



metroplan orlando
A REGIONAL TRANSPORTATION PARTNERSHIP

TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD AGENDA

November 21, 2019 @ 10:30 a.m.



ORANGE/ OSCEOLA/ SEMINOLE COUNTIES JOINT TRANSPORTATION
DISADVANTAGED LOCAL COORDINATING BOARD
MEETING NOTICE

DATE: Thursday, November 21, 2019
TIME: 10:30 a.m. *(See note below)*
LOCATION: Marks Street Senior Recreation Complex
99 E. Marks St., Orlando, FL 32803



Wireless access available
Network = OcfI_public_wifi

(PLEASE NOTE: The annual TDLCB public hearing will be held at 10:00 a.m. The TDLCB meeting will follow at 10:30 a.m. or immediately upon conclusion of the public meeting whichever occurs first.)

Take Transit to the Public Meeting

If it's convenient, please consider taking SunRail or LYNX to the public hearing. [Click here to view the SunRail train schedule](#). Get off at the **LYNX Central SunRail Station**.

Connection: LYMMO ORANGE LINE/NORTH QUARTER

PARKING AT THE MARKS STREET COMPLEX: Ample free parking, including disabled parking, is available at the complex. However, due to construction, Marks Street is blocked off at one end, so all traffic to the complex must enter via Orange Avenue.

Mayor Jose Alvarez, Vice-Chairman, Presiding

- I. **CALL TO ORDER**
- II. **CONFIRMATION OF QUORUM – Ms. Lisa Smith**
- III. **AGENDA REVIEW & ANNOUNCEMENTS – Ms. Virginia Whittington**
- IV. **CHAIRMAN'S ANNOUNCEMENTS/COMMITTEE REPORTS – Vice-Chairman Alvarez**
- V. **PUBLIC COMMENTS ON ACTION ITEMS**

Comments from the public will be heard pertaining to ACTION ITEMS on the agenda for this meeting. People wishing to speak must complete a "Speakers Introduction Card" at the reception desk. Each speaker is limited to two minutes.

VI. ACTION ITEMS

A. Approval of minutes of previous meeting TAB 1

The minutes of the August 8, 2019, Transportation Disadvantaged Local Coordinating Board meetings are included at **Tab 1** for approval.

B. Proposed 2020 TDLCB Meeting Schedule TAB 2

Action is requested to approve the 2020 MetroPlan Orlando Board/Committees meeting schedule. The proposed meeting schedule is included at **Tab 2** for approval.

C. Acknowledgement of the Annual Operating Report (AOR) TAB 3

Staff requests acknowledgement of ACCESS LYNX's Annual Operating Report, which includes the financial information for paratransit operations Fiscal Year 2018-19. A copy of the AOR, which was transmitted to the CTD, is included at **Tab 3**.

D. Acknowledgement of the Annual Expenditure Report (AER) TAB 4

Staff requests acknowledgement of the Annual Expenditure Report (AER) for FY 2018-19. The AER was transmitted to the CTD. A copy is provided at **Tab 4**.

E. Request to Extend Membership Terms through March 2020: M. Baldwin and R. Melia

The terms for Ms. Marilyn Baldwin (representing the Disabled) and Mr. Robert "Bob" Melia (Citizen Advocate System User) will expire December 31, 2019. MetroPlan Orlando requests approval to extend their terms through March 2020. The QATF unanimously recommended extension of their memberships.

VII. PRESENTATIONS & STATUS REPORTS

A. Community Transportation Coordinator (CTC) Update TAB 5

Mr. Norm Hickling, Director of Mobility Services, ACCESS LYNX, will provide a CTC update, including an overview of the ACCESS LYNX Bus Pass Program for ADA riders.

VIII. GENERAL INFORMATION TAB 6

A. Planning Grant Update Report

Quarterly progress reports of transportation disadvantaged planning accomplishments and planning contract deliverables as outlined in the planning grant agreement.

B. Report of Operator Payments

The Operators Payments Report is a requirement of the Local Coordinating Board and Planning Agency Operating Guidelines to ensure that operator payments are addressed as a standard agenda item. An attachment of the report is included at Tab 6.

C. Legal Opinion from General Counsel re: Florida Sunshine Law Requirements

A recent legal opinion by MetroPlan Orlando's attorney on Florida Sunshine Law requirements is provided for information.

IX. MEMBER COMMENTS

X. PUBLIC COMMENTS (GENERAL)

Comments from the public will be heard pertaining to GENERAL ITEMS on the agenda for this meeting. People wishing to speak must complete a "Speakers Introduction Card" at the reception desk. Each speaker is limited to two minutes.

XI. UPCOMING MEETINGS AND EVENTS OF INTEREST

A. MetroPlan Orlando Board Meeting – December 11, 2019 at 9:00 a.m.

**XII. ADJOURNMENT – Next TDLCB meeting: February 13, 2020
MetroPlan Orlando**

*In accordance with the **Americans with Disabilities Act (ADA)**, if any person with a disability as defined by the ADA needs special accommodations to participate in this proceeding, he or she should contact **Ms. Lisa Smith, MetroPlan Orlando, 250 S. Orange Avenue, Suite 200, Orlando, Florida, 32801** or by telephone at **(407) 481-5672 x307** at least three business days prior to the event. Persons who require translation services, which are provided at no cost, should contact **MetroPlan Orlando at (407) 481-5672 x315** or by email at lsmith@metroplanorlando.org at least three business days prior to the event.*

As required by Section 286.0105, Florida Statutes, MetroPlan Orlando hereby notifies all interested parties that if a person decides to appeal any decision made by MetroPlan Orlando with respect to any matter considered at such meeting or hearing, he or she may need to ensure that a verbatim record is made to include the testimony and evidence upon which the appeal is to be based.

TAB 1



ORANGE/ OSCEOLA/ SEMINOLE COUNTIES JOINT TRANSPORTATION
DISADVANTAGED LOCAL COORDINATING BOARD

DATE: Thursday, August 8, 2019

TIME: 10:00 a.m.

LOCATION: MetroPlan Orlando Board Room
250 S. Orange Avenue, Suite 200
Orlando, Florida 32801

Mayor Jose Alvarez, Chairman, Presiding

Members in attendance were:

Mayor Jose Alvarez, City of Kissimmee, Osceola County, **Chairman**
Mayor Pat Bates, City of Altamonte Springs, Seminole County
Commissioner Mayra Uribe, Orange County
Dr. Linda Levine-Silverman, Representing the Elderly
Ms. Marilyn Baldwin, Representing the Disabled
Ms. Neika Berry, Citizen Advocate
Mr. Adam Zubritsky, Public Education
Ms. Janeé Olds, CareerSource Central Florida
Ms. Sharon Jennings, Agency for Persons with Disabilities
Ms. Jo Santiago, FDOT, District 5
Ms. Karla Radka, Senior Resource Alliance
Ms. Alnita Whitt, Representing Veterans
Mr. Chris York, For-Profit Operator
Mr. Calvin Smith, AHCA/Medicaid
Ms. Crystal Ford, Orange County EMS (*non-voting*)

Members not in attendance were:

Mr. Robert Melia, Citizen Advocate, System User
Ms. Dianne Arnold, Representing the Economically Disadvantaged
Ms. Evelyn Diaz, Medical Community
Mr. Wilfredo Raices, State Coordinating Council of Early Childhood

Mr. Wayne Olson, Dept. of Education & Vocational Rehabilitation

Others in attendance were:

Mr. Gary Huttman, MetroPlan Orlando

Ms. Virginia Whittington, MetroPlan Orlando

Ms. Lisa Smith, MetroPlan Orlando

Ms. Mary Ann Horne, MetroPlan Orlando

Mr. William Slot, Interim COO, LYNX

Mr. Norman Hickling, Director of Mobility Services, ACCESS LYNX

Ms. Selita Stubbs, ACCESS LYNX

Ms. Nannette Stephens, ACCESS LYNX

Mr. Benjamin Gonzalez, ACCESS LYNX

A complete list of other attendees may be obtained upon request.

I. CALL TO ORDER

Mayor Jose Alvarez called the meeting to order at 10:00 a.m.

II. PLEDGE OF ALLEGIANCE

Mayor Alvarez led attendees in the Pledge of Allegiance, and gave TDLCB members an opportunity to introduce themselves.

III. CONFIRMATION OF A QUORUM

Ms. Lisa Smith confirmed that a quorum was present.

IV. AGENDA REVIEW AND ANNOUNCEMENTS

Ms. Whittington stated that there are no changes to the agenda. She announced that Blind Americans Equality Day is October 15th, and that a resolution recognizing the day is on the MPO Board September 11th agenda for approval. She congratulated Mr. Randall Hunt, Senior Resource Alliance, on his retirement and welcomed his replacement, Ms. Karla Radka. She introduced new MPO staff member Ms. Leilani Vaiaoga, Communication Coordinator. Ms. Whittington noted that the date has changed for the November public meeting to November 21st instead of November 14th.

Dr. Linda Silverman reported on a community event that she hosted in her 55+ community. She stated that representatives from the different community agencies that cater to senior needs were invited to come and bring information on the resources that they provide. She stated that the event was both well received and attended. She thanked the members of the ACCESS LYNX team that came out and participated in the event. Dr. Silverman stated that since the event was so well received, her plan is to take the event to other 55+ communities in the tri-county area.

V. PUBLIC COMMENTS ON ACTION ITEMS

There were no public comments on any of the action items.

VI. QUALITY ASSURANCE TASK FORCE (QATF) REPORTS

Ms. Baldwin reported that the QATF met July 23, 2019 to review and recommend a new LCB member to fill a vacancy created by the resignation of Ms. Jane Tkach. She stated that the QATF recommends Ms. Neika Berry as the Citizen Advocate, Non-system User, appointee and that recommendation is on today's agenda for approval. She stated that Mr. Norm Hickling, Director of Mobility Services, gave the members of the QATF a CTC update, which included a preview of the preliminary results of LYNX Mobility Services' Transportation Disadvantaged Customer Satisfaction Survey conducted in June. The date of the next QATF meeting is Tuesday, October 29, 2019.

VII. ACTION ITEMS

A. Approval of minutes of previous meeting minutes - May 9, 2019

Staff requested approval of the minutes of the May 9, 2019 Transportation Disadvantaged Local Coordinating Board meeting.

MOTION: Commissioner Uribe motioned to approve the May 9, 2019 meeting minutes. Ms. Baldwin seconded the motion. The motion passed unanimously.

B. Approval of Recommendation of new TDLCB Member

Staff requested approval of the QATF recommendation to appoint Ms. Neika Berry as the Citizen Advocate, Non-system User, representative. Ms. Whittington noted that the QATF met on July 23, 2019 to review applications and recommend a new LCB member to fill a vacancy created by the resignation of Ms. Jane Tkach who accepted a position with LYNX.

MOTION: Ms. Baldwin motioned to approve the appointment of Ms. Neika Berry as the Citizen Advocate, Non-system User. Commissioner Uribe seconded the motion. The motion passed unanimously.

C. Approval of LYNX Human Services Transportation Plan (HSTP)

Mr. Norman Hickling introduced Ms. Laura Menz with WSP. He explained that WSP was tasked with the update of the Human Services Transportation Plan. He noted that the HSTP was presented to the QATF at the April 23rd meeting. Staff requested approval of the 2020 HSTP. Ms. Menz explained that on April 23, 2019 LYNX presented a Draft TDSP Update to the QATF which included the 2016 5310 Human Services Transportation Plan Update (aka the 2016 Community Connector Plan). A final copy of the 2020 5310 Human Services Transportation Plan Update is provided to the TDLCB for approval today. Ms. Menz provided an overview of the plan update process which included a demographic analysis, a needs analysis from both the public and stakeholders, comparison of existing services available and identified any gaps and overlaps. The public involvement process included public workshops, outreach surveys, and stakeholder meetings. The existing demographic and "hot spot" analysis targeted the

following populations: elderly, individuals with disabilities, veterans, low-income and minorities. A peer review was conducted of outside agencies that are similar in size and scale to LYNX. Ms. Menz detailed the changes that were incorporated in the final report: gap analysis, prioritization of service needs, and strategies for addressing service and coverage gaps. She explained that once approved by the LCB, LYNX will request that the CTD amend the adopted TDSP to incorporate the 2020 Human Service Transportation Plan Update.

Ms. Whittington called attention to the tables in the report. She noted that due to the print being small, they were blown-up in size so that they were legible for Board members. Ms. Whittington added that upon approval, this will be included in the Transportation Disadvantaged Service Plan that was approved by the LCB at the May 9th meeting.

MOTION: Commissioner Uribe motioned to approve the 2020 5310 Human Services Transportation Plan Update. Janeé Olds seconded the motion, which passed unanimously.

VIII. PRESENTATIONS AND STATUS REPORTS

A. Request for Input on 2020 Legislative Priorities

Ms. Virginia Whittington, MetroPlan Orlando, sought guidance from the LCB on potential legislative priorities to be recommended to the MetroPlan Orlando board for the 2020 legislative session that starts in January. On July 29th, MPO hosted a meeting for the local legislative liaisons (Orange, Seminole and Osceola counties, the City of Orlando and the local transportation agencies) to discuss potential priorities that can be added to the MPO Board's legislative package. Will be attending the Orange County legislative delegation hearing scheduled for August 19th and the Seminole County legislative delegation hearing scheduled for September 9th. Ms. Whittington encouraged LCB members to bring forward potential priorities especially those that are TD related. Update: concerns from the last legislative session on funds that were identified for TD funds and were encapsulated in a bill that was called the M-CORES, \$10 million in that bill specifically identified for TD. There was a caveat in that bill that allowed private providers to compete with local governments for those funds. Ms. Whittington reported that the TD Commission issued a Call for Projects. Several were received, however, none from private providers. The ACCESS LYNX team did submit in the first round. The TD Commission has issued another call for projects, and MetroPlan staff and ACCESS LYNX staff will continue to watch for developments. The ACCESS LYNX team will continue to submit projects as each Call for Projects is issued in an effort to secure as much of the funding as possible for the Central Florida area. Mayor Alvarez stated that he feels that we should continue lobbying to remove the verbiage from the bill and for the funding.

B. Request for Input on MetroPlan Orlando Public Participation Plans

Ms. Cynthia Lambert, MetroPlan Orlando Public Information Manager, presented information on MetroPlan Orlando's Public Participation Plans that are currently out for comment. She explained that both the organizational MetroPlan Orlando Public Participation Plan and the Public Participation Plan for MetroPlan Orlando's 2045

Metropolitan Transportation Plan (MTP) are mandated by federal requirements. Both documents ensure that the public has a voice in the transportation planning process. The common elements of the plans are to establish a thorough and inclusive process that uses creative approaches to offer the public continuous opportunities to shape the plans. She explained that the plans lay out MPO's goals for in-person engagement and information access and visualization. She noted that both plans are currently out under the 45 day comment period, with September 10th being the closing date. Ms. Lambert noted that a link to the draft documents will be provided once they are available on our website. She requested that committee members complete a roles worksheet that was provided.

C. Mobility Management Services Update

Mr. Norm Hickling, Director of Mobility Services, LYNX, presented the ACCESS LYNX Mobility Services Management Plan. Mr. Hickling noted that the Management Service Plan provides the tactics for the HSTP approved earlier in the meeting. He reviewed 2018 statistics, introduced some operational improvements and alternatives that staff is proposing for fiscal year 2020 paratransit operations for both ADA and TD programs. ACCESS LYNX is considering a free bus pass program for eligible customers, and improving the travel training program and providing an enhanced eligibility process. This is being considered as a way to take away the hurdle of customers being intimidated riding the fixed route system. The goal is to switch one passenger trip per month to the fixed route; that presents a substantial cost saving to the organization. He stressed that no service will be taken away from any eligible customer, this is to offer another option.

Mr. Hickling detailed the proposed bus pass program. He explained that ACCESS LYNX is proposing a voluntary free bus pass program that will be offered to those customers that are eligible and ambulatory (will also be offered those customers that are in wheelchairs) that have accessibility to the fixed route system that are willing. Mr. Hickling stated that initially, the plan is to offer the program to 300 eligible customers. He stressed that the proposed program is voluntary. He explained that the goal is to shift one trip per passenger per month from paratransit to fixed route. Mr. Hickling told LCB members that this poses a \$2M potential annual savings to LYNX as calculated using the formula $39.15 * 1 * 4096 * 12$. Customers will have a badge very similar to the LYNX employee badges. He said that he feels that this proposed program will help many customers with the financial hurdle they face of having to pay for their ride every trip. The goal is to offer riders more mobility options and independence. The proposed program will also offer a free bus pass to companion riders. He detailed the proposed plans to improve the travel training program which includes partnering with community organizations. He discussed the phasing and implementing plan, and their plans for enhanced processes and procedures. Mr. Hickling said that staff will continue their monthly coordination meetings between Mobility Services & MetroPlan, continue their outreach & communication with the community, establish peer agency analysis for services and cost, refine potential implementation approaches (timing, cost, passenger impacts), and present these analysis in upcoming FY20 board meetings.

Ms. Baldwin thanked Mr. Hickling for the presentation. She asked that staff continue to provide regular updates to the QATF. She brought forward some issues of concerns from

a fellow member of the Federation of the Blind which were sent to Mr. David Franqui via email. She asked what is being done to rectify cancellations not being relayed to the TNCs. There are concerns that they are being counted as a no show, and the driver misses a fare. Mr. Hickling noted that the current system is manually operated. He stated that phone calls and emails go to the provider. Sometimes human errors occur, and the driver is not notified. The new system that is being proposed will correct that by linking the systems. She stated that she feels that if riders are going to be transported in a vehicle other than an ACCESS LYNX vehicle, they need to be made aware of that. In the past, the system would send a text or a phone call. That needs to be reinstated. Ms. Baldwin stated that there have been complaints that reservations have been cut-off before 5 p.m. Mr. Hickling acknowledged that there have been recent power outages due to lighting strikes and that may have caused the time in the system to be slightly off and they are working to correct that. She asked that ACCESS LYNX reinstate the call que alerting the caller of where they are in the cue. She asked that data base notes be adjusted to show the exact location of the rider so the information can be relayed to the TNC or the driver. Mr. Hickling noted that concern is already addressed, and will be a part of their enhanced training program.

Ms. Baldwin asked if there can be an update at the next QATF meeting. Mayor Alvarez noted that since the next meeting is not until November, to please provide update to inform the members of the Board via memo. Ms. Whittington thanked the members of the ACCESS LYNX team for being so accommodating. She explained that the presentation was made to the LYNX Oversight Committee. She noted that with regard to the policy concerns Commissioner Janer has asked that each come back to the oversight committee for further evaluation so that the impacts both positive and negative can be known. This is to ensure a quality of service for the members of the community that need this service.

D. CTC Evaluation Criteria Overview

MetroPlan Orlando (the Designated Official Planning Agency (DOPA), for Orange, Osceola, and Seminole counties) is responsible for conducting an annual evaluation of ACCESS LYNX (the Community Transportation Coordinator (CTC)). However, due to a conflict created by the Florida Legislature an evaluation was not conducted last year. The conflict was remedied during the 2019 legislative session and we are now able to complete the required annual evaluations. Leading up to the next evaluation, scheduled for February 2020, MetroPlan Orlando and the ACCESS LYNX staff offered to conduct an on-site workshop to help TDLCB members better understand each evaluation criteria.

IX. GENERAL INFORMATION

A. Planning Grant Update

A copy of the 4th Quarter planning grant update was provided for use and information. Quarterly progress reports, as outlined in the planning grant agreement, are provided as they are completed.

B. Blind Americans Equality Day

In 1964, Congress passed a resolution allowing former President Lyndon Johnson to proclaim October 15 to be "White Cane Safety Day". Besides serving as a national observance in the United States, it enables us to celebrate the achievements of people who are blind or visually impaired and the important symbol of blindness and a tool of independence, the white cane. In 2011, "White Cane Safety Day" was named "Blind Americans Equality Day" by President Barack Obama. A resolution declaring October 15, 2019 as "Blind Americans Equality Day" will be presented to the MetroPlan Orlando Board at the September 11th meeting for their approval. A copy of the draft resolution was provided to TDLCB members for information.

C. LYNX/Community Transportation Coordinator (CTC) Update

This CTC update was provided along with the Mobility Management Update.

D. Report of Operator Payments

The Operators Payments Report is a requirement of the Local Coordinating Board and Planning Agency Operating Guidelines to ensure that operator payments are addressed as a standard agenda item. A copy of the report was provided.

X. UPCOMING MEETINGS AND EVENTS OF INTEREST

- MetroPlan Orlando Board meeting – September 11 at 9:00 a.m.
- 27th Annual Transportation Disadvantaged Best Practices & Training Workshop/EXPO; September 15-18, 2019; Omni Champions Gate (*Commission Business Meeting to be held September 17th at same location*)
- Quality Assurance Task Force – October 29 at 10:00 a.m. (Tentative)

XI. MEMBER COMMENTS

None.

XII. PUBLIC COMMENTS (GENERAL)

None.

XIII. ADJOURNMENT

There being no further business the meeting adjourned at 11:45 a.m.

Respectfully transcribed and submitted by Ms. Lisa Smith.

Approved this 21st day of November 2019.

Chairperson

Lisa Smith
Board Services Coordinator

As required by Section 286.0105, Florida Statutes, MetroPlan Orlando hereby notifies all interested parties that if a person decides to appeal any decision made by MetroPlan Orlando with respect to any matter considered at such meeting or hearing, he or she may need to ensure that a verbatim record is made to include the testimony and evidence upon which the appeal is to be based.

DRAFT

TAB 2



DRAFT

**MetroPlan Orlando
2020 Board & Committee Meeting Schedule**
250 S. Orange Avenue, Suite 200
Orlando, FL 32801

	MetroPlan Orlando Board	Community Advisory Committee (CAC)	Technical Advisory Committee (TAC)	TSMO***	TDLCB***	Municipal Advisory Committee (MAC)
January		January 22	January 24	January 24		
February	February 12	February 26	February 28	February 28	February 13	February 6
March	March 11					March 5
April		April 22	April 24	April 24		
May	May 13	May 27	May 29*	May 29*	May 14	May 7
June	June 10	June 24	June 26	June 26		June 4
July	July 8					July 2
August		August 26	August 28	August 28	August 13	
September	September 9					September 3
October		October 28	October 23	October 23		
November	November 11				November 12	November 5
December	December 9	December 2*	December 4*	December 4*		December 3

No meeting

* Holiday Adjustment

** Adjustment Due to Conflict

*** TSMO – Transportation Systems Management & Operations
TDLCB – Transportation Disadvantaged Local Coordinating Board

TAB 3





CTC Organization

County: Orange

Fiscal Year: 7/1/2018 - 6/30/2019

CTC Status: Submitted

CTD Status: Under Review

Date Initiated: 7/9/2019

CTC Organization Name: Central Florida Regional Transportation Authority

Address: 455 N GARLAND AVE

City: ORLANDO

State: FL

Zip Code: 32801

Organization Type: Public Transit Authority

Network Type: Partial Brokerage

Operating Environment: Urban

Transportation Operators: Yes

Number of Transportation Operators: 5

Coordination Contractors: Yes

Number of Coordination Contractors: 15

Provide Out of County Trips: No

Local Coordinating Board (LCB) Chairperson: Mayor Jose Alvarez

CTC Contact: Norman L. Hickling

CTC Contact Title: Director of Mobility Services

CTC Contact Email: NHickling@golynx.com

Phone: (407) 254-6169

CTC Certification

I, Norman L. Hickling, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____

LCB Certification

I, Mayor Jose Alvarez, 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.

LCB Chairperson (signature): _____



CTC Trips

County: Orange

CTC Status: Submitted

CTC Organization: Central Florida Regional
Transportation
Authority

Fiscal Year: 07/01/2018 - 06/30/2019

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Service Type - One Way						
Fixed Route/Fixed Schedule						
Daily Pass Trips	180,629	N/A	180,629	160,182	0	160,182
Weekly Pass Trips	36,952	N/A	36,952	53,148	0	53,148
Monthly Pass Trips	141,018	N/A	141,018	180,070	0	180,070
Deviated Fixed Route Service	59,875	N/A	59,875	101,695	0	101,695
Complementary ADA Service	188,634	N/A	188,634	0	0	0
Paratransit						
Ambulatory	79,833	237,338	317,171	282,895	249,339	532,234
Non-Ambulatory	54,019	25,717	79,736	78,925	0	78,925
Stretcher	0	0	0	0	0	0
Transportation Network Companies	5,154	N/A	5,154	0	0	0
Taxi	121,490	N/A	121,490	0	0	0
School Board (School Bus)	0	N/A	0	0	0	0
Volunteers	0	N/A	0	0	0	0
Total - Service Type	867,604	263,055	1,130,659	856,915	249,339	1,106,254
Contracted Transportation Operator						
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC)	867,604	N/A	867,604	0	0	0
Total - Contracted Transportation Operator Trips	867,604	0	867,604	0	0	0
Revenue Source - One Way						
Agency for Health Care Administration (AHCA)	0	11,901	11,901	12,958	0	12,958
Agency for Persons with Disabilities (APD)	0	181,318	181,318	141,703	0	141,703
Comm for the Transportation Disadvantaged (CTD)	135,322	N/A	135,322	114,509	0	114,509
Dept of Economic Opportunity (DEO)	0	0	0	1	0	1
Dept of Children and Families (DCF)	0	0	0	0	0	0
Dept of Education (DOE)	0	0	0	0	0	0
Dept of Elder Affairs (DOEA)	0	46,326	46,326	47,259	0	47,259
Dept of Health (DOH)	0	0	0	0	0	0
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	0	204	204	0	0	0
Local Government	34,154	14,986	49,140	263,958	0	263,958
Local Non-Government	363,390	8,320	371,710	404,503	0	404,503
Other Federal & State Programs	334,738	0	334,738	121,363	0	121,363
Total - Revenue Source	867,604	263,055	1,130,659	1,106,254	0	1,106,254



CTC Trips (cont'd)

County: Orange

CTC Status: Submitted

CTC Organization: Central Florida Regional
Transportation
Authority

Fiscal Year: 07/01/2018 - 06/30/2019

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	218,092	70,899	288,991	644,933	0	644,933
Children At Risk	34,372	33	34,405	144,467	0	144,467
Persons With Disabilities	185,976	188,507	374,483	178,436	0	178,436
Low Income	0	3,616	3,616	41,318	0	41,318
Other	429,164	0	429,164	97,100	0	97,100
Total - Passenger Type	867,604	263,055	1,130,659	1,106,254	0	1,106,254
Trip Purpose - One Way						
Medical	193,390	20,786	214,176	430,417	0	430,417
Employment	119,767	0	119,767	217,690	0	217,690
Education/Training/Daycare	50,398	147,984	198,382	237,599	0	237,599
Nutritional	135	62,377	62,512	61,832	0	61,832
Life-Sustaining/Other	503,914	31,908	535,822	158,716	0	158,716
Total - Trip Purpose	867,604	263,055	1,130,659	1,106,254	0	1,106,254
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	5,806	3,881	9,687	25,986	0	25,986
Total - UDPHC	5,806	3,881	9,687	25,986	0	25,986
Unmet & No Shows						
Unmet Trip Requests	27	N/A	27	5,513	0	5,513
No Shows	31,068	N/A	31,068	29,870	0	29,870
Customer Feedback						
Complaints	972	N/A	972	616	0	616
Commendations	112	N/A	112	89	17	106

County: Orange
 CTC: Central Florida Regional Transportation Authority
 Contact: Norman L. Hickling
 455 N GARLAND AVE
 ORLANDO, FL 32801
 407-254-6169

Demographics	Number
Total County Population	1,348,975
Unduplicated Head Count	9,687



Email: NHickling@golynx.com

Trips By Type of Service	2017	2018	2019	Vehicle Data	2017	2018	2019
Fixed Route (FR)	525,508	393,400	358,599	Vehicle Miles	8,221,253	8,561,384	5,312,238
Deviated FR	109,405	101,695	59,875	Roadcalls	327	236	241
Complementary ADA	0	0	188,634	Accidents	92	48	51
Paratransit	645,670	611,159	396,907	Vehicles	241	246	349
TNC	0	0	5,154	Drivers	484	471	759
Taxi	0	0	121,490				
School Board (School Bus)	0	0	0				
Volunteers	0	0	0				
TOTAL TRIPS	1,280,583	1,106,254	1,130,659				

Passenger Trips By Trip Purpose

Medical	494,813	430,417	214,176
Employment	270,415	217,690	119,767
Ed/Train/DayCare	224,171	237,599	198,382
Nutritional	83,998	61,832	62,512
Life-Sustaining/Other	207,186	158,716	535,822
TOTAL TRIPS	1,280,583	1,106,254	1,130,659

Passenger Trips By Revenue Source

CTD	121,535	114,509	135,322
AHCA	26,391	12,958	11,901
APD	156,839	141,703	181,318
DOEA	56,570	47,259	46,326
DOE	0	0	0
Other	919,248	789,825	755,792
TOTAL TRIPS	1,280,583	1,106,254	1,130,659

Trips by Provider Type

CTC	997,684	856,915	0
Transportation Operator	0	0	867,604
Coordination Contractor	282,899	249,339	263,055
TOTAL TRIPS	1,280,583	1,106,254	1,130,659

Financial and General Data

Expenses	\$17,925,496	\$20,819,053	\$24,849,183
Revenues	\$18,139,415	\$16,216,712	\$23,146,389
Commendations	128	106	112
Complaints	555	616	972
Passenger No-Shows	47,395	29,870	31,068
Unmet Trip Requests	147,037	5,513	27

Performance Measures

Accidents per 100,000 Miles	1.12	0.56	1.15
Miles between Roadcalls	25,141	36,277	18,432
Avg. Trips per Passenger	36.56	42.57	116.72
Cost per Trip	\$14.00	\$18.82	\$21.98
Cost per Paratransit Trip	\$23.74	\$29.21	\$34.74
Cost per Total Mile	\$2.18	\$2.43	\$5.59
Cost per Paratransit Mile	\$2.18	\$2.43	\$5.13



CTC Organization

County: Osceola

Fiscal Year: 7/1/2018 - 6/30/2019

CTC Status: Submitted

CTD Status: Under Review

Date Initiated: 7/9/2019

CTC Organization Name: Central Florida Regional Transportation Authority

Address: 455 N GARLAND AVE

City: ORLANDO

State: FL

Zip Code: 32801

Organization Type: Public Transit Authority

Network Type: Partial Brokerage

Operating Environment: Urban

Transportation Operators: Yes

Number of Transportation Operators: 5

Coordination Contractors: Yes

Number of Coordination Contractors: 6

Provide Out of County Trips: No

Local Coordinating Board (LCB) Chairperson: Mayor Jose Alvarez

CTC Contact: Norman L. Hickling

CTC Contact Title: Director of Mobility Services

CTC Contact Email: NHickling@golynx.com

Phone: (407) 254-6169

CTC Certification

I, Norman L. Hickling, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____

LCB Certification

I, Mayor Jose Alvarez, 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.

LCB Chairperson (signature): _____



CTC Trips

County: Osceola

CTC Status: Submitted

CTC Organization: Central Florida Regional
Transportation
Authority

Fiscal Year: 07/01/2018 - 06/30/2019

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Service Type - One Way						
Fixed Route/Fixed Schedule						
Daily Pass Trips	49,527	N/A	49,527	38,754	0	38,754
Weekly Pass Trips	10,132	N/A	10,132	12,858	0	12,858
Monthly Pass Trips	38,666	N/A	38,666	43,565	0	43,565
Deviated Fixed Route Service	45,453	N/A	45,453	24,604	0	24,604
Complementary ADA Service	48,919	N/A	48,919	0	0	0
Paratransit						
Ambulatory	27,919	67,933	95,852	68,442	60,324	128,766
Non-Ambulatory	15,424	5,539	20,963	19,095	0	19,095
Stretcher	0	0	0	0	0	0
Transportation Network Companies	1,019	N/A	1,019	0	0	0
Taxi	5,978	N/A	5,978	0	0	0
School Board (School Bus)	0	N/A	0	0	0	0
Volunteers	0	N/A	0	0	0	0
Total - Service Type	243,037	73,472	316,509	207,318	60,324	267,642
Contracted Transportation Operator						
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC)	243,037	N/A	243,037	0	0	0
Total - Contracted Transportation Operator Trips	243,037	0	243,037	0	0	0
Revenue Source - One Way						
Agency for Health Care Administration (AHCA)	0	2,929	2,929	3,135	0	3,135
Agency for Persons with Disabilities (APD)	0	32,204	32,204	34,283	0	34,283
Comm for the Transportation Disadvantaged (CTD)	37,543	N/A	37,543	27,703	0	27,703
Dept of Economic Opportunity (DEO)	0	1	1	1	0	1
Dept of Children and Families (DCF)	0	0	0	0	0	0
Dept of Education (DOE)	0	0	0	0	0	0
Dept of Elder Affairs (DOEA)	0	19,304	19,304	11,434	0	11,434
Dept of Health (DOH)	0	0	0	0	0	0
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	0	1,267	1,267	0	0	0
Local Government	37,279	11,673	48,952	63,861	0	63,861
Local Non-Government	99,690	5,640	105,330	97,863	0	97,863
Other Federal & State Programs	68,525	454	68,979	29,362	0	29,362
Total - Revenue Source	243,037	73,472	316,509	267,642	0	267,642



CTC Trips (cont'd)

County: Osceola

CTC Status: Submitted

CTC Organization: Central Florida Regional
Transportation
Authority

Fiscal Year: 07/01/2018 - 06/30/2019

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	51,759	32,191	83,950	155,786	0	155,786
Children At Risk	8,882	7	8,889	34,952	0	34,952
Persons With Disabilities	35,630	36,804	72,434	43,416	0	43,416
Low Income	0	2,100	2,100	9,996	0	9,996
Other	146,766	2,370	149,136	23,492	0	23,492
Total - Passenger Type	243,037	73,472	316,509	267,642	0	267,642
Trip Purpose - One Way						
Medical	46,761	4,222	50,983	104,133	0	104,133
Employment	26,917	0	26,917	52,667	0	52,667
Education/Training/Daycare	9,373	37,323	46,696	57,484	0	57,484
Nutritional	27	25,841	25,868	14,959	0	14,959
Life-Sustaining/Other	159,959	6,086	166,045	38,399	0	38,399
Total - Trip Purpose	243,037	73,472	316,509	267,642	0	267,642
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	1,567	857	2,424	6,287	0	6,287
Total - UDPHC	1,567	857	2,424	6,287	0	6,287
Unmet & No Shows						
Unmet Trip Requests	7	N/A	7	1,335	0	1,335
No Shows	6,523	N/A	6,523	7,227	0	7,227
Customer Feedback						
Complaints	266	N/A	266	150	0	150
Commendations	31	N/A	31	22	4	26

County: Osceola
 CTC: Central Florida Regional Transportation Authority
 Contact: Norman L. Hickling
 455 N GARLAND AVE
 ORLANDO, FL 32801
 407-254-6169

Demographics	Number
Total County Population	352,180
Unduplicated Head Count	2,424



Email: NHickling@golynx.com

Trips By Type of Service	2017	2018	2019	Vehicle Data	2017	2018	2019
Fixed Route (FR)	105,734	95,177	98,325	Vehicle Miles	1,654,145	2,071,303	1,371,033
Deviated FR	22,013	24,604	45,453	Roadcalls	66	57	52
Complementary ADA	0	0	48,919	Accidents	18	12	7
Paratransit	129,911	147,861	116,815	Vehicles	48	60	241
TNC	0	0	1,019	Drivers	97	114	394
Taxi	0	0	5,978				
School Board (School Bus)	0	0	0				
Volunteers	0	0	0				
TOTAL TRIPS	257,658	267,642	316,509				

Passenger Trips By Trip Purpose

Medical	99,558	104,133	50,983
Employment	54,408	52,667	26,917
Ed/Train/DayCare	45,104	57,484	46,696
Nutritional	16,901	14,959	25,868
Life-Sustaining/Other	41,687	38,399	166,045
TOTAL TRIPS	257,658	267,642	316,509

Passenger Trips By Revenue Source

CTD	24,453	27,703	37,543
AHCA	5,310	3,135	2,929
APD	31,556	34,283	32,204
DOEA	11,382	11,434	19,304
DOE	0	0	0
Other	184,957	191,087	224,529
TOTAL TRIPS	257,658	267,642	316,509

Trips by Provider Type

CTC	200,738	207,318	0
Transportation Operator	0	0	243,037
Coordination Contractor	56,920	60,324	73,472
TOTAL TRIPS	257,658	267,642	316,509

Financial and General Data

Expenses	\$3,606,673	\$5,036,870	\$6,670,494
Revenues	\$3,649,712	\$3,923,397	\$6,065,409
Commendations	26	26	31
Complaints	112	150	266
Passenger No-Shows	9,536	7,227	6,523
Unmet Trip Requests	29,584	1,335	7

Performance Measures

Accidents per 100,000 Miles	1.09	0.58	0.53
Miles between Roadcalls	25,063	36,339	25,475
Avg. Trips per Passenger	36.55	42.57	130.57
Cost per Trip	\$14.00	\$18.82	\$21.08
Cost per Paratransit Trip	\$23.74	\$29.21	\$28.43
Cost per Total Mile	\$2.18	\$2.43	\$5.04
Cost per Paratransit Mile	\$2.18	\$2.43	\$4.58



CTC Organization

County: Seminole

Fiscal Year: 7/1/2018 - 6/30/2019

CTC Status: Submitted

CTD Status: Under Review

Date Initiated: 7/9/2019

CTC Organization Name: Central Florida Regional Transportation Authority

Address: 445 N GARLAND AVE

City: ORLANDO

State: FL

Zip Code: 32801

Organization Type: Public Transit Authority

Network Type: Partial Brokerage

Operating Environment: Urban

Transportation Operators: Yes

Number of Transportation Operators: 5

Coordination Contractors: Yes

Number of Coordination Contractors: 8

Provide Out of County Trips: No

Local Coordinating Board (LCB) Chairperson: Mayor Jose Alvarez

CTC Contact: Norman L. Hickling

CTC Contact Title: Director of Mobility Services

CTC Contact Email: NHickling@golynx.com

Phone: (407) 254-6169

CTC Certification

I, Norman L. Hickling, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____

LCB Certification

I, Mayor Jose Alvarez, 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.

LCB Chairperson (signature): _____



CTC Trips

County: Seminole

CTC Status: Submitted

CTC Organization: Central Florida Regional
Transportation
Authority

Fiscal Year: 07/01/2018 - 06/30/2019

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Service Type - One Way						
Fixed Route/Fixed Schedule						
Daily Pass Trips	61,181	N/A	61,181	59,422	0	59,422
Weekly Pass Trips	12,516	N/A	12,516	19,716	0	19,716
Monthly Pass Trips	47,764	N/A	47,764	66,800	0	66,800
Deviated Fixed Route Service	23,469	N/A	23,469	37,726	0	37,726
Complementary ADA Service	54,598	N/A	54,598	0	0	0
Paratransit						
Ambulatory	25,553	45,347	70,900	104,945	92,497	197,442
Non-Ambulatory	15,266	1,848	17,114	29,279	0	29,279
Stretcher	0	0	0	0	0	0
Transportation Network Companies	2,339	N/A	2,339	0	0	0
Taxi	25,135	N/A	25,135	0	0	0
School Board (School Bus)	0	N/A	0	0	0	0
Volunteers	0	N/A	0	0	0	0
Total - Service Type	267,821	47,195	315,016	317,888	92,497	410,385
Contracted Transportation Operator						
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC)	267,821	N/A	267,821	0	0	0
Total - Contracted Transportation Operator Trips	267,821	0	267,821	0	0	0
Revenue Source - One Way						
Agency for Health Care Administration (AHCA)	0	6,581	6,581	4,807	0	4,807
Agency for Persons with Disabilities (APD)	0	10,683	10,683	52,567	0	52,567
Comm for the Transportation Disadvantaged (CTD)	34,117	N/A	34,117	42,479	0	42,479
Dept of Economic Opportunity (DEO)	0	0	0	1	0	1
Dept of Children and Families (DCF)	0	0	0	0	0	0
Dept of Education (DOE)	0	0	0	0	0	0
Dept of Elder Affairs (DOEA)	0	13,342	13,342	17,532	0	17,532
Dept of Health (DOH)	0	0	0	0	0	0
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	0	11,001	11,001	0	0	0
Local Government	16,766	1,340	18,106	97,920	0	97,920
Local Non-Government	122,870	4,248	127,118	150,057	0	150,057
Other Federal & State Programs	94,068	0	94,068	45,022	0	45,022
Total - Revenue Source	267,821	47,195	315,016	410,385	0	410,385



CTC Trips (cont'd)

County: Seminole

CTC Status: Submitted

CTC Organization: Central Florida Regional
Transportation
Authority

Fiscal Year: 07/01/2018 - 06/30/2019

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	62,223	22,787	85,010	238,873	0	238,873
Children At Risk	10,715	41	10,756	53,593	0	53,593
Persons With Disabilities	51,241	24,367	75,608	66,670	0	66,670
Low Income	0	0	0	15,328	0	15,328
Other	143,642	0	143,642	35,921	0	35,921
Total - Passenger Type	267,821	47,195	315,016	410,385	0	410,385
Trip Purpose - One Way						
Medical	49,042	22,747	71,789	159,671	0	159,671
Employment	35,334	0	35,334	80,756	0	80,756
Education/Training/Daycare	13,747	8,089	21,836	88,141	0	88,141
Nutritional	20	8,799	8,819	22,938	0	22,938
Life-Sustaining/Other	169,678	7,560	177,238	58,879	0	58,879
Total - Trip Purpose	267,821	47,195	315,016	410,385	0	410,385
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	1,590	3,186	4,776	9,640	0	9,640
Total - UDPHC	1,590	3,186	4,776	9,640	0	9,640
Unmet & No Shows						
Unmet Trip Requests	9	N/A	9	2,044	0	2,044
No Shows	7,227	N/A	7,227	11,081	0	11,081
Customer Feedback						
Complaints	329	N/A	329	229	0	229
Commendations	38	N/A	38	33	6	39

County: Seminole
 CTC: Central Florida Regional Transportation Authority
 Contact: Norman L. Hickling
 445 N GARLAND AVE
 ORLANDO, FL 32801
 407-254-6169

Demographics	Number
Total County Population	462,659
Unduplicated Head Count	4,776



Email: NHickling@golynx.com

Trips By Type of Service	2017	2018	2019	Vehicle Data	2017	2018	2019
Fixed Route (FR)	139,976	145,938	121,461	Vehicle Miles	2,189,842	3,175,997	1,458,606
Deviated FR	29,141	37,726	23,469	Roadcalls	87	88	56
Complementary ADA	0	0	54,598	Accidents	25	18	8
Paratransit	171,986	226,721	88,014	Vehicles	64	91	239
TNC	0	0	2,339	Drivers	129	175	492
Taxi	0	0	25,135				
School Board (School Bus)	0	0	0				
Volunteers	0	0	0				
TOTAL TRIPS	341,103	410,385	315,016				

Passenger Trips By Trip Purpose

Medical	131,800	159,671	71,789
Employment	72,029	80,756	35,334
Ed/Train/DayCare	59,711	88,141	21,836
Nutritional	22,374	22,938	8,819
Life-Sustaining/Other	55,189	58,879	177,238
TOTAL TRIPS	341,103	410,385	315,016

Passenger Trips By Revenue Source

CTD	32,373	42,479	34,117
AHCA	7,029	4,807	6,581
APD	41,776	52,567	10,683
DOEA	15,068	17,532	13,342
DOE	0	0	0
Other	244,857	293,000	250,293
TOTAL TRIPS	341,103	410,385	315,016

Trips by Provider Type

CTC	265,749	317,888	0
Transportation Operator	0	0	267,821
Coordination Contractor	75,354	92,497	47,195
TOTAL TRIPS	341,103	410,385	315,016

Financial and General Data

Expenses	\$4,774,694	\$7,723,199	\$8,008,794
Revenues	\$4,831,677	\$6,020,072	\$6,348,391
Commendations	34	39	38
Complaints	148	229	329
Passenger No-Shows	12,624	11,081	7,227
Unmet Trip Requests	39,165	2,044	9

Performance Measures

Accidents per 100,000 Miles	1.14	0.57	0.62
Miles between Roadcalls	25,171	36,091	23,012
Avg. Trips per Passenger	36.56	42.57	65.96
Cost per Trip	\$14.00	\$18.82	\$25.42
Cost per Paratransit Trip	\$23.74	\$29.21	\$43.27
Cost per Total Mile	\$2.18	\$2.43	\$6.21
Cost per Paratransit Mile	\$2.18	\$2.43	\$5.70

TAB 4





250 SOUTH ORANGE AVENUE
SUITE 200
ORLANDO, FLORIDA 32801

PH: 407.481.5672
FX: 407.481.5680
WWW.METROPLANORLANDO.ORG

September 10, 2019

Mr. Kyle Mills
Area 4 Project Manager
Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, MS 49
Tallahassee, FL 32399-0450

Dear Mr. Mills,

Enclosed with this letter, please find our submission of the Actual Expenditure Report (AER) for Orange, Osceola and Seminole Counties.

The report reflects actual trips and expenses for the FY 2018-19 service year as reported by LYNX. The first page shows our system wide numbers (Orange, Osceola, and Seminole combined), while the pages which follow show county by county.

Feel free to contact me if you have any questions or concerns.

Sincerely,

Virginia L. Whittington
Director of Regional Partnerships & TDLCB Staff Liaison

Enclosures



**COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
ACTUAL EXPENDITURE REPORT FORM**
(One form for each county
Do not report funds from state agency sources)

COUNTY: ORANGE, OSCEOLA AND SEMINOLE COUNTIES

DUE: September 15, 2019

Coordinated Transportation

Coordinated Transportation			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital
16,194,448	211,613	3,209,539	459,667

Transportation Alternatives

Transportation Alternatives			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

Other

Other			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital



COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
ACTUAL EXPENDITURE REPORT FORM
 (One form for each county)
 Do not report funds from state agency sources)

COUNTY: Orange County
 DUE: September 15, 2019

Coordinated Transportation			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital
11,040,336	137,743	1,989,914	311,387

Transportation Alternatives			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

Other			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital



**COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
ACTUAL EXPENDITURE REPORT FORM**
(One form for each county)
Do not report funds from state agency sources)

COUNTY: Osceola County
DUE: September 15, 2019

Coordinated Transportation			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital
2,699,161	38,006	545,622	61,253

Transportation Alternatives			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

Other			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital



**COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
ACTUAL EXPENDITURE REPORT FORM**
(One form for each county)
Do not report funds from state agency sources)

COUNTY: Seminole County
DUE: September 15, 2019

Coordinated Transportation			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital
2,454,951	35,864	674,003	87,027

Transportation Alternatives			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

Other			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

TAB 5





Community Transportation Coordinator Report

November 2019

Access LYNX continues to experience sustained demand for Transportation Disadvantage (TD) services. During the reporting period of July thru September 2019, eligible TD clients averaged 3,292/month. The number of completed trips during the same period averaged 16,816/month. The primary reason for TD trips continues to be for dialysis and medical appointments, followed by employment related purposes.

As presented at the last quarterly TD Local Coordinating Board meeting, LYNX Mobility Services has initiated improvements that will enhance mobility options for our passengers. First, LYNX partnered with SunRail and Florida Department of Transportation (FDOT), in a very successful Mobility Week Train the Trainer event. The event provided training to members of community organizations that have clientele that are dependent on public transportation. The program demonstrated how to use the tools available to plan and actually take a coordinated trip on LYNX fixed route and SunRail. This Train the Trainer program will be the model of the enhanced travel training LYNX will be providing in the future. Next, Mobility Services continues to make technology improvements to our PassWeb trip booking system. This enhanced version will empower Access LYNX clients to manage their own transit needs and individually make reservations for trips without having to call customer service. In addition, Mobility Services continues to work toward real-time connectivity with all of our transit providers to provide more timely and accurate information on trip scheduling, cancellations, and status. Again, all of this is being done to enhance customer safety and experience with Access LYNX.

As the Community Transportation Coordinator (CTC), we are currently working with several human services agencies within the region on coordinated agency contracts/agreements, as well as, the federal 5310 program which provides the agencies the opportunity to lease reliable vehicles through the LYNX Van Pool program. These programs allow human services agencies to serve the vital transportation needs of their specific clientele. LYNX is proud to support and partner with these agencies in their effort to improve the lives of the community members they serve.

Lastly, we are pleased to announce the addition of Mr. Lendy Castillo to the Mobility Services team. Lendy is our new Manager of Customer Service. He brings a wealth of experience in customer services and medical transit operations.

407-841-2279

www.golynx.com

455 North Garland Avenue
Orlando, FL 32801-1518

Lendy has the responsibility for the customer call center and LYNX Central Station (LCS) terminal with a focus on improving the client experience with all communication and contacts with LYNX.

Respectfully submitted November 21, 2019

Handwritten signature of Norman L. Hickling in black ink.

Norman L. Hickling
Director of Mobility Services - LYNX

TAB 6



TASK 3



MEETING NOTICE

July 16, 2019

To: Quality Assurance Task Force (QATF) Committee Members

Fr: Virginia L. Whittington, Director of Regional Partnerships

Re: QATF Meeting Notice

The next **QATF** meeting will be held on **Tuesday, July 23, 2019 at 10:00 a.m.** The meeting will take place in MetroPlan Orlando's Live Oak Conference Room located at **250 S. Orange Avenue, Suite 200, Orlando, FL 32801.**

If you have any questions or additions, please feel free to contact me at (407) 481-5672 ext. 314 or by email at vlwhittington@metroplanorlando.org.

cc: Mayor Jose Alvarez
Commissioner Mayra Uribe
Mayor Pat Bates

<h2>AGENDA</h2>

I. Call to Order – Chairperson Marilyn Baldwin

II. Confirmation of Quorum – Ms. Lisa Smith

III. Public Comments - Action Items

Comments from the public will be heard pertaining to Action Items on the agenda for this meeting. People wishing to speak must complete a "Speakers Introduction Card" at the reception desk. Each speaker is limited to two minutes.

IV. Review and Recommendation of TDLCB New Member Applications Submitted for the Citizen Advocate (Non-System User) (TAB 1)

- Ms. Neika Berry
- Ms. Cheryl Stone
- Ms. Rachel Christian

V. Call for 2020 Legislative Priorities

VI. CTC Update

Mr. Norm Hickling, Director of Mobility Services, will provide CTC update, included a preview of the preliminary results of LYNX Mobility Services' Transportation Disadvantaged Customer Satisfaction Survey conducted in June.

VII. CTC Evaluation – February 2020

VIII. Upcoming event/meetings of interest

CTD Commission Business Meeting

July 31, 2019 - Tallahassee Conference Call
Conference Call (888) 585-9008

Commission Business Meeting

September 17, 2019 - Omni Champions Gate Orlando
Conference Call (888) 585-9008

2019 FPTA/CTD Annual Conference

September 15-18, 2019 - Omni Orlando Resort at Champions Gate

IX. Member Comments

X. Public Comments - General

XI. Adjournment

Public participation is conducted without regard to race, color, national origin, sex, age, disability, religion, or family status. Persons wishing to express concerns, who require special assistance under the Americans with Disabilities Act, or who require language services (free of charge) should contact MetroPlan Orlando by phone at (407) 481-5672 or by email at info@metroplanorlando.org at least three business days prior to the event.

La participación pública se lleva a cabo sin distinción de raza, color, origen nacional, sexo, edad, discapacidad, religión o estado familiar. Las personas que deseen expresar inquietudes, que requieran asistencia especial bajo la Ley de Americanos con Discapacidad (ADA) o que requieran servicios de traducción (sin cargo) deben ponerse en contacto con MetroPlan Orlando por teléfono (407) 481-5672 (marcar 0) o por correo electrónico info@metroplanorlando.org por lo menos tres días antes del evento.

Order ID: 6368223

* Agency Commission not included

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PACKAGE NAME: Orlando Sentinel

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AdSize(s): , 1 Column

Run Date(s): Monday, July 15, 2019

Color Spec.

Preview

MEETING NOTICE

MetroPlan Orlando, The Metropolitan Planning Organization for the Orlando Urban Area, announces the following public meeting of the Quality Assurance Task Force (QATF), to which all persons are invited:

Date: Tuesday, July 23, 2019

Time: 10:00 p.m.

Place: MetroPlan Orlando
250 S. Orange Avenue, Suite 200
Orlando, FL 32801

Purpose: Regularly Scheduled
Subcommittee Meeting

A copy of the detailed agenda for the meeting may be obtained by contacting Ms. Lisa Smith, Board Services Coordinator, MetroPlan Orlando, 250 S. Orange Avenue, Suite 200, Orlando, FL 32801, (407) 481-5672 extension 307 or by email: lsmith@metroplanorlando.org.

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**ORANGE/ OSCEOLA/ SEMINOLE COUNTIES JOINT TRANSPORTATION
DISADVANTAGED LOCAL COORDINATING BOARD**

DATE: Thursday, August 8, 2019
TIME: 10:00 a.m.
LOCATION: David L. Grovdahl Board Room
250 S. Orange Avenue, Suite 200
Orlando, Florida 32801



Wireless access available
Network = metroplan
Password = mpoaccess

AGENDA

Mayor Jose Alvarez, Chairman, Presiding

- I. CALL TO ORDER – Mayor Jose Alvarez**
- II. PLEDGE OF ALLEGIANCE**
- III. INTRODUCTIONS**
- IV. CONFIRMATION OF QUORUM – Ms. Lisa Smith**
- V. PUBLIC COMMENTS ON ACTION ITEMS**
Comments from the public will be heard pertaining to Action Items on the agenda for this meeting. People wishing to speak must complete a “Speakers Introduction Card” at the reception desk. Each speaker is limited to two minutes.
- VI. AGENDA REVIEW & ANNOUNCEMENTS– Ms. Virginia Whittington**
 - Community Outreach Event – Dr. Linda Silverman
- VII. QUALITY ASSURANCE TASK FORCE (QATF) Report**

Ms. Marilyn Baldwin, Chair of the QATF, will provide a report from the July 23, 2019 QATF meeting.

VIII. AGENDA ITEMS

A. Approval of minutes of previous meeting minutes (May 9, 2019)

TAB 1

The minutes of the May 9, 2019 Transportation Disadvantaged Local Coordinating Board meeting are included at Tab 1 for approval.

B. Approval of Recommendation of new TDLCB Member

TAB 2

The QATF meet July 23, 2019 to review and recommend a new LCB member to fill a vacancy created by the resignation of Ms. Jane Tkach who accepted a position with LYNX. The QATF recommends Ms. Neika Berry as the Citizen Advocate (Non-system User) representative.

C. Approval of LYNX Human Services Transportation Plan (HSTP)

TAB 3

ACCESS LYNX will provide an overview of the updated Human Services Transportation Plan. This plan will be incorporated into the Transportation Disadvantaged Service Plan, (TDSP). Approval of the HSTP is requested.

IX. PRESENTATIONS & STATUS REPORTS

A. Request for Input on 2020 Legislative Priorities

Ms. Virginia Whittington, MetroPlan Orlando, will seek guidance from the LCB on any potential legislative priorities to be recommended to the MetroPlan Orlando board for the 2020 legislative session.

B. Request for Input on MetroPlan Orlando Public Participation Plans

Ms. Cynthia Lambert, MetroPlan Orlando Public Information Manager, will provide a brief overview and solicit input on the 2019 Public Participation Plan and the 2045 MTP Public Participation Plan. A link to the draft documents will be provided once they are available on our website.

C. Mobility Management Services Update

Mr. Norm Hickling, Director of Mobility Services LYNX, will provide an update on ACCESS LYNX Mobility Management Services. This update will include a Community Transportation Coordinator status report, a presentation of proposed paratransit operations improvements, and a report on the results of a June customer satisfaction survey conducted by ACCESS LYNX.

D. CTC Evaluation Criteria Overview – Part 1

TAB 4

MetroPlan Orlando (the Designated Official Planning Agency (DOPA), for Orange, Osceola, and Seminole counties) is responsible for conducting an annual evaluation of ACCESS LYNX (the Community Transportation Coordinator (CTC)). However, due to a conflict created by the Florida Legislature an evaluation was not conducted last year. The conflict was remedied during the 2019 legislative session and we are now able to complete the required annual evaluations. Leading up to the next evaluation, scheduled for February 2020, MetroPlan Orlando and the ACCESS LYNX staff will conduct a series of workshops to help TDLCB members better understand each evaluation criteria. This overview will cover the first two criteria: Coordination (including Operations and Administrative) and Cost Effectiveness/ Efficiency. A copy of the full evaluation workbook is provided for use and information.

X. GENERAL INFORMATION

TAB 5

A. Planning Grant Update

A copy of the 4th Quarter planning grant update is provided for use and information. Quarterly progress reports, as outlined in the planning grant agreement, are provided as they are completed.

B. Blind Americans Equality Day

In 1964, Congress passed a resolution allowing former President Lyndon Johnson to proclaim October 15 to be “White Cane Safety Day”. Besides serving as a national observance in the United States, it enables us to celebrate the achievements of people who are blind or visually impaired and the important symbol of blindness and a tool of independence, the white cane. In 2011, “White Cane Safety Day” was named “Blind Americans Equality Day” by President Barack Obama. A resolution declaring October 15, 2019 as “Blind Americans Equality Day” will be presented to the MetroPlan Orlando Board at the September 11th meeting for their approval. A copy of the draft resolution is provided for information.

C. LYNX/Community Transportation Coordinator (CTC) Update

Report on current and ongoing operations.

D. Report of Operator Payments

The Operators Payments Report is a requirement of the Local Coordinating Board and Planning Agency Operating Guidelines to ensure that operator payments are addressed as a standard agenda item. The report will be provided separately.

XI. UPCOMING MEETINGS AND EVENTS OF INTEREST

- MetroPlan Orlando Board meeting – September 11 at 9:00 a.m.
- 27th Annual Transportation Disadvantaged Best Practices & Training Workshop/EXPO; September 15-18, 2019; Omni Champions Gate (*Commission Business Meeting to be held September 17th at same location*)
- Quality Assurance Task Force – October 29 at 10:00 a.m. (Tentative)

XII. MEMBER COMMENTS

XIII. PUBLIC COMMENTS (GENERAL)

XIV. ADJOURNMENT – Next meeting: November 14, 2019 – Annual Public Meeting (NOTE: *This meeting will be held off site. Location TBD.*)

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**ORANGE/ OSCEOLA/ SEMINOLE COUNTIES JOINT TRANSPORTATION
DISADVANTAGED LOCAL COORDINATING BOARD**

DATE: Thursday, August 8, 2019

TIME: 10:00 a.m.

LOCATION: MetroPlan Orlando Board Room
250 S. Orange Avenue, Suite 200
Orlando, Florida 32801

Mayor Jose Alvarez, Chairman, Presiding

Members in attendance were:

Mayor Jose Alvarez, City of Kissimmee, Osceola County, **Chairman**
Mayor Pat Bates, City of Altamonte Springs, Seminole County
Commissioner Mayra Uribe, Orange County
Dr. Linda Levine-Silverman, Representing the Elderly
Ms. Marilyn Baldwin, Representing the Disabled
Ms. Neika Berry, Citizen Advocate
Mr. Adam Zubritsky, Public Education
Ms. Janeé Olds, CareerSource Central Florida
Ms. Sharon Jennings, Agency for Persons with Disabilities
Ms. Jo Santiago, FDOT, District 5
Ms. Karla Radka, Senior Resource Alliance
Ms. Alnita Whitt, Representing Veterans
Mr. Chris York, For-Profit Operator
Mr. Calvin Smith, AHCA/Medicaid
Ms. Crystal Ford, Orange County EMS (*non-voting*)

Members not in attendance were:

Mr. Robert Melia, Citizen Advocate, System User
Ms. Dianne Arnold, Representing the Economically Disadvantaged
Ms. Evelyn Diaz, Medical Community
Mr. Wilfredo Raices, State Coordinating Council of Early Childhood

Mr. Wayne Olson, Dept. of Education & Vocational Rehabilitation

Others in attendance were:

Mr. Gary Huttman, MetroPlan Orlando
Ms. Virginia Whittington, MetroPlan Orlando
Ms. Lisa Smith, MetroPlan Orlando
Ms. Mary Ann Horne, MetroPlan Orlando
Mr. William Slot, Interim COO, LYNX
Mr. Norman Hickling, Director of Mobility Services, ACCESS LYNX
Ms. Selita Stubbs, ACCESS LYNX
Ms. Nannette Stephens, ACCESS LYNX
Mr. Benjamin Gonzalez, ACCESS LYNX
A complete list of other attendees may be obtained upon request.

I. CALL TO ORDER

Mayor Jose Alvarez called the meeting to order at 10:00 a.m.

II. PLEDGE OF ALLEGIANCE

Mayor Alvarez led attendees in the Pledge of Allegiance, and gave TDLCB members an opportunity to introduce themselves.

III. CONFIRMATION OF A QUORUM

Ms. Lisa Smith confirmed that a quorum was present.

IV. AGENDA REVIEW AND ANNOUNCEMENTS

Ms. Whittington stated that there are no changes to the agenda. She announced that Blind Americans Equality Day is October 15th, and that a resolution recognizing the day is on the MPO Board September 11th agenda for approval. She welcomed Ms. Karla Radka, Senior Resource Alliance, and introduced new MPO staff member Ms. Leilani Vaiaoga, Communication Coordinator. The November public meeting is November 21st instead of November 14th.

Dr. Linda Silverman reported on a community event that she hosted in her 55+ community. She stated that representatives from the different community agencies that cater to senior needs were invited to come and bring information on the resources that they provide. She stated that the event was both well received and attended. She thanked the members of the ACCESS LYNX team that came out and participated in the event. Since the event was so well received, the plan is to take the event to other 55+ communities in the tri-county area.

V. PUBLIC COMMENTS ON ACTION ITEMS

There were no public comments on any of the action items.

VI. QUALITY ASSURANCE TASK FORCE (QATF) REPORTS

Ms. Baldwin reported that the QATF met July 23, 2019 to review and recommend a new LCB member to fill a vacancy created by the resignation of Ms. Jane Tkach. She stated that the QATF recommends Ms. Neika Berry as the Citizen Advocate, Non-system User, appointee and that recommendation is on today's agenda for approval. She stated that Mr. Norm Hickling, Director of Mobility Services, gave the members of the QATF a CTC update, which included a preview of the preliminary results of LYNX Mobility Services' Transportation Disadvantaged Customer Satisfaction Survey conducted in June. The date of the next QATF meeting Tuesday, October 29, 2019.

VII. ACTION ITEMS

A. Approval of minutes of previous meeting minutes - May 9, 2019

Staff requested approval of the minutes of the May 9, 2019 Transportation Disadvantaged Local Coordinating Board meeting.

MOTION: Commissioner Uribe motioned to approve the May 9, 2019 meeting minutes. Ms. Baldwin seconded the motion. The motion passed unanimously.

B. Approval of Recommendation of new TDLCB Member

Staff requested approval of the QATF recommendation to appoint Ms. Neika Berry as the Citizen Advocate, Non-system User, representative. Ms. Whittington noted that the QATF met on July 23, 2019 to review applications and recommend a new LCB member to fill a vacancy created by the resignation of Ms. Jane Tkach who accepted a position with LYNX.

MOTION: Ms. Baldwin motioned to approve the appointment of Ms. Neika Berry as the Citizen Advocate, Non-system User. Commissioner Uribe seconded the motion. The motion passed unanimously.

C. Approval of LYNX Human Services Transportation Plan (HSTP)

Mr. Norman Hickling introduced Ms. Laura Menz with WSP. He explained that WSP was tasked with the update of the Human Services Transportation Plan. He noted that the HSTP was presented to the QATF at the April 23rd meeting. Staff requested approval of the 2020 HSTP. Ms. Menz explained that on April 23, 2019 LYNX presented a Draft TDSP Update to the QATF which included the 2016 5310 Human Services Transportation Plan Update (aka the 2016 Community Connector Plan). A final copy of the 2020 5310 Human Services Transportation Plan Update is provided to the TDLCB for approval today. Ms. Menz provided an overview of the plan update process which included a demographic analysis, a needs analysis from both public and stakeholders, comparison of existing services available and identified any gaps and overlaps. The public involvement process included public workshops and outreach surveys, and stakeholder meetings. The existing demographic and "hot spot" analysis targeted the following populations: elderly, individuals with disabilities, veterans, low-income and

minorities. A peer review was conducted of outside agencies similar to size and scale of LYNX. Ms. Menz detailed the changes that were incorporated in the final report: gap analysis, prioritization of service needs, and strategies for addressing service and coverage gaps. She explained that once approved by the LCB, LYNX will request that the CTD amend the adopted TDSP to incorporate the 2020 Human Service Transportation Plan Update.

Ms. Whittington called attention to the tables in the report. She noted that due to the print being small, they were blown-up in size so that they were legible for Board members. Upon approval, this will be included in the Transportation Disadvantaged Service Plan that was approved by the LCB at the May 9th meeting.

MOTION: Commissioner Uribe motioned to approve the 2020 5310 Human Services Transportation Plan Update. Janeé Olds seconded the motion, which passed unanimously.

VIII. PRESENTATIONS AND STATUS REPORTS

A. Request for Input on 2020 Legislative Priorities

Ms. Virginia Whittington, MetroPlan Orlando, sought guidance from the LCB on potential legislative priorities to be recommended to the MetroPlan Orlando board for the 2020 legislative session that starts in January. On July 29th, MPO hosted a meeting for the local legislative liaisons (Orange, Seminole and Osceola counties, the City of Orlando and the local transportation agencies) to discuss potential priorities that can be added to the MPO Board's legislative package. Will be attending the Orange County legislative delegation hearing scheduled for August 19th and the Seminole County legislative delegation hearing scheduled for September 9th. Ms. Whittington encouraged LCB members to bring forward potential priorities especially those that are TD related. Update: concerns from the last legislative session on funds that were identified for TD funds and were encapsulated in a bill that was called the M-CORES, \$10 million in that bill specifically identified for TD. There was a caveat in that bill that allowed private providers to compete with local governments for those funds. Ms. Whittington reported that the TD Commission issued a Call for Projects. Several were received, however, none from private providers. The ACCESS LYNX team did submit in the first round. The TD Commission has issued another call for projects, and MetroPlan staff and ACCESS LYNX staff will continue to watch for developments. The ACCESS LYNX team will continue to submit projects as each Call for Projects is issued in an effort to secure as much of the funding as possible for the Central Florida area.

Mayor Alvarez feels that we should continue lobbying to remove the verbiage from the bill and for the funding.

B. Request for Input on MetroPlan Orlando Public Participation Plans

Ms. Cynthia Lambert, MetroPlan Orlando Public Information Manager, presented information on MetroPlan Orlando's Public Participation Plans that are currently out for

comment. She explained that both the organizational MetroPlan Orlando Public Participation Plan and the Public Participation Plan for MetroPlan Orlando's 2045 Metropolitan Transportation Plan (MTP) are mandated by federal requirements. Both documents ensure that the public has a voice in the transportation planning process. The common elements of the plans are to establish a thorough and inclusive process that uses creative approaches to offer the public continuous opportunities to shape the plans. She explained that the plans lay out MPO's goals for in-person engagement and information access and visualization. She noted that both plans are currently out under the 45 day comment period, with September 10th being the closing date. Ms. Lambert noted that a link to the draft documents will be provided once they are available on our website. She requested that committee members complete a roles worksheet that was provided.

C. Mobility Management Services Update

Mr. Norm Hickling, Director of Mobility Services, LYNX, presented the ACCESS LYNX Mobility Services Management Plan. Mr. Hickling noted that the Management Service Plan provides the tactics for the HSTP approved earlier in the meeting. He reviewed 2018 statistics, introduced some operational improvements and alternatives that staff is proposing for fiscal year 2020 paratransit operations for both ADA and TD programs. ACCESS LYNX is considering a free bus pass program for eligible customers, and improving the travel training program and providing an enhanced eligibility process. This is being considered as a way to take away the hurdle of customers being intimidated riding the fixed route system. The goal is to switch one passenger trip per month to the fixed route; that presents a substantial cost saving to the organization. He stressed that no service will be taken away from any eligible customer, this is to offer another option.

Mr. Hickling detailed the proposed bus pass program. He explained that ACCESS LYNX is proposing a voluntary free bus pass program that will be offered to those customers that are eligible and ambulatory (will also be offered those customers that are in wheelchairs) that have accessibility to the fixed route system that are willing. Mr. Hickling stated that initially, the plan is to offer the program to 300 eligible customers. He stressed that the proposed program is voluntary. He explained that the goal is to shift one trip per passenger per month from paratransit to fixed route. Mr. Hickling told LCB members that this poses a \$2M potential annual savings to LYNX as calculated using the formula $39.15 * 1 * 4096 * 12$. Customers will have a badge very similar to the LYNX employee badges. He said that he feels that this proposed program will help many customers with the financial hurdle they face of having to pay for their ride every trip. The goal is to offer riders more mobility options and independence. The proposed program will also offer free bus pass to companion riders. He detailed the proposed plans to improve the travel training program which includes partnering with community organizations. He discussed the phasing and implementing plan, and their plans for enhanced processes and procedures. Mr. Hickling said that staff will continue their monthly coordination meetings between Mobility Services & MetroPlan, continue their outreach & communication with the community, establish peer agency analysis for services and cost, refine potential implementation approaches (timing, cost, passenger impacts), and present these analysis in upcoming FY20 board meetings.

Ms. Baldwin thanked Mr. Hickling for the presentation. She asked that staff continue to provide regular updates to the QATF. She noted that these concerns were sent to Mr. David Franqui via email. Mr. Hickling stated that ACCESS LYNX staff has attempted to reach out, but had not been able to her but was unsuccessful. Her Federation member expressed the following concerns: She brought forward concerns from some of her members of the Federation for the Blind: 1) what is being done to rectify cancellations not being relayed to the TNCs. There are concerns that they are being counted as a no show, and the driver misses a fare. Mr. Hickling noted that the current system is manual, phone calls and emails go to the provider. Sometimes human errors occur, and the driver is not notified. The new system that is being proposed will correct that by linking the systems. 2) if they are going to be transported in a vehicle other than an ACCESS LYNX vehicle, they need to be made aware of that. In the past, the system would send a text or a phone call. That needs to be reinstated. 3) there have been complaints that reservations have been cut-off before 5 p.m. Mr. Hickling acknowledged that there have been recent power outages due to lighting strikes and that may have caused the time in the system to be slightly off and they are working to correct that. 4) reinstate in the call que the position the caller is in. 5) adjust data base notes the exact location of the rider so the information can be relayed to the TNC or the driver. Mr. Hickling noted that concern is already addressed and will be a part of their enhanced training program.

Ms. Baldwin asked if there can be an update at the next QATF meeting. Mayor Alvarez noted that since the next meeting is not until November, to please provide update to inform the members of the Board via memo. Ms. Whittington thanked the members of the ACCESS LYNX team for being so accommodating. She explained that the presentation was made to the LYNX Oversight Committee and with regard to the policy concerns Commissioner Janer has asked that each come back to the oversight committee for further evaluation so that the impacts both positive and negative can be known. This is to ensure a quality of service for the members of the community that need this service.

D. CTC Evaluation Criteria Overview

MetroPlan Orlando (the Designated Official Planning Agency (DOPA), for Orange, Osceola, and Seminole counties) is responsible for conducting an annual evaluation of ACCESS LYNX (the Community Transportation Coordinator (CTC)). However, due to a conflict created by the Florida Legislature an evaluation was not conducted last year. The conflict was remedied during the 2019 legislative session and we are now able to complete the required annual evaluations. Leading up to the next evaluation, scheduled for February 2020, MetroPlan Orlando and the ACCESS LYNX staff offered to conduct an on-site workshop to help TDLCB members better understand each evaluation criteria.

IX. GENERAL INFORMATION

A. Planning Grant Update

A copy of the 4th Quarter planning grant update was provided for use and information. Quarterly progress reports, as outlined in the planning grant agreement, are provided as they are completed.

B. Blind Americans Equality Day

In 1964, Congress passed a resolution allowing former President Lyndon Johnson to proclaim October 15 to be “White Cane Safety Day”. Besides serving as a national observance in the United States, it enables us to celebrate the achievements of people who are blind or visually impaired and the important symbol of blindness and a tool of independence, the white cane. In 2011, “White Cane Safety Day” was named “Blind Americans Equality Day” by President Barack Obama. A resolution declaring October 15, 2019 as “Blind Americans Equality Day” will be presented to the MetroPlan Orlando Board at the September 11th meeting for their approval. A copy of the draft resolution was provided to TDLCB members for information.

C. LYNX/Community Transportation Coordinator (CTC) Update

Report on current and ongoing operations.

D. Report of Operator Payments

The Operators Payments Report is a requirement of the Local Coordinating Board and Planning Agency Operating Guidelines to ensure that operator payments are addressed as a standard agenda item. A copy of the report was provided.

X. UPCOMING MEETINGS AND EVENTS OF INTEREST

- MetroPlan Orlando Board meeting – September 11 at 9:00 a.m.
- 27th Annual Transportation Disadvantaged Best Practices & Training Workshop/EXPO; September 15-18, 2019; Omni Champions Gate (*Commission Business Meeting to be held September 17th at same location*)
- Quality Assurance Task Force – October 29 at 10:00 a.m. (Tentative)

XI. MEMBER COMMENTS

None.

XII. PUBLIC COMMENTS (GENERAL)

None.

XIII. ADJOURNMENT

There being no further business the meeting adjourned at 11:45 a.m.

Respectfully transcribed and submitted by Ms. Lisa Smith.

Approved this 21st day of November 2019.

Chairperson

Lisa Smith
Board Services Coordinator

As required by Section 286.0105, Florida Statutes, MetroPlan Orlando hereby notifies all interested parties that if a person decides to appeal any decision made by MetroPlan Orlando with respect to any matter considered at such meeting or hearing, he or she may need to ensure that a verbatim record is made to include the testimony and evidence upon which the appeal is to be based.

DRAFT

Order ID: 6395976

* Agency Commission not included

GROSS PRICE * : \$290.00**PACKAGE NAME: Orlando Sentinel****MEETING NOTICE**

MetroPlan Orlando, The Metropolitan Planning Organization for the Orlando Urban Area, announces the following public meeting of the Transportation Disadvantaged Local Coordinating Board (TDLCB), to which all persons are invited:

Date: Thursday, August 8, 2019

Time: 10:00 a.m.

Place: MetroPlan Orlando

250 S. Orange Avenue, Suite 200

Orlando, FL 32801

Purpose: Regularly Scheduled
TDLCB Meeting

A copy of the detailed agendas for these meetings may be obtained by contacting Ms. Lisa Smith, Board Services Coordinator, MetroPlan Orlando, 250 S. Orange Avenue, Suite 200, Orlando, FL 32801, 407-481-5672, ext. 307, E-mail: lsmith@metroplanorlando.org or visiting info@metroplanorlando.org.

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Anuncio de Reunión

MetroPlan Orlando – la organización de planificación metropolitana (MPO) de los condados Orange, Osceola y Seminole – anuncia la siguiente reunión pública de la Junta de Coordinación Local para Personas con Desventaja de Transporte (TDLCB), la cual todos están invitados:

Día: jueves, agosto 9, 2019

Hora: 10:00 a.m.

Lugar: MetroPlan Orlando

250 S. Orange Avenue, Suite 200

Orlando, FL 32801

Propósito: Reunión Regularmente Programada

Para obtener copias de la agenda de esta reunión por favor contacten a la Sra. Lisa Smith, asistente administrativa, MetroPlan Orlando, 250 S. Orange Avenue, Suite 200, Orlando, FL 32801, 407-481-5672 extensión 307, email: lsmith@metroplanorlando.org o info@metroplanorlando.org.

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TDLCB ON-SITE WORKSHOP



September 26, 2019; 10:00 a.m.

LOCATION: LYNX Operations Center
2500 LYNX Lane
Orlando, FL 32804



AGENDA

Welcome – Mayor Jose Alvarez, TDLCB Chairman

Opening Remarks/Ice Breaker

- William “John” Slot, Chief Innovation officer/ Interim Chief Operating Officer
- Virginia Whittington, MetroPlan Orlando

Workshop

- Overview of Mobility Services Monthly Performance Measures
- LYNX Community Transportation Coordinator Evaluation Criteria

Operations Tour

- LYNX Call Center
- Paratransit Vehicle

Open Discussion/Questions

Member Comments

Adjournment

Public participation is conducted without regard to race, color, national origin, sex, age, disability, religion, or family status. Persons wishing to express concerns, who require special assistance under the Americans with Disabilities Act, or who require language services (free of charge) should contact MetroPlan Orlando by phone at (407) 481-5672 or by email at info@metroplanorlando.org at least three business days prior to the event.

La participación pública se lleva a cabo sin distinción de raza, color, origen nacional, sexo, edad, discapacidad, religión o estado familiar. Las personas que deseen expresar inquietudes, que requieran asistencia especial bajo la Ley de Americanos con Discapacidad (ADA) o que requieran servicios de traducción (sin cargo) deben ponerse en contacto con MetroPlan Orlando por teléfono (407) 481-5672 (marcar 0) o por correo electrónico info@metroplanorlando.org por lo menos tres días antes del evento.

Order ID: 6442569

* Agency Commission not included

GROSS PRICE * : \$282.50

PACKAGE NAME: Orlando Sentinel

MEETING NOTICE

MetroPlan Orlando, The Metropolitan Planning Organization for the Orlando Urban Area, announces the following public meeting of the Transportation Disadvantaged Local Coordinating Board (TDLCB), to which all persons are invited:

Date: Thursday, September 26, 2019

Time: 10:00 a.m.

Place: LYNX Operations Center, 2500 LYNX Lane, Orlando, FL 32804

Purpose: Regularly Scheduled TDLCB Meeting

A copy of the detailed agendas for these meetings may be obtained by contacting Ms. Lisa Smith, Board Services Coordinator, MetroPlan Orlando, 250 S. Orange Avenue, Suite 200, Orlando, FL 32801, 407-481-5672, ext. 307, E-mail: lsmith@metroplanorlando.org or visiting info@metroplanorlando.org.

Public participation is conducted without regard to race, color, national origin, sex, age, disability, religion, or family status. Persons wishing to express concerns, who require special assistance under the Americans with Disabilities Act, or who require language services (free of charge) should contact MetroPlan Orlando by phone at (407) 481-5672 or by email at info@metroplanorlando.org at least three business days prior to the event.

Anuncio de Reunión

MetroPlan Orlando – la organización de planificación metropolitana (MPO) de los condados Orange, Osceola y Seminole – anuncia la siguiente reunión pública de la Junta de Coordinación Local para Personas con Desventaja de Transporte (TDLCB), la cual todos están invitados:

Día: jueves, septiembre 26, 2019

Hora: 10:00 a.m.

Lugar: LYNX Operations Center, 2500 LYNX Lane, Orlando, FL 32804

Propósito: Reunión Regularmente Programada

Para obtener copias de la agenda de esta reunión por favor contacten a la Sra. Lisa Smith, asistente administrativa, MetroPlan Orlando, 250 S. Orange Avenue, Suite 200, Orlando, FL 32801, 407-481-5672 extensión 307, email: lsmith@metroplanorlando.org o info@metroplanorlando.org.

La participación pública se lleva a cabo sin distinción de raza, color, origen nacional, sexo, edad, discapacidad, religión o estado familiar. Las personas que deseen expresar inquietudes, que requieran asistencia especial bajo la Ley de Americanos con Discapacidad (ADA) o que requieran servicios de traducción (sin cargo) deben ponerse en contacto con MetroPlan Orlando por teléfono (407) 481-5672 (marcar 0) o por correo electrónico info@metroplanorlando.org por lo menos tres días antes del evento.

ROSTER

TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD



CHAIRMAN: Honorable Jose Alvarez, Osceola County
VICE CHAIRMAN: Honorable Mayra Uribe, Orange County

ORANGE COUNTY

Mayra Uribe

Orange County BCC
201 South Rosalind Avenue
PO Box 1393
Orlando FL 32802
407-836-5976

Alternate:

SEMINOLE COUNTY

Mayor Pat Bates

City of Altamonte Springs
225 Newburyport Avenue
Altamonte Springs FL 32701
PH: (407) 571-8031

Alternate:

OSCEOLA COUNTY

Mayor Jose Alvarez

City of Kissimmee
101 Church Street
Kissimmee FL 34741
PH: (407) 847-2821

Alternate: Cmsr. Cheryl Grieb

CITIZEN ADVOCATE

Neika Berry

CITIZEN ADVOCATE (SYSTEM USER)

Bob Melia

AGENCY FOR PERSONS WITH DISABILITIES

Sharon Jennings

400 West Robinson Street, S-430
Orlando, Florida 32801
PH: (407) 245-0440 x611

Alternate: Maria Goris

ROSTER

TRANSPORTATION DISADVANTAGED

LOCAL COORDINATING BOARD



DEPARTMENT OF EDUCATION & VOCATIONAL REHABILITATION

Wayne Olson

3555 Maguire Boulevard, Ste. 205
Orlando, Florida 32803
PH: (407) 897-2725

Alternate:

ECONOMICALLY DISADVANTAGED

Dianne Arnold

2100 East Michigan Street
Orlando, FL 32806
PH: (407)836-6568

Alternate: Wanda Rosa

FLORIDA DEPARTMENT OF TRANSPORTATION

Jo Santiago

133 S. Semoran Boulevard
Orlando, FL 32807
PH: (407) 482-7875

Alternate: Carlos Colón

FOR-PROFIT OPERATOR

Chris York

4950 L.B. McLeod Rd.
Orlando, FL 32811
PH: (407) 851-8201

Alternate: Tanika Massey

MEDICAID

Calvin Smith

400 W. Robinson Street, Ste. S309
Orlando, FL 32801
PH: 407-420-2483

Alternate: Tamyika Young

MEDICAL COMMUNITY

Evelyn Diaz

203 Ernestine Street
Orlando, Florida 32837
PH: (407) 843-6110

Alternate:

ROSTER

TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD



PUBLIC EDUCATION, OCPS TRANSPORTATION

Adam Zubritsky
Safety/Training Department

5149 North Pine Hills Road
Orlando, Florida 32808
PH: (407) 521-2339 x2057250

Alternate: Angela Johnson

PH: (407) 521-2339 x2057258

REGIONAL WORKFORCE DEVELOPMENT

Janeé Olds

CareerSource Central Florida
1209 West Airport Boulevard
Sanford, FL 32773
PH: (407) 531-1231

Alternate: Adilh Trotman-Diaz

REPRESENTATIVE FOR PERSONS WITH DISABILITIES

Marilyn Baldwin

Alternate: Shelia Young

REPRESENTATIVE FOR THE ELDERLY (OVER 60)

Linda Levine-Silverman

Alternate: Cheryl Stone

SENIOR RESOURCE ALLIANCE (AREA AGENCY ON AGING OF CENTRAL FLORIDA)

Karla Radka

988 Woodcock Road, Ste. 200
Orlando, Florida 32803
PH: (407) 514-1802

Alternate: Sarah Lightell

PH: (407) 228-1800

STATE COORDINATING COUNCIL OF EARLY CHILDHOOD DEVELOPMENT

Wilfredo Raices

3500 West Colonial Drive
Orlando, Florida 32808

Alternate: Kevin Paulin

ROSTER

TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD



VETERANS

Alnita Whitt

Orange County Veterans Services
2100 East Michigan Street
Orlando, Florida 32806
PH: (407) 836-8990

Alternate:

ORANGE COUNTY EMS

Tom Daniels, Non-voting Member

2002-A East Michigan Street
Orlando, Florida 32806

Alternate: Crystal Ford

LYNX

William "John" Slot

455 North Garland Avenue, Ste. 400
Orlando, Florida 32801
PH: (407) 254-6146

Alternate: Selita Stubbs

(407) 254-6054

Alternate: Nanette Stephens

LYNX – TAC REPRESENTATIVE

VACANT, Non-voting Member

Alternate:

SUNRAIL CAC REPRESENTATIVE

James Grzesik

5600 Sand Lake Road, MP-16
Orlando FL 32819
(407) 356-8172



metroplan orlando
A REGIONAL TRANSPORTATION PARTNERSHIP

Updated: August 6, 2019



Transportation Disadvantaged Local Coordinating Board Member Orientation

Mr. Jim Grzesik

August 14, 2019

- **MetroPlan Orlando**
 - **Purpose of the Transportation Disadvantaged Local Coordinating Board (LCB)**
 - **Who are the transportation disadvantaged?**
 - **Who provides transportation disadvantaged service?**
 - **Duties of the Transportation Disadvantaged Local Coordinating Board**
 - **Membership of the board**
 - Elected officials (Orange, Osceola, Seminole)
 - State departments and agencies
 - Disabled
 - Seniors
 - Children at risk
 - Economically disadvantaged
 - Medical community
 - **Meetings**
 - Quarterly February, May, August, and November
 - Special Meeting – Late September/Early October – Site Visit to Lynx Ops Center
- Subcommittees/Task Forces
- Quality Assurance Task Force Meetings January, April, July, October
 - Grievance Committee (as needed)
- **Training and Advocacy Opportunities**
 - Transportation Disadvantaged Day in Tallahassee – January/February 2020
 - Annual Florida Public Transportation Association/Commission for Transportation Disadvantaged Training – September (Orlando) at Omni Champions Gate, Orlando, FL



Transportation Disadvantaged Local Coordinating Board Attendance Record 2019

NAME	ORGANIZATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Alt	Date Appt
Calvin Smith	Medicaid		P			P			P	A				Tamyika Young	
Dr.L. Levine-Silverman	Elderly		P			P			P	R				Cheryl Stone	
Marilyn Baldwin	Disabled		P			P			P	P				Shelia Young	
Adam Zubritsky	Public Education		P			P			P	A				Angela Johnson	
Wilfredo Raices	4C's		P			P			A	A				Kevin Paulin	
Neika Berry	Citizen Advocate		N/A			N/A			P	P					
Jane Tkach	Citizen Advocate		P			N/A			N/A	N/A					
Robert Melia	Citizen Advocate, System User		P			A			A	P					
Alnita Whitt	Veterans		P			A			P	P					
Comm. Mayra Uribe	Orange County		P			P			P	A					
Sharon Jennings	Agency for Persons w/Disabilities		A			P			P	A				Maria Goris	
Karla Radka	Senior Resource		N/A			N/A			P	P				Sarah Lightell	
Randall Hunt	Senior Resource		A			A			N/A	N/A					
Mayor Pat Bates	Seminole County		P			A			P	A					
Wayne Olson	Division of Vocational Rehabilitation		A			A			A	P					
Jo Santiago	FDOT		P			R			P	A				Carlos Colon	
Mayor Jose Alvarez	Osceola County		A			P			P	A				Cmsr. Cheryl Grieb	
Chris York	For-Profit(MV)		P			P			P	P				Tanika Massey	
Dianne Arnold	Economically Disadvantaged		A			A			A	A					
Janeé Olds	Career Source CF		R			P			P	A				Adlih Trotman-Diaz	
Evelyn Diaz	Medical Community		A			A			A	A					
Non-Voting Members															
Crystal Ford	EMS		P			P			P	P				Tom Daniels	
Norman Hickling	LYNX		P			P			P	P				Stubbs/Stephens	
James Grzesik	SunRail CAC		N/A			N/A			N/A	P					
Vacant	LYNX TAC Designee														

*A LCB On-Site Workshop was held. Attendance was encouraged, but not required.

TASK 8



250 SOUTH ORANGE AVENUE
SUITE 200
ORLANDO, FLORIDA 32801

PH: 407.481.5672
FX: 407.481.5680
WWW.METROPLANORLANDO.ORG

September 10, 2019

Mr. Kyle Mills
Area 4 Project Manager
Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, MS 49
Tallahassee, FL 32399-0450

Dear Mr. Mills,

Enclosed with this letter, please find our submission of the Actual Expenditure Report (AER) for Orange, Osceola and Seminole Counties.

The report reflects actual trips and expenses for the FY 2018-19 service year as reported by LYNX. The first page shows our system wide numbers (Orange, Osceola, and Seminole combined), while the pages which follow show county by county.

Feel free to contact me if you have any questions or concerns.

Sincerely,

Virginia L. Whittington
Director of Regional Partnerships & TDLCB Staff Liaison

Enclosures



**COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
ACTUAL EXPENDITURE REPORT FORM**
(One form for each county
Do not report funds from state agency sources)

COUNTY: ORANGE, OSCEOLA AND SEMINOLE COUNTIES

DUE: September 15, 2019

Coordinated Transportation

Coordinated Transportation			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital
16,194,448	211,613	3,209,539	459,667

Transportation Alternatives

Transportation Alternatives			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

Other

Other			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital



COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
ACTUAL EXPENDITURE REPORT FORM
 (One form for each county)
 Do not report funds from state agency sources)

COUNTY: Orange County
 DUE: September 15, 2019

Coordinated Transportation			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital
11,040,336	137,743	1,989,914	311,387

Transportation Alternatives			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

Other			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital



**COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
ACTUAL EXPENDITURE REPORT FORM**
(One form for each county)
Do not report funds from state agency sources)

COUNTY: Osceola County
DUE: September 15, 2019

Coordinated Transportation			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital
2,699,161	38,006	545,622	61,253

Transportation Alternatives			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

Other			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital



**COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
ACTUAL EXPENDITURE REPORT FORM**
(One form for each county)
Do not report funds from state agency sources)

COUNTY: Seminole County
DUE: September 15, 2019

Coordinated Transportation			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital
2,454,951	35,864	674,003	87,027

Transportation Alternatives			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

Other			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

TASK 9

PLANNING RELATED GRANT AGREEMENT TASKS QUARTERLY PROGRESS REPORT

MetroPlan Orlando
(Agency Name)

Invoice #	<u>One</u>
FDOT FM #	<u>43202911401</u>
Contract #	<u>G1874</u>

Orange, Osceola and Seminole
(County)

Reporting Period: July 1, 2019 to September 30, 2019

Planning Grant Program Tasks

TASK 1:

Weighted value = 17%

Jointly develop and annually update the Transportation Disadvantaged Service Plan (TDSP) with the community transportation coordinator (CTC) and the Local Coordinating Board (LCB).

Deliverable: Complete initial TDSP or annual updates. Must be approved by the LCB no later than June 30th of the current grant cycle.

Report: No submission this reporting period

TASK 2 A:

Weighted value = 15%

When necessary and in cooperation with the LCB, solicit and recommend a CTC. The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by planning agency staff or their designee as needed.

Deliverable:

Planning agency's letter of recommendation and signed resolution.

Report: No submission this reporting period

TASK 2 B:

Provide staff support to the LCB in conducting an annual evaluation of the CTC, including local developed standards as delineated in the adopted TDSP. Assist the Commission in joint reviews of the CTC.

Deliverable:

LCB and planning agency selected CTC evaluation worksheets pursuant to the most recent version of the Commission's CTC Evaluation Workbook.

Report: No submission this reporting period. Next evaluation scheduled for February 2020.

TASK 3:**Weighted value = 40%**

Organize and provide staff support and related resources for at least four (4) LCB meetings per year, holding one meeting during each quarter. Exceptions to reschedule meeting(s) outside of a quarter due to the imminent threat of a natural disaster may be granted by the Commission.

- Provide staff support for committees of the LCB.
- Provide program orientation and training for newly appointed LCB members.
- Provide public notice of LCB meetings in accordance with the most recent LCB and Planning Agency Operating Guidelines.
- LCB meetings will be held in accordance with the Commission's most recent LCB and Planning Agency Operating Guidelines and will include at least the following:
 1. Agendas for LCB meetings. Agenda should include action items, informational items and an opportunity for public comment.
 2. Official minutes of LCB meetings and committee meetings (regardless of a quorum). A copy will be submitted along with the quarterly report to the Commission. Minutes will at least be in the form of a brief summary of basic points, discussions, decisions, and recommendations. Records of all meetings shall be kept for at least five years.
 3. A current full and active membership of voting and non-voting members to the LCB. Any time there is a change in the membership, provide the Commission with a current membership roster and mailing list of LCB members.
 4. A report of the LCB membership's attendance at the LCB meeting held during this grant period. This would not include committee meetings.

Deliverables: LCB and QATF Meeting agendas and minutes; membership roster; attendance report; copy of public notice of meetings; training notification.

- ✓ **Report:** QATF meeting held July 23, 2019, LCB meeting held August 8, 2019. Copy of meeting agendas, membership roster, attendance reports, public meeting notices provided as deliverables. New board member orientation held August 14, 2019. Additionally, a workshop was conducted in cooperation with the CTC to help new LCB members understand evaluation criteria that will be used during the upcoming evaluation. A copy of the agenda is provided.

TASK 4:**Weighted value = 40%**

Provide at least one public workshop annually by each LCB, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be held separately from the LCB meeting. It may, however, be held on the same day as the scheduled LCB meeting. It could be held immediately following or prior to the LCB meeting.

Deliverable: Public workshop agenda and minutes of related workshop only. The agenda and minutes must be separate documents and cannot be included in the LCB meeting agenda and minutes, if held on the same day. Minutes may reflect "no comments received" if none were made.

Report: No submission this reporting period

TASK 5:**Weighted value = 40%**

Develop and annually update by-laws for LCB approval.

Deliverable: Copy of LCB approved by-laws with date of update noted on cover page and signature of LCB Chair or designee.

Report: No submission this reporting period

TASK 6:**Weighted value = 4%**

Develop, annually update, and implement LCB grievance procedures in accordance with the Commission's most recent LCB and Planning Agency Operating Guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program.

Deliverable: Copy of LCB approved Grievance Procedures with date of update noted on cover page.

Report: No submission this reporting period

TASK 7:**Weighted value = 4%**

Review and comment on the Annual Operating Report (AOR) for submittal to the LCB, and forward comments/concerns to the Commission.

Deliverable: Cover Page of AOR, signed by CTC representative and LCB Chair.

TASK 8:**Weighted value = 4%**

Research and complete the Actual Expenditures Report (AER) for direct federal and local government transportation funds to the Commission no later than September 15th. Complete the AER, using the Commission approved form.

Deliverable: Completed AER in accordance with the most recent Commission's AER instructions.

✓ **Report:** Submitted September 15, 2019. See attached letter.

TASK 9:**Weighted value = 4%**

Complete quarterly progress reports addressing planning accomplishments for the local transportation disadvantaged program as well as planning grant deliverables; including but not limited to, consultant contracts, special studies, and marketing efforts.

Deliverable: Complete Quarterly Progress Reports submitted with invoices. Quarterly Report must be signed by planning agency representative. Electronic signatures are acceptable.

TASK 10:**Weighted value = 4%**

Planning agency staff shall attend at least one Commission sponsored training, including but not limited to, the Commission's regional meetings or annual training workshop.

Deliverable: Documentation related to attendance at such event(s); including but not limited to sign in sheets.

✓ **Report:** Staff attended FPTA/CTD conference where CTD Commission Meeting was held.


Signature of Individual Submitting Report

10/8/2019
Date

Virginia L. Whittington
Typed name of Individual Submitting Report

TASK 10

• All meetings are in the Osceola Conference Center unless otherwise specified •

SUNDAY, SEPTEMBER 15, 2019

10:00am to 5:00pm
REGISTRATION DESK OPEN
(Osceola Ballroom Pre-Function)

11:30am to 3:00pm
FPTA GOLF TOURNAMENT
(Omni ChampionsGate)

2:00pm to 4:00pm
FPTA MINI GOLF TOURNAMENT
(Omni ChampionsGate - Crane's Adventure Golf)

5:30pm to 6:45pm
FPTA OPENING RECEPTION (APPETIZERS ONLY)
Special Entertainment from Dungeon Dogs
(Omni Adult Pool)

7:00pm to 10:00pm
FPTA GENERAL MANAGER DINNER
(INVITATION ONLY)
(David's Club - Omni, Lobby Floor)

MONDAY, SEPTEMBER 16, 2019

7:30am to 5:00pm
REGISTRATION DESK OPEN
(Osceola Ballroom Pre-Function)

8:00am to 10:00am
WELCOME BREAKFAST/
Marketing Awards / FPTA Hall of Fame /
TLP and D&A Program Graduates
(Osceola Ballroom AB)

8:30am to 10:00am
ALT-FUEL DISASTER MITIGATION ACTION
GROUP (AD-MAG) INITIATIVE
(Invitation Only)
(Lanier)



TIMES/DATES ARE TENTATIVE AND SUBJECT TO
CHANGE. REFER TO THE CONFERENCE APP
FOR UPDATES.

10:15am to 11:30am

- Florida Transit Safety and Operations Network (FTSON) General Meeting (Celebration A)
- Connecting the Dots: Coordinating Performance and Safe Access to Transit (Celebration B)
- Worldwide Marketing Best Practices (Harmony)
- Microtransit: Evolving Trends in the Provision of Public On-Demand Transit Services (St. Cloud)

11:45am to 1:45pm

STATE AND FEDERAL UPDATE LUNCH /
GENERAL SESSION

- Former Congressman Rooney (Buchanan Ingersoll and Rooney), Dr. Yvette Taylor (FTA), Kevin Thibault (FDOT Secretary of Transportation), Paul Skoutelas (APTA), and Scott Bogren (CTAA), RESPECT of Florida presentation to FDOT (Osceola Ballroom AB)

12:00pm to 5:00pm

EXHIBITOR SET-UP
(Osceola Ballroom CDE)

2:00pm to 5:00pm

CTD COMMISSION MEETING
(Lanier)

- 2:00pm to 3:15pm**
- Florida Automated Transit and Shared Use Network (ATSUN) - Shared Mobility Session (Celebration A)
- InVision Tampa Streetcar-From Tourist Trolley to Urban Circulator (Celebration B)
- Basic and Comprehensive Emergency Management (Harmony)
- The Value of Big Data in Transit Planning and Associated Cybersecurity Concerns (St. Cloud)

3:15pm to 3:45pm

BREAK
(Osceola Ballroom AB Pre-Function)

3:45pm to 5:00pm

- Transit Safety and Operations Essential Training Needs (Celebration A)
- Foundation in Consumer Decision Making and the Role of Influencer Marketing (Celebration B)
- Things to Consider When Entering New Modes/Partnerships (Harmony)
- FTA 101 & Grant Development (St. Cloud)

6:00pm to 7:00pm

FPTA AWARDS BANQUET RECEPTION
(Osceola Ballroom AB - PreFunction)

7:00pm to 9:00pm

FPTA AWARDS BANQUET/DINNER
(Osceola Ballroom AB)

TUESDAY, SEPTEMBER 17, 2019

7:30am to 5:00pm

REGISTRATION DESK OPEN
(Osceola Ballroom Pre-Function)

8:00am to 11:00am

EXHIBITOR SETUP
(Osceola Ballroom CDE)

- 8:30am to 10:15am**
BREAKFAST & KEYNOTE GENERAL
SESSION WITH TWO-TIME
HEISMAN WINNER ARCHIE GRIFFIN
(Osceola Ballroom AB)



- 10:30am to 11:45am**
- ADA Compliance for Websites (Celebration A)
- Engaging Stakeholders Through Partnerships (Celebration B)
- Florida Transit Maintenance Consortium (FTMC) Quarterly Meeting (Harmony)
- Florida Automated Transit and Shared Use Network (ATSUN) - Transit Automation Session (St. Cloud)

11:00am to 11:30am

FPTA BUSINESS MEMBER MEETING
(Osceola Ballroom CDE)

11:45pm to 2:00pm
GRAND OPENING OF EXHIBIT HALL & LUNCH
(Osceola Ballroom CDE)

- 2:00pm to 3:15pm**
- Workshop on Reversing Trip Shedding (Celebration A)
- Public Transportation Agency Safety Plans (Celebration B)
- Rural NTD Reporting for 2019 (Harmony)
- EMP Systems and Allison Transmission Updates (St. Cloud)

2:00pm to 5:00pm

FPTA BOARD MEETING
(Lanier)

3:15pm to 3:45pm

BREAK IN EXHIBIT HALL
(Osceola Ballroom CDE)

- 3:45pm to 5:00pm**
- Florida Find-a-Ride: Connecting Providers with Riders Using New Web-based Mapping (Celebration A)
- TD 101 - A Comprehensive Overview of the Transportation Disadvantaged (TD) Program (Celebration B)
- RTAP Small and Rural Transit Agencies Roundtable (Harmony)
- TDP & TDSP Coordination-Integrated Mobility Planning (St. Cloud)

- 5:30pm to 7:30pm**
- FPTA/CTD RECEPTION - EXHIBIT AREA
FPTA TEAM TAILGATING PARTY
(Osceola Ballroom CDE)

7:30pm to 8:30pm

EXHIBITOR TEAR DOWN (OPTIONAL)
(Osceola Ballroom CDE)

7:30pm to 10:00pm

AFTER PARTY
(Osceola Ballroom AB)

WEDNESDAY, SEPTEMBER 18, 2019

7:30am
REGISTRATION DESK OPEN
(Osceola Ballroom Pre-Function)

8:00am
EXHIBITOR SETUP
(Osceola Ballroom CDE)

8:00am to 10:00am
GENERAL SESSION
40 Years of
And V
(Osceola Ballroom AB)

10:00am to 11:00am
Assault Awareness
Operators (Training)

10:15am to 11:15am
Team TD - CTC
and Partners (Lanier)

12:00pm to 1:00pm
GENERAL SESSION
"Own your own
edge" - Lei
(Osceola Ballroom AB)

2:00pm
FDOT

2:15pm to 3:15pm
Working With
Maximizing
(Celebration A)
• CTC Huddle
Guidelines for
(Lanier)

3:45pm to 4:45pm
Adapting Re
Agencies
• TD Planners
Roundtable
(St. Cloud)

6:30pm
CTD
Reception
(Osceola Ballroom AB)

Name Badge or Ticket Required for Entry

Schedule at a glance

• All meetings are in the Osceola Conference Center unless otherwise specified •

THURSDAY, SEPTEMBER 15, 2019

10pm
 REGISTRATION OPEN
 (Pre-Function)
10pm
 REGISTRATION
 (Gate)
10pm
 REGISTRATION
 (St. Cloud Adventure Golf)
5pm
 APPETIZERS ONLY
 (Dungeon Dogs
 Hall)
10pm
 DINNER
 (Main Floor)

- 10:15am to 11:30am
 Florida Transit Safety and Operations Network (FTSON) General Meeting (Celebration A)
- * Connecting the Dots: Coordinating Performance and Safe Access to Transit (Celebration B)
- Worldwide Marketing Best Practices (Harmony)
- Microtransit: Evolving Trends in the Provision of Public On-Demand Transit Services (St. Cloud)
- 11:45am to 1:45pm
 STATE AND FEDERAL UPDATE LUNCH / GENERAL SESSION
 Former Congressman Rooney (Buchanan Ingersoll and Rooney), Dr. Yvette Taylor (FTA), Kevin Thibault (FDOT Secretary of Transportation), Paul Skoutelas (APTA), and Scott Bogren (CTAA), RESPECT of Florida presentation to FDOT (Osceola Ballroom AB)

FRIDAY, SEPTEMBER 16, 2019

10pm
 REGISTRATION OPEN
 (Pre-Function)
10am
 FAST/GRADUATES
 (Hall of Fame /
 n AB)
10am
 ACTION INITIATIVE
 (Main Floor)

- 12:00pm to 5:00pm
 EXHIBITOR SET-UP
 (Osceola Ballroom CDE)
- * 2:00pm to 5:00pm
 CTD COMMISSION MEETING
 (Lanier)
- 2:00pm to 3:15pm
 Florida Automated Transit and Shared Use Network (ATSUN) - Shared Mobility Session (Celebration A)
- InVision Tampa Streetcar-From Tourist Trolley to Urban Circulator (Celebration B)
- Basic and Comprehensive Emergency Management (Harmony)
- The Value of Big Data in Transit Planning and Associated Cybersecurity Concerns (St. Cloud)
- 3:15pm to 3:45pm
 BREAK
 (Osceola Ballroom AB Pre-Function)

PLEASE
 DOWNLOAD OUR
 APP
 ID SUBJECT TO
 CONFERENCE APP

- 3:45pm to 5:00pm
 Transit Safety and Operations Essential Training Needs (Celebration A)
- Foundation in Consumer Decision Making and the Role of Influencer Marketing (Celebration B)
- Things to Consider When Entering New Modes/Partnerships (Harmony)
- FTA 101 & Grant Development (St. Cloud)
- 6:00pm to 7:00pm
 FPTA AWARDS BANQUET RECEPTION
 (Osceola Ballroom AB - Pre-Function)
- 7:00pm to 9:00pm
 FPTA AWARDS BANQUET/DINNER
 (Osceola Ballroom AB)

TUESDAY, SEPTEMBER 17, 2019

- 7:30am to 5:00pm
 REGISTRATION DESK OPEN
 (Osceola Ballroom Pre-Function)
- 8:00am to 11:00am
 EXHIBITOR SETUP
 (Osceola Ballroom CDE)
- * 8:30am to 10:15am
 BREAKFAST & KEYNOTE GENERAL SESSION WITH TWO-TIME HEISMAN WINNER ARCHIE GRIFFIN
 (Osceola Ballroom AB)
- 10:30am to 11:45am
 ADA Compliance for Websites (Celebration A)
- Engaging Stakeholders Through Partnerships (Celebration B)
- Florida Transit Maintenance Consortium (FTMC) Quarterly Meeting (Harmony)
- Florida Automated Transit and Shared Use Network (ATSUN) - Transit Automation Session (St. Cloud)



- 11:00am to 11:30am
 FPTA BUSINESS MEMBER MEETING
 (Osceola Ballroom CDE)
- 11:45pm to 2:00pm
 GRAND OPENING OF EXHIBIT HALL & LUNCH
 (Osceola Ballroom CDE)
- 2:00pm to 3:15pm
 Workshop on Reversing Trip Shedding (Celebration A)
- Public Transportation Agency Safety Plans (Celebration B)
- Rural NTD Reporting for 2019 (Harmony)
- EMP Systems and Allison Transmission Updates (St. Cloud)
- 2:00pm to 5:00pm
 FPTA BOARD MEETING
 (Lanier)
- * 3:15pm to 3:45pm
 BREAK IN EXHIBIT HALL
 (Osceola Ballroom CDE)
- 3:45pm to 5:00pm
 Florida Find-a-Ride: Connecting Providers with Riders Using New Web-based Mapping (Celebration A)
- TD 101 - A Comprehensive Overview of the Transportation Disadvantaged (TD) Program (Celebration B)
- RTAP Small and Rural Transit Agencies Roundtable (Harmony)
- TDP & TDSP Coordination-Integrated Mobility Planning (St. Cloud)
- 5:30pm to 7:30pm
 FPTA/CTD RECEPTION - EXHIBIT AREA
 FPTA TEAM TAILGATING PARTY
 (Osceola Ballroom CDE)
- 7:30pm to 8:30pm
 EXHIBITOR TEAR DOWN (OPTIONAL)
 (Osceola Ballroom CDE)
- 7:30pm to 10:00pm
 AFTER PARTY
 (Osceola Ballroom AB)

WEDNESDAY, SEPTEMBER 18, 2019

- 7:30am to 1:00pm
 REGISTRATION DESK OPEN
 (Osceola Ballroom Pre-Function)
- 8:00am - 10:00am
 EXHIBIT TEAR DOWN -
 (Osceola Ballroom CDE)
- * 8:00am to 10:00am
 GENERAL SESSION & BREAKFAST
 40 Years Of Success: How We Got Here And Where Are We Going
 (Osceola Ballroom A)
- 10:00am to 12:00am
 Assault Awareness And Prevention For Transit Operators (Train the Trainer) (St. Cloud)
- * 10:15am to 11:45am
 Team TD - CTCs, Planners, LCB Members and Partners (Harmony)
- 12:00pm to 2:00pm
 GENERAL SESSION / LUNCH
 "Own your own voice & reclaim your competitive edge" - Leila Ansari, Executive Coach
 (Osceola Ballroom AB)
- 2:00pm to 5:00pm
 FDOT DISTRICT MEETING
 (St. Cloud)
- * 2:15pm to 3:30pm
 Working With Your Elected Officials and Maximizing Your Legislative Message (Celebration A)
- CTC Huddle - A Review of Program Guidelines for CTCs (Celebration B)
- 3:45pm to 5:00pm
 Adapting Resources for Small and Rural Agencies (Celebration A)
- * TD Planners Pep Rally (Annual Planners' Roundtable) (Celebration B)
- * 6:30pm to 9:00pm
 CTD AWARDS BANQUET
 Reception Begins at 6:30pm
 (Osceola Ballroom AB)

COMMISSION FOR THE TRANSPORTATION DISADVANTAGED



**Business Meeting Agenda
September 16, 2019
2:00 PM until Completion
Omni Champions Gate
1500 Masters Boulevard
Champions Gate, Florida 33612**

*Marion Hart, Chairman
Dr. Phillip Stevens, Vice-Chairman
Mike Willingham, Commissioner
Dr. Robin Tellez, Commissioner*

**Dial-In Number: 888-585-9008
Conference Code: 837653349**

Item #	Agenda Item	Speaker(s)
I.	Call to Order	Chairman Hart
II.	Introduction of Commissioners and Advisors	Commissioners and Advisors
III.	Welcome from LYNX	Norm Hickling, Director of Mobility Services, LYNX
IV.	Commissioner and Advisor Reports	Commissioners and Advisors
V.	Public Comments (Comments limited to the current agenda items)	Public
Action Items		
VI.	Approval of Minutes <ul style="list-style-type: none">• June 3, 2019• June 28, 2019	Chairman Hart
VII.	Fiscal Year 2019-20 Innovation and Service Development Grant Recommendations	David Darm, Executive Director
VIII.	2020 Commission Business Meeting Schedule	David Darm, Executive Director
IX.	2019-2020 Annual Regulatory Plan Review	Tom Barnhart, Legal Counsel
Information Items		
X.	Discussion of Changes to Rule 14-2.014, Florida Administrative Code	David Darm, Executive Director

XI.	Florida Transportation Plan and Strategic Intermodal System Plan Update	Jim Halley, Statewide Planning Coordinator, Fla. Department of Transportation, Office of Policy Planning,
XII.	Advantage Ride Program Update	Ned Freeman, EVP, Marketing UZURV
XIII.	Executive Director Report	David Darm, Executive Director
XIV.	Public Comments	Public
XV.	Commissioner and Advisor Comments	Commissioners and Advisors
XVI.	Adjournment	Chairman Hart

Next Meeting: December 2019 – Conference Call

When operating under Florida's Government in the Sunshine Law, the Florida Supreme Court recognizes the importance of public participation in open meetings. The Commission provides that right of access at each public meeting and adheres to Chapter 286.011, Florida Statutes. A comment card for each speaker is required, and this limits public comment to five (5) minutes per speaker.

In accordance with the Americans with Disabilities Act (ADA), and Chapter 286.26, Florida Statutes, persons in need of special accommodation to participate in the meeting (including an agenda) shall contact our office, at least 48 hours before the meeting by email at lisa.o.stone@dot.state.fl.us or by the following listed below:

Commission for the Transportation Disadvantaged
605 Suwannee Street, MS-49
Tallahassee, FL 32399-0450
(850) 410-5703 or (800) 983-2435, (850) 410-5708 (TDD/TTY)
This meeting is subject to change upon the chairman's request.



November 07, 2019

Honorable Jose Alvarez, Chairman
Transportation Disadvantaged Local Coordinating Board
c/o MetroPlan Orlando
250 South Orange Avenue, Suite 200
Orlando, Florida 32801

Dear Chairman Alvarez,

Contracted operators are entitled to prompt payment for services funded by the Commission for the Transportation Disadvantaged Trust Fund as outlined in the Trip/Equipment Grant executed between the Commission and LYNX as follows:

21.20 Payment to Subcontractors: Payment by the Grantee to all subcontractors with approved third party subcontracts shall be in compliance with Section 287.0585, Florida Statutes. Each third party contract from the Grantee to a subcontractor for goods or services to be performed in whole or in part with Transportation Disadvantaged Trust Fund moneys must contain the following statement:

When a contractor receives from a state agency any payment for contractual services, commodities, supplies, or construction contracts subject to the provisions of Chapter 339, the contractor shall pay such moneys received to each subcontractor and supplier in proportion to the percentage of work completed by each subcontractor and supplier at the time of receipt of the payment. If the contractor receives less than full payment, then the contractor shall be required to disburse only the funds received on a pro rata basis with the contractor, subcontractors, and suppliers, each receiving a prorated portion based on the amount due on the payment. If the contractor without reasonable cause fails to make payment required by this section to subcontractors and suppliers within 7 working days after the receipt by the contractor of full or partial payment, the contractor shall pay to the subcontractors and suppliers a penalty in the amount of one-half of one percent of the amount due, per day, from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual

407-841-2279
www.golynx.com

455 North Garland Avenue
Orlando, FL 32801-1518

payments owed and shall not exceed 15 percent of the outstanding balance due. In addition to other fines or penalties, a person found not in compliance with any provision of this subsection may be ordered by the court to make restitution for attorney's fees and all related costs to the aggrieved party or the Department of Legal Affairs when it provides legal assistance pursuant to this section. The Department of Legal Affairs may provide legal assistance to subcontractors or vendors in proceedings brought against contractors under the provisions of this section.

Our contractor, MV Transportation, is notified annually in writing that if they feel that LYNX is not fulfilling the obligations as outlined in the above paragraph, they may seek assistance through the Commission for the Transportation Disadvantaged Ombudsman Program Helpline at 1-800-983-2435 (TTY 1-800-648-6084) or the State of Florida Attorney General's Office at 1-800-892-0375.

With this letter, I am certifying to the Local Coordinating Board that LYNX has met the above timely progress payment requirements to our contractor for the period of July 1, 2019 to September 30, 2019.

Sincerely,

A handwritten signature in black ink that reads "Norman Hickling". The signature is written in a cursive, slightly stylized font.

Norman Hickling
Director of Mobility Services

cc: Selita Stubbs, Senior Manager – LYNX Mobility Services
The Joint Transportation Disadvantaged Local Coordinating Board of
Orange, Osceola, and Seminole Counties (via MetroPlan Orlando)

MEMORANDUM

TO: Virginia Whittington, Director of Regional Partnerships

FROM: Steve Bechtel and Kathleen Hugo, Mateer Harbert

DATE: September 16, 2019

RE: MetroPlan Orlando - Community Advisory Committee members serving on Orange County League of Women Voters Transportation Committee

Question Presented:

“We are in need of an official opinion on an issue that has arisen with several members of our Community Advisory Committee who are either already serving on the Orange County League of Women Voters Transportation Committee, or are being recruited to serve. Our initial reaction is that it creates a conflict of interest because the League’s meetings (where MetroPlan Orlando and/or other transportation-related discussions may take place) are not subject to Florida’s Sunshine Laws, however we defer to you for an official legal opinion that we may discuss with them.”

Legal Research:

Florida's Sunshine Law, § 286.011, Florida Statutes, provides a right of access to governmental proceedings at both the state and local levels. There are three basic requirements of meetings subject to § 286.011, Florida Statutes:

- (1) Meetings of public boards or commissions must be open to the public;
- (2) Reasonable notice of such meetings must be given; and
- (3) Minutes of the meetings must be taken.

Florida’s Sunshine law is applicable to “any gathering, whether formal or casual, of two or more members of the same board or commission to discuss some matter on which foreseeable action will be taken by the public board or commission.” *See* No. Informal Advisory Legal Opinion, 2007 WL 3054993, at *1 (Fla. A.G. Mar. 29, 2007); *Hough v. Stembridge*, 278 So. 2d 288 (Fla. 3d DCA 1973); *City of Miami Beach v. Berns*, 245 So. 2d 38 (Fla. 1971); *Board of Public*

Instruction of Broward County v. Doran, 224 So. 2d 693 (Fla. 1969); *Wolfson v. State*, 344 So. 2d 611 (Fla. 2d DCA 1977); *Canney v. Board of Public Instruction of Alachua County*, Fla.1973, 278 So.2d 260 (1973). Florida law does not require a quorum for a meeting of members of a public board or commission to be subject to section 286.011, Florida Statutes; two members is sufficient to constitute a “meeting” under the Sunshine law. *See* No. Informal Advisory Legal Opinion, 2007 WL 3054993, at *1 (Fla. A.G. Mar. 29, 2007).

Florida courts have stated that the Sunshine Law applies to the entire decision-making process and not merely to the formal meeting of a public body at which voting is conducted to ratify an official decision. *See* Fla. Att’y Gen. Op. 2005-18 (2005). The Sunshine Law extends to the discussions and deliberations as well as the formal action taken by a public body. *See Times Publishing Company v. Williams*, 222 So. 2d 470, 473 (Fla. 2d DCA 1969) (“Every thought, as well as every affirmative act, of a public official as it relates to and is within the scope of his official duties, is a matter of public concern; and it is the entire decision-making process that the legislature intended to affect by the enactment of the statute before us.”).

The Florida Supreme Court has stated that the Sunshine Law “should be construed so as to frustrate all evasive devices.” *Town of Palm Beach v. Gradison*, 296 So. 2d 473, 477 (Fla. 1974). Moreover, the Supreme Court of Florida clarified that “[w]hen in doubt, the members of any board, agency, authority or commission should follow the open-meeting policy of the State.” *Id.*

MetroPlan Orlando’s Community Advisory Committee is subject to the provisions of the Sunshine Law, § 286.011, Florida Statutes. *See* Fla. Att’y Gen. Op. 82-35 (1982). Under the guidelines discussed herein, when the two members of the Community Advisory Committee attend meetings together for the Orange County League of Women Voters Transportation Committee, and those meetings may discuss matters related to MetroPlan Orlando and/or other transportation-

related matters, then this is a “gathering of two or more members of the same board or commission to discuss some matter on which foreseeable action will be taken” by MetroPlan Orlando’s Community Advisory Committee. This does not necessarily create a “conflict of interest.” However, construing the statutes in favor of open meetings, those particular League meetings would be subject to the requirements of the Sunshine Law, i.e., notice, public accessibility and written minutes.