



**Local Coordinating Board (LCB)
MEETING AGENDA**

September 18, 2018 – 9:15 A.M.
310 Court Street, 1st Floor Conf. Room
Clearwater, FL 33756

THE PLANNING COUNCIL AND METROPOLITAN PLANNING ORGANIZATION FOR PINELLAS COUNTY

- 1. CALL TO ORDER AND INTRODUCTIONS**
- 2. PUBLIC COMMENT PERTAINING TO ITEMS NOT ON THE AGENDA**
- 3. APPROVAL OF MINUTES – May 15, 2018**
- 4. BOARD ACTIONS CONCERNING THE TD PROGRAM**
- 5. EMERGENCY MANAGEMENT PRESENTATION**
- 6. CREATIVE CLAY PRESENTATION**
- 7. ANNUAL OPERATING REPORT**
- 8. COMMUNITY TRANSPORTATION COORDINATOR EVALUATION**
- 9. OTHER BUSINESS**
 - A. Tri-County Transportation Disadvantaged Project
 - B. Federal Transit Administration Section 5310 Grant Update
 - C. CTC Update
 - D. CTD Update
 - E. Other
- 10. INFORMATIONAL ITEMS**
 - A. Trip/Expenditure Reports
 - B. Complaints and Commendations
 - C. Coast Bike Share Neighborhood Rides Program
- 11. PUBLIC COMMENT**
- 12. ADJOURNMENT**

NEXT REGULARLY SCHEDULED LCB MEETING – NOVEMBER 27, 2018

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact the Office of Human Rights, 400 South Fort Harrison Avenue, Suite 300, Clearwater, Florida 33756; [(727) 464-4062 (V/TDD)] at least seven days prior to the meeting.

Appeals: Certain public meetings result in actions taken by the public board, commission or agency that may be appealed; in such case persons are advised that, if they decide to appeal any decision made at a public meeting/hearing, they will need a record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Local Coordinating Board – September 18, 2018

2. Public Comment Pertaining to Items Not on the Agenda



SUMMARY

Anyone wishing to provide public comment on items not on the agenda may do so at this time. Each speaker will be given a maximum of five minutes.

ACTION: Information only

Local Coordinating Board – September 18, 2018

3. Approval of Minutes – May 15, 2018



SUMMARY

The minutes of the May 15, 2018 meeting are attached for the LCB's review and approval.

Form 8B, Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers, is attached in the event a member of the LCB believes they have a conflict of interest with respect to any item(s) on the current agenda. This form is being provided under this item as any completed forms must be attached to the minutes of the LCB meeting.

ATTACHMENT(S): Minutes – May 15, 2018 LCB Meeting
Form 8B

ACTION: Approve minutes

DRAFT
PINELLAS COUNTY LOCAL COORDINATING BOARD
FOR THE TRANSPORTATION DISADVANTAGED PROGRAM
MEETING MINUTES
MAY 15, 2018

The Pinellas County Local Coordinating Board for the Transportation Disadvantaged met on Tuesday, May 15, 2018 at 9:15 a.m. in the Forward Pinellas Conference Room, First Floor, 310 Court Street, Clearwater, Florida.

MEMBERS PRESENT

Patricia Johnson, Chair	Elected Official
Brian Scott, Vice Chair	Transportation Provider for Profit Representative
Penny Barnard	Agency for Health Care Administration
Mark Harshbarger	Department of Blind Services
Michael Hill	Pinellas County Veterans Services
Jason Martino	Florida Department of Elder Affairs
Priscilla McFadden	Juvenile Welfare Board
Dave Newell	FDOT
Ross Silvers (ex officio)	PSTA
Jane Walker	Daystar Life Center

MEMBERS ABSENT

Jennifer Brackney	CareerSource Pinellas
Ivonne Carmona	Department of Children and Families
Joe DiDomenico	Persons with Disabilities
Michelle Hodge	Public Education
Quinn Lundquist	Local Medical Community
Loretta (Laura) Statsick	Citizen Representative

OTHERS PRESENT

Deborah Lekenta	Neighborly Care Network
Michelle Ogilvie	Hillsborough MPO
Rick Matthews	Department of Blind Services
Sarah Caper	Forward Pinellas Staff
Maria Kelly	Forward Pinellas Staff

1. CALL TO ORDER

Chairperson Johnson called the meeting to order at 9:15 a.m. Those in attendance introduced themselves.

2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No comments were made under this item.

3. APPROVAL OF MINUTES – February 20, 2018

The meeting minutes for February 20, 2018 were approved with no corrections. Brian Scott motioned approval, seconded by Jane Walker and passed unanimously.

4. BOARD ACTIONS CONCERNING THE TD PROGRAM

Ms. Sarah Caper, Forward Pinellas staff, stated the Forward Pinellas Board approved Amanda Honingford as primary representative for the Department of Blind Services and Mark Harshbarger as the alternative representative in April 2018, and Laura Statsick as Citizen representative in May 2018.

5. TRI-COUNTY TRANSPORTATION DISADVANTAGED PROJECT

Ms. Caper addressed the committee and shared a presentation on the Tri-County LCB subcommittee and the project they are undertaking to further regional TD trips. The Tri-County LCB subcommittee has been working to find a project that could help address the need of crossing county lines. This was identified in the regional needs assessment in 2014 and has been incorporated into the goals, objectives and needs identified by the subcommittee. In October 2017, a technology project was discussed that could be a part of the FTA Section 5310 funding cycle. After discussion and work on the technology project, it was determined that project was not viable at this time, due to the cost and fast-changing nature of technology.

At its April meeting, the subcommittee discussed asking current transportation providers to suggest a project, or projects, on how to cross county lines, following certain guidelines. The purpose of this project is to provide regional trips across Hillsborough, Pasco and Pinellas counties that would serve individuals who are transportation disadvantaged. The project would be a pilot project with medical and life sustaining trips as the focus, as these are high priority trips. The outcome would have a Federal Transit Administration Section 5310 eligible agencies (this would more than likely be the funding source) with some combination of partners, providing regional trips. It was recommended to consider having a provider as a partner, for example Moffitt Cancer Center or American Cancer Society or the Veterans Administration, so there is a very clear destination for those trips. Eligibility guidelines were drawn up and the project idea was reviewed with the commission for the transportation disadvantaged staff. There are many details that still need to be worked out. The Tri-County subcommittee questioned and discussed the scope of the project and how to balance funding and need. There were discussions questioning if medical or life sustaining was all that was available and whether or not this project could be web-based which could be a more efficient system.

Subcommittee members came to consensus at the meeting with next steps. Each LCB will be asked three things: 1) Would each LCB take a vote of support for moving forward with this concept for the FTA 5310 funding cycle? 2) Would each LCB commit to developing regional language for the three TDSP's; what is a regional trip? Is it crossing county lines; is it a distance? When do you hit the regional trip threshold? 3) Asking each LCB to consider asking the CTC to reserve 1% of the trip and equipment grant to be set aside as part of the match for this project. The responses will be brought back to the Tri-County in July for discussion. Members were invited to attend the July Tri-County meeting. Each of these questions were voted on separately. The responses will be brought back to the Tri-County in this summer for discussion. Members were invited to attend the July Tri-County meeting. Each of these questions were voted on separately.

Michelle Ogilvie, Hillsborough MPO, arrived at 9:40 am to add some support for this project.

After discussion, the LCB took up each question. With regards to question one, Brian Scott motion for the LCB to like the concept of the project and move forward with it. It was seconded by Michael Hill and passed with a unanimous vote. With regards to the second question, Brian Scott motioned for the LCB to adopt the concept of committing to develop regional language for all three TDSP's consistent with question 1. It was seconded by Jason Martino and passed with a unanimous vote. With regards to the third question, Brian Scott motioned for the LCB to request that PSTA reserve up to 1% of the grant funds PSTA receives from the FTA 5310 for this project. It was seconded by Jane Walker and passed with a unanimous vote.

6. ELECTION OF VICE CHAIR

Brian Scott relayed his willingness to continue as vice chair. Jason Martino made a motion to appoint Brian Scott as Vice Chair. It was seconded by Jane Walker and passed with a unanimous vote.

7. GRIEVANCE PROCEDURES

Ms. Caper addressed the committee on the grievance procedures for the Transportation Disadvantaged (TD) program. Each year the Local Coordinating Board (LCB) is responsible for reviewing and approving these

procedures. TD program is required to maintain a grievance committee to address any matters that require their attention. The appointment of an additional LCB member to fill the vacant position was addressed and Laura Statsick, Citizen Representative, was nominated. A motion was made by Brian Scott to approve the amended grievance procedures. It was seconded by Jane Walker and passed with a unanimous vote.

8. APPROVAL OF TD PROGRAM OPERATORS AND COORDINATION CONTRACTORS

Ms. Caper addressed the committee on that each year the LCB reviews and approves the list of operators and coordination contractors that PSTA have entered into agreements with. A sample agreement was not ready at the time of mail out, however there is one change in that an agreement can be a multi-year agreement. This year PSTA is entering into an agreement with one new agency, Creative Clay. A motion was made by Jason Martino to approve the agreements of the TD contractors and TD coordinators and the multi-year approach. It was seconded by Pricilla McFadden and passed with a unanimous vote.

9. RATE MODEL

Ms. Caper and Ross Silvers, PSTA, reviewed the rate model, which is an annual requirement for the CTC for payment. The rate model includes information from the Annual Operating Report and the Commission for the Transportation Disadvantaged (CTD) provides guidelines for the rate model development. All rates incurred a small increase this year. This approval then goes before the Commission for approval. The approved rate model is then included in the Transportation Disadvantaged Service Plan (TDSP). A motion was made by Brian Scott to approve the rate model; it was seconded by Jane Walker and passed with a unanimous vote.

10. TRANSPORTATION DISADVANTAGED SERVICE PLAN – ANNUAL UPDATE

Ms. Caper noted that the TD Service Plan (TDSP) is a guiding document that is reviewed each year by the LCB to incorporate changes and updates to the plan. Included in this update is the TD Late Shift Program changes approved at the November 28, 2017 meeting and approved at today's meeting as well as an updated list of coordination contracts. The other changes will be based on the rate model approved earlier in the meeting, as well as the updated grievance procedures. These changes will be incorporated into the TDSP. Jane Walker made a motion that the LCB approve the TDSP Annual update, which was seconded by Brian Scott. A roll call vote was conducted as follows:

Penny Barnard	Yes
Jason Martino	Yes
Pricilla McFadden	Yes
Jane Walker	Yes
Michael Hill	Yes
Mark Harshbarger	Yes
Brian Scott	Yes
Dave Newell	Yes
Patricia Johnson, Chair	Yes

The motion was approved unanimously.

11. OTHER BUSINESS

A. Federal Transit Administration Section 5310 Grant Update

No additional information at this time.

B. CTC Update

Ross Silvers updated the committee on CTC activities. The TD Late Shift program has been closed to new enrollment (flyer included in packet). The Flamingo Smart Cards will start in September. PSTA will begin

transitioning TD members to this new card. Each card is issued to a person which makes it easier to issue a new card if lost. Co-pays can be paid on-line for those with on-line access. Trip and equipment grant has increased over the last year, just over \$4 million. FTA Sandbox grant for mobility on demand, offering same day trips for Dart customers. Summer Hall Pass will also be available this year. Students can ride all summer long for \$35.00.

C. CTD Update

No update at this time.

D. Other

No additional information at this time.

12. INFORMATIONAL ITEMS

A. Infographic

Included in the agenda is a draft infographic. Comments are due June 1, 2018.

B. Trip Expenditure Reports

The trip/expenditure reports are attached.

C. Complaints and Commendations

No complaints or commendations were received.

11. PUBLIC COMMENT

Jane Walker announced Daystar is very close to the final FDOT approval for a new building located at 28th Street and 11th Avenue S. Chair Johnson shared Pinellas Park has been installing a countless number of smoke alarms into mobile homes by the fire department. Jason Martino commented on an article about Ben Carson regarding HUD housing and how new legislation, if passed, will affect affordable housing.

12. ADJOURNMENT

The meeting adjourned at 10:48 a.m. The next LCB meeting is September 18, 2018.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a “relative” includes only the officer’s father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A “business associate” means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20 _____:

(a) A measure came or will come before my agency which (check one)

- ___ inured to my special private gain or loss;
- ___ inured to the special gain or loss of my business associate, _____;
- ___ inured to the special gain or loss of my relative, _____;
- ___ inured to the special gain or loss of _____, by whom I am retained; or
- ___ inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Local Coordinating Board – September 18, 2018

4. Board Actions Concerning the TD Program



SUMMARY

Staff will provide an update on Forward Pinellas Board actions since the May LCB meeting, including a brief update on It's TIME Tampa Bay.

ATTACHMENT(S): None

ACTION: None required; informational item

5. Emergency Management Presentation



SUMMARY

The Pinellas County Emergency Management Department is the lead agency in the area responsible for mitigation, preparedness, response and recovery efforts related to a natural or manmade disaster. In evacuation events, a major concern of emergency management officials is the “special needs” population. These include people, typically those who are elderly or disabled, who reside in evacuation areas without access to transportation. Mecca Serfustini, Healthcare Coordinator for Pinellas County Emergency Management Department, will be at the meeting to discuss the agency’s plans and procedures for the special needs population in storm events involving evacuation orders.

ATTACHMENT(S): None

ACTION: None required; informational item

6. Creative Clay Presentation

SUMMARY

Creative Clay is a nonprofit multidisciplinary arts center dedicated to increasing accessibility to the arts for people with disabilities by providing expressive, educational and vocational experiences. The agency's daily studio and outreach programs serve approximately 102 unique individuals per year between the ages of 6 and 62. Marcy Miller, Director of Human Relations and Vocational Services, will provide information on Creative Clay, the services the agency provides, and the role transportation plays in serving the needs of their customers. The Local Coordinating Board approved Creative Clay as a coordinated contractor at the May 2018 meeting.

ATTACHMENT(S): None

ACTION: None required; informational item

Local Coordinating Board – September 18, 2018

7. Annual Operating Report



SUMMARY

Each year, the Florida Commission for the Transportation Disadvantaged requires the Community Transportation Coordinator to submit an Annual Operating Report (AOR) for the Transportation Disadvantaged Program. The AOR includes information on passenger trips, vehicles, employees, revenue and expenses for all agencies within the coordinated system. This information is then used to create a report on programs statewide and to determine grant allocations. Staff will review the FY 2017/18 AOR for Pinellas County, covering July 1, 2017 through June 30, 2018.

ATTACHMENT(S): Draft 2017/18 Annual Operating Report

ACTION: Approve Annual Operating Report

FLCTD
Annual Operations Report
Section I: Face Sheet

County: Pinellas	Fiscal Year: July 1, 2017 - June 30, 2018
Status: Ready	
Report Date:	09/06/2018
Period Covered:	July 1, 2017 - June 30, 2018
Coordinator's Name:	Pinellas Suncoast Transit Authority
Address:	3201 Scherer Drive
City:	St Petersburg
Zip Code:	33716
Service Area:	Pinellas
Contact Person:	Ross Silvers
Title:	Mobility Manager
Phone:	(727) 540 - 1844
Fax:	(727) 540 - 1916
Email:	rsilvers@psta.net
Network Type:	Partial Brokerage
Organization Type:	Public Transit Authority
CTC Certification:	
<p>I, Brad Miller, 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.</p>	
CTC Representative (signature)	

LCB Statement:	
<p>I, _____, as the local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(7) F.S. that the local Coordinating Board has reviewed this report and the Planning Agency has received a copy.</p>	
LCB Signature	

FLCTD
Annual Operations Report
Section II: General Info

County: **Pinellas**

Fiscal Year: **July 1, 2017 - June 30, 2018**

Status: **Ready**

Section II: Coordinated System General Information

1. Provider Listing (include the CTC, if the CTC provides transportation services)

Number of Private Non-Profits: 13

Number of Private For-Profits: 1

Public Entities:

School Board: 0

Municipality: 1

County: 0

Transit Authority: 1

Other: 0

Total: 16

2. How many of the providers listed in 1 are coordination contractors?

11

FLCTD
Annual Operations Report
Section III: Passenger Trip Info

County: Pinellas		Fiscal Year: July 1, 2017 - June 30, 2018	
Status: Saved with Issues			
Section III: Passenger Trip Information			
1a. One-Way Passenger Trips			
Type of Service	Service Area		
Fixed Route/Fixed Schedule	Within	Outside	Total
Daily Trip Tickets	0	0	0
Weekly Passes	134252	0	134252
Monthly Passes	2557896	0	2557896
Deviated Fixed Route Service			
	0	0	0
Paratransit			
Ambulatory	619484	1272	620756
Non-Ambulatory	183142	0	183142
Stretcher	0	0	0
Other Services			
School Board Trips	0	0	0
Total Trips	3494774	1272	3496046
1b. How many of the total trips were provided by contracted transportation providers (do not include the CTC, if the CTC provides transportation services)?			3330575
1c. How many of the total trips were provided by coordination contractors?			165471
2. One-Way Trips by Funding Source			
Agency for Health Care Administration			24646
Agency for Persons with Disabilities			121776
Agency for Workforce Innovation			0
Commission for the Transportation Disadvantaged			2803403
Department of Children and Families			42687
Department of Community Affairs			0
Department of Education			1259
Department of Elder Affairs			35373
Department of Health			0

Department of Juvenile Justice	0
Florida Department of Transportation	1457
Local Government	344299
Local Non-Government	78167
Other Federal Programs	42979
Total:	3496046
3. One-Way Trips by Passenger Type	
Was this information obtained by sampling?	
Elderly	
Low Income:	732159
Disabled:	398581
Low Income and Disabled:	163115
Other:	57776
Children	
Low Income:	456093
Disabled:	10323
Low Income and Disabled:	82065
Other:	11988
Other	
Low Income:	677101
Disabled:	360961
Low Income and Disabled:	309457
Other:	236427
Total:	3496046
4. One-Way Passenger Trips - by Purpose	
Was this information obtained by sampling?	
Medical Purpose	1153717
Employment Purpose	1014773
Education/Training/Daycare Purpose	321324
Nutritional Purpose	690551
Life-Sustaining/Other Purpose	315681
Total:	3496046
5. Unduplicated Passenger Head Count	
5a. Paratransit/Deviated Fixed Route/ School Brd	18478

5b. Fixed Route	9845
Total:	28323
6. Number of Unmet Trip Requests	
	210
Unmet Trip Requests by Type of Trip	
Unmet Medical	155
Unmet Employment	0
Unmet Education/Training/Daycare	8
Unmet Nutritional	1
Unmet Life-Sustaining/Other	46
Reason Trip was Denied (Optional)	
Lack of Funding:	0
Lack of Vehicle Availability:	0
Lack of Driver Availability:	0
Other:	210
7.) Number of Passenger No-shows	
	24500
Passenger No-Shows by Funding Source (optional)	
CTD:	0
AHCA:	0
AWI:	0
DCF:	0
APD:	0
DOE:	0
DOEA:	0
Other:	24500
8. Complaints	
Complaints by Service	3
Complaints by Policy	0
Complaints by Vehicle	12
Complaints by Other	3
Complaint Total:	18
9. Commendations	
Commendations by CTC	0

Commendations by Transportation Providers	30
Commendations by Coordination Contractors	0
Total Commendations:	30

FLCTD
Annual Operations Report
Section IV: Vehicle Info

County: Pinellas		Fiscal Year: July 1, 2017 - June 30, 2018	
Status: Saved with Issues			
Section IV: Vehicle Information			
1. Mileage Information			
	Vehicle Miles		Revenue Miles
CTC:	2		1
Transportation Providers:	5998216		5388940
Coordination Contractors:	787402		504036
School Bus Utilization Agreement:	0		0
Total:	6785620		5892977
2. Roadcalls			
	122		
3. Accidents			
	Chargeable		Non-Chargeable
Total Accidents Person Only:	1		4
Total Accidents Vehicle Only:	13		11
Total Accidents Person & Vehicle:	3		3
Total Accidents:	17		18
Grand Total:	35		
4. Total Number of Vehicles			
	238		
		Count	Percentage
a. Total vehicles that are wheelchair accessible:		122	51.00%
b. Total vehicles that are stretcher equipped:		0	0.00%

FLCTD
Annual Operations Report
Section V: Employee Info

County: Pinellas		Fiscal Year: July 1, 2017 - June 30, 2018	
Status: Saved with Issues			
Section V: Employee Information			
1. CTC and Transportation Provider Employee Information			
			Hours
Full-Time Drivers	145		252152
Part-Time Drivers	88		70160
Volunteer Drivers	0		0
Total Hours:			322312
Maintenance Employees	2		
Dispatchers	7		
Schedulers	0		
Call Intake/Reserv./Cust. Serv.	12		
Other Operations Employees	1		
			Hours
Other Volunteers	0		0
Administrative Support	3		
Management Employees	5		
Total	263		
2. Coordination Contractors Employee Information			
			Hours
Full-Time Drivers	11		18840
Part-Time Drivers	177		33848
Volunteer Drivers	3		15
Total Hours:			52703
Maintenance Employees	0		
Dispatchers	0		
Schedulers	0		
Call Intake/Reserv./Cust. Serv.	1		

Other Operations Employees	0	
		Hours
Other Volunteers	0	0
Administrative Support	13	
Management Employees	11	
Total	216	
		TOTAL HOURS: 375015

FLCTD
Annual Operations Report
Section VI: Revenue Sources

County: Pinellas		Fiscal Year: July 1, 2017 - June 30, 2018	
Status: Saved with Issues			
Section VI: Financial Data			
1. Detailed Revenue and Trips Provided by Funding Source			
Revenue Source	CTC and Transportation Providers	Coordination Contractors	TOTAL REVENUES
Agency for Health Care Administration			
Medicaid Non-Emergency	\$0.00	\$0.00	\$0.00
Medicaid Non-Emergency (under fixed fee service with AHCA)	\$0.00	\$106,057.00	\$106,057.00
Agency for Persons with Disabilities			
Comm Care for Dis Adults/Aging & Adult Services	\$0.00	\$64,574.00	\$64,574.00
Developmental Services	\$516,672.00	\$110,915.00	\$627,587.00
Other (specify)Medwaiver, APD, CDC, Gen Rev	\$358,462.00	\$0.00	\$358,462.00
Agency for Workforce Innovation			
WAGES/Workforce Board	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Commission for the Transportation Disadvantaged			
Non-Sponsored Trip Program	\$3,286,232.00	\$0.00	\$3,286,232.00
Non-Sponsored Cap. Equip.	\$0.00	\$0.00	\$0.00
Rural Capital Equip.	\$0.00	\$0.00	\$0.00
TD Other (specify)	\$0.00	\$0.00	\$0.00
Department of Children and Families			
Alcohol, Drug Abuse & Mental Health Program	\$0.00	\$653,229.00	\$653,229.00
Family Safety & Preservation	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Community Affairs			
Community Services	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Education			
Carl Perkins Vocational Ed. Act	\$0.00	\$0.00	\$0.00

Division of Blind Services	\$0.00	\$0.00	\$0.00
Vocational Rehabilitation	\$18,657.00	\$7,000.00	\$25,657.00
Day Care Programs	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Elder Affairs			
Older Americans Act	\$611,952.00	\$0.00	\$611,952.00
Community Care for the Elderly	\$23,931.00	\$0.00	\$23,931.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Health			
Children's Medical Services	\$0.00	\$0.00	\$0.00
Office of Disability Deter.	\$0.00	\$0.00	\$0.00
County Public Health Unit	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Juvenile Justice			
(specify)	\$0.00	\$0.00	\$0.00
Department of Transportation			
49 USC 5307 (Section 9)	\$0.00	\$0.00	\$0.00
49 USC 5310 (Section 16)	\$974,490.00	\$135,884.00	\$1,110,374.00
49 USC 5311 (Section 18)	\$0.00	\$0.00	\$0.00
490USC 5311(f) (Section 18i)	\$0.00	\$0.00	\$0.00
Block Grant	\$0.00	\$0.00	\$0.00
Service Development	\$0.00	\$0.00	\$0.00
Commuter Assistance Program	\$0.00	\$0.00	\$0.00
Other DOT (Specify)Section 5310 Capital Operating Grant	\$392,213.00	\$0.00	\$392,213.00
Local Government			
School Board Service	\$0.00	\$0.00	\$0.00
Complementary ADA Service	\$6,526,122.00	\$0.00	\$6,526,122.00
County Cash	\$0.00	\$94,076.00	\$94,076.00
County In-Kind	\$0.00	\$0.00	\$0.00
City Cash	\$0.00	\$85,521.00	\$85,521.00
City In-Kind	\$0.00	\$0.00	\$0.00
Other Cash (specify)	\$0.00	\$0.00	\$0.00
Other In-Kind (specify)	\$0.00	\$0.00	\$0.00
Local Non-Government			
Farebox	\$785,198.00	\$27,417.00	\$812,615.00
Donations, Contributions	\$1,983,658.00	\$31,111.00	\$2,014,769.00
In-Kind Services	\$75,891.00	\$31,934.00	\$107,825.00
Other Non-Government	\$7,777,466.00	\$308,320.00	\$8,085,786.00

Other Federal or State Programs			
(specify)Alzheimer's Disease	\$158,285.00	\$0.00	\$158,285.00
(specify)Gulfcoast/Suncoast HCE Medwaiver	\$26,913.00	\$0.00	\$26,913.00
(specify)other programs	\$79,879.00	\$365,169.00	\$445,048.00
GRAND TOTAL:			
	\$23,596,021.00	\$2,021,207.00	\$25,617,228.00

FLCTD
Annual Operations Report
Section VII: Expense Sources

County: Pinellas		Fiscal Year: July 1, 2017 - June 30, 2018	
Status: Saved with Issues			
Section VII: Financial Data			
2. Expense Sources			
Expense Item	Community Transportation Coordinator	Coordination Contractor	TOTAL EXPENSES
Labor (501):	\$8,448,369.00	\$722,815.00	\$9,171,184.00
Fringe Benefits (502):	\$1,498,614.00	\$152,621.00	\$1,651,235.00
Services (503):	\$259,844.00	\$146,327.00	\$406,171.00
Materials and Supplies Cons. (504):	\$1,186,160.00	\$376,805.00	\$1,562,965.00
Utilities (505):	\$92,289.00	\$19,969.00	\$112,258.00
Casualty and Liability (506):	\$578,874.00	\$290,347.00	\$869,221.00
Taxes (507):	\$349.00	\$3,124.00	\$3,473.00
Purchased Transportation Services (508)			
Bus Pass Expenses:	\$1,401,811.00	\$22,930.00	\$1,424,741.00
School Bus Expenses:	\$0.00	\$0.00	\$0.00
Other:	\$564,261.00	\$15,311.00	\$579,572.00
Miscellaneous (509):	\$730,853.00	\$10,054.00	\$740,907.00
Interest (511):	\$14,740.00	\$2,865.00	\$17,605.00
Leases and Rentals (512):	\$46,979.00	\$27,914.00	\$74,893.00
Annual Depreciation (513):	\$743,076.00	\$162,127.00	\$905,203.00
Contributed Services (530):	\$2,051,620.00	\$0.00	\$2,051,620.00
Allocated Indirect Expenses:	\$360,583.00	\$85,185.00	\$445,768.00
GRAND TOTAL:			
	\$17,978,422.00	\$2,038,394.00	\$20,016,816.00

Local Coordinating Board – September 18, 2018

8. Community Transportation Coordinator Evaluation



SUMMARY

The LCB and Forward Pinellas are not required to do an evaluation of the community transportation coordinator (CTC) this year due to a one-year change in the grant oversight process. However, the LCB has historically elected to do an evaluation of the CTC even in years when it is not required. Should the LCB elect to do an evaluation this year, a subcommittee is recommended to assist Forward Pinellas and review materials in advance of the next LCB meeting.

ATTACHMENT(S): None

ACTION: As determined based on discussion

9. Other Business

SUMMARY

A. Tri-County Transportation Disadvantaged Project

Forward Pinellas staff will provide an update on the August 16, 2018 Tri-County Transportation Disadvantaged Local Coordinating Board subcommittee meeting and the status of the tri-county transportation disadvantaged project.

B. Federal Transit Administration Section 5310 Grant Update

The Florida Department of Transportation (FDOT) administers the Section 5310 Grant and will provide a brief update.

C. CTC Update

PSTA will provide an update on recent activities, including a recent Financial Review.

D. CTD Update

The 2018 Florida Public Transportation Association/Commission for the Transportation Disadvantaged Best Practices & Training Workshop will be October 14-17, 2018 in Daytona Beach. Workshop information is available at: <https://floridatransit.org/annual-conference>.

E. Other

ATTACHMENT(S): None

10. Informational Items

SUMMARY

A. Trip/Expenditure Reports

The trip/expenditure reports are attached.

B. Complaints and Commendations

No complaints or commendations were received.

C. Coast Bike Share Neighborhood Rides Program

Coast Bike Share is now offering a reduced-cost bike share memberships to qualified Tampa Bay residents. Coast Bike Share currently operates in downtown St. Petersburg and Tampa. Additional information can be found at: <http://coastbikeshare.com/nr/>.

ATTACHMENT(S): Trip/Expenditure Reports

TD REIMBURSEMENT REQUESTS 2017/2018

	NCN	PARC	ARC-TB	LIGHTHOUSE	BROKERED*	TOTAL AMT SPENT	AMT INVOICED CTD	MONTHLY DIFFERENCE	CUMULATIVE BALANCE
START	\$404,375.00	\$142,040.00	\$142,040.00	\$4,845.00	\$1,755,538.08	\$2,448,838.08			
JULY	\$20,760.63	\$9,906.75	\$11,836.66	\$89.60	\$375,518.12	\$418,111.76	\$274,124.00	-\$143,987.76	-\$143,987.76
BALANCE	\$383,614.37	\$132,133.25	\$130,203.34	\$4,755.40	\$1,380,019.96	\$2,030,726.32			
AUGUST	\$27,537.41	\$11,133.30	\$11,836.66	\$67.20	\$374,029.63	\$424,604.20	\$273,828.00	-\$150,776.20	-\$294,763.96
BALANCE	\$356,076.96	\$120,999.95	\$118,366.68	\$4,688.20	\$1,005,990.33	\$1,606,122.12			
SEPTEMBER	\$15,143.19	\$7,686.38	\$11,836.66	\$5.60	\$334,145.31	\$368,817.14	\$273,828.00	-\$94,989.14	-\$389,753.10
BALANCE	\$340,933.77	\$113,313.57	\$106,530.02	\$4,682.60	\$671,845.02	\$1,237,304.98			
OCTOBER	\$23,055.40	\$9,422.42	\$11,836.66	\$179.20	\$369,010.24	\$413,503.92	\$273,828.00	-\$139,675.92	-\$529,429.02
BALANCE	\$317,878.37	\$103,891.15	\$94,693.36	\$4,503.40	\$302,834.78	\$823,801.06			
NOVEMBER	\$20,533.54	\$8,491.50	\$11,836.66	\$67.20	\$368,936.39	\$409,865.29	\$273,828.00	-\$136,037.29	-\$665,466.31
BALANCE	\$297,344.83	\$95,399.65	\$82,856.70	\$4,436.20	-\$66,101.61	\$413,935.77			
DECEMBER	\$19,828.37	\$8,931.80	\$11,836.66	\$56.00	\$360,827.99	\$401,480.82	\$273,828.00	-\$127,652.82	-\$793,119.13
BALANCE	\$277,516.46	\$86,467.85	\$71,020.04	\$4,380.20	-\$426,929.60	\$12,454.95			
JANUARY	\$46,804.04	\$8,711.65	\$11,836.66	\$33.60	\$364,350.78	\$431,736.73	\$273,828.00	-\$157,908.73	-\$951,027.86
BALANCE	\$230,712.42	\$77,756.20	\$59,183.38	\$4,346.60	\$574,693.69	-\$419,281.78			
FEBRUARY	\$42,170.94	\$9,126.79	\$11,836.66	\$100.80	\$359,349.65	\$422,584.84	\$273,828.00	-\$148,756.84	-\$1,099,784.70
BALANCE	\$188,541.48	\$68,629.41	\$47,346.72	\$4,245.80	\$215,344.04	-\$841,866.62			
MARCH	\$45,166.61	\$8,956.96	\$11,836.66	\$100.80	\$374,614.98	\$440,676.01	\$273,828.00	-\$166,848.01	-\$1,266,632.71
BALANCE	\$143,374.87	\$59,672.45	\$35,510.06	\$4,145.00	-\$159,270.94	-\$1,282,542.63			
APRIL	\$26,425.88	\$10,623.81	\$11,836.66	\$168.00	\$374,835.82	\$423,890.17	\$273,828.00	-\$150,062.17	-\$1,416,694.88
BALANCE	\$116,948.99	\$49,048.64	\$23,673.40	\$3,977.00	-\$534,106.76	-\$1,706,432.80			
MAY	\$26,832.24	\$10,894.28	\$11,836.66	\$235.20	\$367,533.72	\$417,332.10	\$273,828.00	-\$143,504.10	-\$1,560,198.98
BALANCE	\$90,116.75	\$38,154.36	\$11,836.74	\$3,741.80	\$169,338.80	-\$2,123,764.90			
JUNE	\$19,159.06	\$9,409.84	\$11,836.66	\$134.40	\$357,117.38	\$397,657.34	\$273,828.00	-\$123,829.34	-\$1,684,028.32
BALANCE	\$70,957.69	\$28,744.52	\$0.08	\$3,607.40	-\$187,778.58	-\$2,521,422.24			
END						0			

Local Coordinating Board – September 18, 2018

11. Public Comment



SUMMARY

This is an opportunity for any member of the public to address the board on issues related to the Transportation Disadvantaged Program. Speakers are requested to limit their comments to no more than five minutes.