

AGENDA

TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD MEETING

DATE: Monday, August 12, 2024
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- Pg. 3
2. Introduction of Members – Pg. 5
3. Consent Agenda
 - A. Approval: May 13, 2024, TDLCB Meeting Minutes – Pg. 14
4. Reports
 - A. Transit Director’s Report – Proposed Customer Complaints Process – Pg. 19
 - B. Community Transportation Coordinator’s Report -Pg. 26
 - C. Transportation Disadvantaged Performance Report Card – Pg. 28
 - D. Volunteers in Motion – Pg. 31
 - E. Long Range Transportation Plan/ Transit Development Plan Update – Pg. 32
5. Action Items
 - A. Approval of the Rate Calculation Model for the 2024/2025 State Fiscal Year- Pg. 34
6. Presentations
 - A. New Member Training
 - B. Wendy Ellis with Space Coast Advertising
7. Member Reports
 - A. Member’s Corner
 1. Jeanette Estes Presentation State of Florida Person with Disabilities
 2. Christopher Goncalo Presentation Family Partnerships of Central Florida

8. 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.

9. Adjournment – Pg. 47

Next Meeting Date: November 18, 2024

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 (321) 635-7815 no later than 48 hours prior to the meeting.

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

August 12, 2024

1. Call to Order and Pledge of Allegiance

Discussion:

Requested Action:

All please stand for the Pledge of Allegiance

Attachments:

None

Local Coordinating Board Agenda Item

August 12, 2024

2. Introduction of Members

Discussion:

Requested Action:

Board Members are asked to introduce themselves for the record.

Attachments:

Membership Listing

Brevard County Local Coordinating Board for Transportation Disadvantaged Program 2024

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

Designated ADA Coordinator

Brian Breslin, ADA Coordinator
Housing and Human Services Department
2725 Judge Fran Jamieson Way, Building B, Suite 106, Melbourne, FL 32940
Phone: (321) 637-5347
Brian.Breslin@BrevardFL.gov

State Medicaid Operator

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

Local Coordinating Board Attorney

Heather Balsler, Esq. Assistant County Attorney
2725 Judge Fran Jamieson Way, Building C, Melbourne FL 32940
Phone: (321) 633-2090 Fax: (321) 633-2096
Heather.Balsler@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
<p>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</p>	<p>An Elected Official Appointed by the SCTPO Governing Board</p>	<p>Indefinite</p>	<p>Chair</p>
<p>Carlos Colon Florida Department of Transportation 420 W. Landstreet Rd. Orlando FL 32824 Phone - (321) 319-8173 E-mail – carolos.colon@dot.state.fl.us</p>	<p>Florida Department of Transportation</p>	<p>Indefinite</p>	<p>Member</p>
<p>Marisol A. Martinez Senior Human Services Program Specialist 400 West Robinson St. Orlando, FL 32803 Phone- (407) 717-6040 Email- Marisol.Martinez@myflfamilies.com</p>	<p>Florida Department of Children & Family Services</p>	<p>Indefinite</p>	<p>Member</p>
<p>James Rothschilds Quality Control Supervisor Brevard Public Schools 2091 W. King Street Cocoa, FL 32926 Phone- (321) 633-6380 Ext. 14040 Rothschilds.James@brevardschools.org</p>	<p>Public Education Community</p>	<p>Indefinite</p>	<p>Member</p>
<p>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</p>	<p>Florida Division of Vocational Rehabilitation</p>	<p>Indefinite</p>	<p>Member</p>
<p>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</p>	<p>Veteran’s Service Office</p>	<p>Indefinite</p>	<p>Member</p>
<p>Cartier Murrill Senior Human Services Program Specialist 400 W. Robinson St. S-309 Orlando, FL 32806 Phone – (407) 420-2560 Email- Cartier.Murrill@ahca.myflorida.com</p>	<p>Florida Agency for Health Care Administration</p>	<p>Indefinite</p>	<p>Member</p>

Name and Address	Representing	Term	Status
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
Jeannette Estes Regional Operations Manager State of Florida, Persons with Disabilities 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
Amberstar Bush Program and Compliance Specialist CareerSource Brevard 297 Barnes Blvd. Rockledge, FL 32955 Phone- (321) 394-0513 Email- abush@careersourcebrevard.com	Regional Workforce Board	Indefinite	Member
Kelly Myers Social Worker Palm Bay Kidney Center & North Melbourne Dialysis 220 Medplex Pkwy NE Palm Bay, FL 32907 Phone- (321) 722-2649 Email- kmyers@cfkc.net	Local Medical Community	Indefinite	Member
Camille Tate 2945 Kemblewick Dr, Apt 308 Melbourne, FL 32935 Phone – (321) 372-4899 E-mail – ctate2076@att.net	Disabled Representative	Expires 02/26	Vice-Chair Member

<p>Anna- May Smith 1881 Barrington Circle Rockledge, FL 32955 Phone – (321) 446-3418 Email- Annamay@annamaysmith.com</p>	<p>Persons over Sixty Representing Elderly of the County</p>	<p>Expires 10/26</p>	<p>Member</p>
<p>Miriam Moore 1910 Furman Ct. Cocoa, FL 32922 Phone - (321) 536-9546 Email- mikki999@cfl.rr.com</p>	<p>Citizen Advocate</p>	<p>Expires 10/26</p>	<p>Member</p>
<p>James Stringer 20 Sutton Street Rockledge, FL 32955 Phone – (321) 863-8365</p>	<p>Citizen Advocate User of the System</p>	<p>Expires 10/26</p>	<p>Member</p>
<p>Vacant</p>	<p>Private for Profit or Non- Profit Transportation Industry</p>	<p>Indefinite</p>	<p>Member</p>
<p>Vacant</p>	<p>Florida Association of Community Action Agencies Representing Economically Disadvantaged</p>	<p>Indefinite</p>	<p>Member</p>

Alternates

Name and Address	Representing	Term	Status
<p>Jamie Ledgerwood Transit Project Coordinator 719 S. Woodland Blvd. Deland, FL 32720 Phone - (386) 943-5195 E-mail – Jamie.ledgerwood@dot.state.fl.us</p>	<p>Florida Department of Transportation</p>	<p>Indefinite</p>	<p>Alternate</p>
<p>Kara Pappalardo Senior Human Services Program Specialist 400 W. Robinson St Orlando, FL 32803 Phone - (407) 873-1557 E-mail - Kara.Pappalardo@myflfamilies.com</p>	<p>Florida Department of Children & Family Services</p>	<p>Indefinite</p>	<p>Alternate</p>
<p>Jefferson Smith Assistant Director of Transportation Brevard Public Schools 2091 W. King Street. Cocoa, FL 32926 Phone – (321) 633-3680 Ext. 14002 E-mail - Smith.Jefferson@Brevardschools.org</p>	<p>Public Education Community</p>	<p>Indefinite</p>	<p>Alternate</p>
<p>Audrey Turner Division of Blind Services 1970 Michigan Ave, A-2 Cocoa, FL 32926 Phone – (321) 634-3680 E-mail – Audrey.Turner@dbs.fldoe.org</p>	<p>Division of Blind Services</p>	<p>Indefinite</p>	<p>Alternate</p>
<p>Anthony Johnson Veteran Service Officer 2725 Judge Fran Jamieson Way, B-102 Viera, FL 32940 Phone- (321) 633-2012 Email- Anthony.Johnson@brevardfl.gov</p>	<p>Veteran’s Services Office</p>	<p>Indefinite</p>	<p>Alternate</p>
<p>Yvelouse Augustin-Leow Senior Human Services Program Specialist 400 W. Robinson St. S-309 Orlando, FL 32806 Phone – (407) 420-2493 E-mail – Yvelouse.augustin- leow@ahca.myflorida.com</p>	<p>Florida Agency for Health Care Administration</p>	<p>Indefinite</p>	<p>Alternate</p>

Name and Address	Representing	Term	Status
Theresa Simpson Administrative Assistant Melbourne Kidney Center 1400 S. Apollo Blvd. Melbourne, FL 32901 Phone- (321) 724-0461 Ext. 1801 Email- tsimpson@cfkc.net	Local Medical Community	Infinite	Alternate
Gary Appelsies Director of Operations of Senior Resource Alliance The Area Agency on Aging of Central Florida, Inc. 3319 Maguire Blvd, Ste 100, Orlando, FL 32803 Phone – (407) 514-1800 E-mail - Gary.Appelsies@sraflorida.org	Florida Department of Elderly Affairs	Infinite	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
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
Anthony Laurendi 2489 Kingdom Ave. Melbourne FL 32934 Phone- (321) 205-7310 Email – abg.outreach@gmail.com	Persons over Sixty Representing Elderly of the County	Expires 02/27	Alternate
Sara Ann Conkling 1305 S. Lakemont Dr. Cocoa, FL 32922 Phone- (321) 307-2210 Email- saraann7@gmail.com	Disabled Representative	Expires 02/27	Alternate
Vacant	Florida Association of Community Action Agencies representing Economically Disadvantaged	Indefinite	Alternate

Name and Address	Representing	Term	Status
Vacant	Florida Association of Community Action Agencies representing Economically Disadvantaged	Indefinite	Alternate
Vacant	Local Representative for Children at Risk	Indefinite	Alternate
Vacant	Florida Association of Community Action Agencies representing Economically Disadvantaged	Indefinite	Alternate
Vacant	Private for Profit or Non-Profit Transportation Industry	Indefinite	Alternate

08/2024

Local Coordinating Board Agenda Item

August 12, 2024

3. Consent Agenda

A. Approval: TDLCB Meeting Minutes May 13, 2024

Discussion:

None

Requested Action:

A motion to approve the Consent Agenda

Attachments:

Draft Meeting Minutes, May 13, 2024



Transportation Disadvantaged Local Coordination Board Meeting (TDLCB)

Space Coast Room

2725 Judge Fran Jamieson Way, Viera, Florida 32940

Meeting Date: May 13, 2024

MEETING MINUTES

Agenda

1. Call to Order and Pledge of Allegiance
2. Introduction of Members
3. Consent Agenda
 - A. Approval: February 12, 2024 TDLCB Meeting Minutes
4. Reports
 - A. Transit Director's Report
 - B. Community Transportation Coordinator's Report
 - C. Transportation Disadvantaged Performance Report Card
 - D. Volunteers in Motion
5. Actions
 - A. Approval of the Transportation Disadvantaged Service Plan Update
6. Member Reports
 - Member's Corner
 - A. Diane Dickson, Citizen Advocate-Alternate, Life Transformations
7. Public Comment
8. Adjournment

Local Coordinating Board Committee Members Present:

Andrea Young, Chair-	City of West Melbourne Council Member
Camile Tate, Vice Chair	National Federation of the Blind
Anna May Smith-	Persons over Sixty, Representing Elderly of the County
Miriam Moore	Citizen Advocate
Dennis Vannorsdall	Veteran Service Office
James Springer	Citizen Advocate User of the System
Carlos Colon	Florida Department of Transportation
Jennifer Shirreffs	Florida Division of Vocational Rehabilitation
Yvelouse A. Leow	Florida Agency for Health Care Administration
Christopher Goncalo	Family Partnerships of Central FL
Jennifer Cleveland (ALT)	Citizen Advocate User of the System
Anthony Laurendi (ALT)	Person over Sixty Representing Elderly of the County
Diane Dickson (ALT)	Citizen Advocate

Others Present:

Terry Jordan	Space Coast Area Transit
Ken Harley	Space Coast Area Transit
Lance Parker	Space Coast Area Transit
Carmen Baez	Space Coast Area Transit
Lori Hamilton	Space Coast Area Transit
Ron Shepard	Space Coast Area Transit
Yvonne Miles	Space Coast Area Transit
Debbie Flynn	Space Coast Transportation Planning Organization
Brian Breslin-	Housing & Human Services Department
Heather Balser	County Attorney's Office
Cartier Murrill	Florida Agency for Health Care Administration
Felicia Wilson	Member at Large
Margaret Campbell Rense	Member at Large
Denise Bionde	Career Source Brevard
Jennifer Stabler	Special Gatherings

Agenda Items:

Item 1. Call to Order of the Local Coordinating Board

Chair, Andrea Young, called the meeting to order at 10:30 a.m. and welcomed those in attendance.

Item 2. Introduction of Members

The Board members, staff, and guests introduced themselves.

Item 3. Consent Agenda

Carlos Colon made a motion to approve the Consent Agenda, seconded by Camile Tate. Motion passed unanimously.

Item 4. Reports

4A Transit Director's Report

Terry Jordan Updated the Board on the following items:

Fixed route ridership, the current year to date is trending up with a 3.8% overall increase over the previous year.

Demand on response is averaging about 7,000 monthly riders, which is a 15% increase over the previous quarter's average ridership.

Space Coast Area Transit submitted a Low No and Bus Facilities grant application to Federal Transportation Administration (FTA) for five paratransit electric vehicles and 7 Gillig fixed route electric buses. Space Coast Area Transit's application will be competing with transit agencies nationwide. The grant request was for over 13 million.

Section 5310 Grant Application submitted – Space Coast Area Transit staff looking to replace eight 2011-2013 paratransit vehicles. They should be replaced in late 2024 or early 2025.

New paratransit software will allow our paratransit riders to book their trips, make and cancel their reservations. Terry and his team will have another meeting this week and are looking to implement it this fall.

Members of the Space Coast Area Transit Staff will be traveling to Orlando for the Florida Department of Transportation (FDOT) Grant Leveraging workshop on Tuesday on May 14th. FDOT staff will be providing updates on various grants and on how to leverage those funds.

Item 4B. Community Transportation Coordinator's Report, Presented by Carmen Baez.

Diane Dickson asked about the actual ridership numbers and Tony Laurendi made references on the ridership numbers on the performance report card.

Item 4C. Transportation Disadvantaged Performance Report Card

No questions were asked regarding the Transportation Disadvantaged Performance Report Card.

Item 4D. Volunteers in Motion, Presented by Lori Hamilton.

Lori Hamilton spoke about having 14 active volunteers and three inactive ones. Lori participated at the Senior Expo which was held at the Brevard Zoo. She stated that they helped 389 clients, provided 808 trips, and had 942 volunteer hours.

No questions were asked regarding the Volunteers in Motion report.

Item 5A Approval of the Transportation Disadvantaged Service Plan Update, presented by Ken Harley

Review and approve the Transportation Disadvantaged Service Plan update for 2024. This is a roll call vote.

Ken Harley stated that each year the Commission for Transportation Disadvantaged requires that a minor update be made to the Transportation Disadvantaged Service Plan (TDSP) and a major update be made every five years. Ken also stated that the TDSP is a multi-year document that looks at development, service and quality assurance components related to the delivery of the Transportation Disadvantaged Program.

Ken Harley stated that there were several minor changes but that the three significant changes were as follows:

1. Change “All calls should be answered within three rings and should not be placed on hold for longer than two minutes”, to read, “All call should be answered as expeditiously as possible and hold times should be minimized to eliminate excessive hold times where feasible”.
2. Fixed Route Transfer Goal- Space Coast Area Transit has established a goal of transferring .50% of clients from paratransit services to the fixed route.
3. The TD Trust Fund Service Rates are revised to read:

Service Type	Unit	Cost Per Unit Old	Cost Per Unit New
Ambulatory	Passenger Mile	\$2.18	\$2.61
Wheelchair	Passenger Mile	\$3.74	\$4.47

A discussion ensued regarding the standard for answering phones. After a lengthy discussion it was agreed that the hold time should not exceed 10 minutes during peak time and five minutes during off peak time.

Camile Tate made a motion to approve the recommendation to the TDSP subject to the modifications that the hold time during peak time not to exceed 10 minutes and the hold time for off peak hold time does not exceed 5 minutes.

Mr. Carlos Colon seconded. Ms. Miles called the roll for the vote: (Members Present)

Chair Andrea Young –	Yes
Carlos Colon –	Yes
Jennifer Shirreffs–	Yes
Dennis Vannorsdall –	Yes
Anna May Smith –	Yes
Camile Tate-	Yes
Miriam Moore-	Yes
James Stringer-	Yes
Yvelouise Augustin-Leow-	Yes
Christopher Goncalo-	Yes

Motion passed unanimously.

Item 7. Member reports

No member reports.

Members Corner

A. Member's Corner: Diane Dickson – Agency for Life Transformations

Diane Dickson is a co-founder of the Life Transformation. They are an employment service provider in Brevard County. They provide training to youth and adults with disabilities, as well as on the job support to these individuals. Miss Dickson also shared that transportation is a major need for her clients.

Item 8. Public Comment

Margaret Campbell Rense had concern regarding the Rider's Guide and not being able to get transportation to her medical appointments and the to the pharmacy.

Terry Jordan stated that clients may schedule their trips up to seven days in advance, but the later they call the times may be filled up. He stated that alternative options for the trip times are then given to passengers.

Anna May Smith suggested offering some sort of educational program for the disabled individuals to help them to help themselves. Basically, a guide for people with disabilities.

Item 9. Adjournment

Meeting was adjourned at 12:08 p.m.

Local Coordinating Board Agenda Item

August 12, 2024

4. Reports

A. Transit Directors Update

Discussion:

Terry Jordan Space Coast Area Transit Director will provide an update to the Board of activities not covered on the agenda. Terry will present proposed customer complaints process to be implemented.

Requested Action:

Review and input on customer compliant process and actions as desired by the Local Coordinating Board

Attachments:

Proposed customer complaints process

DEFINITIONS

SECTION 1: DEFINITION OF SERVICE COMPLAINT

"A complaint is an oral (in person/telephone) or written statement of dissatisfaction, which is presented to Space Coast Area Transit, Brevard County."

DEFINITION OF FORMAL GRIEVANCE

"A formal grievance is a written complaint that documents any concerns or an unresolved service complaint regarding the operation or administration of services by the transportation operator, Commission Transportation Coordinator (CTC), Designated Official Planning Agency (DOPA), or Local Coordinating Board (LCB). The grievant, in his/her formal complaint, should demonstrate or establish their concerns as clearly as possible."

FILING OF COMPLAINTS

SECTION 2: PROCESS OF FILING A COMPLAINT WITH SPACE COAST AREA TRANSIT

Any user, agency or potential user may register a verbal/written complaint with Space Coast Area Transit, in accordance with the policies and procedures of Space Coast Area Transit. The initial complaint must be submitted by calling Space Coast Area Transit at 321-633-1878 and speaking with a Transit Services representative, by visiting <https://321transit.com/forms/questions-compliments-and-concerns> and completing the required information. Space Coast Area Transit has an existing complaint tracking process in place in which the Mobility Manager is the designated contact person for all complaints.

Space Coast Area Transit requests that such written complaints include the following:

1. The name and address of the complainant.
2. A statement of the grounds for the complaint made in a clear and concise manner, supplemented by any available supporting documentation.
 - a. Exact date/time of incident.
 - b. Exact location of incident.
 - c. Any witnesses to incident (including name and address); and
 - d. Vehicle unit number, license number, color, and type.
3. If completing this complaint on behalf of someone else, please supply the name and relationship of the person for whom you are complaining: Please explain why you have filed for them
4. An explanation of the relief desired by the complainant; and
5. If the complainant is unable to submit a formal written complaint, Space Coast Area Transit shall have the responsibility of obtaining an advocate who will be

available to assist those individuals. The ten (10) working days needed by the customer to submit their written complaint will not go into effect until the advocate has met with the customer.

A written complaint shall be addressed to:

Space Coast Area Transit
Attn: Carmen Baez
401 South Varr Avenue, Cocoa, FL 32922
Telephone (321) 635-7815;
Facsimile (321) 633-1905
E-mail: Carmen.Baez@BrevardFL.Gov

Space Coast Area Transit shall have ten (10) working days from the date of notification of the complaint to address or investigate the problem. Within that time, Space Coast Area Transit will make every effort to respond to the complainant by telephone, and in writing within ten (10) working days of notification to the complainant as to what action was made.

If the complainant is not satisfied with the action taken by the Space Coast Area Transit, the user may file a formal written grievance within ten (10) working days after Space Coast Area Transit's decision.

SECTION 3: FILING OF A GRIEVANCE

After completing the required complaint process, A grievance must be filed in writing by completing the Grievance Form included in the; Rider's Guide for Special Services, or at 321Transit.com/Grievance Form. The complainant may request assistance from Space Coast Area Transit to complete the form. A clear violation of a specific law, regulation, or contractual arrangement should attempt to be demonstrated or established when filing the grievance. The CTC must respond to the complainant in writing no later than seven (7) working days from the date the grievance is received.

If the complainant determines that the response from Space Coast Area Transit is unsatisfactory, he/she can request that the Grievance Form is forwarded to the LCB Grievance Subcommittee. The complainant will be notified in writing of the Subcommittee meeting date, time, and location. The subcommittee will endeavor to resolve the grievance and issue a decision in its report.

The complainant may appeal the decision of the LCB Grievance Subcommittee in writing to the LCB within five working days from the date the complainant received written notice from the subcommittee of its decision.

Once an appeal has been received, the LCB will meet and render a decision at its next meeting. The complainant will be notified in writing of the date, time, and place of the LCB meeting where the appeal will be heard. A written notice will be mailed at least ten (10) days in advance of the meeting. A written copy of the decision made by the LCB will be mailed to all parties involved within ten (10) days of the date of the decision. Should the complainant remain dissatisfied with the decision of the LCB, an appeal may be made in writing to the Commission for Transportation Disadvantage (CTD).

The written appeal shall include the following:

1. The name and address of the complainant;
2. A statement of the ground for the grievance made in a clear and concise manner, supplemented by supporting documentation;
3. Demonstrate or establish a clear violation of a specific law, regulation, contractual arrangement, or circumstance thought to be unjust;
4. An explanation of the relief desired by the complainant;
5. Specified areas of disagreement with Space Coast Area Transit's decisions; and
6. If the complainant is unable to submit a formal written appeal to be filed, Space Coast Area Transit shall have the responsibility of obtaining an advocate who will

be available to assist those individuals. The ten (10) working days needed by the customer to submit a written appeal will not go into effect until the advocate has met with the customer.

An appeal to the Grievance Committee may only be filed after the complainant has sought satisfaction directly from Space Coast Area Transit.

The appeal must be addressed to:

Space Coast Area Transit
Attn: Terry Jordan (Director)
401 South Varr Avenue, Cocoa, FL 32922
Telephone (321) 635-7815;
Facsimile (321) 633-1905
E-mail: Terry.Jordan@BrevardFL.Gov

Once an appeal has been received, the Grievance Committee shall meet and render its recommendation within thirty (30) working days of the date the appeal was filed. The complainant shall be notified in writing of the mutually agreed upon date, time and place where the appeal shall be heard. This written notice shall be mailed at least ten (10) working days in advance of the meeting.

A written copy of the recommendation will be forwarded to the LCB, and all parties involved within ten (10) working days from the date of the recommendation.

Written recommendations will include the following information:

1. A statement that a meeting was held in which the involved parties and/or their representatives were given an opportunity to present their positions;
2. A statement that clearly defines the issues discussed; and
3. Reasons for the recommendation based on the information provided.

If the complainant is dissatisfied with the recommendation of the Grievance Committee, he/she may continue the appeal process with the TDLCB.

SECTION 4: APPEAL TO THE TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD

Should the aggrieved be interested in filing an appeal with the TDLCB it must be filed within ten (10) working days from the date of receipt of the final recommendation of the Grievance Committee. The appeal should attempt to demonstrate or establish a clear violation of a specific law, regulation, contractual arrangement or circumstance thought to be unjust. An appeal to the TDLCB can only be filed after the aggrieved has sought satisfaction directly from the Grievance Committee. An appeal to the TDLCB must be addressed to:

Space Coast Area Transit Bus System
Customer Service Manager
401 S. Varr Ave
Cocoa, Florida 32922

Once an appeal has been received, the TDLCB shall meet and render its recommendation within sixty (60) days of the date the appeal was filed. The aggrieved shall be notified in writing of the mutually agreed upon date, time and place where the appeal shall be heard. This written notice shall be mailed at least ten (10) working days in advance of the hearing.

A written copy of the TDLCB's recommendation shall be forwarded to all parties involved within ten (10) working days from the date of the recommendation. A written recommendation shall include the following information:

1. A statement that a hearing was held in which the involved parties, their representatives and/or witnesses were given an opportunity to present their positions;
2. A statement that clearly defines the issues discussed; and
3. Reasons for the recommendation Space Coast Area Transit based on the information provided.

If the complainant is dissatisfied with the recommendation of the LCB, he/she may continue the process with the TD Ombudsman Program by calling the following number(s): 1-800-983-2435. For hearing and speech impaired customers call, 711 (Florida Only) Florida Relay System or (850) 410-5708 for TTY or, via written correspondence to:

Florida Commission for the Transportation Disadvantaged Attn:
Ombudsman Program
605 Suwannee Street, MS-49
Tallahassee, FL 32399-0450
Email: CTDOmbudsman@dot.state.fl.us

If the Commission is unable to resolve the grievance, the customer will be referred to the Office of Administrative Appeals or other legal venues as appropriate to the specific nature of the grievance.

All of the steps above must be attempted in the order listed before a complaint or grievance will move to the next step.

Local Coordinating Board Agenda Item

August 12, 2024

4. Reports

B. Community Transportation Coordinator's Report

Discussion:

Carmen Baez, Space Coast Area Transit Mobility Manager will provide an overview of the Community Transportation Report.

Requested Action:

No Action Requested

Attachments:

Community Transportation Coordinator's Report

Community Transportation Coordinator Report

August 12, 2024

Southeastern Guide Dogger for the Blind Bus Training- January 27, 2024

Senior Life Expo at Brevard Zoo February 14, 2024 (Volunteer in Motion)

Citizen Academy March 14, 2024

Brevard County Job Fair, Viera Government Center- March 28, 2024

2024 Boomer Guide and Boomer Festival Expo- Cocoa Beach, FL March 29, 2024
(Volunteer in Motion)

BPS Destination Kindergarten South, West Melbourne, FL – April 6, 2024

BPS Destination Kindergarten North, Titusville, FL April 20, 2024

Easter Florida State College Disability Awareness Week April 22, 2024, to April 25,
2024

Summer Reading Kick-off Event June 1, 2024, Catherine Schweinsberg Rood Central
Library, Cocoa FL

Transit With Terry, Career Source Brevard July 9, 2024, Rockledge FL

Local Coordinating Board Agenda Item

August 12, 2024

4. Reports

C. Brevard County Transit Services Transportation Disadvantaged Performance Report Card

Discussion:

Carmen Baez, Space Coast Area Transit Mobility Manager will provide an overview of the Transportation Disadvantaged Performance Report Card.

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-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Totals
Total Trips	7143	7116	7046	7408	7934	7212							21305
% within window	67.9%	68.5%	68.6%	75.1%	64.3%	62.5%							68.4%
% early	25.8%	26.7%	28.1%	21.9%	31.0%	34.2%							26.9%
% late 1-15 minutes	4.7%	3.5%	2.1%	1.8%	3.0%	1.5%							3.5%
% late 16-30 minutes	1.2%	1.0%	0.8%	0.9%	1.1%	1.4%							1.0%
% late >30 minutes	0.3%	0.2%	0.3%	0.2%	0.5%	0.4%							0.3%
% late	6.3%	4.7%	3.2%	3.0%	4.7%	3.3%							4.7%
Total Reservations	8639	8570	8586	8835	9377	8661							25795
% of cancels	9.8%	10.0%	10.4%	9.6%	9.2%	10.5%							10.1%
% of no-shows	7.5%	7.0%	7.5%	6.6%	6.2%	6.3%							7.3%
% of stand-by trips	0.03%	0.03%	0.04%	0.03%	0.05%	0.07%							0.0%
% of trips denied	0.01%	0.01%	0.00%	0.02%	0.01%	0.00%							0.0%
% of reservations fulfilled	82.7%	83.0%	82.1%	83.8%	84.6%	83.3%							82.6%

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	9.1%	9.6%	9.2%	8.8%	8.5%	8.6%							9.3%
Medical Dialysis	13.2%	12.8%	14.1%	14.0%	13.0%	13.3%							13.3%
Medical Prescription	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%							0.0%
Medical Therapy	0.7%	0.6%	0.8%	1.2%	1.0%	1.7%							0.7%
Food Shopping	2.3%	2.1%	1.7%	1.6%	1.8%	1.1%							2.0%
Shopping for Other	1.2%	1.7%	1.8%	1.7%	1.6%	2.2%							1.6%
Meetings	4.5%	7.8%	4.7%	3.7%	3.5%	4.5%							5.7%
Recreational	2.1%	1.9%	2.1%	2.3%	2.2%	2.5%							2.0%
School	2.0%	3.5%	2.1%	3.6%	2.9%	2.1%							2.5%
Social Services	0.1%	0.1%	0.1%	0.1%	5.8%	6.7%							0.1%
Center Clients	44.7%	40.0%	43.9%	43.9%	41.4%	41.3%							42.9%
Hurricane	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%							0.0%
Work	16.2%	16.1%	15.9%	16.0%	14.2%	12.6%							16.1%
Other	3.9%	3.8%	3.6%	3.3%	4.0%	3.2%							3.8%
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Local Coordinating Board Agenda Item

August 12, 2024

4. Reports

D. Volunteers in Motion Report

Discussion:

Lori Hamilton, Program Supervisor, Volunteers in Motion will provide an overview of the Volunteers in Motion Quarterly Report

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 the north and south offices. Contact Lori Hamilton at 321-635-7999 or 321-506-7041.

Active Volunteers: 15

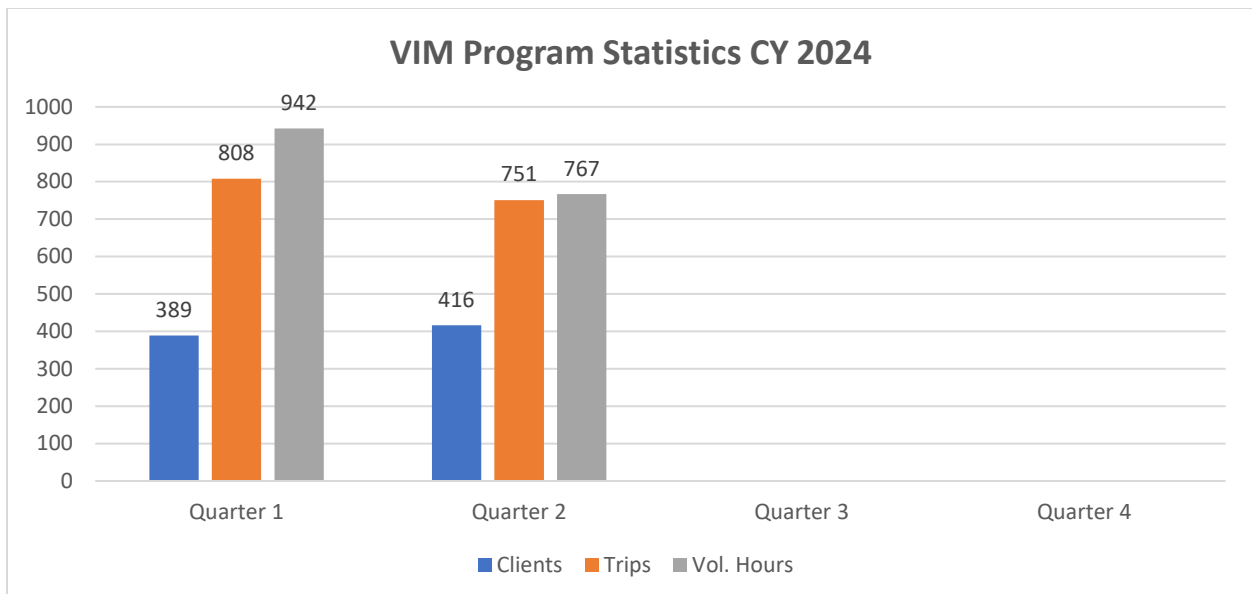
New Volunteers: 2

Gail Boger of the Indian River Colony Club, Viera has joined our VIM team. Gail is retired and worked for Florida Today and Orlando Sentinel.

George Barber of the Indian River Colony Club, Viera has joined our VIM team. George is retired and loves playing golf.

General:

VIM will be part of the **2024 Indian Oaks Health Options Fair on October 18th** at 780 Barnes Blvd., Rockledge, FL 32955. This event will be held at the Indian Oaks Clubhouse from 10:00 to 1:00. Indian Oaks is an Age Qualified Community. This event normally draws residents already living at Indian Oaks; However, everyone is invited.



Local Coordinating Board Agent Item

August 12, 2024

4. Reports

E. Long Range Transportation Plan/Transit Development Plan Update

Discussion:

Over the course of four weeks, the Space Coast TPO hosted a series of FREE, interactive mini workshops at multiple locations throughout the county, where community partners, citizens, and local elected officials gathered to share their ideas of the future of transportation. Attendees had the chance to learn more about our FY 25 List of Project Priorities and FY 2025-29 Transportation Improvement Program and visit different learning stations where they mapped their concerns, tested their safety knowledge, prioritized transportation improvements, and provided input on our future passenger rail station.

The attendees participated in a Transit Improvement activity at the Transit station. The attendees were asked to place three dot stickers at one or more transit improvements they would like to see in their community. The following table depicts the transit improvements from the activity and the total responses from the four workshops, with the majority wanting better sidewalk connections and ADA accessibility:

Transit Improvements (Dot Stickers)					
	May 22 Beachside	May 30 South Area	June 4 North Area	June 12 Central	Total
More Direct Routes (Less Transfers)	2	3	4	9	18
New Service Areas	3	5	2	3	13
Flexible Service (Mobility on Demand)	2	6	0	0	8
More Frequent Service	4	6	2	8	20
Earlier/Later Service	2	5	2	5	14
Weekend Service	1	4	5	4	14
More Bus Shelters and Benches	1	6	7	8	22
Better Sidewalk Connections and ADA Accessibility	4	5	5	11	25

Requested Action:

As desired by the Local Coordinating Board.

Attachments:

None

Local Coordinating Board Agenda Item

August 12, 2024

5. Action Items

- A. Approval of the Rate Calculation Model for the 2024/2025 State Fiscal Year.

Discussion:

Each year the Community Transportation Coordinator (CTC) Space Coast Area Transit is required to submit to the Florida Commission for Transportation Disadvantaged (CTD) a Rate Calculation Model based upon the template provided by the Commission. The Rate Calculation Model reflects that amount that the CTC is permitted to bill the Commission for ambulatory and wheelchair trips.

Requested Action:

Motion to approve Rate Calculation Model for the 2024/2025 State Fiscal Year.

Attachments:

- A. Rate Calculation Model Worksheets

Preliminary Information Worksheet

Version 1.4

CTC Name: Space Coast Area Transit
County (Service Area): Brevard
Contact Person: Karen Petters
Phone # (321) 635-7815

Check Applicable Characteristic:

ORGANIZATIONAL TYPE:

- Governmental
- Private Non-Profit
- Private For Profit

NETWORK TYPE:

- Fully Brokered
- Partially Brokered
- Sole Source

Once completed, proceed to the Worksheet entitled "Comprehensive Budget"

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 July 1st of 2022 to June 30th of 2023	Current Year's APPROVED Budget, as amended from July 1st of 2023 to June 30th of 2024	Upcoming Year's PROPOSED Budget from July 1st of 2024 to June 30th of 2025	% 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	\$ 617,381	\$ 700,000	\$ 725,000	13.4%	3.6%	Medicaid - Increase in revenue anticipated in FY25. Other - Increase in revenue anticipated in FY25
Medicaid Co-Pay Received	\$ 128,783	\$ 200,000	\$ 250,000	55.3%	25.0%	
Donations/ Contributions						
In-Kind, Contributed Services						
Other	\$ 78,029	\$ 60,000	\$ 85,000	-23.1%	41.7%	
Bus Pass Program Revenue						

Local Government

District School Board	\$ 149,639	\$ 140,000	\$ 150,000	-6.4%	7.1%	
Compl. ADA Services						
County Cash	\$ 2,082,527	\$ 2,145,003	\$ 2,252,253	3.0%	5.0%	
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-Spons. Trip Program	\$ 1,442,452	\$ 1,967,828	\$ 1,833,600	36.4%	-6.8%	
Non-Spons. Capital Equipment						
Rural Capital Equipment						
Other TD (specify in explanation)						
Bus Pass Program Revenue						

USDOT & FDOT

49 USC 5307	\$ 2,062,365	\$ 5,650,233	\$ 7,179,226	174.0%	27.1%	5307 - Increase in Operating Assistance in FY25
49 USC 5310	\$ -					
49 USC 5311 (Operating)						
49 USC 5311(Capital)						
Block Grant	\$ 920,870	\$ 569,170	\$ 577,212	-38.2%	1.4%	
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	\$ 5,634	\$ 10,000	\$ 10,000	77.5%	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

1	Prior Year's ACTUALS	Current Year's APPROVED Budget, as amended	Upcoming Year's PROPOSED Budget	5	Proposed % Change from Current Year to Upcoming Year	6
	from July 1st of 2022 to June 30th of 2023	from July 1st of 2023 to June 30th of 2024	from July 1st of 2024 to June 30th of 2025			
			2024	% Change from Prior Year to Current Year		7
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						

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

XXX						
XXX						
XXX						
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 =			None			
Total Revenues =	\$7,487,681	\$11,442,234	\$13,062,291	52.8%	14.2%	

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

	2022	2023	2024	% Change from Prior Year to Current Year	% Change from Current Year to Upcoming Year	
Operating Expenditures						
Labor	\$ 1,708,604	\$ 1,673,082	\$ 1,927,657	-2.1%	15.2%	Labor - Associated is cost of living increase in FY25
Fringe Benefits	\$ 809,417	\$ 1,006,209	\$ 1,058,291	24.3%	5.2%	- Associated with projects budgeted in FY25
Services	\$ 1,783,299	\$ 484,925	\$ 3,639,474	-72.8%	650.5%	Supplies - Associated with materials that are anticipated to be received in FY24 and will not be carried forward into FY25
Materials and Supplies	\$ 754,010	\$ 4,919,179	\$ 1,294,228	552.4%	-73.7%	Casualty & Liability -
Utilities	\$ 28,976	\$ 29,100	\$ 30,600	0.4%	5.2%	Associated with rate increases in FY25
Casualty and Liability	\$ 75,644	\$ 86,500	\$ 97,935	14.4%	13.2%	Leases & Rentals - Associated with an increase in rental costs in FY25
Taxes						Equip. Purchases - Associated with buses/vehicles that will be ordered in FY25
Purchased Transportation:						
Purchased Bus Pass Expenses						
School Bus Utilization Expenses						
Contracted Transportation Services						
Other						
Miscellaneous						
Operating Debt Service - Principal & Interest						
Leases and Rentals	\$ 14,064	\$ 9,949	\$ 14,826	-29.3%	49.0%	
Contrib. to Capital Equip. Replacement Fund						
In-Kind, Contributed Services	\$ -	\$ -	\$ -			
Allocated Indirect						
Capital Expenditures						
Equip. Purchases with Grant Funds	\$ 845,170	\$ 3,233,291	\$ 4,999,280	282.6%	54.6%	
Equip. Purchases with Local Revenue						
Equip. Purchases with Rate Generated Rev.						
Capital Debt Service - Principal & Interest						
ACTUAL YEAR GAIN	\$1,468,497					
Total Expenditures =	\$6,019,184	\$11,442,235	\$13,062,291	90.1%	14.2%	

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.

Budgeted Rate Base Worksheet

Version 1.4

CTC: Space Coast Area Transit

County: Brevard

1. Complete applicable **GREEN** cells in column 3; **YELLOW** and **BLUE** cells are automatically completed in column 3
2. Complete applicable **GOLD** cells in column and 5

	Upcoming Year's BUDGETED Revenues
	from
	July 1st of
	2024
	to
	June 30th of
	2025
1	2

What amount of the <u>Budgeted Revenue</u> in col. 2 will be generated at the rate per unit determined by this spreadsheet, OR used as local match for these type revenues?	Budgeted Rate Subsidy Revenue EXcluded from the Rate Base	What amount of the <u>Subsidy Revenue</u> in col. 4 will come from funds to purchase equipment, OR will be used as match for the purchase of equipment?
3	4	5

REVENUES (CTC/Operators ONLY)

Local Non-Govt

Farebox	\$	725,000
Medicaid Co-Pay Received	\$	250,000
Donations/ Contributions	\$	-
In-Kind, Contributed Services	\$	-
Other	\$	85,000
Bus Pass Program Revenue	\$	-

Local Government

District School Board	\$	150,000
Compl. ADA Services	\$	-
County Cash	\$	2,252,253
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-Spons. Trip Program	\$	1,833,600
Non-Spons. Capital Equipment	\$	-
Rural Capital Equipment	\$	-
Other TD	\$	-
Bus Pass Program Revenue	\$	-

USDOT & FDOT

49 USC 5307	\$	7,179,226
49 USC 5310	\$	-
49 USC 5311 (Operating)	\$	-
49 USC 5311(Capital)	\$	-
Block Grant	\$	577,212
Service Development	\$	-
Commuter Assistance	\$	-
Other DOT	\$	-
Bus Pass Program Revenue	\$	-

AHCA

Medicaid	\$	-
Other AHCA	\$	-
Bus Pass Program Revenue	\$	-

DCF

Alcohol, Drug & Mental Health	\$	-
Family Safety & Preservation	\$	-

	\$	725,000	
	\$	250,000	
	\$	-	
\$	-	\$	-
	\$	85,000	
\$	-	\$	-

\$	-	\$	150,000	
\$	-	\$	-	
\$	203,733	\$	2,048,520	
\$	-	\$	-	
	\$		-	
\$	-	\$	-	
	\$		-	
\$	-	\$	-	
\$	-	\$	-	

\$	1,833,600	\$	-	\$	-
\$	-	\$	-	\$	-
\$	-	\$	-	\$	-
	\$		-		-
\$	-	\$	-		-

\$	-	\$	7,179,226	
\$	-	\$	-	
	\$		-	
\$	-	\$	-	
\$	-	\$	577,212	
\$	-	\$	-	
\$	-	\$	-	
\$	-	\$	-	
\$	-	\$	-	

\$	-	\$	-
	\$		-
\$	-	\$	-

\$	-	\$	-
\$	-	\$	-

YELLOW cells
are **NEVER** Generated by Applying Authorized Rates

BLUE cells
Should be funds generated by rates in this spreadsheet

GREEN cells
MAY BE Revenue Generated by Applying
Authorized Rate per Mile/Trip Charges

Fill in that portion of budgeted revenue in Column 2 that will be **GENERATED** through the application of authorized per mile, per trip, or combination per trip plus per mile rates. Also, include the amount of funds that are Earmarked as local match for Transportation Services and **NOT** Capital Equipment purchases.

If the Farebox Revenues are used as a source of Local Match Dollars, then identify the appropriate amount of Farebox Revenue that represents the portion of Local Match required on any state or federal grants. This does not mean that Farebox is the only source for Local Match.

Please review all Grant Applications and Agreements containing State and/or Federal funds for the proper Match Requirement levels and allowed sources.

local match req.

\$	203,733
\$	-
\$	-

\$	-
\$	-

Budgeted Rate Base Worksheet

Version 1.4

CTC: Space Coast Area Transit

County: Brevard

1. Complete applicable **GREEN** cells in column 3; **YELLOW** and **BLUE** cells are automatically completed in column 3
2. Complete applicable **GOLD** cells in column and 5

	Upcoming Year's BUDGETED Revenues			
	from	What amount of the <u>Budgeted Revenue</u>	Budgeted Rate <u>Subsidy Revenue</u>	What amount of the <u>Subsidy Revenue</u> in
	July 1st of	in col. 2 will be	EXcluded from	col. 4 will come
	2024	generated at the	the Rate Base	from funds to
	to	rate per unit		purchase
	June 30th of	determined by this		equipment, OR will
	2025	spreadsheet, OR		be used as match
		used as local match		for the purchase of
		for these type		equipment?
		revenues?		
1	2	3	4	5
Comm. Care Dis./Aging & Adult Serv.	\$ -	\$ -	\$ -	
Other DCF	\$ -	\$ -	\$ -	
Bus Pass Program Revenue	\$ -	\$ -	\$ -	
DOH				
Children Medical Services	\$ -	\$ -	\$ -	
County Public Health	\$ -	\$ -	\$ -	
Other DOH	\$ -	\$ -	\$ -	
Bus Pass Program Revenue	\$ -	\$ -	\$ -	
DOE (state)				
Carl Perkins	\$ -	\$ -	\$ -	
Div of Blind Services	\$ -	\$ -	\$ -	
Vocational Rehabilitation	\$ 10,000	\$ 10,000	\$ -	
Day Care Programs	\$ -	\$ -	\$ -	
Other DOE	\$ -	\$ -	\$ -	
Bus Pass Program Revenue	\$ -	\$ -	\$ -	
AWI				
WAGES/Workforce Board	\$ -	\$ -	\$ -	
AWI	\$ -	\$ -	\$ -	
Bus Pass Program Revenue	\$ -	\$ -	\$ -	
DOEA				
Older Americans Act	\$ -	\$ -	\$ -	
Community Care for Elderly	\$ -	\$ -	\$ -	
Other DOEA	\$ -	\$ -	\$ -	
Bus Pass Program Revenue	\$ -	\$ -	\$ -	
DCA				
Community Services	\$ -	\$ -	\$ -	
Other DCA	\$ -	\$ -	\$ -	
Bus Pass Program Revenue	\$ -	\$ -	\$ -	

GOLD cells

Fill in that portion of Budgeted Rate Subsidy Revenue in Column 4 that will come from Funds Earmarked by the Funding Source for Purchasing Capital Equipment. Also include the portion of Local Funds earmarked as Match related to the Purchase of Capital Equipment if a match amount is required by the Funding Source.

Budgeted Rate Base Worksheet

Version 1.4

CTC: Space Coast Area Transit

County: Brevard

1. Complete applicable **GREEN** cells in column 3; **YELLOW** and **BLUE** cells are automatically completed in column 3
2. Complete applicable **GOLD** cells in column and 5

	Upcoming Year's BUDGETED Revenues
	from
	July 1st of
	2024
	to
	June 30th of
	2025
1	2

What amount of the <u>Budgeted Revenue</u> in col. 2 will be generated at the rate per unit determined by this spreadsheet, OR used as local match for these type revenues?	Budgeted Rate Subsidy Revenue EXcluded from the Rate Base	What amount of the <u>Subsidy Revenue</u> in col. 4 will come from funds to purchase equipment, OR will be used as match for the purchase of equipment?
3	4	5

APD	
Office of Disability Determination	\$ -
Developmental Services	\$ -
Other APD	\$ -
Bus Pass Program Revenue	\$ -
DJJ	
DJJ	\$ -
Bus Pass Program Revenue	\$ -
Other Fed or State	
XXX	\$ -
xxx	\$ -
xxx	\$ -
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	\$ -
Total Revenues =	\$ 13,062,291

\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
	\$ -	
\$ -	\$ -	
	\$ -	
	\$ -	
\$ -	\$ -	
	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ 2,047,333	\$ 11,014,958	\$ -

EXPENDITURES (CTC/Operators ONLY)	
Operating Expenditures	
Labor	\$ 1,927,657
Fringe Benefits	\$ 1,058,291
Services	\$ 3,639,474
Materials and Supplies	\$ 1,294,228
Utilities	\$ 30,600
Casualty and Liability	\$ 97,935
Taxes	\$ -
Purchased Transportation:	
Purchased Bus Pass Expenses	\$ -
School Bus Utilization Expenses	\$ -
Contracted Transportation Services	\$ -
Other	\$ -
Miscellaneous	\$ -
Operating Debt Service - Principal & Interest	\$ -
Leases and Rentals	\$ 14,826

\$ 11,014,958
Amount of
Budgeted Operating
Rate Subsidy
Revenue

Budgeted Rate Base Worksheet

Version 1.4

CTC: Space Coast Area Transit

County: Brevard

1. Complete applicable **GREEN** cells in column 3; **YELLOW** and **BLUE** cells are automatically completed in column 3
2. Complete applicable **GOLD** cells in column and 5

	Upcoming Year's BUDGETED Revenues
	from
	July 1st of
	2024
	to
	June 30th of
	2025
1	2

What amount of the <u>Budgeted Revenue</u> in col. 2 will be generated at the rate per unit determined by this spreadsheet, OR used as local match for these type revenues?	Budgeted Rate Subsidy Revenue EXcluded from the Rate Base	What amount of the <u>Subsidy Revenue</u> in col. 4 will come from funds to purchase equipment, OR will be used as match for the purchase of equipment?
3	4	5

Contrib. to Capital Equip. Replacement Fund	\$	-
In-Kind, Contributed Services	\$	-
Allocated Indirect	\$	-
Capital Expenditures		
Equip. Purchases with Grant Funds	\$	4,999,280
Equip. Purchases with Local Revenue	\$	-
Equip. Purchases with Rate Generated Rev.	\$	-
Capital Debt Service - Principal & Interest	\$	-
	\$	-
Total Expenditures =	\$	13,062,291
<i>minus</i> EXCLUDED Subsidy Revenue =	\$	11,014,958
Budgeted Total Expenditures INCLUDED in		
Rate Base =	\$	2,047,333
Rate Base Adjustment¹ =		<input type="text"/>
Adjusted Expenditures Included in Rate		
Base =	\$	2,047,333

\$

¹ Rate Base Adjustment Cell

If necessary and justified, this cell is where you could optionally adjust proposed service rates up or down to adjust for program revenue (or unapproved profit), or losses from the Actual period shown at the bottom of the Comprehensive Budget Sheet. This is not the only acceptable location or method of reconciling for excess gains or losses. If allowed by the respective funding sources, excess gains may also be adjusted by providing system subsidy revenue or by the purchase of additional trips in a period following the Actual period. If such an adjustment has been made, provide notation in the respective explanation area of the Comprehensive Budget tab.

¹ The Difference between Expenses and Revenues for Fiscal Year: **2022 - 2023**

Once Completed, Proceed to the Worksheet entitled "Program-wide Rates"

Worksheet for Program-wide Rates

CTC: Space Coast Area Version 1.4
 County: Brevard

1. Complete Total Projected Passenger Miles and ONE-WAY Passenger Trips (GREEN cells) below

- Do **NOT** include trips or miles related to Coordination Contractors!
- Do **NOT** include School Board trips or miles UNLESS.....
- INCLUDE** all ONE-WAY passenger trips and passenger miles related to services you purchased from your transportation operators!
- Do **NOT** include trips or miles for services provided to the general public/private pay UNLESS..
- Do **NOT** include escort activity as passenger trips or passenger miles unless charged the full rate for service!
- Do **NOT** include fixed route bus program trips or passenger miles!

PROGRAM-WIDE RATES		Fiscal Year
Total Projected Passenger Miles =	645,938	2024 - 2025
Rate Per Passenger Mile = \$	3.17	
Total Projected Passenger Trips =	60,059	Avg. Passenger Trip Length = 10.8 Miles
Rate Per Passenger Trip = \$	34.09	

Rates If No Revenue Funds Were Identified As Subsidy Funds	
Rate Per Passenger Mile = \$	20.22
Rate Per Passenger Trip = \$	217.49

Once Completed, Proceed to the Worksheet entitled "Multiple Service Rates"

Vehicle Miles

The miles that a vehicle is scheduled to or actually travels from the time it pulls out from its garage to go into revenue service to the time it pulls in from revenue service.

Vehicle Revenue Miles (VRM)

The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles exclude:

- Deadhead
- Operator training, and
- Vehicle maintenance testing, as well as
- School bus and charter services.

Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger.

Worksheet for Multiple Service Rates

CTC: Space Coast Arr Version 1.4
 County: Brevard

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

SECTION I: Services Provided

1. Will the CTC be providing any of these Services to transportation disadvantaged passengers in the upcoming budget year?.....

Ambulatory	Wheelchair	Stretcher	Group
<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input type="radio"/> Yes
<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input checked="" type="radio"/> No
Go to Section II for Ambulatory Service	Go to Section II for Wheelchair Service	Go to Section II for Stretcher Service	STOP! Do NOT Complete Sections II - V for Group Service

SECTION II: Contracted Services

1. Will the CTC be contracting out any of these Services TOTALLY in the upcoming budget year?....

Ambulatory	Wheelchair	Stretcher	Group
<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input type="radio"/> Yes
<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input checked="" type="radio"/> No
Answer # 2 for Ambulatory Service	Answer # 2 for Wheelchair Service	Answer # 2 for Stretcher Service	Do Not Complete Section II for Group Service

2. If you answered YES to #1 above, do you want to arrive at the billing rate by simply dividing the proposed contract amount by the projected Passenger Miles / passenger trips?.....

<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No

3. If you answered YES to #1 & #2 above, how much is the proposed contract amount for the service?
 How many of the total projected Passenger Miles relate to the contracted service?
 How many of the total projected passenger trips relate to the contracted service?

Ambulatory	Wheelchair	Stretcher	Group
Leave Blank	Leave Blank	Leave Blank	Do NOT Complete Section II for Group Service

Effective Rate for Contracted Services:
 per Passenger Mile =
 per Passenger Trip =

Ambulatory	Wheelchair	Stretcher	Group
Go to Section III for Ambulatory Service	Go to Section III for Wheelchair Service	Go to Section III for Stretcher Service	Do NOT Complete Section II for Group Service

4. If you answered # 3 & want a Combined Rate per Trip PLUS a per Mile add-on for 1 or more services, INPUT the Desired per Trip Rate (but must be less than per trip rate in #3 above) Rate per Passenger Mile for Balance =

Combination Trip and Mile Rate			
Leave Blank and Go to Section III for Ambulatory Service	Leave Blank and Go to Section III for Wheelchair Service	Leave Blank and Go to Section III for Stretcher Service	Do NOT Complete Section II for Group Service

Worksheet for Multiple Service Rates

CTC: Space Coast Arr Version 1.4
 County: Brevard

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

SECTION III: Escort Service

1. Do you want to charge all escorts a fee?.....
 Yes
 No
Skip #2 - 4 and Section IV and Go to Section V
2. If you answered Yes to #1, do you want to charge the fee per passenger trip OR
 per passenger mile?.....
 Pass. Trip Leave Blank
 Pass. Mile
3. If you answered Yes to #1 and completed #2, for how many of the projected
 Passenger Trips / Passenger Miles will a passenger be accompanied by an escort? Leave Blank
4. How much will you charge each escort?..... Leave Blank

SECTION IV: Group Service Loading

1. If the message "You Must Complete This Section" appears to the right, what is the projected total
 number of Group Service Passenger Miles? (otherwise leave blank).....
Do NOT Complete Section IV
- And what is the projected total number of Group Vehicle Revenue Miles? Loading Rate 0.00 to 1.00

SECTION V: Rate Calculations for Multiple Services:

1. Input Projected Passenger Miles and Passenger Trips for each Service in the GREEN cells and the Rates for each Service will be calculated automatically
 * Miles and Trips you input must sum to the total for all Services entered on the "Program-wide Rates" Worksheet, MINUS miles and trips for contracted services IF the rates were calculated in the Section II above
 * Be sure to leave the service BLANK if you answered NO in Section I or YES to question #2 in Section II

		RATES FOR FY: 2024 - 2025			
		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	645,938	= 550,983	+ 94,956	+ <input type="text"/>	+ Leave Blank 0
Rate per Passenger Mile =		\$2.87	\$4.92	\$0.00	\$0.00 \$0.00 per passenger per group

		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	60,059	= 49,874	+ 10,184	+ <input type="text"/>	+ Leave Blank
Rate per Passenger Trip =		\$30.41	\$52.13	\$0.00	\$0.00 \$0.00 per passenger per group

2. If you answered # 1 above and want a COMBINED Rate per Trip PLUS a per Mile add-on for 1 or more services,...

		Combination Trip and Mile Rate			
		Ambul	Wheel Chair	Stretcher	Group
... INPUT the Desired Rate per Trip (but must be less than per trip rate above) =		<input type="text"/>	<input type="text"/>	<input type="text"/>	Leave Blank \$0.00
Rate per Passenger Mile for Balance =		\$2.87	\$4.92	\$0.00	\$0.00 \$0.00 per passenger per group

		Rates If No Revenue Funds Were Identified As Subsidy Funds			
		Ambul	Wheel Chair	Stretcher	Group
Rate per Passenger Mile =		\$18.30	\$31.37	\$0.00	\$0.00 \$0.00 per passenger per group
Rate per Passenger Trip =		\$194.00	\$332.57	\$0.00	\$0.00 \$0.00 per passenger per group

Program These Rates Into Your Medicaid Encounter Data

Local Coordinating Board Agenda Item

August 12, 2024

6. Presentations

A. New Member Training

B. Wendy Ellis with Space Coast Advertising

Discussion

Terry Jordan will give the new member training and Wendy Ellis from Space Coast Advertising to give overview of Transit Website updates

Requested Action:

As requested by the board

Attachments:

None

Local Coordinating Board Agenda Item

August 12, 2024

7. Member Reports

A. Member's Corner

1. Jeanette Estes representing State of Florida Person with Disabilities
2. Christopher Goncalo representing Family Partnerships of Central Florida

Discussion:

Jeanette Estes and Christopher Goncalo will give an overview of their respective agencies.

Requested Action:

No Action Required

Attachments:

None

Local Coordinating Board Agenda Item

August 12, 2024

8. Public Comment (non-agenda items only)

Discussion:

Discussion open 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

August 12, 2024

9. Adjournment

Discussion:

Adjournment

Requested Action:

A motion to adjourn.

Attachments:

None