

Agenda

TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD MEETING

DATE: Monday, December 4, 2023

TIME: 10:30 A.M.

LOCATION: Brevard County Government Center

2725 Judge Fran Jamieson Way, Viera, Florida 32940

Space Coast Room, Building C, Second Floor

1. Call to Order and Pledge of Allegiance
2. Election of a Vice-Chair
3. Introduction of Members
4. Consent Agenda
 - A. Approval: TDLCB Meeting Minutes August 14, 2023
5. Reports
 - A. Transit Director's Report
 - B. Community Transportation Coordinator's Report
 - C. Transportation Disadvantaged Performance Report Card
 - D. Volunteers in Motion
6. Action Items
 - A. Annual Approval of Bylaws
 - B. Approval of Annual Operating Report
 - C. Approval of 2024 Meeting Date Calendar
7. Presentations
 - A. Government in Sunshine-Presented by Heather Balser, County Attorney's Office
 - B. Overview of Board Member Duties-Presented by Terry Jordan, Space Coast Area Transit
 - C. TDP Goals & Objectives-Presented by Nick Lepp, AICP, CTP, Metropolitan Planning Practice Lead
8. Member Reports

9. Public Comment (non-agenda items only)

Anyone wishing to make a comment on an item not on the agenda should complete a "speaker card" at the sign in desk. For items on the agenda, please fill out a "speaker card" and you will be called upon when the item is discussed. Comments are limited to three minutes.

10. Adjourn

11. Open Public Hearing

12. Adjournment



For recording purposes, please remember to speak directly into the microphone.

Public Comments: will be heard on items that do not appear on the agenda of this meeting. Public comments solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Please note that State Law and Administrative Rules prevent the Local Coordinating Board from taking any formal action on such items as discussed at this time. The Local Coordinating Board may schedule such items as act upon them in the future. The Chairperson is authorized to limit discussion, as necessary, with each commentary limited to three (3) minutes.

Appeal: Any person who desires or decides to appeal any decision made by the Local Coordinating Board with respect to any matter considered at this meeting or hearing will need a record of the proceedings. For such purposes, such person may need to ensure that a verbatim record of the proceeding is made, at their expense., which record includes testimony and evidence upon which the appeal is to be based. Any questions about this meeting should be directed to Space Coast Area Transit Staff, 321-635-7815 Ext. 26991 or Yvonne.Miles@brevardfl.gov

Accessibility: In accordance with the Americans with Disability Act (ADA) and Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this proceeding or persons who requires translation services (free of charge) should contact Space Coast Area Transit Office no later than 48 hours prior to the meeting at (321) 635-7815for assistance.

Space Coast Area Transit is actively working to increase the accessibility of our meeting materials and in doing so, adheres to many of the available standards and guidelines, when applicable. Should you encounter an inaccessible material, please contact Yvonne by email: Yvonne.Miles@brevardfl.gov

Local Coordinating Board Agenda Item

December 4, 2023

2. Election of a Vice-Chair

Discussion:

Requested Action:

None

Attachments:

None

Local Coordinating Board Agenda Item

December 4, 2023

3. Introduction of Members

Discussion:

Requested Action:

No Action Required

Attachments:

Membership Listing

Brevard County Local Coordinating Board for Transportation Disadvantaged Program 2023

Community Transportation Coordinator:

Terry Jordan, Director Transit Services Department
Space Coast Area Transit
401 South Varr Avenue, Cocoa FL 32922
Phone: (321) 635-7815 Fax: (321) 633-1905
Terry.Jordan@BrevardFL.gov

Designated Official Planning Agency

Debbie Flynn, Transportation Planner
Space Coast Transportation Planning Organization
2725 Judge Fran Jamieson Way, Building B, Melbourne FL 32940
Phone: (321) 690-6890
Debbie.Flynn@sctpo.com

State Medicaid Operator

Yvelouse Augustin, Senior Human Services Program Specialist
Florida Agency for Health Care Administration
400 West Robinson St., Suite 308
Orlando, FL 32801
Phone- (407) 420-2537
Yvelouse.augustine-leow@ahca.myflorida.com

Local Coordinating Board Attorney

Heather Balser, Esq. Assistant County Attorney
2725 Judge Fran Jamieson Way, Building C, Melbourne FL 32940
Phone: (321) 633-2090 Fax: (321) 633-2096
Heather.Balser@BrevardFL.gov

Commission for Transportation Disadvantaged

Kyle Mills Area 4 Project Manager
605 Suwannee Street MS-49, Tallahassee FL 32399-0450
Phone: (850) 410-5713 Fax: (850) 410-5752 T.D.D. 711
Kyle.Mills@Dot.State.FL.US

Brevard County Transit Services

Terry Jordan, Director Transit Services Department
Space Coast Area Transit

401 South Varr Avenue, Cocoa, FL 32922

Phone: (321) 635-7815 Fax: (321) 633-1905

Terry.Jordan@brevardFL.gov

Members

Name and Address	Representing	Term	Status
Andrea Young City of West Melbourne Council Member 728 Wyeth Street West Melbourne FL 32904-7400 Phone – (321) 480-2770 E-mail – Ayoung@westmelbourne.gov	An Elected Official Appointed by the SCTPO Governing Board	Indefinite	Chair
TBA Florida Department of Transportation 420 W. Landstreet Rd. Orlando FL 32824 Phone - (321) 319-8173 Deland-(386) 943-5106 E-mail – carolos.colon@dot.state.fl.us	Florida Department of Transportation	Indefinite	Member
Marisol A. Martinez Senior Human Services Program Specialist 400 West Robinson St. Orlando, FL 32803 Phone- (407) 717-6040 Email- Marisol.Martinez@myflfamilies.com	Florida Department of Children & Family Services	Indefinite	Member
Vacant	Public Education Community	Indefinite	-
Jennifer Shirreffs Vocational Rehabilitation Counselor 1970 Michigan Ave, Bldg. A Cocoa, FL 32926 Phone – (321) 690-3280 Fax – (321) 690-3279 E-mail – Jennifer.shirreffs@vr.fldoe.org	Florida Division of Vocational Rehabilitation	Indefinite	Member
Dennis Vannorsdall Human Service Supervisor 2725 Judge Fran Jamieson Way Bldg. B Viera, FL 32940 Phone - (321) 633-2012 Fax – (321) 637-5432 Dennis.Vannorsdall@brevardfl.gov	Veteran’s Service Office	Indefinite	Member
Vacant	Florida Association of Community Action Agencies representing Economically Disadvantaged	Indefinite	Member
Anna- May Smith 1881 Barrington Circle Rockledge, FL 32955 Phone – (321) 446-3418 Email- Annamay@annamaysmith.com	Persons over Sixty Representing Elderly of the County	Expires 10/26	Member

Name and Address	Representing	Term	Status
Camille Tate 2945 Kemplewick Dr, Apt 308 Melbourne, FL 32935 Phone – (321) 372-4899 E-mail – ctate2076@att.net	Disabled Representative	Expires 02/24	Member
Miriam Moore 1910 Furman Ct. Cocoa, FL 32922 Phone - (321) 536-9546 Email- mikki999@cfl.rr.com	Citizen Advocate	Expires 10/26	Member
James Springer 20 Sutton Street Rockledge, FL 32955 Phone – (321) 863-8365	Citizen Advocate User of the System	Expires 10/26	Member
Christopher Goncalo, MPA Director of Contracts & Compliance Brevard Family Partnership 389 Commerce Parkway, Suite 120 Rockledge, FL 32955 Phone- (321) 752-4650 Ext. 3060 Email- christopher.goncalo@brevardfp.org	Local representative for Children at Risk	Indefinite	Member
Karla Radka President & CEO of Senior Resource Alliance 3319 Maguire Blvd. Ste 100 Orlando, FL 32803 Phone – (407) 514-1802 Fax – (407) 717-7233 E-mail karla.radka@sraflorida.org	Florida Department of Elderly Affairs	Indefinite	Member
Vacant	Private for Profit or Non- Profit Transportation Industry	Indefinite	-
Yvelouise Augustin Senior Human Services Program Specialist 400 W. Robinson St. S-309 Orlando, FL 32806 Phone – (407) 420-2483 Email- yvelouse.augustin-leow@ahca.myflorida.com	Florida Agency for Health Care Administration	Indefinite	Member
Jeannette Estes Regional Operations Manager State of Florida, Persons with Disability 400 West Robinson Street, Suite 430 Orlando, FL 32801 Phone- (407) 245-0440 Email- Jeannette.Estes@apdcares.org	A local representative of the Agency for Person with Disabilities	Indefinite	Member

Name and Address	Representing	Term	Status
Joy Bartlett 297 Barnes Blvd. Rockledge, FL 32955 Phone- (321) 394-0513 Email- jbartlett@careersourcebrevard.com	Regional Workforce Board	Indefinite	Member
Mandy Robinson, BSN, RN, CCRN Trauma Clinical Outreach Coordinator Injury Prevention Holmes Regional Medical Center 1350 Hickory St., 1st Floor, A Tower: Trauma Adm. Melbourne, FL 32901 Phone- (321) 449-5017 Email- Mandy.Robinson@hf.org	Local Medical Community	Indefinite	Member

Alternates

Name and Address	Representing	Term	Status
Carlos Colon Florida Department of Transportation 420 W. Landstreet Dr Orlando, FL 32824 Phone - (407) 319-8174 E-mail –	Florida Department of Transportation	Indefinite	Alternate
Vacant	Florida Department of Children & Family Services	Indefinite	-
Vacant	Public Education Community	Indefinite	-
Audrey Turner Division of Blind Services 1970 Michigan Ave, A-2 Cocoa, FL 32926 Phone – (321) 634-3680 E-mail – Audrey.Turner@dbf.fldoe.org	Division of Blind Services	Indefinite	Alternate
Vacant	Veteran’s Services Office	Indefinite	-
Arlene Naulty 3924 Southwind Drive West Melbourne FL 32904 Phone – (321) 768-9500 Cell – (321) 890-2839 Email – Amnaulty@aol.com	Persons over Sixty Representing Elderly of the County	Expires 02/24	Alternate
Felicia Wilson 1418 Brook Dr Titusville, FL 32780 Phone – (321) 593-6605	Disabled Representative	Expires 02/24	Alternate
Jennifer Cleveland 2100 Hallwood Place Melbourne, FL 32901 Phone – (321) 302-3989 Email – 33jencl@gmail.com	Citizen Advocate User of the System	Expires 10/26	Alternate
Diane Dickson 1200 Gary Hunt Rd. Cocoa, FL 32926 Phone - (321) 261-8287 E-mail - Director@altsuccess.org	Citizen Advocate	Expires 10/26	Alternate
Vacant	Local Representative for Children at Risk	Indefinite	-
Vacant	Florida Department of Elderly Affairs	Indefinite	-

Name and Address	Representing	Term	Status
Vacant	Private for Profit or Non-Profit Transportation Industry	Indefinite	-
Glorybee Perez Agency for Health Care Admin. 400 W. Robinson St. S-309 Orlando, FL 32806 Phone – (407) 420-2493 E-mail - Glorybee.Perez@ahca.myflorida.com	Florida Agency for Health Care Administration	Indefinite	Alternate
Vacant	Florida Association of Community Action Agencies representing Economically Disadvantaged	Indefinite	Alternate
Vacant	Regional Workforce Board	Indefinite	-
Vacant	Local Medical Community	Indefinite	-

10/12/2023

Local Coordinating Board Agenda Item

December 4, 2023

4. Consent Agenda

A. Approval: TDLCB Meeting Minutes August 14, 2023

Discussion:

None

Requested Action:

Approve the Meeting Minutes for August 14, 2023

Attachments:

Draft Meeting Minutes, August 14, 2023

Meeting Minutes

Transportation Disadvantaged for Local Coordinating Board

2725 Judge Fran Jamieson Way Viera, Florida 32940

Space Coast Room, Building C, Second Floor

August 14, 2023, 10:30 A.M.

Introduction of Members

Member	Representing	05/15/2023	06/19/2023	08/14/2023
Andrea Young, Chair	Elected Official	Present	Present	Present
Vacant	Florida Department of Children & Families	Vacant	Vacant	Vacant
Vacant	Florida Department of Transportation	Present	Vacant	Vacant
Vacant	Public Education Community	Vacant	Vacant	Vacant
Jennifer Shirreffs	Florida Department of Education	Present	Present	Absent
Dennis Vannorsdall	Florida Department of Veteran's Affairs	Present	Absent	Present
Vacant	Florida Association of Commission Action Agencies	Vacant	Vacant	Vacant
Rocky Randels	Persons over 60 Representative	Absent	Absent	Absent
Camille Tate	Disabled Representative	Present	Present	Present
Linda Howard Vice – Chair	Citizen Advocate	Present	Present	Present
Vacant	State Services – Children at Risk	Vacant	Vacant	Vacant
Karla Radka	Florida Department of Elder Affairs	Absent	Absent	Absent
Victoria Anderson	Florida Agency for Healthcare Administration	Present	Present	Absent

Member	Representing	05/15/2023	06/19/2023	08/14/2023
Jennifer Cleveland	Citizen Advocate System User	Absent	Present	Present
Vacant	Private Transportation Industry	Vacant	Vacant	Vacant

Alternates	Representing	05/15/2023	06/19/2023	08/14/2023
Carlos Colon	Florida Department of Transportation	Absent	Present	Present
Audrey Turner	Vocational Rehabilitation or Division of Blind Services	Absent	Absent	Absent
Arlene Naulty	Persons over 60 Representative	Present	Present	Present
Felicia Wilson	Disabled Representative	Present	Present	Present
James Springer	Citizen Advocate	Present	Absent	Present
Vacant	Florida Department of Elder Affairs	Vacant	Vacant	Vacant
Glorybee Perez	Florida Agency for Healthcare Administration	Absent	Absent	Present

Others Present	Representing
Terry Jordan	Space Coast Area Transit
Ken Harley	Space Coast Area Transit
Lance Parker	Space Coast Area Transit
Carmen Baez	Space Coast Area Transit
Karen Petters	Space Coast Area Transit
Lori Hamilton	Space Coast Area Transit
James Scherff	Space Coast Area Transit
Ron Shepard	Space Coast Area Transit
Yvonne Miles	Space Coast Area Transit
Jocelyn Scott	Space Coast Area Transit
Debbie Flynn	Space Coast Transportation Planning Organization
Heather Balser	County Attorney's Office
Jennifer Strayings	Special Gatherings
Yvelouse Augustin- Leow	Health Care Administration

1. Call to Order and Pledge of Allegiance

Transportation Disadvantaged Local Coordinating Board Chair, Andrea Young, called the meeting to order at 10:30 am and welcomed those in attendance.

2. Introduction of Members

The board introduced themselves, the staff, and guests.

3. Meeting Minutes

Minutes for the May 15, 2023, Regular Board Meeting and June 19, 2023, meeting. Motion by Camile Tate, seconded by Carlos Colon to approve the Minutes. Hearing no objections, the motion passed unanimously.

4. Reports

A. Directors Report – Presented by Terry Jordan

Transit Ridership: Fixed route ridership continues to increase, now 9% over May 2022 ridership. Overall, 7.7% year to date, and 80% of pre-pandemic numbers. On-demand response ridership averaging about 6,000 riders per month.

Terry Jordan spoke about a few hot topics; and requested the board's input on the Rider's Guide:

The board discussed the CTC evaluation and recommended changes to the verbiage on how long riders need to book a trip.

Regarding the CTC Evaluation - To change the verbiage for the riders on how far in advance to book a trip verbiage. The language is in the rider's guide. Right now, trips can be requested up to seven days in advance. Terry would like to get feedback. At the board's advice, what would be the best language to use? You can call seven days before the trip or up to the day before the request. We will provide the page on the Rider's guide.

- Memberships, we have three positions that will term out for the citizen memberships. The application is now available on Transit's website as well as the Transportation Planning Organization (TPO) website.
 - Paratransit Application, we want to put this back out to the board. We want to see making individuals feel more welcome when asking the question: Do you have any other household member who is able to provide transportation to you.
- B. Community Transportation Coordinator's Report – Presented by Carmen Baez.
- Mrs. Baez spoke about an event at Brevard Achievement Center and mentioned we did not have many events this quarter.
- C. Transportation Disadvantaged Performance Report Card- Presented by Carmen Baez.
- No questions were asked regarding the TD Performance Report Card.
- D. Volunteers in Motion- Presented by Lori Hamilton.
- Lori Hamilton mentioned we're still making an impact in our communities. Volunteers in Motion program now has two new volunteers to help them achieve results.

5. Action Items

- A. Approval of the standard to transfer clients from the paratransit system to the fixed route.

According to Florida Administrative Code 41.2-41 it is a requirement for Transit to transfer the paratransit users to a fixed route service. The requirement is for Space Coast Area Transit to investigate how many are using this service.

Space Coast Area Transit operates specialized door-to-door serves to meet the needs of individuals who are unable to use fixed routes.

Space Coast Area Transit will provide a percentage of how many we will transfer to the fixed route.

Mr. Jordan proposed we move this action item to our next meeting to allow for Transit Staff to recommend an accurate percentage of the service.

The motion is to approve the percentage that we will report at the next meeting.

Questions asked:

1. Dennis Vannorsdall asked Is the purpose of this administrative

- code is to reduce the cost. Terry answered not necessarily it's also to move individuals who have become eligible to now utilize the services for a fixed route. This is a requirement in the Florida statutes.
2. Chair Young asked how dire of a need does someone need to have? Terry mentioned it would not be like dialysis patients. It's more like the elderly or people in a group home.
 3. Arlene Naulty asked the standard who might need the services any longer. Are there any penalties for SCAT if we determine we cannot remove these people. There are no penalties for SCAT. Terry will check into this. Motion to table this item for the next meeting on November 6, 2023.

Motion by Arlene Naulty, 2nd by Camile Tate. Hearing no objections, the motion passed unanimously.

B. Approval of the Rate Calculation Model for FY 2023/24. Presented by Karen Petters

Space Coast Area Transit has submitted a rate calculation model for the years 2021-2024 to the Florida Commission for the Transportation Disadvantaged, and the new rates for transportation disadvantaged service trips have been approved.

1. The rate calculation model is submitted every spring as a comprehensive review of the budget for the next few years.
2. The model is submitted to the Florida Commission for the Transportation Disadvantaged.
3. The commission approved the rate model on May 8, 2023.
4. The new rates for transportation disadvantaged service trips are \$2.61 per mile for ambulatory individuals, which is an increase of \$0.76 from last year.
5. The new rates for transportation disadvantaged service trips are \$4.47 per mile for wheelchair users, which is an increase of \$1.30 from last year.
6. These rates will be effective from July 1, 2023, to June 30, 2024.

Linda Howard asked why a larger rate increase than usual. Karen answered it's based on your budget and expenses. She uses a calculation that the commission uses. Motion to approve by Carlos Colon, 2nd Dennis Vannorsdall. Hearing no objections, the motion passed unanimously.

6. Member Reports

Camile Tate- The National Federation of the Blind for Florida, is looking to put together a panel. Bringing more disability awareness to Brevard County. She will reach out to other agencies to see if they would like to be involved with the panel.

Linda Howard: The population at the beachside bus stop has increased, and a survey has revealed that many riders are satisfied with the service but are unhappy with the wait times.

Dennis Vannorsdall: Mentioned he had out-of-town guests who did not have transportation, but they were able to utilize our services, downloaded the app, and had a very good experience.

7. Public Comment (non-agenda items only)

No Public Comment cards.

8. Adjournment

Chair Young made a Motion to adjourn by Camile Tate, and 2nd by Arlene Naulty. The meeting adjourned at 11:07 am.

Local Coordinating Board Agenda Item

December 4, 2023

5. Reports

A. Transit Directors Update

Discussion:

The update will be provided at the meeting for the Local Coordinating Board Member's information and review.

Requested Action:

No Action Required

Attachments:

None

Local Coordinating Board Agenda Item

December 4, 2023

5. Reports

B. Community Transportation Coordinator's Report

Discussion:

Carmen Baez, Space Coast Area Transit Mobility Manager will present.

Requested Action:

No Action Requested

Attachments:

Community Transportation Coordinator's Report

Community Transportation Coordinator Report

December 4, 2023

Founders Day Parade – January 15th

Cocoa PD Training at Cocoa Transit Center – February 15th

Citizen Academy at Cocoa Transit Center – February 23rd

Token Transit Fare Validator Demo – March 2nd

Blind Association for the Advancement of the Blind speaking engagement – March 3rd

Natural Resources Special Trip – March 16th

Job Fair at Viera Government Ctr – March 16th

ELI Retreat – March 29th

ESFC Disability Awareness Week:

- Titusville Campus – Monday, April 3rd
- Melbourne Campus – Tuesday, April 4th
- Cocoa Campus – Wednesday, April 5th
- Palm Bay – Thursday, April 6th

Hurricane Expo – Addison Center Viera – April 22nd

CBDG Tour, Housing and Human Services – April 14th

Trolley Info sharing with Volusia Transit – April 20th

UMO Fare Collection Demo – April 20th

Moovel Automated Fare Collection Demo – April 21st

Mass Transit Industry Call – April 26th

Helping Hands Family Festival – Palm Bay - Saturday, April 29th

Brevard Achievement Center- Presentation in Rockledge- July 10th



Partner in Education, PIE Event at Melbourne Auditorium – August 31st

Brevard County Job Fair- Viera Government Center-September 19th

Grace United Methodist Church Merritt Island-Speaking Event-October 2nd

Touch a Truck at West Melbourne - October 4th

Mobility Week throughout Brevard County-October 30th to November 2nd

Pop Up Events, Thanking Passengers with Goodie Bags, App Download,
Free Helmets

Goodie Bag Stuffing/Give aways - Space Coast Area Transit North,
October 26, 8:30 AM to 4:30 PM.

Try Transportation in the Eau Gallie Arts District (EGAD) and Transit Talk with Terry
Jordan-November 2nd.

Free Ride Days Free Ride with App Day, November 2nd.

Founder's Day at Satellite Beach, November 11th.

Local Coordinating Board Agenda Item

December 4, 2023

5. Reports

C. Brevard County Transit Services Transportation Disadvantaged Performance Report Card

Discussion:

The attached report is for the Local Coordinating Board Member's information and review.

Requested Action:

No Action Required

Attachments:

Transportation Disadvantaged Performance Report Card

Transportation Disadvantaged Performance Report Card

Includes Transportation Disadvantaged, Contract Routes and Self Pay Passengers

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Totals
Total Trips	6502	6512	7213	6750	7324	6968	6753	7784	7017	7040	0	0	69863
% within window	54.0%	58.0%	71.5%	60.6%	61.0%	60.9%	68.3%	70.1%	63.5%	65.2%			63.5%
% early	30.5%	28.3%	13.8%	27.6%	26.6%	26.5%	22.5%	20.6%	27.1%	24.4%			24.6%
% late 1-15 minutes	12.9%	11.4%	12.3%	9.6%	9.6%	9.8%	7.8%	7.7%	7.3%	8.5%			9.6%
% late 16-30 minutes	1.6%	1.5%	1.4%	1.6%	2.1%	2.1%	1.1%	1.1%	1.4%	1.4%			1.5%
% late >30 minutes	1.0%	0.7%	0.9%	0.7%	0.8%	0.8%	0.4%	0.4%	0.6%	0.5%			0.7%
% late	15.5%	13.7%	14.6%	11.8%	12.5%	12.7%	9.2%	9.3%	9.4%	10.4%			11.9%
Total Reservations	7964	7839	8774	8259	8866	8572	8164	9460	8549	8638			85085
% of cancels	9.8%	9.8%	11.4%	10.4%	10.1%	11.5%	9.7%	9.2%	9.3%	10.5%			10.2%
% of no-shows	8.6%	7.1%	6.4%	7.9%	7.3%	7.2%	7.6%	8.5%	8.6%	8.0%			7.7%
% of stand-by trips	0.06%	0.03%	0.08%	0.01%	0.03%	0.06%	0.10%	0.06%	0.01%	0.06%			0.1%
% of trips denied	0.05%	0.03%	0.01%	0.04%	0.01%	0.00%	0.00%	0.02%	0.01%	0.01%			0.0%
% of reservations fulfilled	81.6%	83.1%	82.2%	81.7%	82.6%	81.3%	82.7%	82.3%	82.1%	81.5%			82.1%

Purpose of Trips

Purpose of Trips	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Totals
Medical	9.2%	10.1%	10.5%	10.3%	10.3%	9.0%	9.3%	9.7%	10.9%	8.1%			9.7%
Medical Dialysis	14.5%	14.0%	15.1%	41.2%	13.5%	14.6%	14.0%	14.4%	15.2%	14.0%			14.3%
Medical Prescription	0.1%	0.00%	0.0%	0.0%	0.0%	0.1%	0.1%	0.0%	0.0%	0.1%			0.0%
Medical Therapy	1.0%	1.3%	13.9%	1.3%	1.5%	1.1%	0.9%	0.9%	0.9%	1.1%			1.2%
Food Shopping	1.8%	1.8%	2.3%	2.1%	2.6%	1.5%	1.9%	2.3%	2.3%	2.5%			2.1%
Shopping for Other	2.5%	2.6%	2.5%	2.1%	2.3%	2.6%	2.1%	2.0%	1.7%	1.9%			2.2%
Meetings	4.8%	5.3%	4.1%	4.9%	4.4%	4.3%	6.0%	5.0%	4.3%	5.3%			4.8%
Recreational	1.4%	1.5%	1.6%	1.7%	1.8%	1.4%	1.9%	2.2%	2.0%	2.5%			1.8%
School	0.9%	1.6%	0.0%	1.8%	1.8%	1.4%	1.2%	1.4%	2.1%	2.2%			1.6%
Social Services	0.2%	0.4%	0.1%	0.0%	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%			0.1%
Center Clients	43.7%	42.2%	31.6%	42.7%	42.4%	45.5%	45.8%	44.0%	42.3%	43.0%			43.3%
Hurricane	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			0.0%
Work	17.0%	16.3%	15.4%	14.8%	15.4%	14.4%	13.2%	14.6%	14.8%	15.9%			15.2%
Other	2.9%	3.0%	2.9%	4.0%	3.9%	4.0%	3.6%	3.3%	3.5%	3.4%			3.5%
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%			100%

Local Coordinating Board Agenda Item

December 4, 2023

5. Reports

D. Volunteers in Motion Report

Discussion:

Lori Hamilton, Program Supervisor, Volunteers in Motion will present the update.

Requested Action:

No Action Required

Attachments:

Volunteers in Motion Quarterly Report

LCB AGENDA ITEM

Title: Volunteers in Motion (VIM)

This report is an update for the Volunteers in Motion Program.

Program Developments:

Recruitment:

Opportunities exist within the Volunteers in Motion program for volunteer Vehicle Operators and volunteer Support Staff for both the north and south offices.

Contact: Lori Hamilton, VIM Coordinator, at 321-635-7999 or 321-506-7041 for more information.

Volunteers in Motion has a career opportunity for a full-time Transit Customer Service Representative. Interested parties can find more information by going online to Brevard County Human Resources.

Active Volunteers: 19

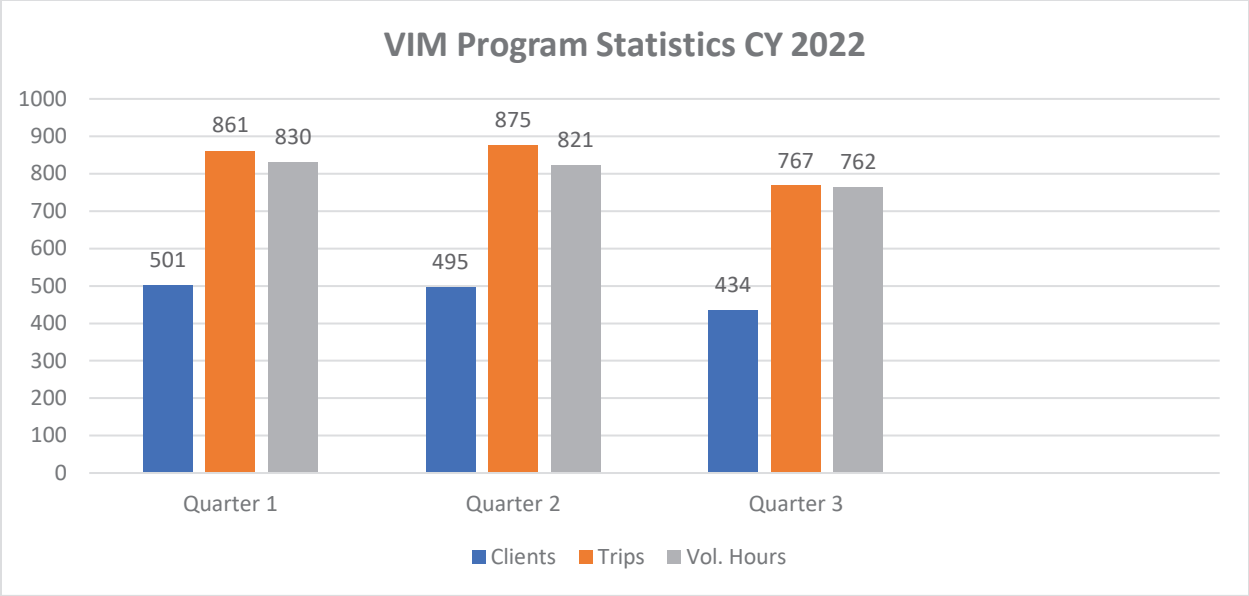
New Volunteers: 0

General:

Safety is Golden Mobility Fair 2022 was held at the **Addison Village Club** located at 8150 Stadium Pkwy, Viera on Friday, **October 28th**. VIM participated and spoke to approximately 50 attendees during the two-hour event. Most of the people we met had not heard of VIM and we met three prospect volunteers. There were at least 35 vendors that attended and about 100 registrants made this event fun and successful. VIM is looking forward to next year.

VIM will be attending **Satellite Beach Woman's Club Founders Day Marketplace and Craft Show** on **November 12, 2022** and will be held at **David R. Schechter Community Center**, 1089 S. Patrick Drive, Satellite Beach from 8:00-4:00pm. We will have a table set up inside and looking forward to meeting our beachside residents and spreading the word about our great service.

The **Boomer Bash Senior Expo** hosted by Senior Life will be held on Thursday, **November 17, 2022** at the **Space Coast Convention Center** located at 301 Tucker Lane, Cocoa from 10:00-2:00pm. VIM will be one of many exhibitors who will be attending.



Local Coordinating Board Agenda Item

December 4, 2023

6. Action Items

A. Approval of Annual Bylaws

Discussion:

Pursuant to the Florida Commission for the Transportation Disadvantaged operating guidelines, the Local Coordinating Board for the Transportation Disadvantaged is required to review their bylaws each year and recommend any necessary changes for approval.

The Space Coast Transportation Planning Organization has incorporated the Transportation Disadvantaged Local Coordinating Board Bylaws into their policies. Any changes to the bylaws will need to be approved by the Space Coast Transportation Planning Organization Board .

Staff requesting recommendations be presented to TPO Board for approval of the 2024 Bylaws as presented.

Requested Action:

Approval of the bylaws for the Local Coordinating Board. If the Local Coordinating Board wishes to make significant changes, the bylaws will be brought back to the next Local Coordinating Board Meeting. Staff requesting recommendations be presented to TPO Board for approval of the 2024 Bylaws as presented.

Attachments:

Bylaws of the Brevard County Local Coordinating Board for the Transportation Disadvantaged

Policy PLC-8: Transportation Disadvantages Local Coordinating Board (TDLCB)

1.0 TRANSPORTATION DISADVANTAGES LOCAL COORDINATING BOARD (TDLCB).

(A) The Space Coast Transportation Planning Organization, in accordance with Chapter 427, Florida Statutes, hereby establishes the Transportation Disadvantaged Local Coordinating Board. The general purpose and duties of the Transportation Disadvantaged Local Coordinating Board are to:

- (1) Review and approve the coordinated community transportation disadvantaged service plan, including the Memorandum of Agreement between the Transportation Disadvantaged Commission and the Community Transportation Coordinator, prior to submittal to the Commission;
- (2) Evaluate services provided in meeting the approved plan;
- (3) Review and provide recommendations, in cooperation with the community transportation coordinator, to the State Transportation Disadvantaged Commission (hereinafter called "the Commission") on funding applications affecting the transportation disadvantaged;
- (4) Review the coordination strategies of service provision to the transportation disadvantaged in the designated service area;
- (5) Evaluate multi-county or regional transportation opportunities; and
- (6) Assist the Community Transportation Coordinator in establishing priorities with regard to recipients of non-sponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund monies.

(B) Membership. The membership of the Transportation Disadvantaged Local Coordinating Board, organizational structure, and specific responsibilities shall consist of the members as designated and in accordance with the Florida Administrative Code Rule 41-2.012. and Section 427.0157, Florida Statute.

(1) The following agencies or groups shall be represented on the board as voting members:

- (a) An elected official appointed by the TPO (The TPO shall appoint an elected official as the Chair);
- (b) A local representative of the Florida Department of Transportation;
- (c) A local representative of the Florida Department of Children and Family Services;
- (d) A local representative of the public education community which could include, but not limited to, a representative of the Brevard County District School Board, School Board Transportation Office, or Headstart Program in areas if the School District is responsible;
- (e) A local representative of the Florida Division of Vocational Rehabilitation, or the Division of Blind Services, representing the Department of Education;
- (f) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the county;
- (g) A person over the age of sixty representing the elderly in Brevard County;
- (h) A person with a disability representing the disabled in Brevard County;
- (i) Two citizen advocate representatives in Brevard County; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
- (j) A local representative for children at risk;
- (k) The chairperson, or said chairperson's designee, of the local mass transit or public transit system's board;
- (l) A local representative of the Florida Department of Elderly Affairs;

(m) An experienced representative of the local private for profit transportation industry. If such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the Community Transportation Coordinator;

(n) A local representative of the Florida Agency for Health Care Administration;

(o) A local representative of the Agency for Persons with Disabilities;

(p) A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes;

(q) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department, or other home and community based services; and

(r) A representative recommended by the local Veterans Service Office representing the veterans of Brevard County.

(2) Technical Advisors. Upon majority vote of the quorum of the coordinating board, technical advisors may be approved for the purpose of providing the coordinating board with technical advice as necessary. The technical advisors shall not be considered as members of the board and shall not be permitted to vote.

(C) Appointment of Chair. An active member of the Space Coast TPO Governing Board shall be elected each year by the Governing Board to serve as the official Chair for all TDLCB meetings. If for any reason the appointed chair's is unable to fulfill said chair's term the SCTPO Governing Board will select a replacement.

(D) Appointment to the TDLCB: The SCTPO shall appoint the non-agency members of the Coordinating Board. In making appointments, the SCTPO shall consider membership and alternate membership nominations made by the Transportation Disadvantaged Local Coordinating Board Nominating Committee. The Transportation Disadvantaged Local Coordinating Board Nominating Committee shall not have jurisdiction to recommend membership and alternate membership appointments for agency positions to the TDLCB. Except for the chair's, the members and alternate members of the board shall be appointed for three (3) year staggered terms. The chair's shall serve until replaced by the Space Coast Transportation Planning Organization. No employee of the Community Transportation Coordinator shall serve as a voting member of the Coordinating Board. However, an elected official serving as chair of the Coordinating Board, or other governmental employees that are not employed for the purpose of making provisions for transportation, shall not be precluded from serving as voting members of the Coordinating Board.

(E) TDLCB Nominating Committee. The committee shall consist of two (2) members appointed by the SCTPO Governing Board Chair from the SCTPO Governing Board, the Technical Advisory Committee, or the Citizens Advisory Committee and one (1) member of the Transportation Disadvantaged Local Coordinating Board appointed by the Transportation Disadvantaged Local Coordinating Board. The term of service on the committee shall be for a period of time beginning on January 1st and ending on December 31st of each year. Members are eligible for reappointment. The SCTPO Governing Board Chair shall select a chair. The Chair of the committee shall call and preside at all meetings of the committee. At least two (2) of the voting members of the committee must be present for the committee to conduct business.

(1) The nominating committee shall meet as often as necessary to recommend nominations of members to the Transportation Disadvantaged Local Coordinating Board for appointment by the SCTPO Governing Board. Persons interested in an appointment should submit a letter of interest or resume to the SCTPO Executive Director, Space Coast Transportation Planning Organization, 2725 Judge Fran Jamieson Way, Melbourne, Florida 32940.

(2) The nominating committee shall review the letters of interest or resumes of interested persons and may interview interested persons. The committee shall also receive and consider recommendations by the SCTPO Executive Director. The committee will recommend nominees for appointment by the SCTPO Governing Board to the Transportation Disadvantaged Local Coordinating Board. All meetings of the committee shall be noticed, are open to the public, and are subject to the Government-in-the-Sunshine Act, Section 286.011, Florida Statutes.

(F) Duties of the TDLCB.

(1) The board shall hold an organizational meeting each year for the purpose of electing a vice-chair. The vice-chair shall be elected by a majority vote of the members of the board voting at the organizational meeting. The vice-chair shall serve a term of one year starting with the next meeting after the election, or until a successor shall be elected, whichever event shall occur later in time. In the event of the chair absence, the vice-chair shall assume the duties of the chair and conduct the meeting.

(2) The Board shall meet at least quarterly as required by Chapter 427.0157, Florida Statutes, and shall perform the following duties as specified in Rule 41-2, Florida Administrative Code:

(a) Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Transportation Disadvantaged Commission and the Chair of the Space Coast Transportation Planning Organization;

(b) Annual public hearing. The board shall hold a minimum of one public hearing annually for the purpose of receiving input on unmet needs or any other services that relate to the local transportation system in Brevard County;

(c) Review and approve the Memorandum of Agreement between the Community Transportation Coordinator and the Transportation Disadvantage Commission, including the Coordinated Community Transportation Disadvantaged Service Plan;

(d) On a continuing basis, evaluate services provided under the designated service plan. Annually, prior to the Coordinator's annual evaluation, provide the Space Coast Transportation Planning Organization with an evaluation of the Coordinator's performance in general and relative to the Transportation Disadvantaged Commission standards and the completion of the annual service plan. Recommendations relative to performance and the renewal of the Coordinator's contract shall be included in the report;

(e) In cooperation with the Community Transportation Coordinator, review and provide recommendations to the Transportation Disadvantaged Commission and the Space Coast Transportation Planning Organization on all applications for local government, state or federal funds relating to transportation of the transportation disadvantaged in the designated service area to ensure that any expenditures within the designated service area are provided in the most cost effective and efficient manner;

(f) Review coordination strategies for service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours and types of service in an effort to increase ridership to a broader population. Such strategies should also encourage multi-county and regional transportation service agreements between area Community Transportation Coordinators and consolidation of adjacent designated service areas when it is appropriate and cost effective to do so;

(g) Appoint a grievance subcommittee to process and investigate complaints from agencies, users, potential users of the system and the Transportation Disadvantaged Coordinator, and make recommendations to the Transportation Disadvantage Local Coordinating Board for improvement of service. The Coordinating Board shall establish procedures to provide regular opportunities for issues to be brought before such subcommittee and to resolve them in a timely manner;

(h) Appoint a member to the nominating committee to recommend potential candidates to the Space Coast Transportation Planning Organization for appointments;

(i) In coordination with the Community Transportation Coordinator, jointly develop applications for funds that may become available;

(j) Prepare by October 1st an annual report, to be consolidated with the Community Transportation Coordinator's annual operating report, outlining the accomplishments and activities or other areas of interest to the Transportation Disadvantaged Commission and the Space Coast Transportation Planning Organization for the most recent operating year period;

(k) Consolidate the annual budget estimates of local, district, state, agency, and federal government transportation disadvantaged funds and forward said information to the Transportation Disadvantaged Commission no later than December 1 for reporting purposes. A copy of the consolidated report shall be provided to the Space Coast Transportation Planning Organization for planning purposes;

(l) Assist SCTPO in preparing a Transportation Disadvantaged Element in their Transportation Improvement Program (TIP).

(m) Develop and maintain a vehicle inventory and utilization plan of those vehicles purchased with transportation disadvantaged funds for inclusion in the Coordinating Board annual report to the Transportation Disadvantaged Commission; and

(n) Review and approve the Coordinated Transportation Development Plan for consistency with approved minimum guidelines and the goals and objectives of the Coordinating Board.

(G) Grievance Subcommittee. The grievance subcommittee shall be comprised of five (5) voting members of the Transportation Disadvantaged Local Coordinating Board. The term of service on the grievance subcommittee shall be for a period of time beginning on January 1st and ending on December 31st of each year, or until new committee members are appointed, whichever event shall occur later in time. Members are eligible for reappointment by the Coordinating Board. The officers of the subcommittee shall be the chair and the vice chair, who shall be designated by the Coordinating Board. The chair of the subcommittee shall call and preside at all meetings of the subcommittee. The vice-chair shall serve as chair in the absence of the chair. At least three (3) of the voting members of the subcommittee must be present for the subcommittee to conduct business.

(H) Coordinating board procedures.

(1) A quorum consists of six (6) voting members. Roberts Rules of Order, as revised, latest edition, shall be used to govern proceedings of the Transportation Disadvantaged Local Coordinating Board and its subcommittees.

(2) *Continuance and Deferrals.*

(a) The TDLCB may continue or defer a scheduled public hearing to a date and time certain without further notice; provided, that the date and time of the continuance or deferral is announced at the originally scheduled hearing. Notice in compliance with Florida's Government-in-the-Sunshine Law, s. 286.011, Florida Statutes, must be given prior to the continued public hearing date, and notice must be promptly posted in a conspicuous location on the SCTPO's internet web-site of the date and time to which the public hearing has been continued.

(b) If a quorum physically present at the advertised public hearing location is not obtained at the time of the advertised public hearing, the SCTPO Executive Director, or said Director's designee, may publicly announce the continuance of the public hearing without further notice; provided, that the location, date and time of the continuance or deferral is announced at the originally scheduled hearing. In addition, notice in compliance with Florida's Government-in-the-Sunshine Law, s. 286.011, Florida Statutes, must be given prior to the continued public hearing date, and notice must be promptly posted in a conspicuous location on the SCTPO's internet web-site of the location, date, and time to which the public hearing has been continued.

(3) *Rescheduled meeting dates.* Prior to the advertised public hearing, if the SCTPO Executive Director, or the director's designee, determines that a quorum physically present at the meeting site cannot be obtained, the SCTPO Executive Director, the director's designee, may direct that the meeting will be continued until a specific date and time certain. Prior to the continued meeting, notice must be posted in a conspicuous location at the entrance to the meeting room where the meeting was scheduled to take place of the date and time to which the meeting was continued, and prior to the meeting, notice must be conspicuously posted on the SCTPO's internet web-site.

(4) *Reliance on information presented by applicant.* The SCTPO and its departments, boards, and agencies, shall have the right to rely on the accuracy of statements, documents, and all other information presented to them on any matter.

(5) *Documents submitted at any public hearing.* The public is hereby advised that any document, paper, letter, map, book, tape, photograph, film, sound recording, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, submitted at or before a public hearing as a part of said public hearing or with relation to any agenda item, is hereby declared to be a Public Record, and is automatically made a part of the record of the hearing at which it was submitted. The *original* public record may not be returned to the person submitting the document, and all public hearing participants are hereby so advised.

(I) Staff. The TPO shall provide the Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in chapter 427.0157, Florida Statutes. These responsibilities include providing sufficient staff to manage and oversee the operations of the board and assist in the scheduling of meetings, preparing meeting agenda packets, and minutes, including an attendance roster and other necessary administrative duties.

(J) Communication. The TPO authorizes the board to communicate directly with other agencies and entities as necessary to carry out its duties and responsibilities in accordance with Rule 41 - 2 Florida Administrative Code (FAC).

The undersigned hereby certifies that she is the Vice-Chair of the Space Coast Transportation Planning Organization Governing Board and that the foregoing is a full, true, and correct copy of the policies of the Transportation Disadvantage Local Coordinating Board as adopted by the Space Coast Transportation Planning Organization Governing Board for the Transportation Disadvantaged Local Coordinating Board, the 4th day of December, 2023.

Andrea Young, SCTPO Vice-Chair

Local Coordinating Board Agenda Item

December 4, 2023

6. Action Items

B. Approval of Annual Operating Report

Discussion

Each Community Transportation Coordinator is required to submit an Annual Operating Report to the Commission for the Transportation Disadvantaged. The Commission for the Transportation Disadvantaged compiles all the reports into a statewide operations report and utilizes the data to assess the Community Transportation Coordinator performance. The data in this report is also used to determine a portion of the yearly Trip and Equipment Grant distribution. Of these total grant allocation formulas, 25% is related to total system passenger trips and 25% system vehicle miles traveled.

Staff will provide a presentation at the meeting on this year's Annual Operating Report

Requested Action:

Local Coordinating Board to certify the Annual Operating Report

Attachments:

Fiscal Year 7/1/22-6/30/23 Annual Operating Report (AOR)



CTC Organization

County: Brevard

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

CTC Status: Approved

CTD Status: Approved

Date Initiated: 9/11/2023

CTC Organization Name: Space Coast Area Transit

Address: 401 South Varr Avenue

City: Cocoa

State: FL

Zip Code: 32922

Organization Type: County

Network Type: Sole Source

Operating Environment: Urban

Transportation Operators: No

Number of Transportation Operators: 0

Coordination Contractors: No

Number of Coordination Contractors: 0

Provide Out of County Trips: No

Local Coordinating Board (LCB) Chairperson: Andrea Young

CTC Contact: Terry Jordan

CTC Contact Title: Transit Director

CTC Contact Email: terry.jordan@brevardfl.gov

Phone: (321) 635-7815

CTC Certification

I, Terry Jordan, 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, Andrea Young, 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): _____

Community Transportation Coordinator Trips by Service Type

One Way

Trip Type	C.T.C. and Transportation Operators	Coordination Contractors	Total Selected Reporting Period	C.T.C. and Transportation Operators	Coordination Contractors	Total Previous Reporting Period
Fixed Route/ Fixed Schedule Daily Pass Trips	380,270	Not Applicable	380,270	380,656	Not Applicable	380,656
Fixed Route/ Fixed Schedule Weekly Pass Trips	12,630	Not Applicable	12,630	36,750	Not Applicable	36,750
Fixed Route/ Fixed Schedule Monthly Pass Trips	17,880	Not Applicable	17,880	16,116	Not Applicable	16,116
Deviated Fixed Route Service	0	Not Applicable	0	0	Not Applicable	0
Complementary Americans with Disabilities Service	0	Not Applicable	0	0	Not Applicable	0
Paratransit Ambulatory	105,430	0	105,430	96,346	0	96,346
Paratransit Non-Ambulatory	11,983	0	11,983	8,828	0	8,828
Paratransit Stretcher	0	0	0	0	0	0
Transportation Network Companies	0	Not Applicable	0	0	Not Applicable	0
Taxi	0	Not Applicable	0	0	Not Applicable	0
School Board (School Bus)	14,066	Not Applicable	14,066	13,212	Not Applicable	13,212
Volunteers	0	Not Applicable	0	0	Not Applicable	0
Total – Service Type	542,259	0	542,259	551,908	0	551,908

Contracted Transportation Operator

Contracted Transportation Operator	C.T.C. and Transportation Operators	Coordination Contractors	Total Selected Reporting Period	C.T.C. and Transportation Operators	Coordination Contractors	Total Previous Reporting Period
How many of the total trips were provided by Contracted Transportation Operators?	0	Not Applicable	0	0	Not Applicable	0
If the Community Transportation Coordinator provides transportation services, do not include the Community Transportation Contractor	0	0	0	0	0	0
Total – Contracted Transportation Operator Trips	0	0	0	0	0	0

Community Transportation Coordinator Trips by Revenue Source

One Way

Agency	C.T.C. and Transportation Operators	Coordination Contractors	Total Selected Reporting Period	C.T.C. and Transportation Operators	Coordination Contractors	Total Previous Reporting Period
Agency for Health Care Administration	0	0	0	0	0	0
Agency for Persons with Disabilities	23,682	0	23,682	32,786	0	32,786
Commission for the Transportation Disadvantaged	54,289	Not Applicable	54,289	53,900	Not Applicable	53,900
Department of Economic Opportunity	0	0	0	0	0	0
Department of Children and Families	0	0	0	0	0	0
Department of Education	17,880	0	17,880	16,116	0	16,116
Department of Elder Affairs	6,036	0	6,036	6,177	0	6,177
Department of Health	0	0	0	0	0	0
Department of Juvenile Justice	0	0	0	0	0	0
Department of Transportation	148,091	0	148,091	144,303		144,303
Local Government	162,157	0	162,157	157,425	0	157,425
Local Non-Government	130,124	0	130,124	141,201	0	141,201
Other Federal and State Programs	0	0	0	0	0	0
Total – Revenue Source	542,259	0	542,259	551,908	0	551,908

Passenger Type: One Way

Passenger Type	C.T.C. and Transportation Operators	Coordination Contractors	Total Selected Reporting Period	C.T.C. and Transportation Operators	Coordination Contractors	Total Previous Reporting Period
Older Adults	169,944	0	169,944	151,908	0	151,908
Children at Risk	42,353	0	42,353	40,532	0	40,532
Persons with Disabilities	95,689	0	95,689	104,246	0	104,246
Low Income	168,281	0	168,281	183,328	0	183,328
Other	65,992	0	65,992	71,894	0	71,894
Total – Passenger Type	542,259	0	542,259	551,908	0	551,908

Trip Purpose: One Way

Trip Purpose	C.T.C. and Transportation Operators	Coordination Contractors	Total Selected Reporting Period	C.T.C. and Transportation Operators	Coordination Contractors	Total Previous Reporting Period
Medical	61,735	0	61,735	67,564	0	67,564
Employment	214,497	0	214,497	229,919	0	229,919
Educational, Training, Daycare	187,005	0	187,005	186,932	0	186,932
Nutritional	3,055	0	3,055	1,681	0	1,681
Life Sustaining, Other	75,967	0	75,967	65,812	0	65,812
Total – Trip Purpose	542,259	0	542,259	551,908	0	551,908

Unduplicated Passenger Head Count

Head Count	C.T.C. and Transportation Operators	Coordination Contractors	Total Selected Reporting Period	C.T.C. and Transportation Operators	Coordination Contractors	Total Previous Reporting Period
Unduplicated Passenger Head Count	10,006	0	10,006	10,180	0	10,180
Unduplicated Passenger Head Count Total	10,006	0	10,006	10,180	0	10,180

Unmet and No Shows

Unmet and No Shows	C.T.C. and Transportation Operators	Coordination Contractors	Total Selected Reporting Period	C.T.C. and Transportation Operators	Coordination Contractors	Total Previous Reporting Period
Unmet Trip Requests	22	Not Applicable	22	23	Not Applicable	23
No Shows	7,289	Not Applicable	7,289	7,866	Not Applicable	7,866

Customer Feedback

Customer Feedback	C.T.C. and Transportation Operators	Coordination Contractors	Total Selected Reporting Period	C.T.C. and Transportation Operators	Coordination Contractors	Total Previous Reporting Period
Complaints	3	Not Applicable	3	5	Not Applicable	5
Commendations	12	Not Applicable	12	3	Not Applicable	3

Community Transportation Coordinator Vehicles and Drivers

County: Brevard

Community Transportation Coordinator Status: Complete

Fiscal Year: 07/01/2022 – 06/30/2023

Community Transportation Coordinator Status: Complete

Vehicle Miles

Mile Types	C.T.C. and Transportation Operators	Coordination Contractors	Total Selected Reporting Period	C.T.C. and Transportation Operators	Coordination Contractors	Total Previous Reporting Period
Deviated Fixed Route Miles	0	Not Applicable	0	0	Not Applicable	0
Complimentary Americans with Disabilities Service Miles	0	Not Applicable	0	0	Not Applicable	0
Paratransit Miles	1,154,129	0	1,154,129	1,151,649	0	1,151,649
Transportation Network Companies Miles	0	Not Applicable	0	0	Not Applicable	0
Taxi Miles	0	Not Applicable	0	0	Not Applicable	0
School Board (School Bus) Miles	30,936	Not Applicable	30,936	16,953	Not Applicable	16,953
Volunteers Miles	0	Not Applicable	0	0	Not Applicable	0
Total – Vehicle Miles	1,185,065	Not Applicable	1,185,065	1,168,602	Not Applicable	1,168,602

Roadcalls and Accidents

Type	C.T.C. and Transportation Operators	Coordination Contractors	Total Selected Reporting Period	C.T.C. and Transportation Operators	Coordination Contractors	Total Previous Reporting Period
Roadcalls	14	0	14	16	0	16
Chargeable Accidents	2	0	2	3	0	3

Vehicle Inventory

Type	C.T.C. and Transportation Operators	Coordination Contractors	Total Selected Reporting Period	C.T.C. and Transportation Operators	Coordination Contractors	Total Previous Reporting Period
Total Number of Vehicles	128	0	128	165	0	165
Total Wheelchair Accessible Vehicles	95	0	95	102	0	102

Drivers

Type	C.T.C. and Transportation Operators	Coordination Contractors	Total Selected Reporting Period	C.T.C. and Transportation Operators	Coordination Contractors	Total Previous Reporting Period
Total Full Time and Part Time Drivers	24	0	24	121	0	121
Total Volunteer Drivers	115	0	115	17	0	17

Community Transportation Coordinator Revenue Sources

County: Brevard

Community Transportation Coordinator Status: Complete

Fiscal Year: 07/01/2022 – 06/30/2023

Community Transportation Coordinator Status: Complete

Revenue Sources

Source	C.T.C. and Transportation Operators	Coordination Contractors	Total Selected Reporting Period	C.T.C. and Transportation Operators	Coordination Contractors	Total Previous Reporting Period
Agency for Health Care Administration	\$0	\$0	\$0	\$0	\$0	\$0
Agency for Persons with Disabilities	\$117,173	\$0	\$117,173	\$116,539	\$0	\$116,539
Department of Economic Opportunity	\$0	\$0	\$0	\$0	\$0	\$0
Department of Children and Families	\$0	\$0	\$0	\$0	\$0	\$0
Department of Education	\$5,361	\$0	\$5,361	\$7,155	\$0	\$7,155
Department of Elder Affairs	\$6,000	\$0	\$6,000	\$4,000	\$0	\$4,000
Department of Health	\$0	\$0	\$0	\$0	\$0	\$0
Department of Juvenile Justice	\$0	\$0	\$0	\$0	\$0	\$0

Commission for the Transportation Disadvantaged

Source	C.T.C. and Transportation Operators	Coordination Contractors	Total Selected Reporting Period	C.T.C. and Transportation Operators	Coordination Contractors	Total Previous Reporting Period
Non-Sponsored Trip Program	\$1,260,979	Not Applicable	\$1,260,979	\$1,183,681	Not Applicable	\$1,183,681
Non-Sponsored Capital Equipment	\$0	Not Applicable	\$0	\$0	Not Applicable	\$0
Rural Capital Equipment	\$0	Not Applicable	\$0	\$0	Not Applicable	\$0
Transportation Disadvantaged Other	\$0	Not Applicable	\$0	\$0	Not Applicable	\$0

Department of Transportation

Source	C.T.C. and Transportation Operators	Coordination Contractors	Total Selected Reporting Period	C.T.C. and Transportation Operators	Coordination Contractors	Total Previous Reporting Period
49 United States Code 5307	\$2,711,408	\$0	\$2,711,408	\$4,190,318	\$0	\$4,190,318
49 United States Code 5310	\$226,593	\$0	\$226,593	\$0	\$0	\$0
49 United States Code 5311	\$0	\$0	\$0	\$0	\$0	\$0
49 United States Code 5311 (f)	\$0	\$0	\$0	\$0	\$0	\$0
Block Grant	\$381,181	\$0	\$381,181	\$524,791	\$0	\$524,791
Service Development	\$0	\$0	\$0	\$0	\$0	\$0
Commuter Assistance Program	\$0	\$0	\$0	\$0	\$0	\$0
Other Department of Transportation	\$121,747	\$0	\$121,747	\$289,522	\$0	\$289,522

Local Government

Source	C.T.C. and Transportation Operators	Coordination Contractors	Total Selected Reporting Period	C.T.C. and Transportation Operators	Coordination Contractors	Total Previous Reporting Period
School Board (School Bus)	\$124,150	Not Applicable	\$124,150	\$79,093	\$0	\$79,093
County Cash	\$989,238	\$0	\$989,238	\$383,229	\$0	\$383,229
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	\$74,556	\$0	\$74,556	\$0	\$0	\$0
Other In-Kind	\$0	\$0	\$0	\$0	\$0	\$0

Local Non-Government

Source	C.T.C. and Transportation Operators	Coordination Contractors	Total Selected Reporting Period	C.T.C. and Transportation Operators	Coordination Contractors	Total Previous Reporting Period
Farebox	\$303,392	\$0	\$303,392	\$272,114	\$0	\$272,114
Donations or Contributions	\$0	\$0	\$0	\$0	\$0	\$0
Other Non-Government	\$128,961	\$0	\$128,961	\$112,206	\$0	\$112,206

Other Federal and State Programs

Source	C.T.C. and Transportation Operators	Coordination Contractors	Total Selected Reporting Period	C.T.C. and Transportation Operators	Coordination Contractors	Total Previous Reporting Period
Other Federal Programs	\$0	\$0	\$0	\$0	\$0	\$0
Other State Programs	\$0	\$0	\$0	\$0	\$0	\$0
Total – Revenue Sources	\$6,450,739	\$0	\$6,450,739	\$7,162,648	\$0	\$7,162,648

Community Transportation Coordinator Expense Sources

County: Brevard

Community Transportation Coordinator Status: Complete

Fiscal Year: 07/01/2020 – 06/30/2021

Community Transportation Coordinator Status: Complete

Expense Sources

Source	C.T.C. and Transportation Operators	Coordination Contractors	Total Selected Reporting Period	C.T.C. and Transportation Operators	Coordination Contractors	Total Previous Reporting Period
Labor	\$1,816,004	\$0	\$1,816,004	\$1,988,560	\$0	\$1,988,560
Fringe Benefits	\$389,044	\$0	\$389,044	\$334,811	\$0	\$334,811
Services	\$1,837,068	\$0	\$1,837,068	\$1,475,408	\$0	\$1,475,408
Materials and Supplies Consumed	\$842,367	\$0	\$842,367	\$647,330	\$0	\$647,330
Utilities	\$29,877	\$0	\$29,877	\$27,290	\$0	\$27,290
Casualty and Liability	\$77,062	\$0	\$77,062	\$73,917	\$0	\$73,917
Taxes	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$53,783	\$0	\$53,783	\$3,268	\$0	\$3,268
Interest	\$0	\$0	\$0	\$0	\$0	\$0
Leases and Rentals	\$16,753	\$0	\$16,753	\$14,003	\$0	\$14,003
Capital Purchases	\$0	\$0	\$0	\$0	\$0	\$0
Contributed Services	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Expenses	\$5,738,614	\$0	\$5,738,614	\$5,229,943	\$0	\$5,229,943

Purchased Transportation Services

Source	C.T.C. and Transportation Operators	Coordination Contractors	Total Selected Reporting Period	C.T.C. and Transportation Operators	Coordination Contractors	Total Previous Reporting Period
Bus Pass	\$20,387	Not Applicable	\$20,387	\$923	Not Applicable	\$923
School Board (School Bus)	\$0	Not Applicable	\$0	\$0	Not Applicable	\$0
Transportation Network Companies	\$0	Not Applicable	\$0	\$0	Not Applicable	\$0
Taxi	\$0	Not Applicable	\$0	\$0	Not Applicable	\$0
Contracted Operator	\$0	Not Applicable	\$0	\$0	Not Applicable	\$0
Total Expense Sources	\$5,738,614	Not Applicable	\$5,738,614	\$5,229,943	\$0	\$5,229,943

County: Brevard
 CTC: Space Coast Area Transit
 Contact: Terry Jordan
 401 South Varr Avenue
 Cocoa, FL 32922
 321-635-7815
 Email: terry.jordan@brevardfl.gov

Demographics	Number
Total County Population	0
Unduplicated Head Count	10,006



Trips By Type of Service	2021	2022	2023	Vehicle Data	2021	2022	2023
Fixed Route (FR)	371,866	433,522	410,780	Vehicle Miles	1,006,210	1,168,602	1,185,065
Deviated FR	0	0	0	Roadcalls	23	16	14
Complementary ADA	0	0	0	Accidents	4	3	2
Paratransit	160,280	105,174	117,413	Vehicles	165	165	128
TNC	0	0	0	Drivers	112	138	139
Taxi	0	0	0				
School Board (School Bus)	4,943	13,212	14,066				
Volunteers	0	0	0				
TOTAL TRIPS	537,089	551,908	542,259				
Passenger Trips By Trip Purpose				Financial and General Data			
Medical	67,457	67,564	61,735	Expenses	\$4,576,204	\$5,229,943	\$5,738,614
Employment	222,897	229,919	214,497	Revenues	\$6,783,135	\$7,162,648	\$6,450,739
Ed/Train/DayCare	186,913	186,932	187,005	Commendations	20	3	12
Nutritional	1,653	1,681	3,055	Complaints	2	5	3
Life-Sustaining/Other	58,169	65,812	75,967	Passenger No-Shows	4,414	7,866	7,289
TOTAL TRIPS	537,089	551,908	542,259	Unmet Trip Requests	3	23	22
Passenger Trips By Revenue Source				Performance Measures			
CTD	41,442	53,900	54,289	Accidents per 100,000 Miles	0.40	0.26	0.17
AHCA	0	0	0	Miles between Roadcalls	43,748	73,038	84,648
APD	9,129	32,786	23,682	Avg. Trips per Passenger	55.07	54.21	54.19
DOEA	5,639	6,177	6,036	Cost per Trip	\$8.52	\$9.48	\$10.58
DOE	14,040	16,116	17,880	Cost per Paratransit Trip	\$28.52	\$49.72	\$48.70
Other	466,839	442,929	440,372	Cost per Total Mile	\$4.55	\$4.48	\$4.84
TOTAL TRIPS	537,089	551,908	542,259	Cost per Paratransit Mile	\$4.58	\$4.54	\$4.95
Trips by Provider Type							
CTC	537,089	551,908	542,259				
Transportation Operator	0	0	0				
Coordination Contractor	0	0	0				
TOTAL TRIPS	537,089	551,908	542,259				

Comprehensive Budget Worksheet

Version 1.4

CTC: Space Coast Area Transit
County: Brevard

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from Oct 1st of 2021 to Sept 30th of 2022	Current Year's APPROVED Budget, as amended from Oct 1st of 2022 to Sept 30th of 2023	Upcoming Year's PROPOSED Budget from Oct 1st of 2023 to Sept 30th of 2024	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

REVENUES (CTC/Operators ONLY / Do NOT include coordination contractors!)

Local Non-Govt

Farebox	\$ 543,836	\$ 600,000	\$ 700,000	10.3%	16.7%	Farebox - Anticipated increase in revenue for fixed route
Medicaid Co-Pay Received	\$ 106,405	\$ 150,000	\$ 200,000	42.3%	33.3%	Medicaid - Numbers are increasing to pre-Covid rates
Donations/Contributions	\$ -					Other - Revenue are increasing to pre-Covid rates
In-Kind, Contributed Services						
Other	\$ 82,942	\$ 50,000	\$ 60,000	-39.7%	20.0%	
Bus Pass Program Revenue						

Local Government

District School Board	\$ 124,150	\$ 100,000	\$ 140,000	-19.5%	40.0%	Associated with summer trips that are anticipated to return to pre Covid numbers
Comp. ADA Services						
County Cash	\$ 1,687,461	\$ 2,082,627	\$ 2,145,003	23.4%	3.0%	
County In-Kind, Contributed Services						
City Cash						
City In-Kind, Contributed Services						
Other Cash						
Other In-Kind, Contributed Services						
Bus Pass Program Revenue						

CTD

Non-Sports Trip Program	\$ 1,070,281	\$ 1,774,395	\$ 1,774,781	64.4%	0.0%	
Non-Sports Capital Equipment						
Rural Capital Equipment						
Other TD (specify in explanation)						
Bus Pass Program Revenue						

USDOT & FDOT

49 USC 5307	\$ 2,507,938	\$ 6,730,636	\$ 8,416,360	168.7%	24.9%	Associated with grants that will not expended in FY23 and will carry forward into FY24
49 USC 5310	\$ 204,753	\$ 193,950	\$ 193,950	-5.3%	0.0%	
49 USC 5311 (Operating)						
49 USC 5311(Capital)						
Block Grant	\$ 635,432	\$ 569,140	\$ 540,711	-10.4%	-5.0%	
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)						
Bus Pass Program Revenue						

AHCA

Medicaid						
Other AHCA (specify in explanation)						
Bus Pass Program Revenue						

DCF

Alcohol, Drug & Mental Health						
Family Safety & Preservation						
Comm. Care Dis./Aging & Adult Serv.						
Other DCF (specify in explanation)						
Bus Pass Program Revenue						

DOH

Children Medical Services						
County Public Health						
Other DOH (specify in explanation)						
Bus Pass Program Revenue						

DOE (state)

Carl Perkins						
Div of Blind Services						
Vocational Rehabilitation	\$ 6,636	\$ 10,000	\$ 10,000	50.7%	0.0%	
Day Care Programs						
Other DOE (specify in explanation)						
Bus Pass Program Revenue						

AWI

WAGES/Workforce Board						
Other AWI (specify in explanation)						
Bus Pass Program Revenue						

DOEA

Older Americans Act						
Community Care for Elderly						
Other DOEA (specify in explanation)						
Bus Pass Program Revenue						

DCA

Community Services						
Other DCA (specify in explanation)						
Bus Pass Admin. Revenue						

Comprehensive Budget Worksheet

Version 1.4

CTC: Space Coast Area Transit
County: Brevard

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from Oct 1st of 2021 to Sept 30th of 2022	Current Year's APPROVED Budget, as amended from Oct 1st of 2022 to Sept 30th of 2023	Upcoming Year's PROPOSED Budget from Oct 1st of 2023 to Sept 30th of 2024	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

APD

Office of Disability Determination
Developmental Services
Other APD (specify in explanation)
Bus Pass Program Revenue

DJJ

(specify in explanation)
Bus Pass Program Revenue

Other Fed or State

XXXX
XXXX
XXXX
Bus Pass Program Revenue

Other Revenues

Interest Earnings
XXXX
XXXX
Bus Pass Program Revenue

Balancing Revenue to Prevent Deficit

Actual or Planned Use of Cash Reserve

Balancing Revenue is Short By =

Total Revenues = \$5,977,835 \$12,299,648 \$14,180,805 75.8% 15.6%

EXPENDITURES (CTC/Operators ONLY / Do NOT include Coordination Contractors!)

Operating Expenditures

Labor	\$ 1,503,612	\$ 1,715,844	\$ 1,925,232	14.1%	12.2%
Fringe Benefits	\$ 692,954	\$ 898,901	\$ 976,059	29.7%	8.6%
Services	\$ 1,563,071	\$ 1,345,020	\$ 4,422,061	-14.0%	228.8%
Materials and Supplies	\$ 725,281	\$ 2,323,106	\$ 1,011,923	220.3%	-56.4%
Utilities	\$ 24,652	\$ 41,100	\$ 29,100	66.7%	-29.2%
Casualty and Liability	\$ 72,943	\$ 79,077	\$ 85,229	8.4%	7.8%
Taxes					
Purchased Transportation:					
Purchased Bus Pass Expenses					
School Bus Utilization Expenses					
Contracted Transportation Services					
Other					
Miscellaneous					
Operating Debt Service - Principal & Interest					
Leases and Rentals	\$ 14,175	\$ 3,000	\$ 9,940	-78.8%	231.6%
Contrib. to Capital Equip. Replacement Fund					
In-Kind, Contributed Services	\$ -	\$ -	\$ -		
Allocated Indirect					

Capital Expenditures

Equip. Purchases with Grant Funds	\$ 636,505	\$ 5,883,600	\$ 5,721,252	821.2%	-2.4%
Equip. Purchases with Local Revenue					
Equip. Purchases with Rate Generated Rev.					
Capital Debt Service - Principal & Interest					

ACTUAL YEAR GAIN

\$1,744,641 \$5,233,193 \$12,299,648 \$14,180,805 134.5% 15.6%

See NOTES Below.

Once completed, proceed to the Worksheet entitled "Budgeted Rate Base"

ACTUAL year GAIN (program revenue) MUST be reinvested as a trip or system subsidy. Adjustments must be identified and explained in a following year, or applied as a Rate Base Adjustment to proposed year's rates on the next sheet.

6. Action Items

C. Approval of 2024 Meeting Date Calendar

Discussion:

Review of the 2024 Meeting Date Calendar for the Local Coordinating Board

Requested Action:

Approval of 2024 Meeting Date Calendar for the Local Coordinating Board

Attachments:

Draft 2024 Meeting Date Calendar

2024

Meeting Dates Local Coordinating Board

Month	Date	Day	Time	Location	Topics
February	12	Monday	10:30 a.m.	Space Coast Room Building C 2nd Floor	Board Appointments
May	13	Monday	10:30 a.m.	Space Coast Room Building C 2 nd Floor	Transportation Disadvantaged Service Plan Update CTC Evaluation
August	12	Monday	10:30 a.m.	Space Coast Room Building C 2 nd Floor	Approval of Rate Model
November	18	Monday	10:30 a.m.	Space Coast Room Building C 2 nd Floor	Approval of Annual Operating Report Approval of By-Laws and Grievance Procedures; Annual Public Hearing

11/6/2023

7. Presentations

Discussion:

The presentations will be presented at the meeting.

Requested Action:

None

Attachments:

None

Local Coordinating Board Agenda Item

December 4, 2023

8. Member Reports

Discussion:

If any Local Coordinating Board Member would like to make an announcement or ask if the Local Coordinating Board would address an item at the next meeting.

Requested Action:

No Action Required

Attachments:

None

Local Coordinating Board Agenda Item

December 4, 2023

9. Public Comment (Non-Agenda Items Only)

Discussion:

Discussion opens for comments from the public.

Requested Action:

Anyone wishing to make a comment on an item not on the agenda should complete a “speaker card” at the sign in desk. For items on the agenda, please fill out a “speaker card” and you will be called upon when the items are discussed. Comments are limited to three minutes.

Attachments:

None

Local Coordinating Board Agenda Item

December 4, 2023

10. Adjournment

Discussion:

Requested Action:

Next Meeting February 12, 2024

Attachments:

None

Local Coordinating Board Agenda Item

December 4, 2023

11. Open Public Hearing

Discussion:

Pursuant to the Florida Commission for the Transportation Disadvantaged operating guidelines, the Local Coordinating Board for the Transportation Disadvantaged is required to hold a minimum of one public hearing annually for the purpose of receiving input on the unmet needs or any other services that relate to the local transportation system in Brevard County.

Requested Action:

The Brevard County Local Coordinating Board must adjourn the regular meeting before opening the Public Hearing.

Attachments:

None

Local Coordinating Board Agenda Item

December 4, 2023

12. Adjournment

Discussion:

Requested Action:

Attachments:

None