. Additions, Deletions, and Changes to the Agenda

There were no changes to the agenda.

3. Approval of September 13, 2023, Meeting Minutes*

Ms. Dempsey motioned for approval of the September 13, 2023, meeting minutes. Ms. Pearson seconded the motion. The September 13, 2023, meeting minutes were approved unanimously.

4. LCB Membership

Current Membership Vacancies

- a. Elderly
- b. Disabled
- c. Private for Profit Transportation
- d. Local Medical Community

5. Northeast Florida Regional Council Update

- a) Summer Jones – the new TD Coordinator gave a brief introduction of herself.
- b) The NEFRC is hosting the 20th Annual NEFRC Elected Officials and Regional Awards of Excellence Luncheon on Thursday, January 4, 2024, at 12:00 pm. Invitations will be sent out within the next few weeks. There is an award for Transportation. The award for transportation will be to recognize either an individual, entity, or specific project with a primary focus on improving the quality of transportation options available to the citizens of Northeast Florida.

6. Community Transportation Coordinator (CTC) System Update

- a) CTC Quarterly Update
Ms. Thomas reviewed the CTC Quarterly Report, which was included in the member meeting packets for review.

The passenger trips are as follows: August = 7,251 trips, September = 7,535 trips, October = 8,121 trips. New rider applications are as follows: August = 48 new rider applications, September = 80 new rider applications, October = 54 new rider applications. There was a brief discussion on how advertising is done for new rider applications. Ms. Thomas and Mr. Martin also mentioned there are open positions for drivers and the salary has slightly increased to \$16/hour.

- b) Annual Operation Report*
Ms. Thomas stated the Annual Operation Report (AOR) has not been approved yet. The AOR will be brought back at the next meeting in February as an action item.
- c) Grants Update*
Mr. Martin stated they are filling their Grant and Project Accountant position in the next week or two. The position has been vacant for over a year.

7. Old Business

Chair Sullivan stated the topic of buses came up regarding what we do with them. Mr. Martin stated once the liens are satisfied with the vehicles, vehicles are kept if they are in good mechanical condition. The threshold is usually 200,000/10 yrs. and then a vehicle would be considered mechanically unsound. Vehicles are put on auction and are available for anyone to purchase.

8. New Business

No new business at this time.

9. Public Comment

No new business at this time.

10. Member and Department Reports

- a) Pamala Hagley (AHCA) - Medicaid open enrollment letters have been mailed. The open enrollment period is December 1st – January 31st, 2024, which is 60 days.
- b) Ms. Lloyd-Miller stated she invited Mr. Wooleyhan, Flager County School’s Risk Management Specialist, to be her alternate on the Board.

11. Adjournment

Chair Sullivan adjourned the meeting at 10:34 a.m. The next LCB meeting and Annual Public Hearing will occur on Wednesday, February 14, 2024, at 10 a.m., at the Flagler County Government Services Building, Finance and Budget Conference Room.

ATTENDANCE RECORD
 FLAGLER COUNTY
 LOCAL COORDINATING BOARD

Position	Name/Alt.	2/14/23	5/9/23	9/13/23	11/8/23
1. Chairperson	David Sullivan / Andy Dance	P	P	P	P
2. Dept. of Transportation	Carlos Colon / Jamie Ledgerwood	P	P	P	P
3. Dept. Of Children and Families	Christina Gillis / Todd Banks	P	P	a	a
4. Public Education	Rashawnda Lloyd-Miller/ Thomas "Tom" Wooleyhan	P	P	P	P
5. Vocational Rehab. (Dept. Ed.)	Jeff Aboumrad /Rochelle Price	-	P	P	a
6. Veteran Services	Eric Flores Febles / David Lyndon	a	a	a	a
7. Community Action (Econ. Disadv.)	Emanuel Roberts	a	a	a	a
8. Elderly	Vacant	-	-	-	-
9. Disabled	Vacant	-	-	-	-
10. Citizen Advocate/User	Vacant / Jill Dempsey	a	a	P	P
11. Citizen Advocate/Non-User	Vacant / Cathy Heighter	-	-	P	a
12. Children at Risk	Vacant / Phyllis Pearson	-	-	P	P
13. Dept. Of Elder Affairs	Janet Dickinson	P	P	a	P
14. Private for Profit Transportation	Vacant	-	-	-	-
15. Agency for Health Care Adm.	Pamela Hagley / Reeda Harris	P	P	P	P
16. Agency for Persons w/Disabilities	Sheryl Stanford / Diana Burgos-Garcia / Leslie Richards	a	P	P	P
17. Regional Workforce Dev. Brd.	Marilyn Edwards	a	a	a	a
18. Local Medical Community	Vacant	-	-	-	-

VACANCIES

- Elderly
- Disabled
- Private for Profit Transportation
- Local Medical Community

PLEASE SIGN IN!



COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

Date: November 8, 2023
Time: 10:00 a.m.

Flagler County Government Service Bldg., 1769 East Moody Blvd., Bldg. 2, Bunnell, FL

Name	Address	Phone	E-Mail
Bill Dempsey		386 543-0995	
Ae Thomas			
Trevor Martin			trevor@flaglercounty.gov
DAVE SULLIVAN	FLAGLER BEACH	386-503-4236	
Phyllis Prarson			
CARLOS COLON			carlos.colon@dot.state.fl.us

A. LOCAL GRIEVANCE PROCEDURE/PROCESS

Definition of a Complaint

For the purpose of this section, a complaint is defined as:

“An issue brought to the attention of the Community Transportation Coordinator (FCPT) either verbally or in writing by a system user/advocate, sponsoring agency, or community service provider/subcontractor which addresses an issue or several issues concerning transportation services of FCPT.”

Filing a Complaint

The Community Transportation Coordinator will provide all system user/advocates, sponsoring agencies, and/or community service providers using Transportation Disadvantaged services a description of and process to be used to make a complaint to FCPT. Complaints may also be made directly to the TD Ombudsman by calling 1-800-983-2435. The complaint will be filed within 5 working days of the incident.

FCPT will address each complaint, making whatever investigation is required to determine the facts in the issue presented and take appropriate action for resolution. Issues not resolved by FCPT can be brought before the County Transportation Disadvantaged Coordinating Board Grievance Committee.

Recording of Complaints

The Community Transportation Coordinator (FCPT) will keep a MEMO OF RECORD file of all complaints received. A copy of the MEMO OF RECORD file will be made available to the Community Transportation Coordinating Board on an as needed basis.

Definition of a Grievance

For purposes of this section, a grievance is defined as:

“A circumstance or condition thought to be unjust and grounds for bitterness or resentment due to lack of clear resolution by the CTC through the notice of complaint procedure or due to the seriousness of the grievance of service or safety”.

Grievance Procedures

The following Grievance Procedures are established for grievances to be brought before the Grievance Subcommittee. When a passenger, system user/advocate, sponsoring agency, and/or community service provider/subcontractor has a concern, complaint, or problem relative to transportation services, proper grievance procedures which are described below should be followed in sequence.

Filing a Grievance

If a system user/advocate, sponsoring agency, and/or community service provider/subcontractor has a grievance with the service, the individual will present the grievance to the Community Transportation Coordinator (CTC) within five (5) working days of the incident. All grievances must be in writing and shall include the following:

1. The name and address of the grievant;
2. Transit route, date and approximate time of the incident(s);
3. A statement of the grounds for the grievance and supporting documentation;
4. An explanation of the relief desired by the grievant.

Facts concerning the grievance should be stated in clear and concise language. If assistance is needed in preparing a written grievance, assistance will be provided by the CTC staff and/or the designated official planning agency. Within fifteen (15) working days following the date of receipt of the formal grievance, the Community Transportation Coordinator (CTC) staff will respond, in writing, to the system user/advocate, or other party concerning the registered grievance and copy all correspondence to the Designated Official Planning Agency. The Community Transportation Coordinator's response shall explain the factors that entered into the decision and shall identify the action, if any, that will be taken.

The Community Transportation Coordinator will keep a GRIEVANT RECORD file of all grievances received. A copy of the RECORD file will be made available to the Community Transportation Coordinating Board on an as needed basis.

Appeal to the Grievance Subcommittee

The decision of the Community Transportation Coordinator may be appealed to the Grievance Subcommittee of the Transportation Disadvantaged Coordinating Board within fifteen (15) working days of the receipt of the Community Transportation Coordinator's final decision. Within thirty (30) days of receipt of the appeal the Grievance Subcommittee will meet and make recommendations to the Transportation Disadvantaged Coordinating Board.

The grievant will be notified in writing of the date, time and place of the subcommittee meeting at which the appeal will be heard. This written notice will be mailed at least ten (10) days prior to the meeting. The notice shall clearly state the purpose of the discussion and a statement of issues involved.

A written copy of the decision will be forwarded to the Board and all parties involved within fifteen (15) days of the date of the recommendation. The written recommendation will include the following information:

1. A statement that a meeting was held in which the involved parties, their representatives, and witnesses were given an opportunity to present their position;
2. A statement that clearly defines the issues discussed;
3. An opinion and reasons for the recommendations based on the information provided
4. A finding that the issue affects safety or the provision of service; and,
5. A recommendation by the Grievance Subcommittee based on their investigation and

findings.

Grievance Committee Hearing Procedures

The grievance committee agenda shall be conducted in accordance with the following procedures:

- 1) Call to Order - Planning Staff;
- 2) Election of Grievance Committee Chairman - Committee Members;
- 3) Presentation of grievance by planning staff;
- 4) Presentation of grievance by complainant;
- 5) Response of party(ies) concerned;
- 6) Discussion of grievance, shall take place in accordance with Robert's Rules of Order amongst the Grievance Committee, the complainant and other interested parties. Discussion shall focus solely on the grievance;
- 7) Following discussion of the grievance, the Grievance Committee shall provide its recommendation to all interested parties in response to the grievance;
- 8) Close hearing.

Recommendation to the County Transportation Disadvantaged Coordinating Board

Within thirty (30) working days of the receipt of any recommendation for improvement of service, the County Transportation Disadvantaged Coordinating Board will meet and consider the recommendation for improvement of service. A written copy of the recommendation for improvement of service will be forwarded to the Board and all parties involved within ten (10) working days of the date of the recommendation. The grievant will be notified in writing of the date, time and place of the Board meeting at which the recommendation will be presented. This written notice will be mailed at least ten (10) working days prior to the meeting.

Salutation	First Name	Last Name	Organization	Representing	Voting/Non-Voting	Grievance Committee	Evaluation Committee	Comments
FLAGLER COUNTY								
Hon	David	Sullivan	Flagler County Commission	Elected Official	Voting	Feb-24	Feb-24	Chair
<i>Hon</i>	<i>Andy</i>	<i>Dance</i>	<i>Flagler County Commission</i>	<i>Elected Official</i>	<i>Alternate</i>			
Mr.	Carlos	Colon	FDOT, District V	FDOT	Voting	Feb-24	Feb-24	
<i>Ms.</i>	<i>Jamie</i>	<i>Ledgerwood</i>	<i>FDOT, District V</i>	<i>FDOT</i>	<i>Alternate</i>			
Ms.	Christina	Gillis	Department of Children and Families	DCF	Voting			
<i>Mr.</i>	<i>Todd</i>	<i>Banks</i>	<i>Department of Children and Families</i>	<i>DCF</i>	<i>Alternate</i>			
Ms.	Rashawnda	Lloyd-Miller	Flagler County School Board	Public Education	Voting			Vice Chair
<i>Mr.</i>	<i>Thomas "Tom"</i>	<i>Wooleyhan</i>	<i>Flagler County School Board</i>	<i>Public Education</i>	<i>Alternate</i>			
Ms.	Rochelle	Price	Vocational Rehabilitation	Dept. of Education (Voc. Rehab.)	Voting			
Mr.	Eric	Flores Febles	Flagler County Veterans Service	Veterans	Voting			
<i>Mr.</i>	<i>David</i>	<i>Lydon</i>	<i>Flagler County Veterans Service</i>	<i>Veterans</i>	<i>Alternate</i>			
Mr.	Emanuel	Roberts	Northeast Florida Community Action Agency Inc.	Community Action (Econ. Disadvantaged)	Voting			
VACANT				Elderly	VACANT			
VACANT				Disabled	VACANT			
Ms.	Jill	Dempsey		Citizen Advocate/User	Voting			
Hon	Cathy	Heighter	City of Palm Coast	Citizen Advocate/Non-User	Voting			
Ms.	Phyllis	Pearson	Flagler NAACP	Children at Risk	Voting			
Ms.	Janet	Dickinson	NE Florida Area Agency on Aging / Elder Source	Elder Affairs	Voting			
VACANT				Private for Profit Transportation	VACANT			
Ms.	Pamela	Hagley	Agency for Health Care Administration	AHCA / Medicaid	Voting			
<i>Ms.</i>	<i>Reeda</i>	<i>Harris</i>	<i>Agency for Health Care Administration</i>	<i>AHCA / Medicaid</i>	<i>Alternate</i>			
Ms.	Sheryl	Stanford	Agency for Persons with Disabilities	Agency for Persons with Disabilities	Voting			
<i>Ms.</i>	<i>Diana</i>	<i>Burgos-Garcia</i>	<i>Agency for Persons with Disabilities</i>	<i>Agency for Persons with Disabilities</i>	<i>Alternate</i>			
<i>Ms.</i>	<i>Leslie</i>	<i>Richards</i>	<i>Agency for Persons with Disabilities</i>	<i>Agency for Persons with Disabilities</i>	<i>Alternate</i>			
Ms.	Marilyn	Edwards	Career Source	Workforce Development	Voting			
VACANT				Medical Community	VACANT			
Ms.	Pia	Thomas	Flagler County Transportation	CTC	Non-Voting			CTC Manager
Mr.	Trevor	Martin	Flagler County Transportation	CTC	Non-Voting			
Mr.	Stephan	Harris	River To Sea Transportation Planning Organization	sharris@r2ctpo.org ;	Non-Voting			
Mr.	Martin	Catala	Center for Urban Transportation Research	Transit Development Plan	Interested Party			
Ms.	Tia	Boyd	Center for Urban Transportation Research	Transit Development Plan	Interested Party			
Mr.	Adam	Mengel	Flagler Planning & Zoning Interested party during TDSP update	amengel@flaglercounty.org ;	Interested Party			
Ms.	Rose	Keirnan	Flagler County Commission	Chair's Contact (primary)	Interested Party			
Ms.	Luci	Dance	Flagler County Commission	<i>Chair's Contact (alternate)</i>				
		Meetings at:						
		Flagler County Government Services Building						
		1769 East Moody Blvd., Bldg. 2						
		Bunnell, Florida 32110						
		F.C. General Services Director: Heidi Petito						
		(386) 313-4094 – Mari Davis (mdavis@flaglercounty.org) to reserve meeting room						

INTEREST FORM
FOR SERVICE ON THE
FLAGLER COUNTY
TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD

Last Name: _____ First Name: _____

Phone: _____ Email Address: _____

Mailing Address: _____

Vacancy Interested in Representing: _____

Please provide a brief description of why you want to join the Local Coordinating Board and how your skills and experience will help you represent the part of the community not currently represented due to a vacancy:

Thank you for your interest.

Please return form to: Summer Jones, 100 Festival Park Avenue, Jacksonville, FL 32202 or sjones@nefrc.org.

Flagler County Public Transportation

February 14, 2024

Transportation Disadvantaged Local Coordinating Board



Quarterly FCPT Trip Report

This report depicts total miles as well as the average trips per day for TD and FDOT 5311 sponsored trips.

Months	Average TD trips per day	Average 5311 trips/day	Average all trip types per day	Total trips for the month	Total miles for the month
Nov 2023	228	12	264	6,874	53,826
Dec 2023	214	12	249	6,482	52,344
Jan 2024	228	12	240	6,492	50,323

Month	Average medical trips per day	Average employment trips per day	Average educational trips per day	Average nutritional trips per day	Average other trips per day	New rider applications per month
Nov 2023	69	44	131	15	13	40
Dec 2023	68	43	112	16	12	19
Jan 2024	59	37	119	16	11	47

This quarter FCPT covered 156,493 miles and provided 19,848 trips, reflecting an increase of 928 trips over the same quarter in 2023.

Nov, Dec 2022, and Jan 2023			Nov, Dec 2023 and, Jan 2024		
Total Trips	18,920		Total Trips	19,848	
Education	8,040	43%	Education	8,836	44%
Medical	5,069	27%	Medical	5,097	27%
Employment	2,708	15%	Employment	3,255	16%
Nutrition	1,543	8%	Nutrition	1,224	6%
Recreation	506	3%	Recreation	726	4%
Shopping	551	3%	Adult Day Care	473	2%
Adult Day Care	210	1%	Shopping	237	1%

From: [Zeruto, Dan](#)
To: [Pia Thomas](#)
Cc: [Summer Jones](#)
Subject: RE: Flagler FY22/23 - All Sections Submitted for Review Approved
Date: Monday, November 27, 2023 7:36:47 AM
Attachments: [image001.png](#)
Importance: High

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning Pia,

I have reviewed the corrections and adjustments made to the FY 2022-2023 AOR for some of the most common procedural and utilization errors. Items previously noted have been addressed and it is approved for further review at the local level as appropriate. My review and opinion does not confirm the validity or accuracy of any financial or operational data elements that have been entered.

By copy of this email, I am advising your planning agency on our completion of this effort and the readiness to advance the AOR to the LCB for review.

Florida Department of Transportation
Florida Commission for the



Data Collection System

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CTC Data & Status

County:

Flagler ▾

Fiscal Year:

07/01/2022 - 06/30/2023 ▾

Section	CTC Status	CTC Status Date	CTD Status	CTD Status Date	S
Organization	Approved	11/27/2023	Approved	11/27/2023	
Coordinated System	Approved	11/27/2023	Approved	11/27/2023	
Trips	Approved	11/27/2023	Approved	11/27/2023	
Vehicles & Drivers	Approved	11/27/2023	Approved	11/27/2023	
Revenue Sources	Approved	11/27/2023	Approved	11/27/2023	
Expense Sources	Approved	11/27/2023	Approved	11/27/2023	

Thank you –

-Dan-

Thank you,

Daniel Zeruto
Area 3 Project Manager

Florida Commission for Transportation Disadvantaged
605 Suwannee St.,MS 49
Tallahassee, FL 32399-0450
Phone 850-410-5704
Fax 850-410-5752
Email: dan.zeruto@dot.state.fl.us



-----Original Message-----

From: DoNotReply-FDOTApp@dot.state.fl.us <DoNotReply-FDOTApp@dot.state.fl.us>
Sent: Friday, September 15, 2023 11:49 AM
To: CTD AOR <CTD.AOR@dot.state.fl.us>
Subject: Flagler FY22/23 - All Sections Submitted for Review

All sections for Flagler for fiscal year FY22/23 have been submitted for review. This is an automated email. Do not reply.



CTC Organization

County: Flagler

CTC Status: Complete

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

CTD Status: Complete

Date Initiated: 7/24/2023

CTC Organization Name: Flagler County Public Transportation

Address: 1769 E Moody Blvd

City: Bunnell

State: FL

Zip Code: 32110

Organization Type: County

Network Type: Sole Source

Operating Environment: Rural

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: David Sullivan

CTC Contact: Heidi Petito

CTC Contact Title: County Administrator

CTC Contact Email: hpetito@flaglercounty.com

Phone: (386) 313-4125

CTC Certification

I, Heidi Petito, 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, David Sullivan, 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: Flagler

CTC Status: Complete

CTC Organization: Flagler County Public Transportation

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

CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Service Type - One Way						
Fixed Route/Fixed Schedule						
Daily Pass Trips	0	N/A	0	0	N/A	0
Weekly Pass Trips	0	N/A	0	0	N/A	0
Monthly Pass Trips	0	N/A	0	0	N/A	0
Deviated Fixed Route Service	0	N/A	0	0	N/A	0
Complementary ADA Service	0	N/A	0	0	N/A	0
Paratransit						
Ambulatory	67,930	0	67,930	67,082	0	67,082
Non-Ambulatory	12,608	0	12,608	12,853	0	12,853
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	60	N/A	60
Total - Service Type	80,538	0	80,538	79,995	0	79,995
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)	47,516	N/A	47,516	14,700	N/A	14,700
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)	20,999	0	20,999	47,342	0	47,342
Dept of Health (DOH)	0	0	0	0	0	0
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	5,382	0	5,382	8,233	0	8,233
Local Government	6,551	0	6,551	9,660	0	9,660
Local Non-Government	90	0	90	60	0	60
Other Federal & State Programs	0	0	0	0	0	0
Total - Revenue Source	80,538	0	80,538	79,995	0	79,995



**Transportation
Disadvantaged**

CTC Trips (cont'd)

County: Flagler

CTC Status: Complete

CTC Organization: Flagler County Public
Transportation

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

CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	42,239	0	42,239	54,722	0	54,722
Children At Risk	0	0	0	0	0	0
Persons With Disabilities	21,017	0	21,017	15,211	0	15,211
Low Income	13,524	0	13,524	6,717	0	6,717
Other	3,758	0	3,758	3,345	0	3,345
Total - Passenger Type	80,538	0	80,538	79,995	0	79,995
Trip Purpose - One Way						
Medical	19,610	0	19,610	20,762	0	20,762
Employment	13,435	0	13,435	12,723	0	12,723
Education/Training/Daycare	36,597	0	36,597	34,221	0	34,221
Nutritional	7,652	0	7,652	6,226	0	6,226
Life-Sustaining/Other	3,244	0	3,244	6,063	0	6,063
Total - Trip Purpose	80,538	0	80,538	79,995	0	79,995
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	830	0	830	2,342	0	2,342
Total - UDPHC	830	0	830	2,342	0	2,342
Unmet & No Shows						
Unmet Trip Requests	2,034	N/A	2,034	1,516	N/A	1,516
No Shows	3,051	N/A	3,051	3,147	N/A	3,147
Customer Feedback						
Complaints	4	N/A	4	22	N/A	22
Commendations	93	N/A	93	8	N/A	8



CTC Vehicles & Drivers

County: Flagler

CTC Status: Complete

CTC Organization: Flagler County Public Transportation

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

CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Vehicle Miles						
Deviated Fixed Route Miles	0	N/A	0	0	N/A	0
Complementary ADA Service Miles	0	N/A	0	0	N/A	0
Paratransit Miles	669,084	0	669,084	652,564	0	652,564
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	669,084	0	669,084	652,564	0	652,564
Roadcalls & Accidents						
Roadcalls	0	0	0	3	0	3
Chargeable Accidents	1	0	1	0	0	0
Vehicle Inventory						
Total Number of Vehicles	33	0	33	33	0	33
Number of Wheelchair Accessible Vehicles	33	0	33	33	0	33
Drivers						
Number of Full Time & Part Time Drivers	29	0	29	26	0	26
Number of Volunteer Drivers	0	0	0	0	0	0



CTC Revenue Sources

County: Flagler

CTC Status: Complete

CTC Organization: Flagler County Public Transportation

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

CTD Status: Complete

Revenue Sources	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)	\$ 86,000	\$ 0	\$ 86,000	\$ 86,000	\$ 0	\$ 86,000
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	\$ 520,856	N/A	\$ 520,856	\$ 432,394	N/A	\$ 432,394
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	\$ 252,270	\$ 0	\$ 252,270	\$ 217,898	\$ 0	\$ 217,898
49 USC 5311	\$ 157,834	\$ 0	\$ 157,834	\$ 90,538	\$ 0	\$ 90,538
49 USC 5311 (f)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Block Grant	\$ 414,360	\$ 0	\$ 414,360	\$ 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	\$ 147,476	\$ 0	\$ 147,476	\$ 850,250	\$ 0	\$ 850,250
County In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Cash	\$ 31,000	\$ 0	\$ 31,000	\$ 63,000	\$ 0	\$ 63,000
Other In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Non-Government						
Farebox	\$ 56,194	\$ 0	\$ 56,194	\$ 127,721	\$ 0	\$ 127,721
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	\$ 1,665,990	\$ 0	\$ 1,665,990	\$ 1,867,801	\$ 0	\$ 1,867,801



CTC Expense Sources

County: Flagler

CTC Status: Complete

CTC Organization: Flagler County Public Transportation

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

CTD Status: Complete

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Labor	\$ 875,683	\$ 0	\$ 875,683	\$ 949,396	\$ 0	\$ 949,396
Fringe Benefits	\$ 423,726	\$ 0	\$ 423,726	\$ 465,271	\$ 0	\$ 465,271
Services	\$ 89,148	\$ 0	\$ 89,148	\$ 177,597	\$ 0	\$ 177,597
Materials & Supplies Consumed	\$ 208,584	\$ 0	\$ 208,584	\$ 214,475	\$ 0	\$ 214,475
Utilities	\$ 26,820	\$ 0	\$ 26,820	\$ 16,789	\$ 0	\$ 16,789
Casualty & Liability	\$ 22,754	\$ 0	\$ 22,754	\$ 25,819	\$ 0	\$ 25,819
Taxes	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Miscellaneous	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 19,275	\$ 0	\$ 19,275	\$ 18,454	\$ 0	\$ 18,454
Capital Purchases	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
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	\$ 1,665,990	\$ 0	\$ 1,665,990	\$ 1,867,801	\$ 0	\$ 1,867,801

County: Flagler
 CTC: Flagler County Public Transportation
 Contact: Heidi Petito
 1769 E Moody Blvd
 Bunnell, FL 32110
 386-313-4125
 Email: hpetito@flaglercounty.com

Demographics	Number
Total County Population	117,515
Unduplicated Head Count	830



Trips By Type of Service	2021	2022	2023	Vehicle Data	2021	2022	2023
Fixed Route (FR)	0	0	0	Vehicle Miles	514,629	652,564	669,084
Deviated FR	0	0	0	Roadcalls	0	3	0
Complementary ADA	0	0	0	Accidents	0	0	1
Paratransit	49,736	79,935	80,538	Vehicles	33	33	33
TNC	0	0	0	Drivers	26	26	29
Taxi	0	0	0				
School Board (School Bus)	0	0	0				
Volunteers	0	60	0				
TOTAL TRIPS	49,736	79,995	80,538				

Passenger Trips By Trip Purpose	2021	2022	2023
Medical	19,894	20,762	19,610
Employment	7,460	12,723	13,435
Ed/Train/DayCare	14,162	34,221	36,597
Nutritional	4,476	6,226	7,652
Life-Sustaining/Other	3,744	6,063	3,244
TOTAL TRIPS	49,736	79,995	80,538

Financial and General Data	2021	2022	2023
Expenses	\$1,664,791	\$1,867,801	\$1,665,990
Revenues	\$1,664,791	\$1,867,801	\$1,665,990
Commendations	0	8	93
Complaints	14	22	4
Passenger No-Shows	1,841	3,147	3,051
Unmet Trip Requests	368	1,516	2,034

Passenger Trips By Revenue Source	2021	2022	2023
CTD	36,202	14,700	47,516
AHCA	0	0	0
APD	0	0	0
DOEA	2,356	47,342	20,999
DOE	0	0	0
Other	11,178	17,953	12,023
TOTAL TRIPS	49,736	79,995	80,538

Performance Measures	2021	2022	2023
Accidents per 100,000 Miles	0	0	0.15
Miles between Roadcalls	0	217,521	0
Avg. Trips per Passenger	13.63	34.16	97.03
Cost per Trip	\$33.47	\$23.35	\$20.69
Cost per Paratransit Trip	\$33.47	\$23.35	\$20.69
Cost per Total Mile	\$3.23	\$2.86	\$2.49
Cost per Paratransit Mile	\$3.23	\$2.86	\$2.49

Trips by Provider Type	2021	2022	2023
CTC	49,736	79,995	80,538
Transportation Operator	0	0	0
Coordination Contractor	0	0	0
TOTAL TRIPS	49,736	79,995	80,538