



**AGENDA**  
**SUMTER COUNTY**  
**TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

Tuesday, June 5, 2018 - 2 p.m.  
The Villages Sumter County Service Center  
7375 Powell Road, Room 102  
Wildwood, FL

**CALL REGULAR MEETING TO ORDER**

Proper Noticing, Roll-Call, Determination of Quorum

**I. AGENDA UPDATE**

**II. OPPORTUNITY FOR PUBLIC COMMENT** (on agenda items or general comments)

**III. PRESENTATION: NONE**

**IV. ACTION ITEMS**

A. Approval of March 12, 2018 Meeting Minutes

B. Review & Approval of FY 2018/19 Rate Calculation Model for Transportation Disadvantaged Trust Fund Trips for Sumter County

*CTC staff will present the FY 2018/19 Rate Calculation Model for TD Trust Fund trips. The Commission has established the Rate Calculation Model, which is utilized for the development of rates for transportation services that are arranged or provided by the Sumter County CTC. The rates were approved by the Commission for further review by the TDCB. Once reviewed and approved, the rates will be included in the Transportation Disadvantaged Service Plan (TDSP) update. The rates for the upcoming fiscal year will change from \$20.24 to \$23.61 per one-way ambulatory passenger TD Trust Fund trip. The rate will change from \$34.70 to \$40.48 per wheelchair passenger TD Trust Fund trip.*

***Staff recommends approval of the FY 2018/19 Rate Calculation Model for TD Trust Fund Trips.***

C. Review & Approval of the Transportation Disadvantaged Service Plan (TDSP) Annual Update

*MPO staff is tasked with jointly developing and annually updating the TDSP with the Community Transportation Coordinator and the Transportation Disadvantaged Coordinating Board. Annual updates are due prior to the end of the grant agreement period (June 30). Staff will present the recommended annual updates to the TDSP. The TDSP updates include:*

- Annual Operating Report for FY 2016/17 and*
- Annual Performance Report for FY 2017/18.*
- TD Trust Fund trip rates for FY 2018/19.*

***Staff recommends approval of the TDSP Annual Minor Update.  
Roll Call Vote Required.***

- D. Transportation Disadvantaged Service Plan (TSDP) Major Update: MPO has contracted with the University of South Florida, Center for Urban Transportation Research for the major update to the Sumter County TDSP. MPO staff would like to form a TDSP Update subcommittee with 5-10 members to help with the major update. The subcommittee should be comprised of TDCB Board members, CTC staff and representatives from Ride Right, LLC.

## **V. DISCUSSION ITEMS**

### A. Memorandum of Agreement

*MPO staff will provide an update on the upcoming process for the State of Florida Commission for the Transportation Disadvantaged (CTD) Memorandum of Agreement (MOA). The current MOA between the CTD and the Community Transportation Coordinator (CTC), which is Sumter County Board of County Commissioners, is for the period July 1, 2018, through June 30, 2023.*

## **VI. REPORTS**

- A. FDOT
- B. Ride Right, LLC
- C. Sumter County CTC
- D. Lake~Sumter MPO

## **VII. BOARD MEMBER COMMENTS**

## **VIII. ADJOURNMENT**

- IX. NEXT MEETING:** Tuesday, September 11, 2018 @ 2:00 p.m.  
The Villages Sumter County Service Center, Wildwood

Pursuant to the provisions of Chapter 286, Florida Statutes, Section 286.0105, if any person decides to appeal any decision made by the Lake~Sumter Metropolitan Planning Organization with respect to any matter considered at the meeting, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. All interested citizens are welcome to attend. Persons with disabilities needing assistance to participate in any of the proceedings should contact the Lake~Sumter MPO, (352) 315-0170 48 hours in advance of the meeting.

Lake~Sumter MPO - (352) 315-0170 - [www.LakeSumterMPO.com](http://www.LakeSumterMPO.com)



**Sumter County Transportation Disadvantaged Coordinating Board  
Minutes – March 12, 2018**

Lake~Sumter MPO  
225 W. Guava Street, Lady Lake, FL 32159

.....  
**Members Present**

Don Burgess, Chairman  
Thomas Chase, Vice Chair  
Christine Norris  
Kim Rummell  
Sandra Woodard  
Bonnie Cowie  
Carlina Lindo  
Milagros Chervoni  
Danielle Delgado  
Gustavo Henriquez  
Mildred Haygood  
Steve Homan  
Bebe Chudeusz

**Representing**

Lake~Sumter MPO  
Medical Community  
Public Education/Sumter County Schools  
Veterans Service Office Representing Veterans  
FL Association CAA/Economically Disadvantaged  
Citizen Advocate/User of the System  
Children at Risk  
Florida Agency for Healthcare Administration  
Vocational Rehabilitation/Dept. of Education  
Regional Workforce Development Board  
Person over 60, Representing the Elderly  
FL Department of Elder Affairs  
Technical Advisor (non-voting)

**Members Absent**

Jo Santiago  
Sheri Peterson  
Carlina Lindo

**Representing**

FDOT  
Dept. of Children & Families  
Children at Risk

**Staff Present**

Nancy Valenzano  
Michael Woods  
Jackey Jackson  
Kyle Mills

**Representing**

Lake~Sumter MPO  
Lake~Sumter MPO  
Sumter County  
Florida CTD

**CALL TO ORDER**

The meeting of the Sumter County Transportation Disadvantaged Coordinating Board (TDCB) was called to order at 2:05 p.m. by Chairman Burgess. Staff announced that the meeting was properly noticed, the roll was called, at which time it was noted that a quorum was present.

**AGENDA UPDATE** – Nancy Valenzano provided explanation on the following items not included in the agenda packet:

- Revised meeting schedule for 2018
- Legislative update from the MPOAC

## **OPPORTUNITY FOR PUBLIC COMMENT** (on agenda items or general comments)

No comments received.

### **PRESENTATIONS**

A. Annual Training / Sunshine & Ethics Law -Diana Johnson, MPO Attorney

Diana Johnson presented the annual training on Florida's Sunshine Law & Ethics. Requirements, Public Records, Code of Ethics: Gifts, and Voting Conflicts were reviewed.

B. Update of the Public Engagement Documentation: Public Involvement, Limited English Proficiency, Title VI Plans and the Disadvantaged Business Enterprise Plan – Alex Trauger, Transportation Planner, HDR

Alex Trauger presented the draft plan for review. He shared the MPO Board opened the 45 day public hearing period on February 28 and final approval is scheduled for the Governing Board meeting April 25.

### **ACTION ITEM**

A. Approval of December 12, 2017 Minutes

*On a motion by Christine Norris, seconded by Millie Chervoni and carried unanimously by a 12-0 vote, the Board approved the December 12, 2017 minutes as presented.*

B. Annual Review and Approval of Sumter County TDCB Bylaws

Chairman Burgess stated in accordance with the Florida Commission for the Transportation Disadvantaged's most recent Coordinating Board and Planning Agency Operating Guidelines, the Bylaws have been reviewed by the MPO Attorney and the Bylaws Subcommittee. He added there were no recommended revisions.

*On a motion by Millie Chervoni, seconded by Steve Homan and carried unanimously by a 12-0 vote, the Board approved the annual review of the Bylaws with no revisions.*

C. Approval of Sumter County Transportation Disadvantaged Service Plan Amendment

Jackey Jackson provided update regarding the revised Sumter County System Safety Program Plan (SSPP) approved by the Sumter County Board of County Commissioners on December 12, 2017. The SSPP is included in the TDSP as Appendix D.

*On a motion by Thomas Chase, seconded by Christine Norris and carried unanimously by a 12-0 roll call vote, the Board approved the amendment to the TDSP as presented.*

## **DISCUSSION ITEMS**

- A. Community Transportation Coordinator Designation  
Nancy Valenzano shared the Commission for the Transportation Disadvantaged (CTD) approved Sumter County Board of County Commissioners to remain the Community Transportation Coordinator (CTC) for Sumter County at the February 13, 2018 Business Meeting. She added the CTD will forward the new Memorandum of Agreement to the CTC and the agreement will begin July 1, 2018. Ms. Valenzano shared the next five year Transportation Disadvantaged Service Plan is due 120 calendar days from July 1, 2018 and that MPO and transit staff have begun the process of updating the document.

## **INFORMATION ITEMS**

- A. Legislative Update  
Nancy Valenzano provided an update on the Florida CTD Legislative Day held February 14<sup>th</sup> at the courtyard of the Capitol. She added there were over 700 in attendance with speakers from CTD, Florida Public Transportation Association, and the Florida Developmental Disabilities Council. Michael Woods provided an update on other transportation issues being monitored by the MPO and reviewed the MPOAC Legislative handout.
- B. 2017 Annual Performance Report  
Nancy Valenzano shared the report is for board member information and the full report can be reviewed online [www.fdot.gov/ctd/perfomdirectory.htm](http://www.fdot.gov/ctd/perfomdirectory.htm). Chapter 427 charges the Florida Commission for the Transportation Disadvantaged to submit an annual report to the Governor, the President of the Senate, and the Speaker of the House of Representatives by January 1 of each year. The report consists of the individual county and statewide program achievements throughout last reporting year (July 2016-June 2017).

## **REPORTS**

- A. Florida CTD  
Kyle Mills provided an update on the Mobility Enhancement Grant application and the deadline for submittal and the FY 18/19 funding amounts for the Trip & Equipment Grant and the Planning Grant for Sumter County.
- B. FDOT - None
- C. Sumter County CTC  
Jackey Jackson reviewed the performance measures provided in the CTC report.
- D. Lake~Sumter MPO  
Nancy Valenzano stated the Planning Grant Progress Report for the 2<sup>nd</sup> quarter is included in the agenda packet. Michael Woods provided update on the FDOT Construction report and shared it will be included as part of the agenda packet in the future.

**BOARD MEMBER COMMENTS – None**

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 3:15 p.m.

June 5, 2018

---

Chairman Don Burgess

# Preliminary Information Worksheet

Version 1.4

<b>CTC Name:</b>	Sumter County Board of County Commissioners / Sumter County Transit
<b>County (Service Area):</b>	Sumter County
<b>Contact Person:</b>	Jackey Jackson
<b>Phone #</b>	352-689-4400

## Check Applicable Characteristic:

### ORGANIZATIONAL TYPE:

- Governmental
- Private Non-Profit
- Private For Profit

### NETWORK TYPE:

- Fully Brokered
- Partially Brokered
- Sole Source

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

# Comprehensive Budget Worksheet

Version 1.4

CTC: Sumter County Board of County Commissioners / Sumter County Transportation  
 County: Sumter County

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

	Prior Year's <b>ACTUALS</b> from Oct 1st of <b>2016</b> to Sept 30th of <b>2017</b>	Current Year's <b>APPROVED</b> Budget, as amended from Oct 1st of <b>2017</b> to Sept 30th of <b>2018</b>	Upcoming Year's <b>PROPOSED</b> Budget from Oct 1st of <b>2018</b> to Sept 30th of <b>2019</b>	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price.  Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

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

### Local Non-Govt

Farebox	\$ 27,411	\$ 29,000	\$ 29,000	5.8%	0.0%	All farebox received remains with operator and represents the total credits received from contracted operator invoices.
Medicaid Co-Pay Received	\$ -	\$ -	\$ -			
Donations/ Contributions	\$ -	\$ -	\$ -			
In-Kind, Contributed Services	\$ -	\$ -	\$ -			
Other	\$ -	\$ -	\$ -			
<b>Bus Pass Program Revenue</b>	\$ -	\$ -	\$ -			

### Local Government

District School Board	\$ -	\$ -	\$ -			County Cash is provided as system match for 49 USC 5310,5311, and CTD trip and equipment grant matching requirements. County in-kind consists of maintenance technician, maintenance workshop bay for fleet maintenance, vehicle parts, office space and utilities.  Other Cash is transportation contract services. A portion of County Cash is drawn down using the rate model.
Compl. ADA Services	\$ -	\$ -	\$ -			
County Cash	\$ 436,721	\$ 376,375	\$ 387,003	-13.8%	2.8%	
County In-Kind, Contributed Services	\$ 181,790	\$ 184,976	\$ 53,979	1.8%	-70.8%	
City Cash	\$ -	\$ -	\$ -			
City In-kind, Contributed Services	\$ -	\$ -	\$ -			
Other Cash	\$ 23,783	\$ 30,000	\$ 21,344	26.1%	-28.9%	
Other In-Kind, Contributed Services	\$ -	\$ -	\$ -			
<b>Bus Pass Program Revenue</b>	\$ -	\$ -	\$ -			

### CTD

Non-Spons. Trip Program	\$ 285,950	\$ 351,012	\$ 354,522	22.8%	1.0%	
Non-Spons. Capital Equipment	\$ -	\$ -	\$ -			
Rural Capital Equipment	\$ -	\$ -	\$ -			
Other TD (specify in explanation)	\$ -	\$ -	\$ -			
<b>Bus Pass Program Revenue</b>	\$ -	\$ -	\$ -			

### USDOT & FDOT

49 USC 5307	\$ -	\$ -	\$ -			49 USC 5310 funds used for purchasing replacement vehicles. Other DOT= 49 USC 5316 JARC, which is invoiced based on the rate calculation to purchase trips. The County not longer applies and receives funding under 5316 JARC.
49 USC 5310	\$ 315,594	\$ 211,025	\$ 194,087	-33.1%	-8.0%	
49 USC 5311 (Operating)	\$ 289,190	\$ 304,537	\$ 326,047	5.3%	7.1%	
49 USC 5311(Capital)	\$ -	\$ -	\$ -			
Block Grant	\$ -	\$ -	\$ -			
Service Development	\$ -	\$ -	\$ -			
Commuter Assistance	\$ -	\$ -	\$ -			
Other DOT (specify in explanation)	\$ 38,327	\$ -	\$ -	-100.0%		
<b>Bus Pass Program Revenue</b>	\$ -	\$ -	\$ -			

### AHCA

Medicaid	\$ -	\$ -	\$ -			
Other AHCA (specify in explanation)	\$ -	\$ -	\$ -			
<b>Bus Pass Program Revenue</b>	\$ -	\$ -	\$ -			

### DCF

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

### DOH

Children Medical Services	\$ -	\$ -	\$ -			
County Public Health	\$ -	\$ -	\$ -			
Other DOH (specify in explanation)	\$ -	\$ -	\$ -			
<b>Bus Pass Program Revenue</b>	\$ -	\$ -	\$ -			

### DOE (state)

Carl Perkins	\$ -	\$ -	\$ -			
Div of Blind Services	\$ -	\$ -	\$ -			
Vocational Rehabilitation	\$ -	\$ -	\$ -			
Day Care Programs	\$ -	\$ -	\$ -			
Other DOE (specify in explanation)	\$ -	\$ -	\$ -			
<b>Bus Pass Program Revenue</b>	\$ -	\$ -	\$ -			

### AWI

WAGES/Workforce Board	\$ -	\$ -	\$ -			
Other AWI (specify in explanation)	\$ -	\$ -	\$ -			
<b>Bus Pass Program Revenue</b>	\$ -	\$ -	\$ -			

### DOEA

Older Americans Act	\$ -	\$ -	\$ -			Other DOEA= From Mid-Florida Community Services, trips for seniors to congregate dining site. Trip rates charged are generated by this rate model.
Community Care for Elderly	\$ -	\$ -	\$ -			
Other DOEA (specify in explanation)	\$ 28,688	\$ 31,122	\$ 31,122	8.5%	0.0%	
<b>Bus Pass Program Revenue</b>	\$ -	\$ -	\$ -			

### DCA

Community Services	\$ -	\$ -	\$ -			
Other DCA (specify in explanation)	\$ -	\$ -	\$ -			
<b>Bus Pass Admin. Revenue</b>	\$ -	\$ -	\$ -			

# Comprehensive Budget Worksheet

Version 1.4

CTC: Sumter County Board of County Commissioners / Sumter County Transportation  
 County: Sumter County

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

	Prior Year's <b>ACTUALS</b> from Oct 1st of <b>2016</b> to Sept 30th of <b>2017</b>	Current Year's <b>APPROVED</b> Budget, as <b>amended</b> from Oct 1st of <b>2017</b> to Sept 30th of <b>2018</b>	Upcoming Year's <b>PROPOSED</b> Budget from Oct 1st of <b>2018</b> to Sept 30th of <b>2019</b>	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price.  Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

### APD

Office of Disability Determination	\$ -	\$ -				
Developmental Services	\$ -	\$ -				
Other APD (specify in explanation)	\$ -	\$ -				
<b>Bus Pass Program Revenue</b>	\$ -	\$ -				

### DJJ

(specify in explanation)	\$ -	\$ -				
<b>Bus Pass Program Revenue</b>	\$ -	\$ -				

### Other Fed or State

xxx	\$ -	\$ -				
xxx	\$ -	\$ -				
xxx	\$ -	\$ -				
<b>Bus Pass Program Revenue</b>	\$ -	\$ -				

### Other Revenues

Interest Earnings	\$ 516	\$ -	\$ -	-100.0%		These funds are used as system subsidy.
Ride Right Vehicle Lease	\$ 23	\$ 23	\$ 23	0.0%	0.0%	
Other Misc Revenues	\$ 350	\$ -	\$ -	-100.0%		
<b>Bus Pass Program Revenue</b>	\$ -	\$ -	\$ -			

### Balancing Revenue to Prevent Deficit

Actual or Planned Use of Cash Reserve	\$ -	\$ 81,022	\$ -			
---------------------------------------	------	-----------	------	--	--	--

Balancing Revenue is Short By =		None	None			
<b>Total Revenues =</b>	<b>\$1,628,343</b>	<b>\$1,599,092</b>	<b>\$1,397,127</b>	<b>-1.8%</b>	<b>-12.6%</b>	

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

#### Operating Expenditures

Labor	\$ 23,328	\$ 34,374	\$ -	47.4%	-100.0%	
Fringe Benefits	\$ 7,425	\$ 13,581	\$ -	82.9%	-100.0%	
Services	\$ 251	\$ 632	\$ 690	151.8%	9.2%	
Materials and Supplies	\$ 1,042	\$ 2,666	\$ 2,550	155.9%	-4.4%	
Utilities	\$ -	\$ -	\$ -			
Casualty and Liability	\$ 9,238	\$ 10,330	\$ 11,500	11.8%	11.3%	
Taxes	\$ -	\$ -	\$ -			
<b>Purchased Transportation:</b>						
Purchased Bus Pass Expenses	\$ -	\$ -	\$ -			
School Bus Utilization Expenses	\$ -	\$ -	\$ -			
Contracted Transportation Services	\$ 1,060,559	\$ 1,111,000	\$ 1,104,000	4.8%	-0.6%	
Other	\$ -	\$ -	\$ -			
Miscellaneous	\$ 6,661	\$ 9,182	\$ 8,756	37.8%	-4.6%	
Operating Debt Service - Principal & Interest	\$ -	\$ -	\$ -			
Leases and Rentals	\$ -	\$ -	\$ -			
Contrib. to Capital Equip. Replacement Fund	\$ -	\$ -	\$ -			
In-Kind, Contributed Services	\$ 181,790	\$ 184,976	\$ 53,979	1.8%	-70.8%	
Allocated Indirect	\$ -	\$ -	\$ -			

#### Capital Expenditures

Equip. Purchases with Grant Funds	\$ 315,594	\$ 211,025	\$ 194,087	-33.1%	-8.0%	
Equip. Purchases with Local Revenue	\$ 35,066	\$ 21,326	\$ 21,565	-39.2%	1.1%	
Equip. Purchases with Rate Generated Rev.	\$ -	\$ -	\$ -			
Capital Debt Service - Principal & Interest	\$ -	\$ -	\$ -			

<b>ACTUAL YEAR LOSS</b>	<b>(\$12,617)</b>					
<b>Total Expenditures =</b>	<b>\$1,640,954</b>	<b>\$1,599,092</b>	<b>\$1,397,127</b>	<b>-2.6%</b>	<b>-12.6%</b>	

See NOTES Below.

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

Actual year LOSSES are shown as Balancing Revenue or Local Non-Government revenue.





# Worksheet for Program-wide Rates

CTC: Sumter County Board Version 1.4  
 County: Sumter County

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

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

PROGRAM-WIDE RATES	
Total Projected Passenger Miles =	476,198
<b>Rate Per Passenger Mile = \$</b>	<b>2.44</b>
Total Projected Passenger Trips =	57,246
<b>Rate Per Passenger Trip = \$</b>	<b>20.29</b>

Fiscal Year

2018 - 2019

<b>Avg. Passenger Trip Length =</b>	<b>8.3 Miles</b>
-------------------------------------	------------------

Rates If No Revenue Funds Were Identified As Subsidy Funds	
<b>Rate Per Passenger Mile = \$</b>	<b>2.96</b>
<b>Rate Per Passenger Trip = \$</b>	<b>24.63</b>

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

### Vehicle Miles

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

### Vehicle Revenue Miles (VRM)

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

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

### Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger.

**Worksheet for Multiple Service Rates**

CTC: **Sumter County I** Version 1.4  
 County: **Sumter County**

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

**SECTION I: Services Provided**

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

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

**SECTION II: Contracted Services**

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

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

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

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

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

Ambulatory	Wheelchair	Stretcher	Group
Leave Blank	Leave Blank		

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

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

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

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

**Worksheet for Multiple Service Rates**

CTC: **Sumter County I** Version 1.4  
 County: **Sumter County**

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

**SECTION III: Escort Service**

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

**SECTION IV: Group Service Loading**

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

**SECTION V: Rate Calculations for Multiple Services:**

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

		RATES FOR FY: 2018 - 2019				
		Ambul	Wheel Chair	Stretcher	Group	
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	476,198	442,864	33,334	Leave Blank	0	
Rate per Passenger Mile =		\$2.32	\$3.98	\$0.00	\$0.00	\$0.00
						per passenger per group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	57,246	53,812	3,434	Leave Blank	Leave Blank	
Rate per Passenger Trip =		\$19.46	\$33.36	\$0.00	\$0.00	\$0.00
						per passenger per group
2. If you answered # 1 above and want a COMBINED Rate per Trip PLUS a per Mile add-on for 1 or more services,...						
...INPUT the Desired Rate per Trip (but must be less than per trip rate above) = <input type="text"/> \$0.00						
Rate per Passenger Mile for Balance =		\$2.32	\$3.98	\$0.00	\$0.00	\$0.00
						per passenger per group

		Rates If No Revenue Funds Were Identified As Subsidy Funds				
		Ambul	Wheel Chair	Stretcher	Group	
Rate per Passenger Mile =		\$2.82	\$4.83	\$0.00	\$0.00	\$0.00
						per passenger per group
Rate per Passenger Trip =		\$23.61	\$40.48	\$0.00	\$0.00	\$0.00
						per passenger per group
<b>Program These Rates Into Your Medicaid Encounter Data</b>						

**FLCTD**  
**Annual Operations Report**  
**Section II: General Info**

County: **Sumter**

Fiscal Year: **July 1, 2016 - June 30, 2017**

**Status: Complete**

**FLCTD Status: Approved**

**Section II: Coordinated System General Information**

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

Number of Private Non-Profits: 1

Number of Private For-Profits: 1

**Public Entities:**

School Board: 0

Municipality: 0

County: 0

Transit Authority: 0

Other: 0

**Total: 2**

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

1

# FLCTD

## Annual Operations Report

### Section III: Passenger Trip Info

County: <b>Sumter</b>		Fiscal Year: <b>July 1, 2016 - June 30, 2017</b>	
<b>Status: Complete</b>			
<b>FLCTD Status: Approved</b>			
<b>Section III: Passenger Trip Information</b>			
<b>1a. One-Way Passenger Trips</b>			
Type of Service	Service Area		Total
	Within	Outside	
<b>Fixed Route/Fixed Schedule</b>			
Daily Trip Tickets	0	0	0
Weekly Passes	0	0	0
Monthly Passes	0	0	0
<b>Deviated Fixed Route Service</b>	3481	0	3481
<b>Paratransit</b>			
Ambulatory	66701	2815	69516
Non-Ambulatory	3905	555	4460
Stretcher	0	0	0
<b>Other Services</b>			
School Board Trips	0	0	0
<b>Total Trips</b>	<b>74087</b>	<b>3370</b>	<b>77457</b>
<b>1b. How many of the total trips were provided by contracted transportation providers (do not include the CTC, if the CTC provides transportation services)?</b>			56949
<b>1c. How many of the total trips were provided by coordination contractors?</b>			20508
<b>2. One-Way Trips by Funding Source</b>			
Agency for Health Care Administration			0
Agency for Persons with Disabilities			11299
Agency for Workforce Innovation			0
Commission for the Transportation Disadvantaged			17040
Department of Children and Families			0
Department of Community Affairs			0
Department of Education			0
Department of Elder Affairs			4478

Department of Health	0
Department of Juvenile Justice	0
Florida Department of Transportation	17716
Local Government	26924
Local Non-Government	0
Other Federal Programs	0
<b>Total:</b>	77457
<b>3. One-Way Trips by Passenger Type</b>	
Was this information obtained by sampling?	no
<b>Elderly</b>	
Low Income:	13551
Disabled:	2078
Low Income and Disabled:	5945
Other:	1343
<b>Children</b>	
Low Income:	21173
Disabled:	0
Low Income and Disabled:	0
Other:	351
<b>Other</b>	
Low Income:	15327
Disabled:	1678
Low Income and Disabled:	14563
Other:	1448
<b>Total:</b>	77457
<b>4. One-Way Passenger Trips - by Purpose</b>	
Was this information obtained by sampling?	no
Medical Purpose	7158
Employment Purpose	17807
Education/Training/Daycare Purpose	16596
Nutritional Purpose	8156
Life-Sustaining/Other Purpose	27740
<b>Total:</b>	77457
<b>5. Unduplicated Passenger Head Count</b>	

5a. Paratransit/Deviated Fixed Route/ School Brd	1678
5b. Fixed Route	0
<b>Total:</b>	1678
<b>6. Number of Unmet Trip Requests</b>	
	0
<b>Unmet Trip Requests by Type of Trip</b>	
Unmet Medical	0
Unmet Employment	0
Unmet Education/Training/Daycare	0
Unmet Nutritional	0
Unmet Life-Sustaining/Other	0
<b>Reason Trip was Denied (Optional)</b>	
Lack of Funding:	0
Lack of Vehicle Availability:	0
Lack of Driver Availability:	0
Other:	0
<b>7.) Number of Passenger No-shows</b>	
	618
<b>Passenger No-Shows by Funding Source (optional)</b>	
CTD:	618
AHCA:	0
AWI:	0
DCF:	0
APD:	0
DOE:	0
DOEA:	0
Other:	0
<b>8. Complaints</b>	
Complaints by Service	2
Complaints by Policy	0
Complaints by Vehicle	0
Complaints by Other	0
<b>Complaint Total:</b>	2
<b>9. Commendations</b>	

Commendations by CTC	0
Commendations by Transportation Providers	117
Commendations by Coordination Contractors	0
<b>Total Commendations:</b>	117

# FLCTD

## Annual Operations Report

### Section IV: Vehicle Info

County: <b>Sumter</b>	Fiscal Year: <b>July 1, 2016 - June 30, 2017</b>		
<b>Status: Complete</b>			
<b>FLCTD Status: Approved</b>			
<b>Section IV: Vehicle Information</b>			
<b>1. Mileage Information</b>			
	<b>Vehicle Miles</b>		<b>Revenue Miles</b>
CTC:	0		0
Transportation Providers:	463133		389296
Coordination Contractors:	69636		48049
School Bus Utilization Agreement:	0		0
<b>Total:</b>	<b>532769</b>		<b>437345</b>
<b>2. Roadcalls</b>			
	6		
<b>3. Accidents</b>			
	<b>Chargeable</b>		<b>Non-Chargeable</b>
Total Accidents Person Only:	0		0
Total Accidents Vehicle Only:	1		0
Total Accidents Person & Vehicle:	0		0
<b>Total Accidents:</b>	<b>1</b>		<b>0</b>
<b>Grand Total:</b>	<b>1</b>		
<b>4. Total Number of Vehicles</b>			
	32		
		<b>Count</b>	<b>Percentage</b>
a. Total vehicles that are wheelchair accessible:		32	100.00%
b. Total vehicles that are stretcher equipped:		0	0.00%

# FLCTD

## Annual Operations Report

### Section V: Employee Info

County: <b>Sumter</b>	Fiscal Year: <b>July 1, 2016 - June 30, 2017</b>		
<b>Status: Complete</b>			
<b>FLCTD Status: Approved</b>			
<b>Section V: Employee Information</b>			
<b>1. CTC and Transportation Provider Employee Information</b>			
			<b>Hours</b>
Full-Time Drivers	12		24960
Part-Time Drivers	4		4160
Volunteer Drivers	0		0
<b>Total Hours:</b>			29120
Maintenance Employees	1		
Dispatchers	2		
Schedulers	1		
Call Intake/Reserv./Cust. Serv.	0		
Other Operations Employees	0		
			<b>Hours</b>
Other Volunteers	0		0
Administrative Support	2		
Management Employees	3		
<b>Total</b>	<b>25</b>		
<b>2. Coordination Contractors Employee Information</b>			
			<b>Hours</b>
Full-Time Drivers	0		0
Part-Time Drivers	6		2400
Volunteer Drivers	0		0
<b>Total Hours:</b>			2400
Maintenance Employees	1		
Dispatchers	0		
Schedulers	0		

Call Intake/Reserv./Cust. Serv.	0	
Other Operations Employees	0	
		<b>Hours</b>
Other Volunteers	0	0
Administrative Support	1	
Management Employees	1	
<b>Total</b>	<b>9</b>	
		<b>TOTAL HOURS: 31520</b>

# FLCTD

## Annual Operations Report

### Section VI: Revenue Sources

County: <b>Sumter</b>		Fiscal Year: <b>July 1, 2016 - June 30, 2017</b>	
<b>Status: Complete</b>			
<b>FLCTD Status: Approved</b>			
<b>Section VI: Financial Data</b>			
<b>1. Detailed Revenue and Trips Provided by Funding Source</b>			
<b>Revenue Source</b>	<b>CTC and Transportation Providers</b>	<b>Coordination Contractors</b>	<b>TOTAL REVENUES</b>
<b>Agency for Health Care Administration</b>			
Medicaid Non-Emergency	\$0.00	\$0.00	\$0.00
Medicaid Non-Emergency (under fixed fee service with AHCA)	\$0.00	\$0.00	\$0.00
<b>Agency for Persons with Disabilities</b>			
Comm Care for Dis Adults/Aging & Adult Services	\$0.00	\$105,112.00	\$105,112.00
Developmental Services	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
<b>Agency for Workforce Innovation</b>			
WAGES/Workforce Board	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
<b>Commission for the Transportation Disadvantaged</b>			
Non-Sponsored Trip Program	\$304,241.00	\$0.00	\$304,241.00
Non-Sponsored Cap. Equip.	\$0.00	\$0.00	\$0.00
Rural Capital Equip.	\$0.00	\$0.00	\$0.00
TD Other (specify)	\$0.00	\$0.00	\$0.00
<b>Department of Children and Families</b>			
Alcohol, Drug Abuse & Mental Health Program	\$0.00	\$0.00	\$0.00
Family Safety & Preservation	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
<b>Department of Community Affairs</b>			
Community Services	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
<b>Department of Education</b>			
Carl Perkins Vocational Ed. Act	\$0.00	\$0.00	\$0.00

Division of Blind Services	\$0.00	\$0.00	\$0.00
Vocational Rehabilitation	\$0.00	\$0.00	\$0.00
Day Care Programs	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
<b>Department of Elder Affairs</b>			
Older Americans Act	\$0.00	\$0.00	\$0.00
Community Care for the Elderly	\$0.00	\$0.00	\$0.00
Other (specify)Service purchased using rate model	\$35,168.00	\$0.00	\$35,168.00
<b>Department of Health</b>			
Children's Medical Services	\$0.00	\$0.00	\$0.00
Office of Disability Deter.	\$0.00	\$0.00	\$0.00
County Public Health Unit	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
<b>Department of Juvenile Justice</b>			
(specify)	\$0.00	\$0.00	\$0.00
<b>Department of Transportation</b>			
49 USC 5307 (Section 9)	\$0.00	\$0.00	\$0.00
49 USC 5310 (Section 16)	\$0.00	\$0.00	\$0.00
49 USC 5311 (Section 18)	\$241,052.00	\$12,430.00	\$253,482.00
490USC 5311(f) (Section 18i)	\$0.00	\$0.00	\$0.00
Block Grant	\$0.00	\$0.00	\$0.00
Service Development	\$0.00	\$0.00	\$0.00
Commuter Assistance Program	\$0.00	\$0.00	\$0.00
Other DOT (Specify)49 USC 5316	\$95,775.00	\$0.00	\$95,775.00
<b>Local Government</b>			
School Board Service	\$0.00	\$0.00	\$0.00
Complementary ADA Service	\$0.00	\$0.00	\$0.00
County Cash	\$409,560.00	\$12,794.00	\$422,354.00
County In-Kind	\$181,790.00	\$0.00	\$181,790.00
City Cash	\$0.00	\$0.00	\$0.00
City In-Kind	\$0.00	\$0.00	\$0.00
Other Cash (specify)	\$0.00	\$0.00	\$0.00
Other In-Kind (specify)School Board Building	\$0.00	\$3,942.00	\$3,942.00
<b>Local Non-Government</b>			
Farebox	\$28,162.00	\$0.00	\$28,162.00
Donations, Contributions	\$0.00	\$0.00	\$0.00
In-Kind Services	\$0.00	\$0.00	\$0.00

Other Non-Government	\$13,711.00	\$2,895.00	\$16,606.00
<b>Other Federal or State Programs</b>			
(specify)	\$0.00	\$0.00	\$0.00
(specify)	\$0.00	\$0.00	\$0.00
(specify)	\$0.00	\$0.00	\$0.00
<b>GRAND TOTAL:</b>			
	\$1,309,459.00	\$137,173.00	\$1,446,632.00

**FLCTD**  
**Annual Operations Report**  
**Section VII: Expense Sources**

County: <b>Sumter</b>		Fiscal Year: <b>July 1, 2016 - June 30, 2017</b>	
<b>Status: Complete</b>			
<b>FLCTD Status: Approved</b>			
<b>Section VII: Financial Data</b>			
<b>2. Expense Sources</b>			
<b>Expense Item</b>	<b>Community Transportation Coordinator</b>	<b>Coordination Contractor</b>	<b>TOTAL EXPENSES</b>
Labor (501):	\$32,832.00	\$56,977.00	\$89,809.00
Fringe Benefits (502):	\$10,327.00	\$8,186.00	\$18,513.00
Services (503):	\$457.00	\$20,092.00	\$20,549.00
Materials and Supplies Cons. (504):	\$2,336.00	\$20,056.00	\$22,392.00
Utilities (505):	\$0.00	\$2,310.00	\$2,310.00
Casualty and Liability (506):	\$9,238.00	\$20,021.00	\$29,259.00
Taxes (507):	\$0.00	\$0.00	\$0.00
<b>Purchased Transportation Services (508)</b>			
Bus Pass Expenses:	\$0.00	\$0.00	\$0.00
School Bus Expenses:	\$0.00	\$0.00	\$0.00
Other:	\$972,871.00	\$11,180.00	\$984,051.00
Miscellaneous (509):	\$3,803.00	\$191.00	\$3,994.00
Interest (511):	\$0.00	\$0.00	\$0.00
Leases and Rentals (512):	\$0.00	\$3,616.00	\$3,616.00
Annual Depreciation (513):	\$0.00	\$0.00	\$0.00
Contributed Services (530):	\$181,790.00	\$0.00	\$181,790.00
Allocated Indirect Expenses:	\$0.00	\$0.00	\$0.00
<b>GRAND TOTAL:</b>	<b>\$1,213,654.00</b>	<b>\$142,629.00</b>	<b>\$1,356,283.00</b>

Project Scope of Work

Transportation Disadvantaged Service Plan (TDSP)  
Major Update

Prepared for the

Lake-Sumter Metropolitan Planning Organization Planning  
Organization



Prepared by the

Center for Urban Transportation Research  
University of South Florida - Tampa, Florida



May 2018

## **SCOPE OF SERVICES**

### **LAKE – SUMTER METROPOLITAN PLANNING ORGANIZATION**

#### **Transportation Disadvantaged Service Plan Major Update**

A Transportation Disadvantaged Service Plan (TDSP) is a five-year strategic plan required by the Florida Commission for the Transportation Disadvantaged (CTD). The plan is developed by the Planning Agency and the Community Transportation Coordinator (CTC). It contains a development plan, service plan and quality assurance components. The purpose of the Transportation Disadvantaged Program is to ensure the availability of coordinated, efficient, cost-effective, and quality transportation services for the transportation disadvantaged population. The CTD requires a TDSP in order to meet the requirements to maintain eligibility for state funding.

This Major Update of the Transportation Disadvantaged Service Plan (TDSP) shall address the requirements of, and comply with, applicable Florida Commission for the Transportation Disadvantaged (CTD) regulations.

The TDSP also serves as the Locally Coordinated Human Services Transportation Plan (LCHSTP) as required by The Federal Transit Administration (FTA) for funding eligibility under the Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) program in accordance with the Fixing America's Surface Transportation (FAST) bill.

This scope of services has been prepared by the Center for Urban Transportation Research (CUTR) at the University of South Florida (USF) for the Lake – Sumter Metropolitan Planning Organization (MPO). It defines the tasks CUTR will conduct to provide a TDSP to the Lake – Sumter MPO.

The Lake – Sumter MPO staff will provide CUTR with existing documents and materials as requested related to the development of the TDSP major update, which may include but is not limited to: current GIS map files, last major TDSP update, last TDSP annual update, last TDP annual update, the current Transportation Improvement Plan (TIP), the current CTD/MPO Memorandum of Agreement/Rate Model, and relevant long range transportation plans. Additionally, the MPO staff will collaborate with CUTR and facilitate some of the activities described in the following tasks.

#### **Task I. Public Involvement**

CUTR will assess community perceptions (both system users and non-users) of public transportation needs and services. This will be accomplished by the public involvement activities listed below. The Lake - Sumter MPO will be responsible for coordinating the communication activities (meeting notices, media notifications, newsletter articles, website content, meeting logistics etc.) consistent with its public involvement program.

1. It is anticipated the Lake – Sumter MPO will form a TDSP Update Committee that will be convened (in person or via teleconference) as necessary to work with CUTR and the Lake – Sumter MPO to facilitate the development and review of the draft TDSP. The Lake – Sumter MPO will invite CTC, LCB, and/or transit operators as appropriate to provide input and direction to the project team throughout the project.
2. CUTR will attend up to two (dates to be determined) meetings each for both of the Lake County and Sumter County Local Coordinating Boards (LCBs), to provide information on the schedule and progress of the major TDSP update. CUTR will make a short presentation, and will provide an opportunity for public comment and involvement.
3. Based on the input received from the Update Committee and LCB public involvement process, CUTR will summarize and include the comments/suggestions/concerns as part of the major TDSP update draft document.
4. CUTR will conduct the following meetings over the course of the project:
  - a. Coordination meetings with the MPO staff and/or CTC staff (up to six), to be conducted as phone calls and/or online meetings.
  - b. MPO Board and Committee meetings for public hearing on draft and final TDSP Major update approval.

**Deliverable:** Documentation and description of the meetings held will be included in the Draft Major TDSP Update.

## **Task II. Needs Assessment**

CUTR will review and analyze needs, opportunities, and alternatives for the delivery of transportation disadvantaged services in Lake and Sumter Counties to develop strategic initiatives for the program. These initiatives will be developed in conjunction with the Lake – Sumter MPO staff and Update Committee as identified in Task I.

The results of all previous tasks will be considered in developing strategic initiatives for the Lake – Sumter MPO. Initiatives will be identified and analyzed at this stage regardless of cost to emphasize the strategic intent of the TDSP process. Any projects derived from this process will

appear in the Needs Assessment section and the Goals, Objectives and Strategies section of the Draft Major TDSP update document.

**Deliverable:** A listing of projects developed during the Needs Assessment process will appear in the Draft Major TDSP Update document. Also, any relationship of the project listing to the information gathered during the public involvement process will be noted.

### **Task III. Major TDSP Update Activities**

As per the Florida Commission for the Transportation Disadvantaged **Instruction Manual for the Completion of Transportation Disadvantaged Service Plans**, the following sections of the Plan will be reviewed and updated as part of this major TDSP update.

#### **Section I – Development Plan**

- A. Introduction to the Service Area
  - 1. Background of the TD Program
  - 2. Community Transportation Coordinator Designation/History
  - 3. Organization Chart
  - 4. Consistency Review of Other Plans
  - 5. Public Participation
  
- B. Service Area Profile/Demographics
  - 1. Service Area Description
  - 2. Demographics
  
- C. Service Analysis
  - 1. Forecasts of Transportation Disadvantaged Population
  - 2. Needs Assessment
  - 3. Barriers to Coordination
  - 4. Goals, Objectives and Strategies
  - 5. Implementation Schedule

#### **Section II – Service Plan**

- A. Operations
  - 1. Types, Hours, Days of Service
  - 2. Accessing Service
  - 3. Transportation Operators and Coordination Contractors
  - 4. Public Transit Utilization
  - 5. School Bus Utilization

6. Vehicle Inventory
7. System Safety Program Plan Certification
8. Intercounty Services
9. Emergency Preparedness and Response
10. Educational Efforts/Marketing
11. Acceptable Alternatives
12. Service Standards
13. Local Complaint and Grievance Procedure/Process
14. Community Transportation Coordinator Monitoring Procedures of Operators and Coordination Contractors
15. Coordination Contract Evaluation Criteria

B. Cost/Revenue Allocation and Rate Structure Justification

**Section III – Quality Assurance**

- A. Provide information on the evaluation processes utilized at the local level to ensure quality of service is being achieved and that it is being provided in the most cost effective, efficient, unduplicated and unfragmented manner.
- B. Incorporate current CTC evaluation worksheets including Cost, Competition and Coordination.

**Deliverable: Draft Development and Service Plans**

**Task IV. Draft TDSP Major Update**

A draft TDSP Major Update will be submitted and presented to the MPO staff (date to be determined), the LCB (date to be determined) and the MPO Board (date to be determined) for review and comment.

The final draft TDSP Major Update will be presented to the full LCB for approval and acceptance.

**Deliverable:** The draft document will be provided to MPO Staff in electronic format to facilitate the review process. The final draft TDSP will be modified to respond to comments received from the MPO staff, LCBs and TDSP Update Committee members.

**Task V. Final TDSP Major Update**

CUTR will present the Final Draft TDSP to the MPO Board. Following review and acceptance of by the MPO, CUTR shall prepare and submit the Final TDSP Major Update document.

**Deliverable:** CUTR will prepare three (3) original copies for signature of the Final TDSP Major Update documents, two of which are for the MPO's transmittal to the Florida Commission for the Transportation Disadvantaged and the other for the MPO files. CUTR will prepare and provide the MPO with an electronic copy of the document both in Microsoft Word and as a pdf file.

## **STAFFING**

CUTR personnel programmed to work on the TDSP Major Update include:

1. Ann Joslin – Project Manager, Senior Research Associate
2. Rob Gregg – Director, Transit Management and Innovation Programs at CUTR
3. Martin Catala – Senior Research Associate
4. Mark Mistretta – Senior Research Associate

## **PROJECT SCHEDULE**

With the assumption that the Notice to Proceed will be issued in July 2018, it is anticipated the Major TDSP Update will be completed within a timeframe to meet the requirements of the Florida Commission for Transportation Disadvantaged, however a request for submittal date extension may be requested of the CTD. A schedule for the completion of preliminary deliverables will be developed in conjunction with MPO staff and based upon affiliated agency support staff resources, confirmed meeting schedules and data availability.

### Key Activities (Schedule under development)

Appointment of Update Committee  
Kick-off Teleconference with Update Committee  
Notice to Proceed Issued by Lake – Sumter MPO to CUTR  
Presentations by CUTR at LCB/TD Meetings  
Review Preliminary Draft TDSP Major Update – LCB  
CUTR Submittal of Final Draft TDSP Major Update to MPO Staff  
CUTR Presentation of Final Draft TDSP Major Update to LCB  
CUTR Submittal of Final TDSP Major Update to MPO Staff  
MPO Submittal of Final TDSP Major Update to TD Commission

## **PROJECT BUDGET**

This project will be a fixed price, lump sum contract. An invoice will be submitted at the conclusion of the project.

DRAFT

### Project Budget Overview

Project Budget		
Labor:		\$33,905
Travel:		\$1,000
Expenses:		\$100
Sub-Total (Labor + Expense)		\$35,005
Sub-Consult		\$0
Indirect (25%)		\$8,751
<b>Total Budget:</b>		<b>\$43,757</b>

DRAFT

**SUMTER COUNTY TRANSIT**

	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>	<b>JANUARY</b>	<b>FEBRUARY</b>
<b>INVOICE AMOUNT</b>	\$104,116.46	\$95,761.99	\$87,794.04	\$93,361.72	\$91,218.81
<b>COMPLETED TRIPS</b>	6,252	5,694	4,961	5,177	4,920
<b>VEHICLE MILES</b>	38,237	34,975	36,407	36,366	32,356
<b>ACCIDENTS - CONTRACT STANDARD 1.4 PER 100,000 MILES</b>	0	0	0	0	2
<b>ON TIME PERFORMANCE - CONTRACT STANDARD 92%</b>	95.83%	99.00%	98.67%	98.67%	99.67%
<b>CALL HOLD TIMES</b>	1 SECOND	2 SECONDS	1 SECOND	1 SECOND	1 SECOND
<b>PASSENGER TRIPS PER HOUR - STANDARD 1.71</b>	2.52	2.1	1.98	1.91	2.02
<b>COST PER MILE - STANDARD \$2.70</b>	\$2.73	\$2.73	\$2.41	\$2.58	\$2.82
<b>COST PER TRIP - STANDARD \$23.22</b>	\$17.23	\$17.41	\$18.33	\$18.64	\$18.54
<b>COMPLIMENTS</b>	15	19	12	14	7
<b>COMPLAINTS</b>	0	0	1	0	0

BOCC/SUMTER COUNTY TRANSIT DID NOT RECEIVE ANY OMBUDSMAN COMPLAINTS THIS REPORTING PERIOD.

**SUMTER COUNTY COORDINATED TRANSPORTATION SYSTEM  
MONTHLY REPORT**

**PERIOD COVERED: 2017-2018**

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL	%
<b>ONE-WAY PASSENGER TRIPS</b>														
SCT / RIDE RIGHT	1,352	1,825	1,406	3,009	2,695	2,439	2,647	2,577					17,950	37.5%
SUMTER COUNTY YOUTH CENTER	-	1,975	1,753	2,643	2,364	1,829	1,895	1,753					14,212	29.7%
SERVICE ROUTE-ORANGE	187	185	133	167	164	209	174	171					1,390	2.9%
SERVICE ROUTE-WILDWOOD CIRCULATOR	90	80	99	93	120	119	119	118					838	1.8%
WRAP PROGRAM TRIPS	679	732	417	6	1	1	-	-					1,836	3.8%
MFCS-SENIOR TRIPS	285	358	160	334	350	364	342	301					2,494	5.2%
<b>TOTAL</b>	<b>2,593</b>	<b>5,155</b>	<b>3,968</b>	<b>6,252</b>	<b>5,694</b>	<b>4,961</b>	<b>5,177</b>	<b>4,920</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>38,720</b>	<b>80.9%</b>
<b>CONTRACT PROVIDERS</b>														
SCARC-TRIPS	1,484	1,756	945	1,294	1,132	751	776	975					9,113	19.1%
<b>TOTAL COORDINATED SYSTEM TRIP COUNT</b>	<b>4,077</b>	<b>6,911</b>	<b>4,913</b>	<b>7,546</b>	<b>6,826</b>	<b>5,712</b>	<b>5,953</b>	<b>5,895</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>47,833</b>	<b>100.0%</b>
<b>PARATRANSIT BILLING CODES W/ESCORTS</b>														
AMBULATORY IN COUNTY	3,330	6,063	4,249	6,724	5,898	4,823	5,094	5,093					41,274	81.7%
AMBULATORY OUT OF COUNTY	200	222	150	191	235	206	231	226					1,661	4.9%
WHEELCHAIR IN COUNTY	255	326	235	312	334	327	321	269					2,379	6.3%
WHEELCHAIR OUT OF COUNTY	15	35	47	59	75	28	14	18					291	0.4%
DEVIATED FIXED ROUTES COMBINED	277	265	232	260	284	328	293	289	-	-	-	-	2,228	6.8%
<b>TOTAL</b>	<b>4,077</b>	<b>6,911</b>	<b>4,913</b>	<b>7,546</b>	<b>6,826</b>	<b>5,712</b>	<b>5,953</b>	<b>5,895</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>47,833</b>	<b>100.0%</b>
<b>FUNDING SOURCES</b>														
CTD SPONSORED	1,021	1,389	1,203	2,019	1,822	1,683	1,732	1,679					12,548	26.2%
PUBLIC	1,287	3,408	2,605	3,899	3,522	2,914	3,103	2,940					23,678	49.5%
MFCS CONTRACT TRIPS	285	358	160	334	350	364	342	301	-	-	-	-	2,494	5.2%
SCARC CONTRACT SERVICE	1,484	1,756	945	1,294	1,132	751	776	975	-	-	-	-	9,113	19.1%
<b>TOTAL</b>	<b>4,077</b>	<b>6,911</b>	<b>4,913</b>	<b>7,546</b>	<b>6,826</b>	<b>5,712</b>	<b>5,953</b>	<b>5,895</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>47,833</b>	<b>100.0%</b>
<b>PASSENGER TYPES</b>														
ELDERLY (60+)	1,705	2,070	1,310	2,016	1,891	1,929	1,758	2,037	-	-	-	-	14,716	30.8%
LOW-INCOME	953	1,175	707	1,197	1,136	1,083	1,143	1,372					8,766	
DISABLED	132	188	186	242	250	246	223	183					1,650	
LOW-INCOME & DISABLED	527	623	325	485	425	493	270	366					3,514	
OTHER (SHUTTLE)	93	84	92	92	80	107	122	116					786	
CHILDREN (<15)	69	2,080	1,859	2,801	2,485	1,948	2,021	1,906	-	-	-	-	15,169	31.7%
LOW-INCOME	33	2,060	1,849	2,785	2,470	1,917	2,007	1,894					15,015	
DISABLED	0	0	0	0	0	0	0	0	0	0	0	0	-	
LOW-INCOME & DISABLED	0	0	0	0	0	0	0	0	0	0	0	0	-	
OTHER (SHUTTLE)	36	20	10	16	15	31	14	12					154	
DISABLED (ALL AGES)	1,759	2,102	1,234	1,676	1,526	1,121	1,103	1,246	-	-	-	-	11,767	24.6%
OTHER (16-59)	2,303	2,761	1,744	2,729	2,450	1,835	2,174	1,952	-	-	-	-	17,948	37.5%
LOW-INCOME	1,105	1,353	936	1,683	1,460	1,320	1,445	1,139					10,441	
DISABLED	143	158	103	140	143	124	104	88					1,003	
LOW-INCOME & DISABLED	957	1,133	620	809	708	258	506	609					5,600	
OTHER (SHUTTLE)	98	117	85	97	139	133	119	116					904	
<b>TOTAL</b>	<b>4,077</b>	<b>6,911</b>	<b>4,913</b>	<b>7,546</b>	<b>6,826</b>	<b>5,712</b>	<b>5,953</b>	<b>5,895</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>47,833</b>	<b>100.0%</b>
<b>TRIP PURPOSE</b>														
MEDICAL	548	639	486	602	630	575	529	517					4,526	9.5%
EMPLOYMENT	1,411	1,556	824	1,235	3,381	822	886	954					11,069	23.1%
EDUCATION/TRAINING	1,062	1,518	973	1,815	1,508	1,220	1,475	1,519					11,090	23.2%
NUTRITIONAL	548	616	400	604	629	716	647	595					4,755	9.9%
LIFE-SUSTAINING/OTHER (SCYC)	508	2,582	2,230	3,290	678	2,379	2,416	2,310					16,393	34.3%
<b>TOTAL</b>	<b>4,077</b>	<b>6,911</b>	<b>4,913</b>	<b>7,546</b>	<b>6,826</b>	<b>5,712</b>	<b>5,953</b>	<b>5,895</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>47,833</b>	<b>100.0%</b>
<b>UNDUPLICATED CUSTOMERS</b>														
UNDUPLICATED CUSTOMERS	410	486	440	376	433	342	253						2,740	
<b>UNMET TRIP REQUEST</b>														
UNMET TRIP REQUEST	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MEDICAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EMPLOYMENT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EDUCATION/TRAINING	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NUTRITIONAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LIFE-SUSTAINING/OTHER PURPOSE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>DENIAL REASON FOR UNMET TRIPS</b>														
DENIAL REASON FOR UNMET TRIPS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LACK OF FUNDING	-	-	-	-	-	-	-	-	-	-	-	-	-	-
VEHICLE AVAILABILITY	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DRIVER AVAILABILITY	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OUTSIDE OF SERVICE AREA	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>PASSENGER NO SHOWS</b>														
PASSENGER NO SHOWS	28	32	38	45	60	53	48	51					355	
<b>VEHICLE MILES-COORDINATED SYSTEM</b>														
VEHICLE MILES-COORDINATED SYSTEM	40,221	45,364	34,475	40,601	37,378	38,331	38,269	34,276	-	-	-	-	308,915	
<b>REVENUE MILES-COORDINATED SYSTEM</b>														
REVENUE MILES-COORDINATED SYSTEM	31,661	35,499	24,355	31,556	30,400	27,178	29,040	38,273	-	-	-	-	247,963	
<b>RIDE RIGHT VEHICLE MILES</b>														
RIDE RIGHT VEHICLE MILES	35,773	40,231	31,538	38,237	34,975	36,407	36,366	32,356					285,883	
<b>RIDE RIGHT REVENUE MILES</b>														
RIDE RIGHT REVENUE MILES	28,592	31,957	22,328	29,925	28,742	25,850	27,727	36,948					232,070	



## LAKE~SUMTER MPO PROJECT UPDATES – May 2018

- **US 301 Project Development and Environment (PD&E) Study (Sumter County)**

US 301 is being studied from SR 44 in Wildwood south to C-470 (west) in Sumterville. The study will lead to specific operational improvements and design improvements to the interchange of US 301 and Florida's Turnpike and to the intersection of US 301 and SR 44. The study is also examining the concept of a new alignment east and south of Coleman. The planning effort is being coordinated with other Sumter County projects including the I-75/CR 514 proposed interchange and the C-470 study. Public Alternatives Meeting #2 was held in May. A public hearing on the recommended alternatives will be held in summer 2018. The preferred design alternative will be presented for public comments at the Hearing. At the end of the study in spring 2019, a recommended design alternative will be selected, and all engineering and environmental reports will be finalized. The project is funded for the design phase in FY 2019/20.

Project website: <http://us301sumter.com/>

- **I-75/CR 514 PD&E Study (Sumter County near Coleman)**

The Florida Department of Transportation (FDOT), District 5 has initiated a Project Development & Environment (PD&E) Study to evaluate a new interchange near the Interstate 75 (I-75) at County Road (C.R.) 514 (Warm Springs Avenue) overpass. The project area is located approximately 4.0 miles south of the I-75 and Florida Turnpike interchange and approximately 3.5 miles north of the I-75 at C.R. 470 interchange in Sumter County. The project limits extend north and south along I-75 at C.R. 514 and along C.R. 514 from 0.5 mile west of I-75 east 0.75 mile to the C.R. 525 Extension.

C.R. 514 is a two-lane, undivided, local roadway that crosses over I-75 at the project location. The purpose of this project is to improve the existing transportation network and support regional travel demand by providing additional access to I-75 at C.R. 514. The planned Florida Crossroads Industrial Activity Center (FCIAC) will serve as an intermodal freight logistics center and distribution hub, contributing to projected future travel demand in the region. In addition, residential development is expanding from the north and east toward the project area, increasing the amount of traffic in the region. The existing transportation network facilities in the project and surrounding area will be unable to support projected future demand.

Project webpage: [http://www.cflroads.com/project/435476-1/I-75 at C R 514](http://www.cflroads.com/project/435476-1/I-75%20at%20C%20R%20514)

- **C-470 PD&E Study**

FDOT is nearing completion of a Project Development and Environment Study for C-470 in Sumter County east into Lake County across Florida's Turnpike. The study is examining future needs for the roadway through 2040. The study is also part of an initiative to have 470 in both counties designated as a state road from I-75 in Sumter County east to US 27 in Lake County. A public hearing was held in April on the recommended alternatives. The study is now in final documentation phase and concludes this month. The project is funded for the design phase in FY 2019/20.

Project webpage: [http://www.cflroads.com/project/434912-1/C\\_-\\_470\\_PD\\_E\\_Study](http://www.cflroads.com/project/434912-1/C_-_470_PD_E_Study)

- **Wekiva Parkway Project**

The Central Florida Expressway Authority is now constructing all remaining segments in Orange County and new SR 453 from Orange County into Lake County from SR 429 to SR 46. The FDOT has moved into the construction phase for segments of SR 46, SR 429, and CR 46A in Lake County.

Project Website: <http://wekivaparkway.com/fdot-projects.php>

- **Trails: Central Florida C2C Trail and Wekiva Trail**

Because of the Central Florida MPO Alliance prioritization of Regional Trails, almost all phases of the C2C Trail have received advancements of funding from FDOT for each needed phase in both counties. The FDOT recently announced forthcoming programming of the subsequent phases of each segment of the C2C. Only the segment through downtown Groveland is absent from the FDOT Work Program. Meanwhile, the Wekiva Trail has two segments out of four segments committed for construction to be complete by 2019/20. The other two segments are now in the design phase. Project website: <http://www.floridasuntrail.com/>

- **Minneola Interchange: Florida's Turnpike/North Hancock Road/Citrus Grove Road**

Florida's Turnpike Enterprise opened the new interchange at Milepost 279 in June. North Hancock Road has been opened as a four-lane roadway from the forthcoming interchange south to SR 50. North of the interchange, a two-lane North Hancock Road extends north to CR 561A. Meanwhile, an east-west connection to US 27 will be accomplished by building Citrus Grove Road as a four-lane roadway, with the eastern segment to be constructed first. Construction of the eastern portion of Citrus Grove Road is committed.

- **Lake-Orange Parkway & Schofield Road Concepts (US 27 to SR 429)**

The Central Florida Expressway Authority is preparing to start a Feasibility, Project Development and Environment (PD&E) Study for the Lake / Orange Connector. The study will take a fresh look at previously studied alignment alternatives seeking to promote regional connectivity via a limited access facility.

CFX will be providing more information on this study once it gets underway. Public involvement and intergovernmental coordination will be a crucial part of this study.

Two options are being examined to construct roads between US 27 south of Clermont east to existing interchanges with SR 429. The northern corridor, Wellness Way, would connect to the New Independence Parkway interchange. The corridor to the south would connect to the Schofield Road interchange.

Project website: <https://www.cfxway.com/agency-information/plans-studies/project-studies/lake-orange-connector-study/>

- **SR 50 PD&E Study**

SR 50 is being studied from US 301 in Hernando County east to CR 33 in Mascotte. The Project Development and Environment Study is examining safety and capacity needs and will take into account the environmental issues relative to the Green Swamp and the Withlacoochee State Forest. The study commenced in January and the first public meeting was held in July. The study will conclude at the end of 2018.

Project website: [http://www.cflroads.com/project/435859-1/SR\\_50\\_PD\\_E\\_Study\\_from\\_US\\_301\\_in\\_Hernando\\_County\\_to\\_CR\\_33\\_in\\_Lake\\_County](http://www.cflroads.com/project/435859-1/SR_50_PD_E_Study_from_US_301_in_Hernando_County_to_CR_33_in_Lake_County)

- **Complete Streets Projects**

The MPO's first Complete Streets project, SR 44 (Dixie Avenue) in Leesburg, is currently under construction phase while a study of US 27 in Leesburg is nearing completion and design funds are being requested. The MPO and Umatilla are coordinating with FDOT to add Complete Streets elements to a SR 19 resurfacing project. Moving forward this year are studies of East Avenue in Clermont and US 301 in downtown Wildwood.

May 2, 2018

## **LSMPO – Sumter County Road Report**

### **Design Phase**

C-478 Resurfacing from SR 471 to Center Hill City limits (FM#4392231) (LAP) – Design in progress. Final design anticipated in July 2018.

C-478 Safety Improvements from SR 471 to Center Hill City limits (FM#4399121) (LAP) – Negotiating Design Fee. Design to commence June 2018.

C-575 Safety Improvements between C-476 and CR 624 (FM #4361851) (LAP) – 100% design under review.

C-470 Safety Improvements between C-424 and Wilderness Drive (FM #436151) (LAP) – 100% design under review.

C -462 Safety Improvements (FM#437604) (LAP) – 100% design under review.

C-673 Widening and resurfacing from west of US 301 to I-75 (FM#433670-1-54-01)(SCOP) – 100% design under review, completing ROW acquisition.

C-48 at Withlacoochee River Bridge Rehabilitation (FM#419058-1-54-01)(SCOP) – 100% design complete . Project anticipated to bid in June 2018.

C-476 at Withlacoochee River Bridge Rehabilitation (FM#437467-1-54-01)(SCOP) – 100% design complete . Project anticipated to bid in June 2018.

C-470 at Lake Panasoffkee Outlet Bridge Rehabilitation (FM#437465-1-54-01)(SCOP) – 100% design complete . Project anticipated to bid in June 2018.

C-48 at Jumper Creek Bridge Rehabilitation (FM#437466-1-54-01)(SCOP) – 100% design complete . Project anticipated to bid in June 2018.

C-466 Intersection Improvement Project (CR 105 to Buena Vista Boulevard) – working toward 30% design.

C-525E Phase 2 - working toward 30% design.

### **Bid and Construction Phase**

C-48 shoulders and resurfacing project from Citrus County line to CR 616 (FM#439912)(LAP) – construction 70% complete.

C-475 North safety Improvements from SR 44 to Marion County line (FM#4361491)(LAP) – Project currently out to bid. Bid opening May 2018.

C-475 South widening and resurfacing from C-470 to CR 542 (FM#429944-1-58-01)(SCOP) – Currently out to bid. Bid Opening May 2018. Proposed closure from June 2018 until December 2018 for Jumper Creek Bridge replacement.

CR-603 (Battlefield Parkway) (FPN#435495-1-54-01)(CIGP) – Construction to commence May 7, 2018. 30, 2018. Local Traffic Only closures anticipated from May 2018 to July 2018.

C-468 Widening from US 301 to CR 505 – Construction 35% complete

C-501 Widening from C-468 to a point 5000 feet south – Construction underway. Road closure with detour now in place until December 2018.

CR 525 E Phase 1 (New construction) – Road construction 100% complete.